

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

A. CALL TO ORDER

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL

D. PUBLIC HEARING

1. Text Amendment to Title 13 – Zoning Code, Chapter 1, Article C, Sections 13-1-25(e)(3), 13-1-26(e)(3) and 13-1-39(e)(3) (Chicken Coops)

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. Board of Health, 1/13/23
- b. Board of Public Works, 1/16/23 & 2/6/23
- c. Committee on Aging, 1/13/23
- d. Plan Commission, 2/7/23
- e. Sustainability Committee, 1/5/23

Communications:

- f. Hwy 441 Police Enforcement
- g. Investigative Lieutenant Announcement
- h. IT Steering Committee Member Update
- i. Fox River PCB Cleanup Case Closure Notice
- j. Fox Cities Chamber Economic Outlook Survey Results
- k. Fox Cities Regional Partnership Q4 2022 Economic Development Report
- l. Fox Cities Chamber 2023 Public Policy Agenda
- m. The League – Opinion on What Rules Control the Publication Timing for Legal Notices
- n. Winnebago County Treasurer Public Land Sale

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.)

Board of Public Works, 2/6/23, Recommends Approval of:

1. Change Order to Visu-Sewer for 2022 Sanitary Sewer Lining an ADD in the amount of \$264.00 (Change Order No. 1 & Final)
2. Payment to Visu-Sewer for 2022 Sanitary Sewer Lining in the amount of \$4,501.00 (Payment No. 2 & Final)

H. ITEMS REMOVED FROM THE CONSENT AGENDA

I. ACTION ITEMS

1. Accounts payable and payroll for the term of 2/3/23 – 2/16/23 in the amount of \$5,812,655.61
2. Water Street Engineering and Design Proposal Acceptance
3. Beverage Operators Applications for the 2021-2023 licensing period

J. HELD OVER BUSINESS

K. ORDINANCES AND RESOLUTIONS

1. O-1-23 An Ordinance Amending Title 7, Chapter 1, Sec. 7-1-13 of the Code of Ordinances creating subsection (D) Keeping of Chickens in the City (Introduced by Ald. Tom Grade and Ald. Hammond)
2. O-2-23 An Ordinance Amending Title 13, Chapter of the Code of Ordinances (R-1 Single Family Residence District, R-2 Two-Family Residence District, and Low Density R-1A Single-Family Residential District Accessory Uses) (Introduced by Ald. Tom Grade and Ald. Hammond)
3. R-3-23 A Resolution to Develop a Multimodal Bicycle and Pedestrian Connection to High Cliff State Park (Introduced by Ald. Ropella)
4. R-4-23 A Resolution Authorizing the Financing for the First Addition to Lake Park Heights Subdivision Project in the Amount of \$1,016,335 from CoVantage Credit Union (Introduced by Mayor Merkes)
5. R-5-23 A Resolution Authorizing the Financing for the Woodland Lakes Cottages Development Project in the Amount of \$3,651,000 from CoVantage Credit Union (Introduced by Mayor Merkes)

L. APPOINTMENTS

M. CLAIMS AGAINST THE CITY

N. PUBLIC COMMENTS ON ANY MATTER LISTED ON THE AGENDA

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

O. ADJOURNMENT

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

**City of Menasha
Public Hearings**

NOTICE IS HEREBY GIVEN that a public hearing will be held by the Menasha Common Council on the proposed amendments to Title 13, Chapter 1, Article C, Sections 13-1-25(e)(3), 13-1-26(e)(3) and 13-1-39(e)(3) of the Menasha Code of Ordinances pertaining to Garages, Accessory Buildings and Uses, Chicken Coops. The Common Council will be considering the amendments at a formal public hearing on Monday, February 20, 2023 at 6:00 p.m. or shortly thereafter in the first floor conference room of the Menasha City Center, 100 Main Street, Menasha, WI. Persons interested in this matter will be given an opportunity to comment and ask questions about the proposed amendments.

Haley Krautkramer
City Clerk

Run: February 10 and 13, 2023.

CITY OF MENASHA BOARD OF HEALTH
DRAFT Minutes
January 13, 2023

A. CALL TO ORDER

Meeting called to order by Candyce Rusin at 8:10 AM

B. ROLL CALL

Present: Kristine Hutter, Teresa Rudolph, Candyce Rusin

Absent: Kristene Stacker

Staff Present: Kortney Dahm, Todd Drew, Claire Holzschuh, Larissa Keller, Meghan Pauly

C. MINUTES TO APPROVE

1. BOH Meeting Minutes December 9, 2022

Teresa Rudolph moved to approve the December 9, 2022 minutes, seconded by Candyce Rusin. The motion passed.

D. REPORT OF DEPT HEADS/STAFF/CONSULTANTS

1. Administrative

- a. Health Department
 - i. COVID-19 Update – Kristine Hutter reported that the current CDC Covid-19 community level is medium due to hospital admissions. 60.1% of City residents have completed the primary Covid-19 vaccine series, with 15.6% of Calumet County residents and 17.5% of Winnebago County residents receiving an updated booster. A bivalent dose is now available for the 6 month to 4 year age group. The Say Yes! Covid Test program continues to provide free at-home test kits to Wisconsin residents. The Covid-19 Treatment Telehealth program is available for treatment after receiving a positive test result.
 - ii. Budget and Contracts Updates – Kristine Hutter reported that we were approved for carry forward funding from the ELC Enhancing Detection grant. A new, updated contract is forthcoming. We are waiting on a signed contract for the Prevention grant.
- b. Personnel
 - i. Posting Dental Assistant Position – The Dental Assistant position remains posted.
- c. Academic Affiliation Updates
 - i. University of Wisconsin-Oshkosh – Kristine Hutter reported that we will be hosting a new group of students for the spring semester.
 - ii. University of Wisconsin-Green Bay – We will be hosting an RN to BSN student for spring semester.
 - iii. Fox Valley Technical College – No report.
- d. Keeping of Chickens in the City Ordinance – The Board discussed the Keeping of Chickens in the City draft ordinance. The Board did not have any recommendations.

2. **Employee Safety** – Todd Drew reported that he is conducting regular safety meetings. A CPR/first aid course will be held in March for Public Works and City Hall employees. Our CVMIC representative conducted a mock safety audit. Todd has started taking requests for safety grant purchases for 2023.
3. **Sealer of Weights and Measures** – Todd Drew reported that all scales have been inspected with the exception of Festival Foods.
4. **Environmental Health** – Todd Drew reported that he completed approximately 20 restaurant inspections. Follow up was completed on exterior health hazard complaints and dog bites. Todd is working on an updated draft of the nuisance health hazard ordinance. Todd and Kristine are looking at licensing fees to determine if our current fees are in line with those of our partner agencies.
5. **Public Health Department**
 - a. Communicable Disease Report: December 2022 – Kristine Hutter shared the report for December 2022.
 - b. Public Health Nursing Updates – No report.
6. **Health Screening 60+** – Meghan Pauly reported that she will be teaching Stepping On starting February 3rd. She will be facilitating a chronic disease peer group at the Senior Center once a month. ThedaCare will be at the Senior Center on April 4th to do wellness lab draws.
7. **Prevention** – Kristine Hutter reported that we are waiting for a signed contract for the current grant year. Objectives have been selected for the current grant year, which include department-wide performance management.
8. **School Health Aides** – No report.
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 as well as some fluoride applications.
10. **Communicable Disease** – Claire Holzschuh continues to manage social media messaging regarding communicable disease.
11. **Lead Prevention** – Todd Drew reported that lead orders originally issued in 2008 have been reissued to the new homeowner. The last of the City’s lead water laterals are being replaced on Tayco Street.
12. **Immunization** – Meghan Pauly reported that VFC clinics have been well attended lately. We are working proactively with the Menasha Joint School District to get some recently enrolled students up to date with school vaccines.
13. **Maternal and Child Health** – No report.
14. **Dental Sealants** – Kristine Hutter reported on behalf of Claire Opsteen. Claire will be scheduling sealants soon.
15. **Overdose Data to Action (MCAAP)** – Kristine Hutter reported that we may have an opportunity later this year to apply for competitive funding from the CDC to continue the overdose data to action program. Unity Recovery Services continues to work on harm reduction.
16. **Bioterrorism/Emergency Preparedness** – Kristine Hutter reported that she, Todd Drew, and Claire Holzschuh attended an ICS/EOC basic overview training organized by the Neenah/Menasha Fire Rescue. Claire Holzschuh reported that she has been meeting with Cassidy Walsh of the City of Appleton Health Department to go through emergency preparedness plans.

17. Senior Center – Kristine Hutter reported that she and Senior Center Manager, Chloe Hansen-Dunn, have been discussing staffing needs for the Center and how to improve operations. The Center’s newsletter, The Chatter, will be published bi-monthly starting January 2023.

18. COVID-19 Projects – Meghan Pauly reported the Covid-19 vaccine clinics continue to be held twice monthly. February clinics will be held in the afternoons. Kristine Hutter reported the LTE staff will continue to do disease investigation for the next couple of months.

E. ACTION ITEMS

1. Volunteer Medical Advisor Policy – Policy reviewed by Board.

Teresa Rudolph moved to approve the Volunteer Medical Advisor Policy, seconded by Candyce Rusin. The motion passed.

2. Volunteer Medical Advisor Procedure – Procedure reviewed by Board. No changes were offered.

F. ADJOURNMENT

Teresa Rudolph moved to adjourn the meeting at 9:03 AM, seconded by Candyce Rusin. The motion passed.

Next Meeting: February 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
JANUARY 16, 2023
MINUTES

A. CALL TO ORDER

Meeting called to order by Chairman Sevenich at 7:31 p.m.

B. ROLL CALL

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

ALSO PRESENT: PC Thorn, FC Kloehn, CDD Schroeder, DDE Gordon, FD Sassman, PRD Sackett, CA Struve, Mayor Merkes, Clerk Krautkramer

C. MINUTES TO APPROVE

1. Special Board of Public Works, 12/19/22

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

Motion carried on voice vote.

D. COMMUNICATIONS

1. Sanitary Sewer Budget Carryover

Staff provided an overview of the Sanitary Sewer Budget Carryover and commented on construction plans, Third Street sanitary sewer defects, replacement of the main, relaying new pipe, estimated project costs, carrying funds from the 2022 budget to 2023 budget, and account balances.

E. DISCUSSION / ACTION ITEMS

F. ADJOURNMENT

Moved by Ald. Schmidt seconded by Ald. Tom Grade to adjourn at 7:36 p.m.

Motion carried on voice vote.

Haley Krautkramer
City Clerk

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

A. CALL TO ORDER

Meeting called to order by Ald. Sevenich at 7:02 p.m.

B. ROLL CALL

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

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

C. MINUTES TO APPROVE

1. Board of Public Works, 1/16/23

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

Motion carried on voice vote.

D. DISCUSSION / ACTION ITEMS

1. Change Order – Visu-Sewer; 2022 Sanitary Sewer Lining; ADD \$264.00 (Change Order No. 1 & Final)

Moved by Ald. Schmidt seconded by Ald. Ted Grade to recommend to Common Council approval of the Change Order to Visu-Sewer for 2022 Sanitary Sewer Lining an ADD in the amount of \$264.00 (Change Order No. 1 & Final).

Staff provided an overview of Change Order to Visu-Sewer for 2022 Sanitary Sewer Lining.

Motion carried on roll call 8-0.

2. Payment – Visu-Sewer; 2022 Sanitary Sewer Lining; \$4,501.00 (Payment No. 2 & Final)

Moved by Ald. Schmidt seconded by Ald. Ted Grade to recommend to Common Council approval of the Payment to Visu-Sewer for 2022 Sanitary Sewer Lining in the amount of \$4,501.00 (Payment No. 2 & Final).

Motion carried on roll call 8-0.

E. ADJOURNMENT

Moved by Ald. Schmidt seconded by Ald. Tom Grade to adjourn at 7:05 p.m.

Motion carried on voice vote.

Haley Krautkramer
City Clerk

CITY OF MENASHA
COMMITTEE ON AGING
MINUTES
January 13, 2022

A. CALL TO ORDER

Meeting called to order by Pat Irwin at 1:34 PM

B. ROLL CALL/EXCUSED ABSENCES

Present: Sarah Bauer, Chloe Hansen-Dunn, Pat Irwin, Kristine Hutter, Bea Kohanski, Tom Stoffel

Excused: Anne Anderson

Staff Present: Larissa Keller, Leah McCormick, Meghan Pauly

C. PUBLIC COMMENT

(five minute time limit for each person)

D. MINUTES TO APPROVE

1. Committee on Aging Meeting Minutes December 9, 2022

Sarah Bauer motioned to approve the December 9, 2022 minutes. The motion was seconded by Tom Stoffel. The motion passed.

E. CORRESPONDENCE

No report.

F. REPORT OF DEPT HEADS/STAFF/CONSULTANTS

1. Public Health

- a. COVID-19 Update: Kristine Hutter reported that the CDC's community level metric is currently in the medium category due to hospital admissions. Cases appear in the low category, however the case numbers do not include positive home tests. The health department is carrying the Pfizer vaccine and now has bivalent doses for all age groups.

- b. Sixty Plus Grant – Programs Update: Meghan Pauly reported that in the month of December, she provided 31 services to 31 people. December services included blood pressure/wellness room, lunch & learn, and memory screening. Meghan provided 694 services to 535 people throughout 2022. She is actively looking for a massage therapist and dermatologist to provide additional services at the Senior Center.

2. Senior Center

- a. Senior Center Operations/Programming Update: Chloe Hansen-Dunn reported that for the month of December the Menasha Senior Center had 203 unique visitors with 583 visits for 629 services. Chloe reported an annual monthly average of 180 visitors with 660 visits for 706 services. December brought 6 volunteers into the Center for a total of 11 volunteer hours, for a total of 210 hours by 29 volunteers for the year. December highlights include a performance by Elvis John and the holiday party. Beginning this year, the Chatter newsletter will be published bi-monthly.

3. Announcements: Tom Stoffel announced that he will not be seeking reappointment after 12 years of service to the Committee on Aging. Meghan Pauly will be facilitating a monthly chronic disease peer group. Chloe and Meghan will be teaching a falls prevention class, Stepping On, starting February 3rd. Wellness labs (bloodwork) will be conducted by ThedaCare on April 4th. Public Health Dental Hygienist, Claire Opsteen, will be performing

dental and oral health screenings in April. Notable Senior Center events for January and February include a Valentine's Day party with pancake brunch, cornhole tournament, no-sew pillow, tie blankets, after-hours square dancing, SALT (Seniors and Law Enforcement Together) presentation on cybercrime investigations and opportunity to meet the new police chief, Nick Thorn. Upcoming bus trips include a mystery trip in January, Milwaukee in February, Historic Manitowoc and Brillion in March, and Mount Rushmore in May.

G. NEW BUSINESS

No report.

H. HELD OVER BUSINESS

1. COA Vacancies (1) – Committee will move forward with an additional vacancy after Tom Stoffel's announcement that he will not seek reappointment.
2. COA Future Planning – Committee discussed a new member "packet" and creation of a mission/vision statement.
3. Menasha Senior Center Logo Design – Reviewed project completed by a student nurse in 2017 when the Center was operated by the YMCA and a survey completed in 2020 when the City took over the Senior Center operations. Information collected will be reviewed before proceeding further with logo design work.

I. ADJOURNMENT

Kristine Hutter motioned to adjourn the meeting at 2:44 PM. The motion was seconded by Sarah Bauer. The motion passed.

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

CITY OF MENASHA
Plan Commission
Menasha City Center, Room 133 – 100 Main Street
February 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: CDC Heim, PP Yang, Ald. Austin Hammond, Ald. Tom Grade and Sandra Dabill-Taylor (545 Broad Street)

C. PUBLIC HEARING

1. Ordinance – Text Amendment to Title 13 – Zoning Code, Chapter 1, Article C, Sections 13-1-25(e)(3), 13-1-26(e)(3) and 13-1-39(e)(3) (Chicken Coops)
CDC Heim explained the amendments in three areas of the Zoning code. This amendment will allow Chicken Coops as an accessory use in the R-1, R-2, and R1-A districts'. Amending to allow these uses are in part with the Keeping of Chickens ordinance introduced by the Sustainability Board.

Sandra Dabill-Taylor, 545 Broad Street, spoke against the chicken coops.

2. Ordinance – Text Amendment to Title 13 – Zoning Code, Chapter 1, Article B, Section 13-1-11 (Special Use Permit Revocation)
PP Yang gave an overview of the amendment changes calling out that this change was to give Staff better guidance on enforcing Special Use Permits.

Sandra Dabill-Taylor give her opinions on the general special use permit enforcement.

1. MINUTES TO APPROVE

1. Minutes of the January 17, 2023 Plan Commission Meeting

A motion was made by Comm. Cruickshank, seconded by Comm. Anderson, to approve the January 17, 2023 Plan Commission meeting minutes. The motion carried.

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

Sandra Dabill-Taylor spoke about public hearings and the keeping of chicken ordinance.

Mayor Merkes explained the public hearings again as it was explained at the last meeting (explanation can be found in the January 17, 2023 minutes).

Sandra Dabill-Taylor disagreed.

Comm. Sturm called Point of Order.

Ald. Hammond and Ald. Grade both spoke in favor the Chicken Coop ordinance amendment.

3. DISCUSSION / ACTION ITEMS

1. Ordinance – Text Amendment to Title 13 – Zoning Code, Chapter 1, Article C, Sections 13-1-25(e)(3), 13-1-26(e)(3) and 13-1-39(e)(3) (Chicken Coops)

CDC Heim clarified that the proposed amendment is only for the “accessory use” and not the “accessory structure”. Setbacks and construction of the Chicken Coop is not in the zoning ordinance and can be found in the Keeping of Chickens in the City Ordinance in Chapter 7. She also clarified that as part of the permit for chicken coops, the Health Officer or designee will go inspect the chicken coop prior to approve.

Commissioner Benner spoke in disfavor of the amendments and the Keeping of Chickens in the City ordinance.

Ald. Schmidt also spoke against the amendments.

Commissioner Sturm and Cruickshank shared their opinion in favor of the amendments.

The Commission discussed the chicken coop and run clarifying that the definition of the cage is that it is enclosed.

Comm. Sturm made a motion, seconded by Comm. Cruickshank to approve the text amendments to Title 13, Article C, Section 13-1-25(e)(3), Title 13, Article C, Section 13-1-26(e)(3) and Title 13, Article C, Section 13-1-39(e)(3) – Accessory Uses within the R-1, R-2 and R-1A districts with the condition that an ordinance amending Title 7, Chapter 1 of The Code of Ordinances (Licensing of Dog, Cat, or Ferret and Regulation of Animals) Article C, Section 7-1-13(D) Keeping of Chickens in the City is also approved. The motion carried on roll call 5-2; Commissioner Benner and Alderperson Schmidt voted no.

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

There was a discussion on whether this affects new builds where if construction time takes longer than needed that they would have to reapply for a special use permit.

The Commission decided to not make a motion on this ordinance amendment until there is additional language on special use permit extension and instructed staff to bring it back to the next meeting.

1. COMMUNICATION

1. 3D Services Minor Façade Change

PP Yang explained that 3D Services made changes to their façade due to the price of EFIS material that they originally planned and have since replaced it with vinyl siding. The vinyl siding will go on the west side of the building which is the area where they presume to do an addition in the future. No action is needed since all the materials meet the building material requirements and this is a minor change.

2. Set Next Meeting Date

The next meeting was set for March 7, 2023.

H. ADJOURNMENT

Motion by Ald. Schmidt, seconded by Comm. Benner, to adjourn at 4:47 PM. The motion carried.

Minutes respectfully submitted by PP Yang.

**CITY OF MENASHA
SUSTAINABILITY COMMITTEE**

January 5, 2023

Minutes

Note: the meeting of December 22, 2022 was canceled due to weather

A. CALL TO ORDER

Meeting Called to order at 4:01 PM

B. ROLL CALL

Attending: Kyle Coenen, Austin Hammond, Roger Kanitz, Lindsay Klumpp, Kelsey Parry, Kathy Thunes

Also Attending: Brian Adesso, Rachael Dowling, Ald. Tom Grade, Mayor Donald Merkes, Attorney Margaret Struve, Sandra Dabill-Taylor

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

Sandra Dabill-Taylor spoke regarding enforcement concerns with the proposed Urban Chickens ordinance and No Mow May

Rachael Dowling spoke regarding benefits of Urban Chickens ordinance

Ald. Tom Grade spoke in support of Urban Chickens ordinance

D. ACTION / DISCUSSION ITEMS

It was noted that although the minutes from the preceding meeting were included in the packet there was no item for approving the minutes. The minutes will be included in the next packet for approval

1. Energy

a. MJSD planning for sustainability

Brian Adesso, Director of Business Services MJSD, described some of the sustainability initiatives that the district has taken including: diverting 3300lbs of food waste to be composted rather than landfilled, increased recycling through Winnebago County, 16 school buses that run on propane, EV chargers at District Offices and High School, LED lighting upgrades, condensing boilers, Energy Star rating for most buildings saving over 14,000 tons of CO₂, exploring High School solar. Working toward solar and geothermal at the new middle school.

b. Comprehensive Energy Planning & Joint Energy Team

Committee reviewed draft grant application, supports concept and submittal of grant as well as working with Energy Team to implement. Committee noted that benchmarking and comparisons to similar buildings/communities important component of the plan.

2. Planning & Communications

a. SCN and Website <http://scn-foxvalley.com>

Contact has been made with communities formerly involved there is still interest in opportunities to share among multiple communities to compare and replicate sustainability practices. Potential for a February meeting.

- b. Earth Day Celebration
Discussion regarding unveiling stormwater signage as part of Earth Day recognition. Stands are currently under construction, storyboards are complete. Participating in Fox Wolf Watershed Alliance cleanup. Electronics Recycling.
- c. Arbor Day Celebration
Discussion regarding potential projects and locations for the City's 40th Tree City Award including: oldest/largest tree in Menasha, update champion trees of Neenah/Menasha, commemorative tree planting, planting in Racine Street bridge area, arboretum, note that Heckrodt would like to be involved.

3. Transportation

- a. High Cliff Connection
Community Foundation has hired a consultant. Next meeting January 20th.
- b. Bike Parking Survey
No update
- c. Bird Scooter Menasha 2022 report
Usage included 1,366 users; 5,523 rides; 10,907 miles. Questions regarding total number of complaints and total revenue to the City.
- d. Amtrak letter of interest Northeast WI
Committee reviewed the support letter from Fond du Lac, Oshkosh, Neenah, Menasha, Kaukauna, and Green Bay.

4. Land Use

- a. Urban Chickens
Ald. Hammond had residents contact him to reconsider the Urban Chicken ordinance that was last considered 2019. The proposed ordinance is mostly consistent with the 2019 ordinance except for the maximum number of birds allowed being six. There will be a permit fee to review zoning considerations (location and construction of the coop) as well as an annual fee. There was not interest in expanding the ordinance to include ducks at this time.

Motion by Kyle Coenen second Kelsey Parry to recommend the ordinance for Urban Chickens to the Common Council.

Motion Carries 6-0

5. Natural Resources

- a. Natural Landscaping and Maintenance
ECWRPC rain garden has been maintained and noted that the drained needs to be cleaned annually. Shoreline projects for City shoreline are in cue for 2024.
- b. No Mow May
Discussion regarding 2023

6. Energy

- a. Comprehensive Energy Planning and Joint Energy Team
Team consisting of representatives of the City, MJSD, and MU met to discuss applying for OEI grant. MJSD will be adding EV chargers at City Center and Menasha High. City could look to add them at other locations if they work well. Request for MJSD to come to a future meeting to share their sustainability efforts.

7. Water

- a. Stormwater Educational Signage
Signs are in process. Plan for Earth Day 2023 installation.

8. Waste

- a. 2023 Electronics Recycling Events May 6, 2023 & October 7, 2023
Email messages should go out earlier, we should verify when the best time to send them out is for each company including Recycle that Stuff. We can schedule the email as soon as we get the poster announcements for one or several dates. Is there a parent newsletter that we could add to for MJSD. Discuss option for St. Vincent. Could signs be made by PWF for entry?

Question regarding have there been any issues with water damaging paper/cardboard for recycling now that there is no longer a canopy over the drop off site.

9. Health

- a. Farm Fresh Market
No report

E. Future Meeting Dates

Next meeting January 26, 2023

F. ADJOURNMENT

Motion by Kathy Thunes second by Lindsay Klumpp to adjourn at 5:50 PM
Motion carries.



To: Members of the Common Council

From: Chief Nick Thorn *NI*

Date: February 13, 2023

RE: Hwy 441

Background:

The Winnebago County Sheriff's Department recently advised area law enforcement agencies that due to an increase in certain services they have been performing as well as reaching emergency staffing levels in different areas of the Sheriff's Department, they requested a change in the primary agency responsibilities for Traffic Jurisdiction on US Hwy 41 and Hwy 441.

Beginning April 01, 2023 through June, 30 2023 a transitional period will take place where law enforcement agencies in Winnebago County will gradually begin taking primary calls on US Hwy 41 and Hwy 441. After June, 30 2023 the transitional period will lapse and the primary responsibilities will be turned over to the local municipality.

Analysis and Impact:

The City of Menasha has the smallest geographical area affected in comparison to other municipalities. In 2021 there were 470 law enforcement related calls for service on Hwy 441 in the City of Menasha. Of the 470 calls, roughly 30 calls were associated with a vehicle crash. More specifically 21 crashes involving vehicle property damage, and 8 crashes involving some degree of injury to the driver or occupants. The total time associated with all calls for service was roughly 114 hours, with an average time spent on each call being 20 minutes. The most common call other than traffic stops in this area was: Motorist assists, hazards, and crashes. The peak times for calls for service were between 10 am through 4 pm.

In preparation for this transition, our agency has arranged for additional training for our personnel. The training is being facilitated by Wisconsin DOT – Traffic Management Center. Additionally, research is being completed on the usage of advanced traffic warning signals similarly used by other law enforcement agencies in a similar setting.



DIRECTIVE

WINNEBAGO COUNTY SHERIFF'S OFFICE

SUBJECT: **Jurisdiction Agreement (Menasha)**

NUMBER: 1.10 - 04

SCOPE: All Agency Members

ISSUED: 01/12/2023

EFFECTIVE: 04/01/2023

REVIEWED: 02/01/2023

Purpose

The Winnebago County Sheriff's Office and the Menasha Police Department strive to provide the best possible service to the public. Concurrent jurisdiction exists for these two agencies throughout the City of Menasha. To provide the most effective police response, responsibilities for enforcement within the City have been delineated. This information will specify the responsibilities of the Winnebago County Sheriff's Office and the Menasha Police Department concerning property within the City and terms of the related interagency agreements.

City Boundaries

Specific geographic boundaries of the City of Menasha are identified on maps maintained by the Menasha Police Department in the Communications Technician area, the Shift Commander's office for both departments, and the Winnebago County Communications Center.

Waterways Within the City of Menasha

The Winnebago County Sheriff's Office will enforce boating regulations and investigate all boating accidents, rescue and recovery operations on waterways within the City (Lake Winnebago, Little Lake Butte des Morts, and the Menasha Channel), per Wis. Stats. 59.27(11).

The Menasha Police Department will investigate all complaints and incidents occurring on land, moored boats, docks, bridges over Little Lake Butte des Morts and the Menasha Channel, as well as any incidents which do not relate to boat operation occurring on the shoreline of any waterway.

Traffic Jurisdiction

Established jurisdictional boundaries are reflected in the Computer Aided Dispatch (CAD) system utilized by the Winnebago County Sheriff's Office Communication Center as well as the maps maintained by both agencies. Responsibility for traffic enforcement and accident investigation shall be based on CAD and associated maps. Generally, jurisdiction in a crash is determined by the first harmful act.

It is agreed upon that Menasha Police Department shall be the primary agency responsible for incidents on east and westbound lanes of STH 441 from the centerline of Midway Rd. to the Appleton Police Department jurisdictional line west of Oneida St., including all ramps for intersecting roadways.

Initial 04/01/2023



To: Members of the Common Council

From: Chief Nick Thorn

Date: February 02, 2023

RE: Promotion-Investigative Lieutenant

I am pleased to announce that Investigator Peter Sawyer has been selected to be the next Investigative Lieutenant. His appointment was confirmed by the Police Commission during a special meeting on February 02, 2023.

Lieutenant Sawyer started with our department in 2008 as a patrol officer and holds a Bachelor's Degree in Criminal Justice from the University of Wisconsin Eau Claire. During his time on patrol, he received several awards to include a lifesaving award for saving the life of one of our residents that was drowning.

In 2012, he was selected to the Lake Winnebago Area Metropolitan Enforcement Group (MEG Unit) and worked as an investigator there for several years. He participated in several high profile Federal level investigations and received the Menasha Police Department Officer of the Year award in 2015. He was also the recipient of the Outagamie County Best Badges Award for his involvement in a Federal level drug investigation with ties back to our community.

In 2017, he transitioned into an Investigator role for our department and has maintained a significant focus on cases regarding Internet Crimes against Children or ICAC. Lieutenant Sawyer has been involved with several process improvements with our department and in 2020 was selected as an Officer in Charge (OIC). Lieutenant Sawyer has been a member of the Winnebago County SWAT team for several years and has also advanced in their leadership ranks, currently holding the position of Team Leader.

Lieutenant Sawyer is a strong member of team and will be a great asset to the department and the community in his new role.



TO: Common Council
DATE: 2 February 2023
FROM: Donald Merkes, Mayor

RE: IT Steering Committee

Background

The IT Steering Committee was formed to provide direction via short and long range plans for the City's IT needs. At that time the City exclusively used outside consultants to provide IT services. Since that time the City has hired IT employees directly under the management of the Finance Director or Administrative Services Director. The IT Steering Committee does not manage day to day operations of the IT Department.

Recently the one of the members of the IT Steering Committee, Chief Tim Styka, has retired. With that change I am appointing Lt. Matt Albrecht to fill the vacancy.

No action is required.



January 12, 2023



G L A T F E L T E R

MANAGEMENT/OWNER
CITY OF MENASHA
100 MAIN STREET, SUITE 200
MENASHA, WI 54952

SUBJECT: 30 Day Notice for Closure Request Submittal for Fox River NRDA/PCB
Releases OU2-5, Outagamie/Brown Counties, Wisconsin
WDNR BRRTS Activity #: 02-45-582407

To Whom It May Concern:

This letter is sent on behalf of the group of corporations responsible for the Lower Fox River Cleanup, namely Georgia-Pacific Consumer Operations LLC (GP) and Glatfelter Corporation (Glatfelter), (collectively herein the “Responsible Parties”). The Responsible Parties are providing this notice to you as you have been identified as a party that may conduct work in the Fox River in areas where residual contamination is present in sediment and/or an engineered cap over contamination in sediment is present.

The Responsible Parties have responded to the discharge of polychlorinated biphenyls (PCBs) by investigating and cleaning up the Fox River as part of the contamination case called Fox River NRDA/PCB Releases OU2-5. Now that the cleanup is complete, Responsible Parties will be requesting that the Wisconsin Department of Natural Resources (WDNR) approve case closure. Closure means that no further investigation or cleanup action is required at this time.

State law directs parties responsible for environmental contamination to take actions to restore the environment and minimize harmful effects. The law allows some contamination to remain if it does not pose a threat to public health, safety, welfare or to the environment. Some PCB contamination does remain in the river sediment and continuing obligations may be imposed as a condition of closure approval. Continuing obligations are put in place to ensure conditions remain protective. Requirements for compliance with continuing obligations are in Wis. Stat. § 292.12. More information on continuing obligations is available in the fact sheet “Continuing Obligations for Environmental Protection” (WDNR Publication RR-819) at <https://dnr.wi.gov/files/PDF/pubs/tr/RR819.pdf>.

Applicable Continuing Obligations

Under Wis. Stat. § 291.12(5), as a party that may be conducting work in the waterway, you would be responsible for complying with the continuing obligations imposed as part of an approved closure. The following continuing obligations are proposed to address future exposure to residual contamination. If the closure request is approved, you will be responsible for complying with the following continuing obligations in areas where you are conducting work:

- ◆ Residual sediment contamination exists that must be properly managed if it is excavated or removed.
- ◆ Any plan to disturb, modify or replace an engineered cap over contaminated sediment must be proposed to the WDNR and approved prior to implementation.

Prohibited Activities

Certain activities are prohibited at closed sites because maintenance of a cap is intended to prevent contact with any remaining contamination. When a cap is required, the condition of closure requires notification to the WDNR before making a change, in order to determine if further action is needed to maintain the protectiveness of the remedy employed. The following activities are prohibited on any portion of the Fox River where maintenance of engineered caps over contaminated sediment is required (refer to information on Bureau for Remediation and Redevelopment Tracking System (BRRTS) on the Web below for figures showing where engineered caps are located), unless prior written approval has been obtained from the WDNR:

- ◆ removal of the existing engineered cap;
- ◆ replacement with another engineered cap;
- ◆ disturbance of the engineered cap;
- ◆ dredging of sediment in the river;
- ◆ salvage operations; and
- ◆ construction or placement of any structure.

Cover or Barrier (s. 292.12 (2) (a), Wis. Stats., s. NR 726.15, s. NR 727.07 Wis. Adm. Code)

The engineered caps that exist in the Fox River (refer to information on BRRTS on the Web (BOTW) below for figures showing where engineered caps are located) will be maintained by the Responsible Parties to minimize the exposure to public health and the environment.

If you plan to disturb the engineered cap, a request may be made to modify or replace it. Before removing or replacing the engineered cap, you must notify the WDNR at least 45 days before taking an action. The replacement or modified engineered cap must continue to be protective and must be approved in writing by the WDNR prior to implementation.

Site-Specific Condition (s. NR 726.05 (9), NR 726.15 (2) (m), s. NR 727.07 (7), Wis. Adm. Code)

Sediment contamination remains in the Fox River. If sediment is excavated in the future, the generator at the time of excavation must sample and analyze the excavated sediment to determine if contamination remains. If sampling confirms that contamination is present, the generator will need to determine whether the material is considered solid waste or Toxic Substances Control Act (TSCA) waste and ensure that any storage, treatment, or disposal is in compliance with applicable standards and rules.

Surface water, sediment and fish monitoring are ongoing and will continue by the Responsible Parties in order to ensure the conditions remain protective of public health, safety, welfare, and

the environment. The most recent results of monitoring show a downward trend in PCB concentrations in certain areas of the river.

The WDNR will not review the closure request from the Responsible Parties for at least 30 days after the date you receive this letter. As a party that may conduct work in the Fox River, you have a right to contact the Fox River Oversight Team to provide any technical information you have that indicates that closure should not be granted for this site. If you would like to submit any information that is relevant to this closure request, please mail that information to the Fox River Oversight Team: by email at questions@foxriverpcb.com, by phone at (920) 225-7220, or by mail to:

Fox River PCB Questions
c/o The Boldt Company
P.O. Box 419
Appleton, WI 54912-0419

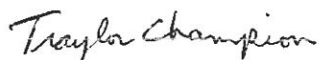
Submit questions or comments within forty-five (45) days of the date of this letter.

If the WDNR grants closure, you will receive a letter that defines the specific continuing obligations you may encounter.

Information about closure of this contamination case is available in the WDNR's BOTW at dnr.wi.gov and search "BOTW". Enter **02-45-582407** in the **BRRTS number** field in the initial screen, then click on **Search**. Project information on the PCB cleanup can also be found at dnr.wi.gov/topic/foxriver. You will find dredge and cap location documents on this webpage along with other general information.

If you cannot access the BOTW or PCB websites, or have additional concerns or questions regarding this case, you may contact the Fox River Oversight Team, as described above.

Sincerely,

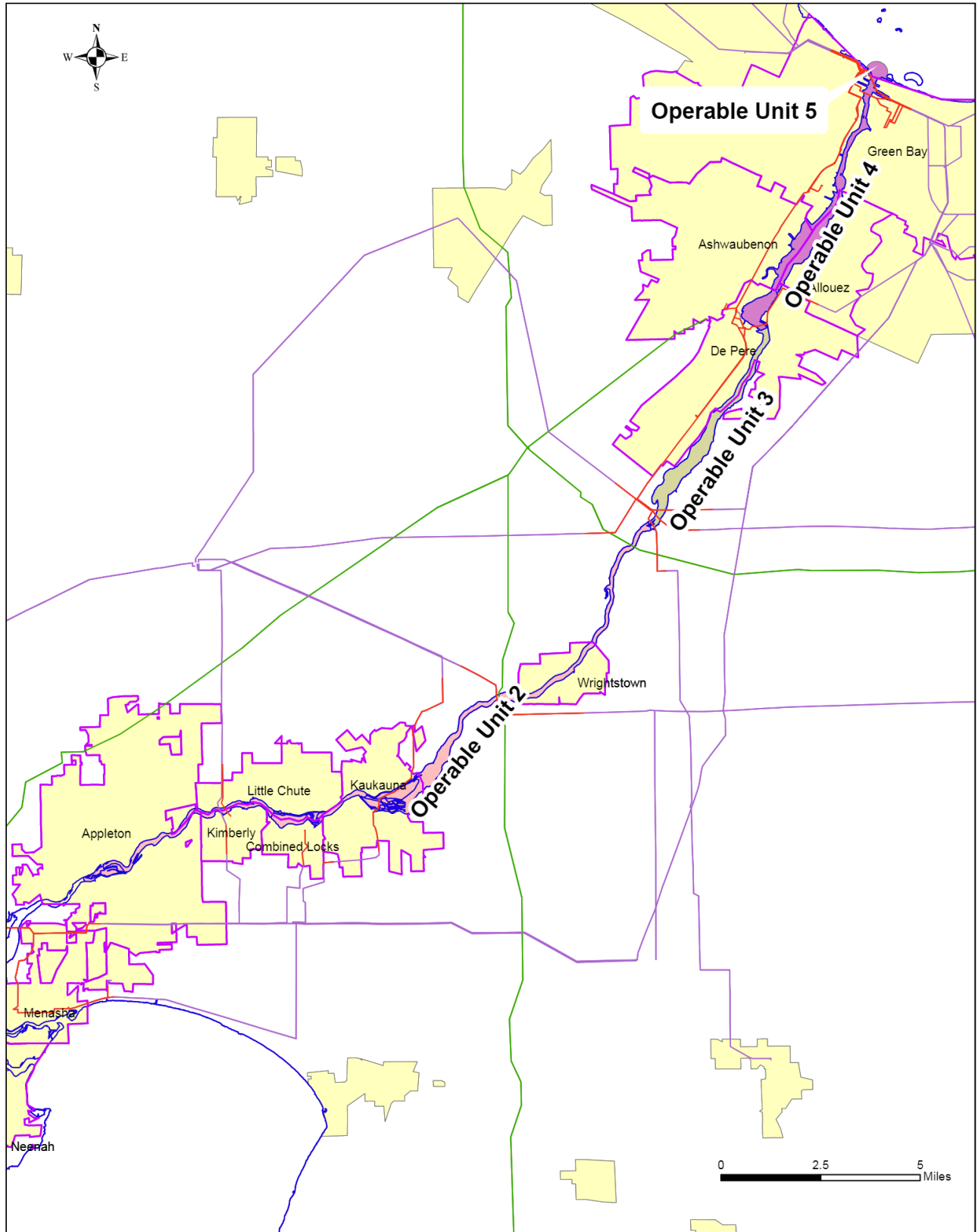


J. Traylor Champion
Senior Vice President Environmental Affairs
Georgia-Pacific Consumer Operations LLC



Jill L. Urey
Vice President
Deputy General Counsel & Corporate Secretary
Glatfelter Corporation

cc: Paul Montney, Georgia-Pacific Consumer Operations LLC
Bill Hartman, Glatfelter Corporation
Sharon Kozicki, Foth Infrastructure & Environment, LLC



Legend

- USACE Channel Definition
- American Transmission Company Line
- Transmission System
- Natural Gas Pipeline
- Fox River Boundary
- Municipal Boundary

Operable Unit Number	
	2
	3
	4

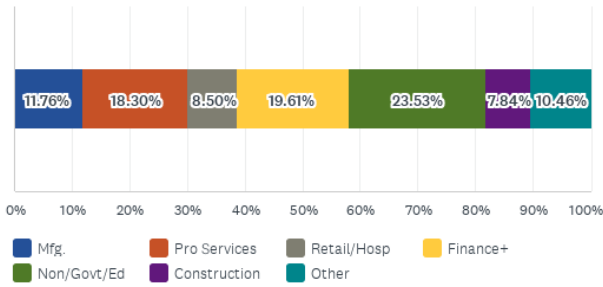


Figure 1-1
Lower Fox River
Area Location Map

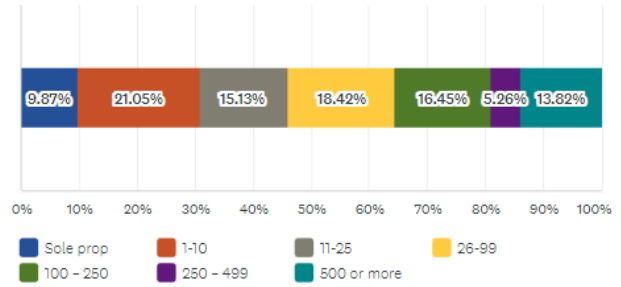
Lower Fox River OU 2-OU 5



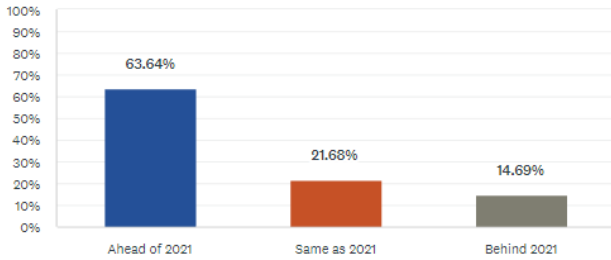
What industry is your business in?



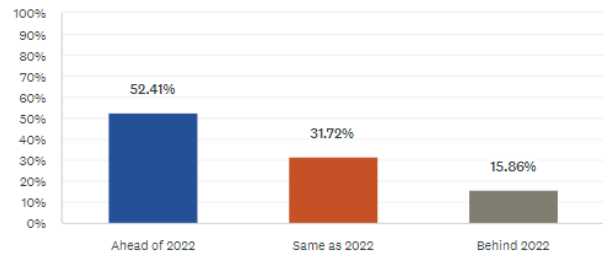
How many people does your business employ?



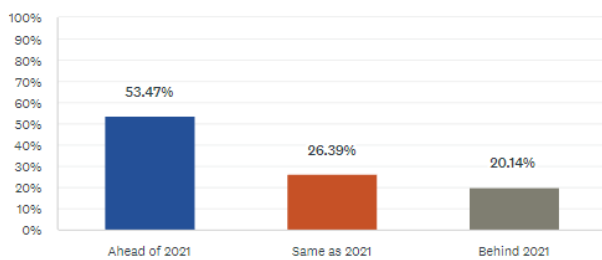
Were your 2022 Gross Sales:



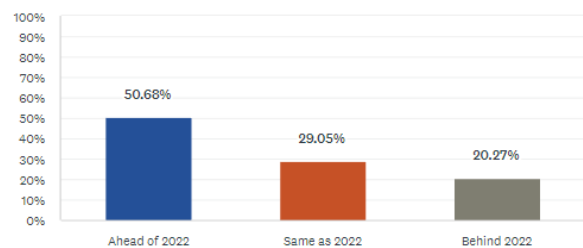
Do you expect 2023 gross sales to be:



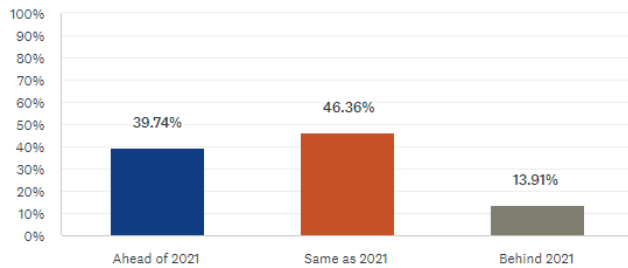
Were your 2022 profits:



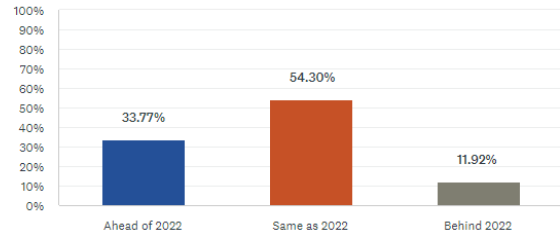
Do you expect your 2023 profits to be:



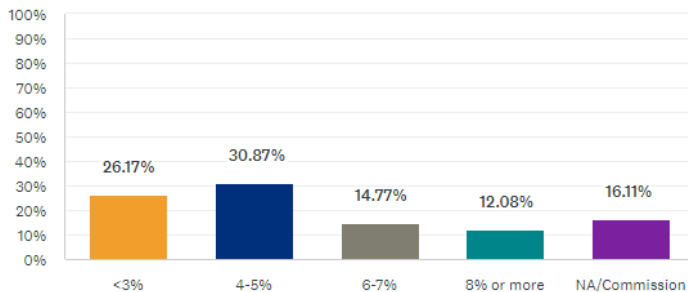
Was your 2022 employment:



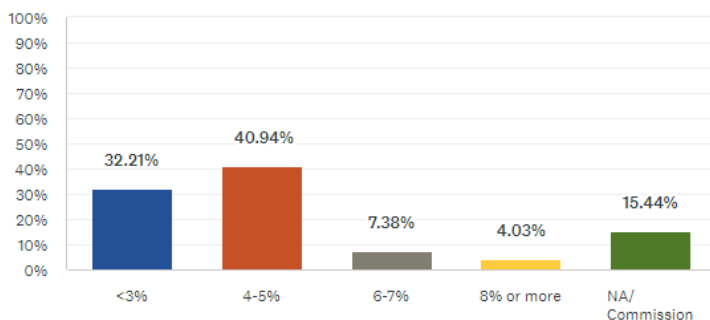
Do you expect your 2023 employment to be:



What was the average percentage increase in salary for your employees in 2022?

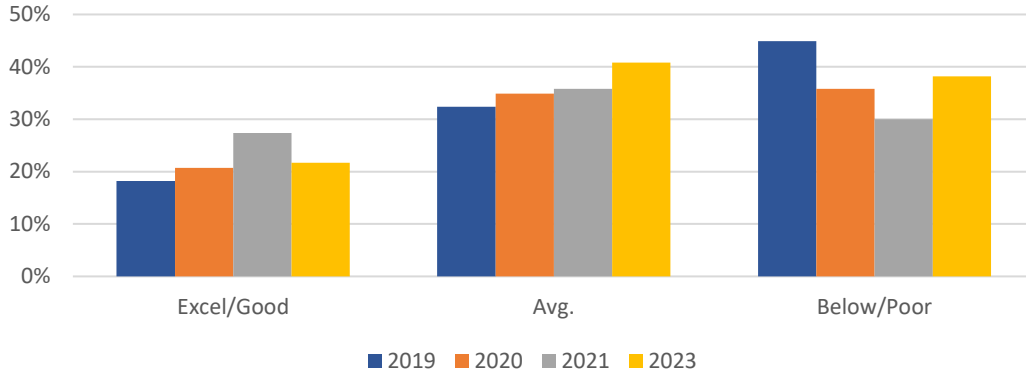


What do you expect the increase will be in 2023?

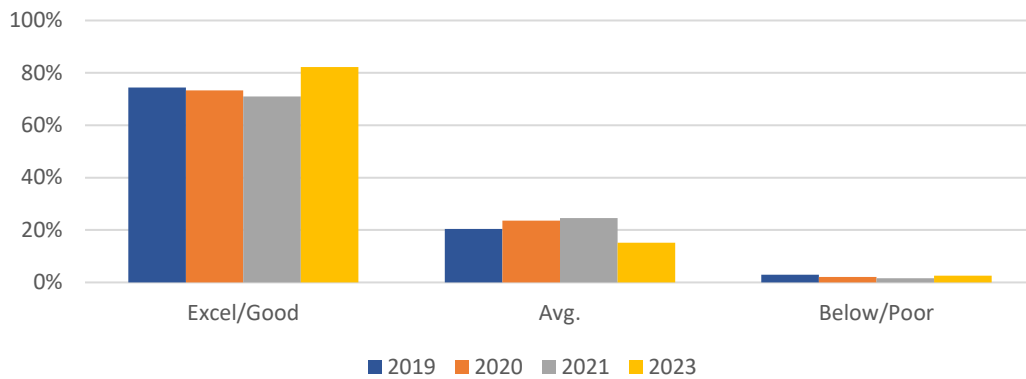


About this survey: The 2023 Fox Cities Economic Outlook Survey was conducted in January 2023. The survey was distributed and administered by the Fox Cities Chamber Regional Partnership, the economic development division of the Fox Cities Chamber. Survey participation included 153 businesses and organizations with operations located in the Fox Cities region (Outagamie, Calumet and the northern portion of Winnebago Counties). Please note that survey results do not represent a statistically valid sample but are intended to offer general insight into the regional economy.

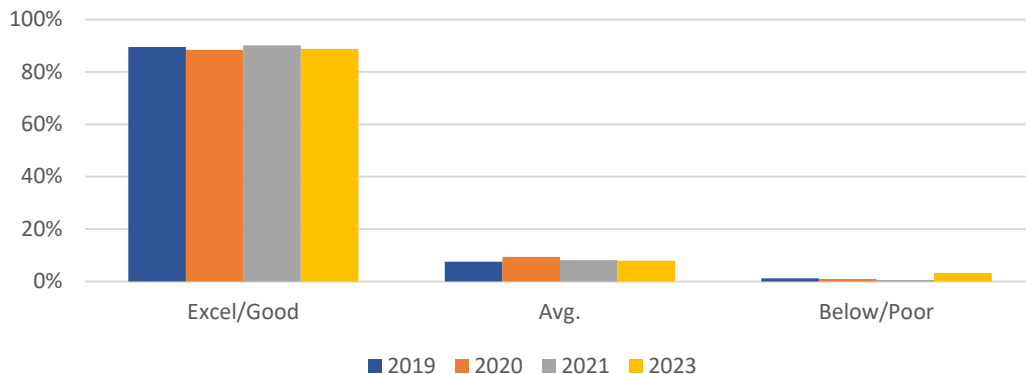
How would you rate the availability of qualified workers in the Fox Cities area?



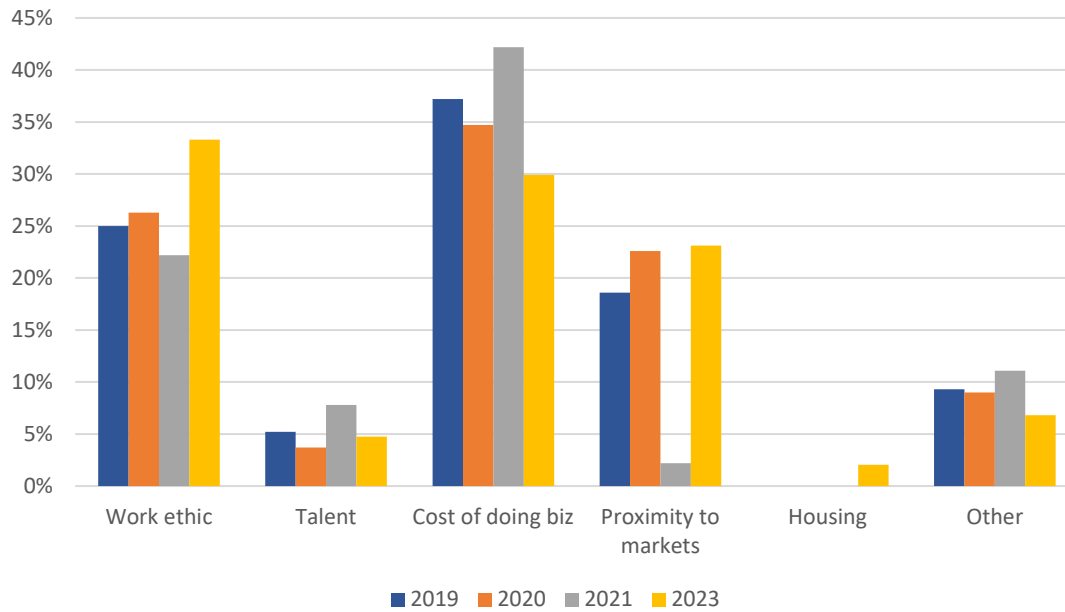
How would you rate the Fox Cities as a place to do business?



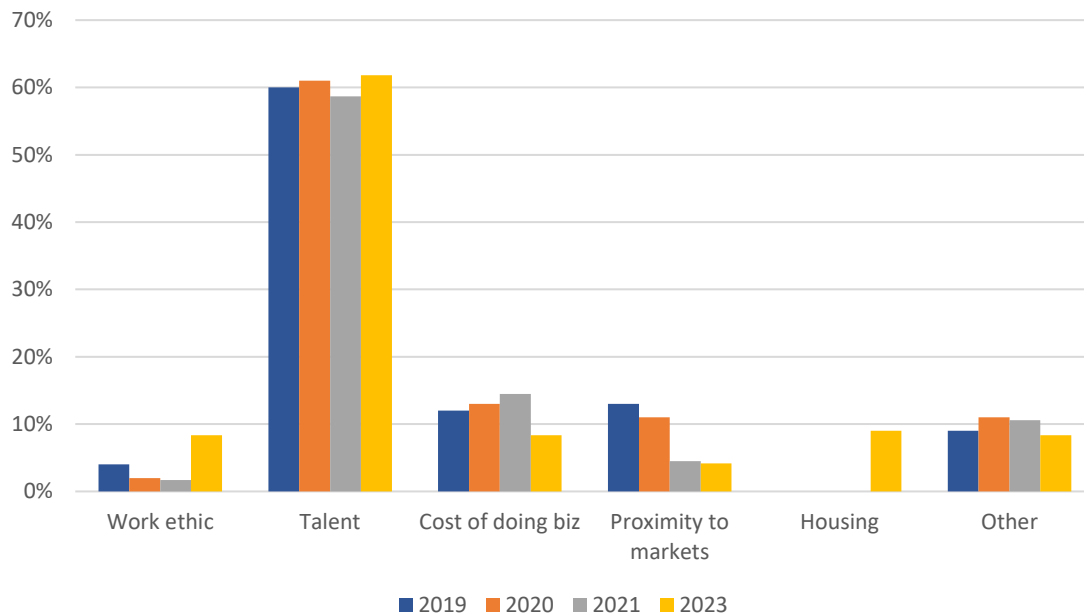
How would you rate the Fox Cities as a place to live?



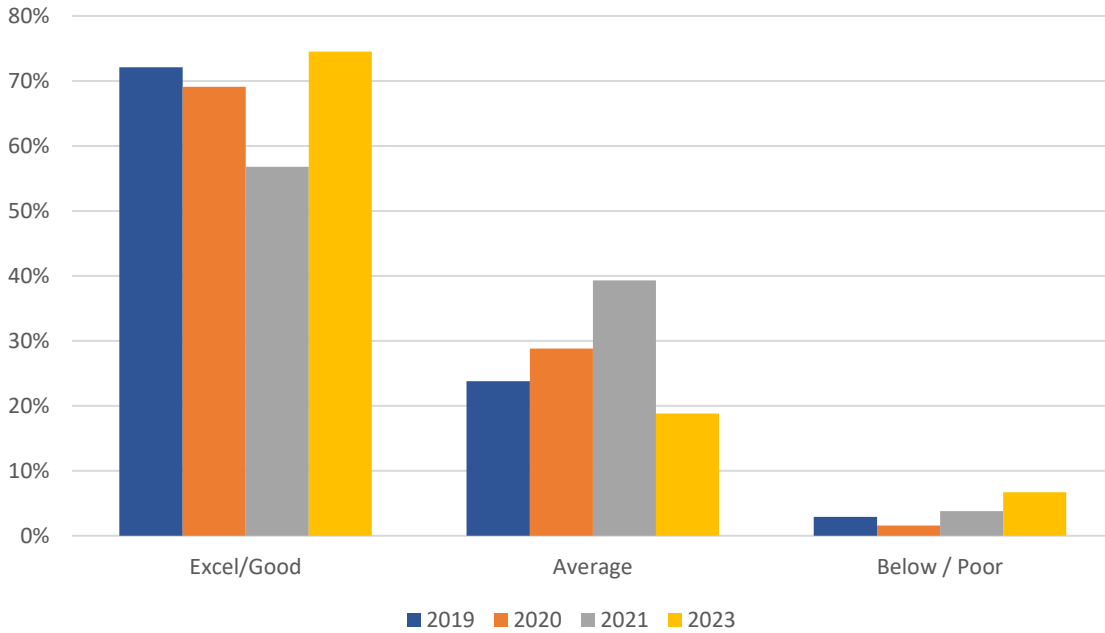
What's most beneficial about doing business in the Fox Cities?



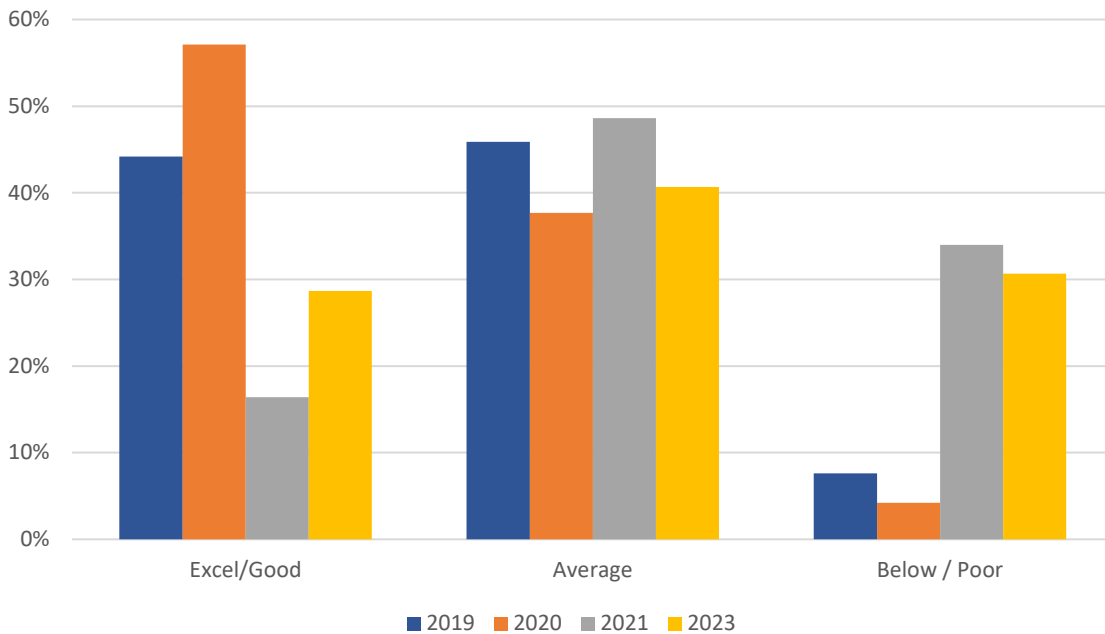
What's your biggest challenge with doing business in the Fox Cities?



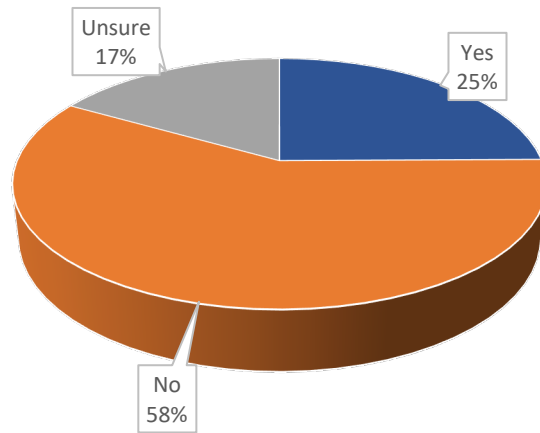
How would you rate the Fox Cities economic vitality?



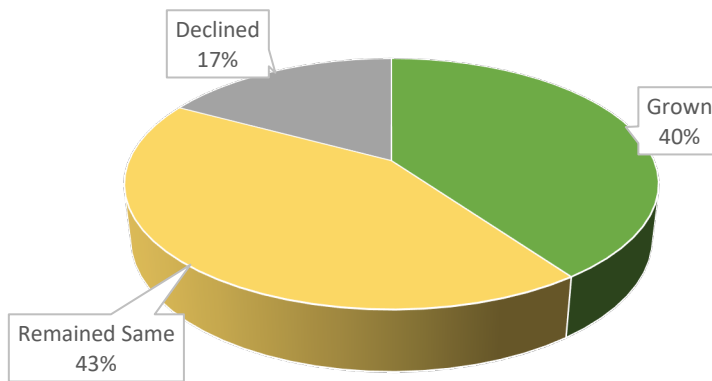
How would you rate the nation's economic vitality?



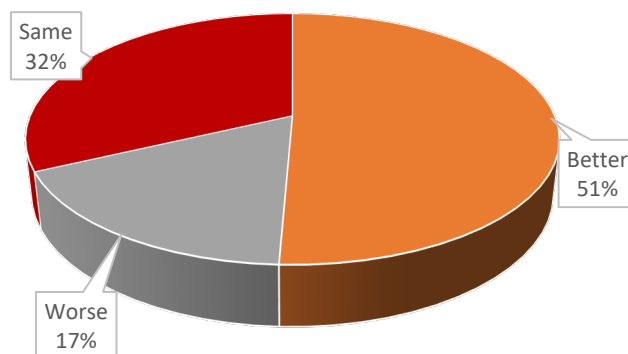
Is your company planning a capital expansion in 2023?



By the close of 2023, will the Fox Cities economy have ...



How has your business recovered since the initial COVID crisis?





Q4 2022 Economic Development Report



Q4 2022 Economic Development Report

National recognition

A major announcement in 2022 was our Connect Free membership level, which reaffirmed our commitment to small businesses and our local economy in an unprecedented way. The program has already received national recognition, with our CEO Becky Bartoszek presenting on the success of our Connect Free program to the Association of Chamber of Commerce Executives (ACCE) Board of Directors in Washington, DC in October.

National collaboration

The Chamber partnered with several local and regional organizations to travel to Dallas, TX to meet with 15 different site selectors, sharing why the Fox Cities is an amazing place to relocate a business. Her board role also allowed her to meet with the Charleston, SC, Chamber and their major and metro cities council, to discuss best practices with other Chambers and how to collaborate nationally.

Toward One Diversity Conference



The Chamber is proud to bring Toward One Wisconsin to the Fox Cities. The state's leading equity, diversity and inclusion conference will be held April 25-26 in Appleton. Whether you're just starting out and overwhelmed, or you're an advocate in your organization or community, this conference will provide best practices, insights and implementation tools to help you take the next steps. **To learn more and register, visit t1w.org.**

Small businesses are embracing Connect Free membership

Our Connect Free membership level makes access to resources easy for small businesses. Any company with five or fewer full-time employees (or equivalent), nonprofits with 10 or fewer employees, and restaurants in the Fox Cities can join the Chamber for free. As of Dec. 31, 2022 we had 238 new small business members join at this new level.

Notice anything different?

As part of our Chamber rebrand project, which we launched last summer, we have updated the Regional Partnership brand.

This change reinforces the role economic development plays as a primary Chamber strategy and our commitment to a strong, vibrant economy.



FOX CITIES CHAMBER
REGIONAL PARTNERSHIP

Q4 2022 Economic Development Report

Programming

Talent is a primary focus for the Fox Cities Regional Partnership, and We continue to focus on talent retention and attraction, including K-16 initiatives, Manufacturing Month, and small business resources.

Small Business counseling offered at Chamber. We partner with the Small Business Development Center, SCORE, and Fox Valley Tech Venture Center to offer free counseling for small businesses at our Chamber offices. In the fourth quarter, SBDC alone was able to meet with 17 Fox Cities businesses to assist them with their business startup or growth needs.

Talent attraction and workforce development

- Chamber staff attended a Manufacturing Day presentation and tour at **Reynolds/Presto**.
- Smart Girls Rock is a day-long, interactive mentoring event that connects Fox Cities science and tech employers with high school girls. Nearly 100 students attended the day-long event held at **Walbec Group** to learn about STEM careers and offer academic and career planning guidance.
- Chamber staff participated in a **Menasha Packaging** Education Center presentation with GPS Education Partners. This was an opportunity to hear from and network with business, community and school leaders about the power of work-based learning.
- Chamber staff participated in a roundtable discussion at **Kimberly Clark** to discuss workforce needs and brainstorm ideas on how to recruit and retain talent.
- What makes the Fox Cities a great place to live and work? Our partnership with **Livability** explores this in more detail and will be a great talent attraction tool for employers. Coming this summer is a magazine with in-depth features on the people and businesses that make our community great. Ad space is still available, email jervin@livmedia.com for details.

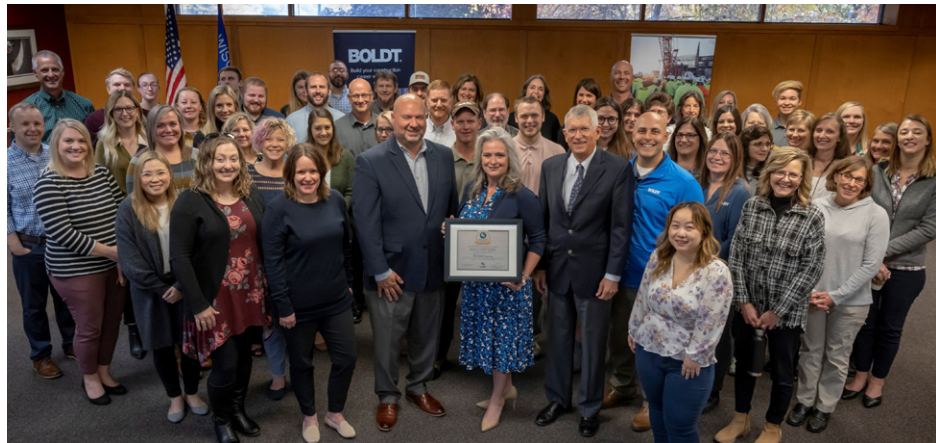
Recognizing Fox Cities leaders: Two key awards programs were held in Q4, including our Business Awards to honor businesses and organizations in the Fox Cities that help make this a vibrant, innovative, and dynamic community. Additionally, our Future 15 recognized the best and brightest Young Professionals working in the Fox Cities and making a positive impact on our community.



Q4 2022 Economic Development Report

Employee Friendly Workplace (EFW) Certification

We added two more certified businesses into the Employee Friendly Workplace Program in Q4: **Boldt** and **United Way Fox Cities**. In 2022 we added a total of 7 new certified businesses bringing us to a grand total of 13 employers certified as employee friendly.



Bounceback Grants

Bounceback grants have been a vital part of our state's economic recovery, and the Regional Partnership has helped numerous business receive funding to assist them in opening a business in a previously vacant space. To date we have provided certification letters to more than 100 Fox Cities businesses applying for the grant, helping re-energize our downtown and commercial areas.

Business Retention & Expansion

Our Business Retention & Expansion (BR&E) program is a free service to employers in the Fox Cities region to help identify needs, challenges and opportunities within their business. Our goal is to connect them with tangible solutions that remove barriers to growth and are critical to long-term success.

The primary takeaways from these visits continues to be talent attraction and retention. In Q4 we conducted 35 visits, bringing our total for the year to 100.

Business Attraction

The Fox Cities Regional Partnership is currently active in several business attraction projects to bring employers to the Fox Cities region. We assisted with the following projects this quarter:

New Q4 projects:

- Project North
- Project Transfer

Q4 Data requests: The Regional Partnership received and responded to 14 requests for data during Q4 of 2022.



Questions?

Contact Eric Broten,
Director of Economic
Development, ebroten@foxcitieschamber.com

Interested in setting up a BRE?

Contact Nick
Oostmeyer, BRE
Manager, noostmeyer@foxcitieschamber.com

Online

FoxCitiesRegion.com



Fox Cities Chamber Public Policy Agenda

2023-2024 Legislative Cycle

The Fox Cities Chamber of Commerce Board of Directors has identified influencing public policy as a key strategic objective. Staff and chamber membership will work towards influencing bi-partisan, pro-business, pro-growth policies - locally and statewide - by coordinating community information, empowering direct member action, and working with our elected officials.

The Public Policy Council has identified several key themes of this cycle's agenda to include: Workforce Development and Talent Attraction, Housing, Child Care, Infrastructure, and Educational Advancement.

The State of Wisconsin enters the next budget cycle with a projected record \$6 billion surplus. Economic headwinds, however, threaten to pare back revenue and may significantly alter the budget writing process. Divided government in Madison presents opportunities and challenges for both sides in getting priorities signed into law.

Workforce Development & Talent Attraction

- Employers in the Fox Cities continue to have more job openings than employees available to work. If we cannot produce more workers locally, they must be brought in from outside the region. Attracting families from around the country and world must be part of the workforce development process.
- Visa processing for international workers has been bogged down for years. Many of our embassies around the world have a waiting period of several years. This delay hurts both employers trying to fill roles and future employees finding their new career in America. The Chamber will work with our Federal officials to more efficiently process legal immigration applications.

Housing

- If housing is unattainable for families due to low inventory or high pricing, we cannot bring in the workforce necessary to keep businesses running in the Fox Cities. The Chamber will work with stakeholders in Northeast Wisconsin to increase housing stock and affordability to continue to make the Fox Cities a destination for businesses and workers.
- Keeping property taxes low is a key factor in the affordability of the Fox Cities. The Chamber will work with our local and state officials on funding mechanisms to ensure housing affordability.
- In addition to inventory and pricing issues, one of the biggest obstacles to affordable housing is the local permitting process and costs to begin new development. Smart, common sense regulations will ease the burden on these upfront costs borne by the consumer.

Child Care

- Child care was in crisis before the COVID-19 pandemic and has only been exacerbated since. Child care centers have reduced hours, class sizes, or closed altogether. Parents cannot work without a safe place to send their children and others will put off having kids completely if there are no affordable options.



Both results are bad for the workforce. The Chamber will support programs at the state and local level to alleviate this crisis.

- Regulations have boxed out new entrants into the market and stalled expansion of current facilities. We will work with stakeholders and state regulators to ensure regulations keep children and staff safe while not stifling new operators.

Infrastructure

- The I-41 expansion is critical to further economic development in the Fox Cities. The Chamber will continue to support the project to ensure on-time completion.
- Local transit is essential for workers to get to their jobs in a timely and efficient manner. The Chamber will collaborate with local transit departments to ensure the Fox Cities continues to have reliable, efficient, and safe options.
- The Chamber supports continued private expansion of connectivity with fiber, towers, and other forms of infrastructure intended to bridge the digital divide, especially in our underserved areas.

Educational Advancement

- A good education is critical to the development of a good workforce. The Chamber supports programs to effectively and efficiently increase proficiency rates across all subjects and schools in the Fox Cities.
- Wisconsin is a leader in introducing students to careers in STEM and the skilled trades. We will continue to work with our K-12 schools and technical colleges to impact more students.
- Apprenticeships and internships provide students with direct experiences and job opportunities. Wisconsin should incentivize schools and employers to work together to engage students in these opportunities.

None of these goals can happen without the active participation of the Chamber membership. Chamber staff and its leadership must work to encourage participation from members in the public policy process. Areas to focus on include, but not limited to:

- Public Policy Forums
 - To include issue and candidate forums
- Direct member contact with policymakers
- Grassroots media campaigns
- Take Your Legislator to Work
- Get Out the Vote Mobilization Campaigns
- Elected official score card ratings



Publications FAQ 6

What rules control the publication timing for legal notices?

The matter of when a legal notice must or may be published is sometimes a source of confusion. Take, for example, the requirement that a proposed zoning amendment be published "as a class 2 notice, under ch. 985." Wis. Stat. sec. 62.23(7)(d).

A class 2 notice means that two "insertions" are required. (Similarly, class 1 and 3 notices require, respectively, one and three insertions.) Wis. Stat. sec. 985.07. When more than one insertion is required, the notice must be published once each week for consecutive weeks, with the last notice published at least one week before the act or event, unless otherwise specified by law. Sunday publication is permitted. Wis. Stat. sec. 985.10.

For example, if a hearing is planned for a Wednesday, then the final insertion must be published at least seven days before, since a "week" is defined as seven consecutive days. Wis. Stat. sec. 990.01(46). The time for publication of legal notices is figured by excluding the first day of publication and including the day on which the noticed event will occur. Wis. Stat. sec. 985.09. Therefore, the latest that the second notice can be published is the Wednesday before the hearing. This works out because, excluding the Wednesday of publication, day one is Thursday and day seven is the Wednesday of the hearing. The first notice therefore should be published on the Wednesday two weeks before the hearing.

Unfortunately for those who must apply the publication timing rules, the statutes do not clearly define how to calculate the weeks preceding the final week and do not clearly require exactly one week intervals between insertions. For example, if a hearing is to be on Wednesday the 30th and three insertions are required then the last day of permitted publication is Wednesday the 23rd. The three publication weeks and the required final week interval are the seven day periods beginning and ending, respectively, as follows: Thursday the 3rd - Wednesday the 9th; Thursday the 10th - Wednesday the 16th; Thursday the 17th - Wednesday the 23rd; and Thursday the 24th - Wednesday the 30th. Since there is no explicit requirement that there be a week between insertions, arguably publication on any day within a week is sufficient. See Wis. Stat. secs. 985.05(1), 985.07 and 985.10.

However, a better interpretation is to read the law as requiring the insertions to be exactly one week apart. Under this interpretation, publication within the weekly periods shown above would be insufficient unless the insertions appeared on the same day of each week. In other words, if there is not publication on the same day of each weekly period, then there would be less than or more than seven days between insertions, which

might not meet the "once each week for consecutive weeks" requirement.

This latter interpretation is the one used by a Wisconsin court of appeals in a case in which the court stated that, "A Class 2 notice requires that two newspaper notices be published one week apart and that a hearing be held on the proposed zoning change at least one week after the last notice." *Gloudeeman v. City of St. Francis*, 143 Wis.2d 780, 422 N.W.2d 864, 866 (Ct. App. 1988). This statement by the court, however, is likely *obiter dictum* (not binding precedent) because the case did not involve the issue of whether same day publication is required for multiple insertions.

Also, it should be noted that the definition of insertion does not specify the time for publication of one insertion (a class 1 notice). It seems sensible, though, to interpret the law consistently and reach the conclusion that a class 1 notice requires its one insertion to be published "at least one week before the act or event, unless otherwise specified by law." In most, if not all, cases there is indeed a time period specified for publication of a class 1 notice prior to the event. See, for example, Wis. Stat. sec. 65.90, which requires a city or village budget summary and hearing notice to be published "as a class 1 notice, under ch. 985, in the municipality at least 15 days prior to the time of public hearing." Wis. Stat. sec. 65.90(3)(a).

In addition, class 1 notices are specified when publication is required after an event, as in the case of the publication of proceedings and ordinances (see below). In such cases publication should be within a reasonable time after the event. Note, however, that if posting is used the notice must be posted within one week of the event. Wis. Stat. sec. 985.02(2)(c).

MARY E KRUEGER
County Treasurer

DIANA HELLMANN
Deputy Treasurer



112 OTTER AVE., PO BOX 2806
OSHKOSH WI 54903-2806

(920) 232-3420

treasurer@co.winnebago.wi.us

Winnebago County

Office of the County Treasurer

The Wave of the Future

February 3, 2023

CITY OF MENASHA CLERK
100 MAIN ST STE 200
MENASHA WI 54952

Notice Municipal Clerk

According to Chapter 75.69(4) no tax delinquent real estate may be sold by a county under this section unless notice of such sale is mailed to the clerk of the municipality in which the real estate is located, at least three weeks prior to the time of sale. Enclosed is a copy of the Notice of Sale which includes real estate in your municipality.

Winnebago County will be advertising the attached listing of property in The Northwestern on February 6, 13 & 20, 2023. The sale is being conducted via online auction through Wisconsin surplus. Bidding begins on February 6, 2023 and ends on March 1, 2023.

Please consider this your 3-week notice and if you have any questions regarding the sale of the property in your municipality, please do not hesitate to contact my office.

Sincerely,

A handwritten signature in cursive script that reads "Mary E. Krueger".

Mary E. Krueger
Winnebago County Treasurer

WINNEBAGO COUNTY TREASURER PUBLIC LAND SALE

Begins February 6, 2023 - Closing March 1, 2023 – 10:00 a.m. (Staggered end times)

BIDS LOWER THAN MINIMUM BID WILL NOT BE ACCEPTED

TOWN OF ALGOMA

Parcel NO. 002-0240-16
Vacant lot on Kirkwood Dr, Oshkosh
Minimum Bid \$100.00

TOWN OF UTICA

Parcel No. 024-0637-01
Vacant lot on County Rd M, Pickett
Minimum Bid \$100.00

CITY OF OSHKOSH

Parcel No. 910-0042
Vacant lot on E Irving Ave, Oshkosh
Minimum Bid \$1,000.00

TOWN OF ALGOMA

Parcel No. 002-0243-02
Vacant lot on Kirkwood Dr, Oshkosh
Minimum Bid \$100.00

TOWN OF WINNECONNE

Parcel No. 030-0338
Parcel underwater, Butte des Morts
Minimum Bid \$100.00

CITY OF OSHKOSH

Parcel No. 910-0514-01
Sliver parcel on Franklin St, Oshkosh
Minimum Bid \$50.00

TOWN OF NEPEUSKUN

Parcel No. 014-0086
Sliver parcel on County Rd E, Berlin
Minimum Bid \$100.00

VILLAGE OF FOX CROSSING

Parcel No. 121-4702
Sliver parcel on Kimberly Dr, Neenah
Minimum Bid \$50.00

CITY OF OSHKOSH

Parcel No. 910-0514-02
Sliver parcel on Franklin St, Oshkosh
Minimum Bid \$50.00

TOWN OF NEPEUSKUN

Parcel No. 014-0438-01
Sliver parcel on Grams Rd, Ripon
Minimum Bid \$100.00

CITY OF OMRO

Parcel No. 265-0181-01
Sliver parcel on W Larrabee St, Omro
Minimum Bid \$100.00

CITY OF OSHKOSH

Parcel No. 912-0702
1104-1106 Hobbs Ave, Oshkosh
Minimum Bid \$85,000.00

TOWN OF RUSHFORD

Parcel No. 022-0942
Vacant lot on South St, Omro
Minimum Bid \$100.00

CITY OF MENASHA

Parcel No. 701-0408
Vacant lot on Third St, Menasha
Minimum Bid \$100.00

CITY OF OSHKOSH

Parcel No. 912-2444-10
Sliver parcel on Arboretum Dr,
Oshkosh
Minimum Bid \$50.00

TOWN OF UTICA

Parcel No. 024-0627-02
Vacant lot on County Rd M, Pickett
Minimum Bid \$100.00

CITY OF NEENAH

Parcel No. 808-0242
525 Elm St, Neenah
Minimum Bid \$35,000.00

CITY OF OSHKOSH

Parcel No. 912-6100-01
Sliver parcel on Western Dr, Oshkosh
Minimum Bid \$50.00

The Winnebago County Treasurer's office is selling the listed properties acquired by action In-Rem under WI 75.521. The sale of these parcels will be conducted by www.WisconsinSurplus.com under Auction #23-175. Please visit the site for more information and to register as a bidder.

Properties are sold in "AS IS" condition, with no written or implied warranties.

**Mary E. Krueger
Winnebago County Treasurer**

Publish February 6, 13 & 20, 2023

Change Order

Date: 2/1/2023

Change Order No. 1 (One) & Final

Contractor: Visu-Sewer Inc.
Contract No.: 22263W-11
Project: 2022 Sanitary Sewer Lining

You are directed to make the changes noted below in the subject contract unit number.

I. Final Quantity Change Order **\$ 264.00**

The changes result in the following adjustments:

	CONTRACT-TOTAL	TIME
Prior to this Change Order	\$ 89,756.00	_____ Days
Adjustments per this Change Order	\$ 264.00	_____ Days
Current Contract Status	\$ 90,020.00	_____ Days

Directed/Authorized
City of Menasha Department of Public Works

Accepted

By: _____

By: _____

Date: _____

Date: _____

Contractor's Application for Payment No.

Final

Application Period:	Final	Application Date:	1/31/2023
To (Owner):	City of Menasha	From (Contractor):	Visu-Sewer, Inc.
Project:	2022 Sanitary Sewer Lining	Via (Engineer):	Ruekert & Mielke, Inc.
Owner's Contract No.:		Contractor's Project No.:	22263W-11
		Engineer's Project No.:	


**Application For Payment
Change Order Summary**

Approved Change Orders			
Number	Additions	Deductions	
TOTALS			
NET CHANGE BY CHANGE ORDERS			

1. ORIGINAL CONTRACT PRICE	\$	\$89,756.00
2. Net change by Change Orders	\$	
3. Current Contract Price (Line 1 ± 2)	\$	\$89,756.00
4. TOTAL COMPLETED AND STORED TO DATE (Column F on Progress Estimate).....	\$	\$90,020.00
5. RETAINAGE:		
a. X \$90,020.00 Work Completed.....	\$	
b. X _____ Stored Material.....	\$	
c. Total Retainage (Line 5a + Line 5b).....	\$	
6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5c)	\$	\$90,020.00
7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application)	\$	\$85,519.00
8. AMOUNT DUE THIS APPLICATION	\$	\$4,501.00
9. BALANCE TO FINISH, PLUS RETAINAGE (Column G on Progress Estimate + Line 5 above).....	\$	-\$264.00

Contractor's Certification

The undersigned Contractor certifies that to the best of its knowledge: (1) all previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with Work covered by prior Applications for Payment; (2) title of all Work, materials and equipment incorporated in said Work or otherwise listed in or covered by this Application for Payment will pass to Owner at time of payment free and clear of all Liens, security interests and encumbrances (except such as are covered by a Bond acceptable to Owner indemnifying Owner against any such Liens, security interest or encumbrances); and (3) all Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

By:  Date: 1/31/2023

Payment of: \$ 4,501.00
(Line 8 or other - attach explanation of the other amount)

is recommended by: _____
(Engineer) (Date)

Payment of: \$ 4,501.00
(Line 8 or other - attach explanation of the other amount)

is approved by: _____
(Owner) (Date)

Approved by: _____
Funding Agency (if applicable) (Date)

City of Menasha Disbursements

Weekly Accounts Payable	02/03/23 - 02/16/23 Checks # 77088-77204	\$5,323,952.84
	Void Check 77111	(\$325.93)
Bi-Weekly Payroll	02/09/23	\$224,242.10
Additional Regular Cycle Accounts Payables -Paid Electronically		
Delta Dental	02/08/23	\$3,083.89
Network Health Premium	02/08/23	\$164,737.97
Community First CU-Payroll Deduction	02/09/23	\$639.50
Employee Benefits-Flex Spending	02/09/23	\$4,667.95
Wisconsin Deferred Compensation	02/10/23	\$9,374.00
Nationwide Deferred Compensation	02/10/23	\$3,942.50
Credit Card Fees	02/10/23	\$39.58
Bank Fees	02/15/23	\$75.00
Federal Tax Withholding	02/15/23	\$77,331.21
Delta Dental	02/15/23	\$895.00
		\$ 264,786.60
Total		\$5,812,655.61

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>	02/16/23
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: 2/9/2023

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
AIRGAS USA LLC	77088	2/9/2023	9134210665	731-1022-541.30-18	211.87	SUPPLIES
Total for check: 77088					211.87	
AMAZON CAPITAL SERVICES	77089	2/9/2023	13KV-1MNV-36TL	100-0801-521.30-12	54.38	HDMI ADAPTER
		2/9/2023	14NL-J7MM-H4DQ	100-0801-521.30-10	88.21	OFFICE SUPPLIES
		2/9/2023	16PM-C7NP-C6Q9	100-0801-521.30-10	8.99	CASE
		2/9/2023	16QY-3W17-J1FR	100-0801-521.30-12	63.12	MONITOR ADAPTER
		2/9/2023	1DKC-33J6-3DRF	100-0801-521.30-12	(63.12)	CREDIT/RETURN ADAPTER
		2/9/2023	1QTK-9NC1-3CRR	100-0801-521.30-12	(54.38)	CREDIT/RETURN ADAPTER
		2/9/2023	1WF3-734R-DCQV	100-0801-521.29-04	61.58	SUPPLIES
Total for check: 77089					158.78	
AUTOMATED COMFORT CONTROLS	77090	2/9/2023	32779	100-0601-551.24-03	1,232.68	LIBRARY SERVICE
		2/9/2023	32780	731-1022-541.24-04	260.55	PWF SERVICE
		2/9/2023	32864	100-0501-522.24-03	85.00	DELTA SUBSCRIPTION RENEWAL
				100-0601-551.24-03	85.00	DELTA SUBSCRIPTION RENEWAL
				100-0801-521.20-04	85.00	DELTA SUBSCRIPTION RENEWAL
				100-0920-531.24-03	85.00	DELTA SUBSCRIPTION RENEWAL
				731-1022-541.20-04	85.00	DELTA SUBSCRIPTION RENEWAL
Total for check: 77090					1,918.23	
KIMBERLY CARDOZA	77091	2/9/2023	MILEAGE	100-0202-512.34-01	132.31	HR CONFERENCE MILEAGE
		2/9/2023	TRAVEL EXPENSE	100-0202-512.34-03	210.00	TRAVEL EXPENSE - HOTEL
Total for check: 77091					342.31	
CHARTER COMMUNICATIONS	77092	2/9/2023	0183848012823	100-0601-551.22-01	59.98	LIBRARY FIRE SYSTEM
Total for check: 77092					59.98	

AP Check Register

Check Date: 2/9/2023

<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>	
KORTNEY DAHM	77093	2/9/2023	JAN MILEAGE	100-0903-531.33-01	39.96	JAN MILEAGE	
			Total for check: 77093		39.96		
CHRISTY DUNSMOOR	77094	2/9/2023	GALA SCULPTURE	826-0702-552.30-18	150.00	WINTER GALA	SNOW SCULPTURE
			Total for check: 77094		150.00		
ENVIROTECH EQUIPMENT	77095	2/9/2023	22-0020511	731-1022-541.38-03	512.31	PILOT CHECK VALVE	
			Total for check: 77095		512.31		
FERGUSON ENTERPRISES #1550	77096	2/9/2023	7066861	731-1022-541.24-03	225.97	SUPPLIES	
			Total for check: 77096		225.97		
GRAINGER INC	77097	2/9/2023	9561874927	731-1022-541.30-18	57.90	HYDROMETER FOR SALT BRINE	
			Total for check: 77097		57.90		
GUNDERSON CLEANERS	77098	2/9/2023	1226227	100-0801-521.30-13	62.51	CLEANING SERVICE	
			Total for check: 77098		62.51		
HARRISON UTILITIES	77099	2/9/2023	000-5700-00	501-0304-562.22-05	13.58	2011 MANITOWOC ROAD	SEWER 12/28/22 - 1/27/23
			Total for check: 77099		13.58		
HOME DEPOT CREDIT SERVICES	77100	2/9/2023	2854858	100-1008-541.30-15	319.00	TOOL/SIGN SHOP	
		2/9/2023	350849	100-0706-561.30-15	54.60	TOOLS/FORESTRY	
		2/9/2023	6524997	100-1008-541.30-15	84.97	TOOL/SIGN SHOP	
			Total for check: 77100		458.57		
KITZ & PFEIL INC	77101	2/9/2023	40658	100-0801-521.24-05	6.29	CARPET SEAMING TAPE	
		2/9/2023	40664	100-0801-521.24-05	0.54	CARPET TAPE	RETURN CARPET TAPE
		2/9/2023	40690	100-0801-521.29-04	17.96	WINDSHIELD WASH	

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>
KITZ & PFEIL INC...	77101...	2/9/2023	40700	100-0801-521.29-04	10.76	COLOR HEAD CUT KEY
		2/9/2023	40835	731-1022-541.30-18	6.83	TAP CARDED
		2/9/2023	40912	100-0801-521.24-03	6.29	DOOR HOLD
		2/9/2023	40914	731-1022-541.30-18	21.47	EYE BOLT/BOLT W/NUT MISC HARDWARE
		2/9/2023	40948	731-1022-541.30-18	6.29	HOSE HANGOUT
		2/9/2023	41001	731-1022-541.38-03	7.18	EYE BOLT
		2/9/2023	41003	100-0703-553.30-18	35.64	NUTS/BOLTS/EYE BOLT
		2/9/2023	41014	731-1022-541.30-18	29.65	PARTS
		2/9/2023	41030	100-0601-551.24-03	7.19	SANDING SPONGE
		2/9/2023	41037	100-0601-551.24-03	33.29	DECK SCREW
			Total for check: 77101		189.38	
LEVENHAGEN OIL CORPORATION	77102	2/9/2023	076613A-IN	731-1022-541.30-18	404.25	OIL
			Total for check: 77102		404.25	
MACHINE SERVICE INC	77103	2/9/2023	INV100044659	731-1022-541.38-03	1,080.45	CLUTCH ASSY
			Total for check: 77103		1,080.45	
MACQUEEN EQUIPMENT	77104	2/9/2023	P27452	731-1022-541.38-03	208.71	SENSOR
			Total for check: 77104		208.71	
MENARDS-APPLETON EAST	77105	2/9/2023	32515	100-0204-512.30-18	208.74	STORAGE BOXES
		2/9/2023	32546	731-1022-541.24-03	81.90	WEDGE ANCHORS
		2/9/2023	32714	100-0703-553.30-18	197.94	SUPPLIES
			Total for check: 77105		488.58	
MENARDS-APPLETON WEST	77106	2/9/2023	75635	731-1022-541.30-18	75.88	WEDGE ANCHORS
			Total for check: 77106		75.88	

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 TREASURER	77107	2/9/2023	BUS TRIP TIP	100-0000-201.14-00	50.00	BUS TRIP TIP
			Total for check: 77107		50.00	
MENASHA UTILITIES	77108	2/9/2023	MENASHA UTILITY	100-1012-541.22-03	11,800.23	JANUARY STREET LIGHTING
			Total for check: 77108		11,800.23	
N&M AUTO SUPPLY	77109	2/9/2023	784852	731-1022-541.38-03	24.46	WEATHERSTRIP ADHESIVE
			Total for check: 77109		24.46	
VALERIE NEUMAN	77110	2/9/2023	REIMBURSEMENT	100-0204-512.30-10	94.75	ELECTION SUPPLIES
			Total for check: 77110		94.75	
NEXGEN V LLC	77111	2/9/2023	REFUND	100-0000-121.01-00	325.93 (325.93)	LOTTERY CREDIT REFUND LOTTERY CREDIT REFUND
			Total for check: 77111		0	
OLIVE BRANCH FELLOWSHIP	77112	2/9/2023	SR CTR RFND	100-0000-441.27-00	950.02	SR CTR REFUND
			Total for check: 77112		950.02	
JEFF OLSON	77113	2/9/2023	GALA SCULPTURE	826-0702-552.30-18	150.00	WINTER GALA SNOW SCULPTURE
			Total for check: 77113		150.00	
RAY'S SANITATION	77114	2/9/2023	18729	100-0702-552.30-18	400.00	PORTABLE RESTROOM RENTAL
			Total for check: 77114		400.00	
RICK'S AUTO GLASS INC	77115	2/9/2023	1122861	731-1022-541.38-03	250.00	INSTALL WINDSHIELD URETHANE

AP Check Register

Check Date: 2/9/2023

<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>
RICK'S AUTO GLASS INC...	77115...	2/9/2023	1122862	731-1022-541.38-04	75.00	WINDSHIELD REPAIR
			Total for check: 77115		325.00	
ROCKET INDUSTRIAL INC	77116	2/9/2023	IN00399009	100-0801-521.30-13	308.84	TOWELS/LINERS
		2/9/2023	IN00399010	100-0601-551.30-13	929.88	TOWELS/LINERS/TISSUE
			Total for check: 77116		1,238.72	
LIZ ROSIN	77117	2/9/2023	JAN MILEAGE	100-0903-531.33-01	25.61	JAN MILEAGE
			Total for check: 77117		25.61	
SHEILA SCHINK	77118	2/9/2023	REFUND	100-0000-121.01-00	198.09	LOTTERY CREDIT REFUND
			Total for check: 77118		198.09	
SERVICE MOTOR COMPANY	77119	2/9/2023	P73131	731-1022-541.38-03	123.07	FILTERS
			Total for check: 77119		123.07	
SERVICEMASTER BUILDING MAINTENANCE	77120	2/9/2023	41948	100-0920-531.20-01	455.00	JANITORIAL SERVICE
			Total for check: 77120		455.00	
SPEEDY CLEAN DRAIN & SEWER INC	77121	2/9/2023	78414	601-1020-543.21-02	2,440.00	TELEWISE SAN SEWER
			Total for check: 77121		2,440.00	
SPRECHER BREWERY	77122	2/9/2023	109307-000042	100-0000-201.14-00	663.00	SPRECHER TOUR 2/22/23
			Total for check: 77122		663.00	
MARGARET STRUVE	77123	2/9/2023	MILEAGE	100-0201-512.33-01	132.31	WPELRA CONFERENCE 2/2-2/3/2023

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>	
MARGARET STRUVE...	77123...	2/9/2023	TRAVEL EXPENSE	100-0201-512.33-03	22.00	MEALS	2/2-2/3/2023
			Total for check: 77123		154.31		
THEDACARE AT WORK	77124	2/9/2023	335291	100-0202-512.21-06	66.00	LAB WORK	
		2/9/2023	335522	100-0202-512.21-06	408.00	LAB WORK	
			Total for check: 77124		474.00		
THEDACARE LABORATORIES	77125	2/9/2023	12100529	100-0801-521.21-05	42.50	VENIPUNCTURE	
			Total for check: 77125		42.50		
TRANSCENDENT TECHNOLOGIES	77126	2/9/2023	M6363	743-0403-513.24-04	9,000.00	PROP TAX SOFTWARE	HOSTING
					6,500.00	PROP TAX SOFTWARE	ANNUAL MAINTENANCE
			Total for check: 77126		15,500.00		
TRUCK EQUIPMENT INC	77127	2/9/2023	1035080-00	731-1022-541.38-03	112.29	SPINNER 18" POLY	
		2/9/2023	1035081-00	731-1022-541.38-03	37.66	REGULATOR	
			Total for check: 77127		149.95		
UNIFIRST CORPORATION	77128	2/9/2023	097 0365022	731-1022-541.20-01	179.96	CLEANING SERVICE	
			Total for check: 77128		179.96		
UNIFORM SHOPPE	77129	2/9/2023	330315	100-0801-521.19-03	49.75	CLOTHING	
			Total for check: 77129		49.75		
US PETROLEUM EQUIPMENT	77130	2/9/2023	153199	731-1022-541.24-04	312.50	ANNUAL INSPECTION	
		2/9/2023	153290	731-1022-541.24-06	243.73	PUMP REPAIR	
			Total for check: 77130		556.23		

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Check Date: 2/9/2023

<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>
US POSTAL SERVICE	77131	2/9/2023	CUST #08022546	100-0000-133.00-00	10,000.00	POSTAGE
			Total for check: 77131		10,000.00	
WE ENERGIES	77132	2/9/2023	4451688428	100-1012-541.22-03	1,024.85	STREET LIGHTS
					970.37	2022 STREET LIGHTS
			Total for check: 77132		1,995.22	
MICHAEL WEILAND	77133	2/9/2023	CART REFUND	100-0000-441.13-00	100.00	CART REFUND
			Total for check: 77133		100.00	
GARRET WENDLANDT	77134	2/9/2023	GALA SCULPTURE	100-0702-552.20-05	250.00	WINTER GALA SNOW SCULPTURE
			Total for check: 77134		250.00	
WIL-KIL PEST CONTROL	77135	2/9/2023	152617-23	100-0601-551.24-03	453.96	ANNUAL PEST CONTROL
		2/9/2023	4565509	731-1022-541.20-07	84.77	PEST CONTROL
			Total for check: 77135		538.73	
DAVID WILSON	77136	2/9/2023	TAX REFUND	100-0000-121.01-00	198.09	LOTTERY CREDIT REFUND
			Total for check: 77136		198.09	
WINNEGAMIE DOG CLUB	77137	2/9/2023	RENTAL FEE	100-0204-512.29-06	300.00	RENTAL FEE SPRING PRIMARY2/21/23
			Total for check: 77137		300.00	
WINTER EQUIPMENT COMPANY	77138	2/9/2023	IV54777	100-1006-541.30-15	3,051.33	STEEL BLADES
			Total for check: 77138		3,051.33	

AP Check Register

Check Date: 2/9/2023

<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>
WISCONSIN SUPPORT COLLECTIONS	77139	2/9/2023	20230209	100-0000-202.03-00	108.17	PAYROLL SUMMARY
			Total for check: 77139		<u>108.17</u>	
					<u>59,245.41</u>	

AP Check Register

Check Date: 2/16/2023

<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	77140	2/16/2023	2301135	731-1022-541.30-15	64.35	LED WORK LIGHT
		2/16/2023	2301154	731-1022-541.30-15	401.77	PRO JACK
		2/16/2023	2301156	731-1022-541.30-15	901.83	TIRE CAGE
		2/16/2023	2301190	731-1022-541.30-18	126.16	SUPPLIES
		2/16/2023	2301269	731-1022-541.30-18	63.43	ERASER PADS
		2/16/2023	2301291	731-1022-541.38-03	47.36	AIR COUPLER/PLUGS
		2/16/2023	2301442	731-1022-541.30-18	220.11	PARTS
			Total for check: 77140		1,825.01	
AMAZON CAPITAL SERVICES	77141	2/16/2023	1DX1-FVLP-X7RY	100-0801-521.30-10	46.98	OFFICE SUPPLIES
		2/16/2023	1GM3-XM1D-1R6N	100-0203-512.30-10	55.68	OFFICE SUPPLIES CLERKS
				100-0304-562.30-10	5.25	OFFICE SUPPLIES COMM DEV
				100-0811-521.30-15	55.28	OFFICE SUPPLIES CODE ENFORCEMENT
		2/16/2023	1GND-17WV-7GNC	100-0204-512.30-10	15.98	STYLUS PENS
		2/16/2023	1RNR-RMLK-6Q6C	731-1022-541.30-10	20.24	OFFICE SUPPLIES
				731-1022-541.30-18	22.27	OFFICE SUPPLIES
			Total for check: 77141		221.68	
AMERICAN FAMILY INSURANCE GROUP	77142	2/16/2023	#01-004-321533	733-0206-512.73-01	4,361.83	CLAIM #01-004-321533
			Total for check: 77142		4,361.83	
APPLETON HYDRAULIC COMPONENTS	77143	2/16/2023	47223	731-1022-541.38-03	234.24	HOSE ASSEMBLY
			Total for check: 77143		234.24	
APPLETON SCHOOL DISTRICT	77144	2/16/2023	TAX COLLECTION	100-0000-203.05-00	316,563.30	TAX COLLECTION 2022/2023
			Total for check: 77144		316,563.30	
CITY OF APPLETON	77145	2/16/2023	10939	100-1012-541.22-03	283.53	2022 STREET LIGHTING MIDWAY/ONEIDA
			Total for check: 77145		283.53	

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ATKINS DEVELOPMENT GROUP LLC	77146	2/16/2023	007	470-1003-541.82-02	80,034.05	WOODLAND LAKE COTTAGES REIMBURSEMENT COSTS	
			Total for check: 77146		80,034.05		
AUTOMATED COMFORT CONTROLS	77147	2/16/2023	32923	731-1022-541.20-04	629.75	PROGRAMMING	
			Total for check: 77147		629.75		
BADGER LABORATORIES INC	77148	2/16/2023	23-002271	601-1020-543.21-02	1,025.25	GUNDERSON G1	PROJECT #23002271
			Total for check: 77148		1,025.25		
BERGSTROM	77149	2/16/2023	81953	731-1022-541.38-04	669.34	LAMP	
			Total for check: 77149		669.34		
BOND TRUST SERVICES CORPORATION	77150	2/16/2023	77558	310-0407-513.61-03	400.00	PAYING AGENT FEE	STEAM UTILITY
		2/16/2023	77559	310-0000-122.02-00	132.00	PAYING AGENT FEE-MU	
				310-0407-513.61-03	268.00	PAYING AGENT FEE	2017/2018 CIP
		2/16/2023	77560	310-0407-513.61-03	500.00	PAYING AGENT FEE	2021/2022 CIP
			Total for check: 77150		1,300.00		
BUCKLIN'S	77151	2/16/2023	100646	100-0703-553.30-18	54.00	STONE	
			Total for check: 77151		54.00		
BUREAU VERITAS NATIONAL ELEVATOR	77152	2/16/2023	RI 23002989	100-0801-521.24-03	80.00	ELEVATOR INSPECTION	PD
			Total for check: 77152		80.00		
CALUMET COUNTY TREASURER	77153	2/16/2023	TAX COLLECTION	100-0000-203.01-00	237,646.60	TAX COLLECTION 2022/2023	
			Total for check: 77153		237,646.60		

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CREATIVE ORGANIZATIONAL DESIGN	77154	2/16/2023	23-027	100-0801-521.21-06	520.00	WORK PERSONALITY INDEX LEADERSHIP REPORT
			Total for check: 77154		520.00	
CRESCENT ELECTRIC SUPPLY COMPANY	77155	2/16/2023	S511045734.001	100-0801-521.24-03	23.12	ELECTRICAL PARTS
		2/16/2023	S511045734.002	100-0801-521.24-03	15.99	ELECTRICAL PARTS
			Total for check: 77155		39.11	
UNEMPLOYMENT INSURANCE	77156	2/16/2023	000012227105	100-0703-553.15-09	1,595.00	EMPLOYER BENEFIT CHGS 1/1-1/31/23
				100-1003-541.15-09	1,850.00	EMPLOYER BENEFIT CHGS 1/1-1/31/23
			Total for check: 77156		3,445.00	
DIAMOND TOURS INC	77157	2/16/2023	1971951	100-0000-201.14-00	1,000.00	MOUNT RUSHMORE & BADLANDSDEPOSIT #2
			Total for check: 77157		1,000.00	
ENVIROTECH EQUIPMENT	77158	2/16/2023	22-0020412	741-0000-193.00-00	327,569.00	SIDEWINDER GARBAGE TRUCK
			Total for check: 77158		327,569.00	
FORCE AMERICA DISTRIBUTING LLC	77159	2/16/2023	001-1702123	731-1022-541.38-03	1,184.10	GRANULAR KIT
			Total for check: 77159		1,184.10	
FOX CROSSING UTILITIES	77160	2/16/2023	127-36488	100-0701-533.22-06	413.70	STORM 206 NORTH 10/19-1/15/23
		2/16/2023	127-65515	100-0703-553.22-06	36.75	STORM 10/19-1/15/23
			Total for check: 77160		450.45	
FOX VALLEY COMMUNICATIONS	77161	2/16/2023	6829	100-0801-521.21-06	319.75	TRANSLATOR/MILEAGE
			Total for check: 77161		319.75	

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FOX VALLEY TECHNICAL COLLEGE	77162	2/16/2023	TAX COLLECTION	100-0000-203.04-00	241,313.39	TAX COLLECTOIN 2022/2023
			Total for check: 77162		241,313.39	
GARROW OIL CORP	77163	2/16/2023	1064509	100-0000-131.00-00	25,703.61	DIESEL FUEL
		2/16/2023	385534	100-0000-131.00-00	9,249.73	GAS
			Total for check: 77163		34,953.34	
GUNDERSON CLEANERS	77164	2/16/2023	11-060815	100-0801-521.24-05	12.50	DRY CLEANING
		2/16/2023	11-060816	100-0801-521.24-05	23.64	DRY CLEANING
			Total for check: 77164		36.14	
HAENCO	77165	2/16/2023	8503	100-0920-531.24-03	135.37	STRIP GALLON/MOP HEAD
			Total for check: 77165		135.37	
HAMPTON INN & SUITES	77166	2/16/2023	OCT BUS TRIP	100-0000-201.14-00	125.00	DOWN PMT OCT BUS TRIP
			Total for check: 77166		125.00	
AMY HANSMAN	77167	2/16/2023	REFUND DEPOSIT	100-0000-201.11-00	100.00	SR CTR DEPOSIT REFUND
			Total for check: 77167		100.00	
HARRISON UTILITIES	77168	2/16/2023	001-0220-00	100-0703-553.22-05	65.30	WATER/SEW 12/20-1/19/23 2170 PLANK RD
			Total for check: 77168		65.30	
HEARTLAND BUSINESS SYSTEMS	77169	2/16/2023	577679-H	743-0403-513.24-04	8,693.00	CROWDSTRIKE ANTI VIRUS SOFTWARE
			Total for check: 77169		8,693.00	

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VALERIE HILKERT-WRUCK	77170	2/16/2023	REFUND DEPOSIT	100-0000-201.11-00	100.00	SR CTR DEPOSIT REFUND
			Total for check: 77170		100.00	
JESSIFFANY CANINE SERVICES LLC	77171	2/16/2023	23-021	824-0807-521.21-06	500.00	YEARLY KENNEL MEMBERSHIP K9 TRAINING
		2/16/2023	23-027	824-0807-521.21-06	113.00	K9 NATIONAL CERT/1 TIME FEE/CAMI CERT 2023
			Total for check: 77171		613.00	
KIESLER POLICE SUPPLY	77172	2/16/2023	IN207054	100-0801-521.30-15	2,542.50	GLOCK X 5
			Total for check: 77172		2,542.50	
KLINK HYDRAULICS LLC	77173	2/16/2023	27459	731-1022-541.38-03	39.15	PARTS
		2/16/2023	27528	731-1022-541.38-03	113.01	BANJO
			Total for check: 77173		152.16	
KWIK TRIP INC	77174	2/16/2023	00244691	100-0801-521.38-01	209.60	FUEL
			Total for check: 77174		209.60	
LORIE LORENTZ	77175	2/16/2023	REFUND BUS TRIP	100-0000-201.14-00	55.00	REFUND MILWAUKEE BUS TRIP
			Total for check: 77175		55.00	
MACQUEEN EQUIPMENT	77176	2/16/2023	WO5874	731-1022-541.29-04	15,491.83	REPAIR WATER ISSUE
			Total for check: 77176		15,491.83	
MATTHEWS TIRE & SERVICE CENTER	77177	2/16/2023	86355	731-1022-541.38-02	56.50	VALVE STEM/FLAT REPAIR
		2/16/2023	86363	731-1022-541.38-04	329.00	TIRES
			Total for check: 77177		385.50	
MCNEILUS TRUCK & MFG COMPANY	77178	2/16/2023	5765000	731-1022-541.38-03	333.33	PARTS

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MCNEILUS TRUCK & MFG COMPANY...	77178...	2/16/2023	5765003	731-1022-541.38-03	129.06	PARTS
			Total for check: 77178		462.39	
MENARDS-APPLETON EAST	77179	2/16/2023	33049	100-0801-521.24-05	47.58	ASPEN BOARD
			Total for check: 77179		47.58	
MENASHA JOINT SCHOOL DISTRICT	77180	2/16/2023	MH PERMIT FEE	100-0000-412.00-00	5,393.80	MOBILE HOME PERMIT FEE JANUARY
		2/16/2023	TAX COLLECTION	100-0000-203.03-00	2,985,165.57	TAX COLLECTION 2022/2023
			Total for check: 77180		2,990,559.37	
MENASHA NEENAH MUNICIPAL COURT	77181	2/16/2023	REPORT #20-0105	100-0000-201.03-00	174.00	REPORT #20-0105
		2/16/2023	REPORT #20-0106	100-0000-201.03-00	363.00	REPORT #20-0106
		2/16/2023	REPORT #20-0135	100-0000-201.03-00	174.00	REPORT #20-0135
			Total for check: 77181		711.00	
MENASHA UTILITIES	77182	2/16/2023	MENASHA UTILITY	100-0000-123.00-00	838.72	12/28-1/27/23 ELEC NM FIRE
					262.64	12/28-1/27/23 WATER/SEW NM FIRE
					70.55	12/28-1/27/23 STORM NM FIRE
					12.24	12/28-1/27/23 ELEC VILLAGE OF FOX CROSSING
				100-0305-562.22-03	33.64	12/28-1/27/23 ELEC
				100-0305-562.22-06	3.80	12/28-1/27/23 STORM
				100-0601-551.22-03	2,149.92	12/28-1/27/23 ELEC
				100-0601-551.22-05	462.50	12/28-1/27/23 WATER/SEW
				100-0601-551.22-06	157.53	12/28-1/27/23 STORM
				100-0703-553.22-03	1,395.92	12/28-1/27/23 ELEC
				100-0703-553.22-05	38.08	12/28-1/27/23 WATER/SEW
				100-0703-553.22-06	1,009.75	12/28-1/27/23 STORM
				100-0704-552.22-03	184.48	12/28-1/27/23 ELEC
				100-0704-552.22-05	466.08	12/28-1/27/23 WATER/SEW
				100-0801-521.22-03	1,199.59	12/28-1/27/23 ELEC
				100-0801-521.22-05	362.69	12/28-1/27/23 WATER/SEW
				100-0801-521.22-06	97.42	12/28-1/27/23 STORM

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MENASHA UTILITIES...	77182...	2/16/2023...	MENASHA UTILITY...	100-1008-541.22-03	48.05	12/28-1/27/23 ELEC
				100-1008-541.22-05	13.98	12/28-1/27/23 WATER/SEW
				100-1013-541.22-06	66.43	12/28-1/27/23 STORM
				207-0707-552.22-05	160.94	12/28-1/27/23 WATER/SEW
				501-0304-562.22-05	27.96	12/28-1/27/23 WATER/SEW
				501-0304-562.22-06	171.77	12/28-1/27/23 STORM
				601-1020-543.22-03	95.00	12/28-1/27/23 ELEC
				731-1022-541.22-03	2,967.51	12/28-1/27/23 ELEC
				731-1022-541.22-05	1,081.05	12/28-1/27/23 WATER/SEW
				731-1022-541.22-06	1,479.49	12/28-1/27/23 STORM
Total for check: 77182					14,857.73	
MITCHELL COUTY TREASURER	77183	2/16/2023	DOMES	100-0000-201.14-00	400.00	MITCHELL PARK DOMES TRIP 2/22/23
				Total for check: 77183		
PACKER CITY INTL TRUCKS INC	77184	2/16/2023	X103124879:01	731-1022-541.38-03	130.46	MOTOR CONTROL REGISTOR
				Total for check: 77184		
LINDA PALMBACH	77185	2/16/2023	MILEAGE	100-0903-531.33-01	36.09	TRAVEL EXPENSE JANUARY 23
				Total for check: 77185		
ROMAINE ELECTRIC-19	77186	2/16/2023	19-005690	731-1022-541.38-03	146.00	WOOD CHIPPER
				Total for check: 77186		
SANOFI PASTEUR INC	77187	2/16/2023	920178639	100-0903-531.30-18	177.78	TUBERSOL
				Total for check: 77187		
SECURIAN FINANCIAL GROUP INC	77188	2/16/2023	002832L	100-0000-204.07-00	3,217.96	MARCH INS PREMIUMS
				Total for check: 77188		

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SERVICE MOTOR COMPANY	77189	2/16/2023	P73419	731-1022-541.38-03	810.00	ROD/SEAL KIT
		2/16/2023	P73471	731-1022-541.38-03	80.25	PIN
	Total for check: 77189					890.25
SERVICEMASTER BUILDING MAINTENANCE	77190	2/16/2023	41929	731-1022-541.20-01	2,450.00	JANITORIAL CONTRACT PWF
		2/16/2023	41934	100-0801-521.20-01	1,855.00	JANITORIAL CONTRACT PD
		2/16/2023	41935	100-0801-521.20-01	55.00	JANITORIAL CONTRACT GARAGE
	Total for check: 77190					4,360.00
SJE INC	77191	2/16/2023	CD99467790	601-1020-543.24-04	2,732.36	VALVE/GASKETS
		Total for check: 77191				
STAPLES	77192	2/16/2023	3528420792	100-0202-512.30-10	82.89	OFFICE SUPPLIES PAYROLL
				100-0203-512.30-10	11.94	OFFICE SUPPLIES CLERK
	Total for check: 77192					94.83
SUPERIOR VISION INSURANCE PLAN	77193	2/16/2023	0000707604	100-0000-204.10-00	1,030.92	VISION PREMIUMS
			Total for check: 77193			
THEDACARE AT WORK	77194	2/16/2023	335650	100-0202-512.21-06	66.00	LABWORK
		2/16/2023	336047	100-0202-512.21-05	303.33	EAP CONTRACT
	Total for check: 77194					369.33
UNIFIRST CORPORATION	77195	2/16/2023	097 0365370	731-1022-541.20-01	179.96	CLEANING SERVICE
			Total for check: 77195			
UNIFORM SHOPPE	77196	2/16/2023	330316	100-0801-521.19-02	32.65	BELT
			Total for check: 77196			

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WE ENERGIES	77197	2/16/2023	4450678266	100-1012-541.22-03	103.65	LED STREET LIGHTS 12/29-1/17/23
		2/16/2023	4455496298	100-0703-553.22-03	35.95	LIGHTING SVCS 1/3-1/23/23US HWY 10 & STH 114E
		2/16/2023	4459682215	731-1022-541.22-04	3,363.98	GAS 1/5-1/23/23 PWF
	Total for check: 77197					3,503.58
WINNEBAGO COUNTY CLERK OF COURTS	77198	2/16/2023	REPORT #23-0202	100-0000-201.03-00	150.00	REPORT #23-0202
		2/16/2023	REPORT #23-0291	100-0000-201.03-00	150.00	REPORT #23-0291
	Total for check: 77198					300.00
WINNEBAGO COUNTY TREASURER	77199	2/16/2023	24401	100-0405-513.29-02	30.00	CORPORATE LIMITS
				263-0306-562.21-08	60.00	SATISFACTION OF MORTGAGE
	2/16/2023	TAX COLLECTION	100-0000-203.02-00	942,545.31	TAX COLLECTION 2022/2023	
Total for check: 77199					942,635.31	
WISCONSIN DEPT OF JUSTICE	77200	2/16/2023	G3228	100-0202-512.21-06	24.00	GENERAL/CAREGIVER
			Total for check: 77200			
WISCONSIN DEPT OF JUSTICE-TIME	77201	2/16/2023	ACCT L7101T	100-0801-521.21-06	42.00	TIME & FINGERPRINTS
			Total for check: 77201			
WISCONSIN MEDIA	77202	2/16/2023	0005330875	100-0203-512.29-02	361.94	JOINT REVIEW BOARD MINUTES/AGREEMENT
			Total for check: 77202			
ANDY WOLDT CONSTRUCTION LLC	77203	2/16/2023	INV0112	204-0308-562.70-01	9,970.00	MR 22 01 201 ELM STREET
			Total for check: 77203			
WPPI ENERGY	77204	2/16/2023	INV18749	310-0409-571.61-01	494.50	FEB ST LIGHTING PROJECT
					1,010.30	FEB LED STREETLIGHT PROJECT

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WPPI ENERGY...	77204...	2/16/2023...	INV18749...	731-1022-541.82-01	1,176.09	FEB SOLAR PV-PUBLIC WORKS
			Total for check: 77204		<u>2,680.89</u>	
				<u>5,264,381.50</u>		



MEMORANDUM

Date: February 20, 2023
To: Common Council
From: Community Development/Public Works Department/SS
RE: **Water Street Engineering and Design Services Award**

Last year, the City of Menasha was awarded a \$2,074,000 Neighborhood Investment Grant from the State of Wisconsin for the assistance in implementing the Water Street Corridor as displayed in the Water Street Corridor Study, approved in 2019. This project includes the reconstruction of the street, trail connectivity, improvements to the shorewall, gateway space and other pedestrian improvements. This grant was officially accepted this past fall and the matching funds officially inserted in the 2023/2024 budget to support the remaining elements of the project that is required to be completed by year end of 2024. Water and Sanitary Utility work is slated to be completed this year. Staff is hopeful for final design by fall of 2023 which will allow for shorewall construction in the winter of 2024 and the remaining construction throughout 2024.

With this timeline in mind, the City released a request for proposals (RFP) for the engineering, design and grant administration of this project in January of 2023. The City had an estimated engineering cost and budget of \$422,500.

We received 5 total proposals that were reviewed based upon project knowledge, scope, and approach; professional experience and capability of firm services to complete the project; methodology and procedure; professional experience in grant management; and cost effectiveness of the proposal and budget summary.

The 5 proposals were as follows:

- Davel Engineering & Environmental, Inc: \$64,965
- Robert E. Lee & Associates, Inc: \$139,450
- McMahon Associates, Inc: \$229,500
- Graef-USA Inc: \$229,500
- Strand Associates, Inc: \$475,000

Staff is recommending the Common Council award the design and engineering to Robert E. Lee & Associates for the Water/Barlow Street reconstruction as outlined similarly to the 2019 Water Street Corridor Plan not to exceed \$139,450.00 with an additional 25% contingency for unforeseen issues and project needs that may arise.

Robert E. Lee's proposal clearly identified an understanding of the project, experience and capability to complete the project, a clear and precise procedure, professional experience in grant administration such as the Community Development Block Grant, and a reasonable budget for the necessary work and anticipated results of this project. In addition, Robert E. Lee is also partnering with one of the principals that worked on the original plan which adds to the knowledge of the project and the previous public involvement.

While Robert E. Lee is not the lowest proposal, staff believes the complexity of this project across multiple agencies, the tight timeline for completion and the large constraint of the grant administration that would impede staff's capacity for other tasks, that this proposal is in the best interest of the City and this project.



PROPOSAL TO PROVIDE CIVIL ENGINEERING AND DESIGN SERVICES

For Water/Barlow Street Reconstruction Project
City of Menasha, Wisconsin

Prepared For:
City of Menasha
February 9, 2023

Jared Schmidt, P.E., V.P.
jschmidt@releeinc.com
920.662.9641



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February 9, 2023

Ms. Laura Jungwirth, Director of Public Works
CITY OF MENASHA
100 Main Street, Suite 200
Menasha, WI 54952

RE: Engineering and Design Services – Water/Barlow Street Reconstruction

Dear Ms. Jungwirth:

Robert E. Lee & Associates, Inc. (REL) is pleased to provide this proposal for engineering design services for the City of Menasha's Water/Barlow Street Reconstruction project. Design projects like this one are at the heart of REL's engineering services. We are a full-service consulting firm specializing in civil and environmental engineering, surveying, and natural resource services. REL has 55 employees at our office located in Hobart, WI. For this project, REL will team with Design Studio etc and JT Engineering. Design Studio has historic knowledge of the over reaching project having assisted in the development of the Water Street corridor plan developed for the City in 2019, and will be an integral part of the public out reach portion of this project.


Our civil engineering department is experienced in the design and development of facilities, roadways, utility coordination, site development, permitting, bid documents, and construction services. Our survey department completes topographic surveys, provides construction staking, and can create documents such as plats, CSMs, easements, or any type of legal descriptions. We own a geo-probe machine, allowing us to control the scheduling of soil sampling or soil probes required for projects. REL's construction services department provides construction observation, staking, and administration across our design platform of projects.

In addition to the engineering and surveying expertise necessary for your project, our staff is familiar with the details and requirements within state and federal funding sources, similar to the Neighborhood Investment Grant. REL regularly assists communities throughout Wisconsin to obtain and complete their grant applications and subsequent administration.

Based on our firm's personnel and experience, we are confident REL would be an excellent resource to the City of Menasha. If you have any questions, please call our office at (920) 662-9641 or email me at j.schmidt@releeinc.com.

Sincerely,

ROBERT E. LEE & ASSOCIATES, INC.


Jared G. Schmidt, P.E., V.P.
Civil/Municipal Engineering Manager

Section 1: Firm Information

REL Overview



Firm Principals

Mark J. Larson, CPA, CGMA President
Bruce D. Meissner, P.G., Vice President
Jared G. Schmidt, P.E., Vice President

Disciplines Represented

Civil Engineering
Environmental Engineering
Geology
Land Surveying
Transportation Engineering
Ecology
Economics
Environmental Sciences
Hydrogeology
Soil Sciences
Urban and Regional Planning
Cartography

Project Types

Feasibility Studies
Concept Development
Preliminary Engineering Studies
Grant Application
Detailed Engineering Design and Specifications
Permit Application Assistance
Environmental Assessment
Construction Observation and Supervision
Start-up Services

Introduction to the Firm

Robert E. Lee & Associates, Inc. was established in 1956. Our full-service consulting firm specializes in civil and environmental engineering, surveying, and natural resources services. This spectrum of services provides an integrated approach to project management for our commercial, industrial, and municipal clients throughout Wisconsin and Michigan.

Specialty Services

- Sanitary Sewer Collection Systems
- Solid/Hazardous Waste Management
- Water/Wastewater Engineering
- Construction Administration
- Contamination Investigations
- Land Surveying
- Remediation System Design
- Bridge Painting Observation
- Street & Roadway Design
- Environmental Due Diligence Services
- Natural Resources
- Road and Bridge Engineering
- Site Development
- Storm Water Management
- Land Use Planning
- Agricultural Engineering
- Hydrologic and Hydraulic Engineering
- Flood Studies

Professional Registrations & Certifications

- Professional Engineer (10)
- Engineer-In-Training/Designer (4)
- Underground Storage Tank Site Assessor (1)
- Grade III and IV Wastewater Treatment Plant Operator (3)
- Land Surveyor (9)
- Professional Geologist (3)
- Certified Hydrogeologist (3)
- Geologist (4)
- Asbestos Inspector (1)
- OSHA Hazardous Waste Site Worker (6)
- Ecologist (6)

Construction Certifications

- Environmental Engineering & Sciences
- Civil Engineering
- Economics
- Profilograph
- Grading
- Aggtec/I/P/IPP
- Asphtec/I/II/III
- PCC Tec-1



Municipal Services



Robert E. Lee & Associates, Inc.
has been providing municipal
engineering services for over
65 years

- Project Funding Assistance
- Land Surveying
- Planning
 - Development Planning, Land Use Plans, Comprehensive Plans, and Zoning Ordinances
- Environmental Engineering
 - Site Assessments, Remedial Engineering, Brownfield Redevelopment, Solid Waste Management
- Water System Engineering
 - Wells, Storage, and Pumping, Distribution Systems
- Wastewater Management
 - Treatment Plant Design, Collection System Design
- Storm Water Management
 - Planning, Detention/Retention Ponds, Storm Sewer Design
- Transportation Systems
 - Street Design, Bridge Design
- Construction Administration
- Geographic Information Systems (GIS) Mapping

Surveying Services



Area Development Plans
Subdivision or Condominium Plats
Topographic or Certified Survey Maps
Alta/ACSM, Easement, or Plat of Surveys
Right-of-Way Plats
Elevation Certificates
Letter of Map Amendments
Letter of Map Revision
Foundation/Building Layout
Bridge/Structure Layout
Utility Layout
Street/Highway Layout
Storm Water Drainage/Pond Layout
Topographic Surveys
Route Surveys
Ground Control Surveys
As-Built Surveys
Geographic Information System Mapping
Municipal System Maps
Parcel Mapping

Robert E. Lee & Associates land surveying department prides itself on the use of state-of-the-art technology, and developing personal relationships with its clients. Since the establishment of the firm in 1956, the land surveying department has continued to lead the industry through the use of automation and new technology.

As an example of this, the firm's Robotic Total Station combined with their Global Positioning System (GPS) is used by survey crews to work with high accuracy and within any coordinate system.

The combination of this equipment allows the firm to complete projects efficiently without jeopardizing quality. Clients benefit by experiencing fast, dependable, and accurate service.

Our surveying staff is made up of Wisconsin Professional Land Surveyors along with Technicians certified by the National Society of Professional Surveyors. Our Survey team takes great pride in producing a quality product from field to finish.

Funding Assistance



Robert E. Lee & Associates, Inc. project planners and engineers are familiar with several financing programs that can be used for a variety of community development and redevelopment projects. Consult with our project managers to discover ways to fund your project.

Aligning your project plan with the appropriate funding source can help make the project a reality.

- WDNR Site Assessment
- DCOMM Blight Elimination & Redevelopment
- WDNR Ready for Reuse-
- Brownfield Loans/Grants
- EPA Site Assessment & Remediation
- WDNR Green Space
- WDNR Land Recycling Loans
- Environmental Remediation
- Tax Incremental Financing
- Rural Development--MI and WI
- DCOMM Economic Development Admin
- Community Development Block Grants
- Local Roads Improvement
- Rural Economic/Community Development
- Tax Increment Financing
- Transportation Economic Assistance
- Clean Water Fund
- Safe Drinking Water Loan
- State Trust Fund Loan
- Coastal Management
- Great Lakes Restoration Initiative



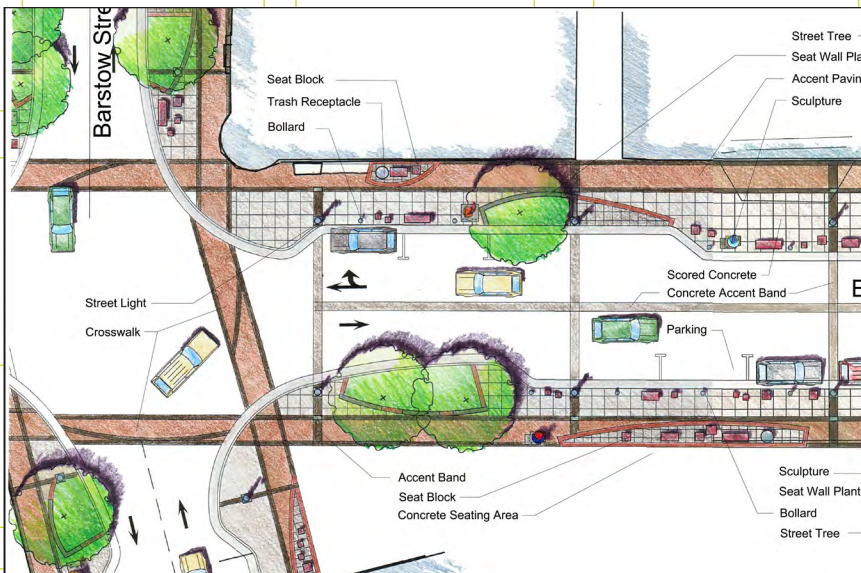
design studio etc.(etc.) is a design firm specializing in landscape architecture, land planning and provides more than 25 years of design and consulting experience, for both public and private sector clients.

Located in Madison, Wisconsin, etc. brings creativity, innovation and passion back to the design studio, to our clients and to our projects. As a small firm, we provide “large” firm experience, without the overhead. We are involved, motivated and provide senior level experience to all aspects of our projects. etc. is committed to the success of our clients and projects, and the communities we work with.

Our core philosophies include: creating distinctive outdoor environments, promoting sustainable design and development, balancing and conserving natural ecosystems, and enriching the experience and quality of life for the users. etc.’s consulting services range from regional land use analysis and conceptual master plans through site design and construction documentation.

etc.’s experience includes landscape architecture, site design neighborhood development and planning, urban infill, healthcare, corporate campuses, streetscapes, waterfronts, education, parks and recreation, urban design, signage and wayfinding.

We can provide the resources to provide complete, comprehensive and complimentary design services for development projects. By teaming and collaborating with our strategic partners, etc. can play a role, or manage projects from start to finish. Etc. staff are professionally registered in Wisconsin.



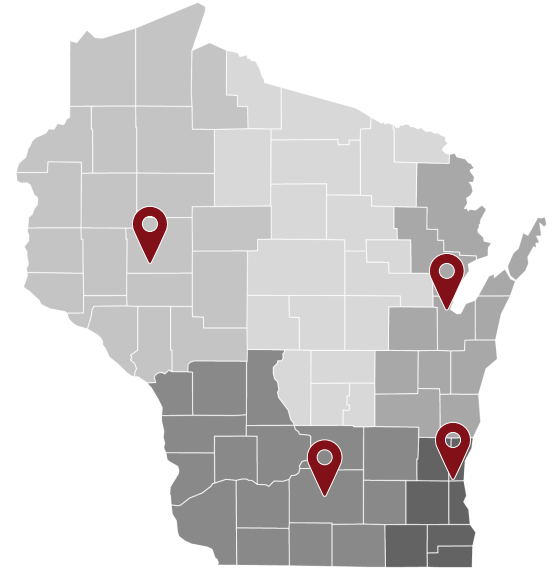


Why JT?

- Local
- Provide cost-effective, high-quality design and construction solutions
- Experienced, knowledgeable, and professional team
- Dedicated to meeting your needs
- Extensive WisDOT Local Program Experience

Core Services

- Construction Engineering
- Land Development
- Land Surveying
- Municipal Engineering
- Roundabout Engineering,
- Water Resources Engineering
- Structural Engineering
- Transportation Engineering
- Traffic Engineering
- Unmanned Aircraft Systems



Real People. Trusted Solutions. Proven Results.

JT is proud to offer the experience, resources, and services of a larger firm, combined with the cost-effectiveness, client focus, and regional knowledge of a local firm. We view each project as a partnership and strive to make our clients' needs, timelines, goals, and concerns our top priority.

Founded in 2005, we have grown to over 90 employees with office locations in Green Bay, Chippewa Falls, Madison, and Milwaukee, Wisconsin. We provide a tailored approach for each project, proactively engaging and communicating with our clients to ensure efficient and cost-effective service. Our portfolio includes projects at every scale, from small bridge rehabilitation projects to mega interstate highway expansion projects. Our design and construction professionals work closely together, utilizing our combined experience, knowledge, and expertise to deliver award-winning, economical designs that exceed our clients' expectations.



90+
Employees
Strong



Offices located In
Green Bay, Madison,
Milwaukee & Chippewa Falls



18
Years in
Service



Section 2: Scope of Services

Scope of Services

SCOPE OF SERVICES

The City of Menasha is looking for assistance to prepare engineering bid plans and specifications and grant administration services for the reconstruction and improvements of Water/Barlow Street. Plans will include the reconstruction of Water and Barlow Streets from Tayco Street west to the Menasha Locks. This will include an existing right-of-way analysis and corrections, public outreach, modification and improvements to the shorewall (Tayco to Lush), Wisconsin DNR and US Army Corp of Engineer permitting, coordination with the Wisconsin Central Ltd for the Lush/Water Street railroad crossing, design of the roadways, storm sewer and electrical utility improvements, an additional trail connection from the existing downtown public Riverwalk west to the Trestle Trail, and pedestrian crosswalk improvements across Tayco Street. A Neighborhood Investment Grant for this project was also received.

Construction and bidding is anticipated to be completed in two phases and will be managed by the City. The shorewall and related improvements would be bid in winter of 2023/2024. The remaining elements of the project would be bid in phase two in the winter of 2024. Final construction shall be completed by December 31, 2024 with some additional reporting and administration in regards to the Neighborhood Investment Grant in early 2025.

REL has assembled a great team for the Water/Barlow Street project. Our team will be led by Jared Schmidt, P.E., V.P., of REL. We will provide roadway design, specifications, right-of-way utility, public outreach and grant administration. Design studio etc. will assist with public outreach, plan and specification development of streetscaping features, and JT Engineering will provide structural engineering for the modifications and improvements to the shorewall.

APPROACH

REL and our design team will begin with a Project Scoping Meeting with the City of Menasha and city staff. We will discuss the project in detail and exchange information. Our group will begin structuring the public outreach approach, schedule and potential layout of the path and gathering areas and potential amenities to be included in the corridor. Public uses and program for the corridor, streetscape design and alignment, spatial requirements for gathering spaces and number of amenities to be included in the space. A review of the previous plans to inspire the new corridor design and validate design with current trends, ideas and development uses will also occur.

Our survey teams will collect field topographic survey and available boundary data using robotic total stations. Utilities will be contacted through Diggers



Scope of Services

APPROACH *(Continued)*

Hotline and will be made to the WDNR, Department of Administration, US Army Corp of Engineers, Wisconsin Central, Ltd, and Fox River Navigation System Authority. After the field data is collected and processed, our designers will begin work of the preliminary plan process, utilizing AutoCAD and Civil 3D programs.

Deliverables

- Image boards of theme ideas
- Meeting notes

Meetings

- Start-up meeting

Public Outreach

The REL team will work with the City to develop outreach program. Design studio etc. (DSE) will produce support graphics for stimulating design ideas for the corridor, DSE will attend one workshop to generate public input on the corridor design. Once 30% of documents are complete, DSE will team with REL to solicit feedback on the plans. The final point of public contact will be presenting 60% plans to the public for public comment and approval. DSE will assist REL in presenting plans to the City as applicable.

Grant Administration

Funding for the Water/Barlow Street project has been secured through the Wisconsin DOA Neighborhood Investment Program. REL is proficient in many of the state and federally funded grant programs, like the new Neighborhood Investment Program. We have assisted many communities in securing and the administration of programs such as Wisconsin Community Development Block Grants, Local Road Improvement Program, and Wisconsin Safe Drinking Water Loan Program and Clean Water Funds. We will provide the necessary documentation for bidding purposes, submittals to DOA, funding reimbursement paperwork, public outreach and final close out documentation.

30% Construction Document Plans

The design team will take the input from the start up meeting and develop 30% concept plans for the streetscape and greenspaces in the corridor. DSE will collaborate with REL in developing the pedestrian path located between the street and canal wall. Green space and gathering spaces will be incorporated into the design like what was designed in the Corridor master plan. DSE will assist REL in developing pedestrian crossing at the rail. REL and DSE will team together to work through street alignment and amenities for the streetscape. Collaborate with REL on developing



Scope of Services

30% Construction Document Plans *(Continued)*

concept grading plans for the greenspace. DSE will team with JT Engineering to investigate opportunities to create public access to the water, to launch personal craft, fish and gather close to the water, though no specific design for these added features will be provided.

Amenities such as benches, trash receptacles, bike parking, ornamental lighting (coordinating with the local utility), drinking fountains, plazas, and landscaping will be planned into the design, but may not be constructed at this time. An estimate of probable cost will be developed based on the budget allotted in the capital improvement plan.

Deliverables

- (2) Concept plan of the streetscape
- (2) Concept plans for greenspaces in corridor
- Cross sections and vignette sketches to support concept plans
- Support amenities photo boards
- Estimate of probable cost

Meetings

- Up to 1 in person coordination meetings
- Up to 2 virtual coordination meeting
- 30% review meeting

Structural Modification and Improvements of Shorewall

JT Engineering will provide the structural engineering for the modification and improvements related to the shorewall as follows:

Structural Design

1. Structural design and plan production for a tiered wall system from Tayco to Lush Street.
 - Assumed wall types
 - Sheet pile revetment wall along the canal with cast-in-place concrete coping that is generally linear and constant height.
 - Modular Block Gravity Wall seat wall offset from revetment wall with no coping. Expected to be curvilinear and variable in height.
2. Geotechnical engineering will be provided by Intertek-PSI to inform the design:



Scope of Services

Structural Design *(Continued)*

- 5 borings will be completed in the roadway for storm water and pavement analysis.
 - 4 borings to 35 feet (or refusal, whichever occurs sooner) will be conducted for assisting in sheet pile design.
 - Recommendations for active and passive pressure coefficients, bearing capacity, etc. will be provided
3. Assumes WDNR maintains a working model of the effective floodplain (Zone AE)
 4. Assumes Menasha Lock will open, lowering surface water in the canal
 - FEMA coordination and potential Letter of Map Revision (LOMR)
 - Effort for LOMR not included

Hydraulic Modeling & Permitting

1. Hydraulic modeling of the existing and proposed conditions of the canal
2. Agency coordination and permitting with the United States Army Corps of Engineers, Wisconsin Department of Natural Resources, and Fox River Navigational System Authority
3. Services & fees NOT included in structural design scope/budget include:
 - Construction inspection
 - Post-construction as-built surveys
 - Additional design and/or plans beyond what is outlined in this scope.
 - Wetland delineation or permitting
 - Letter of Map Revision for FEMA
 - Permit and application fees – these fees shall be directly reimbursed.

60% Construction Document Plans

The design team will take the input from the 30% review meeting and develop 60% construction document plans. These plans will further refine the 30% plans and incorporate changes from the design team and city staff comments. The design team will provide CAD files of site layout to civil and electrical engineers to incorporate lighting, electrical and water needs that can be incorporated into the space. The design team will meet with Menasha staff to review 60% plans.

Plans to include:

- Detailed Layout and materials plans of green spaces
- Pedestrian street crossing enlargement



Scope of Services

60% Construction Document Plans *(Continued)*

- Coordination on grading plan
- Street and storm water design
- Construction details
- Landscape plans
- Landscape enlargement plans
- Landscape details
- Develop an estimate of probable cost play area improvements and amenities

Deliverables

- CAD file of 60% plan set
- 60% Construction Document plan set. Plan set will be in PDF format
- Scope specification and bid form. Set will be in PDF format
- Excel file of estimate of probable cost

Meetings

- Up to 2 virtual coordination team meetings
- Up to 1 in person meeting with Menasha staff

Final Construction Document Plans

Development of 100% Construction Document plans incorporating comments from client and design team. Final plans will be developed to a level to be used for bidding and final implementation. Plans to be included.

- Layout and material plans
- Enlargement plans
- Site details
- Street and storm water design
- Cross sections at 100 foot intervals
- Landscape plans
- Landscape enlargement plans
- Landscape details
- Structural wall design

Deliverables

- CAD file of construction plan set
- Construction plan set. Plan set will be provided in DWG and PDF formats.
- ALTA survey for a single residential property
- CSM for a single property
- Right-of-way identification, full transportation plat would be additional



Scope of Services

Final Construction Document Plans *Deliverables (Continued)*

- Specification and bid form set will be in Word and PDF formats.
- Storm Water Management Plan and reports in Word and PDF formats.
- Final permits/approvals from applicable regulation agencies
- Excel file of estimate of probable cost

Meetings

- Up to 2 virtual coordination team meetings
- Up to 1 in person meeting with Menasha staff



Section 3: Project Personnel

Project Personnel

PROJECT TEAM

REL's project management approach is based on the simple philosophy of maintaining a personal partnership with each one of our clients. It is the intent of our staff to work as an extension of the City of Menasha and your staff to ensure a successful project. Jared Schmidt, P.E., V.P. will lead overall design engineering efforts and take care of quality control and assurance. Aaron Breitenfeldt, P.E. and Brandon Robaidek, P.E. will assist with design, reports, plan development, specifications, estimating and permits.

Jim Westerman will lead office and field survey needs. Gayle Lindenberg, P.E. will provide funding and utility coordination assistance. Garret Perry of design studio etc. will provide landscape architecture and assist with public involvement, and Vincent DiFrances, P.E. of JT Engineering will provide structural engineering.

Resumes of key staff are included later in this section.

Meet your Lead Design Team



Project Manager - QA/QC
Jared Schmidt, P.E., V.P.
19 Years



Roadway Design
Aaron Breitenfeldt, P.E.
12 Years



Roadway Design
Brandon Robaidek, P.E.
6 Years



Survey Lead
Jim Westerman, PLS
35 Years



Funding/Utility
Gayle Lindenberg, P.E.
24 Years



Landscape Architect
Garret Perry
22 Years
design studio, etc



Structural Engineer
Vincent DiFrances, P.E.
11 Years
JT Engineering





Jared G. Schmidt, P.E.

*Vice President
Civil/Municipal Engineering Manager*

EXPERIENCE

19 years experience in civil engineering covering the following areas of expertise:

- *Municipal engineering*
- *Site & storm water plan design*
- *Storm water management design & permitting*
- *Waterway analysis & design*
- *Site & recreational design & planning*
- *Material dredging*
- *Federal, state, and local agency permitting*

Municipal Engineering

Project manager for the design and construction of sanitary sewer, lift stations, water main, storm sewer facilities, material dredging, street and roadway cross sections; development of plans, specifications and necessary contract documents for bidding purposes; coordination between owner, contractor and construction observer. Coordination of public involvement meetings and information for municipal board meetings. Work also includes site design of residential developments, commercial building sites, parking lots, park and recreational areas. Project examples include:

- *Wisconsin Avenue, Grand Chute, WI*
- *Investors Court road/storm water work, Grand Chute, WI*
- *Black Hawk Drive, Allouez, WI*
- *Centerline Drive, Founders Terrace, Lear Lane, Hobart, WI*
- *Tulip Trail, Gardenia Drive, Golden Gate Drive, Little Chute, WI*
- *East Industrial Park, Kiel, WI*
- *North Avenue Road, Denmark, WI*
- *TID Planning and creation, Hobart, Florence County, Pulaski, WI*
- *Crivitz Drainage Improvements, Crivitz, WI*
- *83rd Street & 90th Avenue, Pleasant Prairie, WI*
- *Oconto River Dredging, Oconto, WI*
- *Menekaunee Harbor, Dredge & Restoration, Marinette, WI*
- *NWTC Pond Dredging, Green Bay, WI*

Storm Water Management Design

Regional facility designs included the development of regional storm water Best Management Practices (BMPs) for previously or newly developed areas. Identification of complete drainage basins, land uses, storm sewer conveyance systems, and site soils to design site specific BMPs. Regional ponds or other BMPs are then designed and evaluated for storm water quality and quantity impact. Project examples include:

- *"The Woods" Golf Course Storm Water Pond, Green Bay, WI*
- *Brown County Farms Pond, Green Bay, WI*
- *Green Bay Parks - E. River Trail, Arnie Wolff Soccer Complex, Colburn Park, Bay Beach Facilities, Beaver Dam Park, Green Bay, WI*
- *Centennial Centre at Hobart Regional Storm Plan, Hobart, WI*
- *Fochs Trails, Hilbert, WI*
- *Rockville Heights, Kiel, WI*

Education
Marquette University
Bachelor of Science
Civil Engineering, 2003

Registrations
Professional Engineer
Wisconsin

Professional Organizations
American Society of Civil Engineers
Fox Wolf Watershed Alliance, Past President
FWWA Conferences, Planning team
Northeast Wisconsin Storm Water Consortium
Brown County Home Builders Association,
Past Government Affairs Chairman
Preble Optimist Member

Continuing Education
Dam break analysis using HEC-RAS
Source Loading and Management Model (SLAMM)
P8 urban catchment model
Post-construction storm water management
Construction erosion control
Phase II storm water regulation and compliance
Docks and marinas



Aaron Breitenfeldt, P.E.

Civil/Municipal Sr. Project Manager

EXPERIENCE

12 years experience in civil/municipal engineering covering the following areas of expertise:

- *Site & storm water plan design*
- *Waterway analysis & design*
- *Municipal engineering*
- *Federal, state, and local agency permitting*
- *Resident project representative services*

Municipal Engineering

Project manager for the design of sanitary sewer, water main, storm sewer facilities, streets, roadways; development of plans, specifications, and necessary contract documents for bidding purposes; coordination between owner, contractor, and construction observer. Coordination of public involvement meetings and information for municipal board meetings. Work also includes site design of residential developments, commercial building sites, parking lots, park and recreational areas. Project examples include:

Street & Subdivision Design

- *Tailwind Crossing, Hobart, WI*
- *Fieldstone Estates, Hobart, WI*
- *Crosswind Estates, Little Chute, WI*
- *Adams Street, City of Oconto Falls, WI*
- *Somerset Fields, Bellevue, WI*
- *Various Streets, Watertown, WI*
- *Centennial Centre Boulevard, Hobart, WI*
- *Centerline Drive, Hobart, WI*
- *Golden Gate Drive, Little Chute, WI*
- *90th Avenue & 83rd Street, Pleasant Prairie, WI*
- *Stargazer Estates, Harrison, WI*
- *Jewel Box Estates, Harrison, WI*
- *Chicago Street & 4th Street, Pulaski, WI*

Site & Storm Water Plan Design

Design engineer for various commercial, industrial, and residential site plan designs. Design work includes developing the layout of proposed improvements and providing detailed utility plans, grading plans, and erosion control plans. Storm water management plans are also generally required. Design of storm water management plans includes the analysis of existing and proposed drainage basins, land uses, site specific soils, and storm water conveyance features. Permitting and coordination with local municipalities and state and federal agencies is generally also required. Project examples include:

- *Green Bay Rockers Stadium, Ashwaubenon, WI*
- *Marian University Baseball Field Upgrades, Fond du Lac, WI*
- *City of Marinette Community Center, Marinette, WI*
- *Town Center Park, Grand Chute, WI*
- *Bridgewater Trails Apartments, Little Chute, WI*

Education
UW-Platteville
Bachelor of Science
Civil Engineering, 2010

Registrations
Professional Engineer
Wisconsin

Professional Organizations
American Society of Civil Engineers



Brandon D. Robaidek, P.E.

Civil/Municipal Engineer

EXPERIENCE

6 years engineering experience in civil/municipal engineering covering the following areas of expertise:

- *Site & storm water plan design*
- *Waterway analysis & design*
- *Municipal engineering*
- *Agricultural engineering*

Site & Storm Water Plan Design

Design engineer for various commercial, industrial, and residential site plan designs in Wisconsin. Design work includes developing the layout of proposed improvements and providing detailed utility plans, grading plans, and erosion control plans. Storm water management plans are also generally required. Design of storm water management plans and Best Management Practices includes the analysis of existing and proposed drainage basins, land uses, site specific soils, and storm water conveyance features. Permitting and coordination with local municipalities and state and federal agencies is generally required also. Project examples include:

- *Madeira Place, Hobart, WI*
- *Tranquil Trails, De Pere, WI*
- *Wyld Berry Condominiums, Village of Hobart, WI*
- *Community-Based Retirement Facility and Condos, Freedom, WI*
- *Community-Based Retirement Facility, Omro, WI*
- *Portofino Place, Hobart, WI*
- *Investors Community Bank, Grand Chute, WI*
- *North Shore Bank, Brookfield, WI*
- *Laserform, Hobart, WI*
- *Integrity Warehousing, Hobart, WI*

Municipal Engineering

Design of sanitary sewer, lift stations, water main, storm sewer facilities, street and roadway cross sections; development of plans, specifications, and necessary contract documents for bidding purposes; coordination between owner, contractor, and construction observation; Coordination of public involvement meetings and information for municipal board meetings. Work also includes site design of residential developments, commercial building sites, parking lots, park and recreational areas. Project examples include:

- *Cul de sac, Freedom, WI*
- *Southwind Estates, WI*
- *Investors Court, Grand Chute, WI*
- *Rockland Heights, Rockland, WI*
- *Archangel Estates, Lawrence, WI*
- *Waterview Heights Fifth Addition, De Pere, WI*

Education
UW-Platteville
Bachelor of Science
Civil Engineering, 2016

Registration
Professional Engineer
Wisconsin

Continuing Education
OSHA 29 CFR Lead Exposure in Construction



James R. Westerman, PLS, CST

Survey Manager

EXPERIENCE

35 years experience in land surveying with a civil engineering emphasis covering the following areas of expertise:

- ALTA/Land Title Surveys
- Construction Staking/Administration
- FEMA Surveys
- Topographic Surveys
- Right-of-Way Surveys
- Boundary Surveys
- Subdivision Plats
- Land Development Surveys
- Aerial Surveys
- Cadastral Surveys

Topographic Surveys

Prior to any civil design, a topographic survey is typically required. These surveys range from full street rights-of-way to simple site developments. Investigation of horizontal and vertical control is completed for each project to ensure site datums are current. Coordination with local communities and utilities is a must to produce accurate and quality maps for civil design. Project examples include:

- North Pinetree Road Trail, Village of Hobart
- STH 32, WisDOT

Right-of-Way Surveys

When determining existing right-of-way boundaries, it is important to look at all the available evidence. Thorough research of deeds, survey maps, subdivision plats, and right-of-way maps in the appropriate office of public records is completed along with a field reconnaissance survey of existing monuments. The measurements from the reconnaissance survey are then analyzed and compared to the deeds and maps of record. The right-of-way boundaries now can be computed, mapped, and field staked as they currently exist. This aids in the design of new infrastructure determining whether new improvements will fit within the existing right-of-way boundaries, if additional right-of-way needs to be acquired. Project examples include:

- WPS - South Broadway, Green Bay, WI
- Village of Hobart - North Pine Tree Road, Hobart, WI

Construction Staking/Administration

Most civil engineering projects require construction staking. Survey stakeout files are computed from design plan drawings and uploaded to the field surveyor's equipment for staking. This also involves coordination with clients and contractors to ensure that sites are constructed to plan specifications and in the most cost effective manner. Part of making this successful includes good communication between survey field staff members and other parties involved within the project.

Education

Northeast Wisconsin Technical College

Associates Degree
Civil Engineering-Public Works, 1987

Registrations

Professional Land Surveyor

Wisconsin

Certifications

Certified Survey Technician
Survey Office Manager

Professional Organizations

Wisconsin Society of Land Surveyors
National Society of Professional Surveyors
NWTC Advisory Committee



Gayle Lindenberg, P.E.

Civil/Municipal Senior Engineer

EXPERIENCE

24 years experience covering the following areas of expertise:

- *Utility coordination*
- *Municipal engineering*
- *Transportation engineering*
- *Funding applications & administration*
- *Tax Increment Finance (TIF) Districts*

Funding Applications & Administration

Assist communities with grant applications, such as Community Development Block Grants, and their administration; Local Road Improvement Program through the Wisconsin Department of Transportation, funding assistance through WDNR within the Safe Drinking Water Loan Program and Clean Water Fund Program; funding assistance through USDA Rural Development programs. Project examples include:

Community Development Block Grant (CDBG)

- *City of Algoma*
- *Village of Suring*
- *Village of Denmark*
- *Elcho Sanitary District*

Safe Drinking Water Loan

- *Elcho Sanitary District*
- *Village of Suring*

Multiple Grant Project: Village of Wrightstown Mueller Park Improvements

Construction of two docking piers, sidewalk, fishing pier/platform, kayak launch, expanded parking with retaining wall, boardwalk, shoreline restoration, and signage with the following funding breakdown:

- *Fox River/Green Bay Natural Resource Trustee Council Award: 30% grant*
- *Wisconsin Coastal Management Program Grant award:12% grant*
- *Wisconsin DNR Sport Fishing Recreation Grant award:11% grant*
- *Wisconsin DNR Recreational Boating Facilities Grant award:23% grant*
- *Village of Wrightstown: Matching funds 24%*

Utility Coordination

Involved with all stages of WisDOT utility coordination process working at a region since 2012 and central office level since 2015. Work included completing documents as required within the Administrative Code Trans220, coordinating facility relocations, reviewing utility documents and dollar parcel documents statewide. Positions include:

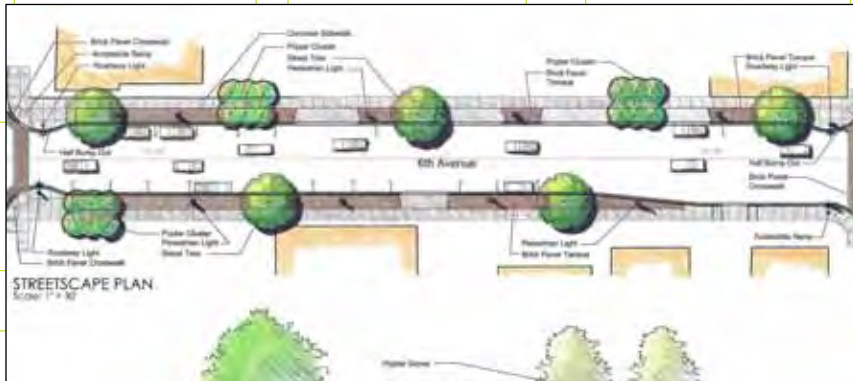
- *WisDOT consultant in Bureau of Technical Services Central Office*
- *Northeast Region Utility Coordinator Consultant*

Education
Michigan Technological University
Bachelor of Science
Civil Engineering, 1998

Registrations
Professional Engineer
Wisconsin

Garret Q. Perry has been practicing landscape architecture and community based planning for the past 22 years. His strong emphasis on timeless design, community participation and sustainable practices has created a unique and celebrated aesthetic for all of the projects that he has implemented throughout his career. His ability to work through difficult design and social constraints and understanding and compassion for maintaining project budget has established him as respected professional in the Midwestern community. With his commitment to inspired design and innovative detailing, Garret is recognized as an award winning design leader in the landscape architecture profession.

As a Senior Landscape Architect, Garret has taken a lead role in designing many award winning park and urban projects throughout Wisconsin and Illinois. Garret's work with design studio etc. focuses on site master planning, passive and active urban parks, downtown and waterfront master plans; urban infill and redevelopment projects; design guidelines; streetscape, wayfinding and public space designs. Garret has taken a lead role on many past projects that have received awards from the Wisconsin Chapter of the American Society of Landscape Architect's and Wisconsin Parks and Recreation Association.



Representative Projects:

- Water Street - Menasha, WI
- State Street - Eau Claire, WI
- Barstow Street - Eau Claire, WI
- Ely and Main Steet - Marinette, WI
- STH 54 Roundabout - Plover, WI
- 30th Street Corridor - Milwaukee, WI
- Hwy 51 Corridor - Mcfarland, WI
- STH 18 - Cambridge, WI
- STH 89 - Waterloo, WI
- Historic Downtown Streetscape - Galena, IL
- Philo Road Streetscape - Urbana, IL
- Elgin Rec. Center Streetscape - Elgin, IL
- Atwood Avenue - Madison, WI



Registration / Affiliations:

- Licensed Landscape Architect: Wisconsin
- TNS (The Natural Step) Certified Trainer

Education:

- Bachelor of Science - Landscape Architecture
Ohio State University, Columbus, Ohio
- Associates Degree - Ornamental Horticulture
MATC, Mequon, Wisconsin

Professional Experience:

- design studio etc. Madison, WI
Principal, Landscape Architect
October 2009/
- Schreiber/Anderson Assocs. Madison, WI
Associate, Senior Landscape Architect
March 1998/October 2009
- Wallace Roberts and Todd Philadelphia, PA
Landscape Architectural Designer
November 1995/March 1998



11 Years' Experience

MS, Engineering: UW-Milwaukee, 2016

BS, Civil Engineering: UW-Milwaukee, 2012

Professional Engineer: WI

Structural Engineer

- Vincent has completed the design and construction oversight on state, county, and local highway structures, including numerous retaining walls of various types. These wall types include cast-in-place concrete, sheet piles, soldier piles, Mechanically Stabilized Earth (MSE), and modular blocks.
- He has a strong reputation for delivering detailed plans and specifications to ensure constructible and biddable contract documents, which helps mitigate skewed bids and minimizes costly construction conflicts.
- Vincent has completed designs meeting AASHTO LRFD requirements, including the recently updated 8th addition. Vince is also familiar with the LFD and ASD requirements and is well-versed in WisDOT's FDM and Bridge Manuals.
- He has a successful history working with WisDOT's Bureau of Structures (BOS) on nearly every one of his numerous structure projects. He understands what BOS requires and receives excellent marks for his bridge designs reviewed by BOS.

Relevant Project Experience

USH 51 (5845-16-72), Dane County

Structural Engineer | Retaining Wall Replacement

- As part of this 3.65-mile reconstruction of US 51 in the City of Stoughton, JT is designing a 280-foot long soldier pile retaining wall at the US 51 and 5th Street intersection. This wall type was selected to allow for the removal of an existing masonry wall after the new wall is constructed and to preclude vibratory installation methods, given the historic properties within several hundred feet of the wall location.
- Responsibilities: Soldier Pile Retaining Wall Design, Cast-in-Place Wall Facing Design, Specifications, Estimates.

50th Ave over STH 29 (1050-01-79), Chippewa County

Structural Engineer | Bridge Replacement & Retaining Walls

- JT is completing the bridge replacement on 50th Avenue over STH 29 in the Town of LaFayette, Chippewa County. To limit the overall bridge length, the design includes two MSE walls to retain the roadway approaches at abutments. Combined, the two walls exceed 400 total feet in length and, at some locations, exceed 12 feet in overall height.
- Responsibilities: MSE Retaining Wall Design, Precast and Cast-In-Place Concrete Design, Specifications, Estimates.

STH 100 on Root River Tributary, B-40-408 (2040-11-70), Milwaukee County*

Structural Engineer | Urban Reconstruction

- The project widened STH 100, which required an existing triple-cell box culvert to be extended. With the extension, cast-in-place cantilever retaining walls parallel to STH 100 were also required to keep the extension in the right of way. The retaining wall heights were over 20 feet, and shallow bedrock required keyways to be excavated to provide adequate bearing and lateral support for the walls. Form recesses and decorative railings were provided for aesthetic effects.
- Responsibilities: Cast-In-Place Retaining Wall Design, Box Culvert Extension Design, Aesthetics, Specifications, Estimates.

Section 4: Project Experience

City of Oconto Falls Oakland Avenue Reconstruction



REL Staff

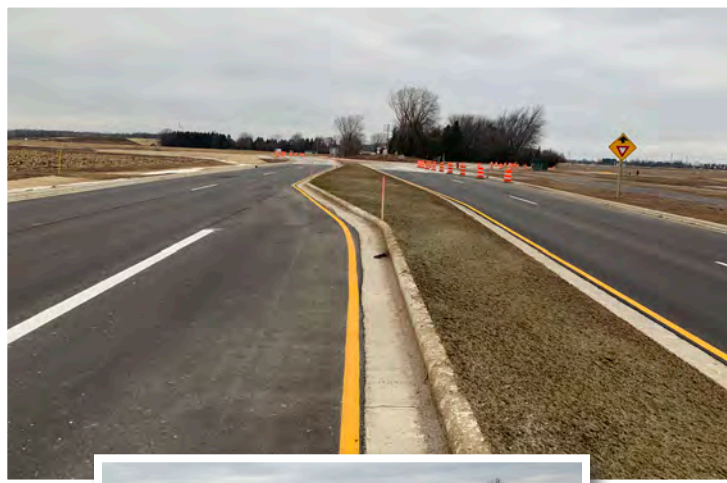
Aaron Breitenfeldt, P.E.
Jennifer Liimatta P.E.
Jared Schmidt, P.E.

REL was contracted by the City of Oconto Falls to survey, design, and bid the complete street and utility reconstruction of approximately 3,200 lineal feet of Oakland Avenue from Thomas Street to King Street. The project included the complete reconstruction of the City's existing sanitary sewer, water main, storm sewer, and asphalt street with curb and gutter. REL also performed the necessary hydrology calculations to properly size the new storm sewer main throughout the project limits. The project also included coordination with Oconto County to design and permit the portion of the project through the Green Bay Avenue (CTH CC) intersection.

REL also provided the City with construction observation, contract administration, and staking for the \$1,600,000 construction project.

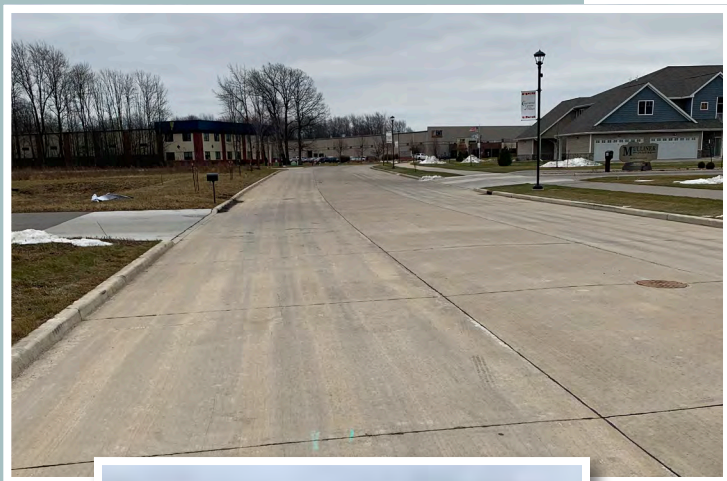
Centennial Centre Boulevard Village of Hobart

Robert E. Lee & Associates designed and provided construction services for Centennial Centre Boulevard in the Village of Hobart. Centennial Centre Boulevard is the main arterial through the Village's 600-acre, mixed-use development known as Centennial Centre at Hobart. The boulevard has been constructed in multiple phases throughout recent years and each phase included the boulevard with curb and gutter and asphalt pavement, concrete sidewalks, asphalt multi-use paths, sanitary sewer, water main, storm sewer, and multiple regional storm water ponds.



Centerline Drive Village of Hobart

Centerline Drive is an urban 40-foot wide concrete street in the Village of Hobart that serves the industrial and commercial portions of the Centennial Centre at Boulevard development. Centerline Drive consists of a travel lane for each direction of travel, as well as a shared two-way left-turn lane (TWLTL). REL designed, bid, and provided construction services for each phase of construction for this street, which also included the design and construction of an asphalt multi-use trail, sanitary sewer, water main and storm sewer.



W. Wisconsin Avenue (STH 96) Rehabilitation Town of Grand Chute



REL Staff

Jared Schmidt, P.E.
Aaron Breitenfeldt, P.E.
Ryan Trzinski, P.E.

Coordinating Agencies

WDNR
ACOE
FEMA
WisDOT
Outagamie County
Town of Grand Chute

Services Provided

Site Investigation
Due Diligence
Survey
Design

WG&R Furniture hired REL to redevelop the old National Envelope property at the northeast corner of I-41 and Wisconsin Avenue/STH 96 in Grand Chute. Work includes complete demolition of the existing site, construction of the new buildings and parking lots, installing a large 36-foot wide culvert crossing across an existing stream, and reconstruction of a portion of STH 96. The new intersection improved safety and incorporated a new north leg to the STH 96 and Westhill Boulevard intersection.

Services included site investigation, due diligence, survey, and design. REL coordinated with various entity's to develop a plan to improve safety and provide access to the new Development. Permitting through numerous government agencies was necessary, including WDNR, ACOE, FEMA, WisDOT (Signal design was completed by WisDOT and incorporated into REL plans), Outagamie County, and the Town of Grand Chute.

REL coordinated and held a public involvement meeting, which included various businesses affected by the altered median that eliminated cross over maneuvers to increase safety prior to the signalized intersection.

Funding Assistance & Grant Administration

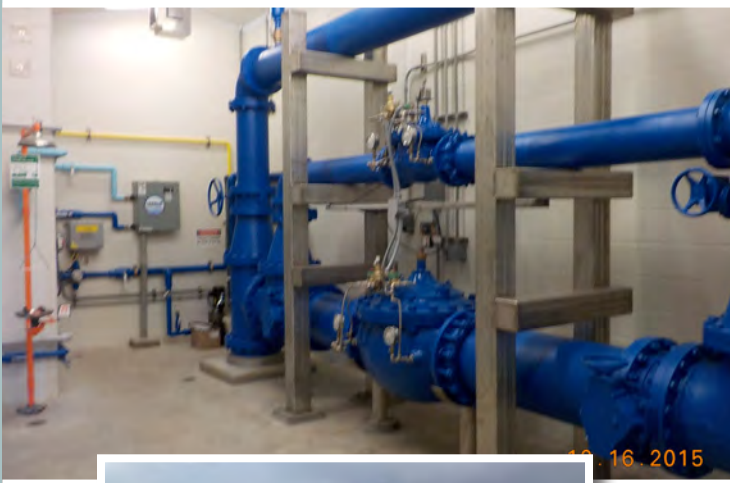
REL assists many clients with their funding needs. This includes application and administration of all types of state, federal and specialty local grant, funding tools, and loans.

We are well versed in the details and specific needs for each individual funding type. REL focuses on making the process as smooth and uncomplicated for our clients. It's our job to execute the funding requirements to ensure your project is completed to receive the full award amount.

Village of Sister Bay WWTP:
\$4,560,000 - 30% USDA Grant

Village of Hilbert WWTP:
\$3,000,000 WDNR CWLF

Village of Wrightstown Water Transmission:
\$6,480,000 WDNR SDWLP



Mueller Park Village of Wrightstown

REL is working with the Village of Wrightstown to maximize their funding dollars for the Mueller Park Improvement project on the Fox River. We developed a funding matrix utilizing the Green Bay Fox River Natural Resource Trustee Council (NRDA), WDNR funding from multiple grant programs and local match from the Village. At the project's onset, grants/funding sources were identified, critical dates were identified, and the matrix developed confirmed minimum match and federal dollar requirements were met.

NRDA and Wisconsin Coastal Management (WCMP) funds have been awarded to the project. REL and the Village are meeting with state officials in August to learn of potential WDNR funding.

The project is anticipated to total approximately \$310,000 with \$150,000 grant award and the potential for \$90,000 in WDNR grant funding.

September 2019

Construction Item	Project Total Cost	NRDA (Sept 2019)	WCMP (Nov 2019)	WDNR SFH (Feb 2020)	WDNR RBF (Apr 2020)	WDNR STEWARD (May 2020)	Amstcom
Docking Pier (1)	\$50,000	\$25,000	\$0	\$0	\$25,000	\$0	\$0
Sidewalk	\$10,000	\$5,000	\$2,500	\$2,500	\$0	\$0	\$0
Fishing Pier/Platform	\$25,000	\$12,500	\$6,250	\$6,250	\$0	\$0	\$0
Kayak Launch	\$25,000	\$12,500	\$6,250	\$6,250	\$0	\$0	\$0
Expanded Parking w/Retaining Wall	\$60,000	\$30,000	\$10,000	\$10,000	\$10,000	\$0	\$0
Boardwalk - Accessible Access	\$30,000	\$0	\$12,500	\$0	\$0	\$17,500	\$17,500
Shoreline Restoration, Rip Rap	\$25,000	\$0	\$0	\$0	\$25,000	\$0	\$25,000
Dredging w/Navigation Booms	\$150,000	\$0	\$0	\$0	\$75,000	\$0	\$75,000
Educational Signage & Outreach	\$5,000	\$2,500	\$625	\$625	\$625	\$625	\$0
TOTAL COST	\$400,000	\$87,500	\$38,125	\$19,875	\$118,875	\$25,625	\$112,500

Grant/Financing Category	NRDA	WCMP	WDNR SFH	WDNR RBF	WDNR STEWARD	Amstcom
Grant/Financing Category						
Non-Federal Funding Source						
Federal Funding Source						

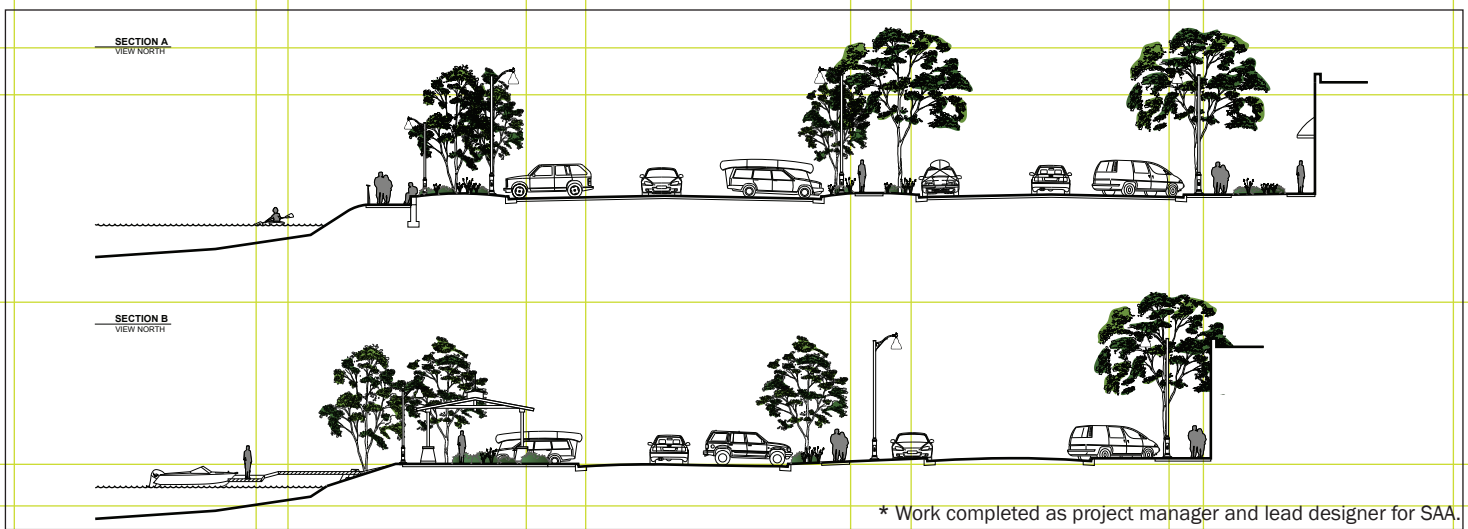
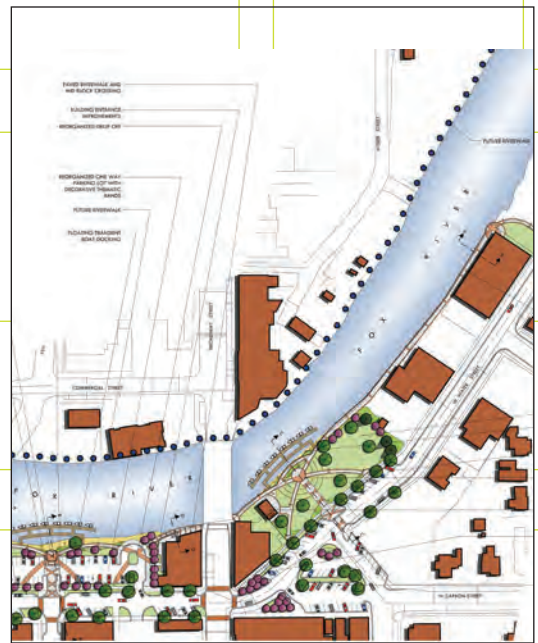
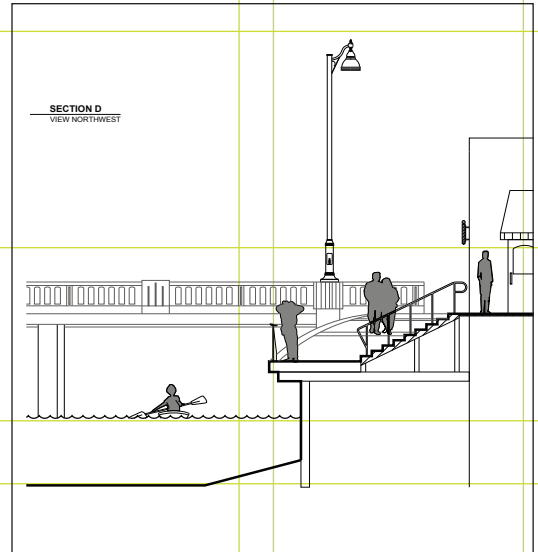
Grant/Financing Category	NRDA	WCMP	WDNR SFH	WDNR RBF	WDNR STEWARD	Amstcom
Grant/Financing Category						
Total project	\$175,000	\$175,000	\$100,000	\$290,000	\$80,000	\$400,000
Grant amount	\$87,500	\$38,125	\$19,875	\$118,875	\$25,625	\$287,500
Grant percentage	50.0%	21.8%	19.9%	41.0%	32.0%	71.9%
Match amount	\$87,500	\$136,875	\$80,125	\$171,125	\$54,375	\$112,500
Match percentage	50.0%	78.2%	80.6%	59.7%	68.0%	28.1%
Maximum Allowable Grant %	50%	80%	50%	50%	100%	N/A

NRDA = Fox River Green Bay Natural Resource Trustee's Natural Resource Damage Assessment, due September 30, 2019
 WCMP = Wisconsin Coastal Management Grant Program, due November 1, 2019
 WDNR SFH = Wisconsin Department of Natural Resources Sport Fish Restoration Grant, due February 1, 2020
 WDNR RBF = Wisconsin Department of Natural Resources Recreational Boating Facilities Grant, due April 1, 2020
 WDNR STEWARD = Wisconsin Department of Natural Resources Knowles-Welch Stewardship Grant, due May 1, 2020

Berlin Wisconsin is a small historic community located along the Fox River in Central Wisconsin. Berlin's exceptional downtown architecture and recent streetscape improvements wrap around an urban green space that was identified by the city staff for planning improvements. The intent of the process was to establish the city as a strong tourist attraction for the region and create a pedestrian amenity for the downtown. Due to its proximity to the Fox River, the city has experienced flooding in the spring of 2007 caused deterioration to its urban river edge. In 2009 the city partnered with a team of landscape architects and engineers to evaluate the possibilities of establishing a urban park along the banks of the Fox River and develop a master plan for the urban green space. The design team proposed a work plan arranged around three primary phases of work; Information and Data Gathering and Shoreline Evaluation; Preparation of a Preliminary Comprehensive Riverwalk Design Master Plan; and a Final Comprehensive Riverfront Master Plan.

The design process emphasized consensus building, hands-on participation by the committee members, strong graphic presentation to communicate ideas, and a detailed consideration of urban design materials, methods of construction and long-term maintenance. The final riverfront Plan included a Riverwalk, creating linkages to the downtown, parking areas, trails and recreational land uses, and improved public access to the Fox River. The Final Master Plan incorporated seating pockets, fishing and boating access and a large public gathering green spaces. The urban green space was accented with native plantings pedestrian amenities and ornamental lighting that complimented the unique Fox River eco-system. The improved pedestrian connectivity, the walkway character, amenity enhancements and integration of public art and heritage interpretive signs created an urban space to stimulate economic development to the downtown.

Mary Lou Neubauer - Assistant City Administrator & Zoning/Planning
 108 N Capron St.
 Berlin, WI 54923
 920-361-5400



* Work completed as project manager and lead designer for SAA.

In 2002 the City of Portage and the Wisconsin Department of Transportation retained a collaborative group of engineers and landscape architects to develop plans for the rehabilitation of the Portage Canal and the construction of a bicycle/pedestrian trail adjacent to the canal.

The work included the rehabilitation of the Portage Canal, including provision of water quality and supply improvements; reconstruction of historic revetment walls; construction of a bicycle/pedestrian trail along the length of the canal; provision of bicycle/pedestrian crossings at the Wisconsin River Lock and Hamilton Street; construction of open-span structures at Wisconsin and Adams Streets; and provision of amenities along the canal, including lighting, signage, landscaping, and seating. This comprehensive approach to the environmental document precludes the need to conduct additional environmental reviews as planned project elements are completed in the future.

The final plan and approach to the project revolved around the community's objectives to maintain the historic integrity of the Portage Canal, and preserves long-term opportunities for further rehabilitation and interpretation. Detail design investigating the access to the canal walk from the many road and bridge connections was a large component into the of the project. The design and layout of the canal access points were essential to the success the canal walk.



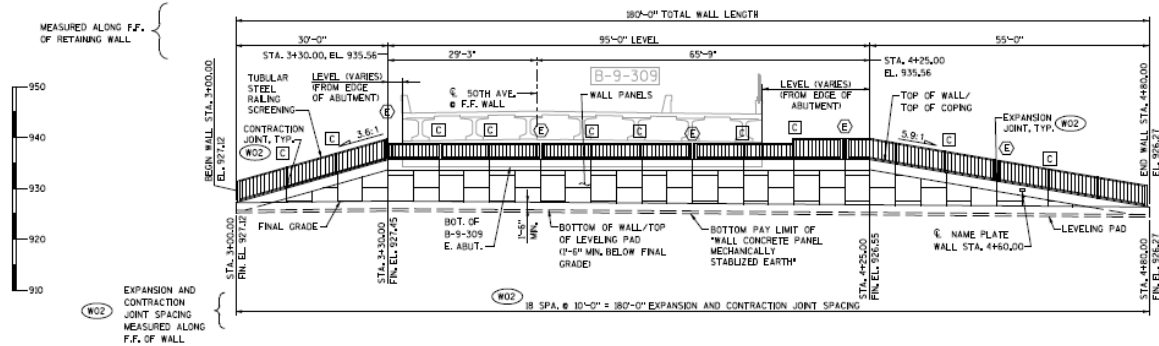
* Work on this project was completed while at SAA



50th Avenue Bridge over STH 29 (1050-07-79) | Chippewa County, WI

Design: 2021-2023 Construction: 2024

KEY STAFF: Vince DiFrances



JT is completing the bridge replacement on 50th Avenue over STH 29 in the Town of LaFayette, Chippewa County. The final plans will have a modern bridge that can carry all legal loads, the addition of a multi-use path to the corridor, and replacing the existing structure which is at the end of its lifespan.

To limit the overall bridge length, the design includes two mechanically stabilized earth (MSE) walls to retain the roadway approaches at abutments. Combined, the two walls exceed 400 total feet in length and, at some locations, exceed 12 feet in overall height.

Key Aspects of the Project:

- Over 400 linear feet of MSE wall design.
- Geotechnical evaluation of wall stability, bearing capacity, and lateral resistances.
- Coordinated layout for design and construction to accommodate adjacent roadway and bridge construction.

STH 100 on Root River Tributary, B-40-408 (2040-11-70) | Milwaukee County, WI *

Design: 2016-2017 Construction: 2018

KEY STAFF: Vince DiFrances

This project's structural scope included the cast-in-place extension of a triple-cell box culvert in the Village of Hales Corners, Milwaukee County. Due to the limited right of way width and the significant fill over the streamflow line, cast-in-place retaining walls were designed parallel to the roadway to keep the overall structural footprint within the right of way.

Key Aspects of the Project:

- The retaining walls totaled 20'-6" in overall height and were supported on spread footings keyed into the underlying bedrock.
- The wall section was detailed to be backfilled with compacted, free-draining material and an underdrain at the wall base.
- These details are intended to drain the pore pressure built up within the backfill, which may alleviate the development of hydrostatic, lateral forces imparted on the wall that would be additive to the other lateral loads specified above.



*Project completed at previous employer by member(s) of project team.

Section 6: Project Fees

Project Fees

The following is a summary of our fees, broken up by general category for the project. As a lump sum contract, the final allocation of expenses may deviate slightly from what has been presented.

Public Involvement / Outreach / Exhibits	\$ 8,000
Field Survey / Engineering / Design	\$ 78,100
Permitting Coordination	\$ 7,500
ALTA Survey (<i>single residential lot on projects west side</i>)	\$ 4,100
Certified Survey Map (<i>one lot, per each</i>)	\$ 3,400
Subsurface Soil Investigation	\$ 8,400
Grant Administration (<i>T&E estimate</i>)	\$ 29,500
<u>Easement Description/Sketch (<i>per each</i>)</u>	<u>\$ 450</u>
Total	\$139,450

Assumptions as noted in the proposal:

- Title work provided by others
- Wetland investigation (fee provided as needed)
- Easements documents prepared by City Attorney
- Permit/submittal fees billed as a reimbursable expense

The REL team has presented costs based on the scope of work noted within your RFP. Should a reduction in scope be desired, an adjustment to our final fee could be expected. The fee could reasonably be reduced if, the City has soil borings conducted for the utility project, desires to reduce the public engagement portion of the project, or reduces the contemplation for additional amenities.



Section 7: Closing

Closing

Robert E. Lee & Associates would like to thank the City of Menasha for reviewing our credentials and project-related experiences. Our team, as illustrated within this proposal, provides high value engineering, environmental, ecological, and surveying management services to help provide a streamlined and successful relationship with the City. By providing in-depth experience across multiple disciplines, REL, with design studio etc. and JT Engineering, are able to provide industry experts for each facet of the City's engineering and design needs, with the highest quality of service. We look forward to the opportunity to work with you, to continue to build our relationship that provides tremendous value to your residents.





To: Menasha Common Council

From: Haley Krautkramer, City Clerk

RE: Beverage Operator License (Bartender) Applicants

Date: 2/13/2023

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

Choua Yang



February 10, 2023

Choua T Yang
1032 S Westland Dr
Appleton, WI 54914

Re: City of Menasha Alcohol Operators Application

Dear Choua Yang,

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

01/14/1999 – 943.23(3) Drive or Operate Vehicle without Owner's Consent

According to the City of Menasha Policy Guidelines for Alcohol Licenses, you do not immediately qualify for an Operator License as you have been convicted of a Felony (Guideline 1). However, given the significant duration of time since this conviction. The Menasha Police Department is **DEFERRING** the decision for the approval/denial of your Alcohol Operators License to the Menasha Common Council.

The recommendation will be given to the Common Council at their next meeting on 02/20/2023 at 6:00 PM, or shortly thereafter. Should you wish to provide comment to the Common Council on your application, you may do so during the public participation portion of the meeting.

Sincerely,



Lt. Peter Sawyer
Investigative Services
City of Menasha Police Department



City of Menasha Alcohol Operators License

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

Last Name Yang		First Name Choua		Middle Name Thao	Previous Name(s)
Street Address [REDACTED]		City [REDACTED]		State [REDACTED]	Zip Code [REDACTED]
Date of Birth [REDACTED]	Age [REDACTED]	Birthplace Leominster, MA	Gender F	Race Asian	
Height 5'1	Weight 165	Eye Color BRN	Hair Color BLK	Primary Phone Number 920-442-8224	
Driver License or State ID No. [REDACTED]			Expiration Date [REDACTED]	State of Issuance [REDACTED]	
Scars, marks, tattoos, etc. (Visible Only) 1 scar (left wrist)				If Approved, I would like to: <input type="checkbox"/> Pick-Up License at City Hall <input checked="" type="checkbox"/> Mail License and send it to: <input type="checkbox"/> Home OR <input checked="" type="checkbox"/> Business	
Name of Establishment where license will be used at: Dollar General Menasha					

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

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

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

Signature **Choua** Date **1/12/2023**

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

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

(1) _____

(2) OMVWOOC (operating motor vehicle without owners consent) charged in 1999, I was 14 and charged as a adult. Time served 3 years probation

(3) _____

(4) _____

(5) _____

(6) _____

(7) _____

Certificate of Completion

This Certificate of Completion of
eTIPS On Premise 3.0.1 - Wisconsin
For coursework completed on October 20, 2022
provided by Health Communications, Inc.
is hereby granted to:

Choua Yang

Certification to be sent to:
**Dollar General Store 21851
1010 W College Ave
Appleton WI, 54914-5260 USA**



This certificate represents the successful completion of an approved Wisconsin Department of Revenue Recognized Beverage Server Course in compliance with sec. 125.04(5)(a), 125.17(6), and 134.66(2m), Wis. Stats.



HEALTH COMMUNICATIONS, INC.

USA
WISCONSIN

INSTRUCTION PERMIT

NOT FOR REDEMPTION PURPOSES

1 FANG
2 CHOUA THAO

19 SEX F
17 HGT 180 lb
18 HAIR BLK
3 DOB [REDACTED]
19 END NONE

18 MGT 5:01*
18 EYES BRO
18 ISS 11/08/2021
4 EXP 05/09/2023
5 DO 0T10020211091550068

CHOUA THAO

FEB 83

CHOUA THAO

CHOUA THAO

1135 Appleton RD
Appleton WI 54912

CITY OF MENASHA POLICY GUIDELINES FOR OPERATOR LICENSES

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

- The reason for any recommendation of approval of an operator's license application under this paragraph must be clearly stated in the record.

- **Guideline 6.** If the Police Chief recommends denial of an operator's license application, the reasons for the denial must be clearly stated on the record and shall be consistent with the criteria outlines above.



MEMORANDUM

To: Common Council
From: Ald. Tom Grade
Ald. Austin Hammond
Date: 16 February 2023

RE: Amendment to Title 7, Chapter 1 of the Code of Ordinances (Licensing of Dog, Cat, or Ferret and Regulation of Animals) RE: Sec 7-1-13 Keeping of Chickens in the City.

Amendment to Title 13, Article C, Sections 13-1-25(e)(3), Section 13-1-26(e)(3) and Section 13-1-39(e)(3) – Garages, Accessory Buildings and Uses, RE: Chicken Coops within the R-1, R-2 and R-1A Districts

Background

In 2019 the Menasha Health Department was asked to participate in the development of a proposed chicken keeping ordinance in cooperation with elected officials, Community Development and members of the Sustainability Board. The Sustainability Board recommended the Board of Health, Plan Commission and Common Council approve the plan. The plan ultimately failed 3-5 at the Administration Committee level in 2019.

In 2022 residents approached members of the Common Council and Sustainability Committee to again consider an amendment to City ordinance to allow keeping chickens. The Sustainability Committee recommended the ordinance at its January 5, 2023 meeting. The Board of Health made no recommendation at its January 13, 2023 meeting. A public hearing was held at the February 7th Plan Commission meeting. As part of the proposed ordinance to the Common Council, the text amendments would need to be updated to allow chicken coops as an accessory use within Sections 13-1-25(e)(3), Section 13-1-26(e)(3) and Section 13-1-39(e)(3) of Title 13, Article C. The Plan Commission discussed the text amendments and debated the Keeping of Chickens in the City ordinance at great length. The Plan Commission recommended changes to the zoning ordinance at its February 7, 2023 meeting on a 5-2 vote.

Fiscal Impact

The ordinance anticipates that an initial zoning and inspection fee and an annual fee to house up to 6 chickens equal to the established fee for a spayed or neutered dog be established by resolution at a future date.

Recommendation

Sustainability Committee recommends approval of Ordinance O-1-23
Plan Commission recommends approval of Ordinance O-2-23
Staff is recommending an effective date of April 1, 2023.



ORDINANCE O-1-23

**AN ORDINANCE AMENDING TITLE 7, CHAPTER 1, SEC. 7-1-13 OF THE
CODE OF ORDINANCES**

INTRODUCED BY: Ald. Tom Grade and Ald. Austin Hammond

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

SECTION 1: Amend Title 7, Chapter 1, SEC 7-1-13 of the Code of Ordinances of the City of Menasha, Wisconsin, creating subsection (D) KEEPING OF CHICKENS IN THE CITY as follows:

Title 7 - Licensing and Regulation

Chapter 1

Licensing of Dog, Cat, or Ferret and Regulation of Animals

...

**SEC 7-1-13 PROHIBITED AND PROTECTED ANIMALS, FOWL, REPTILES, AND
INSECTS**

...

(D) **KEEPING OF CHICKENS IN THE CITY.** In addition to all other regulations in this Chapter, the following shall apply to the keeping of chickens within the City.

(1) **Definitions.** The following terms, when used in this section, shall have the meanings set forth below:

- a. **Chicken**—a domestic chicken of the sub-species *Gallus gallus domesticus*.
- b. **Keep**—the owning, keeping, possessing, or harboring of a chicken.
- c. **Rooster**—a male chicken of any age, including a capon or otherwise neutered male chicken.
- d. **Coop**—a new or existing enclosed accessory structure designed or modified for the keeping of chickens and meeting the requirements of this section.
- e. **Chicken Run**—a fenced cage attached to a coop.
- f. **Hen**—a female chicken of any age.
- g. **Front Yard** —A front yard shall be as defined by the City of Menasha Zoning Code under Title 13.

(2) **Permit Required.**

- a. Any person who keeps chickens on land in the City which the person owns, occupies, or controls shall first obtain an initial zoning permit issued by the Community Development Department. A permit application shall be accompanied by an application, an application fee as established by resolution of the Common Council, specification of the proposed coop/run, and a site plan. Upon the issuance of an 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.
- b. All permit applications shall be accompanied by satisfactory evidence that the applicant has registered the proposed location with the Wisconsin Department of Agricultural Trade and Consumer Protection pursuant to Wis. Stats. §95.51 and ATCP 17 Wis. Admin. Code.
- c. One permit shall be permitted per R-1 Single Family Residence District, R-1A Low Density Single Family Residential District and R-2 Two-Family Residence District zoned parcel.
- d. Any person other than the recorded title owner looking to permit chickens shall first provide written consent of the property owner with the zoning review application.
- e. 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. The annual fee shall be as established by resolution of the Common Council.

(3) **Keeping of Chickens Allowed.**

- a. Up to six (6) chickens are allowed per parcel with a permit.
- b. No person shall keep any rooster.
- c. Chickens shall be provided with fresh water at all times and adequate amounts of feed.
- d. Coops shall be constructed in a workmanlike manner, be moisture-resistant, shall either be raised up off the ground or placed on a hard surface, and be adequately weather proofed and insulated to allow the comfortable living of chickens within the coop year-round.
- e. Coops with or without a chicken run shall be constructed and maintained to reasonably prevent the collection of standing water and shall be cleaned of hen droppings, uneaten feed, feathers, and other waste daily and as is necessary to ensure the coop and yard do not become a health, odor, or other nuisance. All feed containers shall be vermin-proof.

- f. 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 and the height of the coop shall not exceed seven (7) linear feet as measured from the ground.
- g. 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 at least three (3) feet off of the side and back yard property line.
- h. No chicken coop shall be located in the Front Yard of a property as defined herein.
- i. In addition to compliance with the requirements of this section, no person shall keep chickens that cause any other public nuisance as defined by Title 11 of the Menasha Code.

(4) **Public Health Requirements.**

- a. Upon the Health Officer and/or designee having reasonable suspicion of any coop or run having unhealthy or unsanitary conditions, any permit or license holder shall allow the Health Officer and/or designee to inspect the conditions of the coop and/or chickens upon reasonable notice (no less than 24 hours' notice). The Health Officer and/or designee shall provide notice to the permit or license holder to cure any violations found. Failure to correct said violations may result in the revocation of the permit per Section (5) below.
- b. Chickens shall be kept and handled in a sanitary manner to prevent the spread of communicable diseases among birds or to humans.
- c. Any person keeping chickens shall immediately report any unusual or sudden death or illness of chickens to the City of Menasha Health Department.
- d. The Health Officer may order testing, quarantine, isolation, vaccination, or humane euthanasia of ill chickens or chickens believed to be a carrier of a communicable disease. The owner of the chicken shall be responsible for all costs associated with the procedures ordered hereunder.
- e. No person may slaughter any chickens within the City.
- f. Sale of Eggs and Baby Chicks Prohibited. No person may offer to sell eggs or chicks accumulated from the activities permitted hereunder.
- g. The breeding of any chickens is strictly prohibited.

- (5) **Permit Revocation.** A permit is subject to revocation by the Health Officer and/or designee upon failure to comply with any provisions of sub. (3) or (4). Such revocation is subject to appeal by the Board of Health, upon the aggrieved filing an appeal request within thirty (30) days of the revocation with the Board of Health. Once a permit is revoked, a permit shall not be reissued.

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

Passed and approved this ____ day of _____, 2023.

Recommended by: _____
Motion/Second: _____
Vote: _____
Pass/Fail: _____
Requires: ____Majority Vote

Donald Merkes, Mayor

ATTEST:

Haley Krautkramer, City Clerk



ORDINANCE O-02-23

AN ORDINANCE AMENDING TITLE 13, CHAPTER 1 OF THE CODE OF ORDINANCES (R-1 Single Family Residence District, R-2 Two-Family Residence District, and Low Density R-1A Single-Family Residential District Accessory Uses)

INTRODUCED BY Alderperson Tom Grade and Alderperson Austin Hammond.

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

SECTION 1: Amend Title 13, Chapter 1, Article C of the Code of Ordinances of the City of Menasha, Wisconsin as follows:

SEC. 13-1-25 R-1 SINGLE FAMILY RESIDENCE DISTRICT.

...

(e) **GARAGES, ACCESSORY BUILDINGS AND USES.**

- (1) One (1) detached garage. Such garage may be constructed in addition to the garage space within the principal structure.
- (2) One (1) accessory building.
- (3) Any of the following accessory uses:
 - a. One (1) private swimming pool.
 - b. One (1) private tennis court.
 - c. One (1) satellite antenna/dish.
 - d. One (1) detached solar structure.
 - e. One (1) chicken coop.

...

SEC. 13-1-26 R-2 TWO FAMILY RESIDENCE DISTRICT.

...

(e) **GARAGES, ACCESSORY BUILDINGS AND USES.**

- (1) One (1) detached garage per dwelling unit. Such garage may be constructed in addition to the garage space within the principal structure.
- (2) Any of the following accessory uses per dwelling unit:
 - a. One (1) private swimming pool.
 - b. One (1) private tennis court.
 - c. One (1) satellite antenna/dish.
 - d. One (1) detached solar structure.
 - e. One (1) chicken coop.

...



SEC. 13-1-39 LOW DENSITY R-1A SINGLE-FAMILY RESIDENTIAL DISTRICT.

...

(e) GARAGES, ACCESSORY BUILDINGS AND USES.

- (1) One (1) detached garage. Such garage may be constructed in addition to the garage space within the principal structure.
- (2) One (1) accessory building.
- (3) Any of the following:
 - a. One (1) private swimming pool.
 - b. One (1) private tennis court.
 - c. One (1) satellite antenna dish.
 - d. One (1) detached solar structure.
 - e. One (1) chicken coop.

...

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

Passed and approved this ____ day of _____, 2023.

<p>Recommended by:</p> <p>_____</p> <p>Motion/Second:</p> <p>_____</p> <p>Vote: _____</p> <p>Pass/Fail: _____</p> <p>Requires: __ Majority Vote</p> <p> __ 2/3 Vote</p>

Donald Merkes, Mayor
ATTEST:

Haley Krautkramer, City Clerk



TO: Common Council
DATE: 16 February 2023
FROM: Megan Sackett, Parks and Recreation Director

RE: High Cliff Connection Resolution

MEMORANDUM

Background

In 2020, the East Central Wisconsin Regional Planning Commission (ECWRPC), in partnership with municipalities in the Fox Cities, began a study for a new pedestrian / bicycle route along the northern edge of Lake Winnebago, linking communities to High Cliff State Park.

The study focused on identifying a route that connects the Loop the Little Lake Trail, the City of Menasha, the Village of Harrison, and the Village of Sherwood along an east-west corridor to High Cliff State Park, with potential for building off of the existing Friendship Trail. The preferred route as identified by the study runs along Manitowoc Road and Lake Park Road in the City of Menasha. The study also identified a route along STH 114 as option that would require further study.

The Community Foundation for the Fox Valley Region has hired a consultant to coordinate an application for a TAP grant which will be to further evaluate design criteria and route selection. The consultant plans to submit two applications. One application (sponsored by the Village of Harrison) would be to fund the portions of the study on local roads, the other application (sponsored by the City of Menasha) would be to fund the portions of the study on STH 114. Both applications would have portions of the route in Menasha and Harrison.

If one or both of these TAP grants are approved a consultant would be hired to execute the grant.

Fiscal Impact

There will be no fiscal impact to the City of Menasha as the TAP grant would cover 80% of the costs if approved and the Community Foundation for the Fox Valley Region would cover the remaining 20%.

Recommendation

Approval of R-3-23: A Resolution to Develop a Multimodal Bicycle and Pedestrian Connection from Menasha to High Cliff State Park.



RESOLUTION R-3-23

A RESOLUTION TO DEVELOP A MULTIMODAL BICYCLE AND PEDESTRIAN CONNECTION FROM MENASHA TO HIGH CLIFF STATE PARK

INTRODUCED BY: Alderman Ropella

WHEREAS, the City of Menasha is interested in developing a multimodal bicycle and pedestrian connection to High Cliff State Park and requires a feasibility study as described in the application for the High Cliff State Trail Corridor: Along STH 114; and

WHEREAS, the City of Menasha has developed portions of the route including the Fox Cities Trestle, Friendship Trail through Jefferson Park, and Plank Road Trail beginning in the early 2000's; and

WHEREAS, there are undeveloped gaps in the route east of Oneida Street including a large segment along STH 114; and

WHEREAS, financial aid is required to carry out the project.

NOW, THEREFORE, BE IT RESOLVED, that the City of Menasha has secured a sum sufficient to complete the project described in the grant.

HEREBY AUTHORIZES Megan Sackett, Parks and Recreation Director, to act on behalf of the City of Menasha to:

- submit an application to the State of Wisconsin Department of Transportation for any financial aid that may be available;
- submit reimbursement claims along with necessary supporting documentation within 6 months of project completion date;
- submit signed documents;
- take necessary action to undertake, direct and complete the approved project.

BE IT FURTHER RESOLVED, that the City of Menasha will:

- comply with state or federal rules for the programs;
- will obtain from the State of Wisconsin Department of Transportation approval prior to starting any work on the project.

[Signatures to follow]

Passed and approved this _____ day of _____, 2023.

Recommended by:

Motion/Second:

Pass/Fail: _____

Requires: _____ Majority Vote
_____ 2/3 Vote

Donald Merkes, Mayor

ATTEST:

Haley Krautkramer, City Clerk



To: City of Menasha Common Council

From: Jennifer Sassman, Finance Director

Date: February 20, 2023

RE: Resolution R-4-23: Resolution Authorizing the Financing for the First Addition to Lake Park Heights Subdivision Project in the Amount of \$1,016,335 from CoVantage Credit Union

Resolution R-5-23: Resolution Authorizing the Financing for the Woodland Lakes Cottages Development Project in the Amount of \$3,651,000 from CoVantage Credit Union.

Background Information

In 2022, the City Menasha entered into a development agreement with Menasha Real Estate LLC for the 1st Addition of Lake Park Heights Subdivision as well as a development agreement with Atkins Development Group LLC for the Woodland Lakes Cottages Subdivision. It was identified in the budget and by resolution at the time of budget adoption that the City would be seeking general obligation borrowing for the purpose of paying the developer for the incurred infrastructure and capital improvement costs associated with these projects.

Analysis

Flexibility is of importance for this debt issuance to allow the City to prepay the debt at any time without penalty and make additional principal payments if desired, therefore the City sought out borrowing proposals from two local lending institutions as well as compared those proposals to the State Trust Fund Loan Program interest rates.

CoVantage Credit Union provided the City with the most favorable borrowing proposal. There would be a separate borrowing for each developer project and each borrowing would be structured to match the timeline referenced in the development agreement. Both development agreements indicate that the developer shall pay the City the deferred assessment on each lot owed at the time of the transfer of any lot within the development property with a minimum number of lots each year.

The attached resolutions authorize the financing for these projects as noted and allow the City to accept the borrowing proposal from CoVantage Credit Union.

The City utilized CoVantage Credit Union for the interim financing needed for the construction of the public works facility and it was a positive experience.

It is the expectation to bring forward the final resolution authorizing the actual borrowing for the issuance of the general obligation debt at the March 6, 2023 Council meeting.

Recommended Motions

Recommend Resolution R-4-23: A Resolution Authorizing the Financing for the First Addition to Lake Park Heights Subdivision Project in the Amount of \$1,016,335 from CoVantage Credit Union

Recommend Resolution R-5-23: A Resolution Authorizing the Financing for the Woodland Lakes Cottages Development Project in the Amount of \$3,651,000 from CoVantage Credit Union.



City of Menasha Loan Proposal

Welcome All Regardless of Wealth
Presented on February 16, 2023

ADDRESSED TO:

Jennifer Sassman – Finance Director
City of Menasha
101 Main Street Suite 200
Menasha, WI 54952

Loan Proposal

CoVantage Credit Union, hereafter “Lender”, is pleased to propose the following financial package for your review:

LOAN #1:	Lake Park Heights Development
BORROWER:	City of Menasha (hereafter "Borrower")
PURPOSE:	Subdivision Development
LOAN TYPE:	General Obligation Debt [City of Menasha]
LOAN AMOUNT:	Up to \$1,016,335.00 (hereafter "Loan")
INTERST RATE	Fixed Rate Term Loan at the greater of: <ul style="list-style-type: none">• 4.58% Fixed
INTEREST BASIS:	Interest is computed on the basis of a 365-day year over the actual number of days elapsed on the unpaid principal balance.
TERM:	72-Months
AMORTIZATION:	72-Months
LOAN FEE:	\$1,500.00
PAYMENT EST.:	Annual principal and interest payment of \$229,495.00 due January 31 st , 2024; thereafter, annual principal and interest payment of \$196,710.00 due each January 31 st until loan is paid in full.
THIRD PARY FEES:	All out of pocket costs (attorney review of loan documents, etc.) incurred by the Lender shall be paid by the Borrower. Not to exceed \$2,000.00.
GUARANTOR(S):	The loan shall remain supported by unlimited personal guaranties from the following individuals. <ul style="list-style-type: none">• None
PREPAYMENT FEE:	No Prepayment Penalty
PREFERRED	No later than March 15 th , 2023

City of Menasha Loan Proposal

CLOSING DATE:

SECURITY: The security of the loan will be the full taxing authority of the City of Menasha.

LOAN #2: Woodland Lake Cottages Development

BORROWER: City of Menasha

PURPOSE: Subdivision Development

LOAN TYPE: General Obligation Debt [City of Menasha]

LOAN AMOUNT: Up to \$3,651,000.00

INTERST RATE Fixed Rate Term Loan at the greater of:
• 4.58% Fixed

INTEREST BASIS: Interest is computed on the basis of a 365-day year over the actual number of days elapsed on the unpaid principal balance.

TERM: 120-Months Fixed (8-Month Draw Period)

AMORTIZATION: 180-Months

LOAN FEE: \$5,500.00

PAYMENT: Annual principal and interest payment of \$369,721.52 starting January 31st, 2024 and continuing each January 31st thereafter until paid in full.

THIRD PARY FEES: All out of pocket costs (attorney review of loan documents, etc.) incurred by the Lender shall be paid by the Borrower. Not to exceed \$2,000.00.

GUARANTOR(S): The loan shall remain supported by unlimited personal guaranties from the following individuals.
• None

PREPAYMENT FEE: No Prepayment Penalty

PREFERRED CLOSING DATE: No later than March 15th, 2023

SECURITY: The security of the loan will be the full taxing authority of the City of Menasha.

DOCUMENTS: The loan will be evidenced and secured by documents satisfactory to Lender, which shall include but are not limited to a Loan Agreement, Promissory Note, and security documents referred to herein. These documents shall be prepared in form and substance approved by Lender and its counsel.

FINANCIAL DATA: Borrower shall provide to Lender the following financial data signed, certified to be true and correct, prior to closing and, at times so indicated during the term of the Loan:

- Copy of annual Audited Tax Returns for Borrower
- Copy of Developer Agreement and All Amendments for Lake Park Heights [Menasha Real Estate, LLC]
- Copy of Developer Agreement and All Amendments for Woodland Lake Cottages [Atkins Development Group, LLC]
- All other financial documentation that is requested by the Lender

DEPOSITORY: Borrower must have a membership share account in the name of the borrowing entity to qualify for membership. The share account must remain open and in good standing for the life of the loan.

EXPIRATION: This proposal is effective until February 22nd, 2023, with closing to occur not later than March 15th, 2023.

This Loan Proposal is not a loan commitment. This Loan Proposal assumes no material change in the Borrower's business and is subject to final CoVantage Credit Union approval.

This proposal is for the confidential use of City of Menasha. We would ask that the Information within this presentation may not be shared with or distributed to any individual not directly associated with City of Menasha.

CoVantage Credit Union reserves the right to withdraw this preapproval letter, or to modify the terms as required, if any material facts appear which have not been previously revealed to us by you.

We look forward to working with the City of Menasha on these subdivision developments. Please contact me at 920-731-0300 Ext. 5518 if you have any questions regarding this loan commitment.

Sincerely,

Joseph J. Ackerman

Joseph J. Ackerman
CoVantage Credit Union
Vice President of Commercial Lending



RESOLUTION R-4-23

RESOLUTION AUTHORIZING THE FINANCING FOR THE FIRST ADDITION TO LAKE PARK HEIGHTS SUBDIVISION IN THE AMOUNT OF \$1,016,335

Introduced by Mayor Merkes

WHEREAS, The City of Menasha entered into a development agreement with Menasha Real Estate LLC on April 19, 2022 for the First Addition of Lake Park Heights subdivision; and,

WHEREAS, It was identified in the budget and by budget resolution that the City would be seeking financing for the purpose of paying the developer for the incurred infrastructure and capital improvement costs associated with the project as identified in the development agreement; and,

WHEREAS, The City of Menasha Common has received a favorable borrowing proposal from CoVantage Credit Union to provide us with a tax-exempt general obligation borrowing in the amount of \$1,016,335 with a fixed interest rate of 4.58% for a term of 72 months with the first payment to occur on January 31, 2024,

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Common Council authorizing and directing the City of Menasha to proceed with accepting borrowing proposal received from CoVantage Credit Union.

Passed and approved this 20th day of February, 2023.

Recommended by:	_____
Motion/Second:	_____
Vote:	_____
Pass/Fail:	_____
Requires:	<input type="checkbox"/> Majority Vote
	<input type="checkbox"/> 2/3 Vote

Donald Merkes, Mayor
ATTEST:

Haley Krautkramer, City Clerk



RESOLUTION R-5-23

RESOLUTION AUTHORIZING THE FINANCING FOR THE WOODLAND LAKES COTTAGES SUBDIVISION IN THE AMOUNT OF \$3,651,000

Introduced by Mayor Merkes

WHEREAS, The City of Menasha entered into a development agreement with Atkins Development Group LLC on March 22, 2022 for the Woodland Lakes Cottages subdivision; and,

WHEREAS, It was identified in the budget and by budget resolution that the City would be seeking financing for the purpose of paying the developer for the incurred infrastructure and capital improvement costs associated with the project as identified in the development agreement; and,

WHEREAS, The City of Menasha Common has received a favorable borrowing proposal from CoVantage Credit Union to provide us with a tax-exempt general obligation borrowing in the amount of \$3,651,000 with a fixed interest rate of 4.58% for a term of 120 months amortized over 180 months and with the first payment to occur on January 31, 2024,

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Common Council authorizing and directing the City of Menasha to proceed with accepting borrowing proposal received from CoVantage Credit Union.

Passed and approved this 20th day of February, 2023.

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

Donald Merkes, Mayor
ATTEST:

Haley Krautkramer, City Clerk