

**CITY OF MENASHA  
COMMON COUNCIL  
First Floor Conference Rooms  
100 Main Street  
Monday, November 1, 2021  
6:00 PM  
AGENDA**

**PER CITY OF MENASHA COVID-19 GUIDELINES, ALL ATTENDEES ARE  
REQUIRED TO WEAR A FACE COVERING**

- A. CALL TO ORDER
- B. PLEDGE OF ALLEGIANCE
- C. ROLL CALL
- D. PUBLIC HEARING
- E. REPORT OF DEPARTMENT OFFICERS/DEPARTMENT HEADS/STAFF/CONSULTANTS
  - 1. Neenah-Menasha Veterans Honor Guard Presentation to Menasha Police Dept K-9 Unit
  - 2. Clerk Krautkramer - the following minutes and communications have been received and placed on file:
    - Minutes to receive:
      - 1. Ad-hoc Committee to Establish Friends Group, 9/28/21
      - 2. Board of Public Works, 10/18/21
      - 3. Library Board, 9/28/21
      - 4. Neenah-Menasha Sewerage Commission, 9/28/21 & 10/6/21
      - 5. NMFR Joint Finance & Personnel Committee, 8/24/21 & 10/26/21
      - 6. NMFR Joint Fire Commission, 9/16/21 & 10/27/21
      - 7. Plan Commission, 10/19/21
      - 8. Water & Light Commission, 10/6/21
      - 9. Parks & Recreation Board, 9/21/21 & 10/26/21
    - Communications:
      - 10. COVID-19 Update
      - 11. Quarterly Financial Report
      - 12. Menasha Police Department Public Notice
- F. PUBLIC COMMENTS ON ANY MATTER OF CONCERN TO THE CITY  
(five (5) minute time limit for each person)

**G. CONSENT AGENDA**

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

Minutes to approve:

1. Common Council, 10/18/21

Board of Public Works, 10/18/21, Recommends Approval of:

2. Payment to Northeast Asphalt, Inc.; Contract Unit No. 2021-10 for Street Construction and Rehabilitation in the amount of \$217,258.40 (Payment No. 5)

Parks & Recreation Board, 10/26/21, Recommends Approval of:

3. Proposal to increase Marina Seasonal Slip Rate for 2022 from \$40/ft. to \$40.50/ft. with a minimum of \$931.50

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

**I. ACTION ITEMS/DISCUSSION ITEMS**

1. Accounts payable and payroll for the term of 10/15/21 – 10/28/21 in the amount of \$1,253,004.14
2. Beverage Operators License Applications for the 2021-2023 licensing period
3. "Class A" 140 Main Street, Menasha Market LLC Liquor License for the 2021-2022 licensing year
4. Development Agreement by and between the City of Menasha and Lakeshore Ridge Apartments, LLC – Phase I 8-Unit Condominium Building

**J. HELD OVER BUSINESS**

**K. ORDINANCES AND RESOLUTIONS**

1. R-40-21 A Resolution Relating to Redistricting (Reconsideration) (Introduced by Mayor Merkes)
2. R-41-21 A Resolution Accepting a Proposal from Stantec to Assist in Applying for and Authorizing the City to Accept a US EPA Brownfield Community-wide Assessment Grant (Introduced by Mayor Merkes)
3. R-42-21 A Resolution Authorizing a Signatory Municipality to Exceed the Levy Limit for Neenah Menasha Fire Rescue for 2022 (As recommended by the Neenah-Menasha Fire Rescue Joint Finance & Personnel Committee and introduced by Ald. Sevenich)
4. O-9-21 An Ordinance for the Comprehensive Plan Update (Introduced by Mayor Merkes)

**L. APPOINTMENTS**

**M. CLAIMS AGAINST THE CITY**

**N. PUBLIC COMMENTS ON ANY MATTER LISTED ON THE AGENDA**

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

**O. ADJOURNMENT**

**MEETING NOTICE**

**Monday, November 15, 2021**

**Common Council Meeting – 6:00 p.m.**

**Committee Meetings to Follow**

**MINUTES**  
**AD HOC COMMITTEE TO ESTABLISH FRIENDS GROUP**  
**ELISHA D. SMITH PUBLIC LIBRARY BOARD OF TRUSTEES**  
**COMPANY E ROOM**  
**SEPTEMBER 28, 2021**

**Called to order** at 4:08pm by Chairman Lane

**Committee members present:** Lane and Turner

**Absent:** Franzoi

**Also present:** Golz, Director Kopetsky and Business Manager Dreyer

**Public Comment/Communication:** None

**Status of 501(c)3**

Turner recontacted Dan Flaherty at Godfrey & Kahn to establish a 181 nonstock corporation and start the application process for the 501(c)3 since there was an email error.

**Friends Board Members**

Dreyer reached out to some of the library's volunteers to see if they would be willing to serve on the Friends Board. Three expressed an interest.

**Adjournment**

The meeting adjourned at 4:20pm

Respectfully submitted,  
Kathy Dreyer, recording secretary

CITY OF MENASHA  
BOARD OF PUBLIC WORKS  
100 MAIN STREET  
OCTOBER 18, 2021  
MINUTES

A. CALL TO ORDER

Meeting called to order by Chairman Langdon at 7:22 p.m.

B. ROLL CALL

PRESENT: Ald. Ropella, Nichols, Taylor, Sevenich, Langdon, Schmidt, Tom Grade, Ted Grade

ALSO PRESENT:

C. MINUTES TO APPROVE

1. Board of Public Works, 10/4/21

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

Motion carried on voice vote.

D. DISCUSSION / ACTION ITEMS

1. Payment – Northeast Asphalt, Inc.; Contract Unit No. 2021-10; Street Construction and Rehabilitation; \$217,258.40 (Payment No. 5)

Moved by Ald. Taylor seconded by Ald. Ted Grade to recommend to Common Council approval of the Payment to Northeast Asphalt, Inc.; Contract Unit No. 2021-10 for Street Construction and Rehabilitation in the amount of \$217,258.40 (Payment No. 5).

Motion carried on roll call 8-0.

DJOURNMENT

Moved by Ald. Taylor seconded by Ald. Tom Grade to adjourn at 7:25 p.m.

Motion carried on voice vote.

Haley Krautkramer  
City Clerk



**ELISHA D. SMITH PUBLIC LIBRARY BOARD OF TRUSTEES**  
**MEETING MINUTES**  
**Elisha D. Smith Public Library**  
**Company E Room**  
**September 28, 2021**

**Called to order** at 4:30pm by Chairman Golz

Present: Chairman Golz, Vice Chairman Halverson, Trustee Lane, Trustee Schwerbel (via Zoom), Trustee Turner, Superintendent of Schools VanderHeyden and Trustee Witt (via Zoom)

Absent: Trustee Franzoi and Teen Rep. Chintamani

Also Present: Director Kopetsky, Support Services Supervisor Raschke, Adult Services Supervisor Moore-Nokes and Business Manager Dreyer

**Public Comment/Communication**

None

**Consent Business**

A motion was made by VanderHeyden, seconded by Lane to approve the Library Board of Trustees meeting minutes from August 24, 2021, and accept the 125<sup>th</sup> Anniversary Committee meeting minutes from August 27, 2021, and the Finance & Investments Committee meeting minutes from September 13, 2021. The CIP budget reflects HVAC value replacement since the library has 33 values that are causing the HVAC to operate inefficiently. Motion carried unanimously.

**Authorization of Bills**

A motion was made by Halverson, seconded by Turner to authorize payment of the September 2021 list of bills, endowment fund and WALIS Technology account from the 2021 budget. The management expense (21 06) to David Schwerbel is reimbursement for mileage to visit architectural firms and libraries. Motion carried unanimously.

**Unfinished Business**

Building & Grounds Committee Update

The RFP's have been sent to architectural firms. Kopetsky emailed trustees a list of the architects who expressed interest in the project and are planning on visiting during the next couple of weeks. Kopetsky is working on a list of questions and what to discuss during these visits. The proposals are due back to us by November 1. Kopetsky will email an RFP to Margaret Sullivan Studio.

Turner left the meeting at 4:53pm.

Organization of Friends Group Update

The Ad Hoc Committee to Organize a Friends Group met prior to this meeting. Turner recontacted Dan Flaherty at Godfrey & Kahn to establish a 181 nonstock corporation and start the application process for the 501(c)3 since there was an email error. Dreyer reached out to some of the library's volunteers to see if they would be willing to serve on the Friends Board. Three expressed an interest.

**New Business**

Director's Report

- We just completed the first full book sale in over a year. It was well attended, and the library sold \$3,659.21 worth of materials. We are discussing switching from the twice a year format to an ongoing book sale. The sale is looked at as an event, but we can also better use the space where the books are stored.

- Kopetsky submitted a grant requests to the Theda and Tamblin Clark Smith Family Foundation, Inc. and the Community Foundation for the Fox Valley Region, Inc. for a Bright Idea Fund Spark Grant.
- Ahead of our October in-service, we have begun program and activity planning for 2022. Right now, we have 115 potential programs in the works though not all will be implemented, and some will be an ongoing series.
- With the success of the 125<sup>th</sup> Anniversary Celebration and indoor programming limited due to COVID, we decided to show another outdoor movie in Smith Park on Saturday, October 9, at 7:30pm. We will be showing the movie *Coco*.
- Lauren Radke joined our team as a casual Library Assistant. She also works for the Neenah Public Library.
- A draft of the job description for the new full-time librarian is complete. It will soon be posted.
- Increased infection rates in the city have led us to reinstitute mask requirements for everyone using the library regarding of vaccination status.

#### August Statistics

Print collections continue to increase in circulation, steadily rising toward pre-COVID levels. Periodicals has seen a large increase. DVD circulation seems to have leveled off. Door counts are holding steady, though below pre-pandemic levels.

#### 2021 Budget Status Report

Trustees reviewed the 2021 budget status. Our part-time custodian resigned, and we have decided to go back to ServiceMaster. We will have 3 major retirements this year. Golz asked Kopetsky to report on any potential carry-over at each meeting.

#### Finance & Investments Committee - 2022 Proposed Budget

Trustees reviewed the 2022 proposed budget. The budget reflects a 5.9% increase which is partly due to a decrease in Winnebago County funding. The budget contains increases for active programming. Motion made by Lane, seconded by VanderHeyden to approve the 2022 budget as presented. Motion carries unanimously.

#### Staff Reports

- Tech Services is working on making materials more findable.
- The Fox Cities Book Festival will be held October 13 – 17, 2021.
- The storage area is being cleaned out.
- Adult Services is putting the history collection in order.
- Kathy Beson is passing along information to Moore-Nokes and having conversations with her staff.

#### **Adjournment**

Motion to adjourn made at 5:47pm by Halverson, seconded by Witt. Motion carried unanimously.

Respectfully submitted,  
Kathy Dreyer, Recording Secretary

# **NEENAH-MENASHA SEWERAGE COMMISSION**

## **Public Hearing & Regular Meeting**

**Tuesday September 28, 2021**

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

**Present:** Commissioners Forrest Bates, Steve Coburn, Kevin Hietpas, Greg Weyenberg, Corey Gordon, Raymond Zielinski, Dale Youngquist; Manager Paul Much; Accountant Roger Voigt.

**Also Present:** Randall Much (MCO); Chad Olsen (McMahon), Kyle Collett (Sonoco).

## **Public Hearing to Receive Comments on Proposed 2022 NMSC Budget**

Motion made and seconded by Commissioners Weyenberg/Bates to open the Public Hearing to receive comments on the Proposed 2022 NMSC Budget.

No questions or comments on the proposed budget were received; motion made and seconded by Commissioners Bates/Zielinski to close the Public Hearing and return into Regular Open Session. Public Hearing closed at 8:03 am.

## **Public Forum**

No one in attendance for the public forum.

## **Minutes**

August 24, 2021 Regular Meeting minutes: Motion made and seconded by Commissioners Zielinski/Bates to approve the minutes from the August 24, 2021 Regular Meeting. Motion carried unanimously.

## **Correspondence**

There was no correspondence discussed.

## **Old Business**

There was no old business discussed.

To accommodate those in attendance, President Youngquist proceeded to Agenda item 7.G. – Update on Contract Renewal for the Wastewater Service Agreement between Sonoco/U.S. Paper Mills and the NMSC. Kyle Collett reported Sonoco is looking at potential capital investments to achieve further BOD reductions; Kyle also indicated he would be the contact regarding the contract renewal negotiation; he is also interested in seeing what the potential phosphorus allocation could be for their facility. President Youngquist reported on a meeting held with the DNR local representative to request a time extension for the phosphorus removal project; it was pointed out the NMSC received a 5-year compliance schedule and most facilities

receive a 9-year compliance schedule. The DNR representative will look at obtaining an additional 2-4 year extension for our compliance schedule. Manager Much reported on the concern we have with the current chlorine generation unit and its ability to run an additional 2-4 years; we may need to look at purchasing bulk chlorine if the unit fails.

The Commission returned to the Agenda as published.

### **New Business**

#### **Operations, Engineering, Planning**

##### **McMahon Project Updates:**

Facility Re-Rating Study – Chad Olsen reported he has no new information regarding the re-rating.

Phosphorus Removal/UV Disinfection Project. Chad reported we will wait to receive the written notice from the DNR concerning the phosphorus removal project extension before proceeding further on the project.

Land Swap with Menasha. Greg Weyenberg reported on a meeting held with Menasha representatives to discuss the land swap; he felt they had a good discussion. Greg further discussed the issues – playground equipment, bathroom facility, berm. At this time it is felt it is not feasible to pursue the land swap. President Youngquist asked if anyone else has further input; additional discussion pursued. President Youngquist will contact Mayor Merkes regarding the NMSC not pursuing the land swap at this time; it was requested to keep this item on the Meeting Agenda for one more month.

Plant Boiler Digester Replacement. Chad Olsen reported the natural gas boilers are running and holding temperature; the methane gas boilers will be completed and startup will be scheduled. Pay request #2 has been received from August Winter & Sons, Inc. for work performed on the installation of the boilers in the amount of \$434,032.35. After discussion, motion made and seconded by Commissioners Bates/Coburn to approve for payment pay request #2 to August Winter & Sons, Inc. in the amount of \$434,032.35. Motion carried unanimously. Chad reported Pay Request #3 has also been received; it will be presented at the October meeting for payment approval.

WPDES Permit Application Assistance. Chad Olsen reported work on this is progressing.

Phosphorus Rate Study. Chad Olsen reported work is currently delayed until written notice from DNR is received for the phosphorus project extension.

McMahon Invoices. Commissioners discussed McMahon invoice #923795 phase 06 and invoice #923795 phase 08 in the amounts of \$350.00 and \$161.50. Motion made and seconded by Commissioners Coburn/Bates to approve payment of invoice #923795 phase 06 and #923795 phase 08 in the amounts of \$350.00 and \$161.50. Motion carried unanimously.

Request for New Connection Point in Town of Neenah S.D. #2. Steve Coburn discussed the request that was made and approved previously in 2011; he is not able to find documentation as

to why they decided not to proceed with the Connection Point back in 2011, the Sanitary District would again like to pursue having a Connection Point at Lift Station 7. Randall Much discussed what the Contract-Ordinance says regarding Connection Points and the requirements for adding a new Connection Point.

Operating Report. Manager Much reported the increased influent phosphorus levels reported last month has now returned to normal levels. Equipment & Grounds Report – Commissioners reviewed the written report prepared by Rob Franck; Commissioners were instructed to contact Rob if they have further questions. After discussion, motion by Commissioners Zielinski/Bates to accept the operations report. Motion carried unanimously.

#### Budget, Finance, Personnel

Financial Statements. Accountant Voigt reported the August financial statements are reporting an income in monthly operations. Interest rates on investments have not changed. Accountant Voigt further reported MCO generated about \$2,500 in additional revenue for the Commission. After discussion, motion made and seconded by Commissioners Zielinski/Bates to approve the Accountant's Report for August 2021. Motion carried unanimously.

Update on future potential financing. President Youngquist reported any further action will be delayed until we receive the written extension on the phosphorus removal project.

Motion made and seconded by Commissioners Coburn/Bates to approve for payment MCO invoices #27485 and #27531 in the amounts of \$130,144.08 and \$374.27 with payment to be made after October 1, 2021. Motion carried unanimously.

Motion made and seconded by Commissioners Coburn/Zielinski to approve Operating and Payroll Vouchers #138936 through #138977 in the amount of \$198,845.72 for the month of August 2021. Motion carried unanimously.

2022 Proposed NMSC Budget. President Youngquist questioned if there were any questions or discussion regarding the 2022 Proposed NMSC Budget. Hearing none, motion made and seconded by Commissioners Bates/Coburn to approve the Proposed 2022 NMSC Budget as presented. Motion carried unanimously.

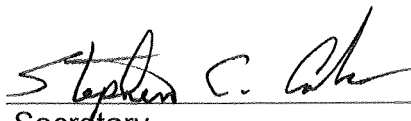
Motion made and seconded by Commissioners Coburn/Bates to convene into closed session pursuant to Wis. Stats. § 19.85(1)(e) to discuss strategy concerning contract renewal with the Contracted Industrial User and for bargaining reasons which require a closed session to discuss such strategy to best serve the public interest. Motion carried unanimously on a roll call vote; meeting convened into Closed Session at 8:55 a.m.

Motion made and seconded by Commissioners Coburn/Bates to adjourn the closed session and reconvene into Regular open session. Motion carried unanimously on a roll call vote; meeting returned to open session at 9:20 a.m.

**Adjournment**

Motion made and seconded by Commissioners Bates/Coburn to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 9:20 a.m.

  
\_\_\_\_\_  
President

  
\_\_\_\_\_  
Secretary

# NEENAH-MENASHA SEWERAGE COMMISSION

## Special Meeting

Wednesday October 6, 2021

Special Meeting was called to order by Commission President Youngquist at 2:00 p.m.

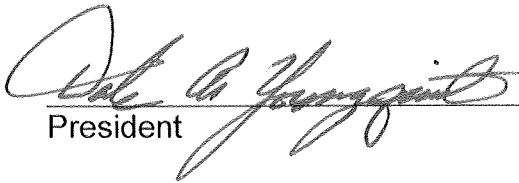
**Present:** Commissioners Forrest Bates, Kevin Hietpas, Greg Weyenberg, Raymond Zielinski, Dale Youngquist; Manager Paul Much; Accountant Roger Voigt.

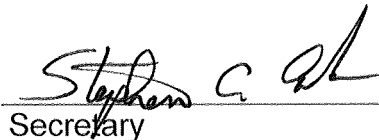
**Excused:** Commissioners Steve Coburn, Corey Gordon.

**Also Present:** Chad Olsen (McMahon).

Retain Services of Stafford Rosenbaum LLP for Legal Services. President Youngquist discussed the purpose for hiring the legal firm of Stafford Rosenbaum LLP; they have environmental knowledge for assisting the Commission in regulating industrial discharges. President Youngquist contacted Commission Attorney John Thiel to inform him of our intent to use this firm; Attorney Thiel indicated he is okay with the decision. Manager Much reported the expected cost for their services would be \$3,000-\$5,000 unless they are also used in contract negotiations with Sonoco. After discussion motion made and seconded by Commissioners Bates/Weyenberg to authorized President Youngquist to sign the engagement letter hiring Stafford Rosenbaum LLP to assist with the review of options for regulation of industrial discharges to the sewerage treatment plant. Motion carried unanimously on a roll call vote (5-0)

Motion made and seconded by Commissioners Bates/Weyenberg to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 2:07 p.m.

  
\_\_\_\_\_  
President

  
\_\_\_\_\_  
Secretary

**NMFR Joint Finance & Personnel Committee Meeting Minutes**  
**August 24, 2021 – 5:30 p.m.**  
**City of Menasha**

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

Excused: Ald. Ropella

Also Present: Chief Kloehn, Director Sassman and MA Ellis

Public: AC Peglow, AC Krueger and Christine Maschke

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

Public Forum: No members of the public chose to speak.

Minutes: The Committee reviewed the June 22, 2021 meeting minutes. **MSC Boyette/Stevenson to approve the June 22, 2021 meeting minutes, all voting aye.**

Activity and Automatic Aid Reports: The Committee reviewed the activity and automatic aid reports. Chief Kloehn noted with the current pandemic, we continue to not respond to non-emergency calls unless we are requested by Gold Cross Ambulance so our volume is down a little bit each month. **MSC Stevenson/Grade to approve and place the July 2021 and 2021 year to date activity and automatic aid reports, all voting aye.**

Budget Report: The Committee reviewed the July 2021 budget report. Chief Kloehn noted our overall budget is on track for the year except for overtime. **MSC Stevenson/Grade to approve the July 2021 budget report and place on file, all voting aye.**

5:40 p.m. Ald. Borchardt entered the meeting.

2021 Salary and Fringe Benefit Budget Update: The Committee reviewed the memo from Chief Kloehn on the update from the City of Neenah Finance Department on where salaries and fringes should come in this year. This was reviewed due to hiring all eight new firefighters all at the same time. **MSC Grade/Boyette to approve the 2021 salary and fringe benefit update and place on file, all voting aye.**

2021 Overtime Budget Report: The Committee reviewed the update on the overtime budget. Ald. Sevenich noted that Ald. Ropella is upset about the overage and asked Chief Kloehn to touch base with him since he wasn't at the meeting. Ald. Stevenson asked when the new hires began their 24 hours shifts. Chief Kloehn noted they began these shifts in mid-May. Ald. Stevenson asked if consideration should be given in the future to have new hires start prior to April 1<sup>st</sup>, if possible. That way they start their 24-hour shifts before vacations begin. Ald. Stevenson asked how it's controlled with vacation time. Chief Kloehn noted that it's contractual on how many people can be off per shift but a majority of it came from not filling retirements right away and FMLA. Ald. Stevenson asked about banked sick leave, how many hours are used, how staff are paid out and that he realizes banked sick leave is their long-term disability policy since there is not a specific policy for this. MA Ellis explained by contract there are only so many hours of banked sick leave that can be paid out. The amounts that were paid out to the retirees were funded through the monies the Cities have set aside for this. Staff members who were on extended time off used their sick time and if they had vacation time picked, while they were off on FMLA, their vacation didn't get changed from vacation to sick leave. This helped as it locked up a vacation spot and didn't have to back fill that spot while they were on designated vacation time.

Ald. Sevenich asked if people who were off due to covid if they were vaccinated. It was confirmed they were vaccinated and tested positive. Therefore, they still had to be off for the required 10 days. Chief Kloehn noted that with all EMS calls staff members are wearing masks.



Ald. Borchardt asked how overtime will be for the remainder of the year. Chief Kloehn noted we have one person off due to surgery but this person has vacation. In the future, it will depend upon if anyone has any extended sick leave or FMLA. There are ways we are trying to make this time up so we don't go over budget. He also asked if the municipalities have funds for specific covid time off that wasn't anticipated. Chief Kloehn noted we are documenting what was covid related and forwarded it to Finance to see what we can get any money back. Ald. Stevenson noted each City did receive compensation for covid expenses for the first wave. Director Sassman said in 2020 there were specific things we could ask for and in 2021 it doesn't go back to 2020 costs. **MSC Grade/Borchardt to approve the 2021 overtime budget update and place on file, all voting aye.**

Replacement of the Deputy Chief Position: The Committee reviewed the memo from Chief Kloehn regarding replacing DC Voss' position after his retirement on September 30, 2021. Ald. Grade asked if we will hire within or put out an ad. Chief Kloehn said due to the high rank in position it will be posted both internal and externally. Human Resources will be posted for 2-3 weeks and there will be a process with the Fire Commission for hiring a replacement. There are people within the department who he would feel comfortable in promoting. Ald. Boyette asked how much lapse there will be between the retirement and when a new person starts. Chief Kloehn said by the time the position is posted, a hiring process is done, and an offer is made, it will be late November/ early December. Ald. Grade said if we can promote within it would be good morale for the group. **MSC Borchardt/Boyette recommends the City of Neenah and City of Menasha Common Councils fill this Deputy Chief position as soon as possible, all voting aye unanimously 4 to 0.**

Report

2022 Budget Cost Distribution Formula: The Committee reviewed the proposed 2022 Cost Distribution Formula. Director Sassman noted the same weighted factors that are used every year. Ald. Grade asked if the Cities will ever look at the formula to see if there should be changes. Director Sassman noted the square footage of buildings was removed from the formula as there was no way to obtain accurate numbers for businesses. **MSC Grade/Stevenson recommends the City of Neenah and City of Menasha Common Councils approve the proposed 2022 Cost Distribution Formula with the City of Neenah's weighted share at 60.64% and the City of Menasha's weighted share at 39.35%, all voting aye.**

Report

Mutual Aid Pact: The Committee reviewed the request to expend the Fire Service Mutual Aid Pact until December 31, 2023. Chief Kloehn noted the current members of the pact felt due to the new wave of covid, and the unknowns of this will go in the future, it would be good to extend this through December 31, 2023. This time-frame was chosen that each governing body didn't have to review this on a continually basis. If the pandemic is resolved prior to Dec 31, 2023, this agreement will be cancelled. **MSC Stevenson/Boyette recommends the City of Neenah and City of Menasha Common Councils approve the Fire Service Mutual Aid Pact extension through December 31, 2023, all voting aye.**

Report

Engine 32 Repair: The Committee reviewed the memo from DC Voss regarding the current issues with E32. Ald. Borchardt asked if this was normal replacement for trucks that is outlined in the memo. Chief Kloehn said our goal is to replace vehicles at 7,000 hours. The issue with Engine 32 is this is the first truck of its kind that was developed. He's finding from other departments that in 2008 area vendors received a bad batch of metal the manufacturers received and it's affecting all vehicles built in 2008. We are not the only department that is affected by this. **MSC Stevenson/Boyette recommends the City of Neenah and City of Menasha Councils to approve to repair E32's corrosion with Pierce including the repair/replacement of the rear intake pipe, new battery boxes and new air system tanks for an estimated cost of \$16,600, all voting aye.**

Report

**MSC Boyette/Stevenson to adjourn at 6:15 p.m., all voting aye.**

Respectfully Submitted,

*Tara A. Ellis*

Tara Ellis  
Management Assistant

**NMFR Joint Finance & Personnel Committee Meeting Minutes**

**October 26, 2021 – 5:30 p.m.**

**City of Menasha**

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

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

Public: CA Adam Westbrook

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

Public Forum: No members of the public chose to speak.

Minutes: The Committee reviewed the August 24, 2021 meeting minutes. **MSC Boyette/Borchardt to approve the August 24, 2021 meeting minutes and place on file, all voting aye.**

Activity and Automatic Aid Reports: The Committee reviewed the September 2021 and 2021 year-to-date reports. **MSC Borchardt/Boyette to approve the activity and automatic aid reports and place on file, all voting aye.**

Budget Report: The Committee reviewed the September 2021 budget report. Ald Ropella asked if there is a way to make up the 2021 overage in the overtime in 2022. He suggested either reducing 2022's overtime budget by the overage in 2021 or keeping the DC position open until February. Chief Kloehn said he tries to make up as much as he can in different line items if there's way to do it. We cannot predict this due to the current situation. He is holding the line on spending from other line items to try to cover the overage in overtime. Ald. Grade said you look at the last page of the budget we are at 74% of the budget and we are under in other line items. We need to let them manage their budget and at this time of the year the end goal is to stay within their overall budget. He felt the department is doing the best they can within our budget. Ald. Sevenich noted you cannot take money from a 2022 budget when the budget hasn't been adopted by both City and its two different budget years. You can't take money from 2022 and put it towards 2021. **MSC Grade/Boyette to approve the September 2021 budget and place on file, all voting aye.**

Joint Fire Levy Limit Exemption: The Committee reviewed the memo from CA Westbrook on the resolutions. CA Westbrook explained State of Wisconsin statute allows for communities that have joint fire departments to exceed the levy limits for their portion of the fire departments budget. However, it does require both Communities to pass the resolution for at least one City to exceed the levy limit. Ald. Ropella asked why Neenah feels they need this. Director Easker said the formula factors change each year. The changes all went against Neenah and they are paying .8% more to the 2022 budget including the additional costs they are facing with the 2022 budget. They feel they may need this exemption to fund their portion of NMFR's budget. Director Sassman said Menasha will pass the same resolution in the City of Menasha. If Neenah takes the exemption it has no impact on the City of Menasha. Director Easker suggested that this may be something that is done every year prior to the budget process so when it comes to budget workshops if one City feels they may need it's available to them.

**MSC Boyette/Stevenson recommends the City of Neenah Common Council approve a resolution authorizing any signatory municipality that chooses to exceed the levy limit for Neenah Menasha Fire Rescue in 2022, all voting**

**MSC Ropella/Grade recommends the City of Menasha Common Council approve a resolution authorizing any signatory municipality that chooses to exceed the levy limit for Neenah Menasha Fire Rescue in 2022, all voting.**

Overtime Budget Update: The Committee reviewed the memo from Chief Kloehn regarding the current overtime budget situation. Ald. Ropella expressed he felt the department needed to make up the overage through not filling the Deputy Chief's position until later than January or reducing the 2022 overtime budget by the amount the department is over in 2021's budget. Ald. Stevenson noted the department has a total budget of over \$8 million dollars. We are ahead of budget in this area and of where they have underspent within the total budget. The challenge should be to bring their overall budget within budget as long as they are not taking funds to cover the overage in places that sacrifice public safety. They are already making this up within other areas to overcome this challenge. He asked about the overtime and the new hires. Chief Kloehn said there was salary savings with holding the positions open and that helped save money for our 2021 budget. There was overtime needed to train the new hires. However, in 2022 we anticipate only two retirements and will not need as many people involved in training two people versus eight.

Proposed 2022 Budget Review: Director Easker passed out revised information on the total cuts. He noted the original handout in the agenda was for \$120,510 in reductions. However, Mayor Merkes requested an additional \$5,000 in reduction. This brings the total reductions for the 2022 budget to \$125,000. Ald Sevenich asked Chief Kloehn how he felt about the cuts. Chief Kloehn said he met with both Mayors and Finance Directors and appreciated everyone discussing the budget and proposed cuts. He noted there are very few things he has control over within the budget. We track our expenses year by year and manage things within this budget. We look ahead to see what we need to purchase and what can wait. Other things that were cut within the budget are very important but knowing where both Cities are at with their overall budget he's comfortable with the changes. Utilities line items could change as we have no control over what happens with prices. Ald. Sevenich noted natural gas rose 13% in one month. He expressed concern on cutting utility line items with the projections of rising costs. He questioned if this should be put back within the budget.

Ald. Stevenson asked about the reduction with the additional \$5,000 that was reduced. Director Easker reviewed the changes that were made.

Ald. Grade agreed with the reductions but did express concern with cost of natural gas. Director Easker noted all utilities are unknown for 2022 and everyone may be faced to make adjustments based upon what the actual amount ends up being.

Ald Boyette asked why there was a new separate GIS budget. Director Easker stated that GIS services were moved to another department within the City. Everyone was paying for these services but they were combined with the IS budget. In 2022, it is in its own line item.

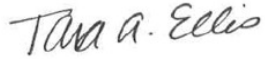
Ald. Ropella said with the corrections we went from \$120,510 to \$125,000. With the overtime budget coming up short in 2021 we are still over. With review of the budgeted amount and the actual amount he feels the amount budgeted is low. He doesn't feel there will be a salary savings with holding open the DC position. Ald. Stevenson noted in 2022 we won't be hiring eight new firefighters and there is savings with that. Ald. Ropella asked how Kevin comes up with his budget numbers. Chief Kloehn stated when putting together 2021's budget he couldn't predict the number of people who would get covid and couldn't predict 2 long term FMLA's. This is what pushed us over the budgeted amount. He hopes in 2022 there's no long term surgeries and none is off for covid. He hopes he can obtain approval to have the new firefighters start before vacations, which begin in May. This will help control overtime. When putting together budgets you try to predict what you can and when this doesn't happen you have to be responsible and try to make this up in other line items where we can. Other line items do suffer by doing this and it may catch up to us by not sending people to training and not replacing equipment when needed but we do the best we can.

Ald. Sevenich asked if the covid relief money can be applied towards salaries and overtime. Director Easker said each community receives the money and the joint fire department doesn't receive the money. Director Sassman said we cannot go back for additional monies. Director Easker said it's a joint cost and both Cities would have to discuss this and agree to put together joint costs. The restrictions and rules for these monies have nothing to do with covid. **MSC Stevenson/Grade**

**recommends the City of Neenah and City of Menasha Common Councils approve the 2022 budget as amended by both Mayors, all voting aye.**

**MSC Boyette/Stevenson to adjourn at 6:15 p.m., all voting aye.**

Respectfully Submitted,

A handwritten signature in cursive script that reads "Tara A. Ellis".

Tara Ellis  
Management Assistant

**NMFR Joint Fire Commission Meeting Minutes  
September 16, 2021 – 4:00 p.m.  
Hauser Room – City of Neenah**

Present: Commissioners Kubiak, Keating, Englebert, Keehan and McCann

Excused: Commissioner Lewis

Also Present: Chief Kloehn, Director Kehl, CA Westbrook and MA Ellis

Public: Alderman Stevenson, Alderman Nichols and Mayor Kaufert

Commissioner McCann called the meeting to order at 4:00 p.m.

Public Forum: Ald. Nichols noted she made the motion to refer back to the Commission and is looking to learn from the Commission on how they came about their recommendation for the job description changes.

Minutes: **MSC Keehan/Kubiak to approve the August 31, 2021 meeting minutes and place on file, all voting aye.**

Deputy Chief's Position: CA Westbrook reviewed his memo that walks through the process of filling the Deputy Chief's position and reviewing the job description. He noted that in the past it has been their Health Director, Fire Chief and then the Deputy Chief. For the past six years, DC Voss has been the Deputy Chief and he has been the City of Menasha's EOC Director. He also lives more than 20 miles away for the past six years.

Currently, the City of Neenah appoints the Fire Chief as their EOC Director at their annual organizational meeting in April. It's his understanding that the City of Menasha doesn't formally appoint anyone as the EOC Director during their organizational meeting. It was noted the EOC Director is not expected to be the first person at the emergency. The requirement is to make sure procedures, training and equipment are in place and to make sure we have qualified people in place who can lead. The EOC's role is to make sure everyone is prepared for when an emergency happens. The probability of having to open an EOC in either city is rare.

When the Fire Commission reviewed the job description, they had a question on the language in the job description regarding the EOC Director. The Fire Commission made the changes to the Chief and Deputy Chief's job description in an effort to make sure the City of Menasha's EOC Director lived within 20 miles. Per the State statute, the Fire Commission is the only one who can decide who gets hired for the position. The Councils decide on the filling vacant positions but do not have the authority to choose who is hired for the vacant position. When the departments merged, the State of Wisconsin stated that we can only have one "employer" and at the time of the merger. At that time, it was agreed upon, by both Cities, the City of Neenah would be the "employer" for all fire department personnel. The City of Neenah doesn't have a residency requirement. Since there is no residency requirement this is not put into their job descriptions. The job description is back to this meeting with no direction by the City of Menasha Council on what they want for this position. He outlined, as stated in his memo, the options that the Commission has for the job description. He further noted that Neenah Council did approve filling the position at their meeting on September 15, 2021.

A lengthy discussion was held on the job descriptions for both positions. The intent of the Fire Commission is to get the position posted and to hire the best person to fill the Deputy Chief's position. **MSC Englebert/Keehan to reverse the decision made at the August 31, 2021 meeting to the changes to the Chief and Deputy Chief's job description, all voting aye.**

**MSC Keehan/Englebert to adjourn at 4:35 p.m., all voting aye.**

Respectfully Submitted,

*Tara A. Ellis*

Tara Ellis

Management Assistant

**Neenah-Menasha Joint Fire Commission  
Closed Session Meeting Minutes  
October 27, 2021 – 4:00 p.m.  
Station 31 Training Center**

Present: Commissioners Keating, Kubiak, Englebert, Lewis, Keehan and McCann

Also Present: Chief Kloehn, HR Director Kehl and HR Coordinator Cardozza

Commissioner McCann called the meeting to order at 4:10 p.m.

Public Forum: No members of the public were present.

Minutes: The Commission reviewed the September 16, 2021 meeting minutes. **MSC Keehan/Englebert to approve the September 16, 2021 meeting minutes and place on file, all voting aye.**

**MSC Keating/Keehan to convene into closed session for the purpose of interviewing applicants for the open Deputy Chief position, all voting aye.**

**MSC Kubiak/Keehan to adjourn at 6:49 p.m., all voting aye.**

Respectfully Submitted,

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

Kevin Kloehn  
Chief

**CITY OF MENASHA**  
**Plan Commission**  
**Menasha City Center, Room 133 – 100 Main Street**  
**October 19, 2021**  
**DRAFT MINUTES**

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**A. CALL TO ORDER**

The meeting was called to order at 3:33 PM by Mayor Merkes.

**B. ROLL CALL/EXCUSED ABSENCES**

PLAN COMMISSION MEMBERS PRESENT: Mayor Merkes, Alderperson Tom Grade (Alternate), DPW Jungwirth, Commissioners Benner, Cruickshank, and Sturm.

PLAN COMMISSION MEMBERS EXCUSED: Commissioner Homan.

OTHERS PRESENT: CDD Schroeder, CDC Heim, Jason Valerius (MSA), and Kim Vanderhyden.

**C. PUBLIC HEARING**

1. **City of Menasha Comprehensive Plan Update 2041 – Plan Commission Resolution R-3-21**

CDD Schroeder provided an overview of the drafted Comprehensive Plan Update, the Wisconsin State Statutes as it relates to the process, and the public involvement process.

No comments made - Mayor Merkes closed the hearing.

**D. MINUTES TO APPROVE**

1. **Minutes of the October 5, 2021 Plan Commission Meeting**

Motion by Alderperson Tom Grade, seconded by Comm. Cruickshank, to approve the October 5, 2021 Plan Commission meeting minutes. The motion carried.

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

1. None

**F. DISCUSSION / ACTION ITEMS**

1. **City of Menasha Comprehensive Plan Update 2041 – Plan Commission Resolution R-3-21**

CDD Schroeder and Jason Valerius provided the City Plan Commission with an overview of the drafted comprehensive plan. General discussion ensued including the following:

- Affordable Housing – Winnebago versus Calumet County
- Comprehensive Plan Elements – Housing
- Comprehensive Plan Future Updates
- Transportation System – Future usage
- Bike and Ped Planning
- Cul-de-Sacs versus gridded streets
- Marinas/Jefferson Park/Lawson Canal
- Transportation Map – on-street bike on 1<sup>st</sup> St; Oak Street future trail connection; Manitowoc Trail near Baldwin; Trail throughout Barker Farms; Oneida Street to include on-street to the north; trails in and around Lake Park Villas; and the pedestrian riverwalk
- ADU's or Accessory Dwelling Units
  - Where they are permitted
  - Current regulations and proposed regulations
  - Need
  - Enforcement – long term
  - Tourist rooming houses



- General pictures used throughout
- Land Use Categories versus actual Zoning Districts
- Percentage of Land Uses within the City
- Land Use Map – Mobile Home Park; Commercial along 10/114; NMU in the 900 block of Tayco Street, and the colors scheme of the map.

Motion by Mayor Merkes, seconded by DPW Jungwirth to approve Plan Commission Resolution R-3-21 approving the Comprehensive Plan Update, Land Use and Transportation Elements, and recommend to the Common Council with the following changes:

1. Update a few of the pictures
2. Page 5, Update Appleton's "Compared" Median Housing Value
3. Page 9, Update Action Item #9 – generalize and remove "Marina"
4. Page 8, Update Policy #11 – remove "Marina"
5. Bike/Ped Map – add on-street along First Street between Milwaukee Street and Racine Street; relocate the future trail near the dam along the future Oak Street extension; stop the off-street trail along Manitowoc Road at Baldwin Street; remove the private trails within Oak Park Place; add on-street along Oneida Street extending north of Midway Road; change the off-street trail along Villa Way to future off-street; add the Riverwalk within the downtown.
6. Remove references to Accessory Dwelling Units (ADU's)
7. Land Use Map – change the category of the Five Oaks Park in Menasha; add a commercial strip along Hwy 10/114 east of the Kwik Trip; remove the NMU category in the 900 block of Tayco Street; and modify the color scheme to better differentiate between categories.

The motion carried.

#### **d COMMUNICATION**

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

The next meeting date was set for Tuesday, November 2, 2021 at 3:30 PM.

#### **H. ADJOURNMENT**

Motion by Alderperson Tom Grade, seconded by Comm. Benner, to adjourn at 5:21 PM. The motion carried.

*Minutes respectfully submitted by CDD Schroeder.*

## SPECIAL MEETING OF THE WATER AND LIGHT COMMISSION

October 6, 2021

**Draft**

Commission President Allwardt called the Special Meeting of the Water and Light Commission to order at 8:02 a.m., with Commissioners Roy Kordus, Don Merkes, Antoine Tines, and Gary Turchan present on roll call. Also present were Melanie Krause, General Manager; Kristin Hubertus, Finance Manager; Ethan Vanderpoel, Engineering Technician; Kurt Melchert, Information Services Technician; and Dawn Lucier, Administrative and Accounting Assistant.

Paula Maurer, Customer Service Manager, was excused.

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

Item III. New Business, Strategic Plan & 2022 Electric, Water, Telecommunications & Energy Services Budget Review & Approval – The Strategic Plan, which contains updates and an outline of the accomplishments during 2021, was discussed.

Steve Grenell, Engineering Manager arrived at 8:10 a.m.

The 2022 Electric Utility financial report reflects a budget of 507,105,457 kWh. The average cost of power is set at \$66.34/MWh, which is an increase of 2% over 2021 projected year end costs. Accounts include a 2% increase in wages plus step increases, and a 12% increase in health insurance for all Utilities.

Adam Smith, Water Utility Manager, arrived at 8:25 a.m.

Budget item, Vehicle/Equipment Replacement, will be updated to reflect the detailed listing.

The Commission questioned the availability of transformers needed for future subdivisions planned for 2022. Staff reported on current inventory available, and the lead times for future orders.

Steve Grenell, Ethan Vanderpoel, and Kurt Melchers departed at 8:50 a.m. Scott Maurer arrived at 8:52 a.m.

The 2022 Water Utility Financial Report was based on water consumption calculated using a 3-year average, considering changes due to the pandemic, and is based on 521,188,000 gallons. A simplified or full rate case may need to be made in 2022 due to not earning our authorized rate of return of 4.9% and will be examined at the end of the year. Due to the volatility of chemical costs, management is getting 1-year quotes for chemicals.

Lengthy discussion ensued over the summary cash flow and the two options presented. Option 1 reflected moving forward with all the capital items within the budget and borrowing \$1 million to fund main projects. Option 2 looked at deferring and/or modifying listed projects and

borrowing for the AMI meter project. Commissioners asked to have staff bring back an additional option that would add a simplified rate case; deferral of the efficiency study, removing the water main replacement on Harding Street, removal of SCADA, borrowing from the Safe Drinking Loan program and WPPI.

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

Item V. The motion by Comm. Allwardt, seconded by Comm. Merkes, was unanimously approved to adjourn at 10:03 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.

**CITY OF MENASHA**  
**Parks and Recreation Board**  
**Koslo Park**  
**September 21, 2021**  
**MINUTES**

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**A. CALL TO ORDER**

The meeting was called to order by Chr. Dick Sturm at 6:00pm.

**B. ROLL CALL/EXCUSED ABSENCES**

MEMBERS PRESENT: Chr. Dick Sturm, Brian Adesso, Rachael Dowling, Ald. Ted Grade, Tom Marshall, Lisa Hopwood, Tim Hale

OTHERS PRESENT: PRD Megan Sackett, DDMO Thad Brown, Residents Cindy Strong (374 Winnebago Ct.), Peter Pfundtner (374 Winnebago Ct.) and Melissa Ray (346 Winnebago Ave.), Alderperson Rebecca Nichols (402 Elm St.)

**C. PUBLIC COMMENT/CORRESPONDENCE**

Pfundtner expressed his concerns about vandalism occurring in Smith Park. Strong noted her concern about the vandalism, particularly to the trees and encourages people to call the police should they see something. Ray noted an uptick in mischievous behavior and would like to see a reduced amount of vandalism at Smith Park. Ray noted she spoke with Director Sackett on how to curb the vandalism. Ray also noted appreciation for the grounds crew at the park.

Deputy Director Brown outlined the different incidents that happened at Smith Park noting that most were small incidents with minimal clean up or damage.

**D. MINUTES TO APPROVE**

1. **Minutes of the August 10, 2021 Park Board Meeting:** Moved by Ald. T. Grade, seconded by L. Hopwood to approve the minutes of the August 10, 2021 Park Board meeting. Motion carried.

**E. DISCUSSION / ACTION ITEMS**

1. **Additional Flag at Isle of Valor:** The VFW Nicolet Post 2126 submitted a letter requesting permission to place a flag in honor of the Space Force (now recognized as a branch of the military) at the Isle of Valor. No cost will be incurred by the City. Discussion ensued with Hopwood expressing concerns about what they represent and how it aligns with other branches of the military that are represented at the Isle of Valor. T. Grade moved to grant permission to place a flag in honor of Space Force, seconded by T. Marshall. Motion carried 6-1 with L. Hopwood voting nay. Director Sackett noted she would bring additional information back to the Board to address L. Hopwood's questions.
2. **Removal of Ash Trees in Resthaven Cemetery:** Deputy Director Brown indicated City Arborist Alex Hartzheim has identified twenty-four ash trees within Resthaven Cemetery. Of those 24 trees, 10 have been deemed hazardous and will need to come down. Another 4 are not dangerous, but they are not healthy. Brown noted it would be easier to remove all at the same time and replant new ones later. Staff requested input from the Board on the four trees that are showing signs of being unhealthy and seeking approval to remove. Chairman Sturm noted the removal follows the EAB Management plan. After discussion, L. Hopwood moved to remove all fourteen (14) unhealthy ash trees at Resthaven Cemetery, seconded by T. Marshall. Motion carried.

**F. REPORT OF DEPARTMENT HEAD / STAFF**

1. **Park, Pool and Forestry Report**

DDMO Brown reported on the following projects:

- Jefferson Park Shorewall: 460 feet of shorewall concrete has been poured at Jefferson Park, will continue with another 400 feet and try to get Peanut Island. Stone has been removed and black dirt has been in placed where the old trail was removed.
- Trail sealing is about 75% complete (Manitowoc to Midway, Oneida to Barker Farm Park, Trestle to Broad/Abby to Fox)
- Vandalism: Smith Park – the fire extinguisher was discharged; however, there was no evidence of any fire started in bathroom. The restroom doors are now being locked earlier at 8-8:30pm and nothing has happened for 2-3 weeks; Hart Park had a few drawings under the shelter, and Jefferson had a soap dispenser ripped from the wall and toilet paper strewn about. Sackett talked about social media challenge that is encouraging youth to vandalize.
- Barker Basketball Court: Concrete is in. Will be bringing in black dirt and seed at Barker Farm to fill in around the basketball court.
- Koslo Park: Will wait to do the Koslo Park drain tile as it is less invasive to the field to wait until the ground has firmed up some. Replaced cracked concrete at shelter and will be working on the fascia boards at the shelter.

2. **Department Report**

PRD Sackett reported on the following:

- The Jefferson Park playground survey will launch by the end of the week to get initial feedback from community. It will be active through October 8.
- The N-M Sewerage Commission has approached the department regarding future growth and a land swap opportunity at Shepard Park.
- Lawson Canal: Staff is waiting to hear if we will be a grant recipient of the Stewardship Grant which is a major funding source for this project. Discussions are active in the meantime to continue next steps including engineering and design and future grant applications.
- The Koslo Park Hall of Fame board has been installed! The Twins are thankful for our willingness to recognize, and the MACs have reached out asking about placing people from their organization on the board.
- The Racine St. Bridge will close September 27 to vehicles, but will remain open to navigation through October.
- Menasha has completed a Bike Friendly City application. We have been invested in the biking infrastructure since 2015 and we would like to spotlight those investments.
- The Recreation guide which will include Fall and Winter programming has come out after a printer delay. Have seen good registration thus far. Spring/Summer guide will come out early spring.
- Hometown Halloween Event will be held on October 28 (is now a Parks and Rec event after having been part of the Farm Fresh Market)
- Last year the Pumpkin Hunt changed format due to Covid, but we are holding onto that format since it gets people out to visit more of the parks.
- Held the final Brews on 'Bago beer garden on September 9 and a wrap-up committee meeting will be held in the coming weeks.
- Fundraiser with Papa Johns: What started out as a partnership with Papa John's (pizza) for the Grunski Runski, has evolved to our department being the recipient of their fundraising efforts. When patrons order from Papa John's and mention the promo code "Park20", we will receive 20% of those sales to put toward the new playground equipment at Jefferson Park.

**G. PUBLIC COMMENT ON ANY MATTER LISTED ON THE AGENDA**

Alderperson R. Nichols reiterated her concerns about vandalism at Smith Park and thanked staff for keeping the lines of communication open regarding the recurring vandalism. Nichols also brought up accessibility at Curtis Reed Square during the Farm Fresh Market that was noted in the Committee on Aging minutes. Nichols also noted she would like to see the Jefferson Park playground be a premier place that is inclusive for all ages and abilities.

Board Chair D. Sturm asked that the Lawson Canal progress be placed on the agenda for the October meeting. He also mentioned that there was discussion last year regarding the boat launch at Jefferson Park. Staff will check with Corey on where we are at with engineering a re-route of the Jefferson road and separately look into grant money.

B. Adesso inquired about the Appleton water line through the Conservancy. Staff was notified that the bids were opened but the project will not move forward at this time.

T. Grade asked what came of the football league that was supposed to be utilizing Clovis Grove athletic fields this fall. PRD Sackett responded that they cancelled due to low enrollment, but may try again for a spring session.

## **H. ADJOURNMENT**

Motion by L. Hopwood, seconded by T. Hale to adjourn at 6:54pm. Motion carried.

**CITY OF MENASHA**  
**Parks and Recreation Board**  
**City Hall**  
**October 26, 2021**  
**MINUTES**

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**A. CALL TO ORDER**

The meeting was called to order by Chr. Dick Sturm at 6:30pm.

**B. ROLL CALL/EXCUSED ABSENCES**

MEMBERS PRESENT: Chr. Dick Sturm, Brian Adesso, Rachael Dowling, Ald. Ted Grade, Tom Marshall, Lisa Hopwood, Tim Hale

OTHERS PRESENT: PRD Megan Sackett, DPW/P Superintendent MacDonald, Harbormaster D. Schabach

**C. PUBLIC COMMENT/CORRESPONDENCE**

**D. MINUTES TO APPROVE**

1. **Minutes of the September 21, 2021 Park Board Meeting:** Moved by Ald. T. Grade, seconded by B. Adesso to approve the minutes of the September 21, 2021 Park Board meeting. Motion carried.

**E. DISCUSSION / ACTION ITEMS**

1. **Review of Preliminary 2022 Parks & Recreation Department Budget:** PRD Sackett gave a review of the proposed 2022 budget. Discussion ensued regarding the proposed wage increases for pool and rec seasonal staff. The board expressed support for the proposed increase in seasonal wages. No action was taken.
2. **Increase of Marina Seasonal Slip Rental Fee:** Harbormaster Schabach gave an overview of the marina season. She mentioned the dangerous current at times throughout the season due to the Racine St. construction and increased rain in July and August and the trend towards pontoons and jet skis. Sackett reviewed that there was not an increase in seasonal slip rate in 2020 and rates have increased annually between \$.25-\$.50 per foot recently vs. a larger increase periodically. Discussion was held about the timing of the rate increase with 3 open slips in 2021 and the potential for more open slips with a rate increase. Harbormaster Schabach didn't feel a small rate increase would be a deterrent. Motion by Ald. T. Grade, seconded by L Hopwood to raise the seasonal slip rate from \$40 per foot to \$40.50 per foot for 2022 with a minimum of \$931.50 based on a 23' boat. Motion carried.
3. **Lawson Canal Update:** PRD Sackett gave an overview of updates with the Lawson Canal project. Sackett indicated with TIF 11 funding being approved in September, staff is continuing to move forward with next phase of engineering and design along with exploring more options for grant funding. Staff has found out that two of the grants that we were considering, we are not eligible for including the Municipal Dam Grant and the Wisconsin Coastal Management Grant. DNR staff indicated that since the power canal is tied to the USACE dam (federally regulated dam), that it is not eligible for Municipal Dam grant funding. Staff is now working with our consultants to apply for the Neighborhood Investment Grant in early November. No action was taken.
4. **Review of Department Report Options:** PRD Sackett shared ideas of options of different formats for the monthly department report. The Board liked the current format (attached). No action was taken.

## **F. REPORT OF DEPARTMENT HEAD / STAFF**

1. **Department Report:** See provided written report.

## **G. PUBLIC COMMENT ON ANY MATTER LISTED ON THE AGENDA**

Chr. D. Sturm commented that the Planning Commission is looking at the Comprehensive Plan which included a marina into the settling basin at Jefferson Park. Sturm noted that did not match the Jefferson Park vision plan. He would also like to have the following added to a future agenda:

- ARPA funding
- Development of Hidden Pond Park
- Map of the proposed land swap with N-M Sewerage Commission

## **H. ADJOURNMENT**

Motion by L. Hopwood, seconded by T. Marshall to adjourn at 9:18pm. Motion carried.



# Staff Reports from the Parks, Recreation, Forestry & Cemeteries Department

October 2021

## Here's what's going on!

### PARKS

- Seasonal staff who generally work from April to October are finishing up. Last seasonal will be leaving 10-28-21. Open positions will be posted on the City's website near the beginning of the year.
- Staff has begun to shut down all restrooms in the parks except for Jefferson/Smith which will be shut down after November 1<sup>st</sup> due to special events.
- Day lilies are being removed this week on Racine St. due to the construction and are being relocated at the Gilbert site. Staff will also be looking at "shutting down" Smith gardens.
- Electric panels have been installed at Curtis Reed square and on the Marina Terrace as a request by the Holiday Lights committee to accommodate expanded holiday décor and the new Gather 'Round event.
- Eviction: Staff issued a park eviction due to an incident involving a weapon at Municipal Beach in August. Evictee has since moved out of the Fox Valley area.
- Shepard Park Land Swap Discussion with NM Sewerage Commission: At this time, the Sewerage Commission and City of Menasha have discontinued discussions.

### RECREATION

- Pickleball with First Lady of Wisconsin: In early October, the First Lady of Wisconsin, Kathy Evers, visited the Fox Valley. While visiting the area, she made a stop at Smith Park for an afternoon of pickleball with Representative Lee Snodgrass, Mayor Merkes and Park and Recreation Dept. staff.
- 
- Halloween Events: Hometown Halloween (October 28<sup>th</sup> from 4-6pm). Twenty-one businesses are joining us downtown, plus three sponsors. The Great Pumpkin Hunt launches on Friday afternoon which is remaining as a park scavenger hunt (October 22-29). The Pumpkin Hunt ends with the Picnic by Pumpkin Light at Jefferson Park (October 29). These events were highlighted on WFRV on 10/22/2021.

### RECREATION, cont.

- New Events: We had our first No School Day with "Too Spooked for School" on 10/21/2021 at the Memorial Building. Eleven school age children joined us for a full day of Halloween fun including pumpkin painting, ghost stories, and mummy minute to win it games! There are three more themed days planned during the school year.
- Family First Series: Our Family First Series continues through the year as an effort to offer affordable family-focused events throughout the year. Upcoming events include Winter Gala, My Heart Goes Putt Putt, and more.
- Fall Sporting Programs: Class registrations took a jump! Just wrapped up—a great session of Baseball (47% increase from last year), Soccer (49% increase from last year), Archery (137% increase from 2019), and Outdoor Pickleball (25% increase from last year). Baseball had a new Parent/Child addition which was well received. Indoor Pickleball (46% increase from last year) has begun with four timeslots on two days at Nicolet School. Cheer and Gymnastics continue through the year. Cheer was new in 2021 and our fall sessions have 38 participants. Gymnastics has a 29% increase since last year due to slightly expanding class sizes.
- Tiny Tots: Eight students have joined us this fall. This group is a little younger in comparison to the group that we had last year and makes it so much fun to anticipate the changes and growth that are to come! We also have 4 students in our Tiny Tots at Home program.
- Hart Park programming: Pop-up events continue at Hart Park this fall including Caramel Apple Day, Silly Scarecrows, Popcorn Night and Slime Night. We hope to stretch out the programs as long as we can and adapt to winter activities too.



### POOL

- The pool is shut down and ready for winter. There were problems with the new VFD drive due to a power issue. Crane Engineering (who installed it) and the Park crew resolved this after the pool was shut down for the season.
- Chloe completed the first step towards receiving the Lifeguard Instructor Certification. By having these certifications, we will be able to complete lifeguard and First Aid/CPR training in house. This saves us money and allows us to offer quality in-services.

## Trails

- Manistowic Rd/Province/Trestle Trail crack fill/seal completed which totals nearly 8,300 ft. of trail.
- Extension of 114 Trail: Approximately 245ft that runs north/south along the west side of the apartments on Community Way/Chrystella was poured by City crews.
- The WI Bike Fed and the City of Menasha launched a new feature of the Teaching Safe Bicycling program. Seven signs were installed along the Fox Cities Paper Trail in Jefferson Park that include scanable QR codes for each station of the video series. This will allow all to watch the short videos and then practice the skills.



## Forestry

- Basic pruning was done by park staff in Jefferson near pool area with still a little more to do.
- Spring Planting: Staff ordered 125 trees to be planted for the areas of Milwaukee St. (400 blk to 900 blk.) and Martin St. and 8<sup>th</sup> St. Arbor day planting will occur around High School area.
- Over Winter, staff will remove approximately 40 trees in various locations in City in addition to removal of a few dead/dying trees in Smith, Jefferson, Pleasants, Clovis and Clinton Center and 14 in Resthaven cemetery
- Staff submitted a grant through the American Transmission Co. Community Planting program. Funding received from this grant would support our 2022 Arbor Day celebration. As part of our annual Arbor Day celebration, staff is working with Menasha High School to create a unique opportunity to support Menasha youth that are interested in a forestry, arborist or natural resource careers.

## Cemeteries

- Irrigation is shut down.
- Fourteen ash trees are marked to be taken down.

## Marina

- The Marina closed for the season as of October 15 and has been winterized. This includes all water lines including those along the Riverwalk and restrooms/showers. Docks were lowered to help lessen damage in winter with water levels fluctuating and dropping so they won't pull off the walls.
- Marina renters were made aware the navigation channel would remain open until October 15. After October 15, any navigation under the bridge will require a 12 hour notice.

## Bridges/Boat Landings

- Repair of Smith Park Launch: Staff will be adding new stringers and sides along with a new walkway over the Winter months.

## Buildings

- PD/FD Roof Repair and Bathroom remodels are completed.
- PD 1<sup>st</sup> floor dehumidification has been completed to resolve building humidity. Will finish the project in 2022 by doing the basement dehumidification as well.
- Salt Shed Roof Replacement: Full replacement was needed due to multiple tears in fabric. Staff tried to patch them, but was ineffective.
- Cold Storage Building: New 60' x 120' facility primarily used for equipment and storage for the City and PD has been completed as part of the new PW facility.

## Capital Projects

- Koslo: Drain tile will be completed in November by a contractor to help drainage issues in the outfield. There will be 2 runs of drain tile put in and connected with existing drain tile. Park crew installed new catch basin and new pipe out to another catch basin for the new drain tile to be connected to.
- Jefferson Park Shorewall: 560' of shorewall was poured and backfilled in 2021. It is welded on the outside from west of bridge to where shore wall changes. Approx. 200' to pour at 6.5' east of bridge and approx. 1400' to be poured at 4' west of bridge.
- Barker Park: Basketball court has been poured and backfilled. Line painting will happen in spring due to temperatures.
- Lawson Canal: With the approval of the use of TIF 11 funding, staff is working with our consultants to move into the next phase which primarily includes technical design; as well as submit a Neighborhood Investment Grant in early November.
- Jefferson Park Playground: Staff surveyed the community from September 24-October 8 to get feedback on elements important to the community that they would like included in the design of the playground. Staff is now working on writing the RFP to send out to playground companies. Once received, staff will review and bring design proposals to the Park Board.  
Notable: on October 4, Papa John's presented the City with a check of just over \$8,000 to go toward the Jefferson Park playground. These are proceeds from the year-long promotion that began July 1 that Papa John's is running in conjunction with the City. When customers mention the Park20 code, customers receive 20% off their order and 20% of the total cost of their order comes back to support the Jefferson Park playground. Win-Win!



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# City of Menasha COVID-19 Pandemic Resilient Plan

Date: October 28, 2021

## Summary/What's New

- Last week, the FDA and CDC authorized booster doses of the Moderna and Johnson & Johnson COVID-19 vaccines for certain populations. On October 26, WI DHS adopted these recommendations. All 3 COVID-19 vaccines are authorized for booster doses. To see if you qualify for a booster dose or want more information, visit [this website](#).
  - Individuals who received the Moderna or Pfizer-BioNTech series can get a booster dose at least 6 months after having received their second dose. Eligible individuals include people ages 65 and older, and people ages 18 and over who have underlying medical conditions, and work or live in high risk settings. **After 6 months, eligible people may receive either the Pfizer-BioNTech, Moderna, or Johnson & Johnson vaccine as their booster.**
  - Individual's 18 years and older who received the Johnson & Johnson COVID-19 vaccine are eligible for a booster 2 months after receiving their primary dose. **After 2 months, eligible people may receive either the Pfizer-BioNTech, Moderna, or Johnson & Johnson vaccine as their booster.**
  - People may choose to receive the same vaccine product they received as their primary series, or they may choose a different product for their booster. Not all vaccinators have all vaccine types. Please check with your vaccinator or [vaccines.gov](#) for available inventory.
- The Pfizer-BioNTech (Comirnaty) COVID-19 vaccine received **full approval** from the FDA for individuals age 16 and older. This vaccine is still available for 12-15 year olds, booster doses for specific populations, and for a 3<sup>rd</sup> dose for immunocompromised individuals under its EUA.
- WI DHS updated recommendations to celebrate and gather safely for Halloween to help prevent the spread of COVID-19. You can view these recommendations on [this webpage](#).
- **The City of Menasha is currently experiencing a high level of community transmission and strongly recommends all individuals follow the [CDC guidance](#) to wear a mask in indoor public settings, regardless of vaccination status.**
- **Vaccination is still the best tool to prevent serious disease, hospitalization, and death due to COVID-19 and its variants, including the Delta Variant.** View the WI DHS [COVID-19: Illness after Vaccination website](#) for data showing the rates of cases, hospitalizations, and deaths are all higher for people who are not fully vaccinated than for people who are fully vaccinated.
- Wisconsin residents age 12 and older are eligible to receive the COVID-19 vaccine. Only the Pfizer-BioNTech vaccine is currently authorized to be used for those ages 12-17. Visit the Menasha Health Department's [COVID-19 vaccine webpage](#) for vaccine clinic information.
  - If you have questions about the COVID-19 vaccine, call: 211 or 877-947-2211. Spanish, Hmong, Chinese Mandarin, Hindi, and Somali language assistance is available. You can also visit [vaccines.gov](#) to find a place to get your FREE COVID-19 vaccine.
  - 211 Wisconsin provides a special directory to find to find pop-up vaccine clinics in the state. To find pop-up vaccine clinics near you, visit [this website](#).
- Testing is available if you have symptoms of COVID-19, if you believe you were exposed to the virus, attended a large social gathering, or if you think you need a test even though you don't have symptoms. Visit our [COVID-19 testing sites webpage](#) for information about testing sites.



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- As of October 26, 55.8% of City of Menasha residents have received at least one dose of the vaccine and 53.1% are fully vaccinated. To read more about vaccine data, see [this dashboard](#).
- Currently in the City of Menasha the burden of confirmed and probable COVID-19 cases is very high and the activity level is very high. The combined case rate for this 2-week period (Oct 13 – Oct 26) is 530.0 cases per 100,000 population, which is a decrease from the case rate of 546.5 from the previous 2-week period (Oct 6 – Oct 19).

## Background

This data summary provides preliminary data on the cases of COVID-19 in the City of Menasha from Oct 13, 2021 – Oct 26, 2021. Most data included in this report is for laboratory confirmed cases of COVID-19 (lab-confirmed). Some data is available for probable cases of COVID-19. A person is counted as a probable case of COVID-19 if they are not positive by a confirmatory laboratory test method (PCR/molecular test), but has a positive antigen test OR has symptoms of COVID-19 AND has a known exposure to COVID-19. Case counts utilized for all graphs and tables are based on the date public health staff received and recorded the test results. Numbers here may not represent final case counts for this reporting period.

## More Information

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

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

## City of Menasha Weekly COVID-19 Data Summary

Number and percent of residents of the Menasha 54952 zip code who have received at least one dose of the COVID-19 vaccine, by age range (as of Oct 25)

Age Group	Residents who have received at least 1 dose	Age-Specific Population Count	Percent of Age-Specific Population
<12**	0	4,006	0.0%
12-15	542	1,323	41.0%
16-17	288	660	43.6%
18-24	1,031	2,125	48.5%
25-34	1,771	3,744	47.3%
35-44	1,978	3,416	57.9%
45-54	1,901	3,938	48.3%
55-64	2,293	3,001	76.4%
65+	2,974	3,152	94.4%
<b>Total</b>	<b>12,778</b>	<b>25,365</b>	<b>50.4%</b>
<b>Eligible Residents Total</b>	<b>12,778</b>	<b>21,359</b>	<b>59.8%</b>

\*\* Population data for those under 1 year old is not available. For more information about population in Menasha, please visit:

<https://www.unitedstateszipcodes.org/54952/#stats>. There is currently no authorized COVID-19 vaccine for children under 12 years of age.

To view more COVID-19 vaccine data, please visit: <https://www.dhs.wisconsin.gov/covid-19/vaccine-data.htm>

## Number and percent of City of Menasha residents who have received the COVID-19 vaccine (as of Oct 26)

Received at least 1 dose	Completed vaccine series	Population
10,106 (55.8%)	9,665 (53.4%)	18,114

\*Vaccine data was retrieved from: <https://www.dhs.wisconsin.gov/covid-19/vaccine-data.htm> under "Municipality" tab. Other demographic data is not yet available.

## Case counts, case rate per 100,000 people, burden class, trajectory and activity level in the City of Menasha and the State of Wisconsin for the past two weeks (Oct 13 – Oct 26)

Note: The case rate, burden class, trajectory class, and activity level reflect both lab-confirmed and probable cases. WI DHS is undergoing continuous data cleaning and data may change as it is reviewed.

	Case Count for Past 2 Weeks (lab-confirmed & probable)	Case Rate (per 100,000 people)	Burden Class*	Trajectory Class (N/A=no statistically significant change; N/D=no data available)	Activity Level*	Population **
City of Menasha	96	530.0	Very High	N/D	Very High	18,114
Wisconsin	30,394	525.8	Very High	N/A	Very High	

\*Burden Class is based off of the case rate per 100,000 people in the past two weeks. Visit the DHS website for more information about Burden and Activity Level visit: <https://www.dhs.wisconsin.gov/covid-19/local.htm>

\*\*Population for the City of Menasha was retrieved from

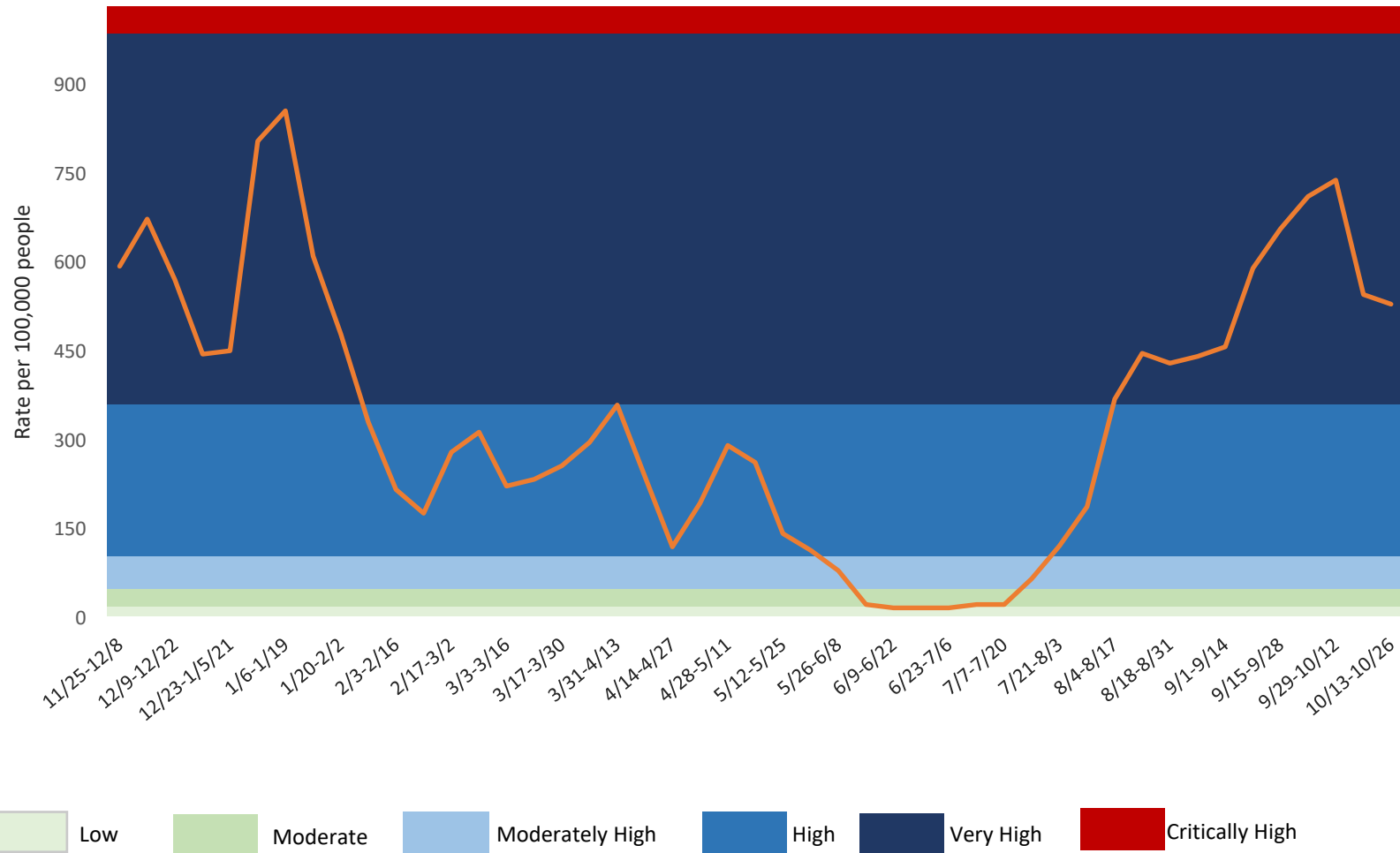
<https://data.census.gov/cedsci/table?q=Menasha%20City,%20Wisconsin&t=Age%20and%20Sex&tid=ACST5Y2019.S0101&hidePreview=false>

## Burden (lab-confirmed & probable case rate)

Burden Status	Case Rate per 100,000 residents in the past two weeks	City of Menasha number of cases in the past two weeks
Low	Case rate is less than or equal to 10.	Less than 2 cases.
Moderate	Case rate is greater than 10, but less than or equal to 50.	Greater than 1 cases, but less than or equal to 9 cases.
Moderately High	Case rate is greater than 50, but less than or equal to 100.	Greater than 9 cases, but less than or equal to 18 cases.
High	Case rate is greater than 100, but less than or equal to 350.	Greater than 18 cases, but less than or equal to 63 cases.
Very High	Case rate is greater than 350, but less than or equal to 1,000.	Greater than 63 cases, but less than or equal to 181 cases.
Critically High	Case rate is greater than 1,000.	Greater than 181 cases.



## City of Menasha COVID-19 laboratory confirmed and probable case rate trend and burden by 2-week periods\*



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

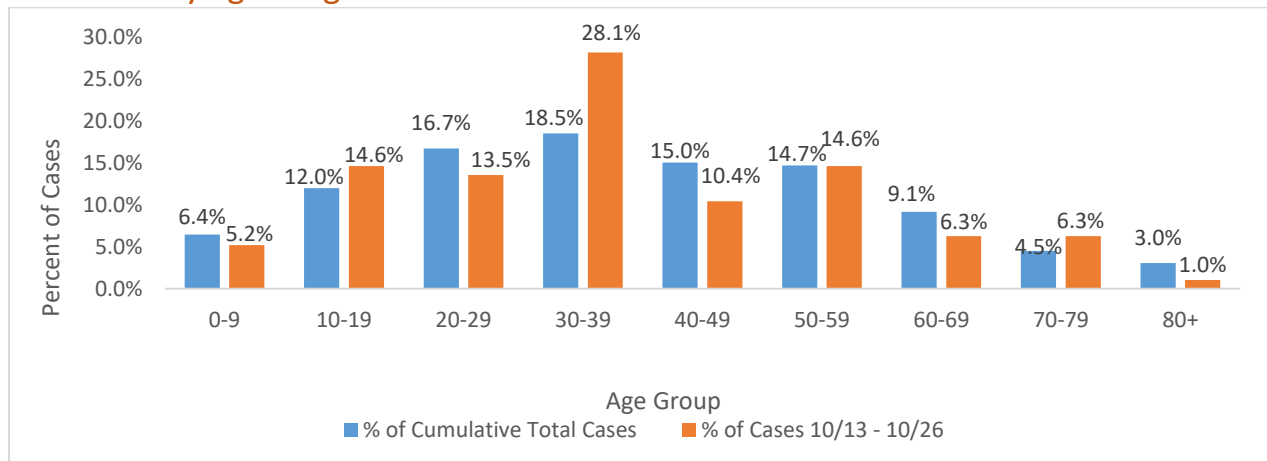
## Testing metrics in the City of Menasha from the last 5 reporting periods

Metric	Reporting Period				
	Current: 10/13 – 10/26	10/6 – 10/19	9/29 – 10/12	9/22 – 10/5	9/15 – 9/28
7-Day Average Percent Positive	22.3%	14.5%	17.7%	21.2%	16.7%
7-Day Average New Test Results	25.6	23.6	29.9	32.3	29.9
7-Day Average New Cases (lab-confirmed & probable)	8.4	5.3	8.9	10.3	8.1

## Number and percentage of laboratory confirmed and probable cases of COVID-19 by age range, cumulative and past two weeks

Age Group	Cumulative Total Cases (Confirmed + Probable)		Total Cases (Confirmed + Probable) in the Past Two Weeks	
	Number of Cases	Percentage of Total Cases	Number of Cases	Percent of Cases in Past Two Weeks
0-9	184	6.4%	5	5.2%
10-19	342	12.0%	14	14.6%
20-29	476	16.7%	13	13.5%
30-39	527	18.5%	27	28.1%
40-49	428	15.0%	10	10.4%
50-59	419	14.7%	14	14.6%
60-69	261	9.1%	6	6.3%
70-79	129	4.5%	6	6.3%
80+	87	3.0%	1	1.0%
<b>Combined Total</b>	<b>2,853</b>	<b>100%</b>	<b>96</b>	<b>100%</b>

## Cumulative total and percentage of laboratory-confirmed and probable cases of COVID-19 by age range



## Case Incidence Metrics

Metric	Thresholds	Current Status
Centers for Disease Control and Prevention: <b>City of Menasha Total New Confirmed Cases per 100,000 in the past 7 days*</b>	Red (High Transmission): $\geq 100$ Orange (Substantial Transmission): 50-99 Yellow (Moderate Transmission): 10-49 Blue (Low Transmission): 0-9	221.0 per 100,000 / 7 days
Harvard Global Health: <b>City of Menasha Confirmed Case Incidence per 100,000 (7-day rolling average)**</b>	Red: $>25$ Yellow: $1<10$ Orange: $10<25$ Green: $<1$	31.5 cases per 100,000 / day

\*To read more about the CDC Indicators of Community Transmission, please view: <https://covid.cdc.gov/covid-data-tracker/#datatracker-home>  
City data is retrieved from WI DHS. More information can be found here: <https://www.dhs.wisconsin.gov/covid-19/data.htm#maps>

\*\*To read more about the Harvard Global Health Case Incidence metric, visit this website: [https://globalepidemics.org/wp-content/uploads/2020/07/pandemic\\_resilient\\_schools\\_briefing\\_72020.pdf](https://globalepidemics.org/wp-content/uploads/2020/07/pandemic_resilient_schools_briefing_72020.pdf)

## Additional Metrics

	Metric	Thresholds	Current Status
Testing	Percent PCR Positive Tests (7-day average)	Red: $>10\%$ Yellow: 5-10% Green: $<5\%$	22.3% positive tests / day
	Daily Number of Tests (7-day average)	Red: $<14$ tests/day Yellow: 14-28 tests/day Green: $>28$ tests/day	25.6 tests / day
Public Health Contact Timeliness	Disease Investigation	Red: Not able to contact all confirmed cases within 24 hours Green: Able to contact all confirmed cases within 24 hours	Able to contact all within 24 hours
	Contact Tracing	Red: PH is not able to contact all within 48 hours Green: PH is able to contact all within 48 hours	Able to contact within 48 hours
Hospital Capacity*	Percentage of hospital <b>inpatient</b> beds in the community that are occupied.	Red: $>90\%$ Yellow: 80-90% Green: $<80\%$	92.9% of inpatient beds occupied
	Percentage of <b>intensive care unit</b> beds in the community that are occupied.	Red: $>90\%$ Yellow: 80-90% Green: $<80\%$	95.0% ICU beds occupied
	Percentage of hospital <b>inpatient</b> beds in the community that are occupied by patients with COVID-19.	Red: $>15\%$ Yellow: 10-15% Light Green: 5-10% Dark Green: $<5\%$	12.5% beds occupied by patients with COVID-19

\*Hospital capacity data are from the Emergency Management Resource (EMResource) system. Reporting is not mandatory. Hospital capacity data is collected and reported at the Healthcare Emergency Readiness Coalition (HERC) level. The City of Menasha is a part of HERC 6, or the Fox Valley HERC. Hospital capability information at the state and HERC level can be found here: <https://www.dhs.wisconsin.gov/covid-19/hosp-data.htm#capabilities>





## MEMORANDUM

To: City of Menasha Common Council

From: Jennifer Sassman, Finance Director

Date: October 27, 2021

RE: Financial Overview

The third quarter financial reports through 9/30/2021 have been included for your review.

- **General Fund:**

- 2021 revenues through 9/30 are \$14,101,617 (75.69% of budget)
- 2020 revenues through 9/30 were \$13,473,403 (73.48% of budget)
- 2021 expenditures through 9/30 are \$13,535,944 (72.65% of budget)
- 2020 expenditures through 9/30 were \$12,784,758 (69.73% of budget)

As of 9/30/21, both our revenues and expenditures are tracking higher than 2020. Our revenues are up by approximately the same percentage that our expenditures are up so we are on track.

Please keep in mind that our 2021 budget as approved assumes that we plan to apply \$200,000 of General Fund – Fund Balance this year. It is our goal to make every effort to not have to utilize those funds.

- **General Fund Revenues:**

The following are a few items to make note of:

- Licenses & Permits-this overall category of revenues surpassed a normal year level particularly due to an increase in building permit revenues.
- Cable TV License- this revenue is lower than was in 2020 however you will see that State Aid-Video Service Provider is higher. We now receive a lower percentage from the entities and a larger share from the State.
- State Aid-Public Health-this number is greater than in 2020 due to additional grants being received as well as the timing of when reimbursements from the State were submitted.

- Miscellaneous-Sale of Land-the funds from the sale of 901 Airport Road have been received.
- Miscellaneous-Donations & Gifts- with the ability to hold the fireworks show this year we received our anticipated donation amounts. This line item is also where we are tracking the holiday lights donations.
- Miscellaneous-Miscellaneous Revenue-the Police Department secured an Elevate Communities Grant for \$30,836 that is reflected in this account.
- Public Charges-the increase in this overall category is primarily due to park, recreation and pool revenues returning to a more normal level.
- **General Fund Expenditures:**  
The following are a few items to make note of:
  - Parks-an overage exists primarily due to a more realistic reallocation of the Director salary. This would be the same reason that recreation is under budget.
  - Overall Expenditures-some the carryover amounts from the 2020 fiscal year to the 2021 fiscal year are included in the year to date spending.
  - Public Health Accounts-overall the health department accounts are showing about a 14% increase from 2020 however there were several funding sources not known to us at budget time. There will be corresponding revenue amounts to offset these expenditures. The main health department account is higher than this time last year as we have now made the necessary entries to the appropriate grant accounts. In 2020 we didn't make those entries until year end.
  - Retirements – it has been our goal to absorb several larger retirement payouts in the overall budget and it is appearing that we may be on track to doing so. We will continue to monitor these accounts as we move towards the end of the year.

Please note that these reports are as of September 30, 2021, and will continue to be updated as we move throughout the year. We will continue to provide these budget status reports to the Council on a quarterly basis, so that everyone remains aware of our financial status.

**General Fund Revenues - Third Quarter 2021**  
**January 01, 2021 - September 30, 2021**

	2020 BUDGETED REVENUES	2020 Period Ending September 30, 2020	% Received	2021 BUDGETED REVENUES	2021 Period Ending September 30, 2021	% Received
<b>TAXES LEVIED BY CITY</b>						
General Property Tax	\$8,824,759	\$8,824,763	100.00%	\$9,064,814	\$9,066,261	100.02%
Mobile Home Property Taxes	\$145,000	\$101,762	70.18%	\$138,000	\$94,724	68.64%
Tax from Municipal Utility	\$714,516	\$474,154	66.36%	\$725,455	\$545,015	75.13%
Tax from Housing Authority	\$16,500	\$0	0.00%	\$17,500	\$14,380	82.17%
Interest/Penalty on Taxes	\$29,000	\$11,484	39.60%	\$29,000	\$20,678	71.30%
<b>TOTAL TAXES LEVIED</b>	<b>\$9,729,775</b>	<b>\$9,412,162</b>	<b>96.74%</b>	<b>\$9,974,769</b>	<b>\$9,741,057</b>	<b>97.66%</b>
<b>LICENSES &amp; PERMITS</b>						
Liquor License	\$21,000	\$19,076	90.84%	\$20,000	\$20,152	100.76%
Tavern Operators License	\$7,000	\$3,795	54.21%	\$15,000	\$14,135	94.23%
Cigarette License	\$1,900	\$1,400	73.68%	\$1,900	\$1,700	89.47%
Restaurant License	\$20,000	\$15,092	75.46%	\$20,000	\$18,382	91.91%
Amusement Device License	\$1,700	\$1,370	80.59%	\$1,700	\$1,560	91.76%
Heating License	\$1,900	\$1,575	82.89%	\$1,800	\$1,785	99.17%
Cable TV License	\$189,000	\$83,820	44.35%	\$180,000	\$70,960	39.42%
Weights & Measures License	\$25,154	\$22,124	87.95%	\$25,000	\$24,181	96.72%
Retail Food License	\$12,000	\$11,067	92.22%	\$12,500	\$11,815	94.52%
Tattoo Parlor License	\$300	(\$14)	0.00%	\$300	\$0	0.00%
Sundry License	\$450	\$250	55.56%	\$400	\$250	62.50%
Dog License	\$7,200	\$2,674	37.13%	\$7,200	\$3,831	53.20%
Cat License	\$700	\$556	79.43%	\$800	\$623	77.88%
Lodging License	\$600	\$322	53.67%	\$600	\$760	126.67%
Building Permit-Residential	\$25,000	\$22,319	89.28%	\$29,000	\$27,705	95.54%
Building Permit-Commercial	\$26,240	\$14,521	0.00%	\$25,000	\$48,077	192.31%
Electrical Permit-Residential	\$9,500	\$10,563	111.19%	\$11,000	\$9,407	85.52%
Electrical Permit-Commercial	\$11,300	\$1,842	0.00%	\$7,000	\$17,635	251.93%
Plumbing Permit-Residential	\$9,200	\$8,140	88.48%	\$9,500	\$12,332	129.81%
Plumbing Permit-Commercial	\$10,000	\$1,740	0.00%	\$6,000	\$13,715	228.58%
Street Excavation Permit	\$4,000	\$23,162	579.06%	\$2,500	\$6,525	261.00%
Heating Permit-Residential	\$11,700	\$8,895	76.03%	\$12,700	\$9,623	75.77%
Heating Permit-Commercial	\$11,400	\$1,703	0.00%	\$7,000	\$22,396	319.95%
Mobile Home Permit	\$1,235	\$1,240	0.00%	\$0	\$1,425	0.00%
Zoning Permit	\$3,500	\$2,655	75.86%	\$3,500	\$3,755	107.29%
Recreational Fire Permit	\$10,400	\$7,240	69.62%	\$10,500	\$9,380	89.33%
Sign Permit	\$4,500	\$600	13.33%	\$5,000	\$700	14.00%
Temporary Restaurant Permit	\$100	\$5	5.00%	\$100	\$0	0.00%
Erosion Control Permit	\$1,350	\$1,425	105.56%	\$1,900	\$1,950	102.63%
Pool Permit	\$2,175	\$2,045	94.02%	\$2,200	\$1,573	71.50%
Street Use Permit	\$75	\$125	166.67%	\$150	\$525	350.00%
Outdoor Service Permit	\$325	\$200	61.54%	\$325	\$325	100.00%
<b>TOTAL LICENSES &amp; PERMITS</b>	<b>\$430,904</b>	<b>\$271,526</b>	<b>63.01%</b>	<b>\$420,575</b>	<b>\$357,182</b>	<b>84.93%</b>
<b>FINES &amp; PENALTIES</b>						
Damage Award-Law Enforcement	\$0	\$0	0.00%	\$0	\$196	0.00%
Court Penalties	\$69,000	\$34,723	50.32%	\$70,000	\$39,048	55.78%
Parking Violation	\$52,000	\$28,866	55.51%	\$52,000	\$34,977	67.26%
<b>TOTAL FINES &amp; PENALTIES</b>	<b>\$121,000</b>	<b>\$63,589</b>	<b>52.55%</b>	<b>\$122,000</b>	<b>\$74,221</b>	<b>60.84%</b>
<b>FEDERAL, STATE &amp; COUNTY AIDS</b>						
Federal Aid-Law Enforcement	\$1,700	\$1,761	103.62%	\$3,750	\$4,296	114.57%
State Aid-Shared Revenues	\$3,715,790	\$870,791	23.43%	\$3,700,728	\$856,134	23.13%
State Aid-Computer Credit	\$401,180	\$401,178	100.00%	\$401,178	\$403,836	100.66%
State Aid-Fire	\$56,500	\$50,262	88.96%	\$52,000	\$51,952	99.91%
State Aid-Payment for Municipal Services	\$107,500	\$0	0.00%	\$105,500	\$0	0.00%
State Aid-Law Enforcement	\$27,500	\$22,932	83.39%	\$32,500	\$10,687	32.88%
State Aid-Highway Transportation	\$601,020	\$450,154	74.90%	\$613,165	\$459,271	74.90%
State Aid-Connecting Highway	\$62,294	\$46,720	75.00%	\$62,564	\$46,923	75.00%
State Aid-Other	\$125	\$125	99.96%	\$20,125	\$124	0.62%
State Aid-Public Health	\$115,103	\$49,783	43.25%	\$177,063	\$152,971	86.39%
State Aid-Senior Center	\$25,741	\$17,217	66.89%	\$25,741	\$17,017	66.11%
State Aid-Personal Property	\$61,158	\$61,158	100.00%	\$53,719	\$53,719	100.00%
State Aid-Elections	\$0	\$10,791	0.00%	\$0	\$0	0.00%
State Aid-Video Service Provider	\$0	\$19,188	0.00%	\$37,627	\$37,627	0.00%
State Aid-CARES Routes to Recovery	\$0	\$0	0.00%	\$0	\$0	0.00%
State Aid-Forestry	\$0	\$0	0.00%	\$25,000	\$0	0.00%
<b>TOTAL FEDERAL, STATE &amp; COUNTY AIDS</b>	<b>\$5,175,611</b>	<b>\$2,002,060</b>	<b>38.68%</b>	<b>\$5,310,660</b>	<b>\$2,094,557</b>	<b>39.44%</b>

	2020 BUDGETED REVENUES	2020 Period Ending September 30, 2020	% Received	2021 BUDGETED REVENUES	2021 Period Ending September 30, 2021	% Received
<b>MISCELLANEOUS</b>						
Interest on Investments	\$35,000	\$49,110	140.31%	\$30,000	\$3,964	13.21%
Property Rental Revenue	\$28,866	\$72,584	251.45%	\$53,000	\$34,896	65.84%
Sale of Other Property	\$0	\$0	0.00%	\$0	\$0	0.00%
Sale of Land	\$75,000	\$0	0.00%	\$75,000	\$86,296	0.00%
Sale of Law Enforcement Property	\$8,000	\$1,433	17.91%	\$10,000	\$41	0.41%
Sale of Refuse Property	\$150	\$90	59.80%	\$150	\$0	0.00%
Sale of Recyclable Materials	\$0	\$0	0.00%	\$0	\$0	0.00%
Insurance Recovery-Other Equipment	\$0	\$0	0.00%	\$0	\$0	0.00%
Insurance Recovery-Law Enforcement Equip	\$0	\$0	0.00%	\$0	\$7,642	0.00%
Insurance Recovery-Highway Equip	\$10,000	\$7,693	76.93%	\$20,000	\$9,460	47.30%
Donations & Gifts	\$16,000	\$0	0.00%	\$16,000	\$28,650	179.06%
Miscellaneous Revenue	\$50,000	\$9,573	0.00%	\$45,000	\$34,933	0.00%
Credit Card Fees	\$500	\$320	0.00%	\$600	\$301	50.21%
<b>TOTAL MISCELLANEOUS</b>	<b>\$223,516</b>	<b>\$140,801</b>	<b>62.99%</b>	<b>\$249,750</b>	<b>\$206,183</b>	<b>82.56%</b>
<b>PUBLIC CHARGES</b>						
Clerk	\$6,500	\$8,303	127.74%	\$8,000	\$8,075	100.93%
Treasurer	\$15,500	\$11,926	76.94%	\$15,500	\$12,354	79.70%
Data Processing	\$1,183	\$550	46.49%	\$1,700	\$550	32.35%
Law Enforcement	\$3,000	\$983	32.76%	\$3,000	\$436	14.52%
Fire Protection	\$1,500	\$200	13.33%	\$2,000	\$173	8.67%
Street Miscellaneous	\$1,200	\$150	12.50%	\$1,000	\$2,531	253.08%
Snow Removal	\$3,200	\$1,527	47.71%	\$2,000	\$1,668	83.42%
Engineering	\$50	\$40	0.00%	\$50	\$0	0.00%
Street Lighting	\$3,000	\$0	0.00%	\$0	\$0	0.00%
Street Patching	\$23,000	\$4,617	20.07%	\$30,000	\$23,060	76.87%
Parking Lot Stickers	\$1,500	\$780	0.00%	\$1,000	\$820	82.00%
Garbage & Refuse	\$165,000	\$161,658	97.97%	\$170,000	\$171,389	100.82%
Solid Waste Disposal	\$33,600	\$32,619	97.08%	\$33,000	\$32,816	99.44%
Weed Cutting	\$5,100	\$4,403	86.34%	\$5,000	\$6,841	136.81%
Cemetery	\$10,000	\$8,875	88.75%	\$9,500	\$10,925	115.00%
Public Health	\$61,508	\$37,931	61.67%	\$61,500	\$40,514	65.88%
Library Fines	\$12,000	\$1,108	9.24%	\$0	\$342	0.00%
Library Vending Services	\$7,700	\$2,614	33.95%	\$8,000	\$3,514	43.93%
Park	\$19,000	\$7,205	37.92%	\$19,000	\$15,280	80.42%
Pool	\$56,000	\$19,202	34.29%	\$56,000	\$43,459	77.60%
Recreation	\$50,000	\$15,993	31.99%	\$50,000	\$45,863	91.73%
Boat Launch	\$25,000	\$24,871	99.49%	\$26,000	\$29,270	112.58%
Senior Center Rental	\$2,200	\$614	27.92%	\$2,500	\$524	20.95%
Boat Slip Rental	\$500	\$281	56.19%	\$500	\$543	108.57%
Pool Concession	\$15,000	\$0	0.00%	\$15,000	\$11,341	75.60%
Special Events-Admin Fee	\$7,500	\$50	0.67%	\$5,000	\$181	3.63%
Community Development	\$0	\$0	0.00%	\$0	\$0	0.00%
Room Tax	\$500	\$386	77.24%	\$700	\$637	91.00%
Sen Ctr Program Revenue	\$0	\$16	0.00%	\$500	\$463	92.60%
Sen Ctr Newsletter Subscr	\$0	\$635	0.00%	\$1,000	\$570	57.00%
<b>TOTAL PUBLIC CHARGES</b>	<b>\$530,241</b>	<b>\$347,537</b>	<b>65.54%</b>	<b>\$527,450</b>	<b>\$464,137</b>	<b>88.00%</b>
<b>INTERGOVERNMENTAL CHARGES</b>						
Law Enforcement	\$262,000	\$156,351	59.68%	\$265,000	\$138,156	52.13%
Fire Department	\$20,000	\$21,573	107.87%	\$23,375	\$150	0.64%
Mass Transit	\$174,451	\$77,903	44.66%	\$165,601	\$69,119	41.74%
Street Misc	\$0	\$825	0.00%	\$0	\$0	0.00%
Street Patching	\$60,000	\$82,453	137.42%	\$80,000	\$31,488	39.36%
Garbage/Refuse	\$37,680	\$22,245	59.04%	\$38,120	\$54,010	141.68%
Public Health	\$320,000	\$150,000	46.88%	\$325,000	\$150,000	46.15%
Library Tax	\$555,332	\$326,340	58.76%	\$588,208	\$469,602	79.84%
Economic Development	\$16,735	\$0	0.00%	\$16,490	\$0	0.00%
City Attorney	\$12,000	\$0	0.00%	\$12,000	\$6,000	50.00%
Park	\$0	\$0	0.00%	\$0	\$0	0.00%
Snow Removal/Plowing	\$1,500	\$1,132	75.45%	\$1,500	\$1,554	103.61%
Library Grants	\$20,000	\$19,200	0.00%	\$19,200	\$19,200	100.00%
State-Public Health	\$46,320	\$29,300	63.26%	\$43,774	\$14,575	33.30%
State-Lift Bridges	\$90,625	\$61,062	67.38%	\$99,545	\$61,860	62.14%
Bond/Note Proceeds	\$0	\$0	0.00%	\$0	\$0	0.00%
TIF Admin	\$143,450	\$143,450	100.00%	\$143,565	\$143,565	100.00%
Transfer from Marina	\$5,000	\$5,000	100.00%	\$5,000	\$5,000	100.00%
Applied Fund Balance-Other	\$200,000	\$0	0.00%	\$200,000	\$0	0.00%
Applied Fund Balance-Health	\$0	\$0	0.00%	\$0	\$0	0.00%
Fund Balance Reservations	\$138,893	\$138,893	100.00%	\$0	\$0	0.00%
Fund Balance Carryover-Library	\$20,000	\$0	0.00%	\$0	\$0	0.00%
<b>TOTAL INTERGOVERNMENTAL CHARGES</b>	<b>\$2,123,986</b>	<b>\$1,235,727</b>	<b>58.18%</b>	<b>\$2,026,378</b>	<b>\$1,164,280</b>	<b>57.46%</b>
<b>TOTAL REVENUES</b>	<b>\$18,335,033</b>	<b>\$13,473,403</b>	<b>73.48%</b>	<b>\$18,631,582</b>	<b>\$14,101,617</b>	<b>75.69%</b>

**General Fund Expenditures - Third Quarter 2021**  
**January 01, 2021 - September 30, 2021**

	2020 ANNUAL BUDGET	2020 Period Ending September 30, 2020	% Expended	2021 ANNUAL BUDGET	2021 Period Ending September 30, 2021	% Expended
<b>GENERAL GOVERNMENT</b>						
Mayor	\$99,486	\$68,294	68.65%	\$98,030	\$69,758	71.16%
Attorney	\$178,744	\$113,324	63.40%	\$176,677	\$116,831	66.13%
Personnel	\$212,126	\$149,551	70.50%	\$221,870	\$152,172	68.59%
City Clerk	\$115,849	\$99,611	85.98%	\$106,582	\$72,062	67.61%
Elections	\$82,535	\$69,374	84.05%	\$68,354	\$38,179	55.85%
Municipal Court	\$3,600	\$3,580	99.44%	\$3,700	\$3,690	99.73%
Property Insurance	\$90,145	\$45,073	50.00%	\$86,455	\$43,228	50.00%
Finance	\$491,112	\$283,535	57.73%	\$499,906	\$329,841	65.98%
Assessor	\$78,975	\$55,801	70.66%	\$83,861	\$60,618	72.28%
Information Systems	\$0	\$0	0.00%	\$71,000	\$71,000	100.00%
Common Council	\$74,664	\$48,327	64.73%	\$76,121	\$53,485	70.26%
Illegal Tax/Tax Refund	\$6,000	\$484	8.07%	\$1,000	\$2,364	236.39%
Uncollectable Debt	\$8,700	(\$1,278)	-14.69%	\$8,500	(\$4,324)	-50.87%
Employees Safety Commission	\$34,444	\$21,003	60.98%	\$35,008	\$28,111	80.30%
Municipal Buildings	\$116,547	\$59,891	51.39%	\$117,422	\$90,836	77.36%
<b>TOTAL GENERAL GOVERNMENT</b>	<b>\$1,592,927</b>	<b>\$1,016,568</b>	<b>63.82%</b>	<b>\$1,654,486</b>	<b>\$1,127,850</b>	<b>68.17%</b>
<b>PUBLIC SAFETY</b>						
Police	\$4,855,487	\$3,187,164	65.64%	\$4,903,049	\$3,411,090	69.57%
Crossing Guards	\$24,176	\$8,432	34.88%	\$24,176	\$14,943	61.81%
Community Service	\$47,249	\$36,925	78.15%	\$52,770	\$38,986	73.88%
Auxiliary Police	\$15,251	\$2,657	17.42%	\$15,251	\$1,575	10.33%
Jail/Prisoner Meal Charge	\$12,000	\$1,955	16.30%	\$9,000	\$2,898	32.20%
Code Enforcement	\$77,254	\$58,486	75.71%	\$87,988	\$56,840	64.60%
Fire	\$3,546,907	\$2,954,936	83.31%	\$3,539,693	\$2,950,257	83.35%
Emergency Government	\$650	\$131	20.18%	\$500	\$131	26.22%
Fire Protection	\$0	\$254	0.00%	\$260	\$134	0.00%
Weights & Measures	\$25,351	\$8,740	34.48%	\$27,186	\$13,469	49.54%
Inspection	\$173,882	\$95,264	54.79%	\$176,252	\$115,449	65.50%
<b>TOTAL PUBLIC SAFETY</b>	<b>\$8,778,207</b>	<b>\$6,354,944</b>	<b>72.39%</b>	<b>\$8,836,125</b>	<b>\$6,605,773</b>	<b>74.76%</b>
<b>PUBLIC WORKS</b>						
Engineering	\$183,170	\$121,365	66.26%	\$188,154	\$129,302	68.72%
Street Construction/Excavation	\$736,686	\$318,207	43.19%	\$732,590	\$434,567	59.32%
Snow & Ice	\$355,919	\$266,861	74.98%	\$368,536	\$255,625	69.36%
Street Signs	\$231,531	\$196,547	84.89%	\$229,369	\$142,590	62.17%
Sidewalks & Crosswalks	\$141,226	\$107,134	75.86%	\$147,413	\$108,961	73.92%
Street Lighting	\$176,359	\$114,244	64.78%	\$178,388	\$113,425	63.58%
Parking Lots	\$38,695	\$20,832	53.84%	\$47,216	\$23,462	49.69%
Canal Maintenance/Construction	\$1,028	\$615	59.85%	\$1,028	\$768	74.70%
Refuse Collection & Disposal/Commercial	\$903,189	\$644,481	71.36%	\$922,429	\$669,028	72.53%
Weed Cutting	\$42,365	\$32,366	76.40%	\$48,541	\$43,727	90.08%
Valley Transit	\$218,520	\$145,680	66.67%	\$212,482	\$157,257	74.01%
Dial-A-Ride	\$11,200	\$11,200	100.00%	\$11,200	\$11,200	100.00%
<b>TOTAL PUBLIC WORKS</b>	<b>\$3,039,888</b>	<b>\$1,979,533</b>	<b>65.12%</b>	<b>\$3,087,346</b>	<b>\$2,089,913</b>	<b>67.69%</b>
<b>CULTURE, RECREATION &amp; EDUCATION</b>						
Library	\$1,738,637	\$1,188,387	68.35%	\$1,784,017	\$1,261,937	70.74%
Recreation	\$362,320	\$275,057	75.92%	\$287,636	\$185,323	64.43%
Pool	\$234,910	\$216,838	92.31%	\$262,110	\$223,910	85.43%
Lift Bridges	\$90,625	\$70,829	78.16%	\$99,545	\$72,561	72.89%
Civic Commemorations	\$30,000	\$680	2.27%	\$27,250	\$54,478	199.92%
Parks	\$921,833	\$653,351	70.88%	\$1,007,541	\$736,341	73.08%
<b>TOTAL CULTURE, RECREATION &amp; EDUCATION</b>	<b>\$3,378,325</b>	<b>\$2,405,142</b>	<b>71.19%</b>	<b>\$3,468,099</b>	<b>\$2,534,550</b>	<b>73.08%</b>
<b>CONSERVATION &amp; DEVELOPMENT</b>						
Forestry	\$122,946	\$95,428	77.62%	\$173,140	\$59,375	34.29%
Community Development	\$289,676	\$180,028	62.15%	\$318,414	\$207,679	65.22%
Urban Redevelopment	\$50,749	\$2,665	5.25%	\$885	\$611	68.98%
<b>TOTAL CONSERVATION &amp; DEVELOPMENT</b>	<b>\$463,371</b>	<b>\$278,121</b>	<b>60.02%</b>	<b>\$492,439</b>	<b>\$267,664</b>	<b>54.35%</b>

	2020 ANNUAL BUDGET	2020 Period Ending September 30, 2020	% Expended	2021 ANNUAL BUDGET	2021 Period Ending September 30, 2021	% Expended
<b>PUBLIC HEALTH</b>						
Health	\$567,375	\$172,182	30.35%	\$583,604	\$436,639	74.82%
Environmental Health	\$88,436	\$37,341	42.22%	\$84,631	\$60,828	71.87%
Health Screening	\$25,531	\$5,717	22.39%	\$26,970	\$14,914	55.30%
Prevention	\$4,694	\$967	20.60%	\$4,670	\$2,576	55.15%
CARES/COVID 19 Tracing	\$0	\$6,302	0.00%	\$0	\$63,239	0.00%
School Health Aids	\$43,069	\$29,486	68.46%	\$36,938	\$37,800	102.33%
Dental	\$66,556	\$30,635	46.03%	\$52,088	\$40,487	77.73%
Communicable Diseases	\$3,500	\$773	22.10%	\$3,500	\$2,286	65.31%
Lead-Free Delivery Grant	\$9,987	\$937	9.38%	\$0	\$5,168	0.00%
Lead Prevention Grant	\$2,962	\$1,556	52.52%	\$3,189	\$3,328	104.36%
Immunization	\$9,398	\$2,379	25.31%	\$8,794	\$8,378	95.27%
Maternal Child Health	\$11,589	\$3,480	30.03%	\$16,486	\$9,235	56.02%
Dental Sealant	\$15,794	\$5,246	33.21%	\$13,120	\$8,146	62.09%
Opioid Grant	\$0	\$15,094	0.00%	\$68,097	\$59,973	0.00%
Bio-Terrorism	\$45,664	\$18,104	39.65%	\$36,272	\$23,723	65.40%
Twenty-Four/Seven	\$37,613	\$317,178	843.27%	\$3,300	\$3,664	111.02%
Senior Center	\$106,515	\$57,039	53.55%	\$106,845	\$42,853	40.11%
CARES COVID-19 Testing Coordinator	\$0	\$2,148	0.00%	\$0	\$60,227	0.00%
CARES COVID-19-Routes to Recovery	\$0	\$26,366	0.00%	\$0	\$0	0.00%
CARES COVID-19-Planning	\$0	\$0	0.00%	\$0	\$0	0.00%
CARES COVID-19-ELC Cares	\$0	\$0	0.00%	\$0	\$13,100	0.00%
Animal Impoundment	\$7,500	\$2,400	32.00%	\$6,500	\$1,040	16.00%
Cemetery	\$36,132	\$15,121	41.85%	\$38,083	\$12,590	33.06%
<b>TOTAL PUBLIC HEALTH</b>	<b>\$1,082,315</b>	<b>\$750,451</b>	<b>69.34%</b>	<b>\$1,093,087</b>	<b>\$910,194</b>	<b>83.27%</b>
<b>100-GENERAL FUND TOTALS:</b>	<b>\$18,335,033</b>	<b>\$12,784,758</b>	<b>69.73%</b>	<b>\$18,631,582</b>	<b>\$13,535,944</b>	<b>72.65%</b>



## PUBLIC NOTICE

The Menasha Police Department is scheduled for an on-site assessment as part of a program to achieve accreditation by verifying it meets professional standards.

Administered by the Wisconsin Law Enforcement Accreditation Group (WILEAG), the accreditation program requires agencies to comply with state-of-the-art standards in four basic areas: policy and procedures, administration, operation and support services.

Agency employees and the public are invited to offer comments by calling (920) 967-3539 on November 10, 2021 between the hours of 1:00pm and 3:00pm. Comments will be taken by the WILEAG Assessment Team assigned to conduct this assessment.

Telephone comments are limited to 10 minutes and must address the agency's ability to comply with WILEAG's standards. A copy of the standards is available at the Menasha Police Department. The local contact is Lt. Schulz, (920) 967-3500.

Anyone wishing to submit written comments about the Menasha Police Department and their ability to comply with the standards for accreditation may send them to the Wisconsin Law Enforcement Accreditation Group at the following address:

WILEAG  
PO BOX 528  
Hartland, WI 53029  
[Executive.director@wileag.info](mailto:Executive.director@wileag.info)

CITY OF MENASHA  
COMMON COUNCIL  
100 MAIN STREET  
OCTOBER 18, 2021  
MINUTES

A. CALL TO ORDER

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

B. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

C. ROLL CALL

PRESENT: Ald. Ropella, Nichols, Taylor, Langdon, Sevenich, Schmidt, Tom Grade, Ted Grade

ALSO PRESENT: PC Styka, CDD Schroeder, DPW Jungwirth, FM Pearson, PHD Hutter, LD Kopetsky, CA/HRD Captain, Mayor Merkes, Clerk Krautkramer

D. PUBLIC HEARING

1. Proposed Rezoning – 528 Milwaukee Street, Parcel #1-00396-00, a vacant portion of parcel #1-00446-00, a vacant portion of #1-00437-00 and a vacant portion of parcel #1-00397-00. Rezoning Lot 1 of proposed CSM to C-1 General Commercial and Lot 2 of proposed CSM to I-1 to Heavy Industrial

Staff provided an overview of the Proposed Rezoning for 528 Milwaukee Street, Parcel #1-00396-00, a vacant portion of parcel #1-00446-00, a vacant portion of #1-00437-00 and a vacant portion of parcel #1-00397-00. Rezoning Lot 1 of proposed CSM to C-1 General Commercial and Lot 2 of proposed CSM to I-1 to Heavy Industrial.

General discussion ensued on zoning.

2. Proposed Rezoning – Third Addition to Woodland Hills, Parcel #s 7-01716-00, 7-01717-00, 7-01715-00, and 7-00700-17 from R-1 Single Residential District to PUD Planned Unit Development in order to develop Woodland Lakes Cottages Subdivision

Staff provided an overview of the Proposed Rezoning for the Third Addition to Woodland Hills, Parcel #s 7-01716-00, 7-01717-00, 7-01715-00, and 7-00700-17 from R-1 Single Residential District to PUD Planned Unit Development in order to develop Woodland Lakes Cottages Subdivision.

Melanie Simon, 2517 Gosling Way, Menasha. She commented on the density of homes along the pond and development on wetlands.

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

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

Minutes to receive:

- a. Board of Health, 9/10/21
- b. Board of Public Works, 10/4/21
- c. Committee on Aging, 9/10/21
- d. Landmarks Committee, 10/6/21
- e. Parks & Recreation Board, 8/10/21
- f. Personnel Committee, 10/4/21



- g. Plan Commission, 9/21/21 & 10/5/21
- h. Redevelopment Authority, 10/5/21
- i. Redistricting Committee, 10/6/21
- j. Water & Light Commission, 9/22/21
- k. Winnebago County Joint Review Board, 10/5/21

Communications:

- l. COVID-19 Update
- m. IT Steering Committee/Network Update
- n. Fox Cities Partnership Update – Quarter 3 Report
- o. Fox Crossing Land Exchange Update
- p. Racine Street (Third to Ninth Street) Project Preliminary Investigations and Survey

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

Motion carried on voice vote.

General discussion ensued on Fox Crossing Land Exchange Update (communication o.) and IT Steering Committee/Network Update (communication m.).

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

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

Tom Miller, 177 Marina Place, Menasha. He commented on the Redistricting Committee options, growth within the City, and redistricting state guidelines.

**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, 10/4/21

Board of Public Works, 10/4/2, Recommends Approval of:

- 2. The Street Use Application for Hometown Halloween; October 28, 2021; 4:00 pm – 6:00 pm (Menasha Parks and Recreation Department) AND the Street Use Application for “Gather Around” the Christmas Trees on December 2, 2021 from 5:00 pm – 8:00 pm (Holiday Lighting)

Personnel Committee, 10/4/21, Recommends Approval of:

- 3. The pay grade adjustment for the Building Inspector/Housing Specialist from a grade 20 to a grade 15 and place the current Building Inspector/Housing Specialist at a step three effective January 1, 2022

Plan Commission, 9/21/21, Recommends Approval of:

- 4. Approval of the Certified Survey Map as presented for the lot adjustment and parcel consolidation of 528 Milwaukee Street and the Adjacent Railroad Parcels – (parcel #1-00396-00, #1-00397-00, #1-00446-00, and #1-00437-00) with the following conditions:
  - a. An Ordinance amending the zoning classifications to coincide with the proposed CSM, with Lot 1 being zoned C-1 and Lot 2 being zoned I-2, is approved by Common Council

Plan Commission, 10/5/21, Recommends Approval of:

- 5. Approval of the preliminary plat for 1<sup>st</sup> Addition to Lake Park Heights as presented finding that the plat conforms to the Municipal Ordinance, the City Comprehensive Plan, and surrounding development with the following conditions:
  - a. Future trail extension along south side of Canvasback Drive and continued down west side of Black Swan Drive be shown on final plat

- b. Offset north side of Kelly Lake Road (Lots 214-224, 263) to construct trail and show on final plat
  - c. Tundra Swan Lane shall be renamed to Snow Goose Lane as conditioned in Third Addition to Woodland Hills Plat
  - d. Show sidewalk location on Snow Goose Lane
  - e. Show sidewalk location on Kelly Lake Drive (Lots 201-208)
  - f. Remove the jog in the right-of-way line on Snow Goose Lane at Lots 236 and 237
  - g. Show drainage, utility, access, and any wetland/navigable water way easements on final plat
  - h. Add a 15 foot ingress/egress easement, outside of navigable stream, on north property line of Lot 208, for access to Outlot 5
  - i. Add and ingress/egress easement to Private Road for access to Outlot 3
  - j. In the “notes” section of the preliminary plat, the Proposed Zoning shall be noted as PUD – Planned Unit Development in place of R-1-Single Family
  - k. The Sidewalk Waiver described under the “notes” section of the preliminary plat shall be removed
  - l. Ensure that all Lot and Outlot numbers between the preliminary plat and the plans match
  - m. The preliminary plat states that an artificial wetland exemption is to be applied for to the Army Corps jurisdictional wetlands and WDNR wetlands. If any wetlands are not to be filled, they should be included within an easement and noted on the final plat to not be disturbed
  - n. The Private Road shall be assigned an official name by the Developer and listed on the final plat with (Private Road) designated
6. Approval of the preliminary plat for 1<sup>st</sup> Addition to Lake Park Heights as presented finding that the plat conforms to the Municipal Ordinance, the City Comprehensive Plan, and surrounding development with the following conditions:
- a. Indicate sidewalk continuation on west side of Lotus Trail, north to south side of Winnipeg Street (Lots 111, 110, 109, and 108) to connect to the twenty (20) foot trail easement along the west side of Lot 108 on final plat
  - b. Language shall be added to the Final Plat regarding Drainage Easement Restrictions, specifically that (1) It is the owner’s responsibility to maintain drainage ways and drainage structures, (2) The City has the right to perform maintenance if the property owners fail to do so, (3) Developer/lot owner shall comply with the approved surface drainage plan, (4) Storm Detention (if installed) and Drainage Way areas shall be constructed in accordance with the approved plan

Ald. Sevenich requested to vote on each item separately.

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

- 1. Moved by Ald. Sevenich seconded by Ald. Tom Grade to approve Consent Agenda item 1, Common Council, 10/4/21.  
Motion carried on voice vote.
- 2. Moved by Ald. Langdon seconded by Ald. Taylor to approve Consent Agenda item 2, The Street Use Application for Hometown Halloween; October 28, 2021; 4:00 pm – 6:00 pm (Menasha Parks and Recreation Department) AND the Street Use Application for “Gather Around” the Christmas Trees on December 2, 2021 from 5:00 pm – 8:00 pm (Holiday Lighting).  
Motion carried on roll call 8-0.

General discussion ensued on Gather Around event naming.

3. Moved by Ald. Ted Grade seconded by Ald. Nichols to approve Consent Agenda item 3, The pay grade adjustment for the Building Inspector/Housing Specialist from a grade 20 to a grade 15 and place the current Building Inspector/Housing Specialist at a step three effective January 1, 2022  
Motion carried on roll call 8-0.
4. Moved by Ald. Schmidt seconded by Ald. Taylor to approve Consent Agenda item 4, Approval of the Certified Survey Map as presented for the lot adjustment and parcel consolidation of 528 Milwaukee Street and the Adjacent Railroad Parcels – (parcel #1-00396-00, #1-00397-00, #1-00446-00, and #1-00437-00) with the following conditions:
  - a. An Ordinance amending the zoning classifications to coincide with the proposed CSM, with Lot 1 being zoned C-1 and Lot 2 being zoned I-2, is approved by Common CouncilMotion carried on roll call 5-3.  
Ald. Langdon, Tom Grade, Schmidt voted no.
5. Moved by Ald. Schmidt seconded by Ald. Tom Grade to approve Consent Agenda item 5, Approval of the preliminary plat for 1<sup>st</sup> Addition to Lake Park Heights as presented finding that the plat conforms to the Municipal Ordinance, the City Comprehensive Plan, and surrounding development with the following conditions:
  - a. Future trail extension along south side of Canvasback Drive and continued down west side of Black Swan Drive be shown on final plat
  - b. Offset north side of Kelly Lake Road (Lots 214-224, 263) to construct trail and show on final plat
  - c. Tundra Swan Lane shall be renamed to Snow Goose Lane as conditioned in Third Addition to Woodland Hills Plat
  - d. Show sidewalk location on Snow Goose Lane
  - e. Show sidewalk location on Kelly Lake Drive (Lots 201-208)
  - f. Remove the jog in the right-of-way line on Snow Goose Lane at Lots 236 and 237
  - g. Show drainage, utility, access, and any wetland/navigable water way easements on final plat
  - h. Add a 15 foot ingress/egress easement, outside of navigable stream, on north property line of Lot 208, for access to Outlot 5
  - i. Add and ingress/egress easement to Private Road for access to Outlot 3
  - j. In the “notes” section of the preliminary plat, the Proposed Zoning shall be noted as PUD – Planned Unit Development in place of R-1-Single Family
  - k. The Sidewalk Waiver described under the “notes” section of the preliminary plat shall be removed
  - l. Ensure that all Lot and Outlot numbers between the preliminary plat and the plans match
  - m. The preliminary plat states that an artificial wetland exemption is to be applied for to the Army Corps jurisdictional wetlands and WDNR wetlands. If any wetlands are not to be filled, they should be included within an easement and noted on the final plat to not be disturbed
  - n. The Private Road shall be assigned an official name by the Developer and listed on the final plat with (Private Road) designatedMotion carried on roll call 8-0.

General discussion on private road ownership.

6. Moved by Ald. Schmidt seconded by Ald. Tom Grade to approve Consent Agenda item 6, Approval of the preliminary plat for 1<sup>st</sup> Addition to Lake Park Heights as presented finding that the plat conforms to the Municipal Ordinance, the City Comprehensive Plan, and surrounding development with the following conditions:
  - a. Indicate sidewalk continuation on west side of Lotus Trail, north to south side of Winnipeg Street (Lots 111, 110, 109, and 108) to connect to the twenty (20) foot trail easement along the west side of Lot 108 on final plat
  - b. Language shall be added to the Final Plat regarding Drainage Easement Restrictions, specifically that (1) It is the owner's responsibility to maintain drainage ways and drainage structures, (2) The City has the right to perform maintenance if the property owners fail to do so, (3) Developer/lot owner shall comply with the approved surface drainage plan, (4) Storm Detention (if installed) and Drainage Way areas shall be constructed in accordance with the approved planMotion carried on roll call 8-0.

#### I. ACTION ITEMS

1. Accounts payable and payroll for the term of 10/1/21 – 10/14/21 in the amount of \$1,669,770.77.

Moved by Ald. Nichols seconded by Ald. Ted Grade to approve the accounts payable and payroll for the term of 10/1/21 – 10/14/21 in the amount of \$1,669,770.77.  
Motion carried on roll call 8-0.

2. Beverage Operators License Applications for the 2021-2023 licensing period  
Moved by Ald. Nichols seconded by Ald. Tom Grade to approve the Beverage Operators License Applications for the 2021-2023 licensing period.  
Motion carried on roll call 8-0.

Moved by Ald. Nichols seconded by Ald. Langdon to approve the Beverage Operator's License for Joleen Hoertsch for the 2021-2023 licensing year.  
Motion carried on roll call 8-0.

General discussion ensued on the Joleen Hoertsch's previous convictions.

3. Change of Agent for Walgreens Co., 305 Racine Street, Menasha for the 2021-2022 licensing year

Moved by Ald. Taylor seconded by Ald. Nichols to approve the Change of Agent for Walgreens Co., 305 Racine Street, Menasha for the 2021-2022 licensing year.  
Motion carried on roll call 8-0.

General discussion ensued on employee turnover.

4. Development Agreement by and between the City of Menasha and DH 130 Main LLC for the property of 130 Main Street, Menasha  
Staff provided an overview of the Development Agreement between the City of Menasha and Dark Horse LLC for the redevelopment of 130 Main Street (Parcel 2-00061-00).

Sam Schmidt, Member | Dark Horse Development. He gave an overview of Dark Horse LLC and the development of 130 Main Street and commented on the artistic features.

Cole Alsbach, Manager | Dark Horse Development. He gave an overview of the development at 130 Main Street and commented on the site plan, unit plans, and construction schedule.

General discussion ensued on:

- Mixed use options
- Art features
- Parking plans
- Project schedule
- Site plan discussions had at Plan Commission
- First Floor occupancy and tenants
- Parking lot pavement and landscaping features
- Prior site plans
- Development agreement incentive package

Moved by Ald. Sevenich seconded by Ald. Schmidt to approve the Development Agreement between the City of Menasha and Dark Horse 130 Main, LLC for the redevelopment of 130 Main Street (Parcel 2-00061-00).

Motion carried on roll call 8-0.

#### J. HELD OVER BUSINESS

1. R-40-21 A Resolution Relating to Redistricting – Wards & Districts (Introduced by Mayor Merkes)

General discussion ensued on the ward and district map options, recommended option, and equal representation.

Moved by Ald. Sevenich seconded by Ald. Ted Grade to approve R-40-21 A Resolution Relating to Redistricting – Wards & Districts and select option number 3a.

Motion carried on roll call 8-0.

#### K. ORDINANCES AND RESOLUTIONS

1. O-7-21 An Ordinance Amending Title 13, by making certain changes to the District (Rezoning 528 Milwaukee Street and Adjacent Railroad Parcels #1-00396-00, #1-00397-00, #1-00446-00, & #1-00437-00) (Introduced by Alderman Schmidt)

Moved by Ald. Schmidt seconded by Ald. Taylor to approve O-7-21 An Ordinance Amending Title 13, by making certain changes to the District (Rezoning 528 Milwaukee Street and Adjacent Railroad Parcels #1-00396-00, #1-00397-00, #1-00446-00, & #1-00437-00)

Motion carried on roll call 5-3.

Ald. Langdon, Schmidt, and Tom Grade voted no.

2. O-8-21 An Ordinance Amending the Zoning Classification of Woodland Lakes Cottages (Lots 110 to 128 of Third Addition to Woodland Hills; Parcels# 7-01716-00, 7-01717-00, 7-01715-00, and 7-00700-17) from Single Family R-1 to Planned Unit Development (PUD) (Introduced by Mayor Merkes)

Moved by Ald. Schmidt seconded by Ald. Tom Grade to approve O-8-21 An Ordinance Amending the Zoning Classification of Woodland Lakes Cottages (Lots 110 to 128 of Third Addition to Woodland Hills; Parcels# 7-01716-00, 7-01717-00, 7-01715-00, and 7-00700-17) from Single Family R-1 to Planned Unit Development (PUD).

Motion carried on roll call 8-0.

Staff gave an overview of O-8-21 An Ordinance Amending the Zoning Classification of Woodland Lakes Cottages (Lots 110 to 128 of Third Addition to Woodland Hills; Parcels# 7-01716-00, 7-01717-00, 7-01715-00, and 7-00700-17) from Single Family R-1 to Planned Unit Development (PUD).

L. APPOINTMENTS

M. CLAIMS AGAINST THE CITY

N. PUBLIC COMMENTS ON ANY MATTER LISTED ON THE AGENDA

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

O. ADJOURNMENT

Moved by Ald. Tom Grade seconded by Ald. Schmidt to adjourn at 7:12 p.m.  
Motion carried on voice vote.

Haley Krautkramer  
City Clerk

**Certificate of Payment**Date: 10/13/2021Payment Request: 5 (Five)Contractor: Northeast Asphalt, IncAddress: W6380 Design Drive, Greenville, WI 54942Contract Unit No.: 2021-10Project Description: Street Construction & Rehabilitation - Various Locations

	Original Contract Amount:	\$ 1,308,728.23
Change Order 1:	Total Change Orders:	\$ -
Change Order 2:	Total Contract Amount (Including Change Orders):	\$ 1,308,728.23
Change Order 3:	Total Earned to Date (Summary Attached):	\$ 1,153,816.74
Change Order 4:	Less Retainage: 2.5% of original contract	\$ 32,718.21
	Amount Due:	\$ 1,121,098.53

Payment 1	\$ 87,023.51
Payment 2	\$ 142,465.47
Payment 3	\$ 481,198.50
Payment 4	\$ 193,152.65
Payment 5	
Payment 6	
Payment 7	
Current Payment	\$ 217,258.40

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

Date: 10/14/2021 | 11:34 AM CDT BY: *Taylor Tauer*  
DocuSigned by: EFAC1837DB28494...

**Recommended for Payment**

Public Works Authorization: \_\_\_\_\_

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

**Finance Department**

Account Number	Amount

**Itemized Bid Tabulation**  
**City of Menasha Contract Unit No. 2021-10**  
**Street Construction & Rehabilitation**

**Payment 5 (Five)**

Item	Quantity	Description				
		Base Bid	Unit Price	Item Total	Quantity	Total
1	11,463	Pavement Milling	\$ 1.40	\$ 16,048.20	11,463.00	\$ 16,048.20
2	1,811	30" Concrete Curb & Gutter Remove and Replace	\$ 45.00	\$ 81,495.00	2,214.90	\$ 99,670.50
3	900	No. 4 Epoxy Coated Rebar	\$ 2.50	\$ 2,250.00	1,221.00	\$ 3,052.50
4	3,934	4" Thick Concrete Sidewalk Remove and Replace	\$ 7.25	\$ 28,521.50	6,835.85	\$ 49,559.91
5	1,464	6" Thick Concrete Sidewalk, Apron, and Handicap Ramp Remove & Replace	\$ 9.25	\$ 13,542.00	1,554.02	\$ 14,374.69
6	292	8" Thick Concrete Pavement Remove and Replace	\$ 9.50	\$ 2,774.00	266.19	\$ 2,528.81
7	173	Utility Adjustment 0"- 6" on Pulverized Street	\$ 495.00	\$ 85,635.00	104.00	\$ 51,480.00
8	8	Utility Adjustment 7"- 12" on Pulverized Street	\$ 635.00	\$ 5,080.00	9.00	\$ 5,715.00
9	23	Utility Adjustment 0" - 6" on Milled Street	\$ 615.00	\$ 14,145.00	6.00	\$ 3,690.00
10	1	Utility Adjustment 7" - 12" on Milled Street	\$ 1,100.00	\$ 1,100.00	1.00	\$ 1,100.00
11	28	Water Valve Adjustment	\$ 105.00	\$ 2,940.00	-	\$ -
12	1,497	Sawcut	\$ 2.20	\$ 3,293.40	1,121.00	\$ 2,466.20
13	926	Asphalt Binder Course Pavement 2" Thick	\$ 58.70	\$ 54,356.20	789.42	\$ 46,338.95
14	6,549	Asphalt Binder Course Pavement 2 1/4" Thick	\$ 56.40	\$ 369,363.60	5,488.04	\$ 309,525.46
15	5,095	Asphalt Surface Course Pavement 1 3/4" Thick	\$ 61.55	\$ 313,597.25	4,510.74	\$ 277,636.05
16	1,318	Overlay Asphalt Surface Course Pavement 1 3/4" Thick	\$ 63.10	\$ 83,165.80	1,056.56	\$ 66,668.94
17	127	Asphalt Surface Course Trail Pavement 3" Thick	\$ 79.60	\$ 10,109.20	113.71	\$ 9,051.32
18	122	3/4" Crushed Aggregate Shouldering	\$ 31.10	\$ 3,794.20	-	\$ -
19	690	Lawn and Terrace Restoration	\$ 1.00	\$ 690.00	886.83	\$ 886.83
20	461	4-Inch Solid, Yellow Epoxy Pavement Marking	\$ 2.50	\$ 1,152.50	-	\$ -
21	1,040	4-Inch Solid, White Epoxy Pavement Marking	\$ 3.25	\$ 3,380.00	770.00	\$ 2,502.50
22	38	8-Inch Dotted, 2' Seg., 2' Gap, White Epoxy Pavement Marking	\$ 6.00	\$ 228.00	-	\$ -
23	20	Yield Line Symbols, 18-Inch	\$ 60.00	\$ 1,200.00	-	\$ -
24	135	Stop Line, 18-Inch White Epoxy Pavement Marking	\$ 12.00	\$ 1,620.00	135.50	\$ 1,626.00
25	610	Crosswalk, 6-Inch White Epoxy Pavement Marking	\$ 10.50	\$ 6,405.00	556.00	\$ 5,838.00
26	1	Erosion Control	\$ 3,250.00	\$ 3,250.00	1.00	\$ 3,250.00
27	1	Traffic Control	\$ 9,450.00	\$ 9,450.00	1.00	\$ 9,450.00
28	1	Construction Mobile/Demobile; Project Coordination; All Incidental Utility and Misc. Roadway Work; and All Other Project Work Area Restoration and Clean-Up to an Equal and/or Better Preconstruction Condition as Required and Related to the Overall Project.	\$32,500.00	\$ 32,500.00	1.00	\$ 32,500.00
<b>Total Base Bid (Items 1 - 28)</b>				<b>\$ 1,151,085.85</b>		<b>\$ 1,014,959.84</b>

Item	Quantity	Description				
		Mandatory Alternate Bid A	Unit Price	Item Total		
1	50,626	Pavement / Base Pulverizing	\$ 0.60	\$ 30,375.60	43,995.00	\$ 26,397.00
2	4,375	Unclassified Excavation	\$ 6.00	\$ 26,250.00	3,787.00	\$ 22,722.00
3	59,418	Fine Grading and Compaction	\$ 1.70	\$ 101,010.60	52,787.00	\$ 89,737.90
<b>Total Mandatory Alternate Bid A (Items 1 - 3)</b>				<b>\$ 157,636.20</b>		<b>\$ 138,856.90</b>
<b>Total Base Bid + Mandatory Alternate Bid A</b>				<b>\$ 1,308,722.05</b>		<b>\$ 1,153,816.74</b>





## MEMORANDUM

To: Common Council

From: Megan Sackett, Parks & Recreation Director

Date: October 27, 2021

RE: Proposal to increase Marina Seasonal Slip Rate for 2022

As the Harbormaster, Diane Schabach, begins to prepare for the upcoming year's seasonal slip rental renewal each fall, the Park Board took action at their October 26 meeting to recommend raising the seasonal rental rate for 2022 by \$.50/foot.

In 2020, due to COVID, the Park Board opted not to increase the seasonal slip fee. With the continual facility upgrades and increased operating expenses, staff is recommending an increase for the upcoming season. In the past, rates have increased annually between \$.25-\$.50 per foot. It is estimated this fee increase would generate approximately \$1,200 in additional revenue.

Although each marina is unique in its amenities, below are facilities nearby and their rates for comparison.

Pioneer in Oshkosh: \$67.00/foot

High Cliff: \$34.00/foot

Fond du lac: \$36.00-\$36.50/foot (dependent on slip size)

### Recommendation

Motion to approve increasing the seasonal slip rate at the Marina from \$40/ft. to \$40.50/ft. with a minimum of \$931.50. The recommended minimum amount is based on a 23' boat.

## City of Menasha Disbursements

Weekly Accounts Payable	10/15/21 - 10/28/21 Checks # 72921-73028	\$669,607.95
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Void Check 72953	(\$63.37)
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Bi-Weekly Payroll	10/21/21	\$212,553.15
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### Additional Regular Cycle Accounts Payables -Paid Electronically

Safe Deposit Box	10/15/21	\$55.00
Banking Fee	10/15/21	\$75.00
Delta Dental	10/20/21	\$2,018.00
Community First CU-Payroll Deduction	10/21/21	\$591.00
Employee Benefits-Flex Spending	10/21/21	\$4,091.89
Employee Benefits-HRA Claims	10/21/21	\$373.77
Nationwide Deferred Compensation	10/22/21	\$5,297.50
Wisconsin Deferred Compensation	10/22/21	\$8,871.00
Employee Trust Funds - WRS	10/27/21	\$157,029.99
Delta Dental	10/27/21	\$1,037.10
Federal Tax Withholding	10/27/21	\$75,662.02
Debt Service	10/28/21	\$82,091.26
Sales Tax	10/28/21	\$378.48
State Tax Withholding	10/28/21	\$30,538.39
Employee Benefits-HRA Claims	10/28/21	\$2,796.01
		<u>\$ 370,906.41</u>
Total		<u>\$ 1,253,004.14</u>

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

<u>Craig Pearson</u>	10/28/21
Craig Pearson	Date
Finance Manager	

### Notes:

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

**AP Check Register**  
**Check Date: 10/21/2021**

Date: 10/28/2021

<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>
ABSOLUTE PLUMBING OF WISCONSIN	72921	10/21/2021	11871548	601-1020-543.24-05	6,338.00	Trenchless Sewer Replacem
			<b>Total for check: 72921</b>		<b>6,338.00</b>	
ACCURATE	72922	10/21/2021	2113062	731-1022-541.30-18	36.51	Cable Tie/Nitro 135 Drill
		10/21/2021	2113225	731-1022-541.38-03	27.90	Grease Fittings
			<b>Total for check: 72922</b>		<b>64.41</b>	
AIRGAS USA LLC	72923	10/21/2021	9118082174	470-0703-553.82-02	191.78	Airgas Hazmat Charge
		10/21/2021	9118148034	470-0703-553.82-02	167.48	Welding Cart
		10/21/2021	9118294708	470-0703-553.82-02	97.30	Shore Wall
			<b>Total for check: 72923</b>		<b>456.56</b>	
ALV INSPECTIONS	72924	10/21/2021	1071	100-0301-523.21-06	11,518.07	Permit Fees
			<b>Total for check: 72924</b>		<b>11,518.07</b>	
AMAZON CAPITAL SERVICES	72925	10/21/2021	13QL-FL7F-FLQH	100-0801-521.30-15	33.98	Portable Tool Box
			<b>Total for check: 72925</b>		<b>33.98</b>	
APPLETON HYDRAULIC COMPONENTS	72926	10/21/2021	43599	731-1022-541.38-03	265.27	Manifold Inspection & Modification
		10/21/2021	43608	731-1022-541.38-03	891.00	Inspect/Modify 4" Yellow Arm
			<b>Total for check: 72926</b>		<b>1,156.27</b>	
CITY OF APPLETON	72927	10/21/2021	7681	100-0918-531.21-06	500.00	Emergency Preparedness Planning Contract
			<b>Total for check: 72927</b>		<b>500.00</b>	
BOBCAT OF JANESVILLE	72928	10/21/2021	02-201064	731-1022-541.38-03	123.90	Rope Sheer Blade
			<b>Total for check: 72928</b>		<b>123.90</b>	
BOBCAT PLUS	72929	10/21/2021	IA15554	731-1022-541.38-03	354.53	Filters

**AP Check Register**  
**Check Date: 10/21/2021**

Date: 10/28/2021

<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>
BOBCAT PLUS...	72929...	10/21/2021	IA15573	731-1022-541.38-03	291.45	Bobcat Parts
			<b>Total for check: 72929</b>		<b>645.98</b>	
CLEARGOV INC	72930	10/21/2021	2021-11391	743-0403-513.24-04	3,025.00	Software 10/1/21-12/31/21
			<b>Total for check: 72930</b>		<b>3,025.00</b>	
CRESCENT ELECTRIC SUPPLY COMPANY	72931	10/21/2021	S509478843.002	731-1022-541.30-18	20.69	Conduit
		10/21/2021	S509493149.001	100-0704-552.24-04	3.60	Electrical Parts
		10/21/2021	S509496581.001	100-0704-552.24-04	33.31	Electrical Parts
		10/21/2021	S509512698.001	100-0501-522.24-03	58.78	Elec Supplies
				100-0801-521.24-03	58.79	Elec Supplies
		10/21/2021	S509553968.001	100-0408-552.21-06	499.01	Conduit
		10/21/2021	S509553988.001	100-0408-552.21-06	875.62	Electric Supplies
		10/21/2021	S509554127.001	100-0408-552.21-06	82.03	Electric Supplies
		10/21/2021	S509567140.001	207-0707-552.24-03	87.76	Electrical Supplies
		10/21/2021	S509567267.001	207-0707-552.24-03	3.71	Electrical Supplies
		10/21/2021	S509567283.001	207-0707-552.24-03	(5.22)	Return Elec Supplies
			<b>Total for check: 72931</b>		<b>1,718.08</b>	
EHLERS & ASSOCIATES INC	72932	10/21/2021	88593	493-0304-562.21-06	13,500.00	TID 13 Amendment
			<b>Total for check: 72932</b>		<b>13,500.00</b>	
FARRELL EQUIPMENT & SUPPLY CO INC	72933	10/21/2021	INV000001205168	470-0703-553.82-02	2,025.00	Epoxy Coated Rebar
			<b>Total for check: 72933</b>		<b>2,025.00</b>	
FERGUSON WATERWORKS #1476	72934	10/21/2021	0339818	625-1010-541.30-18	95.53	Parts
			<b>Total for check: 72934</b>		<b>95.53</b>	

**AP Check Register**  
**Check Date: 10/21/2021**

Date: 10/28/2021

<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>	
FOX CITIES CHAMBER OF COMMERCE &	72935	10/21/2021	2022GuideMenash	100-0304-562.21-10	900.00	Visitor Guide Advertising	
			<b>Total for check: 72935</b>		<b>900.00</b>		
FOX CROSSING, VILLAGE OF	72936	10/21/2021	13405	625-0410-571.61-02	4,834.95	Tayco Pond Int Payment	
			<b>Total for check: 72936</b>		<b>4,834.95</b>		
FOX VALLEY TRUCK	72937	10/21/2021	536362	731-1022-541.38-03	184.88	Plug	
			<b>Total for check: 72937</b>		<b>184.88</b>		
GRAPHIC TICKETS & SYSTEMS	72938	10/21/2021	006443	100-0801-521.29-01	1,100.20	Parking Ticket Rolls	
			<b>Total for check: 72938</b>		<b>1,100.20</b>		
GRIESBACH READY-MIX LLC	72939	10/21/2021	6068	100-1003-541.30-18	324.00	Concrete Bill	Midway
				470-1009-541.82-02	3,400.50	Concrete Bill	Arthur St/9th
			<b>Total for check: 72939</b>		<b>3,724.50</b>		
GUNDERSON CLEANERS	72940	10/21/2021	1042915	100-0801-521.30-13	54.82	Laundry Service	
			<b>Total for check: 72940</b>		<b>54.82</b>		
GUSTMAN CHEVROLET SALES INC	72941	10/21/2021	57924	731-1022-541.38-03	109.73	Switch	
			<b>Total for check: 72941</b>		<b>109.73</b>		
JX ENTERPRISES INC	72942	10/21/2021	2466589P	731-1022-541.38-03	33.12	Drain/Elbow Valve	
			<b>Total for check: 72942</b>		<b>33.12</b>		
KWIK TRIP INC	72943	10/21/2021	00244691	100-0801-521.38-01	243.31	Fuel - PD	
			<b>Total for check: 72943</b>		<b>243.31</b>		

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<i>Vendor Name</i>	<i>Check Number</i>	<i>Check Date</i>	<i>Invoice Number</i>	<i>Account Number</i>	<i>Amount</i>	<i>Description</i>
MACQUEEN EQUIPMENT	72944	10/21/2021	P21111	731-1022-541.38-03	577.21	Parts
			<b>Total for check: 72944</b>		<b>577.21</b>	
MENARDS-APPLETON EAST	72945	10/21/2021	9943	470-0801-521.82-01	69.13	Parts
			<b>Total for check: 72945</b>		<b>69.13</b>	
MENASHA JOINT SCHOOL DISTRICT	72946	10/21/2021	Mobile October	100-0000-412.00-00	5,762.05	Mobile October
			<b>Total for check: 72946</b>		<b>5,762.05</b>	
POSTMASTER	72947	10/21/2021	Stamp Rolls	100-1006-541.30-11	3.00	Roll of Stamps - PWF
				266-1027-543.30-11	3.00	Roll of Stamps - PWF
				266-1028-543.30-11	3.00	Roll of Stamps - PWF
			<b>Total for check: 72947</b>		<b>9.00</b>	
MORTON SAFETY	72948	10/21/2021	213245	100-0921-531.30-18	168.77	Epinephrine
		10/21/2021	213315	100-0703-553.30-18	42.78	Eyewear
			<b>Total for check: 72948</b>		<b>211.55</b>	
NORTHEAST ASPHALT INC	72949	10/21/2021	1770525	100-1003-541.30-18	207.39	Order #788256 Asphalt
			<b>Total for check: 72949</b>		<b>207.39</b>	
QUALITY ROOFING INC	72950	10/21/2021	2021-07	470-0801-521.82-01	194,979.00	Public Protection FacilitContract #2021-07
			<b>Total for check: 72950</b>		<b>194,979.00</b>	
CHARLOTTE REIMER	72951	10/21/2021	Permit #13168	100-0000-201.10-00	100.00	Return Excavation Deposit
			<b>Total for check: 72951</b>		<b>100.00</b>	

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REINDERS INC	72952	10/21/2021	1902026-00	731-1022-541.38-03	283.36	Castor Fork
			Total for check: 72952		<u>283.36</u>	
ADAM SCHAEFER	72953	10/21/2021	Mileage	100-0801-521.34-03	63.37	Travel Expense Report Oct
					(63.37)	Travel Expense Report Oct
			Total for check: 72953		<u>0</u>	
SERVICE MOTOR COMPANY	72954	10/21/2021	P53866	731-1022-541.38-03	77.71	Parts
			Total for check: 72954		<u>77.71</u>	
SHEBOYGAN COUNTY TREASURER	72955	10/21/2021	118936	100-1003-541.30-18	1,971.65	Bituminous Patch Matl
			Total for check: 72955		<u>1,971.65</u>	
SITEONE LANDSCAPE SUPPLY	72956	10/21/2021	113462166-001	470-1009-541.82-02	210.33	LESCO Seed Starter Mulch
			Total for check: 72956		<u>210.33</u>	
SUPERIOR VISION INSURANCE PLAN	72957	10/21/2021	0000565916	100-0000-204.10-00	1,088.65	Nov Vision Premiums
			Total for check: 72957		<u>1,088.65</u>	
TAPCO	72958	10/21/2021	I709065	100-1008-541.24-04	300.01	Astro-Brac Atlas 1 Way Articulating Assembly
			Total for check: 72958		<u>300.01</u>	
THEDACARE AT WORK	72959	10/21/2021	313667	100-0202-512.21-05	447.00	Labwork
			Total for check: 72959		<u>447.00</u>	
TIME WARNER CABLE	72960	10/21/2021	095528601100121	100-0101-511.22-01	3.39	Oct Phone Bill- Mayor
				100-0201-512.22-01	2.15	Oct Phone Bill- Attorney
				100-0202-512.22-01	5.44	Oct Phone Bill-Personnel
				100-0203-512.22-01	4.47	Oct Phone Bill- Clerk

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TIME WARNER CABLE...	72960...	10/21/2021...	095528601100121...	100-0301-523.22-01	4.91	Oct Phone Bill- Build Inspect
				100-0304-562.22-01	8.05	Oct Phone Bill- Com Dev
				100-0401-513.22-01	10.86	Oct Phone Bill- Finance
				100-0402-513.22-01	2.21	Oct Phone Bill- Assessor
				100-0502-522.22-01	13.48	Oct Phone Bill- EOC
				100-0601-551.22-01	57.21	Oct Phone Bill- LIB
				100-0702-552.22-01	9.10	Oct Phone Bill- Rec
				100-0703-553.22-01	15.29	Oct Phone Bill- Parks
				100-0704-552.22-01	4.75	Oct Phone Bill-Pool
				100-0801-521.22-01	84.36	Oct Phone Bill-Police
				100-0903-531.22-01	16.51	Oct Phone Bill- Health
				100-0920-531.22-01	4.44	Oct Phone Bill- Senior
				100-1001-514.22-01	24.35	Oct Phone Bill- City Hall
				100-1002-541.22-01	14.18	Oct Phone Bill- Eng
				100-1008-541.22-01	1.28	Oct Phone Bill- Sign
				207-0000-123.00-00	9.04	Oct Phone Bill-Marina
				731-1022-541.22-01	8.74	Oct Phone Bill- Garage
				743-0403-513.22-01	5.16	Oct Phone Bill- IT
				<b>Total for check: 72960</b>		
					<b>309.37</b>	
TKK ELECTRONICS LLC	72961	10/21/2021	140946	100-0801-521.29-04	187.00	Keyboard
				<b>Total for check: 72961</b>		
					<b>187.00</b>	
UNIFIRST CORPORATION	72962	10/21/2021	097 0340678	731-1022-541.20-01	163.66	Coveralls/Lab Coat
				<b>Total for check: 72962</b>		
					<b>163.66</b>	
UNIFORM SHOPPE	72963	10/21/2021	314472	100-0801-521.19-03	52.95	Clothing Allowance
				<b>Total for check: 72963</b>		
					<b>52.95</b>	



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UNITED PAPER CORPORATION	72964	10/21/2021	U105298	100-0703-553.30-13	113.66	Bath Tissue
			Total for check: 72964		113.66	
UNITED RENTALS INC	72965	10/21/2021	790013582-003	731-1022-541.30-18	105.00	Container
			Total for check: 72965		105.00	
VORPAHL FIRE & SAFETY	72966	10/21/2021	215327496	100-0703-553.30-18	139.68	Drivers Gloves
		10/21/2021	215327753	100-1003-541.30-18	143.09	Mechanics Glove
		Total for check: 72966		282.77		
WILEAG	72967	10/21/2021	Admin Fee	100-0801-521.21-06	150.00	On Site Admin Fee
			Total for check: 72967		150.00	
WINDSTREAM	72968	10/21/2021	74198664	100-0601-551.22-03	55.44	Library Elevator Alarm
			Total for check: 72968		55.44	
WINNEBAGO COUNTY TREASURER	72969	10/21/2021	19995	470-1003-541.82-02	20.12	June Admin Fees
		10/21/2021	20189	470-1003-541.82-02	6.27	July Admin Fees
		10/21/2021	20425	470-1003-541.82-02	388.29	HWY Maintenance-Aug
		10/21/2021	20474	204-0308-562.70-01	90.00	Strong Neighborhood Progr
		10/21/2021	20602	470-1003-541.82-02	285.62	HWY Maintenance-Sept
		10/21/2021	LF130116	100-1016-543.25-01	18,643.08	Direct Haul
				100-1017-543.25-01	5,220.63	Direct Haul
				266-1027-543.25-01	484.50	D/H Signing Munis SSR
				266-1027-543.25-03	175.00	TV's
				266-1029-543.25-01	96.00	Freon/Microwave
				625-1005-541.25-01	3,771.96	D/H Sweepings
		Total for check: 72969		29,181.47		
WISCONSIN DEPT OF JUSTICE	72970	10/21/2021	G3228	100-0202-512.21-06	10.00	Transactions 9/1-9/30/21

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WISCONSIN DEPT OF JUSTICE...	72970...	10/21/2021...	G3228...	100-0601-551.21-06	20.00	Transactions 9/1-9/30/21
			<b>Total for check: 72970</b>		<b>30.00</b>	
WISCONSIN DEPT OF JUSTICE-TIME	72971	10/21/2021	L7101T	100-0801-521.21-06	133.00	Sept Time Transactions
			<b>Total for check: 72971</b>		<b>133.00</b>	
WISCONSIN MEDIA	72972	10/21/2021	0004131404	100-0405-513.29-02	1,002.79	CC Minutes/Pub Hearings
			<b>Total for check: 72972</b>		<b>1,002.79</b>	
WISCONSIN SUPPORT COLLECTIONS	72973	10/21/2021	20211021	100-0000-202.03-00	504.16	PAYROLL SUMMARY
			<b>Total for check: 72973</b>		<b>504.16</b>	
AARON SCHAEFER	72975	10/21/2021	Mileage	100-0801-521.34-03	63.37	Oct Mileage
			<b>Total for check: 72975</b>		<b>63.37</b>	
					<b>291,014.97</b>	

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JF AHERN CO	72976	10/28/2021	466060	731-1022-541.24-03	345.00	Fire Alarm Inspection Oct Annual Agreement
			Total for check: 72976		345.00	
AIRGAS USA LLC	72977	10/28/2021	9118390345	470-0703-553.82-02	249.23	Hazmat Charge- Shore Wall
		10/28/2021	9118583372	731-1022-541.30-18	97.30	Hazmat Charge
			Total for check: 72977		346.53	
AMAZON CAPITAL SERVICES	72978	10/28/2021	1KLD-X7T7-HTKM	100-0801-521.30-12	25.87	Fireproof Box w/Key Lock
			Total for check: 72978		25.87	
BRITTANY ATTEBERRY	72979	10/28/2021	Event 10/28/21	100-0920-531.20-05	160.00	Face Painting Performance 10/28/21
			Total for check: 72979		160.00	
BUCKLIN'S	72980	10/28/2021	93523	100-0801-521.24-03	260.00	Mulch
			Total for check: 72980		260.00	
CELLCOM	72981	10/28/2021	465657	100-0201-512.22-01	29.99	Phone Bill - Attorney
				100-0301-523.22-01	29.99	Phone Bill Building Inspector
				100-0304-562.22-01	91.07	Phone Bill - Comm Dev
				100-0601-551.22-01	20.38	Phone Bill - Building Services
					39.25	Phone Bill - Library
				100-0702-552.22-01	91.14	Phone Bill-Park Locations
				100-0703-553.22-01	12.00	Phone Bill - Building Services
					156.04	Phone Bill - Parks
				100-0801-521.22-01	13.80	Phone Bill - Building Services
					1,575.42	Phone Bill - Police
				100-0904-531.22-01	29.99	Phone Bill - Env Health
				100-0919-531.22-01	298.29	Phone Bill - Health
				100-1001-514.22-01	13.80	Phone Bill - Building Services
				100-1002-541.22-01	144.90	Phone Bill - Engineering
				100-1008-541.22-01	5.79	Phone Bill - Street Signs

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CELLCOM...	72981...	10/28/2021...	465657...	100-1019-552.22-01	16.85	Phone Bill - Bridges
				601-1020-543.22-01	3.30	Phone Bill - Confined Spaces
					4.72	Phone Bill - Sewer Truck
				625-1002-541.22-01	48.30	Phone Bill - Engineering
				731-1022-541.22-01	120.91	Phone Bill - City Garage
				743-0403-513.22-01	59.98	Phone Bill - IT
				<b>Total for check: 72981</b>	<b>2,805.91</b>	
COMPLETE OFFICE OF WISCONSIN	72982	10/28/2021	190826	100-0401-513.30-10	54.90	Office Supplies
			191908	100-1001-514.30-10	11.23	Office Supplies
				731-1022-541.30-10	34.22	Office Supplies
			<b>Total for check: 72982</b>		<b>100.35</b>	
DAVEL ENGINEERING & ENVIRONMENTAL	72983	10/28/2021	3179090	489-0304-562.21-02	900.00	TID#11 Boundary Amendment
			<b>Total for check: 72983</b>		<b>900.00</b>	
KIMBERLY DUELL	72984	10/28/2021	Security Deposi	100-0000-201.11-00	100.00	Return Security Deposit Senior Center
			<b>Total for check: 72984</b>		<b>100.00</b>	
EVERGREEN POWER	72985	10/28/2021	6081	731-1022-541.38-03	107.99	Change Oil/Spark Plug
			<b>Total for check: 72985</b>		<b>107.99</b>	
FACTORY MOTOR PARTS CO	72986	10/28/2021	18-2006135	731-1022-541.38-03	165.97	Filter/Degreaser
		10/28/2021	18-2006224	731-1022-541.38-03	14.28	Filter
		10/28/2021	18-2009148	731-1022-541.38-03	178.25	Filters
		10/28/2021	50-3577861	731-1022-541.38-03	114.88	Parts
			<b>Total for check: 72986</b>		<b>473.38</b>	
FERGUSON WATERWORKS #1476	72987	10/28/2021	0345113	625-1010-541.30-18	286.42	Parts

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FERGUSON WATERWORKS #1476...	72987...	10/28/2021	0345361	470-0703-553.82-02	726.60	PVC SWR Pipe
			<b>Total for check: 72987</b>		<b>1,013.02</b>	
FOX VALLEY TRUCK	72988	10/28/2021	536400	731-1022-541.38-03	62.69	Sensor ASM
			<b>Total for check: 72988</b>		<b>62.69</b>	
GARROW OIL CORP	72989	10/28/2021	971729	100-0000-131.00-00	20,494.81	Gasoline/ Diesel Fuel
			<b>Total for check: 72989</b>		<b>20,494.81</b>	
GEOGRAPHIC INFORMATION SERVICES	72990	10/28/2021	GIS-16110	470-0403-513.80-05	468.96	Sep 21 GIS Services
			<b>Total for check: 72990</b>		<b>468.96</b>	
STEPHANIE GREEN	72991	10/28/2021	Oct 28, 2021	100-0920-531.20-05	175.00	Hometown Halloween     Downtown Menasha
			<b>Total for check: 72991</b>		<b>175.00</b>	
GRIESBACH READY-MIX LLC	72992	10/28/2021	6085	470-0703-553.82-02	2,517.00	Concrete - Jefferson Park
				492-1009-541.82-02	2,620.00	Concrete - Community Way
				625-1010-541.30-18	51.50	Concrete -Plant Pick Up
			<b>Total for check: 72992</b>		<b>5,188.50</b>	
HEARTLAND BUSINESS SYSTEMS	72993	10/28/2021	472216-H	743-0403-513.21-04	10,000.00	Blocktime
		10/28/2021	472269-H	743-0403-513.24-04	31.00	Domain Renewal
		10/28/2021	472270-H	743-0403-513.24-04	275.50	HPE Care Pack Foundation Care - 1 Year
			<b>Total for check: 72993</b>		<b>10,306.50</b>	
JX ENTERPRISES INC	72994	10/28/2021	2467029P	731-1022-541.38-03	54.99	ABS Sensor Kit
			<b>Total for check: 72994</b>		<b>54.99</b>	

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LAKE PARK VILLAS HOMEOWNERS ASSN	72995	10/28/2021	189	501-0304-562.32-01	1,187.56	HOA Fees November
			Total for check: 72995		1,187.56	
MATTHEWS TIRE & SERVICE CENTER	72996	10/28/2021	80632	731-1022-541.38-02	1,094.60	4 Goodyear tires
		10/28/2021	80633	731-1022-541.38-02	510.89	1 Goodyear Tire
		10/28/2021	80645	731-1022-541.38-02	316.68	4 Goodyear Tire
			Total for check: 72996		1,922.17	
MCNEILUS TRUCK & MFG COMPANY	72997	10/28/2021	5256652	731-1022-541.38-03	1,093.53	Parts
		10/28/2021	5258577	731-1022-541.38-03	275.68	Parts
			Total for check: 72997		1,369.21	
MENARDS-APPLETON EAST	72998	10/28/2021	10183	100-0801-521.24-03	26.21	Clamps/Hose/Elbows/PVC
			Total for check: 72998		26.21	
MENASHA TREASURER	72999	10/28/2021	Petty Cash PD	100-0801-521.25-01	20.00	Payment to Other Municipalities
				100-0801-521.30-11	10.20	Petty cash - Postage
				100-0801-521.30-18	7.74	Supplies
				100-0801-521.33-03	35.97	Travel/Meals/Lodging
				100-0801-521.34-03	19.50	Training/Meals/Lodging
				100-0801-521.80-05	20.00	Wellness Budget
			Total for check: 72999		113.41	
MENASHA UTILITIES	73000	10/28/2021	Utilities	100-0304-562.22-03	11.34	Elec 8/26-9/27
				100-0305-562.22-05	26.76	Water/Sew 8/26-9/27
				100-0305-562.22-06	15.20	Storm 8/26-9/27
				100-0601-551.22-07	63.07	Elec 8/26-9/27 Library Dark Fiber Charge
				100-0703-553.22-03	1,680.26	Elec 8/26-9/27
				100-0703-553.22-05	1,376.65	Water/Sew 8/26-9/27
				100-0703-553.22-06	565.63	Storm 8/26-9/27
				100-0704-552.22-07	445.26	Elec 8/26-9/27 Pool Dark Fiber Charge

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MENASHA UTILITIES...	73000...	10/28/2021...	Utilities...	100-0920-531.22-03	198.54	Elec 8/26-9/27
				100-0920-531.22-05	159.90	Water/Sew 8/26-9/27
				100-1001-514.22-03	48.26	Elec 8/26-9/27
				100-1008-541.22-03	197.61	Elec 8/26-9/27
				100-1012-541.22-03	54.46	Elec 8/26-9/27
				100-1013-541.22-03	33.66	Elec 8/26-9/27
				100-1013-541.22-05	48.32	Water/Sew 8/26-9/27
				100-1013-541.22-06	335.00	Storm 8/26-9/27
				100-1014-543.22-05	13.38	Water/Sew 8/26-9/27
				100-1014-543.22-06	73.07	Storm 8/26-9/27
				100-1019-552.22-07	85.34	Elec 8/26-9/27 Internet Charge Racine Bridge
				207-0707-552.22-03	1,121.45	Elec 8/26-9/27
				207-0707-552.22-05	36.92	Water/Sew 8/26-9/27
				207-0707-552.22-06	72.13	Storm 8/26-9/27
				207-0707-552.22-07	55.76	Elec 8/26-9/27 Marina Dark Fiber Charge
				487-0305-562.22-05	13.38	Water/Sew 8/26-9/27
				487-0305-562.22-06	31.32	Storm 8/26-9/27
				501-0304-562.22-03	181.41	Elec 8/26-9/27
				501-0304-562.22-06	467.07	Storm 8/26-9/27
				601-1020-543.22-03	40.04	Elec 8/26-9/27
				625-0304-562.22-03	10.82	Elec 8/26-9/27
				731-1022-541.22-07	593.40	Elec 8/26-9/27 Garage Dark Fiber Charge
				743-0403-513.21-04	167.75	Elec 8/26-9/27 IT Internet Charge
				743-0403-513.22-07	500.52	Elec 8/26-9/27 IT Dark Fiber Charge
				<b>Total for check: 73000</b>		
					<b>8,723.68</b>	
MBM	73001	10/28/2021	IN3009046	743-0403-513.29-01	254.96	Police Copier 9/7-10/6
				<b>Total for check: 73001</b>		
					<b>254.96</b>	
N&M AUTO SUPPLY	73002	10/28/2021	749777	731-1022-541.30-18	7.04	Parts
		10/28/2021	749906	731-1022-541.38-03	106.26	Filters
		10/28/2021	751284	731-1022-541.38-03	35.04	QT Battery Acid

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**Check Date: 10/28/2021**

Date: 10/28/2021

<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>
N&M AUTO SUPPLY...	73002...	10/28/2021	751350	731-1022-541.38-03	46.72	QT Battery Acid
			<b>Total for check: 73002</b>		<b>195.06</b>	
CITY OF NEENAH	73003	10/28/2021	Fire/Rescue	100-0501-522.25-01	294,058.00	Fire/Rescue Services November 21
			<b>Total for check: 73003</b>		<b>294,058.00</b>	
NORTHEAST ASPHALT INC	73004	10/28/2021	1772274	100-1003-541.30-18	398.84	Asphalt Order #788256
			<b>Total for check: 73004</b>		<b>398.84</b>	
JUAN ORTEGA	73005	10/28/2021	Return Deposit	100-0000-201.11-00	100.00	Return Deposit Sr Ctr
			<b>Total for check: 73005</b>		<b>100.00</b>	
OUTAGAMIE COUNTY CLERK OF COURTS	73006	10/28/2021	Report #21-2502	100-0000-201.03-00	500.00	Warrant/Report #21-2502
			<b>Total for check: 73006</b>		<b>500.00</b>	
PACKER CITY INTL TRUCKS INC	73007	10/28/2021	X103105203:01	731-1022-541.38-03	65.25	Crank Case
		10/28/2021	X103105838:01	731-1022-541.38-03	43.61	Filters
		10/28/2021	X103105838:02	731-1022-541.38-03	14.33	Filter
		10/28/2021	X103106580:01	731-1022-541.38-03	317.85	Filters
			<b>Total for check: 73007</b>		<b>441.04</b>	
PRAXAIR DISTRIBUTION INC	73008	10/28/2021	65495793	731-1022-541.38-03	37.43	Safety & Environmental Serv Fee 7/20-8/20/21
			<b>Total for check: 73008</b>		<b>37.43</b>	
REINDERS INC	73009	10/28/2021	1902454-00	731-1022-541.38-03	31.86	Fuel Cap
			<b>Total for check: 73009</b>		<b>31.86</b>	



**AP Check Register**  
**Check Date: 10/28/2021**

Date: 10/28/2021

<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>
DR TERESA RUDOLPH	73010	10/28/2021	City Physician	100-0903-531.21-05	175.00	City Physician
			<b>Total for check: 73010</b>		<b>175.00</b>	
SAFEGUARD BUSINESS SYTEMS	73011	10/28/2021	034718819	100-0202-512.29-01	279.04	W-2/Envelope/Laser W2 4UP
			<b>Total for check: 73011</b>		<b>279.04</b>	
HENRY SCHEIN INC	73012	10/28/2021	11361288	100-0921-531.30-18	133.33	CaviWipes
			<b>Total for check: 73012</b>		<b>133.33</b>	
STAPLES	73013	10/28/2021	3489175439	100-0204-512.30-10	69.99	Postcards - Elections
				100-0702-552.30-10	14.99	64GB USB P/R
		10/28/2021	3489175440	100-0204-512.30-10	14.29	Envelopes Elections
		10/28/2021	3489175441	100-0203-512.30-10	21.99	Office Supplies - Clerk
		10/28/2021	3489706088	100-0401-513.30-10	35.49	Dividers Budget Workbooks
			<b>Total for check: 73013</b>		<b>156.75</b>	
SUPERION LLC	73014	10/28/2021	333156	743-0403-513.24-04	2,896.21	Financial Software Nov
			<b>Total for check: 73014</b>		<b>2,896.21</b>	
T&J'S CAPITAL HOLDINGS LLC	73015	10/28/2021	Bertram Dental	487-0305-562.73-01	13,081.72	Bertram Dental Developer Incentive
			<b>Total for check: 73015</b>		<b>13,081.72</b>	
TAPCO	73016	10/28/2021	I709409	100-1008-541.30-18	2,876.85	Arm Signal
		10/28/2021	I709453	100-0703-553.24-03	478.46	Park Signs
		10/28/2021	I709524	100-1008-541.80-05	2,085.50	Crosswalk System
			<b>Total for check: 73016</b>		<b>5,440.81</b>	

**AP Check Register**  
**Check Date: 10/28/2021**

Date: 10/28/2021

<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>
THEDACARE AT WORK	73017	10/28/2021	313921	100-0202-512.21-05	61.00	Lab Work
			<b>Total for check: 73017</b>		<b>61.00</b>	
TRUGREEN PROCESSING CENTER	73018	10/28/2021	149512944	100-0501-522.24-03	97.12	Lawn Service - NM Fire & Rescue
			<b>Total for check: 73018</b>		<b>97.12</b>	
UNIFIRST CORPORATION	73019	10/28/2021	097 0341102	731-1022-541.20-01	171.16	Laundry Service
			<b>Total for check: 73019</b>		<b>171.16</b>	
UNIVERSITY OF WISCONSIN OSHKOSH	73020	10/28/2021	19951	100-0405-513.21-08	612.50	Video Taping of Common Council Mtg Sept
			<b>Total for check: 73020</b>		<b>612.50</b>	
VALLEY POPCORN CO INC	73021	10/28/2021	14267	100-0704-552.30-17	84.00	Popcorn Kit
			<b>Total for check: 73021</b>		<b>84.00</b>	
WCPPA	73022	10/28/2021	2021-CONF42	100-0801-521.34-02	195.00	WCPPA Conference Oct 27-29
			<b>Total for check: 73022</b>		<b>195.00</b>	
WE ENERGIES	73023	10/28/2021	3878055840	100-0701-533.22-03	17.88	Elec 9/3-10/6/21 - North Meter NZT426869
		10/28/2021	3879222418	100-0701-533.22-03	18.42	Elec 9/3-10/6/21 - North Meter NZT382673
			<b>Total for check: 73023</b>		<b>36.30</b>	
WELLS FARGO FINANCIAL LEASING	73024	10/28/2021	5017235462	743-0403-513.29-01	142.77	PD Copier Lease 10/7-11/6
			<b>Total for check: 73024</b>		<b>142.77</b>	
WIL-KIL PEST CONTROL	73025	10/28/2021	4271100	731-1022-541.20-07	80.25	Commercial Contract PWF

**AP Check Register**  
**Check Date: 10/28/2021**

Date: 10/28/2021

<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>	
WIL-KIL PEST CONTROL...	73025...	10/28/2021	4272003	100-0703-553.20-07	52.25	Commercial Contract	640 Keyes St
<b>Total for check: 73025</b>					<b>132.50</b>		
WINNEBAGO COUNTY CLERK OF COURTS	73026	10/28/2021	Report #21-2596	100-0000-201.03-00	1,150.00	Bond	Report #21-2596
<b>Total for check: 73026</b>					<b>1,150.00</b>		
WINNEBAGO COUNTY TREASURER	73027	10/28/2021	20621	100-0805-521.25-01	360.22	Stays	
<b>Total for check: 73027</b>					<b>360.22</b>		
WISCONSIN DEPT OF JUSTICE-TIME	73028	10/28/2021	455TIME-0011270	100-0801-521.22-01	575.25	Time Access	
<b>Total for check: 73028</b>					<b>575.25</b>		
					<b>378,529.61</b>		



To: Common Council

From: Haley Krautkramer, City Clerk

RE: Beverage Operator License (Bartender) Applicants

Date: 10/28/21

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 2021-2023 licensing period:

Brenda Martinez



**Memorandum**

Date: October 28, 2021  
To: Common Council  
From: Haley Krautkramer, City Clerk  
Subject: Live Oak LLC, d/b/a Menasha Market LLC, 140 Main Street, Menasha

An application for a “Class A” Liquor License for the 2021-2022 liquor licensing year has been submitted by Live Oak LLC, d/b/a Menasha Market LLC for the premise located at 140 Main Street, Menasha.

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

**Staff recommends approving the “Class A” Liquor for Live Oak LLC, d/b/a Menasha Market LLC for the premise located at 140 Main Street, Menasha for the 2021-2022 liquor licensing year.**

# Original Alcohol Beverage Retail License Application

(Submit to municipal clerk.)

For the license period beginning: 11/19/2021 ending: 6/30/2022  
(mm dd/yyyy) (mm dd/yyyy)

To the Governing Body of the: ☐ Town of ☐ Village of ☒ City of Menasha

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

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

Applicant's Wisconsin Seller's Permit Number <u>456-1030348685-02</u>	
FEIN Number	
TYPE OF LICENSE REQUESTED	FEE
<input type="checkbox"/> Class A beer	\$
<input type="checkbox"/> Class B beer	\$
<input type="checkbox"/> Class C wine	\$
<input checked="" type="checkbox"/> Class A liquor	\$ <u>350</u>
<input type="checkbox"/> Class A liquor (cider only)	\$ N/A
<input type="checkbox"/> Class B liquor	\$
<input type="checkbox"/> Reserve Class B liquor	\$
<input type="checkbox"/> Class B (wine only) winery	\$
<input checked="" type="checkbox"/> Publication fee	\$ <u>50.00</u> per 01/12/12 HK
<b>TOTAL FEE</b>	\$ <u>400.00</u>

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

Massey, Kimberly Marie - Live Oak, LLC

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

President / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
<u>Massey</u>	<u>Kimberly</u>	<u>Marie</u>	<u>365 N. Main St., Menasha WI 54952</u>
Vice President / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Secretary / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Treasurer / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Agent Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Directors / Managers Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)

1. Trade Name Menasha Market Business Phone Number 920.740.0740  
2. Address of Premises 140 Main St. Menasha Post Office & Zip Code 54952

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

The building is located at 140 Main Street. The Menasha market leases the first floor. Alcohol will be sold on the first floor by the cash register. The alcohol will be stored in the first floor in the closet facing the Menasha market sales floor (located on the west wall).

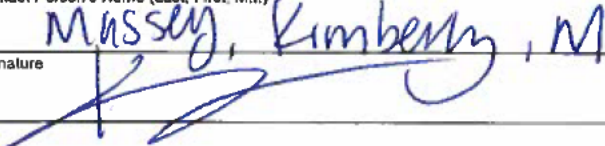
4. Legal description (omit if street address is given above): \_\_\_\_\_

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

(b) If yes, under what name was license issued? \_\_\_\_\_

6. Is individual, partners or agent of corporation/limited liability company subject to completion of the responsible beverage server training course for this license period? If yes, explain needed to serve samples of alcohol being sold ☒ Yes ☐ No
7. Is the applicant an employee or agent of, or acting on behalf of anyone except the named applicant? ☐ Yes ☒ No If yes, explain.
8. Does any other alcohol beverage retail licensee or wholesale permittee have any interest in or control of this business? If yes, explain ☐ Yes ☒ No
9. (a) Corporate/limited liability company applicants only: Insert state Wisconsin and date Sept. 30, 2021 of registration.
- (b) Is applicant corporation/limited liability company a subsidiary of any other corporation or limited liability company? If yes, explain ☐ Yes ☒ No
- (c) Does the corporation, or any officer, director, stockholder or agent or limited liability company, or any member/manager or agent hold any interest in any other alcohol beverage license or permit in Wisconsin? If yes, explain. ☐ Yes ☒ No
10. Does the applicant understand they must register as a Retail Beverage Alcohol Dealer with the federal government, Alcohol and Tobacco Tax and Trade Bureau (TTB) by filing (TTB form 5630.5d) before beginning business? [phone 1-877-882-3277] ☒ Yes ☐ No
11. Does the applicant understand they must hold a Wisconsin Seller's Permit? [phone (608) 266-2776] ☒ Yes ☐ No
12. Does the applicant understand that they must purchase alcohol beverages only from Wisconsin wholesalers, breweries and brewpubs? ☒ Yes ☐ No

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

Contact Person's Name (Last, First, M.I.) <u>Massey, Kimberly, M</u>	Title/Member <u>member/owner</u>	Date <u>Sept. 30, 2021</u>
Signature 	Phone Number <u>920 740 0746</u>	Email Address <u>liveoak.king@gmail.com</u>

**TO BE COMPLETED BY CLERK**

Date received and filed with municipal clerk <u>10/1/21</u>	Date reported to council / board	Date provisional license issued	Signature of Clerk / Deputy Clerk <u>Halcy KrautKramer</u>
Date license granted	Date license issued	License number issued	



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

Submit to municipal clerk.

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

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

The undersigned duly authorized officer/member/manager of Live Oak LLC dba Menasha Market  
(Registered Name of Corporation / Organization or Limited Liability Company)

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

Menasha Market  
(Trade Name)  
located at 140 Main Street, Menasha WI 54952

appoints Kim Massey  
(Name of Appointed Agent)  
305 N. Mynt Street, Menasha WI 54952  
(Home Address of Appointed Agent)

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

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

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

How long immediately prior to making this application has the applicant agent resided continuously in Wisconsin? 5 yrs

Place of residence last year 305 N. Mynt Street, Menasha WI 54952

For: Live Oak, LLC  
(Name of Corporation / Organization / Limited Liability Company)

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

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

## ACCEPTANCE BY AGENT

I, Kimberly Massey, hereby accept this appointment as agent for the  
(Print / Type Agent's Name)

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

[Signature] Sept. 30, 2021 Agent's age 51  
(Signature of Agent) (Date)  
305 N. Mynt Street, Menasha WI 54952 Date of birth 06/29/1970  
(Home Address of Agent)

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

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

Approved on \_\_\_\_\_ by \_\_\_\_\_ Title \_\_\_\_\_  
(Date) (Signature of Proper Local Official) (Town Chair, Village President, Police Chief)



# Auxiliary Questionnaire Alcohol Beverage License Application

Submit to municipal clerk.

Individual's Full Name (please print) (last name) <u>Massey</u>		(first name) <u>Kimberly</u>		(middle name) <u>Maree</u>	
Home Address (street/route) <u>365 Naymut St</u>		Post Office	City <u>Menasha</u>	State <u>WI</u>	Zip Code <u>54952</u>
Home Phone Number		Age	Date of Birth	Place of Birth	

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

☐ Applying for an alcohol beverage license as an **individual**.

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

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

which is making application for an alcohol beverage license.

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

1. How long have you continuously resided in Wisconsin prior to this date? 51 years

2. Have you ever been convicted of any offenses (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of any other states or ordinances of any county or municipality? ☐ Yes ☒ No  
If yes, give law or ordinance violated, trial court, trial date and penalty imposed, and/or date, description and status of charges pending. (If more room is needed, continue on reverse side of this form.)

3. Are charges for any offenses presently pending against you (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of other states or ordinances of any county or municipality? ☐ Yes ☒ No  
If yes, describe status of charges pending.

4. Do you hold, are you making application for or are you an officer, director or agent of a corporation/nonprofit organization or member/manager/agent of a limited liability company holding or applying for any other alcohol beverage license or permit? ☐ Yes ☒ No  
If yes, identify.

(Name, Location and Type of License/Permit)

5. Do you hold and/or are you an officer, director, stockholder, agent or employee of any person or corporation or member/manager/agent of a limited liability company holding or applying for a wholesale beer permit, brewery/winery permit or wholesale liquor, manufacturer or rectifier permit in the State of Wisconsin? ☐ Yes ☒ No  
If yes, identify.

(Name of Wholesale Licensee or Permittee)

(Address By City and County)

6. Named individual must list in chronological order last two employers.

Employer's Name <u>WI Veterans Village</u>	Employer's Address <u>2919 W. Blompark Dr. Appleton</u>	Employed From <u>9/01/2019</u>	To <u>Present</u>
Employer's Name <u>Peace Counseling</u>	Employer's Address <u>1509 S. Commercial St Neenah</u>	Employed From <u>6/03/2014</u>	To <u>7/01/2019</u>

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

(Signature of Named Individual)

## **LEASE**

This Lease made this 10<sup>th</sup> day of November, 2020 by and between 140 MAIN LIMITED LIABILITY COMPANY, a Wisconsin limited liability company, hereinafter referred to as "Lessor", and LIVE OAK LLC, a Wisconsin limited liability company, hereinafter referred to as "Lessee".

### **WITNESSETH:**

**1. Description of Leased Premises:** The Lessor, for and in consideration of the rentals hereinafter provided and the covenants and agreements hereinafter contained, hereby demises, lets, and leases unto the Lessee the following described premises located in the City of Menasha, County of Winnebago, State of Wisconsin. The legal description for the premises is attached hereto as Exhibit A.

The leased premises is located at 140 Main Street, Menasha, Wisconsin, and consists of three floors for a total square footage of 12,884. The first floor consists of two areas, which are divided by a common wall.

The southern area on the first floor of the leased premises known as Section A consists of approximately 1,800 square feet.

The northern area on the first floor of the leased premises known as Section B consists of approximately 2,158 square feet.

Lessee will lease only Section A of the premises. Lessee will also have free use of the marked space within the basement area for storage purposes as well as the outdoor front patio under the overhang for displays and pop-ups, except for the area designated as bicycle parking. Lessee shall have the option to use of the two reserved parking spaces which are identified and located behind the premises.

**2. Term of Lease:** The term of the lease shall be for 1 year beginning on the 1<sup>st</sup> day of October, 2020 and ending the 31<sup>st</sup> day of December, 2021.

**3. Rentals:** Lessee shall pay to the Lessor the sum of Two Thousand Five Hundred and 00/100ths (\$2,500.00) Dollars per month in advance during the term of this lease. The

first lease payment will be due and owing on January 1, 2021. There will be no lease payment due for the months of October, November, and December, 2020.

All rentals shall be paid to the Lessor at 2526 Grassy Lane, Neenah, WI 54956, or such other place as Lessor may from time to time designate.

**4. Security Deposit:** Lessee shall pay to the Lessor, the sum of \$2,500.00 as a security deposit upon the execution of this Lease. Lessor has no obligation to pay Lessee any interest upon said security deposit. The security deposit may not be applied to the last month's rent payable under this Lease.

**5. Purpose and Use of Premises:** The Lessee shall use the premises as a retail consignment store.

**6. Parking:** Lessor has provided to the Lessee two reserved parking spaces located behind the leased premises.

**7. Signs:** The Lessee may attach an appropriate identifying sign to the building at Lessee's expense as may be allowed by the ordinances of the City of Menasha, providing however, that Lessor allows other tenants of the building to also affix appropriate signs to the building identifying their presence in the building.

**8. Utilities:** During the term of this Lease, and any renewal or extension of this Lease, Lessor shall be responsible for and pay all utilities including, but not limited to, electric, gas, heating, air conditioning, sewer, water, and/or cable television for the leased premises.

**9. Taxes:**

A. Lessor shall be responsible for real estate taxes and special assessments that accrue or are assessed during the term of the lease and any renewal or extension thereunder.

B. Personal Property Taxes that accrue on Lessee's personal property shall be paid by Lessee when they become due.

C. The parties shall provide appropriate evidence of payment of the respective taxes as required to be paid in this section upon request by the other party.

**10. Indemnification:** The Lessee shall save and hold the Lessor harmless from and against all liability, damage, loss, claims, demands and actions of any nature whatsoever which arise out of or are connected with, or are claimed to arise out of or be connected with, any of the business done by the Lessee, or its agents, servants, subcontractors or employees, or which arise out of or are connected with, or are claimed to arise out of or be connected with any accident or occurrence which happens or is alleged to have happened, in or about the place where such business is being performed or in the vicinity thereof (1) while the Lessee is performing its business, or (2) while any of the Lessee's property, equipment or personnel, are in or about such place of the vicinity thereof by reason of or as a result of the performance of Lessee's business; including without limiting the generality of the foregoing, all liability, damages, loss, claims, demands and action on account of personal injury, death or property loss to Lessor, its employees, agents, subcontractors or frequenters, Lessee, its employees, agents, subcontractors or frequenters, or to any other persons, whether based upon, or claimed to be based upon, statutory (including without limiting the generality of the foregoing, worker's compensation), contractual, tort or other liability of Lessor, Lessee, or any other persons. Without limiting the generality of the foregoing, the liability, damage, loss, claims, demands and actions indemnified against shall include all liability, damage, loss, claims, demands and actions for trademark, copyright or patent infringement, for unfair competition or infringement of any other so-called "intangible" property right, for defamation, false arrest, malicious prosecution or any other infringement of personal property rights of any kind whatever. The indemnification contemplated hereinabove shall not apply in the event of Lessor's, Lessor's agents, servants, invitees, contractors or employees negligence or intentional act or omission for which Lessor's shall indemnify and hold harmless Lessee.

The Lessee shall at its own expense investigate all such claims and demands for which it is required to indemnify Lessor, attend to their settlement or other disposition, defend all

actions based thereon and pay all charges of attorneys and all other costs and expenses of any kind arising from any such liability, damage, loss, claims, demands and actions.

**11. Insurance:** Lessee shall be responsible for procuring its own insurance as Lessee deems necessary to operate its business.

**12. Subletting and Assignments:** The Lessee may not sublet the premises or any part thereof or assign this Lease for a purpose inconsistent with Paragraph 5 above without the prior written consent of Lessor, which consent shall not be unreasonably withheld.

**13. Snow Removal:** Lessor shall be responsible for snow removal upon the premises.

**14. Garbage and Trash:** Municipal garbage and trash removal is provided by the City of Menasha.

**15. Repairs and Maintenance:** The Lessor shall maintain, replace and keep in good repair the interior portions of the leased premises, which Lessee occupies, at Lessor's expense. It shall be the Lessor's further obligation to perform maintenance on electrical fixtures and facilities (including the replacement of fluorescent tubes, lamps, ballasts, light bulbs and spot lights, if any, during the term of this lease or any renewal extension thereof). Lessor shall be responsible for maintenance of the heating and air conditioning systems on the premises, as well as the maintenance and repair of all structural (interior and exterior) portions of the leased premises as well as the parking lot and sidewalk.

**16. Alterations by Lessee:** It is not contemplated that after the completion of construction completed by Lessor that Lessee will make any alterations to the premises during the term of this lease. However, if alterations are made by the Lessee, Lessee shall restore the premises to its previous condition at the end of this lease if required to do so by Lessor. No additional alterations may be made by Lessee to the leased premises without the prior written consent of the Lessor, which consent shall not be unreasonably withheld or delayed.

All alterations to the premises shall be made prior to October 17, 2020, which is the expected move in date for the Lessee. It is expected that all alterations will be completed by this date, and a Certificate of Occupancy has been approved, the Lessee shall have occupancy.

**17. Lessee's Fixtures:** The Lessee shall have the right to remove from the demised premises all fixtures belonging to the Lessee prior to the expiration of the lease and provided further that the Lessee shall restore and repair any damage to the demised premises caused by the removal of such fixtures.

**18. Compliance with Law:** The Lessee agrees to comply with all laws, ordinances, rules and regulations relating to Lessee's occupancy and use of the demised premises.

**19. Lessor's Right of Entry:** Lessor, Lessor's agents, and employees shall have the right, at all reasonable times during the term of this Lease to enter upon the leased premise for the purpose of inspecting the premises and the improvements thereon, provided that 24-hour notice is given to Lessee and such right of entry does not interrupt Lessee's business upon the premises. During the term of remodeling, Lessor shall have such rights of entry as is necessary to complete remodeling.

**20. Subordination to Lessor's Mortgages:** This lease shall be and is subordinate to any existing or future mortgage covering said premise or any extension or renewal thereof that has been placed or will be placed upon the premise by Lessor provided however that every such mortgage shall recognize the validity of this Lease in the event of a foreclosure of the Lessor's interest for so long as Lessee shall not be in default under any of the terms of this Lease. Lessee shall promptly execute whatever instruments may be required by Lessor's lenders to affect such subordination. Such mortgages shall not be a lien against the Lessee's personal property and equipment.

**21. Lessee's Bankruptcy:** In the event of Lessee's voluntary or involuntary bankruptcy or the appointment of a receiver for the Lessee or a voluntary assignment for the

benefit of creditors of the Lessee or should this Lease or the rights thereunder pass to any person or corporation other than Lessee by operation of law or otherwise. Then and in each of said events Lessor may at its option, declare the Lease terminated and of no further force and effect.

**22. Condemnation:** In the event the leased premises or any part thereof shall be condemned or taken by eminent domain by any authority having the right of eminent domain or if purchased by such authority in lieu of condemnation then this Lease shall terminate.

**23. Default:** This Lease is made upon the express condition that if (a) default be made in any of the covenants and agreements herein contained to be kept by Lessee and such default shall continue for five (5) days, in case of default in payment of any rent herein provided, or for thirty (30) days in the case of any other default, after written notice of default shall have been given to Lessee; or (b) if this Lease shall, by act of Lessee or by operation of law or otherwise, devolve or pass to any party other than Lessee, except with the written consent of Lessor, then in any such event Lessor may either (a) terminate and cancel this Lease without further notice and Lessee shall thereupon vacate the leased premises or may be expelled therefrom, or (b) re-enter and take possession of the leased premises (which re-entry shall not operate to terminate this Lease unless Lessor expressly so elects). Any such re-entry, expulsion or removal, whether by direct act of Lessor or through legal proceedings instituted for that purpose, shall not affect the liability of Lessee for the past due rent under this Lease. If Lessor takes possession of the leased premises without terminating this Lease, Lessee shall remain liable for (in addition to past due rent) future rent to accrue under this Lease, and, in such event, Lessor is hereby authorized to relet the leased premises in whole or part upon such terms as Lessor may deem best and to that end is hereby authorized, at Lessor's option and at the expense of Lessee, to clean and repair (to the extent Lessee would be responsible for such repairs hereunder) the leased premises and, after paying the

reasonable expenses of so doing and the costs and expenses of reletting, to apply the net proceeds thereof upon the rent and other charges herein reserved, Lessee hereby agreeing to pay any deficiency that may arise.

Lessee agrees to pay and discharge all reasonable costs, attorneys' fees and expenses that may be incurred by Lessor in the event of a breach hereof by Lessee or in the event it becomes necessary for such other party to enforce the provisions of this Lease. Lessor agrees to pay and discharge all reasonable costs, attorneys' fees and expenses that may be incurred by Lessee in the event of a breach hereof by Lessor or in the event it becomes necessary for Lessee to enforce the provisions of this Lease.

Lessor's receipt of any money or other thing of value from Lessee after the termination of this Lease shall not reinstate, continue or extend the term of this lease or otherwise effect any notice given by Lessee or otherwise operate as a waiver of any right of Lessor.

If default be made in any of the covenants and agreements hereunder to be kept by Lessor and such default shall continue for thirty days after written notice of default shall have been given to Lessor, then Lessee may terminate and cancel this Lease without further notice, with no further liability of Lessee for rents due. Such termination by Lessee shall not affect its right to damages or other legal remedies.

**24. Successors and Assigns:** This Lease shall be binding upon the heirs, legal representatives, successors and assigns of the parties hereto unless otherwise restricted or altered by the specific terms of this Lease Agreement.

**25. Applicable Law:** This Agreement shall be governed and construed in accordance with the laws of the State of Wisconsin.

**26. Notices:** All notices as may be required hereunder or otherwise made shall be made by the parties to:

If to Lessor: 2526 Grassy Lane  
Neenah, WI 54956

If to Lessee: 365 Naymat Street  
Menasha, WI 54952



Either party may notify the other party in writing of a change of address for such notices and/or may designate an agent for said notices if said designation is in writing.

All notices shall be deemed to have been given when deposited in the U.S. Mail in sealed envelopes with postage prepaid thereon.

**27. Execution in Duplicate:** This Lease has been executed in duplicate the date forth hereinabove.

**LESSOR:**

**140 MAIN LIMITED LIABILITY COMPANY**

By:   
Steven Roark, Member

**LESSEE:**

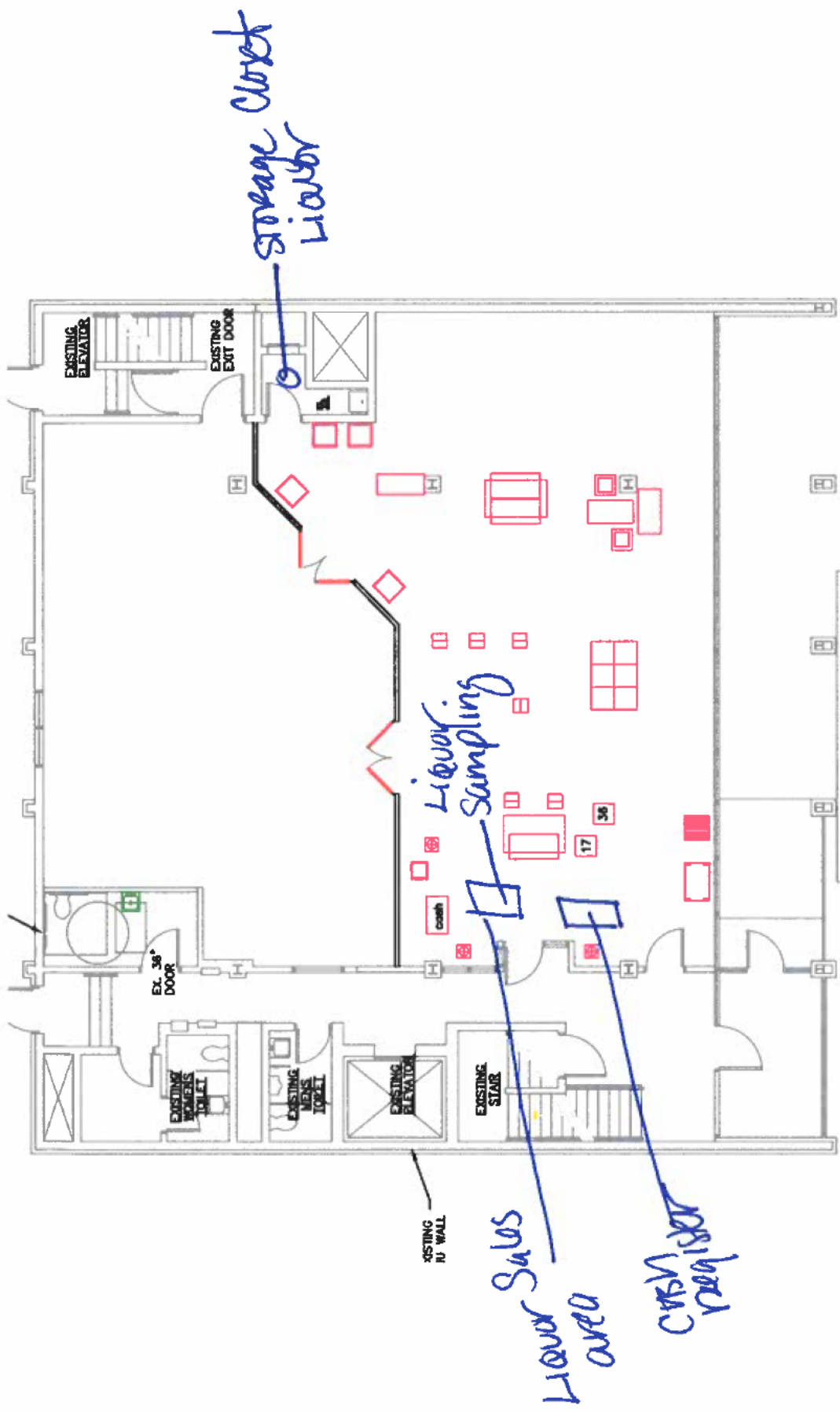
**LIVE OAK, LLC**

By:   
Kimberly M. Massey, Member

## EXHIBIT A

Lot One (1), Certified Survey Map No.7455 filed in the Office of the Register of Deeds for Winnebago County, Wisconsin on February 18, 2019, in Volume 1 on Page 7455, as Document No. 1784152, being all of Lot 2, CSM 3742 and all of Lots 3 and 42 and part of Lots 41 and 4, in Block 7 of Plat of the Town of Menasha, per Assessor's Map of 1925; and the South ½ of the vacated Chute Street; all being in the Second Ward, City of Menasha, Winnebago County, Wisconsin.

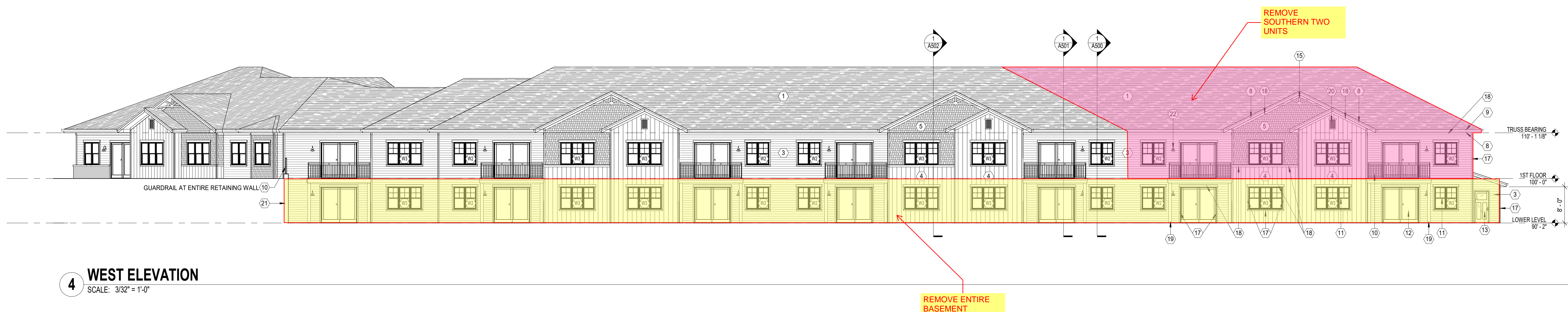
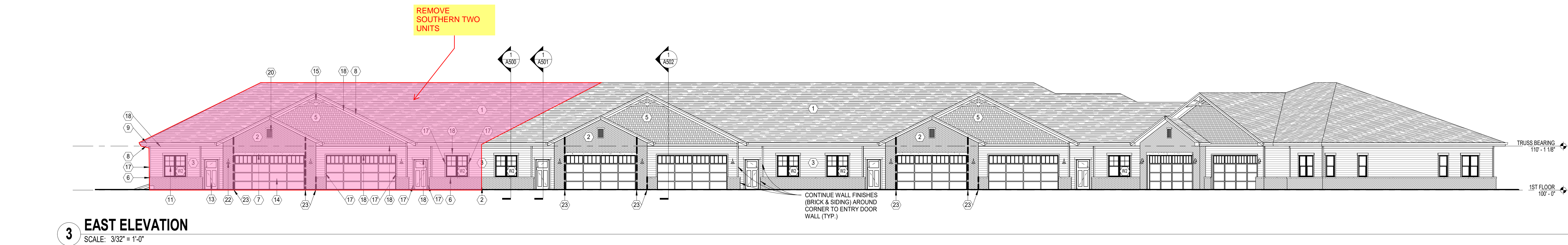
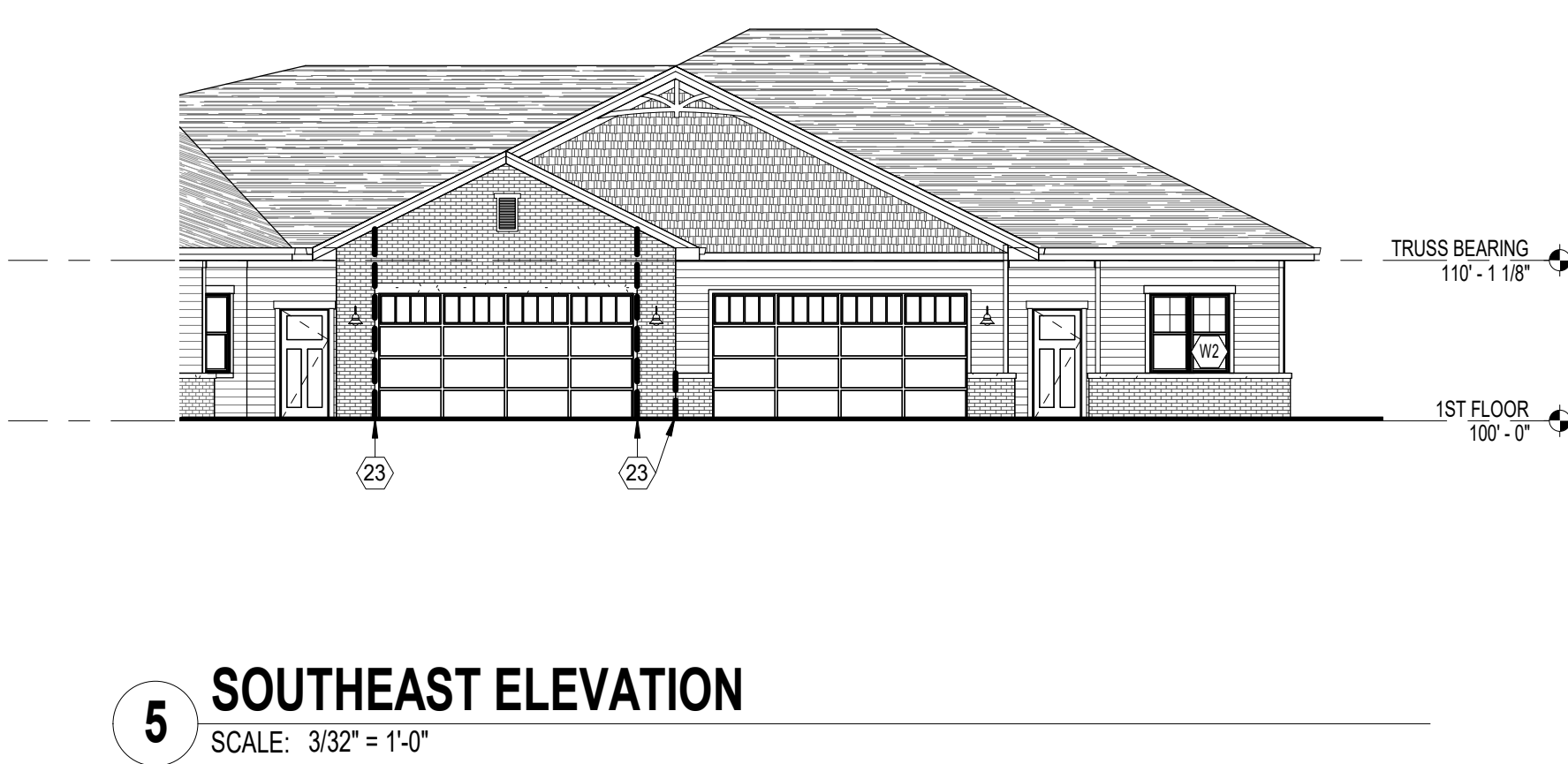
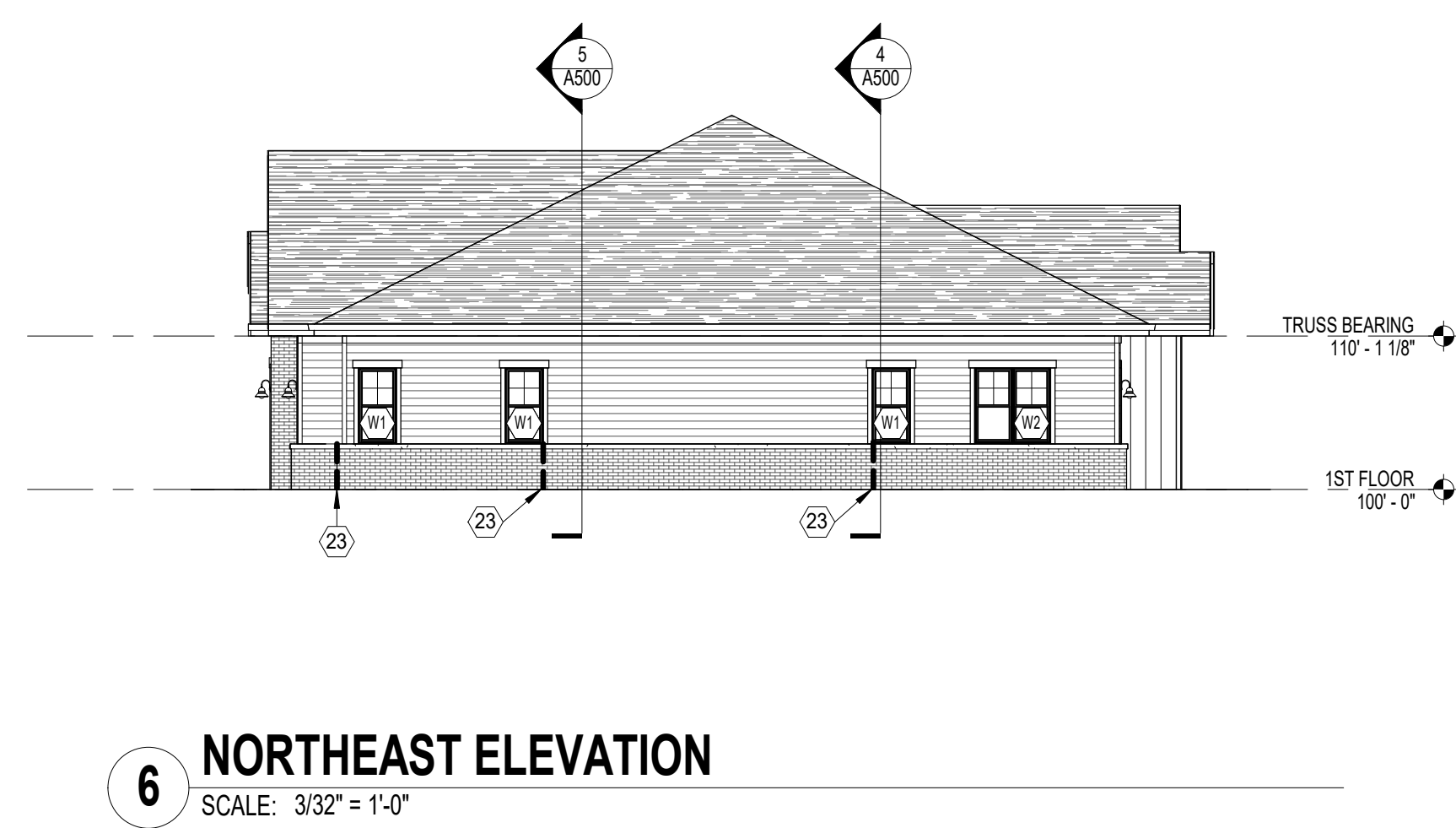
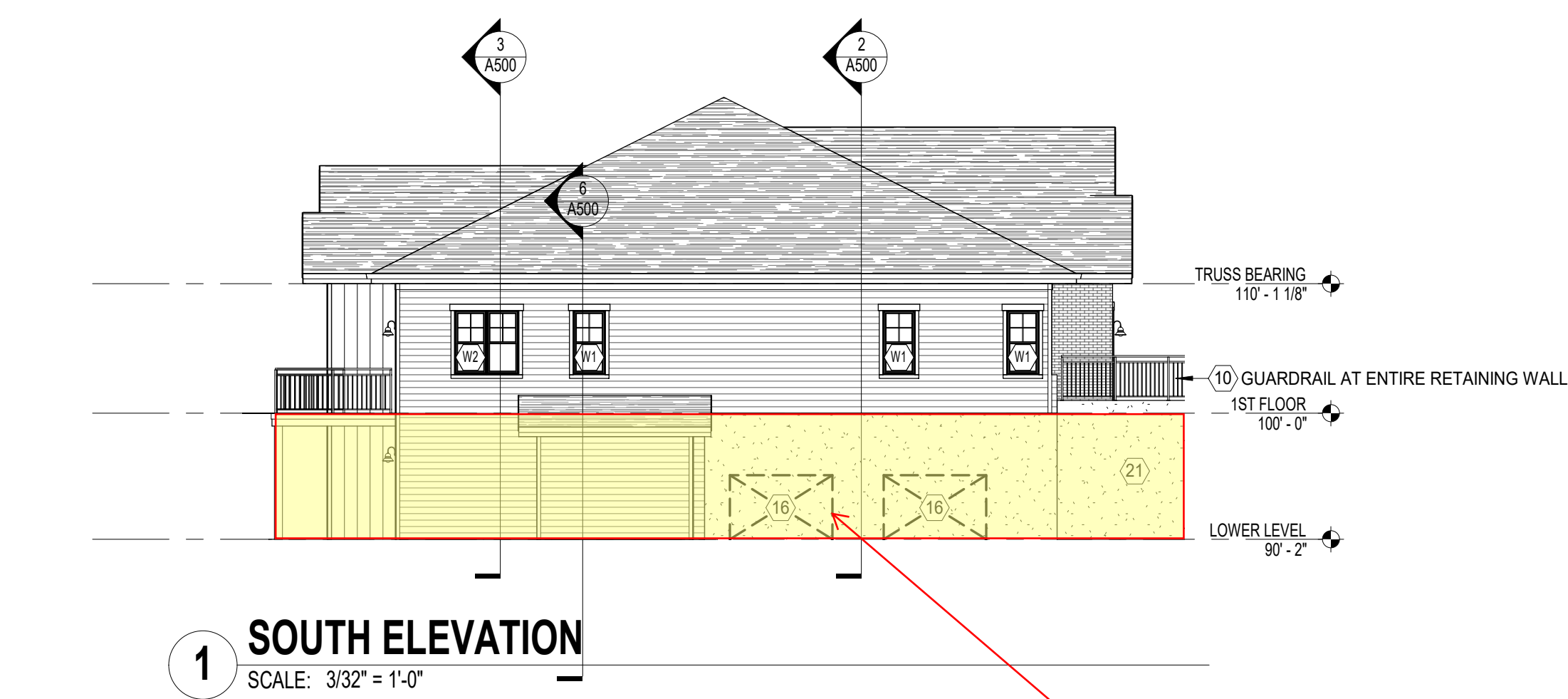
Tax Key: 2-00060-00



1st floor  
Menusky  
Market  
140 Main St.  
Menusky

- |    |  |   |
|----|--|---|
| 17 | 20" SQ 17H, qty (1)<br>Cube              | 20" SQ 38H, qty (2)<br>Open sides         |
| 36 | 20" SQ 38H, qty (1)<br>Cube              | 14" SQ H various qty (6)<br>Art Stand     |
|    | 20" x 36", qty (1)<br>Red Wheel Shelf    | 14" D x 22W qty (4)<br>Luminata 4 shelf   |
|    | 60" L, qty (1)<br>Nestled Table          | 16" SQ x 72H qty (1)<br>Card Holder       |
|    | 60" L, qty (1)<br>DBL Nestled Table      | 24" SQ x 60H qty (1)<br>Wire Rack 4 shelf |
|    | 33" D x 44" L x 64H qty (1)<br>Slot wall | 24" x 22" x 48H qty (3)<br>Slot wall      |
|    | 22" sq x 80" H qty (1)<br>6 unit tower   | 13" SQ x 35 H qty (3)<br>Clear dome bins  |
|    |  | 22" D x 44" W qty (2)<br>Luminata tower   |





SHEET REFERENCE NOTES	
A.	REFER TO SHEET A001 FOR PROJECT SYMBOLS AND PROJECT NOTES
B.	REFER TO SHEET A002 FOR DOOR TYPES
C.	REFER TO SHEET A003 FOR WALL TYPES
D.	REFER TO SHEET A001 FOR PROJECT FINISHES
E.	REFER TO SHEET A002 FOR FIXTURE SCHEDULES
F.	REFER TO SHEET A002 FOR EQUIPMENT AND FURNISHING SCHEDULE

ELEVATION KEYNOTES	
(1)	DIMENSIONAL ASPHALT SHINGLE ROOFING (RF1)
(2)	BRICK VENEER (BR1)
(3)	LAP SIDING (CM1)
(4)	BOARD & BATTEN SIDING (CM2)
(5)	SHAKE/SHINGLE SIDING (CM3)
(6)	PRECAST/STONE SILLBAND (ECN1)
(7)	PRECAST/STONE LINTEL (ECN2)
(8)	PREFINISHED ALUMINUM FASCIA/SOFFIT (AM3)
(9)	PREFINISHED ALUMINUM GUTTER (AM2)
(10)	PREFINISHED ALUMINUM GUARDRAIL WITH CORNER POSTS (AM1)
(11)	WINDOW SYSTEM (FW1)
(12)	SLIDING PATIO DOOR SYSTEM (FW1)
(13)	INSULATED ENTRY DOOR SYSTEM (ED1)
(14)	PREFINISHED METAL INSULATED OVERHEAD DOOR (OHD1)
(15)	DECORATIVE GABLE BRACKET (GB1)
(16)	PROPOSED GASELECTRIC METER LOCATION (VERIFY W/ DESIGNBUILD MEP CONTRACTORS & CIVIL ENGINEER)
(17)	5/4x4 PREFINISHED COMPOSITE TRIM BOARD (CM4)
(18)	5/4x6 PREFINISHED COMPOSITE TRIM BOARD (CM5)
(19)	PRESSURE TREATED WOOD POST (SEE STRUCTURAL) WRAPPED WITH 5/4x COMPOSITE TRIM BOARDS
(20)	DECORATIVE GABLE VENT
(21)	RETAINING WALL (SEE CIVIL & STRUCTURAL)
(22)	DECORATIVE LIGHT FIXTURE (BY DESIGNBUILD ELECTRICAL CONTRACTOR)
(23)	MASONRY VENEER CONTROL JOINT (SEE 1/A802)



## CONSULTANTS

## PROJECT

### LAKE PARK CONDOS

Community Way  
Menasha, WI

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## OWNER

### LAKE PARK MENASHA LLC

## REVISIONS

## INFORMATION

PROJECT ARCHITECT	PA
PROJECT MANAGER	
PROJECT NUMBER	20106
ISSUED FOR	BID/PERMIT/CONSTRUCTION
DATE	07.02.2021

## SHEET

BUILDING ELEVATIONS

# A401



SHEET REFERENCE NOTES

- A. REFER TO SHEET A001 FOR PROJECT SYMBOLS AND PROJECT NOTES  
B. REFER TO SHEET A002 FOR DOOR TYPES  
C. REFER TO SHEET A003 FOR WALL TYPES  
D. REFER TO SHEET A001 FOR PROJECT FINISHES  
E. REFER TO SHEET A002 FOR FIXTURE SCHEDULES  
F. REFER TO SHEET A002 FOR EQUIPMENT AND FURNISHING SCHEDULE

GENERAL PLAN NOTES

- A. COMPLY WITH CODES, LAWS, ORDINANCES, RULES OF AUTHORITIES HAVING JURISDICTION.  
B. GENERAL CONTRACTOR TO OBTAIN AND PAY FOR ALL PERMITS AND INSPECTIONS AS REQUIRED BY THE AUTHORITY HAVING JURISDICTION.  
C. DO NOT SCALE THE DRAWINGS. WRITTEN DIMENSIONS OR NOTES SHALL GOVERN. AND IF THERE ARE ANY MISSING DIMENSIONS OR DISCREPANCIES, IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO CONSULT THE ARCHITECT BEFORE PERFORMING ANY WORK IN QUESTION.  
D. THE NOTE 'ALIGN' WILL SUPERSEDE ANY DIMENSIONAL NOTE AND IF THERE IS A DISCREPANCY, THE CONTRACTOR SHOULD CONSULT THE ARCHITECT.  
E. IF THERE ARE ANY CONFLICTS BETWEEN FLOOR PLAN AND INTERIOR DETAILS AND ELEVATIONS, GENERAL CONTRACTOR TO CONSULT THE ARCHITECT.  
F. UNLESS NOTED OTHERWISE, ALL INTERIOR UNIT WALLS ARE TYPE 'P4'.  
G. CONTRACTOR TO PROVIDE A COMPLETE AND THOROUGH CLEANING FOR THE ENTIRE PROJECT PRIOR TO PUNCHLIST WALK-THRU.  
H. SEAL ALL PENETRATIONS IN DRYWALL MEMBRANES BETWEEN UNITS, ON BOTH SIDES, AND FLOORS W/ ACOUSTICAL SEALANT. TYPICAL PENETRATIONS INCLUDE ELECTRICAL BOXES, LIGHT SWITCHES, EXHAUST VENTS, LIGHT FIXTURES, DRYER VENTS, ETC.  
I. PROVIDE FIRE RATED SEALANT AT ALL FIRE RATED PARTITIONS THAT ARE PENETRATED.  
J. ALL UNITS SHALL COMPLY WITH WISCONSIN 2015 IBC CODE CHAPTER 11 (ACCESSIBILITY), APPLICABLE PROVISIONS OF ANSI A117.1, AND THE ACCESSIBILITY REQUIREMENTS OF THE FAIR HOUSING GUIDELINES. ALL FIRST FLOOR LIVING UNITS ARE 'ADA TYPE-B' UNITS.  
K. GENERAL CONTRACTOR TO PROVIDE THE NECESSARY CONCEALED BLOCKING AS INDICATED FOR FUTURE GRAB BARS IN ALL UNITS.  
L. GENERAL CONTRACTOR TO VERIFY THE ROUGH OPENING FOR ALL SELECTED TUB/SHOWER UNITS BEFORE CONSTRUCTION.  
M. GENERAL CONTRACTOR TO COORDINATE ALL APPLIANCE CLEARANCE/ REQUIREMENTS BEFORE WALL CONSTRUCTION.  
N. ALL WALLS ARE DIMENSIONED TO FACE OF STUD (INTERIOR WALLS) OR FACE OF SHEATHING/MASONRY/CONCRETE (EXTERIOR WALLS).  
P. MOISTURE RESISTANT GWB AT ALL RESTROOM AND GARAGE WALLS  
Q. MECHANICAL ROOM/CLOSET SIZES TO BE CONFIRMED BY DESIGN/BUILD MECHANICAL/ELECTRICAL/PLUMBING CONTRACTORS PRIOR TO CONSTRUCTION.  
R. SEE 6/A500 & 11/A801 FOR UNIT SEPARATION AT FLOOR/CLG (SIM.)

FLOOR PLAN KEYNOTES

- 1 FIRE DEPARTMENT KNOX BOX (G.C. TO VERIFY LOCATION WITH FIRE MARSHAL)  
2 PROPOSED ELECTRIC/GAS METER LOCATION (BY DESIGN/BUILD MECHANICAL/ELECTRICAL CONTRACTORS) - COORDINATE LOCATION WITH CIVIL  
3 INSULATE ALL SPRINKLER ROOM SURROUNDING WALLS/CEILING (R-21 MINIMUM). G.C. TO VERIFY SPRINKLER ROOM SIZE IS ADEQUATE WITH DESIGN/BUILD PLUMBING/FIRE PROTECTION CONTRACTORS PRIOR TO CONSTRUCTION AND NOTIFY ARCHITECT OF ANY ISSUES.  
4 SITE RETAINING WALL (SEE STRUCTURAL & CIVIL) WITH GUARDRAIL AT ENTIRE LENGTH  
5 ADA-COMPLIANT SITE ACCESS REQUIRED TO ALL MAIN ENTRY DOORS (1:20 MAXIMUM WALKWAY SLOPE, 1:18 MAXIMUM WALKWAY SLOPE, WITHIN 60" OF DOOR, 1:48 MAXIMUM CROSS-SLOPE, ADA-COMPLIANT DOOR CLEARANCES, ADA-COMPLIANT DOOR THRESHOLDS, NO STEPS) - COORDINATE WITH CIVIL



PURE architecture studio, llc  
735 N Water Street, Suite 1228  
Milwaukee, WI 53202  
www.pure-arch.com

CONSULTANTS

PROJECT

LAKE PARK  
CONDOS

Community Way  
Menasha, WI

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OWNER

LAKE PARK  
MENASHA LLC

REVISIONS

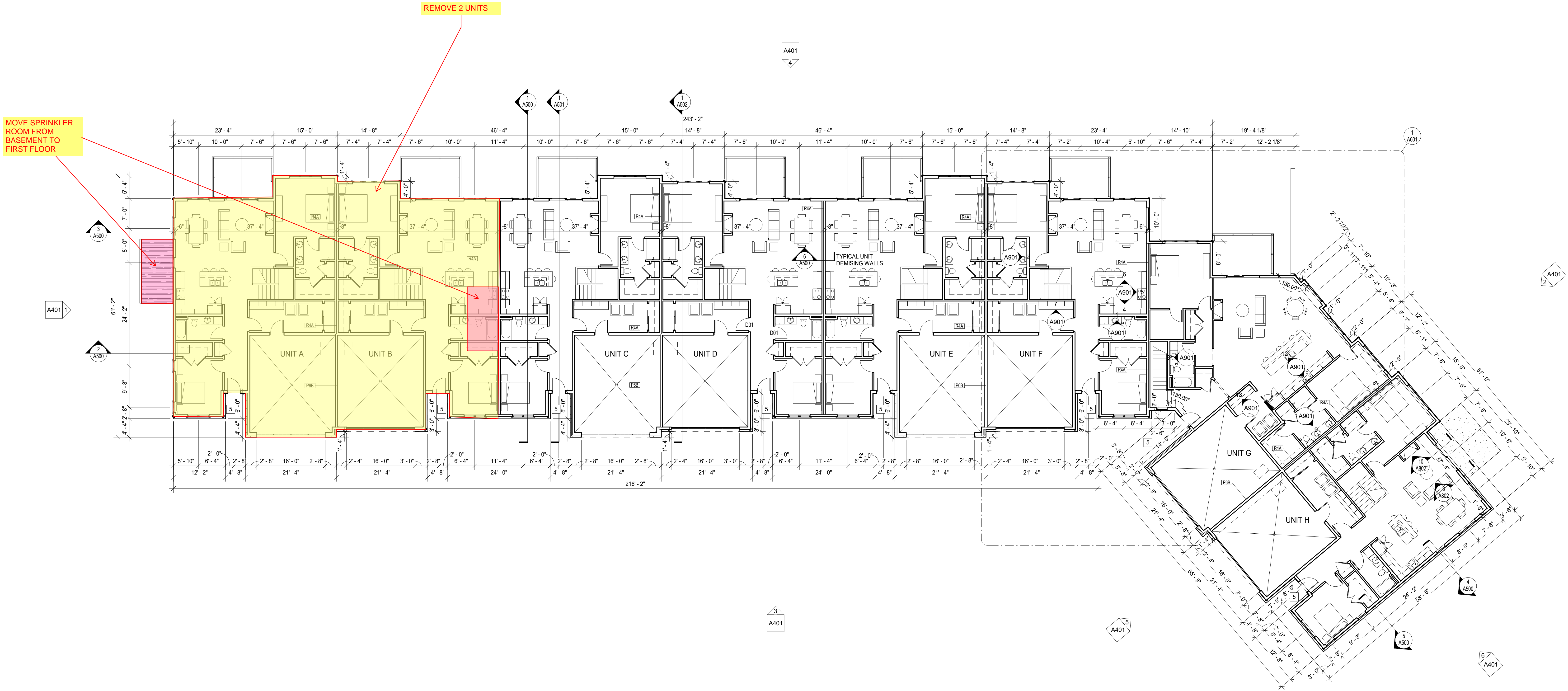
INFORMATION

PROJECT ARCHITECT	PA
PROJECT MANAGER	
PROJECT NUMBER	20106
ISSUED FOR	BID/PERMIT/CONSTRUCTION
DATE	07.02.2021

SHEET

1ST FLOOR PLAN

A101



1 1ST FLOOR PLAN  
SCALE: 3/32" = 1'-0"

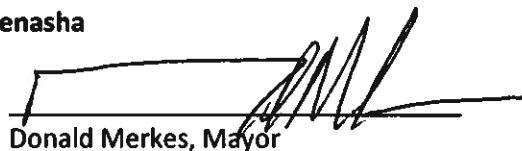
**FIRST AMENDMENT TO THE DEVELOPMENT AGREEMENT BETWEEN THE CITY OF MENASHA AND  
LAKESHORE RIDGE APARTMENTS, LLC**

This First Amendment to the land purchase and development agreement, executed in Menasha, Wisconsin on this 2, day of August, 2021, is made effective between the City of Menasha, a Wisconsin Municipal Corporation, 100 Main Street, Suite 200, Menasha, Wisconsin 54952 ("City") and Lakeshore Ridge Apartments, LLC, a Wisconsin Limited Liability Company, 100 West Lawrence Street, Suite 214, Appleton, WI 54911 ("Developer"). The Development Agreement by and between the parties dated as of May 26, 2020 is amended as follows:

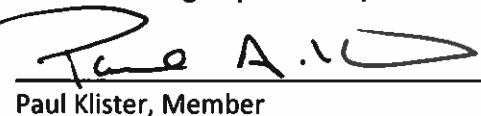
1. ARTICLE II, Section 2.4.1, shall be amended to read as follows: "Phase I: Construction of Building B creating a 64 unit apartment building shall be completed within 12 months from gaining the necessary approvals noted under Section 2.2 above and no later than November 1, 2021. Construction of Building A creating one 8 unit condominium building shall commence construction no later than November 1, 2021 and shall be completed no later than November 1, 2022."
2. ARTICLE II, Section 2.6.1, shall be amended to read as follows: "Phase I, Building B, on or before November 1, 2021 - \$10,000,000; Phase 1, Building A, on or before November 1, 2022 - \$1,000,000; and,"
3. ARTICLE II, Section 2.6.2, shall be amended to read as follows: "Phase II, Building C, on or before November 1, 2023 - \$3,500,000."
4. All other terms and conditions set forth in the Development Agreement dated May 26, 2020 not in conflict with this Amendment shall remain the same.

**City of Menasha**

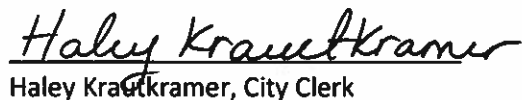
By:

  
Donald Merkes, Mayor

**Lakeshore Ridge Apartments, LLC**

  
Paul Klister, Member

Attest:

  
Haley Krautkramer, City Clerk

## **DEVELOPMENT AGREEMENT BETWEEN THE CITY OF MENASHA AND FORE DEVELOPMENT AND INVESTMENT GROUP**

This development agreement (Agreement) is entered into as of May 26, 2020 ("Effective Date"), between the City of Menasha, a Wisconsin Municipal Corporation, 100 Main Street, Suite 200, Menasha, Wisconsin 54952 ("City"), and Lakeshore Ridge Apartments LLC, a Wisconsin Limited Liability Company, 100 West Lawrence Street, Suite 214, Appleton, WI 54911 ("Developer").

### **RECITALS**

Developer and the City acknowledge the following:

- A. Developer wishes to acquire and develop real Property located at 600 Lake Park Road (parcel 7-01700-03) and 620 Lake Park Road (parcel 7-1700-04), Menasha, WI 54952; and,
- B. The Property is located within the City Tax Increment District No. 12, which is a mixed use tax increment district created as defined by Wisconsin State Statutes, Section 66.1105(2)(k) on May 16, 2011, along with a plan for the redevelopment of the District; and,
- C. Subject to obtaining the financial assistance set forth herein, the Developer has proposed improvements to the Property to create a new construction residential project containing approximately 102 residential apartments with underground parking and 8 attached residential townhome style condominiums. All references to the Project include the Property; and,
- D. Developer would not undertake the development of the Project but for its reliance upon receiving tax incremental financing to assist in funding a portion of the Project; and
- E. The City Common Council on March 16, 2020, provided consent to the conceptual Project based upon the use and renderings meeting the goals and objectives of the City to spur economic development and expand the City's tax base, with the understanding that the Project Plan would need to be amended to provide financing incentives to fulfill the Project; and,
- F. The City Administration Committee on May 4, 2020 took action to approve this Agreement and authorized the execution of this Agreement by the proper City officers on the City's behalf.
- G. The City Common Council on May 18, 2020 took action to approve this Agreement and authorized the execution of this Agreement by the proper City officers on the City's behalf.
- H. The Developer has approved this Agreement and authorized the appropriate officers to execute this Agreement on the Developer's behalf; and,
- I. The base value of the Property for purposes of this Agreement, is \$434,900. The Developer estimates that total Project through two phases will create an additional \$16,000,000.00 to \$20,000,000.00 in new Increment value; and,
- J. The uses of the Project and the District contemplated by this Agreement are necessary and desirable to serve the interests of the City and its residents by expanding the City's tax base and providing additional development opportunities, consistent with the purposes of a Tax Incremental District under Section 66.1105, Wisconsin Statutes.

### **AGREEMENT**

NOW, THEREFORE, in consideration of the Recitals and the promises and undertakings set forth herein, the parties mutually agree and covenant as follows:

## ARTICLE I. DEFINITIONS

- 1.1 Available Tax Increment. "Available Tax Increment" means an amount equal to Ninety-Five percent (95%) of the annual gross Tax Increment revenues plus any Guaranty Payments (as that term is defined in Section 2.7, below) actually received and retained by the City which are generated by the Properties and improvements and personal property thereon in the immediately preceding calendar year.
- 1.2 City Performance Incentive. The City Performance Incentive is a financial grant to be made available to Developer pursuant to this Agreement. Pursuant to ARTICLE III, below, this incentive payable over the District life from Available Tax Increment in accordance with the terms of this Agreement shall be no greater than \$3,400,000.00 or twenty (20) percent of the Tax Increment created from the Project, whichever comes first, but shall not exceed May 16, 2031 being the life of the District.
- 1.3 Completion (Project). "Completion" shall mean, with respect to each phase of the Project, the issuance of a certificate of occupancy for the proposed building(s) included within such phase of the Project.
- 1.4 District. "District" means all of that property, including the Property, included in Tax Incremental Finance District No. 12 which was created as defined by Wisconsin State Statutes, Section 66.1105(2)(k) on May 16, 2011 and closes on May 16, 2031 described in the Project Plan.
- 1.5 Hard Costs. "Hard Costs" shall mean direct costs incurred by Developer for labor, materials, equipment and services associated with the Project, contractor's overhead and profit, and other direct construction costs.
- 1.6 Payment Dates. "Payment Dates" means November 1 of each year of the remaining life of the District, commencing on the first November following the first year in which a certificate of occupancy is issued for the first building constructed up to and including November 1, 2031.
- 1.7 Payment Term. "Payment Term" means the term commencing on November 1 of the first year in which the Incentive is payable to Developer and continuing on the same day of each year thereafter until the first to occur of the following: (i) payment to Developer of the entire amount of the City Performance Incentive, or (ii) November 1, 2031. For example, for illustrative purposes only, if the Effective Date is May 26, 2020, and a certificate of occupancy is issued for the first building constructed on June 30, 2021, the Payment Term would run from November 1, 2023, through the first to occur of the following: (1) payment to Developer of the entire amount of the City Performance Incentive; or (ii) November 1, 2031. Estimated Payment Plan is attached as Exhibit C.
- 1.8 Project. "Project" means the Developer's acquisition, development and use of the Property creating approximately one hundred and two (102) new market rate residential apartment units between two multi-story buildings (Building B - 66 unit and Building C - 36 unit) with underground parking and one 8 unit townhouse style residential condominium building (Building A) and all related infrastructure and site improvements, all of which shall comply with applicable City's ordinances and City-approved plans for the Property. All references to the Project include the Property.
- 1.9 Project Plan. "Project Plan" means the "Project Plan for the Creation of Tax Incremental Finance District No. 12 in the City of Menasha" approved by the City on May 16, 2011.
- 1.10 Project Costs. "Project Costs" means the costs relating to the Properties described and estimated as set forth on attached hereto and incorporated herein.



- 1.11 Property. "Property" means the real property located at 600 Lake Park Road (parcel 7-01700-03) and 620 Lake Park Road (parcel 7-1700-04), Menasha, WI 54952 more particularly described in Exhibit A, attached hereto.
- 1.12 Property Tax Increment Base. "Property Tax Increment Base" means the aggregate value, as equalized by the Wisconsin Department of Revenue, of the Property as of January 1, 2011.
- 1.13 Tax Increment. "Tax Increment" has the same meaning as defined in Section 66.1105(2)(i) of the Wisconsin Statutes.
- 1.14 Tax Increment Law. "Tax Increment Law" means Section 66.1105 of the Wisconsin Statutes.

## **ARTICLE II. DEVELOPER OBLIGATIONS**

- 2.1 Project. The Developer's Project shall include improvements to, and development of, the Property as set forth in Exhibit B that will result in an increase in the Property's assessed value.
- 2.2 Approvals. On or before November 1, 2020, the Developer shall complete the necessary design and obtain all necessary approvals from public bodies to execute the Project.
- 2.3 Acquisition of the Property. On or before December 1, 2020, the Developer will acquire fee simple title to the Property.
- 2.4 Construction.
  - 2.4.1 Phase I: Construction of Building A creating one 8 unit condominium building and Building B creating a 66 unit apartment building shall be completed within 12 months from gaining the necessary approvals noted under section 2.2 above and no later than November 1, 2021.
  - 2.4.2 Phase II: Construction of Building C creating one 36 unit apartment building shall commence demonstrated by a building permit being pulled and grading taking place on the Property within 18 months of Completion of Phase I or at such a time that Building B reaches 70% occupancy whichever comes first. Construction of Phase II shall be completed within 12 months of commencement and no later than November 1, 2023. Failure to construct Phase II shall not be a default of this agreement, but shall relieve the City of any City Performance Incentive for said phase.
- 2.5 Costs and Expenses. The Developer shall be responsible for all costs related to the Project and any other work to be performed by the Developer under this Agreement; including all engineering, inspections, materials, labor, utility relocates and application fees. Furthermore, the Developer shall be responsible for payment of all City fees including impact fees, building permit fees, zoning, and sign permit fees, electrical and plumbing fees.
- 2.6 Value of Property. The Developer intends to incur Hard Costs in not less than the following amounts, by the following dates:
  - 2.6.1 Phase I, on or before November 1, 2021 - \$10,000,000; and,
  - 2.6.2 Phase 2, on or before November 1, 2023 - \$3.5,000,000;
- 2.7 Taxes. It is understood that the land, improvements, and personal property resulting from the development will be subject to property taxes. The Developer will pay in full when due all federal, state, and local taxes in connection with the development and all operating expenses with the Property and development.
- 2.8 Minimum Assessment Guaranty. Commencing with the first year in which each Phase of the Project is fully assessed, Developer agrees that the assessed value of each Phase shall be equal to or greater than the amounts set forth in Section 2.6, above. If for any year in which this

Agreement is in effect the assessed value of a completed Phase is less than the amount set forth in either Section 2.6.1 or 2.6.2, as applicable, Developer will make a payment to the City (a "Guaranty Payment"), calculated by subtracting the assessed value of the completed Phase from the amount set forth in either Section 2.6.1 or 2.6.2, as applicable, and multiplying the difference by the mill rate for all taxing jurisdictions established for the then-current year for the District, with the product being due and payable by Developer to the City on or before July 31 of the following year. So long as Developer makes any required Guaranty Payment, the failure of the Project's assessed value to equal the amounts set forth in Section 2.6 shall not be deemed a default hereunder.

### **ARTICLE III. CITY OBLIGATIONS**

- 3.1 The City shall cooperate with Developer throughout the Project and shall promptly review and/or process all submissions and applications in accordance with applicable City ordinances.
- 3.2 Condition Precedent for City Obligation. The performance obligations under this agreement by the City shall be conditioned upon the approval of a Project Plan Amendment of the District by the Joint Review Board. Said amendment would permit the City of Menasha to grant Developer Incentives through the new Tax Increment that is created by the Project.
- 3.3 City Performance Incentive. Subject to all of the terms, covenants and conditions of this Agreement and applicable provisions of law, and as an inducement by the City to Developer to carry out the Project, the City will provide payment to Developer solely from future Tax Increments created from the Project (derived from both real and personal property) to assist with Developer's Project Costs. The City's total Performance Incentive of Tax Increment created by the Project to the Developer shall not exceed the lesser of \$2,400,000.00 in Phase I and \$1,000,000.00 in Phase II, or twenty percent (20%) of the total equalized value of the real and personal property as of January 1 of the year in which each Phase of the Project is fully assessed, but no later than January 1, 2024. No incentive shall be due upon Phase II unless the Developer meets its obligations described under Section 2.4.2.

The City's Performance Incentive will be paid to Developer as follows:

- 3.3.1 As the sole source for payment of the City's Performance Incentive, the City agrees to pay the Developer annually the Available Tax Increment defined in Article I as an amount equal to ninety-five percent (95%) of the Tax Increment Revenue attributable to, and actually received from, the Property during the calendar year.
- 3.3.2 Payments under this Agreement shall be due in annual installments on November 1 of the calendar year following the first year in which there is a certificate of occupancy issued for at least one (1) building within the Project and continuing on each November 1 thereafter for a period of time described in Section 2.1.
- 3.3.3 For any portion of the Project which is partially assessed as a result of improvements constructed as of January 1 in any year, but for which a certificate of occupancy has not yet been issued by the same January 1, the Available Tax Increment associated with such partial assessment shall be reserved by the City and paid to Developer with the next installment of the City Performance Incentive following the issuance of a certificate of occupancy for the portion of the Project in question. Exhibit D sets forth a sample calculation illustrating the operation of this Section 3.3.3.

- 3.3.4 The City's Performance Incentive shall be a special and limited obligation of the City and not a general obligation. The City may prepay the City's Performance Incentive, in its sole discretion, at any time, with no prepayment penalty.
- 3.4 This Agreement fully evidence the City's obligation to pay the City's Performance Incentive. No separate instrument will be prepared to evidence the City's obligation to pay the City's Performance Incentive. The City's Performance Incentive shall not be included in the computation of the City's statutory debt limitations because the City's Performance Incentive is limited and conditional and no taxes will be levied or pledged for its payment. Nothing in this Agreement shall be deemed to change the nature of the City's obligation from a limited and conditional obligation to a general obligation.
- 3.5 The City covenants to Developer that until the City's Performance Incentive thereon has been paid in full, the City shall not close the District prior to its statutory expiration date, May 16, 2031.
- 3.6 The City shall, upon Developer's request, provide to Developer an accounting of the status of the District attributable to the Project including, but not limited to, the outstanding principal balance of the City's Performance Incentive and annual Tax Increments received from the Project.
- 3.7 Developer hereby acknowledges that, as a result of the special and limited nature of the City's obligation to pay the City's Performance Incentive depends on factors including, but not limited to, future mill rates, changes in the assessed value of the Property, failure of the Property to generate the Tax Increments at the rate expected by Developer, reduction in Tax Increments caused by revenue-sharing, changes in the Tax Increment Law, and other factors beyond the City's and/or Developer's control.

#### **ARTICLE IV. APPROVALS AND DEVELOPMENT STANDARDS**

- 4.1 Developer Approval of Public Bodies. The Developer will obtain from the City and all other appropriate governmental bodies (and all other councils, boards, and parties having a right to control, permit, approve, or consent to the development and use of the Properties) all approvals and consents necessary for the City to approve the development of the Properties, and any other approvals necessary to utilize the Properties for the Project.
- 4.2 Acceptance of Agreement. The acceptance of this Agreement and granting of any and all approvals, licenses, and permits by the City will not obligate the City to grant any additional approvals, including, but not limited to, variances, exceptions, or conditional use permits, or approve any building or use the City determines not to be in compliance with the applicable municipal codes and ordinances of the City. The City agrees to work in good faith, promptly, and diligently in connection with the issuance or grant of all such approvals, consents, permits, certificates, and any other documents as may be necessary or desirable in connection with the development, utilization, and operation of the Properties and to act reasonably and expeditiously and in cooperation with the Developer in connection therewith; it being understood and agreed that this provision is not intended to limit the rights of the City as more particularly set forth above or in Article VII below.
- 4.3 Development Requirements. The Developer will use the Property for the Project and in accordance with the provisions of this Agreement, and all other applicable federal, state, county, and City laws and regulations.

- 4.4 **Tax Exemption Forbearance.** The Developer acknowledges that the City is relying upon the Developer's real and personal property taxes to generate Tax Increment, as a result, throughout the term of the District, the Developer agrees that commencing with the first calendar year in which the Project is fully assessed, neither the Developer nor any existing or future Affiliate or related entity of the Developer (collectively, "Developer Affiliates") will pursue, assist, support, or be involved in any federal, state, or local, judicial, legislative, or regulatory action or process that seeks, directly or indirectly, to prohibit, set aside, or limit the taxability of all or any portion of the Property on any basis whatsoever, and the Developer for itself and on behalf of the Developer Affiliates, and each of their respective successors in interest, waives any and all rights thereto for said District period. In addition, during the period of time that commences upon the date of this Agreement and terminates at the end of the District, neither the Property, the Project nor any part thereof or interest therein will be sold, transferred, leased, assigned, gifted, owned, used, or conveyed in any way to any person, partnership, organization, or entity that is all or partially exempt from federal, State of Wisconsin, or local real or personal property taxes, without the express prior consent of the City, which such consent may be withheld in the City's sole and absolute discretion (collectively, the "Restrictive Covenant"). This Restrictive Covenant will permit the City to have enforcement rights. Notwithstanding anything to the contrary contained herein, the Restrictive Covenant will automatically terminate upon the conclusion of the District.

#### **ARTICLE V. WARRANTIES AND REPRESENTATIONS**

- 5.1 The Developer hereby warrants, represents, and covenants to the City:
- 5.1.1 The Developer will construct the Project substantially as presented to the Common Council on March 16, 2020.
  - 5.1.2 The Developer is a duly organized and existing limited liability company in the State of Wisconsin and authorized to transact business in the State of Wisconsin.
  - 5.1.3 The execution, delivery, and performance of this Agreement and the consummation of the transactions contemplated hereby have been duly authorized and approved by the Developer, and no other or further acts or proceedings of the Developer or its shareholders, directors, or officers are necessary to authorize and approve the execution, delivery, and performance of this Agreement, and the matters contemplated hereby. This Agreement, the exhibits, documents, and instruments associated herewith and made a part hereof, have, if applicable, been duly executed and delivered by the Developer and constitute the legal, valid, and binding agreement and obligation of the Developer, enforceable against the Developer in accordance with their respective terms, except as the enforceability thereof may be limited by applicable bankruptcy, insolvency, reorganization, or other similar laws affecting the enforcement of creditors' rights generally, and by general equitable principles.
  - 5.1.4 There are no lawsuits filed or, to the knowledge of the Developer, pending or threatened against the Developer or affiliates that may in any material way jeopardize the ability of the Developer to perform its obligations hereunder.
  - 5.1.5 The Developer will provide, prior to execution of this Agreement, a (i) a certificate of good standing/current status issued by the appropriate government agency of the state of the Developer's organization, and (ii) certificate of incumbency and resolutions of the corporation which provide for who is authorized to sign on behalf of the Developer and

that the Developer is duly authorized to enter into this Agreement and undertake all of the obligations under this Agreement together with all other agreements, documents, and contracts required to be executed in connection with the transactions arising out of this Agreement.

- 5.1.6 The Developer warrants that the property will not become tax exempt upon the transfer of property. The Developer guarantees it shall include a deed restriction to the title on any property transfer that the property shall not be sold to a nonprofit and become tax exempt – should the property become tax exempt, the owner shall make an annual payment in lieu of taxes (PILOT) to the City of Menasha, in an amount equal to the value of the property multiplied by the tax rate, unless another amount is agreed to between the owner and the City of Menasha. The Deed restriction shall be effective for the length of time the District is open.
- 5.2 The City hereby warrants and represents to the Developer that:
  - 5.2.1 Subject to the approval of City Common Council, the execution and delivery of this Agreement has been duly authorized and approved by the City, and no other or further acts or proceedings of the City or its officials are necessary to authorize and approve the execution and delivery of this Agreement. This Agreement, the exhibits, documents, and instruments associated herewith and made a part hereof, have, if applicable, been duly executed and delivered by the City and constitute the legal, valid, and binding agreement and obligation of the City, enforceable against the City in accordance with their respective terms, except as the enforceability thereof may be limited by applicable law.

#### **ARTICLE VI. DEVELOPER EVENT OF DEFAULT**

- 6.1 Event of Default. An "Event of Default" is any of the following:
  - 6.1.1 Failure to Construct the Project. Subject to the terms of this Agreement, the Developer fails to construct and complete the Project consistent with Article I and II; or
  - 6.1.2 Taxes. The Developer fails to pay any real or personal property tax, any required Guaranty Payment, or any special assessment levied or imposed by the State, County, or City against all or any portion of the Properties then owned by the Developer before they are delinquent, and in any event within Sixty (60) days after written notice from the City of such failure; provided that the Developer shall have the right to contest the same in accordance with applicable law; or
  - 6.1.3 Tax Exemption. All or any portion of the Properties becomes tax exempt; or
  - 6.1.4 Breach of Agreement. The Developer breaches any provision of this Agreement or its obligations under this Agreement; provided, however, that written notice of the breach has been given to the Developer and the Developer has failed to cure such breach within thirty (30) days.
- 6.2 City Options upon Event of Default. Whenever an Event of Default occurs, under Section 6.1, the City may take one or more of the following actions, in the City's sole and absolute discretion:
  - 6.2.1 Suspend or terminate the performance of any and/or all of its undertakings and obligations under this Agreement, including, but not limited to, making any further payments under this Agreement during the pendency of the Event of Default.
  - 6.2.2 Take any action, including legal or administrative action, at law or in equity, which may appear necessary or desirable to the City to enforce performance and observance of any obligation, agreement, or covenant of the Developer under this Agreement or to seek

remedy for its breach. Such rights and remedies will not be exclusive of any other remedy or remedies, and such rights and remedies will be cumulative and will be in addition to every other right and remedy given under this agreement or now or hereafter existing at law or in equity or by statute.

- 6.3 Delay in Exercise of Rights Not Waiver. No delay or omission to exercise any right or power accruing to the City or the Developer upon any default by the other party will impair any such right or power or will be construed to be a waiver thereof, but any such right and power may be exercised from time to time and as often as may be deemed expedient as long as the default is continuing.
- 6.4 Written Waiver Required. In the event this Agreement is breached by either party and such breach is expressly waived in writing by the other party, such waiver will be limited to the particular breach so waived and will not be deemed to waive any other concurrent, previous, or subsequent breach hereunder. A party's acquiescence in not enforcing any portion of this Agreement will not provide a basis for the application of estoppel or other like defense or otherwise constitute waiver. Any waiver of any provision of this Agreement by the City must be expressed and in writing.
- 6.5 Compensation for Costs of Breach. Whenever there is an Event of Default by the Developer hereunder, and the City employs attorneys or incurs other expenses for the collection of payment due or to become due for the enforcement or performance or observance of any obligation or agreement on the part of the Developer contained in this Agreement, the Developer will, on claim thereof, pay to the City the reasonable fees of such attorneys and such other reasonable expenses incurred by the City.

#### **ARTICLE VII. MISCELLANEOUS PROVISIONS**

- 7.1 Incorporation of Attachments. All exhibits and other documents attached hereto or referred to herein are hereby incorporated in and shall become a part of this Agreement.
- 7.2 Term. Unless terminated under ARTICLE VI, above, the term of this Agreement shall begin as of the Effective Date and shall continue until May 16, 2031, unless terminated earlier in accordance with the termination by the City of the District in accordance with the Tax Increment Law.
- 7.3 Restriction on Assignment of Agreement.
- 7.3.1 Agreement/Transfer of Properties. The rights, duties, and obligations of the Developer of this Agreement may not be assigned by the Developer without the written consent of the City to the assignment. Furthermore, except for the 8-unit condominium building on Parcel 7-01700-03 that are to be sold as owner-occupied villas, the Developer shall not sell, assign, or transfer all or any portions of the Properties through the life of the District without the written consent of the City to the transfer, which will not be unreasonably withheld.
- 7.3.2 Notwithstanding the foregoing, Developer may convey the property upon which the 8-unit condominium building is to be located to a third party for the purpose of developing the 8-unit condominium building in accordance with the requirements of this Agreement.
- 7.4 Force Majeure. A party will be excused from its obligations under this Agreement if and to the extent and during such time as the party is unable to perform its obligations or is delayed in doing so due to events or conditions outside of the party's reasonable control (each a "Force

Majeure Event") based solely upon acts of God, war, fire, or other casualty, riot, civil unrest, extreme weather conditions, pandemic, terrorism, strikes, and labor disputes. Upon the occurrence of a Force Majeure Event, the party incurring such Force Majeure Event will promptly give notice to the other party, thereafter the parties shall meet and confer in good faith in order to identify a cure of the condition affecting its performance as expeditiously as possible.

- 7.5 Law Applicable. This Agreement will be construed in accordance with the internal laws of the State of Wisconsin.
- 7.6 Financial Burden. The parties acknowledge the Project will require substantial financial resources. Each party is willing and prepared to perform its obligations hereunder, recognizing that each must begin and continue its performance under this Agreement without absolute assurance all approvals necessary to the Project will be granted.
- 7.7 Originals and Counterparts. This Agreement may be executed in any number of counterparts, each of which will be deemed to be an original.
- 7.8 Delivery of Notices. Any notice required hereunder will be given in writing, signed by the party giving notice, personally delivered, mailed by certified or registered mail, return receipt requested, sent by overnight delivery service, emailed or faxed to the parties respective addresses as follows, provided any notice given by facsimile is also given by one of the other methods:

To the City:                      City of Menasha  
   Attention: Mayor  
   100 Main Street, Suite 200  
   Menasha, WI 54952  
   Email: [dmerkes@ci.menasha.wi.us](mailto:dmerkes@ci.menasha.wi.us)  
   Fax: 920-967-5272

With a copy to:                City Attorney  
   City of Menasha  
   100 Main Street, Suite 200  
   Menasha, WI 54952  
   Email: [pcaptain@ci.menasha.wi.us](mailto:pcaptain@ci.menasha.wi.us)  
   Fax: 920-967-5273

To FORE:                        Lakeshore Ridge Apartments LLC  
   Attn: Paul Klister  
   100 West Lawrence Street, Suite 214  
   Appleton, WI 54911  
   Email: [pklister@commercialhorizons.com](mailto:pklister@commercialhorizons.com)  
   Fax:

With a copy to:                Michael Lokensgard  
   Godfrey & Kahn, S.C.  
   100 West Lawrence Street  
   Appleton, WI 54911

Email: mlokensgard@gklaw.com

Fax: 920-830-3530

Notice will be deemed given upon personal delivery, the first business day after certification or registration, the first business day after deposit with the overnight delivery service, and upon acknowledgement of receipt by facsimile or electronic mail (provided notice is promptly sent by one of the other methods). Either party may change the address to which notice must be given by delivery of written notice to the other party in accordance with this Section 7.8.

- 7.9 Severance. If any portion of this Agreement is deemed invalid or unenforceable by a court of competent jurisdiction, then the remainder of this Agreement will remain in full force and effect and enforceable to the fullest extent permitted by law.
- 7.10 Third Parties. This Agreement is made for the exclusive benefit of the parties hereto, and their permitted assignees (as set forth in Section 7.8), and is not for the benefit of any other persons, as third party beneficiaries or otherwise, and this Agreement will not be deemed to have conferred any rights, expressed or implied, upon any other party, except as set forth in Section 7.5.
- 7.11 Time of the Essence. Time is deemed to be of the essence with regard to all dates and time periods set forth herein and incorporated herein.
- 7.12 Neutral Construction. This Agreement is the result of a negotiated agreement by the parties and prior to the execution of this Agreement each party had sufficient opportunity to have review of the document by legal counsel. Nothing in this Agreement will be construed more strictly for or against either party because that party's attorney drafted this Agreement or any portion thereof or attachment hereto.
- 7.13 No Partnership. This Agreement specifically does not create any partnership or joint venture between the parties, or render any party liable for any debts or obligations of the other party.
- 7.14 Recording of Agreement. Either party may record this Agreement.
- 7.15 The Developer's Obligations Run with the Land. The Developer's obligations under this Agreement and all consents, obligations, waivers, restrictions, and other requirements of the Developer as set forth in this Agreement, will be deemed to be covenants running with the land and will be binding upon the Properties and the successors, assigns, and other transferees of the Developer.

[Signatures on following pages]



IN WITNESS WHEREOF, the parties have caused this AGREEMENT to be signed as of the date stated in the first paragraph of this AGREEMENT.

**DEVELOPER:**

**LAKESHORE RIDGE APARTMENTS LLC, A WISCONSIN  
LIMITED LIABILITY COMPANY**

By: 

Paul Klister, Member

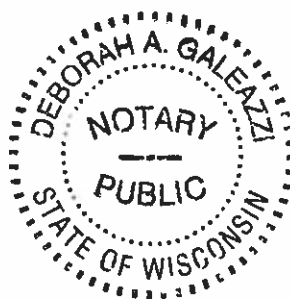
State of Wisconsin )

County of Winnebago )

On May 26, 2020 before me, Deborah A. Galeazzi, Notary Public  
Date Here Insert Name of the Officer

Personally Appeared Paul Klister  
Name(s) of Signer(s)

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.



I certify under PENALTY OF PERJURY under the laws of the State of Wisconsin that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature Deborah A. Galeazzi  
Signature of Notary Public  
Exp: 9-11-2020

**CITY OF MENASHA, Wisconsin:**

**CITY OF MENASHA**

By: \_\_\_\_\_

City Mayor

**CITY OF MENASHA**

By: \_\_\_\_\_

City Clerk

Approved as to form:

**CITY OF MENASHA**

By: \_\_\_\_\_

City Attorney

State of Wisconsin )

County of Winnebago )

On May 26, 2020 before me, Pamela A. Captain, Notary Public  
Date Here Insert Name of the Officer

Personally Appeared Donald Merkes and Deborah A. Galeazzi  
Name(s) of Signer(s)

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of Wisconsin that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature \_\_\_\_\_

Pamela A. Captain

Signature of Notary Public

SBN: 1023192

**EXHIBIT A**  
**LEGAL DESCRIPTION**

**600 Lake Park Road (Parcel 7-01700-03)**

Lot Three (3), LAKE PARK VILLAS, City of Menasha, Calumet County, Wisconsin

**620 Lake Park Road (Parcel 7-01700-04)**

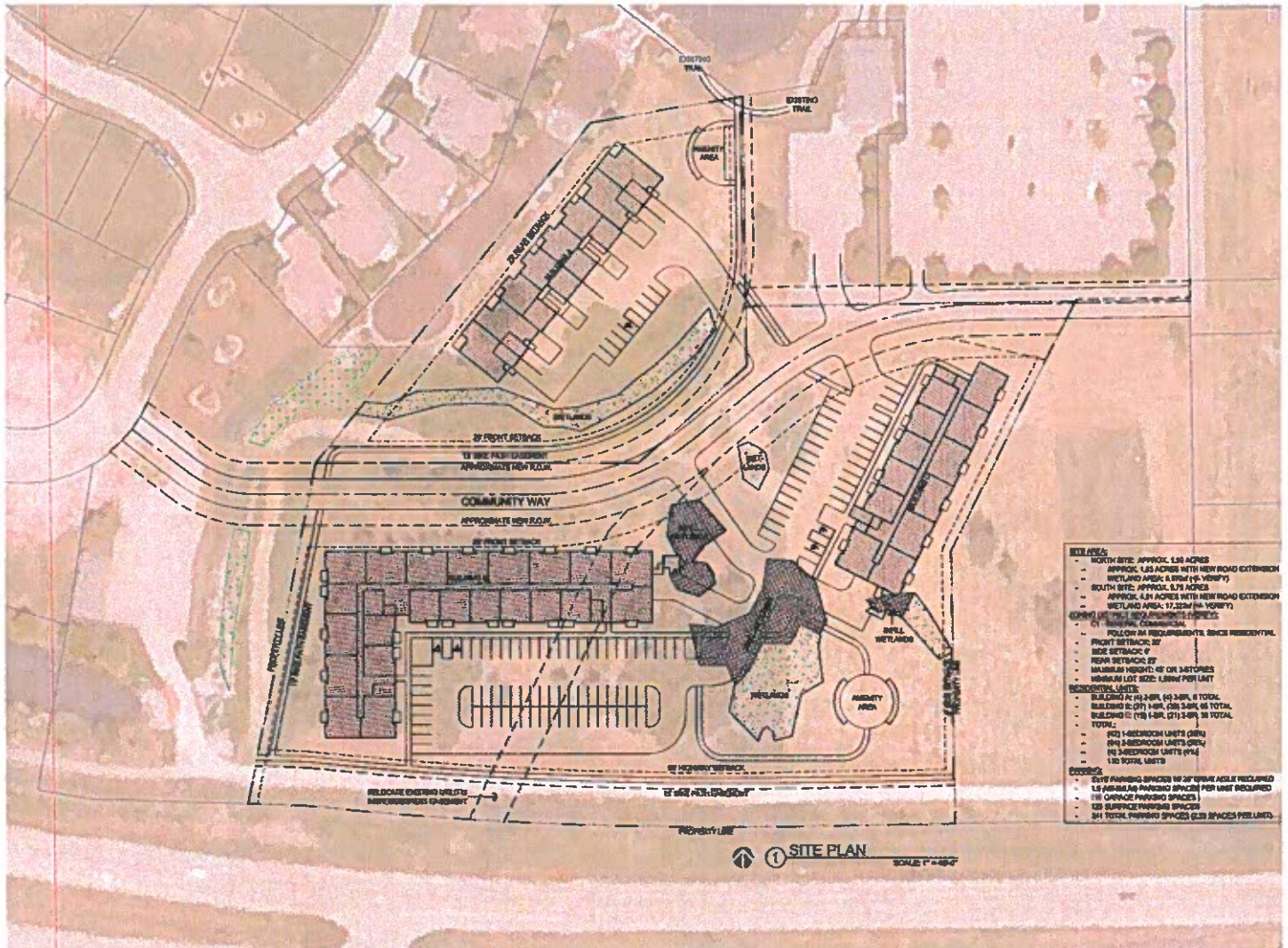
Lot Four (4), LAKE PARK VILLAS, City of Menasha, Calumet County, Wisconsin

# LAKE PARK & HWY 10 MENASHA WI



PRESENTED BY:

**FOR**  
DEVELOPMENT • INVESTMENT GROUP







\*Representative images

## Project Overview:

- Multi phased development consisting of one "8 unit" condo property and two market rate, for rent apartment buildings.
  - **PHASE 1: Creating a total of \$10M-\$12M of new increment**
  - **PHASE 2: Creating a total of \$6M - \$8M of additional increment**
- Storm water will be handled via simple ponds / natural run-off (no underground storm water)
- Will accommodate and design according to neighboring architectural quality or beyond.

## • APARTMENTS

### **66-unit building / 105,400sf total GSF (Phase 1)**

- Cost range of \$110/sf - \$120/sf

### **36-unit building / 56,280sf total GSF (Phase 2)**

- Cost range of \$120/sf - \$130/sf
- *Indoor/Underground parking*
- *Elevated Buildings*
- *High end design & finishes*
- *Adaptable and integrated amenity spaces for residents*

## • CONDOS

### **8-unit building / 14,400 total GSF (Phase 1)**

- Eight units comprised of four single story "2" bedroom units with walk out basements and four multi story "3" bedroom units with walk out basements.
- Attached single/two car garages
- High end design & finishes

EXHIBIT C  
ESTIMATED PAYMENT SCHEDULE

Projected Revenues			Dev. Incentive			
Year	Tax Inc.	Total Rev.	Perf. Inc (95%)		Accum. Dev Inc.	Payment
2019		\$ -				
2020		\$ -				
2021	\$ (11,833.63)	\$ (11,833.63)			\$ -	Nov. 1, 2021
2022	\$ 37,826.36	\$ 37,826.36			\$ -	Nov. 1, 2022
2023	\$ 280,564.62	\$ 280,564.62	1*	\$ 316,499.67	\$ 316,499.67	Nov. 1, 2023
2024	\$ 404,550.27	\$ 404,550.27	2	\$ 384,322.76	\$ 700,822.43	Nov. 1, 2024
2025	\$ 408,595.77	\$ 408,595.77	3	\$ 388,165.99	\$ 1,088,988.41	Nov. 1, 2025
2026	\$ 412,681.73	\$ 412,681.73	4	\$ 392,047.64	\$ 1,481,036.06	Nov. 1, 2026
2027	\$ 416,808.55	\$ 416,808.55	5	\$ 395,968.12	\$ 1,877,004.18	Nov. 1, 2027
2028	\$ 420,976.63	\$ 420,976.63	6	\$ 399,927.80	\$ 2,276,931.98	Nov. 1, 2028
2029	\$ 425,186.40	\$ 425,186.40	7	\$ 403,927.08	\$ 2,680,859.06	Nov. 1, 2029
2030	\$ 429,438.26	\$ 429,438.26	8	\$ 407,966.35	\$ 3,088,825.41	Nov. 1, 2030
2031	\$ 433,732.65	\$ 433,732.65	9	\$ 412,046.01	\$ 3,500,871.43	May. 16, 2031
Total	\$ 3,658,527.63	\$ 3,658,527.63		\$ 3,500,871.43		
				21.13%		

Notes:

1. Performance Incentive based upon 95% of additional tax Increment
  2. Maximum Accumulative Performance Incentive \$3.4m or 20% of value as of 1/1/24
  3. Projected Revenues based upon an estimated end value of \$12M in phase I and and additional \$5M in phase II.
- \*First year payment includes available increment from estimated partial assessment on 1/1/21 of \$2M

## **EXHIBIT D**

### **Treatment of Partial Assessments**

#### **Assumptions**

- Project construction commences October 1, 2020, The Property's based value is \$434,900.
- As of January 1, 2021, City assesses partially – completed improvements at \$2mm.
- 2021 tax bill issues (\$22.25 mil rate), includes tax increment in the amount of \$44,500.
- CO issued for first building on July 1, 2021.
- As of January 1, 2022, first building assessed at \$12mm.
- 2022 tax bill includes tax increment in the amount of \$267,000.

#### **Incentive Calculation**

1. City will reserve \$42,275 of Available Tax Increment generated by Developer's payment of 2021 taxes in 2022 ( $\$45,500 * 0.95$ ).
2. Project will create \$253,650 of Available Tax Increment based on 2022 tax bill ( $\$267,000 * 0.95$ ).
3. Assuming Developer's timely payment of 2021 and 2022 real estate taxes, Developer will receive a City Performance Incentive payment of \$309,275 on November 1, 2023 ( $\$45,275 + \$253,650$ ).

### **Illustration Of Guaranty Payment**

#### **Assumptions**

- **Project commenced October 1, 2020.**
- **Phase 1 completed July 1, 2021. Project Costs spent total \$11,000,000.**
- **City assessment of Phase 1 improvements totals \$9,000,000 as of January 1, 2022.**
- **Land value left out of illustration for simplicity**

#### **Guaranty Calculation**

1. **Taxes attributable to Phase 1 improvements total \$200,250 ( $\$9\text{MM} * .02225$ )**
2. **Minimum assessment for Phase 1 improvements is \$10MM**
3. **Guaranty Payment is \$22,500 ( $(\$10\text{MM} - \$9\text{MM}) * .02225$ )**
4. **Total incentive payment to Developer on November 1, 2023 is \$214,225 ( $(\$200,250 + \$22,500) * 0.95$ )**

22183756.5



SHEET REFERENCE NOTES

- A. REFER TO SHEET A001 FOR PROJECT SYMBOLS AND PROJECT NOTES  
B. REFER TO SHEET A002 FOR DOOR TYPES  
C. REFER TO SHEET A003 FOR WALL TYPES  
D. REFER TO SHEET A001 FOR PROJECT FINISHES  
E. REFER TO SHEET A002 FOR FIXTURE SCHEDULES  
F. REFER TO SHEET A002 FOR EQUIPMENT AND FURNISHING SCHEDULE

GENERAL PLAN NOTES

- A. COMPLY WITH CODES, LAWS, ORDINANCES, RULES OF AUTHORITIES HAVING JURISDICTION.  
B. GENERAL CONTRACTOR TO OBTAIN AND PAY FOR ALL PERMITS AND INSPECTIONS AS REQUIRED BY THE AUTHORITY HAVING JURISDICTION.  
C. DO NOT SCALE THE DRAWINGS. WRITTEN DIMENSIONS OR NOTES SHALL GOVERN. AND IF THERE ARE ANY MISSING DIMENSIONS OR DISCREPANCIES, IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO CONSULT THE ARCHITECT BEFORE PERFORMING ANY WORK IN QUESTION.  
D. THE NOTE 'ALIGN' WILL SUPERSEDE ANY DIMENSIONAL NOTE AND IF THERE IS A DISCREPANCY, THE CONTRACTOR SHOULD CONSULT THE ARCHITECT.  
E. IF THERE ARE ANY CONFLICTS BETWEEN FLOOR PLAN AND INTERIOR DETAILS AND ELEVATIONS, GENERAL CONTRACTOR TO CONSULT THE ARCHITECT.  
F. UNLESS NOTED OTHERWISE, ALL INTERIOR UNIT WALLS ARE TYPE 'P4'.  
G. CONTRACTOR TO PROVIDE A COMPLETE AND THOROUGH CLEANING FOR THE ENTIRE PROJECT PRIOR TO PUNCHLIST WALK-THRU.  
H. SEAL ALL PENETRATIONS IN DRYWALL MEMBRANES BETWEEN UNITS, ON BOTH SIDES, AND FLOORS W/ ACOUSTICAL SEALANT. TYPICAL PENETRATIONS INCLUDE ELECTRICAL BOXES, LIGHT SWITCHES, EXHAUST VENTS, LIGHT FIXTURES, DRYER VENTS, ETC.  
I. PROVIDE FIRE RATED SEALANT AT ALL FIRE RATED PARTITIONS THAT ARE PENETRATED.  
J. ALL UNITS SHALL COMPLY WITH WISCONSIN 2015 IBC CODE CHAPTER 11 (ACCESSIBILITY), APPLICABLE PROVISIONS OF ANSI A117.1, AND THE ACCESSIBILITY REQUIREMENTS OF THE FAIR HOUSING GUIDELINES. ALL FIRST FLOOR LIVING UNITS ARE 'ADA TYPE-B' UNITS.  
K. GENERAL CONTRACTOR TO PROVIDE THE NECESSARY CONCEALED BLOCKING AS INDICATED FOR FUTURE GRAB BARS IN ALL UNITS.  
L. GENERAL CONTRACTOR TO VERIFY THE ROUGH OPENING FOR ALL SELECTED TUB/SHOWER UNITS BEFORE CONSTRUCTION.  
M. GENERAL CONTRACTOR TO COORDINATE ALL APPLIANCE CLEARANCE/ REQUIREMENTS BEFORE WALL CONSTRUCTION.  
N. ALL WALLS ARE DIMENSIONED TO FACE OF STUD (INTERIOR WALLS) OR FACE OF SHEATHING/MASONRY/CONCRETE (EXTERIOR WALLS).  
P. MOISTURE RESISTANT GWB AT ALL RESTROOM AND GARAGE WALLS  
Q. MECHANICAL ROOM/CLOSET SIZES TO BE CONFIRMED BY DESIGN/BUILD MECHANICAL/ELECTRICAL/PLUMBING CONTRACTORS PRIOR TO CONSTRUCTION.  
R. SEE 6/A500 & 11/A801 FOR UNIT SEPARATION AT FLOOR/CLG (SIM.)

FLOOR PLAN KEYNOTES

- 1 FIRE DEPARTMENT KNOX BOX (G.C. TO VERIFY LOCATION WITH FIRE MARSHAL)  
2 PROPOSED ELECTRIC/GAS METER LOCATION (BY DESIGN/BUILD MECHANICAL/ELECTRICAL CONTRACTORS) - COORDINATE LOCATION WITH CIVIL  
3 INSULATE ALL SPRINKLER ROOM SURROUNDING WALLS/CEILING (R-21 MINIMUM). G.C. TO VERIFY SPRINKLER ROOM SIZE IS ADEQUATE WITH DESIGN/BUILD PLUMBING/FIRE PROTECTION CONTRACTORS PRIOR TO CONSTRUCTION AND NOTIFY ARCHITECT OF ANY ISSUES.  
4 SITE RETAINING WALL (SEE STRUCTURAL & CIVIL) WITH GUARDRAIL AT ENTIRE LENGTH  
5 ADA-COMPLIANT SITE ACCESS REQUIRED TO ALL MAIN ENTRY DOORS (1:20 MAXIMUM WALKWAY SLOPE, 1:18 MAXIMUM WALKWAY SLOPE, WITHIN 60" OF DOOR, 1:48 MAXIMUM CROSS-SLOPE, ADA-COMPLIANT DOOR CLEARANCES, ADA-COMPLIANT DOOR THRESHOLDS, NO STEPS) - COORDINATE WITH CIVIL



PURE architecture studio, llc  
735 N Water Street, Suite 1228  
Milwaukee, WI 53202  
www.pure-arch.com

CONSULTANTS

PROJECT

LAKE PARK  
CONDOS

Community Way  
Menasha, WI

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OWNER

LAKE PARK  
MENASHA LLC

REVISIONS

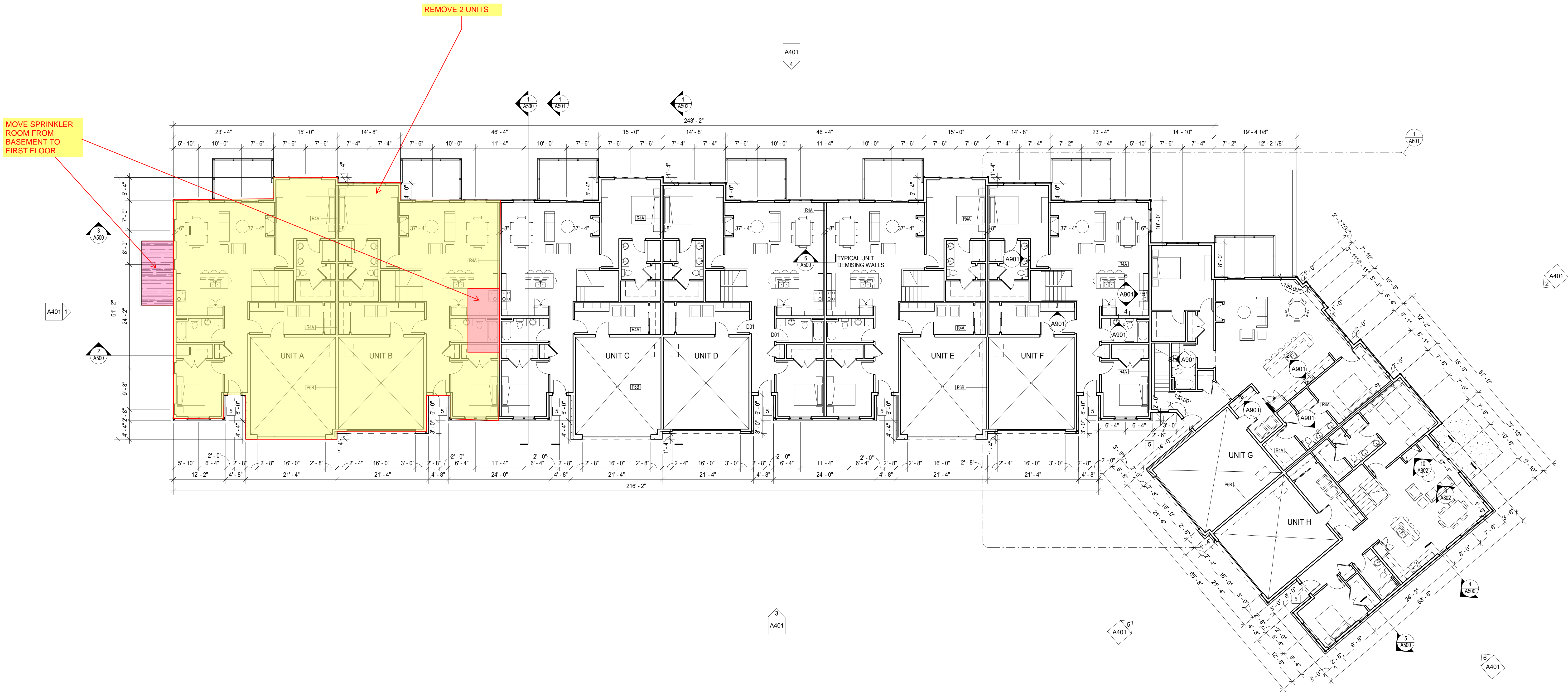
INFORMATION

PROJECT ARCHITECT	PA
PROJECT MANAGER	
PROJECT NUMBER	20106
ISSUED FOR	BID/PERMIT/CONSTRUCTION
DATE	07.02.2021

SHEET

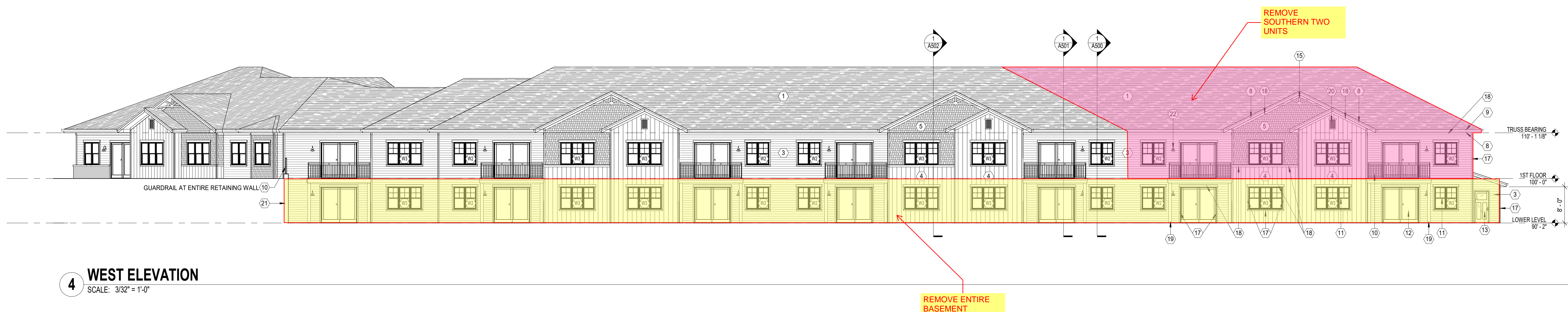
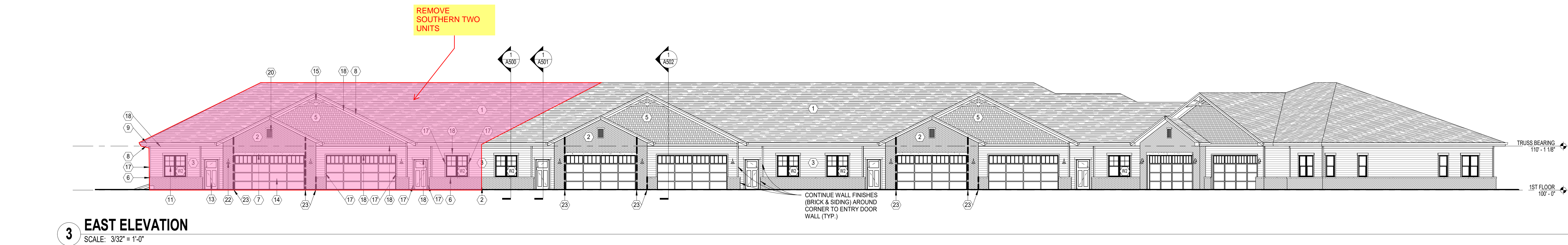
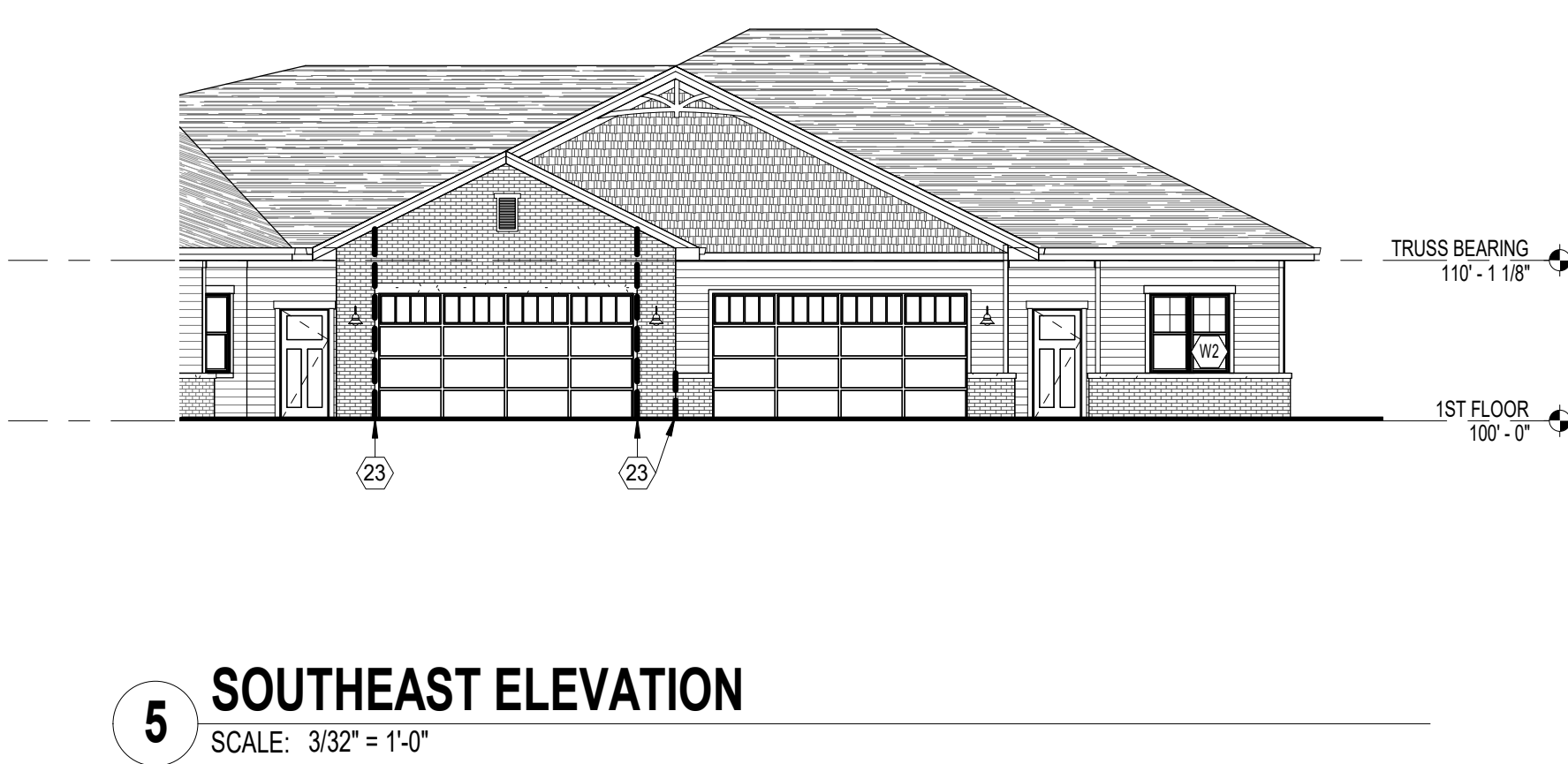
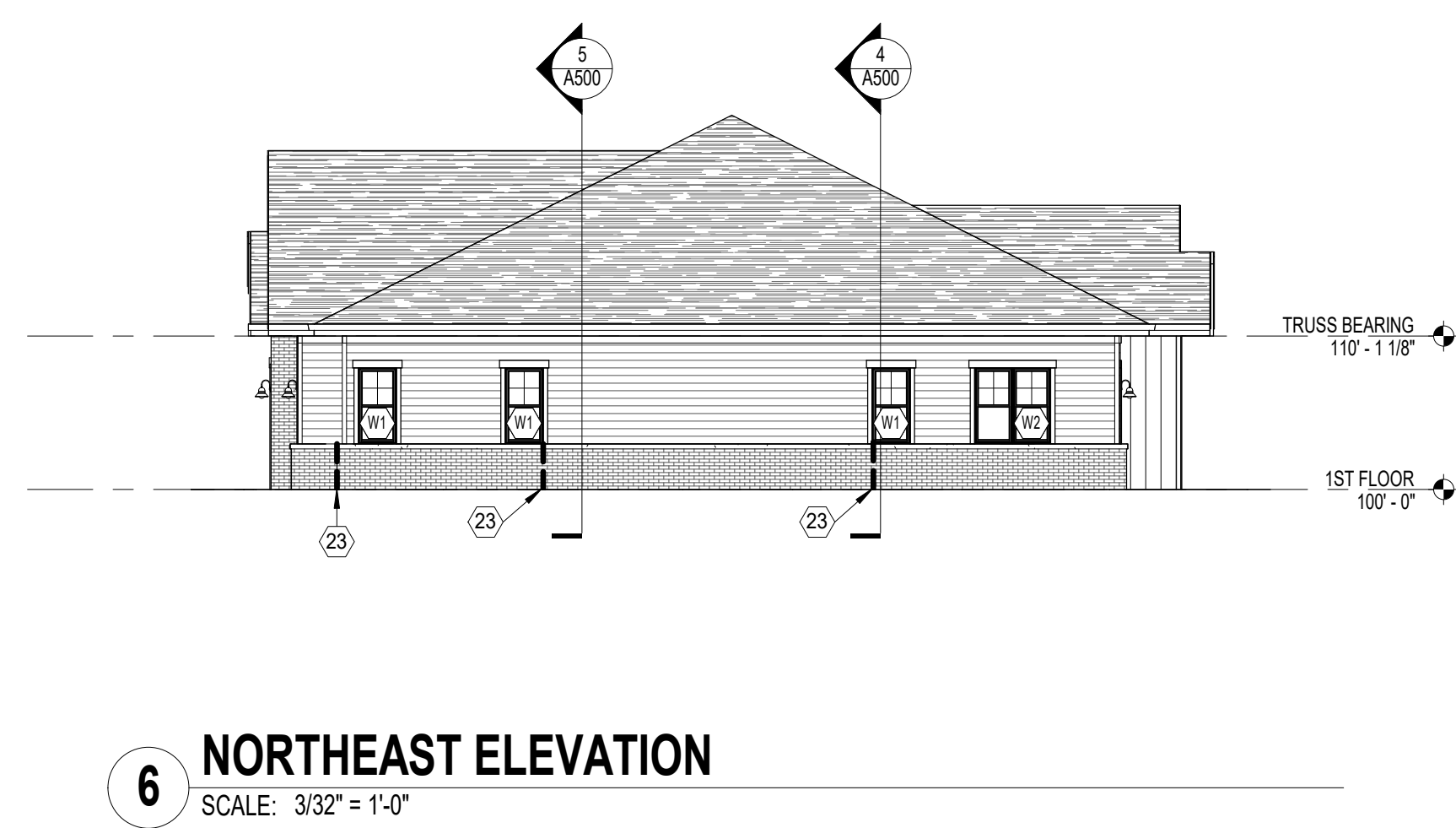
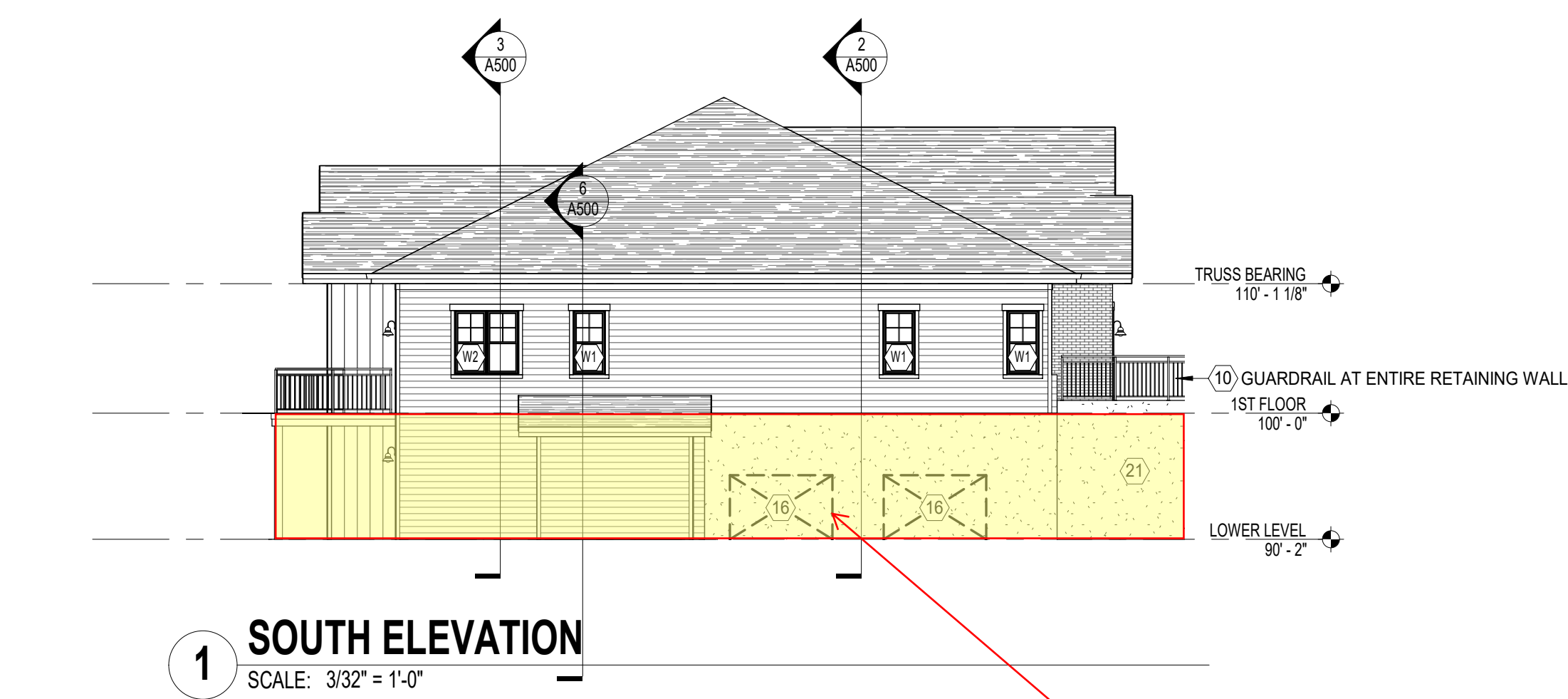
1ST FLOOR PLAN

A101



1ST FLOOR PLAN  
SCALE: 3/32" = 1'-0"





SHEET REFERENCE NOTES	
A.	REFER TO SHEET A001 FOR PROJECT SYMBOLS AND PROJECT NOTES
B.	REFER TO SHEET A002 FOR DOOR TYPES
C.	REFER TO SHEET A003 FOR WALL TYPES
D.	REFER TO SHEET A001 FOR PROJECT FINISHES
E.	REFER TO SHEET A002 FOR FIXTURE SCHEDULES
F.	REFER TO SHEET A002 FOR EQUIPMENT AND FURNISHING SCHEDULE

ELEVATION KEYNOTES	
(1)	DIMENSIONAL ASPHALT SHINGLE ROOFING (RF1)
(2)	BRICK VENEER (BR1)
(3)	LAP SIDING (CM1)
(4)	BOARD & BATTEN SIDING (CM2)
(5)	SHAKE/SHINGLE SIDING (CM3)
(6)	PRECAST/STONE SILLBAND (ECN1)
(7)	PRECAST/STONE LINTEL (ECN2)
(8)	PREFINISHED ALUMINUM FASCIA/SOFFIT (AM3)
(9)	PREFINISHED ALUMINUM GUTTER (AM2)
(10)	PREFINISHED ALUMINUM GUARDRAIL WITH CORNER POSTS (AM1)
(11)	WINDOW SYSTEM (FW1)
(12)	SLIDING PATIO DOOR SYSTEM (FW1)
(13)	INSULATED ENTRY DOOR SYSTEM (ED1)
(14)	PREFINISHED METAL INSULATED OVERHEAD DOOR (OHD1)
(15)	DECORATIVE GABLE BRACKET (GB1)
(16)	PROPOSED GASELECTRIC METER LOCATION (VERIFY W/ DESIGNBUILD MEP CONTRACTORS & CIVIL ENGINEER)
(17)	5/4x4 PREFINISHED COMPOSITE TRIM BOARD (CM4)
(18)	5/4x6 PREFINISHED COMPOSITE TRIM BOARD (CM5)
(19)	PRESSURE TREATED WOOD POST (SEE STRUCTURAL) WRAPPED WITH 5/4x COMPOSITE TRIM BOARDS
(20)	DECORATIVE GABLE VENT
(21)	RETAINING WALL (SEE CIVIL & STRUCTURAL)
(22)	DECORATIVE LIGHT FIXTURE (BY DESIGNBUILD ELECTRICAL CONTRACTOR)
(23)	MASONRY VENEER CONTROL JOINT (SEE 1/A802)

PA

STUDIO

PURE architecture studio, llc

PURE architecture studio, llc

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Milwaukee, WI 53202

www.pure-arch.com

## CONSULTANTS

## PROJECT

### LAKE PARK CONDOS

Community Way  
Menasha, WI

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## OWNER

### LAKE PARK MENASHA LLC

## REVISIONS

## INFORMATION

PROJECT ARCHITECT	PA
PROJECT MANAGER	
PROJECT NUMBER	20106
ISSUED FOR	BID/PERMIT/CONSTRUCTION
DATE	07.02.2021

## SHEET

BUILDING ELEVATIONS

# A401



## Memorandum

To: Common Council

From: Sam Schroeder, CDD & Haley Krautkramer, City Clerk

Date: November 1, 2021

RE: Updated Ward and District Map

On October 18, 2021 the City of Menasha Redistricting Plan including the wards and the Aldermanic Districts were approved by the Common Council through Resolution R-40-21. Following the approval, the staff inputted the approved wards into the WISE-LR software (digital census software used by every community). Upon completion representatives from Winnebago County notified the City that one of our wards (10) crossed a County Supervisory District. In creating the wards, per statutes, the City cannot have a ward cross a Municipal or County boundary line. However, upon completion the County would need to revise their supervisory districts to match our wards. Each ward is required to have the same ballot and therefore could not be in two different supervisory districts. Since the modification of the supervisory districts would create an unacceptable deviation and due to the shortened timeframe, the easiest resolution is for the City to split Ward 10 into two wards separated by the supervisory district line creating Ward 17 in the Alcan Drive area. Ward 17 would have a small population, however, since this is an island this would be acceptable per state statutes.

Wards 10, 12, and 17 would still be proposed to make up District 7 so there would be no change in population amongst the districts.

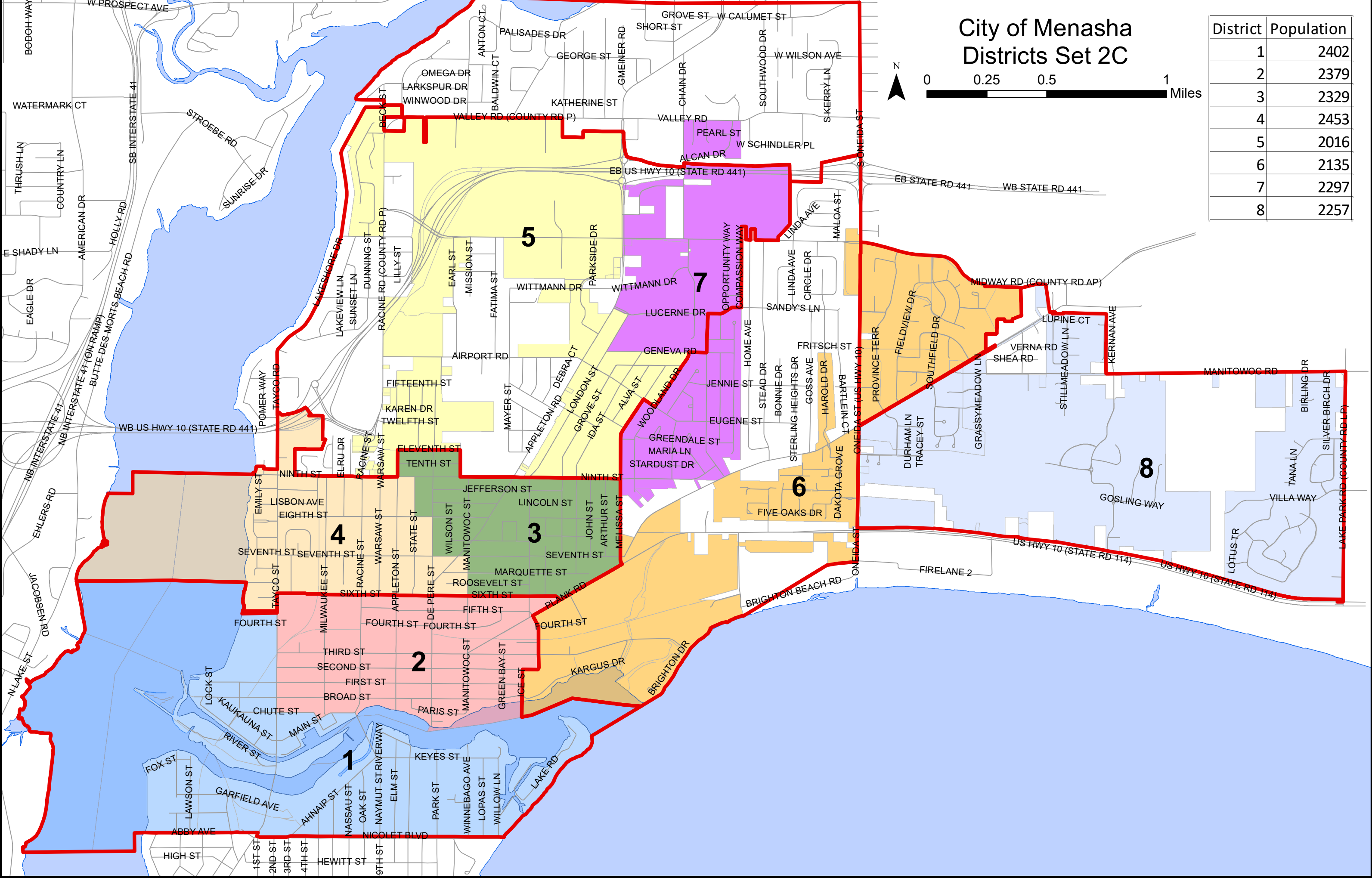
Ward Population – Set 3: (1) 1,124; (2) 1,278, (3) 1,267; (4) 1,112; (5) 1,217; (6) 1,236; (7) 1,302; (8) 1,027; (9) 1,079; (10) 907; (11) 937; (12) 1,228; (13) 1,385; (14) 750; (15) 1,157; (16) 1,100; and (17) 162.

Proposed Districts (no change to population):

- District 1: Wards 1 and 2 (Population 2,402)
- District 2: Wards 3 and 4 (Population 2,379)
- District 3: Wards 7 and 8 (Population 2,329)
- District 4: Wards 5 and 6 (Population 2,453)
- District 5: Wards 9 and 11 (Population 2,016)
- District 6: Wards 13 and 14 (Population 2,135)
- District 7: Wards 10, 12 and 17 (Population 2,297)
- District 8: Wards 15 and 16 (Population 2,257)

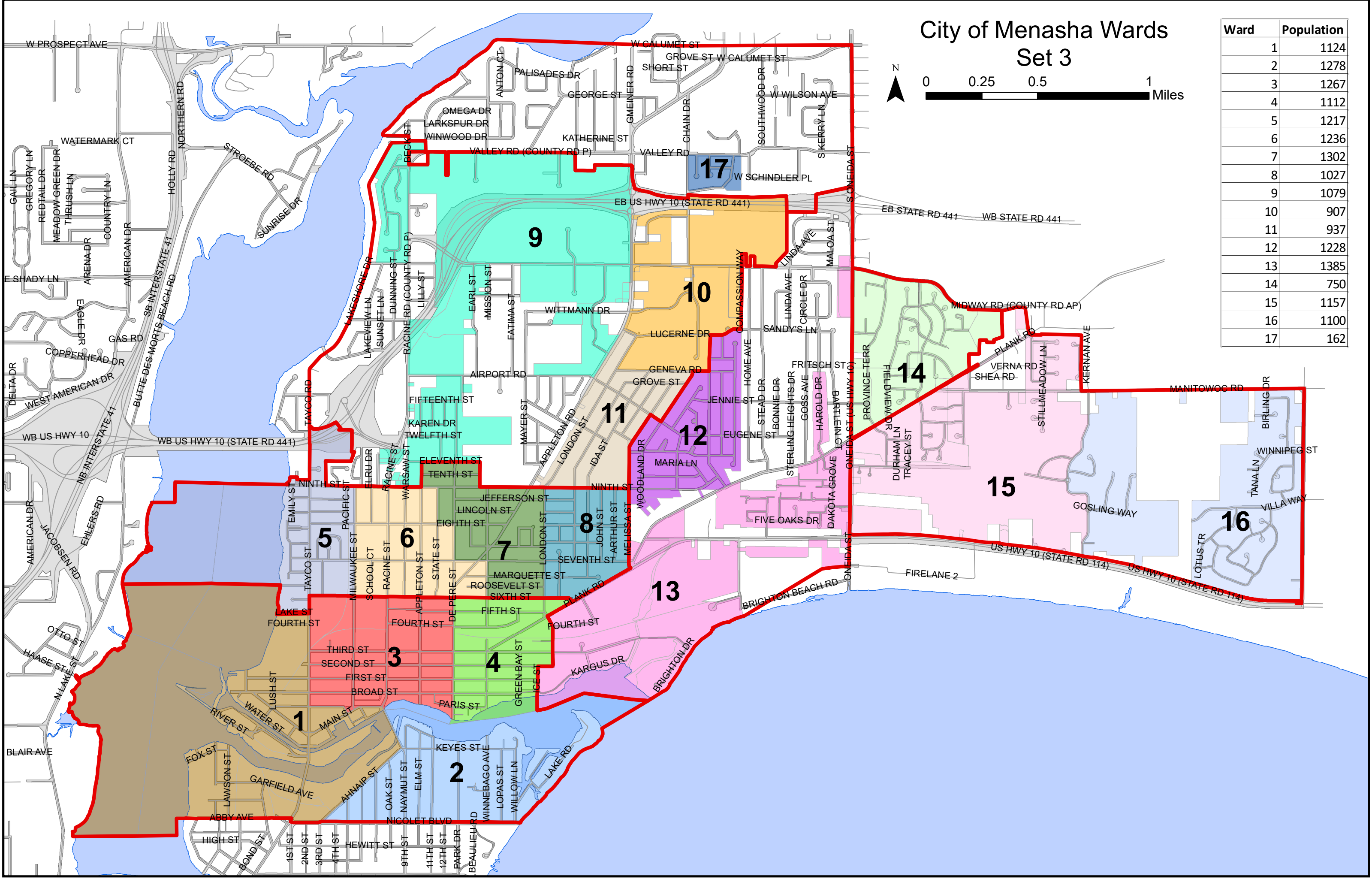
**Recommendation: Reconsider the approval of Ward Set 3 as part of Resolution R-40-21 (no change to Aldermanic District Option 3a as approved by the Council 10/18/2021)**



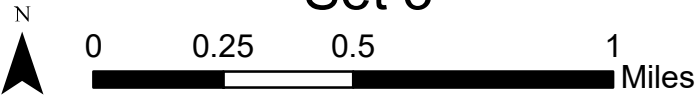


# City of Menasha Districts Set 2C

District	Population
1	2402
2	2379
3	2329
4	2453
5	2016
6	2135
7	2297
8	2257



# City of Menasha Wards Set 3



Ward	Population
1	1124
2	1278
3	1267
4	1112
5	1217
6	1236
7	1302
8	1027
9	1079
10	907
11	937
12	1228
13	1385
14	750
15	1157
16	1100
17	162



**RESOLUTION R-40-21**

**A RESOLUTION RELATING TO REDISTRICTING**

INTRODUCED BY: Mayor Merkes

**WHEREAS**, the decennial census of 2020 has been received by the City of Menasha; and

**WHEREAS**, the principal of one-man, one-vote requires a municipality to adjust its ward lines and aldermanic districts so as to insure as close as possible equal representation; and

**WHEREAS**, the interest of the City of Menasha are to conform its wards with Winnebago and Calumet Counties Supervisory Districts; and

**WHEREAS**, Wisconsin law requires municipalities with population of less than 35,000 to combine wards for the purpose of municipal reporting of election results only if the municipality has adopted a resolution authorizing that combination; and

**WHEREAS**, Wisconsin Statutes sec.5.15 requires municipalities to divide into wards and districts.

**WHEREAS**, such plan has been recommended by the Ad-hoc Redistricting Committee.

**NOW, THEREFORE, BE IT RESOLVED THAT:** The City of Menasha hereby adopts a ward and district boundary plan. The ward and district boundaries being outline and identified on the attached map, which is incorporated and made a part hereof, and that the map is generated using the WISE-LR software in order to incorporate the underlying census block numbers within each ward and district.

Passed and approved this 18<sup>th</sup> day of October, 2021.

Recommended by:  
Common Council

Motion/Second:  
Ald. Sevenich /Ald. Ted Grade

Passed: 8-0

Requires: Majority Vote

  
Donald Merkes, Mayor

ATTEST:

  
Haley Krautkramer, City Clerk





**MEMORANDUM**

To: Common Council

From: Community Development Department/SS

Date: November 1, 2021

Re: **Resolution R-41-21: Award Procurement Proposal to Apply for and Implement a US EPA Brownfield Community Wide Assessment Grant.**

---

The United States Environmental Protection Agency (US EPA) has several grant opportunities for brownfield redevelopment, an area that the City of Menasha has become more and more familiar with, with the transitioning of an old industrial community to revitalizing the historic City core. One of these opportunities offered by the US EPA is a Community-Wide Assessment Grant. The purpose of this grant is to provide the community a funding source to develop inventories of brownfield sites within the community, prioritizing sites, conducting community involvement activity, conducting site assessments and/or developing cleanup plans and reuse plans as it relates to brownfield sites located within a community. The grant would be anticipated to be in the amount of \$500,000 in funding to be used over a period of three year. The application deadline for this grant is on an annual basis. This year, the grant application deadline is December 1, 2021.

On October 8, 2021, the Community Development released an RFP to seek a qualified environmental consulting firm to provide assistance in the grant application and implementation if awarded funds to provide for project management of these funds to conduct environmental inventory, environmental assessments, and provide for public outreach as it relates to the community wide assessment grant.

On October 25, 2021, the City of Menasha received three qualified proposals from the following firms:

1. Pinyon Environmental Inc out of Wausau partnering with SEH
2. Cedar Corporation out of Green Bay
3. Stantec out of De Pere

Two of the three firms, Cedar Corporation and Stantec, presented to undertake the preparation the application the EPA Grant at no cost to the City with anticipation of pursuing a future contract to implement future grant dollars if awarded.

**Based upon past experience and success, staff recommends the following:**

**Approve Resolution R-41-21, a resolution authorizing the preparation for fiscal year 2022 and implementation of a US EPA Brownfield Community Wide Assessment Grant with Stantec.**

# ***REQUEST FOR QUALIFICATIONS***

## ***CITY OF MENASHA, WI 2022 U.S. ENVIRONMENTAL PROTECTION AGENCY***

### ***PROCUREMENT AND IMPLEMENTATION OF BROWNFIELDS ASSESSMENT GRANTS***

**RFQ Release Date: October 8, 2021**

**Statement of Qualifications Due Date: 2:00PM October 25, 2021**

---

#### **1. GENERAL INFORMATION**

##### **1.1 Purpose of this Request for Qualifications**

Through this Request for Qualifications (RFQ), the City of Menasha is seeking a qualified environmental consulting (QEC) firm to provide grant application assistance, project management, environmental inventory and assessment, and public information and outreach services related to United States Environmental Protection Agency (U.S. EPA) brownfield assessment grant, beginning with a Community-Wide Assessment Grant for Petroleum and Hazardous Substances Brownfields as part of the U.S. EPA Brownfields Grant Competition for Fiscal Year 2022 (FY 2022). The City is seeking qualified firms to assist in grant application preparation and then implementation of the successful grant if awarded to the City.

The purpose of the U.S. EPA brownfields assessment grant will be to develop inventories of brownfields, prioritize sites, conduct community involvement activities, conduct site assessments, and/or develop cleanup plans and reuse plans related to brownfield sites located within the City as part of efforts to spur redevelopment and reuse of these sites. The successful consultant will bring experience and insight to a partnership with the City to refine and implement these grants and explore other grants and brownfields initiatives as funds become available.

##### **1.2 Background Information**

The City of Menasha is a community of about 18,000 located on the northern shores of Wisconsin's largest inland lake, Lake Winnebago. The Fox River and Little Lake Butte des Morts border the City on the west. The City is within a region known as the Fox Cities, referencing its location along the Fox River. In the 1800's Menasha saw a boom in industrial development due to this location along the river. In the past 20 years, many of these historic manufacturing facilities have closed their doors leading to a high number of vacant brownfield sites, with the number and locations not fully determined. As a continuously growing and revitalizing community that is



landlocked, the City is actively pursuing the redevelopment of the historic core of the City. The City has not previously sought EPA brownfield grants.

### **1.3 Type of Contract and Contract Term**

Subject to Common Council approval the City anticipates awarding a contract to one full-service firm to serve as a partner in achieving the goals of preparing a successful U.S. EPA grant application for brownfield assessment funding, and if successful, by effective implementation of the resulting grant, subject to the requirements of an approved U.S. EPA Cooperative Agreement (CA) and Work Plan to be completed following award. Upon acceptance, the contract period will extend from the beginning of the grant writing phase, through the end of the 3-year project period associated with the Assessment grants, and may be extended at the option of the City if additional grant funds are obtained. The contract period will coincide with the grant application period.

If the City is awarded a grant, upon approval of the Council, a second contract will be awarded to the same firm to implement the resulting U.S. EPA CA(s) and Work Plan(s), under the direction of the City. The implementation contract will be consistent with the terms and conditions of the Work Plan provided by the U.S. EPA after grant award. The contract period will generally coincide with the grant implementation period.

For implementation of any successful grants, it is assumed that the work will be specified and completed in accordance within the budget developed as part of the grant and subsequent work plan as approved by the City and the U.S. EPA. It is assumed that since the assessment grants are 100% funded, the City would not incur any out of pocket expenses other than City administrative staff time.

### **1.4 Addenda, Rejection, Cancellation, Preparation Cost**

The City reserves the right to revise any part of this RFQ by issuing an addendum at any time prior to the submittal deadline. The City reserves the right to accept or reject, in whole or part, all Statements of Qualifications (SOQ) submitted and/or to cancel this announcement if any such action is determined to be in the City's best interest. All materials submitted in response to this RFQ become the property of the City. The City will not be responsible for costs associated with preparing SOQs. By submitting a SOQ, each Consultant agrees to be bound in this respect and waives all claims regarding such costs and fees.

## **2. TECHNICAL SPECIFICATIONS**

### **2.1 Objectives and Scope**

This RFQ is to solicit a qualified consultant expected to provide a wide range of services to the City for the application and implementation of the U.S. EPA Brownfield Assessment Grant. The

successful consultant is expected to perform many tasks including, but not limited to, the following:

- Complete all necessary research and analysis required to submit a completed grant application for U.S. EPA Brownfield Hazardous Assessment Grant and Petroleum Assessment Grant for FY 2022, including writing the text for the grant application from information provided by the City and obtained from other information sources.
- Assist the City with solicitation of support letters from relevant state agencies, civic groups, and local stakeholders.
- Assemble the final applications and submittal to U.S. EPA on behalf of the City.
- Prepare and maintain schedules and budgets for assessment and/or cleanup activities.
- Conduct and oversee site assessment studies and prepare appropriate technical reports required by the U.S. EPA and Wisconsin Department of Natural Resources (WDNR) in print and electronic format.
- Field investigations including sample collection and lab analysis.
- Interviews with neighboring property owners.
- Evaluation of cleanup options and risk assessment analysis and costs.
- Preparation of a written Quality Assurance Project Plan (QAPP) in compliance with U.S. EPA regulations.
- Deliver to the City completed reports, site investigation reports, response action plans and other environmental reports or plans required under the applicable Wisconsin environmental regulations.
- Provide project management, implementation, and/or technical oversight.
- Offer professional advice regarding environmental issues associated with land reuse/redevelopment.
- Provide regulatory and financial information as needed.
- Attend meetings of City and advisory committees as requested.
- Prepare presentations to provide information about the project's progress as requested.
- Assist with conducting community-wide inventory of potential hazardous substance and petroleum brownfields sites.
- Develop preliminary budget, financing options, and implementation plan for cleanup/reuse.
- Complete contaminant characterization and risk assessments as determined necessary following Phase II activities (as funds allow).
- Involve public and private opportunities for citizen participation throughout all phases of

projects.

- Conduct a comprehensive community outreach and public participation program.
- Implement site specific cleanup or remediation (if future funding becomes available through this or another grant funded program).

## **2.2 Project Budget**

The City and the successful consultant will develop budgets for assessment activities at individual sites as the project progresses and as specific priority sites are identified for assessment. The budget for any future related grants executed under this contract will be negotiated with the consultant if and when such funding becomes available. It will be the City's option whether or not to utilize this contract for future brownfields grants beyond the initial U.S. EPA assessment grant application and implementation projects.

## **2.3 Project Management**

The successful consultant, under the direction from the City, will:

1. Work with the City in preparing the assessment grant application and submit the grant application on behalf of the City.
2. Refine work plan tasks in conjunction with the City for the successful grant(s).
3. Implement successful grant(s) per the approved work plan.
4. Facilitate community outreach activities as needed to enhance the grant application.
5. Coordinate project activities with U.S. EPA Region 5 staff for U.S. EPA grant(s).

## **2.4 Preparation of Work Plans**

Consultant's work will be governed by the City.

- Upon award and updated throughout the project as appropriate, the consultant shall refine the scope of work and provide a project work plan arranged in logical work tasks, including subcontractors to be used by the consultant and identification of their project roles.
- A detailed project budget for each major task and subtask, to include estimates of a time-phased project schedule listing major tasks, target dates, and delivery of work products.

## **2.5 Reporting Requirements**

The following reports shall be prepared by the contractor and submitted to the City for approval:

1. Quarterly and annual financial and progress reports required under the U.S. EPA grants.
2. Submittal and updating of information on assessed sites on the U.S. EPA ACRES reporting system.
3. Draft and final work plans (as applicable by work assignment).
4. Technical memoranda.
5. Any and all grant reports as required by the U.S. EPA and other deliverables as may be required by other federal and/or State of Wisconsin agencies, and the City.

### **3. STATEMENT OF QUALIFICATIONS REQUIREMENTS**

#### **3.1 General Expectations**

Consultants are asked to submit concise SOQs describing their capacity to manage projects and their experience with similar projects. The SOQs should include a clear outline of how the firm would help the City in preparing a successful grant application and meeting the requirements of the U.S. EPA Brownfields Assessment grant, should the City be awarded.

Samples of brownfield site inventories, community involvement outreach efforts, environmental site assessments, remedial action plans and reports are expected as part of your SOQs. Consideration should be given to the tasks, budget details, community outreach, and participation.

#### **3.2 Statement of Qualifications**

Three (3) original written SOQs in response to this RFQ must be received at the contact information provided in Section 3.8 below, by 2:00PM CST on Monday, October 25, 2021. Elaborate graphics and expensive papers and bindings are not necessary. SOQs received after this date and time will not be considered, and will be destroyed. The SOQ shall include the following information in the order presented below:

- 1. Business Organization.** This section shall include the firm's name, areas of expertise, brief history of the firm, size, office locations, and business addresses. The name, address, and telephone number of a contact person and/or prospective project manager regarding the SOQ shall be included. If subcontractors/sub consultants are being utilized, similar information should be included for all subcontracted firms.
- 2. Management Outline and Project Approach.** A description of the project and how the consulting firm will first prepare a successful application on behalf of the City, and then manage and implement the resulting U.S. EPA Brownfields Assessment grant and any related activities shall be provided. This section shall include the applicant's approach to community outreach activities, planning, organization, and management. Each consulting firm shall

provide a list of proposed key personnel.

- 3. Experience and Capabilities.** The relevant management and technical experience and capabilities of the consulting firm shall be defined with respect to the following activities:

**A. Project Experience of Key Personnel:**

- Information on firm's specific abilities and qualifications to provide professional services for EPA Brownfield Assessment grant writing and grant implementation.
- Number of EPA grant applications written and success rate.
- Conducting brownfields inventories.
- Conducting environmental investigations and cleanups.
- EPA project experience.
- Development/redevelopment experience and market feasibility research.
- Redevelopment planning and community involvement activities related to brownfields properties.
- Performance of environmental inventories utilizing GIS in conjunction with U.S. EPA brownfields grants.
- Designing and managing brownfields remediation strategies.
- Other areas of relevant expertise or unique experience related to U.S.EPA grant implementation (optional).

**B. Regulatory and Scientific/Technical Knowledge:**

- Knowledge and expertise pertaining to EPA grant writing and implementation of successful grants.
- Knowledge and expertise pertaining to federal environmental statutes or associated regulations.
- Knowledge and expertise pertaining to EPA environmental and other Federal laws and regulations.
- Knowledge and expertise pertaining to OSHA and other health and safety rules or requirements related to Brownfields Assessments.
- Individual staff knowledge and technical experience relative to ESAs, brownfield projects and contaminated site remediation.
- Knowledge and expertise with Davis-Bacon reporting and requirements, federal procurement, and MRE/SBE/WBE compliance.

**C. Cost**

- A current fee schedule shall be provided, as well as a listing of typical project expense rates including vehicle mileage, equipment fees, and other resource charges commonly applied to the scope of work noted in the RFQ. Specify the mark-up rates/fees for laboratory or other sub-consulted services. SOQ prices shall be maintained through the evaluation/selection period as well as the term of the Grants.

All representative project descriptions provided shall include the location of the project, the name and phone number of a knowledgeable contact person, and other pertinent information. The City may contact said persons to check on past performance records.

The selected consultant will be required to assume responsibility for all services offered in the SOQ, including any services provided by subcontractors. Further, the City will consider the consultant to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contract. The consultant is responsible for adherence by the subcontractors to all provisions of the contract. If the consultant is using subcontractors, previous projects on which the two firms have worked together should be noted.

### 3.3 Review/Evaluation Criteria

The City will review the SOQs with the following review criteria in mind: cost, expertise (in particular, expertise in successfully securing funding), brownfields experience, project approach, familiarity with local communities, ability to facilitate public outreach activities, and the ability to provide comprehensive and creative environmental services. The City reserves the right to accept or reject SOQs on any basis it deems appropriate. Firms will be evaluated based on the criteria listed in the form below.

Review Criteria	Max Points	Points
1. Completeness of Proposal: Extent to which completed proposal elements are submitted consistent with the RFQ.	10	
2. Professional Experience: The extent to which the firm has demonstrated knowledge of project area and competence in implementation, and reporting for US EPA Brownfield Assessment Grants and the extent of former client satisfaction.	30	
4. Costs: Costs associated with writing the grant and proposed fee schedule associated in implementation of the grant if awarded.	20	
3. Capacity: The extent to which the firm has the appropriate personnel, project experience, regulatory and scientific knowledge, equipment, and facilities to perform the scope of services to implement a brownfield assessment grant.	15	
4. Project Methodology: The extent to which the firm has demonstrated their approach to manage and perform grant implementation, reporting, and related activities.	25	

	<b>TOTAL</b>	<b>100</b>	
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#### 4.1 Terms and Conditions

The process of selecting organizations to provide consultation services for the City's benefit requires comprehensive and accurate information to ensure that a knowledgeable, objective decision can be made.

The City reserves the right to accept or reject any or all SOQs or portions thereof without stated cause. The City reserves the right to re-issue any RFQ, and whether or not to utilize the contract for this grant for future projects funded by U.S. EPA or other brownfields grants.

Upon selection of a finalist, the City by its proper officials shall attempt to negotiate and reach a final agreement with the finalist. If the City, for any reason, is unable to reach a final agreement with this finalist, the City then reserves the right to reject such finalist and negotiate a final agreement with another finalist who has the next most viable SOQ. The City may also elect to reject all SOQs and re-issue a new RFQ.

Clarification of qualifications: The City reserves the right to obtain clarification of any point in a Consultant's qualification or obtain additional information. Any request for clarification or other correspondence related to the RFQ shall be in writing or email, and a response shall be provided within 2 business days.

The City is not bound to accept the SOQ with the lowest cost, but may accept the SOQ that demonstrates the best ability to meet the needs of the City. The City reserves the right to waive any formalities, defects, or irregularities, in any SOQ, response, and/or submittal where the acceptance, rejection, or waiving of such is in the best interest of the City. The City reserves the right to disqualify any SOQ, before or after opening, upon evidence of collusion, intent to defraud, or any other illegal practice on the part of the Consultant.

#### 4.2 Rules Governing Competitive Evaluation

- **Examination of Request for SOQs**  
Applicants should carefully examine the entire RFQ, any addenda, and all related materials and data referenced in the RFQ. Applicants should become fully aware of the nature of the work and the conditions while performing the work.
- **SOQ Acceptance Period**  
The selection of a Consultant with which to begin contract negotiation is expected to occur within two weeks of the submittal deadline. If consultant interviews are deemed necessary by the City, they will take place within this time period.
- **Contract Negotiations**  
The highest-ranked applicant will enter into negotiations with the City. If an agreement

cannot be met, the City will notify the applicant and stop negotiations. Then the second highest applicant will enter into negotiations. This process may continue until a successful negotiation(s) occurs. The City reserves the right to cease any negotiations with any applicant should it be in the City's best interest.

- **Personnel Changes**

Prior to the execution of any contract for the requested services, the Consultant shall notify the City, in writing, of changes in key staff. The City shall have the right to terminate or renegotiate the contract if these changes will affect any work product or agreed upon timetables.

- **Compensation**

Compensation will be based upon a negotiated fee between the Consultant and the City determined by the actual unit cost for items of work required to perform a specific task.

- **Contract Time**

The Consultant shall proceed with the services specified after the execution of the contract and upon written notice from the City. The estimated contract duration for the requested services will match the duration of the grant awards. The actual duration will be specified in the contract along with options for renewal and extension.

- **Insurance Requirements**

The successful Consultant will be required to provide proof of required insurance coverage, naming the City as an additional insured, to the City's Corporation Counsel prior to the start of work. The minimum requirements include at least \$2,000,000 general liability on an occurrence basis, evidence of automobile liability, and statutory workers compensation.

### **4.3 RFQ Timeline**

Tentative timeline for completion of this request for qualifications is outlined below.

- October 8, 2021: Formal release date for RFQ.
- October 25, 2021, no later than 2:00PM: Deadline for submittal of SOQs.
- October 26-28, 2021: Staff Review and Recommendation of award.
- November 1, 2021: Common Council approval and notification of award.
- November 30, 2021: Grant application shall be completed and submitted to the EPA via grants.gov in accordance with the FY 2022 U.S. EPA Community-wide Assessment grant deadline and submittal to U.S.EPA.
- Grant implementation subject to the grant application approval by the U.S. EPA.

SOQs are due and must be received on or before October 25, 2021 by 2:00PM (CST) at the



address listed below:

SOQs will be reviewed following a qualification based selection process with firm's SOQs being evaluated from a qualifications standpoint. The City will then negotiate the services of completing the grant application and scope of services for implementation if the grant is awarded with the top qualified firm following the evaluation process.

SOQs are to be sealed in an envelope or emailed and labeled as: **2022 U.S. Environmental Protection Agency Procurement and Implementation of Brownfield Assessment Grants**

#### **4.4 Notification of Award**

The City plans to select a consultant by November 1, 2021.

#### **4.5 Number to Submit; Deadline, Mail, Hand Delivery, and Email Addresses**

**If responding with hard copy, three (3) original copies of the SOQ must be submitted. If responding by email, a single copy must be submitted by 2:00PM CST on October 25, 2021.**

The contact information is:

City of Menasha Community Development Department  
Attn: Sam Schroeder  
100 Main Street, Suite 200  
Menasha, WI 54952  
[sschroeder@ci.menasha.wi.us](mailto:sschroeder@ci.menasha.wi.us)

### **5. VENDOR REQUIREMENTS**

#### **5.1 Contracting With Disadvantaged Business Enterprises**

It is U.S. EPA policy to award a fair share of contracts to disadvantaged business firms. Accordingly, affirmative steps must be taken to ensure that disadvantaged businesses are utilized when possible as sources of supplies, equipment, and services. The City will ensure, to the fullest extent possible, that at least the U.S. EPA "fair share" objectives for prime contracts and subcontracts are made available to organizations owned or controlled by socially and economically disadvantaged individuals, women, and historically black colleges and universities. The consultant shall agree to support the U.S. EPA's disadvantaged business enterprise contract procurement program ensuring those businesses' participation in subcontracts.

Affirmative steps include the following as a minimum:

- Including qualified disadvantaged businesses on solicitation lists;
- Ensuring that disadvantaged businesses are solicited whenever they are potential sources;

- When economically feasible, dividing total requirements into smaller tasks or quantities so as to permit disadvantaged business participation;
- Where the requirement permits, establishing delivery schedules which will encourage participation by disadvantaged businesses;
- Using the services and assistance of the Small Business Administration, the Office of Minority Business Enterprise of the Department of Commerce, and the Community Services Administration as required;
- Consultants are encouraged to procure goods and services from disadvantage businesses.

## **5.2 Equal Employment Opportunity**

The Consultant agrees to comply with all federal, state, and local laws, resolutions, ordinances, rules, regulations, and executive orders pertaining to unlawful discrimination on account of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, sexual preference, disability, or age. When required by law or requested by the City, the Consultant shall furnish a written affirmative action plan.

## **5.3 Health and Safety Requirements**

All individuals that will be conducting on-site activities at properties with known or potential contamination must have appropriate health and safety training, to include 40-hour hazardous waste site operations and 8-hour refresher courses. A site-specific HSP must be prepared by a certified safety professional or certified industrial hygienist, and submitted prior to conducting on-site work. The SOQ should provide an example outline, or a description of the type of information that will be included in the HSP.



Request for Qualifications

# 2022 US EPA PROCUREMENT AND IMPLEMENTATION OF BROWNFIELD ASSESSMENT GRANTS

CITY OF MENASHA, WISCONSIN

October 25, 2021



October 25, 2021

**Stantec Consulting  
Services Inc.**

1165 Scheuring Road  
DePere, WI 54115

Sam Schroeder  
City of Menasha Community Development Department  
100 Main Street, Suite 200  
Menasha, Wisconsin 54952  
Via Email: [sschroeder@ci.menasha.wi.us](mailto:sschroeder@ci.menasha.wi.us)

**RE: City of Menasha 2022 US EPA Procurement and Implementation of Brownfield  
Assessment Grants**

Dear Sam:

At Stantec, we see cleanup and redevelopment of brownfield sites as an opportunity to transform blighted properties into assets that bring economic viability. This perspective, in conjunction with our deep bench of multi-disciplinary staff, is what drives our success. Stantec's ability to support the entire life cycle of a brownfield project, from grant preparation to assessment, cleanup, and redevelopment will serve as a tremendous benefit to the City of Menasha (City). Joining Stantec's team of experts, is Andrew Dane with Neighborhood Planners, who brings an intimate knowledge of the City and first-hand understanding of the City's goals and the impacts this assessment grant will have.

**Company Information**

**Company Name**

Stantec Consulting  
Services Inc.

**Type of Organization**

Corporation

**Stock Exchange (NYSE  
and TSX): STN**

**Founded**

1954

**Contact Information**

Lynelle Caine  
Senior Project Manager  
(920) 655-7211  
[Lynelle.Caine@stantec.com](mailto:Lynelle.Caine@stantec.com)

**How can the Stantec team help?**

**When it comes to securing and implementing grants, we are the experts.** Since 2015, Stantec has assisted over 100 communities across the US secure and/or implement over \$65 million in US EPA Brownfield Grants. We are intimately familiar with US EPA regulatory and programmatic requirements and how to effectively complete US EPA deliverables. We realize that brownfield redevelopment often requires layering funding from multiple federal/state/local agencies. Our broad experience in securing supplemental funding is unmatched.

**We are intimately familiar with the specific regulatory and programmatic requirements and how to effectively complete deliverables for US EPA brownfield grant projects.** Stantec has a deep understanding of federal and state agency requirements and a strong working relationship with US EPA, WDNR, and Voluntary Party Liability Exemption (VPLE) project managers and support staff. Our goal will be to use our existing knowledge of US EPA and Wisconsin brownfield funding and regulatory programs to help the City secure a US EPA community-wide assessment grant, while exploring other sources of funding as we have done with other regional sites in Neenah, Manitowoc, Green Bay, and Wausau, Wisconsin.

**Stantec brings a multi-disciplinary in-house team of experts to set the City up for long-term success.** Unlike other consultants that focus only on assessment, the Stantec team can leverage a multi-disciplinary in-house team of environmental scientists, planners and outreach specialists, engineers, health and safety experts, landscape architects and building architects, construction managers, as well as historical/cultural preservation experts. We will leverage this expertise to spur economic development, emphasize sustainability, increase the property tax base, and incorporate resiliency planning and design.

**We implement an exhaustive internal Project Management and Health and Safety program.** Stantec has robust project management and health/safety programs that guide everything we do. This helps to meet the US EPA programmatic requirements and protects the public health and safety.



**A national leader in the brownfield industry.** Staying on top of industry trends, mingling with clients and partners, and always striving to enhance our innovative funding and implementation strategies is a priority for Stantec. We have and continue to be a strong supporter of the National Brownfield Conference, including being a proud Silver Sponsor, exhibitor, and presenter.

We hope this submittal demonstrates our capabilities and desire to show our expertise on this important project and further our brownfield funding and implementation success to you and your community. If you have questions, please don't hesitate to contact us.

Sincerely,  
**STANTEC CONSULTING INC.**



**Lynelle Caine**  
Senior Project Manager  
(920) 655-7211 | [lynelle.caine@stantec.com](mailto:lynelle.caine@stantec.com)



"Thank you so much for all your hard work on this grant application! It would not have happened without all of you and your hard work. You are amazing to work with and such great supporters of the work we love to do here in Green Bay! We look forward to working with you and can't wait to see how we will be able to impact on our community with these grant dollars."

**Wendy Townsend**  
**City of Green Bay, Department and Economic Development, FY2017**  
**Brownfields Community-Wide Assessment Grant**

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↓ **Award-winning Wausau Riverfront Redevelopment, Wausau, Wisconsin**  
Project of the Year, APWA National, 2018  
Project of the Year, APWA-Wisconsin Chapter, 2018  
Merit Award, ASLA-Wisconsin Chapter, 2018  
National Brownfield Renewal Award for Economic Impact, Brownfield Magazine, 2013



# Business Organization

## COMPANY LEGAL NAME, ADDRESS, AND HEADQUARTERS

### LEGAL NAME

Stantec Consulting Services Inc. (Stantec)

### FULL ADDRESS

1165 Scheuring Road, De Pere Wisconsin 54115

### HEADQUARTERS

10220-103 Avenue Northwest, Suite 400  
Edmonton, Alberta T5J 0K4

## REQUEST FOR PROPOSAL (RFP) CONTACT PERSON

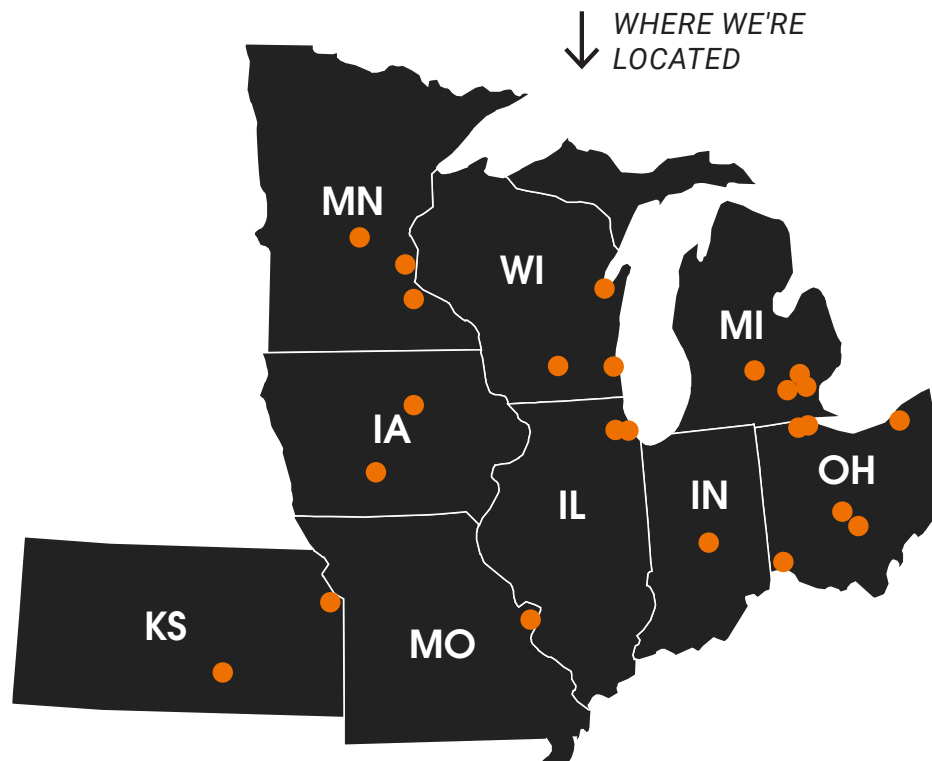
### STANTEC POINT OF CONTACT

Lynelle Caine  
Project Manager  
1165 Scheuring Road, De Pere, WI 54115  
E: [lynelle.caine@stantec.com](mailto:lynelle.caine@stantec.com)  
P: (920) 592-8400  
C: (920) 655-7211  
F: (920) 592-8444

## BRIEF OVERVIEW

Established in 1954, the Stantec community unites approximately 22,000 employees working in more than 350 locations across six continents. Our work—environmental sciences, engineering, architecture, interior design, landscape architecture, surveying, project management, and project economics, from initial project concept and planning through design, construction, and management—begins at the intersection of community, creativity, and client relationships. With a long-term commitment to the people and places we serve, Stantec has the ability to connect to projects on a personal level and advance the quality of life across the globe.

We have the experience needed to effectively support local units of government with assessment, cleanup, and redevelopment of brownfield properties including procurement of federal and state brownfield grants and other funding. Stantec has completed more than 25,000 environmental projects in the Midwest alone, ranging from Phase I Environmental Site Assessments (ESAs) to large scale remediation and redevelopment projects. With 130 local staff based in our three Wisconsin offices located in Green Bay, Mequon and Cottage Grove, Stantec has the resources to effectively assist the City of Menasha (City) in applying for and implementing United States Environmental Protection Agency (US EPA) brownfield grants to leverage lasting benefits.





## Teaming Partners

We only work with the best subcontractors performing at the highest level of competency and perfection. Stantec's internal vetting process to pre-screen subcontractors is based on technical qualifications (including national and state certification requirements) and the subcontractor's safety record. In addition, we have Master Service Agreements with many national and local subcontractors assuring we bring the most competitive pricing to a project.

For the Menasha brownfield project, we will use **Neighborhood Planners, LLC** (Wisconsin) to assist with planning and public engagement given their local knowledge and past history working with Menasha.

Stantec and Neighborhood Planners collaborated on the Lawson Creek Naturalization and Master Plan project for the City of Menasha. The firms have also teamed together on many pursuits.



### NEIGHBORHOOD PLANNERS

Andrew Dane founded Neighborhood Planners LLC in 2018 after more than 20 years of community planning and development experience in both the public and private sectors. Dane partnered with Alta Planning and Design on several past studies including the Appleton Trails Master Plan and East Central Wisconsin Regional Bike and Pedestrian Wayfinding Plan.

Neighborhood Planners' passion is helping build great neighborhoods and communities. They help communities achieve their vision through thoughtful community engagement, technical problem-solving, strategy development and implementation. This approach helps communities gain traction and move forward on major initiatives which require broad community support in order to succeed.

### NEIGHBORHOOD PLANNERS

#### POINT OF CONTACT

Andrew Dane, Principal  
602 N. Lawe St., Appleton, WI 54911  
E: [andrew@neighborhoodplanners.org](mailto:andrew@neighborhoodplanners.org)  
P: (920) 585-3593





## Subcontractors

For this project we anticipate partnering with the following subcontractors who we have successfully used on similar US EPA brownfield assessment grant projects in Wisconsin, including Sheboygan and Washington Counties and the Cities of Neenah, Wausau, Green Bay, Stevens Point, and Manitowoc.

Their analytical Quality Assurance and Quality Control (QA/QC) and Standard Operating Procedures have been approved by the US EPA and are included in our QAPPs.

### **Legend Technical Services, Inc. (WBE)**

**Contact: Corey Campbell**

**Address: 88 Empire Drive, St. Paul, MN 55103**

**P: (651) 221-4064**

Legend, a women-owned business enterprise (WBE), will provide asbestos/lead-based paint analytical laboratory services.

### **Northstar Environmental Testing, LLC**

**Contact: David Barrett**

**Address: 1006 Western Avenue, Mosinee, WI 54455**

**P: (715) 571-3569**

Founded in 2009, Northstar is a Midwest leader in lead, asbestos, and mold testing. Northstar will conduct hazardous building materials surveys.

### **CT Laboratories (WBE)**

**Contact: Dennis Linley**

**Address: 1230 Lange Court, Baraboo, WI 53913**

**P: (608) 356-2760**

CT Labs, is a full service WBE environmental laboratory located in Baraboo, Wisconsin. They will provide analytical laboratory services.

### **Eurofins TestAmerica, Inc.**

**Contact: Sandie Fredrick**

**Address: 2417 Bond Street, University Park, IL 60484**

**P: (920) 261-1660**

Eurofins TestAmerica is the leading environmental testing laboratory in the US, with over 80 locations. They will also provide analytical laboratory services. Stantec has a national agreement that provides discounted pricing for analyses; a savings that will be passed on to Green Bay.

### **On-Site Environmental Services, Inc. (WBE)**

**Contact: Kim Kapugi**

**Address: PO Box 280, Sun Prairie, WI 53590**

**P: (608) 837-8992**

On-Site Environmental will provide drilling services. They are a small, WBE, that specializes in direct push soil and groundwater sampling and monitoring well installation since 1993.

### **Geiss Soil Samples, LLC**

**Contact: Ginger Belgram**

**Address: W4490 Pope Road, Merrill, WI 54452**

**P: (715) 539-3928**

Bringing more than 20 years of experience serving Wisconsin and Upper Michigan, Geiss provides proven environmental site investigation and characterization methods. They are not only well equipped, but also licensed and insured. Geiss will provide drilling services.

### **Probe-Technologies**

**Contact: Dan Bendorf**

**Address: 7781 Pathfinder Lane, West Bend, WI 53090**

**P: (262) 470-4768**

Probe-Tech will provide soil and groundwater sampling. They are an established firm with a 16-year history of providing high quality direct push soil and groundwater sampling services to the environmental industry in Wisconsin and throughout the Midwest.

### **Historical Information Gatherers (WBE)**

**Contact: Jeri Messengill**

**Address: 1580 Highway 7, Suite B2, Hopkins, MN 55305**

**P: (952) 253-2004**

Historical Information Gatherers (HIG) provides the most comprehensive historical property use data sets for Phase 1 ESA reports and custom research. HIG will provide parcel data related to Phase I/Phase II ESAs.

Stantec will comply with the "Six Good Faith efforts" required for participation by WBE, minority business enterprises (MBE), and other disadvantaged business enterprises (DBEs) as defined by the US EPA.

# Management Outline and Project Approach

The Stantec team has unmatched experience with the US EPA Brownfield Grant Program both in writing successful applications and implementing these projects in the Midwest. We have the capabilities and resources to perform a full array of environmental and community planning services using the US EPA Assessment grant. Stantec offers the following: Phase I and II ESAs; site investigations and remediation; market research studies; infrastructure assessment, transportation studies, and other areawide planning activities; implementation of a wide range of geographic information system (GIS) based tools to better manage city-wide brownfield information; and community outreach to secure public input and support for revitalization projects.

We have every tool in our toolbox needed to advance your projects. With economic development and job creation always at the forefront bringing your brownfield projects to life.

## BROWNFIELD ASSESSMENT GRANT WRITING

### PROJECT UNDERSTANDING

The City intends to apply for a US EPA Brownfield Community-Wide Assessment (CWA) grant as part of the Fiscal Year (FY) 2022 grant competition, due on December 1, 2021. The project will occur in two phases: the preparation of the grant application and implementation of the grant, if awarded. The proposed scope of work will be developed as part of the grant application. Based on Stantec's past success with similar grants, we anticipate the proposed scope of work to include: (a) grant administration and reporting, (b) brownfield inventory, (c) community outreach, and (d) environmental assessment, cleanup planning, and/or site reuse planning. Based on recent changes to the US EPA grant program, the City is eligible to apply for a maximum of a \$500,000 grant award for assessing hazardous substances or petroleum sites.

Petroleum funding can be used for sites of former gas stations or locations where gasoline or other petroleum products are the primary constituents of concern. Hazardous substance funding can be used





for sites where hazardous substances other than petroleum are the primary constituents of concern (COC). Given Stantec's current knowledge of your community, we believe applying for the \$500,000 maximum grant award is likely the best approach. This will provide the City with a significant funding source to help jump-start revitalization efforts by assessing numerous brownfield sites along your waterfront and throughout the community.

### GRANT WRITING APPROACH

Stantec has an in-depth knowledge of the requirements and challenges associated with preparing successful US EPA CWA grant applications. Our success rate is much higher than the average consulting firm with over \$65 million in secured funding since 2010. When preparing the application, we will meet with City staff to develop a written "win strategy", identifying unique and compelling characteristics of the City related to federal funding priorities and the selection criteria.

### PRESENTING AN AUTHENTIC PROJECT

Serving as a trusted partner to the City, we will work with staff to develop an authentic project that is closely aligned with the community's needs and preferences. A stronger application includes brownfield site selection and prioritization, allocation of funds between tasks, and proposed collaboration with community-based organizations (CBOs). Developing a strong case during the application phase increases the likelihood of success.

### SELECTING TARGET AREA(S) AND EXAMPLE BROWNFIELD SITES

The grant application guidelines include a significant focus on identifying specific sites within a environmental justice target area. Stantec will help the City identify one or more target areas to focus on for the application. These targeted areas, versus a "scatter shot" approach of assessing sites City-wide, is one of our "lessons learned" from implementing CWA grants over the past 20 years. Based on US EPA priorities, areas with significant social, economic, and environmental disadvantages present a strong case for funding. In addition, sites that are identified for future revitalization in existing City plans also increases the likelihood of success. The US EPA prefers to provide funding to areas where there is a significant need and redevelopment or reuse potential.

Compelling brownfield sites vary in characteristics but are often large, vacant, or abandoned properties, have historic industrial use, are near or within low income or minority neighborhoods, adjacent to rivers or other sensitive environments, and/or have significant reuse potential. To build a case for securing both hazardous substance and petroleum assessment funding, we'll need to identify example sites that were used for manufacturing, mining, or the production of other hazardous substances, and sites such as former gas stations or auto repair facilities where petroleum is the primary COC. Stantec will work closely with the City to identify the sites that will best enhance the application and the likelihood of receiving funding.

□ Stantec is assisting the City of Green Bay with transforming a 13-acre brownfield along the Fox River into a regional destination that will draw people year-round, appropriately named The Shipyard. Green Bay, Wisconsin







*How do you transform 16 acres of blighted land into thriving new developments that generate \$700,000 in annual property tax revenues and create hundreds of jobs in the midst of an economic downturn? Answer: combine a community's commitment to economic development with a comprehensive approach to resolve a myriad of environmental challenges at a site impacted by more than 100 years of heavy industrial use.*

## ATTENTION TO DETAIL

One of the simplest, but most important strategies for preparing a successful application is the careful attention to detail and responding explicitly to every criterion in the guidelines. The US EPA reviewer scoring process is subtractive—you can only lose points and never gain points. **Our methodology addresses this and is based on our brownfield team's experience submitting successful applications for nearly 155 US EPA CWA grants (100 communities).** Each year, Stantec's grant application template is modified to address updates to the US EPA guidelines and scoring criteria. Our writers and reviewers repeatedly review the criteria and instructions while writing and editing each draft of the application—focusing on completeness and clarity every step of the way.

## DEMONSTRATING PARTNERSHIPS

Demonstrating partnerships with federal, state, or local agencies and community based organizations (CBOs) is another vital element. Stantec is committed to helping the City identify and engage CBOs that will provide support and a commitment that will not only strengthen the application but the project as a whole.

The US EPA awards higher scores to applications that demonstrate participation by grassroots organizations. The impact of brownfields on the health and welfare of social or economically disadvantaged communities is required as part of the application. Similarly, if local water bodies or other sensitive environments could be negatively impacted by a brownfield site(s), it is important to include environmental group(s) focused on protecting these

areas. The same applies to economic development or job creation. If this is a key project goal, an economic development entity and/or workforce development organization should be included as partners.

As we refine the goals and storyline, Stantec will work with City staff to identify and recruit project partners. Activities may include participating in an advisory group, conducting community outreach, and hosting meetings. The grant application will detail the type support each organization has committed, past or current brownfield revitalization projects if applicable, and planned roles in the grant funded project.

## DEVELOPING A CONSISTENT AND COMPELLING STORY

The US EPA CWA grants program has become overwhelmingly competitive. Through our decades of experience, we've learned that developing a consistent and compelling storyline leads to successful applications. The Stantec team will work with the City to develop a unique combination of geographic, demographic, economic, and environmental factors that tell the story of Menasha, tying it all in to current redevelopment efforts of former commercial or industrial properties. The goals for the brownfield project will be woven into a larger storyline, with an emphasis placed on the City's highest priorities (such as increasing tax base, eliminating blight, attracting investment, supporting job creation by local entrepreneurs, protecting the environment, etc.). The proposed tasks, project partners, prioritization method, and stated outcomes will be written to reflect these goals in the overall narrative.

## QA/QC

Stantec has implemented a rigorous QA/QC process specifically tailored to US EPA brownfield grant applications. This process includes a complete review by a senior-level expert, an independent review, and an administrative review. This three step process occurs after the lead grant writer has prepared a complete draft and reviewed the entire application. Each reviewer reads the full application with a different focus. The senior reviewer focuses on factual details and guideline conformance; the independent reviewer evaluates the overall storyline for consistency in identified needs, goals, and priorities; and the administrative reviewer focuses on grammar, typos, formatting, cross references, and completeness.

Our experienced brownfield team will provide Menasha with a high quality, focused grant application that meets the US EPA guidelines and tells a compelling story for revitalization in your community.

## ADDRESSING ISSUES AND COORDINATING WITH THE CITY

Throughout the entire process, Stantec's project manager, Lynelle Caine, will communicate with City staff on a weekly basis via phone, email, and in-person meetings. Upon formal notice of the award, Stantec will finalize a schedule and prepare a roles and responsibilities memorandum that will be incorporated into Stantec's contract for the grant writing phase. The memo will detail activities and responsibilities for Stantec, the City, and other participating entities.

Brownfield projects  
instill energy into older  
neighborhoods and  
promote redevelopment.

# WE'LL GET THAT FUNDED

## STANTEC'S NORTH AMERICAN FUNDING PROGRAM

We recognize that securing funding is a critical component of executing projects that advance the quality of life in communities. For 30+ years, Stantec has partnered with our clients to successfully apply for grants and loans and have helped our clients secure more than **\$4 billion in funding**.

Funding services is a natural and complementary extension of the other technical and professional services we offer as a firm. With Stantec, from concept to construction you have an integrated team of resources at your fingertips—not only grant writers, but more than 120 funding experts, experienced financial consultants, urban planners, engineers, landscape architects, transportation designers, and geographic information systems (GIS) analysts. We've compiled a team of Funding Advisors that have decades of experience developing financial plans and securing grants and loans for communities across the country. We have successfully leveraged our technical offerings into our funding services to create robust applications that 'Wow' funding agencies. With Stantec, you get all the services you need in-house.



## BROWNFIELD ASSESSMENT GRANT IMPLEMENTATION

### PROJECT UNDERSTANDING

If successful, the grant application will result in an anticipated \$500,000 in funding to be used over a three-year period for inventorying, assessing, and performing remedial and/or reuse planning for high priority brownfield sites. Although the application will identify one or more target areas, it is possible to allocate a portion of the funding for sites located anywhere within the City limits. Based on federal requirements and our grant implementation experience, we anticipate the scope of work to be organized into five general tasks: (1) brownfields inventory and prioritization, (2) Phase I and II ESAs, (3) community outreach to gain support and help prioritize and plan for individual sites, (4) remedial and other types of planning, and (5) grant administration and reporting.

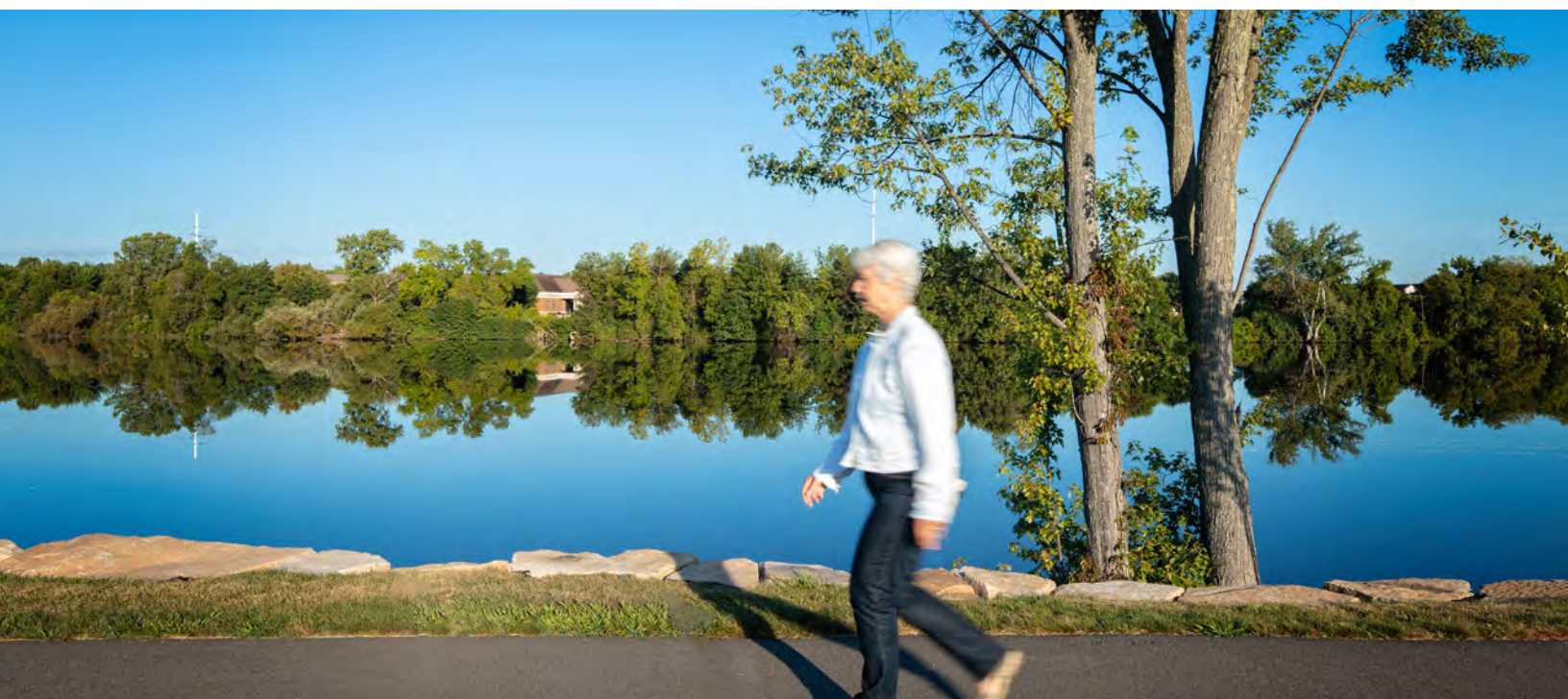
We assume the implementation phase will be led by City staff, and supported by Stantec, as well as a brownfield advisory committee (consisting of representatives from City departments, elected officials, and stakeholders). The committee's role must be detailed in the grant application, and will likely include input on project goals and the prioritization process, securing access for and nominating assessment sites, solicitation of nominations for residents, businesses, or organizations within the City, information dissemination, and participation in two to four meetings or conference calls per year, as needed. Based on our experience, we estimate 14 Phase I ESAs, 12 Phase II ESAs, and 2 response action plans will be completed under the grant.

### COMMUNITY OUTREACH

Stantec staff members assigned to the project team are experienced in conducting a broad range of outreach activities as part of over 155 US EPA brownfield assessment, cleanup, area-wide planning, and RLF grant implementation projects. These projects have included a broad range of outreach activities, ranging from very basic community outreach meetings to far more complex public engagement involving multiple stakeholder meetings, charrettes, visual preference surveys, and concept plans. Stantec has completed hundreds of planning projects for which public outreach was a significant component. In order to best serve the City's needs, we are partnering with Neighborhood Planners, who have extensive experience providing public outreach and planning services for local governments and redevelopment sites in Menasha and the surrounding communities.

### REDEVELOPMENT PLANNING AND MARKET RESEARCH

The US EPA brownfield assessment grants represent a significant opportunity to plan the redevelopment of brownfield sites on an integrated basis. Our project team includes not only multiple experts in the environmental assessment of brownfield sites, but urban planners and market researchers with experience in redevelopment and revitalization of former brownfields sites. Our team also includes experts in urban planning and design, civil and structural engineering, market analysis, economic development, environmental consulting, landscape planning, and architecture.







Most US EPA CWA Grants are implemented by environmental consulting firms with an overwhelming focus on the Phase I and II ESA components of the project. One of the exceptional aspects of the US EPA assessment grants is their ability to fund not only environmental assessment activities, but a broad range of reuse planning activities that of be of greater impact on select brownfield sites. Approaching the US EPA brownfields assessment grant projects with a combination of both planning and environmental expertise results in superior project outcomes, as the environmental assessment process can be guided or focused with an understanding of site reuse options and requirements (placement of parking lots or roads with potential contamination). Planning for brownfields reuse is greatly enhanced when the project team has an in depth understanding of environmental constraints, and how these could impact decisions such as industrial vs residential use, construction of underground parking, placement of stormwater ponds, etc.).

Our team can deliver an effective multidisciplinary approach to assessing sites, securing community input and support, assessing transportation and infrastructure requirements, and reducing possible impediments to redevelopment associated with potentially undefined environmental liabilities.

## **PROJECT MANAGEMENT AND IMPLEMENTATION**

There are many options for managing and implementing the grant. Our approach is to act as an extension of the City during the entire grant application process, developing a project management and implementation plan that is best suited to the City's preferences, needs, and workload. If requested, Stantec can support US EPA required reporting and record keeping activities; however, some clients prefer to manage this on their own. The most time-consuming activity is completion of the required quarterly status and financial reports. We can prepare these reports and can complete 90% or more of the work if the City prefers.

## **ADDRESSING ISSUES AND COORDINATING WITH THE CITY**

For continuity, Lynelle will continue to serve as Stantec's project manager during the grant implementation phase of the project. She will be responsible for day-to-day management of project activities, coordination with the City, and addressing any issues that arise during the project. In addition, Harris Byers, Assistant Project Manager, will support Lynelle as assistant project manager and secondary contact.





### **A HOLISTIC AND MULTI-DISCIPLINARY APPROACH**

The US EPA Brownfields Grant Program represents a significant opportunity to revitalize and redevelop brownfield sites in your community. We recognize the City has already identified several brownfield sites targeted for redevelopment and Stantec can provide an accelerated process to prioritize these sites and move efficiently from assessment and cleanup, to redevelopment and productive reuse. Stantec brings a holistic and multi-disciplinary approach to US EPA brownfield grant implementation. We can tap into more than 130 planners, civil engineers, health and safety professionals, waste management specialists, and natural resource experts in our Madison, Mequon, and Green Bay offices; greatly enhancing the City's ability to move forward with its redevelopment goals.

### **EXPERIENCE AND CAPABILITIES A SUMMARY OF OUR SUCCESS**

We have organized a project team to assist the City in strategic, cost effective, and efficient grant writing and implementation. Our team has a long history of working together on a variety of brownfield projects and has a proven track record in preparing, winning, and implementing US EPA and local brownfield grants. For over 10 years, Stantec's nationally recognized team has been actively pursuing state and federal brownfield grant funding in support of our client's redevelopment projects. We are the most successful firm in Wisconsin for writing and winning US EPA Community-Wide brownfield planning, assessment, clean-up, and RLF grants. For over 30 years, Stantec has worked closely with many Wisconsin cities and villages to remediate and restore their brownfield properties. **This work has resulted in over \$170 million in private investment and creation of thousands of jobs.**



## KEY PERSONNEL LIST

### PROJECT TEAM MEMBERS

As the project manager, Lynelle will write the grant application, perform a significant portion of background research, lead storyline development, and coordinate with City staff. She will be supported by a team of Stantec brownfield experts when performing these tasks, including research on statistics, site background information, health data, and other information to support the application. Our technical lead/secondary project manager, Harris Byers will work closely with Lynelle and serve as the City's secondary point of contact. Lynelle and Harris have successfully written and implemented brownfield grants for several Wisconsin communities, including Calumet, Sheboygan, and Marinette counties and the cities of Neenah, Green Bay, Manitowoc, and Stevens Point.

Serving as our QA/QC lead is Stu Gross. Stu is a professional geologist with 27 years of experience involving the investigation, remediation, and redevelopment of brownfields. Stu will complete a QA/QC review on all elements of the application to

ensure consistency, clarity, and compliance. Together our team of grant specialists have authored or coauthored more than 155 successful applications to the US EPA for brownfields assessment, cleanup, area-wide planning, and revolving loan fund (RLF) grants totaling \$65 million in funding.

Rounding out our team are Andrew Dane, Sarah McDonald and Lindsey Brown. As our team's landscape architect/urban planners, Sarah and Andrew will apply their more than twenty years of experience in urban design, landscape architecture, and green infrastructure to help identify blighted sites for possible Tax Increment Financing (TIF), public outreach, and any brownfield area-wide reuse plans. Lindsey is our grant coordination and reporting specialist. She has over twelve years of experience in administrative and documentation support for all levels of personnel and a variety of projects. Her primary function will be grant administration and public outreach support.

Stantec	
Personnel	Role
Lynelle Caine	Project Manager
Harris Byers	Brownfield Expert/Assistant Project Manager
Jon Guntow	Waterfront Improvements and Permitting Specialist
Stu Gross	QA/QC
Evan Weber	Field Staff/Assistant Grant Writer
Lindsey Brown	Grant Application Coordinator
Tyler Hischke	Field Staff
Chris Hatfield	Phase I ESA Specialist
Jeff Brand	Field Staff
Kayla Fisher	Administrative Coordinator
Heidi Waller	Project Engineer
Dan Feldt	Health and Safety
Sarah McDonald	Community Outreach/Reuse Planning
Andrew Riemer	Field Staff

Neighborhood Planners	
Personnel	Role
Andrew Dane	Community Outreach/Reuse Planning

# Experience and Capabilities

## A SUMMARY OF OUR SUCCESS

Stantec has been providing brownfield services in the Wisconsin since 1988. Our team has the experience to effectively support local units of government with assessment, cleanup, and redevelopment of brownfield properties, including procurement of federal and state brownfield grants and other funding.

# 1988

**THE YEAR STANTEC  
STARTED PROVIDING  
BROWNFIELD SERVICES IN  
WISCONSIN**

We have organized a project team to assist the City in strategic, cost effective, and efficient grant writing and implementation. Our team has a long history of working together on a variety of brownfield projects and has a proven track record in preparing, winning, and implementing US EPA and local brownfield grants. For over 10 years, Stantec's nationally recognized team has been actively pursuing state and federal brownfield grant funding in support of our client's redevelopment projects. We are the most successful firm in Wisconsin for writing and winning US EPA Community-Wide brownfield planning, assessment, clean-up, and RLF grants. In 2021 alone, we assisted 22 communities with securing \$11.55 million of US EPA Brownfield Grants, nearly 17% of all funding awarded in the US. *An experience matrix for the key team members can be found below with detailed resumes included in Appendix A.*

Stantec has exceptional experience conducting Phase I and II ESA activities at hazardous substance brownfields, petroleum brownfields, and other types of environmentally impaired sites. As mentioned previously, Stantec has completed more than 25,000 environmental projects in the Midwest alone.

Our team has a broad range of experience relevant to designing and implementing effective and innovative brownfield remediation strategies. We have extensive experience managing assessment and cleanup projects at sites impacted with petroleum and/or hazardous substances, including large brownfield redevelopment sites as well as smaller commercial and residential properties. Our staff have significant experience with other state funded brownfield programs administered under the WEDC and the WDNR. This experience has resulted in a detailed knowledge of the Wisconsin regulatory

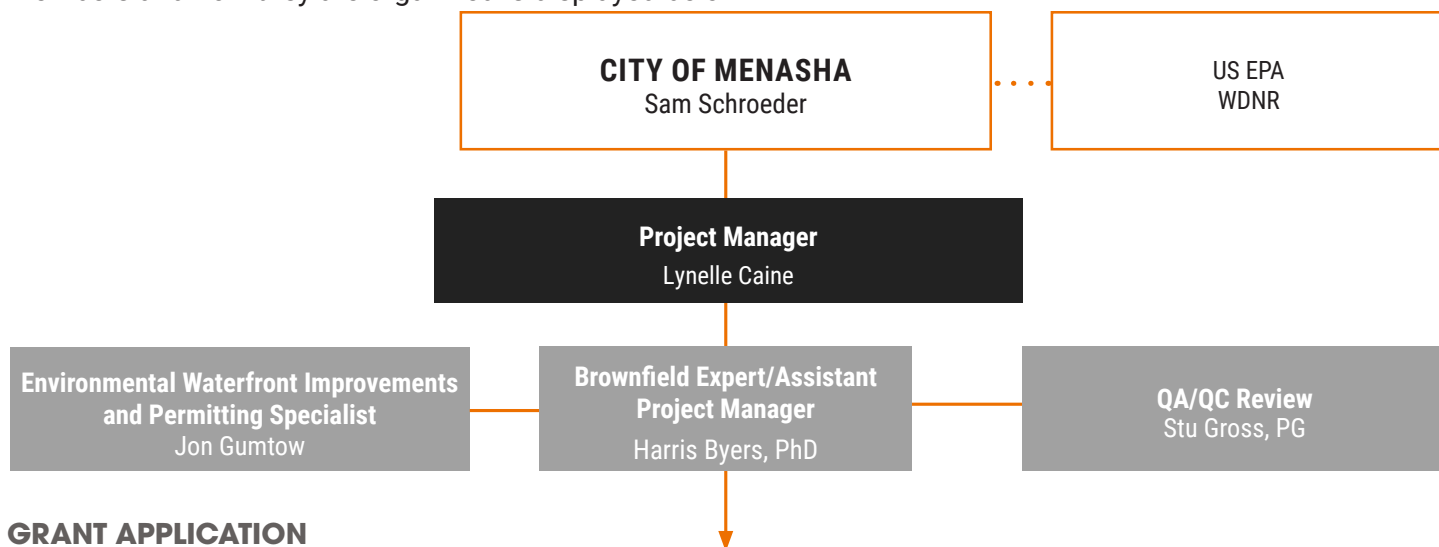
requirements as well as an excellent working relationship with staff at multiple state and federal regulatory agencies.

Stantec has successfully obtained regulatory approvals for a broad range of beneficial reuses of both construction and demolition materials, as well as soil and fill materials containing elevated concentrations of one or more contaminants. Reuse of materials can save millions of dollars on larger brownfield sites associated with historic fill or other large-scale contamination sources, and can make the difference between successful redevelopment or long-term vacancy. We have significant experience in green and traditional remediation at sites impacted with hazardous substances and petroleum, ranging in size from residential heating oil tanks excavations, to large industrial complexes and manufactured gas plants (MGPs).

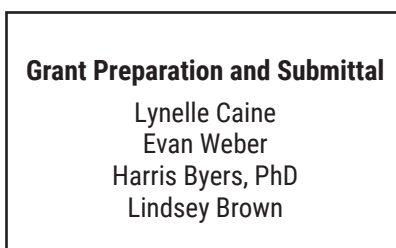


## ORGANIZATIONAL CHART

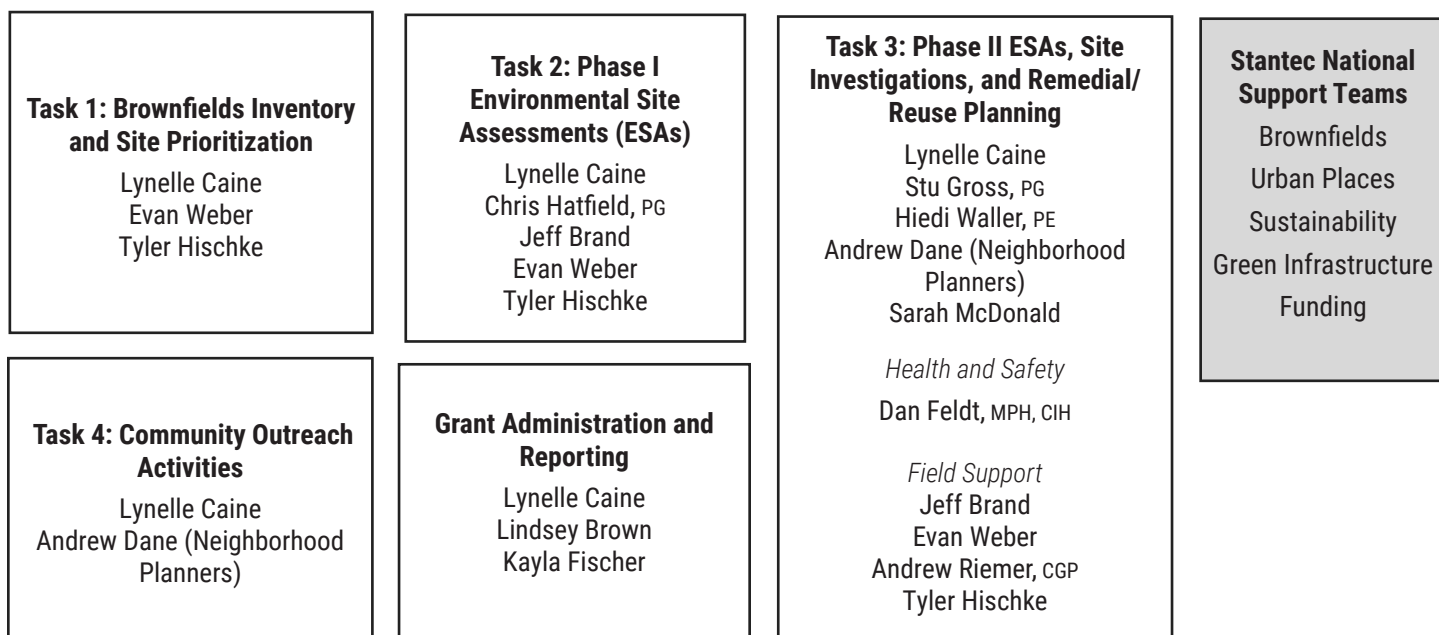
Stantec has assembled a dynamic project team with exceptional expertise in both implementing US EPA Brownfield CWA grant as well as in obtaining supplemental funding from a variety of state and federal grant programs as needed to supplement assessment activities. The team has the experience and expertise needed to apply for and implement grant programs including development activities. **Resumes for our team including relevant project experience and years working on brownfields are included in the Appendix.** A list of team members and how they are organized is displayed below.



### GRANT APPLICATION



### GRANT IMPLEMENTATION



## PERSONNEL RELEVANT EXPERIENCE CHART

Name/Role	Yrs Experience	Successful US EPA Brownfield Grant Applications	Phase I/Phase II ESAs	Environmental Investigations and Clean-up Oversight	Designing and Managing Cost Effective Brownfield Remediation Strategies	Brownfield Inventories Utilizing GIS with US EPA Grants	US EPA Grant Funded Projects with Local Government Including SAP and QAPP Preparation	Development/ Redevelopment and Market Feasibility Research	Planning and Community Involvement Activities	Brownfields for Successful Economic Development and Use of Area-Wide Planning
Lynelle Caine <i>Project Manager</i>	27	13	●	●	●	●	●	●	●	●
Harris Byers <i>Assistant Project Manager/ Brownfield Expert</i>	18	25	●	●	●	●	●	●	●	●
Jon Guntow <i>Waterfront Improvements/ Permitting Specialist</i>	35	1	●	●	●		●		●	●
Stu Gross <i>QA/QC</i>	27	6	●	●	●	●	●	●	●	●
Evan Weber <i>Field Support/ Assistant Grant Writer</i>	7	2	●	●	●	●	●	●	●	●
Lindsey Brown <i>Project Coordinator</i>	13	19	●		●	●	●		●	●
Tyler Hischke <i>Field Support</i>	3	2	●	●	●	●	●		●	●
Chris Hatfield <i>Phase I ESA Specialist</i>	26	1	●	●	●	●	●		●	●
Jeff Brand <i>Field Support</i>	20	2	●	●	●	●	●			●
Kayla Fischer <i>Agency Reporting Support</i>	5	6					●			●
Hiedi Waller <i>Project Engineer</i>	30	32	●	●	●	●	●	●	●	●
Dan Feldt <i>Health and Safety Lead</i>	41	-			●		●			
Andrew Riemer <i>Field Support</i>	23	-	●	●	●		●			
Sarah McDonald <i>Community Engagement</i>	13	-			●	●	●	●	●	●
Andrew Dane (Neighborhood Planners) <i>Community Engagement</i>	25	-						●	●	●



Below is a list of communities in Region 5 that Stantec assisted in obtaining US EPA grant funding which includes assessment, clean up, area-wide planning, and RLF brownfield grants. The majority of these projects are currently or have been implemented by Stantec.

Table 1: US EPA Brownfield Grant Project Experience (2011-2021)				
EPA Region	Grant Recipient	Award Year	Grant Type	Amount
5	Arrowhead Regional Development Corporation, MN	2020	CWA Coalition	\$600,000
5	Sheboygan County, WI	2019, 2017, 2014	CWAx3	\$1,000,000
5	Calumet County, WI	2019	CWA	\$300,000
5	Peoria, IL	2020, 2019, 2015	Cleanup & CWAx2	\$1,200,000
5	Dakota County Community Development Agency, MN	2019	CWA Coalition	\$600,000
5	Stevens Point, WI	2021, 2018	CWA x2	\$600,000
5	Prairie Hills Resource Conservation & Development, IL	2018	CWA Coalition	\$600,000
5	Mankato, MN	2021, 2017	CWA x2	\$600,000
5	Washington County, WI	2020, 2017, 2014	RLF & CWA Coalition	\$2,000,000
5	Green Bay, WI	2020, 2019, 2017, 2013	RLF, CWAx3 & AWP	\$2,000,000
5	Green Bay Redev. Authority, WI	2019	Cleanup	\$500,000
5	St. Cloud, MN	2016	CWA	\$400,000
5	St. Ann Center for Intergenerational Care (Milwaukee, WI)	2016	Cleanup x2	\$400,000
5	Racine, WI	2016, 2015	RLF x2	\$800,000
5	Manitowoc, WI	2021, 2018, 2015, 2013, 2011	CWA, SSA, CWA x2, RLF**, CWA Coalition	\$2,500,000
5	Hastings Economic Development & Redev. Authority (Hastings, MN)	2015	Cleanup x3	\$600,000
5	Kankakee, IL	2014	CWA	\$400,000
5	Wauwatosa, WI	2013	CWA	\$200,000
5	Wausau, WI	2013, 2012	Cleanup x2 & AWP	\$600,000
5	Neenah, WI	2012	CWA	\$400,000
5	Ramsey County, MN	2011	CWA	\$200,000
5	Marathon County, WI	2011	CWA*	\$400,000
5	Marinette County, WI	2011	CWA	\$200,000
5	Washington County Community Development Authority, MN	2021	CWA Coalition	\$600,000
TOTAL				\$17,700,000

# Nationally By the Numbers

Over the past decade Stantec has assisted over 100 communities across the US secure and/or implement over \$65 million in US EPA Brownfield Grants. Figure 1 depicts the locations of our brownfield grant clients, and Table 1 provides a list of our clients and projects within US EPA Region 5.

## CURRENT AND PAST EXPERIENCE

At Stantec, we see brownfields differently - transforming them from liabilities into assets that bring economic viability and enhance the quality of life in communities where we live, work, and play. This perspective, in conjunction with our deep bench of multi-disciplinary staff, is what drives our success. The Stantec team provides nationally recognized US EPA Brownfield Grant expertise combined with local understanding and experience to ensure you will receive maximum benefit from this project.

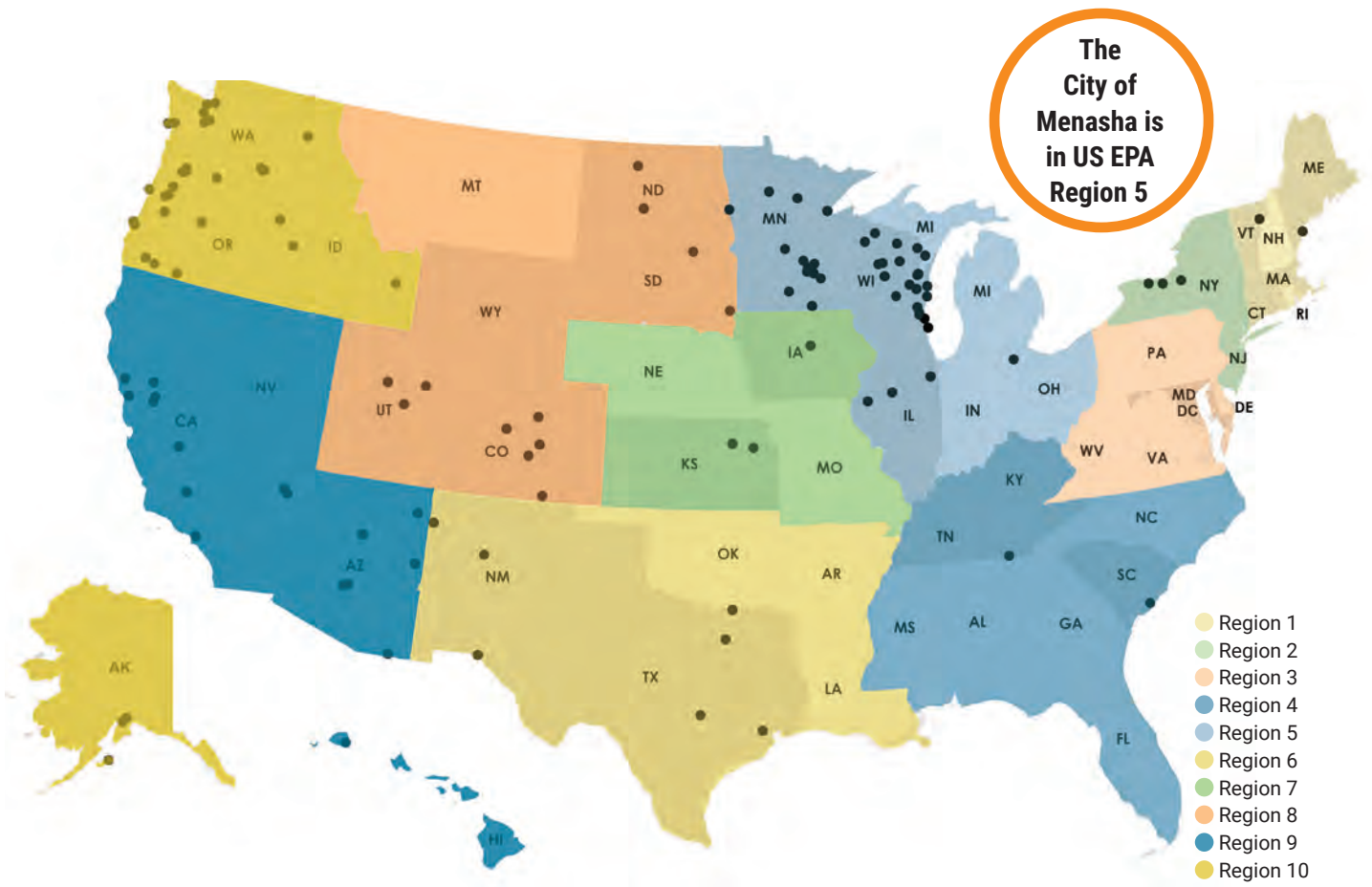
With 30 brownfield specialists, our National Brownfields and Community Revitalization Program builds sustainable brownfield redevelopment programs for communities of all shapes and sizes. We assist communities in leveraging a wide variety of brownfield grants and technical expertise to build strong redevelopment programs and form public-private partnerships necessary to complete revitalization.

When it comes to securing and implementing US EPA Brownfield Grants, we are the experts. Over the past decade Stantec has assisted over 100 communities across the US secure and/or implement over \$65M in US EPA Brownfield Grants. Figure 1 depicts the locations of our brownfield grant clients, and Table 1 provides a list of our clients and projects organized by US EPA Region.

### PROJECT EXPERIENCE

To clearly demonstrate Stantec's experience, we've included some recent project examples on the following pages that were implemented by one or more members of our proposed team members using US EPA funds and sites where US EPA funds were utilized.

**FIGURE 1. US EPA BROWNFIELD GRANT CLIENTS THROUGHOUT THE US EPA REGIONS**



## PROJECT DESCRIPTIONS



### Neenah and PH Glatfelter Paper Mill Grant Procurement and Implementation

LOCATION: Neenah, WI  
CONTACT: Chris Haese, Director of  
Community Development and Assessment  
(920) 886-6127  
CHAESE@CI.NEENAH.WI.US

Stantec provided a broad range of environmental services to catalyze redevelopment of the former PH Glatfelter Paper Mill. The unexpected closure of the paper mill in 2006 was a significant economic blow to the city but presented an opportunity to facilitate redevelopment in a key downtown location. Stantec coordinated deactivation and demolition of the massive, 130-year-old paper mill. Tasks included Phase I ESAs, a Phase II ESA, site investigation, remedial planning, remediation activities, and pursuit of state, federal, and local grants. The huge size of the buildings and demolition costs presented initial challenges. To reduce cost, the basement floor slabs and foundation walls were left in place to prevent direct contact with fill materials and eliminate disposal of large amounts of material.

To further reduce cost, Stantec also reused demolition fill. Ash fill was reused on- and off-site in accordance with WDNR regulations for beneficial reuse. Our team was instrumental in developing these soil and waste management strategies and obtaining state regulatory approval. Our team helped the Neenah CDA obtain more than \$1.2 million in brownfield grant funds through the WDNR and WEDC brownfield grant programs. In addition, Stantec helped write and secure a \$400,000 US EPA CWA grant to complete additional groundwater investigation at this site. WDNR funding included two Ready For Reuse grants which were funded through the US EPA RLF. Ms. Caine brings with her the experience of managing complex cleanup projects that are part of the WDNR's VPLE program such as the PH Glatfelter Paper Mill Cleanup an important skill needed as the Project Manager for the City.





## City of Green Bay US EPA Cleanup, Assessment, and Planning Grant Procurement and Implementation

LOCATION: Green Bay, WI  
 CONTACT: Matt Buchanan, AICP  
 Economic Development Specialist, City of Green Bay  
 (p) 920.448.3396  
 (f) 920.448.3081  
[MATTHEW.BUCHANAN@GREENBAYWI.GOV](mailto:MATTHEW.BUCHANAN@GREENBAYWI.GOV)

Stantec worked in partnership with the City of Green Bay to successfully prepare and secure three US EPA brownfield grants during FY2013, FY2017, and FY2019. These grant applications resulted in \$1 million in assessment and \$200,000 in AWP funding. As part of this project, Stantec completed a GIS inventory of brownfield properties along Velp Avenue, the Shipyard corridor, and University Avenue, Phase I and II ESAs, RAPs, and asbestos and lead-based paint surveys.

Notably, Stantec completed and submitted the QAPP within one business day of the US EPA's approval. A Phase II ESA was then conducted within a two-week expedited schedule to secure a \$12 million redevelopment project in the heart of the city's downtown. Stantec prepared and obtained approval of the eligibility determination and SAP prior to implementation of the field work. Given the timing of

the completion of the QAPP and Phase II ESA, the city successfully secured the redevelopment along the Fox River and the developer leveraged an additional \$500,000 in brownfield funds through the WEDC brownfield grant program with the help of Stantec.

To help the city obtain additional funding, Stantec has successfully written numerous federal and state grants, assessed 58 parcels, conducted 4 asbestos/lead based paint inspections, and completed NR718 site investigation and reuse planning. We have leveraged approximately \$4.1 million from other funding sources. This work has resulted in an anticipated 47 full-time jobs, the identification of 64 potential brownfield sites, more than 30 acres of redevelopment (with the potential to leverage more than \$20 million in private investment), and approximately \$50 million in private investment for future redevelopment.





## Wausau Brownfields Grant Procurement and Implementation

LOCATION: Wausau, WI  
 CONTACT: Brad Lenz  
 (715) 261-6753  
[BRAD.LENZ@CI.WAUSAU.WI.US](mailto:BRAD.LENZ@CI.WAUSAU.WI.US)

Through state and federal brownfield grants, Stantec is helping the City of Wausau transform this blighted former industrial property along the Wisconsin River to a recreational riverfront destination. Stantec helped the City of Wausau procure and implement several brownfield grants to clean up and redevelop this abandoned site. Stantec's brownfield team assisted with successful grant application for \$1 million Idle Sites Grant from the Wisconsin Economic Development Corporation (WEDC) and an US EPA Brownfield CWA Grant (\$400,000) and RLF grant (\$1,000,000). The project received the Brownfield Renewal 2013 National Economic Impact Award. Stantec is provided cleanup and remediation activities, including oversight for demolition of more than 3 acres of buildings and foundations and 600 feet of 96-inch storm water culvert. Remedial activities also included daylighting a buried storm-sewer culvert, construction of a traffic bridge, and extension of water and sewer utilities. When completed, upgrades will facilitate more than \$50 million in mixed-use development for the downtown Wausau area.

Stantec's team of urban planners, landscape architects, engineers, and scientists worked with the

City of Wausau to implement public improvements along over 2,200 feet of Wisconsin River shoreline—laying the groundwork for Riverlife, a new regional recreation, entertainment, commercial and residential waterfront destination.

The first phase provided the framework for this once-in-a-lifetime community project: an ADA publicly accessible pedestrian bridge, boat docks, kayak launches, wharf, nearby kayak launch, multi-use trail system, riverbank restoration, lighting, and site furnishings. The team also "daylighted" a previously navigable stream, which had been hidden within a large diameter storm sewer for years, and enhanced it with an arched bridge and lighted waterfall feature.

The second phase of improvements includes a signature centerpiece park, bathroom, and concession building. The Riverlife amenities also include a terraced seating area, adjacent to the concession building and overlooking the river, which features benches, tables, chairs and shade umbrellas, and a unique leaping water fountain. Riverlife also offers a destination universal-designed playground for all ages.





## Mirro Building Demolition Project Management

LOCATION: Manitowoc, Wisconsin  
CONTACT: Adam Tegen, Community  
Development Director, City of Manitowoc  
(920) 686-6931  
ATEGEN@MANITOWOC.ORG

Once home to the Mirro Aluminum Company, one of the world's largest manufacturers of aluminum products, the Mirro complex contained approximately 980,000 square feet of manufacturing space in 17 buildings ranging from three to seven stories in height. Industrial operations ceased at the site in 1986, and the multi-story manufacturing buildings sat vacant and fell into blighted decay while the surrounding neighborhood underwent redevelopment. Some structures were partially demolished in 2013 and 2014. The City took ownership of the property in 2016 to complete the demolition process. Due to the presence of hazardous materials, including lead-based paint, the building was not able to be repurposed.

Stantec partnered with the City of Manitowoc to secure and/or implement \$600,000 in US EPA Brownfield Assessment and RLF grants targeted to

environmental assessment and asbestos abatement at the site. To offset the cost of debris disposal, Stantec assisted the City in securing an additional \$500,000 in Brownfield cleanup funding from the WEDC.

Stantec completed environmental investigation/abatement and served as the demolition project manager. Located in a congested commercial and residential area, important components of this project include containing dust, minimizing impacts to neighbors, and maintaining traffic.

Following demolition, Stantec completed the subsurface environmental investigation. Future plans for the site may include offices, apartments, parking, and green space. Redevelopment will undoubtedly catalyze economic growth in the downtown area.



## City of Manitowoc US EPA Brownfield Grant Procurement and Implementation

LOCATION: Manitowoc, WI  
 CONTACT: Adam Tegen  
 Community Development Director  
 City of Manitowoc  
 (920) 686-6931  
[ATEGEN@MANITOWOC.ORG](mailto:ATEGEN@MANITOWOC.ORG)

From FY 2013 to 2021, Stantec has helped secure and/or implement more than \$3.3 million in state and federal brownfield grants for the City. Stantec is currently the QEP for the City of Manitowoc for their US EPA RLF grant. As part of this RLF project Stantec has completed property eligibility determinations, negotiating site access agreements, and designing and conducting Phase I ESA evaluations per ASTM E1527-13.

Stantec is also overseeing the City's assessment grant. This work included preparing SOPs, completing a QAPP and annual updates, developing SAPs, designing and conducting Phase II ESAs in accordance with ASTM E1903-97 (2002); development and submittal of Site Investigation work

plans for state regulatory agency review; preparation of site investigation and remediation work plans in accordance with state statutes; and preparation of closure requests.

In addition, Stantec assisted with data acquisition and designing and maintaining a custom GIS brownfield database containing a large variety of relevant datasets. We assisted the City in completing all federal grant reporting requirements to maintain compliance with US EPA Cooperative Agreements (including quarterly reports, annual financial reports, Minority Business Enterprises (MBE)/Women Business Enterprises (WBE) reports, audits, and maintaining the US EPA Assessment, Cleanup and Redevelopment Exchange System (ACRES) database.





## City of Manitowoc River Point US EPA Assessment and RLF Cleanup Grants

LOCATION: Manitowoc, WI  
 CONTACT: Adam Tegen  
 Community Development Director  
 City of Manitowoc  
 (920) 686-6931  
[ATEGEN@MANITOWOC.ORG](mailto:ATEGEN@MANITOWOC.ORG)

For more than 150 years, business and industry along the Manitowoc River has contributed to the life of Manitowoc residents geographically, historically, economically, and culturally. The City is now giving the riverfront a new life as the mixed-use River Point Development.

To prepare the 20-acre site for redevelopment, Stantec had previously helped the City obtain federal brownfield grant funding, performed environmental assessments, and developed a site-wide plan for mitigating residual environmental impacts. With this firsthand knowledge, Stantec's design team subsequently worked with the City to plan and design a project that would achieve the community's vision for the area.

Our design team prepared the site planning, mass grading, and public improvement plans to provide the foundation for redevelopment. The design incorporated properly capping the soils to mitigate environmental impacts.

Throughout the project, our team focused on options that the City residents desire, local businesses can champion, and the City can realistically operate and maintain. The planned attractions include three locations for residents to interact with the river: a kayak launch, a lookout, and terrace waterfront seating. A multi-use bike trail wraps around the development along the river. The streetscape focuses on pedestrian friendly amenities with pavers, colored concrete, and seat walls.

Sustainability was designed into the development plan. Tree cells will support the root systems for healthy growth and improve stormwater quality.

The project was designed in three phases, with Phase I construction scheduled for completion at the end of 2021. Restaurants, multifamily apartments, and shops will enhance the local community as River Point becomes a destination for residents to eat, work, play, and enjoy a sense of nature with a downtown feel.



## Former Larsen Cannery Campus/Rail Yard Innovation District

LOCATION: Green Bay, Wisconsin  
 CONTACT: Paul Belschner, President/CEO  
 Base Companies, LLC  
 920-764-0832  
[PBELSCHNER@BASECOMPANIESLLC.COM](mailto:PBELSCHNER@BASECOMPANIESLLC.COM)

Since 2014 Stantec has provided environmental services associated with the on-going redevelopment efforts with the Rail Yard Innovation District (Rail Yard) in Green Bay. The approximate 20-acre property was formerly part of a large canning facility referred to as the Larsen Canning Company. The Larsen Canning Company operated at the Property as a vegetable cannery until its closure in 2003. In support of cannery operations, the Property historically contained multiple large warehouses, support buildings, numerous railroad tracks/spurs, and a roundhouse.

Stantec aided redevelopment through Phase I and II ESAs, asbestos and lead based paint assessments of existing structures, site investigation activities, and remedial action planning. The City of Green Bay's US EPA Assessment grant funds were utilized to fund several of the assessment activities. Two WEDC grants totaling \$1 million and an IDLE site grant were also obtained to assist in remediation and redevelopment of the Site. Our team also designed a WDNR approved site-wide RAP which allowed the beneficial reuse of

low-impact materials on and off site with a limited volume of soil being landfilled. Capping of the entire site with clean soil and/or an impermeable surface is the approved remedial alternative to address contaminant impacts at the Site. This plan has effectively saved hundreds of thousands of dollars through reduced trucking and soil disposal costs. Redevelopment activities completed to date include construction of townhomes and reuse of existing structures for commercial space and business offices with two separate housing units currently under construction. As redevelopments are completed, new parcels and individual BRRTS cases are being created and broken out from the larger overarching site. To date, WDNR closure of three BRRTS cases within the Rail Yard Innovation District have been obtained. Being located in an opportunity zone, the use of Wisconsin Housing and Economic Development Authority (WHEDA) tax credits and historic preservation tax credits were a few of the many financial tools used to fund the redevelopment efforts at the Site.





## Calumet County Assessment Grant Procurement and Implementation

LOCATION: Calumet, WI  
CONTACT: Mary Kohrell, Community Economic Development Director  
(920) 849-1680  
(833) 620-2730 toll free  
[MARY.KOHRELL@CALUMETCOUNTY.ORG](mailto:MARY.KOHRELL@CALUMETCOUNTY.ORG)

Stantec assisted Calumet County in securing and strategically implementing a \$300,000 US EPA CWA grant in Fiscal Year 2019. Grant funds were used to complete a county-wide brownfields inventory which was used to guide a variety of environmental site assessment outputs at 10 properties, including: eligibility determinations, Phase I ESAs per the requirements of All Appropriate Inquiry (AAI), a QAPP, multiple Phase II ESAs, building structural assessments, groundwater supply well evaluations, pre-demolition surveys, remedial planning activities, and assessment and removal of abandoned fuel oil underground storage tanks. Programmatic support included completing all US EPA required reports, such as quarterly reports, annual financial reports, and MBE/WBE reports. Outcomes including leveraging \$1.4MM in private

investment at assessed properties, successful redevelopment of several properties, and using the US EPA grant as the required match to secure a \$150K WEDC Site Assessment Grant to support abatement and demolition of a blighted former plating facility building.





## The Shipyard Cleanup and Redevelopment

LOCATION: Green Bay, WI  
 CONTACT: Neil Stechschulte, City of Green Bay  
 920-448-3395  
[NEIL.STECHSCHULTE@GREENBAYWI.GOV](mailto:NEIL.STECHSCHULTE@GREENBAYWI.GOV)

Stantec is working closely with the City on what is now known as the Shipyard development, a former industrial property along the Fox River in the City's downtown that has remained vacant for decades due to known contamination and geotechnical constraints due to poor subsurface soil quality. The City had a vision to make the Shipyard a regional year round destination, bringing visitors and residents to the City's center and giving them access to the Fox River. As part of these efforts, Stantec has completed Phase I and II ESA's for 26 separate parcels to facilitate redevelopment and acquisition of the Shipyard and parcels in the surrounding corridor as part of the City's US EPA Assessment Grant. We participated in numerous meetings with City officials, WDNR, and other State and Federal agencies to discuss funding options, cleanup alternatives, and redevelopment strategies. We led public meetings (organized in

partnership with the City) to promote redevelopment of The Shipyard and other surrounding brownfield sites.

During 2018, Stantec, was retained by the City to make the vision for The Shipyard a reality.

All design aspects are being done to minimize soil disruption and incorporation of the cleanup plan and approved ABCA for the Site. Initial capping of a portion of the site has been partially funded through two \$500,000 WEDC cleanup grants. Final capping will be achieved through utilization of the City's \$500,000 US EPA Cleanup Grant and \$154,500 US and Fish and Wildlife Services NRDA Grant for Shoreline Restoration in which Stantec assisted in obtaining and is currently implementing.

## REGULATORY AND SCIENTIFIC KNOWLEDGE

### US EPA GRANT WRITING AND IMPLEMENTATION

Stantec is or currently has managed all four types of US EPA grants on behalf of our clients: assessment, area-wide planning, clean-up, and RLF. Our approach to grant writing and implementation is unique within the industry, as shown by our outstanding results. We have a diverse, experienced group of grant writers and use everyone's individual talents on each project.

### FEDERAL ENVIRONMENTAL STATUTES OR ASSOCIATED REGULATIONS

Stantec's experience with federal regulations includes fulfilling the requirements of the All Appropriate Inquiry (AAI) Final Rule utilizing standards set forth in the ASTM E-1527-13. We also have experience with the various provisions and requirements associated with the Comprehensive Environmental Response Compensation and Liability Act (CERCLA). Stantec assisted the US EPA Office of Inspector General with conducting technical review of the remedial planning process at 11 Superfund sites across the United States per Section III (k) of CERCLA. This included review of Preliminary Assessment Reports, Site Investigation Reports, Community Relations Plans, QAPPs, Public Health and Environmental Risk Assessments, Feasibility Studies, and Records of Decision. This required detailed knowledge of the National Contingency Plan and other applicable US EPA guidance documents.

As a contributing member to the WDNR Brownfields Advisory Committee, team member, Harris Byers, has detailed knowledge of state environmental regulations, assessment, and cleanup criteria. In addition, Stantec staff have a strong working knowledge of RCRA and TSCA regulations. We have performed investigation and remediation on numerous RCRA sites and have provided site cleanup and peer review services with respect to cleanup of PCBs subject to subject to TSCA, including the former Mirro property.

### US EPA ENVIRONMENTAL AND OTHER FEDERAL LAWS AND REGULATIONS

With over 130 staff based in our Wisconsin offices, Stantec has in-house experts knowledgeable in federal and state statutes, laws, or regulations pertaining to brownfield assessment, cleanup, planning, and redevelopment.

As demonstrated during implementation of the current Community-wide Assessment (CWA) grants, Stantec has strong working relationships with WDNR, US EPA, and other federal and state agencies. Several team members have 20 or more years of professional experience working on brownfield sites, providing a diverse knowledge base to draw from regarding any regulatory issues that arise related to brownfield sites.

### OSHA AND OTHER HEALTH AND SAFETY RULES OR REQUIREMENTS

Stantec maintains a health and safety program in accordance with Occupational Safety and Health Administration (OSHA) requirements for environmental investigation and cleanup sites that are subject to HAZWOPER requirements as outlined in 29 CFR 1910.120. We are experienced at preparing Health and Safety Plans (HASPs) and addressing OSHA and other health and safety rules and requirements.

We are OSHA18001 Certified and team member **Dan Feldt is a Certified Industrial Hygienists (CIH)** and will assist with HASP development and implementation. In addition, our project quality program is ISO 9001 and ISO14001 certified. Please note that all Stantec field personnel have 40-hour OSHA HAZWOPER training, as well as the required 8-hour annual refresher update training.

### TECHNICAL EXPERIENCE RELATIVE TO ESAS, BROWNFIELD PROJECTS, AND CONTAMINATED SITE REMEDIATION

Stantec has exceptional experience conducting Phase I and II ESA activities at hazardous substance brownfields, petroleum brownfields, and other types of environmentally impaired sites. As mentioned previously, Stantec has completed more than 25,000 environmental projects in the Midwest alone.

Lynelle, along with the supported Stantec team, has a broad range of experience relevant to designing and implementing effective and innovative brownfield remediation strategies. We have extensive experience managing cleanup projects at sites impacted with petroleum and/or hazardous substances, including large brownfield redevelopment sites as well as smaller commercial and residential properties. Our staff have significant experience with additional state-funded brownfield programs administered under the WEDC and the WDNR. This experience has resulted in a detailed knowledge of the Wisconsin regulatory requirements as well



as an excellent working relationship with staff at multiple state and federal regulatory agencies. As demonstrated during the recent Mirro property demolition, Stantec has successfully obtained regulatory approvals for a broad range of beneficial reuses of both construction and demolition materials, as well as soil and fill materials containing elevated concentrations of one or more contaminants. Reuse of materials can save millions of dollars on larger brownfield sites associated with historic fill or other large-scale contamination sources, and can make the difference between successful redevelopment or long-term vacancy. We have significant experience in green and traditional remediation at sites impacted with hazardous substances and petroleum, ranging in size from residential heating oil tanks excavations, to large industrial complexes and manufactured gas plants (MGPs).

**Learn more about Stantec:**



## **KNOWLEDGE AND EXPERTISE WITH DAVIS-BACON ACT REPORTING AND MBE/WBE COMPLIANCE**

The US EPA brownfield assessment activities are generally not subject to the Davis Bacon Act (DBA) requirements during grant implementation. However, Stantec's team has extensive knowledge of the DBA and associated reporting requirements should the City need assistance with the required compliance monitoring.

In accordance with the US EPA Program for utilization of Small (SBE), Minority (MBE), and Women's Business Enterprises (WBE), Stantec is committed to following the 6 Good Faith Efforts to procure services of MBE and WBE subcontractors. Please note that Stantec is experienced in meeting the MBE/WBE procurement requirements as these same requirements apply to all US EPA Brownfield Assessment, Cleanup, and RLF grant projects. Stantec will comply with local, state, and federal laws pertaining to unlawful discrimination. Compliance with the US EPA fair share objectives for MBE/WBE utilization will be documented by retaining invoices and payments made to MBE/WBE firms, as well as other records documenting the our use of the six "good faith efforts" as defined under 40 CFR, Part 33, Subpart C.



## COST

In accordance with the Request for Qualifications, Stantec agrees to prepare the application for a US EPA FY 2022 Community-Wide Assessment Grant at our risk and at no cost to the City. We will work with the City on revision and resubmittal of an application in FY 2023 at no cost if the initial grant application is not awarded funding. We anticipate being able to support future state or federal grant applications that may be pursued under this contract on similar terms, but assume that each would be implemented under a separate task order with terms (and fee, if any) based on the specific grant program, award amount, overall level of effort, and the extent to which the City would assist with the grant application process.

A current rate table is provided below. Please note that our rate tables are adjusted annually.

Staff Level	Billing Level	2021 Rate
Technician/ Admin	3	\$95
	4	\$107
	5	\$115
Staff	6	\$119
	7	\$127
	8	\$131
	9	\$141
	10	\$147
Senior Staff	11	\$160
	12	\$165
	13	\$174
	14	\$180
Principal	15	\$199

## EXPENSES/MATERIALS

1. Mileage. Will be billed at the standard mileage rate for business miles driven as established by the U.S. Internal Revenue Service (no mark up).
2. Meals and lodging. Meal expenses will be billed at cost + 10%.
3. Miscellaneous reimbursable expenses charges. Project specific outside expenses to be invoiced at cost + 10%. Examples include: maps, map data, photographs, slides, delivery charges, outside copying / reproduction, project related field supplies, etc.
4. In-house fees. Usage charges for company owned, leased or rented field equipment will be applied at Stantec daily or weekly use rates.
5. Reimbursement for approved subconsultants. Shall be billed at cost (no-markup).
6. Subcontracted commodity services (i.e. analytical laboratory services, drilling etc.). Shall be billed at cost +10%.

# **1 APPENDIX - RESUMES**





# LYNELLE CAINE

*Project Manager*

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## **Education**

BS, Saint Norbert University, Geology,  
De Pere, Wisconsin, 1994

OSHA, Health & Safety Training for  
Hazardous Waste Operations, 8-hour  
Refresher

OSHA, Health & Safety Training for  
Hazardous Waste Operations,  
40-hour, 1994

## **Awards**

2012 Brownfield Renewal Winner for  
Economic Impact, P.H. Glatfelter  
Paper Mill Brownfield Renewal

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Ms. Caine has more than 27 years of professional experience as an environmental consultant. As a Senior Project Manager/Senior Associate in Stantec's Environmental Service Business Sector, Lynelle specializes in revitalizing and redevelopment of abandoned and underutilized commercial and industrial properties by working closely with municipalities and private developers. These projects are performed under multiple regulatory programs including US EPA Region 5, Wisconsin Department of Natural Resources (WDNR), and the WDNR voluntary party liability exemption (VPLE) program.

With this experience, she is able to support local units of government with redevelopment of brownfield properties. This is done through assessment and remediation of environmental concerns and often helping procure federal and state grants and other funding sources to off-set the environmental cleanup costs often associated with these redevelopment efforts.

In addition to brownfield redevelopment, Lynelle specializes in identifying and securing grants funds for local government units, private developers, community-based organizations, and non-profits by helping her clients identify strategic partnerships, strategize matching funds, and provide community outreach to engage public support. Lynelle has been the primary grant writer for a wide variety of projects securing funds under various state and federal grant programs including but not limited to Community Development Block Grants (CDBG); US EPA brownfield assessment, cleanup, and area-wide planning grants; and Wisconsin Economic Developments (WEDC) Community Development Investment (CDI) grant, Site Assessment Grant (SAG), IDLE Site, and Brownfield Redevelopment programs.

## **Brownfield Grant Writing, Various Clients, Wisconsin**

Lynelle has assisted in preparation of numerous successful State and Federal Brownfield grant applications totaling over \$10 million to assess, investigate and cleanup brownfield sites throughout WI. These grants included the following:

### **Municipal Clients**

- City of Green Bay: \$2 million total in US EPA Grants in 2013, 2017, 2019, and 2020 which includes four US EPA Brownfield Community Wide Assessment (CWA) grants, one US EPA Brownfield Area-Wide Planning (AWP) grant, and one Revolving Loan Fund (RLF) grant. In addition, two WEDC Brownfield grants totaling \$1 million for the Shipyard Redevelopment project.
- City of Green Bay Redevelopment Authority (RDA): \$500,000 US EPA Brownfield Cleanup grant for the Shipyard Redevelopment Project.
- City of Neenah: \$1.3 million if state funding for redevelopment of the former P.H. Glatfelter Mill Redevelopment Site which included two WEDC SAGs, 2 WDNR Ready for Reuse Grants; and one WEDC Brownfield grant. In addition, a \$400,000 US EPA Brownfield CWA grant was also obtained.
- City of Stevens Point: \$600,000 in brownfield assessment grant funds through two US EPA Brownfield CWA grants.
- City of Marinette: \$400,000 in brownfield assessment grant funds through two US EPA Brownfield CWA grants.
- Village of Ashwaubenon: \$37,500 in WEDC Brownfield SAG funds which led to private redevelopment along the Fox River.
- Price County, WI: \$36,700 WEDC Brownfield SAG
- City of Shawano: \$400,000 WEDC Brownfield Grant

### **Private Developers/Other Entities**

- DDL Holdings (Rail Yard Innovation District), Green Bay, WI: Helped secure two WEDC Brownfield grants totaling \$1 million for cleanup efforts of a multi-parcel 16 acre 100-year-old industrial property vacant for over a decade.
- Eight Street New Jersey, Sheboygan, WI: \$350,000 WEDC Brownfield grant.
- GB Hotel, Ashwaubenon, WI: \$497,000 WEDC Brownfield Grant



- Manseau Flats, Ashwaubenon, WI: \$500,000 WEDC Brownfield Grant
- T-Wall Enterprises, LLC, Green Bay, WI: \$500,000 WEDC Brownfield Grant
- Marinette County Association of Business and Industry, Marinette, WI: \$500,000 WEDC Brownfield Grant

#### **Tecumseh Mill Demolition, City of New Holstein**

Lynelle assisted the City of New Holstein in obtaining two grants totaling \$1.16 million (2021) for demolition of an abandoned 100-year-old mill that has sat vacant for over a decade. Not only did Lynelle help the City obtain a \$250,000 WEDC IDLE sites grant and a \$910,660 CDBG-CLOSE grant but strategized with the City to identify funding options to finance the remainder of the project through ER TIF and other resources.

#### **Brownfield Revitalization and Implementation Experience for the City of Green Bay, Wisconsin (Project Manager)**

As a Senior Project Manager, Lynelle has worked closely with the City of Green Bay for nearly a decade and has successfully helped the City obtain over \$3.5 million in state and federal grant funds to revitalize brownfield sites throughout the City. One of Stantec's first significant projects in the City was the remedial oversight and closure of the former Younkers Department Store, which facilitated the construction of Hagemeister Park. Recently, she has worked closely with City staff and private developers to complete environmental assessment and cleanup in the downtown and surrounding areas to facilitate redevelopment, including the KI Expansion Center, the Metreau, City Deck Landings, Whitney School, former Larsen Green Cannery, Friar House Flats, and many more. Through these projects Lynelle worked closely with the City staff, design build contractors, architects and the general contractors.

#### **US EPA Brownfield Assessment Grant Implementation for the City of Neenah, Wisconsin (Project Manager)**

Lynelle provided technical and management oversight for implementation of two US EPA Brownfield Assessment Grants for petroleum and hazardous substances awarded to the City of Neenah, Wisconsin. The grants were utilized to inventory Brownfield properties, perform environmental assessments, conduct remedial planning and assist with community involvement activities as part of a three-year contract. As part of this grant, conceptual reuse alternatives and renderings were developed for key brownfield sites along the Commercial Avenue corridor taking into consideration environmental impacts.

US EPA grant funds have been critical in beginning redevelopment efforts within the City of Neenah to effectively reuse land once burdened by environmental impacts. Notably, five individual parcels were assessed under the US EPA assessment grant that resulted in the construction of Gateway Towers, a five story, 60,000-square-foot, multi-tenant office building downtown. Along with the development of the office building, an additional 44 on-site and 150 off-site parking stalls was constructed. US EPA funding was used to complete Phase II environmental assessments, site investigation activities, asbestos assessment and remedial action planning efforts at one or more of the parcels.

#### **Redevelopment of Larsen Green Cannery (Railyard Innovation District), Green Bay, Wisconsin**

Since 2014, Lynelle has provided environmental services associated with the on-going redevelopment efforts with the Rail Yard Innovation District (Rail Yard) in Green Bay. The approximate 20-acre property was formerly part of a large canning facility referred to as the Larsen Canning Company. The Larsen Canning Company operated at the Property as a vegetable cannery until its closure in 2003. In support of cannery operations, the Property historically contained multiple large warehouses, support buildings, numerous railroad tracks/spurs, and a roundhouse. Stantec aided redevelopment through assessments, reuse and remedial action planning, remedial oversight, and helping obtain grant funding. Our team also designed a WDNR approved site-wide remedial action plan which allowed the beneficial reuse of low impact materials on and off site with a limited volume of soil being landfilled. Capping of the entire site with clean soil and/or an impermeable surface is the approved remedial alternative to address contaminant impacts at the Site. This plan has effectively saved hundreds of thousands of dollars through reduced trucking and soil disposal costs. Redevelopment activities completed to date include construction of townhomes, Broadway Lofts, and reuse of existing structures for commercial space and business offices with one separate housing unit currently under construction. Being located in an opportunity zone, the use of WHEDA tax credits and historic preservation tax credits were a few of the many financial tools used to fund the redevelopment efforts at the Site.

#### **Glatfelter Mill Redevelopment, Neenah, Wisconsin**

Since 2008, Lynelle has been the Project Manager leading the investigation and remediation at the Glatfelter Mill site. This banner project involved transforming a 16-acre site from a closed abandoned paper mill in the heart of the City's downtown to a catalyst mixed use redevelopment destination that includes the Plexus Global headquarters, a health care clinic, two market rate housing redevelopments, Gateway Plaza, Legacy Park, and the Plaza at Gateway Park (an outdoor ice rink and warming shelter). There were numerous challenges associated with redevelopment of this 130-year-old paper mill site that extended over periods of economic uncertainties. The huge size of the specialized mill buildings and the cost associated with their demolition were initial challenges. In order to reduce costs and to conduct the demolition in a sustainable manner that would maximize reuse of materials, three key strategies were implemented. First, basement floor slabs and foundation walls were left in place throughout a majority of the site to serve as engineered barriers to prevent direct contact with fill materials during construction, and to eliminate the waste of disposing of an enormous volume of material with little associated economic or environmental benefit. Secondly, following asbestos abatement, all inert demolition materials were segregated into materials with and without lead-based painted surfaces. The material without lead-based paint was crushed and reused as fill in portions of the site. Lastly, the pervasive ash fill material was capped with a two-foot clay cap or another impermeable material (e.g., asphalt or concrete) wherever a slab was absent. During redevelopment of other portions of the site approval was obtained to place excess ash fill and masonry containing lead-based paint in a screen berm on the adjacent Arrowhead Park. This resulted in significant cost savings the City and the developer. WDNR case closure of three separate WDNR cases has been granted with issuance of a certificate of completion under the VPLE program pending. After more than a decade of revitalization efforts, Lynelle is currently overseeing the final remedial efforts associated with the three remaining parcels that make up the former mill site totaling over \$100 million in private/public investment at the Site.



Mr. Guntow is a professional wetland scientist (PWS) and a licensed soil scientist (PSS) in Wisconsin specializing in environmental permitting, soil and wetland science, and restoration ecology. Mr. Guntow has 35 years of professional consulting experience working with a wide variety of industry, government, and NGO clients in addition to public sector positions held with the Wisconsin Department of Natural Resources (WDNR) Wildlife Management Division and the USDA soil survey mapping program. Mr. Guntow has an understanding of the technical and regulatory aspects of environmental projects and is highly respected by regulatory personnel. He donates his time with many local community organizations and conservation initiatives and routinely presents at conferences and lectures at universities.

# JON GUNTOW

PWS, PSS

*Waterfront Improvements and Permitting  
Specialist*

## Education

BS, Resource Management (Soil  
Science / Land Planning), University  
of Wisconsin, Stevens Point,  
Wisconsin, 1986

### **Brownfield Redevelopment, Sheboygan, Wisconsin, Project Manager**

Completed site investigation, floodplain analysis, RI/FS, permitting, and construction management for 40-acre Brownfield redevelopment project. Facilitated agency meetings and obtained agency approval of RAP using natural attenuation and engineered controls. Developed conceptual beach grass restoration plan.

### **Fox River Riparian Wetland and Stream Restoration, Menasha, Wisconsin**

Created a 15-acre wetland and stream restoration and as part of the Fox River PCB cleanup in Little Lake Buttes des Morts. Peer reviewed restoration design and specifications and recommended design enhancements. Project included installation of native seed, 3,500 trees, in-channel woody debris, turtle nesting areas, and 1,000 feet of shoreline stabilization following implementation an aggressive invasive species control.

### **Menasha Corporation Permitting, Neenah, Wisconsin**

Completed wetland delineation, permitting, stormwater landscape plan, and mitigation services associated with 2-acres of wetland impacts from an industrial facility expansion. Conducted a county-wide GIS based wetland mitigation site search to identify and prioritize wetland restoration sites. Completed on an expedited schedule requiring extensive regulatory agency coordination.

### **City of Menasha, Manitowoc Road Pond Revegetation, Menasha, Wisconsin, Project Manager**

Assessed condition of vegetation community at a regional stormwater facility. Recommended vegetation management strategies and developed a landscape plan and specs to revegetate multiple habitat zones.

### **Arrowhead Park Restoration and Master Plan, Neenah, Wisconsin**

Completed a restoration plan for a 30 acre lakeshore that included naturalizing 2,500 feet of shoreline and creating 2 acres of in-water habitat restoration for fish, birds and turtles. Prepared grant applications and secured \$400,000 in funds to improve habitat. Developed a community-based ecosystem monitoring system to engage the public and record fish and wildlife use. Project included permitting, agency consultation, wetland delineation, invasive species management, public outreach/education, and long-term biological studies.

### **Community Rain Garden Design, Menasha, Wisconsin**

Completed rain garden design and landscaping plan in partnership with City of Menasha and East Central Planning Commission along the Fox River and former Gilbert Mill redevelopment. This BMP serves as a living educational exhibit illustrating functional water quality improvements that can be completed by home and businesses.

### **Lawson Canal Naturalization and Master Plan, Menasha, Wisconsin**

Developed a habitat restoration plan to naturalize a 2,000 foot hydropower canal and 3,000 feet of Fox River shoreline to create recreational and waterfront redevelopment opportunities as well as improve instream and shoreline habitat. Prepare grant applications, lead agency coordination meetings and participated in public outreach meetings.



# HARRIS BYERS

PHD

*Brownfield Expert/Assistant Project Manager*

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## Education

PhD, University of Wisconsin-Milwaukee, Geosciences, Milwaukee, WI, 2019

MS, University of Georgia, Agronomy, Athens, Georgia, 2004

BS, University of Georgia, Science Education, Athens, Georgia, 2000

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Dr. Byers has more than 18 years of professional consulting experience designing and managing investigation, remediation, and redevelopment projects at a wide variety of Brownfield properties. He has extensive experience in envisioning, preparing, and administering US EPA, State, Federal, and local Brownfield assessment, cleanup, planning, and research grants. Dr. Byers has prepared applications for and/or managed over \$9,000,000 in Brownfield grant funded projects for a wide range of clients, including local units of government, research institutions, private developers, and local community-based non-profit organizations. As a direct result of strategic implementation of these grants, grantees have successfully leveraged over \$100,000,000 in additional private redevelopment funds, local Brownfield redevelopment funds, state Brownfield redevelopment funds, and additional US EPA Brownfield grant funds.

## **US EPA Brownfields Revolving Loan Fund, Manitowoc, Wisconsin, Senior Brownfields Project Manager/QEP**

Dr. Byers is serving as the Sr. Brownfields Project Manager/QEP during implementation of a \$1 million US EPA Cleanup RLF awarded to the City of Manitowoc to support loans and subgrants to cleanup brownfield properties impacted with petroleum and hazardous substances. Dr. Byers worked with the City to establish the program and policies manual and develop the process for reviewing and approving loan and subgrant applications. Project initiation work included development of template documents and work flow processes. Ongoing tasks include preparation of eligibility determinations, site access agreements, technical/peer reviews of site investigation and remedial action plans, preparation of ABCAs, facilitate Section 106 reviews, complete decision memorandums, conducting Site Visits to confirm project compliance with approved loan, ACRES updates, and reviewing/approving invoices. Work has included development of CIP and Administrative Records. Dr. Byers has documented compliance with the Davis Bacon Act and SBE/MBE/WBE fair share objectives. Additional tasks include preparation of quarterly reports, ACRES updates, and regulatory agency correspondences.

## **US EPA Brownfields Cleanup Grant, Brillion, Wisconsin, Senior Brownfields Project Manager/QEP**

Dr. Byers is serving as the Sr. Brownfields Project Manager/QEP during implementation of a \$500K US EPA Cleanup RLF awarded to the City of Brillion to cleanup for Brillion Iron Works property. The project is just beginning and work is anticipated to include completing ABCAs, Section 106 reviews, and decision memorandums; conducting Site Visits to confirm project compliance with the workplan and Cooperative Agreement; ACRES updates and reviewing/approving invoices. Work will also include developing a CIP and Administrative Records. Dr. Byers will document compliance with the Davis Bacon Act and SBE/MBE/WBE fair share objectives. Additional tasks include will include preparation of quarterly reports, ACRES updates, and regulatory agency correspondences.

## **US EPA Brownfields RLF, Racine, Wisconsin, Senior RLF Specialist /QEP**

Dr. Byers served as the Sr. RLF Specialist/QEP during implantation of a \$1 million RLF Cleanup grant awarded to Racine, Wisconsin. Tasks included conducting Site Visits to document compliance with the Davis Bacon Act and SBE/MBE/WBE fair share objectives. Additional tasks included supporting preparation of federal grant reporting requirements to maintain compliance with US EPA Cooperative Agreements (including quarterly reports, annual financial reports, MBE/WBE reports).

## **US EPA and WEDC Brownfields Assessment Grants, Multiple Communities in Wisconsin, Senior Brownfields Project Manager / Lead Grant Writer**

Dr. Byers is working with multiple communities to secure and implement US EPA and WEDC-funded brownfield assessment grants. Work has included completing the full lifecycle of assessment projects, including: preparing grant applications and workplans; completing GIS-based brownfield inventories and prioritization rubrics and conducting a variety of due diligence investigations.



# STU GROSS

PG

QA/QC

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## Education

BS, University of Wisconsin, Geology,  
Madison, Wisconsin, 1994

## Registrations

Professional Geologist,  
Wisconsin, #1201-13

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Mr. Gross' knowledge and experience in environmental consulting and project management spans 27 years. He is a Professional Geologist licensed in Wisconsin and Illinois and currently serves as Environmental Remediation Team Lead managing a group of employees that perform environmental services for a wide variety of client types. Stu has successfully managed and/or personally completed a wide range of projects including: environmental due diligence related to property transactions, Brownfield redevelopment, remedial investigations and planning, industrial facility deactivation/deconstruction, mine reclamation planning, environmental compliance and geologic and hydrogeologic evaluations on a variety of proposed developments and non-metallic mining sites.

## US EPA Brownfields CWA Grant Implementation, Sheboygan County, Wisconsin, Project Manager

Stu provided technical and management oversight for implementation of two US EPA Brownfield Assessment Grants for petroleum and hazardous substances awarded in 2014 to Sheboygan County, Wisconsin. The grants are being utilized to inventory brownfield properties, perform environmental assessments, conduct remedial planning, and assist with community involvement activities as part of a three-year contract. In 2017 and 2019, a second and third US EPA Brownfield Assessment Grant application, written by Stantec, were funded resulting in an additional \$600,000 of assessment dollars. Assessment activities are already underway on multiple properties throughout the County.

## Brownfield Assessment and Clean-up for the Former Tecumseh Property, New Holstein, Wisconsin, Project Manager

Stu serves as the Project Manager, assisting the City of New Holstein in redeveloping the former Tecumseh property. This facility was used for decades to manufacture lawnmower engines. For more than 10 years, the property and associated buildings have been idle and underutilized. Stantec is assisting with various environmental activities and sourcing funding mechanisms to facilitate redevelopment. To date, Stantec has assisted in securing more than \$1.3 million in State and Federal funding to offset the total cost of building demolition which is planned for Summer 2021.

## Whitestone Village Brownfield Redevelopment, Menomonee Falls, Wisconsin, Project Manager

Stu provided technical and project management assistance for \$180 million, multi-year brownfield redevelopment project. Project includes contracted services for two developers and the Village including assessment and remediation of multiple contiguous former industrial properties totaling more than 100 acres for redevelopment to mixed residential and retail use. Project was complicated by the presence of hazardous solvent waste, PCB contamination, wetland contamination, and compressed construction schedules. Also included civil design and construction oversight including street, storm water and sewer/water improvements which were coordinated with remedial activities. The site is one of the largest redevelopment sites in suburban Milwaukee, both in terms of its land area and the value of the expected development (more than \$100 million) which will include a Costco store, three mid-box retail stores, a hotel, and approximately 340 market rate apartments.

## Milwaukee Metropolitan Sewerage District Western Milwaukee Phase 2B Project, Milwaukee, Wisconsin

Stu is currently managing the environmental aspects of this project including additional soil and groundwater assessment and characterization of multiple properties within the Phase 2B Corridor. In addition, a major component of the levee design and construction is to beneficially reuse contaminated soil from multiple locations to meet grading needs. Stu and team are working with MMSD staff, the WDNR, and subconsultants to plan and implement appropriate soil management activities ahead of project construction.



# EVAN WEBER

*Field Staff/Assistant Grant Writer*

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## **Education**

BS, Northern Michigan University,  
Earth Science, Marquette , Michigan ,  
2014

As an Environmental Scientist at Stantec, Mr. Weber's responsibilities include conducting Phase I and II ESAs, field sampling, wetland delineating and environmental monitoring. Evan's project experience is broad and includes organizing and supervising subcontractors to ensure accurate and efficient fieldwork on various contaminant remediation, environmental permitting, and environmental restoration projects. He has completed numerous Phase I and II ESAs, site investigations and remediation projects for properties affected by petroleum and other contaminants following federal and state regulations. Evan's diverse skills allow him to bring a new perspective to projects with which he is involved. Evan is a social person who looks forward to working with clients and colleagues to accomplish specific projects and tasks.

## **US EPA Brownfields CWA Grant, Neenah, Wisconsin, Field Services**

Evan provided field services and subcontractor oversight for two US EPA Brownfield CWA Grants for petroleum and hazardous substances awarded in 2012 to the City of Neenah, Wisconsin. Duties included preparation of Eligibility Determinations, Phase I and II ESAs, SAPs, HASPs, street corridor surveys, field sampling report preparation, client and regulatory agency interface, selection of remedial options, and supervision of remediation techniques.

## **US EPA Brownfields CWA Grant, Green Bay, Wisconsin, Field Services**

Evan provided field services and subcontractor oversight for multiple US EPA Brownfield CWA Grants for petroleum and hazardous substances awarded to the City of Green Bay, Wisconsin. Duties included preparation of Eligibility Determinations, Phase I ESAs, SAPs, street corridor surveys, HASPs, field sampling report preparation, client and regulatory agency interface, selection of remedial options, and supervision of remediation techniques.

## **Wausau Riverfront Redevelopment, Wausau, Wisconsin, Excavation Oversight**

Evan oversaw the removal of metal and TCE contaminated soil on a large brownfield site within the City of Wausau adjacent to the Wisconsin River. Evan directed sub-contractors to keep the project on task and provide soil and groundwater sampling services. Evan's activities have contributed to successful community development and revitalization which has brought downtown Wausau back to life.

## **Neenah Site 7 Development Project, Neenah, Wisconsin, Excavation Oversight**

Evan oversaw the removal of metal, PAH, and VOC contaminated soil on a site within the City of Neenah in line with construction of a multi-story office building. Evan directed sub-contractors to delineate excavation and provide soil sampling services.

## **Phase II ESAs, Various Locations, Wisconsin, Field Services**

Evan has conducted numerous Phase II ESAs at multiple petroleum sites throughout Wisconsin. Project tasks included characterization and delineation of extent of soil and groundwater contamination using geoprobe techniques. Evan's efforts have aided in the successful remediation and case closure of multiple properties in the state of Wisconsin.

## **Phase I ESAs, Various Locations, Wisconsin, Field Services**

Evan has performed numerous Phase I ESAs for locations in Wisconsin and Minnesota to identify past or present recognized environmental concerns. Investigations included analyzing data retrieved via historical resources, stakeholder interviews, and site reconnaissance.





# LINDSEY BROWN

*Grant Application Coordinator*

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## **Education**

BS, Iowa State University, Animal  
Science, Ames, Iowa, 2010

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Lindsey Brown has been in development finance for 8 year at Stantec and serves as Project Coordinator and Brownfield Business Development Lead in the Central & Gulf regions. During her time with Stantec she has provided project management support and grant writing throughout numerous Environmental Services and Community Development sectors. Lindsey sits on the leadership team of Stantec's U.S. Brownfields and Community Revitalization Team assisting communities with brownfield redevelopment with a primary focus on clients in the Central and Gulf regions. She is also a part Stantec's North American Funding Program team. Lindsey has secured nearly \$10 million in federal and state funds for clients across the Central and Gulf regions of the U.S.

## **City of Topeka US EPA Assessment Grant and Implementation, Topeka, Kansas, Assistant Project Manager**

Lindsey served as the Assistant Project Manager for the City of Topeka, Kansas FY 2017 US EPA Community-wide Brownfield Assessment grant. Lindsey was a part of the team who wrote the successful grant for the City and was part of the project team working with the Project Manager on tasks assigned. She is also responsible for all ACRES, quarterly, and annual reporting to US EPA for this project. In 2018 Lindsey assist the City with an application to Groundwork USA where the City was a top two finalist from applicants across the U.S. In 2020 Lindsey and the City were selected to have the City's project featured at the Poster Gallery at the National US EPA Brownfield Conference in Los Angeles, CA title "Revitalization of Topeka's Downtown Core". The City submitted an FY 2021 US EPA Brownfield grant for additional redevelopment projects which is was awarded and funding for redevelopment will be available October 1, 2021.

## **City of Mankato US EPA Brownfield Assessment Grant and Implementation, Mankato, Minnesota, Assistant Project Manager**

Lindsey served as the Assistant Project Manager for the City's FY 2017 US EPA Brownfield Community-wide Assessment grant. Lindsey was a part of the team who wrote the successful grant for the City in 2016. She has been a part of the communication efforts working closely with the Project Manager and City staff. Under the City's grant she was responsible for all ACRES reporting, as well as quarterly, and annual reporting to the US EPA for this project. The City submitted an FY 2021 US EPA Brownfield Community-wide Assessment grant for additional redevelopment projects which was notified of funding in Spring 2021 with funding available for redevelopment projects starting October 1, 2021.

## **Washington County Community Development Agency US EPA Brownfield Assessment Grant and Implementation, Woodbury, Minnesota, Assistant Project Manager**

Lindsey serves as the Assistant Project Manager for the FY 2021 US EPA Brownfield Assessment grant for Dakota County CDA based in Woodbury, Minnesota. Lindsey was a part of the team who wrote the successful grant for the CDA. She will assist with communication efforts with the client, coalition members, and work closely with the Project Manager, CDA, and County. She will also be responsible for all ACRES, quarterly, and annual reporting to the US EPA for this project.

## **Arrowhead Regional Development Commission US EPA Brownfield Assessment Grant and Implementation, Duluth, Minnesota, Assistant Project Manager**

Lindsey serves as the Assistant Project Manager for the FY 2020 US EPA Brownfield Assessment grant for ARDC based in Duluth, Minnesota who serves the northwest Minnesota Counties of Aitkin, Carlton, Cook, Itasca, Koochiching, Lake, and St. Louis. Lindsey was a part of the team who wrote the successful grant for the ARDC and she continues to be a part of the communication efforts with the client, coalition members, and works closely with the Project Manager, ARDC staff, and the counties. She is also responsible for all ACRES, quarterly, and annual reporting to the US EPA for this project.



# TYLER HISCHKE

*Field Staff*

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## **Education**

MS, Environmental Science and  
Policy, Green Bay , Wisconsin , 2018

BS, Geoscience  
Green Bay , Wisconsin , 2012

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As a Staff Geologist at Stantec, Mr. Hischke's experience includes conducting Environmental Site Assessments (ESAs), field sampling, environmental monitoring, data analysis, and technical writing. Tyler's hands-on experience is broad and includes various contaminant remediation, environmental assessment, and waste characterization projects. He has completed Phase I and II ESAs, site investigations and remediation projects for properties affected by petroleum and other contaminants following federal and state regulations.

## **US EPA Brownfields CWA Grant, Green Bay, Wisconsin, Field Services**

Tyler provided field services and subcontractor oversight for multiple US EPA Brownfield CWA Grants for petroleum and hazardous substances awarded to the City of Green Bay, Wisconsin. Duties included preparation of Eligibility Determinations, Phase I ESAs, SAPs, street corridor surveys, HASPs, field sampling report preparation, client and regulatory agency interface, selection of remedial options, and supervision of remediation techniques.

## **Phase I Environmental Site Assessments, Various Locations, Wisconsin**

Performed Phase I Environmental Site Assessments for sites in Wisconsin to identify past or present recognized environmental concerns. Investigations included analyzing data retrieved via historical resources, interviews, site reconnaissance, and compilation of a final written report.

## **Phase II Environmental Site Assessments, Various Locations, Wisconsin**

Conducted Phase II ESAs at various sites throughout Wisconsin. Project tasks included logging and sampling of environmental media in order to characterize and delineate the extent of soil and groundwater contamination, as well as analysis of data generated and technical report writing.

## **Excavation Oversight, Green Bay, Wisconsin**

Worked with a team to provide oversight for the removal of contaminated soil on a large brownfield site within the City of Green Bay, near the Fox River. Provided soil and groundwater sampling services and direction to excavation contractors as needed to keep the project on task.

## **Field Support Staff, Sampling and Well Installation, Various Sites, Tennessee**

Worked within a large team of Stantec personnel, under Tennessee Department of Environment and Conservation (TDEC) oversight, to sample and characterize coal combustion residuals (CCR) at multiple sites throughout Tennessee. Provided field support for sampling of CCR materials and installation of temporary wells, including sample collection, custody, and transport, as well as extensive documentation and QA/QC of all field activities.



## Andrew Dane AICP, ENV SP, NCI, LEED® ND

### Project Manager and Stakeholder Engagement Lead

Mr. Dane is an urban planner with extensive experience assisting both rural and urban communities as well as private industry. Andrew is a highly skilled and confident group process leader and facilitator, with extensive experience designing and leading public participation and community engagement processes. He specializes in project planning and implementation assistance for complex projects including parks, waterfronts, trails, land use, transportation, redevelopment, historic preservation, and downtown revitalization.

### RELEVANT EXPERIENCE

#### Appleton Trails Master Plan

While with SEH, Andrew led public involvement activities for the Appleton Trails Master Plan. As a sub-consultant to Alta Planning + Design, Andrew prepared and facilitated several community-wide visioning workshops, walking tours, and biking tours in order to identify priority trail segments. Andrew integrated planning efforts with development of 30% engineering plans, which allowed the City to secure several large WDNR grants for project implementation, as well as secure CIP funding for trail expansion.

#### South Commercial St Corridor Plan, Neenah, WI

Andrew was project manager and Neighborhood Planners led preparation of a corridor study which incorporated several bicycle and off-street trail facilities. The Plan identified a major north-south bicycle corridor (The Green Line) linking several neighborhoods to downtown. This plan will allow the City to balance a variety of user group needs while reinvigorating a neighborhood commercial district.

#### Water Street Corridor Plan Menasha, WI

Neighborhood Planners, with Andrew as Project Manager, developed a visionary plan to redevelop a section of street along the Government Canal linking Little Lake Butte Morts to downtown Menasha. The preferred concept included both on-street bicycle facilities and a riverwalk adjacent the canal. Illustrated cross sections and wayfinding recommendations were developed to guide implementation.

#### Bicycling and Pedestrian Plan, Fish Creek, WI

Andrew, while with SEH, teamed with Alta Planning + Design, to design a temporary on-street bicycle demonstration project. The project was designed to link Peninsula State Park bicyclists to downtown Fish Creek via a protected on-street cycle track.

#### Bicycling and Pedestrian Wayfinding Plan, WI

Andrew, while with SEH, teamed with Alta Planning + Design to prepare a regional bicycle and pedestrian wayfinding strategy for East Central Wisconsin. Andrew interviewed local public works officials and key stakeholders to identify priorities and integrate the study's overall goals and objectives with local municipal plans.

#### Additional Relevant Experience

- Transportation Plan, Sherwood, WI
- 54th Street Preliminary Design, Edina, MN
- Miller's Bay Neighborhood Streetscape
- Downtown Master Plan, Marshfield, WI
- Waupaca Bicycle and Pedestrian Plan, Waupaca, WI

### EDUCATION

Master of Science  
Urban and Regional Planning  
University of Arizona-Tucson (2002)

Bachelor of Science  
Conservation Biology  
University of Wisconsin-Madison  
(1994)

### REGISTRATIONS/ CERTIFICATIONS

LEED AP Neighborhood  
Development (LEED AP ND), U.S.  
Green Building Council

Charrette Facilitator (NCI), National  
Charrette Institute

Envision Sustainability Professional  
(ENV SP), Institute for Sustainable  
Infrastructure

Certified Plann (AICP), American  
Institute of Certified Planners

Integrated Community Sustainability  
Planning Certification (ICSP), The  
Natural Step

### PROFESSIONAL ASSOCIATIONS

American Planning Association  
Wisconsin Chapter

Institute for Sustainable  
Infrastructure

U.S. Green Building Council

The Natural Step, Member

Wisconsin Downtown Action Council



# CHRIS HATFIELD

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*Phase I ESA Specialist*

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## Education

BS, Geology, University of Wisconsin,  
Madison, Wisconsin, 1995

## Registrations

Professional Geologist  
in the states of:

Wisconsin, #1247-13

Certified Site Assessor, State of  
Wisconsin

Certified Hydrogeologist, State of  
Wisconsin

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Mr. Hatfield is a Professional Geologist with over 25 years of experience in environmental consulting and project management. His project experience includes property assessment, improvement, development and redevelopment of commercial, municipal, and industrial properties. His project management responsibilities include technical direction, data analysis, report writing, budget development and tracking, scheduling, and coordination of fieldwork. Mr. Hatfield has successfully managed and/or personally completed a wide range of projects including: environmental due diligence related to property transactions, Brownfield redevelopment, regulatory permitting and compliance; and investigation and remediation of sites involving soil and groundwater contaminated with petroleum compounds, agricultural chemicals, chlorinated compounds, and metals. His skills in dealing with a wide range of contaminants and site investigations have helped many clients protect and enhance their property values.

## **US EPA Community-wide Brownfields Assessment Grant Implementation, Green Bay, Wisconsin, Assistance Project Manager and Senior Geologist**

Provided technical oversight for Phase I and II ESA activities associated with the implementation of two US EPA Community-wide Brownfields Assessment Grants for petroleum and hazardous substances awarded in 2013 to the City of Green Bay, Wisconsin. Funding is being used to inventory Brownfield properties, perform environmental assessments on select sites, conduct remedial planning and assist with community involvement activities as part of a three-year contract.

## **DAMROW Property Chlorinated Solvent Remediation, Fond du Lac, Wisconsin, Project Manager**

Chris directed remedial activities involving a chlorinated solvent release to soil and groundwater at a former manufacturing facility. Stantec designed an effective strategy to remediate highly contaminated soil beneath the existing site building without disrupting the existing occupant. Chris oversaw the development and implementation of an enhanced bioremediation injection remedial action designed to greatly increase natural attenuation of chlorinated solvents in groundwater at the property. The remedial action successfully reduced chlorinated solvent and daughter product concentrations with site closure expected in the near future.

## **US EPA Brownfields Assessment Grant Implementation, 5-County Area, Illinois, Project Manager**

Mr. Hatfield managed all aspects of the US EPA Site Assessment grant awarded to the Prairie Hill Resource Conservation and Development Corp. Assessment activities were centered on a 5-county area in rural west-central Illinois. In addition to day-to-day project management duties, Mr. Hatfield prepared documents including Quality Assurance Project Plans, Standard Operating Procedure Plans, Sampling and Analysis Plans, Site Specific Workplans and Site Investigation Reports.

## **Reich Property Chlorinated Solvent Remediation, Ripon, Wisconsin, Project Manager**

Chris directed remedial activities involving a chlorinated solvent release to soil and groundwater at a multi-family residential property. Remediation efforts failed causing the property owner to retain Stantec to design an effective remediation strategy. Chris oversaw the development and implementation of an enhanced bioremediation injection remedial action designed to greatly increase natural attenuation of chlorinated solvents in groundwater at the property. The remedial action successfully reduced chlorinated solvent and daughter product concentrations by over 99.9% and three years after initiation of the remedial action site closure was granted by the WDNR.

## **Whitestone Village Brownfield Redevelopment, Menomonee Falls, Wisconsin, Project Manager**

Provided technical and project management assistance for \$180M multi-year brownfield redevelopment project. Project includes contracted services for two developers and the Village including assessment and remediation of multiple contiguous former industrial properties totaling over 100 acres for redevelopment to mixed residential and retail use. Project was complicated by the presence of hazardous solvent waste, PCB contamination, wetland contamination, and compressed schedules required for site construction. The project also included civil design and construction over site including street, storm water and sewer/water improvements which were coordinated with remedial activities. The site is one of the largest redevelopment sites in suburban Milwaukee.,



# JEFF BRAND

*Field Staff*

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## **Education**

BS, Michigan Technical University,  
Environmental Engineering, Houghton,  
Michigan, 1994

## **Registrations**

State of Wisconsin Certified  
Site Assessor, #401267

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Mr. Brand has 20 years of professional experience as an environmental consultant completing numerous Phase I and II ESAs, HASPs, Site Investigations, Soil and Groundwater Sampling Reports, and Case Closure Reports at brownfield, industrial, commercial, and landfill sites with petroleum and hazardous substance contamination. His work includes soil borings and monitoring well installation, sampling and reporting, and remediation coordination and oversight. Mr. Brand schedules and performs environmental monitoring programs, develops, purges, and samples groundwater quality monitoring wells, collects and screens soil samples, maintains and calibrates sampling and analysis equipment, and performs land surveying and computer-aided design. He also has significant experience under state-funded reimbursement programs such as the Petroleum Environmental Cleanup Fund Act (PECFA) and the Dry Cleaning Environmental Response Program (DERP) of Wisconsin.

## **US EPA Brownfields CWA Grant, Neenah, Wisconsin, Field Services**

Jeff provided field services and subcontractor oversight for two US EPA Brownfield CWA Grants for petroleum and hazardous substances awarded in 2012 to the City of Neenah, Wisconsin. Duties included preparation of Eligibility Determinations, Phase I ESAs, Site SAPs, HASPs, field sampling report preparation, client and regulatory agency interface, selection of remedial options, and supervision of remediation techniques.

## **US EPA Brownfields CWA Grant, Green Bay, Wisconsin, Field Services**

Jeff provided field services and subcontractor oversight for two US EPA Brownfield CWA Grants for petroleum and hazardous substances awarded in 2013 to the City of Green Bay, Wisconsin. Duties included preparation of Eligibility Determinations, Phase I ESAs, SAPs, HASPs, field sampling report preparation, client and regulatory agency interface, selection of remedial options, and supervision of remediation techniques.

## **River Visions Partnership, Green Bay, Wisconsin, Field Services**

Jeff was responsible for field activities for the redevelopment of a former key brownfield site along the Fox River in downtown Green Bay. Cleanup goals were achieved through the combination of soil excavation, passive vapor mitigation, installation of a vapor barrier and an installation of an engineered cap. Case closure of the site has been obtained. The final use of the property includes a Children's Museum, Hagemeister Park (a restaurant), and condominiums with mixed commercial and residential use along the Fox River.

## **T-Wall Enterprises, Green Bay, Wisconsin, Field Services**

Jeff worked to complete site field activities associated with a Phase II ESA at an idle brownfield site in the heart of the City of Green Bay's downtown. Upon completion of the Phase II ESA, a remedial action plan was developed and approval obtained to beneficially reuse the soil at an off-site licensed disposal facility. Groundwater monitoring was performed and soil excavation activities and oversight were completed in 2014. WDNR closure of the Site was Spring 2015.

## **Glatfelter Mill Redevelopment, Neenah, Wisconsin, Field Services**

Jeff completed the site investigation and oversaw remedial activities on this brownfield redevelopment project. The banner project involved transforming a 16-acre site from a closed paper mill to a mixed-use redevelopment that allowed a Fortune 500 company to build offices for up to 500 employees. Stantec has helped the City obtain more than \$1.2 million in grants for the project.

## **Marinette County EP Brownfields Petroleum Grant, Marinette, Wisconsin, Field Services**

Jeff is assisting with Phase I and II ESAs on this project. Duties included preparation of Eligibility. His duties included preparing Determinations, Phase I ESAs, SAPs, HASPs, field sampling report preparation, client and regulatory agency interface, selection of remedial options, and supervision of remediation techniques.





# KAYLA FISCHER

*Administrative Coordinator*

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## **Education**

BS, University of Wisconsin,  
Marketing, Milwaukee, Wisconsin,  
2017

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Kayla has assisted in formatting and finalizing multiple reports related to Brownfield redevelopment for various sites including but not limited to SAPs, HASPs, Quarterly Reports, and Case Closures. She also assists with printing, mailing, and uploading documents for submission to the WDNR. During her time with Stantec she has provided administrative support for numerous business sectors including, Environmental Services, Civil Development, and Safety and Compliance. She has edited and formatted reports, on-boarded employees, coordinated office activities and training, managed fleet vehicles, and created spreadsheets. Kayla utilizes her data processing skills to assist with client data collection and management. Her attention to detail and ability to multitask has been an asset to the assembly of numerous proposals, permits, and reports.

## **Phase I and II ESAs, Administrative Support, Various Sheboygan County, Wisconsin Sites, Agency Reporting Support**

Kayla has provided agency reporting support for various sites in Sheboygan County that are part of the US EPA Brownfield CWA Grant program. Duties included formatting and compiling draft and final Phase I and II ESAs, Quarterly Reports, and Case Closures. She also assisted with printing, mailing, and uploading documents for submission to the WDNR.

## **Phase I and II ESAs, Administrative Support, Various Manitowoc County, Wisconsin Sites, Agency Reporting Support**

Kayla assisted with agency reporting support for multiple Manitowoc County sites that are part of the PA Brownfield CWA Grant program. Duties included formatting and compiling Phase I and II ESAs reports, printing, mailing and uploading documents to the WDNR.

## **Phase I and II ESAs, Administrative Support, Various City of Peoria, Illinois Sites, Agency Reporting Support**

Kayla has provided agency reporting support for various sites in the City of Peoria, Illinois that are part of the US EPA Brownfield CWA Grant program. Duties included formatting and compiling draft and final Phase I and II ESAs, Quality Assurance Project Plans, Quarterly Reports, and Case Closures. She also assisted with printing, mailing, and uploading documents for submission to the WDNR.

## **Phase I and II ESAs, Administrative Assistant, Various Washington County, Wisconsin Sites, Agency Reporting Support**

Kayla has provided agency reporting support for various sites in Washington County that are part of the US EPA Brownfield Site Assessment Grant program. Duties included formatting and compiling draft and final Phase I and II ESAs, Quarterly Reports, and Case Closures. She also assisted with printing, mailing, and uploading documents for submission to the WDNR.



# HEIDI WALLER

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Project Engineer

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## Education

MS, University of New Mexico, Civil/  
Environmental Engineering,  
Albuquerque, New Mexico, 1992

BS, University of Wisconsin, Mining  
Engineering, Platteville, Wisconsin,  
1987

## Registrations

Professional Engineer in the states of  
Wisconsin, #33741-6  
Michigan, #6201051822

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Ms. Waller's experience in engineering and project management spans 30 years. As a senior registered engineer, Heidi provides support on contaminant investigation and remediation projects for both soil and groundwater contamination. Her expertise in this area includes remedial system design, permitting, reporting and funding/reimbursement program assistance. Heidi has put her property assessment and contaminant management skills to use on numerous brownfield redevelopment and brownfield program coordination projects.

### **Riverfront Redevelopment, Former Brownfield Site, Wausau, Wisconsin, Project Engineer**

Redevelopment of the site adjacent to the Wisconsin River included commercial, residential and recreational mixed uses. The project included stream restoration, remediation, and infrastructure improvements, design and construction. Heidi assisted with specifications and construction oversight. Ms. Waller designed and prepared the soil management specifications for stabilizing sections of the Wisconsin River stream bank and the construction of a bi-modal trail parallel to the Wisconsin River. The sites are adjacent to the Wisconsin River and contaminated by trichloroethylene, polynuclear aromatic hydrocarbons and RCRA metals.

### **US EPA Brownfield Grant Implementation, Minot, North Dakota, Project Manager**

Ms. Waller prepared the US EPA CWA grant applications as well as the US EPA Brownfield AWP grant application. Once awarded, Ms. Waller served as the Project Manager for the resulting projects and has prepared QAPPs, eligibility determination requests and site-specific sampling and analysis plans as well as coordinating local outreach activities and RAP development. Community outreach is also performed.

### **US EPA Brownfield Grant Implementation, Marinette County, WI; Red Wing, MN; Coon Rapids, MN; Dakota County, MN; Neenah, WI; Sheboygan County, WI, Sioux Falls, SD, Project Engineer**

Heidi assisted with preparation of QAPPs, preparation of eligibility determination requests, preparation of site-specific sampling and analysis plans, preparation of quarterly reports for 14 brownfields assessment grants.

### **First Street Expansion, Wausau, Wisconsin, Project Engineer**

Ms. Waller designed and prepared the soil management specifications for extending First Street through areas contaminated by trichloroethylene, polynuclear aromatic hydrocarbons and RCRA metals. The site is adjacent to the Wisconsin River.

### **Forest County Potawatomi Community, Wisconsin, Tribal Brownfields Coordinator**

Heidi administered the Tribe's brownfield funding for approximately two years. The funds included Tribal revenue and support from the CERCLA 128(a) Brownfields Grant Program for State and Tribal Response Programs. Under the program, Heidi assisted with developing a geospatial database to reference aerial photographs, topographic maps, soil, geology, surface water, groundwater and wetlands and evaluating the program's effectiveness. Heidi also coordinated the Tribe's Open Dumps project with both the Indian Health Service and the Bureau of Indian Affairs.

### **Lac Du Flambeau Band of Lake Superior Chippewa - Environmental Site Assessments, Project Engineer**

Heidi assisted the Tribe's former Brownfield Coordinator. After completing an inventory of environmentally impacted sites on the Reservation, Heidi helped prioritize sites and complete Phase I ESAs. She also assisted in developing a brownfield ordinance and related enforcement mechanisms. Stantec created a hazard ranking worksheet for future brownfield evaluations.



# DAN FELDT

*MPH, CIH*

*HSSE Lead*

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## Education

MPH, University of Minnesota,  
Industrial Hygiene, Minneapolis,  
Minnesota, 1980

MS, University of Wisconsin,  
Pathology, Madison, Wisconsin, 1978

BS, University of Wisconsin, Zoology,  
Oshkosh, Wisconsin, 1975

## Registrations

American Board of Industrial Hygiene  
Certified Industrial Hygienist #3741  
(1987), Comprehensive Practice

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Throughout his experience, Mr. Feldt has worked with clients ranging in size from 20 to 60,000 employees. Having worked in several facets of industrial compliance, Mr. Feldt has developed a strong understanding of client needs. His expertise includes general industrial hygiene, indoor air quality, asbestos management, emergency action planning, process safety management, and noise/hearing conservation. Mr. Feldt is recognized by his peers as an expert in his field. He has served three terms (1987, 1992, 2007) as president of the Wisconsin Section of the American Industrial Hygiene Association. In 1996, he received the Byron Berg Award for outstanding contribution and service to the field of industrial hygiene from the Wisconsin Section of the AIHA. He has also served as a guest lecturer at the Milwaukee School of Engineering and the University of Illinois, Chicago, and has presented a number of short courses, seminars, and training sessions on industrial hygiene and related topics.

### **ALCOA, Ohio, Project Manager**

Responsible for an asbestos survey of a manufacturing facility in Ohio.

### **Village of Menomonee Falls, Wisconsin, Project Manager**

Responsible for a 6-month asbestos abatement project at the Municipal Building and Library.

### **Milwaukee County House of Corrections, Franklin, Wisconsin, Project Manager**

Richard provided technical and management oversight for implementation of two U.S. Responsible for an asbestos abatement project on the boilers.

### **American Brass, Kenosha, Wisconsin, Project Manager**

Responsible for an asbestos survey of a 1 million square foot facility.

### **Wisconsin Electric's Port Washington Power Plant, Project Manager**

Responsible for health & safety oversight on a \$2 million asbestos abatement project, including on-site microscopy.

### **Fort McCoy, Wisconsin, Project Manager**

Site Safety & Health Manager for an environmental cleanup project of 3 landfills.

### **Hentzen Coatings, Milwaukee, Wisconsin, Project Manager**

Development of a Process Safety Management program for flammable liquids, including a process hazard analysis.

### **WITCO Chemical Company, Janesville, Wisconsin, Project Manager**

Responsible for three Process Safety HAZOPS.

### **P&H Material Handling, Oak Creek, Wisconsin, Principal Industrial Hygienist**

Responsible for multiple industrial hygiene surveys.

### **Eaton Corporation, Watertown and Ixonia, Wisconsin, Principal Industrial Hygienist**

Responsible for an industrial hygiene survey.

### **Brunswick Corporation, Mercury Marine Plants, Fond du Lac, Wisconsin Principal Industrial Hygienist**

Responsible for annual air sampling surveys at seven plants.

### **Wabash National Corporation, Lafayette, Indiana, Principal Industrial Hygienist**

Managed industrial hygiene and noise monitoring projects at Walker Group and Brenner Tank manufacturing locations.

### **Oshkosh Defense, LLC, Oshkosh, Wisconsin**

Responsible for managing industrial hygiene, noise and indoor air quality monitoring projects at five Wisconsin manufacturing locations.



Ms. McDonald has a passion for designing spaces that improves the relationship between people's quality of life and the built environment. Sarah's professional experience spans the realm of urban design, landscape design, and green infrastructure for a wide range of project markets. Her conceptual planning and visual interpretations enhance her community and stakeholder outreach. Ms. McDonald excels at engaging audiences from in-person town halls to interactive virtual gatherings.

# SARAH MCDONALD

PLA, CLARB, ALSA

Community Outreach/Reuse Planning

## Education

MS, University of Wisconsin, Urban and Regional Planning, Madison, Wisconsin, 2012

BS, University of Wisconsin, Landscape Architecture, Madison, Wisconsin, 2008

## Registrations

Licensed Landscape Architect  
#41858, Council of Landscape Architectural Registration Boards

Licensed Landscape Architect in the states of

Wisconsin, #701-14,  
Illinois, #157.001678,

## Dunn's Marsh Watershed Study, Madison, Wisconsin, Community Outreach

Sarah is assisting the City with engagement and communication efforts with area property owners, residents, and the City of Madison. Sarah will also help the team develop flooding alternatives that are sensitive to human use and aesthetic qualities of a site.

## Baraboo River Corridor Plan Phase I \*, North Freedom, West Baraboo, Baraboo, and Sauk County, Wisconsin, Landscape Architect, Planner

Sarah was responsible for facilitating public participation for this multi-municipal partnership. Sarah led the project team in developing a plan that aims to "Protect, restore and enhance the natural environment within the Baraboo River Corridor and focus on opportunities that will spur recreation, tourism and development to establish the region as THE premiere water recreation destination in south central Wisconsin."

## City of Tomah Comprehensive Plan \*, Tomah, Wisconsin, Planner

Sarah facilitated the design of the community survey, developed the "Imagine Tomah" logo and slogan options and flyer design, as well as comprehensive plan chapters, existing conditions report and demographic research.

## River Point Development, Manitowoc, Wisconsin, Planner

This project is in progress to transform a portion of the Manitowoc River waterfront into a mixed used development. Sarah is leading site planning and design for the road layouts, streetscape, green infrastructure, shoreline treatment, trails, and public spaces.

## East River Trail Main Street Plaza, Green Bay, Wisconsin, Landscape Architect

Sarah led the conceptual design and prepared construction plans, specifications, and cost estimates for the installation of a pedestrian trail, sunken plaza, shoreline improvements, kayak launch and other landscape enhancements within two sites along the East River in Green Bay's Art District.

## The Shipyard, Green Bay, Wisconsin, Assistant Project Manager/Lead Designer

The goal of the project is to transform a portion of the Fox River waterfront into a public recreation and entertainment facility. As Assistant Project Manager and Lead Designer, Sarah's responsibilities include leading the public engagement efforts, and providing her landscape design and planning expertise. Components of the projects include design development of amenities: playground, splash pad, open green, stage, kayak launch, boardwalk, game area, restroom, shoreline treatments, and shipping container park. Additional project considerations include associated support infrastructure (regional trail connections, safe railroad crossing, parking lots, road reconstruction) that the City residents desire, local businesses can champion, and the City can responsibly operate and maintain.

\* denotes work with prior firm



Mr. Riemer has twenty years of experience in site investigation and remediation. His project experience includes the management and implementation of environmental compliance auditing for the cellular tower and automotive rental and repair industries; phased assessments and tank removals for cellular tower, automotive, commercial, and industrial properties in the United States and Canada; site investigation and remedial action for agricultural, chlorinated solvent, hazardous waste, petroleum release sites, and public electric utility substations and transmission lines; proposal preparation, and technical writing of detailed reports. This experience has resulted in opportunities to conduct environmental drilling and sampling in fifteen states with various geologic conditions following client specification, and state and US EPA guidelines and rules.

# ANDREW RIEMER

PLA, CLARB, ALSA

Field Support

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## Education

BS, St. Norbert College,  
Environmental Science, De Pere ,  
Wisconsin , 1998

## Registrations

State of Wisconsin  
Certified Site Assessor #650920  
1998

State of Iowa  
Certified Groundwater  
Professional #1944

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## Environmental Site Assessments, Various Locations

Andrew conducted Phase I Environmental Site Assessments (ESAs) and applicable Phase II ESAs for retail automotive repair facilities, commercial and industrial sites, government facilities, and financial lending institutions in Colorado, Minnesota, North Dakota, and Wisconsin, and in Nova Scotia, Ontario, and Saskatchewan, Canada.

## Site Investigation and Remediation, Union City, Ohio

Andrew conducted site investigation and remediation in response to heavy metal soil impacts at a former industrial facility in Ohio. The investigation and remediation consisted of field soil classification, soil boring advancement, air and soil sampling, waste characterization and disposal, and technical reporting following state voluntary cleanup guidance.

## Field Oversight of River Cleanup, Union City, Indiana

Provided field oversight as part of a polychlorinated biphenyl (PCB) cleanup of river sediment and floodplain soils at a former industrial facility in Indiana following state and federal guidance. Conducted air, groundwater, and soil sampling, documented excavation, transportation, and disposal activities, and prepared daily logs of activities completed on site.

## Project Management Oversight, Various Locations

Andrew provided oversight and ongoing preventative maintenance, and monitoring for groundwater and soil treatment systems (e.g. air sparge/soil vapor extraction) for chlorinated solvent and petroleum sites in Minnesota and Wisconsin.

## Management Oversight of Site Investigation, Union City, Indiana

Provided management oversight as part of a site investigation of volatile organic and chlorinated compounds, metals, and (PCBs) at a former industrial manufacturing facility in Indiana following state voluntary cleanup guidance. Site investigation activities consisted of soil and groundwater sampling, pathway risk evaluation, coordination and disposal of associated investigation waste streams, and client interaction throughout project

## Site Investigation, Various Locations

Andrew conducted site investigations for vapor intrusion at multiple petroleum and chlorinated solvent facilities in Iowa, Minnesota, Missouri, North Dakota, Utah, Virginia, and Wisconsin. The investigation activities consisted of submitting work plans for agency approval, coordination and implementation of field scopes for sample collection, and data evaluation and reporting following state and federal vapor intrusion guidance.





# PRODUCT SAMPLES

## EXAMPLE REPORTS

Stantec has extensive experience preparing the following programmatic deliverables often associated with EPA Brownfield Assessment Grants. The table below provides examples of the most common documents associated with brownfield assessment grants. These examples were produced using funds from the EPA Brownfield Assessment Grants awarded to the Cities of Green Bay and Stevens Point which Lynelle Caine serves as the Project Manager.

## FTP Site Location

Due to file size, we have stored the example reports requested for this proposal on the FTP site below. Please contact Lynelle Caine if you have any trouble accessing these files.

## LOGIN INFORMATION

### BROWSER LINK:

[HTTPS://TMPSTFTP.STANTEC.COM](https://tmpsftp.stantec.com)

**LOGIN NAME:** S1108111317

**PASSWORD:** 1614926

**EXPIRATION DATE:** 11/08/2021

## Example Reports for Reference

Type of Report	Report File Name
QAPP	01_Stevens Point CWA QAPP.pdf
QAPP Update	02_QAPP update.pdf
Eligibility Determination - Petroleum	03_421_Arndt_St_Petro_ED.pdf
Eligibility Determination - Petroleum	04_Shopko_Lot_Petro_ED.pdf
Eligibility Determination - Hazardous	05_Hazardous_Substance_ED_Pfiffner_Park.pdf
Phase I ESA	06_associated_bank_lot_Phase I ESA.pdf
Phase I ESA	07_Shopko_Property_Phase I ESA.pdf
Site-Specific Sampling and Analysis Plan	08_SSSAP_Vapor Assessment 719_Broadway.pdf
Site-Specific Sampling and Analysis Plan	09_Vanderbraak_ACM_LBP_SSSAP.pdf
Site-Specific Sampling and Analysis Plan	10_SSSAP_Pfiffner_Park.pdf
Vapor Assessment	11_Vapor_Assessment_Update Letter.pdf
Asbestos and Lead Based Paint Assessment Report	12_Vanderbraak Asbestos_and_lead_insp_rprt.pdf
Phase II ESA	13_Soik_Properties_Phase II_ESA.pdf
Remedial Action Plan	14_RAP_WANTA_Development_Site.pdf
ABCAs	15_EPA Grant ABCAs for GBay.pdf
Redevelopment/Reuse Plan	16_Shipyard Corridor Report Redevelopment Plan.pdf
Quarterly Report	17_Stevens Point Quarterly Report.pdf
Brownfield Inventory	18_Brownfield_Inventory.pdf
Community Outreach – Public Meeting	19_Stantec Stevens Point Public Meeting #1.pptx
Community Outreach Tools	20_BF site nom form.pdf

**Communities are fundamental. Whether around the corner or across the globe, they provide a foundation, a sense of place and of belonging. That's why at Stantec, we always design with community in mind.**

**We care about the communities we serve—because they're our communities too. This allows us to assess what's needed and connect our expertise; to appreciate nuances and envision what's never been considered; to bring together diverse perspectives so we can collaborate toward a shared success.**

**We're designers, engineers, scientists, and project managers innovating together at the intersection of community, creativity, and collaboration. Balancing these priorities results in projects that advance the quality of life in communities across the globe. Stantec trades on the TSX and the NYSE under the symbol STN. Visit us at [stantec.com](http://stantec.com) or find us on social media.**



**Design with community in mind**



## **RESOLUTION R-41-21**

### **CITY OF MENASHA COMMON COUNCIL**

#### **A RESOLUTION ACCEPTING A PROPOSAL FROM STANTEC TO ASSIST IN APPLYING FOR AND AUTHORIZING THE CITY TO ACCEPT A US EPA BROWNFIELD COMMUNITY-WIDE ASSESSMENT GRANT**

Introduced by Mayor Merkes.

**WHEREAS**, the City of Menasha acknowledges there are several historic industrial sites within the community that are confirmed or possible brownfield sites; and,

**WHEREAS**, the City of Menasha is desirous to continue to cleanup and redevelop its community as shown through the past site acquisitions, creation of Tax Increment Financing Districts, and the execution of development agreements providing assistance.

**NOW THEREFORE, BE IT RESOLVED**, that the City of Menasha Common Council authorizes and accepts the proposal dated October 25, 2021 from Stantec to assist in applying for a United States Environmental Protection Agency (US EPA) Brownfield Community-Wide Assessment Grant as part of fiscal year 2022 to be used over a three-year period for inventorying, assessing, and performing remedial and/or reuse planning for high priority brownfield sites; and,

**BE IT FURTHER RESOLVED**, that the Mayor of the City of Menasha is hereby authorized to sign all necessary documents on behalf of the City of Menasha; and grant authority to the Community Development Department to work with Stantec to take necessary steps to prepare and file the application for funds under this program in accordance with the Council resolution; and,

**BE IT FURTHER RESOLVED**, that if the grant is award, the City of Menasha Common Council authorize the Community Development Department to execute any and all necessary documents by the US EPA accepting the grant and spend such funds pursuant to the terms of the grant award.

**Passed and approved this 1st day of November, 2021.**

*[Signature Page to Follow]*

Recommended by:

Motion/Second:

Vote:

Pass/Fail:

Requires: Majority Vote

---

Donald Merkes, Mayor

ATTEST:

---

Haley Krautkramer, City Cler



# NEENAH-MENASHA FIRE RESCUE

## Department Head

Kevin Kloehn

## Major Activities

Neenah-Menasha Fire rescue (NMFR) is committed to providing a quality of public service that ensures the safety and well-being of our communities. We are committed to protecting lives and property to help provide an exceptional quality of life for our citizens. NMFR responds to over 2,400 emergency calls for service annually. NMFR provides our citizens fire suppression, emergency medical services, special operations, and water/ice rescue. NMFR spends numerous hours training to prepare its firefighters and provide skills needed to deal with the many hazardous conditions that occur when responding to emergencies. Fire prevention activities include conducting over 3,200 inspections annually, fire investigations, tank inspections and plan reviews. NMFR's award winning public education programs reach over 12,000 people a year through open houses, safety fairs, parades, station tours, school visits and formal programs. The Cities of Neenah and Menasha share department costs based upon a four-factor formula.

The estimated share of departmental costs for 2022 is City of Neenah - 60.65%/City of Menasha - 39.35

## Operating Budget Information/Number of Employees (Full Department)

	2020 Actual	2021 Approved	2022 Requested	% Increase	2022 Proposed	% Increase
Operating Budget	\$8,691,761	\$8,784,400	\$9,221,890	4.98%	\$9,089,460	3.47%
No. of Employees (FTE)	68.00	68.00	68.50	0.74%	68.00	0.00%

## Mayor's Recommended Budget Adjustments

### Increases (Decreases) to Expenditures Requested

#### Joint Fire/Rescue

Recommendations as jointly directed by the Mayor's of both cities. Specific details of the changes can be found in the full Neenah-Menasha Joint Fire/Rescue line item budget.

Mayor's Comments: (21,330)

Total \$21,330 of wage and fringe expenditure reductions by eliminating funding for requested new position of Career Development Specialist.

Mayor's Comments: (125,000)

Total of \$125,000 of Executive Adjustments as recommended by the Mayor's of both cities.

Specific details of the changes can be found below:

Wages - Operations	(\$51,820)
Overtime Wages - Operations	(14,620)
Fringes - Operations	(23,860)
Health Insurance	(5,000)
Schools/Seminars/Training	(2,300)
Maintenance of Motor Vehicles	(2,700)
Electricity	(3,000)
Natural Gas	(1,700)
Public Education	(2,000)
Office Supplies	(500)
Safety Supplies	(600)
Consumable Supplies	(1,000)
Small Equipment	(1,000)
All Other Supplies	(1,000)
Increase to Sale of Equipment Revenues	(13,900)
<b>Total Reductions and Revenue Adj.</b>	<b>(\$125,000)</b>



## MEMORANDUM

To: City of Menasha Common Council

From: Jennifer Sassman, Finance Director

Date: October 27, 2021

RE: Joint Fire Levy Limit Exception

Wisconsin Statutes 66.0602(2) limits the amount a municipality may impose on its tax levy. Under Wis. Stat. 66.0602(3)(h), the State allows communities to adjust the levy limit if they are a participant in a joint fire department. In order for any community to take advantage of this levy limit exception, all participating communities must pass a resolution authorizing any community to participate.

By passing a resolution, the community is not forced to take advantage of the exception if they do not wish. The resolution is only giving permission to any participating community that chooses to use the exception to do so.

The City of Menasha will not be using this levy limit exception for the 2022 budget however this resolution allows the City of Neenah to use that exception should they need to do so.

### Recommendation

Staff as well as Council members that are part of the Neenah-Menasha Fire Rescue Joint Finance & Personnel Committee recommend that the attached resolution be approved.

**An appropriate motion would be to approve resolution R-42-21 A Resolution Authorizing any Signatory Municipality to Exceed the Levy Limit for Neenah-Menasha Fire Rescue for 2022.**



RESOLUTION R-42-21

A RESOLUTION AUTHORIZING A SIGNATORY MUNICIPALITY TO EXCEED THE  
LEVY LIMIT FOR NEENAH-MENASHA FIRE RESUE FOR 2022

Introduced by Alderman Sevenich

WHEREAS, pursuant to Section 66.0602(2) Wis. Stats. The State of Wisconsin has adopted levy limits that limit the amount a municipality may impose on its tax levy; and

WHEREAS, the City of Neenah and the City of Menasha are parties to a joint fire department within the definition of Section 66.0602(1)(am) Wis. Stats; and

WHEREAS, pursuant to Section 66.0602(3)(h) Wis. Stats. The State of Wisconsin allows for adjustments to the levy limit calculation to account for the contribution to a joint fire department; and

WHEREAS, Section 66.0602(3)(h)2.b. requires that each municipality that is served by a joint fire department to adopt a resolution pursuant to that subsection in order for any participating municipality to apply the levy limit exception of Section 66.0602(3)(h) Wis. Stats.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and the Common Council of the City of Menasha that any participating municipality is authorized to exceed the levy limit in accordance with Section 66.0602(3)(h) if they are so qualified and so elect.

Passed and approved this 1<sup>st</sup> day of November, 2021.

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/SS  
Date: November 1, 2021  
Re: **Ordinance O-9-21: Comprehensive Plan Update 2021**

---

The City of Menasha's current Comprehensive Plan was originally adopted in 2008 with the intent to service a period of 20 years. Municipalities which regulate use of lands are required to adopt and at least every 10 years, update their Comprehensive Plan per Wisconsin State Statutes, 66.1001. Comprehensive Plans serves as a guide for future growth and development within the City which includes specific recommendations based upon economic trends, data analysis and input from the community. A Plan consists of 9 elements: Issues and Opportunities, Housing, Transportation, Utilities and Community Facilities, Agriculture, Natural and Cultural Resources, Economic Development, Intergovernmental Cooperation, Land Use, and Implementation.

On May 17, 2021, the Common Council approved a contract to work with MSA to update the 2008 Comprehensive Plan specific to the transportation and land use elements of the plan. On June 7, 2021, the Common Council approved an Ad-Hoc Committee to work with staff, the consultants and provide specific advice and suggestions to the Plan Commission and Common Council as it relates to the amendment to the Comprehensive Plan. On July 6, 2021, the Common Council reviewed and approved a public participation plan. This plan included 3 Ad-Hoc Committee Meetings, two public visioning session, one in person and the other virtual in light of the current environment, an online survey, and a public hearing at the City Plan Commission meeting prior to the consideration of adoption at the Common Council meeting.

As required by Statutes, the City Plan Commission held a public hearing on October 19, 2021 on the proposed Comprehensive Plan and approved a resolution recommending approval of the plan with a few modification.

Attached to this memo is the drafted update to the Comprehensive Plan as recommended by the City Plan Commission, herein the *City of Menasha, WI, 2041 Comprehensive Plan Update* looking specifically at the Land Use and Transportation elements of the current comprehensive plan. At this time, all other elements of the plan will remain the same. This plan however, will continue to be updated in the future including all other elements to ensure the community is displaying and engaging current trends and current visions of the community.

### Recommendation

**Approve Ordinance O-9-21 and ordinance adopting the amendment of the City of Menasha Comprehensive Plan, herein the *City of Menasha, WI, 2041 Comprehensive Plan Update* specific to the Land Use and Transportation elements of the plan.**



## **ORDINANCE O-9-21**

### **AN ORDINANCE ADOPTING OF THE AMENDMENT TO THE CITY OF MENASHA COMPREHENSIVE PLAN**

Introduced by Mayor Merkes on the recommendation of the Plan Commission.

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

**SECTION 1:** Pursuant to Section 62.23(2) and (3), Wisconsin State Statutes, the city of Menasha is authorized to prepare, adopt, and from time to time amend a Comprehensive Plan as defined by Section 66.1001(1)(a) and 66.1001(2) of the Wisconsin State Statutes.

**SECTION 2:** The Common Council of the City of Menasha has adopted written procedures designed to foster public participation in every stage of the preparation of the Comprehensive Plan as required by Section 66.1001(4)(a) of the Wisconsin State Statutes.

**SECTION 3:** The Plan Commission of the City of Menasha by majority vote of the entire commission recorded in its official minutes, has adopted Plan Commission Resolution R-3-21 on October 5, 2021 recommending to the Common Council the adoption of the document entitled *City of Menasha, WI 2041 Comprehensive Plan*, containing updates to the Land Use and Transportation Elements specified in Section 66.1001(2) of the Wisconsin State Statutes.

**SECTION 4:** The City of Menasha held at least one public hearing on the Comprehensive Plan Update at the City of Menasha Plan Commission meeting on October 18, 2021, in compliance with the requirements of Section 66.1001(4)(d) of the Wisconsin State Statutes.

**SECTION 5:** The Common Council of the City of Menasha, Wisconsin, does, by the enactment of this Ordinance, formally adopt the document entitled, *City of Menasha, WI 2041 Comprehensive Plan*, pursuant to Section 66.1001(4)(c) of the Wisconsin State Statutes.

**SECTION 6: Effective Date.** This amending Ordinance shall become effective upon its passage and publication as provided by law.

Passed and approved this \_\_\_\_ day of \_\_\_\_\_, 2021.





Recommended by:

\_\_\_\_\_

Motion/Second:

\_\_\_\_\_

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

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

Requires: \_\_\_\_ Majority

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

ATTEST:

\_\_\_\_\_  
Haley Krautkramer, City Clerk



**PLAN COMMISSION RESOLUTION R-3-2021**

**RESOLUTION BY THE CITY PLAN COMMISSION RECOMMENDING ADOPTION OF  
THE AMENDMENT TO THE CITY OF MENASHA COMPREHENSIVE PLAN**

Introduced by Mayor Don Merkes.

**WHEREAS**, pursuant to section 62.23(2) and (3), Wisconsin Statutes, it shall be the function and duty of the Plan Commission to make and recommend adoption of the Comprehensive Plan for the physical development of the City of Menasha as defined in sections 66.1001(1)(a) and 66.1001(2) of the Wisconsin Statutes; and,

**WHEREAS**, the City of Menasha Plan Commission participated in the production of the *2041 Comprehensive Plan Update* specific to the overview, transportation, and land use elements of the plan which presents a strategy to manage growth and development of the City through the year 2041, and which together contain the required elements identified in section 66.1001(2), Wisconsin Statutes; and,

**WHEREAS**, pursuant to section 66.1001(4)(a), Wisconsin Statutes, on July 6, 2021, the City of Menasha Common Council approved the written procedures designed to foster public participation in the preparation of the *2041 Comprehensive Plan Update*; and,

**WHEREAS**, the City of Menasha has duly noticed public hearings on the *2041 Comprehensive Plan Update* to be held before the Plan Commission on October 18, 2021, in compliance with the procedures in section 66.1001(4)(d) of the Wisconsin Statutes; and,

**WHEREAS**, the Plan Commission has concluded that the *2041 Comprehensive Plan Update* will best promote the public health, safety, and general welfare of the community as well as promoting efficiency and economy in the future development process.

**NOW, THEREFORE, BE IT RESOLVED** by the Plan Commission of the City of Menasha pursuant to section 62.23(3) and 66.1001(4)(b) of the Wisconsin Statutes, the Plan Commission of the City of Menasha hereby adopts the *2041 Comprehensive Plan Update* specific to the transportation and land use elements of the plan, including all component plans, maps, tables, and appendices incorporated therein.

**BE IT FURTHER RESOLVED** that the Plan Commission does hereby recommend that, following the public hearing, the City Common Council enact an Ordinance adopting the *2041 Comprehensive Plan Update* under section 66.1001, Wisconsin Statutes.

Passed and approved this 18th day of October, 2021.

*[Signatures to follow]*

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

Recommended by:

Mayor Donald Markes

Motion/Second:

Carra Jungert

Vote: 6-0

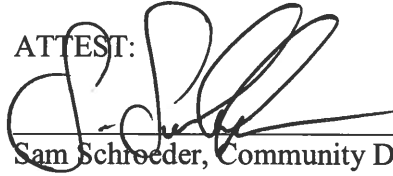
Pass/Fail: Pass

Requires: Majority



Don Markes, Mayor  
Chairperson of the Plan Commission

ATTEST:



Sam Schroeder, Community Development Director  
Secretary of the Plan Commission

# CITY OF MENASHA, WI 2041 COMPREHENSIVE PLAN

ADOPTED: \_\_\_\_\_



## City Staff

Sam Schroeder, Community Development Director  
Joe Stephenson, Principal Planner  
Kristi Heim, Community Development Coordinator  
Pamela Captain, City Attorney

## City Plan Commission

Comm. Kara Homan  
Comm. Catherine Cruickshank  
Comm. Kevin Benner  
Ald. Ann Schmidt  
Mayor Donald Merkes  
Richard Sturm, Parks and Recreation Member  
Laura Jungwirth, Director Public Works  
Alternate, Ald. Tom Grade

## City Council

Rebecca Nichols  
James Taylor  
Stan Sevenich - Council President  
Mark Langdon  
Ann Schmidt  
Thomas Grade  
Ted Grade  
Randy Ropella





# INTRODUCTION



## WHY PLAN?

The purpose of this plan is to establish a shared vision for Menasha that will guide future actions and decisions. This guidance improves the City's ability to work cohesively and consistently over time.

## PURPOSE & INTENT

The Comprehensive Plan is a resource for managing the growth of the City of Menasha. It is designed to be a working document used by City officials to direct community development decisions, to assist with capital and operational budgeting, and as a tool to focus and stimulate private housing, business and industrial investment.

A Comprehensive Plan functions as an umbrella document that considers most issues affected by City government, and it is to be used in coordination with other documents and ordinances. The plan refers to other plans and studies that address specific topics in greater detail.

The plan is implemented through the use of ordinances, especially the zoning and subdivision ordinances. This plan is intended to help the Plan Commission and City Council apply those ordinances; in fact, State statutes require that certain decisions must be consistent with this Plan.

## PLAN MAINTENANCE

The plan represents the City's best effort to address current issues and anticipate future needs, but it can and should be amended as conditions warrant reconsideration of policies. The plan can and should be amended from time to time to adjust to changing conditions, and it should be fully updated with new data every 10 years.

## WELCOME TO THE CITY OF MENASHA'S COMPREHENSIVE PLAN!

The Comprehensive Plan is intended to guide decisions and actions affecting City budgets, ordinances and growth. The Plan looks 20 years into the future, but focuses on action steps to guide the City's near-term efforts to help realize the long-term goal. As a broad based plan, it relies on other more detailed plans, budgets and other processes that bring more clarity and specifics to everyday decisions.

### The Plan's recommendations are intended to:

- » Create a collective vision for the future of Menasha.
- » Establish priorities for public investment, including the City's Operating Budget, Capital Budget, and 5-year Capital Improvement Program.
- » Inform policies that guide City decision-making.
- » Align the work of City agencies around the issues that matter most to our residents and stakeholders.
- » Create a framework for topic-specific plans and initiatives that will expand on the Comprehensive Plan's recommendations.
- » Guide private development through the Future Land Use map and policies.
- » Foster partnerships with other entities to address shared goals.

## Plan Adoption and the Consistency Requirement

Under Wisconsin's comprehensive planning statute, a comprehensive plan must receive a public hearing and be approved by resolution by the Plan Commission, and adopted by ordinance by the City Council.

Wisconsin's Comprehensive Planning law requires that if a local government unit enacts or amends any of the following ordinances, the ordinance *must be consistent* with the comprehensive plan:

- » Official maps
- » Local subdivision regulations
- » General zoning ordinances
- » Shoreland/wetland zoning ordinance

Though adopted by ordinance, the plan itself is not an ordinance. This plan is not intended to be a literal "road map" for the City that provides a clear path from the present to a point twenty years into the future. Rather, it is intended to guide decision making in the years to come toward a unified vision expressed in this plan. Over the course of time many factors will arise that will significantly influence the day-to-day decision making that occurs at the local government level, and in the community in general. This plan should continue to be consulted to ensure that such decisions contribute to the established vision in this plan.



## Plan Organization

This plan document addresses two of the planning elements required by Wis. Stats. 66.1001 - Transportation and Land Use. Elements with an asterisk are addressed in the 2008 plan.

### 1. Introduction and Public Engagement

### 2. Population and Housing \*

### 3. Transportation

### 4. Utilities & Community Facilities \*

### 5. Agricultural, Natural & Cultural Resources \*

### 6. Economic Development \*

### 7. Intergovernmental Cooperation \*

### 8. Land Use

### 9. Implementation \*

Each section includes issues and opportunities (identified during the process), voices from the community (public input gathered), 2021 snapshot (of existing conditions), and goals, policies and actions.

**Appendix A:** Plan Adoption & Amendments

**Appendix B:** Action Plan

**Appendix C:** Survey Results

**Appendix D:** Community Visioning Results

**Appendix E:** Maps

## Goals, Policies & Actions

The policy content of this plan is organized into Goals, Policies and Actions.

### Goals

A goal is a general statement about a desired future outcome. Goals provide the big idea and direction but do not indicate how they will be achieved.

### Policies

Policies are rules of conduct to be used to achieve the goals of the plan. They are intended to be used regularly to guide City decisions. Some of the policies in the plan could also be stated as actions, but have not yet been assigned to anyone to pursue action.

### Actions

Actions are specific activities that someone within city government should actively pursue, sometimes in coordination with non-governmental agencies. All actions are repeated in the **Implementation** section with approximate deadlines and responsible parties assigned.

## Sustainability in Menasha

Sustainability is a relatively new focus in community planning and development, but the balancing of various impacts in community decision-making is not a new practice – Menasha has been doing this for many, many years. As a community, we have often achieved sustainable outcomes through a focus on efficiency, including the efficient use of land and infrastructure and the efficient use of energy. Those efforts have improved our capacity to sustain our way of life in case of future changes such as energy costs spikes or a period of prolonged economic hardship.

This plan features many specific actions and policies intended to improve our sustainability and resilience. These are identified in each section with this sustainability icon:



In cases where the goal is identified as sustainable, the underlying policies and actions are also sustainable.

## CENSUS DATA

The Census Bureau collects basic data every 10 years as part of the federal population census, but it also collects much more information every year through the American Community Survey (ACS). That data is collected using a relatively small sample of the local population, which is then reported not as a snapshot in time, but as a reflection of conditions over a five-year sampling period. The data are reported as “estimates” and every estimate has a certain amount of error calculated based on the number of responses in the sample.

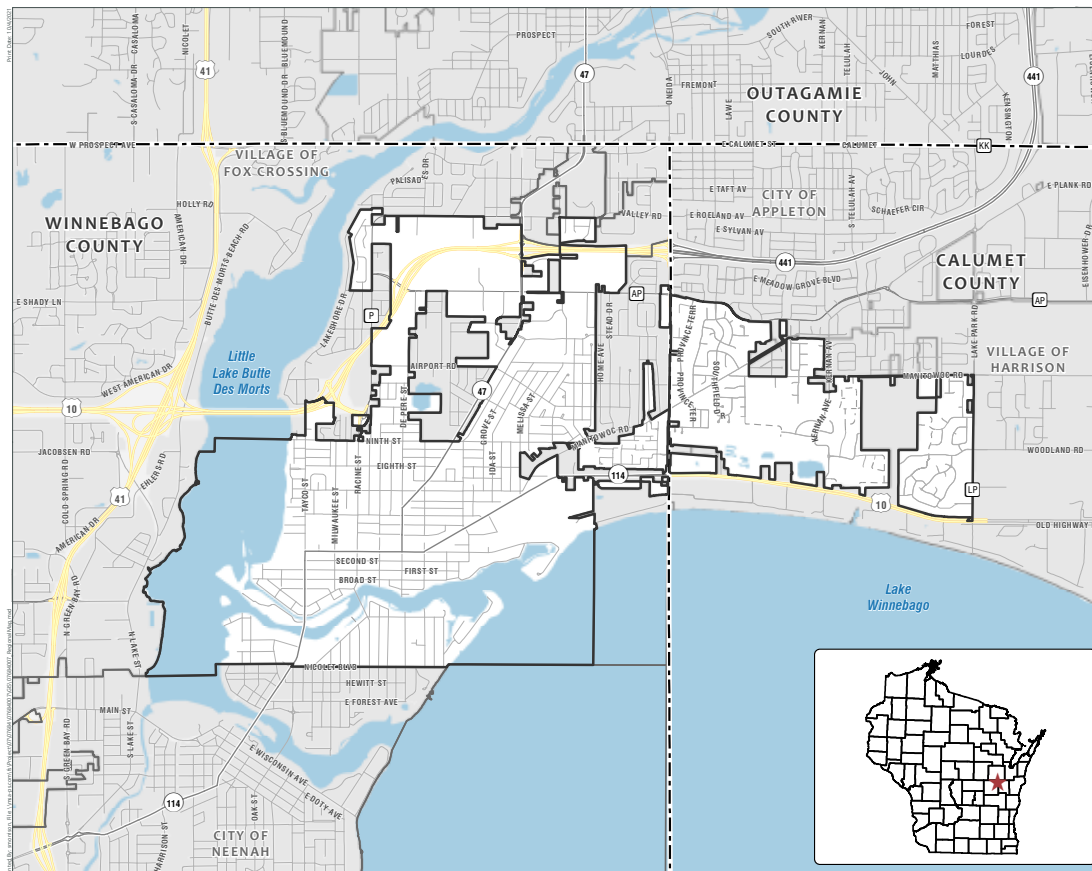
## Regional Context

Menasha is a community of about 18,000 located on the northern shore of Wisconsin's largest inland lake, Lake Winnebago. The Fox River and Little Lake Butte des Morts border the City on the west. The City is within a region known as the Fox Cities, owing to its location along the Fox River. The Fox Cities is home to many small- to mid-sized communities, including Appleton, Neenah, Fox Crossing and Harrison. The area has access to major transportation routes and facilities. It is located between Oshkosh and Green Bay along the I41 and US 10/441 corridors.

Though the City is located within a growing region of the State, it is landlocked, and will soon run out of available properties to develop. This is a major challenge and will force the City to plan creatively and to focus its development efforts on rehabilitation and redevelopment of older properties.

Though the City faces challenges, its waterfront location, historic downtown, strong sense of community, and convenient location make it an attractive destination for businesses and residents alike.

## REGIONAL CONTEXT MAP



## Regional Map

Comprehensive Plan Update

City of Menasha  
Winnebago & Calumet  
Counties, Wisconsin

- Waterbody
- City of Menasha
- Surrounding Municipality
- Wisconsin County Boundary

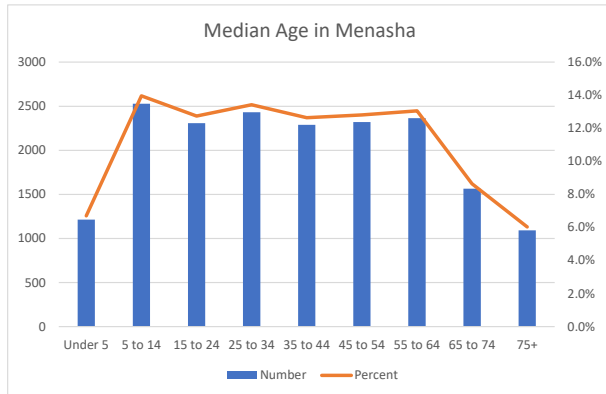
Data Sources:  
City of Menasha GIS  
Regional Planning Commission  
WOPR  
Winnebago and Calumet County GIS



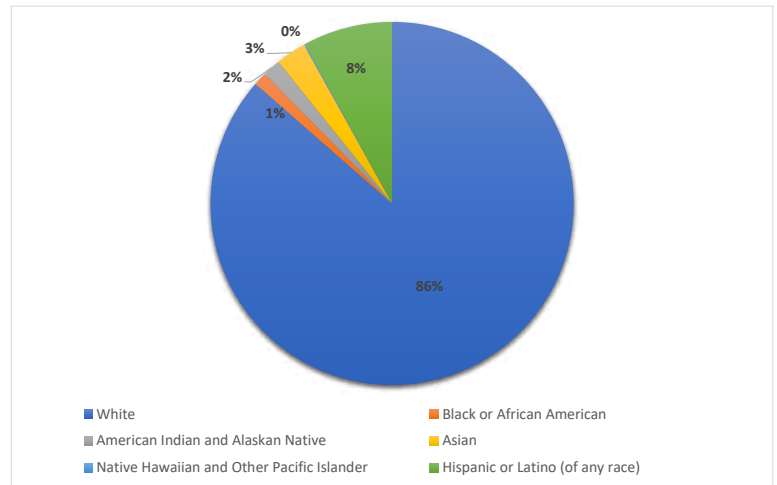
0 0.25 0.5 Miles

## 2020 SNAPSHOT OVERVIEW

### MEDIAN AGE



### RACE AND ETHNICITY



### HOUSING VALUES

Median Housing Values		
Community	Dollar Amount	Compared (WI)
Menasha	\$131,100	(\$66,100)
Neenah	\$141,000	(\$56,200)
Fox Crossing	\$158,600	(\$38,600)
Harrison	\$223,300	\$26,100
Appleton	\$147,800	(\$49,400)
Winnebago Co	\$152,500	(\$44,700)
Calumet Co	\$178,900	(\$18,300)
Wisconsin	\$197,200	\$0

### EDUCATIONAL ATTAINMENT

Menasha Educational Attainment (25 years and over)	
Type of Education	Percent
Less than high school graduate	7.7%
High school graduate (includes equivalency)	37.1%
Some college or associate's degree	31.7%
Bachelor's degree	16.6%
Graduate or professional degree	6.8%

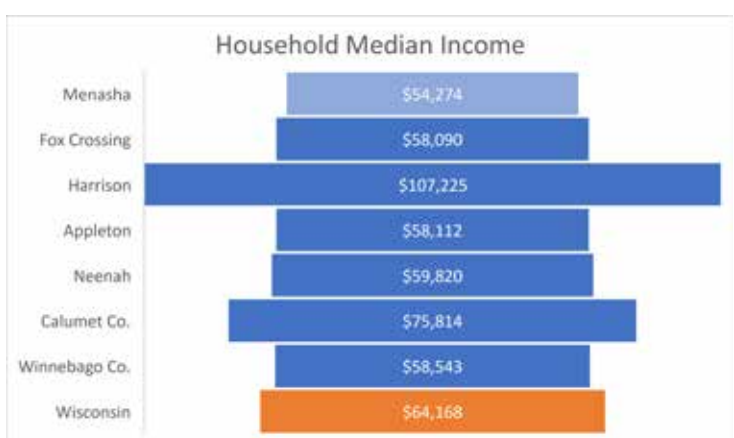
### HOUSEHOLD GROWTH AND PROJECTIONS

	City of Fond du Lac		City of Neenah		City of Menasha		City of Appleton		City of Kaukauna		Wisconsin	
	Number of HH	Persons Per	Number of HH	Persons Per	Number of HH	Persons Per	Number of HH	Persons Per	Number of HH	Persons Per	Number of HH	Persons Per
1980											1,652,261	2.85
1990											2,055,774	2.38
2000	16,638	2.38	9,834	2.47	6,951	2.35	26,864	2.52			2,084,544	2.57
2010	17,942	2.28	10,694	2.36	7,405	2.32	28,874	2.43	6,270	2.45	2,279,768	2.49
2015	18,642	2.22	11,012	2.34	7,567	2.3	29,874	2.37	6,638	2.39	2,371,815	2.44
2020	19,415	2.18	11,505	2.32	7,868	2.29	31,623	2.33	7,232	2.35	2,491,982	2.41
2025	20,104	2.15	11,935	2.31	8,125	2.28	32,983	2.3	7,750	2.32	2,600,538	2.39
2030	20,645	2.13	12,321	2.29	8,356	2.26	34,200	2.27	8,253	2.29	2,697,884	2.36
2035	20,856	2.1	12,573	2.27	8,486	2.24	34,853	2.24	8,637	2.26	2,764,498	2.34
2040	20,773	2.08	12,682	2.26	8,505	2.23	34,938	2.21	8,891	2.23	2,764,498	2.35

### POPULATION GROWTH AND PROJECTIONS

	City of Fond du Lac	City of Neenah	City of Menasha	City of Appleton	City of Kaukauna
	Population				
1970	35,515				
1980	35,863	22,432	14,748	58,913	11,310
1990	37,757	23,219	14,711	65,695	11,982
2000	42,203	24,507	16,331	70,087	12,983
2010	43,021	25,501	17,353	72,623	15,462
2018	43,921	26,010	17,575	73,330	15,970
2020*	44,510	26,990	18,170	76,370	17,120
2025*	45,540	27,810	18,645	78,680	18,120
2030*	46,300	28,520	19,045	80,570	19,050
2035*	46,370	28,870	19,180	81,165	19,680
2040*	45,920	28,970	19,120	80,605	20,020

### HOUSEHOLD MEDIAN INCOME



Sources: 2019 ACS 5-Year Estimates, Decennial Census, DOA Population and Household Projections

# PUBLIC ENGAGEMENT

## PLAN ENGAGEMENT OVERVIEW

This plan update of the land use and transportation sections was drafted through a collaboration among City staff, Ad-Hoc Committee, Plan Commission, elected officials, MSA, and residents of the community. See Appendices C & D for additional public input.

Highlights of the public participation plan include:

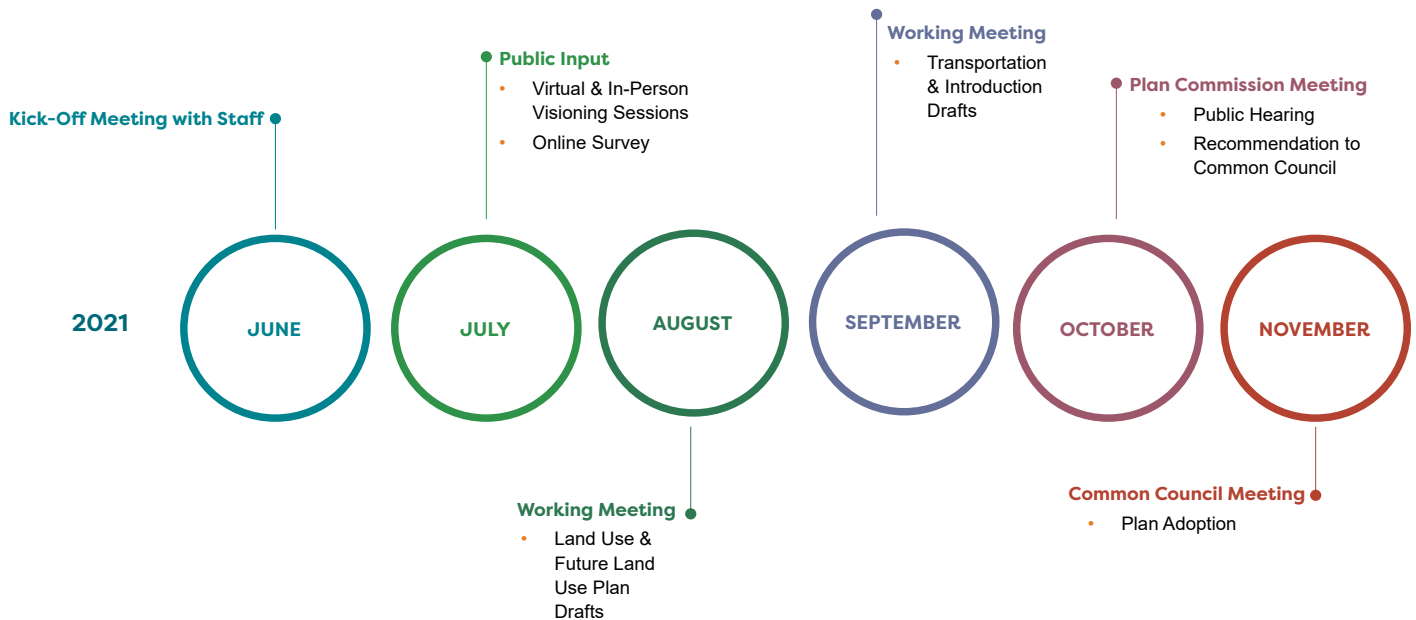
- » Two public visioning sessions - one virtual and one in-person.
- » An online community survey and online community mapping tool to gather input on all planning issues.
- » A public hearing to gather input on the draft comprehensive plan prior to City Council adoption.

## COMMUNITY SURVEY

A Community Survey collected opinions from members of the Menasha community in order to inform the crafting of goals and policies in the Comprehensive Plan. In total, 136 people completed the survey and 92% of those were from Menasha. This is not a statistically robust sample of the community, and it is important to keep this in mind when using the results to inform policy decisions.

### SURVEY HIGHLIGHTS:

- » Residents are generally quite satisfied with their neighborhoods.
- » Safety is the biggest factor in determining what neighborhood to live in.
- » Regulations regarding land use, signage, noise control, and safety were rated well.
- » The pace of multi-family residential development is too fast, while retail growth is too slow.
- » In residential areas, anything larger in scale than a duplex is viewed poorly.
- » Overall support for smaller-scale, low intensity commercial uses, except in the downtown and along Hwy 10/441, where larger buildings are viewed as more appropriate.
- » Concern about vacant storefronts downtown and vacant big-box stores.
- » Support for investment in bike and pedestrian infrastructure is strong, particularly for off-road paved trails and sidewalks.



## PROJECT MILESTONES

## VISIONING SESSIONS

### STICKY NOTE EXERCISE

The City of Menasha held two visioning sessions where participants were asked to give feedback using whiteboards and sticky notes. The following is a summary of that exercise:

#### 1. How would you describe Menasha to someone not from the region?

- » Small-town feeling
- » Evolving
- » Tired

#### 2. What are your ideas for changes or improvements?

- » Grocery store in the downtown
- » More residential in the downtown
- » More affordable housing
- » More landscaping
- » Improve walkability and aesthetics
- » Be a leader

#### 3. What do you love about Menasha?

- » Walking and biking trails
- » Protect and enhance public transit
- » Green spaces
- » Public access to water

#### 4. What do you like least about Menasha?

- » Narrow minded
- » Too many rental properties

Other general comments included:

- » Need to add more localized commercial centers to reduce need to drive long distances
- » Evaluate what is missing that causes most to travel by automobile
- » Zoning needs to tie in with long-term city goals for green space, bus routes, nature corridors

### MAPPING EXERCISE

At the visioning session, participants were also invited to review transportation and land use maps and provide location-based feedback, summarized below:

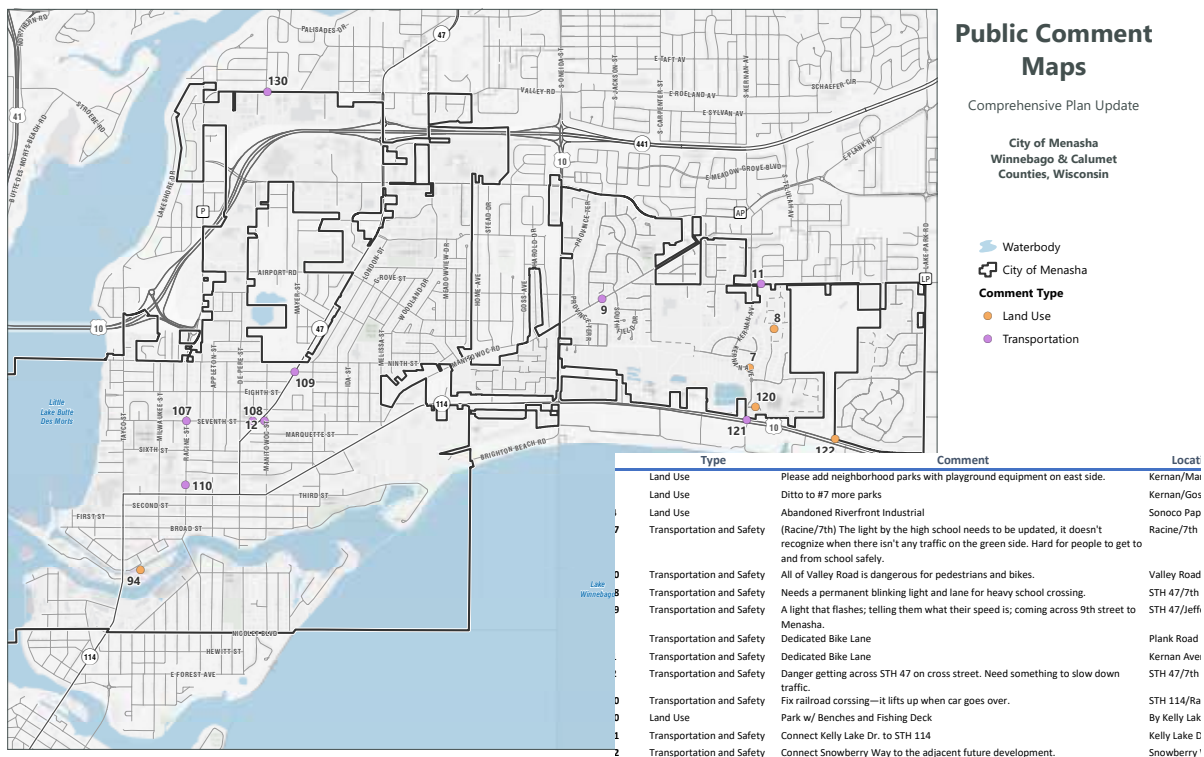
#### Transportation and Safety

This category asked about items such as road improvement needs, bike/pedestrian improvement needs and safety concerns. There were many comments regarding the need for bike and pedestrian improvements, both for safety and for connectivity.

#### Land Use

This category asked about items such as community assets, sites that should be redeveloped and future land use changes. Comments covered a variety of topics including requests for more neighborhood parks, particularly on the east side.

The full comments, for both the sticky note exercise and the mapping exercise can be found in Appendix D.





# MOBILITY & TRANSPORTATION

## ISSUES & OPPORTUNITIES

### Public Transportation




Public transportation is integral to the overall multi-modal transportation network, providing an alternative to personal vehicles.

### Bicycle & Pedestrian Facilities



The City has pieces of a strong walking and biking network; however, there are still gaps in the network. These facilities are a desired amenity both for recreational benefits and as an alternative to using a motor vehicle. When asked about a list of 22 possible neighborhood recreation improvements, survey respondents identified “off-road walking/biking trails” as the highest priority. Additionally, the City’s biking network includes very little on-street infrastructure such as marked bike lanes, route signage or bike detection at signalized intersections.

## MOBILITY AND TRANSPORTATION GOAL #1

Provide a comprehensive transportation network which allows people of all ages and abilities to safely access their daily needs throughout the community. 

### Policies

**#1** - Continue to support the City’s Complete Streets Policy, while recognizing that unprotected bike lanes are not compatible with wide, high speed streets.

#### What are complete streets?

Complete Streets are streets that provide safe, convenient, and comfortable routes for all users, regardless of age, ability, or mode of transportation. A network of complete streets makes the transportation network safer and more efficient for everyone, including pedestrians, bicyclists, motorists and transit riders of all ages and abilities. A “Complete Street” right-sizes infrastructure based on functional classification and traffic volumes and may include the following features: sidewalks, multi-use paths, bicycle lanes, automobile lanes, street trees, public transportation facilities, and traffic calming devices.

**#2** - Continue to promote walkable neighborhoods by requiring sidewalks in new developments, expanding the existing sidewalk network, and providing additional linkages such as mid-block sidewalks and trail connections for interior streets/cul-de-sacs.

**#3** - Discourage cul-de-sac streets in favor of connected streets, except where topography, environmental conditions, or lot configuration undermine this policy.

**#4** - Continue to work pro-actively with agency partners, and adjacent units of government in planning for regional transportation improvements, including State Hwy 47, USH 10, and bicycle infrastructure linking Fox Cities communities.

**#5** - Improve access and wayfinding from regional highway systems to the downtown and other business and employment districts within the City, especially maintaining access from Hwy 10/441 to the downtown.

**#6** - Maintain the safety and efficiency of existing transportation corridors.

**#7** - Connect gaps in multi-modal transportation networks that connect Menasha to neighboring communities, including to High Cliff State Park, downtown Neenah, downtown Appleton, and the Fox Cities Paper Trail.

**#8** - Seek to minimize conflicts between motorized and non-motorized traffic.

**#9** - Prioritize investments where they will serve the daily needs and interests of residents by improving access to daily destinations such as jobs, schools, grocers, medical services, etc.

**#10** - Support full operation of the Fox Locks canal system to encourage water transit and pleasure boating.

**#11** - Support implementation of the Lawson Canal Plan.

**#12-** Coordinate with Valley Transit to maximize the effectiveness of current routes and enhance ridership.

## Actions

- 1.** Continue to implement a program to identify and repair broken and substandard sidewalks throughout the City.
- 2.** Track and share progress annually of achievements of the City's Complete Streets Policy. Provide annual update to Plan Commission on progress and tie the update to the City's yearly Capital Improvement Program
- 3.** Develop a bicycle, pedestrian, and micro-mobility plan for the City that establishes a preferred network, policies, and programs to support sustainable transportation options for residents, workers, and visitors.
- 4.** Annually plan for new connections that increase resident access to regional connections in the bike and trail network. Work with neighboring jurisdictions, WisDOT, the DNR, and other invested partners to continually expand and integrate the network.
- 5.** Work with adjacent municipalities with which you share rights-of-way to develop plans for more efficient maintenance and service provision within those rights-of-way.
- 6.** Collaborate with responsible jurisdictions to ensure roadway improvements (including County and State highways) have multi-modal aspects integrated into planning and development, or appropriate alternatives developed.
- 7.** Prepare corridor plans for high priority neighborhood collector and arterial streets prior to reconstruction.
- 8.** Develop a branding and wayfinding plan to better orient visitors, strengthen the community's identity, and support economic development.
- 9.** Create a plan for enhanced water recreation amenities at Jefferson Park where the current intake reservoir is located.

## MOBILITY AND TRANSPORTATION GOAL #2

**Design streets and public places to strengthen neighborhoods, improve safety, and encourage commercial corridor revitalization.**

### Policies

- #13-** Design and construct streets to maintain safety, operational efficiency, neighborhood quality of life, and economic development.
- #14-** Consider improving deteriorating railroad crossings.
- #15-** Design, build and operate the City's transportation system to ensure adequate emergency service provision.
- #16-** Design and retrofit local streets with traffic calming features, where necessary and appropriate.

## VOICES FROM THE COMMUNITY

### Improved Biking

The 2019 Community Survey asked people how they would rate aspects of their section of the City - one of which was "bikeability". Of all respondents, only 50% rated the bikeability of the City as excellent or good - and some planning areas scored as low as 35%.



Loop the Little Lake Trail



Jefferson Park



Nature's Way Trail

## ISSUES & OPPORTUNITIES

### Shifting Transportation Technology



All communities are beginning to wrestle with the impacts of changes in technology that may change how people travel. One change that is already occurring is the growth of electric motor-assisted devices such as bikes, scooters and skateboards. These devices expand the range and speed of travel for users, but they also present a regulatory challenge – where can they be safely used? The other, more significant change on the way is the growth of autonomous vehicles. By some accounts we are on the cusp of a new era in which vehicles will gradually be able to drive themselves with limited input from riders. This could start to change things like parking needs (less), curbside pick-up/drop-off space (more), drive lane width (less), and acceptable commute distances (longer).



**#17-** Strongly encourage additional amenities (e.g., bike racks, bike repair stands, hydration stations, etc.) in developments, public parks and other public facilities where feasible/appropriate.

**#18-** Incorporate curb parking into neighborhood commercial and downtown districts to support retail, protect sidewalks, slow drivers, and decrease the need for off-street parking lots and expensive structured parking.

### Actions

**10.** Prepare a set of street design guidelines which take into consideration functional street classifications as well as other factors including economic development, placemaking, micro-mobility, bicycle, and pedestrian accommodation objectives. These guidelines or “street typologies” would identify desired street amenities and design considerations for all street types within the City.



**11.** Modify public works codes and standards to reflect desired street designs, including but not limited to minimum street widths, minimum sidewalk widths, and curb radii standards.

**12.** Update the City’s Capital Improvement Plan on an annual basis to plan for short-term transportation improvements, considering the actions and recommendations of this Plan.

**13.** Update the Official Map to illustrate desire for connected, pedestrian friendly, transportation improvements and development into new growth areas.

**14.** Identify and implement opportunities to enhance pedestrian safety through crosswalk improvement on higher traffic streets throughout the City.



**15.** Identify and implement opportunities to improve street design prior to street reconstruction, including:



- a. Opportunities to implement road diets on existing 4-lane streets.
- b. Narrow travel lanes with new striping.
- c. Install bicycle boulevards on lower speed residential streets.
- d. Adding bike lane buffers, striping with bright color paint, painting bike boxes at busy intersections.
- e. Consider replacing or updating sharrows.

**16.** Continue to proactively plant and maintain trees along existing and planned streets.



**17.** Conduct a walkability audit downtown to identify short-term practical solutions to improve walking conditions and pedestrian access.

## MOBILITY AND TRANSPORTATION GOAL #3

Promote equitable and sustainable transportation options.



### Policies

**#19-** Provide convenient, affordable transportation options that enable people of all ages and abilities to access jobs, services, and other destinations to meet their daily needs, including for people without access to a personal vehicle.



**#20-** Consider “green street” design features when designing new or reconstructing existing streets, trails, and bicycle routes.

## What is a “green” street?

A green street is a stormwater management approach that incorporates vegetation (perennials, shrubs, trees), soil, and engineered systems (e.g., permeable pavements) to slow, filter, and cleanse stormwater runoff from impervious surfaces (e.g., streets, sidewalks). Green streets are designed to capture rainwater at its source, where rain falls. Whereas, a traditional street is designed to direct stormwater runoff from impervious surfaces into storm sewer systems (gutters, drains, pipes) that discharge directly into surface waters, rivers, and streams. ([epa.gov](http://epa.gov))

**#21-** Continue to monitor and explore use of new technologies that can more efficiently manage and improve transportation networks in the City.

**#22-** Promote alternatives to single-occupancy vehicle use, including ride sharing, walking, biking, scootering, and other micro-mobility options.

**#23-** Improve bicycle and pedestrian access to neighborhood destinations, commercial districts, and the downtown.

## Actions

**18.** *In conjunction with Menasha Utilities, develop a strategy to incorporate new technologies into transportation projects, including but not limited to expanded electric vehicle (EV), ride hailing services, and autonomous vehicles.*

**19.** *Lower or eliminate the City’s off-street parking requirements.*

**20.** *Work with Menasha Utilities to construct EV charging stations on City owned lots, buildings, and parks where appropriate and economically feasible. The EV charging stations should be powered by renewable energy.*

**21.** *Collaborate with Menasha Joint School District and East Central Wisconsin Regional Planning Commission’s Safe Routes to School (SRTS) Program on safe transportation for students, including walking, biking and busing, both in neighborhoods and near each school site.*

**22.** *Develop a high-quality branded initiative to support walking, biking, and other non-vehicular modes of travel throughout the community.*

**23.** *Pro-actively identify opportunities to implement micro-mobility solutions within the City, including but not limited to electric scooters, bicycles, and other lightweight utility vehicles.*

**24.** *Monitor opportunities for, and implement where feasible, shared-use mobility (SUM) transportation services. SUM can include ‘traditional SUM’ practices such as public transit, taxis, limousines, etc., or ‘technology enabled SUM’ (practices such as ridesourcing, carsharing, bikesharing, micortransit services, etc.).*

**25.** *Identify opportunities to reduce vehicular traffic speeds to improve pedestrian safety and encourage active transportation.*

## VOICES FROM THE COMMUNITY

### Road & Traffic Improvements

The Community Input Mapping Tool identified many sites of road & traffic improvements - with over 130 suggestions for each.

Common themes include:

- Need for Increased Bike Connections, including on-street facilities downtown and connecting trails
- Sidewalk additions are still needed in many areas
- General need for increased pedestrian crossings
- Need for general road repairs in several areas

Community survey respondents indicated support for public investment in the following transportation improvements:

- Road pavement repair (90% support)
- Intersection improvements to address congestion (77%)
- Sidewalk, trail and pedestrian crossing improvements to enable safe walking (76%)
- Bike lane and trail improvements to enable safe biking (68%)

# 2021 SNAPSHOT: Mobility & Transportation

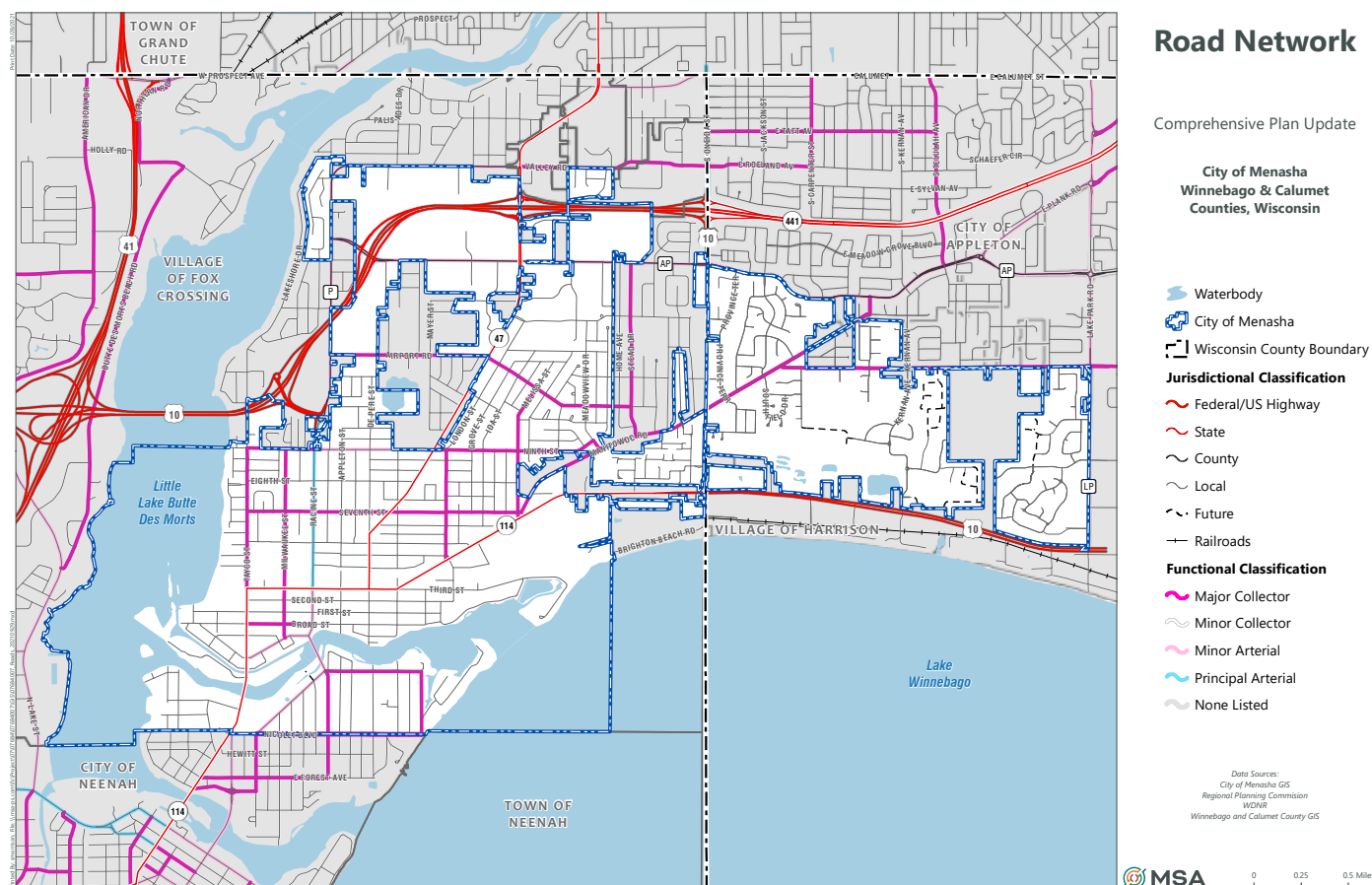
## Road Network

**Regional Highway System:** Major highways located in Menasha include US Highway 10, USH 41/Interstate 41, two state trunk highways (WIS 114 and WIS 47), and seven county trunk highways (CTH P, CTH AP, CTH LP).

**Workforce Commuting Data:** Based on 2018 Census Bureau data, the City of Menasha has roughly 9,236 residents commuting out of the city for work (92% of employed residents) and about 7,503 people commuting into Menasha for work (i.e., 91% of city jobs filled by non-Menasha residents). Approximately 50% of residents are employed in the Fox Cities, while the other half work at job sites farther away or remotely. The same pattern holds for those working in Menasha; approximately half live in the Fox Cities area, with another 50% commuting in from other areas throughout the State.

**Truck Routes:** The Menasha Municipal Code includes a list of the streets and highways that are designated as heavy traffic (truck) routes. State and county highways are established truck routes by the nature of their intended use and street design. However, any public street or alley may be used by heavy vehicles for the purpose of delivering or moving commodities provided they travel the shortest possible route from designated heavy traffic route to residence or place of business.

## Existing Transportation Infrastructure (see Appendix E)





## Bicycle & Pedestrian Network

**Regional Trails:** There are several existing regional routes connecting Menasha to surrounding areas:

- » **Loop the Little Lake Trail:** Loop the Little Lake, often referred to as the “Loop,” is a 3.5 mile route that links three (3) communities (Village of Fox Crossing, City of Menasha and City of Neenah) while creating connections for bicycle commuting/recreation and pedestrian recreation with scenic vistas and access to Little Lake Butte des Morts. The route combines off-road bike/pedestrian trails, four (4) trestles of various lengths and on-road bike lanes / sidewalk sections.
- » **Friendship State Trail:** The Western trailhead is located at CTH-M in the town of Winchester about 1.5 miles (2.4 km) east of the US-45/US-10 interchange. The trail then continues along US Highway 10 for 8.6 miles (13.8 km). The trail continues through the Fox Cities for the remaining length; this is the busiest section of the trail. A trestle bridge crosses Little Lake Butte des Morts - this is also part of the Loop the Little Lake Trail and one of two rail trail sections of the trail. The final part of the trail travels along Wisconsin Highway 114 in Menasha. The Eastern trailhead is the intersection of US-10 and WIS-114.
- » **Fox Cities Paper Trail:** The purpose of the Paper Trail is to link parks in the area to create an “emerald necklace” of our special green spaces, circle the Fox Cities and provide communities with a frame in which to construct and link trails. The trail includes several on-street facilities and is approximately 50 miles in length, passing through 20 city parks.

**City Bike System:** The City has both on- and off-street bike facilities, with the majority of the network consisting of on-road bike routes. These facilities provide strong connections east-west and are located along some arterial and collector streets. The primary connecting path in Menasha is the Loop the Lake Trail and Friendship State Trail.

- » **High Cliff State Park Connection:** The City is currently working with municipal partners and non-profits to finalize a trail connection to High Cliff State Park. The trail will utilize and connect existing segments including the Loop the Lake Trail, Province Terrace Trail and Friendship State Trail.

**Sidewalks:** The City requires sidewalks in new residential and commercial development, including developed land annexed to the City. There are exceptions to the ordinance, depending on land use and future schedule of road reconstruction. The Subdivision Ordinance requires sidewalks on both sides of all new public streets. As streets are reconstructed or significantly improved within the City, sidewalks are typically installed if they are not already present, with exceptions for high-volume roads that typically are used solely for vehicle traffic. The City has the authority to grant waivers, generally in response to unusual site conditions.

In addition to new sidewalk installations, other pedestrian facility improvements such as sidewalk ramps, crosswalks, signage, etc are being upgraded when new development occurs adjacent to the facility, as part of road reconstruction, or as part of other improvement projects outlined in the City Capital Improvement Program

## Transit Service

**Fox Valley Transit:** The Valley Transit agency operates 2 transit (bus) routes throughout the City, primarily designed for typical work week travel. Route 30 links Menasha to Neenah and Appleton. Route 1 serves Midway Road on the north side of the City.

**Paratransit:** Paratransit services are offered to qualifying riders.

**Shared Ride Taxi:** This service provides reduced fare transportation for residents of the Cities of Neenah and Menasha, aged 60 years and older.

## Regional Transit Service

**Intercity Bus:** Private intercity bus services stop in Menasha, though there is no permanent bus station.

**Air Service:** Appleton International Airport provides recreational, charter and commercial flights, located West of Highway 41.

**Freight Rail:** Canadian National is the parent company of Wisconsin Central Limited, which may also use these lines. There are freight transfers and switching operations that take place in the City of Menasha. While a local line connects Menasha directly with the Manitowoc Area and Lake Michigan, it is relatively easy to connect from Menasha to points all over the state as well as lines that lead to Chicago and Minneapolis/St. Paul.

## ISSUES & OPPORTUNITIES

### Balanced Growth



*An important dynamic of community growth is the linkage between housing and employment, especially multi-unit housing and industrial growth. Multi-unit housing projects are sometimes controversial because they are larger buildings, adding more people and traffic to a neighborhood. But they also add housing options to the market and make efficient use of public infrastructure.*

### Balanced Neighborhoods



*The City is seeking healthy, balanced neighborhoods that feature a mix of housing types and price points. Balanced neighborhoods also tend to have convenient access to some form of smaller-scale commercial uses, such as a restaurant or coffee shop, day care facilities, small service businesses, etc.*

## LAND USE GOAL #1

**Create an economically and environmentally sustainable development pattern.**



### Policies

**#1 - New development within the City's jurisdiction should support the efficient use of public services and infrastructure.**

- a.** Land development will be coordinated with planning for efficient public facilities and services.
- b.** Infill development that uses existing infrastructure is strongly encouraged. Leapfrog development that requires costly infrastructure extensions through undeveloped lands is discouraged.

**#2 - Encourage development that uses land efficiently.**

- a.** Encourage infill development and higher density redevelopment on sites already surrounded by urban uses. Development incentives such as flexibility with standards and/or TIF assistance should be focused mostly on infill and redevelopment, not greenfield development.
- b.** Promote the inclusion of residential formats in every neighborhood that minimize land consumption, including small lots and attached units.
- c.** Enable and encourage well-planned, mixed-use development areas in all parts of the City, including the integration of small-scale commercial uses into neighborhoods and mixed-use buildings where economically viable.

**#3 - Encourage development formats and building designs that support adaptive reuse as markets shift and demand changes.** While unique building design is encouraged, designs that render the building hard to use for other occupants in the future are discouraged. Large-format commercial buildings should be reasonably divisible into multi-tenant buildings. When possible, former commercial sites should continue to house commercial uses, especially at key commercial nodes within the City.

**#4 - Protect and respect natural resources and systems in all development decisions.**

- a.** Preserve environmental corridor features including waterways, floodplains, wetlands, ground water recharge areas, steep slopes (greater than 20%), wildlife habitat, scenic vistas, and mature woodlands through the enforcement of the City's Subdivision Ordinance, Zoning Ordinance and Official Map.
- b.** Encourage landscaping practices in new and existing neighborhoods that protect ground water and surface water resources.
- c.** Foster the protection of natural resource features from development by requiring those features to be accurately depicted on all site plans, certified survey maps, preliminary plats, and final plats.

d. Encourage the clean-up of contaminated sites to foster redevelopment.

**#5 - Require consistency with this Comprehensive Plan in all zoning and land division decisions.** Maintaining consistency with this plan is required by state law and serves to make the development process more predictable for all participants. There will be times that uses are proposed that do not align with the plan, but that most participants see as reasonable and appropriate. In such cases, the vision and goals of the plan should still be applied, but the plan can be amended to allow the desired use.

## Actions

1. *Work closely with the adjacent municipalities to ensure efficient use of land and provision of public services.*

## LAND USE GOAL #2

**Establish balanced neighborhoods throughout the City.**

## Policies

**#6 - Provide a mix of housing types to accommodate every stage of life in every neighborhood.**

**#7 - Use the City review processes to encourage design for land use compatibility. Consider the following design guidelines in these reviews:**

**a. Land Use Planning.** Maintain adequate physical separation between residential areas and uses that tend to produce excessive noise or odors, without sacrificing pedestrian and bicycle connectivity. Locate community facilities such as schools, churches, libraries, museums, parks and community centers in strategic locations that enhance and are safely accessible from the surrounding neighborhoods.

**b. Site Design.** Direct traffic from higher-volume uses to collector and arterial streets, away from neighborhood streets. Use screening (walls, landscaping, berms) to create separation when distance alone is not possible or sufficient. Design the site so that major activity areas such as building entrances, service and loading areas, parking lots and trash receptacle storage areas are oriented away from less intensive land uses to the greatest degree possible. Reduce the impact of parking areas with physical separation and visual barriers.

**c. Building Design.** Encourage building and site design techniques to make larger buildings more compatible with smaller residential uses, such as increased setbacks, stepped-back upper stories, and architectural strategies to break up the apparent volume of the building. Require building design and materials standards for all multi-family uses and nonresidential uses in neighborhood settings. Encourage underground parking facilities when feasible.

## VOICES FROM THE COMMUNITY

### Pace of Development

The majority (or plurality) of respondents on the Community Survey felt the pace of development over the past 5 years has been:

- **Single-/Two-Family:** Just Right
- **Multi-Family:** Too Fast
- **Retail:** Too Slow
- **Office:** Just Right
- **Industrial:** Too Slow

## ISSUES & OPPORTUNITIES

### Retail Volatility



*Volatility in the retail market due to the growth of online shopping and ever-faster delivery systems such as Amazon. This volatility is a risk both to large and small retailers. The greatest concern to the City should be the risk that larger retailers, even those that currently appear strong, could close a local store due to a recession or a change in their market sector, and leave behind a large, empty building.*

**d. Lighting Design.** Outdoor lighting of parking, storage and service areas shall be designed to minimize spillover of light onto adjacent properties and public rights-of-way.

**#8 - Institutional land uses designated by the Institutional and Utilities category on the Future Land Use Map (schools, churches, community centers) should communicate with surrounding neighbors whenever they are considering long-term expansion plans.** City staff should facilitate this process by creating (or requiring) detailed small area plans that include the possible expansion.

**#9 - Promote quality neighborhood development that includes a mix of uses and residential types by requiring the adoption of conceptual development plans prior to plat approvals.** Neighborhood plans should address compatibility with adjacent land uses, transportation connectivity, and provision of various city services and utilities.

**#10 - Encourage building and neighborhood design to enable passive solar heating and photovoltaic power generation.**



**#11 - Enforce property maintenance codes to maintain neighborhood quality and prevent blight.**

### Actions

**2. Update the Zoning and Subdivision Ordinances, considering the following possible changes:**

- a. Consider the creation of a mixed-use zoning district to allow mixes of residential and non-residential uses on the same parcel by right.
- b. Consider the creation of a separate residential zoning district with reduced lot sizes, lot widths and setbacks to reduce nonconformities in the older residential areas of the City.
- c. Allow single-family attached units in the R-1 and R-2 zoning districts.
- d. Add density requirements to the R-3 and R-4 zoning districts.
- e. Require conditional use permits for outdoor storage and require screening.
- f. Either require bike parking spaces in new developments or encourage bike parking by offering a modest reduction in vehicle parking.
- g. Consider reducing or doing away with parking minimums to reduce the amount of impervious surface
- h. Amend the institutional land use regulations to require a detailed small area plan and a neighborhood meeting prior to submitting a formal development application for City review.
- i. Consider the use of density bonuses as an incentive to encourage enhancements that the City would not require, such as energy and resource efficient design or income-qualified housing units.



- j. Consider the adoption of form-based overlay zoning districts for planned mixed-use areas that provide more detailed building and site design requirements than the underlying zoning districts, including designation of critical build-to lines and building massing requirements.
- k. Review and strengthen landscaping, signage, lighting and building design standards in the City's Zoning Ordinance, including standards for, commercial uses, multi-unit housing and along key corridors and community entries. Maintain basic design standards for buildings and landscaping to protect aesthetic quality within neighborhoods. Consider the design guidance offered within each of the land use areas described on the future land use plan in this Comprehensive Plan. Design guidelines should address the following items (whenever applicable to the use):
  - i. Relationship of the building and other site features to the street
  - ii. Standards for building placement on corner lots
  - iii. Location and screening of parking, loading areas, dumpsters, and utility equipment
  - iv. Location and canopy design for drive-through facilities, gas pumps, service bays, and car washes
  - v. Treatment of outdoor display and sales areas
  - vi. Building architecture and materials, including the use of windows
  - vii. Landscaping, signage, and lighting
  - viii. Pedestrian and vehicle access and circulation; both on-site and between sites, as well as adjacent to sites and the street
  - ix. Parking lot location, design and layout



## LAND USE GOAL #3

**Create places that are vibrant, attractive and unique, especially along the City's Main Street Corridor and Downtown.**

### Policies

**#12-** Encourage the development of compact, carefully planned, mixed-use activity centers that include shopping, employment, housing, recreation, and community gathering opportunities. Mixed-use buildings and developments that include residential units with commercial uses are desirable and often necessary to achieve redevelopment.

**#13 -** Work to achieve a balance among various commercial areas along Main Street (and throughout the City) with design formats and business mixes that allow each area to compete successfully and sustainably in the market.

**#14 -** Identify small-scale commercial development opportunities in neighborhood settings that fit the site, both in terms of specific use and building and site design. Discourage the development of uncoordinated strip commercial land uses.



## ISSUES & OPPORTUNITIES

### Urban Design Guidance



As the City grows and changes, some of this change involves redevelopment of existing sites. Such “infill” development typically replaces a low-value building, often vacant, with new value and activity, boosting the tax base and the appearance of the area. For decades after the post-war explosion in automobile ownership, commercial buildings were set back behind parking lots. As the buildings moved further from the street, and got larger, they often featured fewer windows. The net result of these changes has been places with much weaker connection between the private realm inside the building and the public realm of the street. In recent years local plans and national trends have helped move commercial buildings closer to the street, making the street corridor more attractive and lively and making the activities in the buildings more visible and inviting.

**#15 - Encourage and facilitate placemaking strategies to make neighborhoods and commercial areas unique, memorable, and attractive.** These strategies can be implemented quickly during new development or incrementally over time in existing developed areas. The Project for Public Spaces is a great resource for ideas during the development process. Some examples of place-making strategies:

- a. *Incorporate squares and parks as multi-use destinations.*
- b. *Design buildings to activate outdoor spaces with entrances and ample windows, café space with outdoor seating, etc.*
- c. *Incorporate art into infrastructure and outdoor spaces.*
- d. *Incorporate recreation into all public spaces.*
- e. *Design with priority to walking and biking.*
- f. *Allow for experimentations and change. Places may need to be adapted to changing needs and conditions.*

**#16 - Encourage infill development of vacant or underutilized lands or buildings.** Work with property owners within the downtown to bring forward projects consistent with this Comprehensive Plan, the Downtown Vision Plan and the Water Street Corridor Plan.

**#17 - The City recognizes that strong public-private partnerships are often the key to successful redevelopment efforts, and shall work to establish such relationships.**

**#18 - Consider development incentives (e.g., waivers, flexibility, and/or TIF assistance) to encourage and support infill and redevelopment projects that substantially improve the downtown and the City as a whole.** The use of incentives will typically require one or more of the following conditions:

- a. *Severely deteriorated and/or economically obsolescent buildings/sites which are abandoned or underutilized and which may be assembled into a marketable site consistent with the Comprehensive Land Use Plan.*
- b. *Marginally underutilized or deteriorated sites (especially in the downtown) for which there is an immediate and realistic private development possibility.*
- c. *Deteriorated housing sites, which have become a threat to surrounding properties and to human habitation and for which outside financing is available to assist private development to either a residential or non-residential use consistent with the Land Use Plan.*
- d. *The funded project implements a goal identified in an adopted City plan.*

**#19- The City of Menasha will collaborate with the downtown businesses and others to foster a vital small business community, assisting businesses and property owners with building renovation, business startup and expansion, and district promotion.**

**#20** - Encourage the preservation of architecturally, historically, and culturally significant sites, buildings and structures in the City and its environs. Encourage continued use, maintenance and adaptive reuse of existing buildings with historic value.

**#21** - Provide good public access to Lake Winnebago, Little Lake Butte des Morts and the Fox River while encouraging the development and redevelopment of the area along the Lawson Canal and Water Street.

**#22** - Integrate the river and canals into the downtown through physical and visual connectivity, expanding waterfront trail systems, and encouraging uses such as outdoor dining that embrace the waterfront.

## Actions

**3.** Monitor downtown parking supply and demand to seek efficient use of parking investments and a good balance between total cost and user satisfaction.

**4.** Consider expanding the Facade Improvement Grant/Loan Program to encourage exterior building improvements within the downtown and reuse/redevelopment of second floor spaces that are currently underutilized.

**5.** Plan for additional public and private parks, plazas, trails, and similar spaces along the downtown waterfront, while securing public access to the river wherever feasible.

**6.** The City will install gateway features to mark the entrances of the downtown, beginning with the Racine Street bridge reconstruction project.

## VOICES FROM THE COMMUNITY

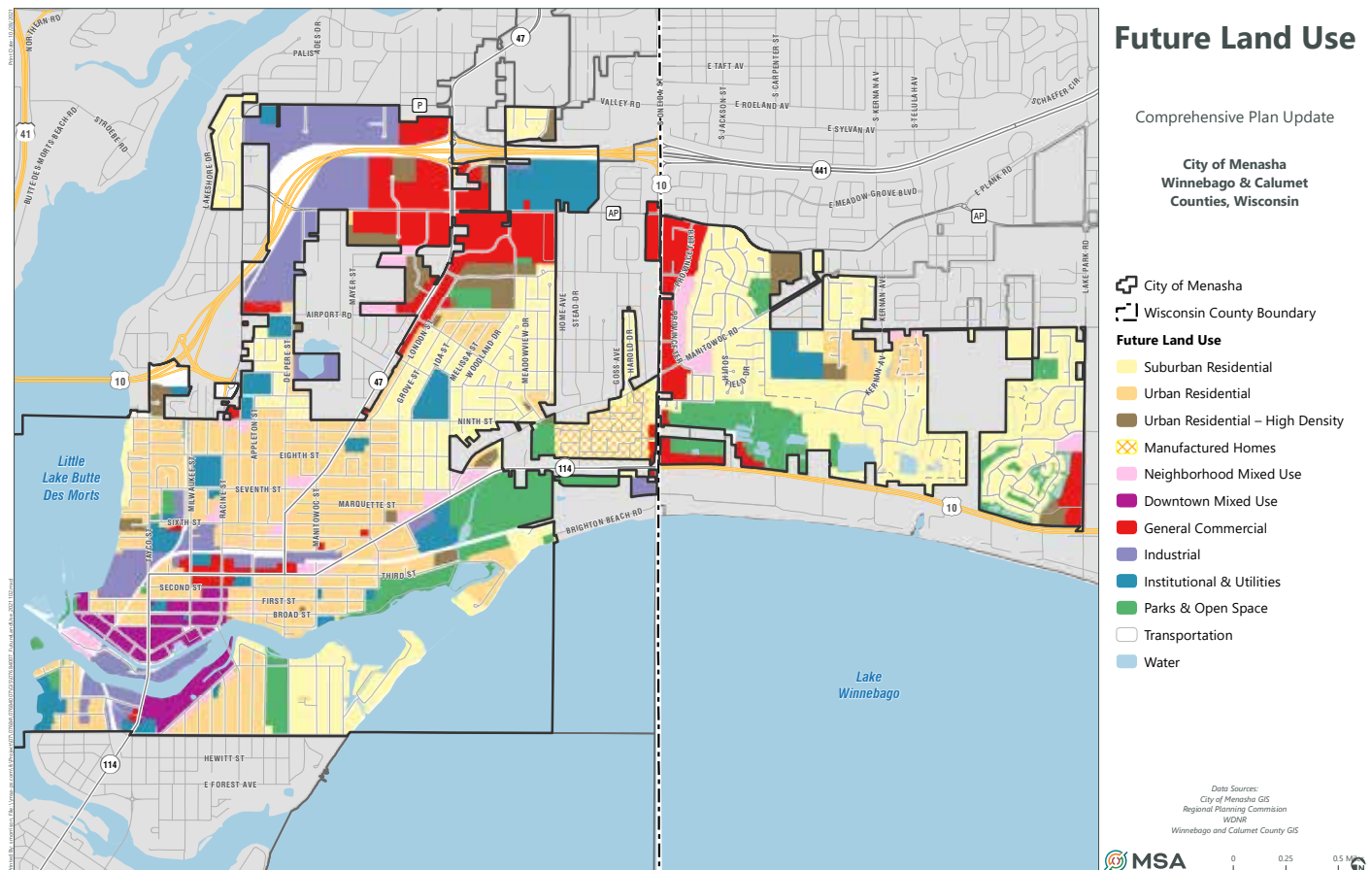
### Challenges

Focus group and the Community Survey identified the following community challenges and concerns:

- There is a concern regarding the quality of housing and property upkeep.
- Some have indicated there is an overabundance of multi-family housing.
- There is a desire for more retail options within the community, including a desire to fill existing commercial spaces/buildings.

# FUTURE LAND USE PLAN

FUTURE LAND USE MAP (see Appendix E)



## USING THE FUTURE LAND USE MAP

The Future Land Use Map (above) contains different land use categories that together illustrate the City's land use vision. These categories, including explanation of the City's intent, zoning, design and development strategies for each, are described in this section.

This plan includes one Planning Jurisdiction Future Land Use Map along with three inset maps (see Appendix E). The inset maps are scaled to enable more detailed review of the Future Land Use Map

inclusive of parcel lines and potential development limitations (i.e., Natural Protection Overlay).

The Future Land Use Map presents recommended future land uses for the City of Menasha. This map and the associated policies forms the basis for land development decisions and are to be consulted whenever development is proposed, especially when a zoning change or land division is requested. Zoning changes and development shall be consistent with the future land use category shown on the map and the corresponding plan text.

## Statement of Intent & Typical Use

The future land use categories identify areas by their primary intended uses, character and densities (herein described as "Statement of Intent & Typical Uses"). These classifications are not zoning districts - they do not establish binding performance criteria for land uses (i.e. setbacks, height restrictions, etc.) nor are they intended to list every possible use that may be permitted within the future land use class classification.

Parcels on the Future Land Use Map are identified by their primary

intended uses; however, some of the parcels on the Future Land Use Map have yet to be platted or subdivided. The City recognizes that detailed site planning to identify precisely how larger unplatted parent parcels (herein referred to as “unplatted new development areas”) may be subdivided, zoned and developed is outside of the scope of a comprehensive plan. The City may create neighborhood plans for these areas as part of future amendments to this Comprehensive Plan to further illustrate and guide development within these areas. The City may also require that developers create neighborhood plans for these areas prior to submitting requests for rezonings or preliminary plats.

### Potentially Acceptable Zoning Districts

The future land use classifications identify those existing City of Menasha Zoning Districts that are “consistent” within each future land use category (herein described as “Potentially Acceptable Zoning Districts”). The list of potentially acceptable zoning districts will be used by the City to confirm whether requests for rezoning of property are generally consistent with this plan. Areas subject to City zoning districts include all lands located within the City of Menasha municipal boundary.

### Effect on Zoning

Land use and design policies in this plan should be considered during all development processes, especially in land division and rezoning or zoning ordinance amendment processes when consistency with the plan is a statutory requirement. Where development is proposed under existing zoning regulations, including any Planned Unit Development districts, the regulations of

existing zoning supersede policies in this plan.

### Best Practice Design Strategies

The Best Practice Design Strategies listed within each category are provided to help developers and City officials make design decisions during the development process consistent with the intent of the future land use category and the general desire for high quality site and building design. These strategies may be used to help determine whether to approve rezoning, conditional use permit, site plan, or planned unit developments. The illustrations and photos are not an exhaustive list of best planning practice and do not constitute the whole means by which high quality site and building design can occur.

The identification of future land use categories and potentially acceptable zoning districts does not compel the City to approve development or rezoning petitions consistent with the future land use category or map. Other factors will have to be considered, such as the quality of the proposed development, its potential effect on adjacent properties, its potential effect on City transportation infrastructure, the capacity and ability to provide services to the site, and the phasing of development, before any development applications are approved. In addition, it is not anticipated that all areas suggested for future (re)development on the Future Land Use Map will develop or be rezoned for development immediately following adoption of this Comprehensive Plan. In some cases it may be years or decades before (re)development envisioned in the plan occurs due to market conditions, property owner intentions, and City capacity to serve new (re)development.

## AMENDING THE FUTURE LAND USE MAP

It may from time to time be appropriate to consider amendments to the Future Land Use Map, usually in response to a type of development not originally envisioned for an area when this plan was adopted. See **Implementation** section for a description of the procedural steps for amending any aspect of this plan. The following criteria should be considered before amending the map.

**Compatibility** - The proposed amendment/development will not have a substantial adverse effect upon adjacent property or the character of the area, with a particular emphasis on existing residential neighborhoods. A petitioner may indicate approaches that will minimize incompatibilities between uses.

**Natural Resources** - The land does not include natural features such as wetlands, floodplains, steep slopes, scenic vistas or mature woodlands (1 or more acres, especially those consisting of heritage trees), which will be adversely affected by the proposed amendment/development. Any proposed building envelopes are not located within the setback of Shoreland-Wetland and Floodplain zones (or is raised above regional flood line). The proposed development will not result in undue water, air, light, noise pollution or soil erosion. Petitioners may indicate those approaches they intend to use to preserve or enhance the most important and sensitive natural features of the proposed site and mitigate impacts to surrounding properties.

**Transportation** - The lay of the land will allow for construction of appropriate roads and/or driveways that are suitable for travel or access by emergency vehicles. The proposed



amendment/development will not create a significant detriment to the condition of adjacent transportation facilities or cause significant safety concerns for motorists, bicyclists, or pedestrians. Petitioners may indicate those approaches they intend to use to mitigate transportation compatibility concerns.

**Ability to Provide Services** - Provision of public facilities and services will not place an unreasonable financial burden on the City. Petitioners may demonstrate to the City that the current level of services in the City, or region, including but not limited to school capacity, emergency services capacity (police, fire, EMS), parks and recreation, library services, and water and/or sewer services, are adequate to serve the proposed use. Petitioners may also demonstrate how they will assist the City with any shortcomings in public services or facilities.

**Public Need** - There is a clear public need for the proposed change or unanticipated circumstances have resulted in a need for the change. The proposed development is likely to have a positive social and fiscal impact on the City. The City may require that the property owner, or their agent, fund the preparation of a fiscal impact analysis by an independent professional.

**Adherence to Other Portions of this Plan** - The proposed amendment/development is consistent with the general vision for the City, and the other goals, policies and actions of this plan.

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## INTERPRETING BOUNDARIES

Parcels adjoining a boundary between two different use categories may be treated as if they are in either category for purposes of zoning regulation. In instances where a lower-intensity designation (e.g. Urban Residential Medium Density) could be treated as a higher-intensity designation (e.g. General Commercial), the Plan Commission must find that the more intensive use will not have an unreasonable negative impact on the use and enjoyment of other properties in the lower-intensity area, and/or must apply conditions on the design of the more intensive use that mitigate potential negative impacts.

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## FUTURE LAND USE CATEGORIES

This section includes a description of each of the Future Land Use Plan categories. These categories include recommended land uses (e.g. residential, commercial, industrial), and land use densities (i.e. dwelling units per net acre). All zoning decisions, land divisions, utility extensions, capital improvement projects, and related land development activities and decisions should be consistent with the recommendations of the Future Land Use Plan.

### FLU Categories:

- Suburban Residential (**SR**)
- Urban Residential - (**UR**)
- Urban Residential - High Density (**UR-H**)
- Mobile Home Residential - (**MH**)
- Neighborhood Mixed Use (**NMU**)
- Downtown Mixed Use (**DMU**)
- General Commercial (**GC**)
- Industrial (**I**)
- Institutional & Utilities (**IU**)
- Parks & Open Space (**POS**)
- Natural Resource Protection Overlay (**NRP**)



## SR Suburban Residential

The **SR** category includes single-family homes, two-family homes, and civic uses. The following policies include design guidelines to ensure compatibility.

1. Housing will be one to two-and-a-half stories in height with residential densities in most places of 2-6 units per acre.
2. When integrating housing forms other than single-family detached, whether in new or existing neighborhoods, the following policies should inform neighborhood design and/or infill redevelopment design and approval. If more detailed neighborhood plans are prepared and adopted for specific neighborhoods (either new or existing), additional site-specific designations in those plans may supersede these policies.
  - a. Duplex units are appropriate just about anywhere within a neighborhood, as follows:

- i. On any corner lot, if each unit faces and is addressed to a separate street and meets the standard setback requirements and pattern typical along the street.

- ii. As a transitional use when facing or next to a more intensive institutional, residential or commercial use. In this case there should be some general consistency of form and style with other homes in the neighborhood, but also more flexibility in design as compared to sites surrounded by single family homes.

### What is a neighborhood?

A neighborhood is an area within a city where people live and can interact on a day to day basis. Neighborhood interactions often occur through primary schools, coffee shops, restaurants, parks and recreation activities. Neighborhoods vary in size, typically ranging from 500 to 2,000 housing units and from 80 to 640 acres (1 square mile) in area. They can be formed as a single, coordinated development or as a series of separate land development projects and "plats".



### Potentially Acceptable Zoning Districts

- Agricultural/Holding (A-1)
- Single-Family Residence (R-1)
- Two-Family Residence (R-2)

## UR Urban Residential

The **UR** category includes single-family homes, two-family homes, carefully integrated townhomes or other housing forms with individual outdoor entrances of up to four units, and civic uses. The following policies include design guidelines to ensure compatibility.

1. Housing will be one to two-and-a-half stories in height with residential densities in most places of 4-12 units per acre.
2. When integrating housing forms other than single-family detached, whether in new or existing neighborhoods, the following policies should inform neighborhood design and/or infill redevelopment design and approval. If more detailed neighborhood plans are prepared and adopted for specific neighborhoods (either new or existing), additional site-specific designations in those plans may supersede these policies.
  - a. Duplex units and townhomes of up to 4 units are appropriate just about anywhere within a neighborhood, as follows:

- i. On any corner lot, if each unit faces and is addressed to a separate street and meets the standard setback requirements and pattern typical along the street.

ii. In the middle of a block between single-family detached homes, if substantially similar to other homes along the street in massing, architectural character, total garage doors, and driveway width.



iii. As a transitional use when facing or next to a more intensive institutional, residential or commercial use. In this case there should be some general consistency of form and style with other homes in the neighborhood, but also more flexibility in design as compared to sites surrounded by single family homes.



### Potentially Acceptable Zoning Districts

- Single-Family Residence (R-1)
- Two-Family Residence (R-2)
- Multi-Family, Medium Density Residence (R-3)

## URH

## Urban Residential High Density

The **UR-H** areas provide a mix of housing types, civic uses, and day-care facilities. Townhouses and all forms of apartment buildings are included in this category. This land use is generally located where there is good traffic access and at high-amenity or high-activity locations, such as near parks and major institutions. This land use may also function as a buffer between low/medium-density residential and non-residential land uses. Mixed use development may be allowed through a PUD.

1. Housing will be one to four stories in height with residential densities in most places of 12-40 units per acre.
2. In new neighborhoods, the creation of a conceptual neighborhood plan and/or Planned Unit Development Zoning is strongly encouraged to identify specific locations for various housing types and densities.
3. When integrating housing forms other than single-family detached, whether in new or existing neighborhoods, the following policies should inform neighborhood design and/or infill redevelopment design and approval. If more detailed neighborhood plans are prepared and adopted for specific neighborhoods (either new or existing), additional site-specific designations in those plans may supersede these policies.

a. Townhomes or rowhouses with up to 8 contiguous units are appropriate in any neighborhood, as follows:

- i. When facing or adjacent to a commercial use, large

institutional use, or residential use of equal or greater intensity.

- ii. When facing a public park or permanent green space.



b. Small multi-unit buildings with up to 8 units per building may be appropriate in any neighborhood, evaluated on a case-by-case basis, if ALL of the following apply:

- i. As a transitional use, if any of the facing or adjacent uses are commercial, large institutional, or residential of equal or greater intensity.

ii. Where facing or adjacent to single-family homes along the same street, the setbacks will be no less than the minimum allowed in the facing or adjacent single-family zoning district and the buildings will employ architectural techniques to reduce the apparent size of the building.

iii. There must be off-street parking consistent with City ordinance and on-street parking adjacent to the lot to accommodate visitors.

iv. If approved either through the Planned Unit Development (PUD) zoning process or Conditional Use Permit (CUP) process.

## BEST PRACTICE DESIGN STRATEGIES

The images and text below describe design strategies for single-family, duplex and multi-unit buildings.

### SINGLE-FAMILY & DUPLEX UNITS

A. Building setbacks will vary according to building type and lot size but should generally be consistent within a given block.

B. Homes should be designed with architectural details that provide visual interest and human scale for the street and the neighborhood. The mix of architectural themes or styles should generally be consistent within a neighborhood or development, but there should be variation in floor plan, facade design, and color choice to avoid monotony. Overly complicated rooflines with multiple pitches and hips and/or excessive gables can negatively impact a street and should be discouraged (see weak and desired design examples on the following page).

C. Utilize low fences, hedges or other landscaping to establish a layer of privacy behind a sidewalk and residence, if a sidewalk is present.

D. Incorporate covered front porch or at least a raised stoop, preferably covered and constructed with materials that relate to the overall design of the home.

E. Decorative fencing and/or landscaping that visually defines the single family lot at the street edge are encouraged.

F. Consider garage location and scale to avoid a “garage-scape” street appearance. Garages should extend no further than the front facade of the residence.



### MULTI-UNIT BUILDINGS

A. The front door should face the street and there should be a clear route to the door from the street or sidewalk.

B. The mix of architectural themes or styles should generally be consistent within a neighborhood or development, but there should be variation in floor plan, facade design, and color choice to avoid monotony. When adjacent to lower density residential buildings, larger buildings should incorporate strategies to minimize the apparent size of the building, including flat roofs instead of pitched roofs, deeper setbacks for upper stories, and/or variation in the depth of the setback along the building facade. Large, undifferentiated building walls and rooflines are strongly discouraged. Desired architectural details include projecting bays/porches and upper-level set-backs and offsets to the primary facade(s).

C. Building setbacks will vary according to building type and lot size but should generally not exceed 40 feet.

D. Utilize low fences, hedges or other landscaping to establish a layer of privacy behind the sidewalk.

E. Off-street parking is ideally underground or enclosed. If this is not possible, it should be located in the side and rear yard.

F. Service areas and refuse containers should be located at the rear end of the site and screened from public view. Also ground mounted or wall mounted mechanical equipment shall be screened.

G. Garage doors facing the primary street are discouraged. If unavoidable, recess them from the front facade(s) to minimize their visual impact on the design.





c. Larger multi-unit buildings with 9+ units or exceeding 12 units per net acre have a place in balanced neighborhoods. These more intensive forms are generally most appropriate close to major streets, mixed-use areas, or commercial / employment areas to provide convenient, walkable access to transit, shopping, restaurants, and other amenities.

4. Buildings within a neighborhood, or within a single development, should be both cohesive and varied. Consider the best practice design strategies shown on the previous page.



#### Potentially Acceptable Zoning Districts

- Two-Family Residence (R-2)
- Multi-Family, Medium Density Residence (R-3)
- Multi-Family, High Density Residence (R-4)
- Planned Unit Development (PUD)

## MH

### Manufactured Home Residential

**MH** areas provide for the development of properly located and planned facilities for manufactured homes. It is recognized that such areas should be carefully located and designed to meet the needs of the residents and to achieve a satisfactory relationship to adjoining and nearby property.

#### Potentially Acceptable Zoning Districts

- Mobile Home (R-MH)

## NMU

### Neighborhood Mixed Use

**NMU** category includes existing and planned activity centers with retail, restaurant, service, institutional and civic uses primarily serving nearby residents. Residential is also a component of the **NMU** district - both in mixed use developments and as stand-alone multi-unit residential developments. Development and design within **NMU** areas should be compact and walkable. **NMU** areas should be well-connected and integrated into neighborhoods.

1. As part of the zoning approval process, the appropriate mix of land uses, densities, and intensities will be determined with consideration of market conditions and compatibility with adjacent neighborhoods. Typically residential densities in **NMU** areas will be 8-20 units per acre.
2. While both residential and non-residential uses are accommodated within this mixed-use district, not every building in a mixed-use district needs to include both residential and non-residential uses. However, special attention should be paid to maintaining commercial street frontages along mixed-use streets without creating residential "gaps" along streets that otherwise have commercial tenants at ground level. Nonresidential development within **NMU** areas should be service and retail to support surrounding residential uses, as well as attract a wide customer base.
3. An individual building should not include more than 25,000 square feet of commercial space, except for buildings containing grocery stores and/ or community facilities (such as libraries). When larger commercial uses are present, the building should still be designed with extra care

to ensure compatibility with the surrounding neighborhood. Commercial spaces should be constructed in a range of sizes to add variety and encourage a mix of different commercial uses.

4. New buildings in **NMU** areas are expected to be one to four stories in height with a preference towards multi-story buildings.
5. One-story gas stations with an accompanying convenience store may be considered in newly developing **NMU** areas if the proposed development is designed in a manner that does not impede or substantially detract from the existing or planned development in the surrounding area.
6. Drive-thru establishments may be allowed in **NMU** areas if designed to mitigate the typical auto-centric design, including placing the building close to the street with a public entrance from the public sidewalk and placing the majority of the parking and drive-thru lane facility along the back or side of the building.
7. Buildings in **NMU** areas should be oriented towards streets with minimal setback from the public sidewalks.
8. Private off-street parking should be located primarily behind buildings, underground, or shielded from public streets by liner buildings or substantially landscaped.

#### Potentially Acceptable Zoning Districts

- Multi-Family, High Density Residence (R-4)
- Traditional Neighborhood Development (TND)
- Planned Unit Development (PUD)

## BEST PRACTICE DESIGN STRATEGIES

The images and text below describe design strategies for **Neighborhood Mixed Use** buildings and sites.



*1.5- to 2-story neighborhood commercial with side-yard parking.*



*Two-story facade with gabled roof to blend with residential development.*



*First floor retail with upper story office or residential with shallow setbacks.*



Mixed use developments provide two or more uses either on a single tract of land (i.e., horizontal mixed use - see below), or within a single building (i.e., vertical mixed use). Typically the first floor is retail, but office or a public use may also occupy the first floor.



As shown in the images on the left, mixed use developments can come in variety of sizes and styles that can complement the surrounding commercial and residential character.



Elements to consider: building height, roofline (pitched vs. flat), building materials, building setback from the street, parking location, etc.



*Townhomes with zero front- and side-yard setbacks.*



*Home-to-office conversions are a good transition between single family residential and non-residential uses.*





## DMU Downtown Mixed Use

**DMU** category represents the majority of downtown Menasha and accommodates a wide variety of employment, service, retail, government, entertainment and residential uses in multi-story buildings. The general intent of the **DMU** area is to preserve the architectural character of the historic commercial district, while providing significant density and intensity of uses befitting the central city commercial district. The core blocks fronting on Main Street should continue to maintain buildings with their front facades built to the edge of the public sidewalk.

1. As part of the zoning approval process, the appropriate mix of land uses, densities, and intensities will be determined with consideration of market conditions and compatibility with the Downtown Market Study, Downtown Exploratory Committee Report and other relevant plans/documents.
2. Typically residential densities in **DMU** areas will be 30-60 units per net acre (excluding streets, parks, outlots, etc.), and building heights ranging from two to eight stories tall.
3. **DMU** is best suited for mixed use developments with first-floor retail, service and office users, and destination businesses (e.g., restaurants, bars and entertainment venues). Office users may locate on the street level; however, upper-level office use is preferred on Main Street.
4. Continue to require the architecture of any new development in the downtown to be compatible in terms of architectural character and materials within the corresponding block face.

### Potentially Acceptable Zoning Districts

- Multi-Family, High Density Residence (R-4)
- General Commercial (C-1)
- Central Business District (C-2)
- Traditional Neighborhood Development (TND)
- Planned Unit Development (PUD)

#### Did you know?

The mixed-use land use categories allow two or more different land uses on a single tract of land, within a single building, or within separate buildings in close proximity to each other.

## GC

### General Commercial

**GC** areas provide the city's population with a wide range of retail goods and services, including professional offices and daycare facilities. Commercial areas includes automobile-oriented uses and "heavy" commercial uses with the appearance or operational characteristics not generally compatible with residential or small-scale commercial activities. The type and size of use will be determined by location and business characteristics (e.g. size, hours of operation, traffic impacts, etc.) For example, areas near major transportation routes or near highway inter-sections are generally better suited for larger retail uses (e.g. exceeding 20,000 square feet in size). Those areas located along local streets or adjacent to residential neighborhoods are better suited for smaller commercial uses that serve neighborhood needs. Such uses typically require smaller building footprints

and parking lots and are less likely to have intensive truck and delivery needs.

1. **GC** areas are not generally recommended for residential uses, though such uses may be considered as part of a conditional use under relevant zoning districts.
2. While **GC** areas tend to be auto-oriented, changes to **GC** development that improve walking, biking, and transit access are encouraged.
3. Outdoor storage of raw materials is discouraged particularly if materials are not screened by a solid wall fence or landscaping.
4. Outdoor areas for dining are encouraged while outdoor display of retail merchandise should be minimized.
5. Depending on specific uses, the districts may require significant buffering from adjacent land uses.
6. There is no limit on the size of establishments that may be constructed within a **GC** area, but all uses should be compatible with the density and scale of the surrounding development.

### Potentially Acceptable Zoning Districts

- General Commercial (C-1)
- Business and Office (C-3)
- Business Park (C-4)
- Planned Unit Development (PUD)

## BEST PRACTICE DESIGN STRATEGIES

The images and text below describe design strategies for **Downtown Mixed Use** buildings and sites.

### Guidelines for the Rehab of Historic Storefronts:

- Avoid altering, concealing, or removing historic details when renovating upper facades.
- If the building has an intact and original storefront, preserve the storefront's character.
- Original window openings should not be concealed and the size and proportion of the original windows and doors should not be altered.
- Avoid the use of materials that were unavailable when the building was constructed, including vinyl and aluminum siding, mirrored or tinted glass, artificial stone, etc.
- Canopies that are not part of the original building design should be avoided.
- Choose paint colors based on the building's historic appearance.
- Paint should only be applied to trim features of masonry and stone buildings. Masonry and stone should be cleaned rather than painted.



*First floor retail with upper story office or residences is preferred with shallow setbacks to promote walkability.*

### Guidelines for New Storefronts:

- The architectural character of buildings on Main Street should reflect traditional architectural themes.
- Provide an architectural separation (e.g., cornice) between the storefront and upper stories.
- Differentiate the primary retail entrance from the secondary entrance to upper floors.
- The storefront generally should be as transparent as possible.
- The facade design of new buildings should complement adjoining buildings in proportion, material selection and color.



*Tall buildings should step back the upper floors (above the third floor) to reduce the impact on the surrounding properties, and to maintain the historical scale of Main Street.*



*Two stories (or the appearance of two stories) should be the minimum building height in the DMU area. Development should hold street corners by extending the building facade (and roofline) higher at least one bay deep from the corner.*

- Fabric awnings are desired. Plastic /metal canopies should be avoided.
- Simple color schemes with up to three colors are appropriate. Avoid bright colors or highly contrasting colors.
- Avoid large projecting signs. The scale of signage should be proportional to buildings and be consistent with the pedestrian environment.
- Parking shall not be in the front yard setback, and rear lot parking is preferred over side yard parking.



*Design for a parking structure along a public street should provide visual interest compatible with adjacent developments and is encouraged to provide occupiable spaces along the street level.*

## BEST PRACTICE DESIGN STRATEGIES

The images and text below describe design strategies for **General Commercial** buildings and sites.



The images above illustrate techniques used to vary the facade heights along a long facade.



This example shows an office building with a primary facade using brick with stone as an accent material, meeting desired natural color palette.



Left, retail building with primary facade using fiber cement siding with stone as an accent material. Right, retail building with primary facade using stone and brick with EIFS as an accent material. Both meeting a desired natural color palette.



Desired design for a retail building. The color palette includes natural and earth tones. Building uses brick (primary) and EIFS (secondary), and architectural details that breakdown the facade to human scale. There are varying building planes and heights.



The example above shows a raised parapet wall and cornice that extends back to give the perception of three-dimensional facade (desirable). The example on the right shows a "fake" parapet wall and cornice that is not three-dimensional (as it lacks depth).



An example of a commercial building using earth tones as the primary color with brighter accent color for awnings and roofing.



An example of a high quality office building using variations in building color, projections and windows to break up long walls.



## I

## Industrial

**I** areas accommodate manufacturing, wholesale, storage, distribution, transportation, and repair/maintenance uses. The designation may also be used for landfills and gravel or mineral extraction activities. Industrial areas can include “nuisance” uses that should not be located in proximity to residential, mixed-use, or some other types of non-residential uses due to noise, odor, appearance, traffic, or other impacts. The Industrial designation is not intended for retail or office uses not related to an industrial use, except for limited retail goods and services provided primarily to employees and users of businesses within the area.

1. May provide a variety of flexible sites for small or startup businesses and also sites for large and/or intensive uses.
2. Properties should be well-buffered and screened from adjacent lower-intensity land uses; storage and long-term parking areas should be screened from public streets.

### Potentially Acceptable Zoning Districts

- Heavy Industrial (I-1)
- General Industrial (I-2)

## BEST PRACTICE DESIGN STRATEGIES

The images and text below describe design strategies for **Industrial** buildings and sites.

### WEAK DESIGN



Left, a metal-faced (or concrete panel) building devoid of any architectural merit or character. Right, an industrial building using stone as a base material and metal siding making up to 75% of the remaining facade.



Variations in facade depth and heights for industrial buildings to break up long monotonous walls.

### DESIRED DESIGN



Using generous amounts of landscaping to screen large industrial buildings from street view.



Screen outdoor storage areas with solid decorative walls.

## IU

### Institutional & Utilities

**IU** areas include schools, community centers, cemeteries, government facilities, railroads, utilities and other parcels that are owned by a public, quasi-public, utility, or religious entity. Park and recreational uses are sometimes a primary or secondary use on these sites.

1. Larger **IU** uses should be located on or near an arterial or collector street, and be designed so that high volumes of traffic will not be drawn through local neighborhood streets.
2. Streets, walkways, and multi-use paths and trails should provide strong pedestrian and bicycle linkages adjacent to and within larger **IU** areas.
3. If a parcel planned for Institutional use is vacated by that use and another use is proposed, the City may approve an alternative use without amending this plan if the proposed use is similar to and compatible with adjacent uses.

#### Potentially Acceptable Zoning Districts

Permitted in all areas of the City.

## POS

### Parks & Open Space

**POS** category includes public parks, conservation areas, recreation areas, private recreation uses (e.g., golf courses), stormwater management facilities, greenways, major public trails, and other natural features and lands with a park-like character that are recommended for preservation. As the Future Land Use Map is general in nature, smaller parks (generally less than an acre) may be shown as an adjoining land use. Parks and open space uses are allowed uses in all other land use categories, regardless of whether or not the area is mapped as Parks and Open Space.

1. Parks often serve as important community gathering places, and should be designed to have frontages on public streets that make them both visible and accessible by neighborhood and City residents.
2. Greenways and stormwater conveyances provide opportunities to link otherwise separate open spaces with both habitat corridors and bicycle and pedestrian connections when multiple uses are compatible.

#### Potentially Acceptable Zoning Districts

Permitted in all areas of the City.

## NRP

### Natural Resource Protection Overlay

**NRP** overlay classification identifies sensitive lands that may be subject to development restrictions enforced by City, County, State, or Federal agencies. Mapped **NRP** areas include lands that meet one or more of the following conditions: water bodies and wetlands mapped as part of the WDNR Wetland Inventory, 100-Year Floodplains based on FEMA maps and areas with slopes averaging 20% or more based on USDA-NRCS Soils data.

Areas shown as **NRP** on the Future Land Use Map do not constitute the limits of all wetlands, floodplains, or steep slopes that may be present within the City's planning area. Mapped NRP areas are derived from third party sources and are generally considered accurate enough to identify the possible presence and approximate location of those features. They are not a substitute for field or site level delineations that may be required by local, county, state, or federal agencies prior to development approval. The NRP areas illustrated on the Future Land Use Map are not a substitute for official Shoreland-Wetland and Floodplain zoning maps.

The primary intent of these areas is to retain sensitive natural areas in either public or private ownership for the benefit of maintaining fish and wildlife habitat, preventing and controlling water pollution, preventing erosion and sedimentation, preventing property damage caused by flooding, preserving areas of natural beauty, and providing areas for outdoor recreation. A majority of the **NRP** represents areas that are vital to the region's ecosystem and are key ingredients of the character and image in Menasha. Thus, development in areas designated **NRP** shall



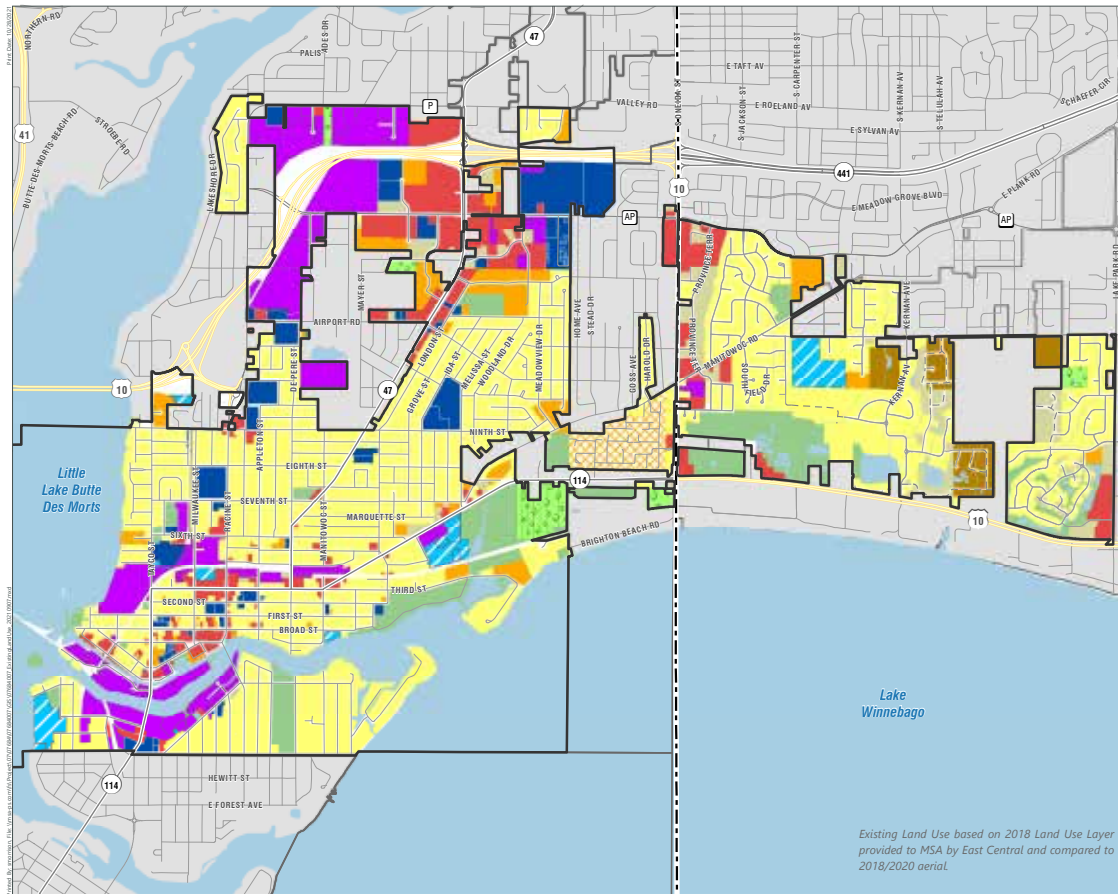


be limited based on underlying local, county, state or federal environmental regulations..

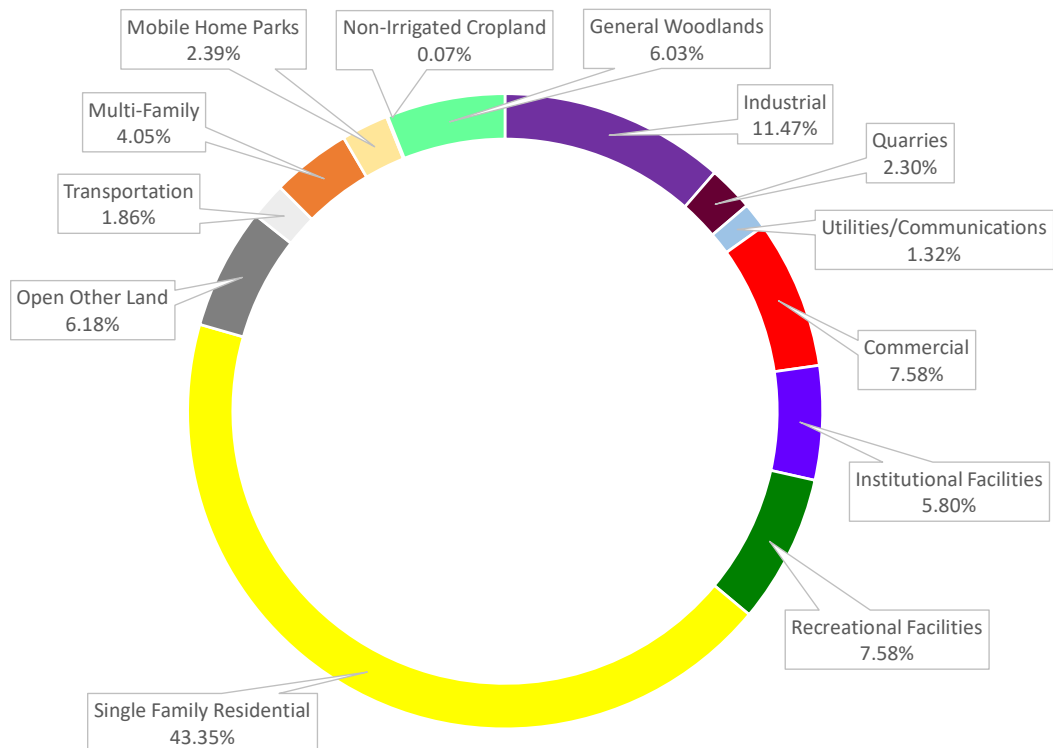
1. This classification is intended to function as an overlay district, such that the underlying future land use classification (e.g., General Commercial) remains in place, but the overlay classification indicates the possibility of additional restrictions on development.
2. Landowners and developers are advised that land within **NRP** areas may be restricted from building development, site grading, or vegetation clearing under local, county, state, or federal regulations. Where building development is permissible additional building setbacks and buffer yards beyond the minimum requirements are encouraged.
3. Recreational uses, agricultural and silviculture operations may be permitted in accordance with local, county, state, and federal laws. Best Management Practices are highly encouraged in these areas.



# 2021 SNAPSHOT: LAND USE



## Percent of Land Area



## Development Considerations

### Municipal Boundaries

Menasha shares borders with the Cities of Neenah and Appleton and the Villages of Fox Crossing and Harrison. The boundaries with the villages are complex due to a history of piecemeal annexation (acceptable through written boundary agreements) while development occurred side by side in both the City of Menasha and the Towns of Menasha and Harrison. Now that those towns have incorporated as villages, The City of Menasha has no further opportunity for outward growth. There is a limited supply of undeveloped lots within the City. Most new investment and development will occur as redevelopment of existing, developed sites.

### Soil Contamination

Prior commercial or industrial use can impede development by adding cleanup cost to any new investment. Sites with such challenges are generally in the older part of the City where chemicals and petroleum products were in use decades ago before modern environmental regulation.

### Natural Features

Natural features such as wetlands, floodplains, waterways, wooded areas and steep slopes limit development and require greater care in the design of development. Menasha is relatively flat, and most wetlands have been preserved as park or conservancy spaces, though flood risk remains a concern in some areas (see the Development Limitations Map).

### Urban Services

All of the city of Menasha is part of the Neenah Menasha Sewer Service Area, and can be served with sewer and water utilities.

## Land Use Regulations

Local land use regulations protect the health, safety and welfare of residents and manage the balance between the interests of individual property owners with the interests of the community as a whole. They are also the tools by which the goals and policies of the comprehensive plan are implemented.

### Zoning

The City adopted a Zoning Ordinance, Title 13, under authority granted in the Wisconsin Statutes Section 62.23(7), which allows for the establishment and enforcement of land use regulations using an Official Zoning Map and associated ordinance text. The zoning ordinance describes where certain land uses are or are not allowed to occur and it sets various dimensional standards and design requirements.

### Subdivision Regulations

The City adopted and enforces a land division ordinance, Title 14, under the authority granted by Section 236.45 of the Wisconsin Statutes. This ordinance is used to regulate the size and configuration of individual parcels and larger development areas, to ensure safety, guide community design, and provide for adequate record keeping as land is divided.

### Official Map

The City maintains an Official Map within Title 6 of the City Code. Authorized by Section 62.23(b)(e) of the Wisconsin Statutes, the Official Map identifies the routes of future roads or other transportation facilities and is used to prevent development that is incompatible with those planned routes.

## Noteworthy Numbers

**1,652** - Projected increase in population between 2020 and 2040 (9.5%).

**47%** - Percentage of City land developed as residential, including just 4% in multi-family developments.

**147** - Undeveloped, buildable acres of land in the City.





# CITY OF MENASHA, WI

## 2040 COMPREHENSIVE PLAN









# COMMUNITY SURVEY RESULTS

## Community Survey Summary

### Demographics (Q1-9)

The survey was taken by 136 respondents with an 87% completion rate. Out of those 136 six respondents, about 92% of them currently live in the City of Menasha with the other 8% residing in municipalities within close proximity, like Fox Crossing, Appleton and Neenah. Respondents were between the ages of 30 to 70 years old with the majority (26%) being 60 to 69 years old. Most (95%) of respondents identified as White, Non-Hispanic. According to the 2019 ACS 5-yr estimates, this is higher than the actual Menasha population percentage of 86.7% identifying as White, Non-Hispanic. A majority (48%) of respondents indicated that they make over \$100,000 a year in income. Household median income for Menasha, according to ACS data, is only \$54,274. This, combined with the age and race data, indicate that the respondents of this survey are not representative of the City as a whole. It is important to keep this in mind when using the results to inform policy decisions.

### Housing Visual Preference (Q10-14)

In this section of the survey, respondents were shown images of various housing types and were asked how appropriate the buildings were for their neighborhood. The neighborhoods in Menasha that were most represented in the survey include Woodland Hills, Doty Island, and Baker Farms.



*Figure 1*

About 46% of respondents felt the housing type in Figure 1 was inappropriate or very inappropriate, 37% felt it was appropriate or very appropriate, and 17.9% were neutral on the matter. One respondent commented, "I see this is a very nice duplex that looks like a single family, which would be nice!" while another commented, "We have enough duplex/rental units."



**Figure 2**

When presented with Figure 2, respondents had a generally negative reaction. About 61% said that the housing type would either be inappropriate or very inappropriate if built in or near their neighborhood. One respondent commented, “Absolutely no apartments in our neighborhood on Doty Island.” Another respondent commented, “This would degrade our property values”.



**Figure 3**

Respondents were split on their attitude towards the housing type in Figure 3. About 44% of respondents felt the housing type would be inappropriate or very inappropriate if built in or near their neighborhood, about 31% felt that it would be appropriate or very appropriate, and about 25% of respondents were neutral on the matter. One respondent commented, “Our neighborhood has custom, single family homes. Cookie cutter type houses are not a fit with the neighborhood.”



*Figure 4*

Respondents had a negative response when shown the image in Figure 4. About 76% of respondents felt that the housing type would be inappropriate or very inappropriate if built in or near their neighborhood. One respondent commented, “We have enough new big buildings around us now. Two new complexes this summer.” Another commented, “Too much rental already!”



*Figure 5*

Survey respondents also had a very negative reaction to the building example in Figure 7. About 76% of respondents felt that this type of housing would be inappropriate or very inappropriate if it were built in or near their neighborhood. One respondent commented, “Very opposed to multifamily dwellings on Doty Island (lets fix up our historic homes!). With the exception of the potential future housing at the Banta river front. I



like the idea of using the historic building and adding modern elements.” There were additional comments that echoed that this housing type would be acceptable on the Banta Property.

Overall, respondents seemed to react negatively to housing types that were larger than duplexes and townhomes. They did not want large apartment buildings in or near their neighborhoods because they believed it would ruin the character of the neighborhood or degrade property values.

### **Regulation (Q15)**

Respondents had an overall positive view of how well the City regulates business signage, noise control, amount/quality of lighting, personal safety, traffic safety and property maintenance. All of the above taken together had a total weighted average of 2.74 out of 4, with 1 being “poor” and 4 being “excellent.” Respondents did comment that there are too many blighted properties and while there are many good regulations, these regulations are not adequately enforced.

### **Pace of Development (Q16)**

Respondents indicated that the pace of retail development in the City is too slow (60% of respondents), while the pace of multi-family development is too fast (31% of respondents). There were comments about too many empty storefronts, especially in the downtown area. Respondents also commented that the City should do more to encourage the growth of living wage jobs.

### **Neighborhood Factors (Q17)**

Respondents were asked to name the top three factors that make a good neighborhood. While there were many different answers, some were mentioned multiple times. Out of 106 respondents, 33 named safety as the most important feature of a good neighborhood. Respondents also valued well maintained and upkeep properties in their neighborhoods, echoing a sentiment that was found in the regulation question above. Trees, green spaces/parks, sidewalks and bikeability were also mentioned multiple times.

### **Commercial Visual Preference (Q18-24)**

Respondents were shown several examples of commercial development types and were asked to select where the development would be appropriate if it were built in the city.

Five answer choices were given for each question:

1. Downtown (Main St. from Racine to Tayco)
2. Major Arterials (Appleton Rd./Hwy 47, Oneida St./Hwy 10)
3. Minor Arterials (Plank Rd., Racine St., Tayco Rd., Midway Rd., Valley Rd.)
4. Abutting 10/441 (Midway Rd., Appleton Rd. and Racine Rd. interchanges)
5. This Would Not Be Appropriate in Menasha.



**Figure 6**

When presented with this example of a commercial development type (Figure 9), about 72% of respondents felt it would be most appropriate if it were built along the major arterials. However, a sizeable number of respondents also thought it could be appropriate downtown (48.3%), along minor arterials (44.9%), and abutting 10/441 (57.8%).



**Figure 7**

When shown Figure 7, the majority (75%) felt this type of development belonged downtown. Major arterials received 32% of responses, minor arterials received 28% of responses, and abutting 10/441 received 26% of responses.



*Figure 8*

When shown Figure 8, 54.3% of respondents felt that this development would be appropriate if built along a major arterial road and 53.5% of respondents felt that it would be appropriate along 10/441. Although it is a lower percentage, it should be noted that 19% of respondents felt that this type of development would not be appropriate anywhere in Menasha.



*Figure 9*

The majority (47%) of respondents felt that the development in Figure 9 would be most appropriate abutting 10/441. The second highest response was downtown, with 36%, and 25% of respondents said that it would not be appropriate anywhere.



*Figure 10*

About 47% of respondents thought that the commercial development in Figure 10 would be appropriate if built along 10/441, about 33% of respondents said major arterials, 30% answered that downtown would be an appropriate location and 25% said that this would not be appropriate if built in Menasha.



*Figure 11*

By a slim majority, 38% of respondents indicated that this development type (Figure 11) would be appropriate if built downtown, while 37% indicated that this would not be appropriate anywhere in the City. This 37% was the highest negative response percentage for an image in this section of the survey.



Overall, respondents were more comfortable with smaller commercial development types, and discomfort rose the larger and more complex the development became. Other concerns that the respondents had for commercial development revolved around empty buildings and a lackluster downtown. Many respondents asked for empty buildings to be revived and filled with new businesses, while preserving historic buildings and redesigning other existing buildings to fit in with the historic character of the downtown. Many also commented that they would like to see a new grocery store in the downtown.

### **Transportation (Q25-29)**

Respondents were asked about their means of transportation, as well as their biking and walking habits and preferences.

When asked about their commute to work, about 64% of respondents answered that they drive to work in a single-occupancy vehicle. Respondents were also asked to indicate how often they biked and walked for both exercise and for transportation. About 54% of respondents indicated that they walked for exercise more than 2 times a week; 22% said that they bike for exercise 1-2 times per month; and about 59% and 73%, respectively, indicated that they did not walk or bike at all for transportation in the past year.

The survey also asked for respondents' comfort levels biking along busy roads and local roads. The majority (74%) said that they would only be comfortable biking along a busy road if there were an off-road paved trail; 52% said they would be comfortable with an on-road dedicated bike lane that had a physical barrier from cars.

On local roads, an on-road dedicated bike lane that was painted and signed was the most common choice (63%), followed by a paved, off-road trail (55%). About 52% said they would be comfortable biking on a local road with no barrier or marked bike lane.

When asked whether the City should require the installation of sidewalks when reconstructing streets, the majority answered favorably for both collectors and local roads, at 67% and 58% respectively. For cul-de-sacs, the majority (51%) answered negatively.

Overall, there is support for the inclusion of bicycle and pedestrian infrastructure in the City of Menasha. In the comments, one respondent said, "Sidewalks should be on all streets. We cannot forget children, elderly, disabled & those who cannot/choose not to drive. Transportation equity is essential to a healthy community."

### **Other Comments (Q30)**

There were 54 other comments at the end of the survey. There were many conflicting statements both for and against the need for more housing, especially affordable housing. The desire for more enforcement of property maintenance codes was mentioned multiple times. The downtown area also received comments regarding the desire for revitalization, historic building preservation, and attracting more businesses to make the downtown a more appealing destination to visit. The full list of comments is included with the survey results below.



# Q1 What is your age and with what gender do you identify?

Answered: 129    Skipped: 7

Age									
	14 AND UNDER	15-19	20-29	30-39	40-49	50-59	60-69	70 OR OLDER	TOTAL
1	0.00% 0	0.00% 0	3.91% 5	18.75% 24	21.88% 28	19.53% 25	25.78% 33	10.16% 13	128

Gender				
	MALE	FEMALE	OTHER	TOTAL
1	43.90% 54	56.10% 69	0.00% 0	123

# Q2 What is your race?

Answered: 129    Skipped: 7

ANSWER CHOICES	RESPONSES	
White, Non-Hispanic	95.35%	123
Hispanic or Latino	0.00%	0
Black or African American	0.00%	0
Asian	0.00%	0
American Indian and Alaska Native	0.00%	0
Two or more races	2.33%	3
Prefer not to respond	0.00%	0
Other (please specify)	2.33%	3
TOTAL		129

# Q3 Which of the following best describes your current household?

Answered: 130    Skipped: 6

ANSWER CHOICES	RESPONSES	
Living alone, no kids	13.85%	18
Living with roommate(s), no kids	3.08%	4
Married/committed couple, no kids in the home	44.62%	58
Married/committed couple with one or more kids in the home	34.62%	45
Single parent with one or more kids in the home	2.31%	3
Other (please specify)	1.54%	2
TOTAL		130

## Q4 How many children live in your home per the following age brackets, at least part of the year?

Answered: 123 Skipped: 13

	0	1	2-3	4 OR MORE	TOTAL
Under 5 years old	84.16% 85	10.89% 11	4.95% 5	0.00% 0	101
5-10 years old	80.61% 79	13.27% 13	6.12% 6	0.00% 0	98
11-14 years old	84.21% 80	10.53% 10	5.26% 5	0.00% 0	95
15-18 years old	85.56% 77	7.78% 7	6.67% 6	0.00% 0	90
Young adult over 18	83.16% 79	13.68% 13	3.16% 3	0.00% 0	95

## Q5 What is your employment status, and where (in what city, village or town) is your place of work?

Answered: 130 Skipped: 6

ANSWER CHOICES	RESPONSES
Student - Not working	0.00% 0
Stay at home parent	3.08% 4
Unemployed	3.85% 5
Retired	30.77% 40
Employed (specify business location)	62.31% 81
<b>TOTAL</b>	<b>130</b>

## Q6 What is your HOUSEHOLD income?

Answered: 125 Skipped: 11

ANSWER CHOICES	RESPONSES
Less than \$25,000	4.80% 6
\$25,000 - \$34,999	5.60% 7
\$35,000 - \$49,999	12.00% 15
\$50,000 - \$74,999	16.00% 20
\$75,000 - \$99,999	13.60% 17
\$100,000 - \$149,999	28.00% 35
\$150,000 - \$199,999	11.20% 14
\$200,000 or more	8.80% 11
<b>TOTAL</b>	<b>125</b>

## Q7 Where do you live?

Answered: 136 Skipped: 0

ANSWER CHOICES	RESPONSES	
City of Menasha	91.91%	125
Village of Harrison	0.74%	1
City of Neenah	1.47%	2
Village of Fox Crossing	2.21%	3
City of Appleton	1.47%	2
Town of Neenah	0.00%	0
Other (please specify)	2.21%	3
TOTAL		136

#	OTHER (PLEASE SPECIFY)	DATE
1	City of Kenosha	7/30/2021 4:00 PM
2	Town of Clayton	7/25/2021 8:40 AM
3	Village of Buchanan	7/14/2021 6:46 PM

## Q8 Do you know the name of the neighborhood or subdivision you live in? If yes, please provide the name. Otherwise, provide the nearest street intersection to your location.

Answered: 122 Skipped: 14

#	RESPONSES	DATE
1	NorthPointe, Kenosha, WI	7/30/2021 4:03 PM
2	yes	7/29/2021 9:08 AM
3	Lugano & Villa	7/28/2021 9:27 AM
4	Doty Island	7/27/2021 9:04 PM
5	Hart park	7/26/2021 7:27 PM
6	9th St. and Appleton Rd	7/25/2021 6:46 PM
7	Morgan Taylor court	7/25/2021 6:19 PM
8	Doty Island	7/25/2021 10:01 AM
9	Broad St	7/24/2021 10:55 PM
10	Edgewater and Tayco	7/24/2021 6:42 PM
11	Barker Farms	7/24/2021 6:32 PM
12	First St/ Lock St	7/24/2021 5:02 PM
13	Historic central neighborhood	7/24/2021 4:38 PM
14	Jefferson park	7/24/2021 4:14 PM
15	1st Street and Lock Street	7/24/2021 3:34 PM

16	1st and Tayco	7/24/2021 3:07 PM
17	Main & Tayco St	7/24/2021 1:52 PM
18	12th and Depere	7/24/2021 1:41 PM
19	Rounds subdivision - Appleton Rd & Lincoln	7/24/2021 11:04 AM
20	Pine and ahnap	7/24/2021 10:37 AM
21	Barker Farms	7/24/2021 10:10 AM
22	Ida & Airport	7/24/2021 10:08 AM
23	Fox Crossings	7/24/2021 9:19 AM
24	Oneida St.	7/24/2021 9:17 AM
25	Northridge Court / Hickory Hollow	7/24/2021 9:07 AM
26	Barker Farms	7/24/2021 9:04 AM
27	Plank Rd	7/24/2021 8:39 AM
28	9th and Melissa	7/24/2021 8:39 AM
29	Oneida// Old Manitowoc Road (Five Oaks Park)	7/24/2021 8:38 AM
30	Southfield	7/24/2021 8:36 AM
31	Ponds of menasha	7/24/2021 8:28 AM
32	Doty Island	7/24/2021 8:28 AM
33	Jefferson Park Neighborhood	7/24/2021 8:24 AM
34	Tayco St.	7/24/2021 8:16 AM
35	Barker Farms	7/24/2021 8:14 AM
36	Appleton street	7/24/2021 8:13 AM
37	Clovis Grove	7/24/2021 8:13 AM
38	Barker Farms	7/24/2021 8:12 AM
39	Brighton	7/24/2021 8:12 AM
40	Jennie,Meadowview	7/24/2021 8:04 AM
41	Doty Island	7/24/2021 8:01 AM
42	Doty Island	7/24/2021 8:01 AM
43	Woodland Hills	7/23/2021 11:48 AM
44	Woodland Hills	7/23/2021 7:56 AM
45	Barker Farm Estates	7/21/2021 11:03 AM
46	Doty Island Neighborhood	7/21/2021 11:01 AM
47	Lotus Trail/Villa Way	7/20/2021 8:18 PM
48	Doty Island	7/20/2021 7:45 PM
49	Woodland Hills	7/20/2021 7:56 AM
50	Lawson st	7/20/2021 7:46 AM
51	Cottages of Lake Park	7/19/2021 9:12 PM
52	Jefferson Park Neighborhood	7/19/2021 7:37 PM
53	Woodland Hills	7/19/2021 7:26 PM
54	Kernan	7/19/2021 6:42 PM
55	Amber and Skyview	7/19/2021 2:24 PM

56	Depere/Eighth	7/19/2021 11:44 AM
57	Woodland Hills	7/19/2021 11:43 AM
58	Doty Island	7/19/2021 11:01 AM
59	Woodland Hills	7/19/2021 8:58 AM
60	Woodland Hills	7/19/2021 8:43 AM
61	Woodland Hills	7/19/2021 8:39 AM
62	Woodland Hills	7/19/2021 7:28 AM
63	Doty Island	7/18/2021 9:30 PM
64	In the Gegan area	7/18/2021 4:56 PM
65	9th st/ grove st	7/18/2021 2:24 PM
66	Riverway on Doty Island	7/18/2021 1:43 PM
67	Doty Island (Nicolet and Oak)	7/18/2021 1:00 PM
68	Harding and Appleton road	7/18/2021 10:38 AM
69	Airport Road	7/18/2021 10:00 AM
70	Woodland Hills	7/18/2021 8:43 AM
71	Doty Island	7/18/2021 8:32 AM
72	District 2? Downtown Menasha	7/18/2021 8:24 AM
73	Trumpeter Swan Lane and Woodland Hills	7/18/2021 8:19 AM
74	Doty Island	7/18/2021 7:32 AM
75	Marina Place Condos	7/17/2021 7:30 AM
76	2nd and Depere	7/17/2021 5:46 AM
77	Woodland Hills	7/16/2021 5:16 PM
78	Woodland Hills	7/16/2021 4:57 PM
79	Woodland Hills	7/16/2021 1:22 PM
80	Depere Street	7/16/2021 10:13 AM
81	Barker Farms	7/15/2021 10:41 PM
82	Park and Keyes	7/15/2021 10:32 PM
83	Paris/depere	7/15/2021 8:37 PM
84	Jefferson Park	7/15/2021 6:14 PM
85	Tayco Street	7/15/2021 5:25 PM
86	Kernan St and Maintowoc Rd	7/15/2021 11:20 AM
87	Main Street	7/15/2021 8:45 AM
88	Grove St. near Koslo	7/14/2021 8:31 PM
89	Lavendar Downs	7/14/2021 6:48 PM
90	racine	7/14/2021 5:10 PM
91	Depere/sixth	7/14/2021 3:43 PM
92	Water st	7/14/2021 8:13 AM
93	I think Jefferson Park neighborhood. District 1	7/13/2021 10:39 PM
94	1128 Southfield Drive	7/13/2021 9:39 PM
95	Barker Farms	7/13/2021 9:38 PM



96	Hart Park area	7/13/2021 7:12 PM
97	Ninth and Woodland	7/13/2021 4:48 PM
98	Jefferson Park	7/13/2021 3:50 PM
99	SUB OF LOT 1 Darling's Addition	7/13/2021 1:58 PM
100	Sterling Heights Drive	7/13/2021 11:14 AM
101	Birling	7/13/2021 11:02 AM
102	Lake park road and Winnipeg	7/13/2021 10:15 AM
103	Woodland subdivision	7/13/2021 8:39 AM
104	Barker Farms	7/13/2021 8:27 AM
105	Barker Farms	7/13/2021 8:16 AM
106	London street	7/13/2021 7:29 AM
107	736 appleton rd	7/13/2021 6:55 AM
108	Smith Park	7/13/2021 6:47 AM
109	Hart Park	7/13/2021 6:22 AM
110	Doty Island	7/13/2021 5:27 AM
111	8th and milwaukee	7/13/2021 5:20 AM
112	Clovis	7/13/2021 4:48 AM
113	Downtown	7/13/2021 2:20 AM
114	Tayco and Lisbon	7/13/2021 1:15 AM
115	Doty Island	7/13/2021 12:33 AM
116	Darlene Dr and Fifteenth St.	7/12/2021 8:56 PM
117	Keyes street	7/12/2021 7:09 PM
118	Woodland Hills	7/12/2021 6:09 PM
119	Hart Park Neighborhood	7/12/2021 1:30 PM
120	Tana Lane	7/12/2021 1:09 PM
121	downtown	7/12/2021 12:02 PM
122	Clovis Grove Subdivision	7/12/2021 10:21 AM

## Q9 How do you rate the following aspects within your neighborhood?

Answered: 127 Skipped: 9

	EXCELLENT	GOOD	FAIR	POOR	TOTAL	WEIGHTED AVERAGE
Number and quality of street/terrace trees	29.13% 37	48.82% 62	14.17% 18	7.87% 10	127	2.99
Walkability (sidewalk/path, accessible, safe, etc.)	30.16% 38	45.24% 57	16.67% 21	7.94% 10	126	2.98
Bikeability	29.92% 38	49.61% 63	14.17% 18	6.30% 8	127	3.03
Street lighting	24.60% 31	53.97% 68	15.87% 20	5.56% 7	126	2.98
Safety	30.95% 39	53.17% 67	11.11% 14	4.76% 6	126	3.10
Property upkeep/cleanliness	26.19% 33	48.41% 61	17.46% 22	7.94% 10	126	2.93
Aesthetics along major streets	22.05% 28	41.73% 53	29.13% 37	7.09% 9	127	2.79

#	COMMENTS?	DATE
1	Ahnaip Street has safety and aesthetic concerns.	7/27/2021 9:04 PM
2	Need bike lane on manitowoc road. Way too much walkers, bike riders for the size	7/25/2021 6:19 PM
3	The aesthetics along Ahnaip Street are not good.	7/25/2021 10:01 AM
4	Run down properties, bars, junk vehicles, too much rental	7/24/2021 10:55 PM
5	Menasha has a nice small town feeling, and is why we chose to move here from out of state after we retired.	7/24/2021 3:34 PM
6	Tayco could use some sprucing up and 1st. St sidewalks are dangerous	7/24/2021 3:07 PM
7	Our street Depere in particular is always full of parked cars, not sure much can be done but it is one of my only complaints. The other is the recent decline of the decency of renters, there is loud music or shouting after midnight often and police "visiting" regularly.	7/24/2021 1:41 PM
8	Rental property is in need of upkeep. Unattractive and trashy.	7/24/2021 10:08 AM
9	Number of less than desirable landlords seems to be increasing in my neighborhood. Lots of issues with cleanliness of properties including but not limited to garbage around the exterior of homes, unkempt lawns and even drug activity.	7/24/2021 8:28 AM
10	Need a stop sign on Southfield & Sweetbriar to slow vehicles. Too many speeding down the road which is where many kids cross to go to the park.	7/24/2021 8:12 AM
11	We would like to suggest a small roundabout or turn around near the dam/park on Brighton, so motorists can turn around. A lot get frustrated that this isn't Brighton beach Rd or the boat landing and speed both ways in and out because it's a dead end. Very dangerous for walkers or residents pulling out, because the road is narrow.	7/24/2021 8:12 AM
12	takes to long to get things done when I have phoned into the public works depts	7/21/2021 11:03 AM
13	Nicolet Boulevard still needs some work - I avoid the stretch that had work done earlier this summer since it's left unfinished.	7/21/2021 11:01 AM
14	Need more development on Lake Park business wise. Better upkeep to ponds and retention ponds in area.	7/20/2021 8:18 PM

15	Some train track bumps on Garfield were recently fixed thank you, there's still many, many more bumps and potholes in roads in area that need attention.	7/20/2021 7:46 AM
16	More sidewalks could be added on some streets so we don't have to walk in the roadway. Keep the tall weeds mowed down in June, July and August. Have the retaking wall by the Nursing home fixed and get rid of all the thistles. Have better management of the ponds in the accompanying subdivision. Get a better traffic flow out of our street. Could we get another roundabout onto Lake Park? It's very hard to turn left sometimes. Thanks for the newly resurfaced roads that are coming on Fountain Way, etc.	7/19/2021 9:12 PM
17	Garbage/Recycle containers always on terrace outside of the specified times.	7/19/2021 7:37 PM
18	Too many rentals that are not being maintained and make the neighborhood look trashy. Code enforcement needs to do more to help fix this.	7/18/2021 4:56 PM
19	Sidewalk on one side of road, parking on same side only	7/18/2021 1:43 PM
20	I look forward to the repaving of Nicolet Blvd in front of my house.	7/18/2021 1:00 PM
21	We live on the edge of low income housing where the landlords do little to nothing to maintain or improve the dwellings.	7/18/2021 10:38 AM
22	We have been working on improving our property aesthetics when we have time and money.	7/18/2021 8:24 AM
23	Looking forward to Ahnaip St improvements.	7/18/2021 7:32 AM
24	Far too many old homes and unkept yards It's a real problem when you walk as I do every day	7/17/2021 7:30 AM
25	Our round abouts have cheap looking landscaping	7/16/2021 5:16 PM
26	Heard Menasha is looking for sidewalks and a walking path directly through our neighborhood. We are very much against this. It ruins the aesthetic appeal to our neighborhood. To the best of our knowledge, there has never been an injury/death due to the lack of sidewalks and pathways.	7/16/2021 1:22 PM
27	no sidewalks. ditches. terrible walking and biking safety. FILL IN THE DITCHES! PUT IN CURBING AND SIDEWALKS!!!!!!	7/15/2021 11:20 AM
28	Home ownership and 'Pride of Ownership' should be a priority.	7/15/2021 8:45 AM
29	Menasha and its lack of code enforcement has allowed our once nice neighborhood to deteriorate and crime to s increase.	7/14/2021 8:31 PM
30	Run down properties, conflicts between residential and commercial / industrial, no code enforcement, high rental	7/14/2021 5:10 PM
31	No one enforces codes and makes sure home owners are maintaining property and houses.	7/14/2021 3:43 PM
32	Canal is green because locks being closed boats parked across street dont make anyone clean up yards looks horrible not good use of water way now burnt out mill across water	7/14/2021 8:13 AM
33	Live in a well maintained area with nice yards and well kept homes.	7/13/2021 7:12 PM
34	Traffic has increased thru the years, and speed limit 25 mph is not monitored, or enforced .	7/13/2021 1:58 PM
35	No curb trees needed. Plenty of trees in either yards or curbside.	7/13/2021 6:55 AM
36	Railroad tracks are terrible	7/13/2021 5:20 AM
37	We could use a bike/walking path that runs along Hwy 114 that connects 114/Oneida with 114/Lake Park. Current traffic through subdivision is highly trafficked on Kernan. We would NOT like to see a walking path run through our subdivision of existing homes.	7/12/2021 6:09 PM
38	Need a Street light by Hidden Park	7/12/2021 1:09 PM
39	bridges are not safe for bikes and pedestrians Washington St corridor not attractive	7/12/2021 12:02 PM

## Q10 Looking at the image above, how appropriate is this residential building if it were to be built in or near your neighborhood?

Answered: 123 Skipped: 13

ANSWER CHOICES	RESPONSES
Very Inappropriate	18.70% 23
Inappropriate	26.83% 33
Neutral	17.89% 22
Appropriate	27.64% 34
Very Appropriate	8.94% 11
TOTAL	123

#	COMMENTS?	DATE
1	Not relevant - The Comp Plan is not updating 'Housing'	7/24/2021 10:56 PM
2	Style is okay but single family residences are more desirable	7/24/2021 3:10 PM
3	Out of place	7/24/2021 10:45 AM
4	I see this is a very nice duplex that looks like a single family, which would be nice!	7/24/2021 8:17 AM
5	It's larger than most in area and would stick out	7/24/2021 8:15 AM
6	This does not match up with our neighborhood. So, no. In other neighborhoods...fine.	7/23/2021 11:49 AM
7	We have a single family home subdivision. So this does not fit in our neighborhood	7/23/2021 7:58 AM
8	We don't have duplex's but size is right	7/20/2021 8:19 PM
9	We are in a single family/house neighborhood.	7/20/2021 7:48 PM
10	Unless whole area redeveloped does not fit.	7/20/2021 7:48 AM
11	Our neighborhood currently has zero multi-family dwellings and I don't believe anything is zoned for multi-family use.	7/19/2021 11:47 AM
12	Too large	7/19/2021 11:46 AM
13	we have large single family homes in our neighborhood. Duplexes do not fit.	7/19/2021 8:59 AM
14	This does not fit in our neighborhood. Our lot sizes are much bigger and we do not have sidewalks.	7/19/2021 8:41 AM
15	We live in an of small one story ranch homes with one car garages. Surrounding homes on streets nearby are older two story homes with detached garages.	7/18/2021 10:43 AM
16	While nice, the style does not fit in with the time frame of when the houses on our block were built and would not fit in.	7/18/2021 8:30 AM
17	The house looks great! In our neighborhood, we do not have houses stacked up on other houses. So, this look does not work in our neighborhood.	7/16/2021 5:18 PM
18	This does not fit Woodland Hills. The house is fine. However, the lot is way too small and the sidewalks does not fit the look of our neighborhood. We already voted down sidewalks and do not need them.	7/16/2021 5:01 PM
19	In Woodland Hills, our homes have big lots and no sidewalks. It does not fit in our neighborhood.	7/16/2021 1:25 PM
20	Need more triplex/duplex with affordable rents	7/15/2021 5:26 PM
21	Need SINGLE FAMILY R-1	7/14/2021 5:13 PM
22	I live in lower income people aren't keeping up property they have	7/14/2021 3:44 PM
23	We have enough duplexes/ rental units	7/13/2021 9:42 PM
24	We live in a single family neighborhood so this would not work in the neighborhood	7/12/2021 6:11 PM
25	provides defensible and identifiable entrance to both units, has appropriate massing and density	7/12/2021 12:08 PM



## Q11 Looking at the image above, how appropriate is this residential building if it were to be built in or near your neighborhood?

Answered: 123 Skipped: 13



ANSWER CHOICES	RESPONSES
Very Inappropriate	28.46%
Inappropriate	32.52%
Neutral	19.51%
Appropriate	14.63%
Very Appropriate	4.88%

#	COMMENTS?	DATE
1	Not Relevant - The Developer Chooses Type of Units, Not City	7/24/2021 10:56 PM
2	Apartments are out of place in our family neighborhood	7/24/2021 3:10 PM
3	Out of place	7/24/2021 10:45 AM
4	My neighborhood is single story homes.	7/24/2021 10:10 AM
5	Could work in certain locations, like along or near waterfront.	7/24/2021 8:37 AM
6	Most homes on our road are single fam, but this would be nice in the Jefferson Park area.	7/24/2021 8:17 AM
7	This does not match up with our neighborhood. So, no. In other neighborhoods...fine.	7/23/2021 11:49 AM
8	We have a single family home subdivision. So this does not fit in our neighborhood	7/23/2021 7:58 AM
9	We shouldn't have apartments in our residential	7/20/2021 8:19 PM
10	Absolutely no apartments in our neighborhood on Doty Island.	7/20/2021 7:48 PM
11	Unless whole area redeveloped does not fit.	7/20/2021 7:48 AM
12	It's almost done. Coming in October?	7/19/2021 9:15 PM
13	As indicated, our neighborhood does not currently have any multi-family dwellings.	7/19/2021 11:47 AM
14	Our neighborhood is all decent sized single family homes.	7/19/2021 8:41 AM
15	homes are single owner small lot types; but might work down the Anaip Street near to Tayco Street	7/18/2021 1:53 PM
16	While nice, the style does not fit in with the time frame of when the houses on our block were built and would not fit in.	7/18/2021 8:30 AM
17	This would degrade our property values	7/16/2021 5:18 PM
18	This does not work in our neighborhood. I can see this working in other neighborhoods away from Woodland Hills.	7/16/2021 5:01 PM
19	In Woodland Hills, our homes have big lots and no sidewalks. It does not fit in our neighborhood	7/16/2021 1:25 PM
20	Need SINGLE FAMILY R-1	7/14/2021 5:13 PM
21	Too many rental units	7/13/2021 9:42 PM
22	Nothing like that in our neighborhood today	7/13/2021 11:17 AM
23	We live in a single family neighborhood so this would not work in the neighborhood	7/12/2021 6:11 PM
24	too much setback wasted front yard space, greenspaces should be usable for gathering/kids	7/12/2021 12:08 PM



## Q12 Looking at the image above, how appropriate is this residential building if it were to be built in or near your neighborhood?

Answered: 122 Skipped: 14



ANSWER CHOICES	RESPONSES
Very Inappropriate	21.31%
Inappropriate	22.95%
Neutral	24.59%
Appropriate	27.05%
Very Appropriate	4.10%

#	COMMENTS?	DATE
1	Not Relevant - This is Land Use and Transportation	7/24/2021 10:56 PM
2	If it were a non rentals, single family residences, condo buildings it could be acceptable	7/24/2021 3:10 PM
3	Poor picture not really sure of what I'm looking at.	7/24/2021 1:43 PM
4	This already exists on our road	7/24/2021 8:17 AM
5	This does not match up with our neighborhood. So, no. In other neighborhoods...fine.	7/23/2021 11:49 AM
6	We have a single family home subdivision. So this does not fit in our neighborhood	7/23/2021 7:58 AM
7	Our neighborhood has custom, single family homes. Cookie cutter type houses are not a fit with the neighborhood.	7/19/2021 11:47 AM
8	Same comment as previous question.	7/19/2021 8:41 AM
9	yards are too big	7/18/2021 1:53 PM
10	I have no idea where any of these homes would be built nearby. There are no empty lots. Menasha needs affordable starter homes for young families and places for the aging population to live.	7/18/2021 10:43 AM
11	While nice, the style does not fit in with the time frame of when the houses on our block were built and would not fit in.	7/18/2021 8:30 AM
12	Same as my other two answers. This does not work in our neighborhood.	7/16/2021 5:01 PM
13	In Woodland Hills, our homes have big lots and no sidewalks. It does not fit in our neighborhood	7/16/2021 1:25 PM
14	Wouldn't fit in my neighborhood	7/15/2021 6:15 PM
15	Need Single-Family R-1	7/14/2021 5:13 PM
16	Condos	7/13/2021 9:42 PM
17	Single family homes are appropriate for my neighborhood	7/13/2021 6:57 AM
18	We live in a single family neighborhood so this would not work in the neighborhood	7/12/2021 6:11 PM
19	setbacks too large, too auto dependant, no walkable connection between sidewalk and entrance door	7/12/2021 12:08 PM

## Q13 Looking at the image above, how appropriate is this residential building if it were to be built in or near your neighborhood?

Answered: 123 Skipped: 13



ANSWER CHOICES	RESPONSES
Very Inappropriate	40.65%
Inappropriate	34.96%
Neutral	12.20%
Appropriate	7.32%
Very Appropriate	4.88%

#	COMMENTS?	DATE
1	Too much rental already!	7/24/2021 10:56 PM
2	Could be close to downtown or along waterfront.	7/24/2021 8:37 AM
3	Across from Jefferson Park would be nice.	7/24/2021 8:17 AM
4	This does not match up with our neighborhood. So, no. In other neighborhoods...fine.	7/23/2021 11:49 AM
5	We have a single family home subdivision. So this does not fit in our neighborhood	7/23/2021 7:58 AM
6	Wouldn't fit in at all	7/20/2021 8:19 PM
7	Unless whole area redeveloped does not fit.	7/20/2021 7:48 AM
8	We have enough new big buildings around us now. Two new complexes this summer.	7/19/2021 9:15 PM
9	This type of structure would not be a fit within our current neighborhood.	7/19/2021 11:47 AM
10	Too High, though open area across Commercial near ACE might work	7/18/2021 1:53 PM
11	The high peaks and general aesthetics of this building fit the style of the buildings in our neighborhood, and gives off a welcoming feel.	7/18/2021 8:30 AM
12	NO!	7/16/2021 5:01 PM
13	In Woodland Hills, our homes have big lots and no sidewalks. It does not fit in our neighborhood	7/16/2021 1:25 PM
14	Need SINGLE-FAMILY R-1	7/14/2021 5:13 PM
15	Too many rental units	7/13/2021 9:42 PM
16	That quantity of multi-family buildings would over-power my street	7/13/2021 11:17 AM
17	We live in a single family neighborhood so this would not work in the neighborhood	7/12/2021 6:11 PM
18	could be brought closer to street so greenspace could be usable space, utility cabinets in too visible location, raised first floor provides privacy	7/12/2021 12:08 PM

## Q14 Looking at the image above, how appropriate is this residential building if it were to be built in or near your neighborhood?

Answered: 123 Skipped: 13



ANSWER CHOICES	RESPONSES
Very Inappropriate	45.53%
Inappropriate	30.08%
Neutral	10.57%
Appropriate	13.01%
Very Appropriate	0.81%

#	COMMENTS?	DATE
1	Very opposed to multi family dwellings on Doty Island (lets fix up our historic homes!). With the exception of the potential future housing at the Banta river front. I like the idea of using the historic building and adding modern elements.	7/27/2021 9:06 PM
2	forget it	7/24/2021 10:56 PM
3	Definitely along the water taking advantage of the best river views. I see this in the Banta/Gilbert area or along the river near Washington St.	7/24/2021 8:37 AM
4	Too modern	7/24/2021 8:17 AM
5	This does not match up with our neighborhood. So, no. In other neighborhoods...fine.	7/23/2021 11:49 AM
6	We have a single family home subdivision. So this does not fit in our neighborhood	7/23/2021 7:58 AM
7	Doesn't fit in at all	7/20/2021 8:19 PM
8	Only if it were near the empty Banta building site.	7/20/2021 7:48 PM
9	Unless whole area redeveloped does not fit.	7/20/2021 7:48 AM
10	Doesn't fit our style.	7/19/2021 9:15 PM
11	This looks to be a better fit in a more urban, downtown area than our neighborhood.	7/19/2021 11:47 AM
12	Too Tall	7/18/2021 1:53 PM
13	Looks expensive.	7/18/2021 10:43 AM
14	Does not fit it. Also, I personally find that style kind of ugly, too boxy, no character.	7/18/2021 8:30 AM
15	NO!	7/16/2021 5:01 PM
16	In Woodland Hills, our homes have big lots and no sidewalks. It does not fit in our neighborhood	7/16/2021 1:25 PM
17	Appropriate if built in the right site	7/15/2021 10:35 PM
18	Need Single-Family R-1	7/14/2021 5:13 PM
19	Too m any rental units	7/13/2021 9:42 PM
20	All these places I marked inappropriate are because they are large complexes and we live in a family home residential area.	7/13/2021 7:15 PM
21	Much more appropriate for downtown	7/13/2021 11:17 AM
22	We live in a single family neighborhood so this would not work in the neighborhood	7/12/2021 6:11 PM
23	seems overly auto dependant no connection back to street for pedestrians	7/12/2021 12:08 PM



## Q15 How do you rate the regulation of the following in the City of Menasha?

Answered: 115 Skipped: 21

	EXCELLENT	GOOD	FAIR	POOR	TOTAL	WEIGHTED AVERAGE
Business signage	12.28% 14	60.53% 69	20.18% 23	7.02% 8	114	2.78
Noise control	8.70% 10	59.13% 68	20.00% 23	12.17% 14	115	2.64
Amount/Quality of lighting	13.04% 15	60.87% 70	22.61% 26	3.48% 4	115	2.83
Personal Safety	17.39% 20	64.35% 74	16.52% 19	1.74% 2	115	2.97
Traffic safety	13.04% 15	59.13% 68	20.00% 23	7.83% 9	115	2.77
Property maintenance	6.96% 8	47.83% 55	29.57% 34	15.65% 18	115	2.46

#	COMMENTS?	DATE
1	Rental properties and blighted properties devalue neighborhoods.	7/27/2021 9:09 PM
2	Speeding on Racine street near boys & girls club is a concern and the fact that people think there are two lanes from the rail road tracks to the high school	7/26/2021 7:31 PM
3	Code enforcement is not enforced. City doesn't care about neighborhoods.	7/24/2021 10:59 PM
4	There will always be run down places that are rentals and not cared for or owned by elderly people who can't care for their homes as they would want	7/24/2021 3:13 PM
5	Too many homes are in need of repairs, and nothing is being done by owners/land loads.	7/24/2021 10:14 AM
6	Regulation isn't an issue. Enforcement is.	7/24/2021 8:56 AM
7	People pay little or no attention to four-way stops, which turn into a "slow and go" situation if they see someone else approaching at the same time. If these were eliminated or turned into roundabouts it would improve the traffic in Menasha.	7/24/2021 8:44 AM
8	A lot of run down areas could use improvement. Roads need restructuring and more space like Racine Street. Should be more like commercial street in Neenah south of Winneconne.	7/20/2021 8:23 PM
9	It's evident to me that there isn't a great standard for property care.	7/20/2021 7:51 PM
10	Rental properties do not keep their lawn cut and have obnoxious weeds, some owners are an issue to.	7/19/2021 7:44 PM
11	recycling should be every other week.	7/19/2021 9:01 AM
12	Property maintenance fair In some areas. Let's do more to regulate business signage.	7/19/2021 7:32 AM
13	We need more officers to enforce traffic laws on the roads in menasha.	7/18/2021 5:01 PM
14	Don't feel safe riding a bike. People drive in bike lanes all the time. Speeding is definitely a problem. Ordinances for parking and property upkeep do not seem to be enforced.	7/18/2021 10:49 AM
15	I am a crossing guard and there is little attention paid to speed limits and cross walk areas	7/17/2021 7:34 AM
16	How about a sidewalk on Appleton road from 9th to Midway.	7/17/2021 5:53 AM
17	We need more enforcement on unkept property in the area. There are several that either need fined	7/15/2021 6:22 PM
18	Fireworks going off constantly. no street lighting. Ditches make personal safety and traffic safety questionable along Manitowoc Rd. Property Maintenance is OK, but individuals have derelict cars and other things parked in their yards.	7/15/2021 11:24 AM
19	Home Ownership and 'Pride of Ownership' should be a priority.	7/15/2021 8:53 AM
20	The mayor and code enforcement are not strong in this area.	7/14/2021 8:35 PM
21	Everything is complaint basis. No Code Enforcement. No police presence, No upkeep of City properties, No communication with City Hall or Mayor, or Alderman	7/14/2021 5:17 PM
22	Make home owners clean up there property tell code enforcement to do there job	7/14/2021 8:31 AM
23	as stated prior,, with increased traffic , city speed limit is not monitored, nor controlled. [ on 3rd Str, have never seen any speed monitoring between Racine St, and Tayco St ]	7/13/2021 2:24 PM
24	Please, please, please address the noise around the 4th of July	7/13/2021 11:20 AM
25	I think there needs to be a permanent speed reading light that flashes your speed when coming from appleton, after 9th street intersection when it goes 20 25mph to menasha (near Bethel) or just as you cross 9th st. Intersection. Common is 45mph plus.	7/13/2021 7:05 AM
26	Shut mill down on the island	7/13/2021 6:52 AM
27	Business Signage: The city could relax a little on their sign ordinances; businesses need to update with the times (digital signs) and the city should not hold back businesses that want to do business in our city	7/12/2021 6:19 PM

## Q16 Do you believe the pace of development over the last 5 years in Menasha is...

Answered: 115 Skipped: 21

	TOO FAST	JUST RIGHT	TOO SLOW	NO OPINION	TOTAL	WEIGHTED AVERAGE
Single- and Two-Family Residential	1.75% 2	45.61% 52	28.95% 33	23.68% 27	114	0.54
Multi-family Residential	31.30% 36	22.61% 26	19.13% 22	26.96% 31	115	-0.24
Mixed Use	15.18% 17	21.43% 24	28.57% 32	34.82% 39	112	0.27
Retail	1.75% 2	23.68% 27	58.77% 67	15.79% 18	114	1.14
Office	6.09% 7	45.22% 52	25.22% 29	23.48% 27	115	0.38
Industrial	7.83% 9	22.61% 26	33.91% 39	35.65% 41	115	0.52

#	COMMENTS?	DATE
1	Need more affordable housing options	7/26/2021 7:31 PM
2	Only built gas stations and car washes	7/24/2021 10:59 PM
3	This is a rear-view-mirror question without follow-up of what we think Menasha could/should be in the next 5-10 years. What would be an appropriate mix of these things for a city like Menasha? What can we do to improve the quality of life for our residents and families? What kinds of businesses and services are needed in Menasha to "fill the gaps," and what can we offer to attract and keep them here?	7/24/2021 8:56 AM
4	The city is landlocked with little area for growth. We need to look at improving what we have. Let's make the new development look better by incorporating better development standards.	7/19/2021 7:32 AM
5	My first thought is wondering where there is any growth inside of menasha?	7/18/2021 5:01 PM
6	Downtown Menasha is a disaster. All the historical buildings have been demolished. The Faith building is a misfit. The Brin is a good compromise but holds no semblance to the historic buildings of the past.	7/18/2021 10:49 AM
7	Too many empty buildings	7/17/2021 7:34 AM
8	We have several empty buildings downtown that need to be updated and one that needs to be sold because it has been out of business for years.	7/15/2021 6:22 PM
9	Need more mixed use and multi-family	7/15/2021 5:29 PM
10	It's challenging when a city embraces industry over quality of life issues in a downtown setting. In the 21st Century, residential housing and quality of life issues should be forefront.	7/15/2021 8:53 AM
11	The only thing the City has built is Storage Sheds, Industrial, Car Washes and Coffee Shops. NO LIVING WAGE jobs, No draw to Downtown, High Taxes	7/14/2021 5:17 PM
12	We are loosing business not gaining, many vancant buildings	7/14/2021 3:46 PM
13	Too many rental units Way too many low income units	7/13/2021 9:45 PM
14	We lost all our mill jobs and businesses are moving out of the city range which hurts residents living in the city to travel for a job and also shop. Progress has hurt Menasha, with putting in a parking ramp restricting residents for much needed parking to local businesses on the north side of Main Street and now that business moved out of the building it required to a different location, a waste for all residents.	7/13/2021 7:19 PM
15	Apartments, Condos keep going up , and I don't feel that they are made available to lower income or, Senior renters/buyers in mind. Retail -feel The city would benefit from an additional Local Grocery within the town.	7/13/2021 2:24 PM
16	We need a grocery store near downtown Menasha	7/13/2021 11:20 AM
17	Would like to city work to fill their downtown with viable businesses. Would like the ratio of home owners to renters increase	7/12/2021 6:19 PM



## Q17 Please list your top THREE factors that make for a good neighborhood.

Answered: 106 Skipped: 30

trees

---

Safety

---

Shared green space, parks, trails

---

Diversity

---

Friendly neighbors

---

Safety

---

Trees

---

No junk

---

Low crime

---

Continue upkeep of your residence

---

Good Neighbors

---

Bikeability

---

Looks

---

Location

---

Multi residential

---

Respectful people

---

Quaint appearance

---

Responsible property owners

---

Safety

---

Maintenance of property

---

Property maintenance

---

Safety

---

Safety

---

Good people

---

Well-kept parks with programming for all ages

---

Safety

---

Low traffic volume

---

quiet

---

walk-ability connection to trails

---

Maintained properties

---

safety

---

Safety

---

Ability to know your neighbors

---

Walkability

Quality people living in it

---

Good Streets

---

Good yard maintenance

---

Trees

---

Safety

---

Safe

---

Low crime

---

Clean

---

Friendly neighbors

---

The type of neighborhood that matches my home

---

Home that are similar in size

---

Easy access

---

Neighboring properties upkeep and ownership, not rentals

---

SAFETY, SAFETY, SAFETY!

---

Visual attraction

---

Safety

---

Overall looks of property and housing upkeep.

---

Large lots

---

Safety

---

Good connectivity for vehicles, bikes, pedestrians

---

Safety

---

Multiple ways to get around: bike, walk, transit, roads

---

Consistency...all home being similar value homes

---

Clean nice properties

---

Same sized and same valued homes

---

Safety

---

People who are invested in the neighborhood

---

Safe streets that are bicycle and pedestrian friendly

---

Safety

---

Neighborhood relations

---

Neighbors who know each other and interact

---

Safety

---

Close to a Park

---

Well kept properties

---

Families taking precedence over businesses and industries

---

Walkability to schools, retail, etc

---

Clean property

---

Neighbors

## Q18 Where would the above development be appropriate if built in Menasha? (Check all that apply)

Answered: 116 Skipped: 20



ANSWER CHOICES	RESPONSES
Downtown (Main St. from Racine to Tayco)	48.28%
Major Arterials (Appleton Rd./Hwy 47, Oneida St./Hwy 10)	71.55%
Minor Arterials (Plank Rd., Racine St., Tayco Rd., Midway Rd., Valley Rd.)	44.83%
Abutting 10/441 (Midway Rd., Appleton Rd. and Racine Rd. interchanges)	57.76%
This would not be appropriate in Menasha	4.31%

## Q19 Where would the above development be appropriate if built in Menasha? (Check all that apply)

Answered: 114 Skipped: 22



ANSWER CHOICES	RESPONSES
Downtown (Main St. from Racine to Tayco)	74.56%
Major Arterials (Appleton Rd./Hwy 47, Oneida St./Hwy 10)	31.58%
Minor Arterials (Plank Rd., Racine St., Tayco Rd., Midway Rd., Valley Rd.)	28.07%
Abutting 10/441 (Midway Rd., Appleton Rd. and Racine Rd. interchanges)	26.32%
This would not be appropriate in Menasha	8.77%

## Q20 Where would the above development be appropriate if built in Menasha? (Check all that apply)

Answered: 116 Skipped: 20



ANSWER CHOICES	RESPONSES
Downtown (Main St. from Racine to Tayco)	12.07%
Major Arterials (Appleton Rd./Hwy 47, Oneida St./Hwy 10)	54.31%
Minor Arterials (Plank Rd., Racine St., Tayco Rd., Midway Rd., Valley Rd.)	13.79%
Abutting 10/441 (Midway Rd., Appleton Rd. and Racine Rd. interchanges)	53.45%
This would not be appropriate in Menasha	18.97%

## Q21 Where would the above development be appropriate if built in Menasha? (Check all that apply)

Answered: 115 Skipped: 21



ANSWER CHOICES	RESPONSES
Downtown (Main St. from Racine to Tayco)	35.65%
Major Arterials (Appleton Rd./Hwy 47, Oneida St./Hwy 10)	31.30%
Minor Arterials (Plank Rd., Racine St., Tayco Rd., Midway Rd., Valley Rd.)	13.04%
Abutting 10/441 (Midway Rd., Appleton Rd. and Racine Rd. interchanges)	46.96%
This would not be appropriate in Menasha	25.22%



## Q22 Where would the above development be appropriate if built in Menasha? (Check all that apply)

Answered: 114 Skipped: 22



ANSWER CHOICES	RESPONSES
Downtown (Main St. from Racine to Tayco)	29.82%
Major Arterials (Appleton Rd./Hwy 47, Oneida St./Hwy 10)	33.33%
Minor Arterials (Plank Rd., Racine St., Tayco Rd., Midway Rd., Valley Rd.)	13.16%
Abutting 10/441 (Midway Rd., Appleton Rd. and Racine Rd. interchanges)	46.49%
This would not be appropriate in Menasha	24.56%

## Q23 Where would the above development be appropriate if built in Menasha? (Check all that apply)

Answered: 113 Skipped: 23



ANSWER CHOICES	RESPONSES
Downtown (Main St. from Racine to Tayco)	38.05%
Major Arterials (Appleton Rd./Hwy 47, Oneida St./Hwy 10)	29.20%
Minor Arterials (Plank Rd., Racine St., Tayco Rd., Midway Rd., Valley Rd.)	11.50%
Abutting 10/441 (Midway Rd., Appleton Rd. and Racine Rd. interchanges)	28.32%
This would not be appropriate in Menasha	37.17%

## Q24 What hopes or concerns do you have for commercial development in the City?

Answered: 64 Skipped: 72

#	RESPONSES
1	more stuff for residents and not for other peopel
2	Concerns about commercial and apartment development near Lake Park & Villa, specifically on the South West corner. Too close to the single family residential area.
3	My hope is that new construction close to downtown/ the waterfront integrates the historic buildings and keeps a small town/ unique/ downtown feel (no chains/ cookie cutter construction).
4	Becoming less affordable
5	The City only builds pole buildings. These examples are never offered.
6	That it is affordable.
7	Use vacant buildings
8	None
9	Essentials like grocery and leisurely amenities like a bicycle shop, brewpubs, and support the growing downtown restaurants with connections to residential neighborhoods via trails or bike/ped routes
10	Not near residential areas
11	Pollution, including air, water, light and noise. Crime and traffic
12	Good accessibility/better accessibility to local businesses in the downtown Menasha area.
13	Small unique shops and business
14	We need more tax base and less non profits building in our city.
15	Development of the Shopko Center area. Development of downtown area Development of Appleton Road corridor
16	I'm concerned about the future of commercial real estate in general. Menasha continues to be unable to address several former industrial properties that remain vacant or undeveloped and I'm concerned about the number of commercial properties already available and that there will be more to come. It's doubly concerning when coupled with the continued decline of our housing stock in the oldest parts of the city.
17	Poor access road quality and lack of parking.
18	I have a concern that Menasha is placing cottages across our pond. (1) We were told nothing would be built across the pond. (2) These homes do not match up with our subdivision. The concept of senior living is great. Just blend it in better. No cottages across the pond. Put a park or pathway there instead. ALSO, no to sidewalks...no to pathways through our neighborhood. You will ruin the look/feel of our special neighborhood. I sure hope you respect our wishes on this. I've seen how cheap this concept looks on Provence Terrace. We built our home based on this neighborhood as is. Sidewalks and pathways are definitely not needed. Our local streets are easily safe. My family use these streets all the time for biking and walking. Connect the paths to our roads...then let people walk on the roads to get to the next connecting path (just like you have with Nature's Way.
19	I like how Menasha is trying to do a complete facelift. Would love to see this process continue.
20	The Downtown needs to be developed ASAP. Nobody ever goes there because there is nothing to go to
21	Downtown needs a big revival. Appleton road also needs to be utilized more.



22	Put the quality into it! We are always chasing Neenah and it's beautiful downtown. I would love for Menasha to be a destination spot like Neenah is with quaint and QUALITY businesses catering to families and upper level activities. Parker Johns, Marina, Weathervane and the beautiful One Menasha Center are amazing places - we just need to build on the good!
23	We make use of existing spaces that need updating.
24	Ability to maintain retail shops.
25	I would love to see high quality vertical mixed use projects.
26	It would be great to continue to see development in the downtown area. I think this would lead to an increase in retail and dining locations as they would have a larger population to sustain their business. I think it would be great to see some family friendly businesses in the downtown area (Children's museum, Urban Air or Altitude type business, pottery type things) so families could make a day of spending in downtown Menasha.
27	Would like to see development targeted in a way that leverages our publicly owned utility and looks to a future of electric vehicles, enhanced utilization of public transit, and is environmentally sensitive/sound.
28	Bring in businesses that have a solid opportunity to survive
29	Bring in more corporations which supply good professional jobs, higher income and more tax revenue. Lower taxes for property owners.
30	Improvement in visual appearance, especially downtown area. No strip malls. Larger parking lots should incorporate trees and other vegetation.
31	We need to continue building on rich varied recreational opportunities and attractive residential areas in order to attract young families and young adults to want to live here.
32	Stop giving developers tax dollars for their developments.
33	For more businesses to open in Menasha.
34	Shops and grocery in down town area. It might be a good thing to develop one or two other "Down-town" areas in the community so services are distributed across the city. Citizens might go to other communities if such services are too far away.
35	I'd love to see a grocery store near Doty Island. I would like to have a few fast healthy food places like Panera or Freshii in Menasha.
36	Downtown should be able to compete with downtown Neenah. Neenah downtown is thriving and has honored their past without tearing it down.
37	We live in downtown Menasha and want our HOME to stay zoned as residential, and NOT rezoned back to commercial as we have no intention of ever moving. Some of these building examples shown remind me of larger cities, which is what we wanted to AVOID when we were looking for desirable housing. The feel of downtown currently has a charm that's found in cities that are a little on the smaller side. Menasha currently has a welcoming charm about it that makes one feel like they want to be a part of this community and come together. Unfortunately, many of the building examples shown in this survey take that away, and I personally feel like it would drive single-family homes and those families/communities away.
38	Hope that we can get more in the city
39	How about putting some money into road repair? There are a lot of piss poor roads, Appleton and Racine to name a couple along with any road you drive on.
40	My neighbor shared with me that Menasha is looking to put up sidewalks and pathways into our neighborhood again. My question is WHY? We said no way! It's still no. We do not want sidewalks. We do not want pathways. We do not want cottages across the pond. We were told their would be no buildings across the pond. Please stop in trying to destroy our neighborhood.
41	I heard rumors that Menasha was looking to add sidewalks and pathways in our neighborhood. If this is truly the case, please know we turned this down already. WE SAY NO TO SIDEWALKS AND PATHWAYS. Please do not ruin our neighborhood!
42	The selected areas are not the only applicable sites. Missing are any of the property from the locks to Jefferson.

43	Redesign the empty buildings downtown before building new ones... and the bar and grills on TAYCO need to update their curb appeal, makes that part of the city look like a ghetto.
44	We need more people, homes, apartments, to support the businesses.
45	A variety of businesses and services and adequate parking.
46	Please do not invest or encourage more low-income apartments.
47	None of the options include Third Street or Ahnaip! Need a DRAW - not apartments. Hotel, Banquet Facility, Entertainment, Restaurants, Corporate Headquarters, Medical Facilities, Up Scale
48	Use the building already empty. Don't build new.
49	More business downtown
50	Difficult for commercial development because of the many low income people in Menasha. People east of Oneida limit their visits to the city. Too many programs invite the poor to live in the city. Like Kmart's Blue light specials. Thriving communities limit the % of low income people/rental units.
51	I would like to see businesses in the downtown buildings already existing, in past we had candy store, clothing stores, bakery, and all were affordable. Specialty shops are lovely but we need regular type discount stores like the old dime store so locals can go downtown to buy clothes, etc. I would like to see this happen, as we had festivals in the 60s, and 50s, like Prospector Days and programs at the pool for the younger set. We need to liven up our city with items people need and want.
52	I would really hope that the City would place more effort in maintaining and keeping local business HERE ! Instead of continuing to build More ,,that somehow the many vacant, empty buildings could be revamped and utilized. Doing what it takes to invite more local use.
53	We definitely need more multi-family housing but it needs to be neat & well maintained. I hope we continue to have investment in beautification such as flowers, fountains etc. We need a grocery store (small one) in Menasha
54	Too many apartment buildings being built
55	Property to bring the community together...(hopes).
56	Something is wrong in the City of Menasha concerning planning and development. Drive down Main Street, Anaip Street, etc. and compare this to Neenah and Appleton. This isn't new... It's been that way for years.
57	A major grocery store. Pick n save. Or aldis. A children's place like appleton, an indoor multi tier dog track with a restaurant where dogs can go with. Several are in other states. A year round swimming pool. A pool hall. A dedicated building for Menasha recreation classes , like the old city hall, badminton not just pickleball.
58	No more TIFs.
59	Tax breaks for those who build. Example the building built by the electric company. Sitting vacant now.
60	The smaller businesses that are being brought to Main Street are priced too high for residents to shop there. I bought in Menasha because I wanted a small town feel.
61	Experiential facilities might have a chance. - Retail and commercial space is largely dead. Some hy-bred facilities (small retail, distribution, office online combined)
62	Would like to see the city draw in more tenants to the downtown district. Would also like to see the strip malls near Appleton Rd/441 be updated with vibrant businesses.
63	better distribution of commercial both small and large throughout neighbourhoods do we have too much office space with changes due to COVID need for a general department store need to support small unique businesses not just chains
64	My hope is for long-term occupancy, which highlights my only concern--vacancy.

Q25 How do you typically get to work?

Answered: 115    Skipped: 21

ANSWER CHOICES	RESPONSES
Single-occupancy vehicle	63.48%
Carpool or vanpool	0.00%
Walking	0.87%
Biking	0.00%
Shared Ride Taxi	0.00%
Public transit	0.00%
Work from home	10.43%
Don't work	20.87%
Other (please specify)	4.35%

Q26 How often do you:

Answered: 114    Skipped: 22

	MORE THAN 2 TIMES PER WEEK	1-2 TIMES PER WEEK	1-2 TIMES PER MONTH	1-2 TIMES PER YEAR	0 TIMES IN THE PAST YEAR
Walk for exercise	53.51% 61	28.07% 32	10.53% 12	4.39% 5	3.51% 4
Bike for exercise	19.30% 22	14.91% 17	21.93% 25	9.65% 11	34.21% 39
Walk for transportation	8.04% 9	3.57% 4	16.96% 19	12.50% 14	58.93% 66
Bike for transportation	5.26% 6	3.51% 4	8.77% 10	9.65% 11	72.81% 83

Q27 Along a BUSY ROAD, what type of bike facility would you feel safe using? (Check all that apply)

Answered: 112    Skipped: 24

ANSWER CHOICES	RESPONSES
On-road, dedicated bike lane with physical barrier from cars	51.79%
On-road, dedicated bike lane (painted line and signed)	44.64%
On-road, no barrier from cars	6.25%
Off-road trail, paved	74.11%
Off-road trail, unpaved	19.64%
Public Sidewalk	40.18%

## Q28 Along a LOCAL STREET, what type of bike facility would you feel safe using? (Check all that apply)

Answered: 112 Skipped: 24

ANSWER CHOICES	RESPONSES
On-road, dedicated bike lane (painted line and signed)	62.50%
On-road, no barrier from cars	51.79%
Off-road trail, paved	54.46%
Off-road trail, unpaved	19.64%
Public Sidewalk	38.39%

## Q29 Should Menasha require the installation of sidewalks when reconstructing the following existing public streets?

Answered: 114 Skipped: 22

	YES	NO	NEUTRAL
Residential collector streets (roads that connect local streets to arterial roads)	66.67% 76	21.93% 25	11.40% 13
Local residential streets	57.89% 66	28.07% 32	14.04% 16
Residential cul-de-sac streets	30.09% 34	51.33% 58	18.58% 21

#	COMMENTS?
1	Please consider a trail along Manitowoc road west of Lake Park. It is dangerous to walk or bike.
2	Sidewalks are required until people complain they don't want them
3	Sidewalks keep residents safe and give them a safe way to walk and exercise
4	Strong proponent of sidewalks for pedestrians and bike lanes or trails everywhere for cyclists.
5	Residents should not be assessed for sidewalk installation. Sidewalks should be installed at the beginning of any new development. This way the City is upfront with future residents about their desire for sidewalks and we can forgo sidewalk battles on reconstruction projects.
6	Strongly suggest sidewalks that connect major roads to schools. Appleton Road is so dangerous when children are biking.
7	No sidewalks or pathways in our neighborhood. Our streets are extremely safe as is! Put the pathways on the major roads: 114, Midway, Manitowoc. Those areas could be very much considered since the roads are busy and cars drive faster.
8	In speaking for Woodland Hills, the streets are extremely safe and secure. We do not need Menasha spending extra tax dollars of ours to go to a project that is not necessary. My kids are very safe with what we currently have right now.
9	I live on a cul-de-sac street without a sidewalk and it does not bother me, and have young kids.
10	I believe the property owners in a particular area should work in partnership with the city to determine if sidewalks should be installed vs. a large public forum. In many cases, individuals answering yes or no may never set foot on the streets in question. Getting and using feedback from those most directly impacted is the best way to decide.



11	Sidewalks or pathways will ruin the look in our neighborhood. I can see doing this on the major roads though. Our roads are safe as is when walking through the neighborhood.
12	You guys tried to do sidewalks in Woodland. Do not cheapen the look of our neighborhood. Keep our neighborhood clean. Focus your bike trails on the major roads like 114 or Manitowoc
13	Menasha should look at sidewalks or trails along Oneida Street, Manitowoc Road, Appleton Road. Menasha should ensure that Individual lots missing sidewalks in neighborhoods with sidewalks be made to install sidewalks.
14	We need a trail along appleton rd between 9th and midway.
15	Sidewalks equal safety for those in wheelchairs and people pushing strollers.
16	We have a lot of small children in our area and retirees who walk.
17	We live in downtown Menasha and want our HOME to stay zoned as residential, and NOT rezoned back to commercial as we have no intention of ever moving.
18	Sidewalks should be on all streets. We cannot forget children, elderly, disabled & those who cannot/choose not to drive. Transportation equity is essential to a healthy community.
19	Do you really plan on fixing the streets? Start with Appleton road.
20	Stop with the sidewalks. Stop with the cottages across the pond. We came to this neighborhood with the plan it would remain what we have right now. Put the sidewalks or paths along 114, Midway or Manitowoc roads
21	Once again, we turned down sidewalks. We do not want them! We do not want pathways either. Our streets are plenty safe walking on them in our neighborhood. If adding sidewalks or a pathway, put them on Midway, Manitowoc and 114. That's where a pathway or sidewalks are needed. Please stay away from Woodland Hills!
22	Each individual neighborhood should have a say on these questions. Not all neighborhoods are the same.
23	Especially along 47 to 441
24	There should be sidewalks everywhere
25	GET RID OF DITCHES! PUT IN SIDEWALKS!
26	Council backs down when confronted by homeowners who don't want to shovel snow or have people walking in front of their house - or developers who don't follow-thru with installation
27	No new sidewalks for established streets that are without current sidewalks.
28	Sidewalks keep everyone safe. Also winter maintenance should be strictly enforced, especially clearing to road crossing on corner lots for all walking in winter.
29	Yes to sidewalks for safety of people walking. Cul de sacs don't normally have walkers or enough traffic to cause a safety concern.
30	I do not feel that sidewalks should be required in existing mature subdivisions. If the majority of homes in a subdivision were purchased with the assumption there were no sidewalks/walking paths, then sidewalks/walking paths should not be put in. If a NEW subdivision is being built and the city wants to put in sidewalks that is fine as long as the individuals that are purchasing the lots understand that there would be sidewalks being installed.
31	sidewalks should be required on at least one side of the street



## Q30 Are there any additional comments that you have related to land use, community design and/or transportation?

Answered: 54 Skipped: 82

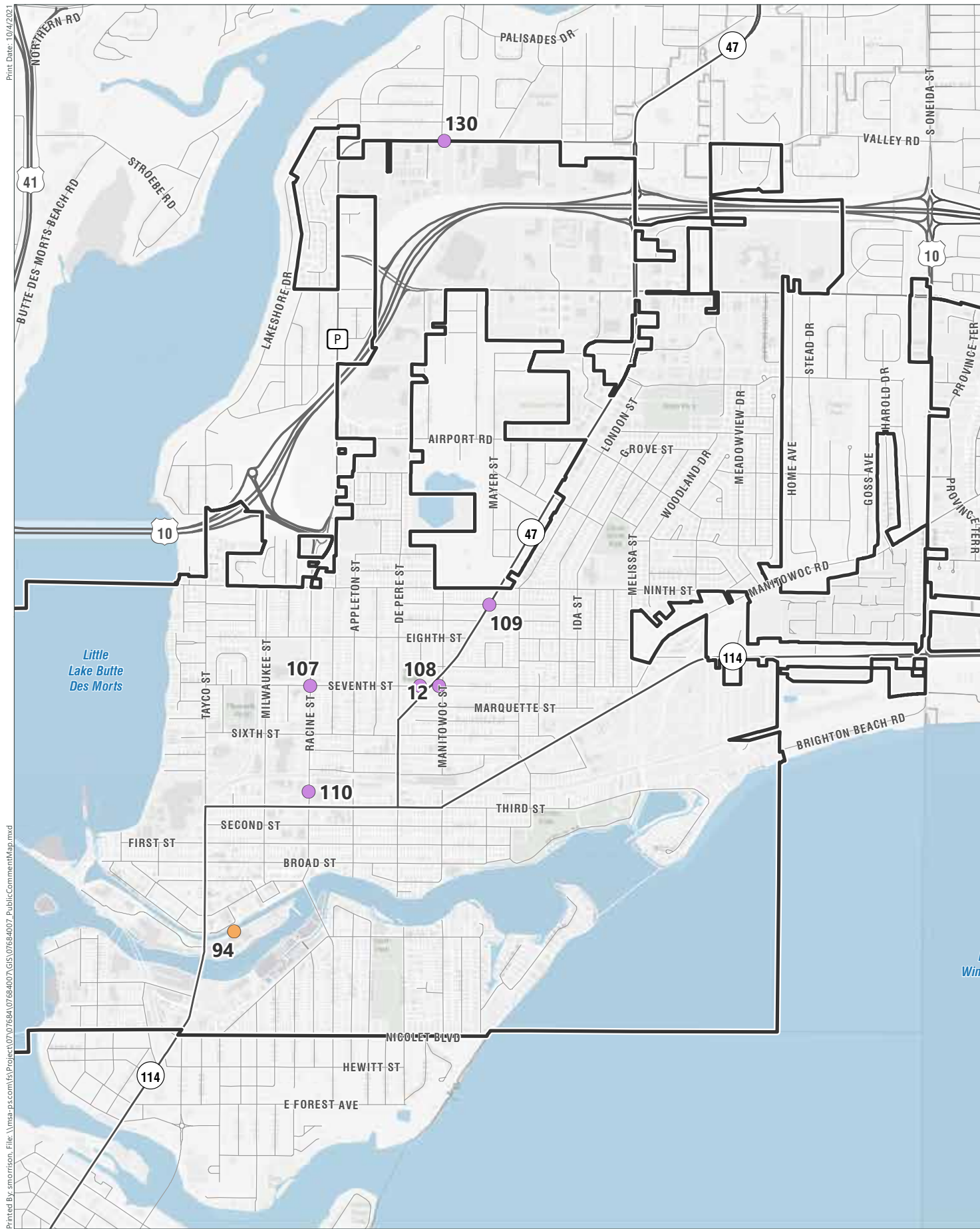
#	RESPONSES
1	no more housing. more things to do for people who live here.
2	Keep public access to water and green spaces on water. Increase bike/ walker safety around racine st bridge/ ahnaip st/ downtown. Keep downtown unique and historic with a focus on our unique space on the water. Get rid of blighted properties! Clean up our historic neighborhoods and enforce code violations on rental properties. Invest in homeownership and the fixing up of homes.
3	900th block of London St. has many pot holes and bumps in the road. Drivers are swerving to avoid the potholes. Road needs to be repaved!!!
4	City has a bad reputation because they allow too many conflicting land uses (industrial next to residential, commerical next to residential). The don't enforce signage or parking or junk. The City has never looked so run down as it does now. New construction never puts in enough landscaping.
5	No
6	I would like to see Menasha keeps it small town appearance and character which is what brought us here. The loss of this would most likely make us relocate
7	I know there is some dispute over cost share but can we please repave or reconcrete all of Airport Rd from Racine to Appleton. Not only is it bad for locals but gives a horrible impression to visitors coming to soccer and baseball games.
8	I believe Menasha have been on the right track for future growth and development in the city.
9	Not Shure way there's sidewalks most places but also non else where? And Airport Road from Eugene to Racine is just plain awefull. The worst road we drive on. Please repave it ASAP.
10	I've completed the survey and I'm disappointed that much of it was based on my opinion of what I think would be appropriate in certain areas of the city. Land use, community design transportation (including Public Transit), and HOUSING can build community and improve lives across the board when looked at in connection to each other. With that comes a need to understand where we've been (the old plan), where we are, and where we're going (the new plan) so we can have a workable plan for the upcoming years. Speaking specifically to land use, we really do need a plan for our former and current industrial properties, commercial properties like the ShopKo Plaza and neighboring retail center, and even our undeveloped city-owned properties. To continue to let vacant properties sit undeveloped, deteriorate, and/or not prepare for the eventual shuttering of industry is irresponsible to taxpayers.
11	More retail shops etc brought to downtown area to make it more appealing. Something done immediately to the Brin property. Its a disgrace/embarrassment with the overgrowth of weeds etc while driving through. Could make it a nice green space or a nice restaurant by the canal.
12	Make sure that our roads parks and city owned land is well maintained before building anymore
13	Not sure how i feel about the apartment campuses vs having single apartment mixed throughout single family dwelling. I could see it go either way im just not sure about the reasoning for keeping them clumped together
14	There needs to be a clean-up project to clean and restore existing buildings or homes. Also repair roads in bad condition.
15	I heard about the path and about sidewalks. Please do not ruin our neighborhood. It has so much character right now. It's completely beautiful as is. Please focus more on 114, Midway or Manitowoc road. Those are the roads I will not let my kids bike on.
16	Revitalize the downtown ASAP

17	Shoplifting place needs to bring in business. Downtown as well. Big business is needed and maybe a hotel on Oneida.
18	I and many others I know in Menasha area, specifically around downtown, would love to see a Kwik Trip type convenience store instead of a small rundown gas station that thrives on selling cheap cigarettes, gambling, and just kinda an eyesore in that area. Maybe even on doty island near the main roads could "steal" alot of business from downtown Neenah area!!
19	At this time, not very thrilled with the "Menasha Cottages" that are being built next to the Woodland Hills Development. Lot sizes are way too small.
20	Continue to develop a good connected bike network, more mixed use projects, and front development onto water / create outdoor space for people to enjoy the river / lake mixed with restaurants, retail, etc.
21	Please reconsider the proposed trail that will move through the Woodland Hills subdivision. The current design will go directly through individual's front yards. There needs to be input and collaboration from the residents of the area before a blanket decision is made. Additional options that are less intrusive to the residents should be considered.
22	More affordable senior housing.
23	I very much appreciate having this survey to allow us residents to the opportunity to share our voice. Looks like some nice upgrades happening in Menasha. And that I request, we have a very special place in Woodland Hills. Our neighborhood is perfect the way it is right now. No sidewalks/pathways or other smaller buildings.
24	I'm a homeowner in the Woodland Hills subdivision and do not want a large sidewalk going across my front yard. It's already been determined that a walk path is on one side of my property which was not known when we originally picked a slide out and built a house on it two years ago.
25	Keep Woodland Hills as is. No sidewalks, no cottages.
26	Menasha should look at making the city safer to walk and bike. Especially in the Calumet County portion of the City. Why was the eastern portion of the city allowed to development without parks? The city is extremely deficient with parks in the Calumet County portion of the City.
27	Please use our waterways to increase our cities recreational opportunities. Our greatest assists are astoundingly under utilized.
28	We appear to not be considering planning for parks and green spaces in this survey, but the time to set-a side land for that purpose is just as important. It WILL NEVER happen if that is not part of the mix in our community planning. I refer to the book the Last Child in the Woods which highlights the very shrinking access to parks and wild areas in the typical community. Let nature be part of our community!
29	Please keep seeking community input in local development!
30	We live in downtown Menasha and want our HOME to stay zoned as residential, and NOT rezoned back to commercial as we have no intention of ever moving. The feel of downtown community currently has a welcoming charm that we fell in love with and don't want that charm to be taken away and turned into a large city with implementing strip malls, industry, and commercialization just so some people can make more money.
31	Complete streets should be a primary goal, in particular along Oneida st, Appleton Rd/sth 47, Manitowoc Rd, plant Rd, valley Rd.
32	Far too much set aside for factory use and old unkept homes Too much based on Habitat homes....
33	Fix the roads, they're shit to drive on. Mainly Appleton road and Racine st.
34	Keep Woodland Hills the way it is. It's perfect the way it is. We do not need for Menasha to devalue our properties.
35	No sidewalks or pathways in Woodland Hills. It will cheapen the look of the neighborhood.

36	It's hard to comment on building types when there is no background material to help define use. So much depends on additional amenities that accompany a project.
37	There needs to be more freedom for homeowners on what they can do with their property. While it is good to have standards, Menasha is so restrictive we are looking to leave as soon as possible to be able to make our house and yard work for us.
38	Menasha is in a good spot and I can't wait to see what happens in the future.
39	Get rid of the ditches. fill them in, they are dangerous, an eyesore, and overall crap..
40	Home ownership and 'Pride of Ownership' should be a priority.
41	Too much incompatible zoning - spot zoning - (residential abutting commercial / industrial). No enforcement of Code or building setbacks / transitional plantings, no concern for single-family properties - only looking at tax base (high density). Menasha is a bad investment
42	You need to look at our city as a whole and figure out how you can bring respect and community back before building all these things. I do have some great neighborhoods, yet to many people don't take care of the properties we do have.
43	Attract the business to before building new residential. Then do the residential. We can't be a downtown of just condos and two restaurants.
44	City has too many low income people to support any type of thriving new business. Dollar type stores are the ones that can survive in Menasha. Menasha's newer East side does not frequent the western part of Menasha on a consistent basis.
45	Love Menasha, lived here many years, growing up here. Always felt safe, just sad that kids don't have the same type of entertainment, fun things we had, or the stores that they can shop at for their every day needs. The specialty stores we have had were amazing, beautiful items, but we need somewhere we can grab some jeans or t-shirts for family, along with the jobs to wear them to. I know it is progress but businesses have been leaving us for years.
46	No
47	I like menasha land rules just as they are. It's appropriate for small older homes.
48	Maintain and enhance the historical integrity of existing historical structures. Improve the Parks, especially Jefferson with a public/private endeavor such as an enclosed swimming pool and multi use boat launch area.
49	Object to the city subsidizing current pending developments. The city should not be a source of income for a developer. A developer shouldn't need financial aid from the city, they should have their own funds. Way too many offices downtown that are empty. Retail and eateries or hotels would have created a much more useable downtown. How about a grocery store in the city limits that doesn't require an auto to get to
50	Please hire contractors that can pave streets evenly and make them last. Our streets seem to have a lot of bumps.
51	The whole area from downtown to the trestle trail should be redeveloped with high density housing and additional housing downtown with 1st floor commercial space to create more critical mass for shopping / dining and entertainment. Vacant industrial properties scattered hap hazardly around the city should be redeveloped to fit their respective neighborhoods. Areas near major interchanges should be developed. .Borders with Fox Crossing should be rationalized to maximize service efficiencies if cooperative agreements can not be established.. Rules/zoning should be established for "Air B & B type rentals.
52	Airport Rd is filled with potholes and people fly down it. Seems like something that should be fixed
53	I think that the City plans to run a walking path through an existing mature subdivision should be stopped. I think the walking path should run along Hwy 114 that would connect Oneida to Lake Park. The walking path along the Hwy would impact the fewest residents' properties, but give accessibility to many residents along Hwy 114. A sidewalk connecting Midway to Lake Park (along Manitowoc Rd.) would be nice.
54	cities work best when land uses are more flexible and less segregated neighborhood commercial is important



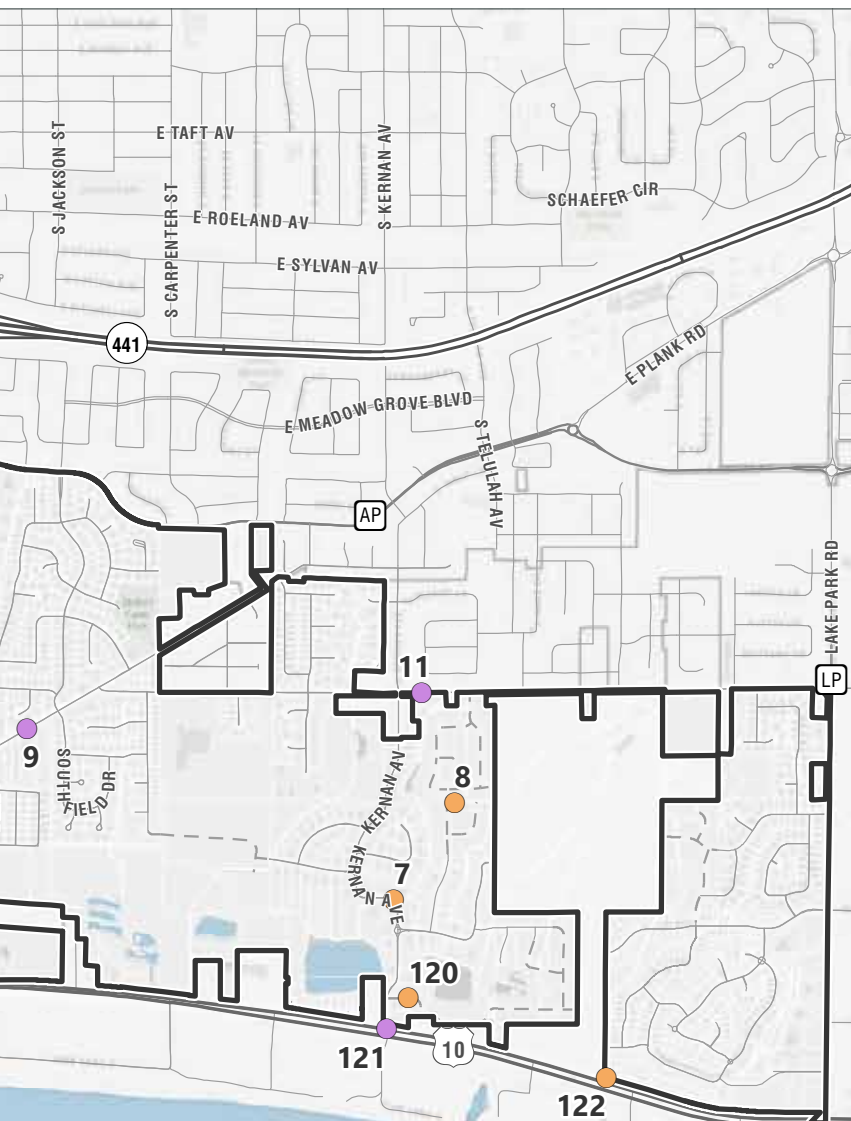
# VISIONING RESULTS



# Public Comment Maps

## Comprehensive Plan Update

**City of Menasha  
Winnebago & Calumet  
Counties, Wisconsin**



Waterbody

City of Menasha

### Comment Type

Land Use

Transportation

#	Type	Comment	Location
7	Land Use	Please add neighborhood parks with playground equipment on east side.	Kernan/Manitowoc
8	Land Use	Ditto to #7 more parks	Kernan/Gosling
94	Land Use	Abandoned Riverfront Industrial	Sonoco Paper Mill
107	Transportation and Safety	(Racine/7th) The light by the high school needs to be updated, it doesn't recognize when there isn't any traffic on the green side. Hard for people to get to and from school safely.	Racine/7th
130	Transportation and Safety	All of Valley Road is dangerous for pedestrians and bikes.	Valley Road
108	Transportation and Safety	Needs a permanent blinking light and lane for heavy school crossing.	STH 47/7th
109	Transportation and Safety	A light that flashes; telling them what their speed is; coming across 9th street to Menasha.	STH 47/Jefferson
9	Transportation and Safety	Dedicated Bike Lane	Plank Road
11	Transportation and Safety	Dedicated Bike Lane	Kernan Avenue
12	Transportation and Safety	Danger getting across STH 47 on cross street. Need something to slow down traffic.	STH 47/7th
110	Transportation and Safety	Fix railroad crossing—it lifts up when car goes over.	STH 114/Racine
120	Land Use	Park w/ Benches and Fishing Deck	By Kelly Lake Dr
121	Transportation and Safety	Connect Kelly Lake Dr. to STH 114	Kelly Lake Dr
122	Transportation and Safety	Connect Snowberry Way to the adjacent future development.	Snowberry Way



## **Visioning - Sticky Note Exercise**

**How would you describe Menasha to someone not from the region? What is our current identity?**

- Small town feeling w/ everything at your reach.
- Evolving:
  - Businesses are growing.
  - More recreational walk/bike routes
- Satellite spinning off of Appleton.
- Tired, old mill town.

**Looking 20 years into the future, what are your big ideas and aspirations for our community? What would you change or improve?**

- A big-name grocery store near the downtown area.
  - ALDI, Festival, Pick-n-Save
- A large dept. store like Target where Shopko was.
- Bring more residential to downtown. Residential will bring more foot traffic to downtown businesses.
- Introduce more housing to downtown area/make use of canal bells(?).
- I know there are plans for developing Lawson Canal area
- How about some affordable housing?
- And landscaping, incorporate native plants.
- Menasha should be walkable, look to aesthetics.
- Use Zoning.
- Let's be a Leader.
- Bring restaurants with outside seating to the city. Especially nicer restaurants.

**What do you love about Menasha? What would you protect, enhance, or replicate?**

- I love the walking trails and bike trails. I love the wildlife, like Heckrodt. I enjoy the trail going through Jefferson Park. More of all three.
- Protect public access to river/lake edge.
- TRANSPORTATION:
  - Public Transit
  - Help show how RTA can open up far more possibilities for implementing current development plan for next 5 years and allow more visioning to meet needs and help attract new riders as well—seniors and millennials.
- Protect and enhance green space and recreational bike/walk/water use to enhance public health and quality of life.
- Green space, wild areas in common n=y-1 (?) are important

**What do you like least about Menasha?**

- Recycling is not sufficient. Increase to every week. A narrow-minded council.
- % of rental properties.

**General comments:**

- Adding more distributed localized commercial centers might stabilize areas of community—Reduce need to drive long distances.
- Comprehensive planning needs to tie together—not be divided into silos as that causes current status quo in plan. . .
- Land use: Zoning needs to tie in with city goals for green space, bus routes, business centers, nature corridors.
- Transportation: First evaluate where and why traffic is using a road. What is missing that causes road leads that might be added. (Stores, Parks, Etc.)
- Truck Routes: Old plans had routes pointed out, but not roads made bigger. Draws them to the bigger routes.
- Bus routes tied to \$ per community. . . (\$/mile). Should be related to future planning. . . this may alter the community development.
- Transportation: If you have developer install roundabouts, the city should maintain them. A neighbor I believe maintains Woodland Hills. Also—we don't need a sign to tell us what to do.

# APPENDIX E

# PLAN MAPS

**Regional Map**

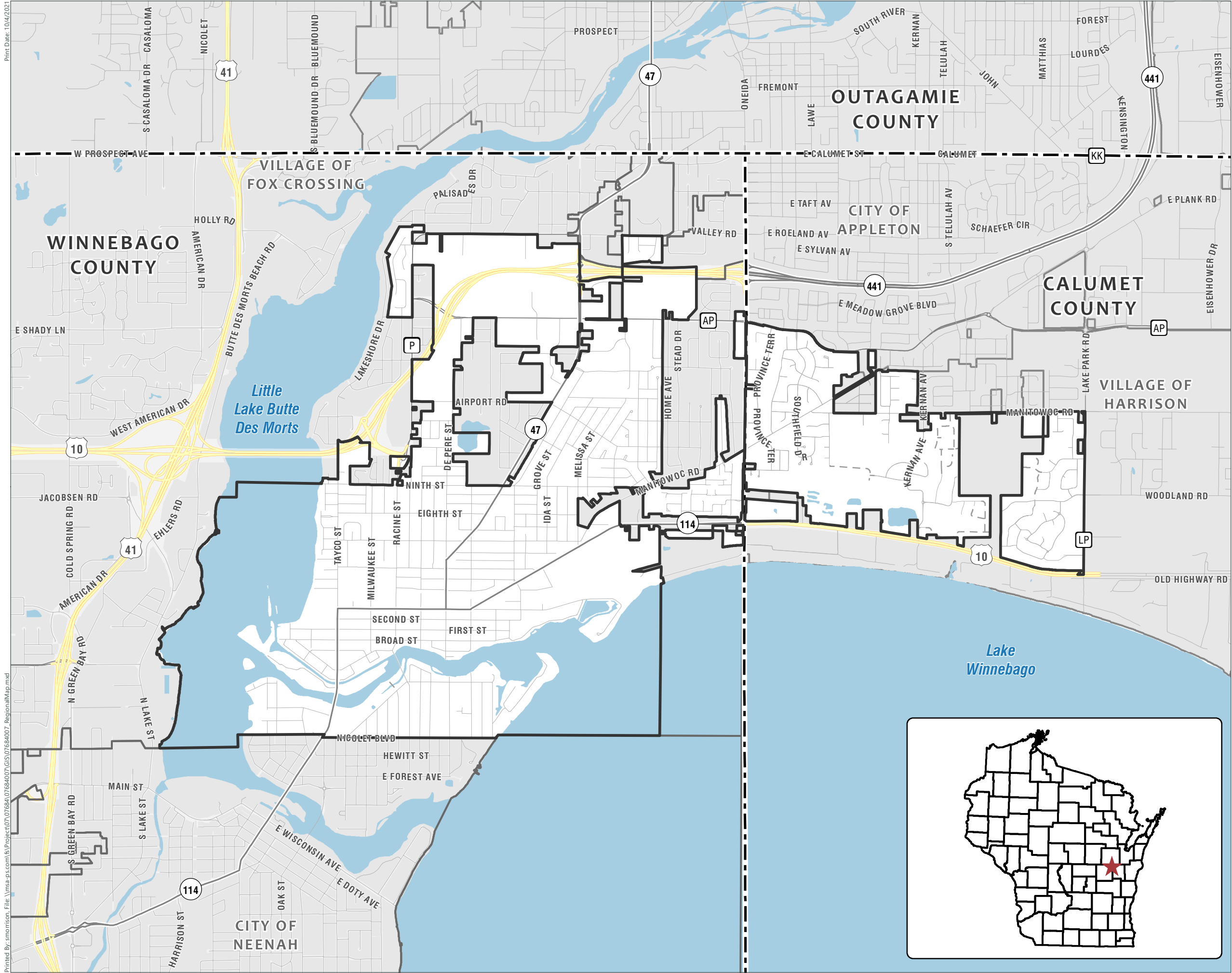
**Development Limitation Map**

**Road Network Map**

**Bicycle and Pedestrian Facilities Map**

**Existing Land Use Map**

**Future Land Use Map**

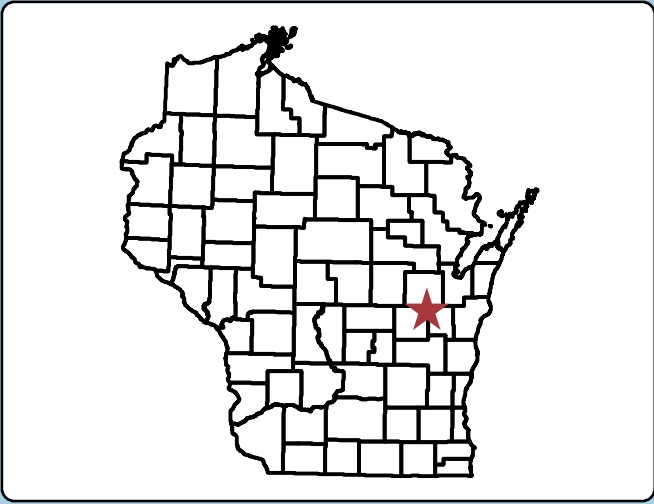


# Regional Map

Comprehensive Plan Update

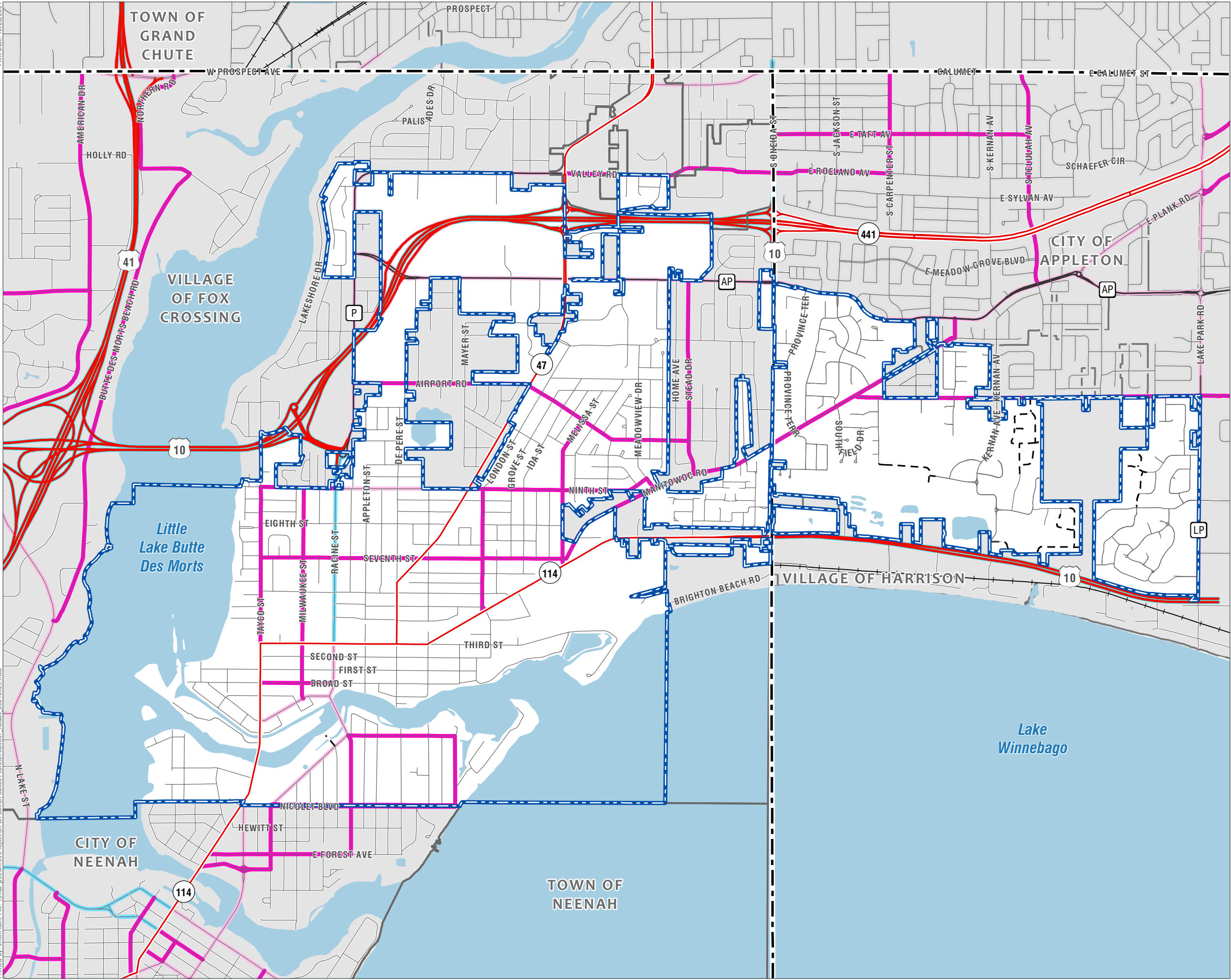
**City of Menasha**  
**Winnebago & Calumet**  
**Counties, Wisconsin**

- Waterbody
- City of Menasha
- Surrounding Municipality
- Wisconsin County Boundary



Data Sources:  
City of Menasha GIS  
Regional Planning Commission  
WDNR  
Winnebago and Calumet County GIS





# Road Network

Comprehensive Plan Update

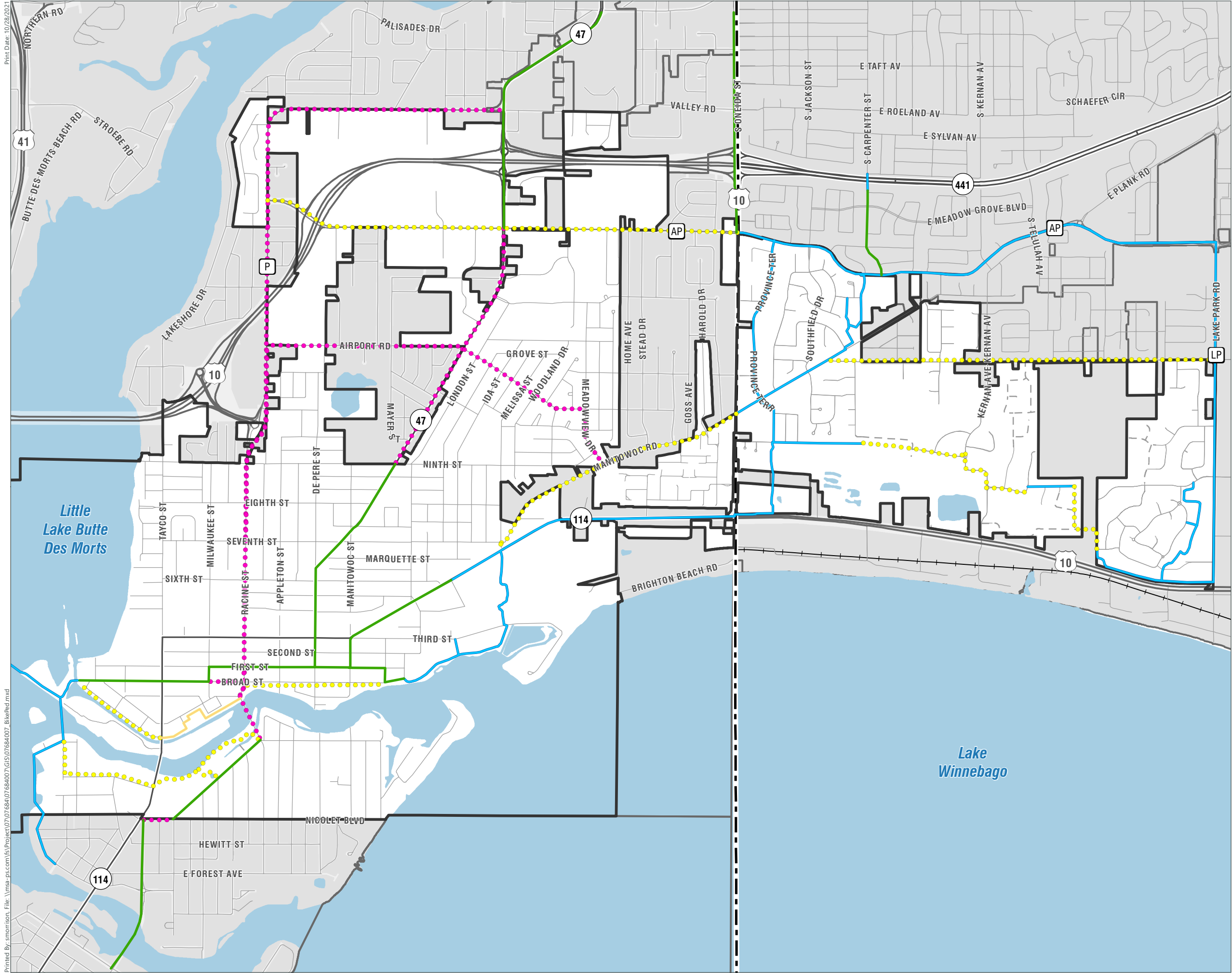
City of Menasha  
Winnebago & Calumet  
Counties, Wisconsin

- Waterbody
- City of Menasha
- Wisconsin County Boundary
- Jurisdictional Classification**
  - Federal/US Highway
  - State
  - County
  - Local
  - Future
  - Railroads
- Functional Classification**
  - Major Collector
  - Minor Collector
  - Minor Arterial
  - Principal Arterial
  - None Listed

Data Sources:  
City of Menasha GIS  
Regional Planning Commission  
WDNR  
Winnebago and Calumet County GIS







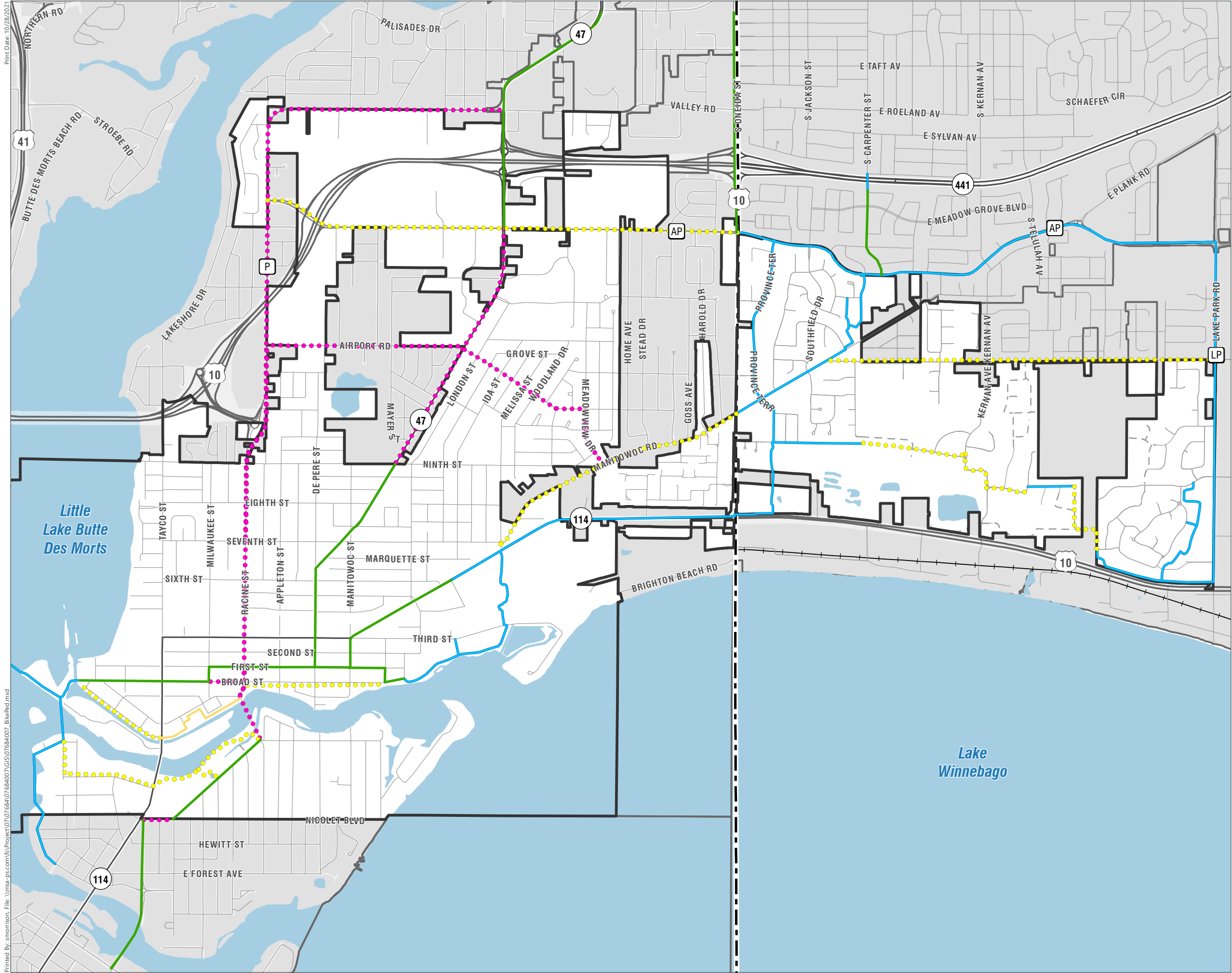
# Bicycle and Pedestrian Facilities

Comprehensive Plan Update

City of Menasha  
Winnebago & Calumet  
Counties, Wisconsin

- Waterbody
- City of Menasha
- Wisconsin County Boundary
- Trail Type**
  - Off Street Pedestrian
  - Off Street Paved
  - On Street Bike
  - Proposed Off Street Paved
  - Proposed On Street Bike

Data Sources:  
City of Menasha GIS  
Regional Planning Commission  
WDNR  
Winnebago and Calumet County GIS



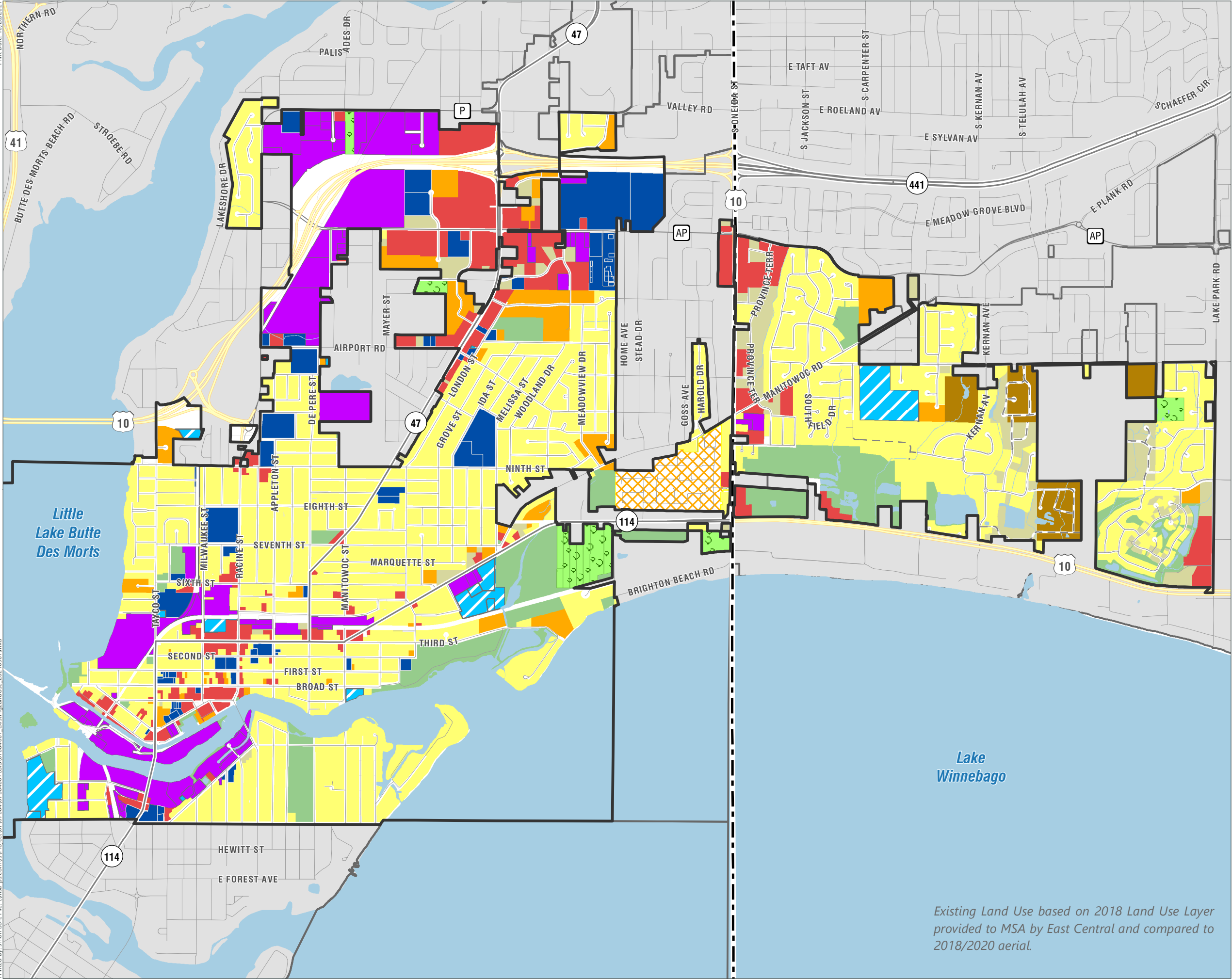
# Bicycle and Pedestrian Facilities

Comprehensive Plan Update

City of Menasha  
Winnebago & Calumet  
Counties, Wisconsin

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- City of Menasha
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- Trail Type**
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  - Proposed Off Street Paved
  - Proposed On Street Bike

Data Sources:  
City of Menasha GIS  
Regional Planning Commission  
WDNR  
Winnebago and Calumet County GIS



# Existing Land Use

Comprehensive Plan Update

City of Menasha  
Winnebago & Calumet  
Counties, Wisconsin

- City of Menasha
- Wisconsin County Boundary

## Existing Land Use

- Single Family Residential
- Farmsteads
- Multi-Family Residential
- Manufactured Homes
- Commercial
- Industrial
- Institutional Facilities
- Utilities/Communications
- Recreational Facilities
- General Woodlands
- Open Other Land
- Transportation
- Water Features

Existing Land Use based on 2018 Land Use Layer  
provided to MSA by East Central and compared to  
2018/2020 aerial.

Data Sources:  
City of Menasha GIS  
Regional Planning Commission  
WDNR  
Winnebago and Calumet County GIS

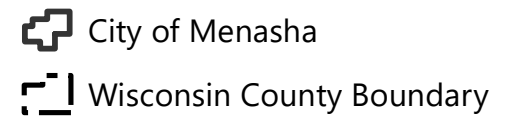
















## Future Land Use

## Comprehensive Plan Update

**City of Menasha  
Winnebago & Calumet  
Counties, Wisconsin**



## Future Land Use

-  Suburban Residential
-  Urban Residential
-  Urban Residential – High Density
-  Manufactured Homes
-  Neighborhood Mixed Use
-  Downtown Mixed Use
-  General Commercial
-  Industrial
-  Institutional & Utilities
-  Parks & Open Space
-  Transportation
-  Water

*Data Sources:*  
City of Menasha GIS  
Regional Planning Commission  
WDNR  
Winnebago and Calumet County GIS

