

CITY OF MENASHA COMMON COUNCIL

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Monday, April 5, 2021

6:00 PM

REVISED

AGENDA

- A. CALL TO ORDER
- B. PLEDGE OF ALLEGIANCE
- C. ROLL CALL
- D. TEMPORARY SUSPENSION OF THE RULES OF THE COMMON COUNCIL AND MAYOR TEL WEB CONFERENCE
- E. PUBLIC HEARING
- F. REPORT OF DEPARTMENT OFFICERS/DEPARTMENT HEADS/STAFF/CONSULTANTS
 - 1. Todd Vander Galien, Menasha Community Addiction Assistance Program (MCAAP)
 - 2. PHD McKenney, COVID-19 Update
 - 3. Clerk Krautkramer - the following minutes and communications have been received and placed on file:
 - Minutes to receive:
 - a. Board of Public Works, 3/15/21
 - b. Committee on Aging, 3/12/21
 - c. Library Board, 3/3/21, 3/10/21, 3/17/21 & 3/23/21
 - d. Police Commission, 1/21/21
 - e. Joint Finance and Personnel Committee, 3/23/21
 - f. Parks and Recreation Board, 2/16/21
 - g. Plan Commission, 3/30/21
 - h. Water and Light Commission, 2/24/21
 - Communications:
 - i. Spring 2021 Lake Winnebago Refill Strategy Meeting
 - j. 2021 Spring Distinguished Service and Making a Difference Awards
 - k. 2020 Menasha Police Department Annual Report
 - l. Landmarks Façade Grant Policy – as amended by Council March 15, 2021
 - m. The Brin – Groundbreaking Celebration Invitation
 - n. 2020 Annual Reports and Other Compliance Documents for Municipal Separate Storm Sewer System (MS4) Permits
 - o. Lawson Canal/Banta Corridor Concept Plan
- G. PUBLIC COMMENTS ON ANY MATTER OF CONCERN TO THE CITY
(five (5) minute time limit for each person)

H. 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, 3/15/2021
2. Special Common Council, 3/31/21

Board of Public Works, 3/15/21, Recommends Approval of:

2. Change Order – Miron Construction Company, Inc.; Contract Unit No. 2020-06; Public Works Facility Construction Project; ADD \$5,835.74 (Change Order No. 17)
3. Payment – Miron Construction Company, Inc.; Contract Unit No. 2020-06 Public Works Facility Construction Project; \$44,397.53 (Payment No. 12)
4. The right of way encroachment for 1011 Brighton Drive, allowing the garage to be reconstructed in its existing footprint

Plan Commission, 3/30/21, Recommends Approval of:

5. Certified survey map as presented consolidating 305 Third Street (1-00162-00) and Parcel 1-00163-00 and officially dedicating the road right-of-way

NMFR Joint Finance and Personnel, 3/23/21, Recommends Approval of:

6. The purchase of two 2022 Ford Transit Connect Utility vans from Bergstrom Automotive and related equipment for a total price not to exceed \$61,000

Parks and Recreation Board, 3/23/21, Recommends Approval of:

7. Marina Harbormaster Agreement for 2021-2022

I. ITEMS REMOVED FROM THE CONSENT AGENDA

J. ACTION ITEMS

1. Accounts payable and payroll for the term of 3/12/21 – 4/1/21 in the amount of \$3,300,391.15
2. Beverage Operators License Applications for the 2019-2021 licensing period
3. Accept & Spend Aggressive Driving Grant Funds - Summer 2021
4. Right to Purchase Real Estate – PJC Group L.L.C. (Lawson Canal Restoration Project)
5. Collateral Assignment of Land Purchase and Development Agreement and Acknowledgment, Consent and Agreement of City (The Brin, LLC)

K. HELD OVER BUSINESS

1. To postpone the final decision to implement the City of Menasha COVID-19 Pandemic Resilient Plan beginning on May 3, 2021 for two weeks until April 5, 2021 to ensure all necessary information is received

L. ORDINANCES AND RESOLUTIONS

1. R-7-21 A Resolution of Support to Submit a Storm Water Planning Grant with the Wisconsin Department of Natural Resources
2. R-8-21 - A Resolution Authorizing the Application for Storm Water Planning Grant Funding from the Wisconsin Department of Natural Resources

M. APPOINTMENTS

1. Mayor's reappointment of Debbie Galeazzi to the Board of Appeals for through the term of 1/31/26
2. Mayor's reappointment of Kristene Stacker to the Board of Health through the term of -4/30/23

N. CLAIMS AGAINST THE CITY

1. Cheryl S. Fontaine Kempf, et al v. Cities and Villages Mutual Ins. Co., et al Winnebago County Case No.19 CV 531
2. Excessive Property Tax, Terry Wittmann

O. PUBLIC COMMENTS ON ANY MATTER LISTED ON THE AGENDA

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

P. ADJOURNMENT

MEETING NOTICE
Tuesday, April 20, 2021
Common Council Meeting – 6:00 p.m.
Committee Meetings to Follow



Public Health
Prevent. Promote. Protect.

COVID-19 Pandemic Resilient City of Menasha Plan

Data Updates: April 1, 2021

Summary/What's New

- On March 31, the Supreme Court of Wisconsin overturned [Public Health Emergency Order #105](#), which declares a statewide public health emergency. This order also included a statewide mask mandate. The City of Menasha Health Department still recommends wearing masks when in public and around others. Mayor Merkes released a press release about the Court's decision. The press release can be viewed [here](#).
- The CDC has released new guidance for people who have been fully vaccinated. The new guidance can be reviewed [here](#).
- Effective January 26, 2021, the CDC issued an [Order](#) requiring all air passengers arriving to the US from a foreign country to get tested for COVID-19. [Read more about the order here](#).
- Beginning February 2, 2021, the CDC now requires the wearing of masks by all travelers into, within, or out of the United States, e.g., on airplanes, ships, ferries, trains, subways, buses, taxis, and ride-shares. The mask requirement also applies to travelers in U.S. transportation hubs. See this [CDC website](#) for more information.
- The CDC has launched V-safe, a smart-phone based tool that checks in after you have received your vaccination. Participation in this program is voluntary. If you are pregnant and choose to be vaccinated (when available to you), you may decide to register for V-safe Pregnancy Registry. For more information about V-safe Pregnancy Registry, please view [this webpage](#).
- Information about new COVID-19 variants can be found on this [CDC webpage](#).
- WI DHS has created a webpage to keep track of vaccine allocation and administration data in Wisconsin. You can view the data [here](#).
 - An EUA was issued for Pfizer and Moderna (2-dose series) and Johnson & Johnson (1 dose) COVID-19 vaccines. All three of these vaccines are being administered in WI.
 - The vaccine will be administered in phases. To see if you are currently eligible to receive the vaccine, please visit [this website](#) for more information.
 - **Beginning April 5, ALL Wisconsin residents ages 16+ will be eligible for the COVID-19 vaccine.**
- To find community testing locations, please visit our [COVID-19 testing sites webpage](#) for information about where you can go to get tested.
- Over the past two months, we have seen an overall decline in the number of cases of COVID-19 in our community. While this is very encouraging news, we must remain vigilant and continue practicing good public health behaviors we know help prevent the spread of disease. Consistent mask wearing, physical distancing, and handwashing, along with vaccination, will offer the best protection from COVID-19.
- Currently in the City of Menasha the burden of confirmed COVID-19 cases is high and the activity level is high. The case rate for this 2-week period (Mar 17 – Mar 30) is 148.5 cases per 100,000 population, which is a decrease from a case rate of 159.9 cases per 100,000 population in the previous 2-week period (Mar 10 – Mar 23).
- City of Menasha disease investigators were able to contact all confirmed cases of COVID-19 within 24 hours of the confirmed cases being communicated to the health department.

Background

This data summary provides preliminary data on the cases of COVID-19 in the City of Menasha from March 17, 2021 – March 30, 2021. Most data included in this report is for laboratory confirmed cases of COVID-19 (lab-confirmed). Some data is available for probable cases of COVID-19. See the next page for a definition of a probable case. Case counts utilized for all graphs and tables are based on the date public health staff received and recorded the test results. Numbers here may not represent final case counts for this reporting period.

More Information

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

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

City of Menasha Weekly COVID-19 Status Summary

Case counts, case rate per 100,000 people, burden class, trajectory and activity level in the City of Menasha and the State of Wisconsin for the past two weeks (March 17 – March 30)

Note: WI DHS is undergoing continuous data cleaning and data may change as it is reviewed

	Count for Past 2 Weeks	Case Rate (per 100,000 people)	Burden Class*	Trajectory Class (N/A=no statistically significant change)	Activity Level	Population**
Lab-Confirmed Cases	26	148.5	High	N/A	High	17,510
Probable Cases***	19	108.5	High	N/A	High	17,510
Combined	45	257.0	High	N/A	High	17,510
Wisconsin (Confirmed)	6,636	114.8	High	N/A	High	

*Burden Class is based off of the case rate per 100,000 people in the past two weeks. Visit the DHS website for more information <https://www.dhs.wisconsin.gov/covid-19/local.htm>

**Population for the City of Menasha was retrieved from https://doa.wi.gov/DIR/Final_Ests_Muni_2019.pdf

***A person is counted as a probable case of COVID-19 if they are not positive by a confirmatory laboratory test method (PCR/molecular test), but has tested positive using antigen test method OR has symptoms of COVID-19 AND has a known exposure to COVID-19 (for example, being in close contact of someone with COVID-19).

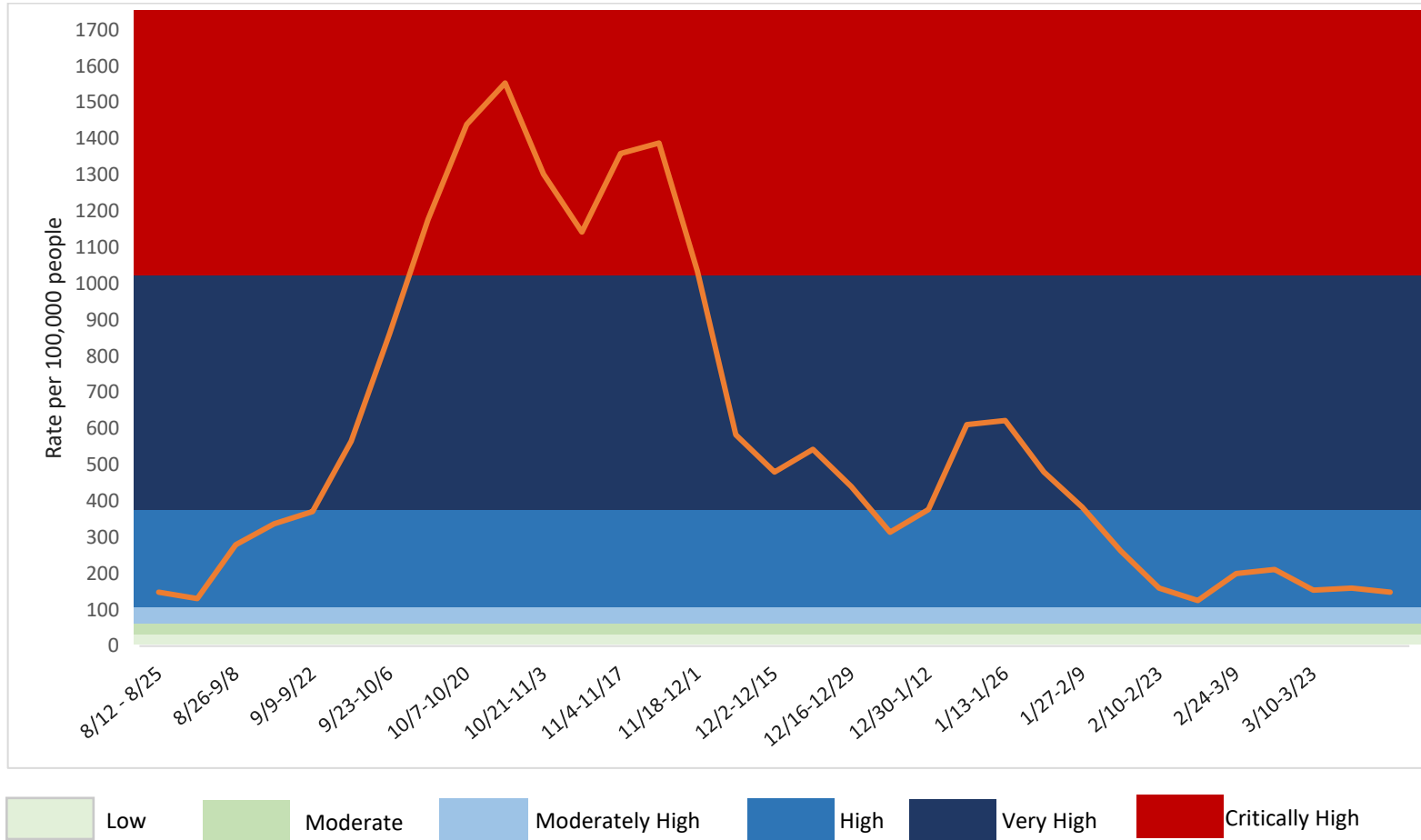
Wisconsin DHS Framework

The Wisconsin Department of Health Services (DHS) has developed and released a framework to guide decision-makers based on the activity levels in local jurisdictions in response to the current activity of COVID-19 in the community. The current categories for activity level are Low, Medium, High, Very High, and Critically High, and provide recommendations for mitigation strategies for each activity level category for jurisdictions to help guide the decision making process.¹ The full document can be viewed here: <https://www.dhs.wisconsin.gov/publications/p02789.pdf>

Burden (lab-confirmed case rate)

Burden Status	Case Rate per 100,000 residents in the past two weeks	City of Menasha number of cases in the past two weeks
Low	Case rate is less than or equal to 10.	Less than 2 cases.
Moderate	Case rate is greater than 10, but less than or equal to 50.	Greater than 1 cases, but less than or equal to 8 cases.
Moderately High	Case rate is greater than 50, but less than or equal to 100.	Greater than 8 cases, but less than or equal to 17 cases.
High	Case rate is greater than 100, but less than or equal to 350.	Greater than 17 cases, but less than or equal to 61 cases.
Very High	Case rate is greater than 350, but less than or equal to 1,000.	Greater than 61 cases, but less than or equal to 175 cases.
Critically High	Case rate is greater than 1,000.	Greater than 175 cases.

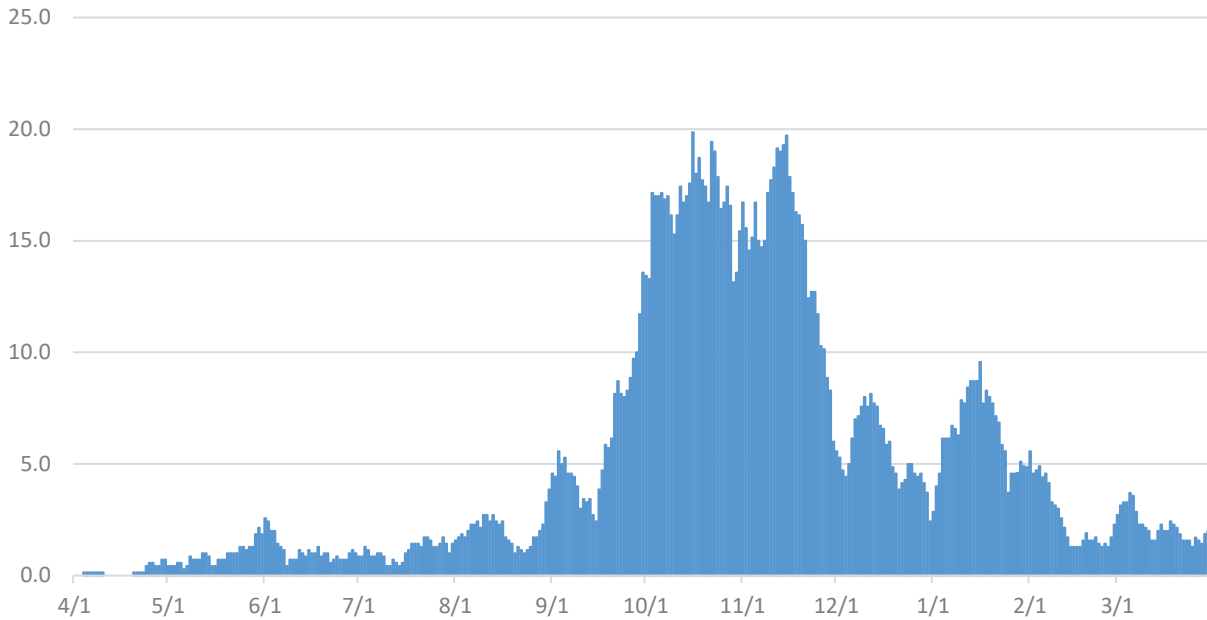
City of Menasha COVID-19 laboratory confirmed case rate trend and burden by 2-week periods*



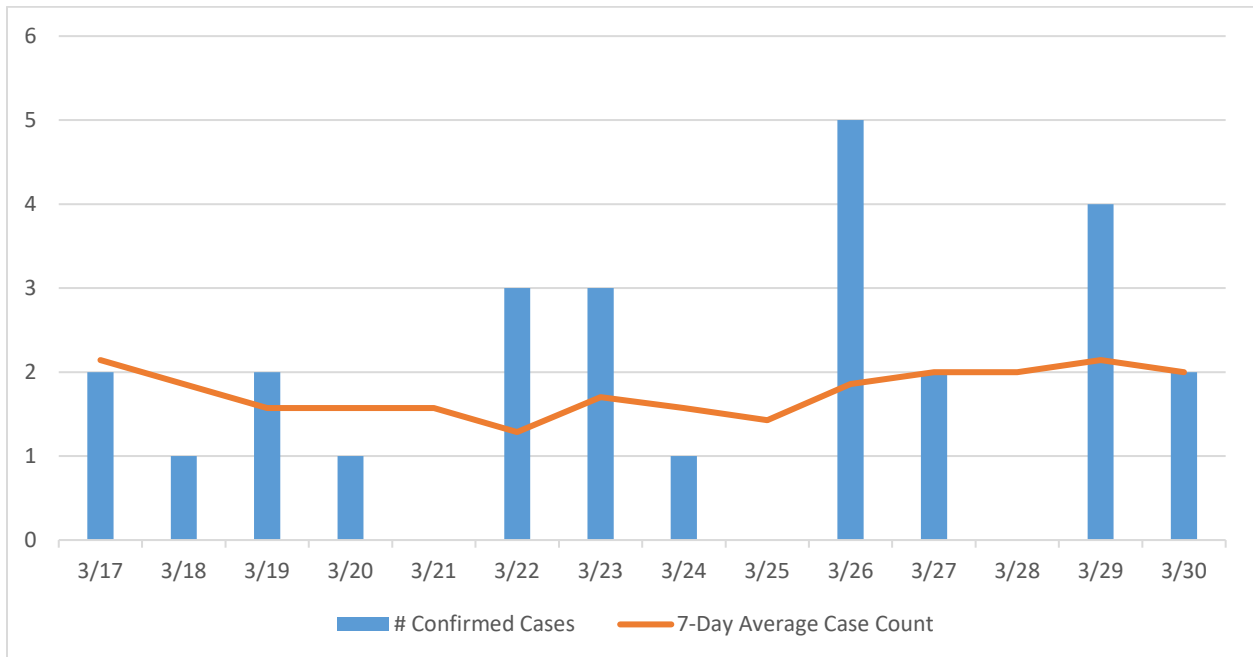
*see the table above for more information about burden status



Average number of new cases of COVID-19 per day (7-Day rolling avg.) in the City of Menasha since March 2020 (as of Mar 30)

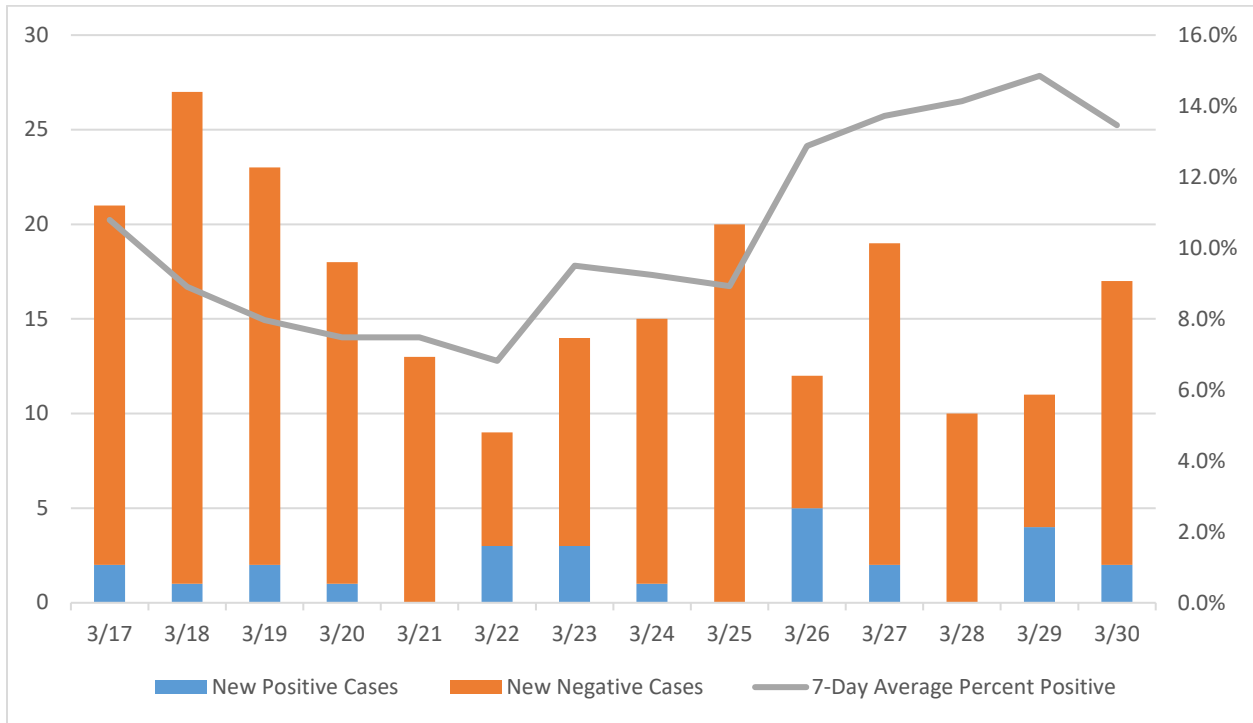


Number of laboratory confirmed COVID-19 cases by day in the City of Menasha in the past two weeks (Mar 17 – Mar 30) and the 7-day average





New COVID-19 tests, positive (PCR) and negative, by day and the 7-day average percent positive tests (Mar 17 – Mar 30)

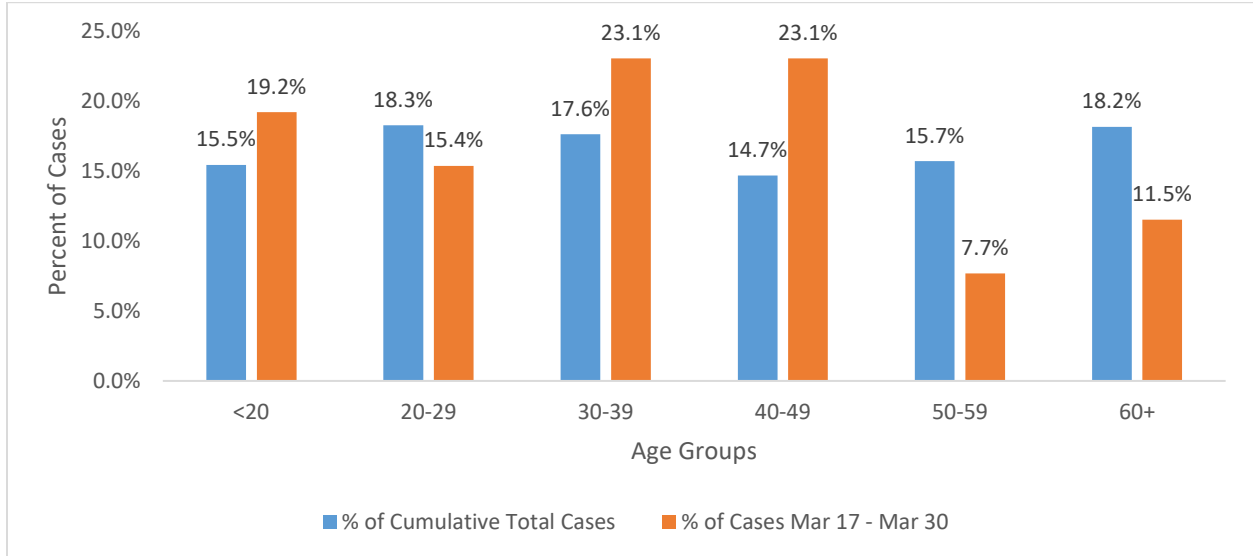


Number and percentage of laboratory confirmed cases of COVID-19 by age: cumulative and in the past two weeks (Mar 17 – Mar 30)

Age Group	Cumulative total cases		Cases in the past two weeks	
	Number of Cases	Percentage of Total Cases	Number of Cases	Percentage of Cases in Past Two Weeks
<20	283	15.5%	5	19.2%
20-29	335	18.3%	4	15.4%
30-39	323	17.6%	6	23.1%
40-49	269	14.7%	6	23.1%
50-59	288	15.7%	2	7.7%
60+	333	18.2%	3	11.5%
Total	1,831	100%	26	100%



Percentage of laboratory confirmed cases of COVID-19 by age: cumulative and in the past two weeks (Mar 17 – Mar 30)



Number of active cases and total number of cases of COVID-19, lab-confirmed and probable, in the City of Menasha (as of Mar 30)

	Number of Active Cases	Percent of Total Cases	Number of Cases
Total Active Cases	18	0.9%	2,067

Number of COVID-19 vaccines administered for Wisconsin residents in the Tri-County area (as of Mar 30)

County	Number of residents with at least 1 dose	Number of residents with completed vaccine series	Population
Calumet	13,229 (26.4%)	7,840 (15.7%)	50,089
Outagamie	51,461 (27.4%)	30,665 (16.3%)	187,885
Winnebago	47,972 (27.9%)	30,087 (17.5%)	171,907

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



Metrics for Suppression (Harvard Global Health)

The Harvard Global Health Institute created a document containing metrics for COVID-19 suppression, a framework to use as a guide for policymakers and the public. This framework includes recommendations that include key metrics that can be used as an evaluation tool for COVID-19 response and mitigation. Looking at the daily case incidence (# of daily new cases per 100,000) can determine which category the jurisdiction is currently in and how to best respond. Decision-makers should evaluate and review the different phasing plans to determine which strategies to employ at the current period of time.ⁱ

Burden Class* (case rate per 100k)		Risk Levels** (Case Incidence per 100,000)	Intensity of Control Effort Needed	
Low (≤ 10)		Green (< 1)	Daily new cases per 100,000 people	On track for containment, conditional on continuing use of viral testing and contact tracing
Moderate ($10 \leq 50$)		Yellow ($1 < 5$)	Daily new cases per 100,000 people	Strategic choices must be made about which package of non-pharmaceutical interventions to use for control
Moderately High (same as moderate) ($50 \leq 100$)		Yellow ($5 < 10$)	Daily new cases per 100,000 people	Strategic choices must be made about which package of non-pharmaceutical interventions to use for control
High ($100 \leq 350$)		Orange ($10 < 25$)	Daily new cases per 100,000 people	Strategic choices must be made about which package of non-pharmaceutical interventions to use for control. Stay-at-home orders are advised, unless viral testing and contact tracing capacity are implementable at levels meeting surge indicator standards.
Very High ($350 \leq 1000$)	Critically High (> 1000)	Red (> 25)	Daily new cases per 100,000 people	Stay at home-orders necessary

*Burden classes (WI Department of Health Services) are determined by the case rate (per 100,000 people) in a 14-day period.

**Risk levels (Harvard Global Health Institute) are determined by case incidence per 100,000 people (7-day rolling average).

Metrics

Case Incidence Metrics

Metric	Thresholds	Current Status
City of Menasha Confirmed Case Incidence per 100,000 (7-day rolling average)	Red: > 25 Orange: $10 < 25$ Yellow: $1 < 10$ Green: < 1	11.4 cases per 100,000 / day



Additional Metrics to Consider

Metric		Thresholds	Current Status
Testing	Percent PCR Positive Tests (7-day average)	Red: >10% Yellow: 5-10% Green: <5%	13.5 % positive tests / day
	Daily Number of Tests (7-day average)	Red: <14 tests/day Yellow: 14-28 tests/day Green: >28 tests/day	14.9 tests / day
Public Health Contact Timeliness	Disease Investigation	Red: Not able to contact all confirmed cases within 24 hours Green: Able to contact all confirmed cases within 24 hours	Able to contact all within 24 hours
	Contact Tracing	Red: PH is not able to contact all within 48 hours Green: PH is able to contact all within 48 hours	Able to contact within 48 hours
Hospital Capacity*	Percentage of hospital inpatient beds in the community that are occupied.	Red: > 90% Yellow: 80-90% Green: <80%	85.6% of inpatient beds occupied
	Percentage of intensive care unit beds in the community that are occupied.	Red: > 90% Yellow: 80-90% Green: <80%	85.4% ICU beds occupied
	Percentage of hospital inpatient beds in the community that are occupied by patients with COVID-19.	Red: >15% Yellow: 10-15% Light Green: 5-10% Dark Green: <5%	2.75% beds occupied by patients with COVID-19

*Hospital capacity metrics are adapted from the *CDC indicators and thresholds for risk of introduction and transmission of COVID-19 in schools*, found here: <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/indicators.html#thresholds>. Hospital capacity data are from the Emergency Management Resource (EMResource) system, as reported on a daily basis by participating hospitals. Since reporting is not mandatory, the data shown here may not accurately represent the current healthcare system capacity in our region. Hospital capacity data is collected and reported at the Healthcare Emergency Readiness Coalition (HERC) level. The City of Menasha is a part of HERC 6, or the Fox Valley HERC. Hospital capability information at the state and HERC level can be found here: <https://www.dhs.wisconsin.gov/covid-19/hosp-data.htm#capabilities>

ⁱ Harvard Global Health Institute, Center for Ethics, *Key Metrics for COVID Suppression*. 2020. Retrieved from: <https://globalepidemics.org/wp-content/uploads/2020/06/key-metrics-and-indicators-v4.pdf>

ⁱⁱ Wisconsin Department of Health Services, *Slowing the Spread of COVID-19: Mitigation Strategies for Wisconsin Communities*. 2020. Retrieved on January 4, 2021 from: <https://www.dhs.wisconsin.gov/publications/p02789.pdf>

CITY OF MENASHA
BOARD OF PUBLIC WORKS
TEL-WEB CONFERENCE
MARCH 15, 2021
MINUTES

A. CALL TO ORDER

Meeting called to order by Chairman Langdon at 9:26 p.m.

B. ROLL CALL

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

ALSO PRESENT: DPC Hancheck, FC Kloehn, CDD Schroeder, DPW Alix, DDE Gordon, FD Sassman, PHD McKenney, CA/HRD Captain, Mayor Merkes, Clerk Krautkramer

C. MINUTES TO APPROVE

1. March 1, 2021

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

Motion carried on voice vote.

D. COMMUNICATION

1. WPPI Solar Grant Award Memo

Staff provided overview of the awarded the WPPI Solar Grant funds and appropriating the funds.

E. DISCUSSION / ACTION ITEMS

1. MS4 Program Update Summary

Staff provided an overview of the MS4 Program.

General discussion ensued on pond sediment and muskrat invasions.

2. R-7-21 A Resolution of Support to Submit a Storm Water Planning Grant with the Wisconsin Department of Natural Resources

Moved by Ald. Sevenich seconded by Ald. Tom Grade to recommend to Common

Council approval of R-7-21 A Resolution of Support to Submit a Storm Water Planning Grant with the Wisconsin Department of Natural Resources.

Motion carried on roll call 8-0.

3. R-8-21 - A Resolution Authorizing the Application for Storm Water Planning Grant Funding from the Wisconsin Department of Natural Resources

Moved by Ald. Sevenich seconded by Ald. Ropella to recommend to Common Council approval of R-8-21 A Resolution Authorizing the Application for Storm Water Planning

Grant Funding from the Wisconsin Department of Natural Resources.

Motion carried on roll call 8-0.

4. Change Order – Miron Construction Company, Inc.; Contract Unit No. 2020-06; Public Works Facility Construction Project; ADD \$5,835.74 (Change Order No. 17)

Moved by Ald. Taylor seconded by Ald. Ted Grade to recommend to Common Council approval of Change Order – Miron Construction Company, Inc.; Contract Unit No. 2020-

06; Public Works Facility Construction Project; ADD \$5,835.74 (Change Order No. 17)

Motion carried on roll call 8-0.

5. Payment – Miron Construction Company, Inc.; Contract Unit No. 2020-06 Public Works Facility Construction Project; \$44,397.53 (Payment No. 12)

Moved by Ald. Taylor seconded by Ald. Ted Grade to recommend to Common Council to approval of the Payment to Miron Construction Company, Inc.; Contract Unit No. 2020-06 Public Works Facility Construction Project; \$44,397.53 (Payment No. 12).

Motion carried on roll call 8-0.

6. Street Construction Project Changes

Staff provided an overview of the proposed 2021 street construction project changes for Nicolet Boulevard from Elm Street to Ahnaip Street and Appleton Street.

General discussion ensued on street construction at Nicolet Boulevard from Elm Street to Ahnaip Street.

Moved by Ald. Sevenich seconded by Ald. Taylor to recommend to postpone the street construction project changes as recommended by staff to the April 5, 2021 Common Council meeting.

Motion carried on roll call 8-0.

7. Brighton Drive - Right of Way Encroachment

Staff provided an overview of the request for right of way encroachment on Brighton Drive to allow for the building of a garage and second floor living quarters.

General discussion ensued on Housing Authority approval, right of way encroachment, and garage specifications.

Moved by Ald. Tom Grade seconded by Ald. Schmidt to recommend to Common Council approval of the right of way encroachment for 1011 Brighton Drive, allowing the garage to be reconstructed in its existing footprint.

Motion carried on roll call 8-0.

F. ADJOURNMENT

Moved by Ald. Taylor seconded by Ald. Tom Grade to adjourn at 10:30 p.m.

Motion carried on voice vote.

Haley Krautkramer
City Clerk

CITY OF MENASHA
COMMITTEE ON AGING
March 12, 2021
Minutes

A. Meeting called to order at 1:07 PM.

B. ROLL CALL: Present: Brenda Marks, Pat Irwin, Tom Stoffel

Absent: Joyce Klundt, Bea Kohanski

Staff Present: Nancy McKenney, Chloe Hansen-Dunn, Kristine Jacobsen

C. MINUTES TO BE APPROVED: January 2021 Minutes approved. Pat motioned to approve the minutes, Brenda seconded. Motion passed.

D CORRESPONDENCE:

E. REPORT OF DEPT HEADS/STAFF/CONSULTANTS:

Oshkosh & Surrounding Area Age-Friendly Community: Bryn Ceman, ADRC Program Supervisor, gave a presentation on the progress of the workgroup to apply as an Age-Friendly Community. The application has been accepted and the group is moving into a survey collection starting March 16th.

COVID-19 Update: Director McKenney gave an update on COVID-19 in our community.

60+ Programs Update: No report.

Senior Center Operations/Programming Update: Chloe Hansen-Dunn reviewed the programs and services offered and participation numbers. Shared hope for reopening in late spring with discussions and planning underway. Shared participation for Senior Center on the Road.

F. NEW BUSINESS:

G. HELD OVER BUSINESS:

H. ADJOURNMENT: Brenda Marks moved to adjourn the meeting at 2:08 PM seconded by Pat Irwin. Motion passed.

The next meeting will be held on Friday, April 9, 2021 at 1:00pm.

MINUTES
BUILDING AND GROUNDS COMMITTEE
ELISHA D. SMITH PUBLIC LIBRARY BOARD OF TRUSTEES
VIA Zoom
March 3, 2021

Called to order at 10:59am by Chairman Schwerbel

Committee members present: Franzoi, Golz, Schwerbel and Turner (joined the meeting at 11:02am)

Also present: Library Director Lenz and Business Manager Dreyer

Public Comment/Communication: None

Consent Business

Motion made by Franzoi, seconded by Golz to approve the Building & Grounds meeting minutes of February 17 and February 24. Correction – The February 24, 2021 meeting should read, “Motion to adjourn made at 11:40am by Golz, seconded by Schwerbel.” Motion carries unanimously with the above correction.

Facility Planning Discussion

- Schwerbel suggested forming a subcommittee to focus on the facility planning while the committee focuses on the building itself and capital budgeting. The Board of Trustees will need to approve the formation of a subcommittee and their scope. This subcommittee may include residents of Menasha but only trustees would vote.
- The committee discussed options for community outreach and will build a short list of potential architects and contractors.

Franzoi left the meeting at 11:45am.

The committee will meet on Wednesday, March 10 and March 17, at 11:00am.

Adjournment

Motion to adjourn made at 11:55am by Golz, seconded by Turner. Motion carried unanimously.

Respectfully submitted,
Kathy Dreyer, recording secretary

**MINUTES
BUILDING AND GROUNDS COMMITTEE
ELISHA D. SMITH PUBLIC LIBRARY BOARD OF TRUSTEES
VIA Zoom
March 10, 2021**

Called to order at 11:00am by Chairman Schwerbel

Committee members present: Franzoi, Golz, Schwerbel and Turner

Also present: Library Director Lenz and Business Manager Dreyer

Public Comment/Communication: None

Consent Business

Motion made by Franzoi, seconded by Turner to approve the Building & Grounds meeting minutes of March 3, 2021. Motion carries unanimously.

Facility Planning Discussion

- The Mayor made a recommendation of someone to lead the community engagement piece in partnership with Margaret Sullivan. Schwerbel will connect the two of them to work together to present a proposal.
- Schwerbel will contact some architects.

The committee will meet on Wednesday, March 10 and March 17, at 11:00am.

Adjournment

Motion to adjourn made at 11:17am by Franzoi, seconded by Golz. Motion carried unanimously.

Respectfully submitted,
Kathy Dreyer, recording secretary

MINUTES
BUILDING AND GROUNDS COMMITTEE
ELISHA D. SMITH PUBLIC LIBRARY BOARD OF TRUSTEES
VIA Zoom
March 17, 2021

Called to order at 11:00am by Chairman Schwerbel

Committee members present: Franzoi, Schwerbel and Turner

Absent: Golz

Also present: Business Manager Dreyer

Public Comment/Communication: None

Consent Business

Motion made by Franzoi, seconded by Turner to approve the Building & Grounds meeting minutes of March 10, 2021. Motion carries unanimously.

Facility Planning Discussion

- Schwerbel spoke with architectural firms to see if they are interested in our project. Most will also provide community engagement and fundraising components.
- A proposal was received from Andrew Dane for community engagement.
- Trustees will vote on a proposal to establish an ad hoc committee to develop a facility plan at their meeting on Tuesday, March 23.
- Schwerbel would like to get the new director involved as soon as possible.
- A budget should be formed so that the committee knows how much money is available and where it should be allocated towards.

The committee will not meet next week, Wednesday, March 24. Schwerbel will let the committee know if there will be a meeting on Wednesday, March 31.

Adjournment

Motion to adjourn made at 11:14am by Franzoi, seconded by Turner. Motion carried unanimously.

Respectfully submitted,
Kathy Dreyer, recording secretary

ELISHA D. SMITH PUBLIC LIBRARY BOARD OF TRUSTEES
MEETING MINUTES
Elisha D. Smith Public Library
Via Zoom
March 23, 2021

Called to order at 4:00pm by Chairman Golz

Present: Trustee Derencius, Trustee Franzoi, Chairman Golz, Vice Chair Halverson, Trustee Schwerbel, Trustee Turner (arrived at 4:45pm), Superintendent of Schools VanderHeyden, Trustee Witt and Teen Rep. White

Absent: Secretary Lane

Also Present: Childrens Services Supervisor Beson, Support Services Supervisor Raschke, Adult Services Supervisor Moore-Nokes and Business Manager Dreyer

Public Comment/Communication

None

Consent Business

A motion was made by VanderHeyden, seconded by Franzoi to approve the Library Board of Trustee meeting minutes from February 23, 2021 and accept the minutes of the Building & Grounds Committee meeting from February 17 & 24 and March 3 & 10. Motion carried unanimously.

Authorization of Bills

A motion was made by Witt, seconded by Franzoi to authorize payment of the March 2021 list of bills and endowment fund from the 2021 budget. The invoice from Automated Comfort Controls is for the building automated controls upgrade, Evergreen Power is for a backpack blower, and Showcases is for CD albums. Motion carried unanimously.

Unfinished Business

Director Search Update

Brian Kopetsky will be starting on April 19 as the library's new director.

Building & Grounds Committee Update

Golz and Schwerbel will be meeting with architects and find out if their process includes community engagement, visioning and programming to bring us to the fundraising phase. The committee will need to determine at what point we get fundraisers involved. The committee will put together a budget and then determine how it will be funded.

Beson left the meeting at 4:57pm and VanderHeyden left the meeting at 4:59pm.

125th Anniversary Celebration Committee Update

- In February, we celebrated the 125th Anniversary with a concert by Erin Krebs and Facebook contests in which we gave away 2 gift baskets.
- On March 25, Kathy Humski will chronicle the life of Elisha D. Smith.
- We're celebrating the birthday of Elisha D. Smith with a spring break virtual concert by Randy Peterson on March 29.
- On March 30, Rondini will perform a virtual magic show.

- We will be giving away Festival Foods gift certificates for people attending and commenting on events on Facebook. A 3-month YMCA membership will be given to a patron who comes into the library and checks out materials.
- In August, the committee would like to plan an in-person outdoor event.

New Business

February Statistics

Trustees reviewed the February statistics.

Building & Grounds Subcommittee Approval and Duties

Golz is recommending that a Facilities Task Force be formed to develop a plan, monitor the facilities usage plan and take this project up to the fundraising phase. Golz will appoint 6-10 trustees and people from outside the board. Schwerbel will serve as chair. This task force will make recommendations to the board and will have no legal authority. A motion was made by Franzoi, seconded by Halverson to form the Facilities Task Force as described above. Motion carried unanimously.

2021 Budget Status Report

Trustees reviewed the 2021 budget status. The capital improvement budget status will be reported on next month.

Franzoi left the meeting at 5:26pm.

Status of Library Services/Staff Reports

- Most of the staff has started receiving the COVID vaccine.
- Adult Services is working on their regular programs such as 125th Anniversary, Fox Cities Reads, AARP and the Menasha Community Addition Assistance Program. Most of the summer programming will be virtual. They are also getting the book sale room in order.
- Patrons have been excited to come into the library. We are still offering curbside service and will probably be continuing it after COVID.

Adjournment

Motion to adjourn made at 5:42pm by Schwerbel, seconded by Witt. Motion carried unanimously.

Respectfully submitted,
Kathy Dreyer, Recording Secretary

Welcome to the
City of Menasha



MENASHA POLICE COMMISSION MEETING MINUTES
1/21/21

Police Commission President Jim Meinke called the meeting to order January 21, 2021 at 4:30 PM, Menasha Safety Building, 430 First Street, Menasha, Wisconsin

Present: Commissioners James Meinke, Jerry Jakubek, Nancy Ball, Trevor Martin and Debbie Galeazzi, Chief Tim Styka and Lieutenant Matt Lenss

Absent: None

Minutes to Approve: Commissioner Meinke moved to approve the November 12, 2020 draft meeting minutes. Commissioner Galeazzi seconded the motion. The Commission unanimously approved the minutes.

Action Items: Lt. Matt Lenss presented information on Probationary Officer Derrick Rotta and Officer Kate Oberle. Both of them have completed the minimum 18 month probationary period and are meeting and/or exceeding the minimum qualifications of being a police officer. Commissioners Galeazzi, Meinke and Martin asked some questions on the probationary process, how progressive discipline works and expectations of being on time. Lt. Lenss and Chief Styka answered the questions. Commissioner Meinke then made a motion to give full employment status to Officer Derrick Rotta and Officer Kate Oberle. The motion was seconded by Commissioner Martin and then passed 5-0.

Discussion with Chief Styka:

Training:

- Anti-Harassment Training: All Personnel
- Active Listening to Support Effective Communication: Spiegel (2.5 hrs)
- CPR/AED Instructor: Schaefer & Gennrich (16 hrs)
- Background Investigations for Police Applicants: Nelson & Lenss (12 hrs)
- MEC: Child Abuse from Suspicion to Disclosure: Heinen (6 hrs)
- CART Recertification Exercise: Jorgenson & Thorn (4 hrs)
- How to Get the Job Done: Working through Burnout: Sawyer (ongoing)
- Instructor Update: Lenss (4 hrs)

Department Updates:

- Training Updates:
 - Jason Fredrickson, Michael Onley, Aaron Schafer, Jason Eake and Brian Van Alstyne are all in solo patrol.
 - Jon Van Schyndel is still currently on military leave. We have not been updated as to how long his assignment will continue.
- Hiring process: Interviews tonight. These candidates, if approved, will fill any possible openings.
- COVID-19 Updates: Overall we have continued to remain healthy. Our first group of employees have received the COVID-19 vaccine this week. The City is looking at a sick leave benefit to incentivize employee to get the vaccine.
- The 2021 Budget was approved by the Common Council in November. Funding for replacement body cameras and the introduction of a department wellness program were included. We will try and have Dep. Chief Hanchek come to a future meeting to explain more about the program as this was her project as part of the Command College.
- The Police Department learned a number of lessons from the network outage in December. While we are very reliant upon technology our staff was very creative in finding workarounds to maintain basic operations. We are working on an after action plan to identify more formal workarounds should a similar situation take place in the future.
- A four year labor agreement with the Union has been agreed to and ratified by both sides. The major change with the contract was switching to a true hourly wage vs a hybrid salaried/hourly system that was in place. There are a number of benefits to this including being able to compare our rate to other police departments rates in a more straightforward manner. This should help with recruitment and retention.
- Chief Styka presented a brief review of 2020 statistics/calls for service. Overall the number of calls and self-initiated activities were down due to COVID. However, despite overall calls being down some things like disturbances were actually up. This was attributed to people being at home and in close proximity to the same people over a long period of time. Drug calls were down for the year which we are hoping is good news. While addiction is certainly an issue in the area as a whole, the PD is hopeful that the MCCAP program is having a positive impact in decreasing drug issues in Menasha.

Motion to move into closed session: At 5:16 pm Commissioner Meinke made the motion into closed session for the purpose of conducting police officer candidate interviews. This was seconded by Commissioner Ball and approved 5-0.

The next meeting will be held Thursday, March 25, 2021 starting at 4:30 pm. Menasha Safety Building, 430 First Street, Menasha, Wisconsin.

Menasha alderpersons occasionally attend meetings of this body. It is possible that a quorum of Common Council, Board of Public Works, Administration Committee, Personnel Committee, may be attending; however no official Action of any of these bodies will be taken.

Menasha is committed to its diverse population. Our non- English speaking population or those with disabilities are invited to contact the acting Chief of Police at 967-3500 at least 24-hours in advance to ensure special accommodations can be made.

NMFR Joint Finance & Personnel Committee Meeting Minutes
March 23, 2021 – 5:30 p.m.
Virtual Meeting

Present: Ald. Boyette, Stevenson, Sevenich and Ropella

Excused: Ald. Grade and Borchardt

Also Present: Chief Kloehn, DC Voss and Director Easker

Public Forum: No members of the public were present.

Minutes: The Committee reviewed the January 26, 2021 meeting minutes. **MSC Sevenich/Ropella to approve the January 26, 2021 meeting minutes and place on file, all voting aye.**

Activity/Mutual Aid Report: The Committee reviewed the January activity and mutual aid reports. **MSC Sevenich/Stevenson to approve the January activity and mutual aid reports and place on file, all voting aye.**

Preliminary Year-End 2020 Budget: The Committee reviewed the preliminary year-end budget totals for 2020. It was noted this will not be final until after the audit is completed. At this time, it is estimated that we will be over budget by around \$20,000. This is due to unplanned expenses for budget whether it's from additional PPE supplies to overtime backfill due to people being off for covid exposures and/or testing positive along with revenue being less than originally budgeted and investment earnings less than anticipated. Salaries were higher than anticipated as there was only one retirement in 2020 and it was budgeted for two possible retirements. Ald. Stevenson asked if Cares Act money could be applied to this overage. Director Easker noted they are looking at applying for FEMA and Covid relief dollars. Discussion was held on how possible disbursement of Covid relief money would work once they find out what/if they will receive on behalf of our department. In the end, if there is a shortage, each City will need to find the overage through the formula outlined in the merger agreement.

Consideration to Purchase Two 2022 Ford Transit Connect Utility Vehicles: The Committee reviewed the information from DC Voss on the budgeted CIP purchase to replace the two inspector vehicles with 2022 Ford Transit Connect Utility Vehicles. It was noted the original budget for this purchase was \$80,000. However, once DC Voss began researching the type of vehicle to purchase, he found these utility vehicles would be a better fit for our department versus a SUV type of vehicle. These vehicles will be able to carry additional equipment that is needed during larger incidents along with the equipment they need for investigations. He spoke to different departments who have these vehicles and received positive feedback on them. Therefore, it was decided this type of vehicle would be a better fit for our department. With the current vehicle replacement plan for our department, one of the current inspector vehicles will be sold. The other one will be re-purposed as a staff vehicle and one of our current staff vehicles with over 100,000 miles on it will be sold as this has more miles on it than the one inspector vehicle.

Ald. Ropella asked we are replacing two vehicles when the ones we have could still be used and we could put more miles on them. DC Voss said one vehicle has 108,000 miles and the other one has 110,000 miles and these two will be sold. These vehicles are used by our shift inspectors for inspections, which saves putting these miles on our front line engines as the inspections still have to be completed. Our Department was asked to have a vehicle replacement plan in place for all vehicles regardless if it's front line engines, inspector vehicles or staff cars and this is what we follow. **MSC Sevenich/Stevenson recommends the City of Neenah and City of Menasha Common Councils approve the purchase of two 2022 Ford Transit Connect Utility vans from Bergstrom Automotive and related equipment for a total price not to exceed \$61,000, all voting aye.**

MSC Sevenich/Stevenson to adjourn at 6:22 p.m., all voting aye.

Respectfully Submitted,

A handwritten signature in black ink that reads "Kevin Kloehn". The signature is written in a cursive style with a long horizontal stroke at the end.

Kevin Kloehn
Fire Chief

CITY OF MENASHA
Parks and Recreation Board
Virtual Meeting
February 16, 2021
MINUTES

A. CALL TO ORDER

The meeting was called to order by Chr. Dick Sturm at 6:03pm.

B. ROLL CALL/EXCUSED ABSENCES

MEMBERS PRESENT: Chr. Dick Sturm, Rachael Dowling, Ald. Ted Grade, Tim Hale, Lisa Hopwood, Tom Marshall

MEMBERS EXCUSED: Brian Adesso

OTHERS PRESENT: PRD Megan Sackett, DDMO Thad Brown, City Arborist Alex Hartzheim

C. PUBLIC COMMENT/CORRESPONDENCE

D. MINUTES TO APPROVE

1. **Minutes of the January 12, 2021 Park Board Meeting:** Moved by Ald. T. Grade, seconded by T. Marshall to approve the minutes of the January 12, 2021 Park Board meeting. Motion carried.

E. DISCUSSION / ACTION ITEMS

1. **Jefferson Park Tree Removal Plan:** City Arborist Alex Hartzheim gave an update on the Jefferson Park ash tree removal plan. Questions posed to him by the board included:
 - How much does it cost to treat a tree? Inches by diameter - \$4/inch.
 - How many treatments for each tree? Trees would get treated every other year (other communities do every 3 years).
 - How do you know if treatments are working? Treatment is 100% effective – if you treat it, it should live.Ald. T. Grade moved to approve Option 1 as stated in memo, seconded by T. Hale. Motion carried.

F. REPORT OF DEPARTMENT HEAD / STAFF

1. **Department Report**
PRD Sackett reported on the following:
 - Rec/Senior Services Manager position is posted
 - Staff is working on a plan for Jefferson Park playground design and fundraising
 - Senior Center staff is currently still operating virtual programs along with home engagement activities. Staff is working on a plan to re-open the Senior Center.
 - Staff is working on Summer programming including pool programming
2. **Park, Pool and Forestry Report**
 - Tree removals in districts 5,6,7,8 have been completed (72 trees)
 - All tree trimming at road right-of-way is done
 - Jefferson Park fence has been removed and reinstalled
 - Moved into the new building
 - Ice at the Hart Park rink is at its best right now (usually takes 2 weeks to get good ice), will be putting out the hockey nets

G. PUBLIC COMMENT ON ANY MATTER LISTED ON THE AGENDA

H. ADJOURNMENT

Motion by L. Hopwood, seconded by T. Marshall to adjourn at 6:53pm. Motion carried.

CITY OF MENASHA
Plan Commission
Menasha City Center, 100 Main Street
March 30, 2021
DRAFT MINUTES

A. CALL TO ORDER

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

B. ROLL CALL/EXCUSED ABSENCES

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

PLAN COMMISSION MEMBERS EXCUSED: Commissioner Homan

OTHERS PRESENT: CDD Schroeder, CDC Heim, and Alderperson Tom Grade.

C. PUBLIC HEARING

D. MINUTES TO APPROVE

1. Minutes of March 2, 2021 Plan Commission Meeting

Comm. Benner made a motion to approve the minutes of the March 2, 2021 Plan Commission meeting. Comm. Sturm seconded the motion. The motion carried.

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

Five (5) minute time limit for each person

No public comments.

F. DISCUSSION / ACTION ITEMS

1. Certified Survey Map – Lot Combination – 305 Third Street and Tayco Street

CDC Heim provided background to the lot combination Certified Survey Map (CSM) of 305 Third Street and Tayco Street, Parcel # 1-00163-00. This included the Common Council approval of the disposition of public property of Parcel 1-00163-00, the lot combination with 305 Third St, the sale, and the official dedication of public right-of-way.

General discussion ensued including the existing driveway on the site. Staff verified that lot 16 does have other access.

Motion by Comm. Benner, seconded by Alderperson Schmidt, to approve the certified survey map as presented consolidating 305 Third Street (1-00162-00) and Parcel 1-00163-00 and officially dedicating the road right-of-way. The motion carried.

2. Lawson Canal Draft Concept Plan

CDD Schroeder presented an overview of the Lawson Canal draft concept plan and gave a summary of the steps the Plan Commission, Redevelopment Authority and Park Board will be taking in the upcoming weeks to bring forward a resolution of support of the project to the Common Council for consideration. With is approval, a Wisconsin DNR Stewardship Grant would be applied for in May.

Commissioners and staff discussed how the following items are good items to keep in mind while the site and amenities are being developed.

- Placement of Oak Street
- Circulation within the property
- What are the permitted uses of the water activity within the canal
- Water rights and ownership
- Parking
- Hours of operation
- Opportunity for vegetation and art uses

No action was taken.

G. COMMUNICATION

1. Set Next Meeting

The next meeting has been set for Tuesday, April 13, 2021 at 4:00 PM to review the final concept of the Lawson Canal Concept Plan (*meeting time was later verified to be 4:15pm*).

H. ADJOURNMENT

A motion was made by Alderperson Schmidt to adjourn the meeting at 4:05 PM. The motion was seconded by DPW Alix. The motion carried.

Minutes respectfully submitted by CDC Heim.

REGULAR MEETING OF THE WATER AND LIGHT COMMISSION

February 24, 2021

Draft

Commission President Allwardt called the Regular Meeting of the Water and Light Commission to order at 8:03 a.m., with Commissioners Roy Kordus, Don Merkes, Antoine Tines, and Gary Turchan present on roll call. Also present were Melanie Krause, General Manager; Adam Smith, Water Utility Manager; Kristin Hubertus, Finance Manager; Steve Grenell, Engineering Manager; David Christensen, Electric Manager; Paula Maurer, Customer Service Manager; Ethan Vanderpoel, Engineering Technician; and Dawn Lucier, Administrative and Accounting Assistant.

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

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

- A. Minutes of the Regular Meeting of January 27, 2021.
- B. Approve and warrant the following payments dated January 28 – February 24, 2021 in the amount of \$3,903,937.63.
- C. Correspondence as listed:
 - Copy of email dated February 15, from Lauren Weyers, Program Manager for Arbor Day Foundation RE: Menasha Utilities recognition as a 2021 Tree Line USA.
 - Copy of letter dated January 19, from Leaven RE: 2020 program contributions.
 - Copy of February 2021 MU Employee Newsletter.

Commissioner Allwardt congratulated the Utility on receiving the 2021 Tree Line USA award, and Commissioner Merkes announced that the City of Menasha will be having an Arbor Day celebration on April 29th at St. Mary's School.

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

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

Item VI. Unfinished Business, Debt Refinancing – The sale report for the bonds sold February 1st was included in the packet. An interest rate of 1% was secured for refinancing, which resulted in a total savings of \$1,561,877.

Item VII. New Business, New Load Market Pricing Service (NLMP) – An update to the electric tariff was recommended. The update would change the pricing structure to help attract new customers to the community and encourage economic development.

The motion by Comm. Merkes, seconded by Comm. Kordus, was unanimously approved on roll call to request WPPI to make an application to modify the NLMP service rate tariff as presented.

2020-2021 UPS Project – Details were highlighted for the Water Plant UPS update and relocation project.

John Teale, Technical Services Engineer, arrived at 8:19 a.m.

Large Industrial Customers – Resale and Large Industrial water customers were contacted to obtain pandemic impacts on their companies, forecast future production, and show appreciation for their business. A summary of the feedback was presented.

Item VIII. Strategic Reports, Monthly Strategic Initiative Update – The January report, which included information that the lobby is reopening in March, was discussed.

December 2020 Financial and Project Status Reports – Numbers within the report do not include the GASB retirement and life insurance. Electric consumption was 18.3% lower than budget; and Net Operating Income was \$91,477 higher, with year-end \$424,761 higher than budget.

Water usage was 24.7% lower than budget; Net Operating Income was \$27,826 higher than budget; and System losses were at 18.06% with year-to-date 8.33%. A significant leak was detected in February and will be reported next month.

Telecommunications – Entries have been posted for year-end which resulted in a Net Operating Income of \$4,709 over budget for 2020.

January 2021 Financial and Project Status Reports – Electric consumption was 0.7% lower than budget, the numbers for budgeting were adjusted in 2021 to account for pandemic trending. The cost of power was 2.2% lower than budget, which resulted in a higher than budgeted Net Operating Income, and January revenue includes both December 2020 and January 2021 rates.

Water usage was 21.7% lower than budget and Net Operating Income was lower than budget due to lower revenues. Transmission and distribution expenses were higher than budget, along with system losses of 20.09%, due to 3 main breaks and 1 service leak experienced in January, crews are continuing to work on leak detection

Telecommunications does not expect any changes to customer base with TDS coming into the area offering fiber to home.

After discussion, the Commission accepted the December 2020 & January 2021 Financial and Project Status Reports as presented.

Project Reports, Water Projects – AMI exchanges and cross connection inspections are starting in March and notifications for the capital improvement plan for customers affected by the 2021 Water Main Reconstruction project are being prepared. Filter #3 media removal and nozzle replacement continues, and a new correlator for leak detection has been purchased. Staff continues to wait on the DNR regarding the corrosion control study, and a meeting was held with McMahan regarding the Intake project.

Electric Projects – Maintenance work has begun on the bus and the LTC at the Northside Substation; maintenance has been performed on the ATC battery systems; and bushings will be replaced at the Tayco Substation. Electric distribution is performing overhead inspections, with preparations being made for paperless field inspections; building maintenance projects have been completed; and safety training is taking place this month.

Commissioner Allwardt requested to have staff bring back information regarding power outages, specifically, what happened in Texas, could it happen here, and what is in place for price protection for customers. General Manager Krause discussed an article from Mike Peters, President of WPPI which addressed these concerns, and will email the article to the Commissioners and include it in the materials for the next commission meeting.

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

Item X. The motion by Comm. Allwardt, seconded by Comm. Turchan, was unanimously approved to adjourn at 9:00 a.m.

By: MARK L. ALLWARDT
President

GARY TURCHAN
Secretary

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



DEPARTMENT OF THE ARMY
WISCONSIN OPERATIONS OFFICE
CORPS OF ENGINEERS
2619 E. Capitol Drive
APPLETON, WISCONSIN 54911

March 25, 2021

SUBJECT: Spring 2021 Lake Winnebago Refill Strategy Conference Call

To Our Lake Winnebago Partners:

You are invited to attend a spring refill strategy conference call concerning the regulation water levels on Lake Winnebago and impacts to other areas of the watershed. We will hold the conference call on Tuesday, April 6, 2021 at 6:00 PM (CDT). This conference call will be open to the public. The conference call information is provided below:

Participant Access Information

Toll-Free: 844-800-2712
Access Code: 199 651 7252

Once you have joined the conference call, please press *6 to mute your phone. You may press *6 again during the call when you wish to speak. The pertinent information will also be posted to our website at: <https://www.lrc.usace.army.mil/Missions/Water-Management/Lake-Winnebago>

We look forward to your participation. If you have any questions, please contact Mr. Chadwick Shaw at (920) 380-7106 or chadwick.d.shaw@usace.army.mil.

Valerie Neuman

Subject: FW: Spring Distinguished Service/Making A Difference Awards

----- Forwarded message -----

From: **Karen Phelps** <phelpsk@mjsd.k12.wi.us>

Date: Mon, Mar 29, 2021 at 7:45 AM

Subject: Spring Distinguished Service/Making A Difference Awards

To: <mjsdemployees@mjsd.k12.wi.us>

Please join me in congratulating the following MJSD Staff who have been chosen to receive the 2021 Spring Distinguished Service and Making A Difference Awards. They will receive their awards at the MJSD Board of Education meeting on Monday, April 12th at 6:30 p.m. This will be a virtual event.

Distinguished Service Awards

Sharon Allen - Gegan
Angie Blank - Jefferson
Renaë Braun - District Office
Mary Crawmer - Banta
Sandra DeBruin - MHS
Heidi Dike - District
Cristina Flores - Clovis Grove
Erika Gearhart - MHS
Tracy Gorst - Maplewood
Kristin Gosse - Clovis Grove
Rick Grable - MHS
Katie Grabner - Maplewood
Tony Hopfensperger - Maintenance
Spencer Johnston - Gegan
Wendy Kolasinski - Maplewood
Amanda Meyer - Butte des Morts
Renee Miller - Jefferson
Dan Naef - Butte des Morts
Suzanne Parker - Jefferson
Mike Slowinski - MHS
Alyssa Sturzl - MHS/Maplewood
Amanda Tesky - MHS
Janitra Thomson - MHS
Landri Vogelsang - Butte des Morts

Making a Difference Awards

Linda Palmbach
Kortney Dahm
Liz Rosin
Meghan Pauly
Charlotte Friedrich
Julie Herzfeldt
Shari O'Connell
Angela Rusch
Sue Reiter

Karen Phelps

Administrative Assistant
Curriculum, Instruction and Assessment
Menasha Joint School District
100 Main St, Ste #300
Menasha WI 54952
(920) 967-1404

"The future belongs to those who believe in the beauty of their dreams" - Eleanor Roosevelt

City of Menasha Police Department



2020 Annual Report

TABLE OF CONTENTS

DEPARTMENT OVERVIEW

Mission Statement	1
Message from the Chief	2
Organizational Chart	3
Staff	4
City Snapshot	6
Administration	7
Patrol	8
Investigations	9
Resource Officers	10
Support Services	11
Community Policing	13
Deputy Chief	15
Lieutenant's Corner	16
Operations	17
Use of Force	22
K9 Program	24
Volunteering	26
Engaging Our Youth	27
Police Auxiliary	28
Building Renovations	29
Benevolent	30

STATISTICS

Calls for Service	31
Crimes and Arrests	33
Traffic Enforcement	34
Crime Clock	35

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



CHIEF'S MESSAGE

How can we sum up 2020? Unprecedented. In 2019 we encountered challenges like recruiting officers in a strong economy and supporting our officers who were involved in a few critical incidents. While 2019 was a year that won't soon be forgotten we had no idea what 2020 had in store for us locally and the world as a whole.

COVID was our first major challenge. In the early months of the pandemic we had to maintain a level of service that the community expects, while doing all we could to keep our team members healthy. We also were unsure at first how the virus was spread and how sick people would become if they contracted it. On top of those concerns, we also did not want to be the source of spreading the disease. Finally, we were tasked with being requested to do things that were not law enforcement activities, such as enforcing quarantines or health orders.

In the midst of the pandemic the tragic incident of George Floyd brought to light that collectively law enforcement still has a lot of work to do. In Wisconsin, many of the areas discussed for possible police reform are already in place. For example, neck restraints are not a sanctioned use of force option and a civilian board (The Police and Fire Commission) are involved in the hiring, discipline and firing of police officers. The Commission also serves as part of a "checks and balances" system to ensure we are not hiring officers that have had performance issues at a prior police agency. There are calls for additional training in Procedural Justice, Implicit Bias and De-escalation. I am proud to say that we have been training in these areas for years and incorporating these philosophies in everything we do. These topics have strengthened our culture. As a result we have seen a substantial reduction of citizen complaints. Our goal is to LEED, (Listen, Explain, Equity and Dignity) in every contact. Using this model we are sensitive to every person's unique background, ethnicity and history. Police officers are human and we do make mistakes. However, we strive to be the best we can be and learn from our mistakes.

I also want to thank our supportive community for standing by us in 2020. The cards, emails and treats that have been given to us over the year has sent a strong message to our staff that you support us. We are truly blessed to live and work in such a great community.

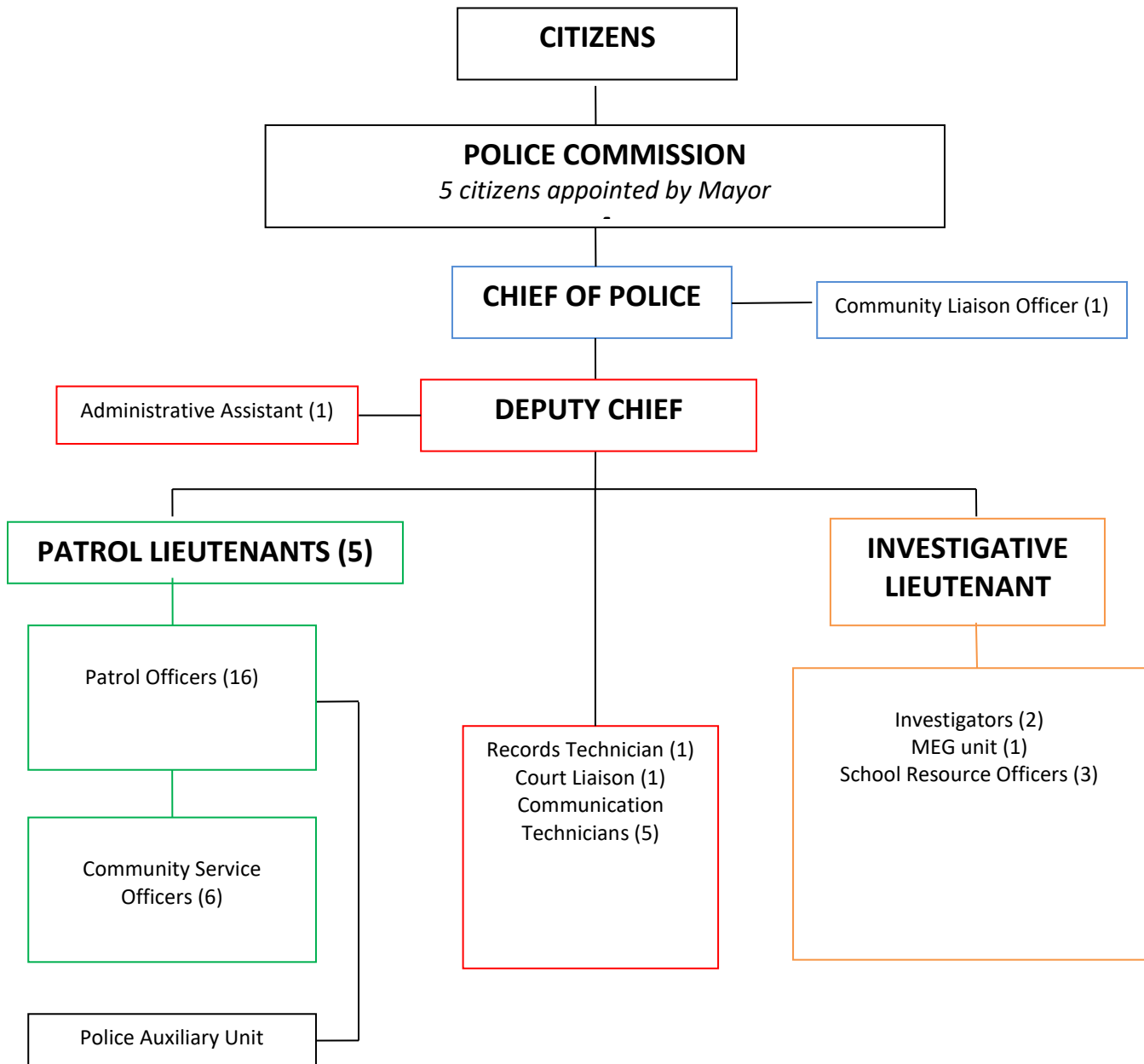
Thank you for taking the time to read over our year in review. You will find information on our new drone program, new people that we have hired and those that have been promoted and how we said goodbye to our last Ford Crown Victoria squad car and put into service our first hybrid vehicle.

Our team always welcomes your thoughts and ideas. Please feel free to contact any of us with your suggestions. It is truly an honor for us to serve the community.

Thank you again for your support!

Serving our community,
Chief Timothy Styka

ORGANIZATIONAL CHART



STAFF - SWORN

CHIEF OF POLICE

Timothy Styka

DEPUTY CHIEF

Angela Hanchek

INVESTIGATIVE LIEUTENANT

Nick Thorn

PATROL LIEUTENANTS

Matthew Albrecht

Matthew Lenss

Adam Schulz

Matt Spiegel

Joel Nelson

INVESTIGATORS

Amy Cook

Pete Sawyer

Ray Berna

COMMUNITY LIAISON OFFICER

Nick Oleszak

SCHOOL RESOURCE OFFICERS

Jeff Jorgenson

Denton Heidemann

Josh Gallagher

PATROL OFFICERS

Sara Swenson

Chris Groeschel

Dan Hoernke

John Abrahamson

Shelby Patterson

Richard Heinen

Matt Schanke

Kellen Gennrich

Katelynn Oberle

Jonathon Van Schyndel

Derrick Rotta

Jason Frederickson

Michael Oney

Aaron Schaefer

Brian Van Alstyne

Jason Eake

HIRED

Aaron Schaefer

Brian Van Alstyne

Jason Eake

RETIRED

Charles Sahr

TRANSITIONED

Angela Hanchek, Deputy Chief

Joel Nelson, Lieutenant

Sara Swenson, OIC

Dan Hoernke, OIC

Shelby Birkholz, OIC

STAFF - CIVILIAN

POLICE COMMISSION

James Meinke
Tony Gutierrez (Retired 2020)
Jason Dionne (Retired 2020)
Nancy Ball
Jerold Jakubek
Debbie Galeazzi
Trevor Martin

RECORDS CLERK

Jenny Groeschel

COURT/TRAFFIC LIAISON

Bev Sawyer

ADMINISTRATIVE ASSISTANT

Sandy Gonnering

CODE ENFORCEMENT SPECIALIST

Joe Polzien

COMMUNICATIONS TECHNICIAN

Amber Boehlen
Mary Janssen
McKenzie Repinski (relief)
Rebecca Billington
Lindsey Whitney
Cyndel Sawall
Jessica Beck (relief)
Melissa Brumbeloe (relief)
Karolanne Johnson (relief)
Carissa Griffin (relief)

PROPERTY CUSTODIAN

Cyndel Sawall

CROSSING GUARDS

Robert Piel
Shawn Hansen
Gary Gallant
Will Hoerning
Bethany Leigh
Sue Paveletzke
John Sokolowski
Roger Peters (Relief)
Tom Borchart (Relief)

COMMUNITY SERVICE OFFICERS

Jacob Van Egtern
Tshaj Yang
Nathaniel Brownie
Jacob Royston
Samuel Vassar

CITY SNAPSHOT

The City of Menasha is situated in the heart of the Fox River Valley on the north shore of Lake Winnebago. The 17,647 residents comprise a diverse and engaged community in which we are proud to serve. Menasha is in a period of economic revival and during this past year, many steps have been taken towards the continued revitalization of our downtown and other key areas of interest in the city.

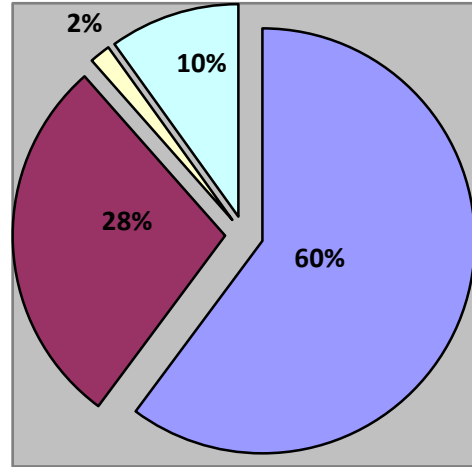
The City of Menasha encompasses a total of 7.72 square miles spanning both Winnebago and Calumet Counties. The various neighborhoods range from historic ranch and two-story homes, to large lakefront residences, as well as newer subdivided neighborhoods to the east. With endless shores, the City of Menasha offers unique investment opportunities while providing ample public access for recreational activities making Menasha your place on the water!

Our officers patrol just over 90 miles of streets within the corporate limits. We have every road type from private streets to main thoroughfares like US Highway 10 and State Highways 47 and 114. The streets wind through our residential neighborhoods, industrial zones, downtown, and parks creating both mixed use areas ideal for a walking lifestyle to business parks and secluded residential enclaves.



POLICE ADMINISTRATION

The administration division of the police department consists of the Chief of Police and our Deputy Chief. Managing the department budget, officer training, and writing procedures and policies are just a few of the tasks taken on. Striving to provide the best and most fiscally responsible level of service is at the forefront of each decision they make. We've held the line on our budget for several years keeping our core services running as efficiently as possible. As with most organizations, personnel costs make up the largest portion of the budget. The capital outlay and operating expenses provide the officers with the equipment they need to adequately serve the community.



Training Hours		
Year	Total	Avg. Officer
2020	1778	56
2019	2054	59
2018	1720	55
2017	1846	62

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

PATROL DIVISION



Patrolling our streets and quick responses to emergency calls remains a primary function of the department.

Handling 11,245 calls for service took up the majority of officer's time. Patrol officers responded to a multitude of calls for service ranging from citizen assists, disturbances, burglaries, robberies, drug and alcohol complaints, to drug overdoses. A typical disturbance takes 159 minutes (2.65 hours) of officer time to resolve with some complicated situations taking upwards of 1000 minutes (17 hours) of time spread amongst the involved officers.

In addition to responding to criminal complaints, officers often focus on preventative measures like checking business doors at night, patrolling parks and other public spaces like the trestle trail and school properties. Often times, residents will report specific concerns in their neighborhoods and we will specify added patrol time to address those concerns in that area. It is imperative that as citizens of a strong community that if something looks "not normal," it needs to be checked out. We help create a stronger community when we work together. Simply put, if you "See something, say something."

In 2020 we obtained a pair of Trek E-bikes to allow officers to go on patrol using the two wheeled version of transportation. Two officers attended a specialized week long training from IPMBA to maximize their efficiency while utilizing the bikes and each bike is fully equipped with saddle bags, lights, and sirens. The E-bikes are capable of reaching roughly 35mph with minimal effort from the rider while utilizing their battery assist. Bike patrol officers are able to quickly respond to calls for service and the bike allows officers to reach areas not typically accessible via squad car. Plans for the E-bikes include use for generalized patrol, as well as at special events such as the 4th of July. Looking forward into 2021, plans are in motion to have more officers trained for bike patrol operations. As more officers are added to the bike patrol, citizens can expect to see them on patrol in pairs or solo throughout the warmer months of the year with an increased focus on downtown areas, parks, and trails.



Sadly we said goodbye to our last Crown Victoria squad car. It's the end of an era, a sea change, a tectonic shift in law enforcement. Gone are the bottomless trunks that could fit 2 bicycles, gear, and a spare tire. They were true land yachts that floated like a sailboat in a gentle breeze. There are many advantages to the new SUV Interceptors, but for those of us who grew into our careers driving the tried and true Crown Vics, there will never be a suitable replacement. With a tear and some kind words we sent the old gal into retirement.



INVESTIGATIONS

The Investigative Services Team is comprised of two Criminal Investigators, three School Resource Officers, the MEG Unit Investigator, the Records Custodian, and Property and Evidence Custodian which is supervised by Lt. Nick Thorn. Investigators are responsible for the more complex cases including homicide, robbery, sensitive crimes, identify theft, forgery, burglary, along with numerous other crimes. Investigators work closely with patrol officers to identify witnesses, preserve crime scenes, and the gathering of critical information. Joint efforts with agencies at both the federal and local level are key to an efficient and effective investigation. Investigators work collaboratively with the Wisconsin Department of Justice Internet Crimes Against Children (ICAC) task force to investigate tips in connection with child pornography. In 2020, seven ICAC related cases were referred to our agency by Wisconsin DOJ for further investigation. Maintaining proper procedures and standards for the collection and storage of property and evidence is paramount. In 2019, a Civilian Property and Evidence Custodian position was created. The position is responsible for maintaining property and evidence that are collected by patrol officers and investigators. In 2019, the Menasha Police Property and Evidence Custodian joined the Property and Evidence Committee for the Wisconsin Association for Identification (WAI) and in 2020, she was elected to the Board of Directors. The WAI provides educational seminars to members of law enforcement and encourages the highest ethical standards in the collection, preservation, and examination of evidence. The current increase in heroin and methamphetamine use in the Fox Valley has changed the landscape of drug enforcement in our area. The department provides a full-time investigator to the Lake Winnebago Area Metropolitan Enforcement Group (MEG Unit). The MEG Unit is comprised of investigators from agencies within Winnebago, Outagamie, Calumet, and Fond du Lac counties. Their focus is on the distribution and manufacturing of illegal drugs within the four county area. Suspected drug activity may be reported to the Menasha Police Department, or directly to the MEG Unit.



SCHOOL RESOURCE OFFICERS

An essential component of our police services are the three School Resource Officers (SRO) that work in our eight (8) elementary, middle, and high schools. The job is different from patrol and other investigative roles within the department and each position differs greatly from one level of school to the other. Our three resource officers do an outstanding job adapting to the environment they are working in. Working with youth from ages 4 to 18 poses unique challenges when having to address the multitude of issues that arise during a school day.

Number of Incidents by School Level						
School	2020	2019	2018	2017	2016	2015
High School	49	120	149	89	109	111
Middle	58	105	93	103	123	115
Elementary	132	350	326	253	320	305
Total	239	575	568	445	552	531



SROs work hand in hand with school administrators to provide a safe learning environment. Interactions with parents, students, social workers, and counselors are part of every day. Establishing connections between the multiple groups is what makes the program effective. The number of incidents were down significantly during 2020 due to COVID. While the schools were not meeting in person, the SROs did assist the District with a variety of tasks such as making contact with students who were not attending the online classes to help try and identify any barriers preventing them from this educational delivery method.



In addition to the law enforcement related activity that occurs, the SROs prefer their role as mentors to the students and they work hard to build positive relationships with them. By presenting in classrooms, eating lunch with the students, or even just saying hello in the hallway, SROs are able to effect a positive change in the school. We have continued to work with the District on safety upgrades and infrastructure updates to the high school and the other buildings are providing a safe atmosphere, conducive to learning and creating places for our children to thrive.

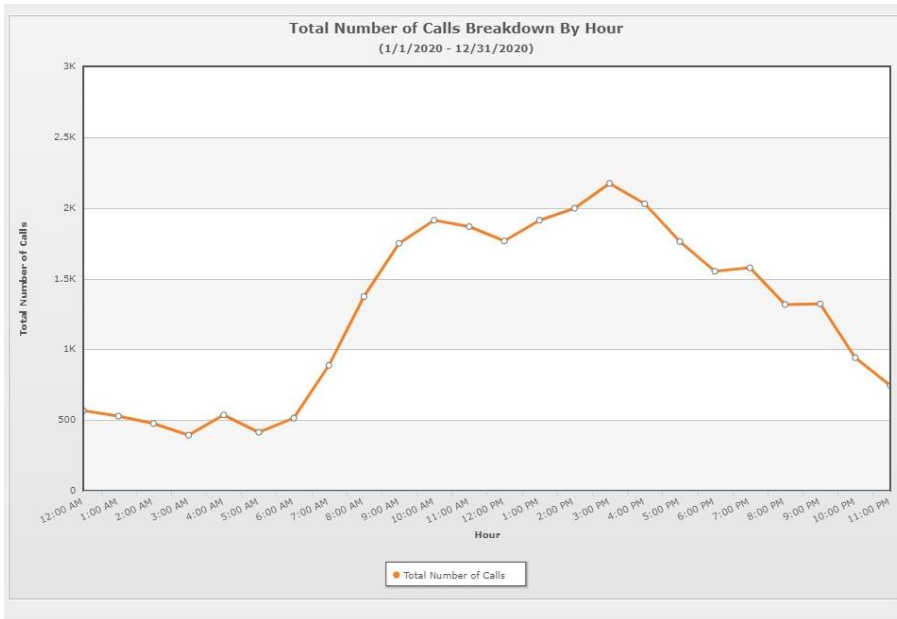


SUPPORT SERVICES

COMMUNICATIONS AND RECORDS The City of Menasha Police Department is open 24 hours a day, 7 days a week. During that time, our front desk is staffed by one of our Communication Technicians (Com Techs). The front office staff is responsible for answering incoming calls for service, addressing issues that are brought into the lobby, and typing all reports from officers. In 2020, Com Techs handled 30,306 total calls with 22,179 originating outside the building. The average call time was 2 minutes and 10 seconds. They are also responsible for relaying information to officers, confirming warrants, and perform a variety of other tasks. They are an invaluable asset to our agency.

Front Desk Calls			
	2020	2019 * 6 months	Average
CALLS	22,179	12,222	23,312

Our records department is staffed by one full-time employee. She assists with issues that are brought into the lobby and helps answer the phone when it is busy. Her primary tasks include fulfilling up to 1,000 records requests each year, ensuring quality reports, and distributing reports as needed. In 2020 we sent 2,297 reports involving juveniles to the Department of Human services in Winnebago County. Abiding to State of Wisconsin records laws, we disperse reports to those who request copies as well as send all of the necessary documents to the District Attorney’s office to be used during case prosecutions. The items being requested can consist of paper reports, photos, or videos.



EMERGENCY DISPATCH The Winnebago County Sheriff’s Department provides service for all 911 calls in the county. Typically, there are 5-6 Communication Technicians working in the 911 Communications Center. They work on the second floor of the Winnebago County Sheriff’s Office. One technician is responsible for all of the calls in the City of Menasha, City of Neenah, and Village of Fox Crossing often referred to as the “north end.”

COURT LIAISON Another key component to the department is our Court Liaison. Her role is to process all of the citations, municipal summonses, accidents, and parking citations written by officers. In addition, she makes ready all necessary materials needed for municipal court cases. 3,007 citations, summonses, accidents, and parking tickets were written by officers in 2020. By the end of 2020, 196 new warrants were issued and 98 were satisfied. At the end of 2020, we had 375 active warrants totaling \$97,161.45 in deposits owed to the court.

CODE ENFORCEMENT Property appearances, such as exterior structure, yards, fences, living conditions, vermin, graffiti, junk vehicles (trash/debris, health hazards) are all issues that are of great concern to most residents. Citizens are able to call in to ask questions about city ordinances, file a complaint over the phone or download a complaint form to report conditions which violate City of Menasha Code. Complaints can be filed anonymously online. Specialist Joe Polzien works closely with Community Development, the Health Department, Fire Department, Public Works, and community volunteers throughout the City to ensure the places people reside are safe, healthy, and abide by city code. The Code Enforcement Unit maintains a philosophy of education, where the contact with owners or tenants is intended to build understanding of the ordinance. Code Enforcement has also worked with the City Health Sanitarian in addressing properties with human health hazards and hoarding conditions. Six properties were declared unfit for habitation with five of those coming into compliance and one still in the works. Two demolitions took place due to dilapidated or unrepairable conditions.

Code Enforcement Activity	
Type	2020
Public Nuisance	299
Citations	18
Compliance	271
Housing Code	82
Citations	0
Compliance	82
Junk Vehicles	6
Police Assists	32
Fire Assists	8
Health Assists	16
Education Contacts	66
Building Inspections	223
Public Works Assists	28
Weed/Grass Violations	73
Snow Ice Violations	19
COVID 19 Complaints	41
Total	893

COMMUNITY SERVICE OFFICERS We employ four CSO's who work on a part-time basis assisting officers with calls for service. Typically, our CSO's handle calls for vehicle lockouts, animal complaints, and found property. They also assist officers with traffic direction during accident investigations as well as during major city events. Many of those working as CSO's have an ambition to work in the law enforcement field as a career. As CSOs graduate from school and move on to full careers it makes hiring and recruitment a continuous effort. In 2020, community service officers were trained on handling additional incident types including minor damage to property complaints or thefts. CSOs continue to be a valued program for the department.

COMMUNITY POLICING

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

FACEBOOK 2020 ended with just over 15,000 followers. That is a lot of engaged citizens and organizations that are watching, listening, sharing, and responding to the information that we post. The posts are often law enforcement related, but we try to mix in a little humor and a little fun when we can. We often post traffic incidents and road closures as well as weather reports and road condition reports. Many find this to be a valuable resource.

TWITTER/NEXTDOOR/INSTAGRAM We also use other platforms to communicate with the public. Twitter offers an immediate notification to those who subscribe while Nextdoor provides a vetted neighborhood solution. Nextdoor purposefully disconnects the police department from comments or interactions with residents. We have an Instagram account but it is not in current use due to limitations of access.



ELERTS We operate our E-Alert program allowing landlords with property in Menasha to be made aware of issues at their rentals. Landlords contact the PD with a list of their property addresses and their contact information, including an email address, which gets entered into the program. Within a short time of police being dispatched to a property, the landlord receives a brief email notification of the call. The landlord can then address the issue directly with the tenant or contact us for more information and assistance. Thousands of alerts are sent each year and nearly 200,000 individual notifications have been made over the lifetime of the program.

JEFFERSON PARK NEIGHBORHOOD We have worked with the JPN to advertise, support, and guide the effort to build a strong sense of community and neighborly appreciation in the Jefferson Park area. We would like to see the results replicated in other definable areas of the city.

PARTY AT THE P.A.C. The PARTY program brings together hundreds of volunteers from across the state at the Performing Arts Center in Appleton to deliver a message of drug and alcohol free lifestyles. This year's program was cancelled but we hope to be back in 2021.

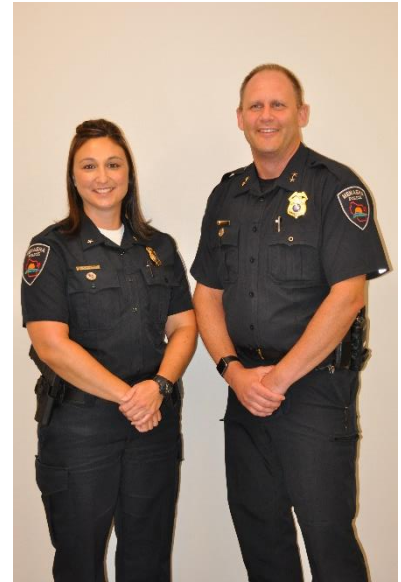
VIRTUAL WATCH We offer a virtual neighborhood watch in which citizens can sign up to receive a weekly email which alerts them to incidents in Menasha.

ACTIVE THREAT RESPONSE We have been providing this training to local businesses for several years. It often times involves a physical site survey to assess the vulnerabilities of the location itself. This is followed by a review of current policies regarding the procedures for dealing with agitated customers up to an active shooter. In addition, we go in and train staff on how to respond during an active shooter event. We utilize the Avoid, Deny, Defend philosophy which provides choices to those involved in an active threat situation. It gives them permission to survive and do what is necessary to get to safety.



DEPUTY CHIEF

Deputy Chief Angie Hanchek attended the 6-week Wisconsin Law Enforcement Command College and graduated from the Wisconsin Certified Public Manager course in December 2020. In addition to other academic responsibilities, each student was required to complete an individual project that benefits his/her agency or community and also a group project that benefits the larger community. She completed her individual project on researching and implementing a department Wellness program that entails Physical, Mental and Financial Health for all employees. For their group project they partnered with the LEDR (WI Law Enforcement Death Response Team) and created a website, supplied additional content for the website, created a series videos with a professional broadcasting team to represent the benefits of the LEDR team and how it impacts departments, families and the importance of Officer Wellness. The group also completed a fundraising campaign and raised a significant amount of funds for the LEDR team which consists of a team of volunteers. If you are interested in learning about the LEDR team or possibly donating, please check out the new website that was created by Class #7 of the Wisconsin Command College at www.wiledr.org



LIEUTENANT'S CORNER

Matt Albrecht

Lt. Albrecht is approaching 20 years of full time service with Menasha and is our senior Lieutenant. He currently manages our vehicle fleet, body and squad cameras, the Honor Guard and collaborates with Lt. Nelson on the K9 unit. In 2020 he deployed the first hybrid patrol vehicle in our fleet. He enjoys project work and takes pride in seeing projects through, beginning to end.

Matt Lenss

Matt is our Police Training Officer training coordinator, working with the training unit to prepare our new hires for patrol. In 2020 the training unit had five officers successfully complete the training program and move on to solo patrol. Matt is also one of the patrol rifle and Glock armorers and coordinates ordering and maintenance of those firearms, as well as working with officers as a firearms instructor. In 2020 he also started the process of our department testing and evaluating red dot style handgun optics. Matt also coordinates our traffic grant program, working with the Winnebago County Sheriff's Department on the county-wide task force for the current OWI and seatbelt grants awarded from the state.

Adam Schulz

In 2020 Adam obtained his Certificate in Leadership from CIVMIC after completing all the necessary courses. Adam worked to secure

money for a wellness program that is starting in 2021. The program will focus on all around Officer Wellness. In 2020-21 Adam also took over as the accreditation manager. Menasha PD will be assessed for compliance with WILEAG in November of 2021. Along with these responsibilities, Adam is a firearms instructor, less lethal instructor, scenario instructor and is the range master.

Matt Spiegel

Lt. Spiegel is coming up on 13 years of service and became a Lieutenant in 2019. He is currently our supervisor for the Vehicle Contacts Program and the Bike Patrol program. He also oversees the Cell Block and is our Lock-up Administrator. In addition, he leads the "Vision Group" which is a group of employees who strive to continuously enhance various areas in the department by finding solutions to problems and utilizing policy and procedure. Lt. Spiegel is also responsible for coordinating and maintaining a rotation of tow services used during accidents, parking complaints, vehicles that are abandoned, and citizens who require immediate assistance removing their vehicles from the roadway.

Joel Nelson

Lt. Nelson recently joined the leadership team and brings five years of patrol work with him. He started later than most officers in his career and brings a host of life experiences to the job. He continues to handle K9 Cami, work on renovations within the building, and is the parking supervisor for the department.

OPERATIONS

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

VIDEO CAMERAS Our VieVu body camera footage was moved back to a local storage server due to skyrocketing costs for cloud storage. VieVu cameras are no longer in production and our current equipment is quickly falling into disrepair. A new system has been vetted and is expected to be implemented in 2021. Storage space and cost is an ongoing concern for the department and reached a critical point in 2020 where data had to be moved off line or new data would not be able to be saved and backup procedures would fail.

We continue to transition to High Definition video recording for our in-squad car cameras. High Definition video takes many times more storage space and bandwidth to upload but it has a greater evidentiary value. The newer cameras are also more adaptable to changing and various lighting or environmental factors.

PEER SUPPORT GROUP Several department members continue to serve on the Winnebago Area Peer Support Team (WAPST) which is available 24/7 to assist any member of the county law enforcement agencies. Our WAPST members have specialized training in helping peers through dynamic and unique work and personal situations. The team, consists of 26 members throughout multiple agencies and 3 retired members. Training for new members will take place in April of 2021. WAPST maintains a 24/7 cell phone for call/text contact in crisis situations or for requesting contact of a peer in need. The team responded to a few less issues in 2020. The WAPST is supported by the leaders of the county law enforcement agencies and believe the team is beneficial to members' health and well-being, which allows the member to serve those of the community better.

ACCREDITATION Lt. Schulz, Com Tech Sawall, and Com Tech Whitney are now leading the accreditation effort. The department's first renewal will take place in November 2021. Many hours are spent updating policies and collecting representative incidents to demonstrate we are adhering to best practices.

TRACS TraCS (Traffic and Criminal Software) is a statewide electronic citation and record submission system. Wisconsin has recently mandated all agencies submit crash, pursuit, and



monthly use of force reports via TraCS. Our department was prepared for this mandate and seamlessly transitioned to it. Menasha PD has been a model agency for TraCS through the years and a testing agency prior to statewide releases. This year we upgraded our database four years ahead of a state imposed deadline to a much more robust SQL Server that should provide reliable service for years to come.

CRISIS INTERVENTION TEAM Crisis intervention skills continue to be utilized every day by officers in working with people in crisis, including those living with mental health challenges. It is a philosophy focused on responsive and effective interactions with those in need. Our training is based on the Memphis Model of CIT which focuses on de-escalation of situations. Most members of the department now have formal Crisis Intervention Training. It is our goal to have every officer experience this valuable training over the coming years.

COMPLIANCE CHECKS Compliance checks refer to officers or agents attempting to purchase alcohol or tobacco from licensed servers in the City. Compliance checks were put on hold for 2020. Violators would be cited and provided additional training on the expectations of their establishments or responsibilities to not serve underage persons. The department will continue to advertise upcoming activities to both educate and notify people before the checks.

TRAFFIC GRANT We continued our participation in the State traffic grant program in 2020, participating in an OWI grant, speed and aggressive driving grant, as well as a seatbelt grant. The state reimburses our department for work during the four hour grant shifts. The department is also required by the state to log a portion of matching hours in traffic enforcement during their normal patrol shifts. You may notice a sharp decline in 2020 from years past. Due to public safety concerns traffic grants were put on hold during a portion of the COVID pandemic, resulting in less grant hours available to officers. In 2020 we were also awarded an equipment grant from the state. With this money we purchased needed traffic safety equipment, including 2 Preliminary Breath Tests which aid in the

Grant Activity	2020	2019	2018
Traffic Stops	399	562	646
Citations	183	264	297
Warnings	284	436	432
Grant Time	283 hrs	399 hrs	365 hrs

enforcement of impaired driving, 2 radar units for more efficient speed enforcement, as well as 20 LED traffic safety wands for traffic direction during crash investigations. All items were funded in part or in whole with grant funds.



PARKING ENFORCEMENT The Menasha Police Department issued 1,373 parking tickets in 2020. Most of those were for overnight violations where a vehicle was parked on the wrong side of the road or left out during the winter months. Other parking violations are generally addressed on a complaint basis or observed in heavy traffic areas such as around the high school or on Main St. Parking citations can be paid online via credit card at the City of Menasha website. This link allows people to conveniently satisfy violations. If the citation is not taken care of it gets escalated to higher dollar amounts which may include a license plate suspension through the Department of Transportation after 30 days. The department requested the suspension of 351 license plates due to non-payment of parking tickets. 226 satisfactions, lifting suspensions were also filed in 2020.

Overnight Parking Schedule		
Forfeiture	Escalation	Days Late
\$25		
\$40	\$15	10
\$55	\$15	30
After 30 days DMV plates suspended		

Parking Tickets			
Year	Number	Suspensions	Satisfactions
2020	1373	351	226
2019	2516		
2018	2395		
2017	2633		
2016	2415		
2015	2778		
2014	2862		
2013	2673		

INFORMATION TECHNOLOGY We are looking to solidify new body cameras for 2021. Existing equipment is no longer supported by the manufacturer and replacement parts are becoming rare. We completed a switch to Windows 10 for all computers. Several compatibility issues were created as a result and needed to be addressed. Storage problems due to the large amount of video data continue to plague the department. Data was moved to an archive server to make space for new data. By far the largest data producer is video related to incidents. Each incident might generate 5-10 GB worth of video data. We brought the storage for body camera video back in-house from a cloud solution but the current system is no longer supported by the manufacturer and will be deprecated in 2020. We updated the software for the server which stores squad video and facilitates integrating the new body cameras into a single system. Storing the data on premises saved significant cost.

We experienced a disruption to regular technology services in late in 2020. We found pride in our ability to continue operations despite the technological limitations imposed by the complete

network shutdown. New IT infrastructure is slated for installation in 2021 that will significantly enhance our security and storage capacity.

MCAAP The City of Menasha started a new program aimed at reducing the deaths and social issues associated with addiction through the Menasha Community Addiction Assistance Program (MCAAP). The effort is funded through grants and involves partnering with community organizations to immediately connect recovery services to people that are experiencing a window of opportunity to receive help. Those windows might look like an overdose where Narcan is administered, a contact by a patrol officer, or being found passed out in the park by a city worker. Most employees in the city were trained on providing information to the person and a review team comprised of key city personnel and several private people follows up with all referrals. 2019

What makes MCAAP Fresh and innovative?

Rather than rely on individuals to gather the resolve to reach out for help, only to be confronted by various barriers, MCAAP turns the traditional avenues of addiction assistance around by having recovery coaches seek out those in need. Referrals are made by anybody in a responsible position that has contact with someone suspected of addiction. A small review team seeks out the person in question and convinces them to join the recovery process. At the very least the subject has an easy entry point for when a recovery opportunity arises. Review team members involve a cross section of professional capabilities.

saw the program emerge as a leader in the Fox Valley for mitigating the opioid epidemic. We finished 2020 with 52 total referrals to the program with 17 active participants working with 4 recovery coaches. We continue to enhance the community partnerships involved in MCAAP.

Drone Officer Gallagher has worked for a couple of years to secure a grant for a department drone. The initial expense of \$3,850 was covered by a safety grant through our insurance carrier CVMIC and additional funds were acquired through a private donation. The private donation covered batteries to extend the flight time and was valued at \$300. In addition to Gallagher as a pilot, an additional officer has been selected for department sponsored pilot training. The drone was deployed five times in 2020 for three fires, a burglary investigation, and a search operation. Future expenses will include regular maintenance for battery replacement, additional safety equipment as well as potential training for more pilots. The drone is available for multiple situations including crime scene documentation, fire calls, search and rescue/locating missing persons, and any situations in which it could improve officer safety.



Drug Drop Box – The proper disposal of prescription drugs continues to be essential in protecting our environment and in keeping drugs out of the hands of the wrong people. The Menasha Police Department

Year	2020	2019	2018	2017
Pounds	99	388	447	238



placed a permanent drop box for prescription drugs in the lobby of our department a few years ago. The box was provided free-of-charge from a grant by CVS Pharmacy.

The drop box is emptied on a regular basis. A sort is done and the pills are removed from their original containers. For safety and security reasons the drop box is emptied in teams of people and the mix of drugs is packaged and weighed. The containers are recycled and the drugs are disposed of through the State of Wisconsin. We collected **99** pounds of prescription medications in **2020**. Due to COVID our drop box has been closed for the majority of 2020 significantly reducing the quantity of drugs.



USE OF FORCE

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

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



In 2020, the Menasha Police Department responded to 11,245 calls for service. Of all the calls for service, 63 required some application of force. This correlates to force being used 0.56 percent of all interactions, or approximately once every 5.79 days. An examination of each of these incidents took place within one month of their occurrence. Lt. Thorn and Lt. Lenss were the primary supervisors responsible for oversight of the use of force review. Other department administrators, department DAAT and tactical instructors were consulted for clarification or guidance on certain matters in their area of expertise if needed.

Use of Force Rates		
	2020	2019
Incidents	63	90
Rate	.56%	.6%

Of the 63 incidents, all incidents were found to be in compliance with City of Menasha policies, procedures and established best practices. Though all incidents were found to be in compliance of policy, five incidents needed further clarification in the documentation or led to training

opportunities with the involved officer/s. These training opportunities included officer verbalization techniques, control of suspects and Taser use reviews. All Menasha officers also participated in two different use of force training sessions in 2020 put on by the department's instructors.

In 2020, we continued collecting data on officer and suspect injuries in relation to use of force incidents. Of the 63 incidents, there were 6 incidents of possible injuries to the suspect and 8 incidents of officers being injured. Neither suspects nor officers received any major injuries during these incidents. Officer injuries included abrasions, scratches, road rash, cuts, a bloody nose and a possible sprained knee. Suspect injuries included cuts, bruising and complaints of pain to the back, wrist, hip, leg, chest and shoulder areas. No serious injuries were found to be associated with any of the suspect complaints.

In April of 2020 we also began documenting in the state database “Badger TraCS” any use of force that involved discharging a firearm, officer involved death or causing great bodily harm. There were no incidents in 2020 involving our officers that rose to the level requiring a report to the state.



K9 PROGRAM

K9 CAMI Cami has been very successful in finding narcotics throughout the year of COVID 19. This year she has been approved for protection work with Lt. Nelson and has been certified in tracking and trailing. All five of her tracks/trails were confirmed accurate by either an arrest, surveillance cameras, or investigations of the incident. In one tracking/trailing deployment a stolen handgun was found that was involved in violent crime in Milwaukee as well as the incident she was assisting with. She continues to be very excited to come in to work and is well liked by everyone at the station.



Type	2020	2019	2018
Marijuana	532	693	236.8
Heroin	3	5	2
Methamphetamine	73.9	210.4	31
Cocaine	17.5	2	1
MDMA	1	1	
Psilocybin	2		
Prescription Pills	40	53	
Paraphernalia	77 pieces	124 pieces	67 pieces
Guns	1	2	1
Arrests	50	74	
*All weights in grams unless otherwise indicated			

	2020	2019	2018*	2017	2016	2015	2014
Total Narcotic Sniffs	59	146	61	72	51	76	53
Total Arrests	50	74	26	36	29	39	28
Accuracy	98.3%	99%	98%	96%	96%	96%	96%
Tracks	5	3	0	2	7	8	2
*2018 is a partial year 9/17-12/31							

GELLER

All good things must come to an end.

To say Geller has been a valued member of our department is an understatement. She has been the right hand of Officer Jeff Jorgenson for five years based in Menasha's elementary schools, but having a far wider reach. She has interacted with thousands of children and will be fondly remembered by all. Sadly, Geller is retiring from police work as Officer Jorgenson transitions to a different role within the police department. She will continue to live with Jorgenson while bounding, running, chasing and generally living a great retirement as a normal yellow lab.



Geller, on loan from Canine Companions for Independence - North Central Region, where she was raised and trained, was unusual in the police world. One of the first facility dogs to be partnered with a School Resource Officer, Canine Companions has extensively monitored Geller and Officer Jorgenson. Geller, with Jorgenson at the helm, worked with hundreds of kids over the five years to dramatically reduce the need for physical intervention techniques, isolation room use, and prevent injuries to students and staff. Often Geller could intervene during an escalation episode and help the child return to class.

Their success in reducing the severity and frequency of behavioral crises at the elementary level was noticed not only locally by the school district and police department, but internationally. Jeff and Geller traveled across the country to talk about the innovative and pioneering philosophy they implemented within the schools, and in general police work. Canines have always been known to soothe tense situations given the right training and proper context, but Canine Companions worked with Jeff to bring Geller safely into tense and unfamiliar situations typically encountered by law enforcement. Geller had to be a special dog with a special personality to accomplish her mission and Jorgenson had to be especially dedicated and resourceful as there was no playbook. Everything they did was unprecedented or untested and their teamwork was amazing. Jeff and Geller inspired dozens of facility dog placements in the last few years making their impact far wider than our local kids.

Knowing the impact they have had on so many people doesn't make us less sad to see her retire, but it does instill pride in both Jeff and Geller. Canine Companions also deserves appreciation for their ongoing support and commitment. Thank you from all of us at the PD, and from the tens of thousands people you touched during your tour of duty.

We will miss you!

VOLUNTEERING FOR A CAUSE

Menasha officers continue to embrace the opportunities given to us to serve in a capacity outside of work. A majority of officers in our department yearn for chances to give back to the community that wholeheartedly support our day to day work.

SPECIAL OLYMPICS 2020 was a challenging year for the departments' support of Special Olympics. Officer Schanke helped plan the polar plunge and virtual torch run. Most of the other events were canceled.



COMMUNITY CHRISTMAS Officers joined with Culvers of Darboy/Little Chute/Grand Chute and many generous community members to provide a record breaking 269 families and 1,367 individuals during a drive through event this Christmas season. Families were grateful for the delicious take home meals, family games, warm blanket, pajamas, hats, mittens, socks, craft projects, books, coloring activities, and much more! This

could not be accomplished without the amazing support from our community through food drives, monetary donations, grants, as well as in-kind support from our local businesses. It is a privilege to work in such a caring community.

LIGHTS OF CHRISTMAS The LOC program joins numerous Fox Valley Police Departments, Q90 FM, Culvers, and many other organizations to raise money that was given out as needed by officers. The drive was organized by Q90 but officers participated in Culvers Day where they handed out food orders, waved down drivers, and generally had fun working alongside Culvers employees.



ENGAGING OUR YOUTH

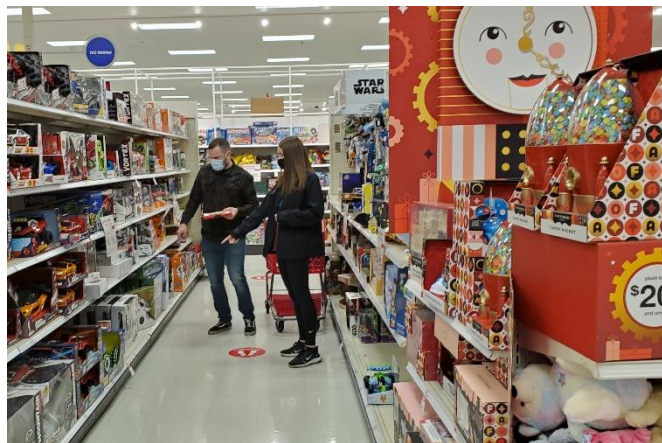
Investing time in the younger citizens of Menasha is the best investment we can make. We are fortunate to have Resource Officers in our schools to build those positive relationships early and throughout their school career. All officers are encouraged to interact with the youth of Menasha and throughout the year we were able to do just that, and have fun while doing it.

Boys and Girls Club The Boys and Girls Club in Menasha is a fantastic place for the youth in our community to meet, learn, and grow as young citizens. We have been able to work with club staff from the day it opened to be involved at numerous levels. Shop With A Cop is held at Christmas time at the club and we look forward to future opportunities to collaborate.

Boofest at Festival Foods and **Hometown Halloween** in the Main St. area provided a great chance to hand out some goodies and meet kids in the community. Every year officers increase their visibility during trick-or-treat hours and accompany a Probation Agent to make spot checks to the homes of those who committed crimes against children.

Shop With A Cop

2020 marked our 6th annual Shop with a Cop event but it looked totally different this year. Unfortunately, we weren't able to have the kids with us, but we gathered as a group and completed an awesome shopping trip to Target. The community partners continue to amaze us. We received generous support from the Boys and Girls Club of Menasha, Festival Foods of Menasha, Lamers Bus lines, Menasha Police Benevolent Association, Kwik Trip, TNT Fitness, and Parker John's, along with several other anonymous donors. Due to their generosity, we were able to help Menasha area youth provide a special Christmas for their families. It was a great event and we are forever grateful to all of our donors.



AUXILIARY POLICE

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

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

2020 was an extremely challenging year for the Menasha Auxiliary. Due to the COVID-19 pandemic all the events that the Auxiliary take place in annually were canceled along with many of the department trainings. However, the Auxiliary was able to welcome three new members to the unit before the pandemic struck. The new members were able to take part in mandatory trainings which included DAAT and OC certification. Of course these trainings were done following COVID-19 safety protocols.

2020 also saw a change in advisors as Officer Nelson stepped down and was replaced by Officer Rick Heinen. Officer Rick Heinen and Officer John Abrahamson started working on new ideas for the group which included fund raising, recruitment, and new training ideas. Once again, however, all plans were put on hold until 2021 due to the pandemic.

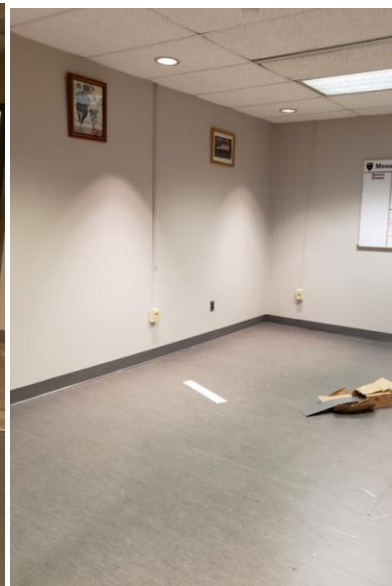
Even though 2020 was a trying year for the Auxiliary there were also some positive takeaways. Several former Auxiliary officers have received job offers to go and work at police departments, sheriff's departments and correctional institutions. This has been a trend with the Auxiliary for several years and we take great pride in being able to lay the foundation for our officers to further their law enforcement careers. It appears that events are going to start back up again slowly, and with that trainings will as well. The Auxiliary is looking forward to 2021 so they can get back to working these events and interacting with the community!



BUILDING RENOVATIONS

We continue to replace and update dated equipment like file cabinets, flooring and paint.

Smaller but essential building projects remain a priority such as painting dated walls, replacing water damaged ceiling tiles, and installing new flooring in various areas. Additional repairs and updates are anticipated to continue due to the age of the building.



POLICE BENEVOLENT

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

One of the primary focuses of the MPBA is to look for ways to give back to our community. Last year we were able to support over a dozen community and/or law enforcement organizations or members by providing money or goods to help meet their needs.

We also adopt several families for the Christmas Giving program and for the fourth time hosted a Shop-With-A-Cop event.

The association's involvement doesn't stop there. It looks for ways to reward its members for the personal sacrifices they make throughout the year. The agency is 24/7/365 and everyone knew that when they took the job, but, those missed birthdays and family functions are difficult to replace. There is a family picnic in the summer and a Christmas party in the winter that allows members and their families a chance to enjoy one another's company outside of the work environment. During National Police Week, a dinner and awards ceremony is held to honor those officers who went above and beyond their expected call of duty. In addition, the Benevolent supports those families around the state that tragically loose a loved one in a line of duty death.

Thank you for your continued support of our organization

Some Benevolent Recipients
Menasha Education Foundation
Team Hope (leukemia society)
Menasha Sports
WI LEDR Team
Shop With a Cop
St Joes Food Pantry
Community Christmas
Private Entities

STATISTICS – CALLS FOR SERVICE

ACTIVITY REPORT - 2013-2020

Incident Type	2020	2019	2018	2017	2016	2015	2014	2013
Complaints	7402	7432	7957	7897	7902	7,521	7,408	7,763
Services & Assists	2204	3120	2953	2705	2869	3,096	2,904	2,411
Traffic Stops	1310	2060	2083	2748	2154	3,093	2,171	2,700
Crashes	329	435	497	493	515	445	450	409
Total	11245	13047	13490	13843	13440	14155	12933	13283

The charts above compare the total police activity for 2013 – 2020.

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

CALL SOURCE REPORT - 2014-2020

Call Source	2020	2019	2018	2017	2016	2015	2014	Total
911	2860	2870	2785	2632	2675	2554	1778	18154
911Cell		2						2
911Landline		1						1
Alarm	3	4	11	4	10	5	4	41
Field Initiated	2180	3388	3346	4014	3467	4311	2660	23366
MDC	584	204	329	384	512	615	364	2992
MISC	1			1		1		3
Phone	5588	6556	7002	6793	6755	6634	5371	44699
Scheduled	7	10	3			5	10	35
TTY	17	7	12	14	18	22	11	101
Walk In	5	3	2	1	3	4	21	39
Grand Total	11245	13045	13490	13843	13440	14151	10219	89433

STATISTICS – CALLS FOR SERVICE

SELECTED CALLS FOR SERVICE BREAKDOWN

Incident Type	2020	2019	2018	2017	2016	2015	2014	2013
911 Assist	457	424	420	401	499	510	448	338
911 Hang Up	608	486	379	276	311	247	166	186
Abandoned Vehicles	52	64	58	49	50	49	34	30
Alarm	135	159	197	182	157	216	196	176
Animal	432	507	492	455	492	525	613	592
Civil	95	88	86	44	40	32	27	50
Emergency Committal	40	35	44	46	57	56	57	61
Damage to Property	112	126	141	133	167	167	182	158
Death	28	32	28	21	23	16	21	18
Disturbance	378	518	635	685	677	636	639	601
Disturbance Weapon	2	6	6	5	10	5	2	0
Domestic Disturbance	107	98	122	84	71	94	89	84
Drugs	214	247	260	261	201	146	166	196
Fraud	126	128	117	98	93	76	92	66
Harassment	106	98	155	183	152	166	204	192
Juvenile	270	403	272	452	404	417	494	441
Lost/Found Property	146	124	152	140	145	134	115	129
Missing Person	4	14	23	20	23	31	30	30
Noise	183	142	189	160	167	223	208	189
Open Door	37	26	29	36	62	93	91	79
Runaway	39	35	40	47	99	82	68	41
Sex Offenses	39	37	37	49	33	25	42	32
Suspicious Sit/Veh/Person	883	773	867	832	844	723	714	727
Trespass	40	26	39	22	17	25	18	12
Warrant Arrests	72	192	199	202	168	228	202	221
Weapon	12	13	17	13	8	19	16	24
Welfare Check	619	518	717	699	633	688	646	653
TOTAL	5236	5319	5721	5595	5603	5629	5580	5326

The chart above is a breakdown of some of the types of complaints officers have investigated. Certain crimes (theft, burglary, robbery, assault, etc.) are compared on the next page.

STATISTICS – CRIMES AND ARRESTS

CITY OF MENASHA UNIFIED CRIME REPORT OF INDEX OFFENSES

	2020	2019	2018	2017	2016	2015	2014	2013
Violent Crime								
Homicide	0	0	0	0	0	3	2	2
Forcible Rape	6	10	9	14*	1	3	4	2
Robbery	6	2	4	1	1	8	4	3
Assault/Battery/Simple Assault**	121	129	71	92	94	83	94	76
Total Violent	133	141	84	107	96	97	104	83
Clearance Rate	77%	80%	93%	60%	73%	76%	67%	67%
Property Crime								
Burglary	39	38	44	23	35	39	42	55
Theft	159	196	286	340	303	295	338	364
Motor Vehicle Theft	10	13	23	9	24	9	10	6
Arson	1	0	0	1	0	0	2	0
Total Property	209	247	353	373	362	343	392	419
Clearance Rate	34%	26%	23%	25%	35%	21%	26%	25%
Total Index	342	376	437	480	462	440	496	502

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

**In 2019 the FBI added intimidation to this category which caused 27 additional incidents.

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

The Federal Bureau of Investigation's Uniform Crime Reporting (UCR) Program, which began in 1929, collects information on the following crimes reported to law enforcement: homicide, forcible rape, robbery, aggravated assault, burglary, theft, motor vehicle theft, and arson. The UCR Program also maintains a database of arrests and clearance rates of law enforcement agencies. Clearance rates reflect the percentage of those cases that are cleared or solved.
The national clearance rates for 2018 were: 45.5% for violent crimes and 17.2% for property crimes.

ARRESTS

	2020	2019	2018	2017	2016	2015	2014	2013
Prosecution Requests	302	304	400	410	346	317	301	259
Juvenile Referrals	72	65	79	93	171	158	206	123
City Summons	257	441	572	430	421	461	579	480
TOTAL	631	810	1051	930	938	936	1,086	862

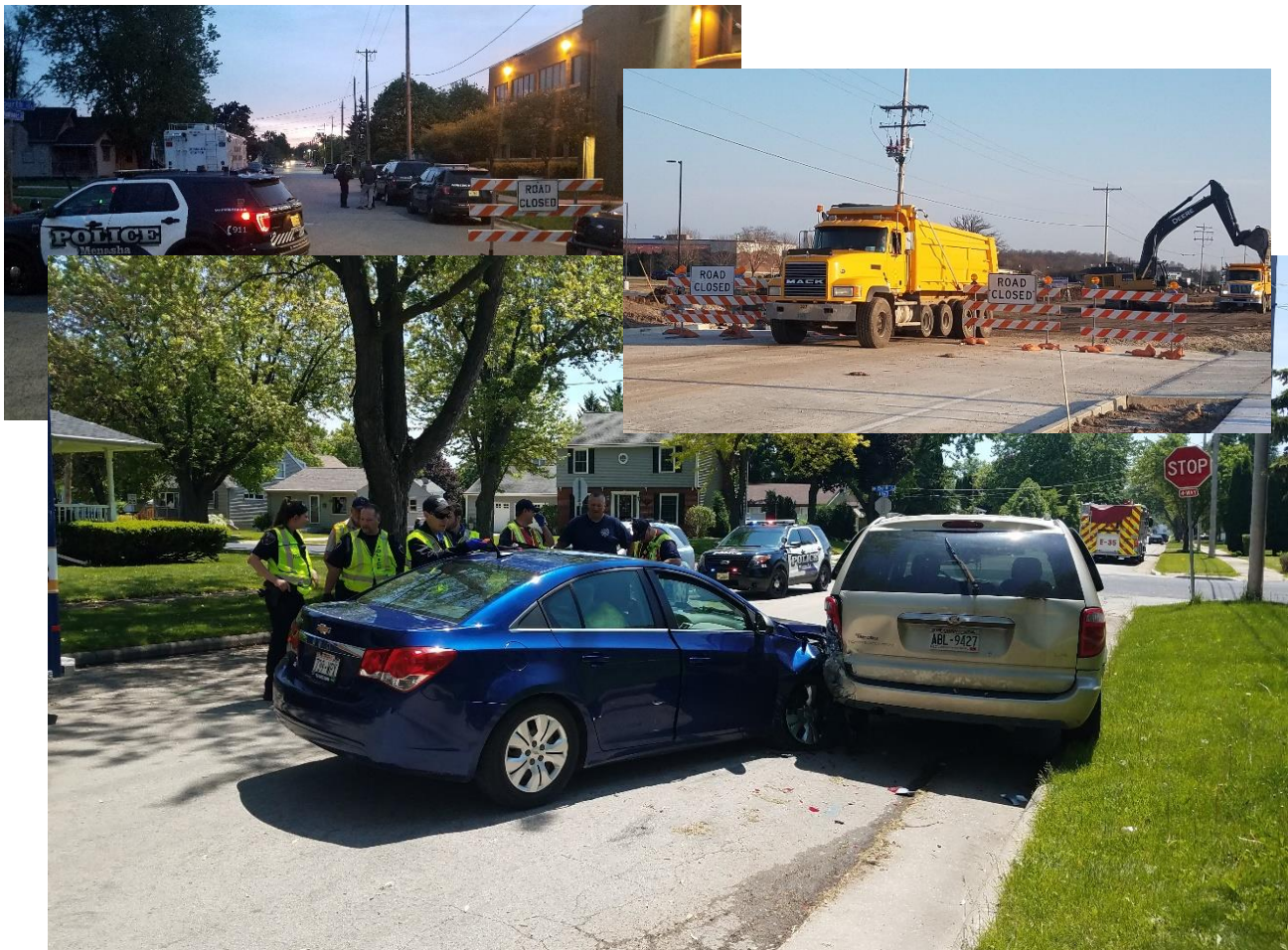
This chart outlines the types of arrests made by officers.

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

STATISTICS – TRAFFIC ENFORCEMENT

	2020	2019	2018	2017	2016	2015	2014	2013
Traffic Citations	677	1164	1309	1481	1155	1,387	1,262	1,742
Parking citations	1168	2516	2395	2633	2415	2,778	2,862	2,673
OWI	51	112	107	114	75	63	97	88
Traffic Warnings	828	1374	1663	2157	1841	2,513	1533	1693
Crashes Investigated	283	435	429	406	459	396	367	369
Total	3007	5601	6368	6791	5945	7137	6121	6565

This chart shows the amount of traffic enforcement in the City of Menasha. It compares the number of citations to the number of warnings issued by officers. The traffic crashes reflect those that exceed a certain damage threshold and are reported to the state.



CRIME – HOW DO WE COMPARE

The City of Menasha is below the state and national averages for violent crime rates and in between them for property crime rates. Crime rates are not a good estimator of community issues due to the way in which the numbers are calculated and variances in reporting by agencies.



Per 18,114 people	U.S.	WI	Menasha
Violent Crime Rate**	67	52	41
Property Crime Rate	372	260	209

Crimes	U.S. One every	WI One every	City of Menasha One every
Homicide	33 mins	1.6 days	-
Rape	4 mins	4.4 hours	61 days
Aggravated Assault	39 secs	44 minutes	3 days
Robbery	2 mins	1.9 hours	61 days
Theft	6 secs	6.7 mins	2 days
Burglary	26 secs	30 mins	10 days
Auto theft	42 secs	56 mins	36 days

*2019 FBI uniform Crime Statistics most recent available. <https://ucr.fbi.gov>

**Per Federal UCR reporting criteria violent crime rates do not include simple assaults.

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**Menasha Landmarks Commission
Facade Improvement Grant/Loan Policies**

The City of Menasha façade improvement grant and loan policy is created to provide financial assistance for capital improvements on exterior facades of commercial properties, zoned C-2 Central Business Zoning District located within historic districts. Residential homes shall not be eligible for this façade/loan dollars. Improvements to any façade must be in accordance with furthering the landmark’s mission of safeguarding and promoting a historic atmosphere within the historic districts as outlined in City of Menasha Ordinance Section 2-4-8(b)(2).

For the purpose of this policy, a façade is defined as the face or exterior of a building, facing a public street or space open to the public gathering including facades facing back alleys and rear of buildings. Public gathering is further defined as an exterior space where people are assembled for public worship, entertainment, athletic events, educational or scientific purposes, government event, or a political convention, or other similar Application for facade/grant loans shall be made to the Community Development Department on forms provided by the department.

I. Preliminary Application

In order to apply for the façade improvement grant/loan, the Applicant must be the owner of the commercial property. The Applicant shall submit a preliminary application including a description of the proposed work including a timetable with a projected start/completion date.

Such description shall include a listing of the number and type of improvements, the type of material, method of construction and color(s) of materials to be used and a rough cost estimate for completing the work. All colors will comply with the “Approved Paint Colors for the Downtown Menasha Historic District”.

II. Initial Consultation

The applicant shall consult with the Community Development Director and/or Principal Planner, to review the preliminary application and details of the project. A preliminary assessment will be made of project eligibility and the appropriateness of materials and/or finishes to be used using The Secretary of the Interior’s Standards for the Treatment of Historic Properties or other standards, as may be adopted pursuant to the Landmark’s Commission Ordinance, as a guide for how historic improvements should be conducted. The Director of Community Development, and or designee may consult with the Landmark’s Commission Chairperson, the State Historical Society, or others of recognized expertise in conducting such assessment.

III. Application

Following the initial consultation the Director of Community Development, and/or Principal Planner, may authorize proceeding with the application for façade grant/loan

funds. Such application shall include a detailed description of the project including those elements described in Section II.

For projects over \$1,000 two written estimates from bona-fide contractors or suppliers shall be submitted. All work must be completed by a professional contractor.

All projects must have a minimum value of \$5,000 and each building is eligible for façade/loan dollars every five (5) years.

The completed application will be scheduled for review at the next available Landmarks Commission meeting.

IV. Financial Assistance

A. Grants

Grants are available for approved projects on a dollar for dollar match basis up to a maximum of \$2,500 per building façade.

For projects related to the implementation of the TID #7 Project Plan, the grant amount may be increased to a maximum of \$10,000 per façade on a dollar for dollar match basis upon recommendation by the Director of Community Development and the available funding within the district.

Grant funds will be reimbursed upon submission of an itemized invoice or itemized paid receipt by the applicant and verification of completion of the work by the Director of Community Development, and/or designee.

V. Loans

Loans are available for approved projects. Applications shall be reviewed by the Director of Community Development, and/or Principal Planner, in consultation with the City Finance Director and City Attorney. Such review shall consider the financial capacity of the applicant to repay the loan, and any other considerations relevant to the project or loan program. The applicant may be required to submit corporate and/or personal financial statements, tax returns or other evidence of financial capacity. The applicant may be required to execute a mortgage or provide other means of securing the funds borrowed.

Approved loans will bear interest at the rate of 1% less than the prime lending rate, not to exceed 4% per annum and have a maximum term of one year per \$1,000 borrowed. The maximum loan amount is \$20,000 per project, with a maximum term of ten years.

For projects related to the implementation of the TID #7 Project Plan, loans will bear no interest and repayment of the principal amount shall be deferred until the property is sold or transferred or through the life of the TIF district, whichever comes first. The

maximum amount of the loan shall be \$30,000 per façade upon recommendation by the Director of Community Development and the available funding within the district.

VII. Ineligible Projects

1. Signs or other improvements specific to the present/proposed business.
2. Temporary improvements or improvements that do not have a useful life of 15 years or more.
3. Facades with a ground floor that is not directly abutting a public street or space open to the public gathering.
4. Owners with outstanding debts owed to the City of Menasha.
5. Properties that are not taxable.
6. Properties with open code violations, unless the funds are being used to correct code violations.

GROUNDBREAKING CELEBRATION

the
BRIN.



**Join Representatives from CR Structures, Vision Architecture
and The Brin Investors for our Groundbreaking Celebration.**

Wednesday, April 7, 2021

1:30p.m. at The Brin, 1 Main Street, Menasha

Please Join Us!

Contact Kip N. Golden, CR Structures Group, Inc. 920.733.7305 | kip@crstructures.com



VISION
ARCHITECTURE, LLC

Submittal of Annual Reports and Other Compliance Documents for Municipal Separate Storm Sewer System (MS4) Permits

NOTE: Missing or incomplete fields are highlighted at the bottom of each page. You may save, close and return to your draft permit as often as necessary to complete your application. After 120 days your draft is **deleted**.

Reporting Information

Will you be completing the Annual Report or other submittal type? Annual Report Other

Project Name: 2020 City of Menasha Annual Stormwater Report

County: Winnebago

Municipality: Menasha, City

Permit Number: S050075

Facility Number: 31110

Reporting Year: 2020

Is this submittal also satisfying an Urban Nonpoint Source Grant funded deliverable? Yes No

Required Attachments and Supplemental Information

Please complete the contents of each tab to submit your MS4 permit compliance document. The information included in this checklist is necessary for a complete submittal. A complete and detailed submittal will help us review about your MS4 permit document. To help us make a decision in the shortest amount of time possible, the following information must be submitted:

Annual Report

- Review related web site and instructions for [Municipal storm water permit eReporting](#) [Exit Form]
- Complete all required fields on the annual report form and upload required attachments
- Attach the following other supporting documents as appropriate using the attachments tab above
 - Public Education and Outreach Annual Report Summary
 - Public Involvement and Participation Annual Report Summary
 - Illicit Discharge Detection and Elimination Annual Report Summary
 - Construction Site Pollution Control Annual Report Summary
 - Post-Construction Storm Water Management Annual Report Summary
 - Pollution Prevention Annual Report Summary
 - Leaf and Yard Waste Management
 - Municipal Facility (BMP) Inspection Report
 - Municipal Property SWPPP
 - Municipally Property Inspection Report
 - Winter Road Maintenance
 - Storm Sewer Map Annual Report Attachment
 - Storm Water Quality Management Annual Report Attachment
 - TMDL Attachment
 - Storm Water Consortium/Group Report

- Municipal Cooperation Attachment
- Other Annual Report Attachment

- Attach the following permit compliance documents as appropriate using the attachments tab above
 - Storm Water Management Program (*S050075-03 General Permit and S058416-04 Madison Area Group Permit shall have a written storm water management program that describes in detail how the permittee intends to comply with the permit requirements for each minimum control measure. Updated programs are due to the department by March 31, 2021.*)
 - Public Education and Outreach Program
 - Public Involvement and Participation Program
 - Illicit Discharge Detection and Elimination Program
 - Construction Site Pollutant Control Program
 - Post-Construction Storm Water Management Program
 - Pollution Prevention Program
 - Municipal Storm Water Management Facility (BMP) Inventory (*S050075-03 General Permit and S058416-04 Madison Area Group Permit 2.6.1 - inventory due to the department by March 31, 2021.*)
 - Municipal Storm Water Management Facility (BMP) Inspection and Maintenance Plan (*S050075-03 General Permit and S058416-04 Madison Area Group Permit 2.6.2 – document due to the department by March 31, 2021.*)
 - Total Maximum Daily Load documents (**if applicable, see permit for due dates.*)
 - TMDL Mapping*
 - TMDL Modeling*
 - TMDL Implementation Plan*
 - Fecal Coliform Screening Parameter *
 - Fecal Coliform Inventory and Map (*S050075-03 general permittees Appendix B B.5.2 – document due to the department by March 31, 2022*)
 - Fecal Coliform Source Elimination Plan (*S050075-03 general permittees Appendix B - document due to the department by October 31,2023*)

- Sign and Submit form

Municipal Contact Information- Complete

Notice: Pursuant to s. NR 216.07(8), Wis. Adm. Code, an owner or operator of a Municipal Separate Storm Sewer System (MS4) is required to submit an annual report to the Department of Natural Resources (Department) by March 31 of each year to report on activities for the previous calendar year ("reporting year"). This form is being provided by the Department for the user's convenience for reporting on activities undertaken in each reporting year of the permit term. Personal information collected will be used for administrative purposes and may be provided to the extent required by Wisconsin's Open Records Law [ss. 19.31-19.39, Wis. Stats.].

Note: Compliance items must be submitted using the Attachments tab.

Municipality Information

Name of Municipality: Menasha, City

Facility ID # or (FIN): 31110

Updated Information: Check to update mailing address information

Mailing Address: 100 Main Street, Suite 200

Mailing Address 2:

City: Menasha

State: Wisconsin

Zip Code: 54952 xxxxx or xxxxx-xxxx

Primary Municipal Contact Person (Authorized Representative for MS4 Permit)

The "Authorized Representative" or "Authorized Municipal Contact" includes the municipal official that was charged with compliance and oversight of the permit conditions, and has signature authority for submitting permit documents to the Department (i.e., Mayor, Municipal Administrator, Director of Public Works, City Engineer).

Select to **create new** primary contact

First Name: Don

Last Name: Merkes

Select to **update** current contact information

Title: Mayor

Mailing Address: 100 Main Street

Mailing Address 2: Suite 200

City: Menasha

State: WI

Zip Code: 54952 xxxxx or xxxxx-xxxx

Phone Number: 920-967-3600 Ext: xxx-xxx-xxxx

Email: dmerkes@ci.menasha.wi.us

Additional Contacts Information (Optional)

I&E Program

**Individual with responsibility for:
(Check all that apply)**

- IDDE Program
- IDDE Response Procedure Manual
- Municipal-wide Water Quality Plan
- Ordinances
- Pollution Prevention Program
- Post-Construction Program
- Winter roadway maintenance

First Name:

Last Name:

Title:

Mailing Address:

Mailing Address 2:

City:

State:

Zip Code: xxxxx or xxxxx-xxxx

Phone Number: Ext: xxx-xxx-xxxx

Email:

1. Does the municipality rely on another entity to satisfy some of the permit requirements?

Yes No

Public Education and Outreach NEWSC

Public Involvement and Participation NEWSC

Illicit Discharge Detection and Elimination

Construction Site Pollutant Control

Post-Construction Storm Water Management

Pollution Prevention

2. Has there been any changes to the municipality's participation in group efforts towards permit compliances (i.e., the municipality has added or dropped consortium membership)?

Yes No

Missing Information

Note: For the minimum control measures, you must fill out all questions in sections 1 through 7.

Minimum Control Measures- Section 1 : Complete

1. Public Education and Outreach

a. Complete the following information on Public Education and Outreach Activities related to storm water. Select the Delivery Mechanism that best describes how the topics were conveyed to your population. Use the Add Event to add additional entries.

Event Start Date	1/1/2020		
Project/Event Name	City Calander Article		
Delivery Mechanism	Other		*Active
Topics Covered	Target Audience	Estimated People Reached (Optional)	Regional Effort (Optional)
<input type="checkbox"/> Illicit discharge detection and elimination <input type="checkbox"/> Household hazardous waste disposal/pet waste management/vehicle washing <input type="checkbox"/> Yard waste management/pesticide and fertilizer application <input type="checkbox"/> Stream and shoreline management <input type="checkbox"/> Residential infiltration <input type="checkbox"/> Construction sites and post-construction storm water management <input checked="" type="checkbox"/> Pollution prevention <input type="checkbox"/> Green infrastructure/low impact development <input type="checkbox"/> Other: <input type="text"/>	<input checked="" type="checkbox"/> General Public <input type="checkbox"/> Public Employees <input type="checkbox"/> Residents <input type="checkbox"/> Businesses <input type="checkbox"/> Contractors <input type="checkbox"/> Developers <input type="checkbox"/> Industries <input type="checkbox"/> Other	101 +	<input type="radio"/> Yes <input checked="" type="radio"/> No

Event Start Date	1/1/2020		
Project/Event Name	2020 Building Inspection Handout		
Delivery Mechanism	Distribution of print media		*Active
Topics Covered	Target Audience	Estimated People Reached (Optional)	Regional Effort (Optional)
<input type="checkbox"/> Illicit discharge detection and elimination <input type="checkbox"/> Household hazardous waste disposal/pet waste management/vehicle washing <input type="checkbox"/> Yard waste management/pesticide and fertilizer application <input type="checkbox"/> Stream and shoreline management <input type="checkbox"/> Residential infiltration <input checked="" type="checkbox"/> Construction sites and post-construction storm water management <input type="checkbox"/> Pollution prevention <input type="checkbox"/> Green infrastructure/low impact development <input type="checkbox"/> Other: <input type="text"/>	<input type="checkbox"/> General Public <input type="checkbox"/> Public Employees <input type="checkbox"/> Residents <input type="checkbox"/> Businesses <input checked="" type="checkbox"/> Contractors <input type="checkbox"/> Developers <input type="checkbox"/> Industries <input type="checkbox"/> Other	11-50	<input type="radio"/> Yes <input checked="" type="radio"/> No

Event Start Date	1/1/2020		
Project/Event Name	NEWSC Outreach		
Delivery Mechanism	Other		*Active
Topics Covered	Target Audience	Estimated People Reached (Optional)	Regional Effort (Optional)
<input type="checkbox"/> Illicit discharge detection and elimination <input type="checkbox"/> Household hazardous waste disposal/pet waste management/vehicle washing <input type="checkbox"/> Yard waste management/pesticide and fertilizer application <input type="checkbox"/> Stream and shoreline management <input type="checkbox"/> Residential infiltration <input type="checkbox"/> Construction sites and post-construction storm water management <input type="checkbox"/> Pollution prevention <input type="checkbox"/> Green infrastructure/low impact development <input checked="" type="checkbox"/> Other: NEWSC provided a number of educatio...	<input checked="" type="checkbox"/> General Public <input type="checkbox"/> Public Employees <input checked="" type="checkbox"/> Residents <input checked="" type="checkbox"/> Businesses <input type="checkbox"/> Contractors <input type="checkbox"/> Developers <input type="checkbox"/> Industries <input type="checkbox"/> Other	Select...	<input checked="" type="radio"/> Yes <input type="radio"/> No

Event Start Date	1/1/2020		
Project/Event Name	City Website Links		
Delivery Mechanism	Website		*Active
Topics Covered	Target Audience	Estimated People Reached (Optional)	Regional Effort (Optional)
<input checked="" type="checkbox"/> Illicit discharge detection and elimination <input checked="" type="checkbox"/> Household hazardous waste disposal/pet waste management/vehicle washing <input checked="" type="checkbox"/> Yard waste management/pesticide and fertilizer application <input checked="" type="checkbox"/> Stream and shoreline management <input checked="" type="checkbox"/> Residential infiltration <input checked="" type="checkbox"/> Construction sites and post-construction storm water management <input checked="" type="checkbox"/> Pollution prevention <input type="checkbox"/> Green infrastructure/low impact development <input type="checkbox"/> Other:	<input checked="" type="checkbox"/> General Public <input checked="" type="checkbox"/> Public Employees <input checked="" type="checkbox"/> Residents <input checked="" type="checkbox"/> Businesses <input checked="" type="checkbox"/> Contractors <input checked="" type="checkbox"/> Developers <input checked="" type="checkbox"/> Industries <input type="checkbox"/> Other	Select...	<input type="radio"/> Yes <input type="radio"/> No

Event Start Date	9/1/2020		
Project/Event Name	Sept. DPW Educational Poster		
Delivery Mechanism	Signage		*Active
Topics Covered	Target Audience	Estimated People Reached (Optional)	Regional Effort (Optional)
<input type="checkbox"/> Illicit discharge detection and elimination <input type="checkbox"/> Household hazardous waste disposal/pet waste management/vehicle washing	<input type="checkbox"/> General Public <input checked="" type="checkbox"/> Public Employees <input type="checkbox"/> Residents	11-50	<input type="radio"/> Yes <input checked="" type="radio"/> No

<input type="checkbox"/> Yard waste management/pesticide and fertilizer application <input type="checkbox"/> Stream and shoreline management <input type="checkbox"/> Residential infiltration <input checked="" type="checkbox"/> Construction sites and post-construction storm water management <input type="checkbox"/> Pollution prevention <input type="checkbox"/> Green infrastructure/low impact development <input type="checkbox"/> Other: <input type="text"/>	<input type="checkbox"/> Businesses <input type="checkbox"/> Contractors <input type="checkbox"/> Developers <input type="checkbox"/> Industries <input type="checkbox"/> Other		
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Event Start Date	8/1/2020
Project/Event Name	Aug. DPW Educational Poster
Delivery Mechanism	Signage *Active

Topics Covered	Target Audience	Estimated People Reached (Optional)	Regional Effort (Optional)
<input type="checkbox"/> Illicit discharge detection and elimination <input type="checkbox"/> Household hazardous waste disposal/pet waste management/vehicle washing <input checked="" type="checkbox"/> Yard waste management/pesticide and fertilizer application <input type="checkbox"/> Stream and shoreline management <input type="checkbox"/> Residential infiltration <input type="checkbox"/> Construction sites and post-construction storm water management <input type="checkbox"/> Pollution prevention <input type="checkbox"/> Green infrastructure/low impact development <input type="checkbox"/> Other: <input type="text"/>	<input type="checkbox"/> General Public <input checked="" type="checkbox"/> Public Employees <input type="checkbox"/> Residents <input type="checkbox"/> Businesses <input type="checkbox"/> Contractors <input type="checkbox"/> Developers <input type="checkbox"/> Industries <input type="checkbox"/> Other	11-50	<input type="radio"/> Yes <input checked="" type="radio"/> No

Event Start Date	5/1/2020
Project/Event Name	May DPW Educational Poster
Delivery Mechanism	Signage *Active

Topics Covered	Target Audience	Estimated People Reached (Optional)	Regional Effort (Optional)
<input type="checkbox"/> Illicit discharge detection and elimination <input type="checkbox"/> Household hazardous waste disposal/pet waste management/vehicle washing <input type="checkbox"/> Yard waste management/pesticide and fertilizer application <input type="checkbox"/> Stream and shoreline management <input type="checkbox"/> Residential infiltration <input type="checkbox"/> Construction sites and post-construction storm water management <input checked="" type="checkbox"/> Pollution prevention <input type="checkbox"/> Green infrastructure/low impact development <input type="checkbox"/> Other: <input type="text"/>	<input type="checkbox"/> General Public <input checked="" type="checkbox"/> Public Employees <input type="checkbox"/> Residents <input type="checkbox"/> Businesses <input type="checkbox"/> Contractors <input type="checkbox"/> Developers <input type="checkbox"/> Industries <input type="checkbox"/> Other	11-50	<input type="radio"/> Yes <input checked="" type="radio"/> No

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Event Start Date	3/1/2020		
Project/Event Name	March DPW Education Poster		
Delivery Mechanism	Signage		*Active
Topics Covered	Target Audience	Estimated People Reached (Optional)	Regional Effort (Optional)
<input type="checkbox"/> Illicit discharge detection and elimination <input type="checkbox"/> Household hazardous waste disposal/pet waste management/vehicle washing <input checked="" type="checkbox"/> Yard waste management/pesticide and fertilizer application <input type="checkbox"/> Stream and shoreline management <input type="checkbox"/> Residential infiltration <input type="checkbox"/> Construction sites and post-construction storm water management <input type="checkbox"/> Pollution prevention <input type="checkbox"/> Green infrastructure/low impact development <input type="checkbox"/> Other: <input type="text"/>	<input type="checkbox"/> General Public <input checked="" type="checkbox"/> Public Employees <input type="checkbox"/> Residents <input type="checkbox"/> Businesses <input type="checkbox"/> Contractors <input type="checkbox"/> Developers <input type="checkbox"/> Industries <input type="checkbox"/> Other	11-50	<input type="radio"/> Yes <input checked="" type="radio"/> No

Event Start Date	8/17/2020		
Project/Event Name	3rd Quarter Board of Public Works Educational Item		
Delivery Mechanism	Government Event (Public Hearing, Council Meeting, etc)*		*Active
Topics Covered	Target Audience	Estimated People Reached (Optional)	Regional Effort (Optional)
<input type="checkbox"/> Illicit discharge detection and elimination <input type="checkbox"/> Household hazardous waste disposal/pet waste management/vehicle washing <input checked="" type="checkbox"/> Yard waste management/pesticide and fertilizer application <input type="checkbox"/> Stream and shoreline management <input type="checkbox"/> Residential infiltration <input type="checkbox"/> Construction sites and post-construction storm water management <input type="checkbox"/> Pollution prevention <input type="checkbox"/> Green infrastructure/low impact development <input type="checkbox"/> Other: <input type="text"/>	<input checked="" type="checkbox"/> General Public <input checked="" type="checkbox"/> Public Employees <input type="checkbox"/> Residents <input type="checkbox"/> Businesses <input type="checkbox"/> Contractors <input type="checkbox"/> Developers <input type="checkbox"/> Industries <input checked="" type="checkbox"/> Other	Select...	<input type="radio"/> Yes <input type="radio"/> No

Event Start Date	5/4/2020		
Project/Event Name	2nd Quarter Board of Public Works Educational Item		
Delivery Mechanism	Government Event (Public Hearing, Council Meeting, etc)*		*Active
Topics Covered	Target Audience	Estimated People Reached (Optional)	Regional Effort (Optional)
<input type="checkbox"/> Illicit discharge detection and elimination <input type="checkbox"/> Household hazardous waste disposal/pet	<input checked="" type="checkbox"/> General Public <input checked="" type="checkbox"/> Public Employees	Select...	<input type="radio"/> Yes <input type="radio"/> No

waste management/vehicle washing <input checked="" type="checkbox"/> Yard waste management/pesticide and fertilizer application <input type="checkbox"/> Stream and shoreline management <input type="checkbox"/> Residential infiltration <input type="checkbox"/> Construction sites and post-construction storm water management <input type="checkbox"/> Pollution prevention <input type="checkbox"/> Green infrastructure/low impact development <input type="checkbox"/> Other: <input type="text"/>	<input type="checkbox"/> Residents <input type="checkbox"/> Businesses <input type="checkbox"/> Contractors <input type="checkbox"/> Developers <input type="checkbox"/> Industries <input checked="" type="checkbox"/> Other		
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Event Start Date	8/17/2020		
Project/Event Name	Storm Water Action Plan & Fee Update Council Workshop		
Delivery Mechanism	Government Event (Public Hearing, Council Meeting, etc)*	*Active	
Topics Covered	Target Audience	Estimated People Reached (Optional)	Regional Effort (Optional)
<input type="checkbox"/> Illicit discharge detection and elimination <input type="checkbox"/> Household hazardous waste disposal/pet waste management/vehicle washing <input type="checkbox"/> Yard waste management/pesticide and fertilizer application <input type="checkbox"/> Stream and shoreline management <input type="checkbox"/> Residential infiltration <input type="checkbox"/> Construction sites and post-construction storm water management <input type="checkbox"/> Pollution prevention <input type="checkbox"/> Green infrastructure/low impact development <input checked="" type="checkbox"/> Other: <input type="text"/> Storm Water Action Plan & Fee Update	<input checked="" type="checkbox"/> General Public <input checked="" type="checkbox"/> Public Employees <input type="checkbox"/> Residents <input type="checkbox"/> Businesses <input type="checkbox"/> Contractors <input type="checkbox"/> Developers <input type="checkbox"/> Industries <input checked="" type="checkbox"/> Other	Select...	<input type="radio"/> Yes <input type="radio"/> No

Event Start Date	3/3/2020		
Project/Event Name	Fox-Wolf Watershed Conference		
Delivery Mechanism	Educational activity*	*Active	
Topics Covered	Target Audience	Estimated People Reached (Optional)	Regional Effort (Optional)
<input checked="" type="checkbox"/> Illicit discharge detection and elimination <input checked="" type="checkbox"/> Household hazardous waste disposal/pet waste management/vehicle washing <input checked="" type="checkbox"/> Yard waste management/pesticide and fertilizer application <input checked="" type="checkbox"/> Stream and shoreline management <input checked="" type="checkbox"/> Residential infiltration <input checked="" type="checkbox"/> Construction sites and post-construction storm water management <input checked="" type="checkbox"/> Pollution prevention <input checked="" type="checkbox"/> Green infrastructure/low impact development	<input type="checkbox"/> General Public <input type="checkbox"/> Public Employees <input type="checkbox"/> Residents <input type="checkbox"/> Businesses <input type="checkbox"/> Contractors <input type="checkbox"/> Developers <input type="checkbox"/> Industries <input checked="" type="checkbox"/> Other	Select...	<input checked="" type="radio"/> Yes <input type="radio"/> No

Other:

b. Brief explanation on Public Education and Outreach reporting. *Limit response to 250 characters and/or attach supplemental information on the attachments page.*

See Attached Summary & Supporting Documents

Missing Information

Do not close your work until you SAVE.

Note: For the minimum control measures, you must fill out all questions in sections 1 through 7

Form 3400-224 (09/20)

Minimum Control Measures - Section 2 : Complete

2. Public Involvement and Participation

a. Permit Activities. Complete the following information on Public Involvement and Participation Activities related to storm water. Select the Delivery Mechanism that best describes how the permit activities were conveyed to your population. Use the Add Event to add additional entries.

Event Start Date	3/24/2020		
Project/Event Name	Public News Paper Posting		
Delivery Mechanism	Government Event (Public Hearing, Council Meeting, etc)		
Topics Covered	Target Audience	Estimated People Reached (Optional)	Regional Effort (Optional)
<input checked="" type="checkbox"/> MS4 Annual Report <input type="checkbox"/> Storm Water Management Program <input type="checkbox"/> Storm Water related ordinance <input type="checkbox"/> Other: <input type="text"/>	<input checked="" type="checkbox"/> General Public <input type="checkbox"/> Public Employees <input type="checkbox"/> Residents <input type="checkbox"/> Businesses <input type="checkbox"/> Contractors <input type="checkbox"/> Developers <input type="checkbox"/> Industries <input type="checkbox"/> Other	Select...	<input type="radio"/> Yes <input type="radio"/> No

Event Start Date	9/21/2020		
Project/Event Name	2020 Stormwater Action Plan & Fee Update		
Delivery Mechanism	Government Event (Public Hearing, Council Meeting, etc)		
Topics Covered	Target Audience	Estimated People Reached (Optional)	Regional Effort (Optional)
<input checked="" type="checkbox"/> MS4 Annual Report <input type="checkbox"/> Storm Water Management Program <input type="checkbox"/> Storm Water related ordinance <input type="checkbox"/> Other: <input type="text"/>	<input checked="" type="checkbox"/> General Public <input type="checkbox"/> Public Employees <input type="checkbox"/> Residents <input type="checkbox"/> Businesses <input type="checkbox"/> Contractors <input type="checkbox"/> Developers <input type="checkbox"/> Industries	Select...	<input type="radio"/> Yes <input type="radio"/> No

	<input type="checkbox"/> Other		
Event Start Date	4/6/2020		
Project/Event Name	Council Public Comment on 2019 Annual Report		
Delivery Mechanism	Government Event (Public Hearing, Council Meeting, etc)		
Topics Covered	Target Audience	Estimated People Reached (Optional)	Regional Effort (Optional)
<input checked="" type="checkbox"/> MS4 Annual Report <input type="checkbox"/> Storm Water Management Program <input type="checkbox"/> Storm Water related ordinance <input type="checkbox"/> Other: <input type="text"/>	<input checked="" type="checkbox"/> General Public <input type="checkbox"/> Public Employees <input type="checkbox"/> Residents <input type="checkbox"/> Businesses <input type="checkbox"/> Contractors <input type="checkbox"/> Developers <input type="checkbox"/> Industries <input type="checkbox"/> Other	Select...	<input type="radio"/> Yes <input type="radio"/> No

b. Volunteer Activities. Complete the following information on Public Involvement and Participation Activities related to storm water. Select the Delivery Mechanism that best describes how volunteer activities were conveyed to your population. Use the Add Event to add additional entries.

Event Start Date	4/24/2020		
Project/Event Name	Volunteer Inlet Cleaning		
Delivery Mechanism	Clean up event		
Topics Covered	Target Audience	Estimated People Reached (Optional)	Regional Effort (Optional)
Volunteer Opportunity	<input type="checkbox"/> General Public <input type="checkbox"/> Public Employees <input checked="" type="checkbox"/> Residents <input type="checkbox"/> Businesses <input type="checkbox"/> Contractors <input type="checkbox"/> Developers <input type="checkbox"/> Industries <input type="checkbox"/> Other	Select...	<input type="radio"/> Yes <input type="radio"/> No

c. Brief explanation on Public Involvement and Participation reporting. *Limit response to 250 characters and/or attach supplemental information on the attachments page.*

See Attached Summary & Supporting Documents

Missing Information

Do not close your work until you **SAVE**.

Note: For the minimum control measures, you must fill out all questions in sections 1 through 7

Form 3400-224 (09/20)

Minimum Control Measures - Section 3 : Complete

3. Illicit Discharge Detection and Elimination

- a. How many total outfalls does the municipality have? Unsure
- b. How many outfalls did the municipality evaluate as part of their routine ongoing field screening program? Unsure
- c. From the municipality's routine screening, how many were confirmed illicit discharges? Unsure
- d. How many illicit discharge complaints did the municipality receive? Unsure
- e. From the complaints received, how many were confirmed illicit discharges? Unsure
- f. How many of the identified illicit discharges did the municipality eliminate in the reporting year (from both routine screening and complaints)? Unsure

(If the sum of 3.c. and 3.e. does not equal 3.f., please explain below.)

- g. How many of the following enforcement mechanisms did the municipality use to enforce its illicit discharge ordinance? Check all that apply and enter the number of each used in the reporting year. Unsure

- Verbal Warning
- Written Warning (including email)
- Notice of Violation
- Civil Penalty/ Citation

Additional Information: _____

- h. Brief explanation on Illicit Discharge Detection and Elimination reporting. *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.*

See Attached Summary & Supporting Documents

Missing Information

Do not close your work until you **SAVE**.

Note: For the minimum control measures, you must fill out all questions in sections 1 through 7

Form 3400-224 (09/20)

Minimum Control Measures - Section 4 : Complete

4. Construction Site Pollutant Control

- a. How many total construction sites with one acre or more of land disturbing construction activity were active at any point in the reporting year? Unsure
- b. How many construction sites with one acre or more of land disturbing construction activity did the municipality issue permits for in the reporting year? Unsure
- c. How many erosion control inspections did the municipality Unsure

complete in the reporting year?

- d. What types of enforcement actions does the municipality have available to compel compliance with the regulatory mechanism? Check all that apply and enter the number of each used in the reporting year. Unsure

<input type="checkbox"/> No Authority	
<input checked="" type="checkbox"/> Verbal Warning	5
<input checked="" type="checkbox"/> Written Warning (including email)	0
<input checked="" type="checkbox"/> Notice of Violation	0
<input checked="" type="checkbox"/> Civil Penalty/ Citation	0
<input checked="" type="checkbox"/> Stop Work Order	0
<input checked="" type="checkbox"/> Forfeiture of Deposit	0
<input type="checkbox"/> Other - Describe below	

- e. Brief explanation on Construction Site Pollutant Control reporting . *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.*

See Attached Summary & Supporting Documents

Missing Information

Do not close your work until you **SAVE**.

Note: For the minimum control measures, you must fill out all questions in sections 1 through 7

Form 3400-224 (09/20)

Minimum Control Measures - Section 5 : Complete

5. Post-Construction Storm Water Management

- a. How many sites with new structural storm water management facilities* have received local approval ? Unsure
*Engineered and constructed systems that are designed to provide storm water quality control such as wet detention ponds, constructed wetlands, infiltration basins, grassed swales, permeable pavement, catch basin sumps, etc.
- b. Does the municipality utilize privately owned storm water management facilities in its pollutant reduction analysis? Yes No Unsure
- c. If Yes, How many privately owned storm water management facilities were inspected in the reporting year ? Unsure
Inspections completed by private land owners should be included in the reported number.
- d. What types of enforcement actions does the municipality have available to compel compliance with the regulatory mechanism? Check all that apply and enter the number of each used in the reporting year. Unsure
- | | |
|--|--|
| <input type="checkbox"/> No Authority | |
| <input checked="" type="checkbox"/> Verbal Warning | |

	0
<input checked="" type="checkbox"/> Written Warning (including email)	0
<input checked="" type="checkbox"/> Notice of Violation	0
<input checked="" type="checkbox"/> Civil Penalty/ Citation	0
<input type="checkbox"/> Forfeiture of Deposit	
<input checked="" type="checkbox"/> Complete Maintenance	0
<input checked="" type="checkbox"/> Bill Responsible Party	0
<input type="checkbox"/> Other - Describe below	

- e. Brief explanation on Post-Construction Storm Water Management reporting . *If marked 'Unsure' on any questions above, justify your reasoning. Limit your response to 250 characters and/or attach supplemental information on the attachments page.*

See Attached Summary & Supporting Documents

Missing Information

Do not close your work until you **SAVE**.

Note: For the minimum control measures, you must fill out all questions in sections 1 through 7

Form 3400-224 (09/20)

Minimum Control Measures - Section 6 : Complete

6. Pollution Prevention

Storm Water Management Facility Inspections Not Applicable

- a. Enter the total number of municipally owned or operated structural storm water management facilities ? Unsure
- b. How many new municipally owned storm water management facilities were installed in the reporting year ? Unsure
- c. How many municipally owned storm water management facilities were inspected in the reporting year? Unsure
- d. What elements are looked at during inspections (250 character limit)?

Generally the ponds are inspected for erosion of side slopes, bare ground or failure of outfall structures. Copies of all inspections are attached.

- e. How many of these facilities required maintenance? Unsure
- f. Brief explanation on Storm Water Management Facility inspection reporting. *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.*

Typical required maintenance for the ponds are animal burrows, unwanted vegetation and required work on the incoming pipes.

Public Works Yards & Other Municipally Owned Properties (SWPPP Plan Review) Not Applicable

- g. How many municipal properties require a SWPPP? Unsure
- h. How many inspections of municipal properties have been conducted in the reporting year? Unsure
- i. Have amendments to the SWPPPs been made?
 Yes No Unsure
- j. If yes, describe what changes have been made. Limit response to 250 characters and/or attach supplemental information on the attachment page:

- k. Brief explanation on Storm Water Pollution Prevention Plan reporting. *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.*

The City currently has 2 sites that required a SWPPP. During 2020 one site was under construction throughout the year and not inspections were performed.

Collection Services - *Street Sweeping / Cleaning Program* Not Applicable

- l. Did the municipality conduct street sweeping/cleaning during the reporting year?
 Yes No Unsure
- m. If known, how many tons of material was removed? Unsure
- n. Does the municipality have a low hazard exemption for this material? Yes No
- o. If street cleaning is identified as a storm water best management practice in the pollutant loading analysis, was street cleaning completed at the assumed frequency?
 Yes - Explain frequency Mechanical Sweeper every 4 weeks.
 No - Explain _____
 Not Applicable

Collection Services - *Catch Basin Sump Cleaning Program* Not Applicable

- p. Did the municipality conduct catch basin sump cleaning during the reporting year? Yes No Unsure
- q. How many catch basin sumps were cleaned in the reporting year? Unsure
- r. If known, how many tons of material was collected? Unsure
- s. Does the municipality have a low hazard exemption for this material? Yes No
- t. If catch basin sump cleaning is identified as a storm water best management practice in the pollutant loading analysis, was cleaning completed at the assumed frequency?
 Yes- Explain frequency All inlets are inspected/cleaned once per year.

No - Explain _____

Not Applicable

Collection Services - *Leaf Collection Program* Not Applicable

u. Does the municipality conduct curbside leaf collection? Yes No Unsure

v. Does the municipality notify homeowners about pickup? Yes No Unsure

w. Where are the residents directed to store the leaves for collection?

Pile on terrace Pile in street Bags on terrace Unsure

Other - Describe _____

x. What is the frequency of collection?

Aprox. once every week and a half

y. Is collection followed by street sweeping/cleaning? Yes No Unsure

z. Brief explanation on Collection Services reporting. *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page*

Leaf collection starts in Oct. and runs approximately 6 weeks in the fall and bagged leaves are collected in the spring.

Winter Road Management Not Applicable

*Note: We are requesting information that goes beyond the reporting year, answer the best you can.

aa. How many lane-miles of roadway is the municipality responsible for doing snow and ice control? Unsure

ab. Provide amount of de-icing products used by month last winter season?

Solids (tons) (ex. sand, or salt-sand)

Product	Oct	Nov	Dec	Jan	Feb	Mar
<u>Salt</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="212"/>	<input type="text" value="367"/>	<input type="text" value="187"/>	<input type="text" value="13"/>
<u>Salt/sand mix</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

Liquids (gallons) (ex. brine)

	Oct	Nov	Dec	Jan	Feb	Mar
<u>Brine</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="6442"/>	<input type="text" value="14816"/>	<input type="text" value="16997"/>	<input type="text" value="6829"/>

ac. Was salt applying machinery calibrated in the reporting year? Yes No Unsure

ad. Have municipal personnel attended salt reduction strategy training in the reporting year? Yes No Unsure

Training Date	Training Name	# Attendance
<input type="text"/>	<input type="text"/>	<input type="text"/>

ae. Brief explanation on Winter Road Management reporting. *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page*

DPW staff meets internally every fall to go over salt usage and train new staff on snow removal operations.

Internal (Staff) Education & Communication

- af. Has training or education been held for municipal or other personnel involved in implementing each of the pollution prevention program elements? Yes No Unsure

If yes, describe what training was provided (250 character limit):

See attached Summary of Public Education & Outreach

When: 2020

How many attended: 1

- ag. Describe how the municipality has kept the following local officials and municipal staff aware of the municipal storm water discharge permit programs and its requirements.

Elected Officials

Elected officials are asked to comment on the current years report. Quarterly educational items are placed on the BPW agenda and discussed. Topics center on questions or concerns that have come up during the quarter.

Municipal Officials

Municipal officials are involved in proposing policy, establishing work orders and day to day oversight of management staff.

Appropriate Staff (such as operators, Department heads, and those that interact with public)

Staff is required to attend training as time allows and becomes available.

- ah. Brief explanation on Internal Education reporting. *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.*

The City has continued to expand upon educational opportunities for Elected officials, Municipal Officials and appropriate staff.

Missing Information

Do not close your work until you SAVE.

Note: For the minimum control measures, you must fill out all questions in sections 1 through 7

Form 3400-224 (09/20)

Minimum Control Measures - Section 7 : Complete

7. Storm Sewer System Map

- a. Did the municipality update their storm sewer map this year?

Yes No Unsure

If yes, check the areas the map items that got updated or changed:

- Storm water treatment facilities
- Storm pipes
- Vegetated swales
- Outfalls
- Other - Describe below

- b. Brief explanation on Storm Sewer System Map reporting. *If you marked Unsure for an question for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.*

See attached summary letter.

Missing Information

Do not close your work until you SAVE.

Form 3400-224 (09/20)

Final Evaluation - Complete

Fiscal Analysis

Complete the fiscal analysis table provided below. For municipalities that do not break out funding into permit program elements, please enter the monetary amount to your best estimate of what funding may be going towards these programs.

Annual Expenditure Reporting Year	Budget Reporting Year	Budget Upcoming Year	Source of Funds
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Element: Public Education and Outreach

14738	16358	17336	<u>Storm water utility</u>
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Element: Public Involvement and Participation

3490	3810	4175	<u>Storm water utility</u>
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Element: Illicit Discharge Detection and Elimination

19004	21286	22148	<u>Storm water utility</u>
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Element: Construction Site Pollutant Control

42982	60005	51320	<u>Storm water utility</u>
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Element: Post-Construction Storm Water Management

43789	59021	58350	<u>Storm water utility</u>
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Element: Pollution Prevention

1143037	1457829	1216434	<u>Storm water utility</u>
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Other (describe)

			<u>Select...</u>
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Please provide a justification for a "0" entered in the Fiscal Analysis. *Limit response to 250 characters.*

Water Quality

a: Were there any known water quality improvements in the receiving waters to which the

municipality's storm sewer system directly discharges to?

Yes No Unsure If Yes, explain below:

b: Were there any known water quality degradation in the receiving waters to which the municipality's storm sewer system directly discharges to?

Yes No Unsure If Yes, explain below:

c: Have any of the receiving waters that the municipality discharges to been added to the impaired waters list during the reporting year?

Yes No Unsure

d: Has the municipality evaluated their storm water practices to reduce the pollutants of concern?

Yes No Unsure

Storm Water Quality Management

a. Has the municipality completed or updated modeling in the reporting year (relating to developed urban area performance standards of s. NR 151.13(2)(b)1., Wis. Adm. Code)? Yes No

b. If yes, enter percent reduction in the annual average mass discharging from the entire MS4 to surface waters of the state as compared to implementing no storm water management controls:

Total suspended solids (TSS)

Total phosphorus (TP)

Status of Total Maximum Daily Loads (TMDLs) Implementation

The permittee Menasha, City is subject to the following approved TMDLs: Lower Fox River Basin and Lower Green Bay; Upper Fox and Wolf River Basin

The permittee intends to comply with the following permit requirements to show progress towards meeting the TMDL:

[A.3.1] The Permittee is following the TMDL Compliance Plan, which received Department concurrence prior to April 30, 2019.

The permittee is confirming that all planned efforts are on schedule.

Agree Disagree

[A.6.3] Final Documentation.

The permittee is confirming that all planned efforts are on schedule to submit the final documentation materials [updates to mapping, modeling, tabular summary, and Implementation Plan] under section A.6.3 by October 31, 2023.

Agree Disagree

[C.3-4].a Which Compliance option does the permittee anticipate choosing?

TMDL Implementation Plan Adaptive Management Project

[C.3-4].b The Permittee is confirming that all planned efforts are on schedule to meet requirements due to the department.

- For an Adaptive Management project, a plan is required within 36 months of the TMDL approval date.
- For TMDL Implementation, updates to mapping, modeling, tabular summary, and Implementation Plan documents are required within 48 months of the TMDL approval date.)

Agree Disagree

Additional Information

Based on the municipality's storm water program evaluation, describe any proposed changes to the municipality's storm water program. *If your response exceeds the 250 character limit, attach supplemental information on the attachments page.*

Do not close your work until you SAVE.

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Form 3400-224 (09/20)

Requests for Assistance on Understanding Permit Programs

Would the municipality like the Department to contact them about providing more information on understanding any of the Municipal Separate Storm Sewer Permit programs?

Please select all that apply:

- Public Education and Outreach
- Public Involvement and Participation
- Illicit Discharge Detection and Elimination
- Construction Site Pollutant Control
- Post-Construction Storm Water Management
- Pollution Prevention
- Storm Water Quality Management
- Storm Sewer System Map
- Water Quality Concerns
- Compliance Schedule Items Due
- MS4 Program Evaluation

Do not close your work until you **SAVE**.

Required Attachments and Supplemental Information

Any other MS4 program information for inclusion in the Annual Report may be attached on here. Use the Add Additional Attachments to add multiple documents.

Upload Required Attachments (15 MB per file limit) - [Help reduce file size and trouble shoot file uploads](#)

*Required Item

Note: To replace an existing file, use the 'Click here to attach file ' link or press the to delete an item.

Storm Sewer System Map

 File Attachment

[2020StormWaterSewerMapSummaryLetter.pdf](#)

Attach - Other Supporting Documents

AR EO

 File Attachment

[2020PublicEducationOutreachCompletedSummary.pdf](#)

AR IP

 File Attachment

[2020PublicInvolvementParticipationCompletedSummary.pdf](#)

AR CSPC

 File Attachment

[2020ConstructionSitePollutionControlCompletedSummary.pdf](#)

AR PCSSW

 File Attachment

[2020PostConstructionStormWaterManagementCompleteSummary.pdf](#)

AR IDDE

 File Attachment

[2020IllicitDischargeCompleteSummary.pdf](#)

AR PP

 File Attachment

[20201of12PollutionPreventionCompletedSummary.pdf](#)

AR PP

 File Attachment

[20202of12PollutionPreventionCompletedSummary.pdf](#)

AR PP

 File Attachment

[20203of12PollutionPreventionCompletedSummary.pdf](#)

AR PP

 File Attachment

[20204of12PollutionPreventionCompletedSummary.pdf](#)

AR PP

 File Attachment

[20205of12PollutionPreventionCompletedSummary.pdf](#)

AR PP

 File Attachment

[20206of12PollutionPreventionCompletedSummary.pdf](#)

AR PP

 File Attachment

[20207of12PollutionPreventionCompletedSummary.pdf](#)

AR PP

 File Attachment

[20208of12PollutionPreventionCompletedSummary.pdf](#)

AR PP

 File Attachment

[20209of12PollutionPreventionCompletedSummary.pdf](#)

AR PP

 File Attachment

[202010of12PollutionPreventionCompletedSummary.pdf](#)

AR PP

 File Attachment

[202011of12PollutionPreventionCompletedSummary.pdf](#)

AR PP

 File Attachment

[202012of12PollutionPreventionCompletedSummary.pdf](#)

AR TMDL

 File Attachment

[2020TMDLCompliance.pdf](#)

AR SWQM

 File Attachment

[2020StormWaterQualityManagementSummary.pdf](#)

AR SWGroupReport

 File Attachment

[2020NEWSCAnnualReport.pdf](#)

AR Other

 File Attachment

[2020OverviewandGoalsSummary.pdf](#)

(To remove items, use your cursor to hover over the attachment section. When the drop down arrow appears, select remove item)

Attach - Permit Compliance Documents

EO Program

 File Attachment

[Section2.pdf](#)

IP Program

 File Attachment

[Section2.pdf](#)

IDDE Program

 File Attachment

[Section2.pdf](#)

CS Program

 File Attachment

[Section2.pdf](#)

PCSSW Program

 File Attachment

[Section2.pdf](#)

PP BMPInventory

 File Attachment

[Section2.pdf](#)

PP BMPInsp

 File Attachment

[Section2.pdf](#)

(To remove items, use your cursor to hover over the attachment section. When the drop down arrow appears, select remove item)

Missing Information

Draft and Share PDF Report with the permittee's governing body or delegated representatives.

Press the button below to create a PDF. The PDF will be sent to the email address associated with the WAMS ID that is signed in. After the annual report has been reviewed by the governing body or delegated representative, return to the MS4 eReporting System to submit the final report to the DNR.

[Draft and Share PDF Report](#)

Sign and Submit Your Application

Steps to Complete the signature process

1. Read and Accept the Terms and Conditions
2. Press the Submit and Send to the DNR button

NOTE: For security purposes all email correspondence will be sent to the address you used when registering your WAMS ID. This may be a different email than that provided in the application. For information on your WAMS account click [HERE](#).

Terms and Conditions

Certification: I hereby certify that I am an authorized representative of the municipality covered under Menasha, City MS4 Permit for which this annual report or other compliance document is being submitted, and that the information contained in this submittal and all attachments were gathered and prepared under my direction or supervision. Based on my inquiry of the person or persons under my direction or supervision involved in the preparation of this document, to the best of my knowledge, the information is true, accurate, and complete. I further certify that the municipality's governing body or delegated representatives have reviewed or been apprised of the contents of this annual report. I understand that Wisconsin law provides severe penalties for submitting false information.

Signee (must check current role prior to accepting terms and conditions)

- Authorized municipal contact using WAMS ID.
- Delegation of Signature Authority (Form 3400-220) for agent signing on the behalf of the authorized municipal contact.
- Agent seeking to share this item with authorized municipal contact (authorized municipal contact must get WAMS id and complete signature).

Name:

Title:

Authorized Signature.

- I accept the above terms and conditions.

After providing the final authorized signature, the system will send an email to the authorized party and any agents. This email will include a copy to the final read only version of this application.



March 14, 2021

Public Education & Outreach

In 2020, the City of Menasha continued to increase awareness, inform and educate the public on the impact of storm water pollution on the waterways of our community and state. As part of the City's ongoing Public Education & Outreach Program, informative material are disseminated in a number of ways which includes flyers and brochures made available at a number of City buildings. In addition, the City's Health Department distributes flyers during restaurant inspections and the Building Inspection department hands out an informational packet to all new home permits requiring all Contractors receiving an Erosion Control Permit to sign indicating that they have read and understand these guidelines. The 2020 City Calendar contained a number of Storm Water related articles. In 2020 the City began to include quarterly educational discussions at the Board of Public Works with elected officials. Topics typically centered on questions or concerns that were brought up by aldermen throughout the quarter. Also in 2020 a monthly educational poster was distributed to DPW staff. No educational mailings were done in 2020 to residents.

Links relating to the City's Storm Water Programs are maintained on the City's website.

http://www.cityofmenasha-wi.gov/departments/public_works/stormwater_programs_and_information/index.php

http://www.cityofmenasha-wi.gov/departments/building_inspection/index.php

In 2020 the City continued its membership in the Northeast Wisconsin Storm Water Consortium (NEWSC). NEWSC, a subsidiary of the Fox-Wolf Watershed Alliance, consists of a group of surrounding Communities, Counties and Consultants. The Mission of NEWSC is to facilitate efficient implementation of storm water programs locally and regionally that will meet DNR and EPA regulatory requirements and maximize the benefit of storm water activities to the watershed by

- Fostering Partnerships
- Sharing Information
- Seeking Administrative Efficiency
- Pooling Financial Resources.

<https://fwwa.org/newsc3/>

Corey Gordon
Deputy Director of Engineering

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March 14, 2021

Public Involvement and Participation

As part of the City of Menasha's Public Involvement and Participation Program, the public and elected officials were invited to make comments on the City's 2019 Annual Storm Water Report. The 2019 Annual Storm Water Report was brought forward at the April 6, 2020 Common Council Meeting as a Communication Item and the report was posted on the City's website for review.

http://www.cityofmenasha-wi.gov/departments/public_works/stormwater_programs_and_information/index.php

Throughout the year City officials are involved in drafting ordinances and establishing policy to be approved by the Common Council. Key staff members are actively involved with implementing ordinances and accurate record keeping of salt usage, street sweeping, permitting requirements and inspections.

In 2020 volunteers actively worked on cleaning inlets of leaves and debris in the Shepard Park area of Menasha.

Corey Gordon
Deputy Director of Engineering



March 13, 2021

Illicit Discharge Detection and Elimination

As part of the City of Menasha's 2020 Illicit Discharge Detection and Elimination Program, a total of 18 outfalls were inspected for the City's on-going dry weather field screening. During these inspections, flow was observed from a number of outfalls. These outfalls were sampled for PH, total chlorine, total copper, total phenol and detergents. No pollutants were detected in the samples collected. The inspections performed are attached for reference.

In 2020 there was one illicit discharge that occurred when a residential heating fuel oil tank was improperly supported and tipped over after being filled. The City was able to contain the spill after it was the street by the sump pump. Once contained the DNR was notified and took over cleanup efforts. The case is currently still open and is listed on the DNR data base under BRRTS# 02-71-585619. Also found in 2020, during the City's annual Sewer Televising contract, a possible sanitary sewer cross connection to the storm sewer was found. Further investigation was done and was confirmed to be a cross connection but additional investigation is ongoing to determine if the line is only sanitary sewer or both sanitary and storm sewer. Once a determination is made on what is draining through the lateral the lateral will be re-routed accordingly.

Corey Gordon
Deputy Director of Engineering



March 13, 2021

Construction Site Pollution Control

The City of Menasha issued 31 Erosion Control Permits 2020. There was 9 permits issued for utility projects with $\geq 400'$ of disturbance, commercial project sites with $\geq 4,000\text{ft}^2$ and 22 residential construction projects. There was also 2 project that carried over from 2019 and two issued permits did not start work. A total of 114 inspections were conducted on commercial sites and 223 inspections were conducted on residential sites throughout the year. As a result of these inspections a number of non-compliance warnings were issued, the warnings issued were a combination of verbal and written. One site was observed performing land disturbing activities without a permit or erosion control. The responsible party was contacted and an in person meeting set up. Double permit fees were assessed for the project and the proper site plans were submitted. Another site would not comply with submitting required inspection forms. As a result the City performed inspections and issued verbal and written warnings and will not be refunding erosion control deposit as a result.

Corey Gordon
Deputy Director of Engineering



March 14, 2021

Post-Construction Storm Water Management

The City of Menasha reviewed and issued three Post-Construction Storm Water Management Permits in 2020. These permits included developments with new impervious surfaces or cumulative increase of impervious surfaces of $\geq 20,000$ ft² or a land disturbance of greater than 1 acre. In 2019 the City approved an expanded Post-Construction Storm Water Management Impact Fee Program to include all regional storm water BMPs. Through this fee, developments that are within a regional detention basin are allowed to purchase Storm Water Management credit from the City. Developments are still obligated to meet all WDNR NR151 requirements. Of the three permits issued in 2020, one property utilized the impact fee program.

In 2020 a total of nine privately owned Storm Water Management facilities were inspected.

Corey Gordon
Deputy Director of Engineering

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March 13, 2021

Pollution Prevention

The City of Menasha owns 20 structural storm water facilities. In 2020, the City inspected 17 City owned wet & dry detention ponds. Defects in ponds included muskrat burrows, unwanted tree & vegetation growth and minor erosion. In 2020 the City had a storm water analysis done on all five Lake Park Villas Ponds. As part of the analysis the dam structure of Pond 1 was reviewed and it was determined that modifications to the proposed plan were warranted to achieve additional treatment. The City is working with the consultant to revise the dam structure plans and to complete the needed corrective work in 2021.

There were no SWPP inspections done at the City of Menasha Public Works Facility in 2020 because site was under construction or the new Public Works Facility and 4 SWPP inspections done at the Menasha Utilities Facility in 2020. Also, in 2020 there were no inspections done for the City's compost site located at the Public Works Facility because there was no compost activities on this site and 3 inspections done for the City's dump/compost site. During these inspections no pollutants were noted leaving the site.

Starting in March and ending in November, the City swept streets for a total of 608 hours. Also, in the spring, the City began cleaning City owned catch basins and continued until all had been cleaned. A total of 120 hours were spent cleaning catch basins. Between street sweeping and catch basin cleaning, there was a total of 103.83 tons of debris hauled to the landfill.

The City manages leaf and yard waste using a number of methods depending on the season. The City also provides a yard waste dump site that can be utilized yearly by residents. Extended hours start in April and run through November. Residents are asked to separate woody yard waste from leaves and grass clippings. In 2020 the City changed how it handles brush and yard waste. Residents are required to take brush to Bucklin's Tree Service. Tree limbs and brush are then ground by Bucklin's Tree Service for mulch and the City composts the non-woody yard waste and provided it to residents for their use. Brush and limbs are chipped curbside once per month, year round. The City's Annual Spring Yard Waste Clean-Up is the first 2 weeks in April where during this time, bagged yard waste is collected curbside.

Throughout lawn mowing season, residents are reminded not to blow grass clippings into City streets as it is a violation of Municipal Code 11-3-2(c). Fall Leaf Collection begins in October and continues until the end of November with crews rotating over the City multiple times. Residents are asked to place leaves on the terrace and not in the street for collection. The City's leaf and yard waste policies are provided to residents through the City calendar, City website or upon request. Grass on City properties is mulched in place as part of the mowing operation.

During the 2020 winter months, the City cleared snow and ice from 156.02 lane miles of streets. A total of 777.61 tons of salt was used in 2020. Of the 777.61 tons 36.25 tons was used to make Brine, 114 tons was used by the School District and 627.36 tons were used to salt roadways. In 2020 45,084 gallons of brine were used for pre-treating streets and pre-wetting salt during salting operations. At least annually, DPW staff meets prior to winter snow plowing demands to review plow routes, salt usages and discuss other concerns. The City's general snow plowing procedure is made available to residents on its website. Truck salters are calibrated on a yearly basis and monitored as needed throughout the plowing season.

http://www.cityofmenasha-wi.gov/departments/public_works/streets_and_sanitation/winter_weather_info.php

Corey Gordon
Deputy Director of Engineering



March 14, 2021

Storm Sewer Map

The City of Menasha maintains mapping of its storm sewer system. New storm sewer and alterations are added to the system map throughout the year. A link to the City's Intranet is provided to staff or Sewer Cleaning/Televising Contractors for use.

https://cms5.revize.com/revize/menasha/intranet/engineering_files_maps.php

Corey Gordon
Deputy Director of Engineering



March 14, 2021

Total Maximum Daily Loads Compliance

As part of the City of Menasha's Municipal Separate Storm Sewer System (MS4) permit the City is required to follow approved Total Maximum Daily Loads (TMDLs) that have been approved for the Lower Fox River Basin and Lower Green Bay. This requires the City to reduce Total Suspended Solids by 72.2% and Total Phosphorus by 40.5%. In 2018 Council approved the City's 25 year Storm Water Action Plan. In 2020, as part of the City's 2020 budget process there was \$175,000 budgeted for the construction of proposed Ninth Street Storm Water Pond.

At the September 21, 2020 Council Meeting the City reviewed the Storm Water Action Plan and made adjustments to the Storm Water Utility fees to stay on track with projected costs of the City's 25 Year Storm Water Action Plan. The City anticipates revisiting its Storm Water Action Plan in 2021 to make any needed modifications and adjust items as needed to meet the Lake Winnebago TMDL.

Corey Gordon
Deputy Director of Engineering



March 21, 2020

MS4 Program Evaluation & Future Goals

The City of Menasha is required to have a Municipal Separate Storm Sewer System (MS4) Permit, and as a part of the permit the City must track, record and annually report on the core requirements that include Public Education and Outreach, Public Involvement and Participation, Illicit Discharge Detection and Elimination, Construction Site Pollutant Control, Post Construction Storm Water Management, Pollution Prevention and Storm Sewer System Mapping. Based upon the City's 2020 Annual Report and 2021 Program Update, we appear to be meeting our requirements, but there are items within these core requirements that show room for additional growth. In order to continuously advance our storm water program, it is important to establish goals and identify areas needing improvement within each core requirement, which we have detailed this year within our 2021 MS4 Program Update.

Staff plans to perform updates on all records, files and data, but plans to focus efforts on the City Website, our storm sewer outfall database, and private stormwater BMP spreadsheets. Ongoing field investigations and sufficient record management will continue throughout all aspects of our stormwater program.

While the City of Menasha easily performs passive participation, the amount of active participation and public involvement could use some improvement. With the addition of new staff in late 2020, Menasha has already been able to begin establishing schedules for publishing and posting stormwater information. Contact has also been initiated with multiple community groups, organizations and surrounding communities to create events and activities that will incorporate additional active participation options and encourage public involvement for our residents.

Another goal moving forward is increasing inspections on construction sites and on post-construction stormwater BMP's. The City of Menasha anticipates completing erosion control inspections more routinely on city projects and private construction sites, and will be more diligent in working with contractors and developers on obtaining their self-inspection forms. Staff also intends to work with private post-construction stormwater BMP owners on establishing routine self-inspections, submitting documentation, and performing sufficient maintenance per their Operation and Maintenance (O&M) Agreements. City inspections for all private post-construction stormwater BMP's will be performed at least once per permit cycle, and we will be establishing a process to obtain O&M Agreements from sites currently without.

Laura Jungwirth, P.E.
Civil Engineer



MEMORANDUM

To: Mayor Merkes
Common Council

From: Parks & Recreation Dept./Community Development Dept./MS and SS

Date: April 1, 2021

RE: Lawson Canal/Banta Corridor Draft Concept Update

Over the last several months, staff has been working with the consultants to create a draft plan that focuses on several key defining elements for this corridor:

- Creating a public waterfront destination with multiple outdoor recreational opportunities
- Connectivity of canal and river
- Connections of private development and public access areas
- Fishing Access
- Bike/Pedestrian Access
- Oak St Right-of-Way
- Development of Banta Point
- Future Access of Development Sites

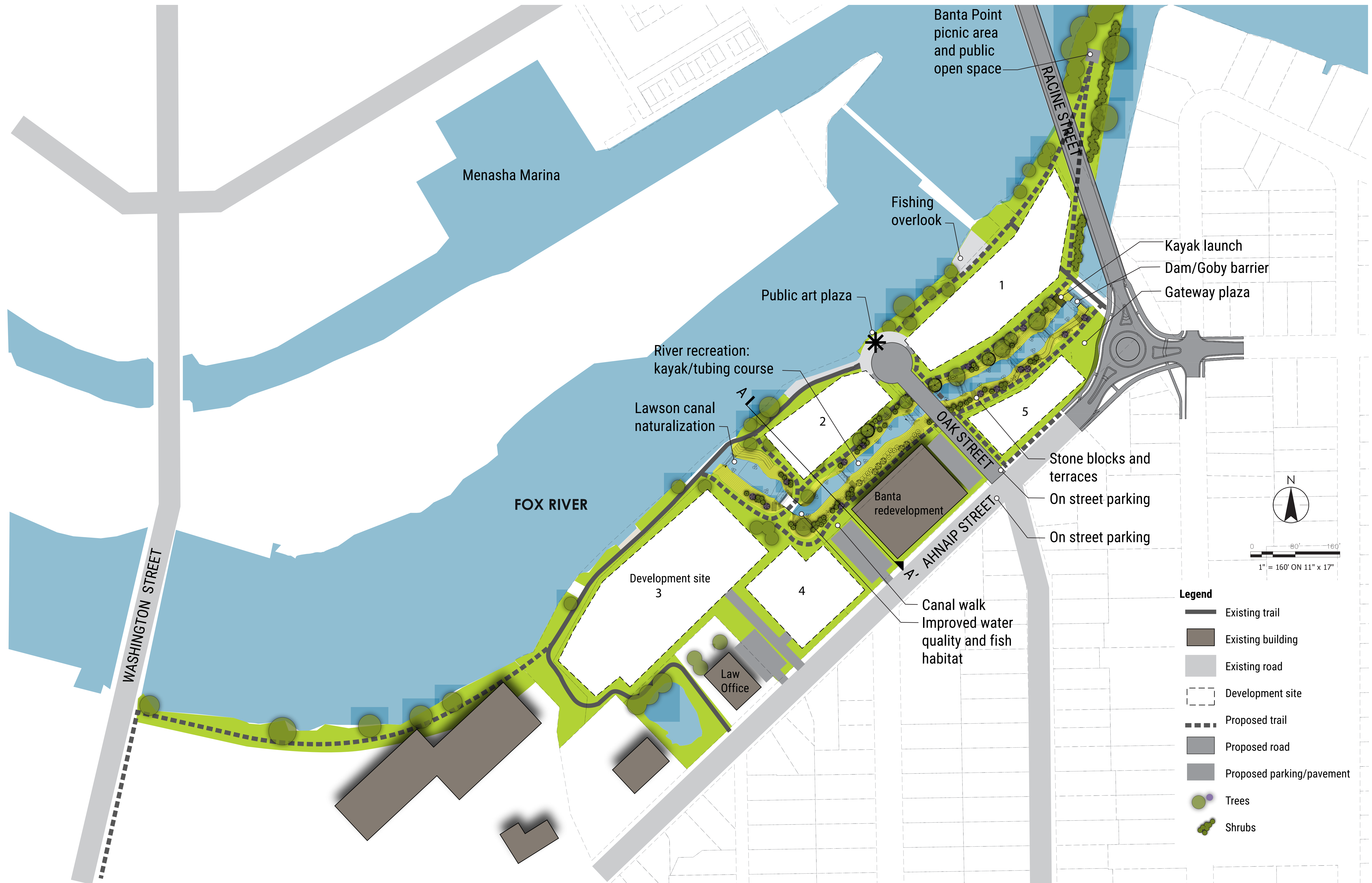
On March 23, the Common Council, RDA, Plan Commission, Park Board and the general public was invited to a presentation of the draft concept and public input session. Following the workshop, the public was invited to view the presentation and provide feedback in an online survey or stop by City Hall to view the concept plans and submit feedback.

Over 86% of the survey respondents, agreed or strongly agreed that the design of the plan meets the following 3 guiding principles:

- Provide exceptional public access to the waterfront
- Provide a range of activities and opportunities to draw people to the area to recreate, live and work
- Provide sustainable development that balances economic, environment and social needs

As we work towards our goal of applying for a DNR Stewardship grant by May 1, we will be hosting a special meeting on April 13th to review final concept designs with the RDA, Plan Commission and Park Board based on feedback received from the workshop and public input

period and thus recommend support to the Council. On April 20th, staff will seek approval of the concept plan from the Common Council to move forward with the grant application process.



PLAN
LAWSON CANAL SUB AREA PLAN



CITY OF MENASHA
COMMON COUNCIL
TEL-WEB CONFERENCE
MARCH 15, 2021
MINUTES

A. CALL TO ORDER

Meeting called to order by Mayor Merkes at 6:01 p.m.

B. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

C. ROLL CALL

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

ALSO PRESENT: DPC Hancheck, FC Kloehn, CDD Schroeder, DPW Alix, DDE Gordon, FD Sassman, PHD McKenney, CA/HRD Captain, Mayor Merkes, Clerk Krautkramer

D. TEMPORARY SUSPENSION OF THE RULES OF THE COMMON COUNCIL AND MAYOR TEL WEB CONFERENCE

Moved by Ald. Sevenich seconded by Ald. Ted Grade to temporarily suspend the rules of the Common Council and Mayor to allow for the use of electronic devices.

Motion carried on voice vote.

E. PUBLIC HEARING

1. Special Use Permit - Electronic Message Center Sign - 1515 Appleton Road (6-01262-004)
Staff provided an overview of the Special Use Permit to add an electronic message center sign located at 1515 Appleton Road.

Sandra DaBill Taylor, 545 Broad Street, Menasha. She commented on electronic messaging signs, City of Menasha sign ordinance, and electronic message center sign hours of operation.

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

1. Storm Water Planning Grant Presentation - McMahon Associates

Nick Vande Hey, Vice President | McMahon Associates. He provided an overview of the Stormwater Planning Grant opportunity and commented on local polluted bodies of water, runoff into storm sewers, and grant funding and planning.

General discussion ensued on grant funds, phosphorous sources and levels, and retention ponds.

2. PHD McKenney, COVID-19 Update

Staff commented on case counts, laboratory confirmed cases case rate trend and burden, confirmed cases by age, seven day case incidence, testing rate, hospital capacity, metrics for suppression, testing sites, and vaccinations.

General discussion ensued on emergency management support personnel, vaccination efforts and tracking, and gathering and re-opening timelines.

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

Minutes to receive:

- a. Board of Public Works, 3/1/21
- b. Landmarks Commission, 3/10/21
- c. Plan Commission, 3/2/21
- d. Redevelopment Authority, 3/2/21

Communications:

- e. ATC Community Planting Grant
- f. Public Notice of an Air Pollution Control Permit Application Review – 190 3rd Street, Menasha
- g. Unclaimed Bike Auction Prospectus
- h. Banta Site/Lawson Canal Update

General discussion ensued on the Banta Site/Lawson Canal Update Presentation (communication h.), the unclaimed Bike Auction Prospectus (communication g), and commissioner rules.

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

Motion carried on voice vote.

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

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

Sandra DaBill Taylor, 545 Broad Street, Menasha. She commented on Board of Public Works agenda items, Housing Authority meeting items, the Landmarks Façade Grant/Loan Policy, and various minutes.

Maxwell Chapman, 1011 Brighton Drive, Menasha. He commented on his request to allow for the building of a garage and second floor living quarters within the right of way.

H. 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, 3/1/21

Board of Public Works, 3/1/21, Recommends:

2. Awarding Contract Unit No. 2021-05; Public Protection Facility Rooms Remodel to IEI General Contractors in the amount of \$76,000.00
3. Awarding Contract Unit No. 2021-06; Baldwin Street Reconstruction to Sommers Construction Company in the amount of \$251,474.95
4. Approval of the Quarterly Stormwater Flyer

Plan Commission, 3/2/21, Recommends Approval of:

5. Approve the Special Use Permit - Electronic Message Center Sign - 1515 Appleton Road (6-01262-004)

Ald. Sevenich requested that each item be voted on separately.

Mayor Merkes ruled the request was germane and each item would be voted on separately.

G. ITEMS REMOVED FROM THE CONSENT AGENDA

1. Moved by Ald. Sevenich seconded by Ald. Tom Grade to approve Consent Agenda item 1, Common Council, 3/1/21.
Motion carried on voice vote.
2. Moved by Ald. Langdon seconded by Ald. Taylor to approve Consent Agenda item 2, Awarding Contract Unit No. 2021-05; Public Protection Facility Rooms Remodel to IEI General Contractors in the amount of \$76,000.00.
Motion carried on roll call 8-0.
3. Moved by Ald. Langdon seconded by Ald. Taylor to approve Consent Agenda item 3, Awarding Contract Unit No. 2021-06; Baldwin Street Reconstruction to Sommers Construction Company in the amount of \$251,474.95.
Motion carried on roll call 8-0.
4. Moved by Ald. Langdon seconded by Ald. Taylor to approve Consent Agenda item 4, Quarterly Stormwater Flyer.
Motion carried on voice vote.
6. Moved by Ald. Schmidt seconded by Ald. Tom Grade to approve Consent Agenda item 5, Special Use Permit - Electronic Message Center Sign - 1515 Appleton Road (6-01262-004) with the condition that a completed sign permit application and payment be submitted prior to the installation of the new sign.
Motion carried on roll call 8-0.

General discussion ensued on the electronic message center sign.

H. ACTION ITEMS

1. Accounts payable and payroll for the term of 2/26/21 – 3/11/21 in the amount of \$3,066,207.78

Moved by Ald. Nichols seconded by Ald. Ted Grade to approve the Accounts payable and payroll for the term of 2/26/21 – 3/11/21 in the amount of \$3,066,207.78.

Motion carried on roll call 8-0.

General discussion ensued on winter salt distribution.

2. Beverage Operators License Applications for the 2019-2021 licensing period.
Moved by Ald. Nichols seconded by Ald. Ted Grade to approve Beverage Operators License Applications for the 2019-2021 licensing period.
Motion carried on roll call 8-0.
3. "Class A" and Class "A" Liquor License Application for Horan Brothers LLC, d/b/a Club Liquor, Jonathan Horan, agent for the premise at 234 Main Street, Menasha for the remainder of the 2020-2021 licensing year.
Moved by Ald. Nichols seconded by Ald. Taylor to approve "Class A" and Class "A" Liquor License Application for Horan Brothers LLC, d/b/a Club Liquor, Jonathan Horan, agent for the premise at 234 Main Street, Menasha for the remainder of the 2020-2021 licensing year.
Motion carried on roll call 8-0.

4. Landmarks Façade Grant/Loan Policy

Moved by Ald. Tom Grade seconded by Ald. Sevenich for the approve of the Façade Improvement Grant/Loan Policy and changing the interest rate for façade loans from 4% to 1% less than the prime lending rate, not to exceed 4%.

General discussion ensued on ineligible projects, back alley and rear facade improvements, façade definitions, public areas, and Community Development Department position titles.

Moved by Ald. Sevenich seconded by Ald. Taylor to amend to remove item 1. Facades facing back alleys or the rear of the building under section VII. Ineligible Projects and add the language “including facades facing back alleys or the rear of the building improvements in the back alley or the rear of the building” after the words “public gathering” in the second paragraph which describes the definition of a façade.

Motion carried on voice vote.

Moved by Ald. Taylor seconded by Ald. Sevenich to amend to change the language “and designee” to “Principal Planner” in all portions of the policy.

Motion carried on voice vote.

The original motion carried on roll call 8-0 as amended.

5. 205 Mathewson Street Listing Agreement

Moved by Ald. Sevenich seconded by Ald. Ted Grade to approve the listing contract for 205 Mathewson Street as presented with Assist 2 Sell with a listing price of \$20,000.00 as recommended by the Realtor.

Moved by Ald. Nichols seconded by Ald. Taylor to amend the listing contract to add the language “for the term of one year”.

Motion carried on voice vote.

General discussion ensued on the listing price and the contract term.

The original motion carried on roll call 8-0 as amended.

6. Environmental Contingency for the Brin Project – The Brin, LLC

Kip Golden, Vice President | CR Structures Group, Inc. He provided an overview of the environmental contingency for the Brin Project and commented on project timelines, lender commitment letters, grant funds, site utilities, asbestos testing, 7 Tayco St. and 13 Main St. closing time frame, ground breaking ceremony date, land purchase costs and investments, and soil contamination (testing, findings, and disposal methods and costs).

General discussion ensued on CID coverage.

Action was taken upon reconvening into open session.

7. Third Amendment – Land Purchase and Development Agreement – The Brin Project – YBR Properties

Item was tabled after closed session deliberations. Action was taken following closed session.

8. Acquisition of Real Estate by The Redevelopment Authority – 2011 Manitowoc Road
(Former Markway Metals)

Staff provided an overview of the Acquisition of Real Estate by The Redevelopment Authority - 2011 Manitowoc Road and commented on the property purchase timeline.

General discussion ensued on property owner terms and circumstances surrounding the blight determination.

Moved by Ald. Nichols seconded by Ald. Schmidt to approve the acquisition of real estate by The Redevelopment Authority of the City of Menasha for the property of 2011 Manitowoc Road and direct staff to commence a determination of blight following Wisconsin State Statutes. Motion carried on roll call 8-0.

9. COVID-19 Pandemic Resilient City of Menasha Plan – Common Council Meetings
General discussion ensued on the COVID-19 Pandemic Resilient Plan start date, meeting options (in-person and virtual), mask wearing, City building's opening intentions, temperature testing, virus spread categories, vaccinated populations, 1st floor conference rooms total occupancy, contraction risks, moving through the phases, and virus activity.

Moved by Ald. Sevenich seconded by Ald. Tom Grade to implement the City of Menasha COVID-19 Pandemic Resilient Plan beginning May 3, 2021.

Moved Nichols seconded by Ald. Taylor to postpone the final decision to implement the City of Menasha COVID-19 Pandemic Resilient Plan beginning on May 3, 2021 for two weeks until April 5, 2021 to ensure all necessary information is received. Motion carried on roll call 7-1. Ald. Tom Grade voted no.

I. ORDINANCES AND RESOLUTIONS

1. R-6-21 A Resolution in Appreciation for Outstanding Public Service by Sy Swederski
Moved by Ald. Sevenich seconded by Ald. Taylor to approve R-6-21 A Resolution in Appreciation for Outstanding Public Service by Sy Swederski. Motion carried on roll call 8-0.

2. O-1-21 An Ordinance Amending Title 10, Article B, Section 10-1-14 of the Code Of Ordinances (Heavy Traffic Routes); Introduced by Ald. Sevenich
General discussion ensued on truck traffic on Ninth Street.

Moved by Ald. Sevenich seconded by Ald. Taylor to approve O-1-21 An Ordinance Amending Title 10, Article B, Section 10-1-14 of the Code Of Ordinances (Heavy Traffic Routes). Motion carried on roll call 8-0.

J. HELD OVER BUSINESS

1. Placing two no trucking signs on Ninth Street
Moved by Ald. Sevenich seconded by Ald. Taylor to approve Placing two no trucking signs on Ninth Street.

General discussion ensues on sign placement, traffic enforcement, truck traffic data on Ninth Street, truck types, road weight limits, monitoring traffic, and frequent truck traffic routes.

Moved by Ald. Sevenich seconded by Ald. Taylor to amend the original motion to place a third no trucking sign at Melissa Street and USH 114.

Original motion carried on roll call 7-1 as amended.
Ald. Nichols voted no.

K. APPOINTMENTS

1. Reappointment of Charles Gifford to the Appleton Redevelopment Authority Exhibition Center Advisory Committee for 1/1/2021 – 12/31/2022.

Moved by Ald. Sevenich seconded by Ald. Taylor to approve the reappointment of Charles Gifford to the Appleton Redevelopment Authority Exhibition Center Advisory Committee for 1/1/2021 – 12/31/2022.

Motion carried on voice vote.

L. CLAIMS AGAINST THE CITY

M. 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 Landmarks façade grant policy, COVID-19 Pandemic Resilient City of Menasha Plan, Acquisition of Real Estate by The Redevelopment Authority, vacancies on Boards, Commissions, and Committees, and Brin Development.

N. RECESS TO COMMITTEES

Moved by Ald. Sevenich seconded by Ald. Tom Grade to recess to committees.
Motion carried on voice vote.

O. ACTION ITEMS

1. Adjourn into Closed Session pursuant to Wis. Stats. 19.85(1)(e) deliberating or negotiating the purchasing of public property, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session (Environmental Contingency for the Brin Project – The Brin, LLC)

Moved by Ald. Nichols seconded by Ald. Ropella to adjourn into closed session pursuant to Wis. Stats. 19.85(1)(e) deliberating or negotiating the purchasing of public property, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session (Environmental Contingency for the Brin Project – The Brin, LLC).

Motion carried on roll call 8-0.

2. May adjourn into Open Session to take action on items discussed in Closed Session
Return to open session at 11:10 p.m.

Moved by Ald. Sevenich seconded by Ald. Taylor to approve half of the request for additional funding and add the following language to the Third Amendment, “The following Section under ARTICLE III, City Obligations, is hereby added and read as follows: “3.12 Environmental Contingency. The City of Menasha hereby agrees to reimburse for one-half of the additional environmental costs as requested in the March 15, 2021 Common Council packet not to exceed \$20,827.50. The Developer shall submit paid receipts upon completion of the costs outlined under said packet. This payment shall not be construed as a general obligation debt of the City as outlined under Section 3.6 and 3.7, and shall only be made upon the issuance of a

certificate of occupancy in conjunction with the second performance incentive payment through future Tax Increments in the District created from the Project. Said Payment shall not be part of the City's total Performance Incentive noted under Section 3.6 above.””

Moved by Ald. Sevenich seconded by Ald. Ropella to approve the Third Amendment – Land Purchase and Development Agreement – The Brin Project as amended.
Motion carried on roll call 8-0.

P. ADJOURNMENT

Moved by Ald. Taylor seconded by Ald. Tom Grade to adjourn at 11:16 p.m.
Motion carried on voice vote.

Haley Krautkramer
City Clerk

DRAFT

CITY OF MENASHA
SPECIAL COMMON COUNCIL
TEL-WEB CONFERENCE
MARCH 31, 2021
MINUTES

A. CALL TO ORDER

Meeting called to order by Mayor Merkes at 3:02 p.m.

B. PLEDGE OF ALLEGIANCE

The Pledge of Alliance was recited.

C. ROLL CALL

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

ALSO PRESENT: CCD Schroeder, DPW Alix, DDE Gordon, FD Sassman, CA/HRD Captain, Mayor Merkes, Clerk Krautkramer

D. TEMPORARY SUSPENSION OF THE RULES OF THE COMMON COUNCIL AND MAYOR TEL WEB CONFERENCE

Moved by Ald. Sevenich seconded by Ald. Taylor to temporarily suspend the rules of the Common Council and Mayor/Tel Web Conference to allow for the use of electronic devices. Motion carried on voice vote.

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

- a. E-mail from CDD Schroeder – March 23, 2021 (The Brin Project)

F. ACTION ITEMS

1. Fourth Amendment – Land Purchase and Development Agreement – The Brin Project – The Brin LLC

Staff provided an overview of the Fourth Amendment to the Land Purchase and Development Agreement.

Kip Golden, Vice President | CR Structures, LLC. He provided an overview of the contamination at the site and commented on testing, costs, and the closing schedule.

General discussion ensued on fees, soil and water contamination, storm water detention facility costs, grant funding, financial commitments, closing and transfer date, and ground breaking ceremony date and time.

Moved by Ald. Sevenich seconded by Ald. Tom Grade to approve the Fourth Amendment to the Land Purchase and Development Agreement with The Brin LLC for the redevelopment of the Brin Project as presented and upon review of financial commitments to close on the sale of the properties.

Motion carried on roll call 8-0.

2. May adjourn into Closed Session pursuant to Wisconsin State Statutes 19.85(e) and (g): Deliberating or negotiating the purchasing of public properties, the investing of public funds or conducting other specified public business, whenever competitive or bargaining reasons require a closed session and/or conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved (Fourth Amendment to the Land Purchase and Development Agreement – The Brin Project – The Brin LLC)
3. May adjourn into Open Session to take action on items discussed in Closed Session.

G. ADJOURNMENT

Moved by Ald. Taylor seconded by Ald. Schmidt to adjourn at 3:43 p.m.

Haley Krautkramer
City Clerk



Memorandum

To: Board of Public Works

From: Adam Alix, Director of Public Works

Date: March 8, 2021

Re: Public Works Facility Project Update/Change Orders

The demolition of the old facility is complete. Once the frost leaves the ground the earthwork contractor will be returning to start the rough grading of the site. The fueling station is operational with all DPW, Park, and Police vehicles having been programmed and are now able to fuel at the new facility.

We will be starting the removal of the recycle drop site for its relocation to the east of the Public Works Facility office. The site will remain open to the public with the containers being placed on the end of Baldwin Street inside of the first gate. There may be a few days where when transitioning to its new location where access to the site may prohibit it from being open to the public. We will be sure to keep everyone informed during those times.

There are four items that we planned to have come out of the Project Contingency Fund on the most recent pay request. The four items noted below total \$5,835.74 and are highlighted in the attached Project Contingency Summary.

PCI0036- Add duct run above vestibule ceiling to help heat the space; ADD \$841.50.

PCI0037- Altered the reception layout moving some casework and adding matching solid surface countertop for additional work surface; ADD \$2,050.40.

PCI0038- Installation of stainless steel protective covers for solid interceptor traps on the maintenance shop sinks; ADD \$1,754.00.

PCI0039- Addition of four window shades in the office area; ADD \$1,189.84.

Staff is recommending the approval of Change Order #17 in the amount of \$5,835.74 for the Public Works Construction Project; Contract Unit No. 2020-06, to be funded thru the project's contingency fund.



Change Order Request

Date: 01/07/2021
To: Adam Alix
 City of Menasha
 100 Main St
 Ste 200
 Menasha, WI 54952

Re: Menasha Public Works Facility
 Menasha, WI 54952
Project: 191710
State/Federal Job: 2020-06

Reference Document: PCI0036

Change Description: RFI #51: Temperature in Front Vestibule Ceiling Fixes

Contractor	Description	Amount
Sure Fire Inc	HVAC	\$841.50
* SUB-TOTAL *		\$841.50
Project Contingency		-\$841.50
** TOTAL **		\$0.00

Impacted Calendar Days: 0

All terms of our agreement apply and preclude Miron Construction Co., Inc. from performing any extra work without approval. Please provide your approval by signing this request.

Kellen Mueller / rji

01/07/2021

Kellen Mueller
 Miron Construction Co., Inc.

Date:

Adam Alix

1/7/2021

Owner Representative
 City of Menasha

Date:

This quote expires on: 01/29/2021

PROJECT NAME: Menasha Public Works
 455 Baldwin Street
 Menasha, WI 54952

PROJECT NUMBER: 191710
 DATE: 1/6/2021
 PCI #: 0036

PRICING FOR PCI
 DUE BY: 01/13/2021

Potential Cost Impact (PCI) Proposal Request

To: Sure Fire

Email:
 Phone:

Description: RFI #51: Temperature in Front Vestibule Ceiling Fixes

Self-Performed Work:

Description	Quantity		Labor		Materials	Equipment		Totals
	Total Hours	Hourly Rate	Hourly Rate	Total Labor		Type	Total	
1 Add duct take off and volume dampers	4	80		320	85			405
2								0
3								0
4								0
5								0
Subtotal								405
Overhead Profit & Markup (10%)								40.5
Total Contractor cost with markup								445.5

Sub-Tier Subcontractors:

Description	Quantity	Labor		Material	Equipment		Totals	
		Hourly Rate	Total Labor		Type	Total		
1 Test & Balance	3	120	360	0			360	
2							0	
3							0	
Subtotal								360
Subcontractor markup (10%)								36
Total Subcontractor cost with markup								396
Total								841.5

Schedule Impact: Calendar Days

Please review and respond NO LATER THAN the date noted above with any and all changes (add, deduct, or no change) to your contract in terms of dollars and/or schedule impact caused by the above modification. It is recommended to use this form when providing your cost, if not please reference PCI Number above to identify this request. Note: if no response is received within the allotted time provided, Miron will proceed with pricing.

Additional Comments:

Kellen Mueller / Robin Inman
 Project Manager / Project Accountant

cc: File
 Jobsite



Change Order Request

Date: 01/06/2021
To: Adam Alix
 City of Menasha
 100 Main St
 Ste 200
 Menasha, WI 54952

Re: Menasha Public Works Facility
 Menasha, WI 54952
Project: 191710
State/Federal Job: 2020-06

Reference Document: PCI0037

Change Description: Office Reception Changes: Changing out countertop for casework moved into the office from another room. Adding solid surface splashes to reception counter and back-wall counter. Adding a plastic laminate removable panel, 2 supports, cleating, toe board, & 1 lock for a cash drawer at the reception desk due to cabinets being moved around.

Contractor	Description	Amount
Miron Construction Co., Inc.	General Trades	\$2,050.40
* SUB-TOTAL *		\$2,050.40
Project Contingency		-\$2,050.40
** TOTAL **		\$0.00

Impacted Calendar Days: 0

All terms of our agreement apply and preclude Miron Construction Co., Inc. from performing any extra work without approval. Please provide your approval by signing this request.

Kellen Mueller / rji

01/06/2021

Kellen Mueller
 Miron Construction Co., Inc.

Date:

Adam Alix

1/8/2021

Owner Representative
 City of Menasha

Date:

This quote expires on: 01/27/2021



Building Excellence

GENERAL TRADES Change Order Request

Date: 01/06/2021
To: Tim Kippenhan
Miron Construction Co., Inc.
PO Box 509
Neenah, WI 54956

Re: Menasha Public Works Facility (General Trades SP)
Menasha, WI 54952
Project: 191716

Reference Document: PCI0007

Change Description: Office Reception Changes
191710 PCI 0037

Contractor	Description	Amount
Discher Arch Millwork Inc	ARCHITECTURAL CASEWORK	\$1,864.00
* SUB-TOTAL *		\$1,864.00
Management Fee - Self Perform		\$186.40
** TOTAL **		\$2,050.40

Impacted Calendar Days: 0

All terms of our agreement apply and preclude Miron Construction Co., Inc. from performing any extra work without approval. Please provide your approval by signing this request.

Kellen Mueller / rji

Kellen Mueller
Miron Construction Co., Inc.

01/06/2021

Date:

Owner Representative
Miron Construction Co., Inc.

Date:

This quote expires on: 01/27/2021



DISCHER

ARCHITECTURAL MILLWORK, INC.

P.O. BOX 2943 • OSHKOSH, WI 54903-2943

920-235-6500 • FAX: 920-235-7035 • WWW.DISCHERMILLWORK.COM

December 18, 2020

Menasha Public Works
Attn: Kellen Mueller
455 Baldwin Street
Menasha, WI. 54952

Dear Kellen:

We propose to furnish millwork as listed below for the above referenced project, for the sum of Eight Hundred Eighty-Nine (\$889.00) Dollars (F.O.B. jobsite, sales tax NOT included).

- 1) Add solid surface splashes to the Reception counter and the back-wall counter.
- 2) Add a plastic laminate removable panel, 2 supports, cleating, toe board, & 1 lock for a cash drawer at the Reception Desk due to cabinets being moved around.

Thank you for your consideration.

Sincerely yours,
Tom Droese



DISCHER

ARCHITECTURAL MILLWORK, INC.

P.O. BOX 2943 • OSHKOSH, WI 54903-2943

920-235-6500 • FAX: 920-235-7035 • WWW.DISCHERMILLWORK.COM

December 15, 2020

Menasha Public Works
Attn: Kellen Mueller
455 Baldwin Street
Menasha, WI. 54952

Dear Kellen:

We propose to furnish millwork as listed below for the above referenced project, for the sum of Nine Hundred Seventy-Five (\$975.00) Dollars (F.O.B. jobsite, sales tax NOT included).

- 1) Add a new solid surface counter top at the back wall of the Reception Area over the relocated cabinets.

Thank you for your consideration.

Sincerely yours,
Tom Droese



Building Excellence

Change Order Request

Date: 01/11/2021
To: Adam Alix
 City of Menasha
 100 Main St
 Ste 200
 Menasha, WI 54952

Re: Menasha Public Works Facility
 Menasha, WI 54952
Project: 191710
State/Federal Job: 2020-06

Reference Document: PCI0038

Change Description: Install stainless steel covers for solid interceptors at hand wash stations in Maintenance Garage.

Contractor	Description	Amount
EGI Mechanical	PLUMBING	\$1,754.00
* SUB-TOTAL *		\$1,754.00
Project Contingency		-\$1,754.00
** TOTAL **		\$0.00

Impacted Calendar Days: 0

All terms of our agreement apply and preclude Miron Construction Co., Inc. from performing any extra work without approval. Please provide your approval by signing this request.

Kellen Mueller / rji
 Kellen Mueller
 Miron Construction Co., Inc.

01/11/2021
 Date:

Adi Alix
 Owner Representative
 City of Menasha

2/8/2021
 Date:

This quote expires on: 02/01/2021



MECHANICAL INC.

PROJECT MODIFICATION

FURNISH AND INSTALL STAINLESS STEEL SHROUDS

1/11/2021

Subcontractor: EGI MECHANICAL INC.

Work performed: PENDING

Building worked in: Menasha Public Works

Date work performed:

Project details: Furnish and Install Stainless Steel shrouds at (2) locations.

A. Labor/Insurance/Fringes/Taxes:	\$74.55	total hrs:	<u>12.75</u>	\$	<u>950.54</u>
B. Subsistence and travel:	\$ -	total days:	0	\$	<u>-</u>
C. Materials with tax:	\$ 644.00	x tax rate	0.0%	\$	<u>644.00</u>
D. Equipment rental:		none		\$	<u>-</u>
TOTAL COST OF A THRU D:				\$	<u>1,594.54</u>
E. Overhead & Profit on Self-Performed Work @		10%		\$	<u>159.45</u>
Subtotal:				\$	<u>1,754.00</u>
F. Subcontracted Work:	<i>Insulator</i>			\$	<u>-</u>
				\$	<u>-</u>
TOTAL SUBCONTRACTOR AMOUNT:				\$	<u>-</u>
G. Overhead & Profit on Subcontracted Work @		7.0%		\$	<u>-</u>
Subtotal:				\$	<u>-</u>
TOTAL COST:				\$	<u>1,754.00</u>

EGI MECHANICAL INC.
1000 East Pearl Street / PO Box 65 / Seymour, WI 54165
www.egimech.com



Building Excellence

Change Order Request

Date: 01/20/2021

To: Adam Alix
City of Menasha
100 Main St
Ste 200
Menasha, WI 54952

Re: Menasha Public Works Facility
Menasha, WI 54952
Project: 191710
State/Federal Job: 2020-06

Reference Document: PCI0039

Change Description: Add 4 shades: 1 - Reception; 1 - Office 1; 2 - Office 2.

Contractor	Description	Amount
Miron Construction Co., Inc.	General Trades	\$1,189.84
* SUB-TOTAL *		\$1,189.84
Project Contingency		-\$1,189.84
** TOTAL **		\$0.00

Impacted Calendar Days: 0

All terms of our agreement apply and preclude Miron Construction Co., Inc. from performing any extra work without approval. Please provide your approval by signing this request.

Kellen Mueller / rji

Kellen Mueller
Miron Construction Co., Inc.

01/20/2021

Date:

Adam Alix

Owner Representative
City of Menasha

1/26/2021

Date:

This quote expires on: 02/11/2021

Just For Windows, LLC

217 Green Bay Road
 Apt. C
 Thiensville, WI 53092
 Phone: 262-238-1823
 Fax: 262-238-1813

QUOTE

1568783

DATE: JANUARY 20, 2021

TO:
MIRON CONSTUCTION
 Kellen Mueller
 1471 MCMAHON DRIVE
 NEENAH, WI 54956

SHIP TO:

RE: Menasha DPW

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
4	SWF Contract (Springs Window Fashions) Product: Manual Roller Shades Fabric: Crosshatch R300 with a 3% openness Color: Smoke/Platinum Fascia Color: Clear Anodized Aluminum Locations: Reception (1), Office 1 (1), Office 2, (2) Price Includes Installation		\$1,112.00
		SUB TOTAL SALES TAX EEMPT	\$1,112.00
		TOTAL	\$1,112.00

Menasha Public Works Facility Construction Project
Project Contingency Summary
March 5, 2021

Change	Contingency Balance - February 12, 2020					\$ 461,166.85
<u>Order #</u>	<u>Approved</u>					
CO#1	PCI-0001	3/18/2020	Miron	Site Utilities	Reduced Pipe Size	\$ 4,401.00
CO#2	PCI-0002	5/13/2020	Miron	Steel Fab-Erection	Lenghten I Beams/Bollards	\$ (3,106.41)
CO#3	PCI-0003	5/13/2020	Miron	Electrical	Additional Light Fixtures	\$ (4,620.00)
CO#4	PCI-0004	6/15/2020	Miron	CB#1	Plumbing/Railing	\$ (3,301.76)
CO#5	PCI-0005	6/15/2020	Miron	Plumbing	Code - Hot Water Recirc	\$ (5,562.51)
CO#6	PCI-0006	6/15/2020	Miron	Structural Steel	Lintel-Brick Veneer	\$ (1,558.55)
CO#7	PCI-0007	6/15/2020	Miron	Site Utilities	Concrete Pipe-cover	\$ (4,000.00)
CO#8	PCI-0008	6/15/2020	Miron	Earthwork	Unsuitable Soils	\$ (54,656.89)
CO#13	PCI-0009	10/19/2020	Miron	Flooring	Flooring/Seal Change	\$ 6,088.87
CO#11	PCI-00010	8/17/2020	Miron	Painting	Vehicle Storage Ceiling	\$ (34,416.00)
CO #13	PCI-00011	10/19/2020	Miron	HVAC/Roofing	Vent opening framing	\$ (11,341.75)
CO #13	PCI-00012	10/19/2020	Miron	Electrcial	Data Rack Elimination	\$ 7,000.00
CO #13	PCI-00013	10/19/2020	Miron	Fire Suppression	Increase volume-Tire Room	\$ (2,964.50)
CO #13	PCI-00014	10/19/2020	Miron	Site Utilities	Water service location/MU	\$ (2,520.00)
CO #13	PCI-00015	10/19/2020	Miron	Structural	Sliding gate/Sign Shop Mez	\$ (979.00)
CO #13	PCI-00016	10/19/2020	Miron	Structural	Sliding gate/Sign Shop Mez	\$ (540.10)
CO #14	PCI-0017	12/7/2020	Miron	Site Utilities	Relocation of gas line in building	\$ (1,125.00)
CO #14	PCI-0018	12/7/2020	Miron	Windows	Elimination of one/conflict	\$ 1,760.13
CO #14	PCI-0019	12/7/2020	Miron	HVAC	Move washbay unit heater vent	\$ (2,674.58)
CO #14	PCI-0020	12/7/2020	Miron	HVAC	Duct work altered/add difusers	\$ (4,073.00)
CO #14	PCI-0021	12/7/2020	Miron	Electrical/Ceiling	Wood shop-Raise ceiling height	\$ (8,665.55)
CO #14	PCI-0022	12/7/2020	Miron	Earthwork	Additional stone/grading-fuel pad	\$ (5,546.25)
CO #14	PCI-0023	12/7/2020	Miron	Door Trim	Trim exterior door openings	\$ (13,523.98)
CO #14	PCI-0024	12/7/2020	Miron	Overhead Doors	Credit for openers not needed	\$ 5,200.00
CO #14	PCI-0025	12/7/2020	Miron	Painting	Vehicle Storage Columns	\$ (2,880.00)
CO #15	PCI-0026	2/1/2021	Miron	Plumbing	Additional 1 1/2" supply request	\$ (2,501.39)
CO #15	PCI-0027	2/1/2021	Miron	HVAC	Difuser Credit	\$ 360.00
CO #15	PCI-0028	2/1/2021	Miron	Sign	Ice&WaterShield/Access Door	\$ (1,130.00)
CO #15	PCI-0029	2/1/2021	Miron	HVAC	Raise Height of Heaters in Maint +	\$ (7,137.27)
CO#16	PCI-0030	3/1/2021	Miron	Fireproofing	Firerated Decking	\$ (9,286.73)
CO#16	PCI-0031	3/1/2021	Miron	Fire Alarm/Alarm	Add panic button/horn&strobe	\$ (8,803.00)
CO#16	PCI-0032	3/1/2021	Miron	Gypsum Board	eliminate break room wall	\$ 873.00
CO#16	PCI-0033	3/1/2021	Miron	HVAC/Alarm	Destrat fan interlock	\$ (3,240.00)
CO#16	PCI-0034	3/1/2021	Miron	Vinyl Base	Add vinyl base to hallways	\$ (1,070.00)
CO#16	PCI-0035	3/1/2021	Miron	HVAC	Drip pan for condensate/fan ext	\$ (851.00)
CO#17	PCI-0036		Miron	HVAC	Vestibule Ceiling Temperature	\$ (841.50)
CO#17	PCI-0037		Miron	General	Additional Solid Surface-Office	\$ (2,050.40)
CO#17	PCI-0038		Miron	Plumbing	Stainless Steel Covers	\$ (1,754.00)
CO#17	PCI-0039		Miron	General	Additional blinds	\$ (1,189.84) \$ (5,835.74)
	Sub Total					\$ (182,227.96)
	731 Fund	4/15/2020	Omni	Environmental	Dirty Water	\$ (3,087.92)
	Pay#6	2018	Various	Admin	ADA/Testing	\$ (3,931.70)
	Pay#4	2018-2019	Gries	Architctural	Consultants	\$ (23,500.00)
CO#9	CO #9	6/15/2020	US Petroleum	Fueling Station	Canopy	\$ (24,507.00)
	731 Fund	7/23/2020	Winnebago Cty	Earthwork	Charred Refuse Disposal	\$ (35,702.34)
CO#10	CO#10	8/17/2020	US Petroleum	Fueling Station	2 Product Dispensers	\$ (11,130.00)
CO#12	CO#12	9/21/2020	TLC Sign	Signage Letters	Edge Lit Building Sign	\$ (5,932.00)
	731 Fund	1/8/2021	Winnebago Cty	Site Utilities	Charred Refuse Disposal	\$ (1,735.86)
	Sub Total					\$ (109,526.82)
	Contingency Balance To Date					\$ 169,412.07 37%
Anticipated		MU		Electrcial	New Service	\$ (25,000.00)
		MU		Fiber	New Service	\$ (8,245.00)
	Sub Total					\$ (33,245.00)
	Projected Contingency Balance with Anitipated Uses					\$ 136,167.07 30%
Allowances to be Returned						
Plan Reproduction	\$	3,504.00	\$	1,333.39	\$	2,170.61
Material Testing	\$	27,335.00	\$	15,187.65	\$	12,147.35
Winter Cond.	\$	75,000.00	\$	107.60	\$	74,892.40
					\$	89,210.36
Energy Efficiency Rebates Received						
Focus on Energy	\$		\$		\$	8,995.46
Total	\$		\$		\$	98,205.82
Projected Surplus						\$ 234,372.89

APPLICATION AND CERTIFICATE FOR PAYMENT

TO OWNER: City of Menasha
 100 Main St
 Ste 200
 Menasha, WI 54952

PROJECT: Menasha Public Works Facility
 City of Menasha 2020-06
 Menasha, WI

APPLICATION NO.: 12

PERIOD TO: 02/28/2021

PROJECT NOS.: 191710

Distribution to:
 OWNER
 ARCHITECT
 CONTRACTOR

FROM CONTRACTOR: Miron Construction Co., Inc.
 PO Box 1372
 Green Bay, WI 54305-1372

ARCHITECT: Gries Architectural Group
 500 N Commercial St
 Neenah, WI 54956
 US

CONTRACT DATE: 04/02/2018

CONTRACT FOR: Menasha Public Works Facility

APPLICATION AND CERTIFICATE FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. Continuation sheet is attached.

1. ORIGINAL CONTRACT SUM \$ 10,358,342.42
2. Net change by change orders \$ 0.00
3. CONTRACT SUM TO DATE (Line 1 +/- 2) \$ 10,358,342.42
4. TOTAL COMPLETED & STORED TO DATE \$ 9,488,648.86
 (Column G on G703)
5. RETAINAGE: \$ 237,217.87
 (Total retainage Column I of G703)
6. TOTAL EARNED LESS RETAINAGE \$ 9,251,430.99
 (Line 4 less Line 5 Total)
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT \$ 9,207,033.46
 (Line 6 from prior Certificate)
8. CURRENT PAYMENT DUE \$ 44,397.53
9. BALANCE TO FINISH, INCLUDING RETAINAGE \$ 1,106,911.43
 (Line 3 less Line 6)

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Change Order approved in previous months by Owner	0.00	0.00
APPROVED THIS MONTH		
Number		
Date Approved		
Current Total:		0.00
Net Change by Change Orders		0.00

AAI Document G702 - 1982 Copyright © 1983, 1985, 1971, 1979, 1983 and 1982 by The American Institute of Architects. All rights reserved. WARNING: This AIA® Document is protected by U.S. Copyright Law and International Treaties. Unauthorized reproduction or distribution of this AIA® Document, or any portion of it, may result in severe civil and criminal penalties, and will be prosecuted to the maximum extent possible under the law. This document was produced at 1657-45 on 03/04/2021 under Order No. S314767038 which expires on 07/26/2021, and is not for resale. User Notice

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for payment were issued and payments received from the Owner, and that current payment shown herein is now due.

Contractor: Miron Construction Co., Inc.

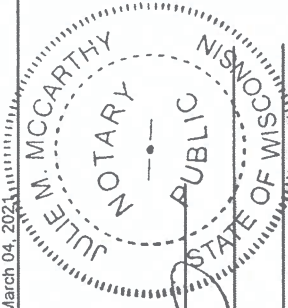
By: *[Signature]* Date: March 04, 2021

State of: Wisconsin

County of: Winnebago

Subscribed and sworn to before

me this 04 day of March 2021



Notary Public: *[Signature]*

My Commission expires: 10/13/24

ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of Work is in accordance with the Contract Documents, and the Contractor is entitled to the payment of the AMOUNT CERTIFIED.

AMOUNT

\$44,397.53

(Attach explanation if amount certified differs from the amount applied for. Initial figures on this Application and on the Continuation Sheet that are changed to conform to the amount certified.)

ARCHITECT: Gries Architectural Group

By: *[Signature]* Date: 03/09/2021

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

Miron Construction Co., Inc.

CONTINUATION SHEET AIA DOCUMENT G703

Page: 2

AIA DOCUMENT G702, APPLICATION AND CERTIFICATE FOR PAYMENT, containing Contractor's signed Certification is attached.
In tabulation below, amounts are stated to the nearest cent.
Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NUMBER: 12
APPLICATION DATE: 03/04/2021
PERIOD TO: 02/28/2021
PROJECT NO: 191710

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE			D WORK COMPLETED (D+E)		F MATERIAL PRESENTLY STORED	G TOTAL COMPLETED AND STORED (%G/C) TO DATE	H BALANCE TO FINISH	I RETAINAGE
		ORIGINAL	CHANGE ORDERS	CURRENT	FROM PREVIOUS APPLICATION	THIS PERIOD				
191710	Menasha Public Works Facility									
005	Earthwork, Building, & Sel Site Demo	852,026.00	56,556.89	908,582.89	739,931.89	30,000.00	0.00	769,931.89	138,651.00	19,248.29
010	Asphalt Paving	224,465.00	0.00	224,465.00	122,768.89	0.00	0.00	122,768.89	101,696.11	3,069.22
015	Site Concrete	94,460.00	0.00	94,460.00	75,568.00	0.00	0.00	75,568.00	18,892.00	1,889.20
020	Site Utilities	114,212.00	2,119.00	116,331.00	116,331.00	0.00	0.00	116,331.00	0.00	2,908.27
025	Cast-in-Place Concrete	1,049,974.00	4,870.03	1,054,844.03	1,054,844.03	0.00	0.00	1,054,844.03	0.00	26,371.10
030	PC Concrete / Steel Fab-Erection	2,798,489.00	30,934.36	2,829,423.36	2,829,423.36	0.00	0.00	2,829,423.36	0.00	70,735.70
035	Masonry	354,178.00	0.00	354,178.00	354,178.00	0.00	0.00	354,178.00	0.00	8,854.45
040	General Trades	271,916.00	-5,437.03	266,478.97	263,238.73	3,240.24	0.00	266,478.97	0.00	6,661.97
045	Overhead Doors	84,600.00	-5,200.00	79,400.00	79,400.00	0.00	0.00	79,400.00	0.00	1,985.00
050	Membrane Roofing Systems	551,595.00	1,890.00	553,485.00	552,355.00	0.00	0.00	552,355.00	1,130.00	13,808.87
055	Caulking	7,030.00	8,901.00	15,931.00	15,931.00	0.00	0.00	15,931.00	0.00	398.27
060	Alum Window, Entr, Glass, & Glazing	99,625.00	1,299.00	100,924.00	100,924.00	0.00	0.00	100,924.00	0.00	2,523.10
065	Gypsum Board Systems	130,328.00	5,057.00	135,385.00	135,385.00	0.00	0.00	135,385.00	0.00	3,384.62
070	Acoustical Ceilings	18,010.00	4,758.00	22,768.00	22,768.00	0.00	0.00	22,768.00	0.00	569.20
075	Resilient Floor, Base, Carpet, Tile	33,621.00	-5,653.38	27,967.62	19,097.62	0.00	0.00	19,097.62	8,870.00	477.44
080	Resinous Flooring	13,647.00	0.00	13,647.00	13,647.00	0.00	0.00	13,647.00	0.00	341.17
085	Painting	75,105.00	40,917.00	116,022.00	116,022.00	0.00	0.00	116,022.00	0.00	2,900.55
090	Metal Lockers	23,000.00	920.00	23,920.00	23,000.00	0.00	0.00	23,000.00	920.00	575.00
095	Bridge Crane	54,595.00	0.00	54,595.00	54,595.00	0.00	0.00	54,595.00	0.00	1,364.87
100	Fire Suppression	101,900.00	4,010.05	105,910.05	105,910.05	0.00	0.00	105,910.05	0.00	2,647.75
105	Plumbing	490,400.00	10,196.27	500,596.27	495,340.88	0.00	0.00	495,340.88	5,255.39	12,383.52

Miron Construction Co., Inc.

CONTINUATION SHEET AIA DOCUMENT G703

Page: 3

AIA DOCUMENT G702, APPLICATION AND CERTIFICATE FOR PAYMENT, containing Contractor's signed Certification is attached. In tabulation below, amounts are stated to the nearest cent. Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NUMBER: 12
 APPLICATION DATE: 03/04/2021
 PERIOD TO: 02/28/2021
 PROJECT NO: 191710

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE			D WORK COMPLETED (D+E)		F MATERIAL PRESENTLY STORED	G TOTAL COMPLETED AND STORED (%G/C) TO DATE	H BALANCE TO FINISH	I RETAINAGE
		ORIGINAL	CHANGE ORDERS	CURRENT	FROM PREVIOUS APPLICATION	THIS PERIOD				
191710	Menasha Public Works Facility									
110	HVAC	1,019,220.00	12,191.77	1,031,411.77	1,030,570.27	841.50	0.00	1,031,411.77	0.00	25,785.30
115	Electrical	473,443.00	14,818.00	488,261.00	380,611.00	0.00	0.00	380,611.00	107,650.00	9,515.27
120	Insurance Requirements	58,082.95	0.00	58,082.95	58,082.95	0.00	0.00	58,082.95	0.00	1,452.07
125	Builder's Risk	7,148.67	0.00	7,148.67	7,148.67	0.00	0.00	7,148.67	0.00	178.71
130	Material Testing - Allow	27,335.00	0.00	27,335.00	15,187.65	0.00	0.00	15,187.65	12,147.35	379.69
135	Reproduction Expenses	3,504.00	0.00	3,504.00	1,333.39	0.00	0.00	1,333.39	2,170.61	33.33
140	General Conditions	265,390.00	0.00	265,390.00	254,774.00	7,962.00	0.00	262,736.00	2,654.00	6,568.40
145	General Requirements	216,500.00	0.00	216,500.00	113,965.26	2,511.96	0.00	116,477.22	100,022.78	2,913.54
150	Winter Conditions / Temp Heat	75,000.00	0.00	75,000.00	107.60	0.00	0.00	107.60	74,892.40	2.69
155	DNR Permit	135.00	0.00	135.00	137.36	0.00	0.00	137.36	-2.36	3.43
160	Performance & Payment Bond	87,258.92	0.00	87,258.92	87,258.92	0.00	0.00	87,258.92	0.00	2,181.47
165	Project Contingency	461,166.85	-183,147.96	278,018.89	0.00	0.00	0.00	0.00	278,018.89	0.00
170	Construction Fee	220,982.03	0.00	220,982.03	203,276.41	980.23	0.00	204,256.64	16,725.39	5,106.41
	Menasha Public Works Facility Total:	10,358,342.42	0.00	10,358,342.42	9,443,112.93	45,535.93	0.00	9,488,648.86	869,693.56	237,217.87
	Project Total:	10,358,342.42	0.00	10,358,342.42	9,443,112.93	45,535.93	0.00	9,488,648.86	869,693.56	237,217.87

AIA DOCUMENT G703 - APPLICATION AND CERTIFICATE FOR PAYMENT
 THE AMERICAN INSTITUTE OF ARCHITECTS 1735 NEW YORK AVENUE NW WASHINGTON DC 20006



Building Excellence

Corporate Office
PO Box 509
Neenah, WI 54957-0509
Phone: 920/969-7000
Fax: 920/969-7396

No. 191710-0012

Please remit to:
Miron Construction Co Inc.
Box 1372
Green Bay, WI 54305-1372

ATTN: ACCTS PAYABLE
CITY OF MENASHA
100 MAIN ST, STE 200
MENASHA, WI 54952

Our Order No. 191710	Your Order No.	Invoice Date 2/28/2021
DESCRIPTION		AMOUNT
PROJECT: MENASHA PUBLIC WORKS FACILITY		
***** PARTIAL BILLING *****		
MIRON CONSTRUCTION - GENERAL CONDITIONS (LUMP SUM)		7,962.00
MIRON CONSTRUCTION - GENERAL REQUIREMENTS		2,511.96
MIRON CONSTRUCTION - GENERAL TRADES		3,240.24
OSTRENGA EXCAVATING		30,000.00
SURE FIRE INC.		841.50
MIRON FEE		980.23
SUBTOTAL		45,535.93
LESS RETAINAGE		-1,138.40
TOTAL AMOUNT DUE:		\$ 44,397.53

ORIGINAL INVOICE

Form RD 1924-18
(Rev. 6-97)

UNITED STATES DEPARTMENT OF AGRICULTURE
RURAL DEVELOPMENT
FARM SERVICE AGENCY

PARTIAL PAYMENT ESTIMATE

CONTRACT NO.:

PARTIAL PAYMENT ESTIMATE NO.

12

PAGE 1

OWNER:

City of Menasha

CONTRACTOR:

Miron Construction Co., Inc.

PERIOD OF ESTIMATE

FROM 02/01/21 TO 02/28/21

CONTRACT CHANGE ORDER SUMMARY

ESTIMATE

No.	Agency Approval Date	Amount			
		Additions	Deductions		
				1. Original Contract	\$10,358,342.42
				2. Change Orders	\$0.00
				3. Revised Contract (1 + 2)	\$10,358,342.42
				4. Work Completed*	\$9,488,648.86
				5. Stored Materials*	
				6. Subtotal (4 + 5)	\$9,488,648.86
				7. Retainage*	\$237,217.87
				8. Previous Payments	\$9,207,033.46
				9. Amount Due (6-7-8)	\$44,397.53
TOTALS		\$0.00	\$0.00		
NET CHANGE		\$0.00	\$0.00		

* Detailed breakdown attached

CONTRACT TIME

Original (days) _____

Revised _____

Remaining _____

On Schedule

Yes

No

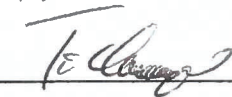
Starting Date 03/10/20

Projected Completion 03/30/21

CONTRACTOR'S CERTIFICATION:

The undersigned Contractor certifies that to the best of their knowledge, information and belief the work covered by this payment estimate has been completed in accordance with the contract documents, that all amounts have been paid by the contractor for work for which previous payment estimates was issued and payments received from the owner, and that current payment shown herein is now due.

Contractor



By Miron Construction Co., Inc.

Date 3/04/2021

APPROVED BY OWNER:

Owner _____

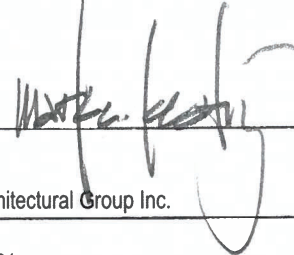
By _____

Date _____

ARCHITECT OR ENGINEER'S CERTIFICATION:

The undersigned certifies that the work has been carefully inspected and to the best of their knowledge and belief, the quantities shown in this estimate are correct and the work has been performed in accordance with the contract documents.

Architect or Engineer



By Gries Architectural Group Inc.

Date 03/09/2021

ACCEPTED BY AGENCY:

The review and acceptance of this estimate does not attest to the correctness of the quantities shown or that the work has been performed in accordance with the contract documents.

By _____

Title _____

Date _____

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number for this information collection is 0575-0042. The time required to complete this information collection is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed and completing and reviewing the collection of information.



MEMORANDUM

To: Board of Public Works
From: Community Development Department/JS
Date: March 15th, 2021
Re: **1011 Brighton Drive – Right of Way Encroachment**

Max Chapman, owner of 1011 Brighton Drive, is requesting that the Board of Public Works and Common Council allow for the building of a garage and second floor living quarters within the right of way. 1011 Brighton Drive, built in 1952, currently sits on a diagonal along Brighton drive. The attached garage encroaches 2-4 feet into city right of way. The property is considered a legal non-conforming parcel and the encroachment into the right of way is allowed to remain in its current form.

The applicant and his family purchased the home in 2017 and have grown to love the area but they have out grown their house. The applicant has since submitted plans to nearly double the size of the house, adding a second story and a living quarters over the garage. The foot print of the house will not expand. The city has also approved a Major Renovation Forgivable Loan to the applicant for the project.

The applicant has since moved forward with their building plans. The applicant's original intent was to keep the existing garage, first floor walls and foundation and simply build up. Per code they would be allowed to do this, so long as they were not expanding the existing footprint and keeping the existing structure.

After further investigation it was determined that the garage foundation was failing and could not support the weight of the second floor. Due to the inadequate foundation capacity the garage must be torn down and built new to support the second floor. In doing so the garage would be required to vacate the right of way. If the garage is required to vacate the right of way the garage will no longer be usable. The garage would be too small to fit a car inside. In addition, the tight lot lines and waterfront setback make it impossible to build a garage elsewhere on the property.

The only way the project can move forward and the garage foundation can be repaired is to allow the applicant to continue to remain in the City right of way and build a new garage. Staff feels, so long as the foot print of the garage does not expand, there are no issues with the request.

Staff recommends the Board of Public Works recommends to the Common Council to approve the right of way encroachment for 1011 Brighton Drive, allowing the garage to be reconstructed in its existing footprint.





MEMORANDUM

To: Common Council
From: Community Development Department/KH
Date: April 5, 2021
Re: **Certified Survey Map Lot Consolidation and Road Right-of-Way Dedication – 305 Third Street – Parcel 1-00162-00 and 1-00163-00 (SE Corner of Third Street and Tayco Street)**

At the February 2, 2021 Plan Commission meeting, the commission recommend approval of disposition of public property, Parcel 1-00163-00, and suggested a certified survey map (CSM) be brought forward to combine with 305 Third Street, as this would allow for clear transfer of the property and official dedication of the public right-of-way. The Common Council at their February 15, 2021 meeting, did approve the disposition of the public property of Parcel 1-00163-00 and directed staff to bring forward the CSM prior to closing.

The CSM submitted by Davel Engineering, on behalf of the property owners, requests approval to consolidate 305 Third Street and Parcel 1-00163-00, a vacant parcel located at the SE corner of Third Street and Tayco Street. The CSM will also dedicate to the public street right-of-way including the turn lane and sidewalk.

Both of these parcels are currently legal non-conforming in terms of the area and the building location/setbacks. Due to the right-of-way dedication, this CSM will not bring these non-conformities into conformance, it does reduce the non-conformity and allows for the clean transfer of lands from the City to the property owner of 305 Third Street. The proposed CSM is consistent with the City of Menasha Comprehensive Plan.

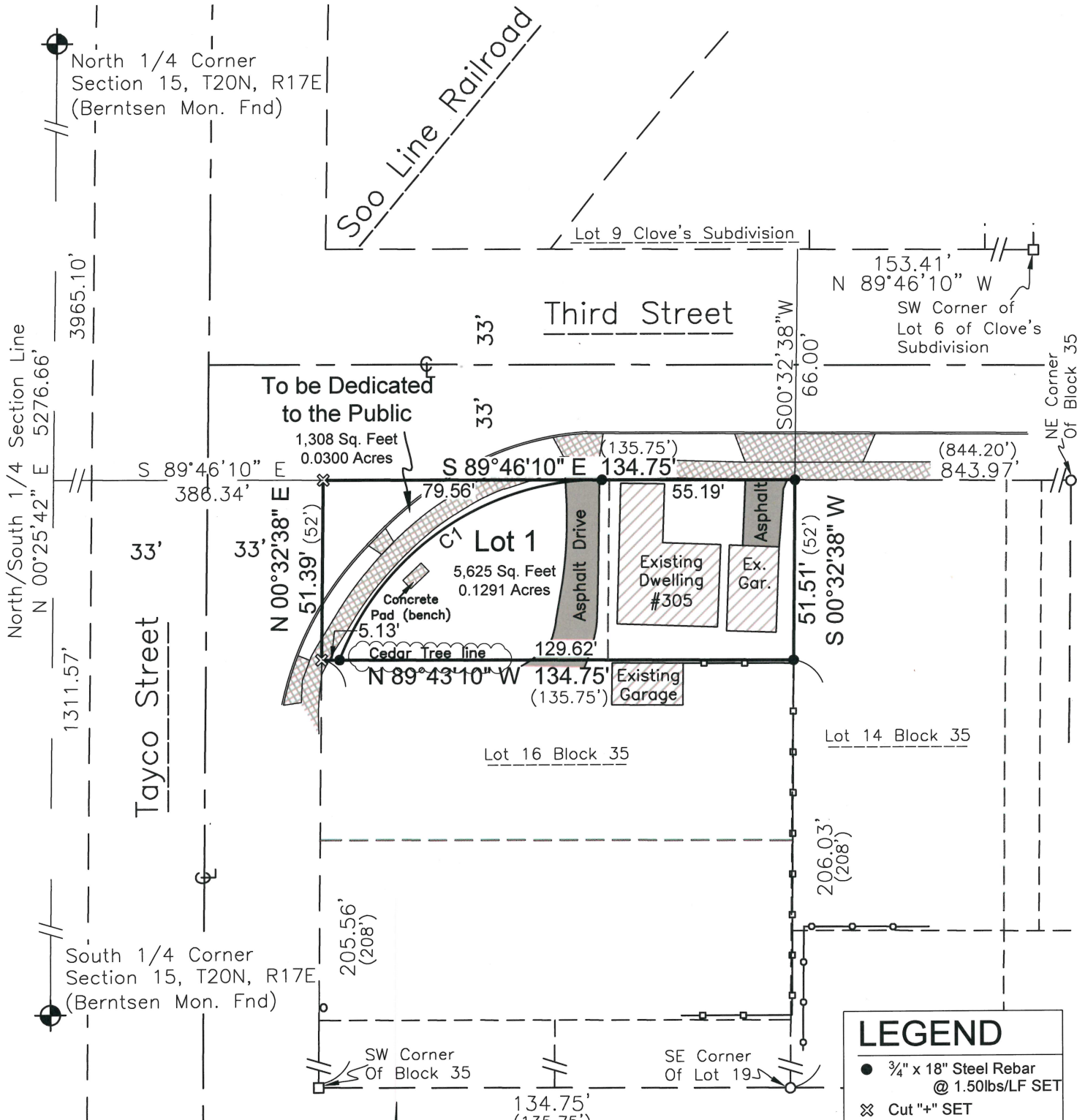
The Plan Commission did review this CSM on March 30, 2021 and motioned to approve the CSM as presented consolidating 305 Third Street (1-00162-00) and Parcel 1-00163-00 and officially dedicating the road right-of-way.

Recommendation

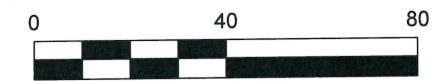
Staff and the City Plan Commission recommend the Common Council approve the Certified Survey Map as presented consolidating 305 Third Street (1-00162-00) and Parcel 1-00163-00 and officially dedicating the road right-of-way.

Certified Survey Map No. _____

All of Lot 15 of Block 35 in the Plat of Menasha (Two Additions),
 Also as recorded in Assessor's Plat of 1924 of the City of Menasha
 Block 35 formerly in the First and Second Ward, now in the Fourth Ward,
 Being located in Part of the Southwest 1/4 of the Southeast 1/4
 of Section 15, Township 20 North, Range 17 East,
 City of Menasha, Winnebago County, Wisconsin.



LEGEND	
●	3/4" x 18" Steel Rebar @ 1.50lbs/LF SET
⊗	Cut "+" SET
○	3/4" Rebar Found
□	1" Iron Pipe Found
●	Government Corner
()	Recorded As
▒	Asphalt Pavement
▒	Concrete Pavement
—○—	Fence - Steel
—□—	Fence - Wood



Bearings are referenced to the North/South 1/4 Section Line, Section 15, T20N, R17E, assumed to bear N00°25'42"E, base on the Winnebago County Coordinate System.

Survey for:
 City of Menasha
 Community Development
 100 Main Street, #200
 Menasha, WI 54952

WISCONSIN
 SCOTT R. ANDERSEN
 S-3169
 DMRO
 WI
 Scott R. Andersen
 Professional Land Surveyor No. S-3169
 scott@davel.pro

3/8/21
 Date



DAVEL ENGINEERING & ENVIRONMENTAL, INC.
 Civil Engineers and Land Surveyors
 1164 Province Terrace, Menasha, WI 54952
 Ph: 920-991-1866 Fax: 920-441-0804
 www.davel.pro

Drafted by: scott
 Sheet : 1 of 4

Certified Survey Map No. _____

All of Lot 15 of Block 35 in the Plat of Menasha (Two Additions),
Also as recorded in Assessor's Plat of 1924 of the City of Menasha
Block 35 formerly in the First and Second Ward, now in the Fourth Ward,
Being located in Part of the Southwest 1/4 of the Southeast 1/4
of Section 15, Township 20 North, Range 17 East,
City of Menasha, Winnebago County, Wisconsin.

Surveyor's Certificate

I, Scott R. Andersen, Professional land surveyor, hereby certify: That in full compliance with the provisions of Chapter 236 of the Wisconsin Statutes and the subdivision regulations of the Town of Black Wolf and Winnebago County, and under the direction of the City of Menasha and William Kumbalek, Jr. the property owners of said land, I have surveyed divided and mapped this Certified Survey Map; that such map correctly represents all exterior boundaries and the subdivision of the land surveyed; and that this land is All of Lot 15 of Block 35 in the Plat of Menasha (Two Additions), Also as recorded in Assessor's Plat of 1924 of the City of Menasha Block 35 formerly in the First and Second Ward, now in the Fourth Ward, Being located in Part of the Southwest 1/4 of the Southeast 1/4 of Section 15, Township 20 North, Range 17 East, City of Menasha, Winnebago County, Wisconsin, containing 6,933 Square Feet (0.1592 Acres) of land described as follows:

All of Lot 15 of Block 35 in the Plat of Menasha (Two Additions), Also as recorded in Assessor's Plat of 1924 of the City of Menasha, Block 35 formerly in the First and Second Ward, now in the Fourth Ward, Being located in Part of the Southwest 1/4 of the Southeast 1/4 of Section 15, Township 20 North, Range 17 East, City of Menasha, Winnebago County, Wisconsin. Said parcel is subject to all easements, and restrictions of record.

Given under my hand this 8th day of March, 2021.

Scott R. Andersen, Wisconsin Professional Land Surveyor No. S-3169
scott@davel.pro



Owner's Certificate

The City of Menasha, a Wisconsin Municipal Corporation duly organized and existing under and by virtue of the Laws of the State of Wisconsin, as the property owner, does hereby certify that we caused the land above described to be surveyed, divided, mapped and dedicated all as shown and represented on this map.

We do further certify this Certified Survey Map is required by s.236.10 or s.236.12 to be submitted to the following for approval or objection:

City of Menasha

Dated this _____ day of _____, 20____

Donald Merkes
Mayor

Haley Krautkramer
City Clerk

State of Wisconsin)
)SS
_____) County)

Personally came before me on the _____ day of _____, 20____, the above the property owner(s) to me known to be the persons who executed the foregoing instrument and acknowledge the same.

_____ My Commission Expires _____
Notary Public, Wisconsin

Certified Survey Map No. _____

All of Lot 15 of Block 35 in the Plat of Menasha (Two Additions),
 Also as recorded in Assessor's Plat of 1924 of the City of Menasha
 Block 35 formerly in the First and Second Ward, now in the Fourth Ward,
 Being located in Part of the Southwest 1/4 of the Southeast 1/4
 of Section 15, Township 20 North, Range 17 East,
 City of Menasha, Winnebago County, Wisconsin.

Owners' Certificate

As the property owners, we hereby certify that we caused the land described on this Certified Survey Map to be surveyed, combined, dedicated and mapped all as shown and represented on this map.

We do further certify this Certified Survey Map is required by s.236.10 or s.236.12 to be submitted to the following for approval or objection:

City of Menasha

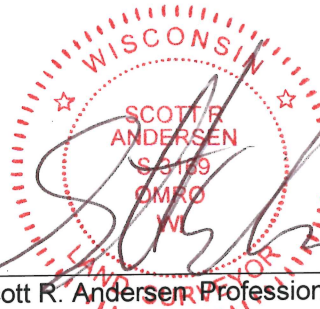
Dated this _____ day of _____, 2021

 William Kumalek, Jr.

State of Wisconsin)
)SS
 _____ County)

Personally came before me on the _____ day of _____, 2021, the above the property owner(s) to me known to be the persons who executed the foregoing instrument and acknowledge the same.

_____ My Commission Expires _____
 Notary Public, Wisconsin



 Scott R. Andersen Professional Land Surveyor No. S-3169 Date 3/8/21

Certified Survey Map No. _____

All of Lot 15 of Block 35 in the Plat of Menasha (Two Additions),
Also as recorded in Assessor's Plat of 1924 of the City of Menasha
Block 35 formerly in the First and Second Ward, now in the Fourth Ward,
Being located in Part of the Southwest 1/4 of the Southeast 1/4
of Section 15, Township 20 North, Range 17 East,
City of Menasha, Winnebago County, Wisconsin.

Common Council Resolution

Resolved, that this certified survey map in the City of Menasha, Winnebago County, the City of Menasha & William Kumbalek, Jr., the property owners, is hereby approved by the Common Council of the City of Menasha.

Donald Merkes
Mayor

Date

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

Haley Krautkramer
City Clerk

Date

Treasurers' Certificate

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

Jennifer Sassman
City Treasurer

Date

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

the property owners of record:	Recording Information:	Parcel Number(s):
City of Menasha	Doc. 548793	701-0163
William Kumbalek Jr	Doc. 1831096	701-0162



[Signature]

 Scott R. Andersen Professional Land Surveyor No. S-3169 Date 3/8/21
 scott@davel.pro



Memorandum

TO: NMFR Joint Finance & Personnel Committee

FROM: Chief Kevin Kloehn

DATE: March 15, 2021

RE: Purchase of Two Inspector Vehicles

Our approved 2021 CIP budget includes the replacement of our two inspector vehicles. I've attached information from DC Voss regarding the two quotes he received for the purchase of these two vehicles along with related equipment. The two quotes are within \$41 and will leave it up to the committee to choose if they have a preference in vendors.

I'm requesting consideration and action to recommend that the City of Neenah and Menasha approve the purchase of two 2022 Ford Transit Connect utility vans and equipment for a cost not to exceed \$61,000.

If you have any questions, please feel free to call me at 886-6103.

Thank you

KK/te

Attachment



Memorandum

TO: Fire Chief, Kevin Kloehn
FROM: Deputy Fire Chief, Victor Voss
DATE: March 15, 2021
RE: Inspector vehicles (2) purchase

Chief Kloehn,

This memo is to inform you of the planned purchase of two inspector vehicles as described below. The replacement of these vehicles has been planned for in the NMFR Front Line Equipment Flow Chart replacement schedule for over 5 years. The purchase has been included in both the Neenah and Menasha CIP's for that same period.

As you know these vehicles are used daily by our shift inspector/firefighters to conduct occupancy inspections throughout both cities. By utilizing this type of vehicle we are able to reduce the amount of time a fire apparatus is used for inspections. These vehicles also are used to carry fire investigation kits, additional lighting and the firefighter/inspectors firefighting gear.

The current vehicles to be disposed of through public auction will be:

2007 Saturn View, mileage as of 2/22/21 = **108,190**
2003 Chevy Impala, mileage as of 2/22/21 = **110,711**

The 2005 Chevy Suburban being used as an inspection vehicle will be repurposed for administration use for a few more years. As of 2/22/21 this vehicle has 84,283 miles and significant body corrosion.

I have received quotes from Bergstrom Ford, Neenah and All World Ford, Hortonville for two, 2022 Ford Transit Connect utility vans. These vehicles have front seats and cargo area perfect for carrying our inspector and fire investigation equipment.

All World Ford quote \$24,000 each
Bergstrom Ford quote \$24,041 each

Additionally, each vehicle will be equipped with the following equipment to be consistent with our other vehicles:

- Whelen Emergency Lights and Siren -
 - Legacy Duo Light bar with mounting hardware
 - Siren Speaker with mounting hardware
 - Cencom Sapphire light/siren controller
 - Gamber Johnson center console
 - Installation at Precision
- RJ Marx graphics as shown -
 - Required reflective side stripes
 - "Prevention"
 - Safety "chevrons" on rear of vehicle

Our goal would be to have both vehicles in place and operational by June 1.

My request is to purchase and equip (2) 2022 Ford Transit Connect utility vans for a total price not to exceed \$61,000

Respectfully submitted:

Victor Voss
Deputy Chief - Operations

2021 NMFR Front Line Equipment Flow Chart

We Call It	Brief Description of Vehicle	Primary Response Zone	Where is it now?	CIP Replacement Recommendation	Remove from Front Line	Remove from Reserve	Total Years of Front Line Service	Total Years of Reserve Service	When Should it be sold?
Pumper 35	1997 Pierce Saber	service due to maintenance or repair. Staffed during emergency calls when additional resources are needed.	First St. Menasha, but relocated to any station in need	2015: Reserve vehicle.	2015	2022	18	7	2018
Squad 32	2002 Ford E450 Mechanically refurbished in 2020	Used to tow Boat 32 and provide transportation for all water/ice rescue gear. Used as rehab place for divers during calls.	125 E. Columbian Ave., City of Neenah	2020: Sell and replace with USED Water Rescue Apparatus	2027		17	n/a	2027
Inspector 1	2007 Saturn Vue	All of Neenah and Menasha	1080 Breezewood Ln., City of Neenah	2021: Sell and Replace with new inspector vehicle.	2021		14		2021
Staff Vehicle (Deputy Chief)	2003 Chevy Impala	All of Neenah and Menasha. Used as a back up vehicle by inspectors if primary vehicle is down. Used by staff to attend training (off duty) or by the mechanics to get parts.	430 First St., City of Menasha	2021: Sell this vehicle and replace it with downgraded Inspector 2 to Staff Vehicle	2021		18	0	2021
Inspector 2	2005 Chevy Suburban	All of Neenah and Menasha	125 E. Columbian Ave., City of Neenah	2021: Replace with new inspector vehicle and downgrade this one to a Staff Vehicle. NOTE: In 2015, vehicle is showing significant corrosion.	2021		16	0	
Engine 31	2005 Pierce Quantum	South: Freedom Ct. North: Cecil St., Byrd Ave., Peckham Rd., Yorkshire Rd.	1080 Breezewood Ln., City of Neenah	2022: Move to reserve, purchase new Engine	2022	2024	17	2	2024
Training Dept.	2008 Chevy Silverado	All of Neenah and Menasha. Used by Training Chief for training and/or responding to structure fires. Used to transport additional staff and/or equipment to emergencies.	1080 Breezewood Ln., City of Neenah	2023: Sell and replace with a similar new truck	2023		15	0	2023
Engine 32	2008 Pierce Rescue Pumper	South: Cecil St., Byrd Ave., Peckham Rd., Yorkshire Rd. North: Nicolet Blvd.	125 E. Columbian Ave., City of Neenah	2024: Move to reserve, purchase new Rescue Pumper	2024	2028	16	4	2028
Command 32	2014 Ford F250	All of Neenah and Menasha	125 E. Columbian Ave., City of Neenah	2025: Replace with new Command vehicle	2025	2025	10	20	2034
Staff Vehicle	2007 Chevy Impala	All of Neenah and Menasha. Used as a back up vehicle by inspectors if primary vehicle is down. Used by staff to attend training (off duty) and administrative duties.	125 E. Columbian Ave., City of Neenah	2025: Sell and replace with a new vehicle.	2025		16	0	2025
Quint 32	2013 Pierce Dash 105' Quint	All of Neenah and Menasha. Covers EMS calls in both Cities when other vehicles are tied up with calls.	125 E. Columbian Ave., City of Neenah	2028: Move to reserve, purchase new Quint.	2028	2032	14	4	2032

Engine 35	2015 Pierce Sabre	South: Nicolet Blvd. North: 9th St., 7th St.	430 First St., City of Menasha	2032: Move to reserve, purchase new Engine.	2032	2034	17	2	2034
Engine 36	2018 Pierce Impel	South: 9th St., 7th St. North: Valley Rd., East: Lake Park Rd.	1911 Manitowoc Rd., City of Menasha	2033: Remove from frontline status and place in reserve	2033	2038	15	5	2038
Special Operations Truck	2005 Chevrolet C4500 w/Compartment body	All of Neenah and Menasha	1080 Breezewood Ln., City of Neenah	2035: Sell and replace	2035		30	0	2035
Inspection Dept.	2017 Ford Interceptor	All of Neenah and Menasha. Used by Fire Marshal, Used as a back up if C32 needs maintenance.	1911 Manitowoc Rd., City of Menasha	2037: Sell and replace	2037	N/A			

NMFR Vehicle Cycle Rotation				
Vehicle to be replaced	Remove from Front Line	Remove from Reserve	Total Years of Front Line Service	Years of Reserve Service
Pumper 35	2015	2022	18	7
Engine 36	2032	2037	15	5
Engine 31	2022	2024	17	2
Engine 32	2024	2028	16	4
Quint 32	2028	2032	14	4
Engine 35	2032	2034	17	2

MARINA HARBORMASTER'S AGREEMENT – 2021 & 2022

This Agreement made and entered into this ___day of April, 2021 by and between the City of Menasha, a Municipal Corporation (City), and Diane E. Schabach and Rana Rose L. Jannette dba Harbormaster (collectively, Harbormaster), for the provision of services related to the operation of the Menasha Marina, located on the Government Canal, between the Tayco Street and Racine Street bridges in the City of Menasha for the 2021-2022 boating season.

After due consideration of the following terms and conditions, these parties mutually agree as follows:

I. TERMS OF AGREEMENT

- A. This contract is valid for a period of two (2) years and is effective during the Navigation season, as determined by the US Coast Guard and confirmed by East Central Wisconsin Regional Planning Commission, generally, on or about April 20 through October 15.
- B. On or before January 1, during the term, the contract may be extended, pending favorable review of performance and audit of records by the City. The payment to fulfill the 2021 agreement shall be \$51,250 and 2022 agreement shall be \$52,000 (consistent with \$750 base rate increases in previous years).

II. HOURS OF OPERATION

The Marina will be open daily throughout the navigation season with hours posted by the Harbormaster. Minimum hours of operation will be Monday through Thursday, 11:00am-6:00pm; Friday, 11:00am-7:00pm; Saturday, 9:00am-7:00pm and Sunday 9:00am-6:00pm beginning the week before Memorial Day until the weekend after Labor Day.

III. SCHEDULE OF PAYMENT

The Harbormaster will receive a lump sum dollar amount paid by the City according to the following schedule:

25% by May 15	25% by August 15
25% by June 15	25% by October 15

IV. SCOPE OF WORK

The Harbormaster will assist the public boater by renting seasonal and transient boat slips, selling gasoline and oil, sanitary head pump out, sale of concessions (as approved by the City).

V. DESCRIPTION OF MARINA FACILITY

- A. Twenty-one 26' slips; thirty-four 30' slips; thirty-two 36' slips and 300' along the Riverwalk in front of the condominiums. Seasonal slips are issued on a first come, first serve basis. Each slip has potable water and 110 volt electric outlets, and dock boxes.
- B. Security fencing around entire perimeter with Marina patrons issued a gate key.
- C. Restroom facilities for use by all boaters and shower facilities available to slip renters.
- D. A harbor house complete with retail sale availability for use by Harbormaster.
- E. Gasoline tanks and sanitary head pump out.

VI. HARBORMASTER'S OBLIGATIONS

The Harbormaster agrees to:

- A. Employ, train and schedule sufficient personnel to satisfactorily operate the facility. All employees will be governed by Equal Opportunity guidelines.
- B. Be responsible for all monetary transactions, bookkeeping and reporting. Harbormaster will furnish monthly accounting statements to the City. A year-end audit, at a mutually agreed upon time, will be held to discuss and review operations.
- C. Be responsible for training staff in the safe and proper techniques of pumping gasoline, pumping sanitary head and providing basic preventative maintenance checks to marina patrons.
- D. Will assign transient and seasonal slips and maintain a record of all "slip rental" contracts. Allow a maximum of two (2) slips to be used exclusively for transient rental within the Marina and all transient docking along the bulkhead of the U.S. Government Canal adjacent to the Marina.
- E. Will maintain a waiting list of prospective slip renters for the subsequent boating season.
- F. Establish payroll procedure for all Harbormaster employees and submit reports to State and Federal agencies as required.
- G. Provide a certificate of insurance in the following minimum amounts:
 - 1. **Comprehensive General Liability**
Bodily Injury - \$300,000 per person; \$300,000 each occurrence
Property Damage - \$300,000 each occurrence;
\$300,000 aggregate or \$300,000 single limit
 - 2. **Workers Compensation**
Statutory, with \$100,000 Employer's Liability
 - 3. **Umbrella**
\$1,000,000 or liability limits under G.1 above of at least \$1,000,000.
 - 4. The Harbormaster shall supply the City with a Certificate of Insurance and Endorsement naming the City as an additional insured.

- H. Be responsible for and obtain any necessary business licenses and permits.
- I. Assist the City in developing appropriate Marina rules and regulations and enforcing said rules and regulations.
- J. Be responsible for dissemination of information to marina patrons.
- K. Provide sanitary head pump out services.
- L. Be responsible for ordering and maintaining an inventory of gasoline.
- M. Be responsible for ordering and maintaining vending machines and inventory (location and type of concession items must be approved by City).
- N. Assume financial responsibility for all monthly telephone use.
- O. Issue and maintain a record of marina keys.
- P. Provide all office expendables, such as pens, staples, tape, paper, etc.

VII. CITY'S OBLIGATION

The City Agrees to:

- A. Forward all Marina slip inquiries to Harbormaster.
- B. Provide furniture, cash registers, telephones, credit card machines, Marine FM radio, map case, shelving and counter space as needed.
- C. Furnish refuse pickup (and dumpsters) on a weekly basis.
- D. Provide routine cleanup and sanitation of restroom facilities.
- E. Provide clerical help for disseminating communications as needed including associated mail costs not to exceed \$2,000 per navigation season. The costs are to be approved by the Director of Parks and Recreation.
- F. Provide routine maintenance of Marina grounds, building, and equipment.
- G. Provide painting, electrical and plumbing maintenance as needed.
- H. Supply tissue, soap and other toiletries for the shower/restroom building.
- I. Work cooperatively with Harbormaster in establishing Marina fees and charges and post a copy of them in harbor house.
- J. Pay utility costs including electricity, sewer and water.
- K. Provide maintenance to the sanitary head pump out.
- L. Be responsible for maintaining all docks, including gas dock, in quality condition in the event of vandalism, wind, ice or damages that may occur.
- M. Pay all gasoline invoices (purchased for resale).
- N. Provide and maintain fire extinguishers throughout facility as deemed necessary by fire inspector.

VIII. FINANCIAL ARRANGEMENTS

Revenues

- A. City will retain 100% of all seasonal slip rental revenues (any continuous rental 30 days or longer).
- B. City and Harbormaster will split all net gas sales profits on a 60% City-40% Harbormaster basis calculated off the average season profit per gallon of gas (i.e. .30 average=.18 City/.12 Harbormaster).
- C. City and Harbormaster will split 50/50 all revenues generated from transient slip rentals. Transient being defined as any slip rental of less than thirty (30) consecutive days.
- D. City and Harbormaster will split 50/50 all revenues from gross sales of sanitary pump out services.
- E. Harbormaster agrees to pay the City 5% of gross sales of all concession merchandise.
- F. Harbormaster may rent recreational equipment or other items. Should this occur the parties will agree on a percent split of the net profits.

IX. SCHEDULE OF FEES AND CHARGES

All fees shall be established by the City of Menasha Common Council upon recommendation of the Harbormaster and the Park Board.

X. HARBORHOUSE

- A. During the navigation season of each year, Harbormaster shall have access to the entire building known as the Harborhouse. The City, at its discretion, may rent out the lounge area to another person.
- B. The premises described in this section may not be used for any purpose which is contrary to the law.
- C. An annual review of this section will be undertaken by the Park and Recreation Director and a written report shall be generated for the Park Board by no later than November.
- D. The Harbormaster will be allowed to accept MasterCard, Visa, Discover or American Express for payment of any services, concessions or gasoline offered for sale in conjunction with the role of Harbormaster. Processing fees will be split 60/40 between the City (60%) and the Harbormaster (40%).

XI. SUBLETTING AND ASSIGNMENT

Harbormaster shall not assign this contract or its rights without written consent of the City.

XII. NON-APPROPRIATION

In the event of Non-appropriation, that is, the failure of the City of Menasha Common Council to appropriate money for any year sufficient for the continued performance by the

City of all of City's obligations under this Agreement, this Agreement shall terminate upon the last day of the fiscal year for which funds were appropriated.

XIII. BREACH OF CONTRACT

In the event of any breach of the terms or provisions of this Agreement, the City shall have, in addition to any other recourse, the right to terminate this Agreement; to enter and obtain possession of the entire premises; to remove and exclude all property of the Harbormaster there from, all without service of notice or resort to legal procession and without any legal liability on its part.

XIV. INDEPENDENT CONTRACTOR

Harbormaster shall be considered an independent contractor providing services to the City and in no way shall be considered an employee.

Dated this _____ day of April 2021

HARBORMASTER

CITY

Diane E. Schabach

Donald Merkes, Mayor

Rana Rose L. Jannette

Haley Krautkramer, City Clerk

APPROVED AS TO FORM:

Pamela A. Captain, City Attorney

City of Menasha Disbursements

Weekly Accounts Payable	03/12/21 - 04/01/21 Checks # 70945-71127	\$1,045,841.16
	Void Check 70894	(\$20.00)
	Void Check 70913	(\$144.00)
Bi-Weekly Payroll	3/25/21	\$230,471.28
Additional Regular Cycle Accounts Payables -Paid Electronically		
Nationwide Deferred Compensation	03/12/21	\$4,972.50
Credit Card Fees	03/14/21	\$9.76
Banking Fees	03/15/21	\$75.00
Wisconsin Deferred Compensation	03/15/21	\$7,938.00
Debt Service	03/15/21	\$1,651,025.97
Federal Tax Withholding	03/17/21	\$71,410.05
Delta Dental	03/17/21	\$3,371.70
Credit Card Fees	03/17/21	\$1.89
Employee Benefits-HRA Claims	03/18/21	\$1,426.86
UW Milwaukee - PWF Project	03/18/21	\$13,415.00
Delta Dental	03/24/21	\$2,270.00
Nationwide Deferred Compensation	03/25/21	\$4,972.50
Community First CU-Payroll Deduction	03/25/21	\$573.00
Employee Benefits-Flex Spending	03/25/21	\$4,272.96
Employee Benefits-HRA Claims	03/25/21	\$2,631.31
Wisconsin Deferred Compensation	03/26/21	\$18,155.67
Employee Trust Funds - WRS	03/29/21	\$128,294.33
State Tax Withholding	03/30/21	\$14,182.60
Sales Tax	03/30/21	\$140.51
State Tax Withholding	03/31/21	\$14,391.74
Federal Tax Withholding	03/31/21	\$74,186.46
Delta Dental	03/31/21	\$3,435.00
Credit Card Fees	04/01/21	\$3.72
Employee Benefits-HRA Claims	04/01/21	\$3,086.18
		\$2,024,242.71
Total		\$3,300,391.15

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

Craig Pearson

Craig Pearson
Finance Manager

4/1/2021

Date

Notes:

- Medical Expense Reimbursement Trust-Retirement Pay Out
- United Way-Employee Donations
- Wisconsin Support Collections-Child/Spousal Support
- WI SCTF-Child Support Annual Fee
- 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: 3/18/2021

<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>
ACCURATE	70945	3/18/2021	2100945	731-1022-541.30-18	58.18	Rod Holders/Cable Ties Butane/Tape
		3/18/2021	2101629	731-1022-541.30-18	278.90	Parts
		3/18/2021	2102583	731-1022-541.38-03	28.00	Lock
		3/18/2021	2102736	731-1022-541.38-03	34.00	Parts
		3/18/2021	2102807	731-1022-541.30-18	41.02	Parts
Total for check: 70945					440.10	
ADAMSON INDUSTRIES CORP	70946	3/18/2021	146486	100-0801-521.29-04	182.80	2021 Interceptor Parts
	Total for check: 70946					182.80
AIRGAS USA LLC	70947	3/18/2021	9110254283	100-0901-515.30-18	196.79	Cylinder Rental
		3/18/2021	9110378869	731-1022-541.30-18	176.24	Gl v Thrml
	Total for check: 70947					373.03
AUTOMATED COMFORT CONTROLS	70948	3/18/2021	28344	100-0601-551.24-03	513.48	Service Boiler-Library
	Total for check: 70948					513.48
BARRIER SECURITY SYSTEMS LLC	70949	3/18/2021	6847	100-0801-521.24-03	510.00	Service Call Door Controller
	Total for check: 70949					510.00
BERGSTROM	70950	3/18/2021	62781	731-1022-541.38-04	168.73	Arm Asy
		3/18/2021	62886	731-1022-541.38-04	191.80	Brakes/Rotors
	Total for check: 70950					360.53
BIG SKY RACKS INC	70951	3/18/2021	75960	100-0801-521.29-04	317.25	Elec Locking Rack/Parts
	Total for check: 70951					317.25

AP Check Register
Check Date: 3/18/2021

Date: 4/1/2021

<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>
COONEY'S EMBROIDERY	70952	3/18/2021	17957	100-0801-521.19-03	34.00	Logo for Fleece
			Total for check: 70952		34.00	
CRESCENT ELECTRIC SUPPLY COMPANY	70953	3/18/2021	S508791194.001	731-1022-541.30-18	27.55	Blades/Inserts
			Total for check: 70953		27.55	
KORTNEY DAHM	70954	3/18/2021	Dahm	100-0903-531.33-01	24.50	Feb 21 Mileage
			Total for check: 70954		24.50	
UNEMPLOYMENT INSURANCE	70955	3/18/2021	000010665655	100-0703-553.15-09	1,732.72	Parks
				100-1019-552.15-09	3,003.49	Streets
			Total for check: 70955		4,736.21	
EMPLOYEE BENEFITS CORPORATION	70956	3/18/2021	3189106	100-0202-512.21-06	232.50	Flex Plans
					85.60	Cobra
				734-0416-513.21-06	445.50	HRA
			Total for check: 70956		763.60	
FOX CROSSING UTILITIES	70957	3/18/2021	Acct# 127-16734	100-0703-553.22-05	76.80	S/B water 11/15 - 2/15/211200 Geneva
		3/18/2021	Acct# 127-17360	100-0703-553.22-05	9.70	S/B Water 11/15 - 2/15/21200766
			Total for check: 70957		86.50	
FOX VALLEY HUMANE ASSOCIATION	70958	3/18/2021	5096	100-0806-532.25-01	80.00	Animals Handled
			Total for check: 70958		80.00	
ARTHUR J GALLAGHER & CO INS BROKERS	70959	3/18/2021	3774737	733-0206-512.51-06	4,838.00	20-21 Electronic Data
			Total for check: 70959		4,838.00	

AP Check Register

Check Date: 3/18/2021

<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>
GANNETT WISCONSIN MEDIA	70960	3/18/2021	Gannett 2021	100-1001-514.32-02	218.41	2021 Annual Post Crescent
			Total for check: 70960		218.41	
GUNDERSON CLEANERS	70961	3/18/2021	963085	100-0801-521.30-13	52.71	Cleaning Service Charges
			Total for check: 70961		52.71	
GUSTMAN CHEVROLET SALES INC	70962	3/18/2021	56084	731-1022-541.38-03	15.22	Resistor
			Total for check: 70962		15.22	
HARRISON UTILITIES	70963	3/18/2021	Harrison Util	100-0703-553.22-05	67.15	Fire/Sewer/Water
			Total for check: 70963		67.15	
HORST DISTRIBUTING INC	70964	3/18/2021	88604-000	100-0703-553.30-18	1,177.50	Pro Choice Red/Chalk/Clay
			Total for check: 70964		1,177.50	
HWM SHRED PRO	70965	3/18/2021	52613	100-0901-515.30-18	63.76	Medical Waste Service
			Total for check: 70965		63.76	
INTOXIMETERS INC	70966	3/18/2021	674991	100-0801-521.30-18	395.00	Mouthpiece
			Total for check: 70966		395.00	
KIESLER'S POLICE SUPPLY INC	70967	3/18/2021	IN160210	100-0801-521.30-15	661.38	Supplies for PD
			Total for check: 70967		661.38	
KWIK TRIP INC	70968	3/18/2021	Acct #00244691	100-0801-521.38-01	141.13	Fuel
		3/18/2021	Acct# 404954	100-0000-131.00-00	12,841.53	Fuel
			Total for check: 70968		12,982.66	

AP Check Register

Check Date: 3/18/2021

<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>
LANDLORD SERVICES LLC	70969	3/18/2021	30917	100-0801-521.21-06	23.00	Employment Credit report
	Total for check: 70969				23.00	
LEVENHAGEN OIL CORPORATION	70970	3/18/2021	072354A-IN	100-0000-131.00-00	20,196.68	Fuel
	Total for check: 70970				20,196.68	
MATTHEWS TIRE & SERVICE CENTER	70971	3/18/2021	77766	731-1022-541.38-02	490.90	Tires
		3/18/2021	77804	731-1022-541.38-02	38.50	Repair Flat
	Total for check: 70971				529.40	
MENARDS-APPLETON EAST	70972	3/18/2021	99849	100-0703-553.24-05	101.48	4 X 4's/3" Ext Deck Combo2 X 8 10' AC2 Green
		3/18/2021	99864	100-0801-521.24-03	46.69	Copper/Backflow Prevent Adapter
		3/18/2021	99900	731-1022-541.30-18	96.86	Copper Union/Tee/Valve Bits/Clamps
	Total for check: 70972				245.03	
MENASHA UTILITIES	70973	3/18/2021	Menasha Utility	100-0000-123.00-00	856.65	Elec 1/25-2/25/21
					276.44	Water/sewer 1/25-2/25/21
					70.55	Storm 1/25-2/25/21
					6.80	Elec 1/25-2/25/21
				100-0305-562.22-03	27.08	Elec 1/25-2/25/21
				100-0305-562.22-06	7.60	Storm 1/25-2/25/21
				100-0601-551.22-03	2,156.32	Elec 1/25-2/25/21
				100-0601-551.22-05	418.40	Water/sewer 1/25-2/25/21
				100-0601-551.22-06	157.53	Storm 1/25-2/25/21
				100-0703-553.22-03	1,331.50	Elec 1/25-2/25/21
				100-0703-553.22-05	36.92	Water/sewer 1/25-2/25/21
				100-0703-553.22-06	1,019.24	Storm 1/25-2/25/21
				100-0704-552.22-03	207.08	Elec 1/25-2/25/21
				100-0704-552.22-05	446.00	Water/sewer 1/25-2/25/21
				100-0801-521.22-03	1,182.99	Elec 1/25-2/25/21
					68.37	Elec 1/25-2/25/21
			100-0801-521.22-05	381.76	Water/sewer 1/25-2/25/21	

AP Check Register

Check Date: 3/18/2021

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
MENASHA UTILITIES...	70973...	3/18/2021...	Menasha Utility...	100-0801-521.22-06	97.42	Storm 1/25-2/25/21
				100-1001-514.22-05	13.38	Water/sewer 1/25-2/25/21
				100-1001-514.22-06	3.80	Storm 1/25-2/25/21
				100-1008-541.22-03	38.24	Elec 1/25/21-2/25/21
				100-1008-541.22-05	13.38	Water/Sewer 1/25-2/25/21
				100-1013-541.22-06	66.43	Storm 1/25-2/25/21
				207-0707-552.22-05	154.00	Water/sewer 1/25-2/25/21
				501-0304-562.22-03	158.34	Elec 1/25-2/25/21
				501-0304-562.22-05	26.76	Water/Sewer 1/25-2/25/21
				501-0304-562.22-06	733.58	Storm 1/25-2/25/21
				601-1020-543.22-03	87.03	Elec 1/25-2/25/21
				731-1022-541.22-03	651.24	Elec 1/25-2/25/21
				731-1022-541.22-06	1,084.96	Storm 1/25-2/25/21
				Total for check: 70973		
MBM	70974	3/18/2021	IN556238	743-0403-513.29-01	1,034.39	PW/Prod/Finance Copier 1/26 - 2/25
				Total for check: 70974		
NEWEGG BUSINESS INC	70975	3/18/2021	1303228399	731-1022-541.30-12	1,279.98	2 PC's - Maintenance
				Total for check: 70975		
NOVER ENGELSTEIN & ASSOCIATES INC	70976	3/18/2021	M2021	743-0403-513.24-04	610.00	Sanitarian Software Renew
				Total for check: 70976		
PSYCHOLOGIE CLINIQUE SC	70977	3/18/2021	Psychologie	100-0801-521.21-05	525.00	Psych Eval Public Safetey
				Total for check: 70977		
REDI-WELDING CO	70978	3/18/2021	15467	731-1022-541.38-03	381.80	Repairs
				Total for check: 70978		

AP Check Register

Check Date: 3/18/2021

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
REV.COM	70979	3/18/2021	42243864	100-0405-513.21-08	833.75	Feb 2021 Mtgs
			Total for check: 70979		833.75	
CYNDEL SAWALL	70980	3/18/2021	Kohls receipt	100-0801-521.19-03	99.72	clothing allowance
			Total for check: 70980		99.72	
SPRANG PATTESON RENNING LEWIS &	70981	3/18/2021	Schroeder	501-0000-191.00-00	2,500.00	Earnest Monies -RDA Acq. 2011 Manitowoc Road
			Total for check: 70981		2,500.00	
SUPERION LLC	70982	3/18/2021	308916	743-0403-513.24-04	2,758.35	Financial Software-March
			Total for check: 70982		2,758.35	
SUPERIOR VISION INSURANCE PLAN	70983	3/18/2021	0000498770	100-0000-204.10-00	1,006.73	Vision Plan - April
			Total for check: 70983		1,006.73	
THEDACARE AT WORK	70984	3/18/2021	302097	100-0202-512.21-05	28.00	TB Skin Test Step 2
		3/18/2021	302504	100-0202-512.21-05	280.00	TB & Other tests
			Total for check: 70984		308.00	
TIME WARNER CABLE	70985	3/18/2021	095528601030221	100-0101-511.22-01	4.01	Mayor March Phone bill
				100-0201-512.22-01	2.54	Attorney March Phone bill
				100-0202-512.22-01	6.43	Personnel Mar Phone bill
				100-0203-512.22-01	5.29	Clerk March Phone bill
				100-0301-523.22-01	5.81	Build Inspector Phone
				100-0304-562.22-01	9.51	Com Dev March Phone Bill
				100-0401-513.22-01	12.84	Finance March Phone Bill
				100-0402-513.22-01	2.61	Assessor March Phone bill
				100-0502-522.22-01	15.93	EOC March Phone bill
				100-0601-551.22-01	67.64	Library March Phone bill
				100-0702-552.22-01	10.76	Rec March Phone bill

AP Check Register

Check Date: 3/18/2021

<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>		
TIME WARNER CABLE...	70985...	3/18/2021...	095528601030221...	100-0703-553.22-01	18.07	Parks March Phone bill		
				100-0704-552.22-01	5.62	Pool March Phone bill		
				100-0801-521.22-01	99.74	Police March Phone bill		
				100-0903-531.22-01	19.52	Health March Phone bill		
				100-0920-531.22-01	5.25	Senior March Phone bill		
				100-1001-514.22-01	28.80	City Hall Mar Phone bill		
				100-1002-541.22-01	16.76	EngineeringMar Phone bill		
				100-1008-541.22-01	1.52	Sign March Phone bill		
				207-0000-123.00-00	10.68	Marina March Phone bill		
			743-0403-513.22-01	6.10	IT March Phone bill			
	3/18/2021	09552860130221	731-1022-541.22-01	10.33	Garage March Phone Bill			
		Total for check: 70985			365.76			
TRAFFTECH INC	70986	3/18/2021	1786	743-0403-513.24-04	1,575.00	Diamond Maintenance		
				Total for check: 70986			1,575.00	
UNIFIRST CORPORATION	70987	3/18/2021	097 0327284	731-1022-541.20-01	333.56	Cleaning Service		
				Total for check: 70987			333.56	
UNIFORM SHOPPE	70988	3/18/2021	308037	100-0801-521.19-03	356.85	Uniforms		
				3/18/2021	308038	100-0801-521.19-03	281.75	Uniforms
				Total for check: 70988			638.60	
US PETROLEUM EQUIPMENT	70989	3/18/2021	135799	731-1022-541.30-15	1,700.00	Long Fork Kit		
				Total for check: 70989			1,700.00	
USA LIMITLESS LLC	70990	3/18/2021	488	100-0801-521.80-05	1,200.00	Cage Squat Rack		
				Total for check: 70990			1,200.00	

AP Check Register

Check Date: 3/18/2021

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
VERIZON WIRELESS	70991	3/18/2021	9874652619	100-0405-513.22-01	40.03	Feb 21 Mifi device
Total for check: 70991					40.03	
VORPAHL FIRE & SAFETY	70992	3/18/2021	215314308	100-1016-543.30-18	261.30	Gloves
Total for check: 70992					261.30	
WE ENERGIES	70993	3/18/2021	3612782911	100-0703-553.22-03	33.72	Lighting Service Hwy 10 / 114
		3/18/2021	3621005773	100-0701-533.22-03	15.17	Electric 2/4-3/4/21 North St
		3/18/2021	3622125287	100-0701-533.22-03	15.17	Electric 2/4-3/4/21 North St
Total for check: 70993					64.06	
WEA INSURANCE TRUST	70994	3/18/2021	1524037	100-0000-204.08-00	113,933.56	Health Insurance - April
				100-0000-204.11-00	550.22	Health Insurance - April
				120-0000-204.11-00	5,533.34	Health Insurance - April
Total for check: 70994					120,017.12	
WINDSTREAM	70995	3/18/2021	735814278	100-0601-551.22-01	62.41	Lib Elevator Alarm-Mar
Total for check: 70995					62.41	
WINNEBAGO COUNTY TREASURER	70996	3/18/2021	LF129349	100-1016-543.25-01	14,216.66	Direct Haul
				100-1017-543.25-01	2,954.96	Commercial
				266-1027-543.25-01	1,929.90	D/H Signing Munis SSR
				266-1027-543.25-03	20.00	TV's
				266-1029-543.25-01	129.00	Non-Freon/Microwave
Total for check: 70996					19,250.52	
WISCONSIN DEPT OF JUSTICE	70997	3/18/2021	Acct# L7101T	100-0801-521.21-06	63.00	Time Transactions
Total for check: 70997					63.00	
WISCONSIN MEDIA	70998	3/18/2021	0003743908	100-0204-512.29-02	110.28	Election Notice

AP Check Register
Check Date: 3/18/2021

Date: 4/1/2021

<i>Vendor Name</i>	<i>Check Number</i>	<i>Check Date</i>	<i>Invoice Number</i>	<i>Account Number</i>	<i>Amount</i>	<i>Description</i>
WISCONSIN MEDIA...	70998...	3/18/2021...	0003743908...	100-0405-513.29-02	413.83	Minute/Public Hearing/BID
			Total for check: 70998		524.11	
WOODLAND DEVELOPMENT LLC	70999	3/18/2021	Woodland Dev	470-1003-541.82-02	12,290.00	3rd Add/Woodland Hills
			Total for check: 70999		12,290.00	
WPPI ENERGY	71000	3/18/2021	INV15132	310-0409-571.61-01	494.50	Street Light Project-Mar
			Total for check: 71000		494.50	
ZEP SALES & SERVICE	71001	3/18/2021	9006007834	731-1022-541.30-18	337.77	Zep Big Orange x 2
			Total for check: 71001		337.77	
					232,250.70	

AP Check Register

Check Date: 3/25/2021

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
ACCURATE	71002	3/25/2021	2102831	731-1022-541.38-03	19.25	LUBE LINE
		3/25/2021	2102957	731-1022-541.38-03	87.92	Led Work Light
		3/25/2021	2103035	731-1022-541.38-03	41.50	Plow Bolt
		3/25/2021	2103153	731-1022-541.30-18	90.58	Shrink Tube/Turbo FL
Total for check: 71002					239.25	
ACD BUILDERS	71003	3/25/2021	MR - 2020-19	204-0308-562.70-01	14,970.00	377 Nassau St MR 2020-19
	Total for check: 71003					14,970.00
AMAZON CAPITAL SERVICES	71004	3/25/2021	13TGVDV9NCWQ	100-0801-521.30-15	44.92	Power Strip/HDMI Cable
		3/25/2021	16CVDR9J3YXH	100-0803-521.30-15	105.89	Animal Control Pole
		3/25/2021	1GXD-D9DY-47PH	100-0914-531.30-18	35.24	Plastic Clipboards (12) COVID Vaccine Clinic
Total for check: 71004					186.05	
AMERICAN INDUSTRIAL MEDICAL	71005	3/25/2021	22458	100-0901-515.21-05	1,124.00	Audiogram Testing
	Total for check: 71005					1,124.00
AMT	71006	3/25/2021	20210325	100-0000-202.08-00	358.00	PAYROLL SUMMARY
	Total for check: 71006					358.00
APEX ACCIDENT ATTORNEYS LLC	71007	3/25/2021	Apex	733-0206-512.73-01	10,000.00	Case# 19 CV 531
	Total for check: 71007					10,000.00
CITY OF APPLETON	71008	3/25/2021	6301	100-0302-542.25-01	34,946.00	Jan/Feb Transit Service
		3/25/2021	6393	100-0918-531.21-06	500.00	Emergency Preparedness
		3/25/2021	6459	100-0302-542.25-01	17,473.00	March Transit Service
Total for check: 71008					52,919.00	

AP Check Register

Check Date: 3/25/2021

<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>
ASCENSION MEDICAL GROUP-FOX VALLEY	71009	3/25/2021	394519	100-0202-512.21-05	144.00	Police Physical/Drug Scre
			Total for check: 71009		144.00	
AUTOMATED COMFORT CONTROLS	71010	3/25/2021	28385	100-0501-522.24-03	1,073.00	2021 Service Agreement
			Total for check: 71010		1,073.00	
BERGSTROM	71011	3/25/2021	62887	731-1022-541.38-04	354.66	Alternator/Camera
		3/25/2021	62986	731-1022-541.38-04	16.94	Parts
		3/25/2021	CM62930	731-1022-541.38-04	(252.08)	Parking Camera
			Total for check: 71011		119.52	
CALUMET COUNTY CLERK OF COURTS	71012	3/25/2021	CAL CO CLERK	100-0000-201.03-00	200.00	Report#21-0549
			Total for check: 71012		200.00	
CALUMET COUNTY REGISTER OF DEEDS	71013	3/25/2021	Cal Co Register	100-0405-513.21-08	30.00	Recording Fee
			Total for check: 71013		30.00	
CELLCOM	71014	3/25/2021	568320	100-0201-512.22-01	30.10	Attorney
				100-0301-523.22-01	30.10	Building Inspector
				100-0304-562.22-01	60.20	Community Development
				100-0601-551.22-01	20.46	Building Services
					9.15	Library
				100-0702-552.22-01	64.61	Park Locations
				100-0703-553.22-01	12.04	Building Services
					76.48	Parks
				100-0801-521.22-01	13.85	Building Services
					2,136.87	Police
				100-0904-531.22-01	30.10	Environmental Health
				100-0919-531.22-01	438.44	Health
				100-1001-514.22-01	13.85	Building Services
				100-1002-541.22-01	151.18	Engineering

AP Check Register

Check Date: 3/25/2021

<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>
CELLCOM...	71014...	3/25/2021...	568320...	100-1008-541.22-01	7.76	Street Signs
				100-1019-552.22-01	7.98	Bridges
				601-1020-543.22-01	3.32	Confined Spaces
					4.35	Sewer Truck
				625-1002-541.22-01	50.39	Engineering
				731-1022-541.22-01	153.82	City Garage
				743-0403-513.22-01	30.10	IT
			Total for check: 71014		3,345.15	
ENERGY CONTROL & DESIGN INC	71015	3/25/2021	0089720-IN	100-0601-551.24-03	144.50	DDC Labor Hours 2/8/21
						Total for check: 71015
EVERGREEN POWER	71016	3/25/2021	9606	731-1022-541.30-18	127.98	24 Chains/ 24 Bars
						Total for check: 71016
FACTORY MOTOR PARTS CO	71017	3/25/2021	18-1882492	731-1022-541.38-04	138.75	Kit- CV Joint Repair
						Total for check: 71017
FARRELL EQUIPMENT & SUPPLY CO INC	71018	3/25/2021	INV000001156893	100-1009-541.30-18	264.00	Nomaflex Expansion Jt
		3/25/2021	INV000001157185	100-1009-541.30-18	43.97	Scraper/Blades
				Total for check: 71018	307.97	
FILTERS UNLIMITED	71019	3/25/2021	36251	731-1022-541.30-18	10.77	Pleated Filters
						Total for check: 71019
FLEETSOFT LLC	71020	3/25/2021	106977	743-0403-513.24-04	1,894.00	Annual Maint / Support
						Total for check: 71020

AP Check Register

Check Date: 3/25/2021

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
GRAINGER INC	71021	3/25/2021	9808225586	100-0501-522.24-03	85.15	Motor
			Total for check: 71021			85.15
GREEN BAY PRESSURE SYSTEMS LLC	71022	3/25/2021	13604	731-1022-541.24-04	1,357.85	Pump and Supplies
			13613	731-1022-541.30-18	742.50	Gallon Drums
			Total for check: 71022			2,100.35
LLC HEALTHY CHEF SHELL	71023	3/25/2021	Menasha Police	100-0801-521.80-05	150.00	Staff Wellness Videos
			Total for check: 71023			150.00
HEARTLAND BUSINESS SYSTEMS	71024	3/25/2021	429599-H	100-0801-521.30-12	432.32	Thermal Printer/Supplies
			429865-H	743-0403-513.21-04	10,000.00	HBS Flex Block Agreement
			Total for check: 71024			10,432.32
JOE'S POWER CENTER	71025	3/25/2021	87372	731-1022-541.30-18	65.98	Engine Oil
			Total for check: 71025			65.98
KLINK HYDRAULICS LLC	71026	3/25/2021	14016	731-1022-541.38-03	118.00	100' Hose w/Fittings
			14059	731-1022-541.30-18	234.00	Graco Hose
			14245	731-1022-541.38-03	19.50	Nylon Tubing
			14251	731-1022-541.38-03	17.25	Straight Tread Elbow
			14288	731-1022-541.38-03	115.11	Compression Sleeves
			Total for check: 71026			503.86
LEAGUE OF WISCONSIN MUNICIPALITIES	71027	3/25/2021	82554	743-0403-513.34-02	25.00	Cyber Security Webinar
			Total for check: 71027			25.00
MATTHEWS TIRE & SERVICE CENTER	71028	3/25/2021	77844	731-1022-541.38-02	502.72	Tires x4
			77859	731-1022-541.38-02	47.40	Hardware

AP Check Register

Check Date: 3/25/2021

<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>
MATTHEWS TIRE & SERVICE CENTER...	71028...	3/25/2021	77878	731-1022-541.38-02	531.57	Goodyear Tires/Valve Stem
Total for check: 71028					1,081.69	
MEDICAL EXPENSE REIMBURSEMENT ACCT	71029	3/25/2021	20210325	100-0000-202.08-00	33,879.52	PAYROLL SUMMARY
Total for check: 71029					33,879.52	
MENARDS-APPLETON EAST	71030	3/25/2021	154	731-1022-541.30-18	32.91	Grippers, Gorilla Pads
			184	100-0801-521.24-03	3.99	Open Sku
			191	100-0703-553.30-15	51.96	Leaf Rake 24" Steel
			243	100-0703-553.24-03	488.37	2 x 4's
			244	100-0704-552.24-03	169.85	Filters/Plastic Valve
			462	100-0703-553.24-03	149.97	Studs/ Ext Deck 6 Lobe
Total for check: 71030					897.05	
MENASHA NEENAH MUNICIPAL COURT	71031	3/25/2021	MNMC	100-0000-201.03-00	237.00	Report#21-0038
					100.00	Report#20-174
					74.00	Report#20-174
Total for check: 71031					411.00	
MENASHA UTILITIES	71032	3/25/2021	Menasha Utility	100-0304-562.22-03	29.32	Elec 2/8-3/8/21
				100-0305-562.22-05	26.76	Water/Sewer 2/8-3/8/21
				100-0305-562.22-06	15.20	Storm 2/8-3/8/21
				100-0601-551.22-07	63.07	Dark Fiber Charge
				100-0703-553.22-03	704.60	Elec 2/8-3/8/21
				100-0703-553.22-05	1,173.95	Water/Sewer 2/8-3/8/21
				100-0703-553.22-06	588.41	Storm 2/8-3/8/21
				100-0704-552.22-07	445.26	Dark Fiber Charge
				100-0920-531.22-03	165.15	Elec 2/8-3/8/21
				100-0920-531.22-05	80.10	Water/Sewer 2/8-3/8/21
				100-1001-514.22-03	50.80	Elec 2/8-3/8/21
				100-1008-541.22-03	199.69	Elec 2/8-3/8/21
100-1012-541.22-03	48.24	Elec 2/8-3/8/21				

AP Check Register

Check Date: 3/25/2021

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
MENASHA UTILITIES...	71032...	3/25/2021...	Menasha Utility...	100-1013-541.22-03	44.78	Elec 2/8-3/8/21
				100-1013-541.22-06	335.00	Storm 2/8-3/8/21
					28.47	Storm 1/29-3/01/21
				100-1014-543.22-05	13.38	Water/Sewer 2/8-3/8/21
				100-1014-543.22-06	73.07	Storm 2/8-3/8/21
				100-1019-552.22-07	36.98	Internet Charge Racine Br
				207-0707-552.22-03	261.14	Elec 2/8-3/8/21
				207-0707-552.22-05	73.84	Water/Sewer 2/8-3/8/21
				207-0707-552.22-06	72.13	Storm 2/8-3/8/21
				207-0707-552.22-07	54.14	Dark Fiber Charge
				487-0305-562.22-03	28.25	Elec 1/29-3/4/21
					5.55	Elect 3/4-3/18/21
				487-0305-562.22-05	13.38	Water/Sewer 2/8-3/8/21
					337.94	Water 1/29-3/4/21
					6.24	Water 3/4-3/18/21
				487-0305-562.22-06	7.59	Storm 2/8-3/8/21
					27.96	Storm 1/29-3/4/21
					11.51	Storm 3/4-3/18/21
				501-0304-562.22-06	73.10	Storm 2/8-3/8/21
					202.14	Storm 2/8-3/8/21
					182.34	Storm 2/8-3/8/21
					26.53	Elec 2/8-3/8/21
					10.82	Elec 2/8-3/8/21
	593.40	Dark Fiber Charge				
	167.75	Internet 2/8-3/8/21				
	500.52	Dark Fiber Charge				
		Total for check: 71032				
		6,778.50				
MBM	71033	3/25/2021	IN558615	743-0403-513.29-01	197.85	PD Copier Lease 2/7 - 3/6
						Total for check: 71033
					197.85	

AP Check Register

Check Date: 3/25/2021

<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>
MORTON SAFETY	71034	3/25/2021	209860	100-0703-553.30-18	478.50	Gloves
			Total for check: 71034		478.50	
CITY OF NEENAH	71035	3/25/2021	Fire/Rescue	100-0501-522.25-01	294,058.00	Mar21 Fire/Rescue Service
			Total for check: 71035		294,058.00	
OSHKOSH TENT & AWNING CO INC	71036	3/25/2021	65861	731-1022-541.38-03	797.00	Quella-Loader Cover
			Total for check: 71036		797.00	
OUTAGAMIE COUNTY CLERK OF COURTS	71037	3/25/2021	Out Co Clerk	100-0000-201.03-00	200.00	Report#21-0549
			Total for check: 71037		200.00	
REV.COM	71038	3/25/2021	42243864	100-0405-513.21-08	833.75	Billing period 2/1-2/28
			Total for check: 71038		833.75	
DR TERESA RUDOLPH	71039	3/25/2021	City Physician	100-0903-531.21-05	175.00	City Physician - March
			Total for check: 71039		175.00	
SECOND AMENDMENT AMMO	71040	3/25/2021	Menasha PD	100-0801-521.30-15	1,700.00	556 & 9MM Ammo
			Total for check: 71040		1,700.00	
SERVICE MOTOR COMPANY	71041	3/25/2021	P43969	731-1022-541.38-03	64.50	Hose/Tube
			Total for check: 71041		64.50	
SHEBOYGAN COUNTY TREASURER	71042	3/25/2021	113979	100-1003-541.30-18	2,697.65	Cold Patch
			Total for check: 71042		2,697.65	
STAPLES	71043	3/25/2021	3470876300	731-1022-541.30-10	(76.99)	Credit/Return Item

AP Check Register
Check Date: 3/25/2021

Date: 4/1/2021

<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>
STAPLES...	71043...	3/25/2021	8061539788	731-1022-541.30-18	112.00	Key Tags
			Total for check: 71043		35.01	
STUMPF CREATIVE LANDSCAPES	71044	3/25/2021	8240	625-0706-561.30-18	1,330.00	Trees
			Total for check: 71044		1,330.00	
TIMOTHY PONTOW	71045	3/25/2021	Pontow	733-0206-512.73-01	33.00	Property Damage
			Total for check: 71045		33.00	
UNIFIRST CORPORATION	71046	3/25/2021	097 0325976	731-1022-541.20-01	156.29	Cleaning Service
		3/25/2021	097 0327725	731-1022-541.20-01	209.31	Cleaning Service
			Total for check: 71046		365.60	
UNITED PAPER CORPORATION	71047	3/25/2021	U011931	731-1022-541.30-13	869.20	Towel/Tissues
			Total for check: 71047		869.20	
VIRTUAL ACADEMY	71048	3/25/2021	VA6162	743-0403-513.24-04	1,980.00	Training 3/8/21-3/11/22
			Total for check: 71048		1,980.00	
WELLS FARGO FINANCIAL LEASING	71049	3/25/2021	5014257694	743-0403-513.29-01	142.77	PD Copier - March
			Total for check: 71049		142.77	
WINNEBAGO COUNTY CLERK OF COURTS	71050	3/25/2021	WCCC	100-0000-201.03-00	620.00	Report#21-0604
					635.00	Report#21-0602
			Total for check: 71050		1,255.00	

AP Check Register
Check Date: 3/25/2021

<i>Vendor Name</i>	<i>Check Number</i>	<i>Check Date</i>	<i>Invoice Number</i>	<i>Account Number</i>	<i>Amount</i>	<i>Description</i>
WISCONSIN DOCUMENT IMAGING	71051	3/25/2021	128675	100-0204-512.30-15	4,400.00	Ballot Folding Machine Grant Funds
			Total for check: 71051		<u>4,400.00</u>	
WISCONSIN SUPPORT COLLECTIONS	71052	3/25/2021	20210325	100-0000-202.03-00	614.59	PAYROLL SUMMARY
			Total for check: 71052		<u>614.59</u>	
					<u>455,969.78</u>	

AP Check Register

Check Date: 3/26/2021

<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>
AUTOMATED COMFORT CONTROLS	71053	3/26/2021	27816	100-0601-551.24-03	217.07	Repair/Maint-Serv Contrac
			Total for check: 71053		217.07	
BAKER & TAYLOR INC	71054	3/26/2021	2035757364	100-0601-551.30-14	345.15	Lib Materials
		3/26/2021	2035759482	100-0601-551.30-14	333.76	Lib Materials
		3/26/2021	2035762108	100-0601-551.30-14	306.27	Lib Materials
		3/26/2021	2035766502	100-0601-551.30-14	140.49	Lib Materials
		3/26/2021	2035771889	100-0601-551.30-14	2,016.04	Lib Materials
		3/26/2021	2035776693	100-0601-551.30-14	364.16	Lib Materials
		3/26/2021	2035779096	100-0601-551.30-14	375.37	Lib Materials
		3/26/2021	2035787381	100-0601-551.30-14	1,172.48	Lib Materials
		3/26/2021	2035791777	100-0601-551.30-14	594.32	Lib Materials
		3/26/2021	2035798832	100-0601-551.30-14	760.96	Lib Materials
		3/26/2021	2035802149	100-0601-551.30-14	109.09	Lib Materials
		3/26/2021	2035804423	100-0601-551.30-14	479.90	Lib Materials
		3/26/2021	NS21020038	100-0601-551.30-14	100.00	Lib Materials
			Total for check: 71054		7,097.99	
BELLA'S CUSTOM DESIGN INC	71055	3/26/2021	26729	100-0601-551.30-10	13.00	Office Supplies
			Total for check: 71055		13.00	
BLACKSTONE PUBLISHING	71056	3/26/2021	1207629	100-0601-551.30-14	375.89	Lib Materials
			Total for check: 71056		375.89	
BRECK'S	71057	3/26/2021	10570212300	100-0601-551.24-03	87.94	Building Repair/Maint.
			Total for check: 71057		87.94	
CENGAGE LEARNING INC/GALE	71058	3/26/2021	73902309	100-0601-551.30-14	38.92	Lib Materials
			Total for check: 71058		38.92	

AP Check Register

Check Date: 3/26/2021

<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>
CENTER POINT LARGE PRINT	71059	3/26/2021	1831313	100-0601-551.30-14	273.84	Lib Materials
			Total for check: 71059		273.84	
CUSTOM PRINTING INC	71060	3/26/2021	17092	100-0601-551.30-10	42.00	Office Supplies
			Total for check: 71060		42.00	
DEMCO	71061	3/26/2021	6912910	100-0601-551.30-18	395.32	Dept Processing Supplies
			Total for check: 71061		395.32	
FOX STAMP SIGN & SPECIALTY	71062	3/26/2021	2064755	100-0601-551.30-10	32.25	Office Supplies
			Total for check: 71062		32.25	
BARBARA HELD	71063	3/26/2021	Held	100-0601-551.30-14	10.59	Library Materials
			Total for check: 71063		10.59	
MIDWEST TAPE	71064	3/26/2021	500034065	100-0601-551.30-14	362.81	Lib Materials
		3/26/2021	500034478	100-0601-551.30-14	571.21	Lib Materials
		3/26/2021	500052475	100-0601-551.30-14	38.98	Lib Materials
		3/26/2021	500055212	100-0601-551.30-14	147.67	Lib Materials
		3/26/2021	99988808	100-0601-551.30-14	943.01	Lib Materials
		3/26/2021	99988816	100-0601-551.30-14	94.22	Lib Materials
			Total for check: 71064		2,157.90	
MBM	71065	3/26/2021	IN557100	100-0601-551.24-04	148.99	Repair Maint-Serv Contrac
			Total for check: 71065		148.99	
MODERN MARKETING	71066	3/26/2021	MMI140552	100-0601-551.30-16	291.33	Coloring Books
			Total for check: 71066		291.33	

AP Check Register

Check Date: 3/26/2021

<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>
SHARON PAGE	71067	3/26/2021	Page	100-0601-551.20-05	89.00	Entertainment Lib Program
			Total for check: 71067		89.00	
SCHOOL LIFE DIV OF IMAGESTUFF	71068	3/26/2021	INV-200042118	100-0601-551.30-16	94.00	Promo Program Supplies
			Total for check: 71068		94.00	
STEVEN SHEEHAN	71069	3/26/2021	Sheehan	100-0601-551.20-05	75.00	Entertainment Lib Program
			Total for check: 71069		75.00	
SHOWCASES	71070	3/26/2021	319298	100-0601-551.30-18	786.00	Dept Processing Supplies
			Total for check: 71070		786.00	
SYNCB/AMAZON	71071	3/26/2021	434673876433	100-0601-551.30-10	59.99	Office Supplies
		3/26/2021	434768933347	100-0601-551.30-10	32.99	Office Supplies
		3/26/2021	445339374463	100-0601-551.30-10	54.95	Office Supplies
		3/26/2021	453799876359	100-0601-551.30-14	28.00	Lib Materials
		3/26/2021	459349938949	100-0601-551.30-14	220.57	Lib Materials
		3/26/2021	498934953896	100-0601-551.30-10	39.89	Office Supplies
		3/26/2021	569645667365	100-0601-551.30-10	19.95	Office Supplies
		3/26/2021	579887754587	100-0601-551.24-01	69.94	Office Equipment
		3/26/2021	655898788794	100-0601-551.30-14	36.04	Lib Materials
		3/26/2021	794778475538	100-0601-551.30-14	58.73	Lib Materials
		3/26/2021	799655379537	100-0601-551.30-14	8.99	Lib Materials
		3/26/2021	887868436635	100-0601-551.30-14	22.97	Lib Materials
		3/26/2021	897573954434	100-0601-551.30-14	13.98	Lib Materials
		3/26/2021	938935534434	100-0601-551.30-14	15.99	Lib Materials
		3/26/2021	975357587456	100-0601-551.30-10	15.99	Office Supplies
			Total for check: 71071		698.97	

AP Check Register

Check Date: 3/26/2021

<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>
UNIQUE MANAGEMENT SERVICES INC	71072	3/26/2021	600239	100-0601-551.21-06	62.65	Placements
			Total for check: 71072		62.65	
US BANK EQUIPMENT FINANCE	71073	3/26/2021	438604035	100-0601-551.24-04	513.46	Repair/Maint-Serv Contrac
			Total for check: 71073		513.46	
WINNEFOX AUTOMATED LIBRARY SYSTEM	71074	3/26/2021	WALS1664	100-0601-551.24-01	883.51	Computer/Monitor
		3/26/2021	WALS1678	100-0601-551.30-11	54.99	Postage
			Total for check: 71074		938.50	
WINNEFOX LIBRARY SYSTEM	71075	3/26/2021	WLS988	100-0601-551.34-02	180.00	Training Registration
			Total for check: 71075		180.00	
					14,620.61	

AP Check Register

Check Date: 4/1/2021

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
ACCURATE	71076	4/1/2021	2103313	731-1022-541.38-03	98.35	Parts- washers/ plow bolt
		4/1/2021	2103325	731-1022-541.30-18	26.74	Valve Capper Tool
	Total for check: 71076					125.09
ADVANCED ASBESTOS REMOVAL INC	71077	4/1/2021	20326	100-0901-515.30-18	690.00	Removal Asbestos FlooringCVMIC Grant
		Total for check: 71077				
AMAZON CAPITAL SERVICES	71078	4/1/2021	14HG-TVLJ-44FR	100-0914-531.30-18	30.56	Cardstock-vaccine clinic
		4/1/2021	1FMG-G7CY-D3PQ	100-0801-521.80-05	2,299.99	Nordic Track
		4/1/2021	1KCG-QXVD-KDQJ	100-0801-521.30-15	59.79	Cable Machine Attachment
	Total for check: 71078					2,390.34
ASSOCIATED APPRAISAL CONSULTANTS	71079	4/1/2021	153635	100-0402-513.21-09	5,000.00	April Assess Services
					61.66	Internet Posting
				100-0402-513.30-11	7.00	Postage
Total for check: 71079					5,068.66	
AUTOMATED COMFORT CONTROLS	71080	4/1/2021	28475	470-0601-551.82-01	11,250.00	Delta Controls at ESPL
AUTOMOTIVE SUPPLY COMPANY	71081	4/1/2021	000246016	731-1022-541.38-03	(124.50)	Return Caliper
		4/1/2021	011893596	731-1022-541.38-04	160.28	Ford Police Interceptor
	Total for check: 71081					35.78
SHELBY BIRKHOLZ	71082	4/1/2021	Birkholz	100-0000-204.07-00	72.45	Refund Life Ins Premium

AP Check Register

Check Date: 4/1/2021

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
BMI	71083	4/1/2021	39513547	100-0702-552.30-18	412.24	BMI License Fees
Total for check: 71083					412.24	
BOBCAT PLUS	71084	4/1/2021	IA14609	731-1022-541.38-03	408.57	Bobcat Parts
		4/1/2021	IA14758	731-1022-541.38-03	262.82	Bobcat Parts
Total for check: 71084					671.39	
BRAZEE'S ACE HARDWARE	71085	4/1/2021	050909	100-0703-553.24-03	3.99	Rollers
		4/1/2021	050917	100-0703-553.24-03	4.99	Contractor Shims
Total for check: 71085					8.98	
BUTCH'S CURB & LANDSCAPING LLC	71086	4/1/2021	10718	625-1010-541.30-18	1,468.70	Risers
Total for check: 71086					1,468.70	
CARDMEMBER SERVICE	71091	4/1/2021	0059	100-0801-521.34-02	705.00	Training Registration Police
		4/1/2021	0067	100-0801-521.34-02	80.00	Training Registration Police
		4/1/2021	0090	100-0401-513.32-01	60.00	Pearson- MTAW Dues Finance
		4/1/2021	0141	100-0601-551.30-16	143.87	Summer Reading Prizes Library
		4/1/2021	0202	100-0801-521.30-18	119.73	Evidence Supplies Police
		4/1/2021	0430	100-0704-552.34-02	70.00	Aquatics Workshop Pool
		4/1/2021	0441	100-0801-521.32-01	(20.00)	Notary Filing Fee Refund Police
		4/1/2021	0789	100-0401-513.30-10	(3.00)	Sales Tax Credit
		4/1/2021	0928	100-0401-513.32-01	250.00	GFOA dues - Sassman Finance
		4/1/2021	0950	100-0901-515.30-18	46.95	Blood Pressure Monitor Safety 1/2 CVMIC
				100-1001-514.30-15	63.70	Sign Shop Vac Attachment
		4/1/2021	1094	100-0903-531.30-18	141.75	Instructor Manuals DVD Health Department
		4/1/2021	1489	100-0801-521.30-15	785.14	Taser Supplies Police
		4/1/2021	1571	100-0801-521.34-04	167.40	Training Supplies Police
		4/1/2021	2180	100-1002-541.30-10	52.72	Headset Engineering
		4/1/2021	2285	100-0801-521.32-01	75.00	Monthly Inv Tool (Feb) Police
	4/1/2021	2790	100-0000-201.02-00	1,219.63	Podium (2020 Carry Over) Police	
	4/1/2021	3007	100-0801-521.30-10	36.68	Office Supplies Police	

AP Check Register

Check Date: 4/1/2021

<i>Vendor Name</i>	<i>Check Number</i>	<i>Check Date</i>	<i>Invoice Number</i>	<i>Account Number</i>	<i>Amount</i>	<i>Description</i>
CARDMEMBER SERVICE...	71091...	4/1/2021	3094	100-0601-551.30-11	5.69	Postage Library
		4/1/2021	3121	827-0920-531.30-18	144.00	Sr. Center Donation
		4/1/2021	3245	100-0401-513.30-10	(25.00)	Return Keyboard Finance
		4/1/2021	3429	100-0801-521.29-04	176.19	Traffic Cones Police
		4/1/2021	3574	100-0914-531.30-18	269.89	Registration Vaccination Immunization
		4/1/2021	3615	731-1022-541.30-18	388.70	Maint Pallet Jack
				731-1022-541.82-02	38.12	PWF TV Cables
		4/1/2021	3760	100-0801-521.32-01	110.00	FBINAA Dues Police
		4/1/2021	3808	100-0801-521.29-04	396.04	Vehicle Repair Police
		4/1/2021	3890	100-0901-515.30-18	44.97	Safety Glasses Safety 1/2 CVMIC
		4/1/2021	3950	100-0601-551.24-03	29.99	Lib Egress Lt Battery
		4/1/2021	4082	100-0601-551.30-13	25.44	Lysol Wipes Library
		4/1/2021	4164	100-1001-514.30-15	199.00	Thermal Camera
		4/1/2021	4329	100-0903-531.24-03	52.00	Clorex Wipes
				100-1001-514.24-03	52.00	Clorex Wipes
				731-1022-541.24-03	52.00	Clorex Wipes
		4/1/2021	4519	100-0401-513.30-10	62.99	Keyboard & Mouse Finance
		4/1/2021	4587	731-1022-541.30-18	49.95	Brian H Planner
		4/1/2021	4629	827-0920-531.30-18	(48.00)	Sr. Center Donation
		4/1/2021	4746	100-0601-551.30-14	256.40	Library Materials Library
		4/1/2021	4749	100-0901-515.30-18	319.00	2 Stethoscopes Safety 1/2 CVMIC
		4/1/2021	4901	100-0304-562.30-18	(27.72)	GotoMeeting Comm Dev
		4/1/2021	5150	100-0801-521.30-15	124.25	Range Supplies Police
		4/1/2021	5162	100-1001-514.30-15	45.80	Tablet PC Charge Cables
		4/1/2021	5172	100-0802-521.30-18	176.19	Department Supplies Crossing Guards
		4/1/2021	5218	100-0801-521.29-04	40.46	Vehicle Supplies Police
		4/1/2021	5246	100-0801-521.30-11	4.00	Postage Police
		4/1/2021	5288	100-0901-515.30-18	904.00	AED Supplies
		4/1/2021	5450	743-0403-513.30-15	219.99	Hard Drive Eraser IT
		4/1/2021	5604	100-0801-521.19-03	10.95	Uniform Allowance Police
		4/1/2021	5642	625-1010-541.34-02	99.00	Conference Engineering
		4/1/2021	5734	100-0601-551.30-16	95.88	Cricut Subscription Library
		4/1/2021	5867	100-0801-521.24-03	112.78	Bubbler Water Filters
				731-1022-541.24-03	112.77	Bubbler Water Filters

AP Check Register

Check Date: 4/1/2021

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
CARDMEMBER SERVICE...	71091...	4/1/2021	5896	100-0601-551.30-11	64.80	Postage Newsletters Library
		4/1/2021	5962	100-0801-521.19-03	10.55	Uniform Allowance Police
		4/1/2021	5992	100-0702-552.30-18	29.20	Rec Fables to Tables
		4/1/2021	6212	100-0601-551.30-16	6.99	Monthly Plan Library
		4/1/2021	6221	100-0801-521.30-15	856.20	Taser Supplies Police
		4/1/2021	6273	100-0801-521.29-04	243.16	Vehicle LED Mounts Police
		4/1/2021	6332	824-0807-521.30-15	42.98	Dog Food - Cami K-9
		4/1/2021	6395	100-0801-521.30-15	(785.14)	Refund Taser Supplies Police
		4/1/2021	6463	100-0601-551.30-13	11.92	Disinfectant Wipes Library
		4/1/2021	6629	100-0401-513.32-01	25.00	Sassman MTAW Dues Finance
				100-0801-521.19-03	59.73	Uniform Allowance Police
		4/1/2021	6639	731-1022-541.82-02	47.18	Wall Files /Plotter Cable
		4/1/2021	7139	100-0801-521.32-01	20.00	Notary Filing Fee Police
		4/1/2021	7415	100-0801-521.19-03	134.99	Uniform Allowance Police
		4/1/2021	7543	100-0601-551.30-16	96.41	Facebooks Ads Library
		4/1/2021	7677	100-0304-562.30-18	22.16	GotoMeeting Comm Dev
		4/1/2021	7953	100-0704-552.24-03	80.76	Pool Lights
		4/1/2021	8373	731-1022-541.82-02	153.65	PWF Clocks
		4/1/2021	8634	100-0801-521.29-04	22.44	Vehicle Repairs-Ethernet Police
		4/1/2021	8720	100-0914-531.30-18	178.95	Vaccine Clinic Lunch National Guard 1/2 CVMIC
		4/1/2021	8771	100-0802-521.30-18	(8.39)	Department Supplies Crossing Guards
		4/1/2021	8882	100-0801-521.29-04	53.55	Vehicle Repair Police
		4/1/2021	9103	100-0801-521.32-01	190.00	IACP Dues Police
		4/1/2021	9740	100-0601-551.30-14	17.99	Subscription Fee
		4/1/2021	9844	100-1002-541.30-10	41.00	Stamp Engineering
		4/1/2021	9902	731-1022-541.82-02	14.02	Long Hammer Drill Bit
			Total for check: 71091		10,142.39	
COMPLETE OFFICE OF WISCONSIN	71092	4/1/2021	897754	100-0304-562.30-10	28.99	Pens/Erasers/Markers
			Total for check: 71092		28.99	

AP Check Register

Check Date: 4/1/2021

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
CONGER TOYOTA-LIFT	71093	4/1/2021	PSI-233289	731-1022-541.29-04	340.84	Planned Maintenance
			Total for check: 71093		340.84	
DISCHER ARCHITECTURAL MILLWORK	71094	4/1/2021	9570000	731-1022-541.24-03	902.00	MPW Counter
			Total for check: 71094		902.00	
ENVISIONINK PRINTING SOLUTIONS	71095	4/1/2021	210808	266-1027-543.29-01	198.00	Recycle Tags
		4/1/2021	210923	100-0703-553.29-01	139.00	Boat Launch Reg Form
			Total for check: 71095		337.00	
FACTORY MOTOR PARTS CO	71096	4/1/2021	1-6819810	731-1022-541.38-03	15.63	Lube Filter
		4/1/2021	18-1951729	731-1022-541.38-03	198.68	Parts
		4/1/2021	18-1955640	731-1022-541.38-03	9.42	Lube Filter
		4/1/2021	18-Z22515	731-1022-541.38-03	(11.00)	Credit - battery core
		4/1/2021	18-Z22640	731-1022-541.38-03	(30.00)	Return Battery Core
		4/1/2021	50-3290252	731-1022-541.38-03	19.82	Hyd Filter
			Total for check: 71096		202.55	
FARRELL EQUIPMENT & SUPPLY CO INC	71097	4/1/2021	000000001157874	100-1003-541.30-15	339.89	Blades
			Total for check: 71097		339.89	
FLAG CENTER	71098	4/1/2021	0101579-IN	731-1022-541.30-18	590.00	City of Menasha Logo
			Total for check: 71098		590.00	
GEOGRAPHIC INFORMATION SERVICES	71099	4/1/2021	GIS-14507	470-0403-513.80-05	1,259.45	Feb21 GIS Services
			Total for check: 71099		1,259.45	

AP Check Register

Check Date: 4/1/2021

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
GRAY'S INC	71100	4/1/2021	36912	100-1006-541.30-15	805.00	3/4'x8'x7'CDB w/3/4" hole
	Total for check: 71100				805.00	
GUNDERSON CLEANERS	71101	4/1/2021	967972	100-0801-521.30-13	51.76	Towels/Mats
	Total for check: 71101				51.76	
GUSTMAN CHEVROLET SALES INC	71102	4/1/2021	56238	731-1022-541.38-03	18.19	Parts
	Total for check: 71102				18.19	
HEARTLAND BUSINESS SYSTEMS	71103	4/1/2021	429600-H	100-0403-513.80-01	71,000.00	IT Infrastructure Project
				743-0403-513.80-01	68,884.08	IT Infrastructure Project
		4/1/2021	430467-H	743-0403-513.80-01	540.00	HPE Halogen Supply Kit
		4/1/2021	432154-H	743-0403-513.24-04	3,915.63	Cynet Install/Monitoring
	Total for check: 71103				144,339.71	
HECKRODT WETLAND RESERVE	71104	4/1/2021	3335	100-0702-552.20-03	50.00	Naturalist Program 3/5/21
	Total for check: 71104				50.00	
JX ENTERPRISES INC	71105	4/1/2021	2455835P	731-1022-541.38-03	(639.00)	Credit-Pwr Steering Assy
		4/1/2021	2457420P	731-1022-541.38-03	4.54	Knob-Wiper/Washer
		4/1/2021	2457700P	731-1022-541.38-03	47.37	Sender-Temperature
		4/1/2021	2457947P	731-1022-541.38-03	1,418.61	Air Compressor Kits Gasket/Hose Assy
		4/1/2021	2457968P	731-1022-541.38-03	81.74	Hose Assy
	Total for check: 71105				913.26	
HALEY KRAUTKRAMER	71106	4/1/2021	Krautkramer	100-0000-204.07-00	14.00	Refund Life Ins Premium
	Total for check: 71106				14.00	
MATTHEWS TIRE & SERVICE CENTER	71107	4/1/2021	77891	731-1022-541.38-02	550.00	Flat Repair
		4/1/2021	77892	731-1022-541.38-04	478.60	Goodyear Tires x 4

AP Check Register

Check Date: 4/1/2021

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
MATTHEWS TIRE & SERVICE CENTER...	71107...	4/1/2021	77925	731-1022-541.38-02	198.00	2 - MAX24T
Total for check: 71107					1,226.60	
MENARDS-APPLETON EAST	71108	4/1/2021	508	100-0703-553.24-03	174.78	Steel Door, Knob
		4/1/2021	543	731-1022-541.24-03	156.03	Tote, Drywall, Brackets
		4/1/2021	566	100-1009-541.30-15	269.40	2x4 - 10' Studs
				625-1003-541.30-15	449.70	2 x 6 - 104 2" SPF
		4/1/2021	568	625-1003-541.30-15	(449.70)	Return 2x6's
		4/1/2021	569	625-1003-541.30-15	408.30	2 x 6 - 10' Studs
Total for check: 71108					1,008.51	
MENASHA NEENAH MUNICIPAL COURT	71109	4/1/2021	MNMC	100-0000-201.03-00	237.00	Report# 21-0053
					174.00	Report# 21-0637
					174.00	Report# 17-0377
Total for check: 71109					585.00	
MENASHA UTILITIES	71110	4/1/2021	004812	601-0401-513.25-01	17,309.48	Feb 21 Sewer
				625-0401-513.25-01	1,512.81	Feb 21 Storm water
Total for check: 71110					18,822.29	
N&M AUTO SUPPLY	71111	4/1/2021	731063	731-1022-541.30-18	27.43	Tire Tread Depth Guage
		4/1/2021	731550	731-1022-541.38-03	8.62	LED Chrome License
		4/1/2021	731759	731-1022-541.38-04	7.06	Battery Cable Black
		4/1/2021	731779	731-1022-541.30-18	22.86	Parts
		4/1/2021	732664	731-1022-541.38-03	42.82	Adhesive/Acrylic Tape
Total for check: 71111					108.79	
NEENAH-MENASHA SEWERAGE COMMISSION	71112	4/1/2021	2021-042	601-1021-543.25-01	19,649.08	April Wastewater

AP Check Register

Check Date: 4/1/2021

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
NEENAH-MENASHA SEWERAGE COMMISSION...	71112...	4/1/2021	2021-048	601-1021-543.25-01	9,271.00	April Interest/Debt
Total for check: 71112					28,920.08	
OSI ENVIRONMENTAL INC	71113	4/1/2021	4020158	731-1022-541.21-06	75.00	Used Oil Collection
Total for check: 71113					75.00	
PACKER CITY INTL TRUCKS INC	71114	4/1/2021	X103098136:01	731-1022-541.38-03	24.29	Air Filter
			X103098136:02	731-1022-541.38-03	36.22	Air Filter
			X103098661:01	731-1022-541.38-03	131.67	Filters, Module Mirror
			X103098858:01	731-1022-541.38-03	31.82	Air Filter
Total for check: 71114					224.00	
RIESTERER & SCHNELL INC	71115	4/1/2021	1938716	731-1022-541.38-04	234.09	Seal Kit
Total for check: 71115					234.09	
RUEKERT & MIELKE INC	71116	4/1/2021	135794	601-1020-543.21-02	759.00	Project #8285-10001
			135795	601-1020-543.21-02	897.00	Project #8285-10006
Total for check: 71116					1,656.00	
STAPLES	71117	4/1/2021	3470819609	100-0203-512.30-10	8.37	Office Supplies
				100-0204-512.30-10	18.52	Office Supplies
				100-0304-562.30-10	11.98	Office Supplies
				100-0702-552.30-10	16.28	Office Supplies
				100-1002-541.30-10	14.49	Office Supplies
			3472106398	731-1022-541.30-10	281.59	Key Lock
			3472106399	731-1022-541.30-10	48.22	Copy Paper/Pens
Total for check: 71117					399.45	

AP Check Register

Check Date: 4/1/2021

<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>
SUPERIOR CHEMICAL CORP	71118	4/1/2021	295455	731-1022-541.30-13	84.89	Sanitizing Hand Rinse
			Total for check: 71118		84.89	
THEDACARE AT WORK	71119	4/1/2021	302788	100-0202-512.21-05	28.00	TB Skin Test
		4/1/2021	302847	100-0202-512.21-05	221.00	Pre-work Screen
			Total for check: 71119		249.00	
UNIFIRST CORPORATION	71120	4/1/2021	097 0328154	731-1022-541.20-01	165.16	Coveralls
			Total for check: 71120		165.16	
UNITED PAPER CORPORATION	71121	4/1/2021	U011989	731-1022-541.30-18	159.28	Multifold Towel
			Total for check: 71121		159.28	
UNITEL INC	71122	4/1/2021	47544	731-1022-541.30-15	279.98	D60 Phones w/Licenses
			Total for check: 71122		279.98	
UNIVERSITY OF WISCONSIN OSHKOSH	71123	4/1/2021	19137	100-0405-513.21-08	735.00	Feb21 Mtgs Video Taping
			Total for check: 71123		735.00	
US PETROLEUM EQUIPMENT	71124	4/1/2021	135726	731-1022-541.82-01	104,543.52	Fuel Tank Replacemnt/Lift
			Total for check: 71124		104,543.52	
WIL-KIL PEST CONTROL	71125	4/1/2021	4107035	731-1022-541.20-07	77.25	Commercial Contract
			Total for check: 71125		77.25	
WINNEBAGO COUNTY TREASURER	71126	4/1/2021	19217	100-0805-521.25-01	617.52	Stays
			Total for check: 71126		617.52	

AP Check Register
Check Date: 4/1/2021

Date: 4/1/2021

<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>
WINNEGAMIE DOG CLUB	71127	4/1/2021	Winnegamie Dog	100-0204-512.29-06	300.00	Rental Fee Spring Electio
			Total for check: 71127		<u>300.00</u>	
					<u>343,000.07</u>	



To: Menasha Common Council

From: Haley Krautkramer, City Clerk

RE: Beverage Operator License (Bartender) Applicants

Date: 4/1/2021

The below individuals have applied for a bartender license to serve, dispense and/or sell alcohol at a licensed establishment within the City. They have all met the criteria under the “Guidelines for Operator Licenses” approved by the Common Council. Therefore, staff is recommending the following people be **APPROVED** for an Operator’s License for the 2019-2021 licensing period:

Melissa Czarniak
Julia Diwa
Andrea Jury
Alexandria Ziegert



To: Members of the Common Council
From: Chief Tim Styka
Date: March 25, 2021
RE: Speed and Aggressive Driving Grant - Summer 2021

BACKGROUND

The mission of the Police Department includes improving the quality of life in the community. As part of this mission we work towards having safe streets for vehicles, bicyclists and pedestrians. One method of working towards this goal is through traffic enforcement. For the past several years our traffic enforcement efforts have been supplemented by grants. You may recall that we are currently participating in both a Seatbelt Grant and an Alcohol Grant. These grants run through September 2021 and will provide approximately \$25,000 in overtime funds for traffic enforcement. We now have an additional opportunity to join along with other law enforcement agencies in Winnebago County on an additional traffic enforcement grant.

ANALYSIS

We received notification from Winnebago County and the Wisconsin Department of Transportation that Winnebago County law enforcement agencies are eligible to receive a speed and aggressive driving grant in the amount of \$30,000. We expect that our share of the grant will be about \$4,500.

FISCAL IMPACT

The grant does require a local match of 25%. The match will be done through traffic enforcement on regularly scheduled time and will not have an impact on the budget.

RECOMMENDATION

We are requesting approval to accept and spend the awarded grant funds. The grant will cover dedicated enforcement from Memorial Day through Labor Day 2021.

As always we will continue to seek out similar opportunities and programs in the future to further the traffic safety mission for our community.

I would like to thank Lt. Matt Lenss for all of his work on the traffic grants we have received and his work on securing this grant with Winnebago County.



MEMORANDUM

Date: April 1, 2021

To: Common Council

From: Pamela A. Captain

Re: Right to Purchase Real Estate – PJC Group L.L.C.
(Lawson Canal Restoration Project)

Last May, 2020 the Common Council adopted Resolution R-19-20, Authorizing the Acquisition of Land along a Portion of the Lawson Canal to Construct a Naturalized/Free Flowing Channel around the Menasha Dam and to Authorize Grants to be written through the Wisconsin Department of Natural Resources (WDNR) and Other Related Grant Sources.

The resolution authorized taking the necessary action to move the project forward including obtaining options to acquire a parcel of land determined by the city's consultant to be needed for the project and owned by PJC Group L.L.C. Presented for your consideration and approval is a Right to Purchase agreement the PJC Group L.L.C. has executed.

The major terms of the agreement provide:

1. A 3 year option for the City to purchase the property;
2. If the City provides written notice to the Owner the City has secured grant funding in order to proceed with the project;
3. For the purchase price of \$3,500 (partial donation and partial purchase)

RECOMMENDED MOTION: Approve and enter into the Right to Purchase Real Estate agreement with PJC Group L.L.C. for the Lawson Canal Restoration Project.

RIGHT TO PURCHASE REAL ESTATE

This right to purchase real estate is made between PJC Group L.L.C., Grantor, and City of Menasha, a Wisconsin municipal corporation, Grantee, for the following described real estate in Winnebago County, State of Wisconsin.

City is desirous of acquiring a part of Grantor’s property for the public purpose of park and recreation, namely an urban water restoration project, however, City needs to secure financial commitment to construct the project; and

Grantor supports the City’s project and is interested in assisting the City and will transfer and donate the property to Grantee for the project for \$3,500.00 dollars; and

Upon written notification to Grantor by Grantee of the City successfully securing grant funding for the project Grantor shall transfer property to City by warranty deed free and clear of all encumbrances. Closing shall occur within three (3) years from the date of execution of this agreement; and

The parties acknowledge this agreement mutually benefits both parties providing good and valuable consideration. This agreement shall be binding on the parties hereto and their respective heirs, successors and assigns.

PARCEL ID NO. Part of 7 –03 -00527-04

**RETURN TO: City Clerk
100 Main St., Suite 200
Menasha, WI 54952**

PROPERTY DESCRIPTION:

This is not homestead property.

EXHIBITS A & B - attached

Dated this _____ day of March, 2021.

GRANTOR

GRANTEE

PJC Group L.L.C. by:

City of Menasha by:

Edmund Jelinski, Managing member

Donald Merkes, Mayor

Haley Krautkramer, City Clerk

Exhibit A

Part of Lot 4 of Certified Survey Map (CSM) 6723 recorded in Volume 1 on Page 6723 as Document No. 1635579, located in Government Lot 1 of Section 22, Township 20 North, Range 17 East, City of Menasha, Winnebago County, Wisconsin, containing 35,761 square feet (0.821 acres), described as follows;

Commencing at a Southeasterly corner of said Lot 4 CSM 6723, the North right-of-way line of Ahnaip Street and the Southeast corner of Lot 19 of Block A of Subdivision of the Reservation Plat;

Thence N43°41'57"W, 121.42 feet along a line of said Lot 4 to a corner of said Lot 4 and the Southwest corner of said Lot 19 and the Point of Beginning;

Thence N50°52'57"W, 322.99 feet to the Northwesterly line of said Lot 4 of CSM 6723 and an existing chiseled cross;

Thence N53°33'53"E, 153.49 feet along said Northwesterly line;

Thence S43°41'57"E, 172.90 feet to a Easterly line of said Lot 4, the North line of the Lawson Canal and a mag nail found;

Thence S43°56'47"W, 39.41 feet along said Southeasterly line to a corner of said Lot 4;

Thence S43°21'15"E, 86.96 feet along a Southeast line of said Lot 4 to a mag nail found;

Thence S40°52'06"E, 40.00 feet to a Southeasterly corner of said Lot 4 to a mag nail found;

Thence S46°36'58"W, 70.00 feet along a Southeasterly line of said Lot 4 to the Point of Beginning.

See attached Map Exhibit B.

**COLLATERAL ASSIGNMENT OF
LAND PURCHASE AND DEVELOPMENT AGREEMENT
AND ACKNOWLEDGEMENT, CONSENT AND AGREEMENT OF CITY**

THIS COLLATERAL ASSIGNMENT OF LAND PURCHASE AND DEVELOPMENT AGREEMENT AND ACKNOWLEDGEMENT, CONSENT AND AGREEMENT OF CITY (this "Assignment") is made as of the ____ day of _____, 2021, by THE BRIN, LLC ("Borrower"), a Wisconsin limited liability company, having a mailing address of 1009 Tana Lane, Menasha, Wisconsin 54952-2960, to and for the benefit of COVANTAGE CREDIT UNION ("Lender"), a Wisconsin credit union, with an office at 723 6th Avenue, Antigo, Wisconsin 54409.

RECITALS:

A. Pursuant to that certain Construction Loan Agreement dated as of the date hereof by and between Borrower and Lender (as amended, restated, replaced, supplemented or otherwise modified from time to time, the "Loan Agreement"), Lender is making a loan to Borrower in the original principal amount of \$9,806,250.00 (the "Loan"), as evidenced by that certain Promissory Note dated as of the date hereof, executed by Borrower and made payable to the order of Lender in the amount of the Loan (as amended, restated, replaced, supplemented or otherwise modified from time to time, the "Note").

B. The Loan is secured by, among other things, that certain Construction Mortgage, Security Agreement, Fixture Filing and Assignment of Leases and Rents dated as of the date hereof, executed by Borrower in favor of Lender (as amended, restated, replaced, supplemented or otherwise modified from time to time, the "Mortgage") with respect to the property of Borrower, commonly known as 1 Main Street, Menasha, Wisconsin, and more particularly described in Exhibit A annexed hereto (the "Property").

C. Borrower desires to secure payment and performance of Borrower's obligations in respect of the Loan by granting Lender the security described in this Assignment.

AGREEMENTS:

NOW, THEREFORE, to induce Lender to make the Loan to Borrower, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, and intending to be legally bound, Borrower agrees as follows:

1. Definitions and Rules of Construction.

a. As used herein, capitalized terms not otherwise defined herein shall have the meanings given such terms in the Loan Agreement, and:

"Assigned Collateral" means the Development Agreement, all modifications and substitutes for the Development Agreement, all books and records relating to the Development Agreement, and all proceeds of the Development Agreement, including all Project Grants.

“CDI Coverage Payment” means the one-time payment of \$250,000.00 from the City, which is payable in the event WEDC fails to award the City a CDI Grant for the Project pursuant to Section 3.11 of Article III of the Development Agreement. The CDI Coverage Payment is due, if at all, within 45 days following the issuance of a certificate of occupancy for the Project.

“CDI Grant” means a CDI grant from WEDC for the purpose of incentivizing community redevelopment as it relates to the Project. The CDI Grant is projected to be in the amount of \$250,000.00 and may be used to pay eligible Project Costs as permitted by WEDC.

“City” means the City of Menasha, a municipal corporation, located in Winnebago County, Wisconsin.

“Development Agreement” means that certain Land Purchase and Development Agreement dated February 17, 2020, between Borrower (as successor in interest to RF Development Group, LLC and YBR Properties LLC) and the City, as amended by the First Amendment to the Land Purchase and Development Agreement dated August 18, 2020, the Second Amendment to the Land Purchase and Development Agreement dated December 21, 2020, Third Amendment to the Land Purchase and Development Agreement dated March 16, 2021, and the Fourth Amendment to the Land Purchase and Development Agreement dated April 1, 2021, and any amendments, modifications or substitutions of or for the foregoing.

“Environmental Cost Reimbursement” means the payment from the City to Borrower to reimburse Borrower for environmental costs related to the remediation of contaminated soils as part of excavation including testing, oversight, transportation of contaminated soils, landfill disposal of contaminated soils, laboratory sampling, regulatory documentation and Wisconsin DNR review fees, as required under the Development Agreement.

“Event of Default” has the meaning set forth in the Loan Agreement.

“Indebtedness” has the meaning set forth in the Loan Agreement and/or the Mortgage.

“Loan Documents” includes this Assignment, the Loan Agreement, the Note, the Mortgage, the Assignment of Leases and Rents, the Environmental Indemnity Agreement, the Guaranty of Completion, the Guaranty of Payment, and all other agreements, documents, and instruments which now or hereafter evidence or secure any portion of the Indebtedness or performance of any other obligation of Borrower thereunder, and any amendments, modifications, or substitutions of or for the foregoing.

“Project Grants” means all Performance Incentives (as defined in the Development Agreement), Available Tax Increments (as defined in the Development Agreement), the CDI Grant, the CDI Coverage Payment, the Environmental Cost Reimbursement, and all other payments from the City to the Borrower under the Development Agreement.

b. The captions and headings of the sections of this Assignment are for convenience only and are not to be used to interpret or define the provisions hereof. Any references to any Person shall be construed in the masculine, feminine or neuter, singular or plural, as the context may require. “Includes” and “including” are not exclusive. This Assignment shall be governed by and construed in accordance with the internal substantive laws of the State of Wisconsin, without regard to the choice of law principles of such State.

2. Assignment. As security for the payment of the Indebtedness, and all renewals, extensions, and modification thereof, and the performance of the covenants and agreement of Borrower contained in the Loan Documents, Borrower does hereby transfer, assign, deliver, and grant a continuing security interest to Lender in all of Borrower's right, title, and interest in and to the Assigned Collateral. Lender's security interest shall continually exist until the Indebtedness has been paid in full and all of the covenants and agreements of Borrower contained in the Loan Documents have been fully performed.

3. Borrower's Limited License. So long as no Event of Default (as defined in the Loan Agreement) under the Loan Agreement, the Mortgage, or any other Loan Document has occurred, Borrower shall have the right under a license granted hereby (but limited as provided in this Assignment) to retain, use, and enjoy the benefits and privileges of the Assigned Collateral. After the occurrence of any such Event of Default, Lender may enforce this Assignment, with or without order of any court and with or without appointment of a receiver, and upon demand by or on behalf of Lender, Borrower shall immediately deliver to Lender all originals of the Development Agreement and any Project Grants in Borrower's possession.

4. Project Grants. After the occurrence of any Event of Default, Borrower agrees that all Project Grants payable by the City to Borrower shall be paid directly to Lender. Borrower directs the City to pay all Project Grants to Lender upon notice from Lender to the City that an Event of Default has occurred.

5. CDI Grant and Environmental Cost Reimbursement.

a. The CDI Grant to be paid by City pursuant to the Development Agreement shall be used to pay Project Costs or to reimburse Lender for funds already advanced. The CDI Grant shall be paid directly to the Lender or the Title Company as Lender shall direct. If Borrower receives the CDI Grant directly, Borrower shall immediately apply the CDI Grant to the payment of Project Costs and shall provide Lender with evidence that the CDI Grant has been applied to the payment of Project Costs prior to Lender making any further Advances under the Loan Agreement. Notwithstanding the foregoing, upon any Event of Default, the CDI Grant shall be paid directly to Lender.

b. If the WEDC fails to award the City the CDI Grant, the City shall pay the CDI Coverage Payment directly to Lender to reimburse Lender for funds already advanced unless Lender consents in writing to the payment of the CDI Coverage Payment to Borrower.

c. The Environmental Cost Reimbursement to be paid by City pursuant to the Development Agreement shall be used to pay Project Costs or to reimburse Lender for funds already advanced. The Environmental Cost Reimbursement shall be paid directly to the Lender or the Title Company as Lender shall direct. If Borrower receives the Environmental Cost Reimbursement directly, Borrower shall immediately apply the Environmental Cost Reimbursement to the payment of Project Costs and shall provide Lender with evidence that the Environmental Cost Reimbursement has been applied to the payment of Project Costs prior to Lender making any further Advances under the Loan Agreement. Notwithstanding the foregoing, upon any Event of Default, the Environmental Cost Reimbursement shall be paid directly to Lender.

6. Representations and Warranties. Borrower represents and warrants to Lender as follows:

a. A true and complete copy of the Development Agreement is attached hereto as Exhibit B.

b. The Development Agreement is now in full force and effect.

c. There are no defaults under the Development Agreement on the part of any party thereto.

d. There has been no prior sale, assignment, transfer, mortgage, pledge, security interest or encumbrance of any Assigned Collateral (other than in favor of Lender).

e. The foregoing representations and warranties shall be true with respect to all Assigned Collateral hereafter arising or acquired.

7. Covenants of Borrower. Until full payment of the Indebtedness and performance of all other obligations of Borrower under the Loan Documents, Borrower agrees that, unless Lender shall otherwise consent in writing:

a. Borrower will not sell, assign, transfer, mortgage, pledge, or otherwise encumber any Assigned Collateral (other than in favor of Lender).

b. Borrower will perform and observe, or cause to be performed and observed, all of the terms, covenants, and conditions on its part to be performed and observed with respect to the Assigned Collateral.

c. Borrower will not make, permit or consent to any default or breach of covenant or any modification in terms or conditions that would entitle any other Person to

a discharge or excuse from any liability or obligation under any Assigned Collateral, but will at all times take proper steps to enforce all of the terms and conditions thereof.

d. Borrower will not directly or indirectly amend, modify, cancel, terminate, or accept any surrender or rescission of any Assigned Collateral.

e. Borrower will promptly furnish to Lender, on demand, true copies of all Assigned Collateral and true copies of each document effecting the renewal, amendment or modification of any of the Assigned Collateral.

f. Borrower will execute such other and further documents and instruments, issue such notices, and take such further actions as Lender may request to implement the provisions of this Assignment and to perfect and protect Lender's interest in the Assigned Collateral. Without limiting the foregoing at Lender's request, Borrower shall: (1) serve notices on other persons concerning this Assignment; and (2) secure such further written consents to this Assignment as Lender may from time to time request.

g. Borrower will give immediate notice to Lender of any notice of default served upon Borrower with respect to the Assigned Collateral.

h. Borrower shall not request or receive any advance payment of any Project Grant.

8. Lender's Rights and Remedies. Notwithstanding any course of dealing or course of performance:

a. Upon the occurrence of any Event of Default, Lender may by written notice to Borrower (which notice shall be conclusive evidence of the occurrence of an Event of Default and of all other facts recited therein): (1) terminate Borrower's license; (2) in Lender's name, Borrower's name, or through a delegate, exercise as the owner of the Assigned Collateral all of the rights, privileges, options, and remedies therein; (3) exercise the rights of a secured party under the Uniform Commercial Code; and/or (4) exercise all other rights and remedies under the Loan Documents, at law, or in equity.

b. Nothing herein shall operate or be construed to obligate Lender to perform any of the terms, covenants or conditions contained in any Assigned Collateral, or to take any measure to enforce any rights contained in the Assigned Collateral, or otherwise to impose any obligation upon Lender with respect to any Assigned Collateral; provided, however, if Lender receives any of the Project Grants, they shall be used to pay draw requests for Project Costs as presented to the Title Company or to repay Lender for construction funds already advanced by Lender.

c. Borrower does hereby constitute and appoint Lender, irrevocably, with full power of substitution and revocation, its true and lawful attorney, for it and in its name, place, and stead, upon the occurrence of any Event of Default, to do and perform any or all of the actions which Borrower is entitled to perform in connection with the Assigned

Collateral, as fully, to all intents and purposes, as it could do if personally present, hereby ratifying and confirming all that its said attorney or its substitute shall lawfully do or cause to be done by virtue hereof. This power of attorney is a power coupled with an interest and shall be irrevocable.

d. Neither failure nor delay on the part of Lender to exercise any right, power, or privilege hereunder shall operate as a waiver thereof, nor shall any single or partial exercise of any right, power, or privilege hereunder preclude any other or further exercise thereof or the exercise of any other right, power, or privilege.

e. No notice to or demand upon Borrower shall be deemed to be a waiver, release or discharge of any obligation of Borrower or of the right of Lender to take further action without notice or demand.

f. No amendment, modification, rescission, waiver or release of any provision of this Assignment shall be effective unless the same shall be in writing and signed by the parties hereto.

g. The rights and remedies of Lender under this Assignment are cumulative and are not in lieu of but are in addition to any other rights and remedies that Lender shall have under or by virtue of any other of the Loan Documents. The rights and remedies of Lender hereunder may be exercised from time to time and as often as such exercise is deemed expedient, without regard to the adequacy of any collateral security for the payment of the Indebtedness or the performance of any other obligation of Borrower under the Loan Documents.

h. Lender shall be accountable to Borrower only for monies actually received by Lender, and the acceptance of this Assignment shall not constitute a satisfaction of the Indebtedness or any other obligation of Borrower under the Loan Documents, except to the extent of amounts actually received and applied by Lender on account of the same. Lender may apply the proceeds of the Assigned Collateral in such manner as it determines in its sole discretion.

i. Lender's rights and powers hereunder shall continue and remain in full force and effect until the Indebtedness all other obligations of Borrower under the Loan Documents are satisfied in full.

9. Indemnification. Borrower hereby agrees to indemnify and hold Lender harmless against and from any and all liabilities, losses, damages, claims, causes of action, suits, costs or expenses (including reasonable attorneys' fees) which Lender may or shall incur or which may or shall be asserted against Lender under, arising from, or otherwise related to: (a) any Assigned Collateral; (b) any acts or omissions by Borrower or by any other party to any Assigned Collateral; (c) any Deficit Payment (as defined in the Development Agreement) obligations, and/or (d) any actions taken or not taken by Lender with respect to the Indebtedness or any other obligation of Borrower under the Loan Documents or any Assigned Collateral, including Lender's exercise or non-exercise of any rights or remedies. The amount of Indebtedness, together with interest thereon

at the highest rate permitted by law, shall be payable by Borrower to Lender immediately upon demand, or at the option of Lender, Lender may reimburse itself therefor out of the Assigned Collateral or other collateral security for the Indebtedness or any other obligation of Borrower under the Loan Documents.

10. Miscellaneous Provisions.

a. Upon payment in full of all the Indebtedness and performance of all other obligations of Borrower under the Loan Documents secured by the Mortgage, as evidenced by a recorded satisfaction or discharge of the Mortgage, as well as any sums which may be payable hereunder, this Assignment shall become and be void and of no effect and, in that event, upon the request of Borrower and at its expense, Lender shall execute and deliver to Borrower instruments effective to evidence the termination of this Assignment and/or the reassignment to Borrower of the rights, power, and authority granted herein.

b. Any notice, demand, request, or other communication given hereunder or in connection herewith shall be given in the manner set forth in the Loan Agreement.

c. The terms, covenants, and conditions contained herein shall inure to the benefit of, and bind Lender and Borrower and their respective successors and assigns. No other Person shall be entitled to claim any right or benefit hereunder, including the status of a third-party beneficiary of this Agreement.

d. Borrower hereby unconditionally and irrevocably waives any and all right to trial by jury in any action, suit, counterclaim or cross-claim arising in connection with, out of or otherwise relating to this Agreement, the Indebtedness, the performance of any other obligation of Borrower under the Loan Documents, any collateral, or any transaction arising therefrom or related thereto.

[Remainder of Page Intentionally Blank]

IN WITNESS WHEREOF, Borrower has executed these presents under seal on the day and year first above written.

BORROWER:

THE BRIN, LLC

By: _____
Name: Kip N. Golden
Title: Member/Authorized Agent

STATE OF WISCONSIN :
: SS.
COUNTY OF OUTAGAMIE:

Personally came before me this ____ day of _____. 2021, the above-named KIP N. GOLDEN, Member/Authorized Agent of THE BRIN, LLC, a Wisconsin limited liability company, to me known to be the person who executed the foregoing instrument, and to me known to be such Member/Authorized Agent of said limited liability company, and acknowledged that he executed the foregoing instrument as such Member/Authorized Agent as the deed of said limited liability company, by its authority.

Print Name: _____
Notary Public, State of Wisconsin
My Commission: _____

ACKNOWLEDGEMENT, CONSENT AND AGREEMENT OF CITY

The City acknowledges, consents, and agrees as follows:

1. The City consents to the above assignment of the Development Agreement to Lender.
2. The City agrees that upon receipt of written notice from Lender that an Event of Default has occurred under the Loan Documents, all Project Grants under the Development Agreement shall be paid directly to Lender.
3. The City agrees that any notice it may deliver to Borrower in connection with the Development Agreement, including, without limitation, any notice of default, shall be simultaneously copied and delivered to Lender at 723 6th Avenue, Antigo, Wisconsin 54409, Attention: Mr. Joseph J. Ackerman, Vice President Commercial Lending.
4. Lender shall have the right (but not the duty) to cure any default under the Development Agreement within ten (10) days from Lender's receipt of the City's notice as to any monetary default or thirty (30) days from Lender's receipt of the City's notice as to any non-monetary default. During such cure period, the City shall not exercise any rights that the City has on account of Borrower's default.
5. The City agrees that in the event Borrower defaults under its obligations to Lender and Lender forecloses on the Property, Lender shall be entitled to succeed to the rights and responsibilities of Borrower under the Development Agreement provided Lender cures all defaults of Borrower to the reasonable satisfaction of the City. Lender may assign the rights to a third-party purchaser after foreclosure so long as the City consents to the transfer, which consent will not be unreasonably withheld, conditioned, or delayed.
6. The City agrees that its mortgage on the Property, if any, shall be in a security position subordinate to the Mortgage and Lender's other security documents. The City shall execute such subordination or intercreditor documents as are reasonably required by Lender.
7. In consideration of Lender's granting the Loan to Borrower, the City subordinates to Lender all interests, rights, and title in the Property under the Development Agreement. The City agrees that the lien of Lender's Mortgage shall be prior to the lien or other interest of the City under the Development Agreement. To the extent the City is entitled to them by virtue of the Development Agreement, all claims, awards and payments made as a result of the exercise of the right of eminent domain against the Property, or any part, all rents, income or profits of the Property, all compensation received for the taking of the Property, or any part, by condemnation proceedings, all compensation received as damages for injury to the Property, or any part, all proceeds from insurance on improvements to the Property, and all net proceeds arising from a foreclosure against the Property or a deed given in lieu of foreclosure ("Payments"), shall, as between the City and Lender, be paid, distributed or otherwise dealt with in the manner and to the extent required

by the terms and conditions of the Mortgage, notwithstanding terms and conditions to the contrary contained in Development Agreement, until the Indebtedness is paid in full or the Mortgage is satisfied. If any Payments are received by the City before the Indebtedness is paid in full or the Mortgage is satisfied, the City shall deliver the Payments to Lender for application to the Indebtedness, indorsed or assigned, if necessary, to effect transfer to Lender. Payments made or received after satisfaction of the Mortgage or payment in full of the Indebtedness shall be paid, distributed, or otherwise dealt with as though this Agreement did not exist.

8. The City hereby subordinates the City’s interests in the Development Agreement and the Property to Lender’s interests. If Borrower defaults under the Development Agreement and the City exercises its right to repurchase the Property, the City acknowledges and agrees that the Mortgage is and will remain a first mortgage on the Property with priority over any rights of the City as to the Property. If the City exercises its right to reversion or repurchase the Property, Lender shall be given notice of said exercise by the City and the City shall pay the repurchase price directly to Lender rather than Borrower. The Indebtedness must be paid in full by Borrower or the City upon delivery of a deed from Borrower to the City. In no event will Lender be required to satisfy the Mortgage until the Indebtedness is paid in full.

Dated this ____ day of _____, 2021.

**CITY:
CITY OF MENASHA**

By: _____

Name: Donald Merkes

Title: Mayor

Attest: _____

Name: Haley Krautkramer

Title: City Clerk

STATE OF WISCONSIN :
: SS.
COUNTY OF WINNEBAGO:

Personally came before me this ____ day of _____, 2021, the above-named DONALD MERKES, as Mayor of the City of Menasha, to me known to be the person who executed the foregoing instrument, and to me known to be such Mayor of the City of Menasha, and acknowledged that he executed the foregoing instrument as such Mayor as the deed of the City of Menasha, by its authority.

Print Name:_____

Notary Public, State of Wisconsin
My Commission: _____

STATE OF WISCONSIN :
: SS.
COUNTY OF WINNEBAGO:

Personally came before me this ____ day of _____, 2021, the above-named HALEY KRAUTKRAMER, as Clerk of the City of Menasha, to me known to be the person who executed the foregoing instrument, and to me known to be such Clerk of the City of Menasha, and acknowledged that she executed the foregoing instrument as such Clerk as the deed of the City of Menasha, by its authority.

Print Name: _____
Notary Public, State of Wisconsin
My Commission: _____

THIS INSTRUMENT WAS DRAFT BY:
Attorney Mark A. Bartels
One Law Group, S.C.
444 Reid Street, Suite 200
De Pere, WI 54115
(920) 336-5766

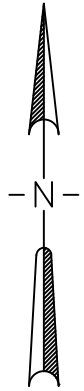
**EXHIBIT A
LEGAL DESCRIPTION**

[INSERT FINAL LEGAL DESCRIPTION OF PROPERTY]

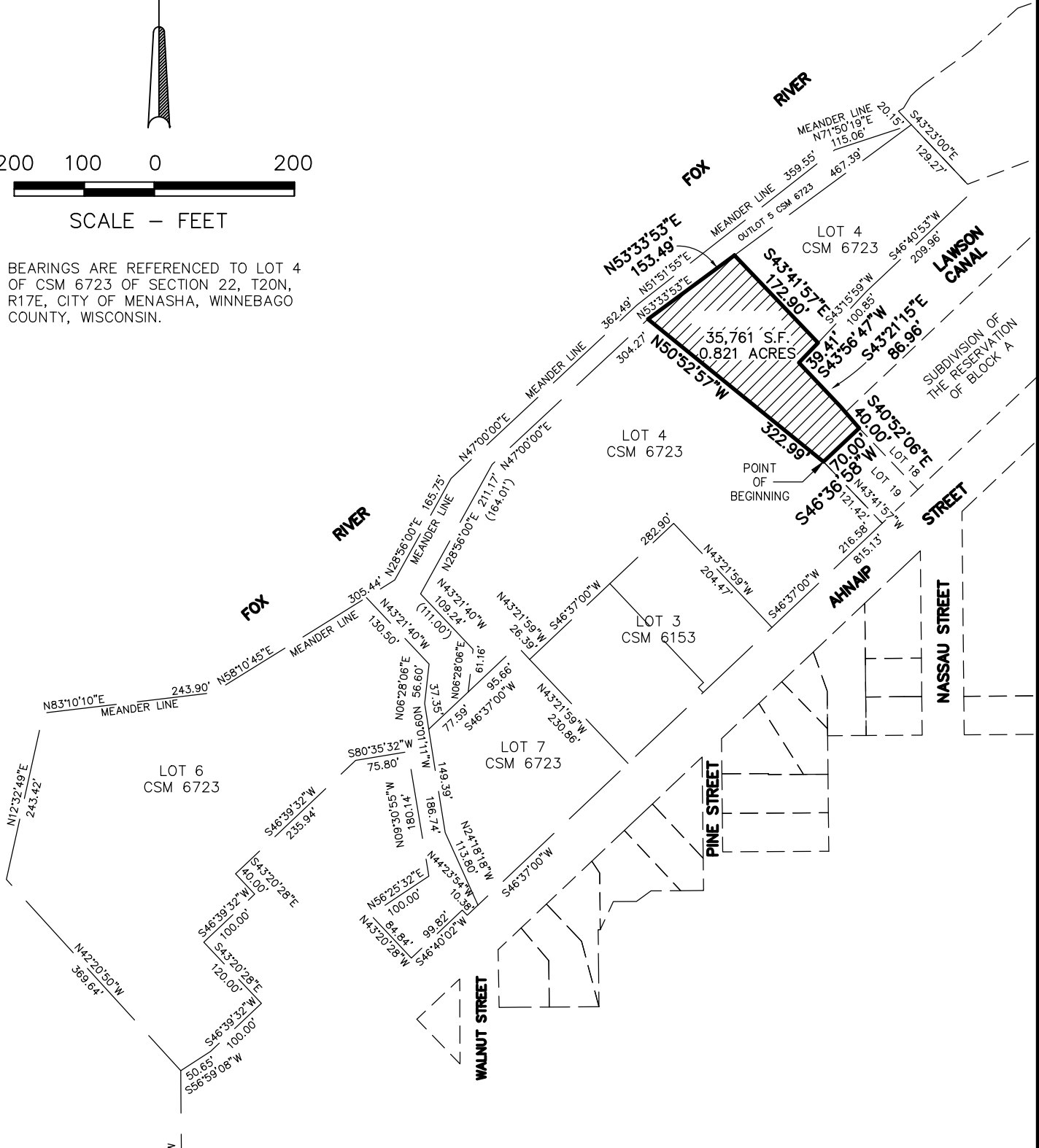
Tax Parcel No.: _____

EXHIBIT B
COPY OF DEVELOPMENT AGREEMENT

EXHIBIT B



BEARINGS ARE REFERENCED TO LOT 4 OF CSM 6723 OF SECTION 22, T20N, R17E, CITY OF MENASHA, WINNEBAGO COUNTY, WISCONSIN.



McMAHON

ENGINEERS ARCHITECTS

Project No. M0001 92000268.00 Date MARCH, 2020 Scale 1"=100'

Drawn By DWJ Field Book Page

1445 McMAHON DRIVE NEENAH, WI 54956
Mailing: P.O. BOX 1025 NEENAH, WI 54957-1025
Tel: (920) 751-4200 Fax: (920) 751-4284

File No.



TO: Common Council
FROM: Donald Merkes, Mayor
DATE: 31 March 2021

RE: COVID-19 Pandemic Resilient City of Menasha Plan - Common Council Meetings

Background

At the last Common Council meeting there was a question regarding the capacity of the meeting rooms that the Common Council meetings are held in. The International Building Code specifies occupancy based on a set square footage depending on the room set up.

28'x28' = 784sq feet
3 rooms = 2,352 sq feet

Occupancy for rooms with tables and chairs 15 sq feet per person = 157 people
Occupancy for rooms with just chairs 7 sq feet per person = 336 people

Occupancy @ 25% = 40 with tables / 84 chairs only
Occupancy @ 50% = 79 with tables / 168 chairs only
Occupancy @ 75% = 118 with tables / 252 chairs only



TO: Common Council
FROM: Donald Merkes, Mayor
DATE: 11 March 2021

RE: COVID-19 Pandemic Resilient City of Menasha Plan - Common Council Meetings

Background

With levels of circulating virus dramatically reduced and increasingly greater numbers of people vaccinating the City of Menasha can begin to transition to in person options along with businesses and schools in the area. DHS guidelines now allow consideration of small in person gatherings with proper distancing and face coverings.

The attached plan provides a framework to incrementally return to in person meetings with benchmarks following the virus burden or vaccination levels.

Recommendation

A motion to implement the plan as of a specific date



COVID-19 Pandemic Resilient City of Menasha Plan Common Council Meetings

Open and easily accessible meetings are a hallmark of democratic society. For nearly a year most City of Menasha meetings were either in telephone or hybrid fashion. While this was not ideal, as everyone doesn't have access to technology or the technical skills to use technology, it was the safest way to ensure that vital City functions and services continued. This measure was crucial during the height of the COVID-19 pandemic, when community transmission levels were very high and critical.

The City of Menasha has conducted the majority of its meetings virtually with a few conducted in a hybrid fashion as determined by the chairperson. Some committees have been suspended entirely during this time period. City employees have been working in the office or in the field throughout the entire time to ensure that essential services continued.

The City of Menasha tracks the COVID-19 Activity Levels weekly to monitor circulating virus. There is a notable, sustained decrease in activity levels. While there is still circulating virus, COVID-19 vaccines are now available in a phased in approach. As more people get the vaccine, further decreases in COVID-19 activity levels are anticipated. While continuing to monitor activity levels, the City of Menasha can begin phased in plans to return to in person meetings.

This plan, consistent with [Slowing the Spread of COVID-19: Mitigation Strategies for Wisconsin Communities](#) anticipates in person meetings beginning in Phase 1 with the New Common Council on April 20th pending no dramatic changes in circulating virus. Phases 2, 3, and 4 will occur later in the year dependent on levels of vaccination and circulating virus.

The COVID-19 Activity Level in the City of Menasha, Winnebago County, and Calumet County can be found on the City and State websites.

<https://www.cityofmenasha-wi.gov/departments/health/covid-19.php>

<https://www.dhs.wisconsin.gov/covid-19/disease.htm>

Vaccination data for Winnebago and Calumet Counties can be found on the State website:

<https://www.dhs.wisconsin.gov/covid-19/vaccine-data.htm>

[This document uses the Wisconsin Department of Health Services, Slowing the Spread of COVID-19: Mitigation Strategies for Wisconsin Communities](#) to guide a phased in approach to City meetings.

Phase 1

Benchmarks:

Virus spread in the community:

- Burden in the High (High Mitigation) category
- Less than 50% of the County/City population vaccinated

General Safety Protocol:

Operations Modifications:

- Staff and participants are required to wear masks.
- Participants will be limited to 25% of the occupancy of the room
- Upon entry, participants will be asked to sanitize their hands.
- A virtual option will be available

Lobby

- A hand sanitizing station will be placed near the main entrance

Main Room

- Tables and chairs will be set up by staff before the meeting and may not be moved
- Tables and chairs will be so participants are 6' apart

Signage:

The following signs will be located on main door or front lobby counter:

- No congregation of people.
- Proper physical distancing required.
- Symptom reminders will be posted on all entry doors
- Masks required in all City buildings

Cleaning:

The following items will be disinfected by MSJD per their policy

- Bathroom Sink (Men's and Women's Bathroom)
- Stall doors and knobs and toilet knob in bathrooms
- All door knobs throughout facility
- All light switches throughout facility
- Front Lobby counter

The following items will be disinfected at the beginning of the evening's meetings

- Chairs and tables used during meeting
- Equipment used during meeting including mic, podium, camera equipment

Phase 2

Benchmarks:

Virus spread in the community:

- Burden in the Moderately High (Medium Mitigation) category or lower
- More than 50% but less than 75% of the County/City population vaccinated.

General Safety Protocol:

Operations Modifications:

- Staff and participants are required to wear masks.
- Participants will be limited to 50% of the occupancy of the room
- Upon entry, participants will be asked to sanitize their hands.

Lobby

- A hand sanitizing station will be placed near the main entrance

Main Room

- Tables and chairs will be set up by staff before the meeting and may not be moved
- Tables and chairs will be so participants are 6' apart

Signage:

The following signs will be located on main door or front lobby counter:

- No congregation of people.
- Proper physical distancing required.
- Symptom reminders will be posted on all entry doors
- Masks required in all City buildings

Cleaning:

The following items will be disinfected by MSJD per their policy

- Bathroom Sink (Men's and Women's Bathroom)
- Stall doors and knobs and toilet knob in bathrooms
- All door knobs throughout facility
- All light switches throughout facility
- Front Lobby counter

The following items will be disinfected at the beginning of the evening's meetings

- Chairs used during Tables used during meeting
- Equipment used during meeting including mic, podium, camera equipment

Phase 3

Benchmarks:

Virus spread in the community:

- Burden in the Low to Moderate (Low Mitigation) category or lower
- More than 75% of the County/City population vaccinated

General Safety Protocol:

- Face coverings as recommended by CDC/DHS
- Participants will be limited to 75% of the occupancy of the room
- Upon entry, participants will be asked to sanitize their hands.

Lobby

- A hand sanitizing station will be placed near the main entrance

Main Room

- Tables and chairs will be set up by staff before the meeting and may not be moved
- Tables and chairs will be so participants are 6' apart

Signage:

The following signs will be located on main door or front lobby counter:

- Signs as recommended by CDC/DHS pertaining to face coverings, symptoms, and distancing

Cleaning:

The following items will be disinfected by MSJD per their policy

- Bathroom Sink (Men's and Women's Bathroom)
- Stall doors and knobs and toilet knob in bathrooms
- All door knobs throughout facility
- All light switches throughout facility
- Front Lobby counter

The following items will be disinfected at the beginning of the evening's meetings

- Chairs used during Tables used during meeting
- Equipment used during meeting including mic, podium, camera equipment

Phase 4

Benchmarks:

Virus spread in the community:

- COVID-19 Public Health Emergency ended by Federal, State, and Local Officials
- CDC and State restrictions lifted

General Safety Protocol:

Normal operations



RESOLUTION R-7-21

A RESOLUTION OF SUPPORT TO SUBMIT A STORM WATER PLANNING GRANT APPLICATION WITH THE WISCONSIN DEPARTMENT OF NATURAL RESOURCES

Introduced by: Alderman Mark Langdon

WHEREAS, the City of Menasha (herein "City") recognizes that urban non-point source pollution has the potential to degrade surface water quality and impact designated uses for the Fox River and Lake Winnebago; and

WHEREAS, the Fox River is a 303(d) listed water body within the Lower Fox River (LFR) Basin where a Total Maximum Daily Load (TMDL) for sediment and phosphorus pollutants has been developed and approved; and

WHEREAS, Lake Winnebago is a 303(d) listed water body within the Upper Fox River (UFR) Basin where a Total Maximum Daily Load (TMDL) for sediment and phosphorus pollutants has been developed and approved; and

WHEREAS, the City desires to conduct the following planning activities in order to reduce urban non-point source pollution, improve stormwater quality, assist with NR 216 Municipal Separate Storm Sewer System (MS4) Permit compliance, and assist with satisfying the LFR Basin and UFR Basin TMDL pollutant load allocations; and

WHEREAS, the City desires to update its post-construction stormwater management ordinance due to new TMDL for Lake Winnebago; and

WHEREAS, the City desires to update its stormwater quality management plan for the entire developed urban area located in the Fox River and Lake Winnebago Watersheds; and

WHEREAS, the City desires to update its storm system map, update its Stormwater Pollution Prevention Plans, and develop a stormwater plan for a new / redevelopment area in accordance with NR 151.12; and

WHEREAS, a portion of the local-share funds for the project are already specifically included in the City's adopted budget and a portion are specifically included in a proposed budget; and

NOW THEREFORE BE IT RESOLVED, that the City hereby supports submittal of an Urban Non-Point Source & Storm Water (UNPS&SW) Planning Grant Application to the Wisconsin Department of Natural Resources (DNR) for these planning activities.

Passed and approved this ____ day of _____, 2021.

Recommended by: _____
Motion/Second: _____
Vote: _____
Pass/Fail: _____
Requires: __ Majority Vote __ 2/3 Vote

Donald Merkes, Mayor
ATTEST:

Haley Krautkramer, City Clerk



RESOLUTION R-8-21

A RESOLUTION AUTHORIZING THE APPLICATION FOR STORM WATER PLANNING GRANT FUNDING FROM THE WISCONSIN DEPARTMENT OF NATURAL RESOURCES

Introduced by: Alderman Mark Langdon

WHEREAS, the City of Menasha is interested in acquiring a Grant from the Wisconsin Department of Natural Resources (WDNR) for the purpose of implementing measures to control urban storm water runoff pollution sources (as described in the application & pursuant to ss. 281.65 or 281.66, Wis. Stats., and chs. NR 151, 153, and 155); and

WHEREAS, a cost-sharing grant is required to carry out the project:

THEREFORE, BE IT RESOVLED, that the City of Menasha

HEREBY AUTHORIZES the Public Works Director to act on behalf of the City of Menasha to:

- Sign and submit an application to the WDNR for any financial aid that may be available;
- Sign a grant agreement between the City of Menasha and the WDNR;
- Sign and submit reimbursement claims along with necessary supporting documentation;
- Sign and submit interim and final reports and other documentation as required by the grant agreement;
- Take necessary action to undertake, direct and complete the approved project.

BE IT FURTHER RESOVED that the City of Menasha shall comply with all state and federal laws, regulations and permit requirements pertaining to implementation of this project and to fulfillment of the grant document provisions.

Passed and approved this ____ day of _____, 2021.

Recommended by: _____
Motion/Second: _____
Vote: _____
Pass/Fail: _____
Requires: __ Majority Vote __ 2/3 Vote

Donald Merkes, Mayor
ATTEST:

Haley Krautkramer, City Clerk



MEMORANDUM

Date: April 1, 2021

To: Common Council *PM*
From: Pamela A. Captain, City Attorney

Re: Cheryl S. Fountaine-Kempf, et al. v. CVMIC, et al.
Winnebago County Case No. 19 CV 531

In June, 2019, claimants Cheryl S. Fountaine-Kempf and Shawn Kempf, husband and wife, filed a personal injury lawsuit against the City of Menasha for alleged injury Ms. Fountaine-Kempf sustained as a result of a fall in front of 220 Main St. on July 28, 2018. As required, we turned the matter over to our insurance carrier and the Menn Law Firm Ltd. was appointed litigation counsel by Cities and Villages Mutual Insurance Company (CVMIC).

Over the past approximately two years the parties have been in the process of formal discovery, including the use of interrogatories and depositions.

Recently, the parties engaged in mediation in accordance with court protocol resulting in a formal resolution and end to the litigation. *See attached letter from Attorney Beisenstein.* As you are aware the City's financial obligation in claims against it is based on insured retention, in our case that is \$25,000 applied to attorney fees, costs and expenses and any settlement and/or awarded damages.

Final documents are being prepared for execution and the case will be dismissed.



MENN
LAW FIRM LTD.

2501 East Enterprise Avenue
P.O. Box 785
Appleton, WI 54912-0785
p 920.731.6631
f 920.734.0981

Brian P. Beisenstein
Brian-Beisenstein@mennlaw.com
Direct Fax: 920.560.4748

VIA EMAIL ONLY

March 17, 2021

Attorney Pamela A. Captain
City of Menasha
100 Main Street, Ste. 200
Menasha, WI 54952

RE: Cheryl S. Fountaine Kempf, et al v. Cities and Villages Mutual Ins. Co., et al
Winnebago County Case No: 19 CV 531

Dear Ms. Captain:

This will confirm that this matter has settled for \$10,000. Based on the projected costs that would be incurred defending the matter going forward, I believe it is certainly a wise decision.

The settlement check should be made out to Apex Accident Attorneys, LLC Trust Account. If you would, please forward the check to us so that I can send it with all of the necessary paperwork, including a full and final release.

If you have any questions or concerns, please feel free to contact me at any time.

Sincerely,

MENN LAW FIRM, LTD.

A handwritten signature in black ink, appearing to read 'B.P. Beisenstein', written over a horizontal line.

Brian P. Beisenstein

sm

Copy Allison DeFranze (Via Email Only)

January 26, 2021

To Whom It May Concern:

I am writing this letter to claim an unlawful tax or excessive assessment tax on property 4-00783-23. This property is currently managed by Wittmann Trust and has been since November 17, 2006. I, Terry Wittmann, believe that since 2016 Wittmann Trust has been taxed by both City of Menasha and the Village of Fox Crossing. I have enclosed the property tax bills from both municipalities to show how this property has been doubly taxed. In a separate inquiry, I just recently discovered that property 4-00783-23 is only 1.58 acres and not 2.38. After simple calculations, I estimate that the City of Menasha owes Wittmann Trust \$4,877.54. Please look into resolving this discrepancy. Your time is appreciated.

Respectfully,

Terry Wittmann

W6929 Firelane #4

Menasha, WI 54952

(920) 585-3481

terry.wittmann07@gmail.com