

**CITY OF MENASHA
COMMON COUNCIL
Third Floor Council Chambers
140 Main Street, Menasha
Monday, July 21, 2014**

**6:00 PM
AGENDA**

- A. CALL TO ORDER
- B. PLEDGE OF ALLEGIANCE
- C. ROLL CALL/EXCUSED ABSENCES
- D. PUBLIC HEARING
1. [Proposed Amendments to Title 13 of the Menasha Code of Ordinances Pertaining to Article M, Definitions.](#)
 2. [Proposed Amendments to Title 13 of the Menasha Code of Ordinances Pertaining to Off Street Parking.](#)
 3. [Proposed Amendments to Title 13 of the Menasha Code of Ordinances Pertaining to Permitted Uses.](#)
 4. [Proposed Rezoning of the Property Located at 754 and 758 Racine Street, Parcel Numbers 1-00573-00 and 1-00574-00.](#)
- 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. [Landmarks Commission Discover Historic Menasha Photo Contest Winners–Pat Schick and Kathy Stahl.](#)
 2. Fox Cities Regional Partnership Presentation.
 3. Clerk Galeazzi - the following minutes and communications have been received and placed on file:
Minutes to receive:
 - a. [Administration Committee, 7/7/14.](#)
 - b. [Board of Public Works, 7/7/14.](#)
 - c. [Landmarks Commission, 7/9/14.](#)
 - d. [Personnel Committee, 7/7/14.](#)
 - e. [Plan Commission, 7/8/14.](#)Communications:
 - f. [CDD Keil to Mike Hagens, 7/14/14, Woodland Hills and Ribble Property Development.](#)
 - g. [ADVOCAP Annual Report, July 2014.](#)
- 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, 7/7/14.](#)
- Plan Commission, 6/17/14 – Recommends the Approval of:
2. Amendment to the Special Use Permit for 1284 Midway Road to allow for the use of the property for short-term rental type use from May 15 through and including August 15 of each year, with the following condition: Adoption of an ordinance pertaining to the permitting and regulation of short-term rental units prior to final approval of the Special Use Permit amendment.
- Board of Public Works, 7/7/14 – Recommends the Approval of:
3. [Street Use Application – Two Wheel Tuesday; July 22, 2014; 6:00 PM – 9:00 PM \(The Locker Room\)](#)

4. [Recommendation to Award – Contract Unit No. 2014-02; Street Rehabilitation – London Street, Emily Street, Ninth Street, Lakecrest Drive, Sunset Drive, Parkview Place and DePere Street; MCC Inc.; \\$557,893.91.](#)
5. [Planting daylilies at 2' spacing along Racine Street.](#)

H. ITEMS REMOVED FROM CONSENT AGENDA

I. ACTION ITEMS

1. [Accounts payable and payroll for the term of 7/10/14 to 7/17/14 in the amount of \\$666,313.60.](#)
2. [Beverage Operators License Applications for the 2013-2015 licensing period.](#)
3. [Senior Center Renovation Project Funding.](#)
4. [2014 Fireworks.](#)

J. APPOINTMENTS

1. [Appointment of Diane Hotynski, 729 Arthur St., Menasha, to the Board of Health, for the period of 8/1/14 – 5/1/16.](#)

K. HELD OVER BUSINESS

1. [Reserve “Class B” Liquor and Malt, Mrs. Fajitas LLC, d/b/a Mrs. Fajitas, 403 Racine Street, Menasha, Francisa Jaimes, agent. \(Held 7/7/14\).](#)

L. CLAIMS AGAINST THE CITY

M. RECESS TO ADMINISTRATION COMMITTEE

N. ORDINANCES AND RESOLUTION

1. [O-14-14 An Ordinance Amending Title 13, Chapter 1 of the Code of Ordinances \(Landscaping Design and Material for Site Plan Requirements\) \(Introduced by Mayor Merkes\) \(Recommended by the Plan Commission\). \(Held from 7/7/14\).](#)
2. [O-16-14. Substitute Amendment #1. An Ordinance Creating Title 7, Chapter 14 of the Code of Ordinance \(Relating to the Short-Term Rental of Dwelling Units\) \(Introduced by Ald. Zelinski\).](#)
3. [O-17-14. An Ordinance Amending Title 13, Chapter 1 of the Code of Ordinances \(Off-Street Parking\) \(Introduced by Mayor Merkes\) \(Recommended by the Plan Commission\).](#)
4. [O-18-14. An Ordinance Amending Title 13, Chapter 1 of the Code of Ordinances \(Permitted Uses\) \(Introduced by Mayor Merkes\) \(Recommended by the Plan Commission\).](#)
5. [O-19-14. An Ordinance Amending Title 13, Chapter 1 of the Code of Ordinances \(Article M Definitions\) \(Introduced by Mayor Merkes\) \(Recommended by the Plan Commission\).](#)
6. [O-20-14. An Ordinance Amending Title 13, Chapter 1 of the Code of Ordinances \(Proposed Rezoning of Properties at 754 and 758 Racine St.\) \(Introduced by Mayor Merkes\) \(Recommended by the Plan Commission\).](#)
7. [R-19-14. A Resolution Declaring Property to be Blighted and Authorizing the Redevelopment Authority to Acquire and Assist the Redevelopment of the Property. \(Introduced by Alderman Englebert\).](#)

O. PUBLIC COMMENTS ON ANY MATTER LISTED ON THE AGENDA

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

P. ADJOURNMENT

MEETING NOTICE
Monday, August 4, 2014 – 6:00 p.m.
Committee Meetings to Follow

**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 Article M, Definitions. The Plan Commission will hold its public hearing on Tuesday, July 8, 2014 at 3:40 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, July 21, 2014 at the same location. All persons interested in commenting on the proposed amendment are invited to attend.

Deborah A. Galeazzi, WCMC
City Clerk

Run: July 6 & July 14, 2014

**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 off street parking. The Plan Commission will hold its public hearing on Tuesday, July 8, 2014 at 3:45 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, July 21 2014 at the same location. All persons interested in commenting on the proposed amendment are invited to attend.

Deborah A. Galeazzi, WCMC
City Clerk

Run: July 6 & July 14, 2014

**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 off street parking. The Plan Commission will hold its public hearing on Tuesday, July 8, 2014 at 3:45 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, July 21 2014 at the same location. All persons interested in commenting on the proposed amendment are invited to attend.

Deborah A. Galeazzi, WCMC
City Clerk

Run: July 6 & July 14, 2014

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 the property located at 754 and 758 Racine Street, parcel numbers 1-00573-00 and 1-00574-00.

Rezoning of the properties from R-2 Two-Family District and C-1 General Commercial District to R-1 Single Family District, respectively, is requested to allow Menasha High School to combine properties in order to create one parcel for the school grounds.

Public hearings will be held as follows:

Plan Commission

Date of Hearings: Tuesday, July 8, 2014

Time of Hearings: 3:30 p.m. or shortly thereafter

Place of Hearings: City Hall Council Chambers, 140 Main Street, Menasha

Common Council

Date of Hearings: Monday, July 21, 2014

Time of Hearings: 6:00 p.m. or shortly thereafter

Place of Hearings: City Hall Council Chambers, 140 Main Street, Menasha

Deborah A. Galeazzi
City Clerk

Publish: July 6 and July 14, 2014

ANSWER KEY
pg 1

ANSWER KEY
pg 1

Discover Historic Menasha And Win a Downtown Shopping Spree!



Identify the buildings from around Menasha that feature these architectural details and win a Downtown Menasha shopping spree. Entry form and rules are on back.

Special Thanks to Intertape Polymer Group



ANSWER KEY
109

Official Rules:

1. Locate the buildings where the photos on the opposite side of this form were taken.
2. Enter the building's address and street name next to its matching photo number below.
3. Include your name, address and phone number where indicated.
4. ALL ENTRIES MUST BE IN BY 5:00 PM ON FRIDAY, MAY 30st, 2014.

Entries with the correct address and street location for all 20 photos will be entered into a drawing for a \$200 Downtown shopping spree courtesy of Intertape Polymer Group. Contest is open to participants of all ages.

All entries must be submitted at one of the locations listed below.

| | | | |
|-----------------------------|----------------------|------------------------------|-------------------------|
| Aspen Landing | 124 Main St. | Jitters | 23 Main St. |
| The Blind Pig Saloon | 200 Main St. | Mario's Fresh Mexican | 14 Tayco St. |
| Bits & Bytes | 5 Main St. | Food & Pizzeria | |
| Club Liquor | 234 Main St. | Pat's Legend Inn | 10 Tayco St. |
| Club Tavern | 56 Racine St. | Menasha Grill | 204 Main St. |
| The Designer's Chair | 182 Main St. | Mihm's Charcoal Grill | 342 Chute St. |
| Glass Slipper | 230 Main St. | Vertigo 1894 | 167 Main St. |
| Styling Studio | | WeatherVane | 186 Main St. |
| Grey Lion | 68 Racine St. | Wild Apple Gallery | 210 Main St. |
| Jdog Studios | 165 Main St. | The Wreath Factory | 220-226 Main St. |

1. 2 Tayco St.
2. 182 Main St.
3. 214 Washington St.
4. 501 Tayco St.
5. 186 Main St.
6. 105 Ice St.
7. 640 Keyes St.
8. 420 Seventh St.
9. 84 Racine St.
10. 516 DePere St/628 Fifth St.

11. 528/540 Second St.
12. 300 Broad St.
13. 324 Nicolet Blvd.
14. Tayco St. Bridge Museum
15. 212 Main St.
16. 212 Main St.
17. 105 Ice St.
18. 312 Nicolet Blvd
19. 180/182 Main St.
20. 501 Tayco St.

Your Name _____
 Address _____
 City _____ State _____ ZIP _____
 Phone _____

Thank You to Our Corporate Sponsor



CITY OF MENASHA
ADMINISTRATION COMMITTEE
Third Floor Council Chambers
140 Main Street, Menasha
July 7, 2014
MINUTES

A. CALL TO ORDER

Meeting called to order by Chairman Nichols at 6:46 p.m.

B. ROLL CALL/EXCUSED ABSENCES

PRESENT: Aldermen Taylor, Sevenich, Langdon, Keehan, Zelinski, Englebert, Benner, Nichols

ALSO PRESENT: Mayor Merkes, CA/HRD Captain, PC Styka, FC Auxier, DPW Radtke, CDD Keil, PP Homan, ASD Steeno, PRD Tungate LD Lenz, Clerk Galeazzi

C. MINUTES TO APPROVE

1. [Administration Committee, 5/19/14 \(held\)](#)

Moved by Ald. Englebert, seconded by Ald. Benner to approve minutes.
Motion carried on voice vote.

2. [Administration Committee, 6/2/14](#)

Moved by Ald. Englebert, seconded by Ald. Benner to approve minutes.
Motion carried on voice vote.

D. DISCUSSION/ACTION ITEMS

1. [O-16-14 An Ordinance Creating Title 7, Chapter 14 of the Code of Ordinance \(Relating to the Short-Term Rental of Dwelling Units\)](#)

CDD Keil explained a request for a Special Use Permit from Fox Lodge, the student housing on Midway Road, to allow short term rental of the facility when school is not in session. The proposed ordinance addresses short term rental of all dwelling units and establishes criteria for short term rentals.

Moved by Ald. Benner, seconded by Ald. Keehan to recommend to Common Council O-16-14 An Ordinance Creating Title 7, Chapter 14 of the Code of Ordinance (Relating to the Short-Term Rental of Dwelling Units)

General discussion ensued on the benefit to the City and residents to allow short-term rental; restricting number of days of rental; responsibility of owner to report room tax; enforcement.

Moved by Ald. Taylor, seconded by Ald. Sevenich to hold this item.
Item held.

E. ADJOURNMENT

Moved by Ald. Taylor, seconded by Ald. Keehan to adjourn at 7:05 p.m.
Motion carried on voice vote.

Respectfully submitted by Deborah A. Galeazzi, WCMC, City Clerk

CITY OF MENASHA
Board of Public Works
Third Floor Council Chambers
140 Main Street, Menasha
July 7, 2014
MINUTES

DRAFT

A. CALL TO ORDER

Meeting called to order by Chairman Sevenich at 7:11 p.m.

B. ROLL CALL/EXCUSED ABSENCES

PRESENT: Aldermen Taylor, Sevenich, Langdon, Keehan, Zelinski, Englebert, Benner, Nichols
ALSO PRESENT: Mayor Merkes, CA/HRD Captain, PC Styka, FC Auxier, DPW Radtke,
CDD Keil, ASD Steeno, PRD Tungate, LD Lenz, Clerk Galeazzi.

C. MINUTES TO APPROVE

1. [June 16, 2014](#)

Moved by Ald. Taylor, seconded by Ald. Langdon to approve minutes.
Motion carried on voice vote.

D. DISCUSSION / ACTION ITEMS

1. [Motion to Remove from Table. Street Use Application – Two Wheel Tuesday; July 22, 2014; 6:00 PM – 9:00 PM \(The Locker Room\)](#)

Moved by Ald. Taylor, seconded by Ald. Zelinski to remove from table Street Use Application for Two Wheel Tuesday, July 22, 2014, 6:00 p.m.-9:00 p.m. (The Locker Room)

Motion carried on roll call 6-2.

Ald. Nichols, Taylor, Sevenich, Langdon, Keehan, Zelinski voted yes.

Ald. Englebert, Benner voted no.

Fred Schroeder representing the Locker Room explained the event and reason for the request to close the street. A non-profit group will be taking out a Temporary Class B (picnic) liquor license for the event on that day.

CA/HRD Captain explained different insurance is required based on the type of event.

PC Styka explained the issues that were encountered from previous events. Police are working with Mr. Schroeder to avoid these issues.

General discussion ensued on the event and special event procedures.

Moved by Ald. Taylor, seconded by Ald. Zelinski to recommend to Common Council Street Use Application for Two Wheel Tuesday, July 22, 2014, 6:00 p.m.-9:00 p.m. (The Locker Room)

Motion carried on roll call 6-2.

Ald. Taylor, Sevenich, Langdon, Zelinski, Englebert, Benner voted yes.

Ald. Nichols, Keehan voted no.

2. [Recommendation to Award – Contract Unit No. 2014-02; Street Rehabilitation – London Street, Emily Street, Ninth Street, Lakecrest Drive, Sunset Drive, Parkview Place and DePere Street; MCC Inc.; \\$557,893.91](#)

DPW Radtke explained the project and the bids came in under budget.

Moved by Ald. Taylor, seconded by Ald. Keehan to recommend to Common Council Recommendation to Award, Contract Unit No. 2014-02, Street Rehabilitation, London Street, Emily, Street, Ninth Street, Lakecrest Drive, Sunset Drive, Parkview Place and DePere Street to MCC Inc. for \$557,893.91

Motion carried on roll call 8-0.

3. [Request to Prohibit Parking along the South Side of Ninth Street at Ida Street](#)

DPW Radtke explained the request of residents and Ald. Keehan to review parking along the south side of Ninth Street from Ida Street to Arthur Street. It was noticed people parking within the required 15 feet from crosswalks at the intersections of Ninth Street and Ida, John and Arthur Streets. Staff recommends painting a yellow line along the curb 15 feet from crosswalks and by fire hydrants to indicate parking is prohibited in those areas. That should help with the blocking of the intersections.

General discussion ensued on the parking issues when school is in session; other options if people not following parking restrictions.

Tony Weinandt, 829 Ida Street, Menasha. Agrees with painting of lines to indicate prohibited parking; may want to also consider restricting parking in the area between 2:30-3:30pm on school days.

Lisa Rexses, 340 Lisbon Street, Menasha. Agrees with painting lines. Recommended extending the lines into the street.

It was the consensus of the members to have staff paint lines on curb and street to indicate prohibited parking in those areas.

4. [Consideration of Options for the Terrace Area along Racine Street from Main Street to Third Street \(Ald. Taylor\)](#)

Ald. Taylor explained his request to replace the daylilies on Racine Street as this is the corridor leading to the downtown area. He contacted staff for prices to plant daylilies in the blocks of the Post Office and Library. He suggested asking the volunteer gardening group to help plant and maintain.

General discussions ensued on the cost to plant and maintain daylilies versus installing and maintaining stamped concrete; where funding will come from.

Lisa Rexses, 340 Lisbon Street, Menasha. Commented on concrete versus flowers.

Moved by Ald. Taylor, seconded by Ald. Sevenich to recommend to Common Council approve planting daylilies at 2' spacing along Racine Street.

Motion carried on roll call 5-3.

Ald. Nichols, Taylor, Sevenich, Langdon, Englebert voted yes.

Ald. Keehan, Zelinski, Benner voted no.

E. ADJOURNMENT

Moved by Ald. Taylor, seconded by Ald. Keehan to adjourn at 8:26 p.m.

Motion carried on voice vote.

Respectfully submitted by Deborah A. Galeazzi, WCMC, City Clerk

CITY OF MENASHA
Landmarks Commission
Council Chambers, 3rd Floor, City Hall – 140 Main Street
July 9, 2014
DRAFT MINUTES

A. CALL TO ORDER

Meeting called to order by Chairman Grade at 4:30 PM.

B. ROLL CALL/EXCUSED ABSENCES

LANDMARKS MEMBERS PRESENT: Ald. James Taylor and Commissioners, Alison Mayer, Paul Brunette, Tom Grade, Peg Docter and Kristi Lynch.

LANDMARKS MEMBERS EXCUSED:

LANDMARKS MEMBERS ABSENT:

OTHERS PRESENT: CDD Keil, PP Homan, and Nick Jevne, Tom Hoffman, Greenwood Project Management, LLC, and Jen Zettel, Post Crescent.

C. MINUTES TO APPROVE

1. **Minutes of the May 14, 2014 Landmarks Commission Meeting**

Motion by Ald. Taylor, seconded by Comm. Docter to approve the May 14, 2014 Landmarks Commission meeting minutes. 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. None.

F. ACTION ITEMS

1. **Facade Alteration – 186 Main Street - Weathervane**

PP Homan explained the desire was to install a new commercial grade window to weather proof the building, which has been taking in water due to the current state of the window on the upper floor.

Commissioners reviewed the current window and surround, and discussed their desire to preserve historic details where possible.

Motion by Ald. Taylor, seconded by Comm. Docter to approve the facade alteration request to replace the attic window, with the following conditions:

- That the scroll work within the arch be preserved.
- Stained glass in upper window sash be restored and hung behind new window.
- Above conditional items to be done at the expense of the Landmarks Commission.

The motion carried.

2. **Grant/Loan Request – 192 Main Street – Lemon Loves Lime**

Tom Hoffman of Greenwood Project Management, provided an overview of the front and rear facade improvements, and went over detailed project costs and bids.

Commissioners discussed to facade program balance, the benefits of this project to the overall aesthetic of the downtown district, and their desire to make improvements in the surrounding areas, such as additional tree trimmings and cleaning of neighboring facades.

Motion by Ald. Taylor, seconded by Comm. Lynch to approve the Grant/Loan Application for 192

Main Street - Lemon Loves Lime north and south facades with the following provisions:

- Matching grant provided up to \$2,500 per facade (total \$5,000).
- Loan provided up to \$20,000, with a 10 year term and 4% interest.

The motion carried.

3. **Menasha Historic Photo Contest Prize Award – Contest Winner Selection**

The committee conducted a random selection from among the correct responses, with the winners being Kathy Stall and Pat Schick. The contest prizes will be awarded at a future Common Council meeting.

4. **Future of Structures in the City and Role of Landmarks Commission to Enforce Preservation – Comm. Brunette**

Commissioners discussed the roles and authority of the Landmarks Commission in relation to preserving historic structures, such as the Menasha Hotel, and the First National Bank Building.

G. DISCUSSION ITEMS

1. **Façade Improvement Program Grant/Loan Balance**

PP Homan stated that the balance stands at just over \$31,000.

2. **Future Landmarks Commission Projects**

No discussion occurred on Future Landmarks Commission Activities/Projects.

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

1. No one spoke.

I. ADJOURNMENT

Motion by Comm. Brunette, seconded by Ald. Taylor to adjourn at 5:35 PM. The motion carried.

Respectfully submitted by PP Homan.

CITY OF MENASHA
PERSONNEL COMMITTEE
Third Floor Council Chambers
140 Main Street, Menasha
July 7, 2014
MINUTES

A. CALL TO ORDER

Meeting called to order by Chairman Englebert at 8:27 p.m.

B. ROLL CALL/EXCUSED ABSENCES

PRESENT: Aldermen Taylor, Sevenich, Langdon, Keehan, Zelinski, Englebert, Benner, Nichols, Mayor Merkes.

ALSO PRESENT: CA/HRD Captain, PC Styka, CDD Keil, ASD Steeno, Clerk Galeazzi.

C. MINUTES TO APPROVE

1. [Personnel Committee, 6/16/14](#)

Moved by Ald. Langdon, seconded by Ald. Benner to approve minutes.

Motion carried on voice vote.

D. ACTION ITEMS

1. Gratitude Graffiti Project

CA/HRD Captain explained the new Gratitude Graffiti Project being adopted by many Cities. A video was viewed explaining the project. This is part of the City of Menasha Wellness Program. Personnel Committee members were asked to start the project and staff will also be asked to participate.

E. ADJOURNMENT

Moved by Ald. Langdon, seconded by Ald. Keehan to adjourn at 8:38 p.m.

Motion carried on voice vote.

Respectfully submitted by Deborah A. Galeazzi, WCMC, City Clerk

CITY OF MENASHA
Plan Commission
Council Chambers, City Hall – 140 Main Street
July 8, 2014
DRAFT MINUTES

A. CALL TO ORDER

The meeting was called to order at 3:34 PM by Mayor Merkes.

B. ROLL CALL/EXCUSED ABSENCES

PLAN COMMISSION MEMBERS PRESENT: Mayor Merkes, Ald. Kevin Benner, DPW Radtke and Commissioners Sturm, DeCoster and Cruickshank.

PLAN COMMISSION MEMBERS EXCUSED: Commissioner Schmidt

PLAN COMMISSION MEMBERS ABSENT:

OTHERS PRESENT: CDD Keil and PP Homan.

3:30 PM – Public Hearing Regarding Proposed Rezoning of 754 and 758 Racine Street, Parcel Numbers 1-00573-00 and 1-00574-00.

Mayer Merkes opened the public hearing at 3:34 PM.

No one spoke.

The hearing was closed at 3:35 PM.

3:35 PM – Public Hearing Regarding Proposed Amendments to Title 13 of the Menasha Code of Ordinances pertaining to Permitted Uses.

Mayer Merkes opened the public hearing at 3:35 PM.

No one spoke.

The hearing was closed at 3:40 PM.

3:40 PM – Public Hearing Regarding Proposed Amendments to Title 13 of the Menasha Code of Ordinances pertaining to Article M, Definitions.

Mayer Merkes opened the public hearing at 3:40 PM.

No one spoke.

The hearing was closed at 3:45 PM.

3:45 PM – Public Hearing Regarding Proposed Amendments to Title 13 of the Menasha Code of Ordinances pertaining to Off Street Parking.

Mayer Merkes opened the public hearing at 3:45 PM.

No one spoke.

The hearing was closed at 3:55 PM.

C. MINUTES TO APPROVE

1. Minutes of the June 17, 2014 Plan Commission Meeting

Motion by DPW Radtke, seconded by Comm. DeCoster to approve the June 17, 2014 Plan

Commission meeting minutes. The motion carried.

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

1. No one spoke.

E. DISCUSSION

1. **One Building per Lot:** The general provisions section of the zoning ordinance contains a limitation on structures to one main building per lot. Staff are of the opinion that this provision is intended for one and two family residential properties, and recommend the ordinance be amended to allow multiple buildings per lot for commercial, industrial and multi-family districts to promote campus-type settings. It was the consensus of commissioner's that staff should bring back an ordinance amendment that would allow multiple buildings on parcels zoned other than one or two family residential.
2. **Rezoning of Vacant Parcels:** Staff requested input from the Plan Commission regarding the creation of a policy whereby vacant parcels and those containing two or multifamily uses which had lost their legal non-conforming status would be rezoned to a R-1 Single Family classification, provided R-1 was the predominant zoning classification in proximity to the subject property. Commissioners discussed what the criteria might be to determine "predominant" and "proximity", and implications such a policy would have on land use and neighborhood character.

Motion by Comm. DeCoster, seconded by Comm. Sturm to recommend the development of a policy for the rezoning of properties as described above. The motion carried.

F. ACTION ITEMS

1. **Proposed Rezoning of 754 and 758 Racine Street – Parcel Numbers 1-00573-00 and 1-00574-00**
PP Homan described the proposed rezoning of the above-referenced parcels from R-2 Two Family Residential and C-1 General Commercial to R-1 Single Family Residential. The rezoning would make the zoning of these parcels consistent with the zoning of the other parcels comprising the Menasha High School site.

Motion by Comm. DeCoster, seconded by Comm. Sturm to recommend approval of the proposed rezoning of 754 and 758 Racine Street, respectively, from R-2 Two Family Residential and C-1 General Commercial to R-1 Single Family Residential. The motion carried.

2. Zoning Modifications Relating to Regulating Short Term Rentals
 - a. **Proposed Amendments to Title 13 of the Menasha Code of Ordinances pertaining to Permitted Uses**

Motion by DPW Radtke, seconded by Comm. Cruickshank to approve the proposed ordinance changes relative to permitted uses as presented. The motion carried.
 - b. **Proposed Amendments to Title 13 of the Menasha Code of Ordinances pertaining to Article M, Definitions**

Motion by DPW Radtke, seconded by Ald. Benner to approve the proposed ordinance changes pertaining to Article M, Definitions as presented. The motion carried.
 - c. **Proposed Amendments to Title 13 of the Menasha Code of Ordinances pertaining to Off Street Parking**

Motion by DPW Radtke, seconded by Comm. Cruickshank to approve the proposed ordinance changes pertaining to off street parking as presented. The motion carried.

3. **Annexation – Kay V. Burroughs Trust – Impact Report to Common Council**

PP Homan described the parcels included in the annexation petition and their expected future uses. Motion by Comm. Sturm, seconded by DPW Radtke to recommend approval of the annexation to the to the Common Council with a zoning classification for Parcel A of R-1, Single Family Residence District and of Parcel B to C-1, General Commercial District with findings that the annexation is consistent with City of Menasha Comprehensive Plan and the boundary agreement between the City and Town of Menasha and with a further finding that the annexation will have a positive impact on the city. The motion carried.

H. ADJOURNMENT

Motion by Ald. Benner, seconded by DPW Radtke, to adjourn at 4:35 PM. The motion carried.

Minutes respectfully submitted by CDD Keil.

Greg M. Keil

From: Greg M. Keil
Sent: Monday, July 14, 2014 5:08 PM
To: 'mhagens@new.rr.com'
Subject: Woodland Hills and Ribble Property Development

Hi Mike: I'm following up on the letter dated July 1, 2014 that you sent to the Common Council regarding the development of the above referenced properties. In order to move forward, we will need to enter into a development agreement that outlines the obligations of the city and yourself as the developer. To prepare this document we will need a cost breakdown for the three development areas which include the STH114/pond area, the area north and west of the First Addition to Woodland Hills, and the Ribble property. I suggest that you prepare cost estimates for the cost categories listed below for each of the development areas and indicate the approximate timing of when the expenditures are to be made.

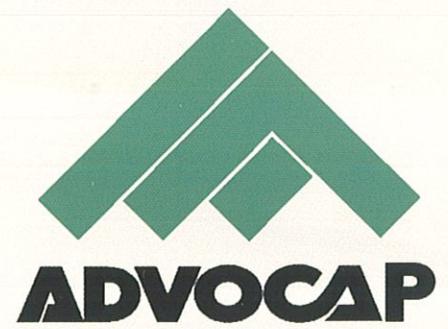
- Engineering and Design
- Sanitary Sewer
- Water
- Storm Sewer
- Street Construction/Excavation
- Grading/Storm Water Management
- Street Lighting
- Other Utilities, etc.

We also need to come to consensus on possible land acquisition for the trail and the configuration of the driveway/street for the STH114/pond area. Please contact me at your earliest convenience to discuss how you wish to proceed.

Thanks.
Greg

Greg Keil
Community Development Director
City of Menasha
140 Main Street
Menasha, WI 54952

(920) 967-3651



Helping People Help Themselves

Annual Report 2013

Past



Present



Main Office
Fond du Lac Office
19 West First St.
P.O. Box 1108
Fond du Lac, WI 54936-1108
920-922-7760
800-631-7760

Oshkosh Office
2929 Harrison St.
Oshkosh, WI 54901
920-426-0150

Neenah Office
181 E. North Water St.
Suite 210
Neenah, WI 54956
920-725-2791

Berlin Office
237 Broadway
Berlin, WI 54923
920-361-9880

Prairie View Head Start
W911 State Highway 44
Markesan, WI 53946
920-398-3907
800-631-6617



Our Mission:

To create opportunities for people and communities to reduce poverty and increase self-sufficiency.

Dear Friends,

ADVOCAP is pleased to present its 2013 Annual Report to the Community. ADVOCAP works to "Create Opportunities for People and Communities to Reduce Poverty and Increase Self Sufficiency." In the pages that follow we provide a brief summary of the opportunities that we provided for individuals in our three county area. During the year ADVOCAP took on three projects that were formerly operated by other organizations: Senior Friends and a Special Needs Transportation program, as well as Bridges - an emergency needs program in Oshkosh. We also started a new community garden project in Ripon in collaboration with the City of Ripon and Fond du Lac County.

During the year, we also significantly increased our Employment and Training efforts. In collaboration with the Fox Valley Workforce Development Board, we expanded our Project Opportunity program and integrated a youth program and job center core services as part of our employment and training efforts. Our Fatherhood program increased in size and scope during that period as well.

ADVOCAP also works with our local communities in many partnerships. In partnership with local developers, housing projects were completed in both Berlin and Fond du Lac during 2013. In addition, a new housing project is underway in Ripon, and a second is planned. We are involved in housing coalitions throughout our three county service area, and have been working intensively with a self sufficiency coalition in Oshkosh.

ADVOCAP is a locally controlled, private not for profit corporation that seeks solutions to poverty at the local level in Fond du Lac, Winnebago and Green Lake Counties. We work here with you and partner organizations to achieve results. Our corporate decisions are made by a local board of directors with representatives from local government, local community leaders, and low income people who live here. We are your Community Action Agency.

We are grateful to our public funders, private donors, volunteers, and collaborative partners for supporting our efforts in providing solutions to poverty. With their help, we will continue to work toward reducing poverty and increasing self-sufficiency in the future.

Sincerely, on behalf of the ADVOCAP Board of Directors and Staff,



Michael Bonertz
Executive Director



Connie Anderson
President, Board of Directors

"The Fatherhood program has helped me become a better father."

"ADVOCAP changed my life. Thank you for believing in me, and all the support you've shown me. I couldn't have done it without you."

"I was able to start my life over and achieve certain educational goals."

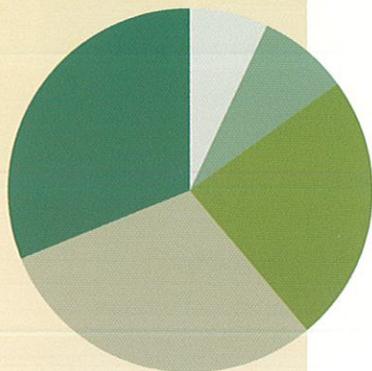
"Thank you for helping with my business plan. Without your technical expertise I would probably still be "spinning in circles."

"I could tell a difference right away when the house was re-insulated."

On the cover: Neighborhood Revitalization project in Fond du Lac - Past and Present pictures.
New homes built by Fresh Start

FACES OF ADVOCAP

Age Groups Served



| | |
|-----|---------|
| 30% | 0 - 17 |
| 7% | 18 - 23 |
| 24% | 24 - 44 |
| 8% | 45 - 54 |
| 31% | 55 + |

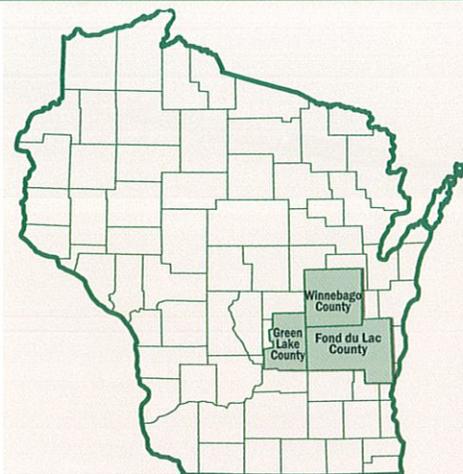


6,564 children, youth and adults served

42% were male and **58%** were female

Federal Poverty Guidelines for Annual Gross Income*

| Family Size | 100% of poverty | 150% of poverty | 200% of poverty |
|----------------------------|-----------------|-----------------|-----------------|
| 1 person | \$11,170 | \$16,755 | \$22,340 |
| 2 people | \$15,130 | \$22,695 | \$30,260 |
| 3 people | \$19,090 | \$28,635 | \$38,180 |
| 4 people | \$23,050 | \$34,575 | \$46,100 |
| Income Level Served | 50% | 24% | 14% |



BOARD OF DIRECTORS

FOND DU LAC COUNTY

William Albrecht
 Mary Bingen
 Donna Blend
 Jim Chatterton
 Tom Dornbrook
 Ted Eischeid
 Robert Giese
 Sr. Caryl Hartjes
 Natalie Lambert
 Paul Levandowski
 Alejandra Lopez
 Anne Paradies
 John Schneider
 Jessica Sheperd
 Don Skog
 Richard Wetzal
 Gary Will

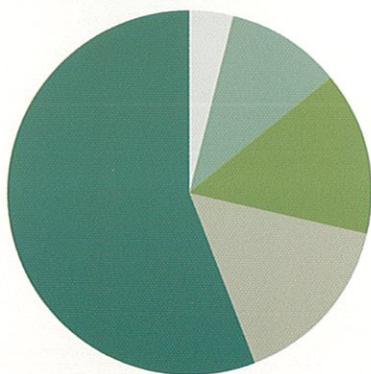
WINNEBAGO COUNTY

Darlene Bilstad
 Christine Kniep
 June Kriegel
 Larry Lautenschlager
 Norman Leatherwood
 Susan Locke
 Ann Marshall
 Mark Mayer
 Carol Miller
 Mike Norton
 Doug Pearson
 Marissa Reynolds
 Latrayvia Spivey
 Chuck Tews
 Tom Widener

GREEN LAKE COUNTY

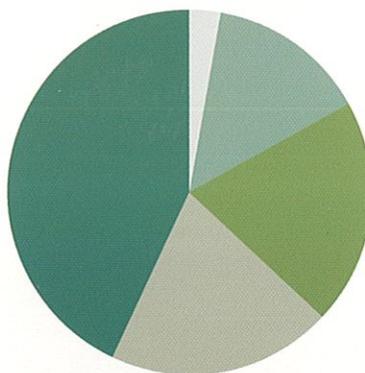
Connie Anderson
 Joe Gonyo
 William Wuske

Education Levels Served



| | |
|-----|-----------------------------------|
| 4% | Eighth grade or less |
| 14% | Non high school graduate |
| 54% | High school graduate/GED |
| 15% | Some post secondary education |
| 10% | Two or four year college graduate |

Family Types Served



| | |
|-----|-----------------------------|
| 43% | One person household |
| 20% | Single parent household |
| 20% | Two parent household |
| 14% | Two adults with no children |
| 3% | Other |

*According to the 2010 US Census, 31,642 individuals live at or below 100% of poverty in ADVOCAP's three county area.



AFFORDABLE HOUSING

Having safe, decent and affordable housing provides stability to households. It allows individuals to find and keep employment, and meet the health, safety and educational needs for individuals. ADVOCAP is proud to provide multiple housing programs to the people in its service territory.

Rental Properties owned by ADVOCAP are available to low income persons and families. Units are rented to persons coming out of homeless shelters, persons with disabilities, large families, and single persons.

Home Ownership provides opportunities for people to learn about home ownership and how to acquire a home of their own, and it may provide down payment assistance to qualified buyers.

Home Rehabilitation is an opportunity for persons to maintain their homes in a safe and decent condition. ADVOCAP works with eligible homeowners by performing an inspection and scope of work, and providing financial assistance to qualified persons.

AHEAD provides budget counseling and financial assistance to eligible households who are at risk of foreclosure.

Homeless Services works with homeless persons in developing a personalized self-sufficiency plan addressing their needs and barriers, and connecting them to community resources.

Fresh Start is a program for young adults to work on employability skills while they build a house. Through intensive individualized goal setting, education opportunities, employability and life skills training, successful participants increase the probability of their self-sufficiency.

PASS (People Achieving Self-Sufficiency) provides personalized case management to identify the needs of persons experiencing multiple barriers to self-sufficiency. Assistance is provided to connect people to appropriate mainstream resources in Winnebago County.

Bridges is an emergency assistance program that provides eligible clients with direct financial assistance to pay rent, utilities, car repairs, work related clothing, gas cards or bus passes. Referrals may also be made to resources within the community that can assist individuals with a variety of needs, or may connect them to the PASS program.



Fresh Start team at ribbon cutting ceremony, 210 Park Ave., Fond du Lac

Affordable Housing Impact

- 6** families purchased a home
- 141** homeless households received intensive case management to assist them to overcome barriers
- 86** formerly homeless households moved from transitional housing and secured permanent rental housing.
- 61** units of affordable housing were created by ADVOCAP in partnership with investors and other collaborators.
- 304** households were assisted in the first six months of the Bridges program being operated by ADVOCAP

WEATHERIZATION

The Weatherization Assistance Program reduces energy costs for low-income households by increasing the energy efficiency of their homes, while ensuring their health and safety. The burden of high utility costs often force low-income households into choosing between heat and other necessities. Weatherization reduces utility costs year round and provides long term relief from expensive energy bills.

Home Energy Plus Furnace Program

The Home Energy Plus Furnace Program is a year round program that provides assistance to eligible low-income households when the primary heating system no longer provides heat, is inoperable, or becomes unsafe.

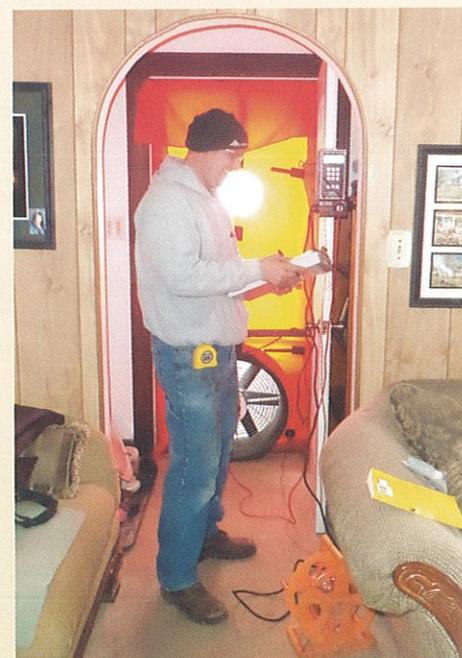
Weatherization Impact

- 342** low income, elderly and disabled households received Weatherization services
- 123** low income homeowners received emergency heating system repairs or replacements

"I could have never afforded to do this myself. I just needed some help with my utility bills after losing a job - I never expected all I got. Thank You."

"This was a very positive experience for me. All workers at ADVOCAP and the people who came to my house were great. Thank you so much."

"My comfort level in my house has improved 100% since the weatherization process has started and my energy bills have steadily went down! This has truly made my life better!"



Blower door testing being performed by an ADVOCAP Field Technician.

EMPLOYMENT & TRAINING

Access to employment is critical for an individual's and family's economic self-sufficiency. The local economy is also strengthened when individuals transition from receiving public assistance to becoming tax-paying citizens.

Project Opportunity assists low-income adults and dislocated workers to obtain training and jobs through area job centers.

Youth Employment Programs assist low-income youth to obtain education and employment.

Refugee Programs offer comprehensive social services, pre-employment training, job placement assistance and translation help.

GED and HSED Preparation provides pre-tests and one-on-one instruction for individuals working to obtain a high school equivalency certificate.

VOLUNTEER SERVICES

Poverty is greatly reduced when organizations that serve low income populations have the resources to deliver needed services. It is also reduced when low income seniors are given the opportunity to supplement their income through service to vulnerable children.

Retired & Senior Volunteer Program (RSVP) taps the experience, skills, and talents of older citizens to meet community needs through volunteerism. Volunteers help non-profits and social service agencies fulfill their missions by performing tasks critical to the delivery of services. Organizations are able to improve the quality of services, free up paid staff time, expand the types of services available to clients, increase the number of clients served and increase public support for programs.

Father and Family Stability Project offers opportunities for fathers to obtain pre-employment skills training, paid work experience, occupational skills training, on-the-job training, and job placement assistance while strengthening family relationships.

Pre-Employment Services provide support through area job centers and job placement assistance for special needs populations.

Skills Enhancement helps participants who are working part-time develop new skills or enhance current skills in order to increase their wages and secure paid benefits.



RSVP Volunteer working at the Salvation Army food pantry

Foster Grandparent Program enriches the lives of exceptional needs children in schools, daycares and after school programs by helping them learn to read, providing one on one tutoring, and serving as a role model, mentor and friend. In addition, low income seniors receive a stipend that supplements their fixed income and helps provide for their basic needs.

Senior Friends Program provides friendship and support to older persons living independently in our community. A Senior Friend participates in person-to-person visits with an older adult who needs companionship to fight off loneliness and isolation.



Road to Work Refugee Job Club

Employment & Training Impact

- 569** unemployed people enrolled in employment training programs
- 266** individuals obtained unsubsidized employment
- 106** individuals obtained employment with benefits
- 72** individuals received assistance with fees and materials for post-secondary education
- 62** individuals who participated in GED/HSED classes increased their academic skills by at least two grade levels
- 56** adults received their GED or HSED
- 130** refugees received comprehensive services
- 163** fathers participated in responsible parenting events

Winnebago County Transportation Program

provides transportation to individuals who participate in Winnebago County Programs. Volunteers use their personal vehicle to transport individuals in need to various appointments throughout Winnebago County and beyond.

Volunteer Services Impact

- 523** RSVP volunteers provided **60,954** hours of assistance to **88** non-profit organizations.
- 47** income eligible Foster Grandparent volunteers received a small stipend to provide **37,026** hours of assistance to **17** local schools, daycare and after school programs.
- 97%** of the elementary school children who received services from a Foster Grandparent volunteer showed improvement in basic education.

BUSINESS DEVELOPMENT

Low income entrepreneurs do not have the financial resources to realize their dream of starting a small business. Given the opportunity, individuals create businesses that utilize their talents and benefit the local economy through taxes and job creation.

Business Development provides entrepreneurs with tools to insure that their small business is successful. They receive counseling and support in the following areas: business and financial plan development, marketing plan development and implementation, employee recruitment assistance, managerial evaluation, and small business micro loans.

Transportation to get to work, school, and services is an intricate part of becoming self-sufficient. Securing affordable, reliable transportation can be a challenge to low income individuals and families, especially those who live in rural areas.

Work-n-Wheels Program is designed to help employed eligible families and individuals obtain or repair a dependable vehicle for work-related needs where public transportation is not a viable option. The program also provides assistance to regain a driver's license or car registration.



Motion Works Physical Therapy Neenah
Business Micro-loan Recipient

Business Development Impact

- 94 individuals received business development assistance
- 46 new businesses started/expanded
- 56 new jobs created or sustained
- 31 people received car loans
- 15 people received repair assistance



"I am very happy to say that I was the 100th person to receive help from ADVOCAP's Work-n-Wheels Program. For 3 years I was unable to get to and from work, daycare and my children's school without relying on rides from friends, family and taxi cab services. I lost multiple jobs due to tardiness. My children were late for school a lot and at times my

babies weren't able to get to daycare which resulted in a high daycare bill. My children were very excited when we got our car, they finally would be able to attend extra activities and get to and from their destination without stress. I want to say thank you for helping my family with a vehicle. You have changed our lives for the better." - Jennifer

HEAD START

Children whose parents are involved in their education are more likely to perform well in school and break the cycle of poverty. In turn, parents who receive support for their individual and parenting goals are able to strengthen the family as a whole and work towards self-sufficiency.

School Readiness is achieved through comprehensive child development services. Children ages 3 to 5 develop the skills and confidence they need to be successful in school through an emphasis on social, physical, emotional, and cognitive growth.

Family Wellness ensures that all child health concerns are identified and children and families are linked to an ongoing source of continuous, accessible care to meet their basic health needs.

Parent and Family Engagement supports family well-being, builds strong relationships between parents and their children and encourages ongoing learning and development.

Community Partnerships are formed to provide high level services to children and families, to foster the development of family centered services, and to advocate for a community that shares responsibility for the healthy development of children and families.

For KEEP's (Kids Environmental Experience Program) is an environmental education program that provides opportunities for children to experience nature outside the classroom.



Head Start Impact

- 464 children and their families received comprehensive development services
- 185 parents participated in educational opportunities including ESL and GED preparation
- 53 fathers attended activities with their children



ADVOCAP programs reduce poverty and increase self-sufficiency.

FOOD & NUTRITION

Food security exists when all people, at all times, have physical, social and economic access to sufficient, safe and nutritious food to meet their dietary needs and food preferences for an active and healthy life. For those living in poverty, food security is often compromised.

Hunger occurs when individuals reduce the number of meals they eat because they can't afford food. When income is at or below the poverty level, individuals and families may need to juggle what little money they have to meet basic needs such as rent, medicine, and utilities.

"I would not be able to maintain a healthy diet without the program."

Senior Nutrition Program eliminates isolation and preserves the dignity, health and independence of the elderly by providing a daily nutritious meal. Meals are delivered to homes and are also served at congregate meal sites throughout Winnebago County. In addition, weekend meals are provided to those who need them, especially the homebound.

Community Gardens provide opportunities for individuals and families in the Ripon area and in Winnebago County to grow their own food and decrease overall household expenses.

Food Pantries receive commodity food through The Emergency Food Assistance Program administered by ADVOCAP. Food is distributed to qualifying families and ensures that children and adults do not go hungry.



Food & Nutrition Impact

- 1,173** elderly and disabled adults were served nutritious meals
- 53,297** meals were served at congregate meal sites
- 54,887** home delivered meals served
- 403** homebound persons received daily safety checks
- 100** households raised fresh produce through community gardens
- 1.74** million lbs. of donated and federal commodity food distributed through area food pantries and feeding programs

FINANCIAL REPORT

Assets

| | |
|---|----------------------|
| Cash & Equivalents | \$ 856,945 |
| Accounts Receivable | 3,558 |
| Receivable from Funding Agencies | 1,379,844 |
| Material and Work in Progress Inventories | 353,793 |
| Prepaid Expenses | 45,306 |
| Investment in Subsidiaries | 11,298 |
| Land, Building and Equipment (net) | 3,304,708 |
| Micro Loans to Small Business | 414,789 |
| Homeowner Loans (net) | 4,668,317 |
| Auto Loans | 210,319 |
| Total Loans Receivables | 5,293,425 |
| Total Assets | \$ 11,248,877 |

Liabilities & Net Assets

Liabilities

| | |
|------------------------------------|---------------------|
| Program Advances | \$ 564,048 |
| Accounts Payable | 520,322 |
| Accrued Payroll and Other Expenses | 552,338 |
| Line of Credit | 291,394 |
| Mortgages Payable | 1,832,447 |
| Deferred Revenue | 218,011 |
| Total Liabilities | \$ 3,978,560 |

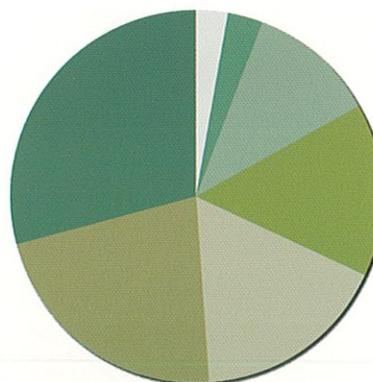
Net Assets

| | |
|---|----------------------|
| Temporarily Restricted | \$ 6,561,190 |
| Unrestricted | 709,127 |
| Total Net Assets | 7,270,317 |
| Total Liabilities & Net Assets | \$ 11,248,877 |

Revenues & Resources

| | |
|---|----------------------|
| Government Awards | \$ 11,352,527 |
| Program Revenue | 262,465 |
| Other Services | 682,216 |
| Corporate Funds | 60,000 |
| Investment Return | 24,590 |
| Contributions | 228,816 |
| Commodities | 507,342 |
| In Kind Donations | 81,828 |
| Gain (loss) on disposal of fixed assets | (25,924) |
| Total Revenues | \$ 13,173,860 |

2013 Funding



- 3% Business Development Services*
- 3% Volunteer Services
- 11% Food & Nutrition
- 17% Employment & Training
- 15% Affordable Housing & Fresh Start*
- 22% Head Start Program
- 29% Weatherization

*Does not include loan activity.

This report was assembled by ADVOCAP, Inc. Our annual agency wide audit was conducted by the independent CPA firm Hawkins Ash CPAs and is available for inspection at ADVOCAP offices. There were no questioned costs on any of the contracts or grants for services administered by ADVOCAP in 2013.



Investors & Donors

Agnesian HealthCare, Inc.
 Alliant Energy Foundation
 American Bank
 American Legion
 Anonymous
 Berlin Area School District
 BCI Burke Co.
 James Bohr Memorial
 Michael Bonertz
 C.D. Smith Construction Inc.
 Catholic War Veterans—Good Shepherd Post 1329
 Charity Club, Inc.
 Church World Services Inc.
 City of Appleton
 City of Fond du Lac
 City of Neenah
 City of Oshkosh
 Commonwealth Development
 The Corps Network
 Farmers & Merchants Bank
 Farmers State Bank
 First Presbyterian Church
 Focus on Energy
 Fond du Lac County
 Fond du Lac County Dress Down Days
 Fond du Lac Evening Lions
 Fond du Lac Morning Rotary Foundation
 Fond du Lac School District
 Fox Valley Savings Bank
 Fox Valley Workforce Development Board, Inc.
 Gannett Foundation
 General Mills
 Grande Foundation
 Green Bay Packers Foundation
 Green Lake County
 Green Lake County/Ripon Community Foundation
 Green Lake Rotary Club
 Esther Hassman Memorial
 Housing Partnership of the Fox Cities
 IRIS Financial Services Agency
 J. F. Ahern Co.
 J. J. Keller Foundation, Inc.

Kiwanis Club of Fabulous Fond du Lac Foundation
 Kiwanis Club of Fond du Lac Foundation Fund, Inc.
 Knights of Columbus-Fond du Lac
 Eugene and Natalie Lambert
 Landmark Co-op
 Mercury Marine
 Menasha Corp.
 Mid-States Aluminum Foundation
 National Exchange Bank
 Nielsen Cares Charity Committee
 North Fond du Lac School District
 Oberreich Foundation
 Open Circle Unitarian Universalist Fellowship
 Oshkosh Area Community Foundation
 Oshkosh Family, Inc.
 Oshkosh Housing Authority
 Our Saviour's United Church of Christ
 Partners for Community Development
 Ripon Area School District
 Ripon Kiwanis Club Foundation
 Sadoff Family Foundation
 Salvation Army
 Service League of Fond du Lac
 SIGMA
 Solutions Center
 St. Vincent DePaul - Oshkosh
 Stone Foundation, Inc.
 U.S. Dept. of Agriculture
 U.S. Dept. of Health and Human Services
 U.S. Dept. of Housing and Urban Development
 U.S. Small Business Administration
 United Way Fox Cities
 United Way Oshkosh
 Walmart
 WHEDA Foundation
 Winnebago County
 WISCAP
 Wisconsin Dept. of Administration
 Wisconsin Dept. of Children & Families
 Wisconsin Dept. of Corrections
 Wisconsin Dept. of Health Services
 Wisconsin Dept. of Public Instruction
 Wisconsin Dept. of Transportation
 Wisconsin Dept. of Workforce Development
 Wisconsin Division of Energy
 Wisconsin Energy Conservation Corporation
 World Relief

EXECUTIVE MANAGEMENT

Executive Director
Michael Bonertz

Deputy Director
Tony Beregszazi

Finance Director
Tanya Marcoe

How We Provide Services

ADVOCAP services are provided to qualified persons on the basis of expressed and assessed needs and within the limits of grant guidelines. We are committed to providing equal opportunity in all programs, services and activities to persons with limited English proficiency (LEP). Services include providing written translation and oral interpretations, free of cost, to LEP persons to ensure meaningful, accurate, and equal access to programs, benefits, and activities. We make reasonable accommodations for persons with disabilities. No qualified persons shall be excluded from participation in our programs or be denied the benefits of, or otherwise be subject to discrimination in any manner on the basis of age, race, creed, religion, color, sex, physical condition, handicap or disability, developmental disability, association with a person with a disability, sexual orientation, national origin, ancestry, political affiliation, marital, parental or familial status, pregnancy, arrest record, citizenship status, veteran status or any other characteristic protected by law. ADVOCAP is an equal opportunity employer functioning under an Affirmative Action Plan. We make a concerted effort to conduct business with small companies, women and minority-owned businesses, and companies compliant with civil rights law. (Ref. 29CFR Part 471, Appendix A to Subpart A). We have a grievance procedure. If you have concerns or a complaint, please contact ADVOCAP's Executive Director or Deputy Director.



ADVOCAP is a private 501(c)(3) non-profit charitable organization.

ADVOCAP makes every effort to ensure that all names are included, spelled correctly, and listed accurately. If there are any omissions or errors in spelling or listing, please call 920-922-7760 so that we may correct our records.



CITY OF MENASHA
COMMON COUNCIL
Third Floor Council Chambers
140 Main Street, Menasha
Monday, July 7, 2014
MINUTES

A. CALL TO ORDER

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

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL/EXCUSED ABSENCES

PRESENT: Aldermen Taylor, Sevenich, Langdon, Keehan, Zelinski, Englebert, Benner, Nichols
ALSO PRESENT: Mayor Merkes, CA/HRD Captain, PC Styka, FC Auxier, DPW Radtke, CDD Keil,
PP Homan, ASD Steeno, PRD Tungate, LD Lenz, Clerk Galeazzi

D. PUBLIC HEARING

1. [Public Hearing Regarding Proposed Amendments to Title 13 of the Menasha Code of Ordinances pertaining to Accommodating Bio-Retention Devices Within Perimeter and Parking Lot Landscaping Areas.](#)

CDD Keil explained amendments to the zoning code to permit the use of bio-retention devices within parking lot landscaping. The amendments will help with landscaping and stormwater management.

No one spoke.

Mayor Merkes called the public hearing to a close.

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

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

Brendon Ribble, 1308 Oneida Street, Menasha. Development Agreement between City of Menasha and Ribble Trust.

Lisa Rexses, 340 Lisbon Street, Menasha. Flowers along Racine Street from Main to Third Streets.

F. REPORT OF DEPARTMENT HEADS/STAFF/CONSULTANTS

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

Minutes to receive:

- a. [Board of Public Works, 6/16/14.](#)
- b. [Library Board, 6/19/14.](#)
- c. [Menasha Police Commission, 6/18/14.](#)
- d. [Neenah-Menasha Sewerage Commission, 5/27/14.](#)
- e. [NMFR Finance & Personnel Committee, 6/24/14.](#)
- f. [Personnel Committee, 6/16/14.](#)
- g. [Plan Commission, 6/17/14.](#)
- h. [Redevelopment Authority, 6/18/14.](#)
- i. Water and Light Commission, [5/28/14](#) and [6/25/14.](#)

Communications:

- j. [Tim Hanna, Mayor of Appleton, and Deborah Wetter, Valley Transit General Manager, 5/7/14, Expansion of the Transit Commission.](#)
- k. [Town of Menasha, Incorporation Review Ad Hoc Committee Meeting Minutes, 6/9/14.](#)
- l. [Derek Weyer, Wisconsin Department of Transportation to DPW Radtke, US 10 Corridor Study, 6/11/14.](#)
- m. [CDD Keil to Mike Hagens, Woodland Investments, LLC, 6/17/14.](#)
- n. [Mark Maley, Wisconsin Economic Development Corporation, 6/23/14, City of Menasha Awarded \\$250,000 State Grant for Downtown Grocery Store.](#)
- o. [Ruth Neecks, Board of Health, to Mayor Merkes, 6/28/14.](#)
- p. [Mike Hagens, Woodland Investments, LLC, 7/1/14.](#)
- q. [Petition for Annexation – Kay V. Burroughs Trust dated August 2, 2002, 7/2/2014.](#)

Moved by Ald. Benner, seconded by Ald. Keehan to receive Minutes and Communications A-Q.
General discussion ensued on Communications N and P.
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, 6/16/14.](#)

Board of Public Works, 6/16/14 – Recommends the Approval of:

2. [Street Use Application – Race the Lake; Sunday, August 17, 2014; 7:00 AM – 9:30 AM \(DuTriRun/ARC of Menasha\).](#)
3. [Street Use Application – Frehley Gilmore Birthday Party; Saturday, July 12, 2014; 10:00 AM – 10:00 PM \(Boys & Girls Brigade\).](#)
4. [Recommendation to Submit Ballot Requesting Winnebago County to Refund the Recycling Revenue Surplus of \\$77,384.00 to Signing Municipalities Based Upon each Municipality's Actual Tonnage Processed and Sold for Year 2013.](#)
5. [Recommendation to Develop an Intergovernmental Agreement with Calumet County for the Reconstruction and Jurisdictional Transfer of Cty Trunk LP.](#)

NMFR Finance & Personnel, 6/24/14 - Recommends the Approval of:

6. [Memorandum of Understanding on Search and Rescue Craft upon final approval of City Attorneys.](#)

Personnel Committee, 6/16/14 – Recommends the Approval of:

7. [Prescription Safety Glasses Reimbursement.](#)

Ald. Sevenich requested to remove Consent Agenda item 7 (Prescription Safety Glasses Reimbursement).

Moved by Ald. Benner, seconded by Ald. Langdon to approved Consent Agenda items 1-6.
Motion carried on roll call 8-0.

H. ITEMS REMOVED FROM CONSENT AGENDA

Moved by Ald. Benner, seconded by Ald. Keehan to approved Consent Agenda item 7, To amend the Safety Manual, Personal Protection Equipment, Section 7.06 Eye and Face Protection to allow employees who are required to wear safety eye glasses and who require corrective lenses an option to wear prescription safety eye glasses (with side protection) and to provide reimbursement to the employee up to \$150.00 towards the cost of the corrective glasses not more than once every two (2) years.

Moved by Ald. Taylor, seconded by Ald. Zelinski to amend to require safety eye glasses have permanent side protection.

General discussion ensued on responsibilities of employees and City when it comes to safety equipment.
Motion on amendment carried on roll call 5-3.

Ald. Taylor, Sevenich, Langdon, Zelinski, Englebert voted yes.

Ald. Nichols, Keehan, Benner voted no.

Original motion as amended carried on roll call 8-0.

I. ACTION ITEMS

1. [Accounts payable and payroll for the term of 6/19/14 to 7/3/14 in the amount of \\$1,411,153.73.](#)

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

Motion carried on roll call 8-0.

2. [Beverage Operators License Applications for the 2013-2015 licensing period.](#)

Moved by Ald. Nichols, seconded by Ald. Keehan to approve beverage operator's license applications of 2013-2015 licensing period as listed on memo dated July 2, 2014.

Motion carried on roll call 8-0.

3. Remove from Table –

- a. “Class B” Liquor and Malt, Menasha Grill Inc, d/b/a Menasha Grill, 204 Main Street, Menasha, Charlie Cross, agent.

Moved by Ald. Nichols, seconded by Ald. Keehan to remove from the table “Class B” Liquor and Malt License Application, Menasha Grill Inc, d/b/a Menasha Grill, 204 Main Street, Menasha, Charlie Cross, agent.

Motion carried on roll call 8-0.

Clerk Galeazzi reported the real estate taxes have not been paid and the business has closed.

Moved by Ald. Nichols, seconded by Ald. Langdon to deny the “Class B” Liquor and Malt License, Menasha Grill Inc, d/b/a Menasha Grill, 204 Main Street, Menasha, Charlie Cross, agent as there are outstanding financial obligations to the City.

Motion carried on roll call 8-0.

- b. Reserve “Class B” Liquor and Malt, Mrs. Fajitas LLC, d/b/a Mrs. Fajitas, 403 Racine Street, Menasha, Francisa Jaimes, agent.

Moved by Ald. Zelinski, seconded by Ald. Keehan to remove from the table Reserve “Class B” Liquor and Malt License Application, Mrs. Fajitas LLC, d/b/a Mrs. Fajitas, 403 Racine Street, Menasha, Francisa Jaimes, agent.

Motion carried on roll call 8-0.

Clerk Galeazzi reported real estate taxes have not been paid. Several attempts to contact the applicant have been made with no response.

General discussion ensued on the status of the business.

Moved by Ald. Taylor, seconded by Ald. Sevenich to hold this item.
Item held.

J. ORDINANCES AND RESOLUTION

1. [O-14-14 An Ordinance Amending Title 13, Chapter 1 of the Code of Ordinances \(Landscaping Design and Material for Site Plan Requirements\) \(Introduced by Mayor Merkes\) \(Recommended by the Plan Commission\).](#)

Moved by Ald. Benner, seconded by Ald. Keehan to adopt O-14-14 An Ordinance Amending Title 13, Chapter 1 of the Code of Ordinances (Landscaping Design and Material for Site Plan Requirements).
General discussion ensued on requirements of businesses.

Moved by Ald. Sevenich, seconded by Ald. Taylor to hold this item.
Item held.

2. [O-15-14 An Ordinance Amending Title 10, Chapter 1 of the Code of Ordinances \(Parking Regulations\) \(Introduced by Ald. Nichols\).](#)

Moved by Ald. Nichols, seconded Ald. Keehan to suspend the rules and take up O-15-14 An Ordinance Amending Title 10, Chapter 1 of the Code of Ordinances (Parking Regulations)
Motion carried on roll call 6-2.

Ald. Nichols, Taylor, Sevenich, Langdon, Keehan, Benner voted yes.
Ald. Zelinski, Englebert voted no.

Moved by Ald. Nichols, seconded by Ald. Keehan to adopt O-15-14 An Ordinance Amending Title 10, Chapter 1 of the Code of Ordinances (Parking Regulations)

General discussion ensued on most of the residents of Elm Street signed a petition to allow overnight parking on west side street; Elm Street is a narrow street with parking issues; test period of the parking regulation.

Moved by Ald. Zelinski, seconded by Ald. Benner to amend to include a sunset date of Oct. 31, 2014.
Motion on amendment carried on roll call 8-0.

Original motion as amended carried on roll call 8-0.

3. [R -18 -14 Acknowledging Review of City of Menasha 2013 Compliance Maintenance Annual Report Under Wisconsin Administrative Code NR 208](#). (Introduced by Alderman Sevenich) (Recommended by the Board of Public Works).

Moved by Ald. Sevenich, seconded by Ald. Langdon to adopt R-18-14 Acknowledging Review of City of Menasha 2013 Compliance Maintenance Annual Report under Wisconsin Administrative Code NR 208 Motion carried on roll call 8-0.

K. APPOINTMENTS

L. HELD OVER BUSINESS

M. CLAIMS AGAINST THE CITY

N. PUBLIC COMMENTS ON ANY MATTER LISTED ON THE AGENDA

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

Michael Hagens, N319 Breezewood Drive, Appleton. Agenda item F1p, clarification on his letter to Council.

O. ADJOURNMENT

Moved by Ald. Englebert, seconded by Ald. Keehan to adjourn at 6:40 p.m.

Motion carried on voice vote.

Respectfully submitted by Deborah A. Galeazzi, WCMC, City Clerk

City of Menasha Disbursements

| | | |
|---|---|-----------------------------|
| Weekly Accounts Payable | 7/10/14-7/17/14 Checks # 46776-46936 | \$ 376,281.50 |
| Bi-Weekly Payroll | 7/10/14 | \$ 190,957.96 |
| Additional Regular Cycle Accounts Payables -Paid Electronically | | |
| Delta Dental | 7/9/14 | \$ 1,675.66 |
| Community First Credit Union-Payroll Deductions | 7/10/14 | \$ 7,275.00 |
| Nationwide-Deferred Compensation | 7/11/14 | \$ 11,201.50 |
| BMO Harris-Flex Spending | 7/11/14 | \$ 3,733.05 |
| Delta Dental | 7/16/14 | \$ 507.20 |
| Federal Tax Withholding | 7/16/14 | \$ 74,681.73 |
| | | <u>\$ 99,074.14</u> |
| Total | | <u><u>\$ 666,313.60</u></u> |

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.

| | |
|----------------------------------|------------------|
| <u>Peggy Steeno</u> | <u>7/17/2014</u> |
| Peggy Steeno | Date |
| Administrative Services Director | |

- Notes:
- Medical Expense Reimbursement Trust-Retirement Pay Out
 - Community First Credit Union-Employee Deductions
 - 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: 7/10/2014

| <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> |
|------------------------------------|---------------------|-------------------|-------------------------------|-----------------------|-----------------|---------------------------|
| ACCENT BUSINESS SOLUTIONS INC | 46776 | 7/10/2014 | 55657 | 743-0403-513.29-01 | 2,050.00 | Contract |
| | | | Total for check: 46776 | | 2,050.00 | |
| ACCURATE | 46777 | 7/10/2014 | 1408898 | 731-1022-541.30-18 | 109.49 | Washers/Lock Nuts/Misc |
| | | 7/10/2014 | 1408993 | 731-1022-541.30-18 | 228.80 | Brake Pads/Fuse/Ties/Bits |
| | | 7/10/2014 | 1409041 | 731-1022-541.29-04 | 97.20 | Align Front End |
| | | | Total for check: 46777 | | 435.49 | |
| AIRGAS USA LLC | 46778 | 7/10/2014 | 9028571591 | 731-1022-541.24-02 | 167.50 | |
| | | 7/10/2014 | 9028571592 | 731-1022-541.30-18 | 126.30 | |
| | | 7/10/2014 | 9028571593 | 731-1022-541.24-02 | 85.15 | |
| | | | Total for check: 46778 | | 378.95 | |
| TYLER ANDERSON | 46779 | 7/10/2014 | | 100-0704-552.34-02 | 175.00 | WSI Training Reimburse |
| | | | Total for check: 46779 | | 175.00 | |
| APPLETON ELECTRONICS SUPPLY LLC | 46780 | 7/10/2014 | 12964 | 100-0703-553.30-18 | 7.60 | Extractor Koslo |
| | | | Total for check: 46780 | | 7.60 | |
| APPLETON TROPHY & ENGRAVING | 46781 | 7/10/2014 | 59917 | 100-0704-552.30-10 | 202.50 | Name Tags/Magnets |
| | | | Total for check: 46781 | | 202.50 | |
| BAHCALL RUBBER CO INC | 46782 | 7/10/2014 | 661675-001 | 731-1022-541.38-03 | 437.52 | |
| | | 7/10/2014 | 662342-001 | 731-1022-541.38-03 | 139.22 | |
| | | | Total for check: 46782 | | 576.74 | |
| BLACK RIVER FALLS PARKS & REC DEPT | 46783 | 7/10/2014 | 208305 | 100-0703-553.82-02 | 200.00 | Lighting |
| | | | Total for check: 46783 | | 200.00 | |

AP Check Register
Check Date: 7/10/2014

Date: 7/10/2014

| <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> |
|----------------------------------|---------------------|-------------------|-------------------------------|-----------------------|---------------|---------------------------|
| BLAKE, DAN | 46784 | 7/10/2014 | BLAKE | 100-0000-201.10-00 | 100.00 | Deposit/Exc Permit 11616 |
| | | | Total for check: 46784 | | 100.00 | |
| LARRY BONNEVILLE | 46785 | 7/10/2014 | | 100-0801-521.19-03 | 165.61 | Uniform Allowance Reimbur |
| | | | Total for check: 46785 | | 165.61 | |
| BRUCE MUNICIPAL EQUIPMENT INC | 46786 | 7/10/2014 | 5141426 | 731-1022-541.38-03 | 101.78 | Belt |
| | | 7/10/2014 | 5142182 | 731-1022-541.38-03 | 130.69 | Rebuild Kit |
| | | | Total for check: 46786 | | 232.47 | |
| BUCKLIN'S TREE SERVICE | 46787 | 7/10/2014 | 5922 | 625-1010-541.30-18 | 123.26 | Clear |
| | | 7/10/2014 | 5925 | 625-1010-541.30-18 | 122.92 | Clear |
| | | | Total for check: 46787 | | 246.18 | |
| COMDATA | 46788 | 7/10/2014 | M41826652 | 100-0702-552.30-18 | 108.94 | Program Supplies |
| | | | Total for check: 46788 | | 108.94 | |
| CRESCENT ELECTRIC SUPPLY COMPANY | 46789 | 7/10/2014 | 087-502954-00 | 100-1001-514.24-03 | 10.28 | Bracket |
| | | 7/10/2014 | 087-506379-00 | 100-0501-522.24-03 | 3.91 | Switch Plate |
| | | | Total for check: 46789 | | 14.19 | |
| DIGIPRINT | 46790 | 7/10/2014 | 143150 | 100-0704-552.29-01 | 85.00 | Printing |
| | | | Total for check: 46790 | | 85.00 | |
| FACTORY MOTOR PARTS CO | 46791 | 7/10/2014 | 18-1328964 | 731-1022-541.30-18 | 78.84 | Clear Brk Cleaner |
| | | | Total for check: 46791 | | 78.84 | |

AP Check Register
Check Date: 7/10/2014

| <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> |
|------------------------------|-------------------------------|-------------------|-----------------------|-----------------------|-----------------|---|
| FAULKS BROS CONSTRUCTION INC | 46792 | 7/10/2014 | 204860 | 100-0703-553.30-18 | 618.15 | Dirt |
| | Total for check: 46792 | | | | 618.15 | |
| FERGUSON ENTERPRISES #448 | 46793 | 7/10/2014 | 1072874 | 100-0703-553.24-03 | 418.68 | ACT Cart/HE Bowl/Swt Kit |
| | Total for check: 46793 | | | | 418.68 | |
| FERGUSON WATERWORKS #1476 | 46794 | 7/10/2014 | 0151765-1 | 625-1010-541.30-18 | 89.50 | PVC Coups |
| | | 7/10/2014 | 0151815 | 625-1010-541.30-18 | 67.50 | PVC - London Backyard |
| | | 7/10/2014 | 0152210 | 625-1010-541.30-18 | 2,781.56 | PVC Pipes/Coups London St |
| | | 7/10/2014 | 0152210-1 | 625-1010-541.30-18 | 895.00 | PVC Coups London & Sixth |
| | Total for check: 46794 | | | | 3,833.56 | |
| FLOORCARE USA INC | 46795 | 7/10/2014 | 0000026004 | 100-0000-201.03-00 | 4,830.01 | Epoxy Floor/River St |
| | Total for check: 46795 | | | | 4,830.01 | |
| PEOPLE 2.0 | 46796 | 7/10/2014 | 40316667 | 100-0000-201.03-00 | 1,095.63 | Facility Labor |
| | | 7/10/2014 | 40316693 | 100-0000-201.03-00 | 1,178.00 | Facility Labor |
| | Total for check: 46796 | | | | 2,273.63 | |
| GALLS INC | 46797 | 7/10/2014 | 002077395 | 100-0803-521.30-18 | 9.43 | Gloves |
| | Total for check: 46797 | | | | 9.43 | |
| GANNETT WISCONSIN MEDIA | 46798 | 7/10/2014 | 0008159825 | 100-0405-513.29-02 | 2,032.27 | June Publications |
| | | | | 100-0203-512.29-02 | 48.34 | June Publications |
| | Total for check: 46798 | | | | 2,080.61 | |
| GOSS GUTTERS LLC | 46799 | 7/10/2014 | 667 | 100-0703-553.24-03 | 450.00 | Gutters/Downspouts Smith Park Pavillion |
| | Total for check: 46799 | | | | 450.00 | |

AP Check Register
Check Date: 7/10/2014

| <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> |
|---------------------------------|---------------------|-------------------|-------------------------------|-----------------------|------------------|------------------------------|
| GREAT LAKES ROOFING CORPORATION | 46800 | 7/10/2014 | A55505 | 100-1001-514.24-03 | 1,130.13 | City Hall Roof |
| | | | Total for check: 46800 | | 1,130.13 | |
| GRIESBACH READY-MIX LLC | 46801 | 7/10/2014 | 3031 | 625-1010-541.30-18 | 34.50 | |
| | | | Total for check: 46801 | | 34.50 | |
| GUNDERSON CLEANERS | 46802 | 7/10/2014 | 185575 | 100-0801-521.30-13 | 34.66 | Towel/Mat Service |
| | | | Total for check: 46802 | | 34.66 | |
| GUSTMAN CHEVROLET SALES INC | 46803 | 7/10/2014 | 32310 | 731-1022-541.38-03 | 53.25 | Shield |
| | | 7/10/2014 | 32323 | 731-1022-541.38-03 | 690.73 | Hubs/Rods/Sensors |
| | | | Total for check: 46803 | | 743.98 | |
| HOME DEPOT CREDIT SERVICES | 46804 | 7/10/2014 | 30032 | 100-0704-552.24-03 | 54.82 | Paint & Disposal 3.5 |
| | | 7/10/2014 | 3031351 | 100-0704-552.24-03 | 91.39 | Hoses/Clamps/Nozzles/ Primer |
| | | 7/10/2014 | 6038763 | 100-0704-552.24-03 | 75.25 | Enamel & Check Valve |
| | | 7/10/2014 | 8038369 | 207-0707-552.24-03 | 60.81 | Strt Cplgs |
| | | | Total for check: 46804 | | 282.27 | |
| INDEPENDENT INSPECTIONS LTD | 46805 | 7/10/2014 | 308573 | 100-0301-523.21-06 | 12,158.80 | June Permits |
| | | 7/10/2014 | 308574 | 100-0301-523.21-06 | 35.00 | June Permits |
| | | | Total for check: 46805 | | 12,193.80 | |
| DAVID N JAGLA | 46806 | 7/10/2014 | | 100-0801-521.21-06 | 425.00 | Background Investigation |
| | | | Total for check: 46806 | | 425.00 | |
| PATRICK JAMES | 46807 | 7/10/2014 | | 743-0403-513.33-01 | 38.90 | June Expenses |
| | | | Total for check: 46807 | | 38.90 | |

AP Check Register
Check Date: 7/10/2014

Date: 7/10/2014

| <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> |
|--------------------------------|---------------------|-------------------|-------------------------------|-----------------------|------------------|--------------------------|
| KUSTOM SIGNALS INC | 46808 | 7/10/2014 | 499506 | 100-0801-521.24-04 | 410.05 | FHR Mount |
| | | | Total for check: 46808 | | 410.05 | |
| LANDLORD SERVICES LLC | 46809 | 7/10/2014 | 19414 | 100-0801-521.21-06 | 17.00 | Employment Credit Report |
| | | | Total for check: 46809 | | 17.00 | |
| LAPPEN SECURITY PRODUCTS INC | 46810 | 7/10/2014 | LSPQ28581 | 100-0801-521.24-03 | 43.94 | Rekey Cylinder/Bow Keys |
| | | | Total for check: 46810 | | 43.94 | |
| LEVENHAGEN CORPORATION | 46811 | 7/10/2014 | 053455A-IN | 100-0000-131.00-00 | 7,340.27 | Fuel |
| | | 7/10/2014 | 85130 | 207-0707-552.38-01 | 1,102.98 | Fuel |
| | | 7/10/2014 | 85288 | 207-0707-552.38-01 | 2,838.02 | Fuel |
| | | 7/10/2014 | 85290 | 207-0707-552.38-01 | 1,594.82 | Fuel |
| | | 7/10/2014 | 85292 | 207-0707-552.38-01 | 2,351.20 | Fuel |
| | | | Total for check: 46811 | | 15,227.29 | |
| MATTHEWS TIRE & SERVICE CENTER | 46812 | 7/10/2014 | 51264 | 731-1022-541.38-02 | 153.56 | Tires & Hardware |
| | | | Total for check: 46812 | | 153.56 | |
| MENASHA NEENAH MUNICIPAL COURT | 46813 | 7/10/2014 | LEHRER | 100-0000-201.03-00 | 756.00 | Bond/MEPD 13-44 |
| | | | Total for check: 46813 | | 756.00 | |
| MENASHA UTILITIES | 46814 | 7/10/2014 | | 100-1008-541.22-03 | 195.98 | Electric |
| | | | | 100-0703-553.22-03 | 581.10 | Electric |
| | | | | 100-0703-553.22-05 | 337.24 | Water |
| | | | | 100-0703-553.22-06 | 132.51 | Storm |
| | | | | 100-0903-531.22-03 | 161.35 | Electric |
| | | | | 100-0903-531.22-05 | 56.42 | Water |
| | | | | 100-0000-123.00-00 | 8.92 | Electric |
| | | | | 100-0305-562.22-06 | 7.50 | Storm |
| | | | | 601-1020-543.22-03 | 108.15 | Electric |

AP Check Register

Check Date: 7/10/2014

| <i>Vendor Name</i> | <i>Check Number</i> | <i>Check Date</i> | <i>Invoice Number</i> | <i>Account Number</i> | <i>Amount</i> | <i>Description</i> |
|-------------------------------|-------------------------------|-------------------|-----------------------|-----------------------|-------------------------------|----------------------|
| MENASHA UTILITIES... | 46814... | 7/10/2014... | ... | 267-0102-581.22-06 | 765.38 | 198 River St |
| | | 7/10/2014 | 4268 | 601-0401-513.25-02 | 18,839.88 | Sewer Charge |
| | | | | 625-0401-513.25-01 | 2,185.17 | Storm Water |
| | Total for check: 46814 | | | | 23,379.60 | |
| N&M AUTO SUPPLY | 46815 | 7/10/2014 | 488261 | 731-1022-541.38-03 | 11.92 | Lens |
| | | 7/10/2014 | 488647 | 731-1022-541.38-03 | 47.70 | Smart Eraser |
| | | 7/10/2014 | 488664 | 731-1022-541.38-03 | 5.29 | Fuel Filter |
| | Total for check: 46815 | | | | 64.91 | |
| NORTHEAST ASPHALT INC | 46816 | 7/10/2014 | 1277911 | 100-1004-541.30-18 | 3,351.33 | |
| | | | | 100-1003-541.30-18 | 558.55 | |
| | | | | 625-1003-541.30-18 | 558.55 | |
| | Total for check: 46816 | | | | 4,468.43 | |
| NORTHEAST WISCONSIN TECHNICAL | 46817 | 7/10/2014 | CS25472 | 100-0801-521.34-02 | 425.00 | SWAT Training |
| | | | | | Total for check: 46817 | |
| PRO-X SYSTEMS LAWCARE | 46818 | 7/10/2014 | 119804 | 100-1018-543.21-06 | 730.00 | Round-Up Paved Area |
| | | | | | Total for check: 46818 | |
| RECREONICS INC | 46819 | 7/10/2014 | 663895 | 100-0703-553.24-03 | 19.61 | Freight |
| | | | | | Total for check: 46819 | |
| RED | 46820 | 7/10/2014 | 0W57586A | 100-0801-521.19-03 | 64.74 | Uniform Assessories |
| | | | | | Total for check: 46820 | |
| SUSAN REITER | 46821 | 7/10/2014 | | 100-0000-441.23-00 | 113.81 | Wedding Cancellation |

AP Check Register

Check Date: 7/10/2014

| <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> |
|------------------------------------|---------------------|-------------------|-------------------------------|-----------------------|-----------------|--------------------------|
| SUSAN REITER... | 46821... | 7/10/2014... | ... | 100-0000-201.08-00 | 6.19 | Wedding Cancellation |
| | | | Total for check: 46821 | | 120.00 | |
| RIESTERER & SCHNELL INC | 46822 | 7/10/2014 | 671535 | 731-1022-541.38-02 | 101.05 | Tire |
| | | | | 731-1022-541.38-03 | 14.65 | Oil Filter |
| | | | Total for check: 46822 | | 115.70 | |
| ROLAND MACHINERY EXCHANGE | 46823 | 7/10/2014 | 41015384 | 731-1022-541.38-03 | 149.86 | Filter Element |
| | | | Total for check: 46823 | | 149.86 | |
| ROLYAN BUOYS | 46824 | 7/10/2014 | 3617554 | 100-0703-553.30-18 | 153.00 | Buoy Marker |
| | | | Total for check: 46824 | | 153.00 | |
| SERVICEMASTER BUILDING MAINTENANCE | 46825 | 7/10/2014 | 12811 | 100-0801-521.20-01 | 50.00 | Janitorial - PD Garage |
| | | 7/10/2014 | 12814 | 100-0903-531.20-01 | 490.00 | Janitorial - Health Dept |
| | | 7/10/2014 | 12818 | 100-0801-521.20-01 | 1,460.00 | Janitorial - Police Dept |
| | | 7/10/2014 | 12847 | 100-1001-514.20-01 | 1,095.00 | Janitorial - City Hall |
| | | 7/10/2014 | 12848 | 731-1022-541.20-01 | 494.00 | Janitorial - PWF |
| | | | Total for check: 46825 | | 3,589.00 | |
| SMT MANUFACTURING & SUPPLY | 46826 | 7/10/2014 | 0028210-IN | 731-1022-541.38-03 | 44.72 | Belts |
| | | | Total for check: 46826 | | 44.72 | |
| SPORTS GRAPHICS | 46827 | 7/10/2014 | 0614-100 | 100-0704-552.30-10 | 106.50 | Pool Shirts |
| | | 7/10/2014 | 0614-120 | 100-0704-552.30-10 | 39.80 | T Shirts |
| | | | Total for check: 46827 | | 146.30 | |
| STAPLES ADVANTAGE | 46828 | 7/10/2014 | 3232043857 | 100-0304-562.30-10 | 18.04 | Office Supplies |
| | | | | 100-0702-552.30-10 | 18.17 | Office Supplies |
| | | | | 100-1001-514.30-10 | 26.29 | Office Supplies |

AP Check Register

Check Date: 7/10/2014

| <i>Vendor Name</i> | <i>Check Number</i> | <i>Check Date</i> | <i>Invoice Number</i> | <i>Account Number</i> | <i>Amount</i> | <i>Description</i> |
|-----------------------|---------------------|-------------------|-----------------------|-------------------------------|-----------------|------------------------|
| STAPLES ADVANTAGE... | 46828... | 7/10/2014 | 3234020879 | 100-0704-552.30-18 | 36.00 | Office Supplies |
| | | | | 100-0702-552.30-10 | 22.03 | Office Supplies |
| | 7/10/2014 | 3234020881 | 100-1002-541.30-10 | 7.49 | Office Supplies | |
| | 7/10/2014 | 8030225054 | 731-1022-541.30-10 | 79.80 | Office Supplies | |
| | | | | Total for check: 46828 | 207.82 | |
| TARTAN SUPPLY | 46829 | 7/10/2014 | 313239 | 100-0704-552.30-13 | 669.06 | Tub/Tile Cleaner |
| | | | | Total for check: 46829 | 669.06 | |
| UNIFIRST CORPORATION | 46830 | 7/10/2014 | 097 0166182 | 731-1022-541.20-01 | 114.01 | Coveralls/Shirts/Mops |
| | | | | Total for check: 46830 | 114.01 | |
| UNITED WAY FOX CITIES | 46831 | 7/10/2014 | 20140710 | 100-0000-202.09-00 | 31.75 | PAYROLL SUMMARY |
| | | | | Total for check: 46831 | 31.75 | |
| US CELLULAR | 46832 | 7/10/2014 | 0041647299 | 100-0201-512.22-01 | 28.63 | Captain |
| | | | | 100-0202-512.22-01 | 15.00 | Brunn |
| | | | | 100-1019-552.22-01 | 11.40 | Racine/Tayco St Bridge |
| | | | | 601-1020-543.22-01 | 0.50 | Confined Space |
| | | | | 100-1001-514.22-01 | 65.34 | Alix |
| | | | | 100-0801-521.22-01 | 69.99 | PD |
| | | | | 100-0919-531.22-01 | 3.40 | Nett |
| | | | | 100-0904-531.22-01 | 67.50 | Drew |
| | | | | 100-1002-541.22-01 | 2.10 | Eng |
| | | | | 100-0702-552.22-01 | 51.39 | Tungate |
| | | | | 100-0703-553.22-01 | 112.45 | Parks |
| | | | | 731-1022-541.22-01 | 61.90 | PWF |
| | | | | 100-1008-541.22-01 | 9.45 | Bursack |
| 601-1020-543.22-01 | 0.50 | Sewer Truck | | | | |
| | | | | Total for check: 46832 | 499.55 | |

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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> |
|-----------------------------|---------------------|-------------------|-------------------------------|-----------------------|-------------------|-----------------------------|
| US PETROLEUM EQUIPMENT | 46833 | 7/10/2014 | 210376 | 731-1022-541.24-06 | 576.88 | Repair Leak PWF |
| | | | Total for check: 46833 | | 576.88 | |
| VALLEY CHEMICAL LLC | 46834 | 7/10/2014 | 0047826-IN | 100-0704-552.30-18 | 1,077.78 | Filter Powder Sodium Bicarb |
| | | | Total for check: 46834 | | 1,077.78 | |
| VALLEY DIESEL INJECTION INC | 46835 | 7/10/2014 | 433169 | 731-1022-541.38-03 | 305.00 | PMD & Bracket Assy |
| | | | Total for check: 46835 | | 305.00 | |
| VALLEY POPCORN CO INC | 46836 | 7/10/2014 | 149064 | 100-0704-552.30-17 | 298.55 | Concessions |
| | | | Total for check: 46836 | | 298.55 | |
| WE ENERGIES | 46837 | 7/10/2014 | | 100-0703-553.22-03 | 38.72 | Conservancy |
| | | | | 100-1008-541.22-04 | 10.77 | City Garage |
| | | | Total for check: 46837 | | 49.49 | |
| WEA INSURANCE TRUST | 46838 | 7/10/2014 | | 100-0000-204.11-00 | 9,756.40 | August Premium |
| | | | | 100-0000-204.08-00 | 116,062.94 | August Premium |
| | | | Total for check: 46838 | | 125,819.34 | |
| WERNER ELECTRIC SUPPLY CO | 46839 | 7/10/2014 | S4205220.001 | 731-1022-541.24-03 | 68.80 | Night Light/Shop Outlets |
| | | | Total for check: 46839 | | 68.80 | |
| WG INC | 46840 | 7/10/2014 | 215735 | 100-0704-552.30-15 | 15.80 | Sign |
| | | | Total for check: 46840 | | 15.80 | |
| WIL-KIL PEST CONTROL | 46841 | 7/10/2014 | 2475134 | 731-1022-541.20-07 | 66.50 | Public Works Facility |

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|-------------------------------|---------------------|-------------------|-------------------------------|-----------------------|-------------------|------------------------|
| WIL-KIL PEST CONTROL... | 46841... | 7/10/2014 | 2475959 | 100-1019-552.20-07 | 27.00 | Racine St. Tenderhouse |
| | | | Total for check: 46841 | | 93.50 | |
| WINNEBAGO COUNTY TREASURER | 46842 | 7/10/2014 | 5895 | 100-0805-521.25-01 | 257.30 | Inmate Lodging |
| | | | Total for check: 46842 | | 257.30 | |
| WISCONSIN SUPPORT COLLECTIONS | 46843 | 7/10/2014 | 20140710 | 100-0000-202.03-00 | 955.49 | PAYROLL SUMMARY |
| | | | Total for check: 46843 | | 955.49 | |
| WKZG-FM | 46844 | 7/10/2014 | IN-11406121540 | 100-0000-201.15-00 | 200.00 | Farm Market |
| | | | Total for check: 46844 | | 200.00 | |
| ZARNOTH BRUSH WORKS INC | 46845 | 7/10/2014 | 0150197-IN | 731-1022-541.38-03 | 417.00 | Broom Refill |
| | | | Total for check: 46845 | | 417.00 | |
| | | | | | 216,190.65 | |

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|---------------------------------|---------------------|-------------------|-------------------------------|-----------------------|------------------|---|
| ACCURATE | 46846 | 7/17/2014 | 1409001 | 731-1022-541.38-03 | 36.48 | Lug Locks |
| | | 7/17/2014 | 1409374 | 731-1022-541.30-18 | 63.53 | Mis Hardware/Gloss Black |
| | | | Total for check: 46846 | | 100.01 | |
| THE ACTIVE NETWORK INC | 46847 | 7/17/2014 | 11058956 | 100-0704-552.30-15 | 490.60 | Cash Drawer |
| | | | Total for check: 46847 | | 490.60 | |
| ADAMS FRIENDSHIP TITLE COMPANY | 46848 | 7/17/2014 | 92074 | 267-0102-581.30-18 | 75.00 | Report of Title |
| | | | Total for check: 46848 | | 75.00 | |
| AIRGAS USA LLC | 46849 | 7/17/2014 | 9028870694 | 731-1022-541.30-18 | 38.83 | AA 10 LB |
| | | | Total for check: 46849 | | 38.83 | |
| AMERICAN TEST CENTER INC | 46850 | 7/17/2014 | 2141577 | 731-1022-541.21-06 | 380.00 | Annual Safety Inspection Report 14-1498-1 |
| | | | Total for check: 46850 | | 380.00 | |
| APPLETON ELECTRONICS SUPPLY LLC | 46851 | 7/17/2014 | 13004 | 100-0704-552.24-03 | 6.00 | Fuse |
| | | | Total for check: 46851 | | 6.00 | |
| CITY OF APPLETON | 46852 | 7/17/2014 | 219825 | 100-0302-542.25-01 | 13,459.00 | July 2014 Valley Transit |
| | | | Total for check: 46852 | | 13,459.00 | |
| BARRIER SECURITY SYSTEMS LLC | 46853 | 7/17/2014 | 1501 | 100-0801-521.24-03 | 2,029.50 | MPD - Upgrade to System |
| | | | Total for check: 46853 | | 2,029.50 | |
| BAYCOM INC | 46854 | 7/17/2014 | 87520 | 743-0403-513.24-04 | 1,365.00 | Arbitrator Maintenance |
| | | | Total for check: 46854 | | 1,365.00 | |

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|--------------------------------|---------------------|-------------------|-------------------------------|-----------------------|-----------------|-------------------------------------|
| BECK ELECTRIC INC | 46855 | 7/17/2014 | JY0714-COM-PW1 | 601-1020-543.24-04 | 97.50 | Lift Station Training |
| | | | Total for check: 46855 | | 97.50 | |
| BRAZEE ACE HARDWARE | 46856 | 7/17/2014 | 26706 | 100-0703-553.30-18 | 19.99 | Hoe Scuffl-Stirup |
| | | 7/17/2014 | 26716 | 100-1001-514.24-03 | 12.27 | City Hall |
| | | 7/17/2014 | 26753 | 100-0704-552.24-03 | 2.49 | Fuse |
| | | | Total for check: 46856 | | 34.75 | |
| BUCKLIN'S TREE SERVICE | 46857 | 7/17/2014 | 6042 | 625-1003-541.30-18 | 35.70 | Screenings/London St |
| | | 7/17/2014 | 6054 | 625-1010-541.30-18 | 187.39 | Clear/Storm Sewer |
| | | 7/17/2014 | 6148 | 625-1010-541.30-18 | 118.38 | Clear |
| | | | Total for check: 46857 | | 341.47 | |
| BURGOS, ANGEL | 46858 | 7/17/2014 | BURGOS | 100-0000-201.10-00 | 100.00 | Exc Permit 11581 1012 Southfield Dr |
| | | | Total for check: 46858 | | 100.00 | |
| CALUMET COUNTY CLERK OF COURTS | 46859 | 7/17/2014 | | 100-0201-512.30-18 | 15.90 | Case 13CV189 (Appeal) |
| | | | Total for check: 46859 | | 15.90 | |
| CDW GOVERNMENT INC | 46860 | 7/17/2014 | MN91056 | 743-0403-513.30-15 | 791.66 | HP Switch & Cables |
| | | 7/17/2014 | MS16402 | 743-0403-513.24-04 | 128.02 | UPG |
| | | | Total for check: 46860 | | 919.68 | |
| COMMUNITY HOUSING COORDINATOR | 46861 | 7/17/2014 | 188 | 100-0304-562.21-06 | 1,800.00 | May 2014 Housing Plan |
| | | | Total for check: 46861 | | 1,800.00 | |
| CONSULTANTS LABORATORY | 46862 | 7/17/2014 | | 100-0905-531.21-05 | 95.00 | Health Screenings |
| | | | Total for check: 46862 | | 95.00 | |

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|-------------------------------|-------------------------------|-------------------|-----------------------|-----------------------|-----------------|--------------------|
| CULLIGAN WATER CONDITIONING | 46863 | 7/17/2014 | | 100-1001-514.20-01 | 18.90 | July Rental |
| | | 7/17/2014 | ACCT 718411 | 100-0704-552.30-13 | 272.00 | Park & Rec Dept |
| | Total for check: 46863 | | | | 290.90 | |
| DIGIPRINT | 46864 | 7/17/2014 | 143332 | 100-1001-514.29-01 | 51.90 | Business Cards |
| | | | | 100-0000-134.00-00 | (7.90) | Business Cards |
| | 7/17/2014 | 143409 | 100-0101-511.29-01 | 31.14 | Business Cards | |
| | | | 100-0000-134.00-00 | (4.74) | Business Cards | |
| Total for check: 46864 | | | | 70.40 | | |
| DOMINION VOTING SYSTEMS INC | 46865 | 7/17/2014 | DVS110399 | 100-0204-512.24-04 | 2,807.67 | AVOS Memory Cards |
| | | | | | 2,807.67 | |
| EARTHLINK BUSINESS | 46867 | 7/17/2014 | | 100-0402-513.22-01 | 7.24 | Assessor |
| | | | | 100-0201-512.22-01 | 7.05 | Attorney |
| | | | | 100-0000-123.00-00 | 16.08 | Bldg Inspection |
| | | | | 100-0203-512.22-01 | 14.65 | Clerk |
| | | | | 100-0304-562.22-01 | 26.35 | Com Dev |
| | | | | 100-1001-514.22-01 | 79.82 | City Hall |
| | | | | 100-0401-513.22-01 | 35.56 | Finance |
| | | | | 731-1022-541.22-01 | 28.61 | Garage |
| | | | | 100-0903-531.22-01 | 54.07 | Health |
| | | | | 743-0403-513.22-01 | 16.91 | IT |
| | | | | 100-0601-551.22-01 | 187.39 | Library |
| | | | | 100-0101-511.22-01 | 11.11 | Mayor |
| | | | | 100-0702-552.22-01 | 29.81 | Recreation |
| | | | | 100-0703-553.22-01 | 50.08 | Parks |
| | | | | 100-0202-512.22-01 | 17.81 | Personnel |
| | | | | 100-0801-521.22-01 | 276.32 | Police |
| | 100-1002-541.22-01 | 46.44 | Engineering | | | |
| | 100-0920-531.22-01 | 14.54 | Senior Center | | | |
| | 100-1008-541.22-01 | 4.20 | Sign Shop | | | |
| | 100-0502-522.22-01 | 44.14 | EOC | | | |

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|-----------------------------------|---------------------|-------------------|-----------------------|--|-----------------|-----------------------------|
| EARTHLINK BUSINESS... | 46867... | 7/17/2014... | ... | 207-0000-123.00-00 100-0000-123.00-00 | 29.60 331.25 | Marina Menasha Utilities |
| | | | | Total for check: 46867 | 1,329.03 | |
| FERRELLGAS | 46868 | 7/17/2014 | 1082652675 | 266-1027-543.21-06 | 118.40 | Cylinders |
| | | | | Total for check: 46868 | 118.40 | |
| FIRST AMERICAN TITLE INSURANCE CO | 46869 | 7/17/2014 | 11851-6854497 | 267-0102-581.30-18 | 75.00 | Title Rpt Steam Plt Guara |
| | | 7/17/2014 | 11851-6854498 | 267-0102-581.30-18 | 75.00 | Title Rpt Steam Plt Guara |
| | | | | Total for check: 46869 | 150.00 | |
| FLOORCARE USA INC | 46870 | 7/17/2014 | 071414-BB | 100-0000-201.03-00 | 5,142.00 | Bldg Improve-Escrow Acct |
| | | | | Total for check: 46870 | 5,142.00 | |
| FONDY AUTO ELECTRIC | 46871 | 7/17/2014 | A29189 | 731-1022-541.38-03 | 186.19 | Part |
| | | 7/17/2014 | A75958 | 731-1022-541.38-03 | (30.00) | |
| | | | | Total for check: 46871 | 156.19 | |
| FOX VALLEY HUMANE ASSOCIATION | 46872 | 7/17/2014 | | 100-0806-532.25-01 | 1,380.03 | May 2014 |
| | | | | Total for check: 46872 | 1,380.03 | |
| FOX VALLEY STONE & BRICK CO INC | 46873 | 7/17/2014 | 150664 | 100-0703-553.30-18 | 148.48 | Meramac |
| | | | | Total for check: 46873 | 148.48 | |
| FOX VALLEY TECHNICAL COLLEGE | 46874 | 7/17/2014 | 229149/FY13-14 | 100-0801-521.34-02 | 225.00 | Training |
| | | | | Total for check: 46874 | 225.00 | |
| GALLS INC | 46875 | 7/17/2014 | 002099951 | 100-0803-521.30-15 | 50.79 | Badges |

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|---------------------------|---------------------|-------------------|-------------------------------|-----------------------|-----------------|---|
| GALLS INC... | 46875... | 7/17/2014 | 002112245 | 100-0803-521.30-15 | 60.82 | Uniforms & Patches |
| | | | Total for check: 46875 | | 111.61 | |
| GRIESBACH READY-MIX LLC | 46876 | 7/17/2014 | 3037 | 625-1003-541.30-18 | 633.75 | |
| | | | | 100-1003-541.30-18 | 256.50 | |
| | | | Total for check: 46876 | | 890.25 | |
| HENKEL'S WOODWORKING | 46877 | 7/17/2014 | 2358 | 203-0306-562.70-01 | 5,000.00 | Club Liquor Improvements |
| | | | Total for check: 46877 | | 5,000.00 | |
| DONALD HIETPAS & SONS INC | 46878 | 7/17/2014 | | 601-1020-543.24-05 | 3,500.00 | Harding/London San Sewer Emergency Repair |
| | | | Total for check: 46878 | | 3,500.00 | |
| INFINITY TECHNOLOGY INC | 46879 | 7/17/2014 | 503858 | 743-0403-513.21-04 | 990.00 | Monthly Managed Service |
| | | | Total for check: 46879 | | 990.00 | |
| JOHN'S SAW SERVICE | 46880 | 7/17/2014 | 09758 | 731-1022-541.38-03 | 5.29 | Trigger |
| | | | Total for check: 46880 | | 5.29 | |
| JX ENTERPRISES INC | 46881 | 7/17/2014 | G-241420002 | 731-1022-541.38-03 | 24.40 | Kit-Gear Seal Tas |
| | | | Total for check: 46881 | | 24.40 | |
| KITZ & PFEIL INC | 46886 | 7/17/2014 | 052109-0008 | 100-1008-541.30-15 | 5.81 | Brake Cable |
| | | 7/17/2014 | 052114-0005 | 100-0801-521.24-03 | 8.07 | Garage Shelf |
| | | 7/17/2014 | 052114-0025 | 100-0801-521.24-03 | 7.04 | Garage Shelf |
| | | 7/17/2014 | 052114-0160 | 100-0801-521.24-03 | 25.70 | Garage Shelf |
| | | 7/17/2014 | 052314-0012 | 100-0703-553.30-18 | 7.18 | Enamel |
| | | 7/17/2014 | 052314-0036 | 100-1019-552.30-13 | 26.98 | Mop/Refill |
| | | 7/17/2014 | 052814-0015 | 625-1010-541.30-18 | 18.25 | Elbow/Pipe |
| | | 7/17/2014 | 052814-0033 | 100-0704-552.24-03 | 72.71 | Hardware Misc/Handle Epoxy/Coupling |

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|---------------------|---------------------|-------------------|-----------------------|-----------------------|---------------|-----------------------|-----------------|
| KITZ & PFEIL INC... | 46886... | 7/17/2014 | 052814-0125 | 100-0704-552.24-03 | 3.60 | Hardware Misc | |
| | | 7/17/2014 | 052909-0010 | 100-0703-553.30-18 | 5.99 | Wand | |
| | | 7/17/2014 | 052909-0043 | 731-1022-541.30-18 | 35.96 | Shop Supplies | |
| | | 7/17/2014 | 052914-0001 | 100-0704-552.24-03 | 28.83 | Ketchup Dispenser/Wax | |
| | | 7/17/2014 | 053009-0023 | 100-0601-551.24-03 | 37.25 | Irrigation Repair | |
| | | 7/17/2014 | 053014-0076 | 625-1003-541.30-18 | 13.03 | Hose Mender | |
| | | 7/17/2014 | 053014-0130 | 625-1003-541.30-18 | (7.19) | Repair Heating Line | |
| | | 7/17/2014 | 060203-0019 | 731-1022-541.38-03 | 39.98 | Oil | |
| | | 7/17/2014 | 060214-0011 | 100-0601-551.24-03 | 12.58 | Caulk | |
| | | 7/17/2014 | 060214-0096 | 100-0703-553.24-03 | 5.02 | Shims | Mem Door |
| | | 7/17/2014 | 060309-0038 | 100-0704-552.24-03 | 20.83 | Cord/Bulb | |
| | | 7/17/2014 | 060314-0020 | 100-1001-514.30-15 | 11.69 | Caulk Gun | |
| | | 7/17/2014 | 060314-0049 | 625-1010-541.30-15 | 12.59 | Bio Filter | |
| | | 7/17/2014 | 060314-0095 | 100-0801-521.24-03 | 7.19 | Bulb | |
| | | 7/17/2014 | 060514-0031 | 100-0801-521.24-03 | 8.95 | Temp Patch | |
| | | | | 100-0501-522.24-03 | 8.95 | Temp Patch | |
| | | 7/17/2014 | 060514-0035 | 100-0703-553.30-18 | 20.40 | Anchor Shackle | |
| | | 7/17/2014 | 060514-0042 | 100-0801-521.24-03 | 7.88 | Connector/Box Cover | |
| | | 7/17/2014 | 060614-0150 | 100-0801-521.30-13 | 21.59 | PD Radio | |
| | | 7/17/2014 | 060903-0024 | 100-0703-553.30-18 | 8.85 | Blade | |
| | | 7/17/2014 | 060914-0069 | 100-0704-552.24-03 | 73.05 | Pad/Towel/Polish | Battery/Sprayer |
| | | 7/17/2014 | 060914-0112 | 100-0703-553.24-03 | 6.47 | Plate | |
| | | 7/17/2014 | 060914-0166 | 100-0801-521.24-03 | 10.93 | Elbow/Tee | |
| | | | | 100-0501-522.24-03 | 10.94 | Elbow/Tee | |
| | | 7/17/2014 | 060914-0191 | 100-0801-521.24-03 | 5.34 | Splitter/Connector | Coupler |
| | | | | 100-0501-522.24-03 | 5.34 | Splitter/Connector | Coupler |
| | | 7/17/2014 | 061014-0002 | 731-1022-541.38-03 | 35.98 | Valve | |
| | | 7/17/2014 | 061014-0023 | 100-0703-553.24-03 | 12.97 | Screw Eye/Clip | |
| | | 7/17/2014 | 061014-0073 | 100-0801-521.24-03 | 3.95 | Knife/Patch | |
| | | | | 100-0501-522.24-03 | 3.95 | Knife/Patch | |
| | | 7/17/2014 | 061014-0122 | 731-1022-541.38-03 | 8.09 | Valve | |
| | | 7/17/2014 | 061014-0134 | 100-0704-552.30-10 | 3.59 | Office Supplies | |
| | | 7/17/2014 | 061014-0148 | 100-1003-541.30-15 | 53.98 | Torch Head | |
| | | 7/17/2014 | 061014-0236 | 100-0801-521.29-04 | 32.15 | Hardware Misc | |
| | | 7/17/2014 | 061109-035 | 731-1022-541.38-03 | 11.40 | Pulley | |

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|---------------------|---------------------|-------------------|-------------------------------|-----------------------|------------------------------|-----------------------------|
| KITZ & PFEIL INC... | 46886... | 7/17/2014 | 061114-0023 | 100-1008-541.30-18 | 1.00 | Hardware Misc |
| | | 7/17/2014 | 061114-0039 | 100-0704-552.24-03 | 52.33 | Snap/Link/Sign/Hose |
| | | 7/17/2014 | 061114-0059 | 731-1022-541.38-03 | 1.60 | Hardware Misc |
| | | 7/17/2014 | 061114-0136 | 731-1022-541.38-03 | 1.58 | Hardware Misc |
| | | 7/17/2014 | 061114-0156 | 625-1010-541.30-15 | 22.92 | Hook |
| | | 7/17/2014 | 061214-0005 | 100-0703-553.30-18 | 22.03 | Drain Opener/Nozzle |
| | | 7/17/2014 | 061214-0048 | 207-0707-552.24-03 | 5.60 | Hardware Misc |
| | | 7/17/2014 | 061609-0014 | 100-0704-552.24-03 | 34.62 | Trash Can/Connector Battery |
| | | 7/17/2014 | 061614-0161 | 100-0501-522.24-03 | 44.70 | Hardware Misc |
| | | 7/17/2014 | 061709-0024 | 100-0703-553.30-18 | 45.33 | Cable Ties |
| | | 7/17/2014 | 061714-0102 | 207-0707-552.24-03 | 28.58 | Stick/Coupling |
| | | 7/17/2014 | 061809-0008 | 100-0703-553.30-13 | 6.09 | Softsoap/Hook |
| | | 7/17/2014 | 061809-0011 | 100-0801-521.30-18 | 14.67 | Padlock |
| | | 7/17/2014 | 061814-0014 | 731-1022-541.24-03 | 26.09 | Tint Base |
| | | 7/17/2014 | 061814-0031 | 100-0703-553.30-18 | 11.44 | Hardware Misc Drill Bit |
| | | 7/17/2014 | 061814-0062 | 100-0501-522.24-03 | 19.28 | Hardware Misc |
| | | 7/17/2014 | 061814-0063 | 100-1001-514.30-18 | 17.53 | Key/Tarp Cover |
| | | 7/17/2014 | 061814-0192 | 100-0704-552.30-10 | 15.92 | Key |
| | | 7/17/2014 | 061914-0050 | 100-0704-552.24-03 | 16.75 | Slip/Tee/Link/Snap |
| | | 7/17/2014 | 061914-0051 | 100-0703-553.30-18 | 9.88 | Drill Bit |
| | 7/17/2014 | 061914-0254 | 100-0704-552.30-10 | 14.38 | Dryer Sheets | |
| | 7/17/2014 | 062014-0071 | 731-1022-541.24-03 | 11.72 | Duct Tape/Ring Hardware Misc | |
| | | | Total for check: 46886 | | 1,177.88 | |
| MICHELLE KREIDLER C | 46887 | 7/17/2014 | | 100-0201-512.30-18 | 25.50 | Case 13-CV-189/Transcript |
| | | | Total for check: 46887 | | 25.50 | |
| KWIK TRIP INC | 46888 | 7/17/2014 | | 100-0801-521.38-01 | 273.63 | June Fuel |
| | | | Total for check: 46888 | | 273.63 | |

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|--------------------------------|---------------------|-------------------|-------------------------------|-----------------------|------------------|---|
| LAKE SHORE CLEANERS INC | 46889 | 7/17/2014 | 29325 | 625-1010-541.21-06 | 277.20 | Lake Park Villas Pond II Herbicide/Broadleaf Apps |
| | | | Total for check: 46889 | | 277.20 | |
| LEVENHAGEN CORPORATION | 46890 | 7/17/2014 | 053534A-IN | 100-0000-131.00-00 | 13,129.84 | Fuel |
| | | | Total for check: 46890 | | 13,129.84 | |
| LINCOLN CONTRACTORS SUPPLY INC | 46891 | 7/17/2014 | J33975 | 100-1003-541.30-15 | 639.00 | Tripod/Rod |
| | | | Total for check: 46891 | | 639.00 | |
| MATTHEWS TIRE & SERVICE CENTER | 46892 | 7/17/2014 | 51212 | 731-1022-541.38-02 | 54.96 | Tire Mounts/Valve Stems |
| | | 7/17/2014 | 51259 | 731-1022-541.38-02 | 190.00 | Tires |
| | | 7/17/2014 | 51338 | 731-1022-541.38-02 | 89.99 | Tire |
| | | 7/17/2014 | 51363 | 731-1022-541.38-02 | 41.36 | Flat Repair/Hardware |
| | | | Total for check: 46892 | | 376.31 | |
| MCNEILUS TRUCK & MFG COMPANY | 46893 | 7/17/2014 | 2558480 | 731-1022-541.38-03 | 101.07 | Wire Harn, Fl Arm |
| | | | Total for check: 46893 | | 101.07 | |
| MENARDS-APPLETON EAST | 46894 | 7/17/2014 | 49369 | 601-1020-543.30-18 | 27.96 | Gilbert Site Sanitary Manhole Rpr |
| | | 7/17/2014 | 49710 | 100-0703-553.30-18 | 14.00 | Ant Killer |
| | | 7/17/2014 | 49778 | 100-1003-541.30-18 | 50.00 | Lumber |
| | | | | 625-1003-541.30-18 | 53.35 | Lumber |
| | | 7/17/2014 | 49798 | 100-0801-521.24-03 | 88.00 | PD Breakroom |
| | | | Total for check: 46894 | | 233.31 | |
| MENASHA NEENAH MUNICIPAL COURT | 46895 | 7/17/2014 | | 100-0000-201.03-00 | 550.00 | Bond/MEPD 14-159 & 14-160 |
| | | | | 100-0000-201.03-00 | 139.00 | Bond/MEPD 14-112 |
| | | | Total for check: 46895 | | 689.00 | |

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|--------------------|---------------------|-------------------|-------------------------------|-----------------------|---------------|-----------------------|
| MENASHA TREASURER | 46896 | 7/17/2014 | PWF | 266-1028-543.30-11 | 49.00 | Postage Reimbursement |
| | | | Total for check: 46896 | | 49.00 | |
| MENASHA UTILITIES | 46899 | 7/17/2014 | | 100-1008-541.22-03 | 178.05 | Electric |
| | | | | 100-1008-541.22-05 | 45.42 | Water/Sewer |
| | | | | 601-1020-543.22-03 | 28.71 | Electric |
| | | | | 100-0704-552.22-03 | 2,982.75 | Electric |
| | | | | 731-1022-541.22-03 | 1,312.98 | Electric |
| | | | | 731-1022-541.22-05 | 642.40 | Water/Sewer |
| | | | | 731-1022-541.22-06 | 901.88 | Storm |
| | | | | 266-1028-543.22-06 | 73.13 | Storm |
| | | | | 100-0801-521.22-03 | 2,077.98 | Electric |
| | | | | 100-0801-521.22-05 | 338.49 | Water/Sewer |
| | | | | 100-0801-521.22-06 | 62.72 | Storm |
| | | | | 100-0000-123.00-00 | 1,504.75 | Electric |
| | | | | 100-0000-123.00-00 | 245.11 | Water/Sewer |
| | | | | 100-0000-123.00-00 | 45.41 | Storm |
| | | | | 100-0801-521.22-03 | 83.95 | Electric |
| | | | | 100-0601-551.22-03 | 4,065.17 | Electric |
| | | | | 100-0601-551.22-05 | 697.02 | Water/Sewer |
| | | | | 100-0601-551.22-06 | 103.75 | Storm |
| | | | | 100-1019-552.22-03 | 185.49 | Electric |
| | | | | 100-1019-552.22-05 | 12.38 | Water/Sewer |
| | | | | 100-0000-123.00-00 | 7.16 | Electric |
| | | | | 100-1001-514.22-05 | 12.38 | Water/Sewer |
| | | | | 100-1001-514.22-06 | 2.50 | Storm |
| | | | | 100-0703-553.22-03 | 1,957.77 | Electric |
| | | | | 100-0703-553.22-05 | 56.42 | Water/Sewer |
| | | | | 100-0703-553.22-06 | 725.63 | Storm |
| | | | | 485-0304-562.22-06 | 33.13 | Storm |
| | | | | 457-0304-562.22-06 | 2.50 | Storm |
| | | | | 485-0304-562.22-06 | 15.00 | Storm |
| | | | | 457-0304-562.21-10 | 35.80 | Electric |
| | | | | 100-0305-562.22-06 | 5.00 | Storm |

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|----------------------------------|---------------------|-------------------|-------------------------------|-------------------------------|------------------|----------------------------|
| MENASHA UTILITIES... | 46899... | 7/17/2014... | ... | 501-0304-562.22-06 | 280.01 | Storm |
| | | | | 100-0704-552.22-05 | 10,221.40 | Water |
| | | 7/17/2014 | 503858 | 207-0707-552.22-05 | 306.80 | Marina |
| | | 7/17/2014 | ST LIGHTS | 100-1012-541.22-03 | 15,664.14 | June Street Lighting |
| | | | Total for check: 46899 | | 44,913.18 | |
| TOWN OF MENASHA UTILITY DISTRICT | 46900 | 7/17/2014 | | 457-0304-562.22-05 | 9.60 | 1300 Wittmann Drive |
| | | | | 100-0703-553.22-05 | 9.60 | 1521 Brighton Beach Road |
| | | | | Total for check: 46900 | | 19.20 |
| MINNESOTA LIFE INSURANCE COMPANY | 46901 | 7/17/2014 | | 100-0000-204.07-00 | 2,670.89 | August Premium |
| | | | | Total for check: 46901 | | 2,670.89 |
| MIRON CONSTRUCTION CO INC | 46902 | 7/17/2014 | 44431 | 100-1001-514.24-03 | 781.08 | Crane Rental City Hall A/C |
| | | | | Total for check: 46902 | | 781.08 |
| MODERN BUSINESS MACHINES | 46903 | 7/17/2014 | 26344295 | 743-0403-513.29-01 | 243.10 | Printing Contract |
| | | | | Total for check: 46903 | | 243.10 |
| MODERN DAIRY INC | 46904 | 7/17/2014 | 221532 | 100-0704-552.30-17 | 148.00 | Concessions |
| | | 7/17/2014 | 221563 | 100-0704-552.30-17 | 314.50 | Concessions |
| | | | Total for check: 46904 | | 462.50 | |
| MORTON SAFETY | 46905 | 7/17/2014 | 892417 | 731-1022-541.30-18 | 45.50 | Ear Plugs |
| | | 7/17/2014 | 893628 | 100-1001-514.30-18 | 25.89 | Hard Hat/Lockout Kit |
| | | 7/17/2014 | 893639 | 731-1022-541.30-18 | 157.91 | Bandages & Respirator |
| | | | Total for check: 46905 | | 229.30 | |

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|------------------------------------|---------------------|-------------------|-------------------------------|-----------------------|-----------------|---------------------------------------|
| N&M AUTO SUPPLY | 46906 | 7/17/2014 | 488610 | 731-1022-541.38-03 | 16.92 | M/C Lamps |
| | | | Total for check: 46906 | | 16.92 | |
| ESTHER NEELY | 46907 | 7/17/2014 | | 100-0000-441.25-00 | 47.62 | Cancellation/Buchanan |
| | | | | 100-0000-201.08-00 | 2.38 | Cancellation/Buchanan |
| | | | Total for check: 46907 | | 50.00 | |
| NEENAH-MENASHA SEWERAGE COMMISSION | 46908 | 7/17/2014 | 2014-118 | 601-1021-543.21-01 | 2,270.00 | Legal Reimbursement Fox River Cleanup |
| | | | Total for check: 46908 | | 2,270.00 | |
| NORTHEAST ASPHALT INC | 46909 | 7/17/2014 | 1281420 | 100-1003-541.30-18 | 118.54 | Cold Mix |
| | | | Total for check: 46909 | | 118.54 | |
| RAY O'HERRON CO INC | 46910 | 7/17/2014 | 1434790-IN | 100-0801-521.30-15 | 385.50 | Ammo |
| | | 7/17/2014 | 1435360-IN | 100-0801-521.30-15 | 1,162.80 | Ammo |
| | | | Total for check: 46910 | | 1,548.30 | |
| PACKER CITY INTERNATIONAL | 46911 | 7/17/2014 | 3-241760054 | 731-1022-541.38-03 | 45.90 | DEF2.5 |
| | | | Total for check: 46911 | | 45.90 | |
| LINDA PALMBACH | 46912 | 7/17/2014 | | 100-0903-531.33-01 | 31.45 | June Expenses |
| | | | Total for check: 46912 | | 31.45 | |
| VICKY PELEGRIN | 46913 | 7/17/2014 | | 100-0000-201.08-00 | 4.76 | Cancellation |
| | | | | 100-0000-441.25-00 | 95.24 | Cancellation |
| | | | Total for check: 46913 | | 100.00 | |
| PIRANHA PAPER SHREDDING | 46914 | 7/17/2014 | 9876062514 | 100-1001-514.20-01 | 19.23 | Document Shredding |
| | | | | 100-0601-551.20-01 | 19.23 | Document Shredding |

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|-------------------------------|---------------------|-------------------|-----------------------|-------------------------------|---------------|--------------------------|
| PIRANHA PAPER SHREDDING... | 46914... | 7/17/2014... | 9876062514... | 100-0801-521.20-01 | 38.40 | Document Shredding |
| | | | | Total for check: 46914 | | |
| MARK RADTKE | 46915 | 7/17/2014 | | 100-1002-541.32-01 | 61.50 | Renew Prof Engin License |
| | | | | 625-1002-541.32-01 | 20.50 | Renew Prof Engin License |
| | | | | Total for check: 46915 | | |
| RECYCLETHATSTUFF.COM | 46916 | 7/17/2014 | M122 | 100-0601-551.24-03 | 296.70 | Recycling |
| | | | | 100-1001-514.20-01 | 82.05 | Recycling |
| | | | | 100-0801-521.24-03 | 44.10 | Recycling |
| | | | | 731-1022-541.24-03 | 39.15 | Recycling |
| | | | | 100-0501-522.24-03 | 12.60 | Recycling |
| | | | | 100-0903-531.30-13 | 5.40 | Recycling |
| Total for check: 46916 | | | 480.00 | | | |
| REDI-WELDING CO | 46917 | 7/17/2014 | 14707 | 100-1016-543.30-15 | 101.27 | Overflow Box Stand |
| | | | | Total for check: 46917 | | |
| ROAD EQUIPMENT | 46918 | 7/17/2014 | WA579916 | 731-1022-541.38-03 | 1.89 | Mounting Bracket |
| | | | | Total for check: 46918 | | |
| LIZ ROSIN | 46919 | 7/17/2014 | | 100-0903-531.33-01 | 17.65 | June Expenses |
| | | | | Total for check: 46919 | | |
| STAPLES ADVANTAGE | 46920 | 7/17/2014 | 3234020880 | 100-0704-552.30-10 | 10.66 | Office Supplies |
| | | | | 100-0702-552.30-10 | 6.47 | Office Supplies |
| | | | | 100-1002-541.30-10 | 17.80 | Office Supplies |
| | | | | 625-1002-541.30-10 | 5.94 | Office Supplies |

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|---------------------------|---------------------|-------------------|-------------------------------|-----------------------|---------------|--------------------------|
| STAPLES ADVANTAGE... | 46920... | 7/17/2014 | 3234588544 | 100-0704-552.30-10 | 54.99 | Office Supplies |
| | | | Total for check: 46920 | | 95.86 | |
| SUPERIOR CHEMICAL CORP | 46921 | 7/17/2014 | 63367 | 100-0000-132.00-00 | 205.56 | Cleaner |
| | | 7/17/2014 | 63385 | 731-1022-541.30-18 | 143.01 | Parts Washer Solution |
| | | | Total for check: 46921 | | 348.57 | |
| JAMES TAYLOR | 46922 | 7/17/2014 | | 100-0304-562.33-01 | 43.00 | WI Assn of Historic Pres |
| | | | Total for check: 46922 | | 43.00 | |
| UNIFIRST CORPORATION | 46923 | 7/17/2014 | 097 0166683 | 731-1022-541.20-01 | 240.01 | Mat/Mop/Clothing Service |
| | | | Total for check: 46923 | | 240.01 | |
| UNITED RENTALS INC | 46924 | 7/17/2014 | 121012359-001 | 731-1022-541.30-18 | 195.00 | |
| | | | Total for check: 46924 | | 195.00 | |
| WALMART COMMUNITY/GECRB | 46925 | 7/17/2014 | 3235794014 | 100-0702-552.30-18 | 66.57 | Rec Supplies |
| | | | Total for check: 46925 | | 66.57 | |
| WAVERLY SANITARY DISTRICT | 46926 | 7/17/2014 | | 100-0703-553.22-05 | 213.51 | 2170 Plank Road |
| | | | Total for check: 46926 | | 213.51 | |
| WBAY | 46927 | 7/17/2014 | 633696 | 100-0000-201.15-00 | 290.00 | Farm Fresh Market |
| | | 7/17/2014 | 635085 | 100-0000-201.15-00 | 60.00 | Farm Fresh Market |
| | | | Total for check: 46927 | | 350.00 | |
| WE ENERGIES | 46928 | 7/17/2014 | | 100-0903-531.22-04 | 8.99 | Health Dept |
| | | | Total for check: 46928 | | 8.99 | |

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|-------------------------------------|---------------------|-------------------|-------------------------------|-----------------------|------------------|------------------------------------|
| WG INC | 46929 | 7/17/2014 | 215798 | 100-0704-552.30-18 | 60.80 | Signs |
| | | | Total for check: 46929 | | 60.80 | |
| WHITEWATER MUNICIPAL COURT, CITY OF | 46930 | 7/17/2014 | GOGGANS | 100-0000-201.03-00 | 303.00 | Bond/MEPD 14-101315 |
| | | | Total for check: 46930 | | 303.00 | |
| WICPA | 46931 | 7/17/2014 | | 100-0401-513.32-01 | 280.00 | Member 8784 Dues |
| | | | Total for check: 46931 | | 280.00 | |
| WIL-KIL PEST CONTROL | 46932 | 7/17/2014 | 2476255 | 100-1019-552.20-07 | 108.00 | Bridge Cameras |
| | | | Total for check: 46932 | | 108.00 | |
| WINNEBAGO COUNTY CLERK OF COURTS | 46933 | 7/17/2014 | | 100-0000-201.03-00 | 150.00 | Bond/MEPD 14-101413 |
| | | | | 100-0000-201.03-00 | 350.00 | Bond/MEPD 14-101407 |
| | | | | 100-0000-201.03-00 | 435.00 | Bond/MEPD 14-101384 |
| | | | Total for check: 46933 | | 935.00 | |
| WINNEBAGO COUNTY TREASURER | 46934 | 7/17/2014 | LF121011 | 266-1027-543.25-01 | 211.75 | Tire Disposal |
| | | 7/17/2014 | LF121102 | 100-1016-543.25-01 | 15,014.88 | Direct Haul to Outagamie Recycling |
| | | | | 100-1017-543.25-01 | 3,429.00 | Direct Haul to Outagamie Recycling |
| | | | | 266-1027-543.25-01 | 569.75 | Direct Haul to Outagamie Recycling |
| | | | Total for check: 46934 | | 19,225.38 | |
| WISCONSIN PARK & RECREATION ASSN | 46935 | 7/17/2014 | | 100-0000-441.25-00 | 422.50 | WPRA Great America Tkts |
| | | | Total for check: 46935 | | 422.50 | |

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|------------------------|---------------------|-------------------|-------------------------------|-----------------------|-------------------|--------------------------|
| YMCA OF THE FOX CITIES | 46936 | 7/17/2014 | CM3Q14 | 100-0920-531.21-06 | 22,275.00 | 3rd Qtr 2014 Installment |
| | | | Total for check: 46936 | | <u>22,275.00</u> | |
| | | | | | <u>160,090.85</u> | |



To: Menasha Common Council
From: Jenny Groeschel and Ginger Tralongo, Police Records
RE: Beverage Operator License (Bartender) Applicants
Date: July 16, 2014

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 2013-2015 licensing period:

Jill Gibson
Brad Webb
Kimberly Mattison
Julie Wittnik
Stacy Dercks
Nicole Dufrane

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

Sarah Ebertsch

cc: chief via email



Denial

City of Menasha • Police Department

July 10, 2014

Sarah N. Ebertsch
1124 W. Weiland Lane
Appleton, WI 54914

COPY

Re: City of Menasha Alcohol Operators License Application

Dear Ms. Ebertsch,

Upon conducting a background investigation, in relationship to your Alcohol Operator's License application, it has been determined that you have been convicted of two felonies in the State of Michigan. On April 30, 2001 you were convicted of Delivery/Manufacturing Marijuana in the state of Michigan, Iron Mountain Circuit Court. This conviction is a felony conviction. On January 14, 2004 you were convicted of Check/No Account in the state of Michigan, Iron Mountain Circuit Court. This charge is also a felony. In addition, you were convicted of a Misdemeanor charge of Possession of Marijuana on May 6, 2010 in the District Court of Iron Mountain, Michigan.

Based on this background investigation, I will be recommending that the city of Menasha Common Council deny your request for an Alcohol Operator's License, because under Guideline #1 you are a convicted felon and that the charges you were convicted of substantially relate to the circumstances of the job or license activity for which you have applied. Engaging in bartending involves the purchase and sale of a closely regulated substance/alcohol. Individuals granted an Alcohol Operator's License must act in cooperation with Law Enforcement to enforce the alcohol beverage laws, drunken driving laws and assist in the minimizing of disturbances of the peace and maintaining the safety of the community.

The city of Menasha Police Department is recommending to the Common Council that they deny your application for an Alcohol Operator's License in the city of Menasha. The recommendation will be given to the Common Council at its next meeting on July 21, 2014 at 6:00 p.m. or shortly thereafter. Should you wish to provide comment to the Common Council on your application you may do so during the public participation portion of the meeting.

Sincerely,

Lt. Ron Bouchard
Investigative Services
City of Menasha Police Department



MEMORANDUM

To: City of Menasha Common Council
From: Peggy Steeno, Director of Administrative Services
Kara Homan, Principal Planner
Date: July 16, 2014
RE: Senior Center Renovation Project Funding

BACKGROUND

As you know, the renovation project for the Menasha Senior Center has been included in the 2014 Budget. The funding for this project, as was laid out in the budget, is as follows:

| | |
|--|-----------------|
| CDBG Grant: | \$175,000 |
| City Share (2014 Capital Projects Budget – Borrowing): | \$87,500 |
| Donations: | <u>\$87,500</u> |
| Estimated Total Project Cost: | \$350,000 |

Due to the fact that this project is partially funded by a CDBG grant, it is necessary to begin the project in 2014, as dictated by the grant requirements, or the grant would have to be forfeited.

ANALYSIS

With the grant documentation now in place, and the specifications almost complete, staff is preparing to bid out the construction portion of the project. However, prior to doing this, we need to ensure that sufficient funds are available to cover the cost of the contract, or that provisions have been made to pay the liability that will accrue under the contract.

The funds currently available to cover the estimated project costs include:

| | |
|--|-----------------|
| CDBG Grant Secured: | \$175,000 |
| City Share (upcoming borrowing): | \$87,500 |
| Fundraising (current/committed balance): | <u>\$31,100</u> |
| Total Funds Available: | \$293,600 |

As noted in the above chart, we are currently up to \$56,400 short of being able to proceed with the project. To that end, we are requesting that Council approve advancing funds, up to \$56,400, from general fund reserves to enable the project to proceed while the

fundraising continues. It is expected that the fundraising will be complete by December 31, 2014, and the funds will be returned to the general fund as additional fundraising money is received. Please note that if sufficient funds are not obtained through the fundraising process, the remainder of the advance will need to be converted to a budget adjustment and be permanently covered by the general fund.

FISCAL IMPACT

The impact of the City advancing reserves to cover a portion of the project cost until the funds are raised is a short-term, cash flow impact only, and will not have an effect on the City's fund balance as long as the necessary funds are received through donations and the funds are returned to the general fund.

RECOMMENDATION

Staff recommends that Council authorize the advance of general fund reserves, up to \$56,400, so that the Senior Center Renovation Project can get underway and the \$175,000 matching grant can be utilized.



MEMORANDUM

To: City of Menasha Common Council
From: Donald Merkes, Mayor *DM*
Date: 17 July 2014
RE: 2014 Fireworks

BACKGROUND

Due to a significant southerly wind coming off Lake Winnebago at Jefferson Park the fireworks scheduled for Friday July 4th were unable to be shot in a manner that protected the safety of both spectators and the surrounding neighborhood. When winds were again strong on July 5th the show was permanently placed on hold (see attached memo from Neenah Menasha Fire Rescue)

ANALYSIS & FISCAL IMPACT

The City has a paid contract with Spielbauer Fireworks for the 2014 show. At this point the community has several options within the contract:

1. Choose a different date for the 2014 show.

The City would be responsible for a \$300 rescheduling fee

There would be costs for work done by city employees for traffic control, security, and cleanup.

There are numerous dates to be considered; however, choosing a date with another event already scheduled in Jefferson Park would provide additional synergies for both the attendees and event organizers. The two largest summer events are SeafoodFest on Sept 5 & 6 and JazzFest on August 30 & 31.

The organizers of **SeafoodFest** are interested in incorporating the fireworks show as part of the festivities that they currently provide on Saturday Sept 6th. SeafoodFest will have bands and food throughout the day complementing the City fireworks in the evening.

The organizers of **JazzFest** are interested in hosting the fireworks show following the Sunday night program on Aug 31st. JazzFest will have bands and food throughout the day, however, as their programming is complete by approximately 6:30PM the City would need to provide additional entertainment from that time until the fireworks if the City so desired. There is also a likelihood that additional toilet facilities would be required.

2. Cancel the show and allow the funding to revert to the general fund.
The city would be responsible for a 20% cancellation fee of \$3,800. The remainder of the \$19,000 could be added to the City's reserves or reallocated for a different purpose. (see attached contract)
3. Reserve the funding for future years and not shoot a 2014 fireworks show.
The city would be responsible for a 20% cancellation fee of \$3,800, and the remainder of the \$19,000 would be reserved for the 2015 fireworks show. (see attached contract)

With the difficulty that the City has experienced over the past 3+ years with high winds, shooting the show this year offers another opportunity to test the potential of shooting from the water. We have the opportunity to shoot a slightly smaller show from specially outfitted pontoons on either the August or September dates as a test for the 2015 show.

If successful, Spielbauer Fireworks could/would acquire pontoons to shoot our 2015 show. Currently there have not been pontoons available on the July 4th date. Shooting our show from on the water would eliminate the possibility of future cancellations, provide a safer environment for spectators, and open a larger area of the park for use during CommunityFest.

RECOMMENDATION

I recommend that the City coordinate its rescheduled fireworks show with the previously scheduled events at SeafoodFest which provides the most opportunities for attendees with the least additional costs to the City. I further recommend shooting the show from pontoons situated in the Fox River. The opportunity to shoot a prototype show on the water provides additional benefit for the community as it considers opportunities to increase safety of the event for future July 4th fireworks shows.



Neenah-Menasha Fire Rescue

Office of Assistant Chief/Fire Marshal Vernon Green

Fire Department Press Release

Date: July 5, 2014

FOR IMMEDIATE RELEASE

Contact: Vernon A. Green, Assistant Chief/Fire Marshal
Telephone: (920) 886-6201
vgreen@nmfire.org

What: City of Menasha Fireworks

When: Immediate

Due to a significant southerly wind coming off Lake Winnebago at Jefferson Park in the City of Menasha, the fireworks scheduled for Friday July 4th were postponed until Saturday July 5th. Unfortunately the weather conditions have not improved and the winds at the Jefferson Park shoot site are still substantial. The weather forecast indicates that the winds are expected to continue throughout the evening.

Assistant Chief/Fire Marshal Vernon Green (Neenah Menasha Fire Rescue) does not make the decision to postpone or cancel a large event like this lightly. It is solely done in the best interest of fire and life safety. Many considerations are taken into affect when deciding to cancel a fireworks show. The wind direction & speed, along with the proximity to spectators, homes and others structures, are a primary concern in determining whether to allow the show to go on. If the probability exists that burning embers, and/or large debris fallout, will land in and around spectators or carry over homes and other structures, the decision to cancel the show is made.

The geography and topography of the Winnebago lakeshore varies greatly within the short distance even from Neenah to Menasha, this has a significant influence on the winds impact on the ability to proceed with a fireworks show. The venue layout and setup are also taken into consideration when planning and determining the ability for a fireworks show to be held and to proceed based on weather conditions.

Information will be released in the near future regarding plans for a possible future fireworks show. City staff will be discussing potential options and information will be provided as soon as available.

We hope that everyone realizes that the decision to cancel is not an easy one and we fully understand it is not a popular one, but it is truly done in the best interest of everyone involved.

I hope that you all have a very safe and enjoyable holiday weekend.

VG

Vernon A. Green
Assistant Chief / Fire Marshal
Neenah Menasha Fire Rescue
125 E. Columbian Ave.
Neenah, WI 54956
920-886-6201 Office
920-209-9506 Cell
920-886-6208 Fax
vgreen@nmfire.org

"The ultimate measure of a man is not where he stands in moments of comfort and convenience, but where he stands at times of challenge and controversy" MLK Jr. 1963

125 E. COLUMBIAN AVENUE, NEENAH, WI 54956

Phone: 920-886-6200 Fax: 920-886-6208 Website: www.nmfire.org



SPIELBAUER FIREWORKS CO., INC.

DISTRIBUTORS & EXHIBITORS

WISCONSIN'S OLDEST EXHIBITION FIREWORKS CO.

Office: 1976 Lane Road
Green Bay, WI 54311

Factory & Warehouses: Bellevue

Telephone 1-920-336-0446

Fax 1-920-336-1214

Menasha

(Village)

WI

(Location)

Contract entered onto this 9th day of **May** A.D., 2013 by and between Spielbauer Fireworks Co., Inc. party of the first part, and the **City of Menasha**.

Authorized Agent Mayor Don Merkes
(Official in Charge)

Party of the first part agrees to furnish party of the second part Fireworks per program submitted, said display to be given on the evening of **July 4th, 2013** weather permitting. It should be understood that should inclement weather prevent the giving of said display on date herein mentioned, the program would be given on the next clear night falling during the above week, for the additional sum of three hundred dollars, to cover auxiliary costs suffered by party of the first part. If said display is not rescheduled, a cancellation fee of 20% of the contract price shall be charged.

Party of the second part agrees to furnish party of the first part sufficient space for the proper giving of said display, also to furnish dry space to store and prepare said fireworks; furnish necessary police protection and necessary lumber that may be required for erecting the display, to help our expert display man that we send to superintend said displays.

The party of the first part agrees that proper protection for the benefit of spectators will be covered by bodily injury and property damage insurance at the time of display, automobiles excluded. It is further agreed and understood that the party of the second part is to pay the party of the first part the sum of **\$15,500.00** for the above display, same to be paid **balance due by July 4th, 2013**.

The parties hereto do mutually and severally guarantee the terms, conditions, and payments of this contract, their articles to be upon the parties themselves, their heirs, executors, administrators and assigns.

IN WITNESS WHEREOF we set our hands and seals in duplicate hereof this 9th day of **May**, A.D., 2013.

WITNESSES:

ACCEPTED BY

X

(Official in Charge)

Deborah A. Saleazzi

Pete W. Spiller

Spielbauer Fireworks Co., Inc. REP

REMARKS:

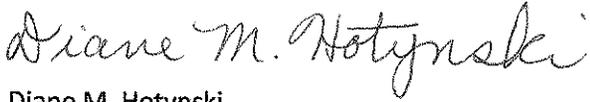
Fireworks as per itemized proposal number 13Me2083 dated 5/9/13. Note that this is a one-year contract for July 4th, 2013.

July 7, 2014

To Whom It May Concern,

After recently speaking with Todd Drew from the Menasha Health Department and volunteering with the Menasha Health Department for approximately three years, I am interested in being appointed to the city of Menasha Board of Health.

Yours truly,

A handwritten signature in cursive script that reads "Diane M. Hotynski". The signature is written in black ink and is positioned above the printed name.

Diane M. Hotynski



July 8, 2014

Francisca Jaimes
Agent for Mrs. Fajitas LLC
98 Oak Park Drive
Menasha, WI 54952

Dear Francisca:

On July 7, 2014 the Common Council held your Liquor License renewal application for July 1, 2014 - June 30, 2015 due to delinquent real estate taxes. Your application will appear on the July 21 Common Council agenda for action. Please contact me to discuss your options or if you wish to withdraw your application.

Thank you,

Debbie Galeazzi
City Clerk

RENEWAL ALCOHOL BEVERAGE LICENSE APPLICATION

Submit to municipal clerk. Read instructions on reverse side.

For the license period beginning: 07 01 2014 ending: 06 30 2015
(MM DD YYYY) (MM DD YYYY)

TO THE GOVERNING BODY of the: Town of
 Village of } MENASHA
 City of }

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

CHECK ONE Individual Partnership Limited Liability Company
 Corporation/Nonprofit Organization

| | |
|--|---------------|
| Applicant's Wisconsin Seller's Permit Number: <u>456-1027330321-03</u> | |
| Federal Employer Identification Number (FEIN): _____ | |
| LICENSE REQUESTED | |
| TYPE | FEE |
| <input type="checkbox"/> Class A beer | \$ _____ |
| <input checked="" type="checkbox"/> Class B beer | \$ 100 |
| <input type="checkbox"/> Class C wine | \$ _____ |
| <input type="checkbox"/> Class A liquor | \$ _____ |
| <input type="checkbox"/> Class B liquor | \$ _____ |
| <input checked="" type="checkbox"/> Reserve Class B liquor | \$ 375 |
| Publication fee | \$ 25 |
| TOTAL FEE | \$ 500 |

Complete A or B. All must complete C.

A. Individual or Partnership:

Full Name(s) (Last, First and Middle Name) Home Address Post Office & Zip Code
Francisca Jaimes

B. Full Name of Corporation/Nonprofit Organization/Limited Liability Company Mrs. Fajitas LLC

Address of Corporation/Limited Liability Company (if different from licensed premises) 403 Racine St. Menasha WI

All Officer(s) Director(s) and Agent of Corporation and Members/Managers and Agent of Limited Liability Company: 54952

| Title | Name (inc. Middle Name) | Home Address | Post Office & Zip Code |
|-----------------------|-------------------------------|------------------------------------|------------------------|
| President/Member | <u>Francisca Jaimes-Lopez</u> | <u>98 oak Park Dr. Menasha, WI</u> | <u>54952</u> |
| Vice President/Member | _____ | _____ | _____ |
| Secretary/Member | _____ | _____ | _____ |
| Treasurer/Member | _____ | _____ | _____ |
| Agent | <u>Francisca Jaimes</u> | _____ | _____ |
| Directors/Managers | _____ | _____ | _____ |

C. 1. Trade Name Mrs. Fajitas Business Phone Number (920) 722-7470

2. Address of Premises 403 Racine St. Menasha Post Office & Zip Code 54952

3. Does the applicant understand that they must purchase alcohol beverages only from Wisconsin wholesalers, breweries and brewpubs? Yes No

4. Premises description: Describe building or buildings where alcohol beverages are to be sold and stored. The applicant must include all rooms including living quarters, if used, for the sales, service, and/or storage of alcohol beverages and records. (Alcohol beverages may be sold and stored only on the premises described.) Basement, walk in cooler, upstairs Cabine

5. Legal description (omit if street address is given above): _____

6. a. Since filing of the last application, has the named licensee, any member of a partnership licensee, or any member, officer, director, manager or agent for either a limited liability company licensee, corporation licensee, or nonprofit organization licensee been convicted of any offenses (excluding traffic offenses not related to alcohol) for violation of any federal laws, any Wisconsin laws, any laws of other states, or ordinances of any county or municipality? If yes, complete reverse side Yes No

b. Are charges for any offenses presently pending (excluding traffic offenses not related to alcohol) against the named licensee or any other persons affiliated with this license? If yes, explain fully on reverse side Yes No

7. Except for questions 6a and 6b, have there been any changes in the answers to the questions as submitted by you on your last application for this license? If yes, explain. Yes No

8. Was the profit or loss from the sale of alcohol beverages for the previous year reported on the Wisconsin Income or Franchise Tax return of the licensee? If not, explain. Yes No

9. Does the applicant understand a Wisconsin Seller's Permit must be applied for and issued in the same name as that shown under Section A or B above? [phone (608) 266-2776] Yes No

10. Does the applicant understand that alcohol beverage invoices must be kept at the licensed premises for 2 years from the date of invoice and made available for inspection by law enforcement? Yes No

11. Is the applicant indebted to any wholesaler beyond 15 days for beer or 30 days for liquor? Yes No

READ CAREFULLY BEFORE SIGNING: Under penalty provided by law, the applicant states that each of the above questions has been truthfully answered to the best of the knowledge of the signers. Signers agree to operate this business according to law and that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another. (Individual applicants and each member of a partnership applicant must sign; corporate officer(s), members/managers of Limited Liability Companies must sign.)

SUBSCRIBED AND SWORN TO BEFORE ME

this 8th day of May, 20 14


(Clerk/Notary Public)

Francisca Jaimes

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

My commission expires 10.06.2017

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

(Additional Partner(s)/Member/Manager of Limited Liability Company if Any)

TO BE COMPLETED BY CLERK

| | | |
|--|--|-----------------------------------|
| Date received and filed with municipal clerk <u>5/18/2014</u> | Date reported to council/board <u>25.00</u> | Date license granted |
| License number issued | Date license issued | Signature of Clerk / Deputy Clerk |

INSTRUCTIONS FOR RENEWAL ALCOHOL BEVERAGE LICENSE APPLICATION (AT-115)

THIS RENEWAL FORM CANNOT BE USED IF:

1. There is a change in business entity (i.e., individual has changed to partnership or corporation/limited liability company; partnership changed to individual or corporation/limited liability company; corporation changed to individual, partnership or limited liability company) and if limited liability company has been dissolved.
2. Partners are added or dropped.
3. Application is made in a different municipality.

PARTNERSHIPS:

Indicate full name and home address of each partner. Each partner must sign application. **Reminder:** If partners have been added or dropped since your last application, you must use Form AT-106 (Original Beverage License Application).

CORPORATIONS:

The Officer(s) must sign application. Be sure to answer Question No. 7 by indicating any change of officers, directors, and/or changes in home address. If there are any changes in officers and/or directors each must complete Form AT-103 (Auxiliary Questionnaire). If there has been a change in agent since your last approved agent, he/she must complete Forms AT-104 (Schedule for Appointment of Agent) **AND** AT-103 (Auxiliary Questionnaire) in addition to this (AT-115) form.

LIMITED LIABILITY COMPANY:

Members/managers must sign application. Follow procedure under Corporations for any change of members or agent.

NOTE: Application must be signed where indicated on all copies in the presence of a notary public. Use ink or typewriter when filling in applications. Be sure to answer all questions fully and accurately. Any lack of access to any portion of a licensed premises during inspection will be deemed a refusal to permit inspection. Such refusal is a misdemeanor and grounds for revocation of this license.

DISCRIMINATION CLAUSE – (City of Milwaukee only)

The applicant shall not willfully refuse to provide those services offered under this license or refuse to employ or discharge any person otherwise qualified because of race, color, creed, sex, national origin or ancestry, the applicant shall not seek information as a condition of employment, or penalize any employee or discriminate in the selection of personnel for training or promotion solely on the basis of such information. The applicant also shall not discriminate against any member of the military service dressed in uniform by willfully refusing services offered under this license.

Complete, sign and return this form to the clerk.

If answer to Questions No. 6a and/or 6b on reverse side are "YES," outline details below:

CONVICTIONS

1. NAME _____ STATUTE NO./LOCAL ORDINANCE _____
CHARGE _____ WHERE CONVICTED _____
DATE _____ PENALTY _____ MISDEMEANOR FELONY
2. NAME _____ STATUTE NO./LOCAL ORDINANCE _____
CHARGE _____ WHERE CONVICTED _____
DATE _____ PENALTY _____ MISDEMEANOR FELONY
3. NAME _____ STATUTE NO./LOCAL ORDINANCE _____
CHARGE _____ WHERE CONVICTED _____
DATE _____ PENALTY _____ MISDEMEANOR FELONY

PENDING CHARGE

1. NAME _____ STATUTE NO./LOCAL ORDINANCE _____
PENDING CHARGE _____ DATE _____



TO: Common Council
FROM: Nicholas Bartholomew, Community Development Intern **NB**
Kara Homan, Principal Planner **KH**
DATE: July 3, 2014
RE: **Proposed Ordinance Revising Landscaping Requirements in and around
Parking Lots to accommodate Biofiltration Devices**

BACKGROUND

On-site stormwater management that reduces the quantity and improves the quality of discharge is required for most new development and redevelopment sites within the City of Menasha per Sec. 6-7-1 of the municipal code. The creation and implementation of this section of the code is required by the City's DNR-issued MS4 (Municipal Separate Storm Sewer System) permit.

Many developments utilize bio-retention devices (such as biofilters and rain gardens) as a strategy to meet the requirements for stormwater management. Bio-retention devices are structural features which collect and purify stormwater runoff before releasing it into the environment. These features work through a variety of different purification techniques including adsorption, filtration, plant uptake, microbial activity, decomposition, sedimentation, and volatilization.

Currently, bio-retention devices are rarely used within and around parking lots in the City of Menasha due to the incompatibility of biofiltration devices with the existing landscaping requirements contained within City's municipal code (Sec 13-1-12(g)). Presently, bio-filtration devices are almost always located separately from the parking lot landscaping areas. As a result, developers are impeded from fully utilizing their sites, and the "buildable footprint" (e.g. the size & location where a building can be located) is unnecessarily restricted.

The proposed ordinance provides flexibility in the types of plants that are allowed in parking lot landscape areas and the location of canopy trees, while still maintaining the need for canopy trees and parking lot screening, and ensuring plantings are neat, orderly, and aesthetic.

Local examples of utilization of bio-retention filters within and around parking structures include the parking lot of Pullmans in Appleton as well as numerous examples in the City of Oshkosh, as shown on the next page.



RECOMMENDATION

Staff is recommending approval from the Common Council on the proposed amendment to Article B, SEC.13-1-12(g) (O-14-14) in order to facilitate and encourage the use of bio-retention devices within and around parking areas. The proposed additions to the ordinance permit the most productive usage of the lands within the City of Menasha because it allows for one area to serve a dual purpose of both landscaping and stormwater management.

ORDINANCE O-14-14

AN ORDINANCE AMENDING TITLE 13, CHAPTER 1
OF THE CODE OF ORDINANCES
(Landscaping Design and Material for Site Plan Requirements)

Introduced by Mayor Merkes 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, Article B, SEC.13-1-12(g) of the Code of Ordinances of the City of Menasha, Wisconsin as follows:

Title 13 – Zoning

CHAPTER 1

Zoning Code

ARTICLE B

General Provisions

...

SEC. 13-1-12 SITE PLANS REVIEWED

...

(g) Landscaping and Design Materials

...

- (4) Perimeter Landscaping. The front set back area shall be landscaped except for points of ingress and egress approved by the Plan Commission. At least one canopy tree, not less than 1.5 inch caliper shall be provided for every 35 linear feet along the perimeter of the site adjacent to the street. (This provision may be waived by the Plan Commission if the site is already wooded.) At least 25 percent of the perimeter area shall be landscaped utilizing plant material other than turf. Plant materials shall be comprised of a minimum of 25 percent evergreens but no more than 75 percent evergreens.
- (5) Parking Lot Landscaping.
 - a. *Perimeter Screening.* All parking lots adjacent to a street shall provide a landscaped buffer along the street not less than 8 feet in width. At least one canopy tree, not less than 1.5 inch caliper and five shrubs shall be provided for every 30 linear feet within the perimeter. Shrubs shall be

maintained to a height of not less than three feet and shall be comprised of a minimum of 50 percent evergreens. The perimeter screening may be combined with the perimeter requirement in sub (4) above provided, however, that plantings of this section are required.

- b. *Interior Landscaping Areas.* Parking lots 5,000 square feet or larger shall provide interior landscaping areas totaling not less than 10 percent of the parking area. Interior landscaping areas may include landscape islands, landscape peninsulas, or planting strips, or bio-retention devices. Each such area must be a minimum area of 100 square feet and at least one canopy tree not less than 1.5 inch caliper, plus shrubs and/or groundcover. Turf is prohibited. Landscaped areas, including bio-retention devices, shall be protected by curbing or other means approved by the Plan Commission. Landscaped areas shall provide a minimum of 30 inches for vehicle overhang.

(6) Bio-retention Devices. Perimeter and Parking Lot landscaping requirements pertaining to planting as enumerated in subsections (4) and (5) may be supplanted, in whole or in part, by landscaping contained in bio-retention devices if the following requirements are met:

- a. Plantings contained in bio-retention devices are designed by a landscaping professional, reviewed and approved by Plan Commission as part of the overall landscape plan.
- b. Plant materials shall reflect varying heights, textures, species, and seasonal color, and be designed such that plantings look neat and orderly. Plantings used for the purpose of parking lot screening shall be maintained to a height of at least 3 feet above the finished grade at the parking lot when fully mature.
- c. Applicable requirements pertaining to the number and spacing of canopy trees may be modified only if accommodation of the bio-retention device expressly prohibits installation of the required amount or spacing of trees.
- d. Such devices must be a permitted stormwater management practice, as approved by the Department of Public Works.

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

Passed and approved this ____ day of July, 2014.

Donald Merkes, Mayor

ATTEST:

Deborah A. Galeazzi, City Clerk

ORDINANCE O - 16 - 14
SUBSTITUTE AMENDMENT #1

AN ORDINANCE CREATING TITLE 7, CHAPTER 14 OF THE CODE OF ORDINANCE
(Relating to the Short-Term Rental of Dwelling Units)

Introduced by Alderman Zelinski.

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

SECTION 1: Purpose. The purpose of this chapter is to protect the character and stability of the city's neighborhoods by limiting and regulating short-term rental of dwelling units and to ensure that accommodations adequately provide for the health, safety and welfare of their occupants.

SECTION 2: Transient Rental Occupancy Requirements.

A. No person shall occupy, use, operate or manage, nor offer or negotiate to use, lease, or rent a dwelling unit for short-term rental occupancy unless a short-term rental permit has been issued to the owner of that dwelling.

B. The rental of a dwelling, or portion thereof for short-term occupancy shall be considered a motel and be subject to compliance with the requirements of Municipal Code, Chapter 10, Hotel and Motel Room Tax.

C. A short-term rental permit is issued to a specific owner of a dwelling unit(s) and is not transferable.

D. For the purposes of this subsection, an individual tenancy means a specific person or group of persons who together occupy or are entitled to occupy a short-term rental dwelling unit(s).

E. The minimum duration of tenancy for an individual occupant shall be one day ~~two consecutive days~~.

F. The use of a dwelling for short-term occupancy shall not exceed one individual tenancy within fourteen consecutive calendar days.

G. An individual tenancy described in Section 2 (F) shall commence on the first day that the person(s) that constitute the individual tenancy occupy or are entitled to occupy the dwelling unit.

H. The short-term rental occupancy of a dwelling unit, as permitted by subsection A of this section shall comply with the standards of Section 3.

SECTION 3: Standards.

A. The short-term rental occupancy of a dwelling unit, as permitted by Section 2, shall comply with the following standards:

1. Permit.

a. Any person who is permitted to engage in the rental of a dwelling for short-term occupancy, pursuant to Section 2(A)(1), shall make application to the city, upon suitable forms furnished by the city, for a revocable transient rental permit accompanied by a fee as may be established by the Common Council. The term of the permit shall be one (1) year commencing from the date of permit issuance and must be renewed annually. If complete application and applicable fee has not been received by the city within 10 days of the termination date, the short-term rental occupancy of the dwelling unit(s) shall be conclusively presumed to be discontinued and the city shall commence the revocation of the permit pursuant to the procedure described in Section 4(B).

b. The city shall issue the permit where it finds the standards of subsection (A)(2) of this section are met.

2. The issuance of a short-term rental permit shall be subject to the following:

a. Inspection.

i. At the time of application for a new short-term rental permit pursuant to Section 3(A)(1) the dwelling unit(s) shall be subject to inspection by the building official or his designee. The purpose of the inspection is to determine the conformance of the dwelling with the requirements of Section 15-5 of the Housing Code of the City of Menasha. Prior to the issuance of the short-term rental permit, the owner of the dwelling unit(s) shall make all necessary alterations to the dwelling required by the building official pursuant to the Housing Code of the City of Menasha and the Health Department official pursuant to Department of Health Services 195 of the Wisconsin Administrative Code.

b. Occupancy.

i. The maximum occupancy for the dwelling shall be two persons per bedroom and two additional persons (e.g., a two-bedroom dwelling is permitted a maximum occupancy of six persons). The maximum occupancy may be further limited by the requirements of subsection (A)(2)(e) of this section. For the purpose of establishing occupancy, a person is defined as an individual at least two years of age.

ii. The maximum occupancy on the property shall be that determined by the occupancy of the dwelling unit(s), per subsection (4)(2)(b)(i) of this section. No recreational vehicle, travel trailer, tent or other temporary shelter shall be used by any tenant on the premises for living or sleeping purposes.

iii. When an owner applies for a building permit for a dwelling that has a short-term rental occupancy permit that will increase the occupancy of that dwelling unit(s), the owner will provide the city documentation that additional off-street parking as required by subsection (A)(2)(e) of this section will be provided.

c. Short-term Rental Room Tax. Compliance with the requirements for the Municipal Code, Chapter 10, Hotel and Motel Room Tax is required.

d. Local Representative.

i. The property owner shall designate a local representative for the short-term rental. For short-term rentals with three or more rental units, there shall be a local representative who permanently resides on the premises.

ii. The property owner or the designated local representative shall maintain a guest and vehicle registry for each tenancy of the short-term rental. The register shall include the names, home addresses and phone numbers of the tenants; the vehicle license plate numbers of all vehicles used by the tenants, and the dates of the rental period. The above information must be available for city inspection upon request; failure to maintain or provide the required information constitutes a violation and is grounds for a penalty pursuant to Section 4.

iii. The local representative must be authorized by the owner of the dwelling to respond to tenant and neighborhood questions or concerns. The local representative shall serve as the initial contact person if there are questions or complaints regarding the operation of the dwelling for short-term rental purposes. The local representative must respond to those complaints in a timely manner to ensure that the use of the dwelling complies with the standards for short-term rental occupancy, as well as other pertinent city ordinance requirements pertaining to noise, disturbances, or nuisances, as well as state law pertaining to the consumption of alcohol, or the use of illegal drugs.

iv. If the police department is not able to contact the local representative in a timely manner more than twice during the term of the annual permit, this shall be considered a violation pursuant to Section 5 and that violation shall be counted in the number of violations assessed against the permit pursuant to Section 4.

v. The designated local representative may be changed by the permit holder from time to time throughout the term of the permit. However, to change the local representative, the permit holder must file a revised permit application that includes the name, address and telephone number of the new local representative. Failure to notify the city of a change in the local representative constitutes a violation pursuant to Section 4B and that violation shall be counted in the number of violations assessed against the permit pursuant to Section 4.

vi. The city will notify property owners and or residents within two hundred feet of the dwelling of the name, address and telephone number of the owner or the local representative. The purpose of this notification is so that adjacent property owners and residents can contact the responsible person to report and request the resolution of problems associated with the operation of the short-term rental.

e. Parking. One off-street parking space shall be provided for each three persons of dwelling occupancy, as determined by subsection (A)(2)(b)(i) of this section; fractions shall be rounded to the next highest whole number (e.g., a dwelling with a permitted occupancy of eight persons shall provide three off-street parking spaces.) Each parking space shall be not less than 9 feet in width and not less than 171 square feet in area. Where the number of parking spaces required by this section cannot be provided on-site, the permitted occupancy of the dwelling shall be reduced to conform to the available amount of off-street parking (e.g., a dwelling with a potential occupancy, pursuant to subsection (A)(2)(b) of this section, of eight persons, which provides only two off-street parking spaces shall have its occupancy limited to six persons.) No more vehicles shall be parked on the property than there are designated off-street parking spaces.

f. Permit Posting. The short-term rental permit shall be posted within the dwelling adjacent to the front door. At a minimum, the permit will contain the following information:

i. The name of the local representative and a telephone number where the representative may be reached;

ii. The name and a telephone number where the property owner can be reached;

iii. The telephone number of the Menasha Police Department;

iv. The maximum number of occupants permitted to stay in the dwelling;

v. The maximum number of vehicles allowed to be parked on the property; and

vi. The number and location of on-site parking spaces.

SECTION 4: Violations and Penalties.

A. Violations. The following conduct shall constitute a violation for which the penalties and sanctions specified in Section 4B may be imposed.

1. Any property owner, or person acting as an agent for the property owner, such as a motel, real estate broker or property manager, who arranges or otherwise provides for short-term rental occupancy of a dwelling unit in violation of the provisions of this section; or

2. The owner has failed to comply with the standards of Section 3; or

3. The owner has failed to pay the room tax as required by Municipal Code, Chapter 10, Hotel and Motel Room Tax; or

4. The tenants of the dwelling have created noise, disturbances, or nuisances, in violation of the city municipal code, or violations of state law pertaining to the consumption of alcohol, or the use of illegal drugs.

B. Penalties.

1. The permit holder is subject to the following penalties: written notice of violation, suspension, or revocation of the license.

a. *Written Notice of Violation.* The city shall provide the permit holder with a written notice of any violation of this section that has occurred. If applicable, a copy of the warning notice shall be sent to the local representative.

b. *Suspension or Revocation of License.* The city shall provide the permit holder with a written notice of the permit suspension or revocation and the reason for that suspension or revocation. The Administration Committee shall conduct a due process hearing. During the hearing the permit holder may present such evidence as may be relevant. At the conclusion of the hearing, based on the evidence it has received, the Administration Committee may uphold, modify, or overturn the decision to suspend or revoke the permit based on the evidence it received.

2. A person who has had a short term rental occupancy permit revoked shall not be permitted to apply for a short term rental occupancy permit until at least one year has lapsed since the date of revocation.

SECTION 5: This Ordinance shall become effective upon its passage and publication as provided by law.

Passed and approved this _____ day of _____, 2014.

Donald Merkes, Mayor

ATTEST:

Deborah A. Galeazzi, City Clerk



TO: Common Council
FROM: Kara Homan, AICP, Principal Planner
DATE: July 17, 2014
RE: **Proposed Amendments to the Zoning Code to Align with Proposed Short Term Rental Ordinances (O-17-14; O-18-14; O-19-14)**

The Plan Commission has recommended O-17-14, O-18-14, O-19-14 amending Articles C, E and M of the Zoning Code to ensure it aligns with the proposed Short Term Rental Ordinance, as well as State Statutes and State Administrative Code pertaining to hotels, motels, bed & breakfast establishments and tourist rooming houses. In particular, unique definitions were created for bed & breakfast, tourist rooming house, and boarding or rooming house where previously these uses were combined under a single definition for "boarding house." A Special Use Permit will still be required for a boarding or rooming house; however tourist rooming houses and bed & breakfast establishments will be allowed as a right in applicable districts so long as they are licensed under the proposed Short Term Rental Ordinance.

Please note that items that are shaded are changes inserted by Community Development staff post-recommendation by the Plan Commission. These changes were technical in nature and have not substantially changed the proposed ordinances.

ORDINANCE O-17-14

AN ORDINANCE AMENDING TITLE 13, CHAPTER 1 OF THE
MENASHA CODE OF ORDINANCES
(Relating to Off-Street Parking)

Introduced by Mayor Merkes at the recommendation of the Plan Commission.

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

SECTION 1: Amend Title 13, Chapter 1, Article E, SEC. 13-1-51(c) of the Code of Ordinances for the City of Menasha, Wisconsin as follows:

Title 13 – Zoning

CHAPTER 1

Zoning Code

ARTICLE E

Traffic Visibility, Loading, Parking and Access

...

SEC. 13-1-51 OFF-STREET PARKING.

...

(c) **REQUIRED PARKING SPACES.** Off-street parking spaces shall be provided as follows:

- (1) Single Family Dwellings: At least one (1) parking space, ~~plus one (1) additional parking space for each two (2) roomers or lodgers accommodated,~~ but no more than a total of four (4) parking spaces for each single-family dwelling.
- (2) Two (2) Family and Multiple Family Dwellings: At least one and one-half (1-1/2) spaces for each dwelling unit. ~~For two (2) family dwellings, one (1) additional parking space for each two (2) roomers or lodgers accommodated by the resident family but~~ no more than a total of four (4) parking spaces.

...

- (5) Boarding or Rooming Houses and Bed and Breakfast Establishments: At least two (2) parking spaces, plus one (1) parking space for each three (3) persons for whom living accommodations are provided.

...

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

Passed and approved this _____ day of July, 2014.

Donald J. Merkes, Mayor

ATTEST:

Deborah A. Galeazzi, City Clerk



TO: Common Council
FROM: Kara Homan, AICP, Principal Planner
DATE: July 17, 2014
RE: **Proposed Amendments to the Zoning Code to Align with Proposed Short Term Rental Ordinances (O-17-14; O-18-14; O-19-14)**

The Plan Commission has recommended O-17-14, O-18-14, O-19-14 amending Articles C, E and M of the Zoning Code to ensure it aligns with the proposed Short Term Rental Ordinance, as well as State Statutes and State Administrative Code pertaining to hotels, motels, bed & breakfast establishments and tourist rooming houses. In particular, unique definitions were created for bed & breakfast, tourist rooming house, and boarding or rooming house where previously these uses were combined under a single definition for "boarding house." A Special Use Permit will still be required for a boarding or rooming house; however tourist rooming houses and bed & breakfast establishments will be allowed as a right in applicable districts so long as they are licensed under the proposed Short Term Rental Ordinance.

Please note that items that are shaded are changes inserted by Community Development staff post-recommendation by the Plan Commission. These changes were technical in nature and have not substantially changed the proposed ordinances.

ORDINANCE O-18-14

**AN ORDINANCE AMENDING TITLE 13, CHAPTER 1
OF THE MENASHA CODE OF ORDINANCES
(Relating to Permitted Uses)**

Introduced by Mayor Merkes at the Recommendation of the Plan Commission.

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

SECTION 1: Amend Title 13, Chapter 1, Article C, SEC. 13-1-25 (b) and (d), 13-1-26 (d), 13-1-27 (d), 13-1-28 (d), 13-1-35 (d), and 13-1-39 (d) of the Code of Ordinances of the City of Menasha, Wisconsin as follows:

Title 13 – Zoning

CHAPTER 1

Zoning Code

ARTICLE C

Zoning Districts

...

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

...

(b) **PERMITTED USES.**

- (1) Family day care home.
- (2) Single-family detached dwelling.
- (3) Tourist Rooming House.
- (4) Bed and Breakfast Establishments.

...

(d) **SPECIAL USES.**

- (1) All commercial and public radio, microwave and television towers, and all private radio and television towers exceeding fifty (50) feet in height.
- (2) Cemetery.
- (3) Boarding or Rooming House.
- (4) Church.
- (5) Day care center/nursery school.
- (6) Farm.
- (7) Golf course.
- (8) Landscape nursery or orchard provided no office or store is maintained on premises.
- (9) Park or playground.
- (10) Public building.
- (11) Public library, museum, art gallery or community center.
- (12) Railroad rights-of-way and uses essential to their operation.

- (13) School.
- (14) Single-family attached dwelling.

...

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

...

(d) **SPECIAL USES.**

- (1) Boarding or Rooming House.
- (2) Cemetery.
- (3) Church.
- (4) Day care center/nursery school.
- (5) Farm.
- (6) Golf course.
- (7) Landscape nursery or orchard provided no office or store is maintained on premises.
- (8) Park or playground.
- (9) Public building.
- (10) Public library, museum, art gallery or community center.
- (11) Railroad rights-of-way and uses essential to their operation.

...

SEC. 13-1-27 R-3 MULTI-FAMILY, MEDIUM DENSITY RESIDENCE DISTRICT.

...

(d) **SPECIAL USES.**

- (1) Airport/ heliport.
- (2) All commercial and public radio, microwave and television towers and all private radio and television towers exceeding sixty (60) feet in height.
- (3) Boarding or Rooming House
- (4) Church.
- (5) Hospital
- (6) Mobile home park.
- (7) Nursing home.
- (8) Park or playground.
- (9) Private club, fraternity, or lodge.
- (10) Public library, museum, art gallery, or community center.
- (11) Railroad right-of-way and uses essential to their operation.
- (12) School.

...

SEC. 13-1-28 R-4 MULTI-FAMILY, HIGH DENSITY RESIDENCE DISTRICT.

...

(d) **SPECIAL USES.**

- (1) Airport/ heliport.
- (2) All commercial and public radio, microwave and television towers and all private radio and television towers exceeding sixty (60) feet in height.
- (3) Boarding or Rooming House.
- (4) Church.
- (5) Daycare center/ nursery school.

- (6) Hospital
- (7) Mobile home park.
- (8) Multi-family dwelling containing units of less than five hundred fifty (550) square feet of gross area.
- (9) Nursing home.
- (10) Park or playground.
- (11) Private club, fraternity, or lodge.
- (12) Public library, museum, art gallery, or community center.
- (13) Railroad right-of-way and uses essential to their operation.
- (14) School.

...

SEC. 13-1-35 R-2A MULTI-FAMILY, ZERO LOT LINE RESIDENCE DISTRICT

...

(d) **SPECIAL USES.**

- (1) Boarding or Rooming House.
- (2) Bed and breakfast.
- (3) Cemetery.
- (4) Church.
- (5) Day care center/nursery school.
- (6) Farm.
- (7) Golf course.
- (8) Park or playground.
- (9) Public building.
- (10) Public library, museum, art gallery, or community center.
- (11) Railroad rights-of way and uses essential to their operation.
- (12) Nursing home.
- (13) School.

...

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

...

(d) **SPECIAL USES.**

- (1) All commercial and public radio, microwave and television towers and all private radio and television towers exceeding sixty (60) feet in height.
- (2) Cemetery.
- (3) Boarding or Rooming House.
- (4) Church.
- (5) Daycare center/ nursery school.
- (6) Farm
- (7) Golf Course.
- (8) Landscape nursery or orchard provided no office or store is maintained on premises.
- (9) Park or playground.
- (10) Public building.
- (11) Public library, museum, art gallery, or community center.
- (12) Railroad rights-of-way and uses essential to their operation.
- (13) School.

(14) Single-family attached dwelling.

Passed and approved this _____ day of July, 2014.

Donald J. Merkes, Mayor

ATTEST:

Deborah A. Galeazzi, City Clerk



TO: Common Council
FROM: Kara Homan, AICP, Principal Planner
DATE: July 17, 2014
RE: **Proposed Amendments to the Zoning Code to Align with Proposed Short Term Rental Ordinances (O-17-14; O-18-14; O-19-14)**

The Plan Commission has recommended O-17-14, O-18-14, O-19-14 amending Articles C, E and M of the Zoning Code to ensure it aligns with the proposed Short Term Rental Ordinance, as well as State Statutes and State Administrative Code pertaining to hotels, motels, bed & breakfast establishments and tourist rooming houses. In particular, unique definitions were created for bed & breakfast, tourist rooming house, and boarding or rooming house where previously these uses were combined under a single definition for "boarding house." A Special Use Permit will still be required for a boarding or rooming house; however tourist rooming houses and bed & breakfast establishments will be allowed as a right in applicable districts so long as they are licensed under the proposed Short Term Rental Ordinance.

Please note that items that are shaded are changes inserted by Community Development staff post-recommendation by the Plan Commission. These changes were technical in nature and have not substantially changed the proposed ordinances.

ORDINANCE O-19-14

**AN ORDINANCE AMENDING TITLE 13, CHAPTER 1
OF THE MENASHA CODE OF ORDINANCES
(Relating to Article M Definitions)**

Introduced by Mayor Merkes at the recommendation of the Plan Commission.

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

SECTION 1: Amend Title 13, Chapter 1, Article M, SEC.13-1-160(a) of the Code of Ordinances of the City of Menasha, Wisconsin as follows:

Title 13 – Zoning

CHAPTER 1

Zoning Code

ARTICLE M

Definitions

SEC. 13-1-160 DEFINITIONS.

(a) The following words and terms, wherever they occur in this Chapter, shall be construed as herein defined. Words not defined shall be interpreted in accordance with definitions found in any standard dictionary:

(13) **BED AND BREAKFAST ESTABLISHMENT.** Any place of lodging that satisfies all of the following (as per Chapter 254.61, Wis. Stats.):

(i) Provides 8 or fewer rooms for rent to no more than a total of 20 tourists or transients.

(ii) Provides no meals other than breakfast and provides the breakfast only to renters of the place.

(iii) Is the owner's personal residence.

(iv) Is occupied by the owner at the time of rental.

(v) Was originally built and occupied as a single-family residence, or prior to use as a place of lodging, was converted to use and occupied as a single-family residence.

(14) **BOARDER.** A person who regularly receives lodging with or without meals at another's home for pay or services.

(15) **BOARDING OR ROOMING HOUSE (~~ROOMING, LODGING, TOURIST HOME OR BED AND BREAKFAST INN~~).** Building or dwelling unit other than a motel, ~~or~~ hotel, ~~Bed and Breakfast Establishment, or Tourist Rooming House,~~ where, for compensation and by prearrangement, lodging is provided with or without meals for three (3) or more persons, not to exceed eight (8) persons, nor more than two (2) persons to a room ~~(as per ILHR Chapter 57).~~

- (16) **BOARDING UNIT.** Any room or group of rooms forming a habitable unit used or intended to be used for living and/or sleeping but not used for cooking or eating purposes.
- (17) **BROADCASTING ANTENNA, RADIO AND TELEVISION.** Commercial, public or private broadcasting towers exceeding the district height limitations or more than one (1) tower of any height located on the same lot or parcel.
- (18) **BUFFER.** The use of land, topography, difference in elevation, space, fences or landscape planting to screen or partially screen a use or property from another use or property and thus reduce undesirable influences, such as site, glare, noise, dust and other external effects.
- (19) **BUILDABLE AREA.** The space remaining on a lot after the minimum yard requirements, drainage provisions, open space and other site constraint requirements of this Code have been met.
- (20) **BUILDING.** Any structure having a roof which may provide shelter, support, protection or enclosure of persons, animals or property of any kind; and when said structures are divided by party walls without openings, each portion of such building so separated shall be deemed a separate building.
- (21) **BUILDING HEIGHT.** The vertical distance to be measured from the grade of a building line to the top, to the cornice of a flat roof, to the deck line of a mansard roof, to a point of the roof directly above the highest wall of a shed roof, to the upper-most point on a round or other arch-type roof, to the mean distance of the highest gable on a pitched or hip roof.
- (22) **BUILDING LINE.** An imaginary line separating buildable area and the required yards as defined herein.
- (23) **BUILDING LINE, SHORELAND.** A line measured across the width of the lot where the main structure is placed in accordance with the setback provisions from the ordinary high water mark, as designated by the Department of Natural Resources.
- (24) **BUSINESS.** Any occupation, employment or enterprise wherein merchandise is exhibited or sold, or where services are offered for compensation.
- (25) **CAMPUS.** One or more parcels on adjacent or opposing lots upon which two or more structures exhibit a common design theme and architectural character.
- (26) **CEMETERY.** Site set apart for the burial or interment of the human dead.
- (27) **CHURCH.** A building, together with its necessary buildings and uses, where persons regularly assemble for religious worship and which buildings, together with its accessory buildings and uses, is maintained and controlled by a religious body organized to sustain public worship.
- (28) **CLUB OR LODGE.** A nonprofit association of persons who are bona fide members paying annual dues, with the use of premises being restricted to members and their guests. The serving of food and meals on such premises is permissible providing adequate dining room space and kitchen facilities are available. Serving of alcoholic beverages to members and their guests shall be allowed, provided such serving is secondary and incidental to the operation of the dining room for the purpose of serving food and meals and providing further that such serving of alcoholic beverages is in compliance with the applicable federal, state, county and municipal laws.
- (29) **COMMUNITY LIVING ARRANGEMENT.** Facilities licensed or operated or permitted under the authority of the Wisconsin Department of Health and Social Services, including child welfare agencies, group foster homes for

children and community-based residential facilities (as per Chapter 46.03, Wis. Stats.).

- (30) **CONDOMINIUM.** A form of individual ownership within a building which may entail joint ownership and responsibility for maintenance and repairs of the land and other common property of the building.
- (31) **DAY CARE CENTER.** A licensed facility in which care and supervision is providing for four (4) or more children under the age of seven (7) years for less than twenty-four (24) hours per day.
- (32) **DENSITY.** A number expressing the relationship of the number of dwellings to an acre of land.
- (33) **DRIVE-IN.** Any use where products and/or services are provided to the customer under conditions where the customer does not have to leave the car or where fast service to the automobile occupants is offered regardless of whether the service is provided within the building.
- (34) **DRIVEWAY.** A graveled or paved access from a street to a private structure or parking area and a continuous access to a street.
- (35) **DWELLING, ATTACHED.** A dwelling which is partially surrounded by open space on the same lot.
- (36) **DWELLING DETACHED.** A dwelling which is entirely surrounded by open space on the same lot.
- (37) **DWELLING UNIT.** A residential building or portion thereof intended for occupancy by a single family, but not including hotels, motels and boarding houses.
- (38) **DWELLINGS FOR WATCHMEN.** A dwelling unit whose occupancy is limited to an employee of the entity owning or conducting operations on the site whose job responsibilities include site security.
- (39) **EASEMENT.** A grant by a property owner for use of a strip of land by the public or any person for any specific purpose or purposes of construction and maintaining utilities, including, but not exclusive of the following: sanitary sewers, water mains, electric lines, telephone lines, other transmission lines, storm sewer, storm drainage ways, gas lines, other service utilities, etc.
- (40) **EXTERIOR STORAGE.** The storage of goods, materials, equipment, manufactured products and similar items not fully enclosed by a building.
- (41) **FAMILY.** Any number of persons each related by blood, marriage, adoption or foster care arrangement living together as a single housekeeping unit, or a group of not more than four (4) persons not so related, maintaining a common household, and using common cooking and kitchen facilities.
- (42) **FAMILY DAY CARE HOME.** A licensed facility located in a residential dwelling and operated by a resident family, providing care and supervision for four (4) to eight (8) children.
- (43) **FARM.** Any tract of land, one (1) acre or larger, used for the growing/production of field crops or the raising of non-domesticated animals.
- (44) **FENCE.** Any partition, structure, wall or gate erected as a divider marker, barrier or enclosure and located along the boundary or within the required yard.
- (45) **FLOOR AREA.** The net area of any floor space enclosed by exterior walls, fire walls or absolute fire separation, exclusive of open spaces.
- (46) **FLOOR AREA, PUBLICLY USED.** All occupied areas within a building except for: all rooms with ceilings less than six (6) feet eight (8) inches at their lowest point, toilet rooms, furnace and mechanical rooms, identified exit corridors, exit stairs, permanent fixtures and janitor's or other small closets.
- (47) **FRONTAGE.** That boundary of a lot which abuts an existing or dedicated public

street.

- (48) **GARAGE, PRIVATE.** A detached or attached building or a portion of the principal building, including a car port, which is used primarily for the storing of motor vehicles by the tenants of the building or buildings.
- (49) **GARAGE, PUBLIC.** Any premises, except those described as a private garage, used for the storage or care of power-driven vehicles or where any such vehicles are equipped for operation, repaired or kept for remuneration, hire or sale.
- (50) **GARAGE, REPAIR.** A building or space for the repair or maintenance of vehicles, but not including factory assembly of such vehicles, auto wrecking establishments or junk yards.
- (51) **GASOLINE STATION.** Any building or premises used for the dispensation, sale or offering for retail sale of any motor fuels, oils or lubricants. The building or space may also be used for the repair or maintenance of vehicles.
- (52) **HOME OCCUPATION.** Any business or commercial activity that is conducted or petitioned to be conducted from property that is zoned for residential use.
- (53) **HOTEL.** ~~Any building or portion thereof providing provisions for nine (9) or more guests, in which lodging is provided with or without meals for compensation and which is open to transient or permanent guests or both, and where no provision is made for cooking in any guest room, and in which ingress and egress to and from all rooms is through an inside lobby or office, supervised by a person in charge~~ A place where sleeping accommodations are offered for pay to transients, in 5 or more rooms, and all related rooms, buildings and areas (as per Chapter DHS 195, Wis. Stats. Admin. Code).
- (54) **JUNK YARD.** Land or buildings where waste, discarded or salvaged materials are bought, sold, exchanged, stored, baled, cleaned, packed, disassembled or handled, including, but not limited to, scrap metal, rags, paper, rubber products resulting from wrecking or salvage of automobiles or other vehicles, or outdoor storage of two (2) or more unregistered vehicles, except as otherwise authorized. Such use shall not include sanitary landfill and organic waste or material.
- (55) **KENNEL -- COMMERCIAL.** Any structure or premises on which four (4) or more animals of one (1) type, over four (4) months of age, are kept, owned, boarded, groomed, sheltered, protected, bred or offered for sale or any other merchandising.
- (56) **LANDSCAPING.** Alteration of the natural terrain, including the planting of trees, grass, shrubs and ground cover.
- (57) **LOT.** A tract of land, designated by metes and bounds, registered land survey, or plat, and separated from other tract of land by legal description approved by the City of Menasha and recorded in the office of the County Register of Deeds.
- (58) **LOT AREA.** Area within a lot, including land over which easements have been granted, but not including any land within the limits of a public street upon which such lot abuts. If a corner lot has its corner bounded by a curved line connecting other street lines which, if extended, would intersect, the area may be computed as if such boundary lines were so extended.
- (59) **LOT AREA PER UNIT.** The lot area required by this Chapter to be provided for each dwelling unit.
- (60) **LOT, CORNER.** A lot situated at the junction of and abutting on two (2) or more intersecting streets or a lot at the point of deflection in alignment of a continuous street, the interior angle of which does not exceed one hundred thirty-five (135) degrees.
- (61) **LOT, COVERAGE.** Percentage of lot area used for a defined purpose.
- (62) **LOT DEPTH.** The minimum horizontal distance between the front lot line and the

rear lot line of a lot.

- (63) **LOT, DOUBLE FRONTAGE.** Percentage of lot area used for a defined purpose.
- (64) **LOT, INTERIOR.** A lot other than a corner lot.
- (65) **LOT LINE.** A lot line that is the property line bounding a lot, except that where any portion of a lot extends into a public right-of-way or a proposed right-of-way, the line of such public right-of-way shall be the lot line.
- (66) **LOT LINE, FRONT.** That boundary of a lot which abuts an existing or dedicated public street. In the case of a lot abutting two (2) or more public streets, the front lot line shall be the lot line of least dimension.
- (67) **LOT LINE, REAR.** That boundary of a lot which is opposite the front lot line. If the rear lot line is less than ten (10) feet in length or if the lot forms a point at the rear, the rear lot line shall be a line ten (10) feet in length within the lot, parallel to and at the maximum distance from the front lot line.
- (68) **LOT LINE, SIDE.** Any boundary of a lot which is not a front lot line or a rear lot line.
- (69) **LOT, REVERSED FRONTAGE.** A corner lot whose rear lot line coincides with any part of the side lot line of an abutting interior lot (see diagram).
- (70) **LOT, SUBSTANDARD.** Any platted lot less than seven thousand two hundred (7,200) square feet in lot area.
- (71) **LOT OF RECORD.** Any lot which is one (1) unit of a plat duly approved and filed or one (1) unit of an assessor's subdivision or a registered land survey that has been recorded in the office of the County Register of Deeds prior to the effective date of this Code.
- (72) **LOT WIDTH.** The maximum horizontal distance between the side lot lines of a lot is measured on or within the front yard setback requirements.
- (73) **MOBILE HOME.** A manufactured home as defined in the U.S. Department of Housing and Urban Development's Mobile Home Construction Safety Standards, 24 C.F.R. Sec 3280.
- (74) **MOBILE HOME SITE.** A parcel of land for the placement of a single mobile home for the exclusive use of the occupants of said mobile home.
- (75) **MOBILE HOME PARK.** Any site, lot, field or tract of land under single ownership, designed, maintained or intended for the placement of two (2) or more occupied mobile homes. Mobile home parks shall include any buildings, structures, vehicles or enclosure intended for use as part of the equipment of such mobile home park.
- (76) **MOBILE HOME STAND.** That part of an individual mobile home plat which has been reserved for placement of the mobile home, appurtenant structures or additions.
- (77) **MOTEL.** ~~A building or group of detached, semi-detached or attached buildings containing guest rooms or dwellings, with garage or parking space conveniently located to each unit and which is designed, used or intended to be used primarily for the accommodation of automobile transients.~~ A hotel that furnished on-premise parking for motor vehicles of guests as part of the room charge, without extra cost, and that is identified as a "motel" rather than a "hotel" at the request of the operator (as per Chapter DHS 195, Wis. Stats. Admin. Code).
- (78) **MULTIPLE RESIDENT.** Three (3) or more dwelling units in one (1) structure.
- (79) **NOISE.** One (1) or a group of loud, harsh, non-harmonious sounds or vibrations that are present and irritating to the ear.
- (80) **NON-CONFORMING STRUCTURE.** Any structure whose lot area, yard and/or height regulations permitted or existing at the time of adoption of this Code now do not comply with the provisions of this Code.
- (81) **NON-CONFORMING USE.** Any use of a lot or structure permitted or existing at

the time of adoption of this Code which now does not comply with all the regulations of this Code or any amendments hereto governing the zoning district in which such use is located.

- (82) **NOXIOUS.** Matter which is capable of causing injury or is in any way harmful to living organisms or is capable of causing detrimental effect upon the health, the physiological or social or economic well-being of human beings.
- (83) **NURSERY SCHOOL.** A use where care is provided for four (4) or more children under kindergarten age.
- (84) **NURSERY, LANDSCAPE.** A business engaged in growing and selling trees, flowering and ornamental plants, grasses, and shrubs and other ground covers which may be conducted within a building or without for the purpose of landscape construction.
- (85) **NURSING HOME, REST HOME OR CONVALESCENT HOME.** A building with facilities for the care of children, the aged, infirm or place of rest for those suffering bodily disorder, but not containing equipment for surgical care or for treatment of disease or injury. Said nursing home shall be licensed by the State Board of Health.
- (86) **OCCUPANCY.** The purpose for which a building is used or intended to be used. The term shall also include the building or rooms housing such use. Change in occupancy is not intended to include change of tenants or proprietors of a substantially similar use to that which previously existed.
- (87) **OFFICE USES.** Those commercial activities that take place in office buildings where goods are not produced, sold or repaired. These include: banks, general offices, professional offices, governmental office, insurance office, real estate office, travel agency or transportation ticket office, telephone exchange, utility office, radio broadcasting and similar uses.
- (88) **OPEN SPACE.** Any open area not covered by a structure.
- (89) **OPEN SPACE, COMMON.** A parcel or parcels of land and/or an area of water not required for storage of the "regional flood" within a site designated for private open space for the sole benefit, use and enjoyment of the homeowners within a planned unit development or similar developments associated with common open space area.
- (90) **OPEN STORAGE.** Storage of any material outside of the building and/or structure.
- (91) **ORDINARY HIGH WATER MARK.** A mark delineating the highest water level which has been maintained for a sufficient period of time to leave evidence upon the landscape. The ordinary high water mark is commonly that point where natural vegetation changes from predominantly aquatic to predominantly terrestrial. In areas where the ordinary high water mark is not evident, setbacks shall be measured from the stream bank of the following waters that have permanent flow or open water: the main channel, adjoining side channels, back waters and sloughs.
- (92) **PARCEL.** An unplatted tract of land that does not have sufficient street frontage or area, as defined within the Code, to be considered a buildable lot.
- (93) **PARKING SPACE.** A suitable surfaced and permanently maintained area either within or outside of a building of sufficient size to store one (1) automobile.
- (94) **PEDESTRIAN WAY.** A public or private right-of-way across or within a block to be used by pedestrians.
- (95) **PERSON.** An individual, firm, partnership, association, corporation or organization of any kind.
- (96) **PLAN, COMPREHENSIVE.** Comprehensive plan shall mean a compilation of policy statements, goals, standards and maps for guiding the physical, social and economic development, both private and public, of the municipality and its environs

and may include, but is not limited to, the following: statements of policies, goals, standards, a land use plan, a community facilities plan, a transportation plan and recommendations for plan implementation. A comprehensive plan represents the planning agency's recommendations for the future development of the community.

- (97) **PLAN, SITE.** A map or graphics prepared to scale depicting the development of a tract of land, including, but not limited to, the location and relationship of the structures, streets, driveways, recreation areas, parking areas, utilities, landscaping, existing and proposed grading, walkways and other site development information as related to a proposed development.
- (98) **PLANNED UNIT DEVELOPMENT.** A development having two (2) or more principal uses or structures on a single tract or tracts of land, developed according to a plan approved by the City, under single ownership or unified control. A planned unit development allows for flexibility not available under normal zoning district requirements. A planned unit development may include a combination of land uses.
- (99) **PREVAILING.** The predominant or most frequent occurrence.
- (100) **PRINCIPAL STRUCTURE OR USE.** One which determines the predominant use as contrasted to accessory use or structure.
- (101) **PROPERTY LINE.** The legal boundaries of a parcel of property which may also coincide with the right-of-way of a road or ordinary high water mark.
- (102) **PUBLIC LAND.** Land owned or operated by a municipality, school district, county, state, federal or other governmental unit.
- (103) **PUBLIC BUILDING.** A building owned and operated by a governmental unit including, but not limited to, fire stations, wells, city hall, public works, senior citizen facility and police facilities.
- (104) **RECREATION, COMMERCIAL.** Includes all uses such as bowling alleys, driving ranges and movie theaters that are privately owned and operated with the intention of earning a profit by providing entertainment for the public.
- (105) **RECREATION, PUBLIC.** Includes all uses such as tennis courts, ball fields, picnic areas and the like that are commonly provided for the public at parks, playgrounds, community centers and other sites owned and operated by a unit of government for the purpose of providing recreation.
- (106) **RECREATIONAL VEHICLE.** Any vehicle less than thirty (30) feet in overall length that is mounted on wheels used for convenience on highways and streets and propelled or drawn by its own motor power.
- (107) **RESTAURANTS, TRADITIONAL.** Restaurant where food is served by a waitress or waiter to a customer and consumed while seated at a counter or a table. Food is served on non-disposable containers.
- (108) **RESTAURANTS, DRIVE-IN.** Restaurants in which the customers are served food at a carry-out counter or service window.
- (109) **ROAD.** Right-of-way affording primary access by pedestrians and vehicles to abutting property whether designated as a street, highway, thoroughfare, parkway, road, avenue, boulevard, land, place or however otherwise designated. Egress and ingress easements shall not be considered roads.
- (110) **ROOM.** A space within a building completely enclosed, except for openings for light, ventilation, ingress and egress.
- (111) **SHORE YARD SETBACK.** The minimum horizontal distance between the structure and the ordinary high water mark (see diagram).
- (112) **SIGN.** A name, identification, description, display, illustration or device which is affixed to or represented directly or indirectly on a building, structure or land in view of the general public and which directs attention to a product, place, activity, person,

institution or business.

- (113) **SOLAR STRUCTURE.** A structure designed to utilize solar energy as an alternative for, or supplement to, a conventional energy system.
- (114) **SPECIFIED ANATOMICAL AREAS.** Less than completely and opaquely covered human genitals, pubic region, buttocks, female breast below a point immediately above the top of the areola and human male genitals in a discernibly turgid state even if completely or opaquely covered.
- (115) **SPECIFIED SEXUAL ACTIVITIES.** Activities where human genitals are in a state of sexual stimulation or arousal; acts of masturbation, sexual intercourse or sodomy; and fondling or other erotic touching of the human genitals, pubic region, buttocks or female breast.
- (116) **STREET.** A public right-of-way which affords primarily means of access to abutting property and shall also include avenue, highway, road or way.
- (117) **STRUCTURE.** Anything constructed, the use of which requires more or less permanent location on the ground, or attached to something having a permanent location on the ground.
- (118) **TOURIST OR TRANSIENT.** A person who travels to a location away from his or her permanent address for a short period of time for vacation, pleasure, recreation, culture, business or employment (as per Chapter DHS 195, Wis. Stats. Admin. Code).
- (119) **TOURIST ROOMING HOUSE.** All lodging places and tourist cabins and cottages, other than hotels and motels, in which sleeping accommodations are offered for pay to tourists or transients. It does not include private boarding or rooming houses not accommodating tourists or transients or bed and breakfast establishments regulated under ch. DSH 197 (as per Chapter DHS 195, Wis. Stats. Admin. Code).
- (120) **UNDUE HARDSHIP.** Undue hardship as used in connection with the recommending of the granting of a variance means the property in question cannot be put to a reasonable use if used under conditions allowed by the official controls; the plight of the landowner is due to circumstances unique to his property not created by the landowner; and the variance, if recommended, will not alter the essential character of the locality. Economic considerations alone shall not constitute an undue hardship if reasonable use for the property exists under the terms of this Code.
- (121) **USE, ACCESSORY.** A use subordinate to and serving the principal use or structure on the same lot and customarily incidental thereto.
- (122) **USE, PERMITTED.** A public private use which of itself conforms with the purposes, objectives, requirements, regulations and performance standards of a particular district.
- (123) **USE, PRINCIPAL.** The main use of land or buildings as distinguished from subordinate or accessory uses.
- (124) **USE, SPECIAL.** A public or private use which possesses unique characteristics that may affect the community or the surrounding area and, therefore, deserves special consideration and permission before being established.
- (125) **VARIANCE.** A modification or variation of the provisions of this Code where it is determined that, by reason of special and unusual circumstances relating to a specific lot, strict application of the Code would cause an undue hardship.
- (126) **VISION CLEARANCE AREA.** An unoccupied space extending along the full width of the front lot line between side lot lines and extending ten (10) feet from the abutting street right-of-way. Such space shall remain clear of obstructions between three (3) and twelve (12) feet above grade.
- (127) **VISION CLEARANCE TRIANGLE.** An unoccupied triangle space at the street corner of a corner lot. The triangle is formed by connecting the point where each

street line intersects and two (2) points located ten (10) feet along each street line.

(128) **YARD.** A required open space on the lot which is unoccupied and unobstructed by a structure from its lowest level to the sky except as permitted in this Chapter. A yard extends along the lot line at right angles to such lot line to a depth or width specified in the setback regulations for the zoning district in which such lot is located.

(129) **YARD, FRONT.** A yard extending along the full width of the front lot line between the side lot lines and extending from the abutting street right-of-way to the depth required in the setback regulations for the zoning district in which such lot is located. Where irregular lot lines exist, the front yard shall be determined by the Department of Community Development.

(130) **YARD, REAR.** That portion of the yard on the same lot with the principal building located between the rear of the building and the rear lot line extending along the full width of the lot. Where irregular lot lines exist, the rear yard shall be determined by the Department of Community Development.

(131) **YARD, SIDE.** The yard extending along the side lot line between the front and rear yards to a depth or width required by setback regulations for the zoning district in which such lot is located. Where irregular lot lines exist, the side yard shall be determined by the Department of Community Development.

(132) **ZONING DISTRICT.** An area or areas within the limits of the City for which the regulations and requirements governing use are uniform.

(133) **ZONING MAP.** The map incorporated into this Chapter as a part thereof, designating the zoning districts.

Passed and approved this _____ day of July, 2014.

Donald J. Merkes, Mayor

ATTEST:

Deborah A. Galeazzi, City Clerk

ORDINANCE 0-20-14

AN ORDINANCE AMENDING TITLE 13, CHAPTER 1
OF THE CODE OF ORDINANCES
(Making Certain Changes to the District - 754 and 758 Racine Street, Parcel #1-00573-00 and
Parcel #1-00574-00)

Introduced by Mayor Merkes on the recommendation of the Plan Commission.

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

SECTION 1: The Zoning Ordinance Title 13 and Zoning District made a part thereof is hereby amended by changing the property at 754 Racine Street, Parcel #1-00573-00 from R-2 Two Family Residence District to R-1 Single Family Residence District and 758 Racine Street Parcel #1-00574-00 from C-1 General Commercial District to R-1 Single Family Residence District, described as follows:

754 Racine Street, Parcel #1-00573-00 REED'S FIRST ADDITION S 68' OF E 120' OF LOT 8 OF BLOCK 3

758 Racine Street, Parcel #1-00574-00 REED'S FIRST ADDITION N 32' OF E 120' OF LOT 8 OF BLOCK 3

SECTION 2: All Ordinances and parts of Ordinances in conflict with this Ordinance are hereby repealed.

SECTION 3: this Ordinance shall become effective upon its passage and publication as provided by law.

Passed and approved this _____ day of July, 2014.

Donald Merkes, Mayor

ATTEST:

Deborah A. Galeazzi, City Clerk

COMMON COUNCIL
OF THE
CITY OF MENASHA, WISCONSIN

RESOLUTION
R -19- 14

A RESOLUTION DECLARING PROPERTY TO BE BLIGHTED AND AUTHORIZING THE REDEVELOPMENT AUTHORITY TO ACQUIRE AND ASSIST THE REDEVELOPMENT OF THE PROPERTY.

Introduced by Alderman Englebert.

WHEREAS, Section 66.133, Wisconsin Statutes, as amended (the "Act"), states that it is the policy of this state to protect and promote the health, safety and general welfare of the people of the state in which blighted areas exist by the elimination and preservation of such areas through the utilization of all means appropriate for that purpose, thereby encouraging well-planned, integrated, stable, safe and healthful neighborhoods, the provision of healthful homes, a decent living environment and adequate places for employment of the people of this state and its communities in such areas; and,

WHEREAS, this Common Council has heretofore created a Redevelopment Authority (the "Authority") to eliminate or prevent substandard, deteriorated, obsolete and blighted areas in the City of Menasha, Wisconsin (the "City"); and,

WHEREAS, the Act, as amended, authorizes the Authority to undertake certain activities within the City, for the purpose of carrying out redevelopment, blight elimination, blight prevention and urban renewal programs and projects as set forth in the Act, together with all powers necessary or incidental to effect adequate and comprehensive redevelopment, blight elimination, and urban renewal programs and projects; and,

WHEREAS, the properties in the City described in Exhibit A attached hereto (the "Properties") have been proposed as the site for various public improvements and private development projects; and,

WHEREAS, blight elimination, slum clearance, and urban renewal and redevelopment projects on the Properties will protect and promote the health, safety and general welfare of citizens of the City; and,

WHEREAS, the Authority proposes to acquire or assist the private acquisition and development of the Properties and to carry out blight elimination and urban renewal projects on the Properties, including the installation and construction of public improvements on the Properties, and to subsequently transfer portions of the Properties to private developers; and,

WHEREAS, Section 5(c)1g. of the Act provides that the Authority may acquire blighted property without designating a redevelopment area or adopting a redevelopment plan if the Authority obtains advance approval of the Common Council by at least a two-thirds vote; and,

WHEREAS, on July 23, 2014 the Authority will conduct a duly-noticed public hearing at which all interested parties will be afforded a full opportunity to express their views respecting this preliminary determination of blight for the Properties; and,

WHEREAS, the Authority has made preliminary findings that (i) found the Properties to be a "blighted properties" within the meaning of Section 66.1333(2m)(bm), Wisconsin Statutes, and (ii) submitted a preliminary blight determination of the Properties for the purpose of carrying out blight elimination and urban renewal projects to this Common Council for approval; and,

WHEREAS, in accordance with the Act, this Common Council now finds it necessary and in the public interests that the Authority undertake activities to eliminate and prevent blight, obsolescence, and the deterioration of the Properties and to promote redevelopment and urban renewal on the Properties; and,

WHEREAS, this Common Council has studied the facts and circumstances relating to the Properties and the proposed acquisition of the Properties, consideration having been given, among other items, to the following matters: (i) the definition of "blighted property" contained in Section (2m)(bm) of the Act, (ii) the Report with respect to the existence of blight on the Properties in the context of the Act, (iii) the past and existing condition of, and the proposed uses of, the Properties and of similar properties, (iv) the goals and objectives of the proposed acquisition of the Properties, (v) visual inspections of the Properties and surrounding areas by various members of the Authority and by various staff of and consultants to the City, and (vi) reports and recommendations to the Common Council by the Authority and City staff members.

NOW THEREFORE, BE IT RESOLVED that the Common Council of the City of Menasha as follows:

1. The Common Council hereby finds, determines and declares that the Properties are blighted properties within the meaning of Section (2m)(bm) of the Act which substantially impair or arrest the sound growth of the community.
2. The Common Council finds that a comprehensive redevelopment plan is not necessary to determine the need for the acquisition of the Properties, the uses of the Properties after acquisition and the relation of the acquisition to other property redevelopment by the Authority.

Passed and approved this _____ day of July, 2014.

Don Merkes, Mayor

Attest:

Deborah Galeazzi, City Clerk

EXHIBIT A

DESCRIPTION OF PROPERTIES

Determination of Blight



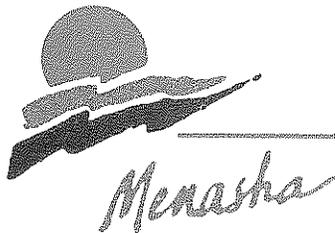
RR Donnelley and Vicinity
City of Menasha,
Winnebago County, Wisconsin



Legend

-  Blighted
-  Not Blighted

Numbers Denote Parcel ID



Memorandum

To: Common Council
From: Greg Keil, CDD *CK*
Date: July 17, 2014
RE: Preliminary Determination of Blight - RR Donnelley Property and Vicinity - Ahnaip Street

The closure of the RR Donnelley printing facility on Ahnaip Street has presented an opportunity for the City of Menasha to acquire and redevelop the site and adjoining parcels. The Donnelley property consists of five parcels located both north and south of the Ahnaip Street right of way comprising about 7.2 acres. There are two other parcels, including the Lawson Canal, owned by Sonoco Products Company, and an adjacent parcel owned by the Neenah Menasha Water Power Company which occupy about 1.7 and 0.6 acres, respectively. The Redevelopment Authority of the City of Menasha has made a preliminary determination of blight as an initial step toward acquisition and redevelopment of these parcels.

To enable the acquisition and redevelopment of this property by the Redevelopment Authority, the Common Council must make certain findings and determinations as contained in the attached resolution relating to the determination of blight and authorization for the RDA to acquire the properties so designated. Upon approval of the resolution, the RDA will enter into negotiations with the property owners for acquisition. It is expected that these negotiations will deal with matters related to property appraisals, environmental assessments, land acquisition, site clearance and environmental remediation, if determined to be necessary. It is also expected that the RDA will engage private developers concerning the redevelopment and reuse of the property.

The Community Development staff recommends that the Common Council and RDA proceed with the acquisition of these properties for the following reasons:

1. In the two years since the printing operations have ceased RR Donnelley has not been able to find a viable purchaser for the property. As a manufacturing facility, this property is obsolete due to its location and the condition and configuration of buildings and site as a whole. Furthermore, the site and buildings are not conducive to conversion or rehabilitation into another use.
2. From 2008 to 2013 the value of the Donnelly property has declined nearly 65%, from \$1,744,900 to \$619,500. The buildings are minimally maintained, and further deterioration in building condition and value can be expected.
3. During that same time period, property values of the Winnebago County portion of the City of Menasha declined by \$68.8 million, which is about 8%. This points to the need for the city to aggressively pursue policies and take actions to promote private investment and reinvestment in properties.
4. As exhibited throughout the Fox Cities communities, major redevelopment projects require public-private partnerships to make them economically viable, and often require the infusion of other resources from grant programs, etc. The City and/or RDA have access to grant resources that are unavailable to private entities.

5. Ownership of the properties will give control of the redevelopment process to the RDA, and will enable the city to capture the increased value of the property as properties are sold. By way of comparison, the valuation of the Gilbert Site increased from \$297,000 to \$675,000 between 2013 and 2014, owing to the near completion of site clearance with the site now ready for reuse. Had the city owned the properties, it would have realized the gain in value through future lot sales, not the developer.
6. If acquired by a private developer, it is almost a foregone conclusion that the developer will be looking for assistance. To further the Gilbert example, the city has pledged \$675,000 in accrued TIF increment to the developers to clear the site and make improvements. The city has also invested somewhere around \$100,000 in planning and design work for the Gilbert Site and shoreline park over the past seven years.
7. Given its unparalleled location with respect to its orientation to the Fox River, Menasha dam, Lake Winnebago and the Lawson Canal, the Donnelley Site offers superb site amenities, and, upon completion of site clearance and restoration, has the capacity to support a development with values in excess of \$10 million.
8. Investment of that magnitude will bring additional job and income opportunities to Menasha residents and will help stabilize the neighborhood and support other businesses in the downtown and elsewhere.

Upon authorization by the Common Council to proceed with the acquisition of the properties, the RDA will use due diligence to acquire the property with minimal risk to itself and the city. It is expected that the acquisitions will take place using "friendly condemnation", whereby the properties are taken through condemnation proceedings, but under terms that are mutually agreed to by the parties. This process enables the property to be taken by a municipal entity with an exemption from liability for any contamination present prior to its acquisition.

The environmental condition of the properties is presently unknown. The RDA will negotiate with the parties with respect to the performance of environmental assessments and will seek to protect itself and the city to the extent practicable from any unknown environmental liability. If environmental contamination is determined to be present, options for remediation will be considered based upon the availability of grant resources.

Land acquisition costs are unknown, although preliminary conversations with RR Donnelley suggest they will be minimal. Likewise, site clearance costs are unknown, but are likely to be in the range of \$300,000 to \$500,000. The split of cost between seller and buyer is to be negotiated by the RDA.

The financing of project costs will necessitate the creation of a tax increment finance district, with costs to be paid out of future TIF revenues. It is expected that initial costs would be financed from a city borrowing. Borrowed funds would be advanced to the RDA under a development agreement similar to what exists between the city and RDA for the Lake Park Villas development, and would be paid back to the city from TIF increment pledged to the RDA for repayment of the debt.

Despite there being unknowns, it is essential to move ahead with these processes at this time. Many steps need to be taken to achieve the goal of the Donnelley property being a premier development site and fulfilling its promise of a rich new tax base and job and income opportunities for our residents. We cannot anticipate all that will be required to make this happen, but it will require full participation in a cooperative effort among the RDA, Common Council and Plan Commission to move forward with the TIF creation and execution of agreements essential to the process.