

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, March 20, 2023  
6:00 PM  
AGENDA**

A. CALL TO ORDER

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL

D. PUBLIC HEARING

1. Special Use Permit Ordinance

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

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

Minutes to receive:

- a. Administration Committee, 3/6/23
- b. Board of Health, 2/10/23
- c. Board of Public Works, 3/6/23
- d. Landmarks Commission, 3/8/23
- e. NM Fire Rescue Joint Fire Commission, 1/25/23
- f. Personnel Committee, 3/6/23
- g. Plan Commission, 3/7/23
- h. Redevelopment Authority, 3/7/23
- i. Water and Light Commission, 2/22/23

Communications:

- j. 2022 Health Department Annual Report
- k. 2022 Senior Center Annual Report
- l. March and April Chatter
- m. Backyard Chickens Fact Sheet and Application
- n. Menasha Joint School District Superintendent Announcement
- o. 2023 APPA Legislative Rally

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, 3/6/23

Personnel Committee, 3/6/23, Recommends Approval of:

2. Carlson Dettmann Consulting's (CDC) City of Menasha, WI Classification and Compensation Study Proposal, cost not to exceed \$32,150

H. ITEMS REMOVED FROM THE CONSENT AGENDA

I. ACTION ITEMS

1. Accounts payable and payroll for the term of 3/3/23 – 3/16/23 in the amount of \$1,242,179.78
2. Winnebago County Property Foreclosure Listing Amendment (Parcels 2-00189-00 and 6-00822-00)

J. HELD OVER BUSINESS

K. ORDINANCES AND RESOLUTIONS

1. R-6-23 A Preliminary Resolution Declaring Intent to Exercise Special Assessment Powers under Section 66.0703, Wisconsin Statutes (Introduced by Ald. Sevenich)
2. R-9-23 A Resolution Establishing a Fee for the Keeping of Chickens in the City of Menasha (Introduced by Ald. Tom Grade)
3. O-3-23 An Ordinance Amending Title 13, Chapter 1, Article B of the Code of Ordinances (Revocation of Special Use Permits) (Introduced at the recommendation of Mayor Merkes)

L. APPOINTMENTS

1. Mayor's appointment of Sarah Bowers to the City of Menasha Ad-hoc Sesquicentennial Committee
2. Mayor's appointment of Shirley Heinz to the City of Menasha Ad-hoc Sesquicentennial Committee
3. Mayor's appointment of Rachael Dowling to the City of Menasha Ad-hoc Sesquicentennial Committee
4. Mayor's appointment of George Davis to the City of Menasha Ad-hoc Sesquicentennial Committee

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, April 3, 2023**  
**Common Council Meeting – 6:00 p.m.**  
**Committee Meetings to Follow**



CITY OF MENASHA  
ADMINISTRATION COMMITTEE  
100 MAIN STREET  
MARCH 6, 2023  
MINUTES

A. CALL TO ORDER

Meeting called to order by Chairman Nichols at 7:26 p.m.

B. ROLL CALL

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

ALSO PRESENT: PC Thorn, CDD Schroeder, DPW Jungwirth, FD Sassman, PHD Hutter, PRD Sackett, CA Struve, Mayor Merkes, Clerk Krautkramer

C. MINUTES TO APPROVE

1. Administration Committee, 2/20/23

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

Motion carried on voice vote.

D. DISCUSSION / ACTION ITEMS

1. R-9-23 A Resolution Establishing a Fee for the Keeping of Chickens in the City of Menasha  
(Introduced by Ald. Tom Grade)

Moved by Ald. Tom Grade seconded by Ald. Hammond to recommend to Common Council approval of R-9-23 A Resolution Establishing a Fee for the Keeping of Chickens in the City of Menasha.

Staff provided an overview of R-9-23 A Resolution Establishing a Fee for the Keeping of Chickens in the City of Menasha and commented on prior resolutions to allow for keeping of chickens in the City, fee inclusions, annual licensing fees, permit fees, and re-inspection fee.

General discussion ensued on:

- Staff responsibilities
- Permit fees
- Chicken coop inspections
- Flock fee
- Dog licensing fee
- Fines
- Re-inspection fee
- Code enforcement
- Basis for fee setting
- Domestication of animals

Motion carried on roll call 6-2.

Ald. Schmidt and Ropella vote no.

E. ADJOURNMENT

Moved by Ald. Schmidt seconded by Ald. Tom Grade to adjourn at 7:54 p.m.

Motion carried on voice vote.

Haley Krautkramer  
City Clerk

**CITY OF MENASHA BOARD OF HEALTH**  
**Minutes**  
**February 10, 2023**

**A. CALL TO ORDER**

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

**B. ROLL CALL**

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

Staff Present: Todd Drew, Larissa Keller, Linda Palmbach, Meghan Pauly

**C. MINUTES TO APPROVE**

1. BOH Meeting Minutes January 13, 2023

Teresa Rudolph moved to approve the January 13, 2023 minutes, seconded by Kristene Stacker. The motion passed.

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

**1. Administrative**

- a. Health Department
  - i. COVID-19 Update – Kristine Hutter led a review of the City’s COVID-19 data summary dated February 2, 2023. The current CDC COVID-19 community level is low. Case numbers remain low with 15 reported cases in that last 2 weeks. County vaccination numbers remain steady with Calumet County reporting 55.6% of residents completing the primary series and 16.3% receiving the updated booster, and Winnebago County reporting 60.2% of residents completing the primary series and 18.3% receiving the updated booster.
  - ii. Budget and Contracts Updates – Kristine Hutter reported that the prevention block grant (preventative health and human services) is now in place and all contracts are set for 2023. Kristine and Larissa are working together to close out the 2022 grant billing. The 2022 Annual Report draft will be ready to share at the March meeting.
- b. Personnel
  - i. Dental Assistant Position – The Dental Assistant position remains open. Kristine will be interviewing candidates next week.
- c. Academic Affiliation Updates
  - i. University of Wisconsin-Oshkosh – Linda Palmbach reported that the UWO students had their orientation in January and are now working on the growth and development presentations.
  - ii. University of Wisconsin-Green Bay – Meghan Pauly reported that she is hosting an RN to BSN student for the semester.
  - iii. Fox Valley Technical College – No report.
  - iv. Marian University – Linda Palmbach reported that she is hosting a Marian University student for the semester.

- 2. Employee Safety** – Todd Drew reported that safety meetings are being conducted. He completed a second active threat training for City Hall employees and is currently working on respiratory fit testing. Employee hearing screening will take place in April.
- 3. Sealer of Weights and Measures** – Todd Drew reported that all grocery scale testing is complete.
- 4. Environmental Health** – Todd Drew reported he is conducting routine restaurant inspections. He was called out to assist with a gas can incident in an apartment building, 5 other human hazard complaints, and two cat bites. The Department of Agriculture will be conducting an audit of all agents, which occurs every three years. Todd attended the WAHLDAB environmental health meeting in Stevens Point on January 26<sup>th</sup>.
- 5. Public Health Department**
  - a. Communicable Disease Report: January 2023 – Kristine Hutter shared the report for January 2023. Board discussed current shortage of tuberculosis medication.
  - b. Public Health Nursing Updates – No report.
- 6. Health Screening 60+** – Meghan Pauly reported that the Stepping On falls prevention class start date has moved from Feb. 3<sup>rd</sup> to March 31<sup>st</sup>. The wellness lab blood draws performed by ThedaCare will take place in City Hall instead of the Senior Center. Meghan has begun planning for her spring programs.
- 7. Prevention** – Kristine Hutter reported that the 2023 performance management spreadsheet is in use for tracking program numbers and accomplishments.
- 8. School Health Aides** – Kristine Hutter reported that the school health aide for Menasha High School has resigned. The position has been posted. A retired school health aide will be assisting at the high school until the position is filled.
- 9. Dental Program** (screening, fluoride varnish, children and youth with special healthcare needs) – Kristine Hutter reported on behalf of Claire Opsteen. Claire is currently doing dental presentations and is scheduling fluoride applications. Dental students and nursing students will be assisting with fluoride. Kristine and Claire are working on the United Way grant application.
- 10. Communicable Disease** – No report.
- 11. Lead Prevention** – Todd Drew reported that the blood lead test level at which the health department will offer an environmental lead hazard investigation increased in 2023 as compared to 2022. This is an objective for the Childhood Lead Poisoning Prevention grant.
- 12. Immunization** – Meghan Pauly reported that she will be presenting along with other NEWIC members to a group of CMAs regarding vaccine hesitancy. Wisconsin law has recently changed the vaccine requirements for schools starting in the fall of 2023. The nurses are working on communicating these changes to MJSJ families and identifying students who will require additional vaccines for school year 23-24.
- 13. Maternal and Child Health** – Kristine reported on behalf of Claire Holzschuh. Claire will be meeting with the newly appointed director of UWO-Fox Cities Children’s Center in March to begin the breastfeeding friendly re-designation process. Claire is drafting a letter to send to local businesses to recruit a worksite to go through the designation process. The first breastfeeding friendly learning community call will take place on February 14<sup>th</sup>.

- 14. Dental Sealants** – Kristine Hutter reported on behalf of Claire Opsteen. Claire will be starting sealants at the end of February. Dental assistant students will be helping with sealants.
- 15. Overdose Data to Action (MCAAP)** – Kristine Hutter reported that the program continues to work on harm reduction in the community. Kristine attended the kickoff for MITCAAP, the program started by the Menomonee Indian tribe which mirrors our MCAAP program.
- 16. Bioterrorism/Emergency Preparedness** – Kristine Hutter reported that she and Claire Holzschuh have submitted the mid-year expenditures. Claire has already completed most of her objectives for the contract year including working with Cassidy Walsh from Appleton (consortium leader) on emergency preparedness plan updates.
- 17. Senior Center** – Kristine Hutter reported that one of the Center’s summer employees is working some hours this spring. Bus trips have been very popular and have been a good source of revenue for the Center. Chloe Hansen-Dunn is working on the 2022 Annual Report for the Senior Center.
- 18. COVID-19 Projects** – Kristine Hutter reported that the LTE disease investigators will be working through the end of March. Covid-19 vaccine clinics are being held twice monthly at the Health Department. There will be a community vaccine clinic held at the Menasha Library on February 16th.

E. ACTION ITEMS

Procedures for Review:

- 1. Blood Lead Level Results Follow-Up
- 2. Childhood Lead Poisoning Prevention
- 3. Immunization Clinic – Uncontrollable Behavior
- 4. Immunization Clinic – Missed Appointment
- 5. Vaccine Administration
- 6. Vaccine Monitoring, Storage and Emergency
- 7. Vaccine Ordering, Receiving and Unpacking

All procedures reviewed with no updates or changes recommended. Kristine Hutter will approve all listed procedures.

Kristene Stacker motioned to change the process in which the Board reviews policy and procedure updates, which would include only material changes in existing policies and procedures presented for Board review. Any non-material changes would be approved by the Public Health Director.

Motion was approved by Board Chairperson, Candyce Rusin, and seconded by Teresa Rudolph. The motion passed.

For Approval:

- 8. Food Service and Recreational Licensing Fee Changes

Board recommends a change in licensing fees to round all figures to the nearest dollar amount.

Candyce Rusin motioned to approve the Food Service and Recreational Licensing schedule with the recommended changes. Motion seconded by Kristene Stacker. The motion passed.

F. ADJOURNMENT

Candyce Rusin moved to adjourn the meeting at 9:05 AM, seconded by Teresa Rudolph. The motion passed.

Next Meeting: March 10, 2023 8:00 AM – virtual option

Menasha City Hall

100 Main Street, Suite 100

Menasha, WI

CITY OF MENASHA  
BOARD OF PUBLIC WORKS  
100 MAIN STREET  
MARCH 6, 2023  
MINUTES

A. CALL TO ORDER

Meeting called to order by Chairman Sevenich at 7:59 p.m.

B. ROLL CALL

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

ALSO PRESENT: PC Thorn, CDD Schroeder, DPW Jungwirth, FD Sassman, PHD Hutter, PRD Sackett, CA Struve, Mayor Merkes, Clerk Krautkramer

C. MINUTES TO APPROVE

1. Board of Public Works, 2/20/23

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

Motion carried on voice vote.

D. DISCUSSION / ACTION ITEMS

1. R-6-23 A Preliminary Resolution Declaring Intent to Exercise Special Assessment

Powers under Section 66.0703, Wisconsin Statutes (Introduced by Ald. Sevenich)

Moved by Ald. Schmidt seconded by Ald. Hammond to recommend to Common Council approval of R-6-23 A Preliminary Resolution Declaring Intent to Exercise Special Assessment Powers under Section 66.0703, Wisconsin Statutes.

Staff provided an overview of R-6-23 A Preliminary Resolution Declaring Intent to Exercise Special Assessment Powers under Section 66.0703, Wisconsin Statutes and commented on construction materials and traffic volumes.

General discussion ensued on the two parcels, handling traffic volumes, and concrete transition.

Motion carried on roll call 8-0.

E. ADJOURNMENT

Moved by Ald. Schmidt seconded by Ald. Tom Grade to adjourn at 8:04 p.m.

Motion carried on voice vote.

Haley Krautkramer  
City Clerk

**CITY OF MENASHA**  
**Landmarks Commission**  
**Menasha City Center, Room 133**  
**100 Main Street, Menasha**  
March 8, 2023  
**DRAFT MINUTES**

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**A. CALL TO ORDER**

The meeting was called to order by Alderperson Grade at 5:00 PM.

**B. ROLL CALL/EXCUSED ABSENCES**

LANDMARKS MEMBERS PRESENT: Alderperson Tom Grade, Commissioners Sarah Bauer, Anastasia Horan, and George Davis.

LANDMARKS MEMBERS EXCUSED: Commissioner Kate Mueller and Arnie Collier

OTHERS PRESENT: PP Yang, Nick Jevne (Menasha Historical Society)

**C. PUBLIC HEARING**

No public hearing.

**D. MINUTES TO APPROVE**

**1. Minutes of the January 11<sup>th</sup>, 2023 Landmarks Commission Meeting**

Commissioner Bauer made a motion to approve the minutes of the January 11<sup>th</sup>, 2023 Landmarks Commission Meeting. The motion was seconded by Commissioner Horan. The motion carried.

**E. PUBLIC COMMENT ON ANY ITEM OF CONCERN ON THIS AGENDA OR ANY ITEM RELATED TO THE LANDMARKS RESPONSIBILITIES OF THE LANDMARKS COMMISSION**

**Five (5) minute time limit for each person**

**F. COMMUNICATIONS**

**G. ACTION / DISCUSSION ITEMS**

**1. General Landmarks Discussion**

Ald. Grade opened up the discussion on general Landmark Discussions. The following were discussed:

- Allowing internally lit signage in downtown
- Replacement of two positions on the Commission
- Including Water Street in the Historic District
- Downtown BID

PP Yang explained zoning code amendment process and mentioned there may have to be a certain number of historic building or landmarks in those areas to expand the district.

**2. Historic Month**

The Commission had several ideas and decided on seeing if the Menasha Historical Society would do another walking tour.

**3. 150<sup>th</sup> Anniversary Discussion**

The Commission decided they would not be doing anything extra considering most of them were already involved in the Sesquicentennial Committee.

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

**Five (5) minute time limit for each person**

No public comments at this time.

**I. ADJOURNMENT**

A motion was made by Commissioner Bauer to adjourn the meeting at 6:29 PM. The motion was seconded by Commissioner Horan. The motion carried.

NMFR Joint Fire Commission Meeting Minutes  
January 25, 2023 – 4:00 p.m.  
City of Neenah – Hauser Room

Present: Commissioners Keating, Kubiak, McCann, Keehan and Lewis

Excused: Commissioner Englbart

Also Present: Chief Kloehn, DC Krueger and MA Ellis

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

Public Forum: No members of the public were present.

Minutes: The Commission reviewed the November 30, 2022 meeting minutes. **MSC Keehan/McCann to approve the November 30, 2022 meeting minutes and place on file, all voting aye.**

Minutes: The Commission reviewed the December 1, 2022 meeting minutes. **MSC Keehan/Keating to approve the December 1, 2022 meeting minutes, all voting aye.**

Activity and Automatic Aid Calls: The Commission reviewed the 2022 activity and automatic aid calls. This is informational only and no action is required.

Promotions: The Commission reviewed the request for promotions due to the impending retirements of two people. **MSC Keehan/Lewis approve the promotion of Ryan Kane from Shift Inspector to Fire Officer effective April 7, 2023 contingent upon the retirement of Brian Goldschmidt, all voting aye.**

**MSC Keating/Keehan approve the promotion of Xiong Yang from Firefighter to Shift Inspector effective April 7, 2023 contingent upon the retirement of Brian Goldschmidt, all voting aye.**

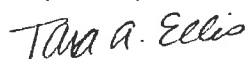
**MSC Lewis/Lewis approve Garrett Gee from Firefighter to Driver/Operator effective May 3, 2023 contingent upon the retirement of Joe Olszewski, all voting aye.**

Hiring Update: Chief Kloehn gave an overview of who was offered positions to and where they are at in the current pre-employment process.

**MSC Keehan/Kubiak to convene into closed session pursuant to Section 19.85(1)(c), Wis. Status for the purpose of employee discipline/action discussion, all voting aye.**

**MSC Keehan/McCann to adjourn at 5:10 p.m., all voting aye.**

Respectfully Submitted,



Tara Ellis

Management Assistant



CITY OF MENASHA  
PERSONNEL COMMITTEE  
100 MAIN STREET  
MARCH 6, 2023  
MINUTES

A. CALL TO ORDER

Meeting called to order by Chairman Ted Grade at 8:05 p.m.

B. ROLL CALL

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

ALSO PRESENT: PC Thorn, CDD Schroeder, DPW Jungwirth, FD Sassman, PHD Hutter, PRD Sackett, CA Struve, Mayor Merkes, Clerk Krautkramer

C. PUBLIC COMMENTS ON ANY MATTER LISTED ON THE AGENDA

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

Sandra DaBill Taylor, 545 Broad Street, Menasha; commented on budgeted amount to be spend on the Salary Study, staff living in the City, and prior salary adjustments for Department Heads.

D. MINUTES TO APPROVE

1. Personnel Committee, 11/21/22

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

Motion carried on voice vote.

E. DISCUSSION / ACTION ITEMS

1. Carlson Dettmann Consulting's (CDC) Classification and Compensation Study Proposal Staff provided an overview of the Classification and Compensation Study Proposal from Carlson Dettmann Consulting's and commented on the definition of a classification and compensation study, prior salary study conducted in the City of Menasha, salary study process, salary study comparison to other municipalities, benefits to conducting a salary study, salary study results, appeals process, and salary study timeline.

Moved by Ald. Nichols seconded by Ald. Ted Grade to recommend to Common Council approval of the Carlson Dettmann Consulting's (CDC) City of Menasha, WI Classification and Compensation Study Proposal at a cost not to exceed \$32,150.

General discussion ensued on:

- Appeals process
- Not to exceed amount
- Important of unbiased opinions
- Competition
- Recruitment and retention of employees
- Prior salary study
- Fair wages
- Budgeted funds increase
- Neighboring communities salary studies
- Carlson Dettmann office locations
- Carlson Dettmann staff travel costs

- Cost of the salary study
- Current staff salaries
- Contracted work
- Cost savings
- In-house work

Motion carried on roll call 6-3

Ald. Eisenach, Sevenich, Ropella voted no.

F. ADJOURNMENT

Moved by Ald. Schmidt seconded by Ald. Tom Grade to adjourn at 8:24 p.m.

Motion carried on voice vote.

Haley Krautkramer  
City Clerk

DRAFT

**CITY OF MENASHA**  
**Plan Commission**  
**Menasha City Center, Room 133 – 100 Main Street**  
**March 7, 2023**  
**DRAFT MINUTES**

**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 Benner, Cruickshank, Sturm, and Anderson.

OTHERS PRESENT: CDD Schroeder, CDC Heim, PP Yang, Ald. Tom Grade and CEO Fulcer

**C. PUBLIC HEARING**

**1. MINUTES TO APPROVE**

1. Minutes of the February 7, 2023 Plan Commission Meeting

A motion was made by Ald. Schmidt, seconded by Comm. Sturm, to approve the February 7, 2023 Plan Commission meeting minutes. The motion carried.

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

**3. DISCUSSION / ACTION ITEMS**

1. Ordinance – Text Amendment to Title 13 – Zoning Code, Chapter 1, Article B, Section 13-1-11 (Special Use Permit Revocation)

PP Yang gave a recap on the amendment from the previous meeting and the reason for the amendment. She went through each line of the amendment in order to explain the intent.

General discussion ensued including examples of circumstances that the ordinance would effect. The Commission had questions on the notice requirements and whether there was an appeal process.

A motion was made by Mayor Merkes, seconded by Ald. Schmidt, to approve the Text Amendment to Title 13 – Zoning Code, Chapter 1, Article B, Section 13-1-11 (Special Use Permit Revocation), striking “or a manner” and “registered or certified mail” from line 7, adding “Appeals can be brought forward to subsequent City Plan Commission meeting for their consideration” to line 7, and striking “and wishes to continue thereafter” from line 8.

**1. COMMUNICATION**

1. Set Next Meeting Date

The next meeting was set for April 4, 2023.

**H. ADJOURNMENT**

Motion by Ald. Schmidt, seconded by DPW Jungwirth, to adjourn at 4:22 PM. The motion carried.

*Minutes respectfully submitted by PP Yang.*

**CITY OF MENASHA  
Redevelopment Authority  
Menasha City Center  
100 Main Street, Room 133  
March 7, 2023  
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: Chairperson Kim Vanderhyden, Kyle Coenen, Matt Vanderlinden, and Kip Golden.

REDEVELOPMENT AUTHORITY MEMBERS EXCUSED: Gail Popp, Alderperson Nichols and Bob Stevens

OTHERS PRESENT: CDD Schroeder and Andrew Dane (Neighborhood Planners)

**C. PUBLIC HEARING**

None

**D. MINUTES TO APPROVE**

1. **Minutes of the January 10, 2023 Redevelopment Authority Meeting**

Vanderhyden made a motion to approve the minutes of the January 10, 2023 RDA meeting. The motion was seconded by Vanderlinden. 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. **NAI Listing Agreement Amendment – Province Terrace Lots**

CDD Schroeder provided an overview of the proposed listing agreement amendment to extend an additional 6 months. Staff is recommending we modify to extend a full year. In addition, discussions were had with the broker in regards to interest and listing price, whereas no changes were recommended. Additional modifications such as the land purchase and development agreement requirement remain in effect as per previous amendments.

Vanderlinden made a motion to approve the listing agreement with NAI Pfefferle and the RDA for the listing of the Province Terrace Lots through February 13, 2024. The motion was seconded by Coenen. The motion carried.

2. **Brownfield Advisory Committee**

a. **General Update**

CDD Schroeder provided an overview of the RDA's role as the Brownfield Advisory Committee (BAC) noting that this designation is providing for a venue for staff and the consultant to publically provide updates as well as give the public the opportunity to guide the use of the grant funds and the direction of redevelopment. The exact use of the funds remains with the Community Development Department and the Consultant under the guidance of the EPA following the proposal and approved plan. The RDA as the BAC remains as a sounding board to guide conversation and direction.

b. **Community Outreach, Planning and Public Engagement**

CDD Schroeder and consultant Dane provided an overview of the proposed community outreach, planning and public engagement plan as part of the EPA grant. Part of the EPA site assessment grant is not only understanding the site constraints but also determining a vision for possible redevelopment. The 5 steps as called out in the plan include the development of a base map and target areas, a neighborhood survey, district branding survey, district wayfinding study, and community outreach. All of these steps will be outward facing to the public and the Common Council.

General discussion ensued regarding the process of getting public feedback, the proposed plan and how it effects the redevelopment and marketing of the community, the downtown focus area, the budget being a portion of the planning dollars in the EPA grant, and the timeline.

No action was taken. The RDA acting as the BAC supported the proposed plan as presented.

**3. Set Next Meeting**

The next meeting was set for April 4, 2023

**G. ADJOURNMENT**

Chair Vanderhyden made a motion to adjourn the meeting at 6:04 PM. The motion was seconded by Coenen. The motion carried.

*Minutes respectfully submitted by CDD Schroeder*

REGULAR MEETING OF THE WATER AND LIGHT COMMISSION

February 22, 2023

**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, Don Merkes, Antoine Tines (telephonically), and Gary Turchan (telephonically) present on roll call. Also present were Melanie Krause, General Manager; Adam Smith, Water Utility Manager; Kristin Hubertus, Finance Manager; Steve Grenell, Engineering Manager; Kurt Melchert, Electric Manager; Ethan Vanderpoel (telephonically), Engineering Technician; and Tammy Phillips, Accounting and Administrative Assistant. Also present was Scott Maurer, Water Distribution Foreman.

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

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

- A. Minutes of the Regular Meeting of January 25, 2023.
- B. Approve and warrant the following payments dated January 26-February 22, 2023 in the amount of \$4,446,034.00.
- C. Correspondence as listed:
  - Copy of MU Direct Payment Plan.
  - Copy of letter from St. Joseph Food Pantry RE: 811 lbs of food donated.
  - Copy of 2022 Summary of Work-Related Injuries.
  - Copy MU February 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.

Item VI. Unfinished Business, OEI Grant Application – The City of Menasha, Menasha Joint School District, Menasha Utilities, Neenah-Menasha Fire Rescue, and the Menasha Sustainability Committee are collaborating to apply for an Energy Innovation Grant to meet current and future energy goals.

Item VII. New Business, Recognition of Quarter Century Club Inductee, Dennis VanDinter – Congratulations on 25 years.

2023 Water Main Bid Opening – Staff is recommending awarding the bid to Don Hietpas & Sons, Inc. for the \$349,159 Utility portion of the bid.

The motion by Comm. Merkes, seconded by Comm. Kordus, was unanimously approved on roll call to award the 2023 Water Main project to Don Hietpas & Sons, Inc. for the Utility portion of \$349,159 of the total bid of \$758,898. This went to the Board of Public Works on Monday, 2/20/23, and will now get forwarded to the Common Council for approval.

Paula Maurer, Customer Service Manager, joined the meeting at 8:10 a.m.

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

December 2022 (unaudited) Financial and Project Status Reports- The December unaudited financials do not include the adjustments for new lease accounting and the WRS and Life Insurance post-employment accrual entries. Electric consumption was higher than budget by 3% for YTD 2022. Power costs were higher than budget by 14.4%. YTD Net Operating Income was higher by \$160,481, due to lower operating expenses and depreciation.

Water usage was 1% lower compared to budget. Net Operating Income was higher for December due to Lower depreciation and taxes. System losses were 10.16%.

Energy Services – Ballasts and lamps were replaced at Koslo Park in 2022. Costs were higher than budget due to renting a lift to replace the lights.

Telecommunications – Net Operating Income was higher than budget by 4% due to less distribution expenses for the year.

January 2023 Financial and Project Status Reports – Electric consumption was lower than budget by 3.7%, cost of power was 13.8% higher, and revenues were \$365,596 higher than budget.

Water usage was 9.4% higher than budget, and the loss ratio was 5.9%.

After discussion, the Commission accepted the December 2022 and January 2023 Financial and Project Status Reports as presented.

Project Reports, Electric Projects – Crews are finishing control panels at substations. The 2023 AMI meters are being installed. Work continues on ESRI. A security/fire alarm upgrade was completed at the Office Complex. Office and storeroom lighting was replaced.

Water Projects – Crews continue with LSL replacements and replaced valves and hydrants on Ahnaip St. due to a main break. The water tower project is in the design phase. AMI meters are being replaced.

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

Item X. The motion by Comm. Allwardt, seconded by Comm. Kordus, was unanimously approved on roll call to adjourn at 8:45 a.m.

By: MARK L. ALLWARDT  
President

GARY TURCHAN  
Secretary

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



# CITY OF MENASHA HEALTH DEPARTMENT










## 2022 ANNUAL REPORT



**Public Health**  
Prevent. Promote. Protect.



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**MISSION**

To protect and promote health and safety across the lifespan, by building partnerships and providing high quality services guided by community needs

**VISION**

A safe and healthy community where everyone has the opportunity to live their best life

**VALUES**

Teamwork, trust, communication, respect, friendliness

MESSAGE FROM THE PUBLIC HEALTH DIRECTOR

I am very excited to share with you the Menasha Health Department's 2022 Annual Report!

Professional development and quality improvement are important to our health department; and this year we were able to dive into some quality improvement projects to help bring us one step closer to readiness for national health department accreditation. We started a project to update our internal policies and procedures, created a performance tracking system, and have updated many of our webpages, documents and processes throughout the year.

What really makes our department special is our amazing team of dedicated staff. In 2022, many of our team members displayed their leadership skills and commitment to ongoing learning and providing quality services to our community. One example of this is Public Health Nurse (PHN) Kortney Dahm earning the title of Certified Lactation Counselor (CLC) after many hours of hard work in training and exams. Additionally, when I went on maternity leave in the fall, PHN Liz Rosin stepped up as Acting Health Officer to lead the department in my absence.

We look forward to further improving and developing in 2023 to support our mission to protect and promote the health and safety of our community. Please continue reading to find the usual update on our services and activities, as well as a little information about the overall role of local public health and why what we do is so essential.

Sincerely,

*Kristine Hutter*

Public Health Director / Health Officer

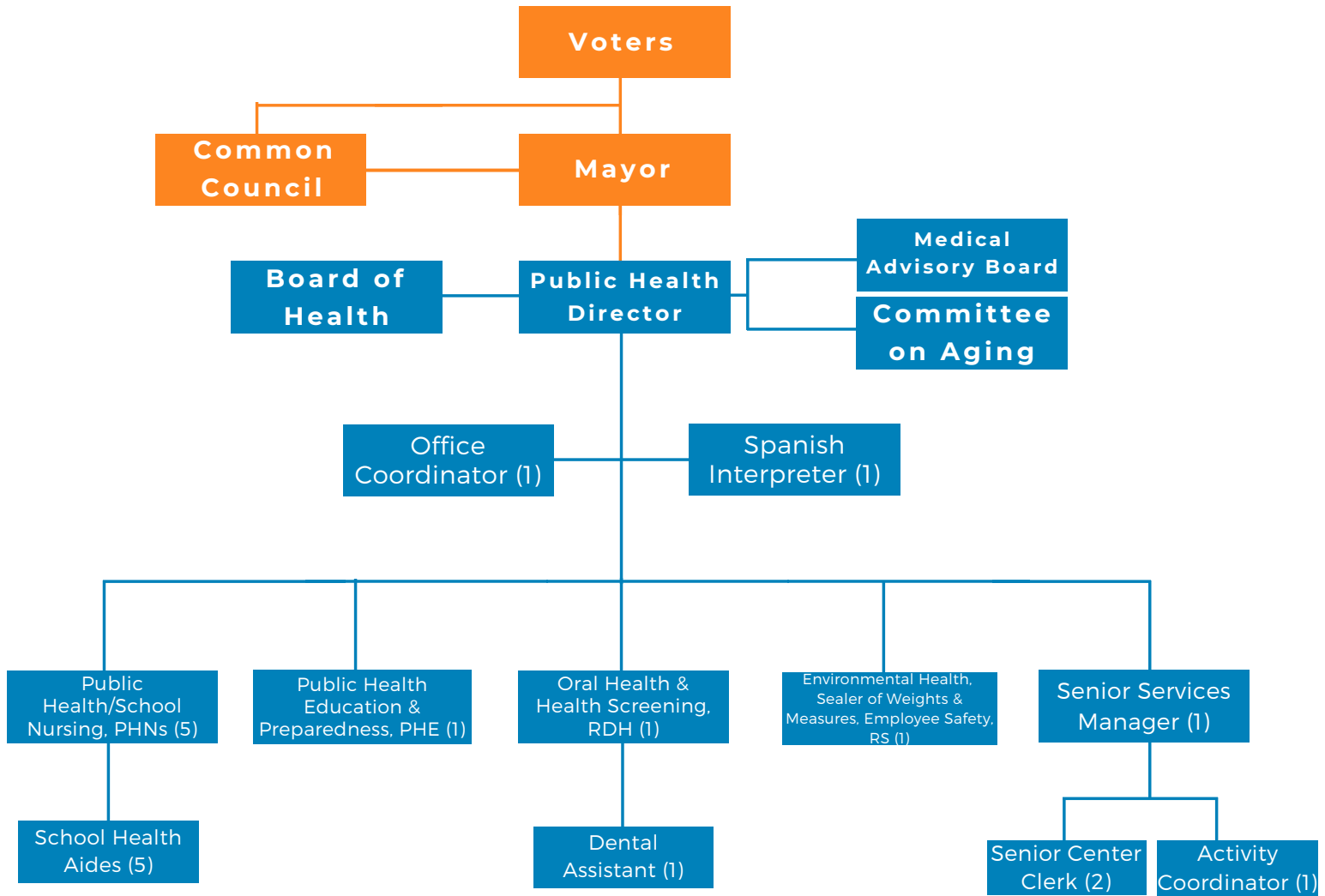


Visit our website!

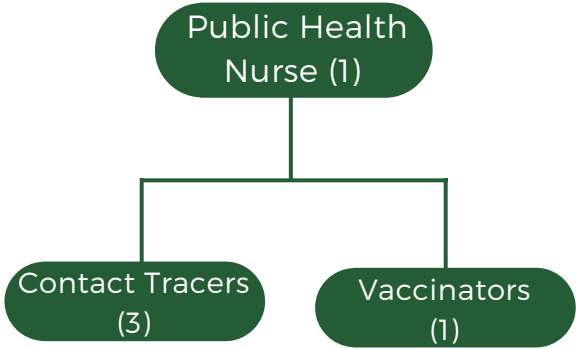


Like and follow us on Facebook!

# ORGANIZATIONAL CHART



## COVID Response Team (Limited Term Employees)



**BOARD OF HEALTH**

The Board of Health is comprised of local health professionals and residents and serves as a link between the community and Health Department. The local Board of Health is responsible for providing policy and rule guidance and general medical oversight for the local health department. The Board of Health meets the second Friday of every month, virtual or in-person at City Hall.

- Candyce Rusin, BSN, RN (Retired), *Chair*
- Teresa Rudolph, MD, City of Menasha Physician Advisor (TheDACare)
- Kristene Stacker, BSN, RN, CEO (Partnership Community Health Center, Inc.)
- Vacancy*
- Kristine Hutter, MPH, CHES, Public Health Director

**COMMITTEE ON AGING**

The Committee on Aging acts as a clearing house for all senior citizen groups requesting aid of any type from the City of Menasha. The committee also acts as the mechanism through which the voices of older adults in the community can be heard. Meetings are held on the second Friday of the month at the City Hall. Each committee member serves a 3 year term.

**Members:**

- Pat Irwin, *Chair*
- Anne Anderson
- Bea Kohanski
- Sarah Bauer
- Tom Stoffel
- Vacancy*

- Kristine Hutter, MPH, CHES, Public Health Director
- Chloe Hansen Dunn, MPH, Recreation/Senior Services Manager

**Staff Attendees:**

- Larissa Keller, Public Health Office Coordinator
- Leah McCormick, Senior Center Activity Coordinator
- Meghan Pauly, Public Health Nurse

2022 EMPLOYEES

**Public Health  
Director/Health Officer**  
Kristine Hutter, MPH, CHES

**Public Health Office  
Coordinator**  
Larissa Keller

**Spanish Interpreter**  
Jayanni Schmeichel

**Registered Sanitarian**  
Todd Drew, RS

**Registered Dental Hygienist**  
Claire Opsteen, RDH

**Public Health Educator (PHE)**  
Claire Holzschuh, CHES

**Public Health Nurses (PHN)**  
Gina Phillips, RN, BSN (Project)  
Kortney Dahm, RN, BSN, CLC  
Linda Palmbach, RN, BSN  
Liz Rosin, RN, BSN  
Meghan Pauly, RN, BSN

**COVID-19 Response Team**  
Crystal Manders, RN  
Mary Jo Kirchman  
Megon Rose, LPN  
Susan Penniston, RN, BSN

**Senior Center**  
Chloe Hansen-Dunn, MPH  
Janet Rothe  
Kathy Rathsack  
Leah McCormick

**MJSD School Health Aides**  
Angela Rusch  
Gwen Moran  
Julie Herzfeldt  
Mackenzie Harris  
Shari O'Connell

**Stepped Down in 2022**  
Charlotte Friedrich, MJSD Health Aide  
Sue Reiter, MJSD Health Aide (Retired)



## CURRENT STAFF



**Back Row (left to right):** Kortney Dahm, Public Health Nurse (PHN); Claire Opsteen, Registered Dental Hygienist; Todd Drew, Sanitarian; Kristine Hutter, Health Director; Larissa Keller, Office Coordinator

**Front Row (left to right):** Linda Palmbach, PHN; Liz Rosin, PHN; Claire Holzschuh, Public Health Educator; Meghan Pauly, PHN

Not pictured: Jayanni Schmeichel, Spanish Interpreter

## COVID RESPONSE TEAM

**Left to Right:** Gina Phillips, PHN; Sue Penniston RN, BSN; Mary Jo Kirchman; Megon Rose, LPN

Not pictured: Crystal Manders, RN



**Menasha Health Department**

**Total Revenues: \$970,714.00**  
**Total Expenditures: \$1,205,510.00**

The funding sources for the health department consist of grants, contract revenue, fees for service, license and permit fees, school health contractual arrangements, medical assistance billing revenue, and city tax levy monies. Total expenditures for 2022 were \$1,205,510. The local tax levy provided \$234,796 with the remaining \$970,714 coming from all other sources of funding combined.

**Health Department Grant Funding**

- Bioterrorism/Public Health Emergency Preparedness
- Childhood Immunization
- Childhood Lead Poisoning Prevention
- Cities and Villages Mutual Insurance Company (CVMIC)
- Communicable Disease Control
- Health Screening 60+
- Maternal & Child Health (Title V)
- Overdose Data 2 Action (OD2A)
- Prevention Block Grant
- Seal-A-Smile
- United Way Fox Cities - Menasha Healthy Smiles

**COVID-19 Grant Funding**

- American Rescue Plan Act (ARPA), Local Health Department Award
- Enhanced Laboratory Detection (ELC)
- Immunization Supplement COVID-19 Vaccine
- Public Health Workforce Development

**Menasha Senior Center**

**Total Revenues: \$49,170.00**  
**Total Expenditures: \$105,851.00**

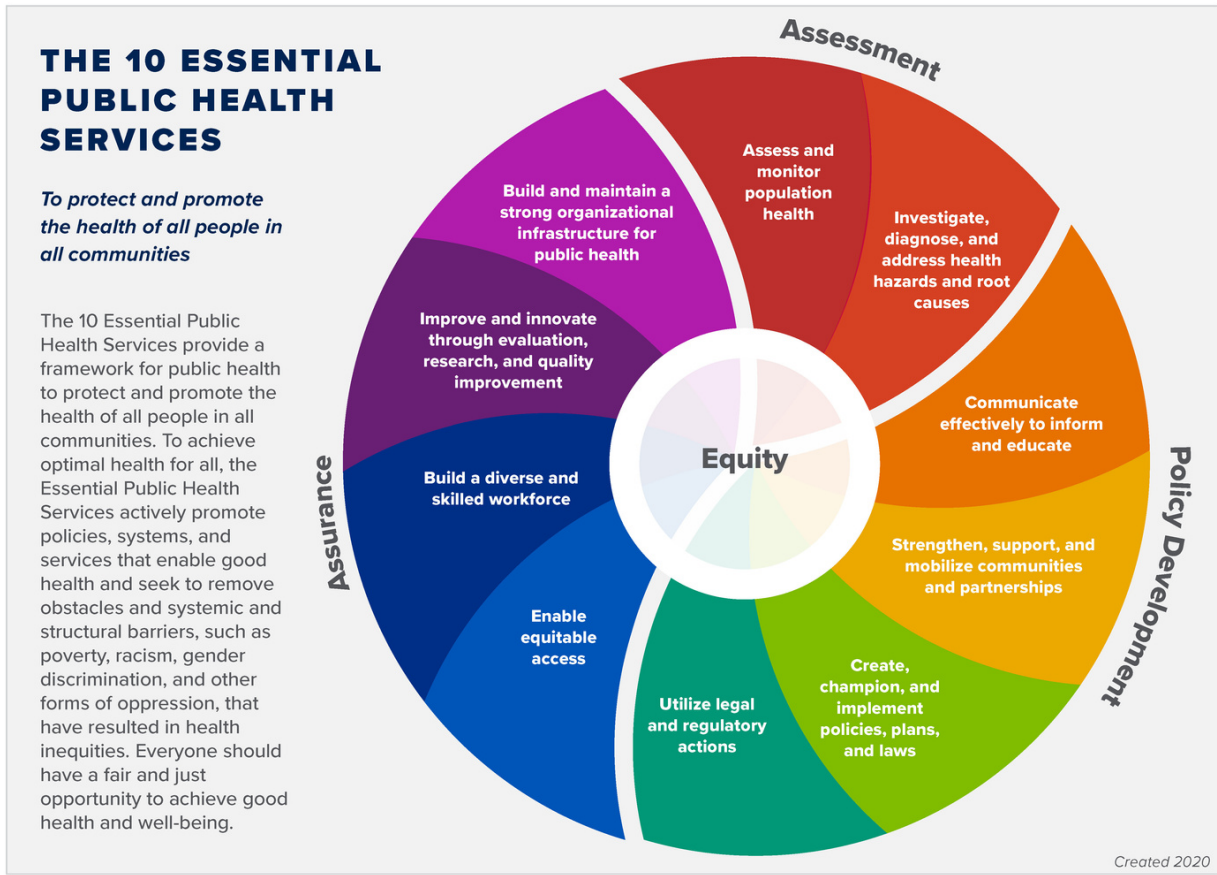
The funding sources for the Senior Center consist of grants, fees for service, program revenues, facility rental fees, donations, and city tax levy monies. Total expenditures for 2022 were \$105,851. The local tax levy provided \$56,681 with the remaining \$49,170 coming from all other sources of funding combined.



The Public Health profession uses models and frameworks that guide the profession to protect and promote the health of the community, and allow people to live their healthiest life. There are 2 main models that the profession uses: The 10 Essential Public Health Services Model and The Foundational Public Health Services. Though they sound similar, there are key differences between the two. One model is a guide for communities in general and the other for local health departments.

**10 ESSENTIAL PUBLIC HEALTH SERVICES MODEL**

This model describes public health activities that *communities* should adopt. This framework was originally released in 1994, and then modified in 2020 to align with current and future public health practices. This model is designed to protect and promote the health of *all people in all communities* centered around equity\*. See the graphic below to learn more about the 10 essential services.



Centers for Disease Control and Prevention. 2020. *10 Essential Public Health Services*. CDC. <https://www.cdc.gov/publichealthgateway/publichealthservices/essentialhealthservices.html>

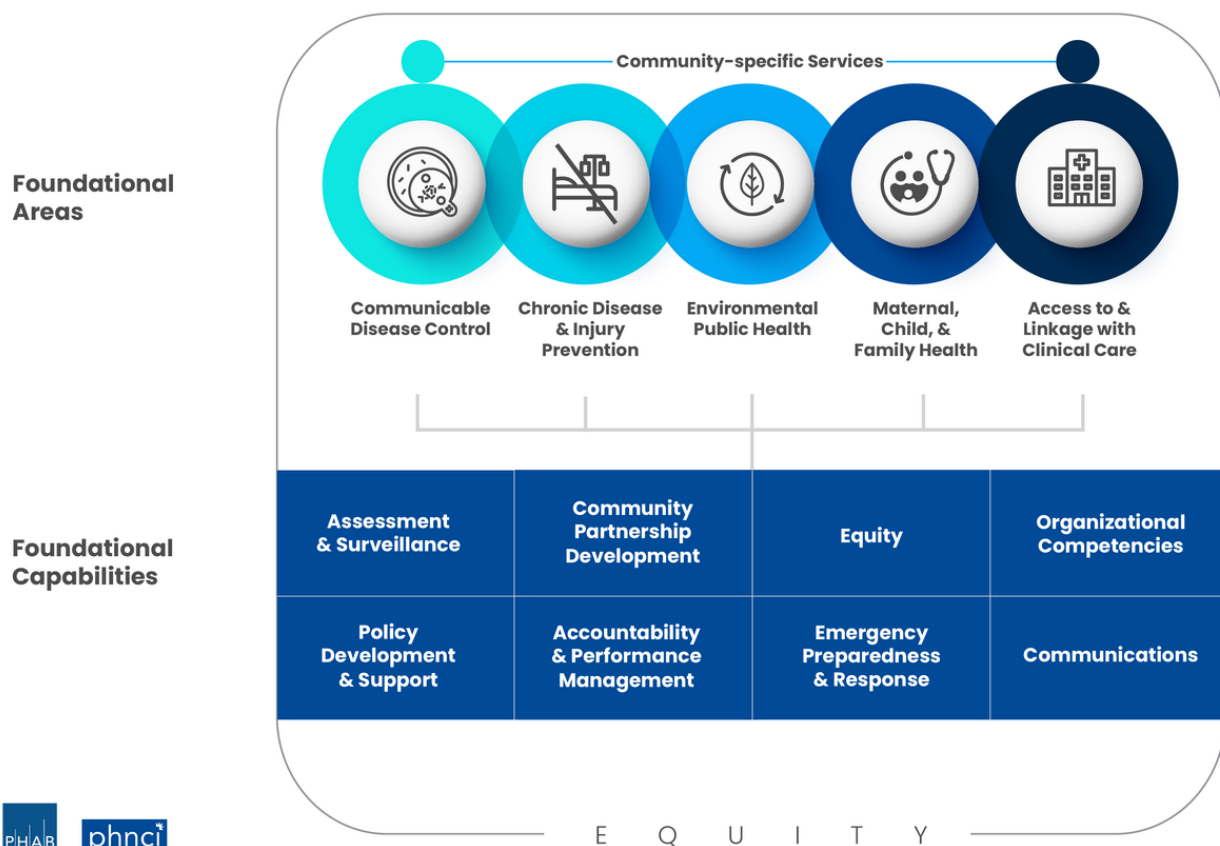
\*Equity: A fair and just opportunity for all to achieve good health and well-being. Factors such as physical, built, social, and policy environments can have a large impact on health outcomes.



**FOUNDATIONAL PUBLIC HEALTH SERVICES FRAMEWORK**

This framework consists of five (5) foundational areas and eight (8) foundational capabilities. The five foundational areas reflect the minimum level of service that should be available in all communities, and are used to guide governmental *public health departments* in their work to improve the health and well-being of the community. The Foundational Public Health Services framework assists health departments in identifying resource and capacity gaps, determining costs associated with foundational service activities, and justification of funding needs. The framework allows for health department flexibility to include additional services to best serve their community.

**Foundational Public Health Services**



February 2022



This 2022 Annual Report is formatted and structured to follow the Foundational Public Health Services Model because of the direct relationship to public health departments. Each foundational area page header is color coordinated to match the graphic above.

## COMMUNICABLE DISEASE

Communicable disease surveillance, disease investigation, contact tracing, public education and outreach, and other infection control measures are required under Wisconsin State Statute requirements.

Health department staff followed up on reported cases of diseases including: foodborne illnesses, respiratory diseases, and sexually transmitted infections (STIs). See the table on the next page for more information about the number of cases. The health educator created posts about communicable diseases and shared to social media.

### COVID-19

The COVID-19 Response Team, along with the Public Health Nurses (PHNs), conducted many phone interviews with residents who tested positive for COVID-19 and their close contacts. On each call, the investigator interviewed the client to: identify the reason for seeking a COVID-19 test and associated symptoms, ask where the exposure most likely occurred, determine underlying conditions, provide follow-up education and homecare tips, and advise when to seek further medical treatment.

The COVID-19 Response Team also returned phone calls with COVID testing inquiries and clinical questions, and assisted individuals with scheduling appointments for a COVID-19 vaccine. Health Department staff worked closely with long-term care facilities, schools, and daycares on infection control and mitigation.

#### 2022 COVID-19 DATA

Total Cases	2,420
Hospitalizations	33
Deaths	5

*Note: Total cases and hospitalizations include lab-confirmed and probable cases. The number of deaths reported is lab-confirmed deaths only.*

### MONKEYPOX OUTBREAK

In mid-2022, there was an outbreak of Monkeypox globally, including the United States. Monkeypox, now known as mpox, is transmitted by close, personal contact with someone who has mpox. The disease is characterized by bumps on the skin, typically on the hands, feet, chest, face, or genital areas. People who develop mpox may also experience: fever, chills, exhaustion, swollen lymph nodes, muscle aches, respiratory symptoms, and headaches. Globally, there have been 85,146 cases with 30,093 of those cases occurring in the United States. Wisconsin saw a total of 84 cases, with one case in Menasha. The Health Department issued a press release about the case which can be viewed [here](#). [Visit the CDC for more information on the mpox outbreak.](#)

**COMMUNICABLE DISEASE REPORTS BY YEAR**

<b>Disease</b>	<b>2022</b>	<b>2021</b>	<b>2020</b>	<b>2019</b>
Babesiosis	1	0	0	1
Campylobacteriosis	4	3	1	5
Carbon Monoxide Poisoning	0	3	0	1
<b>Chlamydia</b>	<b>61</b>	<b>76</b>	<b>73</b>	<b>72</b>
Cryptosporidiosis	3	2	0	1
Cyclosporiasis	1	2	2	0
<b>E. Coli</b>	<b>14</b>	<b>7</b>	<b>5</b>	<b>12</b>
Giardiasis	2	2	0	2
<b>Gonorrhea</b>	<b>8</b>	<b>28</b>	<b>25</b>	<b>19</b>
Hepatitis B	0	2	0	0
<b>Hepatitis C</b>	<b>3</b>	<b>8</b>	<b>3</b>	<b>3</b>
Histoplasmosis	0	1	0	0
<b>Influenza (Hospitalizations)</b>	<b>8</b>	<b>0</b>	<b>7</b>	<b>7</b>
Legionellosis	0	0	2	1
<b>Lyme Disease</b>	<b>11</b>	<b>12</b>	<b>1</b>	<b>7</b>
Mycobacterial Disease (Non TB)	3	3	1	1
<b>Monkeypox</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>
Salmonellosis	3	3	3	4
<b>SARS-CoV-2 (Coronavirus)</b>	<b>2,420</b>	<b>2,097</b>	<b>1,634</b>	<b>0</b>
Streptococcal Disease	3	10	2	4
<b>Syphilis</b>	<b>5</b>	<b>2</b>	<b>2</b>	<b>5</b>
<b>Tuberculosis (LTBI)*</b>	<b>9</b>	<b>4</b>	<b>1</b>	<b>6</b>
Varicella (Chicken Pox)	1	0	2	1
Vibriosis	1	0	0	0
Yersiniosis	1	1	0	0
<b>Year Total</b>	<b>2,560</b>	<b>2,266</b>	<b>1,764</b>	<b>152</b>

*Diseases that are bolded and outlined indicate a notable change (return to normal community levels, increase or decrease) in the chart shown above. For more information on the monkeypox case, refer to page 10.*

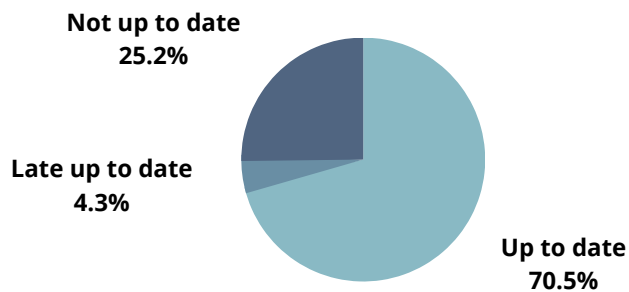
**\*Latent Tuberculosis Infection (LTBI):** LTBI is TB bacteria living in someone's body that doesn't make them sick. People with LTBI have no symptoms and don't feel sick, can **not** spread TB to others, and typically have a positive TB skin test/blood test. If LTBI is left untreated, the person may develop TB disease, although it is uncommon. In some countries, it is an endemic disease, meaning that TB/LTBI is a common disease in an area or community.

## IMMUNIZATIONS

The goal of the immunization program is to ensure babies up to 24 months old are up to date on their recommended vaccinations. The Menasha Health Department holds monthly Vaccines For Children (VFC) clinics to provide childhood vaccines at no cost to children 18 years old and younger. These clinics serve children who are: American Indian/Alaskan Native, underinsured, not insured, or on Medicaid or BadgerCare. The health department can provide all recommended vaccines including: HPV, MMR, DTaP/Tdap, Polio, Hepatitis A, Tetanus, Varicella, and more. In addition to the VFC program, the Menasha Health Department provides annual flu vaccines for both children and adults. Children 18 years and younger receive the annual flu vaccine at no cost, and adults 19 years and older can receive the flu vaccine for \$20.

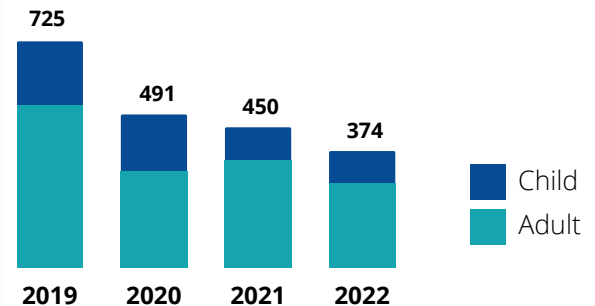
Menasha Health Department's 2022 immunization goal was for 79% of children in the community to have received their recommended childhood vaccines by 24 months of age (benchmark). In 2022, health department staff administered 89 routine childhood vaccines. With the help of other community vaccinators, about 71% of children in the community met the benchmark criteria. Since this was a decrease from 2021, MHD staff is trying new ways to promote childhood vaccinations.

### 2022 Percentage of children who met/did not meet the vaccine benchmark criteria



2022 Benchmark: 79%

### Total number of flu vaccines administered by year

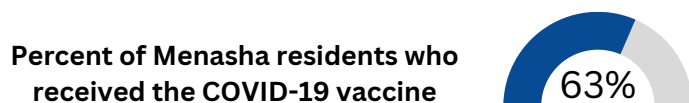


Meghan, PHN is a member of the Northeast Wisconsin Immunization Coalition (NEWIC) where she serves on the board and was elected co-chair in 2022. NEWIC provides the community and vaccine providers with resources, toolkits, and outreach surrounding vaccination.

## COVID-19 VACCINE CLINICS

The Menasha Health Department continued to hold onsite COVID-19 vaccination clinics on a regular basis throughout 2022. In spring, children 6 months to 4 years old became eligible to receive the COVID-19 vaccine. The MHD provided COVID-19 vaccines to all age groups. In total, Menasha Health Department administered 1,071 doses of the vaccine in 2022.

MHD also partnered with various community organizations and groups, in particular the Northeast Wisconsin Multicultural Coalition Inc. (MCI), to provide the COVID-19 vaccine to the community. In addition to the vaccine, community resources were offered to meet the varying needs of the community. Spanish and Hmong language interpreters were onsite to accommodate anyone who requested language assistance.





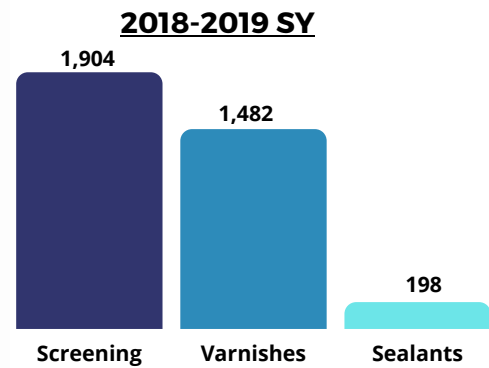
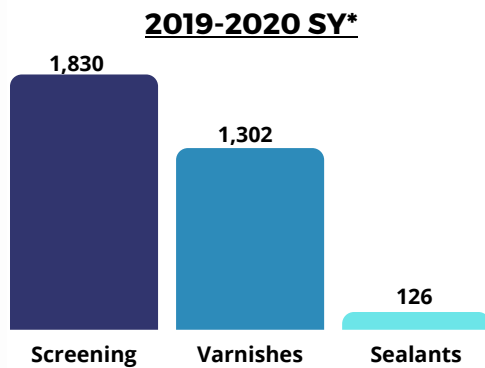
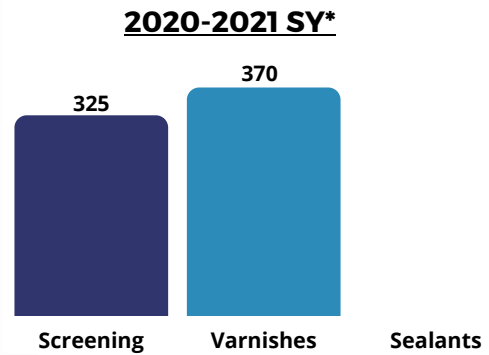
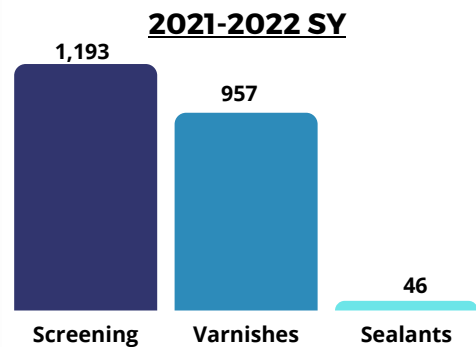
## ORAL HEALTH

The most common chronic disease in children is tooth decay. When plaque builds up on teeth, it produces an acid that decays healthy teeth. This can lead to more issues like holes in teeth, abscesses, or gum disease. Like other chronic diseases, tooth decay is preventable. Menasha Health Department has an oral health program called Menasha Healthy Smiles to help prevent tooth decay, which is led by public health registered dental hygienist, Claire.

Claire provides oral health services to students in the Menasha Joint School District and participants of early childhood education programs in the City. Oral health services include: oral health education in classrooms, screenings, topical fluoride varnishes and dental sealant application. In 2022, 58 classroom presentations were conducted. Claire will conduct patient follow-up and provide referrals for treatment, as needed. This oral health program is funded in part by grants from the United Way-Fox Cities and Seal-A-Smile.

### School-based oral health services provided by school year

*\*Due to the COVID-19, some dental services were limited in 2020 and 2021.*



Oral health classroom presentations.  
*Images Source: Menasha Parks & Recreation*



### EMPLOYEE SAFETY

The health department oversees the City Employee Safety budget and houses the Employee Safety Coordinator, Todd. In collaboration with the Human Resources department, Todd coordinates mandatory safety training, annual hearing screening, conducts respiratory fit testing, maintains the Hazard Communication Program, and investigates all reported employee injuries. Additionally, the Employee Safety Coordinator conducts regular safety committee meetings with City Hall, Library, Public Works, and Menasha Police Department staff. The Menasha Health Department receives grant money through Cities and Villages Mutual Insurance Company (CVMIC) for purchasing employee-safety related items.

#### 2022 Employee Safety Accomplishments

- held 9 safety meetings
- held 7 trainings on various safety topics
- conducted 16 injury investigations
- conducted 62 hearing screenings
- conducted 49 respiratory fit tests
- conducted 12 safety trainings for new and existing employees

#### Safety Training Topics:

- Bloodborne pathogens
- Active threat
- CPR/First aid
- Floor coordinator training
- Emergency evacuations
- Slips, trips, falls
- Confined space
- Forklift safety
- Work zone safety
- Hazard communication
- Trench/evacuation training

#### EVACUATION PLAN



The Emergency Operations and Evacuation Plan (EOEP) was reviewed, revised, and implemented in early 2022. This plan includes detailed evacuation procedures, contact information, how to evacuate the work building safely, and relocation points for staff.

#### HAZARD



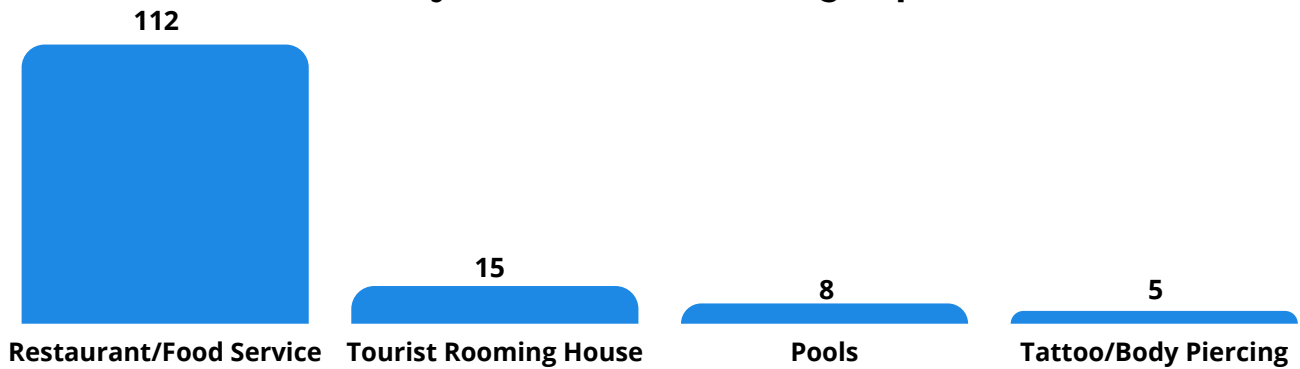
The Safety Data Sheet (SDS) database was reviewed and revised in 2022. This database contains an SDS for all chemicals and products used by City employees. An SDS contains directions and instruction on how to properly handle, use, and dispose of chemicals to avoid injury.



## ENVIRONMENTAL HEALTH

The Environmental Health Program is responsible for conducting inspections for food safety and recreational licenses (retail food, swimming pools, tourist rooming houses), manufactured home parks, and body art establishments. These inspections are conducted by Todd, the Registered Sanitarian. Environmental Health is also responsible for: investigating human health hazard complaints; conducting lead risk assessments; providing radon measurement and mitigation consultation; conducting indoor air quality investigations; and consultation on asbestos, contaminated soil and water, odors, and fugitive dust concerns. The Registered Sanitarian oversees the City of Menasha rabies control program in cooperation with the City of Menasha Police Department.

### Food safety & recreational licensing inspections\*



\*Inspections include: pre-inspections, annual inspections, follow-up inspections, complaint investigations. All restaurants in Wisconsin are subject to one annual, routine inspection, which can occur at anytime at the discretion of the Registered Sanitarian. All restaurant inspection reports in Wisconsin are available for public access.

[Click here to view all restaurant inspection reports.](#)

### New in 2022

- 6 Tourist Rooming Houses → A TRH is a home that can be rented through an app service
- 2 Food Establishments → Licensing occurs when there is a new establishment or name

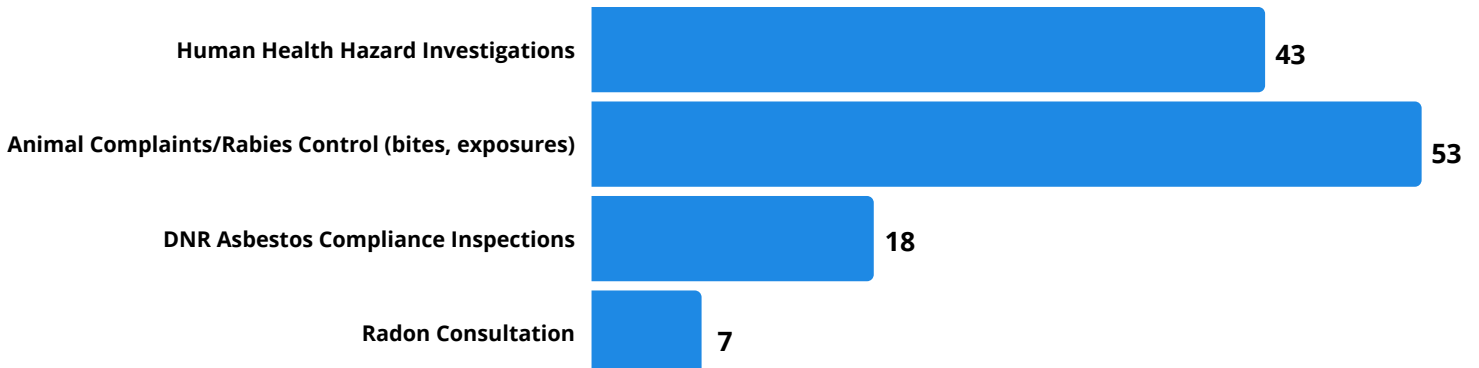
**Todd serves as an agent for the following state agencies:**

- Department of Agriculture
- Department of Safety and Professional Services
- Department of Natural Resources
- Department of Administration

For more information about our environmental health program, visit our [website](#).



### Additional environmental health activities in 2022



### POOL/BEACH MONITORING

During the summer, the community pool (Jefferson) and municipal beach (Brighton) are open for public use. Water samples were collected from the community pool to be tested for coliform bacteria, which indicates potential presence of E.coli. E.coli can be harmful if it's ingested during recreational use. Testing the water regularly ensures that the water is safe for community use. All water samples collected were within normal range, and deemed safe for swimming.

Brighton Municipal beach, located on Lake Winnebago near Heckrodt Nature Preserve, is a common place people swim and bring their pets in the summer.

**Most Probable Number (MPN)** is the standard measurement unit that is used to indicate levels of E.coli in beach water samples; levels should not exceed 235 MPN. If water samples collected from beaches exceed 235 MPN, a water quality advisory sign will be posted to caution beach-goers of the risk of illness associated with higher levels of E.coli



The water advisory was posted in mid-August due to a high MPN water sample result.

### WEIGHTS & MEASURES

Todd, Sealer of Weights and Measures, enforces Wisconsin Law related to the accuracy of weighing and measuring devices used in commerce. Devices inspected or tested include: gas pumps, scales, pricing systems, timing devices, and linear measures (items that are sold by the foot or yard). A portion of the program also audits pre-packaged products to ensure accurate weight declaration and labeling. The Sealer investigates all complaints related to weighing and measuring devices, including credit card skimming complaints. A total of 188 devices were tested in 2022 to ensure they are within tolerance of Wisconsin law and National Institute of Standards and Testing (NIST) standards, which is a branch from the US Department of Commerce.







## MATERNAL & CHILD HEALTH

The Maternal and Child Health (MCH) grant program focuses on promoting breastfeeding in Menasha. Breastmilk has many benefits for the mother, child, and community. Breastmilk provides nutrients and antibodies to the baby, which can lower a child's risk of asthma, ear infections, diabetes, and obesity. Breastfeeding can also lower a woman's risk of breast cancer, ovarian cancer, osteoporosis, and heart disease. There is also no waste from packaging, preparation, or leftovers.

The Menasha Health Department works with workplaces and childcare centers to become Breastfeeding Friendly, and to maintain that designation. The goal of breastfeeding friendly workplaces and childcare centers is to promote private and inclusive places for milk expression. The designation process involves gaining support for the initiative, creating breastfeeding policies, and furnishing a private and clean lactation space. Other jurisdictions in the region also work on this initiative. Staff members from these health departments and others in the community collaborate and promote this work through the Breastfeeding Alliance of Northeast Wisconsin (BFAN). Staff attended bi-monthly BFAN meetings to promote breastfeeding initiatives in the region.

**State Statute 253.165: Right to Breastfeed**

*"A mother may breast-feed her child in any public or private location where the mother and child are otherwise authorized to be. In such a location, no person may prohibit a mother from breast-feeding her child, direct a mother to move to a different location to breast-feed her child, direct a mother to cover her child or breast while breast-feeding, or otherwise restrict a mother from breast-feeding her child as provided in this section."*



1 childcare site was re-designated as breastfeeding friendly



3 breastfeeding-related consults were provided in 2022



30 car seat fittings were conducted by Linda, PHN

In addition to the MCH grant program, the Menasha Health Department provides a number of other services and programs to promote the health and safety of babies, children, and moms. Public health nurses provide home visits for new moms to ensure they have the support they need, and to check in on their baby. This can be at the request of the family or their healthcare provider. Kortney, PHN, completed a Certified Lactation Counselor (CLC) course in 2022. She provides lactation support to moms and babies in the City.

### LEAD FOLLOW-UPS

Home visits and other follow-ups are also conducted for families whose children have elevated blood lead levels. Elevated blood lead levels can have negative health impacts on developing children, including affects on: growth and development, hearing and speech, and learning and behavior. Not all children present symptoms of lead poisoning, so it is important for those children who may have been exposed to get tested by a healthcare provider. Most exposures occur in the environment, especially in older homes and buildings. Older homes are more likely to have lead paint or pipes. For more information on the health effects of lead, visit [this website](#).

**107** Letters sent to new parents with information related to water lines and lead

**2** Lead related home visits were conducted

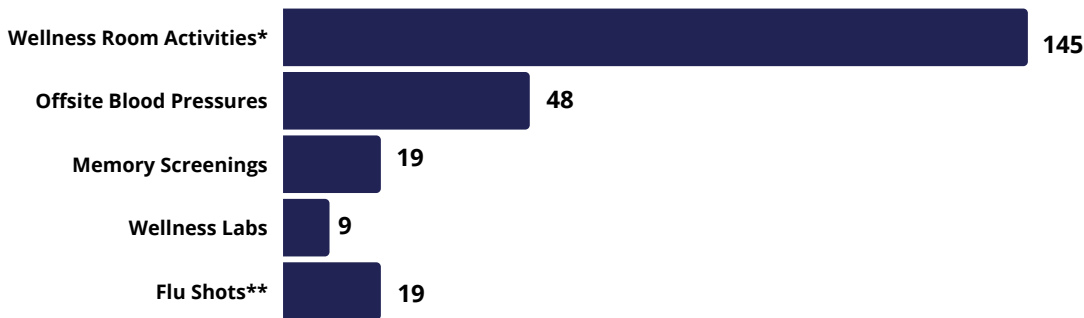


## OLDER ADULTS

The Menasha Health Department provides low cost, accessible health services to older adults through its Health Screening 60+ grant, overseen by Meghan, PHN. During 2022, Meghan saw 535 clients for wellness programming and health screenings. That's a 264% increase from 2021! In July, the Menasha Senior Center (MSC) and health department partnered with ThedaCare to provide wellness screenings for older adults, which include blood-glucose, lipid, A1C levels, and more at a reduced cost.

Through the wellness programs offered by Meghan and the MSC, participants have opportunities to pursue improved health, strengthen economic security, enhance well-being, and increase societal participation. A variety of programs are offered at different times throughout the year, depending on the season. Memory Café and Lunch & Learns are offered throughout the year, and Tai Chi and Walking Club are popular during the warmer months. In 2022, City employees joined Walking Club participants to talk about their departments about what staff do on a day-to-day basis.

### Health Services Attended

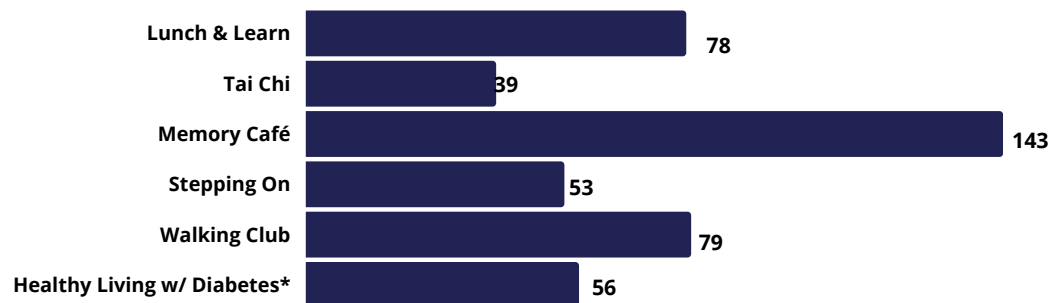


View the Menasha Senior Center 2022 Annual Report [here](#).

\*Wellness Room activities include: blood pressure & weight checks, health assessment & questions, screenings (memory, depression, anxiety, alcohol misuse)

\*\*MSC and MHD partnered with Hometown Pharmacy of Neenah to provide high-dose flu shots for older adults.

### Wellness Programs Attended



\*Healthy Living with Diabetes offered in partnership with Winnebago County Health Department.



Mayor Merkes joined walking club participants to walk around the community and Loop the Lake!





# MENASHA COMMUNITY ADDICTION ASSISTANCE PROGRAM (MCAAP)

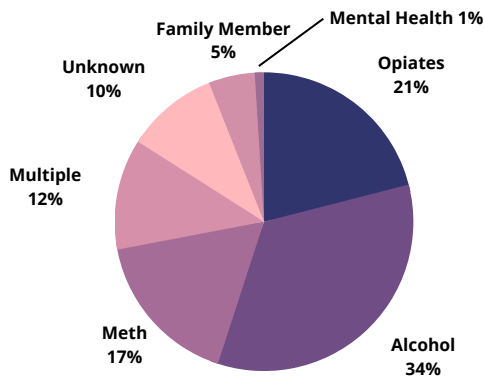
The opioid epidemic was declared a public health crisis in 2017 due to the growing number of opioid-related deaths across the United States. Menasha also saw a rise in the number of opioid and other substance-related deaths in our community which generated the idea of creating a substance abuse program in the city, and led to the development of the Menasha Community Addiction Assistance Program (MCAAP).

This program was formally established in 2018 utilizing a CDC grant distributed by the Wisconsin Department of Health Services (WI DHS). MCAAP is a collaboration between Unity Recovery Services and the City of Menasha. MCAAP assists individuals and families who are affected by substance use disorders by linking residents to resources in the community and to support from the PRISM Team. The PRISM Team stands for Peer-Based Response, Information, Support, and Maintenance and is comprised of certified recovery coaches and peer-support specialists. These team members also have recovery experiences of their own.

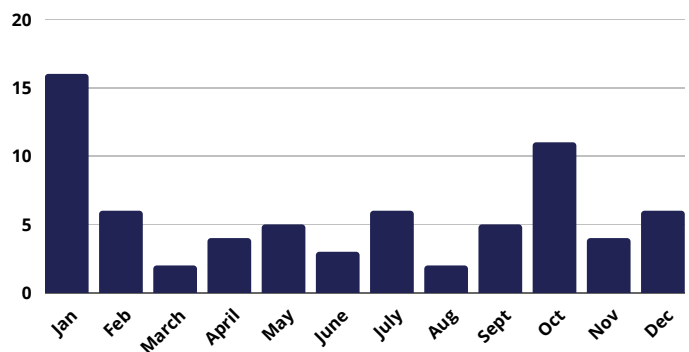
The City of Menasha Police Department and Neenah-Menasha Fire Rescue are strong partners in this work as they are on the front lines of responding to overdoses and related calls. In 2022, staff attended bi-weekly MCAAP team meetings to review individuals referred to the program and attended virtual monthly core team meetings to review progress toward program goals and activities. Linda, PHN, also participated in the Winnebago County Overdose Fatality Review Team meetings to support this work. Program staff also collaborated with other jurisdictions who are using MCAAP as a model to create their own addiction assistance program.

**Percent of referrals by referral type, since 2019**

Total number of referrals: 193



**Number of referrals to MCAAP in 2022, by month**



Dial 988 if you or a loved one is considering suicide. This free, 24/7 confidential support is for anyone in distress or experiencing a crisis. This hotline can connect you to resources.



If you or someone you know is struggling with substance use challenges, call the PRISM Team Hotline (920) 345-7746 for 24-hour support.



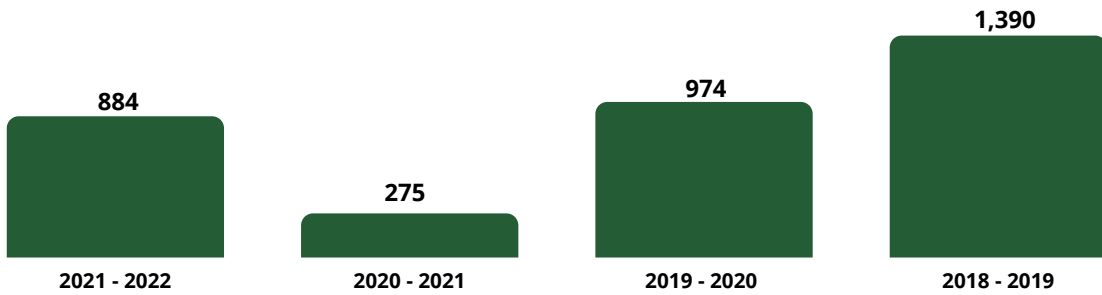
## SCHOOL HEALTH

The Menasha Joint School District (MJSD) contracts with the Menasha Health Department for school nursing services. The four public health/school nurses are responsible for:

- developing individual health plans for students with medical needs
- providing individual health conferences with students and staff
- monitoring illnesses in the school setting
- referring parents to appropriate resources in the community
- providing classroom education on health topics
- educating and training staff on emergency medications
- assisting in development of 504/Individual Education Plans (IEPs)
- CPR training for school district staff
- conducting referrals for vision and hearing
- immunization compliance
- member of CESA 6 nurse collaboration

### School health-office visits by year

*Due to the COVID-19 pandemic, school nurse encounters were significantly lower.*



**31** IEP/504s were attended

**105** MJSD employees were trained in CPR/First Aid

**1510** vision screenings conducted

**860** hearing screenings conducted

## SCHOOL HEALTH AIDES

Five school health aides provide health related services for school-aged students in the MJSD. They primarily work during lunch hours distributing medications and providing other health services to students. Due to the ongoing pandemic, health aides continued to assist with COVID-19 response efforts in the schools, including testing and contact tracing, in addition to their typical duties.



## **PUBLIC HEALTH EMERGENCY PREPAREDNESS**

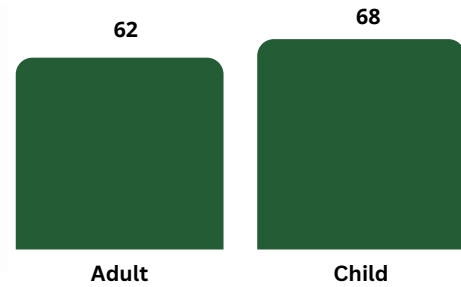
As part of its public health emergency preparedness program, the Menasha Health Department employs a Public Health Emergency Preparedness (PHEP) Coordinator, Claire, who is also the public health educator. The PHEP coordinator supports the department in maintaining public health emergency plans as well as the capacity to respond to public health emergencies. Emergencies the health department would be involved in responding to include: communicable disease outbreaks, radiologic or chemical emergencies, natural disasters, bioterrorism, and pandemics.

MHD is a member of the Region 6 Fox Valley Healthcare Emergency Response Coalition (FVHERC), which consists of public health, healthcare, emergency management, long-term care, and other community partners. In 2022, these partners came together for regular meetings to share information throughout the COVID-19 pandemic response and other preparedness related activities and planning.

The Menasha Health Department is also a part of the Northeast Wisconsin Public Health Preparedness Program (NEW PHPP). The NEW PHPP is led by a staff member from the City of Appleton Health Department who assists members of the consortium with Incident Command System trainings, drills, and other emergency preparedness related activities.

Staff attended the 2022 National Association of County and City Health Officials (NACCHO) Preparedness Summit in Atlanta, GA in April to learn about other preparedness efforts across the nation.

### **Mass flu vaccine clinic: number of vaccines provided**



On October 6, the Menasha Health Department held the annual mass flu vaccine clinic for the community, run as an emergency preparedness drill.

## **DIGITAL PRESENCE**

The Menasha Health Department posts on Facebook about a wide array of topics, including: environmental health, food safety, communicable disease, emergency preparedness, vaccinations, COVID-19 updates, weather preparedness, and more. Claire, PHE, continuously updated the Menasha Health Department website, to provide the most accurate health-related information and services the health department offers.

### **2022 Menasha Health Department Facebook Statistics**

-  1,896 page visits
-  13,222 people reached
-  49 new likes





## STUDENT OPPORTUNITIES & QUALITY IMPROVEMENT

MHD was a placement site for University of Wisconsin-Oshkosh (UWO) Bachelor of Science in Nursing students and UW-Green Bay ADN to BSN students. UWO students assisted with influenza vaccine clinics, conducted classroom presentations at MJSJ schools, and helped the nurses in other school-nursing and public health nursing-related duties. As their class project, they hosted a harm-reduction event at the Menasha Library in light of the opioid epidemic increasing opioid-related deaths.

In the Summer of 2022, the Menasha Health Department hired a Public Health Intern, Olivia, a student at University of Wisconsin at La Crosse. Olivia assisted Claire, PHE in performance management activities. She created a data dashboard for staff members to report their program numbers, results, and other accomplishments. This dashboard will help the department in quality improvement efforts by keeping strategies that are working, and making adjustments where areas of improvement are identified.

The Menasha Health Department is a pilot partner in the Results Based Accountability (RBA) pilot program with the Wisconsin Department of Health Services and other health departments in the state. The RBA framework is a methodical way of thinking, whose purpose is to improve the health and well-being in communities. It can be used to improve programs, projects, agencies or other service systems. In 2022, the health department completed Year 3 of the pilot project and will participate in Year 4. Claire, PHE, became professionally certified in the RBA framework in the first quarter of 2022. The Health Department plans to use the RBA framework to improve the quality of our programs to best serve our community.

**We look forward to serving our community in 2023!**



Jefferson Park, Menasha.  
*Image Credit: Jesse Smith*

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intentionally left blank.**

# ANNUAL REPORT

2022



Accelerate.  
Impact.



# Welcome

Greetings to all of the Menasha Senior Center (MSC) stakeholders. As I paused to reflect on the year MSC has had, the word accelerate seems to stand out. We are energized by having completed our first full year of no pandemic disruptions since the operational transition. This routine has allowed the MSC staff to work diligently to accelerate the creation of partnerships and opportunities for our participants to partake in with the MSC.

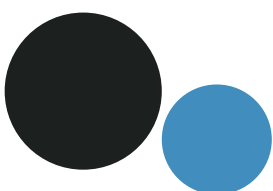


Chloe Hansen-Dunn  
Recreation/Senior Services  
Manager

The Senior Center continues to strive to live out its values of opportunity, friendship, health, and learning through the programming that we offer. As you will see within this report, our hard work to advance offerings has also accelerated our metrics. These numbers don't portray our impact and benefit to our community to the full extent. So we welcome you to stop by to gain an understanding of the community and friendships that we have a role in fostering. I couldn't be more proud of the work that our staff continues put into living out the MSC mission!

## Weekly Snapshot

Monday	Tuesday	Wednesday	Thursday	Friday
<ul style="list-style-type: none"> <li>• Indoor Walking</li> <li>• Strength, Stretch, Balance</li> <li>• Shuffleboard</li> <li>• Sheepshead</li> <li>• Mahjong</li> </ul>	<ul style="list-style-type: none"> <li>• Indoor Walking</li> <li>• Strong Bodies</li> <li>• Chair Yoga</li> <li>• Special Event</li> <li>• Blood Pressure</li> <li>• Salt</li> </ul>	<ul style="list-style-type: none"> <li>• Line Dancing</li> <li>• Penny Ante Poker</li> <li>• Shuffleboard</li> <li>• Dominoes</li> <li>• Card Class</li> <li>• Memory Screening</li> </ul>	<ul style="list-style-type: none"> <li>• Line Dancing</li> <li>• Breakfast for Your Brain</li> <li>• Strong Bodies</li> <li>• Chair Yoga</li> <li>• Cribbage</li> <li>• Hand &amp; Foot</li> </ul>	<ul style="list-style-type: none"> <li>• Tai Chi</li> <li>• Mah Jong</li> <li>• Quilting</li> <li>• Needle Art</li> <li>• Bingo</li> <li>• Square Dancing</li> <li>• Lunch and Learn</li> </ul>



# Mission, Vision, Values

## MSC Mission

*The Menasha Senior Center works to maintain and enhance the quality of life of older adults by providing educational, recreational, social, and wellness programs and to meet the needs as requested by the community.*

## MSC Vision

Flexible opportunities for all to participate in healthy activities, services, and friendships.

## MSC Values

**Health**

**Opportunities**

**Learning**

**Friendship**



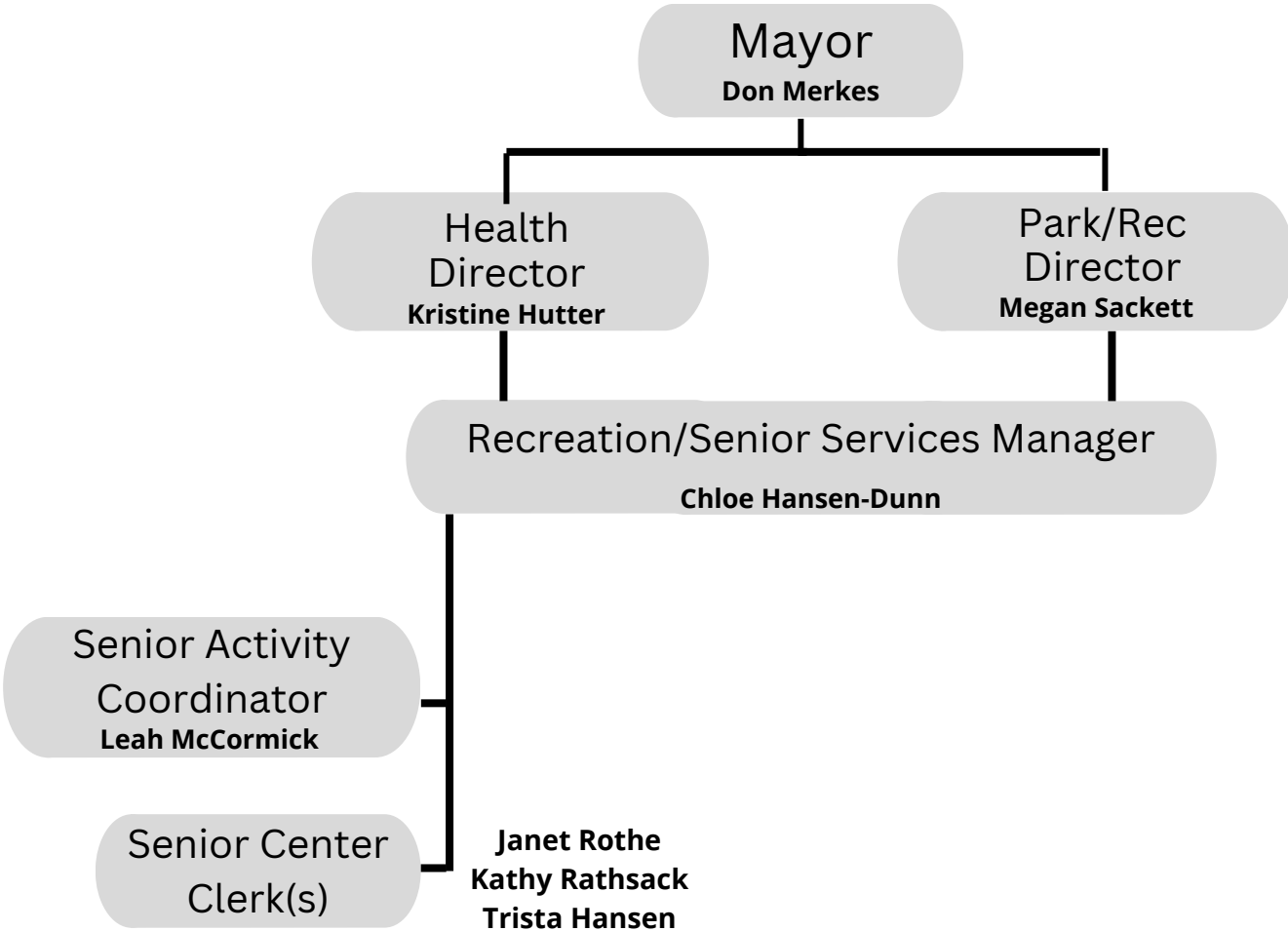
## Committee On Aging

The Committee on Aging is the Mayor-appointed committee tasked with the clearinghouse for all senior citizen groups requesting aid of any type from the City of Menasha. They also act as the mechanism through which the voices of senior citizens can be heard on any and all issues.



## Our Staff

We are a bit biased but we believe we have one of the best teams around.





# 2022 Highlights at a Glance

We **doubled** the number of volunteers.

- We had 29 unduplicated volunteers gift us over 210 hours throughout the year.

Began **bus trips**, visiting Door County in October and Fireside Theater in December.

- We made \$1,929 in revenue in October with 47 people on the trip.

Expanded on **our partnership with the YMCA** by providing 1:1 Technology Assistance.

Supported the **health and wellness of our participants** through memory care screenings, vaccinations, and blood pressure checks.

Welcomed an average of 181 **unique visitors** to the Center each month.

- Monthly high was in August with 213 visitors.

Provided an average of 706 **services** each month to those who visited our Center.

Offered 27 **new opportunities** for our participants to enjoy.

Staff attended 37 hours of training and **continued education**.

Increased **new likes** on Facebook by 40%.



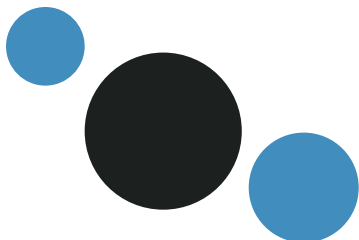
We offer a number of social opportunities each month from bingo to our special events.



We offer a variety of crafting opportunities for our participants from Needle Art to seasonal crafts.



We are grateful for our fantastic partnerships with City Departments and outside agencies.



# Accelerate Health

We are grateful to benefit from the Menasha Health Department with the services of Public Health Nurse, Meghan Pauly who coordinates the 60+ Grant program.

# 344

NUMBER OF  
PEOPLE SERVED

# 502

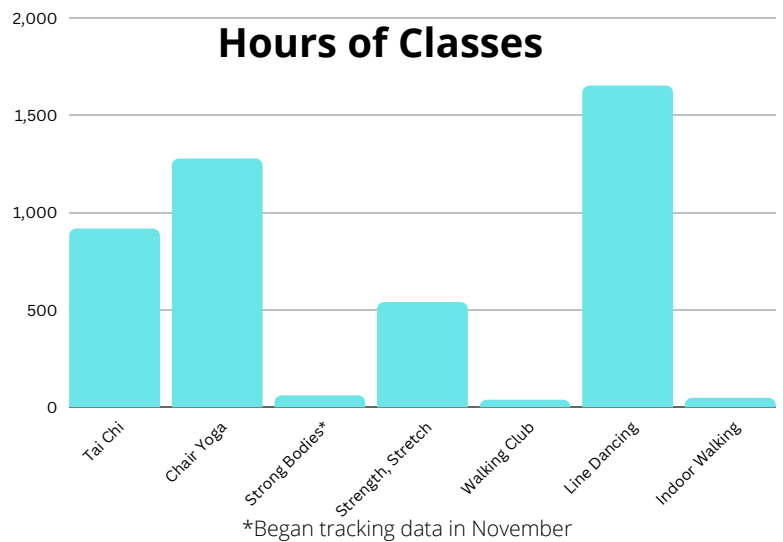
SERVICES PROVIDED

Services Provided:

- Wellness Room
- Blood Pressure Checks
- Walking Club
- Tai Chi
- Stepping On
- Healthy Living with Diabetes
- Coordinating Health Screenings
- Coordinating Lunch and Learn

## Exercise Classes

Physical activity is a large part of a healthy life. We provide a number of opportunities for our participants to continue building their strength, balance, and flexibility through the following options which are instructed by partners and volunteers.



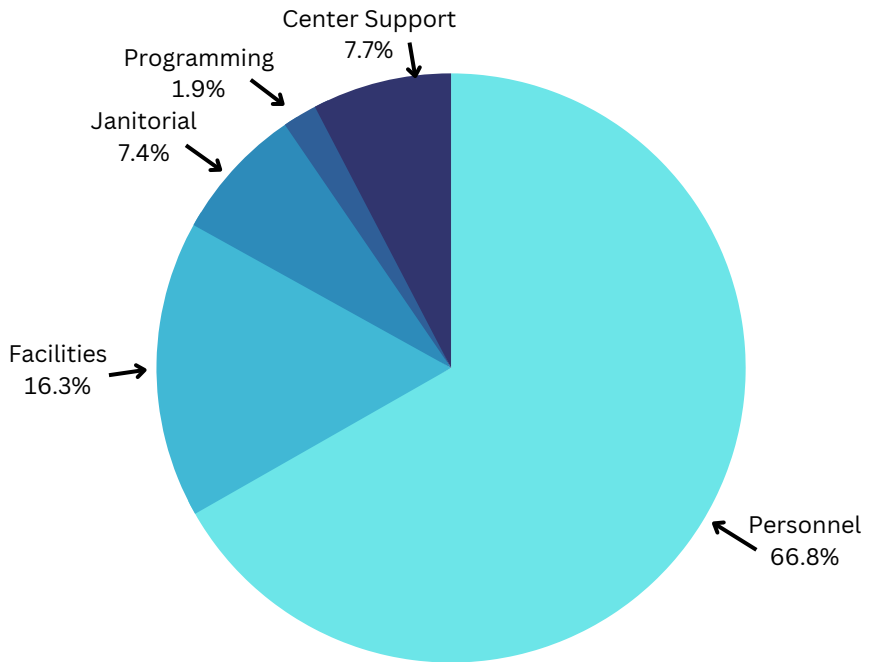
## Social Opportunities

If the past three years has taught us anything, it's the importance of social connection. We offer varying card games, hobby groups, a chance to eat lunch together, and opportunities to learn together weekly. Our monthly socials are looked forward to as a way to enjoy festivities without the need to host.



# Accelerate Finance

## Operational Budget: \$105,851



Living out our value of fostering friendships at Spring Fling.



Senior Center Clerk Janet makes a great grill-master.



Christmas in July had games and frozen hot cocoa!

The budget allowed us to improve **safety and comfort** in the building by replacing a poorly insulated door and adding handrails in the bathroom stalls.

We were able to improve **efficiency** through replacement computers and WiFi for both staff and participant use.

Expand our **outreach** through increased newsletter distribution and agency membership.

Offered unique **opportunities** for our participants to enjoy art classes, social events, and bus trips which all required start up supplies and materials.

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Personnel includes: Wages for Activity Coordinator, Clerks, salary for Senior Services Manager (split position with Parks and Recreation), and benefits.

Janitorial includes: paper products and supplies, contracted janitor service.

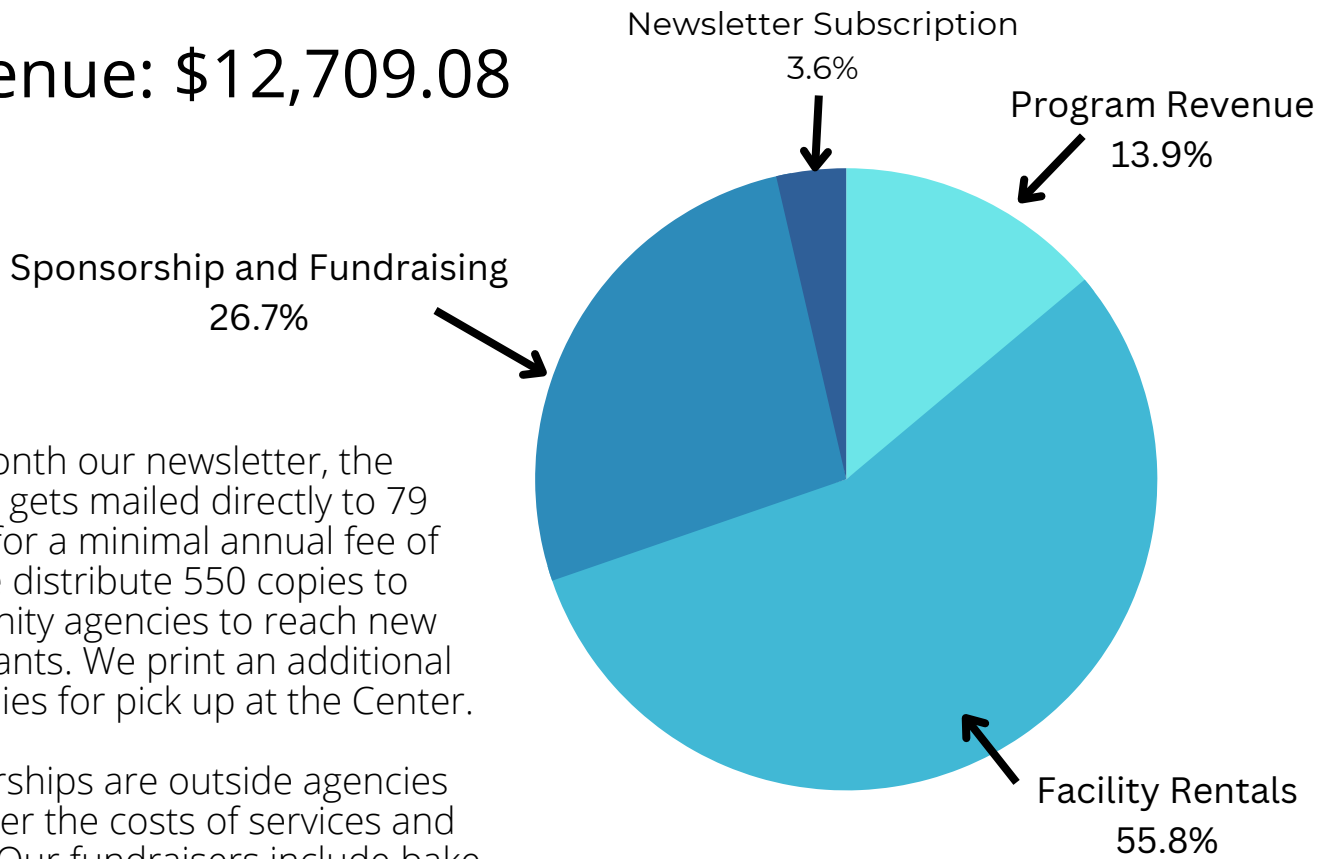
Facilities includes: utilities, facility maintenance, building repair, City fleet use.

Programming includes: activity supplies.

Center Support includes: agency memberships, conferences, office supplies, postage, information and technology costs.

# Accelerate Support

Revenue: \$12,709.08



Each month our newsletter, the Chatter, gets mailed directly to 79 homes for a minimal annual fee of \$10. We distribute 550 copies to community agencies to reach new participants. We print an additional 200 copies for pick up at the Center.

Sponsorships are outside agencies that cover the costs of services and events. Our fundraisers include bake sales during elections and food offerings during Main Street events.

Program Revenue is collected when participants pay for programs with an attached cost.

We average 1.75 paid rentals each weekend. We have half day and full day rental opportunities and an option to use our kitchen.



Listening to the presentation during the Winery Tour on the Door County bus trip.



The cribbage tournament brought lots of faces to a favorite game.



The stone steppers made by participants have spruced up the on-site gardens!



# Accelerate Impact



We enjoy getting in to the spirit of the seasons.

*"The Menasha Senior Center provides a place for me to go for social activities. I like the variety and the addition of new opportunities all the time. Especially the BBQs!" - Dan Kelpinski*



Indoor Walking Club keeps our participants active in Wisconsin's winter.

*"We really enjoy coming to the Senior Center. There are really good people here, and we always have fun." - Mary and Daryl Kingsley*



Tri-Shaw rides provided a new view of scenic Menasha.

*"I don't know what I'd do without the Senior Center. I'm here everyday. There are tons of options for activities, and the Center is always adding more. I have made new friends and have only found people to be welcoming to newcomers." - Suzanne Wall*



The Senior Center had a small but mighty showing at the Festival of Lights during Community Fest.



# Because of You

Our work would not be possible without the following people, agencies, and committees.

## Partners

Our programs are supported by the following agencies. We're grateful for their donation of time, talent, and goods.

- ADVOCAP
- Wellness Plus
- Wisconsin Bike Federation
- Home Instead
- YMCA
- Winnebago ADRC
- Fox Valley Squares
- Edward Jones
- American Grand
- City of Menasha Departments
- MJSD & other area schools

## Our Volunteers

We have been honored to have so many wonderful people share their ideas, skills, and time with us. Volunteers bring art and crafting classes, financial education, fundraisers, special event support, and office support. Thank you!

## Our Participants

We wouldn't be able to claim to have the best jobs ever if it weren't for you. Thank you for choosing us to be a part of your life! We look forward to another fantastic year together!

**94**

VOLUNTEERS  
(DUPLICATED)

**210.25**

HOURS VOLUNTEERED BY  
OUR VOLUNTEERS\*

**1,286**

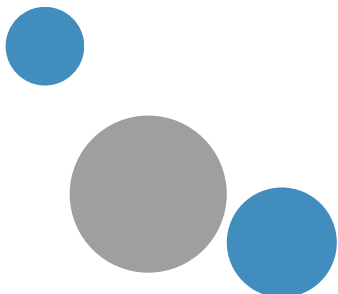
NUMBER OF PARTICIPANTS

**34%**

MENASHA RESIDENTS

## \*Volunteer Spotlight

Donna Landers is a gift to our Center. She has offered to lend us her experience of coordinating bus trips. The hours that she puts in to plan, market, and the administrative pieces are all untracked. Please make sure to thank her when you see her!



MARCH  
April

# The Chatter

Menasha Senior Center Newsletter - March/April 2023

**Happy  
St. Patrick's  
Day!**

## Feeling lucky?

Wear your green and join us for St. Patty's day! Try your hand at searching for the leprechauns hidden around the Center. And enjoy some sweet St. Patty's Day treats.

**Test your luck with St. Patty's Bingo!**  
Bingo starts at 11:00.

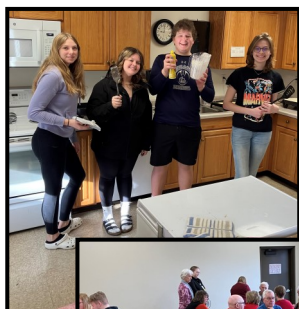
When: March 17, 10:30am - 1:00pm  
Fee: None

## Is spring in the air? I sure hope so ...

As we move into spring, we have dreams of gardening, children playing in puddles, the first softball game of the season, flowers popping up and long leisurely walks. And, of course, our Center bus trips that will get you out and about! They are a great opportunity to meet new people, learn new things and just plain have fun. More information is available about our trips on the back page and at the Center.

Sincerely,  
Chloe Hansen-Dunn, Recreation/Senior Service Manager

## Staying warm with inviting activities at the Center.



A Valentine's Day social featured a pancake breakfast served up by Menasha High School volunteers, basket raffle and games.



A Puzzle Contest challenged the minds of individual teams! Prizes were awarded for the fastest teams and a whole lot of fun took place.



Menasha 116 Main St., Menasha WI 54952

## Values: OPPORTUNITIES, FRIENDSHIPS, HEALTH and LEARNING

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

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

### Senior Center Staff



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



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



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

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

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

Hours: Monday, Wednesday, Thursday

8:00am - 4:00pm

Tuesday, Friday

8:00 - 1:00pm

## Thank you

*to Home Instead  
for the beautiful  
Valentine's Day basket  
that was raffled off at our  
Valentine's Day Party!  
Winner: Bea*



### Dial-A-Ride

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

### Committee on Aging

The Menasha Committee on Aging acts as the mechanism through which the voices of older adults can be heard on issues. The committee meets once a month on the second Friday at 1:30pm at the Menasha City Center. Anyone is welcome!

If you have an interest in becoming a committee member, please request an application at the Menasha Health Department or the Senior Center or give us a call at 920-967-3530.

### Meals from ADVOCAP

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



Center programs are canceled on

**Tuesday, April 4**

due to elections



Center is open as a polling site for Districts 1 & 2.

Thank you to all those who donated and volunteered for the February election's bake sale!

During the election, we will be holding a bake sale at the Center!

If you would like to donate baked goods, please sign up at the front desk and drop off the items by April 3, 4:00pm. If you would like make a cash donation, we will gladly pick up baked goods for you!

If you would like to volunteer, call 920-967-3530.



Center will be closed for maintenance



**Thursday, March 2**  
**12:00pm - 4:00pm**

Cribbage and Hand & Foot  
are still taking place.

**Friday, March 3 - full day**

# Creative folks, we've got you covered!

## Stepping Stones

When: March 30  
1:00pm - 3:00pm

Fee: \$4.00  
Max participants: 15  
Register by: March 23

We are starting to think of spring here at the Center. Join in on creating a stepping stone. All materials provided. You are welcome to bring in any gems or beads to personalize your piece.



## Card Creations

Make a special card for someone. It's a great chance to create a cute card and be social with other makers.

When: March 7  
11:00am - 1:00pm

Fee: None  
Max participants: 10  
Register by: March 1



When: April 5  
11:00am - 1:00pm

Fee: None  
Max participants: 10  
Register by: March 29



## Aromatherapy - Make and Take

When: April 11  
12:00pm - 1:00pm

Fee: \$2.00  
Register by: April 4

Make a few samples of sugar scrub of your liking for easy aromatherapy and rid of dry skin.

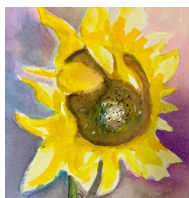


## Watercolor Class

When: Tuesdays, April 18-May 2  
1:00pm - 3:00pm

Fee: \$10.00  
Max participants: 12  
Register by: April 11

This class will be taught by Anne Anderson, a local Menasha artist and former elementary school art teacher.

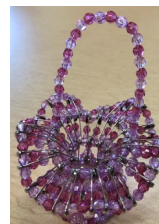


## Beaded Basket

When: March 28  
March 29 as needed  
10:00am - 1:00pm

Fee: \$10.00  
Register by: March 17

Join our wonderful volunteer in the creation of a beautiful beaded basket. This beautiful basket is made from beads and safety pins and would make a great gift for someone special.



## Story Telling for Women

When: Thursdays, April 13 - May 4  
10:00am - 11:00am

Fee: None

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

*Portions of these sessions may be recorded for later broadcast. More details during the session.*



## Bingo

Brought to you by:

When: March 17, 31  
April 14, 28  
11:00am - 12:30pm



Thanks to American Grand Assisted Living, we can continue Bingo at the Center! If you haven't attended yet, stop in and give it a try!

Bingo is good for building social connections, increasing hand-eye coordination, and maintaining cognitive abilities and focus.

## Walking Club

When: Tuesdays and Fridays, May 2 - September 1  
Fee: None

We will be hitting a variety of trails in the area. Nurse Meghan will be leading the group and sharing health information along the way which always make for good discussions.

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



## YOUR HEALTH

# Maximize your health and wellness!

### Lunch and Learn

When: First Friday of Each Month  
11:30-12:15pm

Fee: None

Bring your own lunch and we'll provide a drink!

#### April 7

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



#### May 5

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

### Memory Care & Screening

When: March 15, April 19  
3rd Wednesday of Each Month  
10:00am - 11:30am

Fee: None

Register by: March 13 and April 17  
Richetti, ADRC Dementia Care Specialist, will be available regarding concerns related to memory loss, dementia and caregiving. Memory screening is available and takes less than 15 minutes.



### Oral Health Cancer Screening

When: April 25  
10:00am - 12:30pm

Fee: None

Register by: April 18

Oral health screenings are important to identify problems early including gum disease, tooth decay or other concerns. The dental hygienist will conduct a brief medical history review, a visual screening and an oral assessment of the lips, cheeks, tongue, teeth, gums and throat. The hygienist will also feel for abnormalities in the jaw and neck. If necessary, referrals can be made for follow-up with your dentist.

### Blood Pressure Checks & Wellness Consults

When: March 7      April 18  
March 28      April 26  
11:00am - 12:30pm

Fee: None

Register: Call 920-967-3529 for appointment. Walk-ins welcome!

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



### Chronic Disease Peer Support Group

When: March 29, April 26  
4th Wednesday of the Month  
10:00am - 11:00am

Fee: None

Do you live with a chronic disease? There are many challenges that come with the diagnosis, this group is designed to provide supportive place to connect with others who understand and resources. Facilitated by Nurse Meghan.

### Stepping On

When: Fridays, March 31 - May 12  
10:30am - 12:30pm  
Where: Menasha City Hall Conference Rooms  
Fee: \$15.00

Register: 920-232-3000 (Winnebago Health)

Nervous about falling? Or have you fallen? Join others and learn exercises to improve your balance and strength, learn from experts from the area on how medication and vision impact falls, and so much more!

### Wellness Labs

When: April 4, 7:00am - 10:30am  
Where: Menasha City Center  
100 Main St.

Register at: 920-967-3520 (Health Department)

Partnership Community Health Labs provides affordable screening tests of HSP1/2/3, Hemoglobin A1C, TSH, CBC, Vitamin D. Pick and choose which tests you wish to have ran or do them all.



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

# Take in all these cool extras!

## National Popcorn Lover's Day is March 9 and we are celebrating all week!

When: March 6 - 10  
All day

Stop in any time and get a delicious bowl of popcorn topped with great fixings! Bring a friend and enjoy some popcorn with coffee, tea or hot chocolate.



## Enjoy a Pi(e) Day Celebration!

When: March 14  
8:30am - 9:30am

Fee: None

Max Participants: 10

Register by: March 10

Looking for a fun morning get together? We will celebrate by having a breakfast Pi(e). Bring along unique recipes to share with the group and enjoy conversation with other participants.



## Armchair Travel to Ireland

When: March 22  
12:15pm - 1:45pm

Fee: None

Register by: March 17

Do you want to travel but stay close to home? Join us as we armchair travel to Ireland! Scenic videos, snacks, games and quizzes and more make this a presentation you don't want to miss. If you have traveled to Ireland, please join us and share your stories as well!

## Edward Jones presents "Anatomy of a Recession"

When: April 19  
11:30am - 12:30pm

Fee: None

Register by: April 17

Presented by Edward Jones and their partner from Franklin Templeton, this presentation will cover the current economic and market outlook.

## Be Active Wisconsin

Register at the front desk to join your Menasha team to be the most active community in WI! Fee: \$15 (Shirt included)

## It's a Tea Party!

When: April 20  
1:00pm - 2:30pm

Fee: None

Register by: April 17

Join us for a freshly brewed tea party! All are welcome. We will drink tea (of all kinds) play a few games and have a few light snacks.



## March is National Nutrition Month

When: Week of March 13

Fee: None

Register by: March 10

When: March 13  
11:45am

ADVOCAP nutritionist to talk all things nutrition, answer questions and play a little nutrition bingo for prizes. If you have not tried out the ADVOCAP meals yet, now is a great opportunity!



When: March 16  
12:00pm



Join Chrissy Boe, Network Health Senior Wellness Coordinator, as she shares nutrition information and leads the group in making a healthy smoothie. Network Health's mission is to build healthy and strong Wisconsin communities.

When: March 17  
12:30pm - 1:30pm

Mack Hansen-Dunn, Registered Dietician and talented home chef (and, husband to Chloe, Manager of Senior Services) will discuss nutritional options as well as answering your nutritional questions. Presentation will follow shortly after bingo!



## Monday Matinees at Menasha Library

When: 4th Monday of the Month  
2:00pm

Join us each month for a new (old!) acclaimed Hollywood movie from the last 75 years- featuring the best comedies, suspense and drama, westerns, musicals and science fiction-fantasy films. Each movie includes an informative introduction.



# FITNESS

## Get moving and feeling great.

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

### YMCA Exercise Class Cost

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

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

### Chair Yoga

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



Fee: Punch card or YMCA card

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

### Stretch, Strength & Balance

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



Fee: Punch card or YMCA card

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

### Strong Bodies

When: Every Tuesday & Thursday  
April 6 - June 29  
9:30am - 10:30am

Fee: \$15 payable to Winnebago County Health Dept  
Register on: April 6  
Increase your muscle strength and flexibility.

### Line Dancing

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

Fee: \$3 donation for leaders

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

Fee: \$3 donation for instructors

A huge shout out to all of our many line dancers! We are so grateful to have your energy and music brighten our mornings at the Center. It's a low impact class and great way to get your exercise and socialize as well.



### Square Dancing with Fox Valley Squares

#### Group Dancing

When: March 12 April 23  
March 26 May 14  
1:00pm - 3:00pm

#### Lessons - instructor led

When: March 10 March 24  
April 7 April 21  
April 14 (Waltz) April 28 (Waltz)

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

Fee: Donation to Caller

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

### Indoor Walking at the Center!

When: Tuesdays, Thursdays, Fridays  
8:00-9:00am



Fee: None

Come walk laps indoors at the Center to stay warm and active during the cold and slippery months.

### Tai Chi Fundamentals

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

Fee: \$15

Register by: June 7

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

Location: Outside the Memorial Building on Keyes St., Menasha



# Come on in and join in the fun!

## SALT - Seniors & Law Enforcement Together

When: March 28

12:00pm - 1:00pm

Fee: None

Learn the latest on what's going on with home security. This is a question and answer discussion with Dan Hoernke, Community Liaison Officer, regarding best home security options. He will also talk about the Menasha Community Camera Program.



When: April 25

12:00pm - 1:00pm

Fee: None

Officer Matt Schanke will be doing a presentation on accident reconstruction. Matt is a member of the Winnebago County Accident Reconstruction Team and will discuss the steps process in order to reconstruct an accident.

## Sheepshead, Pinochle, Penny Ante Poker, Polish Poker, Cribbage, Hand and Foot, Bunco, Dominos, Chinese Mahjong, Shuffleboard and more!



Cards, tile games and shuffleboard have filled the Center with laughter and whoops of winning! We are always excited to meet new players, so please feel free to join in any game you choose. For all game days and times, checkout the calendar on the back page.

*All groups are open and welcoming new players!*

**We had a request for Backgammon, if you are interested in playing, please let the front desk know so we can connect the group. Including if you are interested in learning!**

## Breakfast for Your Brain

When: Every Thursday  
9:00am - 9:45am

Fee: None

Partake in an activity that is chosen as a way to engage your mind while you enjoy a light breakfast sweet treat and a cup of coffee. It's a great time to get a few laughs in and meet other Center participants.



## Money Matters Workshop

When: March 7, March 14  
March 21, March 28  
1:00pm - 2:30pm

Fee: None

Register by: March 3

Want to learn more about saving and spending money, finding discounts, using coupons, and ways to recognize and avoid scams? Join us as Cindi W., a recently retired financial counselor and educator, shares ideas and insights to benefit you and better your 2023! Come to any or all of the opportunities!



## Fox Valley Memory Project: Memory Café

When: March 15, April 19  
1:30pm

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

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



March 7	March 14	March 21	March 28
Saving and Spending Basics	Developing a Spending Plan	Coupons, Discounts and More	Recognizing and Avoiding Scams

What falls in March but never gets hurt?

Rain

Which type of bow can't be tied in March?

Rainbow

Why did the leprechaun go outside?

To sit on the paddy-o.

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



July 7 - Timber Rattlers

# let's go travel

Wisconsin State Fair - August 8

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

## Historic Manitowoc and Brillion!

Explore Manitowoc and Brillion. Guided tours including the Hamilton Print, Rahr-West Museum and AreinsCo Museum.

**March 23, 2023**

Cost: \$55, \$20 nonrefundable down payment is required.  
Moderate amount of walking



## Touring Around Bago

Honeymoon Acres, Altona Supper Club, LaClare Creamery & Kelly's Ice Cream.  
Circle the lake and enjoy the sights!

**May 10, 2023**

Cost: \$70, \$20 nonrefundable down payment is required.  
Moderate amount of walking.



## Scenic Two Rivers

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

**June 20, 2023**

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

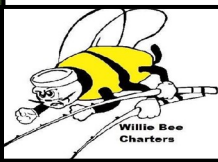


## Charter Fishing on Lake Michigan - Two Rivers

An experience to remember on some of the finest freshwater in Northeast Wisconsin.  
Experienced or beginner, we'll help you learn the ropes of fishing.

**June 20, 2023**

Cost: \$160, \$20 nonrefundable down payment is required.  
Moderate amount of walking.





# March

Monday	Tuesday	Wednesday	Thursday	Friday
		<b>1</b> Line Dancing 9am *Quilting 10am* Penny Poker 11:30am Shuffleboard 12:30pm *Mahjong 12:30pm*	<b>2</b> BFYB 9am Strong Bodies 9:30am Chair Yoga 11am Cribbage 11:30am Hand & Foot 12pm	<b>3</b> Senior Center closed for maintenance
<b>6</b> Popcorn Lovers Week Line Dancing 9am Pinochle 10:30am Stretch, Strength, Balance 11am Shuffleboard 12pm Sheepshead 12pm Mahjong 12:30pm	<b>7</b> Strong Bodies 9:30am Chair Yoga 11am Card Making 11am Blood Pressure Checks 11am Money Smart Workshop 1pm	<b>8</b> Line Dancing 9am Penny Poker 11:30am Shuffleboard 12:30pm Rug Hookers 5pm	<b>9</b> BFYB 9am Strong Bodies 9:30am Chair Yoga 11am Cribbage 11:30am Hand & Foot 12pm	<b>10</b> Mahjong 9:30am Quilting 10am Needle Art 11am Yoga Workshop 1pm Committee on Aging 1:30pm Square Dancing 6:30-8:30pm
<b>13</b> Line Dancing 9am Pinochle 10:30am Stretch, Strength, Balance 11am Nutrition Month Presentation 12pm Shuffleboard 12pm Sheepshead 12pm Mahjong 12:30pm	<b>14</b> Pi€ Day 8:30am Strong Bodies 9:30am Chair Yoga 11am Money Smart Workshop 1pm	<b>15</b> Line Dancing 9am Memory Screenings 10am Penny Poker 11:30am Shuffleboard 12:30pm	<b>16</b> BFYB 9am Strong Bodies 9:30am Chair Yoga 11am Cribbage 11:30am Hand & Foot 12pm Nutrition Month Presentation 12pm	<b>17</b> Mahjong 9:30am Quilting 10am Needle Art 11am St Pattys Day/Bingo 10:30am Nutrition Month Presentation 12:30pm
<b>20</b> Line Dancing 9am Pinochle 10:30am Stretch, Strength, Balance 11am Shuffleboard 12pm Sheepshead 12pm Mahjong 12:30pm	<b>21</b> Strong Bodies 9:30am Chair Yoga 11am Money Smart Workshop 1pm	<b>22</b> Line Dancing 9am Penny Ante Poker 11:30am Shuffleboard 12:30pm Arm Chair Travel 12pm	<b>23</b> Manitowoc Bus trip 8:30am BFYB 9am Strong Bodies 9:30am Chair Yoga 11am Cribbage 11:30am Hand & Foot 12pm	<b>24</b> Mahjong 9:30am Quilting 10am Needle Art 11am Square Dancing 6:30-8:30pm
<b>27</b> Line Dancing 9am Pinochle 10:30am Stretch, Strength, Balance 11am Shuffleboard 12pm Sheepshead 12pm Mahjong 12:30pm	<b>28</b> Strong Bodies 9:30am Beaded Basket 10am Chair Yoga 11am Blood Pressure Checks 11am SALT 12pm Money Smart Workshop 1pm	<b>29</b> Line Dancing 9am Chronic Disease Support Group 10am Beaded Basket TBD 10am Penny Poker 11:30am Shuffleboard 12:30pm	<b>30</b> BFYB 9am Strong Bodies 9:30am Chair Yoga 11am Cribbage 11:30am Hand & Foot 12pm Stepping Stone 1pm	<b>31</b> Mahjong 9:30am Quilting 10am Stepping On 10:30am Needle Art 11am Bingo 11am



# April

Monday	Tuesday	Wednesday	Thursday	Friday
<b>3</b> Line Dancing 9am Pinochle 10:30am Stretch, Strength, Balance 11am Shuffleboard 12pm Sheepshead 12pm Mahjong 12:30pm	<b>4</b> CLOSED FOR ELECTION. OPEN FOR DISTRICTS 1 & 2 VOTING. *WELLNESS LABS ARE AT CITY CENTER*	<b>5</b> Line Dancing 9am Card Making 11am Penny Poker 11:30am Shuffleboard 12:30pm	<b>6</b> BFYB 9am Strong Bodies 9:30am Chair Yoga 11am Cribbage 11:30am Hand & Foot 12pm	<b>7</b> Mahjong 9:30am Quilting 10am Stepping On 10:30am Needle Art 11am Lunch N Learn 11:30am Square Dancing 6:30
<b>10</b> Line Dancing 9am Pinochle 10:30am Stretch, Strength, Balance 11am Shuffleboard 12pm Sheepshead 12pm Mahjong 12:30pm	<b>11</b> Strong Bodies 9:30am Chair Yoga 11am Aromatherapy, Make and Take 12pm	<b>12</b> Line Dancing 9am Penny Poker 11:30am Shuffleboard 12:30pm Rug Hookers 5pm	<b>13</b> BFYB 9am Strong Bodies 9:30am Story Circle 10am Chair Yoga 11am Cribbage 11:30am Hand & Foot 12pm	<b>14</b> Mahjong 9:30am Quilting 10am Stepping On 10:30am Needle Art 11am Bingo 11am Committee on Aging 1:30pm Square Dancing 6:30pm
<b>17</b> Line Dancing 9am Pinochle 10:30am Stretch, Strength, Balance 11am Shuffleboard 12pm Sheepshead 12pm Mahjong 12:30pm	<b>18</b> Strong Bodies 9:30am Chair Yoga 11am Blood Pressure Checks 11am Water Color Class 1pm	<b>19</b> Line Dancing 9am Memory Screenings 10am Anatomy of a Recession 11:30am Penny Ante Poker 11:30am Shuffleboard 12:30pm	<b>20</b> BFYB 9am Strong Bodies 9:30am Story Circle 10am Chair Yoga 11am Cribbage 11:30am Hand & Foot 12pm Tea Party 1pm	<b>21</b> Mahjong 9:30am Quilting 10am Stepping On 10:30am Needle Art 11am Square Dancing 6:30-8:30pm
<b>24</b> Line Dancing 9am Pinochle 10:30am Stretch, Strength, Balance 11am Shuffleboard 12pm Sheepshead 12pm Mahjong 12:30pm	<b>25</b> Strong Bodies 9:30am Oral Health Screening 10am Chair Yoga 11am SALT 12pm Water Color Class 1pm	<b>26</b> Line Dancing 9am Chronic Disease Support Group 10am Blood Pressure Checks 11am Penny Poker 11:30am Shuffleboard 12:30pm	<b>27</b> BFYB 9am Strong Bodies 9:30am Story Circle 10am Chair Yoga 11am Cribbage 11:30am Hand & Foot 12pm	<b>28</b> Mahjong 9:30am Quilting 10am Stepping On 10:30am Needle Art 11am Bingo 11am Square Dancing 6:30pm



**MEMORANDUM**

To: Common Council  
From: Community Development Department/SS  
Date: March 20, 2023  
**Re: Communication – Keeping of Chickens in the City of Menasha**

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On February 20, 2023, the City Common Council voted to approve the allowance of keeping of chickens within the City of Menasha. Conditioned upon this approval was an effective date of April 1, 2023. This delay is to allow staff the opportunity to pull the necessary procedures, forms, and fee schedule together as it relates to this new ordinance.

Attached to this memo is a draft permit application and fact sheet as it relates to the implementation of keeping chickens in the City. The City will also be summarizing this information on the City Website which will be available the week of March 20<sup>th</sup>.

Initial inquiries on the rules and regulations should be pointed to the City Website. From that point, following April 1, 2023, the City Community Development Department will be accepting applications. Please note, registration with Wisconsin DATCP and a permit is required prior to constructing a chicken coop/run. Furthermore, a pre-inspection is then required following the conditional permit approval before introducing chickens to your property in the City of Menasha. Failure to take out a permit or wait until an approved inspection before adding chickens, will be subject to a double fee.



# City of Menasha

## Keeping of Chicken

### Zoning and Permit Application

SUBMIT TO:  
 City of Menasha  
 Dept. of Com. Development  
 100 Main Street, Suite 200  
 Menasha, WI 54952-3190  
 PHONE: (920) 967-3650

**APPLICANT INFORMATION**

Applicant Name: \_\_\_\_\_ Date: \_\_\_\_\_  
 Applicant Address \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
 Ownership Status:      Owner Occupied      Rental

**If Non-Owner Occupied**

Property Owner Name: \_\_\_\_\_  
 Property Owner Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
 By signature hereon, I allow the tenants at the above address to keep chickens and acknowledgement of all ordinance regulations thereof.  
 Property Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**CHICKEN COOP AND RUN INFORMATION**

**Location of Coop and Run on Property:** \_\_\_\_\_  
 (e.g. backyard, SW corner or lot, etc).

**Height of Coop:** \_\_\_\_\_ **Aggregate Square Footage of Coop and Run:** \_\_\_\_\_  
 (Maximum 7 Feet) (Maximum 64 sq. ft.)

**Number of chickens you plan to keep** \_\_\_\_\_ **Have you submitted your Livestock Premises Application to**  
 (Limit is six (6) per parcel) **WI Department of Agricultural Trade and Consumer Protection?**  
 No       Yes      Registration No. \_\_\_\_\_

**SUBMITTAL REQUIREMENT**

A site plan, drawn to scale, showing an accurate depiction of the property must accompany this application. The site plan shall include the location of the proposed coop and run, distance to lot lines, distance to other structures on the subject and adjacent properties, easements and street right-of-way. A drawing or design of the coop and run must also accompany this application.

**Permit shall be accompanied by evidence that the applicant has registered the proposed location with the Wisconsin Department of Agricultural Trade and Consumer Protection (WDATCP) Wis. Stats. 95.51 and ATCP 17 Wis. Admin. Code). Proof of submission includes, but not limited to, email confirmation to WDATCP, copy of application and proof of mailing, etc.)**

**SUMMARY OF PROCESS**

The application and fee shall be filed with the Community Development Department. The application and site plan are reviewed by Community Development. An initial inspection of the coop shall be certified by the Heath Officer and/or designee prior to the occupancy of chickens.

**APPLICANT SIGNATURE AND CONSENT: (required)**

By signature hereon, I/We acknowledge that City officials and/or employees may, in the performance of their functions, enter upon the property to inspect or gather other information necessary to process this application. I/We further acknowledge that the the Health Officer and/or designee may enter upon the property to inspect the conditions of the coop and/or chickens upon reasonable notice. I/We also certify that the chicken coop and run will be constructed in accordance with the site plan and description submitted with this application. I/We acknowledge each year thereafter that I/We are required to get an annual license from the City and futher acknowledge that one (1) chicken coop is allowed as an accessory use as long as the property holds a current annual license and permit. I/We acknowledge receipt of the City of Menasha Ordinance Section 7-1-13 (D) Keeping of Chickens in the City and am submitting this application in compliance wthih said Section.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

**FOR STAFF USE ONLY**

- Application
- Site Plan
- Fee Receipt #
- WDATCP Registration Number:
- Copy of Sec. 7-1-13 to Applicant

**CONDITIONS**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**APPROVALS**

\_\_\_\_\_  
Community Development Staff

\_\_\_\_\_  
Date

\_\_\_\_\_  
Health Officer or Designee

\_\_\_\_\_  
Date





CITY OF MENASHA • Community Development Department  
100 Main Street, Suite 200 • Phone (920) 967-3650 • website: <http://www.menashawi.gov>

## **KEEPING OF CHICKENS**

This factsheet outlines the provisions required for the keeping of chickens within the City of Menasha as defined in Section 7-1-13(D) Keeping of Chickens.

### **Initial Zoning Review and Permit**

An application for zoning permit is required prior to the installation of a chicken coop and/or run (herein coop) by the Community Development Department. Upon issuance of the initial zoning permit, an initial inspection of the coop shall be certified by the Health Officer and/or Designee **prior to the occupancy of chickens.**

1. Applications can be found on our City Website: [provide future link].
2. Applications shall be accompanied with a site plan, drawing/image of the proposed coop and run, proof of submission to Wisconsin Department of Agricultural Trade and Consumer Protection (WDATCP), a permit fee, and an initial inspection fee.
3. Failure to obtain an approved permit including an initial inspection prior to the occupants of chickens shall constitute a violation and shall be subject to a double fee.
4. A permit is subject to revocation by the Health Officer and/or designee upon failure to comply with any provisions of 7-1-13(D), subsections (3) or (4). Such revocation is subject to appeal to the Board of Health. Once a permit is revoked, a permit shall not be reissued.
5. Coops are an accessory use which is defined as *“a use on the same lot with and of a nature customarily incidental and subordinate to the principal building or use.”* **No coop is permitted on a lot or parcel without a principal building.**
6. Fees for the initial zoning review and pre-inspection are non-refundable.

### **Site Plans**

The Community Development Department requires that a site plan drawn to scale be submitted along with the application. The site plan must show the size of the proposed coop and/or run, its location, distances to any other structures, distance to the adjacent property principal structure, height, distances to all lot lines, easements, street right of way, as well as the overall size of the lot. The site plan does not have to be elaborate, nor does it have to be drawn by a professional draftsman. The city does not provide lot line location services.



### **Coop and Run Regulations**

- Coops shall be large enough to provide at least three (3) square feet per chicken; coops and chicken runs shall have an aggregate maximum of sixty-four (64) square feet.
- Height of the coop shall not exceed seven (7) linear feet as measured from the ground.
- No chicken coop shall be located closer than twenty (20) feet to any principal residential structure on an adjacent lot.
- All coops and runs shall be located a minimum of three (3) feet off the side and rear yard property lines.
- No chicken coop shall be located in the front yard of a property.
- Chickens shall not be permitted to roam freely and must be kept in an enclosed coop and/or designated run area.
- Coops shall be constructed in a workman like manner, weather tight, and either be raised up off the ground or placed on a hard surface.

### **Coop and Run Maintenance**

- Chickens shall be provided with fresh water at all times and adequate amounts of feed.
- Coops shall be moisture-resistant, either raised up off the ground or placed on a hard surface, adequately weather proofed and insulated.
- Coops shall be maintained to reasonably prevent collection of standing water.
- Coops shall be cleaned of hen droppings, uneaten food, feathers, and other waste daily and as is necessary to ensure coop and yard do not become a health, order or other nuisance,
- All feed containers must be vermin-proof.

### **Public Health Requirements**

- Chickens shall be kept and handled in a sanitary manner.
- Any unusual or sudden death or illness of chickens shall immediately be reported to the City of Menasha Health Department (920-967-3520).
- The owner of chicken(s) shall be responsible for all costs associated with any order for testing, quarantine, isolation, vaccination, or humane euthanasia of ill chickens or chickens believed to be a carrier of a communicable disease as ordered by the Health Officer.
- No person may slaughter any chickens within the City of Menasha.
- Sale of eggs and baby chicks is prohibited.
- The breeding of any chickens is strictly prohibited.

### **Annual License**

Following the initial approval of a permit, any person who continues to own, harbor, or keep chickens, shall annually, prior to January 1, of each year, pay a license fee and obtain an annual license with the Finance Department. Failure to obtain a license by April 1<sup>st</sup> of each year shall constitute a violation and will be subject to a double licensure fee.

### **Disclaimer**

This information is only a general guide to help you plan for the keeping of chickens in the City of Menasha. While we have made an attempt to answer the questions most often asked, your situation may not be included. For more complicated situations not addressed in this factsheet, such as properties located within a floodplain, feel free to contact the Community Development Department to discuss.

### **Recommended Actions**

**Call Diggers Hotline.** Please remember that there may be underground electric, phone or cable T.V. wires buried on your property in easements that are generally 5' or 6' wide on your side and rear lot lines. Please call the Digger's Hotline before you do any digging on your property.



**DIGGERS HOTLINE: 811 or (800) 242-8511**

**[www.diggershotline.com](http://www.diggershotline.com)**

***Communicate with your neighbors.***





For release: March 13, 2023  
Contacts: Mark Mayer  
Board of Education President  
[MayerM@mjsd.k12.wi.us](mailto:MayerM@mjsd.k12.wi.us)  
Ted Neitzke, CEO, CESA 6  
[tneitzke@cesa6.org](mailto:tneitzke@cesa6.org)

## **Menasha School Board Selects Next Superintendent**

*Zimmerman has worked for Appleton Area Schools since 2011*

Menasha – The Menasha Joint School District Board of Education has selected Appleton Area School District Assistant Superintendent Matthew Zimmerman as MJSD’s next superintendent.

Board members offered the superintendency to Zimmerman after he and two other finalists met with the Board and a stakeholder group on Friday. Zimmerman would start July 1, succeeding Chris VanderHeyden who is retiring in June after a decade leading Menasha schools.

“The Board is excited to welcome Matt to the district and the new ideas he will bring,” MJSD Board President Mark Mayer said Monday.

Zimmerman said he was excited and thankful for the opportunity to serve the Menasha community. “I had the opportunity to student teach at Menasha High School and my wife, Heather, works as a Literacy Coach at Menasha High School. I know Menasha to be a community where kids come first, and people work hard and take care of one another,” Zimmerman said.

"I look forward to serving the students, families and staff and will work hard to build on the tradition and culture that has made a positive difference in the lives of so many students and families under Chris VanderHeyden's leadership. I am excited about the work that we can all do together to reach every student every day."

Zimmerman has served Appleton Schools since 2011, most recently as Assistant Superintendent and before that, as Director of Technology Services and Innovation. He previously served as Principal of Stephen Foster Elementary Charter School for seven years.

Before Appleton, Zimmerman was Assistant Principal of Oshkosh West High School for one year and Dean of Students for three years. He taught social studies at Oshkosh West High for

three years, starting in 2004 after earning his Bachelor of Science in Education from the University of Wisconsin - Oshkosh.

In 2011 he earned his Master of Science in Educational Leadership and Policy Analysis from the University of Wisconsin - Madison. A decade later, he earned a Superintendent of Schools Specialist Certification from the University of Wisconsin - Milwaukee. Zimmerman is a member of two Appleton Education Foundation committees and serves on the boards of Winagamie Inc. and St. Elizabeth Hospital Foundation.

In recommendation letters, Appleton School officials praised Zimmerman for his leadership, dedication, thoughtfulness, collaboration and relationship-building skills.

“Losing Matt will be a significant loss for our District, but he is certainly ready for a superintendent position, and ready for his next challenge,” AASD Superintendent Greg Hartjes said.

Retired AASD Superintendent Dr. Judith M. Baseman said, “His unfailing commitment to students and staff, his personal and professional integrity, excellent listening skills, and consistently respectful treatment of others from all walks of life make him a leader who inspires high levels of trust with those he serves.”

Zimmerman led staff at Foster Elementary Charter School to develop innovative practices to better serve the needs of their diverse student population, which included a high percentage of English Language learners and students with significant special education challenges. “Student outcome data at Foster showed great progress during Matt’s tenure there,” Baseman said.

AnnMarie German, AASD Technology Integration Coach, first met Zimmerman when her children were students at Foster. “Under Matt’s leadership, they felt welcomed, wanted and loved,” German said. “Matt prioritized building community through forming strong relationships.”

Disciplinary referrals dropped by 50% in each of his first two years as principal with yearly decreases after that. He built partnerships that resulted in more than 55 local business employees serving as tutors/mentors for students. Six teachers he mentored advanced to become Deans of Students and principals.

German later worked directly for Zimmerman when Hartjes recruited him to serve as AASD Director of Technology Services and Innovation. Zimmerman led with a clarity that “cultivated deep trust” within the department, she said. Those relationships were critical when COVID hit and Zimmerman led the charge of transforming the district from face-to-face learning to online, supplying students and staff with devices and training to pivot to virtual learning.

Zimmerman's work ethic and results led to his promotion in 2021 to fill one of the district's four assistant superintendent positions, overseeing 11 elementary schools and 14 charter schools. He advocated for a district-wide literacy audit and collaborated with others in the creation of a three-year professional development plan and standardized lesson plans at the elementary schools. He also helped the district gain community support for a recent \$135 million referendum.

A CESA 6 team that MJSD hired to lead the Board through the search and hiring, will help finalize the district's contract with Zimmerman and provide ongoing onboarding.

***About the Menasha Joint School District:***

*Located in the Fox Valley along Lake Winnebago, the Menasha Joint School District (MJSD) serves more than 3,100 students in grades preK-12. MJSD offers a comprehensive and rigorous instructional program that challenges students to set and meet ambitious personal goals. MJSD offers a wide variety of fine arts, athletics and enriched course offerings to nurture students' leadership, teamwork and creative attributes. Ultimately, our aim is to ensure the academic, social and emotional development of students so they can become responsible, innovative and productive life-long learners.*

*For more information, follow the District on Twitter [@Menasha\\_Schools](https://twitter.com/Menasha_Schools), like them on Facebook [@menashaschools](https://www.facebook.com/menashaschools), follow them on Instagram [@menasha\\_schools](https://www.instagram.com/menasha_schools) or visit the website at [mjsd.k12.wi.us](https://mjsd.k12.wi.us).*

###



TO: Common Council  
Utility Commission

FM: Mayor Merkes  
Ald. Hammond

DATE: 15 March 2023

RE: 2023 APPA Legislative Rally

# MEMORANDUM

Each year, the American Public Power Association hosts a Legislative Rally where Municipal utility leaders from public power communities across the state and country gather. The event offers a unique opportunity to inform members of Congress and their staff about the value of public power and the impact of federal action on local community-owned utilities.

Menasha has typically been represented by either the Mayor, General Manager, Utility Commission, or Alderperson. The Rally, much like League of Municipality conferences, allow our City leadership to network with elected officials and staff from municipal utilities across the state and country. Wisconsin is fortunate to have both a large number of municipal utilities and a large contingent at the Rally thanks to our partnership with WPPI and MEUW. This year, 54 people attended representing 21 Municipal Utilities in Wisconsin.

The main points of this year's Rally included:

1. Public Power Utilities are already working to reduce greenhouse gas emissions with WPPI on track to reduce emissions by 45% by 2025 and be carbon-free by 2050. More interesting, this is being done without impacting rates. Often green energy is the least expensive option when seeking new supply contracts.
2. Permitting reform is important to Utilities to both ensure reliability and provide transmission of green energy to our communities.
3. We need help freeing up the supply chain. Utilities across the state are experiencing shipping delays (some up to 4 years) for transformers and meters. These delays are also creating upward pricing concerns with the equipment that utilities are able to secure.
4. That Congress should work with us to ensure a safe and secure electric grid. Risks from both domestic and foreign threats need to be addressed and planned for in a way that ensures reliability not red-tape.
5. Utilities have begun planning and constructing projects based on incentives granted by Congress including Build America Bonds and Refundable Tax Credits for renewable energy projects. It is imperative that the rules aren't changed mid-project causing unexpected costs to utility rate payers.

In previous years, preserving tax exempt bonding for Utility projects and freight rail monopolization were topics as well.

The APPA L&R Committee approved 8 resolutions that will guide their work throughout the coming year. The resolutions included items relating to: transmission policy, joint ownership, regional transmission organizations and independent system operators, distributed generation, renewable energy tax credits, supply chain concerns, and infrastructure permitting.

Having a municipal electric utility offers our residents benefits including numerous energy efficiency programs, quick recovery from outages, PILOT, and local decision making from the perspective of our residents and businesses. Most importantly, our municipal utility offers rates that are over 40% lower than our neighboring investor owned utilities saving our average customer nearly \$500 annually.

Additional information regarding the Rally and rates is attached.

**MENASHA UTILITIES**  
**ELECTRIC RATE COMPARISON - BASED ON 2022 ACTUAL**  
**MONTHLY BILL CALCULATION**

<b>RATES</b>	<b>Menasha (1)</b>	<b>WE Energies (2)</b>	<i>Percent Above or Below</i>
<b>RESIDENTIAL</b>			
100 kWh	\$22.23	\$31.62	43.7%
500 kWh	\$69.15	\$98.12	44.3%
750 kWh	\$98.48	\$139.67	44.4%
1,000 kWh	\$127.80	\$181.23	44.4%
2,000 kWh	\$245.10	\$347.46	44.5%
<b>GENERAL SERVICE</b>			
4 kW 500 kWh (1-phase)	\$70.80	\$92.08	32.2%
16 kW 2,000 kWh (1-phase)	\$250.20	\$323.32	31.6%
30 kW 6,000 kWh (3-phase)	\$737.60	\$939.96	29.9%
40 kW 10,000 kWh (3-phase)	\$1,216.00	\$1,556.60	30.5%
<b>SMALL POWER SERVICE</b>			
150 kW 60,000 kWh (secondary)	\$6,295.16	\$7,537.91	22.4%
<b>LARGE POWER TOD SERVICE (7)</b>			
300 kW 120,000 kWh (secondary)	\$12,024.33	\$15,014.99	27.8%
500 kW 200,000 kWh (primary)	\$19,432.07	\$24,193.90	27.5%
1,000 kW 400,000 kWh (primary)	\$36,381.13	\$47,786.76	34.8%
<b>INDUSTRIAL POWER TOD SERVICE</b>			
4,000 kW 2,000,000 kWh (primary)	177,743.42	\$217,874.69	25.6%
10,000 kW 5,700,000 kWh (transmission)	\$479,848.58	565,096.83	20.6%
20,000 kW 12,000,000 kWh (transmission)	\$990,260.04	\$1,171,973.30	21.2%
35,000 kW 21,000,000 kWh (transmission)	\$1,732,580.06	\$2,050,502.50	21.2%
50,000 kW 30,000,000 kWh (transmission)	\$2,474,900.09	\$2,929,031.69	21.2%

(1) MENASHA UTILITIES bills estimated using rates effective 01/01/21 and a projected 2023 PCAC of

\$ 0.0110 per kWh

(2) WE Energies based on their approved 2023 rate: includes Env C Charge (12/1/22) that vary by rate class for a total adj of:

\$ 0.00043 per kWh



Powering Strong Communities

# 2023 LEGISLATIVE RALLY

# KEY MESSAGES





## Public Power Is Reducing Its CO<sub>2</sub> Emissions to Address Climate Change



- The Biden administration is keenly focused on addressing climate change, using its regulatory authority, as well as the tools Congress provided in the Inflation Reduction Act and Infrastructure Investment and Jobs Act
- APPA supports congressional action to address climate change through a statutory framework that provides electric utilities with regulatory certainty for the clean energy transition
- The enactment of refundable direct pay tax credits in 2022 means all utilities can access critical incentives for wind, solar, hydropower, carbon capture, nuclear, and storage facilities

**Federal climate policies must be designed to ensure grid reliability, affordability, and a diverse resource mix**

**Ensure rules developed to implement refundable energy tax incentives are simple and flexible**

**Congress should continue to fund federal research, development, and deployment of clean energy technologies and infrastructure that increase the resilience of the grid, reduce emissions, and keep electricity affordable**



## Strengthen Partnerships for a Secure Grid

- The electric sector has strong mandatory and enforceable cyber and physical security standards in place
- Threats are always evolving, and standards are only one part of ensuring security

**Support strong industry-government partnerships to prevent, prepare for, and respond to attacks**

**Oppose redundant reporting mandates**

**Facilitate the sharing of timely and actionable threat information**

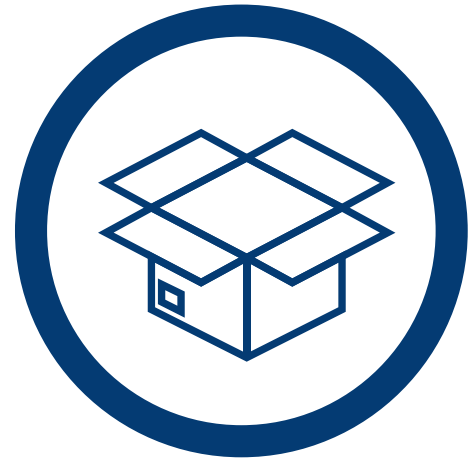






## Alleviate the Supply Chain Crisis

- The electric sector is facing an unprecedented supply chain crisis – especially for distribution transformers
- Lead times for the purchase of distribution transformers have increased 429% since 2018, from three months to beyond a year
- One in five new public power infrastructure projects has been delayed or canceled
- Electric utilities need help from the federal government and manufacturers



**Congress should fund Defense Production Act authorities to immediately address labor and materials shortages to increase the production of distribution transformers**

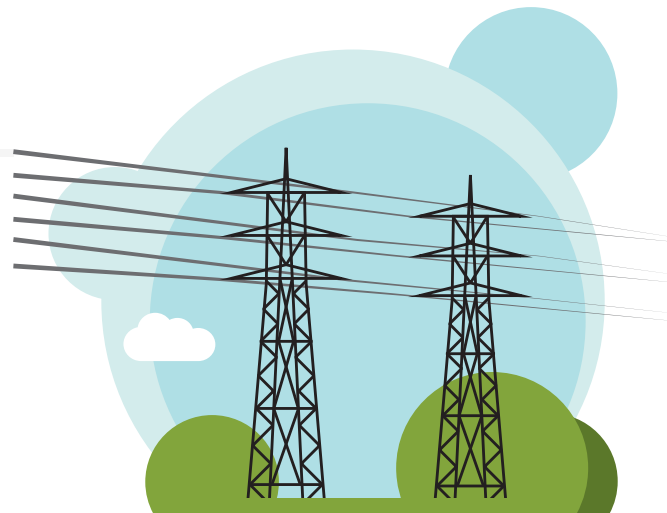
**DOE should not increase the efficiency standards for distribution transformers, which will make the supply chain crisis worse**

**Outside of the DPA, the federal government needs to take immediate action to increase the domestic production of distribution transformers**



## Enact Energy Permitting Reform

- Lengthy and unpredictable infrastructure permitting threatens electric reliability and slows down the energy transition
- Utilities need clarity and certainty in definitions, processes, and timelines for energy infrastructure permitting
- Policy changes by the Federal Energy Regulatory Commission in evaluating pipeline environmental impacts and transmission planning and cost allocations have created uncertainty in state and local decision making



**Federal policymakers need to streamline federal permitting and siting rules**

**Reform environmental reviews so they are concise, understandable to the public, and useful to decision makers**

**FERC should facilitate open and transparent transmission planning processes that prioritize reliability to meet the needs of electric utilities**



## Protect Communities and Honor Federal Commitments

- Across the board cuts from sequestration have for years plagued cities that issued special purpose bonds
- These cuts have already cost states and localities \$2.4 billion and will cost far more unless Congress acts

**Congress should stop the sequestration of Build America Bonds and New Clean Renewable Energy Bonds**

**Congress should prevent PAYGO sequestration from indiscriminately cutting other programs, including refundable direct pay tax credits**



The American Public Power Association is the voice of not-for-profit, community-owned utilities that power 2,000 towns and cities nationwide. We represent public power before the federal government and protect the interests of the more than 49 million people that public power utilities serve and the 96,000 people they employ.

@PublicPowerOrg #PublicPower

**1. *Public Power is Reducing Its CO2 Emissions***

- a. WPPI Energy is on track for a 45% reduction in CO2 by 2025 and has a goal of 100% carbon-free energy by 2050 and have done so without incurring cost increases due to generation attribute preference or a government mandate.
- b. We believe climate policy needs to consider energy affordability, reliability and sustainability in equal measures. Moving too quickly on a single measure may have harmful unintended consequences on the other important components.
- c. We believe that a well-balanced power supply portfolio is crucial to maintaining affordability and reliability. For the near term, natural gas will continue to play a crucial role.

**2. *Enact Energy Permitting Reform***

- a. Timely approval and construction of utility infrastructure such as high voltage transmission and natural gas pipelines are necessary to ensuring electric reliability and to bringing renewable energy to load centers.
- b. In order to help get projects approved and built on time, Congress should streamline federal permitting and siting rules and reform environmental reviews so they are transparent to all interested parties and useful to decision makers.
- c. While new electric transmission infrastructure is needed, rising transmission costs are a major concern. Costs must be reasonable and allocated fairly to those who benefit.

**3. *Help Alleviate the Supply Chain Crisis***

- a. The electric sector is facing an unprecedented shortage of distribution transformers. We are experiencing lead times longer than one year and dramatic price increases.
- b. We ask that Congress take the following actions to help:
  - i. Fund Defense Production Act authorities to immediately address the labor and materials shortage related to distribution transformers
  - ii. Ask DOE to pause their consideration of increasing the efficiency standards for distribution transformers, this will make an already bad situation worse

**4. *Strengthen Partnerships for a Secure Grid***

- a. The electric sector, including public power utilities, has strong mandatory and enforceable cyber and physical security standard currently in place.
- b. Our Joint Action model allows WPPI member utilities to utilize robust cybersecurity measures including multiple layers of threat protection, information security specialists and strong end user threat security training.
- c. We ask that any new cyber reporting requirements take into account the electric sector's existing mandatory reporting requirements and consider that the Cyber Incident Reporting for Critical Infrastructure Act of 2022 has not yet gone through the final rulemaking to prevent overlapping and inconsistent requirements from separate federal agencies.

**5. *Protect Communities and Honor Federal Commitments***

- a. Across the board cuts from sequestration have for years harmed municipalities that issued special purpose bonds.
- b. Congress should stop the sequestration of both Build America and Clean Renewable Energy Bonds and ensure that the newly passed refundable direct pay tax credits for certain methods of energy generation by not-for-profit entities are not subject to the same fate in the future.



1425 Corporate Center Drive Sun Prairie, WI 53590-9109 608.834.4500 [wppienergy.org](http://wppienergy.org)

## What to Expect In Washington, D.C. During the 2023 Rally

Each year, we are fortunate to have a great mix of both new attendees and experienced advocates join us at the APPA Legislative Rally in Washington, D.C. Regardless of your level of experience, we field a number of questions each year about what to expect and how to prepare for the trip. Hopefully this document will help answer some of those questions.

First, we have fielded a number of questions about the dress code. During legislative visits, it is standard practice to wear either a business suit, a dress shirt with a tie or dress blouse. It is by no means a requirement, but it is how you will see the majority of people within and around the congressional office buildings dressed. During other APPA Rally events, some guests choose to wear sport jackets or suits, others dress more business casually.

**\*\*\*Please note, per club rules, the dress code for the Tuesday lunch meeting with Congressman Bergman at The Capitol Hill Club requires a jacket and tie for men and similar attire for women.\*\*\***

Second, during the meeting with your legislative office, remember that they very much care what is going on locally – these meetings are more personal than the typical meetings they take with lobbyists or associations who are not constituents. If you have a specific example of how an issue is affecting your utility, do not hesitate to share it – it will be a great example that will stick with them about why an issue we are discussing is important.

Third, everyone needs to go through security when entering Cannon, Longworth or Rayburn House Office Buildings, any Senate Building and the Capitol Visitor's Center. These lines can be long and are unpredictable. Please allow ample time before your meeting to get through security.

Fourth, the subway is the cheapest mode of transportation to get to the Hill, but cabs and Uber are also effective and very prevalent. If you prefer to walk less, please consider taking a cab or an Uber. There are always cabs outside The Mayflower Hotel and hotel staff will help you hail one.

Finally, the three primary House office buildings—Cannon, Longworth and Rayburn—share a room numbering system for above-ground rooms that might confuse visitors at first. The system can be used to identify most member and committee offices by knowing the correct room number regardless of building.

All Cannon above-ground rooms are three digits. As you would expect, the first digit indicates the floor level. For example, 303 Cannon is on the 3rd floor.

All above-ground Longworth rooms are four digits and start with the number 1. The second digit from the left indicates the floor. For example, 1309 is on the third floor of the Longworth building.

All above-ground Rayburn rooms are also four digits, but start with a 2. The second digit indicates the floor number. For example, 2125 is on the first floor of Rayburn.

There are also tunnels connecting the House Office Buildings which are convenient if you are attending multiple meetings in different buildings and you want to avoid either going through security again or bad weather.

CITY OF MENASHA  
COMMON COUNCIL  
100 MAIN STREET  
MARCH 6, 2023  
MINUTES

A. CALL TO ORDER

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

B. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

C. ROLL CALL

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

ALSO PRESENT: PC Thorn, CA/INV Heidemann, DFC Krueger, CDD Schroeder, DPW Jungwirth, FD Sassman, PHD Hutter, PRD Sackett, LD Kopetsky, CA Struve, Mayor Merkes, Clerk Krautkramer

D. PUBLIC HEARING

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

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

Minutes to receive:

- a. Administration Committee, 2/20/23
- b. Board of Public Works, 2/20/23
- c. Neenah-Menasha Sewerage Commission, 1/24/23
- d. Parks and Recreation Board, 1/10/23 & 3/1/23
- e. Personnel Committee, 11/21/22

Communications:

- f. COVID-19 Update
- g. Badger Book Implementation and Spring Primary Results
- h. Fox Cities CVB Annual Report
- i. Quarterly Stormwater Flyer
- j. Heckrodt Wetland Reserve Executive Director Announcement

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

General discussion ensued on Heckrodt Wetland Reserve Executive Director Announcement (Communication f.) and the COVID-19 Update (Communication f.) – free COVID-19 tests monthly, free telehealth services, telehealth website information.

Motion carried on voice vote.

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

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

Dick Sturm, 1203 Greenwood Ct, Menasha; commented on Parks and Recreation Board Meeting items, background proceedings, Parks and Recreation Board (powers, recommendations, decisions, discussions), MOU with Fox Valley Athletics for 2023-2025

(Consent Agenda item 5), Menasha softball program, Parks and Recreation Director responsibilities, and current Parks and Recreation projects.

Eli Wickman, 700 10<sup>th</sup> Street, Menasha; commented on the MOU with Fox Valley Athletics for 2023-2025 (Consent Agenda item 5), and Parks and Recreation Board (powers, recommendations, decisions, discussions).

Sandra DaBill Taylor, 545 Broad, Street, Menasha; commented on board, committee, and commission appointments, recommendations from the City's boards, committees, and commissions, Third Amendment to the Development Agreement by and between the City of Menasha and DH 130 Main, LLC (Action item 3), Racine Street Bridge opening timeline, Whiting Paper Mill ownership and status of the building, Former Menasha Corp building, remaining Steam Plant debt, Simply Incredible Foods status update, pot holes on City streets, High Cliff Trail connection, Hwy 47 and Oneida Street trail connection, and Code Enforcement.

#### 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, 2/6/23 & 2/20/23

##### Administration Committee, 2/20/23, Recommends Approval of:

2. Revised Food Service and Recreational Licensing Fee Schedule to be effective April 1, 2023 for the 2023-2024 licensing year

##### Board of Public Works, 2/20/23, Recommends:

3. Awarding Contract Unit No. MCM 09-22-00335 for Sanitary Sewer & Water Main Reconstruction in the amount of \$784,578.00

##### Parks and Recreation Board, 3/1/23, Recommends Approval of:

4. MOU with Fox Valley Athletics for 2023-2025

5. Marina Harbormaster Agreement for 2023-2024 Navigation Seasons

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

1. Moved by Ald. Sevenich seconded by Ald. Ted Grade to approve Consent Agenda item 1, Common Council, 2/6/23 & 2/20/23.

Motion carried on roll call 8-0.

2. Moved by Ald. Nichols seconded by Ald. Ropella to approve Consent Agenda item 2, Revised Food Service and Recreational Licensing Fee Schedule to be effective April 1, 2023 for the 2023-2024 licensing year.

Motion carried on roll call 8-0.

3. Moved by Ald. Sevenich seconded by Ald. Schmidt to approve Consent Agenda item 3, Awarding Contract Unit No. MCM 09-22-00335 for Sanitary Sewer & Water Main Reconstruction in the amount of \$784,578.00

Motion carried on roll call 8-0.

4. Moved by Ald. Ted Grade seconded by Ald. Tom Grade to approve Consent Agenda item 4, MOU with Fox Valley Athletics for 2023-2025.

General discussion ensued on:

- Discussion regarding the MOU with Fox Valley Athletics for 2023-2025
- League fees
- Use of Menasha diamonds
- Appleton baseball diamond usage fee
- Diamond usage daily
- Parks and Recreation Director responsibilities
- Parks and Recreation Board member experience and qualifications
- Fee increases
- Director salary increases
- Ball diamond completion timeline
- New ball diamond field usage
- Agreement with Fox Valley Athletics
- Ball diamond maintenance
- Fee comparisons and differences
- Construction timeline of the ball diamonds and concession stand
- Available concessions
- Diamond preparation
- Staff costs for diamond preparation
- Costs to the City
- Jefferson Park Maintenance
- Annual fees
- Fox Valley Athletics leadership
- Appointed board, committee, and commission member responsibilities
- Profit from a private business
- Parks and Recreation Director time usage
- City vs. Fox Valley Athletics responsibilities
- Lighting costs
- Agreement length (in years)

Motion carried on roll call 7-1.

Ald. Ropella voted no.

5. Moved by Ald. Ted Grade seconded by Ald. Schmidt to approve Consent Agenda item 5, Marina Harbormaster Agreement for 2023-2024 Navigation Seasons.  
Motion carried on roll call 8-0.

#### I. ACTION ITEMS

1. Accounts payable and payroll for the term of 2/17/23 – 3/2/23 in the amount of \$3,902,117.96

Moved by Ald. Nichols seconded by Ald. Ted Grade to approve the Accounts payable and payroll for the term of 2/17/23 – 3/2/23 in the amount of \$3,902,117.96.

General discussion ensued on the Menasha Library Hulu Account subscriptions.

Motion carried on roll call 8-0.



2. Liquor License for Family Dollar d/b/a Family Dollar #, 714 Appleton Rd, Menasha for the term of March 6, 2023 – June 30, 2023

Moved by Ald. Nichols seconded by Ald. Tom Grade to approve the Liquor License for Family Dollar d/b/a Family Dollar #, 714 Appleton Rd, Menasha for the term of March 6, 2023 – June 30, 2023.

General discussion ensued on residency requirements of license holders.

Ald. Eisenach requested to abstain as she is currently a liquor license holder in the City.

Motion carried on roll call 7-0.

Ald. Eisenach abstaining.

3. Third Amendment to the Development Agreement by and between the City of Menasha and DH 130 Main, LLC

Moved by Ald. Nichols seconded by Ald. Tom Grade to approve the Third Amendment to the Development Agreement by and between the City of Menasha and DH 130 Main, LLC for the redevelopment of 130 Main Street, Menasha.

Staff provided an overview of the Third Amendment to the Development Agreement by and between the City of Menasha and DH 130 Main, LLC and commented on the upcoming harbor lofts, project timeline, available apartments, first floor retail tenants, and extended timeline.

General discussion ensued on the project timeline and project accomplishments.

Motion carried on roll call 8-0.

4. Extension Amendment to Memorandum of Understanding by and between City of Menasha and Bird Rides, Inc.

Moved by Ald. Sevenich seconded by Ald. Schmidt to approve the extension amending the memorandum of understanding by and between the City of Menasha and Bird Rides, Inc. as presented.

General discussion ensued on Bird Scooter misuse, ADA compliance issues, undocked scooter return, educational efforts on the Bird Scooter app, Bird Scooter ticket help line, resident complaints, and Bird Scooter trial period.

Motion carried on roll call 8-0.

## J. HELD OVER BUSINESS

## K. ORDINANCES AND RESOLUTIONS

1. R-7-23 A Resolution Regarding and Authorizing the Borrowing of \$1,016,335 from CoVantage Credit Union; Providing for the Issuance and Sale of a General Obligation Promissory Note Therefor; and Levying a Tax in Connection Therewith (Introduced by Mayor Merkes)

Moved by Ald. Nichols seconded by Ald. Ted Grade to approve R-7-23 A Resolution Regarding and Authorizing the Borrowing of \$1,016,335 from CoVantage Credit Union; Providing for the Issuance and Sale of a General Obligation Promissory Note Therefor; and Levying a Tax in Connection Therewith.

Staff provided an overview of R-7-23 A Resolution Regarding and Authorizing the Borrowing of \$1,016,335 from CoVantage Credit Union; Providing for the Issuance and Sale of a General Obligation Promissory Note Therefor; and Levying a Tax in Connection Therewith.

General discussion ensued on borrowing, lot sales, and the payment of loans.

Motion carried on roll call 8-0.

2. R-8-23 A Resolution Regarding and Authorizing the Borrowing of \$3,651,000 from CoVantage Credit Union; Providing for the Issuance and Sale of a General Obligation Promissory Note Therefor; and Levying a Tax in Connection Therewith (Introduced by Mayor Merkes)

Moved by Ald. Nichols seconded by Ald. Ted Grade to approve R-8-23 A Resolution Regarding and Authorizing the Borrowing of \$3,651,000 from CoVantage Credit Union; Providing for the Issuance and Sale of a General Obligation Promissory Note Therefor; and Levying a Tax in Connection Therewith.

General discussion ensued on payout schedule.

Motion carried on roll call 8-0.

#### L. APPOINTMENTS

#### M. CLAIMS AGAINST THE CITY

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

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

Dick Sturm, 1203 Greenwood Ct, Menasha; Parks and Recreation Board Consent Agenda items.

Sandra DaBill Taylor, 545 Broad Street, Menasha; commented on MOU with Fox Valley Athletics for 2023-2025 (Consent Agenda item 4) and Bird Scooter usage.

Eli Wickman, 700 10<sup>th</sup> Street, Menasha; commented on Parks and Recreation Board Consent Agenda items and public usage of City amenities.

#### O. ADJOURNMENT

Moved by Ald. Schmidt seconded by Ald. Hammond to adjourn at 7:19 p.m.

Motion carried on voice vote.

Haley Krautkramer  
City Clerk



## MEMORANDUM

Date: March 15, 2023  
To: Common Council  
From: Margaret J. Struve, City Attorney  
Re: CDC Classification and Compensation Study Professional Services Agreement

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On March 6, 2023, the Personnel Committee approved and recommended to Common Council for Approval, Carlson Dettmann Consulting's (CDC), Classification and Compensation Study Proposal, cost not to exceed \$32,150. I write today to update on having received and reviewed CDC's associated Professional Service Agreement (PSA), which is attached to this Memorandum. Including Base Project Fee of \$29,750 (70 job classifications), reasonable travel fees of approximately \$1,000, and the addition of the Appeals option of approximately \$1400, pursuant to Section 2.j) of the PSA, the total cost is \$32,150.

To echo those comments made to the Personnel Committee, this salary study project is a crucial step to not only update the City's 1995 salary grid, but also to ensure the City's compensation structure is equitable and competitive, which can in turn improve employee morale, retention, and productivity.

Though conducting the salary study is the first step, implementing the recommended changes is the ultimate goal. To conduct the salary study and make no recommended changes would have an opposite effect on the City's goal in supporting, empowering and retaining staff.

**Staff recommendation:** Staff recommends approval of Carlson Dettmann Consulting's (CDC), Classification and Compensation Study Proposal and associated Professional Services Agreement (PSA), cost not to exceed \$32,150.

**PROFESSIONAL SERVICE AGREEMENT BETWEEN  
CITY OF MENASHA, WI  
AND  
CARLSON DETTMANN CONSULTING**

This professional service agreement (hereinafter the “Agreement”) is made and entered into by and between the City of Menasha, WI (hereinafter “the Client”) and Carlson Dettmann Consulting, a division of Cottingham & Butler Insurance Services, Inc., an Iowa corporation (hereinafter “Consultant”).

**WHEREAS**, The Client wishes to enter into an agreement with Consultant to provide professional consulting services for an assessment of the Client’s classification and compensation program for up to 70 classification titles, including job analysis and evaluation, a market analysis for wages of comparable jobs in the Client’s competitive market, and recommendations on any changes to its salary plan; and

**WHEREAS**, Consultant has an established history of providing similar services to similar public and private sector employers, and is willing to provide the above-referenced professional consulting services to the Client.

**THEREFORE**, consistent with Consultant’s response to the Client’s Request for Proposals, the Client and Consultant agree to the following:

1. Term. The term of this Agreement shall be from the date of the last signature of this Agreement and remain in force until all services are contemplated hereunder are completed.
2. Scope of Services. The Consultant shall provide to the Client consulting services as follows:
  - a) Review and analyze the Client’s relevant organizational values and concerns. Determine current organizational needs in regards to a classification and compensation system.
  - b) Utilize the Client’s job descriptions and/or the Carlson Dettmann Consulting Job Description Questionnaire (JDQ) to analyze, document and validate the job information for the Client’s jobs.
  - c) Quantitatively evaluate the job content of up to 70 job classifications using the Carlson Dettmann Point Factor Job Evaluation System.
  - d) Conduct management (i.e. department head) interviews remotely/virtually to ensure internal ratings are accurate and concerns are addressed.
  - e) Analyze base salary market data for an appropriate set of benchmark positions.
  - f) Develop recommendations for any changes in pay plan structure.
  - g) Present to the Client an overall plan and final presentation that is clear and understandable, and summarizes the information gathering process, recommended framework for policy and procedure revisions, findings and recommendations, and costing options for implementation.
  - h) Provide (1) onsite meeting for presentation to the appropriate decision-making body for action.
  - i) **[OPTIONAL]** Job Evaluation Training. Client may choose to be trained in our job evaluation system if they intend to administer the classification review of their own jobs post-project (a service numerous clients request us to administer on their behalf). If chosen, we would have the following requirements:
    - a) That such a decision be made prior to the evaluation of the jobs;
    - b) A team of County personnel participate in the initial evaluation of all jobs;
    - c) A commitment of 5 to 7 full-days of the team’s time to be trained and to evaluate the jobs;
    - d) A signed nondisclosure agreement.
  - j) **[OPTIONAL]** Appeals. Conduct employee classification appeals after plan adoption in accordance with the appeals process mutually agreed upon and adopted by the Client. The appeals process must be completed within 90 days of adoption of the plan.

- k) **[OPTIONAL] Review of FLSA Exemption Status.** The Client may request verification of positions for proper Fair Labor Standards Act (FLSA) exemption designation as part of the project. Conducting a detailed review of exemption status would add a great deal of time to the existing project. The Client may choose to complete this portion of the project after adoption and implementation of the Classification and Compensation Plan. This would be agreed upon by the Client and the Consultant and would be invoiced at a fee per position evaluated.

Alternatively, throughout the project we may provide a high-level review and identify potential classifications that the Client should consider reviewing exemption placement in accordance with the FLSA. With this option, the Consultant would not provide a written recommendation.

Any recommendations should be reviewed by the Client's counsel, or designee.

3. **Job Documentation.** The Client shall provide Consultant with the following:
- a) Data requests, including but not limited to, employee data and job information, timely. Client understands that a delay in providing requested data will result in a delay in the project timeline.
  - b) Accurate job information in the form of Job Descriptions that have been reviewed and updated within the last 18 months or completed Job Description Questionnaire's (JDQ). Consultant will use this information for job evaluation.
  - c) Accurate employee data in the format required by Consultant. Job Classification Titles in this document will directly correlate with the Job Classification Titles provided in the documents outlined in (a). Consultant will use this information to provide a costing document for use by Client in determining the cost to implement.
  - d) Any work performed by Consultant due to inaccurate or conflicting data will be considered outside the Consultant's scope of services and Client will be billed according to Section 5(g). Work will be mutually agreed upon.
4. **Base Project Fee.** Unless noted elsewhere, the base project fee includes those items identified in the Scope of Services. The Client shall pay the Consultant a project price of \$29,750, plus reasonable travel expenses, to conduct the full study for up to 70 job classifications. Travel expenses will be billed as they are incurred.
5. **Additional/Optional Fees.**
- a) **Job Evaluations Different Than the Established Number.** Consultant's fee shall be adjusted by \$425 per job evaluation over the 70 classification evaluations upon which the project fee was based.
  - b) **Employee Interviews.** Department head interviews are included as part of the project fee, but if the Client requires employee interviews for specific position(s), the Client will be invoiced at our hourly rate of \$250 per hour for said interview(s).
  - c) **Appeals Process.** If the Client desires to incorporate an appeals process, the Client will be invoiced \$200 per appeal/review submitted for our review and recommendation, plus travel expenses. Appeals must be completed within 90 days of plan adoption, unless mutually agreed upon. Thereafter, the Client will need to submit a request for classification review as outlined in (h) below.
  - d) **Review of FLSA Exemption Status.** If the Client desires to incorporate a formal exemption status review of job classifications upon implementation of the Classification and Compensation plan adoption, the Client will be invoiced at \$150 per position reviewed.
  - e) **Job Evaluation Training During Project.** If the client chooses training on the Carlson Dettmann Job Evaluation System during the job evaluation phase of the project, the fee for this training would be \$7,500 plus travel expenses.

- f) Job Evaluation Training Post Project. If the Client requests training on the Carlson Dettmann Job Evaluation System following the job evaluation phase or post-project the fee will be \$12,500.
  - g) Work Beyond the Scope of Services. Consultant services agreed upon that are beyond the Scope of Services identified above (e.g. consulting on organizational management matters; onsite meetings in excess of those defined above; locating records or otherwise responding to public records requests made to the Client relating to the project; etc.), shall be at the rate of \$250 per hour, unless agreed upon otherwise by the Client and Consultant. No additional charges shall be made for consulting, onsite meetings or locating records and other public record responses without prior written approval of Client's representative.
    - a. Upon mutual agreement of the parties, the meetings noted above, periodic status conferences, and/or other meetings may be conducted via phone conferences or web-based technology (e.g. Zoom), subject to scheduling and mutual agreement. Meetings conducted by telephone and/or web conference are not subject to any additional fee.
  - h) Post Project Job or Market Evaluation. Any job classification reviews conducted post project will be conducted at our standard client rate (currently \$275 per classification). If the Client requires a competitive market-based estimate, the fee would be at our standard client rate (currently \$300 per classification). Should the client choose both a job evaluation and a market-estimate jointly, the rate would be at our standard discounted client rate (currently \$425 for the two).
6. Payment. Consultant shall submit invoices in five (5) equal installments of the agreed upon project fee: initial payment due upon execution of a professional services agreement, second payment due at the start of the second month of the project, third payment due at the start of the third month of the project, fourth payment due at the start of the fourth month of the project, and the final payment due upon delivery of Consultants findings and recommendations to the Client.
  7. Performance Requirements of Consultant. The Consultant shall complete the services as stated above. The Consultant shall furnish all labor, materials, administration, services, supplies, equipment, transportation, and quality control necessary to provide professional consulting services. Consultant shall provide progress reports at reasonable intervals in the project.
    - a) Confidential Client Information. Consultant agrees to keep confidential information and data provided by Client to Consultant for the purpose of enabling Consultant to complete the Scope of Work detailed above.
  8. Performance Requirements of Client. The Client shall provide and make available to the Consultant access to its human resources and related systems of record, or sufficient related data, as necessary to fulfill said services. Client shall take care that all data and documentation provided to Consultant is accurate and complete.
  9. Independent Contractor. It is mutually understood and agreed, and it is the intent of the parties hereto, that an independent contractor relationship be and is hereby established under the terms and conditions of this Agreement. The Consultant shall remain an independent contractor under this Agreement. All employees of Consultant or subcontractors shall remain the responsibility of the Consultant and shall not become employees of the Client under this Agreement. No tenure or any rights or benefits, including worker's compensation, unemployment insurance, medical care, sick leave, vacation leave, severance pay, withholding taxes or other benefits available to Client employees shall accrue to the Consultant or its employees performing services under this Agreement.
  10. Indemnification. The Consultant agrees it shall defend, indemnify, and hold harmless the Client, its officers, and its employees against any and all liability, losses, costs, damages, and expenses, including attorney fees that the Client, its officers or its employees, may hereafter sustain, incur or be required to pay arising out of the negligent or intentional acts or omissions of the Consultant, its officers or employees, in the performance of its duties under this Agreement. The Client agrees it



shall defend, indemnify, and hold harmless the Consultant, its officers, and its employees against any and all liability, losses, costs, damages, and expenses, including attorney fees that the Consultant, its officers or its employees, may hereafter sustain, incur or be required to pay arising out of the: (i) negligent or intentional acts or omissions of the Client, its officers or employees; and (ii) any allegation that Client's compensation program or structure is administered in any way noncompliant with local, state or federal law.

11. Insurance Coverage. Consultant is required to carry professional liability insurance coverage that would cover the nature and type of service that is being provided to the Client.
12. Trade Secrets. The Carlson Dettmann Point Factor Job Evaluation System and methodology, marketplace surveys performed, Total Rewards Method, and job point evaluation data collected and analyzed to perform the Scope of Services is owned by Consultant, is confidential and proprietary, and is a trade secret pursuant to Wis. Stats. s. 134.90. The Client (including its officers, employees, agents and representatives) shall not disclose, disseminate, or otherwise misappropriate these trade secrets without the express consent of Consultant.
13. Assignment. Client may not assign or transfer this Agreement, or any part thereof, without the written consent of the Consultant, which shall not be unreasonably withheld.
14. Severability. If any provision of this Agreement is held to be illegal, invalid or unenforceable, such provision shall be fully severable and this Agreement shall be construed and enforced as if such illegal, invalid or unenforceable provision had never comprised a part of the Agreement. The remaining provisions shall remain in full force and effect and shall not be affected by the illegal, invalid or unenforceable provision or by its severance.
15. Interpretation of Law. This contract is to be interpreted under the laws of the State of Wisconsin.
16. Entire Agreement. This Agreement sets forth the entire understanding of the parties and supersedes all prior arrangements and/or understandings, whether written or oral, with respect to the subject matter contained in this Agreement.

**CITY OF MENASHA, WI**

By:

\_\_\_\_\_

Date:

**CARLSON DETTMANN CONSULTING**

By:

\_\_\_\_\_

Matt Shefchik, Director of Total Rewards

Date:



## MEMORANDUM

Date: March 1, 2023  
To: Personnel Committee  
From: Margaret J. Struve, City Attorney  
Re: Classification and Compensation Study Proposal

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Amidst the Great Resignation, the United States nearing record inflation, and a time where remote work abilities once forced due to the height of the COVID-19 pandemic are now expected, the City remains focused in supporting, training, empowering and retaining employees. One project geared toward this objective is a “salary study” for all non-represented City employees. Given these foregoing ongoing external challenges along with the fact that the City’s current salary grid has not been revised since 1995, there is no better time than now to begin this project.

Looking back to last November, Common Council graciously approved Human Resource’s proposed 2023 budget line item titled “Legal Services” in the amount of \$30,000. The reason for that big ask was in anticipation of funding the outsourcing of a salary study. With excitement and with staff support, I write today to request approval to formally begin this salary study project. Specifically, I am writing to recommend referral to Common Council to approve the enclosed Carlson Dettmann Consulting (CDC) Classification and Compensation Study (hereinafter, “the Study”) Proposal for the City of Menasha, cost not to exceed \$32,150.

A Classification and Compensation Study is a comprehensive review and analysis of an organization’s job positions and compensation structure in comparison to industry standards and similar organizations in the area. The purpose of such study is to help ensure that the City’s job positions are classified and compensated fairly and equitably. By conducting a thorough review of each job position and corresponding compensation, and comparing the City’s data with that data of between 10 and 20 true comparable organizations (determined based on proximity, tax-base, population, hiring practices, commuting patterns, etc.), the study can help identify any disparities or inconsistencies in the current compensation structure. This information can then be used to make informed, data-driven decisions about whether to and how to adjust the current salary grid and/or how to re-structure or re-title job positions to not only remain competitive in the market but also to attract and retain talented employees.

Outsourcing the project to a third-party consultant to conduct the study is critical in order to ensure that we have access to reliable and accurate data, and that the results

of the study are objective and unbiased. Since Menasha Utilities used CDC for their salary study in 2019, and an updated study as to market assessment in 2022 to be implemented this year, because CDC is a Cottingham & Butler Company (the City's Insurance Broker), and due to the fact that CDC has an office located nearby in Appleton, we know and trust CDC. In addition, because MU used CDC, we may have better comparables between the two organizations. We have also heard much positive feedback from those neighboring communities who have recently used CDC for their studies. Finally and most importantly, CDC's approach to compensation consulting strives to find the balance between the external market pressures facing today's employers and the need to design a pay structure that is internally fair and equitable. This approach is in line with the City's goal.

Looking at the project itself, CDC's study would include the following four phases:

- (1) Kickoff/Strategy Phase: Conversations and/or meetings for reviewing organizational concerns, establishing/framing expectations of each party, and receiving preliminary guidance/instructions. The City plans to continue a longevity-based structure with recognition that employees maintain a satisfactory job performance.
- (2) Information/Data Collection Phase: Job documentation and market data collection. This phase includes mid-project interviews with department heads and key management staff to verify documentation.
- (3) Planning & Development Phase: CDC will have had the opportunity to clarify any questions and fine-tune their initial findings, so this phase will involve developing options for the City to consider (including the development of costing estimates).
- (4) Adoption Phase: Once CDC is prepared to deliver the results, the decision-makers and/or the governing body often dictate the timing of the final decision.

In terms of a timeline, pursuant to the City's Employee Handbook, Appendix A. Job Classification & Base Pay Rates for Current Year, 14. For this plan to be changed, affirmative action by the Common Council is necessary prior to September 1 of any year. CDC is aware of this deadline and confident it can be met. Staff would plan for the Adoption Phase, decision-making and hopeful approval during August, 2023, appeals considered within ninety days, and implementation in 2024.

In sum, this salary study project is a crucial step to ensure that the City's compensation structure is fair, equitable and competitive, which can in turn improve employee morale, retention, and productivity. An overall theme we have heard both from CDC and other municipalities that have accomplished salary studies has been the abundance of work this will be for staff. Though conducting the salary study is the first step, implementing the recommended changes is the ultimate goal. To conduct the salary study and make no recommended changes would have an opposite effect on the City's goal in supporting, training, empowering and retaining staff.

**Staff Recommendation**: Move to approve and refer to Common Council for approval, the February 27, 2023, Carlson Dettmann Consulting City of Menasha, WI Proposal for Classification and Compensation Study, cost not to exceed \$32,150.



# **PROPOSAL**

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## **City of Menasha, WI**

Proposal for:

**Classification and Compensation Study**

**February 27, 2023**

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## A. Contact Information

Carlson Dettmann Consulting, a division of Cottingham and Butler Insurance Services, respectfully submits this proposal to perform a Classification, Wage, and Compensation Study for City of Menasha, WI. The following table contains key information about our company, as well as the contact information for the Project Director for this project.

<b>Company Name:</b>	Cottingham & Butler Insurance Services, Inc.
<b>Division Name:</b>	Carlson Dettmann Consulting
<b>Corporate Address:</b>	Cottingham & Butler Insurance Services 800 Main Street Dubuque, IA 52001
<b>Officers of the Firm:</b>	Andrew Butler, Executive Chairperson David O. Becker, CEO John E. Butler, Chairperson
<b>Procurement/Contract Contact:</b>	Matt Shefchik Assistant Vice President <a href="mailto:matt.shefchik@carlsondettmann.com">matt.shefchik@carlsondettmann.com</a> 608.467.0696
<b>Consultant Address:</b>	Carlson Dettmann Consulting c/o Cottingham & Butler 2323 Crossroads Drive, Suite 220 Madison, WI 53718

Thank you for the opportunity to submit this proposal, and we hope to have the opportunity to serve the City of Menasha. Please contact Matt Shefchik with any questions or concerns you may have regarding this proposal.



## B. Experience & Qualifications

### Background & History

Cottingham & Butler, founded in 1887 and headquartered in Dubuque, Iowa, is the 5th largest privately held broker in the U.S., and the 25th largest insurance broker in the U.S. and a recognized leader in offering innovative property & casualty and employee benefit insurance solutions. In addition to the insurance consulting and brokerage services, the company provides services relating to claims administration, safety and loss control, wellness and disease management, and human resources compliance and consulting. The company employs over 1,000 employees across the U.S. In addition to our Dubuque headquarters, and other satellite offices, C&B has offices in Madison and Appleton to better serve our Wisconsin clients.

**Carlson Dettmann Consulting** (CDC), a division of Cottingham & Butler Insurance Services, offers human resources consulting services related to: employee compensation and total rewards; performance evaluation development and training; employee engagement and strengths-based leadership; labor and employee relations; human resources audits; and other related human resources consulting services. The following is a brief description of the journey CDC has taken:

- 1996: The partnership between **Charlie Carlson & Scott Dettmann**, Principal Consultants at Carlson Dettmann Consulting, began when they created **enetrix** (Survey Research Associates) with a group of partners. Enetrix pioneered internet-based salary surveys in addition to providing compensation consulting.
- 2008: Enetrix was acquired by **Gallup Corporation**, and during their time with Gallup, Charlie Carlson and Scott Dettmann continued their compensation and survey consulting, in addition to growing their consulting skills in the areas of employee engagement, performance management, leadership development, and strengths-based leadership.
- 2010: **Carlson Dettmann Consulting** was created when Charlie and Scott reacquired their consulting practice and served public, private, utility, and not-for-profit clients across the nation. While compensation work has been the backbone of the business, CDC has a successful employee engagement and performance management business as well.
- 2018: Carlson Dettmann Consulting entered into an acquisition with **Cottingham & Butler**. The acquisition provides clients a total-rewards approach where compensation consulting is balanced with benefits management.
- Current: Carlson Dettmann Consulting's (CDC) field consultants possess decades of management, human resources, labor relations and compensation experience. CDC's team has extensive experience working in local government human resources, giving them the unique ability to truly understand the nature of the industry, setting them apart from other consulting firms without hands-on public sector experience.

## **Staff Experience and Qualifications**

While we may seek periodic assistance from other team members, the City's interactions with our team will likely be limited to the following individuals:

**Heather Murray**, Senior Consultant, would be the project director and project manager, and work with the County to review classifications, and conduct staff interviews. Heather holds a BA and SHRM-SCP certification. Heather has over 20 years of professional human resources experience in the public and private sectors. Her experiences include Human Resources leadership roles in: local government, financial services, and retail. Heather is a former county Human Resources Director, past President of the Chippewa Valley Chapter of the Society for Human Resource Managers and past President of the Wisconsin Public Employers Labor Relations Association.

[LinkedIn Profile: <https://www.linkedin.com/in/heathermurray7/>]

**Ashley McCluskey**, Compensation Analyst, would provide assist on the market data collection and analysis phases of the project. Ashley holds a BS in Human Development and Family Studies, and a minor in Human Resources. Ashley has over 10 years of professional human resources experience in public and private sectors. Ashley has an ever-growing base of experience relating to payroll, compensation, benefits, and business analysis.

[LinkedIn Profile: <https://www.linkedin.com/in/ashley-mccluskey-086073108/>].

**Alyssa Woltring**, Compensation Analyst, would provide assistance on the job evaluation and market analysis phases of the project. Alyssa has over 9 years of HR experience, primarily within public sector. Alyssa holds a Bachelor's of Business Administration in Human Resources Management from UW-Whitewater and has been with the Carlson Dettmann team since 2019.

## References

Carlson Dettmann Consulting has completed projects for hundreds of clients, across numerous sectors. While we can provide additional references, if needed, we recommend the following recent projects completed by CDC:

Client Name	Description	Contact Info
Village of Little Chute, WI	Full classification & compensation study (2021).	Beau Bernhoft, Village Administrator 920.423.3850 beau@littlechutewi.org
Town of Grand Chute, WI	Full classification & compensation study (2018 & 2022). Ongoing consulting services.	Sue Brinkman, Human Resources Director 920.380.2905 sue.brinkman@grandchute.net
Village of East Troy, WI	Full classification & compensation study (2015). Ongoing consulting services. Market update (2018 & 2022).	Eileen Suhm, Administrator 262.642.6255 esuhm@easttroywi.gov
City of Burlington, WI	Full classification & compensation study (2016), market update (2022), ongoing consulting services,	Debra Epping, Human Resources Manager 262.342.1176 depping@burlington-wi.gov

## C. Approach/Methods Used to Perform the Project

### Philosophy of Compensation Consulting

The City states this study will cover 70 job classifications of which we believe a substantial portion would have reliable market matches (i.e. benchmark jobs). The City has provided an outlined Scope of Work that Carlson Dettmann Consulting is fully-qualified and prepared to provide services in accordance with that scope.

Our team's approach to compensation consulting strives to find the balance between the external market pressures facing today's employers and the need to design a pay structure that is internally fair and equitable.

Although the Client is responsible for making the key decisions, we view ourselves as a strategic business partner entrusted with collecting and analyzing vital competitive data, and taking that data and turning it into a comprehensive and understandable set of recommendations.

### Compensation Project Definition and Orientation

In working through a project such as this, a partnership between the consultant and the client is vital. While compensation design and administration should not be approached with a one-size-fits-all mentality, there should be both internal consistency in approach, alignment with accepted (or best) practices of peer organizations, and external alignment within today's labor market in the final results. In order to guarantee success, the final, delivered results should also be reflective of the organization's philosophies and strategies.

The first step in this project would be refinement of the project plan to meet the specific needs of the parties. An initial meeting with the appropriate administrative team, as well as the key decision-makers,

will help ensure mutual understanding concerning the scope and task sequence of the study and each party's role. Specific items to be addressed would include:

- An agreed upon, detailed timetable for the project — overall and interim steps. CDC has provided a generalized timetable for the City's consideration and follow-up discussion, which would be formalized along with a more detailed project scope.
- The system and process our firm utilizes to determine the relative value of each position using CDC's Point Factor Job Evaluation System.
- A discussion on the role that individual (or group) performance currently plays within the organization, and the desired role the City intends performance to play in future decisions.
- The policy and intentions of the parties with respect to correcting inequities that may be identified;
- The manner of communicating project progress to City leaders and staff.

At the outset of the study, and throughout the process, we would ask the City's decision-makers to provide guidance on four key policy areas:



We would lead a discussion on potential answers to these questions, offer our experience and suggestions, and develop the pros and cons of the various alternatives.

The project can be broken down into four distinct phases, which may overlap over the course of the project:

- **Kickoff/Strategy Phase:** We start by reviewing organizational concerns, establishing/framing expectations of each party, and receiving preliminary guidance/instructions. These conversations and/or meetings typically occur over the first few weeks, and often overlap with the following phase.
- **Information/Data Collection Phase:** The job documentation and market data collection phase comprises the lengthiest phase of the project, and can be expected to take upwards of 12 to 15 weeks to fully complete. This timeframe includes the mid-project interviews with department leaders (and key management staff) to verify the documentation.
- **Planning & Development Phase:** Once we've had the opportunity to clarify our questions, and fine-tune our initial findings, we begin developing options for consideration by the client (including the development of costing estimates). Depending on the viability of the initial recommendations, this process typically takes between 4 and 6 weeks.
- **Adoption Phase:** The adoption phase varies client-by-client, largely due to each entity's unique processes and politics related to adoption. Once we're prepared to deliver the results, the decision-makers and/or governing body often dictate the timing of the final decision.

## **Methodology: Benchmarking & Establishing Salaries**

### **Information/Data Required – Wage Analysis**

CDC would require certain information from the City to complete the wage analysis portion of the project. The data fields required for the wage analysis include the following individual data for the employees subject to the study:

- First Name, Last Name, Job Title, Department, Current Rate of Pay, Current FLSA Status, FTE, Annual Work Year, Gender, Current Grade, Current Minimum, Current Market Rate / Midpoint, Current Maximum, Hire Date, Job Date, Birth Date, and annual wage data for the prior fiscal year in cases of required compression analysis.

Our primary concern with this section is that the data be in our requested format so that we may minimize the need to engage in additional conversations to “clean” the data for our use. We further request that the job title provided for this section is consistent with the job title provided in the job documentation (described below) so that we are easily able to ascertain which job is assigned to which file. We request that the wage analysis data and the job documentation data be provided electronically.

### **Market Data Collection / Selection of Comparable Employers**

CDC would collect and analyze relevant labor market information for the City to determine competitiveness of base salaries. The City would have significant input into the selection of comparable employers to be surveyed. We would utilize this custom survey data, as well as excellent published private-sector data to augment the custom public-sector survey. CDC maintains an extensive library of current, valid, and reputable surveys for this purpose.

As it specifically relates to the selection of comparable public sector employers for this compensation engagement, we typically request data from between ten to twenty comparable organizations for each unique project, and we employ survey practices that ensure a high rate of data collection. The reasons for the large sample size are varied, but include the following:

- It guarantees that no single organization will influence the final results. This is equally true for high and low-paying organizations. Our final result is a representation of the true marketplace.
- Not every entity in the selected comparable pool has a similar position within their organization. A larger grouping provides a greater possibility that we’ll have sufficient matches.
- In line with best practices for a compensation study, our goal is to achieve market matches (i.e. benchmark jobs) for between 40% and 70% of the jobs covered by the study, and over 50% of the employees covered by the benchmark jobs. A comprehensive pool of comparable employers increases the likelihood of meeting this target.
- Finally, a larger pool allows for a deeper analysis if different comparables are selected for different levels of positions. For example, many of our clients select a more local list of comparables for non-exempt positions, a more local/regional blend for professional and technical positions, and a regional/statewide (or national) grouping for managerial and department head positions.

We would engage the City in a dialogue, and provide professional guidance, to arrive at a list of organizations for the custom survey consistent with the City’s demographic characteristics. Our

recommendations would be based on an exploration of information related to, but not limited to, the following: proximity, tax-base, population, hiring practices, commuting patterns, etc.

Ultimately, the choice of comparisons will be the City's responsibility; our role is to advise. However, we will lead the City through a discussion of potential answers to these questions, accompanied by recommendations, to help the City make its policy choices.

Finally, we have invested in the tools and resources necessary for us to continue to improve our efficiency, as well as the reliability of the final results. The investment required to provide our clients with meaningful wage information is significant, but we understand and appreciate that not all data sources are created equally (e.g. "crowd-sourced" data vs trusted survey vendors).

### **Job Documentation**

Position analysis is the formal process we use to gather and assess information about the duties, responsibilities and requirements of each position. In order to evaluate job content objectively and classify jobs, we need accurate documentation with position responsibilities. This is the first part of the job evaluation portion of the project.

CDC can conduct position analysis using either of two methods. One method involves review of up-to-date job descriptions provided by the client. Assuming the City's job documentation has been updated within the last twelve (12) months, we are comfortable utilizing existing documentation.

The alternative method requires completing our Job Description Questionnaire (JDQ). This can be used for all jobs in the study—which many clients choose—or for select jobs where the duties require better definition.

If the City determines the quality of existing job documentation is not sufficient for accurate evaluation, then the best way to obtain accurate information for projects such as this is to have employees describe their own jobs in a systematic, complete manner using the CDC JDQ form. The sections of the JDQ correspond to the CDC Job Evaluation System factors to support system content reliability and validity. Because the person performing the job is the single best source of information about the job, the City's employees become critical participants in this project. To use everyone's time and resources efficiently, the City would designate one employee per classification to complete a questionnaire for that classification. For any jobs with multiple incumbents, the City would coordinate a joint questionnaire, provided the duties among the incumbents are fundamentally the same. However, any employee who feels their job duties are unique should have an opportunity to complete a JDQ.

After we have had an opportunity to review the job documentation, we would interview the City's leadership team and department heads to better understand job responsibilities, the dynamics of each department, and any observations regarding compensation issues that department heads may wish to share.

Once we have completed a full review of the job documentation, the City can use the JDQ's to make appropriate job description revisions, if desired. (We can provide a copy of the CDC JDQ form upon request.)

### **Job Evaluation**

The purpose of job evaluation is to provide an objective means of ranking each position in an organization, independent of individual performance, into a hierarchy. In other circumstances, we could conduct this portion of the project either by conducting the evaluations independently as your consultant, or by using



an employer-appointed job evaluation committee. Our job evaluation methodology is based upon determination of clear or discernible differences in job content. Our system measures job content at objective levels in the dimensions (otherwise known as “compensable factors”). Each of these factors is broken down into sub-factors with point levels associated with measured levels on each factor. We have used the system in thousands of applications, and it consistently yields valid results. These factors of internal job worth have proven to be consistent with values found in our client organizations. Because of the breadth of our factors, all main aspects of a job are covered and are seen as relevant to employees at all levels in the organization. A summary explanation of the system is included as a separate attachment.

### **Job Evaluation Training [Optional]**

If a client desires to administer the classification of its own jobs post-project (a service numerous client request us to administer on their behalf), we would have the following requirements:

1. that such a decision be made prior to the evaluation of the jobs;
2. a team of City personnel participate in the initial evaluation of all jobs;
3. a commitment of 5 to 7 full-days of the team’s time to be trained and to evaluate the jobs;  
and
4. a signed nondisclosure agreement.

The fee for this training would be \$7,500.

### **Department/Employee Communication**

Each organization’s perspective on project communications differs, and it is our goal to be resourceful and flexible enough in our approach to provide our clients with meaningful information to be used during and after the project.

As it relates to the governing body, we believe it is important to educate the members on [1] the workforce/economic conditions facing employers in today’s marketplace; [2] the mechanics and challenges of managing a compensation structure; [3] the differences between managing compensation at the policy level (as opposed to the administrative level); and [4] the decisions that need to be made during the project and thereafter.

Similarly, we believe that communication should occur with the department leaders at the outset to solicit feedback, discuss management-level concerns, and to manage their expectations (as well as providing them insights to manage their employees’ expectations and concerns).

As it relates to employee-level communications, our goal is to provide an overview of the process, the decisions to that will need to be made, and an explanation of what the revised compensation structure entails and how the structure/system works for employees.

While we believe that communication/education are distinctly different than the analysis/design work to be completed by our team, we have previously worked with internal working groups (union and non-union alike) that serve as sounding boards to make certain that the final product aligns with the organization’s strategic and policy objectives. This often occurs with the understanding that certain details (e.g. job evaluation, decision-points, etc.) will be discussed in greater detail than normal, but also that it is not expected to be a final decision-making body. This type of an approach can serve as an aid to the governing body by addressing certain matters that may otherwise serve as barriers to final adoption/acceptance.

However, such an approach is not for every organization, which is why we assist with other forms of communication as well (e.g. pre-project opinion surveys, Q&A documents, etc.).

Ultimately, communication surrounding the project and final deliverables is a delicate balancing act. If all communication comes from the consultant, it is difficult for the client to completely “own” the final product moving forward. If all communication comes from the client, it is difficult to build confidence in the methodologies and approaches used to develop the program. Our role is to provide our clients with sufficient information to find that balance.

### **Adoption/Presentation**

In the design of the final recommended structure, we use the results of the job evaluation process (internal relationships), market data (external competitiveness), and other relevant information (e.g., current pay practices, current performance evaluation system, strategic objectives, compression, highly competitive jobs, etc.). Based on all of the information at our disposal, we develop a pay structure using a regression of the market data against our job evaluation scores. There are instances where compression and/or market pressures influence our recommendations, and we are clear to point those out in our final report.

We would provide pay plan implementation alternatives to fit the City’s budget. If there are positions deemed to be overpaid, then some version of “red-circling” would be the suggested method of moving forward with those situations.

We are proud of our record of adoption and system continuation. We develop and present solutions that are sound, understood, and stand the test of time. We believe this is largely because we actively engage our clients in the decision-making process.

We advocate transparency in our consultations, so the City can expect an articulate, detailed discussion of our findings and recommendations. We not only encourage our clients to emphasize communication with employees at all steps of the process, but we would anticipate distinct conversations/presentations with the City leadership as it relates to market selection and placement, mid-project findings and update, review of policy questions, and a final report and presentation(s).

### **Classification Appeals [Optional]**

The City may choose to include an appeal procedure to be offered to employees so that an employee can request a review of the job evaluation and position classification outcome of this study. An appeal process can be critical to the validity and the acceptance of the process, especially in an environment where the outcomes are public information. An appeal of the job evaluation result refers to an objection to the pay grade in which the position has been placed (and not the individual placement in a grade).

We believe the standard for an appeal should be that the job has changed substantially during the study so that it could not have been evaluated accurately, a meaningful error in the documentation provided to us, or our analysis of the documentation was erroneous. This approach keeps the appeals process manageable. Organizations may choose to develop their own appeals processes and/or criteria, but our recommended fee is based on our recommended approach.

In the context of administering a fair yet controlled process, we recommend (1) restricting the job evaluation information shared to rating levels, not points; and (2) providing only the rating levels of the appellant’s job to said appellant. In doing so, we (and the client) focus the discussion on the job in question

as opposed to matters that quickly detract from the correct evaluation of the job, or placement on the wage schedule.

We recommend that matters subject to the appeal process be limited to errors of classification and exclude any issues of pay plan design, market composition, or implementation method as those are matters of policy reserved to the City. Our role in the appeal process would be to analyze, evaluate, and recommend, with the City having final authority over the decision.

The appeals process includes the following elements:

- Working with the Client to craft the appeals memos/notifications of the rating levels to employees.
- Reviewing each appeal and spending the necessary time to validate and/or revise the job evaluation score.
- Meeting with the department head and City organizational leadership to review the information.
- Follow-up conversations with organizational leadership.
- Drafting—and often redrafting—the findings and recommendations for final approval.
- Onsite meeting with the decision-making body for final approval.

## **Proposed Timeline**

The following is a tentative timeline that spans from initiation of the project to final adoption. It is our best approximation of the steps and time needed to complete the project, however, this may require revision once the project is refined in our conversations with the City. We believe that we can find some reasonable efficiencies upon further communication and clarification from the City. As a starting point, we are prepared to discuss opportunities for trimming the timeline to the “Data Collection” and “Collection of Job Documentation” phases of the project.

<b>Task</b>	<b>Anticipated Completion</b>
Project Orientations / Initial (Virtual) Meetings .....	Week 1
Employer Data Collection** .....	Week 2 to Week 4
Employer Collection of Job Documentation** .....	Week 2 to Week 8
Consultant Market Data Collection .....	Week 2 to Week 10
Job Evaluation / Job Analysis .....	Week 8 to Week 12
Market Data Analysis .....	Week 10 to Week 14
Department/Management Interviews .....	Week 12 to Week 13
Performance Standard Review/Development and Leadership Discussions.....	Week 12 to Week 16
Develop Initial Findings & Recommendations .....	Week 13 to Week 15
Review Initial Results with City .....	Week 15 to Week 16
Mid-Project Update / Policy Guidance .....	Week 16 to Week 17
Draft Report .....	Week 17 to Week 19
Review Adoption Strategy with City .....	Week 20 to Week 22
Presentation of Final Report .....	Week 22
Appeals Process .....	Within 90 days Following Adoption

\*\* This is a normal timeline for completion and is based on the timeliness and completeness of the data and job documentation provided by the Client. However, the timing of a project is also largely dependent on the responsiveness to our requests for data from other public sector organizations. Because we cannot control the speed of the responses to our requests, we are often at the mercy of the comparable organizations. Once the data is provided to us, it must be uploaded to our database for our use and then analyzed.

## D. Cost Proposal

Because compensation consulting is our team’s primary line of work, we build our proposals on the scope of work and not necessarily on the specific hours it takes to complete each component (or phase of each project). This enables us to offer a firm fixed fee proposal that meets the interests of both our clients and our firm. This further solidifies our independent contractor status, with our team’s (and company’s) exposure being the opportunity for profit and/or loss. If the job takes longer and/or costs more than originally anticipated, we bear the burden of this miscalculation.

The total professional fees for the classification and compensation study are indicated below:

70 Non-Represented Classifications	\$29,750
ESTIMATED Travel Expenses	\$1,000 *
ESTIMATED Appeals	\$1,400 *

\* We would only charge actual, incurred travel expenses, and would work to mitigate the number of appeals as well.

The project fee anticipates one (1) trips for an on-site presentation to the appropriate decision-making body for action. Please note that, if the City chooses to participate in the evaluation of its own jobs, this would require onsite visits.

We also would conduct the project onboarding process (goals, challenges, project planning, etc.), as well as the management/department head interviews (clarification of roles, reviewing concerns, gaining understanding of departments, etc.) remotely/virtually. It is anticipated that the management interviews would span at least two full days. Further, periodic status conferences and/or other virtual meetings are anticipated and would be conducted via phone conferences or web-based technology (e.g. Teams).

Our proposal is based upon 70 job classifications. Our experience has been that this count may eventually change during the course of a project. Accordingly, we propose adjusting the fee appropriately with the City invoiced \$425 for every job evaluation over the identified job evaluation count.

### **Additional Work / Hourly Rates: [OPTIONAL]**

Any additional work outside the scope of the project may be requested and agreed upon and would be invoiced at either our standard hourly rates of \$250, or for an additional project fee as mutually agreed upon by the City and CDC. It is our experience that it is more economical for a client to negotiate scope and price with our team than it would be to simply engage our services at an hourly rate. We believe we would have the capability to assist the City in many areas, but also understand that any additional work depends on the relationship we’ve built with the City in the course of the classification and compensation study.

### **Classification Appeals: [OPTIONAL]**

Many of our projects include an appeals/review process following adoption of a new plan. Because the approach to appeals varies from client-to-client, we have found it easiest to include this as an optional add-on to a project. If the City desires to incorporate an appeals process, the City will be invoiced \$200 per appeal/review submitted for our review and recommendation. Appeals must be completed within 90 days of plan adoption. Thereafter, the City would need to submit a request for classification review.

### **Review of FLSA Exemption Status: [OPTIONAL]**

The City may request verification of an evaluation of positions for proper FLSA exemption placement as part of the project. Conducting a detailed review of exemption status would add a great deal of time to the existing project. The City may choose to complete this portion of the project after implementation of the Classification and Compensation plan adoption. We provide this as an optional service that would be agreed upon and would be invoiced at \$150 per position. If this option is selected, the project scope and classifications for review would be mutually agreed upon.

Alternatively, throughout the project we may provide a high-level review and identify potential classifications that the City should consider reviewing the FLSA exemption placement of in accordance with the Fair Labor Standards Act. With this option, CDC would not provide a written recommendation.

Any recommendation that is made under either of these options should be reviewed by the City's counsel, or designee.

**Post-Project Job Evaluation: [OPTIONAL]**

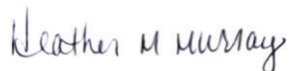
Once we enter the ongoing maintenance phase of the project, any classification reviews conducted for the City could be conducted at our standard client-rate (currently \$275 per classification). Further, if the City requires a competitive market-based estimate (and we have sufficient data in our systems), the fee would be at our standard client-rate at the time of the request (currently \$300 per classification). In the instance a client desires both a job evaluation rating (i.e. grade placement) and a market-estimate, our fee would be \$425 for the two (as it currently stands).

**Payment Schedule:**

The project fee would be paid in five (5) equal installments of the agreed upon project fee: initial payment due upon execution of a professional services agreement, second payment due at the start of the second month of the project, third payment due at the start of the third month of the project, fourth payment due at the start of the fourth month of the project, and the final payment due upon delivery of CDC's findings and recommendations to the City.

This proposal is valid until May 31, 2023. Thank you for the opportunity to submit this proposal, and we hope to have the opportunity to serve the City on this project and thereafter.

Respectfully submitted on February 27, 2023.



Heather M. Murray  
Senior Consultant

## City of Menasha Disbursements

Weekly Accounts Payable	03/03/23 - 03/16/23 Checks # 77323-77470	\$473,856.34
	Void Check 76982	(\$100.00)
	Void Check 77285	(\$50.00)
Bi-Weekly Payroll	03/09/23	\$233,669.90
Additional Regular Cycle Accounts Payables -Paid Electronically		
Delta Dental	03/08/23	\$3,325.97
Network Health Premium	03/08/23	\$170,311.63
Community First CU-Payroll Deduction	03/09/23	\$686.00
Employee Benefits-Flex Spending	03/09/23	\$4,667.95
HRA Funding	03/09/23	\$420.00
Wisconsin Deferred Compensation	03/10/23	\$8,580.00
Nationwide Deferred Compensation	03/10/23	\$3,917.50
Postage Machine Lease	03/10/23	\$214.68
Credit Card Fees	03/10/23	\$35.70
Federal Tax Withholding	03/14/23	\$79,996.22
Bank Fees	03/15/23	\$75.00
Delta Dental	03/15/23	\$1,011.20
Debt Service Payments	03/15/23	\$261,561.69
		\$ 534,803.54
Total		\$1,242,179.78

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>	03/16/23
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: 3/3/2023

<b>Vendor Name</b>	<b>Check Number</b>	<b>Check Date</b>	<b>Invoice Number</b>	<b>Account Number</b>	<b>Amount</b>	<b>Description</b>
AMAZON CAPITAL SERVICES	77325	3/3/2023	11N7-P1RX-93CR	100-0601-551.30-14	16.90	LIBRARY MATERIALS
		3/3/2023	134M-NNMJ-FPJG	100-0601-551.30-14	27.38	LIBRARY MATERIALS
		3/3/2023	13QV-6XQD-LQH4	100-0601-551.30-14	44.97	LIBRARY MATERIALS
		3/3/2023	16JW-RV3X-R6GD	100-0601-551.30-14	19.99	LIBRARY MATERIALS
		3/3/2023	17DN-G77X-11GQ	100-0601-551.30-14	30.94	LIBRARY MATERIALS
		3/3/2023	19PR-K761-YG6N	100-0601-551.30-16	47.98	PROMOTIONAL
		3/3/2023	1CXC-PNPH-43T1	100-0601-551.30-14	12.99	LIBRARY MATERIALS
		3/3/2023	1DCH-Q347-13YY	100-0601-551.30-14	39.58	LIBRARY MATERIALS
		3/3/2023	1DLP-JQ3F-R1M6	100-0601-551.30-10	27.83	LIBRARY SUPPLIES
		3/3/2023	1DWY-KL1W-37RQ	100-0601-551.30-16	17.88	PROMOTIONAL
		3/3/2023	1FRG-MQVT-3T76	100-0601-551.30-14	22.99	LIBRARY MATERIALS
		3/3/2023	1G7X-XCTK-69PD	100-0601-551.30-16	51.98	PROMOTIONAL
		3/3/2023	1GKY-T4QD-3C6M	100-0601-551.30-10	63.78	LIBRARY SUPPLIES
		3/3/2023	1GM3-XM1D-73YD	100-0601-551.30-12	384.53	COMPUTER SUPPLIES
		3/3/2023	1GMR-Q4DD-4313	100-0601-551.30-16	61.34	PROMOTIONAL
		3/3/2023	1J7L-T4P6-9WVJ	100-0601-551.30-18	11.98	DEPARTMENT SUPPLIES
		3/3/2023	1JGG-XFQK-TKTK	100-0601-551.30-16	9.99	PROMOTIONAL
		3/3/2023	1KYP-XFGP-16J9	100-0601-551.30-16	8.99	PROMOTIONAL
		3/3/2023	1LNC-6N3V-1L6F	100-0601-551.30-14	53.26	LIBRARY MATERIALS
		3/3/2023	1LXH-HHDT-JWNJ	100-0601-551.30-16	8.99	PROMOTIONAL
		3/3/2023	1MCK-JYDR-RDWM	100-0601-551.30-16	85.57	PROMOTIONAL
		3/3/2023	1MHQ-HRYW-4HRF	100-0601-551.30-16	127.65	PROMOTIONAL
		3/3/2023	1MPT-LKLY-4JNN	100-0601-551.30-14	6.43	LIBRARY MATERIALS
		3/3/2023	1N3G-DCQX-3PG9	100-0601-551.30-16	167.99	PROMOTIONAL
		3/3/2023	1N3R-PQMF-KH1J	100-0601-551.30-16	29.75	PROMOTIONAL
		3/3/2023	1NVL-MDJ6-C9JY	100-0601-551.30-10	12.59	LIBRARY SUPPLIES
		3/3/2023	1P7C-H4CH-PVXV	100-0601-551.30-14	34.96	LIBRARY MATERIALS
		3/3/2023	1P7C-H4CH-QQV3	100-0601-551.30-14	85.40	LIBRARY MATERIALS
		3/3/2023	1PND-JW67-LMRD	100-0601-551.30-14	26.09	LIBRARY MATERIALS
		3/3/2023	1PXV-CRGN-X4Y4	100-0601-551.30-10	215.00	LIBRARY SUPPLIES
		3/3/2023	1RDK-DY61-7YTJ	100-0601-551.30-14	18.00	LIBRARY MATERIALS
				100-0601-551.30-19	349.99	OFFICE SUPPLIES
		3/3/2023	1RGG-K6YY-1RTP	100-0601-551.30-14	445.07	LIBRARY MATERIALS
		3/3/2023	1RNJ-K3FY-F3Y6	100-0601-551.30-16	83.66	PROMOTIONAL



## AP Check Register

### Check Date: 3/3/2023

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
AMAZON CAPITAL SERVICES...	77325...	3/3/2023	1TV1-3QNW-479T	100-0601-551.30-10	19.99	LIBRARY SUPPLIES
		3/3/2023	1V6H-XK7Q-VPYR	100-0601-551.30-16	86.93	PROMOTIONAL
		3/3/2023	1VLM-WTYC-7CGF	100-0601-551.30-14	12.99	LIBRARY MATERIALS
		3/3/2023	1WTT-MJXJ-6RGY	100-0601-551.30-14	21.01	LIBRARY MATERIALS
		3/3/2023	1WVF-1VY7-Y3PR	100-0601-551.30-14	9.99	LIBRARY MATERIALS
		3/3/2023	1X9Y-G6J7-34MG	100-0601-551.30-14	66.85	LIBRARY MATERIALS
		3/3/2023	1XRC-H717-RYGW	100-0601-551.30-12	227.97	COMPUTER SUPPLIES
		3/3/2023	1Y11-4RD6-6CTD	100-0601-551.30-14	8.83	LIBRARY MATERIALS
		3/3/2023	1YJ4-L93K-1PJL	100-0601-551.30-10	14.38	LIBRARY SUPPLIES
		3/3/2023	1YV6-L6V6-DPG6	100-0601-551.30-14	291.29	LIBRARY MATERIALS
			<b>Total for check: 77325</b>		<b>3,412.65</b>	
BAKER & TAYLOR INC	77326	3/3/2023	2037259406	100-0601-551.30-14	36.26	LIBRARY MATERIALS
		3/3/2023	2037263456	100-0601-551.30-14	25.43	LIBRARY MATERIALS
		3/3/2023	H63605650	100-0601-551.30-14	40.99	LIBRARY MATERIALS
		3/3/2023	H63625880	100-0601-551.30-14	25.19	LIBRARY MATERIALS
		3/3/2023	H63838610	100-0601-551.30-14	436.83	LIBRARY MATERIALS
		3/3/2023	H63886340	100-0601-551.30-14	64.76	LIBRARY MATERIALS
		3/3/2023	H63904800	100-0601-551.30-14	187.08	LIBRARY MATERIALS
		3/3/2023	H63985060	100-0601-551.30-14	17.99	LIBRARY MATERIALS
		3/3/2023	H64043890	100-0601-551.30-14	90.66	LIBRARY MATERIALS
			<b>Total for check: 77326</b>		<b>925.19</b>	
CENGAGE LEARNING INC/GALE	77327	3/3/2023	79970563	100-0601-551.30-14	89.57	LIBRARY MATERIALS
		3/3/2023	80134193	100-0601-551.30-14	49.58	LIBRARY MATERIALS
		3/3/2023	80179056	100-0601-551.30-14	38.92	LIBRARY MATERIALS
		3/3/2023	80179565	100-0601-551.30-14	73.57	LIBRARY MATERIALS
		3/3/2023	80721136	100-0601-551.30-14	38.92	LIBRARY MATERIALS
		3/3/2023	80721751	100-0601-551.30-14	19.59	LIBRARY MATERIALS
			<b>Total for check: 77327</b>		<b>310.15</b>	

## AP Check Register

### Check Date: 3/3/2023

<i>Vendor Name</i>	<i>Check Number</i>	<i>Check Date</i>	<i>Invoice Number</i>	<i>Account Number</i>	<i>Amount</i>	<i>Description</i>
CENTER POINT LARGE PRINT	77328	3/3/2023	1986348	100-0601-551.30-14	288.24	LIBRARY MATERIALS
			<b>Total for check: 77328</b>		<b>288.24</b>	
DEMCO	77329	3/3/2023	7261763	100-0601-551.30-18	407.17	DEPARTMENT SUPPLIES
			<b>Total for check: 77329</b>		<b>407.17</b>	
VICTOR FLORES	77330	3/3/2023	MILEAGE	100-0601-551.33-01	9.56	MILEAGE REIMBURSEMENT
			<b>Total for check: 77330</b>		<b>9.56</b>	
FOCOL POINT PHOTOGRAPHY LLC	77331	3/3/2023	0017360	100-0601-551.30-14	74.00	LIBRARY MATERIALS
			<b>Total for check: 77331</b>		<b>74.00</b>	
FOX STAMP SIGN & SPECIALTY	77332	3/3/2023	OE-25710	100-0601-551.30-10	25.90	LIBRARY SUPPLIES
			<b>Total for check: 77332</b>		<b>25.90</b>	
HOME DEPOT CREDIT SERVICES	77333	3/3/2023	8903245	100-0601-551.24-01	628.00	DISHWASHER
			<b>Total for check: 77333</b>		<b>628.00</b>	
INGRAM LIBRARY SERVICES	77334	3/3/2023	73619559	100-0601-551.30-14	701.22	LIBRARY MATERIALS
		3/3/2023	73671174	100-0601-551.30-14	199.03	LIBRARY MATERIALS
		3/3/2023	73739516	100-0601-551.30-14	248.55	LIBRARY MATERIALS
		3/3/2023	73791820	100-0601-551.30-14	180.56	LIBRARY MATERIALS
		3/3/2023	73816634	100-0601-551.30-14	18.68	LIBRARY MATERIALS
		3/3/2023	73884756	100-0601-551.30-14	3,533.73	LIBRARY MATERIALS
		3/3/2023	73917941	100-0601-551.30-14	787.10	LIBRARY MATERIALS
		3/3/2023	73986768	100-0601-551.30-14	672.25	LIBRARY MATERIALS
		3/3/2023	74004996	100-0601-551.30-14	706.70	LIBRARY MATERIALS
		3/3/2023	74004997	100-0601-551.30-14	454.13	LIBRARY MATERIALS
		3/3/2023	74004998	100-0601-551.30-14	21.23	LIBRARY MATERIALS
		3/3/2023	74074374	100-0601-551.30-14	468.66	LIBRARY MATERIALS

## AP Check Register

### Check Date: 3/3/2023

<i>Vendor Name</i>	<i>Check Number</i>	<i>Check Date</i>	<i>Invoice Number</i>	<i>Account Number</i>	<i>Amount</i>	<i>Description</i>
INGRAM LIBRARY SERVICES...	77334...	3/3/2023	74097044	100-0601-551.30-14	372.41	LIBRARY MATERIALS
		3/3/2023	74142306	100-0601-551.30-14	624.72	LIBRARY MATERIALS
		3/3/2023	74192811	100-0601-551.30-14	409.41	LIBRARY MATERIALS
	<b>Total for check: 77334</b>					<b>9,398.38</b>
KANOPY	77335	3/3/2023	KDEP-20517	100-0601-551.30-14	1,500.00	LIBRARY MATERIALS
	<b>Total for check: 77335</b>					<b>1,500.00</b>
KITZ & PFEIL INC	77336	3/3/2023	41289	100-0601-551.24-03	19.77	BLOWOFF DUSTER/ADAPTER
	<b>Total for check: 77336</b>					<b>19.77</b>
SARAH KOENIGS	77337	3/3/2023	PERFORMANCE	100-0601-551.20-05	200.00	PERFORMANCE
	<b>Total for check: 77337</b>					<b>200.00</b>
LIBRARY STORE INC	77338	3/3/2023	615764	100-0601-551.30-18	273.34	DEPARTMENT SUPPLIES
	<b>Total for check: 77338</b>					<b>273.34</b>
MIDWEST TAPE	77339	3/3/2023	503162563	100-0601-551.30-14	58.62	LIBRARY MATERIALS
		3/3/2023	503185005	100-0601-551.30-14	37.49	LIBRARY MATERIALS
		3/3/2023	503209611	100-0601-551.30-14	62.96	LIBRARY MATERIALS
		3/3/2023	503298883	100-0601-551.30-14	155.93	LIBRARY MATERIALS
	<b>Total for check: 77339</b>					<b>315.00</b>
MBM	77340	3/3/2023	IN4240250	100-0601-551.24-04	142.18	PRINTER CONTRACT
	<b>Total for check: 77340</b>					<b>142.18</b>
NEENAH NEWS	77341	3/3/2023	ACCT #N000497	100-0601-551.30-14	70.00	SUBSCRIPTION
	<b>Total for check: 77341</b>					<b>70.00</b>

## AP Check Register

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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>
OFFICE DEPOT BUSINESS ACCOUNT	77342	3/3/2023	289478693001	100-0601-551.30-10	16.49	LIBRARY SUPPLIES
		3/3/2023	289802844001	100-0601-551.30-10	87.96	LIBRARY SUPPLIES
	<b>Total for check: 77342</b>					<b>104.45</b>
SERVICEMASTER BUILDING MAINTENANCE	77343	3/3/2023	41933	100-0601-551.20-01	1,705.00	JANITORIAL SERVICE
		<b>Total for check: 77343</b>				
SHOWCASES	77344	3/3/2023	325699	100-0601-551.30-18	53.65	DEPARTMENT SUPPLIES
		3/3/2023	325765	100-0601-551.30-18	27.39	DEPARTMENT SUPPLIES
		3/3/2023	325779	100-0601-551.30-18	1,021.68	DEPARTMENT SUPPLIES
	<b>Total for check: 77344</b>					<b>1,102.72</b>
SPLASH 5 PUBLISHING LLC	77345	3/3/2023	1/31-1	100-0601-551.30-14	34.00	LIBRARY MATERIALS
		<b>Total for check: 77345</b>				
UNIQUE MANAGEMENT SERVICES INC	77346	3/3/2023	6109851	100-0601-551.21-06	372.80	PLACEMENTS
		<b>Total for check: 77346</b>				
US BANK EQUIPMENT FINANCE	77347	3/3/2023	494473838	100-0601-551.24-04	513.46	COPIER CONTRACT
		<b>Total for check: 77347</b>				
WINNEFOX AUTOMATED LIBRARY SYSTEM	77348	3/3/2023	WALS2216	100-0601-551.30-11	103.87	SUPPORT/MAINTENANCE
				100-0601-551.32-01	285.76	SUPPORT/MAINTENANCE
	<b>Total for check: 77348</b>					<b>389.63</b>

**AP Check Register**  
**Check Date: 3/3/2023**

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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>
REBECCA ZORNOW	77349	3/3/2023	PERFORMANCE	100-0601-551.20-05	170.00	PERFORMANCE
			<b>Total for check: 77349</b>		<u>170.00</u>	
					<u>22,391.59</u>	

## AP Check Register

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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
ACCURATE	77350	3/9/2023	2301922	731-1022-541.30-18	58.16	WELDER PLIERS/EXTRACTOR TOOL
			<b>Total for check: 77350</b>		<b>58.16</b>	
AMAZON CAPITAL SERVICES	77351	3/9/2023	1LFK-6QQJ-D4KQ	100-0801-521.30-18	85.36	OFFICE SUPPLIES
		3/9/2023	1NMN-LFN6-6QHW	100-0801-521.30-18	181.48	TRANSPORT BLANKET
		3/9/2023	1QVP-49J6-6GR7	100-0801-521.30-10	83.86	OFFICE SUPPLIES
			<b>Total for check: 77351</b>		<b>350.70</b>	
AUTOMATED COMFORT CONTROLS	77352	3/9/2023	33050	100-0703-553.24-03	535.90	SERVICE BOILER SYSTEM
			<b>Total for check: 77352</b>		<b>535.90</b>	
BAY BUS LLC	77353	3/9/2023	13478	100-0000-201.14-00	825.00	HISTORIC MANITOWOC TRIP
			<b>Total for check: 77353</b>		<b>825.00</b>	
BERGSTROM	77354	3/9/2023	82523	731-1022-541.38-04	604.00	LAMP SOCKET & WIRE ASY
			<b>Total for check: 77354</b>		<b>604.00</b>	
BOBCAT PLUS	77355	3/9/2023	IA17447	731-1022-541.38-03	12.05	BOBCAT PARTS
		3/9/2023	IA17826	731-1022-541.38-02	331.56	BOBCAT PARTS
		3/9/2023	IA17864	731-1022-541.38-03	(854.60)	RETURN DOC/GASKET
		3/9/2023	IA17875	731-1022-541.38-03	781.11	BOBCAT PARTS
			<b>Total for check: 77355</b>		<b>270.12</b>	
CASPERS TRUCK EQUIPMENT INC	77356	3/9/2023	0056081-IN	100-1006-541.30-15	425.00	CUTTING EDGE KIT
			<b>Total for check: 77356</b>		<b>425.00</b>	
CHARTER COMMUNICATIONS	77357	3/9/2023	0183848022823	100-0601-551.22-01	59.98	LIBRARY FIRE SYSTEM
			<b>Total for check: 77357</b>		<b>59.98</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>
COMPLETE OFFICE OF WISCONSIN	77358	3/9/2023	418898	100-0801-521.30-10	114.00	OFFICE SUPPLIES
			<b>Total for check: 77358</b>		<b>114.00</b>	
KORTNEY DAHM	77359	3/9/2023	FEB MILEAGE	100-0903-531.33-01	38.65	FEB MILEAGE
			<b>Total for check: 77359</b>		<b>38.65</b>	
UNEMPLOYMENT INSURANCE	77360	3/9/2023	000012297820	100-0703-553.15-09	638.00	UNEMPLOYMENT INS - FEB
				100-1003-541.15-09	89.00	UNEMPLOYMENT INS - FEB
			<b>Total for check: 77360</b>		<b>727.00</b>	
DTN LLC	77361	3/9/2023	6263860	743-0403-513.24-04	2,196.00	SUBSCRIPTION
			<b>Total for check: 77361</b>		<b>2,196.00</b>	
ENVIROTECH EQUIPMENT	77362	3/9/2023	22-0020659	731-1022-541.38-03	1,978.87	SPRINGS/SENSOR/GRIPS
		3/9/2023	22-0020718	731-1022-541.38-03	280.17	HYDRAULIC FILTERS
			<b>Total for check: 77362</b>		<b>2,259.04</b>	
EVER DRY WATERPROOFING	77363	3/9/2023	3209	204-0308-562.70-01	5,781.67	MR 22 06 849 SIXTH STREET
			<b>Total for check: 77363</b>		<b>5,781.67</b>	
FACTORY MOTOR PARTS CO	77364	3/9/2023	18-2117323	731-1022-541.38-03	42.94	LUBE FILTERS
			<b>Total for check: 77364</b>		<b>42.94</b>	
FERRELLGAS	77365	3/9/2023	1122311592	100-1016-543.30-18	185.99	GAS
			<b>Total for check: 77365</b>		<b>185.99</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>	
STEPHEN FINCH	77366	3/9/2023	DEP REFUND	100-0000-201.10-00	100.00	DEPOSIT REFUND	OCCUPANCY PERMIT #13960
			<b>Total for check: 77366</b>		<b>100.00</b>		
FOX CROSSING UTILITIES	77367	3/9/2023	127-17360	100-0703-553.22-06	9.60	STANDBY WATER	11/21/22 - 2/14/23
			<b>Total for check: 77367</b>		<b>9.60</b>		
GLOBAL RENTAL CO INC	77368	3/9/2023	6024128	741-0000-193.00-00	149,024.00	FORD ALTEC AT40G	FORD F550 #0005
			<b>Total for check: 77368</b>		<b>149,024.00</b>		
GUNDERSON CLEANERS	77369	3/9/2023	1237479	100-0801-521.30-13	62.51	LAUNDRY SERVICE	
			<b>Total for check: 77369</b>		<b>62.51</b>		
CHLOE HANSEN-DUNN	77370	3/9/2023	JAN MEALS	100-0702-552.34-03	32.97	JANUARY MEALS	
		3/9/2023	JAN MILEAGE	100-0702-552.33-01	137.55	JANUARY MILEAGE	
			<b>Total for check: 77370</b>		<b>170.52</b>		
HARRISON UTILITIES	77371	3/9/2023	000-5700-00	501-0304-562.22-05	13.58	2011 MANITOWOC ROAD	1/27 - 2/27
		3/9/2023	001-0220-00	100-0703-553.22-05	65.30	2170 PLANK ROAD	1/19/23 - 2/21/23
			<b>Total for check: 77371</b>		<b>78.88</b>		
KRISTINE HEIM	77372	3/9/2023	FEB MILEAGE	100-0304-562.33-01	30.13	FEB MILEAGE	
			<b>Total for check: 77372</b>		<b>30.13</b>		
CLAIRE HOLZSCHUH	77373	3/9/2023	FEB MILEAGE	100-0918-531.33-01	36.68	FEB MILEAGE	
			<b>Total for check: 77373</b>		<b>36.68</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>
HOME DEPOT CREDIT SERVICES	77374	3/9/2023	2084990	100-0702-552.30-18	410.82	FUEL TANKS
			<b>Total for check: 77374</b>		<b>410.82</b>	
KITZ & PFEIL INC	77376	3/9/2023	41100	731-1022-541.38-03	10.78	NUTS/BOLTS
		3/9/2023	41126	731-1022-541.30-18	5.98	EYE BOLT/HARDWARE
		3/9/2023	41155	100-0601-551.24-03	14.46	DUPLEX RECEPTACLE/CAULK
		3/9/2023	41212	100-0703-553.30-18	13.11	UTILITY PULL ZINC
		3/9/2023	41275	100-1008-541.30-18	7.18	MOUNT STRIPS
		3/9/2023	41286	100-0703-553.24-03	19.42	PAINT ROLLER COVER BRUSH SET
		3/9/2023	41291	731-1022-541.38-03	6.44	NUTS/BOLTS
		3/9/2023	41315	100-1008-541.30-18	13.36	BOLT EYE W/NUTS
		3/9/2023	41338	100-1008-541.30-18	8.91	BOLT EYE W/NUTS
		3/9/2023	41348	100-0704-552.24-03	12.21	BLEACH BATH CLEANER/SCRUBBRUSH/GLOVES
		3/9/2023	41355	731-1022-541.24-03	4.49	MR CLEAN ERASER
		3/9/2023	41376	100-0703-553.30-18	25.17	SPRAY PAINT/CEMENT PVC
		3/9/2023	41388	100-0801-521.30-18	1.55	HARDWARE
		3/9/2023	41400	100-0704-552.24-03	6.28	SPATULA/SHOE COVER
		3/9/2023	41405	731-1022-541.38-03	0.89	O RING
		3/9/2023	41422	100-0801-521.24-03	4.49	COUPLING FLEX
		3/9/2023	41423	731-1022-541.30-18	4.13	PARTS
		3/9/2023	41424	100-0801-521.24-03	29.44	TRAP/ELBOW/PVC/COUPLE
		3/9/2023	41430	100-0801-521.30-15	26.98	HARDWARE/NUTS/BOLTS
		3/9/2023	41434	731-1022-541.30-18	26.98	DRILL BIT
		3/9/2023	41445	100-1008-541.30-18	21.57	PACKING TAPE/VELCRO TAPE
		3/9/2023	41488	100-0801-521.24-03	14.83	PARTS
			<b>Total for check: 77376</b>		<b>278.65</b>	
KL ENGINEERING INC	77377	3/9/2023	20230133	489-1003-541.82-02	1,974.06	RACINE ST BRIDGE LIGHTING
			<b>Total for check: 77377</b>		<b>1,974.06</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>	
DONNA LANDERS	77378	3/9/2023	BUS TRIP	100-0000-201.14-00	328.00	MILWAUKEE BUS TRIP	REIMBURSEMENT
			<b>Total for check: 77378</b>		<b>328.00</b>		
LEVENHAGEN OIL CORPORATION	77379	3/9/2023	076777A-IN	731-1022-541.30-18	703.20	OIL	
			<b>Total for check: 77379</b>		<b>703.20</b>		
MACQUEEN EQUIPMENT	77380	3/9/2023	P27358	731-1022-541.38-03	575.10	MOTOR	
		3/9/2023	P27871	731-1022-541.38-03	509.23	FILTER	
		3/9/2023	P27876	731-1022-541.38-03	637.92	LOADER/BEARING/WASHER	CUSHION
			<b>Total for check: 77380</b>		<b>1,722.25</b>		
MATTHEWS TIRE & SERVICE CENTER	77381	3/9/2023	86510	731-1022-541.38-02	2,271.00	TIRES X 2	VALVE STEM/HARDWARE
			<b>Total for check: 77381</b>		<b>2,271.00</b>		
LEAH MCCORMICK	77382	3/9/2023	JAN MILEAGE	100-0702-552.33-01	6.29	JAN MILEAGE	
			<b>Total for check: 77382</b>		<b>6.29</b>		
MENARDS-APPLETON EAST	77383	3/9/2023	34062	100-0703-553.24-03	67.21	SUPPLIES	
			<b>Total for check: 77383</b>		<b>67.21</b>		
POSTMASTER	77384	3/9/2023	POSTAGE	100-1006-541.30-11	63.00	STAMPS	
				266-1027-543.30-11	63.00	STAMPS	
				266-1028-543.30-11	63.00	STAMPS	
			<b>Total for check: 77384</b>		<b>189.00</b>		
MENASHA TREASURER	77385	3/9/2023	TRIP TIP	100-0000-201.14-00	25.00	BUS DRIVER TIP	3/22/23
			<b>Total for check: 77385</b>		<b>25.00</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>
KATHY MORSE	77386	3/9/2023	SR CTR DEP RFND	100-0000-441.45-00	100.00	SR CTR DEPOSIT REFUND
			<b>Total for check: 77386</b>		<b>100.00</b>	
MORTON SAFETY	77387	3/9/2023	221545	100-0901-515.30-18	2,493.85	PARKA JACKETS 1/2 CVMIC
			<b>Total for check: 77387</b>		<b>2,493.85</b>	
N&M AUTO SUPPLY	77388	3/9/2023	785747	731-1022-541.38-03	51.12	GAUGE
		3/9/2023	786724	731-1022-541.38-04	37.80	2016 FORD TRANSIT SENSOR
			<b>Total for check: 77388</b>		<b>88.92</b>	
NATIONAL PELRA	77389	3/9/2023	3821	100-0201-512.34-02	175.00	CONFERENCE
			<b>Total for check: 77389</b>		<b>175.00</b>	
NEENAH-MENASHA SEWERAGE COMMISSION	77390	3/9/2023	2023-029	601-1021-543.25-01	63,342.55	MARCH WASTEWATER
		3/9/2023	2023-035	601-1021-543.25-01	19,528.00	MARCH INTEREST & DEBT
			<b>Total for check: 77390</b>		<b>82,870.55</b>	
NOVER ENGELSTEIN & ASSOCIATES INC	77391	3/9/2023	M2023	743-0403-513.24-04	630.00	SOFTWARE RENEWAL SANITARIAN
			<b>Total for check: 77391</b>		<b>630.00</b>	
OFFICE ENTERPRISES INCORPORATED	77392	3/9/2023	527850	100-1001-514.30-10	194.18	POSTAGE MACHINE INK
			<b>Total for check: 77392</b>		<b>194.18</b>	
ANDREA OSKEY	77393	3/9/2023	JAN-FEB MILEAGE	743-0403-513.33-01	17.16	JAN-FEB MILEAGE
			<b>Total for check: 77393</b>		<b>17.16</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>
LINDA PALMBACH	77394	3/9/2023	FEB MILEAGE	100-0903-531.33-01	37.60	FEB MILEAGE
			<b>Total for check: 77394</b>		<b>37.60</b>	
MEGHAN PAULY	77395	3/9/2023	JAN-FEB MILEAGE	100-0903-531.33-01	29.48	JAN-FEB MILEAGE
			<b>Total for check: 77395</b>		<b>29.48</b>	
REDI-WELDING CO	77396	3/9/2023	15552	731-1022-541.30-15	2,500.00	42 TON UNI HYDRO IRON WORKER
			<b>Total for check: 77396</b>		<b>2,500.00</b>	
LIZ ROSIN	77397	3/9/2023	FEB MILEAGE	100-0903-531.33-01	8.52	FEB MILEAGE
			<b>Total for check: 77397</b>		<b>8.52</b>	
SERVICE MOTOR COMPANY	77398	3/9/2023	P74275	731-1022-541.38-03	225.22	PARTS
			<b>Total for check: 77398</b>		<b>225.22</b>	
SHERWIN WILLIAMS CO	77399	3/9/2023	1653-4	100-0703-553.30-18	95.94	PAINT
		3/9/2023	1834-0	100-0601-551.24-03	814.83	PAINT/TAPE
			<b>Total for check: 77399</b>		<b>910.77</b>	
SPEEDY CLEAN DRAIN & SEWER INC	77400	3/9/2023	78573	601-1020-543.21-02	610.00	640 KEYES STREET TELEWISE LATERAL
			<b>Total for check: 77400</b>		<b>610.00</b>	
SPEEDY METALS LLC	77401	3/9/2023	616488-NB	100-1006-541.30-15	896.03	STEEL TUBE
			<b>Total for check: 77401</b>		<b>896.03</b>	
SYN-TECH SYSTEMS	77402	3/9/2023	263475	731-1022-541.24-06	1,192.00	TITANIUM ASSEMBLY/CABLE RINGS/INTERFACE
			<b>Total for check: 77402</b>		<b>1,192.00</b>	

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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
TAPCO	77403	3/9/2023	1747183	100-1008-541.30-18	5,772.10	SIGN SUPPLIES
			<b>Total for check: 77403</b>		<b>5,772.10</b>	
THEDACARE AT WORK	77404	3/9/2023	336592	100-0202-512.21-06	199.00	PRE WORK SCREEN
		3/9/2023	336679	100-0202-512.21-06	66.00	DS RAPID 5 BUNDLED
			<b>Total for check: 77404</b>		<b>265.00</b>	
TOYS FOR TRUCKS	77405	3/9/2023	INV37268	731-1022-541.38-03	105.03	WEATHERTECH FOR TRUCK
			<b>Total for check: 77405</b>		<b>105.03</b>	
UNIFIRST CORPORATION	77406	3/9/2023	097 0366440	731-1022-541.20-01	242.79	LAUNDRY SERVICE
			<b>Total for check: 77406</b>		<b>242.79</b>	
UNITY RECOVERY SERVICES	77407	3/9/2023	23022001	100-0917-531.21-06	9,352.50	MCAAP PROGRAM EXECUTION
			<b>Total for check: 77407</b>		<b>9,352.50</b>	
VISU-SEWER INC	77408	3/9/2023	2022 SAN SEW	601-1020-543.82-02	4,501.00	2022 SAN SEWER LINING
			<b>Total for check: 77408</b>		<b>4,501.00</b>	
WAUSAU EQUIPMENT COMPANY INC	77409	3/9/2023	8409940	731-1022-541.38-03	5,074.93	EQUIPMENT
			<b>Total for check: 77409</b>		<b>5,074.93</b>	
WE ENERGIES	77410	3/9/2023	4483065730	100-0000-123.00-00	1,308.20	BILL N-M FIRE
				100-0601-551.22-04	2,360.93	LIBRARY 02/21/23
				100-0703-553.22-04	729.60	PARKS 02/21/23
				100-0704-552.22-04	388.91	POOL 02/21/23
				100-0801-521.22-04	1,806.56	PD 02/21/23
				100-0920-531.22-04	447.79	SR CTR 02/21/23
				207-0707-552.22-04	61.88	MARINA 02/21/23
		3/9/2023	4486923738	100-1012-541.22-03	1,029.49	STREET LIGHTS 02/21/23

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WE ENERGIES...	77410...	3/9/2023	4487504297	100-1012-541.22-03	104.02	LED ST LIGHTS 02/21/23
		3/9/2023	4491947099	100-0703-553.22-03	35.95	MENASHA CONSERVANCY LED STREET LIGHTS 2/28
<b>Total for check: 77410</b>					<b>8,273.33</b>	
WIL-KIL PEST CONTROL	77411	3/9/2023	4581001	100-0801-521.24-03	156.00	PEST CONTROL 430 1ST STREET
		3/9/2023	4581352	731-1022-541.20-07	84.77	PEST CONTROL 455 BALDWIN
<b>Total for check: 77411</b>					<b>240.77</b>	
WINNEBAGO COUNTY CLERK OF COURTS	77412	3/9/2023	REPORT #23-0501	100-0000-201.03-00	200.00	BOND REPORT #23-0501
<b>Total for check: 77412</b>					<b>200.00</b>	
WINNEBAGO COUNTY TREASURER	77413	3/9/2023	24605	100-0805-521.25-01	308.76	INMATE DAILY CHARGES
<b>Total for check: 77413</b>					<b>308.76</b>	
JUDY WINZENZ	77414	3/9/2023	BUS TRIP REFUND	100-0000-201.14-00	35.00	BUS TRIP REFUND
<b>Total for check: 77414</b>					<b>35.00</b>	
WISCONSIN SUPPORT COLLECTIONS	77415	3/9/2023	20230309	100-0000-202.03-00	108.17	PAYROLL SUMMARY
<b>Total for check: 77415</b>					<b>108.17</b>	
					<b>299,420.61</b>	



## AP Check Register

### Check Date: 3/16/2023

<i>Vendor Name</i>	<i>Check Number</i>	<i>Check Date</i>	<i>Invoice Number</i>	<i>Account Number</i>	<i>Amount</i>	<i>Description</i>	
ACCURATE	77416	3/16/2023	2302335	731-1022-541.30-18	112.00	PARTS	
		3/16/2023	2302498	731-1022-541.30-18	169.70	PARTS	
		3/16/2023	2302623	731-1022-541.30-18	18.59	PARTS	
		3/16/2023	2302652	731-1022-541.30-18	86.00	PARTS	
	<b>Total for check: 77416</b>				<b>386.29</b>		
ALV INSPECTIONS	77417	3/16/2023	1097	100-0301-523.21-06	27,768.73	INSPECTIONS	
	<b>Total for check: 77417</b>				<b>27,768.73</b>		
BADGER LABORATORIES INC	77418	3/16/2023	23-003503	601-1020-543.21-02	420.35	PROJECT #23003503	MENASHA UTILITIES
	<b>Total for check: 77418</b>				<b>420.35</b>		
BERGSTROM	77419	3/16/2023	82543	731-1022-541.38-04	449.26	COVERS/SHIELD ASY	FRONT WHEEL KNUCKLE
	<b>Total for check: 77419</b>				<b>449.26</b>		
BEST ENTERPRISES LLC	77420	3/16/2023	25224	100-0000-123.00-00	500.00	FENCE RENTAL-WHITING MILL	
		3/16/2023	25358	100-0000-123.00-00	500.00	FENCE RENTAL-WHITING MILL	
		3/16/2023	25501	100-0000-123.00-00	500.00	FENCE RENTAL-WHITING MILL	
		3/16/2023	25697	100-0000-123.00-00	500.00	FENCE RENTAL-WHITING MILL	
		3/16/2023	25724	100-0000-123.00-00	500.00	FENCE RENTAL-WHITING MILL	
<b>Total for check: 77420</b>				<b>2,500.00</b>			
ASSESSMENT TECHNOLOGIES OF WI LLC	77421	3/16/2023	INV4322224	743-0403-513.24-04	4,995.57	MARKET DRIVE LICENSE	
	<b>Total for check: 77421</b>				<b>4,995.57</b>		
LEE CATRON	77422	3/16/2023	BUS TRIP REFUND	100-0000-201.14-00	150.00	BUS TRIP REFUND	
	<b>Total for check: 77422</b>				<b>150.00</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>
CLEAR WATER CAR WASH	77423	3/16/2023	3403	100-0801-521.29-04	55.98	FEB CAR WASH
			<b>Total for check: 77423</b>		<b>55.98</b>	
DIAMOND TOURS INC	77424	3/16/2023	1971951	100-0000-201.14-00	30,752.00	MT RUSHMORE/BADLANDS TRIP
			<b>Total for check: 77424</b>		<b>30,752.00</b>	
FIRST AMERICAN TITLE INSURANCE CO	77425	3/16/2023	925-650283014	100-0304-562.21-06	35.00	DEED - 457 AHNAIP STREET
		3/16/2023	925-650283607	100-0304-562.21-06	75.00	REPORT-BAKALOR PROPERTIES
			<b>Total for check: 77425</b>		<b>110.00</b>	
EVERGREEN POWER	77426	3/16/2023	18203	731-1022-541.38-03	49.09	OIL TANK
			<b>Total for check: 77426</b>		<b>49.09</b>	
FIRELINE SPRINKLER LLC	77427	3/16/2023	8420-23-1	731-1022-541.20-04	177.00	FIRE SPRINKLER INSPECTION
			<b>Total for check: 77427</b>		<b>177.00</b>	
FORCE AMERICA DISTRIBUTING LLC	77428	3/16/2023	001-1709998	731-1022-541.38-01	309.92	SWITCH/ROCKER/JOYSTICK
			<b>Total for check: 77428</b>		<b>309.92</b>	
FOX CROSSING UTILITIES	77429	3/16/2023	127-16734	100-0703-553.22-05	76.80	1200 GENEVA ROAD STANDBY WATER
			<b>Total for check: 77429</b>		<b>76.80</b>	
FOX CROSSING, VILLAGE OF	77430	3/16/2023	14490	625-0410-571.61-02	4,294.18	TAYCO POND INTEREST
			<b>Total for check: 77430</b>		<b>4,294.18</b>	
FOX VALLEY TECHNICAL COLLEGE	77431	3/16/2023	TPB0000796011	100-0801-521.34-02	1,380.00	CLASSES
			<b>Total for check: 77431</b>		<b>1,380.00</b>	

## AP Check Register

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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>
ARTHUR J GALLAGHER RMS INC	77432	3/16/2023	4553521	733-0206-512.21-06	5,333.00	EDP RENEWAL
			<b>Total for check: 77432</b>		<b>5,333.00</b>	
GRAINGER INC	77433	3/16/2023	9604395690	100-1001-514.24-03	49.30	PLATE CASTER
			<b>Total for check: 77433</b>		<b>49.30</b>	
GUSTMAN CHEVROLET SALES INC	77434	3/16/2023	62085	731-1022-541.38-04	127.61	LATCH
			<b>Total for check: 77434</b>		<b>127.61</b>	
HAMILTON WOOD TYPE & PRINTING	77435	3/16/2023	HISTORIC TRIP	100-0000-201.14-00	55.00	HISTORIC MANITOWOC TRIP
			<b>Total for check: 77435</b>		<b>55.00</b>	
HEART AND VASCULAR INSTITUTE OF WI	77436	3/16/2023	FEB2023	100-0801-521.80-05	50.00	CA SCORES W/OVERREAD
			<b>Total for check: 77436</b>		<b>50.00</b>	
HOLMES AUTOMOTIVE RECYCLING INC	77437	3/16/2023	185422	731-1022-541.38-04	40.00	TEMP CONTROL
			<b>Total for check: 77437</b>		<b>40.00</b>	
KRAMER, KEN	77438	3/16/2023	022723107237	100-0000-123.00-00	204.00	WATER SHUT OFF SOCKETS PURCHASED FOR MU
			<b>Total for check: 77438</b>		<b>204.00</b>	
KWIK TRIP INC	77439	3/16/2023	00244691	100-0801-521.38-01	287.72	FUEL
			<b>Total for check: 77439</b>		<b>287.72</b>	
LEAGUE OF WISCONSIN MUNICIPALITIES	77440	3/16/2023	85545	625-1010-541.32-01	1,000.00	2023 LEAF STUDY
			<b>Total for check: 77440</b>		<b>1,000.00</b>	

## AP Check Register

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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>
CARLA LEON FERREL	77441	3/16/2023	SR CTR DEP RFND	100-0000-201.11-00	100.00	SR CTR DEPOSIT REFUND
			<b>Total for check: 77441</b>		<b>100.00</b>	
LEVENHAGEN OIL CORPORATION	77442	3/16/2023	11043	731-1022-541.38-03	1,375.00	DIESEL EXHAUST FLUID
			<b>Total for check: 77442</b>		<b>1,375.00</b>	
MATTHEWS TIRE & SERVICE CENTER	77443	3/16/2023	86578	731-1022-541.38-02	1,492.00	TIRES
			<b>Total for check: 77443</b>		<b>1,492.00</b>	
MENASHA NEENAH MUNICIPAL COURT	77444	3/16/2023	REPORT #22-0139	100-0000-201.03-00	237.00	BOND REPORT #22-0139
			<b>Total for check: 77444</b>		<b>237.00</b>	
MENASHA UTILITIES	77445	3/16/2023	MENASHA UTILITY	100-0000-123.00-00	935.95	1/27/23 - 2/27/23 - ELEC
					257.72	1/27/23 - 2/27/23 - WATER
					70.55	1/27/23 - 2/27/23 - STORM
					12.22	1/27/23 - 2/27/23 - ELEC
				100-0305-562.22-03	27.72	1/27/23 - 2/27/23 - ELEC
				100-0305-562.22-05	12.12	1/27/23 - 2/27/23 - WATER
				100-0305-562.22-06	7.09	1/27/23 - 2/27/23 - STORM
				100-0601-551.22-03	2,256.06	1/27/23 - 2/27/23 - ELEC
				100-0601-551.22-05	474.20	1/27/23 - 2/27/23 - WATER
				100-0601-551.22-06	157.53	1/27/23 - 2/27/23 - STORM
				100-0703-553.22-03	1,394.84	1/27/22 - 2/25/22 ELEC
				100-0703-553.22-05	38.08	1/27/23 - 2/27/23 - WATER
				100-0703-553.22-06	1,009.75	1/27/23 - 2/27/23 - STORM
				100-0704-552.22-03	237.50	1/27/23 - 2/27/23 - ELEC
				100-0704-552.22-05	479.98	1/27/23 - 2/27/23 - WATER
				100-0801-521.22-03	1,326.47	1/27/23 - 2/27/23 - ELEC
				100-0801-521.22-05	355.91	1/27/23 - 2/27/23 - WATER
				100-0801-521.22-06	97.42	1/27/23 - 2/27/23 - STORM
				100-1008-541.22-03	53.30	1/27/23 - 2/27/23 - ELEC
				100-1008-541.22-05	13.98	1/27/23 - 2/27/23 - WATER

## AP Check Register

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<i>Vendor Name</i>	<i>Check Number</i>	<i>Check Date</i>	<i>Invoice Number</i>	<i>Account Number</i>	<i>Amount</i>	<i>Description</i>
MENASHA UTILITIES...	77445...	3/16/2023...	MENASHA UTILITY...	100-1013-541.22-06	66.43	1/27/23 - 2/27/23 - STORM
				207-0707-552.22-05	160.94	1/27/23 - 2/27/23 - WATER
				501-0304-562.22-05	27.96	1/27/23 - 2/27/23 - WATER
				501-0304-562.22-06	171.77	1/27/23 - 2/27/23 - STORM
				601-1020-543.22-03	101.79	1/27/23 - 2/27/23 - ELEC
				731-1022-541.22-03	2,631.59	1/27/23 - 2/27/23 - ELEC
				731-1022-541.22-05	1,326.23	1/27/23 - 2/27/23 - WATER
				731-1022-541.22-06	1,479.49	1/27/23 - 2/27/23 - STORM
	3/16/2023	STREET LIGHTING	100-1012-541.22-03	9,627.87	FEB STREET LIGHTING	
<b>Total for check: 77445</b>					<b>24,812.46</b>	
MONROE TRUCK EQUIPMENT INC	77446	3/16/2023	847164	731-1022-541.38-03	519.95	FLOOR LINER/SIDE STEPS
				847311	731-1022-541.38-04	421.80
	<b>Total for check: 77446</b>					<b>941.75</b>
MORTON SAFETY	77447	3/16/2023	221867	100-0703-553.30-18	120.73	GLOVES/EYEWEAR
				731-1022-541.30-18	120.73	GLOVES/EYEWEAR
	<b>Total for check: 77447</b>					<b>241.46</b>
RAHR WEST ART MUSEUM	77448	3/16/2023	BUS TRIP	100-0000-201.14-00	50.00	MANITOWOC BUS TRIP
				<b>Total for check: 77448</b>		
SECURIAN FINANCIAL GROUP INC	77449	3/16/2023	002832L	100-0000-204.07-00	3,239.02	LIFE INSURANCE - APRIL
				<b>Total for check: 77449</b>		
SERVICEMASTER BUILDING MAINTENANCE	77450	3/16/2023	42147	100-0801-521.20-01	1,494.38	JANITORIAL SERVICE
<b>Total for check: 77450</b>					<b>1,494.38</b>	

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SHEBOYGAN, COUNTY OF	77451	3/16/2023	127390	100-1003-541.30-18	2,401.85	BITUMINOUS PATCH MATERIAL
			<b>Total for check: 77451</b>		<b>2,401.85</b>	
BETH SPECHT	77452	3/16/2023	CLASS REFUND	100-0000-441.24-00	48.00	CLASS REFUND
			<b>Total for check: 77452</b>		<b>48.00</b>	
SPEEDY CLEAN DRAIN & SEWER INC	77453	3/16/2023	78679	601-1020-543.21-02	450.00	640 KEYES STREET TELEWISE SANITARY LATERAL
			<b>Total for check: 77453</b>		<b>450.00</b>	
STANLEY SECURITY SOLUTIONS INC	77454	3/16/2023	6003222591	100-0601-551.24-03	69.00	MAINTENANCE
			<b>Total for check: 77454</b>		<b>69.00</b>	
STAPLES	77455	3/16/2023	3530948349	100-1001-514.30-10	114.78	COPY PAPER
			<b>Total for check: 77455</b>		<b>114.78</b>	
STUMPF WATERJET AND MACHINE	77456	3/16/2023	637	731-1022-541.24-03	200.00	M SIGN
			<b>Total for check: 77456</b>		<b>200.00</b>	
SYN-TECH SYSTEMS	77457	3/16/2023	262938	731-1022-541.24-06	550.00	MAINTENANCE
			<b>Total for check: 77457</b>		<b>550.00</b>	
TAPCO	77458	3/16/2023	1747429	100-1008-541.30-18	2,770.85	SIGN SUPPLIES
		3/16/2023	1747757	100-1008-541.30-18	1,062.65	SIGN SUPPLIES
			<b>Total for check: 77458</b>		<b>3,833.50</b>	
THEDACARE AT WORK	77459	3/16/2023	337162	100-0202-512.21-05	303.33	EAP CONTRACT
			<b>Total for check: 77459</b>		<b>303.33</b>	

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THEDACARE LABORATORIES	77460	3/16/2023	12100529	100-0801-521.21-05	85.00	VENIPUNCTURES
			<b>Total for check: 77460</b>		<b>85.00</b>	
UNIFIRST CORPORATION	77461	3/16/2023	097 0366784	731-1022-541.20-01	225.42	LAUNDRY SERVICE
			<b>Total for check: 77461</b>		<b>225.42</b>	
WE ENERGIES	77462	3/16/2023	4483112151	100-0703-553.22-04	9.24	2170 PLANK ROAD GAS 1/17/23 - 2/14/23
		3/16/2023	4496565272	731-1022-541.22-04	2,994.82	455 BALDWIN STREET GAS 2/1/23 - 3/2/23
		3/16/2023	4501588805	100-0701-533.22-03	14.87	ELEC - NORTH STREET 2/7 - 3/8
			<b>Total for check: 77462</b>		<b>3,018.93</b>	
WIL-KIL PEST CONTROL	77463	3/16/2023	4581456	100-0703-553.20-07	55.00	PEST CONTROL 640 KEYS ST
			<b>Total for check: 77463</b>		<b>55.00</b>	
WINNEBAGO COUNTY CLERK OF COURTS	77464	3/16/2023	REPORT #23-0433	100-0000-201.03-00	500.00	BOND REPORT #23-0433
		3/16/2023	REPORT #23-0456	100-0000-201.03-00	150.00	BOND REPORT #23-0456
		3/16/2023	REPORT #23-0494	100-0000-201.03-00	150.00	BOND REPORT #23-0494
		3/16/2023	REPORT #23-0518	100-0000-201.03-00	650.00	BOND REPORT #23-0518
			<b>Total for check: 77464</b>		<b>1,450.00</b>	
WINNEBAGO COUNTY TREASURER	77465	3/16/2023	LF131884	100-1016-543.25-01	12,771.36	D/H SIGNING MUNIS TRASH
				100-1017-543.25-01	4,189.99	D/H SIGNING MUNIS TRASH
				266-1027-543.25-01	552.10	D/H SIGNING MUNIS SSR
			<b>Total for check: 77465</b>		<b>17,513.45</b>	
WISCONSIN DEPT OF TRANSPORTATION	77466	3/16/2023	395-0000296532	470-1003-541.82-02	2,422.31	RACINE ST (3RD - 9TH) DESIGN ONLY
			<b>Total for check: 77466</b>		<b>2,422.31</b>	

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WISCONSIN MEDIA	77467	3/16/2023	0005407070	100-0405-513.29-02	717.12	LEGAL NOTICES
			<b>Total for check: 77467</b>		<b>717.12</b>	
WPPI ENERGY	77468	3/16/2023	INV18904	310-0409-571.61-01	494.50	MARCH STREET LIGHTING
					1,010.30	MARCH LED STREETLIGHT
				731-1022-541.82-01	1,176.09	MARCH SOLAR PV
			<b>Total for check: 77468</b>		<b>2,680.89</b>	
ZARNOTH BRUSH WORKS INC	77469	3/16/2023	0192797-IN	100-1006-541.30-15	430.20	POLY CONV
			<b>Total for check: 77469</b>		<b>430.20</b>	
ZEP SALES & SERVICE	77470	3/16/2023	9008319062	731-1022-541.30-18	470.49	CLEANER/WIPES
			<b>Total for check: 77470</b>		<b>470.49</b>	
					<b>152,044.14</b>	





**MEMORANDUM**

Date: March 20, 2023

To: Common Council

From: Community Development Department/SS

**RE: Winnebago County Property Foreclosure Listing Amendment (Parcels 2-00189-00 and 6-00822-00)**

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At the November 21, 2022 Common Council meeting, the Council motioned to acquire two properties from the Winnebago County that were taken on tax foreclosure. These two properties including 127 First Street (Parcel 2-00189-00) and 1220 Grove Street (Parcel 6-00822-00). Since this time, the Winnebago County Finance Committee has approved the sale of these two properties to the City of Menasha. These properties were officially transferred from the County to the City of Menasha on February 2, 2023. On January 16, 2023, The Council directed staff to execute a listing contract with Kyle Kehoe and First Weber to professionally list 127 First Street and 1220 Grove Street at a six (6) percent commission fee with the following provisions:

1. List Price of \$22,900.00 per lot
2. Single Family Dwelling be constructed on each lot within 18 months from the date of closing
3. City reserves the right as recorded on the deed for a right of reversion if permits are not obtained within 18 months of closing
4. As recorded on the deed, if the property becomes tax exempt, the owner shall make an annual payment in lieu of taxes (PILOT) to the City of Menasha, in an amount equal to the value of the property multiplied by the tax rate.
5. The City shall not make any representations or provide gap coverage at the time of closing.

In working through a final listing agreement, Mr. Kehoe noted that he would be transferring parent companies from First Weber to Realty One Group Haven. Since the Council approval was specific to Mr. Kehoe AND First Weber, staff is requesting the Common Council amend their motion to striking “and First Weber” with all other conditions remaining the same. Mr. Kehoe will be maintaining similar land listing contracts in Oshkosh, which staff believes can be beneficial in finding a buyer specific to the terms provided.

**Motion to direct staff to execute a listing contract with Kyle Kehoe to professionally list 127 First Street and 1220 Grove Street with the conditions as approved on January 16, 2023.**



RESOLUTION R-6-23

A PRELIMINARY RESOLUTION DECLARING INTENT TO EXERCISE SPECIAL ASSESSMENT POWERS  
UNDER SECTION 66.0703, WISCONSIN STATUTES

Introduced by Alderman Sevenich

RESOLVED, by the Common Council of the City of Menasha, Wisconsin:

1. The Common Council hereby declares its intention to exercise its powers under Section 66.0703, Wisconsin Statutes, to levy special assessments upon property within the following described area for benefits conferred upon such property by improvement of the following:

A. Improvements

1. Concrete Curb and Gutter
2. 8" Thick Concrete Pavement with Integral Curb and Gutter
3. Various Associated Items

B. Location of Improvements

1. Parcel numbers 710078500 and 710078305

2. The total amount assessed against such improvements shall not exceed the total cost of the improvements. The Common Council determines that such improvements shall be made under the police power, and the amount assessed against each parcel shall be on a cost per front foot, area, or unit cost basis.

3. That the assessment against any parcel shall be paid in accordance with Section 3-2-14 of the Menasha Municipal Code.

4. The Board of Public Works is directed to compile a report consisting of:

- A. Plans and Specifications of said improvements.
- B. A summary of the allotted cost of the said improvements.
- C. A schedule of proposed assessments showing the properties which are benefited by the improvement.

Upon completing such report, the Board of Public Works is directed to file a copy thereof in the City Clerk's Office for public inspection.

5. Upon receiving the report of the Board of Public Works, the City Clerk is directed to give notice of a public hearing on such report as specified in Section 66.0703(7)(a), Wisconsin Statutes. The hearing shall be held in the Council Chambers at the City Hall at a time set by the City Clerk in accordance with Section 66.0703(7)(a), Wisconsin Statutes.

6. The notice and hearing requirements under paragraph 5 do not apply if they are waived, in writing, by all the owners of property affected by the special assessment, as specified in Section 66.0703(7)(b), Wisconsin Statutes.

Passed and approved this \_ day of \_\_\_\_\_, 2023.

Recommended by: Board of Public Works

Motion/Second:

Passed:

Requires: Majority Vote

\_\_\_\_\_  
Donald Merkes, Mayor  
ATTEST:

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



**MEMORANDUM**

Date: March 6, 2023  
To: Common Council  
From: Community Development Department/SS  
RE: **Proposed Fee Schedule – Keeping of Chickens in the City**

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The City of Menasha Common Council recently at the February 20, 2023 meeting approved Ordinance O-1-23 to allow for the keeping of chickens within the City of Menasha with an effective date of April 1, 2023. The delayed implementation is to allow for staff to develop the necessary process, application forms as well as establish a fee associated with review, inspection, and administration time.

Per the ordinance, individuals interested keeping chickens must first apply for an initial permit. Among other items, this initial permit is a one-time consideration which includes a zoning review of the proposed chicken coop as well as an inspection prior to the occupancy of chickens. Following initial permit approval for year one, anyone wishing to continue to hold their permit in subsequent years, must apply for an annual license.

The following is a comparison of other communities:

- City of Appleton: Annual Fee of \$24 + One-Time Inspection Fee of \$70
- City of Neenah: No Fee or Permit – Owners asked to register with Community Development
- City of Kaukauna: Annual Fee of \$24
- City of De Pere: Annual Fee of \$8 – Must register with Wis. DATCP
- Village of Fox Crossing: No Fee or Permit – Must register with Wis. DATCP
- Village of Harrison: No Fee or Permit – Owners requested to register
- Village of Kimberly: Annual Fee of \$15

As approved by Ordinance, the City of Menasha is proposing a one-time permit fee to cover an initial permit review and inspection as well as an annual license. Staff is recommending a \$30 permit fee to cover an initial review similarly to the existing fee of a residential accessory structure + a \$50 inspection fee. Each subsequent year (year two and beyond), the permit holder must apply for an annual license. In-line with a neutered or spayed dog/cat, staff is recommending an annual license of \$7 per flock. Failure to obtain a permit prior to keeping of chickens and/or failure to obtain an annual license prior to April 1<sup>st</sup> of any year, shall constitute a double fee.

Year One:

- Permit Fee - \$30 + \$50 inspection fee

Annually (year two and each subsequent year):

- License Fee (Due prior to January 1 of each year) - \$7 per flock



**RESOLUTION R-9-2023**

**RESOLUTION ESTABLISHING A FEE FOR THE KEEPING OF CHICKENS IN THE CITY OF MENASHA**

Introduced by Alderman Tom Grade

**WHEREAS**, the Common Council of the City of Menasha adopted Ordinance O-1-23 on February 20, 2023 as it relates to Section 7-1-13(D) of the Code of Ordinances pertaining to the Keeping of Chickens in the City of Menasha; and,

**WHEREAS**, said Ordinance references the application fee for an initial permit as well as a license fee for an annual license shall be established by resolution of the Common Council.

**NOW THEREFORE, BE IT RESOLVED** the City of Menasha Common Council adopt the following fee schedule as it pertains to the keeping of chickens within the City of Menasha:

- Initial Permit Fee: \$30 + \$50 Inspection Fee
  - Failure to Obtain: Double Permit Fee
- Annual License Fee: \$7 per Flock
  - Failure to Obtain by April 1st: Double License Fee

Passed and approved this 6<sup>th</sup> day of March, 2023

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

\_\_\_\_\_  
Donald Merkes, Mayor  
ATTEST:

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



**MEMORANDUM**

Date: March 20, 2023  
To: Common Council  
From: Community Development Department/FY  
**RE: Ordinance Amendment – Section 13-1-11(e) Special Use Permits Revocation**

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At the February Plan Commission meeting, staff brought forward an amendment to the Special Use Permit Revocation section. Staff had added additional language that would address uncertainties when special use permits have been approved and implemented. The current code only addresses revocation for special use permits that have not yet started. Below is the current code for Section 13-1-11 Special Use Permits as a reference.

**(e) REVOCATION.**

- (1) All special use permits shall be automatically revoked one (1) year after being granted by Common Council action if the holder thereof does not implement the permit. Implementation of a permit shall consist of:*

  - a. Obtaining a building permit for a use granted by such special permit; or*
  - b. If a building permit is not required, any action by the holder of a special permit to implement such permit. If necessary, the Common Council shall determine whether such action is acceptable and in good faith.*
- (2) Thirty (30) days prior to the automatic revocation of such permit, the Department of Community Development shall notify the holder of the permit, by registered or certified mail, that the permit will be revoked in thirty (30) days.*

Making amendments to this section will help address some of the issues with past special use permits that are no longer following the conditions of their approvals and any issues with future special use permits. Presenting the amendment in February, the Plan Commission had a few questions on the extension of special use permits, specifically for ones that may require construction of a building and would need beyond the 365 days to construct. Ultimately, they decided to not take action and advised staff to revise the amendment to address the extension of special use permits in addition to the revocation.

Since, staff has worked through the amendment to add some language to clarify the automatic revocation after one (1) year or 365 days. Attached is the revised amendment to Section 13-1-11(e) Special Use Permits Revocation.

At the March 7<sup>th</sup>, 2023 Plan Commission meeting, the Plan Commission recommended approval of the amendments to the Section 13-1-11(e) Special Use Permits Revocation with minor changes.

**Recommendation**

Staff recommends approval of the amendment to Section 13-1-11(e) Special Use Permits Revocation.

**Attachments**

1) Other municipalities' code on special use permit revocations.



ORDINANCE O-3-23

AN ORDINANCE AMENDING TITLE 13, CHAPTER 1, ARTICLE B OF THE CODE OF  
ORDINANCES  
(Revocation of Special Use Permits)

Introduced at the recommendation of Mayor Merkes.

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

SECTION 1: Amend as follow Title 13, Chapter 1, Article B, SEC 13-1-11 of the Code of Ordinances of the City of Menasha, Wisconsin as follows:

**Title 13 – Zoning**

**CHAPTER 1**

Zoning Code

**ARTICLE B**

General Provisions

...

**SEC. 13-1-11 SPECIAL USE PERMITS**

...

(e) **REVOCAION.**

- (1) All special use permits shall be automatically revoked one (1) year after being granted by Common Council action if the holder thereof does not implement the permit.  
Implementation of a permit shall consist of:
  - a. Obtaining a building permit for a use granted by such special permit; or
  - b. If a building permit is not required, any action by the holder of a special permit to implement such permit. If necessary, the Common Council shall determine whether such action is acceptable and in good faith.
- (2) Any and all special use permits which have been implemented, but then discontinued for a period exceeding one (1) year shall have their special use permit automatically revoked. The burden of proof shall be on the property owner to conclusively demonstrate that the subject special use was operational during this period.
- (3) Any and all special use permits that fail to comply with the conditions of the original approval of the special use permit shall be considered revoked.
- (4) All requirements of the approved special use permit shall be continued regardless of ownership of the subject property.
- (5) Any major modifications, alteration, or expansion of a special use permit shall require approval by the Plan Commission or Common Council following Section 13-1-11(d).





Major modifications, alteration, or expansions without approval shall be considered in violation of this Chapter and shall be grounds for revocation of said special use permit.

- a. Major modifications, alterations, or expansion are considered, but not limited to:
- i. Dividing the parcel with the special use permit into two (2) or more parcels.
  - ii. Changes to the approved use of the special use permit including adding additional uses. Each special use requires its own special use permit.
  - iii. Expanding the special use permit to additional adjacent parcels.
- (6) A use now regulated as a special use permit which was approved as a legal land use, either permitted by right or as a special use, prior to the effective date of this amendment, shall be considered as a legal, conforming land use so long as the previously approved conditions of the special use permit are followed. Any modification of the previously approved conditions of the special use permit follow Section 13-1-11(d).
- (7) Thirty (30) days prior to the automatic revocation of such permit, the Department of Community Development shall notify the holder of the permit, by ~~registered or certified mail or first class mail~~ or acknowledged email or in person or in a prominently posted location, that the permit will be revoked in thirty (30) days. Appeals can be brought forward to subsequent City Plan Commission meeting for their consideration.
- (8) Any special use permit considered revoked under this section shall require full approval following Section 13-1-11(d).

SECTION 2: This ordinance shall become effective upon its passage and publication as provided by law.

Passed and approved this \_\_\_\_ day of March, 2023.

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

ATTEST:

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

MUNICIPALITY	SECTION	CODE
State	Wis. Stat. §§ 62.23(7)de <i>Conditional Use Permits</i>	<p>(de) Conditional use permits.</p> <p>1. In this paragraph:</p> <p>a. "Conditional use" means a use allowed under a conditional use permit, special exception, or other special zoning permission issued by a city, but does not include a variance.</p> <p>b. "Substantial evidence" means facts and information, other than merely personal preferences or speculation, directly pertaining to the requirements and conditions an applicant must meet to obtain a conditional use permit and that reasonable persons would accept in support of a conclusion.</p> <p>2.</p> <p>a. If an applicant for a conditional use permit meets or agrees to meet all of the requirements and conditions specified in the city ordinance or those imposed by the city zoning board, the city shall grant the conditional use permit. Any condition imposed must be related to the purpose of the ordinance and be based on substantial evidence.</p> <p>b. The requirements and conditions described under subd. 2. a. must be reasonable and, to the extent practicable, measurable and may include conditions such as the permit's duration, transfer, or renewal. The applicant must demonstrate that the application and all requirements and conditions established by the city relating to the conditional use are or shall be satisfied, both of which must be supported by substantial evidence. The city's decision to approve or deny the permit must be supported by substantial evidence.</p> <p>3. Upon receipt of a conditional use permit application, and following publication in the city of a class 2 notice under ch. 985, the city shall hold a public hearing on the application.</p> <p>4. Once granted, a conditional use permit shall remain in effect as long as the conditions upon which the permit was issued are followed, but the city may impose conditions such as the permit's duration, transfer, or renewal, in addition to any other conditions specified in the zoning ordinance or by the city zoning board.</p> <p>5. If a city denies a person's conditional use permit application, the person may appeal the decision to the circuit court under the procedures contained in par. (e) 10.</p>
Appleton	Section 23-66 (c)(5)c	<p>Any requirements and conditions for approval must be reasonable and, to the extent practicable, measurable and may include conditions such as the permit's duration, transfer, or renewal. The property owner or owner's designated agent must demonstrate that the application and all requirements and conditions established by the city relating to the special use are or shall be satisfied, both of which must be supported by substantial evidence. The City's decision to approve or deny the permit must be supported by substantial evidence. d. Once granted, a special use permit shall remain in effect as long as the conditions upon which the permit in the form of a resolution was issued are followed, but the city may impose conditions such as the permit's duration, transfer, or renewal, in addition to any other conditions specified in the zoning ordinance or by the Plan Commission and/or Common Council. e. If a special use permit application is denied, the property owner or owner's designated agent may appeal the decision to the circuit court under the procedures</p>
Oshkosh	Sec. 30-382(L), (M), (N), (O), (P), (Q)	<p>(L) Revocation of an Approved Conditional Use.</p> <p>(1) Upon approval by the Plan Commission, the applicant must demonstrate that the proposed conditional use meets all general and specific conditional use requirements in the site plan required for initiation of development activity on the subject property per Section 30-385. Once a conditional use is granted, no erosion control permit, site plan, certificate of occupancy, or building permit shall be issued for any development which does not comply with all requirements of this Chapter.</p>

<p>Oshkosh Cont'd</p>		<p>(2) Any conditional use found not to be in compliance with the terms of this Chapter or an approved conditional use permit shall be considered in violation of this Chapter and shall be subject to all applicable procedures and penalties. A conditional use may be revoked for such a violation by majority vote of the Plan Commission, following the procedures outlined in Subsections (E) through (H), above. The City shall provide the property owner with appropriate served notice to consider revocation. City staff shall provide written findings of fact in relation to the factors listed in Subsection (F)(3). (M) Time Limits on the Development of Conditional Use. (1) Unless extended as a condition of approval, the start of construction of any and all conditional uses shall be initiated within 365 days of their approval by the Plan Commission and shall be operational within 730 days of said approval. For the purposes of this Section, "operational" shall be defined as the granting of a certificate of occupancy for the conditional use. (2) Failure to initiate development within this period shall automatically constitute a revocation of the conditional use. (3) Prior to such a revocation, the applicant may request an extension of this period. Said request shall require formal approval by the Director of Community Development, or designee, and shall be based upon a showing of acceptable justification, as determined by the Plan Commission. However, as a condition of approval, the 365-day and/or 730-day time limits may be extended for any specific period to accommodate phased or multi-stage development. (N) Discontinuing an Approved Conditional Use. Any and all conditional uses which have been discontinued for a period exceeding 365 days shall have their conditional use invalidated automatically. The burden of proof shall be on the property owner to conclusively demonstrate that the subject conditional use was operational during this period. (O) Change of Ownership. All requirements of the approved conditional use shall be continued regardless of ownership of the subject property. (P) Modification, Alteration, or Expansion. (1) The Director of Community Development, or designee, may authorize a modification, alteration, or expansion to the site plan for a site with a valid conditional use permit provided that said modification, alteration, or expansion is permitted by right by this Chapter. (2) Modification, alteration, or expansion of any conditional use without approval by the Plan Commission or Common Council shall be considered in violation of this Chapter and shall be grounds for revocation of said conditional use approval per Subsection (L), above. (3) A modification, alteration, or expansion which has been approved as part of a prior valid conditional use does not require a new conditional use approval. (Q) Recording of Conditional Use Requirements. Except for conditional use approvals for temporary uses, a certified copy of the authorizing resolution, containing identifiable description and any specific requirements of approval, shall be recorded by the City of Oshkosh with the Register of Deeds for the subject property. The City shall record modifications, alterations and expansions as well as expired or revoked conditional use permits.</p>
<p>Waupaca</p>	<p>Sec. 17.440 Special Uses (3)(e)</p>	<p>(e) Termination. Where a permitted special use does not continue in conformity with the conditions of the original approval, or where a change in the character of the surrounding area or of the use itself causes it to be no longer compatible with surrounding areas, or for similar cause based upon consideration for the pub welfare the special use grant may be terminated by action of the Common Council following referral to the Plan Commission for recommendation, and public hearing thereon. Such use shall thereafter be classified as legal nonconforming use, except that where the action is due to failure to comply with the conditions of the special use grant, the Common Council may require completed termination of such use.</p>

**City of Menasha  
Public Hearings**

NOTICE IS HEREBY GIVEN that a public hearing will be held by the Menasha Common Council on the proposed amendment to Title 13, Chapter 1, Article B, Section 13-1-11 of the Menasha Code of Ordinances pertaining to Special Use Permits Revocation. The Common Council will be considering the proposed amendment at a formal public hearing on Monday, March 20, 2023 at 6:00 p.m. or shortly thereafter Menasha City Center, Room 133, 100 Main Street, Menasha, WI 54952. Persons interested in this matter will be given an opportunity to comment and ask questions about the proposed amendment.

Haley Krautkramer  
City Clerk

Run: March 10 and 13, 2023.