

**CITY OF MENASHA
COMMON COUNCIL
First Floor Conference Rooms
100 Main Street
Tuesday, January 3, 2023
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, 12/19/22
- b. Library Board, 11/22/22
- c. Sustainability Committee, 11/17/22
- d. NMFR Joint Finance & Personnel, 12/19/22

Communications:

- e. COVID-19 Update

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

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

G. CONSENT AGENDA

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

Minutes to approve:

1. Common Council, 12/19/22

Administration Committee, 12/19/22, Recommends Approval of:

2. 2023 Municipal Property Insurance Company (MPIC) Renewal Policy Quote for \$56,272, as adjusted
3. 2023 Storage Tank Liability Insurance (ACE American Insurance Company) Renewal Policy Quote for \$1,355

NMFR Joint Finance & Personnel, 12/19/22, Recommends:

4. Approval to accept and spend grant funds from the State of Wisconsin EMS Flex Grant for the purchase of a UTV from Caroline Motor Sports, UTV skid unit from Emergency Vehicle Services, and a trailer from Mirsberger Sales & Service for a cost not to exceed \$50,000
5. Carrying forward \$9,547.00 from NMFR's 2022 All Other Equipment CIP Budget for the purchase of a MDC and radio for car purchased in 2022
6. Carrying forward \$10,000 from NMFR's 2022 maintenance of software budget for station alerting software

H. ITEMS REMOVED FROM THE CONSENT AGENDA

I. ACTION ITEMS

1. Accounts payable and payroll for the term of 12/16/22 - 12/29/22 in the amount of \$1,005,225.33
2. Accept and Spend River and Washington Traffic Signal Upgrades Grant Funds – WI Dept. of Transportation

J. HELD OVER BUSINESS

K. ORDINANCES AND RESOLUTIONS

L. APPOINTMENTS

M. CLAIMS AGAINST THE CITY

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

O. ADJOURNMENT

MEETING NOTICE
Monday, January 16, 2023
Common Council Meeting – 6:00 p.m.
Committee Meetings to Follow

CITY OF MENASHA
ADMINISTRATION COMMITTEE
100 MAIN STREET
DECEMBER 19, 2022
MINUTES

A. CALL TO ORDER

Meeting called to order by Chairman Nichols at 7:28 p.m.

B. ROLL CALL

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

ALSO PRESENT: CDD Schroeder, DPW Jungwirth, FD Sassman, CA Struve, Mayor Merkes, Clerk Krautkramer

C. MINUTES TO APPROVE

1. Administration Committee, 9/19/22

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

Motion carried on voice vote.

D. DISCUSSION / ACTION ITEMS

1. 2023 Municipal Property Insurance Company (MPIC) Renewal Policy Quote

Staff provided an overview of 2023 Municipal Property Insurance Company (MPIC) Renewal Policy Quote.

General discussion ensued on the renewal quote cost.

Moved by Ald. Ropella seconded by Ald. Ted Grade to recommend to Common Council to accept the renewal quote from Municipal Property Insurance Company for property insurance coverage for 2023 in the amount of \$55,946 or as adjusted before the next meeting.

Motion carried on roll call 8-0.

2. 2023 Storage Tank Liability Insurance (ACE American Insurance Company) Renewal Policy Quote

Staff provided an overview of the 2023 Storage Tank Liability Insurance (ACE American Insurance Company) Renewal Policy Quote.

General discussion ensued on above ground and underground storage tanks and age of the tanks.

Moved by Ald. Ropella seconded by Ald. Ted Grade to recommend to Common Council to accept the renewal quote for Storage Tank Liability Insurance from ACE Insurance Company for property insurance coverage for 2023.

Motion carried on roll call 8-0.

E. ADJOURNMENT

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

Motion carried on voice vote.

Haley Krautkramer
City Clerk

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

Called to order at 4:02pm by Chair Halverson

Present: Trustee Eisenach, Trustee Franzoi (arrived at 4:05pm), Vice Chairman Golz, Chair Halverson, Secretary Lane, Trustee Stojanovic, Superintendent of Schools VanderHeyden, Trustee Witt and Teen Rep. E. Lane

Absent: Trustee Turner

Also Present: Mayor Merkes, Director Kopetsky, Library Services Manager Raschke, Programming Services Manager Moore-Nokes and Business Manager Dreyer

Public Comment/Communication

None

Consent Business

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

Authorization of Bills

A motion was made by Golz, seconded by Lane to authorize payment of the November 2022 list of bills with the program and processing supply additions from the 2022 budget and endowment fund. Motion carried unanimously.

Unfinished Business

Planning Process Update

EUA provided a potential floor plan layout based on the spaces needed and the input from the staff, board of trustees and community. Staff made some modifications. Kopetsky reviewed the revised floor plan layout and what we will be suggesting to EUA.

501(c)3 Update

We have three people to move forward on the 501(c)3. Kopetsky will send information to Att. Matthew Brehmer so that he can proceed.

New Business

Director's Report

- Kopetsky and Library Assistant Angela Yu attended the WLA Awards ceremony and received the Programming Innovation Award on behalf of the library.
- We are wrapping up our fall programming and looking towards 2023. Children's story times have been averaging over 60 participants per session. Story times have moved to the Company E Room since they have outgrown the story room.
- We are in the process of hiring two library assistants since we had another casual library assistant resign.

October Statistics

Our door count continues to rise toward pre-COVID numbers. Our materials circulation is up overall but seemed to dip a bit in October. In 2023, we are looking at ways to feature collections and develop library displays to enhance the visibility of our offerings.

2022 Budget Status

Trustees reviewed the 2022 budget status.

Approve 2023 Budget

Budget night went well, and the council approved the budget last night. Motion made by Franzoi, seconded by Golz to approve the library budget as presented. Motion carried unanimously.

The budget includes a 4% cost of living adjustment as recommended by the Mayor and step increases. Motion made by Franzoi, seconded by VanderHeyden to approve the step increases as presented. Motion carried unanimously.

Motion made by VanderHeyden, seconded by Franzoi to approve the 4% cost of living adjustment. Motion carried unanimously.

In 2023, the City of Menasha will be conducting a salary study for non-union staff.

Staff Reports

- Circulation staff is cross-training on the reference desk. This is part of the vision of moving toward one service desk.
- We are finishing our collection development for the year.
- We are working on programming for 2023.

Our next Board of Trustees meeting will be held on Tuesday, December 27, 2022, at 4:00pm.

Adjournment

Motion to adjourn made at 4:59pm by Witt, seconded by Franzoi. Motion carried unanimously.

Respectfully submitted,
Kathy Dreyer, Recording Secretary

**CITY OF MENASHA
SUSTAINABILITY COMMITTEE
November 17, 2022
Minutes**

A. CALL TO ORDER

Meeting Called to order at 4:04 PM

B. ROLL CALL

Attending: Kyle Coenen, Austin Hammond, Roger Kanitz, Lindsay Klumpp, Kathy Thunes,
Also Attending: Mayor Donald Merkes

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

No one spoke

D. COMMUNICATIONS

Mayor Merkes noted that the Ad Hoc Sustainability Board had been replaced by the Sustainability Committee as a standing committee as part of Ordinance O-9-22. Being that this is a new committee they would not approve the former Board's minutes. The minutes are included for their information.

E. ACTION ITEMS

1. Election of Chairperson

Motion by Kathy Thunes, second Kyle Coenen to nominate Ald. Hammond. Motion Carries

At this point Ald. Hammond led the meeting as chairperson

2. Election of Vice Chairperson

Motion by Kathy Thunes, second Lindsay Klumpp to nominate Kyle Coenen as Vice Chairperson. Motion Carries

F. DISCUSSION

1. Planning & Communications

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

SCN was a group of municipal sustainability committees, it had met quarterly up until the pandemic when meetings were suspended. Since that time there have been numerous staff and committee changes in area communities. Roger and Kathy will make contact to see if there is interest to refresh SCN and its website.

b. Wisconsin Clean Energy Plan

Roger reviewed the plan providing highlights of areas that may apply to City of Menasha efforts. Areas of the Wisconsin plan could be incorporated into a future City plan or the comprehensive energy plan being discussed jointly with MJSD, City, Utilities.

2. Transportation

a. High Cliff Connection

Community Foundation plans to hire a consultant to work on planning and funding. There are several opportunities for State/Federal funding coming up in early 2023.

b. Bike Parking Survey

There is likely interest to work on the project through Girl Scouts, Boy Scouts, Menasha High.

3. Land Use

No report

4. Natural Resources

a. Natural Landscaping and Maintenance

ECWRPC rain garden has been maintained, some plants deadheaded to reduce self seeding of aggressive plants. Waiting for more information on natural landscaping grant application. Discussion on seeing if Wild Ones would do an on site assessment of rain gardens and natural planting areas to improve aesthesis and future maintenance.

b. No Mow May

No report

5. Energy

a. Comprehensive Energy Planning and Joint Energy Team

Team consisting of representatives of the City, MJSD, and MU met to discuss applying for OEI grant. MJSD will be adding EV chargers at City Center and Menasha High. City could look to add them at other locations if they work well. Request for MJSD to come to a future meeting to share their sustainability efforts.

6. Water

a. Stormwater Educational Signage

Signs are in process. Plan for Earth Day 2023 installation.

7. Waste

a. Tipping Fee increase

Tipping fees for refuse have increased \$4 ton from \$45 to \$49. The City budgets for 6,300 tons per year increasing costs \$25,000 annually. Recycling tipping fees remain at \$5 ton. The City budgets for 1,500 tons annually.

b. 2023 Electronics Recycling Events May 6, 2023 & October 7, 2023

Email messages should go out earlier, we should verify when the best time to send them out is for each company including Recycle that Stuff. We can schedule the email as soon as we get the poster announcements for one or several dates. Is there a parent newsletter that we could add to for MJSD. Discuss option for St. Vincent. Could signs be made by PWF for entry?

8. Health

Discussion regarding continuation of a farm market. There is an interested party that would like to consider managing a market that has experience at other markets. We should invite him to future meeting. Lindsay also has contacts with farm market vendors.

G. Future Meeting Dates

Next meeting December 22, 2022

Continue with 4th Thursday except for holidays.

H. ADJOURNMENT

Motion by Kyle Coenen second by Lindsay Klumpp to adjourn at 5:55 PM

Motion carries.

NMFR Joint Finance & Personnel Committee Meeting

December 19, 2022 – 5:15 p.m.

City of Menasha – Room #133

Present: Ald. Sevenich, Stevenson, Grade, and Eisenach

Excused: Ald. Borchardt & Boyette

Also Present: DC Krueger, Director Sassman and MA Ellis

Ald. Sevenich called the meeting to order at 5:15 p.m.

Public Forum: No members of the public were present.

Minutes: The Committee reviewed the November 22, 2022 meeting minutes. **MSC Stevenson/Grade approved the meeting minutes with a correction to add Ald. Sevenich to the attendance, and place on file, all voting aye.**

November and Year-to-Date Calls: The Committee reviewed the November and year-to-date activities. **MSC Stevenson/Eisenach to accept the November and year-to-date activity reports, and place on file, all voting aye.**

Purchase of UTV, Trailer and Skid Unit: The Committee reviewed the request to purchase a UTV, trailer and skid unit with the EMS Flex Grant funds. Deputy Chief Krueger said that 50% of the funds have been put into our account and the remainder will be paid out as funds are spent. He noted there are three different categories for this grant. The one brought forth is one separate category. Once we have the expense needs ready to go for the other two categories we will bring this forward to request to spend the remaining funds. Ald. Stevenson asked when the current UTV was scheduled to be replaced. DC Krueger noted it's scheduled in 2028. He also noted he continues to obtain pricing and may purchase the UTV from a different vendor than noted as he has found one that will meet our needs and is cheaper. **MSC Stevenson/Grade recommend the City of Neenah and City of Menasha Common Councils approve the purchase of a UTV, skid unit and trailer for a cost not to exceed \$50,000.00, all voting aye.**

Mobile Data Computer and Radio Replacement: The committee reviewed the memo requesting to carry forward funds to purchase a MDC and radio for a new vehicle. DC Krueger noted due to the lead times of how long it is taking to receive these two items we are asking to carry forward the funds. **MSC Stevenson/Grade to recommend the City of Neenah and City of Menasha Common Councils approve the carry forward of \$9,547.00 from NMFR's 2022 All Other Equipment CIP budget (180-2481-712-8133), all voting aye.**

Software Budget Carry Forward: The committee reviewed the request to carry forward \$10,000 from the software budget to purchase station alerting software. DC Krueger noted this is a planned budgeted item. However, due to the amount of time, and challenges, it has taken to switch from one records management program to three, we have not had time to move forward with this software purchase. **MSC Grade/Stevenson recommends the City of Neenah and City of Menasha Common Councils approve the carry forward request of \$10,000 from NMFR's maintenance of software budget (180-2301-712-0218), all voting aye.**

MSC Stevenson/Eisenach to adjourn at 5:25 p.m., all voting aye.

Respectfully Submitted,

Tara A. Ellis

Tara Ellis

Management Assistant

City of Menasha COVID-19 Data Summary

Date: December 29, 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 12/29/22	Calumet County	Winnebago County	City of Menasha*
Community Level	Low	Low	Low
New COVID-19 Cases per 100,000 population in the past 7 days	115.79	144.85	Our CDC Community Level has remained the same since the last reporting period (12/7/22 – 12/20/22).
New COVID-19 hospital admissions per 100,000 population	7.8	9.3	
% Staffed inpatient beds in use by patients with confirmed COVID-19	5.1%	5.8%	

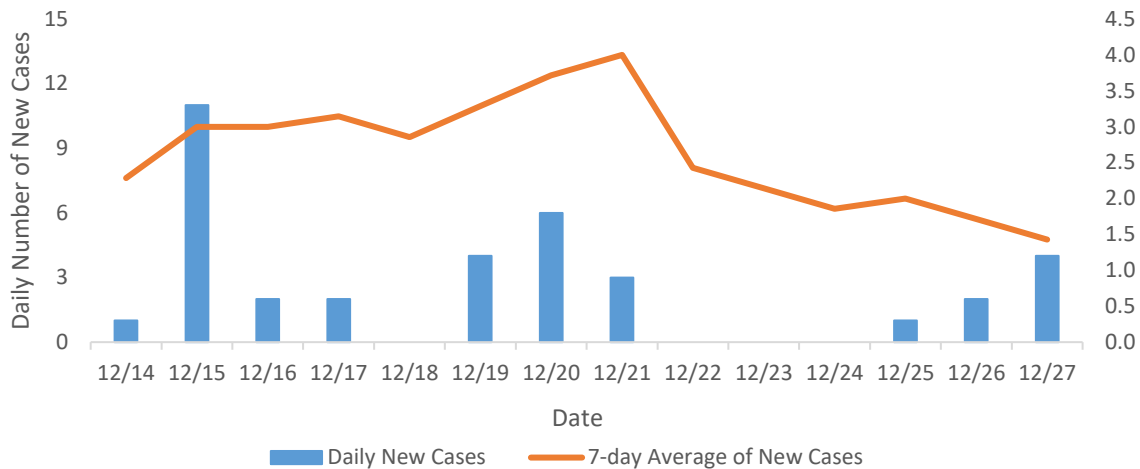
*City of Menasha residents may reside in either Calumet or Winnebago County. The City of Menasha will take the higher level of the two counties for COVID-19 Community Level indicators should the two counties differ. For more information on COVID-19 Community Levels, visit this webpage: <https://www.cdc.gov/coronavirus/2019-ncov/your-health/covid-by-county.html>

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 data summary
Case Incidence	Total confirmed and probable cases per 100,000 in the past 7 days	55.2 cases per 100,000 / 7 days	↓
	Percentage of hospital inpatient beds in the community that are occupied.	75.0% of inpatient beds occupied	↓
Fox Valley HERC Hospital Capacity*	Percentage of intensive care unit beds in the community that are occupied.	77.9% ICU beds occupied	↓
	Percentage of hospital inpatient beds in the community that are occupied by patients with COVID-19.	4.9% 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>

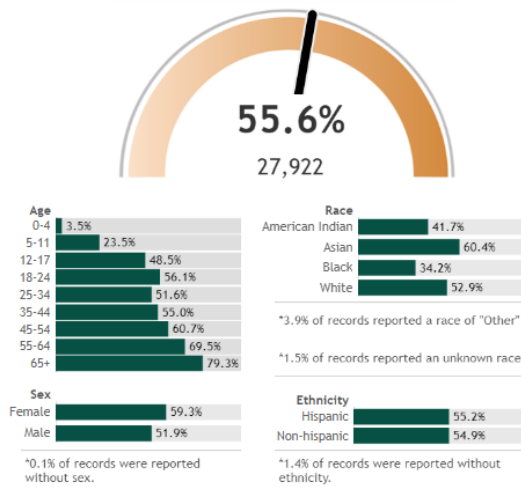
Number and percent of City of Menasha, Calumet and Winnebago County residents who have received the COVID-19 vaccine (as of December 29)

	Total population who have completed the primary series	Total population who have received the updated booster (N/D=no data available)	Population
City of Menasha*	10,880 (60.1%)	N/D	18,114
Calumet	27,922 (55.6%)	7,502 (14.9%)	50,209
Winnebago	103,254 (60.2%)	28,840 (16.8%)	171,631

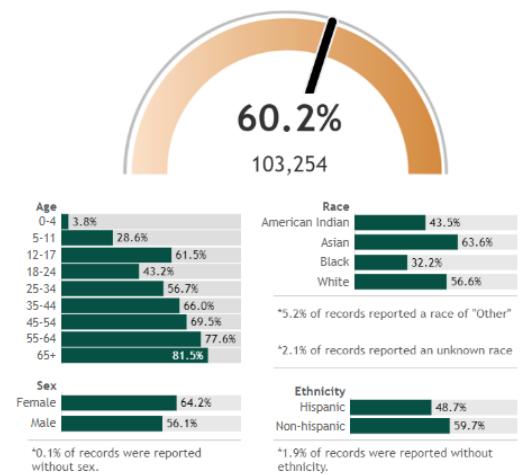
*Vaccine data was retrieved from: <https://www.dhs.wisconsin.gov/covid-19/vaccine-data.htm>. Other municipal-level demographic data is not available. To view more COVID-19 vaccine data, please visit: <https://www.dhs.wisconsin.gov/covid-19/vaccine-data.htm>

Age range and ethnicity COVID-19 vaccine data for Calumet and Winnebago County residents who have completed the vaccine series (as of December 28)

Percent of Calumet County residents who have completed the primary series



Percent of Winnebago County residents who have completed the primary series



Highlights

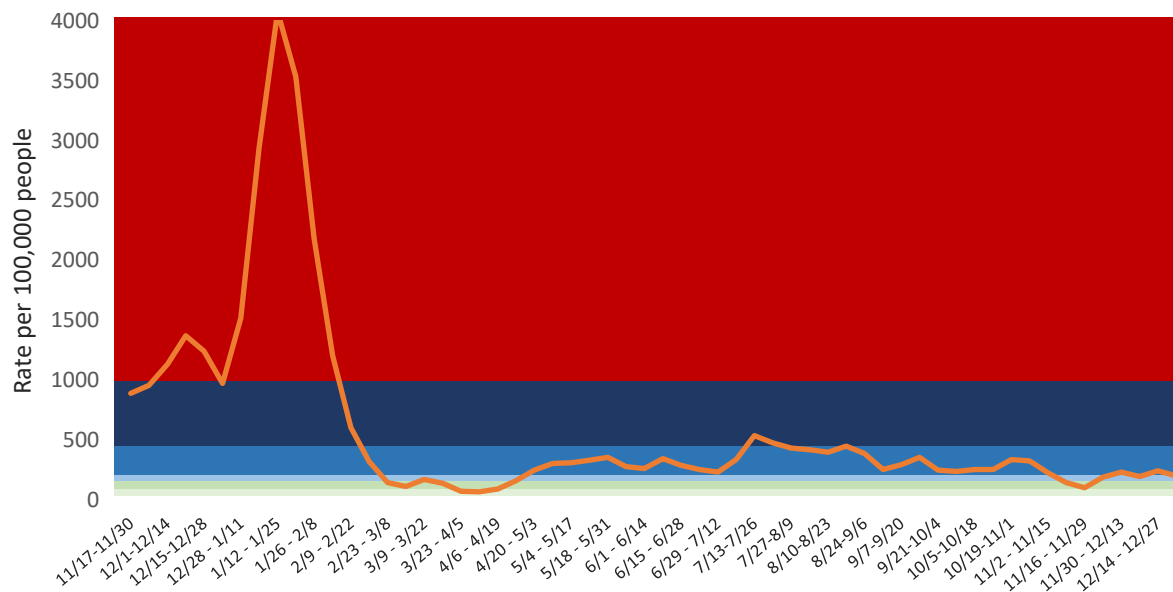
- Following FDA action, the CDC expanded the use of updated (bivalent) COVID-19 vaccines for children under 5 years old. Children ages 6 months-5 years who previously completed a Moderna primary series are eligible to receive a Moderna bivalent booster 2 months after their final primary series dose. Children ages 6 months- 4 years who are currently completing a Pfizer primary series will receive a Pfizer bivalent vaccine as their third primary dose. **Any child who has already completed the 3 doses of the Pfizer primary series is NOT eligible for a booster at this time.** Read more about the authorization [here](#).
- The COVID-19 Treatment Telehealth Program provides free and easy access to COVID-19 healthcare, consultation, screening and prescriptions for antiviral treatments. This program is open to Wisconsinites 18 years and older, regardless of insurance status. For more information, visit [this webpage](#).
- 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.
- 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 5 years or older can receive the Omicron booster 2 months after their last COVID-19 vaccine. 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](#).
- Visit our [testing sites webpage](#) for more information about where to find a COVID-19 test. You may also order two sets of three free at-home test kits from the federal government [here](#). You may also order 5 free COVID-19 tests from [Say Yes! COVID Test](#).

Case count, case rate, and burden class in the City of Menasha for the past two weeks (December 14 – December 27)

	Case Count for Past 2 Weeks	Case Rate (per 100,000 people)	Burden Class*	Population
City of Menasha	36	198.7	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 December 14, 2022 – December 27, 2022. Data included in this report is for lab-confirmed cases 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](#)

CITY OF MENASHA
COMMON COUNCIL
100 MAIN STREET
DECEMBER 19, 2022
MINUTES

A. CALL TO ORDER

Meeting called to order by Mayor Merkes at 6:18 p.m.

B. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

C. ROLL CALL

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

ALSO PRESENT: PC Styka, CDD Schroeder, DPW Jungwirth, DDE Gordon, FD Sassman, PHD Hutter, CA Struve, Mayor Merkes, Clerk Krautkramer

D. PUBLIC HEARING

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

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

Minutes to receive:

- a. Administration Committee, 9/19/22
- b. Board of Health, 10/14/22
- c. Board of Public Works, 12/5/22
- d. Committee on Aging, 9/9/22 & 11/11/22
- e. Housing Authority, 12/5/22
- f. Neenah-Menasha Sewerage Commission, 11/22/22
- g. Park & Recreation Board, 10/11/22 & 11/8/22
- h. Plan Commission, 12/6/22
- i. Police Commission, 9/15/22
- j. Redevelopment Authority, 12/6/22
- k. Water & Light Commission, 11/16/22

Communications:

- l. Letter of Interest – Federal Railroad Administration Corridor Identification and Development Program
- m. 2021 Annual Tax Increment Financing Report
- n. Executive Director Retirement Announcement – Heckrodt Wetland Reserve
- o. Police Chief Announcement Press Release
- p. Bird Scooter Year End Review
- q. Racine Street Bridge DOT Press Release

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

Motion carried on voice vote.

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

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

G. CONSENT AGENDA

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

Minutes to approve:

1. Common Council, 12/5/22

Board of Public Works, 12/5/22, Recommends Approval of:

2. Change Order for Northeast Asphalt, Inc; Contract Unit No. 2022-03 for Street Construction & Rehabilitation in various locations an ADD \$42,137.66 (Change Order No. 2 & Final)
3. Payment to Northeast Asphalt, Inc; Contract Unit No. 2022-03 for Street Construction & Rehabilitation in various locations in the amount of \$99,689.66 (Payment No. 3 & Final)
4. Doty Island Development group to install neighborhood street signs on the Menasha side of Doty Island

Special Board of Public Works, 12/19/22, Recommends Approval of:

5. Change Order – Vinton Construction, Inc; Contract Unit No. 2022-02; Street Reconstruction – Airport Road; ADD \$81,424.63 (Change Order No. 2 & Final)
6. Payment – Vinton Construction, Inc; Contract Unit No. 2022-02; Street Reconstruction – Airport Road; \$81,424.63 (Payment No. 5 & Final)
7. Change Order – Vinton Construction, Inc; Contract Unit No. 2022-01; Street Reconstruction – Main Street; DEDUCT \$3,159.88 (Change Order No. 1 & Final)
8. Payment – Vinton Construction, Inc; Contract Unit No. 2022-01; Street Reconstruction – Main Street; \$5,058.31 (Payment No. 3 & Final)
9. Recommend to Award – Contract Unit No. 2023-01; Brin Underground Storm Water; Advance Construction, Inc; \$808,109.00

Ald. Sevenich requested to 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, 12/5/22.
Motion carried on voice vote.
2. Moved by Ald. Sevenich seconded by Ald. Schmidt to approve Consent Agenda Item 2, Change Order for Northeast Asphalt, Inc; Contract Unit No. 2022-03 for Street Construction & Rehabilitation in various locations an ADD \$42,137.66 (Change Order No. 2 & Final).
Motion carried on roll call 8-0.
3. Moved by Ald. Sevenich seconded by Ald. Schmidt to approve Consent Agenda Item 3, Payment to Northeast Asphalt, Inc; Contract Unit No. 2022-03 for Street Construction & Rehabilitation in various locations in the amount of \$99,689.66 (Payment No. 3 & Final).
Motion carried on roll call 8-0.
4. Moved by Ald. Sevenich seconded by Ald. Nichols to approve Consent Agenda Item 4, Doty Island Development group to install neighborhood street signs on the Menasha side of Doty Island as outlined during the Board of Public Works meeting of 12/5/22.
Motion carried on roll call 8-0.

5. Moved by Ald. Sevenich seconded by Ald. Schmidt to approve Consent Agenda Item 5, Change Order – Vinton Construction, Inc; Contract Unit No. 2022-02; Street Reconstruction – Airport Road; ADD \$81,424.63 (Change Order No. 2 & Final).
Motion carried on roll call 8-0.
6. Moved by Ald. Sevenich seconded by Ald. Schmidt to approve Consent Agenda Item 6, Payment – Vinton Construction, Inc; Contract Unit No. 2022-02; Street Reconstruction – Airport Road; \$81,424.63 (Payment No. 5 & Final).
Motion carried on roll call 8-0.
7. Moved by Ald. Sevenich seconded by Ald. Schmidt to approve Consent Agenda Item 7, Change Order – Vinton Construction, Inc; Contract Unit No. 2022-01; Street Reconstruction - Main Street; DEDUCT \$3,159.88 (Change Order No. 1 & Final).
Motion carried on roll call 8-0.
8. Moved by Ald. Sevenich seconded by Ald. Schmidt to approve Consent Agenda Item 8, Payment – Vinton Construction, Inc; Contract Unit No. 2022-01; Street Reconstruction – Main Street; \$5,058.31 (Payment No. 3 & Final).
Motion carried on roll call 8-0.
9. Moved by Ald. Sevenich seconded by Ald. Schmidt to approve Consent Agenda Item 9, Recommend to Award – Contract Unit No. 2023-01; Brin Underground Storm Water; Advance Construction, Inc; \$808,109.00.
Motion carried on roll call 8-0.

I. ACTION ITEMS

1. Accounts payable and payroll for the term of 12/2/22 – 12/15/22 in the amount of \$937,248.55

Moved by Ald. Nichols seconded by Ald. Ted Grade to approve the accounts payable and payroll for the term of 12/2/22 – 12/15/22 in the amount of \$937,248.55.
Motion carried on roll call 8-0.

2. Marketing of Winnebago County Properties – Parcels 2-00189-00 and 6-00822-00
Staff provided an overview of the marketing of Winnebago County Properties for parcels 2-00189-00 and 6-00822-00.

General discussion ensued on:

- Tools used by the Redevelopment Authority to market properties
- Purchase of the properties
- Market values
- Marketing of the properties
- Listing price
- Listing Agreement
- Listing the properties
- Realtor listing
- Property listing ideas for a Realtor
- Buyer stipulations
- Marketing the site with a Realtor
- Building on the properties

- Conditions to a listing
- Standard practice for a Realtor
- Recommendations from Staff on the listing agreement
- Property square footage
- Adhering to City building code
- Conformance with current residence built in the neighborhood
- Timeframe of building on the property
- Lot price
- Listing contract for later Council approval

Moved by Ald. Sevenich seconded by Ald. Tom Grade to acquire 127 First Street and 1220 Grove Street as recommended by the Community Development Department using Strong Neighborhood property acquisition dollars and direct the Community Development Department to market the properties.

Moved by Ald. Ropella seconded by Ald. Eisenach to amend the original motion to enlist a relator to assist with the marketing of the properties.

Motion carried on roll call 7-1.

Ald. Hammond voted no.

Original motion as amended.

Motion carried on roll call 8-0.

3. Strong Neighborhood Menasha Housing Program Update

Staff provided an overview of the updates to the Strong Neighborhood Menasha Housing Program Update.

Moved by Ald. Hammond seconded by Ald. Schmidt to approve the Strong Neighborhood Menasha Housing Program Update.

Moved by Ald. Tom Grade seconded by Ald. Schmidt to remove the redlined Appeals section (page 11) of the Strong Neighborhood Menasha Housing Program packet.

Motion carried on roll call 7-1.

Ald. Nichols voted no.

General discussion ensued on:

- The City of Menasha Assessed Value Rate
- Rate timeframe
- Housing Authority discussions
- Program enrollment
- Program revisions
- Appeals changes
- Current appeals process
- Appeals fee
- Housing Authority appeals process
- HUD regional rate
- Applicant qualifications based on income
- Program eligibility

Original motion as amended.
Motion carried on roll call 8-0.

J. HELD OVER BUSINESS

K. ORDINANCES AND RESOLUTIONS

1. O-20-22 An Ordinance Amending Title 2, Chapter 1, Sec. 2-1-3 of the Code of Ordinances (City Government; Elections – Polling Places) (Introduced by Mayor Merkes)
Staff provided an overview of O-20-22 An Ordinance Amending Title 2, Chapter 1, Sec. 2-1-3 of the Code of Ordinances (City Government; Elections – Polling Places).

Moved by Ald. Hammond seconded by Ald. Tom Grade to approve O-20-22 An Ordinance Amending Title 2, Chapter 1, Sec. 2-1-3 of the Code of Ordinances (City Government; Elections – Polling Places).
Motion carried on roll call 8-0.

L. APPOINTMENTS

1. Mayor's reappointment of Richard Sturm to the Park & Recreation Board through 10/1/23
Moved by Ald. Ted Grade seconded by Ald. Tom Grade to approve the Mayor's reappointment of Richard Sturm to the Park & Recreation Board through 10/1/23.
Motion carried on voice vote.

2. Mayor's reappointment of Timothy Hale to the Park & Recreation Board through 10/1/24
Moved by Ald. Ted Grade seconded by Ald. Tom Grade to approve the Mayor's reappointment of Timothy Hale to the Park & Recreation Board through 10/1/24.
Motion carried on voice vote.

3. Mayor's reappointment of Tom Marshall to the Park & Recreation Board through 10/1/25
Moved by Ald. Ted Grade seconded by Ald. Tom Grade to approve the Mayor's reappointment of Tom Marshall to the Park & Recreation Board through 10/1/25.
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. Hammond to adjourn at 7:27 p.m.
Motion carried on voice vote.

Haley Krautkramer
City Clerk



MEMORANDUM

Date: December 23, 2022

To: Common Council

From: Margaret J. Struve, City Attorney

Re: Municipal Property Insurance Company (MPIC) (2023 Renewal)

The property insurance premium continues to increase as we look to next year, 2023. Premiums are set based on a rate multiplier and replacement value. Therefore, even without a rate change, premiums can increase due to market changes in replacement values. Last year's we saw the addition of the Public Works Facility, fueling station and cold storage building. This year we see the removal of the Street Department Warehouse/Sign House, which is now housed in the cold storage building and PWF. Additionally, there was an increase in replacement value due to market changes and prices on the rise. Finally, there was a small change in the rate that also impacts the premium increase, ultimately resulting in the 2023 premium of **\$56,272**.

RECOMMENDATION: It is recommended to accept the renewal quote from Municipal Property Insurance Company for property insurance coverage for 2023.

FIVE YEAR HISTORICAL VIEW

Year	Premium	TIV	Rate
2019	\$37,555	51,705,900	.059
2020	\$42,932	50,448,632	.0668
2021	\$39,753	44,930,052	.0692
2022	\$51,033	60,149,533	.0699
2023	\$56,272	65,584,669	.0706



MUNICIPAL PROPERTY INSURANCE COMPANY

9701 Brader Way, Suite 301, Middleton, WI 53562 - (608) 821-6303

RENEWAL POLICY QUOTE

Policy # 5000103_Q-1

Agent Dave Kodel

Named Insured and Principal Address:

City of Menasha
100 Main Street, Suite 200
Menasha, WI 54952

Contact:

Margaret Struve, City Attorney
920-967-3632

Policy Period: 12:01 am 01/01/2023 to 01/01/2024

Coverage	Deductible	TIV	Rate	Annual Premium
Buildings, Personal Property & Property in the Open Replacement Cost	5,000	65,584,669	0.0706	46,302
Contractors Equipment - New Replacement Cost	1,000	2,838,814	0.22	6,245
Contractors Equipment valued under \$25,000	1,000	414,084	N/A	0
Monies & Securities Schedule Attached	1,000	35,000	0.50	175
Bridges Schedule Attached	1,000	694,741	0.0675	469
Inland Lakes and Rivers Pier and Wharf - Replacement Coverage Schedule Attached	5,000 / 20%	514,626	0.5986	3,081
Total Annual Premium		\$56,272		

Comments

This quote is your estimated renewal policy premium amount with coverages and coverage amounts as shown.

This quote becomes null and void within 30 days of transaction effective date.



MUNICIPAL PROPERTY INSURANCE COMPANY

9701 Brader Way, Suite 301, Middleton, WI 53562 - (608) 821-6303

DECLARATIONS

Policy # 5000103_Q-1

Replaces Policy # 240063

Agent Dave Kodel

Item I. Named Insured and Principal Address:

Contact:

City of Menasha
100 Main Street, Suite 200
Menasha, WI 54952

Margaret Struve, City Attorney
920-967-3632

Item II. Policy Period:

This Policy takes effect at 12:01 A.M., 01/01/2023, and expires at 12:01 A.M., 01/01/2024.

These effective and expiration times are based upon the local times at the principal address of the first named insured stated in Item I. above.

Item III. Coverages:

Coverage	Deductible	TIV	Rate	Annual Premium
Buildings, Personal Property & Property in the Open Replacement Cost	5,000	65,584,669	0.0706	46,302
Contractors Equipment - New Replacement Cost	1,000	2,838,814	0.22	6,245
Contractors Equipment valued under \$25,000	1,000	414,084	N/A	0
Monies & Securities Schedule Attached	1,000	35,000	0.50	175
Bridges Schedule Attached	1,000	694,741	0.0675	469
Inland Lakes and Rivers Pier and Wharf - Replacement Coverage Schedule Attached	5,000 / 20%	514,626	0.5986	3,081

Total Annual Premium

\$56,272 Billed to Insured

Item IV. Forms and Endorsements made part of this policy at time of issue:

Form	Edition Date	Description
MPIC-001	01-2022	Municipal Property Insurance Company Policy
MPIC-002Q	09-2020	Municipal Property Insurance Company Policy Quote
MPIC-004	06-2016	Statement of Values
MPIC-004 CE	06-2016	Contractor's Equipment
MPIC-004 PITO	06-2016	Property in the Open

MPIC-006	04-2019	Joint Loss Agreement Endorsement
MPIC-008	04-2019	Cap Of Losses From Certified Acts Of Terrorism
MPIC-201	04-2019	Monies And Securities Endorsement
MPIC-203	10-2020	Pier and Wharf Replacement Coverage Endorsement
MPIC-205	10-2020	Pedestrian Bridge Coverage Endorsement
MPIC-300	01-2020	Contractors Equipment New Replacement Cost Coverage Endorsement
MPIC-506	06-2016	Coverage of Computer-Related Losses Endorsement
MPIC-510	01-2019	Tax Lien Property Coverage
MPIC-511	04-2019	Leased Property Coverage

Item V. Loss Payees:

Item VI. Variable Coverage Schedules:

Inland Lakes and Rivers Pier and Wharf - Replacement Coverage

JEFFERSON PARK - FIXED DOCKS (3)	30,609
JEFFERSON PARK - FLOATING DOCK-KAYAK	3,095
PITO / CE THROUGHOUT - FLOATING DOCK KAYAK	3,095
SMITH PARK MEMORIAL BLD - FIXED DOCK AND INFORMATION CENTER	9,745
CITY MARINA - FLOATING DOCK	455,582
CITY MARINA - 9th Street Docks (2)	7,500
CITY MARINA - Paris Street Dock	5,000
	514,626

Monies & Securities

City Hall - City Hall	25,000
Police Department - Police Department	2,000
Smith Park Memorial Building - Smith Park Memorial Building	3,000
Jefferson Park Swimming Pool - Admissions and Concessions	5,000
	35,000

Bridges

JEFFERSON PARK - FOOT BRIDGE	10,432
SMITH PARK - FOOT BRIDGE-DECORATIVE CONCRETE	194,431
TRESTLE TRAIL - LIFT BRIDGE	486,878
Gilbert Trail - Foot Bridge	3,000
	694,741



MEMORANDUM

Date: December 9, 2022

To: Administration Committee
From: Margaret J. Struve, City Attorney

RE: Storage Tank Liability Insurance (ACE American Insurance Company)
(2023 RENEWAL)

Attached for your consideration is the Program Details and Premium Summary for the 2023 Storage Tank Liability Insurance Renewal from ACE American Insurance Company. The renewal premium will be **\$1,355**, which is a 5% increase over expiring (expiring premium is \$1,294).

RECOMMENDATION: It is recommended to accept the renewal quote for Storage Tank Liability Insurance from ACE Insurance Company for property insurance coverage for 2023.

Program Details

Coverage: Storage Tank Liability

Carrier: ACE American Insurance Company

Policy Period: 12/31/2022 to 12/31/2023

Form Number:

Form Type:

COVERAGE	FORM TYPE	RETROACTIVE DATE	PENDING & PRIOR DATE
Storage Tank Liability	Claims Made and Reported	12/31/2020	

Coverage:

DESCRIPTION	LIMIT TYPE	AMOUNT
Per Storage Tank Incident Limit of Liability (Claims and Remediation Costs) for USTs	Limit	\$1,000,000
Per Storage Tank Incident Limit of Liability (Claims and Remediation Costs) for ASTs	Limit	\$1,000,000
Aggregate Limit of Liability (Claims and Remediation Costs) for all Storage Tank Incidents	Limit	\$2,000,000
Aggregate Limit of Liability for all Legal Defense Expense for all Storage Tank Incidents	Limit	\$1,000,000
Total Policy Aggregate Limit of Liability for all Storage Tank Incidents	Limit	\$3,000,000

Deductibles / Self-Insured Retention

TYPE	COVERAGE	AMOUNT
Deductible	Per Storage Tank Incident	\$5,000

Claims Made Coverage:

Should you elect to change carriers (if a new retroactive date is provided) or non-renew this policy, a supplemental extended reporting endorsement may be available subject to policy terms and conditions. You must request the extended reporting period in writing to the carrier within 130 days of the expiration date. The cost of this extended reporting period is 200% of the annual premium and is fully earned. The extended reporting period extends only to those claims made during the extended reporting period for wrongful acts that occurred prior to the expiration date and would have been covered by the policy. Claims must be reported to the carrier within thirty (30) months of the end of the policy period. The extended reporting period does not increase the limits of liability and is subject to all policy terms, conditions and exclusions.

Definition of Claim:

DESCRIPTION
"Claim" means the written assertion of a legal right received by the "insured" from a third-party, including, but not limited to, suits or other actions alleging responsibility or liability on the part of the "insured" for "bodily injury" or "property damage" arising out of a "storage tank incident".
"Storage Tank Incident" means a "pollution condition" resulting from a "covered underground storage tank" or a "covered aboveground storage tank". The entirety of continuous or repeated "pollution conditions" resulting from the same "covered underground storage tank" or "covered aboveground storage tank" shall be deemed to be one "storage tank incident".

Incident or Claim Reporting Provision:

REPORTING CONDITION TYPE	DESCRIPTION
Claim	<p>The "insured" must see to it that the Insurer receives written notice of any "claim" or "storage tank incident", as soon as possible, but in no event more than seven (7) days after a "responsible insured" first became aware of, or should have become aware of, such "claim" or "storage tank incident". Such notice shall be provided to the Insurer at the address identified in Item 7. a. of the Declarations to this Policy and should include reasonably detailed information as to:</p> <ol style="list-style-type: none"> 1. The identity of the "insured", including contact information for an appropriate person to contact regarding the handling of the "claim" or "storage tank incident"; 2. The identity of "covered aboveground storage tank" or "covered underground storage tank"; 3. The nature of the "claim" or "storage tank incident"; and 4. Any steps undertaken by the "insured" to respond to the "claim" or "storage tank incident".

Endorsements include, but are not limited to:

DESCRIPTION
PF-31181 (10/10) - TankSafe Policy Form (US) 10.2010
PF-34456 (09/10) - AST Aggregate Sublimit of Liability
PF-34075 (07/11) - Closure, Removal or Replacement Amendatory
PF-54022 (02/20) - Extended Reporting Period Scope Confirmation (First-Party Discovery) Endorsement
PF-31172 (09/10) - Financial Responsibility Condition
PF-31174 (09/10) - Loading and Unloading Coverage (Time Element Reporting) Endorsement
PF-31164 (09/10) - Schedule of Covered Storage Tanks
PF-31182 (09/10) - UST Aggregate Sublimit of Liability
ALL-21101 (11/06) - Trade or Economic Sanctions Endorsement
CC-1K11j (03/21) - Signatures
ALL-38969 (08/12) - Important Notice - Wisconsin
ALL 5X51a (2/06) - WI Notice to Policyholders
ALL-20887a (03/16) - Chubb Producer Compensation Practices & Policies
ILP 001 01 04 - U.S. Treasury Department's Office of Foreign Assets Control "(OFAC") Advisory Notice to Policyholders
PF-23728b (02/20) - Terrorism Risk Insurance Act Endorsement
TRIA11e (08/20) - Disclosure Pursuant to Terrorism Risk Insurance Act

Binding Requirements:

DESCRIPTION
Submit completed and signed renewal application at binding.

Premium	\$1,355.00
<hr/>	
ESTIMATED PROGRAM COST	\$1,355.00
TRIA/TRIPRA PREMIUM (+ Additional Surcharges, Taxes and Fees as applicable)	INCLUDED

Subject to Audit: Not Auditable

Premium Summary

The estimated program cost for the options are outlined in the following table:

LINE OF COVERAGE		EXPIRING PROGRAM		PROPOSED PROGRAM	
		CARRIER	EXPIRING COST	CARRIER	ESTIMATED COST
Storage Tank Liability	Premium	ACE American Insurance Company (Chubb Limited)	\$1,294.00	ACE American Insurance Company (Chubb Limited)	\$1,355.00
	Estimated Cost Annualized Cost		\$1,294.00		\$1,355.00
Total Estimated Program Cost			\$1,294.00		\$1,355.00

Quote from ACE American Insurance Company (Chubb Limited) is valid until 12/31/2022

Premiums are due and payable as billed and may be financed, subject to acceptance by an approved finance company. Following acceptance, completion (and signature) of a premium finance agreement with the specified down payment is required. Note: Unless prohibited by law, Gallagher may earn compensation for this optional value-added service.

Gallagher is responsible for the placement of the following lines of coverage:
Storage Tank Liability

It is understood that any other type of exposure/coverage is either self-insured or placed by another brokerage firm other than Gallagher. If you need help in placing other lines of coverage or covering other types of exposures, please contact your Gallagher representative.



Memorandum

TO: NMFR Joint Finance & Personnel Committee

FROM: Deputy Chief Krueger

DATE: December 19, 2022

RE: UTV Vehicle Purchase approval

NMFR applied and received a grant from the State of Wisconsin named EMS Flex Grant. The grant has several categories including PPE, Training, and Vehicles. The focus of the grant is to provide assistance to departments that render EMS care.

The vehicle category was awarded a total of \$50,000 to be applied for an off road vehicle to assist in patient care.

Multiple products were reviewed and the best payload offering is available from Bob Cat. The vehicle is rated for industrial use and has a reduced operating speed when compared to vehicles like Polaris. The Bob Cat does use Polaris driveline and running gear however suspension is specific to the Bob Cat product. Caroline Motorsports LLC was selected as a UTV specific dealer that sells Bob Cat and Polaris where as other Bob Cat Dealers are selling specific to agriculture and less familiar with the recreational market. A 2022 grant had EVS selected to provide an EMS unit for the back of the UTV and a trailer required for the heavier capacity of today's side by side vehicles is available from Mirsberger Sales & Service. All expenses shall remain under \$50,000.

The grant has submitted a 50% pre-payment for all 3 categories and upon expense submission no later than 9-1-23 will make total payments to reimburse the full expenditures.

We are asking for consideration and action to recommend the City of Neenah and City of Menasha Common Councils approve the purchase of a UTV from Caroline Motor Sports, UTV skid unit from Emergency Vehicle Services and a trailer from Mirsberger Sales & Service for a cost not to exceed \$50,000.

Thank you for your consideration. If you have any questions, please feel free to call me at 886-6202.



Memorandum

TO: NMFR Joint Finance & Personnel Committee Members

FROM: Deputy Chief Shane Krueger

DATE: December

RE: Mobile Data Computer (MDC) and Radio Replacement

Updated equipment for Car 32 has been on order. However, due to delays, it's not projected to arrive until February 2023. The purchase and delivery of items has to be within the same calendar year for payment. Therefore, Deputy Director Kahl has suggested we submit a request to carry forward these funds from our All Other Equipment CIP Budget.

I am requesting consideration and action to recommend the City of Neenah and City of Menasha Common Councils approve the carry forward of \$9,547.00 from NMFR's 2022 All Other Equipment CIP Budget (180-2481-712-8133).

If you have any questions, please feel free to call me at 886-6202.

Thank you for your consideration.

SK/te



Memorandum

TO: NMFR Joint Finance & Personnel Committee

FROM: DC Shane Krueger

DATE: December 13, 2022

RE: 2022 Software Budget Carry Forward

This year we had budgeted funds for several different software changes. As you know, due to our records management software being obsolete we had to replace this with several different ones to carry out the functions that one did. Due to the amount of work it has taken to learn three new software programs, the challenges in getting our data switched over, training, etc. we were not able to implement the station alerting software we budgeted and planned to implement this year. There is a required down payment for this software and then an annual maintenance fee. Since we are not able to purchase this, and get it up and running within the same budget year, we are requesting to carryforward \$10,000 from our 2022 maintenance of software budget line item (180-2301712-0218) since there is not enough budget funds in 2023 to cover the required down payment and annual maintenance fee.

If you have any questions, please feel free to call me at 886-6202. Thank you for your consideration.

SK/te

City of Menasha Disbursements

Weekly Accounts Payable	12/16/22 - 12/29/22	\$491,625.12
	Checks # 76648-76748	
	Void Check 76420	(\$250.00)
	Void Checks 76631-76647 (system error)	
Bi-Weekly Payroll	12/29/22	\$242,271.69
Additional Regular Cycle Accounts Payables -Paid Electronically		
Bank Fees	12/15/22	\$75.00
Wisconsin Deferred Compensation	12/16/22	\$8,890.00
Nationwide Deferred Compensation	12/16/22	\$4,717.50
Credit Card Fees	12/16/22	\$7.76
Delta Dental	12/21/22	\$2,451.90
Federal Tax Withholding	12/21/22	\$76,579.06
Credit Card Fees	12/26/22	\$3.88
Employee Trust Funds - WRS	12/28/22	\$145,166.51
State Tax Withholding	12/28/22	\$25,665.06
Delta Dental	12/28/22	\$3,043.60
Community First CU-Payroll Deduction	12/29/22	\$590.75
Credit Card Fees	12/29/22	\$3.85
Employee Benefits-Flex Spending	12/29/22	\$4,383.65
		<u>\$ 271,578.52</u>
Total		<u><u>\$1,005,225.33</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

12/29/22

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: 12/22/2022

Date: 12/29/2022

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
ALL-SPORT TROPHY	76648	12/22/2022	056700	100-0801-521.24-05	98.00	DISPLAY BOX
		12/22/2022	056701	100-0801-521.30-18	294.00	GOLD/SILVER PLATES
		Total for check: 76648			392.00	
MARY ALMANZA	76649	12/22/2022	SD REFUND	100-0000-201.11-00	100.00	SR CTR RENTAL RETURN
			Total for check: 76649			100.00
AMAZON CAPITAL SERVICES	76650	12/22/2022	119W-LQJP-647N	100-0801-521.29-04	49.68	LIGHTWEIGHT RIGID FOAM
		12/22/2022	11QW-JH9J-Q1GC	100-0801-521.30-18	37.97	CHIRSTMAS ORNAMENTS
		12/22/2022	16X1-FVYN-6WCD	100-0801-521.80-05	656.75	GLASS MIRROR WALL
		12/22/2022	1CCR-WLC4-3T3N	100-0801-521.19-03	121.95	MENS BOOTS
		12/22/2022	1MWC-GJV4-HH7T	100-0801-521.24-02	14.99	ACRYLIC PAINT
		12/22/2022	IDVX-ILV4-MCW7	100-0801-521.30-18	62.97	MAGNETIC HOOKS/BOX
		12/22/2022	IKCP-NT4C-96FN	100-0801-521.24-05	61.98	WALL BOOK SHELF
		Total for check: 76650			1,006.29	
CITY OF APPLETON	76651	12/22/2022	10635	100-0918-531.21-06	500.00	DECEMBER 2022 EMERGENCY PREPAREDNESS PLANNIN
			Total for check: 76651			500.00
AUTOMATED COMFORT CONTROLS	76652	12/22/2022	32564	731-1022-541.20-04	827.64	FALL MAINTENANCE - PWF
			Total for check: 76652			827.64
BADGER LABORATORIES INC	76653	12/22/2022	22-018018	601-1020-543.21-02	1,179.65	WASTEWATER TESTING INTERTAPE POLYMER
		12/22/2022	22-018019	601-1020-543.21-02	979.65	WASTEWATER TESTING GUNDERSONS G2
		12/22/2022	22-018020	601-1020-543.21-02	1,054.65	WASTEWATER TESTING DURA FIBRE
		12/22/2022	22-018021	601-1020-543.21-02	979.65	WASTEWATER TESTING TRANSCONTINENTAL RIVER S
		12/22/2022	22-018022	601-1020-543.21-02	979.65	WASTEWATER TESTING TRANSCONTINENTAL MAIN
		Total for check: 76653			5,173.25	

AP Check Register

Check Date: 12/22/2022

Date: 12/29/2022

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
BLUE DRAGON	76654	12/22/2022	SKATEPARK	100-0000-441.25-00	48.00	FALL 2022 SKATEPARK LESSONS
			Total for check: 76654		48.00	
COMPLETE OFFICE OF WISCONSIN	76655	12/22/2022	69952	100-0703-553.30-13	59.14	MULTIFOLD TOWELS
			Total for check: 76655		59.14	
CRESCENT ELECTRIC SUPPLY COMPANY	76656	12/22/2022	S510991134.0001	470-1003-541.82-02	5,985.00	ELECTRICAL PEDISTALS PLANTER BEDS-MAIN/RACINE
			Total for check: 76656		5,985.00	
KORTNEY DAHM	76657	12/22/2022	MILEAGE	100-0903-531.33-01	44.25	NOVEMBER MILEAGE
			Total for check: 76657		44.25	
CURT DESPRES ALLEN	76658	12/22/2022	REFUND	100-0000-441.13-00	104.00	SWAPPED OUT FOR SMALLER GARBAGE CAN
			Total for check: 76658		104.00	
ENVISIONINK PRINTING SOLUTIONS	76659	12/22/2022	227454	100-0401-513.29-01	2,099.00	PROPERTY TAX BILL MAILING
			Total for check: 76659		2,099.00	
EVERGREEN POWER	76660	12/22/2022	17885	100-0703-553.30-15	509.98	POWERHEAD/HEDGE TRIMMER ATTACHMENT
			Total for check: 76660		509.98	
JOHN FABICK TRACTOR COMPANY	76661	12/22/2022	PIGB0170138	731-1022-541.38-04	12.75	OUTBOUND FREIGHT
		12/22/2022	PIGB0170139	731-1022-541.29-04	59.44	LINING KT
		12/22/2022	PIGB0170372	731-1022-541.38-04	81.72	CABLE ASSEMBLY
			Total for check: 76661		153.91	
FACTORY MOTOR PARTS CO	76662	12/22/2022	18-2100839	731-1022-541.38-03	45.32	FILTER
		12/22/2022	18-2102032	731-1022-541.38-03	87.84	FILTER/WIPER BLADE
		12/22/2022	18-2102293	731-1022-541.38-03	134.57	DRUM

AP Check Register
Check Date: 12/22/2022

Date: 12/29/2022

<i>Vendor Name</i>	<i>Check Number</i>	<i>Check Date</i>	<i>Invoice Number</i>	<i>Account Number</i>	<i>Amount</i>	<i>Description</i>
FACTORY MOTOR PARTS CO...	76662...	12/22/2022	50-4243923	731-1022-541.38-03	16.93	HALOGEN SEALED BEAMS
					273.43	HALOGEN SEALED BEAMS
					Total for check: 76662	
					558.09	
FERGUSON ENTERPRISES #1550	76663	12/22/2022	6986926	100-0703-553.24-03	26.44	PARTS
					Total for check: 76663	
					26.44	
FITNESS MACHINE TECHNICIANS	76664	12/22/2022	12517	100-0801-521.80-05	410.00	FITNESS EQUIPMENT
		12/22/2022	2924	100-0801-521.80-05	530.00	PREV MAINT SERVICE THROUGH 1/1/24
			Total for check: 76664		940.00	
FOX CROSSING, VILLAGE OF	76665	12/22/2022	BUS TRIP	100-0000-201.14-00	1,100.00	FIRESIDE BUS TRIP
					Total for check: 76665	
					1,100.00	
GUNDERSON CLEANERS	76666	12/22/2022	11-060798	100-0801-521.24-05	12.50	D/C SHIRT
		12/22/2022	11-090309	100-0801-521.24-05	23.64	SHORTCOAT
		12/22/2022	1209441	100-0801-521.30-13	62.51	CLEANING SERVICE
			Total for check: 76666		98.65	
GUSTMAN CHEVROLET SALES INC	76667	12/22/2022	351020	731-1022-541.38-04	141.75	INSTALL CLUSTER & PROGRAM
		12/22/2022	61400	731-1022-541.38-03	238.00	CLUSTER
			Total for check: 76667		379.75	
CHLOE HANSEN-DUNN	76668	12/22/2022	MILEAGE	100-0702-552.33-01	70.69	TRAVEL EXPENSE MILEAGE JUNE-OCTOBER 2022
		12/22/2022	REIMBURSEMENT	100-0702-552.30-18	30.00	POP UP TENT
					113.88	CONCESSIONS CHIPS FOR CITY CARNIVAL
					23.72	OPEN GYM BASKETBALL REPLACEMENT
				100-0704-552.30-10	12.50	DIVE IN MOVIE EXTRA HOT DOGS
			Total for check: 76668		250.79	

AP Check Register

Check Date: 12/22/2022

Date: 12/29/2022

<i>Vendor Name</i>	<i>Check Number</i>	<i>Check Date</i>	<i>Invoice Number</i>	<i>Account Number</i>	<i>Amount</i>	<i>Description</i>
HEART AND VASCULAR INSTITUTE OF WI	76669	12/22/2022	NOV INVOICE	100-0801-521.80-05	450.00	CA SCORES
			Total for check: 76669		450.00	
DONALD HIETPAS & SONS INC	76670	12/22/2022	384 NAUSSAU ST	601-1020-543.24-05	3,650.00	INSTALLED NEW SANITARY LATERAL
		12/22/2022	388 NAUSSAU ST	100-0000-123.00-00	1,437.89	REPAIRED SANTITARY SEWER 388 NAUSSAU ST
			Total for check: 76670		5,087.89	
WILLIAM HUNTEMAN	76671	12/22/2022	REFUND	100-0000-441.13-00	140.00	REFUND CAN CHG TAX BILL
			Total for check: 76671		140.00	
JX ENTERPRISES INC	76672	12/22/2022	2488579P	731-1022-541.38-03	24.71	SURGE TANK
			Total for check: 76672		24.71	
KIM KARGUS	76673	12/22/2022	MYSTERY TRIP	100-0000-441.27-00	45.00	CANCELLED MYSTERY TRIP
			Total for check: 76673		45.00	
KWIK TRIP INC	76674	12/22/2022	00244691	100-0801-521.38-01	108.99	FUEL
			Total for check: 76674		108.99	
AARON LEROY	76675	12/22/2022	REFUND	100-0000-441.13-00	104.00	SWAPPED OUT FOR SMALLER GARBAGE CAN
			Total for check: 76675		104.00	
MARCO DESIGNS INC	76676	12/22/2022	E9576	100-0801-521.80-05	2,418.46	EXERCISE EQUIPMENT PD
			Total for check: 76676		2,418.46	
LEAH MCCORMICK	76677	12/22/2022	MILEAGE	100-0702-552.33-01	28.00	TRAVEL EXPENSE MILEAGE JUNE/JULY 2022
					22.08	TRAVEL EXPENSE MILEAGE AUG-NOVEMBER

AP Check Register
Check Date: 12/22/2022

Date: 12/29/2022

<i>Vendor Name</i>	<i>Check Number</i>	<i>Check Date</i>	<i>Invoice Number</i>	<i>Account Number</i>	<i>Amount</i>	<i>Description</i>
LEAH MCCORMICK...	76677...	12/22/2022...	MILEAGE...	100-0920-531.34-01	86.25	TRAVEL EXPENSE MILEAGE CONFERENCE 10/27-10/28
			Total for check: 76677		136.33	
MCMAHON	76678	12/22/2022	929100	625-1002-541.21-02	356.00	PROJECT # 09-20-00568 2022 ECOLOGICAL SVCS
			Total for check: 76678		356.00	
MENASHA JOINT SCHOOL DISTRICT	76679	12/22/2022	MOBILE HOME	100-0000-412.00-00	5,370.89	MOBILE HOME NOV 2022
			Total for check: 76679		5,370.89	
MENASHA UTILITIES	76680	12/22/2022	MENASHA UTILITY	100-0304-562.22-03	11.34	10/27-11/28/22 ELEC
				100-0305-562.22-05	27.96	10/27-11/28/22 WATER/SEW
				100-0305-562.22-06	15.20	10/27-11/28/22 STORM
				100-0601-551.22-07	63.17	10/27-11/28/22 ELEC DARK FIBER CHARGE LIB
				100-0703-553.22-03	744.17	10/27-11/28/22 ELEC
				100-0703-553.22-05	756.77	10/27-11/28/22 WATER/SEW
				100-0703-553.22-06	575.12	10/27-11/28/22 STORM
				100-0704-552.22-07	445.94	10/27-11/28/22 ELEC DARK FIBER CHARGE POOL
				100-0920-531.22-03	301.61	10/27-11/28/22 ELEC
				100-0920-531.22-05	129.27	10/27-11/28/22 WATER/SEW
				100-1001-514.22-03	74.91	10/27-11/28/22 ELEC
				100-1008-541.22-03	152.65	10/27-11/28/22 ELEC
				100-1012-541.22-03	308.96	10/27-11/28/22 ELEC
				100-1013-541.22-03	34.08	10/27-11/28/22 ELEC
				100-1013-541.22-05	38.08	10/27-11/28/22 WATER/SEW
				100-1013-541.22-06	335.00	10/27-11/28/22 STORM
				100-1014-543.22-05	13.98	10/27-11/28/22 WATER/SEW
				100-1014-543.22-06	73.07	10/27-11/28/22 STORM
				100-1019-552.22-03	38.10	10/27-11/28/22 ELEC
				100-1019-552.22-07	85.34	10/27-11/28/22 ELEC INTERNET CHG RACINE BRIDG
				207-0707-552.22-03	263.49	10/27-11/28/22 ELEC
				207-0707-552.22-05	38.08	10/27-11/28/22 WATER/SEW
				207-0707-552.22-06	72.13	10/27-11/28/22 STORM
				207-0707-552.22-07	57.38	10/27-11/28/22 ELEC DARK FIBER CHARGE MARINA

AP Check Register
Check Date: 12/22/2022

Date: 12/29/2022

<i>Vendor Name</i>	<i>Check Number</i>	<i>Check Date</i>	<i>Invoice Number</i>	<i>Account Number</i>	<i>Amount</i>	<i>Description</i>
MENASHA UTILITIES...	76680...	12/22/2022...	MENASHA UTILITY...	487-0305-562.22-05	13.98	10/27-11/28/22 WATER/SEW
				487-0305-562.22-06	31.32	10/27-11/28/22 STORM
				501-0304-562.22-03	38.88	10/27-11/28/22 ELEC
				501-0304-562.22-06	353.07	10/27-11/28/22 STORM
				601-1020-543.22-03	37.49	10/27-11/28/22 ELEC
				731-1022-541.22-07	594.24	10/27-11/28/22 ELEC DARK FIBER CHARGE GARAGE
				743-0403-513.21-04	165.53	10/27-11/28/22 ELEC INTERNET CHARGE IT
				743-0403-513.22-07	501.17	10/27-11/28/22 ELEC DARK FIBER CHARGE IT
				Total for check: 76680		
					6,391.48	
MONROE TRUCK EQUIPMENT INC	76681	12/22/2022		731-1022-541.38-04	301.83	PARTS
				731-1022-541.38-03	76.53	STROBE, LED CLEAR LENS
				731-1022-541.38-03	67.21	MANIFOLD FLANGE BALL
				Total for check: 76681		
					445.57	
N&M AUTO SUPPLY	76682	12/22/2022		731-1022-541.38-03	6.56	FUSE HOLDER
				731-1022-541.30-18	178.57	WIRE, FUSE HOLDER
				731-1022-541.38-04	7.93	UNIVERSAL JOINT
				Total for check: 76682		
					193.06	
CITY OF NEENAH	76683	12/22/2022	39183	470-0501-522.30-15	174.58	CO-METERS
				470-0501-522.80-03	21,177.58	2023 TAHOE
					20,725.05	2022 CHEVY SILVERADO
					2,978.75	STAFF CAR RADIO, LIGHTS DECALS
					2,664.69	STAFF CAR RADIO, LIGHTS DECALS
					125.95	MOUNTS/INSPECTOR VEHICLES
					(5,087.17)	23 TAHOE TRADE IN CREDIT
					(836.19)	22 SILVERADO TRADE IN CR
				Total for check: 76683		
					41,923.24	

AP Check Register

Check Date: 12/22/2022

Date: 12/29/2022

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
NIELSON COMMUNICATIONS INC	76684	12/22/2022	AR27948	731-1022-541.38-03	361.30	PARTS
			Total for check: 76684		361.30	
NANCY PAWLOWSKI	76685	12/22/2022	REFUND CAN	100-0000-441.13-00	140.00	REFUND TAX BILL CHG EXTRA CAN
			Total for check: 76685		140.00	
QUALITY TRUCK CARE CENTER	76686	12/22/2022	R102016011:01	731-1022-541.29-04	14,454.81	SERVICE VEHICLE #0004
			Total for check: 76686		14,454.81	
JANET ROTHE	76687	12/22/2022	MILEAGE	100-0920-531.33-01	56.25	TRAVEL EXPENSE JAN-DEC 2022
			Total for check: 76687		56.25	
RUEKERT & MIELKE INC	76688	12/22/2022	144301	601-1020-543.21-02	771.50	PROJECT#8285-10006 SEWER BILLING ASSISTANCE
		12/22/2022	144302	601-1020-543.21-02	349.75	PROJECT#8285-10013 AHNAIP ST SANITARY SEWER
		12/22/2022	144303	489-1003-541.82-02	306.00	PROJECT#8285-10017 OAK ST EXTENSION
		12/22/2022	144304	601-1020-543.21-02	306.00	PROJECT#8285-10021 22 USER CHG SYSTEM UPDATE
		12/22/2022	144305	625-1002-541.21-02	399.12	PROJECT#8285-10027 BRIN SITE CONTAMINATION
		12/22/2022	144306	489-1003-541.82-02	2,915.25	PROJECT#8285-10029 OAK ST RD EXTENSION
			Total for check: 76688		5,047.62	
SECURIAN FINANCIAL GROUP INC	76689	12/22/2022	002832L	100-0000-204.07-00	3,050.82	LIFE INS PREMIUM JAN 2023
			Total for check: 76689		3,050.82	
GREGORY STOCKWELL	76690	12/22/2022	REFUND	100-0000-441.13-00	104.00	REFUND 96 GALLON REFUSE ON TAX BILL
			Total for check: 76690		104.00	
THEDACARE AT WORK	76691	12/22/2022	333546	100-0202-512.21-05	373.33	EAP CONTRACT

AP Check Register

Check Date: 12/22/2022

Date: 12/29/2022

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
THEDACARE AT WORK...	76691...	12/22/2022	333745	100-0202-512.21-05	65.00	LAB WORK
			Total for check: 76691		438.33	
TOYS FOR TRUCKS	76692	12/22/2022	SOMEN-325	731-1022-541.38-03	105.03	WEATHERTECH
			Total for check: 76692		105.03	
TRANSCENDENT TECHNOLOGIES	76693	12/22/2022	M6333	743-0403-513.21-04	870.00	NOV IMPLEMENTATION HRS
			Total for check: 76693		870.00	
UNIFIRST CORPORATION	76694	12/22/2022	097 0363263	731-1022-541.20-01	202.91	LAUNDRY SERVICE
			Total for check: 76694		202.91	
UNIFORM SHOPPE	76695	12/22/2022	327774	100-0801-521.19-03	301.80	UNIFORM ALLOWANCE
		12/22/2022	328463	100-0801-521.19-03	73.95	UNIFORM ALLOWANCE
			Total for check: 76695		375.75	
UNITY RECOVERY SERVICES	76696	12/22/2022	22120102	100-0917-531.21-06	28,057.50	MCAAP YEAR 4, Q1
			Total for check: 76696		28,057.50	
VINTON CONSTRUCTION COMPANY	76697	12/22/2022	2022-01	470-0000-201.04-00	3,587.46	MAIN ST RECONSTRUCTION
				470-1003-541.82-02	1,193.87	MAIN ST RECONSTRUCTION
				625-0000-194.00-00	277.00	MAIN ST RECONSTRUCTION
		12/22/2022	2022-02	470-1003-541.82-02	3,372.76	AIRPORT RD RECONSTRUCTION
					65,688.37	AIRPORT RD RECONSTRUCTIONFOX CROSSING
				489-0305-562.82-02	43,167.83	AIRPORT RD RECONSTRUCTION
				625-0000-194.00-00	(30,804.33)	AIRPORT RD RECONSTRUCTION
			Total for check: 76697		86,482.96	

AP Check Register
Check Date: 12/22/2022

Date: 12/29/2022

<i>Vendor Name</i>	<i>Check Number</i>	<i>Check Date</i>	<i>Invoice Number</i>	<i>Account Number</i>	<i>Amount</i>	<i>Description</i>
WE ENERGIES	76698	12/22/2022	4385788023	731-1022-541.22-04	2,569.67	GAS 11-1/12/5 PWF
			Total for check: 76698		2,569.67	
WIL-KIL PEST CONTROL	76699	12/22/2022	4551055	100-0703-553.24-03	35.00	COMMERICAL CONTRACT KOSLO PARK
			Total for check: 76699		35.00	
WINNEBAGO COUNTY CLERK OF COURTS	76700	12/22/2022	REPORT #22-2983	100-0000-201.03-00	650.00	REPORT #22-2983 BOND
		12/22/2022	REPORT #22-3031	100-0000-201.03-00	150.00	REPORT #22-3031 BOND
			Total for check: 76700		800.00	
WINNEBAGO COUNTY TREASURER	76701	12/22/2022	24048	100-1003-541.21-02	133.71	RIVER STREET BRIDGE INSPECTION
				470-1003-541.82-02	147.89	CTH P ENGINEERING DESIGN VALLEY ROAD
			Total for check: 76701		281.60	
WISCONSIN DEPT OF TRANSPORTATION	76702	12/22/2022	395-0000286685	470-1003-541.82-02	684.31	PLANK RD ENGINEERING DESIGN
		12/22/2022	395-0000286802	470-1003-541.82-02	1,027.28	RACINE ST ENGINEERING DESIGN (THIRD-NINTH)
		12/22/2022	395-0000286803	493-1003-541.82-02	36,969.97	RACINE ST BRIDGE
			Total for check: 76702		38,681.56	
KENNETH ZALAS	76703	12/22/2022	RETURN SD	100-0000-201.10-00	100.00	RETURN DEPOSIT ST OCCUPANCY NO. 13929
			Total for check: 76703		100.00	
ZANDER PRESS INC	76704	12/22/2022	106604	100-0801-521.29-01	388.83	ENVELOPES PD
			Total for check: 76704		388.83	
					266,155.74	

AP Check Register
Check Date: 12/29/2022

Date: 12/29/2022

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
ACCURATE	76706	12/29/2022	2214759	731-1022-541.38-03	6.06	7 WAY CONNECTOR
				731-1022-541.38-04	98.62	BRAKE PADS/SQUARE LED WORKLIGHT
		12/29/2022	2216111	731-1022-541.30-18	64.00	LOCK NUT
		12/29/2022	2216148	731-1022-541.30-18	22.32	BOLT/FLANGE LOCKNUT
		Total for check: 76706				191.00
AMAZON CAPITAL SERVICES	76707	12/29/2022	13KQ-4G6R-HL46	100-0905-531.30-18	8.99	3 HOLE PUNCH
				100-0907-531.30-18	479.31	KEYBOARD,SEAT CUSHION WIRELESS KEYBOARD
		12/29/2022	13PG-4GQ3-XFDG	100-0907-531.30-18	11.57	MOUNT DOCUMENT CLIPS
		12/29/2022	1CQK-VW1D-CC6X	100-0907-531.30-18	27.27	BUSINESS NOTEBOOKS
				100-0921-531.30-18	11.87	COLOR CODE DOT STICKERS
		12/29/2022	1DXP-9VPW-N67X	100-0702-552.30-18	726.32	REC SUPPLIES
		12/29/2022	1MPJ-6DTQ-CKC9	100-0702-552.30-10	184.89	REC OFFICE SUPPLIES
				100-0702-552.30-18	391.04	REC SUPPLIES
				100-0704-552.30-10	29.99	POOL OFFICE SUPPLIES
		12/29/2022	1NLC-VLMQ-X39K	100-0921-531.30-18	31.78	ORGANIZER TRAY WORK GLOVES
		12/29/2022	1RVM-G9HJ-WCQ9	100-0704-552.30-10	142.86	POOL SUPPLIES
		12/29/2022	IFXW-6NX9-PC1F	100-0702-552.30-18	137.41	REC SUPPLIES
				100-0704-552.30-10	540.32	POOL SUPPLIES
				100-0920-531.30-10	25.99	SR CTR SUPPLIES
		Total for check: 76707				2,749.61
ATKINS DEVELOPMENT GROUP LLC	76708	12/29/2022	003	470-1003-541.82-02	10,889.03	WOODLAND LAKE COTTAGES
				10,889.03		
AUTOMATED COMFORT CONTROLS	76709	12/29/2022	000258050	731-1022-541.38-03	(92.88)	REFUND MASTER CYLINDER
		12/29/2022	32563	100-0501-522.24-03	124.95	FALL MAINTENANCE NM FIRE
		12/29/2022	32589	100-0920-531.24-03	78.08	FALL MAINTENANCE SR CTR
		Total for check: 76709				110.15
AUTOMOTIVE SUPPLY COMPANY	76710	12/29/2022	000258039	731-1022-541.38-03	(105.93)	REFUND STEERING PUMP
		12/29/2022	000258040	731-1022-541.38-03	(18.75)	REFUND MASTER CYLINDER

AP Check Register
Check Date: 12/29/2022

Date: 12/29/2022

<i>Vendor Name</i>	<i>Check Number</i>	<i>Check Date</i>	<i>Invoice Number</i>	<i>Account Number</i>	<i>Amount</i>	<i>Description</i>
AUTOMOTIVE SUPPLY COMPANY...	76710...	12/29/2022	012026753	731-1022-541.38-03	144.06	ALTERNATOR
			Total for check: 76710		19.38	
BCHH INC	76711	12/29/2022	6-01252-03	100-0000-212.00-00	144.83	OVERPAYMENT 2022 TAXES S. BERGNER
			Total for check: 76711		144.83	
CALUMET COUNTY CLERK OF COURTS	76712	12/29/2022	REPORT #22-3060	100-0000-201.03-00	500.00	REPORT #22-3060 BOND
			Total for check: 76712		500.00	
CARDMEMBER SERVICE	76719	12/29/2022	0101	743-0403-513.24-04	140.00	K9 TRACKING SERVICE IT
		12/29/2022	0167	100-1002-541.34-02	20.00	APWA CONFERENCE
		12/29/2022	0181	743-0403-513.30-15	739.00	SRO LAPTOP
		12/29/2022	0183	100-0601-551.30-16	11.28	PROGRAMMING SUPPLIES
		12/29/2022	0202	100-0801-521.30-18	49.59	EVIDENCE EQUIPMENT PD
		12/29/2022	0261	100-0702-552.34-02	35.00	EQUITY IN EVENTS
				100-0704-552.34-02	35.00	SUMMER HIRE
		12/29/2022	0618	100-0704-552.34-02	45.00	TRAINING - CHLOE
		12/29/2022	0620	743-0403-513.30-15	10.66	USB CHARGER/IT
		12/29/2022	0659	100-0601-551.30-16	32.50	FACEBOOK ADS
		12/29/2022	0759	100-0801-521.19-03	57.18	E13 UNIFORM ALLOWANCE PD
		12/29/2022	0782	743-0403-513.30-15	29.33	USB CHARGER/IT
		12/29/2022	1039	100-0801-521.30-11	8.78	CRIME LAB EVIDENCE SHIPPING PD
		12/29/2022	1075	100-0601-551.30-12	15.74	XBOX GAME SUBSCRIPTION
		12/29/2022	1237	100-0601-551.30-11	17.86	POSTAGE INTERLIBRARY LOAN
		12/29/2022	1389	601-1020-543.30-18	73.99	LIFT ST MONITOR SHIPPING
		12/29/2022	1472	100-0601-551.30-16	91.56	LIB PROGAMMING SUPPLIES
		12/29/2022	1479	100-0920-531.30-10	69.74	SR CTR SUPPLIES
				826-0702-552.30-18	63.72	REC CONCESSIONS
				827-0920-531.30-18	29.36	SR CTR CONCESSIONS
		12/29/2022	1491	100-0202-512.32-01	229.00	HR MEMBERSHIP
		12/29/2022	1682	100-0301-523.34-02	54.38	REGISTATION BI/HS
		12/29/2022	2180	100-0801-521.30-11	8.78	CRIME LAB EVIDENCE SHIPPING PD
		12/29/2022	2544	100-0601-551.30-15	(226.82)	REFUND SALES TAX

AP Check Register

Check Date: 12/29/2022

Date: 12/29/2022

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
CARDMEMBER SERVICE...	76719...	12/29/2022	2575	100-0601-551.30-14	40.00	MONTHLY NEWSPAPER
		12/29/2022	2594	100-0801-521.24-03	82.18	PD RANGE FAN MOTOR
		12/29/2022	2806	100-0601-551.30-16	29.99	MONTHLY ADOBE STOCK
		12/29/2022	2833	100-0702-552.30-18	184.40	P&R HOLIDAY HAYRIDE
		12/29/2022	2875	100-0702-552.30-18	129.95	REC EVENT HOLIDAY HAYRIDE
		12/29/2022	2964	100-0801-521.33-03	19.76	TRAINING PD
		12/29/2022	3024	100-0601-551.30-15	4,858.17	CNC CUTTER
		12/29/2022	3038	100-0801-521.29-01	50.23	THANK YOU CARDS PD
		12/29/2022	3050	100-0801-521.24-03	384.59	BUBBLER FILTERS
				731-1022-541.24-03	192.29	BUBBLER FILTERS
		12/29/2022	3128	100-0801-521.29-01	111.24	PRINTING EXPENSE PD
		12/29/2022	3243	100-0601-551.30-16	264.57	PROGRAMMING SUPPLIES
		12/29/2022	3735	100-0601-551.20-05	60.28	PROGRAMMING SUPPLIES
		12/29/2022	3928	731-1022-541.38-03	395.32	PARTS
		12/29/2022	4039	100-0801-521.30-18	223.44	ENVIDENCE SUPPLIES PD
		12/29/2022	4098	100-0401-513.30-10	142.00	SCANNERS/FINANCE
		12/29/2022	4189	743-0403-513.30-15	58.89	CABLES/IT
		12/29/2022	4316	100-0601-551.30-11	16.30	POSTAGE/CARDS TO TROOPS
		12/29/2022	5127	100-0702-552.30-18	50.85	P&R HOLIDAY HAYRIDE
		12/29/2022	5207	743-0403-513.30-15	129.97	REPLACE MONITOR/PD
		12/29/2022	5254	100-0703-553.34-02	150.00	WPRA MEMBERSHIP
		12/29/2022	5390	100-0801-521.34-03	(24.70)	LODGING/TRAINING PD TAX REFUND
		12/29/2022	5411	100-0801-521.34-03	99.00	TRAINING/LODGING PD
		12/29/2022	5426	100-0801-521.30-11	33.20	CRIME LAB EVIDENCE SHIPPING PD
		12/29/2022	5452	100-0801-521.34-03	99.00	TRAINING/LODGING PD
		12/29/2022	5460	100-0801-521.34-03	99.00	TRAINING/LODGING PD
		12/29/2022	5487	100-0801-521.30-18	657.73	PIO BANNER PD
		12/29/2022	5684	100-0801-521.34-03	198.00	TRAINING LODGING PD
		12/29/2022	5692	100-0801-521.34-03	198.00	TRAINING LODGING PD
		12/29/2022	5700	100-0801-521.34-03	198.00	TRAINING LODGING PD
		12/29/2022	5769	100-0601-551.30-16	64.39	LIB PROGAMMING SUPPLIES
		12/29/2022	5840	100-0601-551.30-18	8.04	MASKING TAPE
		12/29/2022	5871	100-0601-551.30-11	26.39	POSTAGE INTERLIBRARY LOAN
		12/29/2022	5886	100-0920-531.30-18	17.99	MSC MIXED MEDIA
		12/29/2022	5907	824-0807-521.30-15	65.98	DOG FOOD K9

AP Check Register
Check Date: 12/29/2022

Date: 12/29/2022

<i>Vendor Name</i>	<i>Check Number</i>	<i>Check Date</i>	<i>Invoice Number</i>	<i>Account Number</i>	<i>Amount</i>	<i>Description</i>
CARDMEMBER SERVICE...	76719...	12/29/2022	6006	100-0702-552.30-18	(19.99)	RETURN P&R TEAPOT
		12/29/2022	6157	100-0601-551.20-05	109.91	PROGRAMMING SUPPLIES
		12/29/2022	6215	100-0601-551.20-05	114.91	PROGRAMMING SUPPLIES
		12/29/2022	6446	100-0601-551.24-03	95.78	LIB LED DRIVER
		12/29/2022	6520	100-0920-531.30-18	30.00	MSC VETS DAY
		12/29/2022	6636	100-0601-551.30-16	30.00	FACEBOOK ADS
		12/29/2022	6881	100-0801-521.34-02	14.50	CPR/AED CERTIFICATION CARDS PD
		12/29/2022	6987	100-0601-551.30-14	20.99	STREAMING SUBSCRIPTION
		12/29/2022	7487	100-0801-521.30-18	184.77	PIO TRINKETS PD
		12/29/2022	7557	100-0801-521.30-18	11.59	CELL CASE/ SRO
		12/29/2022	7558	100-0801-521.30-15	134.15	HONOR GUARD FLAGS
		12/29/2022	7610	827-0920-531.30-18	55.75	BSC BINGO PRIZES
		12/29/2022	7692	100-0601-551.30-14	34.98	OUR WI MAGAZINE
		12/29/2022	7886	100-0703-553.24-03	137.13	DOOR HINGE
		12/29/2022	7891	731-1022-541.24-03	381.78	PWF DOOR SENSOR
		12/29/2022	7912	100-0801-521.19-03	226.80	GENERAL UNIFORM SUPPLIES PD
		12/29/2022	7964	100-0801-521.32-01	75.00	MONTHLY INV TOOL NOV PD
		12/29/2022	8006	731-1022-541.24-03	63.22	GARAGE DOOR
		12/29/2022	8096	100-0601-551.30-16	8.25	FLICKR MONTHLY FEE
		12/29/2022	8284	100-0907-531.30-12	217.20	HEADSET
		12/29/2022	8305	100-0601-551.30-11	7.90	POSTAGE INTERLIBRARY LOAN
		12/29/2022	8687	731-1022-541.30-18	9.99	CELL CASE PW
		12/29/2022	8961	743-0403-513.30-15	31.92	ADAPTERS/IT
		12/29/2022	9324	100-0601-551.30-11	17.16	POSTAGE FOR NEWSLETTERS
		12/29/2022	9356	100-0601-551.30-14	100.00	HULU SUBSCRIPTION
		12/29/2022	9380	100-0601-551.30-14	25.00	HULU SUBSCRIPTION
		12/29/2022	9398	100-0601-551.30-14	50.00	HULU SUBSCRIPTION
		12/29/2022	9455	100-0601-551.30-14	100.00	HULU SUBSCRIPTION
		12/29/2022	9561	100-0601-551.30-16	300.00	LIB PROGRAMMING
		12/29/2022	9577	100-1003-541.30-18	62.16	MAPS
		12/29/2022	9596	100-0811-521.34-02	75.00	REGISTRATOIN CES
		12/29/2022	9647	100-0601-551.30-12	249.99	PRINTER SUPPLIES LIB
		12/29/2022	9714	100-0702-552.30-18	27.95	P&R NO SCHOOL DAY
		12/29/2022	9737	100-0801-521.30-15	967.96	BIKE EQUIPMENT PD
		12/29/2022	9916	100-0301-523.30-10	11.59	CELL CASE/INSPECTION

AP Check Register
Check Date: 12/29/2022

Date: 12/29/2022

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
CARDMEMBER SERVICE...	76719...	12/29/2022...	9916...	100-0702-552.30-10	29.98	CELL CASE/P&R
		12/29/2022	9919	100-0801-521.30-18	63.89	PIO SUPPLIES
		12/29/2022	9960	100-0601-551.30-12	15.74	XBOX GAME SUBSCRIPTION
	Total for check: 76719				15,028.02	
CELLCOM	76720	12/29/2022	233513	100-0201-512.22-01	30.45	ATTORNEY
				100-0301-523.22-01	80.44	BUILDING INSPECTOR
				100-0304-562.22-01	60.90	COMM DEV
				100-0601-551.22-01	20.71	BUILDING SERVICES
					38.36	LIBRARY
				100-0702-552.22-01	134.98	PARK LOCATIONS
				100-0703-553.22-01	12.18	BUILDING SERVICES
					175.57	PARKS
				100-0801-521.22-01	14.01	BUILDING SERVICES
					1,075.95	POLICE
				100-0811-521.22-01	30.45	CODE ENFORCEMENT
				100-0904-531.22-01	30.45	ENVIRONMENTAL HEALTH
				100-0919-531.22-01	340.07	HEALTH
				100-1001-514.22-01	14.01	BUILDING SERVICES
				100-1002-541.22-01	158.21	ENGINEERING
				100-1008-541.22-01	7.62	STREET SIGNS
				100-1019-552.22-01	8.58	BRIDGES
				601-1020-543.22-01	3.62	CONFINED SPACES
					4.29	SEWER TRUCK
				625-1002-541.22-01	52.74	ENGINEERING
				731-1022-541.22-01	122.79	CITY GARAGE
				743-0403-513.22-01	60.90	IT
				Total for check: 76720		
COMPLETE OFFICE OF WISCONSIN	76721	12/29/2022	78099	100-1001-514.30-10	14.05	CARDSTOCK PAPER
Total for check: 76721				14.05		

AP Check Register
Check Date: 12/29/2022

Date: 12/29/2022

<i>Vendor Name</i>	<i>Check Number</i>	<i>Check Date</i>	<i>Invoice Number</i>	<i>Account Number</i>	<i>Amount</i>	<i>Description</i>
D&M INTERIORS	76722	12/29/2022	CG203793	100-0801-521.24-03	7,829.40	LVT & CARPET INSTALL
			Total for check: 76722		7,829.40	
DEPT OF SAFETY & PROFESSIONAL SVCS	76723	12/29/2022	UDC APP/EXAM	100-0811-521.34-02	40.00	FULCER UDC APP/EXAM
			Total for check: 76723		40.00	
EVERGREEN POWER	76724	12/29/2022	17957	100-0706-561.30-15	565.49	BACKPACK BLOWER
			Total for check: 76724		565.49	
FOX COMMUNITIES CU	76725	12/29/2022	7-00200-23	100-0000-212.00-00	1,706.43	OVERPAYMENT 2022 TAXES L CARDONA JARAMILLO
			Total for check: 76725		1,706.43	
FOX CROSSING UTILITIES	76726	12/29/2022	127-41331	100-0703-553.22-05	456.51	8/16-10/10/22 WATER/SEW FIRE PROTECT
			Total for check: 76726		456.51	
GAT SUPPLY INC	76727	12/29/2022	406946-1	100-0703-553.30-18	38.45	KILN DRY ASPEN
			Total for check: 76727		38.45	
HEARTLAND BUSINESS SYSTEMS	76728	12/29/2022	568606-H	100-0403-513.80-01	844.50	MULTIFACTOR TOKENS
			Total for check: 76728		844.50	
INFO PRO LENDER SERVICES INC	76729	12/29/2022	2-00649-00	100-0000-212.00-00	2,419.74	OVERPAYMENT 2022 TAXES CARVER LN PROJECT
		12/29/2022	6-01046-00	100-0000-212.00-00	3,371.96	OVERPAYMENT 2022 TAXES J WITTMAN PAID TWICE
			Total for check: 76729		5,791.70	
JX ENTERPRISES INC	76730	12/29/2022	2489196P	731-1022-541.38-03	146.04	SENSOR
			Total for check: 76730		146.04	

AP Check Register
Check Date: 12/29/2022

Date: 12/29/2022

<i>Vendor Name</i>	<i>Check Number</i>	<i>Check Date</i>	<i>Invoice Number</i>	<i>Account Number</i>	<i>Amount</i>	<i>Description</i>
LOWELL CENTER	76731	12/29/2022	MEMBERSHIP	100-0920-531.32-01	65.00	WISCONSIN SENIOR CENTER ASSOC MEMBERSHIP
			Total for check: 76731		65.00	
MATTHEWS TIRE & SERVICE CENTER	76732	12/29/2022	85956	731-1022-541.38-04	690.10	TIRES/VALVE STEM
		12/29/2022	85964	731-1022-541.38-02	57.00	TRUCK VALVE STEM FLAT REPAIR
		12/29/2022	86010	731-1022-541.38-04	712.10	TIRES/TIRE BALANCE
			Total for check: 76732		1,459.20	
MCNEILUS TRUCK & MFG COMPANY	76733	12/29/2022	5721831	731-1022-541.38-03	191.19	HOSE ASSY
			Total for check: 76733		191.19	
NEENAH-MENASHA SEWERAGE COMMISSION	76734	12/29/2022	2023-002	601-1021-543.25-01	56,899.64	JAN 2023 WASTEWATER TX
		12/29/2022	2023-008	601-1021-543.25-01	15,813.00	JAN 2023 INT & DEBT CHGS
			Total for check: 76734		72,712.64	
NEENAH, TOWN OF	76735	12/29/2022	010 0223	100-0701-533.22-06	70.00	MENASHA CEMETERY TAXES 2022
			Total for check: 76735		70.00	
NORTH SHORE BANK	76736	12/29/2022	4-00430-00	100-0000-212.00-00	370.08	OVERPAYMENT 2022 TAXES L MINTEN
			Total for check: 76736		370.08	
NORTHEAST ASPHALT INC	76737	12/29/2022	2022-03	100-0000-122.02-00	18,635.77	ST CONSTRUCTION & REHABILITATION
				470-1003-541.82-02	57,622.03	ST CONSTRUCTION & REHABILITATION
				625-0000-194.00-00	23,431.86	ST CONSTRUCTION & REHABILITATION
			Total for check: 76737		99,689.66	
JAMES PUJO	76738	12/29/2022	REFUND BIN	100-0000-441.13-00	5.00	REFUND RECYCLE BIN DO NOT HAVE ON TAX BILL
			Total for check: 76738		5.00	

AP Check Register
Check Date: 12/29/2022

Date: 12/29/2022

<i>Vendor Name</i>	<i>Check Number</i>	<i>Check Date</i>	<i>Invoice Number</i>	<i>Account Number</i>	<i>Amount</i>	<i>Description</i>
MICHAEL REIF AND ROBIN	76739	12/29/2022	7-01700-26	100-0000-212.00-00	25.68	OVERPAYMENT 2022 TAXES
			Total for check: 76739		25.68	
REMUS REVOCABLE TRUST	76740	12/29/2022	6-00838-00	100-0000-212.00-00	270.00	OVERPAYMENT 2022 TAXES
			Total for check: 76740		270.00	
SAFETY-KLEEN SYSTEMS	76741	12/29/2022	90506128	731-1022-541.30-15	221.74	SOLVENT
			Total for check: 76741		221.74	
STANLEY SECURITY SOLUTIONS INC	76742	12/29/2022	6003003669	100-0601-551.24-03	69.00	LIB MAINTENANCE
			Total for check: 76742		69.00	
UNIFIRST CORPORATION	76743	12/29/2022	097 0363617	731-1022-541.20-01	179.96	LAUNDRY SERVICE
			Total for check: 76743		179.96	
WE ENERGIES	76744	12/29/2022	4392204136	100-0701-533.22-03	16.25	11/16-12/8/22 ELEC NORTH ST
			Total for check: 76744		16.25	
WIL-KIL PEST CONTROL	76745	12/29/2022	4550364	731-1022-541.20-07	84.77	COMMERCIAL CONTRACT PWF
			Total for check: 76745		84.77	
WINNEBAGO COUNTY CLERK OF COURTS	76746	12/29/2022	REPORT #22-3010	100-0000-201.03-00	150.00	REPORT #22-3010 BOND
					150.00	REPORT #22-3010 BOND
			Total for check: 76746		300.00	
WISCONSIN PARK & RECREATION ASSN	76747	12/29/2022	4671	100-0702-552.32-01	150.00	WPRA MEMBERSHIP CHLOE
			Total for check: 76747		150.00	

AP Check Register
Check Date: 12/29/2022

Date: 12/29/2022

<i>Vendor Name</i>	<i>Check Number</i>	<i>Check Date</i>	<i>Invoice Number</i>	<i>Account Number</i>	<i>Amount</i>	<i>Description</i>
WISCONSIN SUPPORT COLLECTIONS	76748	12/29/2022	20221229	100-0000-202.03-00	47.34	PAYROLL SUMMARY
Total for check: 76748					<u>47.34</u>	
					<u>225,469.38</u>	



To: Members of the Common Council

From: Laura Jungwirth, Director of Public Works
Corey Gordon, Deputy Director of Engineering
Charlie Hutter, Engineering Technician IV

Date: December 28, 2022

Re: Signals and ITS Standalone Program (SISP) WisDOT Grant

BACKGROUND

There have been ongoing safety concerns and traffic flow issues at the intersection of Washington Street and River Street, with at least 14 reported crashes in a 5-year period. Signals at this intersection are over 30 years old with outdated controls and equipment, and multiple ingress/egress points with the paper mill, exempt rail lines, and lift bridge at the intersection all align poorly with cross-street movements of vehicular traffic.

Engineering staff first compiled and submitted an application for the Signals and ITS Standalone Program (SISP) in March 2021 with the intention of upgrading the outdated signal cabinet and improving the signals to split phasing on the side roads. This grant was awarded to the City of Menasha for FY2023 in the amount of \$108,000. Design for the project was initiated in summer 2022 and upon further evaluation, several additional upgrades to the signals were identified and warranted in increasing the overall magnitude and cost of the project. A future WisDOT-led curb ramp improvement project is also anticipated to occur within Menasha in 2029, so preparing the signal upgrades for that work at this intersection is also necessary. Recent price increases and inflation have further elevated the cost to complete the proposed improvements.

With these cumulative changes, staff decided that due to the increased scale of the project that it would be in the City's best interest to pursue a second SISP Grant Application to secure additional funding that could be combined with the original grant awarded in 2021. The second application, which was submitted in September 2022, also included a request to move the original SISP funds from FY2023 to FY2024. Staff recently received notification that the City of Menasha has been successfully awarded the second SISP Grant in the amount of \$141,840, and will continue to finalize design and engineering in FY2023 for upgrades to be completed in FY2024.

	Total Project Estimate	SISP Grant Funding (90%)	Local Contribution (10%)
First SISP Application	\$120,000	\$108,000	\$12,000
Second SISP Application	\$157,600	\$141,840	\$15,760
Total Project Estimate	\$277,600	\$249,840	\$27,760

RECOMMENDATION

To authorize the Engineering Department to accept and spend the FY2024 Signals and ITS Standalone Program WisDOT grant funds.

Laura Jungwirth

From: Talcott, Matthew J - DOT <Matthew.Talcott@dot.wi.gov>
Sent: Wednesday, December 21, 2022 10:38 AM
To: Laura Jungwirth
Cc: Asman, Randy - DOT
Subject: Local \$10M Introductory E-Mail (STH 114 & River Street) Part 2
Attachments: 37003056_C OF MENASHA STH 114 RIVER STREET SMFA ORIGINAL FULL AMOUNT DRAFT 07222021.docx

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

Laura Jungwirth,

I'm pleased to inform you that the City of Menasha's SISP application for funding was approved. The project will be funded 90% State /10% Local. As shown in the State Municipal Financial Agreement (see attached), the 90% State portion of the project is capped, so any amount over the maximum will need to be funded by the city. The City is required to pay for all services (design and construction) up front and then request for reimbursement from WisDOT after you have paid those respective bills. The City can enter into a design contract with a Consultant at any time, but reimbursement for those services cannot be requested from the State until July 2023 at the earliest. Once WisDOT receives the reimbursement request (just a simple form with a copy of the check), we will submit it to Madison from processing which takes roughly 1-2 month.

Also, the City can contract with any contractor you wish to. If you choose to utilize WisDOT's Electrical Services Contractor, you are still required to enter into a contract with them. This project is required to be designed, constructed and paid in full by December 1, 2024. Any reimbursement requests submitted to WisDOT after that date will be denied.

Please review and sign the attached SMFA and return electronically. I will be assisting Randy Asman manage this project, so please include both of us on any correspondence.

If you have any questions, please don't hesitate to ask.

Thanks,

Matt Talcott

Wisconsin Department of Transportation
Northeast Region
Cell Phone: (920) 360-4749
wisconsindot.gov

If this is related to a records request, please email: dotdtsdnerecords@dot.wi.gov



**Original
STATE/MUNICIPAL FINANCIAL
AGREEMENT FOR A SIGNALS &
ITS STANDALONE PROGRAM
PROJECT**

Date: December 6, 2022

I.D.: 3700-30-56

Road Name: STH 114

Title: City of Menasha, Washington Street

Limits: River Street Intersection Signal Rehab

County: Winnebago

Roadway Length: 0.01 mile

The signatory **City of Menasha**, hereinafter called the Municipality, through its undersigned duly authorized officers or officials, hereby requests the State of Wisconsin Department of Transportation, hereinafter called the State, to initiate and affect the highway or street improvement hereinafter described.

The authority for the Municipality to enter into this agreement with the State is provided by Section 86.25(1), (2), and (3) of the Statutes.

NEEDS AND ESTIMATE SUMMARY:

Existing Facility - Describe and give reason for request: The existing signal is outdated and obsolete.

Proposed Improvement - Nature of work: This proposed project will upgrade various traffic signal equipment at the STH 114 (Washington Street) and River Street intersection in the City of Menasha. This intersection is highly complex and involves an adjacent lift bridge with pre-emption, poor sight distance, multiple exempt rail lines crossing the intersection, and also serves a Sonoco Paper mill with multiple ingress/egress points that align poorly with cross-street movements. This intersection has experienced 14 reported crashes over a 5-year period and is over 30 years old with outdated controls and equipment.

Describe non-participating work included in the project and other work necessary to finish the project completely which will be undertaken independently by the municipality:

TABLE 1: SUMMARY OF COSTS

Phase	Total Est. Cost	Federal/State Funds	%	Municipal Funds	%
ID 3700-30-56					
Design	\$ 12,000	\$ 10,800	90%	\$ 1,200	10%
Construction	\$ 145,600	\$ 131,040	90%	\$ 14,560	10%
Total Cost Distribution	\$ 157,600	\$ 141,840	90%	\$ 15,760	10%
*Design state funding is limited to \$10,800 (State fiscal year 2024)					
*Construction state funding is limited to \$131,040 (State fiscal year 2024)					

This request shall constitute agreement between the Municipality and the State; is subject to the terms and conditions that follow (pages 2 – 4); is made by the undersigned under proper authority to make such request for the designated Municipality, upon signature by the State, and delivery to the Municipality. The initiation and accomplishment of the improvement will be subject to the applicable federal and state regulations. No term or provision of neither the State/Municipal Financial Agreement nor any of its attachments may be changed, waived or terminated orally but only by an instrument in writing executed by both parties to the State/Municipal Financial Agreement.

Signed for and in behalf of the **city of Menasha** (please sign in blue ink)

Name (print)

Title

Signature

Date

Signed for and in behalf of the **State** (please sign in blue ink)

Name

Title

Signature

Date

TERMS AND CONDITIONS:

1. The Municipality shall pay to the State all costs incurred by the State in connection with the improvement which exceeds federal/state financing commitments or are ineligible for federal/state financing. Local participation shall be limited to the items and percentages set forth in the Summary of Costs table, which shows Municipal funding participation. In order to guarantee the Municipality's foregoing agreements to pay the State, the Municipality, through its above duly authorized officers or officials, agrees and authorizes the State to set off and withhold the required reimbursement amount as determined by the State from General Transportation Aids or any moneys otherwise due and payable by the State to the Municipality.
2. Funding of each project phase is subject to inclusion in an approved program and per the State's Facility Development Manual (FDM) standards. Federal aid and/or state transportation fund financing will be limited to participation in the costs of the following items as specified in the Summary of Costs:
 - (a) Design engineering and state review services.
 - (b) Real Estate necessitated for the improvement.
 - (c) Compensable utility adjustment and railroad force work necessitated for the project.
 - (d) The grading, base, pavement, curb and gutter, and structure costs to State standards, excluding the cost of parking areas.
 - (e) Storm sewer mains, culverts, laterals, manholes, inlets, catch basins, and connections for surface water drainage of the improvement; including replacement and/or adjustments of existing storm sewer manhole covers and inlet grates as needed.
 - (f) Construction engineering incidental to inspection and supervision of actual construction work, except for inspection, staking, and testing of sanitary sewer and water main.
 - (g) Signing and pavement marking necessitated for the safe and efficient flow of traffic, including detour routes.
 - (h) Replacement of existing sidewalks necessitated by construction and construction of new sidewalk at the time of construction. Sidewalk is considered to be new if it's constructed in a location where it has not existed before.
 - (i) Replacement of existing driveways, in kind, necessitated by the project.
 - (j) New installations or alteration resulting from roadway construction of standard State street lighting and traffic signals or devices. Alteration may include salvaging and replacement of existing components.
3. Work necessary to complete the improvement to be financed entirely by the Municipality or other utility or facility owner includes the following items:
 - (a) New installations of or alteration of sanitary sewers and connections, water, gas, electric, telephone, telegraph, fire or police alarm facilities, parking meters, and similar utilities.
 - (b) New installation or alteration of signs not necessary for the safe and efficient flow of traffic.
 - (c) Coordinate, clean up, and fund any hazardous materials encountered during construction. All hazardous material cleanup work shall be performed in accordance to state and federal regulations.
 - (d) Damages to abutting property due to change in street or sidewalk widths, grades, or drainage.
 - (e) Conditioning, if required, and maintenance of detour routes.
 - (f) Repair of damages to roads or streets caused by reason of their use in hauling materials incidental to the improvement.

- (g) Maintain all portions of the project that lie within its jurisdiction for such maintenance through statutory requirements, in a manner satisfactory to the state and shall make ample provision for such maintenance each year.
- (h) Use the WisDOT Utility Accommodation Policy unless the Municipality adopts a policy which has equal or more restrictive controls.

4. State Disbursements:

- (a) Payment by the State to the Municipality shall be made on a regular basis upon presentation of vouchers for expenditures incurred during prior periods of the project duration subject to the allowable maximum payment. Exceptions to this schedule will be made as appropriate. In general, State reimbursements will be made after sufficient proof of payment is sent to the State.
- (b) A final adjustment of state payments will be made upon completion of the State's audit of the project. If the State's audit establishes that the State paid more than its share of the eligible project costs, the Municipality shall refund to the State upon demand a sum equal to the overpayment.

- 5. If the Municipality should withdraw the project, it shall reimburse the State for any costs incurred by the State in behalf of the project.
- 6. The Municipality shall assume general responsibility for all public information and public relations for the project and to make a fitting announcement to the press and such outlets as would generally alert the affected property owners and the community of the nature, extent, and timing of the project and arrangements for handling traffic within and around the projects.

7. Basis for local participation:

- (a) Design: Costs for design are 90% Federal/State and 10% Municipal up to a maximum of \$12,000. Any overages shall be funded by the Municipality.
- (b) Construction: Cost for construction are 90% Federal/State and 10% Municipal up to a maximum of \$145,600. Any overages shall be funded by the Municipality.

Comments and Clarification: This agreement is an active agreement that may need to be amended as the project is designed. It is understood that these amendments may be needed as some issues have not been fully evaluated or resolved. The purpose of this agreement is to specify the local and state involvement in funding the project. A signed agreement is required before the State will prepare or participate in the preparation of detailed designs, acquire right-of-way, or participate in construction of a project that merits local involvement.

NOTE: INCLUDES IMPROVEMENTS DESCRIBED WITH CURRENT AND PRIOR SISP APPLICATIONS

Description	Item #	Item Name	Quantity	Unit	Cost per Unit	Total Cost
Replace outdated cabinet	1	Removing Concrete Bases	1	EACH	\$ 300.00	\$ 300.00
	2	Concrete Control Cabinet Bases Type 9 Special	1	EACH	\$ 3,000.00	\$ 3,000.00
	3	Pull Boxes Non-Conductive 24x42-Inch	2	EACH	\$ 1,800.00	\$ 3,600.00
	4	Conduit Special 3-Inch	100	LF	\$ 25.00	\$ 2,500.00
	5	New Control Cabinet and Battery Backup	1	EACH	\$ 30,000.00	\$ 30,000.00
	6	Meter Breaker Pedestal and Reestablish Service	1	EACH	\$ 2,000.00	\$ 2,000.00
	7	Cable Traffic Signal 12-14 AWG	1272	LF	\$ 3.00	\$ 3,800.00
	8	Electrical Wire for Traffic Signals 10 AWG	524	LF	\$ 1.10	\$ 580.00
	9	Site restoration	1	LS	\$ 1,300.00	\$ 1,300.00
Upgrade 1 Subtotal						\$ 10,000.00
Adjust northbound far right signal base that is prone to knockdowns	1	Removing Concrete Bases	1	EACH	\$ 300.00	\$ 300.00
	2	Concrete Bases Type 2	1	EACH	\$ 1,100.00	\$ 1,100.00
	3	Conduit Special 2-Inch	10	LF	\$ 20.00	\$ 200.00
	4	Poles Type 3	1	EACH	\$ 3,800.00	\$ 3,800.00
	5	Trombone Arms 25-FT	1	EACH	\$ 1,800.00	\$ 1,800.00
	6	Transformer Bases Breakaway 11 1/2-Inch Bolt Circle	1	EACH	\$ 450.00	\$ 450.00
	7	Traffic Signal Face 3S 12-Inch	2	EACH	\$ 550.00	\$ 1,100.00
	8	Traffic Signal Face 5S 12-Inch	1	EACH	\$ 1,300.00	\$ 1,300.00
	9	Luminaire Arms Single Member 4-Inch Clamp 6-FT	1	EACH	\$ 300.00	\$ 300.00
	10	Lucinares Utility LED A	1	EACH	\$ 350.00	\$ 350.00
	11	Video Detection System 1-Camera	1	EACH	\$ 20,000.00	\$ 20,000.00
	12	Install bollards	2	EACH	\$ 1,300.00	\$ 2,600.00
	13	Site restoration	1	LS	\$ 1,000.00	\$ 1,000.00
Upgrade 2 Subtotal						\$ 34,300.00
Adjust signal phasing to split phasing for eastbound and westbound movements	1	Removing Concrete Bases	1	EACH	\$ 300.00	\$ 300.00
	2	Concrete Bases Type 2	2	EACH	\$ 1,100.00	\$ 2,200.00
	3	Conduit Special 2-Inch	25	LF	\$ 20.00	\$ 500.00
	4	Poles Type 2	1	EACH	\$ 1,850.00	\$ 1,900.00
	5	Poles Type 3	1	EACH	\$ 3,800.00	\$ 3,800.00
	6	Trombone Arms 15-FT	2	EACH	\$ 1,750.00	\$ 3,500.00
	7	Transformer Bases Breakaway 11 1/2-Inch Bolt Circle	2	EACH	\$ 450.00	\$ 900.00
	8	Traffic Signal Face 3S 12-Inch	3	EACH	\$ 550.00	\$ 1,700.00
	9	Traffic Signal Face 4S 12-Inch	2	EACH	\$ 750.00	\$ 1,500.00
	10	Luminaire Arms Single Member 4-Inch Clamp 6-FT	1	EACH	\$ 300.00	\$ 300.00
	11	Lucinares Utility LED A	1	EACH	\$ 350.00	\$ 350.00
	12	Signal Head Mounting on Building Wall	1	LS	\$ 5,000.00	\$ 5,000.00
	13	Site restoration	1	LS	\$ 10,000.00	\$ 10,000.00
Upgrade 3 Subtotal						\$ 31,950.00
Update failing infrastructure	1	Conduit Rigid Nonmetallic Schedule 40 1-Inch	140	LF	\$ 6.00	\$ 840.00
	2	Loop Detector Wire	385	LF	\$ 0.93	\$ 360.00
	3	Conduit Special 3-Inch	392	LF	\$ 25.00	\$ 9,800.00
	4	Loop Detector Lead In Cable	415	LF	\$ 1.50	\$ 620.00
	5	Loop Detector Slots	210	LF	\$ 30.00	\$ 6,300.00
	6	Pull Boxes Non-Conductive 24x42-Inch	6	EACH	\$ 1,800.00	\$ 10,800.00
	7	Site Restoration	1	LS	\$ 25,000.00	\$ 25,000.00
Upgrade 4 Subtotal						\$ 53,720.00
Add pre-emption for railroad and loading dock	1	Pedestrian Push Buttons	1	EACH	\$ 400.00	\$ 400.00
	2	Blank Out Sign	2	EACH	\$ 4,000.00	\$ 8,000.00
	3	Incidental conduit, mounting, wiring	1	EACH	\$ 10,000.00	\$ 10,000.00
Upgrade 5 Subtotal						\$ 18,400.00
Upgrade pedestrian accommodations to be ADA compliant	1	Pedestrian Signal Face 16-Inch	8	EACH	\$ 700.00	\$ 5,600.00
	2	Concrete Base Type 1	3	EACH	\$ 950.00	\$ 2,900.00
	3	Traffic Signal Standards Aluminum 3.5-FT	2	EACH	\$ 400.00	\$ 800.00
	4	Traffic Signal Standards Aluminum 10-FT	1	EACH	\$ 600.00	\$ 600.00
	5	Pedestrian Push Buttons	2	EACH	\$ 400.00	\$ 800.00
	6	Crosswalk Signs	1	SF	\$ 50.00	\$ 50.00
	7	Incidental conduit, mounting, wiring	1	EACH	\$ 1,700.00	\$ 1,700.00
Upgrade 6 Subtotal						\$ 2,000.00
Vertical mount signal heads	1	Traffic Signal Face 3S 12-Inch	4	EACH	\$ 550.00	\$ 2,200.00
	2	Incidental signal mounting hardware	1	LS	\$ 1,500.00	\$ 1,500.00
Upgrade 7 Subtotal						\$ 3,700.00
Total Project Subtotal						\$ 213,600.00
Contingency (15%)						\$ 32,000.00
Engineering (15%)						\$ 32,000.00
Total Project Cost						\$ 277,600.00