

**CITY OF MENASHA  
COMMON COUNCIL  
First Floor Conference Rooms  
100 Main Street  
Monday, May 1, 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. Deputy Clerk Neuman - the following minutes and communications have been received and placed on file:
    - Minutes to receive:
      - a. Ad-hoc Sesquicentennial Steering Committee, 3/30/23
      - b. Board of Health, 3/10/23
      - c. Board of Public Works, 4/18/23
      - d. Committee on Aging, 2/10/23
      - e. Library Board, 3/28/23
      - f. NM Fire Rescue Joint Finance Committee, 3/28/23 & 4/25/23
      - g. NM Sewerage Commission, 3/28/23
    - Communications:
      - h. COVID-19 Update
      - i. First Quarter Financial Update
      - j. Municipal Clerk's Week Proclamation
      - k. Police Week Proclamation
      - l. Earth Day Press Release
      - m. Arbor Day Press Release
      - n. Menasha Police Department 2022 Annual Report
      - o. Senior Center Chatter Newsletter – May/June 2023
- 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, 4/18/23
2. New Common Council, 4/18/23

Board of Public Works, 4/18/23, Recommends Approval of:

2. Recommend to Award – Contract Unit No. 2023-03; Street Reconstruction – Warsaw Street; Sommers Construction Co., Inc; \$173,407.90

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

**I. ACTION ITEMS**

1. Accounts payable and payroll for the term of 4/14/23 – 4/27/23 in the amount of \$3,006,805.95
2. Beverage Operators Application for the 2023-2025 Licensing Period
3. Listing Contract – 205 Mathewson Street
4. Sixth Amendment to the Land Purchase and Development Agreement by and between the City of Menasha and The Brin, LLC – the Brin Project

**J. HELD OVER BUSINESS**

**K. ORDINANCES AND RESOLUTIONS**

1. R-15-23 – A Resolution Authorizing the Application of Grant Funding for the Rehabilitation of the Jefferson Park Boat Launch (Introduced by Ald. Ted Grade)
2. R-16-23 – A Resolution Authorizing the Application of the Grant Funding for Implementation of the Jefferson Park Plan (Introduced by Ald. Ted Grade)

**L. APPOINTMENTS**

1. Mayor's reappointment of Jacob Anderson to the Plan Commission for the term of 5/1/23 – 5/1/26

**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, May 15, 2023**  
**Common Council Meeting – 6:00 p.m.**  
**Committee Meetings to Follow**



**CITY OF MENASHA**  
**MENASHA SESQUICENTENNIAL STEERING COMMITTEE**  
**March 30, 2023**  
**Minutes**

**A. CALL TO ORDER**

Meeting Called to order by Sarah Bauer at 6:00PM

**B. ROLL CALL**

Attending: Sarah Bauer, George Davis, Rachael Dowling, Shirley Heinz

Also Attending: Chris Evenson, Jeff Heimerman, Anastasia Horan, Laurie Knaus, Alderman Ted Grade, Alderman Tom Grade, Steve, Krueger, Mayor Donald Merkes, Alderman Randy Ropella, Alderman Stan Sevenich, Carol Strum, James Taylor, Walt Ulbricht, Sue Wisneski

**C. COMMITTEE ROLES AND RESPONSIBILITIES**

Described the potential subcommittees and roles of steering committee.

**D. CREATE A DRAFT TIMELINE**

It was noted that the committee is meeting at a point that there is still ample time to secure contracts for summer 2024 event. A draft timeline for planning and events will need to be completed soon in order to begin booking events and fundraising.

**E. MARKETING AND OUTREACH**

Discussion regarding purchasing a url. Those attending preferred in order of preference:

[www.Menasha150.com](http://www.Menasha150.com), [www.MenashaisCelebrating.com](http://www.MenashaisCelebrating.com) or [www.CelebrateMenasha.com](http://www.CelebrateMenasha.com), and [www.MenashaSesquicentennial.com](http://www.MenashaSesquicentennial.com). City will purchase if available. Once url is purchased social media can be reserved.

Discussion regarding a logo for the Sesquicentennial and potential uses of the logo. What elements are important in a potential logo?

Lead times for printing and local printers should be contacted soon for planning purposes.

Subcommittee will meet before next steering committee meeting

**F. EVENTS**

Events suggestions should have at least one of the three: a champion for the idea, manpower for the idea, and funding for the idea.

Three types of events: running events (events that happen multiple times throughout the year), stand alone events (events that happen once on a specific day during the year), festival events (larger events with multiple components that may be one or multiple days).

Subcommittee will meet before next steering committee meeting

**G. NEXT MEETING DATES**

Tuesday April 25<sup>th</sup>, 2023 at 6:30, City Hall

**H. ADJOURNMENT**

Motion by Tom Grade second by Sue Wisneski to adjourn at 7:00PM  
Motion Carries

## **CITY OF MENASHA BOARD OF HEALTH**

### **Minutes**

**March 10, 2023**

#### **A. CALL TO ORDER**

Meeting called to order by Candyce Rusin at 8:04 AM

#### **B. ROLL CALL**

Present: Kristine Hutter, Teresa Rudolph, Candyce Rusin, Kristene Stacker

Staff Present: Todd Drew, Larissa Keller, Claire Opsteen, Linda Palmbach, Meghan Pauly, Gina Phillips

#### **C. MINUTES TO APPROVE**

1. BOH Meeting Minutes February 10, 2023

Kristene Stacker moved to approve the February 10, 2023 minutes, seconded by Candyce Rusin. The motion passed.

#### **D. REPORT OF DEPT HEADS/STAFF/CONSULTANTS**

##### **1. Administrative**

- a. Health Department
  - i. COVID-19 Update – Kristine Hutter led a review of the City’s COVID-19 data summary dated March 2, 2023. The state continues to provide free at-home Covid-19 testing kits through the Say Yes! Covid Test website. We are expecting direction from the state as the public health emergency comes to an end on May 11, 2023.
  - ii. Budget and Contracts Updates – Kristine Hutter reported that the ELC Cares funding, originally set to end October 31, 2022, has been extended through December 31, 2023. There is a new contract in place for the carryover funding.
  - iii. 2022 Annual Report (draft) – The Board reviewed the draft and discussed recommendations for the 2022 Annual Report.
- b. Personnel
  - i. Dental Assistant Position – The Dental Assistant position has been offered and accepted.
  - ii. School Health Aide – Menasha High School – The Menasha High School health aide resigned and this position is now open and has been posted. One of the retired health aides is now back on payroll to assist as needed until this position is filled.
- c. Academic Affiliation Updates
  - i. University of Wisconsin-Oshkosh – Linda Palmbach reported that the UWO students have been assisting with the growth and development talks at the elementary schools. The students will be revising the birth packets as their aggregate project.
  - ii. University of Wisconsin-Green Bay – Meghan Pauly reported that her student is working on revising the school immunization letters as her semester project.

- iii. Fox Valley Technical College – Claire Opsteen reported that the FVTC dental assistant students are assisting her with dental presentations and sealants.
  - iv. Marian University – Linda Palmbach reported that her Marian University student is focusing on promotion of the suicide prevention/crisis intervention hotline as her semester project.
- 2. Employee Safety** – Todd Drew reported that injury claims were down in 2022. He recently met with the CVMIC representative regarding upcoming safety trainings and planning for next year. Todd and Kimberly Cardoza, HR coordinator, met with ThedaCare Occupational Health to determine what testing is needed for new hires. Todd will conduct a CPR/first aid course for City staff next week. Safety equipment for the Police and Public Works departments and Menasha Utilities were purchased using CVMIC safety grant funds.
- 3. Sealer of Weights and Measures** – Todd Drew reported that gas pump testing will begin in the spring.
- 4. Environmental Health** – Todd Drew reported he recently went through his Department of Agriculture audit, which occurs every three years. He had his yearly field standardization on March 8<sup>th</sup>. Todd attended the Governor’s conference on emergency management on February 28<sup>th</sup>. Three asbestos inspections were conducted for the DNR contract. Todd has been working with the MPD on a human health hazard report where children were removed from the home. We currently have three tourist rooming house applications on hold. Kristine Hutter reported that the licensing fee schedule was approved by Common Council and will go into effect on April 1<sup>st</sup> and the chicken ordinance passed as well.  
*Candy Rusin commended Todd for all of the work he does for the City with all of his different responsibilities.*
- 5. Public Health Department**
  - a. Communicable Disease Report: February 2023 – Kristine Hutter shared the report for February 2023.
  - b. Public Health Nursing Updates – Linda Palmbach reported that she is currently working with an LTBI patient.
- 6. Health Screening 60+** – Meghan Pauly reported that she will begin teaching the Stepping On falls prevention class on March 31<sup>st</sup>. Wellness labs will be conducted by ThedaCare on April 4<sup>th</sup>. Claire Opsteen will conduct oral health screenings at the Senior Center on April 25<sup>th</sup>.
- 7. Prevention** – Kristine Hutter reported that the 2023 performance management spreadsheet is in use for tracking program numbers and accomplishments.
- 8. School Health Aides** – No report.
- 9. Dental Program** (screening, fluoride varnish, children and youth with special healthcare needs) – Claire Opsteen reported that she is currently working on the second fluoride applications.
- 10. Communicable Disease** – No report.
- 11. Lead Prevention** – No report.
- 12. Immunization** – Meghan Pauly reported that some of the recommended changes to school immunization requirements have been suspended. VFC clinics have been well attended and clinic dates have been set through the end of the year.

- 13. Maternal and Child Health** – Kristine reported that Claire Holzschuh will be meeting with the director of UWO-Fox Cities Children’s Center to begin the breastfeeding friendly re-designation process. Claire has drafted a business letter to recruit a local worksite to get designated as breastfeeding friendly. Kortney and Claire will be attending the MCH summit next week.
- 14. Dental Sealants** – Claire Opsteen reported that she is doing sealants with the help of the FVTC students.
- 15. Overdose Data to Action (MCAAP)** – Kristine Hutter reported that the program continues to work on harm reduction in the community. The Overdose Data to Action grant will end on August 31<sup>st</sup>. Additional grant funding opportunities are being explored.
- 16. Bioterrorism/Emergency Preparedness** – Kristine Hutter reported that Claire Holzschuh has already completed most of her objectives for the contract year.
- 17. Senior Center** – Kristine Hutter reported that Center manager, Chloe Hansen-Dunn is working on reaccreditation.
- 18. COVID-19 Projects** – Kristine Hutter reported that the LTE disease investigators will work through March 31<sup>st</sup>. Gina Phillips will track Covid-19 outbreaks after that date. Covid-19 vaccine clinics will continue through April as we wait to see if there will be changes to vaccine administration in May.

#### E. ACTION ITEMS

None

#### F. ADJOURNMENT

Teresa Rudolph moved to adjourn the meeting at 8:44 AM, seconded by Candyce Rusin. The motion passed.

Next Meeting: April 14, 2023 8:00 AM – virtual option  
Menasha City Hall  
100 Main Street, Suite 100  
Menasha, WI

CITY OF MENASHA  
BOARD OF PUBLIC WORKS  
100 MAIN STREET, MENASHA  
APRIL 18, 2023  
MINUTES

A. CALL TO ORDER

Meeting called to order by DPW Jungwirth at 6:10 p.m.

B. ROLL CALL

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

ALSO PRESENT: CDD Schroeder, DPW Jungwirth, FD Sassman, PHD Hutter, PRD Sackett, LD Kopetsky, CA Struve, Mayor Merkes, Deputy Clerk Neuman

C. PUBLIC COMMENTS ON ANY MATTER LISTED ON THE AGENDA

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

D. MINUTES TO APPROVE

1. Board of Public Works, 4/3/23

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

Motion carried on voice vote.

E. DISCUSSION / ACTION ITEMS

1. Election of Chairman

DPW Jungwirth opened the floor for nominations for Chairman of the Board of Public Works.

Ald. Ropella nominated Ald. Sevenich to serve as Chairman of the Board of Public Works.

Having no other nominations, a unanimous ballot was cast for Ald. Sevenich to serve as Chairman of Board of Public Works.

2. Election of Vice Chairman

Ald. Sevenich opened the floor for nominations for Vice-Chairman of the Board of Public Works.

Ald. Ted Grade nominated Ald. Ropella to serve as Vice-Chairman of the Board of Public Works.

A unanimous ballot was cast for Ald. Ropella to serve as Chairman of Board of Public Works.

3. Recommend to Award – Contract Unit No. 2023-03; Street Reconstruction – Warsaw Street; Sommers Construction Co., Inc; \$173,407.90

Staff provided an overview of recommendation to Sommers Construction Co. Inc.

Moved by Ald. Ropella seconded by Ald. Tom Grade to recommend to Common Council to award Contract Unit No. 2023-03; Street Reconstruction – Warsaw Street to Sommers Construction Co., Inc, for the amount of \$173,407.90.

Motion carried on roll call 8-0.

F. ADJOURNMENT

Moved by Ald. Tom Grade seconded by Ald. Hammond to adjourn at 6:35 p.m.  
Motion carried on voice vote.

Respectfully submitted by:

Valerie Neuman, Deputy City Clerk

CITY OF MENASHA  
COMMITTEE ON AGING  
MINUTES  
February 10, 2023

A. CALL TO ORDER

Meeting called to order by Pat Irwin at 1:30 PM

B. ROLL CALL/EXCUSED ABSENCES

Present: Anne Anderson, Sarah Bauer, Chloe Hansen-Dunn, Pat Irwin, Kristine Hutter, Bea Kohanski

Staff Present: Larissa Keller, Leah McCormick, Meghan Pauly

C. PUBLIC COMMENT

(five minute time limit for each person)

D. MINUTES TO APPROVE

1. Committee on Aging Meeting Minutes January 13, 2023

Anne Anderson motioned to approve the January 13, 2023 minutes. The motion was seconded by Sarah Bauer. The motion passed.

E. CORRESPONDENCE

No report.

F. REPORT OF DEPT HEADS/STAFF/CONSULTANTS

1. Public Health

- a. COVID-19 Update: Kristine Hutter led a review of the Covid-19 data summary dated February 2, 2023. The state is continuing to offer treatment via telehealth and is winding down its testing efforts, but is still offering at-home testing kits through the Say Yes! Covid Test website. The current CDC community level is low.

- b. Sixty Plus Grant – Programs Update: Meghan Pauly reported that in the month of January, she provided 37 services to 27 people. Services provided included wellness room visits, chronic disease support group, blood pressure readings at Lakeside Commons, and Memory Café. Meghan is still working to find a dermatologist and massage therapist to provide additional health services.

2. Senior Center

- a. Senior Center Operations/Programming Update: Chloe Hansen-Dunn reported that in the month of January, the Center hosted 229 unique visitors for 770 visits for 828 services. There were 277 YMCA Services, and 76 Winnebago Wellness Plus services. 18 hours of time were donated by 5 volunteers. The group who had a standing Sunday rental of the Center will be moving to a different facility as they have outgrown the space. This will open up Sundays for other events and give the staff a chance to revisit Center rental policies and pricing. Chloe is working on reaccreditation documentation for the Center. Some highlights of January activities were the puzzle contest, the SALT presentation on cybercrime, and the “mystery” bus trip which went to Kohler.

- b. Senior Center Annual Report (draft): Chloe Hansen-Dunn shared a draft of the Senior Center’s Annual Report for 2022. Chairperson Irwin and the Committee commended Chloe on the report and approved the copy as presented. A copy of the report will go to the Common Council and Chloe will make a copy of the report available online as well. Copies will be mailed to the partners and sponsors of the Center.

3. Announcements: The March/April issue of the Chatter will be coming out mid-February. There will be a Valentine's Day brunch held the morning of February 14<sup>th</sup>. SALT (Seniors and Law Enforcement Together) will feature meet the new Chief of Menasha Police Department on February 28<sup>th</sup>. The start date of Chloe and Meghan's Stepping On fall prevention class has been moved to March 31<sup>st</sup>. The chronic disease support group meetings will move to Wednesdays starting in March. ThedaCare will be in the City Hall conference rooms to conduct the wellness labs on April 4<sup>th</sup>.

#### G. NEW BUSINESS

No report.

#### H. HELD OVER BUSINESS

1. COA Vacancies (2) – Committee discussed recruitment strategies and outreach to fill vacancies.
2. COA Future Planning – Committee will prioritize a new member packet in anticipation of new members filling current vacancies.
3. Menasha Senior Center Logo Design – Anne Anderson moved to accept the Senior Center logo as displayed on the 2022 Annual Report. Motion seconded by Pat Irwin. The motion passed.

#### I. ADJOURNMENT

Sarah Bauer motioned to adjourn the meeting at 2:37 PM. The motion was seconded by Kristine Hutter. The motion passed.

Next meeting: March 10, 2023 at 1:30 PM  
Menasha City Hall  
100 Main Street, Room 132  
Menasha, WI



**ELISHA D. SMITH PUBLIC LIBRARY BOARD OF TRUSTEES**  
**MEETING MINUTES**  
**Elisha D. Smith Public Library**  
**Company E Room**  
**March 28, 2023**

**Called to order** at 4:03pm by Chair Halverson

**Present:** Vice Chairman Golz, Chair Halverson, Secretary Lane, Trustee Turner (arrived at 4:25pm), Superintendent of Schools VanderHeyden and Trustee Witt

**Absent:** Trustee Eisenach, Trustee Franzoi, Trustee Stojanovic and E. Lane

**Also Present:** Director Kopetsky, Library Services Manager Raschke, Programming Services Manager Moore-Nokes, Business Manager Dreyer and community member Lorin Ganzel

**Public Comment/Communication**

None

**Consent Business**

A motion was made by VanderHeyden, seconded by Lane to approve the Library Board of Trustees meeting minutes from February 28, 2023 and accept the Policy and Personnel meeting minutes of March 23, 2023. Motion carried unanimously.

**Authorization of Bills**

A motion was made by Golz, seconded by Witt to authorize payment of the March 2023 bills from the 2023 budget. Motion carried unanimously.

**Updates**

Planning Process Update

Kopetsky completed the draft of the pitch for potential donors.

**New Business**

Director's Report

- **Library Collaboration:** In January, the library started SMITHworks open hours for homeschoolers. After starting slowly, the March session was overflowing. Almost every tool we had available was used at some point during the session. We also hosted tours of SMITHworks for local boy and girl scout groups.
- **The Arts:** We had three very successful art programs in March. More than 60 people attended photographer Michael Vanevenhoven's reception. We celebrated St. Patrick's Day with Irish folk music by Sarah and the Hus-Band. We also celebrated the debut of our first published fiction collection, "17 Secrets", from our Creative Writing group.
- **New Collections:** In April, we will be launching our STEAM based take and make kits and our Course in a Box.
- **Scheduling Software:** We continue to work on getting the LocalHop software set up.
- **City Wage Survey:** The library will be taking part in the city's wage survey.

February Statistics

Our checkouts remain consistent. Library of Things circulation has been strong. In person use of library resources continues to be strong. Our door count is up by over 30% and our meeting room usage is up over 90%.

2022 Final Budget Status

Trustees reviewed the 2022 budget status. We are looking to roll over \$7,000 for technology.

2023 Budget Status

Trustees reviewed the 2023 budget status.

### Endowment Report

Trustees reviewed the endowment report. Motion made by Turner, seconded by Golz to move the funds in the Friends line item into a separate account for the Friends of the Elisha D. Smith Public Library. Motion carried unanimously.

### Policy and Personnel Committee Recommendations

The committee is recommending changing the Services and Facilities Policy to the Facilities Policy since services are always changing. A section about serving alcohol as part of a library sponsored program was added. The list of specialized equipment was deleted and will be put on the website. The section on parking was deleted. Trustees will vote on the all the recommended changes at next month's meeting.

Lane left the meeting at 4:43pm.

### Staff Reports

- Staff are working on the city wage survey.
- We are wrapping up on the spring programming.
- We are starting to schedule summer programs.

Our next Board of Trustees meeting will be held on Tuesday, April 25, 2023, at 4:00pm.

### **Adjournment**

Motion to adjourn made at 4:45pm by Witt, seconded by Golz. Motion carried unanimously.

Respectfully submitted,  
Kathy Dreyer, Recording Secretary

**NMFR Joint Finance & Personnel Committee Meeting Minutes**  
**March 28, 2023 – 5:30 p.m.**  
**City of Neenah – Hauser Room**

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

Excused: Ald. Eisenach

Also Present: Chief Kloehn, DC Krueger, Director Rasmussen, and MA Ellis

Ald. Borchardt called the meeting to order at 5:35 p.m.

Public Forum: No members of the public were present.

Minutes: The Committee reviewed the January 24, 2023 meeting minutes. **MSC Boyette/ Grade to approve the January 24, 2023, meeting minutes, all voting aye.**

Review of Calls: The Committee reviewed the February 2023 calls and the comparison of the previous year. **MSC Stevenson/Boyette to approve the February 2023 call report and place on file, all voting aye.**

2022 Final Budget Review: The Committee reviewed the 2022 final budget report. Chief Kloehn noted the overages are attributed to overtime, health insurance and vehicle repairs. In 2022, our overtime was mainly due to three long term FMLA's. Ald. Sevenich asked if both Finance Directors spoke about the overage. Director Rasmussen said both Finance Directors did speak and there is an upcoming meeting to discuss this and develop a plan for the future. There were some overages in 2020, 2021 and now 2022. There's a total overage of \$460,000 the auditors will be finalizing a report for this. She said Neenah is looking at possibility using ARPA funds to cover this. They are also looking at what the root cause may be for this. Ald. Boyette asked why the budget wasn't reconciled for the past three years. Chief Kloehn said he didn't know there was a deficit until this was brought forth to him prior to the meeting. He knew we were over in 2022 but didn't know it was up to \$460,000 cumulative total. He has never been told after audit how the budget was reconciled by both Cities regardless of an overage or a surplus of funds. Director Rasmussen said after the audits are done, she will be given each department head a final budget that shows the audit and final numbers. Ald. Sevenich asked if they know how Menasha was going to pay for it. Chief Kloehn said Director Sassman and Mayor Merkes were looking at this and he's not aware of a final decision. Ald. Borchardt asked Director Rasmussen to trace this back and find out where overages were, why it wasn't reconciled, etc. It was noted, at this time Neenah is holding Menasha's loss as it hasn't been reconciled. Ald. Stevenson said when there is a surplus in the past there was a resolution to return the monies back to each City and asked if this can be checked on. Ald. Grade said it's important for the committee to continue to go over the budget reports to continue to watch the budget. **MSC Boyette/Grade to approve the 2022 budget report and place on file, all voting aye.**

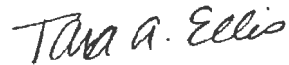
February 2023 Budget: The Committee reviewed the February 2023 budget. **MSC Stevenson/Boyette to accept the February 2023 budget report and place on file, all voting aye.**



Hiring for Future Positions: Chief Kloehn discussed what's happening with other departments all hiring at the same time and our hiring list is currently wiped out as candidates have gone to other departments. He noted he will be working with Human Resources and Finance to see how we can obtain people, when we can make offers to people and keep them to prevent them going to other departments.

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

Respectfully Submitted,

A handwritten signature in black ink that reads "Tara A. Ellis". The signature is written in a cursive, flowing style.

Tara Ellis  
Management Assistant

**NMFR Joint Finance & Personnel Committee  
April 25, 2023 – 5:30 p.m.  
City of Menasha – Room #133**

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

Excused: Ald. Grade

Also Present: Chief Kloehn, Director Sassman and MA Ellis

Public: Mike Novy

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

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

Election of Chair: **MSC Borchardt/Stevenson to elect Ald. Sevenich as the Chair of the Joint Finance & Personnel Committee, all voting aye.**

Ald. Sevenich took over the meeting.

Election of Vice-Chair: **Motion made by Ald. Boyette to elect Ald. Borchardt as Vice-Chair of Joint Finance & Personnel Committee, all voting aye.**

Minutes: The committee reviewed the March 28, 2023 meeting minutes. **MSC Borchardt/Boyette to approve the March 28, 2023 meeting minutes and place on file, all voting aye.**

Calls: The committee reviewed the March 2023 calls compared to March 2022. **MSC Stevenson/Borchardt to approve the March 2023 and March 2022 call reports and place on file, all voting aye.**

ISO Audit: Chief Kloehn discussed the recent audit we had by Insurance Services Office (ISO). His goal is to move from a Class 2 to a Class 1 fire department. The benefit for this is insurance premium savings. If we go to a Class 1 we will see a minor savings for residential properties. However, the largest savings will be seen by business and industry in the two Cities. He discussed the multiple things that are reviewed during the audit which include water supply, training hours, call volumes, dispatch, staffing, etc. Both water departments were fantastic in helping provide information for this audit and making changes to things that may have been considered deficient (i.e. flow calculations from hydrants). He feels confident we are close to becoming a Class 1. Due to scrutiny of this process, we will not find out until October what our results are.

Ald. Boyette asked if the education piece will give us the additional points that are needed. Chief Kloehn said while 6 points doesn't seem like a lot, but it takes quite a bit to get us there. What will get us there are the subcategory points that we made up points through this process such as dispatch and training. Ald. Boyette asked how long we keep the certification if we become a Class 1. Chief Kloehn said once you become a Class 1 you go from being reviewed every 4-5 years to every 1-2 years. Ald. Stevenson asked who establishes the standards that we try to meet. Chief Kloehn said it's standards set by the Insurance Service Office (ISO) and not NFPA. ISO uses NFPA standards within their requirements such as requirement of equipment on each truck for consistency. Ald. Stevenson asked who determines who is a qualified inspector for the ISO audio process. Chief Kloehn said they provide it and there is not cost for this process. There are very few departments in the State that have a Class 1 rating. Ald. Boyette asked if the size of the city or department has a bearing on the class status. Chief Kloehn said no, it's all on other factors.

Engine 32: The Committee reviewed the memo on Engine 32's repair. Chief Kloehn noted we have had a few major repairs on Engine 32. Some of the reason for the high cost for the radiator is some of the parts in the Pierce products are Pierce exclusive products and are not produced by others. However, the parts are in Wisconsin, and we can get these parts faster. This had to be repaired by an outside vendor as we do not have a hoist that we can use to repair this.

**MSC Stevenson/Borchardt to adjourn at 5:55 p.m., all voting aye.**

Respectfully Submitted,

  
Management Assistant

<b>NEENAH-MENASHA SEWERAGE COMMISSION</b>
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**Regular Meeting**

**Tuesday March 28, 2023**

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

**Present:** Commissioners Forrest Bates, Steve Coburn, Mark Mommaerts, Corey Gordon, Greg Weyenberg, Dale Youngquist, Raymond Zielinski; Manager Paul Much; Accountant Roger Voigt, Accounting Clerk Melissa Starr.

**Excused:**

**Also Present:** Amber Drewieske (CLA), Rob Franck (MCO), Randall Much (MCO), Chad Olsen (McMahon)

**Public Forum**

No one in attendance for the Public Forum.

**Minutes**

February 28, 2023 Meeting minutes. Motion made and seconded by Commissioners Zielinski/Bates to approve the minutes from the February 28, 2023 regular meeting. Motion carried unanimously.

**Correspondence**

The following correspondence was discussed:

March 20, 2023 letter from Lisa Miotke, WPPI Energy to Rob Franck, NMSC Maintenance Manager.  
RE: System-Wide Distributed Generation Test Results-March 8, 2023

**2022 Financial Audit Report**

Amber Drewieske (Clifton Larson Allen LLP) presented and discussed the 2022 financial audit. The first item reviewed was the bound document containing the Financial Statements and Supplementary Documents. The independent auditor's report found on pages 1 & 2 provide a clean unmodified opinion; Amber also discussed Internal Controls, operating results, and referred to additional information found in the notes and financial statements. Amber then referenced the Management Communications (stapled document) which provides communications to the Commission and summary financial results for 2022. After discussion, motion made and seconded by Commissioners Bates/Zielinski to accept and approve the 2022 Financial Audit Report as prepared by Clifton Larson Allen LLP. Motion carried unanimously.

**Old Business**

There was no old business to be discussed.

**New Business**

**Operations, Engineering, Planning**

McMahon Associates Report – Update and discussion on the following projects with potential action to be taken based on discussions held:

1. Phosphorus Removal & UV Disinfection Equipment.  
Chad Olsen reported this is currently on hold.



2. Preliminary User Charge Rate Study related to Phosphorus Removal & UV Disinfection.

Prompted by questions about the loading numbers used in the rate study, Accountant Voigt reviewed the average loadings and sent the information to Chad Olsen. Chad shared he received a request for a copy of the pdf from the City of Neenah. It was determined the loading numbers will be updated and then the pdf will be sent out.

McMahon Invoices

#929942	Filter Addition Project Rate Study	\$1,057.50
#929943	Boiler Replacement – Construction Phase	\$ 477.00
#929944	Plant Re-Rate Study	\$ 381.00
#930040	Air Permit-Inventory and Reporting Assistance	\$ 519.00

Motion made and seconded by Commissioners Coburn/Bates to approve payment of invoices #929942, #929943, #929944, and #930040. Motion carried unanimously.

RIO Operation and Compliance Software – Discussion and potential action to be taken based on discussion.

Manager Much reported on Hach's newest data management software, RIO, as a replacement for the Ops32 data management software since it is no longer supported. RIO is cloud-based, which will streamline some processes and allow those out in the field to upload data remotely. The quote provided by Hach includes importing all historical data from Ops32 into RIO, setup, and training of staff. The annual subscription fee is around \$10,000 with support as needed. The question of who owns the data once it is in RIO, and what type of cybersecurity is included since it is cloud-based were raised. Manager Much said he will follow up with our Hach representative to get more details and will bring it to the next meeting.

Operating Report for February 2023

Operating Report. Manager Much reported operations are being converted from winter back over to summer. Due to the high flows, the presses were run to get the mixed liquor volatile suspended solids down. Tried to run two centrifuges and the centrate line backed up. Speedy came to clean, and had staff available 24 hours to keep centrifuges going. In cleaning the pipes a dip in the centrate line was discovered. Televised the line and found pipe to be clean from the building, but due to the 90 degree angle of the dip, unable to televise that portion of the line to see if there is a buildup. Manager Much is looking at various options to determine if there is buildup in the centrate line before digging it up. Plans to increase chemical feed to try to help. Chad Olsen said he will look at the drawings and come up with some ideas to share at the next meeting. The agreement to extend the existing agreement with Gizmo Farms will be put on next month's agenda for approval. The commission has the option to cancel if another option is found. Chad Olsen will help put a request for proposal together for sludge hauling. Will also be looking at option to purchase land to haul and apply the sludge. Manager Much will be checking with Appleton regarding the RFPs they had sent out for sludge hauling. The extension agreement will be sent to Marek for review, and it will be added to next month's agenda for further discussion and possible action. Randall Much reviewed history of how the current storage building and sludge hauling came into existence.

Equipment and Grounds Report. Rob Franck reported on Equipment and Grounds items. Provided additional details on: Final Effluent Pump 2 is in operation. Flows are on the higher end with the peripheral rain and snow melt. High flow procedures were reviewed and updated. The effluent pumps did not run due to a controller failure on 3/18, the spare controller was installed. The new DO meters arrived and are being installed as time and weather permit. Three of nine are complete so far. The 3-year generator agreement with Cummins came up for renewal. The cost increased a little over 9% but is still within budget. After discussion, motion was made and seconded by Commissioners Weyenberg/Bates to accept the Operations Report and Equipment & Grounds Report. Motion carried unanimously.

Budget, Finance Matters

Accountant's Report for February 2023.

Financial Statements. Accountant Voigt reported the net income for February; March and April should be small losses with the loadings, so the loadings will need to be monitored as the year progresses to determine whether rates will need to be adjusted. The May invoices to users will include charges for the 2022 budget shortfall which they were made aware of. Sonoco has a new manager so bills have been processed slower than usual because they get sent to the corporate office for processing. They have a PO for the year now, so that should help moving forward. Investment rates increases are still up for ICS CDRS and LGIP, but the increase has slowed. The bond payment of a little over \$1 million is due May 1<sup>st</sup>. The AT&T billing issue is still being worked on with a couple representatives and should be resolved soon. A question arose regarding security services costs.

After discussion, motion was made and seconded by Commissioners Bates/ Zielinski to approve the Accountant's Report for February 2023. Motion carried unanimously.

Update and discussion on Contract Renewal for the Wastewater Service Agreement between Sonoco/U.S. Paper Mills and the NMSC; with Potential Action(s) to be taken on matters discussed. Chad Olsen reported he will have information to President Youngquist next week.

MCO Invoices.

#29539	Use of MCO Vehicles – February	\$ 336.60
#29496	April 2023 Contract Operations	\$142,367.48

Motion made and seconded by Commissioners Coburn/Bates to approve MCO invoice #29539, and #29496 with payment to be made after April 1, 2023. Motion carried unanimously.

Vouchers. Operating and Payroll Vouchers #139745 thru #139782 in the amount of \$438,593.92 for the month of February 2023. Motion made and seconded by Commissioners Coburn/Bates to approve operating and payroll vouchers. Motion carried unanimously.

**Adjournment**

Motion made and seconded by Commissioners Coburn/Bates to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 9:28 a.m.

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President

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Secretary

# City of Menasha COVID-19 Data Summary

Date: April 27, 2023

## Highlights

### • Vaccine Information

- WI DHS supports the CDC recommendation that previously authorized monovalent (primary series) vaccines are no longer authorized and should not be administered. The bivalent vaccines are the only authorized COVID-19 vaccines. Anyone who is unvaccinated and chooses to become vaccinated may receive one single dose of the bivalent vaccine. **Any individuals who have already received a bivalent booster are not eligible to receive an additional bivalent booster at this time.** Visit [this website](#) for more information.
  - Adults 65+ years old who have already received a bivalent vaccine are eligible for an additional bivalent booster at least 4 months since their first bivalent vaccine.
  - Individuals with immunocompromised conditions who have already received a bivalent vaccine, may be eligible for an additional dose 2 months after the initial bivalent vaccine, at the discretion of their healthcare provider.
- 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.

### • Testing Information

- Wisconsinites can order 2 free self-test kits each month through the [Say Yes! COVID Test](#) program. Each test kit includes 5 rapid antigen tests. Individuals may also order 1 box of 4 self-tests per household per month through the [federal government](#). People may also order COVID-19 tests through their private insurance.
- 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.
- Visit our [testing sites webpage](#) for more information about where to find a COVID-19 test.

*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.*

## CDC COVID-19 Community Levels

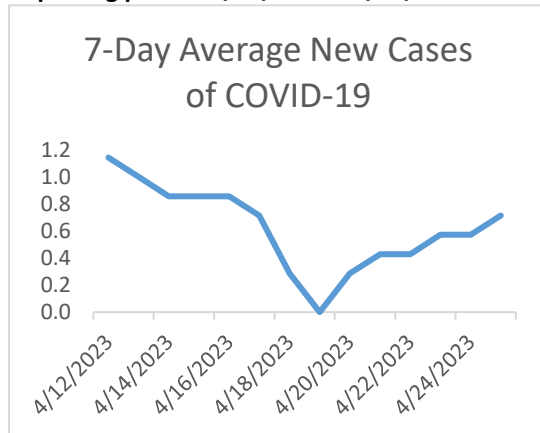
Status as of 4/27/2023

Metric	Calumet County: LOW	Winnebago County: LOW
New COVID-19 Cases per 100,000 population in the past 7 days	19.96	27.92
New COVID-19 hospital admissions per 100,000 population	2.9	2.5
% Staffed inpatient beds in use by patients with confirmed COVID-19	2.2%	2.2%
<b>City of Menasha:</b>	<b>Low</b>	

Low	
<ul style="list-style-type: none"> <li>Stay <a href="#">up to date</a> with COVID-19 vaccines</li> <li>Get <a href="#">tested</a> if you have symptoms</li> </ul>	<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 <a href="#">isolation and quarantine guidance</a></p>

## City of Menasha Cases of COVID-19

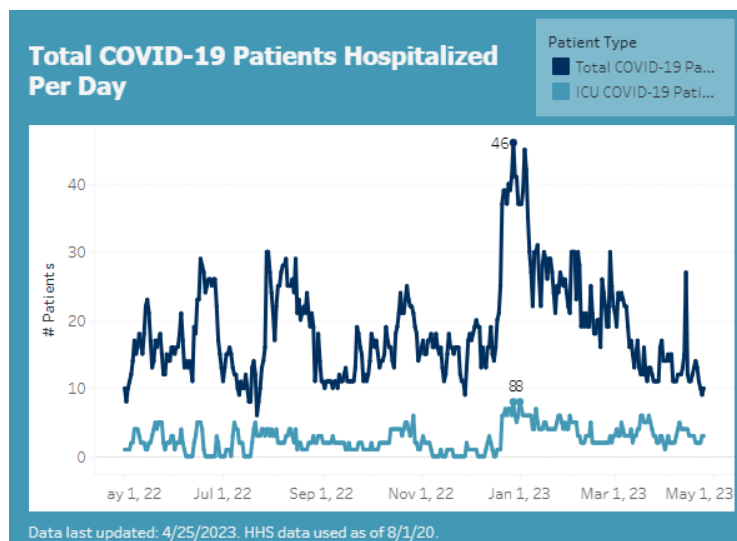
Reporting period: 4/12/2023 – 4/25/2023



Metric	Current Status
Total cases in the last 2 weeks	7
Case Incidence (Total confirmed & probable cases per 100k in the past 7 days)	27.6

## Fox Valley Region Hospital Capacity

Metric	Current Status (4/25/2023)	Change from last report
Percentage of hospital <b>inpatient</b> beds in the community that are occupied.	63.2%	↓
Percentage of <b>intensive care unit</b> beds in the community that are occupied.	47.6%	↓



Number of  
Hospitalized COVID-19  
Patients

**10**

(4/25/2023)

For more information on hospital capacity in Wisconsin, including the Fox Valley Region, visit the [Wisconsin Hospital Association website](#).

## Percent of residents who have received the COVID-19 vaccine

Status as of 4/25/23

	Completed the primary series	Received the updated booster
City of Menasha	63.3%	N/D
Calumet	55.5%	17.2%
Winnebago	60.2%	19.7%

N/D = No data available

## More Information

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

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



## MEMORANDUM

To: City of Menasha Common Council

From: Jennifer Sassman, Finance Director

Date: May 1, 2023

RE: Financial Overview

The first quarter 2023 financial reports through 3/31/2023 have been included for your review.

- **General Fund:**

- 2023 Revenues as of 3/31 are \$10,879,374 (54.17% of budget)
- 2022 Revenues as of 3/31 were \$10,352,684 (54.32% of budget)
- 2023 Expenditures as of 3/31 are \$4,668,476 (23.25% of budget)
- 2022 Expenditures as of 3/31 were \$4,451,763 (23.36% of budget).

Revenues and expenditures often times vary simply due to the timing of when particular revenues are received and when expenditures are posted in comparison to the previous year.

Keep in mind that our 2023 budget as approved assumes that we plan to apply \$200,000 of General Fund – Fund Balance this year. It is our goal to make every effort to not have to utilize those funds. We have not needed to use our fund balance for a number of years.

- **General Fund Revenues:**

Revenues are tracking favorably in comparison to first quarter expectations. Most state aid revenues are not received until later in the year.

A few items to note:

- Interest on Investments - will greatly exceed the amount budgeted. Interest rates have drastically improved since October 2022 and we have also diversified our investment portfolio to capture additional opportunities.

- Public Charges-Refuse Fees - refuse collection fees were adjusted in 2023 to better align with our expenditures.
- Intergovernmental Charges-Library Tax - this variance is simply a timing issue of when funds were received in comparison to the previous year.
- **General Fund Expenditures:**  
Expenditures are on track for the first quarter.

A few items to note:

- Public Health - most of the expenditures in this category have a direct revenue offset. Very little of those revenues have been received in 2023 thus far.
- Snow/Ice - expenditures are tracking higher than last year but we are at the mercy of the weather on this account. In these situations, other public works budgets whether it be general fund or the city garage fund could be under budget.
- Valley Transit - this variance is due to the timing of our payments made to the City of Appleton for the transit service.

Please note that these reports are as of March 31, 2023, and will continue to be updated as we move throughout the year. We will continue to provide these budget status reports to the Council on a quarterly basis, so that everyone remains aware of our financial status.

**General Fund Revenues - First Quarter 2023**  
**January 01, 2023 - March 31, 2023**

	2022 BUDGETED REVENUES	2022 Period Ending March 31, 2022	% Received	2023 BUDGETED REVENUES	2023 Period Ending March 31, 2023	% Received
<b>TAXES LEVIED BY CITY</b>						
General Property Tax	\$9,226,890	\$9,226,890	100.00%	\$9,756,638	\$9,756,639	100.00%
Mobile Home Property Taxes	\$138,000	\$75,928	55.02%	\$135,000	\$89,564	66.34%
Tax from Municipal Utility	\$741,220	\$184,552	24.90%	\$752,972	\$181,363	24.09%
Tax from Housing Authority	\$14,500	\$0	0.00%	\$15,000	\$0	0.00%
Interest/Penalty on Taxes	\$25,000	\$1,811	7.24%	\$24,000	\$2,744	11.43%
<b>TOTAL TAXES LEVIED</b>	<b>\$10,145,610</b>	<b>\$9,489,181</b>	<b>93.53%</b>	<b>\$10,683,610</b>	<b>\$10,030,309</b>	<b>93.89%</b>
<b>LICENSES &amp; PERMITS</b>						
Liquor License	\$21,000	\$8,540	40.67%	\$20,000	\$2,734	13.67%
Tavern Operators License	\$5,500	\$1,385	25.18%	\$15,000	\$1,050	7.00%
Cigarette License	\$1,900	\$933	49.11%	\$1,800	\$0	0.00%
Restaurant License	\$20,000	\$759	3.80%	\$20,000	\$0	0.00%
Amusement Device License	\$1,700	\$640	37.65%	\$1,500	\$220	14.67%
Heating License	\$1,800	\$1,635	90.83%	\$1,700	\$1,230	72.35%
Cable TV License	\$180,000	\$0	0.00%	\$180,000	\$0	0.00%
Weights & Measures License	\$25,000	\$0	0.00%	\$25,000	\$0	0.00%
Retail Food License	\$12,500	\$0	0.00%	\$12,500	\$100	0.80%
Tattoo Parlor License	\$300	\$0	0.00%	\$1,000	\$0	0.00%
Sundry License	\$300	\$200	66.67%	\$400	\$225	56.25%
Dog License	\$7,000	\$1,888	26.96%	\$7,000	\$2,088	29.82%
Cat License	\$800	\$54	6.75%	\$800	\$147	18.38%
Lodging License	\$1,000	\$183	18.30%	\$2,500	\$40	1.60%
Building Permit-Residential	\$30,000	\$7,775	25.92%	\$31,000	\$6,489	20.93%
Building Permit-Commercial	\$25,000	\$4,572	18.29%	\$36,000	\$8,462	23.51%
Electrical Permit-Residential	\$12,000	\$3,054	25.45%	\$12,000	\$2,618	21.82%
Electrical Permit-Commercial	\$8,000	\$789	9.86%	\$10,000	\$2,806	28.06%
Plumbing Permit-Residential	\$11,000	\$3,923	35.66%	\$13,000	\$2,743	21.10%
Plumbing Permit-Commercial	\$7,000	\$230	3.29%	\$8,000	\$1,230	15.38%
Street Excavation Permit	\$7,000	\$1,100	15.71%	\$12,000	\$2,050	17.08%
Heating Permit-Residential	\$12,700	\$3,409	26.84%	\$12,000	\$3,237	26.97%
Heating Permit-Commercial	\$7,000	\$371	5.30%	\$10,000	\$2,750	27.50%
Mobile Home Permit	\$0	\$0	0.00%	\$0	\$0	0.00%
Zoning Permit	\$4,000	\$725	18.13%	\$4,200	\$595	14.17%
Recreational Fire Permit	\$10,500	\$2,460	23.43%	\$10,000	\$2,020	20.20%
Sign Permit	\$5,000	\$225	4.50%	\$4,500	\$1,025	22.78%
Temporary Restaurant Permit	\$100	\$0	0.00%	\$300	\$0	0.00%
Erosion Control Permit	\$2,000	\$450	22.50%	\$2,200	\$575	26.14%
Pool Permit	\$2,000	\$0	0.00%	\$1,600	\$0	0.00%
Street Use Permit	\$200	\$0	0.00%	\$300	\$50	16.67%
Outdoor Service Permit	\$325	\$125	38.46%	\$300	\$50	16.67%
<b>TOTAL LICENSES &amp; PERMITS</b>	<b>\$422,625</b>	<b>\$45,423</b>	<b>10.75%</b>	<b>\$456,600</b>	<b>\$44,534</b>	<b>9.75%</b>
<b>FINES &amp; PENALTIES</b>						
Damage Award-Law Enforcement	\$0	\$37	0.00%	\$0	\$0	0.00%
Court Penalties	\$65,000	\$9,014	13.87%	\$60,000	\$7,376	12.29%
Parking Violation	\$52,000	\$17,927	34.48%	\$55,000	\$14,619	26.58%
<b>TOTAL FINES &amp; PENALTIES</b>	<b>\$117,000</b>	<b>\$26,978</b>	<b>23.06%</b>	<b>\$115,000</b>	<b>\$21,995</b>	<b>19.13%</b>
<b>FEDERAL, STATE &amp; COUNTY AIDS</b>						
Federal Aid-Law Enforcement	\$3,750	\$0	0.00%	\$3,750	\$0	0.00%
Federal Aid-Fire Protection	\$0	\$0	0.00%	\$62,727	\$0	0.00%
State Aid-Shared Revenues	\$3,702,416	\$0	0.00%	\$3,713,125	\$0	0.00%
State Aid-Computer Credit	\$403,836	\$0	0.00%	\$404,310	\$0	0.00%
State Aid-Fire	\$52,000	\$0	0.00%	\$55,000	\$0	0.00%
State Aid-Payment for Municipal Services	\$105,500	\$0	0.00%	\$108,000	\$2,818	2.61%
State Aid-Law Enforcement	\$30,000	\$2,519	8.40%	\$30,000	\$0	0.00%
State Aid-Highway Transportation	\$704,215	\$176,054	25.00%	\$809,848	\$202,462	25.00%
State Aid-Connecting Highway	\$62,668	\$15,667	25.00%	\$62,747	\$15,687	25.00%
State Aid-Other	\$18,125	\$4,727	26.08%	\$125	\$117	93.67%
State Aid-Public Health	\$492,411	\$2,231	0.45%	\$659,661	\$2,231	0.34%
State Aid-Senior Center	\$26,741	\$2,431	9.09%	\$26,741	\$2,431	9.09%
State Aid-Personal Property	\$85,892	\$0	0.00%	\$70,257	\$0	0.00%
State Aid-Elections	\$0	\$0	100.00%	\$0	\$0	0.00%
State Aid-Video Service Provider	\$37,627	\$0	100.00%	\$37,627	\$0	0.00%
State Aid-CARES Routes to Recovery	\$0	\$0	100.00%	\$0	\$0	0.00%
State Aid-Forestry	\$0	\$0	0.00%	\$0	\$0	0.00%
<b>TOTAL FEDERAL, STATE &amp; COUNTY AIDS</b>	<b>\$5,725,181</b>	<b>\$203,629</b>	<b>3.56%</b>	<b>\$6,043,918</b>	<b>\$225,746</b>	<b>3.74%</b>



	2022 BUDGETED REVENUES	2022 Period Ending March 31, 2022	% Received	2023 BUDGETED REVENUES	2023 Period Ending March 31, 2023	% Received
<b>MISCELLANEOUS</b>						
Interest on Investments	\$20,000	\$1,184	5.92%	\$40,000	\$113,991	284.98%
Property Rental Revenue	\$53,100	\$9,922	18.69%	\$56,400	\$8,933	15.84%
Sale of Other Property	\$0	\$0	0.00%	\$0	\$0	0.00%
Sale of Land	\$0	\$0	0.00%	\$0	\$0	0.00%
Sale of Law Enforcement Property	\$10,000	\$68	0.68%	\$10,000	\$0	0.00%
Sale of Refuse Property	\$150	\$0	0.00%	\$50	\$0	0.00%
Sale of Recyclable Materials	\$0	\$0	0.00%	\$0	\$0	0.00%
Insurance Recovery-Other Equipment	\$0	\$0	0.00%	\$0	\$0	0.00%
Insurance Recovery-Law Enforcement Equip	\$0	\$0	0.00%	\$0	\$0	0.00%
Insurance Recovery-Highway Equip	\$20,000	\$8,219	41.10%	\$20,000	\$361	1.80%
Donations & Gifts	\$16,000	\$20,000	125.00%	\$17,000	\$10,000	58.82%
Miscellaneous Revenue	\$70,000	\$2,907	4.15%	\$80,000	\$15,583	19.48%
Credit Card Fees	\$600	\$158	26.35%	\$800	\$188	23.56%
<b>TOTAL MISCELLANEOUS</b>	<b>\$189,850</b>	<b>\$42,459</b>	<b>22.36%</b>	<b>\$224,250</b>	<b>\$149,056</b>	<b>66.47%</b>
<b>PUBLIC CHARGES</b>						
Clerk	\$8,100	\$3,705	45.74%	\$9,000	\$520	5.78%
Treasurer	\$16,000	\$3,209	20.06%	\$15,500	\$2,178	14.05%
Data Processing	\$1,100	\$0	0.00%	\$1,600	\$300	18.75%
Law Enforcement	\$1,500	\$130	8.67%	\$1,000	\$343	34.29%
Fire Protection	\$1,000	\$0	0.00%	\$500	\$0	0.00%
Street Miscellaneous	\$500	\$55	11.00%	\$500	\$0	0.00%
Snow Removal	\$2,000	\$108	5.38%	\$2,000	\$1,018	50.92%
Engineering	\$50	\$0	0.00%	\$0	\$0	0.00%
Street Lighting	\$0	\$0	0.00%	\$0	\$0	0.00%
Street Patching	\$30,000	\$0	0.00%	\$25,000	\$0	0.00%
Parking Lot Stickers	\$1,000	\$420	0.00%	\$1,000	\$352	35.20%
Garbage & Refuse	\$185,000	\$135,492	73.24%	\$205,000	\$158,729	77.43%
Solid Waste Disposal	\$33,000	\$33,242	100.73%	\$34,500	\$32,898	95.36%
Weed Cutting	\$6,000	\$0	0.00%	\$5,000	(\$162)	-3.23%
Cemetery	\$10,000	\$7,675	76.75%	\$13,000	\$2,075	15.96%
Public Health	\$52,738	\$12,784	24.24%	\$56,753	\$13,486	23.76%
Library Fines	\$0	\$40	0.00%	\$300	\$44	0.00%
Library Vending Services	\$5,000	\$1,554	31.08%	\$7,000	\$1,897	27.10%
Park	\$20,000	\$4,532	22.66%	\$18,000	\$4,388	24.38%
Pool	\$52,500	\$8,141	15.51%	\$58,000	\$8,804	15.18%
Recreation	\$50,000	\$24,496	48.99%	\$62,000	\$25,093	40.47%
Boat Launch	\$28,000	\$1,168	4.17%	\$28,000	\$814	2.91%
Senior Center Rental	\$2,500	\$1,605	64.19%	\$5,500	\$1,263	22.96%
Boat Slip Rental	\$600	\$129	21.43%	\$550	\$129	23.38%
Pool Concesstion	\$15,000	\$201	1.34%	\$16,500	\$0	0.00%
Special Events-Admin Fee	\$5,000	\$0	0.00%	\$4,500	\$25	0.56%
Community Development	\$0	\$0	0.00%	\$0	\$0	0.00%
Room Tax	\$2,000	\$0	0.00%	\$2,500	\$0	0.00%
Sen Ctr Program Revenue	\$500	\$100	0.00%	\$1,300	\$254	19.54%
Sen Ctr Newsletter Subscr	\$1,000	\$30	0.00%	\$700	\$70	10.00%
<b>TOTAL PUBLIC CHARGES</b>	<b>\$530,088</b>	<b>\$238,815</b>	<b>45.05%</b>	<b>\$575,203</b>	<b>\$254,518</b>	<b>44.25%</b>
<b>INTERGOVERNMENTAL CHARGES</b>						
Law Enforcement	\$273,000	\$0	0.00%	\$358,000	\$0	0.00%
Fire Department	\$1,850	\$0	0.00%	\$500	\$450	90.00%
Mass Transit	\$162,608	\$0	0.00%	\$202,147	\$0	0.00%
Street Misc	\$0	\$0	0.00%	\$0	\$0	0.00%
Street Patching	\$30,000	\$0	0.00%	\$30,000	\$0	0.00%
Garbage/Refuse	\$48,120	\$22,230	46.20%	\$45,500	\$20,540	45.14%
Public Health	\$332,123	\$0	0.00%	\$327,141	\$0	0.00%
Library Tax	\$549,926	\$113,867	20.71%	\$593,036	\$1,193	0.20%
Economic Development	\$16,490	\$16,408	99.50%	\$16,400	\$0	0.00%
City Attorney	\$6,000	\$0	0.00%	\$12,000	\$0	0.00%
Park	\$0	\$0	0.00%	\$0	\$0	0.00%
Snow Removal/Plowing	\$1,600	\$1,108	69.22%	\$3,000	\$3,033	101.09%
Library Grants	\$19,200	\$19,200	0.00%	\$0	\$0	0.00%
State-Public Health	\$41,000	\$3,015	7.35%	\$38,500	\$8,026	20.85%
State-Lift Bridges	\$118,338	\$976	0.83%	\$40,000	\$1,063	2.66%
Bond/Note Proceeds	\$0	\$0	0.00%	\$0	\$0	0.00%
TIF Admin	\$124,395	\$124,395	100.00%	\$113,910	\$113,910	100.00%
Transfer from Marina	\$5,000	\$5,000	100.00%	\$5,000	\$5,000	100.00%
Applied Fund Balance-Other	\$200,000	\$0	0.00%	\$200,000	\$0	0.00%
Applied Fund Balance-Health	\$0	\$0	0.00%	\$0	\$0	0.00%
Fund Balance Reservations	\$0	\$0	0.00%	\$0	\$0	0.00%
Fund Balance Carryover-Library	\$0	\$0	0.00%	\$0	\$0	0.00%
<b>TOTAL INTERGOVERNMENTAL CHARGES</b>	<b>\$1,929,650</b>	<b>\$306,198</b>	<b>15.87%</b>	<b>\$1,985,134</b>	<b>\$153,215</b>	<b>7.72%</b>
<b>TOTAL REVENUES</b>	<b>\$19,060,004</b>	<b>\$10,352,684</b>	<b>54.32%</b>	<b>\$20,083,715</b>	<b>\$10,879,374</b>	<b>54.17%</b>

**General Fund Expenditures - First Quarter 2023**  
**January 01, 2023 - March 31, 2023**

	2022 ANNUAL BUDGET	2022 Period Ending March 31, 2022	% Expended	2023 ANNUAL BUDGET	2023 Period Ending March 31, 2023	% Expended
<b>GENERAL GOVERNMENT</b>						
Mayor	\$101,454	\$21,174	20.87%	\$104,861	\$22,094	21.07%
Attorney	\$180,073	\$36,943	20.52%	\$178,128	\$35,429	19.89%
Personnel	\$228,285	\$53,722	23.53%	\$277,063	\$55,089	19.88%
City Clerk	\$110,478	\$23,017	20.83%	\$143,428	\$24,658	17.19%
Elections	\$82,346	\$13,234	16.07%	\$57,452	\$22,338	38.88%
Municipal Court	\$3,700	\$3,800	102.70%	\$3,900	\$3,990	102.31%
Property Insurance	\$98,746	\$0	0.00%	\$114,495	\$0	0.00%
Finance	\$511,700	\$104,289	20.38%	\$539,975	\$99,841	18.49%
Assessor	\$81,098	\$23,940	29.52%	\$83,461	\$18,417	22.07%
Information Systems	\$70,000	\$35,469	50.67%	\$0	\$0	0.00%
Common Council	\$76,098	\$20,751	27.27%	\$77,594	\$13,912	17.93%
Illegal Tax/Tax Refund	\$3,000	\$0	0.00%	\$3,000	\$0	0.00%
Uncollectable Debt	\$4,000	\$2,351	58.78%	\$4,000	(\$521)	-13.03%
Employees Safety Commission	\$37,122	\$14,037	37.81%	\$36,529	\$12,044	32.97%
Municipal Buildings	\$128,428	\$47,293	36.82%	\$130,945	\$47,861	36.55%
<b>TOTAL GENERAL GOVERNMENT</b>	<b>\$1,716,528</b>	<b>\$402,021</b>	<b>23.42%</b>	<b>\$1,754,831</b>	<b>\$355,153</b>	<b>20.24%</b>
<b>PUBLIC SAFETY</b>						
Police	\$5,053,014	\$1,046,707	20.71%	\$5,232,959	\$1,145,816	21.90%
Crossing Guards	\$24,116	\$6,800	28.20%	\$24,183	\$6,011	24.86%
Community Service	\$66,368	\$13,494	20.33%	\$68,834	\$15,631	22.71%
Auxiliary Police	\$15,251	\$195	1.28%	\$15,236	\$351	2.30%
Jail/Prisoner Meal Charge	\$7,500	\$669	8.92%	\$6,500	\$309	4.75%
Code Enforcement	\$73,267	\$15,127	20.65%	\$87,048	\$20,643	23.71%
Traffic Cameras	\$0	\$0	0.00%	\$15,500	\$0	0.00%
Fire	\$3,590,302	\$1,195,522	33.30%	\$3,878,414	\$1,269,090	32.72%
Emergency Government	\$500	\$43	8.65%	\$500	\$40	7.96%
Weights & Measures	\$27,161	\$5,285	19.46%	\$30,521	\$6,586	21.58%
Inspection	\$181,922	\$27,734	15.24%	\$196,116	\$30,099	15.35%
<b>TOTAL PUBLIC SAFETY</b>	<b>\$9,039,401</b>	<b>\$2,311,576</b>	<b>25.57%</b>	<b>\$9,555,811</b>	<b>\$2,494,574</b>	<b>26.11%</b>
<b>PUBLIC WORKS</b>						
Engineering	\$178,364	\$33,920	19.02%	\$176,746	\$33,902	19.18%
Street Construction/Excavation	\$530,477	\$63,787	12.02%	\$485,389	\$65,386	13.47%
Snow & Ice	\$375,926	\$234,748	62.45%	\$368,072	\$304,057	82.61%
Street Signs	\$236,778	\$55,545	23.46%	\$247,296	\$57,428	23.22%
Sidewalks & Crosswalks	\$154,207	\$7,386	4.79%	\$154,130	\$4,416	2.86%
Street Lighting	\$168,678	\$27,788	16.47%	\$181,121	\$31,962	17.65%
Parking Lots	\$41,932	\$9,058	21.60%	\$48,155	\$12,084	25.09%
Canal Maintenance/Construction	\$1,028	\$173	16.82%	\$1,075	\$174	16.20%
Refuse Collection & Disposal/Commercial	\$948,111	\$193,812	20.44%	\$982,659	\$198,177	20.17%
Weed Cutting	\$44,010	\$734	1.67%	\$40,498	\$1,797	4.44%
Valley Transit	\$207,785	\$34,630	16.67%	\$247,341	\$0	0.00%
Dial-A-Ride	\$11,200	\$0	0.00%	\$11,200	\$0	0.00%
<b>TOTAL PUBLIC WORKS</b>	<b>\$2,898,496</b>	<b>\$661,581</b>	<b>22.82%</b>	<b>\$2,943,682</b>	<b>\$709,382</b>	<b>24.10%</b>
<b>CULTURE, RECREATION &amp; EDUCATION</b>						
Library	\$1,817,614	\$485,912	26.73%	\$1,947,040	\$502,031	25.78%
Recreation	\$279,596	\$49,870	17.84%	\$308,629	\$55,539	18.00%
Pool	\$297,157	\$11,407	3.84%	\$320,756	\$23,765	7.41%
Lift Bridges	\$118,324	\$9,242	7.81%	\$107,007	\$1,685	1.57%
Civic Commemorations	\$34,500	\$0	0.00%	\$34,850	\$0	0.00%
Parks	\$1,010,240	\$165,281	16.36%	\$1,084,651	\$158,127	14.58%
<b>TOTAL CULTURE, RECREATION &amp; EDUCATION</b>	<b>\$3,557,431</b>	<b>\$721,712</b>	<b>20.29%</b>	<b>\$3,802,933</b>	<b>\$741,147</b>	<b>19.49%</b>
<b>CONSERVATION &amp; DEVELOPMENT</b>						
Forestry	\$132,483	\$17,651	13.32%	\$121,073	\$27,196	22.46%
Community Development	\$317,312	\$59,366	18.71%	\$325,984	\$61,113	18.75%
Urban Redevelopment	\$885	\$148	16.73%	\$885	\$190	21.50%
<b>TOTAL CONSERVATION &amp; DEVELOPMENT</b>	<b>\$450,680</b>	<b>\$77,166</b>	<b>17.12%</b>	<b>\$447,942</b>	<b>\$88,499</b>	<b>19.76%</b>

	2022 ANNUAL BUDGET	2022 Period Ending March 31, 2022	% Expended	2023 ANNUAL BUDGET	2023 Period Ending March 31, 2023	% Expended
<b>PUBLIC HEALTH</b>						
Health	\$566,651	\$110,808	19.55%	\$628,235	\$124,839	19.87%
Environmental Health	\$83,800	\$17,895	21.35%	\$83,431	\$19,295	23.13%
Health Screening	\$24,615	\$5,036	20.46%	\$25,275	\$5,447	21.55%
Prevention	\$4,670	\$882	18.88%	\$4,356	\$969	22.24%
COVID 19 Tracing/Detection	\$125,732	\$44,719	0.00%	\$39,367	\$25,265	64.18%
School Health Aids	\$37,494	\$16,649	44.40%	\$43,024	\$15,029	34.93%
Dental	\$53,706	\$13,003	24.21%	\$57,667	\$12,276	21.29%
Communicable Diseases	\$3,300	\$705	21.38%	\$3,447	\$775	22.48%
PEHP Workforce Grant	\$44,000	\$2,176	0.00%	\$45,952	\$17,254	37.55%
Lead Prevention Grant	\$2,863	\$975	34.06%	\$3,117	\$804	25.78%
Immunization	\$8,576	\$1,798	20.96%	\$8,781	\$2,039	23.22%
Maternal Child Health	\$10,027	\$2,462	24.55%	\$10,020	\$2,378	23.73%
Dental Sealant	\$13,799	\$3,960	28.70%	\$13,573	\$2,497	18.40%
Opioid Grant	\$85,000	\$16,159	0.00%	\$69,833	\$11,443	0.00%
Bio-Terrorism	\$32,439	\$7,293	22.48%	\$32,397	\$7,011	21.64%
Twenty-Four/Seven	\$4,000	\$1,193	29.83%	\$4,500	\$1,043	23.19%
Senior Center	\$105,851	\$18,464	17.44%	\$108,645	\$24,814	22.84%
COVID-19 Vaccination	\$34,570	\$7,481	0.00%	\$6,738	\$1,300	0.00%
Health ARPA Grant	\$117,188	\$0	0.00%	\$351,204	\$2,465	0.00%
Animal Impoundment	\$4,000	\$0	0.00%	\$3,500	\$160	4.57%
Cemetery	\$35,187	\$6,049	17.19%	\$35,454	\$2,617	7.38%
<b>TOTAL PUBLIC HEALTH</b>	<b>\$1,397,468</b>	<b>\$277,708</b>	<b>19.87%</b>	<b>\$1,578,516</b>	<b>\$279,722</b>	<b>17.72%</b>
<b>100-GENERAL FUND TOTALS:</b>	<b>\$19,060,004</b>	<b>\$4,451,763</b>	<b>23.36%</b>	<b>\$20,083,715</b>	<b>\$4,668,476</b>	<b>23.25%</b>

# Municipal Clerk's Week



**April 30 — May 6, 2023**

**WHEREAS**, the Clerk's Office serves as the liaison between the public and local government, and the position exists throughout the world as one of the oldest roles as a public servant; and

**WHEREAS**, the municipal clerk serves as a professional connection between citizens, government entities and agencies at the local level; and

**WHEREAS**, the municipal clerk processes and distributes agendas and actions of their governing body, attends various municipal meetings, facilitates the Board of Review, oversees our elections in Menasha, and serves as a resource center for all functions within our local government and our Menasha community; and

**WHEREAS**, a city clerk administers oaths, issues licenses and permits, and serves as the record keeper for the municipality; and

**WHEREAS**, the Wisconsin Municipal Clerks Association was formed in 1980 and has over 1,400 members.

**NOW, THEREFORE, BE IT PROCLAIMED**, that I Donald Merkes, Mayor of the City of Menasha, do hereby proclaim the week of April 30th – May 6th, 2023 to be

## Municipal Clerk's Week

in the City of Menasha, recognizing the essential role Municipal Clerks play in local government; and to further extend appreciation to our Deputy Clerk Valerie Neuman, and to all Municipal Clerks for the vital services they perform and their exemplary dedication to the communities they represent.

Dated this 30th Day of April, 2023



  
Donald Merkes, Mayor



# National Police Week



**May 14 - 20, 2023**

**WHEREAS**, National Police Week was initiated by President Kennedy in 1962 in recognition of those law enforcement officers who have lost their lives in the line of duty for the safety and protection of others; and,

**WHEREAS**, the members of the Menasha Police Department play a pivotal role in maintaining our peaceful community and ensuring the safety and security of the citizens in Menasha; and

**WHEREAS**, the Menasha Police Department continuously provides a vital public service, built upon the model of modern police services, strong partnerships, and using respect, creativity, and technology to find solutions and improve the quality of life for all; and,

**WHEREAS**, there are more than 800,000 law enforcement officers serving in communities across the United States, including the dedicated members of the City of Menasha Police Department; and,

**WHEREAS**, these men and women by their distinctive service and dedicated efforts as law enforcement officers, community service officers, communication technicians, and auxiliary officers have earned our highest respect and deepest gratitude.

**NOW, THEREFORE, BE IT PROCLAIMED**, that I Donald Merkes, Mayor of the City of Menasha, do hereby proclaim the week of May 14<sup>th</sup> – 20<sup>th</sup>, 2023 to be:

## ***NATIONAL POLICE WEEK***

in the City of Menasha

in honor of those law enforcement officers throughout our nation, who, through their courageous deeds, have made the ultimate sacrifice in service to their community or have become disabled in the performance of duty, and let us recognize and pay respect to the survivors of those fallen heroes.

Dated this 27th day of April, 2023



Donald Merkes, Mayor



**FOR IMMEDIATE RELEASE**

Contact:

Austin Hammond  
4<sup>th</sup> District Alderperson, City of Menasha  
100 Main Street Suite 200  
Menasha, WI 54952  
Phone: 920-583-0554  
<http://www.menashawi.gov>  
[ahammond@menashawi.gov](mailto:ahammond@menashawi.gov)

## **CITY OF MENASHA CELEBRATES EARTH DAY BY EDUCATING ABOUT STORMWATER**

**MENASHA, WI – April 22, 2023.** To celebrate Earth Day this year, the City of Menasha Sustainability Committee wants to acknowledge the importance of our water and protecting it. Water has been a source of community, necessity, and economic prosperity in all stages of our history, beginning with the sovereign indigenous nations who first called Menasha home. To present day, Menasha's identity is built on its relationship with lakes and rivers intertwined with our neighborhoods. On this Earth Day we're learning about how we protect and improve our water quality with storm water facilities like rain gardens, ponds, wetlands, and underground storm water treatment structures.

Menasha is required through its Municipal Separate Storm Sewer System Permit with the Wisconsin Department of Natural Resources to remove particulates and phosphorus from storm water runoff before that water reaches our lakes and rivers. Removal of these nutrients in storm water runoff is crucial, as their presence leads to algae blooms that negatively impact our local water bodies.

Now you can learn about how these treatment systems work with interpretive signage now installed at four locations throughout Menasha in celebration of Earth Day 2023. They can be viewed at the Rain Gardens in the Jefferson Park parking lot and Fire Station 36, Wet Ponds at the Provence Terrace Pond, Natural Wetlands at the Provence Terrace Boardwalk, and coming soon near the underground storm water treatment system at the Brin Building downtown.

Clean water improves recreational opportunities and the overall quality of life here in Menasha and beyond.

###



**FOR IMMEDIATE RELEASE**

Contact:

Donald Merkes  
Mayor, City of Menasha  
100 Main Street Suite 200  
Menasha, WI 54952  
Phone: 920-967-3608  
<http://www.menashawi.gov>  
[dmerkes@menashawi.gov](mailto:dmerkes@menashawi.gov)

## **Menasha Celebrates 40 Years as a Tree City USA**

MENASHA, WI – April 24, 2023. The City of Menasha has been putting the wisdom found in the saying, *“the best time to plant a tree was yesterday, and the next best time is right now”* into action for the past four decades. This year as part of the City of Menasha’s Arbor Day Ceremony, the City will celebrate its 40<sup>th</sup> year as a Tree City USA designee from the Arbor Day Foundation. Students from UWO-Fox Cities will work along-side the Parks, Recreation, & Forestry employees to plant 40 trees at Barker Farm Park to celebrate this milestone.

*“Communities such as Menasha help the Arbor Day Foundation, create synergy that comes from arborists, utilities, college campuses, and others working together to plant trees and improve tree care,”* Don Merkes, Menasha Mayor stated. *“Partnerships like the one we have with UWO—Fox Cities and Menasha Utilities amplify the value of trees to our community, including: crime reduction, mental health benefits, increased retail sales, higher property values, and improving storm water quality.”*

Under the leadership of Mayor Ciske, Menasha received its first Tree City USA designation in 1983, with UWO-Fox Cities and Menasha Utilities receiving their first designations in 2012. The City received awards from the Wisconsin Urban Forestry Council in 2009, 2014, and 2020 recognizing our commitment to urban forestry in Menasha.

Since our 2010 EAB plan, the City has added nearly 2,000 trees to its urban forest while at the same time removing over 250 ash trees susceptible to emerald ash borer and increasing the diversity of our tree species in the City.

You can learn more about Menasha’s urban forest at:  
<https://pg-cloud.com/Wisconsin/?scenario=menashatrees>

The public is invited to join the ceremony on Friday April 28, 2023 at 9AM, Barker Farm Park, 2170 Plank Road, Menasha.

###





# MENASHA POLICE DEPARTMENT 2022 ANNUAL REPORT

INTEGRITY. INNOVATIVE. EFFICIENT. RESPECT. TEAMWORK.

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# MISSION STATEMENT

Our mission is to be the model of modern police services, built upon a strong partnership with the community, using respect, creativity and technology to find solutions and improve the quality of life for all.



# CHIEF'S MESSAGE



Over the past year, our staff have been very busy and I'm proud of the excellent service which they provide our great community. Our total number of calls for service and self-initiated activities were 11,687. This was a bit of an increase in comparison to the previous two years. The good news is the number of emergency calls was down, which provided us the opportunity to initiate more activities such as community contacts and traffic enforcement.

Chief Timothy Styka announced his retirement for the beginning of January, 2023. This led to our Police Commission conducting an extensive search which encompassed both internal and external candidates for the position. I was humbled and excited to have been selected to lead our fine department. We have a great foundation to continue to build and grow as we move forward.

We hold ourselves to high standards and continue to participate in a voluntary law enforcement accreditation program, WILEAG. This program requires participating agencies to demonstrate compliance with standards covering all aspects of law enforcement administration and operations. I am pleased to say we have maintained full accreditation status since 2017. Our department continues to utilize and embrace the idea of L.E.E.D. This stands for Listen and Explain with Equity and Dignity. Our goal is for every contact to end with people having an understanding of what happened, why it happened, and believing they were treated fairly, impartially, and equitably.

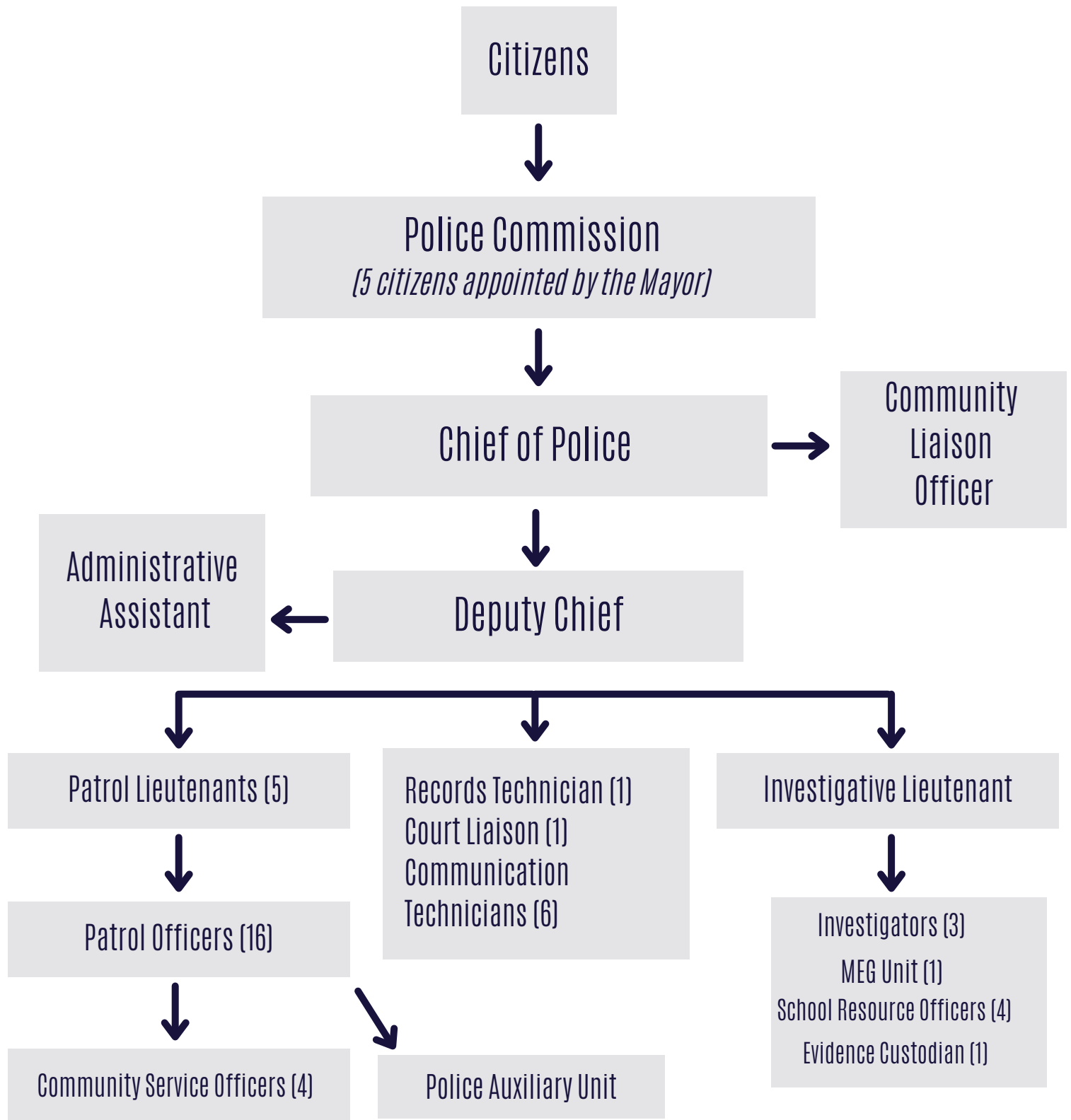
Hiring new employees and training continue to be on the forefront for our department. We have been working to fill vacancies and also our succession planning efforts. Through our professional development plans our current employees are being developed to become our future leaders. I'm excited to announce that Lt. Schulz completed Leadership in Police Organizations (LPO) which is a three week career development course sponsored by the Wisconsin Department of Justice and in partnership with the International Association of Chiefs of Police.

A police department can only be effective if there is transparency, communication, and trust with the community. We thank you for your continued support. 2023 holds great opportunities for our continued community engagement activities which is one of our focal points this year. On behalf of the members of the Menasha Police Department, thank you for reading our 2022 annual report.

Sincerely,

*Chief Nick Thorn*

# ORGANIZATIONAL CHART



# SWORN STAFF



## CHIEF OF POLICE

Nick Thorn

## DEPUTY CHIEF

Angie Hanchek

## INVESTIGATIVE LIEUTENANT

Pete Sawyer

## PATROL LIEUTENANTS

Matthew Albrecht

Matthew Lenss

Adam Schulz

Matthew Spiegel

Joel Nelson

## INVESTIGATORS

Vicki Strebels

Ray Berna

Denton Heidemann

## COMMUNITY LIAISON OFFICER

Dan Hoernke

## SCHOOL RESOURCE OFFICERS

John Abrahamson

Joshua Gallagher

Matthew Schanke

Richard Heinen

## PATROL OFFICERS

Nick Oleszak

Jeff Jorgenson

Sara Swenson

Amy Cook

Chris Groeschel

Kellen Gennrich

Katelynn Oberle

Derrick Rotta

Michael Oney

Aaron Schaefer

Jason Eake

Brian Van Alstyne

Samuel Vassar

Nate Brownie

Jordan Batchelor

Joseph Svitak





# NEW HIRES



**OFFICER NATE BROWNIE**



**OFFICER JOSEPH SVITAK**



**OFFICER JORDAN BATCHELOR**



**HONORARY OFFICER CHANCE  
VAN STIPPEN**



# CIVILIAN STAFF



## **RECORDS CLERK**

Jenny Groeschel

## **COURT/TRAFFIC LIAISON**

Sharon Hartman

## **ADMINISTRATIVE ASSISTANT**

Sandra Gonnering

## **COMMUNICATIONS TECHNICIAN**

Mary Janssen  
Rebecca Billington (relief)  
Cyndel Sawall  
Jessica Beck (relief)  
Bethany Jennerjohn (relief)  
Sharon Hartman  
Julie Bohn  
Christy Scott

## **EVIDENCE CUSTODIAN**

CYNDEL SAWALL

## **COMMUNITY SERVICE OFFICERS**

Katelyn Lynch  
Jennifer Priessnitz  
Braeden Heckert  
Mikayla Bruene  
Caden Klatt

## **Crossing Guards**

Robert Piel  
Sue Paveletzke  
Michael Pavich  
Tom Miller (relief)  
Tom Borchart (relief)  
Cheryl Wysocki

## **POLICE COMMISSION**

JAMES MEINKE  
JERRY JAKUBEK  
DEBBIE GALEAZZI  
TREVOR MARTIN  
NANCY BALL



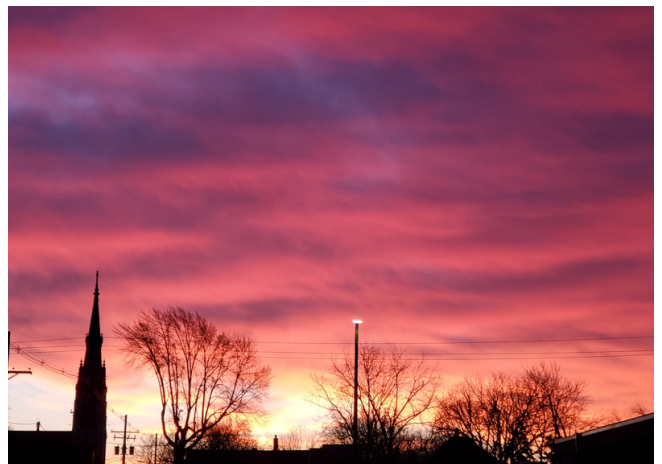
# CITY SNAPSHOT



The City of Menasha is situated right in the heart of the Fox Valley on the north shore of Lake Winnebago. The 18,268 residents comprise a diverse and engaged community which we are proud to serve. Menasha is in a period of economic revival and during this past year, many steps have been taken towards the continued revitalization of our downtown and other key areas of interest in the city.

The City of Menasha encompasses a total of 7.72 miles spanning both Winnebago and Calumet Counties. The various neighborhoods in the city range from a central core of traditional ranch and two-story homes, to large lakefront residences, and newer subdivided neighborhoods to the east. Each neighborhood has its own unique character and charm.

Our officers patrol just over 90 miles of streets within the corporate limits of Menasha. Our patrols cover every road from private streets to main thoroughfares like US Highway 10 and State Highways 47 and 114. The streets wind through our residential neighborhoods, industrial zones, downtown, and parks.





# POLICE ADMINISTRATION



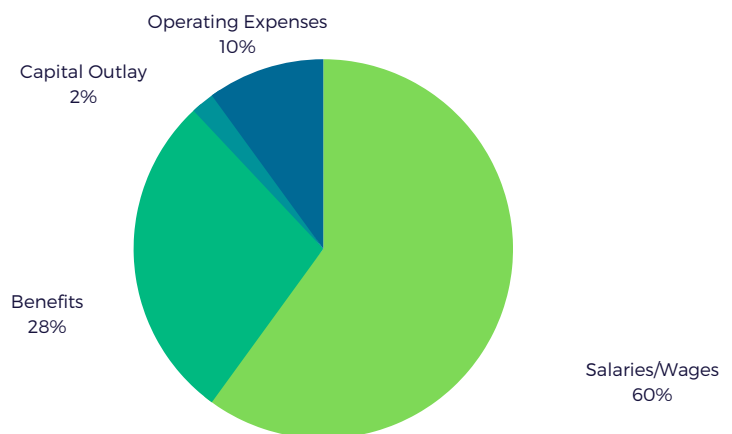
The administration division of the police department consists of the Chief of Police, Deputy Chief, and Administrative Assistant.

Managing the department budget, officer training, and writing procedures and policies are just a few of the tasks taken on by this division. Striving to provide the best and most fiscally responsible level of service is at the forefront of each decision they make.

The pie graph illustrates the general breakdown of spending areas within the police department budget. As it is with most organizations, personnel costs make up the largest portion of the budget. The capital outlay and operating expenses provide the officers with the equipment they need to adequately serve the community.

Police Budget	
Year	Amount
2022	5,188,572
2021	\$5,004,246
2020	\$4,899,142
2019	\$4,990,323
2018	\$4,874,040
2017	\$4,829,341
2016	\$4,762,195
2015	\$4,517,559
2014	\$4,562,226
2013	\$4,571,493

Training Hours		
Year	Total	Avg. Officer
2022	2,288	69
2021	2,510	81
2020	1,778	56
2019	2,054	59





# PATROL DIVISION

Patrolling our streets and quickly responding to emergency calls remains a primary function of the department.

Our officers responded to approximately 12,522 calls for service in 2022. This encompassed a multitude of calls for service ranging from citizen assists, disturbances, burglaries, robberies, drug and alcohol complaints, to drug overdoses. In addition to responding to criminal complaints, officers often focus on preventative measures like checking business doors at night, patrolling parks and other public spaces like the Trestle Trail and school properties.

Often times, residents will report specific concerns in their neighborhoods and we will specify added patrol time to address those concerns in that area. It is imperative that as citizens of a strong community that if something looks “not normal,” it needs to be checked out. We help create a stronger community when we work together. Simply put, “If you See something, say something.”

In 2021 our department acquired a TruNarc Narcotics Analyzer through the Elevate Communities Grant from Capital Credit Union. This device tests over 500 substances including narcotics, stimulants, depressants, hallucinogens, and analgesics. The use of the TruNarc device limits officer exposure while testing the substance, as it uses a laser to analyze the substance versus having to place the substance into a field testing pouch. Over the course of 2021 and 2022 the TruNarc Narcotics Analyzer has assisted our officers in safely identifying numerous dangerous drugs that have been found in our community.





The Investigative Services Team is comprised of the Investigative Lieutenant who oversees the following members Investigator/Crime Analyst Denton Heidemann, Investigator Vicki Strebel, School Resource Officers John Abrahamson, Josh Gallagher, Matt Schanke, Rick Heinen, the assigned MEG Unit Investigator, Records Custodian Jen Groeschel, and Evidence Custodian Cyndel Sawall. In December of 2022, Investigative Lieutenant Nick Thorn was selected to serve as the Chief of Police. A promotional process was conducted and Investigator Peter Sawyer was selected to serve as the new Lieutenant of Investigations.

Investigators are responsible for complex cases including homicides, robberies, sensitive crimes, identity thefts, forgeries, burglaries, and many others. Investigators work closely with patrol to identify witnesses, preserve and process crime scene and gather critical information.

Joint efforts with both Federal and local agencies are key to efficient and effective investigations. Investigators work collaboratively with the Wisconsin Department of Justice (DOJ) Internet Crimes Against Children (ICAC) task force to investigate tips in connection with the possession and distribution of child pornography. From 2019 to 2022, the City of Menasha has averaged 15 cyber tips received from the National Center for Missing and Exploited Children (NCMEC) reference suspected ICAC related activity. This average has tripled when comparing it to the previous four years (2015 - 2018) which averaged five per year.

Maintaining proper procedures and standards for the collection and retention of property and evidence is an essential role. Cyndel Sawall, a Certified Property and Evidence Specialist currently employed as the Department's Evidence Custodian, became the Chairman for the Property and Evidence Committee through the Wisconsin Association for Identification (WAI). The WAI provides educational seminars to members of law enforcement agencies throughout the state of Wisconsin and encourages the highest ethical standards in the collection, preservation, and examination of evidence. Cyndel has been invited to present at and participate in events at NWTC, FVTC, local high schools, and she participated alongside multiple agencies in the very first CSI Wisconsin event in Ashwaubenon during National Forensic Science Week.

# MEG UNIT



Fentanyl is a synthetic opioid that is up to 50 times stronger than heroin and 100 times stronger than morphine. It is a major contributor to fatal and nonfatal overdoses in the U.S. While heroin and methamphetamine continue to plague our community, fentanyl usage is on the rise. The City of Menasha Police Department provides a full time Investigator to the Lake Winnebago Area Metropolitan Enforcement Group (MEG Unit). The MEG Unit is comprised of Investigators from agencies within Winnebago, Outagamie, Calumet, and Fond Du Lac Counties. Their focus is on the distribution and manufacturing of illegal drugs within the quad county area.

Suspected drug activity may be reported to the Menasha Police Department, or directly to the MEG Unit. In 2022, LWAM seized 6307.38 grams of Fentanyl, 4042.42 grams of cocaine, 94.8 grams of heroin, 35851.04 grams of THC product, 16515.37 grams of methamphetamine, 726.7 grams of prescription medications, 693.22 grams of psilocybin, 8.71 grams of LSD, and 14.7 grams of MDMA. If you or someone you know has information regarding drug activity in the area and you wish to contact the MEG Unit, they can be reached at (920)225-6855.





## SCHOOL RESOURCE OFFICERS

An essential component of our police services are the four School Resource Officers (SRO) that work in our seven (7) elementary, middle, and high schools. The job is different from patrol and other investigative roles within the department and each position differs greatly from one level of school to the other. Our four school resource officers do an outstanding job adapting to the environment they are working in. Working with youth from early childhood to high school poses unique challenges when having to address the multitude of issues that arise during a school day.

SROs work hand in hand with school administrators to provide a safe learning environment. Interactions with parents, students, social workers, and counselors are part of each day. Establishing connections between the multiple groups is what makes the program effective.

In addition to the law enforcement related activity that occurs, the SROs prefer their role as mentors to the students and they work hard to build positive relationships with them by presenting in classrooms, eating lunch with the students, or even just saying hello in the hallway, SROs are able to effect a positive change in the school. We as a department feel the role of an SRO is essential to our schools and community. In 2022 we added a fourth SRO position. Officer Rick Heinen was selected as SRO and has been assigned to our elementary schools.

We have continued to work with the District on safety upgrades and infrastructure updates to the schools and the other buildings to provide a safe atmosphere, conducive to learning and creating places for our children to thrive.





	Number of Incidence By School Year/Level		
	2021-22 Year	2020-21 Year*	2019-20 Year*
High School	83	18	37
Middle School	92	51	51
Elementary	137	80	141
<b>Total</b>	<b>312</b>	<b>149</b>	<b>229</b>

Menasha Police Department School Resource Officers responded to a number of calls for service this year. There was an increase in calls compared to last year. In viewing call history at our schools for the last seven years we have found call volume has returned to similar numbers we had been seeing prior to the pandemic.

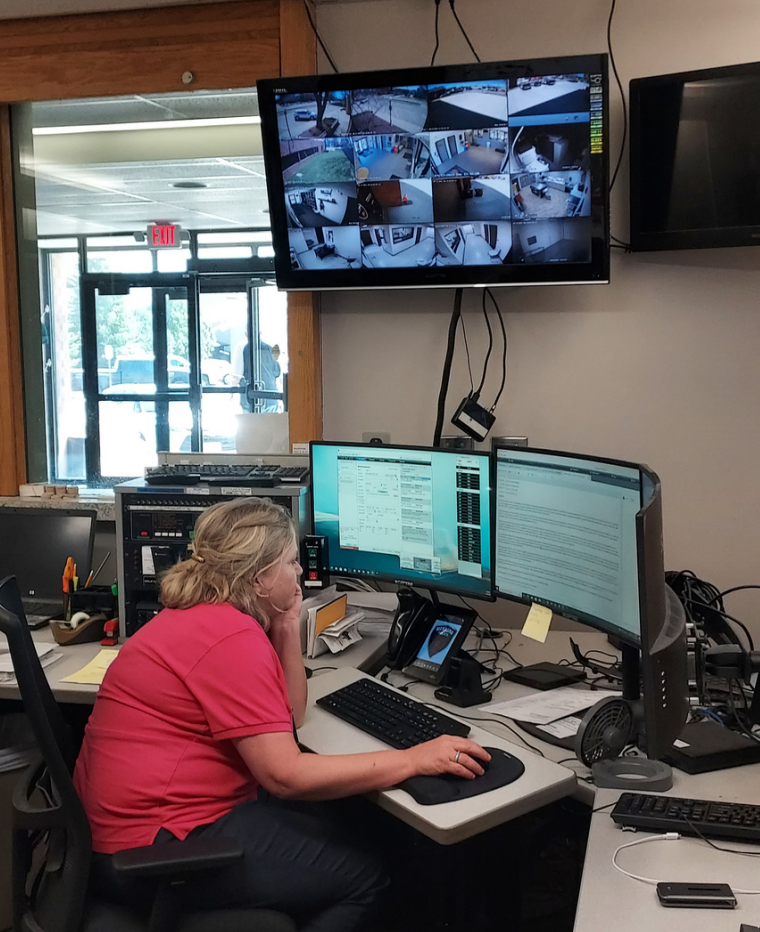
	Call Type Break Down By School Year		
	2021-22 Year	2020-21 Year*	2019-20 Year*
911 Hang Up	7	1	4
Accident	1		
Alcohol	1		1
Assist	31	49	44
Assist Agency	1		2
Assist School	19		
Battery	1		1
Community Policing	1		
Crime Prevention	1		
Damage Property	4	1	1
Disorderly Conduct	6		3
Disturbances	37	15	23
Drugs	13	3	7
Emergency Committal	1		
Fire Call	2		2
Harassment	10	1	1
Information	3	1	
Juvenile Complaint	91	47	68
Medical	3		1
Miscellaneous	2		6
Open Door	1		
Ordinance	29	13	11
Sex Offense	18	4	5
Suspicious Situation	4	1	1
Theft	6	1	6
Threats Complaint	13		1
Traffic Safety	1		
Transport	4		5
Truancy	15	6	21
Weapon	6	1	3
Welfare Check	6	3	4

**\*COVID Affected School Year**

*\*\* Calls for service on this chart for 2022 include all activities at the schools for the past year. While the majority of the calls are during the school day and handled by the SROs, they also include calls handled by patrol during the evenings, nights, weekends and times that school may not be in session.*



# SUPPORT SERVICES



**COMMUNICATIONS** The City of Menasha Police Department is open 7 days a week, 7AM until 3AM. During that time, our front desk is staffed by one of our Communications Technicians. The front office staff is responsible for answering incoming calls for service, addressing issues that are brought in to the lobby, and typing all reports from officers. The communications technicians are also responsible for relaying information to officers, confirming warrants, and performing a variety of other tasks as needed. In 2022 our communications technicians handled 26,388 phone calls to the front desk.

**RECORDS** Our records department is staffed by one full-time employee. She assists with issues that are brought into the lobby and helps answer the phone as needed. Her primary tasks include fulfilling up to 1,000 records requests each year, ensuring quality reports, and distributing reports as needed. Abiding to State of Wisconsin records laws, we disperse reports to those who request copies as well as send all of the necessary documents to the District Attorney's office to be used during case prosecutions. The items being requested can consist of paper reports, photos, or videos.

**TRAFFIC & COURT LIAISON** Another key component to the department is our Traffic & Court Liaison. Her role is to process all of the citations, municipal summonses, crash reports, and parking citations written by officers. In addition, she prepares all necessary materials for municipal court cases. Approximately 4,500 citations, summonses, crash reports, and parking tickets were written by officers in 2022.

**COMMUNITY SERVICE OFFICERS** We employ four Community Service Officers (CSO) who work on a part-time basis assisting officers with calls for service. Typically, our CSO's handle calls for vehicle lockouts, animal complaints, and found property. They also assist officers with traffic direction during accident investigations as well as during major city events. Many of those working as CSO's have an ambition to work in the law enforcement field as a career. As CSO's graduate from school and move on to full time careers, it makes hiring and recruitment a continuous effort.



# COMMUNITY POLICING

The department is continuously working at increasing engagement with the community both in-person and through technology. Our experiences have taught us how important it is for our citizens to have a way to connect with us and be heard. Whether it is a landlord/tenant issue, a traffic issue, a safety concern, or a public nuisance, we strive to make sure that the issue is addressed in a timely and thorough fashion. Menasha Police Department has a Community Liaison Officer, which is a position dedicated to crime prevention, community relations, and public information.

**FACEBOOK** We ended 2022 with over 17,000 followers comprised of citizens, businesses, and organizations that are watching, listening, sharing, and responding to the information that we post. The posts are often law enforcement related, and generally contain safety bulletins, information about active incidents, and community engagements.

**TWITTER/INSTAGRAM** We also use other platforms to communicate with the public. Twitter offers an immediate notification to those who subscribe. We also have an Instagram account which we have been active with in 2022.

**E-LERTS** We operate our E-lert program allowing landlords or business owners with property in Menasha to be made aware of issues at their properties. Landlords and business owners contact the PD with a list of their property addresses and their contact information, including an email address, which gets entered into the program. Within a short time of police being dispatched to a property, the landlord or business owner receives a brief email notification of the call. The landlord can then address the issue directly with the tenant or involved individual or contact us for more information and assistance. Thousands of E-lerts are sent each year and nearly 215,000 individual notifications have been made over the lifetime of the program. If you are interested in being added to E-lerts please contact CLO Hoernke at [dhoernke@menashawi.gov](mailto:dhoernke@menashawi.gov).





# COMMUNITY POLICING

**VIRTUAL WATCH** We offer a virtual neighborhood watch in which citizens and businesses can sign up to receive a weekly email which alerts them to incidents in Menasha. The email contains a list of police calls for the week. The specific location, names, and other private details are removed from the Virtual Watch report.

**HART PARK AND JEFFERSON PARK NEIGHBORHOOD GROUPS** In 2022 we have focused on strengthening our relationships with neighborhood groups. We have been working with the Jefferson Park and Hart Park Neighborhood Groups who have made us aware of future plans they have for our community and potential areas of concern. We intend on continuing to build these relationships by attending and contributing to their bi-monthly meetings. It is our hope more neighborhoods are willing to come together to form similar groups and we continue into 2023.

**SPECIAL OLYMPICS** This year our officers participated in the Special Olympics Torch Run along with Special Olympics Run with the Cops. We will continue to support the wonderful athletes of Special Olympics by participating in the Special Olympics Polar Plunge in February of 2023.

**MENTAL HEALTH NAVIGATOR** A grant funded Mental Health Navigator was deployed in June 2021. The Mental Health Navigator receives referrals based on contacts and connections our patrol officers have with individuals in the community who could benefit from mental health services. The Mental Health Navigator does not work at the police department and is not a police officer. All contacts with individuals are made over the phone. The Mental Health Navigator focuses on reaching out to individuals in need of mental health services within 24 hours of the time they are rereferred by law enforcement. The Mental Health navigator directs these individuals to free mental health services in our community. Throughout 2022 our officers made approximately 90 referrals to this fantastic resource in the hope we can make mental health resources more readily available to our community.



# COMMUNITY POLICING

**FAITH AND BLUE** As a department we strive to be involved in a variety of community groups to build relationships and humanize ourselves to the public so their understanding of what we do goes beyond our uniform. In 2022 we focused on building our relationship with our local faith communities by participating in Faith and Blue weekend. Faith and Blue is a national weekend long event focused on building relationships between faith communities and their local law enforcement. Several of our officers participated in this weekend by attending religious service with Pastor Walter Ragland at Appleton Pentecostal Assembly. The service was followed by a luncheon with the faith community and a questions and answer session to help the congregation understand what we do in policing and why.

**NATIONAL NIGHT OUT** We were excited to be involved in our first annual National Night Out in 2022. National Night Out is a community building event that takes place the first week of August and is hosted by law enforcement agencies across the country. Our National Night Out took place on August 3rd, 2022, at Jefferson Park. The event consisted of law enforcement demonstrations, an emergency vehicle touch a truck event, food trucks and prize giveaways. We had a tremendous turn out and we are already planning our second annual National Night Out August 2nd, 2023.

**MENASHA COMMUNITY CAMERA PROGRAM** A new community camera program was started this year which involved putting together a database of citizens that have Ring Doorbell systems or other similar systems. We requested citizens in Menasha voluntarily provide access to their Ring Doorbell camera systems in the situation a crime or other major event would take place in the vicinity of their home. Video surveillance voluntarily provided for this program has the potential to reduce crime, speed up investigations and even save lives.



# VOLUNTEERING FOR A CAUSE



**SHOP WITH A COP** This year the Menasha Police Benevolent Association adopted 5 families and shopped for 32 family members. Each year we are blown away by the generosity of our community in sponsoring this event. We are thankful to our sponsors: Parker John's, Target, Dunkin Donuts, Kwik Trip, Boys and Girls Club Menasha, and many other private donors. Thank you for your support and for brightening the holidays for families in our community!

**BOYS & GIRLS CLUB PROGRAMMING** In 2022 we partnered with the Fox Cities Kiwanis Club and the Boys and Girls Club to bring the Kiwanis 'N Cops 'N Kids reading program to the club. The first Thursday of every month our officers read a story to the after-school care kids at the Boys and Girls Club. After the story the kids receive a copy of the book to take home. These books are donated by the Kiwanis Club.

**COMMUNITY CHRISTMAS** This year volunteers for this amazing event served 225 families and a total of 1,037 people in need. The families were given a hot meal, gifts for the children, perishable and non-perishable food items, warm blankets, pajamas, hats, mittens and more. It is truly a heartwarming event!



**LIGHTS OF CHRISTMAS** The Lights of Christmas program joins numerous police departments throughout the state, Q90 FM, Culvers, and other organizations to raise money to purchase gift cards, hygiene products and warm clothing for officers to give to those in need. The drive is organized each year by Q90 and officers participate in various events to raise funds, such as Cops at Culvers Day where officers hand out orders, greet customers and collect donations for the program. It's a great time working with the Culvers employees, interacting with community members and seeing how supportive the community is for those in need during the holiday season. The Lights of Christmas also raises funds through the Police Ride with the Lights event in which officers from across the state meet at the Brown County Sheriff's Office and take a ride with emergency lights south along the Fox River and end in Appleton. Once to our destination there is a large raffle of items donated to the program throughout the year.



# OPERATIONS



The Menasha Police Department has continually been at the forefront of new programs, ideas, and technology in the State of Wisconsin. By staying on the leading edge of law enforcement practices, we are better able to provide a higher level of service to our community.

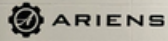
**DRONE** A drone was purchased and deployed at the Menasha Police Department in 2020 through grant funding which was facilitated by Officer Gallagher. We currently have two licensed drone operators Officer Gallagher and Officer Eake. In 2022 we had six drone deployments. These deployments were for a variety of investigations including locating missing and at-risk individuals, assisting our city health department and attempting to locate a suspect involved in a shooting.

**MCAAP** The Menasha Police Department continues to work with Menasha Community Addiction Assistance Program to reduce social issues associated with addiction. This effort is grant funded and works with community organizations to immediately connect recovery services to people who are experiencing troubles with addiction. At the end of 2022, the program has reached 200 referrals since its beginning in 2019.

**TASER 7** In the beginning of 2022 we were able to upgrade our Taser units to the most up to date and effect model of less lethal device, the Taser 7. All of our Patrol Division has been trained and outfitted with the Taser 7. Taser 7 is a more efficient and accurate control device when comparing it to its predecessor the Taser X26P. This device allows officers to more efficiently gain control of combative individuals which will prevent harm to both officers and the public.



# Thank You for Supporting Wellness



## MENASHA PD WELLNESS



The Menasha Police Department Wellness program was created to promote mental, physical and financial wellness amongst the members of the department. The Wellness program provides education and demonstrations on each dimension of Wellness throughout the year. Some of the additions the Wellness Committee has implemented this year include, but are not limited to:

- Updates to exercise equipment in the cardio and weight room
- Education on nutrition, stretching and exercises with local partners
- Wellness Challenges to promote team building and encourage wellness goals
- Guest speakers to educate on financial wellness
- Officer resiliency training for officers' mental health
- Heart health
- Clean eating and cooking

A number of businesses and private donors have sponsored our Wellness Program. A BIG thank you to our sponsor for their continued support and recognizing the importance of Wellness!

Bergstrom Corporation  
WG&R  
Menasha Rotary  
Faith Technologies  
Sprout Chiropractic  
Ariens  
We Energies

William Johnston Family  
Bernie Konetzke Family  
Brian & Patricia Thomson  
Albert & Shirley Schmidt  
Fast Signs  
Community First



# USE OF FORCE

- 11,685 total calls for service
- 58 calls required some application of force
- 0.5% of all interactions resulted in force
- One incident every 6.3 days

Officers are often forced to make split-second decisions about the amount of force that reasonably appears necessary in a particular situation, with limited information and in circumstances that are tense, uncertain and rapidly evolving.

The collection and distribution of use of force data is important for transparency purposes as well as to provide a mechanism to assess any deficiencies in training or procedures. Officers rely heavily on their training and experience to resolve situations without having to resort to use of force. As the statistics show, this is often very successful.

In 2022, the Menasha Police Department responded to 11,685 calls for service. Of all the calls for service, 58 required some application of force. This correlates to force being used 0.496% of all interactions, or approximately once every 6.3 days. By comparison, in 2021 officers utilized force on 0.61% of all interactions, or once every 5.21 days.

# USE OF FORCE



Of the 58 incidents, all incidents were found to be in compliance with City of Menasha Use of Force policies, procedures and established best practices. Though all incidents were found to be in compliance of our Use of Force policy, 5 incidents needed further clarification in the documentation or led to training opportunities with the involved officer/s. These training opportunities included providing additional report documentation regarding the incident, and the use of audio and video recording devices. All Menasha officers also participated in a use of force training sessions in 2022 put on by the department's instructors.

In 2022 we continued collecting data on officer and suspect injuries in relation to use of force incidents. Of the 58 incidents, there were two incidents of possible injuries to the suspect and one incident of officers being injured. Neither suspects nor officers received any major injuries during these incidents. The officer injury involved being bit in the forearm. Suspect injuries included bruising, scrapes to the knee, scratches on the arms and hand, and a complaint of rib pain.

In 2022 we also continued reporting to the state database "Badger TraCS" any use of force that involved discharging a firearm, officer involved death or causing great bodily harm. There were no incidents in 2022 involving our officers that rose to the level requiring a report to the state.





# K9 PROGRAM

Total Narcotic Sniffs - 89

Total Arrests - 52

Accuracy - 97.6%

Tracks - 4

K9 CAMI Cami has been very successful finding narcotics throughout 2022. This year K9 Cami and her handler, Lt. Nelson, were certified in scent-specific tracking. This allows K9 Cami to distinguish a specific human scent and track that one scent across long distances only focusing on the specific scent. This type of tracking also allows her to be used as an investigative tool to find the path an individual has taken after leaving a location and allows us to find locations with cameras the individual traveled past, evidence the individual may have dropped, or the location the person fled to.

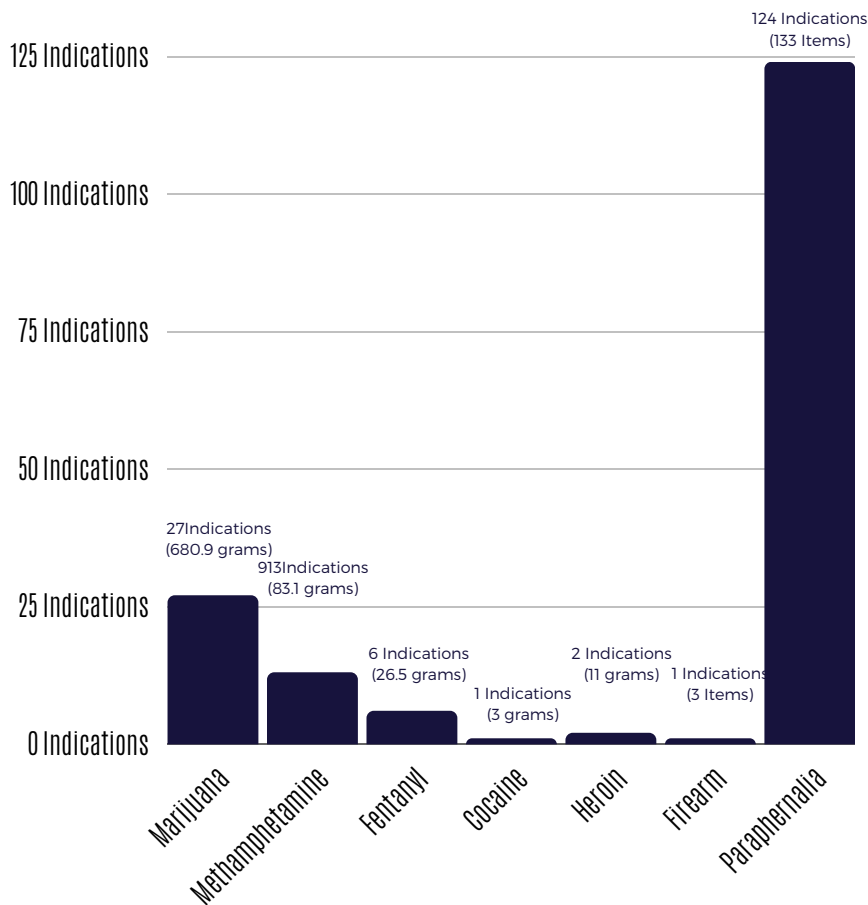
K9 Cami successfully completed a 24 hour old track, a scent transfer track from Person A after being hit by Person B and then tracked Person B after they fled on foot. K9 Cami learned how to indicate to her handler that a scent is no longer present, such as the person being tracked was picked up by a vehicle. This course also taught Lt. Nelson how to collect scent from a scene, such as scent on window sills, car seats, door handles, etc. and use the collected scent to conduct a track with K9 Cami. This skill allows the best chance in finding missing persons or fleeing suspects in our community, along with evidence during the track.



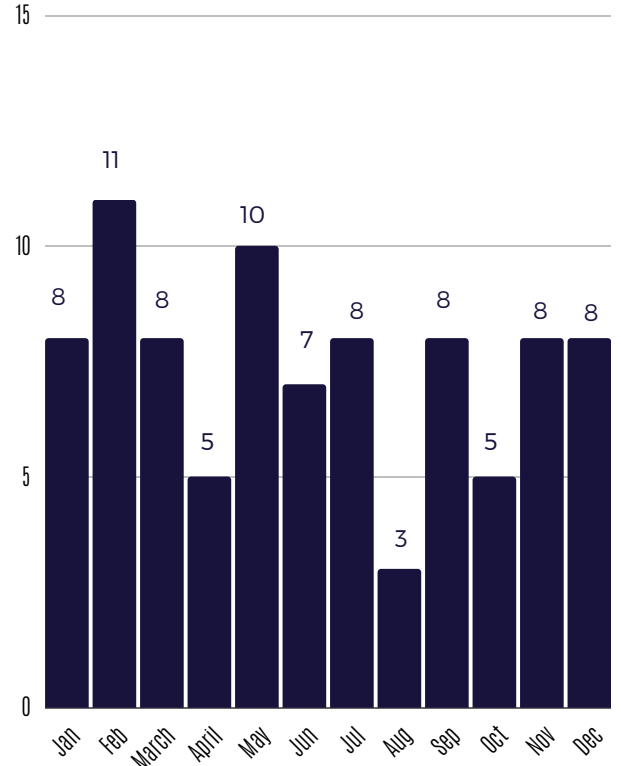
# K9 PROGRAM



## TOTAL INDICATIONS



## DEPLOYMENTS BY MONTH





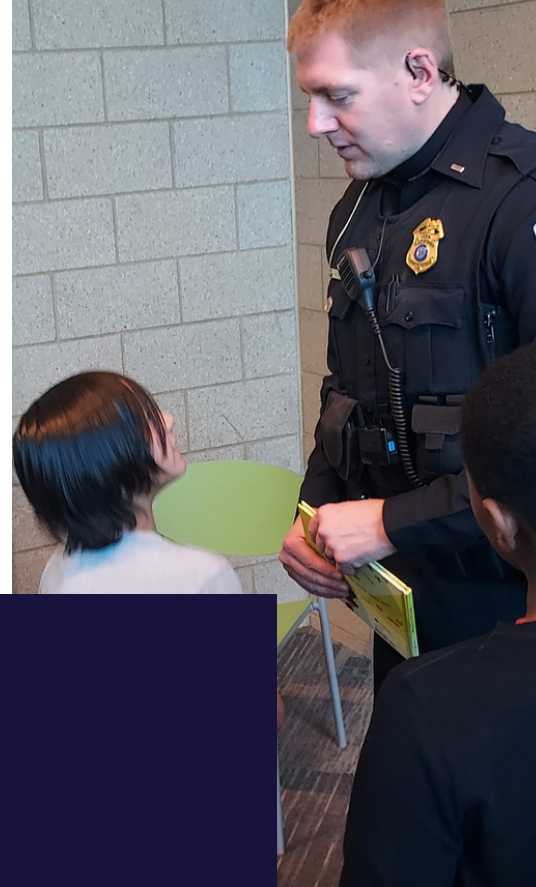
# AUXILIARY POLICE



Dating back to 1963, the City of Menasha has had an Auxiliary Police unit that provides community service to Menasha. This group is diverse, having members from many different backgrounds and currently consists of twelve members including one Sergeant. Several of the members are interested in pursuing a career in criminal justice while others are looking for a way to get involved in the community. Two full time officers act as advisors to the unit. They provide traffic control at events, security at public functions, and assist officers when requested. They receive training in law enforcement tactics and techniques. They also run a very successful Easter Egg Hunt each year at the Menasha High School.

Traditionally, throughout the year the Menasha Auxiliary works 26 events, with nearly all of them occurring after Memorial Day. These events include three parades, the 4th of July Celebration, the Fox Cities Marathon, Race the Lake bike race, a handful of high school football games, and several other city sanctioned events like Jazz Fest and the New Year's Eve Ball drop downtown. With the hard work and flexibility of our Auxiliary Officers we were able to adequately staff all of these events. Most notably, Jazz Fest, which requires 24 hour security.

2022 was a great year for the Auxiliary unit. We were able to get back to full operation of meetings and events after pandemic. At the start of 2022 we had only two returning Auxiliary members, which led to a variety of different hiring processes. After the success of a hiring event at Fox Valley Technical College, and a few other candidates that applied directly to the Police Department, we were able to hire an additional ten members bringing overall staffing to twelve. We take great pride in being able to lay a foundation for our officers to further their law enforcement careers. If you have interest in applying for Menasha Auxiliary Police please contact Officer Rick Heinen at [rheinen@menashawi.gov](mailto:rheinen@menashawi.gov).



# POLICE BENEVOLENT

The Menasha Police Benevolent Association (MPBA) is comprised of current police department employees and retirees. The Benevolent exists to support its members and to provide a medium for the exchange of knowledge and experience that fosters high professional standards. One of the primary functions of the MPBA is to conduct charitable, educational, and recreational activities for the benefits of its members and the community. Members pay dues and an annual fundraiser is held to support the Benevolent Association's activities.

The MPBA focuses on ways to give back to our community. In 2022 we were able to do this in a myriad of ways, including but not limited to; a donation to the Menasha High School Post Prom, Cops N Kids Reading Program organized by the Fox Cities Kiwanis, Maplewood Middle School Robotics, Menasha Wheely Fun Helmet Giveaway, Community Christmas, Menasha School District Trees for Tomorrow, St. Joe's Food Pantry and the Menasha Parks Department. The fundraising for these programs include MPBA dues, our annual concert fundraiser, and 50/50 raffle sales. This year MPBA had the privilege of providing monetary support for the activities associated with Chance Van Stippen and his joining the Menasha Police Department team.

Our Benevolent program also values the importance of showing appreciation for its members. As a way of getting our members involved with one another and celebrating the accomplishments of the department, there is a family outing and Christmas party, a dinner and awards ceremony in celebration of National Police Week, and recognition and celebration of our retirees.



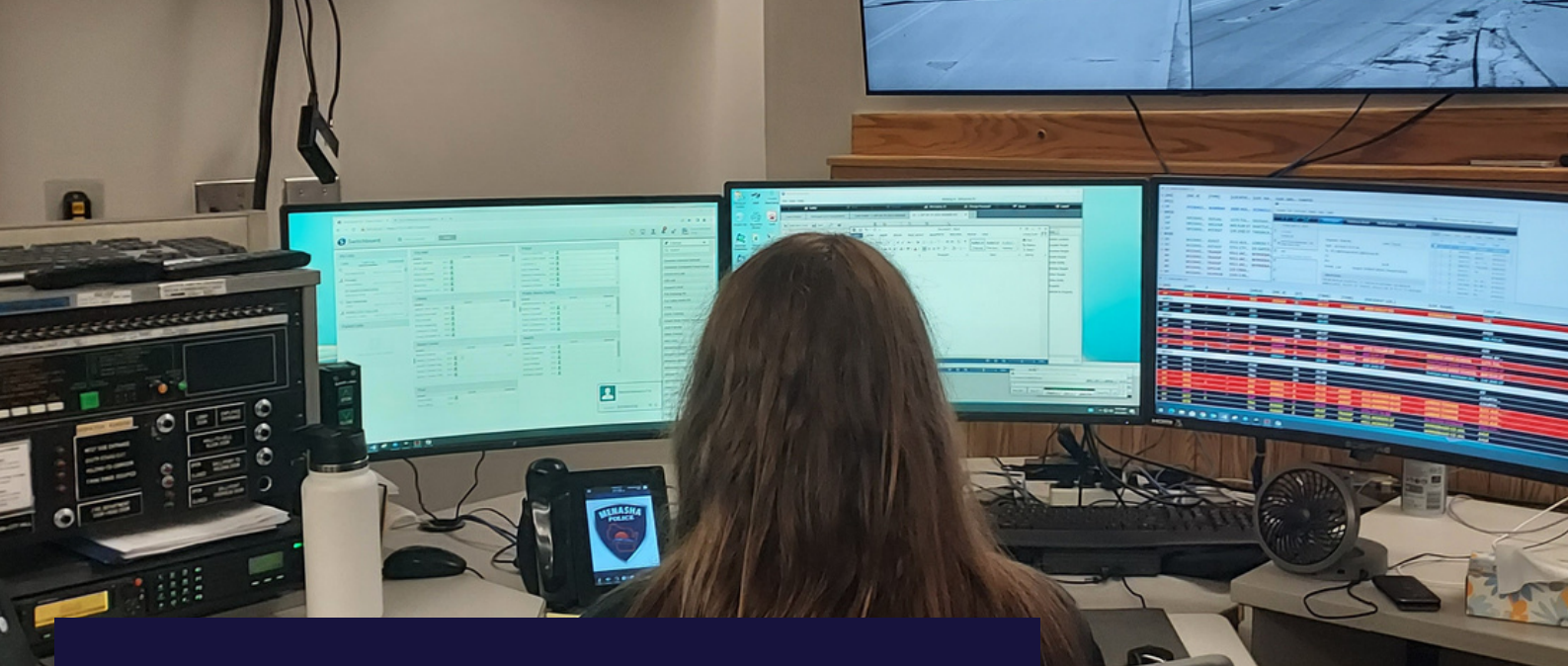
# CALLS FOR SERVICE



These charts compare the total police activity for 2015- 2022.

- **Complaints** indicate the number of police reports and investigations done by officers.
- **Services & Assists** Assist, Assist Agency, Civil Matter, Civil Process, Information, Lost Found, Medical, Miscellaneous, Motorist Assist, Open Door, Parking, Standby, Vehicle Lockouts. Many times these incidents do not generate a police report.
- **Traffic Stops** indicates the number of times officers stop a vehicle for a traffic violation. These may result in a citation(s) or warning(s) being issued.
- **Crashes** are those reported to the police department occurring either on roadways, parking lots and/or private property which are both reportable and non-reportable to the State.

Incident Type	2022	2021	2020	2019	2018	2017	2016	2015
Complaints	8,102	7,469	7,402	7,432	7,957	7,897	7,902	7,521
Services & Assists	1,104	2,255	2,204	3,120	2,953	2,705	2,869	3,096
Traffic Stops	2,119	1,421	1,310	2,060	2,083	2,748	2,154	3,093
Crashes	363	369	329	435	497	493	515	445
Total	11,688	11,514	11,245	13,047	13,490	13,843	13,440	12,933



# CALL SOURCE REPORT

Call Source	2022	2021	2020	2019	2018	2017	2016	Total
911	2705	2819	2860	2870	2785	2632	2675	19,346
911 Cell	2	1		2				5
911 Landline				1				1
Alarm	1		3	4	11	4	10	33
Field Initiated	3337	2415	2180	3388	3346	4014	3467	22,147
MDC	233	650	584	204	329	384	512	2,896
MISC	1	1	1			1		4
Phone	5391	5617	5588	6556	7002	6793	6755	43,702
Scheduled	12	7	7	10	3			39
TTY	1	4	17	7	12	14	18	73
Walk In	4		5	3	2	1	3	18
<b>Grand Total</b>	<b>11,687</b>	<b>11,514</b>	<b>11,245</b>	<b>13,045</b>	<b>13,490</b>	<b>13,843</b>	<b>13,440</b>	<b>88,264</b>

This chart shows a breakdown of the sources of calls for service entered for an officer response. This does not include calls to the police department for miscellaneous issues which do not require a police presence.



# CALLS FOR SERVICE



Incident Type	2022	2021	2020	2019	2018	2017	2016	2015
911 Assist	452	508	457	424	420	401	499	510
911 Hang Up	518	635	608	486	379	276	311	247
Abandoned Vehicles	51	48	52	64	58	49	50	49
Alarm	166	175	135	159	197	182	157	216
Animal	429	444	432	507	492	455	492	525
Civil	81	70	95	88	86	44	40	32
Emergency Committal	32	39	40	35	44	46	57	56
Damage to Property	77	97	112	126	141	133	167	167
Death	31	34	28	32	28	21	23	16
Disturbance	510	519	678	518	635	685	677	636
Disturbance Weapon	5	2	2	6	6	5	10	5
Domestic Disturbance	88	97	107	98	122	84	71	94
Drugs	208	157	214	247	260	261	201	146
Fraud	99	121	126	128	117	98	93	76
Harassment	85	94	106	98	155	183	152	166
Juvenile	354	272	270	403	272	452	404	417
Lost/Found Property	178	155	146	124	152	140	145	134
Missing Person	21	16	4	14	23	20	23	31
Noise	94	146	183	142	189	160	167	223
Open Door	39	37	37	26	29	36	62	93
Runaway	26	50	39	35	40	47	99	82
Sex Offense	70	33	39	37	37	49	33	25
Suspicious Sit/Vehicle/Person	789	762	883	773	867	832	844	723
Trespass	51	42	40	26	39	22	17	25
Warrant Arrest	79	105	72	192	199	202	168	228
Weapon	12	15	12	13	17	13	8	19
Welfare Check	706	717	619	518	717	699	633	688
<b>Total</b>	<b>5,251</b>	<b>5,536</b>	<b>5,536</b>	<b>5,319</b>	<b>5,721</b>	<b>5,595</b>	<b>5,603</b>	<b>5,629</b>

*This chart is a breakdown of some of the types of calls officers respond to. Certain crimes (theft, burglary, robbery, assault, etc.) are compared on the next page.*

# CRIMES & ARRESTS

## CITY OF MENASHA UNIFIED CRIME REPORT OF INDEX OFFENSES

	2022	2021	2020	2019	2018	2017	2016	2015
<b>Violent Crime</b>								
Homicide	0	0	0	0	0	0	0	3
Forcible Rape	10	7	6	10	9	14	1	3
Robbery	2	2	6	2	4	1	1	8
Assault/Battery/Simple Assault	106	96	121	129	71	92	94	83
<b>Total Violent</b>	<b>118</b>	<b>105</b>	<b>133</b>	<b>141</b>	<b>84</b>	<b>107</b>	<b>96</b>	<b>97</b>
<b>Clearance Rate</b>	<b>83%</b>	<b>77%</b>	<b>77%</b>	<b>80%</b>	<b>93%</b>	<b>60%</b>	<b>73%</b>	<b>76%</b>
<b>Property Crime</b>								
Burglary	20	22	39	38	44	23	35	39
Theft	132	111	159	196	286	340	303	295
Motor Vehicle Theft	7	8	10	13	23	9	24	9
Arson	0	0	1	0	0	1	0	0
<b>Total Property</b>	<b>159</b>	<b>141</b>	<b>209</b>	<b>247</b>	<b>353</b>	<b>373</b>	<b>362</b>	<b>343</b>
<b>Clearance Rate</b>	<b>40%</b>	<b>66%</b>	<b>34%</b>	<b>26%</b>	<b>23%</b>	<b>25%</b>	<b>35%</b>	<b>21%</b>
<b>Total Index</b>	<b>277</b>	<b>246</b>	<b>342</b>	<b>376</b>	<b>480</b>	<b>480</b>	<b>462</b>	<b>440</b>

\*FBI broadened the definition of a Forcible Rape causing in increase in the reported number for the category.

\*\*Simple assaults are not included in Federal NIBRS crime numbers for Violent Crimes, but are included in the chart for comparison purposes.

As of January 1, 2021, the FBI's National Incident-Based Reporting System (NIBRS) became the national standard for law enforcement crime data reporting in the United States. The transition to NIBRS represents a significant shift - and improvement - in how reported crime is measured and estimated by the federal government.

	2022	2021	2020	2019	2018	2017	2016	2015
<b>Prosecution Requests</b>	318	310	302	304	400	410	346	317
<b>Juvenile Referrals</b>	60	58	72	65	79	93	171	158
<b>City Summons</b>	356	261	257	441	572	430	421	461
<b>TOTAL</b>	<b>734</b>	<b>629</b>	<b>631</b>	<b>810</b>	<b>1,051</b>	<b>930</b>	<b>938</b>	<b>936</b>

This chart outlines the types of arrests made by officers.

- **Prosecution requests and juvenile referrals** are requests to the district attorney's office for state charges.
- **Municipal summonses** are local ordinance violations like unnecessary noise with a motor vehicle, Disorderly Conduct, or Underage Drinking.



# MUNICIPAL SUMMONS



2022 Municipal Summons	
Ordinance	2022 Summons Count
11-2-9(b) Possession of THC	58
11-2-9(c) Possession of Drug Paraphernalia	27
11-5-4(b) Underage Alcohol	20
11-5-7 Possession/Consume Alcohol on School Property	2
7-1-1(a) Dog/Cat License Required	17
10-4-8 Junk Vehicle	29
7-1-6(c)1 Animal at Large	9
11-5-2(a) Sell Alcohol to an Underage Person	3
11-2-8(a) Disorderly Conduct	53
11-2-13 Truancy	70
11-6-6(b) Vaping by a Minor	24
11-1-1 Other Crimes Adopted	12
11-3-6(a) Retail Theft	17
11-2-3 Shooting Missiles	4
11-2-12 Receive Stolen Property	2
11-2-4 Fireworks	2
11-3-1(a) Damage to Property	5
All other miscellaneous violations	14
<b>Total</b>	<b>356</b>

This table breaks down Municipal Summons issued in 2022 by type.





# TRAFFIC ENFORCEMENT

	2022	2021	2020	2019	2018	2017	2016	2015
Traffic Citations	1,205	828	677	1,164	1,309	1,481	1,155	1,387
Parking Citations	2,994	2,860	1,168	2,516	2,395	2,633	2,415	2,778
OWI	90	64	51	112	107	114	75	63
Traffic Warnings	889	830	828	1,374	1,663	2,157	1,841	2,513
Crashes Investigated	308	369	283	435	429	406	459	396
Total	5,486	4951	3,007	5,601	6,368	6,791	5,945	7,137

This chart shows the amount of traffic enforcement in the City of Menasha from 2015-2022.

Grant Activity	2022	2021	2020	2019
Traffic Stops	723	287	399	562
Citations	375	150	183	264
Warnings	514	184	284	436
Grant Time	511.5 hours	283 hours	383 hours	399 hours

Menasha Police Department officers participate in the State traffic grant program which focuses on OWI, speed, seatbelt, and aggressive driving enforcement.



# TRAFFIC PROGRAM

In an attempt to improve services for our citizens, the Menasha Police Department has a Community Traffic Safety Program. We recognize that traffic concerns are an issue in many neighborhoods, and we strive to improve safety for all our citizens.

In the past, Menasha Police Department would receive complaints and officers would conduct added patrol in the area. As a department we felt this method was inadequate and found it necessary to develop a program that would allow us to document enforcement time and the types of traffic enforcement taken for each traffic complaint we received. Out of this our Traffic Program was started. The program has a dedicated phone number and email for citizens with traffic concerns to report to. Once we receive a traffic concern, we make an entry in the Traffic Program for the location where officers document their added enforcement efforts. After a designated time of enforcement is spent on a complaint an assigned officer will contact the original caller to inform them of the overall enforcement taken. This year, the traffic program had **32** directed patrol requests. Officers spent a total of **9,298** minutes patrolling these areas, **48** citations were issued, and **132** warnings were given.



03/09/2022

## DETAIL REPORT

Date Reported: 02/14/2017

Traffic Issue Coordinator:

Location: 430 First Street

R/P Address: 123 Imaginary Street

R/P Name: Concerned Citizen

R/P Phone: (920) 123-4567

Description:

Violation Times: 3pm-6pm

R/P is concerned about speeders in the area. Cars are estimated to be traveling in excess of 35mph. Some of the cars don't stop for the stop signs in the area either.

03/09/2022

Checks:

Date Checked	Officer	Citations	Warnings	No Violations	Time Spent
2/20/2017	Abrahamson	2	1	<input type="checkbox"/>	30

We have a dedicated email address and phone number to report traffic concerns to. An officer is assigned to address these concerns and will make contact with you as the original caller with an update as to what enforcement was taken.

To report a traffic concern please call:  
(920) 967-3575

You can also report concerns via email:  
[trafficissue@ci.menasha.wi.us](mailto:trafficissue@ci.menasha.wi.us)

**\*\* An example of a traffic program entry and documentation.**



# The Chatter

Menasha Senior Center Newsletter - May/June 2023



## Beach Bash

When: June 13

12:00pm - 2:00pm

Music by Paul Evansen at 1:00pm

Fee: \$5.00 Register by June 9



Wear your best beach outfit for this fun event indoors in the cool air conditioning! We'll have light snacks, appetizers, fun summer drinks and beach-themed games.

Musician Paul Evansen will be playing great music for this indoor event. Paul is a former WFRV TV reporter. Paul plays a variety of music including Neil Diamond, Frank Sinatra and much more!

## May is Older Americans Month — Celebrate!

"Growing old can be fun if you do it with the right people." *Author unknown*



AGING UNBOUND: MAY 2023



116 Main St.  
Menasha WI 54952



## **Values: OPPORTUNITIES, FRIENDSHIPS, HEALTH and LEARNING**

**Mission:** Maintain and enhance the quality of life of older adults by providing educational, recreational, social and wellness programs and to meet the needs as requested by the community.

**Our Values:** Opportunities, Friendships, Health and Learning

### **Senior Center Staff**



**Chloe Hansen-Dunn**  
Rec/Senior Services Manager  
920-967-3530  
[chansen-dunn@menashawi.gov](mailto:chansen-dunn@menashawi.gov)



**Leah McCormick**  
Senior Activity Coordinator  
920-967-3530  
[Lmccormick@menashawi.gov](mailto:Lmccormick@menashawi.gov)



**Meghan Pauly**  
Public Health Nurse  
920-967-3520  
[mpauly@menashawi.gov](mailto:mpauly@menashawi.gov)

116 Main Street, Menasha, WI 54952  
[seniorcenter@menashawi.gov](mailto:seniorcenter@menashawi.gov), 920-967-3530

[www.menashawi.gov](http://www.menashawi.gov)

Hours: Monday, Wednesday, Thursday

8:00am - 4:00pm

Tuesday, Friday

8:00 - 1:00pm

### **Meals from ADVOCAP**



ADVOCAP serves lunch  
Monday through Friday at  
11:45am. Freezer meals are available for weekends.  
Suggested donation per meal is \$4.00. Reservations  
can be made by calling ADVOCAP at  
920-725-2791. Please call 24 hours in advance.

### **Dial-A-Ride**

The Dial-A-Ride program is available to Menasha and Neenah residents 60 and older. Rides are available for \$3.50 each way. We can help you fill out an application if you stop in at the Center or call 920-967-3530.



*Thank you to  
everyone who donated  
and volunteered for the  
April election  
Bake Sale!  
We made \$400!*

### **Committee on Aging**

Next meetings: May 12 and June 9, 1:30pm - 2:30pm

Interested in being a voice the older adult population of Menasha? There are two spots available on the Mayor-appointed Committee on Aging. If you are interested, stop in and join a meeting on the 2nd Friday of each month. Committee applications can be picked up at the Menasha Health Department or Senior Center.

In honor of the men and women who have died while serving in the military, the annual **National Moment of Remembrance** will take place at 3:00 p.m. on Memorial Day to pause for one minute in remembrance of those who have fallen.

The Center staff greatly appreciate the men and women who paid the ultimate price. We will always remember the sacrifices of our nation's heroes. We are deeply grateful. In remembering the fallen, we also honor all of their loved ones -- spouses, fathers, mothers, sons, daughters, sisters, brothers and friends. There really aren't proper words, but we do live in gratitude each and every day for the precious gift that they have given to us.



The Center will be  
closed on  
**Monday, May 29** in  
observance of  
Memorial Day



# Looking for fun, we've got you covered!

## Open Art

When: May 11 and June 8

2:00pm - 4:00pm

Fee: Small donation to help replenish supplies

Register by May 4 and June 1

Skip the hottest part of the day and come into the Center for open-art time. Acrylic, watercolors, and some other materials are provided. Or, bring your own materials.



## Utensil Holder

When: May 16

12:00pm - 1:00pm

Fee: None

Register by May 9

Looking for something new to put all your kitchen utensils in? Look no further! Note: If you have a hot glue gun at home, please bring it along.



## Puzzle Contest

When: May 24

1:00pm - 3:00pm

Fee: None

Register by May 17

Bring your team of 4 and suit up for a puzzle contest. Teams must complete a 300-piece puzzle.

The fastest team to finish will win a prize.



## Open Corn Hole

When: May 4 and June 1

2:00pm - 4:00pm

Fee: None

Register by April 25 and May 25

Beat the heat with our fun new open Corn Hole time! New to the game? We will provide game instructions and the game boards.

You bring the energy to enjoy this popular game.



## Card Creations

Think summer with us! Join us to make these beautiful card creations with our volunteer instructor who has been making cards her entire life. Learn a few tricks to start creating your own cards.

When: May 2

11:00am - 1:00pm

Fee: None

Register by April 25

When: June 6

11:00am - 1:00pm

Fee: None

Register by May 30



**Rug Hookers** — May 10 and June 14 at 5:00pm.  
The group will take a break until fall.

## Bingo

Brought to you by:

When: May 12 and 26

June 9 and 23

11:00am - 12:30pm

Fee: Donations appreciated

A big thank you to our sponsor, American Grand Assisted Living. If you haven't attended yet, join in the fun and give it a try! We also appreciate all of the bingo prize donations, thank you!



## Book Club

When: May 23 and June 20

12:00pm - 1:00pm

Fee: None

Register by May 16 and June 13

Join one of our great volunteers, the Strong Bodies instructor, as she introduces a Book Club to the Center!

What you need to do: Order the book online, or stop by a local library. Read the book and prepare for a fun conversation with the group!

May book is *A Man Called Ove* by Fredrik Backman. June book will be chosen at the May meeting.



What happened to the plan of starting a book club? A: It got shelved!

To Register: Online: [menasha.recdesk.com](http://menasha.recdesk.com)

Call: 920-967-3530

In person: At the Center, 116 Main St., Menasha

## YOUR HEALTH

# Maximize your health and wellness!

### Lunch and Learn

When: First Friday of Each Month  
11:45 am - 12:30pm



Fee: None

Sign up with ADVOCAP for lunch (920) 725-2791 or bring your own and we'll provide a drink!

#### May 5

Attorney Wojan will present important information about Estate Planning including planning tools and documents to consider followed by a questions and answer session.

#### June 2

Kathryn Noels-Arias, Aging and Disability Resource Center (ADRC) Benefit Specialist will discuss the many facets the ADRC has to offer.

### Walking Club

When: Tuesdays & Fridays, May 2 - September 1  
9:00am - 10:00am

Fee: None

We will hit a variety of trails in the area. Nurse Meghan RN, will lead the group and share health information along the way. Meet at the following locations:

May 2 - Center, walk new bridge with the Mayor!  
May 5 - Center, walk-in surrounding area  
May 9 - Heckrodt Reserve, 1305 Plank Rd.  
May 12 - Jefferson Park Pavilion, 915 3rd St.  
May 16 - Memorial Building, 640 Keyes St.  
May 19 - No Walking Club  
May 23 - Center, Trestle Trail  
May 26 - Center, Loop the Lake (9:00am-11:00am)  
Pick up a calendar of locations at the Center.

### Blood Pressure Checks & Wellness Consults

When: May 2 and 16 - 10:30am - 12:00pm  
May 24 - 10:00am - 12:30pm  
May 26 - 11:00am - 12:30pm  
May 30 - 10:30am - 12:00pm  
June 16, 20 and 28 - 10:30am - 12:00pm

Fee: None

Register: Call 920-967-3529 — Walk-ins welcome!

Nurse Meghan RN, BS will check your blood pressure and talk through any health-related questions.

### Chronic Disease Peer Support Group

When: May 24, June 28  
4th Wednesday of the Month  
11:30am - 12:30pm

Fee: None

Do you live with a chronic disease? There are many challenges that come with the diagnosis. This group is designed to provide a supportive place to connect with others. Please note the time change.

### Nail Care

When: May 15  
9:00am - 4:00pm

Fees: Toenail trim - \$20.00  
Toenail trim with pedicure - \$32.00  
Manicure - \$22.00  
If appropriate, add polish for \$5.00

Registration: Starts May 1

We are excited to announce that nail care services are back at the Center! Please give Kym Koch BSN, RN, CFCN a warm welcome. As a Registered Nurse and a Certified Nail Tech, you are in good hands with Kym. Get your appointment scheduled today!



### Memory Care & Screening

When: May 17 and June 21  
3rd Wednesday Each Month  
10:00am - 11:30am

Fee: None

Register by March 13 and April 17

Alyssa Richetti, ADRC Dementia Care Specialist, will be available regarding concerns related to memory loss, dementia and caregiving. Memory screening is available and takes less than 15 minutes. Appointments are encouraged, but walk-ins can be accommodated.



To Register: *Online:* [menasha.recdesk.com](http://menasha.recdesk.com)

*Call:* 920-967-3530

*In person:* Menasha Senior Center, 116 Main St., Menasha

## FITNESS

# Get moving and feeling great.

Classes take place at the Center and are designed for both men and women of all abilities with modifications available for each movement. Not sure you are interested? Come on in and check out a class.

### YMCA Exercise Class Cost

Y Member or Silver Sneaker	Free
General Public—non-YMCA members	Punch cards \$15.50 (14 visits) or \$31.00 (28 visits)

Punch cards are available at the Center and Neenah-Menasha YMCA.

### Chair Yoga

When: Every Tuesday & Thursday  
11:00am - 11:45am

Fee: Punch card or YMCA card

Increase your flexibility, strength and balance. The instructor will guide you through the motions while standing or sitting.



### Stretch, Strength & Balance

When: Every Monday  
11:00am - 11:45am

Fee: Punch card or YMCA card

A great class to get your exercise groove on and improve your flexibility and strength.



### Qigong

When: Every Thursday  
1:00pm - 2:00pm

Fee: Punch card or YMCA card

Strength training exercises and practices to optimize energy within the body, mind and spirit to improve your health and well-being.

**NEW**



### Line Dancing

**Beginner** Every Monday  
9:00am - 10:40am

Fee: \$3 donation for leaders

**Intermediate** Every Wednesday  
9:00am - 10:30am

Fee: \$3 donation for instructors

This is a low impact class and great way to get your exercise and socialize as well.

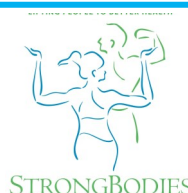


### Strong Bodies

When: Every Tuesday & Thursday  
9:30am - 10:30am  
Spring Session is Full

Increase your muscle strength and flexibility! This class is a Wellness Plus class sponsored by the Winnebago County Health Department.

New session to begin in July. Class cost is \$15 payable the first day of class.



### Tai Chi Fundamentals/Beginner

When: Wednesdays  
June 14 - August 2  
8:30am - 9:30am

Fee: \$15 due at time of registration  
Register by June 7

Explore the fundamentals of Tai Chi with Public Nurse Meghan, RN and Nurse Kortney, RN. This is a beginner class for falls prevention, improved balance and mental health.

Location: Outside the Memorial Building at 640 Keyes St., Menasha



### Tai Chi Plus

When: Every Friday

May: 8:30am - 9:15am

June: 9:00am - 9:45am

Fee: Punch card or YMCA card

Tai Chi Plus is back!

If you've taken a fundamental Tai Chi class, we welcome you to join this session. This class will take you to the next level of Tai Chi.





## Extras to enhance your days!

### SALT - Seniors & Law Enforcement Together

When: May 23

2:00pm - 3:00pm

Fee: None

Meet Officer Joel Nelson and K9 Cami, trained in narcotics detection, tracking, and article searches. Officer Nelson and K9 Cami will demonstrate how they work together as a team with plenty of time for Q & A.

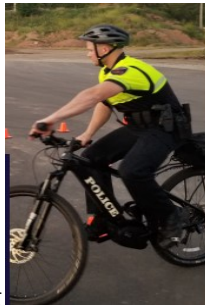


When: June 27

12:00pm - 1:00pm

Fee: None

Meet members of the MPD Bike Patrol Unit. Learn the benefits of riding a bike to protect our city along with how it strengthens community relationships.



### Ageless Grace®

When: May 5, 12, 19 and 26

9:30am - 10:15am

Fee: None

Register by: May 2

Ageless Grace® is a seated exercise program that uses 21 simple tools to stimulate and utilize the five areas of the brain: strategic planning, memory/recall, analytical thinking, creativity & imagination and kinesthetic learning. Each tool also provides secondary anti-aging benefits in the body, such as joint mobility, spinal flexibility, cardiovascular health, balance, relaxation and fall prevention.

Based on the science of neuroplasticity, Ageless Grace works in two ways: First, the tools used in the program re-open the neural pathways that are created from the time we are born until approximately the age of 21 years old. Secondly, Ageless Grace works to create new neural pathways by practicing functional movements.

**NEW**

We thank the family of Susan Willing for their thoughtful donation in her memory. Susan was an active line dancer and went on many trips with them throughout her years here at Menasha Senior Center.

### Cinco de Mayo

When: May 5

11:45pm - 12:45pm

Fee: \$4.00 donation

Register by May 3

Join us for a Cinco de Mayo celebration at the Center!

Register with ADVOCAP at (920) 725-2791 for your meal. Tune-in to the Lunch and Learn and enjoy a few games at 12:30pm.



### MOM - Mind Over Matter

When: May 31, June 14 and 28

10:00am - 12:00pm

Fee: None

Register by May 24: Winnebago Co Health Dept  
920-232-3000

Join workshop facilitator, Allison Lavery-Montag from the Winnebago County Health Department. for this evidenced-based class. This class helps women over 50 build the skills and confidence they need to avoid or improve symptoms of incontinence (bladder and bowel leakage). The interactive class meets for a total of 3 sessions and the small group class is led by a trained female facilitator to foster trust & privacy. The class incorporates social interaction, tasteful humor, and fiber-filled snacks!

### Breakfast for Your Brain

When: Every Thursday

9:00am - 9:45am

Fee: None

Partake in an activity that is chosen specifically to engage your mind while you enjoy a light breakfast treat and a cup of coffee.



### Fox Valley Memory Project: Memory Café

When: May 17 and June 21

1:30pm

Where: Menasha Public Library Memory Cafés are free social events designed as interactive for people with memory loss and their caregivers.

To view the full schedule:  
[www.foxvalleymemoryproject.org/](http://www.foxvalleymemoryproject.org/)



To Register: *Online:* [menasha.recdesk.com](http://menasha.recdesk.com), *Call:* 920-967-3530  
*In person:* Menasha Senior Center, 116 Main St., Menasha



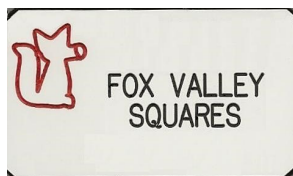
## Square Dancing with Fox Valley Squares

Sunday Dance

When: May 14

1:00pm - 3:00pm

Lessons - instructor led



Friday Nights

When: May 5, 12 and 19

June 9, 16, 23 and 30

Lessons 6:30 - 7:00pm, Open Dance 7:00 - 8:30pm

Fee: Donation to Caller

No partner is needed. Questions: Contact Petrie Agnew, President of Fox Valley Squares, petieagnew2@icloud.com or 920-740-3884.

## Card Playing

All groups are open and welcoming new players. Check out the calendar insert for the dates and times. If you don't see a card game that interests you, let us know and possibly we can get a group started.



## Chinese Mahjong Classes

When: May 1, 8, 15 and 22  
10:00am - 2:00pm

Fee: None

Register by April 24

Join us to learn how to play Chinese Mahjong.

An experienced volunteer instructor from the Center will show you how you can join in the fun of this great tile game.



Thank you to Home Instead for the amazing St. Patty's day and Easter raffle basket.

We had very happy winners!



## Story Circle - Last chance to join!

When: May 4

10:00am - 11:00am

Fee: None



Nothing connects the human spirit like stories. Join professional broadcaster, storyteller and artist Stacy Parish as she facilitates a story circle for women. Being witnessed and validated through the art of telling true stories benefits not only the tellers but the community who receives them as well! Portions of these sessions may be recorded for later broadcast.

## Jefferson Park Swimming Pool

Did you know that the Menasha Parks and Recreation Department offers a Senior rate at the Jefferson Park Swimming Pool?

City of Menasha residents receive a 10% discount on season passes purchasable at City Hall by May 26!



There is a fantastic group of water walkers and a lap swimmers who meet Monday - Saturday, 6:00am - 9:00am and Monday-Friday 5:00pm - 6:00pm. There are many great benefits to enjoying the low-impact and resistance that water exercise offers.

55 Plus Residents (residents of Appleton and Neenah receive reciprocity) - \$38.00  
(City of Menasha residents \$34.00 by May 26)

Nonresidents: 55 plus - \$58.00

Summer can't come fast enough!

## Save these Dates!



June 8

July 13

August 10

September 8

5:00pm - 8:00pm, Jefferson Park - West Shelter



July 3 & 4

The Center will be open on July 3 during Parade of Lights! More information to come on float building and activities! Details of full events to be found on nmcommunityfest.org.

Coming in December "Scrooge"  
at the Fireside Theatre.

# let's go travel

We're excited for our friends going  
on the Mount Rushmore trip.  
We wish you wonderful travels!  
*Travelers Trip Meeting is  
May 5, 2:00pm*

Donna Landers will be the host for all trips. Any questions? Contact the Senior Center at 920-967-3530.

## Scenic Two Rivers

West of the Lake Gardens, a stop at Renee's Gourmet Popcorn  
for taste testing and an up-close experience  
with alpacas at the London Dairy Alpaca Farm.

**June 20**

Cost: \$60, \$20 nonrefundable down payment required.  
Moderate amount of walking



## Timber Rattlers Game & More!

America's all-time 4th of July favorites.  
Great music, yummy picnic and a ballgame. Add in the  
fireworks for the perfect day.

**July 7**

Cost: \$45, \$20 nonrefundable down payment required.  
Moderate amount of walking



## Wisconsin State Fair

Walk at your own pace and enjoy the smells of fair foods,  
fantastic bands, a ride on the Sky Glider, cream puffs,  
animals, and so much more.

**August 8**

Cost: \$65, \$20 nonrefundable down payment required.  
Moderate amount of walking.



## Door County Fish Boil

A delightful and delicious fall day exploring Sturgeon Bay!  
Stop at an orchard, enjoy a yummy fish boil, tour a  
historical museum, and visit an old fashioned candy store!

**September 14**

Cost: \$75, \$20 nonrefundable down payment required.  
Moderate amount of walking.

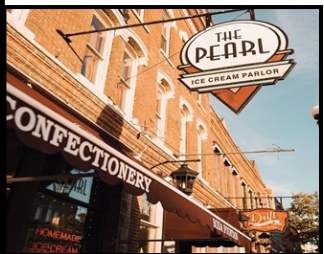


## La Crosse

Nestled between bluffs and rolling hills. A ride down  
the Mississippi on the La Crosse Queen, an incredible  
history museum and a scrumptious dinner.

**October 19 & 20**

Cost: \$190(double), \$250(single), \$20 nonrefundable  
down payment required.  
Moderate amount of walking.



CITY OF MENASHA  
COMMON COUNCIL  
100 MAIN STREET  
APRIL 18, 2023  
MINUTES

A. CALL TO ORDER

Meeting called to order by Mayor Merkes at 5:00 p.m.

B. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

C. ROLL CALL

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

ALSO PRESENT: DC Hanchek, AFC Dorn, CDD Schroeder, DPW Jungwirth, FD Sassman, PHD Hutter, PRD Sackett, LD Kopetsky, CA Struve, Mayor Merkes, Deputy Clerk Neuman

D. PUBLIC HEARING

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

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

Minutes to receive:

- a. Board of Canvassers, 4/5/23
- b. Board of Public Works, 4/3/23
- c. Redevelopment Authority, 4/10/23
- d. Water & Light Commission, 3/22/23

Communications:

- e. Engineering Tech Vacancy
- f. Principal City Planner Vacancy
- g. Spring Electronics Recycling Event

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

Motion carried on voice vote.

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

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

Dan Evans 859 Lotus Trail, Menasha; commented on traffic concerns during rush hour times going east on HWY 10/114 going East and encouraged staff to evaluate the congestion and speeding of motorists.

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, 4/3/23

Board of Public Works, 4/3/23, Recommends:

2. Denying Contract Unit No. 2023-02 for the Public Protection Facility Office Remodel (PD) in the amount of \$103,774.00



3. Approval of the Change Order to Donald Hietpas & Son Construction, Inc; Contract Unit No. MCM 09-22-00335 for the 2023 Sanitary Sewer & Water Main Reconstruction an ADD in the amount of \$55,003.69 (Change Order No. 1)
4. Approval of the Payment to Donald Hietpas & Son Construction, Inc; MCM 09-22-00335; 2023 for the Sanitary Sewer & Water Main Reconstruction in the amount of \$85,942.94 (Payment No. 1)
5. Approval of the Payment to Advance Construction, Inc; Contract Unit No. 2023-01 for the Brin Underground Storm Water in the amount of \$338,068.35 (Payment No. 2)  
Ald. Sevenich, seconded by Ald. Schmidt motion carried 8-0

Ald. Sevenich requested to vote on each items 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, Minutes of Common Council, 4/3/23.  
Motion carried on voice vote.
2. Moved by Ald. Sevenich seconded by Ald. Schmidt to approve Consent Agenda Item 2, Denying Contract Unit No. 2023-02 for the Public Protection Facility Office Remodel (PD) in the amount of \$103,774.00.  
Motioned carried on roll call 8-0.
3. Moved by Ald. Sevenich seconded by Ald. Schmidt to approve Consent Agenda Item 3, Change Order to Donald Hietpas & Son Construction, Inc; Contract Unit No. MCM 09-22-00335 for the 2023 Sanitary Sewer & Water Main Reconstruction an ADD in the amount of \$55,003.69 (Change Order No. 1)  
Motioned carried on roll call 8-0.
4. Moved by Ald. Sevenich seconded by Ald. Schmidt to approve Consent Agenda Item 4, Payment to Donald Hietpas & Son Construction, Inc; MCM 09-22-00335; 2023 for the Sanitary Sewer & Water Main Reconstruction in the amount of \$85,942.94 (Payment No. 1)  
Motioned carried on roll call 8-0.

#### I. ACTION ITEMS

1. Accounts payable and payroll for the term of 3/31/23 – 4/13/23 in the amount of \$3,940,877.56  
Moved by Ald. Nichols, seconded by Ald. Ropella to approve accounts payable and payroll for the term of 3/31/23 – 4/13/23 in the amount of \$3,940,877.56.  
Motion carried on roll call 8-0.
2. Liquor License for Tony's Tayco Tap, LLC d/b/a Tayco Tap located at 10 Tayco Street, Menasha for the remainder of the licensing period ending on June 30, 2023  
Moved by Ald. Nichols to have the liquor license approved for Tony's Tayco Tap, LLC, d/b/a 10 Tayco Street for the remainder of the licensing period ending on June 30, 2023, along with the outdoor serve and outdoor service application which ends July 1, 2023; seconded by Ald. Tom Grade. Motion carried on roll call 8-0.
3. Offer to purchase of 127 First Street (2-00189-00)

Staff conducted quick overview of properties; city received offers on both properties within a week of being listed. Grove Street property received three offers; First Street received one offer.

- a. Nichols moved to adjourn into Closed Session pursuant to Wis Stats. §19.85(1)(e) and/or (g); Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session; Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved; seconded by Ald. Ropella. Motion carried to go into Closed Session 8-0.
- b. Common Council may adjourn into Open Session and may take action on items discussed in Closed Session

Ald. Hammond abstained from Closed Session due to his employment with Habitat for Humanity Fox Cities.

Moved by Ald. Nichols seconded by Ald. Tom Grade to reconvene to Open Session at 5:48 p.m.

Moved by Ald. Nichols seconded by Ald. Sevenich to approve the following:

- a. Counter the offer submitted by Habitat for Humanity Fox Cities for property 127 1<sup>st</sup> Street (2-00189-00), by striking the \$500 max PILOT payment, and replacing with PILOT payment based on full value of the property, with acceptance date of April 21, 2023.
  - b. Direct staff to draft and execute a land purchase and development agreement
- Motion carried on roll call 7-0.  
Ald. Hammond abstained.

- b. Common Council may adjourn into Open Session and may take action on items discussed in Closed Session.

4. Offer to purchase of 1220 Grove Street (6-00822-00)

Ald. Nichols moved to approve the acceptance of offer 1220 Grove Street (6-00822-00) by Wildflower Development LLC as recommended in the memo presented to Common Council for the amount of \$26,000.00, seconded by Ald. Tom Grade.  
Motion carried on roll call 8-0.

- a. May adjourn into Closed Session pursuant to Wis Stats. §19.85(1)(e) and/or (g); Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session; Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.
- b. Common Council may adjourn into Open Session and may take action on items discussed in Closed Session.

J. HELD OVER BUSINESS

K. ORDINANCES AND RESOLUTIONS

L. APPOINTMENTS

M. CLAIMS AGAINST THE CITY

N. PRESENTATION OF OUTGOING ALDERMAN

1. Alderman Ann Schmidt – District 5

Mayor Merkes thanked Ald. Schmidt for her years of service to the Menasha community and wished her well with her future endeavors.

Ald. Schmidt showed her appreciation to the Council and staff, and expressed her excitement to begin her next chapter of retirement adventures.

O. PUBLIC COMMENTS ON ANY MATTER LISTED ON THE AGENDA

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

P. ADJOURNMENT – SINE DIE

Moved by Ald. Schmidt seconded by Ald. Sevenich to adjourn at 5:56 p.m.

Motion carried on voice vote.

Respectfully submitted by:

Valerie Neuman, Deputy City Clerk



CITY OF MENASHA  
COMMON COUNCIL  
100 MAIN STREET  
APRIL 18, 2023  
MINUTES

A. CALL TO ORDER

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

B. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

C. OATH OF OFFICE

D. ROLL CALL

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

ALSO PRESENT: DC Hanchek, AFC Dorn, CDD Schroeder, DPW Jungwirth, FD Sassman, PHD Hutter, PRD Sackett, LD Kopetsky, CA Struve, Mayor Merkes, Deputy Clerk Neuman

E. PUBLIC HEARING

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

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

Minutes to receive:

a. Protocol Committee Minutes, 4/13/23

Communications:

b. April 4, 2023 – Spring Election Results & Board of Canvassers Reports

c. Racine Street Bridge Reopening Celebration

d. Arbor Day Proclamation

e. National Library Week Proclamation

Moved by Ald. Sevenich seconded by Ald. Tom Grade to approve minutes and communications a-e.

Motion carried on voice vote.

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

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

Sandra DaBill Taylor, 545 Broad Street, Menasha; commented on new council member Chairs for Administration and Personnel Committee recommending Public Comments section to be added to both agendas; Consent Agenda formatting, Open Records Law, and Common Council member appointments.

Dan Evans, 859 Lotus Trail, Menasha; commented No Mow May and encouraged Council to review areas in City of Appleton; encouraged others to pursue other options to help protect pollinators.

H. CONSENT AGENDA

I. ITEMS REMOVED FROM THE CONSENT AGENDA

J. ACTION ITEMS

K. HELD OVER BUSINESS

L. ORDINANCES AND RESOLUTIONS

1. R-14-23 A Resolution Adopting Rules of the Common Council and Mayor  
(Introduced by Ald. Sevenich)

Ald. Sevenich moved to approve Resolution R-14-23, a Resolution Adopting Rules of the Common Council and Mayor, seconded by Ald. Ted Grade.

Motion carried by roll call 9-0 (Mayor is included with vote).

M. APPOINTMENTS

1. Common Council Appointments

- a. Council President (1 year term effective immediately)

Mayor Merkes opened the floor for nominations for Council President.

Ald. Ted Grade nominated Ald. Sevenich to serve as Council President.

Having no other nominations, a unanimous ballot was cast for Ald. Sevenich to serve as Council President.

- b. An Alderman Member to the Plan Commission (1 year term effective immediately)

The floor was opened for nominations for Plan Commission Alderman Member.

Ald. Sevenich nominated Ald. Tom Grade to serve as member of the Plan Commission.

Having no other nominations, a unanimous ballot was cast for Ald. Tom Grade to serve as Council representative to the Plan Commission.

- c. An Alternate Alderman Member for the Plan Commission (1 year term effective immediately)

The floor was opened for nominations for Alternate Council representative for the Plan Commission.

Ald. Sevenich nominated Ald. Eisenach to serve as Alternate Member of the Plan Commission.

Having no other nominations, a unanimous ballot was cast for Ald. Eisenach to serve as the Plan Commission Alternate Member.

N. RECESS TO COMMITTEES

1. Administration Committee, Board of Public Works, Personnel Committee

Ald. Sevenich motioned to recess to committees as of 6:21 PM; seconded by Ald. Ropella.  
Motioned carried on voice vote.

Reconvened at 6:36 p.m.

O. APPOINTMENTS

1. Common Council Appointments

- a. Member of the Protocol Committee

Ald. Sevenich nominated Ald. Hammond to serve as a member of the Protocol Committee.

Having no other nominations, Ald. Sevenich moved that a unanimous ballot be cast for Ald. Hammond to serve as a member of the Protocol Committee.

- b. Member of the IT Steering Committee

i. (Chair or Vice-Chair of the Administration Committee)  
*(Clerk's note: Member of IT Steering Committee will be Administration Committee Chairman Nichols.)*

c. NMFR Joint Finance & Personnel Committee  
i. Council President (no action necessary)  
ii. Personnel Committee Chair (or Administration Committee Chair if necessary)  
*(Clerk's note: Members of NMFR Joint Finance and Personnel Committee will be Council President Sevenich and Personnel Committee Chair Ted Grade.)*

d. Member to the Sustainability Committee  
Ald. Sevenich nominated Ald. Hammond to be the Council member of the Sustainability Committee.  
Having no other nominations, Ald. Sevenich moved that a unanimous ballot be cast for Ald. Hammond to serve as a member of the Sustainability Committee.

2. Mayor's Appointments

- a. Approval of Alderman Ted Grade to the Parks & Recreation Board (1 year term effective immediately)
- b. Approval of Alderman Tom Grade to the Landmarks Commission (1 year term effective immediately)
- c. Approval of Alderman Kiersten Lewis to the NMFR Joint Finance and Personnel Committee (1 year term effective immediately)
- d. Reappointment of James Meinke to the Police Commission for the term of 5/1/23 – 5/1/28
- e. Appointment of Angie Demers to the Sustainability Committee for the term of 5/1/23 – 5/1/26

Ald. Sevenich moved to approve the Mayor's appointments as a collective; seconded by Ald. Tom Grade.

Motion carried by voice vote.

P. CLAIMS AGAINST THE CITY

Q. PUBLIC COMMENTS ON ANY MATTER LISTED ON THE AGENDA

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

R. ADJOURNMENT

Moved by Ald. Nichols seconded by Ald. Tom Grade to adjourn at 6:43 p.m.

Motion carried on voice vote.

Respectfully submitted by:

Valerie Neuman, Deputy City Clerk





## **Memorandum**

**Date:** April 12, 2023

**To:** Board of Public Works

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

**RE:** Recommend to Award – Contract Unit No. 2023-03 Warsaw Street Reconstruction

The City of Menasha publicly opened bids on Wednesday, April 12, 2023 for Contract Unit No. 2023-03, Warsaw Street Reconstruction. Three bids were received as indicated on the enclosed bid tabulation.

This project will consist of the reconstruction of Warsaw Street from Ninth Street to 250'± north.

### **Recommendation**

Motion to recommend to Common Council awarding Contract Unit No. 2023-03, Warsaw Street Reconstruction to Sommers Construction, Inc. in the amount of \$173,407.90.

**Itemized Bid Tabulation**  
**City of Menasha Contract Unit No. 2023-03**  
**Warsaw Street Construction**

Item	Quantity	Description	Sommers Construction Co., Inc.		Vinton Construction Company		Jim Fischer, Inc.	
			Unit Price	Item Total	Unit Price	Item Total	Unit Price	Item Total
		<b>Base Bid</b>						
1	1,208	Unclassified Excavation	\$ 21.00	\$ 25,368.00	\$ 19.85	\$ 23,978.80	\$ 25.50	\$ 30,804.00
2	336	Salvaged or Pulverized Stone Placement	\$ 15.85	\$ 5,325.60	\$ 18.20	\$ 6,115.20	\$ 32.00	\$ 10,752.00
3	1,716	Fine Grading and Compaction	\$ 1.50	\$ 2,574.00	\$ 3.00	\$ 5,148.00	\$ 0.60	\$ 1,029.60
4	7	Utility Adjustment 0" - 6"	\$ 550.00	\$ 3,850.00	\$ 400.00	\$ 2,800.00	\$ 450.00	\$ 3,150.00
5	2	Water Valve Adjustment	\$ 250.00	\$ 500.00	\$ 250.00	\$ 500.00	\$ 75.00	\$ 150.00
6	244	Sawcut	\$ 4.00	\$ 976.00	\$ 3.00	\$ 732.00	\$ 4.00	\$ 976.00
7	1,026	8" Concrete Pavement	\$ 67.70	\$ 69,460.20	\$ 58.06	\$ 59,569.56	\$ 76.50	\$ 78,489.00
8	184	8" High Early Concrete Pavement	\$ 72.00	\$ 13,248.00	\$ 84.00	\$ 15,456.00	\$ 81.00	\$ 14,904.00
9	42	Asphalt Binder Course Pavement 2 1/4" Thick	\$ 146.00	\$ 6,132.00	\$ 147.46	\$ 6,193.32	\$ 195.00	\$ 8,190.00
10	33	Asphalt Surface Course Pavement 1 3/4" Thick	\$ 146.00	\$ 4,818.00	\$ 147.46	\$ 4,866.18	\$ 140.00	\$ 4,620.00
11	70	18" Concrete Curb and Gutter	\$ 65.00	\$ 4,550.00	\$ 55.00	\$ 3,850.00	\$ 35.00	\$ 2,450.00
12	586	30" Concrete Curb and Gutter	\$ 18.85	\$ 11,046.10	\$ 21.00	\$ 12,306.00	\$ 23.50	\$ 13,771.00
13	30	No. 4 Epoxy Coated Rebar	\$ 5.00	\$ 150.00	\$ 2.00	\$ 60.00	\$ 5.00	\$ 150.00
14	566	Lawn and Terrace Restoration	\$ 10.00	\$ 5,660.00	\$ 12.95	\$ 7,329.70	\$ 8.86	\$ 5,014.76
15	1	Erosion Control	\$ 650.00	\$ 650.00	\$ 660.00	\$ 660.00	\$ 750.00	\$ 750.00
16	1	Traffic Control	\$ 800.00	\$ 800.00	\$ 800.00	\$ 800.00	\$ 1,200.00	\$ 1,200.00
17	1	Construction Mobile/Demobile; Project Coordination; All Incidental Utility and Misc. Roadway Work; and All Other Project Work Area Restoration and Clean-Up to an Equal and/or Better Preconstruction Condition as Required and Related to the Overall Project.	\$ 18,300.00	\$ 18,300.00	\$ 25,000.00	\$ 25,000.00	\$ 6,500.00	\$ 6,500.00
<b>Total Base Bid (Items 1 - 17)</b>				\$ 173,407.90		\$ 175,364.76		\$ 182,900.36

## City of Menasha Disbursements

Weekly Accounts Payable	04/14/23 - 04/27/23 Checks # 77709-77832	\$1,485,199.64
	Void Check 77709	(\$169.81)
	Void Check 77728	(\$424,011.29)
Bi-Weekly Payroll	04/20/23	\$234,721.02
Additional Regular Cycle Accounts Payables -Paid Electronically		
Bank Fees	04/14/23	\$75.00
Credit Card Fees	04/16/23	\$3.88
Delta Dental	04/19/23	\$2,172.60
Community First CU-Payroll Deduction	04/19/23	\$696.00
Employee Benefits-Flex Spending	04/20/23	\$4,707.95
Wisconsin Deferred Compensation	04/21/23	\$12,966.20
Nationwide Deferred Compensation	04/21/23	\$3,917.50
Federal Tax Withholding	04/26/23	\$83,973.70
Employee Trust Funds -WRS	04/26/23	\$171,087.41
Delta Dental	04/26/23	\$2,708.20
Home Depot ACH	04/27/23	\$139.00
Debt Service	04/27/23	\$1,401,243.15
Sales Tax	04/27/23	\$384.75
State Tax Withholding	04/27/23	\$26,991.05
		<u>\$ 1,711,066.39</u>
Total		<u><u>\$3,006,805.95</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

04/27/23

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: 4/20/2023

Date: 4/26/2023

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
ACCURATE	77709	4/20/2023	2304098	731-1022-541.30-18	11.97	RTV CLEAR SILICONE
					(11.97)	RTV CLEAR SILICONE
		4/20/2023	2304369	731-1022-541.38-03	157.84	PARTS
					(157.84)	PARTS
	Total for check: 77709				0	
AMAZON CAPITAL SERVICES	77710	4/20/2023	16QH-4RG6-6QM3	100-0702-552.30-18	145.47	P&R PICKLE BALLS ICE PACKS/STEM FOR TOTS
				100-0920-531.30-18	14.45	MSC BEADED BASKET
		4/20/2023	19G1-H9HQ-9CW1	100-0801-521.30-10	43.16	WIRELESS MOUSE
	4/20/2023		19PL-17MD-K6MV	100-0704-552.30-13	38.36	POOL CLEANER
				100-0920-531.30-10	21.49	MSC SYMPATHY CARDS
				100-0920-531.30-18	28.38	MSC BEADED BASKET
	4/20/2023		1FPF-XMVR-1MGQ	100-0801-521.30-10	12.59	CORRECTION TAPE
	4/20/2023		1HW7-4K6R-94TV	100-0204-512.30-10	21.98	CARD WRAPS FOR BADGER BOOKS
	4/20/2023		1JR6-XVP4-7R7D	100-0901-515.30-18	105.36	DEPARTMENT SUPPLIES 1/2 CVMIC
	4/20/2023		1JXJ-7MX6-NWY7	100-0801-521.30-10	46.91	OFFICE SUPPLIES
	4/20/2023		1K6W-DP63-14JV	100-0801-521.30-10	25.49	OFFICE SUPPLIES
	4/20/2023		1LNT-GXQK-17R3	100-0801-521.30-10	19.98	FILE FOLDERS
	4/20/2023		1TJW-PG9V-MNND	100-0903-531.30-18	34.73	SCOTCH TAPE W/DISPENSER
	4/20/2023		1TR6-3P9K-7MFD	100-0801-521.80-05	26.98	WATER BOTTLE
	4/20/2023		1Y7P-VLRR-7Q93	100-0801-521.30-10	24.50	FILE ORGANIZER
	Total for check: 77710				609.83	
ARING EQUIPMENT COMPANY INC	77711	4/20/2023	791620	731-1022-541.38-03	202.85	ANCHORAGE/SPRAY PAINT LUBRICATING HOSE
		4/20/2023	791621	731-1022-541.38-03	181.73	ANCHORAGE LUBRICATING HOSE
		4/20/2023	791915	731-1022-541.38-03	365.40	SENSOR
		4/20/2023	791916	731-1022-541.38-03	(32.27)	ANCHORAGE
		4/20/2023	792064	731-1022-541.38-03	(376.84)	RETURNED SENSOR
	Total for check: 77711				340.87	



# AP Check Register

## Check Date: 4/20/2023

Date: 4/26/2023

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
BATTERIES PLUS LLC	77712	4/20/2023	P61206758	100-0703-553.30-18	27.92	BATTERIES
			<b>Total for check: 77712</b>		<b>27.92</b>	
BAY BUS LLC	77713	4/20/2023	BAGO BUS TRIP	100-0000-201.14-00	800.00	TOUR AROUND BAGO BUS TRIP 5/10/23
			<b>Total for check: 77713</b>		<b>800.00</b>	
BERGSTROM	77714	4/20/2023	83610	731-1022-541.38-04	302.70	GASKET/ TUBE ASY
		4/20/2023	83612	731-1022-541.38-04	139.39	PARTS
			<b>Total for check: 77714</b>		<b>442.09</b>	
BEST ENTERPRISES LLC	77715	4/20/2023	26067	100-0000-123.00-00	500.00	FENCE RENTAL 100 RIVER STWHITING PAPER MILL
			<b>Total for check: 77715</b>		<b>500.00</b>	
CARRICO AQUATIC RESOURCES INC	77716	4/20/2023	20231531	100-0704-552.30-18	5,025.00	SUMMER WATER MANAGEMENT AGREEMENT 2023
			<b>Total for check: 77716</b>		<b>5,025.00</b>	
CHARTER COMMUNICATIONS	77717	4/20/2023	095528601040123	100-0101-511.22-01	3.34	APRIL PHONE BILL MAYOR
				100-0201-512.22-01	2.12	APRIL PHONE BILL ATTORNEY
				100-0202-512.22-01	5.35	APRIL PHONE BILL PERSONNEL
				100-0203-512.22-01	4.40	APRIL PHONE BILL CLERK
				100-0301-523.22-01	4.83	APRIL PHONE BILL BUILD INSPECT
				100-0304-562.22-01	7.92	APRIL PHONE BILL COMM DEV
				100-0401-513.22-01	10.68	APRIL PHONE BILL FINANCE
				100-0402-513.22-01	2.18	APRIL PHONE BILL ASSESSOR
				100-0502-522.22-01	13.26	APRIL PHONE BILL EOC
				100-0601-551.22-01	56.29	APRIL PHONE BILL LIBRARY
				100-0702-552.22-01	8.95	APRIL PHONE BILL RECREATION
				100-0703-553.22-01	15.04	APRIL PHONE BILL PARKS
				100-0704-552.22-01	4.68	APRIL PHONE BILL POOL
				100-0801-521.22-01	83.01	APRIL PHONE BILL POLICE
				100-0903-531.22-01	16.24	APRIL PHONE BILL HEALTH

# AP Check Register

## Check Date: 4/20/2023

Date: 4/26/2023

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description	
CHARTER COMMUNICATIONS...	77717...	4/20/2023...	095528601040123...	100-0920-531.22-01	4.37	APRIL PHONE BILL	SENIOR
				100-1001-514.22-01	23.97	APRIL PHONE BILL	CITY HALL
				100-1002-541.22-01	13.95	APRIL PHONE BILL	ENGINEERING
				100-1008-541.22-01	1.26	APRIL PHONE BILL	SIGN
				207-0000-123.00-00	8.89	APRIL PHONE BILL	MARINA
				731-1022-541.22-01	8.60	APRIL PHONE BILL	GARAGE
				743-0403-513.22-01	5.08	APRIL PHONE BILL	IT
				Total for check: 77717			
COMPLETE OFFICE OF WISCONSIN	77718	4/20/2023	447998	100-0801-521.30-10	100.98	PAPER/STAMP	
					Total for check: 77718		
CRESCENT ELECTRIC SUPPLY COMPANY	77719	4/20/2023	S511260568.001	100-0703-553.30-18	19.08	PARTS	
					Total for check: 77719		
EAGLE GRAPHICS LLC	77720	4/20/2023	240617	100-0801-521.19-03	39.50	POLO	
				100-0801-521.80-05	435.00	T SHIRTS	
				Total for check: 77720			
FLYMEFLAG.COM	77721	4/20/2023	8906	100-0408-552.30-16	1,264.00	FLAGS FOR BRIDGE	
					Total for check: 77721		
FOX CROSSING UTILITIES	77722	4/20/2023	127-17542	100-0703-553.22-06	9.88	STANDBY WATER 12/15-3/15	
					Total for check: 77722		
GERBER LEISURE PRODUCTS INC	77723	4/20/2023	9083	100-0703-553.24-05	6,750.00	SKATE PARK SHADE	STRUCTURE
				826-0703-553.30-18	6,290.00	SKATE PARK SHADE	STRUCTURE
				Total for check: 77723			

# AP Check Register

## Check Date: 4/20/2023

Date: 4/26/2023

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
GUNDERSON CLEANERS	77724	4/20/2023	1255350	100-0801-521.30-13	62.51	CLEANING SERVICE
			<b>Total for check: 77724</b>		<b>62.51</b>	
GUNDERSON CLEANERS 6	77725	4/20/2023	03-060299	100-0801-521.19-04	28.66	LAUNDRY SERVICE
			<b>Total for check: 77725</b>		<b>28.66</b>	
HARRISON UTILITIES	77726	4/20/2023	001-0220-00	100-0703-553.22-05	65.30	WATER/SEW 2/21-3/21
			<b>Total for check: 77726</b>		<b>65.30</b>	
NATALIE HIDALGO	77727	4/20/2023	SCHOLARSHIP	822-0413-554.30-16	250.00	HATTIE MINOR SCHOLARSHIP 2023 SPRING SEMESTER
			<b>Total for check: 77727</b>		<b>250.00</b>	
DONALD HIETPAS & SONS INC	77728	4/20/2023	2023-01	625-0000-194.00-00	326,430.49	BRIN UNDERGROUND STORM WATER
					(326,430.49)	BRIN UNDERGROUND STORM WATER
				625-0000-201.04-00	11,637.86	BRIN UNDERGROUND STORM WATER
					(11,637.86)	BRIN UNDERGROUND STORM WATER
		4/20/2023	MCM 09-22-00335	601-0000-194.00-00	90,466.25	2023 SANITARY SEWER & WATER MAIN RECONSTRUCTI
					(90,466.25)	2023 SANITARY SEWER & WATER MAIN RECONSTRUCTI
				601-0000-201.04-00	(4,523.31)	2023 SANITARY SEWER & WATER MAIN RECONSTRUCTI
					4,523.31	2023 SANITARY SEWER & WATER MAIN RECONSTRUCTI
			<b>Total for check: 77728</b>		<b>0</b>	
JX ENTERPRISES INC	77729	4/20/2023	14250150P	731-1022-541.38-03	667.44	SENSOR
			<b>Total for check: 77729</b>		<b>667.44</b>	
ANNE-MARIE KISLEWSKI	77730	4/20/2023	PICKELBALL NET	100-0702-552.30-18	75.00	PICKELBALL NET
			<b>Total for check: 77730</b>		<b>75.00</b>	

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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
KWIK TRIP INC	77731	4/20/2023	00244691	100-0801-521.38-01	319.43	FUEL PD
			<b>Total for check: 77731</b>		<b>319.43</b>	
JESSICA LE MAHIEU	77732	4/20/2023	REFUND CLASS	100-0000-441.25-00	34.00	CANCELLED PICKLEBALL OPEN PLAY
			<b>Total for check: 77732</b>		<b>34.00</b>	
LEVENHAGEN OIL CORPORATION	77733	4/20/2023	107324	207-0707-552.38-01	6,584.40	LEAD FREE GASOLINE
			<b>Total for check: 77733</b>		<b>6,584.40</b>	
MENARDS-APPLETON EAST	77734	4/20/2023	35797	470-0501-522.82-01	33.78	MACH TRUSS/CONDUIT HANGERBOLT/CLAMP -FIRE
		4/20/2023	35924	100-1003-541.30-15	100.97	MARKING WAND MEASURING WHEEL
			<b>Total for check: 77734</b>		<b>134.75</b>	
MENASHA JOINT SCHOOL DISTRICT	77735	4/20/2023	MH PERMIT FEE	100-0000-412.00-00	5,382.49	MOBILE HOME PERMIT FEE APRIL
			<b>Total for check: 77735</b>		<b>5,382.49</b>	
MENASHA NEENAH MUNICIPAL COURT	77736	4/20/2023	REPORT #22-0146	100-0000-201.03-00	237.00	REPORT #22-0146
		4/20/2023	REPORT #23-0010	100-0000-201.03-00	174.00	REPORT #23-0010
			<b>Total for check: 77736</b>		<b>411.00</b>	
MENASHA TREASURER	77737	4/20/2023	CASH SR CTR BUS	100-0000-201.14-00	50.00	SR CTR BUS DRIVER TIP
		4/20/2023	PETTY CASH PD	100-0801-521.30-11	40.49	POSTAGE PD
				100-0801-521.30-18	7.95	INK PAD
				100-0801-521.33-03	35.83	MEALS
				100-0801-521.80-05	20.00	WELLNESS
			<b>Total for check: 77737</b>		<b>154.27</b>	



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<i>Vendor Name</i>	<i>Check Number</i>	<i>Check Date</i>	<i>Invoice Number</i>	<i>Account Number</i>	<i>Amount</i>	<i>Description</i>
MENASHA UTILITIES	77738	4/20/2023	MENASHA UTILITY	100-1012-541.22-03	10,068.27	MARCH STREET LIGHTS
			<b>Total for check: 77738</b>		<b>10,068.27</b>	
KAM MUELLER	77739	4/20/2023	REFUND CLASS	100-0000-441.25-00	68.00	CANCEL HOME ALONE BABYSITTER CLASS
			<b>Total for check: 77739</b>		<b>68.00</b>	
N&M AUTO SUPPLY	77740	4/20/2023	789756	731-1022-541.38-03	31.99	EXTERIOR DOOR HANDLE
			<b>Total for check: 77740</b>		<b>31.99</b>	
CITY OF NEENAH	77741	4/20/2023	BOAT LAUNCH	100-0000-201.02-00	1,900.00	2020 DAILY BOAT LAUNCH NM FIRE TRUST
					1,990.00	2021 DAILY BOAT LAUNCH NM FIRE TRUST
					1,504.00	2022 DAILY BOAT LAUNCH NM FIRE TRUST
			<b>Total for check: 77741</b>		<b>5,394.00</b>	
SETH NELSON	77742	4/20/2023	DAMAGE MAILBOX	100-1006-541.30-18	50.00	DAMAGE TO MAILBOX 3/25/23
			<b>Total for check: 77742</b>		<b>50.00</b>	
NWTC	77743	4/20/2023	CS36772	100-0801-521.34-02	195.00	COURSE INSTRUCTION STUDENT X 3
			<b>Total for check: 77743</b>		<b>195.00</b>	
OAK CREEK POLICE DEPARTMENT	77744	4/20/2023	TRAINING	100-0801-521.34-02	700.00	HONOR GUARD TRAINING 5/22-5/26 2 ATTENDEE
			<b>Total for check: 77744</b>		<b>700.00</b>	
PACKER CITY INTL TRUCKS INC	77745	4/20/2023	X103126963:03	731-1022-541.38-03	55.24	FILTERS
		4/20/2023	X103126963:04	731-1022-541.38-03	32.16	FILTERS
		4/20/2023	X103126980:01	731-1022-541.38-03	67.81	FILTERS
		4/20/2023	X103127153:01	731-1022-541.38-03	223.22	FILTER/S W SEPR
			<b>Total for check: 77745</b>		<b>378.43</b>	

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PDQ.COM	77746	4/20/2023	PDQ41046	743-0403-513.24-04	2,550.00	SOFTWARE DEPLOYMENT TOOL 3/31/23-3/30/24
			<b>Total for check: 77746</b>		<b>2,550.00</b>	
PERSONNEL EVALUATION INC	77747	4/20/2023	47254	100-0801-521.21-06	125.00	PEP BILLING 3/1-3/31/23
			<b>Total for check: 77747</b>		<b>125.00</b>	
PROTANIC INC	77748	4/20/2023	213331	207-0707-552.24-03	640.00	ANNUAL TESTING - MARINA
			<b>Total for check: 77748</b>		<b>640.00</b>	
REGISTRATION FEE TRUST	77749	4/20/2023	REGISTRATION	100-0801-521.29-04	169.50	2023 FORD REGISTRATION PD
			<b>Total for check: 77749</b>		<b>169.50</b>	
RUEKERT & MIELKE INC	77750	4/20/2023	145934	601-1020-543.21-02	1,335.00	PREPARE DISCHARGE PERMITSINDUSTRIAL REGULATOR
		4/20/2023	145935	601-1020-543.21-02	178.00	SEWER USER MONITORING
		4/20/2023	145936	601-1020-543.21-02	680.00	SEWER BILLING ASSISTANCE
		4/20/2023	145937	489-1003-541.82-02	373.00	OAK STREET BRIDGE ENGINEERING/DESIGN
			<b>Total for check: 77750</b>		<b>2,566.00</b>	
MEGAN SACKETT	77751	4/20/2023	TRAVEL EXPENSE	100-0702-552.30-18	7.97	WINTER GALA - SAND
				100-0702-552.33-01	378.82	MILEAGE
				100-0702-552.34-03	210.58	CONFERENCE HOTEL & FOOD
				100-0703-553.34-03	175.50	CONFERENCE HOTEL
			<b>Total for check: 77751</b>		<b>772.87</b>	
SERVICE MOTOR COMPANY	77752	4/20/2023	P75885	731-1022-541.38-03	168.61	PARTS
			<b>Total for check: 77752</b>		<b>168.61</b>	

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SHEBOYGAN, COUNTY OF	77753	4/20/2023	127863	100-1003-541.30-18	2,973.72	BITUMINOUS PATCH MATL
			<b>Total for check: 77753</b>		<b>2,973.72</b>	
SEH	77754	4/20/2023	433694	100-0304-562.21-06	2,975.00	SEWER RATE ANALYSIS
			<b>Total for check: 77754</b>		<b>2,975.00</b>	
SJE INC	77755	4/20/2023	CD99476240	601-1020-543.30-18	154.44	FILTER ELEMENT
			<b>Total for check: 77755</b>		<b>154.44</b>	
STAPLES	77756	4/20/2023	3532384759	100-0401-513.30-10	28.23	OFFICE SUPPLIES
				100-1001-514.30-10	434.20	COPY PAPER
		4/20/2023	3533330850	100-0202-512.30-10	44.99	WINDOW ENVELOPES
				100-0702-552.30-10	31.17	HOLE PUNCH/STAPLES
		4/20/2023	R3532384759	100-0401-513.30-10	(28.23)	REVERSE REPLACEMENT CHECKAS CLEARED 4/19/23
				100-1001-514.30-10	(434.20)	REVERSE REPLACEMENT CHECKAS CLEARED 4/19/23
			<b>Total for check: 77756</b>		<b>76.16</b>	
STERICYCLE	77757	4/20/2023	8003705273	100-0801-521.30-10	79.13	REGULAR SERVICE
			<b>Total for check: 77757</b>		<b>79.13</b>	
SUPERION LLC	77758	4/20/2023	378954	743-0403-513.24-04	3,041.00	FINANCIAL SOFTWARE MAY
			<b>Total for check: 77758</b>		<b>3,041.00</b>	
SUPERIOR VISION INSURANCE PLAN	77759	4/20/2023	0000723680	100-0000-204.10-00	1,007.14	VISON INSURANCE PREMIUMS
			<b>Total for check: 77759</b>		<b>1,007.14</b>	
TAPCO	77760	4/20/2023	1750292	100-1008-541.30-18	1,917.00	GLASS BEADS
		4/20/2023	I749865	100-0901-515.30-18	1,676.20	PACK A CONE 1/2 CVMIC

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TAPCO...	77760...	4/20/2023	1749978	100-1008-541.30-18	1,510.70	BRACKET/SHEETING/EC FILM
			Total for check: 77760		5,103.90	
THEDACARE AT WORK	77761	4/20/2023	338735	100-0202-512.21-06	189.00	LAB WORK
			Total for check: 77761		189.00	
THEDACARE LABORATORIES	77762	4/20/2023	12100529	100-0801-521.21-05	85.00	VENIPUNCTURE
			Total for check: 77762		85.00	
TRUCK EQUIPMENT INC	77763	4/20/2023	1045230-00	731-1022-541.38-03	27.36	SWITCH BODY UPLIMIT PREWIRE
			Total for check: 77763		27.36	
UNIFIRST CORPORATION	77764	4/20/2023	097 0368556	731-1022-541.20-01	192.33	LAUNDRY SERVICE
			Total for check: 77764		192.33	
UNIFORM SHOPPE	77765	4/20/2023	331045	100-0801-521.19-02	42.90	SINGLE MAG CASE
		4/20/2023	331599	100-0801-521.19-03	864.00	POINT BLANK CARRIER
		4/20/2023	332744	100-0801-521.19-03	7.95	3/4" DOUBLE STARS GOLD
			Total for check: 77765		914.85	
VERMEER WISCONSIN INC	77766	4/20/2023	30098586	731-1022-541.38-04	193.13	FILTER
		4/20/2023	453480	100-0703-553.30-18	124.96	SAWS
			Total for check: 77766		318.09	
WAUSAU EQUIPMENT COMPANY INC	77767	4/20/2023	8457473	731-1022-541.38-03	267.87	SEAL KIT
			Total for check: 77767		267.87	
WE ENERGIES	77768	4/20/2023	4528976201	100-0703-553.22-03	35.95	LED STREET LIGHTS 2/28-3/14
		4/20/2023	4537146196	100-0701-533.22-03	29.09	ELEC 3/8-4/6/23 METER NZT426869



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WE ENERGIES...	77768...	4/20/2023	4539083608	100-0701-533.22-03	14.73	ELEC 3/8-4/6/23 METER NZT382673
			<b>Total for check: 77768</b>		<b>79.77</b>	
WINNEBAGO COUNTY CLERK OF COURTS	77769	4/20/2023	REPORT #23-0616	100-0000-201.03-00	285.00	REPORT #23-0616
		4/20/2023	REPORT #23-0674	100-0000-201.03-00	150.00	REPORT #23-0674
		4/20/2023	REPORT #23-0726	100-0000-201.03-00	150.00	REPORT #23-0726
		4/20/2023	REPORT #23-0764	100-0000-201.03-00	150.00	REPORT #23-0764
		4/20/2023	REPORT #23-0781	100-0000-201.03-00	150.00	REPORT #23-0781
			<b>Total for check: 77769</b>		<b>885.00</b>	
WINNEBAGO COUNTY TREASURER	77770	4/20/2023	24944	100-0304-562.21-08	30.00	RECORDING FEE OAK STREET DISCONTINUANCE OF RO
		4/20/2023	LF131983	100-1016-543.25-01	17,433.22	D/H SIGNING MUNIS TRASH
				100-1017-543.25-01	4,330.62	D/H SIGNING MUNIS TRASH
				266-1027-543.25-01	461.85	D/H SIGNING MUNIS SSR
			<b>Total for check: 77770</b>		<b>22,255.69</b>	
WISCONSIN DEPT OF JUSTICE	77771	4/20/2023	G3228	100-0202-512.21-06	20.00	CAREGIVER
				100-0601-551.21-06	10.00	CAREGIVER
		4/20/2023	L7101T	100-0801-521.21-06	63.00	TIME/FINGERPRINT
			<b>Total for check: 77771</b>		<b>93.00</b>	
WISCONSIN DEPT OF TRANSPORTATION	77772	4/20/2023	395-0000300595	493-1019-552.82-02	7,626.45	RACINE ST BRIDGE AESTHETIC AMENITIES
			<b>Total for check: 77772</b>		<b>7,626.45</b>	
WISCONSIN DOCUMENT IMAGING	77773	4/20/2023	207207	743-0403-513.29-01	1,197.29	PRINTER/COPIER USAGE 3/17-4/16
			<b>Total for check: 77773</b>		<b>1,197.29</b>	
WISCONSIN SUPPORT COLLECTIONS	77774	4/20/2023	20230420	100-0000-202.03-00	108.17	PAYROLL SUMMARY
			<b>Total for check: 77774</b>		<b>108.17</b>	

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WPPI ENERGY	77775	4/20/2023	INV19059	310-0409-571.61-01	494.50	APR STREET LIGHT PROJECT
					1,010.30	APR LED STREETLIGHT
				731-1022-541.82-01	1,176.09	APR SOLAR PV
			<b>Total for check: 77775</b>		<b>2,680.89</b>	
					<b>113,336.73</b>	

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ACCURATE	77776	4/27/2023	2304098	731-1022-541.30-18	11.97	RTV CLEAR SILICONE
		4/27/2023	2304369	731-1022-541.38-03	157.84	PARTS
	Total for check: 77776				169.81	
ADVANCE CONSTRUCTION INC	77777	4/27/2023	2023-01	625-0000-194.00-00	326,430.49	BRIN UNDERGROUND STORM WATER
				625-0000-201.04-00	11,637.86	BRIN UNDERGROUND STORM WATER
	Total for check: 77777				338,068.35	
AMAZON CAPITAL SERVICES	77778	4/27/2023	1CXW-FVQT-43QM	100-0903-531.30-18	18.80	FILE FOLDERS
				100-0905-531.30-18	18.44	SWEEPER MOPS
	4/27/2023	1MHX-GGTP-1P4H	100-0801-521.30-15	138.59	ADJUSTABLE STANDING DESK CONVERTER	
	4/27/2023	1NCH-CV1F-3F49	100-0801-521.30-10	54.48	WIRELESS KEYBOARD	
	Total for check: 77778				230.31	
CITY OF APPLETON	77779	4/27/2023	11354	100-0302-542.25-01	20,612.00	JANUARY TRANSIT SVCS
		4/27/2023	11355	100-0302-542.25-01	20,612.00	FEBRUARY TRANSIT SVCS
		4/27/2023	11356	100-0302-542.25-01	20,612.00	MARCH TRANSIT SVCS
		4/27/2023	11398	100-0918-531.21-06	500.00	EMERGENCY PREPAREDNESS CONTRACT APRIL 2023
	Total for check: 77779				62,336.00	
BADGER LABORATORIES INC	77780	4/27/2023	23-004962	601-1020-543.21-02	1,315.35	WASTE WATER TESTING INTERTAPE POLYMER
		4/27/2023	23-004963	601-1020-543.21-02	1,115.35	WASTE WATER TESTING GUNDERSONS G2
	Total for check: 77780				2,430.70	
BOBCAT PLUS	77781	4/27/2023	1A18097	731-1022-541.38-03	(264.20)	ROD TIE/BUSHING/ARM CREDIT
		4/27/2023	1A18219	731-1022-541.38-03	362.92	FILTERS
		4/27/2023	IG50709	731-1022-541.38-03	14.40	BOLT/NUT
	Total for check: 77781				113.12	
BROCK WHITE COMPANY LLC	77782	4/27/2023	15819277-00	100-1003-541.30-18	763.00	EPOXY SMOOTH DOWEL

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BROCK WHITE COMPANY LLC...	77782...	4/27/2023...	15819277-00...	625-1010-541.30-18	66.65	MORTAR
			Total for check: 77782		829.65	
CELLCOM	77783	4/27/2023	734304	100-0201-512.22-01	31.21	CELL PHONE BILL ATTORNEY
				100-0301-523.22-01	31.21	CELL PHONE BILL BUILDING INSPECTOR
				100-0304-562.22-01	62.42	CELL PHONE BILL COMM DEV
				100-0601-551.22-01	21.22	CELL PHONE BILL BUILDING SERVICES
					40.14	CELL PHONE BILL LIBRARY
				100-0702-552.22-01	122.30	CELL PHONE BILL PARK LOCATIONS
				100-0703-553.22-01	12.48	CELL PHONE BILL BUILDING SERVICES
					180.57	CELL PHONE BILL PARKS
				100-0801-521.22-01	14.36	CELL PHONE BILL BUILDING SERVICES
					1,142.91	CELL PHONE BILL POLICE
				100-0811-521.22-01	31.21	CELL PHONE BILL CODE ENFORCEMENT
				100-0904-531.22-01	31.21	CELL PHONE BILL ENVIRONMENTAL HEALTH
				100-0919-531.22-01	257.02	CELL PHONE BILL HEALTH
				100-1001-514.22-01	14.36	CELL PHONE BILL BUILDING SERVICES
				100-1002-541.22-01	161.95	CELL PHONE BILL ENGINEERING
				100-1008-541.22-01	8.91	CELL PHONE BILL STREET SIGNS
				100-1019-552.22-01	9.60	CELL PHONE BILL BRIDGES
				601-1020-543.22-01	4.13	CELL PHONE BILL CONFINED SPACES
					4.85	CELL PHONE BILL SEWER TRUCK
				625-1002-541.22-01	53.98	CELL PHONE BILL ENGINEERING
				731-1022-541.22-01	124.84	CELL PHONE BILL CITY GARAGE
				743-0403-513.22-01	62.42	CELL PHONE BILL IT
				743-0403-513.24-04	1,704.00	CRADLEPOINT SUPPORT POLICE
			Total for check: 77783		4,127.30	
CLIFTONLARSONALLEN LLP	77784	4/27/2023	3650098	100-0000-122.02-00	3,000.00	2022 AUDIT PROGRESS BILLING
				100-0401-513.21-03	7,000.00	2022 AUDIT PROGRESS BILLING
				100-0601-551.21-03	750.00	2022 AUDIT PROGRESS BILLING
				601-0401-513.21-03	1,450.00	2022 AUDIT PROGRESS BILLING



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CLIFTONLARSONALLEN LLP...	77784...	4/27/2023...	3650098...	625-0401-513.21-03	1,450.00	2022 AUDIT PROGRESS BILLING
			Total for check: 77784		13,650.00	
ECS MIDWEST LLC	77785	4/27/2023	1056340	625-1002-541.21-02	1,145.35	BRIN UNDERGROUND STORM STORAGE
			Total for check: 77785		1,145.35	
ELAN FINANCIAL SERVICES	77792	4/27/2023	0006	100-0601-551.30-16	29.99	ADOBE SUBSCRIPTION FEE
		4/27/2023	0010	100-0703-553.30-18	48.27	LIGHT TIMER PARK
		4/27/2023	0049	100-0601-551.30-14	29.85	PROGRAM SUPPLIES
		4/27/2023	0070	100-0801-521.30-18	515.00	POLICE CHALLENGE COINS PD
		4/27/2023	0184	100-0903-531.30-18	27.65	TRANSLATION (SWAHILI) HEALTH DEPT
		4/27/2023	0190	100-0811-521.34-03	308.58	CES LODGING/TRAINING
		4/27/2023	0222	100-0903-531.30-18	15.80	TRANSLATION (SWAHILI) HEALTH DEPT
		4/27/2023	0232	100-0702-552.30-18	2.99	P&R STEM FOR TOTS
			100-0920-531.30-18	4.99	MSC CARD MAKING	
		4/27/2023	0271	100-0801-521.80-05	30.00	WOW NUTRITION PD
		4/27/2023	0290	100-0702-552.30-18	26.62	REC SUPPLIES
			100-0920-531.30-18	77.15	SENIOR CENTER SUPPLIES SR CTR	
		4/27/2023	0405	100-0903-531.30-18	19.75	TRANSLATION (SWAHILI) HEALTH DEPT
		4/27/2023	0486	100-0601-551.30-16	9.44	BEVERAGES FOR PROGRAM
		4/27/2023	0502	100-0903-531.32-01	160.00	NASN MEMBERSHIP HEALTH DEPT
		4/27/2023	0634	100-0801-521.29-04	15.33	ETHERNET CABLE PD
		4/27/2023	0930	100-0601-551.30-14	70.00	NEWSPAPER SUBSCRIPTION
		4/27/2023	1273	100-0903-531.30-18	47.40	TRANSLATION (PUNJABI) HEALTH DEPT
		4/27/2023	1325	100-0903-531.30-18	27.65	TRANSLATION (SWAHILI) HEALTH DEPT
		4/27/2023	1350	100-0903-531.34-02	400.00	WISCONSIN NURSES ASSOC CONFERENCE HEALTH DEI
		4/27/2023	1396	100-0801-521.32-01	5.00	FAA DRONE ZONE REGISTRATION PD
		4/27/2023	1658	100-0202-512.30-21	62.91	FOOD WELLNESS DAY
		4/27/2023	1708	100-0903-531.30-18	15.80	TRANSLATION (SWAHILI) HEALTH DEPT
		4/27/2023	1875	100-0903-531.30-18	67.15	TRANSLATION (PUNJABI) HEALTH DEPT
		4/27/2023	2073	100-0801-521.32-01	20.00	WAI MEMBERSHIP PD
		4/27/2023	2455	100-0801-521.32-01	79.60	MONTHLY TOOL INV (MAR) PD
		4/27/2023	2612	731-1022-541.30-18	716.26	TOOLS - SHOP

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ELAN FINANCIAL SERVICES...	77792...	4/27/2023	2748	100-0702-552.30-18	27.10	REC SUPPLIES
				826-0702-552.30-18	60.82	CONCESSIONS
				827-0920-531.30-18	90.54	MSC SUPPLIES
		4/27/2023	2756	100-0601-551.30-16	45.20	LUNCH FOR PROGRAM
		4/27/2023	3067	100-0703-553.30-18	107.67	HART PARK RAMPS
		4/27/2023	3074	100-0601-551.30-12	52.49	SUBSCRIPTION FEE
		4/27/2023	3242	100-0601-551.30-12	377.87	ADOBE CLOUD SUBSCRIPTION
		4/27/2023	3298	100-0601-551.30-16	50.00	GIFT CARD FOR VOLUNTEER OF YEAR
		4/27/2023	3403	100-0204-512.24-01	105.99	I VOTED STICKERS
		4/27/2023	3421	100-0801-521.32-01	73.95	NOTARY BOND PD
		4/27/2023	3563	100-0204-512.24-01	34.85	SECURITY SEALS FOR VOTINGEQUIPMENT
		4/27/2023	3723	100-0601-551.30-12	15.74	SUBSCRIPTION FEE
		4/27/2023	3839	100-0601-551.30-16	18.81	FACEBOOK ADS
		4/27/2023	4116	100-0601-551.30-16	17.97	PROGRAM SUPPLIES
		4/27/2023	4125	100-0903-531.30-18	71.10	TRANSLATION (KINYARWANDA)HEALTH DEPT
		4/27/2023	4131	100-0903-531.34-02	450.00	WISCONSIN NURSES ASSOC CONFERENCE HEALTH DE
		4/27/2023	4139	100-0920-531.30-18	(16.80)	RETURN MSC STEPPING STONE
		4/27/2023	4215	100-0801-521.34-03	190.00	TRAINING LODGING PD
		4/27/2023	4256	100-0801-521.34-03	190.00	TRAINING LODGING PD
		4/27/2023	4432	100-0601-551.30-14	600.00	MOBILE HOT SPOTS
		4/27/2023	4663	100-0903-531.32-01	160.00	NASN MEMBERSHIP HEALTH DEPT
		4/27/2023	4664	100-0202-512.30-21	20.00	GIFT CARDS WELLNESS DAY
		4/27/2023	4691	100-0903-531.30-18	19.75	TRANSLATION (SWAHILI) HEALTH DEPT
		4/27/2023	4720	100-0903-531.34-02	450.00	WISCONSIN NURSES ASSOC CONFERENCE HEALTH DEI
		4/27/2023	4971	100-0903-531.30-18	27.65	TRANSLATION (PUNJABI) HEALTH DEPT
		4/27/2023	4976	100-0920-531.30-18	14.25	MSC B4YB
		4/27/2023	5033	100-0402-513.34-04	50.00	BOARD OF REVIEW TRAINING MATERIALS
		4/27/2023	5122	100-0601-551.20-01	232.32	CHILDRENS' PROGRAM NEW ZOO
		4/27/2023	5283	100-0903-531.30-18	27.65	TRANSLATION (PUNJABI) HEALTH DEPT
		4/27/2023	5747	100-0702-552.30-18	17.99	P&R STEM FOR TOTS
		4/27/2023	5795	100-0601-551.30-16	100.67	PROGRAM FEE
		4/27/2023	5808	100-0801-521.30-11	11.98	POSTAGE PD
		4/27/2023	5810	100-0601-551.30-11	36.02	POSTAGE/INTERLIBRARY LOAN
		4/27/2023	5910	100-0703-553.30-18	868.00	FLAG CAPS

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ELAN FINANCIAL SERVICES...	77792...	4/27/2023	5924	100-0702-552.30-18	10.98	CANDY FOR HIRING FAIR P&R
				100-0920-531.30-18	21.88	CREAMER MSC
		4/27/2023	5947	100-0702-552.30-18	226.10	BE ACTIVE PROGRAM SHIRTS
		4/27/2023	6128	100-0801-521.80-05	57.74	YOUTUBE TV MEMBERSHIP PD
		4/27/2023	6464	100-0801-521.32-01	20.00	NOTARY BOND PD
		4/27/2023	6795	100-0703-553.30-18	53.97	LIGHT TIMER PARK
		4/27/2023	6816	100-0903-531.34-02	39.90	BLS INSTRUCTOR ESSENTIALSCOURSE HEALTH DEPT
		4/27/2023	6916	100-0601-551.30-14	379.94	GAMES
		4/27/2023	6949	100-0920-531.30-18	65.50	SENIOR CENTER BINGO PRIZES
		4/27/2023	7134	100-0903-531.32-01	160.00	NASN MEMBERSHIP HEALTH DEPT
		4/27/2023	7176	100-0920-531.30-18	16.80	MSC STEPPING STONE
		4/27/2023	7274	100-0903-531.30-18	15.80	TRANSLATION (SWAHILI) HEALTH DEPT
		4/27/2023	7291	100-0903-531.30-18	11.85	TRANSLATION (SWAHILI) HEALTH DEPT
		4/27/2023	7384	100-0704-552.34-03	149.00	AFO CLASS
		4/27/2023	7461	100-0704-552.34-03	(67.00)	CREDIT COBBLESTONE HARTFORD
		4/27/2023	7623	100-0601-551.30-16	105.06	FACEBOOK ADS
		4/27/2023	8093	100-0903-531.30-18	110.60	TRANSLATION (PUNJABI) HEALTH DEPT
		4/27/2023	8198	100-0903-531.30-18	11.85	TRANSLATION (PUNJABI) HEALTH DEPT
		4/27/2023	8394	100-0601-551.34-02	132.63	WAPL CONFERENCE REGISTRATION
		4/27/2023	8402	100-0601-551.32-01	300.00	WLA MEMBER FEE
		4/27/2023	8494	100-0601-551.30-16	27.14	PROGRAM SUPPLIES
		4/27/2023	8509	100-0601-551.30-16	17.90	PROGRAM SUPPLIES
		4/27/2023	8589	100-0601-551.30-16	8.25	FLICKR MONTHLY FEE
		4/27/2023	8704	100-0903-531.30-18	27.65	TRANSLATION (PUNJABI) HEALTH DEPT
		4/27/2023	8711	100-0903-531.32-01	160.00	NASN MEMBERSHIP HEALTH DEPT
		4/27/2023	8900	100-0601-551.30-11	145.35	NEWSLETTER/ROLL STAMPS
		4/27/2023	9104	100-0601-551.30-16	30.93	PROGRAM SUPPLIES
		4/27/2023	9272	100-0601-551.30-14	40.00	NEWSPAPER SUBSCRIPTION
		4/27/2023	9284	100-0702-552.30-18	195.00	P&R BUBBLES
		4/27/2023	9408	100-0903-531.30-18	35.55	TRANSLATION (SWAHILI) HEALTH DEPT
		4/27/2023	9567	100-0601-551.32-01	185.06	WLA MEMBER FEE
		4/27/2023	9575	100-0601-551.34-02	230.00	WAPL CONFERENCE REGISTRATION
		4/27/2023	9609	100-0202-512.30-21	20.00	GIFT CARDS WELLNESS DAY

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ELAN FINANCIAL SERVICES...	77792...	4/27/2023	9634	100-0901-515.30-18	141.99	ELECTRICAL HAZARDS AWARENESS COURSE 1/2 CVN
			<b>Total for check: 77792</b>		<b>10,520.18</b>	
ENVISIONINK PRINTING SOLUTIONS	77793	4/27/2023	231506	100-0703-553.29-01	183.00	2023 BOAT LAUNCH REGISTRATION FORM
		4/27/2023	231507	207-0707-552.29-01	95.00	KEY SIGN OUT CARD MARINA
		4/27/2023	231538	100-0704-552.29-01	85.00	POOL PASS REGISTRATION
			<b>Total for check: 77793</b>		<b>363.00</b>	
EVERGREEN POWER	77794	4/27/2023	18688	100-0703-553.30-15	458.95	TORO 22" RECYCLER
			<b>Total for check: 77794</b>		<b>458.95</b>	
FACTORY MOTOR PARTS CO	77795	4/27/2023	18-2125002	731-1022-541.38-03	17.19	FILTER
		4/27/2023	18-2126635	731-1022-541.38-03	68.13	DEXRON VI AUTOM
		4/27/2023	18-2127890	731-1022-541.38-03	159.67	FILTERS
		4/27/2023	18-2128315	731-1022-541.38-04	214.32	TRANS FLUID
		4/27/2023	18-Z27516	731-1022-541.30-18	8.88	AA BATTERY PACK
		4/27/2023	48-762423	731-1022-541.38-03	198.24	MERCON V
		4/27/2023	50-4471795	731-1022-541.38-03	274.12	FOX RVDRUMS
			<b>Total for check: 77795</b>		<b>940.55</b>	
FAULKS BROS CONSTRUCTION INC	77796	4/27/2023	382930	100-0703-553.30-18	846.63	RED TREAD TRACK MIX
			<b>Total for check: 77796</b>		<b>846.63</b>	
GARROW OIL CORP	77797	4/27/2023	1079752	100-0000-131.00-00	22,593.40	DIESEL FUEL
			<b>Total for check: 77797</b>		<b>22,593.40</b>	
GARROW OIL MARKETING	77798	4/27/2023	389530	100-0000-131.00-00	10,314.70	NL FUEL
			<b>Total for check: 77798</b>		<b>10,314.70</b>	



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GILLUND ENTERPRISES	77799	4/27/2023	891349	731-1022-541.30-18	548.00	CHAIN LUBE
			Total for check: 77799		548.00	
GREAT BIG GRAPHICS LLC	77800	4/27/2023	10953	100-0201-512.30-10	53.86	BUSINESS CARDS
				100-0202-512.29-01	82.47	BUSINESS CARDS HR
				100-0203-512.30-10	53.87	BUSINESS CARDS
				100-0304-562.30-10	213.72	BUSINESS CARDS COMM DEV
				100-0401-513.29-01	64.86	BUSINESS CARDS IT & FINANCE
				100-0405-513.30-10	37.80	BUSINESS CARDS
				100-0702-552.29-01	69.41	BUSINESS CARDS PARK AND REC
				100-0801-521.29-01	1,265.72	BUSINESS CARDS PD
				100-0903-531.29-01	239.97	BUSINESS CARDS HEALTH
				100-0904-531.30-10	31.50	BUSINESS CARDS HEALTH
				100-0920-531.30-10	102.06	BUSINESS CARDS PARK AND REC
				100-1002-541.30-10	231.17	BUSINESS CARDS PWF
				625-1002-541.30-10	77.05	BUSINESS CARDS PWF
				731-1022-541.24-01	94.50	BUSINESS CARDS PWF
				743-0403-513.29-01	64.86	BUSINESS CARDS IT & FINANCE
			Total for check: 77800		2,682.82	
GRIESBACH READY-MIX LLC	77801	4/27/2023	7137	625-1010-541.30-18	454.00	CONCRETE BILL TANA CT
			Total for check: 77801		454.00	
GUSTMAN CHEVROLET SALES INC	77802	4/27/2023	62435	731-1022-541.38-03	5,800.00	PARTS/CORE DEPOSIT
		4/27/2023	62436	731-1022-541.38-03	39.06	SEAL/GASKET
		4/27/2023	CM62435	731-1022-541.38-03	(2,000.00)	RETURN CORE
			Total for check: 77802		3,839.06	
DONALD HIETPAS & SONS INC	77803	4/27/2023	MCM 09-22-00335	601-0000-194.00-00	90,466.25	2023 SANITARY SEWER & WATER MAIN RECONSTRUCTI

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DONALD HIETPAS & SONS INC...	77803...	4/27/2023...	MCM 09-22-00335...	601-0000-201.04-00	(4,523.31)	2023 SANITARY SEWER & WATER MAIN RECONSTRUCTI
			<b>Total for check: 77803</b>		<b>85,942.94</b>	
ITADLOGIC	77804	4/27/2023	6160	743-0403-513.30-12	41.20	MONITOR & HARDDRIVE DISPOSAL
			<b>Total for check: 77804</b>		<b>41.20</b>	
JX ENTERPRISES INC	77805	4/27/2023	14251178P	731-1022-541.38-03	(177.48)	CREDIT/RETURN SENSOR
		4/27/2023	1454432S	731-1022-541.38-03	614.13	REPAIR PRESSURE SENSOR PETERBUILT 340
			<b>Total for check: 77805</b>		<b>436.65</b>	
KCB SUPPLY INC	77806	4/27/2023	6329	100-0801-521.24-03	177.00	LOCKER PARTS
			<b>Total for check: 77806</b>		<b>177.00</b>	
KL ENGINEERING INC	77807	4/27/2023	20230255	100-1008-541.21-02	1,973.00	5TH 114, RIVER ST SIGNAL REHABILITATION
			<b>Total for check: 77807</b>		<b>1,973.00</b>	
KLINK HYDRAULICS LLC	77808	4/27/2023	28811	731-1022-541.38-03	20.40	PARTS
			<b>Total for check: 77808</b>		<b>20.40</b>	
KRIETE TRUCK CENTER	77809	4/27/2023	X105042377:01	731-1022-541.38-03	108.16	FILTER
			<b>Total for check: 77809</b>		<b>108.16</b>	
LECLARE FARMS	77810	4/27/2023	DEPOSIT #1	100-0000-201.14-00	125.00	TWO RIVERS BUS TRIP #1 DEPOSIT
			<b>Total for check: 77810</b>		<b>125.00</b>	
LEVENHAGEN OIL CORPORATION	77811	4/27/2023	077073A-IN	731-1022-541.30-18	373.20	MOLY ULTRA RED 2
			<b>Total for check: 77811</b>		<b>373.20</b>	

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MACQUEEN EQUIPMENT	77812	4/27/2023	P28759	731-1022-541.38-03	179.53	PARTS
		4/27/2023	P28782	731-1022-541.38-03	89.08	PARTS
	<b>Total for check: 77812</b>				<b>268.61</b>	
MATTHEWS TIRE & SERVICE CENTER	77813	4/27/2023	87005	731-1022-541.38-02	340.65	TIRES/RADIAL TRUCK CASING
		4/27/2023	87030	731-1022-541.38-03	88.00	SPORT TRAIL TIRE
	<b>Total for check: 77813</b>				<b>428.65</b>	
MONROE TRUCK EQUIPMENT INC	77814	4/27/2023	848227	731-1022-541.38-03	366.99	PARTS
			<b>Total for check: 77814</b>		<b>366.99</b>	
MORTON SAFETY	77815	4/27/2023	222475	100-0901-515.30-18	244.95	HEADSET 1/2 CVMIC
			<b>Total for check: 77815</b>		<b>244.95</b>	
N&M AUTO SUPPLY	77816	4/27/2023	789294	731-1022-541.38-03	13.68	BELT
		4/27/2023	789375	731-1022-541.38-03	23.14	OIL & GREASE SEALS
	<b>Total for check: 77816</b>				<b>36.82</b>	
CITY OF NEENAH	77817	4/27/2023	NM FIRE	100-0501-522.25-01	8,008.43	NM FIRE 2020 OPERATING DEFICIT
					44,406.01	NM FIRE 2021 OPERATING DEFICIT
		4/27/2023	NM FIRE RESCUE	100-0501-522.25-01	315,976.00	APR FIRE/RESCUE SVCS
	<b>Total for check: 77817</b>				<b>368,390.44</b>	
PACKER CITY INTL TRUCKS INC	77818	4/27/2023	X103126586:02	731-1022-541.38-03	48.29	FILTERS
		4/27/2023	X103126586:03	731-1022-541.38-03	35.24	FILTERS
		4/27/2023	X103126777:02	731-1022-541.38-03	25.70	FILTERS
		4/27/2023	X103126963:01	731-1022-541.38-03	131.43	FILTERS/CELLULOSE SPIN-ON
		4/27/2023	X103126963:02	731-1022-541.38-03	33.29	FILTER
		<b>Total for check: 77818</b>				<b>273.95</b>

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PHEIFERS CUSTOM HOMES LLC	77819	4/27/2023	CU2022-18	204-0308-562.70-01	5,000.00	CU2022-18 405 THIRD ST
			<b>Total for check: 77819</b>		<b>5,000.00</b>	
PREFORM CONCRETE LLC	77820	4/27/2023	34128	625-1010-541.30-18	1,550.09	RISERS/PALLETS
			<b>Total for check: 77820</b>		<b>1,550.09</b>	
PSYCHOLOGIE CLINIQUE SC	77821	4/27/2023	EVAL 4/19/23	100-0801-521.21-05	575.00	PSYCH EVAL PD
			<b>Total for check: 77821</b>		<b>575.00</b>	
THEDACARE AT WORK	77822	4/27/2023	339006	100-0202-512.21-06	242.00	LAB WORK
			<b>Total for check: 77822</b>		<b>242.00</b>	
TRUCK COUNTRY OF WISCONSIN	77823	4/27/2023	X202743691:01	731-1022-541.38-03	128.93	MIRROR
			<b>Total for check: 77823</b>		<b>128.93</b>	
UNIFORM SHOPPE	77824	4/27/2023	097 0368912	731-1022-541.20-01	261.54	LAUNDRY SERVICE
			<b>Total for check: 77824</b>		<b>261.54</b>	
UNIVERSITY OF WISCONSIN OSHKOSH	77825	4/27/2023	22267	100-0405-513.21-08	262.50	DEC 22 MEETING VIDEOTAPING
					280.00	JANUARY 2023 MEETING VIDEOTAPING
					420.00	FEBRUARY 2023 MEETING VIDEOTAPING
					437.50	MARCH 2023 MEETING VIDEOTAPING
			<b>Total for check: 77825</b>		<b>1,400.00</b>	
ALLEN VAN LINN	77826	4/27/2023	236 KAUKAUNA ST	100-0000-441.13-00	54.00	REPLACE LARGER CAN WITH SMALLER CAN
			<b>Total for check: 77826</b>		<b>54.00</b>	



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WASTEBUILT	77827	4/27/2023	3781179	731-1022-541.38-03	85.40	SHORT ROLLER ARM
			<b>Total for check: 77827</b>		<b>85.40</b>	
WE ENERGIES	77828	4/27/2023	4548843505	100-0703-553.22-03	10.56	GAS 3/15-4/16 2170 PLANK ROAD
			<b>Total for check: 77828</b>		<b>10.56</b>	
WINNEBAGO COUNTY CLERK OF COURTS	77829	4/27/2023	REPORT #23-0846	100-0000-201.03-00	150.00	REPORT #23-0846
		4/27/2023	REPORT #23-0896	100-0000-201.03-00	1,000.00	REPORT #23-0896
			<b>Total for check: 77829</b>		<b>1,150.00</b>	
WINNEBAGO COUNTY TREASURER	77830	4/27/2023	25021	470-1003-541.82-02	779.15	CTH P/VALLEY ROAD ENGINEERING SVCS/DESIGN
			<b>Total for check: 77830</b>		<b>779.15</b>	
WISCONSIN DEPT OF JUSTICE-TIME	77831	4/27/2023	455TIME-0014461	100-0801-521.22-01	575.25	TIME ACCESS QTRLY CHG
			<b>Total for check: 77831</b>		<b>575.25</b>	
WISCONSIN DEPT OF TRANSPORTATION	77832	4/27/2023	395-0000300414	100-1003-541.30-18	0.05	USH 10/STH 411 PROJECT DOT ACCOUNT CONSOLIDATI
			<b>Total for check: 77832</b>		<b>0.05</b>	
					<b>947,681.81</b>	



To: Menasha Common Council

From: Valerie Neuman, Deputy City Clerk

RE: Beverage Operator License (Bartender) Applicants

Date: 4/26/2023

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

Kyria Jo Navarre



April 26, 2023

Kyria Jo Rose Navarre

Re: City of Menasha Alcohol Operators Application Renewal

Dear Kyria Jo Rose Navarre

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

09/06/2021 11-5-2(a) Procure/Sell alcohol to underage person – Guilty MPD 21-2165  
01/19/2022 11-2-8(a) Disorderly Conduct- Guilty MPD 22-0132

The listed offenses are substantially related to the license for which you have applied for. Under the City of Menasha Policy Guideline #3 for Operators Licenses, you do not qualify for an Operator License as you have been convicted of two or more offenses. The incidents you have been convicted of and your disregard for following the law, as demonstrated by your past convictions, substantially relate to the license for which you have applied. Individuals granted an operator's license must act in cooperation with law enforcement to enforce the alcohol beverage laws; drunk driving laws, and maintaining the safety of the community.

The Police Department is recommending to the Common Council that they deny your application for an Alcohol Operator License Renewal within the City of Menasha. The recommendation will be given to the Common Council at their next meeting on Monday May 1<sup>st</sup> at 6:00 PM, or shortly thereafter. Should you wish to provide comment to the Common Council on your application, you may do so during the public participation portion of the meeting.

Sincerely,

Lt. Peter Sawyer  
Lieutenant of Investigations  
City of Menasha Police Department



## City of Menasha Alcohol Operators License

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

Last Name <i>Navarre</i>		First Name <i>Kyra Jo</i>		Middle Name <i>Rose</i>	Previous Name(s)
Street Address		City		State	Zip Code
Date of Birth	Age	Birthplace		Gender	Race
Height	Weight	Eye Color	Hair Color	Primary Phone Number	
Driver License or State ID No.				Expiration Date	State of Issuance
Scars, marks, tattoos, etc. (Visible Only) <i>Left forearm tattoo</i>					<b>If Approved, I would like to:</b> <input type="checkbox"/> Pick-Up License at City Hall <input checked="" type="checkbox"/> Mail License and send it to: <input checked="" type="checkbox"/> Home OR <input type="checkbox"/> Business
Name of Establishment where license will be used at: <i>City Limits Bar &amp; Grill</i>					

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

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

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

Signature *Kyra Navarre*

Date *4/17/23*

For Office Use Only	
<input type="checkbox"/> New License (\$50) <input checked="" type="checkbox"/> Renewal (\$50) <i>PVD</i> <input type="checkbox"/> Provisional (\$15) <input type="checkbox"/> Temporary (\$25)  <input type="checkbox"/> Approved <input type="checkbox"/> Denied	<b>Applicant meets guidelines for issuance of Beverage Operator's License</b> <input checked="" type="checkbox"/> Taken Responsible Server Training OR has held a license in the past 2 years <input type="checkbox"/> Copy provided or <input checked="" type="checkbox"/> Viewed in-person <i>prov app</i> <input checked="" type="checkbox"/> Copy of driver license provided <input checked="" type="checkbox"/> Payment Received <input type="checkbox"/> Completed and passed police background check • Date of Approval E-mail <i>Denial/Deferral 4/26/23</i>
Clerk/Deputy Clerk Signature	Date

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

(1) Number 3

I got an OWI January of 2019

(2) Number 4 when I received my OWI

(3) Number 3 I failed the sting at my work. I checked the I.D but thought the year on his I.D was correct. I've made sure to be very thorough and aware of the correct date since.

(4) Number 7 when I received my OWI.

(5)

(6)

(7)



# CITY OF MENASHA POLICY GUIDELINES FOR OPERATOR LICENSES

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



## MEMORANDUM

Date: May 1, 2023  
To: Common Council  
From: Community Development Department/SS  
RE: **Listing Contract – 205 Mathewson Street**

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In the fall of 2019, the City of Menasha purchased the property at 205 Mathewson Street from Winnebago County and demolished the dilapidated single family home. At that time, the City was working with several interested parties including the neighbor interested in remodeling and keeping it as a rental, the Neenah-Menasha Water Sewage Commission interested in future expansion, and Habitat for Humanity interested in a future habitat home. Unfortunately, the location abutting the treatment plant and the unknown of the future development in addition to the future value of the home compared to the neighborhood, are some of the reasons the property did not sell.

On March 15, 2021, the Council approved a listing contract for 205 Mathewson Street with Assist 2 Sell with a listing price of \$20,000. This listing contract was extended in 2022 through March 31, 2023. In conversations with the listing agent, they felt perhaps the lot could get more traction listing with another firm.

Attached is a draft listing contract with Kyle Kehoe working with One Realty Group to list 205 Mathewson Street. While this lot has its own challenges, Mr. Kehoe, was able to stir a few offers in a short period of time on two other lots the City owned over the past few months.

The proposed listing includes a listing price of \$22,900 and the following restriction:

1. Buyer shall execute a land purchase and development agreement with the City of Menasha at or before closing:
  - a. Buyer agrees to construct a single family home within 18 months from the date of closing demonstrated by the issuance of building permits and the substantial commencement of construction.
  - b. Buyer, and all subsequent owners shall not sell the property to the Neenah Menasha Sewerage Commission or affiliates without prior written consent from the City of Menasha
2. Deed Restrictions
  - a. Grantee guarantees Grantor that if the Property becomes tax exempt, the Property Owner shall make an annual payment in lieu of taxes (PILOT) to the City of Menasha, in an amount equal to the value of the property multiplied by the tax rate.



- b. City shall have a right of reversion if building permits and substantial construction have not commenced within 18 months from the date of closing.
- 3. City will not make any representations or provide gap coverage
- 4. Listing Exclusions: Neenah Menasha Sewerage Commission

**Staff recommends the Common Council approve a one year listing contract for 205 Mathewson Street as presented with Kyle Kehoe at a list price of \$22,900 with the attached addendum 1.**

**WB-3 VACANT LAND LISTING CONTRACT - EXCLUSIVE RIGHT TO SELL**

1 **SELLER GIVES THE FIRM THE EXCLUSIVE RIGHT TO SELL THE PROPERTY ON THE FOLLOWING TERMS:**

2 ■ **PROPERTY DESCRIPTION:** Street address is: 205 Mathewson St  
3 in Section \_\_\_\_\_ in the City of Menasha, County of Winnebago,  
4 Wisconsin. Insert additional description, if any, at lines 313-317 or attach as an addendum per lines 318-319.

5 ■ **INCLUDED IN LIST PRICE:** Seller is including in the list price the Property, Fixtures not excluded on lines 8-9, and  
6 the following items: \_\_\_\_\_  
7 \_\_\_\_\_

8 ■ **NOT INCLUDED IN LIST PRICE:** \_\_\_\_\_  
9 \_\_\_\_\_

10 **CAUTION: Identify Fixtures to be excluded by Seller or which are rented and will continue to be owned by the**  
11 **lessor. (See lines 239-244).**

12 ■ **LIST PRICE:** Twenty-Two Thousand, Nine Hundred Dollars (\$ 22,900.00 ).

13 ■ **GOVERNMENTAL AND CONSERVATION PROGRAMS:** Seller represents that all or some of the Property is  
14 enrolled in the following governmental conservation, farmland, environmental, land use or use restricting programs,  
15 agreements or conservation easements, (county, state or federal): \_\_\_\_\_  
16 \_\_\_\_\_

17 ■ **USE VALUE ASSESSMENT:** Seller represents that ~~(all or some of the Property)~~ (none of the Property) STRIKE ONE  
18 has been assessed as agricultural property under use value law.

19 ■ **SPECIAL ASSESSMENTS:** Seller represents that the Property is subject to the following special assessments:  
20 \_\_\_\_\_

21 ■ **SPECIAL ZONING, LAND USE OR DEVELOPMENT RESTRICTIONS:** Seller represents that the Property is subject  
22 to the following special zoning, land use, development restrictions or other conditions affecting the Property:  
23 \_\_\_\_\_

24 ■ **RIGHT OF FIRST REFUSAL:** There (is) (is not) STRIKE ONE a right of first refusal on part or all of the Property.

25 ■ **ZONING:** Seller represents that the property is zoned: Residential R-1

26 ■ **UTILITY CONNECTIONS:** Seller represents that the locations of the following utility connections are as follows:  
27 (e.g. at the lot line, on the property, across the street, unknown, unavailable, etc.): electricity in right of way  
28 \_\_\_\_\_; gas in right of way; municipal sewer in right of Way;  
29 municipal water \_\_\_\_\_; telephone \_\_\_\_\_;  
30 cable \_\_\_\_\_; other \_\_\_\_\_

31 **MARKETING** Seller authorizes and the Firm and its agents agree to use reasonable efforts to market the Property.  
32 Seller agrees that the Firm and its agents may market Seller's personal property identified on lines 5-7 during the term  
33 of this Listing. The marketing may include: \_\_\_\_\_

34 \_\_\_\_\_ The Firm and its agents may advertise the following  
35 special financing and incentives offered by Seller: \_\_\_\_\_

36 \_\_\_\_\_ Seller has a duty to cooperate with the marketing efforts of the Firm and its agents. See  
37 lines 174-180 regarding the Firm's role as marketing agent and Seller's duty to notify the Firm of any potential buyer  
38 known to Seller. Seller agrees that the Firm and its agents may market other properties during the term of this Listing.

39 **CAUTION: Limiting the Firm's cooperation with other firms may reduce the marketability of the Property.**

40 **EXCLUSIONS** All persons who may acquire an interest in the Property who are Protected Buyers under a prior listing  
41 contract are excluded from this Listing to the extent of the prior firm's legal rights, unless otherwise agreed to in writing.  
42 Within seven days of the date of this Listing, Seller agrees to deliver to the Firm a written list of all such Protected Buyers.

43 **NOTE: If Seller fails to timely deliver this list to the Firm, Seller may be liable to the Firm for damages and costs.**  
44 The following other buyers \_\_\_\_\_

45 \_\_\_\_\_ are excluded from this Listing until \_\_\_\_\_  
46 [INSERT DATE]. These other buyers are no longer excluded from this Listing after the specified date unless, on or before  
47 the specified date, Seller has either accepted a written offer from the buyer or sold the Property to the buyer.

48 **COMPENSATION TO OTHERS** The Firm offers the following commission to cooperating firms: 40% of commission  
49 received for MLS Companies. (Exceptions if any): per agreement with non-MLS Companies

50 **COMMISSION** The Firm's commission shall be 6%  
51 \_\_\_\_\_

52 ■ **EARNED:** Seller shall pay the Firm's commission, which shall be earned, if, during the term of this Listing:

- 53 1) Seller sells or accepts an offer which creates an enforceable contract for the sale of all or any part of the Property;
- 54 2) Seller grants an option to purchase all or any part of the Property which is subsequently exercised;
- 55 3) Seller exchanges or enters into a binding exchange agreement on all or any part of the Property;
- 56 4) A transaction occurs which causes an effective change in ownership or control of all or any part of the Property; or

~~5) A ready, willing and able buyer submits a bona fide written offer to Seller or the Firm for the Property at, or above, the list price and on substantially the same terms set forth in this Listing and the current WB 13 Vacant Land Offer to Purchase, even if Seller does not accept the buyer's offer. A buyer is ready, willing and able when the buyer submitting the written offer has the ability to complete the buyer's obligations under the written offer.~~

The Firm's commission shall be earned if, during the term of the Listing, one owner of the Property sells, conveys, exchanges or options, as described above, an interest in all or any part of the Property to another owner, except by divorce judgment.

■ **DUE AND PAYABLE:** Once earned, the Firm's commission is due and payable in full at the earlier of closing or the date set for closing, even if the transaction does not close, unless otherwise agreed in writing.

■ **CALCULATION:** A percentage commission shall be calculated based on the following, if earned above:

- Under 1) or 2) the total consideration between the parties in the transaction.
- Under 3) or 4) the list price if the entire Property is involved.
- Under 3) if the exchange involves less than the entire Property or under 4) if the effective change in ownership or control involves less than the entire Property, the fair market value of the portion of the Property exchanged or for which there was an effective change in ownership or control.
- Under 5) the total offered purchase price.

**NOTE: If a commission is earned for a portion of the Property it does not terminate the Listing as to any remaining Property.**

**BUYER FINANCIAL CAPABILITY** The Firm and its agents are not responsible under Wisconsin statutes or regulations to qualify a buyer's financial capability. If Seller wishes to confirm a buyer's financial capability, Seller may negotiate inclusion of a contingency for financing, proof of funds, qualification from a lender, sale of buyer's property, or other confirmation in any offer to purchase or contract.

**LIEN NOTICE** The Firm has the authority under section 779.32 of the Wisconsin Statutes to file a lien for commissions or compensation earned but not paid when due against the commercial real estate, or the interest in the commercial real estate, if any, that is the subject of this Listing. "Commercial real estate" includes all real estate except (a) real property containing 8 or fewer dwelling units, (b) real property that is zoned for residential purposes and that does not contain any buildings or structures, and (c) real property that is zoned for agricultural purposes.

#### **DISCLOSURE TO CLIENTS**

Under Wisconsin law, a brokerage firm (hereinafter firm) and its brokers and salespersons (hereinafter agents) owe certain duties to all parties to a transaction:

- (a) The duty to provide brokerage services to you fairly and honestly.
- (b) The duty to exercise reasonable skill and care in providing brokerage services to you.
- (c) The duty to provide you with accurate information about market conditions within a reasonable time if you request it, unless disclosure of the information is prohibited by law.
- (d) The duty to disclose to you in writing certain Material Adverse Facts about a property, unless disclosure of the information is prohibited by law. (See lines 245-248.)
- (e) The duty to protect your confidentiality. Unless the law requires it, the firm and its agents will not disclose your confidential information or the confidential information of other parties. (See lines 151-166.)
- (f) The duty to safeguard trust funds and other property the firm or its agents holds.
- (g) The duty, when negotiating, to present contract proposals in an objective and unbiased manner and disclose the advantages and disadvantages of the proposals.

**BECAUSE YOU HAVE ENTERED INTO AN AGENCY AGREEMENT WITH A FIRM, YOU ARE THE FIRM'S CLIENT.  
A FIRM OWES ADDITIONAL DUTIES TO YOU AS A CLIENT OF THE FIRM:**

- (a) The firm or one of its agents will provide, at your request, information and advice on real estate matters that affect your transaction, unless you release the firm from this duty.
  - (b) The firm or one of its agents must provide you with all material facts affecting the transaction, not just Adverse Facts.
  - (c) The firm and its agents will fulfill the firm's obligations under the agency agreement and fulfill your lawful requests that are within the scope of the agency agreement.
  - (d) The firm and its agents will negotiate for you, unless you release them from this duty.
  - (e) The firm and its agents will not place their interests ahead of your interests. The firm and its agents will not, unless required by law, give information or advice to other parties who are not the firm's clients, if giving the information or advice is contrary to your interests.
- If you become involved in a transaction in which another party is also the firm's client (a "multiple representation relationship"), different duties may apply.

#### **MULTIPLE REPRESENTATION RELATIONSHIPS AND DESIGNATED AGENCY**

■ A multiple representation relationship exists if a firm has an agency agreement with more than one client who is a party in the same transaction. If you and the firm's other clients in the transaction consent, the firm may provide services through designated agency, which is one type of multiple representation relationship.

116 ■ Designated agency means that different agents with the firm will negotiate on behalf of you and the other client or  
 117 clients in the transaction, and the firm's duties to you as a client will remain the same. Each agent will provide  
 118 information, opinions, and advice to the client for whom the agent is negotiating, to assist the client in the negotiations.  
 119 Each client will be able to receive information, opinions, and advice that will assist the client, even if the information,  
 120 opinions, or advice gives the client advantages in the negotiations over the firm's other clients. An agent will not reveal  
 121 any of your confidential information to another party unless required to do so by law.

122 ■ If a designated agency relationship is not authorized by you or other clients in the transaction you may still authorize  
 123 or reject a different type of multiple representation relationship in which the firm may provide brokerage services to more  
 124 than one client in a transaction but neither the firm nor any of its agents may assist any client with information, opinions,  
 125 and advice which may favor the interests of one client over any other client. Under this neutral approach, the same  
 126 agent may represent more than one client in a transaction.

127 ■ If you do not consent to a multiple representation relationship the firm will not be allowed to provide brokerage  
 128 services to more than one client in the transaction.

#### 129 CHECK ONLY ONE OF THE THREE BELOW:

130 ☒ The same firm may represent me and the other party as long as the same agent is not representing us  
 131 both. (multiple representation relationship with designated agency)

132 ☐ The same firm may represent me and the other party, but the firm must remain neutral regardless if one or  
 133 more different agents are involved. (multiple representation relationship without designated agency)

134 ☐ The same firm cannot represent both me and the other party in the same transaction. (I reject multiple  
 135 representation relationships)

136 **NOTE: All clients who are parties to this agency agreement consent to the selection checked above. You may**  
 137 **modify this selection by written notice to the firm at any time. Your firm is required to disclose to you in your**  
 138 **agency agreement the commission or fees that you may owe to your firm. If you have any questions about the**  
 139 **commission or fees that you may owe based upon the type of agency relationship you select with your firm,**  
 140 **you should ask your firm before signing the agency agreement.**

#### 141 SUBAGENCY

142 Your firm may, with your authorization in the agency agreement, engage other firms (subagent firms) to assist your firm by  
 143 providing brokerage services for your benefit. A subagent firm and the agents associated with the subagent firm will not put  
 144 their own interests ahead of your interests. A subagent firm will not, unless required by law, provide advice or opinions to  
 145 other parties if doing so is contrary to your interests.

146 **PLEASE REVIEW THIS INFORMATION CAREFULLY. An agent can answer your questions about brokerage**  
 147 **services, but if you need legal advice, tax advice, or a professional home inspection, contact an attorney, tax**  
 148 **advisor, or home inspector.**

149 This disclosure is required by section 452.135 of the Wisconsin statutes and is for information only. It is a plain language  
 150 summary of the duties owed to you under section 452.133 (2) of the Wisconsin statutes.

151 ■ **CONFIDENTIALITY NOTICE TO CLIENTS:** The Firm and its agents will keep confidential any information given to  
 152 the Firm or its agents in confidence, or any information obtained by the Firm and its agents that a reasonable person  
 153 would want to be kept confidential, unless the information must be disclosed by law or you authorize the Firm to  
 154 disclose particular information. The Firm and its agents shall continue to keep the information confidential after the Firm  
 155 is no longer providing brokerage services to you.

156 The following information is required to be disclosed by law:

157 1) Material Adverse Facts, as defined in section 452.01 (5g) of the Wisconsin statutes (see lines 245-248).

158 2) Any facts known by the Firm and its agents that contradict any information included in a written inspection report on  
 159 the property or real estate that is the subject of the transaction.

160 To ensure that the Firm and its agents are aware of what specific information you consider confidential, you may list that  
 161 information below (see lines 163-164). At a later time, you may also provide the Firm with other information you  
 162 consider to be confidential.

163 **CONFIDENTIAL INFORMATION:** \_\_\_\_\_

164 \_\_\_\_\_

165 **NON-CONFIDENTIAL INFORMATION** (The following may be disclosed by the Firm and its agents): \_\_\_\_\_

166 \_\_\_\_\_

167 **COOPERATION, ACCESS TO PROPERTY OR OFFER PRESENTATION** The parties agree that the Firm and its  
 168 agents will work and cooperate with other firms and agents in marketing the Property, including firms acting as  
 169 subagents (other firms engaged by the Firm - see lines 141-145) and firms representing buyers. Cooperation includes  
 170 providing access to the Property for showing purposes and presenting offers and other proposals from these firms to  
 171 Seller. Note any firms with whom the Firm shall not cooperate, any firms or agents or buyers who shall not be allowed to  
 172 attend showings, and the specific terms of offers which should not be submitted to Seller: \_\_\_\_\_

173 \_\_\_\_\_

174 **SELLER COOPERATION WITH MARKETING EFFORTS** Seller agrees to cooperate with the Firm in the Firm's  
 175 marketing efforts and to provide the Firm with all records, documents and other material in Seller's possession or control  
 176 which are required in connection with the sale. Seller authorizes the Firm to do those acts reasonably necessary to  
 177 effect a sale and Seller agrees to cooperate fully with these efforts which may include use of a multiple listing service,  
 178 Internet advertising or a lockbox system at the Property. Seller shall promptly refer all persons making inquiries  
 179 concerning the Property to the Firm and notify the Firm in writing of any potential buyers with whom Seller negotiates or  
 180 who view the Property with Seller during the term of this Listing.

181 **LEASED PROPERTY** If Property is currently leased and lease(s) will extend beyond closing, Seller shall assign Seller's  
 182 rights under the lease(s) and transfer all security deposits and prepaid rents (subject to agreed upon prorations) thereunder  
 183 to buyer at closing. Seller acknowledges that Seller remains liable under the lease(s) unless released by tenant(s).  
 184 **CAUTION: Seller should consider obtaining an indemnification agreement from buyer for liabilities under the**  
 185 **lease(s) unless released by tenants.**

186 **DISPUTE RESOLUTION** The Parties understand that if there is a dispute about this Listing or an alleged breach, and  
 187 the parties cannot resolve the dispute by mutual agreement, the parties may consider judicial resolution in court or may  
 188 consider alternative dispute resolution. Alternative dispute resolution may include mediation and binding  
 189 arbitration. Should the parties desire to submit any potential dispute to alternative dispute resolution, it is recommended  
 190 that the parties add such in Additional Provisions or in an Addendum.

191 **EXTENSION OF LISTING** The Listing term is extended for a period of one year as to any Protected Buyer. Upon  
 192 receipt of a written request from Seller or a firm that has listed the Property, the Firm agrees to promptly deliver to Seller  
 193 a written list of those buyers known by the Firm and its agents to whom the extension period applies. Should this Listing  
 194 be terminated by Seller prior to the expiration of the term stated in this Listing, this Listing shall be extended for  
 195 Protected Buyers, on the same terms, for one year after the Listing is terminated (lines 196-204).

196 **TERMINATION OF LISTING** Neither Seller nor the Firm has the legal right to unilaterally terminate this Listing absent a  
 197 material breach of contract by the other party. Seller understands that the parties to the Listing are Seller and the Firm.  
 198 Agents for the Firm do not have the authority to enter into a mutual agreement to terminate the Listing, amend the  
 199 commission amount or shorten the term of this Listing, without the written consent of the agent(s)' supervising broker. Seller  
 200 and the Firm agree that any termination of this Listing by either party before the date stated on line 321 shall be  
 201 effective by the Seller only if stated in writing and delivered to the Firm in accordance with lines 290-312 and effective  
 202 by the Firm only if stated in writing by the supervising broker and delivered to Seller in accordance with lines 290-312.  
 203 **CAUTION: Early termination of this Listing may be a breach of contract, causing the terminating party to**  
 204 **potentially be liable for damages.**

205 **VACANT LAND DISCLOSURE REPORT** Seller agrees to complete the vacant land disclosure report provided by the  
 206 Firm to the best of Seller's knowledge. Seller agrees to amend the report should Seller learn of any Defect(s) after  
 207 completion of the report but before acceptance of a buyer's offer to purchase. Seller authorizes the Firm and its agents to  
 208 distribute the report to all interested parties and agents inquiring about the Property and Seller acknowledges that the  
 209 Firm and its agents have a duty to disclose all Material Adverse Facts as required by law.

210 ~~**SELLER REPRESENTATIONS REGARDING DEFECTS** Seller represents to the Firm that as of the date of this Listing,~~  
 211 ~~Seller has no notice or knowledge of any Defects affecting the Property other than those noted on the vacant land~~  
 212 ~~disclosure report.~~

213 ~~**WARNING: IF SELLER REPRESENTATIONS ARE INCORRECT OR INCOMPLETE, SELLER MAY BE LIABLE FOR**~~  
 214 ~~**DAMAGES AND COSTS.**~~

215 **OPEN HOUSE AND SHOWING RESPONSIBILITIES** Seller is aware that there is a potential risk of injury, damage  
 216 and/or theft involving persons attending an "individual showing" or an "open house." Seller accepts responsibility for  
 217 preparing the Property to minimize the likelihood of injury, damage and/or loss of personal property. Seller agrees to  
 218 hold the Firm and its agents harmless for any losses or liability resulting from personal injury, property damage, or theft  
 219 occurring during "individual showings" or "open houses" other than those caused by the negligence or intentional  
 220 wrongdoing of the Firm and its agents. Seller acknowledges that individual showings and open houses may be  
 221 conducted by licensees other than agents of the Firm, that appraisers and inspectors may conduct appraisals and  
 222 inspections without being accompanied by agents of the Firm or other licensees, and that buyers or licensees may be  
 223 present at all inspections and testing and may photograph or videotape Property unless otherwise provided for in  
 224 additional provisions at lines 313-317 or in an addendum per lines 318-319.

## 225 **DEFINITIONS**

226 ■ **ADVERSE FACT:** An "Adverse Fact" means any of the following:

- 227 a) A condition or occurrence that is generally recognized by a competent licensee as doing any of the following:
- 228 1) Significantly and adversely affecting the value of the Property;
  - 229 2) Significantly reducing the structural integrity of improvements to real estate; or
  - 230 3) Presenting a significant health risk to occupants of the Property.



- b) Information that indicates that a party to a transaction is not able to or does not intend to meet his or her obligations under a contract or agreement made concerning the transaction.
- **DEADLINES - DAYS:** Deadlines expressed as a number of "days" from an event are calculated by excluding the day the event occurred and by counting subsequent calendar days.
- **DEFECT:** "Defect" means a condition that would have a significant adverse effect on the value of the Property; that would significantly impair the health or safety of future occupants of the Property; or that if not repaired, removed or replaced would significantly shorten or adversely affect the expected normal life of the premises.
- **FIRM:** "Firm" means a licensed sole proprietor broker or a licensed broker business entity.
- **FIXTURES:** A "Fixture" is an item of property which is physically attached to or so closely associated with land so as to be treated as part of the real estate, including, without limitation, physically attached items not easily removable without damage to the premises, items specifically adapted to the premises, and items customarily treated as fixtures, including, but not limited to, all: perennial crops; garden bulbs; plants; shrubs and trees; and fences; storage buildings on permanent foundations and docks/piers on permanent foundations.
- CAUTION: Annual crops are not part of the purchase price unless otherwise agreed.**
- **MATERIAL ADVERSE FACT:** A "Material Adverse Fact" means an Adverse Fact that a party indicates is of such significance, or that is generally recognized by a competent licensee as being of such significance to a reasonable party, that it affects or would affect the party's decision to enter into a contract or agreement concerning a transaction or affects or would affect the party's decision about the terms of such a contract or agreement.
- **PERSON ACTING ON BEHALF OF BUYER:** "Person Acting on Behalf of Buyer" shall mean any person joined in interest with buyer, or otherwise acting on behalf of buyer, including but not limited to buyer's immediate family, agents, employees, directors, managers, members, officers, owners, partners, incorporators and organizers, as well as any and all corporations, partnerships, limited liability companies, trusts or other entities created or controlled by, affiliated with or owned by buyer, in whole or in part whether created before or after expiration of this Listing.
- **PROPERTY:** Unless otherwise stated, "Property" means all property included in the list price as described on lines 2-4.
- **PROTECTED BUYER:** Means a buyer who personally, or through any Person Acting on Behalf of Buyer, during the term of this Listing:
- 1) Delivers to Seller or the Firm or its agents a written offer to purchase, exchange or option on the Property during the term of this Listing;
  - 2) Views the Property with Seller or negotiates directly with Seller by communicating with Seller regarding any potential terms upon which the buyer might acquire an interest in the Property; or
  - 3) Attends an individual showing of the Property or communicates with agents of the Firm or cooperating firms regarding any potential terms upon which the buyer might acquire an interest in the Property, but only if the Firm or its agents deliver the buyer's name to Seller, in writing, no later than three days after the earlier of expiration or termination (lines 196-204) of the Listing. The requirement in 3), to deliver the buyer's name to Seller in writing, may be fulfilled as follows:
    - a) If the Listing is effective only as to certain individuals who are identified in the Listing, by the identification of the individuals in the Listing; or,
    - b) If a buyer has requested that the buyer's identity remain confidential, by delivery of a written notice identifying the firm or agents with whom the buyer negotiated and the date(s) of any individual showings or other negotiations.
- A Protected Buyer also includes any Person Acting on Behalf of Buyer joined in interest with or otherwise acting on behalf of a Protected Buyer, who acquires an interest in the Property during the extension of listing period as noted on lines 191-195.
- NON-DISCRIMINATION** Seller and the Firm and its agents agree that they will not discriminate against any prospective buyer on account of race, color, sex, sexual orientation as defined in Wisconsin Statutes, Section 111.32 (13m), disability, religion, national origin, marital status, lawful source of income, age, ancestry, family status, status as a victim of domestic abuse, sexual assault, or stalking, or in any other unlawful manner.
- EARNEST MONEY** If the Firm holds trust funds in connection with the transaction, they shall be retained by the Firm in the Firm's trust account. The Firm may refuse to hold earnest money or other trust funds. Should the Firm hold the earnest money, the Firm shall hold and disburse the earnest money funds in accordance with Wis. Stat. Ch. 452 and Wis. Admin. Code Ch. REEB 18. If the transaction fails to close and the Seller requests and receives the earnest money as the total liquidated damages, then upon disbursement to Seller, the earnest money shall be paid first to reimburse the Firm for cash advances made by the Firm on behalf of Seller and one half of the balance, but not in excess of the agreed commission, shall be paid to the Firm as full commission in connection with said purchase transaction and the balance shall belong to Seller. This payment to the Firm shall not terminate this Listing.
- OCCUPANCY** Unless otherwise provided, Seller agrees to give buyer occupancy of the Property at time of closing. Unless otherwise agreed, Seller agrees to have the Property free of all debris and personal property except for personal property belonging to current tenants, sold to the buyer or left with the buyer's consent.
- NOTICE ABOUT SEX OFFENDER REGISTRY** You may obtain information about the sex offender registry and persons registered with the registry by contacting the Wisconsin Department of Corrections on the Internet at <http://www.doc.wi.gov> or by telephone at (608)240-5830.

290 **DELIVERY OF DOCUMENTS AND WRITTEN NOTICES** Unless otherwise stated in this Listing, delivery of  
 291 documents and written notices to a party shall be effective only when accomplished by one of the methods specified at  
 292 lines 293-312.

293 (1) **Personal Delivery:** giving the document or written notice personally to the party, or the party's recipient for delivery if  
 294 named at line 295 or 296.

295 Seller's recipient for delivery (optional): \_\_\_\_\_

296 Firm's recipient for delivery (optional): \_\_\_\_\_

297 ☐ (2) **Fax:** fax transmission of the document or written notice to the following telephone number:

298 Seller: ( \_\_\_\_\_ ) Firm: ( \_\_\_\_\_ )

299 ☐ (3) **Commercial Delivery:** depositing the document or written notice fees prepaid or charged to an account with a  
 300 commercial delivery service, addressed either to the party, or to the party's recipient for delivery if named at line 295 or  
 301 296, for delivery to the party's delivery address at line 305 or 306.

302 ☐ (4) **U.S. Mail:** depositing the document or written notice postage prepaid in the U.S. Mail, addressed either to the  
 303 party, or to the party's recipient for delivery if named at line 295 or 296 for delivery to the party's delivery address at line  
 304 305 or 306.

305 Delivery address for Seller: \_\_\_\_\_

306 Delivery address for Firm: \_\_\_\_\_

307 ☒ (5) **E-Mail:** electronically transmitting the document or written notice to the party's e-mail address, if given below at  
 308 line 311 or 312. If this is a consumer transaction where the property being purchased or the sale proceeds are used  
 309 primarily for personal, family or household purposes, each consumer providing an e-mail address below has first  
 310 consented electronically as required by federal law.

311 E-Mail address for Seller: **sschroeder@menashawi.gov**

312 E-Mail address for Firm: **kehoek@outlook.com**

313 **ADDITIONAL PROVISIONS** \_\_\_\_\_

314 \_\_\_\_\_

315 \_\_\_\_\_

316 \_\_\_\_\_

317 \_\_\_\_\_

318 **ADDENDA** The attached addenda **Addendum 1**

319 \_\_\_\_\_ is/are made part of this Listing.

320 **TERM OF THE CONTRACT** From the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, up  
 321 to the earlier of midnight of the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, or the conveyance  
 322 of the entire Property.

323 **BY SIGNING BELOW, SELLER ACKNOWLEDGES RECEIPT OF A COPY OF THIS LISTING CONTRACT AND**  
 324 **THAT HE/SHE HAS READ ALL 6 PAGES AS WELL AS ANY ADDENDA AND ANY OTHER DOCUMENTS**  
 325 **INCORPORATED INTO THE LISTING.**

326 (x) \_\_\_\_\_  
 327 Seller's Signature ▲ Print Name } Date ▲

328 (x) \_\_\_\_\_  
 329 Seller's Signature ▲ Print Name } Date ▲

330 (x) \_\_\_\_\_  
 331 Seller's Signature ▲ Print Name } Date ▲

332 (x) \_\_\_\_\_  
 333 Seller's Signature ▲ Print Name } Date ▲

334 \_\_\_\_\_  
 335 Seller Entity Name (if any) Print Name ▲

336 (x) \_\_\_\_\_  
 337 Authorized Signature ▲  
 338 Print Name & Title }

339 **Realty One Group Haven**  
 340 Firm Name ▲

341 (x) \_\_\_\_\_  
 342 Agent's Signature ▲ Print Name } **Kyle Kehoe** Date ▲

## **ADDENDA 1**

### **205 MATHEWSON STREET, MENASHA**

#### **ADDITIONAL PROVISIONS**

1. Buyer shall execute a land purchase and development agreement with the City of Menasha at or before closing:
  - a. Buyer agrees to construct a single family home within 18 months from the date of closing demonstrated by the issuance of building permits and the substantial commencement of construction.
  - b. Buyer, and all subsequent owners shall not sell the property to the Neenah Menasha Sewerage Commission or affiliates without prior written consent from the City of Menasha
2. Deed Restrictions
  - a. Grantee guarantees Grantor that if the Property becomes tax exempt, the Property Owner shall make an annual payment in lieu of taxes (PILOT) to the City of Menasha, in an amount equal to the value of the property multiplied by the tax rate.
  - b. City shall have a right of reversion if building permits and substantial construction have not commenced within 18 months from the date of closing.
3. City will not make any representations or provide gap coverage
4. Listing Exclusions: Neenah Menasha Sewerage Commission



**MEMORANDUM**

Date: May 1, 2023

To: Common Council

From: Community Development Department/SS

RE: **Sixth Amendment to the Land Purchase and Development Agreement by and between the City of Menasha and The Brin, LLC – the Brin Project**

---

Attached to this memo is a draft amendment to Land Purchase and Development Agreement by and between the City of Menasha and The Brin LLC as it relates to the Brin project at 1 Main Street. This project originated with the execution of the original development agreement in the late winter of 2020 just prior to the start of the Covid pandemic. While zoning approvals were obtained over the next couple of months, the project had been slow to gain traction in the light of Covid with the transition of developers, the discovery of environmental issues on the site, contractor shortage, supply chain issues, among other setbacks.

To date, the full foundation has been installed, the southern building took its shape, the stormwater detention facility has been completed, and the steel for the northern building is expected to be delivered in the next couple weeks. In conversations with the developer, the full project is anticipating to complete this fall.

While the project is moving along, the completion date of past approved agreement is May 1, 2023. The attached amendment, is proposing to push this date back to the end of 2023.

**Staff recommends the Common Council approve the Sixth Amendment to the Land Purchase and Development Agreement between the City Menasha and The Brin, LLC as it relates to the Brin Project at 1 Main Street, Menasha.**

**SIXTH AMENDMENT TO THE LAND PURCHASE AND DEVELOPMENT AGREEMENT BY AND BETWEEN  
THE CITY OF MENASHA, WISCONSIN AND THE BRIN, LLC  
DATED AS OF FEBRUARY 17, 2020 AND AMENDED ON AUGUST 18, 2020, DECEMBER 21, 2020,  
MARCH 16, 2021, APRIL 1, 2021, AND OCTOBER 5, 2021.**

This Sixth Amendment to the land purchase and development agreement, executed in Menasha, Wisconsin on this 1st, day of May, 2023, is made effective between the City of Menasha and The Brin, LLC. The Land Purchase and Development Agreement by and between the parties dated as of February 17, 2020 and previously as amended on August 18, 2020, December 21, 2020, March 16, 2021, April 1, 2021, and October 5, 2021 is amended as follows:

1. Per ARTICLE II, Section 2.12 and ARTICLE III, Section 3.5, both parties hereby agree to extend the substantial completion of the new construction under ARTICLE II, Section 2.4 and 2.4.1.3, from "May 1, 2023" to "December 31, 2023".
2. The Obligations of the City under ARTICLE III, Sections 3.3 and 3.4 have been completed.
3. All other terms and conditions set forth in the Land Purchase and Development Agreement dated February 17, 2020, the First Amendment dated August 18, 2020, the Second Amendment dated December 21, 2020, the Third Amendment dated March 16, 2021, the Fourth Amendment dated April 1, 2021, and the Fifth Amendment dated October 5, 2021 not in conflict with this Amendment shall remain the same.

**City of Menasha**

**The Brin, LLC**

By:

\_\_\_\_\_  
Donald Merkes, Mayor

\_\_\_\_\_  
Kip Golden, Member

Attest:

\_\_\_\_\_  
Valerie Neuman, Deputy City Clerk





## **RESOLUTION R-15-23**

### **CITY OF MENASHA COMMON COUNCIL**

#### **RESOLUTION AUTHORIZING THE APPLICATION OF GRANT FUNDING FOR THE REHABILITATION OF THE JEFFERSON PARK BOAT LAUNCH**

Introduced by Alderperson Ted Grade

WHEREAS, the Jefferson Park Vision Plan project is a multi-phase renovation of Jefferson Park that will modernize, rehabilitate and expand existing amenities with the addition of new features to take advantage of the park's size and location

WHEREAS, the City of Menasha approved the Jefferson Park Vision Plan on April 18, 2017

WHEREAS, this Project was identified in the City's Comprehensive Outdoor Recreation Plan (CORP) 2020-2024; and,

WHEREAS, the City of Menasha is interested in obtaining a cost-share grant from the Wisconsin Department of Natural Resources (DNR) for the purpose of the rehabilitation the boat launch in Jefferson Park;

WHEREAS, the respondent attests to the validity and veracity of the statements and representations contained in the application;

WHEREAS, an Agreement/Contract is required to carry out the project;

and NOW, THEREFORE, BE IT RESOLVED, that the City of Menasha Common Council authorize the City of Menasha will meet the financial obligations necessary to fully and satisfactorily complete the project and hereby authorizes that the Mayor of the City of Menasha and the Parks & Recreation Director are hereby authorized to sign all necessary documents on behalf of the City of Menasha; commit to the matching portion of Menasha's contribution necessary to secure DNR financial aid; accept the grants and spend such funds pursuant to the terms of the grant awards.

BE IT FURTHER RESOLVED that respondent will comply with all local, state, and federal rules, regulations, and ordinances relating to this project and the cost-share Agreement/Contract.

**Passed and approved this \_\_\_\_th day of May, 2023.**

Recommended by:

Motion/Second:

Vote:

Pass/Fail:

Requires: Majority Vote

---

Donald Merkes, Mayor

ATTEST:

---

Valerie Neumann, Deputy City Clerk



RESOLUTION NO. R-16-23  
CITY OF MENASHA COMMON COUNCIL

RESOLUTION AUTHORIZING THE APPLICATION OF THE GRANT FUNDING FOR  
IMPLEMENTATION OF THE JEFFERSON PARK PLAN

Introduced by Alderperson Ted Grade

WHEREAS, the Jefferson Park Vision Plan project is a multi-phase renovation of Jefferson Park that will modernize, rehabilitate and expand existing amenities with the addition of new features to take advantage of the park's size and location; and,

WHEREAS, the City of Menasha approved the Jefferson Park Vision Plan on April 18, 2017; and,

WHEREAS, the City of Menasha approved the updated Jefferson Park concept plan on January 16, 2023; and,

WHEREAS, this Project was identified in the City's Comprehensive Outdoor Recreation Plan (CORP) 2020-2024; and,

WHEREAS, the trail in Jefferson Park is part of the state Friendship Trail and regional Paper Trail networks; and,

WHEREAS, the City of Menasha is interested in obtaining a cost-share grant from the Wisconsin Department of Natural Resources (DNR) for the purpose of the rehabilitation and realignment of the trail system and the addition of trail amenities in Jefferson Park; and,

WHEREAS, the respondent attests to the validity and veracity of the statements and representations contained in the application; and,

WHEREAS, an Agreement/Contract is required to carry out the project; and,

and NOW, THEREFORE, BE IT RESOLVED, that the City of Menasha Common Council authorize the City of Menasha will meet the financial obligations necessary to fully and satisfactorily complete the project and hereby authorizes that the Mayor of the City of Menasha and the Parks & Recreation Director are hereby authorized to sign all necessary documents on behalf of the City of Menasha; commit to the matching portion of Menasha's contribution necessary to secure DNR financial aid; accept the grants and spend such funds pursuant to the terms of the grant awards.

BE IT FURTHER RESOLVED that respondent will comply with all local, state, and federal rules, regulations, and ordinances relating to this project and the cost-share Agreement/Contract and will maintain the completed project in an attractive, inviting and safe manner and keep the facilities open to the general public during reasonable hours consistent with the type of facility.

Passed and approved on this \_\_\_\_\_ day of May, 2023

Recommended by:

Motion/ Second:

Vote:

Pass/ Fail:

Requires: Majority Vote

\_\_\_\_\_  
Donald Merkes, Mayor

ATTEST:

\_\_\_\_\_  
Valerie Neumann, Deputy City Clerk