

**CITY OF MENASHA
COMMON COUNCIL
First Floor Conference Rooms
100 Main Street
Monday, August 15, 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. Clerk Krautkramer - the following minutes and communications have been received and placed on file:
 - Minutes to receive:
 - a. Administration Committee, 7/18/22
 - b. Board of Public Works, 7/18/22
 - c. Parks and Recreation Board, 7/12/22
 - d. Plan Commission, 8/2/22
 - e. Redevelopment Authority, 8/2/22
 - f. Sustainability Board, 7/28/22
 - g. Water and Light Commission, 7/27/22
 - Communications:
 - h. COVID-19 Update
 - i. Appointment of Acting Health Officer
 - j. Election Results – August 9, 2022 Partisan Primary
 - k. Retirement of Police Chief Styka
- 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, 8/1/22
 - Board of Public Works, 8/15/22, Recommends Approval of:
 - 2. Street Use Application – Labor Day Parade; Monday, September 5, 2022; 10:00am-11:00am; Fox Valley Area Labor Council
 - Plan Commission, 8/2/22, Recommends Approval of:
 - 3. Certified Survey Map - Lot Reconfiguration – 2973 to 2985 Georgetown Place (Parcels #7-01700-51, 7-01700-50, 7-01700-49, 7-01700-48)
- H. ITEMS REMOVED FROM THE CONSENT AGENDA

I. ACTION ITEMS

1. Accounts payable and payroll for the term of 7/29/22-8/11/22 in the amount of \$4,425,907.40
2. Beverage Operators Application for the 2021-2023 Licensing Period

J. HELD OVER BUSINESS

K. ORDINANCES AND RESOLUTIONS

L. APPOINTMENTS

1. Mayor's Appointment Eli Wickman to the Parks and Recreation Board for the term of 8/15/22 - 10/1/24
2. Mayor's Appointment of Anne Anderson to the Committee on Aging for the term of 8/15/22-2/1/25

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

Tuesday, September 6, 2022

**Common Council Meeting – 6:00 p.m.
Committee Meetings to Follow**

CITY OF MENASHA
ADMINISTRATION COMMITTEE
100 MAIN STREET
JULY 18, 2022
MINUTES

A. CALL TO ORDER

Meeting called to order by Chairman Nichols at 6:58 p.m.

B. ROLL CALL

PRESENT: Ald. Sevenich, Hammond, Schmidt, Tom Grade, Ted Grade, Ropella, Nichols, Eisenach

ALSO PRESENT: DPW Jungwirth, DDE Gordon, DDMO Brown, FD Sassman, PHD Hutter, PRD Sackett, Mayor Merkes, Clerk Krautkramer

C. MINUTES TO APPROVE

1. Administration Committee, 6/20/22

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

Motion carried on voice vote.

D. DISCUSSION / ACTION ITEMS

1. City of Menasha Investment Policy

Staff provided an overview of the proposed City of Menasha Investment Policy.

General discussion ensued on:

- Proposed investment policy
- City partners in Wisconsin
- Time savings by staff
- Fee Structure
- Bond proceeds
- Rates
- Types of funds to be invested
- Approval process
- Advisement agreement cancellation
- Menasha Utilities investment policy

Dawn Lawson, Senior Client Service Advisor | Ehlers; commented on the investment advisory services that Ehlers can provide to the City.

Moved by Ald. Ted Grade seconded by Ald. Tom Grade to recommend to the Common Council adoption of the City of Menasha Investment Policy.

Motion carried on roll call 8-0.

2. R-30-22 Approval to Open Custodial Account(s) with Pershing Wealth Solutions/BNY Mellon, and Engage Ehlers Investment Partners as Investment Advisor (Introduced by Mayor Merkes)

Moved by Ald. Ted Grade seconded by Ald. Schmidt to recommend to Common Council approval of R-30-22 Approval to Open Custodial Account(s) with Pershing Wealth Solutions/BNY Mellon, and Engage Ehlers Investment Partners as Investment Advisor.

Motion carried on roll call 8-0.

3. O-16-22 An Ordinance Amending Title 7, Chapter 6, Sec. 7-6-1 of the Code of Ordinances (Retail Food and Recreational Licensing) (Introduced by Ald. Hammond)
Staff provided an overview of the proposed changes in O-16-22 An Ordinance Amending Title 7, Chapter 6, Sec. 7-6- 1 of the Code of Ordinances (Retail Food and Recreational Licensing).

General discussion ensued on continued work with the City of De Pere.

Moved by Ald. Hammond seconded by Ald. Tom Grade to recommend to Common Council approval of O-16-22 An Ordinance Amending Title 7, Chapter 6, Sec. 7-6-1 of the Code of Ordinances (Retail Food and Recreational Licensing).

Motion carried on voice vote.

E. ADJOURNMENT

Moved by Ald. Ropella seconded by Ald. Ted Grade to adjourn at 7:36 p.m.

Motion carried on voice vote.

Haley Krautkramer
City Clerk

CITY OF MENASHA
BOARD OF PUBLIC WORKS
100 MAIN STREET
JULY 18, 2022
MINUTES

A. CALL TO ORDER

Meeting called to order by Chairman Sevenich at 7:42 p.m.

B. ROLL CALL

PRESENT: Ald. Sevenich, Hammond, Schmidt, Tom Grade, Ted Grade, Ropella, Nichols, Eisenach

ALSO PRESENT: DPW Jungwirth, DDE Gordon, DDMO Brown, FD Sassman, PRD Sackett, Mayor Merkes, Clerk Krautkramer

C. PUBLIC COMMENTS ON ANY MATTER LISTED ON THE AGENDA

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

Paul Weber, 532 Riverway, Menasha; commented on the Racine Street bridge lighting, flood lighting, quantity and location of flood lights, the potential to control each individual light, light angle adjustment, nuisance to homeowners, lighting complaint process, safety of boat passage under the bridge, lighting conceptual drawing, lighting options, and lighting intensity adjustment.

John Jones, 536 Riverway, Menasha; commented on bridge lights shining onto homes, illumination of lights, and retaining wall lighting.

Sandra DaBill Taylor, 545 Broad Street, Menasha; commented on intensity of the light, retaining wall lighting, animation, and Ahnaip Street traffic pattern.

D. MINUTES TO APPROVE

1. Board of Public Works, 7/5/22

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

Motion carried on voice vote.

E. DISCUSSION / ACTION ITEMS

1. Payment – Vinton Construction, Inc.; Contract Unit No. 2022-01; Street Reconstruction – Main Street; \$72,815.76 (Payment No. 1)

Staff provided an overview of the payment to Vinton Construction, Inc.; Contract Unit No. 2022-01 for the Street Reconstruction to Main Street in the amount of \$72,815.76 (Payment No. 1).

General discussion ensued on completion date.

Moved by Ald. Schmidt seconded by Ald. Ted Grade to recommend to Common Council approval of the payment to Vinton Construction, Inc.; Contract Unit No. 2022-01 for the Street Reconstruction to Main Street in the amount of \$72,815.76 (Payment No. 1).

Motion carried on roll call 8-0.

2. Payment – Vinton Construction, Inc.; Contract Unit No. 2022-02; Street Reconstruction – Airport Road; \$522,356.71 (Payment No. 3)
Staff provided an overview of payment to Vinton Construction, Inc.; Contract Unit No. 2022-02 for the Street Reconstruction of Airport Road in the amount of \$522,356.71 (Payment No. 3) and commented on concrete work and completion date.

General discussion ensued on the timeline for completion.

Moved by Ald. Schmidt seconded by Ald. to recommend to Common Council approval of the payment to Vinton Construction, Inc.; Contract Unit No. 2022-02 for the Street Reconstruction of Airport Road in the amount of \$522,356.71 (Payment No. 3).
Motion carried on roll call 8-0.

3. Ahnaip Street Restriping

Staff provided an overview of the restriping of Ahnaip Street.

General discussion ensued on vehicular turning movement from developments, parking, parking ordinance update, and bike lanes.

Moved by Ald. Schmidt seconded by Ald. Tom Grade to recommend to Common Council approval of the restriping of Ahnaip Street with epoxy pavement marking to include a parking lane on the north side of Ahnaip Street as Change Order 1 to Contract 2022-02 in an amount not to exceed \$60,000.

4. Racine Street Bridge Lighting Options

Jake Joyal, Traffic Engineer | KL Engineering Inc.; commented on aesthetic lighting concept, girder lighting concept, luminary products, bascule, operator house and retaining wall lighting concept, lighting placement, lighting intensity, and the timeline for completion.

Tony Steinert, Technical Leader of Infrastructure Services | KL Engineering Inc.; commented on the lighting system design.

General discussion ensued on:

- Lighting design
- Lighting intensity and adjustment ability
- Point of contact for light adjustment
- Lighting recommendations
- Retaining wall, bascule, and operator house lighting
- Lighting timer
- Lighting animation
- Nuisance recourse for residents
- Costs
- East side of the bridge lighting

Moved by Ald. Schmidt seconded by Ald. Tom Grade to recommend to Common Council approval of adding aesthetic bridge lighting to the east and west sides of the south bascule and the west side of the operator house bascule. Additionally, light the entirety of the west side girder spans, and light the east side girder spans starting at the pier closest to the south side of the river and to the north across the river. It would be further recommended to light all approved features with Color Kinetics luminaires.
Motion carried on roll call 8-0.

F. ADJOURNMENT

Moved by Ald. Schmidt seconded by Ald. Tom Grade to adjourn at 8:35 p.m.
Motion carried on voice vote.

Haley Krautkramer
City Clerk

CITY OF MENASHA
Parks and Recreation Board
Smith Park
July 12, 2022
MINUTES

A. CALL TO ORDER

The meeting was called to order by Chr. Dick Sturm at 5:35pm.

B. ROLL CALL/EXCUSED ABSENCES

MEMBERS PRESENT: Chr. Dick Sturm, B. Adesso, Ald. Ted Grade, T. Hale, R. Dowling, T. Marshall

OTHERS PRESENT: PRD Megan Sackett, DDMO Thad Brown, RS Chloe Hansen-Dunn, Officer Dan Hoernke, Resident Sandra Dabill-Taylor, Melanie Kading

C. PUBLIC COMMENT/CORRESPONDENCE

1. Sandra Dabill-Taylor pointed out the weeds that have taken over at a few public access points (i.e. end of Appleton Street) and asked about boats parking overnight at public tie outs.

D. MINUTES TO APPROVE

1. **Minutes of the June 14, 2022 Park Board Meeting:** Moved by Ald. T. Grade, seconded by T. Hale to approve the minutes of the June 14, 2022 Park Board meeting.

E. DISCUSSION / ACTION ITEMS

1. **Introduction of Community Liaison Officer Dan Hoernke:** PRD Sackett introduced new Community Liaison Officer Dan Hoernke. Dan indicated he has been with Menasha PD for 11 years and will be transitioning into his new role. Dan gave an overview of the upcoming National Night Out on Wednesday, August 3 which will include demonstrations by officers including K-9, drone, taser, etc. along with Touch-a-Truck and food trucks.
2. **Approve Volunteer Fox Cities Summer Bash at Jefferson Park, August 19, 2022:** Moved by Ald. T. Grade, seconded by R. Dowling to approve the Volunteer Fox Cities Summer Bash on August 19, 2022.
3. **Approve Jazz Fest at Jefferson Park, September 3 & 4, 2022:** Moved by R. Dowling, seconded by T. Hale to approve Jazz Fest for September 3 & 4, 2022.
4. **Smith Park Tour:** Director Sackett and Deputy Director Brown gave a tour of Smith Park and highlighted some of the recent improvements.

F. REPORT OF DEPARTMENT HEAD / STAFF

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

G. PUBLIC COMMENT ON ANY MATTER LISTED ON THE AGENDA

Resident Melanie Kading discussed her three main concerns with the Bird Scooters: visual pollution, ADA accessibility of sidewalks and sidewalks being used by private entities to profit.

H. ADJOURNMENT

Motion by R. Dowling, seconded by T. Marshall to adjourn at 6:30pm. Motion carried.

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

July 2022

Another successful year of CommunityFest goes down in the books! While the weather forced some schedule adjustments on July 4, the rain cleared enough to allow for the fireworks show. Despite the earlier rain causing a delay in the arrival of the crowd, it is estimated that the crowd was similar in size to previous years.

PARKS

Landscaping the trench at Koslo (outside of the ballfield) is complete.

Staff has started working on their park improvement lists. These lists may include visually enhancing certain areas of the parks like trimming brush/trees on fence lines, painting doors or building structures, or adding mulch around trees and playground areas

New Staff: Our new Park Laborer will begin on August 8.

POOL

The pool is in mid-season. The first couple weeks were very busy for us with perfect summer weather. There have been a couple private or group rentals and have two others coming up in July.

The first session of swimming lessons has ended and the next begins on July 11. We have two ongoing private lessons.

Splish Splash Storytime has been a great way for preschool children to enjoy the pool in a safe environment without the splashing of bigger kids. We loved having a special guest from PD and the Menasha Library!



MARINA

Since the beginning of June, on weekends only, there is now a 20 foot span under the a portion of the drawbridge. This is in addition to the 35 ft. channel that is the primary span to use for navigation. This additional channel is very helpful for the smaller boats, pontoons and low profile boats. The clearance under this bridge is about 9 feet. It gives these boats a straight shot out to the channel. In late June, the USACE made adjustments at the dam to balance out operations between Neenah and Menasha. They opened an additional 1.5 gates at Neenah (for a total of 2) and 2 gates were closed in Menasha taking it 2 gates. Since that time, the remaining 2 gates were closed. This makes a considerable difference in the current.

RECREATION

New programs: Skatepark lessons and Rugby are two partnerships new to us this year. We've had a great start to these offerings.

We will be doing our first mini gymnastics camp that is offered in partnership with the MJSD summer school. There are 55 kids enrolled.



Hart Park Summer programming includes "pop up" style activities that are advertised on Facebook a few days prior. Summer kickoff was a Cookout with Cop. Many officers from MPD stopped by and talked with attendees. The Menasha Public Library also attended with a fun penny stamping activity. Hotdogs were served and paid for through donations. We had an

approximate attendance of 45 guests! We've also hosted two tie-dye nights and more programs are currently being scheduled through the end of summer into the fall.

Special Events

Summer events were off to a rocky start with both the Carnival and Splish Splash Bingo original nights being rained out. A string of better weather allowed Wheely Fun where we gave away over 60 bike helmets!

City Carnival was a great time with over 500 people in attendance. Activities included a dunk tank, inflatable obstacle course, face painting, and many games.



We've partnered with the Menasha Library for our Summer Movies in the park. Papa Johns and Jefferson Park Neighborhood Group lemonade stand both made an appearance to provide fundraising efforts for Jefferson Park's new playground. Willy Wonka themed activities were planned and ran by our Park and Rec Staff.

Fall program prep has started. The Fall/Winter guide will be in mailboxes in August.

Upcoming Events

July 13	Whoa H2O at Clovis Grove \$2pre-registration/\$3 day-of
July 17	Family Games at Menasha Pool
July 20	Diving Board Contest at Menasha Pool
July 20	Art in the Park at Smith Park
July 25	Christmas in July at Menasha Pool
July 27	Dive In Movie at Menasha Pool
July 29	Fishing Frenzy at Menasha Pool
August 3	National Night Out at Jefferson Park
August 5	Balls in the Air at the Menasha Pool



The Grunski Runski is August 6 and we are looking for volunteers to assist with this event. Please contact the Rec Dept if you are interested in helping out.

An historical overview of Menasha Pool Pass and Daily Fee Users

JUNE							
	2019		2020	2021		2022	
Type of Pass	Passes Sold (Primary Member)	Membership Usage (Number of Swipes)	Passes Sold (Primary Member)	Passes Sold (Primary Member)	Membership Usage (Number of Swipes)	Passes Sold (Primary Member)	Membership Usage (Number of Swipes)
Adult Ind	9	18	Only M-Passes Sold in 2020 421 Passes Sold 515 Total Members	11	11	13	46
Youth Ind	37	111		20	20	27	112
Senior Ind	31	59		33	33	46	358
Family/2	42	154		26	101	40	316
Family/3	19	124		12	69	26	225
Family/4	18	161		14	150	34	308
Family/5	13	126		12	166	13	234
Family/6+	22	231		9	113	26	413
Ltd Use Adult	3	0		0	0	11	0
Ltd Use Youth / Senior	18	6		19	23	22	17
2020 Carryover visits					180		
Total Pass Uses		990	605		866		2029
Pay Per Visit Usage		3026	n/a		2018		4255
Total Monthly Uses		4016	605		2884		6284

CITY OF MENASHA
Plan Commission
Menasha City Center, Room 133 – 100 Main Street
August 2, 2022
DRAFT MINUTES

A. CALL TO ORDER

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

B. ROLL CALL/EXCUSED ABSENCES

PLAN COMMISSION MEMBERS PRESENT: Mayor Merkes, Alderperson Schmidt, DPW Jungwirth
Commissioners Cruickshank, Sturm, Benner and Anderson.

OTHERS PRESENT: CDD Schroeder, PP Yang, CDC Heim, Cassie Dodd (Cypress Homes), Tom Grade (999 Brighton Drive)

C. PUBLIC HEARING

None

D. MINUTES TO APPROVE

1. Minutes of the July 12, 2022 Plan Commission Meeting

A motion was made by Comm. Cruickshank, seconded by Ald. Schmidt, to approve the July 12, 2022 Plan Commission meeting minutes. The motion carried.

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

None

F. DISCUSSION / ACTION ITEMS

1. Certified Survey Map – Lot Reconfiguration - 2973-2985 Georgetown PI
PP Yang gave an overview of the Certified Survey Map (CSM).

The Commissioners had the following comments and question:

- Will the transformers and utilities affect how houses will be built on these lots?
- There should be amenities going into Outlot 12 and 13 as discussed when approving the subdivision's Planned Unit Development.

Cassie Dodd, representing Cypress homes, responded to the question about the utilities that Cypress would be responsible for relocating those transformer boxes.

CDD Schroeder explained that he has given ideas to the Lake Park Villa's Home Owner's Association (HOA) on what to do with these outlots. He also mentioned that the City use to maintain some of the outlots but that responsibility will soon be moving to the HOA.

A motion was made by DPW Jungwirth, seconded by Comm. Cruickshank, to approve the Certified Survey Map as proposed for 2973 to 2985 Georgetown Place (Parcels #7-01700-51, 7-01700-50, 7-01700-49, 7-01700-48). The motion carried.

G. COMMUNICATION

1. **Set Next Meeting Date**

The next meeting was set for September 13, 2022.

H. ADJOURNMENT

Motion by Ald. Schmidt, seconded by Comm. Cruickshank, to adjourn at 3:42 PM. The motion carried.

Minutes respectfully submitted by PP Yang.

**CITY OF MENASHA
Redevelopment Authority
Menasha City Center
100 Main Street, Room 133
August 2, 2022
DRAFT MINUTES**

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, Kip Golden, Kyle Coenen, Matt Vanderlinden, Gail Popp and Bob Stevens.

REDEVELOPMENT AUTHORITY MEMBERS EXCUSED: Alderperson Nichols

OTHERS PRESENT: CDD Schroeder, PP Yang, Sandra Dabill-Taylor (545 Broad Street)

C. PUBLIC HEARING

D. MINUTES TO APPROVE

1. Minutes of the June 7, 2022 Redevelopment Authority Meeting

Coenen made a motion to approve the minutes of June 7, 2022 RDA meeting. The motion was seconded by Chair Vanderhyden.

The motion carried.

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

Sandra Dabill-Taylor commented on the EPA Brownfield Site Assessment Grant and present for the update for the Banta/Gilbert Site.

F. DISCUSSION / ACTION ITEMS

1. NAI Pfefferle Listing Agreement Amendment – Province Terrace Lots

CDD Schroeder said this agreement is done twice a year and the RDA have been listing with Pferrerle since 2020. This agreement addresses past concerns adding amendments 24-26 that the proposed land use must meet the characteristics of the surrounding area and the RDA is allowed to deny full price offers that do not fit the compatibility of the area.

Coenen made a motion to approve the NAI Pfefferle Listing Agreement Amendment for Province Terrace Lots. The motion was seconded by Popp.

The motion carried.

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

Gail Popp gave an update on the lots saying there have been four different people interested in the lots in the last two weeks with potential for sure lot sales. She said that there will be 13 lots left after Cypress purchases the 7 lots.

CDD Schroeder mentioned that Cypress closed on 3 lots and will be closing on 4 more by August 17th. CDD said that those four lots were just brought through to Plan Commission in a CSM to widen the lot size by purchasing a small sliver of land owned by the Lake Park Villas Home Owners Associations.

3. US EPA Brownfield Site Assessment Grant - Brownfield Advisory Committee
CDD Schroeder said that the City was awarded a \$500,000 grant in the fall from the Environmental Protection Agency (EPA). This is for preliminary assesment for both public and private properties. The Common Council, on November 15th, 2021, approved the Redevelopment Authority (RDA) as the Brownfield Advisory Committee (BAC). The BAC will be a place for Staff to give updates on where and how the grant will be spent. Preliminary assessments are important for developers to have upfront information when they look to develop in the city. Phase one is mainly research and can be done without owner permission. Phase two is testing and the City will work with property owners for permission at that point.
4. Update Banta/Gilbert Development Areas
CDD Schroeder said that a CSM still needs to be approved for the Gilbert acquisition. Staff has been pushing engineers to get the Oak Street extension designed. For the time being Council approved the restriping of Ahnaip Street to allow parking from the Racine Street roundabout to Nicolet Boulevard. This will allow parking for the commercial space below Banta Apartments. He also said that Banta Condos draft development agreement will start soon but will not be beginning yet. There are other developers interested in that area.
5. **Set Next Meeting**
The next meeting was set for September 13, 2022.

G. ADJOURNMENT

Chair Vanderhyden made a motion to adjourn the meeting at 5:46 PM. The motion was seconded by Coenen. The motion carried.

Minutes respectfully submitted by PP Yang.

CITY OF MENASHA
SUSTAINABILITY BOARD
July 28, 2022
Minutes

A. CALL TO ORDER

Meeting Called to order by Linda Stoll at 4:06 PM

B. ROLL CALL

Attending: Kyler Arndt, Kyle Coenen, Austin Hammond, Roger Kanitz, Linda Stoll, Kathy Thunes
Also Attending: Mayor Donald Merkes

C. PUBLIC COMMENTS ON ANY MATTER OF CONCERN TO THE SUSTAINABILITY BOARD

No one spoke

D. MINUTES TO APPROVE

Motion by Kyle Coenen second by Austin Hammond to approve the minutes of 6-23-2022.
Motion carries.

E. ACTION ITEMS

None

F. DISCUSSION

1. Sustainability Plan, Benchmarking and Comparison with other communities

a. Comprehensive Energy Plan

City, Utility, and MJSD energy team met earlier in the month. Discussed items including, energy star benchmarking, electric vehicle charging stations, solar opportunities, LED lighting, and retro commissioning.

b. Sustainability Board Ordinance revisions

Discussion regarding membership requirements including residents, property owners, as well as people that work or go to school in Menasha. These requirements allow possible membership of people who work for major corporations in the City, as well as small business owners and students at UWO-Fox Cities who may have expertise that would benefit Menasha.

Motion by Kathy Thunes second by Linda Stoll to recommend approval of Ordinance O-9-22 to the Administration Committee and Common Council.
Motion carries.

c. SCN & Website <http://scn-foxvalley.com>

The Sustainable Communities Network has not met since pre-COVID, they had previously met quarterly. Recently some people who had previously participated had inquired if they would begin meeting again. SCN gave opportunities for members of Sustainability Committees from across the Fox Cities to share information that would be useful to other communities. Kathy will reach out to gauge interest among those previously involved.

d. Wisconsin Clean Energy Plan <https://osce.wi.gov/Documents/SOW-CleanEnergyPlan2022.pdf>
Leave on agenda for next meeting, no discussion.

2. Transportation

a. Bike Friendly Communities Designation

Signage for Bike Friendly Community Designation are ordered. The League of American Bicyclists have updated standards for Bike Friendly Communities. Review at a future meeting.

- b. Bike Parking Survey
Need to revisit volunteer opportunities for the bike parking survey, potential to provide paper survey sheets. FVTC is interested in creating bike racks once we have locations.
 - c. Bird Scooters
We have seen significant usage within the City of Menasha, with minimal concerns. The entire City of Menasha has now been opened to use of Bird Scooters.
- 3. Land Use
No report
- 4. Natural Resources
 - a. Natural Landscaping and Maintenance
Pollinator garden is planted, still need to install signage and pollinator house donated by Heckrodt. Issues with rabbits eating plants.

Contact has been made regarding application process for grant funding for natural landscape opportunities along Banta Point on both public and private properties. Continue discussion at future meetings.
 - b. No Mow May
Information requested regarding participation and results of No Mow May in communities across the state. The information is not available at this point, it should be available in the fall.
- 5. Energy
Information was shared regarding Menasha Utilities programs allowing customers opportunities to purchase blocks of renewable power. The standard Menasha Utilities power supply is approximately 40% carbon free.
- 6. Water
 - a. Stormwater Educational Signage
Members reviewed the draft signage recommend that the signs are complete and should be sent out for final formatting and printing. Locations include raingarden at Jefferson Park, Fire Station 36, Province Terrace Boardwalk, Province Terrace Pond, Brin Underground Stormwater.
- 7. Waste
 - a. 2022 Fall Electronics Recycling Event
Date has been changed to October 1st so it could be jointly promoted with Habitat's Rock the Block going on in Menasha that day.
 - b. City should promote waste wizard on website to encourage better recycling compliance
- 8. Health
No Report
- G. Future Meeting Dates
Next meeting August 25, 2022
- H. ADJOURNMENT
Motion by Austin Hammond second by Kyle Coenen to adjourn at 5:48 PM
Motion carries.

REGULAR MEETING OF THE WATER AND LIGHT COMMISSION

July 27, 2022

Draft

Commission **President Allwardt** called the Regular Meeting of the Water and Light Commission to order at 8:00 a.m., with Commissioners **Roy Kordus**, **Don Merkes**, and **Gary Turchan** present on roll call. Also present were **Melanie Krause**, General Manager; **Adam Smith**, Water Utility Manager; **Kristin Hubertus**, Finance Manager; **Steve Grenell**, Engineering Manager; **Kurt Melchert**, Electric Manager; **Ethan Vanderpoel**, Engineering Technician; and **Tammy Phillips**, Accounting and Administrative Assistant. Also present telephonically was Tami Olszewski from Ehlers Investment Services.

Those excused were Paula Maurer, Customer Service Manager

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

Comm Tines joined the meeting at 8:03 a.m.

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

- A. Minutes of the Regular Meeting of June 22, 2022.
- B. Approve and warrant the following payments dated June 23-July 27, 2022, in the amount of \$5,337,819.65.
- C. Correspondence as listed:
 - Copy of letter from Sheboygan Falls Utilities Re: Storm Assistance
 - Copy of WPPI Energy 2022 Events
 - Copy of letter from St. Joe's Food Pantry Re: Food Donation
 - Copy of letter from Kendall Olszewski Re: High School Scholarship
 - Copy of At a Glance data from WPPI Energy
 - Copy of Focus on Energy Re: Free Energy Savings
 - Copy of MU July Newsletter

Item IV. Claims Against the Utility – There were no claims discussed at this meeting.

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

Item VI. Unfinished Business – There was no unfinished business discussed at this meeting.

Item VII. New Business - Updated MU Investment Policy and Investment Advisory Services – With rising interest rates, the Utility has the potential for greater earnings on investments. The motion by Comm. Merkes, seconded by Comm Kordus, was unanimously approved on roll call to approve updating our Investment Policy and engage Ehlers in providing Investment Advisory Services.

Recognition of Quarter Century Inductee, Melanie Krause – Congratulations on 25 years.

2023 Strategic Plan, Budget, and Planning Schedule – An updated SWOT Analysis will be presented to the Commission in August.

Professional Services Agreement Water Tower Pipe Replacement- The agreement from McMahon is for replacement of the 16” supply pipe located at the base of the Ahnaip St. water tower. The motion by Comm. Allwardt, seconded by Comm. Kordus was unanimous on roll call to approve \$7,800 for the project.

Voluntary Benefits - There is a recommendation to offer employees Accident, AFLAC Plus Rider, Cancer/Specified disease, Critical Illness/specified health event, & hospital coverages to employees. The motion by Comm. Allwardt, seconded by Comm. Kordus was passed on a 4-1 majority vote.

Out of state travel - Authorization for Adam Nelson & Brett Bellile to attend Great Lakes Electric Metering School from August 8th-August 11, 2022 in Kalamazoo, MI was requested. The motion by Comm. Allwardt, seconded by Comm. Merkes was unanimously approved on roll call to approve out of state travel.

Security Assessment - A recommendation for a cyber security assessment from Ontech to review our physical controls, internal/external vulnerabilities, evaluate IT policies and procedures, conduct firewall rule evaluations, penetration testing, and evaluate written incident response plans was presented. The motion made by Comm. Allwardt, seconded by Comm Turchan was unanimous on roll call to approve \$5,290.00 for the security assessment.

ESRI Demo - Dan Hutter arrived at 8:45 a.m. to present an ESRI demo to show all water and electric assets currently in place for the city.

Dan Hutter left the meeting at 9:15 a.m.

Item VIII. Strategic Reports, Monthly Strategic Initiative Update – The June report was discussed.

June Financial and Project Status Reports – Compared to budget, electric consumption was higher, costs were 18.5% higher, and net operating income was lower.

Compared to budget, water usage and costs were down, and net operating income was down as well. The system loss ratio was 7.85% for June.

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

Project Reports, Electric Projects – New services are being installed in the Lake Park area. Crews continue with upgrades on the SCADA project. Koslo Park light replacement project is finished. Work continues the Barker Farm Subdivision.

Water Projects - Leak detection continues. A water main break at 6th Street and Plank Road was repaired. Crews continue with GIS locating of water mains.

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

Item X. The motion by Comm. Allwardt, seconded by Comm. Kordus, was unanimously approved on roll call to adjourn at 9:31 a.m.

By: MARK L. ALLWARDT
President

GARY TURCHAN
Secretary

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

City of Menasha COVID-19 Data Summary

Date: August 11, 2022

CDC COVID-19 Community Levels

COVID-19 Community Levels can help individuals, families, and communities make decisions based on their local COVID-19 data. The Centers for Disease Control and Prevention (CDC) uses the 3 metrics below to determine the COVID-19 Community Level, which is classified as Low, Medium, or High.

Current CDC COVID-19 Community Levels			
Current Status as of 8/4/22	Calumet County	Winnebago County	City of Menasha*
Community Level	Low	Medium	Medium
New COVID-19 Cases per 100,000 population in the past 7 days	177.68	241.41	Our CDC Community Level has remained at Medium since the last reporting period (7/20/22 – 8/2/22).
New COVID-19 hospital admissions per 100,000 population	5.7	6.4	
% Staffed inpatient beds in use by patients with confirmed COVID-19	3.2%	5.5%	

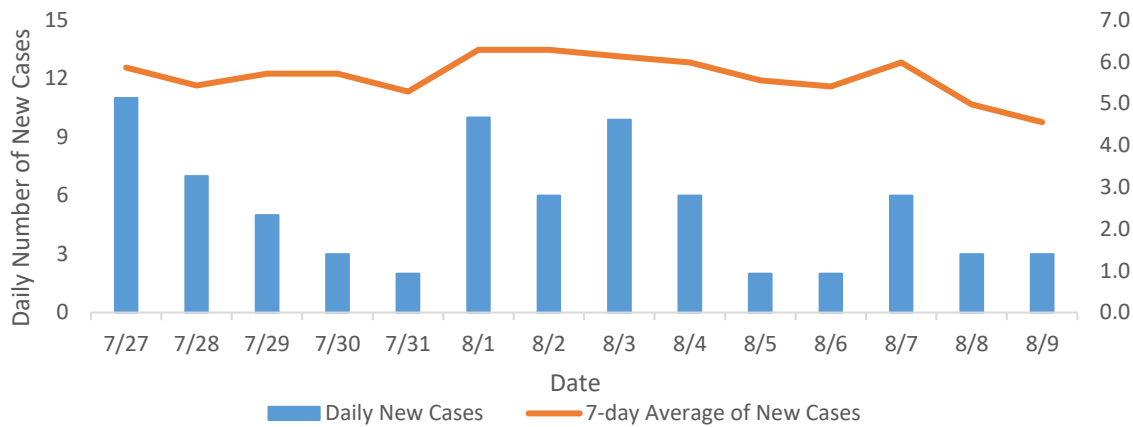
*City of Menasha residents may reside in either Calumet or Winnebago County. The City of Menasha will take the higher level of the two counties for COVID-19 Community Level indicators should the two counties differ. For more information on COVID-19 Community Levels, visit this webpage: <https://www.cdc.gov/coronavirus/2019-ncov/your-health/covid-by-county.html>

What Prevention Steps Should You Take Based on Your COVID-19 Community Level?

Low	Medium	High
<ul style="list-style-type: none"> Stay up to date with COVID-19 vaccines Get tested if you have symptoms 	<ul style="list-style-type: none"> If you are at high risk for severe illness, talk to your healthcare provider about whether you need to wear a mask and take other precautions Stay up to date with COVID-19 vaccines Get tested if you have symptoms 	<ul style="list-style-type: none"> Wear a mask indoors in public Stay up to date with COVID-19 vaccines Get tested if you have symptoms Additional precautions may be needed for people at high risk for severe illness
<p>People may choose to mask at any time. People with symptoms, a positive test, or exposure to someone with COVID-19 should wear a mask and follow isolation and quarantine guidance.</p>		

*For more information on COVID-19 Community Levels and what prevention strategies should be implemented in the community, visit this webpage: <https://www.cdc.gov/coronavirus/2019-ncov/science/community-levels.html>

Daily new cases (lab-confirmed and probable) in the City of Menasha and the 7-day average of total new cases



COVID-19 Metrics

	Metric	Current Status	Change from last reporting period
Case Incidence	Total confirmed and probable cases per 100,000 in the past 7 days	176.7 cases per 100,000 / 7 days	↓
Fox Valley HERC Hospital Capacity*	Percentage of hospital inpatient beds in the community that are occupied.	89.9% of inpatient beds occupied	↑
	Percentage of intensive care unit beds in the community that are occupied.	94.3% ICU beds occupied	↑
	Percentage of hospital inpatient beds in the community that are occupied by patients with COVID-19.	5.0% beds occupied by patients with COVID-19	↑

*Hospital capacity data is collected and reported at the Healthcare Emergency Readiness Coalition (HERC) level. The City of Menasha is part of HERC 6 (Fox Valley HERC). Hospital capability information can be found here: <https://www.dhs.wisconsin.gov/covid-19/hosp-data.htm#capabilities>

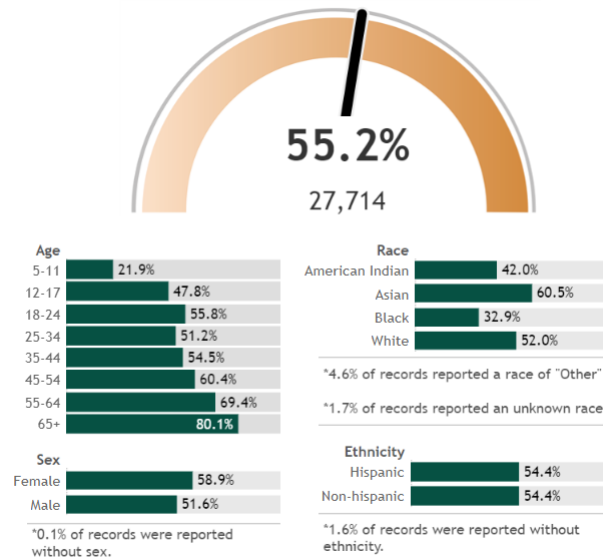
Number and percent of City of Menasha, Calumet and Winnebago County residents who have received the COVID-19 vaccine (as of August 9)

	Received at least 1 dose	Completed vaccine series	Total Booster/Additional doses (N/D=no data available)	Population
City of Menasha*	11,278 (62.3%)	10,820 (59.7%)	N/D	18,114
Calumet	28,712 (57.2%)	27,714 (55.2%)	16,058 (32.0%)	50,209
Winnebago	107,460 (62.6%)	102,743 (59.9%)	59,278 (34.5%)	171,631

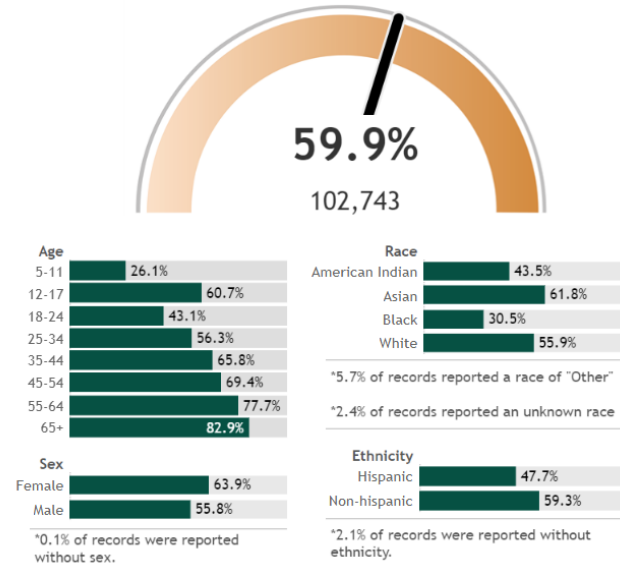
*Vaccine data was retrieved from: <https://www.dhs.wisconsin.gov/covid-19/vaccine-data.htm>. Other municipal-level demographic data is not available. To view more COVID-19 vaccine data, please visit: <https://www.dhs.wisconsin.gov/covid-19/vaccine-data.htm>

Age range and ethnicity COVID-19 vaccine data for Calumet and Winnebago County residents who have completed the vaccine series (as of August 9)

Percent of Calumet County residents who have completed the vaccine series



Percent of Winnebago County residents who have completed the vaccine series



Highlights

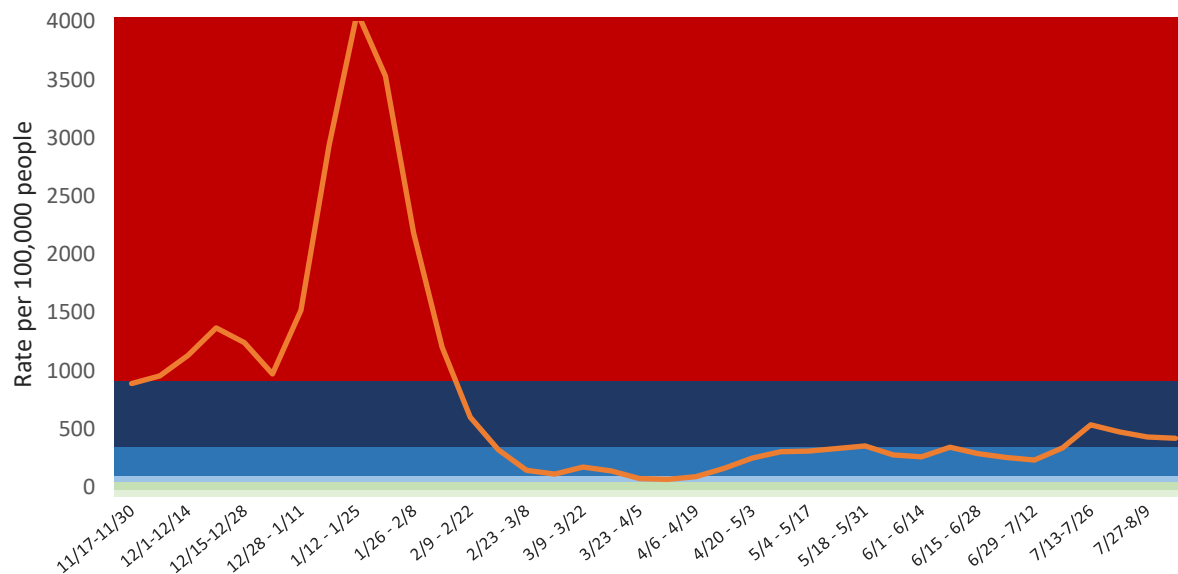
- The FDA authorized two different COVID-19 vaccines for young children, Moderna and Pfizer. The Pfizer vaccine for children 6 months to 4 years old is now available at the Menasha Health Department's weekly COVID-19 vaccine clinics.
- The Menasha Health Department and Wisconsin DHS are following the CDC's updated [masking guidance](#) which correlates to COVID-19 Community Levels. Your county's [COVID-19 Community Level](#) helps determine which prevention measures are needed to protect yourself and your family. See Page 1 of this report for more information about local COVID-19 Community Levels.
- Vaccination is the best tool to prevent serious disease, hospitalization, and death due to COVID-19.**
 - Wisconsin residents ages 6 months and older are eligible to receive the COVID-19 vaccine. Anyone 12 years and older is recommended to receive a booster dose, and anyone 50 years and older and people 12 years and older who are immunocompromised are recommended to receive a second booster 4 months after their first booster. COVID-19 vaccines are safe, effective, and free. You do not need an ID or insurance.
 - 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.
 - To read more about vaccine data, see [this dashboard](#).
- 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 two sets of four free at-home test kits from the federal government [here](#).
- To help prevent the spread of the virus, follow [current isolation and quarantine guidance](#) if you test positive for COVID-19, have symptoms, or have been exposed.

Case count, case rate, and burden class in the City of Menasha for the past two weeks (July 27 – August 9)

	Case Count for Past 2 Weeks	Case Rate (per 100,000 people)	Burden Class*	Population
City of Menasha	76	418.9	Very High	18,114

*Burden Class is based on the case rate per 100,000 people in the past two weeks. See the table below for more information.

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



Background

This data summary provides preliminary data on the cases of COVID-19 in the City of Menasha from July 27, 2022 – August 9, 2022. Data included in this report is for lab-confirmed cases of COVID-19 and probable cases of COVID-19. A person is counted as a probable case of COVID-19 if they have 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](#)



MEMORANDUM

TO: City of Menasha Common Council
FROM: Mayor Merkes
DATE: August 11, 2022

RE: Acting Health Officer

The City of Menasha Public Health Director/Health Officer, Kristine Hutter, will be going on maternity leave from approximately August 30 through November 28, 2022. Public Health Nurse Liz Rosin has been appointed the Acting Health Officer for the City of Menasha Health Department during Kristine's absence. Liz has served as a Public Health Nurse for the City of Menasha for nearly 14 years and has regularly assumed various leadership roles during her time here.

Contact Information for Liz Rosin, PHN, RN, BSN (Acting Health Officer)

Email: lrosin@ci.menasha.wi.us
P (main): 920-967-3520
Fax: 920-967-5247

August 9, 2022 - Partisan Primary Election Results

	Senior Center D 1&2 W 1-4	Boys & Girls Club D 3&4 W 5-8	Clovis Grove School D 5&7 W 9-12 & 17-19	Winnegamie Dog Club (Winnebago County) D 6 W 13	Winnegamie Dog Club (Calumet County) D 6 & 8 W 14	Total
Party Preference Selection						
Democratic	297	300	357	74	245	1273
Republican	300	328	353	79	386	1446
Libertarian	2	0	1	0	0	3
Constitution	1	0	0	0	0	1
Statewide						
Governor						
Tony Evers	300	302	362	78	240	1282
write-in	1	0	1	0	0	2
Peng Her	89	69	92	14	63	327
Sara Rodriguez	195	215	254	58	170	892
write-in	1	1	0	0	0	2
Josh Kaul	284	281	350	74	230	1219
write-in	1	0	0	0	0	1
Secretary of State						
Doug La Follette	172	174	210	46	138	740
Alexia Sabor	115	112	140	28	97	492
write-in	0	1	0	0	0	1
State Treasurer						
Aaron Richardson	93	141	141	30	96	501
Angelito Tenorio	89	63	74	14	43	283
Gillian M. Battino	88	74	101	24	79	366
write-in	1	0	1	0	0	2
Congressional						
United States Senator						
Mandela Barnes	228	212	257	56	195	948
Alex Lasry	29	33	47	4	23	136
Kou C. Lee	5	2	5	3	1	16
Sarah Godlewski	21	35	34	11	12	113
Peter Peckarsky	0	1	1	1	2	5
Steven Olika	6	1	3	0	2	12
Darrell Williams	2	1	1	0	2	6
Tom Nelson	14	15	14	3	9	55
write-in	0	0	0	0	0	0
Representative in Congress District 6						
write-in	15	16	9	1		41
Representative in Congress District 8						
write-in					4	0
Legislative						
State Senator District 19						
Kristin M Alfheim	266	268	322	68		924
write-in	1	1	0	0		2
State Senator District 1						
Andrea Gage-Michaels					206	206
write-in					0	0
Representative to the Assembly District 57						
Lee Snodgrass	271	266	323	73		0
write-in	1	1	0	0		0
Representative to the Assembly District 3						
write-in					7	7
County						
Sheriff						
write-in	11	14	6	0	7	0
Clerk of Circuit Court						
write-in	10	13	5	0	1	0
Republican Party						
Statewide						
Governor						
Kevin Nicholson	17	19	19	3	12	70
Rebecca Kleefisch	142	130	170	41	183	666
Timothy Ramthun	34	37	28	4	32	135
Adam J. Fischer	4	4	3	1	2	14
Tim Michels	166	170	169	37	185	727
write-in	1	1	0	0	1	3
Lieutenant Governor						
Patrick Testin	35	27	22	10	33	127
Will Martin	16	17	14	2	14	63
Kyle Yudes	19	39	24	4	19	105
Roger Roth	181	175	211	42	223	832
David C. Varnam	9	4	18	2	4	37
Cindy Werner	37	23	37	9	21	127
David D. King	13	12	5	2	8	40
Jonathan Wichmann	38	43	30	7	52	170
write-in	1	1	0	0	2	4
Attorney General						
Eric Toney	130	125	125	36	158	574
Karen Muller	97	94	112	20	95	418
Adam Jarchow	115	115	103	21	112	466
write-in	1	1	0	0	2	4
Secretary of State						
Amy Lynn Loudenbeck	122	123	131	31	131	538
Jay Schroeder	150	148	172	34	170	674
Justin D. Schmidtka	55	54	36	8	46	199
write-in	2	4	0	0	2	8
State Treasurer						
John S. Lieber	188	181	216	41	218	844
Orlando Owens	126	131	103	29	122	511
write-in	2	1	0	0	2	5
Congressional						
United States Senator						
Ron Johnson	316	286	316	78	253	1249
David Schroder	47	80	74	11	54	266
write-in	2	1	0	0	0	3
Representative in Congress District 6						
Douglas H. Mullenix	79	99	74	14		266
Glenn Grothman	275	255	286	67		883
write-in	1	2	0	0		3
Representative in Congress District 8						
Shaun Clarmont					45	45
Mike Gallagher					358	358
write-in					0	0
Legislative						
State Senator District 19						
Rachel Cabral-Guevara	234	216	199	53		702
Andrew K. Thomsen	108	128	154	26		416
write-in	1	2	1	0		4
State Senator District 1						
Andre Jacque					457	457
write-in					0	0
Representative to the Assembly District 57						
Andrew Fox	285	294	311	62		295
write-in	5	3	1	1		10
Representative to the Assembly District 3						
Ron Tusler					359	359
write-in					0	0
County						
Sheriff - Winnebago County						
John F. Matz	270	284	314	70		938
write-in	3	2	1	1		7
Sheriff - Calumet County						
Brett Bowe					348	348
write-in					1	1
Clerk of Circuit Court - Winnebago County						
Tara Berry	262	285	309	66		922
write-in	4	2	2	0		8
Clerk of Circuit Court - Calumet County						
LeAnne Karls					341	341
write-in					1	1
Libertarian Party						
Statewide						
Governor						
write-in	2	0	0	0	0	2
Lieutenant Governor						
write-in	2	0	0	0	0	2
Attorney General						
write-in	2	0	0	0	0	2
Secretary of State						
Neil Harmon	2	0	0	0	0	2
write-in	0	0	0	0	0	0
State Treasurer						
write-in	2	0	0	0	0	2
Congressional						
United States Senator						
write-in	2	0	0	0	0	2
Representative in Congress District 6						
write-in	2	0	0	0		0
Representative in Congress District 8						
Jacob J. VandenPlas					0	0
write-in					0	0
Legislative						
State Senator District 19						
write-in	2	0	0	0		0
State Senator District 1						
write-in					0	0
Representative to the Assembly District 57						
write-in	2	0	0	0		0
Representative to the Assembly District 3						
write-in					0	0
County						
Sheriff						
write-in	2	0	0	0	0	2
Clerk of Circuit Court						
write-in	2	0	0	0	0	2
Consutitution Party						
Statewide						
Governor						
write-in	1	0	0	0	0	1
Lieutenant Governor						
write-in	1	0	0	0	0	1
Attorney General						
write-in	0	0	0	0	0	0
Secretary of State						
write-in	1	0	0	0	0	1
State Treasurer - Calumet County						
Andrew Zuelke					0	0
write-in					0	0
Congressional						
United States Senator						
write-in	0	0	0	0	0	0

Representative in Congress District 6						
write-in	1	0	0	0		0
Representative in Congress District 8						
write-in					0	0
Legislative						
State Senator District 19						
write-in	1	0	0	0		1
State Senator District 1						
write-in					0	0
Representative to the Assembly District 57						
write-in	1	0	0	0	0	1
Representative to the Assembly District 3						
write-in	0	0	0	0	0	0
County						
Sheriff						
write-in	1	0	0	0	0	1
Clerk of Circuit Court						
write-in	1	0	0	0	0	1

	Total residents of voting age	Registered at polls	Total No. Voter Turnout		
				Voter %	Absentees
Total City Percentage	13,498	114	2,999	28%	800

	Total Pre-Registered Voters for	Registered at Polls	Absentees	No. Voters at Polls	Voter %
Districts 1 & 2 (Wards 1-4)	2,522	35	185	698	35%
Districts 3 & 4 (Wards 5-8)	2,563	29	185	693	34%
Districts 5 & 7 (Wards 9-12 & 17-19)	2,326	23	258	770	44%
District 6 (Ward 13)	2,326	4	49	173	9%
District 6 & 8 (Wards 14-16)	1,988	23	123	665	39%
Total City	11,725	114	800	2,999	



August 11, 2022

Dear Members of the Common Council,

I wanted to inform the Common Council that I have provided Mayor Merkes and the Police Commission my letter of resignation today. After serving the City of Menasha since 1996, I have decided that I will be retiring on January 3rd, 2023. I appreciate the trust and confidence you have shown me, and our team, over the past 11 years as Chief. I feel extremely fortunate to have been given the opportunity to serve as your Police Chief.

I am also very proud of the dedicated professionals at the Menasha Police Department. They are a loyal, creative and enthusiastic group who understand the importance of serving the community using LEED (Listen, Explain, Equity and Dignity). The trust the community has in our team is reflected in our low crimes rates and lack of citizen complaints. We have a leadership team that is ready to take the department to the next level.

While I will miss the members of our team, I will also miss working with the other Department Heads and their staffs. The team that is currently assembled has been fantastic to work with. There is a renewed sense of camaraderie and the willingness for everyone to work together. Unencumbered to do their jobs, they will continue to achieve some amazing things.

Thank you for your support over the years. It has truly been an honor to serve the City of Menasha.

Sincerely,

Timothy J Styka
Chief of Police

CITY OF MENASHA
COMMON COUNCIL
100 MAIN STREET
AUGUST 1, 2022
MINUTES

A. CALL TO ORDER

Meeting called to order by Mayor Merkes at 6:03 p.m.

B. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

C. ROLL CALL

PRESENT: Ald. Hammond, Schmidt, Tom Grade, Ted Grade, Ropella, Nichols, Eisenach, Sevenich

ALSO PRESENT: PC Styka, FC Kloehn, CDD Schroeder, DPW Jungwirth, FD Sassman, PHD Hutter, PRD Sackett, LD Kopetsky, Interim City Attorney Walsh, Mayor Merkes, Clerk Krautkramer

D. PUBLIC HEARING

1. Public Hearing O-17-22 An Ordinance Amending Title 13, By Making Certain Changes to the District (Parcel #5-00616-00) (I-1 Heavy Industrial District to C-1 General Commercial District)

Staff gave an overview of the public Hearing O-17-22 An Ordinance Amending Title 13, By Making Certain Changes to the District (Parcel #5-00616-00) (I-1 Heavy Industrial District to C-1 General Commercial District).

Sandra DaBill Taylor, 545 Broad Street, Menasha; commented on Plan Commission discussions, property assessment, property price, zoning standards, parking, non-conforming use in a residential neighborhood, green space establishment, signage compliance, Strong Neighborhoods Program funds usage, and the City of Menasha Comprehensive Plan.

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, 7/18/22
- b. Board of Public Works, 7/18/22
- c. Library Board, 6/28/22 & Library Personnel and Policies Committee 6/24/22
- d. NMFR Joint Finance & Personnel Committee, 6/28/22
- e. Plan Commission, 7/12/22
- f. Police Commission, 5/19/22
- g. NM Sewerage Commission, 5/24/22

Communications:

- h. COVID-19 Update
- i. National Night Out
- j. EPA Conference Travel
- k. Racine Street Improvement Project Public Meeting Notice
- l. MCCAP First 100 Fact Sheet
- m. Second Quarter 2022 Financial Status Update

Moved by Ald. Sevenich seconded by Ald. Ted Grade to approve minutes and communications a-m.
Motion carried on voice vote.

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

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

Tom Miller, 177 Marina Place, Menasha; commented on waste generated by Essity, safety, vehicles on property, entrances and exits onto the property, limiting traffic during school hours, signage, and the weigh station.

Sandra DaBill Taylor, 545 Broad Street, Menasha; commented on televised meetings, accounts payable and payroll items, Fox Cities Magazine, in-person absentee voting hours, Library Board minutes (minutes c.), Mayor's appointments, City of Menasha investment policy, and EPA Brownfield Assessment Grant (Redevelopment Authority Meeting Item).

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, 7/18/22

Administration Committee, 7/18/22, Recommends Adoption of:

2. City of Menasha Investment Policy

Board of Public Works, 07/18/22, Recommends Approval of:

3. Payment to Vinton Construction, Inc.; Contract Unit No. 2022-01 for the Street Reconstruction to Main Street in the amount of \$72,815.76 (Payment No. 1)
4. Payment to Vinton Construction, Inc.; Contract Unit No. 2022-02 for the Street Reconstruction of Airport Road in the amount of \$522,356.71 (Payment No. 3)
5. Restriping of Ahnaip Street with epoxy pavement marking to include a parking lane on the north side of Ahnaip Street as Change Order 1 to Contract 2022-02 in an amount not to exceed \$60,000
6. Adding aesthetic bridge lighting to the east and west sides of the south bascule and the west side of the operator house bascule. Additionally, light the entirety of the west side girder spans, and light the east side girder spans starting at the pier closest to the south side of the river and to the north across the river. It would be further recommended to light all approved features with Color Kinetics luminaires

Ald. Sevenich requested on vote on each item separately.
Mayor Merkes ruled the motion germane.

H. ITEMS REMOVED FROM THE CONSENT AGENDA

1. Moved by Ald. Sevenich seconded by Ald. Ted Grade to approve Consent Agenda item 1, Common Council, 7/18/22
Motion carried on voice vote.
2. Moved by Ald. Sevenich seconded by Ald. Ropella to approve Consent Agenda item 2, City of Menasha Investment Policy.
Motion carried on roll call 7-0

Moved by Ald. Sevenich seconded by Ald. Ropella to amend the original motion change section II, item #3 from local banks to local financial institutions
Motion carried on voice vote.

Moved by Ald. Sevenich seconded by Ald. Ted Grade to amend the original motion to include a review of investment securities bi-annual report one in January and one in July.
Motion carried on voice vote.

Moved by Ald. Sevenich seconded by Ald. Ted Grade to amend the original motion to change Appendix A (1m) (a) by changing on of the words Village to City.
Motion carried on voice vote.

General discussion ensued on:

- Investments terms
- Small investments
- General fund funds
- ARPA funds
- Business with local financial institutions

Original motion as amended.
Motion carried on roll call 7-0.

3. Moved by Ald. Schmidt seconded by Ald. Ted Grade to approve Consent Agenda item 3, Payment to Vinton Construction, Inc.; Contract Unit No. 2022-01 for the Street Reconstruction to Main Street in the amount of \$72,815.76 (Payment No. 1).
Motion carried on roll call 7-0.
4. Moved by Ald. Schmidt seconded by Ald. Ted Grade to approve Consent Agenda item 4, Payment to Vinton Construction, Inc.; Contract Unit No. 2022-02 for the Street Reconstruction of Airport Road in the amount of \$522,356.71 (Payment No. 3).
Motion carried on roll call 7-0.
5. Moved by Ald. Schmidt seconded by Ald. Tom Grade to approve Consent Agenda item 5, Restriping of Ahnaip Street with epoxy pavement marking to include a parking lane on the north side of Ahnaip Street as Change Order 1 to Contract 2022-02 in an amount not to exceed \$60,000.
Motion carried on roll call 7-0.

General discussion ensued on costs.

6. Moved by Ald. Schmidt seconded by Ald. Tom Grade to approve Consent Agenda item 6, Adding aesthetic bridge lighting to the east and west sides of the south bascule and the west side of the operator house bascule. Additionally, light the entirety of the west side girder spans, and light the east side girder spans starting at the pier closest to the south side of the river and to the north across the river. It would be further recommended to light all approved features with Color Kinetics luminaires.
Motion carried on roll call 7-0.

General discussion ensued on costs.

I. ACTION ITEMS

1. Accounts payable and payroll for the term of 7/15/22-7/28/22 in the amount of \$1,004,158.51

Moved by Ald. Ropella seconded by Ald. Ted Grade to approve the accounts payable and payroll for the term of 7/15/22-7/28/22 in the amount of \$1,004,158.51.

Motion carried on roll call 7-0.

General discussion ensued harbor master expenses.

2. Beverage Operators Application for the 2021-2023 Licensing Period

Staff provided an overview of the deferral of the beverage operators application for Natasha Montonati.

General discussion ensued on the applicants previous convictions.

Moved by Ald. Ropella seconded by Ald. Schmidt to approve the Beverage Operators Application for the 2021-2023 Licensing Period for Natasha Montonati.

Motion carried on roll call 6-0.

Ald. Eisenach abstained due in part that she is a current Alcohol Operators License holder.

3. Change of Agent for Skogen's Foodliner, Inc. d/b/a Festival Foods, 1355 Oneida St, Menasha

Moved by Ald. Ropella seconded by Ald. Tom Grade to approve the Change of Agent for Skogen's Foodliner, Inc. d/b/a Festival Foods, 1355 Oneida St, Menasha

Motion carried on roll call 7-0.

4. Accept and Spend Lawson Canal Grant Funds

Moved by Ald. Ted Grade seconded by Ald. Tom Grade to accept and spend Lawson Canal Grant Funds

Motion carried on roll call 7-0.

5. Tayco Street Bridge Operations Agreement

General discussion ensued on general oversight for the Operations Agreement.

Moved by Ald. Ted Grade seconded by Ald. Schmidt to approve the WisDOT Routine Bridge Maintenance and Operation Agreement for the Tayco St. Bridge for the WisDOT Fiscal Year 2023.

Motion carried on roll call 7-0.

J. HELD OVER BUSINESS

K. ORDINANCES AND RESOLUTIONS

1. O-16-22 An Ordinance Amending Title 7, Chapter 6, Sec. 7-6-1 of the Code of Ordinances (Retail Food and Recreational Licensing) (Introduced by Ald. Hammond)

Moved by Ald. Hammond seconded by Ald. Sevenich to approve O-16-22 An Ordinance Amending Title 7, Chapter 6, Sec. 7-6-1 of the Code of Ordinances (Retail Food and Recreational Licensing).

Motion carried on roll call 7-0.

2. O-17-22 An Ordinance Amending Title 13, By Making Certain Changes to the District (Parcel #5-00616-00) (I-1 Heavy Industrial District to C-1 General Commercial District) (Introduced by Ald. Schmidt)

Moved by Ald. Schmidt seconded by Ald. Tom Grade to approve O-17-22 An Ordinance Amending Title 13, By Making Certain Changes to the District (Parcel #5-00616-00) (I-1 Heavy Industrial District to C-1 General Commercial District).

Motion carried on roll call 7-0.

3. R-30-22 Approval to Open Custodial Account(s) with Pershing Wealth Solutions/BNY Mellon, and Engage Ehlers Investment Partners as Investment Advisor (Introduced by Mayor Merkes)

Moved by Ald. Sevenich seconded by Ald. Ted Grade to approve R-30-22 Approval to Open Custodial Account(s) with Pershing Wealth Solutions/BNY Mellon, and Engage Ehlers Investment Partners as Investment Advisor

Motion carried on roll call 7-0.

L. APPOINTMENTS

1. Mayor's appointment of Rosita Eisenach to the Library Board for the term of 8/1/2022 - 6/1/2023

Moved by Ald. Tom Grade seconded by Ald. Sevenich to approve the Mayor's appointment of Rosita Eisenach to the Library Board for the term of 8/1/2022 - 6/1/2023.

Motion carried on voice vote.

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. Schmidt seconded by Ald. Tom Grade to adjourn at 6:57 p.m.

Motion carried on voice vote.

Haley Krautkramer
City Clerk



Date of Event: 9-5-22
Start Time: 10:00 AM
End Time: 11:00 AM
Number of Units (Parades): 40

Street Use Application

Name of Event: LABOR DAY PARADE
Sponsoring Organization: FOX VALLEY AREA LABOR COUNCIL
Organization Address: P.O. BOX 186 MENASHA, WI 54952
Responsible Person: MARK WESTPHAL
Email Address: SSWES@EARTHLINK.NET Phone Number: 920-727-1790
Street Route/Description of Use (please attach map):
LETTER ATTACHED

Liability Insurance has been secured in the amount of \$ 1,000,000.00 with the City of Menasha named as an additional insured on the Certificate of Liability Insurance AND on the Endorsement. This is primary insurance.

Name of Insurance Company: BADGER MUTUAL Ins. Co Policy Number: 00520-12705
Applicant's Signature: Mark Westphal Date: 6-8-22

Permit Fee: A Street Use Application Fee of \$25 plus a \$25 Special Event Administrative Fee (if applicable) must be submitted with the application at least 60 days prior to your event. Please make checks payable to City of Menasha.

Note to events planning to use City Parks and/or greenspace: Any multi-day event or event which plans to sell beer and/or wine to the public must also appear before the Parks and Recreation Board.

To Be Completed By City Staff (Revised February, 2019)

Scheduled Board of Public Works Review Date: AUGUST 15, 2022 (Special)
☐ Approved ☐ Denied

Scheduled Parks & Recreation Board Review Date: _____
☐ Not Required ☐ Approved ☐ Denied

Scheduled Common Council Review Date: AUGUST 15, 2022
☐ Approved ☐ Denied

Approval: _____
Police Dept. [Signature] Fire Dept. [Signature] Public Works Dept. [Signature] Mayor [Signature] City Attorney [Signature]



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

06/08/2022

PRODUCER Mayer & Associates 806 Valley Rd Suite 15 Menasha, WI. 54952	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.	
	INSURERS AFFORDING COVERAGE	NAIC #
INSURED Labor Temple Coop Association 157 S. Green Bay Rd. P.O. Box 127 Neenah, WI. 54956	INSURER A: Badger Mutual Insurance Co.	
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.						
INSR LTR	AUCL INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A		GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> <input type="checkbox"/> GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	00520-12705	02/13/2022	02/13/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 500,000
		AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/>				COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
		GARAGE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/>				AUTO ONLY - EAACCIDENT \$ OTHER THAN AUTO ONLY: EAACC \$ AGG \$
		EXCESS/UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE RETENTION \$				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$ \$
		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below				<input type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
		OTHER				

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

City of Menasha, it's officers, agents & employees are NAMED AS ADDITIONAL INSURED AS RESPECTS THEIR INTEREST IN THE OPERATIONS OF THE NAMED INSURED. Date of event: 09/05/2022, Labor Day Parade & Cookout

CERTIFICATE HOLDER

City of Menasha 100 Main St. Suite 200 Menasha, WI., 54952	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL <u>30</u> DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.
	AUTHORIZED REPRESENTATIVE Molly Becker <i>Molly Becker</i>

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

BADGER MUTUAL INSURANCE COMPANY

GL-841 Ed. 1.0

ADDITIONAL INSURED

DESIGNATED PARTY

SCHEDULE

Designated Party:	City of Menasha 100 Main St Suite 200 Menasha, WI 54952-3190
Designated Activity:	Labor Day Parade & Cookout being held on 09/05/2022
Designated Interests:	Event Sponsor

The Commercial Liability Coverage is amended as follows:

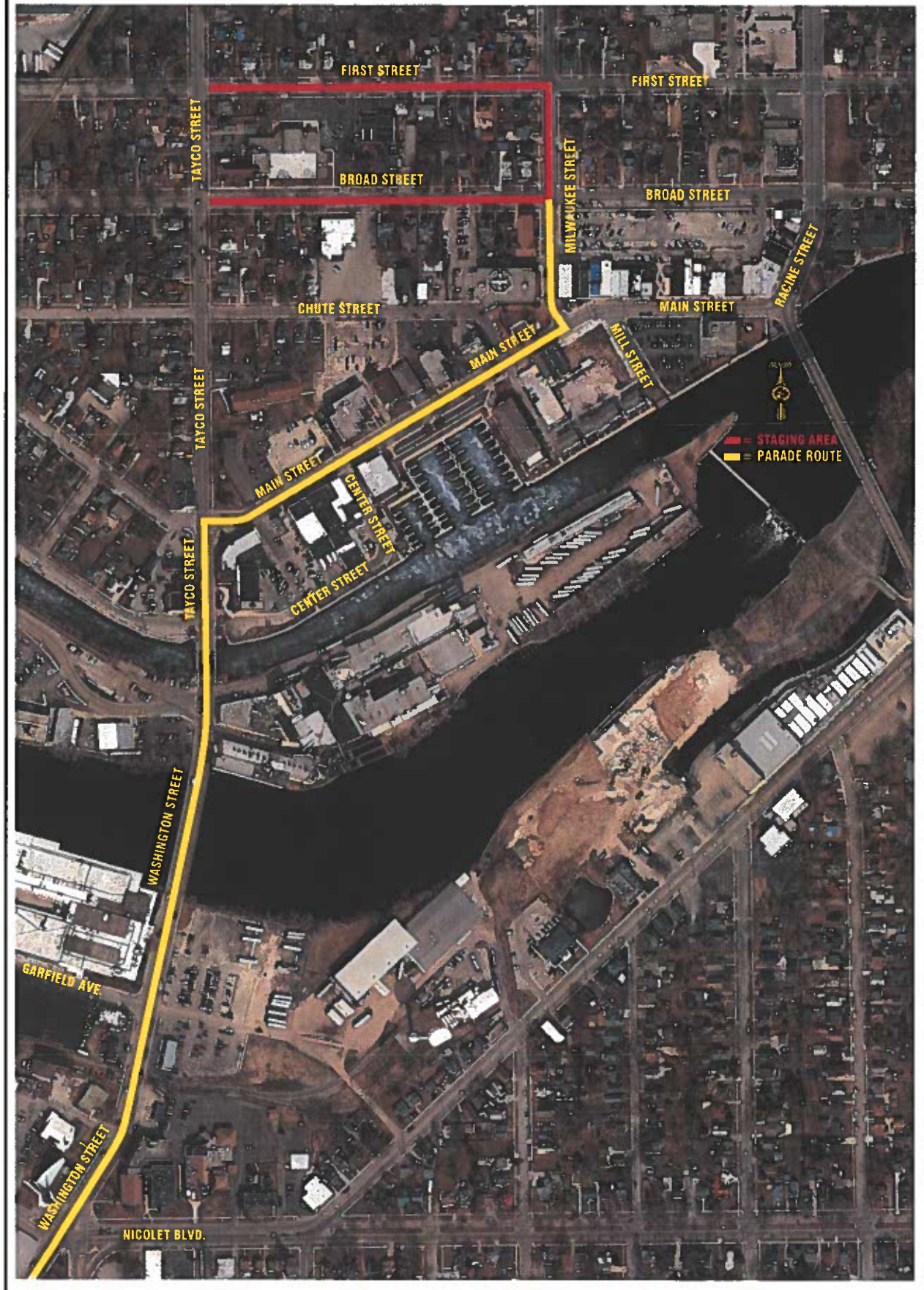
DEFINITIONS

The definition of **insured** is amended to include the following:

Insured also includes the party designated in the Schedule but only with respect to liability arising out of activities designated in the Schedule relating to:

- a. **your** operations;
- b. premises owned by or rented to **you**; or
- c. other designated interests shown in the Schedule.

~~2019~~ LABOR DAY PARADE





MEMORANDUM

Date: August 15, 2022
To: Plan Commission
From: Community Development Department/FY
RE: **CERTIFIED SURVEY MAP – 2973 to 2985 Georgetown Place (Parcels #7-01700-51, 7-01700-50, 7-01700-49, 7-01700-48)**

Davel Engineering, on behalf of the Redevelopment Authority of the City of Menasha (RDA), submitted an application for a Certified Survey Map (CSM) for 2973 (Parcel #7-01700-51), 2977 (Parcel #7-01700-50), 2981 (Parcel #7-01700-49), and 2985 (Parcel #7-01700-48) Georgetown Place in the Lake Park Villas Subdivision. The CSM will include a sliver of land from outlot 12 (outlined in yellow) on the North West, side property line of lot 4 as shown on the map to the right. All four new lots (outlined in green) will then be spaced out to have larger lot widths making each lot approximately 7,000 square feet.



The four lots are currently owned by the RDA and the larger out lot 12 is owned by the Lake Park Villas Homeowners Association (HOA). The HOA had planned for out lot 12 and out lot 13 (east of out lot 12) to have amenities such as trails. This sliver of land being included in this CSM was supposed to be used as an access to the two out lots, however the HOA agreed to sell that land to Cypress. Cypress will be purchasing all four lots. This CSM is required to be completed prior to transferring ownership.

All parcels are zoned Planned Unit Development as part of the Lake Villas Development. The size, setbacks, and dimension meet the HOA standards for the PUD. Furthermore, the proposed CSM is consistent with the City of Menasha Comprehensive Plan.

At the August 2, 2022 Plan Commission meeting, the Plan Commission recommended approval to the CSM.

Recommendations

Staff recommends the Plan Commission approve the Certified Survey Map as proposed for 2973 to 2985 Georgetown Place (Parcels #7-01700-51, 7-01700-50, 7-01700-49, 7-01700-48).

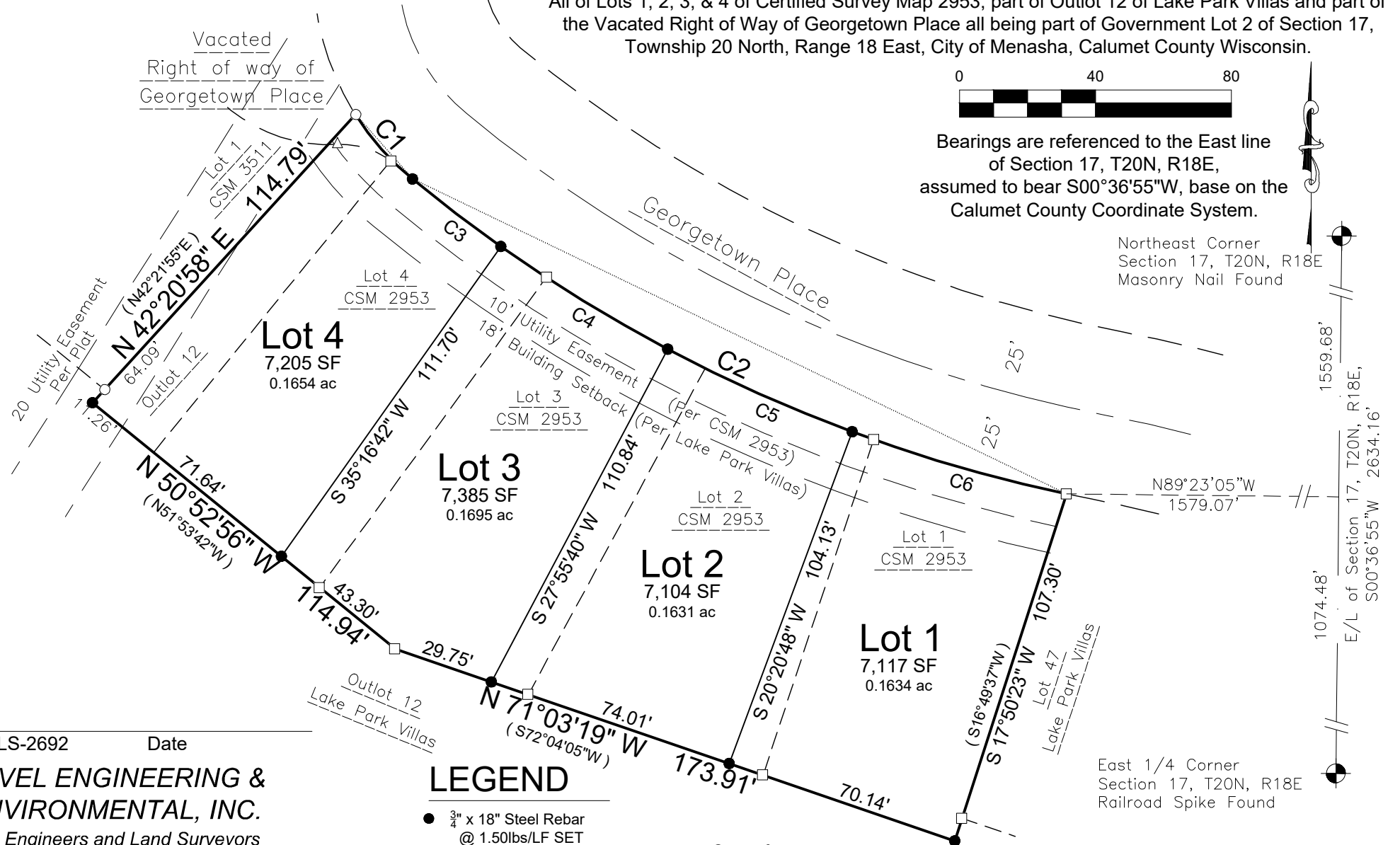
Certified Survey Map No. _____

All of Lots 1, 2, 3, & 4 of Certified Survey Map 2953; part of Outlot 12 of Lake Park Villas and part of the Vacated Right of Way of Georgetown Place all being part of Government Lot 2 of Section 17, Township 20 North, Range 18 East, City of Menasha, Calumet County Wisconsin.



Bearings are referenced to the East line of Section 17, T20N, R18E, assumed to bear S00°36'55"W, base on the Calumet County Coordinate System.

Northeast Corner
Section 17, T20N, R18E
Masonry Nail Found



James R. Sehloff PLS-2692 Date



DAVEL ENGINEERING & ENVIRONMENTAL, INC.
Civil Engineers and Land Surveyors

1164 Province Terrace, Menasha, WI 54952
Ph: 920-991-1866 Fax: 920-441-0804
www.davel.pro

LEGEND

- 3/4" x 18" Steel Rebar @ 1.50lbs/LF SET
- △ 1 1/4" Rebar Found
- 3/4" Rebar Found
- ⊙ Government Corner
- () Recorded As

Survey for:
Cypress Homes, Inc
1230 W. College Ave., Suite D
Appleton, WI 54914

File: 7348CSM.dwg
Date: 07/16/2022
Drafted By: Jim
Sheet: 1 of 4

Certified Survey Map No. _____

All of Lots 1, 2, 3, & 4 of Certified Survey Map 2953; part of Outlot 12 of Lake Park Villas and part of the Vacated Right of Way of Georgetown Place all being part of Government Lot 2 of Section 17, Township 20 North, Range 18 East, City of Menasha, Calumet County Wisconsin.

Surveyor's Certificate

I, James R. Sehloff, Professional land surveyor, hereby certify: That in full compliance with the provisions of Chapter 236 of the Wisconsin Statutes and the subdivision regulations of the City of Menasha, and under the direction of Redevelopment Authority of the City of Menasha & , Lake Park Villas-Phase 2-Homeowner's Association, Inc., the property owners of said land, I have surveyed divided and mapped this Certified Survey Map; that such map correctly represents all exterior boundaries and the subdivision of the land surveyed; and that this land is All of Lots 1, 2, 3, & 4 of Certified Survey Map 2953, recorded as Document No 410750; part of Outlot 12 of Lake Park Villas recorded as Doc No. 347976 and part of the Vacated Right of Way of Georgetown Place per Resolution R-8-14 all being part of Government Lot 2 of Section 17, Township 20 North, Range 18 East, City of Menasha, Calumet County, Wisconsin, containing 28,810 Square Feet (0.6614 Acres) of land described as follows:

Commencing at the Northeast 1/4 corner of Section 17; thence along the East line of said Section 17, S00°36'55"W, 1559.68 feet; thence N89°23'05"W, 1579.07 feet to the Northwest corner of Lot47 of Lake Park Villas said point being the point of beginning; thence, along the East line of CSM 2953, S17°50'23"W, 107.30 feet to the Southeast corner of said Certified Survey Map 2953; thence, along the Southline of said CSM 2953, N71°03'19"W, 173.91 feet to an angle point on said South line; thence, continuing along said South line and the extension thereof, N50°52'56"W, 114.94 feet; thence along the East line of Lot 1 Certified Survey Map 3511 and the extension thereof, N42°20'58"E, 114.79 feet to the South right of way line of Georgetown Place per the City of Menasha Ordinance R-8-14; thence, along said right of way 25.46 feet along the arc of a curve to the left with a radius of 80.00 feet and a chord of 25.35 feet which bears S41°26'24"E; thence, continuing along said right of way 213.58 feet along the arc of a curve to the left with a radius of 450.00 feet and a chord of 213.58 feet which bears S64°17'08"E to the point of beginning, subject to all easements, and restrictions of record.

Given under my hand this _____ day of _____, _____.

James R. Sehloff, Wisconsin Professional Land Surveyor No. S-2692

City of Menasha Common Council Approval Certificate

Resolved, that this certified survey map in the City of Menasha, Calumet County, The City of Menasha, the property owner, is hereby approved by the Common Council of the City of Menasha.

Mayor Date

I hereby certify that the foregoing is a copy of a resolution adopted by the Common Council of the City of Menasha.

City Clerk Date

CURVE TABLE							
Curve	Radius	Chord Direction	Chord Length	Arc Length	Central Angle	Tangent Bearing-in	Tangent Bearing-out
C1	80.00'	S 41°26'24" E	25.35'	25.46'	18°14'05"	S 32°19'22" E	S 50°33'27" E
C2	450.00'	S 64°17'08" E	213.58'	215.64'	27°27'22"	S 50°33'27" E	S 78°00'49" E
C3	450.00'	S 52°38'22" E	32.70'	32.71'	4°09'51"	S 50°33'27" E	S 54°43'18" E
C4	450.00'	S 58°23'49" E	57.69'	57.73'	7°21'02"	S 54°43'18" E	S 62°04'20" E
C5	450.00'	S 65°51'46" E	59.50'	59.54'	7°34'52"	S 62°04'20" E	S 69°39'12" E
C6	450.00'	S 73°50'01" E	65.60'	65.66'	8°21'37"	S 69°39'12" E	S 78°00'49" E

Certified Survey Map No. _____

All of Lots 1, 2, 3, & 4 of Certified Survey Map 2953; part of Outlot 12 of Lake Park Villas and part of the Vacated Right of Way of Georgetown Place all being part of Government Lot 2 of Section 17, Township 20 North, Range 18 East, City of Menasha, Calumet County Wisconsin.

Corporate Owner's Certificate

Lake Park Villas-Phase 2-Homeowner's Association, Inc., a corporation duly organized and existing under and by virtue of the Laws of the State of Wisconsin, as the property owners, do hereby certify that we caused the land above described to be surveyed, divided, and mapped all as shown and represented on this map.

IN WITNESS WHEREOF, the said Lake Park Villas-Phase 2-Homeowner's Association, Inc., has caused these presents to be

signed by its authorized representatives, located at, _____, Wisconsin, and its corporate seal to be hereunto affixed

this _____ day of _____, 20____.

In the Presence of: Lake Park Villas-Phase 2-Homeowner's Association, Inc.

By _____	By _____
print name _____	print name _____
Title _____	Title _____

State of Wisconsin)
)ss
_____ County)

Personally came before me this _____ day of _____, 20____,

the above named, officers of said corporation, and acknowledged that they executed the foregoing instrument as such officers as the deed of said corporation, by its authority.

_____	My commission expires: _____.
Notary Public, Wisconsin	

Treasurers' Certificate

We, being the duly elected, qualified and acting Treasurers' of the City of Menasha and Calumet County, do hereby certify that in accordance with the records in our office, there are no unredeemed tax sales and unpaid taxes, or special assessments on and of the land included in this certified survey map.

_____	_____
City Treasurer	Date
_____	_____
County Treasurer	Date

James R. Sehloff Professional Land Surveyor No. S-2692 Date

Certified Survey Map No. _____

All of Lots 1, 2, 3, & 4 of Certified Survey Map 2953; part of Outlot 12 of Lake Park Villas and part of the Vacated Right of Way of Georgetown Place all being part of Government Lot 2 of Section 17, Township 20 North, Range 18 East, City of Menasha, Calumet County Wisconsin.

Corporate Owner's Certificate

The Redevelopment Authority of the City of Menasha, a corporation duly organized and existing under and by virtue of the Laws of the State of Wisconsin, as the property owners, do hereby certify that we caused the land above described to be surveyed, divided, and mapped all as shown and represented on this map.

IN WITNESS WHEREOF, the said Redevelopment Authority of the City of Menasha, has caused these presents to be

signed by its authorized representatives, located at, _____, Wisconsin, and its corporate seal to be hereunto affixed

this _____ day of _____, 20_____.

In the Presence of: The Redevelopment Authority of the City of Menasha

By _____	By _____
print name _____	print name _____
Title _____	Title _____

State of Wisconsin)
)ss
_____ County)

Personally came before me this _____ day of _____, 20____,

the above named, officers of said corporation, and acknowledged that they executed the foregoing instrument as such officers as the deed of said corporation, by its authority.

_____ My commission expires: _____.
Notary Public, Wisconsin

This Certified Survey Map is contained wholly within the property described in the following recorded instruments:

The property owners of record: Lake Park Villas-Phase 2- Homeowner's Association	Recording Information: Doc. 347976	Parcel Number(s): Part 7-01755-12 (LPV, OL12)
The Redevelopment Authority the City of Menasha	Doc. 474716	7-01700-48 (CSM 2953 Lot 1) 7-01700-49 (CSM 2953 Lot 2) 7-01700-50 (CSM 2953 Lot 3) 7-01700-51 (CSM 2953 Lot 4)

James R. Sehloff Professional Land Surveyor No. S-2692 Date _____

City of Menasha Disbursements

Weekly Accounts Payable	07/29/22 - 08/11/22 Checks # 75377-75503	\$3,741,613.28
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Bi-Weekly Payroll	08/11/22	\$233,271.18
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Additional Regular Cycle Accounts Payables -Paid Electronically

Nationwide Deferred Compensation	07/29/22	\$4,717.50
FSA HRA Admin Fees	07/29/22	\$658.75
Federal Tax Withholding	07/29/22	\$76,956.25
Employee Trust Funds - WRS	07/29/22	\$186,396.53
State Tax Withholding	07/29/22	\$12,294.19
Credit Card Fees	08/01/22	\$4.22
Delta Dental	08/03/22	\$1,606.40
Network Health Premium	08/08/22	\$152,379.27
Delta Dental	08/10/22	\$2,690.99
Credit Card Fees	08/10/22	\$35.70
Wisconsin Deferred Compensation	08/11/22	\$7,928.00
Employee Benefits-Flex Spending	08/11/22	\$4,575.64
HRA Funding	08/11/22	\$210.00
Community First CU-Payroll Deduction	08/11/22	\$569.50
		<u>\$ 451,022.94</u>
Total		<u><u>\$ 4,425,907.40</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

08/11/22

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: 7/29/2022

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
CENGAGE LEARNING INC/GALE	75377	7/29/2022	77987346	100-0601-551.30-14	57.58	LIB MATERIALS
		7/29/2022	78034963	100-0601-551.30-14	183.14	LIB MATERIALS
		Total for check: 75377			240.72	
CENTER POINT LARGE PRINT	75378	7/29/2022	1942777	100-0601-551.30-14	281.04	LIB MATERIALS
		Total for check: 75378			281.04	
DEMCO	75379	7/29/2022	7150840	100-0601-551.30-18	422.32	LIB DEPT SUPPLIES
		Total for check: 75379			422.32	
FINDAWAY WORLD LLC	75380	7/29/2022	394073	100-0601-551.30-14	899.02	LIB MATERIALS
		Total for check: 75380			899.02	
HOME DEPOT CREDIT SERVICES	75381	7/29/2022	7011046	100-0601-551.30-16	57.24	PROGRAM MATERIALS
		7/29/2022	9010751	100-0601-551.30-16	94.89	PROGRAM MATERIALS
		Total for check: 75381			152.13	
INGRAM LIBRARY SERVICES	75383	7/29/2022	59826714	100-0601-551.30-14	1,669.25	LIB MATERIALS
		7/29/2022	59859308	100-0601-551.30-14	339.08	LIB MATERIALS
		7/29/2022	59870726	100-0601-551.30-14	570.51	LIB MATERIALS
		7/29/2022	59943473	100-0601-551.30-14	573.91	LIB MATERIALS
		7/29/2022	59976332	100-0601-551.30-14	337.55	LIB MATERIALS
		7/29/2022	59987099	100-0601-551.30-14	72.34	LIB MATERIALS
		7/29/2022	70047130	100-0601-551.30-14	357.95	LIB MATERIALS
		7/29/2022	70056697	100-0601-551.30-14	333.05	LIB MATERIALS
		7/29/2022	70066615	100-0601-551.30-14	223.56	LIB MATERIALS
		7/29/2022	70074424	100-0601-551.30-14	536.12	LIB MATERIALS
		7/29/2022	70131649	100-0601-551.30-14	638.78	LIB MATERIALS
		7/29/2022	70131650	100-0601-551.30-14	422.88	LIB MATERIALS
		7/29/2022	70163612	100-0601-551.30-14	788.78	LIB MATERIALS
		7/29/2022	70172542	100-0601-551.30-14	46.72	LIB MATERIALS

AP Check Register

Check Date: 7/29/2022

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
INGRAM LIBRARY SERVICES...	75383...	7/29/2022	70206160	100-0601-551.30-14	274.89	LIB MATERIALS
		7/29/2022	70267826	100-0601-551.30-14	113.85	LIB MATERIALS
		7/29/2022	70280614	100-0601-551.30-14	245.20	LIB MATERIALS
		Total for check: 75383			7,544.42	
JESSICA KETCHUM	75384	7/29/2022	BOOK	100-0601-551.30-14	15.00	REIMBURSE BOOK
			Total for check: 75384			15.00
KITZ & PFEIL INC	75385	7/29/2022	38267	100-0601-551.30-13	28.57	HOUSEKEEPING
			Total for check: 75385			28.57
MIDWEST TAPE	75386	7/29/2022	502217795	100-0601-551.30-14	176.90	LIB MATERIALS
		7/29/2022	502235389	100-0601-551.30-14	139.45	LIB MATERIALS
		7/29/2022	502282107	100-0601-551.30-14	11.24	LIB MATERIALS
		7/29/2022	502283263	100-0601-551.30-14	244.40	LIB MATERIALS
Total for check: 75386			571.99			
MILES DATA TECHNOLOGIES LLC	75387	7/29/2022	INV1665758	100-0601-551.30-10	58.72	LIB OFFICE SUPPLIES
			Total for check: 75387			58.72
MBM	75388	7/29/2022	IN3725603	100-0601-551.24-04	219.34	SPECIALIZED EQUIPMENT
			Total for check: 75388			219.34
CINDY SCHAEFER-KEMPS	75389	7/29/2022	REIMBURSEMENT	100-0601-551.30-16	205.78	REIBURSE PURCHASE FOR LIB
			Total for check: 75389			205.78
SERVICEMASTER BUILDING MAINTENANCE	75390	7/29/2022	40331	100-0601-551.20-01	1,525.00	JANITORIAL CONTRACT SVCS
			Total for check: 75390			1,525.00

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STAPLES	75391	7/29/2022	8066845167	100-0601-551.30-10	87.08	LIB OFFICE SUPPLIES
			Total for check: 75391		87.08	
SYNCB/AMAZON	75394	7/29/2022	433888985735	100-0601-551.30-16	4.49	PROGRAM MATERIALS
		7/29/2022	435455536487	100-0601-551.30-16	141.50	PROGRAM MATERIALS
		7/29/2022	436446884688	100-0601-551.30-10	11.19	LIB MATERIALS
		7/29/2022	436586763374	100-0601-551.30-16	69.80	PROGRAM MATERIALS
		7/29/2022	438675685593	100-0601-551.30-18	10.69	DEPT SUPPLIES
		7/29/2022	438956543837	100-0601-551.30-14	40.95	LIB MATERIALS
		7/29/2022	444454678534	100-0601-551.30-14	5.99	LIB MATERIALS
		7/29/2022	449395445967	100-0601-551.30-16	19.98	PROGRAM MATERIALS
		7/29/2022	454695963975	100-0601-551.30-16	194.66	PROGRAM MATERIALS
		7/29/2022	459679879757	100-0601-551.30-10	10.99	LIB MATERIALS
		7/29/2022	473448678869	100-0601-551.30-16	8.07	PROGRAM MATERIALS
		7/29/2022	473577848578	100-0601-551.30-16	24.99	PROGRAM MATERIALS
		7/29/2022	489748369598	100-0601-551.30-10	108.89	LIB MATERIALS
		7/29/2022	548784793334	100-0601-551.30-12	253.77	COMP/TECHNOLOGY
		7/29/2022	567539344869	100-0601-551.30-14	13.99	LIB MATERIALS
		7/29/2022	567657843787	100-0601-551.30-15	24.98	TOOLS/EQUIPMENT
		7/29/2022	573894995576	100-0601-551.30-16	13.49	PROGRAM MATERIALS
		7/29/2022	584875675939	100-0601-551.20-05	11.00	PROGRAM MATERIALS
		7/29/2022	648439547946	100-0601-551.30-16	176.51	PROGRAM MATERIALS
		7/29/2022	648767884667	100-0601-551.30-16	60.14	PROGRAM MATERIALS
		7/29/2022	688869745447	100-0601-551.30-10	7.99	LIB OFFICE SUPPLIES
		7/29/2022	734388977343	100-0601-551.30-10	5.49	LIB OFFICE SUPPLIES
		7/29/2022	747657954889	100-0601-551.30-10	16.82	LIB OFFICE SUPPLIES
		7/29/2022	753788894885	100-0601-551.30-14	44.99	LIB MATERIALS
		7/29/2022	763346855983	100-0601-551.30-16	9.69	PROGRAM MATERIALS
		7/29/2022	766739869586	100-0601-551.30-14	44.93	LIB MATERIALS
		7/29/2022	776345977656	100-0601-551.30-18	18.98	LIB DEPT SUPPLIES
		7/29/2022	796769594866	100-0601-551.30-14	117.77	LIB MATERIALS
		7/29/2022	857354744635	100-0601-551.30-16	55.50	PROGRAM MATERIALS
		7/29/2022	864453369777	100-0601-551.30-14	10.99	LIB MATERIALS

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SYNCB/AMAZON...	75394...	7/29/2022	886959336373	100-0601-551.30-14	11.99	LIB MATERIALS
		7/29/2022	944394635385	100-0601-551.30-16	24.97	PROGRAM MATERIALS
		7/29/2022	945434399775	100-0601-551.30-16	17.30	PROGRAM MATERIALS
		7/29/2022	945668536879	100-0601-551.30-10	41.43	LIB OFFICE SUPPLIES
		7/29/2022	964847995489	100-0601-551.30-14	9.99	LIB MATERIALS
		7/29/2022	967893896753	100-0601-551.30-14	27.50	LIB MATERIALS
		7/29/2022	985478537789	100-0601-551.30-16	85.23	PROGRAM MATERIALS
			Total for check: 75394		1,757.63	
THE LIBRARY STORE	75395	7/29/2022	580225	100-0601-551.30-18	114.43	LIB DEPT SUPPLIES
			Total for check: 75395		114.43	
UNIQUE MANAGEMENT SERVICES INC	75396	7/29/2022	6102955	100-0601-551.21-06	244.65	PLACEMENTS
			Total for check: 75396		244.65	
US BANK EQUIPMENT FINANCE	75397	7/29/2022	477580872	100-0601-551.24-04	513.46	SPECIALIZED EQUIPMENT
			Total for check: 75397		513.46	
ANN VOGES	75398	7/29/2022	WISCONSIN ROCKS	100-0601-551.20-05	140.00	PROGRAM WISCONSIN ROCKS AUG 27TH 10-12
			Total for check: 75398		140.00	
WINNEFOX AUTOMATED LIBRARY SYSTEM	75399	7/29/2022	WALS2002	100-0601-551.30-14	360.00	LIB MATERIALS
			Total for check: 75399		360.00	
WINNEFOX LIBRARY SYSTEM	75400	7/29/2022	WLS1630	100-0601-551.30-10	71.95	LIB OFFICE SUPPLIES
			Total for check: 75400		71.95	

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GER XIONG	75401	7/29/2022	WORKSHOP 8/27	100-0601-551.20-05	250.00	HANDS ON WORKSHOP 8/27/22
			Total for check: 75401		<u>250.00</u>	
					<u>15,703.25</u>	

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ACCURATE	75402	8/4/2022	2208826	731-1022-541.30-18	42.75	WASHERS/LOCKS/METAL
			Total for check: 75402		42.75	
AIRGAS USA LLC	75403	8/4/2022	9127945289	731-1022-541.30-18	12.58	TIP CLNR
			Total for check: 75403		12.58	
APPLETON HYDRAULIC COMPONENTS	75404	8/4/2022	46034	731-1022-541.29-04	110.00	INSPECTION/TEST
			Total for check: 75404		110.00	
CITY OF APPLETON	75405	8/4/2022	9782	100-0302-542.25-01	17,315.00	JULY TRANSIT SERVICES
			Total for check: 75405		17,315.00	
ARROW AUDIO	75406	8/4/2022	16049	100-0703-553.24-05	2,321.68	PROJECT #2393 KOSLO PARK CARRYOVER FROM 2021
				826-0703-553.30-18	3,521.68	PROJECT #2393 KOSLO PARK MACS & MJSD DONATION
			Total for check: 75406		5,843.36	
ASSOCIATED APPRAISAL CONSULTANTS	75407	8/4/2022	163638	100-0402-513.21-09	61.66	INTERNET PARCEL POSTING
					5,000.00	AUG ASSESSMENT SVCS
				100-0402-513.30-11	3.00	POSTAGE
			Total for check: 75407		5,064.66	
AUTOMATED COMFORT CONTROLS	75408	8/4/2022	31578	470-0501-522.82-01	5,123.10	PD/FIRE 35 PNEUMATIC CTRL
				470-0801-521.82-01	5,123.10	PD/FIRE 35 PNEUMATIC CTRL
			Total for check: 75408		10,246.20	
AUTOMOTIVE SUPPLY COMPANY	75409	8/4/2022	011997338	731-1022-541.38-03	239.72	STRUT ASSEMBLY
			Total for check: 75409		239.72	

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JORDAN BATCHELOR	75410	8/4/2022	UNIFORM	100-0801-521.19-03	82.81	UNIFORM ALLOWANCE
			Total for check: 75410		82.81	
COMPLETE OFFICE OF WISCONSIN	75411	8/4/2022	415144	731-1022-541.30-10	15.49	GEL PEN
			Total for check: 75411		15.49	
COONEY'S EMBROIDERY	75412	8/4/2022	19448	100-0801-521.19-03	44.00	CLOTHING ALLOW-HARTMAN
			Total for check: 75412		44.00	
CORELOGIC	75413	8/4/2022		100-0000-121.01-00	1,432.45	REFUND TAX OVERPAYMENTS
			Total for check: 75413		1,432.45	
ENERGY CONTROL & DESIGN INC	75414	8/4/2022	0093653-IN	100-0704-552.24-03	1,301.56	PILOT ASSEMBLY
			Total for check: 75414		1,301.56	
ENVISIONINK PRINTING SOLUTIONS	75415	8/4/2022	223406	731-1022-541.30-10	360.00	#10 ENVELOPES
			Total for check: 75415		360.00	
EZ GLIDE GARAGE DOORS AND OPENERS	75416	8/4/2022	0177700-IN	731-1022-541.24-03	1,450.00	PARTS
			Total for check: 75416		1,450.00	
FARRELL EQUIPMENT & SUPPLY CO INC	75417	8/4/2022	INV000001267023	100-0703-553.30-18	46.98	MORTA/WALNUT COLOR PACK
			Total for check: 75417		46.98	
FOX CITIES CHAMBER OF COMMERCE &	75418	8/4/2022	61568	487-0304-562.21-10	6,000.00	ECONOMIC DEVELOPMENT INVESTMENT 2022
				492-0304-562.21-10	6,000.00	ECONOMIC DEVELOPMENT INVESTMENT 2022
			Total for check: 75418		12,000.00	

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GREAT LAKES TV-SEAL INC	75419	8/4/2022	21553	601-1020-543.24-05	2,676.54	JOB #22243
			Total for check: 75419		2,676.54	
GUSTMAN CHEVROLET SALES INC	75420	8/4/2022	60279	731-1022-541.38-03	59.81	CABLE
			Total for check: 75420		59.81	
BONNIE HANSON	75421	8/4/2022	RESERVATION	100-0000-201.08-00	11.43	CX RESERVATION 9/10/22 SMITH PARK GARDENS
				100-0000-441.23-00	228.57	CX RESERVATION 9/10/22 SMITH PARK GARDENS
			Total for check: 75421		240.00	
JX ENTERPRISES INC	75422	8/4/2022	2417619S	731-1022-541.29-04	4,488.46	AUTO REPAIR
			Total for check: 75422		4,488.46	
KL ENGINEERING INC	75423	8/4/2022	20220756	484-1003-541.82-02	2,790.42	PROJECT#22004-001 RACINE ST BRIDGE LIGHTING
			Total for check: 75423		2,790.42	
KLINK HYDRAULICS LLC	75424	8/4/2022	23821	731-1022-541.38-03	42.00	ELBOWS
			Total for check: 75424		42.00	
JEFF KRUEGER	75425	8/4/2022	REFUND DEPOSIT	100-0000-201.10-00	100.00	REFUND DEPOSIT EXCAV PERMIT #13681
			Total for check: 75425		100.00	
LAWSON PRODUCTS INC	75426	8/4/2022	9309761125	731-1022-541.30-18	152.94	DRILL BITS
			Total for check: 75426		152.94	
LEVENHAGEN OIL CORPORATION	75427	8/4/2022	105390	207-0707-552.38-01	5,450.66	FUEL

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LEVENHAGEN OIL CORPORATION...	75427...	8/4/2022	106467	207-0707-552.38-01	2,627.40	FUEL
			Total for check: 75427		8,078.06	
MATTHEWS TIRE & SERVICE CENTER	75428	8/4/2022	83837	731-1022-541.38-02	363.90	TIRES/PARTS
			Total for check: 75428		363.90	
MCMAHON	75429	8/4/2022	927150	601-1020-543.21-02	332.50	WM & SEWER CONSTRUCTION PROJECT #09-22-00412
			Total for check: 75429		332.50	
MCNEILUS TRUCK & MFG COMPANY	75430	8/4/2022	5547187	731-1022-541.38-03	2,280.87	PUMP
			Total for check: 75430		2,280.87	
MENARDS-APPLETON EAST	75431	8/4/2022	23015	100-1009-541.30-15	199.80	PARTS
			Total for check: 75431		199.80	
MODERN DAIRY	75432	8/4/2022	INV-296423	100-0704-552.30-17	702.32	POOL CONCESSIONS
			Total for check: 75432		702.32	
N&M AUTO SUPPLY	75433	8/4/2022	772145	731-1022-541.38-04	9.92	REPLACEMENT LENS
			Total for check: 75433		9.92	
NEENAH-MENASHA SEWERAGE COMMISSION	75434	8/4/2022	2022-106	601-1021-543.25-01	75,186.39	AUG 2022 WASTEWATER TX
		8/4/2022	2022-112	601-1021-543.25-01	24,464.00	AUG 2022 INT/DEBT CHARGES
			Total for check: 75434		99,650.39	
ROBIN NELSON	75435	8/4/2022	REFUND DEPOSIT	100-0000-201.10-00	100.00	REFUND EXCAV DEPOSIT PERMIT #13704
			Total for check: 75435		100.00	

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NORTHEAST ASPHALT INC	75436	8/4/2022	1812323	625-1010-541.30-18	351.74	ASPHALT
			Total for check: 75436		351.74	
ORBIT SCREENS INC	75437	8/4/2022	3439	731-1022-541.38-03	804.00	OVERS CONVEYOR BELT MOTOR
			Total for check: 75437		804.00	
PARAGON DEVELOPMENT SYSTEMS INC	75438	8/4/2022	15123235	470-0204-512.80-05	17,613.00	ELECTRONIC POLL BOOKS
		8/4/2022	15123240	470-0204-512.80-05	9,004.00	ELECTRONIC POLL BOOKS
			Total for check: 75438		26,617.00	
PSYCHOLOGIE CLINIQUE SC	75439	8/4/2022	MENASHA PD	100-0801-521.21-05	540.00	PSYCH EVAL 8/2/22
			Total for check: 75439		540.00	
RIESTERER & SCHNELL INC	75440	8/4/2022	2243869	731-1022-541.38-03	65.48	SEALS/RINGS
		8/4/2022	2245200	731-1022-541.38-03	72.81	WASHERS/SWITCH HYDRAULIC CYLINDER
			Total for check: 75440		138.29	
ROMAINE ELECTRIC-19	75441	8/4/2022	19-003553	731-1022-541.38-03	322.06	STARTER
			Total for check: 75441		322.06	
DIANE SCHABACH	75442	8/4/2022	3RD QUARTER	207-0707-552.21-06	13,000.00	HARBOR MASTER CONTRACT 3RD QUARTER
			Total for check: 75442		13,000.00	
SERVICE MOTOR COMPANY	75443	8/4/2022	P65436	731-1022-541.38-03	38.32	PARTS
			Total for check: 75443		38.32	
SERVICEMASTER BUILDING MAINTENANCE	75444	8/4/2022	40538	100-0801-521.20-01	55.00	JANITORIAL CONTRACT GARAGE
		8/4/2022	40546	100-0801-521.20-01	1,657.00	JANITORIAL CONTRACT POLICE DEPT
		8/4/2022	40563	731-1022-541.20-01	2,190.00	JANITORIAL CONTRACT PWF

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SERVICEMASTER BUILDING MAINTENANCE...	75444...	8/4/2022	40636	100-0704-552.20-01	2,355.86	JANITORIAL CONTRACT POOL
			Total for check: 75444		6,257.86	
SITEONE LANDSCAPE SUPPLY	75445	8/4/2022	121153691-001	100-1009-541.30-18	517.34	SEED STARTER
			Total for check: 75445		517.34	
SPEEDY CLEAN DRAIN & SEWER INC	75446	8/4/2022	76662	601-1020-543.21-02	12,745.68	CLEAN SANITARY SEWERS LAUNCH LATERALS
				625-1010-541.21-02	2,149.10	CLEAN STORM MAINS & STORM INLET LEADS
			Total for check: 75446		14,894.78	
JOSEPH SVITAK	75447	8/4/2022	UNIFORM	100-0801-521.19-03	155.00	UNIFORM ALLOWANCE PD
			Total for check: 75447		155.00	
TRANSCENDENT TECHNOLOGIES	75448	8/4/2022	M5686	743-0403-513.21-04	3,335.00	JUNE IMPLEMENTATION HOURS
				743-0403-513.24-04	3,335.00	JUNE IMPLEMENTATION HOURS
					(3,335.00)	JUNE IMPLEMENTATION HOURS
			Total for check: 75448		3,335.00	
UNIFIRST CORPORATION	75449	8/4/2022	097 0355807	731-1022-541.20-01	169.75	CLEANING SERVICE
			Total for check: 75449		169.75	
US BANK EQUIPMENT FINANCE	75450	8/4/2022	478095573	743-0403-513.29-01	58.40	COPIER LEASE
			Total for check: 75450		58.40	
VINTON CONSTRUCTION COMPANY	75451	8/4/2022	2022-01	470-0000-201.04-00	(3,587.46)	MAIN ST RECONSTRUCTION
				470-1003-541.82-02	68,859.52	MAIN ST RECONSTRUCTION
				625-0000-194.00-00	7,543.68	MAIN ST RECONSTRUCTION
		8/4/2022	2022-02	470-0000-201.04-00	(10,925.73)	AIRPORT RD RECONSTRUCTION
				470-1003-541.82-02	136,852.96	AIRPORT RD RECONSTRUCTION
					365,472.15	AIRPORT RD RECONSTRUCTIONFOX CROSSING

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VINTON CONSTRUCTION COMPANY...	75451...	8/4/2022...	2022-02...	625-0000-194.00-00	30,957.33	AIRPORT RD RECONSTRUCTION
			Total for check: 75451		595,172.45	
WE ENERGIES	75452	8/4/2022	4225917103	100-0000-123.00-00	80.08	GAS 6/19-7/18/22 NM FIRE
				100-0601-551.22-04	229.14	GAS 6/19-7/18/22 LIBRARY
				100-0703-553.22-04	34.13	GAS 6/19-7/18/22 PARKS
				100-0704-552.22-04	9.57	GAS 6/19-7/18/22 POOL
				100-0801-521.22-04	110.59	GAS 6/19-7/18/22 POLICE
				100-0920-531.22-04	9.90	GAS 6/19-7/18/22 SR CTR
				207-0707-552.22-04	26.98	GAS 6/19-7/18/22 MARINA
			Total for check: 75452		500.39	
WIL-KIL PEST CONTROL	75453	8/4/2022	4448179	100-0704-552.24-03	101.25	COMMERICAL CONTRACT JEFFERSON POOL
			Total for check: 75453		101.25	
WINNEBAGO LIQUID WASTE	75454	8/4/2022	11556	100-0703-553.20-09	105.00	CLEANING SERVICE ALL 3 LOCATIONS
		8/4/2022	11587	100-0703-553.20-09	105.00	CLEANING SERVICE ALL 3 LOCATIONS
		8/4/2022	11608	100-0703-553.20-09	475.00	CLEANING SERVICE 3 BOAT LAUNCHES
		8/4/2022	11617	100-0703-553.20-09	105.00	CLEANING SERVICE ALL 3 LOCATIONS
		8/4/2022	11660	100-0703-553.20-09	105.00	CLEANING SERVICE ALL 3 LOCATIONS
			Total for check: 75454		895.00	
WISCONSIN DOCUMENT IMAGING	75455	8/4/2022	176579	743-0403-513.29-01	922.73	PRINTER/COPIER USAGE 6/17 - 7/16
			Total for check: 75455		922.73	
					842,666.85	

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ACCURATE	75456	8/11/2022	2209116	731-1022-541.38-03	1,274.02	PARTS/CORE CHARGE
		8/11/2022	2209137	731-1022-541.38-03	(100.96)	CORE CREDIT
		8/11/2022	2209139	731-1022-541.30-18	13.41	ERASER PADS
		Total for check: 75456			1,186.47	
ALLIANCE CONCRETE CUTTING LLC	75457	8/11/2022	22-4190	100-1003-541.20-10	500.00	CURB CUTTING
					500.00	
AMAZON CAPITAL SERVICES	75458	8/11/2022	113G-XNRM-7KGF	100-0301-523.30-18	43.18	FILE FOLDERS
		8/11/2022	163V-T36V-JHYX	100-0704-552.30-10	(62.98)	RETURN WALKIE TALKIES
		8/11/2022	19KK-PNFG-J344	100-0704-552.30-10	(15.98)	RETURN CASH REGISTER BAGS
		8/11/2022	19PQ-FHT9-1X6N	100-0801-521.30-10	62.49	OFFICE SUPPLIES
		8/11/2022	1CGG-RDJR-MHC1	100-0801-521.30-18	135.93	OFFICE SUPPLIES
		8/11/2022	1DF7-1FJC-13JH	100-0801-521.30-15	49.43	SUPPLIES
		8/11/2022	1DLY-FJMF-JHGW	100-0704-552.30-10	(111.70)	RETURN WALKIE TALKIES
		8/11/2022	1F1G-WXPH-HR36	100-0704-552.30-10	(14.85)	RETURN PRECUT CHANGABLE LETTERS
		8/11/2022	1FXH-3TM7-6XMR	100-0903-531.30-18	18.97	PICTURE HANGING STRIPS
				100-0907-531.30-18	10.66	LEGAL NOTE PAD
		8/11/2022	1G33-RWGP-JTVC	100-0801-521.30-10	15.44	OFFICE SUPPLIES
		8/11/2022	1HLR-VNM9-MTQK	100-0702-552.30-18	29.61	GRUNSKI BAG
		8/11/2022	1KD4-6LXK-TWNW	100-0801-521.30-10	52.01	OFFICE SUPPLIES
		8/11/2022	1KD4-XYC9-JCMX	100-0801-521.30-15	55.98	OFFICE SUPPLIES
		8/11/2022	1NLR-KCV4-7DHY	100-0801-521.30-10	26.54	BALLPOINT PENS/HOLE PUNCH
		8/11/2022	1QC9-FQ9C-4YXL	100-0801-521.30-15	74.99	DIGITAL FIREARMS TORQUE WRENCH
		Total for check: 75458			369.72	
APPLETON SCHOOL DISTRICT	75459	8/11/2022	TAX COLLECTION	100-0000-203.05-00	52,012.26	2021/2022 TAX COLLECTIONS
					52,012.26	
BERGSTROM	75460	8/11/2022	77683	731-1022-541.38-03	34.76	MOTOR ASY

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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
BERGSTROM...	75460...	8/11/2022	RO# 409221	100-0801-521.29-04	1,406.41	INTERCEPTOR REPAIR
			Total for check: 75460		1,441.17	
BOBCAT OF JANESVILLE	75461	8/11/2022	02-218679	731-1022-541.38-03	321.37	FEEDWHEEL VALVE
			Total for check: 75461		321.37	
ENVISIONINK PRINTING SOLUTIONS	75462	8/11/2022	224116	207-0707-552.29-01	42.00	KEY SIGN OUT CARD MARINA
			Total for check: 75462		42.00	
EVERGREEN POWER	75463	8/11/2022	16221	731-1022-541.38-03	86.97	BLADE
			Total for check: 75463		86.97	
FACTORY MOTOR PARTS CO	75464	8/11/2022	18-2072990	731-1022-541.38-03	17.19	FILTER
		8/11/2022	18-2073409	731-1022-541.38-03	22.92	FILTER
		8/11/2022	18-2073420	731-1022-541.38-03	11.46	FILTER
			Total for check: 75464		51.57	
FERGUSON WATERWORKS #1476	75465	8/11/2022	0366638	625-1010-541.30-18	2,219.00	FRAMES/GRATES
			Total for check: 75465		2,219.00	
FERRELLGAS	75466	8/11/2022	1119962219	731-1022-541.30-18	108.08	CYLINDER RENTAL
			Total for check: 75466		108.08	
FOX VALLEY TECHNICAL COLLEGE	75467	8/11/2022	TAX COLLECTION	100-0000-203.04-00	182,030.65	2021/2022 TAX COLLECTIONS
			Total for check: 75467		182,030.65	
GO GREEN RECYCLING LLC	75468	8/11/2022	6459	625-1010-541.24-05	255.19	3/4 CLEAR PER TON
			Total for check: 75468		255.19	

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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>
GREEN BAY PRESSURE SYSTEMS LLC	75469	8/11/2022	14546	731-1022-541.29-04	449.75	SHOP SUPPLIES
			Total for check: 75469		449.75	
GRIESBACH READY-MIX LLC	75470	8/11/2022	6030	100-1003-541.30-18	2,968.00	CONCRETE BILL
				100-1004-541.30-18	122.00	CONCRETE BILL
			Total for check: 75470		3,090.00	
GUNDERSON CLEANERS	75471	8/11/2022	1153219	100-0801-521.30-13	60.10	CLEANING SERVICE
			Total for check: 75471		60.10	
HEARTLAND BUSINESS SYSTEMS	75472	8/11/2022	533915-H	743-0403-513.24-04	3,564.00	VEEAM - BACK UP SOFTWARE
			Total for check: 75472		3,564.00	
CLAIRE HOLZSCHUH	75473	8/11/2022	MILEAGE	100-0903-531.33-01	6.67	JUNE 2022 TRAVEL EXPENSE
			Total for check: 75473		6.67	
KITZ & PFEIL INC	75475	8/11/2022	37933	100-0920-531.24-03	12.59	VALVE FLUSH
		8/11/2022	37937	625-1003-541.30-15	16.19	WASH HOSE
		8/11/2022	37938	100-0704-552.24-03	11.47	SKIMMER HAND ACE ALUM 4'
		8/11/2022	37958	100-0703-553.30-18	19.42	PARTS
		8/11/2022	37966	100-0703-553.30-18	12.59	PLANT FOOD
		8/11/2022	38060	100-1008-541.30-18	12.13	GAL PAINT THINNER MULTI MIX CONTAINER
		8/11/2022	38079	100-0601-551.24-03	58.04	CABLE TIES/NUTS & BOLTS
		8/11/2022	38087	731-1022-541.38-03	2.05	NUTS & BOLTS
		8/11/2022	38104	100-1008-541.30-18	20.31	STAPLE/MOUNT TAPE
		8/11/2022	38107	731-1022-541.30-18	6.29	INTERIOR DETAIL WIPE
		8/11/2022	38113	100-0703-553.30-15	6.99	CABLE TIES
		8/11/2022	38144	100-0703-553.24-03	32.29	HARDWARE
		8/11/2022	38179	100-0703-553.30-18	110.88	SYNTHETIC OIL
		8/11/2022	38192	100-0703-553.24-03	21.17	NUTS & BOLTS
		8/11/2022	38220	100-0920-531.24-03	6.29	PICTURE HANG STRIPS

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KITZ & PFEIL INC...	75475...	8/11/2022	38221	731-1022-541.38-03	1.08	NUTS & BOLTS	
		8/11/2022	38232	100-0703-553.24-03	8.53	CLAMPS	
		8/11/2022	38255	731-1022-541.38-03	13.02	HARDWARE/NUTS & BOLTS	
		8/11/2022	38256	731-1022-541.38-03	2.92	NUTS & BOLTS	
		8/11/2022	38268	731-1022-541.38-03	7.19	PASTE FLUX/BRUSH	
		8/11/2022	38277	100-0703-553.30-18	19.98	PREM ORANGE LINE	
		8/11/2022	38326	100-0703-553.30-18	2.15	NUTS & BOLTS	
		8/11/2022	38327	100-0703-553.30-18	4.13	SPRAY PAINT	
Total for check: 75475					407.70		
KL ENGINEERING INC	75476	8/11/2022	20220648	484-1003-541.82-02	1,710.42	PROJECT# 22004-001	BRIDGE LIGHTING / EVAL
		8/11/2022	20220758	100-1008-541.21-02	405.00	PROJECT#22055-000	114, RIVER ST SIGNAL REHA
		Total for check: 75476					2,115.42
LAKE PARK VILLAS HOMEOWNERS ASSN	75477	8/11/2022	270	501-0304-562.32-01	3,387.91	LVP - HOA FEES JULY	
		Total for check: 75477					3,387.91
MATTHEWS TIRE & SERVICE CENTER	75478	8/11/2022	83931	731-1022-541.38-02	198.25	TIRE REPAIR	
		8/11/2022	83932	731-1022-541.38-02	113.59	TIRE REPAIR	
		8/11/2022	83968	731-1022-541.38-04	1,156.00	TIRES/HARDWARE	
		Total for check: 75478					1,467.84
MENARDS-APPLETON EAST	75479	8/11/2022	65894	100-0703-553.30-18	11.98	DUCK TAPE/CORRUGATED	REDUCR
		Total for check: 75479					11.98
MENASHA JOINT SCHOOL DISTRICT	75480	8/11/2022	TAX COLLECTION	100-0000-203.03-00	2,276,865.35	2021/2022 TAX COLLECTIONS	
		Total for check: 75480					2,276,865.35
MENASHA NEENAH MUNICIPAL COURT	75481	8/11/2022	REPORT #22-0061	100-0000-201.03-00	186.60	REPORT #22-0061	
		8/11/2022	REPORT #22-0206	100-0000-201.03-00	363.00	REPORT #22-0206	
		8/11/2022	REPORT #22-0207	100-0000-201.03-00	211.80	REPORT #22-0207	

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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
MENASHA NEENAH MUNICIPAL COURT...	75481...	8/11/2022	REPORT #22-0208	100-0000-201.03-00	148.80	REPORT #22-0208
			Total for check: 75481		910.20	
MENASHA UTILITIES	75482	8/11/2022	4924	601-0401-513.25-01	16,941.97	JUNE SEWER CHARGES
				625-0401-513.25-01	1,651.78	JUNE STORMWATER CHGS
		8/11/2022	MENASHA UTILITY	100-0000-123.00-00	11.25	ELEC 6/7-7/7/22
				100-0703-553.22-03	256.58	ELEC 6/7-7/7/22
				100-0703-553.22-05	309.91	WATER/SEW 6/7-7/7/22
				100-0703-553.22-06	212.59	STORM 6/7-7/7/22
				100-1008-541.22-03	212.72	ELEC 6/7-7/7/22
				100-1012-541.22-03	15.88	ELEC 6/7-7/7/22
				601-1020-543.22-03	34.97	ELEC 6/7-7/7/22
				731-1022-541.22-03	26.95	ELEC 6/7-7/7/22
			Total for check: 75482		19,674.60	
MID-AMERICAN RESEARCH CHEMICAL	75483	8/11/2022	0767947-IN	731-1022-541.30-18	277.98	CAR/TRUCK WASH
			Total for check: 75483		277.98	
MORTON SAFETY	75484	8/11/2022	218327	731-1022-541.30-18	113.20	FIRST AID SUPPLIES
			Total for check: 75484		113.20	
N&M AUTO SUPPLY	75485	8/11/2022	772574	731-1022-541.38-03	30.56	LAMP
			Total for check: 75485		30.56	
OSI ENVIRONMENTAL INC	75486	8/11/2022	4022555	731-1022-541.21-06	50.00	FILTERS - CRUSHED
			Total for check: 75486		50.00	
ANDREA OSKEY	75487	8/11/2022	MILEAGE	743-0403-513.33-01	22.46	MAY/JUNE 2022 TRAVEL EXPENSE
			Total for check: 75487		22.46	

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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
PACKER CITY INTL TRUCKS INC	75488	8/11/2022	X103117649:01	731-1022-541.38-03	148.37	FILTERS
		8/11/2022	X103117649:02	731-1022-541.38-03	25.16	FILTERS
	Total for check: 75488				173.53	
LINDA PALMBACH	75489	8/11/2022	MILEAGE	100-0903-531.33-01	25.68	JUNE 22 TRAVEL EXPENSE
			Total for check: 75489			
MEGHAN PAULY	75490	8/11/2022	MILEAGE	100-0903-531.33-01	0.94	JUNE 2022 TRAVEL EXPENSE
				100-0905-531.33-01	8.89	JUNE 2022 TRAVEL EXPENSE
	Total for check: 75490				9.83	
REDI-WELDING CO	75491	8/11/2022	15547	731-1022-541.30-18	832.35	DUMPSTER BOTTOM/ANGLES WALL TUBING
				731-1022-541.38-03	410.00	DUMPSTER BOTTOM/ANGLES WALL TUBING
		8/11/2022	15548	731-1022-541.30-18	261.60	FLAT BAR
Total for check: 75491				1,503.95		
REGISTRATION FEE TRUST TVRP	75492	8/11/2022	70ME	100-0000-454.00-00	500.00	PARKING TICKET PROCESS FEE
			Total for check: 75492			
RIESTERER & SCHNELL INC	75493	8/11/2022	2246528	731-1022-541.38-03	444.50	HYDRAULIC CYLINDER
			Total for check: 75493			
SERVICE MOTOR COMPANY	75494	8/11/2022	P65723	731-1022-541.38-03	50.71	PARTS
			Total for check: 75494			
THEDACARE AT WORK	75495	8/11/2022	327054	100-0202-512.21-05	385.00	LAB TESTS
		8/11/2022	327675	100-0202-512.21-06	373.33	EAP CONTRACT
	Total for check: 75495				758.33	

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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
THEDACARE LABORATORIES	75496	8/11/2022	12100376	100-0905-531.21-05	1,090.47	LAB WORK
			Total for check: 75496		1,090.47	
TITLETOWN DRONES LLC	75497	8/11/2022	22-322	100-0801-521.30-20	1,298.00	PARTS
			Total for check: 75497		1,298.00	
UNIFIRST CORPORATION	75498	8/11/2022	097 0356146	731-1022-541.20-01	170.25	CLEANING SERVICE
			Total for check: 75498		170.25	
WE ENERGIES	75499	8/11/2022	4230545924	100-1012-541.22-03	98.62	LED ST LIGHTS 6/28-7/13
		8/11/2022	4230852439	100-1012-541.22-03	945.56	STREET LIGHTS 6/28-7/13
		8/11/2022	4238233461	731-1022-541.22-04	78.32	GAS 6/1-7/4/22 PWF
			Total for check: 75499		1,122.50	
WIL-KIL PEST CONTROL	75500	8/11/2022	4443515	731-1022-541.20-07	84.77	COMMERICAL CONTRACT PWF
		8/11/2022	4463845	100-0703-553.20-03	118.30	COMMERCIAL CONTRACT SMITH PARK
			Total for check: 75500		203.07	
WINNEBAGO COUNTY TREASURER	75501	8/11/2022	22930	100-0805-521.25-01	102.92	INMATE CHARGES
		8/11/2022	TAXES	100-0000-121.01-00	(516,924.91)	TAXES
				100-0000-203.02-00	836,149.25	TAXES
			Total for check: 75501		319,327.26	
WISCONSIN DEPT OF NATURAL RESOURCES	75502	8/11/2022	471175320-20221	625-1010-541.25-01	3,000.00	STORM WATER CONTRACT
			Total for check: 75502		3,000.00	

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WISCONSIN SUPPORT COLLECTIONS	75503	8/11/2022	20220811	100-0000-202.03-00	434.93	PAYROLL SUMMARY
Total for check: 75503					<u>434.93</u>	
					<u>2,883,243.18</u>	



To: Menasha Common Council

From: Haley Krautkramer, City Clerk

RE: Beverage Operator License (Bartender) Applicants

Date: 8/11/2022

The following individual has applied for a bartender license to serve, dispense and/or sell alcohol at a licensed establishment in the City. They have not met the criteria under the "Guidelines for Operator Licenses" approved by the Common Council. Therefore, staff is recommending **DEFERRAL** of the following applicant's Alcohol Operator's License:

Ronald Gordon

CITY OF MENASHA POLICY GUIDELINES FOR OPERATOR LICENSES

1. Intent: It is the responsibility of the Menasha Police Chief to screen applications for operators' licenses (bartender licenses) for the City of Menasha. The following guidelines are adopted in order to specify the reasons for denying, non-reviewing or revoking an operator's license and outlines the steps and considerations given, for any denials that are appealed to the Menasha Common Council.

All applications for operators' license applications are submitted to the Menasha Police Department for a background check. The Menasha Police Chief makes the decision on licensing by either accepting, deferring or rejecting the application.

*Due to the discretionary nature of the alcohol beverage licensing process, it is not possible to state every circumstance that may result in approval of a license application and what circumstances will result in approval of a license application. However, it is possible to enumerate what will be considered in the decision-making and what circumstances are more likely to result in the **denial** of a license application.*

Individuals granted an operator's license must act in cooperation with law enforcement to enforce the alcohol beverage laws, drunk driving laws, and assist with minimizing disturbances of the peace and maintain the safety of the community. Therefore, individuals with a past history of negative or uncooperative contacts with police agencies will be scrutinized.

It is with these goals in mind that these guidelines are adopted. Furthermore, to the extent that Wis. Statutes Ch. 125 or Menasha City Ordinances provide additional grounds for denial, suspension, revocation or non-renewal, the Police Chief may also rely on such provisions.

In the event an individual with an operator's license is considered for non-renewal, suspension or revocation, all offenses will be considered, the circumstances of which are substantially related to the license regardless of whether some of the offenses occurred prior to the adoption of these guidelines.

Upon request, a copy of these guidelines shall be provided to each person who applies for a license.

Guidelines: What is meant by substantially related? The law does not specifically define this term although there are many court decisions on the topic. The Wisconsin Supreme Court has stated that the purpose of the test is to assess whether the tendencies and inclinations to behave a certain way in a particular context are likely to reappear later in a related context, based on the traits revealed. The "**substantially related**" test looks at the circumstances of an offense, where it happened, when, what, etc. compared to the circumstances of the licensed activity.

Where does the licensed activity typically occur, when and what is involved in performing the licensed activity, etc.

Examples of “substantially related” in the context of an operator’s license: There is a substantial relationship between the illegal purchase, use and sale of controlled substances and engaging in bartending, which involves the purchase and sale of a closely regulated substance. The same is true for offenses involving alcohol, e.g. drunk driving, selling to underage, possession and/or consuming as an underage, committing law violations while under the influence of alcohol or drugs, etc.

- **Guideline 1.** Provided the offense is substantially related to the circumstances of the license activity, circumstances of the offense substantially relate to the circumstances of the job or licensed activity, **any person who has been convicted of any FELONY, unless duly pardoned, does not qualify for an operator’s license.** Sec. 125.04(5)(b), Wis. Stats. (To the extent the other guidelines reference a specific offense; this guideline shall apply if the offense constitutes a felony.)
- **Guideline 2.** Provided the circumstances of the offense substantially relate to the circumstances of the job or licensed activity, **offense is substantially related to the circumstances of the licensed activity**, any person who has been convicted of or has a current charge pending, for two (2) or more offenses within the last five (5) years or for two (2) or more offenses, arising out of separate incidents, within the last five (5) years in the following subcategories, does not qualify for an operator’s license:
 - Violent crimes against the person of another, including but not limited to battery, criminal disorderly conduct, sexual assault, injury by negligent use of a vehicle, intimidation of a victim or witness.
 - Crimes involving cooperation (or lack thereof) with law enforcement officials, including but not limited to, resisting or obstructing a police officer, bribery of public officers/employees, eluding police, bail jumping, hit and run, perjury, or acts/threats of terrorism.
 - Manufacturing, distributing, delivering a controlled substance or a controlled substance analog; maintaining a drug trafficking place; possessing with intent to manufacture, distribute, or deliver a controlled substance or a controlled substance analog. Sec. 111.335(1)(c), Wis. Stats.
- **Guideline 3.** Provided the circumstances of the offense substantially relate to the circumstances of the job or licensed activity, offense is **substantially related to circumstances of the license activity**, any person who has been convicted of or has a current charge pending, for two (2) or more offenses, arising out of separate incidents, within the last three (3) years in the following subcategories, does not qualify for an operator’s license:
 - Disorderly conduct, criminal damage to property, solicitation of prostitution or other prostitutions-related offenses, wherein the offense involves an incident at a place that is, or should have been licensed under Wis. Stat. Ch. 125.
 - Alcohol beverage offenses (under Wis. Stat. Ch. 125 or Menasha City Ordinances).

- Possessing a controlled substance, controlled substance analog without a valid prescription, or possessing drug paraphernalia.
- Operating a motor vehicle while under the influence of intoxicants or drugs.
- Operating a motor vehicle with a prohibited alcohol concentration (PAC) in excess of .08% by weight.
- Open intoxicants in a public places or in a motor vehicle.

What is a **habitual law offender**? The term “habitual” refers to multiple convictions or pending charges and could include an offender with two (2) offenses occurring within a relatively short period of time. The term “offender” refers to a person with civil violations such as ordinance convictions and/or misdemeanor convictions (or pending charges), which substantially relate to the licensing activity. A legal opinion rendered by the League of Wisconsin Municipalities states that a person with two drunk driving convictions within the last couple years would be considered a habitual offender under the alcohol beverage licensing laws. Intoxicating Liquors #890 (1991). Some examples include:

- Two (2) or more offenses, each with a separate incident, within the immediately preceding one (1) year.
 - Three (3) or more offenses, each a separate incident, within the immediately preceding five (5) years.
 - Six (6) or more offenses, each a separate incident, within the preceding ten (10) years.
- **Guideline 4.** Applicants must truthfully and completely fill out applications:
 - If an applicant provides false information on an application, that application shall be denied and the applicant shall not be eligible to reapply for an operator license for a period of one (1) year from the date of denial of such application.
 - If the Police Chief determines that information was *intentionally* omitted from an application, the application shall be denied and the applicant shall not be eligible to reapply for an operator license for a period of one (1) year from the date of the denial of such application.
 - If the Police Chief determines that information was OMITTED from an application due to inadvertence, mistake or excusable neglect, the Chief may allow the applicant to submit a corrected application and recommend granting of the license, if the applicant is otherwise qualified.
 - **Guideline 5.** Recommending approval of an operator’s license application for an applicant who would otherwise be denied under these policy guidelines:
 - The Common Council may approve an operator’s license application if the application would otherwise be denied under this policy if the applicant presents substantial, credible evidence of rehabilitation. Such evidence includes letters of recommendation from Alcohol and Other Drug (“AODA”) counselors, probation agents or other relevant service providers, other professional counselors, certificates and/or letters confirming satisfactory completion of an AODA or other relevant counseling program. Any such letters shall be on the letterhead of the agency offering the recommendation in order for the letter to be considered credible evidence of rehabilitation. Any evidence must be in the form of

documents submitted to the Common Council and may not be statements of the applicant at the time of the hearing.

- The reason for any recommendation of approval of an operator's license application under this paragraph must be clearly stated in the record.
- **Guideline 6.** If the Police Chief recommends denial of an operator's license application, the reasons for the denial must be clearly stated on the record and shall be consistent with the criteria outlines above.



August 4, 2022

Ronald A. Gordon
725 ½ Second Street
Menasha, WI 54952

Re: City of Menasha Alcohol Operators Application

Dear Ronald Gordon,

In conducting a background investigation on your Alcohol Operators application, the following applicable convictions were noted:

10/28/2015 -948.22(2), Failure to Support Child, Felony / Convicted-2014CF000607
01/15/2021-940.19(1), Battery (DOM), Misdemeanor/Guilty-No Contest-2020CM000256

According to the City of Menasha Policy Guidelines for Alcohol Licenses, you do not immediately qualify for an Operator License as you have been convicted of a Felony (Guideline 1). However, given the significant duration of time since this Felony conviction, the Menasha Police Department is **DEFERRING** the decision for the approval/denial of your Alcohol Operators License to the Menasha Common Council.

The recommendation will be given to the Common Council at their next meeting on 08/15/2022 at 6:00 PM, or shortly thereafter. Should you wish to provide comment to the Common Council on your application, you may do so during the public participation portion of the meeting. Per our discussion, I have sent this correspondence through email and USPS mail.

Sincerely,

Lt. Nick Thorn
Investigative Services
City of Menasha Police Department



City of Menasha Alcohol Operators License

Applications and payment should be submitted to the Clerk's Office at 100 Main Street, Suite 200, Menasha, WI 54952
Cash or Check **ONLY**. Call (920) 967-3608 with questions.

Gordon Ronald _____
Last Name First Name Middle Name (Previous Names)

Street Address City State ZIP Code Primary Phone Number

Date of Birth Age Birthplace

Height Weight Eye color Hair color Gender Race

Driver's License or State ID No. Expiration Date State of Issue

Scars, marks, tattoos, etc. (only those that are visible)

Plank Rd Pub
Place of Employment (business the license will be used at)

☒ Pick up License ☐ Mail License

NOTE: A license may be denied if applicant fails to provide accurate information or if the information is incomplete. Please read this section carefully. Please explain all "Yes" answers on the back of this form.

- ☐ YES ☒ NO (1) Do you currently have any criminal charges pending against you?
- ☒ YES ☐ NO (2) Have you ever been convicted of a felony?
- ☒ YES ☐ NO (3) Have you ever been convicted of a misdemeanor?
- ☐ YES ☒ NO (4) Have you ever been convicted of operating a motor vehicle while under the influence of an intoxicant or drug?
- ☐ YES ☒ NO (5) Have you ever been convicted of a violation of any law, statute, or ordinance pertaining to the use or sale of alcohol (including drinking alcohol underage)?
- ☐ YES ☒ NO (6) Have you ever been convicted of a violation of any law, statute, or ordinance pertaining to the possession, use, or sale of illegal drugs?
- ☐ YES ☒ NO (7) Have you ever been convicted of a criminal traffic offense?

I understand the fee is due at the time of application and no refunds will be given if the application is deemed incomplete or denied.

Signature _____

Date

7-19-22

For Office Use Only

- ☒ New License (\$50) pd HK 6/30/23
☐ Renewal (\$50) _____
☐ Provisional (\$15) _____
☐ Temporary (\$25) _____

☐ Approved

☐ Denied

Applicant meets guidelines for issuance of Beverage Operator's License

☒ Taken Responsible Server Training **OR** has held a license in the past 2 years - saw on phone

☐ Completed and passed police background check

Clerk/Deputy Clerk Signature _____

Date _____

Explain all "YES" answers to the questions from the front of this form completely. Include question number, correct charges, date(s) of offense(s), and sentences. Failure to include all information or providing inaccurate information may result in denial of your application.

Have Felony for missing 160 days in a row
for not paying child support when I broke my back

I believe I've been charged for a misdemeanor DOMESTIC
Disturbance years ago But have ~~been~~ been back
with fiancé for 13 yrs

Eli T. Wickman

700 10th Street
Menasha, WI 54952
920-492-1034

August 9th, 2022

Donald Merkes
Mayor
Menasha City Center
100 Main Street, Suite 200
Menasha, WI 54952

My name is Eli T. Wickman and I am interested in becoming a member of the Menasha Parks & Recreation Board. Given the state of American politics and the overall trajectory of the world, it is easy to slip into a general malaise or apathy towards our communities and neighbors. I cannot abide by that feeling that too many of my generation have fallen into. Menasha is my home and I want to help bring people together to build a stronger community. The perfect place to bring any and all people together is at the beautiful parks that are spread across Menasha.

As a small business owner, a new homeowner, and a member of the community who moved here as an adult, I am uniquely equipped to help guide the Parks & Recreation Department to cater to all residents in Menasha. I have had enough roles in leadership positions to know that when making a decision, I must consider the good of everyone rather than just pursue what I believe is the correct answer and I practice this belief every day with my business Wickman Handiworks. Through Wickman Handiworks I serve many people in the city which grants me the privilege of conversing with them about Menasha and what their hopes for the city are. Their hopes are contagious and their excitement for what this city could be is one of my biggest motivating factors for seeking this position.

Having grown up in Green Bay, I have seen what parks can truly do to enrich a community. I have also seen the city splinter when proposals and opportunities are squandered through lagging and indecision. I will use my boundless enthusiasm and willpower—which my wife will call stubbornness—to do all necessary research and put in as much effort to ensure that future projects do not fall apart. Having familiarized myself with the Menasha Parks & Recreation Board, their responsibilities, and attended a meeting I am certain that my abilities will be best utilized on the board.

I have lived in this city for nearly a third of my life and I truly believe that it is on the rise. Adding my voice to the already capable voices of the Menasha Parks & Recreation Board will make sure that Menasha's parks will keep moving in the direction of the Wisconsin state motto: Forward.

Respectfully,

A handwritten signature in black ink, reading "Eli T. Wickman" with a stylized flourish at the end.

Application of Interest for Menasha Boards,
Commissions, and Committees

Name Anne Anderson
Address 310 Willow Lane, Menasha, WI
Primary Phone 605-951-1129 Cell Phone 605-951-1129
Email Address anne.griggsanderson@gmail.com

What appointment are you seeking (you may check more than one)?

- | | |
|--|---|
| <input type="checkbox"/> Board of Appeals | <input type="checkbox"/> Parks & Recreation Board |
| <input type="checkbox"/> Board of Review | <input type="checkbox"/> Plan Commission |
| <input type="checkbox"/> Board of Health | <input type="checkbox"/> Police Commission |
| <input checked="" type="checkbox"/> Committee on Aging | <input type="checkbox"/> Redevelopment Authority |
| <input type="checkbox"/> Housing Authority | <input type="checkbox"/> Sustainability Board |
| <input type="checkbox"/> Landmarks Commission | <input type="checkbox"/> Utilities Commission |
| <input type="checkbox"/> Library Board | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> NM Joint Fire Commission | |
| <input type="checkbox"/> NM Sewerage Commission | |

Do you currently serve on other boards, commissions, committees, or hold an elected office?

- ☐ Yes (If Yes, please describe below)
I am working part time at the YMCA as an art instructor and water
☒ No aerobics teacher. Volunteer at Heckrodt Wetland Reserve.

Please provide or attach a brief statement outlining your interest and qualifications of this appointment:

I am interested in making a difference in this community. I believe living your best life and having the physical & mental health to enjoy it, is possible!

Anne Anderson July 21, 2007
Signature Date