

It is expected that a Quorum of the Personnel Committee, Board of Public Works, Plan Commission, Redevelopment Authority and Administration Committee will be attending this meeting: (although it is not expected that any official action of any of those bodies will be taken)

**CITY OF MENASHA  
COMMON COUNCIL  
First Floor Conference Rooms  
100 Main Street  
Monday, October 17, 2022  
6:00 PM  
AGENDA**

- A. CALL TO ORDER
- B. PLEDGE OF ALLEGIANCE
- C. ROLL CALL
- D. PUBLIC HEARING
- E. REPORT OF DEPARTMENT OFFICERS/DEPARTMENT HEADS/STAFF/CONSULTANTS
  - 1. Presentation by the Neenah-Menasha Veterans Honor Guard – Dave Mix
  - 2. Clerk Krautkramer - the following minutes and communications have been received and placed on file:
    - Minutes to receive:
      - a. Board of Public Works, 9/19/22
      - b. Library Board, 9/27/22
      - c. Parks and Recreation Board, 8/9/22 & 9/13/22
      - d. Plan Commission, 10/4/22
      - e. Redevelopment Authority, 10/4/22
      - f. Sustainability Board, 9/25/22
      - g. Water & Light Commission, 9/28/22
    - Communications:
      - h. Code Enforcement Specialist Introduction
      - i. Ad-hoc Sesquicentennial Committee
- F. PUBLIC COMMENTS ON ANY MATTER OF CONCERN TO THE CITY  
(five (5) minute time limit for each person)
- G. CONSENT AGENDA  
(Prior to voting on the Consent Agenda, items on the Consent Agenda may be removed at the request of any Alderman and place immediately following action on the Consent Agenda. The procedures to follow for the Consent Agenda are: (a) removal of items from Consent Agenda; and (b) motion to approve the items from Consent Agenda.)
  - Minutes to approve:
    - 1. Common Council, 10/3/22
  - Plan Commission, 10/4/22, Recommends Approval of:
    - 2. Certified Survey Map for 429 Third Street (Parcel 7-1-00186-00) and 212 Racine Street (Parcel 7-1-00183-00)
- H. ITEMS REMOVED FROM THE CONSENT AGENDA

I. ACTION ITEMS

1. Accounts payable and payroll for the term of 9/30/22 – 10/13/22 in the amount of \$1,454,062.87
2. Liquor License for Menasha Marathon, 209 Racine Street, Menasha (Fishtail LLC)
3. Accept and Spend Alcohol and Seatbelt Enforcement Grants 2022-2023

J. HELD OVER BUSINESS

K. ORDINANCES AND RESOLUTIONS

1. R-35-22 A Resolution in Support of Election Officials (Introduced by Ald. Hammond)

L. APPOINTMENTS

1. Mayor's Appointment of Mary Vander Wyst to the Board of Appeals for the term of 10/18/22 - 2/1/24
2. Council Appointment of Roy Kordus to the Water & Light Commission for the term of 10/18/22 – 10/1/27
3. Mayor's Appointment of Kyle Coenen to the Sustainability Committee for the term of 10/1/22 – 5/1/25
4. Mayor's Appointment of Kelsey Perry to the Sustainability Committee for the term of 10/1/22 – 5/1/25
5. Mayor's Appointment of Roger Kanitz to the Sustainability Committee for the term of 10/1/22 – 5/1/24
6. Mayor's Appointment of Linda Stoll to the Sustainability Committee for the term of 10/1/22 – 5/1/24
7. Mayor's Appointment of Lindsey Klumpp to the Sustainability Committee for the term of 10/1/22 – 5/1/23
8. Mayor's Appointment of Kathy Thunes to the Sustainability Committee for the term of 10/1/22 – 5/1/23
9. Approval of Alderman Austin Hammond as the Alderman representative to the Sustainability Committee for the remainder of the 2022-23 Common Council session

M. CLAIMS AGAINST THE CITY

N. PUBLIC COMMENTS ON ANY MATTER LISTED ON THE AGENDA

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

O. ADJOURNMENT

**MEETING NOTICE**  
**Monday, November 7, 2022**  
**Common Council Meeting – 6:00 p.m.**  
**Committee Meetings to Follow**

CITY OF MENASHA  
BOARD OF PUBLIC WORKS  
100 MAIN STREET  
SEPTEMBER 19, 2022  
MINUTES

A. CALL TO ORDER

Meeting called to order by Chairman Sevenich at 8:09 p.m.

B. ROLL CALL

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

ABSENT: Ald. Nichols

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

C. PUBLIC COMMENTS ON ANY MATTER LISTED ON THE AGENDA

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

D. MINUTES TO APPROVE

1. Board of Public Works, 9/6/22

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

Motion carried on voice vote.

E. DISCUSSION / ACTION ITEMS

1. Payment – Don Hietpas and Sons, Inc; Contract Unit No. M0002-09-21-00504; 2022 Water Main & Sanitary Sewer Reconstruction; \$124,469.10 (Payment No. 8)

Staff provided an overview of the Payment to Don Hietpas and Sons, Inc; Contract Unit No. M0002-09-21-00504 for 2022 Water Main & Sanitary Sewer Reconstruction in the amount of \$124,469.10 (Payment No. 8).

General discussion on the pavement timeline of Seventh Street.

Moved by Ald. Schmidt seconded by Ald. to recommend to Common Council approval of the Payment to Don Hietpas and Sons, Inc; Contract Unit No. M0002-09-21-00504 for 2022 Water Main & Sanitary Sewer Reconstruction in the amount of \$124,469.10 (Payment No. 8).

Motion carried on roll call 7-0.

2. Street Use Application – Hometown Halloween; Thursday, October 27, 2022; 4:00pm-7:00pm; Menasha Parks and Recreation Department

Moved by Ald. Schmidt seconded by Ald. Ted Grade to recommend to Common Council approval of the Street Use Application for Hometown Halloween to be held on Thursday, October 27, 2022 from 4:00pm-7:00pm sponsored by the Menasha Parks and Recreation Department.

Motion carried on roll call 7-0.

3. Street Use Application – Gather 'Round; Thursday, December 1, 2022; 5:00pm - 8:00pm; Menasha Parks and Recreation Department

Moved by Ald. Schmidt seconded by Ald. Ropella to recommend to Common Council approval of the Street Use Application for Gather 'Round to be held on Thursday, December 1, 2022 from 5:00pm-8:00pm sponsored by the Menasha Parks and Recreation Department.

Motion carried on roll call 7-0.

F. ADJOURNMENT

Moved by Ald. Schmidt seconded by Ald. Tom Grade to adjourn at 8:15 p.m.  
Motion carried on voice vote.

Haley Krautkramer  
City Clerk

DRAFT

**ELISHA D. SMITH PUBLIC LIBRARY BOARD OF TRUSTEES**  
**MEETING MINUTES**  
**Elisha D. Smith Public Library**  
**Company E Room**  
**September 27, 2022**

**Called to order** at 4:01pm by Chair Halverson

**Present:** Trustee Eisenach, Vice Chairman Golz, Chair Halverson, Secretary Lane, Trustee Stojanovic, Trustee Turner, Superintendent of Schools VanderHeyden and Trustee Witt

**Absent:** Trustee Franzoi and Teen Rep. E. Lane

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

**Public Comment/Communication**

None

**Consent Business**

A motion was made by Turner, seconded by VanderHeyden to approve the Library Board of Trustees meeting minutes from August 23, 2022 and accept the Finance & Investments Committee meeting minutes of August 30, 2022. Motion carried unanimously.

**Authorization of Bills**

A motion was made by Golz, seconded by Lane to authorize payment of the September 2022 list of bills from the 2022 budget and endowment fund. Motion carried unanimously.

**Unfinished Business**

Planning Process Update

Kopetsky reviewed the results of the community engagement process. There are some opportunities for improvement but no critical issues. He also reviewed the space summary that EUA put together. The internal library team will review to see if the square footage recommended for each space will work. On October 25, the Project Leadership Team, staff, Board of Trustees and community will have the opportunity to work on a puzzle play exercise that allows participants to explore and evaluate space solutions by using scaled puzzle pieces that represent the desired spaces and arranging them on floor plans to determine ideal locations and adjacencies.

**New Business**

Director's Report

- The library was nominated for the WLA Innovative Programming Award. This award is for innovative and out of the box programming in libraries. Two letters of support were written on our behalf showing the impact our work has had in the community.
- On September 16, we held our annual library in-service. We reviewed the libraries emergencies procedures. Some of these procedures need to be updated and they all need to be reviewed on a regular basis. We reviewed the proposed changes to the personnel policy. The services and programming teams also familiarized themselves with the work done in the opposite departments.
- A draft of a new library brochure was distributed showing the services available in a way that is easy to understand. We also have been working on the framework for our library brand.
- Maggie Lerum joined our staff as a casual library assistant.

August Statistics

We are seeing increased circulation across the board and DVD usage has stabilized. Our information assistance has grown substantially in the past year though remains below 2019 levels. Our meeting room usage is increasing.

### 2022 Budget Status and Endowment Report

Trustees reviewed the 2022 budget status.

### Approve Recommended Changes to the Personnel Policy

Trustees reviewed the changes to the Personnel Policy. Motion made by Turner, seconded by Witt to approve the recommended changes to the Personnel Policy as per the minutes of the Policies and Personnel Committee meeting minutes of August 8, 2022. Motion carried unanimously. These changes will be effective as of January 1, 2023.

### Finance & Investments Committee Report – 2023 Budget Draft

The Finance & Investments Committee approved a 2023 budget, but the city is looking into cost savings for health care and the cost-of-living adjustment has not yet been determined. Public Works/Facilities recommended putting \$6,000 into the capital improvement budget to complete the valve replacement.

Eisenach left the meeting at 5:09pm.

### Staff Reports

- Circulation will be working on a weeding project in fall/winter.
- We held our first Latino Film Festival last weekend.
- We have many programs scheduled for October.
- Hometown Halloween will be held October 17.
- The Fox Cities Book Festival will be held October 13 – 16. The library is hosting events on Sunday, October 16.

Our next Board of Trustees meeting will be held on Tuesday, October 25, 2022, at 4:00pm.

### **Adjournment**

Motion to adjourn made at 5:17pm by Golz, seconded by Lane. Motion carried unanimously.

Respectfully submitted,  
Kathy Dreyer, Recording Secretary

**CITY OF MENASHA**  
**Parks and Recreation Board**  
**Jefferson Park Pavilion**  
**August 9, 2022**  
**MINUTES**

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**A. CALL TO ORDER**

The meeting was called to order by Chr. Dick Sturm at 5:36pm.

**B. ROLL CALL/EXCUSED ABSENCES**

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

OTHERS PRESENT: PRD Megan Sackett, DDMO Thad Brown, Eli Wickman, Ald. Tom Grade

**C. PUBLIC COMMENT/CORRESPONDENCE**

**D. MINUTES TO APPROVE**

1. **Minutes of the July 12, 2022 Park Board Meeting:** Moved by Ald. T. Grade, seconded by T. Hale to approve the minutes of the July 12, 2022 Park Board meeting.

**E. DISCUSSION / ACTION ITEMS**

1. **Jefferson Park Tour:** Prior to the tour, Director Sackett gave a brief overview of the status of the playground design process. Director Sackett, Mayor Merkes, and Park Board Member along with the consultant team interviewed 4 different playground companies. One was unanimously selected by the group to design the playground for Jefferson Park. Next step: Our consultant will be meeting with the selected playground vendor to share feedback received from the community, Park Board and staff. Tour included review of the Jefferson Park Vision plan, shore wall, pool, bridge to Peanut Island and the bike safety trail signs

**F. REPORT OF DEPARTMENT HEAD / STAFF**

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

**G. PUBLIC COMMENT ON ANY MATTER LISTED ON THE AGENDA**

**H. ADJOURNMENT**

Motion by Ald. T. Grade, seconded by R. Dowling to adjourn at 6:08pm. Motion carried.

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

August 2022

The Lawson Canal project has been a project that has been discussed and worked on since the early 2000s. Over the past couple of years, the City has taken steps to move this project forward as redevelopment continues to happen on the former Banta mill site. The Community Foundation has been closely following the progress of this project and in early 2022, the City of Menasha was invited to apply for the David L. and Rita E. Nelson Family Fund grant through the Community Foundation which supports projects throughout the Green Bay and Fox Valley area that benefit the couple's interest including Parks, Recreation and Waterways. We are happy to announce the City of Menasha recently received a notice of award of a grant in the amount of \$325,000 from the David L. and Rita E. Nelson Family Fund. The grant award will be used to continue to move the engineering and design forward to get this project to the final design and shovel ready. With the estimated cost of the canal restoration project to be about \$2.8M, staff continues to look for additional funding sources including the DNR Stewardship grant which was applied for in April. By receiving this funding, it could create interest from other potential funding sources and increase probability with other grant applications.

## PARKS

- Staff finished our second round of playground inspections and report. Routine repairs were made as needed.
- Clovis Grove Park will be getting new playground chips before the start of the school year.
- In mid-June, volunteers from Menasha Corp partnered with United Way and spent the afternoon at Smith Park giving a refreshed look to the Born Learning Trail around the playground. The Born Learning Trail is a series of 10 interactive signs that offer fun learning activities.



## FORESTRY

Staff trimmed hazardous branches from a few trees within the parks. EAB injections started this month. In 2022, we will be treating 89 trees.

## RECREATION

**Fall Preparations:** The first draft of the Fall/Winter Activity Guide is complete and the guide will be available online next week.

**Recreation Programs:** Camp Champs wraps up this week with a lemonade stand on August 4, which will benefit the Jefferson Park Playground fund and a water party on Friday. We've had three weeks of full day camp from 8:00-4:00pm.



Tennis wraps up this week. We hosted a Match Play on July 28 with Appleton and Fox Crossing Tennis participants ages 10-15.

Gymnastics Camp with the school district ran very well. We enjoyed the space in the high school and the energy the kids brought.

Our 2<sup>nd</sup> Annual Tungate Tussle is scheduled for August 10 with warm up beginning at 5:15pm. Our lower level bracket has a waitlist.

## Families First Series Special Events:

**Whoa H2Oh!** was a great time at Clovis. The giant slip and slides (both the inflatable and the hillside) were favorites. Around 115 people enjoyed the course.



**Art in the Park:** Weather attempted to dissuade community members from enjoying Art in the Park, but we were able to be in the shelter and great creations were made by about 68 people.

**Dive in Movie** was a booming success with over 250 people in attendance. We had games and activities that were themed to the movie Luca.

**National Night Out** was on Wednesday, August 3 with great success. The weather cleared up in time and community members reached out with glowing compliments with a couple hundred people in attendance



## Upcoming Events

August 10	Pirate Day at the Pool
August 10	2nd Annual Tungate Tussle Pickleball Tournament
August 11	Brews on Bago
August 12	Lifeguard Olympics at the Pool
August 14	Pool Closes
August 17	Dance Under the Silver Screen featuring "Soul"
August 24	Burgers, Bingo, and Ice Cream Fundraiser



## POOL

We've had so much fun with our pop up pool parties—ranging from Fishing Frenzy (which sported minnow racing) Christmas in July with frozen hot chocolate a Diving Board Contest with prizes, and a day filled with Bubbles!

- Splish Splash Storytime has continued to be a great hit with community families.
- Thanks to Alderman Ann Schmidt for teaching the Morning Water Exercise class.
- The pool is nearing the end of its season. Swimming lessons ended last week. The last day open is August 14<sup>th</sup> with post season cleaning beginning on August 15<sup>th</sup>.

## An historical overview of Menasha Pool Pass and Daily Fee Users

JULY							
	2019		2020	2021		2022	
Type of Pass	Passes Sold Primary Member	Membership Usage (Number of Swipes)	Passes Sold (Primary Member)	Passes Sold Primary Member	Membership Usage (Number of Swipes)	Passes Sold Primary Member	Membership Usage (Number of Swipes)
Adult Ind	9	45	<i>Only M- Passes Sold in 2020</i>  979 Passes Sold  1313 Total Members	11	32	13	55
Youth Ind	37	161		20	59	29	99
Senior Ind	31	111		33	87	47	496
Family/2	42	273		26	180	40	351
Family/3	19	240		12	88	26	207
Family/4	18	339		14	167	34	303
Family/5	13	274		12	285	13	254
Family/6+	22	627		9	177	27	309
Ltd Use Adult	3	—		—	—	11	11
Ltd Use Youth/Senior	18	—		—	30	26	33
2020 Carryover visits					268		
<b>Total Pass Uses</b>		2070	2529		1373		2118
Pay Per Visit Usage		7121			4352		4353
<b>**Total Monthly Uses</b>		9823			6938		6941

\*\*Total Monthly Uses include Camp Champ usage and private party attendance. In 2019, we had a competitive swim group use the pool 4-5 times per week.

**CITY OF MENASHA**  
**Parks and Recreation Board**  
**Clovis Grove Shelter (by the tennis courts)**  
**September 13, 2022**  
**MINUTES**

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**A. CALL TO ORDER**

The meeting was called to order by Chr. Dick Sturm at 5:32pm.

**B. ROLL CALL/EXCUSED ABSENCES**

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

OTHERS PRESENT: PRD Megan Sackett; Alderman Tom Grade

EXCUSED ABSENCE: R. Dowling

**C. PUBLIC COMMENT/CORRESPONDENCE**

Ald. Tom. Grade spoke about the upcoming meeting regarding the distribution of ARPA funds. Alderman Grade indicated he is adamant for the funding to go to one project and indicates we need to get commitment.

**D. MINUTES TO APPROVE**

1. **Minutes of the August 9, 2022 Park Board Meeting:** Moved by Ald. T. Grade, seconded by T. Hale to approve the minutes of the August 9, 2022 Park Board meeting.

**E. DISCUSSION / ACTION ITEMS**

1. **Koslo Park Hall of Fame Policy:** Sackett reviewed the current draft policy and indicated she has reached out to the MACS for their feedback on the policy and is waiting to hear back from them. Discussion revolved around number of letters to be nominated, how far do you go back to recognize an individual, number of nominees per year, what their accomplishment was and possibly adding language about removal from the Hall of Fame. Sackett will update policy based on discussion and get feedback from the MACS.
2. **Pets In Parks:** Sackett reviewed the current pets in parks policy and also shared other local community policies. Sackett shared the policy in DePere that allows dogs at their beer garden in Voyageur Park. E. Wickman stated that the mindset on dogs has changed and we may need to change. The consensus of the group was to get community feedback regarding pets in parks. Sackett will put together a draft survey to review at the November Park Board meeting.

**F. REPORT OF DEPARTMENT HEAD / STAFF**

1. **Department Report:** See attached written report. Also discussed High Cliff Connection plan presentation on September 19 at Common Council meeting. Sackett encouraged Park Board members to attend. Sackett also indicated the Council will be discussing the use of ARPA funds at the Sept 19 Council meeting. Sackett indicated access to Hidden Pond park is now back open and we held the final Brews on 'Bago of the season on September 8. Overall, it was a successful summer for the beer garden.
2. **Oak Street Extension Bridge Design (Bridge over Lawson Canal):** Sackett reviewed the bridge design that was approved by the Common Council for the Oak Street extension.
3. **Clovis Grove Park Tour:** Sackett gave a tour of Clovis Grove park while highlighting the tennis courts, sledding hill and little free sled library, playground upgrades in the last couple of years and the new bike obstacle course that the school district painted on the basketball court area.

**G. PUBLIC COMMENT ON ANY MATTER LISTED ON THE AGENDA**

**H. ADJOURNMENT**

Motion by Ald. T. Grade, seconded by T. Hale to adjourn at 7:17pm. Motion carried.

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

## BIRD SCOOTER SUMMARY (as of 9.6.22)

The first year of the Bird Scooter program has overall been successful. There have been a lot of users throughout the City- whether it's for convenience or enjoyment.

**3,385 RIDES**

**7,133.7 MILES**

**30.6 LONGEST DISTANCE**

**117 RIDES** in ONE DAY on **JULY 22**

Only **178** rides during **Labor Day weekend** (Friday-Monday), but **382.1 miles traveled**.

## PARKS

We have received initial renderings of the Jefferson Park Playground Design. Staff and representatives from the Park Board will review the design to provide initial feedback. Final presentation of the playground design to the Park Board is expected in October.

Work has begun at Koslo baseball field adding material to infield in hopes that it will drain better since the outfield drainage system is working very well. The goal is to have the infield completed by the end of the year.

Staff has completed the installation of playground wood chips at Clovis, Pleasant and Jefferson Parks.

The new Park Laborer is scheduled to start in late September. This individual comes with 20 years of experience working on the grounds crew at UW-Oshkosh.

The Arborist position will be posted soon.

## POOL

Our last day for open swim was August 14th. Staff has been working on draining the pool and making a list for improvements to be addressed before next year's opening.

## MARINA

As we wrap up the navigation season and the Fall draw down of Lake Winnebago begins, staff is working with the Racine Street bridge contractors and the CORP to provide a safe navigation for renters of the Marina to exit for the season.

September 2022

## RECREATION

### Fall Preparations

Program registration started August 15 and the Activity Guide hit mailboxes on August 30th. Already, we have 31 of our 120 offerings FULL.

### Recreation Programs

We had a fantastic August full of mini camps, ranging from Ninja Camp (44 ninjas signed up and were awestruck by the real-life Ninja (Officer Kelley) who came in to teach punching and kicking) to Mermaid and Shark Camp (huge hit being able to swim with fins and tails). Finally, our first ever volleyball camp was full and everything went very well!

Dance wrapped up their energetic classes leaving parents wanting more, so if you know of a dancer who may be interested in teaching please let us know!

### Events

We had a great last family first event of the summer with our Burgers and Bingo with over 100 participants between the two bingo sessions. It was great to see so many coming out to support our family assistance fund with the ice cream sale.

Grunski Runski on August 6 went off without a hitch thanks to our fantastic staff. We had 96 runners.



The 2nd Annual Tungate Tussle was held on August 10 with a full bracket of participants from all over the Fox Valley area. Congrats to Brian Tungate for taking 1st place!

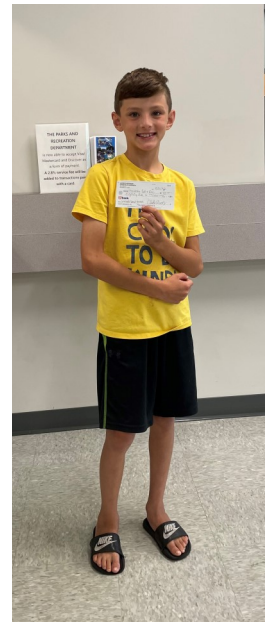


## FORESTRY

Staff has completed the EAB treatment of 89 ash trees located throughout the city and parks



Mason stopped by with a check for \$85 which he earned for his part in the Jefferson Park Neighborhood Lemonade Stand. He chose to have the funds donated toward the new Jefferson Park playground.



**Upcoming Events**  
 Picnic by Pumpkin Light October 21  
 Great Pumpkin Hunt, which runs October 21-27  
 Hometown Halloween October 27

**An historical overview of Menasha Pool Pass and Daily Fee Users**

AUGUST							
	2019		2020	2021		2022	
Type of Pass	Total Passes Sold (since June) Primary Member	Membership Usage (Number of Swipes)	Passes Sold (Primary Member)	Total Passes Sold (since June) Primary Member	Membership Usage (Number of Swipes)	Total Passes Sold (since June) Primary Member	Membership Usage (Number of Swipes)
Adult Ind	9	5	Only M-Passes Sold in 2020  979 Passes Sold  1,313 Total Members	11	13	13	17
Youth Ind	37	42		20	14	29	21
Senior Ind	31	33		33	51	47	191
Family/2	42	77		26	56	40	101
Family/3	19	66		12	24	26	75
Family/4	18	108		14	49	34	103
Family/5	13	87		12	66	13	68
Family/6+	22	186		9	44	27	106
Ltd Use Adult	3	—		—	—	11	—
Ltd Use Youth/Senior	18	—		19	15	26	8
2020 Carryover visits					81		
Total Pass Uses		604	1,055		413		690
Pay Per Visit Usage		1,704			1,162		1,085
**Total Monthly Uses		2,657			2,102		1,872

\*\*Total Monthly Uses include Camp Champ usage and private party attendance. In 2019, we had a competitive swim group use the pool 4-5 times per week.

**CITY OF MENASHA**  
**Plan Commission**  
**Menasha City Center, Room 133 – 100 Main Street**  
**October 4, 2022**  
**DRAFT MINUTES**

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**A. CALL TO ORDER**

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

**B. ROLL CALL/EXCUSED ABSENCES**

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

OTHERS PRESENT: CDC Schroeder, PP Yang, CDC Heim, Ald. Tom Grade (999 Brighton Drive), Chuck Kuen (McDonald's), and Steve Jeske (Haag Muller)

**C. PUBLIC HEARING**

None

**D. MINUTES TO APPROVE**

1. Minutes of the September 13, 2022 Plan Commission Meeting and Minutes of the September 20, 2022 Special Plan Commission Meeting

A motion was made by Comm. Cruickshank, seconded by Comm. Sturm, to approve the September 13, 2022 and September 20, 2022 Plan Commission meeting minutes. The motion carried.

Mayor Merkes said that Ald. Tom Grade was missing from the September 20<sup>th</sup> meeting and Comm. Cruickshank gave two other corrections.

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

*None*

**F. DISCUSSION / ACTION ITEMS**

1. McDonald's: 429 Third Street (Parcel 7-100186-00) and 212 Racine Street (Parcel 1-00183-00)  
PP Yang gave an overview of the project that McDonald's will be purchasing 429 Third Street to combine with their current property at 212 Racine Street so that they can add another drive through lane. The house on 429 Third Street will be razed. PP Yang noted that the architect recently sent over new revised plans and the current memo does not reflect the new plans. The architects updated the landscaping plan and added new lights, but Staff will request a photometric plan for those new lights.

There was a discussion on the lighting to make sure they are not trespassing to the neighbors' property. Members of the Plan Commission said they prefer 3,000 to 4,000 Kelvin lighting.

There was also a discussion on transitional landscaping. CDC Schroeder explained that the fence can be part of the transitional landscaping but it cannot replace the transitional landscaping because it can only be a certain height.

a. Certified Survey Map – Lot Combination

A motion was made by DPW Jungwirth, seconded by Ald. Schmidt, to approve the certified survey map for 429 Third Street (Parcel 7-100186-00) and 212 Racine Street (Parcel 1-00183-00). The motion carried.

b. Site Plan Review

A motion was made by DPW Jungwirth, seconded by Comm. Sturm, to approve site plan for 429 Third Street (Parcel 7-100186-00) and 212 Racine Street (Parcel 1-00183-00) with the following conditions:

1. Certified Survey Map is approved and recorded with Winnebago County
2. Prior to any issuance of building permits:
  - a. Updated lighting and photometric plan be submitted and approved by staff.
  - b. Site Improvement Agreement shall be recorded for the site plan.
  - c. Work with Public Works Department to resolve any outstanding items on the civil plans.

3. All permits are obtained from the City prior to commencing construction, including but not limited to, Demolition permit, an Erosion Control Permit, and an Excavation Permit for any work to be performed within the right of way.

The motion carried.

**G. COMMUNICATION**

**1. Set Next Meeting Date**

The next meeting was set for November 1, 2022.

**H. ADJOURNMENT**

Motion by Ald. Schmidt, seconded by DPW Jungwirth, to adjourn at 4:05 PM. The motion carried.

*Minutes respectfully submitted by PP Yang.*

**CITY OF MENASHA  
Redevelopment Authority  
Menasha City Center  
100 Main Street, Room 133  
October 4, 2022  
DRAFT MINUTES**

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**A. CALL TO ORDER**

The meeting was called to order by Chairperson Vanderhyden at 5:15 PM.

**B. ROLL CALL/EXCUSED ABSENCES**

REDEVELOPMENT AUTHORITY MEMBERS PRESENT: Alderperson Nichols, Chairperson Kim Vanderhyden, Kyle Coenen, Matt Vanderlinden, Gail Popp and Bob Stevens.

REDEVELOPMENT AUTHORITY MEMBERS EXCUSED: Kip Golden

OTHERS PRESENT: CDD Schroeder, PP Yang, Susan and Richard Carlson (1131 W. Thorn Creek Drive, Hilbert 54129)

**C. PUBLIC HEARING**

**D. MINUTES TO APPROVE**

1. **Minutes of the September 13, 2022 Redevelopment Authority Meeting**

Chair Vanderhyden made a motion to approve the minutes of September 13, 2022 RDA meeting. The motion was seconded by Coenen.

The motion carried.

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

None

**F. DISCUSSION / ACTION ITEMS**

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

CDD Schroeder and Gail Popp provided an update to the RDA in regards to the Lake Park Villas available residential lands. Cypress executed on their option for all five lots along the South side of Georgetown Place matching the single \$34,000 offer for the single lot. Another lot closed last Friday, September 30<sup>th</sup> and there are currently two lots with accepted offers closings expected by the end of the month and one pending offer. That leaves five lots left with potentially having an offer on one lot or having an offer for all five lots which will be discussed further under Item 2.

2. **Offer to Purchase – Carlson Contracting – Lots 22R, 71, 72, 94, and 112.**

a. **Draft Land Purchase and Development Agreement by and between Carlson Contracting and The Redevelopment Authority of the City of Menasha**

CDD Schroeder said that Ms. Carlson of Carlson Contracting has put in an offer letter to purchase all five lots. The offer is to purchase the lots at \$24,500 each, Carlson Contracting will pay all the closing costs and develop each lot within 3 years. One of the lots is next to an outlot which Carlson Contracting will be requesting to purchase from the Homeowners Association (HOA), do a certified survey map to combine both lots and will do additional plantings on the outlot. If the RDA accepts this offer, CDD Schroeder will bring to the HOA Board on Monday for their approval.

Action item 3 was also discussed as the RDA could not accept both the offer by Carlson Contracting and by Eric and Michelle Kelley for Lot 71.

Ald. Nichols made a motion to approve a land purchase and development agreement including the terms provided within by and between The Redevelopment Authority of the City of Menasha and Carlson Contracting for the purchase and development of Lots 22R, 71, 72, 94 and 112. The motion was seconded by Coenen. The motion carried.

**3. Offer to Purchase – Eric and Michelle Kelly – Lot 71 (909 Clover Court)**

Gail Popp presented the offer for Lot 71. She said there was a bump clause where the buyers would have to sell their house first and work with their builder to get a plan approved by the HOA. There is not date or deadline when that would happen.

Chair Vanderhyden made a motion to reject the offer from Eric and Michelle Kelly on Lot 71. The motion was seconded by Ald. Nichols. The motion carried.

**4. Draft Request for Proposal - Vacant Banta Parking Lot South of Ahnaip Street (477 Ahnaip Street)**

CDD Schroeder presented the draft for the Request for Proposals (RFP) for the vacant Banta parking lot. General discussion of the specifics of the RFP were discussed.

Members of the RDA wanted to make the following changes to the RFP:

1. Remove the parking in the rear
2. Remove the minimum of 8 units reference
3. Add in “enclosed parking”
4. Add in the Development Goals, how the developer plans to meet the housing needs

Chair Vanderhyden made a motion to release the RFP with the changes the RDA requested in mid-October and having a mid-November deadline. The motion was seconded by Coenen. The motion carried.

**5. Brownfield Advisory Committee – US EPA Brownfield Site Assessment Grant Update**

CDD Schroeder gave an update on the status of the EPA Brownfield Grant. He said that they will be starting a Brownfield Site Inventory on Water Street. This is just a window survey, looking through historical aerials, and determining if any properties need further investigation that may need to be looked into further for phase 1 and phase 2. Additional information will be compiled for the Lawson Canal Development, the Gilbert Site and the former Becher Electric Building.

**6. 2023 Proposed Redevelopment Authority Budget**

CDD Schroeder said that this budget draft will be approved here before going to Council. The 2023 budget will be using some engineering budget to do a certified survey map for the Banta parking lot. He also mentioned that if all lots are sold by the end of October, by this time next year, there will be no more HOA membership dues.

Ald. Nichols made a motion to approve the 2023 Proposed Redevelopment Authority Budget. The motion was seconded by Stevens. The motion carried.

**7. Set Next Meeting**

The next meeting was set for November 1, 2022.

**G. ADJOURNMENT**

Chair Vanderhyden made a motion to adjourn the meeting at 6:38 PM. The motion was seconded by Ald. Nichols. The motion carried.

*Minutes respectfully submitted by PP Yang.*



**CITY OF MENASHA**  
**SUSTAINABILITY BOARD**  
**September 22, 2022**  
**Minutes**

A. CALL TO ORDER

Meeting Called to order by Linda Stoll at 4:08 PM

B. ROLL CALL

Attending: Kyle Coenen, Austin Hammond, Roger Kanitz, Kelsey Perry

Also Attending: Mayor Donald Merkes

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

Sandra Taylor 545 Broad Street, Noted that there are many different opinions of sustainability in the community, that non-residents should not be voting members of the committee, and that the committee should only make recommendations to the Common Council.

D. MINUTES TO APPROVE

Motion by Roger Kanitz second by Kyle Coenen to approve the minutes of August 25, 2022.

Motion carries.

E. ACTION ITEMS

None

F. DISCUSSION

1. Sustainability Plan, Benchmarking and Comparison with other communities

a. Comprehensive Energy Plan

City, Utility, and MJSJSD energy team is continuing work on benchmarking including buildings at Heckrodt. Ald. Hammond was asked to join these meetings in the future as a liaison to the Common Council.

b. Sustainability Board Ordinance revisions

The revised ordinance was approved at the September 19<sup>th</sup> meeting of the Common Council. Before the next Sustainability meeting nominations to the new Committee will be brought to the Common Council. Nominations will be for the remainder of a one, two, or three year term. Terms will begin on May 1 in future years.

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

No report.

d. Wisconsin Clean Energy Plan <https://osce.wi.gov/Documents/SOW-CleanEnergyPlan2022.pdf>

No report.

2. Transportation

a. High Cliff Connection

Presented to the community and Common Council on September 19<sup>th</sup>. The recommended route Broad to Plank to Province Terrace to Manitowoc to Lake Park to 114 (continues in Harrison).

b. Bike Parking Survey

Shared draft data collection sheets. Need to revisit volunteer opportunities for the bike parking survey, potential to provide paper survey sheets. FVTC is interested in creating bike racks once we have locations. There is likely interest to work on the project through Girl Scouts or Boy Scouts.

3. Land Use

No report

4. Natural Resources

a. Natural Landscaping and Maintenance

City applied for grant to assist in a demonstration project on the waterfront. This could be used as a test plot for portions of the Lawson Canal landscaping. ECWRPC rain garden needs weeding. Discussion on long term maintenance and sustainability of projects both private property and public property.

b. No Mow May

Information requested regarding participation and results of No Mow May in communities across the state. The information is not available at this point, it should be available in the fall.

5. Energy

Prince of Peace solar installation had an open house it has an ROI of approx. 7 years. City continues to look for opportunities to install solar on its buildings and vehicle charging stations. New grant opportunities available.

6. Water

a. Stormwater Educational Signage

Signs are in process. Once signs are complete the stands will be ordered. It may be too late to install yet this year.

7. Waste

a. 2022 Fall Electronics Recycling Event

The annual fall event will be held October 1<sup>st</sup>. Volunteers still needed, email should be sent to business list for a reminder. There will also be a collection for Habitat ReStore.

8. Health

No Report

G. Future Meeting Dates

Next meeting October 27, 2022

H. ADJOURNMENT

Motion by Austin Hammond second by Kelsey Perry to adjourn at 5:56 PM

Motion carries.

REGULAR MEETING OF THE WATER AND LIGHT COMMISSION

September 28, 2022

**Draft**

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

Those excused were: Antoine Tines

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. Turchan, was unanimous on roll call to approve the following:

- A. Minutes of the Regular Meeting of August 24, 2022.
- B. Approve and warrant the following payments dated August 25-September 28, 2022, in the amount of \$9,941.367.44.
- C. Correspondence as listed:
  - Copy of MU Public Power Week announcement.
  - Copy of WPPI Energy Awards Program.
  - Copy of Lead Public Education Program for Municipal Water Systems.
  - Copy of MU September newsletter.

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

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

New business, Item VII, Certificate of Appreciation-Tom Miller was advanced. Tom Miller was presented an award for his generosity of time spent painting the fire hydrants in the City of Menasha.

Steve Grenell, Engineering Manager arrived at 8:10 a.m.

Item VI. Unfinished Business, Compensation Study 2023 budget impact. At the last commission meeting, a recommendation by Carlson Dettmann Consulting was made to move all employees to the 50<sup>th</sup>/75<sup>th</sup> blended percentile scale as of January 1, 2023. The budget impacts of several options were presented.

The motion by Comm. Turchan, seconded by Comm. Kordus, passed on a 3-1 vote to approve the compensation recommendation of 50<sup>th</sup>/75<sup>th</sup> percentile scale as of January 1, 2023, and pay performance based on the current system, with a 2% minimum and an 8% maximum increase.

Item VII. New Business, Technology Plan Update. Work continues on the ESRI mapping system. Water distribution is in the process of verifying all assets installed in the field and getting them mapped. Electric SCADA project is delayed due to customer outage being changed to May 2023. Water SCADA replacement was removed from 2022 budget and reallocated to purchase servers in 2023 and system platform in 2024. iPad and laptops were purchased for Electric & Water Departments.

Electric Budget Reallocations. Staff is requesting a \$30,000 budget reallocation to Unexpected/Unscheduled projects, and \$15,000 to Jefferson Park project to purchase a transformer rated test set.

The motion by Comm. Allwardt, seconded by Comm. Turchan was unanimously approved on roll call to reallocate \$30,000 from the Jefferson Park Overhead Rebuild to Unexpected/Unscheduled projects.

The motion by Comm. Allwardt, seconded by Comm. Turchan was unanimously approved on roll call to reallocate \$15,000 from Electric Distribution budget to transformer rated test set.

Water Budget Reallocations. Staff is requesting a \$1,500 budget reallocation from Replace Turbidimeter to Potassium Permanganate Wet Well Analyzer.

The motion by Comm. Allwardt, seconded by Comm. Turchan was unanimously approved on roll call to reallocate \$1,500 from Replace Turbidimeter budget to Potassium Permanganate Wet Well Analyzer.

Financial and Operating Ratios. An annual benchmark report was received from WPPI Energy, comparing Menasha to other large communities.

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

August Financial and Project Status Reports – Compared to budget, electric consumption was 3.9% higher, and costs were 18.2% higher due to higher market energy prices, MISO transmission costs, and IOU system purchase costs. Net operating income was higher.

Water usage was 2.1% lower than budget. Pumping expenses were higher due to cost of electricity for the Water Plant and High Lift Pump Station. Net operating income was higher than budget for August.

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

Paula Maurer, Customer Service Manager left at 8:50 a.m.

Project Reports, Electric Projects – Crews continued to work on adding services to new subdivisions. Building cabinets for SCADA upgrade as begun.

Water Projects – Lead Service Line replacement continues. Turbidimeters were purchased for install in September. Crews worked on replacing valves and flushing hydrants.

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. Merkes, seconded by Comm. Allwardt, was unanimously approved on roll call at 9:00 a.m. to convene into Closed Session, pursuant to Section 19.85 (1) (c) of the Wisconsin Statutes for the purpose of considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. RE: Performance Evaluation of General Manager.

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.



**MEMORANDUM**

To: Common Council  
From: Community Development Department/SS  
Date: October 17, 2021  
**Re: Code Enforcement Specialist Introduction**

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I am pleased to announce the City of Menasha has filled and on-boarded the Code Enforcement Specialist position. Lori Fulcer is a former 911 Operator for Outagamie County. Lori has a wonderful personality, is excited for what the position entails, is eager to learn and motivated to enhance the image of the City of Menasha.

Lori will continue to work closely with the Community Development Department, the Health Department, the Police Department, and the Public Works Department on mutual administration actions.

Issues or concerns can continue to be submitted via our online complaint form: [https://www.cityofmenasha-wi.gov/departments/community\\_development/code\\_enforcement\\_specialist/complaint\\_form.php](https://www.cityofmenasha-wi.gov/departments/community_development/code_enforcement_specialist/complaint_form.php) or may be submitted directly to Lori at [lfulcer@ci.menasha.wi.us](mailto:lfulcer@ci.menasha.wi.us) or by phone at 920-967-3548.



TO: Common Council  
FROM: Donald Merkes, Mayor  
DATE: 13 October 2022

**RE: Ad-hoc Sesquicentennial Committee**

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The Sesquicentennial of the incorporation of the City of Menasha is in 2024 and we are planning a party!

The Landmarks Commission discussed opportunities over the past several months and has recommended that an “*Ad-hoc Sesquicentennial Committee*” be formed to assist in the planning and managing of events for this important City of Menasha milestone. The duration of the Committee would run through 2024.

The celebration will incorporate items and events that are both historical and forward looking celebrating our community. With the City of Neenah celebrating their Sesquicentennial in 2023, there may be some joint events through 2023 & 2024.

At this point I am seeking volunteers to serve on the committee. Please forward contact information of residents interested in being part to the Clerk’s office for consideration. The committee will be formed and nominations recommended by the end of the year.

CITY OF MENASHA  
COMMON COUNCIL  
100 MAIN STREET  
OCTOBER 3, 2022  
MINUTES

A. CALL TO ORDER

Meeting called to order by Mayor Merkes at 6:02 p.m.

B. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

C. MOMENT OF SILENCE – Tom Stumpf former City of Menasha Parks Lead

A moment of silence was observed for former City of Menasha Parks Lead, Tom Stumpf.

D. ROLL CALL

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

ALSO PRESENT: PC Styka, FC Kloehn, CDD Schroeder, DPW Jungwirth, FD Sassman, PRD Sackett, CA Struve, Mayor Merkes, Clerk Krautkramer

E. PUBLIC HEARING

1. Boundary Agreement between the City of Menasha and the Village of Fox Crossing  
Staff provided an overview of the Boundary Agreement between the City of Menasha and the Village of Fox Crossing.

Virender Singh, 975 Racine St, Menasha; commented on the AV Food Marts business, land swap, purpose of the boundary agreement, development of the Kwik Trip, economic development, number of Kwik Trips in the area, traffic on Racine Road, existing nearby gas stations, environmental and health risks, traffic concerns, property values, business impact, and land annexation as it relates to the Boundary Agreement between the City of Menasha and the Village of Fox Crossing.

Baljinder Kaur, 2412 Red Fescue Ct, Menasha; commented on gas stations in the area, land swap with the Village of Fox Crossing, solutions to potential traffic concerns, Ninth Street traffic, AV Food Mart business, jobs lost, work experience, and job opportunities as it relates to the Boundary Agreement between the City of Menasha and the Village of Fox Crossing.

Lance Ley, 633 12<sup>th</sup> Street, Menasha; commented on property ownership in proximity to the proposed Kwik Trip development, and small business hardship as it relates to the Boundary Agreement between the City of Menasha and the Village of Fox Crossing.

Deven Renner, 945 Tayco Street, Menasha; commented on construction of the Kwik Trip and capitalism as it relates to the Boundary Agreement between the City of Menasha and the Village of Fox Crossing.

Lori Duj, 1870 US 10/114 | Kwik Trip #743, Menasha; commented on Kwik Trip family ownership, hiring age, and job opportunities at Kwik Trip as it relates to the Boundary Agreement between the City of Menasha and the Village of Fox Crossing.

Steve Krueger, 1270 Frances Way, Menasha; commented on community needs, existing local businesses, business competition, and Kwik Trip business as it relates to the Boundary Agreement between the City of Menasha and the Village of Fox Crossing.

Julie Caflisch, 509 DePere Street, commented on local Kwik Trip locations and gas stations as it relates to the Boundary Agreement between the City of Menasha and the Village of Fox Crossing.



Satnam Gill, 1427 Stadler Ct, Menasha; commented on gas station ownership and competition as it relates to the Boundary Agreement between the City of Menasha and the Village of Fox Crossing.

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

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

Minutes to receive:

- a. Administration Committee, 9/19/22
- b. Board of Public Works, 9/19/22
- c. Landmarks Commission, 9/14/22
- d. Library Board, 8/23/22 & 8/30/22
- e. NM Fire Rescue Joint Finance & Personnel Committee, 8/23/22 & 9/27/22
- f. Neenah-Menasha Sewerage Commission, 8/23/22
- g. Plan Commission, 9/13/22 & 9/20/22
- h. Police Commission, 7/21/22
- i. Redevelopment Authority, 9/13/22

Communications:

- j. COVID-19 Update
- k. 2022 Abandoned Property Auction

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

Motion carried on voice vote.

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, 9/19/22

Administration Committee, 9/19/22, Recommends:

2. Approval of the Third Amendment to the T-Mobile USA, Inc. Tower and Ground Lease Agreement
3. Approval of the First Amendment to the Development Agreement by and Between the City of Menasha and Atkins Development Group – Woodland Lakes Cottages as amended
4. Accepting and spending \$2,074,000 Neighborhood Investment Grant for Water Street project, and commit \$25,000 ARPA funding to assist in the administration of grants and the commencement of engineering and design services

Board of Public Works, 9/19/22, Recommends Approval of:

5. Payment to Don Hietpas and Sons, Inc; Contract Unit No. M0002-09-21-00504 for 2022 Water Main & Sanitary Sewer Reconstruction in the amount of \$124,469.10 (Payment No. 8)
6. Street Use Application for Hometown Halloween to be held on Thursday, October 27, 2022 from 4:00pm-7:00pm sponsored by the Menasha Parks and Recreation Department
7. Street Use Application for Gather 'Round to be held on Thursday, December 1, 2022 from 5:00pm-8:00pm sponsored by the Menasha Parks and Recreation Department

Ald. Sevenich requested to vote on each item separately.

Mayor Merkes ruled the motion germane.

I. ITEMS REMOVED FROM THE CONSENT AGENDA

1. Moved by Ald. Sevenich seconded by Ald. Schmidt to approve Consent Agenda item 1, Common Council, 9/19/22.

Motion carried on voice vote.

2. Moved by Ald. Nichols seconded by Ald. Ropella to approve Consent Agenda item 2, Approval of the Third Amendment to the T-Mobile USA, Inc. Tower and Ground Lease Agreement.  
Motion carried on roll call 8-0.
3. Moved by Ald. Nichols seconded by Ald. Ropella to approve Consent Agenda item 3, Approval of the First Amendment to the Development Agreement by and Between the City of Menasha and Atkins Development Group – Woodland Lakes Cottages as amended.  
Motion carried on roll call 8-0.
4. Moved by Ald. Nichols seconded by Ald. Tom Grade to approve Consent Agenda item 4, Accepting and spending \$2,074,000 Neighborhood Investment Grant for Water Street project, and commit \$25,000 ARPA funding to assist in the administration of grants and the commencement of engineering and design services.  
Motion carried on roll call 8-0.
5. Moved by Ald. Sevenich seconded by Ald. Schmidt to approve Consent Agenda item 5, Payment to Don Hietpas and Sons, Inc; Contract Unit No. M0002-09-21-00504 for 2022 Water Main & Sanitary Sewer Reconstruction in the amount of \$124,469.10 (Payment No. 8).  
Motion carried on roll call 8-0.
6. Moved by Ald. Sevenich seconded by Ald. Schmidt to approve Consent Agenda item 6, Street Use Application for Hometown Halloween to be held on Thursday, October 27, 2022 from 4:00pm-7:00pm sponsored by the Menasha Parks and Recreation Department.  
Motion carried on voice vote.
7. Moved by Ald. Tom Grade seconded by Ald. Ropella to approve Consent Agenda item 7, Street Use Application for Gather 'Round to be held on Thursday, December 1, 2022 from 5:00pm-8:00pm sponsored by the Menasha Parks and Recreation Department.  
Motion carried on voice vote.

#### J. ACTION ITEMS

1. Accounts payable and payroll for the term of 9/16/22 – 9/29/22 in the amount of \$1,348,412.25

Moved by Ald. Nichols seconded by Ald. Ropella to approve the accounts payable and payroll for the term of 9/16/22 – 9/29/22 in the amount of \$1,348,412.25.  
Motion carried on roll call 8-0.

2. 2023 Health Insurance Options

Ald. Sevenich requested to refer any discussions regarding the 2023 Health Insurance options to the Personnel Committee for consideration.

Staff provided an overview of the 2023 Health Insurance Options, cost, and savings.

General discussion ensued on:

- Other options
- Budgetary concerns
- Benefit to employees
- Reduction in plan enrollees
- Rates
- Offsetting insurance costs
- Costs
- Savings to the City
- Premiums

- Considerations for 2024
- Increases costs by decreasing the pool size

Moved by Ald. Sevenich seconded by Ald. Ropella to continue researching Health Insurance options for the year 2024 and refer the consideration of Health Insurance options to a future Personnel Committee meeting.

Motion carried on roll call 7-1.

Ald. Ted Grade voted no.

#### K. HELD OVER BUSINESS

#### L. ORDINANCES AND RESOLUTIONS

1. O-19-22 An Ordinance Related to the Attachment of Certain Properties to the City of Menasha from the Village of Fox Crossing (Introduced by Ald. Sevenich)

Moved by Ald. Sevenich seconded by Ald. Schmidt to approve O-19-22 An Ordinance Related to the Attachment of Certain Properties to the City of Menasha from the Village of Fox Crossing.

Motion carried on roll call 8-0.

2. R-33-22 A Resolution Approving an Intergovernmental Boundary Agreement with the Village of Fox Crossing (Introduced by Ald. Sevenich)

Moved by Ald. Sevenich seconded by Ald. Schmidt to approve R-33-22 A Resolution Approving an Intergovernmental Boundary Agreement with the Village of Fox Crossing.

Motion carried on roll call 8-0.

3. R-34-22 A Resolution Authorizing a Signatory Municipality to Exceed the Levy Limit for Neenah Menasha Fire Rescue for 2023 (Recommended by the Neenah-Menasha Fire Rescue Joint Finance & Personnel Committee - Introduced by Ald. Sevenich)

Moved by Ald. Sevenich seconded by Ald. Ted Grade to approve R-34-22 A Resolution Authorizing a Signatory Municipality to Exceed the Levy Limit for Neenah Menasha Fire Rescue for 2023.

Motion carried on roll call 8-0.

#### M. APPOINTMENTS

#### N. CLAIMS AGAINST THE CITY

#### O. PUBLIC COMMENTS ON ANY MATTER LISTED ON THE AGENDA

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

#### P. ADJOURNMENT

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

Motion carried on voice vote.

Haley Krautkramer  
City Clerk



## MEMORANDUM

To: Plan Commission  
From: Community Development Department/FY  
Date: October 4<sup>th</sup>, 2022  
Re: **Certified Survey Map – 429 Third Street (Parcel 7-1-00186-00) and 212 Racine Street (Parcel 7-1-00183-00)**

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Haag Muller, Inc, on behalf of McDonald's and Pizzazz Investments, has submitted a certified survey map (CSM) and site plan review application for 429 Third Street (Parcel 7-1-00186-00) and 212 Racine Street (Parcel 7-1-00183-00).

The 212 Racine Street parcel is the site of McDonald's and they are looking to purchase the 429 Third Street parcel, owned by Pizzazz Investments, to add an additional drive through lane. McDonald's current one lane drive through causes back up on Third Street when cars are trying to take a left or right turn into the establishment. They are hoping that this additional drive through will greatly reduce current traffic issues.

The current parcel that McDonald's is located on is .91 acres and the 429 Third Street parcel is .18 acres. Combining them both will give the new lot a total of 1.09 acres. Both parcels are zoned C-1 General commercial, therefore no rezoning is necessary. The 429 Third Street parcel has a house on it that is over 100 years old and assessed at \$82,500. The rest of the surrounding parcels are also all C-1, however the uses vary between commercial and residential homes.

If the two parcels are combined, the use and dimensions are in conformance with the City's C-1 district and will not create any nonconformities.

The site plan's approval is contingent on the CSM being approved. The following is the breakdown of the site plan review evaluating if the site, landscaping, and lighting meets the City of Menasha Zoning Ordinances.

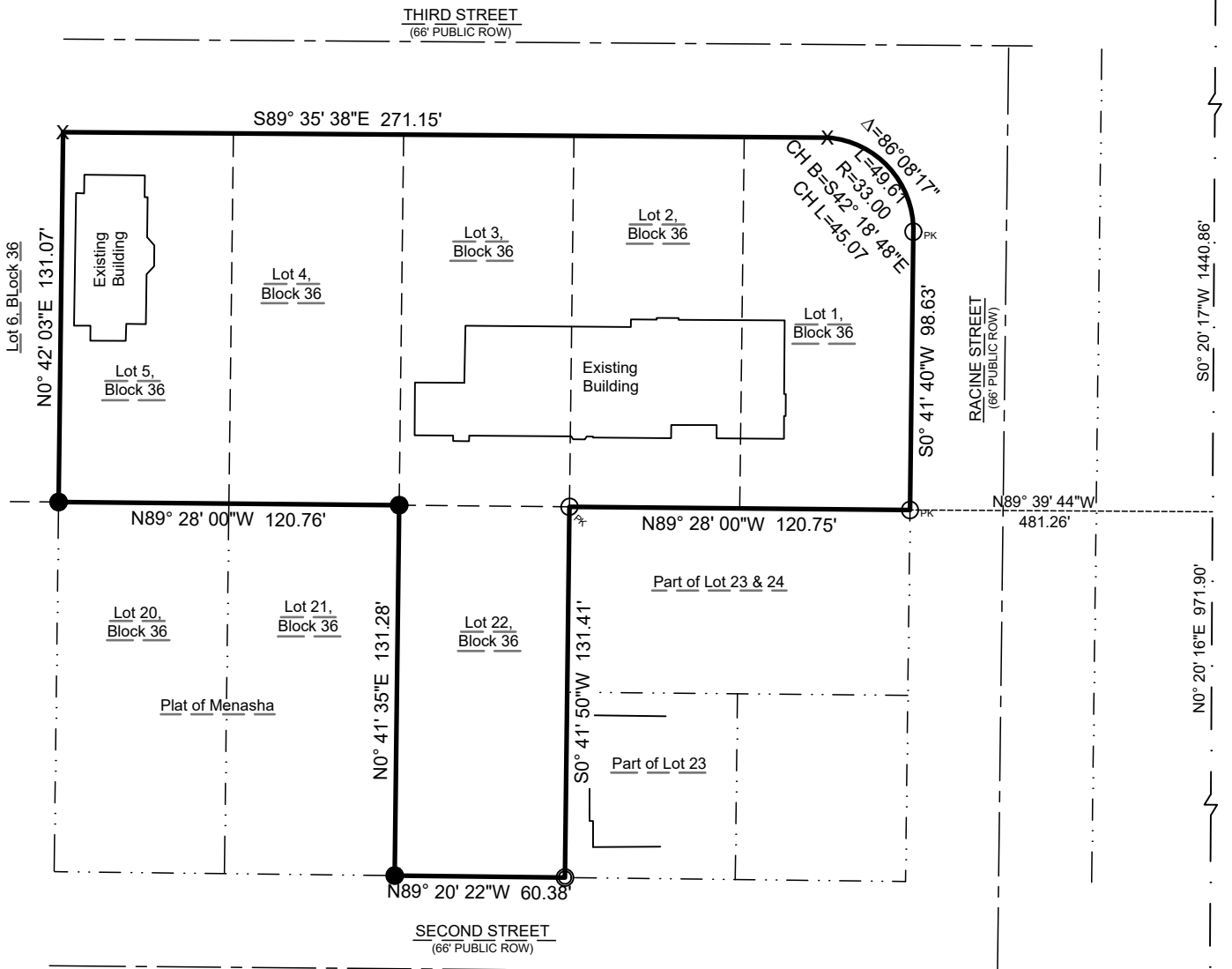
The Plan Commission reviewed the CSM at their October 4, 2022 meeting whereby they recommended the Common Council approve the CSM as presented.

**Staff and the Plan Commission recommends approve the certified survey map for 429 Third Street (Parcel 7-1-00186-00) and 212 Racine Street (Parcel 7-1-00183-00).**

# CERTIFIED SURVEY MAP NO. \_\_\_\_\_

All of Lots 2, 3, 4, 5 and 22 and part of Lot 1 of Block 36 in the Plat of Menasha (Two Additions) in the First Ward in the Southeast  $\frac{1}{4}$  of the Southeast  $\frac{1}{4}$  of Section 15, Town 20 North, Range 17 East, City of Menasha, County of Winnebago, State of Wisconsin

East  $\frac{1}{4}$  Corner  
Section 15-20-17  
chiseled cross in  
concrete



LEGEND & NOTES:

- X Chiseled Cross Found
- $\frac{3}{4}$ " Rebar Found
- 1" Iron Pipe Found
- <sub>PK</sub> PK Nail Found

Meander Corner for  
the Southeast corner  
of Section 15-20-17  
alum. monument

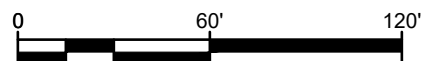
COORDINATES & BEARINGS REFERENCED  
THE WISCONSIN COUNTY COORDINATE  
SYSTEM, WINNEBAGO COUNTY, WITH THE  
EAST LINE OF THE SOUTHEAST  $\frac{1}{4}$  OF  
SECTION 15-20-17 ASSUMED TO BEAR  
S 00°20'16" W



www.thesigmagroup.com  
1300 West Canal Street  
Milwaukee, WI 53233  
Phone: 414-643-4200  
Fax: 414-643-4210



GRAPHIC SCALE





# CERTIFIED SURVEY MAP NO. \_\_\_\_\_

All of Lots 2, 3, 4, 5 and 22 and part of Lot 1 of Block 36 in the Plat of Menasha (Two Additions) in the First Ward in the Southeast  $\frac{1}{4}$  of the Southeast  $\frac{1}{4}$  of Section 15, Town 20 North, Range 17 East, City of Menasha, County of Winnebago, State of Wisconsin

## Common Council Resolution

Resolved, this minor Subdivision in the City of Menasha, is hereby approved by the Common Council on This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

By: \_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk



www.thesigmagroup.com  
1300 West Canal Street  
Milwaukee, WI 53233  
Phone: 414-643-4200  
Fax: 414-643-4210

## City of Menasha Disbursements

Weekly Accounts Payable	09/30/22 - 10/13/22 Checks # 75925-76068	\$931,825.79
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Bi-Weekly Payroll	10/06/22	\$217,737.09
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Additional Regular Cycle Accounts Payables -Paid Electronically

FSA HRA Admin Fees	09/30/22	\$672.50	
Workers Comp Premium	09/30/22	\$51,945.00	
Postage	10/02/22	\$1,449.39	
Credit Card Fees	10/03/22	\$22.95	
Delta Dental	10/05/22	\$2,887.90	
Community First CU-Payroll Deduction	10/05/22	\$590.75	
Employee Benefits-Flex Spending	10/06/22	\$4,759.49	
HRA Funding	10/06/22	\$125.00	
Nationwide Deferred Compensation	10/07/22	\$4,717.50	
Wisconsin Deferred Compensation	10/07/22	\$7,923.00	
Network Health Premium	10/07/22	\$153,180.80	
Credit Card Fees	10/10/22	\$35.70	
Delta Dental	10/12/22	\$923.75	
Federal Tax Withholding	10/12/22	\$75,266.26	
		\$ 304,499.99	
Total		\$1,454,062.87	

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

<i>Craig Pearson</i>	10/13/22
Craig Pearson	Date
Finance Manager	

Notes:

- Gaps in check numbers indicate that more invoices being paid than fit on one check stub  
(The last check stub used is the check number that will appear on the check register)



## AP Check Register

### Check Date: 9/30/2022

<i>Vendor Name</i>	<i>Check Number</i>	<i>Check Date</i>	<i>Invoice Number</i>	<i>Account Number</i>	<i>Amount</i>	<i>Description</i>
BOOKPAGE	75925	9/30/2022	S61731	100-0601-551.30-16	648.00	PROMOTIONAL
			<b>Total for check: 75925</b>		<b>648.00</b>	
CENGAGE LEARNING INC/GALE	75926	9/30/2022	78252588	100-0601-551.30-14	38.92	LIBRARY MATERIALS
		9/30/2022	78423048	100-0601-551.30-14	28.79	LIBRARY MATERIALS
		9/30/2022	78811679	100-0601-551.30-14	38.92	LIBRARY MATERIALS
		9/30/2022	79187818	100-0601-551.30-14	788.53	LIBRARY MATERIALS
			<b>Total for check: 75926</b>		<b>895.16</b>	
CENTER POINT LARGE PRINT	75927	9/30/2022	1954944	100-0601-551.30-14	288.24	LIBRARY MATERIALS
			<b>Total for check: 75927</b>		<b>288.24</b>	
CITY DIRECTORIES	75928	9/30/2022	7730733	100-0601-551.30-14	365.00	LIBRARY MATERIALS
			<b>Total for check: 75928</b>		<b>365.00</b>	
CNA SURETY DIRECT BILL	75929	9/30/2022	64441728N	100-0601-551.21-06	30.00	WI NOTARY PUBLIC
		9/30/2022	64441777N	100-0601-551.21-06	30.00	WI NOTARY PUBLIC
		9/30/2022	64447458N	100-0601-551.21-06	30.00	WI NOTARY PUBLIC
			<b>Total for check: 75929</b>		<b>90.00</b>	
CRE8LAB	75930	9/30/2022	CLASS 10/18/22	100-0601-551.20-05	250.00	INTRO TO SOLDERING CLASS
			<b>Total for check: 75930</b>		<b>250.00</b>	
DEMCO	75931	9/30/2022	7185014	100-0601-551.30-18	268.48	DEPT SUPPLIES
			<b>Total for check: 75931</b>		<b>268.48</b>	
EUA	75932	9/30/2022	86041	100-0601-551.21-02	4,820.68	PROFESSIONAL SERVICES
			<b>Total for check: 75932</b>		<b>4,820.68</b>	

**AP Check Register**  
**Check Date: 9/30/2022**

Date: 10/13/2022

<i>Vendor Name</i>	<i>Check Number</i>	<i>Check Date</i>	<i>Invoice Number</i>	<i>Account Number</i>	<i>Amount</i>	<i>Description</i>
FINDAWAY WORLD LLC	75933	9/30/2022	401841	100-0601-551.30-14	54.62	LIBRARY MATERIALS
		9/30/2022	404168	100-0601-551.30-14	37.44	LIBRARY MATERIALS
	<b>Total for check: 75933</b>				<b>92.06</b>	
FOX STAMP SIGN & SPECIALTY	75934	9/30/2022	OE-20067	100-0601-551.30-10	12.95	LIBRARY SUPPLIES
	<b>Total for check: 75934</b>				<b>12.95</b>	
FULL SPECTRUM LASER LLC	75935	9/30/2022	BC183473	100-0601-551.24-01	1,374.23	SUPPLIES
	<b>Total for check: 75935</b>				<b>1,374.23</b>	
GENERAL BOOK COVERS	75936	9/30/2022	22274	100-0601-551.30-18	87.00	DEPT SUPPLIES
	<b>Total for check: 75936</b>				<b>87.00</b>	
DIANA GOMEZ SANCHEZ	75937	9/30/2022	DANCE	100-0601-551.20-01	100.00	DAY OF THE DEAD DANCE
	<b>Total for check: 75937</b>				<b>100.00</b>	
JOLENE HEDTKE	75938	9/30/2022	000001	100-0601-551.30-14	16.00	LIBRARY MATERIALS
	<b>Total for check: 75938</b>				<b>16.00</b>	
INCREDIBLEBATS INC	75939	9/30/2022	1012022	100-0601-551.20-05	400.00	BATS AROUND THE WORLD
	<b>Total for check: 75939</b>				<b>400.00</b>	
INGRAM LIBRARY SERVICES	75941	9/30/2022	70780314	100-0601-551.30-14	705.42	LIBRARY MATERIALS
		9/30/2022	70796278	100-0601-551.30-14	167.40	LIBRARY MATERIALS
		9/30/2022	70848244	100-0601-551.30-14	422.14	LIBRARY MATERIALS
		9/30/2022	70870953	100-0601-551.30-14	339.30	LIBRARY MATERIALS
		9/30/2022	70877276	100-0601-551.30-14	672.77	LIBRARY MATERIALS
		9/30/2022	70909779	100-0601-551.30-14	985.31	LIBRARY MATERIALS
		9/30/2022	70932857	100-0601-551.30-14	110.93	LIBRARY MATERIALS
		9/30/2022	70943952	100-0601-551.30-14	218.98	LIBRARY MATERIALS

## AP Check Register

### Check Date: 9/30/2022

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
INGRAM LIBRARY SERVICES...	75941...	9/30/2022	70953610	100-0601-551.30-14	436.61	LIBRARY MATERIALS
		9/30/2022	70966153	100-0601-551.30-14	537.54	LIBRARY MATERIALS
		9/30/2022	70966154	100-0601-551.30-14	372.37	LIBRARY MATERIALS
		9/30/2022	70972100	100-0601-551.30-14	447.88	LIBRARY MATERIALS
		9/30/2022	71041435	100-0601-551.30-14	315.79	LIBRARY MATERIALS
		9/30/2022	71065972	100-0601-551.30-14	317.01	LIBRARY MATERIALS
		9/30/2022	71080041	100-0601-551.30-14	1,485.78	LIBRARY MATERIALS
		9/30/2022	71089820	100-0601-551.30-14	29.87	LIBRARY MATERIALS
		9/30/2022	71097534	100-0601-551.30-14	406.17	LIBRARY MATERIALS
		9/30/2022	71122478	100-0601-551.30-14	387.23	LIBRARY MATERIALS
		9/30/2022	71159761	100-0601-551.30-14	185.69	LIBRARY MATERIALS
		9/30/2022	71159762	100-0601-551.30-14	140.28	LIBRARY MATERIALS
		9/30/2022	71170806	100-0601-551.30-14	611.71	LIBRARY MATERIALS
		9/30/2022	71221517	100-0601-551.30-14	195.78	LIBRARY MATERIALS
		9/30/2022	71221518	100-0601-551.30-14	125.90	LIBRARY MATERIALS
		9/30/2022	71237010	100-0601-551.30-14	131.85	LIBRARY MATERIALS
		9/30/2022	71237011	100-0601-551.30-14	297.59	LIBRARY MATERIALS
		9/30/2022	71247705	100-0601-551.30-14	748.81	LIBRARY MATERIALS
	9/30/2022	71308812	100-0601-551.30-14	138.68	LIBRARY MATERIALS	
			<b>Total for check: 75941</b>		<b>10,934.79</b>	
NADINE JANIK	75942	9/30/2022	PAINTING CLASS	100-0601-551.20-05	540.00	PAINTING CLASS
			<b>Total for check: 75942</b>		<b>540.00</b>	
KITZ & PFEIL INC	75943	9/30/2022	39005/39188	100-0601-551.24-03	25.17	SUPPLIES
				100-0601-551.30-13	1.79	SUPPLIES
			<b>Total for check: 75943</b>		<b>26.96</b>	
STEVE KRUEGER	75944	9/30/2022	PARANORMAL	100-0601-551.20-05	100.00	PARANORMAL EXPERIENCES
			<b>Total for check: 75944</b>		<b>100.00</b>	
MANDERFIELD'S HOME BAKERY	75945	9/30/2022	544495	100-0601-551.30-16	15.25	BAR/COOKIES

## AP Check Register

### Check Date: 9/30/2022

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
MANDERFIELD'S HOME BAKERY...	75945...	9/30/2022	544885	100-0601-551.34-03	31.00	MUFFINS/DONUTS
			<b>Total for check: 75945</b>			<b>46.25</b>
MENARDS-APPLETON EAST	75946	9/30/2022	25444	100-0601-551.30-19	239.98	SUPPLIES
			<b>Total for check: 75946</b>			<b>239.98</b>
MIDWEST TAPE	75947	9/30/2022	502315287	100-0601-551.30-14	35.96	LIBRARY MATERIALS
			502585294	100-0601-551.30-14	132.61	LIBRARY MATERIALS
			<b>Total for check: 75947</b>			<b>168.57</b>
MBM	75948	9/30/2022	IN384001	100-0601-551.24-04	237.20	COPIER CONTRACT
			<b>Total for check: 75948</b>			<b>237.20</b>
SERVICEMASTER BUILDING MAINTENANCE	75949	9/30/2022	40826	100-0601-551.20-01	1,525.00	JANITORIAL SERVICE
			<b>Total for check: 75949</b>			<b>1,525.00</b>
MICAH SOMMERSMITH	75950	9/30/2022	PERFORMANCE	100-0601-551.20-05	150.00	PERFORMANCE
			<b>Total for check: 75950</b>			<b>150.00</b>
SYNCB/AMAZON	75953	9/30/2022	435389944733	100-0601-551.30-16	15.35	PROMOTIONAL
			435733887575	100-0601-551.30-10	104.97	LIBRARY SUPPLIES
			463979558864	100-0601-551.30-16	6.99	PROMOTIONAL
			465855394444	100-0601-551.30-16	6.98	PROMOTIONAL
			466365594654	100-0601-551.24-01	39.56	OFFICE EQUIPMENT
			467378865655	100-0601-551.30-14	7.99	LIBRARY MATERIALS
			477654484347	100-0601-551.30-10	72.50	LIBRARY SUPPLIES
			483338669569	100-0601-551.30-14	44.97	LIBRARY MATERIALS
			487385374385	100-0601-551.30-14	16.95	LIBRARY MATERIALS
			495799696757	100-0601-551.30-10	36.96	LIBRARY SUPPLIES
			534874583437	100-0601-551.30-14	29.98	LIBRARY MATERIALS

## AP Check Register

### Check Date: 9/30/2022

<i>Vendor Name</i>	<i>Check Number</i>	<i>Check Date</i>	<i>Invoice Number</i>	<i>Account Number</i>	<i>Amount</i>	<i>Description</i>
SYNCB/AMAZON...	75953...	9/30/2022	535668545773	100-0601-551.30-19	32.61	OFFICE SUPPLIES
		9/30/2022	536579975568	100-0601-551.30-16	48.96	PROMOTIONAL
		9/30/2022	545845459738	100-0601-551.30-10	13.99	LIBRARY SUPPLIES
				100-0601-551.30-12	129.00	COMPUTER SUPPLIES
				100-0601-551.30-16	416.30	PROMOTIONAL
		9/30/2022	553769836853	100-0601-551.30-14	139.82	LIBRARY MATERIALS
		9/30/2022	569776836939	100-0601-551.30-10	7.86	LIBRARY SUPPLIES
		9/30/2022	578465594583	100-0601-551.30-14	24.00	LIBRARY MATERIALS
		9/30/2022	588494777456	100-0601-551.30-14	29.95	LIBRARY MATERIALS
		9/30/2022	655567898377	100-0601-551.30-14	19.99	LIBRARY MATERIALS
		9/30/2022	655697999958	100-0601-551.30-16	40.20	PROMOTIONAL
		9/30/2022	668877443654	100-0601-551.24-01	59.99	OFFICE EQUIPMENT
		9/30/2022	674673435787	100-0601-551.30-14	133.92	LIBRARY MATERIALS
		9/30/2022	676939836677	100-0601-551.30-14	99.96	LIBRARY MATERIALS
		9/30/2022	744845379466	100-0601-551.30-10	24.99	LIBRARY SUPPLIES
		9/30/2022	745994864874	100-0601-551.24-01	24.95	OFFICE EQUIPMENT
		9/30/2022	757379685856	100-0601-551.30-14	70.55	LIBRARY MATERIALS
		9/30/2022	757997635746	100-0601-551.30-16	19.96	PROMOTIONAL
		9/30/2022	758354749969	100-0601-551.30-14	15.29	LIBRARY MATERIALS
		9/30/2022	768395783768	100-0601-551.30-10	9.99	LIBRARY SUPPLIES
		9/30/2022	769356399693	100-0601-551.30-16	8.99	PROMOTIONAL
		9/30/2022	787939838878	100-0601-551.30-10	49.64	LIBRARY SUPPLIES
		9/30/2022	798659989349	100-0601-551.30-16	180.28	PROMOTIONAL
		9/30/2022	799685985959	100-0601-551.30-10	55.05	LIBRARY SUPPLIES
		9/30/2022	847839768444	100-0601-551.30-14	119.98	LIBRARY MATERIALS
		9/30/2022	859683389845	100-0601-551.30-10	86.23	LIBRARY SUPPLIES
		9/30/2022	864783357843	100-0601-551.30-14	17.95	LIBRARY MATERIALS
		9/30/2022	875487737737	100-0601-551.24-01	117.95	OFFICE EQUIPMENT
		9/30/2022	893875956676	100-0601-551.24-01	128.69	OFFICE EQUIPMENT
		9/30/2022	899366965596	100-0601-551.30-14	19.99	LIBRARY MATERIALS
		9/30/2022	939968743734	100-0601-551.30-14	66.96	LIBRARY MATERIALS
		9/30/2022	974856434936	100-0601-551.30-14	39.98	LIBRARY MATERIALS
		9/30/2022	975389949573	100-0601-551.30-10	1.99	LIBRARY SUPPLIES
			100-0601-551.30-14	93.81	LIBRARY MATERIALS	

**AP Check Register**  
**Check Date: 9/30/2022**

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<i>Vendor Name</i>	<i>Check Number</i>	<i>Check Date</i>	<i>Invoice Number</i>	<i>Account Number</i>	<i>Amount</i>	<i>Description</i>
SYNCB/AMAZON...	75953...	9/30/2022	983658364398	100-0601-551.30-10	38.39	LIBRARY SUPPLIES
			<b>Total for check: 75953</b>		<b>2,771.36</b>	
UNIQUE MANAGEMENT SERVICES INC	75954	9/30/2022	6104911	100-0601-551.21-06	372.80	PLACEMENTS
			<b>Total for check: 75954</b>		<b>372.80</b>	
US BANK EQUIPMENT FINANCE	75955	9/30/2022	482579273	100-0601-551.24-04	513.46	COPIER CONTRACT
			<b>Total for check: 75955</b>		<b>513.46</b>	
WINNEFOX AUTOMATED LIBRARY SYSTEM	75956	9/30/2022	WALS2041	100-0601-551.30-11	120.63	AUGUST SERVICE
			<b>Total for check: 75956</b>		<b>120.63</b>	
					<b>27,454.80</b>	

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## AP Check Register

### Check Date: 10/6/2022

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
ACCURATE	75957	10/6/2022	2211232	731-1022-541.30-18	164.51	PARTS
		10/6/2022	2211803	731-1022-541.30-18	37.75	PARTS
		10/6/2022	2211820	731-1022-541.30-18	166.88	PARTS
		10/6/2022	2212036	731-1022-541.30-18	52.09	PARTS
	<b>Total for check: 75957</b>				<b>421.23</b>	
ALL-SPORT TROPHY	75958	10/6/2022	056582	100-0405-513.30-18	10.00	ATTORNEY NAME PLATE
	<b>Total for check: 75958</b>				<b>10.00</b>	
AMAZON CAPITAL SERVICES	75959	10/6/2022	14KQ-9VL4-V6X1	100-0702-552.30-18	122.94	SUPPLIES
		10/6/2022	1JTM-X6KM-NJ1Y	100-0902-524.24-04	11.13	MERCHANT BOX
		10/6/2022	1KYL-1TKL-37M7	100-0801-521.30-10	100.87	OFFICE SUPPLIES
		10/6/2022	1LL3-KQTT-KPJK	100-0702-552.30-18	21.98	SUPPLIES
	<b>Total for check: 75959</b>				<b>256.92</b>	
APPLETON SCHOOL DISTRICT	75960	10/6/2022	TID 9	485-0000-201.02-00	51,172.44	TID 9 CLOSURE PAYMENT
	<b>Total for check: 75960</b>				<b>51,172.44</b>	
CITY OF APPLETON	75961	10/6/2022	10184	100-0302-542.25-01	17,315.00	SEPT TRANSIT SERVICES
	<b>Total for check: 75961</b>				<b>17,315.00</b>	
ASSOCIATED APPRAISAL CONSULTANTS	75962	10/6/2022	164634	100-0402-513.21-09	61.66	INTERNET POSTING
					5,000.00	OCTOBER MAINTENANCE
				100-0402-513.30-11	34.00	POSTAGE
	<b>Total for check: 75962</b>				<b>5,095.66</b>	
CALUMET COUNTY TREASURER	75963	10/6/2022	TID 9	485-0000-201.02-00	38,698.81	TID 9 CLOSURE PAYMENT
	<b>Total for check: 75963</b>				<b>38,698.81</b>	
CELLCOM	75964	10/6/2022	854674	100-0301-523.22-01	30.48	BLDG INSP

## AP Check Register

### Check Date: 10/6/2022

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
CELLCOM...	75964...	10/6/2022...	854674...	100-0304-562.22-01	60.96	COM DEV
				100-0601-551.22-01	20.73	BLDG SERVICES
					38.39	LIBRARY
				100-0702-552.22-01	89.20	PARK LOCATIONS
				100-0703-553.22-01	12.19	BLDG SERVICES
					151.14	PARKS
				100-0801-521.22-01	14.02	BLDG SERVICES
					974.11	POLICE
				100-0811-521.22-01	30.48	CEO
				100-0904-531.22-01	30.48	ENV HEALTH
				100-0919-531.22-01	340.70	HEALTH
				100-1001-514.22-01	14.02	BLDG SERVICES
				100-1002-541.22-01	158.34	ENGINEERING
				100-1008-541.22-01	10.06	STREET SIGNS
				100-1019-552.22-01	9.15	BRIDGES
				601-1020-543.22-01	3.62	CONFINED SPACES
					4.29	SEWER TRUCK
				625-1002-541.22-01	52.78	ENGINEERING
				731-1022-541.22-01	121.92	GARAGE
				743-0403-513.22-01	60.96	IT
<b>Total for check: 75964</b>					<b>2,228.02</b>	
CLIFTONLARSONALLEN LLP	75965	10/6/2022	3434573	100-0401-513.21-03	275.00	TID 9 AUDIT
				485-0000-201.02-00	5,500.00	TID 9 AUDIT
		10/6/2022	3434574	100-0401-513.21-03	525.00	FINAL BILLING -FINANCIALAUDIT
<b>Total for check: 75965</b>					<b>6,300.00</b>	
COMPLETE OFFICE OF WISCONSIN	75966	10/6/2022	3347	731-1022-541.24-01	3.97	OFFICE SUPPLIES
		10/6/2022	4656	100-0801-521.24-01	1,500.00	OFFICE CHAIRS
				100-0801-521.30-10	110.20	OFFICE CHAIRS
<b>Total for check: 75966</b>					<b>1,614.17</b>	



**AP Check Register**  
**Check Date: 10/6/2022**

Date: 10/13/2022

<i>Vendor Name</i>	<i>Check Number</i>	<i>Check Date</i>	<i>Invoice Number</i>	<i>Account Number</i>	<i>Amount</i>	<i>Description</i>	
CONGER INDUSTRIES INC	75967	10/6/2022	PSI-300869	731-1022-541.29-04	395.69	PLANNED MAINTENANCE	
			<b>Total for check: 75967</b>		<b>395.69</b>		
ENVISIONINK PRINTING SOLUTIONS	75968	10/6/2022	224969	100-0702-552.29-01	2,966.00	FALL & WINTER	ACTIVITY GUIDE
			<b>Total for check: 75968</b>		<b>2,966.00</b>		
FERRELLGAS	75969	10/6/2022	1120406564	731-1022-541.30-18	186.63	FUEL	
			<b>Total for check: 75969</b>		<b>186.63</b>		
FIVE STAR TELECOM INC	75970	10/6/2022	53004	100-0801-521.24-02	718.56	VIEWING STATION LICENSE	
			<b>Total for check: 75970</b>		<b>718.56</b>		
FOX VALLEY HUMANE ASSOCIATION	75971	10/6/2022	5375	100-0806-532.25-01	160.00	ANIMALS HANDLED	
		10/6/2022	5408	100-0806-532.25-01	160.00	ANIMALS HANDLED	
			<b>Total for check: 75971</b>		<b>320.00</b>		
FOX VALLEY TECHNICAL COLLEGE	75972	10/6/2022	TID 9	485-0000-201.02-00	8,314.53	TID 9 CLOSURE PAYMENT	
			<b>Total for check: 75972</b>		<b>8,314.53</b>		
GLAXOSMITHKLINE PHARMACEUTICALS	75973	10/6/2022	8253831761	100-0903-531.30-18	4,268.16	FLUARIX	
			<b>Total for check: 75973</b>		<b>4,268.16</b>		
GRIESBACH READY-MIX LLC	75974	10/6/2022	6812	100-1004-541.30-18	399.00	CONCRETE	708 LAKECREST
			<b>Total for check: 75974</b>		<b>399.00</b>		
GUNDERSON CLEANERS	75975	10/6/2022	1175614	100-0801-521.30-13	60.10	CLEANING SERVICE	
			<b>Total for check: 75975</b>		<b>60.10</b>		

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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
HARRISON UTILITIES	75976	10/6/2022	000-5700-00	501-0304-562.22-05	31.01	2011 MANITOWOC ROAD 8/22 - 9/20
<b>Total for check: 75976</b>					<b>31.01</b>	
HORST DISTRIBUTING INC	75977	10/6/2022	99339-000	100-0703-553.30-18	945.00	CLAY
<b>Total for check: 75977</b>					<b>945.00</b>	
JX ENTERPRISES INC	75978	10/6/2022	2483164P	731-1022-541.38-03	113.21	COVER/GASKET/BOLT
		10/6/2022	2483185P	731-1022-541.38-03	15.38	FITTING
		10/6/2022	2483233P	731-1022-541.38-03	217.99	SENSOR COOLANT LEVEL PROBE
		10/6/2022	2483236P	731-1022-541.38-03	(45.44)	GASKET/BOLT/COVER
		10/6/2022	2483248P	731-1022-541.38-03	34.62	RADIATOR CAP
<b>Total for check: 75978</b>					<b>335.76</b>	
KITZ & PFEIL INC	75979	10/6/2022	38876	731-1022-541.30-18	4.10	NUTS & BOLTS
		10/6/2022	38882	100-0703-553.24-03	9.68	SOAP
		10/6/2022	38903	100-0801-521.30-15	12.37	KEYS
		10/6/2022	39006	731-1022-541.38-03	15.73	BOLT EYES
		10/6/2022	39026	100-0801-521.30-15	11.69	LINSEED OIL
		10/6/2022	39041	731-1022-541.38-03	3.73	NUTS & BOLTS
		10/6/2022	39054	731-1022-541.38-03	5.93	CM SCKT 3/8 DR
		10/6/2022	39058	100-0803-521.30-15	37.79	CM TORX ST 7 PC
		10/6/2022	39059	731-1022-541.38-03	23.91	STEM MOUNT POINT/BRUSH
		10/6/2022	39097	731-1022-541.24-03	7.73	FRUIT FLY TRAP
		10/6/2022	39119	100-0703-553.30-18	31.98	PREM ORANGE LINE
		10/6/2022	39137	100-0703-553.24-03	28.57	HAND SOAP/INSECT KILLER
		10/6/2022	39152	100-1008-541.30-18	14.37	SILICONE
		10/6/2022	39230	100-0703-553.24-03	9.90	NUTS & BOLTS
		10/6/2022	465803	731-1022-541.38-03	24.90	ROTARY BLADE
<b>Total for check: 75979</b>					<b>242.38</b>	

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<i>Vendor Name</i>	<i>Check Number</i>	<i>Check Date</i>	<i>Invoice Number</i>	<i>Account Number</i>	<i>Amount</i>	<i>Description</i>
KLINK HYDRAULICS LLC	75980	10/6/2022	25175	731-1022-541.38-03	112.82	PARTS
<b>Total for check: 75980</b>					<b>112.82</b>	
MARCO DESIGNS INC	75981	10/6/2022	E9504	824-0812-521.30-15	5,883.79	EXERCISE EQUIPMENT PD
<b>Total for check: 75981</b>					<b>5,883.79</b>	
MATTHEWS TIRE & SERVICE CENTER	75982	10/6/2022	288063	731-1022-541.38-02	311.60	TIRES
		10/6/2022	84780	731-1022-541.38-02	52.23	FLAT REPAIR
		10/6/2022	84784	731-1022-541.38-02	361.15	TIRES/REPAIR
		10/6/2022	84841	731-1022-541.38-02	192.30	HARDWARE
		10/6/2022	84844	731-1022-541.38-04	295.99	TIRES
		10/6/2022	84845	731-1022-541.38-02	642.40	TIRES
<b>Total for check: 75982</b>					<b>1,855.67</b>	
MENARDS-APPLETON EAST	75983	10/6/2022	26403	100-0703-553.24-05	2,881.79	PARK ROOF SUPPLIES
		10/6/2022	26406	100-0703-553.24-05	(194.94)	RETURN PROEDGE
<b>Total for check: 75983</b>					<b>2,686.85</b>	
MENARDS-APPLETON WEST	75984	10/6/2022	69089	100-0703-553.24-05	291.90	PROEDGE/OC STARTER STRIP
<b>Total for check: 75984</b>					<b>291.90</b>	
MENASHA JOINT SCHOOL DISTRICT	75985	10/6/2022	TID 9	485-0000-201.02-00	29,498.00	TID 9 CLOSURE PAYMENT
<b>Total for check: 75985</b>					<b>29,498.00</b>	
MENASHA NEENAH MUNICIPAL COURT	75986	10/6/2022	REPORT #22-0094	100-0000-201.03-00	237.00	BOND REPORT #22-0094
<b>Total for check: 75986</b>					<b>237.00</b>	
MENASHA UTILITIES	75987	10/6/2022	004939	601-0401-513.25-01	17,090.82	JULY SEWER
				625-0401-513.25-01	1,780.86	JULY STORMWATER
		10/6/2022	MENASHA UTILITY	100-0000-123.00-00	11.08	8/8/22 - 9/7/22 ELEC

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MENASHA UTILITIES...	75987...	10/6/2022...	MENASHA UTILITY...	100-0703-553.22-03	257.77	8/8/22 - 9/7/22 ELEC	
				100-0703-553.22-05	296.12	8/8/22 - 9/7/22 WATER	
				100-0703-553.22-06	212.59	8/8/22 - 9/7/22 STORM	
				100-1008-541.22-03	218.80	8/8/22 - 9/7/22 ELEC	
				100-1012-541.22-03	15.53	8/8/22 - 9/7/22 ELEC	
				601-1020-543.22-03	34.25	8/8/22 - 9/7/22 ELEC	
				731-1022-541.22-03	28.48	8/8/22 - 9/7/22 ELEC	
<b>Total for check: 75987</b>					<b>19,946.30</b>		
N&M AUTO SUPPLY	75988	10/6/2022		775238	731-1022-541.38-03	(24.07)	RETURN PARTS
				776085	731-1022-541.38-03	4.50	CIRCUIT BREAKER
				776389	731-1022-541.38-03	57.00	NAPA GOLD
				776567	731-1022-541.38-04	116.82	BATTERY
				776642	731-1022-541.38-03	(23.20)	RETURN SPARK PLUG
<b>Total for check: 75988</b>					<b>131.05</b>		
NEENAH-MENASHA SEWERAGE COMMISSION	75989	10/6/2022	2022-135	601-1021-543.25-01	69,854.45	OCT WASTE WATER TREATMENT	
			2022-141	601-1021-543.25-01	21,482.00	OC INTEREST/DEBT CHARGES	
<b>Total for check: 75989</b>					<b>91,336.45</b>		
NORTHEAST ASPHALT INC	75990	10/6/2022		1827222	100-1004-541.30-18	2,726.12	ORDER #788256 ASPHALT
				1830620	100-1003-541.30-18	2,056.53	ORDER #788256 ASPHALT
					100-1004-541.30-18	1,564.82	ORDER #788256 ASPHALT
<b>Total for check: 75990</b>					<b>6,347.47</b>		
PACKER CITY INTL TRUCKS INC	75991	10/6/2022	X103119744:01	731-1022-541.38-03	12.00	FILTER	
<b>Total for check: 75991</b>					<b>12.00</b>		
POMP'S TIRE SERVICE INC	75992	10/6/2022	320131890	731-1022-541.38-02	670.84	TIRE SERVICE	

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POMP'S TIRE SERVICE INC...	75992...	10/6/2022	320132166	731-1022-541.38-02	1,129.26	TIRES
			<b>Total for check: 75992</b>			<b>1,800.10</b>
PRECISION INSTALLATIONS INC	75993	10/6/2022	30036	100-0801-521.29-04	125.00	RECAULK ANTENNAS
			<b>Total for check: 75993</b>			<b>125.00</b>
REINDERS INC	75994	10/6/2022	6020462-00	731-1022-541.38-03	485.31	PARTS
		10/6/2022	6020466-00	731-1022-541.38-03	336.92	8' CASTER TIRE ASM FOAM FILLED
		10/6/2022	6020496-00	731-1022-541.38-03	74.53	PARTS
		10/6/2022	6020496-01	731-1022-541.38-03	3.18	BUMPER PAD
			<b>Total for check: 75994</b>			<b>899.94</b>
RUEKERT & MIELKE INC	75995	10/6/2022	142951	601-1020-543.21-02	806.00	PROJECT 8285-1006 SEWER BILLING ASSISTANCE
		10/6/2022	142952	601-1020-543.21-02	229.50	PROJECT 8285-10013 AHNAIP ST SANITARY SEWER
		10/6/2022	142953	601-1020-543.21-02	509.25	PROJECT 8285-10013 AHNAIP SANITARY SEW REPLACEME
		10/6/2022	142954	489-1003-541.82-02	768.08	PROJECT 8285-10017 OAK ST EXTENSION
		10/6/2022	142955	489-1003-541.82-02	1,044.00	PROJECT 8285-10017 OAK ST EXTENSION
		10/6/2022	142956	601-1020-543.21-02	153.00	PROJECT 8285-10021 USER CHARGE SYSTEM UPDATE
		10/6/2022	142957	489-1003-541.82-02	1,592.38	PROJECT 8285-10029 OAK ST RD EXTENSION
			<b>Total for check: 75995</b>			<b>5,102.21</b>
SAFETY-KLEEN SYSTEMS	75996	10/6/2022	89808750	731-1022-541.30-15	231.79	SOLVENT
			<b>Total for check: 75996</b>			<b>231.79</b>
SCHINDLER ELEVATOR CORP	75997	10/6/2022	7153567960	100-0601-551.24-03	486.65	SERVICE DATE: 9/15/22 LANDING STATION
			<b>Total for check: 75997</b>			<b>486.65</b>
SAM SCHROEDER	75998	10/6/2022	TRAVEL EXPENSE	100-0304-562.33-01	62.51	MILEAGE
				100-0304-562.33-04	5.00	PARKING
					5.00	PARKING

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SAM SCHROEDER...	75998...	10/6/2022...	TRAVEL EXPENSE...	256-0304-562.34-03	20.00	EPA CONF MEAL
				256-0304-562.34-04	14.90	8/25 EPA CONF TRAVEL
				<b>Total for check: 75998</b>		<b>107.41</b>
SHERWIN INDUSTRIES INC	75999	10/6/2022	SS095495	100-1008-541.30-18	629.00	PAINT
				<b>Total for check: 75999</b>		<b>629.00</b>
SHERWIN WILLIAMS CO	76000	10/6/2022	1542-2	100-1001-514.24-03	181.38	PAINT FLAT BLACK
			8854-1	731-1022-541.38-03	176.31	SUPPLIES
			<b>Total for check: 76000</b>		<b>357.69</b>	
SMILEMAKERS	76001	10/6/2022	9220081	100-0909-531.30-18	1,002.91	TOOTHPASTE/BRUSH
				100-0916-531.30-18	501.45	TOOTHPASTE/BRUSH
				<b>Total for check: 76001</b>		<b>1,504.36</b>
SWANK MOTION PICTURES INC	76002	10/6/2022	1935419	100-0702-552.30-18	330.00	CASPER HALLOWEEN SPECIAL 10/27/22
				<b>Total for check: 76002</b>		<b>330.00</b>
TRANSCENDENT TECHNOLOGIES	76003	10/6/2022	M5712	743-0403-513.21-04	4,821.25	AUG IMPLEMENTATION HOURS
					3,000.00	ASCENT LAND RECORDS HOSTING - 4 MONTHS
				743-0403-513.24-04	2,166.64	ANNUAL SOFTWARE MAINT 4 MONTHS
				743-0403-513.80-01	18,200.00	ASCENT LAND RECORDS SOFTWARE
<b>Total for check: 76003</b>		<b>28,187.89</b>				
UNIFIRST CORPORATION	76004	10/6/2022	097 0358822	731-1022-541.20-01	177.47	CLEANING SERVICE
				<b>Total for check: 76004</b>		<b>177.47</b>

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BIBIANA VILLEGAS	76005	10/6/2022	SD REFUND	100-0000-201.11-00	100.00	SR CTR DEPOSIT REFUND
			<b>Total for check: 76005</b>		<b>100.00</b>	
VOLUNTEER FOX CITIES	76006	10/6/2022	558	100-0920-531.32-01	81.24	VFC MEMBERSHIP (OCT-DEC)
			<b>Total for check: 76006</b>		<b>81.24</b>	
WAUKESHA COUNTY SHERIFF'S DEPT	76007	10/6/2022	REPORT #22-2356	100-0000-201.03-00	810.00	BOND REPORT #22-2356
			<b>Total for check: 76007</b>		<b>810.00</b>	
WE ENERGIES	76008	10/6/2022	4304660021	100-1012-541.22-03	98.62	LED STREET LIGHTS
		10/6/2022	4305059792	100-1012-541.22-03	953.69	STREET LIGHTS
			<b>Total for check: 76008</b>		<b>1,052.31</b>	
WEYERS EQUIPMENT INC	76009	10/6/2022	01-185220	100-1003-541.30-18	25.50	SAND
			<b>Total for check: 76009</b>		<b>25.50</b>	
WINNEBAGO COUNTY CLERK OF COURTS	76010	10/6/2022	REPORT #22-2350	100-0000-201.03-00	150.00	BOND REPORT #22-2350
			<b>Total for check: 76010</b>		<b>150.00</b>	
WISCONSIN SUPPORT COLLECTIONS	76011	10/6/2022	20221006	100-0000-202.03-00	47.34	PAYROLL SUMMARY
			<b>Total for check: 76011</b>		<b>47.34</b>	
WM RECYCLE AMERICA	76012	10/6/2022	IAC3439697	266-1027-543.25-01	144.80	RECYCLING
			<b>Total for check: 76012</b>		<b>144.80</b>	
					<b>342,985.07</b>	

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ACCURATE	76013	10/13/2022	2211914	731-1022-541.30-18	11.06	DEUTSCH SOLID BARREL
			<b>Total for check: 76013</b>		<b>11.06</b>	
ARROW AUDIO	76014	10/13/2022	18338	743-0403-513.21-04	910.45	SERVICE CALL/VIDEO RECORDING
			<b>Total for check: 76014</b>		<b>910.45</b>	
ATKINS DEVELOPMENT GROUP LLC	76015	10/13/2022	001	470-1003-541.82-02	500,976.86	WOODLAND LAKE COTTAGES REIMBURSEMENT
			<b>Total for check: 76015</b>		<b>500,976.86</b>	
AUTOMOTIVE SUPPLY COMPANY	76016	10/13/2022	012006864	100-0704-552.24-03	69.21	NEUTRAL GELCOAT
			<b>Total for check: 76016</b>		<b>69.21</b>	
BEST ENTERPRISES LLC	76017	10/13/2022	24345	100-0000-123.00-00	500.00	FENCE RENTAL
		10/13/2022	24569	100-0000-123.00-00	500.00	FENCE RENTAL
		10/13/2022	24673	100-0000-123.00-00	500.00	FENCE RENTAL
		10/13/2022	24917	100-0000-123.00-00	500.00	FENCE RENTAL
		10/13/2022	25054	100-0000-123.00-00	500.00	FENCE RENTAL
			<b>Total for check: 76017</b>		<b>2,500.00</b>	
BLACKBURN MFG CO	76018	10/13/2022	0687809-IN	100-1002-541.30-15	285.03	SURVEYING FLAGS
				625-1002-541.30-15	95.01	SURVEYING FLAGS
			<b>Total for check: 76018</b>		<b>380.04</b>	
BROCK WHITE COMPANY LLC	76019	10/13/2022	15656942-00	100-1003-541.30-18	114.45	EPOXY SMOOTH DOWEL
				100-1004-541.30-18	114.45	EPOXY SMOOTH DOWEL
			<b>Total for check: 76019</b>		<b>228.90</b>	



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BROOKS TRACTOR	76020	10/13/2022	D05531	731-1022-541.38-03	211.20	FILTER ELEMENT
			<b>Total for check: 76020</b>		<b>211.20</b>	
CDW GOVERNMENT INC	76021	10/13/2022	Z104074	100-0920-531.30-12	1,156.17	SENIOR CENTER WIFI
			<b>Total for check: 76021</b>		<b>1,156.17</b>	
CHARTER COMMUNICATIONS	76022	10/13/2022	0183848092822	100-0601-551.22-01	56.25	LIBRARY ALARM LINE
			<b>Total for check: 76022</b>		<b>56.25</b>	
KORTNEY DAHM	76023	10/13/2022	MILEAGE	100-0903-531.33-01	40.25	SEPT MILEAGE
			<b>Total for check: 76023</b>		<b>40.25</b>	
UNEMPLOYMENT INSURANCE	76024	10/13/2022	692132-000-5	100-0811-521.15-09	635.58	UNEMPLOYMENT INS 9/1-9/30
			<b>Total for check: 76024</b>		<b>635.58</b>	
DEPT OF SAFETY & PROFESSIONAL SVCS	76025	10/13/2022	LICENSE FEE	100-0000-422.06-00	185.00	LICENSE FEE MANUFACTURED HOME COMMUNITIES
			<b>Total for check: 76025</b>		<b>185.00</b>	
FARRELL EQUIPMENT & SUPPLY CO INC	76026	10/13/2022	INV000001289879	100-0703-553.24-05	97.20	CONCRETE FORM TUBE
		10/13/2022	INV000001289882	100-1009-541.30-18	42.00	NOMAFLEX EXPANSION JT
			<b>Total for check: 76026</b>		<b>139.20</b>	
FOX CROSSING UTILITIES	76027	10/13/2022	127-17542	100-0703-553.22-06	9.70	6/15-9/22/22 SB WATER
			<b>Total for check: 76027</b>		<b>9.70</b>	
FOX VALLEY TECHNICAL COLLEGE	76028	10/13/2022	TPB0000762408	100-0801-521.19-03	209.00	CLASSES
			<b>Total for check: 76028</b>		<b>209.00</b>	

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GRAINGER INC	76029	10/13/2022	9437347637	601-1020-543.30-15	111.12	MOTORS
		10/13/2022	9437347645	601-1020-543.30-15	108.90	BLOWER
		10/13/2022	9440402346	601-1020-543.30-18	73.95	MOTOR
	<b>Total for check: 76029</b>					<b>293.97</b>
GREEN BAY PRESSURE SYSTEMS LLC	76030	10/13/2022	14678	731-1022-541.24-03	236.50	SUPPLIES
	<b>Total for check: 76030</b>					<b>236.50</b>
GRIESBACH READY-MIX LLC	76031	10/13/2022	6843	100-1004-541.30-18	381.00	CONCRETE MANITOWOC/PROVIDENCE
				625-1010-541.30-18	1,017.50	CONCRETE MANITOWOC/KERNANMANITOWOC/PROVIDE
	<b>Total for check: 76031</b>					<b>1,398.50</b>
HARRISON UTILITIES	76032	10/13/2022	001-0220-00	100-0703-553.22-05	76.16	8/22-9/20/22 WATER/SEW
	<b>Total for check: 76032</b>					<b>76.16</b>
CLAIRE HOLZSCHUH	76033	10/13/2022	MILEAGE	100-0903-531.33-01	12.74	SEPT MILEAGE
	<b>Total for check: 76033</b>					<b>12.74</b>
JOE'S POWER CENTER	76034	10/13/2022	126943	731-1022-541.38-03	97.98	CHAINSAW CASE
	<b>Total for check: 76034</b>					<b>97.98</b>
JX ENTERPRISES INC	76035	10/13/2022	2483697P	731-1022-541.38-03	73.98	WIPER/WASHER NOZZLE
	<b>Total for check: 76035</b>					<b>73.98</b>
KLINK HYDRAULICS LLC	76036	10/13/2022	25256	731-1022-541.38-03	30.60	ORINGS
	<b>Total for check: 76036</b>					<b>30.60</b>

## AP Check Register

### Check Date: 10/13/2022

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
LINCOLN CONTRACTORS SUPPLY INC	76037	10/13/2022	112870	100-1003-541.30-15	533.90	EQUIPMENT
			<b>Total for check: 76037</b>		<b>533.90</b>	
MACQUEEN EQUIPMENT	76038	10/13/2022	P25985	731-1022-541.38-03	764.55	LIFT ARM
		10/13/2022	P26111	731-1022-541.38-03	508.08	HARNESS LIFT
			<b>Total for check: 76038</b>		<b>1,272.63</b>	
MATTHEWS TIRE & SERVICE CENTER	76039	10/13/2022	84866	731-1022-541.38-02	535.96	TIRES
		10/13/2022	84948	731-1022-541.38-04	141.00	TIRE
			<b>Total for check: 76039</b>		<b>676.96</b>	
MCNEILUS TRUCK & MFG COMPANY	76040	10/13/2022	5623985	731-1022-541.38-03	117.93	COILS
			<b>Total for check: 76040</b>		<b>117.93</b>	
MENASHA NEENAH MUNICIPAL COURT	76041	10/13/2022	REPORT #22-0099	100-0000-201.03-00	174.00	REPORT #22-0099
		10/13/2022	REPORT #22-0100	100-0000-201.03-00	148.80	REPORT #22-0100
			<b>Total for check: 76041</b>		<b>322.80</b>	
MENASHA TREASURER	76042	10/13/2022	PETTY CASH	100-0902-524.33-04	8.00	PETTY CASH HEALTH DEPT RED RAMP
				100-0903-531.30-18	36.88	PETTY CASH HEALTH DEPT SAM'S CLUB
					2.49	PETTY CASH HEALTH DEPT MOTOMART
					6.29	PETTY CASH HEALTH DEPT WALGREENS
				100-0904-531.34-03	12.00	PETTY CASH HEALTH DEPT GRAFFIT'S
				100-0905-531.21-05	14.59	PETTY CASH HEALTH DEPT PIGGY WIGGLY
		10/13/2022	PETTY CASH PD	100-0801-521.30-11	5.10	POSTAGE
				100-0801-521.30-18	30.36	SUPPLIES
				100-0801-521.34-04	79.46	FOOD
			<b>Total for check: 76042</b>		<b>195.17</b>	
MENASHA UTILITIES	76043	10/13/2022	MENASHA UTILITY	100-0000-123.00-00	1,279.58	ELEC 08/29-09/28/22 NM FIRE

## AP Check Register

### Check Date: 10/13/2022

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
MENASHA UTILITIES...	76043...	10/13/2022...	MENASHA UTILITY..	100-0000-123.00-00...	257.72	WATER/SEW 08/29-09/28/22 NM FIRE
					70.55	STORM 08/29-09/28/22 NM FIRE
					7.97	ELEC 08/29-09/28/22 VILLAGE OF FOX CROSSING
				100-0305-562.22-03	24.97	ELEC 8/29-9/28/22
				100-0305-562.22-06	3.80	STORM 8/29-9/28/22
				100-0601-551.22-03	3,656.22	ELEC 8/29-9/28/22
				100-0601-551.22-05	626.30	WATER/SEW 8/29-9/28/22
				100-0601-551.22-06	157.53	STORM 8/29-9/28/22
				100-0703-553.22-03	1,589.09	ELEC 8/29-9/28/22
				100-0703-553.22-05	49.78	WATER/SEW 8/29-9/28/22
				100-0703-553.22-06	1,009.75	STORM 8/29-9/28/22
				100-0704-552.22-03	194.98	ELEC 8/29-9/28/22
				100-0704-552.22-05	618.88	WATER/SEW 8/29-9/28/22
				100-0801-521.22-03	1,812.16	ELEC 8/29-9/28/22
				100-0801-521.22-05	355.91	WATER/SEW 8/29-9/28/22
				100-0801-521.22-06	97.42	STORM 8/29-9/28/22
				100-1008-541.22-03	43.34	ELEC 08/29-09/28/22
				100-1008-541.22-05	13.98	WATER/SEW 08/29-09/28/22
				100-1013-541.22-03	66.43	STORM 08/29-09/28/22
				207-0707-552.22-05	209.59	WATER/SEW 08/29-09/28/22
				501-0304-562.22-05	27.96	WATER/SEW 08/29-09/28/22
				501-0304-562.22-06	171.77	STORM 08/29-09/28/22
				601-1020-543.22-03	84.27	ELEC 08/29-09/28/22
731-1022-541.22-03	2,036.33	ELEC 08/29-09/28/22				
731-1022-541.22-05	842.41	WATER/SEW 08/29-09/28/22				
731-1022-541.22-06	1,479.49	STORM 08/29-09/28/22				
<b>Total for check: 76043</b>					<b>16,788.18</b>	
N&M AUTO SUPPLY	76044	10/13/2022	776849	731-1022-541.30-18	28.12	BRAKE FLUID
				<b>Total for check: 76044</b>		
NORTHEAST ASPHALT INC	76045	10/13/2022	1828879	100-1004-541.30-18	2,207.95	ASPHALT
		10/13/2022	1832389	100-1003-541.30-18	1,130.43	ASPHALT ORDER #788256

**AP Check Register**  
**Check Date: 10/13/2022**

Date: 10/13/2022

<i>Vendor Name</i>	<i>Check Number</i>	<i>Check Date</i>	<i>Invoice Number</i>	<i>Account Number</i>	<i>Amount</i>	<i>Description</i>
NORTHEAST ASPHALT INC...	76045...	10/13/2022...	1832389...	100-1004-541.30-18	1,313.45	ASPHALT ORDER #788256
			<b>Total for check: 76045</b>		<b>4,651.83</b>	
OFFICE ENTERPRISES INCORPORATED	76046	10/13/2022	512515	100-1001-514.30-10	199.00	POSTAGE MACHINE INK
			<b>Total for check: 76046</b>		<b>199.00</b>	
PACKER CITY INTL TRUCKS INC	76047	10/13/2022	X103119939:01	731-1022-541.38-04	119.62	FILTERS
			<b>Total for check: 76047</b>		<b>119.62</b>	
MEGHAN PAULY	76048	10/13/2022	MILEAGE	100-0903-531.33-01	21.75	SEPT MILEAGE
					4.00	JULY/AUG MILEAGE
			<b>Total for check: 76048</b>		<b>25.75</b>	
QUADIENT FINANCE USA INC	76049	10/13/2022	PPLN01	100-0203-512.30-11	7.49	ADDITIONAL POSTAGE FEE
			<b>Total for check: 76049</b>		<b>7.49</b>	
R & A CONCRETE HOME SOLUTIONS	76050	10/13/2022	CU-2022-08	204-0308-562.70-01	5,000.00	349 THIRD STREET
			<b>Total for check: 76050</b>		<b>5,000.00</b>	
RECYCLETHATSTUFF.COM	76051	10/13/2022	64463	100-0101-511.21-06	200.00	ELECTRONICS RECYCLE
			<b>Total for check: 76051</b>		<b>200.00</b>	
RIESTERER & SCHNELL INC	76052	10/13/2022	2286499	731-1022-541.38-04	388.04	RIM AND WHEEL
			<b>Total for check: 76052</b>		<b>388.04</b>	
ROAD EQUIPMENT	76053	10/13/2022	WA778456	731-1022-541.38-04	1,004.00	PARTS
			<b>Total for check: 76053</b>		<b>1,004.00</b>	

## AP Check Register

### Check Date: 10/13/2022

<i>Vendor Name</i>	<i>Check Number</i>	<i>Check Date</i>	<i>Invoice Number</i>	<i>Account Number</i>	<i>Amount</i>	<i>Description</i>
LIZ ROSIN	76054	10/13/2022	MILEAGE	100-0903-531.33-01	27.06	AUGUST/SEPT MILEAGE
			<b>Total for check: 76054</b>		<b>27.06</b>	
AARON SCHAEFER	76055	10/13/2022	TRAVEL EXPENSE	100-0801-521.34-03	8.39	TRAINING IN GRAFTON
			<b>Total for check: 76055</b>		<b>8.39</b>	
SECURIAN FINANCIAL GROUP INC	76056	10/13/2022	002832L	100-0000-204.07-00	3,236.63	NOV PREMIUMS
			<b>Total for check: 76056</b>		<b>3,236.63</b>	
SERVICEMASTER BUILDING MAINTENANCE	76057	10/13/2022	41022	100-0801-521.20-01	55.00	JANITORIAL CONTRACT GARAGE
		10/13/2022	41030	100-0801-521.20-01	1,657.00	JANITORIAL CONTRACT PD
		10/13/2022	41037	100-0920-531.20-01	455.00	JANITORIAL CONTRACT SR CTR
			<b>Total for check: 76057</b>		<b>2,167.00</b>	
STANTEC CONSULTING SERVICES INC	76058	10/13/2022	1982566	489-0703-562.21-02	11,478.37	CONCEPT PLAN AND FUNDING LAWSON CANAL ENGINEE
			<b>Total for check: 76058</b>		<b>11,478.37</b>	
STAPLES	76059	10/13/2022	8067621825	100-0202-512.30-16	103.57	GOLDEN FIREWORKS
				100-0702-552.30-10	29.68	OFFICE SUPPLIES PR
		10/13/2022	8067697086	100-0203-512.30-10	(10.63)	CREDIT OFFICE SUPPLIES
			<b>Total for check: 76059</b>		<b>122.62</b>	
SUPERIOR CHEMICAL CORP	76060	10/13/2022	345035	731-1022-541.30-18	222.66	COUNTERACTANTS
			<b>Total for check: 76060</b>		<b>222.66</b>	
TAPCO	76061	10/13/2022	I736851	100-0804-521.30-15	389.50	LED TRAFFIC WAND
			<b>Total for check: 76061</b>		<b>389.50</b>	
THEDACARE AT WORK	76062	10/13/2022	330444	100-0202-512.21-05	237.00	LAB WORK/SCREENING

## AP Check Register

### Check Date: 10/13/2022

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
THEDACARE AT WORK...	76062...	10/13/2022	330640	100-0202-512.21-06	373.33	EAP CONTRACT
			<b>Total for check: 76062</b>		<b>610.33</b>	
TRUCK COUNTRY OF WISCONSIN	76063	10/13/2022	X202719697:01	731-1022-541.38-03	61.92	FUEL FILTER ELEMENT
			<b>Total for check: 76063</b>		<b>61.92</b>	
UNIFIRST CORPORATION	76064	10/13/2022	097 0359149	731-1022-541.20-01	175.92	CLEANING SERVICE
			<b>Total for check: 76064</b>		<b>175.92</b>	
WE ENERGIES	76065	10/13/2022	4308391167	100-0703-553.22-03	34.31	LED STREET LIGHTS MENASHA CONSERVANCY
			<b>Total for check: 76065</b>		<b>34.31</b>	
WINNEBAGO COUNTY CLERK OF COURTS	76066	10/13/2022	REPORT #22-2401	100-0000-201.03-00	150.00	REPORT #22-2401
			<b>Total for check: 76066</b>		<b>150.00</b>	
WINNEBAGO LIQUID WASTE	76067	10/13/2022	11806	100-0703-553.20-09	35.00	CLEANING SERVICES 9/1 ALL 3 LOCATIONS
		10/13/2022	11825	100-0703-553.20-09	105.00	CLEANING SERVICES 9/8 ALL 3 LOCATIONS
		10/13/2022	11860	100-0703-553.20-09	105.00	CLEANING SERVICES 9/15 ALL 3 LOCATIONS
		10/13/2022	11877	100-0703-553.20-09	475.00	PORTABLE RESTROOM RENTAL
		10/13/2022	11883	100-0703-553.20-09	105.00	CLEANING SERVICES 9/22 ALL 3 LOCATIONS
		10/13/2022	11911	100-0703-553.20-09	105.00	CLEANING SERVICES 9/29 ALL 3 LOCATIONS
			<b>Total for check: 76067</b>		<b>930.00</b>	
ZEP SALES & SERVICE	76068	10/13/2022	9007852819	731-1022-541.30-18	300.49	ZEP CHERRY BOMB
			<b>Total for check: 76068</b>		<b>300.49</b>	
					<b>561,385.92</b>	



**Memorandum**

Date: October 17, 2022  
To: Common Council  
From: Haley Krautkramer, City Clerk  
Subject: Fishtail LLC, d/b/a Menasha Marathon, 209 Racine Street, Menasha

An application for a Class "A" and "Class A" Liquor License has been submitted Fishtail LLC, d/b/a Menasha Marathon for the premise located at 209 Racine Street, Menasha for the remainder of the 2022-2023 licensing year.

In accordance with Section 7-2-8 of the City Code, the Police Department completed a background check and has no objections. The Fire Department, Health Department, and Building Inspectors have inspected the property and have no reason to hold up the liquor license approval.

**Staff recommends approving the Class "A" and "Class A" Liquor License for Fishtail LLC, d/b/a Menasha Marathon for the premise located at 209 Racine Street, Menasha for the remainder of 2022-2023 licensing year.**



# Original Alcohol Beverage Retail License Application

(Submit to municipal clerk.)

For the license period beginning: 10/18/22 ending: 6/30/22  
(mm dd/yyyy) (mm dd/yyyy)

To the Governing Body of the:  Town of } Menasha  
 Village of }  
 City of }

County of Winnebago Aldermanic Dist. No. \_\_\_\_\_  
(if required by ordinance)

Check one:  Individual  Limited Liability Company  
 Partnership  Corporation/Nonprofit Organization

Applicant's Wisconsin Seller's Permit Number <u>456-1027366781-02</u>	
FEIN Number <u>45-2655890</u>	
TYPE OF LICENSE REQUESTED	FEE
<input checked="" type="checkbox"/> Class A beer	\$ 225.00
<input type="checkbox"/> Class B beer	\$
<input type="checkbox"/> Class C wine	\$
<input checked="" type="checkbox"/> Class A liquor	\$ 350.00
<input type="checkbox"/> Class A liquor (cider only)	\$ N/A
<input type="checkbox"/> Class B liquor	\$
<input type="checkbox"/> Reserve Class B liquor	\$
<input type="checkbox"/> Class B (wine only) winery	\$
Publication fee	\$ 50.00 pd HK
<b>TOTAL FEE</b>	<b>\$ 625.00</b>

Name (individual / partners give last name, first, middle; corporations / limited liability companies give registered name)  
Fishtail LLC

An "Auxiliary Questionnaire," Form AT-103, must be completed and attached to this application by each individual applicant, by each member of a partnership, and by each officer, director and agent of a corporation or nonprofit organization, and by each member/manager and agent of a limited liability company. List the full name and place of residence of each person.

President / Member Last Name <u>Subedi</u>	(First) <u>Buedi</u>	(Middle Name) <u>S.</u>	Home Address (Street, City or Post Office, & Zip Code) <u>3045 Winnipeg St. Menasha, WI 54952</u>
Vice President / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Secretary / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Treasurer / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Agent Last Name <u>Subedi</u>	(First) <u>Buedi</u>	(Middle Name) <u>S.</u>	Home Address (Street, City or Post Office, & Zip Code) <u>3045 Winnipeg St. Menasha, WI 54952</u>
Directors / Managers Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)

1. Trade Name Menasha Marathon Business Phone Number 920-809-120

2. Address of Premises 209 Racine St Menasha Post Office & Zip Code 54952

3. Premises description: Describe building or buildings where alcohol beverages are to be sold and stored. The applicant must include all rooms including living quarters, if used, for the sales, service, consumption, and/or storage of alcohol beverages and records. (Alcohol beverages may be sold and stored only on the premises described.)  
Inside the single story store. All the serve and codes.

4. Legal description (omit if street address is given above): \_\_\_\_\_

5. (a) Was this premises licensed for the sale of liquor or beer during the past license year? .....  Yes  No

(b) If yes, under what name was license issued? KN LLC

6. Is individual, partners or agent of corporation/limited liability company subject to completion of the responsible beverage server training course for this license period? **If yes, explain** .....  Yes  No
7. Is the applicant an employe or agent of, or acting on behalf of anyone except the named applicant? .....  Yes  No  
If yes, explain.
8. Does any other alcohol beverage retail licensee or wholesale permittee have any interest in or control of this business? **If yes, explain** .....  Yes  No
9. (a) Corporate/limited liability company applicants only: Insert state WI and date 6/30/2011 of registration.
- (b) Is applicant corporation/limited liability company a subsidiary of any other corporation or limited liability company? **If yes, explain** .....  Yes  No
- (c) Does the corporation, or any officer, director, stockholder or agent or limited liability company, or any member/manager or agent hold any interest in any other alcohol beverage license or permit in Wisconsin? **If yes, explain.**  Yes  No  
village of Wilbert.
10. Does the applicant understand they must register as a Retail Beverage Alcohol Dealer with the federal government, Alcohol and Tobacco Tax and Trade Bureau (TTB) by filing (TTB form 5630.5d) before beginning business? [phone 1-877-882-3277] .....  Yes  No
11. Does the applicant understand they must hold a Wisconsin Seller's Permit? [phone (608) 266-2776] .....  Yes  No
12. Does the applicant understand that they must purchase alcohol beverages only from Wisconsin wholesalers, breweries and brewpubs? .....  Yes  No

**READ CAREFULLY BEFORE SIGNING:** Under penalty provided by law, the applicant states that each of the above questions has been truthfully answered to the best of the knowledge of the signer. Any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000. Signer agrees to operate this business according to law and that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another. (Individual applicants, or one member of a partnership applicant must sign; one corporate officer, one member/manager of Limited Liability Companies must sign.) Any lack of access to any portion of a licensed premises during inspection will be deemed a refusal to permit inspection. Such refusal is a misdemeanor and grounds for revocation of this license.

Contact Person's Name (Last, First, M.I.) <u>Subedi Buddhi S.</u>	Title/Member <u>member</u>	Date <u>8/23/2022</u>
Signature 	Phone Number <u>920-809-1210</u>	Email Address <u>BuddiSubedi@gmail.com</u>

**TO BE COMPLETED BY CLERK**

Date received and filed with municipal clerk <u>10/1/2022</u>	Date reported to council / board <u>10/17/2022</u>	Date provisional license issued	Signature of Clerk / Deputy Clerk <u>Valerie Neuman</u>
Date license granted	Date license issued	License number issued	

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

Submit to municipal clerk.

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

To the governing body of:  Town  Village  City of Menasha County of Winnebago

The undersigned duly authorized officer/member/manager of Fishtail LLC  
(Registered Name of Corporation / Organization or Limited Liability Company)

a corporation/organization or limited liability company making application for an alcohol beverage license for a premises known as Menasha Marathon  
(Trade Name)

located at 209 Racine St

appoints Buddi S. Subedi  
(Name of Appointed Agent)

3045 Winnipeg St Menasha, WI 54952  
(Home Address of Appointed Agent)

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

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

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

How long immediately prior to making this application has the applicant agent resided continuously in Wisconsin? 15 Years

Place of residence last year 3045 Winnipeg St Menasha WI 54952

For: Fishtail LLC  
(Name of Corporation / Organization / Limited Liability Company)

By: [Signature]  
(Signature of Officer / Member / Manager)

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

## ACCEPTANCE BY AGENT

I, Buddi S. Subedi, hereby accept this appointment as agent for the  
(Print / Type Agent's Name)

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

[Signature] 8/23/2022 Agent's age 52  
(Signature of Agent) (Date)

3045 Winnipeg St Menasha, WI Date of birth 12/22/1969  
(Home Address of Agent)

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

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

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

# Auxiliary Questionnaire Alcohol Beverage License Application

Submit to municipal clerk.

Individual's Full Name (please print) (last name)		(first name)		(middle name)	
Subedi		Buddi		S.	
Home Address (street/route)	Post Office	City	State	Zip Code	
[REDACTED]					
Home Phone Number	Age	Date of Birth	Place of Birth		
[REDACTED]					

The above named individual provides the following information as a person who is (check one):

- Applying for an alcohol beverage license as an individual.
  - A member of a partnership which is making application for an alcohol beverage license.
  - member of FISHTAIL LLC  
(Officer / Director / Member / Manager / Agent) (Name of Corporation, Limited Liability Company or Nonprofit Organization)
- which is making application for an alcohol beverage license.

The above named individual provides the following information to the licensing authority:

1. How long have you continuously resided in Wisconsin prior to this date? 15 years
2. Have you ever been convicted of any offenses (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of any other states or ordinances of any county or municipality?  Yes  No  
 If yes, give law or ordinance violated, trial court, trial date and penalty imposed, and/or date, description and status of charges pending. (If more room is needed, continue on reverse side of this form.)
3. Are charges for any offenses presently pending against you (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of other states or ordinances of any county or municipality?  Yes  No  
 If yes, describe status of charges pending.
4. Do you hold, are you making application for or are you an officer, director or agent of a corporation/nonprofit organization or member/manager/agent of a limited liability company holding or applying for any other alcohol beverage license or permit?  Yes  No  
 If yes, identify. GB Mini mart in Stockbridge and BSS Cop. in Appleton  
(Name, Location and Type of License/Permit)
5. Do you hold and/or are you an officer, director, stockholder, agent or employe of any person or corporation or member/manager/agent of a limited liability company holding or applying for a wholesale beer permit, brewery/winery permit or wholesale liquor, manufacturer or rectifier permit in the State of Wisconsin?  Yes  No  
 If yes, identify.  
(Name of Wholesale Licensee or Permittee) (Address By City and County)

6. Named individual must list in chronological order last two employers.

Employer's Name	Employer's Address	Employed From	To
<u>Self employed</u>	<u>415 S. Memorial Dr Appleton</u>	<u>2005</u>	<u>til now</u>
Employer's Name	Employer's Address	Employed From	To

**READ CAREFULLY BEFORE SIGNING:** Under penalty provided by law, the undersigned states that each of the above questions has been truthfully answered to the best of the knowledge of the signer. The signer agrees that he/she is the person named in the foregoing application; that the applicant has read and made a complete answer to each question, and that the answers in each instance are true and correct. The undersigned further understands that any license issued contrary to Chapter 125 of the Wisconsin Statutes shall be void, and under penalty of state law, the applicant may be prosecuted for submitting false statements and affidavits in connection with this application. Any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000.

  
 (Signature of Named Individual)

# Application for Cigarette and Tobacco Products Retail License

Submit to municipal clerk.

MUNICIPAL USE ONLY

Applicant's Wisconsin 15-digit Sales Tax Account Number  
**456 1027 366 781 - 02**

← This must be issued in the same Legal Name of the licensee below.

License Number
Period Covered
Date of Issuance

Legal Name (corporation, limited liability company, partnership or sole proprietorship) <b>Fishtail LLC</b>			Federal Employer Identification No. (FEIN) <b>45-2655890</b>		
Trade or Business Name (if different than Legal Name) <b>Menasha Marathon</b>			Telephone Number <b>(920) 809 1210</b>		
Business Address (License Location) <b>209 Racine St</b>			Business Located In <input checked="" type="checkbox"/> City <input type="checkbox"/> Village <input type="checkbox"/> Town of: <b>Menasha</b>		
Municipality <b>Menasha</b>	State <b>WI</b>	Zip Code <b>54952</b>	Business Telephone <b>(920) 486-3106</b>		
Mailing Address (if different than Business Address) <b>same</b>			County		
			State		
			Zip Code		

Organization (check one)

- Sole Proprietor       Wisconsin Corporation – Enter date incorporated: \_\_\_\_\_  
 Partnership           Out-of-State Corporation – Are you registered to do business in Wisconsin?     Yes     No  
 Other (describe)      **LLC**

- Yes     No    1. Does the applicant understand that they must purchase cigarettes and tobacco products only from distributors, jobbers, or subjobbers, who hold a permit with the Wisconsin Department of Revenue?
- Yes     No    2. Does the applicant understand that they must obtain a Tobacco Products Distributor permit if purchasing untaxed tobacco products from an out-of-state company? (Tobacco Products Distributor permit is available from the Wisconsin Department of Revenue at 608-266-6701. See application form CTP-129, [revenue.wi.gov/dor/forms/ctp-129.pdf](http://revenue.wi.gov/dor/forms/ctp-129.pdf).)
- Yes     No    3. Does the applicant understand that they cannot purchase/exchange cigarettes or tobacco products from another retailer, including transferring existing stock to a new owner?
- Yes     No    4. Does the applicant understand that they must provide employees with tobacco sales training approved by the Wisconsin Department of Health Services? (<https://witobaccocheck.org>)
- Yes     No    5. Does the applicant understand that they may not sell, give or otherwise provide cigarettes/tobacco products and nicotine products to minors (including electronic cigarettes containing nicotine)?
- Yes     No    6. Does the applicant understand that they may not sell single cigarettes?
- Yes     No    7. Does the applicant understand that cigarette and tobacco products invoices must be kept on the licensed premises for two years from the date of the invoice and be available for inspection by the Wisconsin Department of Revenue/law enforcement and that failure to comply can result in criminal penalties, including loss of cigarettes/tobacco products?
- Yes     No    8. Does the applicant understand that only cigarettes and roll-your-own (RYO) tobacco products listed on the Wisconsin Department of Justice's website labeled "Directory of Certified Tobacco Manufacturers and Brands" at [www.doj.state.wi.us/dls/tobacco-directory](http://www.doj.state.wi.us/dls/tobacco-directory) may be sold in Wisconsin?

Cigarettes / Tobacco will be sold     over counter     through vending machine     both

**READ CAREFULLY BEFORE SIGNING:** Under penalty provided by law, the applicant states that each of the above questions has been truthfully answered to the best of the knowledge of the applicant. Applicant agrees to operate this business according to law and that the rights and responsibilities conferred by the license(s), if granted, cannot be assigned to another. Any lack of access to any portion of a licensed premises during inspection will be deemed a refusal to permit inspection. Such refusal is a misdemeanor and grounds for revocation of this license. Any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000.

  
 (Officer of Corporation / Member / Manager of Limited Liability Company / Partner / Individual)

### Applicable Laws and Rules

This document provides statements or interpretations of the following laws and regulations in effect as of September 19, 2019: Sections 134.65, 134.66, 139.321, 139.79, 139.76, 995.10, and 995.12, Wis. Stats.



Date: \_\_\_\_\_  
Amount Paid: \_\_\_\_\_

### City of Menasha Coin-Operated Device License Application

Business Name: menasha-marathon

Address: 209 Raeme St menasha, WI

Number of Coin-Operated Devices (\$10.00 per device): XS = 50

*The undersigned hereby makes application for a coin-operated device license for the machines for the period July 1, 2022 – June 30, 2023 (unless sooner revoked)*

Please answer the following questions:

- 1. Do you own the machines?  YES  NO
- 2. Name and address of machine owner:

Big baddy-vending machine [Badger state Vending LLC]  
733 midway Road, menasha, WI 54952

\_\_\_\_\_

\_\_\_\_\_

- 3. If a corporation or association, provide the full name, date and State of Incorporation:

Badger state vending LLC

\_\_\_\_\_


\_\_\_\_\_

\_\_\_\_\_

Buddi subedi  
 Name of Applicant (Printed)

[Signature]  
 Signature of Applicant

8/23/2022  
 Date

 **IRS** DEPARTMENT OF THE TREASURY  
INTERNAL REVENUE SERVICE  
CINCINNATI OH 45999-0023

Date of this notice: 06-30-2011

Employer Identification Number:  
45-2655890

Form: SS-4

Number of this notice: CP 575 G

FISHTAIL LLC  
MEMORIAL PETROLEUM  
% BUDDI S SUBEDI SOLE MBR  
415 S MEMORIAL DR  
APPLETON, WI 54911

For assistance you may call us at:  
1-800-829-4933

IF YOU WRITE, ATTACH THE  
STUB AT THE END OF THIS NOTICE.

#### WE ASSIGNED YOU AN EMPLOYER IDENTIFICATION NUMBER

Thank you for applying for an Employer Identification Number (EIN). We assigned you EIN 45-2655890. This EIN will identify you, your business accounts, tax returns, and documents, even if you have no employees. Please keep this notice in your permanent records.

When filing tax documents, payments, and related correspondence, it is very important that you use your EIN and complete name and address exactly as shown above. Any variation may cause a delay in processing, result in incorrect information in your account, or even cause you to be assigned more than one EIN. If the information is not correct as shown above, please make the correction using the attached tear off stub and return it to us.

A limited liability company (LLC) may file Form 8832, *Entity Classification Election*, and elect to be classified as an association taxable as a corporation. If the LLC is eligible to be treated as a corporation that meets certain tests and it will be electing S corporation status, it must timely file Form 2553, *Election by a Small Business Corporation*. The LLC will be treated as a corporation as of the effective date of the S corporation election and does not need to file Form 8832.

To obtain tax forms and publications, including those referenced in this notice, visit our Web site at [www.irs.gov](http://www.irs.gov). If you do not have access to the Internet, call 1-800-829-3676 (TTY/TDD 1-800-829-4059) or visit your local IRS office.

#### IMPORTANT REMINDERS:

- \* Keep a copy of this notice in your permanent records. This notice is issued only one time and the IRS will not be able to generate a duplicate copy for you.
- \* Use this EIN and your name exactly as they appear at the top of this notice on all your federal tax forms.
- \* Refer to this EIN on your tax-related correspondence and documents.

If you have questions about your EIN, you can call us at the phone number or write to us at the address shown at the top of this notice. If you write, please tear off the stub at the bottom of this notice and send it along with your letter. If you do not need to write us, do not complete and return the stub. Thank you for your cooperation.



WISCONSIN DEPARTMENT OF REVENUE  
PO BOX 8946  
MADISON, WI 53708-8946

**Contact Information:**

2135 RIMROCK RD PO BOX 8946  
MADISON, WI 53708-8946  
ph: 608-266-2776 fax: 608-264-6884  
email: dorbusinessstax@revenue.wi.gov  
website: revenue.wi.gov

Letter ID L1840662304

FISHTAIL LLC  
415 SOUTH MEMORIAL DR  
APPLETON WI 54911

### Wisconsin Department of Revenue Seller's Permit

**Legal/real name:** FISHTAIL LLC  
**Business name:** FISHTAIL LLC  
209 RACINE ST  
MENASHA WI 54952-3158

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

**Tax Type**

Sales & Use Tax

**Account Type**

Consumer's Use Tax

**Account Number**

456-1027366781-02



Sec. 183.0202  
Wis. Stats.



State of Wisconsin  
Department of Financial Institutions

**ARTICLES OF ORGANIZATION - LIMITED LIABILITY COMPANY**

Executed by the undersigned for the purpose of forming a Wisconsin Limited Liability Company under Chapter 183 of the Wisconsin Statutes:

- Article 1. Name of the limited liability company:  
fishtail limited liability company
- Article 2. The limited liability company is organized under Ch. 183 of the Wisconsin Statutes.
- Article 3. Name of the initial registered agent:  
buddi s subedi
- Article 4. Street address of the initial registered office:  
3045 winnipeg st  
menasha, WI 54952  
United States of America
- Article 5. Management of the limited liability company shall be vested in:  
A manager or managers
- Article 6. Name and complete address of each organizer:  
buddi s subedi  
3045 winnipeg st  
menasha, wi 54952  
United States of America
- Other Information. This document was drafted by:  
buddi s subedi

Organizer Signature:  
buddi s subedi

Date & Time of Receipt:  
6/30/2011 1:30:04 PM

Credit Card Transaction Number:  
201106302656021

**ARTICLES OF ORGANIZATION - Limited Liability Company(Ch. 183)**



Filing Fee: \$130.00  
Expedite Fee: \$25.00  
Total Fee: \$155.00

ENDORSEMENT

**State of Wisconsin  
Department of Financial Institutions**

EFFECTIVE DATE	
6/30/2011	

<b>FILED</b> 6/30/2011	Entity ID Number F046470
---------------------------	-----------------------------

CITY OF MENASHA  
\*\*\* CUSTOMER RECEIPT \*\*\*

Batch ID: MSHAJMM                      8/23/22 01                      Receipt no:                      2896

Type	SvcCd	Description	Amount
CLKM		CITY CLERK CHARGES	
	Qty	1.00	\$50.00

3045 WINNIPEG STREET  
SUBEDI, BUDDI  
3045 WINNIPEG STREET  
MENASHA WI 54952

Tender detail  
CK Ref#:                      153                      \$50.00  
Total tendered:                      \$50.00  
Total payment:                      \$50.00

Trans date:                      8/23/22                      Time: 10:28:08

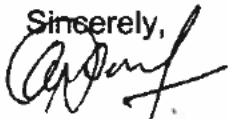
\*\*\* THANK YOU FOR YOUR PAYMENT \*\*\*

August 23, 2022

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

To Whom It May Concern:

I will be surrendering my "Class A" liquor license for a premises at 209 Racine Street, Menasha, for the 2022-2023 licensing year, upon approval of the license for Fishtail LLC.

Sincerely,  


Nawaraj Subedi  
KN LLC  
d/b/a Menasha Marathon

## Haley Krautkramer

---

**From:** ADorn@nmfire.org  
**Sent:** Monday, October 3, 2022 3:35 PM  
**To:** Haley Krautkramer  
**Cc:** 'Al Verkuylen'; Todd Drew  
**Subject:** Re: Menasha Marathon - Fishtail LLC Inspections

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

We recently completed an inspection (08-08-2022) and no violations were recorded at that time.

I think it should be good to go then.

*Adam J Dorn*

Assistant Chief / Fire Marshal  
Neenah Menasha Fire Rescue  
O - 920-886-6204  
C - 920-502-9494  
F - 920-886-6208

▼ "Haley Krautkramer" ---09/28/2022 02:09:36 PM---Hello All, Please complete an inspection at Menasha Marathon by October 12th (if necessary). The lic

From: "Haley Krautkramer" <hkrautkramer@ci.menasha.wi.us>  
To: "Todd Drew" <tdrew@ci.menasha.wi.us>, "Adam Dorn" <ADorn@nmfire.org>, "Al Verkuylen" <alvinspections@gmail.com>  
Date: 09/28/2022 02:09 PM  
Subject: Menasha Marathon - Fishtail LLC Inspections

Hello All,

Please complete an inspection at Menasha Marathon by **October 12<sup>th</sup>** (if necessary). The license is will be transferred from KN LLC to Fishtail LLC. Please contact Buddi Subedi at [buddissubedi@gmail.com](mailto:buddissubedi@gmail.com) or (920) 809-1210 to schedule your inspection.\*\* If you had recently visited their premise and you feel a further inspection is not needed, that is fine too. Please just let me know.

To give you a little history, the son (Nawaraj Subedi), who you had most recently been working with surrendered the license. His father (Buddi Subedi) decided to take the business back under his ownership after a few events occurred that ultimately resulted in a 10 day suspension of their liquor license.

Please let me know if you have any concerns or questions.

Thank you,

**Haley Krautkramer**

CITY CLERK, CITY OF MENASHA  
100 MAIN STREET, SUITE 200

## Haley Krautkramer

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**From:** Valerie Neuman  
**Sent:** Thursday, October 6, 2022 11:33 AM  
**To:** Haley Krautkramer  
**Subject:** FW: bartender approved

Hi Haley,

FYI for the liquor license update. Should I make him an ID as well since he'll have his name on the license itself?

Thanks for clarifying,



*Valerie Neuman*

Deputy City Clerk/Administrative Assistant

City of Menasha

Ph: (920) 967-3608

E-mail: [vneuman@ci.menasha.wi.us](mailto:vneuman@ci.menasha.wi.us)

100 Main Street, Suite 200, Menasha, WI 54952

**From:** Jennifer Groeschel  
**Sent:** Thursday, October 6, 2022 11:17 AM  
**To:** Valerie Neuman <[vneuman@ci.menasha.wi.us](mailto:vneuman@ci.menasha.wi.us)>  
**Subject:** bartender approved

Buddi Subedi

*Jen Groeschel*  
*Records Custodian*  
*City of Menasha Police Department*  
*920-967-3597*

## Haley Krautkramer

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**From:** Al Verkuylen <alvinspections@gmail.com>  
**Sent:** Tuesday, October 11, 2022 9:16 AM  
**To:** Haley Krautkramer  
**Subject:** Re: Menasha Marathon Building Inspection

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

Hi Haley,  
I was. There are a few gripes,

Outdoor Electrical outlet exposed wires. Next to emergency rear exit.

Several light fixture lenses missing or ready to fall out. Need new lenses or new fixtures.

All else was OK.

Will you communicate this with Subeedi?

Regards,

Al Verkuylen  
(920) 850-0056  
Alvinspections@gmail.com

On Oct 11, 2022, at 9:06 AM, Haley Krautkramer <hkrautkramer@ci.menasha.wi.us> wrote:

Hi Al,

Were you able to conduct and inspection at Menasha Marathon?

Thank you,

**Haley Krautkramer**

CITY CLERK, CITY OF MENASHA  
100 MAIN STREET, SUITE 200  
MENASHA, WI 54952

As a local governmental entity, the City of Menasha is subject to Wisconsin statutes relating to open records. Any e-mail received by anyone at the City of Menasha, as well as any e-mail sent by someone from the City of Menasha are subject to these laws. Unless otherwise exempted from the Open Records law, senders and receivers of City e-mail should presume that any e-mail is subject to release upon request.



To: Members of the Common Council  
From: Chief Tim Styka  
Date: October 6, 2022  
RE: Alcohol and Seatbelt Enforcement Grants 2022-2023

### **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. In fact we have received or will receive approximately \$25,000 in overtime grant reimbursement for the 2021-22 grant cycle. We again have the opportunity to participate in grant funded traffic enforcement with the other law enforcement agencies in Winnebago County.

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 the Winnebago County.

### **ANALYSIS**

We received notification from the Wisconsin Department of Transportation that Winnebago County law enforcement agencies are eligible to receive a seat belt enforcement grant of \$50,000. We expect that our share of the grant will be about \$8,000. There is also an OWI enforcement grant available to the county of \$125,000. We anticipate our share of the OWI grant funds will be approximately \$20,000. These funds will be used for traffic enforcement throughout the year. The focus of these grants will be on seat belt and alcohol related violations.

### **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 October of 2022 until September 2023.

As always we will continue to seek out similar opportunities and programs in the future to further the traffic safety mission for our community.



**RESOLUTION R-35-22**

**A RESOLUTION IN SUPPORT OF ELECTION OFFICIALS**

INTRODUCED BY: Ald. Hammond

WHEREAS, our Common Council believes that free and fair elections are essential in our democracy, as such the City of Menasha has been served well by our nonpartisan election administration managed by our City Clerk and administered by those in our community who serve as election inspectors; and

WHEREAS, while we understand that election administration is never an easy task, we acknowledge the tireless efforts of our election officials to deliver safe, secure, and accessible elections for all; and

WHEREAS, election officials and administrators play a critical role in our elections; assisting voters with in-person absentee voting, publically testing our voting machines, administering our elections on Election Day, publicly canvassing election results, and reporting election results to the City Clerk; and

WHEREAS, we continue to support our City Clerk, Deputy Clerk, and local election inspectors for their commitment to promoting voter participation and ensuring all ballots are counted; and

NOW, THEREFORE, BE IT RESOLVED that the City of Menasha Common Council expresses our sincerest gratitude and appreciation for our election officials who have worked, and will continue to work to ensure safe, secure, an accessible voting for all;

AND BE IT FURTHER RESOLVED that City of Menasha Common Council supports those who serve as election inspectors and local election officials, including our City Clerk and Deputy Clerk.

Passed and approved this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

Recommended by: _____
Motion/Second: _____
Pass/Fail: _____
Requires: _____ Majority Vote _____ 2/3 Vote

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

ATTEST:

\_\_\_\_\_  
Haley Krautkramer, City Clerk



## Don Merkes

---

**From:** MaryV@new.rr.com  
**Sent:** Wednesday, October 12, 2022 11:39 AM  
**To:** Don Merkes  
**Subject:** Board of Appeals

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

Dear Mayor Merkes,

Thank you for considering me for a position on the Menasha Board of Appeals. My husband and I moved from Little Chute to Menasha nearly five years ago. Prior to the move we were both born and raised in Little Chute and had lived their our entire lives. Now that we've made the move, I'm interested in becoming more involved in the community. I feel that serving on the Board of Appeals will give me that opportunity to be of service to the community to which I now belong.

If you need additional information from me, please let me know.

Mary Vander Wyst  
(920) 428-0661

October 2, 2022

Dear City of Menasha Aldermen and Alderwomen,

I am writing to you for your approval for me to continue to represent you and the rate payers of the city of Menasha for a third five-year term.

I was first approved/appointed as a Commissioner in November of 2012 and reappointed in 2017.

During the past ten years of my commission, I feel we, as the team of commissioners, have accomplished much but still have much to do.

The Utilities continues and will continue to face challenges of staying up to date with technology, laws that govern our industry, and the concerns and requests of our rate payers.

The other challenge we face is to make sure that we have the right people in the right place in order to meet and exceed the challenges we face and keep the City's asset strong.

I have 30 years plus experience in the financial industry of which includes 25 years as Vice President of a National Bank. (TCF Bank and most recently Westbury Bank) I feel with my experience and knowledge of the financial industry and creating the right team to accomplish goals and objectives I have the experience and qualifications to represent you and the rate payers of the city of Menasha for another term.

I would consider it a privilege and an honor to continue to serve you and the rate payers of city of Menasha for said third term.

Respectfully yours,

Roy Kordus

**From:** [Don Merkes](#)  
**To:** [Valerie Neuman](#)  
**Subject:** Fwd: Sustainability Board  
**Date:** Thursday, October 13, 2022 11:07:35 AM

---

Don

Begin forwarded message:

**From:** Lindsey Lefebber <lindslefeber@gmail.com>  
**Date:** October 13, 2022 at 11:06:52 AM CDT  
**To:** Don Merkes <dmerkes@ci.menasha.wi.us>  
**Subject: Sustainability Board**

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

Dear Mayor Merkes,

After a far too long pandemic hiatus from involvement in the community, I would like to express my interest in rejoining the Sustainability Board. As a member of the board I feel that I can use my knowledge, connections, and enthusiasm to improve our community.

Thank you,

Lindsey Klumpp