

**CITY OF MENASHA  
COMMON COUNCIL  
First Floor Conference Rooms  
100 Main Street  
Monday, March 7, 2022  
6:00 PM  
AGENDA**

- A. CALL TO ORDER
- B. PLEDGE OF ALLEGIANCE
- C. ROLL CALL
- D. PUBLIC HEARING
- E. REPORT OF DEPARTMENT OFFICERS/DEPARTMENT HEADS/STAFF/CONSULTANTS
  - 1. Presentation by Garrett Gronowski | BIRD - Bird Scooter Proposal
  - 2. Clerk Krautkramer - the following minutes and communications have been received and placed on file:
    - Minutes to receive:
      - a. Administration Committee, 2/21/22
      - b. Board of Public Works, 2/21/22
      - c. Housing Authority, 2/28/22
      - d. Library Board, 1/25/22, 2/17/22 & 2/22/22
      - e. NM Joint Finance and Personnel Committee, 2/22/22
      - f. Plan Commission, 3/1/22
      - g. Redevelopment Authority, 2/17/22 & 3/1/22
    - Communications:
      - h. COVID-19 Update
      - i. Fourth Quarter Financial Update
      - j. Neighborhood Investment Grant Award
      - k. 2022 Property Revaluation
- 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, 2/21/22

### Administration Committee, 2/21/22, Recommends:

2. Increasing all regular parking violations (as defined in the analysis section) from \$10 to \$15, summer overnight parking from \$10 to \$15, the escalation system to \$5 per violation for the same offense over a one year period of time, maxing out at \$20 plus the fine for the 5th and subsequent violation(s)

### Board of Public Works, 2/21/22, Recommends:

3. Proceeding with engineering and construction bidding to light the girders, operator house, and city sign with standard wattage (Alternative 2) at an estimated cost of \$265,700

### NM Joint Finance & Personnel Committee, 2/22/22, Recommends:

4. Updating and amending automatic aid agreement between the Appleton Fire Department and the Neenah-Menasha Fire Rescue
5. Repairing of Engine 31's TAK 4 system for the cost not to exceed \$16,517.00 with the funding coming from the maintenance of motor vehicle budget that is within the operating budget

### Plan Commission, 3/1/22, Recommends Approval of:

6. Certified Survey Map – 811 Plank Road as presented dividing Parcel No. 5-00461-00 into two parcels

## H. ITEMS REMOVED FROM THE CONSENT AGENDA

## I. ACTION ITEMS

1. Accounts payable and payroll for the term of 2/18/22 – 3/3/22 in the amount of \$3,449,780.66
2. Tax Increment District No. 9 Closure
3. The acquisition of real estate by The Redevelopment Authority of the City of Menasha of portions of the former Gilbert Paper Mill

## J. HELD OVER BUSINESS

## K. ORDINANCES AND RESOLUTIONS

1. R-3-22 A Resolution Approving Continuing Appropriations (2021 Fund Balance Reservations) (Introduced by Mayor Merkes)

## L. APPOINTMENTS

1. Accept the resignation of Ryan Ellis from the Board of Appeals
2. Mayor's appointment of Susan Jungen to the Board of Appeals for the term of 3/7/22 - 2/1/25

## 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, March 21, 2022**  
**Common Council Meeting – 6:00 p.m.**  
**Committee Meetings to Follow**

## BIRD STAFF REPORT

TO: Honorable Mayor and City Council Members of the City of Menasha

FROM:

SUBJECT: Bird Rides, Inc. – Pilot Operating Agreement for Stand-Up Electric Scooter Sharing Program

### BIRD STAFF RECOMMENDATION:

Staff recommends that the City Council approve the Operating Agreement with Bird Rides, Inc. (Company) to administer and operate a stand-up electric scooter sharing system in {City}.

### BACKGROUND:

Bird launched in Appleton in 2021 and will be looking to launch the same operations in Menasha Neenah and Fox Crossing.

### About Bird



## What is Bird?

Bird is a last-mile, stand-up electric vehicle sharing company dedicated to bringing affordable, environmentally-friendly transportation solutions to communities everywhere.

### Our mission is to get people out of cars and:



Solve the last-mile challenge by connecting more residents to transit options.



Reduce congestion and over-reliance on single occupancy car trips



Improve air quality and reduce Greenhouse Gas emissions



Improve the overall quality of life in cities

Confidential and proprietary information



## Bird's Story

**Founded in 2017**, Bird saw instant success as a pioneer in the space.

Today....

**5** Continents.

**25** Countries.

**350** Cities.

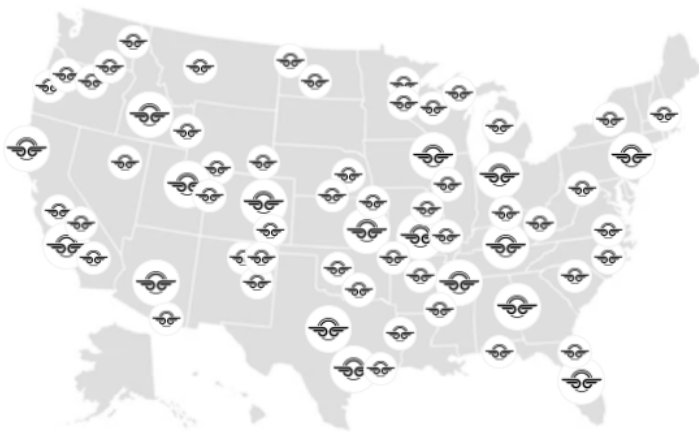
**100M+** Rides.

Listed on **NYSE BRDS**

B I R D



## Cities Big and Small



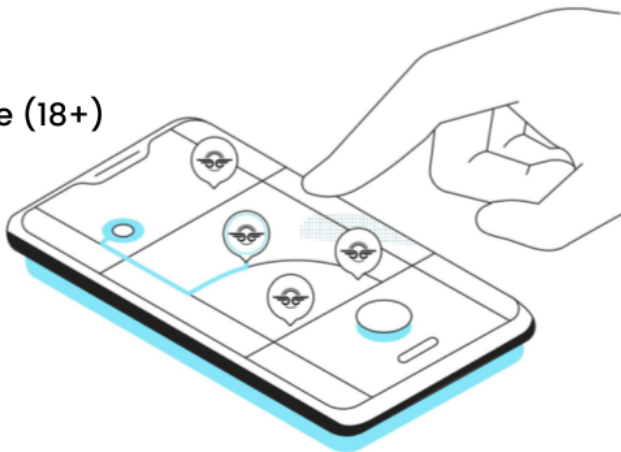
B I R D

City	Population
Fort Scott, KS	7,700
New Ulm, MN	12,200
Hermiston, OR	18,700
Elko, NV	20,300
Mason City, IA	27,200
Russellville, AR	29,100
Salisbury, MD	33,200
Coachella, CA	45,100
Enid, OK	50,300
Pueblo, CO	110,000



## How it works

1. Download the Bird app
2. Sign user agreement & verify age (18+)
3. Add payment
4. Complete educational tutorials
5. Enjoy the ride!



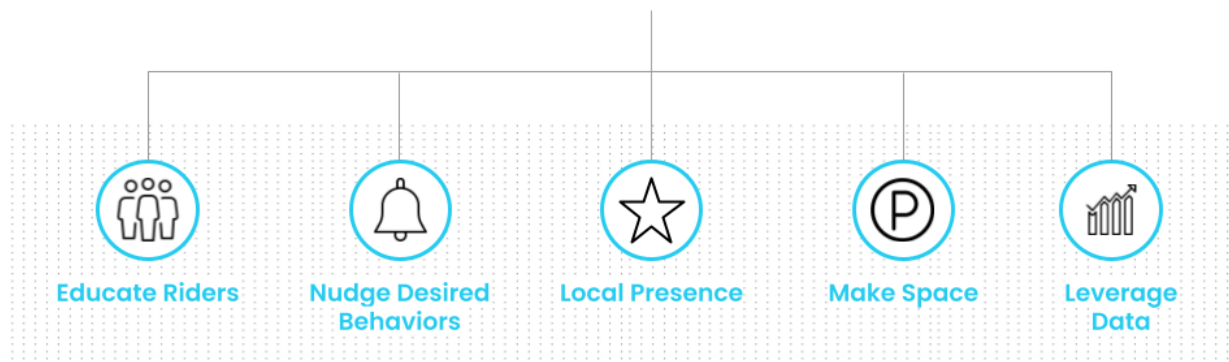
BIRD

5



## Focus on Reducing Clutter

Bird's future relies on properly integrating dockless micromobility into our communities



BIRD

12

# Local Run Operations

Our Fleet Managers are local contract workers responsible for managing a fleet including charging, repairs, and various performance tasks.

## Local Touch:

- ✓ Deep community ties, and local knowledge
- ✓ Fast issue resolution
- ✓ Economic Opportunity
- ✓ Aligned incentives

## Back by the Industry Leader:

- ✓ World-class technology & compliance tools
- ✓ Operational know-how
- ✓ Industry's Safest Vehicles

**BIRD** Confidential and Proprietary



“Being a fleet manager has enabled me to take care of my family, and provide employment opportunities in a time where we all need help.

– Chris, Atlanta, GA.

**Success by the numbers in Appleton**



Three Bird electric scooters are shown side-by-side, facing forward. They are black with white accents on the handlebars and the Bird logo on the front. The scooters have large, black, treaded tires and a foldable design.



This year, we reminded Appleton riders to...



# What is Bird?

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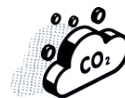
**Our mission is to get people out of cars and:**



Solve the last-mile challenge by connecting more residents to transit options.



Reduce congestion and over-reliance on single occupancy car trips



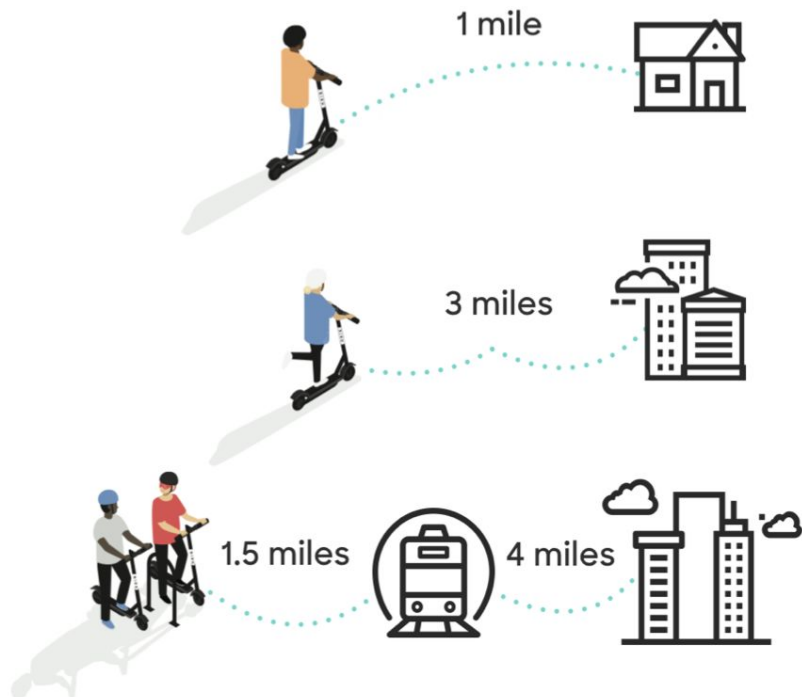
Improve air quality and reduce Greenhouse Gas emissions



Improve the overall quality of life in cities

# First Mile Last Mile

Great solution for quick trips



Get to School or Work

Don't hassle to re-park

Connect to transit or go one way



# Bird's Story

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Today....

**5** Continents.

**25** Countries.

**350** Cities.

**100M+** Rides.

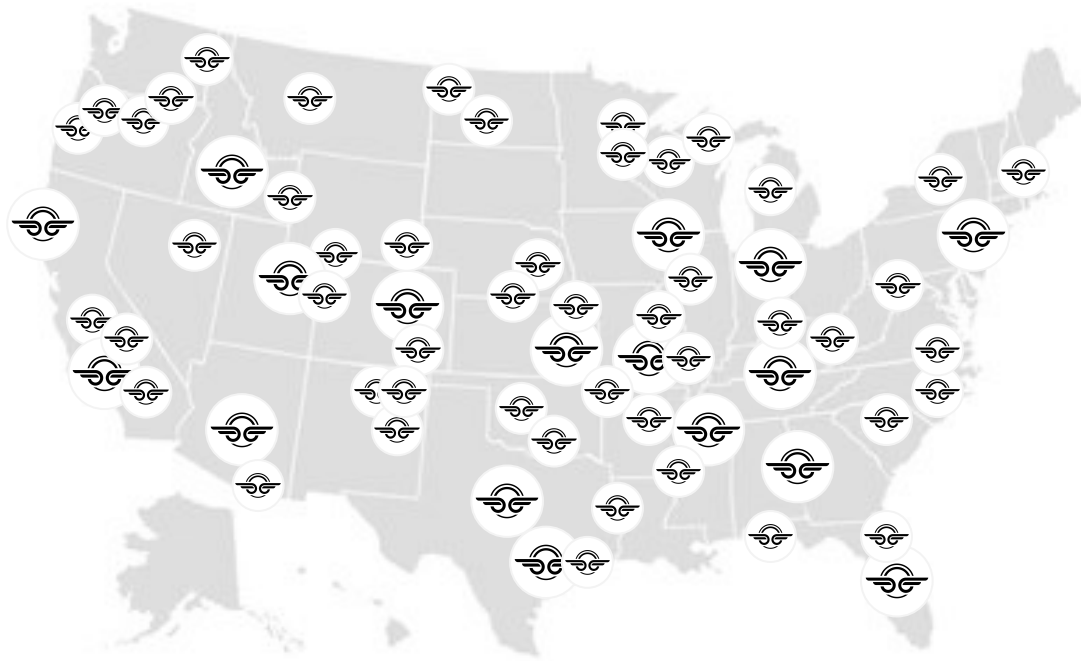
Listed on **NYSE BRDS**

B I R D





# Cities Big and Small



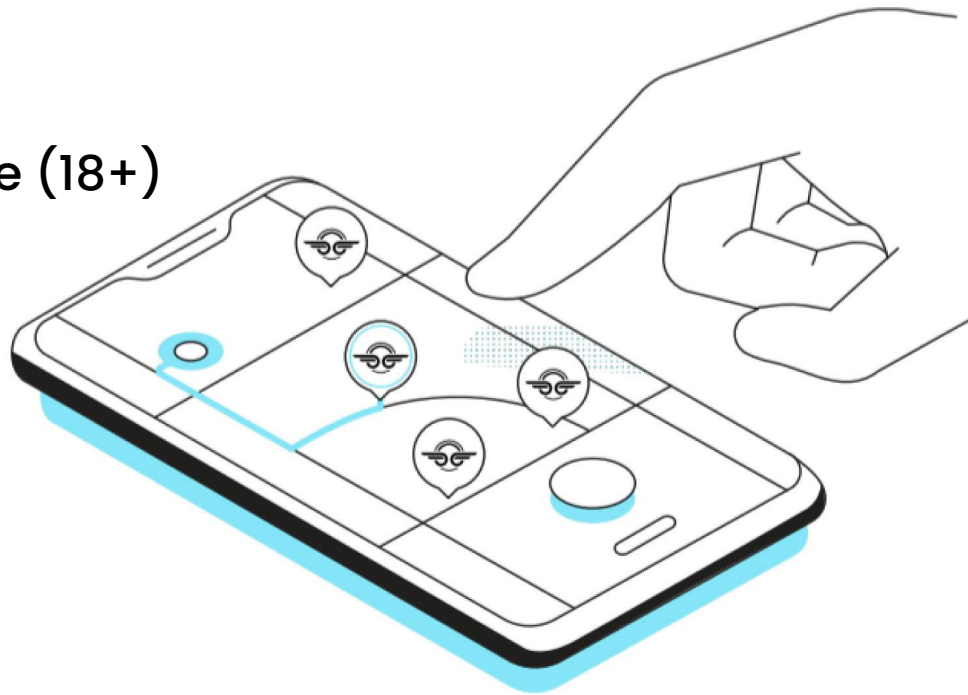
City	Population
Fort Scott, KS	7,700
New Ulm, MN	12,200
Hermiston, OR	18,700
Elko, NV	20,300
Mason City, IA	27,200
Russellville, AR	29,100
Salisbury, MD	33,200
Coachella, CA	45,100
Enid, OK	50,300
Pueblo, CO	110,000





# How it works

1. Download the Bird app
2. Sign user agreement & verify age (18+)
3. Add payment
4. Complete educational tutorials
5. Enjoy the ride!



# Pricing

## Standard Pricing

\$1+ a per minute fee. Averaging ~\$7 a ride.

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## Equitable Pricing Options

Discounts available to those in government assistance programs, veterans, senior citizens, healthcare workers, students with pell grants, etc.

B I R D





# The Dockless Model

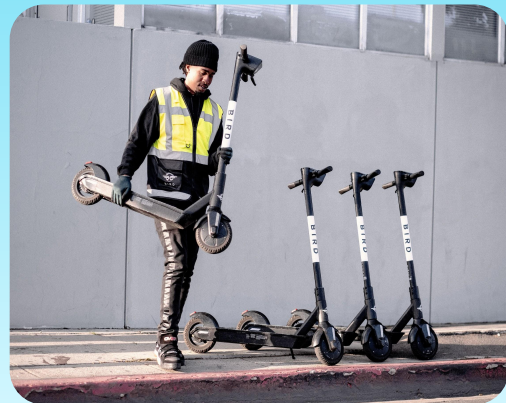
Follow the rules of the road like a bike

Freedom to choose where to pick up and drop off

Available for use within the designated 'operating zone'

Vehicle waits for next rider or is moved by Bird

**B I R D**



# Transportation Benefits

- ✓ **No cost** micro-mobility solution for the city
- ✓ Provide a sustainable, open-aired transportation option
- ✓ Reduce congestion & carbon emissions
- ✓ Supplement bus and transit trips
- ✓ Alternative parking solution
- ✓ Provide increased access to businesses throughout the city
- ✓ Establish a multimodal transportation network





# Partnering with Cities

Communication is key to long-term success.

We aim to be both proactive and reactive partners.



**Adam Blau**  
**Account Manager**

# BirdThree

Battery	36 V, 21.0 Ah 10S6P
Charge Time	5.8 hrs
Range	35 miles
Braking	Regen; Drum (front), disc (r)
Wheels	10" pneumatic
Top Speed	15 mph
Dimensions	47.7 in. x 19.3 in. x 46.8 in.
Lights	Front / Rear LEDs

## Enhanced Lighting

**Anti-Theft Encryption**  
Enhanced encryption keeps our riders safe and helps deter theft

**Autonomous Damage Sensors**  
Self-reporting damage sensors and automotive-inspired diagnostic technology

**Seamless Screws**  
Protection against injury and theft with no exposed screws

**Puncture-Proof Tires**  
10" tires feature puncture-proof tech, higher traction, and decreased vibration.

**Industry's Longest-Lasting Battery**  
Automotive-grade battery management system. Largest, safest, only operator with IP68 integrated battery

## Tip Detection Technology

**Throttle-Brake Interlock**  
Automatic safety actions to protect against accidentally holding the throttle.

**Dual Wiper Throttle**  
Automotive-grade functional safety and guaranteeing absolute speed-control accuracy

## Status Indicator

**Dynamic Stability Control Steering (DSCS)**  
Stabilizes out-of-control, sudden or erratic movements, guards against unsafe turns or over-corrections.

## Skid Detection

Only vehicle with skid detection technology to prevent improper riding behavior.

## Performance

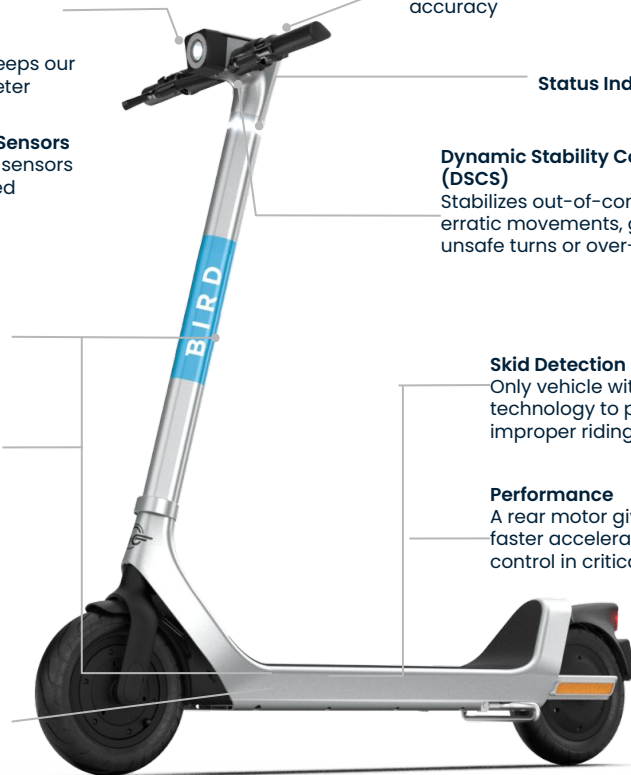
A rear motor gives Bird Three faster acceleration and more control in critical situations.

## Anti-Tip Kick Stand

With a dual anti-tipping kickstand, this Bird stands on its own two feet.

## Performance

AEB brings the vehicle to a stop in the event of a brake failure.







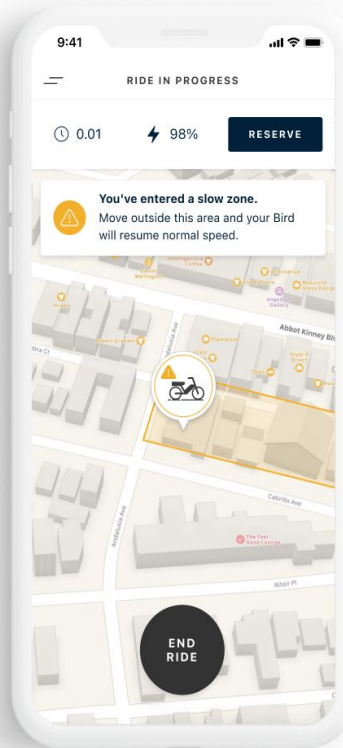
# Geo-Zone Technology

All vehicles are tracked with GPS.

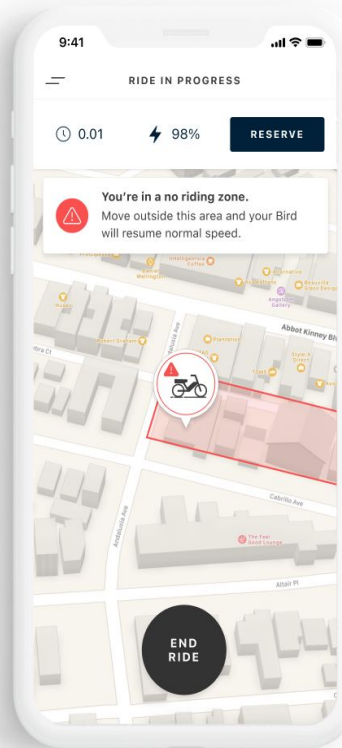
When riders enter a designated geo-zone, vehicles follow set rules.

Vehicles will slow down or stop, and riders are notified by a vehicle sound and an in-app notification.

## Slow Zone



## No-Ride Zone





# Focus on Reducing Clutter

Bird's future relies on properly integrating dockless micromobility into our communities



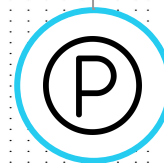
Educate Riders



Nudge Desired Behaviors



Local Presence



Make Space



Leverage Data



# Local Run Operations

Our Fleet Managers are local contract workers responsible for managing a fleet including charging, repairs, and various performance tasks.

## Local Touch:

- ✓ Deep community ties, and local knowledge
- ✓ Fast issue resolution
- ✓ Economic Opportunity
- ✓ Aligned incentives

## Back by the Industry Leader:

- ✓ World-class technology & compliance tools
- ✓ Operational know-how
- ✓ Industry's Safest Vehicles



Being a fleet manager has enabled me to take care of my family, and provide employment opportunities in a time where we all need help.

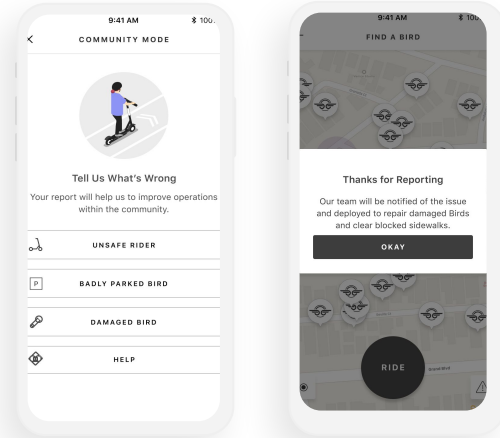
– Chris, Atlanta, GA.

# Customer Service

Our customer service phone number along with our e-mail address are clearly displayed on each of our scooters to report any concerns or to ask questions.



Our **Community Mode** enables both riders and non-riders to notify Bird of improperly parked scooters directly through the Bird app.



# Innovative Solutions

## Warm Up Mode

This feature offers a gentle acceleration profile that helps users learn to ride safely and confidently.

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## Safe Start

Between the hours of 10pm and 4am, riders attempting to unlock a Bird will now be asked to verify that they can safely handle the vehicle by correctly entering a keyword into the app.

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## Parking Management

Bird offers a comprehensive suite of parking tools that bridges the gap between technology and infrastructure by both directing and incentivizing riders to park in campus-designated areas.





# Proposal

- ✓ **No Investment Required**
- ✓ **Dedicated Account Manager**
- ✓ **Data Dashboard**
- ✓ **# of Vehicles: 50**
- ✓ **Launch Date:** April
- ✓ **Approval Documentation:** MOU



# Let's Ride

Garrett Gronowski  
Territory Manager  
310.569.2405  
garrett@Bird.co



# **MEMORANDUM OF UNDERSTANDING**

## **Operation of Bird Rides, Inc. in the City of Appleton**

Pursuant to this Memorandum of Understanding (hereinafter the “MOU”) for the operation of Bird Rides, Inc. owned dockless, stand-up electric scooters (hereinafter “electric scooter”) within the City of Appleton, Bird Rides, Inc., incorporated under the laws of California (hereinafter referred to as “Bird”) and the City of Appleton, a municipal corporation (hereinafter referred to as the “City”) (collectively “parties”) hereby agree as follows:

### **WITNESSETH:**

WHEREAS Bird, represented by Adam Blau, has previously operated a Bird stand-up electric scooter pilot program in the City of Appleton, that began on April 20, 2021 and ended on December 21, 2021; and

WHEREAS the City, whose address is City of Appleton Clerk, 100 North Appleton Street, Appleton, WI 54911-4799, is willing to establish a second Bird stand-up electric scooter pilot program within the City of Appleton to continue to evaluate the desire of establishing a regulatory framework for the long-term operation of Bird stand-up electric scooters within the City as well as to better determine the regulatory cost to the City; and

NOW, THEREFORE, in consideration of the above promises and mutual covenants of the parties hereinafter set forth, and the MOU for the operation of Bird stand-up electric scooters, the receipt and sufficiency of which is acknowledged by each party for itself, Bird and the City do agree as follows:

### **Section 1. DEFINITIONS**

- 1.1. “Code” shall mean the Municipal Code of the City of Appleton, Wisconsin.
- 1.2. “Customer” shall mean a person who has downloaded Bird’s app to their smart phone or other device.
- 1.3. “Dockless” shall mean a system of self-service mobility devices made available for shared use to individuals on a short-term basis, which may be rented through a smart-phone app, vendor website, vendor customer service number, or a pre-paid PIN and which do not require structures at permanent, fixed locations where rides must begin and end.
- 1.4. “Electric scooter” shall mean a device weighing less than 100 pounds that has handlebars and an electric motor, is powered solely by the electric motor and human power, and has a maximum speed of not more than 20 miles per hour on a paved level surface when powered solely by the electric motor. Under this MOU, an electric scooter shall be in reference to an electric scooter owned by Bird.

- 1.5. "Equipment" shall mean dockless, stand-up electric scooters.
- 1.6. "Geo-fencing" shall mean the ability of Bird to create no-ride or no-parking zones using GPS to create a digital fence around a designated area, that is marked as a red zone on the Bird app.
- 1.7. "Improperly parked" shall mean electric scooters parked in violation of section 5.5. of this MOU.
- 1.8. "Notice" and "Notification" shall mean notice from the public or notification from the City.
- 1.9. "Preferred parking area" shall mean areas designated in the Bird app as a location where customers may finish their ride and park the Bird electric scooter in order to receive a discount on the customer's next ride of a Bird electric scooter.
- 1.10. "Unsafe" shall mean any dockless, stand-up electric scooters, that could cause harm or injury to a customer or anyone else within the public right-of-way despite being operated in a reasonable manner.
- 1.11. "Unused electric scooter" shall mean any dockless, stand-up electric scooter parked in one location for more than 7 consecutive days without being used.

## **Section 2. PURPOSE AND GOALS**

- 2.1. It is the purpose of the City to initiate a second Dockless, Stand-up Electric Scooter Pilot Program (hereinafter the "pilot") with Bird, to further observe, solicit feedback on, and evaluate the effectiveness of electric scooters in Appleton. In addition, the City shall further track the administrative, educational, and enforcement costs to the City associated with establishing an electric scooter pilot to more accurately determine the cost of a licensing scheme. There is no guarantee electric scooters will remain in the City after the completion of this pilot. Upon the conclusion of the pilot, the City shall take time to evaluate any feedback received, determine whether the following goals have been achieved, and to develop a more long-term licensing plan for the operation of Bird electric scooters, should the City create such a license. Electric scooters may provide many benefits to residents and visitors of Appleton. Electric scooters have the potential to help the City improve outcomes related to equity, congestion mitigation, health, and access to opportunity. The City also realizes the potential for disruption to pedestrian ways and other public rights of way. The parties agree that this MOU is intended to be a fluid document, subject to change in order to ensure the success of the pilot program and further agree to work together to ensure the same.
- 2.2. The Goals of this pilot are as follows:
  - 2.2.1. Increase transportation options: Electric scooters have the potential to

reduce reliance on motor vehicles and ride sharing services for short trips, decreasing congestion and air quality impacts.

2.2.2. Expand access to transit: Electric scooters may provide links to public transit, assisting with connectivity and solving the first mile/last-mile problem.

2.2.3. Evaluate impacts on access to the public right-of-way: Bird must show a commitment to keeping pedestrian ways, streets, and other public rights-of-way unobstructed by electric scooters for other users. Most importantly, electric scooters must be parked and maintained in a manner that provides clear path for people walking and maintains access to businesses, residential units, and other buildings.

2.2.4. Evaluate the costs to the City: The City shall further track the costs of an electric scooter pilot program to the City, including but not limited to costs associated with enforcement activities, administrative, and educational.

### **Section 3. PILOT DURATION**

#### **3.1. Term.**

The term of this MOU shall be made effective upon signature by the parties and shall remain in effect, unless otherwise terminated, until December 31, 2022.

#### **3.2. Suspension.**

The pilot may be immediately suspended at any point and without cause by either the Director of the City of Appleton Department of Public Works (hereinafter “DPW”) or the Chief of the City of Appleton Police Department (hereinafter “APD”) for the purpose of working through any concerns with Bird.

#### **3.3. Termination.**

The pilot may be terminated at any point and without cause by either party upon seven (7) days prior written notice to the other party. The Director of DPW or the Chief of APD may terminate the pilot on behalf of the City.

#### **3.4. Modification.**

No term of this MOU may be modified or amended unless such modification or amendment is agreed to in writing and signed by the parties hereto.

### **Section 4. DUTIES OF BIRD**

#### **4.1. Maximum number of scooters and zones of operation.**



4.1.1. Bird shall provide a maximum of three hundred-fifty (350) electric scooters within the City throughout the duration of the pilot.

4.1.2. At the commencement of the pilot, no more than two hundred (200) electric scooters shall be initially deployed within the city. The initial distribution of electric scooters in the City shall be as follows: a maximum of one hundred (100) electric scooters shall be deployed within the downtown zone (between Wisconsin Avenue and Calumet Street), a maximum of fifty (50) electric scooters shall be deployed within the northside zone (north of Wisconsin Avenue), and a maximum of fifty (50) electric scooters shall be deployed within the southside zone (South of Calumet Street).

4.1.3. Bird shall deploy electric scooters in groups of no more than ten (10) in any given location to ensure electric scooters are equally distributed around locations within the zones of operation.

4.1.4. A review of the maximum number of electric scooters within the City or within a specific zone may be requested by either party. The parties agree to work together to come to a resolution for the duration of the pilot.

#### 4.2. Local operations.

Bird shall provide name and contact information for representative to the City within thirty (30) days after execution of this agreement.

#### 4.3. Reporting and data sharing.

4.3.1. Aggregate customer demographic data that does not identify individual customers, payment methods, of their individual trip history, gathered by Bird shall be provided to the Director of DPW on at least a monthly basis using anonymized keys.

4.3.2. The following information shall be required on the first of each month throughout the duration of the pilot, or as directed by the Director of DPW:

4.3.2.1. Total downloads, active customers & repeat customer information;

4.3.2.2. List of reported parking complaints including: description, location of incident, description of Bird response, and response time;

4.3.2.3. Incidents of electric scooter theft and vandalism;

4.3.2.4. Electric scooter maintenance reports;

4.3.2.5. Complaints received by Bird;

4.3.2.6. Accident/crash information; and

4.3.2.7. Payment method information.

4.3.3. Customer information shall be made available to APD upon warrant or subpoena or otherwise required by law.

4.4. Submerged electric scooters.

Bird acknowledges that submerged electric scooters in the City waterways may result in the release of hazardous wastes into the environment. Bird also acknowledges that there is a prohibition against discharging hazardous material as set forth in Sec. 6-61(a) of the Code. If a Bird electric scooter is submerged in a City waterway, Bird shall commence removal and site restoration as required in Sec. 6-61(c). If Bird fails to comply with removal, the City may respond, cause removal and require reimbursement pursuant to Sec. 6-61(d) of the Code. The City also retains discretion to issue citations pursuant to Sec. 6-61(g).

4.5. Relocation requests.

Bird shall respond to and relocate improperly parked or unused electric scooters within five (5) hours of notice between 6 a.m. and 10 p.m. Bird shall respond to and relocate improperly parked or unused electric scooters by 8 a.m. for notices received between 10 p.m. and 6 a.m.

4.6. Safety education.

Bird shall provide materials, videos, and signage to promote safe riding and educate riders on rider responsibilities and encourage safe and proper riding and parking as further described within this MOU.

4.7. Operation outside the City of Appleton.

Bird shall be responsible for tracking the location of electric scooters to ensure that electric scooters are not operated outside the City. Upon notification of the operation or placement of an electric scooter outside the City, Bird shall commence relocation of the electric scooter back within City limits.

4.8. Equipment maintenance.

Bird shall regularly inspect and provide necessary maintenance to each electric scooter at least once per month. Upon notification of an unsafe or inoperable electric scooter, Bird shall remove said electric scooter within two (2) hours. Bird acknowledges that the City may impound electric scooters that are deemed unsafe or inoperable and not remedied in accordance with this provision.

#### 4.9. Geo-fencing of downtown bridges.

Bird shall geo-fence all downtown bridges to prevent customers from ending their ride on them in order to increase accessibility for pedestrians. The parties acknowledge that customers may traverse the downtown bridges.

#### 4.10. Preferred parking zones.

Bird agrees to work with the City to create preferred parking zones within the City prior to the deployment of Bird electric scooters. The parties agree that, throughout the duration of the pilot, they will continue to work jointly to adjust the preferred parking zones as necessary.

### **Section 5. OPERATING REGULATIONS**

5.1. Bird shall provide easily visible contact information for Bird's locally based operations manager, including toll-free phone number and e-mail address on each electric scooter for members of the public to make relocation requests or to report other issues with devices.

#### 5.2. Safety requirements.

5.2.1. Each electric scooter shall meet the requirements described in Sections 347.489 (1), 347.489 (2), and 347.489 (3) of the Wisconsin State Statutes.

5.2.2. The maximum motor-assist speed for electric scooters shall be 15 mph, except along College Avenue (between Drew Street and Richmond Street) where it shall be 12 mph.

#### 5.3. Electric scooter availability and hours of operation.

5.3.1. Bird, through its locally based operations manager, shall redistribute electric scooters to ensure electric scooters are distributed throughout the City. Bird agrees to work with the Director of DPW, or designee, in order to determine the safest and most efficient distribution of electric scooters throughout the City for the duration of the pilot. The parties acknowledge that Bird may utilize independent business logistics providers to facilitate local operations. Bird's use of these logistics providers does not constitute a transfer or assignment of this MOU, and Bird remains responsible for all obligations and requirements under this MOU.

#### 5.3.2. Hours of operation.

Electric scooters shall be made available to rent twenty-four (24) hours per day, under appropriate environmental circumstances.

#### 5.3.3. Winter operation.

Bird shall begin to remove electric scooters from use upon the onset of snow accumulation within the City, or as directed by Director of DPW, or designee.

#### 5.4. Proper electric scooter use.

5.4.1. Electric scooters shall be operated and regulated in the same manner as bicycles and may be operated on roadways, sidewalks, bike lanes, and bike paths, unless otherwise stated in State or City regulations.

5.4.2. Electric scooters may not be operated on the sidewalks on College Avenue between Drew Street and Badger Avenue.

5.4.3. Electric scooters shall be operated on the right of street lanes and offer the right-of-way to bicycles in bike lanes and on bike paths.

5.4.4. Electric scooters shall not be operated by individuals under the age of 18.

5.4.5. Electric scooters shall not be operated within City-owned parking ramps. 5.5.

#### Proper electric scooter parking.

5.5.1. Bird shall provide instructions for properly parking electric scooters to customers in easily understandable formats through multiple media types.

5.5.2. Bird shall keep the sidewalk free from obstructions to pedestrians by requiring customers to park electric scooters such that a walk space not less than five (5) feet wide shall at all times be kept open for pedestrians and shall not be parked on the main traveled portion of the sidewalk or against or adjacent to windows.

5.5.3. Electric scooters shall not be parked on a sidewalk having a width of less than five and one-half (5 ½) feet.

5.5.4. Electric scooters shall not be parked at the intersection of two or more streets between the points of curvature, measured along the curb.

5.5.5. On roadways without sidewalks, electric scooters may be parked in the roadway if the right-of-way and the pedestrian way are not obstructed.

5.5.6. Electric scooters shall not be parked on private property without the express consent of the owner.

5.5.7. Electric scooters shall not be parked within, or obstruct access to, parking spaces; transit stops, including bus stops, streetcar stops, shelters, and passenger waiting areas; entryways; driveways; or crosswalks.

5.5.8. All electric scooters shall be parked in an upright position with two (2) wheels making a point of contact with the ground and in such a manner as to not constitute a hazard to pedestrians, traffic, or property.

5.5.9. Electric scooters shall not be parked on all downtown bridges within the City of Appleton. Bird agrees to further assist with this prohibition as stated in Section 4.9 of this MOU.

## **Section 6. INSURANCE REQUIREMENTS**

Bird shall comply with the requirements contained within the attached Insurance Requirements – Bird Pilot Program.

## **Section 7. INDEMNIFICATION**

Notwithstanding any references to the contrary in the application documents, Bird assumes full liability for all of its acts in the performance of this pilot. Bird will save and indemnify and keep harmless the City against all liabilities, judgments, costs and expenses which may be claimed by a third party against the City in consequence of allowing Bird to participate in this pilot program, or which may result from the negligence or misconduct of Bird, or its agents, employees, customers or users, except to the extent arising out of or resulting from the City's sole negligence or willful misconduct. If judgment is recovered, whether in suits of law or in equity, against the City by reason of the negligence or misconduct of Bird, or its agents, employees, customers or users participating in this pilot, or utilizing Bird's equipment, Bird assumes full liability for such judgments not only as to the amount of damages, but also for the cost, attorney fees, or other expenses resulting there from. The City may tender the defense of any claim or action at law or in equity to Bird or its insurer, and upon such tender it shall be the duty of Bird or its insurer to defend such claim or action without cost or expense to the City or its officers, council members, agents, employees or authorized volunteers. Bird shall be entitled to have control over the defense and settlement of tendered lawsuits, including the selection of counsel; provided Bird may not settle any lawsuit on behalf of the City without the City's written consent that either (1) requires the City to admit liability, or (2) exceeds the limits of Bird's insurance policies. City shall cooperate in all reasonable respects with Bird and its attorneys in the defense or settlement of such lawsuit; provided, that the City shall be entitled to reasonably participate in the defense of such lawsuit and to employ its own counsel at its own expense to assist in the handling of such lawsuit.

## **Section 8. MISCELLANEOUS**

### **8.1. Assignment.**

Neither party shall assign nor transfer any interest or obligation in this Agreement, whether by assignment or novation, without the prior written consent of the other party.

### **8.2. Notices, Records, Invoices, Billings and Reports.**

8.2.1. All notices required to be sent by this Agreement shall be deemed delivered as of the date of postmark if deposited in a United States mailbox, with sufficient first class postage attached and addressed as follows, which shall be directly sent to the persons stipulated herein:

For the City:

Director of Appleton Department of Public Works  
City of Appleton  
100 North Appleton Street  
Appleton, WI 54911-4799

For Bird:

406 Broadway Ave. #369  
Santa Monica, CA 90401

8.2.2. It shall be the duty of a party changing its address to notify the other party in writing within a reasonable time if not explicitly set forth within this MOU.

### 8.3. Payment.

Bird agrees to pay to the City \$0.10 per ride in order to recoup administrative, educational, and enforcement expenses incurred by the City. Payment shall be made on a monthly basis and shall be made payable to the City of Appleton – Finance Department.

### 8.4. No Waiver.

No failure to exercise, and no delay in exercising, any right, power or remedy, including payment, hereunder, on the part of the City or County shall operate as a waiver hereof, nor shall any single or partial exercise of any right, power or remedy preclude any other or further exercise thereof or the exercise of any other right, power or remedy. A waiver of any covenant, term or condition contained herein shall not be construed as a waiver of any subsequent breach of the same covenant, term or condition.

### 8.5. Construction of Agreement.

8.4.1. This Agreement is intended to be solely between the parties hereto. No part of the Agreement shall be construed to add, supplement, amend, abridge, or repeal existing rights, benefits or privileges of any third party or parties, including but not limited to employee of either of the parties.

8.4.2. It is expressly understood and agreed to by the parties hereto that in the event of any disagreement or controversy between the parties, Wisconsin law shall be controlling.

8.4.3. The entire Agreement of the parties is contained herein and this Agreement supersedes any and all oral agreements and negotiations between the parties relating to the subject matter hereof.

8.5.4. If any provision of this Agreement is determined by a court of record to be void or unenforceable, all remaining provisions shall continue to be valid and enforceable.

8.6. Public Records.

Bird understands that the City is bound by the Wisconsin Public Records Law, and as such, all of the terms of this pilot are subject to and conditioned on the provisions of Wis. Stat. sec. 19.21 *et. sec.* Bird acknowledges that it is obligated to assist the City in retaining and producing records that are subject to the Wisconsin Public Records Law and that Bird must defend and hold the City harmless from liability to its fault under the law. Except as otherwise authorized, those records shall be maintained for a period of seven years. This provision shall survive termination of this MOU and the pilot itself.

IN WITNESS WHEREOF, the parties have executed this Agreement and its Schedules as of the day and date set forth above by their duly authorized officers.

**BIRD RIDES, INC.**

By: \_\_\_\_\_ By: \_\_\_\_\_ Printed  
Name: \_\_\_\_\_ Printed Name: \_\_\_\_\_ Date:  
\_\_\_\_\_ Date: \_\_\_\_\_

**SIGNATURES CONTINUE ON THE FOLLOWING PAGE  
CITY OF APPLETON**

By: \_\_\_\_\_ By: \_\_\_\_\_ Jacob  
A. Woodford, Mayor Kami Lynch, City Clerk Date: \_\_\_\_\_  
Date: \_\_\_\_\_

Approved as to form:

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Christopher R. Behrens, City Attorney  
CityLaw A21-0079



CITY OF MENASHA  
ADMINISTRATION COMMITTEE  
100 MAIN STREET  
FEBRUARY 21, 2022  
MINUTES

A. CALL TO ORDER

Meeting called to order by Chairman Nichols at 7:21 p.m.

B. ROLL CALL

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

ABSENT: Ald. Schmidt & Tom Grade

ALSO PRESENT: PC Styka, KC Kloehn, CDD Schroeder, DPW Jungwirth, DDE Gordon,  
FD Sassman, PRD Sackett, CA/HRD Captain, Mayor Merkes, Clerk Krautkramer

C. MINUTES TO APPROVE

1. Administration Committee, 2/7/22

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

Motion carried on voice vote.

D. DISCUSSION / ACTION ITEMS

1. Parking Ticket Fine Adjustment

Staff provided an overview of the parking ticket fine adjustment proposal.

General discussion ensued on handicap parking fees.

Moved by Ald. Sevenich seconded by Ald. Ted Grade to recommend to Common Council to approve increasing all regular parking violations (as defined in the analysis section) from \$10 to \$15, summer overnight parking from \$10 to \$15, the escalation system to \$5 per violation for the same offense over a one year period of time, maxing out at \$20 plus the fine for the 5th and subsequent violation(s).

Motion carried on roll call 6-0.

E. ADJOURNMENT

Moved by Ald. Taylor seconded by Ald. Ted Grade to adjourn at 7:26 p.m.

Motion carried on voice vote.

Haley Krautkramer  
City Clerk

CITY OF MENASHA  
BOARD OF PUBLIC WORKS  
100 MAIN STREET  
FEBRUARY 21, 2022  
MINUTES

A. CALL TO ORDER

Meeting called to order by Chairman Langdon at 5:36 p.m.

B. ROLL CALL

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

ABSENT: Ald. Schmidt & Tom Grade

ALSO PRESENT: PC Styka, CDD Schroeder, DPW Jungwirth, DDE Gordon,  
FD Sassman, PRD Sackett, CA/HRD Captain, Mayor Merkes, Clerk Krautkramer

C. MINUTES TO APPROVE

1. Board of Public Works, 2/7/22

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

Motion carried on voice vote.

D. DISCUSSION / ACTION ITEMS

Jake Joyal, KL Engineering, Inc. He gave overview of the Racine Street Bridge Lighting Options and commented on:

- Lighting infrastructure integration
- Baseline infrastructure
- Materials estimate
- Controlling the lighting (power/electrical service & color changing capabilities)
- Costs
- Static structure (lighting alternatives)
- Lighting types (column lighting, girder lighting, lighting edge of deck lighting)
- Bascule & operator house lighting
- River underdeck lighting
- City sign lighting
- Lighting alternatives (drawbridge – alternative #1, flood lighting - alternative #2, full build lighting – alternative #3)
- Timeline & next steps (approval & construction)

General discussion ensued on:

- Lighting costs
- Lighting maintenance
- Contingency funding/budgeting
- Alternative #2
- Lighting the operators house
- Decorative lighting options

Moved by Ald. Sevenich seconded by Ald. Ted Grade to recommend to Common Council approval of adding under deck lighting the Racine Street Bridge.

Motion carried on roll call 6-0.

E. ADJOURNMENT

Moved by Ald. Taylor seconded by Ald. Ted Grade to adjourn at 6:37 p.m.

Motion carried on voice vote.

Haley Krautkramer  
City Clerk

**CITY OF MENASHA  
Housing Authority Meeting  
Menasha Public Library  
February 28, 2022  
DRAFT MINUTES**

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**A. CALL TO ORDER**

The meeting was called to order by Chairperson Haase at 4:30 PM

**B. ROLL CALL/EXCUSED ABSENCES**

MEMBERS PRESENT: Chairperson Larry Haase Commissioners Christine Kaup, Mike Keehan, Arnie Collier, Austin Hammond and Frank Haffner (Alternate).

MEMBERS EXCUSED/ABSENT:

OTHERS PRESENT: CDD Schroeder and Alderman James Taylor

**C. MINUTES TO APPROVE**

**1. Minutes of the December 13, 2021 Housing Authority Meeting**

A motion was made by Commissioner Keehan to approve the Minutes of the December 13, 2021 Housing Authority Meeting. The motion was seconded by Commissioner Kaup. The motion was approved.

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

**Five (5) minute time limit for each person**

James Taylor, 340 Broad Street representing his Major Renovation project MR2020-16: Taylor provided an update of his project noting there were many delays due to covid including contractors, materials and pricing. Following the previous extension, he had reached out to the Chimney contractor who wouldn't have been able to do the work until spring of 2022 which was after the deadline. Taylor handed out a packet of information to show the updated timeline for the chimney, if an extension would be granted, would be out to the end of the summer of 2022. Taylor noted that the price of the windows especially the custom size windows were tremendously high so they decided to only do a portion of the windows. Also included in the handout, Taylor informed the Housing Authority that the previous week, he had a contractor come in and waterproof the basement. This is not the same scope as the original project, but another method of waterproofing.

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

**1. CDBG-RLF Status Update**

CDD Schroeder provided a brief summary of the CDBG-RLF status being no new applicants, however, staff continues to work through one application in process and a couple other possible projects. Staff also met with the Winnebago Housing Authority to discuss possible ways to partner.

**2. Update on Strong Neighborhoods Menasha Housing Program**

**a. Updated Strong Neighborhoods Menasha Housing Program as approved by Council on 1/17/2022**

CDD Schroeder gave a brief overview of the updated program that was discussed in the fall of 2021 at the Housing Authority level. The only addition, was a disbursement process for Major Renovations.

**b. Strong Neighborhoods Menasha Housing Program Year End Review**

CDD Schroeder gave a brief overview of the program accomplishment to date including the number of project, public investment, private investment and increased value from most of the 2020 projects.

The Authority discussed first time homebuyer program, property survey program, marketing the program and other programs, and considerations of natural disasters.

**c. Fund Disbursement Denial of MR2020-16 (340 Broad Street)**

CDD Schroeder gave a brief overview of the project and timeline as outlined in the packet. The Authority discussed rules and regulations, changing the scope of the work, communication, timeline, past approvals, direction from the Common Council, compromising, and the ability to approve.

General discussion ensued. Ultimately, the majority of the Authority did not feel it was acceptable to approve funds and based on the rules felt they could not extend the project deadline. General consensus was the window project was well done and there would be general support for the applicant to petition and the Common Council, as the program creator and ultimately the body controlling the funds, to consider providing funds for the work completed.

No action taken.

**ACTION / DISCUSSION**

**1. CDBG Applicants –**

None

**2. Strong Neighborhood Applicants –**

None

**3. Set Next Meeting Date**

The next meeting was set for April 25, 2022.

**F. ADJOURNMENT**

A motion was made by Commissioner Keehan to adjourn the meeting at 5:10 PM. The motion was seconded by Commissioner Hammond. The motion carried.

*Minutes respectfully submitted by CDD Schroeder*

**ELISHA D. SMITH PUBLIC LIBRARY BOARD OF TRUSTEES**  
**MEETING MINUTES**  
**Elisha D. Smith Public Library**  
**Company E Room**  
**January 25, 2022**

**Called to order** at 4:31pm by Chairman Golz

Present: Trustee Franzoi, Chairman Golz, Vice Chairman Halverson, Trustee Lane, Trustee Schwerbel, Trustee Stojanovic, Trustee Turner (arrived at 4:46pm), Superintendent of Schools VanderHeyden, Trustee Witt and Teen Rep Chintamani (arrived at 4:36pm)

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 Halverson, seconded by Witt to approve the Library Board of Trustees meeting minutes from December 28, 2021. Motion carried unanimously.

**Authorization of Bills**

A motion was made by VanderHeyden, seconded by Lane, to authorize payment of the December (2) 2021 list of bills from the 2021 budget and the January 2022 list of bills from the 2022 budget and endowment fund. Motion carried unanimously.

**Unfinished Business**

Building & Grounds Committee Update

City Attorney Pam Captain is putting together a contract for EUA. Kopetsky will be the contact person.

Ad Hoc Committee to Establish Friends Group Update

Kopetsky will be talking with Marquette University Law School on February 23 about establishing the 501(c)3.

**New Business**

Director's Report

- The library received a generous donation from Mowry Smith III.
- The Children's and Reference Department staff have integrated into one workspace.
- The Makerspace has been completed. There will be a soft opening on February 22 from 6:00-8:00pm.
- Lakeside Book Company will be covering the cost of our program leaders for the creative writing programs in 2022 beginning February 14.
- Boardlandia Games will be leading a once-a-month gaming program to introduce participants to new games.
- We will be posting one or two casual (unbenefited) staff positions.

December Statistics

Last year, we were at about 64% of our normal circulation pre-COVID. We were closed the first two months of the year and then we opened with reduced hours. Our circulation per capita was 8.6% ranking 2<sup>nd</sup> in our area.

## COVID

Over the last month, we have had staffing challenges due to COVID but have been able to operate with full services.

## 2021 Budget Status Report

Trustees reviewed the 2021 budget. Kopetsky proposed that we encumber the cost of the planning and preliminary design / cost estimate (\$48,000 previously was reported as \$46,000) and valve replacement (\$12,000) from the remaining funds from 2021. Motion made by Franzoi, seconded by Halverson to encumber the cost of the planning and preliminary design/cost estimate and valve replacement and revisit any remaining funds next month. Motion carried unanimously.

## Endowment and WALs Fund Reports

Trustees reviewed the 2021 endowment and WALs Fund reports.

## 2019-2023 Strategic Plan Update

Trustees reviewed the 2019-2023 strategic plan. The community engagement component with EUA will help frame our next strategic plan. Board committees should determine if they still align with the strategic plan.

Franzoi and Lane left the meeting at 5:22pm.

## Staff Reports

- Pa Ja Yang will be starting on January 31.
- Adult Services and the Children's Departments are working on programming, weeding/rearranging collections, summer reading program and budget/purchases. In January, we had 22 programs and in February we have 35 scheduled.
- The Circulation Department has started cross training library assistants at the Children's and Reference desks.

## **Adjournment**

Motion to adjourn made at 5:31pm by VanderHeyden, seconded by Halverson. Motion carried unanimously.

Respectfully submitted,  
Kathy Dreyer, Recording Secretary

**MINUTES  
BUILDING AND GROUNDS COMMITTEE  
ELISHA D. SMITH PUBLIC LIBRARY BOARD OF TRUSTEES  
Gegan Room  
February 17, 2022**

**Called to order** at 3:43pm by Chairman Halverson  
**Committee members present:** Golz and Halverson  
**Absent:** Turner

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

**Public Comment/Communication:** None

**Consent Business**

Motion made by Golz, seconded by Halverson to approve the Building & Grounds Committee meeting minutes of December 21, 2021. Motion carries unanimously.

**Planning Meeting for Community Outreach**

Motion made by Halverson, seconded by Golz to recommend to the Board that we not pursue the services of Margaret Sullivan Studio at this time. Motion carried unanimously.

The committee discussed who might be part of the project leadership team.

**Adjournment**

The meeting adjourned at 4:40pm.

Respectfully submitted,  
Kathy Dreyer, recording secretary

**ELISHA D. SMITH PUBLIC LIBRARY BOARD OF TRUSTEES**  
**MEETING MINUTES**  
**Elisha D. Smith Public Library**  
**Company E Room**  
**February 22, 2022**

**Called to order** at 4:31pm by Chairman Golz

Present: Chairman Golz, Vice Chairman Halverson, Trustee Lane (via Zoom), Trustee Stojanovic, Trustee Turner, Superintendent of Schools VanderHeyden, Trustee Witt and Teen Rep Chintamani (arrived at 4:37pm)

Absent: Trustee Franzoi

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

**Public Comment/Communication**

Mr. Nebel thanked trustees and staff for getting the library through COVID and the director change. He discussed the need to establish a marketing plan for the library.

**Consent Business**

A motion was made by VanderHeyden, seconded by Witt to approve the Library Board of Trustees meeting minutes from January 25, 2022. Motion carried unanimously.

A motion was made by Halverson, seconded by Turner to add to the agenda the approval of the Library Board of Trustees Building and Grounds Committee meeting minutes of February 17, 2022. Motion carried unanimously.

A motion was made by Halverson, seconded by Turner to approve the Library Board of Trustees Building and Grounds Committee meeting minutes of February 17, 2022. Motion carried unanimously.

**Authorization of Bills**

A motion was made by Halverson, seconded by VanderHeyden, to authorize payment of the February 2022 list of bills from the 2022 budget, endowment fund and WALIS Technology Fund. Motion carried unanimously.

**Unfinished Business**

Planning Process Update

We are working with EUA on a revised timeline, expected outcomes and roles and the responsibilities of each party. Carolyn Glime (EUA) and Kopetsky will be the contact people. A project leadership team is being developed to help with the direction of the community engagement. We hope to have these meetings done by the end of May since it is hard to get people together over the summer. At our meeting on March 8, we will determine what we want out of this process. The Building and Grounds Committee is recommending that we not pursue the services of Margaret Sullivan Studio (MSS) at this time. Motion made by Halverson, seconded by Witt approve the recommendation of the Building & Grounds Committee. Trustees discussed the benefits of a local company, potential duplication of services and how we could bring MSS in at a different time. Motion carried unanimously.

Ad Hoc Committee to Establish Friends Group Update

Kopetsky will be talking with Marquette University Law School tomorrow, February 23, about establishing the 501(c)3.

**New Business**

Director's Report



- As part of our capital expenses for 2022, we are looking at flipper tables with wheels and shelving options for new and popular materials.
- We are continuing to talk with the Boys and Girls Brigade about ways in which we can collaborate.
- We have experienced some challenges getting the word out about our new programs. Kopetsky would like the Marketing and Resource Development Committee to meet to discuss what platforms to use and amount of money to spend on marketing.
- COVID cases have fallen and remained below the threshold set last October. We have ended our masking mandate except for meetings and programs due to prolonged exposure. Beginning Monday, February 28, face coverings will be optional for both employees and public within City buildings.

#### January Statistics

Last January, the library was only open for curbside service which is why this year's numbers show a substantial increase over last year. We are seeing the use of electronic materials plateau as some patrons stick to electronic formats while others returned to physical copies.

#### 2021 Budget Status Report

Trustees reviewed the final 2021 budget. Last month, we encumbered the cost of the facility plan and preliminary design / cost estimate (\$48,000) and valve replacement (\$12,000) from the remaining funds from 2021. Kopetsky would like to encumber another \$2,500 for our chiller. Motion made by Halverson, seconded by Turner to encumber \$2,500 for the chiller from the 2021 budget. Motion carried unanimously.

#### 2022 Budget Status

Trustees reviewed the 2022 budget status.

#### 2022 Volunteer of the Year

Staff would like to nominate Bob Plath as our 2022 Volunteer of the Year. Bob has been instrumental in pulling the holds off the shelves in the morning especially during our staff shortages due to COVID. Motion made by Turner, seconded by Halverson to recognize Bob Plath as our Volunteer of the Year. Motion carried unanimously.

#### 2021 Annual Report to Wisconsin Department of Instruction

Trustees reviewed the annual report. Motion made by VanderHeyden, seconded by Witt to agree that the Winnefox Library System did provide effective leadership and adequately met the needs of the library. Motion carried unanimously.

#### Staff Reports

- We are a drop off site for Help for the Homeless Hygiene Drive.
- Tonight, Fox Cities Reads will be announcing their Community Read books and authors here at the library.
- Pa Ja Yang is a great addition to our team. She has planned some activities at the Boys & Girls Club.
- Staff is learning the new equipment in SMITHworks.

Our March meeting will be held on Tuesday, March 29, at 4:30pm instead of March 22.

#### **Adjournment**

Motion to adjourn made at 5:40pm by Turner, seconded by Stojanovic. Motion carried unanimously.

Respectfully submitted,  
Kathy Dreyer, Recording Secretary

**NMFR Joint Finance & Personnel Committee Meeting Minutes**  
**February 22, 2022 – 5:30 p.m.**  
**City Hall – Menasha**

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

Excused: Ald. Stevenson

Also Present: Chief Kloehn, Finance Mngr Pearson

Public: None

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

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

Approval of Minutes: The Committee reviewed the January 25<sup>th</sup>, 2022 meeting minutes. **MSC Grade/Borchardt to approve the January 25<sup>th</sup>, 2022 meeting minutes and place on file, all voting aye.**

Activity and Automatic Aid Reports: The Committee reviewed the January 2022 year-to-date activity and mutual aid reports. **MSC Grade/Ropella to approve the January 2022 activity and mutual aid reports and place on file, all voting aye.** Chief Kloehn noted that our call volume for the month of January had increased from last year at the same time. Discussion on the amount of ice rescue calls that NMFR responded to during Battle on Bago fishing tournament. Ald. Grade had asked about charging a fee to the people who were rescued since we had to call in overtime to staff a station while the crew was out for 6 hours performing rescues. Ald. Sevenich and Ropella agreed; this has been talked about for years but how do we go about implementing? Chief Kloehn said that he will be meeting with the Winnebago County Sheriff's Department on February 24, 2022 to have an incident action review with all responding agencies.

Automatic Aid Review of Contract: Chief Kloehn discussed the automatic aid agreement between City of Appleton and NMFR. Winnebago County and Outagamie County have fixed the CAD system to allow both agencies to begin automatic aid. Chief Kloehn explained that the only difference is that Appleton Fire Department is all EMT's and will be going to a Paramedic service soon. Because NMFR is at an EMR advanced level service, automatic aid for EMS has been removed from the contract and the automatic aid contract will be for structure fires and major incidents on Hwy 441. If for some reason AFD is busy with calls, they will call NMFR for EMS services. **Ald. Boyette/Ropella recommends the City of Menasha and the City of Neenah Common Councils approve the updated and amended automatic aid agreement between the Appleton Fire Department and Neenah-Menasha Fire Rescue, all voting aye.**

Carry Forward Request for 2021 Operating Funds for Engine 32: Chief Kloehn discussed the repair issues with Engine 31. Engine 31 is our oldest truck in the fleet and has the TAK 4 suspension issue. Besides being worn, we have some issues with it being corroded in spots. Chief Kloehn explained that we have removed the TAK 4 suspension feature in our last two apparatus and the new engine we just ordered. **Ald. Borchardt/Boyette recommends the City of Neenah and City of Menasha Common Councils to approve the repair of Engine 31's TAK 4 system for a cost not to exceed \$16,517.00 with funding coming from the maintenance of motor vehicle budget that is within the operating budget, all voting aye.**

**MSC Borchardt/Grade to adjourn at 5:58p.m., all voting aye.**

Respectfully Submitted,

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

Kevin Kloehn  
Fire Chief

CITY OF MENASHA  
Plan Commission  
Menasha City Center, Room 133 – 100 Main Street  
March 1, 2022  
DRAFT MINUTES

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**A. CALL TO ORDER**

The meeting was called to order at 3:31 PM by Director Schroeder.

Motion by Comm. Sturm to appoint Comm. Benner as temporary Chairperson in the absence of both the Chairperson and Vice-Chairperson. The motion was seconded by Comm. Cruickshank. The motion carried.

**B. ROLL CALL/EXCUSED ABSENCES**

PLAN COMMISSION MEMBERS PRESENT: Alderperson Grade (Alt.), DPW Jungwirth, Commissioners Cruickshank, Strum, Anderson and Benner.

PLAN COMMISSION MEMBERS EXCUSED: Mayor Merkes and Alderperson Schmidt

OTHERS PRESENT: CDD Schroeder

**C. PUBLIC HEARING**

**D. MINUTES TO APPROVE**

**1. Minutes of the February 1, 2022 Plan Commission Meeting**

Motion by Ald. Grade, seconded by Comm. Sturm, to approve the February 1, 2022 Plan Commission meeting minutes. The motion carried.

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

No public comment.

**F. DISCUSSION / ACTION ITEMS**

**1. Certified Survey Map – Lot Split – 824 Third Street – Manderfield’s**

CDD Schroeder provided an overview and history of the proposed Certified Survey Map splitting the Manderfield’s property separating the existing single family home and the business on two separate parcels as it was originally configured.

General discussion ensued including the history, the use of a single family dwelling on a C-1 Business district, the existing and proposed setbacks, the minimum lot width off of Plank Road and nonconforming regulations.

Motion by Comm. Sturm, seconded by DPW Jungwirth to approve the Certified Survey Map as presented dividing parcel 5-00461-00 into two parcels. The motion carried.

**2. Section 13-1-12(f) Site Plan Review – Architectural Design and Materials Discussion (Acceptable Durable Building Materials)**

CDD Schroeder provided a brief overview of past discussion as it related to past approvals, the intent of the code, and the direction of the Plan Commission to bring back recommended changes. Furthermore, staff shared examples from other communities that could be considered.

The Commission discussed this matter and the following points came up:

- Precast concrete allowance
- C2 higher level of detail
- Finishes
- Architectural design – reference (f)(3)
- Intent of the code both aesthetically and durability to last the test of time
- Terminology such as “designer”

- Chains/Franchises – reference (f)(10)
- Plan Commission Imposition to add more stringent requirements
- Consistency – past projects – large buildings – reference (f)(11)
- Existing building – replacement of windows and sizes

Staff was directed to bring back additional recommended changes at the following Plan Commission meeting adding components of what was discussed.

No action taken.

#### **G. COMMUNICATION**

##### **1. Special Use Permit – Outdoor Storage of Materials and Equipment related to a Landscape /Construction Service Use located at 931 Racine Road (Parcel 1-00783-02) – 3D Landscape Services, LLC**

CDD Schroeder provided an overview of this property, project and request since the last meeting. At this time, with the boundary agreement with the Village being approved, the property owner has pulled the special use permit request and requested to work with the tenant and City staff to terminate the use of the property over the next couple of months. Staff explained the concern of issuing a temporary special use permit with less restrictions and noted they would be issuing the property owner formal notice with a compliance date.

No action taken.

##### **2. Set Next Meeting Date**

The next meeting was set for April 5<sup>th</sup>.

#### **H. ADJOURNMENT**

Motion by Ald. Grade, seconded by DPW Jungwirth, to adjourn at 4:27PM. The motion carried.

*Minutes respectfully submitted by CDD Schroeder.*

**CITY OF MENASHA  
Redevelopment Authority  
Menasha City Center  
100 Main Street, Room 132  
February 17, 2022  
DRAFT MINUTES**

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**A. CALL TO ORDER**

The meeting was called to order by Chairperson Vanderhyden at 4:36 PM.

**B. ROLL CALL/EXCUSED ABSENCES**

REDEVELOPMENT AUTHORITY MEMBERS PRESENT: Chairperson Kim Vanderhyden, Bob Stevens, Gail Popp and Matt Vanderlinden.

REDEVELOPMENT AUTHORITY MEMBERS EXCUSED: Alderperson Nichols and Kip Golden

OTHERS PRESENT: CDD Schroeder and AP Yang

**C. PUBLIC HEARING**

None.

**D. MINUTES TO APPROVE**

**1. Minutes of the December 7, 2021 Redevelopment Authority Meeting**

Vanderlinden made a motion to approve the minutes of December 7, 2021 RDA meeting. The motion was seconded by Stevens. The motion carried.

**E. PUBLIC COMMENTS ON ANY MATTER OF CONCERN ON THIS AGENDA  
(five (5) minute time limit for each person)**

No public comments.

**F. DISCUSSION / ACTION ITEMS**

**1. Residential Lot Sale Update – Lake Park Villas**

Gail Popp and CDD Schroeder provided a brief summary of current lots available within the Lake Park Villas areas. Interest has relatively been slow. General discussion of the market ensued.

**2. Option to Purchase and First Right of Refusal Agreement Amendment – Cypress Homes (Lots 1-4 of CSM 2953 and Lots 1-3 of CSM 3511 – Lake Park Villas)**

CDD Schroeder provided a summary of the existing Cypress development and the added option to purchase between the RDA and Cypress Homes. Over the fall of 2021, Cypress had been working with the Lake Park Villas Home Owners Association to purchase a portion of outlot 12. This acquisition would allow them to make the 4 lots of CSM 2953 slightly wider making them more desirable to the current building footprint and market. In December/January, Cypress finally got word that the LPV HOA was agreeable to the terms. In this regards they have requested to extend the option to allow them more time to officially acquire this piece of property and record a CSM before closing on the properties.

General discussion ensued including extending an expired option.

Chairperson Vanderhyden motioned to approve a 6 month extension to August 17, 2022 for the Option to Purchase and First Right of Refusal Agreement between Cypress Homes and the RDA and direct the Executive Director to work with the Chair and the City Attorney to execute the necessary second amendment to allow the extension. Motion was seconded by Popp. The motion carried.

### **3. NAI Pfefferle Listing Agreement Amendment – Province Terrace Lots**

CDD Schroeder provided a summary of the proposed listing agreement amendment.

General discussion ensued in regards to the market, adjoining development, other listing agents, and an expired listing contract.

Chairperson Vanderhyden motioned to approve the amendment to the listing contract with NAI Pfefferle to August 11, 2022. Motion was seconded by Vanderlinden. The motion carried.

### **4. Consideration of Land Acquisition – Portions of the former Gilbert Paper Mill Site (Parcel 3-00527-04)**

CDD Schroeder provided a brief overview of the presented land purchase agreement.

- a. **The RDA may adjourn into Closed Session pursuant to Wis. Statue 19.85(1)(e): Deliberating or negotiating the purchasing of public properties, the investment of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session (Land Acquisition – Portions of Parcel 3-00527-04).**

Chairperson Vanderhyden motioned to adjourn into Closed Session pursuant to Wis. Statue 19.85(1)(e): Deliberating or negotiating the purchasing of public properties, the investment of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session (Land Acquisition – Portions of Parcel 3-00527-04). The motion was seconded by Vanderlinden.

The motion carried on roll call 5-0. Closed session was entered at 608pm.

*The meeting went into closed session at 5:04pm*

- b. **The RDA may adjourn into Open Session to take action on items discussed in closed session.**

Chairperson Vanderhyden motioned to reconvene into open session. The motion was seconded by Popp. The motion carried.

*The meeting reconvened in open session at 5:33pm*

After some discussion in closed session regarding the negotiating and investment of public funds due to competitive and bargaining reason, the RDA wished to move forward with the land purchase agreement with a reduced price than what was presented and brought back from discussions between the Executive Director and the property owner.

Chairperson Vanderhyden motioned to approve the land purchase agreement as drafted with the purchase price being reduced from \$175,000 to \$150,000. The motion was seconded by Stevens. The motion carried.

### **5. Set Next Meeting**

The next meeting was set for March 1, 2022.

## **G. ADJOURNMENT**

Chairperson Vanderhyden made a motion to adjourn the meeting in closed session at 5:35 PM. The motion was seconded by Stevens. The motion carried.

*Minutes respectfully submitted by CDD Schroeder*

**CITY OF MENASHA  
Redevelopment Authority  
Menasha City Center  
100 Main Street, Room 132  
March 1, 2022  
DRAFT MINUTES**

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**A. CALL TO ORDER**

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

**B. ROLL CALL/EXCUSED ABSENCES**

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

REDEVELOPMENT AUTHORITY MEMBERS EXCUSED: Kip Golden

OTHERS PRESENT: CDD Schroeder

**C. PUBLIC HEARING**

None.

**D. MINUTES TO APPROVE**

**1. Minutes of the February 17, 2022 Redevelopment Authority Meeting**

Vanderlinden made a motion to approve the minutes of February 17, 2022 RDA meeting. The motion was seconded by Popp. The motion carried.

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

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

No public comments.

**F. DISCUSSION / ACTION ITEMS**

**1. Residential Lot Sale Update – Lake Park Villas**

Gail Popp and CDD Schroeder provided a brief summary of current lots available within the Lake Park Villas areas. Interest has relatively been slow. General discussion of the market ensued and Cypress Homes construction.

**2. Offer to Purchase – Province Terrace Lot 12 – 1148 Province Terrace (Parcel 7-00001-12)**

CDD Schroeder provided a summary of the presented offer to purchase by Tom Van Zeeland for the Lot 12 of Province Terrace owned by the RDA. The offer is a full price offer in the amount of \$63,320 with an acceptance binding date of April 6, 2022. The buyer is looking to construct an automotive, truck, recreation vehicle, and heavy equipment repair service building on the property which would require a special use permit should it be acquired.

General discussion ensued in regards to the compatibility of the use, request to see building elevations, floor plans, and site plans, corrections needing to be made in the offer to purchase document, special use restrictions, and screening.

No action taken – offer will appear on the following agenda.

**3. Consideration of Land Acquisition – Portions of the former Gilbert Paper Mill Site (Parcel 3-00527-04)**

CDD Schroeder provided a brief overview of the presented land purchase agreement. Going back several months with the RDA's interest in more quickly facilitating redevelopment, urban renewal and the orderly growth of the community, the RDA made an offer to the property



owners of PJC Group to acquire a portion of the Gilbert site that would be island off from the rest of the site upon the completion of the Lawson Canal project being roughly 1.1 acres in the amount of \$135,000. This was much lower than the listing price of roughly \$250,000 per acre. The ownership group with discussions of the Executive Director brought back a counter offer and the official agreement with the purchase price of \$175,000. The agreement also noted the transfer of two remnant pieces of property, one to the RDA and another to the PJC Group. In mid-February, the RDA accepted the terms, but requested the price be reduced to \$150,000. At the time, the packets were mailed out, the Property owner did not wish to go lower than \$175,000 and was prepared to walk away. Prior to the meeting, staff discussed with the owner and ultimately they brought forward a reduced price of \$160,000.

The RDA discussed the property, the use, the value of the entire site, the future infrastructure planned in the corridor, the benefits to the RDA owning, the life of the Tax Increment Financing District and development timeline.

- a. **The RDA may adjourn into Closed Session pursuant to Wis. Statue 19.85(1)(e): Deliberating or negotiating the purchasing of public properties, the investment of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session (Land Acquisition – Portions of Parcel 3-00527-04).**

Chairperson Vanderhyden motioned to adjourn into Closed Session pursuant to Wis. Statue 19.85(1)(e): Deliberating or negotiating the purchasing of public properties, the investment of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session (Land Acquisition – Portions of Parcel 3-00527-04). The motion was seconded by Vanderlinden.

The motion carried on roll call 5-0.

*The meeting went into closed session at 5:51pm*

- b. **The RDA may adjourn into Open Session to take action on items discussed in closed session.**

Chairperson Vanderhyden motioned to reconvene into open session. The motion was seconded by Popp. The motion carried.

*The meeting reconvened in open session at 6:23pm*

After some discussion in closed session regarding the negotiating and investment of public funds due to competitive and bargaining reason, in general the RDA found the price of \$160,000 down from the listing of \$250,000 and this price being diluted amongst the entire site is acceptable. Further discussions took place as to the next steps including the approval of the Common Council, environmental review, and the CSM.

Chairperson Vanderhyden motioned to approve the land purchase agreement as drafted with the purchase price being \$160,000. The motion was seconded by Vanderlinden. The motion carried.

#### **4. Set Next Meeting**

The next meeting was set for April 5, 2022

### **G. ADJOURNMENT**

Alderperson Nichols made a motion to adjourn the meeting in closed session at 6:31 PM. The motion was seconded by Chairperson Vanderhyden. The motion carried.

*Minutes respectfully submitted by CDD Schroeder*



# City of Menasha COVID-19 Data Summary

Date: March 3, 2022

## Summary/What's New

- On Friday, February 25, the Centers for Disease Control and Prevention (CDC) updated their [masking guidance](#). Masking in healthcare settings and when using public transportation is still required. The guidance includes a new COVID-19 Community Level tool that classifies counties into Low, Medium, and High levels. Knowing which COVID-19 Community Level your county is in will help determine which prevention measures are needed to protect yourself and your family. Check which COVID-19 Community Level your county is in [here](#).
- While case counts are dropping across the state and locally, it's important to note the virus that causes COVID-19 is still circulating. It can still cause very serious illness and death in individuals at high risk and those who are not up to date with their COVID vaccines. Consider your risks and the risks of those you live or interact with when choosing whether to wear a mask when you're in public places; and consider getting the COVID-19 vaccine if you haven't already for the most protection.
- We urge the community to [protect yourself and others](#) by doing what we know works: get vaccinated, wear a well-fitting mask in certain circumstances, and stay home if sick.
- Please follow [current isolation and quarantine guidance](#) if you have tested positive for COVID-19, have symptoms, or have been exposed. Following this guidance helps keep to protect your family, friends, and community from further spread of the virus.
- **Vaccination is the best tool to prevent serious disease, hospitalization, and death due to COVID-19 and its variants.** 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 ages 5 and older are eligible to receive the COVID-19 vaccine. COVID-19 vaccines are safe, effective, and free. You do not need an ID or insurance to get a vaccine.**
  - The Pfizer-BioNTech vaccine is currently authorized for those ages 5-17. This vaccine has full approval from the FDA for people ages 16 years and older. The Moderna vaccine (Spikevax) has full approval for individuals ages 18 years and older. The Johnson & Johnson vaccine is available to people ages 18 years and older under Emergency Use Authorization.
  - Visit the Menasha Health Department's [COVID-19 vaccine webpage](#) for clinic information.
  - If you have questions about the COVID-19 vaccine, call: 211 or 877-947-2211. Language assistance is available. Visit [vaccines.gov](#) to find a place to get your FREE COVID-19 vaccine.
- **Everyone ages 12 and older is recommended to get a booster dose for the best protection against COVID-19 and circulating variants.**
- COVID-19 testing is available in the community if you are in need of a test. Visit our [testing sites webpage](#) for more information. You may also order four [free](#) at-home test kits from the federal government [here](#).
- As of March 1, 61.4% of City of Menasha residents have received at least one dose of the vaccine and 58.6% 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 high and the activity level is high. The combined case rate for this 2-week period (Feb 16 – Mar 1) is 143.5 cases per 100,000 population, which is a decrease from the case rate of 320.2 from the previous 2-week period (Feb 9 – Feb 22).

This data summary provides preliminary data on the cases of COVID-19 in the City of Menasha from Feb 16, 2022 – Mar 1, 2022. Data included in this report is for laboratory confirmed cases of COVID-19 (lab-confirmed) and 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 Feb 28)

Age Group	Residents who have received at least 1 dose	Age-Specific Population Count	Percent of Age-Specific Population
<5*	0	1,834	0.0%
5-11	668	2,536	26.3%
12-15	607	1,323	45.9%
16-17	314	660	47.6%
18-24	1180	2,125	55.5%
25-34	1,915	3,744	51.1%
35-44	2,158	3,416	63.2%
45-54	2,018	3,938	51.2%
55-64	2,424	3,001	80.8%
65+	3,074	3,152	97.5%
<b>Total</b>	<b>14,358</b>	<b>25,729</b>	<b>55.8%</b>
<b>Eligible Residents Total</b>	<b>14,358</b>	<b>23,895</b>	<b>60.1%</b>
<b>Additional/Booster Doses Administered</b>	<b>5,394</b>		

\*There is currently no authorized COVID-19 vaccine for children under 5 years old. For more information about population in Menasha, please visit: <https://www.unitedstateszipcodes.org/54952/#stats>.

## Number and percent of City of Menasha residents who have received the COVID-19 vaccine (as of Mar 1)

Received at least 1 dose	Completed vaccine series	Population
11,131 (61.4%)	10,610 (58.6%)	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.

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

## 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 (Feb 16 – Mar 1)

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	26	143.5	High	N/D	High	18,114
Wisconsin	12,742	218.5	High	Shrinking	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>

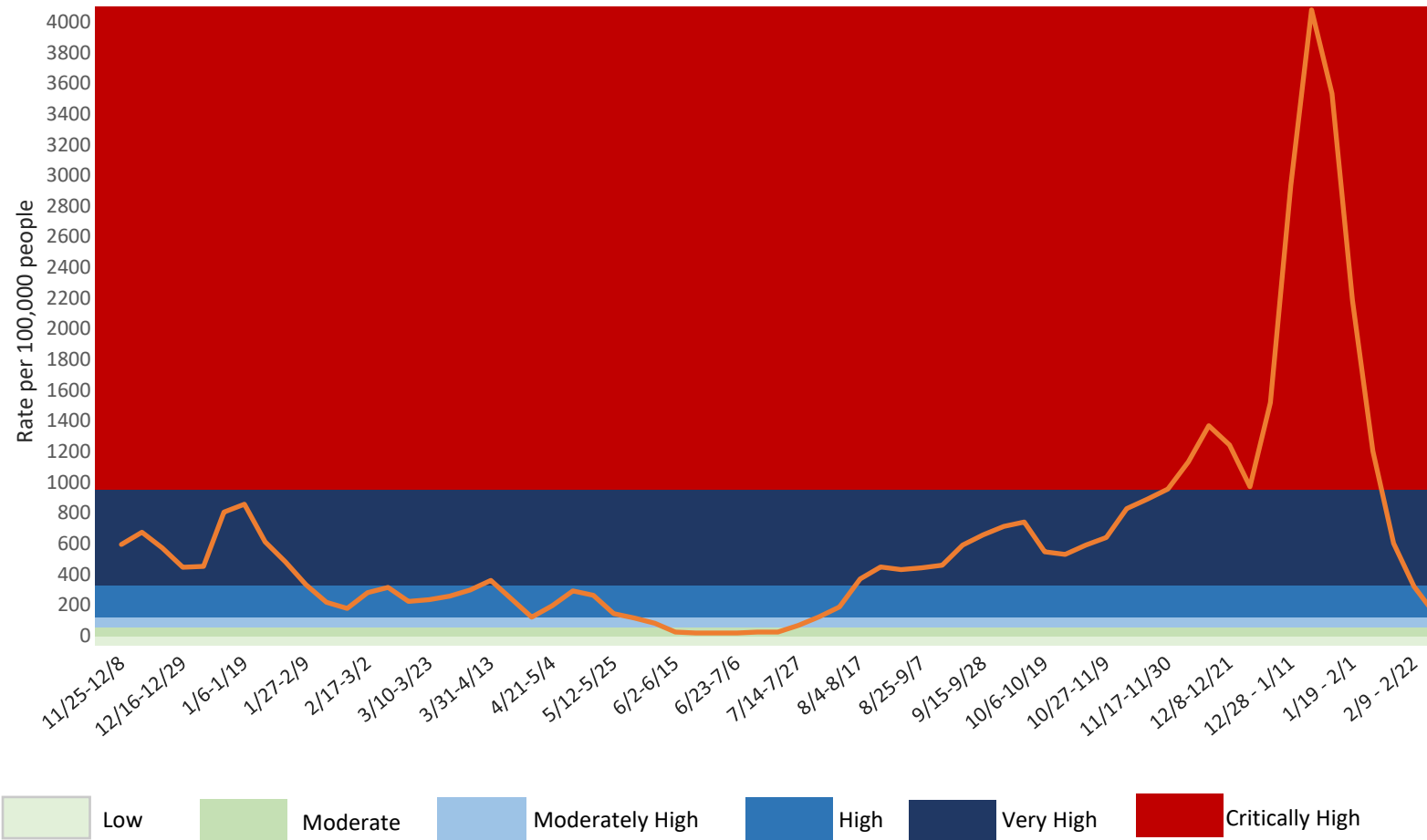
\*\*Population for the City of Menasha was retrieved from

<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

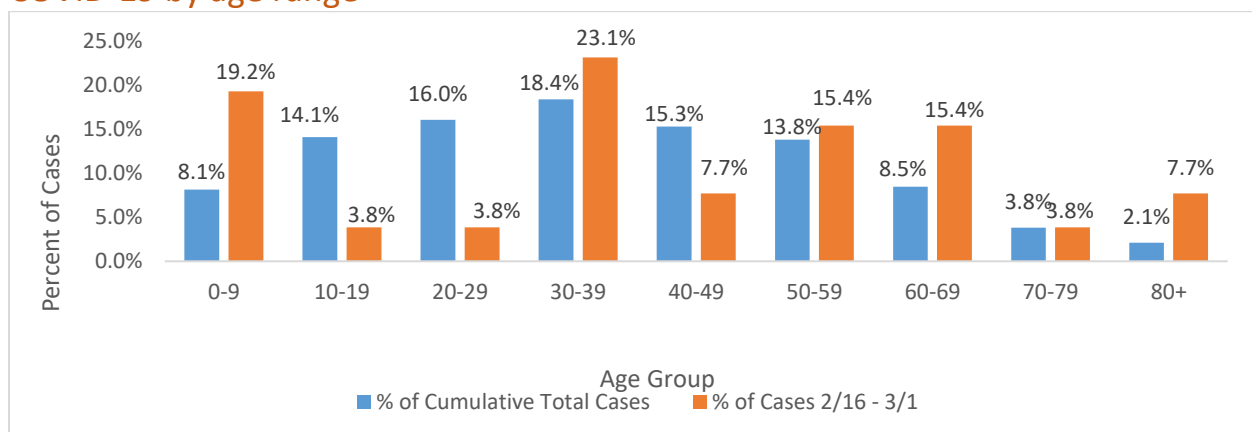
## Testing metrics in the City of Menasha from the last 5 reporting periods

Metric	Reporting Period				
	Current: 2/16 – 3/1	2/9 – 2/22	2/2 – 2/15	1/26 – 2/8	1/19 – 2/1
7-Day Average Percent Positive	13.0%	71.4%	11.1%	33.5%	43.5%
7-Day Average New Test Results	6.6	3.0	39.9	24.7	39.4
7-Day Average New Cases (lab-confirmed & probable)	1.3	2.4	5.9	9.7	40.3

## 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	415	8.1%	5	19.2%
10-19	718	14.1%	1	3.8%
20-29	818	16.0%	1	3.8%
30-39	937	18.4%	6	23.1%
40-49	779	15.3%	2	7.7%
50-59	704	13.8%	4	15.4%
60-69	432	8.5%	4	15.4%
70-79	194	3.8%	1	3.8%
80+	108	2.1%	2	7.7%
<b>Combined Total</b>	<b>5,105</b>	<b>100%</b>	<b>26</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	33.1 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: $<1$	4.7 cases per 100,000 / day

\*To read more about the CDC Indicators of Community Transmission, please view: <https://covid.cdc.gov/covid-data-tracker/#data-tracker-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>

## Additional Metrics

	Metric	Thresholds	Current Status
Testing	Percent PCR Positive Tests (7-day average)	Red: $>10\%$ Yellow: 5-10% Green: $<5\%$	13.0% positive tests / day
	Daily Number of Tests (7-day average)	Red: $<14$ tests/day Yellow: 14-28 tests/day Green: $>28$ tests/day	6.6 tests / day
Public Health Contact Timeliness	Disease Investigation	Red: Not able to attempt to contact all confirmed cases within 24 hours Green: Able to attempt to contact all confirmed cases within 24 hours	Able to attempt to contact all within 24 hours
	Contact Tracing	Red: PH is not able to attempt to contact all within 48 hours Green: PH is able to attempt to contact all within 48 hours	Not able to attempt to contact all within 48 hours
Hospital Capacity*	Percentage of hospital <b>inpatient</b> beds in the community that are occupied.	Red: $>90\%$ Yellow: 80-90% Green: $<80\%$	95.0% of inpatient beds occupied
	Percentage of <b>intensive care unit</b> beds in the community that are occupied.	Red: $>90\%$ Yellow: 80-90% Green: $<80\%$	91.5% 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: $<5\%$	6.7% 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/hospital-capabilities>



## MEMORANDUM

To: City of Menasha Common Council

From: Jennifer Sassman, Finance Director

Date: March 1, 2022

RE: Financial Overview

The fourth quarter 2021 unaudited financial reports through 12/31/2021 have been included for your review. Keep in mind that these numbers may change some as move forward into the audit.

- **General Fund:**

- 2021 revenues through 12/31 are \$18,651,480 (100.11% of budget)
- 2020 revenues through 12/31 were \$18,407,370 (100.39% of budget)
- 2021 expenditures through 12/31 are \$18,245,313 (97.93% of budget)
- 2020 expenditures through 12/31 were \$17,697,995 (96.53% of budget)

Our current financial projections will allow us to accommodate the Fund Balance Reservations as presented. Our Fund Balance is expected to increase by approximately \$400,000. Again, our numbers may change some as we move into the audit but we have a fairly solid financial picture.

Our 2021 adopted budget assumed that we would apply \$200,000 of the General Fund – Fund Balance however we did not have to use those funds for operations.

- **General Fund Revenues:**

For the most part revenues are back on track as compared to 2019 revenues:

- Licenses & Permits-revenues exceeded our budget mostly in the area of building permits.
- Fines & Penalties- parking violation revenues are returning to normal, however we are still seeing a decline in court penalties. The 2022 revenue budget amount was adjusted accordingly.



- State Aid-revenues exceeded our budget in this area mainly due to additional funding received by the health department that was not in place when preparing the 2021 budget.
- 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:**
  - Budget to actual was slightly higher than 2020 but that was expected as the City resumed to more normal operations. Public Health expenditures exceeded the budget and are higher than 2020 expenditures, however the City received additional funding to offset those increased expenditures.

Again, please note that our financials are unaudited at this time and there will be some changes of which will be reflected in the audited financial statements.

**General Fund Revenues - Fourth Quarter 2021 (Unaudited)**  
**January 01, 2021 - December 31, 2021**

	2020 BUDGETED REVENUES	2020 Period Ending December 31, 2020	% Received	2021 BUDGETED REVENUES	2021 Period Ending December 31, 2021	% Received
<b>TAXES LEVIED BY CITY</b>						
General Property Tax	\$8,824,759	\$8,826,085	100.02%	\$9,064,814	\$9,066,261	100.02%
Mobile Home Property Taxes	\$145,000	\$136,993	94.48%	\$138,000	\$136,754	99.10%
Tax from Municipal Utility	\$714,516	\$711,231	99.54%	\$725,455	\$726,686	100.17%
Tax from Housing Authority	\$16,500	\$18,925	114.70%	\$17,500	\$14,380	82.17%
Interest/Penalty on Taxes	\$29,000	\$12,505	43.12%	\$29,000	\$20,684	71.32%
<b>TOTAL TAXES LEVIED</b>	<b>\$9,729,775</b>	<b>\$9,705,739</b>	<b>99.75%</b>	<b>\$9,974,769</b>	<b>\$9,964,765</b>	<b>99.90%</b>
<b>LICENSES &amp; PERMITS</b>						
Liquor License	\$21,000	\$19,127	91.08%	\$20,000	\$20,522	102.61%
Tavern Operators License	\$7,000	\$5,400	77.14%	\$15,000	\$15,415	102.77%
Cigarette License	\$1,900	\$1,400	73.68%	\$1,900	\$1,700	89.47%
Restaurant License	\$20,000	\$18,602	93.01%	\$20,000	\$20,672	103.36%
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	\$170,703	90.32%	\$180,000	\$145,499	80.83%
Weights & Measures License	\$25,154	\$23,546	93.61%	\$25,000	\$24,181	96.72%
Retail Food License	\$12,000	\$11,289	94.07%	\$12,500	\$12,574	100.59%
Tattoo Parlor License	\$300	(\$14)	-4.50%	\$300	\$305	0.00%
Sundry License	\$450	\$250	55.56%	\$400	\$300	75.00%
Dog License	\$7,200	\$5,741	79.74%	\$7,200	\$6,990	97.09%
Cat License	\$700	\$618	88.29%	\$800	\$836	104.50%
Lodging License	\$600	\$505	84.17%	\$600	\$1,023	170.50%
Building Permit-Residential	\$25,000	\$25,924	103.70%	\$29,000	\$34,963	120.56%
Building Permit-Commercial	\$26,240	\$44,052	167.88%	\$25,000	\$50,160	200.64%
Electrical Permit-Residential	\$9,500	\$12,072	127.07%	\$11,000	\$12,409	112.80%
Electrical Permit-Commercial	\$11,300	\$9,773	86.48%	\$7,000	\$18,116	258.81%
Plumbing Permit-Residential	\$9,200	\$9,463	102.86%	\$9,500	\$15,151	159.48%
Plumbing Permit-Commercial	\$10,000	\$8,732	87.32%	\$6,000	\$13,815	230.24%
Street Excavation Permit	\$4,000	\$2,700	67.50%	\$2,500	\$11,075	443.00%
Heating Permit-Residential	\$11,700	\$10,751	91.89%	\$12,700	\$12,542	98.76%
Heating Permit-Commercial	\$11,400	\$2,410	21.14%	\$7,000	\$22,496	321.37%
Mobile Home Permit	\$1,235	\$1,240	100.40%	\$0	\$1,425	0.00%
Zoning Permit	\$3,500	\$3,330	95.14%	\$3,500	\$4,325	123.57%
Recreational Fire Permit	\$10,400	\$7,500	72.12%	\$10,500	\$9,580	91.24%
Sign Permit	\$4,500	\$2,525	56.11%	\$5,000	\$3,275	65.50%
Temporary Restaurant Permit	\$100	\$5	5.00%	\$100	\$0	0.00%
Erosion Control Permit	\$1,350	\$1,650	122.22%	\$1,900	\$2,400	126.32%
Pool Permit	\$2,175	\$2,045	94.02%	\$2,200	\$1,573	71.50%
Street Use Permit	\$75	\$150	200.00%	\$150	\$600	400.00%
Outdoor Service Permit	\$325	\$200	61.54%	\$325	\$325	100.00%
<b>TOTAL LICENSES &amp; PERMITS</b>	<b>\$430,904</b>	<b>\$404,633</b>	<b>93.90%</b>	<b>\$420,575</b>	<b>\$467,592</b>	<b>111.18%</b>
<b>FINES &amp; PENALTIES</b>						
Damage Award-Law Enforcement	\$0	\$0	0.00%	\$0	\$296	0.00%
Court Penalties	\$69,000	\$51,672	74.89%	\$70,000	\$51,980	74.26%
Parking Violation	\$52,000	\$35,305	67.89%	\$52,000	\$51,380	98.81%
<b>TOTAL FINES &amp; PENALTIES</b>	<b>\$121,000</b>	<b>\$86,977</b>	<b>71.88%</b>	<b>\$122,000</b>	<b>\$103,656</b>	<b>84.96%</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	\$3,716,719	100.02%	\$3,700,728	\$3,702,782	100.06%
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	\$105,528	98.17%	\$105,500	\$105,266	99.78%
State Aid-Law Enforcement	\$27,500	\$35,607	129.48%	\$32,500	\$20,782	63.94%
State Aid-Highway Transportation	\$601,020	\$600,205	99.86%	\$613,165	\$612,361	99.87%
State Aid-Connecting Highway	\$62,294	\$62,294	100.00%	\$62,564	\$62,564	100.00%
State Aid-Other	\$125	\$125	99.96%	\$20,125	\$124	0.62%
State Aid-Public Health	\$115,103	\$393,797	342.13%	\$177,063	\$433,113	244.61%
State Aid-Senior Center	\$25,741	\$26,741	103.88%	\$25,741	\$26,741	103.88%
State Aid-Personal Property	\$61,158	\$61,158	100.00%	\$53,719	\$53,719	100.00%
State Aid-Elections	\$0	\$10,791	100.00%	\$0	\$0	0.00%
State Aid-Video Service Provider	\$0	\$19,188	100.00%	\$37,627	\$37,627	0.00%
State Aid-CARES Routes to Recovery	\$0	\$281,168	100.00%	\$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>\$5,766,521</b>	<b>111.42%</b>	<b>\$5,310,660</b>	<b>\$5,515,163</b>	<b>103.85%</b>

	2020 BUDGETED REVENUES	2020 Period Ending December 31, 2020	% Received	2021 BUDGETED REVENUES	2021 Period Ending December 31, 2021	% Received
<b>MISCELLANEOUS</b>						
Interest on Investments	\$35,000	\$50,018	142.91%	\$30,000	\$4,648	15.49%
Property Rental Revenue	\$28,866	\$85,620	296.61%	\$53,000	\$52,447	98.96%
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	\$3,234	40.43%	\$10,000	\$14,988	149.88%
Sale of Refuse Property	\$150	\$90	59.80%	\$150	\$43	28.47%
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	\$19,050	190.50%	\$20,000	\$18,670	93.35%
Donations & Gifts	\$16,000	(\$69)	-0.43%	\$16,000	\$29,850	186.56%
Miscellaneous Revenue	\$50,000	\$101,750	203.50%	\$45,000	\$90,110	0.00%
Credit Card Fees	\$500	\$385	76.97%	\$600	\$445	74.22%
<b>TOTAL MISCELLANEOUS</b>	<b>\$223,516</b>	<b>\$260,077</b>	<b>116.36%</b>	<b>\$249,750</b>	<b>\$305,139</b>	<b>122.18%</b>
<b>PUBLIC CHARGES</b>						
Clerk	\$6,500	\$8,898	136.89%	\$8,000	\$14,549	181.87%
Treasurer	\$15,500	\$15,640	100.90%	\$15,500	\$16,312	105.24%
Data Processing	\$1,183	\$1,100	92.98%	\$1,700	\$1,600	94.12%
Law Enforcement	\$3,000	\$1,413	47.09%	\$3,000	\$1,214	40.47%
Fire Protection	\$1,500	\$425	28.33%	\$2,000	\$473	23.67%
Street Miscellaneous	\$1,200	\$450	37.50%	\$1,000	\$2,531	253.08%
Snow Removal	\$3,200	\$1,527	47.71%	\$2,000	\$1,975	98.74%
Engineering	\$50	\$40	0.00%	\$50	\$0	0.00%
Street Lighting	\$3,000	\$0	0.00%	\$0	\$0	0.00%
Street Patching	\$23,000	\$29,865	129.85%	\$30,000	\$51,587	171.96%
Parking Lot Stickers	\$1,500	\$930	0.00%	\$1,000	\$1,060	106.00%
Garbage & Refuse	\$165,000	\$175,704	106.49%	\$170,000	\$180,676	106.28%
Solid Waste Disposal	\$33,600	\$32,807	97.64%	\$33,000	\$32,940	99.82%
Weed Cutting	\$5,100	\$2,943	57.70%	\$5,000	\$6,800	135.99%
Cemetery	\$10,000	\$9,250	92.50%	\$9,500	\$14,725	155.00%
Public Health	\$61,508	\$51,233	83.29%	\$61,500	\$58,904	95.78%
Library Fines	\$12,000	\$1,449	12.08%	\$0	\$567	0.00%
Library Vending Services	\$7,700	\$3,324	43.17%	\$8,000	\$5,214	65.18%
Park	\$19,000	\$10,296	54.19%	\$19,000	\$18,447	97.09%
Pool	\$56,000	\$19,577	34.96%	\$56,000	\$43,559	77.78%
Recreation	\$50,000	\$21,510	43.02%	\$50,000	\$54,492	108.98%
Boat Launch	\$25,000	\$27,613	110.45%	\$26,000	\$30,870	118.73%
Senior Center Rental	\$2,200	\$614	27.92%	\$2,500	\$1,323	52.92%
Boat Slip Rental	\$500	\$281	56.19%	\$500	\$543	108.57%
Pool Concession	\$15,000	\$0	0.00%	\$15,000	\$11,646	77.64%
Special Events-Admin Fee	\$7,500	\$50	0.67%	\$5,000	\$2,555	51.09%
Community Development	\$0	\$0	0.00%	\$0	\$0	0.00%
Room Tax	\$500	\$1,194	238.70%	\$700	\$1,245	177.89%
Sen Ctr Program Revenue	\$0	\$109	0.00%	\$500	\$638	127.60%
Sen Ctr Newsletter Subscr	\$0	\$855	0.00%	\$1,000	\$810	81.00%
<b>TOTAL PUBLIC CHARGES</b>	<b>\$530,241</b>	<b>\$419,096</b>	<b>79.04%</b>	<b>\$527,450</b>	<b>\$557,255</b>	<b>105.65%</b>
<b>INTERGOVERNMENTAL CHARGES</b>						
Law Enforcement	\$262,000	\$267,428	102.07%	\$265,000	\$248,557	93.80%
Fire Department	\$20,000	\$21,887	109.44%	\$23,375	\$3,332	14.25%
Mass Transit	\$174,451	\$177,507	101.75%	\$165,601	\$164,767	99.50%
Street Misc	\$0	\$825	0.00%	\$0	\$0	0.00%
Street Patching	\$60,000	\$99,360	165.60%	\$80,000	\$34,069	42.59%
Garbage/Refuse	\$37,680	\$22,245	59.04%	\$38,120	\$54,010	141.68%
Public Health	\$320,000	\$284,830	89.01%	\$325,000	\$330,595	101.72%
Library Tax	\$555,332	\$555,668	100.06%	\$588,208	\$588,657	100.08%
Economic Development	\$16,735	\$16,490	98.54%	\$16,490	\$16,340	99.09%
City Attorney	\$12,000	\$6,000	50.00%	\$12,000	\$6,000	50.00%
Park	\$0	\$0	0.00%	\$0	\$0	0.00%
Snow Removal/Plowing	\$1,500	\$1,542	102.82%	\$1,500	\$2,730	182.02%
Library Grants	\$20,000	\$19,200	0.00%	\$19,200	\$19,200	100.00%
State-Public Health	\$46,320	\$30,233	65.27%	\$43,774	\$35,974	82.18%
State-Lift Bridges	\$90,625	\$88,147	97.27%	\$99,545	\$85,112	85.50%
Bond/Note Proceeds	\$0	\$0	0.00%	\$0	\$0	0.00%
TIF Admin	\$143,450	\$167,965	117.09%	\$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	\$0	0.00%	\$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>\$1,764,328</b>	<b>83.07%</b>	<b>\$2,026,378</b>	<b>\$1,737,909</b>	<b>85.76%</b>
<b>TOTAL REVENUES</b>	<b>\$18,335,033</b>	<b>\$18,407,370</b>	<b>100.39%</b>	<b>\$18,631,582</b>	<b>\$18,651,480</b>	<b>100.11%</b>

**General Fund Expenditures - Fourth Quarter 2021 (Unaudited)**  
**January 01, 2021 - December 31, 2021**

	2020 ANNUAL BUDGET	2020 Period Ending December 31, 2020	% Expended	2021 ANNUAL BUDGET	2021 Period Ending December 31, 2021	% Expended
<b>GENERAL GOVERNMENT</b>						
Mayor	\$99,486	\$96,536	97.03%	\$98,030	\$97,953	99.92%
Attorney	\$178,744	\$159,489	89.23%	\$176,677	\$162,709	92.09%
Personnel	\$212,126	\$211,110	99.52%	\$221,870	\$211,987	95.55%
City Clerk	\$115,849	\$129,140	111.47%	\$106,582	\$100,835	94.61%
Elections	\$82,535	\$101,184	122.60%	\$68,354	\$46,657	68.26%
Municipal Court	\$3,600	\$3,580	99.44%	\$3,700	\$3,690	99.73%
Property Insurance	\$90,145	\$90,145	100.00%	\$86,455	\$86,455	100.00%
Finance	\$491,112	\$440,820	89.76%	\$499,906	\$474,107	94.84%
Assessor	\$78,975	\$75,650	95.79%	\$83,861	\$80,556	96.06%
Information Systems	\$0	\$0	0.00%	\$71,000	\$71,000	100.00%
Common Council	\$74,664	\$66,858	89.55%	\$76,121	\$80,286	105.47%
Illegal Tax/Tax Refund	\$6,000	\$484	8.07%	\$1,000	\$1,098	109.81%
Uncollectable Debt	\$8,700	\$23,391	268.87%	\$8,500	(\$4,324)	-50.87%
Employees Safety Commission	\$34,444	\$25,941	75.31%	\$35,008	\$36,281	103.64%
Municipal Buildings	\$116,547	\$103,734	89.01%	\$117,422	\$100,547	85.63%
<b>TOTAL GENERAL GOVERNMENT</b>	<b>\$1,592,927</b>	<b>\$1,528,062</b>	<b>95.93%</b>	<b>\$1,654,486</b>	<b>\$1,549,838</b>	<b>93.67%</b>
<b>PUBLIC SAFETY</b>						
Police	\$4,855,487	\$4,567,830	94.08%	\$4,903,049	\$4,835,496	98.62%
Crossing Guards	\$24,176	\$8,889	36.77%	\$24,176	\$23,753	98.25%
Community Service	\$47,249	\$51,660	109.34%	\$52,770	\$53,896	102.13%
Auxiliary Police	\$15,251	\$3,473	22.77%	\$15,251	\$1,917	12.57%
Jail/Prisoner Meal Charge	\$12,000	\$2,470	20.58%	\$9,000	\$3,824	42.49%
Code Enforcement	\$77,254	\$82,232	106.44%	\$87,988	\$74,021	84.13%
Fire	\$3,546,907	\$3,547,822	100.03%	\$3,539,693	\$3,540,099	100.01%
Emergency Government	\$650	\$174	26.80%	\$500	\$174	34.71%
Fire Protection	\$0	\$416	0.00%	\$260	\$134	0.00%
Weights & Measures	\$25,351	\$12,492	49.28%	\$27,186	\$19,564	71.96%
Inspection	\$173,882	\$168,844	97.10%	\$176,252	\$199,620	113.26%
<b>TOTAL PUBLIC SAFETY</b>	<b>\$8,778,207</b>	<b>\$8,446,303</b>	<b>96.22%</b>	<b>\$8,836,125</b>	<b>\$8,752,499</b>	<b>99.05%</b>
<b>PUBLIC WORKS</b>						
Engineering	\$183,170	\$166,223	90.75%	\$188,154	\$176,739	93.93%
Street Construction/Excavation	\$736,686	\$745,040	101.13%	\$732,590	\$650,433	88.79%
Snow & Ice	\$355,919	\$324,191	91.09%	\$368,536	\$354,769	96.26%
Street Signs	\$231,531	\$269,876	116.56%	\$229,369	\$202,377	88.23%
Sidewalks & Crosswalks	\$141,226	\$123,528	87.47%	\$147,413	\$137,815	93.49%
Street Lighting	\$176,359	\$167,911	95.21%	\$178,388	\$172,453	96.67%
Parking Lots	\$38,695	\$24,462	63.22%	\$47,216	\$31,189	66.06%
Canal Maintenance/Construction	\$1,028	\$846	82.30%	\$1,028	\$1,114	108.33%
Refuse Collection & Disposal/Commercial	\$903,189	\$920,146	101.88%	\$922,429	\$923,033	100.07%
Weed Cutting	\$42,365	\$34,527	81.50%	\$48,541	\$46,224	95.23%
Valley Transit	\$218,520	\$218,520	100.00%	\$212,482	\$209,670	98.68%
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>\$3,006,471</b>	<b>98.90%</b>	<b>\$3,087,346</b>	<b>\$2,917,015</b>	<b>94.48%</b>
<b>CULTURE, RECREATION &amp; EDUCATION</b>						
Library	\$1,738,637	\$1,660,879	95.53%	\$1,784,017	\$1,743,350	97.72%
Recreation	\$362,320	\$342,723	94.59%	\$287,636	\$253,451	88.12%
Pool	\$234,910	\$229,111	97.53%	\$262,110	\$255,149	97.34%
Lift Bridges	\$90,625	\$88,250	97.38%	\$99,545	\$85,112	85.50%
Civic Commemorations	\$30,000	\$7,730	25.77%	\$27,250	\$60,337	221.42%
Parks	\$921,833	\$843,013	91.45%	\$1,007,541	\$1,001,522	99.40%
<b>TOTAL CULTURE, RECREATION &amp; EDUCATION</b>	<b>\$3,378,325</b>	<b>\$3,171,707</b>	<b>93.88%</b>	<b>\$3,468,099</b>	<b>\$3,398,922</b>	<b>98.01%</b>
<b>CONSERVATION &amp; DEVELOPMENT</b>						
Forestry	\$122,946	\$143,179	116.46%	\$173,140	\$83,436	48.19%
Community Development	\$289,676	\$257,504	88.89%	\$318,414	\$278,520	87.47%
Urban Redevelopment	\$50,749	\$4,576	9.02%	\$885	\$910	102.80%
<b>TOTAL CONSERVATION &amp; DEVELOPMENT</b>	<b>\$463,371</b>	<b>\$405,259</b>	<b>87.46%</b>	<b>\$492,439</b>	<b>\$362,865</b>	<b>73.69%</b>

	2020 ANNUAL BUDGET	2020 Period Ending December 31, 2020	% Expended	2021 ANNUAL BUDGET	2021 Period Ending December 31, 2021	% Expended
<b>PUBLIC HEALTH</b>						
Health	\$567,375	\$486,262	85.70%	\$583,604	\$555,653	95.21%
Environmental Health	\$88,436	\$50,422	57.02%	\$84,631	\$83,852	99.08%
Health Screening	\$25,531	\$25,533	100.01%	\$26,970	\$24,975	92.60%
Prevention	\$4,694	\$6,126	130.50%	\$4,670	\$4,542	97.27%
COVID 19 Tracing/Detection	\$0	\$150,636	0.00%	\$0	\$126,373	0.00%
School Health Aids	\$43,069	\$44,417	103.13%	\$36,938	\$60,020	162.49%
Dental	\$66,556	\$50,449	75.80%	\$52,088	\$53,602	102.91%
Communicable Diseases	\$3,500	\$3,300	94.29%	\$3,500	\$3,107	88.78%
Lead-Free Delivery Grant	\$9,987	\$1,566	15.68%	\$0	\$5,168	0.00%
Lead Prevention Grant	\$2,962	\$2,961	99.97%	\$3,189	\$2,878	90.25%
Immunization	\$9,398	\$8,358	88.93%	\$8,794	\$7,813	88.84%
Maternal Child Health	\$11,589	\$11,558	99.74%	\$16,486	\$16,377	99.34%
Dental Sealant	\$15,794	\$6,810	43.12%	\$13,120	\$11,789	89.86%
Opioid Grant	\$0	\$37,373	0.00%	\$68,097	\$89,792	0.00%
Bio-Terrorism	\$45,664	\$65,970	144.47%	\$36,272	\$32,613	89.91%
Twenty-Four/Seven	\$37,613	(\$30,237)	-80.39%	\$3,300	\$4,739	143.59%
Senior Center	\$106,515	\$74,026	69.50%	\$106,845	\$70,371	65.86%
COVID-19 Vaccination	\$0	\$51,399	0.00%	\$0	\$77,948	0.00%
COVID-19-Routes to Recovery	\$0	\$37,626	0.00%	\$0	\$0	0.00%
CARES COVID-19-Planning	\$0	\$30,000	0.00%	\$0	\$0	0.00%
CARES COVID-19-ELC Cares	\$0	\$0	0.00%	\$0	\$13,100	0.00%
Health ARPA Grant	\$0	\$0	0.00%	\$0	\$95	0.00%
Animal Impoundment	\$7,500	\$4,000	53.33%	\$6,500	\$1,120	17.23%
Cemetery	\$36,132	\$21,636	59.88%	\$38,083	\$18,247	47.91%
<b>TOTAL PUBLIC HEALTH</b>	<b>\$1,082,315</b>	<b>\$1,140,193</b>	<b>105.35%</b>	<b>\$1,093,087</b>	<b>\$1,264,173</b>	<b>115.65%</b>
<b>100-GENERAL FUND TOTALS:</b>	<b>\$18,335,033</b>	<b>\$17,697,995</b>	<b>96.53%</b>	<b>\$18,631,582</b>	<b>\$18,245,313</b>	<b>97.93%</b>

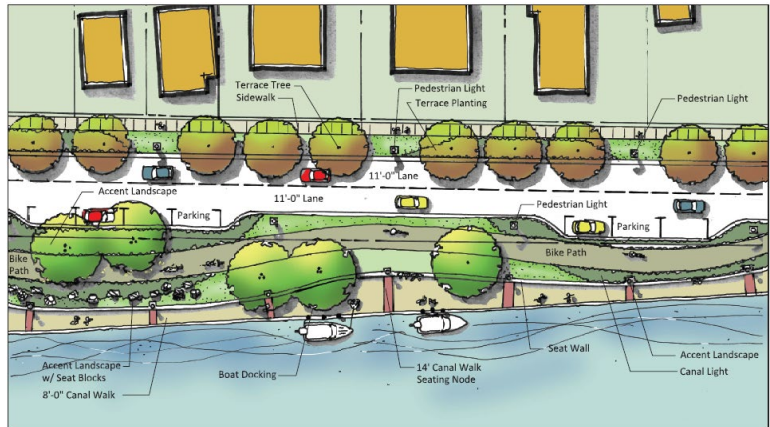




## MEMORANDUM

Date: March 7, 2022  
To: Common Council  
From: Community Development Department/SS  
RE: **Neighborhood Investment Grant – Water Street Corridor**

I am pleased to inform the City of Menasha Common Council that the City of Menasha has received a \$2 million dollar Neighborhood Investment Grant from the State of Wisconsin for the assistance in implementing the Water Street Corridor as displayed in the Water Street Corridor Study approved in 2019. This project includes the reconstruction of the street, trail connectivity, improvements to the shorewall, gateway space and other pedestrian improvements.



Per the grant submitted, the total project costs would be roughly \$3 million with the City matching the grant. The exact dollar amount of the project will certainly depend on the final design and forecasted construction costs that are always on the rise. Water Street was in the 2023 Capital Improvements Plan, so the timing of grant fits perfectly as we continue to successfully implement past planning work including the Downtown Vision Plan, the Water Street Corridor Study, the CIP, TID 10 and 13 Project Plans, the CORP Plan and many other.



This was a highly competitive grant and a great opportunity and accomplishment to continue to move our community forward.

More details are certainly to follow as the City receives additional information from the State to implement.



# STATE OF WISCONSIN DEPARTMENT OF ADMINISTRATION

Tony Evers, Governor  
Kathy Blumenfeld, Secretary-designee  
Jana Steinmetz, Administrator

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March 3, 2022

## RE: Neighborhood Investment Grant Program – NOTICE OF AWARD

The Department of Administration (DOA), on behalf of the State of Wisconsin (State), intends to issue grant awards to recipients in the table following this announcement. This letter constitutes the intent to issue grant awards only and is not a contractual commitment. Following receipt of this notice, the recipients identified in the award table will be contacted by the State to formalize a contractual commitment. Grant awards are contingent upon successful negotiations and the State's determination of its best interests. The State remains the sole determinant of its best interests. All Program costs and grant agreements must adhere to applicable State Statute, the Program Grant Announcement, American Rescue Plan Act provisions and guidance from the U.S. Department of the Treasury.

Please do not contact the Program with questions related to next steps. Successful applicants will receive an email providing information regarding the next steps in the process for receiving the award. Questions can be directed to Neighborhood Investment Grant Program at:

[NeighborhoodInvestmentFundProgram@wisconsin.gov](mailto:NeighborhoodInvestmentFundProgram@wisconsin.gov)

Neighborhood Investment Grant Program  
Notice of Award

<b>Organization</b>	<b>City</b>	<b>Award</b>	<b>Project</b>
City of Altoona	Altoona	\$1,377,435.73	Revitalization/Blight Elimination
Village of Ashwaubenon	Ashwaubenon	\$4,700,000.00	Housing/Homelessness
City of Beloit	Beloit	\$9,000,000.00	Non-profit Support
Ho-Chunk Nation	Black River Falls	\$11,833,858.00	Housing/Homelessness
Kenosha County Department of Public Works	Bristol	\$9,850,000.00	Non-profit Support
Forest County Potawatomi Community	Crandon	\$4,221,849.50	Revitalization/Blight Elimination
City of Eau Claire	Eau Claire	\$1,000,000.00	Housing/Homelessness
City of Eau Claire	Eau Claire	\$1,500,000.00	Housing/Homelessness
City of Fond du Lac	Fond du Lac	\$3,600,000.00	Housing/Homelessness
Brown, County of	Green Bay	\$15,000,000.00	Revitalization/Blight Elimination
City of Green Bay	Green Bay	\$5,000,000.00	Revitalization/Blight Elimination
Lac Courte Oreilles Band of Lake Superior Chippewa Indians	Hayward	\$3,134,320.00	Vulnerable Populations
City of Juneau	Juneau	\$10,661,892.00	Housing/Homelessness
Dodge County	Juneau	\$3,200,000.00	Vulnerable Populations
City of Kenosha	Kenosha	\$15,000,000.00	Economic Development/Workforce
City of Lancaster	Lancaster	\$3,400,000.00	Housing/Homelessness
City of Madison	Madison	\$2,000,000.00	Community Infrastructure
City of Madison	Madison	\$4,000,000.00	Economic Development/Workforce
Dane County	Madison	\$5,000,000.00	Economic Development/Workforce
Dane County	Madison	\$4,850,000.00	Economic Development/Workforce
Dane County	Madison	\$5,000,000.00	Non-profit Support
City of Menasha	Menasha	\$2,074,000.00	Revitalization/Blight Elimination
City of Menomonie	Menomonie	\$1,433,093.00	Housing/Homelessness
City of Milwaukee	Milwaukee	\$1,000,000.00	Child Care/Education
City of Milwaukee	Milwaukee	\$10,000,000.00	Housing/Homelessness
City of Milwaukee	Milwaukee	\$2,969,500.00	Revitalization/Blight Elimination
City of Milwaukee	Milwaukee	\$1,030,500.00	Vulnerable Populations
Milwaukee County	Milwaukee	\$3,000,000.00	Housing/Homelessness
Milwaukee County	Milwaukee	\$7,500,000.00	Housing/Homelessness
City of Neenah	Neenah	\$4,388,025.00	Vulnerable Populations
Winnebago County	Oshkosh	\$10,351,686.15	Housing/Homelessness
City of Park Falls	Park Falls	\$5,675,156.25	Non-profit Support
City of Platteville	Platteville	\$3,523,345.00	Vulnerable Populations
City of Prairie du Chien	Prairie du Chien	\$1,624,816.00	Revitalization/Blight Elimination
City or Racine	Racine	\$15,000,000.00	Housing/Homelessness



Neighborhood Investment Grant Program  
Notice of Award

City of Rice Lake	Rice Lake	\$3,157,057.00	Revitalization/Blight Elimination
City of Viroqua	Viroqua	\$6,000,000.00	Housing/Homelessness
City of Waupun	Waupun	\$4,995,425.00	Vulnerable Populations
City of Wausau	Wausau	\$1,750,000.00	Housing/Homelessness
City of Wausau	Wausau	\$1,500,000.00	Non-profit Support
City of West Bend	West Bend	\$2,655,000.00	Revitalization/Blight Elimination
		<b>\$212,956,958.63</b>	



# Tony Evers

Office of the Governor | State of Wisconsin

**FOR IMMEDIATE RELEASE:** March 3, 2022

Contact: [GovPress@wisconsin.gov](mailto:GovPress@wisconsin.gov)

## **Gov. Evers Announces More than \$212.9 Million in Awards for Neighborhood Investment Fund Program**

*Governor concludes statewide tour awarding funds with stops in Kenosha, Fond du Lac, and Green Bay*

KENOSHA — Gov. Tony Evers today announced more than \$212.9 million has been awarded statewide through the Neighborhood Investment Fund Grant program to address the needs of communities through long-term investments and economic recovery projects.

“From Rice Lake to Kenosha, our Neighborhood Investment Fund is providing support to address a variety of community needs, and whether its affordable housing, area revitalization, or improving the access and delivery of public services, these projects will be transformational in the daily lives of the folks who call these neighborhoods home,” said Gov. Evers. “Over the last week, I’ve had the pleasure of visiting with grant recipients all across the state, and the dedication, ingenuity, and passion folks have demonstrated through their creative proposals is proof that these grant dollars are building a foundation for a brighter future for Wisconsinites.”

Following his visits with recipients in [Beloit](#), [Milwaukee](#), and [Madison](#) last week and his stop in [Rice Lake](#) earlier this week, Gov. Evers today visited recipients in Kenosha, Fond du Lac, and Green Bay to highlight several of the projects receiving funds in those communities. The city of Kenosha is receiving a \$15 million grant to develop an Innovation Center that will focus on support for entrepreneurs and startups and provide educational and training opportunities. The governor proposed support for the Innovation Center in his 2021-23 biennial budget, but the measure was ultimately removed from the final budget by the Legislature. Kenosha County will also receive a grant of more than \$9.8 million for the relocation of the Kenosha County Job Center to ensure services are more accessible in the community.

Additionally, during his visit in Fond du Lac, the governor will highlight several regional projects. The city of Fond du Lac will receive a \$3.6 million grant, the city of Menasha will receive a more than \$2 million grant, the city of Neenah will receive a more than \$4.3 million grant, and Winnebago County will receive a more than \$10 million grant to support an array of proposals that address local housing needs, improvements to a local senior care facility, and a comprehensive community redevelopment initiative.

Finally, while in Green Bay, the governor will highlight projects receiving funds, including a \$5 million grant for the city of Green Bay to support new housing opportunities and a multi-purpose community development site, as well as a \$4.7 million grant for Ashwaubenon to support the development of the Berkshire Ashwaubenon, an affordable housing initiative that will provide 75 new, affordable units. Brown

County will also receive a \$15 million grant to redevelop facilities at the old Pulliam Power Plant site to allow for the long-awaited relocation of the C. Reiss coal piles. Brown County has already committed to buy the Pulliam site with the help of a \$500,000 grant from the Wisconsin Economic Development Corporation.

In May 2021, the governor proposed support for the relocation of the C. Reiss coal piles in his [special session call](#) to expand BadgerCare, but the measure was ultimately rejected by Republicans in the Legislature. Relocating the coal will remove a barrier to neighborhood revitalization and a hazard to the environment and public health, improving air and water quality and overall quality of life for residents, while infrastructure improvements and updates at the site will provide a positive economic benefit to the area.

Part of a nearly \$650 million investment allocated by the governor for community building and recovery efforts statewide, the Neighborhood Investment Fund program was announced in [August 2021](#) and is administered by the Wisconsin Department of Administration (DOA). Grants awarded range in size from \$1 million to a maximum of \$15 million and are funded through the American Rescue Plan Act. Applications opened on Sept. 30, 2021, and closed on Nov. 11, 2021. A full list of grant awardees and additional information can be found on the [program website](#).

“A strong recovery means investing for the future, and ensuring that our communities lead the way,” said DOA Secretary-designee Kathy Blumenfeld. “With the Neighborhood Investment Fund, we are able to support revitalization efforts, address shelter and housing needs, and make a real, lasting impact for our communities.”

Wisconsinites can visit [BadgerBounceback.wi.gov](https://BadgerBounceback.wi.gov) to view pandemic-related assistance information for families, farmers, businesses, organizations, and communities, as well as the latest data and success stories about how COVID-relief investments are making a difference across the state. For updates on other recovery-related grant opportunities, sign up for the [Badger Bounceback update list](#).

An online version of this release is available [here](#).

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## MEMORANDUM

To: Common Council

From: Jennifer Sassman, Finance Director

Date: March 3, 2022

RE: 2022 Property Revaluation

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The City of Menasha contracts with Associated Appraisal for assessment services. Our contract with Associated Appraisal requires the Assessor to keep the City's assessed value in compliance with the requirements as prescribed under Wis.Stat.70.05(5). For the duration of the contract, the annual level of assessment must be kept within 10% of the City's equalized value.

In conversations with our Assessor, it has been determined that due to the market and sales data, a 2022 revaluation of residential properties will be necessary. This revaluation will work to bring our assessments closer to 100% of full market value. It has been determined that without this revaluation, our assessments could drop to below 90% of market value.

As required by Wisconsin Law, property owners will receive '2022 Notice of Changed Assessment' from Associated Appraisal indicating the change in assessed value from 2021 to 2022. That notice will provide information on the Open Book dates. Open Book gives property owners an opportunity to schedule an appointment with the Assessor to discuss assessed values.

The purpose of the revaluation process is not to raise the amount of property taxes collected but rather to equalize the tax base to ensure that each property owner bears only its fair share of the property tax burden. This process assures that taxes are distributed equitably and uniformly.

Please feel free to reach out with any questions or concerns that you or your constituents may have.

CITY OF MENASHA  
COMMON COUNCIL  
100 MAIN STREET  
FEBRUARY 21, 2022  
MINUTES

A. CALL TO ORDER

Meeting called to order by Mayor Merkes at 6:37 p.m.

B. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

C. ROLL CALL

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

ABSENT: Ald. Schmidt & Tom Grade

ALSO PRESENT: PC Styka, FC Kloehn, CDD Schroeder, DPW Jungwirth, DDE Gordon, FD Sassman, PHD Hutter, PRD Sackett, CA/HRD Captain, Mayor Merkes, Clerk Krautkramer

D. PUBLIC HEARING

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. Administration Committee, 2/7/22
- b. Board of Public Works, 2/7/22
- c. Committee on Aging, 1/14/22
- d. NM Joint Fire Commission, 1/26/22
- e. NM Sewerage Commission, 1/25/22
- f. Parks and Recreation Board, 1/18/22 & 2/15/22

Communications:

- g. COVID-19 Update
- h. HAWK Light System
- i. Spring Primary Election Results – February 15, 2022
- j. Menasha Public Library – SMITHworks Public Open House Invitation
- k. Village of Fox Crossing Land Exchange Proposal Update
- l. Preparedness Training for Health Department Staff

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

Motion carried on voice vote.

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, 2/7/22

Board of Public Works, 2/7/22, Recommends:

2. Approval of Payment to Northeast Asphalt, Inc.; Contract Unit No. 2021-10 for Street Construction and Rehabilitation in the amount of \$143,017.71 (Payment No. 6)

3. Awarding Menasha Utilities Contract Unit No. M0003-09-21-00504 for 2022 Water Main & Sanitary Sewer Reconstruction; Donald Hietpas & Sons, Inc. in the amount of \$979,696.25
4. Upgrading 156 decorative streetlights from HPS to LED in 2022 using funding from the WPPI Member Loan Program with the savings from energy and fixed costs covering loan payments and as shown in the 2022 budget

Parks and Recreation Board, 12/21/21, Recommends:

5. Approval of the reciprocity agreements between the City of Menasha and the Village of Fox Crossing and the City of Appleton

Parks and Recreation Board, 1/18/22, Recommends:

6. Approval of the reciprocity agreement between the City of Menasha and the City of Neenah
- Parks and Recreation Board, 2/15/22, Recommends:

7. Increase of Marina Transient Slip Rental Fee to \$1.00/ft. for daily, \$4.50/ft. for weekly and \$18.00 for monthly renters
8. Approval of the Park Facility Rental rates:
  - a. Set the fee of \$300 for residents and \$450 for non-residents for reservation of the pavilion when renting the Garden/Gazebo area at Smith Park
  - b. Set the fee for the Park Open Space to \$15 for residents and \$25 for non-residents

Ald. Nichols requested to remove Consent Agenda item 8.

Ald. Sevenich requested to remove Consent Agenda items 1, 2, 3, 4 & 7.

Mayor Merkes ruled all items would be voted on separately.

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

1. Moved by Ald. Sevenich seconded by Ald. Ted Grade to approve Consent Agenda 1, Common Council, 2/7/22.  
Motion carried on voice vote.
2. Moved by Ald. Langdon seconded by Ald. Sevenich to approve Consent Agenda 2, Approval of Payment to Northeast Asphalt, Inc.; Contract Unit No. 2021-10 for Street Construction and Rehabilitation in the amount of \$143,017.71 (Payment No. 6).  
Motion carried on roll call 6-0.
3. Moved by Ald. Langdon seconded by Ald. Taylor to approve Consent Agenda 3, Awarding Menasha Utilities Contract Unit No. M0003-09-21-00504 for 2022 Water Main & Sanitary Sewer Reconstruction; Donald Hietpas & Sons, Inc. in the amount of \$979,696.25.  
Motion carried on roll call 6-0.
4. Moved by Ald. Langdon seconded by Ald. Taylor to approve Consent Agenda 4, Upgrading 156 decorative streetlights from HPS to LED in 2022 using funding from the WPPI Member Loan Program with the savings from energy and fixed costs covering loan payments and as shown in the 2022 budget.  
Motion carried on roll call 6-0.

General discussion ensued on the budgeted amount.

5. Moved by Ald. Ted Grade seconded by Ald. Langdon to approve Consent Agenda 5, Approval of the reciprocity agreements between the City of Menasha and the Village of Fox Crossing and the City of Appleton.  
Motion carried on roll call 6-0.

General discussion ensued on Village of Fox Crossing and City of Appleton non-residency boat launch fees, monitoring residency requirements, current fees,

Staff commented on the reciprocity agreements between the City of Menasha and the Village of Fox Crossing and the City of Appleton.

6. Moved by Ald. Ted Grade seconded by Ald. Taylor to approve Consent Agenda 6, Approval of the reciprocity agreement between the City of Menasha and the City of Neenah.  
Motion carried on roll call 6-0.
7. Moved by Ald. Ted Grade seconded by Ald. Taylor to approve Consent Agenda 7, Increase of Marina Transient Slip Rental Fee to \$1.00/ft. for daily, \$4.50/ft. for weekly and \$18.00 for monthly renters.  
Motion carried on roll call 6-0.
9. Moved by Ald. Ted Grade seconded by Ald. Taylor to approve Consent Agenda 8a, Approval of the Park Facility Rental rates: Set the fee of \$300 for residents and \$450 for non-residents for reservation of the pavilion when renting the Garden/Gazebo area at Smith Park.  
Motion carried on roll call 6-0.

General discussion ensued on costs and rentals.

8. Moved by Ald. Ted Grade seconded by Ald. Taylor to approve Consent Agenda 8b, Approval of the Park Facility Rental rates: Set the fee for the Park Open Space to \$15 for residents and \$25 for non-residents.  
Motion carried on roll call 6-0.

General discussion ensued on fees.

#### I. ACTION ITEMS

1. Accounts payable and payroll for the term of 2/4/22 – 2/17/22 in the amount of \$4,717,118.16

Moved by Ald. Nichols seconded by Ald. Ted Grade to approve the accounts payable and payroll for the term of 2/4/22 – 2/17/22 in the amount of \$4,717,118.16.

Motion carried on roll call 6-0.

2. Beverage Operators License Applications for the 2021-2023 licensing period

Moved by Ald. Nichols seconded by Ald. Ted Grade to deny the Beverage Operators License for AnnMarie Hatton.

Motion carried on roll call 6-0.

Moved by Ald. Nichols seconded by Ald. Ted Grade to approve the Beverage Operators License Applications for the 2021-2023 licensing period listed as approved.

Motion carried on roll call 6-0.

#### J. HELD OVER BUSINESS

**K. ORDINANCES AND RESOLUTIONS**

1. O-2-22 An Ordinance Amending Sections 9-3-16(K) of the Sewer Utility Regulations (Introduced by Mayor Merkes)

General discussion ensued on replacement costs.

Moved by Ald. Sevenich seconded by Ald. Ted Grade to approve O-2-22 An Ordinance Amending Sections 9-3-16(K) of the Sewer Utility Regulations.

Motion carried on roll call 5-1.

Ald. Nichols voted no.

2. O-3-22 An Ordinance Amending Title 7 (Licensing & Regulation), Chapter 2, Article B (Operators' License), Sec. 7-2-20 of the Code of Ordinances and corresponding City of Menasha Operators' License Policy Guidelines revisions (Introduced by Mayor Merkes)

Moved by Ald. Nichols seconded by Ald. Sevenich to approve O-3-22 An Ordinance Amending Title 7 (Licensing & Regulation), Chapter 2, Article B (Operators' License), Sec. 7-2-20 of the Code of Ordinances and corresponding City of Menasha Operators' License Policy Guidelines revisions.

Motion carried on roll call 6-0.

**L. APPOINTMENTS**

1. Mayor's appointment of Jacob Anderson to the Plan Commission for the term of 2/7/22 – 5/18/23

General discussion ensued on Plan Commission appointments and appointment state statues.

Ald. Nichols moved to end the debate and call to question.

Mayor Merkes ruled the motion germane.

Moved by Ald. Ted Grade seconded by Ald. Nichols to approve the Mayor's appointment of Jacob Anderson to the Plan Commission for the term of 2/21/22 – 5/18/23.

Motion carried on roll call 4-2.

Ald. Taylor and Langdon voted no.

**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. Taylor seconded by Ald. Ted Grade to adjourn at 7:18 p.m.

Motion carried on voice vote.

Haley Krautkramer  
City Clerk





To: Member of the Administrative Committee

From: Tim Styka, Chief of Police

Date: February 15, 2022

RE: Parking Fines

## **BACKGROUND**

Periodically we benchmark with other communities to see if our parking ticket fines are comparable to others in the area. The last time the City made an adjustment to the fines was in 2017 when we went live with the new T2 Parking System. As we discussed in our 2022 Budget Hearing, because five years have now passed, we have once again reviewed our parking fines and offer the following recommendations for changes.

## **ANALYSIS**

In a review of other communities parking ticket fines we have identified three areas of opportunity.

- Increase all regular violations from \$10 to \$15. The regular violations include all parking violations with the exception of boat launch, handicapped and overnight parking violations.
- Increase summer overnight parking from \$10 to \$15 as well (winter would remain at \$25).
- Implement an escalation of \$5 per violation for the same offense over a one year period of time, maxing out at \$20 plus the fine for the 5<sup>th</sup> and subsequent violation(s). Currently, the escalation is \$5 for second and subsequent violations.

The schedule would be:

- 1<sup>st</sup> Offense the fine amount
- 2<sup>nd</sup> Offense the fine amount + \$5
- 3<sup>rd</sup> Offense the fine amount + \$10
- 4<sup>th</sup> Offense the fine amount + \$15
- 5<sup>th</sup> + Offense the fine amount + \$20

The increase to \$15 as described above is within the range of other municipalities (\$10-\$48). The escalation of fines is not universal in the area. The recommended change would put Menasha in the middle of what other municipalities are doing.

## **FISCAL IMPACT**

Based upon an average of the past 5 years of violations, the recommended changes would increase the penalty fines by \$3,000 for an increase to the “regular violations” and

\$5,500 for the summer overnight violations. A change to the escalation system is a little more difficult to put an estimate on as we would predict that the more expensive tickets would be an incentive to not have multiple violations. Last year we had 157 vehicles with three or more violations with a total of 643 tickets being issued.

## **RECOMMENDATION**

It is the recommendation of the Police Department to increase all regular parking violations (as defined in the *Analysis* section) from \$10 to \$15, summer overnight parking from \$10 to \$15, the escalation system to \$5 per violation for the same offense over a one year period of time, maxing out at \$20 plus the fine for the 5<sup>th</sup> and subsequent violation(s).



## Memorandum

To: Common Council

From: Laura Jungwirth, Director of Public Works  
Corey Gordon, Deputy Director of Engineering

Date: March 1, 2022

Re: Racine Street Bridge Under Deck Lighting

### BACKGROUND

KL Engineering and City staff have been working on concepts for the Racine Street Bridge under deck lighting, which were presented to the Board of Public Works on February 21, 2022. In this meeting, three alternatives were presented, although any combination of lighting bridge components can be entertained.

#### Racine Street Bridge Lighting Alternatives (Initial Estimates)

	Alternative 1 (Drawbridge)	Alternative 2 (Girders and Operator House)	Alternative 3 (Full Build)
Lighting Concept Evaluation	\$ 22,248.00	\$ 22,248.00	\$ 22,248.00
Base Infrastructure and Controls	\$ 50,000.00	\$ 135,000.00	\$ 135,000.00
Lighting	\$ 65,000.00	\$ 130,000.00	\$ 300,000.00
<b>Bridge Lighting Total =</b>	<b>\$ 137,248.00</b>	<b>\$ 287,248.00</b>	<b>\$ 457,248.00</b>

After our last meeting, KL Engineering performed a site visit and refined their cost estimates. Upon these investigations, it was noted that the steel girders will be installed with protruding stiffeners on the mechanical portion of the drawbridge that may create a shadow effect with standard flood lighting. Therefore, they further reviewed an additional alternative that would light the girders with lower wattage floodlights and reduce the potential shadowing.

Girder Lighting Alternatives	Alternative 2 Low Wattage	Alternative 2 Standard Wattage
Lighting Concept Evaluation	\$ 22,248.00	\$ 22,248.00
Girder Lighting	\$ 346,700.00	\$ 265,700.00
<b>Bridge Lighting Total =</b>	<b>\$ 368,948.00</b>	<b>\$ 287,948.00</b>

### RECOMMENDATION

**Staff recommends that Common Council make a motion to proceed with engineering services and construction bidding to light the girders, operator house, and city sign with standard wattage (Alternative 2) at an estimated cost of \$265,700.**

\$500,000 was originally budgeted for the Racine Bridge aesthetic amenities, of which \$177,370.95 is remaining after Lighting Concept Evaluation. Staff has evaluated options for funding the remaining \$88,329.05 to light the bridge. This includes utilizing additional TID 8 and TID 13 funds or borrowing. Once the lighting project is bid for construction, staff will present to council costs and options for funding any amount over the \$177,370.95 budgeted.



# Aesthetic Structure Lighting Alternatives

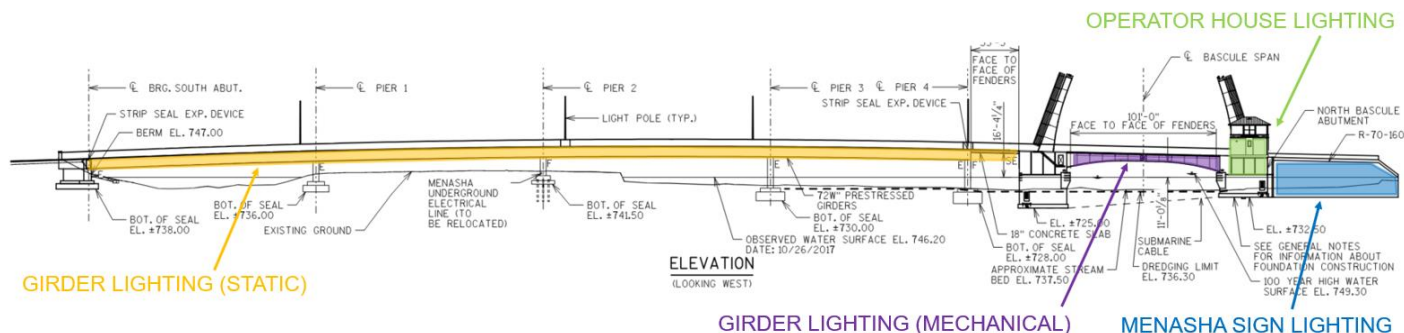
## March 2, 2022



Racine St Bridge – Menasha, WI  
Estimate of Materials – Preferred Alternative

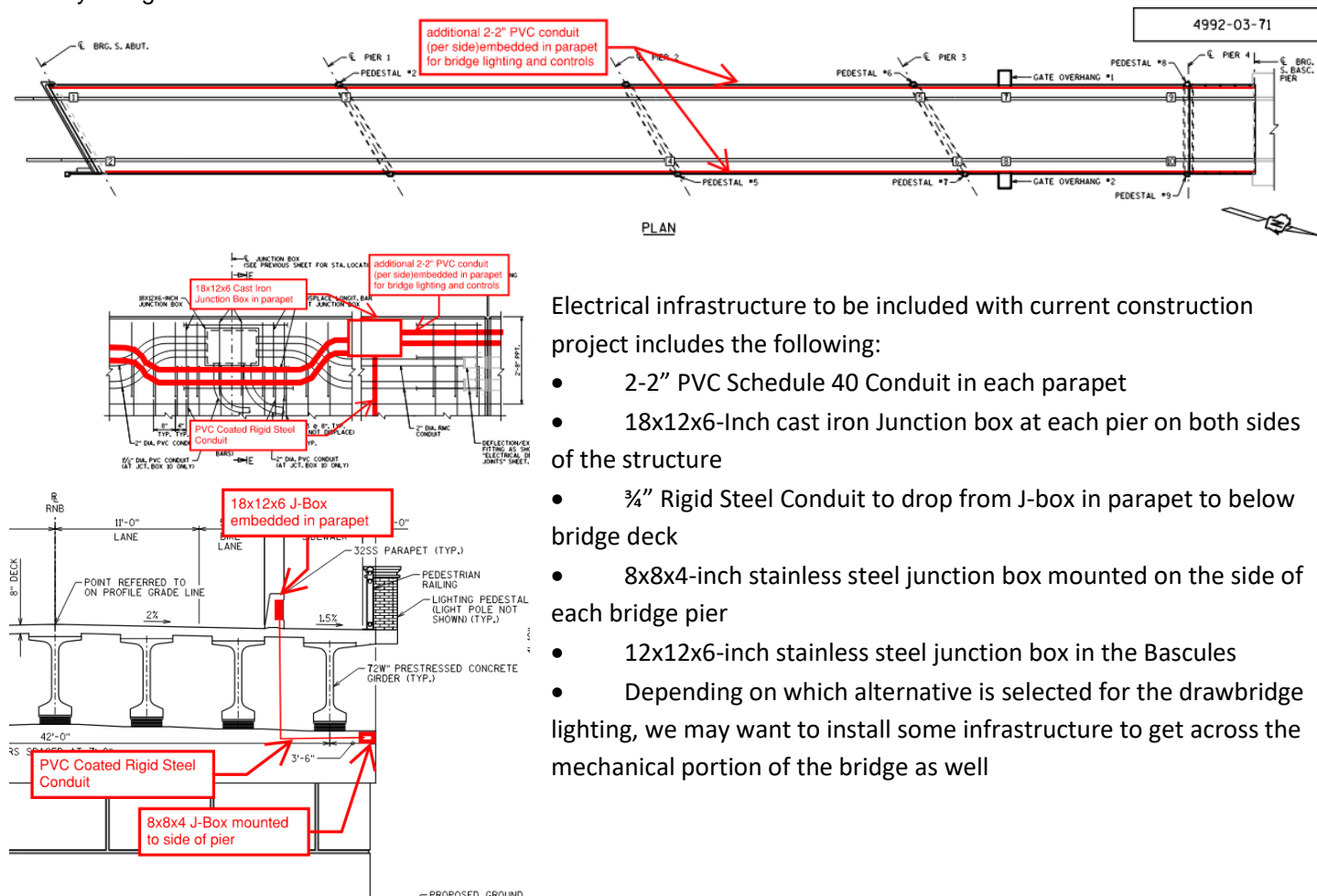
### Most Practical Lighting Alternative

The most practical lighting alternative consists of horizontal flood lighting of the girders along both the static and mechanical portions of the structure, vertical wall washing of the Operator House, and vertical wall washing of the Menasha City Sign along the Retaining Wall.



### Infrastructure to Include with Current Construction Project

The following items are recommended as the minimum amount of infrastructure that should be incorporated with the current construction project. This is highly recommended because items can be embedded in the structure and installed by the same contractor for seamless integration and savings on mobilization/equipment, as similar infrastructure is already being installed.



Electrical infrastructure to be included with current construction project includes the following:

- 2-2" PVC Schedule 40 Conduit in each parapet
- 18x12x6-Inch cast iron Junction box at each pier on both sides of the structure
- 3/4" Rigid Steel Conduit to drop from J-box in parapet to below bridge deck
- 8x8x4-inch stainless steel junction box mounted on the side of each bridge pier
- 12x12x6-inch stainless steel junction box in the Bascules
- Depending on which alternative is selected for the drawbridge lighting, we may want to install some infrastructure to get across the mechanical portion of the bridge as well

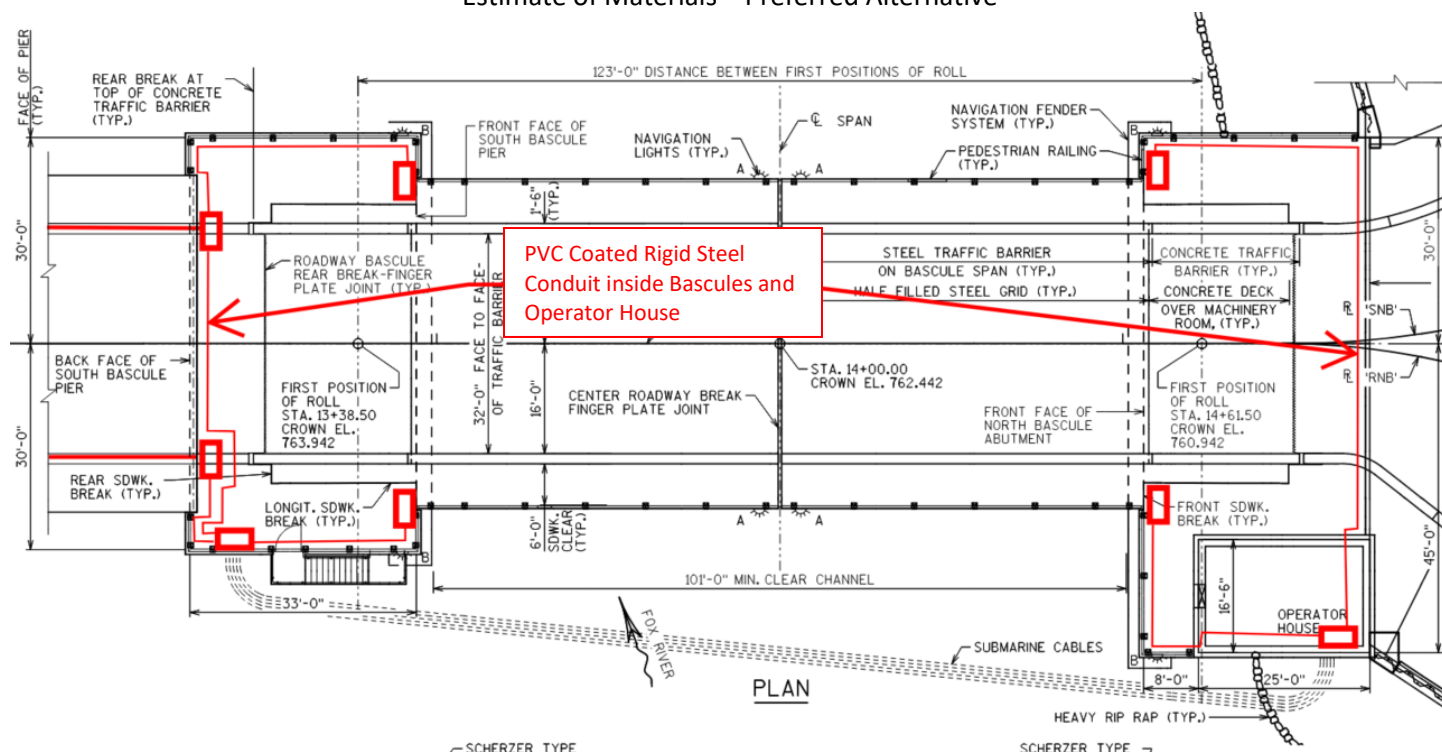


# Aesthetic Structure Lighting Alternatives

March 2, 2022



## Racine St Bridge – Menasha, WI Estimate of Materials – Preferred Alternative



### Minimum Infrastructure to be included with Current Construction

Description	Unit	Quantity	Price	Ext Cost
Cast Iron Junction Boxes - 18x12x6	EA	10	\$1,300.00	\$13,000
Stainless Steel Junction Boxes - 12x12x6	EA	8	\$1,000.00	\$8,000
Stainless Steel Junction Boxes - 8x8x4	EA	10	\$700.00	\$7,000
PVC Coated Rigid Steel Conduit - 3/4 Inch	LF	450	\$20.00	\$9,000
PVC Conduit - 2 Inch	LF	2,696	\$9.50	\$25,612
Misc. Materials	LS	1	\$1,000.00	\$1,000
Contingency			20%	\$12,722
				\$76,400

### Girder Lighting – Static Structure

The following items are required for completing the girder lighting installation on the static portion of the structure. Infrastructure is assumed to be furnished and installed by a contractor, with exception of luminaires and controller which are assumed to be furnished by the City and installed by a contractor. Items include the following:

- Girder Lighting Brackets to mount flood luminaires to piers
- Luminaires – Furnished by the City of Menasha
- ¾-inch liquid tight flexible conduit to get from pier mounted J-Box to luminaire
- Conductors and control wire spanning the entire structure
- DMX Control System







# Aesthetic Structure Lighting Alternatives

## March 2, 2022



Racine St Bridge – Menasha, WI  
Estimate of Materials – Preferred Alternative

### Girder Flood Lighting - Static

Description	Unit	Quantity	Price	Ext Cost
Liquid Tight Flexible Conduit - 3/4 Inch	LF	100	\$4.50	\$450
Conductors - #12 AWG	LF	1,550	\$0.80	\$1,240
Conductors - #6 AWG	LF	6,740	\$1.75	\$11,795
Luminaires & Accessories	EA	18	\$3,000.00	\$54,000
DMX Controller & Training	LS	1	\$10,000.00	\$10,000
Fiber Control Cable	LF	2,000	\$1.00	\$2,000
Contingency			20%	\$15,497
				\$95,000

### Girder Lighting – Mechanical Structure

The following items are required for completing the girder lighting installation on the mechanical portion of the structure. Infrastructure is assumed to be furnished and installed by a contractor, with exception of luminaires and controller are assumed to be furnished by the City and installed by a contractor..

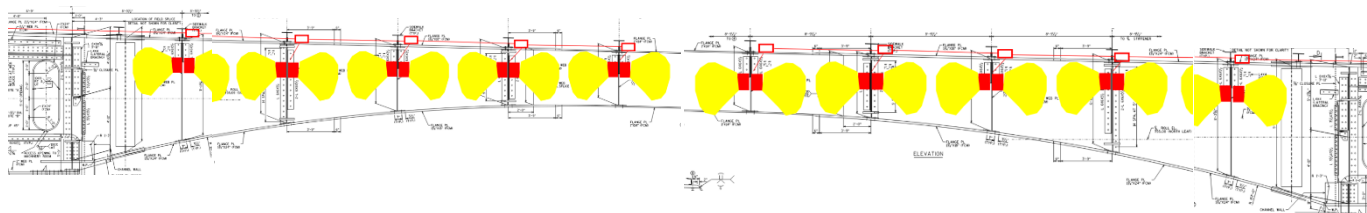
#### Alternative 1

Alternative 1 consists of lower output luminaires mounted on either side of each stiffener to provide a uniform spread of light across the drawbridge. Items include the following:

- Girder Lighting Brackets to mount flood luminaires to flanges
- Luminaires – Furnished by the City of Menasha
- 8x8x4-inch stainless steel junction box mounted above each stiffener
- PVC Coated Rigid Steel Conduit, exposed along steel girder
- ¾-inch liquid tight flexible conduit to get from pier mounted J-Box to luminaire
- Conductors and control wire
- Droop Cable to get across the bridge deck
- Control System quantified previously

### Girder Flood Lighting - Mechanical (Alt. 1)

Description	Unit	Quantity	Price	Ext Cost
Liquid Tight Flexible Conduit - 3/4 Inch	LF	100	\$4.50	\$450
Stainless Steel Junction Boxes - 8x8x4	EA	10	\$700.00	\$7,000
PVC Coated Rigid Steel Conduit - 3/4 Inch	LF	200	\$20.00	\$4,000
Conductors - #12 AWG	LF	600	\$0.80	\$480
Conductors - #6 AWG	LF	1,500	\$1.75	\$2,625
Droop Cable - #12 AWG	LF	100	\$5.32	\$532
Luminaires & Accessories	EA	40	\$1,500.00	\$60,000
Contingency			20%	\$15,017
				\$90,200





# Aesthetic Structure Lighting Alternatives

## March 2, 2022



Racine St Bridge – Menasha, WI  
Estimate of Materials – Preferred Alternative

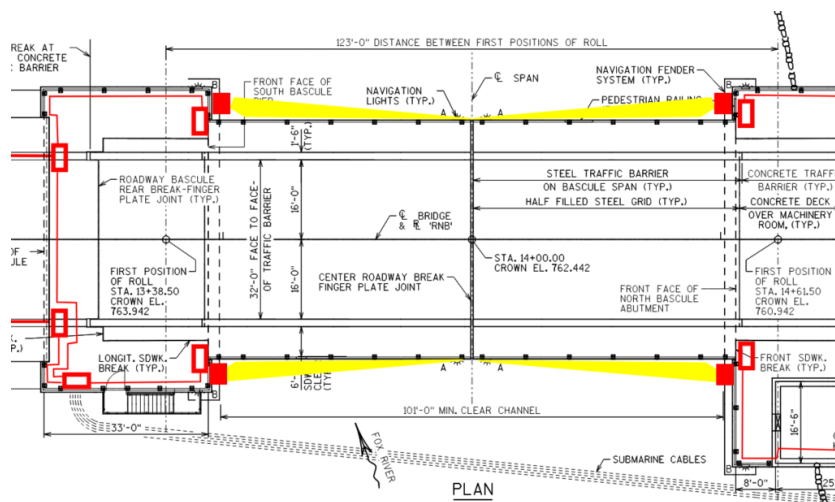
### Alternative 2

Alternative 2 consists of higher output luminaires mounted on the side of the Bascules to throw light across the drawbridge, same as the Girders. **This will result in shadowing due to the bridge stiffeners** but will cost significantly less. This was the original concept until our site visits revealed how the steel stiffeners might create a shadow effect. Items include the following:

- Girder Lighting Brackets to mount flood luminaires to flanges
- Luminaires – Furnished by the City of Menasha
- 8x8x4-inch stainless steel junction box mounted on Bascule at each luminaire
- PVC Coated Rigid Steel Conduit, exposed along each bascule
- ¾-inch liquid tight flexible conduit to get from wall mounted J-Box to luminaire
- Conductors and control wire
- Control System quantified previously

### Girder Flood Lighting - Mechanical (Alt. 2)

Description	Unit	Quantity	Price	Ext Cost
Liquid Tight Flexible Conduit - 3/4 Inch	LF	40	\$4.50	\$180
Stainless Steel Junction Boxes - 8x8x4	EA	4	\$700.00	\$2,800
PVC Coated Rigid Steel Conduit - 3/4 Inch	LF	40	\$20.00	\$800
Conductors - #12 AWG	LF	120	\$0.80	\$96
Conductors - #6 AWG	LF	500	\$1.75	\$875
Luminaires & Accessories	EA	4	\$3,000.00	\$12,000
Contingency			20%	\$3,350
				\$20,200





# Aesthetic Structure Lighting Alternatives March 2, 2022

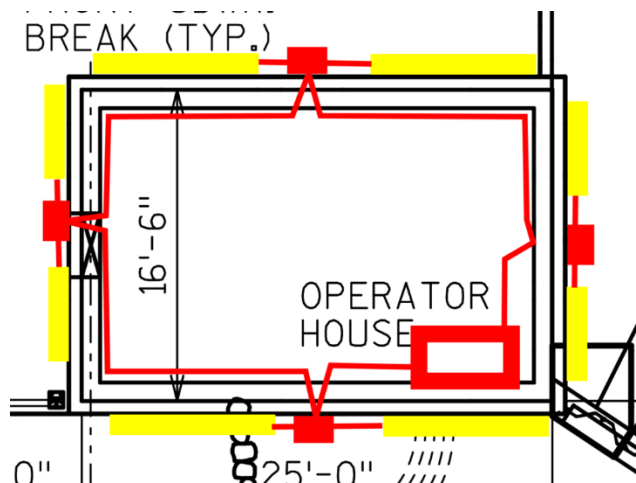


Racine St Bridge – Menasha, WI  
Estimate of Materials – Preferred Alternative

## Operator House Lighting

The following items are required for completing the operator house lighting installation. Infrastructure is assumed to be furnished and installed by a contractor, with exception of luminaires and controller which are assumed to be furnished by the City and installed by a contractor. Lighting is designed to stay below the operator windows and shine down, to minimize any effects of glare that might be created from the lighting installation. Strip lights around the gutter edge may also be considered if budget allows. Items include the following:

- Luminaires – Furnished by the City of Menasha
- PVC Coated Rigid steel conduit run within the operator room
- 8x8x4 junction boxes mounted to the outside of the operator house
- ¾-inch liquid tight flexible conduit to get from wall mounted J-Box to luminaire
- Conductors and control wire
- Control System quantified separately
- Gutter Strip Lighting shown for educational purposes but not included in the current estimate



Operator House Lighting

Description	Unit	Quantity	Price	Ext Cost
Stainless Steel Junction Boxes - 8x8x4	EA	4	\$700.00	\$2,800
PVC Coated Rigid Steel Conduit - 3/4 Inch	LF	150	\$20.00	\$3,000
Liquid Tight Flexible Conduit - 3/4 Inch	LF	40	\$4.50	\$180
Conductors - #12 AWG	LF	750	\$0.80	\$600
Luminaires & Accessories	EA	8	\$2,500.00	\$20,000
Strip Lighting along gutter - 4-footers	EA	20	\$1,500.00	\$30,000
Contingency		20%		\$5,316
				\$31,900







## Aesthetic Structure Lighting Alternatives

March 2, 2022



Racine St Bridge – Menasha, WI  
Estimate of Materials – Preferred Alternative

### City Sign Lighting

The following items are required for completing the City sign lighting installation. Infrastructure is assumed to be furnished and installed by a contractor, with exception of luminaires and controller which are assumed to be furnished by the City and installed by a contractor. Lighting is designed to wash from top-down. Items include the following:

- Luminaires – Furnished by the City of Menasha
- Rigid steel conduit exposed on retaining wall
- 8x8x4 junction box mounted to the retaining wall
- ¾-inch liquid tight flexible conduit to get from wall mounted J-Box to luminaires
- Conductors and control wire
- Control System quantified separately

### City Sign Lighting

Description	Unit	Quantity	Price	Ext Cost
Stainless Steel Junction Boxes - 8x8x4	EA	1	\$700.00	\$700
PVC Coated Rigid Steel Conduit - 3/4 Inch	LF	100	\$4.06	\$406
Liquid Tight Flexible Conduit - 3/4 Inch	LF	20	\$4.50	\$90
Conductors - #12 AWG	LF	1,000	\$0.80	\$800
Concrete Bases	EA	2	\$500.00	\$1,000
Luminaires & Accessories	EA	2	\$1,500.00	\$3,000
Contingency			20%	\$1,199
				\$7,200

### Engineering & Additional Cost

The following is a summary of engineering items that will be required to complete the bridge lighting installation, in addition to the construction cost as broken out above.

- Lighting Plan Development
- Coordination with WisDOT BOS
- Coordination with Contractors
- Change Order Facilitation
- Product Procurement & Facilitation
- Minimal Construction Oversight

Engineering is estimated to cost **approximately 15%** of the total project construction cost. Exact contracted budget will need to be refined in conjunction with the scope of work and input from the Menasha Department of Public Works.

It should be noted that if all infrastructure is not included with a change order to the current construction project. A biddable plan set would be required and may necessitate additional funds.



# Aesthetic Structure Lighting Alternatives

## March 2, 2022



### Racine St Bridge – Menasha, WI

#### Estimate of Materials – Preferred Alternative

## Conclusions

The following estimate is for planning purposes only. This estimate is subject to change as design progresses and additional information is revealed. This estimate is also based on current bid pricing, which is subject to change due to the current volatile market.

#### Project Estimate - Alt 1

Description	Unit	Quantity	Price	Ext Cost
<b>Minimum Infrastructure to be included with Current Construction</b>				
Cast Iron Junction Boxes - 18x12x6	EA	10	\$1,300.00	\$13,000.00
Stainless Steel Junction Boxes - 12x12x6	EA	8	\$1,000.00	\$8,000.00
Stainless Steel Junction Boxes - 8x8x4	EA	10	\$700.00	\$7,000.00
PVC Coated Rigid Steel Conduit - 3/4 Inch	LF	450	\$20.00	\$9,000.00
PVC Conduit - 2 Inch	LF	2696	\$9.50	\$25,612.00
Misc. Materials	LS	1	\$1,000.00	\$1,000.00
Contingency			20%	\$12,722.40
<b>Subtotal</b>				<b>\$76,400</b>
<b>Girder Flood Lighting - Static</b>				
Liquid Tight Flexible Conduit - 3/4 Inch	LF	100	\$4.50	\$450.00
Conductors - #12 AWG	LF	1550	\$0.80	\$1,240.00
Conductors - #6 AWG	LF	6740	\$1.75	\$11,795.00
Luminaires & Accessories	EA	18	\$3,000.00	\$54,000.00
DMX Controller & Training	LS	1	\$10,000.00	\$10,000.00
Contingency			20%	\$15,497.00
<b>Subtotal</b>				<b>\$95,000</b>
<b>Girder Flood Lighting - Mechanical - Alt 1</b>				
Liquid Tight Flexible Conduit - 3/4 Inch	LF	100	\$4.50	\$450.00
Stainless Steel Junction Boxes - 8x8x4	EA	10	\$700.00	\$7,000.00
PVC Coated Rigid Steel Conduit - 3/4 Inch	LF	200	\$20.00	\$4,000.00
Conductors - #12 AWG	LF	600	\$0.80	\$480.00
Conductors - #6 AWG	LF	1500	\$1.75	\$2,625.00
Droop Cable - #12 AWG	LF	100	\$5.32	\$532.00
Luminaires & Accessories	EA	40	\$1,500.00	\$60,000.00
Contingency			20%	\$15,017.40
<b>Subtotal</b>				<b>\$90,200</b>
<b>Operator House Lighting</b>				
Stainless Steel Junction Boxes - 8x8x4	EA	4	\$700.00	\$2,800.00
PVC Coated Rigid Steel Conduit - 3/4 Inch	LF	150	\$20.00	\$3,000.00
Liquid Tight Flexible Conduit - 3/4 Inch	LF	40	\$4.50	\$180.00
Conductors - #12 AWG	LF	750	\$0.80	\$600.00
Luminaires & Accessories	EA	8	\$2,500.00	\$20,000.00
Contingency			20%	\$5,316.00
<b>Subtotal</b>				<b>\$31,900</b>
<b>City Sign Lighting</b>				
Stainless Steel Junction Boxes - 8x8x4	EA	1	\$700.00	\$700.00
PVC Coated Rigid Steel Conduit - 3/4 Inch	LF	100	\$4.06	\$406.00
Liquid Tight Flexible Conduit - 3/4 Inch	LF	20	\$4.50	\$90.00
Conductors - #12 AWG	LF	1000	\$0.80	\$800.00
Concrete Bases	EA	2	\$500.00	\$1,000.00
Luminaires & Accessories	EA	2	\$1,500.00	\$3,000.00
Contingency			20%	\$1,199.20
<b>Subtotal</b>				<b>\$7,200</b>
<b>Engineering &amp; Additional Fees</b>				
Lighting Plan Development				
Coordination with WisDOT BOS				
Coordination with Contractors			15%	
Change Order Facilitation				
Product Procurement & Facilitation				
Minimal Construction Oversight				
<b>Subtotal</b>				<b>\$46,000</b>
<b>Project Total</b>				<b>\$346,700</b>

#### Project Estimate - Alt 2

Description	Unit	Quantity	Price	Ext Cost
<b>Minimum Infrastructure to be included with Current Construction</b>				
Cast Iron Junction Boxes - 18x12x6	EA	10	\$1,300.00	\$13,000.00
Stainless Steel Junction Boxes - 12x12x6	EA	8	\$1,000.00	\$8,000.00
Stainless Steel Junction Boxes - 8x8x4	EA	10	\$700.00	\$7,000.00
PVC Coated Rigid Steel Conduit - 3/4 Inch	LF	450	\$20.00	\$9,000.00
PVC Conduit - 2 Inch	LF	2696	\$9.50	\$25,612.00
Misc. Materials	LS	1	\$1,000.00	\$1,000.00
Contingency			20%	\$12,722.40
<b>Subtotal</b>				<b>\$76,400</b>
<b>Girder Flood Lighting - Static</b>				
Liquid Tight Flexible Conduit - 3/4 Inch	LF	100	\$4.50	\$450.00
Conductors - #12 AWG	LF	1550	\$0.80	\$1,240.00
Conductors - #6 AWG	LF	6740	\$1.75	\$11,795.00
Luminaires & Accessories	EA	18	\$3,000.00	\$54,000.00
DMX Controller & Training	LS	1	\$10,000.00	\$10,000.00
Contingency			20%	\$15,497.00
<b>Subtotal</b>				<b>\$95,000</b>
<b>Girder Flood Lighting - Mechanical - Alt 2</b>				
Stainless Steel Junction Boxes - 8x8x4	EA	4	\$700.00	\$2,800.00
PVC Coated Rigid Steel Conduit - 3/4 Inch	LF	150	\$20.00	\$3,000.00
Liquid Tight Flexible Conduit - 3/4 Inch	LF	40	\$4.50	\$180.00
Conductors - #12 AWG	LF	750	\$0.80	\$600.00
Luminaires & Accessories	EA	8	\$2,500.00	\$20,000.00
Contingency			20%	\$3,350.20
<b>Subtotal</b>				<b>\$20,200</b>
<b>Operator House Lighting</b>				
Stainless Steel Junction Boxes - 8x8x4	EA	4	\$700.00	\$2,800.00
PVC Coated Rigid Steel Conduit - 3/4 Inch	LF	150	\$20.00	\$3,000.00
Liquid Tight Flexible Conduit - 3/4 Inch	LF	40	\$4.50	\$180.00
Conductors - #12 AWG	LF	750	\$0.80	\$600.00
Luminaires & Accessories	EA	8	\$2,500.00	\$20,000.00
Contingency			20%	\$5,316.00
<b>Subtotal</b>				<b>\$31,900</b>
<b>City Sign Lighting</b>				
Stainless Steel Junction Boxes - 8x8x4	EA	1	\$700.00	\$700.00
PVC Coated Rigid Steel Conduit - 3/4 Inch	LF	100	\$4.06	\$406.00
Liquid Tight Flexible Conduit - 3/4 Inch	LF	20	\$4.50	\$90.00
Conductors - #12 AWG	LF	1000	\$0.80	\$800.00
Concrete Bases	EA	2	\$500.00	\$1,000.00
Luminaires & Accessories	EA	2	\$1,500.00	\$3,000.00
Contingency			20%	\$1,199.20
<b>Subtotal</b>				<b>\$7,200</b>
<b>Engineering &amp; Additional Fees</b>				
Lighting Plan Development				
Coordination with WisDOT BOS				
Coordination with Contractors			15%	
Change Order Facilitation				
Product Procurement & Facilitation				
Minimal Construction Oversight				
<b>Subtotal</b>				<b>\$35,000</b>
<b>Project Total</b>				<b>\$265,700</b>

# Racine Street Bridge

## Aesthetic Structure Lighting Alternatives

Menasha, WI

Pictured: Nitschke Bridge – Green Bay, WI



# Lighting Infrastructure Integration with Bridge Construction

Goal for this meeting:

- Looking for conceptual level preference of what aspects of the structure should be emphasized by adding colored lighting
- Once this is known, we can approximate what/where infrastructure will need to be installed with the structure this spring

Infrastructure to be included with the bridge construction is highest priority

- Will likely need to install some anticipatory infrastructure so that we are not handcuffed down the line if preferences change
- All proposed infrastructure must be approved by WisDOT B.O.S. for compliance
  - Rebar spacing in parapets, piers, deck etc
  - Added weight to mechanical deck must be accounted for

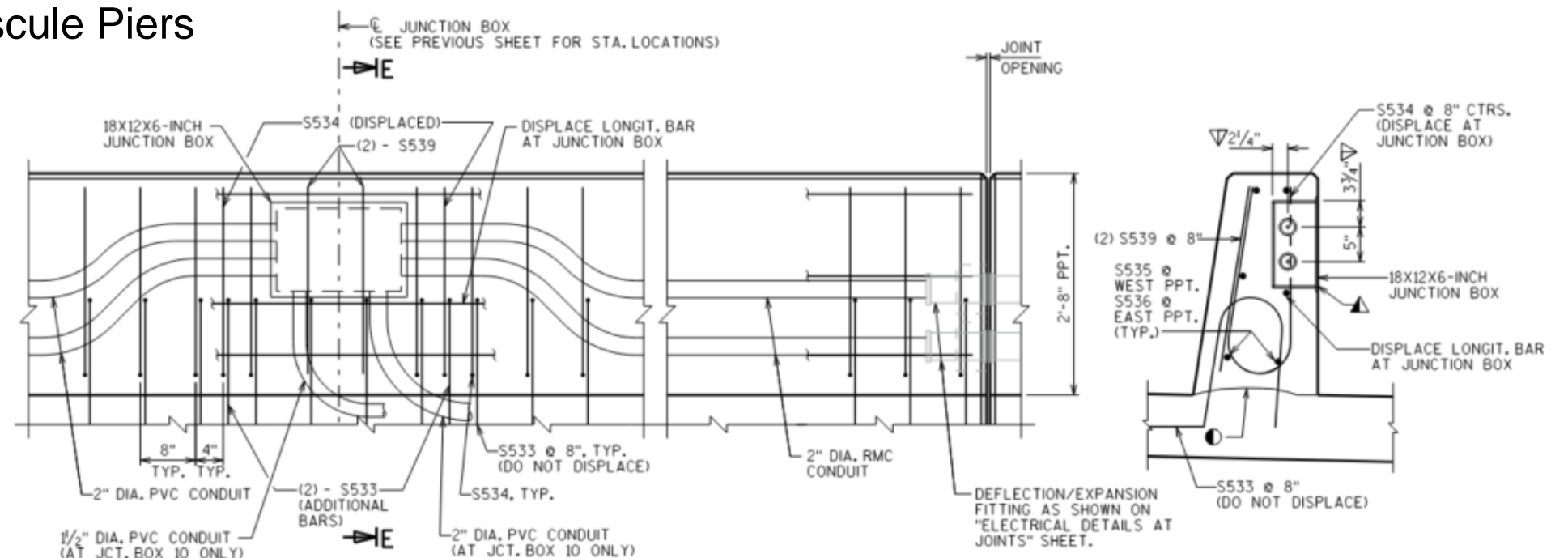
Baseline Infrastructure required regardless of preferred alternative:

- Junction Boxes in parapet at each pier location
- Junction Boxes on each end of the Bascule Piers
- PVC Conduit in each parapet
- Rigid Steel Conduit in Bascule

## Estimate

- Materials & Construction Cost w/ 20% Contingency = \$90K
- Labor Mark-Up for Expedited Work Order = \$10K
- Design Engineering, Procurement Facilitation, Bidding Documents = \$35K

**Approximate Baseline Cost = \$135K**



# Controlling the Light

## Power/Electrical Service

- Intention will be to utilize existing electrical services
  - 120/240V at the roundabouts on either side of the Racine St Bridge
  - Main service in the Operator House and secondary panel in the South Bascule
- Some aesthetic lighting options will require transformers to drop down to 48V
  - Intention is to locate these in junction boxes in the parapets as necessary
- This electrical service would provide standard “white” lighting only → Color changing is not an option without advanced controls

## Color Changing Capabilities

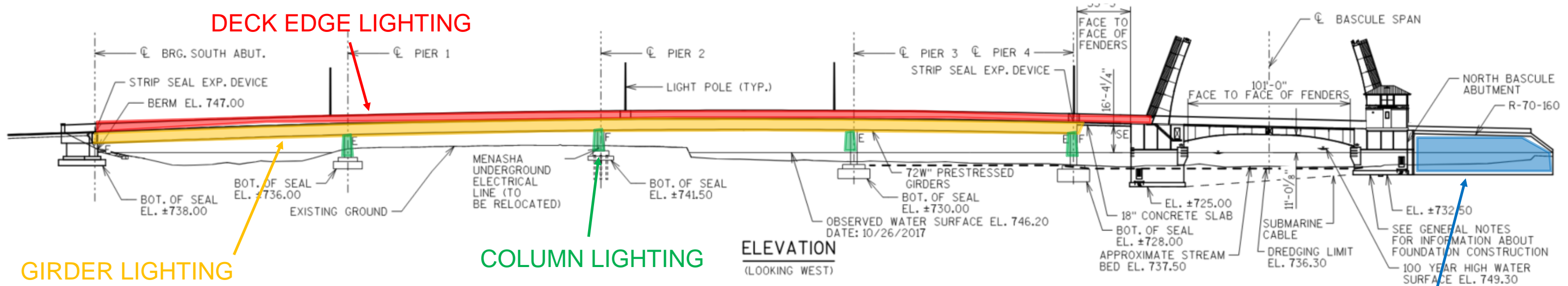
- DMX controller is required for color changing
- Controller is required regardless of complexity scenes
- Controller may be operated via wifi, cell phone app, in-person, etc
- Controllers are typically specific to the lighting manufacturer
- Will require submersible cabling or wireless antennas for communication across drawbridge
  - May have capacity within existing submersible raceway
- Most manufacturers will set up scenes and train staff

Approximate Cost = \$10k for procurement and training  
- Cost Included in Baseline Infrastructure

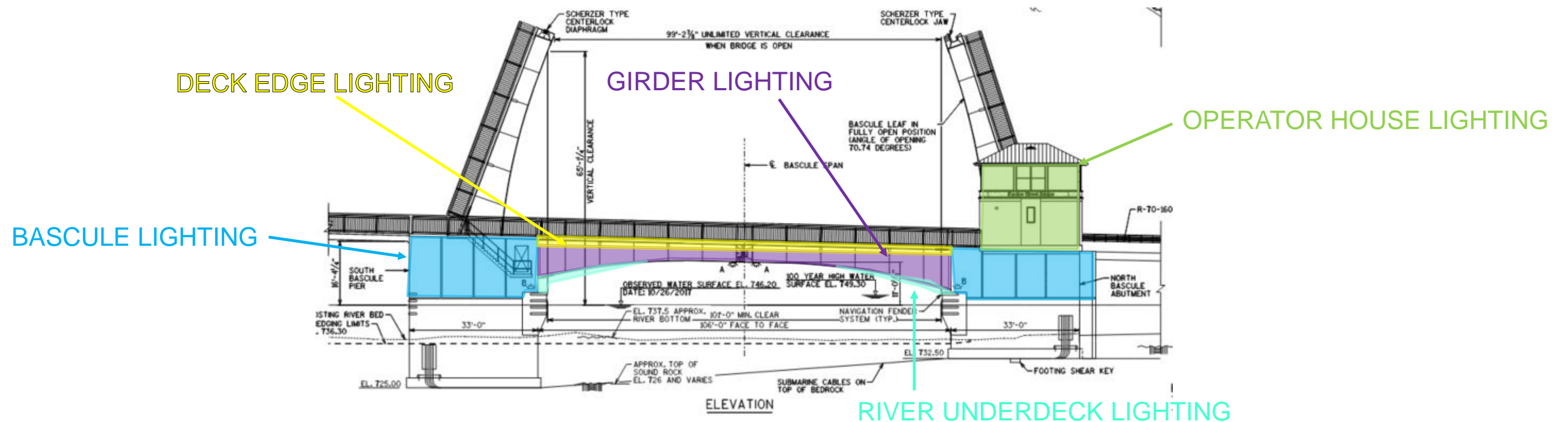


AESTHETIC STRUCTURE LIGHTING  
RACINE STREET BRIDGE – MENASHA, WI  
ALTERNATIVES DOCUMENT

## Static Structure – Lighting Alternatives



## Mechanical Structure – Lighting Alternatives



## AESTHETIC STRUCTURE LIGHTING RACINE STREET BRIDGE – MENASHA, WI ALTERNATIVES DOCUMENT



# Column Lighting



Racine St Bridge: Photometric Rendering



Isolated Rendering



Example Structure: Biloxi Bay Bridge, Biloxi MS

**AESTHETIC STRUCTURE LIGHTING**  
RACINE STREET BRIDGE – MENASHA, WI  
ALTERNATIVES DOCUMENT

# Column Lighting

## Description:

- Single Flood Light of wall mounted luminaire washing column from the top-down

## Structural Considerations:

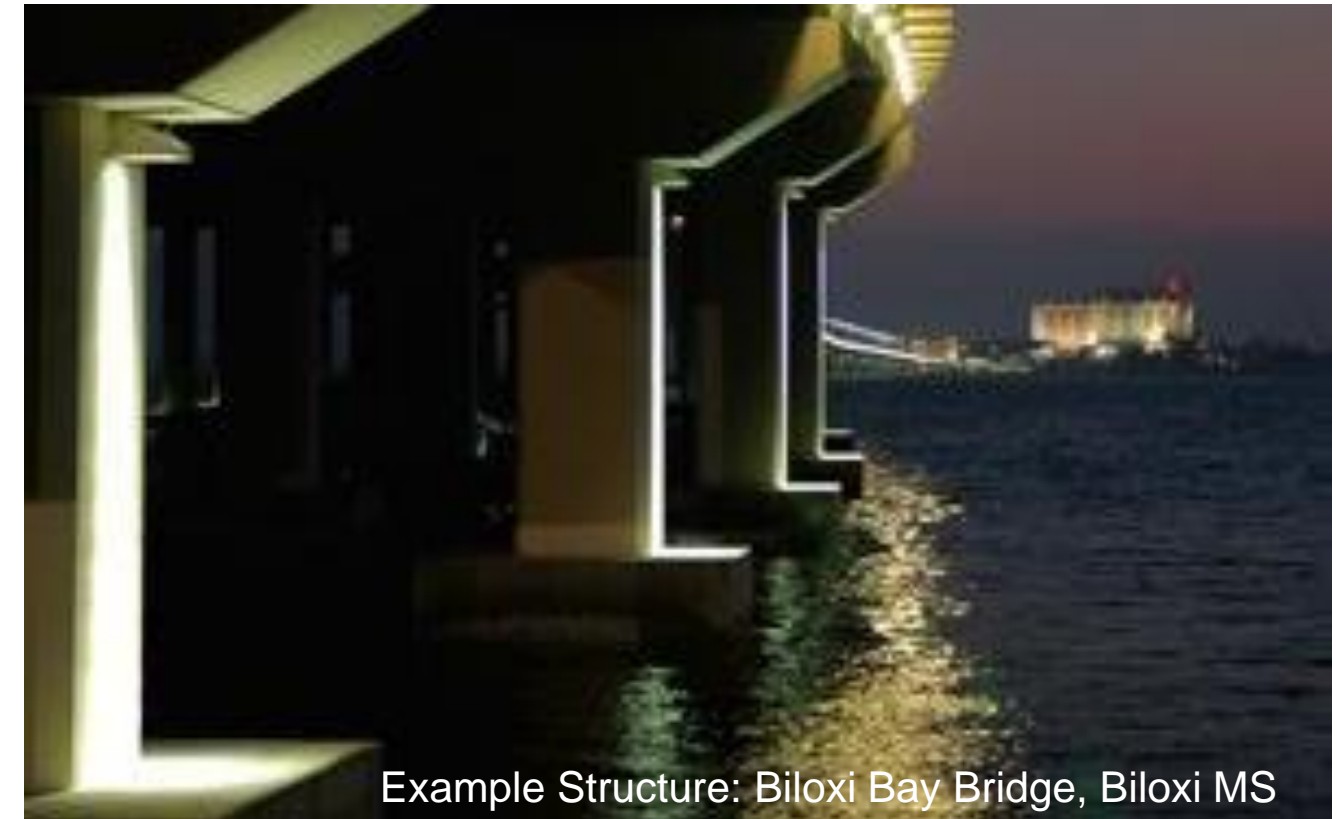
- Baseline Infrastructure

## Construction and Maintenance Considerations:

- Luminaire likely needs to be installed from the river i.e. from a barge
- Will be very difficult to reach for future maintenance, but LED technology should not need to be maintained very frequently

## Cost Estimate:

- Baseline Infrastructure & Controls = \$135K
- Product Procurement, Additional Infrastructure & Construction = \$40K
- **Construction Estimate = \$175K**



Example Structure: Biloxi Bay Bridge, Biloxi MS



Potential Products

	Infrastructure Requirements	Construction / Maintenance Difficulty	Light Pollution	Neighboring Light Trespass	Energy Use	Total Cost
<b>Column Lighting</b>	+	+++	+	+	+	+
Girder Lighting	+	++	++	++	++	++
Edge of Deck Lighting	++	++	+++	+++	+++	++
Bascule Lighting	+	+++	+	++	+	++
Operator House Lighting	++	+++	++	++	++	++
River Underdeck Lighting	+	+++	+	+	+	+
City Sign Lighting	+	+	+++	++	+	+



# Girder Lighting



Structure Rendering



Isolated Rendering



Example Structure: Main St Bridge – Oshkosh, WI

**AESTHETIC STRUCTURE LIGHTING**  
RACINE STREET BRIDGE – MENASHA, WI  
ALTERNATIVES DOCUMENT



# Girder Lighting

## Description:

- Flood Lighting directed out across girders

## Performance Considerations:

- Lateral wash flood lights will produce a gradient of color as it fades away from the luminaire
- Horizontal wash linear lights will produce a more uniform spread down the girder
  - Cost approaches \$1M

## Structural Considerations:

- Baseline Infrastructure

## Construction and Maintenance Considerations:

- Lights will be located under the bridge deck → Installation may be possible from above, or may need to utilize a barge
- Will be very difficult to reach for future maintenance
  - LED technology should not need to be maintained very frequently



Example Structure: Main St Bridge – Oshkosh, WI

## Cost Estimate – Entire Structure:

- Baseline Infrastructure & Controls = \$135K
- Product Procurement, Additional Infrastructure & Construction = \$100K
- **Construction Estimate = \$235K**

## Cost Estimate – Drawbridge Only:

- Baseline Infrastructure & Controls = \$50K
- Product Procurement, Additional Infrastructure & Construction = \$25K
- **Construction Estimate = \$75K**

	Infrastructure Requirements	Construction / Maintenance Difficulty	Light Pollution	Neighboring Light Trespass	Energy Use	Total Cost
Column Lighting	+	+++	+	+	+	+
<b>Girder Lighting</b>	+	++	++	++	++	++
Edge of Deck Lighting	++	++	+++	+++	+++	++
Bascule Lighting	+	+++	+	++	+	++
Operator House Lighting	++	+++	++	++	++	++
River Underdeck Lighting	+	+++	+	+	+	+
City Sign Lighting	+	+	+++	++	+	+

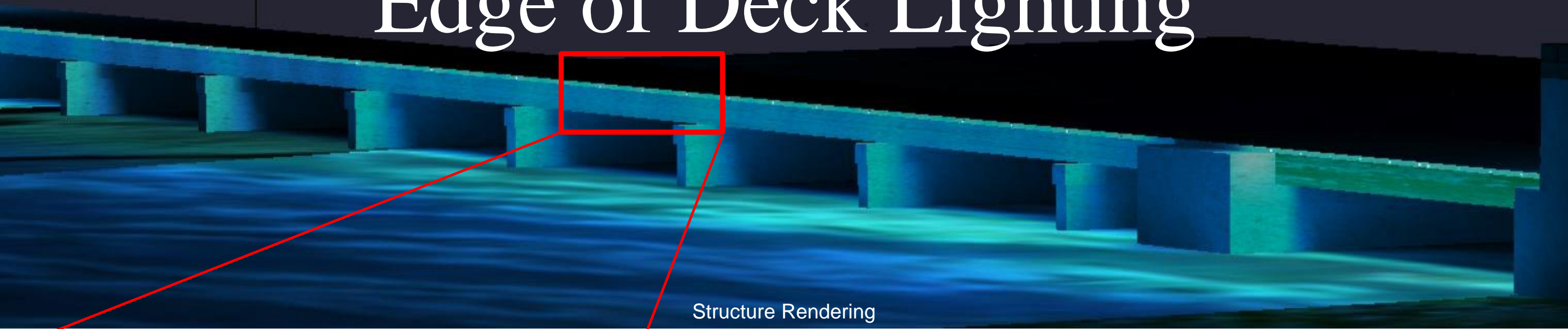


Potential Products

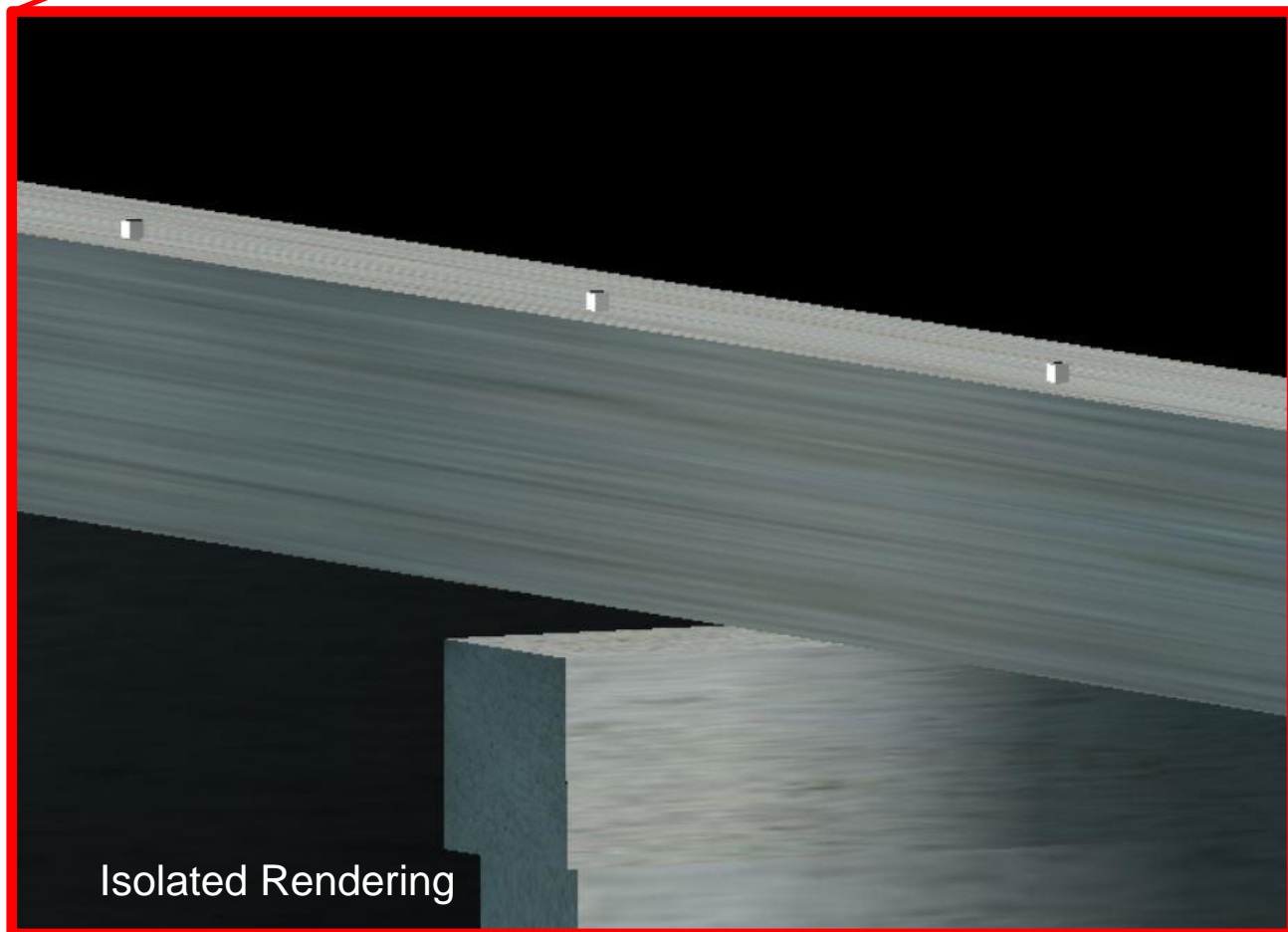
## AESTHETIC STRUCTURE LIGHTING RACINE STREET BRIDGE – MENASHA, WI ALTERNATIVES DOCUMENT



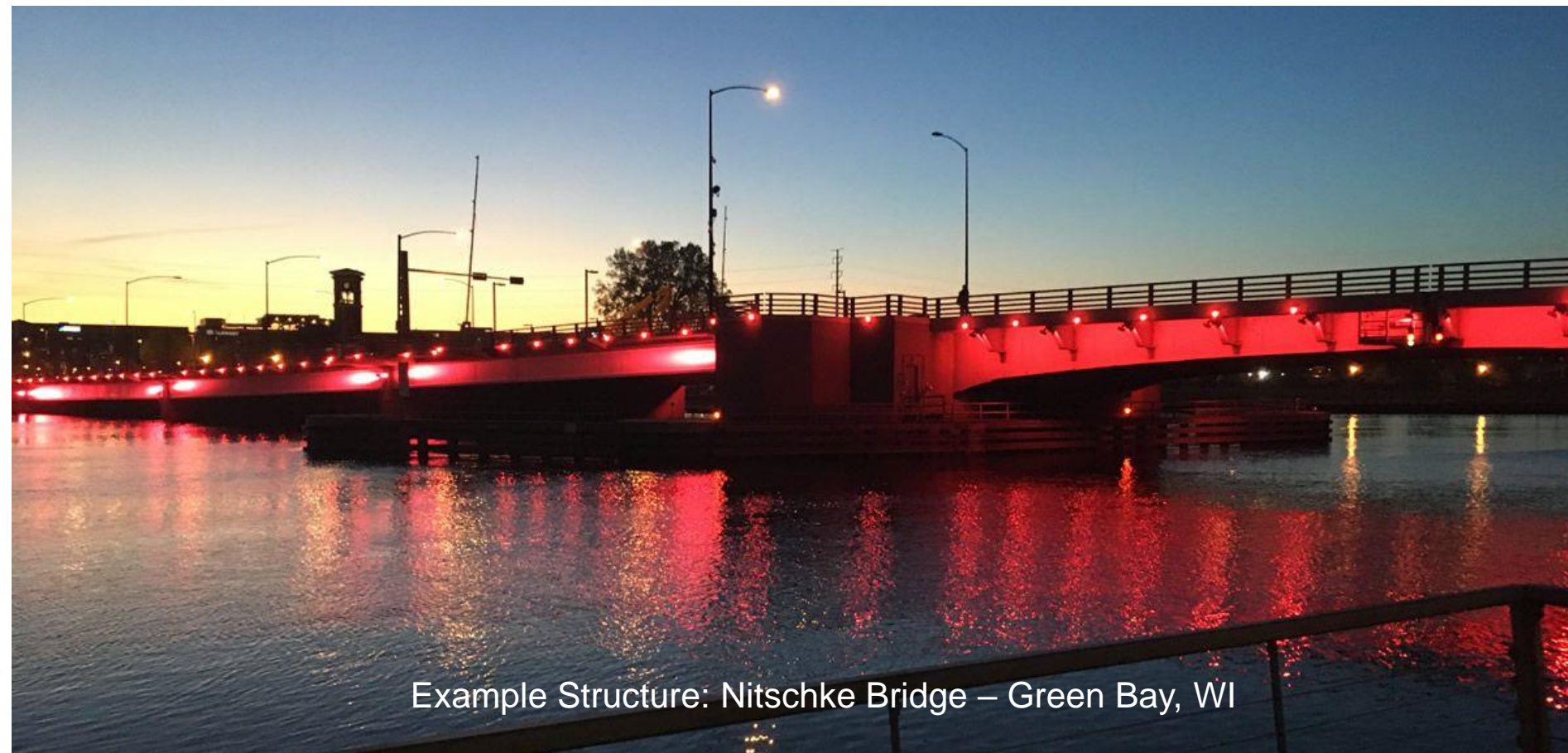
# Edge of Deck Lighting



Structure Rendering



Isolated Rendering



Example Structure: Nitschke Bridge – Green Bay, WI

AESTHETIC STRUCTURE LIGHTING  
RACINE STREET BRIDGE – MENASHA, WI  
ALTERNATIVES DOCUMENT



# Edge of Deck Lighting

## Description:

- Spot lighting across the edge of the bridge deck creating somewhat of an outline

## Performance Considerations:

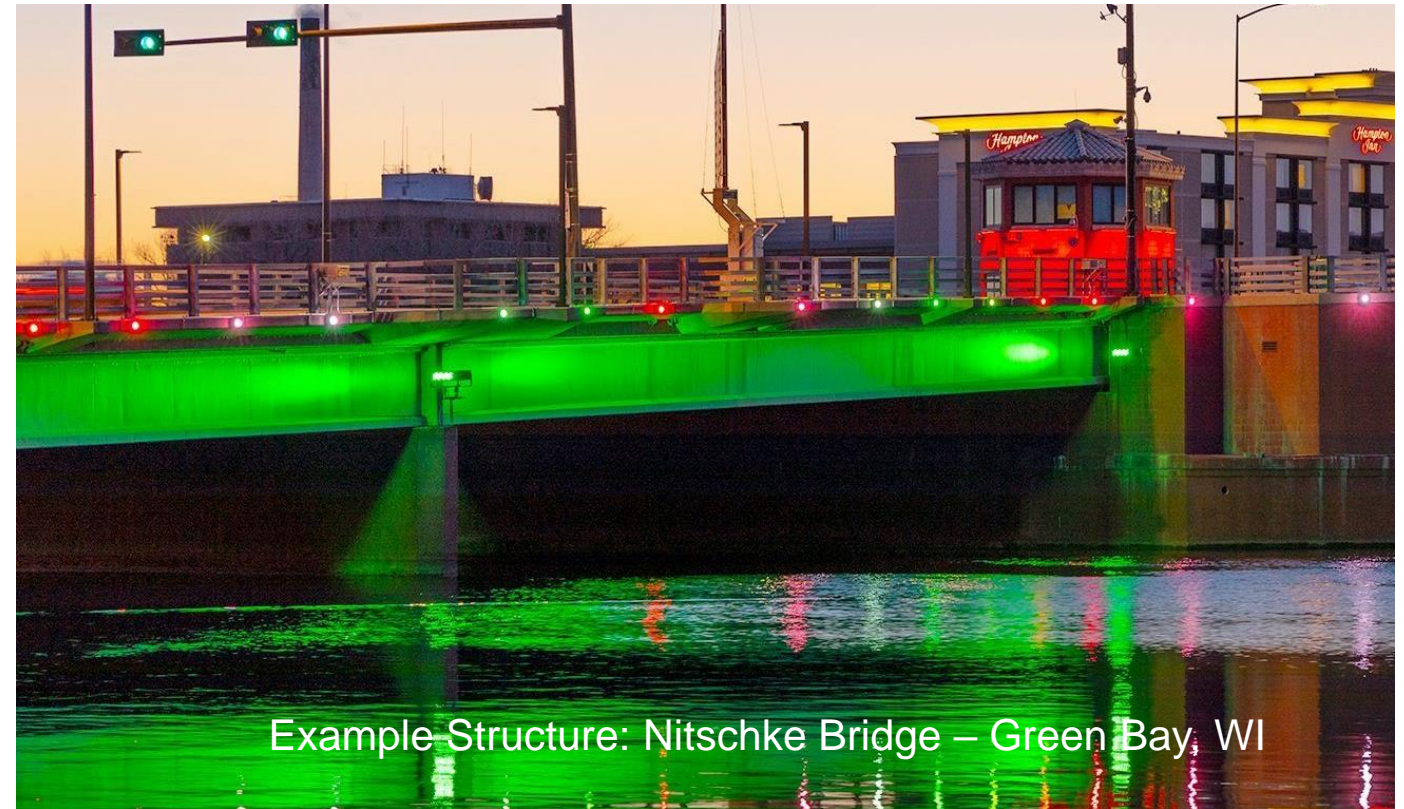
- Options can get expensive for a bridge this long → one option to consider would be highlighting the drawbridge only
- Linear lights will produce a sleek defined outline like on the Hoan Bridge
  - Cost approaches \$1M

## Structural Considerations:

- Baseline Infrastructure
- Will require transformers to supply the appropriate voltage → Need to fit in the junction boxes embedded in parapet

## Construction and Maintenance Considerations:

- Lights will be located along the side of the bridge deck → Installation may be possible from above, or may need to utilize a barge
- Dot lights can be embedded in concrete, but that can create major maintenance issues if lights become obsolete and no longer available.



Example Structure: Nitschke Bridge – Green Bay, WI

## Cost Estimate – Entire Structure:

- Baseline Infrastructure & Controls = \$135K
- Product Procurement, Additional Infrastructure & Construction = \$100K
- **Construction Estimate = \$235K**

## Cost Estimate – Drawbridge Only:

- Baseline Infrastructure & Controls = \$50K
- Product Procurement, Additional Infrastructure & Construction = \$30K
- **Construction Estimate = \$80K**

	Infrastructure Requirements	Construction / Maintenance Difficulty	Light Pollution	Neighboring Light Trespass	Energy Use	Total Cost
Column Lighting	+	+++	+	+	+	+
Girder Lighting	+	++	++	++	++	++
<b>Edge of Deck Lighting</b>	<b>++</b>	<b>++</b>	<b>+++</b>	<b>+++</b>	<b>+++</b>	<b>++</b>
Bascule Lighting	+	+++	+	++	+	++
Operator House Lighting	++	+++	++	++	++	++
River Underdeck Lighting	+	+++	+	+	+	+
City Sign Lighting	+	+	+++	++	+	+



Potential Products

## AESTHETIC STRUCTURE LIGHTING RACINE STREET BRIDGE – MENASHA, WI ALTERNATIVES DOCUMENT

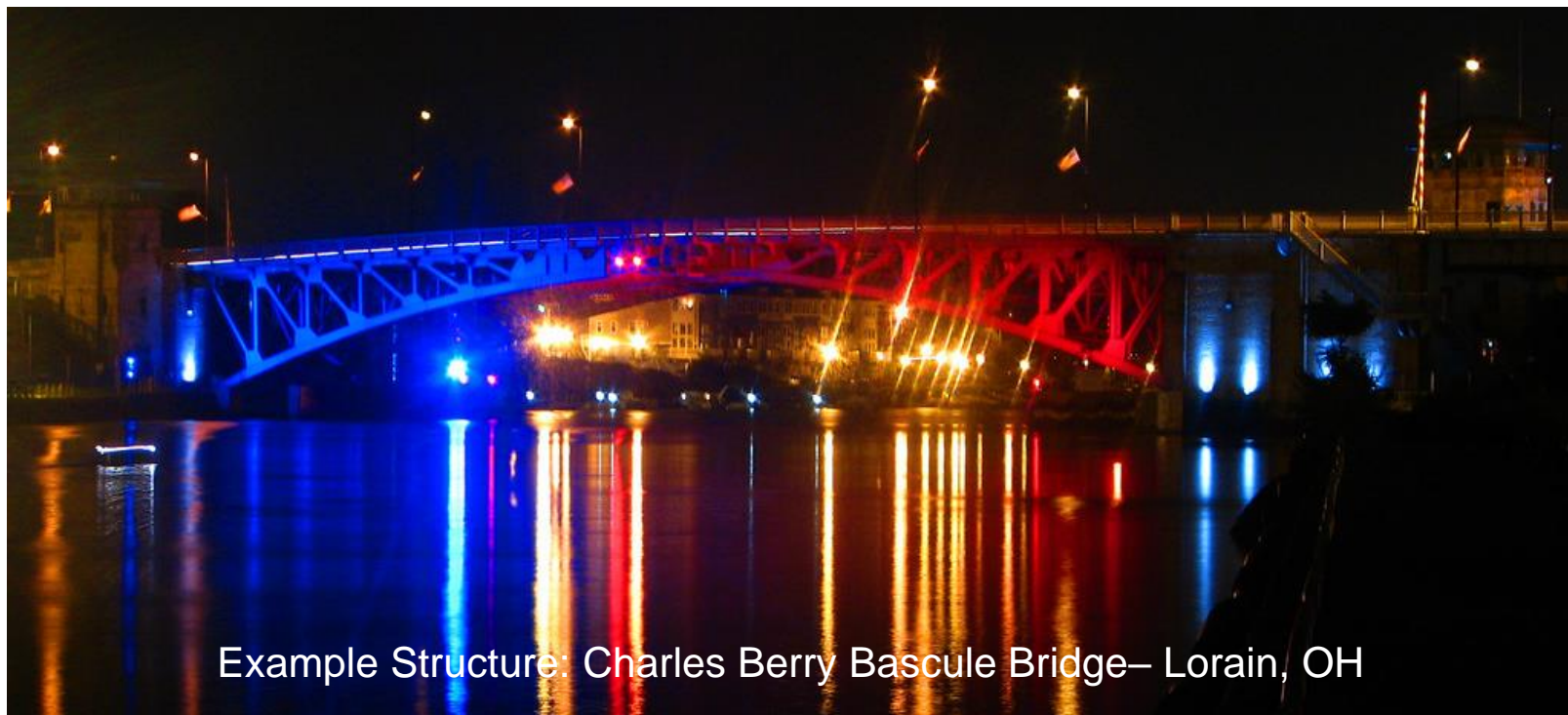




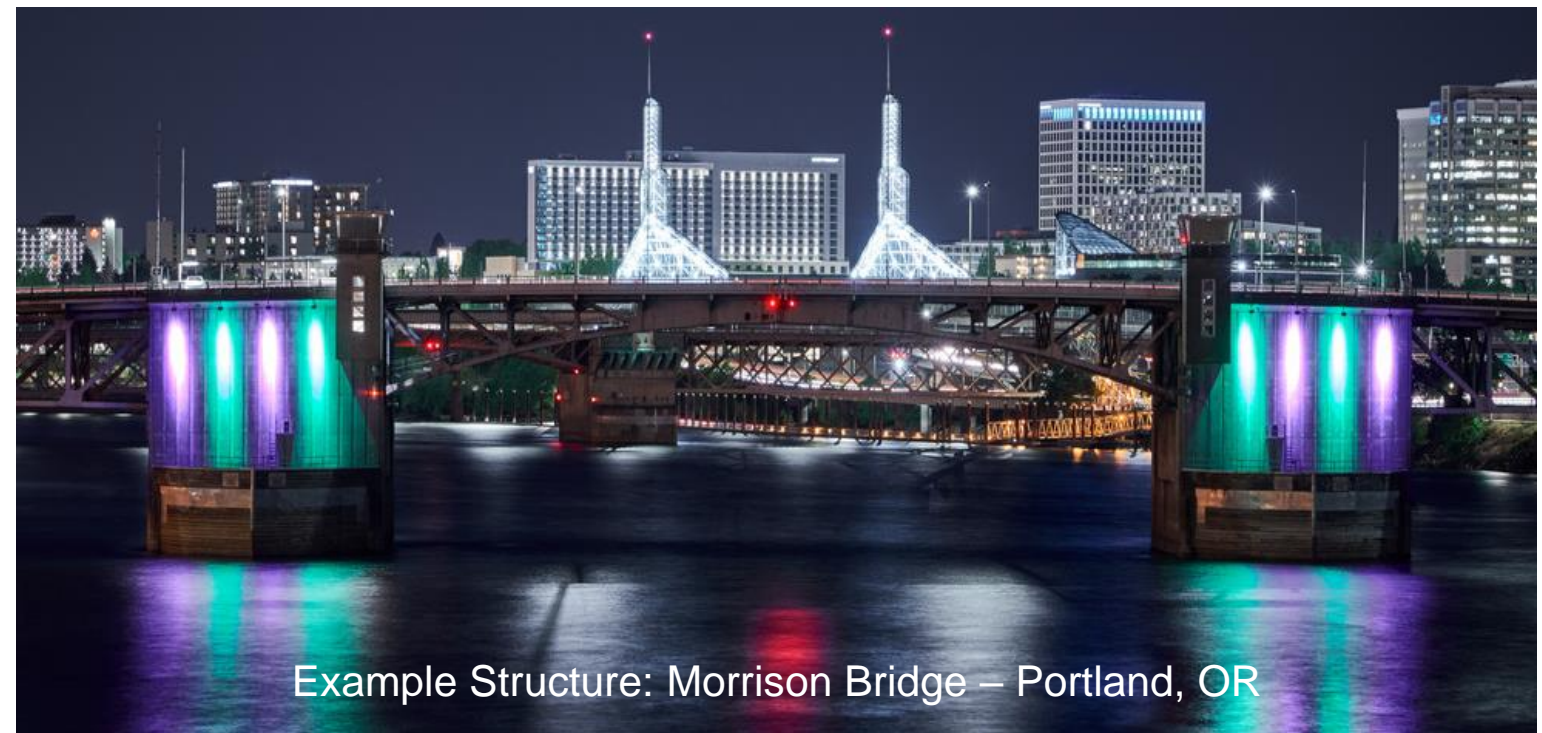
# Bascule & Operator House Lighting



Structure Rendering



Example Structure: Charles Berry Bascule Bridge— Lorain, OH



Example Structure: Morrison Bridge – Portland, OR

AESTHETIC STRUCTURE LIGHTING  
RACINE STREET BRIDGE – MENASHA, WI  
ALTERNATIVES DOCUMENT



# Bascule and Operator House Lighting

**Description:**

- Flood Lights washing the structure from the top-down or spot lighting outlining the rim of the structure. Potential for soffit lighting at the operator house

**Structural Considerations:**

- Baseline Infrastructure
- Bascule is already mostly in place → Will need to run conduit exposed within the cavity

**Construction and Maintenance Considerations:**

- Lights will be located along the side of the bridge deck → Installation may be possible from above, or may need to utilize a barge
- Need to consider glare in operator room windows

**Cost Estimate:**

- Baseline Infrastructure & Controls → Drawbridge Only = \$50K
- Product Procurement, Additional Infrastructure & Construction = \$30K
- **Construction Estimate = \$80K**



Example Structure: Wilson St Bridge – Green Bay, WI



Potential Products - Bascule

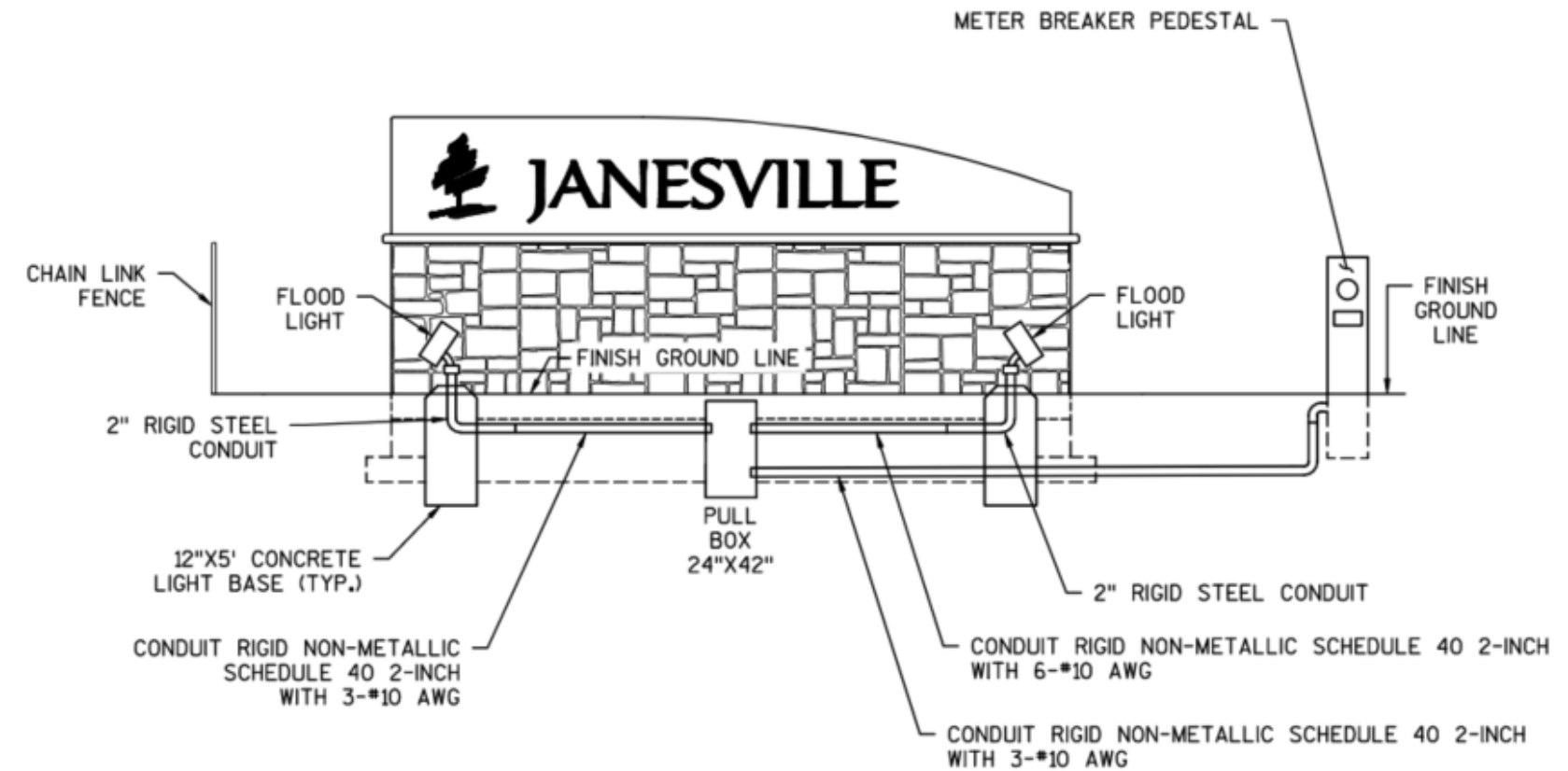
	Infrastructure Requirements	Construction / Maintenance Difficulty	Light Pollution	Neighboring Light Trespass	Energy Use	Total Cost
Column Lighting	+	+++	+	+	+	+
Girder Lighting	+	++	++	++	++	++
Edge of Deck Lighting	++	++	+++	+++	+++	++
<b>Bascule Lighting</b>	+	+++	+	++	+	++
<b>Operator House Lighting</b>	++	+++	++	++	++	++
River Underdeck Lighting	+	+++	+	+	+	+
City Sign Lighting	+	+	+++	++	+	+

# River Underdeck Lighting



Structure Rendering

# City Sign Lighting



Similar Example – IH 39 through Janesville



Example Structure: Titanic Bridge - Liverpool, UK



Example Structure: Indian Creek Neighborhood

## AESTHETIC STRUCTURE LIGHTING

RACINE STREET BRIDGE – MENASHA, WI  
ALTERNATIVES DOCUMENT



# River Underdeck Lighting

**Description:**

- Flood Lights washing the underside of the structure

**Structural Considerations:**

- Will need to drop down from bascule

**Construction and Maintenance Considerations:**

- Only option for maintenance is via boat
- Infrastructure must be exposed because bascule is already in place

**Cost Estimate:**

- Baseline Infrastructure & Controls → Drawbridge Only = \$50K
- Product Procurement, Additional Infrastructure & Construction = \$20K
- **Construction Estimate = \$70K**



Potential Products – River Underdeck

# City Sign Lighting

**Description:**

- Flood Lights directed for sign illumination

**Performance Considerations:**

- Assumes lighting is not color changing

**Construction and Maintenance Considerations:**

- Assumes Installation is in ground and does not integrate with structure

**Cost Estimate:**

- Baseline Infrastructure & Controls = N/A → Not required for this option
- **Construction Estimate = \$10K**

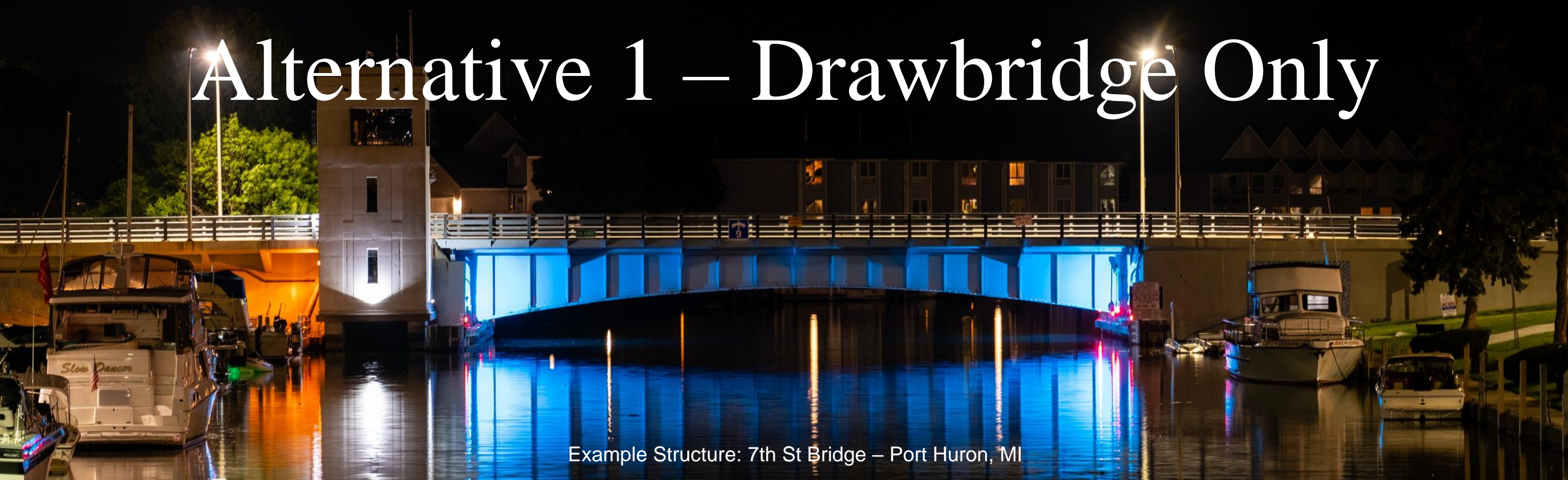


Potential Products – City Sign

	Infrastructure Requirements	Construction / Maintenance Difficulty	Light Pollution	Neighboring Light Trespass	Energy Use	Total Cost
Column Lighting	+	+++	+	+	+	+
Girder Lighting	+	++	++	++	++	++
Edge of Deck Lighting	++	++	+++	+++	+++	++
Bascule Lighting	+	+++	+	++	+	++
Operator House Lighting	++	+++	++	++	++	++
River Underdeck Lighting	+	+++	+	+	+	+
City Sign Lighting	+	+	+++	++	+	+



# Alternative 1 – Drawbridge Only



Example Structure: 7th St Bridge – Port Huron, MI

## Features:

- Drawbridge Edge of Deck Lighting
- Drawbridge Girder Flood Lighting
- City Sign Lighting

## Considerations:

- Not as much infrastructure to incorporate with current construction
- Ability for multiple scenes is limited
- Maintenance will likely be required from the river

## Cost Estimate:

- Baseline Infrastructure – Drawbridge Only = \$50K
- Lighting Options
  - Girder Lighting with Floods = \$25K
  - Edge of Deck Lighting with Spots = \$30K
  - City Sign Lighting = \$10K
- Total Estimated Cost to City = \$115K

AESTHETIC STRUCTURE LIGHTING  
RACINE STREET BRIDGE – MENASHA, WI  
ALTERNATIVES DOCUMENT



# Alternative 2 – Recommended



Example Structure: Jackson St Bridge – Oshkosh, WI

## Features:

- Flood Lighting across girders

## Considerations:

- (1) type of light to stock and maintain
- Consistent across the entire structure
- Ability for multiple scenes
- Maintenance will likely be required from the river
- Tried and true – Oshkosh & Green Bay both use similar techniques

## Cost Estimate:

- Baseline Infrastructure = \$135K
- Lighting Options
  - Girder Lighting with Floods = \$100K
  - City Sign Lighting = \$10K
- Total Estimated Cost to City = \$245K



AESTHETIC STRUCTURE LIGHTING  
RACINE STREET BRIDGE – MENASHA, WI  
ALTERNATIVES DOCUMENT





# Alternative 3 – Full Build



Example Structure: Wilson St Bridge – Green Bay, WI

## Features:

- Column Lighting
- Flood Lighting across girders
- Spot Lighting along Edge of Deck
- Bascule and Operator House Lighting
- River Underpass Lighting

## Considerations:

- Full build – Endless possibilities for color scenes
- Maintenance will be difficult and complex → multiple luminaire types with a range of accessibility
- Visitors will love it – Neighbors may not

## Cost Estimate:

- Baseline Infrastructure = \$135k
- Lighting Options
  - Column Lighting = \$40K
  - Girder Lighting with Floods = \$100K
  - Edge of Deck Lighting with Spots = \$100K
  - Bascule & Operator House Lighting = \$30K
  - River Underpass Lighting = \$20K
  - City Sign Lighting = \$10K
- Total Estimated Cost to City = \$435K

AESTHETIC STRUCTURE LIGHTING  
RACINE STREET BRIDGE – MENASHA, WI  
ALTERNATIVES DOCUMENT





# Next Steps



Example Structure: Hoan Bridge – Milwaukee, WI

## Approval

- With concept approval, design can be completed to determine luminaire quantities and locations
- Determine City bidding requirements for purchasing and installing materials
- WisDOT will need to approve change-order infrastructure quantities and possible updates to agreements with the City

## Construction

- Bridge deck expected to be poured in April
- Need to get infrastructure additions approved by WisDOT Bureau of Structures – ASAP
  - BOS may require a fair amount of discussions and revised structure details (i.e. rebar) depending on the design impact
- Will need to determine whether all lighting will be procured and installed with this construction project, or just the embedded infrastructure → Wire can be pulled and luminaires can be mounted at a later date

**AESTHETIC STRUCTURE LIGHTING**  
RACINE STREET BRIDGE – MENASHA, WI  
ALTERNATIVES DOCUMENT



## AGREEMENT FOR AUTOMATIC ASSISTANCE

### CITIES OF NEENAH AND MENASHA AND CITY OF APPLETON

THIS AGREEMENT entered into this 20<sup>th</sup> day of May, 2011 by and between the Cities of Neenah and Menasha and City of Appleton hereinafter referred to as "Neenah and Menasha" and "City of Appleton" (respectively), each of which are Wisconsin municipal corporations; and each acting herein through their duly authorized officials.

#### WITNESSETH:

WHEREAS the governing officials of the governmental entities set forth above, political subdivisions of the State of Wisconsin and the United States of America, desire to secure for each entity the benefits of assistance in the protection of life and property from fire and other disasters;

#### NOW, THEREFORE, IT IS AGREED AS FOLLOWS:

1. In consideration for each party's automatic assistance to the other upon the occurrence of an emergency condition and/or hazardous situation in any portion of the designated area where this Agreement for Automatic Assistance is in effect, a predetermined number of fire fighting equipment and/or emergency medical equipment or personnel of both parties shall be dispatched, to such point where the emergency condition and/or hazardous situation exists in order to assist in the protection of life and property subject to the conditions hereinafter stated. For the purpose of this agreement, "emergency condition" shall include any condition requiring fire protection or emergency medical services, or both.

Details as to amounts and types of assistance to be dispatched, methods of dispatching and communications, training programs and procedures and areas to be assisted will be developed by the Chief of the Neenah and Menasha Fire Rescue (NMFR) and the Chief of the Appleton Fire Department (AFD). These details will be stipulated in a Memorandum of Understanding and signed by the Chiefs of both departments. Said Memorandum of Understanding may be revised or amended at any time by mutual agreement of the Fire Chiefs as conditions may warrant.

2. Any dispatch of equipment and personnel pursuant to this Agreement shall be sent, unless such amount of assistance is unavailable due to emergency conditions and/or hazardous situations confronting either party's forces at the time of need for assistance under this Agreement.
3. Each party to this Agreement waives all claims against the other party for compensation for any loss, damage, personal injury, or death occurring as a consequence of the performance of this Agreement. However, this waiver shall not apply to those cases in which the claim results from the failure of either party to accept responsibility for any civil liability for which a requesting party is responsible.

4. Neither party shall be reimbursed by the other for costs incurred pursuant to this Agreement. Personnel who are assigned, designated or ordered by their governing body to perform duties, pursuant to this Agreement, shall receive the same salary, pension, and all other compensation and rights for the performance of such duties, including injury or death benefits, and Worker's Compensation benefits, as though the service had been rendered within the limits of the entity where he or she is regularly employed. Moreover, all medical expenses; wage and disability payments; pension payments; damage to equipment and clothing; and expenses of travel; food; and lodging shall be paid by the entity in which the employee in question is regularly employed.
5. All equipment used by each party's fire department in carrying out this Agreement will, during the time response services are being performed, be owned by it; and all personnel acting for the party's fire department under this Agreement will, during the time response services are required, be firefighters of the fire department of the party where they are regularly employed.
6. At all times while equipment and personnel of either party's fire department are traveling to, from, or within the geographical limits of the other party in accordance with the terms of this Agreement, such personnel and equipment shall be deemed to be employed or used, as the case may be, in the full line and cause of duty of the party which regularly employs such personnel and equipment. Further, such equipment and personnel shall be deemed to be engaged in a governmental function of its governmental entity.
7. In the event that any individual performing duties subject to this Agreement shall be cited as a defendant party to any state or federal civil lawsuit, arising out of his or her official acts while performing duties pursuant to the terms of this Agreement, such individual shall be entitled to the same benefits that he or she would be entitled to receive had such civil action arisen out of an official act within the scope of his or her duties as a member of the department where regularly employed and occurred within the jurisdiction of the governmental entity where regularly employed. The benefits described in this paragraph shall be supplied by the party where the individual is regularly employed. However, in situations where the other party may be liable, in whole or in part, for the payment of damages then the other party may intervene in such cause of action to protect its interests.
8. It is agreed by and between the parties hereto that any party hereto shall have the right to terminate this Agreement upon ninety (90) days written notice to the other party hereto.
9. It is understood and agreed that both parties have heretofore entered into an "Agreement for Automatic Aid", effective on or before June 1, 2011. However, as to any mutual assistance between the parties arising out of the occurrence of an emergency condition and/or hazardous situations in the areas described in the Memorandum of Understanding, the conditions and obligations of this Agreement shall take precedence over the conditions and obligations of all other agreements.

10. Each party agrees that if legal action is brought under this Agreement, exclusive venue shall lie in the county where the emergency condition and/or hazardous situations occurred.
11. In case one or more of the provisions contained in this Agreement shall be for any reason held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provision thereof and this Agreement shall be construed as is such invalid, illegal, or unenforceable provision had never been contained herein.
12. Effective date of this Agreement shall be on the last date of the signature of any party hereto.

EXECUTED by the Cities of Neenah and Menasha and City of Appleton, each respective governmental entity acting by and through its Administrator or other duly authorized official in the manner required by each respective City, or otherwise as required by law, on the date hereinbelow specified.

Executed this 10th day of May, 2011.

City of Neenah

George Scherck  
Mayor George Scherck

Attest:

Patricia A. Sturn  
City Clerk Patricia Sturn

City of Appleton

Timothy Hanna  
Mayor Timothy Hanna

Attest:

Cindi Hesse  
City Clerk Cindi Hesse

City of Menasha

Don Merkes  
Mayor Don Merkes

Appleton Fire Department

Len Vander Wyst  
Fire Chief Len Vander Wyst

Attest:

Deborah A. Galeazzi  
City Clerk Deborah Galeazzi

Neenah Menasha Fire Rescue

Al Auxier  
Fire Chief Al Auxier

Approved as to form:

James Walsh  
Appleton City Attorney James Walsh

Jim Godlewski  
Neenah City Attorney Jim Godlewski

Pamela Captain  
Menasha City Attorney Pamela Captain

# MEMORANDUM OF UNDERSTANDING AGREEMENT FOR AUTOMATIC ASSISTANCE BETWEEN THE NEENAH MENASHA FIRE RESCUE AND THE CITY OF APPLETON FIRE DEPARTMENT

This Memorandum of Understanding is authorized by the Agreement for Automatic Assistance dated 10/10/11 approved by the Cities of Appleton, Neenah, and Menasha.

The purpose of this Memorandum of Understanding is to outline the procedures for implementing an Automatic Assistance response between the Neenah Menasha Fire Rescue, hereinafter referred to as "NMFR" and the City of Appleton Fire Department, hereinafter referred to as "City of Appleton". This Memorandum is a supplement to the Agreement for Automatic Assistance. In the event this Memorandum of Agreement conflicts with the Agreement for Automatic Assistance, the "Agreement for Automatic Assistance shall be controlling."

## Terms

The terms and conditions of this Memorandum of Agreement terminate automatically upon the termination of the Agreement for Automatic Assistance.

## Amount and Time of Assistance

This Agreement is for the exchange of fire and/or EMS service in specified response areas. Fire apparatus will respond on all reported structure fires and emergency medical ~~(E-Edward)~~ type incidents as assigned per CAD designation.

## Response Areas:

### Structure Fire Response

A. NMFR will provide the following to the City of Appleton:

- (1) One Engine staffed with a minimum of three qualified firefighters – (**Area as defined on attached map.**)

B. City of Appleton will provide the following to NMFR:

- (1) One Engine staffed with a minimum of three qualified firefighters – (**Area as defined on attached map.**)



## **Emergency Medical Services (EMS) (E-Edward Incidents) First Responder:**

A. NMFR will provide the following to the City of Appleton:

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B. City of Appleton will provide the following to NMFR:

- (1) One Engine staffed with a minimum of three qualified firefighters – (*Area as defined on attached map.*)

### **Limitations**

If the agreed upon response from either department is not available or is temporarily depleted, the assisting department need not respond. However, if a fill-in company is in quarters at a fire station that is part of this Agreement, that company will respond. If the response is not available, the other party will be notified immediately.

### **Training**

Joint training exercises are to be conducted, at a minimum, semiannually. The training exercises will be coordinated and observed by the respective department training officers, for the purpose of maintaining coordination in firefighting procedures, dispatching and communications.

### **Communications**

Communications for dispatch centers will be via the Outagamie County and/or Winnebago County Communication Center and each respective department's for the initial dispatch of incidents. Communications to the respective Communication Center to mobile units and fire ground personnel utilizing portable radios will be on the radio frequencies utilized by the Department in whose jurisdiction in which the emergency incident occurs.

Communications procedures and documents will be provided at the initial training session and updated as needed thereafter. Maintenance and replacement of radios will be the responsibility of the Department that owns the radios.

### **Dispatch to Emergencies**

Upon receipt of an alarm in any of the designated response areas, the Communications Center receiving the alarm will dispatch the proper assignment. Should the agreed upon assistance not be available, the requesting department will be so notified.

### **Incident Command**

The officer on the first arriving company will establish command of the incident until relieved by the appropriate authority. The fire department, in the City at which the incident occurs,

shall upon arrival at the scene, communicate with the initial Incident Commander for a situational update, then assume Command of the incident thereafter.

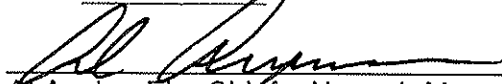
### **Fire Incident Reporting**

Each department will be responsible for obtaining needed information to complete fire and emergency medical service reports for incidents within their respective jurisdictions. Units assisting in the incident shall cooperate with the agency in charge to provide any necessary information. Fire investigations are the responsibility of the respective jurisdiction, and responding agencies will cooperate in the investigation.

### **Revisions**

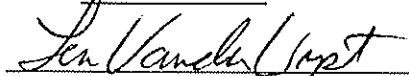
This Memorandum of Understanding may be revised or amended at any time by mutual agreement of the Fire Chief of the Neenah Menasha Fire Rescue and the Fire Chief of the City of Appleton.

Date 5-10-12



Al Auxier, Fire Chief – Neenah Menasha Fire Rescue

Date 5-10-12



Len Vander Wylst, Fire Chief – City of Appleton Fire Department.

## MEMORANDUM OF UNDERSTANDING AGREEMENT FOR AUTOMATIC ASSISTANCE BETWEEN THE NEENAH MENASHA FIRE RESCUE AND THE CITY OF APPLETON FIRE DEPARTMENT

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### **Revisions**

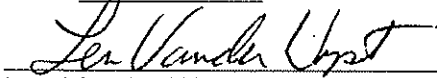
This Memorandum of Understanding may be revised or amended at any time by mutual agreement of the Fire Chief of the Neenah Menasha Fire Rescue and the Fire Chief of the City of Appleton.

Date 5-10-12



Al Auxier, Fire Chief – Neenah Menasha Fire Rescue

Date 5-10-12



Len Vander Wyst, Fire Chief – City of Appleton Fire Department.

**AMENDMENT to  
MEMORANDUM OF UNDERSTANDING FOR  
AGREEMENT FOR AUTOMATIC ASSISTANCE  
between the cities of  
NEENAH and MENASHA and APPLETON**

**I. THE PARTIES**

- 1.01 Appleton Fire Department, with offices at 700 North Drew Street, Appleton, Wisconsin 54911 (“AFD”)
- 1.02 Neenah Menasha Fire Rescue, with offices at 1254 East Columbian Avenue, Neenah, Wisconsin 54956 (“NMFR”).

**II. THE RECITALS**

- 2.01 AFD and NMFR entered into an agreement for automatic assistance with an effective date of June 1, 2011.
- 2.02 The Chiefs of AFD and NMFR entered into a memorandum of understanding for the agreement for automatic assistance with an effective date of May 10, 2012.
- 2.03 AFD and NMFR mutually agree to continue this agreement for the mutual benefit of all communities.

**III. THE AGREEMENT**

***NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:***

The Recitals are hereby made a part of the Agreement.

- 3.01 The following section shall be **struck and removed** from the memorandum of understanding:

**Emergency Medical Services (EMS) (E Edward Incidents) First Responder:**

- A. NMFR will provide the following to the City of Appleton:

(1) One Engine staffed with a minimum of three qualified firefighters –  
***(Area as defined on attached map.)***

B. City of Appleton will provide the following to NMFR:

(1) One Engine staffed with a minimum of three qualified firefighters –  
**(Area as defined on attached map.)**

3.02 All other previously agreed upon terms and conditions remain unchanged.

#### IV. MISCELLANEOUS

4.01 In the event that any part of this Agreement is found to be illegal, it shall be stricken from the Agreement and the Agreement interpreted as if that clause did not exist.

4.02 This Agreement may be executed in several counterparts, either by original signature or verified electronic signature, each of which shall be deemed an original, but such counterparts shall together constitute but one and the same agreement. The headings in this Agreement are inserted for convenience of reference only and shall not constitute a part hereof.

4.03 This Agreement may be supplemented or amended only by written instrument executed by the parties affected by such supplement or amendment.

**IN WITNESS WHEREOF**, the parties have caused the forgoing instrument to be executed on this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

#### City of Appleton

By: \_\_\_\_\_  
Jacob A. Woodford, Mayor

Attest: \_\_\_\_\_  
Kami Lynch, City Clerk

Approved as to form:

*Appleton Fire Department*

\_\_\_\_\_  
Christopher R. Behrens, City Attorney  
CL: A22-0078

\_\_\_\_\_  
Jeremy Hansen, Fire Chief

**City of Neenah**

By: \_\_\_\_\_  
Dean R. Kaufert, Mayor

Attest: \_\_\_\_\_  
Charlotte Nagel, City Clerk

Approved as to form:

*Neenah Menasha Fire Rescue*

\_\_\_\_\_  
Adam J. Westbrook, City Attorney

\_\_\_\_\_  
Kevin Kloehn, Fire Chief

**City of Menasha**

By: \_\_\_\_\_  
Donald Merkes, Mayor

Attest: \_\_\_\_\_  
Haley Krautkramer, City Clerk

Approved as to form:

\_\_\_\_\_  
Pamela Captain, City Attorney





## **Memorandum**

---

**TO:** NMFR Joint Finance & Personnel Committee

**FROM:** Chief Kevin Kloehn

**DATE:** February 15, 2022

**RE:** Engine 31 Repair

In December, we were made aware of a Tak 4 issue for Engine 31. We've held off on sending this in for a quote as the repairs for Engine 32 were the priority.

Tak 4 is the suspension system for the vehicle. The Tak 4 is worn and there is severe corrosion on the structural members of the suspension system. The repair is mandatory to keep the apparatus into service. Once Engine 32 is back in service, and we have obtained parts for E31's repair we will send this vehicle in for service.

Our 2022 Maintenance of Motor Vehicle budget is \$47,300. In the first 45 days of January, we have \$5,000 from this line item. After E31's repair, we will have \$25,783 left for the remainder of the year.

I've attached a copy of the quote to repair the Tak 4 system on Engine 31 for your review. I'm asking for a recommendation to both Common Councils to approve the repair of Engine 31's Tak 4 system for a cost not to exceed \$16,517.00 with funding to come from the Maintenance of Motor Vehicle's budget within the operating budget.

If you have any questions, please feel free to call me at 886-6201.

Thank you.

KK/te

**Estimate: 2771**

2/10/2022

Neenah/Menasha TAK-4 rebuild- heavy rust

**RED POWER DIESEL**W1588 Alp Ave  
Fremont, WI 54940  
9208675012

Unit

Purchase Order

Description	Quantity	Rate	Amount
<b>TAK-4 rebuild based on what we know as of 2-10-22</b>			
*This estimate is only for TAK-4 repairs	55	\$125.00	\$6,875.00
*NOTE shipping is additional cost*			
*Labor estimate includes time already into original inspection and reassembly			
Left TAK-4 weldment	1	\$2,500.00	\$2,500.00
Tie rod link	1	\$385.00	\$385.00
Steering gearbox, master	1	\$2,400.00	\$2,400.00
side plate reinforcement kit	1	\$400.00	\$400.00
hardware	1	\$250.00	\$250.00
Front crossmember	1	\$765.00	\$765.00
bushings	1	\$500.00	\$500.00
bushing sleeves	1	\$100.00	\$100.00
upper ball joints	2	\$585.00	\$1,170.00
control arm pivot insert	2	\$22.00	\$44.00
control arm pins	8	\$0.00	\$0.00
lower ball joints	2	\$455.00	\$910.00
hydraulic hose	2	\$59.00	\$118.00
		<b>Subtotal</b>	\$16,417.00
		<b>Shop Supplies</b>	\$100.00
		<b>Labor</b>	\$6,875.00
		<b>Parts</b>	\$9,542.00
		<b>Subtotal</b>	\$16,517.00
		<b>Exempt</b>	\$0.00
		(0.0000% of \$16,517.00)	

Description	Quantity	Rate	Amount
			<b>Total \$16,517.00</b>

\*: Core charges not included in total. You will be charged for any core that is not in returnable condition. This charge may be applied on a separate invoice.  
The details and the estimate provided above are based on our first inspection and do not construe a guarantee that no further work / parts will be required. The total bill of work will be as per the details available on completion of the work. Other terms and conditions as applicable. You are hereby authorized to make the above repairs and I agree to pay in full.



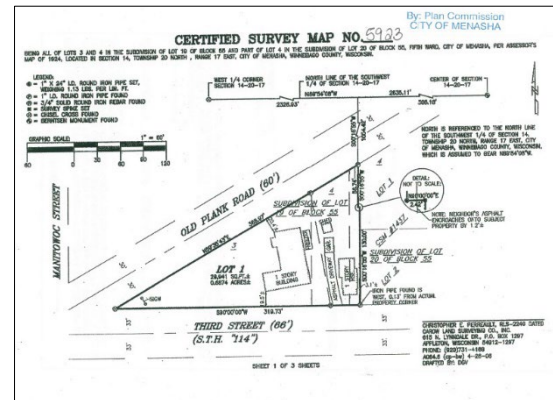
## MEMORANDUM

Date: March 7, 2022  
To: Common Council  
From: Community Development Department/SS  
RE: **CERTIFIED SURVEY MAP – 811 Plank Road (Parcel #5-00461-00)**

Carow Land Surveying, on behalf of Manderfield's Home Bakery, is requesting approval of a Certified Survey Map (CSM) dividing parcel #5-00461-00 into two parcels. In 2006, the Manderfields applied for a rezoning and CSM to expand their business at this location. To the right shows the 2006 CSM that combined both lots and below that image is a site map of the parcel. The potential of expanding their commercial building allowed the house to remain on the property. Over time though, the expansion did not happen and now the Manderfields would like to split this lot again in order to potentially sell the house.

Both parcels will still be zoned General Commercial District (C-1), however, the new lot with the house will follow all Single Family Residence District (R-1) setbacks. Per Zoning Code, any time a property in a commercial district has a principal use that is residential, then the applicable residential district applies. The new CSM, on the second page, shows a different lot line splitting the parcels than the parcels originally had prior to the 2006 CSM. The new lot line follows the driveway, shed, and garage of the house, with enough space to meet setback requirements of 3 feet for all garage and accessory structures. The front lot line of the parcel with the house has a width that is slightly shorter than what is required. However, because the parcel abuts two streets, the property line at Plank Road is also considered a front lot line and allows the parcel to meet the lot width requirement.

The size, setbacks, and dimension meet city standards for the General Commercial District (C-1) for the Manderfield parcel and Single Family Residence District (R-1) for the house parcel. Furthermore, the proposed CSM splitting the two principal uses will



reduce the nonconformity of two principal uses on one property and is consistent with the City of Menasha Comprehensive Plan.

The Plan Commission reviewed the proposed CSM on March 1, 2022 and motioned to approve staff's recommendation of approving the Certified Survey Map as presented dividing Parcel #5-00461-00 into two parcels.

**Recommendation**

**Motion to approve the Certified Survey Map as presented dividing Parcel #5-00461-00 into two parcels.**

# CERTIFIED SURVEY MAP NO. \_\_\_\_\_

BEING PART OF LOT 1 OF CERTIFIED SURVEY MAP NO. 5923 AS RECORDED IN DOCUMENT NO. 1403893, LOCATED IN LOT 4 AND PART OF LOT 3 OF THE SUBDIVISION OF LOT 19, OF BLOCK 55, AND PART OF LOT 4 OF THE SUBDIVISION OF LOT 20 OF BLOCK 55, PER THE ASSESSOR'S MAP OF 1924, LOCATED IN SECTION 14, TOWNSHIP 20 NORTH, RANGE 17 EAST, CITY OF MENASHA, WINNEBAGO COUNTY, WISCONSIN.

## LEGEND:

- = 1" X 18" I.D. ROUND IRON PIPE SET, WEIGHING 1.13 LBS. PER LIN. FT.
- Ⓡ = 3/4" SOLID ROUND IRON REBAR FOUND
- Ⓢ = 1" I.D. ROUND IRON PIPE FOUND
- ⊗ = CUT CROSS SET
- × = CUT CROSS EXISTING
- = GEAR NAIL FOUND
- = EXISTING BERNTSEN MONUMENT
- ( ) = RECORDED AS BEARING OR DISTANCE

## OWNER(S) OF RECORD:

MANDERFIELD JOINT REV. TRUST

## SITE ADDRESS:

824 THIRD ST.

MENASHA, WI 54952

## DOCUMENT NO.:

1412745.

## TAX PARCEL NO.:

750046100

NORTH IS REFERENCED TO THE NORTH LINE OF THE SOUTHWEST 1/4 OF SECTION 14, TOWNSHIP 20 NORTH, RANGE 17 EAST, CITY OF MENASHA, WINNEBAGO COUNTY, WISCONSIN, WHICH BEARS N89°28'10"W PER THE WISCONSIN COUNTY COORDINATE SYSTEM (WINNEBAGO COUNTY)



CHRISTOPHER E. PERREAULT, PLS-2249 DATED  
CAROW LAND SURVEYING CO., INC.  
615 N. LYNNDALE DR., P.O. BOX 1297  
APPLETON, WISCONSIN 54912-1297  
PHONE: (920)731-4168  
A064.6-21 DATED: 1-23-2022  
DRAFTED BY: ajd-btl MRH

MANITOWOC ST.

DOC. NO.  
1491712

N26°57'25"W  
22.83'  
N00°27'45"E  
1.46'

LOT 1  
20,392 SQ.FT.  
[0.4681 ACRES]

N89°33'14"W  
(S90°00'00"W)

THIRD ST. (66')

SHEET 1 OF 3 SHEETS

NORTH LINE OF THE SOUTHWEST 1/4 OF SECTION 14-20-17

(N89°54'08"W)  
N89°28'10"W

(2635.11')  
2635.17'

WEST 1/4  
CORNER  
SECTION  
14-20-17

CENTER OF  
SECTION  
14-20-17

OLD PLANK RD. (60')  
(S.T.H. "114")

LOT 3

SUBDIVISION OF  
LOT 19 OF BLOCK 55

LOT 1

LOT 2  
8,789 SQ.FT.  
[0.2018 ACRES]

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**CERTIFIED SURVEY MAP NO.**

BEING PART OF LOT 1 OF CERTIFIED SURVEY MAP NO. 5923 AS RECORDED IN DOCUMENT NO. 1403893, LOCATED IN LOT 4 AND PART OF LOT 3 OF THE SUBDIVISION OF LOT 19, OF BLOCK 55, AND PART OF LOT 4 OF THE SUBDIVISION OF LOT 20 OF BLOCK 55, PER THE ASSESSOR'S MAP OF 1924, LOCATED IN SECTION 14, TOWNSHIP 20 NORTH, RANGE 17 EAST, CITY OF MENASHA, WINNEBAGO COUNTY, WISCONSIN.

**SURVEYOR'S CERTIFICATE:**


I, CHRISTOPHER E. PERREAULT, PROFESSIONAL WISCONSIN LAND SURVEYOR, CERTIFY THAT I HAVE SURVEYED, DIVIDED AND MAPPED PART OF LOT 1 OF CERTIFIED SURVEY MAP NO. 5923 AS RECORDED IN DOCUMENT NO. 1403893, LOCATED IN LOT 4 AND PART OF LOT 3 OF THE SUBDIVISION OF LOT 19, OF BLOCK 55, AND PART OF LOT 4 OF THE SUBDIVISION OF LOT 20 OF BLOCK 55, PER THE ASSESSOR'S MAP OF 1924, LOCATED IN SECTION 14, TOWNSHIP 20 NORTH, RANGE 17 EAST, CITY OF MENASHA, WINNEBAGO COUNTY, WISCONSIN, BOUNDED AND DESCRIBED AS FOLLOWS: COMMENCING AT THE WEST ¼ CORNER OF SAID SECTION 14; THENCE S89°28'10"E, 2330.61 FEET ALONG THE NORTH LINE OF THE SOUTHWEST ¼ OF SECTION 14 TO THE NORTHERLY EXTENSION OF AN EAST LINE OF CERTIFIED SURVEY MAP NO. 5923; THENCE S00°53'15"W, 1054.63 FEET ALONG SAID EXTENSION TO THE SOUTHERLY RIGHT-OF-WAY LINE OF OLD PLANK ROAD (S.T.H. "114"), AN EAST LINE OF SAID CERTIFIED SURVEY MAP AND THE POINT OF BEGINNING; THENCE CONTINUING S00°53'15"W, 56.53 FEET ALONG SAID EAST LINE; THENCE S89°23'40"E, 2.42 FEET ALONG AN EAST LINE OF SAID CERTIFIED SURVEY MAP; THENCE S00°53'15"W, 130.00 FEET ALONG AN EAST LINE OF SAID CERTIFIED SURVEY MAP TO THE NORTH RIGHT-OF-WAY LINE OF THIRD STREET; THENCE N89°33'14"W, 270.15 FEET ALONG SAID NORTH RIGHT-OF-WAY LINE TO THE EASTERLY LINE OF LANDS DESCRIBED IN DOCUMENT NO. 1491712; THENCE N00°27'45"E, 1.46 FEET ALONG SAID EASTERLY LINE; THENCE N26°57'25"W, 22.83 FEET ALONG SAID EASTERLY LINE TO THE SOUTHERLY RIGHT-OF-WAY LINE OF OLD PLANK ROAD (S.T.H. "114"); THENCE N59°56'10"E, 325.62 FEET ALONG SAID SOUTHERLY RIGHT-OF-WAY LINE TO THE POINT OF BEGINNING.

THAT I HAVE MADE SUCH SURVEY UNDER THE DIRECTION OF LOIS MANDERFIELD, 737 PARIS STREET, MENASHA, WISCONSIN 54952.

THAT THIS MAP IS A CORRECT REPRESENTATION OF THE EXTERIOR BOUNDARY LINES OF THE LAND SURVEYED.

THAT I HAVE FULLY COMPLIED WITH THE PROVISIONS OF CHAPTER 236.34 OF THE WISCONSIN STATUTES AND THE SUBDIVISION ORDINANCE OF THE CITY OF MENASHA.



  
CHRISTOPHER E. PERREAULT, PLS-2249 DATED  
CAROW LAND SURVEYING CO., INC.  
615 N. LYNNDALE DRIVE P.O. BOX 1297  
APPLETON, WISCONSIN 54912-1297  
PHONE: (920)731-4168  
A064.6-21 (RFR) 1/25/2022

**COMMON COUNCIL RESOLUTION:**

WE HEREBY CERTIFY THAT THIS CERTIFIED SURVEY MAP WAS APPROVED BY THE COMMON COUNCIL OF THE CITY OF MENASHA ON THIS \_\_\_\_ DAY OF \_\_\_\_\_, 20 \_\_\_\_.

MAYOR	_____	DATED	_____	CLERK	_____	DATED	_____
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**CERTIFIED SURVEY MAP NO.**

BEING PART OF LOT 1 OF CERTIFIED SURVEY MAP NO. 5923 AS RECORDED IN DOCUMENT NO. 1403893, LOCATED IN LOT 4 AND PART OF LOT 3 OF THE SUBDIVISION OF LOT 19, OF BLOCK 55, AND PART OF LOT 4 OF THE SUBDIVISION OF LOT 20 OF BLOCK 55, PER THE ASSESSOR'S MAP OF 1924, LOCATED IN SECTION 14, TOWNSHIP 20 NORTH, RANGE 17 EAST, CITY OF MENASHA, WINNEBAGO COUNTY, WISCONSIN.

**TREASURER'S CERTIFICATE:**

I HEREBY CERTIFY THAT THERE ARE NO UNPAID TAXES OR UNPAID SPECIAL ASSESSMENTS ON ANY OF THE LAND INCLUDED ON THIS CERTIFIED SURVEY MAP.

CITY TREASURER	DATED	COUNTY TREASURER	DATED
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## OWNER'S CERTIFICATE:

AS OWNER, I (WE) CERTIFY THAT I (WE) CAUSED THE LANDS DESCRIBED ON THIS CERTIFIED SURVEY MAP TO BE SURVEYED, DIVIDED AND MAPPED AS REPRESENTED HEREON. I (WE) FURTHER CERTIFY THAT THIS MAP IS REQUIRED BY S.236.10 OR S.236.12 OF THE WISCONSIN STATUTES TO BE SUBMITTED TO THE FOLLOWING FOR APPROVAL OR OBJECTION: CITY OF MENASHA.

IN THE PRESENCE OF:

BY: MANDERFIELD JOINT REVOCABLE TRUST

DENNIS M. MANDERFIELD, CO-TRUSTEE

---

LOIS A. MANDERFIELD, CO-TRUSTEE

STATE OF WISCONSIN)  
                                  )SS  
WINNEBAGO COUNTY)

PERSONALLY CAME BEFORE ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_, THE  
ABOVE NAMED PERSON(S), TO ME KNOWN TO BE THE PERSON(S) WHO EXECUTED THE  
FOREGOING INSTRUMENT AND ACKNOWLEDGED THAT HE(THEY) EXECUTED THE  
FOREGOING INSTRUMENT.

**NOTARY PUBLIC  
MY COMMISSION EXPIRES**



CHRISTOPHER E. PERREAU, PLS-2249 DATED  
CAROW LAND SURVEYING CO., INC.  
615 N. LYNDALE DRIVE, P.O. BOX 1297  
APPLETON, WISCONSIN 54912-1297  
PHONE: (920)731-4168  
A064-6-21 (RFR) 1/25/2022



## City of Menasha Disbursements

Weekly Accounts Payable	02/18/22 - 03/03/22 Checks # 73978-74099	\$769,882.41
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Bi-Weekly Payroll	02/24/22	\$213,451.22
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### Additional Regular Cycle Accounts Payables -Paid Electronically

Credit Card Fees	02/22/22	\$13.82
Delta Dental	02/23/22	\$1,061.40
Community First CU-Payroll Deduction	02/24/22	\$593.75
Employee Benefits-Flex Spending	02/24/22	\$4,819.47
Sales Tax	02/25/22	\$879.11
Nationwide Deferred Compensation	02/25/22	\$5,222.50
Wisconsin Deferred Compensation	02/25/22	\$8,148.00
Debt Service Payment	02/28/22	\$1,755,140.00
FSA HRA Admin Fees	02/28/22	\$1,103.00
Employee Trust Funds - WRS	02/28/22	\$132,250.58
State Tax Withholding	02/28/22	\$23,854.84
Debt Service Payment	03/01/22	\$457,766.52
Delta Dental	03/02/22	\$2,020.78
Credit Card Fees	03/03/22	\$6.07
Federal Tax Withholding	03/03/22	\$73,567.19
		<u>\$ 2,466,447.03</u>
Total		<u><u>\$ 3,449,780.66</u></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.

*Craig Pearson*

Craig Pearson  
Finance Manager

03/03/22

Date

### Notes:

- 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: 2/24/2022

Date: 2/25/2022

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
ACCURATE	73978	2/24/2022	2201113	100-1016-543.30-18	38.20	CABLE TIE
		2/24/2022	2201390	731-1022-541.30-15	118.62	ADJUSTABLE WRENCH
		2/24/2022	2201655	731-1022-541.30-18	31.23	CRIMP END BRUSH/DRILL CABLE TIE
	Total for check: 73978				188.05	
AIRGAS USA LLC	73979	2/24/2022	9122052298	731-1022-541.30-18	23.88	GLV CHEM RES UNSPT NTRL
	Total for check: 73979				23.88	
AMAZON CAPITAL SERVICES	73980	2/24/2022	1NT7-QCM9-CD1P	100-0907-531.30-18	13.05	OFFICE SUPPLIES
				100-0921-531.30-18	18.79	OFFICE SUPPLIES
	Total for check: 73980				31.84	
AMPLIFY TECHNOLOGIES	73981	2/24/2022	9201	100-0801-521.30-12	345.00	SERVICE CALL INSTALL NEW HDSS
	Total for check: 73981				345.00	
CITY OF APPLETON	73982	2/24/2022	8666	100-0918-531.21-06	500.00	FEB 2022 EMERGENCY PREPAREDNESS PLANNING
	Total for check: 73982				500.00	
AUTOMATED COMFORT CONTROLS	73983	2/24/2022	30517	731-1022-541.24-03	1,072.05	SEMI ANNUAL BILLING HVAC SERVICE AGREEMENT
	Total for check: 73983				1,072.05	
BLITT AND GAINES PC	73984	2/24/2022	20220224	100-0000-202.08-00	280.59	PAYROLL SUMMARY
	Total for check: 73984				280.59	
BOBCAT PLUS	73985	2/24/2022	IA16014	731-1022-541.38-03	666.20	HOLDERS/BOLT
		2/24/2022	IA16137	731-1022-541.38-03	946.44	HOLDER/BOLT
		2/24/2022	IA16149	731-1022-541.38-03	305.77	COIL/NUT/KIT SEAL CARTRIDGE
		2/24/2022	IA16191	731-1022-541.38-03	(666.20)	HOLDERS/BOLT

# AP Check Register

## Check Date: 2/24/2022

Date: 2/25/2022

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
BOBCAT PLUS...	73985...	2/24/2022	IA16193	731-1022-541.38-03	(133.24)	HOLDERS/BOLT
			Total for check: 73985		1,118.97	
CDW GOVERNMENT INC	73986	2/24/2022	R773043	100-0403-513.80-01	7,769.22	MICROSOFT SERVER SOFTWARE LICENSING
				743-0403-513.80-01	14,000.00	MICROSOFT SERVER SOFTWARE LICENSING
			Total for check: 73986		21,769.22	
CELLCOM	73987	2/24/2022	977058	100-0201-512.22-01	30.51	CELL PHONE BILL ATTORNEY
				100-0301-523.22-01	30.51	CELL PHONE BILL BUILDING INSPECTOR
				100-0304-562.22-01	61.02	CELL PHONE BILL COMM DEV
				100-0601-551.22-01	20.76	CELL PHONE BILL BUILDING SERVICES
					133.12	CELL PHONE BILL LIBRARY
				100-0702-552.22-01	90.95	CELL PHONE BILL PARK LOCATIONS
				100-0703-553.22-01	12.20	CELL PHONE BILL BUILDING SERVICES
					160.81	CELL PHONE BILL PARKS
				100-0801-521.22-01	14.03	CELL PHONE BILL BUILDING SERVICES
					940.12	CELL PHONE BILL POLICE
				100-0801-521.29-04	262.29	CELL PHONE BILL SQUAD ANTENNAS/CABLES
				100-0801-521.30-12	769.95	CELL PHONE BILL SQUAD CRADLEPOINT
				100-0811-521.22-01	30.51	CELL PHONE BILL CODE ENFORCEMENT
				100-0904-531.22-01	30.51	CELL PHONE BILL ENVIRONMENTAL HEALTH
				100-0919-531.22-01	398.94	CELL PHONE BILL HEALTH
				100-1001-514.22-01	14.03	CELL PHONE BILL BUILDING SERVICES
				100-1002-541.22-01	151.72	CELL PHONE BILL ENGINEERING
				100-1008-541.22-01	6.04	CELL PHONE BILL STREET SIGNS
				100-1019-552.22-01	7.64	CELL PHONE BILL BRIDGES
				601-1020-543.22-01	3.63	CELL PHONE BILL CONFINED SPACES
					4.39	CELL PHONE BILL SEWER TRUCK
				625-1002-541.22-01	50.58	CELL PHONE BILL ENGINEERING
				731-1022-541.22-01	122.04	CELL PHONE BILL CITY GARAGE
				743-0403-513.22-01	61.02	CELL PHONE BILL IT

# AP Check Register

## Check Date: 2/24/2022

Date: 2/25/2022

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
CELLCOM...	73987...	2/24/2022...	977058...	743-0403-513.24-04	1,080.00	CELL PHONE BILL CRADLEPOINT SUPPORT
			<b>Total for check: 73987</b>		<b>4,487.32</b>	
COMPLETE OFFICE OF WISCONSIN	73988	2/24/2022	281834	731-1022-541.30-10	19.11	BATTERY/LABEL
			<b>Total for check: 73988</b>		<b>19.11</b>	
DAVEL ENGINEERING & ENVIRONMENTAL	73989	2/24/2022	3179498	493-0304-562.21-02	900.00	PROF SVCS PROJECT 7007 TID#13 BOUNDARY AMENDM
			<b>Total for check: 73989</b>		<b>900.00</b>	
FACTORY MOTOR PARTS CO	73990	2/24/2022	18-2034809	731-1022-541.30-18	50.94	NITRILE/FUEL SEPARATOR
		2/24/2022	18-2036716	731-1022-541.38-03	30.00	RADIAL SEAL OUTER AIR
		2/24/2022	18-2036717	731-1022-541.38-03	49.32	FILTER/HALOGEN BEAMS
		2/24/2022	18-Z24487	731-1022-541.38-03	(10.00)	RETURN BATTERY CORE
			<b>Total for check: 73990</b>		<b>120.26</b>	
FARRELL EQUIPMENT & SUPPLY CO INC	73991	2/24/2022	INV000001181631	100-1003-541.30-18	295.00	55 GAL DRUM
		2/24/2022	INV000001191027	100-1003-541.30-18	39.99	DOUBLE NET STRAW
		2/24/2022	INV000001193127	100-1003-541.30-18	107.94	CAULK TUBE
		2/24/2022	INV000001196066	470-1009-541.82-02	814.00	COMPOUND/NORMAFLEX EXPANSION JOINT
		2/24/2022	INV000001209540	100-0703-553.24-05	39.99	NET
		2/24/2022	INV000001215282	100-0703-553.30-18	39.99	DOUBLE NET STRAW
		2/24/2022	INV000001223093	470-0703-553.82-02	39.99	DOUBLE NET STRAW
			<b>Total for check: 73991</b>		<b>1,376.90</b>	
FERGUSON ENTERPRISES #1550	73992	2/24/2022	6478303	470-0801-521.82-01	6,731.04	CCY 80G COMM NAT WHTR
		2/24/2022	6481730	100-0501-522.24-03	97.28	REPLACEMENT PART
		2/24/2022	6484839	470-0801-521.82-01	416.98	PARTS
		2/24/2022	6487993	100-0501-522.24-03	13.57	PARTS
		2/24/2022	6489982	100-0703-553.24-03	27.35	SEAL PIPE INSULATION

# AP Check Register

## Check Date: 2/24/2022

Date: 2/25/2022

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
FERGUSON ENTERPRISES #1550...	73992...	2/24/2022	CM767256	100-0801-521.24-03	(97.28)	PARTS RETURN
			Total for check: 73992		7,188.94	
FOX CROSSING UTILITIES	73993	2/24/2022	127-36488	100-0701-533.22-06	384.15	ST STORMWATER 10/15-1/15
		2/24/2022	127-65515	100-0703-553.22-06	34.13	ST STORMWATER 10/15-1/15
		2/24/2022	TAX BILL CHARGE	100-0000-201.06-00	19,335.23	DELINQUENT CHARGES PLACEDON TAX BILL
			Total for check: 73993		19,753.51	
GRAINGER INC	73994	2/24/2022	9186403912	731-1022-541.30-18	56.50	SALT BRINE HYDROMETER
			Total for check: 73994		56.50	
GUNDERSON CLEANERS	73995	2/24/2022	1090091	100-0801-521.30-13	54.82	LAUNDRY SERVICE
			Total for check: 73995		54.82	
HARRISON UTILITIES	73996	2/24/2022	TAX BILL CHARGE	100-0000-201.07-00	4,897.14	DELINQUENT CHARGES PLACEDON TAX BILL
			Total for check: 73996		4,897.14	
HEARTLAND BUSINESS SYSTEMS	73997	2/24/2022	496307-H	743-0403-513.24-04	5,364.75	CISCO AMP ANTI VIRUS
		2/24/2022	496308-H	743-0403-513.24-04	2,435.50	CISCO AMP ANTI VIRUS
			Total for check: 73997		7,800.25	
JX ENTERPRISES INC	73998	2/24/2022	2471049P	731-1022-541.38-03	481.99	Conversion Kit
		2/24/2022	2472264P	731-1022-541.38-03	5,706.67	Carrier/Gasket Strap & Bolts Kit
		2/24/2022	2472412P	731-1022-541.38-03	30.89	Gasket Sealant
		2/24/2022	2472506P	731-1022-541.38-03	25.18	Strap & Bolts Kit
			Total for check: 73998		6,244.73	
KLINK HYDRAULICS LLC	73999	2/24/2022	20605	731-1022-541.38-03	300.84	PARTS

# AP Check Register

## Check Date: 2/24/2022

Date: 2/25/2022

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
KLINK HYDRAULICS LLC...	73999...	2/24/2022	20606	731-1022-541.38-03	20.16	COUPLER CONNECTION
			Total for check: 73999		321.00	
LAKE PARK VILLAS HOMEOWNERS ASSN	74000	2/24/2022	227	501-0304-562.32-01	937.07	LPV - HOA FEES FEB
			Total for check: 74000		937.07	
LAPPEN SECURITY PRODUCTS INC	74001	2/24/2022	LSPQ46500	731-1022-541.30-18	76.00	MASTER KEY IC CORE CYLINDER
			Total for check: 74001		76.00	
MACQUEEN EQUIPMENT	74002	2/24/2022	P22567	731-1022-541.38-03	63.66	CONTROL VALVE FOR WATER ON SEWER TANK
			Total for check: 74002		63.66	
MARCO DESIGNS INC	74003	2/24/2022	4187	824-0812-521.30-15	3,357.78	EXERCISE EQUIPMENT PD
			Total for check: 74003		3,357.78	
MATTHEWS TIRE & SERVICE CENTER	74004	2/24/2022	81861	731-1022-541.38-02	353.15	VALVE STEM/HARDWARE 1 TIRE
			Total for check: 74004		353.15	
MENARDS-APPLETON EAST	74005	2/24/2022	14977	100-0703-553.30-18	111.92	PVC PIPES, TEES, ELBOW DOOR STOP/GORILLA GLUE
		2/24/2022	15027	100-0703-553.30-18	43.98	GAL LATCH TOTE
		2/24/2022	15069	100-0703-553.24-03	4.98	GALV CAP
		2/24/2022	15070	100-0703-553.30-18	151.51	PVC TEE, ELBOW, PIPE
		2/24/2022	15108	100-1016-543.30-18	69.00	STEP LADDER
			Total for check: 74005		381.39	
MENASHA NEENAH MUNICIPAL COURT	74006	2/24/2022	REPORT #21-0121	100-0000-201.03-00	363.00	REPORT #21-0121
		2/24/2022	REPORT #21-0165	100-0000-201.03-00	146.00	REPORT #21-0165
		2/24/2022	REPORT #21-0166	100-0000-201.03-00	174.00	REPORT #21-0166

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MENASHA NEENAH MUNICIPAL COURT...	74006...	2/24/2022	REPORT #22-0382	100-0000-201.03-00	110.00	REPORT #22-0382
Total for check: 74006					793.00	
MENASHA UTILITIES	74007	2/24/2022	MENASHA UTILITY	100-0304-562.22-03	11.34	ELEC 12/28-1/28/22
				100-0305-562.22-05	26.76	WATER/SEW 12/28-1/28/22
				100-0305-562.22-06	15.20	STORM 12/28-1/28/22
				100-0601-551.22-07	64.02	DARK FIBER 12/28-1/28 LIBRARY
				100-0703-553.22-03	859.93	ELEC 12/28-1/28/22
				100-0703-553.22-05	718.90	WATER/SEW 12/28-1/28/22
				100-0703-553.22-06	575.12	STORM 12/28-1/28/22
				100-0704-552.22-07	451.93	DARK FIBER 12/28-1/28
				100-0920-531.22-03	257.49	ELEC 12/28-1/28/22
				100-0920-531.22-05	91.50	WATER/SEW 12/28-1/28/22
				100-1001-514.22-03	132.22	ELEC 12/28-1/28/22
				100-1008-541.22-03	159.92	ELEC 12/28-1/28/22
				100-1012-541.22-03	54.42	ELEC 12/28-1/28/22
				100-1013-541.22-03	35.01	ELEC 12/28-1/28/22
				100-1013-541.22-05	36.92	WATER/SEW 12/28-1/28/22
				100-1013-541.22-06	335.00	STORM 12/28-1/28/22
				100-1014-543.22-05	13.38	WATER/SEW 12/28-1/28/22
				100-1014-543.22-06	73.07	STORM 12/28-1/28/22
				100-1019-552.22-07	85.34	INTERNET CHARG 12/28-1/28RACINE BRIDGE
				207-0707-552.22-03	314.98	ELEC 12/28-1/28/22
				207-0707-552.22-05	36.92	WATER/SEW 12/28-1/28/22
				207-0707-552.22-06	72.13	STORM 12/28-1/28/22
				207-0707-552.22-07	55.76	DARK FIBER 12/28-1/28/22 MARINA
				487-0305-562.22-05	13.38	WATER/SEW 12/28-1/28/22
				487-0305-562.22-06	31.32	STORM 12/28-1/28/22
				501-0304-562.22-03	41.84	ELEC 12/28-1/28/22
				501-0304-562.22-06	467.07	STORM 12/28-1/28/22
				601-1020-543.22-03	93.32	ELEC 12/28-1/28/22
				731-1022-541.22-07	602.21	DARK FIBER 12/28-1/28/22
				743-0403-513.21-04	167.75	INTERNET CHARGE 12/28-1/28/22

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MENASHA UTILITIES...	74007...	2/24/2022...	MENASHA UTILITY..	743-0403-513.22-07	507.90	DARK FIBER 12/28-1/28/22
		2/24/2022	TAX BILL CHARGE	100-0000-201.05-00	27,066.16	DELINQUENT CHARGES PLACED ON TAX BILL
		Total for check: 74007			33,468.21	
N&M AUTO SUPPLY	74008	2/24/2022	759635	731-1022-541.38-04	31.67	BLOWER MOTOR RESISTOR
		2/24/2022	759946	731-1022-541.38-03	14.46	FILTER/MINI ADDACICUIT KIT
		2/24/2022	759966	731-1022-541.38-03	10.82	BELT
		Total for check: 74008			56.95	
NEENAH-MENASHA FIRE RESCUE	74009	2/24/2022	FIRE/RESCUE	100-0501-522.25-01	298,059.00	FIRE/RESCUE SERVICES
			Total for check: 74009			298,059.00
CITY OF NEENAH	74010	2/24/2022	38765	100-0205-512.25-01	3,800.00	MUNICIPAL COURT BUILDING FEE
			Total for check: 74010			3,800.00
VALERIE NEUMAN	74011	2/24/2022	MILEAGE	100-0203-512.34-01	10.88	TRAVEL EXPENSE FEB
			Total for check: 74011			10.88
NORTHEAST ASPHALT INC	74012	2/24/2022	2021-10	470-1003-541.82-02	134,612.96	ST CONSTRUCTION & REHABILITATION
				492-1003-541.82-02	8,404.75	ST CONSTRUCTION & REHABILITATION
			Total for check: 74012			143,017.71
PACKER CITY INTL TRUCKS INC	74013	2/24/2022	X103097428:01	731-1022-541.38-03	(97.50)	CONTROL ELECTRONIC POD DRIVE
		2/24/2022	X103110257:02	731-1022-541.38-03	39.10	AIR FILTER
		2/24/2022	X103110539:01	731-1022-541.38-03	356.28	SUPPORT ASSY MUFFLER
		Total for check: 74013			297.88	



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PARKITECTURE & PLANNING	74014	2/24/2022	2	470-0601-551.82-01	1,225.00	CONCEPTUAL DESIGN ASSIST JEFFERSON PARK
			<b>Total for check: 74014</b>		<b>1,225.00</b>	
POMP'S TIRE SERVICE INC	74015	2/24/2022	320123151	731-1022-541.38-02	12,103.60	TIRES/SCRAP DISPOSAL
			<b>Total for check: 74015</b>		<b>12,103.60</b>	
RECDESK SOFTWARE	74016	2/24/2022	INV - 12231	100-0702-552.29-01	1,200.00	CUSTOM QUERY/EXTRACT
			<b>Total for check: 74016</b>		<b>1,200.00</b>	
REINDERS INC	74017	2/24/2022	6006235-00	731-1022-541.38-03	428.82	SWITCH KIT/MOMENTARY SWITCH
		2/24/2022	6006282-00	731-1022-541.38-03	49.63	LENS COVER
		2/24/2022	6006304-00	731-1022-541.38-03	293.71	CASTOR FORK
			<b>Total for check: 74017</b>		<b>772.16</b>	
DR TERESA RUDOLPH	74018	2/24/2022	CITY PHYSICIAN	100-0903-531.21-05	175.00	CITY PHYSICIAN
			<b>Total for check: 74018</b>		<b>175.00</b>	
SYN-TECH SYSTEMS	74019	2/24/2022	243641	731-1022-541.24-06	636.88	RFID INTF MODULE/FILL RING
		2/24/2022	243660	731-1022-541.38-04	6,352.50	SINGLE TANK/EXTENSION CABLE/FILL RING
		2/24/2022	244236	731-1022-541.24-06	45.66	EXTENSION CABLE
				731-1022-541.38-04	91.34	EXTENSION CABLE
			<b>Total for check: 74019</b>		<b>7,126.38</b>	
TAPCO	74020	2/24/2022	I719306	100-1008-541.30-18	1,736.20	PARTS WO 2021-16
			<b>Total for check: 74020</b>		<b>1,736.20</b>	
UNIFIRST CORPORATION	74021	2/24/2022	097 0348100	731-1022-541.20-01	163.66	LAUNDRY SERVICE
			<b>Total for check: 74021</b>		<b>163.66</b>	

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UNITY RECOVERY SERVICES	74022	2/24/2022	220208	100-0917-531.21-06	14,213.20	COMMUNITY ADDICTION ASSISTANCE PROGRAM
			<b>Total for check: 74022</b>		<b>14,213.20</b>	
UNIVERSITY OF WISCONSIN OSHKOSH	74023	2/24/2022	20553	100-0405-513.21-08	245.00	VIDEO TAPING MEETINGS JAN
			<b>Total for check: 74023</b>		<b>245.00</b>	
UTILITY SALES AND SERVICE	74024	2/24/2022	0210427-IN	731-1022-541.38-03	82.27	SWITCH PRESS
			<b>Total for check: 74024</b>		<b>82.27</b>	
WE ENERGIES	74025	2/24/2022	4016053283	100-0701-533.22-03	34.31	LED STREET LIGHTS 1/3-1/27/22
		2/24/2022	4023279382	100-0701-533.22-03	15.17	ELEC 1/10-2/02/22
			<b>Total for check: 74025</b>		<b>49.48</b>	
WELLS FARGO FINANCIAL LEASING	74026	2/24/2022	5018914912	743-0403-513.29-01	142.77	PD COPIER LEASE 2/7-3/6
			<b>Total for check: 74026</b>		<b>142.77</b>	
WINNEBAGO COUNTY TREASURER	74027	2/24/2022	21414	743-0403-513.24-04	5,666.67	COST SHARING P1 LRMS
		2/24/2022	LF130524	100-1016-543.25-01	15,440.85	DIRECT HAUL - RES
					3,781.35	DIRECT HAUL - COMM
				266-1027-543.25-01	570.45	DIRECT HAUL - SS
				266-1027-543.25-03	210.00	DIRECT HAUL
		2/24/2022	LOTTERY CREDIT	100-0000-201.03-00	701.79	LOTTERY CREDIT CHARGEBACK
			<b>Total for check: 74027</b>		<b>26,371.11</b>	
WISCONSIN DOCUMENT IMAGING	74028	2/24/2022	160941	743-0403-513.29-01	860.27	COPIERS/PRINTER 1/17-2/16
			<b>Total for check: 74028</b>		<b>860.27</b>	

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WISCONSIN SUPPORT COLLECTIONS	74029	2/24/2022	20220224	100-0000-202.03-00	504.16	PAYROLL SUMMARY
Total for check: 74029					<u>504.16</u>	
					<u>630,193.02</u>	

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BAKER & TAYLOR INC	74030	2/25/2022	2036444505	100-0601-551.30-14	50.87	LIB MATERIALS	
		2/25/2022	2036462576	100-0601-551.30-14	21.61	LIB MATERIALS	
		2/25/2022	2036470408	100-0601-551.30-14	16.23	LIB MATERIALS	
		2/25/2022	2036490664	100-0601-551.30-14	24.52	LIB MATERIALS	
		2/25/2022	NS22020047	100-0601-551.30-14	100.00	LIB MATERIALS	
	Total for check: 74030				213.23		
STEPHANIE BARNES	74031	2/25/2022	LIB MATERIAL	100-0601-551.30-14	16.00	LIB MATERIAL	REIMBURSEMENT
			Total for check: 74031				16.00
CENGAGE LEARNING INC/GALE	74032	2/25/2022	76651540	100-0601-551.30-14	38.92	LIB MATERIALS	
		2/25/2022	77197007	100-0601-551.30-14	38.92	LIB MATERIALS	
		Total for check: 74032				77.84	
CENTER POINT LARGE PRINT	74033	2/25/2022	1909873	100-0601-551.30-14	281.04	LIB MATERIALS	
			Total for check: 74033				281.04
DEMCO	74034	2/25/2022	2045015200	100-0601-551.30-18	489.61	LIB DEPT SUPPLIES	
		2/25/2022	7069498	100-0601-551.30-18	778.68	LIB DEPT SUPPLIES	
		Total for check: 74034				1,268.29	
KATHY DREYER	74035	2/25/2022	DREYER	100-0601-551.30-10	20.94	REIMBURSE STORAGE BINS	PURCHASE MENARDS
				100-0601-551.30-13	42.97	REIMBURSE BATTERIES	PURCHASE COSTCO
			Total for check: 74035				63.91
FINDAWAY WORLD LLC	74036	2/25/2022	377010	100-0601-551.30-14	50.99	LIB MATERIALS	
			Total for check: 74036				50.99
INGRAM LIBRARY SERVICES	74038	2/25/2022	57126166	100-0601-551.30-14	605.77	LIB MATERIALS	
		2/25/2022	57254862	100-0601-551.30-14	1,156.40	LIB MATERIALS	

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INGRAM LIBRARY SERVICES...	74038...	2/25/2022	57348916	100-0601-551.30-14	1,052.74	LIB MATERIALS
		2/25/2022	57348917	100-0601-551.30-14	462.94	LIB MATERIALS
		2/25/2022	57372575	100-0601-551.30-14	295.40	LIB MATERIALS
		2/25/2022	57388634	100-0601-551.30-14	105.39	LIB MATERIALS
		2/25/2022	57402815	100-0601-551.30-14	171.24	LIB MATERIALS
		2/25/2022	57431867	100-0601-551.30-14	92.65	LIB MATERIALS
		2/25/2022	57444510	100-0601-551.30-14	885.79	LIB MATERIALS
		2/25/2022	57461977	100-0601-551.30-14	512.45	LIB MATERIALS
		2/25/2022	57531851	100-0601-551.30-14	205.73	LIB MATERIALS
		2/25/2022	57595160	100-0601-551.30-14	223.18	LIB MATERIALS
		2/25/2022	57629335	100-0601-551.30-14	215.09	LIB MATERIALS
		2/25/2022	57640241	100-0601-551.30-14	833.69	LIB MATERIALS
		2/25/2022	57683668	100-0601-551.30-14	455.02	LIB MATERIALS
		2/25/2022	57697786	100-0601-551.30-14	154.54	LIB MATERIALS
		2/25/2022	57710080	100-0601-551.30-14	268.45	LIB MATERIALS
<b>Total for check: 74038</b>					<b>7,696.47</b>	
JILL JENSEN	74039	2/25/2022	JENSEN	100-0601-551.30-14	16.95	LIB MATERIALS REIMBURSEMENT
	<b>Total for check: 74039</b>				<b>16.95</b>	
KITZ & PFEIL INC	74040	2/25/2022	35847	100-0601-551.24-03	18.57	JT COMPOUND/BRUSH
	<b>Total for check: 74040</b>				<b>18.57</b>	
MIDWEST TAPE	74041	2/25/2022	0501501979	100-0601-551.30-14	42.72	LIB MATERIALS
		2/25/2022	0501503699	100-0601-551.30-14	309.52	LIB MATERIALS
		2/25/2022	0501529639	100-0601-551.30-14	152.10	LIB MATERIALS
		2/25/2022	0501530113	100-0601-551.30-14	93.70	LIB MATERIALS
		2/25/2022	0501561499	100-0601-551.30-14	19.48	LIB MATERIALS
		2/25/2022	0501594128	100-0601-551.30-14	39.71	LIB MATERIALS
<b>Total for check: 74041</b>					<b>657.23</b>	

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MBM	74042	2/25/2022	IN3323336	100-0601-551.24-04	150.20	LIB COPIER/PRINTER
			<b>Total for check: 74042</b>		<b>150.20</b>	
SERVICEMASTER BUILDING MAINTENANCE	74043	2/25/2022	39042	100-0601-551.20-01	1,525.00	JANITORIAL CONTRACT LIB
			<b>Total for check: 74043</b>		<b>1,525.00</b>	
STAPLES	74044	2/25/2022	7350252834	100-0601-551.30-10	139.43	LIB OFFICE SUPPLIES
			<b>Total for check: 74044</b>		<b>139.43</b>	
SYNCB/AMAZON	74047	2/25/2022	437577876668	100-0601-551.30-14	33.99	LIB MATERIALS
		2/25/2022	455448787386	100-0601-551.30-14	84.71	LIB MATERIALS
		2/25/2022	457838597687	100-0601-551.30-19	1,048.00	LIB OFFICE FURNISHING
		2/25/2022	464757844633	100-0601-551.30-16	29.99	LIB PROGRAMMING
		2/25/2022	465354479443	100-0601-551.30-14	5.99	LIB MATERIALS
		2/25/2022	46573683584	100-0601-551.30-16	50.99	LIB PROGRAMMING
		2/25/2022	466483955344	100-0601-551.30-16	29.89	LIB PROGRAMMING
		2/25/2022	466895544998	100-0601-551.30-14	54.99	LIB MATERIALS
		2/25/2022	467384865974	100-0601-551.30-16	39.97	LIB PROGRAMMING
		2/25/2022	468439749994	100-0601-551.30-16	221.78	LIB PROGRAMMING
		2/25/2022	468687749898	100-0601-551.30-14	51.98	LIB MATERIALS
		2/25/2022	473767435976	100-0601-551.30-14	9.98	LIB MATERIALS
		2/25/2022	489949948644	100-0601-551.30-16	1,214.60	LIB PROGRAMMING
		2/25/2022	493736956775	100-0601-551.30-14	26.60	LIB MATERIALS
		2/25/2022	554865759666	100-0601-551.30-16	10.97	LIB PROGRAM SUPPLIES
		2/25/2022	577464767773	100-0601-551.30-16	300.84	LIB PROMOTIONAL
		2/25/2022	585669793698	100-0601-551.30-14	11.97	LIB MATERIALS
		2/25/2022	597738763585	100-0601-551.30-12	48.73	LIB COMPUTER/TECHNOLOGY
		2/25/2022	598653994694	100-0601-551.30-16	101.98	LIB PROGRAMMING
		2/25/2022	634478754867	100-0601-551.30-14	23.95	LIB MATERIALS
		2/25/2022	635393473363	100-0601-551.30-12	2,567.93	LIB COMPUTER/TECHNOLOGY
				100-0601-551.30-15	343.11	LIB TOOLS/EQUIP
				100-0601-551.30-19	329.97	LIB OFFICE FURNISHING



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SYNCB/AMAZON...	74047...	2/25/2022	657469655958	100-0601-551.30-19	438.56	LIB OFFICE FURNISHING
		2/25/2022	736686664879	100-0601-551.30-18	37.80	LIB TECH SUPPLIES
		2/25/2022	763799694335	100-0601-551.30-12	137.65	LIB COMPUTER/TECHNOLOGY
		2/25/2022	764849463687	100-0601-551.30-16	167.34	LIB PROGRAMMING
		2/25/2022	767733978995	100-0601-551.30-15	1,770.00	LIB CABINET STORAGE
		2/25/2022	774757636695	100-0601-551.30-12	89.91	LIB COMPUTER/TECHNOLOGY
		2/25/2022	783847967655	100-0601-551.30-10	21.99	LIB OFFICE SUPPLIES
				100-0601-551.30-12	363.04	LIB COMPUTER/TECHNOLOGY
		2/25/2022	787777933694	100-0601-551.30-16	113.90	LIB PROMOTIONAL
		2/25/2022	794487493689	100-0601-551.30-10	6.25	LIB SUPPLIES
		2/25/2022	849896893778	100-0601-551.30-19	279.24	LIB OFFICE FURNISHING
		2/25/2022	857943457934	100-0601-551.30-12	151.63	LIB COMPUTER/TECHNOLOGY
		2/25/2022	868986988355	100-0601-551.30-16	39.99	LIB PROMOTIONAL
		2/25/2022	887656565843	100-0601-551.30-14	23.49	LIB MATERIALS
		2/25/2022	954397364473	100-0601-551.30-16	339.98	LIB PROGRAMMING
		2/25/2022	955479754364	100-0601-551.30-14	79.80	LIB MATERIALS
		2/25/2022	968984647339	100-0601-551.30-12	(137.65)	LIB COMPUTER/TECHNOLOGY RETURN
		2/25/2022	985777388836	100-0601-551.30-12	18.99	LIB COMPUTER/TECHNOLOGY
		<b>Total for check: 74047</b>			<b>10,584.82</b>	
UNIQUE MANAGEMENT SERVICES INC	74048	2/25/2022	6098149	100-0601-551.21-06	196.90	LIB PLACEMENTS
					<b>196.90</b>	
US BANK EQUIPMENT FINANCE	74049	2/25/2022	465228922	100-0601-551.24-04	513.46	LIB OFFICE EQUIPMENT CONTRACT
					<b>513.46</b>	
WINDSTREAM	74050	2/25/2022	74461625	100-0601-551.22-01	59.48	LIB OFFICE EQUIPMENT
		2/25/2022	74543189	100-0601-551.22-01	59.48	LIB OFFICE EQUIPMENT
		<b>Total for check: 74050</b>			<b>118.96</b>	
WINNEFOX AUTOMATED LIBRARY SYSTEM	74051	2/25/2022	WALS1915	100-0601-551.30-11	173.82	LIB POSTAGE

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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>
WINNEFOX AUTOMATED LIBRARY SYSTEM...	74051...	2/25/2022	WALS1916	100-0601-551.32-01	237.06	LIB SUPPORT/MAINTENANCE
<b>Total for check: 74051</b>					<b>410.88</b>	
WINNEFOX LIBRARY SYSTEM	74052	2/25/2022	WLS1316	100-0601-551.30-18	114.75	LIB DEPT SUPPLIES
		2/25/2022	WLS1337	100-0601-551.30-10	70.00	LIB OFFICE SUPPLIES
				100-0601-551.30-14	428.64	LIB MATERIALS
		2/25/2022	WLS1338	100-0601-551.30-12	2,124.95	LIB COMPUTER/TECHNOLOGY
<b>Total for check: 74052</b>					<b>2,738.34</b>	
					<b>26,738.51</b>	

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<b>Vendor Name</b>	<b>Check Number</b>	<b>Check Date</b>	<b>Invoice Number</b>	<b>Account Number</b>	<b>Amount</b>	<b>Description</b>
ACCEL AUTO & TRUCK REPAIR	74053	3/3/2022	7278-1	100-0801-521.29-04	125.00	PD REQUESTED TOW AWAY
			<b>Total for check: 74053</b>		<b>125.00</b>	
ACCURATE	74054	3/3/2022	2201387	731-1022-541.30-18	153.00	6" FLAP DISC
		3/3/2022	2201624	731-1022-541.38-04	412.00	HEATED LED
		3/3/2022	2201698	100-1008-541.30-18	135.10	CABLE TIE
		3/3/2022	2201812	731-1022-541.30-18	107.25	HEX NET/NYLON INSERT LOCKWASHER/CABLE TIES
		3/3/2022	2201877	731-1022-541.38-02	92.70	WHEEL WEIGHTS
			<b>Total for check: 74054</b>		<b>900.05</b>	
ALV INSPECTIONS	74055	3/3/2022	1078	100-0301-523.21-06	38,105.22	2021 PERMIT FEES
			<b>Total for check: 74055</b>		<b>38,105.22</b>	
AMAZON CAPITAL SERVICES	74056	3/3/2022	11FF-LWCT-DRVP	100-0801-521.30-10	27.76	OFFICE SUPPLIES
		3/3/2022	133Y-MGXJ-JYJ9	100-0904-531.30-12	449.00	IPAD
		3/3/2022	17MX-4CDQ-C9FN	100-0907-531.30-18	67.99	CHAIR MAT
		3/3/2022	1FH7-YFRC-DLVR	100-0901-515.30-18	289.99	STANDING DESK
		3/3/2022	1H3M-QFPX-XXMV	100-0901-515.30-18	519.98	STAND UP DESK 1/2 CVMIC
		3/3/2022	1HP3-GJGN-KGWG	100-0304-562.30-10	33.04	OFFICE SUPPLIES
		3/3/2022	1LP7-YF94-41X4	100-0907-531.30-18	285.00	HIGH BACK DESK CHAIR
		3/3/2022	1PKV-CLMH-741G	100-0801-521.30-10	119.72	OFFICE SUPPLIES
			<b>Total for check: 74056</b>		<b>1,792.48</b>	
AUTOMOTIVE SUPPLY COMPANY	74057	3/3/2022	000252383	731-1022-541.38-03	(120.00)	DISC BRAKE CALIPER RETURN
		3/3/2022	000252384	731-1022-541.38-03	(202.76)	OIL SEAL RETURN
		3/3/2022	011963900	731-1022-541.38-03	356.70	PWR STEERING GEAR IDLER
		3/3/2022	011964097	731-1022-541.38-03	68.15	CV AXLE SHAFT
			<b>Total for check: 74057</b>		<b>102.09</b>	

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BERGSTROM	74058	3/3/2022	66452	731-1022-541.38-04	147.75	PARTS
			<b>Total for check: 74058</b>		<b>147.75</b>	
BIG SKY RACKS INC	74059	3/3/2022	77133	100-0801-521.29-04	691.75	PARTS
			<b>Total for check: 74059</b>		<b>691.75</b>	
CARDMEMBER SERVICE	74066	3/3/2022	0012	826-0702-552.30-18	180.00	REC DONATION CANDY BARS
		3/3/2022	0018	100-0706-561.34-02	260.00	ARBORIST CONFERENCE ALEX
		3/3/2022	0025	100-0801-521.34-02	450.00	TRAINING REGISTRATION -PD
		3/3/2022	0033	100-0801-521.30-18	40.00	DEPARTMENT SUPPLIES PD
		3/3/2022	0039	100-0703-553.24-05	547.10	BOAT LAUNCH POST CAPS
		3/3/2022	0121	100-0801-521.34-02	199.00	TRAINING REGISTRATION -PD
		3/3/2022	0134	100-0801-521.80-05	59.31	WELLNESS ITEM - PD
		3/3/2022	0148	100-0202-512.30-18	30.00	OVERNIGHT PARKING 1/26-1/27 HR
				100-0202-512.34-03	164.00	WPELRA 22 ANNUAL CONF 1/26-1/27 - HR
		3/3/2022	0174	100-0903-531.32-01	61.00	NURSING LICENSE RENEWAL HEALTH DEPT
		3/3/2022	0312	100-0201-512.33-03	164.00	WPELRA 22 ANNUAL CONF 1/26-1/27 ATTY
				100-0201-512.34-04	30.00	OVERNIGHT PARKING 1/26-1/27 ATTY
		3/3/2022	0341	731-1022-541.38-03	134.52	PARTS DPW
		3/3/2022	0368	731-1022-541.30-18	272.40	PWF COLD STORAGE LIGHTS
		3/3/2022	0402	100-0901-515.30-18	400.00	NARCAN - EMPLOYEE SAFETY 1/2 CVMIC
		3/3/2022	0461	100-0601-551.24-03	107.20	LIB YD LIGHT BULBS
		3/3/2022	0471	100-0401-513.32-01	60.00	MTAW DUES - SASSMAN FINANCE
		3/3/2022	0662	100-0802-521.30-18	31.08	DEPT SUPPLIES - CROSSING GUARD
		3/3/2022	0914	100-0601-551.30-16	31.49	ADOBE MONTHLY FEE LIB
		3/3/2022	0990	100-0801-521.32-01	65.00	IAPE MEMBERSHIP DUES PD
		3/3/2022	0993	100-0801-521.34-02	40.00	TRAINING REGISTRATION -PD
		3/3/2022	1128	100-0901-515.30-18	400.00	NARCAN - EMPLOYEE SAFETY 1/2 CVMIC
		3/3/2022	1193	100-0702-552.30-18	(11.53)	REC SUPPLIES - SLEDS CREDIT
		3/3/2022	1610	100-0801-521.29-04	2,187.76	VEHICLE SIRENS/LIGHTS PD
		3/3/2022	1705	100-0801-521.34-02	25.00	TRAINING REGISTRATION -PD
		3/3/2022	1795	826-0702-552.30-18	108.09	REC DONATION SNACK BAR
				827-0920-531.30-18	7.62	SR CTR DONATION SUPPLIES

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<b>Vendor Name</b>	<b>Check Number</b>	<b>Check Date</b>	<b>Invoice Number</b>	<b>Account Number</b>	<b>Amount</b>	<b>Description</b>
CARDMEMBER SERVICE...	74066...	3/3/2022	1908	100-0801-521.34-02	25.00	TRAINING REGISTRATION -PD
		3/3/2022	1971	100-0903-531.32-01	1.22	DSPS SERVICE FEE HEALTH DEPT
		3/3/2022	2345	100-0702-552.34-03	179.99	WPRA CONFERENCE
		3/3/2022	2350	100-0601-551.30-12	12.99	CELL PHONE CASE LIB
		3/3/2022	2352	100-0702-552.34-03	179.99	WPRA CONFERENCE
		3/3/2022	2385	100-0703-553.30-15	299.00	TOOLS DPW
		3/3/2022	2437	100-0401-513.32-01	60.00	MTAW DUES - PEARSON FINANCE
		3/3/2022	2592	100-0801-521.32-01	190.00	IACP MEMBERSHIP DUES PD
		3/3/2022	2623	100-0601-551.30-14	40.00	GANNETT DUES LIB
		3/3/2022	2769	100-0801-521.19-03	131.50	UNIFORM ALLOWANCE PD
		3/3/2022	2851	100-0801-521.32-01	99.60	MONTHLY INV TOOL (JAN) PD
		3/3/2022	3236	100-0401-513.32-01	25.00	WGFOA DUES - SASSMAN FINANCE
		3/3/2022	3302	100-0601-551.20-05	50.00	PROGRAMMING FEE LIB
				100-0601-551.30-14	331.52	BOARD GAMES LIB
		3/3/2022	3486	100-0903-531.32-01	1.22	DSPS SERVICE FEE HEALTH DEPT
		3/3/2022	3555	100-0801-521.30-11	8.39	POSTAGE PD
		3/3/2022	3700	100-0903-531.32-01	1.22	DSPS SERVICE FEE HEALTH DEPT
		3/3/2022	3757	100-0901-515.30-18	705.00	DEPT EQUIPMENT HEALTH
		3/3/2022	3802	100-0801-521.32-01	20.00	NOTARY BOND FILING FEE PD
		3/3/2022	3878	100-0801-521.30-15	289.27	DELL DOCKING STATION
		3/3/2022	3888	100-0801-521.34-02	40.00	TRAINING REGISTRATION -PD
		3/3/2022	4058	100-0702-552.29-01	675.99	REC PROMO ITEMS
		3/3/2022	4077	826-0702-552.30-18	81.56	REC DONATION HART PARK SNACKS
				827-0920-531.30-18	79.46	SR CTR DONATION SNACKS
		3/3/2022	4138	100-0903-531.32-01	61.00	NURSING LICENSE RENEWAL HEALTH DEPT
		3/3/2022	4230	100-1012-541.30-18	(9.11)	REFUND OF TAX
		3/3/2022	4233	100-0801-521.24-05	(51.02)	REFUND - BUILDING PROJECTPD
		3/3/2022	4442	100-0706-561.32-01	45.00	CHAPTER DUES ALEX
		3/3/2022	4905	100-0703-553.30-18	64.99	ELECTRIC CART DPW
		3/3/2022	4945	100-0601-551.30-16	136.51	PROGRAM SUPPLIES LIB
				100-0601-551.30-19	23.63	OFFICE FURNISHING LIB
		3/3/2022	4961	100-0702-552.29-01	(98.83)	REC PROMO ITEMS CREDIT
		3/3/2022	5026	100-0702-552.29-01	(166.40)	REC PROMO CREDIT
		3/3/2022	5146	100-0801-521.32-01	110.00	FBINAA NATIONAL DUES PD

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CARDMEMBER SERVICE...	74066...	3/3/2022	5200	100-1008-541.24-04	44.96	TRAFFIC LIGHT ADAPTERS
		3/3/2022	5242	100-0801-521.34-02	25.00	TRAINING REGISTRATION -PD
		3/3/2022	5381	100-0801-521.32-01	30.00	NOTARY BOND RENEWAL PD
		3/3/2022	5384	100-0801-521.30-18	20.01	DEPT SUPPLIES - PD
		3/3/2022	5478	100-0601-551.30-16	8.25	FLICKER MONTHLY FEE LIB
		3/3/2022	5509	100-0801-521.34-02	500.00	WPLF CONFERENCE REGISTRATION FEE PD
		3/3/2022	5697	100-0801-521.24-05	51.02	BUILDING PROJECT PD
		3/3/2022	5770	100-0801-521.24-05	48.36	BUILDING PROJECT PD
		3/3/2022	5850	100-0703-553.30-18	1,331.39	FLAGS
		3/3/2022	6190	100-0501-522.24-03	126.44	35 DIMMERS
				100-0801-521.24-03	126.45	PD DIMMERS
		3/3/2022	6419	100-0903-531.32-01	1.22	DSPS SERVICE FEE HEALTH
		3/3/2022	6853	100-0801-521.34-03	10.12	TRAINING MEAL PD
		3/3/2022	7114	100-0903-531.32-01	61.00	NURSING LICENSE RENEWAL
		3/3/2022	7151	100-0802-521.30-18	29.70	DEPT SUPPLIES - CROSSING GUARD
		3/3/2022	7166	743-0403-513.30-15	36.13	COMPUTER RAM - IT
		3/3/2022	7223	100-0601-551.30-16	298.91	FACEBOOK ADS LIB
		3/3/2022	7275	100-0801-521.34-02	770.00	TRAINING REGISTRATION -PD
		3/3/2022	7285	100-0801-521.30-15	401.50	HOLSTERS - PD
		3/3/2022	7328	100-0801-521.30-11	13.79	POSTAGE PD
		3/3/2022	7430	100-0801-521.34-03	91.00	TRAINING LODGING - PD
		3/3/2022	7469	100-0601-551.24-03	78.24	LIBRARY LOBBY LIGHTS
		3/3/2022	7518	100-0801-521.19-03	59.82	UNIFORM ALLOWANCE PD
		3/3/2022	7592	100-0601-551.30-11	20.58	INTERLIBRARY LOAN & NEWSLETTER POSTAGE
		3/3/2022	8052	100-0801-521.34-02	385.00	TRAINING REGISTRATION -PD
		3/3/2022	8291	743-0403-513.24-04	384.00	SURVEY MONKEY ANNUAL PLANIT
		3/3/2022	8439	100-0901-515.30-18	65.00	ADVANCED HAZMAT LIFE SUPPORT RECERT
		3/3/2022	8724	100-0601-551.30-16	2.00	PROGRAM SUPPLIES LIB
		3/3/2022	8761	731-1022-541.30-15	149.52	TOOLS DPW
		3/3/2022	8789	100-0903-531.32-01	61.00	NURSING LICENSE RENEWAL HEALTH DEPT
		3/3/2022	8885	100-0601-551.30-16	299.50	PROGRAM SUPPLIES LIB
		3/3/2022	9091	100-1002-541.30-15	20.21	MOUSE/ENGINEERING
				625-1002-541.30-15	6.74	MOUSE/ENGINEERING
		3/3/2022	9095	100-1002-541.30-15	180.34	LASER ROD ENG



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CARDMEMBER SERVICE...	74066...	3/3/2022...	9095...	625-1002-541.30-15	60.11	LASER ROD ENG
		3/3/2022	9159	100-0801-521.34-03	(91.00)	REFUND TRAINING LODGE PD
		3/3/2022	9167	100-0801-521.34-03	(91.00)	REFUND TRAINING LODGE PD
		3/3/2022	9218	100-0801-521.34-03	182.00	TRAINING LODGING PD
		3/3/2022	9242	100-0801-521.34-03	182.00	TRAINING LODGING PD
		3/3/2022	9321	826-0702-552.30-18	124.91	REC DONATION SNACK BAR
		3/3/2022	9366	100-0401-513.30-10	178.50	BOOKSHELF - RETURNED FINANCE
		3/3/2022	9369	100-0901-515.30-18	690.91	SAFETY GRANT HEALTH
		3/3/2022	9477	100-0601-551.30-11	59.56	POSTAGE/STAMPS LIB
		3/3/2022	9502	100-0401-513.32-01	25.00	WGFOA DUES - PEARSON FINANCE
		3/3/2022	9907	100-0702-552.30-18	46.37	WINTER GALA PRIZES
			<b>Total for check: 74066</b>		<b>16,791.29</b>	
EZ GLIDE GARAGE DOORS AND OPENERS	74067	3/3/2022	0175617-IN	100-1013-541.30-18	1,952.00	DOOR OPERATOR
			<b>Total for check: 74067</b>		<b>1,952.00</b>	
FACTORY MOTOR PARTS CO	74068	3/3/2022	18-2038611	731-1022-541.38-03	55.36	WIPER BLADES
		3/3/2022	18-2038882	731-1022-541.38-04	216.49	PARTS
		3/3/2022	18-2038883	731-1022-541.38-03	13.14	OIL FILTERS
		3/3/2022	18-Z24593	731-1022-541.38-03	(11.00)	BATTERY CORE CREDIT
			<b>Total for check: 74068</b>		<b>273.99</b>	
FASTENAL COMPANY	74069	3/3/2022	WIAPP349539	100-1008-541.30-18	35.96	NYLON WASHER
			<b>Total for check: 74069</b>		<b>35.96</b>	
FASTSIGNS OF APPLETON	74070	3/3/2022	APP-142409	826-0703-553.30-18	196.26	KOSLO TEAM SIGN
			<b>Total for check: 74070</b>		<b>196.26</b>	
FOX VALLEY TECHNICAL COLLEGE	74071	3/3/2022	TPB0000697278	100-1002-541.34-02	268.50	EXCEL COURSE

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FOX VALLEY TECHNICAL COLLEGE...	74071...	3/3/2022...	TPB0000697278...	625-1002-541.34-02	89.50	EXCEL COURSE
			<b>Total for check: 74071</b>		<b>358.00</b>	
GEOGRAPHIC INFORMATION SERVICES	74072	3/3/2022	9168	470-0403-513.80-05	227.91	JAN 2022 GIS SERVICE
			<b>Total for check: 74072</b>		<b>227.91</b>	
IDEMIA IDENTITY & SECURITY USA LLC	74073	3/3/2022	144933	743-0403-513.24-04	169.00	MOBILE MAINTENANCE
			<b>Total for check: 74073</b>		<b>169.00</b>	
JOE'S POWER CENTER	74074	3/3/2022	111000	731-1022-541.38-04	12.00	PARTS
			<b>Total for check: 74074</b>		<b>12.00</b>	
STEPHEN JONES	74075	3/3/2022	TRAINING	100-0801-521.34-02	1,000.00	TRAINING SESSION
			<b>Total for check: 74075</b>		<b>1,000.00</b>	
KIESLER POLICE SUPPLY	74076	3/3/2022	IN183550	100-0801-521.30-15	881.30	RANGE EQUIPMENT
		3/3/2022	IN183720	100-0801-521.30-15	2,037.00	GLOCK 17 GEN 9MM
			<b>Total for check: 74076</b>		<b>2,918.30</b>	
KLINK HYDRAULICS LLC	74077	3/3/2022	20435	731-1022-541.38-03	631.69	PARTS
		3/3/2022	20805	731-1022-541.38-03	31.08	FITTINGS
			<b>Total for check: 74077</b>		<b>662.77</b>	
KUSTOM SIGNALS INC	74078	3/3/2022	591296	100-0801-521.29-04	153.36	REPAIR
			<b>Total for check: 74078</b>		<b>153.36</b>	

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MACQUEEN EQUIPMENT	74079	3/3/2022	P22651	731-1022-541.38-03	65.23	CONTROL VALVE
			<b>Total for check: 74079</b>		<b>65.23</b>	
MAURICIO MARTINEZ	74080	3/3/2022	SEC DEPOSIT	100-0000-201.11-00	100.00	SECURITY DEPOSIT REFUND SR CTR RENTAL
			<b>Total for check: 74080</b>		<b>100.00</b>	
MATTHEWS TIRE & SERVICE CENTER	74081	3/3/2022	279910	731-1022-541.38-04	532.12	4 BRIDGESTONE TIRES
		3/3/2022	81931	731-1022-541.38-04	11.99	HARDWARE
			<b>Total for check: 74081</b>		<b>544.11</b>	
MENARDS-APPLETON EAST	74082	3/3/2022	15241	100-0703-553.30-18	211.66	PIPES/ELBOWS/TEES/STUDS
		3/3/2022	15277	100-0703-553.30-18	80.91	PIPES/ELBOWS/TEES
		3/3/2022	15318	100-0801-521.24-03	61.60	GREAT STUFF/BACKER ROD
		3/3/2022	15325	207-0707-552.24-03	38.36	WASHERS/DECK COMBO TIMBERLOK
		3/3/2022	15346	100-0703-553.30-18	97.72	CABLE TIE/LUMBER
		3/3/2022	15372	100-0703-553.30-18	151.26	LUMBER
		3/3/2022	15523	207-0707-552.24-03	12.99	CORONA BALL
		3/3/2022	15567	207-0707-552.24-03	192.91	LUMBER/SCREW EYES TAPE
			<b>Total for check: 74082</b>		<b>847.41</b>	
MENASHA UTILITIES	74083	3/3/2022	MENASHA UTILITY	100-0000-123.00-00	13.56	1/6/22 - 2/7/22 ELECTRIC
				100-0703-553.22-03	325.90	1/6/22 - 2/7/22 ELECTRIC
				100-0703-553.22-05	218.74	1/6/22 - 2/7/22 WATER
				100-0703-553.22-06	212.59	1/6/22 - 2/7/22 STORM
				100-1008-541.22-03	233.59	1/6/22 - 2/7/22 ELECTRIC
				100-1012-541.22-03	14.17	1/6/22 - 2/7/22 ELECTRIC
				601-0401-513.25-01	18,325.36	JAN SEWER CHG
				601-1020-543.22-03	143.84	1/6/22 - 2/7/22 ELECTRIC
				625-0401-513.25-01	1,465.00	JAN STORM WATER CHG
				731-1022-541.22-03	2,770.63	1/6/22 - 2/7/22 ELECTRIC

**AP Check Register**  
**Check Date: 3/3/2022**

Date: 3/3/2022

<i>Vendor Name</i>	<i>Check Number</i>	<i>Check Date</i>	<i>Invoice Number</i>	<i>Account Number</i>	<i>Amount</i>	<i>Description</i>
MENASHA UTILITIES...	74083...	3/3/2022...	MENASHA UTILITY...	731-1022-541.22-05	2,643.54	1/6/22 - 2/7/22 WATER
			<b>Total for check: 74083</b>		<b>26,366.92</b>	
MBM	74084	3/3/2022	IN3344433	743-0403-513.29-01	7.66	ADMIN/ENG/HEALTH COPIER 12/19-1/16
		3/3/2022	IN33444434	743-0403-513.29-01	183.06	VARIOUS PRINTER USAGE 1/1-1/16
		3/3/2022	IN33444435	743-0403-513.29-01	70.17	PD COPIER 1/7-1/16
			<b>Total for check: 74084</b>		<b>260.89</b>	
MORTON SAFETY	74085	3/3/2022	215320	731-1022-541.30-18	174.95	FILTER/MASK/CUFF
			<b>Total for check: 74085</b>		<b>174.95</b>	
N&M AUTO SUPPLY	74086	3/3/2022	760124	731-1022-541.38-03	22.80	FILTERS/GLUE
		3/3/2022	760245	731-1022-541.38-03	100.20	FILTERS
		3/3/2022	760303	731-1022-541.38-04	17.02	HANGERS
			<b>Total for check: 74086</b>		<b>140.02</b>	
PACKER CITY INTL TRUCKS INC	74087	3/3/2022	X103111506:01	731-1022-541.38-03	278.66	VALVE KIT
		3/3/2022	X103111530:01	731-1022-541.38-03	51.67	FILTERS
			<b>Total for check: 74087</b>		<b>330.33</b>	
POYNETTE IRON WORKS INC	74088	3/3/2022	45243	100-1016-543.30-15	219.00	CASTERS/DELIVERY
			<b>Total for check: 74088</b>		<b>219.00</b>	
SHRED-IT USA	74089	3/3/2022	8000756070	100-0801-521.30-10	32.75	SHREDDING SERVICE
		3/3/2022	8000956455	100-0801-521.30-10	119.68	SHREDDING SERVICE
			<b>Total for check: 74089</b>		<b>152.43</b>	
SPEEDY CLEAN DRAIN & SEWER INC	74090	3/3/2022	75293	601-1020-543.21-02	5,750.00	TELEWISE SANITARY SEWER LATERALS

# AP Check Register

## Check Date: 3/3/2022

Date: 3/3/2022

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
SPEEDY CLEAN DRAIN & SEWER INC...	74090...	3/3/2022...	75293...	625-1010-541.21-02	876.28	TELEWISE STORM SEWER MAINT
			<b>Total for check: 74090</b>		<b>6,626.28</b>	TELEWISE INLETS
TAPCO	74091	3/3/2022	I719305	100-1008-541.30-18	998.45	WORK ORDER: 2022-03
		3/3/2022	I719593	100-1008-541.30-18	530.00	BRACKETS/TAPE
			<b>Total for check: 74091</b>		<b>1,528.45</b>	
THEDACARE AT WORK	74092	3/3/2022	319660	100-0202-512.21-05	121.00	SCREENINGS
			<b>Total for check: 74092</b>		<b>121.00</b>	
UNIFIRST CORPORATION	74093	3/3/2022	097 0348463	731-1022-541.20-01	167.45	CLEANING SERVICE
			<b>Total for check: 74093</b>		<b>167.45</b>	
CARLA VALERIA FERREL	74094	3/3/2022	SEC DEPOSIT	100-0000-201.11-00	100.00	SECURITY DEPOSIT REFUND SR CTR RENTAL
			<b>Total for check: 74094</b>		<b>100.00</b>	
TOM VAN HANDEL CORP	74095	3/3/2022	15523	492-1009-541.82-02	3,705.00	INSTALL GRAVEL WALKING TRAILS
			<b>Total for check: 74095</b>		<b>3,705.00</b>	
VIEVU	74096	3/3/2022	INV000187	100-0801-521.30-15	148.00	CLIPLOCK KIT/SPRING/METAL CLIP
			<b>Total for check: 74096</b>		<b>148.00</b>	
WE ENERGIES	74097	3/3/2022	4028658326	100-0701-533.22-03	15.17	ELEC 1/10-2/8/22 NORTH ST
		3/3/2022	4043086773	100-0000-123.00-00	15.19	GAS 1/18-2/17/22
				100-0601-551.22-04	2,623.60	GAS 1/18-2/17/22 LIBRARY
				100-0703-553.22-04	815.40	GAS 1/18-2/17/22 PARKS
				100-0704-552.22-04	9.57	GAS 1/18-2/17/22 POOL
				100-0801-521.22-04	20.98	GAS 1/18-2/17/22 POLICE
				100-0920-531.22-04	533.02	GAS 1/18-2/17/22 SR CTR

**AP Check Register**  
**Check Date: 3/3/2022**

Date: 3/3/2022

<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>
WE ENERGIES...	74097...	3/3/2022...	4043086773...	207-0707-552.22-04	86.21	GAS 1/18-2/17/22 MARINA
			<b>Total for check: 74097</b>		<b>4,119.14</b>	
WISCONSIN PARK & RECREATION ASSN	74098	3/3/2022	3935	100-0703-553.34-02	440.00	2022 ANNUAL CONFERENCE ADAM BEHLING
			<b>Total for check: 74098</b>		<b>440.00</b>	
ZANDER PRESS INC	74099	3/3/2022	102756	100-0801-521.30-10	179.09	OFFICE SUPPLIES
			<b>Total for check: 74099</b>		<b>179.09</b>	
					<b>112,950.88</b>	





## MEMORANDUM

To: Common Council

From: Jennifer Sassman, Finance Director

Date: March 3, 2022

RE: Tax Increment District No. 9 Closure

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Tax Increment District (TID) No. 9 was created in 2004 to promote the east side of Oneida Street including land assembly and public infrastructure. TID 9 has been a solid TID over the course of its life resulting in a 2021 positive equalized valuation of approximately \$38.6 million. Although State Statute requires the closure of this TID by 2024, this district has functioned well enough that the current fund balance of the TID exceed the liabilities allowing for early closure.

Breakdown of TID 9:

- TID Created: 11/15/2004 (Mixed Use)
- Expenditure Period: 15 years - 11/15/2019
- Statutory Closing: 20 years - 11/15/2024
- Estimated Ending Fund Balance: \$293,253
- New Increment Created (2021): \$38,629,500
  - Annual Tax: \$865,998 (City Share = \$328,066 – 2023 Budget)

The City has two options for the closure of TID 9.

***Option 1: Close TID 9 by resolution prior to 4/16/22.***

The final year of increment received will be in 2022 (2021 taxes). TID 9 would be removed from the 2022 tax roll (collected in 2023) and the full increment amount of \$38,629,500 will be added to the tax base of all taxing jurisdictions. This would result in approximately \$328,066 in annual property tax revenue for the City of Menasha following termination. The 2023 budget would realize the benefit of this option.

For illustration purposes the closure of TID 9 using the current increment amount would have resulted in approximately a 27 – cent reduction in the City's current tax rate.

***Option 2: Close TID 9 by resolution after 4/15/22 and approve an affordable housing extension.***

As done with the closure of TID 5 & TID 6, the City has the ability to adopt a resolution placing the last year's increment into a Strong Neighborhoods Menasha Program geared towards improving the quality of Menasha's Housing Stock.

Both options would allow the City to place approximately the same amount of its share of the ending fund balance (\$103,000-\$111,000) into the general fund for the 2022 year, however with option 2 the closure would not positively affect the budget until the 2024 year.

Either option would require the general fund to 'buy' the special assessment receivable from TID 9, allowing TID 9 to recognize the revenue not yet received. This would not be a collectability issue as these assessments can be placed on the property tax bills following the deferral period.

Staff is looking for direction from Council as to how they would like to proceed with the closure of TID 9. If we choose to close the TID prior to 4/16/22 (option 1), we would be looking to place the closure resolution on the 3/21/22 Administration agenda with the final resolution being on the 4/4/22 Common Council agenda.

If we choose to proceed with the extension (option 2) staff would bring the resolutions back to Council at a later date.

**Staff recommendation:**

**It is staff recommendation to proceed with the closure of TID 9 prior to 4/16/22 as the full amount of the increment would be on the 2022 tax roll. The 2023 budget would benefit which would provide an opportunity for a reduction in our tax rate.**

## TID 9 Overview

Creation	11/15/2004	
Type	Mixed Use	
Expenditure Period	15 Years	11/15/2019
Life	20 Years	
Statutory Closing	11/15/2024	
New Increment (2021)	\$ 38,629,500	
New Annual Property tax (2021)	\$ 865,998	
	Calumet County	\$ 152,996
	City of Menasha	\$ 328,066
	Menasha Schools	\$ 212,689
	Appleton Schools	\$ 139,365
	Fox Valley Tech	\$ 32,873
2021 Estimated Ending Fund Balance	\$ 293,253	

### TID Closure Option Details

<i>Option 1: No Extension-close prior to 4/16/22</i>	\$ 293,253	
Estimated Payments to Taxing Entities	Calumet County	\$ 51,809
	City of Menasha	\$ 111,093
	Menasha Schools	\$ 72,023
	Appleton Schools	\$ 47,193
	Fox Valley Tech	\$ 11,132

<i>Option 2: Extension</i>	\$ 1,138,022	
Estimated City Share to Strong Neighborhoods	\$ 865,998	
Estimated Balance to be Distributed	\$ 272,024	
	Calumet County	\$ 48,058
	City of Menasha	\$ 103,051
	Menasha Schools	\$ 66,809
	Appleton Schools	\$ 43,777
	Fox Valley Tech	\$ 10,326

**\*\*Please note option 2 is using current increment numbers.**

**Those numbers are subject to change when the 2022 increment values are finalized.**



## MEMORANDUM

Date: March 7, 2022  
To: Common Council  
From: Community Development Department/SS  
RE: **Acquisition of Real Estate by The Redevelopment Authority - Portions of the Former Gilbert Paper Mill Site (Parcel 3-00527-04)**

Over this past fall, the RDA has been in discussion regarding interest in acquiring a portion of the former Gilbert Paper Mill Property (this area in blue below and approximately 1.1 acres) currently owned by the PJC Group, LLC. The overall property (outlined in purple) is a known brownfield site having remnant soil contamination on site. Overall, the property is 5.534 acres and is assessed at \$674,000 (\$121,793 per acre). The City does has a right to purchase 0.821 acres of the property for the future Lawson Canal Project (area in red). The last known listing price for the overall property was \$1.4M (\$252,982 per acre).

With the implementation of the right to purchase by the City and execution of the Lawson Canal project, the area of interest will be island off from the existing Gilbert Site and would be more suited developing with the Banta site for conformity purposes. The overall area is seeing improvements including the Racine Street Bridge Project, the demolition of the former Banta building, the redevelopment of the remaining Banta building, the relocation of utilities, the future extension and construction of Oak Street, the expansion of TID 11, and the continuation of the naturalization of the Lawson Canal. In addition, to the current projects and the conforming site development, the RDA believes it will be able to push a development faster than it current rate.



At the December 7, 2021 RDA meeting, acknowledging the benefit of the RDA possibly acquiring portions of the former Gilbert Paper Mill, the RDA adjourned into closed session to deliberate/negotiate the purchasing of public properties, the investing of public funds, and conduct other specified public business, whereby competitive or bargaining reasons required to

do so per state statutes. Following this meeting the RDA directed the executive director to offer the property owner \$135,000 for the roughly 1.1 acres with the contingency a purchase agreement be brought back, the purchase would require Council approval and a CSM be brought back through for consideration.

Through discussions with the property owner a land purchase agreement was brought back to the RDA on February 17, 2022 with a purchase price of \$175,000. In addition, as part of the acquisition, the RDA would transfer parcel 3-00548-02 to the PJC Group and PJC Group in return would transfer (parcel 3-00491-00 to the RDA. See the map in the purchase agreement. The RDA ultimately agreed to the terms of the agreement, but countered the \$175,000 to \$150,000. Most recently, the RDA accepted the latest counter offer of \$160,000.

Attached is the executed Land Purchase Agreement.

**Staff recommends, the Common Council approve the acquisition of real estate by The Redevelopment Authority of the City of Menasha for portions of the former Gilbert Paper Mill as presented.**

## **LAND PURCHASE AGREEMENT**

**This Land Purchase Agreement** (Agreement) is entered into as of March 2<sup>nd</sup>, 2022, between The Redevelopment Authority of the City of Menasha, a Wisconsin Municipal Corporation, 100 Main Street, Suite 200, Menasha, Wisconsin 54952 (RDA), and PJC Group L.L.C, a Wisconsin Limited Liability Company, 430 Ahnaip Street, Menasha, WI 54952 (PJC).

### **Recitals**

**WHEREAS**, the RDA wishes to facilitate redevelopment, urban renewal and the orderly growth of the City of Menasha; and,

**WHEREAS**, the RDA wishes to consolidate certain properties to make these parcels more conforming and desirable for redevelopment; and,

**WHEREAS**, PJC wishes to sell fee title ownership of the former Gilbert Paper Mill site, Parcels 3-00527-04 and 3-00491-00 (Parcel 3-00491-00 herein referred to as "Property C").

**WHEREAS**, the RDA wishes to acquire portions of the former Gilbert Paper Mill site being roughly 1.1 acres of the northern most portion of the former Gilbert Paper Mill site that is divided by the Lawson Canal as shown in EXHIBIT A, herein referred to as "Property A"; and,

**WHEREAS**, the RDA for orderly growth of the community is desirous to sell fee title ownership of the former Banta Site for redevelopment purposes, specifically parcel 3-00548-02 being 0.19 acres of the southernmost portion of the former Banta Publishing site herein referred to as "Property B".

### **Agreement**

**NOW THEREFORE**, the parties mutually agree as follows:

1. The RDA shall purchase Property A, being the northern most portion of the former Gilbert Paper Mill site, roughly 1.1 acres, as shown in EXHIBIT A, from PJC for the Purchase Price of \$160,000.00.
2. As part of the acquisition of Property A, the RDA shall transfer Property B to PJC at no value and PJC shall transfer Property C to the RDA at no value.
3. The closing of these properties shall be Contingent upon the following:
  - a. The City of Menasha Common Council shall approve of the acquisition of properties by the RDA no later than 60 days from the date of this Agreement.
  - b. Following the approval of the land acquisition by the City of Menasha Common Council, the RDA shall hire a licensed land surveyor of its choice to draft a two Lot Certified Survey Map (CSM) subdividing Property A from Parcel 3-00527-04 as Lot 1 and combining Property B to the remnant Gilbert Paper Mill site being Parcel 3-00527-04 as Lot 2. Upon drafting, the CSM shall be approved by the City Plan Commission and the Common Council followed by the RDA officially recording the CSM with the Winnebago County Register of Deeds.

The recording of said CSM shall be within 90 days from the date of Common Council approval of the acquisition of properties.

4. Upon approval of the contingencies, PJC shall give evidence of title in the form of an owner's policy of title insurance in the amount of the Purchase Price on a current ALTA form issued by an insurer licensed to write title insurance in Wisconsin for Property A and Property C. PJC shall pay all costs of providing title evidence to the RDA.
5. Closing of the Property shall take place no later than July 1, 2022.
6. General terms of closing:
  - a. Any income, taxes or expenses shall accrue to PJC, and be prorated at closing, through the day prior to closing. Real estate taxes shall be prorated at closing based on the net general real estate taxes for the preceding year, or the current year if available (Net general real estate taxes are defined as general property taxes after state tax credits and lottery credits are deducted).
  - b. The RDA shall pay the Purchase Price to PJC.
  - c. PJC shall convey Property A and Property C by warranty deed to the RDA, free and clear of all liens and encumbrances, except: municipal and zoning ordinances and agreements entered under them, recorded easements for distribution of utility and municipal services, recorded building and use restrictions and covenants, present uses of the Properties in violation of the foregoing disclosed in PJC's disclosure report and in this Agreement, general taxes levied in the year of the closing which constitutes merchantable title for purposes of this transaction.
  - d. The RDA shall convey Property B by limited warranty deed, free and clear of all liens and encumbrances, except: municipal and zoning ordinances and agreements entered under them, recorded easements for distribution of utility and municipal services, recorded building and use restrictions and covenants, present uses of the Property in violation of the foregoing disclosed in PJC's disclosure report and in this Agreement, general taxes levied in the year of the closing which constitutes merchantable title for purposes of this transaction.
  - e. The RDA shall draft the necessary documents as it relates to the closing of the Property including warranty deeds, closing statement, and the Wisconsin Real Estate Transfer Returns. PJC shall hold the right to review said documents to ensure compliance with this Agreement.
  - f. PJC shall execute the documents necessary to record the conveyance at PJC's cost and pay any necessary Wisconsin Real Estate Transfer Fee.
  - g. The closing of the Property will take place at a time and date to be determined at the City Hall of the City of Menasha.
7. PJC accepts the terms of this Agreement as an exclusive offer and shall not sell the Property A or C to a third party so as long as this Agreement is in effect.
8. The RDA holds the rights to review and inspect Property A and C upon a reasonable request including on-site inspection and/or conducting a phase I and phase II environmental report.
9. This Agreement shall terminate if:
  - a. The RDA fails to obtain approval by the City of Menasha Common Council of the acquisition of the Property A and C by the RDA.
  - b. The CSM subdividing Property A and combining Property B to Parcel 3-00527-



04 fails to be approved.

10. PJC Continuing Obligations. PJC herein agrees to keep the pedestrian sidewalk abutting Property C free and clear of snow per City of Menasha Municipal Ordinance for a period not less than five years from the date of this Agreement or until such a time the RDA no longer owns Property C whichever comes first.
11. The parties agree this constitutes the complete Agreement of the parties. Any amendments shall not become effective until agreed to in writing and signed by all parties.
12. All notices, demands, certificates or other communications under this Agreement shall be sufficiently given and shall be deemed given when hand delivered or when mailed by first class mail, postage prepaid, properly addressed, or emailed as indicated below:

To Seller: Edmund Jelinski  
430 Ahnaip Street  
Menasha, WI 54952  
[ejjelinski@sbcglobal.net](mailto:ejjelinski@sbcglobal.net)

With a copy to:

To the Buyer: The Redevelopment Authority of the City of Menasha  
Attn: Community Development Director  
100 Main Street, Ste 200  
Menasha, WI 54952  
[sschroeder@ci.menasha.wi.us](mailto:sschroeder@ci.menasha.wi.us)

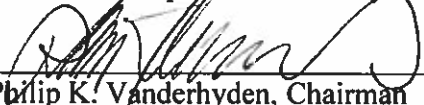
With a copy to: City of Menasha  
Attn: City Attorney  
100 Main Street, Ste 200  
Menasha, WI 54952  
[pcaptain@ci.menasha.wi.us](mailto:pcaptain@ci.menasha.wi.us)

Any party may, by written notice to the party(ies), designate a change of address for the purposes aforesaid.

*[Signature Page on Next Page]*

ACCORDINGLY, the RDA and PJC have executed this Land Purchase Agreement as of the date written below.

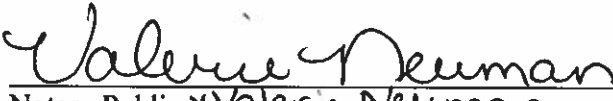
**The Redevelopment Authority of the City of Menasha**

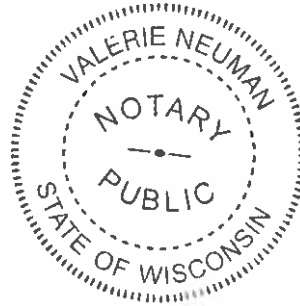
  
Philip K. Vanderhyden, Chairman

Dated: 3/2/2022

State of Wisconsin  
County of Winnebago

Personally came before me on this 2<sup>nd</sup> day of March, 2022,  
the above-named Philip K. Vanderhyden to me known to be the person who executed the  
foregoing instrument and acknowledged the same.

  
Notary Public \*Valerie Neuman  
My commission expires: 2/11/2025



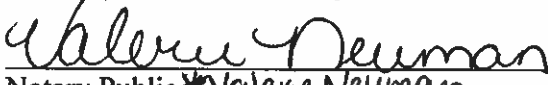
**Edmund Jelinski**

  
Edmund Jelinski, PJC Group, Managing Member

Dated: 3/2/2022

State of Wisconsin  
County of Winnebago

Personally came before me on this 2<sup>nd</sup> day of March, 2022,  
the above-named Edmund Jelinski to me known to be the person who executed the foregoing  
instrument and acknowledged the same.

  
Notary Public \*Valerie Neuman  
My commission expires: 2/11/2025

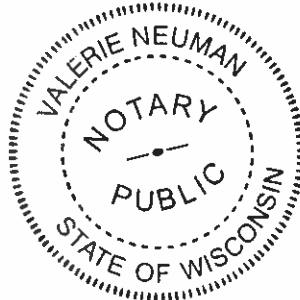













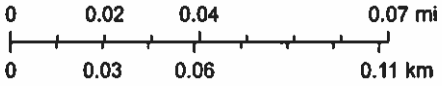
EXHIBIT A



1/20/2022, 6:03:31 PM

1:2,162

- |  |  |
|--|--|
|  Adjacent Counties                    |  Navigable - Permanent (checked)    |
|  Lakes, Ponds and Rivers              |  Navigable - Intermittent (checked) |
| <b>Navigable Waterways</b>   |  |
|  Navigable - Permanent (unchecked)    |  Navigable - Stream (checked)       |
|  Navigable - Intermittent (unchecked) |  Tax Parcel Boundary                |
|  Navigable - Stream (unchecked)       |  Road ROW                           |
|  |  Municipal Boundary                 |



Winnebago County GIS, Imagery Date: April 2020





## MEMORANDUM

To: City of Menasha Common Council

From: Jennifer Sassman, Finance Director

Date: March 2, 2022

RE: R-3-22 – Resolution Approving Continuing Appropriations (2021 Fund Balance Reservations)

### **BACKGROUND**

A 'Fund Balance Reservation' preserves funds from the prior year budget, before closing the year, for items that were budgeted, but not able to be spent during the fiscal year. This is part of the year-end evaluation process, and it accomplishes two things: 1) it allows funds from the previous year to be carried forward to fund items that were budgeted and needed, and 2) it gives a truer picture of the year-end Fund Balance for 2021. In addition, it keeps the present Fiscal Year 2022 clean with respect to budgeted items and spending.

### **ANALYSIS**

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

- Engineering Services-Appleton Water Plant Property (\$990)-Community Development-These funds will be used for the conceptual planning of the AWP property.
- Holiday Decorations (\$2,165)-Civic Commemorations-The remainder of the donated funds will be set aside for the downtown holiday decorations.
- Library Facility Plan (\$48,000)-Library-These funds will be used towards a community engagement & planning process with a selected firm as it relates to the library facility plan.

- HVAC Valve Replacement (\$14,500)-Library-This project was part of our 2021 CIP however the library budget had the capacity to fund this project. The project could not be completed by the end of 2021 and was completed in January 2022.
- Health Insurance (7,500)-Library-These funds will offset the budget shortfall in hiring the new librarian position. This was an existing position.
- Koslo Sound System (\$2,400)-Parks-These funds will be used towards the replacement of the sound system at Koslo Park. The MACS & MJSD will also be contributing towards the cost.
- Pool Lounge Chairs (\$3,000)-Pool-These funds will be set aside for phase 1 of the lounge chair replacement at the pool.
- Police Vehicles (\$58,899)-Police-These funds will be used to maintain our current vehicle replacement schedule.
- Police Ammunition (\$5,635)-Police-These funds are for ammunition orders that were placed in 2020 & 2021.
- Police Body Camera System (\$40,000)-Police-These funds will be put towards the \$50,000 needed to purchase the new body camera system. This is a carryover from 2020.
- Police Officer Replacement Salary (\$50,000)-Police-These funds will allow the police department to hire an officer prior to an opening to stay ahead of the hiring curve. This would reduce the amount of time that the department is understaffed. A portion of this amount is a carryover from 2020 as the department was not able to hire an officer in 2021 for this purpose.
- NWTC Training Registration (\$795)-These funds will be used for a class that was cancelled in 2021 and rescheduled for January 2022.
- Emergency Preparedness Supplies (\$1,067)-Environmental Health-These are monies authorized by the Common Council, and are being carried over to be available in the event of a disaster. 2021 Amount Used = \$0; Previous Years' Amount = \$1,067.
- Fluoride Varnish Program (\$1,091)-Dental Program-These are previous year carryover funds that will help support the program operations in the future in the

event the grant went away. This will make the program self-sufficient. 2021 Amount Used= \$0; Previous Years' Amount = \$1,091.

- Community Health Improvement Oral Health Planning (\$2,042)-Dental Program-The Wisconsin Department of Health Services requires a Level 3 Health Departments to conduct Community Health Assessments and Plans periodically (every 3-5 years). These funds will be used to include oral health in the Community Health Assessment Report and Planning in 2022 if needed. 2021 Amount Used = \$0; Previous Years' Amount = \$2,042.
- Children's Urgent Dental Treatment Needs (\$5,465)-Dental Program-In 2017, these funds were allocated to the City of Menasha by the United Way to assist families who are uninsured and whose children who require urgent dental treatment. Funds will be replenished by the United Way annually. 2021 Amount Used = \$0; Previous Years' Amount = \$5,465.
- Supplies/Staff Time-Flu Shot Clinic (\$1,042)-Immunization-These are 2014-15 carryover funds that will be used for staff time and supplies for influenza clinics. 2021 Amount Used = \$0; Previous Years' Amount = \$1,042.
- 24/7 Emergency Coverage & Cell Phones (\$25,556)-24/7 Program-These grant funds are being carried over as required by the state to cover communication costs (e.g. phone, I-pad, etc). 2021 Amount Used = \$4,739; Previous Years' Amount = \$30,294.
- Plank Road Construction (\$20,000)-Streets-These funds will be used for the mill & overlay of Plank Road.
- Crusher Rental (\$27,500)-Streets-These funds will be used for the machine rental used to crush gravel. This will be combined with what is in the budget for 2022.
- Ninth Street Patch Repair (\$20,000)-Streets-These funds will be used in combination with 2022 budgeted funds to perform patch repair work on Ninth Street.
- Strong Neighborhoods Program (\$10,000)-Strong Neighborhoods Fund-These are funds that were committed at the end of 2021 but not yet paid out.

- Voting Machine (\$10,000)-CIP-These funds will be used for the purchase of a new voting machine that was previously included in our CIP.
- Fire Inspector Vehicles (\$29,131)-CIP-Two inspector vehicles were ordered in 2021 but were on back order at year end. This carry over was also approved by the Neenah-Menasha Fire Joint Finance & Personnel Committee.
- Jefferson Park Shorewall Restoration (\$25,000)-CIP-These are the remaining funds from our CIP to complete the shorewall restoration project.
- Barker Basketball Court (\$9,872)-CIP-The construction of the court was completed in 2021. The painting of the lines is scheduled for the spring of 2022.
- Lawson Canal Engineering (\$48,000)-TID 11-These funds will be used for the continuation of the planning & engineering of the Lawson Canal & the Banta Site as budgeted for.
- Melissa Street (\$50,000)-Sewerage Fund- These funds will be used for the Melissa Street relining project as budgeted for.
- Nature's Way Pond (\$1,000)-Storm Water Fund-These funds will be used for phase 1 of the Nature's Way Pond rehabilitation as budgeted for.
- Lake Park Villas Pond (\$100,000)-Storm Water Fund-These funds will be used for the Lake Park Villas Pond rehabilitation as budgeted for.
- Crusher Rental (\$7,500)-Storm Water Fund-This is the storm water portion of the machine rental used to crush gravel.
- Public Works Facility Furnishings (\$15,991)-These funds will be used for the purchase of pallet racking, work benches and breakroom equipment as budgeted for.
- Street Equipment (\$205,895)-These funds will be used for vehicles that were ordered that are on backorder at year end.
- Citywide Parcel Management Program (\$18,113)-I/T Fund-This is the remainder of the funds from previous year's carryovers. Steps were taken in 2021 to lay the framework and begin this project.



- Licenses (\$14,000)-I/T Fund-Staff determined the amount necessary to ensure we are in compliance and that we have all of the correct licenses in place. Payment was made in early 2022.
- Property Tax Software (\$50,650)-These funds will be used for the purchase of the new property tax software license as well as the implementation cost as presented to Council in September 2021 and included in the 2022 budget.
- Copy Machine (\$5,500)-These funds will be put towards a new copy machine at the police department as the lease for their current machine is ending.
- As noted in the 4<sup>th</sup> quarter financial update, the 2021 General Fund budget surplus can support these Fund Balance Reservations, and the \$200,000 applied fund balance in the 2021 budget was not needed to fund 2021 City operations.

### **FISCAL IMPACT**

By doing Fund Balance Reservations for items that were budgeted in the previous year, we will not negatively impact the current year's budget. Rather, the \$938,299 is set aside from the budgeted funds of the previous year as intended in the 2021 budget. This will allow the City to better evaluate the previous year, as well as the current year, as to overall performance.

### **RECOMMENDATION**

Staff recommends that Council adopt this resolution.

### **EXPLANATION OF CONTINUING APPROPRIATIONS**

From 2021 to 2022

#### **Account Number**

100-0304-562	Engineering Services-AWP Property	\$990	CDD Schroeder
100-0408-552	Holiday Decorations	\$2,165	Mayor Merkes
100-0601-551	Library Facility Plan	\$48,000	LD Kopetsky
100-0601-551	HVAC Valve Replacement	\$14,500	LD Kopetsky
100-0601-551	Health Insurance-New Hire	\$7,500	LD Kopetsky
100-0703-553	Koslo Sound System	\$2,400	PRD Sackett
100-0704-552	Pool Lounge Chairs	\$3,000	PRD Sackett
100-0801-521	Police Vehicles	\$58,899	PC Styka

100-0801-521	Police Ammunition	\$5,635	PC Styka
100-0801-521	Police Body Camera System	\$40,000	PC Styka
100-0801-521	Officer Replacement Salary	\$50,000	PC Styka
100-0801-521	Training Registration	\$795	PC Styka
100-0904-531	Emergency Preparedness Supplies	\$1,067	PHD Hutter
100-0909-531	Fluoride Varnish Program	\$1,091	PHD Hutter
100-0909-531	Community Needs Assessment	\$2,042	PHD Hutter
100-0909-531	Children's Urgent Dental Treatment Needs	\$5,465	PHD Hutter
100-0914-531	Supplies/Staff Time-Flu Shot Clinic	\$1,042	PHD Hutter
100-0919-531	24/7 Emergency Coverage	\$25,556	PHD Hutter
100-1003-541	Plank Road Mill & Overlay	\$20,000	PWD Jungwirth
100-1003-541	Gravel Crusher Rental	\$27,500	PWD Jungwirth
100-1003-541	Ninth Street Patch Repair	<u>\$20,000</u>	PWD Jungwirth
	SUBTOTAL – GENERAL FUND	<u>\$337,647</u>	
204-0308-562	Strong Neighborhoods	\$10,000	CDD Schroeder
470-0203-512	Voting Machine	\$10,000	CC Krautkramer
470-0501-552	Fire Inspector Vehicles	\$29,131	FC Kloehn
470-0703-553	Jefferson Park Shorewall Restoration	\$25,000	PRD Sackett
470-0703-553	Barker Basketball Court	\$9,872	PRD Sackett
489-0703-562	Lawson Canal Engineering	\$48,000	PRD Sackett
601-1020-543	Melissa Street Relining	\$50,000	PWD Jungwirth
625-1010-541	Nature's Way Pond Rehab	\$1,000	PWD Jungwirth
625-1010-541	Lake Park Villas Pond Rehab	\$100,000	PWD Jungwirth
625-1003-541	Gravel Crusher Rental	\$7,500	PWD Jungwirth
731-1022-541	Public Works Facility Furnishings	\$15,991	PWD Jungwirth
741-1023-541	Street Equipment/Vehicles	\$205,895	PWD Jungwirth
743-0403-513	Parcel Management Program/GIS	\$18,113	FD Sassman
743-0403-513	Licenses	\$14,000	FD Sassman
743-0403-513	Property Tax Software	\$50,650	FD Sassman
743-0403-513	Copier	<u>\$5,500</u>	FD Sassman
	SUBTOTAL – ALL OTHER FUNDS	<u>\$600,652</u>	
	GRAND TOTAL	<u>\$938,299</u>	

### **RECOMMENDED MOTION**

Approve R-3-22 A Resolution Approving Continuing Appropriations (2021 Fund Balance Reservations)



RESOLUTION R-3-22

A RESOLUTION APPROVING CONTINUING APPROPRIATIONS

Introduced by Mayor Merkes

WHEREAS, it is desirous and necessary for the City of Menasha to continue some 2021 Appropriations into 2022 to finance ongoing projects,

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

<u>Account Number</u>	<u>Account Name</u>	<u>Amount</u>
100-0304-562	Community Development	\$990
100-0408-552	Civic Commemorations	\$2,165
100-0601-551	Library	\$48,000
100-0601-551	Library	\$14,500
100-0601-551	Library	\$7,500
100-0703-553	Parks	\$2,400
100-0704-552	Pool	\$3,000
100-0801-521	Police	\$58,899
100-0801-521	Police	\$5,635
100-0801-521	Police	\$40,000
100-0801-521	Police	\$50,000
100-0801-521	Police	\$795
100-0904-531	Environmental Health	\$1,067
100-0909-531	Dental Program	\$1,091
100-0909-531	Dental Program	\$2,042
100-0909-531	Dental Program	\$5,465
100-0914-531	Immunization Grant	\$1,042
100-0919-531	Twenty-Four/Seven Coverage	\$25,556
100-1003-541	Streets	\$20,000
100-1003-541	Streets	\$27,500
100-1003-541	Streets	\$20,000
204-0308-562	Strong Neighborhoods	\$10,000
470-0203-512	Clerk/Capital Improvements	\$10,000
470-0501-552	Fire/Capital Improvements	\$29,131
470-0703-553	Parks/Capital Improvements	\$25,000
470-0703-553	Parks/Capital Improvements	\$9,872
489-0703-562	Parks/TID 11	\$48,000
601-1020-543	Sewage Fund	\$50,000
625-1010-541	Storm Water Fund	\$1,000
625-1010-541	Storm Water Fund	\$100,000



625-1003-541	Storm Water Fund	\$7,500
731-1022-541	City Garage Fund	\$15,991
741-1023-541	Street Equipment	\$205,895
743-0403-513	Information Technology	\$18,113
743-0403-513	Information Technology	\$14,000
743-0403-513	Information Technology	\$50,650
743-0403-513	Information Technology	\$5,500
Total	<u>\$938,299</u>	

Passed and approved this 7<sup>th</sup> day of March, 2022.

Recommended by:

\_\_\_\_\_

Motion/Second:

\_\_\_\_\_

Vote: \_\_\_\_\_

Pass/Fail: \_\_\_\_\_

Requires:     \_\_\_ Majority Vote

\_\_\_ 2/3 Vote

\_\_\_\_\_  
Donald Merkes, Mayor  
ATTEST:

\_\_\_\_\_  
Haley Krautkramer, City Clerk

**Valerie Neuman**

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**Subject:** FW: Board of Appeals

**From:** [rse3543@gmail.com](mailto:rse3543@gmail.com) [<mailto:rse3543@gmail.com>]

**Sent:** Tuesday, February 8, 2022 2:51 PM

**To:** Don Merkes <[dmerkes@ci.menasha.wi.us](mailto:dmerkes@ci.menasha.wi.us)>

**Subject:** Board of Appeals

**EMAIL] DO NOT CLICK links, attachments, or reply unless you recognize the sender and know the content is safe.**

Hello Don,

Hope all is well on your end. Some time ago I had mentioned that I was going to not renew my seat on the board of appeals. I was not aware that I needed an official letter. So, can you please let me know if this will suffice as my official resignation. I started a new job last summer and will not have time as I'm traveling frequently.

Thanks

Ryan Ellis

**From:** Sue Jungen <[sue.jungen@outlook.com](mailto:sue.jungen@outlook.com)>  
**Date:** February 22, 2022 at 1:47:06 PM CST  
**To:** Haley Krautkramer <[hkrautkramer@ci.menasha.wi.us](mailto:hkrautkramer@ci.menasha.wi.us)>  
**Cc:** Don Merkes <[dmerkes@ci.menasha.wi.us](mailto:dmerkes@ci.menasha.wi.us)>  
**Subject:** Re: Board of Appeals Interest

[EXTERNAL EMAIL] DO NOT CLICK links, attachments, or reply unless you recognize the sender and know the content is safe.

Good afternoon Mayor Merkes,

Please excuse my tagging on to Haley's email but I thought i would give you some context.

Haley indicated that I am interested in the Board of appeals and I am. You might remember meeting me at the Samaritan Counseling ground breaking where we talked about my interest in serving in some capacity for Menasha. Prior to moving to Menasha I had served on the Parks and Trails board for Sherwood as well as a poll worker for many years for both Sherwood and Town of Harrison and now Menasha.

Prior to retirement, I was the former Director of Mental Health for Affinity Health where I was strategically responsible for 3 inpatient units as well as outpatient services. Since retirement I am volunteering for United Way as the Vice Chair of the Health Impact panel as well as serving as a member of the Grants committee, I volunteer for St Joes Food Pantry, am a member of Lions, and also serve as National and State faculty for Zero Suicide. I am a licensed Substance Abuse Clinical supervisor for two agencies one being Samaritan. In my own neighborhood I serve in the role of Vice President for the Board of Lake Park Villas.

I am intrigued by the Board of Appeals as I once faced that board while living years ago in Harrison and having to ask for a variance for building a deck!!

Please consider my name for this committee or any other in your city that you think I might be of service for.

Regards,  
Sue Jungen  
920-858-1143  
3020 Georgetown Pl  
Menasha