

**CITY OF MENASHA
COMMON COUNCIL
First Floor Conference Rooms
100 Main Street
Tuesday, September 5, 2023
6:00 PM
AGENDA**

- A. CALL TO ORDER
- B. PLEDGE OF ALLEGIANCE
- C. ROLL CALL
- D. PUBLIC HEARING
- E. REPORT OF DEPARTMENT OFFICERS/DEPARTMENT HEADS/STAFF/CONSULTANTS
 - 1. Clerk Neuman - the following minutes and communications have been received and placed on file:
 - Minutes to receive:
 - a. Administration Committee, 8/7/23
 - b. Special Board of Public Works, 8/21/23
 - c. NM Fire Rescue Joint Fire Commission, 5/31/23
 - d. NM Fire Rescue Joint Finance & Personnel Committee, 8/22/23
 - e. NM Sewerage Commission, 7/25/23
 - f. Personnel Committee, 8/21/23
 - Communications:
 - g. Principal Planner Announcement, Matt Larsen
 - h. Wisconsin Municipal Clerk's Association (WMCA) Clerk's Conference
 - i. Recreational and Trails Program (RTP) Grant Awarded
 - j. Ribbon Cutting for Treillage, LLC – September 12, 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, 8/21/23
 - Administration Committee, 8/7/23, Recommends:
 - 2. Selection of dividend Option One and instruction to Cities and Villages Mutual Insurance Company (CVMIC) staff regarding payment of dividends to Menasha on or after March 1, 2024

NM Fire Rescue Joint Finance and Personnel Committee, 8/23/23, Recommends:

3. Approving the 2023 Radio Communication CIP budget of \$425,000 to be reallocated to purchase replacement radios for a cost not to exceed \$360,000, replacement of mobile data computers (MDC) for vehicles for a cost not to exceed \$48,000 and purchase a new used police vehicle for a cost not to exceed \$12,000. The grand total of all of these purchases shall not exceed \$420,000 (Budget amendment requires 2/3 vote)

Personnel Committee, 8/21/23, Recommends:

4. Recommendation to adopt the Family Advantage Health Plan as an alternative healthcare option for employees effectively starting January 1, 2024.
5. Memorandum of Understanding for the Menasha Joint School District School Crossing Guard Program, along with the City of Menasha

H. ITEMS REMOVED FROM THE CONSENT AGENDA

I. ACTION ITEMS

1. Accounts payable and payroll for the term of 8/18/23 – 8/31/23 in the amount of \$1,932,861.93
2. Liquor License for Awesome Sauce Sandry, LLC d/b/a Wilzke's Pub, Melissa Sandry, Agent, 528 Milwaukee Street, Menasha for the term of September 5, 2023 – June 30, 2024

J. HELD OVER BUSINESS

K. ORDINANCES AND RESOLUTIONS

1. R-19-23 – A Resolution Approving the City of Menasha's Liability Insurance Renewal through Cities and Villages Mutual Insurance Company (CVMIC) (Introduced by Mayor Merkes, as recommended by the Administration Committee)
2. O-12-23 – An Ordinance Amending Title 10, Chapter 1, Sec. 10-1-55 of the Code of Ordinances (Motor Vehicles and Traffic) School Crossing Guards (Introduced by Mayor Merkes, as Recommended by the Personnel Committee)

L. APPOINTMENTS

M. CLAIMS AGAINST THE CITY

N. PUBLIC COMMENTS ON ANY MATTER LISTED ON THE AGENDA

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

O. ADJOURNMENT

MEETING NOTICE
Monday, September 18, 2023
Common Council Meeting – 6:00 p.m.
Committee Meetings to Follow

CITY OF MENASHA
ADMINISTRATION COMMITTEE
100 MAIN STREET, MENASHA
AUGUST 7, 2023
MINUTES

A. CALL TO ORDER

Meeting called to order by Vice-Chairman Hammond at 6:33 p.m.

B. ROLL CALL

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

ABSENT: Ald. Nichols

ALSO PRESENT: CDD Schroeder, DPW Jungwirth, DD Gordon, HD Hutter, FD Sassman, PD Thorn, PRD Sackett, CA Struve, Mayor Merkes, Clerk Neuman

D. MINUTES TO APPROVE

1. Administration Committee, 6/19/23 & 7/17/23

Moved by Ald. Ropella and seconded by Ald. Tom Grade to approve the Administration Committee minutes from 6/19/23 and 7/17/23.

Motion carried on voice vote.

E. DISCUSSION / ACTION ITEMS

1. Review & Accept 2022 City of Menasha Financial Audit (CliftonLarsonAllen LLP)

Moved by Ald. Sevenich and seconded by Ald. Tom Grade to recommend and accept of the 2022 City of Menasha Financial Audit (CliftonLarsonAllen LLP).

Motion carried on roll call 7-0.

Leah Lasecki, Principal CPA of CliftonLarsenAllen LLP provided a presentation an overall review (Clean Audit Opinion) for the City's Financial Audit for 2022.

General discussion ensued on:

- Long term agreements (debts)
- Misallocation of funds and corrected allocation (Stormwater Funds and General Fund)
- Review of Executive Audit Summary
- Proprietary Funds (Sewage Treatment Primary Fund, Stormwater Utility)
- Importance of footnotes review
- Single Audit conducted due to over \$750,000 from the Capitalization Grants for Drinking Water State Revolving Fund from Menasha Utilities, Recycling Grant, and grants from DHS to ensure compliance with grant funds received; significant deficiency in Internal Control over Financial Reporting (non-concerning reported findings)
- Executive Audit Summary review
- Financial Trends for Menasha (Unassigned General Fund balance/Restricted funds, Lifecycle of TIDs, Debt Position)
- Internal Service Funds of the City (Government, Various Insurance Funds, Postemployment Sick Benefits)
- Compensated Absences

2. CVMIC Renewal Policy for Policy Years 2025-2026

Moved by Ald. Ted Grade and seconded by Ald. Sevenich to recommend to Common Council Recommended Action 1, which is to forward the attached proposed Resolution to the Common

Council for approval to continue membership in CVMIC and accepting CVMIC's premium proposal for years 2025 and 2026, at the Self-Insured Retention (SIR) of \$25,000.00.
Motion carried on roll call 7-0

Attorney Struve commented on the recommended motions for 2025-26 due to our package (considers the next two years) at SIR.

3. 2024 CVMIC Premium Projections

Moved by Ald. Sevenich and seconded by Ald. Ted Grade to recommend to Common Council Recommended Action 2, which is select dividend Option One and instruct CVMIC staff regarding payment of dividends to Menasha on or after March 1, 2024.

Motion carried on roll call 7-0.

4. Senior Center Reservation Form Update

Moved by Ald. Sevenich and seconded by Ald. Tom Grade to recommend to Common Council of the approval of the updated Menasha Senior Center Reservation Form to be effective for new rentals beginning September 1, 2023.

Motion carried on roll call 7-0.

General discussion ensued on:

- Fee updates
- General changes to form
- Refunds from Senior Center due to key deposits

F. ADJOURNMENT

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

Motion carried by voice vote.

Respectfully submitted by:
Valerie Neuman, City Clerk

CITY OF MENASHA
SPECIAL BOARD OF PUBLIC WORKS
100 MAIN STREET, MENASHA
AUGUST 21, 2023
MINUTES

A. CALL TO ORDER

Meeting called to order by Chairman Sevenich at 5:46 p.m..

B. ROLL CALL

PRESENT: Ald. Hammond, Lewis (arrived 5:55 p.m.), Tom Grade, Ted Grade, Ropella, Nichols, Eisenach (arrived 5:52 p.m.), Sevenich

ALSO PRESENT: DDE Gordon, FM Pearson, PRD Sackett, CDD Schroeder, LD Kopetsky, HRM Cardoza, CA Struve, Mayor Merkes, Clerk Neuman

C. PUBLIC COMMENTS ON ANY MATTER LISTED ON THE AGENDA

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

Sandra Dabill-Taylor, 545 Broad Street, Menasha; she commented on the increase of the sewer lateral replacement fund charge and requested clarification on urgency without taking into consideration the levying of the tax rate.

D. MINUTES TO APPROVE

1. Board of Public Works, 8/7/23

Moved by Ald. Ropella and seconded by Ald. Ted Grade to approve the minutes from the Board of Public Works on 8/7/23.

Motion carried by voice vote.

E. DISCUSSION / ACTION ITEMS

1. Change Order – Northeast Asphalt, Inc.; Contract Unit No. 2023-05; Street Construction and Rehabilitation; ADD \$60,000.00 (Change Order No. 2)

Moved by Ald. Ropella and seconded by Ald. Tom Grade for the Change Order request for Northeast Asphalt, Inc.; Contract Unit No. 2023-05; Street Construction and Rehabilitation; ADD \$60,000.00 (Change Order No. 2).

Motion carried on roll call 7-0.

Staff commented on the area of road impacted, which is Plank Road from the railroad tracks to approximately Baldwin Street to aid in the rehab a 24-foot swath of the deteriorating pavement, as the Wis. DOT will not be working on repairing/replacing the part of the roadway until 2028.

Ald. Eisenach arrived at 5:52 p.m.

Ald. Lewis arrived at 5:55 p.m.

2. Sanitary Sewer User Charge - Revised

Moved by Ald. Ropella and seconded by Ald. Eisenach to recommend to Common Council the approval of a sewer user charge fixed rate increase to \$14.89 per month and a volume charge increase to \$6.70 per 1,000 gallons effective as of September 1, 2023.

Motion carried on roll call 8-0.

Staff commented on the reasoning behind the updates from the prior version of this ordinance changed, which was presented to the Board of Public Works at the 8/4/23 meeting. The slight content changes will provide the opportunity to edit the cost of the existing fixed fee instead of adding a separate fixed fee.

General discussion ensued on specifics on changes to sanitary sewer charges (and the lateral replacement program):

- \$11.40 per fixed meter charge \$6.70 per 1,000 gallons
- Lateral replacement fixed rate is \$3.49 per month per meter
- Tax levy would not be impacted nor could be an option for adding sewer lateral replacement rate, as the fee is for is a user charge system
- Lateral replacement to the road right of way is a first step in updating the City's sewer system (A resident interested in participating in the City's lateral replacement program with replacing their part of their private side lateral [from the curb stop to home] if it failed, can be assisted through the City's Deferred Assessment Policy)

F. ADJOURNMENT

Moved by Ald. Ted Grade and seconded by Ald. Tom Grade to adjourn at 6:09 p.m.

Motion carried on voice vote.

Respectfully submitted by:

Valerie Neuman, City Clerk

**NMFR Joint Fire Commission Meeting Minutes
May 31, 2023 – 4:00 p.m.
2nd Floor Conference Room – City of Neenah**

Present: Commissioner Kubiak, Englebert, Keeha and Lewis

Excused: Commissioner Keating and McCann

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

Public: No members of the public were present.

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

Election of Chair: **MSC Englebert/Kubiak to elect Commissioner Lewis as Chair, all voting aye.**

Commissioner Lewis took over the meeting.

Election of Vice-Chair: **MSC Englebert/Kubiak to elect Keehan as the vice-chair, all voting aye.**

Minutes: The Commission reviewed the March 22, 2023 meeting minutes. **MSC Keehan/Englebert to approve the March 22, 2023 meeting minutes, and place on file, all voting aye.**

Activity and Automatic Aid Reports: The Commissioner reviewed the April 2023 and April 2022 activity and automatic aid calls. This is informational only and no action is required.

Hiring Process: A review of the changes was discussed on the new hiring process. They all agreed on this. Pros and cons were discussed. Discussion was held on the things we are doing to try to recruit candidates.

Chief's Hiring Process: Director Fairchild discussed the replacing the Fire Chief due to his retirement in June. The job description was last updated with the recent City of Neenah salary study. A job posting will be created and reviewed by the Commission. This will be prepared and will be emailed out the Commission. The goal is to have someone hired by December 1, 2023 so they can be overlap with Chief Kloehn before he retires.

MSC Englebert/Keehan to adjourn at 5:15 p.m., all voting aye.

Respectfully Submitted,

Tara A. Ellis

Tara Ellis

Management Assistant

NMFR Joint Finance & Personnel Committee

August 22, 2023 – 5:30 p.m.

Room #132 – City of Menasha

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

Excused: Ald. Boyette

Also Present: Chief Kloehn, DC Krueger, Director Rasmussen, Finance Manager Craig Pearson

Public: No members of the public were present.

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

Minutes: The Committee reviewed the meeting minutes from June 27, 2023. **MSC Borchardt/Grade to approve the June 27, 2023 meeting minutes and to place on file, all voting aye.**

Review of Calls: The Committee reviewed the June 2023 versus the June 2022 calls. **MSC Grade/Boyette to approve the June 2023 calls and place on file, all voting aye.**

Budget: The Committee reviewed the budget report ending July 2023. **MSC Grade/Borchardt to approve the July 2023 budget report and place on file, all voting aye.**

Portable Radio, MDC and Vehicle Purchase: The Committee reviewed the memo from DC Krueger regarding the request the changes to the budgeted CIP purchase for new radios. Discussion was held on how the ARPA Funds were being distributed by Winnebago County, finding a different vendor with lower pricing, not having to replace all radios and the request to redistribute the approved CIP funds. It was explained due to the new Microsoft updates in 2024, our current mobile data computers (MDC) that are used in the trucks will no longer be compatible and we will need to purchase new ones. In addition, we didn't replace one of our staff vehicles this year as we thought we didn't need it. However, with the grant funded purchase of a new UTV, it is heavier than our old one and we need our current staff vehicle to tow this along with Boat 35. If this staff vehicle is used by members for training outside of the city, we do not have a vehicle to tow the UTV. **MSC Sevenich/Boyette to approve the 2023 Radio Communication CIP budget of \$425,000 to be reallocated to purchase replacement radios for a cost not to exceed \$360,000, replacement of mobile data computers (MDC) for vehicles for a cost not to exceed \$48,000 and purchase a new used police vehicle for a cost not to exceed \$12,000. The grand total of all of these purchases shall not exceed \$420,000 and a memo updating both Common Council's of the approved changes shall be provided, all voting aye.**

Training Grounds Update: The Committee reviewed the memo from DC Krueger regarding the damage to our training grounds from the storm on August 3rd. He will keep everyone updated on the progress once insurance has made a decision.

MSC Grade/Borchardt to convene into closed session pursuant to Section 19.85 (1)(c), Wis. Stats. to deliberate over possible departmental restructuring, as competitive or bargaining reasons relative thereto require a closed session, all voting aye.

Respectfully submitted,



Kevin Kloehn

Chief

NEENAH-MENASHA SEWERAGE COMMISSION

Regular Meeting

Tuesday July 25, 2023

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

Present: Commissioners Forrest Bates, Steve Coburn, Corey Gordon, Greg Weyenberg, Dale Youngquist; Manager Paul Much; Accounting Clerk Melissa Starr.

Excused: Commissioner Raymond Zielinski

Also Present: Brandon Barlow (Harrison); George Dearborn Jr. (Fox Crossing); Zach Las (McMahon); Tony Mach (Neenah Water Utility); Randall Much (MCO); Chad Olsen (McMahon)

Public Forum

No one in attendance for the Public Forum.

Minutes

June 27, 2023 Regular Meeting and Closed Session minutes. Motion made and seconded by Commissioners Bates/Weyenberg to approve the minutes from the June 27, 2023 Regular Meeting and Closed Session. Motion carried unanimously.

Correspondence

There was no correspondence discussed.

Old Business

No Old Business to be discussed.

Closed Session

Motion made and seconded by Commissioners Bates/Weyenberg to convene into Closed Session pursuant to Wisconsin Statutes 19.85(1)(e) for the purpose of 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. During the closed session, the Commission will discuss real estate matters. Motion carried unanimously on a roll call vote. Meeting adjourned into Closed Session at 8:05 am.

After discussion, motion made and seconded by Commissioners Bates/Coburn to adjourn the Closed Session and reconvene into Regular Open Session. Motion carried unanimously. Meeting reconvened into Regular Open Session at 8:56 am.

New Business

Operations, Engineering, Planning

McMahon Associates Report. Phosphorus Removal/UV Disinfection Project – Chad Olsen reported there is no update.

McMahon Invoices. Motion made and seconded by Commissioners Coburn/Bates to approve payment of invoices #931240 Anaerobic Digester Emptying Guidelines, #931241 Biosolids Management, and #931242 Plant Re-Rate Study in the amounts of \$1,652.50, \$2,116.50, and \$2,757.25, respectively. Motion carried unanimously.

Biosolids Hauling and Storage Options. Based on discussions during closed session, a motion was made and seconded by Commissioners Bates/Weyenberg to authorize Manager Much to contact and hire a Real Estate Broker. Motion carried unanimously. Additionally, Commissioners requested Manager Much to set up a meeting between Potratz and the negotiating committee regarding biosolids lease agreement.

Operating Report. Manager Much reported no operational issues and provided additional details on; Last month there was a one-day ammonia violation.

Equipment & Grounds Report – Manager Much further reported on: Annual breaker and transformer oil testing went well; NW Digester cleaning and inspection is complete; FSO did a great job with the belt press to remove rest of solids; the first two RAS pumps have been completed, next two have been ordered, valves on isolate clarifiers will need to be replaced and will be included in budget; screw pump 2 is scheduled for the first week of August; RIO conversion is in progress and is going well so far. After discussion, motion was made and seconded by Commissioners Bates/Coburn to accept the Operations Report and Equipment & Grounds Report. Motion carried unanimously.

Budget, Finance, Personnel

Financial Statements. Accounting Clerk Starr reported on the June financial statements; MCO generated approximately \$2,500 in additional revenue for the Commission. After discussion, motion made and seconded by Commissioners Bates/Coburn to approve the Accounting Report for June 2023. Motion carried unanimously.

AT&T Billing Dispute. Accounting Clerk Starr reported having sent the dispute letter discussed at the last meeting, but has not received a response from the Client Solutions representative even after numerous attempts to contact him. Representative from the collections department has escalated Clerk Starr's emails to her, and the Client Solutions representative's supervisors in an effort to prompt a resolution or open a dispute by the Client Solutions department. President Youngquist will try to contact AT&T, and if it is not resolved by the next meeting, an agenda item will be added to have the attorney contact AT&T.

Sonoco/NMSC agreement extension. Manager Much reported no update on the agreement extension. President Youngquist will follow up with representatives of Sonoco.

MCO Invoices. Motion made and seconded by Commissioners Coburn/Weyenberg to approve for payment MCO invoice #29828 in the amounts of \$142,367.48 with payment to be made after August 1, 2023. Motion carried unanimously.

Vouchers. Motion made and seconded by Commissioners Coburn/Bates to approve Operating and Payroll Vouchers #139941 through #140003 in the amount of \$307,893.37 for the month of June 2023. Motion carried unanimously.

Adjournment

Motion made and seconded by Commissioners Bates/Coburn to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 9:14 a.m.

President

Secretary

CITY OF MENASHA
PERSONNEL COMMITTEE
100 MAIN STREET
AUGUST 21, 2023
MINUTES

A. CALL TO ORDER

Meeting called to order by Chairman Ted Grade at 6:52 p.m.

B. ROLL CALL

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

ALSO PRESENT: DDE Gordon, CDD Schroeder, PRD Sackett, FM Pearson, LD Kopetsky, PC Thorn, HRM Cardoza, CA Struve, Clerk Neuman

C. PUBLIC COMMENTS ON ANY MATTER LISTED ON THE AGENDA

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

Sandra Dabill-Taylor, 545 Broad Street, Menasha; commented on the anticipation of the presentation and lack of need for a family health advantage plan for the City and did not agree with incentivizing employees to take an alternative healthcare plan.

D. MINUTES TO APPROVE

1. Personnel Committee, 8/7/23 and 8/14/23

Moved by Ald. Nichols seconded by Ald. Tom Grade to approve the minutes from the Personnel Committee from 8/7/23 and 8/14/23.

Motion carried by voice vote.

E. DISCUSSION / ACTION ITEMS

1. Cottingham & Butler's Family Advantage Health Plan (FAHP) – Presentation by Sandy Matz and Staff Recommendation

Moved by Ald. Sevenich and seconded by Ald. Nichols to forward to Common Council the recommendation to adopt the Family Advantage Health Plan as an alternative healthcare option for employees starting January 1, 2024.

Motion carried on roll call 9-0.

Sandy Matz, of Cottingham & Butler's Family Advantage Health Plan (FAHP) (the City's insurance benefits broker), provided a presentation on the health plan.

General overview and discussion ensued on:

- On average, a \$50 per member per month payroll bonus
- City opens an HRA for the employee, where payment will help offset any additional premium the employee would be paying on the spouse's plan (taxable amount)
- Specifics regarding claims reimbursement, a payroll bonus opportunity, and out-of-pocket exposure
- Reasoning behind not taking advantage of the FAHP
- Perspective of the incentive approach and disincentive approach to spending
- Pharmacy charges (ACA Limit)
- Various family case scenarios, including high-cost claimant situations
- Family dynamics including domestic partnership / marriage / family
- Differences from private sector and public sector plans, which typically have a more generous plan design (which in turn have higher dependent ratios than private sector)

- Eligibility criteria - Employee eligibility would be considered when the employee was on the City's sponsored health plan for at least 12 months, then leaves and goes on spouse's plan (respectively speaking)
- Actual City staff circumstances (employees living paycheck to paycheck so understanding of no unexpected medical bill sounds more manageable for employees)
- Prior City employee survey results from 2022 on possible future insurance options
- Alternative open enrollment periods (depends upon qualifying event opportunity and if
- Spouse as high deductible plan (cannot participate in HSA of spouse's plan if enrolling in FAHP)
- General overall positive feedback as an alternative option for employees
- Reevaluation of health insurance plans for next year

2. Memorandum of Understanding – MJSD School Crossing Guard Program

Moved by Ald. Sevenich and seconded by Ald. Nichols to endorse the Memorandum of Understanding with the Menasha Joint School District School Crossing Guard Program, along with the City of Menasha.

Motion carried on roll call 9-0.

Staff commented on the purpose of the proposed Menasha Joint School District (MJSD) School Crossing Guard Program, which is to allow the MJSD to employ crossing guards (where they will utilize existing employees to fulfill those obligations). Menasha Police Department (MPD) will provide training on components of how to be a crossing guard and best practice recommendations to ensure procedures are followed. MPD will invoice school district for training and MJSD would reimburse MPD for training. MPD noticed during times of crossing guard duties, there was low police coverage (as it was difficult to fill the crossing guard positions and therefore officers had to fill-in), and this change will deter inconsistent police coverage going forward. Staff stated this collaboration will be a long-term cost savings to the City.

3. O-12-23 – An Ordinance Amending Title 10, Chapter 1, Sec. 10-1-55 of the Code of Ordinances (Motor Vehicles and Traff) School Crossing Guards (Introduced by Mayor Merkes)

Moved by Mayor Merkes and seconded by Ald. Nichols to recommend O-12-23 – An Ordinance Amending Title 10, Chapter 1, Sec. 10-1-55 of the Code of Ordinances (Motor Vehicles and Traff) School Crossing Guards (Introduced by Mayor Merkes).

Motion carried on roll 9-0.

F. ADJOURNMENT

Moved by Ald. Nichols seconded by Ald. Tom Grade to adjourn at 7:56 p.m.

Motion carried on voice vote.

Respectfully submitted by:

Valerie Neuman, City Clerk



MEMORANDUM

To: Common Council
From: Community Development Department/SS
Date: September 5, 2023
Re: Communication - Principal Planner Announcement

This past April, the City of Menasha's Principal Planner position became vacant. Since that time, staff has been working to find a replacement who was the right fit for not only the Department, but also the City of Menasha as a whole.

I am happy to announce that as of August 28, 2023, Matt Larsen has started in the role as Principal Planner. We are excited to have Matt on board who is already diving deep into past projects and looking at future projects to come. Matt is a Menasha High graduate, has a bachelor's degree in Conservation and Environmental Science through the University of Wisconsin Milwaukee and was most recently a Telecommunications Project Supervisor with ISG, Inc.

Please give Matt a warm welcome as he transitions into his new role.



TO: Menasha Common Council
FROM: Valerie Neuman, City Clerk
DATE: August 29, 2023
RE: Wisconsin Municipal Clerk's Association (WMCA) Clerk's Conference 2023

During August 22 – August 25, 2023, I had the pleasure of attending the Wisconsin Municipal Clerk's Association (WMCA) Municipal Clerk's Conference at the Hilton – Paper Valley Hotel in Appleton, WI. As a first-time attendee, I took advantage of the opportunity wholeheartedly by participating and interacting in my assigned sessions. During this time, I was able to partake in several trainings, regional meetings, and learn more about the “Clerk World” through engagement of other municipal clerks of other towns, villages, and cities. I specifically attended:

- An IIMC Athenian Leadership Society Dialogue
- An Elections Update with the Wisconsin Elections Commission Staff
- An afternoon with vendors who specialize in providing supportive services to municipalities
- A WisDOT Informational Session
- A WI Dept. of Agriculture, Trade, and Consumer Protection Session
- Digital Records Management (Navigating Paper and Electronic Files)
- Public Servant's Survival Guide Workshop

In addition, Deputy Clerk Kaija Snyder participated in the New Clerks Class during one of the conference days, where she learned about the parliamentary process, open records requests and how to handle them, general information on ordinances and resolutions, oaths, notary information, elections, liquor licensing, and had the opportunity to network with other new clerks.

I greatly thank you for the opportunity to network with other local (and regional) clerks and the chance to attend these informative training sessions. Next year's WMCA Conference will be held in Middleton, WI during the last week in August 2024, where I hope Deputy Clerk Snyder and I can attend together to enhance both our educations and scope of our positions for the City of Menasha.



August 22, 2023

Dear Ms. Sackett,

This will advise you that the 2023 (Fiscal Year 2024 Funding) project rankings and recommendations for outdoor recreation grant assistance funding for State Stewardship, Federal Recreational Trails Program (RTP) and Federal Land & Water Conservation (LWCF) programs are now complete.

I am pleased to inform you that the City of Menasha application for the Jefferson Park Improvements project has been **tentatively** selected to receive a Recreational Trails Program grant in the amount of \$100,000.00. The 2023 grant cycle was very competitive. The Department received 127 applications statewide requesting more than \$30 million in grant assistance for public outdoor recreation projects.

This letter represents **tentative** selection of your project for grant funding. Prior to execution of final grant agreements, I will work closely with you to update project details (set scope of work) and complete all reviews, approvals, and consultations required under applicable federal laws, state statutes, and administrative rules. These awards are contingent on successful completion of the review and approval process. Please note that the final grant amount may change based on updated project information and detailed review of eligible project costs. This funding does require compliance with the federal Build America Buy American Act. There will be more details regarding this requirement to follow. I will contact you soon to discuss next steps. ***The city should not start construction prior to execution of a signed grant agreement unless it is willing to assume the risk of absorbing those costs.***

If you are no longer interested in receiving these grants, please let me know as soon as possible so that the Department can contact other applicants on the ranked list of projects regarding tentative grant awards.

I will remain as your primary Department point of contact for this project. Please call me at 920-461-2680 or email me at Jessica.Terrien@Wisconsin.gov at any time.

Again, congratulations on the tentative selection of your project. I look forward to working with you!

Sincerely,

Grant Project Manager
Bureau of Community Financial Assistance

Please join us for a
Ribbon Cutting &
Grand Opening
celebrating

TREILLAGE, LLC
BOTANICALS . GARDEN GOODS . GIFTS

September 12th @ 5 pm
Ribbon Cutting &
Celebration
Grand Opening September
13th - 15th

68 Racine St.
Menasha, WI 54952

Enjoy Refreshments, Door Prizes &
Discounts



CITY OF MENASHA
COMMON COUNCIL
100 MAIN STREET, MENASHA
AUGUST 21, 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. ROLL CALL

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

ALSO PRESENT: CDD Schroeder, DDE Gordon, HD Hutter, FM Pearson, LD Kopetsky, DFC Krueger, HRM Cardoza, PC Thorn, PRD Sackett, CA Struve, Mayor Merkes, Clerk Neuman

D. PUBLIC HEARING

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

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

Minutes to receive:

- a. Board of Health, 6/9/23
- b. Board of Public Works, 8/7/23
- c. Committee on Aging, 7/14/23
- d. Library Board, 7/25/23 & 8/9/23
- e. NM Fire Rescue Joint Finance & Personnel, 6/27/23
- f. Personnel Committee, 8/7/23 & 8/14/23
- g. Redevelopment Authority, 8/1/23
- h. Water & Light Commission, 7/26/23

Communications:

- i. County Road Public Involvement Meeting

Moved by Ald. Sevenich, seconded by Ald. Ted Grade to approve minutes a. – h. and communication i.

Motion carried on voice vote.

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

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

Sanda DaBill-Taylor; 545 Broad Street, Menasha; she commented on the CDC Salary study.

G. CONSENT AGENDA

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

Minutes to approve:

1. Common Council, 8/7/23 & 8/14/23

Administration Committee, 8/7/23, Recommends Approval of:

2. CVMIC Renewal Policy for Policy Years 2025-2026
3. 2024 CVMIC Premium Projections

4. Approval of the updated Menasha Senior Center Reservation form to be effective for new rentals beginning 9/1/23

Board of Public Works, 8/7/23, Recommends Approval of:

5. Payment – Sommers Construction Co, Inc.; 2023-03; Street Reconstruction – Warsaw Street; \$15,352.00 (Payment No. 2)

Special Board of Public Works, 8/21/23, Recommends Approval of:

6. Change Order – Northeast Asphalt, Inc.; Contract Unit No. 2023-05; Street Construction and Rehabilitation; ADD \$60,000.00 (Change Order No. 2)

Personnel Committee, 8/7/23, Recommends Approval of:

7. Recommendation of Allowing the Employee Volunteer Opportunity – Rock the Block (Habitat for Humanity Fox Cities)

Special Personnel Committee, 8/14/23, Recommends Approval of:

8. Carlson Dettmann Consulting's (CDC) Classification & Compensation Study Recommended 2024 Hourly and Salary Wage Structures, Implementation of Option 2 (Step that provides at least 2% increase), and associated changes to Appendix A of Employee Handbook

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

H. ITEMS REMOVED FROM THE CONSENT AGENDA

Minutes to approve:

1. Common Council, 8/7/23 & 8/14/23

Moved by Ald. Sevenich and seconded by Ald. Nichols approve the Common Council minutes from 8/7/23 and 8/14/23, with the understanding of correcting a clerical error in the minutes on 8/7/23.

Motion carried on voice vote.

Administration Committee, 8/7/23, Recommends Approval of:

2. CVMIC Renewal Policy for Policy Years 2025-2026

3. 2024 CVMIC Premium Projections

Mayor recommended to table items 3 and 4 on the consent agenda because they were not noticed correctly on the agenda.

Moved by Ald. Nichols and seconded by Ald. Hammond to Table CVMIC Renewal Policy for Policy Years 2025-2026 and 2024 CVMIC Premium Projections.

Motion carried on voice vote.

4. Approval of the updated Menasha Senior Center Reservation form to be effective for new rentals beginning 9/1/23

Moved by Ald. Nichols and seconded by Tom Grade to approve the use of the updated Menasha Senior Center Reservation for rentals beginning 9/1/23.

Motion carried on roll call 8-0.

Board of Public Works, 8/7/23, Recommends Approval of:

5. Payment – Sommers Construction Co, Inc.; 2023-03; Street Reconstruction – Warsaw Street; \$15,352.00 (Payment No. 2)

Moved by Ald. Sevenich and seconded by Ald. Ropella to approve the payment of Sommers Construction Co, Inc. for the 2023-03 Street Reconstruction of Warsaw Street; \$15,352.00 (Payment No. 2).

Motion carried on roll call 8-0.

Special Board of Public Works, 8/21/23, Recommends Approval of:

6. Change Order – Northeast Asphalt, Inc.; Contract Unit No. 2023-05; Street Construction and Rehabilitation; ADD \$60,000.00 (Change Order No. 2)

Moved by Ald. Sevenich and seconded by Ald. Ropella to approve the Change Order for Northeast Asphalt, Inc.; Contract Unit No. 2023-05; Street Construction and Rehabilitation; ADD \$60,000.00 (Change Order No. 2).
Motion carried on roll call 8-0.

Personnel Committee, 8/7/23, Recommends Approval of:

7. Recommendation of Allowing the Employee Volunteer Opportunity – Rock the Block (Habitat for Humanity Fox Cities)

Moved by Ald. Ted Grade and seconded by Ald. Nichols for the approval of allowing the Employee Volunteer Opportunity of Rock the Block (Habitat for Fox Cities).

Motion carried 7-0; 1 Abstention.

Ald. Hammond abstained from voting due to his previous connection with Habitat for Humanity.

Special Personnel Committee, 8/14/23, Recommends Approval of:

8. Carlson Dettmann Consulting's (CDC) Classification & Compensation Study Recommended 2024 Hourly and Salary Wage Structures, Implementation of Option 2 (Step that provides at least 2% increase), and associated changes to Appendix A of Employee Handbook

Moved by Ald. Ted Grade and seconded by Ald. Nichols to approve the recommendation of the 2024 Hourly Salary Wage Structures, Implementation of Option 2 (Step that provides at least 2% increase), and associated changes to Appendix A of the Employee Handbook.

Motion carried on roll call 5-3.

Ald. Ropella, Eisenach, and Sevenich voted no.

I. ACTION ITEMS

1. Accounts payable and payroll for the term of 8/4/23 – 8/17/23 in the amount of \$4,067,796.16.

Moved by Ald. Nichols and seconded by Ald. Ropella to approve the accounts payable and payroll for the term of 8/4/23 – 8/17/23 in the amount of \$4,067,796.16.

Motion carried on roll call 8-0.

2. Accept PCB Contamination and Monsanto Class Action Settlement

Moved by Ald. Nichols and seconded by Ald. Tom Grade to accept the PCB Contamination and Monsanto Class Action Settlement.

Motion carried on roll call 8-0.

General discussion ensued on reasoning behind settlement of lawsuit (harmful effects on resources and environmental affects), funding allocation once settlement funding is received, other municipalities from Wisconsin who are receiving said funds from settlement, and the opt-out of the lawsuit.

F. HELD OVER BUSINESS

G. ORDINANCES AND RESOLUTIONS

1. R-20-23 – A Resolution to Accept and Spend the Winnebago County Spirit Funds (Introduced by Mayor Merkes)

Ald. Hammond and seconded by Ald. Sevenich to approve R-20-23 – A Resolution to Accept and Spend the Winnebago County Spirit Funds (Introduced by Mayor Merkes).

Motion carried on roll call 8-0.

General discussion ensued on funding allocation (using spirit funds for Phase 2 of the solar power grid project at the Menasha Public Works Facility). As a sustainability project and initiative, the return on investment during its 25-year lifespan will provide a benefit for all city residents. This section will combine into the existing infrastructure of the solar power

grid and will provide all power needed to run the facility, saving an estimated \$27,000 annually. After taking into consideration of setup costs to the City (after the spirit funds and other grants/tax credits) would be \$37,000; the projected savings is estimated to be \$700,000.00.

2. R-22-23 – A Resolution Pertaining to Sewer Charges and Surcharges (Introduced by Ald. Sevenich), as Recommended by Board of Public Works

Moved by Ald. Sevenich and seconded by Ald. Ropella to approve R-22-23 – A Resolution Pertaining to Sewer Charges and Surcharges (Introduced by Ald. Sevenich), as Recommended by Board of Public Works.

Motion carried on roll call 8-0.

H. APPOINTMENTS

1. Mayor's appointment of Helen Englebert to the Library Board for the term of 8/21/23 - 6/1/26

Moved by Ald. Nichols and seconded by Ald. Ropella to approve Helen Englebert to the Library Board for the term of 8-21-23 – 6/1/26.

Motion carried on voice vote.

2. Mayor's appointment of Walt Ulbricht to the Ad-hoc Menasha Sesquicentennial Committee

3. Mayor's appointment of Carol Sturm to the Ad-hoc Menasha Sesquicentennial Committee

Moved by Ald. Sevenich and seconded by Ald. Tom Grade to approve Mayor's appointments of Walt Ulbricht and Carol Sturm to the Ad-hoc Menasha Sesquicentennial Committee.

Motion carried on voice vote.

I. CLAIMS AGAINST THE CITY

J. PUBLIC COMMENTS ON ANY MATTER LISTED ON THE AGENDA

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

Sandra DaBill-Taylor, 545 Broad Street, Menasha; commented on the Monsanto PCB lawsuit, and commented on her request to review the reciprocity agreements with City of Neenah and Village of Fox Crossing.

K. ADJOURNMENT

Moved by Ald. Hammond and seconded by Ald. Tom Grade to adjourn at 6:45 p.m.

Motion carried on voice vote.

Respectfully submitted by:

Valerie Neuman, City Clerk



MEMORANDUM

Date: July 26, 2023

To: Administration Committee

From: Margaret J. Struve, City Attorney

RE: CVMIC 2023 Summer Meeting Update/Renewal

I recently had the opportunity to attend day one of CVMIC's two-day summer meeting, which entailed a New Member Representative Orientation/CVMIC Overview. CVMIC's summer meeting is meant to update members about loss control issues, financial status of the company, insurance renewal, municipal claims, predictions on expected insurance rate increases/decreases for governmental entities, and general member information.

Attached for your information are the following documents:

1. Two-Year Liability Renewal Package 2025-2026
2. 2023 Dividend Report dated July 3, 2023
4. 2023 Mutual Member Participation Calculation
5. Proposed Resolution Approving the City of Menasha's Liability Insurance Renewal Through Cities and Villages Mutual Insurance Company (CVMIC)

LIABILITY COVERAGE

Renewal

Liability insurance renewal commitments for Cities and Villages Mutual Insurance Company (CVMIC) members are due September 15, 2023. CVMIC's multi-year pricing cycle is put together in an effort to aid municipalities' budget planning efforts. The City is already committed through policy year 2024.

The premium quoted amounts consider the City's current Self-Insured Retention (SIR) amount (\$25,000) and for comparison purposes the next highest Self-Insured Retention amount (\$37,500). There are two additional levels of SIR - \$50,000 and \$75,000 – should the City be interested in the potential premium savings associated with an increased SIR. The premium quoted amounts are:

<u>Current \$25,000 SIR</u>		<u>Optional \$37,500 SIR</u>
\$65,696	2025	\$61,754
\$67,666	2026	\$63,606

Dividend

The CVMIC board declared a liability program dividend at its May 17th Board of Directors Meeting. The City is requested to select a payment option. Option One, the default option, pays the dividends to the City on or after March 1, 2024. With Option Two, CVMIC holds the dividends until requested by the City, which dividends earn interest based on the rate earned by CVMIC on its investments. Finance Director Jennifer Sassman recommends Option One.

Recommended actions:

- (1) Forward the attached proposed Resolution to the Common Council for approval to continue membership in CVMIC and accepting CVMIC's premium proposal for years 2025 and 2026, at the Self-Insured Retention (SIR) of \$25,000.
- (2) Select dividend Option One and instruct CVMIC staff regarding payment of dividends to Menasha on or after March 1, 2024.



June 28, 2023

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

RE: Public Entity Liability Renewal Package (2025-2026)

Dear Margaret,

CVMIC members are the core of our business and the purpose of our existence. The principles of teamwork and cooperation guide our success as we partner with Wisconsin municipalities that are engaged and committed to each other and the CVMIC organization.

We take pride in offering quality insurance products and risk management solutions for our members and strive to provide your community with the best possible public entity, general liability and auto liability protection available in Wisconsin.

We are pleased to present you with this two (2) year Public Entity Liability renewal package.

Premium options for the 2025 and 2026 policy years are set forth in **ATTACHMENT ONE**, these premiums are guaranteed for the two-year period if an adequate level of commitment for the renewal is achieved.

To confirm your community's commitment to CVMIC for the 2025-2026 policy years as outlined in **ATTACHMENT ONE**, please complete the acceptance form and return a signed copy to Ben Hoverson (benh@cvmic.com) **by September 15th, 2023**.

Our general counsel, Patrick Nolan of Quarles & Brady, has provided instructions for making this two-year commitment to CVMIC. (See **ATTACHMENT TWO**)

We look forward to continuing our partnership with you. If you have any questions regarding this renewal package, please contact Ben Hoverson.

Yours very cordially,

CITIES AND VILLAGES MUTUAL INSURANCE COMPANY

Steve Stanczak, Chief Executive Officer
Direct: 414-831-6000
Email: steves@cvmic.com

Ben Hoverson, Underwriting Analyst
Direct: 414-831-6013
Email: benh@cvmic.com

ATTACHMENT ONE



City of Menasha Liability Premiums for Policy Years 2024, 2025, 2026

CVMIC Public Entity Liability Policy Overview

Coverages: General Liability, Auto Liability, Public Officials Liability & Law Enforcement Liability

Policy Limit: \$10,000,000 per Occurrence Excess Self-Insured Retention (SIR)

Per Occurrence SIR: Selected by Each Member (Multiple SIR Options are Available)

Aggregate SIR: Four (4) Times Selected SIR per Policy Period

City of Menasha Current SIR

Per Occurrence SIR: \$25,000

Aggregate SIR: \$100,000

Annual Premium Summary

<u>Policy Year</u>	<u>Current SIR (Option 1)</u>	<u>Optional SIR (Option 2)</u>
2024	\$64,409	\$60,545
2025	\$65,696	\$61,754
2026	\$67,666	\$63,606

NOTE: The premiums stated above are based on an expected number of renewals and are subject to review. With that qualification, the premiums are guaranteed for the three-year policy period of 2024, 2025 and 2026.

ATTACHMENT ONE

ACCEPTANCE

The **City of Menasha** agrees to continue as a member of CVMIC for the policy years 2024, 2025 and 2026 as outlined in **Option 1** _____ (\$25,000) [or] as outlined in **Option 2** _____ (\$37,500) (*please indicate*) at the corresponding guaranteed premiums set forth on the previous page.

ACCEPTED AND AGREED TO this _____ day of _____, 2023.

City of Menasha

By _____
Signature

Its _____
Title



Please email signed PDF to: benh@cvmic.com

ATTACHMENT TWO



July 3rd, 2023

To: CVMIC Members

From: Cities & Villages Mutual Insurance Company

Re: Membership Commitment for Years 2025-2026

Ladies and Gentlemen:

There is no affirmative City Council/Village Board action which CVMIC requires for your municipality to continue its membership. The letter which accompanies this memorandum sets forth the guaranteed annual premiums which CVMIC offers in exchange for a two-year commitment of continued membership. All CVMIC requires is that the member select its SIR and return a copy of **Attachment One** executed by an authorized officer.

IF City Council/Village Board action is required for the member to make the commitment, we suggest the following authorization language either in the form of a motion or resolution:

RESOLVED, that (City/Village) accepts the Liability Insurance Proposal dated (<<INSERTDATE>>), from Cities and Villages Mutual Insurance Company ("CVMIC") and agrees to continue its membership in CVMIC for policy years 2025 and 2026 based on the premium guarantee by CVMIC for said policy years.

Please contact us if you have any questions or if we can be of assistance in this regard.

Sincerely,

Cities & Villages Mutual Insurance Company



Cities & Villages Mutual Insurance Company Self-Insured Retention Analysis

The analysis provided in the table below is intended to assist you in determining if additional risk (Higher SIR) should be considered based on your loss history and premium paid to CVMIC. The claim dollars/payments made within your SIR are only as good as your reporting of claim payments to CVMIC. If you do not believe that all of your claim payments have been submitted, then the analysis below should be adjusted.

Member:	Menasha, City of
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Claims Valued as of:	June 2023
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Year	Current SIR	Premium @ SIR	Claim \$ in SIR	Next Level SIR	Premium @ Next Level SIR	Claim \$ in Next Level SIR
2013	\$ 25,000	\$ 50,752	\$ 168	\$ 37,500	\$ 47,707	\$ 168
2014	\$ 25,000	\$ 52,020	\$ 25,600	\$ 37,500	\$ 48,899	\$ 38,100
2015	\$ 25,000	\$ 53,060	\$ 151	\$ 37,500	\$ 49,876	\$ 151
2016	\$ 25,000	\$ 54,122	\$ 20,472	\$ 37,500	\$ 50,875	\$ 20,472
2017	\$ 25,000	\$ 55,808	\$ 17,255	\$ 37,500	\$ 52,460	\$ 17,255
2018	\$ 25,000	\$ 57,204	\$ 26,245	\$ 37,500	\$ 53,772	\$ 26,245
2019	\$ 25,000	\$ 58,142	\$ 2,850	\$ 37,500	\$ 54,653	\$ 2,850
2020	\$ 25,000	\$ 59,305	\$ 2,663	\$ 37,500	\$ 55,747	\$ 2,663
2021	\$ 25,000	\$ 60,505	\$ -	\$ 37,500	\$ 56,875	\$ -
2022	\$ 25,000	\$ 61,715	\$ -	\$ 37,500	\$ 58,012	\$ -

Total Cost @ Current SIR:	\$ 658,038
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Total Cost @ Next Level SIR:	\$ 636,780
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10 Year Savings/Loss:	\$ 21,258
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Note: Total Cost = Premium + Claim \$ in SIR

SIR Analysis - Total Cost Per Year			
Year	Total Cost @ Current SIR	Total Cost @ Next Level SIR	Additional Cost/Savings
2013	\$ 50,920	\$ 47,875	\$ 3,045
2014	\$ 77,620	\$ 86,999	\$ (9,379)
2015	\$ 53,211	\$ 50,027	\$ 3,184
2016	\$ 74,594	\$ 71,347	\$ 3,247
2017	\$ 73,063	\$ 69,715	\$ 3,348
2018	\$ 83,449	\$ 80,017	\$ 3,432
2019	\$ 60,992	\$ 57,503	\$ 3,489
2020	\$ 61,968	\$ 58,410	\$ 3,558
2021	\$ 60,505	\$ 56,875	\$ 3,630
2022	\$ 61,715	\$ 58,012	\$ 3,703
Total	\$ 658,038	\$ 636,780	\$ 21,258



DATE: July 3rd, 2023
TO: **Margaret Struve, City of Menasha**
FROM: Benjamin Hoverson, Underwriting Analyst
RE: 2023 Dividend Report

On May 17, 2023, the CVMIC Board of Directors approved a Liability program dividend in the amount of **\$999,696**. This dividend is based upon operating results of the Liability program for the period ending 12/31/22 and will be paid on or after **March 1, 2024**. The methodology of calculation is consistent with that of previous dividends declared and paid. The first 50% of the dividend declared is paid on a level basis, and the balance is based on the loss history of your community. Your community's share of this declared dividend is **\$11,025**.

Please review the options outlined below and return a signed PDF copy to Ben Hoverson (benh@cvmic.com) **no later than November 1, 2023**. The election below must be completed by the Member Representative, Mayor or other individual with the authority to sign on behalf of your community.

The **City of Menasha** has reviewed the dividend options and instructs CVMIC to account for the dividend as marked below:

Option 1: _____ **PAY** all dividends to my community on March 1, 2024.

Option 2: _____ **HOLD** dividends declared for the **Liability** program until you are provided further instructions. I understand that interest will be paid based on the rate earned by CVMIC on its investments. I further understand that I will get an annual accounting regarding any open balance.

ACCEPTED AND AGREED TO this _____ day of _____, 2023.

By _____
Signature

Its _____
Title

CITIES AND VILLAGES MUTUAL INSURANCE COMPANY

Steve Stanczak, Chief Executive Officer
Direct: 414-831-6002
Email: steves@cvmic.com

Benjamin Hoverson, Underwriting Analyst
Direct: 414-831-6013
Email: benh@cvmic.com

2023 Mutual Member Participation Calculation

MENASHA

Premium Contribution 70%:

Member Premiums - Most Recent 10 Years Summed	\$562,633
Less: 15% of Claims Paid - Most Recent 10 Years Summed	<u>23,774</u>
Net Premiums for Member	\$538,859
 Net Premiums for Total CVMIC Membership - Most Recent 10 Years Summed	 \$41,374,111
 Member's % of Total Premiums	 1.302%
Weighted Percentage = 70%	<u>70%</u>
Member's Premium Contribution Participation Percentage	0.912%

Risk Sharing/Self-Insured Retention Contribution 30%:

Member's Self Insured Retention - Most Recent 10 Years Summed	\$250,000
 Total CVMIC Membership Self Insured Retention - Most Recent 10 Years Summed	 \$29,762,500
 Member's % of Total Self Insured Retention	 0.840%
Weighted Percentage = 30%	<u>30%</u>
Member's Self Insured Retention Contribution Participation Percentage	0.252%

Net Assets (Total Assets less Liabilities and Minimum Permanent Surplus)	\$17,621,178
Member's Participation Percentage (Premium + Self Insured Retention)	<u>1.164%</u>
Member's Participation Position	<u><u>\$205,054</u></u>

2022 Total Assets per Annual Statement	\$52,945,180
2022 Total Liabilities per Annual Statement	\$21,324,002
Permanent Minimum Surplus	<u>\$14,000,000</u>
Net Assets	<u><u>\$17,621,178</u></u>



Memorandum

TO: NMFR Joint Finance & Personnel Committee

FROM: Deputy Chief Krueger

DATE: August 22, 2023

RE: Radio Budget CIP

The current CIP budget for 2023 includes \$425,000 for the purchase of end-of- life Communication Radios. This replaces equipment originally funded by Winnebago County. NMFR formed a committee to review radio needs and spoke with various vendors. It was determined that the portable communication devices are no longer supported, whereas mobile or vehicle mounted devices have a longer life cycle. The quotations for replacement portable radios, associated equipment and the apparatus connected communication system without large apparatus mobile radio replacement is estimated at \$360,000. The committee further determined and suggest not to renew a radio maintenance contract at \$6,000 annual and apply a portion of those maintenance funds to replace mobile radios not associated with this project replacement in future budget years.

NMFR has delayed action to purchase the equipment as discussion was being held that American Rescue Plan Act or “Spirit Funds” from Winnebago County would be made available to support replacement radios throughout the County, like the original funded project. Several months and conversations have been held including a most recent County Spirit Fund meeting attended by Chief Kloehn and Deputy Chief Krueger in which it was clarified that only the Sheriff’s radios were approved and request for department radios would need to be submitted as a matching fund application to the Spirit Fund for consideration. NMFR did apply for financial support for this project.

Based on the continued end of life occurring on mobile batteries which are leaving the department depleted with functional portable radios, we are requesting NMFR begin the process of ordering the needed equipment not to exceed the value of \$360,000. The lead times on the equipment is estimated at 90+ days and should the Spirit Fund be made available in 2023, this will offset up to 50% of the total expense due upon receipt of the products.



Memorandum Continued

NMFR was recently informed by Neenah I.S. that software upgrades will no longer be supported on the vehicle Mobile Data Computers rendering a need for upgraded devices in an effort for 911 dispatch to locate nearest apparatus and communicate call information to/from NMFR. These data computers average in cost approximately \$6,000 each. NMFR is expecting to replace up to 8 data computers in vehicles. Currently, (2) units both for 2023 replacement apparatus C32 and Engine 31 have been ordered and budgeted within 2023 year.

The estimated cost of replacement for these units would be \$48,000. NMFR is seeking to move forward with replacement equipment in 2023 using CIP monies budgeted for department communication radios due to the reduction in need of replacement of all mobile radio devices.

In 2022, NMFR obtained 4 new vehicles as part of a replacement schedule. NMFR declared surplus and sold 5 vehicles with intentions to utilize the previously assigned command truck as the 5th vehicle. Since this plan was initiated, it was determined that the previously assigned command truck is a critical vehicle for safe deployment of the department's new larger and heavier UTV and a means for any large incident command to deploy staff to the scene when personnel are required over additional large apparatus. In 2023, the State reorganized, and funded, the Special Operations Task Force. In support of the task force, an increase in the need of a staff vehicle for training and deployment transportation is expected above and beyond the normal operational needs. NMFR has an opportunity to purchase a used 2017 former Police Vehicle already updated with fire department lighting and equipment at a cost of \$12,000. NMFR is recommending the purchase of the used vehicle to be used for staff traveling for training, deployment to special operation events, or serve as an additional back-up vehicle for shift inspectors. This vehicle would be exchanged in the next cycle of small vehicle purchases providing NMFR with a continuous cycle of re-purposing front line vehicles. NMFR is recommending this be purchased with funding from 2023 CIP.



Memorandum Continued

In summary, we are requesting consideration of the budgeted 2023 Radio Communication CIP budget of \$425,000 be reallocated to purchase replacement radios for a cost not to exceed \$360,000, replacement mobile data computers (MDC) for vehicles for a cost not to exceed \$48,000 and purchase a used police vehicle not to exceed \$12,000 for a grand total of \$420,000.

The *Potential* \$180,000 funds reimbursement through “Spirit Fund” would help offset the overall cost of the radios if we are awarded these funds.

Thank you.

SK/te



MEMORANDUM

To: Personnel Committee
From: Margaret Struve, City Attorney *MS*
Kimberly Cardoza, HR Manager *KC*
Date: August 21, 2023

RE: Cottingham & Butler's Family Advantage Health Plan (FAHP)

Background

While health insurance is a key component in attracting and retaining employees, it is also a major expense in the City budget. Increases to our healthcare premium have averaged 10% annually, but only after efforts by the City to contain these costs. In 2022, the City negotiated with Network Health for a 12% rate cap for 2023; without that cap, we were projected to have a 24% increase to our healthcare premium! The City has yet to receive information on what our premium increases will be for 2024. The City anticipates receiving this information towards the latter half of September, 2023. Of utmost concern, we do not have a rate cap in place this year.

In the past, the City has changed providers and plan designs to minimize cost increases for both the City and employees. However, changing providers and plan designs creates a headache for employees and their families. To compensate for an expected premium increase, the City had explored alternative options last year, and has continued to do so this year.

In September 2022, staff presented an "opt out" option to Common Council that would have given employees payout cash incentives to leave (opt out of) the City's health insurance and join other healthcare options available to them. The amounts proposed were \$250 monthly if previously enrolled in a family, employee/spouse, or employee/child plan, and \$125 monthly if previously enrolled in a single plan. Council declined to adopt this opt out program. As a result, the City absorbed a 12% health insurance increase, causing a strain on the City budget.

Family Advantage Health Plan (FAHP) Option

Family Advantage Health Plan (FAHP) is a new, innovative healthcare option offered by our insurance broker, Cottingham & Butler. FAHP offers better benefits, lower costs (average net savings of 5-15%) and requires no changes to our current healthcare offerings. Eligible employees would drop the City's healthcare plan, elect another employer-sponsored group plan for new primary coverage, and enroll in FAHP. FAHP would reimburse 100% of the employee's deductibles, copays, and coinsurance from the other employer-sponsored group plan, and additionally, the employee would receive a payroll dividend of \$50/member per month to offset added premium costs.

Fiscal Impact

Cottingham & Butler expect a net savings of \$70,000 - \$90,000 for the City in health insurance costs.

Staff Recommendation

Adopt the Family Advantage Health Plan as an alternative healthcare option for employees starting January 1, 2024.

Introducing The Family Advantage Health Plan

Better Benefits. Lower Costs. No Gimmicks.



City of Menasha
August 21, 2023



Cottingham & Butler

AGENDA

What Is The Family Advantage Health Plan?

- Who Is Eligible?
- What Is In It For The Employees?
- What Is In It For The City of Menasha?

Questions and Answers?

- Frequently Asked Questions
- Open Q&A

Wrap-Up

What Is The Family Advantage Health Plan?

FAMILY ADVANTAGE HEALTH PLAN – BETTER BENEFITS. LOWER COSTS. NO GIMMICKS.

A new, innovative health plan option offered by Cottingham & Butler for employers to have:

- **Better Benefits** – 100% Coverage Plan for Eligible Family Members (No More Deductibles, Copays, Coinsurance), As A Voluntary Additional Plan Option.
- **Lower Costs** – Average Net Cost Savings of 5-15% of Entire Health Plan, With ROI Measured Quarterly. If You Don't Save, You Don't Pay a Dime.
- **No Gimmicks** – Requires No Changes to Any Other Components of Your Benefit Program to Make It Work, Even Your Broker. Consider It A Bolt On Option For Employees.



Save
Money

Provide
Better
Coverage



A True Win-
Win-Win

A SMARTER OPT-OUT INCENTIVE PROGRAM

1



Aligned Risk & Incentives

Members electing the Family Advantage Health Plan get both:

A.) Health Reimbursement Account that reimburses 100% of deductibles, copays, and coinsurance of another employer sponsored group plan.

B.) Flat \$ amount per month distributed by payroll to offset for added premium costs (\$50/member standard).

INCENTIVES BUILT TO ATTRACT LARGER CLAIMANTS & HIGHER RISKS

2



Optimized Eligibility Criteria

Any member (employee, spouse, child) that has:

A.) been enrolled on the City's major medical plan for at least 12 months as of the plan's effective date

B.) access to & enrolls in another employer sponsored group health plan

NO SUNK COSTS FROM PEOPLE WHO ALREADY WAIVE THE PLAN

DON'T OVERCOMPLICATE IT – IT IS ACTUALLY QUITE SIMPLE

Member is enrolled on the City's plan today for last 12 months and has other employer coverage available through parent or spouse

Member drops the City's plan and elects other employer plan as new primary coverage

Member enrolls in \$0 Family Advantage Plan through City of Menasha as incentive for switching, effectively having two plans now protecting their family



Employees have 100% coverage when they seek care, saving them money



Employers save by cutting family costs by 50% or more & capping their risk

Member gets reimbursed for all deductibles, copays, and coinsurance of other employer plan by Family Advantage Plan + Payroll bonus each month to help cover premium variances (standard is \$50 PMPM)

WHY EMPLOYEES WILL LOVE IT - BETTER BENEFITS, LOWER COSTS

Family of 4 – All Migrate	Current Plan	Other Plan + FAHP
Premiums		
Annual Premium Deductions	\$2,727	\$5,400
FAHP Premium Bonus (\$50 PMPM)	N/A	(\$2,400)
Net Premium Cost	\$2,727	\$3,000
Medical Plan Costs		
Family Out of Pocket Expenses	\$5,000	\$5,000
HRA/FAHP Health Reimbursements 100%	\$1,000	(\$5,000)
Net Out of Pocket Costs	\$4,000	\$0
Total Net Costs to Employee		
Total Employee Costs	\$6,724	\$3,000
Total Employee Savings – 55%		\$3,724

Step #1 -

Add Up Your Current Premiums + Out of Pocket Expenses to Calculate Total Current Spend

Step #2 -

Add Up Your Spouse/Parent Plan Premiums & Out of Pocket, Then Subtract 100% of Out of Pocket and Flat Monthly Premium Bonuses

Step #3 -

Calculate Difference in Net Expenses and See What You Would Save By Moving to Other Plan + FAHP

WHY EMPLOYEES WILL LOVE IT – EASY REIMBURSEMENTS



Payroll Bonus

- Shows up on your first paycheck automatically, no action required!



FAHP Debit Card

- Can be used at any pharmacy and provider for healthcare-related expenses only.
- Great for point-of-service charges (office visit or prescription copays).
- Can be used to pay provider bills received after care, but requires documentation for any services over \$1,000 (generally an EOB).



Claims Reimbursement Submission

- Must submit a reimbursement form, accompanied by an Explanation of Benefits or receipt.
- Easiest submissions using the My SmartCare app or website, otherwise email & standard mail are available.
- Reimbursements available via check or direct deposit.

WHY WOULDN'T EVERYONE TAKE THIS IF THEY ARE ELIGIBLE?



Network

The other employer's provider network may not include your primary care physician or preferred hospital.



Exclusions

The other employer's plan may not cover a certain medical procedure, condition, or prescription that you need.



Spousal Carve-out

The other employer's plan has a spousal carve-out, which makes those who have coverage through their own employer ineligible to join that plan.



Low Utilizer

You don't use much health care.
This is especially true for low utilizers that also have an active HSA.

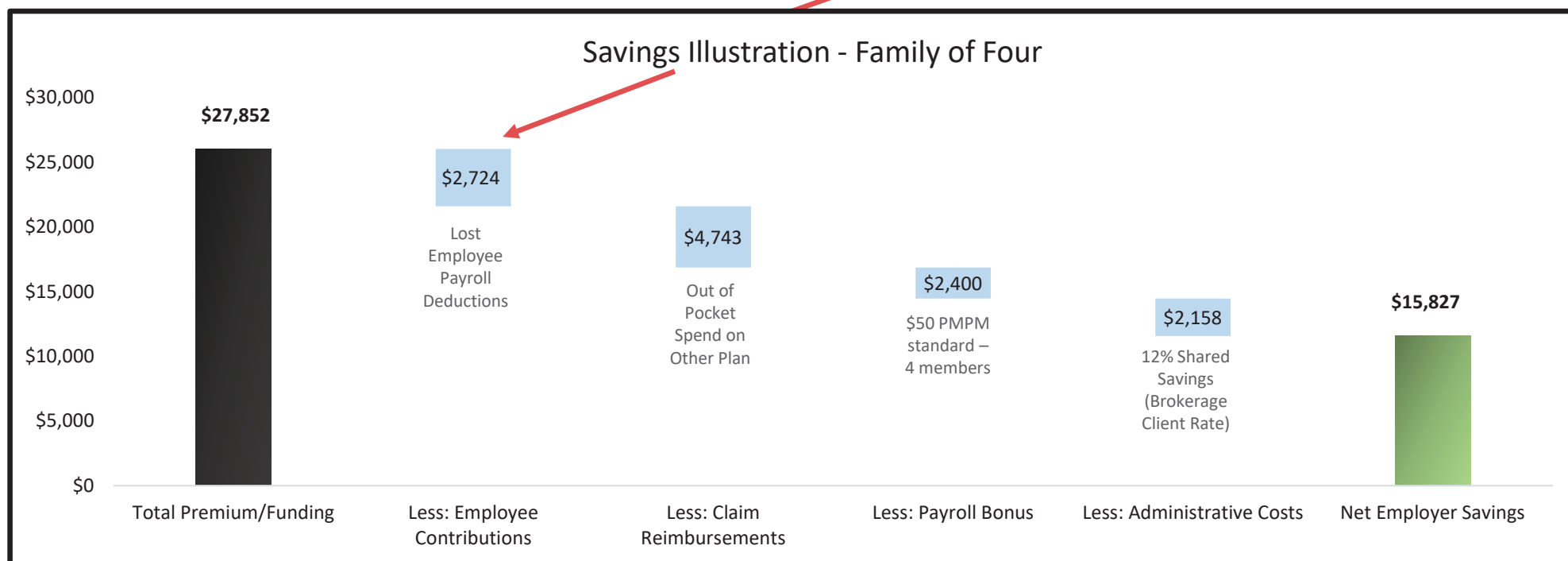


Premiums Too High

The premiums of the other employer's plan are too high.

WHY EMPLOYERS LOVE IT- MEASURABLE SAVINGS

Sample Employer Health Plan Cost Breakdown			
Tier	Total Cost	Employee Cost (Non-Wellness)	Employer Cost
Single	\$746	\$70	\$676
Employee + Child	\$1,345	\$130	\$1,215
Employee + Spouse	\$1,524	\$148	\$1,376
Employee + Family	\$2,321	\$227	\$2,094



*No adjustment made for assumption that higher risk members will participate at greater rates, so estimate is conservative.
Typical migration is higher risk individuals than group average, due to incentive design to those hitting OOP max.*

Other Common Q&A?

UNDERSTANDING ELIGIBILITY: TWO MAIN CRITERIA

This benefit is available to any member of your family* that meets the eligibility criteria including you, your spouse, and any children:

*As long as you—the employee—are still an active, benefit-eligible employee.

1 Has the member been enrolled on the City's major medical plan for 12 months before the FAHP effective date?

Yes

No

2 Does the member have access to medical coverage through another employer?

No

Yes

Member is eligible

Member is NOT eligible

FREQUENTLY ASKED QUESTIONS

What if my family is already enrolled in another employer plan, are we eligible for the FAHP?

No, as the eligibility criteria for the plan requires enrollment in a current medical plan for the 12 months preceding the effective date of the FAHP.

Offering this benefit without this criteria would eliminate the financial feasibility of the program, and ultimately would lead to other less favorable total rewards changes for all employees.

FREQUENTLY ASKED QUESTIONS

What happens if my spouse has a different open enrollment period than my employer, can we still enroll in the FAHP?

Yes, however, the timing of your enrollment may vary based on whether or not your spouse's employer considers differing open enrollments for spouses to be a qualifying event.

Have your spouse ask their employer's HR team if they would allow a mid-year enrollment due to the fact that your plan is changing and has a different open enrollment period.

- If they say yes, then you can enroll in that plan and the FAHP immediately.
- If they say no, you will just have to wait until their open enrollment to enroll in their plan and the FAHP.

FREQUENTLY ASKED QUESTIONS

What if my spouse's employer has a qualified HDHP, can I enroll in FAHP and contribute to a Health Savings Account?

Yes, however, you and your spouse cannot contribute any funds to a Health Savings Account while receiving reimbursements from the Family Advantage Health Plan. If your spouse's employer contributes funds to a HSA as part of the plan, you would have to revoke those contributions to not violate IRS regulations associated with HSA plans.

FREQUENTLY ASKED QUESTIONS

What if I enroll in Medicare or an individual plan on the Marketplace, can I enroll in the FAHP?

No, the FAHP is only available for members that enroll in other coverage that is offered through an employer, not public insurance of any kind.

FREQUENTLY ASKED QUESTIONS

**Which employers
does this program
make sense for?**

Due to the unique program design, most employers will benefit from offering the Family Advantage Health Plan. The only exception would be employers with low participation rates already (<70% of eligible take insurance), as this will indicate a good majority of families with other options are likely already using those options and the migration opportunity for currently enrolled members to another employer plan is low.

FREQUENTLY ASKED QUESTIONS

Is this a lot of added work for our human resources department?

Not at all. Due to the annual enrollment structure and eligibility criteria, this benefit is very hands off outside of open enrollment communication with employees. On an ongoing basis, administrative team's only responsibility is alerting TPA of terminations or qualifying events impacting mid-year enrollment. All claim and employee issues can be directed to dedicated TPA contact.

FREQUENTLY ASKED QUESTIONS

**How is the
administration fee for
the TPA calculated?**

The administrative fee is a shared savings charge, based on the following equation:
(COBRA Equivalent Rates – Forgone Employee Deductions – HRA Claim Reimbursements – Payroll Premium Bonuses) * Shared Savings Percentage (20% Non-C&B Brokerage Client / 12% C&B Brokerage Client)



To: Members of the Common Council

From: Chief Nick Thorn

Date: August 31, 2023

RE: Memorandum of Understanding- School Crossing Guard Program

The Police Department and Menasha Joint District (MJSD) have outlined terms and conditions contained within the “Draft” Memorandum of Understanding (MOU) for a partnered School Crossing Guard Program. The purpose of this MOU is to set forth the responsibilities, expectations, and cooperation between Menasha, MJSD, and the community in which they serve, to effectively implement and manage the School Crossing Guard Program. This MOU outlines the parties’ mutual understanding of the goal of the School Crossing Guard Program, which is ultimately to promote the safe passage of students and pedestrians across designated crosswalks during assigned hours.

The Police Department is requesting the Members of the Common Council’s approval of our Memorandum of Understanding. Further, that the final agreement may contain slight revisions which will be reviewed by our City Attorney prior to inception.

Memorandum of Understanding

School Crossing Guard Program

This Memorandum of Understanding (“MOU”) is entered into by and between the Menasha Police Department of the City of Menasha (“Menasha”), and the Menasha Joint School District (“MJSD”), (hereinafter referred to individually as a “Party” or collectively as “the Parties”).

This MOU sets forth the terms and understanding between Menasha and MJSD to facilitate the School Crossing Guard Program.

This MOU reflects the parties’ mutual understanding of the mission of the School Crossing Guard Program: to promote the safe passage of students and pedestrians across designated crosswalks during those assigned hours. The parties further agree that adult school crossing guards serve to remind drivers of the presence of children and other pedestrians. The presence of adult crossing guards can also lead to more parents feeling comfortable about their children walking or bicycling to school. The parties also agree that while the primary role of an adult crossing guard is to guide children safely across the street, children also remain responsible for their own safety.

I. Purpose

The purpose of this MOU is to set forth the responsibilities, expectations, and cooperation between Menasha, MJSD, and the community in which they serve, to effectively implement and manage the School Crossing Guard Program. This MOU outlines the parties’ mutual understanding of the goal of the School Crossing Guard Program, which is ultimately to promote the safe passage of students and pedestrians across designated crosswalks during those assigned hours.

II. School Crossing Guard Role & Responsibilities

1. The mission of the School Crossing Guard is to support active transportation for children to and from school in a safe and effective manner.
2. School Crossing Guards are governed by Section 10-1-55 of the Menasha City Code of Ordinances and Section 349.215 of the Wisconsin Statutes.
 - a. Sec. 10-1-55 provides that “[p]ursuant to Sec. 349.215, Wis. Stats., those adult persons hired by the Police Department **or employed by the Menasha Joint School District and trained pursuant to the MOU** to act as “School Crossing Guards” shall have the authority to stop vehicular traffic and to keep it stopped as long as necessary at their respective school crossings for the purpose of permitting school children to cross the street.
 - b. Sec. 349.215 provides for the authority to appoint school crossing guards: “The governing body of any city. . . may by ordinance provide for the appointment of adult school crossing guards for the protection of persons who are crossing a highway in the vicinity of a school. The school crossing guards shall wear insignia or

uniforms which designate them as school crossing guards and shall be equipped with signals or signs to direct traffic to stop at school crossings.”

3. School Crossing Guards are responsible for protection of persons who are crossing a street in vicinity of a school. They are not responsible for dealing with criminal law or traffic law issues, and shall not attempt to take enforcement action against such possible violations that are noted. They shall report any possible traffic violations or concerns to the Menasha Police Department promptly.
4. Should a student, staff member, parent or other community member have a concern about the conduct of a School Crossing Guard and wish to file a complaint, the Menasha Police Department and MJSD should advise the party to contact the Lieutenant of Investigative Services to coordinate a review of the School Crossing Guard’s actions and to work collaboratively with MJSD to identify possible training needs.

III. Qualifications of School Crossing Guards

The parties mutually agree that high standards for selection of adult school crossing guards are essential because they are responsible for the safety of and the efficient crossing of the street by children and pedestrians within and in the immediate vicinity of school crosswalks.

1. Adult crossing guards shall possess the following minimum qualifications:
 - a. Good physical condition, including sight, hearing, and mobility; must have ability to move and maneuver quickly in order to avoid danger from errant vehicles;
 - b. Ability to control a STOP paddle effectively to provide approaching road users with a clear, fully direct view of the paddle’s STOP message during the entire crossing movement;
 - c. Ability to communicate specific instructions clearly, firmly, and courteously;
 - d. Ability to recognize potentially dangerous traffic situations and warn and manage students and pedestrians to avoid injury and/or death.
 - e. Mental alertness;
 - f. Neat appearance;
 - g. Good character;
 - h. Dependability; and
 - i. An overall sense of responsibility for the safety of students.

IV. School Crossing Guard Training and Equipment

1. The Menasha Police Department shall provide MJSD with training materials for the School Crossing Guard program which will be consistent with Wisconsin DOT best practice standards and regulations found in Part 7. Traffic Control for School Areas.
2. MJSD shall be responsible for the purchase of the signage recommended by the Menasha Police Department to be utilized by School Crossing Guards.
3. MJSD shall be responsible for the purchase of the insignia or uniforms recommended by the Menasha Police Department (high-visibility retroreflective safety apparel labeled as ANSI 107-2004 vests) to be worn by School Crossing Guards.

V. Operating Procedures for School Crossing Guards

1. School crossing guards shall pick opportune times to create a sufficient gap in the traffic flow. At these opportune times, they shall stand in the roadway to indicate that pedestrians are about to use or are using the crosswalk, and that all vehicular traffic must stop.
2. School crossing guards shall use a STOP (R1-1) paddle. The STOP paddle shall be the primary hand-signaling device.
3. The STOP (R1-1) paddle shall be an octagonal shape. The background of the STOP face shall be red with at least 6-inch series upper-case white letters and border. The paddle shall be at least 18 inches in size and have the word message "STOP" on both sides. The paddle shall be retro reflectorized or illuminated when used during hours of darkness.
 - a. Option: The STOP paddle may be modified to improve conspicuity by incorporating white or red flashing lights on both sides of the paddle. Among the types of flashing lights that may be used are individual LEDs or groups of LEDs.
 - i. The white or red flashing lights or LEDs may be arranged in any of the following patterns:
 - A. Two white or red lights centered vertically above and below the STOP legend;
 - B. Two white or red lights centered horizontally on each side of the STOP legend;
 - C. One white or red light centered below the STOP legend;
 - D. A series of eight or more small white or red lights having a diameter of 1/4 inch or less along the outer edge of the paddle, arranged in an octagonal pattern at the eight corners of the STOP paddle (more than eight lights may be used only if the arrangement of the lights is such that it clearly conveys the octagonal shape of the STOP paddle); or
 - E. A series of white lights forming the shapes of the letters in the legend.
 - Standard:
 - b. If flashing lights are used on the STOP paddle, the flash rate shall be at least 50, but no more than 60, flash periods per minute.

VI. Program Assessment

The School Crossing Guard Program will be assessed every three years by the Menasha Police Department and MJSD.

VII. School Routes and Established School Crossings

1. To establish a safer route to and from school for children, the application of planning criterion for school crossing routes may make it necessary for children to travel an indirect route to an established school crossing located where there is existing traffic control and to avoid the use of a direct crossing where there is no existing traffic control. The establishment of the designated School Crossing shall be the joint responsibility of Parties.

The following designated School Crossing have been established and shall be maintained by MJSD during the scheduled MJSD School Dates:

- a. 9th Street at John Street
- b. Tayco Street at Lake Street
- c. Third Street at Tayco Street

The following designated School Crossing has been established and shall be maintained by the Menasha Police Department during the scheduled MJSD School Dates:

- a. Racine Street at Sixth Street

VIII. Structure and Funding for School Crossing Guard Program

1. Adult School Crossing Guards shall remain the employees of their respective MJSD organizations while engaging in the role as School Crossing Guard for purposes of wages, and other matters pertaining to employment status, including Worker's Compensation.
2. MJSD shall clearly establish with its employees that, while they will be working as a School Crossing Guard in the City of Menasha, they are MJSD's employees and not employed by the City of Menasha, and no actions shall be taken or representations made, to create an employment relationship between MJSD employees and the City of Menasha.
3. MJSD shall maintain and provide proof that it maintains a current Worker's Compensation policy covering its employees.
4. MJSD agrees to abide by hiring practices that shall not in any fashion discriminate against any individual because of race, religion, marital status, age, sex, handicap, national origin or ancestry, income level or source of income, arrest record or conviction record, less than honorable discharge, physical appearance, sexual orientation, political beliefs, or student status.
5. MJSD shall assume liability for, be responsible for, indemnify, defend and save harmless Menasha and its officers, officials, employees, agents, representatives, successors, assigns, and anyone to whom it may be liable by contract or otherwise, against any claim, loss, damage, or expense arising from any actual or claimed death or injury or damage to property, whether such claim is owned by MJSD, Menasha, or third parties, including loss of use, which actually or allegedly results from, or actually or allegedly arises in connection with, the performance of this MOU, including any such injury or death or damage caused in part by the MJSD employee's (School Crossing Guard's) negligence.

IX. Terms and Conditions of MOU

1. This MOU shall become effective immediately upon execution by signature and shall remain in effect for a period of one year.
2. This MOU shall be reviewed annually and automatically renew for a period of successive one year periods unless terminated by either Party as provided herein.

3. Unforeseen conflicts or questions will be resolved by negotiation between the Superintendent of the MJSD and the MPD Chief of Police.
4. A Party may terminate this Memorandum of Understanding by serving written notice to all other Parties with a sixty (60) day written notice of termination.

Signed on the _____ of _____, 20____

Director of Student Services
Menasha Joint School District ("MJSD")

Chief of Police, Menasha Police Department
City of Menasha ("Menasha")

City of Menasha Disbursements

Weekly Accounts Payable	08/18/23 - 08/31/23 Checks # 79004-79142	\$1,248,280.43
	Void Check 79085	(\$264.00)
Bi-Weekly Payroll	08/24/23	\$234,465.96
Additional Regular Cycle Accounts Payables -Paid Electronically		
Home Depot ACH	08/18/23	\$113.04
Delta Dental	08/23/23	\$85.40
Community First CU-Payroll Deduction	08/24/23	\$674.50
Employee Benefits-Flex Spending	08/24/23	\$4,869.48
Wisconsin Deferred Compensation	08/24/23	\$9,061.84
Nationwide Deferred Compensation	08/25/23	\$3,772.50
Home Depot ACH	08/26/23	\$200.75
Employee Trust Funds -WRS	08/30/23	\$144,841.52
State Tax Withholding	08/30/23	\$26,879.52
Federal Tax Withholding	08/30/23	\$81,465.59
Delta Dental	08/30/23	\$2,307.40
Sales Tax	08/30/23	\$1,970.14
Debt Service Payments	08/31/23	\$173,436.25
FSA HRA Admin Fees	08/31/23	\$701.61
		<u>\$ 450,379.54</u>
Total		<u><u>\$1,932,861.93</u></u>

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

Craig Pearson

Craig Pearson
Finance Manager

08/31/23

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: 8/24/2023

Date: 8/28/2023

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
AMAZON CAPITAL SERVICES	79004	8/24/2023	141V-33VW-W9DT	100-0704-552.30-10	32.48	POOL TOYS/GAMES
		8/24/2023	1MJ3-HN43-DTM9	100-0801-521.30-15	(6.99)	SHIPPING CREDIT
		8/24/2023	1N13-KRXP-9MJ4	100-0801-521.30-10	58.30	3 RING BINDERS, PENS CORRECTION TAPE
		8/24/2023	1WDD-KMRN-GGWL	100-0702-552.30-18	65.49	ART NIGHT
	Total for check: 79004				149.28	
CITY OF APPLETON	79005	8/24/2023	12166	100-0918-531.21-06	500.00	EMERGENCY PREPAREDNESS PLANNING CONTRACT
		Total for check: 79005				500.00
AUTOMATED COMFORT CONTROLS	79006	8/24/2023	34238	470-0601-551.82-01	5,902.13	CONTROL VALVE REPLACEMENTLIBRARY
		8/24/2023	34239	731-1022-541.24-03	218.25	PROGRAMMING SVC AT PWF
	Total for check: 79006				6,120.38	
AUTOMOTIVE SUPPLY COMPANY	79007	8/24/2023	012072160	731-1022-541.38-04	594.07	PUMP MODULE
		Total for check: 79007				594.07
BATTERIES PLUS LLC	79008	8/24/2023	P64795619	100-0501-522.24-03	176.35	12V BATTERY - STATION 36
		Total for check: 79008				176.35
BERGSTROM	79009	8/24/2023	87202	731-1022-541.38-04	18.20	WINDSHIELD WASHER HOSE
		8/24/2023	87227	731-1022-541.38-03	44.36	WINDSHIELD WASHER HOSE
	Total for check: 79009				62.56	
CELLCOM	79010	8/24/2023	217325	100-0201-512.22-01	31.25	PHONE BILL - ATTORNEY
				100-0301-523.22-01	31.25	PHONE BILL - BUILD INSPEC
				100-0304-562.22-01	62.50	PHONE BILL - COMM DEV
				100-0601-551.22-01	21.25	PHONE BILL - BUILDING SVC
					40.18	PHONE BILL - LIBRARY
				100-0702-552.22-01	127.42	PHONE BILL - PARKS LOCATIONS
				100-0703-553.22-01	12.50	PHONE BILL - BUILDING SVC
	180.73	PHONE BILL - PARKS				

AP Check Register

Check Date: 8/24/2023

Date: 8/28/2023

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
CELLCOM...	79010...	8/24/2023...	217325...	100-0801-521.22-01	14.38	PHONE BILL - BUILDING SVC
					1,142.55	PHONE BILL - POLICE DEPT
				100-0811-521.22-01	31.25	PHONE BILL - CODE ENFORCEMENT
				100-0904-531.22-01	31.25	PHONE BILL - ENV HEALTH
				100-0919-531.22-01	257.57	PHONE BILL - HEALTH
				100-1001-514.22-01	14.38	PHONE BILL - BUILDING SVC
				100-1002-541.22-01	162.13	PHONE BILL - ENGINEERING
				100-1008-541.22-01	7.49	PHONE BILL - STREET SIGNS
				100-1019-552.22-01	12.25	PHONE BILL - BRIDGES
				601-1020-543.22-01	4.13	PHONE BILL - CONFINED SPACES
					4.96	PHONE BILL - SEWER TRUCKS
				625-1002-541.22-01	54.04	PHONE BILL - ENGINEERING
				731-1022-541.22-01	125.00	PHONE BILL - CITY GARAGE
				743-0403-513.22-01	62.50	PHONE BILL - IT
				Total for check: 79010		
COMPLETE OFFICE OF WISCONSIN	79011	8/24/2023	530075	100-0801-521.30-10	121.38	PAPER, PENS, DUSTER
					Total for check: 79011	
CORNERSTONE PROCESSING SOLUTIONS	79012	8/24/2023	10806	207-0707-552.30-18	99.00	CREDIT CARD MACHINE
					Total for check: 79012	
CRESCENT ELECTRIC SUPPLY COMPANY	79013	8/24/2023	S511635164.001	731-1022-541.24-03	18.67	INT-MAT SELECT GRADE PHOTO CONTROL
					Total for check: 79013	
CODY DEISENROTH	79014	8/24/2023	RENTAL REFUND	100-0000-201.08-00	5.71	TAX REFUND
				100-0000-441.23-00	114.29	CUSTOMER WAS OVERCHARGED
				Total for check: 79014		120.00

AP Check Register

Check Date: 8/24/2023

Date: 8/28/2023

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
DLT SOLUTIONS LLC	79015	8/24/2023	5194289A	743-0403-513.24-04	4,552.96	AUTOCAD RENEWAL
Total for check: 79015					4,552.96	
ELAN FINANCIAL SERVICES	79022	8/24/2023	0026	100-0801-521.19-02	96.21	UNIFORM ALLOWANCE - E13 PD
		8/24/2023	0061	100-0801-521.30-18	16.00	EVIDENCE SUPPLY PD
		8/24/2023	0094	100-0801-521.30-18	850.16	BLACK NITRILE GLOVES PD
		8/24/2023	0263	100-0801-521.30-11	8.47	POSTAGE PD
		8/24/2023	0300	100-1002-541.30-11	3.51	MAILING POSTAGE
		8/24/2023	0340	100-0801-521.30-15	17.95	NATIONAL NIGHT OUT SUPPLIES PD
		8/24/2023	0503	100-0801-521.30-18	78.98	EVIDENCE SUPPLIES PD
		8/24/2023	0652	100-0601-551.30-16	41.51	PATTERNS FOR PROGRAMS LIB
		8/24/2023	0693	100-0801-521.29-04	715.02	SQUAD LIGHT PD
		8/24/2023	0861	100-0702-552.30-18	51.81	REC - SPECIAL EVENT SUPPLIES
				100-0903-531.30-18	9.81	HEALTH DEPT SUPPLIES
		8/24/2023	1029	100-0801-521.30-11	9.21	POSTAGE STATE CRIME LAB PD
		8/24/2023	1081	100-0601-551.33-03	667.58	CONFERENCE LODGING LIB
		8/24/2023	1082	100-0704-552.24-04	239.31	THERMOSTAT POOL
		8/24/2023	1603	100-0702-552.30-18	86.95	P&R EVENT ART IN PARK
		8/24/2023	1765	100-0702-552.30-18	1.25	P & R CAMP SUPPLIES
		8/24/2023	2037	100-0702-552.30-18	4.17	P&R HART PARK
		8/24/2023	2080	100-0601-551.24-03	149.00	AED PARTS
				100-0703-553.24-03	149.00	AED PARTS
				100-0704-552.24-03	149.00	AED PARTS
				100-0920-531.24-03	149.00	AED PARTS
				731-1022-541.24-03	149.00	AED PARTS
		8/24/2023	2222	100-0601-551.30-14	42.00	NEWSPAPER SUBSCRIPTION LIB
		8/24/2023	2239	100-0801-521.30-18	103.91	EVIDENCE SUPPLIES PD
		8/24/2023	2324	100-0601-551.33-03	4.00	FOOD AT CONFERENCE LIB
		8/24/2023	2648	100-0702-552.20-03	150.00	SPECIAL EVENT MAGIC IN GARDEN
		8/24/2023	2909-2974	100-0601-551.24-03	80.00	CROSS CONNECTION
		8/24/2023	2923	100-0912-531.34-02	10.00	HEALTH PROMOTION SECTION EVENT - WORKFORCE DE
		8/24/2023	2978	100-0601-551.24-03	70.00	AED PARTS
				100-0703-553.24-03	70.00	AED PARTS
				100-0704-552.24-03	70.00	AED PARTS

AP Check Register

Check Date: 8/24/2023

Date: 8/28/2023

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
ELAN FINANCIAL SERVICES...	79022...	8/24/2023...	2978...	100-0920-531.24-03	70.00	AED PARTS
				731-1022-541.24-03	70.00	AED PARTS
		8/24/2023	2990-3022	731-1022-541.24-03	60.00	CROSS CONNECTION
		8/24/2023	3006	100-0601-551.30-14	37.00	GAMES LIB
		8/24/2023	3012	100-0401-513.30-12	18.99	MOUSE - FINANCE
		8/24/2023	3055-3295	100-0703-553.24-03	140.00	CROSS CONNECTION
		8/24/2023	3125	100-0702-552.30-18	60.44	P&R CAMP WK 5-8
		8/24/2023	3133	100-0702-552.30-18	46.46	SPECIAL EVENT SUPPLIES
		8/24/2023	3373	100-0801-521.29-04	23.40	SQUAD MOUNTING BRACKET PD
		8/24/2023	3512	100-0704-552.24-03	29.60	POOL DE TIMER
		8/24/2023	3513	100-0904-531.32-01	125.00	WI ASBESTOS/LEAD CERT FEE -ENVIRONMENTAL HEAL
		8/24/2023	3587	100-0801-521.34-02	75.00	TRAINING REGISTRATION PD
		8/24/2023	3717	100-0704-552.24-04	128.91	PULLEY UMBRELLA POOL
		8/24/2023	3876	100-0801-521.34-02	1.50	TRAINING REGISTRATION PD SERVICE FEE
		8/24/2023	3993	100-0601-551.30-14	600.00	MOBILE HOT SPOTS LIB
		8/24/2023	4016	100-0801-521.30-15	21.10	NATIONAL NIGHT OUT SUPPLIES PD
		8/24/2023	4071	100-0601-551.30-12	15.74	MICROSOFT MONTHLY FEE LIB
		8/24/2023	4170	100-0601-551.24-03	22.39	LED FLOOD LIGHTS
				100-0703-553.24-03	22.40	LED FLOOD LIGHTS
				100-0704-552.24-03	22.40	LED FLOOD LIGHTS
				100-0920-531.24-03	22.40	LED FLOOD LIGHTS
				731-1022-541.24-03	22.40	LED FLOOD LIGHTS
		8/24/2023	4370	100-0703-553.30-10	(1.50)	KOSLO HALL OF FAME RETURN
		8/24/2023	4378	100-0704-552.24-03	180.00	FAN POOL
		8/24/2023	4406	100-0702-552.30-18	263.46	P&R WE 5-8 SNACKS
				827-0000-465.00-00	38.44	MSC - SNACKS
		8/24/2023	4435	743-0403-513.30-15	9.89	HDMI CABLE - IT
		8/24/2023	4483	743-0403-513.30-15	20.88	POWER CORD - IT
		8/24/2023	4606	100-1001-514.30-18	447.45	AED BATTERY
		8/24/2023	4667	100-0801-521.30-11	9.21	POSTAGE STATE CRIME LAB
		8/24/2023	4678	100-0601-551.30-11	16.30	POSTAGE INTERLIBRARY LOAN
		8/24/2023	4685	100-0801-521.80-05	76.64	YOUTUBE TV MEMBERSHIP PD
		8/24/2023	4871	100-0601-551.30-14	264.00	MOBILE HOT SPOTS LIB
		8/24/2023	5158-5208	100-0601-551.24-03	1.60	CROSS CONNECTION
		8/24/2023	5252	100-0401-513.30-12	18.99	WIRELESS CARD - FINANCE

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ELAN FINANCIAL SERVICES...	79022...	8/24/2023	5334	100-0801-521.34-02	150.00	TRAINING REGISTRATION PD
		8/24/2023	5342	100-0801-521.34-02	150.00	TRAINING REGISTRATION PD
		8/24/2023	5364	100-0920-531.30-18	13.00	MSC - B4YB
		8/24/2023	5466	100-0801-521.34-02	3.00	TRAINING REGISTRATION PD SERVICE FEE
		8/24/2023	5532	100-0801-521.34-02	3.00	TRAINING REGISTRATION PD SERVICE FE
		8/24/2023	5703	100-0801-521.32-01	75.00	MONTHLY INV. TOOL (JULY)
		8/24/2023	5710	100-0903-531.30-18	173.00	HEARTSAVER DIGITAL VIDEO HEALTH DEPT
		8/24/2023	6099-6123	731-1022-541.24-03	1.20	CROSS CONNECTION
		8/24/2023	6149-6321	100-0703-553.24-03	2.80	CROSS CONNECTION
		8/24/2023	6278	100-0702-552.30-18	19.18	P&R ART NIGHT
				100-0920-531.30-18	69.18	MSC - XMAS IN JULY
		8/24/2023	6288	100-0601-551.30-11	18.27	POSTAGE NEWSLETTERS LIB
		8/24/2023	6351	100-0702-552.30-10	7.47	P&R DOG SURVEY
		8/24/2023	6375	100-0920-531.30-18	10.45	MSC -BYYB
		8/24/2023	6457	100-0704-552.30-17	242.88	POOL CONCESSIONS
		8/24/2023	6804	100-0801-521.29-04	459.17	SQUAD SIREN PD
		8/24/2023	6947	100-1001-514.30-18	53.54	FRIDGE PARTS
		8/24/2023	7132	100-0702-552.30-18	61.25	P&R ART NIGHT
		8/24/2023	7215	100-0703-553.30-10	10.49	KOSLO HALL OF FAME
		8/24/2023	7460	100-0903-531.30-18	82.95	TRANSLATION (KINYARWANDA)HEALTH DEPT
		8/24/2023	7553	100-0601-551.30-16	50.52	FACEBOOK ADS LIB
		8/24/2023	7575	100-0920-531.30-18	21.23	MSC - XMAS IN JULY
		8/24/2023	7682	100-0801-521.34-02	700.00	TRAINING REGISTRATION PD
		8/24/2023	7989	100-0801-521.34-02	14.00	TRAINING REGISTRATION PD SERVICE FEE
		8/24/2023	8058	100-0401-513.30-12	30.00	LAPTOP MEMORY - FINANCE
		8/24/2023	8162	731-1022-541.30-18	12.99	CELL CASE - PWF
		8/24/2023	8186	100-0702-552.30-18	35.92	P&R BUBBLE RUN
				100-0704-552.30-17	208.78	POOL CONCESSION
		8/24/2023	8631	100-0801-521.29-04	64.31	SQUAD SWITCHES PD
		8/24/2023	8759	100-0801-521.30-11	9.21	POSTAGE STATE CRIME LAB PD
		8/24/2023	8875	100-0702-552.30-18	128.72	P&R DIVE IN/LEMONADE
		8/24/2023	9062	824-0807-521.30-15	72.14	DOG FOOD K9
		8/24/2023	9130	100-0601-551.30-16	8.25	FLICKR MONTHLY FEE LIB
		8/24/2023	9283	100-0000-201.14-00	19.46	MSC BUS TRIP
				100-0702-552.30-18	23.96	REC SUPPLIES

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ELAN FINANCIAL SERVICES...	79022...	8/24/2023...	9283...	100-0704-552.30-17	42.22	POOL CONCESSIONS	
				826-0702-552.30-18	184.04	REC CONCESSIONS	
		8/24/2023	9517	100-0601-551.30-16	255.07	PROGRAM MATERIALS LIB	
		8/24/2023	9545	100-0601-551.30-10	29.99	ADOBE STOCK MONTHLY FEE LIB	
		8/24/2023	9899	100-0203-512.34-02	90.00	WMCA CONFERENCE KAIJA	
		8/24/2023	9956	100-0601-551.34-02	(50.00)	CONVERENCE REFUND 6/1/23	
	Total for check: 79022				10,779.94		
FACTORY MOTOR PARTS CO	79023	8/24/2023	18-2152277	731-1022-541.38-03	213.32	FILTER/WIPER BLADE	
		8/24/2023	226-002220	731-1022-541.30-18	11.46	FILTER	
	Total for check: 79023				224.78		
FERGUSON ENTERPRISES #1550	79024	8/24/2023	7370260	100-0704-552.24-03	15.72	BRACKET	
		Total for check: 79024				15.72	
FOX CITIES CHAMBER OF COMMERCE &	79025	8/24/2023	63997	492-0304-562.21-10	1,500.00	FOX CITIES REGIONAL	PARTNERSHIP -Q2
				493-0304-562.21-10	1,500.00	FOX CITIES REGIONAL	PARTNERSHIP -Q2
	Total for check: 79025				3,000.00		
GOLD CROSS AMBULANCE SERVICE INC	79026	8/24/2023	MCAAP PROGRAM	100-0917-531.21-05	1,500.00	MCAAP PROGRAM	
						Total for check: 79026	
GRIESBACH READY-MIX LLC	79027	8/24/2023	7501	100-1009-541.30-18	1,132.00	CONCRETE BILL	712 SECOND STREET
GUSTMAN CHEVROLET SALES INC	79028	8/24/2023	63485	731-1022-541.38-04	375.87	INLET/PUMP KIT/BELT	
		8/24/2023	63516	731-1022-541.38-03	190.55	TENSION/BELT	
	Total for check: 79028				566.42		
HARRISON UTILITIES	79029	8/24/2023	000-5700-00	501-0304-562.22-05	13.58	SEW 6/27-7/27/23	

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HARRISON UTILITIES...	79029...	8/24/2023	001-0220-00	100-0703-553.22-05	84.12	SEW 6/19-7/20/23 2170 PLANK ROAD
			Total for check: 79029		97.70	
HENRY SCHEIN INC	79030	8/24/2023	47713845	100-0909-531.30-18	445.90	DEPT SUPPLIES
				100-0916-531.30-18	298.78	DEPT SUPPLIES
			Total for check: 79030		744.68	
CLAIRE HOLZSCHUH	79031	8/24/2023	MILEAGE	100-0902-524.33-01	3.67	TRAVEL EXPENSE JUNE/JULY
				100-0903-531.33-01	16.42	TRAVEL EXPENSE JUNE/JULY
			Total for check: 79031		20.09	
JEWELL ASSOCIATES ENGINEERS INC	79032	8/24/2023	14921	470-1003-541.82-02	4,984.50	RACINE ST-3RD TO 9TH ST LAND/ROW ACQUISITION
			Total for check: 79032		4,984.50	
LEVENHAGEN OIL CORPORATION	79033	8/24/2023	107819	207-0707-552.38-01	3,579.55	FUEL - MARINA
		8/24/2023	107838	207-0707-552.38-01	3,796.59	FUEL - MARINA
			Total for check: 79033		7,376.14	
MACQUEEN EQUIPMENT	79034	8/24/2023	P30513	731-1022-541.38-03	6,412.33	PART
			Total for check: 79034		6,412.33	
MATTHEWS TIRE & SERVICE CENTER	79035	8/24/2023	88871	731-1022-541.38-02	95.28	TIRE
			Total for check: 79035		95.28	
MENARDS-APPLETON EAST	79036	8/24/2023	42815	100-0703-553.30-18	44.30	SWING PIPE/LANDSCAPE BLOCK/COUPLING/ELBOW
		8/24/2023	42875	100-1003-541.30-15	125.12	POLE/STEP LADDER/SCRUB BRUSH
			Total for check: 79036		169.42	
MENASHA UTILITIES	79037	8/24/2023	5006	601-0401-513.25-01	19,048.37	JULY SEWER CHARGES

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MENASHA UTILITIES...	79037...	8/24/2023...	5006...	625-0401-513.25-01	1,804.93	JULY STORMWATER CHGS
			Total for check: 79037		20,853.30	
MONROE TRUCK EQUIPMENT INC	79038	8/24/2023	849396	731-1022-541.38-03	22.92	RETAINING RING, SIDE SPRINGS/FLAT WASHER
			Total for check: 79038		22.92	
MORTON SAFETY	79039	8/24/2023	223453	731-1022-541.30-18	80.00	EAR MUFFS
			Total for check: 79039		80.00	
N&M AUTO SUPPLY	79040	8/24/2023	798748	731-1022-541.38-03	59.52	FILTER
		8/24/2023	798972	731-1022-541.38-03	13.48	FILTER
		8/24/2023	799048	731-1022-541.30-18	33.64	EPOXY SYRINGE 25ML KWIK WELD
			Total for check: 79040		106.64	
NEENAH FOUNDRY COMPANY MUNICIPAL	79041	8/24/2023	123913	100-1009-541.30-18	3,975.00	DET WARN PLATE
				601-1020-543.30-18	2,760.00	FRAME
				625-1010-541.30-18	7,591.00	INLET FRAME/GRATE/ROLL GRATE
			Total for check: 79041		14,326.00	
NEENAH-MENASHA FIRE RESCUE	79042	8/24/2023	MCAAP PROGRAM	100-0917-531.21-05	1,500.00	MCAPP PROGRAM
			Total for check: 79042		1,500.00	
NEENAH-MENASHA SEWERAGE COMMISSION	79043	8/24/2023	2023-122	601-1021-543.25-01	45,482.55	SEPT WASTEWATER CHGS
		8/24/2023	2023-128	601-1021-543.25-01	12,990.00	SEPT PRINCIPAL CHARGES
					3,585.00	SEPT INTEREST CHARGES
			Total for check: 79043		62,057.55	
CITY OF NEENAH	79044	8/24/2023	39501	470-0501-522.30-15	158.64	MDC BATTERY
				470-0501-522.80-03	310.92	NEW CAR 32 EQUIPMENT
					454.50	NEW E31 KNOX BOX

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CITY OF NEENAH...	79044...	8/24/2023...	39501...	470-0501-522.80-03...	13.88	NEW CAR 32 GRAPHICS
					101.01	NEW CAR 32 HITCH
		8/24/2023	39520	100-0303-542.25-01	11,200.00	DIAL A RIDE PROGRAM
			Total for check: 79044		12,238.95	
NORTHEAST ASPHALT INC	79045	8/24/2023	1884558	100-1003-541.30-18	5,097.68	ASPHALT ORDER #788256 8/2/23 & 8/10/23
				100-1004-541.30-18	1,003.28	ASPHALT ORDER #788256 8/9/2023
			Total for check: 79045		6,100.96	
OVERHEAD SOLUTIONS	79046	8/24/2023	175791	204-0308-562.70-01	5,000.00	SNM CU23-11 357 CLEVELAND STREET
			Total for check: 79046		5,000.00	
PACKER CITY INTL TRUCKS INC	79047	8/24/2023	X103131175:03	731-1022-541.38-03	38.86	FILTER
		8/24/2023	X103131622:01	731-1022-541.38-03	101.51	FILTER, FILTER FUEL WATERSEPARATOR, LUBE OIL
			Total for check: 79047		140.37	
PARKITECTURE & PLANNING	79048	8/24/2023	10	470-0703-553.80-05	9,980.00	P&P PROJECT#21.045A JEFFERSON PARK PLAYScape
		8/24/2023	5	470-0703-553.80-05	5,234.50	P&P PROJECT#21.046B JEFFERSON PARK CDS
			Total for check: 79048		15,214.50	
MEGHAN PAULY	79049	8/24/2023	MILEAGE	100-0903-531.33-01	8.12	TRAVEL EXPENSE JUNE/JULY
				100-0905-531.33-01	10.48	TRAVEL EXPENSE JUNE/JULY
			Total for check: 79049		18.60	
PLYMOUTH LUBRICANTS	79050	8/24/2023	6197924	731-1022-541.38-03	2,162.16	BULK OIL
			Total for check: 79050		2,162.16	

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PRIME ROOFING	79051	8/24/2023	704 LINDA ST	204-0308-562.70-01	3,420.00	SNM CU23-14 704 LINDA STREET
			Total for check: 79051		3,420.00	
PROFESSIONAL SERVICE INDUSTRIES	79052	8/24/2023	00885331	470-0703-553.80-05	1,300.00	GEOTECHNICAL SVCS
			Total for check: 79052		1,300.00	
MEGHAN RODRIGUEZ	79053	8/24/2023	CX RESERVATION	100-0000-201.08-00	11.79	PARTY CANCELLED - TAX
				100-0000-441.23-00	235.71	PARTY CANCELLED DUE TO POOL INCIDENT 8/12/23
			Total for check: 79053		247.50	
SECURITY LUEBKE ROOFING	79054	8/24/2023	2300456-1	204-0308-562.70-01	5,000.00	SNM CU 23-08 834 FIFTH STREET
			Total for check: 79054		5,000.00	
SERVICEMASTER BUILDING MAINTENANCE	79055	8/24/2023	43205	100-0920-531.20-01	455.00	JANITORIAL CONTRACT SENIOR CENTER
			Total for check: 79055		455.00	
SOMMERS CONSTRUCTION INC	79056	8/24/2023	2023-03	470-1003-541.82-02	15,352.00	WARSAW ST CONSTRUCTION
			Total for check: 79056		15,352.00	
STANTEC CONSULTING SERVICES INC	79057	8/24/2023	2058377	489-0703-562.21-02	29,854.95	LAWSON CHANNEL RESTORATION
		8/24/2023	2099089	489-0703-562.21-02	4,950.00	LAWSON CHANNEL RESTORATION
			Total for check: 79057		34,804.95	
STERICYCLE	79058	8/24/2023	4011975374	100-0801-521.21-05	27.13	STERI-SAFE SELECT MONTHLY
			Total for check: 79058		27.13	
THEDACARE AT WORK	79059	8/24/2023	343764	100-0202-512.21-06	66.00	DS RAPID 5 BUNDLED
			Total for check: 79059		66.00	

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US PETROLEUM EQUIPMENT	79060	8/24/2023	158215	731-1022-541.24-06	231.76	REPLACE DAMAGED BREAKAWAYSOUTH FACING DIESEL
			Total for check: 79060		231.76	
VALERIA VILLEGAS	79061	8/24/2023	RETURN SD	100-0000-201.11-00	100.00	REFUND RENTAL DEPOSIT
			Total for check: 79061		100.00	
WASTEBUILT	79062	8/24/2023	3825476	731-1022-541.38-03	118.78	RUBBER SEAL
		8/24/2023	3825975	731-1022-541.38-03	320.60	SEAL TRACK
			Total for check: 79062		439.38	
WE ENERGIES	79063	8/24/2023	4685791374	100-0701-533.22-03	16.57	ELEC 7/7/23-8/8/23 METER NZT426869
		8/24/2023	4685920460	100-0701-533.22-03	20.54	ELEC 7/7/23-8/8/23 METER NZT382673
			Total for check: 79063		37.11	
BRENDA WILLEMS	79064	8/24/2023	RETURN SD	100-0000-201.11-00	100.00	REFUND RENTAL DEPOSIT
			Total for check: 79064		100.00	
WINNEBAGO COUNTY TREASURER	79065	8/24/2023	25780	470-1003-541.82-02	250.80	CTH P/VALLEY ROAD ENGINEERING DESIGN
			Total for check: 79065		250.80	
WINNEBAGO LIQUID WASTE	79066	8/24/2023	12460	100-0703-553.20-09	475.00	PORTABLE RESTROOM RENTAL APR 21-MAY 20, 2023
		8/24/2023	12469	100-0703-553.20-09	105.00	EXTRA SERVICE 3 LOCATIONS
			Total for check: 79066		580.00	
WISCONSIN DOCUMENT IMAGING	79067	8/24/2023	220122	743-0403-513.29-01	923.78	PRINTER/COPIER USAGE 07/17-08/16
			Total for check: 79067		923.78	
WISCONSIN MEDIA	79068	8/24/2023	0005791704	100-0203-512.29-02	26.44	LIQUOR LICENSE NOTICES

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WISCONSIN MEDIA...	79068...	8/24/2023...	0005791704...	100-0405-513.29-02	928.26	LEGAL NOTICES, CC MINUTESPUBLICATION
			Total for check: 79068		954.70	
WISCONSIN SUPPORT COLLECTIONS	79069	8/24/2023	20230824	100-0000-202.03-00	242.01	PAYROLL SUMMARY
			Total for check: 79069		242.01	
ZARNOTH BRUSH WORKS INC	79070	8/24/2023	0195005-IN	100-1006-541.30-15	1,783.60	TUBE BROOM/GUTTER BROOM DISPOSABLE GUTTER BF
			Total for check: 79070		1,783.60	
					258,202.28	

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AMAZON CAPITAL SERVICES	79075	8/25/2023	11FC-KXN3-9T3K	100-0601-551.30-16	23.96	LIB PROGRAM SUPPLIES
		8/25/2023	11L1-LHR9-9TFQ	100-0601-551.30-16	20.97	LIB PROGRAM SUPPLIES
		8/25/2023	11TW-3HWY-4W9T	100-0601-551.30-14	11.47	LIB MATERIALS
		8/25/2023	13C9-3316-4W4T	100-0601-551.30-14	49.39	LIB MATERIALS
		8/25/2023	13XQ-CCYT-GV9W	100-0601-551.30-16	(20.97)	LIB PROGRAM SUPPLIES CREDIT
		8/25/2023	141Q-DXH7-FG4K	100-0601-551.30-16	24.56	LIB PROGRAM SUPPLIES
		8/25/2023	149P-WY6L-JFFG	100-0601-551.30-16	95.59	LIB PROGRAM SUPPLIES
		8/25/2023	14KT-JDPK-7CYJ	100-0601-551.30-16	227.45	LIB PROGRAM SUPPLIES
		8/25/2023	14L3-1CPP-7RFQ	100-0601-551.30-10	173.46	LIB OFFICE SUPPLIES
		8/25/2023	14NY-6WN1-9PTL	100-0601-551.30-14	215.42	LIB MATERIALS
		8/25/2023	16KX-DJYW-VPYQ	100-0601-551.30-14	59.98	LIB MATERIALS
		8/25/2023	16RP-N7XH-1TRM	100-0601-551.30-16	9.98	LIB PROGRAM SUPPLIES
		8/25/2023	16RP-N7XH-DXLD	100-0601-551.30-14	29.89	LIB MATERIALS
		8/25/2023	17PK-W744-31C7	100-0601-551.30-14	59.99	LIB MATERIALS
		8/25/2023	19FM-JHY6-NLTP	100-0601-551.30-14	229.79	LIB MATERIALS
		8/25/2023	19G7-9X97-WDMP	100-0601-551.30-16	330.50	LIB PROGRAM SUPPLIES
		8/25/2023	1C96-3XVG-VGLX	100-0601-551.30-14	21.94	LIB MATERIALS
		8/25/2023	1CDG-VHJV-3JFQ	100-0601-551.30-14	63.77	LIB MATERIALS
		8/25/2023	1CMP-9RHD-1M7P	100-0601-551.30-14	145.82	LIB MATERIALS
		8/25/2023	1DW4-GVLF-7XYM	100-0601-551.30-14	17.99	LIB MATERIALS
		8/25/2023	1DYW-HM9C-11KR	100-0601-551.30-14	15.99	LIB MATERIALS
		8/25/2023	1FGF-TYLC-7Y64	100-0601-551.30-14	19.89	LIB MATERIALS
		8/25/2023	1FLG-LHG9-38HL	100-0601-551.30-14	19.99	LIB MATERIALS
		8/25/2023	1FY4-9HYH-9DT4	100-0601-551.30-16	6.99	LIB PROGRAM SUPPLIES
		8/25/2023	1G1T-1R7G-Y4JH	100-0601-551.30-16	29.93	LIB PROGRAM SUPPLIES
		8/25/2023	1GWW-1XQQ-LC94	100-0601-551.30-16	32.83	LIB PROGRAM SUPPLIES
		8/25/2023	1H43-Q7L8-RJ96	100-0601-551.30-14	59.98	LIB MATERIALS
		8/25/2023	1HC6-FDK1-CR3N	100-0601-551.30-14	32.99	LIB MATERIALS
		8/25/2023	1HG7-7NXL-7T34	100-0601-551.30-14	47.99	LIB MATERIALS
		8/25/2023	1KHW-YKVP-DM7J	100-0601-551.30-10	6.97	LIB OFFICE SUPPLIES
		8/25/2023	1KHW-YKVP-HC4Q	100-0601-551.30-14	25.95	LIB MATERIALS
		8/25/2023	1KMT-4PNH-WMP9	100-0601-551.30-16	160.48	LIB PROGRAM SUPPLIES
		8/25/2023	1KXV-TRQQ-3TP1	100-0601-551.30-14	(0.11)	LIB MATERIALS CREDIT
		8/25/2023	1LGJ-FVDL-V9V1	100-0601-551.30-14	73.67	LIB MATERIALS
		8/25/2023	1LQ7-1HFN-MGR1	100-0601-551.30-16	20.99	LIB PROGRAM SUPPLIES

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AMAZON CAPITAL SERVICES...	79075...	8/25/2023	1LXD-CD39-9FQ1	100-0601-551.30-14	25.10	LIB MATERIALS
		8/25/2023	1LXD-CD39-RWPH	100-0601-551.30-14	49.99	LIB MATERIALS
		8/25/2023	1MDH-QTDF-VRMM	100-0601-551.30-14	24.99	LIB MATERIALS
		8/25/2023	1MGL-JPXC-MH9G	100-0601-551.24-01	49.93	LIB OFFICE EQUIP
		8/25/2023	1MGX-LPVP-H61N	100-0601-551.30-14	(1.80)	LIB MATERIALS CREDIT
		8/25/2023	1MHH-DVJN-4DG1	100-0601-551.30-16	99.50	LIB PROGRAM SUPPLIES
		8/25/2023	1MT7-QMH9-916W	100-0601-551.30-16	75.91	LIB PROGRAM SUPPLIES
		8/25/2023	1NVT-K1V4-DLW6	100-0601-551.30-16	11.99	LIB PROGRAM SUPPLIES
		8/25/2023	1P46-R99Y-FWHL	100-0601-551.30-16	239.54	LIB PROGRAM SUPPLIES
		8/25/2023	1P67-64XN-9RQJ	100-0601-551.30-14	48.99	LIB MATERIALS
		8/25/2023	1PGR-4V7V-94VJ	100-0601-551.30-15	261.74	MAT CUTTER FOR PIC FRAMES
		8/25/2023	1QNT-VJFD-RLPN	100-0601-551.30-14	39.99	LIB MATERIALS
		8/25/2023	1QNT-VJFD-YMP7	100-0601-551.30-14	231.35	LIB MATERIALS
		8/25/2023	1R3D-KLXR-XYDC	100-0601-551.30-16	159.95	LIB PROGRAM SUPPLIES
		8/25/2023	1RX1-7FCW-6NRX	100-0601-551.30-14	15.98	LIB MATERIALS
		8/25/2023	1RX7-XJ77-T3JT	100-0601-551.30-16	24.94	LIB PROGRAM SUPPLIES
		8/25/2023	1TJ7-MDND-WCH7	100-0601-551.30-14	(44.00)	LIB MATERIALS CREDIT
		8/25/2023	1TPP-L4HV-V9N4	100-0601-551.30-16	20.97	LIB PROGRAM SUPPLIES
		8/25/2023	1TQ1-FDLT-4VLR	100-0601-551.30-16	156.44	LIB PROGRAM SUPPLIES
		8/25/2023	1V4R-4RT4-3F9T	100-0601-551.30-14	11.98	LIB MATERIALS
		8/25/2023	1VDD-7GXX-7169	100-0601-551.30-14	130.84	LIB MATERIALS
		8/25/2023	1VKV-PD17-73NM	100-0601-551.30-14	17.99	LIB MATERIALS
		8/25/2023	1VQV-4VHW-6RDM	100-0601-551.30-14	11.91	LIB MATERIALS
		8/25/2023	1VVX-Q3QC-7Y4W	100-0601-551.30-14	146.70	LIB MATERIALS
		8/25/2023	1WT7-GFXK-61JQ	100-0601-551.30-16	57.97	LIB PROGAMMING SUPPLIES
		8/25/2023	1X7G-YNJG-P1VH	100-0601-551.30-10	21.99	LIB OFFICE SUPPLIES
		8/25/2023	1YD7-7JDD-N7WG	100-0601-551.30-16	4.95	LIB PROGRAM SUPPLIES
		8/25/2023	1YDK-N161-767N	100-0601-551.30-14	79.99	LIB MATERIALS
		8/25/2023	1YJD-YCFW-JVYG	100-0601-551.30-14	59.97	LIB MATERIALS
		8/25/2023	IC6D-7VKX-YPQ1	100-0601-551.30-14	(0.11)	LIB MATERIALS CREDIT
		8/25/2023	IDPY-WNVH-3R4V	100-0601-551.30-14	22.49	LIB MATERIALS
		8/25/2023	IJFW-WKDL-YGNY	100-0601-551.30-14	15.99	LIB MATERIALS
Total for check: 79075					4,419.64	

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BAKER & TAYLOR INC	79077	8/25/2023	2037694445	100-0601-551.30-14	3.81	LIB MATERIALS
		8/25/2023	H65510770	100-0601-551.30-14	232.40	LIB MATERIALS
		8/25/2023	H65510771	100-0601-551.30-14	75.57	LIB MATERIALS
		8/25/2023	H65510772	100-0601-551.30-14	150.72	LIB MATERIALS
		8/25/2023	H65597810	100-0601-551.30-14	10.76	LIB MATERIALS
		8/25/2023	H65609640	100-0601-551.30-14	106.52	LIB MATERIALS
		8/25/2023	H65609641	100-0601-551.30-14	11.51	LIB MATERIALS
		8/25/2023	H65609642	100-0601-551.30-14	47.50	LIB MATERIALS
		8/25/2023	H65629120	100-0601-551.30-14	35.91	LIB MATERIALS
		8/25/2023	H65629121	100-0601-551.30-14	60.44	LIB MATERIALS
		8/25/2023	H65649210	100-0601-551.30-14	21.58	LIB MATERIALS
		8/25/2023	H65649211	100-0601-551.30-14	46.78	LIB MATERIALS
		8/25/2023	H65667500	100-0601-551.30-14	107.93	LIB MATERIALS
		8/25/2023	H65705910	100-0601-551.30-14	82.75	LIB MATERIALS
		8/25/2023	H65718930	100-0601-551.30-14	451.18	LIB MATERIALS
		8/25/2023	H65722050	100-0601-551.30-14	17.99	LIB MATERIALS
		8/25/2023	H65722051	100-0601-551.30-14	28.78	LIB MATERIALS
		8/25/2023	H65747160	100-0601-551.30-14	43.14	LIB MATERIALS
		8/25/2023	H65762730	100-0601-551.30-14	179.89	LIB MATERIALS
		8/25/2023	H65762731	100-0601-551.30-14	40.28	LIB MATERIALS
		8/25/2023	H65780130	100-0601-551.30-14	28.78	LIB MATERIALS
		8/25/2023	T24199960	100-0601-551.30-14	115.15	LIB MATERIALS
		Total for check: 79077			1,899.37	
ALYSSA BURKE	79078	8/25/2023	WORKSHOP	100-0601-551.20-05	450.00	MACRAME PLANT HANGER WORKSHOP
			Total for check: 79078			450.00
CENGAGE LEARNING INC/GALE	79079	8/25/2023	81583207	100-0601-551.30-14	22.39	LIB MATERIALS
		8/25/2023	81590232	100-0601-551.30-14	47.98	LIB MATERIALS
		Total for check: 79079			70.37	

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CENTER POINT LARGE PRINT	79080	8/25/2023	2032151	100-0601-551.30-14	288.24	LIB MATERIALS
			Total for check: 79080		288.24	
SANDY CRUZ	79081	8/25/2023	PERFORMANCE	100-0601-551.20-05	400.00	DOMINICAN ARTIST/SINGER 9/16/23
			Total for check: 79081		400.00	
DARBOY STONE & BRICK	79082	8/25/2023	476179-00	100-0601-551.24-03	150.00	HEAT N GLO FIREPLACE
			Total for check: 79082		150.00	
FOX STAMP SIGN & SPECIALTY	79083	8/25/2023	OE-32917	100-0601-551.30-10	12.95	ENGRAVED NAMEPLATES
			Total for check: 79083		12.95	
GENERAL BOOK COVERS	79084	8/25/2023	231326	100-0601-551.30-18	335.00	BOOK COVERS
			Total for check: 79084		335.00	
MELISSA GRADE	79085	8/25/2023	PERFORMANCE	100-0601-551.20-05	250.00	9/16 LATIN AMERICAN INDEPENDENCE CELEBRATION
		8/25/2023	REIMBURSE BOOK	100-0601-551.30-14	14.00	REIMBURSEMENT BOOK
			Total for check: 79085		264.00	
CHRIS HUMMELL	79086	8/25/2023	PERFORMANCE	100-0601-551.20-05	50.00	PERFORMANCE COMIC BOOK CLUB W/CHRIS 9/9/23
			Total for check: 79086		50.00	
INGRAM LIBRARY SERVICES	79088	8/25/2023	76663890	100-0601-551.30-14	294.94	LIB MATERIALS
		8/25/2023	76704286	100-0601-551.30-14	827.75	LIB MATERIALS
		8/25/2023	76723134	100-0601-551.30-14	127.88	LIB MATERIALS
		8/25/2023	76736260	100-0601-551.30-14	520.63	LIB MATERIALS
		8/25/2023	76768371	100-0601-551.30-14	608.63	LIB MATERIALS
		8/25/2023	76783038	100-0601-551.30-14	186.07	LIB MATERIALS
		8/25/2023	76791579	100-0601-551.30-14	142.68	LIB MATERIALS
		8/25/2023	76813555	100-0601-551.30-14	130.95	LIB MATERIALS

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INGRAM LIBRARY SERVICES...	79088...	8/25/2023	76859908	100-0601-551.30-14	972.58	LIB MATERIALS
		8/25/2023	76859909	100-0601-551.30-14	284.94	LIB MATERIALS
		8/25/2023	76901980	100-0601-551.30-14	335.22	LIB MATERIALS
		8/25/2023	76921083	100-0601-551.30-14	738.70	LIB MATERIALS
		8/25/2023	76930180	100-0601-551.30-14	737.20	LIB MATERIALS
		8/25/2023	77007550	100-0601-551.30-14	815.16	LIB MATERIALS
		8/25/2023	77016160	100-0601-551.30-14	508.64	LIB MATERIALS
		8/25/2023	77029992	100-0601-551.30-14	676.87	LIB MATERIALS
		8/25/2023	77049569	100-0601-551.30-14	201.10	LIB MATERIALS
		8/25/2023	77068977	100-0601-551.30-14	190.85	LIB MATERIALS
		8/25/2023	77077374	100-0601-551.30-14	397.32	LIB MATERIALS
Total for check: 79088					8,698.11	
THE LIBRARY STORE	79089	8/25/2023	645591	100-0601-551.30-18	130.73	BOOK TAPE, FILAMENT TAPE
	Total for check: 79089				130.73	
MARIS ASSOCIATES	79090	8/25/2023	0115	100-0601-551.30-14	182.47	LIB MATERIALS
	Total for check: 79090				182.47	
MBM	79091	8/25/2023	IN4640787	100-0601-551.24-04	142.18	COPIER LEASE
	Total for check: 79091				142.18	
DAWN MOORE	79092	8/25/2023	REIMBURSE BOOK	100-0601-551.30-14	14.00	REIMBURSE BOOK
	Total for check: 79092				14.00	
ROCKET INDUSTRIAL INC	79093	8/25/2023	IN00419148	100-0601-551.30-13	1,496.22	BATH TISSUE, ROLL TOWELS CAN LINERS
	Total for check: 79093				1,496.22	

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SERVICEMASTER BUILDING MAINTENANCE	79094	8/25/2023	43192	100-0601-551.20-01	1,705.00	JANITORIAL CONTRACT
			Total for check: 79094		1,705.00	
SOLEA MEXICAN GRILL LLC	79095	8/25/2023	60976	100-0601-551.20-05	750.00	9/16/23 CATERING DINNER
			Total for check: 79095		750.00	
ULINE	79096	8/25/2023	166464424	100-0601-551.30-19	86.70	GRAY MARBLE MAT
		8/25/2023	167125673	100-0601-551.30-19	159.21	GRAY MARBLE MAT
			Total for check: 79096		245.91	
UNIQUE MANAGEMENT SERVICES INC	79097	8/25/2023	6116037	100-0601-551.21-06	244.65	PLACEMENTS
			Total for check: 79097		244.65	
US BANK EQUIPMENT FINANCE	79098	8/25/2023	508781416	100-0601-551.24-04	513.46	XEROX COPIER CONTRACT
			Total for check: 79098		513.46	
WINNEFOX AUTOMATED LIBRARY SYSTEM	79099	8/25/2023	WALS2319	100-0601-551.30-11	109.29	JULY 23 UNIQUE MANAGEMENTSVC
			Total for check: 79099		109.29	
REBECCA ZORNOW	79100	8/25/2023	PROGRAM	100-0601-551.20-05	170.00	SMITHWORKS CREATIVE WRITING GROUP
			Total for check: 79100		170.00	
					22,741.59	

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ACCURATE	79101	8/31/2023	2311088	731-1022-541.24-03	49.95	36" GREASE HOSE
		8/31/2023	2311118	731-1022-541.30-18	21.85	WEATHER PACK TOOL
		8/31/2023	2311173	731-1022-541.30-18	107.08	CABLE TIES, ELECTRICAL TAPE, FUSES
				731-1022-541.38-04	520.11	BRAKE ROTOR, BRAKE PAD LED WORK LIGHT
		8/31/2023	2311281	731-1022-541.30-18	67.00	FLAT WASHER WEATHERPACK SILICONE SEAL
			Total for check: 79101		765.99	
ADAMSON INDUSTRIES CORP	79102	8/31/2023	150150	100-0801-521.29-04	229.95	SERVICE DURANGO EMBROIDERY CHARGE
					229.95	
AMPLIFY TECHNOLOGIES	79103	8/31/2023	9501	470-0801-521.82-01	1,884.50	CABLING & CAMERA ADDITION
					1,884.50	
APPLETON HYDRAULIC COMPONENTS	79104	8/31/2023	48539	731-1022-541.29-04	164.75	INSPECT MANIFOLD ON PUMP
					164.75	
ASCAP	79105	8/31/2023	500583777	100-0702-552.32-01	441.25	LICENSE FEES
					441.25	
BAYCOM INC	79106	8/31/2023	EQUIPINV_045075	100-0801-521.29-04	46.00	ROCKER SWITCH FACEPLATE
					46.00	
BERGSTROM	79107	8/31/2023	87499	731-1022-541.38-04	197.53	V-BELT, TENSIONER
					197.53	
COMPLETE OFFICE OF WISCONSIN	79108	8/31/2023	531067	100-1001-514.30-10	436.70	PAPER
		8/31/2023	534291	100-1019-552.30-18	388.79	HOUSEKEEPING SUPPLIES

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COMPLETE OFFICE OF WISCONSIN...	79108...	8/31/2023...	534291...	207-0707-552.30-13	500.00	HOUSEKEEPING SUPPLIES
			Total for check: 79108		1,325.49	
COMPLETE RADIATOR SERVICE	79109	8/31/2023	24653	731-1022-541.29-04	258.00	CLEAN/FLUSH RADIATOR
			Total for check: 79109		258.00	
CRESCENT ELECTRIC SUPPLY COMPANY	79110	8/31/2023	S511572065.001	100-0703-553.24-05	1,122.09	CAP, ELBOW, STRAP CONDUIT, COUPLING
		8/31/2023	S511572065.002	100-0703-553.24-05	83.93	MINI CIRCUIT BREAKER
		8/31/2023	S511673786.001	100-0703-553.24-03	60.19	FEMALE DISCONNECT INSULFORK TERMIMAL
			Total for check: 79110		1,266.21	
EVERGREEN POWER	79111	8/31/2023	20630	731-1022-541.38-03	28.64	AIR FILTER
			Total for check: 79111		28.64	
EZ GLIDE GARAGE DOORS AND OPENERS	79112	8/31/2023	0182652-IN	731-1022-541.24-03	2,591.95	REPAIR DOOR
			Total for check: 79112		2,591.95	
FACTORY MOTOR PARTS CO	79113	8/31/2023	18-Z28441	731-1022-541.38-03	143.94	PART
			Total for check: 79113		143.94	
FARRELL EQUIPMENT & SUPPLY CO INC	79114	8/31/2023	70830	625-1003-541.30-18	325.00	55 GAL DRUM
			Total for check: 79114		325.00	
FASTSIGNS OF APPLETON	79115	8/31/2023	APP-158445	100-0801-521.29-04	375.00	SIDE DOOR SQUAD GRAPHICS INSTALLATION
			Total for check: 79115		375.00	
FERGUSON WATERWORKS #1476	79116	8/31/2023	0396663	625-1010-541.30-18	405.00	3RD ST M/HOLE FRM

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FERGUSON WATERWORKS #1476...	79116...	8/31/2023	0397086	625-1010-541.30-18	405.00	MHOLE FRM/LID
			Total for check: 79116		810.00	
MARIA GARCIA	79117	8/31/2023	RETURN SD	100-0000-201.11-00	100.00	REFUND SECURITY DEPOSIT
			Total for check: 79117		100.00	
MELISSA GRADE	79118	8/31/2023	REIMBURSE BOOK	100-0601-551.30-14	14.00	REIMBURSEMENT BOOK
			Total for check: 79118		14.00	
GRIESBACH READY-MIX LLC	79119	8/31/2023	7525	100-1009-541.30-18	923.50	CONCRETE BILL 870 BROAD STREET
			Total for check: 79119		923.50	
JX ENTERPRISES INC	79120	8/31/2023	24100569P	731-1022-541.38-03	360.84	GASKET/CLAMP/MODULE SENSOR
		8/31/2023	24100664P	731-1022-541.38-03	1,240.27	MODULE-OUTLET
		8/31/2023	24100709P	731-1022-541.38-03	223.62	TENSIONER-BELT
		8/31/2023	2419538S	731-1022-541.38-03	518.75	PARTS
			Total for check: 79120		2,343.48	
JULIE KETOLA	79121	8/31/2023	RETURN SD	100-0000-201.11-00	75.00	REFUND SECURITY DEPOSIT LESS \$25 SHORT NOTICE
				100-0000-441.27-00	65.00	CANCELLED RENTAL
			Total for check: 79121		140.00	
KITZ & PFEIL INC	79124	8/31/2023	43489	100-1019-552.30-18	90.13	STEP STOOL, TAPE CLEANING SPRAY
		8/31/2023	43519	100-0801-521.29-04	8.99	VELCRO TAPE
		8/31/2023	43534	100-1002-541.30-15	4.49	HAMMER HANDLE
		8/31/2023	43598	100-1008-541.30-15	67.54	STAPLE HAMMER, STAPLE KNIFE BLADES
		8/31/2023	43609	100-0801-521.24-03	34.71	MOTOR FAN REPLACEMENT
		8/31/2023	43629	731-1022-541.30-18	24.28	OUTDOOR ANT KILLER VOLE KILLER
		8/31/2023	43632	100-0703-553.24-03	3.59	ACE ROOF NAIL
		8/31/2023	43691	100-0704-552.30-10	10.78	CABLE TIES
		8/31/2023	43693	731-1022-541.30-18	10.99	MICE BAIT

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KITZ & PFEIL INC...	79124...	8/31/2023...	43693...	731-1022-541.38-03	6.62	EXTRACTOR SCREWS
		8/31/2023	43754	100-0703-553.30-18	21.22	WINGNUT, MOPHEAD
		8/31/2023	43821	731-1022-541.30-18	18.82	NUTS & BOLTS, PACK TAPE
		8/31/2023	43825	100-1008-541.30-18	10.78	DRIVE GUIDE MAGNET POWER BIT
		8/31/2023	43890	100-0703-553.24-03	6.29	SPRAY PAINT
		8/31/2023	43899	100-0703-553.30-18	7.70	SPRAY PAINT, WIRE ROPE CLIP, SCREW
		8/31/2023	43925	100-0703-553.30-18	5.39	BULB STRING LIGHTS
		8/31/2023	43964	100-0801-521.30-18	5.39	CAM LOCK
		8/31/2023	43988	100-0703-553.30-13	16.19	HAND SOAP
		8/31/2023	43998	100-0703-553.30-18	32.99	GAL BIO PLUS BAR OIL
		8/31/2023	44019	100-0801-521.24-03	10.56	THROUGH THE ROOF 10.5OZ TUBE VINYL
		8/31/2023	44095	100-0801-521.29-04	26.94	WINDSHIELD WASH
		8/31/2023	44119	100-0703-553.30-13	17.99	HAND SOAP
				100-0703-553.30-15	25.99	PRUNER 8"
				100-0703-553.30-18	27.58	PREM ORANGE LINE
		8/31/2023	44133	100-0703-553.30-18	4.94	NUTS & BOLTS
		8/31/2023	44154	100-0703-553.24-03	7.18	CAULK
		8/31/2023	44163	100-0704-552.30-10	10.22	CABLE TIES
		8/31/2023	44177	731-1022-541.38-03	5.63	ELBOW, NIPPLE BLACK
		8/31/2023	44200	100-0801-521.24-03	17.99	PAINT/PRIMER
		8/31/2023	44201	731-1022-541.24-03	7.89	ELBOWS, TEE GLV 1/2
		8/31/2023	44256	731-1022-541.38-03	15.28	TAP PLUGS
		8/31/2023	44300	100-1008-541.30-15	16.19	GRAND CONNECTOR
		8/31/2023	44327	100-0703-553.24-03	19.78	PAINT BRUSH SET
		8/31/2023	44358	100-0801-521.29-04	0.58	NUTS & BOLTS
		8/31/2023	44390	100-1003-541.30-18	23.36	WOOD CONCRETE BRUSH NUTS & BOLTS
		8/31/2023	44428	100-0703-553.30-18	6.43	WIRE ROPE, MISC HARDWARE
		8/31/2023	44521	731-1022-541.38-03	3.03	MISC HARDWARE
			Total for check: 79124		634.45	
MARY KORTH	79125	8/31/2023	REFUND DEPOSIT	100-0000-201.10-00	100.00	REFUND EXCAV DEPOSIT PERMIT #14076
			Total for check: 79125		100.00	

AP Check Register

Check Date: 8/31/2023

Date: 8/31/2023

<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>
LAKE GENEVA CRUISE LINES	79126	8/31/2023	BUS TRIP	100-0000-201.14-00	100.00	LAKE GENEVA BUS TRIP 7/23/24 DOWN PAYMENT
			Total for check: 79126		100.00	
CORINNE LAMIA	79127	8/31/2023	CANCELLED EVENT	100-0000-201.08-00	5.00	REFUND TAX FOR CANCELLED PARK EVENT
				100-0000-441.23-00	100.00	REFUND DEPOSIT FOR CX PARK EVENT
			Total for check: 79127		105.00	
LEVENHAGEN OIL CORPORATION	79128	8/31/2023	107861	207-0707-552.38-01	5,262.60	FUEL MARINA
			Total for check: 79128		5,262.60	
MATTHEWS TIRE & SERVICE CENTER	79129	8/31/2023	88940	731-1022-541.38-02	18.99	VALVE STEM/HARDWARE
			Total for check: 79129		18.99	
MENASHA UTILITIES	79130	8/31/2023	MENASHA UTILITY	100-0304-562.22-03	11.34	6/30-7/31/23 ELEC
				100-0305-562.22-05	27.96	6/30-7/31/23 WATER/SEW
				100-0305-562.22-06	15.20	6/30-7/31/23 STORM
				100-0601-551.22-07	63.23	6/30-7/31 DARK FIBER CHG LIBRARY
				100-0703-553.22-03	83.25	6/30-7/31/23 ELEC
				100-0703-553.22-05	1,341.88	6/30-7/31/23 WATER/SEW
				100-0703-553.22-06	328.37	6/30-7/31/23 STORM
					158.50	7/7/23-8/7/23 STORM
				100-0704-552.22-07	446.36	6/30-7/31 DARK FIBER CHG POOL
				100-1012-541.22-03	75.32	6/30-7/31/23 ELEC
					15.49	7/7/23-8/7/23 ELEC
				100-1013-541.22-03	10.82	6/30-7/31/23 ELEC
				100-1013-541.22-05	46.03	6/30-7/31/23 WATER/SEW
				100-1013-541.22-06	223.97	6/30-7/31/23 STORM
				100-1014-543.22-05	13.98	6/30-7/31/23 WATER/SEW
				100-1014-543.22-06	73.07	6/30-7/31/23 STORM
				100-1019-552.22-03	42.44	6/30-7/31/23 ELEC
				100-1019-552.22-07	85.34	6/30-7/31 DARK FIBER CHG RACINE BRIDGE
				207-0707-552.22-07	57.44	6/30-7/31 DARK FIBER CHG MARINA

AP Check Register

Check Date: 8/31/2023

Date: 8/31/2023

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
MENASHA UTILITIES...	79130...	8/31/2023...	MENASHA UTILITY...	487-0305-562.22-06	31.32	6/30-7/31/23 STORM
				501-0304-562.22-06	279.04	6/30-7/31/23 STORM
				731-1022-541.22-07	594.80	6/30-7/31 DARK FIBER CHG CITY GARAGE
				743-0403-513.21-04	165.69	6/30-7/31 INTERNET CHARGE
				743-0403-513.22-07	501.64	6/30-7/31 DARK FIBER CHG
			Total for check: 79130		4,692.48	
MODERN DAIRY	79131	8/31/2023	INV-302822	100-0704-552.30-17	116.06	POOL CONCESSIONS
		8/31/2023	INV-303540	100-0704-552.30-17	181.38	POOL CONCESSIONS
			Total for check: 79131		297.44	
JUAN MUNGUIA	79132	8/31/2023	PERFORMANCE	100-0601-551.20-05	250.00	9/16 LATIN AMERICAN INDEPENDENCE CELEBRATION
			Total for check: 79132		250.00	
CITY OF NEENAH	79133	8/31/2023	NM FIRE RESCUE	100-0501-522.25-01	315,976.00	NM FIRE/RESCUE
			Total for check: 79133		315,976.00	
NORTHEAST ASPHALT INC	79134	8/31/2023	1886225	100-1003-541.30-18	5,124.56	ORDER #788256 ASPHALT
			Total for check: 79134		5,124.56	
PONDS OF MENASHA LLC	79135	8/31/2023	TID 12 DEV INC	492-0305-562.21-11	616,048.58	TID 12 DVLPR INCENTIVE
			Total for check: 79135		616,048.58	
REINDERS INC	79136	8/31/2023	6038829-00	731-1022-541.38-03	34.22	FUEL CAP
			Total for check: 79136		34.22	
CRISTAROTH	79137	8/31/2023	REFUND CLASS	100-0000-441.25-00	60.00	REFUND CLASSES MINUS ADMIN FEE
			Total for check: 79137		60.00	

AP Check Register

Check Date: 8/31/2023

Date: 8/31/2023

<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>
NIKKI SCHETTLE	79138	8/31/2023	MILEAGE	100-0801-521.34-03	32.37	TRAVEL EXPENSE AUGUST
			Total for check: 79138		32.37	
SERVICEMASTER BUILDING MAINTENANCE	79139	8/31/2023	43293	100-0704-552.20-01	1,369.52	JANITORIAL CONTRACT POOL
			Total for check: 79139		1,369.52	
SMT MANUFACTURING & SUPPLY LLC	79140	8/31/2023	0078592-IN	731-1022-541.38-03	77.10	BEARING
			Total for check: 79140		77.10	
THEDACARE AT WORK	79141	8/31/2023	344079	100-0202-512.21-06	66.00	DS RAPID 5 BUNDLED
			Total for check: 79141		66.00	
WE ENERGIES	79142	8/31/2023	4696881475	100-0703-553.22-03	9.90	GAS 7/16-8/15
		8/31/2023	4705145170	100-0000-123.00-00	43.79	GAS 7/17/23 - 8/16/23 BILL N-M FIRE
				100-0601-551.22-04	309.59	GAS 7/17/23 - 8/16/23 LIBRARY
				100-0703-553.22-04	37.98	GAS 7/17/23 - 8/16/23 PARKS
				100-0704-552.22-04	2,216.50	GAS 7/17/23 - 8/16/23 POOL
				100-0801-521.22-04	60.47	GAS 7/17/23 - 8/16/23 PD
				100-0920-531.22-04	9.90	GAS 7/17/23 - 8/16/23 SR CENTER
				207-0707-552.22-04	23.94	GAS 7/17/23 - 8/16/23 MARINA
			Total for check: 79142		2,712.07	
					967,336.56	



Memorandum

Date: August 30, 2023
To: Common Council
From: Valerie Neuman, City Clerk
Subject: Awesome Sauce Sandry LLC, d/b/a Wilzke's Pub, 528 Milwaukee Street, Menasha

An application for a "Class B" and Class "B" Liquor License for the 2023-2024 liquor licensing year has been submitted by Awesome Sauce Sandry LLC, d/b/a Wilzke's Pub, 528 Milwaukee Street, Menasha

In accordance with Section 7-2-8 of the City Code, the Police Department completed a background check and has no objections. The Fire Department, Health Department, and Building Inspectors have inspected the property and have no reason to hold up the liquor license approval. In addition, the City's Community Development/Zoning, and Finance Departments confirmed compliance with no outstanding obligations.

Staff recommends approving the "Class B" and Class "B" Liquor License for the remainder of the 2023-2024 liquor licensing year for Awesome Sauce Sandry LLC, d/b/a Wilzke's Pub, Melissa Sandry, agent for the premise located at 528 Milwaukee Street, Menasha.

Form
AT-106

Original Alcohol Beverage
License Application

FOR CLERKS ONLY	
Municipality	City of Menasha
License Period	9/5/23 - 6/30/24

License(s) Requested

- ☐ Class "A" Beer \$ _____ ☐ "Class A" Liquor \$ _____
- ☒ Class "B" Beer \$ 100 ☒ "Class B" Liquor \$ 375
- ☐ "Class C" Wine \$ _____ ☐ "Class A" Liquor (Cider Only) \$ _____
- ☐ Reserve "Class B" Liquor \$ _____ ☐ "Class B" (Wine Only) Winery \$ _____

License Fees	\$ <u>475</u>
Publication Fee	\$ <u>50</u>
Background Check	\$ _____
Total Fees	\$ <u>525.00</u>

* pro-rated

Part A: Premises/Business Information

1. Legal Business Name (registered entity name or individual's name if sole proprietorship)

Wilke's Pub

2. Trade Name or DBA

Awesome Sauce Sundry LLC

3. Premises Address

528 Milwaukee St Menasha WI 54952

4. County

Winnebago

5. Municipality

6. Aldermanic District

5

7. Mailing Address (if different from premises address)

8. FEIN

9. Wisconsin Seller's Permit Number

10. Premises Phone

920 486 1568

11. Premises Email

12. Entity Type (check one)

☐ Sole Proprietor

☐ Partnership

☒ Limited Liability Company

☐ Corporation

☐ Nonprofit Organization

13. Premises Description - Describe the building or buildings where alcohol beverages are to be sold and stored. Describe all rooms including living quarters, if used, for the sales, service, consumption, and/or storage of alcohol beverages and records. Alcohol beverages may be sold and stored ONLY on the premises described in this application. Attach additional sheets if necessary.

main bar, locked room on main floor (by
bathroom) & basement. ~~Room~~ 528
Milwaukee St Menasha WI 54952

Part B: Questions

1. Have the partners, agent, or sole proprietor satisfied the responsible beverage server training requirement for this license period? Submit a copy of Responsible Beverage Server Training Course Certificate. ☐ Yes ☒ No
2. Does the applicant business or its partners, officers, directors, managing members, or agent hold a direct or indirect interest in any alcohol beverage wholesaler or producer (e.g., brewer, brewpub, winery, distillery)? ☐ Yes ☒ No
If yes, please explain using the space below. Attach additional sheets if necessary.

Part C: For Corporate/LLC Applicants Only

1. State of Registration WI		2. Date of Registration 7/28/23
3. Is the applicant business owned by another corporation or LLC? If yes, please provide the name and FEIN of the parent company below, include parent company members in Part D, and attach Form AT-103 for all of the parent company's principal members, managers, officers, or directors <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Name of Parent Company		FEIN of Parent Company
4. Does the parent company or any of its officers, directors, managing members, or agent hold any direct or indirect interest in any other alcohol beverage wholesaler or producer (e.g., brewer, brewpub, winery, distillery)? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain using the space below. Attach additional sheets if necessary.		
5. Agent's Last Name Sandry	Agent's First Name Melissa	Phone

Part D: Individual Information

A Supplemental Questionnaire, Form AT-103, must be completed and attached to this application for each person involved in the applicant business and any parent company as indicated in Part C. Persons in the applicant business include: sole proprietor, all officers, directors, and agent of a corporation or nonprofit organization, all partners of a partnership, and all managing members and agent of a limited liability company.

List the full name, title, and phone number for each person below. Attach additional sheets if necessary.

Last Name	First Name	Title	Phone
Sandry	Melissa	Member	

Part E: Attestation

Who must sign this application?

- ☐ sole proprietor ☐ one general partner of a partnership ☐ one corporate officer ☐ one managing member of an LLC

READ CAREFULLY BEFORE SIGNING: Under penalty of law, I have answered each of the above questions completely and truthfully. I agree that I am acting solely on behalf of the applicant business and not on behalf of any other individual or entity seeking the license. Further, I agree that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another individual or entity. I agree to operate this business according to the law, including but not limited to, purchasing alcohol beverages from state authorized wholesalers. I understand that lack of access to any portion of a licensed premises during inspection will be deemed a refusal to allow inspection. Such refusal is a misdemeanor and grounds for revocation of this license. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Signature Melissa Sandry		Date 8/14/23
Name (Last, First, M.I.) Sandry, Melissa R		
Title Member	Email	Phone

Part F: For Clerk Use Only

Date application was filed with clerk 8/14/2023	Date reported to governing body	Date provisional license issued (if applicable)
Date license granted	License number	Date license issued
Signature of Clerk/Deputy Clerk		

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

Submit to municipal clerk.

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

To the governing body of: ☐ Town ☐ Village of Menasha County of Winnebago
☒ City
The undersigned duly authorized officer/member/manager of Awesome Sauce Sandry LLC
(Registered Name of Corporation / Organization or Limited Liability Company)

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

Witzke's Pub
(Trade Name)
located at 528 Milwaukee St Menasha WI 54952
appoints Melissa Sandry
(Name of Appointed Agent)

(Home Address of Appointed Agent)

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

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

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

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

Place of residence last year

For: Awesome Sauce Sandry LLC
(Name of Corporation / Organization / Limited Liability Company)
By: Melissa Sandry member
(Signature of Officer / Member / Manager)

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

ACCEPTANCE BY AGENT

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

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

Melissa Sandry 8/16/23 Agent's age
(Signature of Agent) (Date) Date of birth

(Home Address of Agent)

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

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

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

Alcohol Beverage License Application Supplemental Questionnaire

Date 8/16/23

This form must be submitted to the municipal clerk, and be accompanied by one or more of the following forms: AT-104, AT-106, AT-108, AT-115, or AT-200. One Form AT-103 must be completed by each person involved in the applicant business or parent company including:

- sole proprietor
- all partners of a partnership
- all officers, directors, and agent of a corporation or nonprofit organization
- managing members and agent of a limited liability company

Your alcohol beverage application or renewal is not complete until all required Supplemental Questionnaires are submitted.

Part A: Premises/Business Information

1. Registered Entity Name (or individual name if sole proprietor)

Wilzkes Pub

2. Trade Name or DBA

Awesome Sauce Sandry

3. Entity Type (check one)

☐ Sole Proprietor

☐ Partnership

☒ Limited Liability Company

☐ Corporation

☐ Nonprofit Organization

Part B: Individual Information

1. Name (Last, First, M.I.)

Sandry, Melissa R

2. Relationship to Registered Entity (Title)

3. Email

msandry@wilzkespub.com

4. Phone

Part C: Address History

List in chronological order your last two residence addresses within the last 5 years.

Previous Address 1

Previous City, State, Zip

Dates (MM/YYYY - MM/YYYY)

Previous Address 2

Previous City, State, Zip

Dates (MM/YYYY - MM/YYYY)

Part D: Employment History

List in chronological order your last two employers within the last 5 years.

Employer's Name

Natures Way

Employer's Address

825 Challenger Dr Green Bay WI 54902

Dates Employed (MM/YYYY - MM/YYYY)

5/7/18 - current

Employer's Name

Wilzkes Pub

Employer's Address

528 Milwaukee St Menasha WI 54952

Dates Employed (MM/YYYY - MM/YYYY)

03/2022 - Current

Part E: Criminal History

1. Have you ever been convicted of any offenses (other than traffic offenses unrelated to alcohol beverages) for violation of any federal, Wisconsin, or another state's laws or of any county or municipal ordinances? ☐ Yes ☒ No
- If yes to question 1, please list details of each conviction below. Attach additional sheets as needed.

Law/Ordinance Violated	Trial Date
Penalty Imposed	Was sentence completed? <input type="checkbox"/> Yes <input type="checkbox"/> No
Law/Ordinance Violated	Trial Date
Penalty Imposed	Was sentence completed? <input type="checkbox"/> Yes <input type="checkbox"/> No

2. Are charges for any offenses currently pending against you (other than traffic offenses unrelated to alcohol beverages) for violation of any federal, Wisconsin, or another state's laws or any county or municipal ordinances? ☐ Yes ☒ No
- If yes to question 2, describe nature and status of pending charges using the space below. Attach additional sheets as needed.

Part F: Questions

1. Have you lived in any state other than Wisconsin as an adult? If yes, please list them in the space below. If no, continue to question 2. ☐ Yes ☒ No
2. How long have you continuously lived in Wisconsin prior to the date of application?

Years	Months
3. Do you hold a direct or indirect interest in any alcohol beverage wholesaler or producer (e.g. brewer, brewpub, winery, distillery)? If yes, please explain using the space below. Attach additional sheets as needed. ☐ Yes ☒ No

Part G: Attestation

READ CAREFULLY BEFORE SIGNING: I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Signature 	Date 8/14/23
--	-----------------



WISCONSIN DEPARTMENT OF REVENUE
PO BOX 8902
MADISON, WI 53708-8902

Contact Information:

2135 RIMROCK RD PO BOX 8902
MADISON, WI 53708-8902
ph: 608-266-2776 fax: 608-224-5761
email: DORBusinessTax@wisconsin.gov
website: revenue.wi.gov

000214

Letter ID L0725635024

AWESOME SAUCE SANDRY LLC
528 MILWAUKEE ST
MENASHA WI 54952-2709

Wisconsin Department of Revenue Seller's Permit

Legal/real name: AWESOME SAUCE SANDRY LLC

Business name: WILZKE'S
528 MILWAUKEE ST
MENASHA WI 54952-2709

- This certificate confirms you are registered with the Wisconsin Department of Revenue and authorized in the business of selling tangible personal property and taxable services.
- You may not transfer this permit.
- This permit must be displayed at the place of business and is not valid at any other location.
- If your business is not operated from a fixed location, you must carry or display this permit at all events.

Tax Type	Account Type	Account Number
Sales & Use Tax	Seller's Permit	456-1031477407-04

CITY OF MENASHA
Alcohol Operator's License

Melissa Sandry

DATE OF BIRTH:

TYPE: Regular

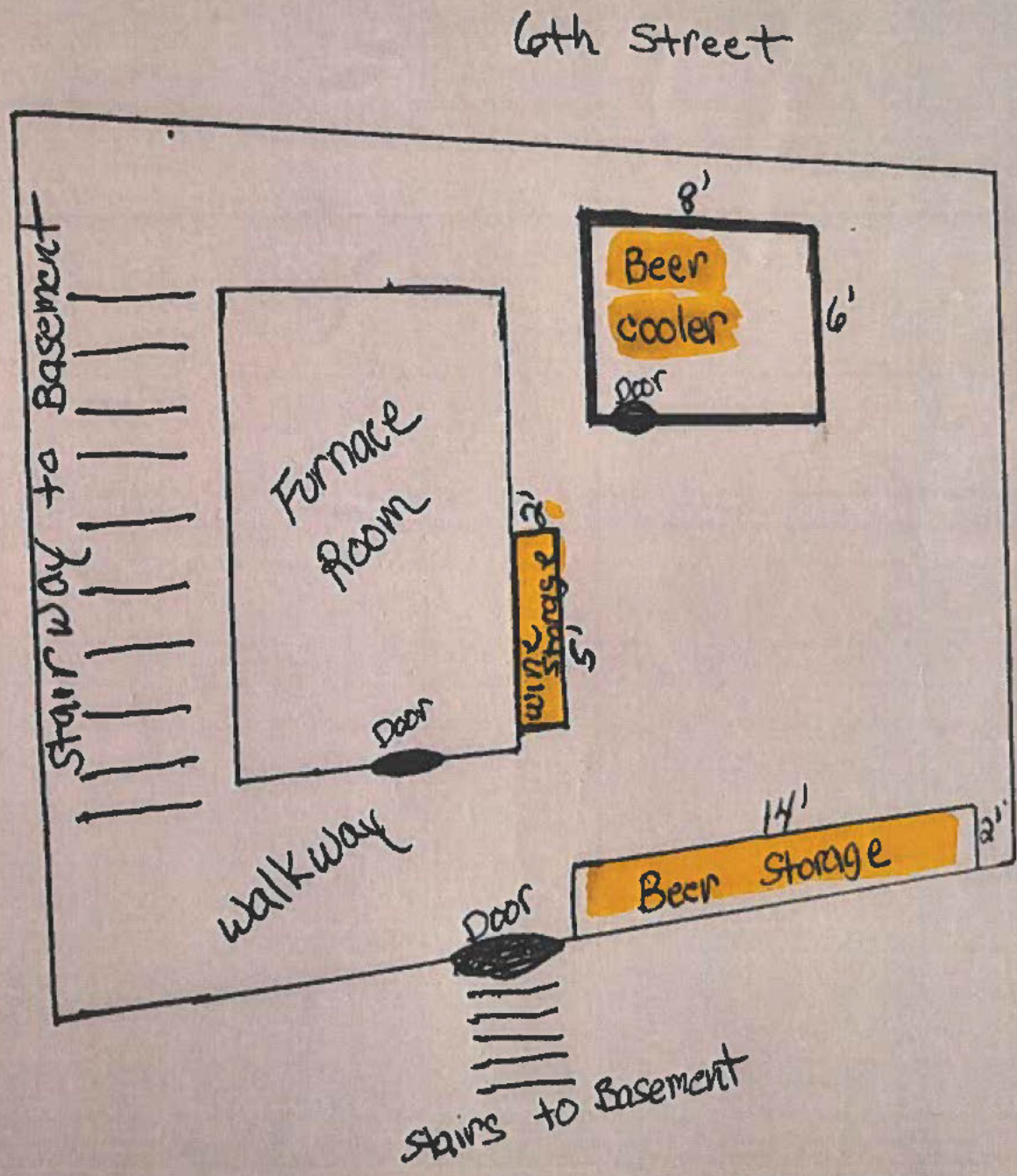
LICENSE #: REG-206

EFFECTIVE: 7/6/2023

EXPIRES: 6/30/2025



Basement Area



6th Street

Side Door

ce. Soda
Machine

Booze
Storage

Bathroom
Girls
1/5

Hall

1/2

Kitchen
Dish Washing

Bathroom
Men's
1/5

Bar Room
Area
27'

Front Bar

Back Bar

1/6

Front Entrance



RESOLUTION R-19-23

**A RESOLUTION APPROVING THE CITY OF MENASHA'S LIABILITY INSURANCE
RENEWAL THROUGH CITIES AND VILLAGES MUTUAL INSURANCE COMPANY
(CVMIC)**

INTRODUCED BY Mayor Merkes

WHEREAS, the City of Menasha has been a charter member of Cities and Villages Mutual Insurance Company (CVMIC) since 1988; and

WHEREAS, the City of Menasha previously committed to continue as a member of CVMIC through 2024; and

WHEREAS, the renewal for 2025-2026 has been received from CVMIC;

NOW, THEREFORE, BE IT RESOLVED, that the City of Menasha Common Council with the Mayor concurring elect to continue to participate in CVMIC; and

BE IT FURTHER RESOLVED, the City of Menasha accepts the proposal from Cities and Villages Mutual Insurance Company (CVMIC) and agrees to continue its membership in CVMIC for policy years 2025 and 2026 based on the premiums guaranteed by CVMIC for said policy years with the Self-Insured Retention at \$25,000.

Passed and approved this 5th day of September, 2023.

Recommended by:
Administration Committee

Motion/Second:

Passed:

Requires: Majority Vote

Donald Merkes, Mayor
ATTEST:

Valerie Neuman, City Clerk

2024 Premium Projections

Menasha, City of



Coverage/Policy	2022	2023	2024 - Low Range	2024 - High Range	Notes:																
CVMIC Liability Premium 2024 SIR = \$25K	\$ 61,715	\$ 63,146	\$ 64,409	\$ 64,409																	
CVMIC Liability Dividend	\$ (12,995)	\$ (12,946)	\$ (11,025)	\$ (11,025)	On May 17, 2023, the CVMIC Board of Directors declared the 2023 Dividend Dividend amount is paid on March 1st of the following year																
CVMIC Worker's Comp Projected Premium	\$ 153,544	\$ 153,036	\$ 156,081	\$ 165,541	<table><tr><th colspan="2">Low Range</th><th colspan="2">High Range</th></tr><tr><td>Estimated Payroll</td><td>+ 2%</td><td>Estimated Payroll</td><td>+ 2%</td></tr><tr><td>Class Codes</td><td>- 1%</td><td>Class Codes</td><td>+ 1%</td></tr><tr><td>Experience Mod</td><td>+ 1%</td><td>Experience Mod</td><td>+ 5%</td></tr></table>	Low Range		High Range		Estimated Payroll	+ 2%	Estimated Payroll	+ 2%	Class Codes	- 1%	Class Codes	+ 1%	Experience Mod	+ 1%	Experience Mod	+ 5%
Low Range		High Range																			
Estimated Payroll	+ 2%	Estimated Payroll	+ 2%																		
Class Codes	- 1%	Class Codes	+ 1%																		
Experience Mod	+ 1%	Experience Mod	+ 5%																		
CVMIC Worker's Comp Payroll Audit (2021 & 2022)	\$ 13,559	\$ 11,950																			
CVMIC Auto Physical Damage Premium 2024 Deductible = \$1K	\$ 25,266	\$ 28,747	\$ 31,093	\$ 31,995	<table><tr><td>Rate Change</td><td>+ 4%</td><td>Rate Change</td><td>+ 6%</td></tr><tr><td>Vehicle Valuation</td><td>+ 4%</td><td>Vehicle Valuation</td><td>+ 5%</td></tr></table>	Rate Change	+ 4%	Rate Change	+ 6%	Vehicle Valuation	+ 4%	Vehicle Valuation	+ 5%								
Rate Change	+ 4%	Rate Change	+ 6%																		
Vehicle Valuation	+ 4%	Vehicle Valuation	+ 5%																		
GEM Liability Reinsurance Premium (5M x 5M)	\$ -	\$ 1,740	\$ 1,914	\$ 2,001	<table><tr><td>Rate Change</td><td>+ 10%</td><td>Rate Change</td><td>+ 15%</td></tr></table>	Rate Change	+ 10%	Rate Change	+ 15%												
Rate Change	+ 10%	Rate Change	+ 15%																		
Employment Practices Liability Premium	\$ 7,597	\$ 7,248	\$ 7,610	\$ 8,132	<table><tr><td>Rate Change</td><td>+ 5%</td><td>Rate Change</td><td>+ 10%</td></tr><tr><td>Employee Count</td><td>0%</td><td>Employee Count</td><td>+ 2%</td></tr></table>	Rate Change	+ 5%	Rate Change	+ 10%	Employee Count	0%	Employee Count	+ 2%								
Rate Change	+ 5%	Rate Change	+ 10%																		
Employee Count	0%	Employee Count	+ 2%																		
Equipment Breakdown (Boiler & Machinery) Premium	\$ 2,059	\$ 2,789	\$ 3,368	\$ 3,573	<table><tr><td>Rate Change</td><td>+ 15%</td><td>Rate Change</td><td>+ 22%</td></tr><tr><td>Inflation on Values</td><td>+ 5%</td><td>Inflation on Values</td><td>+ 5%</td></tr></table>	Rate Change	+ 15%	Rate Change	+ 22%	Inflation on Values	+ 5%	Inflation on Values	+ 5%								
Rate Change	+ 15%	Rate Change	+ 22%																		
Inflation on Values	+ 5%	Inflation on Values	+ 5%																		
Crime Premium	\$ 733	\$ 712	\$ 712	\$ 748	<table><tr><td>Rate Change</td><td>0%</td><td>Rate Change</td><td>+ 5%</td></tr></table>	Rate Change	0%	Rate Change	+ 5%												
Rate Change	0%	Rate Change	+ 5%																		
Pollution Premium	\$ 4,376	\$ 4,759	\$ 4,997	\$ 5,092	<table><tr><td>Rate Change</td><td>+ 5%</td><td>Rate Change</td><td>+ 7%</td></tr></table>	Rate Change	+ 5%	Rate Change	+ 7%												
Rate Change	+ 5%	Rate Change	+ 7%																		
Volunteer Premium	\$ 24	\$ 18	\$ 19	\$ 19	<table><tr><td>Rate Change</td><td>3%</td><td>Rate Change</td><td>+ 7%</td></tr></table>	Rate Change	3%	Rate Change	+ 7%												
Rate Change	3%	Rate Change	+ 7%																		
	\$ 255,878	\$ 261,199	\$ 259,178	\$ 270,486																	
Dividend Affected			-0.77%	3.56%																	
Pure Insurance Rates Increase			3.05%	7.37%																	

**Disclaimer: All projected percentage increases/decreases were determined using the best information available as of June 2023. Actual renewal pricing for the programs listed above may vary from what is presented in this document.*



ORDINANCE O-12-23

**AN ORDINANCE AMENDING TITLE 10, CHAPTER 1, SEC. 10-1-55
OF THE CODE OF ORDINANCES**

INTRODUCED BY: Mayor Merkes

The Common Council of the City of Menasha does hereby ordain as follows:

SECTION 1: Amend Title 10, Chapter 1, SEC 10-1-55 of the Code of Ordinances of the City of Menasha, Wisconsin as follows:

Title 10 – Motor Vehicles and Traffic

CHAPTER 1

ARTICLE D

Miscellaneous Provisions

...

SEC. 10-1-55 SCHOOL CROSSING GUARDS.

Pursuant to Sec. 349.215, Wis. Stats., those adult persons hired by the Police Department or employed and trained by the Menasha Joint School District (MJSD) pursuant to the Memorandum of Understanding (MOU) on the School Crossing Guard Program between Menasha and MJSD to act as "School Crossing Guards" shall have the authority to stop vehicular traffic and to keep it stopped as long as necessary at their respective school crossings for the purpose of permitting school children to cross the street.

State Law Reference: Section 349.215, Wis. Stats.

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SECTION 2: This amending Ordinance shall take effect upon passage and publication as provided by law.

[Signature Page to Follow]

Passed and approved this 5th day of September, 2023.

Recommended by:
Personnel Committee

Motion/Second:
Ald. / Ald.

Passed:
Ald.

Requires: Majority Vote

Donald Merkes, Mayor

ATTEST:

Valerie Neuman, City Clerk

DRAFT