

**CITY OF MENASHA  
COMMON COUNCIL  
Third Floor Council Chambers  
140 Main Street, Menasha  
Monday, September 19, 2016  
Meeting 6:00 PM  
AGENDA**

A. CALL TO ORDER

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL/EXCUSED ABSENCES

D. PUBLIC HEARING

1. [Proposed Rezoning of Property Located at 500-502, 510-512, 520-522, and 530-532 Valley Road, and 2623-2625 Palisades Drive \(Parcel #s4-00919-03, 4-00919-02, 4-00919-06, 4-009619-05, and 4-00919-04\) from R2 Two Family Residence District to R-2A Multi Family Zero Lot Line Residence District](#)
2. [Amendment to Zoning Code Title 13, Chapter 1, Section 13-1-52 of the Code of Ordinances \(Storage and Parking of Recreational Vehicles\) to include definitions for all-terrain vehicles \(ATV\) and snowmobiles.](#)

E. PUBLIC COMMENTS ON ANY MATTER OF CONCERN TO THE CITY  
(five (5) minute time limit for each person)

F. REPORT OF DEPARTMENT HEADS/STAFF/CONSULTANTS

1. Habitat for Humanity Rock the Block Program by Ryan Roth
2. Clerk Galeazzi - the following minutes and communications have been received and placed on file:  
Minutes to receive:
  - a. [Administration Committee, 9/6/2016](#)
  - b. [Board of Health, 8/10/2016](#)
  - c. [Board of Public Works, 9/6/2016](#)
  - d. [Committee on Aging, 8/11/2016](#)
  - e. [Landmarks Commission 9/14/2016](#)
  - f. [Library Board Minutes, 8/24/2016](#)
  - g. Park and Recreation Board, [8/9/2016](#) & [9/13/2016](#)
  - h. [Plan Commission, 9/13/2016](#)
  - i. [Redevelopment Authority, 9/7/2016](#)Communications:
  - j. Waverly Sanitary District, [8/4/2016](#) & [9/1/2016](#)

G. CONSENT AGENDA

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

Minutes to approve:

1. [Common Council, 9/6/2016](#)

Board of Public Work, 9/6/2016, Recommends the Approval of:

2. Street Use Application – Menasha High School Homecoming Parade; October 7, 2016; 5:30 PM – 6:15 PM.
3. Payment – Northeast Asphalt, Inc.; New Street Construction and Reconstruction, Concrete Curb and Gutter, Concrete Sidewalk, Asphalt Pavement within Parking Area, 8' Wide Asphalt Trail and Storm Sewer; Sixth Street, Ninth Street, Grandview Avenue, Manitowoc / Plank Road (8' Wide Asphalt Trail), Menasha Utilities Office (Parking Area Paving), and Community Way; Contract Unit No. 2016-02; \$333,805.29 (Payment No. 2).
4. Recommendation to Award – Reservoir Membrane Roof System, Contract M0002-9-16-00217.00; Northeastern Roofing, Inc.; \$97,750 (Menasha Utilities).

Park and Recreation Board, 9/14/2016, Recommends the Approval of:

5. The selection of Ayres Associates to provide design services for the Jefferson Park and Neighborhood Vision Plan and authorize staff to execute a contract for services at the cost of \$19,978.

Plan Commission, 9/13/2016, Recommends the Approval of:

6. Certified Survey Map for River Lea Court—Lot Line Adjustment

H. ITEMS REMOVED FROM THE CONSENT AGENDA

I. ACTION ITEMS

1. Accounts payable and payroll for the term of 9/8/2016—9/15/2016 in the amount of \$933,057.48
2. Beverage Operators License Applications for the 2015-2017 licensing period.

J. HELD OVER BUSINESS

K. ORDINANCES AND RESOLUTIONS

1. O-10-16 An Ordinance Regarding Restrictions on Parking (As Recommended by the Board of Public Works; Introduced by Mayor Merkes)
2. O-12-16 An Ordinance Creating Title 8, Chapter 5 of the Code of Ordinances (Removal of Salvageable Non-Structural Materials from Vacated Buildings) (As Recommended by Administration Committee; Introduced by Alderman Keehan)
3. O-13-16 An Ordinance Amending Title 13 by Making Certain Changes to the District (Rezoning--500-502, 510-512, 520-522, and 530-532 Valley Road, and 2623-2625 Palisades Drive—Parcel #s4-00919-03, 4-00919-02, 4-00919-06, 4-009619-05, and 4-00919-04) From R2 Two Family Residence District to R-2A Multi Family Zero Lot Line Residence District (As Recommended by the Plan Commission; Introduced by Mayor Merkes)
4. O-14-16 An Ordinance Amending Title 13, Chapter 1, Section 13-1-52 of the Code of Ordinances (Storage and Parking of Recreational Vehicles) to include definitions for all-terrain vehicles (ATV) and snowmobiles. (As Recommended by the Plan Commission; Introduced by Alderman Benner)

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. RECESS TO COMMITTEES

P. ACTION ITEMS

1. Adjourn into Closed Session pursuant to Wis. Stats. §19.85(1)(g): Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved (Intergovernmental Cooperation Agreement between Village of Fox Crossing and Town of Menasha dated August 17, 2016).
2. May reconvene into Open Session to take action on items discussed in Closed Session.

Q. ADJOURNMENT

**MEETING NOTICE**  
**Monday, October 3, 2016**  
**Common Council Meeting – 6:00 p.m.**  
**Committee Meetings to Follow**

CITY OF MENASHA  
Public Hearing

NOTICE IS HEREBY GIVEN that the City of Menasha Plan Commission and Common Council will hold public hearings regarding the proposed rezoning of properties on Valley Road and Palisades Drive.

As part of the annual Comprehensive Plan Review, the City of Menasha Community Development Department is proposing to rezone the following properties from R-2 Two-Family District to R-2A Multi-Family, Zero Lot Line Residence District: 510-512 Valley Road (Parcel #4-00919-02), 500-502 Valley Road (Parcel #4-00919-03), 2623-2625 Palisades Drive (Parcel #4-00919-04), 530-532 Valley Road (Parcel #4-00919-05) and 520-522 Valley Road (Parcel #4-00919-06).

The Plan Commission will be considering this rezoning at an informal public hearing on Tuesday, September 13, 2016 at 3:30 p.m. or shortly thereafter in the Third Floor Council Chambers of City Hall, 140 Main Street. Persons interested in this matter will be given an opportunity to comment and ask questions about the proposed rezoning. A second public hearing before the Common Council will be held Monday, September 19, 2016 at 6:00 p.m. or shortly thereafter in the Council Chambers of City Hall, 140 Main Street.

Deborah A. Galeazzi  
City Clerk

Publish: September 8 and 12, 2016.

**City of Menasha  
Public Hearings**

NOTICE IS HEREBY GIVEN that public hearings will be held by the Menasha Plan Commission and Common Council on the proposed amendments to Title 13 of the Menasha Code of Ordinances pertaining to storage of recreational vehicles. The Plan Commission will hold its public hearing on Tuesday, September 13, 2016 at 3:35 PM, or shortly thereafter, in the Council Chambers of Menasha City Hall located at 140 Main Street, Menasha, WI. The Common Council will hold its formal public hearing on this matter at 6:00 PM, or shortly thereafter, on Monday, September 19, 2016 at the same location. All persons interested in commenting on the proposed amendment are invited to attend.

Deborah A. Galeazzi, WCMC  
City Clerk

Run: September 8 and 12, 2016.

CITY OF MENASHA  
ADMINISTRATION COMMITTEE  
Third Floor Council Chambers  
140 Main Street, Menasha  
September 6, 2016  
MINUTES

DRAFT

A. CALL TO ORDER

Meeting called to order by Chairman Nichols at 7:30 p.m.

B. ROLL CALL/EXCUSED ABSENCES

PRESENT: Aldermen Zelinski, Benner, Nichols, Krautkramer, Collier, Keehan

EXCUSED: Aldermen Spencer, Taylor.

ALSO PRESENT: Mayor Merkes, CA Captain, PC Styka, FC Kloehn, CDD Buck,  
ASD Steeno, PRD Tungate, PHD McKenney, Clerk Galeazzi.

C. MINUTES TO APPROVE

1. [Administration Committee, 8/15/16.](#)

Moved by Ald. Keehan seconded by Ald. Krautkramer to approve minutes.

Motion carried on voice vote.

D. COMMUNICATIONS

1. [ASD Steeno, 9/1/16; Fox Cities Area Room Tax Commission Draft By-Laws.](#)

ASD Steeno explained the creation and makeup of the Fox Cities Area Room Tax Commission. The City of Menasha is a member of the Commission. ASD Steeno gave a brief overview of the by-laws of the Commission.

E. ACTION/DISCUSSION ITEMS

1. [O-12-16 – An Ordinance Creating Title 8, Chapter 5 of the Code of Ordinances \(Removal of Salvageable Non-Structural Materials from Vacated Buildings\)](#)

CA Captain explained the ordinance is modeled after a recommendation from the Department of Natural Resources in response to the closing of major-sized plants and facilities. The purpose of the ordinance is to ensure that the City is informed and keeps abreast of the stripping of vacated buildings so that such activities do not create environmental and other health or safety problems for the community.

General discussion ensued on type of equipment and materials, enforcement of the ordinance, and type of permits required.

Moved by Ald. Keehan seconded by Ald. Krautkramer to recommend to Common Council O-12-16 – An Ordinance Creating Title 8, Chapter 5 of the Code of Ordinances (Removal of Salvageable Non-Structural Materials from Vacated Buildings).

Motion carried on roll call 6-0.

F. ADJOURNMENT

Moved by Ald. Keehan seconded by Ald. Krautkramer to adjourn at 7:59 p.m.

Motion carried on voice vote.

Deborah A. Galeazzi, WCMC  
City Clerk

**CITY OF MENASHA BOARD OF HEALTH**  
**Minutes**  
**August 10th, 2016**

A. Meeting called to order at 8:20 AM by Candi Rusin, Chairman.

B. Roll Call: Present: Candyce Rusin, Nancy McKenney, Kristene Stacker, Dr. Teresa Rudolf    Excused: Lori Asmus    Staff: Mary Fritz, Loretta Kjemhus, Linda Palmbach, Todd Drew

C. MINUTES TO APPROVE

Kristene Stacker moved to approve July 13, 2016 minutes, seconded by Dr. Teresa Rudolf. .  
Motion passed.

D. REPORT OF DEPT HEADS/STAFF/CONSULTANTS

**Administrative:** *Health Department Contracts:* Nancy McKenney reviewed the Asbestos Compliance Inspection Contract Agreement between the State of Wisconsin Department of Natural Resources and the City of Menasha Health Department. Dr. Teresa Rudolf moved to approve the contract, seconded by Kristene Stacker. Motion passed.

Nancy McKenney announced that the 2016-2017 Seal a Smile grant application was funded. In addition to grant funds, the Seal a Smile program will purchase the Menasha Health Department a Pro-Seal Cart for dental sealant placement.

Nancy McKenney noted there will be a 4% decrease in the Emergency Preparedness grant. The City of Menasha budget process is underway. Nancy McKenney is in the process of preparing the proposed 2017 Department budget.

*Communications:* POINT project: Nancy McKenney noted she is working with the Menasha Library and vending machine operators to post information near soda machines to assist consumers in evaluating product selections. The City of Appleton, De Pere, and Winnebago County are participating in this pilot project. The goal is to reduce the consumption of sugary beverages. Kristene Stacker updated the Board of Health members on progress for the Partnership Community Health Center POINT project, the COTS program to reduce emergency room visits and link residents to medical, dental, and behavioral health services

*Personnel:* Nancy McKenney reported that Vicki Schultz, Public Health Nurse will be moving out of state. Nancy McKenney is working with Health Department staff and Human Resources on a plan to restructure and post the position. *Academic Affiliations:* She noted there will be a University of Wisconsin Oshkosh, RN BSN student intern placed at the Menasha Health Department starting in September.

**Employee Safety Program:** Todd Drew is attending monthly safety meetings.

**Sealer of Weights and Measures:** High Speed Fuel inspections were completed at Kwik Trip. There were 42 scales inspected at Festival, 2 were rejected at installation.

**Environmental Health Programs:** Todd Drew reported there were 2 restaurant complaints received within 24 hours. Todd Drew will assist with the environmental portion of a demolition of the former Urban Evolutions on Midway Road. Todd Drew is in the process of completing Environmental Health program policy, procedure and ordinance updates prior to the program audit. Todd Drew discussed plans to demolish a property on Second Street to abate human health hazards. Demolition is set for Monday August 15, 2016.

**The Communicable Disease Reports:** The Board reviewed monthly and year-to-date Communicable Disease reports. Nancy McKenney updated the Board on the Elizabethkingia Infection and Zika virus. Linda Palmbach reported the nurses are working on 2 latent TB cases.

**School Health:** Loretta Kjemhus reported that the Menasha Health Department has completed the August CPR and First Aid classes for the Menasha Joint School District and City of Menasha staff. Sixty six MJSD and City staff attended these classes.

**Health Screening 60+ Program:** Nancy McKenney reported to the Board of Health members that Public Health Nurse Vicki Schultz is leaving the Menasha Health Department; her last day will be August 12, 2016.

**Prevention Program:** The Prevention Program is in the process of planning the 2nd Annual Corny Community Walk which will be held August 11, 2016. There are many community partners (Walgreens, Neenah Menasha Fire Department, Park and Recreation, Police Department, Senior Center, Kwik Trip)

**Radon:** No Report

**School Health Aides:** No report

**Dental Program:** Loretta Kjemhus reported the fall dental and hearing schedule has been created and confirmed by Menasha schools. Loretta Kjemhus attended the Back to School Fair (community outreach event) that was held on August 4, 2016. Over 1000 families participated in this event.

**Dental Sealant Program:** Nancy McKenney distributed a copy of the Wisconsin Seal a Smile grant application and noted the Menasha Health Department was awarded \$6,600 in grant funds and the Seal a Smile program will purchase the City of Menasha Health Department a ProSeal cart.

**Lead Prevention Program:** No Report

**Maternal and Child Health:** Nancy McKenney reported that Public Health Nurse Vicki Schultz has initiated breastfeeding- friendly trainings with several area childcare centers.

**Immunization:** Linda Palmbach reported she is working with surrounding Health Departments on the tdap vaccine objective.

**Health Screening:** Loretta Kjemhus reported the Lion's Club will be doing the vision screening demonstration for Trinity School principal on August 10, 2016 at the Menasha Health Department. Liz Rosin will be training audiology screeners on August 11, 2016.

**Emergency Preparedness:** Loretta Kjemhus provided consultation services to Marquette County Health Department. They are setting up a vaccine clinic and requested our clinic forms, procedures, and advice for planning.

**Twenty Four/Seven:** Nancy McKenney reported she was evaluating upgrading phones for nursing staff to secure data and information, enhance communications, and use as hot spots for laptop computers.

**Senior Center:** No Report

**Policy and Procedure Review:** Nancy McKenney distributed the Privacy Policy to the Board of Health for review. Motion to approve was made by Dr. Teresa Rudolf, second by Kristene Stacker.

E. HELD OVER BUSINESS: None

F. ADJOURNMENT: Candi Rusin moved to adjourn the meeting, seconded by Kristene Stacker. Motion passed. Candi Rusin adjourned the meeting at 9:35 am. The next meeting will be on September 14th, 2016 at 8:00 a.m.

CITY OF MENASHA  
BOARD OF PUBLIC WORKS  
Third Floor Council Chambers  
140 Main Street, Menasha  
September 6, 2016  
MINUTES

DRAFT

A. CALL TO ORDER

Meeting called to order by Chairman Krautkramer at 8:00 p.m.

B. ROLL CALL/EXCUSED ABSENCES

PRESENT: Aldermen Zelinski, Benner, Nichols, Krautkramer, Collier, Keehan.

EXCUSED: Aldermen Spencer, Taylor.

ALSO PRESENT: Mayor Merkes, CA Captain, PC Styka, FC Kloehn, ASD Steeno, CDD Buck, PPRD Tungate, PHD McKenney, Water Utility Manager Gosz, Clerk Galeazzi.

C. MINUTES TO APPROVE

1. [Board of Public Works, 8/15/16.](#)

Moved by Ald. Keehan seconded by Ald. Nichols to approve minutes.

Motion carried on voice vote.

D. ACTION ITEMS

1. [Street Use Application – Menasha High School Homecoming Parade; October 7, 2016; 5:30 PM – 6:15 PM.](#)

PC Styka explained the parade route is the same as previous years. Staff recommends approval.

Moved by Ald. Keehan seconded by Ald. Nichols to recommend to Common Council Street Use Application for Menasha High School Homecoming Parade on October 7, 2016 from 5:30 PM – 6:15 PM.

Motion carried on voice vote.

2. [Payment – Northeast Asphalt, Inc.; New Street Construction and Reconstruction, Concrete Curb and Gutter, Concrete Sidewalk, Asphalt Pavement within Parking Area, 8' Wide Asphalt Trail and Storm Sewer; Sixth Street, Ninth Street, Grandview Avenue, Manitowoc / Plank Road \(8' Wide Asphalt Trail\), Menasha Utilities Office \(Parking Area Paving\), and Community Way; Contract Unit No. 2016-02; \\$333,805.29 \(Payment No. 2\).](#)

Mayor Merkes explained the payment is for a portion of the work completed.

Moved by Ald. Benner seconded by Ald. Keehan to recommend to Common Council Payment to Northeast Asphalt, Inc. for new street construction and reconstruction, concrete curb and gutter, concrete sidewalk, asphalt pavement within parking area, 8' wide asphalt trail and storm sewer for Sixth Street, Ninth Street, Grandview Avenue, Manitowoc/Plank Road (8' wide asphalt trail), Menasha Utilities Office (parking area paving), and Community Way, Contract Unit No. 2016-02 in the amount of \$333,805.29. (Payment No. 2).

Motion carried on roll call 6-0.

3. [Recommendation to Award – Reservoir Membrane Roof System, Contract M0002-9-16-00217.00; Northeastern Roofing, Inc.; \\$97,750 \(Menasha Utilities\).](#)

Water Utility Manager Gosz explained the bid is for installing a rubber membrane roof over the high lift pump station on Manitowoc Street (Winz Park).

Moved by Ald. Keehan seconded by Ald. Nichols to recommend to Common Council Recommendation to Award for Reservoir Membrane Roof System, Contract M0002-9-16-00217.00 to Northeastern Roofing, Inc. in the amount of \$97,750 (Menasha Utilities). Motion carried on roll call 6-0.

4. [O-10-16 An Ordinance Regarding Restrictions on Parking \(Introduced by Mayor Merkes\).](#)

PC Styka reviewed the list of changes as outlined in his memo dated 8/16/16.

General discussion ensued on the changes to the parking code, signage, parking for employees of downtown businesses, parking on driveway aprons, and educating the public about the changes.

Moved by Ald. Keehan seconded by Ald. Nichols to recommend to Common Council O-10-16 An Ordinance Regarding Restrictions on Parking (Introduced by Mayor Merkes). Motion carried on roll call 6-0.

E. ADJOURNMENT

Moved by Ald. Keehan seconded by Ald. Benner to adjourn at 8:25 p.m.  
Motion carried on voice vote.

Deborah A. Galeazzi, WCMC  
City Clerk

**CITY OF MENASHA  
COMMITTEE ON AGING  
Menasha Senior Center  
116 Main Street, Menasha  
August 11, 2016  
Minutes**

- A. Meeting called to order at 7:50 am.
- B. Roll Call - Present: Janell Dresang, Pat Irwin, Joyce Klundt, Brenda Marks, Nancy McKenney, Jean Wollerman, John Ruck, Tom Stoffel
- C. MINUTES TO APPROVE  
Brenda Marks moved to approve the July 21, 2016 minutes with corrections (Brenda Marks was present at the July 21, 2016 meeting and the date of the next meeting should have read August 11.) The motion was seconded by Janell Dresang. Motion passed.
- D. CORRESPONDENCE  
None
- E. REPORT OF DEPT HEADS/STAFF/CONSULTANTS  
**Senior Center:** Jean Wollerman discussed potential metrics to measure Senior Center programs and services. Participants by community are being tracked. Potential questions included: How many people use Dial-a-Ride, (City of Menasha and City of Neenah)? How many people get health-related services at the Senior Center (flu shots, foot care, blood pressure, labs)? How many people participate in Advocap meals? Jean Wollerman also noted that the meal program did not have as many participants as in the past. She requested the Committee brainstorm ideas to increase participation. It was suggested that the Menasha School District food service program be consulted. The August menu was reviewed. The cost is \$3.50/meal. Advocap does need to gather some information from participants for the program. It was suggested this might affect participation. Janell Dresang suggested more fresh foods and seasonal offerings be considered. It would be good to offer a salad bar. Jean Wollerman also led a discussion on the proposed Senior Center (Goodwill). The mission is different than the Menasha Senior Center. Pat Irwin noted that seniors are vibrant, young and more active now, so it's important that today's seniors are not mischaracterized. John Ruck recommended that the Menasha Senior Center be represented on the planning committee. Respite care is a niche that is not currently being met.  
Neenah Committee on Aging: no report  
**Public Health:** 60 Plus Grant – The Corny Community Walk will be held today. The Senior Center walking club will participate. Nancy McKenney reported that Vicki Schultz, PHN, (Senior Center nurse) was moving out of state. Her last day is August 12<sup>th</sup>. Her contributions were recognized and appreciated. Plans to post position are underway. 2017 Budget – Nancy McKenney noted that the budget process was underway.
- F. NEW BUSINESS
- G. HELD OVER BUSINESS  
**Mission Vision and Goals:** No report.  
**Safety Manual:** Nancy McKenney and Jean Wollerman will revise the draft and review it with the COA at a future meeting.  
**Cost Study:** Held over to the next meeting.
- H. ADJOURNMENT:  
Brenda Markes moved to adjourn the meeting, seconded by Pat Irwin. Motion passed.  
Joyce Klundt adjourned the meeting at 9:25 am.  
The next meeting will be held on September 8, 2016 at 7:45 a.m. at the Senior Center, 116 Main Street, Menasha.

**CITY OF MENASHA**  
**Landmarks Commission**  
**Council Chambers, 3<sup>rd</sup> Floor**  
**140 Main Street, Menasha**  
September 14, 2016  
DRAFT MINUTES

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**A. CALL TO ORDER**

Meeting called to order by Chairman Grade at 5:02 PM.

**B. ROLL CALL/EXCUSED ABSENCES**

LANDMARKS MEMBERS PRESENT: Commissioners Shellie Caudill, Tom Grade, Paul Brunette, Dean Wydeven and Ald. Marshall Spencer.

LANDMARKS MEMBERS EXCUSED: None.

OTHERS PRESENT: Nicholas Jevne (1334 Mayer Street), Becky Mader (204 Main Street), and Drew Kadlec (230 Main Street).

**C. MINUTES TO APPROVE**

**1. Minutes of the July 13, 2016 Landmarks Commission Meeting**

Commissioner Brunette commented on the minutes from the July 13, 2016 meeting and explained that he was to follow-up with the owner of 167 Main Street and not Chairman Grade. There was general consensus that this was correct.

Motion by Comm. Brunette seconded by Ald. Spencer to approve the amended minutes of the July 13, 2016 Landmarks Commission meeting. The motion carried.

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

No one spoke.

**E. COMMUNICATIONS**

**1. Local History and Historic Preservation Conference**

**2. Columns Newsletter – August-October 2016**

Commissioners discussed the attending the Local History and Historic Preservation Conference.

**F. ACTION ITEMS**

**1. Façade Improvement Grant Request – 1 Main Street – Robert Zieseimer**

AP Englebert introduced the grant request for an exterior façade restoration at 1 Main Street. The scope of work for the project includes brick restoration and roof repairs. Commissioners discussed the proposal and available funding in the façade program. There was general consensus that the building exterior needs repair.

Motion by Comm. Brunette, seconded by Comm. Grade, to approve the façade improvement grant in the amount of \$2,500 for the north façade of the tower at 1 Main Street. The motion carried.

**2. Application for Renovation/Remodel – 204 Main Street – Your Daily Grind**

Discussed as part of item 3.

**3. Façade Improvement Grant Request – 204 Main Street – Your Daily Grind**

Chairman Grade presented the mural design for the north façade of 204 Main Street. The proposed mural consists of coffee cups and a tea pot and incorporates classical columns. Commissioners deliberated over the design of the mural, future plans for the east façade, and the criteria the Landmarks Commission should use when approving grant applications. Becky Mader (204 Main Street) indicated that it is her desire to paint the east façade of the building at a future time but incorporate the design of the north façade with it. Comm. Brunette and Comm. Grade made comments in support of previous work by the proposed contractor Cal Jones.

Motion by Comm. Wydeven, seconded by Ald. Spencer, to issue a Certificate of Appropriateness for the north façade design of 204 Main Street and to approve a façade grant in the amount of \$2,005.88. The motion was conditioned on the owner retaining Cal Jones as the contractor for the project. The motion carried.

4. **Application for Signage – 230 Main Street - Modify Hair Studio**

CDD Buck introduced the proposed sign for Modify Hair Studio. The sign is a projecting sign made of aluminum with white and black matte paint. It will feature the Modify Hair Studio logo. Drew Kadlec (230 Main Street) informed the commission that no additional lighting will accompany the sign.

Motion by Comm. Caudill, seconded by Comm. Brunette, to issue a Certificate of Appropriateness for the sign request at 230 Main Street – Modify Hair Studio. The motion carried.

**G. DISCUSSION ITEMS**

1. **Stone Allocation to Historic District Businesses**

AP Englebert stated that staff is looking to receive a quote regarding the fair market value of the remaining salvaged stone. The City of Menasha ordinance regulating surplus property makes distinctions between different processes used to allocate surplus property based on its market value. Commissioners discussed the merits of allowing the use of stone to private property owners, methodology of accepting applications for use, and the determination of what is surplus. Staff will be trying to obtain a quote for the stone and bring the item back to the commission.

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

No one spoke.

**I. ADJOURNMENT**

Motion by Comm. Brunette, seconded by Comm. Caudill, to adjourn at 5:52PM. The motion carried.

*Respectfully submitted by AP Englebert.*

**Minutes of Regular Meeting**  
**ELISHA D. SMITH PUBLIC LIBRARY TRUSTEES**  
Elisha D. Smith Public Library Gegan Room  
August 24, 2016

**Called to order** at 4:02pm by President Englebert

Present: Crawmer, Englebert, Franzoi, Halverson, VanderHeyden and Wicichowski

Absent: Golz and teen rep Beachkofski

Also Present: Candi Huber (City of Menasha Human Resources Coordinator), Director Lenz, Beson (Children's Services Supervisor), Brandt (Support Services Supervisor) and Dreyer (Administrative Assistant)

**Public Comment/Communication**

Wicichowski commented that the front entrance planter is beautiful. The Japanese maple and plaque were donated by Diane and John Hotynski. The grounds are maintained by Dave Powell.

**Committee Appointments**

President Englebert recommended appointing new trustee Halverson to the Finance and the Investments Committees. Motion made by Franzoi, seconded by Wicichowski to approve the Committee Appointments as presented. Motion carried unanimously.

**Consent Business**

At the last meeting, Golz suggested showing totals for the costs of personnel and benefits on the budget status report not the personnel and operating expenses. Motion made by VanderHeyden, seconded by Franzoi to approve the Library Board of Trustees meeting minutes from July 27, 2016 with the correction. Motion carried unanimously.

Motion made by Franzoi, seconded by Halverson to accept the Policies and Personnel Committee meeting minutes of August 15, 2016. Motion carried unanimously.

**Authorization of Bills**

Motion made by Franzoi, seconded by Wicichowski, to authorize payment of the August 2016 bills as presented from the 2016 budget. Motion carried unanimously.

**Director's Report/Information Items**

1. July Statistics. Overall circulation dropped 8% for the month with children's circulation down the most. (Clovis Grove Elementary School included summer reading programs this year as part of their summer school program.) This year the library has begun packaging all discs in a DVD TV series set together, which has affected DVD circulation, though patrons appreciate the change. Meeting room use and reference questions have increased so far this year; program attendance is about the same.
2. Budget Status. The line for Repair/Maintenance–Service Contracts is overspent but includes the self-check upgrade which was paid with 2015 carryover funds. The budget for entertainment is spent; further entertainment expenses this year will be paid from the endowment fund. In preparation for the 2017 budget, Englebert asked Lenz to make a detailed explanation of any changes from 2016.
3. Endowment Report. Franzoi asked about the role of the Investment Committee and suggested that the committee consider lowering the amount of funds kept in the checking account.
4. Staff Reports.
  - Children's Summer Reading Program Summary:
    - 772 Preschool – 5<sup>th</sup> grade participated.
    - 240 kids received a free paperback book and Super Reader sign for completing 6 reading bookmarks.
    - 130 kids completed the 30 Books Challenge.
    - 32 - 4<sup>th</sup> and 5<sup>th</sup> grade kids did the High Five Button Challenge.
    - 75% of the total number of kids from K-5 enrolled in the program returned and finished at least one or more bookmark cards.
    - The summer included 39 programs.

- 1,502 people attended programs.
- The Winnefox Library System and the Outagamie Waupaca Library System have been investigating ways to work more closely, improve services and find cost savings in joint services. They came to the decision that working more closely than they already have, as they do with continuing education opportunities for library staff, does not make sense right now.
- Forty-one people applied for the Library Assistant position and 10 were interviewed. A decision on which two will be hired to work 10 to 14 hours per week will be made by the end of the week.
- This year's Staff In-Service will be held on Friday, September 16, from 8:00 to noon at the Menasha Boys and Girls Club. Trustees are invited to attend.
- The Wisconsin Library Association Conference will be held at the Potawatomi Hotel and Casino in Milwaukee October 25-28, 2016. Trustees are invited to attend.
- 2017 budget first look: County appropriations will likely increase for 2017, the amount we are charged for participating in our shared automation network (WALS) will increase by about \$3,000, and health insurance costs are currently reported to increase dramatically.
- There were 122 teens and 122 adults registered for the summer reading programs.
- Kirk Moore-Nokes, Young Adult Librarian, is requesting funds and permission to attend the Young Adult Library Services Association Conference in Pittsburgh from November 4-6, 2016. Motion made by Franzoi, seconded by Wichowski, to approve out-of-state travel and requested funds with the addition of \$150 for sundries. Motion carried unanimously.

### **Discussion /Action Items**

5. Personnel and Policies Committee Report: Personnel Policy and Social Media Policy. Members of the Policies and Personnel Committee submitted modifications to the Personnel Policy as well as a Social Media Policy to be appended to the Internet Policy for review.
6. Door Counter. Lenz received several quotes from two vendors of thermal imaging door counters. Brian Haessly, Master Electrician and Facilities Technician for the city, will review and make a recommendation. A door counter on the first set of doors would capture the number of people coming in to use the library, even those only headed downstairs.
7. Employee Request for Unpaid Leave. No action was taken.

### **Adjournment**

Motion to adjourn made at 5:22pm by VanderHeyden, seconded by Wichowski. Motion carried unanimously.

Respectfully submitted,  
Kathy Dreyer, recording Secretary

**CITY OF MENASHA**  
**Parks and Recreation Board**  
**Eastside Neighborhood Park – Located at the end of Tana Lane**  
**August 9, 2016**  
**MINUTES**

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**A. CALL TO ORDER**

The meeting was called to order by Chr. D Sturm at 6:05 pm.

**B. ROLL CALL/EXCUSED ABSENCES**

MEMBERS PRESENT: Chr. Dick Sturm, Lisa Hopwood, Tom Marshall, Brian Adesso

MEMBERS EXCUSED: Nancy Barker, Rob Delain, Ald. Alex Zielinski

OTHERS PRESENT: PRD Tungate, PS Maas, Kathy Stahl

**C. MINUTES TO APPROVE**

1. **Minutes of the July 12, 2016 Regular Park Board Meeting:** Moved by, seconded by to approve the minutes of the July 12, 2016 Park Board meeting. Motion carried.

**D. PUBLIC COMMENT ON ANY MATTER RELATED TO CITY PARKS AND RECREATION**

**E. REPORT OF DEPARTMENT HEADS/STAFF/OR CONSULTANTS**

1. **Department Report:** PRD Tungate reported on the upcoming Otto Grunski Runski. City Carnival on July 28 was very well attended this year. Tennis Marathon on August 4 had poor weather and attendance was down. Corny Walk is coming up on August 11. PRD Tungate also talked about the location of new play equipment planned for Hart Park. The Board liked the idea of keeping it towards the west end of the park in order to have some separation from the skatepark.
2. **Park, Pool and Vandalism Report:** PS Maas reported Shepard Park restrooms have opened, some vandalism occurred to outfield vines at Koslo Park, baseball season at Kolso has concluded and some fall maintenance is being planned. Good year for water chemistry at the pool, various concrete patch work is being done in some park areas around the city. Winz Park basketball hoops and sign have been removed as the area is now being fully maintained by Menasha Utilities and is not available anymore for public use.

**F. DISCUSSION**

1. **Loop the Lake project update:** Officials from Menasha and Neenah are meeting regularly with project engineers to further refine some project details in preparation for bidding the project out sometime this winter. Project planners are coordinating their efforts with Future Neenah as project donations continue to come in and sponsorship opportunities are identified and cultivated.
2. **36<sup>th</sup> Annual Otto Grunski Runski:** Mid-Valley Dental became a sponsor for this year's event, Ned Hughes has helped secure a pizza donation and radio sponsorship for 2016. A higher quality shirt (at less cost) was also obtained. Festival Foods donated fruit and water and the Neenah/Menasha YMCA continues to co-sponsor this popular run/walk.
3. **Jefferson Park Neighborhood Vision Plan – consultant selection update:** City officials have held two of three planned consultant presentation/interviews. The last interview is expected to occur soon and a decision is expected to be made soon after.

**4. View play equipment at new east side park**

- A. Continue Park Naming Discussion** – the Board discussed how the naming of some recent park area has been handled. PRD Tungate stated that the City of Appleton already has a park named Woodland Park which is located a little more than a mile away from the new Menasha park. The Board was asked to contact PRD Tungate with any potential park names. The Board liked the idea of getting feedback from the neighborhood (similar to the equipment decision) on what they felt the name should be. The department will consider holding an event at the park late this summer or early fall, perhaps serving ice cream or caramel apples, while also seeking input on the park name.

**G. ACTION ITEMS**

None

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

Kathy Stahl asked some questions about the Jefferson Park Neighborhood Vision Plan.

**I. ADJOURNMENT**

Moved by B. Adesso, seconded by L. Hopwood to adjourn at 6:45 pm. Motion carried.

**CITY OF MENASHA**  
**Parks and Recreation Board**  
**Gilbert Riverfront Trail Shelter and City Hall Council Chambers**  
**September 13, 2016**  
**DRAFT MINUTES**

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**A. CALL TO ORDER**

The meeting was called to order by Chr. D Sturm at 6:05 pm. at the small picnic shelter along the Gilbert riverfront trail

**B. ROLL CALL/EXCUSED ABSENCES**

MEMBERS PRESENT: Chr. Dick Sturm, Brian Adesso, Rob McClain, Lisa Hopwood, Ald. Alex Zielinski, Tom Marshall.

MEMBERS EXCUSED: Nancy Barker

OTHERS PRESENT: PRD Tungate, PS Maas, Ald. Arnie Collier, Kathy Stahl, Mayor Don Merkes

**C. MINUTES TO APPROVE**

1. **Minutes of the August 9, 2016 Regular Park Board Meeting:** Moved by L. Hopwood, seconded by B. Adesso to approve the minutes of the August 9, 2016 Park Board meeting. Motion carried.

**D. PUBLIC COMMENT ON ANY MATTER RELATED TO CITY PARKS AND RECREATION**

**E. REPORT OF DEPARTMENT HEADS/STAFF/OR CONSULTANTS**

1. **Department Report:** PRD Tungate reported working on completing the departments 2017 budget and overseeing the start of several fall programs.
2. **Park, Pool and Vandalism Report:** PS Maas reported that Rock the Block work has started in Jefferson Park, tennis courts at Clovis Grove have been completed, poured in place surfacing also has been done at Clovis Grove park. Crew members are working on patching the rubber roof at the pool bathhouse, several special event set ups in September and late season mowing has kept the crew busy. Tree grants - for both EAB response and redoing the city's tree inventory are in the process of being submitted.
3. **Futsal Court Press Release:** A successful ribbon cutting at the new futsal court in Pleasants Park was held on September 5. Staff will monitor how much use the court receives, including the possibility of league play.

**F. DISCUSSION**

1. **Gilbert Riverfront Trail site visit and update:** The Board took a walking tour of the trail site. PRD Tungate and Mayor Merkes gave a brief summary of what the future may hold for the Donnelly site and how re-opening the Lawson Canal to the main river channel can be incorporated into the recent trail project.
2. **New park naming options and upcoming event on September 22:** The Board supported the idea of having a play equipment ribbon cutting at 5 pm at the new east side park. Neighbors would be invited to have a caramel apple and also provide input on possible names, or recommend their own name for the park. The Board reviewed a list of names and narrowed the choices to seven.
3. **Loop the Lake project update:** PRD Tungate indicated that fundraising by Future Neenah for the project continues to go well and will continue through the traditionally strong holiday giving period. Trail engineering is continuing towards a likely winter bidding, with project work anticipated to start in the spring of 2017.

## **G. ACTION ITEMS**

1. **Recommend the selection of Ayres Associates to provide design services for the Jefferson Park and Neighborhood Vision Plan:** PRD summarized the selection process by the consultant review committee. The Board reiterated its support for how the selection was made. Chr. D. Sturm, who was on the review committee, stated his confidence in the abilities of Ayres Associates, especially in the area of park planning and noted they have a proven record of designing parks that make sense even if that means relocating or shifting features around. Motion by L. Hopwood, seconded by B. Adesso to recommend the selection of Ayres Associates to provide design services for the Jefferson Park and Neighborhood Vision Plan and authorize staff to execute a contract for services at the cost of \$19,978. Motion carried unanimously.

## **H. PUBLIC COMMENT ON ANY MATTER LISTED ON THE AGENDA**

Kathy Stahl asked if mailings to the public could be part of the Jefferson Park Vision Plan process. She also asked how people would be informed about public meetings related to the Vision Plan.

## **I. ADJOURNMENT**

Moved by B. Adesso, seconded by R. McClain to adjourn at 8:00 pm. Motion carried.

**CITY OF MENASHA**  
**Plan Commission**  
**Council Chambers, City Hall – 140 Main Street**  
**September 13, 2016**  
**DRAFT MINUTES**

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**3:30 PM – Informal Public Hearing Regarding the Proposed Rezoning of 500, 510, 520, 530 Valley Road and 2623 Palisades Drive – Parcel # 4-00919-03, 4-00919-02, 4-00919-06, 4-00919-05 and 4-00919-04**

Mayor Merkes opened the public hearing at 3:35PM. CDD Buck provided an overview of the proposed rezoning. No one spoke. Mayor Merkes closed the hearing at 3:36PM.

**3:35 PM – Proposed Amendment to Title 13 of the Menasha Code of Ordinances Pertaining to Storage and Parking of Recreational Vehicles – Definitions**

Mayor Merkes opened the public hearing at 3:36PM. No one spoke. Mayor Merkes closed the hearing at 3:37PM.

**A. CALL TO ORDER**

The meeting was called to order at 3:35 PM by Mayor Merkes.

**B. ROLL CALL/EXCUSED ABSENCES**

PLAN COMMISSION MEMBERS PRESENT: Mayor Merkes, Ald. Benner (3:41) and Commissioners Schmidt, Sturm and Cruickshank.

PLAN COMMISSION MEMBERS EXCUSED: Comm. DeCoster.

OTHERS PRESENT: CDD Buck, AP Englebert, and Ald. Arnie Collier (708 Appleton Street)

**C. MINUTES TO APPROVE**

1. **Minutes of the August 16, 2016 Plan Commission Meeting**

Motion by Comm. Cruickshank, seconded by Comm. Schmidt to approve the August 16, 2016 Plan Commission meeting minutes. The motion carried.

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

1. No one spoke.

**E. CORRESPONDENCE**

1. None.

**F. DISCUSSION**

1. None.

**G. ACTION ITEMS**

1. **Proposed Rezoning – 500, 510, 520, 530 Valley Road and 2623 Palisades Drive – Parcel # 4-00919-03, 4-00919-02, 4-00919-06, 4-00919-05 and 4-00919-04**

AP Englebert explained that staff initiated a rezoning of five lots bordering Beck Street, Valley Road, and Palisades Drive at the request of the Plan Commission. The City of Menasha has already rezoned one lot in the block (1861 Beck Street) at the request of the property owner. The proposed rezoning would change the zoning classification of the five lots from R-2 Two-Family Residence District to R2-A Multi-Family, Zero Lot line Residence District. This would allow the property owners to split the lots along a shared building wall if desired but would not change permitted uses, density requirements, or create any lot non-conformities.

Ald. Benner asked if the rezoning, which allows zero lot line single family residences, would supersede building code requirements. CDD Buck explained that the zoning district designation strictly regulates uses and lot dimensional regulations such as setbacks is separate from the Uniform Dwelling Code that regulates construction practices, though they work in tandem. He further explained that there are different requirements in each code and that each is reviewed separately if and when a property owner is interested in splitting a lot to ensure all pertinent regulations of either code are adhered to.

Motion by Comm. Sturm, seconded by Comm. Cruickshank to recommend approval of the rezoning of 500, 510, 520, 530 Valley Road and 2623 Palisades Drive from R2 Two-Family Residence District to R2-A Multi-Family, Zero Lot Line Residence District with the finding that the rezoning does not contradict the City of Menasha Comprehensive Plan. The motion carried.

2. **Ordinance O-XX-16 Relating to Storage and Parking of Recreational Vehicles – Definitions**

CDD Buck introduced the proposed text amendment regarding the storage and parking of recreational vehicles. Staff is proposing to include ATV's and snowmobiles within the definition of a recreational vehicle. Commissioners discussed the potential ramifications of the change and the need to have a more inclusive definition of recreational vehicles.

Motion by Ald. Benner, seconded by Comm. Schmidt, to recommend approval of Ordinance (O-XX-16 Relating to Storage and Parking of Recreational Vehicles – Definitions with the finding that the ordinance change will provide a more effective means of enforcement of parking and storage for recreational vehicles. The motion carried.

3. **Certified Survey Map – River Lea Court**

CDD Buck presented the CSM for River Lea Court and explained that the CSM was requested by the property owners to make slight alterations to the residential lot lines but not create any additional lots. Community Development staff recommended approval of the CSM as it will not create any lot non-conformities in the R-1 Single Family Residence District and will provide more logical and orderly lot lines.

Motion by Ald. Benner, seconded by Comm. Sturm to recommend approval of Certified Survey Map, River Lea Court. The motion carried.

## H. ADJOURNMENT

Motion by Ald. Benner, seconded by Comm. Cruickshank, to adjourn at 4:02 PM. The motion carried.

*Minutes respectfully submitted by AP Englebert.*

**CITY OF MENASHA**  
**Redevelopment Authority**  
**Council Chambers, 3<sup>rd</sup> Floor City Hall – 140 Main Street**  
**September 7, 2016**  
**DRAFT MINUTES**

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**A. CALL TO ORDER**

The meeting was called to order at 5:31 PM by Chairman Kim Vanderhyden.

**B. ROLL CALL/EXCUSED ABSENCES**

REDEVELOPMENT AUTHORITY MEMBERS PRESENT: Kim Vanderhyden, Bob Stevens, Linda Kennedy, Gail Popp and Ald. Becky Nichols.

REDEVELOPMENT AUTHORITY MEMBERS EXCUSED: Tim Caudill and Kip Golden.

OTHERS PRESENT: AP Englebert, CDD Buck, Mayor Merkes, Sandra Dabill Taylor (545 Broad Street), Bill Banti (547 Broad Street), and Ald. Zelinski.

**C. MINTUES TO APPROVE**

1. **Minutes of the July 27, 2016 Redevelopment Authority Meeting**

Motion by Ald. Nichols, seconded by Gail Popp, to approve the July 27, 2016 Redevelopment Authority meeting minutes. The motion carried.

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

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

Sandra Dabill Taylor (545 Broad Street) expressed that she is not in favor of Northpointe Development's proposal for multi-family housing at 460 Ahnaip Street. She is also not in favor of any subsidized or low-income housing at the site and thinks more low-income housing will hurt the school district. She encouraged the RDA to solicit options for development by releasing a request for proposals and not accept this proposal.

**E. DISCUSSION ITEMS**

1. **460 Ahnaip Street – Northpointe Development**

CDD Buck introduced the revised development proposal from Northpointe Development and gave an overview of the changes from the first proposal. He explained that the new plan added a substantial amount of market rate units to the site and also clarified that area market rents are not materially different than the proposed rents for the workforce housing units. AP Englebert discussed the Racine Street Bridge project and informed the Authority that the City of Menasha selected a design option that calls for the demolition of a portion of the existing building on the eastern side of the site. The bridge design is in conflict with the development proposal and would likely need to be redesigned if the development were to be constructed. Staff asked the Authority if they are interested in Northpointe's proposal and would like to move forward with it or conversely what they would like to see at the site.

Linda Kennedy said that she thought Menasha has too much low-income housing and is in favor of demolishing the building if the property was acquired by the RDA. Ald. Nichols commented on the importance of preserving historical buildings in the community but feels that preservation of the building would not create enough taxable value. She also commented on the Racine Street Bridge project and is not in favor of changing the design of the bridge. Gail Popp mentioned that she thinks this site is too far from downtown to serve as a walkable residential development and is not in favor of low-income housing either. Kim Vanderhyden is not in favor of the project and would like to see other options be presented by releasing a request for proposals after obtaining site control.

There was general consensus among the Authority members to reject the proposal from Northpointe Development and to continue to work on acquiring title for 460 Ahnaip Street from RR Donnelley.

## **F. ACTION ITEMS**

### **1. Land Purchase and Development Agreement – Van’s Realty and Construction**

AP Englebert provided an overview of the Land Purchase and Development Agreement with Van’s Realty and Construction and went over their proposal to purchase five lots in the Lake Park Villas Subdivision and retain an option to purchase on an additional five lots. AP Englebert explained that the agreement requires Van’s to match any third party offer relating to the provision regarding the first right of refusal option.

Gal Popp mentioned that she hopes the agreement will induce more development in the Lake Park Villas. Commissioners discussed the terms of the agreement and relayed the importance of the RDA selling lots in the Lake Park Villas and having the lots be developed.

Motion by Linda Kennedy, seconded by Ald. Nichols, to approve the Land Purchase and Development Agreement with Van’s Realty and Construction. The motion carried.

## **G. ADJOURNMENT**

Motion by Linda Kennedy, seconded by Gail Popp to adjourn at 6:27 PM. The motion carried.

*Minutes respectfully submitted by AP Englebert.*

**MEETING MINUTES**  
**WAVERLY SANITARY DISTRICT**  
**August 4, 2016**  
**District Office - N8722 County Rd. LP**

1) **MEETING WAS CALLED TO ORDER** at 2:30pm by President Bartlein.

2) **PRESENT:**

President Bartlein	(DRB)	Systems Operator Krueger	(RWK)
Commissioner Kasten	(DLK)	Systems Operator Van Zeeland	(TGV)
Commissioner Bartlein	(JJB)	Systems Operator Dornfeld	(DWD)
Consultant Sams	(MLS)	Office Manager Girdley	(CMG)
Engineer Mike Siewert	(MSS)	Billing Clerk Weir	(PMW)

Others in attendance: Harrison Manager Travis Parish and Developer Mike Hagens

- 3) **APPROVAL/ACCEPTANCE OF 7/21/16 MEETING MINUTES:** MOTION (DLK<sup>1</sup>/JJB<sup>2</sup>) to approve minutes. Motion carried 3-0.
- 4) **2016 FINANCIAL STATEMENTS AND BUDGET COMPARISON:** In progress.
- 5) **COMMUNITIES/CUSTOMERS/SERVICE CONCERNS**
- City of Menasha 2<sup>nd</sup> Addn to Woodland Hills (Gossling Way Ct) easement agreement discussion: Attorney John St Peter reviewed and approved revised language for an easement in the outlot. MOTION (DRB<sup>1</sup>/DLK<sup>2</sup>) to table final project acceptance. Motion carried 3-0.
  - Developer Mike Hagens – request for water on at Lot 95 2<sup>nd</sup> Addn to Woodland Hills: MOTION (DLK<sup>1</sup>/DRB<sup>2</sup>) to approve turning water on only for Lot 95 on Monday August 8. Motion carried 3-0.
- 6) **MONTHLY WATER SAMPLE TESTS RESULTS:** RWK reported samples will be taken mid-month and reported at next meeting.
- 7) **OLD BUSINESS**
- Employee Wage Adjustment – CMG reported the adjustment would be reflected on next week's payroll.
  - Wage Study Research Discussion: Commission agreed to move RWK's position to the control point in the wage tier. Wages will be review again in October for 2017.
- 8) **DISTRICT'S REPAIR/MAIN EXTENSION/MODIFICATION PROJECTS**
- Future Lift Station #6: Harrison will meet again with Dave Wagner from Ehlers to develop financing plan.
  - Utility District #3: Nothing new to report.
- 9) **GENERAL CONSTRUCTION STATUS (INDIVIDUAL DEVELOPER FUNDED PROJECTS)**
- 2<sup>nd</sup> Addition to Woodland Hills - Gosling Way Court - Final project acceptance status report: Discussed under item 5.
  - North Shore Apartments-Phase II: Nothing new to report.
  - Woodcrest Heights Drive – Status report: Nothing new to report.
  - 1<sup>st</sup> Addition Lake Park Heights – Status report: Nothing new to report.

**10) NEW BUSINESS**

- Next meeting scheduled for Thursday, September 1, 2016 (2:30pm) at District Office.

**11) OFFICE REPORT:** CMG reported permits are up 17% from last year. Exempt Computer Aid payment of \$27 was received.

**12) FIELD REPORT**

- RWK reported sewer cleaning was completed without issue. Hydrant painting going well with plans to paint approximately 50 hydrants per year. Operators will be testing newer technology listening equipment provided by Wisconsin Rural Water that is used to find underground water leaks.

**13) OTHER BUSINESS TO LEGALLY COME BEFORE THE COMMISSION**

- Website design proposals: Questions were clarified and quote from Infinity Technology was recommended for approval. MOTION (JJB<sup>1</sup>/DLK<sup>2</sup>) to approve contract with Infinity Technology. Motion carried 3-0.
- Computer Workstations and Laptop Quotes: MOTION (JJB<sup>1</sup>/DLK<sup>2</sup>) to get laptop and desktop computers. Motion carried 3-0. Laptop w/MS Office & Antivirus \$1174.00. Desktop w/MS Office & Antivirus \$1389.00.

**14) ADJOURNMENT:** MOTION (DLK<sup>1</sup>/JJB<sup>2</sup>) to adjourn. Motion carried 3-0. Meeting was adjourned at 3:20pm.

Submitted by Penny M. Weir  
Billing Clerk

**MEETING MINUTES**  
**WAVERLY SANITARY DISTRICT**  
**September 1, 2016**  
**District Office - N8722 County Rd. LP**

1) **MEETING WAS CALLED TO ORDER** at 2:00pm by President Bartlein.

2) **PRESENT:**

President Bartlein	(DRB)	Systems Operator Krueger	(RWK)
Commissioner Kasten	(DLK)	Systems Operator Van Zeeland	(TGV)
Commissioner Bartlein	(JJB)	Systems Operator Dornfeld	(DWD)
Consultant Sams	(MLS)	Office Manager Girdley	(CMG)
Engineer Mike Siewert	(MSS)	Billing Clerk Weir	(PMW)

Others in attendance: Harrison Manager Travis Parish

3) **CLOSED SESSION:** Pursuant to Wis. Stats. 19.85(1)(c) to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. MOTION (JJB<sup>1</sup>/DLK<sup>2</sup>) to move into closed session. Roll call vote: Commissioner J. Bartlein – aye, Commissioner Kasten – aye and Commissioner D. Bartlein – aye. Motion carried 3-0.

MOTION (JJB<sup>1</sup>/DLK<sup>2</sup>) to return to open session. Motion carried 3-0.

General Manager Position: MOTION (DRB<sup>1</sup>/JJB<sup>2</sup>) to approve General Manager position. Motion carried 3-0. MOTION (DRB<sup>1</sup>/DLK<sup>2</sup>) to approve Travis Parish as General Manager. Motion carried 3-0.

4) **APPROVAL/ACCEPTANCE OF 8/4/16 MEETING MINUTES:** MOTION (JJB<sup>1</sup>/DLK<sup>2</sup>) to approve minutes. Motion carried 3-0.

5) **RECEIPT ACKNOWLEDGEMENT/APPROVAL/ACCEPTANCE OF THE 2016 JANUARY - JULY FINANCIAL STATEMENTS AND BUDGET COMPARISON:** MOTION (JJB<sup>1</sup>/DLK<sup>2</sup>) to approve. Motion carried 3-0.

6) **COMMUNITIES/CUSTOMERS/SERVICE CONCERNS**

- 2<sup>nd</sup> Addn to Woodland Hills (Gosling Way Ct) easement: Easement was approved by COM and sent for recording at Calumet County Register of Deeds.

7) **MONTHLY WATER SAMPLE TESTS RESULTS:** RWK reported five samples taken 8/17/16 were determined safe by Clean Water Testing. Report on file.

8) **OLD BUSINESS**

- Utility District #3: Nothing new to report.

9) **DISTRICT'S REPAIR/MAIN EXTENSION/MODIFICATION PROJECTS**

- Future Lift Station #6: Travis Parish and Stan Martenson will meet again with Dave Wagner from Ehlers to develop financing plan. It is undecided who will finance the project. Project with all options is estimated at 4.8 million and 6.2 million with interest over the term of the loan.

**10) GENERAL CONSTRUCTION STATUS (INDIVIDUAL DEVELOPER FUNDED PROJECTS)**

- 2<sup>nd</sup> Addition to Woodland Hills - Gosling Way Court - Final project acceptance status report: Final project acceptance was tabled at August meeting and is postponed until receipt of recorded easement.
- North Shore Apartments-Phase II: Nothing new to report.
- Woodcrest Heights Drive: CMG reported project is completed pending final engineering invoice. MOTION (DLK<sup>1</sup>/JJB<sup>2</sup>) to approve conditional to final engineering costs being paid by developer. Motion carried 3-0.
- 1<sup>st</sup> Addition Lake Park Heights – Status report: Nothing new to report.
- Kambura Acres II – Project status report: MSS reported developer moving forward with construction. Project will include approximately 15 lots that can be served without future lift station #6.

**11) NEW BUSINESS**

- Next meeting scheduled for Thursday, September 15, 2016 (2:00pm) at District Office.

**12) OFFICE REPORT:** CMG reported permits are up 42.11% from last year. August tax settlement was received from Harrison.

**13) FIELD REPORT**

- RWK reported operators working through water survey using listening equipment provided by Wisconsin Rural Water to look for underground water leaks. Hydrant painting went well and will continue to complete hydrants along Hwy 10 & 114. Summer help finishing final week this week.

**14) OTHER BUSINESS TO LEGALLY COME BEFORE THE COMMISSION**

- Lift Station #4 Pump Controls Upgrade and High Level Float: RWK explain that since the last meeting there have been three more failures of the back-up system and believes an upgrade to the electronic controls is needed. Quote from PJ Kortens for \$12,115 was presented. MOTION (DLK<sup>1</sup>/JJB<sup>2</sup>) to approve PJ Kortens pump controls upgrade to lift station #4. Motion carried 3-0.

**15) ADJOURNMENT:** MOTION (DLK<sup>1</sup>/JJB<sup>2</sup>) to adjourn. Motion carried 3-0. Meeting was adjourned at 3:00pm.

Submitted by Penny M. Weir  
Billing Clerk

CITY OF MENASHA  
COMMON COUNCIL  
Third Floor Council Chambers  
140 Main Street, Menasha  
TUESDAY, September 6, 2016  
MINUTES

DRAFT

A. CALL TO ORDER

Meeting called to order by Mayor Merkes at 6:00 p.m.

B. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

C. ROLL CALL/EXCUSED ABSENCES

PRESENT: Aldermen Zelinski, Benner, Nichols, Krautkramer, Collier, Keehan.

EXCUSED: Aldermen Spencer, Taylor.

ALSO PRESENT: Mayor Merkes, CA Captain, PC Styka, FC Kloehn, ASD Steeno, CDD Buck, PRD Tungate, PHD McKenney, Clerk Galeazzi

D. PUBLIC HEARING

None

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

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

Kathy Stahl, 225 Railroad Street, Menasha. Announced a sex offender information and education meeting with State Dept. of Corrections at Menasha Police Department on Sept. 12.

Sandra Dabill-Taylor, 525 Broad Street, Menasha. 1) Comments on O-12-16 Removal of Salvageable Non-Structural Materials from Vacated Buildings; 2) Comments on O-10-16 Restrictions on Parking.

F. REPORT OF DEPARTMENT HEADS/STAFF/CONSULTANTS

1. 2016 Activities of Fox Cities Regional Partnership—Manny Vazquez

Manny Vazquez from the Fox Cities Regional Partnership updated the Council on the activities of the Partnership, specifically their accomplishments and programs. General question and answer session occurred.

2. Clerk Galeazzi - the following minutes and communications have been received and placed on file:

Minutes to receive:

- a. [Administration Committee, 8/15/2016](#)
- b. [Board of Public Works, 8/15/2016](#)
- c. Neenah-Menasha Sewerage Commission, [5/24/2016](#), [6/28/2016](#), [7/26/2016](#)
- d. [Personnel Committee, 8/15/2016](#)
- e. [Plan Commission, 8/16/2016](#)
- f. [Public Works/Parks Safety Committee, 7/26/2016](#)

Communications:

- g. [The Menasha Times, August 2016](#)
- h. [Wisconsin DOA Preliminary Estimate of January 1, 2016 Population](#)
- i. [2016 Equalized Values](#)
- j. [Rock the Block](#)
- k. [August 9 2016 Election Results](#)
- l. [Update on Bridge Construction and Street Construction Projects](#)
- m. [Menasha Celebrates Opening of First Outdoor Futsal Court in the Fox Cities](#)
- n. [Public Works Superintendent Position Memorandum](#)
- o. [Updated 2017 Budget Workshop Dates/Times](#)

Moved by Ald. Benner seconded by Ald. Keehan to receive Minutes and Communications a-o.  
Motion carried on voice vote.

## G. CONSENT AGENDA

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

Minutes to approve:

1. [Common Council, 8/15/2016](#)

Board of Public Works, 8/15/2016, Recommends the Approval of:

2. [Payment – Northeast Asphalt, Inc.; New Street Construction and Reconstruction, Concrete Curb and Gutter, Concrete Sidewalk, Asphalt Pavement within Parking Area, 8' Wide Asphalt Trail and Storm Sewer; Sixth Street, Ninth Street, Grandview Avenue, Manitowoc / Plank Road \(8' Wide Asphalt Trail\), Menasha Utilities Office \(Parking Area Paving\), Community Way; Contract Unit No. 2016-02; \\$187,115.36 \(Payment No. 1\)](#)

Personnel Committee, 8/15/16, Recommends the Approval of:

3. [Change the City's Table of Organization by deleting the .9 FTE Public Health Nurse Position and the .24 FTE Dental Hygienist Position, add the .58 FTE Public Health Nurse Position and the .56 FTE Dental Hygienist Position, and apply benefits to both positions according to City Policy.](#)

Plan Commission, 8/16/2016, Recommends the Approval of:

4. [Certified Survey Map—Lake Cottage Estates, West](#)
5. [Certified Survey Map—Carpenter Street](#)

Moved by Ald. Benner seconded by Ald. Keehan to approve Consent Agenda items 1-5.

Motion carried on roll call 6-0.

## H. ITEMS REMOVED FROM THE CONSENT AGENDA

None.

## I. ACTION ITEMS

1. [Accounts payable and payroll for the term of 8/18/2016—9/1/2016 in the amount of \\$1,561,733.72](#)

Moved by Ald. Nichols seconded by Ald. Keehan to approve accounts payable and payroll.

Motion carried on roll call 6-0.

2. [Beverage Operators License Applications for the 2015-2017 licensing period.](#)

Moved by Ald. Nichols seconded by Ald. Keehan to approve beverage operator's license applications as listed in memo dated 8/31/16.

Motion carried on roll call 6-0.

Police Dept. recommends denial of beverage operator's license application of Jordan Saunders as he does not meet the criteria under the Guidelines for Operator Licenses.

Unanimous consent to hear from Jordan Saunders

Mr. Saunders explained the circumstances on the two citations he received. He is waiting to go to court on the citation received in May 2016. He currently holds a valid operator's license from another municipality.

General discussion ensued on the citations and the possibility of a provisional license.

CA Captain and PC Styka stated a provisional license is good for 60 days and could be issued to Mr. Saunders.

Moved by Ald. Benner seconded by Ald. Zelinski to postpone action until the first meeting following the 60 days of the provisional license.

Motion carried on roll call 6-0.

3. [Development Agreement Between The City of Menasha and Woodland Developments, LLC](#)

CDD Buck explained that the performance measures of the Development Agreement between the City and Woodland Developments from September 2015 have not been met so the agreement has expired and is no longer in force. Staff recommends entering into a new Development Agreement that is essentially an amendment to the previous agreement.

General discussion ensued on the reason the performance measures were not met and the new terms of the development agreement.

Moved by Ald. Nichols seconded by Ald. Collier to approve Development Agreement between the City of Menasha and Woodland Developments, LLC.

Motion carried on roll call 6-0.

J. HELD OVER BUSINESS

None

K. ORDINANCES AND RESOLUTIONS

1. [O-11-16 An Ordinance Amending Title 7, Chapter 6 of Code of Ordinances – Restaurant and Retail Food Establishments \(as recommended by the Administration Committee\) \(Introduced by Mayor Merkes\)](#)

Moved by Ald. Nichols seconded by Ald. Keehan to approve O-11-16 An Ordinance Amending Title 7, Chapter 6 of Code of Ordinances – Restaurant and Retail Food Establishments (as recommended by the Administration Committee) (Introduced by Mayor Merkes).

Motion carried on roll call 6-0.

L. APPOINTMENTS

1. [Accept the Resignation of Samantha Zinth from the Landmarks Commission for the term of 12/07/2015 to 3/1/2017.](#)

2. [Mayor's Appointment of Kim Massey to the Landmarks Commission for the term of 9/7/2016-3/7/2017.](#)

Moved by Ald. Benner seconded by Ald. Keehan to accept resignation of Samantha Zinth from the Landmarks Commission and approve Mayor's appointment of Kim Massey to the Landmarks Commission for the term 9/7/2016-3/7/2017.

Motion carried on voice vote.

M. CLAIMS AGAINST THE CITY

None

N. PUBLIC COMMENTS ON ANY MATTER LISTED ON THE AGENDA

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

Mike Hagens, Woodland Developments LLC. Thanked Council for approving Development Agreement; there are a few issues to resolve in the area.

Sandra Dabill-Taylor, 525 Broad Street, Menasha. 1) Questions on items on accounts payable; 2) Presentation by Fox Cities Regional Partnership.

O. RECESS TO COMMITTEES

Moved by Ald. Benner seconded by Ald. Keehan to recess to committees at 7:25 p.m.

Motion carried on voice vote.

Reconvened at 8:29 p.m.

## P. ACTION ITEMS

### 1. Water Street Trail Easement/95 Broad Street

CA Captain explained her conversation with the owner of 95 Broad Street. The owner indicated they are interested in selling the property but not for a few years. The asking price would be in the range of \$175,000. The property is currently assessed at \$125,000. If the Council would like to negotiate on a sale price it should be discussed in Closed Session.

General discussion ensued on the asking price of property, installing trail on waterside or street side before current easement expires, and discussing with property owner other options for easement.

Moved by Ald. Benner seconded by Ald. Keehan to authorize staff to explore time period extension of the easement within which to install trail, including widening trail at 95 Broad Street.

Motion carried on roll call 6-0.

### 2. Moved by Ald. Benner seconded by Ald. Nichols to Adjourn into Closed Session at 9:00 p.m.

Pursuant to Wis. Stats. §19.85(1)(e)&(g): Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session (Intermunicipal Agreement between the City of Menasha and Town of Menasha dated April 13, 1999).

Motion carried on roll call 6-0.

### 3. May reconvene into Open Session to take action on items discussed in Closed Session.

No action.

## Q. ADJOURNMENT

Moved by Ald. Benner seconded by Ald. Nichols to adjourn at 9:17 p.m.

Motion carried on voice vote.

Deborah A. Galeazzi, WCMC  
City Clerk



### STREET USE APPLICATION

Event: Homecoming Parade  
 Sponsored by: Menasha High School  
 Responsible Person: Rick Grable  
 Address: 420 7th St.  
Menasha, WI 54952

Street Use Date: October 7, 2016  
 Start Time: 5:30 pm  
 End Time: 6:15 pm  
 Number of Units: 20  
 (Parades)

Email Address: GrableR@msd.k12.wi.us Phone: 920 967 1803

Street Route: see attached  
 Description of Use (attach map)

Liability insurance has been secured in the amount of \$ 5,000,000 with the City of Menasha named as the additional insured. This is primary insurance.  
 Insurance Company Community Insurance Corporation Policy No. 5GL22213-16  
 (Attached are samples of the certificate of insurance and endorsement; each naming the City of Menasha as additional insured).

Date: 10/14/2016 Applicant's Signature: Rick Grable /rgs

**Permit Fee:** Each application for a Street Use Permit shall be accompanied by a fee of \$25.00 along with a Special Event Fee of \$25. Please make checks payable to City of Menasha.

*pd ct #24254*

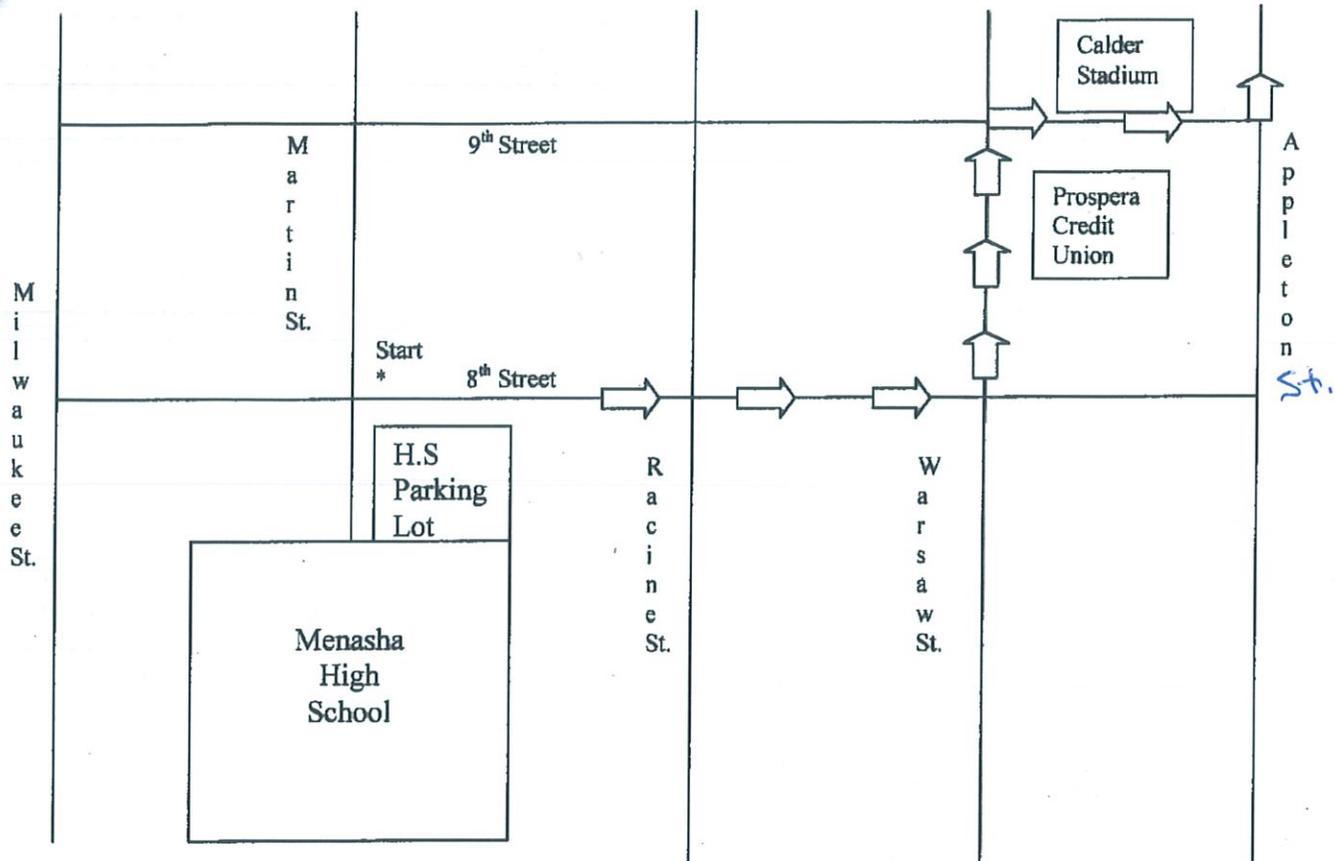
**Note to events planning to use City Parks and/or greenspace:** Any multi-day event or event which plans to sell beer and/or wine to the public must appear before the Parks and Recreation Board.

-----  
 TO BE COMPLETED BY CITY STAFF (Revised April 3, 2015)

Scheduled Park & Recreation Board Review Date: \_\_\_\_\_  
 Not Required:  Approved: \_\_\_\_\_ Denied: \_\_\_\_\_

Scheduled Common Council Review Date: 9-19-16  
 Approved: \_\_\_\_\_ Denied: \_\_\_\_\_

APPROVAL:  
 Police Dept. [Signature] Fire Dept. [Signature] Public Works Dept. CPB City Attorney [Signature]



**HOMECOMING PARADE DIRECTIONS  
PARADE STARTS AT 5:45 P.M.**

- \*Start at the corner of Martin St. and 8<sup>th</sup> St. (By the H.S. Parking Lot).
- \*Cross over Racine St.
- \*\*Turn left on Warsaw St.
- \*Turn right on 9<sup>th</sup> St. (By Prospera Credit Union)
- \*Turn left on Appleton Rd.
- \*This road leads into Calder Stadium

**\*\*** Please put "No Parking" signs on Appleton Street from 9<sup>th</sup> Street to Calder Stadium. To be picked up by Menasha Joint School District Maintenance after parade and delivered to city garage on Monday, October 10, 2016.

# CERTIFICATE OF INSURANCE

ISSUE DATE: 7/1/2016

AEGIS CORPORATION  
18550 W. CAPITOL DRIVE  
BROOKFIELD, WISCONSIN 53045  
TEL: (800) 391-1116  
FAX: (262) 783-6091

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

**INSURED:**  
Menasha Joint School District  
328 Sixth Street  
P.O. Box 360  
Menasha, WI 54952

## COMPANIES AFFORDING COVERAGE

COMPANY  
LETTER A

COMMUNITY INSURANCE CORPORATION

### COVERAGES

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OF OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES, LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

CO. LTR	TYPE OF INSURANCE	POLICY NUMBER	EFFECTIVE DATE	EXPIRATION DATE	LIMITS
A	LIABILITY  GENERAL LIABILITY SCHOOL BOARD E&O AUTOMOBILE LIABILITY ALL OWNED AUTOS HIRED & NON-OWNED AUTOS UNINSURED MOTORISTS	SGL22213-16	7/1/2016	7/1/2017	\$5,000,000 EACH OCCURRENCE

### DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/SPECIAL ITEM

Certificate Holder is named as an Additional Insured with regard only to the Homecoming Parade held on 10/7/2016.

### CERTIFICATE HOLDER:

City of Menasha  
150 Main Street  
Menasha, WI 54952

### AUTHORIZED REPRESENTATIVE

Lori Heacox

### CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.



**Certificate of Payment**

Date: August 31, 2016

Payment Request: 2 (Two)

Contractor: Northeast Asphalt, Inc.

Address: W6380 Design Drive, Greenville, WI 54952

Contract Unit No.: 2016-02

Project Description: New Street Construction and Reconstruction, Concrete Curb and Gutter, Concrete Sidewalk, Asphalt Pavement, Asphalt Pavement within Parking Area, 8' Wide Asphalt Trail and Storm Sewer

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Original Contract Amount \$ 893,042.04

Change Order No.: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Previous Change Order(s): \$ \_\_\_\_\_

Total Contract Amount (Including Change Orders) \$ 893,042.04

Total Earned to Date (Summary Attached) \$ 543,246.70

Less Retainage (2.5% of Original Contract) \$ 22,326.05

Amount Due \$ 520,920.65

Previous Payments \$ 187,115.36

Amount Due this Payment \$ 333,805.29

Estimate Period from August 11, 2016 to September 1, 2016

*I certify that all bills for labor, equipment, materials and services are paid for which previous certificates for payment were issued.*

Date: \_\_\_\_\_ By: \_\_\_\_\_

*Lien Waivers from all subcontractors and suppliers shall accompany each Request for Payment. Affidavit of Compliance with Prevailing Wage Rates shall accompany Request for Final Payment.*

**Recommended for Payment**

Corey Gordon, Public Works: \_\_\_\_\_ Date: \_\_\_\_\_

Don Merkes, Mayor: \_\_\_\_\_ Date: \_\_\_\_\_

**Common Council Approval Date:** \_\_\_\_\_

**Finance Department**

<u>Account Number</u>	<u>Budget</u>	<u>Charge to Account</u>
	\$	
	\$	
	\$	
	\$	

Itemized Bid Tabulation						
City of Menasha Contract Unit No. 2016-02						
New Street Construction and Reconstruction, Concrete Curb and Gutter, Concrete Sidewalk, Asphalt Pavement within Parking Area, (8' Wide Asphalt Trail), Menasha Utilities Office ( Parking Area Paving) and Storm Sewer						
Sixth Street, Ninth Street, Grandview Avenue, Manitowoc / Plank Road (8' Wide Asphalt Trail), Menasha Utilities Office (Parking Area Paving), Keil Way						
Unit 2016-02 Menasha Utilities Parking Lot				Payment # 2 (Two)		
Item	Quantity	DESCRIPTION	UNIT PRICE		YTD Total	
			UNIT PRICE	ITEM TOTAL	Quantity	Total
		<b>BASE BID</b>				
1	7,000	Asphalt Pavement Removal/SY	\$ 1.15	\$ 8,050.00	7000.00	\$ 8,050.00
2	7,589	Fine Grading and Compaction/SY	\$ 1.25	\$ 9,486.25	7589.00	\$ 9,486.25
3	1	Utility Adjustment/Each	\$ 300.00	\$ 300.00	2.00	\$ 600.00
4	14	Sawcut/LF	\$ 1.75	\$ 24.50	14.00	\$ 24.50
5	764	Asphalt Binder Course Pavement 1 1/3" Thick Type E-0.3 (19 mm)/Ton	\$ 52.00	\$ 39,728.00	747.32	\$ 38,860.64
6	764	Asphalt Surface Course Pavement 1 3/4" Thick Type E-0.3 (12.5 mm)/Ton	\$ 55.50	\$ 42,402.00	790.84	\$ 43,891.62
7	1	Erosion Control/LS	\$ 1,050.00	\$ 1,050.00	1.00	\$ 1,050.00
8	1	Construction Mobile/Demobile; Project Coordination; all incidental utility and miscellaneous roadway work; and all other project work area restoration and clean-up to an equal and/or better preconstruction condition, as required and related to the overall Project/LS	\$ 4,700.00	\$ 4,700.00	1.00	\$ 4,700.00
<b>Total Unit 2016-02 Menasha Utilities Parking Lot</b>				\$ 105,740.75		\$ 106,663.01
<b>Unit 2016-02 Manitowoc Road / Plank Road Trail</b>						
1	6	Remove and Replace Inlet/Each	\$ 2,500.00	\$ 15,000.00	6.00	\$ 15,000.00
2	2	Remove Inlet and Abandon Storm Inlet Lead/Each	\$ 345.00	\$ 690.00	0.00	\$ -
3	1,235	Unclassified Excavation/CY	\$ 8.50	\$ 10,497.50	500.00	\$ 4,250.00
4	1,000	Recycled/Pulverized Stone Placement (10" Thick)/CY	\$ 11.00	\$ 11,000.00	0.00	\$ -
5	3,604	Fine Grading and Compaction/SY	\$ 2.25	\$ 8,109.00	0.00	\$ -
6	2,189	30" Concrete Curb & Gutter/LF	\$ 10.20	\$ 22,327.80	2200.00	\$ 22,440.00
7	8	30" Concrete Curb and Gutter (Remove and Replace)/LF	\$ 40.00	\$ 320.00	18.00	\$ 720.00
8	2,174	30" Concrete Curb and Gutter (Removal)/LF	\$ 2.00	\$ 4,348.00	2200.00	\$ 4,400.00
9	15	Utility Adjustment/Each	\$ 290.00	\$ 4,350.00	14.00	\$ 4,060.00
10	2,235	Sawcut/LF	\$ 1.75	\$ 3,911.25	1680.00	\$ 2,940.00
11	412	3" Thick Asphalt Trail Type E-0.3 (12.5 mm) Placed in One Lift/Ton	\$ 53.40	\$ 22,000.80	0.00	\$ -
12	743	4" Thick Asphalt Pavement (Remove & Replace) Type E-1 Placed in Two Lifts/SY	\$ 18.95	\$ 14,079.85	0.00	\$ -
13	80.00	Remove Existing Asphalt Trail and Driveway/SY	\$ 4.50	\$ 360.00	70.00	\$ 315.00
14	669	3" Thick Asphalt Driveway/Apron (Remove and Replace)/SY	\$ 17.85	\$ 11,941.65	0.00	\$ -
15	474	3" Thick Asphalt Apron/SF	\$ 3.75	\$ 1,777.50	0.00	\$ -
16	3	Handicap Ramp Curb Cut/Each	\$ 350.00	\$ 1,050.00	0.00	\$ -
17	531	6" Thick Concrete Handicap Ramp/SF	\$ 4.75	\$ 2,522.25	0.00	\$ -
18	87	4" Thick Concrete Sidewalk (Remove and Replace)/SF	\$ 6.00	\$ 522.00	0.00	\$ -
19	172	6" Thick Concrete Handicap Ramp (Remove and Replace)/SF	\$ 5.75	\$ 989.00	0.00	\$ -
20	2,546	Lawn and Terrace Restoration/SY				
21	1	Clearing and Grubbing/LS	\$ 4,500.00	\$ 4,500.00	0.00	\$ -
22	1	Temporary Mailbox/LS	\$ 475.00	\$ 475.00	0.50	\$ 237.50
23	1	Erosion Control/LS	\$ 1,050.00	\$ 1,050.00	0.50	\$ 525.00
24	1	Traffic Control/LS	\$ 2,250.00	\$ 2,250.00	0.50	\$ 1,125.00
25	1	Construction Mobile/Demobile; Project Coordination; all incidental utility and miscellaneous roadway work; and all other project work area restoration and clean-up to an equal and/or better preconstruction condition, as required and related to the overall Project/LS	\$ 7,100.00	\$ 7,100.00	0.50	\$ 3,550.00
<b>Total Unit 2016-02 Manitowoc Road / Plank Road Trail</b>				\$ 151,171.60		\$ 59,562.50
<b>Unit 2016-02 Street Rehabilitation, Street Reconstruction; New Street Construction</b>						
1	400	Topsoil Stripping/CY	\$ 4.00	\$ 1,600.00	400.00	\$ 1,600.00
2	1	Remove and Replace Inlet/Each	\$ 1,800.00	\$ 1,800.00	0.00	\$ -
3	2	New Inlet/Each	\$ 1,500.00	\$ 3,000.00	2.00	\$ 3,000.00
4	15	10" HDPE Inlet Lead/LF	\$ 55.00	\$ 825.00	0.00	\$ -
5	190	15" SDR-35 PVC Storm Sewer Relay/LF	\$ 38.00	\$ 7,220.00	150.00	\$ 5,700.00
6	150	18" SDR-35 PVC Storm Sewer Relay/Each	\$ 45.00	\$ 6,750.00	0.00	\$ -
7	43	18" HDPE Culvert/LF	\$ 45.00	\$ 1,935.00	40.00	\$ 1,800.00
8	2	Endwall for 18" HDPE Culvert Pipe/Each	\$ 150.00	\$ 300.00	2.00	\$ 300.00
9	20	6" SCH-40 PVC Sanitary Sewer Lateral/LF	\$ 58.00	\$ 1,160.00	14.00	\$ 812.00

10	45	4" Under Pavement Drain/LF	\$ 18.00	\$ 810.00	0.00	\$ -
11	7.92	48" Diameter Storm Manhole/V.F.	\$ 210.00	\$ 1,663.20	0.00	\$ -
12	16,021	Pavement / Base Pulverizing/SY	\$ 0.50	\$ 8,010.50	16021.00	\$ 8,010.50
13	1,969.00	Unclassified Excavation of Pulverized Material/CY	\$ 8.50	\$ 16,736.50	7587.00	\$ 64,489.50
14	3,531	Unclassified Excavation/CY	\$ 8.60	\$ 30,366.60	3531.00	\$ 30,366.60
15	38	30" Concrete Curb and Gutter Removal Only/LF	\$ 2.50	\$ 95.00	30.00	\$ 75.00
16	687	Supply, Place and Compact Clean Fill/CY	\$ 8.95	\$ 6,148.65	687.00	\$ 6,148.65
17	1,767	3" Crushed Dense Aggregate Base Course Placement/CY	\$ 11.00	\$ 19,437.00	1767.00	\$ 19,437.00
18	870	Pulverized Stone Placement/CY	\$ 11.05	\$ 9,613.50	120.00	\$ 1,326.00
19	22,749	Fine Grading and Compaction/SY	\$ 1.20	\$ 27,298.80	9720.00	\$ 11,664.00
20	3,031	30" Concrete Curb and Gutter/LF	\$ 9.90	\$ 30,006.90	2728.00	\$ 27,007.20
21	1,265	30" Concrete Curb and Gutter Remove and Replace/LF	\$ 24.00	\$ 30,360.00	1139.00	\$ 27,336.00
22	2,920	No. 4 Epoxy Coated Rebar/LF	\$ 1.00	\$ 2,920.00	1460.00	\$ 1,460.00
23	79	Utility Adjustment/Each	\$ 290.00	\$ 22,910.00	16.00	\$ 4,640.00
24	30	Water Valve Adjustment/Each	\$ 30.00	\$ 900.00	0.00	\$ -
25	978	Sawcut/LF	\$ 1.75	\$ 1,711.50	40.00	\$ 70.00
26	287	Asphalt Binder Course Pavement 2 1/4" Thick Type E1 (19 mm)/Ton	\$ 48.90	\$ 14,034.30	285.40	\$ 13,956.06
27	223	Asphalt Surface Course Pavement 1 3/4" Thick E1 (12.5 mm)/Ton	\$ 54.75	\$ 12,209.25	241.98	\$ 13,248.41
28	3,354	Asphalt Binder Course Pavement 3" Thick Type E1 (19 mm)/Ton	\$ 45.20	\$ 151,600.80	1182.87	\$ 53,465.72
29	2,236	Asphalt Surface Course Pavement 2" Thick Type E1 (12.5 mm)/Ton	\$ 51.25	\$ 114,595.00	820.26	\$ 42,038.33
30	1,074	3" Thick Asphalt Driveway Apron Remove and Replace/SF	\$ 4.31	\$ 4,628.94	1016.00	\$ 4,378.96
31	1,533	6" Thick Concrete Driveway Apron Remove and Replace/SF	\$ 4.25	\$ 6,515.25	0.00	\$ -
32	650	Various Thickness Asphalt Driveway Remove and Replace/SF	\$ 6.50	\$ 4,225.00	0.00	\$ -
33	548	Various Thickness Concrete Driveway Remove and Replace/SF	\$ 5.75	\$ 3,151.00	0.00	\$ -
34	235	Various Thickness Concrete Service Walk/SF	\$ 5.00	\$ 1,175.00	0.00	\$ -
35	1	Concrete Step/Each	\$ 350.00	\$ 350.00	0.00	\$ -
36	5,493	4" Thick Concrete Sidewalk/SF	\$ 3.75	\$ 20,598.75	4120.00	\$ 15,450.00
37	3,159.00	4" Thick Concrete Sidewalk Remove and Replace/SF	\$ 4.70	\$ 14,847.30	1836.20	\$ 8,630.14
38	1,323	6" Thick Concrete Sidewalk/SF	\$ 4.25	\$ 5,622.75	993.00	\$ 4,220.25
39	801	6" Thick Concrete Sidewalk Remove and Replace/SF	\$ 5.25	\$ 4,205.25	28.00	\$ 147.00
40	316	6" Thick Concrete Handicap Ramp/SF	\$ 4.75	\$ 1,501.00	0.00	\$ -
41	601	6" Thick Concrete Handicap Ramp Remove and Replace/SF	\$ 5.75	\$ 3,455.75	268.50	\$ 1,543.88
42	417	Lawn and Terrace Restoration/SY	\$ 5.80	\$ 2,418.60	0.00	\$ -
43	1	Survey Monument Re-Establishment/LS	\$ 1,325.00	\$ 1,325.00	0.00	\$ -
44	1	Erosion Control/LS	\$ 1,050.00	\$ 1,050.00	0.40	\$ 420.00
45	1	Traffic Control/LS	\$ 4,200.00	\$ 4,200.00	0.40	\$ 1,680.00
46	1	Construction Mobile/Demobile; Project Coordination; all incidental utility and miscellaneous roadway work; and all other project work area restoration and clean-up to an equal and/or better preconstruction condition, as required and related to the overall Project/LS	\$ 6,500.00	\$ 6,500.00	0.40	\$ 2,600.00
<b>Total Unit 2016-02 Street Rehabilitation, Street Reconstruction; New Street Construction</b>				\$ 611,787.09		\$ 377,021.19
<b>Grand Total of Menasha Utilities Parking Lot; Manitowoc Road / Plank Road Trail and Street Rehabilitation; Street Reconstruction; New Street Construction</b>				\$ 868,699.44		\$ 543,246.70
<b>Alternate Bid "A" Item</b>						
A1	4,197	Lawn and Terrace Restoration Utilizing 2" Pulverized Top Soil/SY	\$ 5.80	\$ 24,342.60	0.00	\$ -
<b>Total Alternate Bid "A" (Item A1)</b>				\$ 24,342.60		\$ -
<b>Alternate Bid "B" Item</b>						
B1	1,767	3" Crushed Dense Aggregate Base Course Furnish/Placement/CY	\$ 14.85	\$ 26,239.95	0.00	\$ -
<b>Total Alternate Bid "B" (Item B1)</b>				\$ 26,239.95		\$ -
<b>TOTAL AWARDED CONTRACT</b>				<b>\$ 893,042.04</b>		<b>\$ 543,246.70</b>



321 Milwaukee Street • P.O. Box 340 • Menasha, WI 54952-0340 [www.menashautilities.com](http://www.menashautilities.com)

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## MEMORANDUM

TO: Public Works Department

FROM: Melanie Krause, General Manager  
Tim Gosz, Water Utility Manager

DATE: August 30, 2016

SUBJECT: Recommendation for Award

At the Regular Meeting on August 24, the Menasha Utilities Commission passed a motion for the Board of Public Works to recommend to the Common Council authorization of award of the Reservoir Membrane Roof System bid to Northeastern Roofing, Inc., in the amount of \$97,750. This contract is for installing a rubber membrane roof over the High Lift pump station.

Copies of supporting documents are enclosed.

# McMAHON

ENGINEERS ARCHITECTS

August 23, 2016

Melanie Krause  
Menasha Utilities  
321 Milwaukee Street  
Menasha, WI 59452

Re: Menasha Utilities  
Highlift Reservoir Roofing  
Letter Of Recommendation  
McM. No. M0002-9-16-00217.00

On August 23, 2016, bids were received at Menasha Utilities office, 321 Milwaukee Street, Menasha, WI for the above referenced project. Two (2) bids were received, ranging in price from \$97,750 to \$131,800 (bid tabulation enclosed).

Based upon the bids received, we recommend awarding Contract M0002-9-16-00217 to the low bidder, Northeastern Roofing, Inc., in the amount of \$97,750.00.

If you agree with our recommendation, please date and sign the enclosed Notices of Award, and return all copies to our office for incorporation into the contract documents.

If you have any questions, please feel free to contact me.

Respectfully,

McMAHON



Donald J. Voogt, P.E., BCEE  
Vice President /Senior Project Engineer

DJV:sdk

Enclosures: Notice of Awards (3 copies)  
Bid Tabulation



# BID TABULATION

Owner:	Menasha Utilities
Project Name:	Highlift Reservoir Roofing
Contract No.	M0002-9-16-00217.00
Bid Date:	August 23, 2016
Bid Time:	1:00 p.m.
Project Manager:	Don Voogt

Contract No. M0002-9-16-00217	Northeastern Roofing, Inc. 230 Morrow Street Seymour, WI 54165	Weinert Roofing 1897 Progress Way Kaukauna, WI 54130	
BASE BID	\$97,750.00	\$131,800.00	
Bid Security	10%	10%	
Addenda (if applicable)	#1	#1	

**SECTION 00 51 00.00**

**NOTICE OF AWARD**

Dated: \_\_\_\_\_

To: NORTHEASTERN ROOFING, INC.  
230 Morrow Street  
Seymour, WI 54165

Contract No. M002-9-16-00217.00

Project: Highlift Reservoir Roofing  
Menasha Utilities  
Menasha, Wisconsin

---

You are notified that your Bid, dated 8/23/16, for the above Contract has been considered. You are the apparent successful Bidder and have been awarded a Contract for the Menasha Utilities Highlift Reservoir Roofing project.

The Contract Price of your contract is Ninety-Seven Thousand Seven Hundred Fifty Dollars (\$97,750.00).

You must comply with the following conditions precedent within **15-days** of the date of this Notice of Award, that is by \_\_\_\_\_.

1. You must deliver to the OWNER three (3) fully executed counterparts of the Agreement including all the Contract Documents.
2. You must deliver with the executed Agreement the Contract Security (bonds), as specified in the Instructions to Bidders, General Conditions (Paragraph 5.1) and Supplementary Conditions.
3. You must deliver Insurance Certification complying with the General Conditions and Supplemental Conditions of the Contract Documents.

Failure to comply with these conditions within the time specified will entitle OWNER to consider your Bid abandoned, to annul this Notice of Award and to declare your Bid Security forfeited.

[One (1) fully signed counterpart of the Agreement, with the Contract Documents attached, will be returned to you within 15-days after you comply with the above noted conditions.]

**MENASHA UTILITIES:**

\_\_\_\_\_

\_\_\_\_\_  
(authorized signature)

\_\_\_\_\_  
(title)

Witness: \_\_\_\_\_

L.D.



## MEMORANDUM

To: Mayor Merkes and Common Council

From: PRD Tungate

Date: September 15, 2016

RE: Park Board consultant recommendation for the Jefferson Park and Neighborhood Vision Plan

### **BACKGROUND**

Earlier this summer, a Request for Qualifications (RFQ) was sent out to several firms that had expertise in both park planning and urban design. We received five (5) proposals back. Cost proposals from each firm were submitted under separate cover and remained unopened until the most qualified consultant was selected. Upon request, copies of any or all of the proposals are available to the public. A proposal review committee made up of the Mayor, Parks and Recreation Board Chairman, and staff from both the Parks and Recreation and Community Development departments looked at all the proposals and the three (3) top ranked firms were invited to give a presentation and answer questions about their firm's background and experience relative to this type of project.

### **ANALYSIS**

The presentations/interviews concluded in mid-August. Ayres Associates was the most qualified and unanimous choice of the review committee. The group cited Ayres's depth of in-house services, several comparable and creative park project references, and a proven record of public engagement throughout similar projects as proposal strengths. At their September 13 meeting, the Park Board reviewed the selection process and voted unanimously to recommend Ayres Associates.

### **FISCAL IMPACT**

The Ayres Associates cost proposal for the Vision Plan was \$19,978 (\$20,000 was budgeted for this work between Parks and Recreation and Community Development budgets). A contract with Ayres Associates is under review. We expect work to begin by October of this year.

### **RECOMMENDATION**

Recommend the selection of Ayres Associates to provide design services for the Jefferson Park and Neighborhood Vision Plan and authorize staff to execute a contract for services at the cost of \$19,978 to be paid equally from funds 209-0703-553.21-02 and 100-0304-562.21-10.



# STATEMENT OF QUALIFICATIONS

## Jefferson Park and Neighborhood Vision Plan

City of Menasha

May 27, 2016

Hire *Smart*<sup>®</sup>

**AVRES**  
ASSOCIATES

May 27, 2016

Brian Tungate, Director  
Parks and Recreation Department  
City of Menasha – City Hall  
140 Main Street  
Menasha, WI 54952

Re: Statement of Qualifications for Jefferson Park and Neighborhood Vision Plan

Dear Mr. Tungate:

On behalf of Ayres Associates, I am pleased to present this proposal for master plan design services for the Jefferson Park and Neighborhood Vision Plan. We have assembled a multi-disciplinary team of civil engineers, planners, and landscape architects who are at the forefront of park and open space planning, design, and engineering to address this project. The purpose of this project is to assess current conditions, gather public input, and develop thoughtful conceptual alternatives, implementation strategies, and a final Vision Plan for the site and surrounding neighborhood context. We understand that previous planning efforts have been completed for the pool facility and settling pond, and this information will be incorporated into the final plan direction. We also understand that portions of the park may be evaluated for alternate uses other than open space.

After reviewing the reference materials available to us and visiting the site, we are confident that our abilities and experience will provide the City with a manageable and high-quality design process and program. We are committed to helping you realize the potential for this public space and understand the importance of outdoor play and learning environments. Ayres is an industry leader in planning and design, and I have an extensive resume of community and park master planning as well as public process facilitation. This is a unique site and opportunity to expand upon the already successful programming in place. This park functions as recreational space but also as an anchor for community gathering. The pride of the community and surrounding neighborhoods contributes to the vitality of open spaces. We have observed this firsthand in our recent completion of Washington Park (Neenah) across the river.

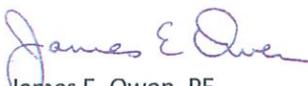
We very much look forward to assisting the City with this project and expanding our relationship with you. Please consider the following offering of services and abilities this team can offer. Feel free to contact us at any time to further discuss these materials or the scope of these projects.

Sincerely,

Ayres Associates Inc



Blake Theisen, PLA, ASLA  
Project Manager | Landscape Architect  
Direct: 608.441.3569  
Cell: 608.886.6808  
TheisenB@AyresAssociates.com



James E. Owen, PE  
Wisconsin Regional Manager  
Direct: 608.441.3573  
Cell: 608.963.7418  
OwenJ@AyresAssociates.com

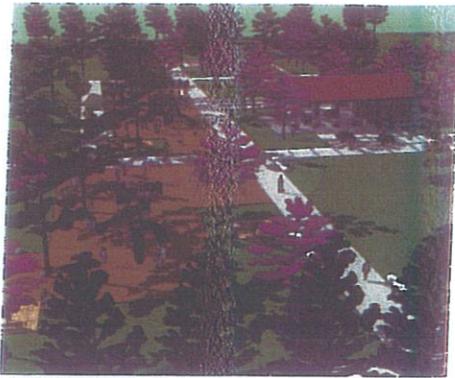
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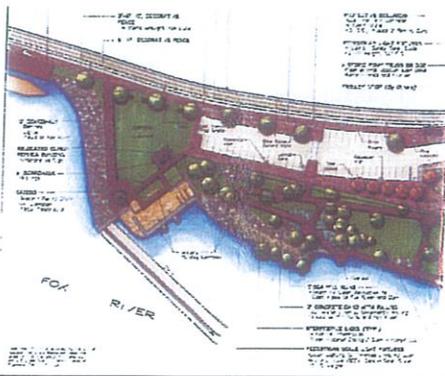
# 1. AYRES PROFILE



Petzke Park Master Plan, Kenosha, WI



Ingram Park Master Plan, Pleasant Prairie, WI



Vulcan Park Master Plan, Appleton, WI

Ayres Associates is a multi-specialty architectural/engineering firm that has assisted public and private clients since 1959, offering services in landscape architecture, architecture, environmental science, surveying, grants, planning, geospatial mapping, and GIS, as well as transportation, traffic, civil, structural, water resources, levee, and river engineering. Our superb project managers build long-term relationships with clients while reliably solving problems, stretching dollars, and navigating regulations.

Our clients are served by 270 employees through our 12 offices located in Wisconsin, Florida, Colorado, Wyoming, and Arizona. In early 2015 the planning and landscape architecture experts at SAA Design Group joined the engineering and architecture professionals at Ayres Associates through Ayres' acquisition of SAA. As a result, Ayres can now deliver consultant services for the entire project cycle, from early planning through construction.

We bring a reputation for leadership in planning and design of urban spaces, parks, campuses, and other open spaces, as well as providing expertise in ecology and bike/pedestrian facilities. This team of design professionals has a documented history of delivering successful projects to clients regionwide, and we believe that a "whole" community is based on the strength of the public green and open space system.

SERVICES WE PROVIDE INCLUDE:	
Landscape Design	Park Facility Condition Analysis
Master Planning	Stormwater Management Facilities
Aquatic Facility Design	Playground Assessments
Park Planning/Design	Community Sensitive Design
Recreational Trails	Grant Writing and Funding
Planting Plans	Partnership Assistance
Athletic Fields	Public Process and Consensus Building

## 2. PROJECT TEAM

### Blake Theisen, PLA

#### *Project Manager*

16 Years of Experience

BA in Botany, Miami University of Oxford, Ohio

Registered Landscape Architect: WI, MN, AZ, IA, MI, IN, CO, and IL

Blake has been providing exceptional recreational facility site analysis, planning, design, and implementation since 1999. His start-to-finish involvement ensures that projects are delivered on time and as envisioned. A skilled and visionary project leader, Blake's project expertise includes comprehensive outdoor recreation plans, park master plans, athletic complexes, community water parks, skate parks, and playgrounds.

With a background in botany and ecology, he promotes environmental stewardship throughout facility planning and design.

Blake is a regular speaker at state and national conferences on the subjects of innovative design and materials use, public involvement, and community planning.

#### **Relevant Projects:**

- Simmons Island Master Plan, Kenosha, WI
- Wanick Park Planning and Design, Sherwood, WI
- Ingram Park, Pleasant Prairie, WI
- Johnsons Park Renovation, Milwaukee, WI
- Washington Park Master Plan, Neenah, WI
- Village Park Master Plan and Southwest Park Development, Menomonee Falls, WI
- Petzke Park, Kenosha, WI
- Cardinal Ridge Park, Waukesha, WI
- Meadowview Park, Waukesha, WI
- Hillcrest Park, Waukesha, WI
- Missile Park, Waukesha, WI

### Robert Stein

#### *Landscape Designer*

10 Years of Experience

BS in Environmental Design, North Dakota State University; BLA in Landscape Architecture, North Dakota State University

Robert has been providing landscape design services since 2006. He has experience designing outdoor spaces such as playgrounds, bike paths, downtown streetscapes, and sustainable landscapes for commercial and residential projects. He is also skilled in facilitating public meetings and communicating with community members about design projects. Robert is knowledgeable about plants and environmental design for the creation of innovative, functional, and sustainable projects. He is skilled in communicating landscape design ideas through illustrative plans and graphics, and he has experience producing construction documents.

#### **Relevant Projects:**

- North Barstow and Phoenix Park Redevelopment, Eau Claire, WI
- Johnsons Park Renovation, Milwaukee, WI
- Washington Park Master Plan, Neenah, WI
- Schwiebert Riverfront Park, Rock Island, IL
- Village Green Park Master Plan, Wind Point, WI
- Middleton Square Town Park, Middleton, WI
- Cardinal Ridge Park, Waukesha, WI
- Meadowview Park, Waukesha, WI
- Hillcrest Park, Waukesha, WI
- Missile Park, Waukesha, WI

While working with Blake Theisen ... on the City's ... Comprehensive Outdoor Recreation Plan and four Master Plans, his abilities surpassed my expectations. Blake's skills, work ethics, ability to visualize constituents' ideas, and communicate those with City officials, residents, and staff were exceptional

– Shelly Billingsley  
Director of Public Works,  
City of Kenosha

## Katie MacDonald, PE

*Civil Engineer*

13 Years of Experience

BS, Civil Engineering, UW-Madison

Katie has been working in the municipal and civil engineering fields since 2002. She works with public and private sector clients and understands the needs of each. Her extensive background includes designing and drafting streets, utilities, stormwater management systems, splashpads, campgrounds, and parks. Katie is also proficient at preparing traffic studies and traffic impact analysis reports.

### Relevant Projects:

- Johnsons Park Renovation, Milwaukee, WI
- Tank Park Splashpad, Green Bay, WI
- Calvin Moody Park Building and Park Renovation, Milwaukee County, WI
- Buckhorn State Park Campground and Day Use Area Improvements, Necedah, WI
- McKee Farms Park Splashpad, Fitchburg, WI
- Wanick Park Planning and Design, Sherwood, WI
- Governor Thompson State Park Civil Design, Crivitz, WI
- Burlington Pool Renovation, Burlington, WI
- Dane County Indian Lake Park, Berry, WI

## Elizabeth Runge

*Municipal Planner/  
Grant Writer*

22 Years of Experience

MS, Urban/Regional Planning, University of Iowa, 1993  
BA, Political Science, University of Iowa, 1991

Elizabeth joined Ayres Associates in 2007 with nearly 14 years of experience in community and economic development planning. Her experience includes grant writing, land use planning, and program management. As a municipal planner, she has assisted communities with planning to address growth and change and has completed grant applications to facilitate project development. Elizabeth has coordinated projects with many federal and state agencies, including the U.S. Department of Commerce Economic Development Administration and the Wisconsin Economic Development Corporation (formerly Department of Commerce)

### Relevant Projects:

- Community Development Block Grant Application, Marinette, WI
- City of Marinette Outdoor Recreation Plan, Marinette, WI
- Winnebago County Community Park Update
- Waterfront Plan, Kewaunee, WI
- Wolf River Waterfront Plan, New London, WI
- Safe Routes to School Planning and Infrastructure Grant Writing, Denmark, WI
- Beaser Grant Application and Redevelopment Planning, Ashland, WI
- Redevelopment Plan, Oconto, WI

### 3. WORKLOAD CAPACITY

Our team has a variety of ongoing projects that will not affect our ability to complete your project. The experience we continually gain ensures that you will benefit from our knowledge of the latest cutting-edge recreation facility trends and planning/design techniques. We will allocate all available resources to completing your project in an efficient and thorough manner.

The chart below illustrates our project team's current availability. Although our full landscape architecture/planning staff are not represented in this chart, the allocation ratios are indicative of all staffing levels.

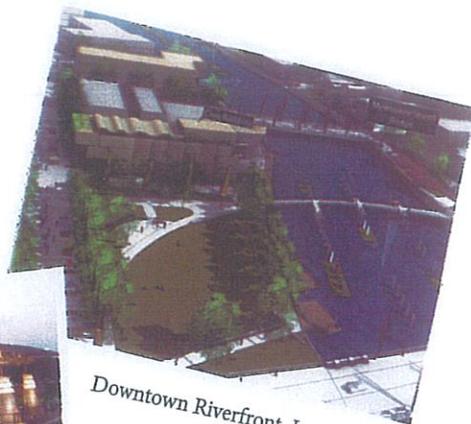
STAFF MEMBER	0-3 MONTHS	6-9 MONTHS	9-15 MONTHS	16-24 MONTHS
Blake Theisen	50%	60%	70%	90%
Rob Stein	60%	70%	90%	90%
Katie MacDonald	60%	70%	90%	90%
Elizabeth Runge	60%	70%	90%	90%

Current projects that key staff members are working on include:

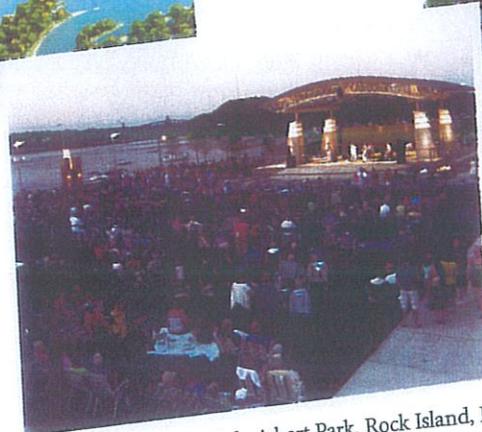
- Cattail Cove State Park (AZ)
- Burlington Aquatic Center (WI)
- Wausau Comprehensive Outdoor Recreation Plan (WI)
- Dane County Indian Lake Park
- Meadowview Park, Waukesha, WI
- Cardinal Ridge Park, Waukesha, WI



Onalaska Waterfront MP



Downtown Riverfront, Janesville, WI



Schwiebert Park, Rock Island, IL

## 4. SIMILAR PROJECT EXPERIENCE



SIMMONS ISLAND MASTER PLAN, Kenosha, WI



The vibrant life of downtown Kenosha is anchored by the premier waterfront park known as Simmons Island. This site captures a blend of historic nostalgia, recreational amenities, and natural beauty. The Master Plan completed by Ayres Associates, formerly SAA Design, in 2011 focused on connectivity, environmental restoration, and enhanced multi-use spaces. A phased redevelopment approach will rejuvenate the Island, spur economic development incorporating new commercial uses, and improve safety for multi-modal transportation users using a mixture of public and private investment dollars. Public involvement was a key factor in the success of this plan and will continue through implementation phases.

Ayres completed construction documents for phase 1 including the vehicle and pedestrian/bicycle network, themed playground, and ecosystem restoration.

The design team is working on phase 2 which will include renovation of the historic beachhouse and the creation of a plaza/festival space.

Client:  
City of Kenosha

Services:  
Master plan, community engagement, phase I construction documents

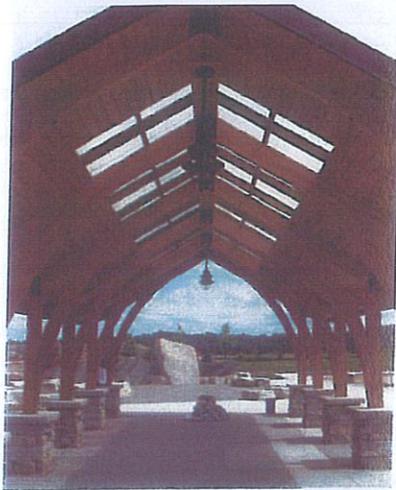
Contact:  
**Shelly Billingsley**,  
Director of Public Works  
625 52nd St. Room 305  
Kenosha, WI 53140  
262-653-4149  
sbillingsley@kenosha.org

Budget:  
\$12 Million





## WANICK CHOUTE PARK, Sherwood, WI



Ayres, formerly SAA, was hired by the Village of Sherwood to produce a conceptual master plan for Wanick Park, 34-acres of unplanned athletic grounds and soybean fields. In tandem with the Village's Parks Recreation and Urban Tree (PRUT) board, Ayres developed the collective vision to transform the park into a community destination and commercial.

The park's design concept seeks to abstract the character of nearby High Cliff State Park, drawing inspiration from its playful topography, rock escarpments, and dense canopy to create an abstracted "green valley." In addition to creating a regional destination along the eastern edge of Lake Winnebago, the park will serve community recreation, leisure and civic activities for the Village of Sherwood.

Following the master planning process, Ayres was retained to provide construction documents and construction administration. In the process of design development, we created a working 3D model, and perspective illustrations used for public information meetings and the fundraising initiatives. The proposed plan incorporates expanded **athletic facilities**, a **25-foot sled hill** and **4-season shelter**, a **playground complex** and **splashpad**, and a focal **plaza** for community events.

**Client:**  
Village of Sherwood

**Services:**  
Master plan, construction documents and construction administration.

**Contact:**  
**Randy Friday**  
Village of Sherwood  
Village Administrator  
920-989-1589  
administrator.sherwood.  
newbcrr.com

**Budget:** \$3.8 Million



**WASHINGTON PARK MASTER PLAN, Neenah, WI**

Washington Park is an 11.5-acre park centrally located in the City of Neenah. It is situated at the corner of Winneconne Avenue/STH 114 and Harrison Street and is bordered by residential neighborhoods on three sides. Existing amenities enjoyed at this community park include a sledding hill, softball field, tennis courts, ice skating rink, and access to Neenah Slough, which flows into Little Lake Butte des Morts.

**Client:**  
City of Neenah

Ayres worked with city staff and the community through several meetings to identify opportunities and constraints this site offered and where attention should be focused to develop this park to its maximum use. By reorganizing some of the high-use elements on the site and enhancing them, Ayres aimed to improve the overall function and flow of the park. An existing four-season community building served as a hub for added amenities, including a splashpad, new playground, basketball court, and an improved trail system that connects elements and provides water access to nearby Little Lake Butte des Morts. To improve accessibility to different park activities, parking was separated into two areas to serve different uses on the site. To complete the master planning process, Ayres provided a detailed estimate of probable cost based on phased construction.

**Services:**  
Master plan, public engagement, conceptual design and cost estimation

**Contact:**  
**Michael Kading**  
City of Neenah  
Director of Parks and Recreation  
920.886.6060  
parkrec@ci.neenah.wi.us

Focused planning and communication through the entirety of this process will ensure that Washington Park will become a cornerstone park in the community and an important gathering and recreating place for generations to come.

**Budget:**  
2.5 Million



**NORTH BARSTOW REDEVELOPMENT PLAN & PHOENIX PARK, Eau Claire, WI**



Ayres created a redevelopment plan for an industrial brownfield site incorporating a new public park and open space with development of a major office complex/headquarters for Royal Credit Union (RCU) in Eau Claire's downtown.

**Client:**  
City of Eau Claire

**Services:**  
Redevelopment master plan, riverfront master plan, community engagement, public space and infrastructure design, grants, public market, and construction documents



Ayres was hired to build on previous master planning efforts with the City for Phoenix Riverfront Park and that plan's provisions for downtown redevelopment on sites adjacent to the future park.

**Contact:**  
**Mike Schatz**  
Economic Development Director  
mrschatz@ci.eau-claire.wi.us 715-839-6047

Ayres developed site concepts, alternatives, and perspective illustrations for Council committee sessions and public meetings to refine the vision for this key riverfront area, balancing public access and amenities with building space and parking requirements for the RCU project and for future commercial, residential, and mixed-use development.

**Budget:**  
\$4.4 Million



Following plan approval, Ayres led the design and engineering team to complete Phase 1 of Phoenix Riverfront Park before construction of the RCU building and campus. The project is now a tremendous success and example of the blending of recreational and

## 5. URBAN PLANNING AND RESIDENTIAL RENEWAL EXPERIENCE

The fabric of vibrant communities is anchored by well-designed open spaces and thoughtful connections. Parks are often the common thread that link residential neighborhoods, commercial districts, and civic areas. Jefferson Park is no exception, and our process will help determine the best use of the park and wishes of the community.

Our approach to your park planning and design is built on the fundamental belief that successful parks are about the 3 E's – Entertainment, Education, and Environment. We employ the following principles to maximize the 3 E's.

**See the big picture.** Ayres will look beyond the immediate park planning project to see the larger patterns of sustainability, connectivity, and opportunity that give your park system utility and meaning. Because of the diversity of our staff, we are able to produce plans that work on various levels and that integrate seamlessly into the existing planning framework.

**Plan for implementation.** A park system's implementation begins with developing the partnerships that forge alliances and create a sense of investment in the outcome. Creating strong partnerships and identifying catalytic start-up projects are vital steps in realizing the Jefferson Park plan objectives.

**Design for ease of maintenance.** Ongoing maintenance of parks and open spaces requires significant resources. As a result, designing and managing public spaces intelligently can yield dramatic dividends. Through ongoing coordination with park maintenance staff, managers, and others, Ayres will design and recommend strategies to minimize future costs while maximizing ecological value and recreational advantage.

**Plan for flexibility and multiple uses.** Developing flexible spaces can increase adaptability and responsiveness to recreational needs with minimal disruption to the core infrastructure. Today's foreseen needs should not limit tomorrow's unforeseen activities or potential user groups. Resilience is necessary for a truly successful park.

**Communicate effectively.** We will work collaboratively and in the trenches with staff and stakeholders to evolve meaningful plan alternatives and final plan recommendations. Communicating the vision and opportunity afforded by your plan will

require verbal, written, and graphic communication to ensure project understanding and inspire imagination.

Our first priority is to listen. The project kickoff meeting (Meeting #1) should include key staff with the historical knowledge of the site, as well as those responsible for future programming and maintenance responsibilities for the new facilities. During this meeting we will review existing conditions, site survey, and planning materials; establish project goals; formulate a detailed timeline; and establish a project budget. It is also critical to determine preferred space programming, park elements, and themes with the community members. The park site will be evaluated and benchmarked against the regional and national facilities and trends to provide a level of service comparison. Two public open houses will be held to gather opinions, hopes, and concerns of the neighborhood residents. Using a visual preference survey with character image options, our team will garner preliminary design direction from this interactive discussion. We have employed this strategy with great success in recent projects in Kenosha and Sherwood. (See Similar Project Experience section.)



**Innovative Technique:** The use of online project portfolios, such as Community Comment and Survey Monkey, allows the team to post plans, maps, discussion forums, and surveys, which allow respondents to record input at their convenience and to see results in real time. Ayres hosts Community Comment and Survey Monkey sites for current ongoing projects and has received high acclaim from clients and stakeholders.



Sustainable design strategies are vital to our process and the life of parks. We have developed an efficient and effective process for successful completion of conceptual planning and construction documentation, and we see opportunities to reduce travel time by holding web-based meetings, etc. We also use digital interfacing with members of the public to allow for “24/7” project access (see Community Comment description).

Once programming is tightly defined, we will develop preliminary concept drawings based on the three scenarios outlined in the RFP. A proposed review workshop (Meeting #4) with Ayres, City staff, and the Park Board will allow for early revisions and adjustments to the conceptual plans before engaging with the public. As part of the review of preliminary plans, Ayres will provide the City colored renderings of the proposed site improvements. Our team understands that community consensus is essential to project success, and the consensus needs to relate to the ultimate end users of this facility.

A well-designed park should offer a range of education and play value that will maintain children’s interest as they grow up and move through the different stages of development. We also understand that these spaces must be compelling for adults and offer a different set of offerings and interests. We will facilitate a public information meeting (PIM) (Meeting #5) to unveil the plan drawings and take public comment to better understand the public wishes. These forums ensure buy-in for neighborhood residents and help to promote long-term stewardship of the projects. Public perception can make or break a project, and we believe in positive impressions.

Ayres will attend a review meeting (Meeting #6) with City staff and the Park Board to review the refined concept and derive the direction for the final master plan. Following the preliminary plan review and final PIM, Ayres will attend a Park and Recreation Board meeting (Meeting #7) to present the final Master Plan. We believe that we can offer the City a cost-effective design package/process and will draw on the experience gained from years of successfully implementing public park projects.

The project manager will provide biweekly updates or as needed during this planning process. Our team can be available to the City on a moment’s notice and can generally be on site within two hours. Assuming a start date of August 1, 2016, we have outlined a tentative project timeline. The design team and the proposed schedule are flexible, and we will modify the phased timeline at the request of the City. Our team is dedicated to producing high-quality, attainable solutions through our design process and has a proven history of delivering completed projects to clients on time and on budget.

PROJECT SCHEDULE	
Task I	August 2016
Task II	September 2016
Task III	October - November 2016
Task IV	December - January 2016/2017
Task V	February 2017

With the understanding that this study may show alternate uses for areas of the park other than recreation, we have included a list of similar urban planning exercises undertaken that include residential, commercial, and civic uses on the following pages. We would be happy to discuss any of these projects with you further should you have questions.

## ADDITIONAL PARK MASTER PLANS AND DESIGN

Vulcan Heritage Park Master Plan and Construction Documents, Appleton, WI

Clarkson Dock Waterfront Park Master Plan, Ashland, WI

Ochsner Park Zoo Master Plan and Lynx Exhibit, Baraboo, WI

Big Lawn Festival Park, Beloit, WI

Riverside Park Master Plan and Construction Documents, Beloit, WI

Turtle Creek Master Plan, Turtle Island Play Area, Beloit, WI

Lunda Community Park Master Plan and Construction Documents, Black River Falls, WI

Riverfront Park and Riverwalk, Burlington, WI

Whemhoff Jucker Park, Burlington, WI

Thaden Park MP, Cottage Grove, WI

Governor Thompson State Park, Phase II, Crivitz, WI

Conservancy Commons Park, DeForest, WI

Fireman's Park Concept Plan, DeForest, WI

Iver Munson Park Concept Plan, DeForest, WI

Phoenix Park Master Plan and Construction Documents, Eau Claire, WI

Rod and Gun Park Master Plan, Eau Claire, WI

West Riverside Concept Plan, Eau Claire, WI

Fraizer Point, Lakeside Park Master Plan and Construction Documents, Fond du Lac, WI

Riggs Park Master Plan, Fond du Lac County, WI

Roche a Cri State Park Construction Documents, Friendship, WI

Boehlke Park Master Plan, Boehlke Park - Phase I Construction Documents, Germantown, WI

Kinderberg Park Master Plan and Construction Documents, Germantown, WI

Schoen-Laufen Park Master Plan and Construction Documents, Germantown, WI

Joannes Skate Park, Green Bay, WI

Village Square, Village of Howard, WI

Wazee Lake Public Access Master Plan, Jackson County, WI

Library Park Master Plan, Janesville, WI

Conservancy Park Master Plan and Construction Documents, Johnson Creek, WI

Kennedy Park Master Plan, Kenosha, WI

Pennoyer Park Master Plan, Kenosha, WI

Poerio Nature Center Master Plan and Construction Documents, Kenosha, WI

Simmons Park Master Plan, Kenosha, WI

Strawberry Park Master Plan, Kenosha, WI

Sunrise Park Master Plan, Kenosha, WI

Petzke Park Master Plan, Kenosha, WI

Korth Park, Jefferson County Parks, Lake Mills, WI

Central Park Master Plan, Madison, WI

Beach Park Master Plan, Maple Bluff, WI

Aero Park Master Plan, Menomonee Falls, WI

Village Park Master Plan, Menomonee Falls, WI

Mill Pond Park Master Plan and Construction Documents, Menomonee Falls, WI

Lakeview Splash Pad Construction Documents, Middleton, WI

Harvey John and Lucille Taylor Park Master Plan, Middleton, WI

Taylor Park, Middleton, WI

Calvin Moody Park, Milwaukee, WI

Johnsons Park, Milwaukee, WI

Stonebridge Park, Monona, WI

Washington Park Master Plan, Neenah, WI

Ingram Park Design Services, Pleasant Prairie, WI

Wanick Choute Park, Sherwood, WI

Waukesha Park Master Plan, Waukesha, WI

Village Green Park Master Plan, Wind Point, WI

## DEVELOPMENT PLANNING & SITE DESIGN RELATED PROJECT EXPERIENCE

River Prairie Development, Altoona, WI  
Thrivent Financial Land Use, Appleton, WI  
Waterfront Site Plan - Clarkson Dock area, Ashland, WI  
Beloit Mall, Beloit, WI  
Business Park Concept Plan, Beloit, WI  
City Center Master Plan, Beloit, WI  
Merg Development, Cambridge, WI  
Industrial Business Park Feasibility Study, Cedarburg, WI  
Conservancy Place, DeForest, WI  
Windsor Hamlet, DeForest, WI  
Annie Glidden Road Development, DeKalb, IL  
BUILD - North Fish Hatchery Road, Fitchburg, WI  
Nine Springs Development Plan, Fitchburg, WI  
Osborn Farm Land Use Plan, Fitchburg, WI  
Yarmouth Crossing, Fitchburg, WI  
Franklin Park Industrial Park, Franklin, WI  
Diocese Campus Master Plan, Green Bay, WI  
Mixed Use Commercial Center, Hobart, WI  
Seven Bridges, Holmen, WI  
Village of Holmen Neighborhood Plans, Holmen, WI  
Rehm Development, Johnson Creek, WI  
Kaukauna Business Park, Kaukauna, WI  
Business Park, Kenosha, WI  
Business Park Master Plan, Lake Geneva, WI  
Business Park, Town of Ledgeview, WI  
Conservation Subdivision Ordinance, Town of Lodi, WI  
American Center Landscape Plan, Madison, WI  
Charmany Farms Dev. Plan, Madison, WI  
Cherokee Neighborhood Development Plan, Madison, WI  
High Crossing East Prairie Commons, Madison, WI  
Hillpoint Neighborhood Plan, Madison, WI  
Junction Road Development, Madison, WI  
Livesey Mixed Use Development, Madison, WI  
Marcus Theatre, Madison, WI  
Sprecher Neighborhood Plan, Madison, WI  
The Meadowlands Office Development, Madison, WI  
Union Corners Redevelopment, Madison, WI  
Villager Mall, Madison, WI  
Westgate Mall Redevelopment Master Plan, Madison, WI  
Racine Street Redevelopment Plan, Menasha, WI  
Copp's Site Redevelopment, Middleton, WI  
Discovery Springs, Middleton, WI  
Harvard Square, Middleton, WI  
Tribeca Development, Middleton, WI  
Westside Conservation Development Master Plan, Middleton, WI  
27th Street Corridor Plan, Milwaukee, WI  
Northwest Mutual Development, Milwaukee, WI  
Silver Spring Corporate Park, Milwaukee, WI  
Village Center Master Plan, Mukwonago, WI  
Mill Valley Business Park, New Berlin, WI  
Conservation Subdivision, Town of Onalaska, WI  
Steinhafel's Corp Office, Pewaukee, WI  
Village Center, Pleasant Prairie, WI  
Reliant Redevelopment Project, Rock Falls, IL  
Quad City Industrial Center Land Use Master Plan, Rock Island, IL  
Linnerud Neighborhood Plan, Stoughton, WI  
Mabie Neighborhood Plan, Stoughton, WI  
Eastside Dock Development Plan, Sturgeon Bay, WI  
St. Mary's Campus Master Plan, Sun Prairie, WI  
West End, Verona, WI  
LaCrosse County Farm, West Salem, WI

## 6. INTEREST IN THIS PROJECT

Our team specializes in public open space design and planning and is well-respected in the state and region for similar project work. Parks are our passion, and seeing the end result of a collaborative community planning process is truly rewarding. This project is particularly interesting as it blends traditional park planning with urban renewal efforts. We find these endeavors challenging and highly interesting to be involved with. Our team is finishing a similar study with the City of Neenah and has gotten to know the surrounding neighborhoods and communities very well.

We also have had several discussions with the Mayor about the importance of this site and study and would be honored to participate.

After a review of the site and proposed project elements, we feel that given our team's portfolio of similar design work, we can bring a wealth of experience to the table, giving you the benefit of our past lessons learned. The proximity to the water, adjacent wetland areas, and public works facilities provides opportunities and significant design challenges. This project could be a catalyst for revitalization of the neighborhood and improved civic pride.

Our proposed work plan is outlined on the following page.



24.2 acre Southport Park Master Plan, Kenosha, WI

#### TASK I – INVENTORY AND ASSESSMENT

- A. Assemble and review basemap materials to be provided by the City.
- B. Meeting #1: Kickoff meeting and visit sites to review existing conditions, set goals, budget expectations, limitations, and design direction.
- C. Analysis of current trends and national activities compared with Jefferson Park offerings.
- D. Creation of project-specific public discussion web portal.

##### **Deliverables for Task I:**

- (1) 8.5" x 11" Summary Memo from Kickoff Meeting**
- (1) Digital Photo Log**
- (1) 8.5" x 11" Summary of Trend Analysis**

#### TASK II – COMMUNITY ENGAGEMENT

- A. Develop digital Needs Assessment Survey tool and host online comment site.
- B. Facilitate two public open houses (Meetings #2/3) to gather design direction input.

##### **Deliverables for Task II:**

- (1) Survey tool and community comment web portal**
- (1) Summary Memo from Public Open House**

#### TASK III – PRELIMINARY CONCEPT DESIGN

- A. Formulate preliminary park design for the park site (three concepts). Designs to comply with ADA requirements.
- B. Develop preliminary opinion of probable costs.
- C. Meeting #4: Review workshop with City and Steering Committee to go over preliminary plans. The plan documents will be transmitted electronically to the client before the meeting.
- D. Meeting #5: Public informational meeting (PIM) to unveil plan drawings and take public comment.

##### **Deliverables for Task III:**

- (3) 11" x 17" Preliminary Plan Drawings**
- (1) 8.5" x 11" Preliminary Cost Estimates**
- (1) 8.5" x 11" Meeting Minutes**

#### TASK IV – REFINEMENT OF CONCEPT PLANS

- A. Refine the conceptual alternatives from three concepts into preferred concept plan.
- B. Refine preliminary opinion of probable costs.
- C. Meetings #6/7: Review meetings with Park Board and Plan Commission to go over final plans. The plan documents will be transmitted electronically to the client before the meeting.

##### **Deliverables for Task IV:**

- (2) 11" x 17" Preliminary Plan Drawings**
- (1) 8.5" x 11" Preliminary Cost Estimates**
- (2) 8.5" x 11" Meeting Minutes**

#### TASK V – FINAL VISION PLAN

- A. Refine preferred plan alternative drawings into final master plan graphics. One final color rendered plan will be mounted. Plans will include amenity layout, landscaping patterns, access and connectivity, and adjacent land use patterns.
- B. Develop final opinion of probable costs.
- C. Meeting #8: Common Council meeting (or other public forum) to present final plans and estimates for approval.
- E. Prepare summary report of design process, graphics, and recommendations.

##### **Deliverables for Task V:**

- (3) 24" x 36" Final Plan Drawings (one mounted)**
- (3) 8.5" x 11" Summary Report including all Meeting Minutes**
- PDF of Final Master Plan**
- CD/DVD with digital project files**

7. PROPOSED FEE (UNDER SEPARATE COVER)



**MEMORANDUM**

To: Plan Commission  
From: David Buck, CDD

Date: September 7, 2016

RE: Certified Survey Map for River Lea Court – Lot line Adjustment

---

Martenson & Eisele, Inc. requests approval of a Certified Survey Map (CSM) adjusting property lines for existing single family residential lots on River Lea Court. The petitioner proposes to shift/move two side lot lines for established lots as follows:

1. Move the northwestern side lot line of proposed Lot 1 / 850 River Lea Court (Lot 1 CSM 6965) south transferring 953 square feet of property to proposed Lot 2 / 854 River Lea Court (Lot 2 CSM 6965) to match the location of a previously installed driveway at 854 River Lea Court.
2. Move the northern side lot line of proposed Lot 3 / 868 River Lea Court (Lot 1 CSM 6966) north transferring 318 square feet of property to proposed Lot 4 / 862 River Lea Court (Lot 4 CSM 6965) to “straighten out” the common property line removing “odd” and confusing angles associated with both parcels.

The proposed adjustments will not create any nonconformity with required lot widths, sizes, setbacks or other dimensional regulations associated with the R-1 Single Family Residence District nor will it be in conflict with the Comprehensive Plans future land-use designation of Low Density Residential.

Staff recommends approval of the CSM, as proposed.



Lot Line Adjustment of  
953 sq ft from 850 to 854

Lot Line Adjustment of  
318 sq ft from 868 to 862

**Certified Survey Map  
River Lea Court**

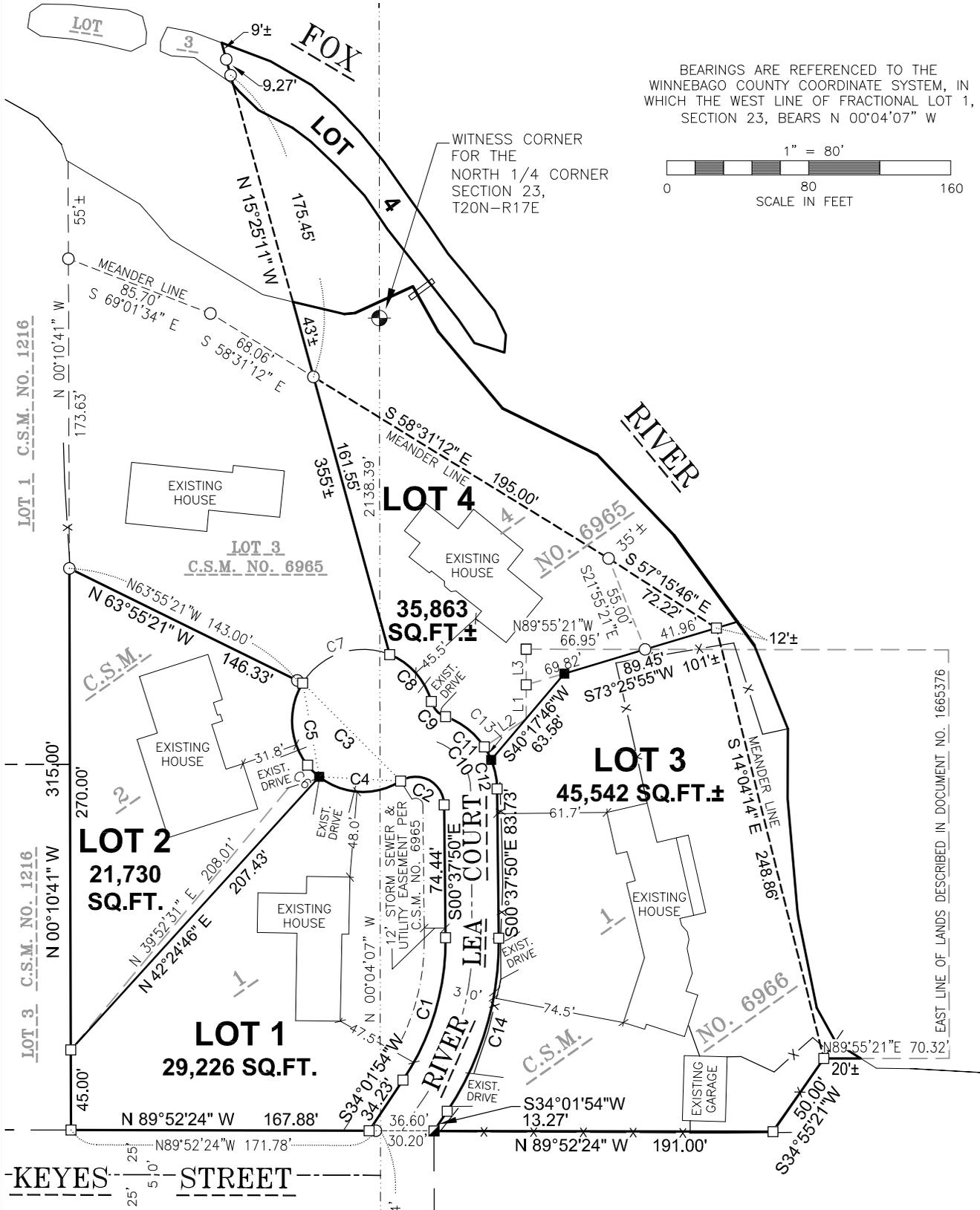
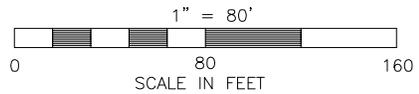


The City of Menasha creates and provides maps for INFORMATIONAL PURPOSES ONLY. The City makes no claims to accuracy or completeness, provides no warranties of any kind, and assumes no liability for their use.

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

ALL OF LOTS 1, 2 AND 4 OF CERTIFIED SURVEY MAP NO. 6965 AND ALL OF LOT 1 OF CERTIFIED SURVEY MAP NO. 6966; ALL BEING PART OF FRACTIONAL GOVERNMENT LOT 1 AND 2, SECTION 23, TOWNSHIP 20 NORTH, RANGE 17 EAST, IN THE THIRD WARD, CITY OF MENASHA, WINNEBAGO COUNTY, WISCONSIN.

BEARINGS ARE REFERENCED TO THE WINNEBAGO COUNTY COORDINATE SYSTEM, IN WHICH THE WEST LINE OF FRACTIONAL LOT 1, SECTION 23, BEARS N 00°04'07" W



**LINE TABLE**

L1 =	S 00°05'01" E	19.00'
L2 =	S 56°28'23" W	28.44'
L3 =	S 00°05'01" E	20.00'

SEE SHEET 2 FOR CURVE TABLE, NOTES AND RESTRICTIONS.

**LEGEND**

- 1" O.D. IRON PIPE SET, 18" LONG, WEIGHING 1.130 LBS. PER LIN. FOOT
- 1" O.D. IRON PIPE FOUND
- ▣ 2" O.D. IRON PIPE FOUND
- 3/4" O.D. REBAR FOUND
- ◆ GOVERNMENT CORNER ALUMINUM COUNTY MONUMENT FOUND

**Martenson & Eisele, Inc.**



1377 Midway Road  
Menasha, WI 54952  
www.martenson-eisele.com  
info@martenson-eisele.com  
920.731.0381 1.800.236.0381

Planning  
Environmental  
Surveying  
Engineering  
Architecture

SURVEY FOR:  
SUE ERDMANN  
854 RIVER LEA COURT  
MENASHA, WI 54952  
AND  
THOMAS SCHEETZ  
862 RIVER LEA COURT  
MENASHA, WI 54952

PROJECT NO. 1-0842-001  
FILE 1-0842-001csm SHEET 1 OF 5  
THIS INSTRUMENT WAS DRAFTED BY: A.Sedlar

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

**CURVE TABLE**

CURVE	RADIUS	DELTA	LENGTH	CHORD BEARING	CHORD
1	140.00'	034°39'44"	84.70'	N 16°42'02" E	83.41'
2	16.00'	121°25'52"	33.91'	N 61°20'46" W	27.91'
3	40.00'	153°50'13"	107.40'	S 45°08'35" E	77.92'
4	40.00'	070°11'14"	49.00'	S 86°58'05" E	45.99'
5	40.00'	083°38'59"	58.40'	S 10°02'58" E	53.35'
6	40.00'	013°13'54"	9.24'	S 45°15'31" E	9.22'
7	40.00'	080°18'54"	56.07'	S 71°55'58" W	51.59'
8	40.00'	052°19'59"	36.54'	N 41°44'35" W	35.28'
9	12.50'	055°21'06"	12.08'	S 43°05'17" E	11.61'
10	43.50'	070°08'00"	53.25'	N 35°41'50" W	49.98'
11	43.50'	048°09'12"	36.56'	N 46°41'14" W	35.49'
12	43.50'	021°58'48"	16.69'	N 11°37'14" W	16.59'
13	43.50'	011°05'38"	8.42'	N 28°09'27" W	8.41'
14	170.00'	034°39'44"	102.84'	N 16°42'02" E	101.28'

**NOTES AND RESTRICTIONS:**

ANY LAND BELOW THE ORDINARY HIGH WATER MARK OF THE FOX RIVER, IS SUBJECT TO THE PUBLIC TRUST IN NAVIGABLE WATERS THAT IS ESTABLISHED UNDER ARTICLE IX, SECTION 1 OF THE STATE CONSTITUTION.

ALL BUILDING SETBACKS AND OTHER LAND USE REQUIREMENTS SHOULD BE VERIFIED BY THE CITY OF MENASHA ZONING DEPARTMENT PRIOR TO ANY CONSTRUCTION OR OTHER LAND USE ACTIVITY.

**SURVEYOR'S CERTIFICATE:**

I, GARY A. ZHRINGER, LAND SURVEYOR, DO HEREBY CERTIFY:

THAT I HAVE SURVEYED, MAPPED AND DIVIDED AT THE DIRECTION OF SUE ERDMANN AND THOMAS SCHEETZ,

ALL OF LOTS 1, 2 AND 4 OF CERTIFIED SURVEY MAP NO. 6965, FILED IN VOLUME 1 OF CERTIFIED SURVEY MAPS ON PAGE 6965, AS DOCUMENT NO. 1690927; AND ALL OF LOT 1 OF CERTIFIED SURVEY MAP NO. 6966, FILED IN VOLUME 1 OF CERTIFIED SURVEY MAPS ON PAGE 6966, AS DOCUMENT NO. 1690928; ALL BEING PART OF FRACTIONAL GOVERNMENT LOT 1 AND 2, SECTION 23, TOWNSHIP 20 NORTH, RANGE 17 EAST, IN THE THIRD WARD, CITY OF MENASHA, WINNEBAGO COUNTY, WISCONSIN. CONTAINING 132,361 SQUARE FEET MORE OR LESS [3.04 ACRES +/-], INCLUDING ALL LANDS LYING BETWEEN SAID MEANDER LINE AND THE WATERS' EDGE. SUBJECT TO ALL EASEMENTS AND RESTRICTIONS OF RECORD.

THAT I HAVE FULLY COMPLIED WITH CHAPTER 236.34 OF THE WISCONSIN STATUTES AND WITH THE CITY OF MENASHA SUBDIVISION ORDINANCE IN SURVEYING, DIVIDING AND MAPPING THE SAME.

THAT THIS MAP IS A CORRECT REPRESENTATION OF ALL EXTERIOR BOUNDARIES OF THE LAND SURVEYED AND THE DIVISION THEREOF.

GIVEN UNDER MY HAND THIS 15TH DAY OF AUGUST, 2016.

\_\_\_\_\_  
GARY A. ZHRINGER, PROFESSIONAL WI LAND SURVEYOR S-2098

**THIS CERTIFIED SURVEY MAP IS CONTAINED WHOLLY WITHIN THE PROPERTY DESCRIBED IN THE FOLLOWING RECORDED INSTRUMENTS**

OWNERS OF RECORD:	RECORDING INFORMATION:	PARCEL NUMBER:
BARBARA J. BALLARD	DOCUMENT NO. 1598531	3-00105-05
DAVID L. ERDMANN TRUST	DOCUMENT NO. 688424	3-00105-04
SCHEETZ REVOCABLE TRUST	DOCUMENT NO. 783224	3-00105-02
JENSEN BUCHANAN	DOCUMENT NO. 1665376	3-00029-00

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

**COMMON COUNCIL RESOLUTION:**

RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MENASHA, THAT THIS CERTIFIED SURVEY MAP IS HEREBY APPROVED.

DATED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2016.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CITY CLERK

**TREASURER'S CERTIFICATE:**

I HEREBY CERTIFY THAT THERE ARE NO UNPAID TAXES OR UNPAID SPECIAL ASSESSMENTS ON ANY OF THE LANDS SHOWN HEREON.

\_\_\_\_\_  
CITY TREASURER

\_\_\_\_\_  
DATE

**OWNERS CERTIFICATE:**

AS OWNER, I, THE UNDERSIGNED, HEREBY CERTIFY THAT I CAUSED THE LAND ABOVE DESCRIBED TO BE SURVEYED, DIVIDED AND MAPPED ALL AS SHOWN AND REPRESENTED ON THIS MAP.

DATED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2016.

\_\_\_\_\_  
BARBARA J. BALLARD

STATE OF WISCONSIN)  
                                  )SS  
WINNEBAGO COUNTY )

PERSONALLY CAME BEFORE ME ON THE \_\_\_\_\_  
DAY OF \_\_\_\_\_, 2016, THE ABOVE OWNER(S)  
TO ME KNOWN TO BE THE PERSON(S) WHO EXECUTED THE  
FOREGOING INSTRUMENT AND ACKNOWLEDGE THE SAME.

\_\_\_\_\_  
NOTARY PUBLIC, STATE OF WISCONSIN  
MY COMMISSION (IS PERMANENT)  
(EXPIRES: \_\_\_\_\_)

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

**SCHEETZ REVOCABLE TRUST OWNERS CERTIFICATE:**

AS OWNER, I, THE UNDERSIGNED, HEREBY CERTIFY THAT I CAUSED THE LAND ABOVE DESCRIBED TO BE SURVEYED, DIVIDED AND MAPPED ALL AS SHOWN AND REPRESENTED ON THIS MAP.

DATED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2016.

\_\_\_\_\_  
PRINT NAME AND TITLE

\_\_\_\_\_  
SIGNATURE

STATE OF WISCONSIN)  
                                  )SS  
WINNEBAGO COUNTY )

PERSONALLY CAME BEFORE ME ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2016, THE ABOVE OWNER(S) TO ME KNOWN TO BE THE PERSON(S) WHO EXECUTED THE FOREGOING INSTRUMENT AND ACKNOWLEDGE THE SAME.

\_\_\_\_\_  
NOTARY PUBLIC, STATE OF WISCONSIN  
MY COMMISSION (IS PERMANENT)  
(EXPIRES: \_\_\_\_\_)

**OWNERS CERTIFICATE:**

AS OWNER, I, THE UNDERSIGNED, HEREBY CERTIFY THAT I CAUSED THE LAND ABOVE DESCRIBED TO BE SURVEYED, DIVIDED AND MAPPED ALL AS SHOWN AND REPRESENTED ON THIS MAP.

DATED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2016.

\_\_\_\_\_  
JENSEN BUCHANAN

STATE OF WISCONSIN)  
                                  )SS  
WINNEBAGO COUNTY )

PERSONALLY CAME BEFORE ME ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2016, THE ABOVE OWNER(S) TO ME KNOWN TO BE THE PERSON(S) WHO EXECUTED THE FOREGOING INSTRUMENT AND ACKNOWLEDGE THE SAME.

\_\_\_\_\_  
NOTARY PUBLIC, STATE OF WISCONSIN  
MY COMMISSION (IS PERMANENT)  
(EXPIRES: \_\_\_\_\_)



**City of Menasha Disbursements**

Weekly Accounts Payable	9/8/16-9/15/16 Checks # 55139-55282	\$ 669,446.49
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Bi-Weekly Payroll	9/15/16	\$ 171,681.61
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Additional Regular Cycle Accounts Payables -Paid Electronically

Nationwide Retirement	9/2/16	\$ 10,272.00
TASC-Flex Spending	9/6/16	\$ 3,711.15
Delta Dental	9/7/16	\$ 2,638.43
World Pay Charges-FFM	9/7/16	\$ 2.45
Federal Tax Withholding	9/7/16	\$ 69,538.25
Delta Dental	9/14/16	\$ 1,323.60
Community First Credit Union-Payroll Deductions	9/15/16	\$ 4,443.50

\$ 91,929.38

<b>Total</b>	\$ <u><u>933,057.48</u></u>
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Items included on this list have been properly audited and certified by the City Comptroller and are being presented for approval by the Common Council.

Peggy Steeno  
Peggy Steeno  
Administrative Services Director

9/15/16  
Date

Notes:

- Medical Expense Reimbursement Trust-Retirement Pay Out
- United Way-Employee Donations
- Wisconsin Support Collections-Child/Spousal Support
- WI SCTF-Child Support Annual Fee
- Gaps in check numbers indicate that more invoices being paid than fit on one check stub  
(The last check stub used is the check number that will appear on the check register)

**AP Check Register**  
**Check Date: 9/8/2016**

Date: 9/8/2016

<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	55139	9/8/2016	1611051	731-1022-541.30-18	207.90	Work Light/Flo-Pac Moss Air Plug/Wood Handle
		9/8/2016	1611056	731-1022-541.30-18	67.45	Cordless Work Light
		9/8/2016	1611107	731-1022-541.30-18	10.90	Wood Handle Threads
				731-1022-541.30-18	(10.90)	CREDIT
		9/8/2016	1611199	731-1022-541.30-18	87.10	Washers/Caps/Insert Locks
			<b>Total for check: 55139</b>		<b>362.45</b>	
AMERICAN RECYCLING CENTER INC	55140	9/8/2016	2016-1001	826-0703-553.30-18	2,315.69	Urethane Binder
			<b>Total for check: 55140</b>		<b>2,315.69</b>	
APPLETON HYDRAULIC COMPONENTS	55141	9/8/2016	32652	731-1022-541.38-03	701.92	Repair Cylinder
			<b>Total for check: 55141</b>		<b>701.92</b>	
CITY OF APPLETON	55142	9/8/2016	232568	100-0302-542.25-01	14,225.00	September Valley Transit
			<b>Total for check: 55142</b>		<b>14,225.00</b>	
APWA	55143	9/8/2016	60484	100-1002-541.32-01	149.25	Membership Renewal
				625-1002-541.32-01	49.75	Membership Renewal
			<b>Total for check: 55143</b>		<b>199.00</b>	
BECK ELECTRIC INC	55144	9/8/2016	S0116-COM-ED-15	100-1008-541.24-04	8.60	Seventh & Racine Repair
				100-1008-541.24-04	119.00	Seventh & Racine Repair
		9/8/2016	S0116-COM-ED-16	100-1008-541.24-04	122.40	Ped Signal Repair
			<b>Total for check: 55144</b>		<b>250.00</b>	
BOBCAT OF JANESVILLE	55145	9/8/2016	02-80463	731-1022-541.38-03	260.32	Bolt Knife Bandit Drum
			<b>Total for check: 55145</b>		<b>260.32</b>	

## AP Check Register

### Check Date: 9/8/2016

<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>
BOBCAT PLUS	55146	9/8/2016	IA09464	731-1022-541.38-03	202.75	Filters
			<b>Total for check: 55146</b>		<b>202.75</b>	
BRAUN, CLARENCE	55147	9/8/2016	BRAUN	100-0000-201.10-00	100.00	Exc Permit 12232 Deposit 702 Carver Lane
			<b>Total for check: 55147</b>		<b>100.00</b>	
COMMUNITY HOUSING COORDINATOR	55148	9/8/2016	213	100-0304-562.21-06	1,800.00	July Housing Plan
			<b>Total for check: 55148</b>		<b>1,800.00</b>	
SCOTT DAY	55149	9/8/2016	SCOTT DAY	100-0801-521.21-05	480.00	Professional Services Dec. 26, 2015-Aug 9, 2016
			<b>Total for check: 55149</b>		<b>480.00</b>	
ENVIROTECH	55150	9/8/2016	081716-2A	625-0000-193.00-00	245,875.00	Vacuum Sweeper/Hopper Brooms
			<b>Total for check: 55150</b>		<b>245,875.00</b>	
JFTCO INC	55151	9/8/2016	C 234951	731-1022-541.38-03	323.50	Edges/Bolts/Washers
		9/8/2016	C 246675	731-1022-541.38-03	571.23	Kit & Filters
			<b>Total for check: 55151</b>		<b>894.73</b>	
FACTORY MOTOR PARTS CO	55152	9/8/2016	18-1512557	731-1022-541.38-03	1,019.69	Pad Kits/Rotors/Seal Asm
		9/8/2016	18-1513064	731-1022-541.38-03	148.56	Fuel Filters
		9/8/2016	18-1514564	731-1022-541.30-18	93.60	Cleaner
		9/8/2016	18-1515755	731-1022-541.38-03	49.48	Parts
		9/8/2016	18-1516383	731-1022-541.38-03	652.19	Hose Asmb/Rack & Pinion
		9/8/2016	18-1517200	731-1022-541.38-03	(244.49)	CREDITS
		9/8/2016	18-1517774	731-1022-541.38-03	179.67	Tensioner/Pulley/Parts
		9/8/2016	18-1518049	731-1022-541.38-03	183.60	Parts
		9/8/2016	18-Z08042	731-1022-541.38-03	198.91	Parts
		9/8/2016	18-Z08184	731-1022-541.30-10	18.60	Batteries
				731-1022-541.38-03	161.60	Parts

**AP Check Register**  
**Check Date: 9/8/2016**

Date: 9/8/2016

<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>
FACTORY MOTOR PARTS CO...	55152...	9/8/2016	18-Z08185	731-1022-541.38-03	(42.00) CREDIT	
			<b>Total for check: 55152</b>		<b>2,419.41</b>	
FERGUSON ENTERPRISES #1550	55153	9/8/2016	3498763	100-0703-553.24-03	275.86 Toilets	
		9/8/2016	3508992	100-0703-553.24-03	5.18 Ring	
			<b>Total for check: 55153</b>		<b>281.04</b>	
FERGUSON WATERWORKS #1476	55154	9/8/2016	0203496	209-0703-553.82-02	467.48 End Sec Kit/HDPE Pipe	Barker Farms
				625-1010-541.30-18	3,516.64 Curb Frm/Gut Grate	
				470-1009-541.82-02	331.96 Warning Det Plt	
			<b>Total for check: 55154</b>		<b>4,316.08</b>	
FOX STAMP SIGN & SPECIALTY	55155	9/8/2016	OE-65321	100-0401-513.30-10	9.90 Ink Pads	
				100-0702-552.30-10	4.95 Ink Pads	
				731-1022-541.30-10	4.95 Ink Pads	
			<b>Total for check: 55155</b>		<b>19.80</b>	
FOX VALLEY OVERHEAD DOOR INC	55156	9/8/2016	51054	731-1022-541.24-03	158.00 Machine Shop Door Maint	
			<b>Total for check: 55156</b>		<b>158.00</b>	
GO GREEN RECYCLING LLC	55157	9/8/2016	113	266-1028-543.21-06	4,050.00 Rotochopper Grinder Rent	
			<b>Total for check: 55157</b>		<b>4,050.00</b>	
COREY GORDON	55158	9/8/2016	GORDON	731-1022-541.30-18	359.97 Waders-Reimbursement	
			<b>Total for check: 55158</b>		<b>359.97</b>	
GRAPHIC COMPOSITION INC	55159	9/8/2016	245237	100-0801-521.29-01	186.60 Business Cards	

**AP Check Register**  
**Check Date: 9/8/2016**

Date: 9/8/2016

<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>
GRAPHIC COMPOSITION INC...	55159...	9/8/2016...	245237...	100-0000-134.00-00	(16.60)	Business Cards
			<b>Total for check: 55159</b>		<b>170.00</b>	
GRIESBACH READY-MIX LLC	55160	9/8/2016	3556	100-1004-541.30-18	2,009.25	Cement
				625-1003-541.30-18	1,650.00	Cement
				625-1010-541.30-18	1,229.25	Cement
			<b>Total for check: 55160</b>		<b>4,888.50</b>	
GUSTMAN CHEVROLET SALES INC	55161	9/8/2016	40686	731-1022-541.38-03	75.88	Cooler
			<b>Total for check: 55161</b>		<b>75.88</b>	
DENTON HEIDEMANN	55162	9/8/2016	HEIDEMANN	100-0801-521.30-15	25.00	Equipment
			<b>Total for check: 55162</b>		<b>25.00</b>	
JIM HEINZ	55163	9/8/2016	129064	210-0000-467.00-00	44.64	FFM Reimbursement
			<b>Total for check: 55163</b>		<b>44.64</b>	
HOME DEPOT CREDIT SERVICES	55164	9/8/2016	1033737	100-0703-553.24-03	71.34	Kwik Seal & Supplies
		9/8/2016	2094726	100-0801-521.24-03	11.44	Casters & Ship Tape Disp
		9/8/2016	4034457	100-0703-553.30-18	18.44	Tubes for Concrete
			<b>Total for check: 55164</b>		<b>101.22</b>	
CANDI HUBER	55165	9/8/2016	HUBER	100-0202-512.33-01	10.63	August Mileage
			<b>Total for check: 55165</b>		<b>10.63</b>	
IMPERIAL SUPPLIES LLC	55166	9/8/2016	010439	100-1016-543.30-18	174.84	Gloves
			<b>Total for check: 55166</b>		<b>174.84</b>	

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IRENE JUAREZ	55167	9/8/2016	HATTIE MINOR	822-0413-554.30-16	250.00	Scholarship-Fall Semester
			<b>Total for check: 55167</b>		<b>250.00</b>	
JX ENTERPRISES INC	55168	9/8/2016	G-261960029	731-1022-541.38-03	161.08	Dustshield Kit & Seal
			<b>Total for check: 55168</b>		<b>161.08</b>	
KAEMPFER & ASSOCIATES INC	55169	9/8/2016	18321	601-1020-543.21-02	85.03	Industrial User DischargePermit Review
		9/8/2016	18322	601-1020-543.21-02	510.18	Indust Sewer User Monitor
		9/8/2016	18323	601-1020-543.21-02	244.55	CMOM Program
		9/8/2016	18324	601-1020-543.21-02	680.25	Industrial Sewer Billing
		9/8/2016	18325	601-1020-543.21-02	493.05	Engineer Services-3rd St
		9/8/2016	18326	601-1020-543.21-02	855.22	2016 User Charge System Update
			<b>Total for check: 55169</b>		<b>2,868.28</b>	
KEIL ENTERPRISES	55170	9/8/2016	KEIL ENTERPRISE	100-0801-521.34-02	390.00	Course
			<b>Total for check: 55170</b>		<b>390.00</b>	
LEVENHAGEN CORPORATION	55171	9/8/2016	060143A-IN	731-1022-541.30-18	117.90	Fuel
			<b>Total for check: 55171</b>		<b>117.90</b>	
MANDERFIELD BAKERY	55172	9/8/2016	485782	100-0702-552.30-18	69.90	Grunski
			<b>Total for check: 55172</b>		<b>69.90</b>	
MCMAHON	55173	9/8/2016	0903308	625-1010-541.21-06	391.90	Engineering Services
			<b>Total for check: 55173</b>		<b>391.90</b>	
MCNEILUS TRUCK & MFG COMPANY	55174	9/8/2016	3342695	731-1022-541.38-03	185.17	Rubber Flappers

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MCNEILUS TRUCK & MFG COMPANY...	55174...	9/8/2016	3342724	731-1022-541.38-03	134.15	Pin-Grabber, Curb Tender
			<b>Total for check: 55174</b>		<b>319.32</b>	
MENARDS-APPLETON EAST	55175	9/8/2016	458	100-0703-553.30-18	8.37	Paint & Lumber
				100-0702-552.30-18	24.68	Paint & Lumber
		9/8/2016	522	207-0707-552.24-03	218.00	Paint
				100-0703-553.24-03	218.00	Paint
		9/8/2016	719	100-1001-514.24-03	30.96	LED Retrofit Kit/Bulbs Supplies
				100-0501-522.24-03	14.34	LED Retrofit Kit/Bulbs Supplies
				731-1022-541.24-03	30.77	LED Retrofit Kit/Bulbs Supplies
		9/8/2016	780	731-1022-541.24-03	10.32	Toilet Tank Repair Kit
		9/8/2016	781	207-0707-552.24-03	66.79	Supplies
			<b>Total for check: 55175</b>		<b>622.23</b>	
MENASHA TREASURER	55176	9/8/2016	REC	100-0702-552.30-18	297.69	Supplies
			<b>Total for check: 55176</b>		<b>297.69</b>	
MENASHA UTILITIES	55177	9/8/2016	004444	625-0401-513.25-01	1,840.28	Stormwater
				601-0401-513.25-02	16,233.50	Sewer Charge
		9/8/2016	MENASHA UTILITY	100-1008-541.22-03	130.48	Electric
				100-0703-553.22-03	203.57	Electric
				100-0703-553.22-05	273.04	Water/Sewer
				100-0703-553.22-06	184.81	Storm
				731-1022-541.22-03	19.27	Electric
				100-0903-531.22-03	225.84	Electric
				100-0903-531.22-05	45.42	Water/Sewer
				100-0305-562.22-06	9.90	Storm
				601-1020-543.22-03	23.44	Electric
			<b>Total for check: 55177</b>		<b>19,189.55</b>	

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MICHELS MATERIALS	55178	9/8/2016	321516	625-1010-541.30-18	219.45	Supplies
			<b>Total for check: 55178</b>		<b>219.45</b>	
MID-AMERICAN RESEARCH CHEMICAL	55179	9/8/2016	0586933-IN	731-1022-541.30-13	308.87	Cleaning Supplies
			<b>Total for check: 55179</b>		<b>308.87</b>	
MBM	55180	9/8/2016	IN121880	743-0403-513.29-01	243.10	Monthly Print Care Agreem
			<b>Total for check: 55180</b>		<b>243.10</b>	
MOSS & ASSOCIATES LLC	55181	9/8/2016	260	485-1009-541.82-02 470-1003-541.82-02	750.00 3,375.00	Manitowoc Rd Trail Proj Manitowoc Rd Trail Proj
			<b>Total for check: 55181</b>		<b>4,125.00</b>	
MUNSON, KATHY	55182	9/8/2016	MUNSON	100-0000-441.24-00	36.00	Class Overcharge
			<b>Total for check: 55182</b>		<b>36.00</b>	
N&M AUTO SUPPLY	55184	9/8/2016	572766	731-1022-541.38-03	6.03	Hitch Pin
		9/8/2016	572774	731-1022-541.38-03	83.21	Trailer Brake Control
		9/8/2016	573219	731-1022-541.38-03	36.47	Air Filter
		9/8/2016	573704	731-1022-541.38-03	89.80	LED ID Bars
		9/8/2016	573809	731-1022-541.38-03	12.06	Hitch Pins
		9/8/2016	574073	731-1022-541.30-18	16.90	Power Steering Fluid
		9/8/2016	574201	731-1022-541.38-03	8.06	Air Filter
		9/8/2016	574376	731-1022-541.38-03	192.46	Brake Drum/Shoes/Kits
		9/8/2016	574678	731-1022-541.38-03	267.81	Brake Pads/Caliper
		9/8/2016	574972	731-1022-541.38-03	(95.38)	CREDIT
		9/8/2016	575229	731-1022-541.38-03	43.24	Axle Housing Cover GasketSynchronmesh Fluid
		9/8/2016	575589	731-1022-541.30-18	16.41	Lube Filter
		9/8/2016	575590	731-1022-541.30-18	16.41	Lube Filter
		9/8/2016	575591	731-1022-541.38-03	39.88	Fuel Filter
		9/8/2016	575592	731-1022-541.38-03	4.12	EXH Clamp

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N&M AUTO SUPPLY...	55184...	9/8/2016	575868	731-1022-541.38-03	11.32	Fuel Filter
		9/8/2016	575872	731-1022-541.38-03	46.70	Oil Filter/Circuit Kit RV Plug
		9/8/2016	576075	731-1022-541.38-03	10.13	Replacement Lens
	<b>Total for check: 55184</b>				<b>805.63</b>	
NEENAH-MENASHA SEWERAGE COMMISSION	55185	9/8/2016	2016-134	601-1021-543.25-01	37,844.71	July Wastewater Treatment
		9/8/2016	2016-140	601-1021-543.25-01	14,898.00	Sept 2016 Interest & Debt
	<b>Total for check: 55185</b>				<b>52,742.71</b>	
NETWORK HEALTH SYSTEM INC	55186	9/8/2016	348924	100-0202-512.21-05	233.00	Drug Screens & Pre-employExams
		9/8/2016	349351	100-0202-512.21-05	718.75	3rd Qtr EAP Services
	<b>Total for check: 55186</b>				<b>951.75</b>	
NORTHEAST ASPHALT INC	55187	9/8/2016	1441396	100-1003-541.30-18	3,641.63	Supplies
				625-1010-541.30-18	348.56	Supplies
	<b>Total for check: 55187</b>				<b>3,990.19</b>	
OSHKOSH TENT & AWNING CO INC	55188	9/8/2016	54791	100-0703-553.30-18	31.60	Letters
<b>Total for check: 55188</b>				<b>31.60</b>		
PACESETTERS OF THE FOX CITIES	55189	9/8/2016	PACESETTERS	100-0702-552.30-18	125.00	Grunski Supplies
<b>Total for check: 55189</b>				<b>125.00</b>		
POMP'S TIRE SERVICE INC	55190	9/8/2016	320045512	731-1022-541.38-02	1,375.95	Tires
		9/8/2016	320045811	731-1022-541.38-02	49.26	Tire
		9/8/2016	320046023	731-1022-541.29-04	74.95	Truck Alignment
		9/8/2016	320046113	731-1022-541.38-02	288.00	Tires
		9/8/2016	320046250	731-1022-541.38-02	1,860.00	Tires
<b>Total for check: 55190</b>				<b>3,648.16</b>		

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REDI-WELDING CO	55191	9/8/2016	15023	100-1017-543.30-18	88.20	Container
				731-1022-541.30-18	693.63	Tubing
			<b>Total for check: 55191</b>			
RENT-A-FLASH OF WISCONSIN INC	55192	9/8/2016	53714	100-1008-541.30-18	265.39	ID Stickers
			<b>Total for check: 55192</b>			
KATELYN SEWALL	55193	9/8/2016	HATTIE MINOR	822-0413-554.30-16	250.00	Scholarship-Fall Semester
			<b>Total for check: 55193</b>			
SMT MANUFACTURING & SUPPLY	55194	9/8/2016	0041273-IN	731-1022-541.38-03	283.26	Flange Cart Unit
			<b>Total for check: 55194</b>			
DJ SPOEHR	55195	9/8/2016	129065	210-0000-467.00-00	35.00	FFM Reimbursement
			<b>Total for check: 55195</b>			
SPORTS GRAPHICS	55196	9/8/2016	0716-083	100-1002-541.30-18	112.33	Shirts
				731-1022-541.30-18	291.42	Shirts
			0816-017	100-0702-552.30-18	19.00	Shirts
			0816-026	826-0702-552.30-18	500.00	Grunski Shirts
				100-0702-552.30-18	1,544.40	Grunski Shirts
<b>Total for check: 55196</b>				<b>2,467.15</b>		
STAPLES BUSINESS ADVANTAGE	55197	9/8/2016	3311592204	731-1022-541.30-10	10.47	Supplies
			<b>Total for check: 55197</b>			
STUMPF CREATIVE LANDSCAPES	55198	9/8/2016	STUMPF CL	100-1003-541.30-18	54.00	Plants
			<b>Total for check: 55198</b>			

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SUPERIOR CHEMICAL CORP	55199	9/8/2016	134403	100-1003-541.30-18	125.26	Asphalt Release Agent
			<b>Total for check: 55199</b>		<b>125.26</b>	
SYN-TECH SYSTEMS	55200	9/8/2016	132128	731-1022-541.24-06	515.00	Module Assys/Sensor CableFill Rings/RFID Module/Ca
			<b>Total for check: 55200</b>		<b>515.00</b>	
TRI-COUNTY OVERHEAD DOOR INC	55201	9/8/2016	125582	100-0704-552.24-03	536.12	Pool- Roll-up Door Repair
			<b>Total for check: 55201</b>		<b>536.12</b>	
UNIFIRST CORPORATION	55202	9/8/2016	097 0218090	731-1022-541.20-01	289.19	Clothing & Mat Service
			<b>Total for check: 55202</b>		<b>289.19</b>	
UNITED RENTALS INC	55203	9/8/2016	139746248-001	601-1020-543.30-15 625-1010-541.30-15	347.88 347.87	Plugs Plugs
			<b>Total for check: 55203</b>		<b>695.75</b>	
US VENTURE	55204	9/8/2016	L55564	731-1022-541.21-06	15.00	Spectro V100
			<b>Total for check: 55204</b>		<b>15.00</b>	
VALLEY SEALCOAT INC	55205	9/8/2016	11485	470-0703-553.82-02	26,922.00	Court Restoration
			<b>Total for check: 55205</b>		<b>26,922.00</b>	
VIEVU	55206	9/8/2016	19017	100-0801-521.30-18	200.00	Video Camera
			<b>Total for check: 55206</b>		<b>200.00</b>	
LUE VUE	55207	9/8/2016	129066	210-0000-467.00-00	24.82	FFM Reimbursement
			<b>Total for check: 55207</b>		<b>24.82</b>	

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WAGONER, TIMOTHY	55208	9/8/2016	WAGONER	100-0000-441.13-00	17.00	Refuse Cart Downgrade
			<b>Total for check: 55208</b>		<b>17.00</b>	
WE ENERGIES	55209	9/8/2016	WE ENERGY	100-0703-553.22-03	38.67	Menasha Conservancy
			<b>Total for check: 55209</b>		<b>38.67</b>	
WIL-KIL PEST CONTROL	55210	9/8/2016	2971209	731-1022-541.20-07	68.75	PWF Contract
			<b>Total for check: 55210</b>		<b>68.75</b>	
WISCONSIN MEDIA	55211	9/8/2016	0010116388	100-0405-513.29-02	486.49	Legals
				100-0203-512.29-02	47.61	Legals
			<b>Total for check: 55211</b>		<b>534.10</b>	
ZEP SALES & SERVICE	55212	9/8/2016	9002367191	731-1022-541.30-18	388.04	Supplies
			<b>Total for check: 55212</b>		<b>388.04</b>	
					<b>411,183.98</b>	

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LW ALLEN LLC	55213	9/15/2016	101471	601-1020-543.24-04	1,080.00	Field Services 3rd & Kargus Lift Station
			<b>Total for check: 55213</b>		<b>1,080.00</b>	
APPLETON ELECTRONICS SUPPLY LLC	55214	9/15/2016	18216	731-1022-541.38-03	13.84	Switches
			<b>Total for check: 55214</b>		<b>13.84</b>	
ARING EQUIPMENT COMPANY INC	55215	9/15/2016	722208	731-1022-541.38-03	36.09	Tail Light
			<b>Total for check: 55215</b>		<b>36.09</b>	
ASSOCIATED APPRAISAL CONSULTANTS	55216	9/15/2016	122142	100-0402-513.21-09	5,000.00	Professional Services
				100-0402-513.21-09	59.76	Internet Postings
				100-0402-513.30-11	25.11	Postage
			<b>Total for check: 55216</b>		<b>5,084.87</b>	
AT&T	55217	9/15/2016	920R09453009	100-1001-514.22-01	110.90	Alarms
				601-1020-543.22-01	290.50	Alarms
			<b>Total for check: 55217</b>		<b>401.40</b>	
BADGER LAB & ENGINEERING INC	55218	9/15/2016	INV000066770	601-1020-543.21-02	1,062.00	Sewer Testing
		9/15/2016	INV000066771	601-1020-543.21-02	832.00	Industrial Sewer Testing
			<b>Total for check: 55218</b>		<b>1,894.00</b>	
BAHCALL RUBBER CO INC	55219	9/15/2016	755175-001	731-1022-541.38-03	411.00	Parts
			<b>Total for check: 55219</b>		<b>411.00</b>	
BAYCOM INC	55220	9/15/2016	EQUIPINV_004226	743-0403-513.21-04	1,560.00	Arbitrator Maintenance
			<b>Total for check: 55220</b>		<b>1,560.00</b>	

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BECK ELECTRIC INC	55221	9/15/2016	S0616-COM-ED-16	100-1008-541.24-04	68.00	Electrical Assistance
			<b>Total for check: 55221</b>		<b>68.00</b>	
BRAZEE'S ACE HARDWARE	55222	9/15/2016	035851	100-0703-553.30-18	7.99	Cord
			<b>Total for check: 55222</b>		<b>7.99</b>	
CALUMET COUNTY REGISTER OF DEEDS	55223	9/15/2016	4033696	492-1003-541.21-02	30.00	TID 12 CSM/Easement
		9/15/2016	4034233	492-1003-541.21-02	30.00	TID 12 CSM/Easement
			<b>Total for check: 55223</b>		<b>60.00</b>	
PAO CHANG	55224	9/15/2016	129067	210-0000-467.00-00	29.91	FFM Reimbursement
			<b>Total for check: 55224</b>		<b>29.91</b>	
CORRE INC	55225	9/15/2016	3083	485-0304-562.21-02	558.62	Engineering Province Trail
			<b>Total for check: 55225</b>		<b>558.62</b>	
UNEMPLOYMENT INSURANCE	55226	9/15/2016	000007901828	100-0702-552.15-09	15.05	Unemployment Comp
			<b>Total for check: 55226</b>		<b>15.05</b>	
EARTHLINK BUSINESS	55227	9/15/2016	000000008026082	100-0402-513.22-01	7.67	Landline Phone Service Assessor
				100-0201-512.22-01	7.46	Landline Phone Service Attorney
				100-0000-123.00-00	17.02	Landline Phone Service Bldg Insp
				100-0203-512.22-01	15.50	Landline Phone Service Clerk
				100-0304-562.22-01	27.89	Landline Phone Service Com Dev
				100-1001-514.22-01	84.44	Landline Phone Service City Hall
				100-0401-513.22-01	37.63	Landline Phone Service Finance
				731-1022-541.22-01	30.28	Landline Phone Service Garage
				100-0903-531.22-01	57.21	Landline Phone Service Health
				743-0403-513.22-01	17.89	Landline Phone Service IT
				100-0601-551.22-01	198.29	Landline Phone Service Library

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EARTHLINK BUSINESS...	55227...	9/15/2016...	000000008026082...	100-0101-511.22-01	11.76	Landline Phone Service Mayor
				100-0702-552.22-01	31.54	Landline Phone Service Rec
				100-0703-553.22-01	52.99	Landline Phone Service Parks
				100-0202-512.22-01	18.84	Landline Phone Service Personnel
				100-0801-521.22-01	292.39	Landline Phone Service Police
				100-1002-541.22-01	49.14	Landline Phone Service Engineering
				100-0920-531.22-01	15.38	Landline Phone Service Senior
				100-1008-541.22-01	4.44	Landline Phone Service Sign
				100-0502-522.22-01	46.71	Landline Phone Service EOC
				207-0000-123.00-00	31.32	Landline Phone Service Marina
				100-0704-552.22-01	16.47	Landline Phone Service Pool
100-0000-123.00-00	350.53	Landline Phone Service Menasha Utilities				
<b>Total for check: 55227</b>					<b>1,422.79</b>	
ELVISH CONSULTING	55228	9/15/2016	ELVISH	100-0702-552.20-03	1,112.92	Grunski
				<b>Total for check: 55228</b>		
FERRELLGAS	55229	9/15/2016	1092722955	266-1027-543.30-18	85.60	Exchange/Hazmat
		9/15/2016	1093004684	266-1027-543.30-18	73.41	Exchange/Fuel Surcharge
<b>Total for check: 55229</b>					<b>159.01</b>	
FOX STAMP SIGN & SPECIALTY	55230	9/15/2016	OE-66092	100-0703-553.24-05	99.00	Project Sign
				<b>Total for check: 55230</b>		
FOX-WISCONSIN HERITAGE PARKWAY INC	55231	9/15/2016	16-161	100-0304-562.32-01	150.00	Membership Fee
				<b>Total for check: 55231</b>		
FRAMPA'S ACRES	55232	9/15/2016	129068	210-0000-467.00-00	10.00	FFM Reimbursement
				<b>Total for check: 55232</b>		

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<i>Vendor Name</i>	<i>Check Number</i>	<i>Check Date</i>	<i>Invoice Number</i>	<i>Account Number</i>	<i>Amount</i>	<i>Description</i>
MARY FRITZ	55233	9/15/2016	FRITZ	100-0903-531.33-01	9.62	July-August Mileage
			<b>Total for check: 55233</b>		<b>9.62</b>	
GLAXOSMITHKLINE PHARMACEUTICALS	55234	9/15/2016	33447491	100-0903-531.30-18	7,211.81	Fluarix QIV
			<b>Total for check: 55234</b>		<b>7,211.81</b>	
GOPHER SPORT	55235	9/15/2016	9199317	100-0702-552.30-18	71.40	Balls
			<b>Total for check: 55235</b>		<b>71.40</b>	
GOSS AUTO BODY INC	55236	9/15/2016	64197	100-0801-521.29-04	142.50	Towing Service
			<b>Total for check: 55236</b>		<b>142.50</b>	
GRAEF	55237	9/15/2016	0089843	470-0703-553.82-02	2,836.39	Loop Trail
			<b>Total for check: 55237</b>		<b>2,836.39</b>	
GRIESBACH READY-MIX LLC	55238	9/15/2016	3564	625-1003-541.30-18	466.00	Cement
				625-1010-541.30-18	717.50	Cement
				100-0703-553.30-18	345.95	Cement
				100-1004-541.30-18	1,588.30	Cement
				100-1011-541.30-18	203.25	Cement
			<b>Total for check: 55238</b>		<b>3,321.00</b>	
GUNDERSON CLEANERS	55239	9/15/2016	405257	100-0801-521.30-13	34.66	Mat/Towel Service
				100-0801-521.30-13	34.66	Mat/Towel Service
				100-0801-521.30-13	(34.66)	Reverse Entry
			<b>Total for check: 55239</b>		<b>34.66</b>	
GUSTMAN CHEVROLET SALES INC	55240	9/15/2016	40753	731-1022-541.38-03	11.66	Parts

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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>
GUSTMAN CHEVROLET SALES INC...	55240...	9/15/2016	40807	731-1022-541.38-03	13.36	Bearing Cap Bolts
			<b>Total for check: 55240</b>		<b>25.02</b>	
KITZ & PFEIL INC	55243	9/15/2016	072114-0003	100-0703-553.24-03	23.06	Misc Hardware
		9/15/2016	072209-0014	100-0703-553.24-03	87.73	Trowels/Sealants/Hardware
		9/15/2016	072509-0003	100-0703-553.30-18	54.35	Marking Paint
		9/15/2016	072514-0021	100-0702-552.30-18	5.20	Cord/Radiator Funnel
		9/15/2016	072714-0007	100-0703-553.30-18	75.70	Misc Hardware & Straps
		9/15/2016	080114-0003	100-1001-514.30-18	14.39	Batteries-Wireless Mic
		9/15/2016	080114-0015	625-1003-541.30-18	13.76	PVC Pipe
		9/15/2016	080114-0020	207-0707-552.24-03	34.99	Misc Hardware
		9/15/2016	080403-0001	731-1022-541.38-03	5.39	Start Rope
		9/15/2016	080409-0016	100-1003-541.30-18	7.53	Mag Setter
		9/15/2016	080409-0039	100-1008-541.24-03	5.02	Snap Knife
		9/15/2016	080409-0053	731-1022-541.30-18	6.74	Stem Caster
		9/15/2016	080509-0003	100-1008-541.30-18	25.11	Snap Links
		9/15/2016	080514-0060	100-1008-541.24-03	35.99	Misc Hardware
		9/15/2016	080809-0178	100-0801-521.29-04	5.16	Misc Hardware
		9/15/2016	080909-0001	731-1022-541.38-03	12.80	Misc Hardware
		9/15/2016	080909-0057	100-0703-553.24-03	21.73	Enamel & Corn Braces
		9/15/2016	080909-0110	100-1008-541.24-03	39.40	Snap Blade & N Hillman
		9/15/2016	081009-0058	100-1001-514.30-18	17.12	Batteries & Hanger Kit
		9/15/2016	081109-0041	100-1001-514.24-03	10.41	Elec Tape/Cable Transform
		9/15/2016	081109-0060	100-0702-552.30-18	7.72	Supplies
		9/15/2016	081114-0068	731-1022-541.38-03	6.35	Misc Hardware
		9/15/2016	081214-0013	100-0501-522.24-03	7.99	Misc Hardware/Lamp Cover
		9/15/2016	081614-0028	100-1002-541.30-15	17.99	Tape Rule
		9/15/2016	081614-0041	100-0703-553.24-03	17.80	WDG Bit/Pine Sol/Hardware
		9/15/2016	081614-0049	100-0000-201.03-00	11.69	Fogger
		9/15/2016	081809-0001	100-0703-553.30-18	23.33	Paint Tray/Liners/Brush
		9/15/2016	081809-0004	100-1012-541.30-18	24.70	Locating Paint
		9/15/2016	081809-0011	731-1022-541.24-03	31.87	Connectors/Switch/Cover
		9/15/2016	081814-0038	100-0704-552.30-10	10.79	Clorox Wipes

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KITZ & PFEIL INC...	55243...	9/15/2016	081909-0015	731-1022-541.30-18	(6.74)	CREDIT
		9/15/2016	081909-0052	100-0703-553.30-18	11.69	Broom
		9/15/2016	081909-0072	100-1003-541.30-18	27.89	LGT LP Torch
	<b>Total for check: 55243</b>				<b>694.65</b>	
CHAD KOLASINSKI	55244	9/15/2016	KOLASINSKI	731-1022-541.34-02	183.60	Certification Renewal
					<b>Total for check: 55244</b>	<b>183.60</b>
KWIK TRIP INC	55245	9/15/2016	KT	100-0801-521.38-01	121.83	Fuel
					<b>Total for check: 55245</b>	<b>121.83</b>
LANDLORD SERVICES LLC	55246	9/15/2016	23745	100-0801-521.21-06	54.00	Credit Reports
					<b>Total for check: 55246</b>	<b>54.00</b>
LEE RECREATION LLC	55247	9/15/2016	10822-16	100-0703-553.24-02	618.90	Recreational Equipment
					<b>Total for check: 55247</b>	<b>618.90</b>
LEVENHAGEN CORPORATION	55248	9/15/2016	89485	207-0707-552.38-01	2,441.57	Fuel
			91804	207-0707-552.38-01	2,389.67	Fuel
			91806	207-0707-552.38-01	1,181.86	Fuel
			91807	207-0707-552.38-01	3,095.47	Fuel
			92118	207-0707-552.38-01	359.85	Fuel
			<b>Total for check: 55248</b>	<b>9,468.42</b>		
LINCOLN CONTRACTORS SUPPLY INC	55249	9/15/2016	K66995	100-0703-553.30-18	40.21	Wiper Set
		9/15/2016	R83375	601-0000-194.00-00	1,593.00	3rd St Bridge Project
	<b>Total for check: 55249</b>	<b>1,633.21</b>				

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MCCARTHY, MICHAEL	55250	9/15/2016	MCCARTHY MICHAEL	207-0707-552.24-03	1,600.00	Paint Marina Restrooms
			<b>Total for check: 55250</b>		<b>1,600.00</b>	
MENARDS-APPLETON EAST	55251	9/15/2016	1013	100-0703-553.24-03	140.76	Sump Pump/Drainage Kit
		9/15/2016	1092	100-0801-521.24-03	13.38	Covers & Studs
		9/15/2016	1093	100-0601-551.24-03	15.98	Supplies
			<b>Total for check: 55251</b>		<b>170.12</b>	
MENARDS-APPLETON WEST	55252	9/15/2016	30478	100-0703-553.30-18	14.86	Dish Soap/Box
			<b>Total for check: 55252</b>		<b>14.86</b>	
MENASHA NEENAH MUNICIPAL COURT	55253	9/15/2016	MNMC	100-0000-201.03-00	414.40	Bond Report #16-2851
			<b>Total for check: 55253</b>		<b>414.40</b>	
TOWN OF MENASHA POLICE DEPARTMENT	55254	9/15/2016	TOWN MENASHA PD	100-0000-201.03-00	217.00	Bond Report #16-2917
			<b>Total for check: 55254</b>		<b>217.00</b>	
TOWN OF MENASHA UTILITY DISTRICT	55255	9/15/2016	2135	100-0703-553.22-05	76.80	Standby Water Undeveloped Land
		9/15/2016	2136	100-0703-553.22-05	9.60	Standby Water Undeveloped Land
		9/15/2016	2137	100-0703-553.22-05	2,394.65	1000 Geneva Rd Koslo Sewer & Water
			<b>Total for check: 55255</b>		<b>2,481.05</b>	
MODERN DAIRY INC	55256	9/15/2016	244524	100-0704-552.30-17	217.69	Concessions
		9/15/2016	244553	100-0704-552.30-17	112.80	Concessions
		9/15/2016	244610	100-0704-552.30-17	169.81	Concessions
			<b>Total for check: 55256</b>		<b>500.30</b>	

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MORTON SAFETY	55257	9/15/2016	170078-00	100-1003-541.30-18	45.50	Ear Plugs
			<b>Total for check: 55257</b>		<b>45.50</b>	
NORTHEAST ASPHALT INC	55258	9/15/2016	1443176	100-1004-541.30-18	5,225.90	Asphalt
		9/15/2016	2016-02	485-1009-541.82-02	8,277.50	2016-02
				100-1003-541.82-02	10,386.42	2016-02
				470-1003-541.82-02	49,095.60	2016-02
				625-0000-194.00-00	5,700.00	2016-02
				625-0000-194.00-00	16,841.00	2016-02
				100-0000-201.03-00	106,663.01	2016-02
				470-0000-201.04-00	(9,848.17)	2016-02
			<b>Total for check: 55258</b>		<b>192,341.26</b>	
OCONTO COUNTY SHERIFFS DEPARTMENT	55259	9/15/2016	OCONTO CTY	100-0000-201.03-00	280.50	Bond/MPD 16-2804
			<b>Total for check: 55259</b>		<b>280.50</b>	
PLESHEK-VOSTERS OUTDOOR POWER	55260	9/15/2016	67548	731-1022-541.38-03	26.77	Handle
			<b>Total for check: 55260</b>		<b>26.77</b>	
POMP'S TIRE SERVICE INC	55261	9/15/2016	320038997	731-1022-541.38-02	450.35	Tire
		9/15/2016	320045808	731-1022-541.38-02	507.20	Tires
		9/15/2016	320046251	731-1022-541.38-02	896.26	Tires
			<b>Total for check: 55261</b>		<b>1,853.81</b>	
RIECKMANN CREATIONS & FABRICATIONS	55262	9/15/2016	157	100-0801-521.29-04	1,020.00	2nd K-9 Kennel
			<b>Total for check: 55262</b>		<b>1,020.00</b>	
RIESTERER & SCHNELL INC	55263	9/15/2016	1060331	731-1022-541.38-03	219.10	Cylinder

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RIESTERER & SCHNELL INC...	55263...	9/15/2016	1062958	731-1022-541.38-02	297.90	Wheels
			<b>Total for check: 55263</b>		<b>517.00</b>	
SECURIAN FINANCIAL GROUP INC	55264	9/15/2016	014502	100-0000-204.07-00	2,704.06	October Life Insurance
			<b>Total for check: 55264</b>		<b>2,704.06</b>	
SERVICEMASTER BUILDING MAINTENANCE	55265	9/15/2016	21008	100-1001-514.20-01	1,150.00	City Hall Janitorial
		9/15/2016	21009	731-1022-541.20-01	530.00	PWF Janitorial
		9/15/2016	21031	100-0903-531.20-01	515.00	Health Dept Janitorial
		9/15/2016	21036	100-0801-521.20-01	1,562.00	PD - Janitorial Service
			<b>Total for check: 55265</b>		<b>3,757.00</b>	
SHERWIN WILLIAMS CO	55266	9/15/2016	1950-4	100-1008-541.30-18	9.31	Supplies
			<b>Total for check: 55266</b>		<b>9.31</b>	
SHOPKO STORES OPERATING CO LLC	55267	9/15/2016	90000014390018	100-0702-552.30-18	15.04	Program Supplies
				100-0702-552.30-18	13.76	Program Supplies
				100-0702-552.30-18	5.49	Program Supplies
			<b>Total for check: 55267</b>		<b>34.29</b>	
STAPLES BUSINESS ADVANTAGE	55268	9/15/2016	3312263979	100-0702-552.30-10	32.37	Supplies
				100-1002-541.30-10	3.39	Supplies
				100-0304-562.30-10	28.97	Supplies
		9/15/2016	3312263980	100-0401-513.30-10	42.11	Supplies
				100-0202-512.30-10	48.46	Supplies
				743-0403-513.30-10	3.61	Supplies
		9/15/2016	3312263984	731-1022-541.30-10	29.99	Supplies
		9/15/2016	3312263985	731-1022-541.30-10	26.29	Supplies
		9/15/2016	3312264006	100-0405-513.30-18	10.44	Supplies
				100-0204-512.30-18	40.23	Supplies
				100-0101-511.30-10	2.69	Supplies

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STAPLES BUSINESS ADVANTAGE...	55268...	9/15/2016...	3312264006...	100-0203-512.30-10	2.69	Supplies
				100-0201-512.30-10	2.69	Supplies
				<b>Total for check: 55268</b>		
TASC	55269	9/15/2016	IN858402	100-0202-512.21-06	260.00	Aug Flex Spending Mgmt
				<b>Total for check: 55269</b>		
THEDACARE LABORATORIES	55270	9/15/2016	12100529	100-0801-521.21-05	127.50	Legal Blood Draws
				<b>Total for check: 55270</b>		
UNIFIRST CORPORATION	55271	9/15/2016	097 0218558	731-1022-541.20-01	224.19	Clothing/Mops/Mat Service
				<b>Total for check: 55271</b>		
UNITED WAY FOX CITIES	55272	9/15/2016	20160915	100-0000-202.09-00	31.00	PAYROLL SUMMARY
				<b>Total for check: 55272</b>		
US CELLULAR	55273	9/15/2016	0150947928	100-0201-512.22-01	28.48	Attorney - Cell Phone
				100-1019-552.22-01	10.40	Bridges - Cell Phones
				601-1020-543.22-01	0.50	Confined Space-Cell Phone
				100-0801-521.22-01	87.05	Police -Cell Phone
				100-0904-531.22-01	80.90	Drew -Cell Phone
				100-1002-541.22-01	10.55	Hutter - Cell Phone
				100-0702-552.22-01	74.34	Tungate - Cell Phone
				100-0703-553.22-01	84.05	Park Dept. - Cell Phones
				731-1022-541.22-01	40.39	PWF-Cell Phones
				100-1008-541.22-01	6.20	Sign Shop - Cell Phone
				601-1020-543.22-01	0.50	Sewer Truck - Cell Phone
				<b>Total for check: 55273</b>		

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LUE VUE	55274	9/15/2016	129069	210-0000-467.00-00	40.00	FFM Reimbursement
			<b>Total for check: 55274</b>		<b>40.00</b>	
WAVERLY SANITARY DISTRICT	55275	9/15/2016	WAVERLY	100-0703-553.22-05	62.72	Sewer Charge
			<b>Total for check: 55275</b>		<b>62.72</b>	
WE ENERGIES	55276	9/15/2016	WE ENERGIES	100-1008-541.22-04	9.57	PWF
			<b>Total for check: 55276</b>		<b>9.57</b>	
WIL-KIL PEST CONTROL	55277	9/15/2016	2953503	100-0704-552.20-07	88.00	Pest Control
			<b>Total for check: 55277</b>		<b>88.00</b>	
WINNEBAGO COUNTY CLERK OF COURTS	55278	9/15/2016	WCC	100-0000-201.03-00	535.00	Bond/MPD 16-2751
				100-0000-201.03-00	285.00	Bond/MPD 16-2718
				100-0000-201.03-00	150.00	Bond/MPD 16-2777
			<b>Total for check: 55278</b>		<b>970.00</b>	
WISCONSIN PARK & RECREATION ASSN	55279	9/15/2016	WPRA	100-0000-441.25-00	2,661.65	2016 Ticket Discount Prog
			<b>Total for check: 55279</b>		<b>2,661.65</b>	
WISCONSIN SUPPORT COLLECTIONS	55280	9/15/2016	20160915	100-0000-202.03-00	840.57	PAYROLL SUMMARY
			<b>Total for check: 55280</b>		<b>840.57</b>	
ZANDER PRESS INC	55281	9/15/2016	75495	100-0702-552.29-01	2,149.56	Fall Brochure
				100-0702-552.30-11	1,267.83	Fall Brochure
			<b>Total for check: 55281</b>		<b>3,417.39</b>	

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ZEP SALES & SERVICE	55282	9/15/2016	9002404964	731-1022-541.30-18	243.90	Degreaser
			<b>Total for check: 55282</b>		<u>243.90</u>	
					<u>258,262.51</u>	



To: Menasha Common Council  
From: Jenny Groeschel and Ginger Tralongo, Police Records  
RE: Beverage Operator License (Bartender) Applicants  
Date: September 15, 2016

The below individuals have applied for a bartender license to serve, dispense and/or sell alcohol at a licensed establishment within the City. They have all met the criteria under the "Guidelines for Operator Licenses" approved by the Common Council. Therefore, staff is recommending the following people be **APPROVED** for an Operator's License for the **2015-2017** licensing period:

Cassandra Weinreis  
Donna Yulga  
Kelli Gold  
Mohinder Verma  
Jesus Montes de oca

CC: Chief Styka (emailed)



To: Members of the Board of Public Works

From: Chief Tim Styka 

Date: August 16, 2016

RE: Revised Parking Ordinance

Thank you for your insights and patience in our discussion of the proposed Parking Ordinance last night. As you can tell from our discussions this is a rather complex code which has become very out of date. Over the past several months we have been trying to identify which sections of the code no longer exist, identify areas which should be addressed and confirm that current signage in the community is represented in the code.

Below is a highlight list of the changes, including the topics you provided input on last night:

- 10-1-22 (f): For sale signs in parked vehicles removed from code. Per the City Attorney this language was problematic and we have other ordinances to deal with vehicles left upon a roadway.
- 10-1-26 (ggg): Distance for no parking on Racine St. at Seventh Street was increased from 75 feet to 135 feet to allow for the designated left turn lanes on Racine at Seventh.
- Changes were made to the no parking sections to Naymut Street and Oak Street to reflect the current signage.
- 10-1-26 (kkk): All of River Street has been designated as no parking. The code previously reflected when the street still went in between the manufacturing buildings.
- 10-1-26 (kkk\_): The east side of Ida Street 440 feet to 650 feet north of Ninth on school days. This is a request from the School District to help with issues they have been having with school pickups.
- 10-1-27 (a)(7): All of the surface Broad Street Lot will be two hour parking, excluding the north row of parking stalls in both the east and west lots. The angle stalls on Broad Street will be all day parking and the north side of Broad Street will remain two hour parking.
- 10-1-27 (a)(13): The bump out section of First Street by the Library was removed from the two hour restriction. This was actually voted on by Council 11/4/2013 however the code was never changed.
- The 30 minute parking section was removed as the parking lots impacted have changed usage and the south side of Broad Street from Racine Street to the Alley was moved into the two hour section to be consistent with the other downtown parking.

- 10-1-28: The School Bus Loading Zones section had the areas no longer used by the School District for busses removed.
- 10-1-29: Overnight parking had the section ending overnight parking at 5am on High, Water and Kaukauna removed as the business that requested this change is no longer in business.
- 10-1-38: Created a section making it illegal to park a trailer less than 16 feet or 10,000 pounds on the street unless it is hooked up to a vehicle from 9:00pm until 7:00am. This was in response to a number of complaints from citizens over the years.

Again thank you for your viewpoints and suggestions on this code. If you have other questions, comments or ideas please don't hesitate to contact Associate Planner Kevin Englebert or me.

ORDINANCE O-10-16

AN ORDINANCE REGARDING RESTRICTIONS ON PARKING

As Recommended by Mayor Merkes.

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

SECTION 1: Amend Title 10, Chapter 1, Article C of the Code of Ordinances of the City of Menasha, Wisconsin, by repealing and recreating Title 10, Chapter 1, Article C as follows.

**ARTICLE C**

Parking Regulations

**SEC. 10-1-20 RESTRICTIONS ON PARKING; POSTED LIMITATIONS.**

(a) **POSTED LIMITATIONS.**

- (1) The Common Council may designate certain streets or portions of streets as no parking or no stopping or standing zones or as zones for parking by physically handicapped persons and may limit the hours in which the restrictions apply. The City shall mark, by appropriate signs, each zone so designated in accordance with the provisions of Section 349.13, Wis. Stats.
- (2) No person shall stop or park a motor vehicle in an established no stopping or standing zone, except when necessary to avoid conflict with other traffic or in compliance with the directions of a Police Officer or traffic control device.
- (3) No motor vehicle shall be parked in a no-parking zone during hours when parking is prohibited, except physicians on emergency calls or as permitted by state law or elsewhere by this Code of Ordinances.
- (4) The Chief of Police is hereby granted the authority, within the reasonable exercise of police power, to prohibit, limit the time, or otherwise restrict the stopping, standing, or parking of motor vehicles beyond the provisions of Chapter 346 and this ordinance.
- (5) The Director of Public Works shall have the authority to restrict the turning or movement of heavy traffic and to impose special weight limitations on any street or portions thereof which would likely be seriously damaged or destroyed in the absence of any restrictions on heavy traffic movement or special weight limitations because of the weakness of the roadbed due to deterioration, climatic conditions, or other special or temporary conditions.
- (6) No prohibition, restriction, or limitation on parking, restriction on movement or turning of heavy traffic, or imposition of special weight limits is effective unless official traffic control devices have been placed or erected indicating the particular prohibition, restriction, or limitation.
- (7) After the parking time limitations on any given street have expired, any change of location of a motor vehicle by less than one (1) stall shall be and constitute a violation of this Chapter.

(b) **SUSPENSION POWERS OF THE MAYOR.** For a limited and reasonable period of time, the Mayor may suspend the parking time limitations upon notification to the Chief of Police.

(c) All motor vehicles shall be parked within the designated striping of any parking stall.

(d) All motor vehicles shall be parked parallel to and within one (1) foot of the curb except where streets and parking lots are so marked for angle parking.

(e) The Chief of Police or his/her designee may establish a location on a motor vehicle where the parking permits authorized by Section 10-1-30 must be displayed.

**SEC. 10-1-21 TEMPORARY PARKING RESTRICTIONS.**

(a) **STREET MAINTENANCE.** Whenever it is necessary to clear or repair a City street or any part thereof, the Director of Public Works and/or Police Department shall post such streets or parts thereof with signs bearing the words "No Parking." Such signs shall be erected at least twelve (12) hours prior to the time street maintenance work is to commence.

(b) **RESTRICTIONS FOR SPECIAL EVENTS.** Pursuant to the provisions of Section 349.13, Wis. Stats., the Chief of Police is authorized to direct temporary "No Parking" signs be erected by the Director of

Public Works during parades, festivals, and other authorized events that require the regulating of motor vehicle stopping, standing, or parking on City streets. The temporary regulation shall be limited to the time the event exists or is likely to exist.

- (c) **PARKING DURING SNOW REMOVAL.** No person shall park, place, or leave standing any motor vehicle on any street or public way one (1) hour after the time such area has been designated and marked with signs or barriers by the Police Department and/or the Department of Public Works of the City indicating no parking due to snow removal. See Section 10-1-31 for more information on snow removal and parking during snow emergencies.
- (d) **LIMITED TERM PARKING RESTRICTIONS.** The Board of Public Works may temporarily impose or remove parking restrictions on existing streets for a period of at least thirty (30) days but not to exceed one (1) year. Any temporary signs posted by the Board of Public Works shall supersede all existing posted rules for the days and times specified.

#### **SEC. 10-1-22 STOPPING OR PARKING PROHIBITED IN CERTAIN SPECIFIED PLACES.**

- (a) **PARKING PROHIBITED.** No person shall stop, park, or leave standing any motor vehicle, whether attended or unattended and whether temporarily or otherwise, in any of the following places.
  - (1) Within an intersection.
  - (2) On a crosswalk.
  - (3) On a sidewalk or terrace area, except when parking in such place is clearly indicated by official traffic signs, markers, or parking meters. "Terrace or Sidewalk Area" means the area between the sidewalk and the nearest curb line running parallel or generally parallel thereto or, in the absence of a sidewalk, ten (10) feet beyond the curb line.
  - (4) Alongside or opposite any street excavation or obstruction when such stopping or standing would obstruct traffic or when pedestrian traffic would be required to travel in the street.
  - (5) On the street side of any parked motor vehicle unless double parking is clearly indicated by official traffic signs or markers.
  - (6) Within twenty (20) feet of the driveway entrance to a fire station.
  - (7) In any place or manner so as to obstruct, block, or impede traffic.
  - (8) Within ten (10) feet of a fire hydrant, unless a greater distance is indicated by an official traffic sign.
  - (9) Upon any bridge.
  - (10) Upon any street facing a direction different from that of normal traffic flow for the lane of traffic in which said motor vehicle is stopped, parked, or standing.
- (b)
- (c) **PARKING ON PRIVATE PROPERTY.** No person may leave or park any motor vehicle on private property, including in any private driveway, without the consent of the owner or lessee of the property.
- (d) **PARKING BY PERMIT.** Owners or lessees of public or private property may permit parking by certain persons and limit, restrict, or prohibit parking as to other persons if the owner or lessee posts a sign on the property indicating for whom parking is permitted, limited, restricted, or prohibited. No person may leave or park any motor vehicle on public or private property contrary to a sign posted thereon.
- (e) **MOTOR VEHICLES NOT TO BLOCK PRIVATE DRIVE, ALLEY, OR FIRE LANE.** No motor vehicle shall, at any time, be parked so as to unreasonably restrict the normal access to any private drive, alley, or fire lane. Said access shall be deemed to be unreasonably restricted if any motor vehicle is parked within four (4) feet of either side of said access. Upon discovery of any such blocked drive, alley, or fire lane by a police officer or upon complaint by the owner, the Chief of Police may order said motor vehicle towed from such position at the risk and expense of the owner of said motor vehicle.
- (f) **PARKING MOTOR VEHICLE FOR REPAIR PROHIBITED.** No person shall stand or park a motor vehicle on any street, alley, public right-of-way, or municipal parking lot in the City for the purpose of repairing said motor vehicle.
- (g) **ADDITIONAL REGULATIONS.** The prohibitions on off-street parking contained in Section 13-1-51 may be enforced pursuant to Section 10-1-60.

#### **SEC. 10-1-23 PARKING RESERVED FOR MOTOR VEHICLES OF DISABLED.**

When official traffic signs, erected in accordance with Section 10-1-3 of this Chapter, designate restricted parking areas for motor vehicles displaying special registration plates, identification cards, or emblems, as issued by the

Wisconsin Department of Transportation or other jurisdiction, for physically disabled persons no person shall park, stop, or leave standing any motor vehicle in said areas if it does not display said credentials.

**SEC. 10-1-24 PARKING MOTOR VEHICLES WITH MOTOR RUNNING.**

No person shall park or leave standing any motor vehicle with the motor, generator, or refrigerator unit running for more than thirty (30) minutes within three hundred (300) feet of any residence between the hours of 10:00 p.m. and 7:00 a.m.

**SEC. 10-1-25 ANGLE PARKING.**

Perpendicular or diagonal angle parking is prohibited on all streets except in the following places where motor vehicle parking markers indicate that the same is permissible.

- (a) The west side of Appleton Street from one hundred ten (110) feet south of Third Street to fifty (50) feet south of Second Street.
- (b) Both sides of Appleton Street from Broad Street ninety-eight (98) feet north.
- (c) The west side of Appleton Street forty-eight (48) feet north from Fifth Street.
- (d) The north side of Broad Street from Appleton Street approximately one hundred twenty (120) feet west.
- (e) The north side of Broad Street from the west end of the street east seven (7) stalls.
- (f) The south side of the Broad Street Alley.
- (g) The east side of Chute Street.
- (h) The south side of Eighth Street from Racine Street to Milwaukee Street.
- (i) The east side of Manitowoc Street from Plank Road one hundred fourteen (114) feet north.
- (j) The west side of Manitowoc Street in front of 204 Manitowoc Street. Also see Section 10-1-27 (c) (1).
- (k) The south side of Second Street from Appleton Street fifty-six (56) feet east.
- (l) Both sides of Seventh Street from Racine Street to Milwaukee Street.

**SEC. 10-1-26 NO PARKING.**

No person shall park or leave standing any motor vehicle upon any of the following streets or parts thereof, except temporarily for the purpose of and while actually engaged in receiving or discharging passengers, product, or merchandise.

- (a) Both sides of Ahnaip Street.
- (b) The east side of Appleton Road from DePere Street to Ninth Street.
- (c) The west side of Appleton Road from DePere Street to Marquette Street and from Jefferson Street to Ninth Street.
- (d) The east side of Appleton Street between Third Street and Fourth Street.
- (e) The east side of Baldwin Street.
- (f) Both sides of Barlow Street.
- (g) The even numbered side of Brighton Drive including the turnaround.
- (h) The south side of Broad Street west from Barlow Street.
- (i) The north side of Broad Street from Racine Street one hundred forty (140) feet east.
- (j) Both sides of the southernmost two hundred (200) feet of the east leg of Carver Lane (7:30 a.m. to 3:30 p.m., Monday through Friday).
- (k) The north side of Center Street.
- (l) The west and south side of Chute Street from the intersection of Chute Street and Main Street two hundred ten (210) feet north and west.
- (m) The east side of DePere Street from Third Street to ninety-six (96) feet north of Appleton Road.
- (n) The west side of DePere Street from Third Street to Fourth Street and from Sixth Street to Appleton Road.
- (o) The west side of DePere Street from Fifth Street twenty-five (25) feet north.
- (p) Both sides of Drum Corps Drive from University Avenue fifty (50) feet west.
- (q) The east side of Elm Street from Nicolet Boulevard to Riverway.
- (r) The north side of Fifth Street from Racine Street to one hundred seventy-five (175) feet west of Appleton Street.
- (s) The north side of Fifth Street from DePere Street ninety (90) feet west.

- (t) The south side of Fifth Street from Manitowoc Street to one hundred twenty (120) feet west (8:00 a.m. to 5:00 p.m., Monday through Friday).
- (u) Both sides of First Street from Racine Street one hundred twenty (120) feet east.
- (v) The north side of Fourth Street from Konemac Street forty (40) feet east.
- (w) The north side of Garfield Avenue from Washington Street to the railroad tracks.
- (x) The south side of Garfield Avenue from one hundred forty (140) feet west of Washington Street to the railroad tracks.
- (y) The east side of Ice Street.
- (z) Fifty (50) feet in all directions from the intersection of Kaukauna Street, Main Street, and Tayco Street.
- (aa) The south side of Kaukauna Street between Lush Street and Broad Street.
- (bb) Both sides of Keyes Street from Racine Street to Elm Street.
- (cc) The south side of Keyes Street from Elm Street to Cleveland Street and from forty (40) feet west of Park Street to Willow Lane.
- (dd) The north side of Keyes Street from Cleveland Street to Park Street.
- (ee) The west side of Konemac Street from Plank Road to Fourth Street.
- (ff) The south side of Lake Street.
- (gg) The west side of Lush Street from Water Street to Kaukauna Street.
- (hh) The south side of Madison Street from the railroad tracks east to Railroad Street.
- (ii) The north side of Main Street from Mill Street to Chute Street.
- (jj) The north side of Main Street from Tayco Street eighty-seven (87) feet east.
- (kk) Both sides of Manitowoc Road from Melissa Street to Oneida Street.
- (ll) The west side of Manitowoc Street between Second Street and Third Street, except as provided by 10-1-25 (j).
- (mm) The east side of Meadowview Drive from Manitowoc Road to Greendale Street.
- (nn) The west side of Melissa Street from Seventh Street to Plank Road.
- (oo) The west side of Mill Street.
- (pp) The east side of Milwaukee Street from five hundred thirty-five (535) feet north of Third Street to six hundred fifty (650) feet north of Third Street.
- (qq) The west side of Milwaukee Street from seven hundred forty (740) feet north of Third Street to seven hundred sixty (760) feet north of Third Street.
- (rr) The west side of Milwaukee Street from Eighth Street to Sixth Street (7:30 a.m. and 3:30 p.m., Monday through Friday).
- (ss) The east side of Milwaukee Street from Seventh Street one hundred eighty (180) feet south (7:30 a.m. and 3:30 p.m., Monday through Friday).
- (tt) The east side of Nassau Street from Ahnaip Street one hundred ten (110) feet south.
- (uu) The west side of Nassau Street.
- ~~(vv) The west side of Naymut Street.~~
- ~~(ww)(vv) The north side of Nicolet Boulevard one hundred five (105) feet east of Washington Street.~~
- ~~(xx)(ww) The south side of Ninth Street two hundred (200) feet east and west from Appleton Road.~~
- ~~(yy)(xx) Both sides of Novak Drive from Valley Road two hundred twenty (220) feet south.~~
- ~~(zz)(yy) The east side of Oak Street.~~
- ~~(aaa)(zz) The south and west sides of Paris Street from Broad Street to DePere Street.~~
- ~~(bbb)(aaa) The north side of Parkview Street.~~
- ~~(eee)(bbb) The east side of Pine Street.~~
- ~~(ddd)(ccc) Both sides of Plank Road from the intersection of Third Street and Manitowoc Street west to the City limits in Winnebago County.~~
- ~~(eee)(ddd) The east side of Polonia Street.~~
- ~~(fff)(eee) Both sides of Racine Street between Ahnaip Street and Fourth Street.~~
- ~~(ggg)(fff) Both sides of Racine Street seventy-five (75) feet north and south of Seventh Street.~~
- ~~(hhh)(ggg) Both sides of Racine Street ninety-eight (98) feet south of Ninth Street.~~
- ~~(iii)(hhh) The west side of Racine Street from Ninth Street north to the City limits.~~
- ~~(jjj)(iii) The east side of Racine Street between Eighth Street and Seventh Street.~~
- ~~(kkk)(jjj) The east side of Railroad Street from Garfield Street to Madison Street.~~
- ~~(lll)(kkk) Both sides of River Street.~~
- ~~(mmm)(lll) The north side of Roosevelt Street from Manitowoc Street to London Street.~~
- ~~(nnn)(mmm) The west side of School Court from Seventh Street forty-one (41) feet south.~~

- ~~(ooo)~~(nnn) The north side of Seventh Street from Appleton Road two hundred thirty-five (235) feet west from April 1 through October 31.
- ~~(ppp)~~(ooo) The north side of Seventh Street from Racine Street one hundred seventy-five (175) feet east.
- ~~(qqq)~~(ppp) The south side of Seventh Street from Racine Street one hundred sixty-five (165) feet east.
- ~~(rrr)~~(qqq) The south side of Seventh Street from Milwaukee Street four hundred (400) feet west (7:30 a.m. to 3:30 p.m., Monday through Friday).
- ~~(sss)~~(rrr) The north side of Seventh Street from Milwaukee Street to the intersection of Kinzie Court and Seventh Street (7:30 a.m. to 3:30 p.m., Monday through Friday).
- ~~(ttt)~~(sss) The south side of Seventh Street from Milwaukee Street forty-nine (49) feet east.
- ~~(uuu)~~(ttt) The south side of Seventh Street from School Court thirty (30) feet west.
- ~~(vvv)~~(uuu) The south side of Seventh Street from School Court seventy-two (72) feet east.
- ~~(www)~~(vvv) The north side of Seventh Street from Milwaukee Street forty-two (42) feet east.
- ~~(xxx)~~(www) The north side of Sheboygan Street from Manitowoc Street seventy-five (75) feet east.
- ~~(yyy)~~(xxx) The north side of Sixth Street from Racine Street to Appleton Street.
- ~~(zzz)~~(yyy) The north side of Sixth Street from Milwaukee Street to eighty (80) feet west
- ~~(aaaa)~~(zzz) Both sides of State Trunk Highway 114 from Oneida Street north to the City limits.
- ~~(bbbb)~~(aaaa) Both sides of Tayco Street between Main Street and the Tayco Street Bridge.
- ~~(eeee)~~(bbbb) The west side of Tayco Street from Third Street to Fourth Street.
- ~~(ddd)~~(cccc) The north side of Third Street from Milwaukee Street to Manitowoc Street.
- ~~(eeee)~~(ddd) The north side of Third Street from Tayco Street two hundred fifty (250) feet east.
- ~~(ffff)~~(eeee) The south side of Third Street from one hundred (100) feet east of Manitowoc Street to Tayco Street.
- ~~(gggg)~~(ffff) The east side of University Drive.
- ~~(hhh)~~(gggg) The west side of Walnut Street from Ahnaip Street to Nicolet Boulevard.
- ~~(iii)~~(hhh) Both sides of Washington Street except for turnout in front of 160 Washington Street.
- ~~(jjj)~~(iii) The east side of Willow Lane south of Lake Road.
- ~~(kkk)~~(jjj) The east side of Winnebago Avenue from Nicolet Boulevard to Keyes Street.
- ~~(kkkk)~~ The east side of Ida Street from Ninth Street four hundred forty (440) feet north to six hundred fifty (650) feet north (7:30 a.m. to 3:30 p.m. on days school is in session).

**SEC. 10-1-27 TIME RESTRICTED PARKING.**

When signs or parking meters are erected in any block giving notice of time restricted parking, no person shall park or leave standing any motor vehicle for longer than the period specified upon any of the following streets or parts thereof; however, this provision shall not apply to Saturdays, Sundays, and legal holidays.

- (a) **NO PARKING FOR MORE THAN TWO (2) CONSECUTIVE HOURS.**
  - (1) The west side of Appleton Street from Second Street to Third Street.
  - (2) Both sides of Appleton Street from First Street to Second Street between 7:30 a.m. and 3:30 p.m.
  - (3) The east side of Appleton Street from Second Street sixty (60) feet south.
  - (4) The south side of Broad Street from one hundred eighty-eight (188) feet east of Racine Street to Appleton Street.
  - (5) The south side of Broad Street from Racine Street west to the alley.
  - (6) The north side of Broad Street from Milwaukee Street to Racine Street.
  - (7) The east and west Broad Street surface lots, excluding the north row of parking stalls.
  - (8) Both sides of Center Street from Main Street two hundred fifty (250) feet south.
  - (9) Both sides of Chute Street from Tayco Street to fifty (50) feet north of Main Street.
  - (10) City Hall Lot.
  - (11) The north side of Fifth Street from Manitowoc Street to two hundred thirty-five (235) feet west.
  - (12) The north side of First Street from Racine Street to Milwaukee Street, excluding the bump out area on the north side of the street adjacent to the Library.
  - (13) Both sides of First Street one hundred twenty (120) feet east of Racine Street to Appleton Street.
  - ~~(14)~~(14) The north side of Fourth Street from Manitowoc Street to DePere Street.
  - ~~(15)~~(15) Both sides of Garfield Avenue from Railroad Street to Lawson Street.
  - ~~(16)~~(16) The south side of Main Street.
  - ~~(17)~~(17) Both sides of Main Street from Racine Street to Tayco Street.
  - ~~(18)~~(18) Both sides of Milwaukee Street from Main Street to Second Street.

~~(18)~~(19) The west side of Railroad Street from Abby Avenue to Garfield Avenue.

~~(19)~~(20) The north side of Second Street from Racine Street to Appleton Street (7:30 a.m. to 4:30 p.m.).

~~(20)~~(21) The south side of Second Street from Appleton Street fifty-six (56) feet west.

~~(21)~~(22) The west side of Walbrun Street in front of house numbers 620 to 632 between 7:30 a.m. and 3:30 p.m.

~~(22)~~(23) The north side of Water Street, approximately one hundred (100) feet west from Tayco Street.

(b) **NO PARKING FOR MORE THAN ONE (1) CONSECUTIVE HOUR.**

(1) School Court on days school is in session.

(2) Four (4) visitor parking stalls on the north side of Seventh Street. No person other than a temporary visitor to Menasha High School may park in these stalls between 7:30 a.m. and 3:30 p.m.

(c) **NO PARKING FOR MORE THAN FIFTEEN (15) CONSECUTIVE MINUTES.**

(1) Manitowoc Street in front of 204 Manitowoc Street.

(2) The west side of Park Street from forty-eight (48) feet north of Keyes Street to ninety-two (92) feet north of Keyes Street.

(d) **SPECIAL PARKING RESTRICTIONS.**

(1) No person shall park any type of motor vehicle at any boat launch site adjacent to the Fox River where said site is to be used exclusively for boat launching purposes.

(2) Temporary parking shall only be for trucks and unloading on the south side of Garfield Avenue one hundred fifty (150) feet west from Washington Street to Railroad Street.

(3) Temporary parking for the loading and unloading of vehicles in the bump out at 160 Washington Street and on Ahnaip Street one hundred (100) feet southwest of Naymut Street.

(4) No parking on the east side of Racine Street from Fourth Street to Ninth Street from 6:00 a.m. to 6:00 p.m.

(5) The northern seven (7) stalls on the east side of Center Street and north of the Harbor House are restricted to motor vehicles with a Menasha Marina sticker from May 1 to September 30.

(6) No person shall park any type of motor vehicle which has been used for hauling, towing, or launching any boat at any boat launching site without having obtained the boat launching permit required by Section 12-2-3(b).

(7) Calder Stadium Street Parking:

a. No parking on the north side of Eleventh Street from Appleton Street to DePere Street for a period commencing one (1) hour before and ending one (1) hour after events at Calder Stadium.

b. The prohibition of parking along streets under the above provisions shall become effective by police direction and/or appropriate signs and barricades.

c. This Section does not rescind any parking regulation already in effect in the above-described streets.

(8) No parking on the west side of Brighton Beach Road from three hundred (300) feet south of Rue Reynard to the city limits between 9:00 p.m. and 7:00 a.m.

(e) A drop-off area is created on the north side of Seventh Street directly in front of Menasha High School for the temporary purpose of dropping off and picking up students. This activity is limited to not more than five (5) minutes.

**SEC. 10-1-28 SCHOOL BUS LOADING ZONES.**

No person may park any motor vehicle in any of the following school bus loading zones between the hours of 7:30 a.m. and 4:30 p.m. on school days:

(a) The north side of Broad Street from one hundred thirty-one (131) feet east of Tayco Street to two hundred thirty-eight (238) feet east of Tayco Street.

(b) The east side of Milwaukee Street from twenty (20) feet north of the curb line of Seventh Street three hundred ten (310) feet north.

(c) The east side of Nassau Street from ninety (90) feet south of Ahnaip Street to two hundred sixty (260) feet south of Ahnaip Street.

(d) The north side of Ninth Street between Ida Street and Arthur Street.

- (e) The north side of Second Street from one hundred ninety-five (195) feet west of Appleton Street to two hundred eighty-five (285) feet west of Appleton Street.
- (f) The north side of Sixth Street from fifty (50) feet east of Walbrun Street to one hundred forty (140) feet east of Walbrun Street.

**SEC. 10-1-29 ALL NIGHT PARKING REGULATED.**

When signs have been erected at or reasonably near the corporate limits of the City as provided in Section 349.13, Wis. Stats., no motor vehicle shall be parked upon any street in the City between the hours of 2:00 a.m. and 6:00 a.m. without express permission from the Police Department, except as follows:

- (a) Overnight parking will be allowed during the period of April 1 through October 31 on an even-odd basis, with the even side parking on even numbered days and the odd side parking on odd numbered days.
- (b) All current restrictions on streets remain in place; that is, if there is no parking on the odd number side of the street now, overnight parking is not allowed on that side even on odd numbered days.
- (c) Even-odd shall be construed as the date prior to 12:00 a.m. midnight.
- (d) Overnight parking will be allowed during the period of April 1 through October 31 on the following streets:
  - (1) The south side of Center Street from the cul-de-sac four hundred twenty (420) feet east.
  - (2) The east side of Nassau Street.
  - (3) The west side of Oak Street.
  - (4) The west and north sides of Riverway from Keyes Street to Cleveland Street.
  - (5) The south side of Roosevelt Street from Manitowoc Street to London Street.
  - (6) The west side of Winnebago Avenue from Nicolet Boulevard to Keyes Street.
- (e) The even-odd exception shall not apply to the Broad Street cul-de-sac.
- (f) All motor vehicles parked on City streets must be moved at least once every 72 hours.

**SEC. 10-1-30 PUBLIC AND PERMITTED PARKING AREAS.**

- (a) **PUBLIC PARKING LOTS.** The following are City owned or leased parking lots:
  - (1) Broad Street Ramp after 5:00 p.m. Monday through Friday, weekends, and legal holidays.
  - (2) East Broad Street Lot.
  - (3) West Broad Street Lot.
  - (4) Center Street Lot.
  - (5) North Chute Street Lot.
  - (6) South Chute Street Lot.
  - (7) Library Lot.
  - (8) Marina Place Parking Ramp (Upper Level).
  - (9) Marina Lot.
  - (10) Six (6) stalls immediately east of the Marina Place Parking Ramp.
- (b) **CITY EMPLOYEE PARKING.** From time to time the Common Council of the City of Menasha may exercise the right to establish restricted parking for municipal employees in public parking lots and such reservations shall be clearly and plainly marked.
- (c) **REGULATED PARKING LOT HOURS.**
  - (1) Parking in the West and East Broad Street Lots, South Chute Street Lot, North Chute Street Lot, Six (6) stalls immediately east of the Marina Place Parking Ramp, and Center Street Lot shall be allowed without restriction between 6:00a.m and 2:00a.m., ~~except as provided in Section 10-1-27(a)-(7).~~
  - (2) From November 1—March 31 parking in the Marina Lot shall be allowed without restriction between 6:00 a.m. and 2:00 a.m.
- (d) **PERMIT PARKING.**
  - (1) Overnight parking shall be by permit issued by the Police Department or Harbor Master in the Broad Street Lot, South Chute Street Lot, Marina Lot, and Center Street Lot from April 1 through October 31.
  - (2) There shall be no overnight parking in the Library Lot, the Marina Place Parking Ramp (Upper Level), or the Six (6) stalls immediately east of the Marina Place Parking Ramp except by special annual permit issued by the Community Development Department. The total number of such permits issued in a particular year may not exceed five (5).

- (3) The Director of Public Works and the Chief of Police may designate specific areas of these lots for permit parking.
- (4) Parking in the Marina Lot is restricted to motor vehicles with a Menasha Marina permit sticker from April 1 through October 31.
- (e) **PERMIT FEES AND CONDITIONS.**
  - (1) The permit fee shall be set and may be adjusted from time to time by the Common Council.
  - (2) All motor vehicles parked in City lots must be moved at least once every 72 hours.
  - (3) There shall be no parking of trailers, recreational motor vehicles, converted buses, and/or commercial motor vehicles in any of these lots.
- (f) **LIBRARY PARKING.** This lot is designated for library patrons only. No parking shall be permitted from 10:00 p.m. to 7:00 a.m.

#### **SEC. 10-1-31 SNOW EMERGENCIES.**

- (a) **EMERGENCY DECLARED.**
  - (1) A snow emergency is in existence when the Mayor, or in his/her absence the President of the Common Council, declares an emergency to exist in the City of Menasha by reason of a heavy snowstorm. Whenever snow falls within twenty-four (24) hours or less and is expected to reach a depth of three (3) inches or more, such storms constitute a serious public hazard impairing transportation, the movement of food and food supplies, medical care, fire, health, police protection, and other vital facilities of the City; said emergency is declared to continue for a period of forty-eight (48) hours after declaration or until such earlier time as snow plowing operations have been declared completed by the Director of Public Works.
  - (2) Whenever the emergency exists and has been declared by the Mayor, or in his/her absence the President of the Council, said Chief Executive or Officer of the City shall cause announcements thereof to be made by not less than one (1) radio station serving the area.
- (b) **TYPES OF SNOW EMERGENCIES.** There shall be two (2) types of emergencies:
  - (1) General Emergency: In this event, the standards set forth in Section (a) above shall apply.
  - (2) Parking Emergency: Such emergency shall exist when snow causes narrowing of streets to the point where emergency vehicles cannot have free access to all parts of the City or narrowed streets create hazardous driving conditions. In that event, in consultation with the Director of Public Works, the Mayor, or in his/her absence the President of the Council, can declare an emergency where no parking shall be permitted between the hours of 6:00 a.m. and 2:00 a.m. alternately on the even and odd numbered sides of the street depending upon the dates fixed by the Mayor, or in his/her absence the President of the Council. In addition, after a snowstorm has abated and the street crew decides to remove the snow for widening, the same may be done after the proper temporary signs have been posted.
- (c) **PARKING LOTS.** Whenever the Mayor, or in his/her absence the President of the Council, in his/her official capacity declares an emergency, all the motor vehicles shall be removed from parking lots within three (3) hours thereafter and shall not be permitted to re-enter until all snow has been removed. This applies to motor vehicles with monthly parking permits as well.
- (d) **REMOVAL OF MOTOR VEHICLES.** Whenever such an emergency exists, as hereinbefore defined, and any motor vehicles are illegally parked, stopped, or standing in such a manner as to prevent or impede snow clearance or removal in any manner upon any street, alley, or parking lot, the Director of Public Works or his/her designee, shall be authorized to move or remove such motor vehicles to where such motor vehicles will no longer prevent or impede such aforesaid snow clearance or removing. Towing fees will be assessed against the owners of such motor vehicles. This Section shall not be construed to exempt the owners from other penalties which may incur.

#### **SEC. 10-1-32 PARKING OF VEHICLES OVER 10,000 POUNDS OR 16 FEET RESTRICTED.**

- (a) No person owning or having control of any truck, trailer, truck power unit, tractor, bus, or recreation motor vehicle in excess of ten thousand (10,000) pounds gross weight, over sixteen (16) feet in length, and/or having an enclosed area of a height of more than eight (8) feet from the street shall park the same upon any street or public way where zoned residential between the hours of 6:00 p.m. and 7:00 a.m. One (1) hour parking will be allowed between 7:00 a.m. and 6:00 p.m. The provisions of this Section shall not be deemed to prohibit the lawful parking of such equipment upon any street or public way for the actual

loading or unloading of goods, ware, or merchandise, providing, however, the "loading" and "unloading," as used in this Section, shall be limited to the actual time consumed in such operation. The Common Council may, however, designate specific truck parking zones.

- (b) Any vehicle unlawfully parked under Section (a) above may be removed from the street by order of the Chief of Police and the expense of so moving and storing such vehicle shall be paid by the operator or owner of said vehicle as forfeiture in addition to the penalties hereafter prescribed.

#### **SEC. 10-1-33 TRAFFIC AND PARKING REGULATIONS ON SCHOOL DISTRICT GROUNDS.**

Pursuant to the provisions of Section 118.105, Wis. Stats., the following regulations shall apply to the grounds of the Menasha School District located within the City.

- (a) **PARKING.** All parking on grounds of the Menasha School District from 7:00 a.m. to 4:30 p.m. shall be by permit only unless said area has been designated as visitor parking by signs established by the School Board. There shall be no parking on said grounds between 11:00 p.m. and 6:00 a.m., except when school functions extend past 11:00 p.m.; on such nights there shall be no parking one (1) hour after the function has concluded.
- (b) **SPEED LIMITS.** No persons shall at any time operate a motor vehicle upon any Menasha School District grounds at a speed in excess of fifteen (15) miles per hour.
- (c) **MOTOR VEHICLES PROHIBITED AT SPECIFIED TIMES.** No person shall at any time operate a motor vehicle, other than a school bus or emergency motor vehicle, in or upon any drive designated by sign for buses during the hours of 7:00 a.m. to 9:00 a.m. and 2:00 p.m. to 4:30 p.m. on any weekday during the months school is in session.

#### **SEC. 10-1-34 UNLAWFUL REMOVAL OF PARKING CITATION.**

No person other than the owner or operator of a ticketed motor vehicle shall remove a City parking ticket from said motor vehicle.

#### **SEC. 10-1-35 OPERATION OF MOTOR VEHICLES IN PUBLIC PARKING LOTS AND RAMPS.**

- (a) **UNLICENSED OPERATORS PROHIBITED.** No person who does not hold a valid operator's license shall operate a motor vehicle in any public parking lot or ramp or in any private parking lot or ramp held out for the use of parking for the general public.
- (b) **TRAFFIC REGULATIONS APPLICABLE.** All provisions of Section 10-1-1 of this Chapter and of the Wis. Stats. and laws incorporated herein by reference shall be applicable on any public parking lot or ramp and on any private parking lot, street, or ramp held out for use for the general public for parking or vehicular traffic.

#### **SEC. 10-1-36 REMOVAL OF ILLEGALLY PARKED MOTOR VEHICLES.**

- (a) **HAZARD TO PUBLIC SAFETY.** Any motor vehicle parked, stopped, or standing upon a street or public parking lot or ramp in violation of any of the provisions of this Chapter is declared to be a hazard to traffic and public safety.
- (b) **REMOVAL BY OPERATOR OR OWNER.** Such motor vehicle shall be removed by the operator or owner, upon request of any traffic officer, to a position where parking is permitted or to a private or public parking or storage premises.
- (c) **REMOVAL BY TRAFFIC OFFICER.** Any traffic officer after issuing a citation for illegal parking, stopping, or standing of an unattended motor vehicle in violation of this Chapter, is authorized to remove such motor vehicle to a position where parking is permitted.
- (d) **REMOVAL BY PRIVATE SERVICE.** The officer may order a motor carrier holding a permit to perform motor vehicle towing services, a licensed motor vehicle salvage dealer, or licensed motor vehicle dealer who performs motor vehicle towing services to remove and store said motor vehicle in any public storage garage or rental parking grounds or any facility of the person providing the towing services.
- (e) **TOWING AND SERVICE CHARGES.** In addition to other penalties provided in this Chapter, the owner or operator of a motor vehicle so removed shall pay the actual cost of moving, towing, and storage. If the motor vehicle is towed or stored by a private motor carrier, motor vehicle salvage dealer, or licensed motor vehicle dealer, actual charges regularly paid for such services shall be paid. If the motor vehicle is

stored in a public storage garage or rental facility, customary charges for such storage shall be paid. Upon payment, a receipt shall be issued to the owner of the motor vehicle for towing and storage charges.

**SEC. 10-1-37 INOPERABLE, WRECKED, OR DISCARDED MOTOR VEHICLES.**

- (a) **STORAGE PROHIBITED.** No person owning or having custody of any partially dismantled, non-operable, wrecked, junked, or discarded motor vehicle shall allow such motor vehicle to remain on any public street, parking lot, or parking ramp longer than twenty-four (24) hours after notification thereof by the Police Department. Notification shall be accomplished by placing in a conspicuous place on the motor vehicle and by mailing or serving upon the owner or occupant in charge of the premises a written notice setting forth briefly the applicable provisions of this Section and the date of the notice. Any motor vehicle so tagged which is not removed within twenty-four (24) hours is declared to be a public nuisance and may be removed as provided in Section 10-1-36.
- (b) **EXEMPTIONS.** This Section shall not apply to a motor vehicle in an appropriate storage place or depository maintained in a lawful place and manner authorized by the City.

**SEC. 10-1-38 PARKING OF TRAILERS.**

- (a) No person owning or having control of a trailer less than 10,000 pounds or sixteen (16) feet shall park the trailer upon any street or public way zoned residential between the hours of 9:00 p.m. and 7:00 a.m. This Section is not applicable to trailers that are attached to a tow motor vehicle. "Trailer" means a motor vehicle without motive power designed for carrying property or passengers wholly on its own structure and for being drawn by a motor vehicle but does not include a mobile home.
- (b) Any motor vehicle unlawfully parked under Section (a) above may be removed from the street by order of the Chief of Police and the expense of so moving and storing such motor vehicle shall be paid by the operator or owner of said motor vehicle as forfeiture in addition to the penalties hereafter prescribed.

**SEC. 10-1-39 THROUGH SEC. 10-1-49 RESERVED FOR FUTURE USE.**

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

Passed and approved this \_\_\_\_ day of \_\_\_\_\_, 2016.

ATTEST:

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

\_\_\_\_\_  
Deborah A. Galeazzi, City Clerk

ORDINANCE O-12-16

AN ORDINANCE CREATING TITLE 8, CHAPTER 5 OF THE CODE OF ORDINANCES  
(Removal of Salvageable Non-Structural Materials from Vacated Buildings)

Introduced by Alderman Keehan.

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

SECTION 1: Amend Title 8 of the Code of Ordinances of the City of Menasha, Wisconsin, by creating Sec.8-5, as follows:

**Title 8 – Health and Sanitation**

**CHAPTER 5**

Removal of Salvageable Non-Structural Materials from Vacated Buildings

**SEC. 8-5-1 REMOVAL OF SALVAGEABLE NON-STRUCTURAL MATERIALS FROM VACATED BUILDINGS.**

- (a) **PURPOSE.** The purpose of this ordinance is to regulate the removal of scrap and salvageable equipment and materials from Vacated Buildings without immediate functional replacement thereof. The phrase “immediate functional replacement thereof” does not include replacement that occurs as part of a remodeling project pursuant to valid and subsisting building, heating, plumbing, or electrical permits. The Council finds the regulation of scrap and salvage activities is necessary in order to: prevent the complete abandonment of property, which reduces the chance that such property will, in the future, be devoted to any productive or enjoyable public or private use; prevent conditions that will create health and safety hazards and aggravate blight; prevent interference with the enjoyment of and reduction of the value of private property; and ensure salvage activities are completed in a timely manner and in such a fashion that prevents health and safety hazards, nuisances, and environmental pollution.
- (b) **INTERPRETATION.** In its interpretation and application the provisions of this ordinance shall be held to be the minimum requirements and shall not be deemed a limitation or repeal of any other power granted by the Wisconsin Statutes. Where any terms or requirements of this ordinance may be inconsistent or conflicting, the more restrictive requirements or interpretation shall apply.
- (c) **ADMINISTRATION.** The Community Development Director shall have general supervision of the administration and enforcement of this Chapter.
- (d) **APPLICABILITY.** The requirements of this ordinance apply to all persons within the City of Menasha and to all waste, refuse, or recyclable materials generated within the City of Menasha.

**SEC. 8-5-2 DEFINITIONS.**

- (a) “Owner” means the title holder(s) to real property on which stands any Vacated Building or structure from which any Salvageable Material is removed or proposed to be removed.
- (b) “Operator” means any person, including a corporation or other business entity or holder of a security interest, that undertakes, directs, or allows the removal of Salvageable Material from a Vacated Building within the jurisdictional limits of the City of Menasha.
- (c) "Salvageable Material" means real or tangible personal property that:
  - 1. is man-made;
  - 2. is affixed to real property or any improvement to real property;
  - 3. is detachable from real property or any improvement to real property; and/or

4. is proposed to be removed or has been removed for potential or intended resale value, re-use, or scrap or recycling purposes.

Salvageable Materials shall include any such materials detached from real property or any improvement to real property without a permit after the effective date of this ordinance.

- (d) "Salvaging" shall mean the removal of fixtures, equipment, or building materials from a residential, commercial, or industrial structure following cessation of residential use or business operations, unless such removal is for the purpose of continuing a previous or similar use.
- (e) "Tenant" means a person or entity entitled by agreement to occupy the building or structure, or portion thereof, from which any Salvageable Material is removed.
- (f) "Vacated Building" means a building or structure, or portion thereof, which had a principal non-residential use as its most recent use, of which principal use has ceased. The cessation of the primary activities constituting the principal use shall be determinative of whether the principal use has ceased. The presence of personnel in the building or structure is not determinative of whether the use has ceased.

### **SEC 8-5-3 EXCLUSIONS.**

This Ordinance does not apply to the following:

- 1. Salvaging operations at structures where the most recent allowable use by law was residential;
- 2. Salvaging operations at non-residential structures under ten thousand square feet (10,000 sq. ft.);
- 3. Items/materials removed where replacement will occur as part of a remodeling process over time pursuant to a valid and subsisting building, heating, plumbing, or electrical permit;
- 4. Salvaging operations that occur as part of an approved demolition plan, pursuant to a valid demolition permit or otherwise, in which the Permit Holder/Owner/Operator is obligated to complete said demolition within a specified time frame;
- 5. Equipment, items, or supplies removed by the Owner for personal re-use; and/or
- 6. Equipment, items, or supplies owned and removed by the Tenant during the term of a written lease.

### **SEC 8-5-4 RECYCLING.**

- (a) The Permit Holder shall cause to be salvaged, reused, or recycled all of the following material/items removed and debris produced on-site as part of the salvaging permit activities:
  - 1. Concrete, brick, and/or wood, unless it has been rendered non-recyclable or non-re-useable by the application or attachment of paint, stains, varnish, or other liquids or solids;
  - 2. Non-toxic metals; and
  - 3. Non-asbestos containing shingles.
- (b) The City of Menasha maintains the right to suspend requirements of this section if the market for above materials changes, making compliance unattainable, or if the condition of the material(s) and/or proximity to recycling/re-use facilities makes compliance impracticable, as determined by the Code Official.

### **SEC 8-5-5 PARTIAL EXEMPTION.**

A partial exemption is allowed under this Ordinance for items and materials removed for the sole purpose of historical or cultural preservation. A request for exemption shall be filed in the Community Development Department. The request for exemption shall include documentation of historical or cultural significance acceptable to the Code Official, which may include written request for preservation by a historic society or equivalent.

### **SEC. 8-5-6 PERMIT.**

- (a) No person, corporation, or other business entity or holder of a security interest may remove, direct the removal of, or allow to be removed any Salvageable Material from a Vacated Building unless such removal is performed pursuant to a valid permit issued pursuant to this ordinance. The Owner and Permit Holder shall be jointly and severally responsible for complying with the terms of any permit issued pursuant to this ordinance.
- (b) PERMIT FEES. No permit shall be issued or renewed without the payment of the applicable fee having been received by the Community Development Department. Permit fees shall be established by the Common Council.

**SEC. 8-5-7 PERMIT APPLICATION.**

- (a) The applicant may be the Owner, a Contractor hired by the Owner, Tenant, or the holder of a security interest in the property, Vacated Building, or the Salvageable Material. Under all circumstances, the applicant, if other than the Owner, shall be jointly and severally responsible for compliance with the terms of this Ordinance.
- (b) Application for permit, whether initial or renewal, shall be made in writing and filed in the Community Development Department on forms provided by the City of Menasha. The application shall include the following items.
  - 1. Location and square footage of building(s) or structure(s).
  - 2. Name, address, and contact information of the Owner of the building(s) or structure(s).
  - 3. Names, addresses, and contact information for contractors engaged to carry out the activity.
  - 4. Plan for removal of Salvageable Material including the following details:
    - i. Project schedule and budget;
    - ii. Inventory and projected quantities (by weight or volume) of materials to be removed from the building for salvage purposes;
    - iii. Proposed disposition of Salvageable Materials;
    - iv. Dust, noise, and odor control;
    - v. Hours of operation;
    - vi. Fire suppression;
    - vii. Traffic safety and public infrastructure protection;
    - viii. Site security;
    - ix. Building and grounds management and restoration; and
    - x. Proposed post-salvage property ownership and use, if known.
  - 5. Plan for removal of hazardous wastes/materials.
    - i. Hazardous materials inventory including raw materials, waste materials, asbestos containing materials, and (with respect to any portion of the building, structure, or Salvageable Material to be altered in the course of the work) lead painted surfaces and PCB-containing materials.
    - ii. Hazardous materials handling, management, and disposal prior to salvaging.
    - iii. Proposed environmental monitoring or remediation.
  - 6. Plan for removal of recyclable materials.
    - i. Inventory and estimate (by weight or volume) of materials to be recycled.
    - ii. Proposed disposition, ownership, and use of materials to be recycled, if known.
    - iii. Percentage of material to be recycled. This percentage should only include non-salvageable material not identified as hazardous material or waste.
  - 7. Proof of required demolition/renovation notifications to the appropriate State regulatory agency(ies).
  - 8. The Code Official, or other entities of the City of Menasha, may require additional information of a specific applicant.

### **SEC 8-5-8 INVESTIGATION.**

The Community Development Director, or designee of, shall notify the Building Inspector, Director of Public Works, Public Health Officer, and Fire Chief, of each new application or request for renewal. These officials shall inspect or cause to be inspected each application and the premises, together with such other investigation as shall be necessary to determine whether a permit shall be issued taking into consideration all applicable regulations, ordinances, and laws. These officials shall furnish to the Community Development Director, in writing, the information derived from such investigation, accompanied by a recommendation as to whether a permit should be granted or denied. No permit shall be renewed without a re-inspection of the premises and report as originally required.

### **SEC 8-5-9 PERMIT GRANT.**

- (a) The Community Development Director shall consider such permit applications only after receiving the recommendations as required under Section 8-5-8 above.
- (b) Consideration shall be given to the following: the application; the reports received under Section. 8-5-8; the expertise of the applicant; the effect of the proposed operation on the surrounding neighborhood; the effect on the community of having a stripped structure remain if the structure is not proposed to be immediately razed or immediately renovated; the presentation, if any, of the applicant; the comments of the public; and other such matters germane to the decision.
- (c) In granting a permit, the Community Development Director shall address the following matters: proof of insurance; the amount of the Irrevocable Standby Letter of Credit to be required of the Permit Holder as a condition of issuance of the permit and as a requirement of operation; the justification for drawing against and content of the presentment required to draw against the Irrevocable Standby Letter of Credit; other State or local permits as required by law, rule, or regulation that must be obtained as a condition of issuance of the permit or as a requirement of operation; reporting period for submittal of required reports pursuant to Section 8-5-17 herein; percentage of non-salvageable materials required to be recycled; reasonable special operating requirements to be required of the Permit Holder in addition to those listed in Subsection 8-5-7 herein; and such other matters or limitations as the Community Development Director determines necessary to protect the public interest.

### **SEC 8-5-10 IRREVOCABLE STANDBY LETTER OF CREDIT.**

- (a) As a condition of issuance of the permit, the Permit Holder shall provide and maintain in effect an Irrevocable Standby Letter of Credit naming the City of Menasha as beneficiary in an amount required by the Administrative Services Director and in a form approved by the City of Menasha Attorney. The City Attorney shall also approve the form and content of the draw order and all necessary presentment required to compel payment by the issuer to the City of Menasha of all funds subject to the Irrevocable Standby Letter of Credit.
- (b) The Irrevocable Standby Letter of Credit shall be the guarantee of performance by the Permit Holder. The Irrevocable Standby Letter of Credit must be issued by a financial institution certified by the State to conduct such business within the State of Wisconsin, allowing for direct draw by the City of Menasha upon presentment to the issuing bank, without court action or approval by Permit Holder, to complete work or repair damage that was the obligation of the Permit Holder. The Irrevocable Standby Letter of Credit must contain as part of its provisions that it will be maintained constantly in force as an obligation to the City of Menasha for no less than one year after project completion as reasonably determined by the Community Development Director or one year after the expiration of a permit issued under this section to the Permit Holder, whichever is later.
- (c) In determining the required amount of the Irrevocable Standby Letter of Credit the Administrative Services Director shall consider: the recommendations, if any, of the reports of city officials; the expertise of the applicant; the capitalization of the applicant; the scope of the proposed project; the

cost of rectifying the possible environmental hazards that could be created; the effect of the proposed operation on the surrounding neighborhood; the cost of remediation of the City of Menasha; and potential inability of the Permit Holder to fulfill its obligations. Annually, upon documented request of the Permit Holder, the Administrative Services Director may review the pertinent facts and decide to reduce the amount of the required Letter of Credit in accordance with work completed or threats mitigated. In the circumstance that the Administrative Services Director determines the requirements to obtain an Irrevocable Standby Letter of Credit are unreasonable, the Administrative Services Director may, in the exercise of his or her discretion, authorize one or more alternate forms of security in lieu of an Irrevocable Standby Letter of Credit.

#### **SEC 8-5-11 PERMIT TERM.**

- (a) The initial term for a permit under this section shall be for a period of one (1) year from the date of issue. Renewals and renewal term shall be at the discretion of the Director of Community Development.
- (b) ASSIGNMENT. No permit issued pursuant to this ordinance is assignable or transferable without the advance written permission of the Director of Community Development, which shall not be granted unless the Permit Holder and prospective assignee demonstrate to the satisfaction of the Director of Community Development that assignee is capable of completing the project and all required forms of insurance and financial assurance are made effective prior to the assignment.

#### **SEC 8-5-12 GENERAL OPERATING REQUIREMENTS.**

- (a) The following general operating requirements shall apply to the Permit Holder and those working for Permit Holder subject to terms of the permit in accordance with the provisions of the ordinance:
  - 1. The valid permit issued pursuant to this ordinance shall be plainly displayed on the premises upon which the building is located.
  - 2. The building and premises shall, at all times, be maintained in as clean, neat, and sanitary of a condition as such premises will reasonably permit.
  - 3. No garbage, refuse, or other waste likely or susceptible to give off a foul odor or attract vermin shall be kept on the premises, except for domestic garbage kept in rodent-proof covered containers, which are removed from the premises as often as necessary to provide a sanitary, odor free, and vermin free environment.
  - 4. Work done under this permit shall be performed in accordance with the permit and any plans approved by the Community Development Director and is subject to inspection by the Code Official and other inspectors as provided in this ordinance. Any violation of the permit shall be deemed a violation of this ordinance.
  - 5. As a condition of issuing the permit, a Permit Holder shall maintain insurance policies during the life of the permit in the following minimum amounts. These policies shall be primary and provide coverage work performed on the property or associated with the work under the permit and shall provide certificates issued by the carriers as proof of all required coverages:
    - i. Automobile Liability (Owned, non-owned, leased): Twenty-five Hundred Thousand Dollars (\$250,000) each person/Five Hundred Thousand Dollars (\$500,000) each accident for Bodily Injury and One Hundred Thousand Dollars (\$100,000) for Property Damage
    - ii. Bodily Injury: One Million Dollars (\$1,000,000) each occurrence.
    - iii. Property Damage: One Million Dollars (\$1,000,000) each occurrence.
    - iv. Pollution Legal Liability: Five Million Dollars (\$5,000,000) each loss where risk is presented of exacerbation of existing environmental pollution or discharge of any hazardous waste to the environment or asbestos removal, abatement, remediation, or dumping/disposal in a Federal or State regulated facility is required; the Community Development Director may require a greater or lesser minimum amount down to and

including zero (\$0) of Pollution Legal Liability insurance policy, depending on the circumstances of the project that is the subject of the permit.

- v. Workers' Compensation: Statutory Limits.
  - vi. Umbrella Liability: Two Million Dollars (\$2,000,000) over the primary insurance coverages listed above.
6. No scrap salvage or debris, which is temporarily stored on the premises, shall be allowed to rest or protrude over any public rights-of-way or public property or become scattered about or blown off the premise.
  7. No mechanized process whatsoever shall be utilized on premises to reduce the volume of salvageable material or debris after such salvageable material has been detached from the real property, unless a special exception is provided by the Community Development Director in conjunction with a specific permit. Such prohibited mechanized processes include, but are not limited to, crushing and shredding.
    - i. There shall be strict compliance with SEC. 11-7-3 subsection P.
    - ii. There shall be strict compliance with SEC. 11-7-8 subsection O.
  8. No premises or building subject to a permit shall be allowed to become a public nuisance or be operated in such a manner as to adversely affect public safety, health, or welfare.
  9. There shall be full compliance with the City of Menasha City Code, as well as any city, county, state, or federal regulations which may be applicable. These include, but are not limited to Title 15; Title 5, Section 3; and Title 8, Section 1.
  10. The Permit Holder shall, during the salvage process, maintain the work site in a safe and secure condition.
  11. The Permit Holder shall keep a log of all shipments to and from the work site during the project, including the date, time, transport company, vehicle license number, and description of type and amount of material transported.
  12. The Permit Holder shall identify, handle, manage, store, and dispose of all wastes, lead, asbestos, waste oils, hazardous materials, and hazardous substances as provided in the plan submitted as part of the application and permitting process. In the event of any changed conditions or plans, the Permit Holder is required to promptly notify the Director of Community Development in order to pursue an amended permit.
  13. The Permit Holder shall dispose of building debris in a licensed landfill except for salvaged and recycled materials. At any time, the Permit Holder shall produce to the Community Development Director receipts and/or an itemized list of debris disposed of by dumping, recycling, or salvage.
  14. The Permit Holder shall meet all recycling requirements as provided in the approved permit.
  15. The Permit Holder shall be responsible for disconnections of utilities, including plumbing and electrical, necessary for safe conduct of the salvaging process and shall provide evidence that the necessary disconnections have been accomplished.
  16. The Permit Holder shall restore the site and/or Vacated Building to the conditions set forth in the approved plans in the permit.
  17. The Permit Holder shall comply with all orders of the Community Development Director imposed upon granting of the permit.
  18. The Irrevocable Standby Letter of Credit imposed as a condition of issuance of the permit shall be maintained in full force and effect at all times until one year following the Community Development Director's finding project completion.
  19. Permit Holder must provide to the City of Menasha, and must maintain current, a list of contractors doing work that is subject to a permit issued pursuant to this ordinance, which shall include proof of valid and subsisting policies of insurance in satisfaction of the General Operating Requirements specified herein. As used herein, the phrase "maintain current" means that the list filed with the City of Menasha is updated by the Permit Holder as necessary to comply with the ordinance prior to each contractor commencing work pursuant to the permit.

20. Permit Holder shall also ensure that subcontractors have appropriate insurance as determined by the Community Development Director. This may include coverage under the Permit Holder's policy, individual coverage, or a combination thereof. The Community Development Director may also require subcontractors to obtain separate permits pursuant to this Ordinance based on the type of proposed activities or extent or complexity of the salvaging activities proposed.

**SEC 8-5-13 INSPECTIONS.**

- (a) Permit Holders and property owners shall allow inspection by representatives of the City of Menasha having enforcement powers to inspect the premises subject to the permit, as often as may be required to allow said representatives to perform their duties and assure compliance with this ordinance, as well as state and federal laws. Inspections shall be made during normal hours of business operation except when the presence of emergency circumstances which require prompt action to protect the public health, safety, and welfare or to preserve evidence of noncompliance with this ordinance or state or federal laws.
- (b) Inspection may include inspection of the entire property subject to the permit, including buildings, structures, basement, sub-basements, vaults, and other areas of the property.
- (c) The unreasonable failure to allow inspections shall be grounds for denial, suspension, or revocation of the permit.
- (d) Inspections may include but are not limited to: taking wipe samples; waste, structural or product sampling; sampling of pits; the logging, gauging, and sampling of existing wells; videotaping; preparing site sketches; taking photographs; and/or testing or sampling the groundwater, soil, surface water, sediments, air, soil vapor, or other material.

**SEC 8-5-14 NON-RENEWAL, SUSPENSION OR REVOCATION.**

- (a) If in the opinion of the Community Development Director, the public is subject to imminent danger due to violation of any one or combination of the General Operating Requirements, the Community Development Director may issue an order to the violator or the Permit Holder requiring immediate cessation of those operations giving rise to the imminent danger. The recipient of any such order shall cause such operations to cease as directed by the Code Official. Failure to maintain insurance, a Letter of Credit as required, or to permit inspection as required are each per se violations implicating imminent danger to the public necessitating an order to cease all operations.
- (b) There is no right or expectation of permit renewal. The permit may be renewed at the discretion of the Community Development Director upon application of a Permit Holder as described in Section 8-5-7 of this ordinance.
- (c) If the Community Development Director decides not to renew, suspends, or revokes a permit, a written report of such action shall be made, which shall include findings of fact, conclusions, and reasons for the action taken with respect to the permit.
- (d) The Permit Holder shall be provided with a copy of the report and may make a written appeal of the decision to the Common Council to be considered at its next regular meeting following the issuance of the report. The Common Council, after considering the Community Development Director's report and any arguments presented by the Community Development Director or the Permit Holder, may sustain, modify, or overrule the suspension, revocation, or nonrenewal.

**SEC 8-5-15 VIOLATIONS AND LIABILITY.**

- (a) It shall be a violation of this ordinance to perform, conduct, direct, or allow removal of Salvageable Material except in conformance with a valid permit issued pursuant to this ordinance.
- (b) It shall be a violation of this ordinance to disobey or act contrary to any order issued pursuant to this ordinance.

- (c) The Owner and Permit Holder shall be jointly and severally liable for any violation of this ordinance and any violation of any condition of the permit pursuant to this ordinance, whether caused by act or omission, including applicable fines and penalties together with the City of Menasha's costs of enforcement, including attorneys' fees.

**SEC 8-5-16 ENFORCEMENT, FINES, AND PENALTIES.**

The Community Development Director shall have the primary responsibility to enforce this ordinance. Violations of this ordinance shall be subject to the general provisions of Section 1-1-7. For the purpose of calculating fines and penalties, each day of continuing violation shall constitute a separate offense. Any violation of this ordinance constitutes a public nuisance and in addition to any other remedies provided or allowed the City of Menasha may apply to a court of competent and local jurisdiction for injunctive relief and the assessment of damages including attorneys' fees and costs.

**SEC 8-5-17 REPORTING.**

- (a) Permit Holders shall provide reports to the Community Development Director in accordance with the reporting requirements specified in the permit as approved by the Community Development Director. The following reports are required.
1. Salvageable Materials report that identifies the type, quantity, and disposition of Salvageable Materials removed from the property during the reporting period.
  2. Hazardous wastes/materials report that identifies the type, quantity, and disposition of hazardous wastes/materials removed from the site during the reporting period. This report should be accompanied by supporting documentation of disposal, name and contact information of haulers, and copies of any applicable permits/exemptions.
  3. Waste report that identifies the type, quantity, and disposition of non-salvageable waste materials removed from the site.
  4. Any instances of environmental monitoring performed during the reporting period and results of the same.
- (b) Upon demand of the Community Development Director the following reports must also include:
1. Supporting documentation of removal and disposition of materials which shall include weigh tickets, bills of lading, sales receipts, and chain of custody logs or equivalent documentation.
  2. A statement by the Permit Holder that documentation supporting compliance with this ordinance will be maintained for two years from submission of the reports.
  3. A statement from the Permit Holder that documentation supporting the information in the reports is truthful and accurate.

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

Passed and approved this \_\_\_\_ day of \_\_\_\_\_ 2016.

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

ATTEST:

\_\_\_\_\_  
Deborah A. Galeazzi, City Clerk



**MEMORANDUM**

Date: September 15, 2016

To: Common Council  
From: David Buck, CDD

RE: Rezoning – 500, 510, 520, 530 Valley Road, and 2623 Palisades Drive (#4-00919-03, #4-00919-02, #4-00919-06, #4-00919-05, #4-00919-04)

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A petition by the property owner of 1861 Beck Street for a zone change from the R-2 Two-Family Residence District to R-2A Multi-Family, Zero Lot Line Residence District was brought before the Plan Commission on July 12 and August 2, 2016 and subsequently approved by Common Council on August 15, 2016. During their deliberation, the Plan Commission directed staff to research the possibility of rezoning an additional five properties located within the immediate vicinity for zoning consistency.

Staff researched the properties (500, 510, 520, 530 Valley Road, and 2623 Palisades Drive) and determined that these five properties would meet the zoning requirements of the R2-A zoning designation and brought the zone change back to the Plan Commission on September 13, 2016 with a staff recommendation of approval. Staff recommendation is based on the fact that the intended rezoning does not contradict the goals and objectives of the Comprehensive Plan; will provide a consistent zoning classification for the neighborhood bounded by Beck Street on the west, Valley Road on the south and Palisades Drive on the east; and will not create any lot or use non-conformities. Additionally, the rezoning of the properties from the R-2 District to the R-2A District will not change permitted uses of the property but will allow owners to subdivide their lots along the shared wall, from a land-use perspective.

At the September 13, 2016 Plan Commission meeting, the Plan Commission unanimously recommended approval of the rezoning of 500, 510, 520, 530 Valley Road, and 2623 Palisades Drive from the R-2 Two-Family Residence District to R-2A Multi-Family, Zero Lot Line Residence District with a finding that the rezoning does not contradict the City of Menasha Comprehensive Plan.

ORDINANCE O-13-16

AN ORDINANCE AMENDING TITLE 13 BY MAKING CERTAIN CHANGES TO THE DISTRICT  
(510-512 Valley Road (Parcel #4-00919-02)  
(500-502 Valley Road (Parcel #4-00919-03)  
(2623-2625 Palisades Drive (Parcel #4-00919-04)  
(530-532 Valley Road (Parcel #4-00919-05)  
(520-522 Valley Road (Parcel #4-00919-06)

INTRODUCED BY MAYOR MERKES ON THE RECOMMENDATION OF THE PLAN COMMISSION.

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

SECTION 1: The Zoning Ordinance Title 13 and Zoning District made a part thereof is hereby amended by changing the following properties from R-2 Two Family Residence District to R-2A Multi-Family, Zero Lot Line Residence District, described as follows:

510-512 Valley Road, Parcel #4-00919-02 LOT 2 OF CSM #1527 REC AS DOC #651684 WINNEBAGO CO R.O.D;

500-502 Valley Road, Parcel #4-00919-03 LOT 3 OF CSM #1527 REC AS DOC #651684 WINNEBAGO CO R.O.D;

2623-2625 Palisades Drive, Parcel #4-00919-04 PART OF LOT 1 OF CSM #1371 (REC AS DOC #627282 WINNEBAGO CO R.O.D.) BEGINNING AT NE COR LOT 1 CSM 1371; TH ALG W RW LN PALISADES DR, S00\*00'00"W 100.00 FT; TH ALG S LN SD LOT 1, S89\*56'00"W 100.00FT; TH N00\*00'00"E 99.33 FT; TH ALG N LN LOT 1 CSM 1371, N89\*33'00"E 100 FT TO POB;

530-532 Valley Road, Parcel # 4-00919-05 LOT 2 OF CSM #1371 REC AS DOC #627282 WINNEBAGO CO R.O.D.; and,

520-522 Valley Road, Parcel #4-00919-06 LOT 1 OF CSM #1527 REC AS DOC #651684 WINNEBAGO CO R.O.D.

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

Passed and approved this \_\_\_\_ day of \_\_\_\_\_, 2016.

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

ATTEST:

\_\_\_\_\_  
Deborah A. Galeazzi, City Clerk

# Proposed Rezoning from R-2 Two-Family Residence District to R-2A Multi-Family, Zero Lot Line Residence District



## Legend

-  Parcels Proposed for Rezoning:  
ID# 4-00919-02, 4-00919-03,  
4-00919-04, 4-00919-05,  
and 4-00919-06

0 70 140 280  
Feet





## MEMORANDUM

Date: September 15, 2016

To: Common Council  
From: David Buck, CDD

RE: Proposed Amendment to the Zoning Code to Expand the Definition of a  
“Recreational Vehicle”

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The Community Development Code Enforcement Specialist requested an expansion to the definition of Recreational Vehicle to include all-terrain vehicles (ATV) and snowmobiles as issues have arisen with the interpretation of the code and subsequent enforcement action for parking/storing all-terrain vehicles (ATV) and snowmobiles within the city.

Staff reviewed Sec. 13-1-52 Storage and Parking of Recreational Vehicles, more specifically the definition of Recreational Vehicles and though items such as travel trailers, campers, boat and snowmobile trailers, boats, etc. were listed within the definition, reference to all-terrain vehicles (ATV) and snowmobiles was not included. The proposed changes to Sec. 13-1-52 Storage and Parking of Recreational Vehicles expanding the definition of Recreational Vehicle to include all-terrain vehicles (ATV) and snowmobiles is essentially a clarification and “clean-up” to the existing code language. By specifically including these items, it affords the public a clear understanding of where all-terrain vehicles (ATV) and snowmobiles can be parked and/or stored as well as provides Code Enforcement staff more specific language to reference when enforcing parking and storage of these specific types of recreational vehicles.

For consistency with the State, the proposed definitions were taken directly from the Wisconsin State Statutes, Chapter 340; Subchapter 340.01.

At the September 13, 2016 Plan Commission meeting, the Plan Commission unanimously recommended approval of the proposed amendment to the Zoning Code to include all-terrain vehicles (ATV) and snowmobiles within the definition of a “Recreational Vehicle” with a finding that the ordinance change will provide effective means of enforcement for recreational vehicles.

ORDINANCE O-14-16

AN ORDINANCE AMENDING TITLE 13, CHAPTER 1 OF THE CODE OF ORDINANCES

(Zoning)

INTRODUCED BY ALD. BENNER AT THE RECOMMENDATION OF THE PLAN COMMISSION.

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

SECTION 1: Amend Title 13, Chapter 1, SEC 13-1-52 of the Code of Ordinances of the City of Menasha, Wisconsin as follows:

**Title 13 – Zoning**

**CHAPTER 1**

Zoning Code

**ARTICLE E**

Traffic Visibility, Loading, Parking and Access

**SEC. 13-1-52 STORAGE AND PARKING OF RECREATIONAL VEHICLES.**

...

(2) Recreational Vehicle. Recreational vehicle means any of the following:

...

- h. All-terrain Vehicle (ATV) means a commercially designed and manufactured motor-driven device that has a weight, without fluids, of 900 pounds or less, has a width of 50 inches or less, is equipped with a seat designed to be straddled by the operator, and travels on 3 or more low-pressure tires or non-pneumatic tires.
- i. Snowmobile means an engine-driven vehicle that is manufactured solely for snowmobiling, that has an endless belt tread and sled-type runners, or skis, to be used in contact with snow .

...

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

Passed and approved this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_

Donald Merkes, Mayor

ATTEST:

\_\_\_\_\_

Deborah A. Galeazzi, City Clerk