

**CITY OF MENASHA
COMMON COUNCIL
Third Floor Council Chambers
140 Main Street, Menasha
Monday, December 5, 2016
Meeting 6:00 PM
AGENDA**

- A. CALL TO ORDER
- B. PLEDGE OF ALLEGIANCE
- C. ROLL CALL/EXCUSED ABSENCES
- D. PUBLIC HEARING
- 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. [Presentation of R-54-16 Resolution Recognizing the Achievements of Eric Hinske](#)
 2. [Neenah-Menasha Fire Rescue—Strategic Plan Presentation](#)
 3. [Loop the Lake Project—Menasha Bridge Design Update—Patrick J. Skalecki GRAEF](#)
 4. Clerk Galeazzi - the following minutes and communications have been received and placed on file:
Minutes to receive:
 - a. [Board of Public Works 11/21/2016](#)
 - b. [Joint Fire and Personnel Committee, 11/22/2016](#)
 - c. [Neenah-Menasha Sewerage Commission, 10/25/2016](#)
 - d. [Police Commission, 9/15/2016](#)Communications:
 - e. [Clerk Galeazzi, 11/30/2016, Proposed Annexation—Racine Road/9th Street](#)
 - f. [Communities, groups receive grants to promote urban forests in Wisconsin](#)
 - g. [Menasha Strong Challenge](#)
- 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, 6/20/2016](#)
Board of Public Works, 11/21/2016, Recommends the Approval of:
 2. [Street Use Application – First Eve; Saturday, December 31, 2016; 9:00 PM – 12:30 AM; \(Community Forward, Inc.\) with approval from staff](#)
- H. ITEMS REMOVED FROM THE CONSENT AGENDA

I. ACTION ITEMS

1. Accounts payable and payroll for the term of 11/23/2016—12/1/2016 in the amount of \$1,114,069.63
2. Beverage Operators License Applications for the 2015-2017 licensing period
3. “Class B” Liquor License Application for Benchwarmers, Inc, d/b/a Redliner, 977 Plank Road, Menasha, Ken Zastrow, agent for the 2016-2017 licensing year
4. Outdoor Serve Application for Benchwarmers, Inc, d/b/a Redliner, 977 Plank Road, Menasha for the 2016-2017 licensing year
5. Municipality’s Share of Room Tax in the Fox Cities Tourism Zone

J. HELD OVER BUSINESS

K. ORDINANCES AND RESOLUTIONS

1. R-52-16 Resolution to Capitalize the Menasha Housing Program Fund by Extending the Life of Tax Incremental District No. 3 by One Year (Introduced by Alderman Collier)
2. R-53-16 Resolution Requiring Written Notice to Council Regarding Departmental Budget Overages of More Than \$1000 (Introduced by Alderman Zelinski)

L. APPOINTMENTS

1. Accept Resignation of Linda Stoll, 1525 Rue Reynard, Menasha, from the position of City of Menasha Representative to the Valley Transit Board
2. Appointment of Kevin Englebert, Associate Planner, to the position of City of Menasha Representative to the Valley Transit Board for the period of 12/5/2016—7/31/2017

M. CLAIMS AGAINST THE CITY

N. PUBLIC COMMENTS ON ANY MATTER LISTED ON THE AGENDA
(five (5) minute time limit for each person)

O. RECESS TO COMMITTEES

P. ACTION ITEMS

1. Adjourn into Closed Session pursuant to Wis. Stats. §19.85 (1) (g) Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved. (Appvion, Inc. and NCR Corp. v. P. H. Gladfelter Co., et al., Case No. 08-CV-16 “PCB Litigation”)
2. May reconvene into Open Session to take action on items discussed in Closed Session

Q. ADJOURNMENT

MEETING NOTICE
Monday, December 19, 2016
Common Council Meeting – 6:00 p.m.
Committee Meetings to Follow

Resolution
R-54-2016

Recognizing the Achievements of Eric Hinske

Introduced by Mayor Merkes, Alderman Keehan, and Alderman Krautkramer

WHEREAS, Menasha has a history of great baseball players; and

WHEREAS, the Hinske family has been involved in Menasha baseball for generations; and

WHEREAS, Eric Hinske's began his baseball legacy at Menasha High playing in the 1995 state tournament; and

WHEREAS, Eric Hinske was named 2002 Rookie of the year for the American League by the Baseball Writers Association of America; and,

WHEREAS, Eric Hinske played for Major League baseball teams including: Toronto Blue Jays, Boston Red Sox, Tampa Bay Rays, Pittsburgh Pirates, New York Yankees, Atlanta Braves, and Arizona Diamondbacks; and

WHEREAS, Eric Hinske currently coaches for the Chicago Cubs as their assistant hitting coach; and,

WHEREAS, Eric Hinske has been a member of three World Series winning teams, winning rings with the Boston Red Sox in 2007, the New York Yankees in 2009, and the Chicago Cubs in 2016; and,

WHEREAS, the Menasha community takes great pride in the achievements of Eric Hinske and all of our athletes, their accomplishments, and dedication to the City of Menasha.

Now Therefore Be It Resolved, that the City of Menasha recognizes the achievements of Eric Hinske by designating **Hinske Way** the honorary name of Geneva Road.



Dated this 5th day of December, 2016



Memorandum

TO: Neenah & Menasha Common Councils
Mayor Merkes
Mayor Kaufert

FROM: Kevin Kloehn, Chief

DATE: October 11, 2016

RE: NMFR's Strategic Plan

Our Department has completed the first phase of our Strategic Planning Process. As result of this process, goals have been outline for our Department to begin working on. I've attached this document for your review. AC Mike Sipin will give a presentation on this at next week's meetings. Please keep in mind, this document will continually be improved upon as we complete goals, set new goals and plan for the future.

If you have any questions, please feel free to call me at 886-6203.

KK/tt

Enclosure



Neenah-Menasha Fire Rescue Strategic Plan

2016

V.3 Updated June 24, 2016



Strategic Planning Committee Members

Fire Chief Kevin Kloehn
Assistant Chief Vernon Green
Assistant Chief Mike Sipin
Jim Dunbar, Captain
Jamie Leonard, Driver
Amos Mikkelson, Driver
Joe Muthig, Firefighter/Mechanic
Jason Philipp, Firefighter
Garret Gee, Firefighter
Tara Thiesen, Management Assistant
Catherine Neiswender, Facilitator, UW-Extension

Date Plan Adopted

Xxxxxx 2016

Background information about Neenah Menasha Fire Rescue

Neenah-Menasha Fire Rescue was created on January 1, 2003 by the consolidation of the City of Neenah Fire Department and the City of Menasha Fire Departments. We have 68 career employees who are committed to preserving the lives and property within the Cities of Neenah and Menasha. The Department carries out this commitment through award-winning fire prevention education programming supported by rapid, efficient response for fire, EMS and rescue emergencies. The communities we serve from our four fire stations are located in strategic areas to provide efficient response to virtually any type of emergency situation, including fire suppression, auto extrication and ice/water rescue.

The communities are served from four fire stations located in strategic areas to provide for efficient response to virtually any type of emergency situation, including fire suppression, auto extrication and ice/water rescue.

Equipment

Neenah-Menasha Fire Rescue depends upon a variety of equipment for our operations.

Engine 31 - Engine 31 (E31) is a 2005 Pierce Quantum engine/pumper. E31 is currently housed at Station 31 located at 1080 Breezewood Lane in the City of Neenah. E31 holds 750 gallons of water and is capable of pumping 1,250 gallons of water per minute. It also carries jaws equipment and responds to rescue calls if this equipment is needed.

Engine 32 - Engine 32 (E32) is a 2008 Pierce Velocity Rescue Pumper. E32 is currently housed at Station 32 located at 125 E. Columbian Avenue in the City of Neenah. E32 holds 500 gallons of water and is capable of pumping 1,250 gallons of water per minute. E32 also carries jaws equipment and responds to all rescue calls if this equipment is needed.

Quint 32 - In 2014, a new Quint 32 (Q32) was purchased to replace is a 1996 Pierce Aerial Ladder Truck. Q32 is currently housed at Station 32, which is located at 125 E. Columbian Avenue in the City of Neenah. Quint 32 is a 2013 Pierce Dash CF custom chassis with a 105" steel aerial ladder.

Engine 35 - Engine 35 (E35) is a 2015 Pierce Saber engine/pumper. E35 is currently housed at Station 35 located at 430 First Street in the City of Menasha. E35 holds 750 gallons of water and is capable of pumping 1,500 gallons of water per minute and has a Husky 3 foam system.

Engine 36 - Engine 36 (E36) is a 1998 Pierce Quantum engine/pumper. E36 is currently housed at Station 36 located at 1108 Province Terrace in the City of Menasha. E36 holds 750 gallons of water and is capable of pumping 1,250 gallons of water per minute. E36 carries jaws equipment and responds to any rescue calls if this equipment is needed.

Pumper 35 - Pumper 35 (P35) is a 1997 Pierce Saber engine/pumper. P35 is our reserve engine and housed at Station 35 located at 430 First Street in the City of Menasha. P35 holds 750 gallons of water and is capable of pumping 1,250 gallons of water per minute.

Marine 3 - Marine 3 is a Pro Line 2200 DC. This boat is used during the summer months for all water rescue calls. It was purchased and maintained by the Winnebago County Sheriff's Department and is staffed and operated by NMFR personnel. We respond to water rescue calls on the Northwest area of Lake Winnebago and also Little Lake Butte Des Morts. It is also used as another vehicle for water rescue calls with Oshkosh Fire Department.

Personnel

Neenah-Menasha Fire Rescue is a career department with 68 members. There are 63 line staff that work 24-hour rotating shifts. Line staff are split up between three different shifts, each having 21 members per shift. Each shift has one Shift Commander, five Fire Officers, five Driver/Engineers, two Shift Inspectors/firefighters and eight Firefighters. These on duty crew members staff four different fire stations within the Cities of Neenah and Menasha.

Stations

Neenah-Menasha Fire Rescue has four fire stations that serve the Cities of Neenah and Menasha.

Description of the Strategic Planning Process

The purpose of the Strategic Planning process was to clarify issues facing the Department, and identify promising strategies to address these issues.

Neenah Menasha Fire Rescue began a strategic planning process in early 2015. A Strategic Planning Committee was identified, representing a variety of perspectives within the department. The process was supported by the Chief, and the Joint Finance and personnel committee. Mayors of both Cities were made aware of the Department's efforts through committee presentations. Catherine Neiswender, Community Development Educator with Winnebago County UW-Extension was engaged to be the process facilitator and guide. The committee met monthly to keep the process moving forward.

Significant progress was made on key planning steps in 2015, including development and adoption of a new Mission, Vision and Values statements, reviewing strengths and limitations of the department, and conducting several external stakeholder surveys to provide additional input to the process. Strategic Issues and promising strategies were identified in early 2016.

This plan document contains the key Strategic Planning components:

- Stakeholder feedback
- Strategic Issues facing the Department
- Goals and Strategies

Strategic Plan Implementation and Evaluation – The Goals/Strategies section of the plan contains action plans that identify key responsible parties, timeframes and budget requirements to implement the plan. The planning committee will review the plan on a regular basis to ensure strategies are being implemented. At six (6) and twelve (12) months, the committee will meet again with the facilitator to evaluate progress, challenges and successes.

Note about the Process from the Facilitator:

It is important to articulate that this planning process occurred during a period of administrative leadership change through retirement. The strategic planning team recognizes that because new administration is in place (as of June 2016), the implementation of this plan will be influenced by the leadership style and approaches of the new administration. More importantly, the culture of NMFR will likely change, which will impact the context and priorities outlined in this plan. It is expected that goals, budgets, levels of accountability, communication approaches, transparency and potentially even department morale will change because of a transition in leadership. This is natural and to be expected. Because of this context, this strategic plan is primarily to be used as a guide to articulate significant strategic issues and outline potential promising strategies. How the Department chooses to implement this plan will unfold as the administration transition takes place and new leadership approaches get integrated into the day to day workings of the Department. It is my observation that the dedication of the strategic planning team is a positive asset to helping change happen in the Department. I have confidence that the team and leadership will use this plan to guide the Department into the future. It's been my pleasure to work with such a dedicated team!

Catherine Neiswender, UW-Extension

Mission, Vision and Values

Mission Statement

Neenah-Menasha Fire Rescue consists of committed professionals whose mission is to provide the highest standard of service through prevention, education, fire suppression, emergency medical response, technical rescue and community interaction to preserve the quality of life and property for all of those within the Cities of Neenah and Menasha.

Core Values

Trust is the cornerstone of all relationships. We will continue to strive to build and earn trust both within the department and communities we serve. We will earn trust through:

Integrity: We are committed to the highest standard of moral and ethical conduct.

Dedication: We provide quality service through pride and professionalism.

Compassion: We support our neighbors in their time of need.

Teamwork: We work together to achieve common goals.

Tradition: We preserve and carry forward the legacy of those who honorably served before us.

Courage: We do what is right in the face of adversity.

Vision Statement

Our vision at Neenah-Menasha Fire Rescue is to have a positive, motivated, and educated department. We strive to meet the community demands. We will accomplish this with an organized and defined structure. We encourage change, use resources to the full extent and work closely with outside agencies.

Stakeholder Analysis

Between October 2015 and January 2016, the strategic planning committee identify critical external stakeholders to provide feedback to the Department. Six key audiences were identified:

- Elected officials in Neenah and Menasha
- Key staff and Partners in the Cities of Neenah and Menasha
- School Partners
- Businesses
- Developers
- General Public

Six individual online surveys were developed and administered by UW-Extension between January 22, 2016 and February 12, 2016. Online surveys sought feedback on assessment of services, and ideas about opportunities for the future of the department.

The survey responses provided input and feedback to develop the strategic issues and strategies found in this plan. Individual comments and responses remained anonymous. A summary of responses (Appendix A) was developed and made available to stakeholders via the NMFR website.

An internal survey of NMFR staff was conducted in May 2016. Feedback from staff was incorporated into the issues and strategies identified in this plan.

Strategic Issues

The heart of the strategic plan is the identification and prioritization of strategic issues to be addressed. Strategic Issues are fundamental challenges or choices faced by an organization that impact their mission, personnel, services, customers, finances or processes. This section of the Strategic Plan briefly characterizes the key strategic issues facing the Department. Many of these issues were identified by external stakeholders.

- I. **External Communication and Public Outreach**– the Department understands the need to provide relevant and up to date information to elected officials and partners regarding the operations and budgeting of the Department. Individuals have different communication preferences making this a challenge. Currently the Department uses several methods to communicate. ***How can the Department more effectively and efficiently communicate with elected officials in a way they find valuable?*** Additionally, there are several opportunities for the Department to become more connected with relevant activities happening in the Cities of Neenah and Menasha, such as the Neenah comprehensive planning process. ***How can the Department be represented on these activities to maintain open lines of communication and increase understanding of impacts of projects on partners' work.*** Lastly, another dimension of communication is to strengthen connections and opportunities with the local schools and with the general public. ***How can the Department help the public understand our role, the consolidation, and priority dispatching? How can we balance outreach requests with our responsibilities? Be visible and involved without stretching resources?***
- II. **Relationships with Businesses** – Fire prevention and inspection services for local businesses are a critical responsibility of the Department. Generally, the relationship and responses to businesses is positive. There are, however, opportunities to improve and increase communications with businesses. ***How do we create a culture of building relationships with businesses and enhancing communication and service with them?***
- III. **Sustainable, Responsible and Realistic Budgeting** – the Department strives to be as transparent and responsible with the budget as possible. Yet there are still challenges sustaining personnel and equipment to meet demands and expectations when processes are unclear and changeable. Additionally, the Department may be limited in how revenues can be generated to help support programs. This is a challenge when the levy doesn't sustain existing and expanding programs, such as the Dive Team. ***How can the Department explore all alternative revenue sources and recoup costs for the Department? How can the Department develop a guideline for equipment replacement and training needs and communicate effectively to all city officials?***
- IV. **Planning and training for a changing future** – the Department seeks to be responsive to emergency needs in the community. However these types of events are evolving (e.g. active shooter situations, large environmental or weather disasters) and the Department needs to plan and train for these types of major events. Not only are major events changing, but the demographics, needs and

lifestyles of our Menasha and Neenah residents are also changing (e.g. elderly, deaf/blind, drug overdoses etc.). ***How can the Department adequately budget, train, and prepare for new and emerging situations?***

- V. **Developing and Retaining Personnel** – Department personnel recognize the strong asset they have in the staff, their high level of commitment and dedication, and high degree of skills and experience. At the same time, the Department will, like many organizations, be facing retirements which creates the need to be proactive about succession planning and support, mentoring and leadership development for newer staff. Additionally, given the changing environment around emergency response situations, training will become more critical to keep the department safe, responsive and cutting edge. ***How can the Department align staffing with community needs and better ensure adequate level of service in a changing environment? How can the Department be better at succession planning? How can the Department increase training around critical topics and with critical partners?***

Strategies and Goals

For each strategic issue facing NMFR, goals were articulated and several promising strategies were identified. The list of strategies within each goal has been prioritized by ease of accomplishment and relative impact. As implementation of these strategies ensues, it may be determined that a strategy needs to be adjusted, delayed or eliminated.

I. External Communications and Public Outreach

Goal	Strategy	Who's responsible	By when?	Budget needed
GOAL I.A - Strengthen Relationships and communication with elected officials, schools and external partners				
	1. Chief and deputy meet with elected officials to see what they want for communication and to increase transparency/ details for elected officials	Chief and Deputy Chief	Summer 2016 – first meeting; ongoing	
	2. Increase communications with Gold Cross Ambulance and both Police Departments to review expectations.	Chief, Deputy, and Training Officer	Summer 2016 – first meeting; ongoing	
	3. Encourage line personnel to attend city meetings (i.e. JT Finance and council meetings) <ul style="list-style-type: none"> a. Find out when Dept. staff meeting and take part of them and invite them to ours. 	Top Union Leadership and Administration	Summer 2016	
	4. Create more informal ways to interact with staff, council and mayors <ul style="list-style-type: none"> a. Host a quarterly invite open house for lunch for all city employees and council members. b. Invite mayors for breakfast. 	Union Leadership, Company Officers, Shift Commanders	Summer 2016	

	c. Find out when mayor/Aid have events in their districts to build relationships.			
	5. Work with both parks and recreational activities in the summers to reach kids with more formal programs. Start with exploration of ideas and conversations with Park and Rec staff.	Public Education Team (primary coordinator); Company Officers; all Firefighters are ultimately responsible for implementation	Company officers and Pub Ed Team explore opportunities in 2016; formalize activities in summer 2017	
	6. Look at concept of a more formalized school liaison . Evaluate the purpose and need for a school liaison. Assess and determine if needed. If yes, then evaluate budget required.	Administration	Explore in 2017; budget for in 2018 if determined appropriate.	

Goal	Strategy	Who's responsible	By when?	Budget needed
GOAL I.B - Increase visibility and access to the public				
	1. Change open door policy, making sure security is addressed.			
	2. Do a local alarms project and hand out life safety information			
	3. More community involvement helps so elected officials we do care and are committed to our jobs <ul style="list-style-type: none"> a. Ride along (?) b. Go back to exercises in park to increase visibility. c. Hold Fire OPS 101 Classes d. Union Participation (non-exec board) increase at events. 			

	<ul style="list-style-type: none"> e. Create citizen fire academy f. Create training activities when we do this so the public can see this (small groups) 			
	4. Work with both parks and recreation activities in the summers to reach kids with more informal programs, activities or contacts	Company Officers, Pub Ed Team (overall direction/coordination)	Summer 2016; ongoing	
	5. Explore educational opportunities with the public and change a nominal fee so you have people who are serious and want to be there. (i.e. program for kids staying home alone)			
	6. Research other and creative ways to enhance public education work and how it balances with service response duties			

Goal	Strategy	Who's responsible	By when?	Budget needed
GOAL I.C - Improve our ability to communicate what we are doing				
	1. Invest in Fire House Analytics to make data better for reporting.			
	2. Continue use of electronic communication - Facebook and increase use of other social media <ul style="list-style-type: none"> a. Staff take pictures for Facebook b. Develop electronic newsletter about events, dept., info, etc. 			
	3. Using "Old fashioned" media and having a PIO team for the dept.			
	4. Interact with media better and improve relationships. <ul style="list-style-type: none"> a. Host a media day for the media to show them what we do. 			

Goal	Strategy	Who's responsible	By when?	Budget needed
GOAL I.D Review of internal policies so that we can go out and be seen by the public.				

	1. Look at uniform changes so staff can be more active with the kids (e.g. running outside, exercise in the parks)			
	2. Allow engine companies to go to lunch and/or stop by places and be visible and build relationships. (i.e. farmers markets, community events, brat fries)			

Goal	Strategy	Who's responsible	By when?	Budget needed
GOAL I.E - Develop a consistent and clear Event Policy with the Mayors				
	1. Develop an Event Protocol <ol style="list-style-type: none"> a. Evaluate types of events for building public relations (block parties, parades, events etc.) b. Look at amount of time spent at events, purpose and value. 			
	2. Have Public Education protocol - with standard messages when we are at events. Have a policy/protocol.	Public Education Team		

II. Relationships with Businesses

Goal	Strategy	Who's responsible	By when?	Budget needed
GOAL II.A - Change/develop a culture of developing relationships with businesses				
	1. Encourage positive attitudes when we do inspections.			
	2. Develop a culture where fire fighters are free to make contact with management to develop relationships with that business.			
	3. Encourage more walk-throughs with businesses.			

Goal	Strategy	Who's responsible	By when?	Budget needed
GOAL II.B - Clarify and create quality control processes and expectations				
	1. Switch inspections around. Have companies do large industry vs. shift inspectors.			
	2. Ensure preplans are completed once a year, and that there is clarity on how the process occurs.			
	3. Be more vigilant to get complete information from businesses. Accurate information is critical. Build this strategy into a training goal to ensure accountability.			
	4. Define tour vs inspection and educate staff on how to deal with situations when you find violations during a tour. Build a proactive schedule and clarify the purpose of the visit with the business (tour, inspection, pre-plan etc).			
	5. Develop an electronic process for people to respond to when they correct a violation.			

Goal	Strategy	Who's responsible	By when?	Budget needed
GOAL II.C - Outreach to new businesses to give them new information on services NMFR provides.				
	1. Develop information that clarifies what we are looking for during an inspection and why we have to do this			

III. Sustainable, Responsible and Realistic Budgeting

Goal	Strategy	Who's responsible	By when?	Budget needed
GOAL III.A - Explore potential to generate revenues and recuperate costs				
	<ol style="list-style-type: none"> 1. Investigate how new revenue sources could be used to support NMFR. <ol style="list-style-type: none"> a. If needed, propose a re-write municipal codes to allow fee structures to recuperate costs and incentives to get goals accomplished. b. Explore run data to explore contact with non-residents to bill back costs 2. More grant writing and support for the Department 			

Goal	Strategy	Who's responsible	By when?	Budget needed
GOAL III.B Accurate and Transparent Capital and Equipment Planning Process				
	<ol style="list-style-type: none"> 1. Develop an equipment replacement plan and have this approved by elected officials and follow through with the plan 2. Have a realistic budget process for funding project equipment 3. Establish support in funding services through operating and capital budgets, vice short-term/ad hoc funding for core services. 4. Look at equipment we need/ don't need. Sell unnecessary equipment to fund needed equipment purchases. 			

Goal	Strategy	Who's responsible	By when?	Budget needed
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GOAL III.C Modernize budgeting process – build trust and transparency through budgeting process			
	1. Investigate breaking out budget more specifically for core functional areas (i.e. training, pub education) to have a clear picture of funding available. This will allow better planning and budgeting.		
	2. Embrace honest budgeting versus fear based budgeting		
	3. Review of all services provided and do cost/benefit analysis		

IV. Planning and Training for a Changing Future – Internal Strategies

Goal	Strategy	Who's responsible	By when?	Budget needed
GOAL IV.A - Develop Department goals and budgets before the budget process begins.				
	1. Enhance communication and utilize committees effectively to create 2-way communication approaches, increase transparency, and increase buy-in and involvement from line staff.			
	2. Administration develop Dept. goals and accomplishments annually and share with staff so it's clear on the direction the Dept. wants to go for the next year.			
	3. Have a realistic plan of what will happen quarterly each year			
	4. Work with City of Neenah Finance to ensure the Department has accurate, up to date, budget reports so that Department activities and purchases can be accurately planned.			
	5. Be prepared to be responsive should there be changes in the Emergency Medical System landscape in Neenah and Menasha (e.g. Narcan, community paramedicine)			

Goal	Strategy	Who's responsible	By when?	Budget needed
GOAL IV.B - Enhance learning and training				
	1. Continue to conduct after action reviews after major events.			
	2. To increase efficiency and reduce strain on Departmental resources, determine and prioritize critical training and activities and reduce or drop training and activities that are no longer needed, valued or supported.			

	3. Develop a more efficient approach to schedule all activities, training, maintenance, etc.			
	4. Prioritize and encourage outside training to provide professional staff development, meet individual training needs, budgets, and training priorities.			
	5. Empower officers to develop how they want to organize, schedule and work with their crews (i.e. training, inspections, etc.). a. Enable company officers have a more proactive approach and identify ways/things to improve things with their engine company			
	6. Evaluate specialized roles people have and how they affect the crews (boat issues, firehouse, radios, etc.)			
	7. Explore mutual training opportunities with adjacent departments (such as confined space training, trench rescue, extrication etc.)			
	8. Create a mentoring system for staff to minimize effects of future staff turnover, preparing newer staff for leadership roles, and maximize the value in shared knowledge across the department.			
	9. Balance training needs with community needs; map out our needs for newer staff			

Appendix A – Summary of External Survey Responses

Neenah-Menasha Fire Rescue (NMFR) External Survey Summary of Responses April 2016

PURPOSE AND METHODS

In January 2016, Neenah Menasha Fire Rescue (NMFR) conducted six (6) surveys of key external stakeholders as part of their strategic planning process:

- Elected Officials in Neenah and Menasha
- General Public
- Businesses
- Developers
- Governmental Departments and Partners
- School Officials

An external stakeholder is defined as a person, group or organization that is impacted by the services and mission of the organization. These six stakeholders were prioritized by the NMFR steering team.

The purpose of the surveys were to gather feedback on their assessment of current services and ideas about opportunities for the future. Survey feedback, along with other sources of feedback and data, will be used to inform the planning process, identify key strategic issues, and develop strategies.

The survey was administered electronically via Qualtrics, by Winnebago County UW-Extension Community Development Educator Catherine Neiswender. Survey respondents were emailed through Qualtrics using contact lists provided by NMFR. Three reminders were sent to increase response rates. The general public survey link was posted on social media accounts and websites.

RESPONSE RATES

Response rates of the surveys overall was acceptable and useful to the planning process.

Elected officials: 25 surveys sent out/11 completed responses – 44% response rate. These data provide insights but are not statistically representative of the 25 elected officials surveyed. There is opportunity to consider ways to garner their feedback as the process progresses.

General Public: survey link shared widely on internet and social media sites/ 70 responses

- All but 4 responses were from City of Neenah and Menasha residents
- Most respondents (or their family or neighbors) have not received any services (e.g. fire/smoke emergencies, medical emergencies, vehicle assistance etc.) from NMFR in the past two years. 22% did report receiving

services. Of these, 85% of them received medical emergency response services. Most (84%) respondents rated the quality of their interaction with NMFR as good or excellent.

Business Survey: 1053 surveys sent out/ 207 completed – 20% response rate. This response rate falls between a 5% and 10% margin of error (95% confidence level) and is a good representation of perspectives of businesses.

Developers Survey: 72 surveys sent out/19 completed – 26% response rate. These data are not a representative sample, but provide useful feedback.

Government Departments/Partners – 24 sent out/16 completed – 67% response rate. This is a representative sample.

School Officials Survey: 23 surveys sent out/7 responses – 30% response rate. These data do not represent school officials' perspectives broadly.

- o 71% of respondents work with NMFR on inspections, and only 1 respondent works with NMFR on fire safety education to kids

SUMMARY OF RESPONSES

1. What is your general overall impression of NMFR?

Scale: Not at all favorable to Highly favorable

Stakeholder	Responses
Elected Officials	100% viewed NMFR as very favorable or highly favorable
General Public	93% viewed NMFR as very favorable or highly favorable
Businesses	94% viewed NMFR as very favorable or highly favorable
Developers	87% viewed NMFR as very favorable or highly favorable
Governmental Depts/Partners	94% viewed NMFR as very favorable or highly favorable
School Officials	100% viewed NMFR as very favorable or highly favorable

2. Question related to valuing specific aspects of NMFR Services and responsibilities, including:

- Fire Suppression and Rescue Services
- Water emergency response services
- Medical emergency response services
- Vehicle incident response services
- Fire Prevention and Inspection Services
- Fire Safety Education Services
- Community Involvement
- Firefighter Union supported/funded events
- Professional development and training for NMFR Staff

Stakeholder	Responses	Comments
Elected Officials	All responses very much or highly valued the services and responsibilities equally.	Only one comment received, and it expressed pride for the Department
General Public	Most respondents valued fire suppression, medical response and vehicle response the most; and valued community involvement, fire safety education and union activities the least	8 comments received; all but one expressed appreciation of services, questions about enforcement and how calls are responded to (ie. truck and ambulance vs. just an ambulance); one criticism received
Businesses	Most respondents valued fire suppression and rescue, medical response and fire prevention and inspection the most; and valued union supported activities the least	25 comments received; highly complementary; appreciated the professionalism and service of the Department; valued knowing their services are there if needed; "5 Star is all I can say!"
Developers	Most respondents valued fire suppression and rescue, medical response and fire prevention and inspection the most; and valued union supported activities the least; Many 'no opinion' responses received	One neutral comment received
Governmental Depts/Partners	Most respondents valued fire suppression and rescue, medical response, training and water rescue services the most; and valued union supported activities, community involvement and educational services the least;	Two comments received, both complementary; Value the professionalism and effectiveness of the consolidation that could be a model for others.
School Officials	All aspects valued similarly	Two appreciative and complementary comments received

3. To what degree do you feel NMFR supports your work or needs? (note, this question was asked slightly different or not at all to some stakeholders)

Stakeholder	Responses	Comments – how could NMFR do better?
Elected Officials (not asked)	n/a	n/a
General Public	n/a	Suggested several ideas including more education for youth, maintaining community connections, a dedicated NMFR ambulance, and more training to assist residents with varying abilities
Businesses	81% feel very supported by NMFR	Comments were generally about increasing visibility and presence

		with the businesses; more contact and walk-throughs; maintain high standards in inspections; being more responsive
Developers	92% feel very supported by NMFR	No comments received
Governmental Depts/Partners	94% feel very supported	Good relationships exist; opportunities for building relationships with new staff, and potential collaborations on safety training
School Officials	n/a	1 appreciative comment

4. How do you think the public feels about NMFR?

Stakeholder	Responses
Elected Officials	81% feel the public very much or highly values NMFR services
Governmental Depts/Partners	100% fee the public very much or highly values NMFR services

5. Quality of communications

Stakeholder	Responses	Comments – how could NMFR improve?
Elected Officials	73% rate it Excellent or good	varied perspectives on quality of communication and amount of communication desired;
General Public	77% rate it good or excellent	No comments received
Businesses	74% rate it excellent or good; 25% rate it adequate and fair	Value the professionalism, courtesy and expertise provided during inspections; would like a little more and timely communication and follow up communication with businesses; want to know ahead of time when inspections are going to happen
Developers	82% rate it good or excellent	Complementary
Governmental Depts/Partners	82% rate it good or excellent	Favorable comments on level of communications between NMFR and other departments; Opportunity to be at the table together more often on projects that concern both police and fire
School Officials	100% rate it good or excellent	favorable, complementary; value professionalism and courtesy of NMFR

6. Opportunities for NMFR (themes)

- Updated technology and equipment (drones, robotics, portable communications linked with school officials)
- Expansion of services (more fire fighters) and more training for staff
- More community connections/presence at community events/partner with local organizations/working with younger kids in schools
- Specific/tailored training with businesses and other entities (ie. 'warm zone' responses, opiate abuse situations, confined spaces at specific businesses)
- Representation on community comprehensive planning effort, and on regional health care coalition/emergency preparedness
- Investigate other consolidation opportunities
- Increased visibility with businesses, community
- Need to differentiate NMFR services from those of neighboring towns
- Plan for long-term future of dive team
- Growth and improved morale of staff; opportunity to plan and gather new ideas with a new chief and staffing
- Operate their own EMT service

7. Challenges for NMFR (themes)

- Ability to movement personnel and equipment through city for rapid response
- Regionalizing or consolidating services
- Maintaining aging equipment; upgrading to newer technology; future truck replacement
- Being able to be responsive to changes in community (growth, tax base, more businesses downtown etc.)
- Perceptions of where firefighters live vs. where they work
- Keeping up with training and changing training environments (FVTC); including need for training in new situations (e.g. acts of violence, major crises)
- Balancing needs with budget realities
- Perception of what services are provided to who and confusion over difference between town services and city services
- Succession planning and addressing attrition

8. General feedback (themes)

- Lots of KUDOS and gratitude for NMFR
- Offer of use of library patron email communication to get messages out to residents



External Survey responses summarized by Catherine Neiswender, Winnebago County UW-Extension Community Development Educator. Questions may be directed to Catherine at (920) 232-1972 or cneiswender@co.winnebago.wi.us



MEMORANDUM

To: City of Menasha Common Council
From: Donald Merkes, Mayor
Date: November 21, 2016
RE: Resolution R-53-16

BACKGROUND

Each year the Common Council sets a city budget based on the needs and priorities of the community. As part of that process the Common Council directs Department Heads to manage the funds within the budgets that they control.

The Common Council has a duty to monitor the budget, with that they are provided quarterly reports as well as a registry of all checks at each Common Council meeting. The quarterly status report is the tool that the Common Council has to be proactive in monitoring the budget if the report shows variances in expected/budgeted amounts. There has been no discussion of any of the quarterly financial statements at a Common Council meeting since their inception.

While the proposed resolution would provide information regarding line items in the budget, it would not take into account departmental level budgets, which is the unit that we have asked Department Heads to manage their budgets within. A budget is an estimate based upon the data at a specific time. The quarterly financial reports allow the Common Council to monitor spending and change course if unexpected conditions arise while ensuring accountability of our management staff.

The Common Council currently has tools available to monitor the budget including: weekly check registry, bi-annual stormwater report, NM Fire Rescue monthly financial report, library monthly financial report, budget estimates, and city wide quarterly financial report. Aldermen also have the ability to discuss departmental finances with the department head or Administrative Services Director at any time if they would like additional information.

FISCAL IMPACT

The contemplated resolution would require either the Administrative Services department or each department to run and review a weekly report covering thousands of line items. It is estimated that it would take a bare minimum of one hour per department, plus additional time in the Administrative Services department to compile the requested weekly report.

RECOMMENDATION

The Common Council has multiple resources that may be used to proactively monitor the City budget. I recommend the resolution be denied as redundant and an unnecessary expense.



collaborāte / formulāte / innovāte

MEMORANDUM

TO: Brian Tungate
Director of Parks and Recreation

FROM: Patrick J. Skalecki, P.E., Principal/Project Manager

DATE: 12/5/2016

SUBJECT: Loop the Lake Project - Menasha Bridge Design Update

Below is a brief summary of the project design status for the Menasha Multi-Modal Boardwalk Bridge that is part of the Loop the Lake Initiative.

- Bridge Renderings
- North Bridge Approach
 - Switchback has been added
 - CN crossing agreement approved
- South Bridge Approach
 - Parking – 7 stalls to be constructed adjacent to south landing
 - Trail connection to Fox St. will consist of 12' asphalt path with paved terrace connection to crosswalk
 - Seating areas include park benches and a picnic table
 - Gateway Arch (donor) at bridge abutment
- Permitting – Individual Permit for structure has been submitted and is currently under review by DNR
- Schedule
 - Anticipated Bid Dates: February 3 & 8
 - Anticipated Contract Award: March 17 (early steel order)
 - Anticipated Start of Construction: May 15 (in-stream restrictions end in early June)
 - Anticipated Completion: September 15
- Fundraising – on track to reach anticipated fundraising goals. Several donor opportunities have been identified on the project (fishing bumpout, benches etc.)
- Budget – Current budget projections remain within the outlined total project budget of \$1.6 million.

PJS:pjs

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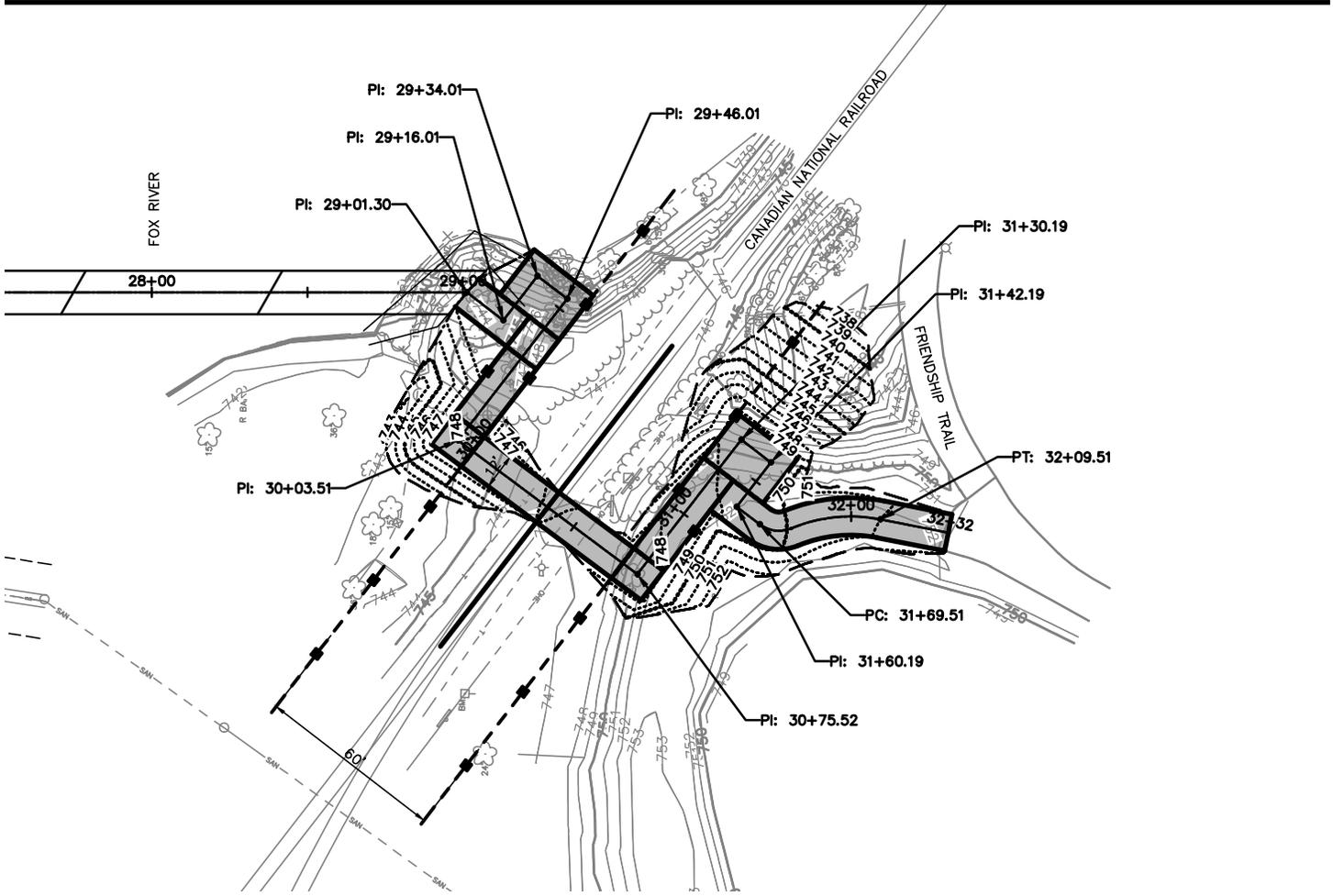
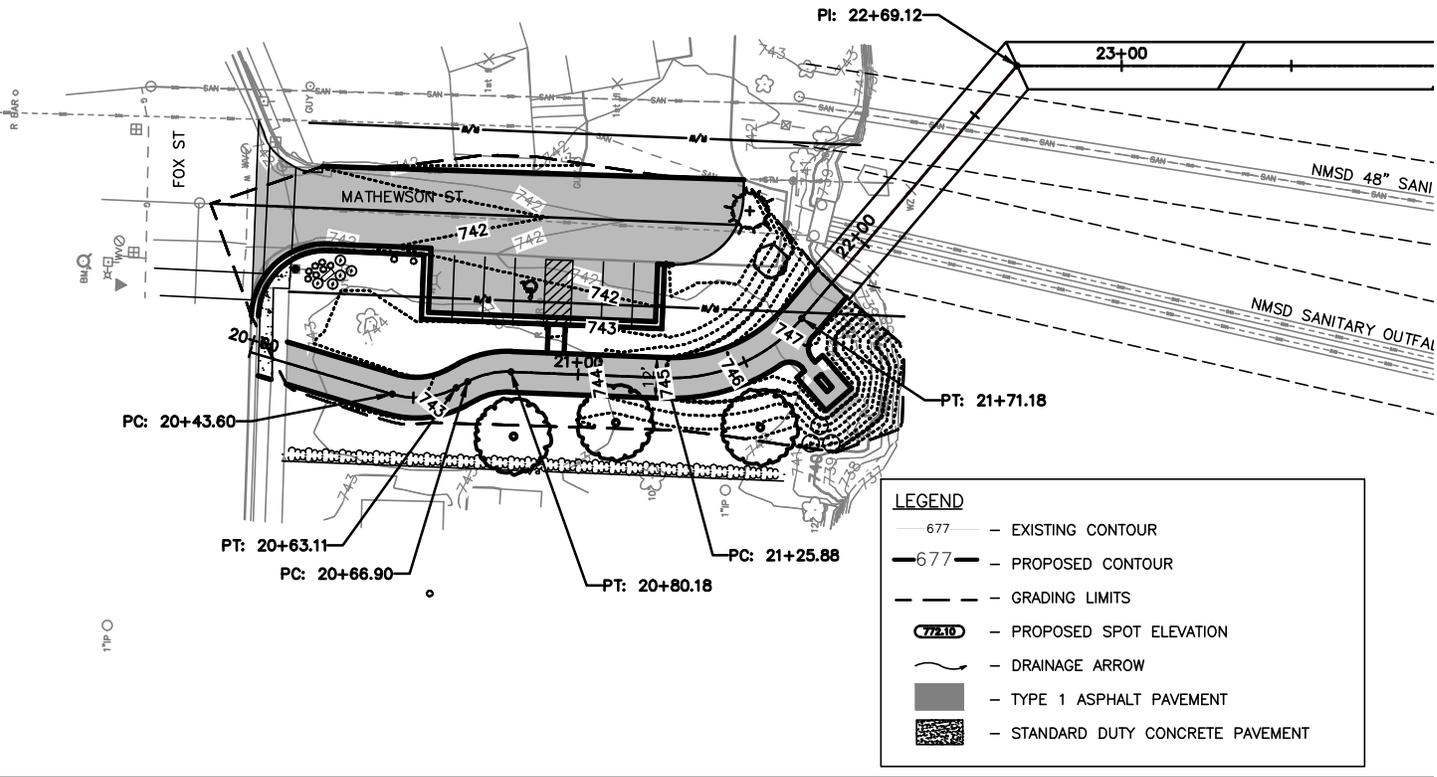






Menasha Crossing





CITY OF MENASHA
Board of Public Works
Third Floor Council Chambers
140 Main Street, Menasha
November 21, 2016
MINUTES

A. CALL TO ORDER

Meeting called to order by Chairman Krautkramer at 10:02 p.m.

B. ROLL CALL/EXCUSED ABSENCES

PRESENT: Aldermen Zelinski, Spencer, Benner, Taylor, Krautkramer, Collier, Keehan.

EXCUSED: Alderman Nichols.

ALSO PRESENT: Mayor Merkes, CA Captain, PC Styka, ASD Steeno, Clerk Galeazzi, Eng. Supv Montour

C. MINUTES TO APPROVE

1. [November 7, 2016](#)

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

Motion carried on voice vote.

D. DISCUSSION / ACTION ITEMS

1. [Street Use Application – First Eve; Saturday, December 31, 2016; 10:00 PM–12:30 AM; \(Community Forward, Inc.\)](#)

Chairman Krautkramer explained staff is waiting for insurance before recommending approval.

Moved by Ald. Keehan seconded by Ald. Collier to recommend to Common Council Street Use Application from Community Forward, Inc. for First Eve on Saturday December 31, 2016, 10:00pm to 12:30am with approval from staff.

Motion carried on voice vote.

2. [2016 Q3 Storm Water Report](#)

Eng. Supv. Montour reported on the City's participation with WisDOT in the expansion of the Tayco Road storm water pond. The expansion of the pond will allow additional storm water credits to the City. The City is also discussing participation with WisDOT on other storm water ponds.

ASD Steeno reported on the financial part of the report. 2015 ended as expected due to an increase in storm water rates in 2015. The City was able to purchase a new street sweeper.

E. ADJOURNMENT

Moved by Ald. Taylor seconded by Ald. Keehan to adjourn at 10:10 p.m.

Motion carried on voice vote.

Deborah A. Galeazzi, WCMC
City Clerk

**NMFR Joint Finance & Personnel Committee
Meeting Minutes
November 22, 2016 – 5:30 p.m.
Hauser Room – City of Neenah**

Present: Ald. Stevenson, Benner, Kunz and Pollnow

Excused: Ald. Keehan and Krautkramer

Also Present: Chief Kloehn, Director Easker and MA Theisen

Ald. Stevenson called the meeting to order at 5:30 p.m.

Public: No members of the public were present.

Minutes: The Committee reviewed the October 25, 2016 meeting minutes. **MSC Pollnow/Benner to approve the October 25, 2016 meeting minutes, and place on file, all voting aye.**

Activity Reports: The Committee reviewed the October activity and automatic aid reports. **MSC Pollnow/Benner to approve the October activity and automatic aid reports, and place on file, all voting aye.**

Burn Building Expenditures: The Committee reviewed memo from Chief Kloehn regarding the expenditure of the remaining CIP funds for the 2016 Burn Building budget. This is informational only.

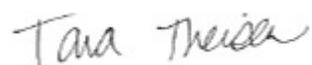
NMFR Trust Account Review: The Committee reviewed the trust fund account information for the Department. Discussion was held on the different trust fund accounts. The Committee directed Director Easker and Chief Kloehn to clean up the accounts and combine accounts that are appropriate and to bring this information back for them to review this on a periodic basis.

NMFR Dive Team: Discussion was held on NMFR's Dive Team and how there are quite a few new alderman on both City Councils who may not know the history of this service. The Committee directed Chief Kloehn to schedule a presentation during this Committee's March 2017 meeting. Information on the history of the dive team, funding, equipment purchased, and future direction of this service will be reviewed. Chief Kloehn will work with Ald. Stevenson to draft a memo to both Council's inviting them to the March meeting and ask them to send any concerns/questions to NMFR Joint F&P Committee members that can be incorporated into the presentation.

December Meeting: The Committee asked that the December 2016 meeting be cancelled a week prior to the scheduled meeting if there is not any agenda items that need to be addressed prior to the January 2017 meeting.

MSC Pollnow/Benner to adjourn 6:45 p.m., all voting aye.

Respectfully Submitted,



Tara Theisen
Management Assistant

NEENAH-MENASHA SEWERAGE COMMISSION

Regular Meeting

Tuesday October 25, 2016

Meeting was called to order by Commission President Youngquist at 8:00 a.m.

Present: Commissioners Forrest Bates, Kathy Bauer, Tim Hamblin, Raymond Zielinski, Dale Youngquist; Manager Paul Much, Accountant Roger Voigt.

Excused: Commissioners Mike Sams, Steve Coburn.

Also Present: Tom Kispert, Chad Olsen (McMAHON); Rob Franck, Randall Much (MCO).

Minutes

September 27, 2016 Public Hearing & Regular Meeting minutes: Motion made and seconded by Commissioners Zielinski/Bates to approve the minutes from the September 27, 2016 Public Hearing & Regular Meeting. Motion carried unanimously.

Correspondence

The following correspondence was discussed:

September 29, 2016 letter from Paul Much, NMSC Manager to Peter Nystrom.

RE: Requirements for wastewater discharge from the property of 590 Enterprise Drive, Neenah.

October 5, 2016 email from Paul Much, NMSC Manager to Peter Nystrom.

RE: Cost to investment group for engineering services to determine discharge limit.

Chad Olsen reported McMahan was approached by this investment group inquiring what is needed for pretreatment options. Commissioners discussed concern of McMahan working for both the NMSC and the investment group on this issue.

Old Business

Madison Street – Process to vacate. Commissioner Zielinski reported he has not received any feedback from the City.

New Business

Operations, Engineering, Planning

HSI Blower Status Update. President Youngquist discussed the meeting held with Jon Myers and the understanding that was negotiated. A day or two after the meeting Jon Myers contacted President Youngquist and provided an alternative settlement after he talked with the Corporate Office; the alternative settlement is more financially beneficial to the NMSC. NMSC Attorney John Thiel reviewed the Settlement Agreement and everything in the agreement is fine. Commissioners discussed the Settlement Agreement and pointed out some clerical/grammatical errors to be corrected. After discussion, motion made and seconded by Commissioners Zielinski/Bates to approve the Settlement Agreement between the NMSC and Atlas Copco Compressors LLC contingent on the correction of the clerical errors. Motion carried unanimously.

on a roll call vote by Commissioners Bauer, Bates, Hamblin, Zielinski, Youngquist. The Commission asked Tom Kispert for the costs of the engineering, electrical, and installation that are the responsibility of the NMSC. Tom indicated the following: engineering - \$78,950, electrical - \$80,529, installation - \$282,250, totaling \$441,729.

Phosphorus Removal. Manager Much reported they will begin a trial test of a new chemical starting on Monday (October 31). The product is Hyperion 1997 and is a poly aluminum chloride.

McMahon proposals. Motion made and seconded by Commissioners Zielinski/Bates to discuss the two Agreements for Professional Services received from McMahon Associates. Motion carried unanimously. Chad Olsen discussed the McMahon proposal for preliminary engineering of a polymer feed system; the current system is undersized for the centrifuges. The preliminary engineering will determine the size of the polymer system needed, solicit budgetary quotations, summarize findings, and make recommendations. The fee is \$4,400. After discussion, motion made and seconded by Commissioners Bates/Bauer to approve the Polymer Feed System Preliminary Engineering with McMahon. Motion carried unanimously. Chad Olsen discussed the proposed agreement for representation of the NMSC regarding the draft NMSC WPDES permit. Chad further explained the process of dealing with the person who drafted the WPDES permit and the process to receive an extended compliance schedule to meet the new phosphorus limits; the work is almost complete. After discussion, motion made and seconded by Commissioners Bates/Bauer to approve the Agreement for Professional Services with McMahon for Representation of the draft NMSC WPDES permit. Motion carried unanimously.

Manager Much discussed the Operating Report for the month of September 2016. The plant is operating well, there are no operating issues. The influent zinc testing in the sewer system has been suspended; we have been receiving small hits but no large hits. Franck discussed his report on new equipment issues; Boilers – Synex provided recommendations for changing controller set points. Rob discussed the items in the Equipment & Grounds Report: we have replaced electrical breakers in the plant; the sample line check valve, plug valve, automatic ball valve, and piping were replaced at the Waverly Metering station. Commissioner Bates questioned if the Operating Report and the Financial Statements should be updated for the change in the Town of Menasha to the Village of Fox Crossing. Accountant Voigt indicated we are still issuing invoices to the Town of Menasha Utility District; President Youngquist indicated this will be changed in the near future. After discussion motion made and seconded by Commissioners Zielinski/Bates to approve the Operating Report for the month of September 2016. Motion carried unanimously.

iReportPlus reporting software. They are waiting for the SCADA to be completed, for a software update from the software company, a review of the reports, and training with the system.

Engineering Update. Tom Kispert reported the status of the following: PLC's - on the last step for completion; SCADA – need to test the alarm dial-outs and publish the final screens; Centrifuges – some of the needed information on the units have been coming in.

Budget, Finance, Personnel

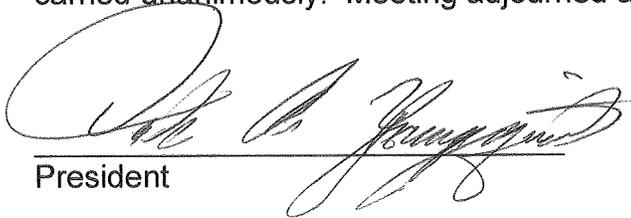
Accountant Voigt discussed the financial statements and the cash & investment report for the month of September 2016. The Commission will likely show a loss in operations at the end of the

year. After the last meeting Accountant Voigt was contacted by First National Bank-Fox Valley (FNB) vice-president Kathy Blumreich and was told FNB would be increasing the ICS CDARS to compete with the rates by the State of Wisconsin Investment Pool. Currently the rates are set to be 0.03% higher than the State Pool; the current rate at FNB is now 0.46%. The Clean Water Fund semi-annual interest payment is due on Tuesday November 1; the amount due is \$243,862.00. MCO generated \$2,700 in income to the Commission in September. Accountant Voigt reported he was contacted by our insurance agent, Chris Reichelt. He reported he is working on receiving competing quotes and will be at the November meeting to present. After discussion, motion made and seconded by Commissioners Bates/Bauer to accept the Accountant's Report for the month of September 2016. Motion carried unanimously.

Motion made and seconded by Commissioners Sambs/Bates to approve for payment MCO invoices #20845 and #20891 in the amounts of \$126,852.99 and \$741.70 with payment to be made after November 1, 2016. Motion carried unanimously.

Motion made and seconded by Commissioners Zielinski/Hamblin to approve Operating and Payroll Vouchers #135882 through #135940 in the amount of \$322,877.53 and Construction Fund Voucher #255 in the amount of \$6,000.00 for the month of September 2016. Motion carried unanimously.

Motion made and seconded by Commissioners Zielinski/Bates to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 9:20 a.m.



President



Secretary



President Jason Dionne called the meeting to order Thursday, 9/15/2016 at 4:30 PM, Menasha Safety Building, 430 First Street, Menasha, Wisconsin

Present: Jason Dionne, Fran Ebben, Tony Gutierrez, Chief Styka, Marshall Spencer

Minutes to Approve: Tony Gutierrez moved to approve the May 12 2016 meeting minutes. Fran Ebben seconded the motion. The Commission unanimously approved the minutes.

Communication to Receive: None

Old Business: none

Discussion: None

Correspondence: None

New Business: None

Chief Styka Report

Training:

- Personal and Professional Breakthroughs for LE: Albrecht, Hoernke, Edwards, Groeschel & Miller (5hrs)
- Operation RUSH Training: Abrahamson and Berna (16hrs)
- Less Lethal Distraction Devices & Impact Munitions: Miller and Thorn (8hrs)
- Taser® Recertification: Thorn & Styka (8hrs)
- TraCS Crash Report Train the Trainer: Berna and Gallagher (4hrs)
- NIMS IS-700: Edwards
- WCPA Summer Conference: Hanchek & Styka (20hrs)

Department Updates:

- Building Update: Initial discussions with building contractors continue. We are exploring the option of having the radio tower taken down and expanding into that area. Concept plans are currently be generated.
- K-9 Update: Golf outing on August 27th was a success raising about \$4000. We are close with both finances and equipment to allow K-9 Apollo rejoin Officer Miller. K-9 Apollo went through some initial testing and did very well.
- Staffing/Hiring Process Update: Former Appleton police officer John Wallschlaeger has joined us as a civilian to assist in the Community Liaison duties/PIO duties. He is assimilating to his position very well. We currently still have 3 openings.

- Contract negotiations are under way with the Police Union. Talks have been very positive and we are hopeful of the process taking less time to reach an agreement.

Closed Session: Tony Gutierrez moved to enter into closed session at 5:20pm Marshall Spencer seconded the motion. The motion was unanimously supported.

CLOSED SESSION Wisconsin statutes sec 19.85 (1)(c)

- Consideration of employment, promotion, compensation or evaluating the performance of any employee under the commission's jurisdiction.
- Consideration of open department officer position candidates

Adjourn: Fran Ebben moved to adjourn the meeting motion at 7:10pm. Tony Gutierrez seconded the motion. The motion was unanimously carried.

The next bi-monthly meeting will be held Thursday November 17 at 4:30pm Menasha Safety Building, 430 First Street, Menasha, Wisconsin.

Menasha alderpersons occasionally attend meetings of this body. It is possible that a quorum of Common Council, Board of Public Works, Administration Committee, Personnel Committee, may be attending; however no official Action of any of these bodies will be taken.

Menasha is committed to its diverse population. Our non- English speaking population or those with disabilities are invited to contact the acting Chief of Police at 967-3500 at least 24-hours in advance to ensure special accommodations can be made.

Respectfully submitted,
Marshall Spencer
Commissioner, Secretary



MEMORANDUM

Date: November 30, 2016
To: Common Council
From: Debbie Galeazzi, Clerk
Subject: Proposed Annexation – Racine Road/9th Street

The City of Menasha has received a Petition of Annexation from Positive Ventures LLC for three parcels of land in the Racine Road/9th Street area. The petition will appear on the Administration Committee agenda of December 5, 2016 for action.

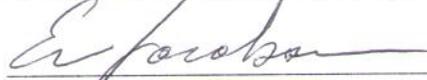
**PETITION FOR ANNEXATION OF LANDS
TO THE CITY OF MENASHA
DIRECT ANNEXATION BY UNANIMOUS CONSENT**

TO: City of Menasha
TO: Town of Menasha

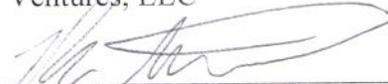
1. Pursuant to Section 66.0217 of the Wisconsin State Statutes, we, the undersigned, being the sole owner(s) and elector(s) of the land described in Exhibit "A" attached hereto, petition for Direct Annexation by Unanimous Consent of the land described in said Exhibit "A" from the Town of Menasha, in Winnebago County, Wisconsin, to the City of Menasha.
2. The population of said land is 1. The number of electors that reside on the lands to be annexed is 1 and the undersigned are the sole owners, fee title holders and electors to all the land to be annexed.
3. Said land is contiguous to the City of Menasha and is presently part of the Town of Menasha, in Winnebago County, Wisconsin.
4. We, the undersigned, request that upon annexation, the land as described in Exhibit "A" be zoned as commercial.
5. Area of lands to be annexed contains 1.4 acres.
6. Tax Parcel number(s) of lands to be annexed: 008-0327, 008-0328, and 008-0323.
7. A copy of the petition is being mailed to the State of Wisconsin, Department of Administration, for review as requested by Section 66.0217(6), along with the annexation fee.
8. Attached is a complete legal description of the land to be annexed and a scale map of the land to be annexed.

Dated this 23rd day of November, 2016.

PROPERTY OWNER SIGNATURE(S):

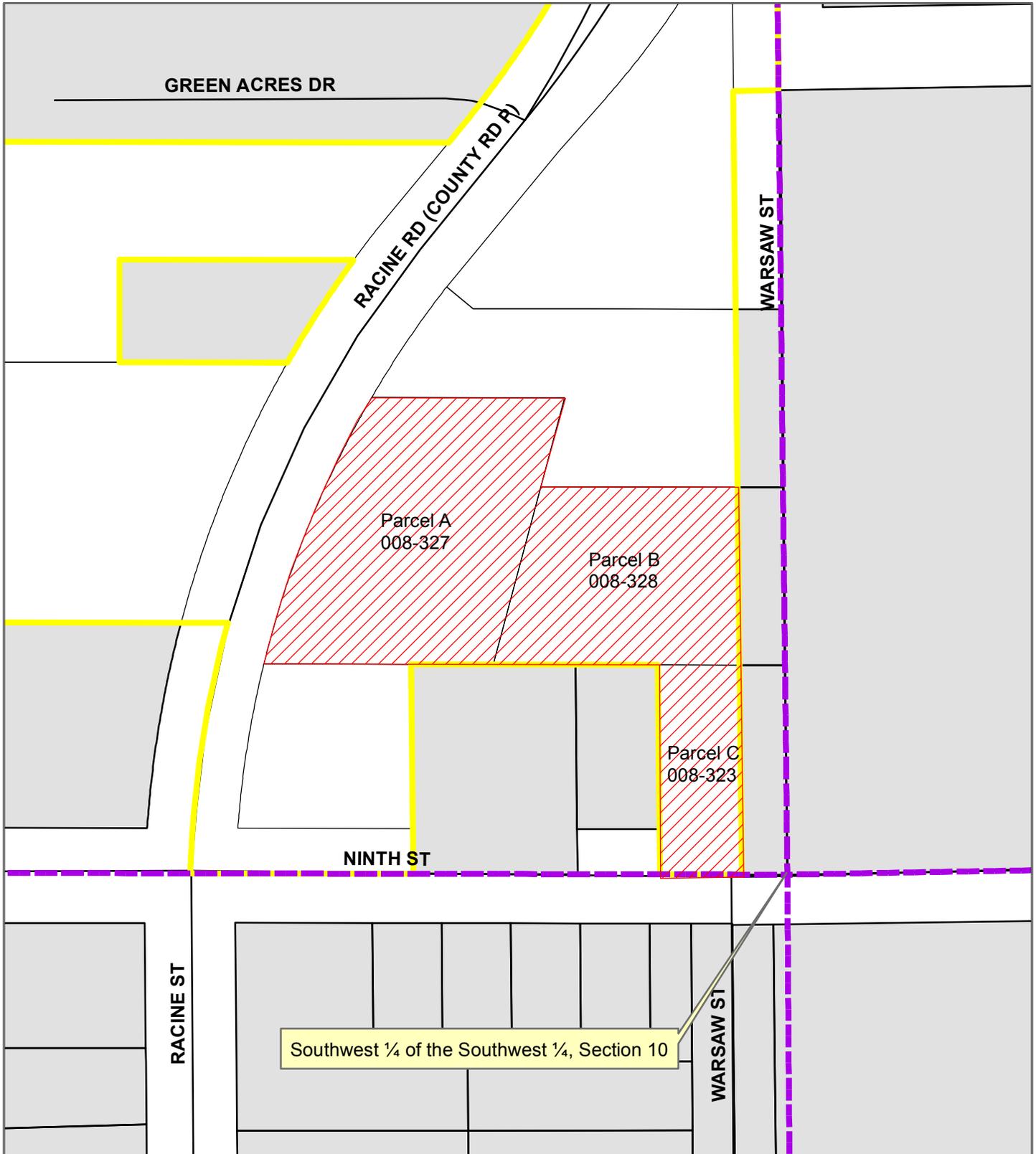


Eric Jacobson, Sole Member of Positive Ventures, LLC



Brad Wittmann

Exhibit B



Legend

-  Section Lines
-  City of Menasha Corporate Limits
-  Parcels Proposed for Annexation

Proposed Annexation



Communities, groups receive grants to promote urban forests in Wisconsin

Contact(s): Alexandria Elias, 608-261-8455, Alexandria.Elias@wisconsin.gov

MADISON -- Thirty-three communities, nonprofit groups, and counties will share \$487,578.97 in 2017 state grant dollars to promote and sustain urban forest resources in Wisconsin.

The Department of Natural Resources Urban Forestry Grant program funds projects that align with state and national goals for increasing the urban forest canopy and the benefits it provides. The urban forest encompasses trees on both public and private property. Priorities for the 2017 grant cycle include, but were not limited to, projects that increase the ability of local municipal partners to expand their urban forestry program; increase the ability of all local partners to provide ongoing urban forestry funding, services and/or markets; benefit multiple communities; and put existing inventories of urban trees to use.

"Urban forests serve a vital role in our communities, delivering valuable environmental, economic, and social benefits," said Alexandria Elias, Urban Forestry Grants Manager. "Approximately 70 percent of Wisconsin's population lives in an urban area. Beyond aesthetics, urban forests reduce air pollution, mitigate storm water runoff, conserve energy, and increase property values. The 2017 urban forest grants help communities maximize these benefits."

DNR forestry officials encouraged communities to apply for grants to develop emerald ash borer management plans and raise public awareness regarding its impact on ash trees in their community. Increasing species diversity is the best way to reduce the impact of future tree diseases or insect infestations.

The grants range from \$1,000 to \$25,000, and grant recipients must match each grant dollar for dollar. A startup grant of up to \$5,000 is available for communities that want to start or restart a community forestry program. Out of the 33 2017 Urban Forestry grants awarded, 7 are for startup grants.

To view the list of selected grant recipients [PDF], or for more information about the DNR urban forestry grant program, search the DNR website, dnr.wi.gov, for keywords "UF Grant."

Selected 2017 Urban Forestry Grant Recipients

Note: 2018 Urban Forestry Grant Deadline – October 1, 2017
Application available by July 1, 2017. Go to dnr.wi.gov, search keyword "UF Grant"

East Central – Olivia Witthun, Urban Forestry Coordinator, 1155 Pilgrim Road, Plymouth, WI 53073

Phone: 920-893-8544 Fax: 920-892-6638 Olivia.Witthun@wisconsin.gov

Dodge County *	\$5,000.00	Harnischfeger County Park Forestry Project
Fort Atkinson, City of	\$25,000.00	Emerald Ash Borer Treatment and New Tree Planting
Sheboygan, City of	\$25,000.00	City of Sheboygan Ash Tree Replacement and Treatment Operations
Slinger, Village of	\$13,457.75	GIS Public Tree Inventory, Removal, and Replanting
Cedarburg, City of	\$19,821.50	EAB Mitigation & UF Student Job Training Pilot Program

North Central – Don Kissinger, Urban Forestry Coordinator, 5301 Rib Mountain Drive, Wausau, WI 54401

Phone: 715-359-5793 Fax: 715-355-5253 Don.Kissinger@wisconsin.gov

Ashland, City of	\$17,621.47	2017 City of Ashland Tree Inventory and Risk Assessment Project
Golden Sands RC&D	\$16,094.24	EAB Preparedness Planning for Small Communities 2017
Kronenwetter, Village of	\$10,000.00	2017 Kronenwetter Site Survey and Treatment Program
Menomonie, City of #	\$9,129.15	Removal, Replacement, and Repurposing of City Ash Trees
New Richmond, City of #	\$10,317.00	Emerald Ash Borer Management Plan
Wausau, City of	\$1,565.00	Wausau Urban Forestry Policy Review and Management Planning
Weston, Village of	\$25,000.00	2017 Comprehensive Urban Forestry Project

Northeast – Tracy Salisbury, Urban Forestry Coordinator, 2984 Shawano Avenue, Green Bay, WI 54313-6727

Phone: 920-662-5450 Fax: 920-662-5159 Tracy.Salisbury@wisconsin.gov

Algoma, City of	\$15,202.15	Urban Forestry Management Plan: A Coordinated Policy, Practice, Education and Outreach Approach
Allouez, Village of	\$5,219.00	Urban Forestry Internship
Gillett, City of *	\$5,000.00	Phytoremediation and Campground Beautification
Menasha, City of	\$11,845.00	Tree Inventory, Staff Education, and Tree Planting on Private Property
Oshkosh, City of	\$25,000.00	Oshkosh Neighborhood Tree Diversification Program

South Central – Brian Wahl, Urban Forestry Coordinator 3911 Fish Hatchery Road, Fitchburg, WI 53711

Phone: 608-275-3256 Fax: 608-275-3338 Brian.Wahl@wisconsin.gov

Albany, Village of *	\$4,947.22	Removal of Dead and Dangerous Trees and Planting of New Ones
Baraboo, City of	\$8,000.00	Arboretum Planting, Interpretive Signage and Education Programming
Beloit, Town of *	\$5,000.00	Town of Beloit Urban Forest
Dunn, Town of	\$25,000.00	Town of Dunn Urban Forestry Improvement Project
Fennimore, City of *	\$5,000.00	Develop Urban Forestry Management Plan and Tree Removal
Gays Mills, Village of * #	\$5,000.00	Creating Safe Public Trees and Enhancing the Urban Canopy
Ho-Chunk#	\$24,184.00	Ho-Chunk Community Tree Planting, Hazard Tree Removal, Inventory, and Skills Development
Monroe, City of	\$25,000.00	Public Ash Tree Treatments, Preemptive Removals, and Tree Planting
Southwest Badger RC&D	\$25,000.00	Smart Ash Reuse and Replacement Program
Porter, Town of Cooksville *	\$3,104.07	Cooksville Tree Restoration: Past, Present and Future
Urban Tree Alliance	\$25,000.00	District Wide Ash Tree Inventory and Management Plans for School Campuses

Southeast – Kim Sebastian, Urban Forestry Coordinator, 2300 N. Martin Luther King Jr. Drive, Milwaukee, WI 53212

Phone: 414-263-8602 Fax: 414-263-8483 Kim.Sebastian@wisconsin.gov

Brown Deer, Village of	\$20,000.00	2017 Tree Inventory/Canopy Analysis and Emerald Ash Borer Eradication
Greenfield, City of	\$19,477.42	Emerald Ash Borer Education and Recovery Project
New Berlin, City of	\$25,000.00	National Ave. Tree Planting and Inventory Project
Oak Creek, City of	\$19,211.00	Training, Management Plan Update, Expand and Stock Bare Root Gravel Bed, and Outreach
Zoological Society of Milwaukee	\$8,691.50	2017 Emerald Ash Borer Plan – Treatment and Education at the Milwaukee County Zoo

West – Urban Forestry Coordinator position currently vacant – 1300 W. Clairemont Avenue, Eau Claire, WI 54701

- technical assistance for these projects has been temporarily shifted to North Central and South Central Urban Forestry Coordinators

* Start Up grant

Urban Forestry Grants Manager – Alexandria Elias, 101 S Webster Street Madison, WI 53703

Phone: 608-261-8455 Fax: 608-266-8576 Alexandria.Elias@wisconsin.gov



THE MENASHA STRONG CHALLENGE

Between now and February 1, **we need to raise \$325,000** in order for the Menasha Strong campaign to be completed in time for the 2017-18 school year.

Thanks to the 150+ generous Bluejay contributors, we are that much closer to updating and installing turf at Calder Stadium, resurfacing Bayer Field and purchasing new uniforms for the Bluejay Brigade!

Now, we need YOUR help to take us over the top.

Fill out and return this form ASAP to: *Menasha Strong, P.O. Box 360, 328 6th St., Menasha, WI 54952*, or make your gift online at **MENASHASTRONG.COM**

YES, I AM MENASHA STRONG!

I CAN MAKE A COMMITMENT AT THE FOLLOWING LEVEL:

- | | |
|--|---|
| <input type="checkbox"/> \$5,000* ... 1 gift needed | <input type="checkbox"/> \$500 ... 125 gifts needed |
| <input type="checkbox"/> \$2,500* ... 14 gifts needed | <input type="checkbox"/> \$250 ... 150 gifts needed |
| <input type="checkbox"/> \$1,000* ... 105 gifts needed | <input type="checkbox"/> \$100 ... 200 gifts needed |
| | <input type="checkbox"/> \$50 ... 300 gifts needed |
| | <input type="checkbox"/> Other _____ |

* Gift can be made in payments over 5 years.

Check if you choose this option

PLEASE DESIGNATE MY GIFT FOR:

- Synthetic turf at Calder
- Natural turf at Bayer Field
- Band uniforms
- Calder upgrades/greatest need

NAME _____

ADDRESS _____

CITY _____ STATE _____

ZIP _____ PHONE _____

EMAIL _____

PAYMENT

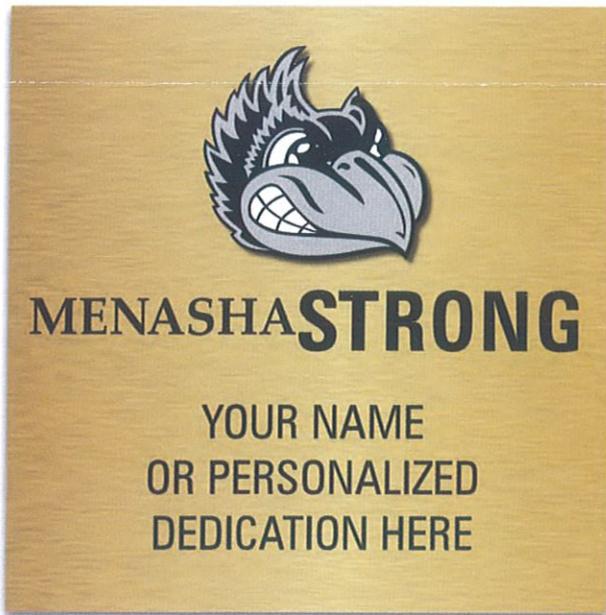
- Check enclosed, payable to
Menasha Education Foundation
- Credit Card: _____
Expiration: _____ CVV: _____

Signature: _____

All contributions to the MENASHA STRONG campaign are tax-deductible to the fullest extent of the law.

Proudly show you are
MENASHA **STRONG**

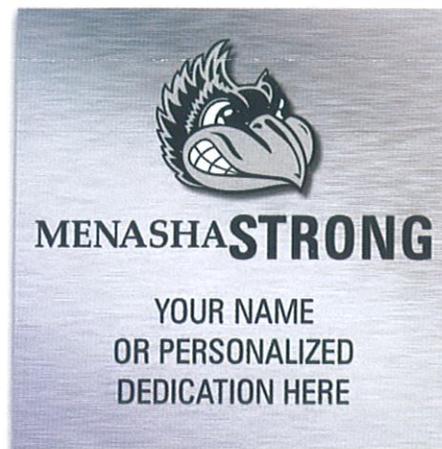
With a gift of at least **\$1,000**, your generosity will be distinctly recognized in the Calder Stadium entrance for years to come. Gifts can be paid over five years.



12" x 12" gold plaque with up to 100 characters for donors making gifts of **\$10,000 and above**

8" x 8" silver plaque with up to 75 characters for donors making gifts of **\$5,000**.

For donors making gifts of **\$1,000**, there is a 50-character limit.



You can make your commitment by mailing the enclosed pledge card or by giving online at www.MenashaStrong.com.

CITY OF MENASHA
COMMON COUNCIL
Third Floor Council Chambers
140 Main Street, Menasha
Monday, November 21, 2016
MINUTES

A. CALL TO ORDER

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

B. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

C. ROLL CALL/EXCUSED ABSENCES

PRESENT: Aldermen Zelinski, Spencer, Benner, Nichols, Taylor, Krautkramer, Collier, Keehan.
ALSO PRESENT: Mayor Merkes, CA Captain, PC Styka, FC Kloehn, CDD Buck, ASD Steeno, PRD Tungate, PHD McKenney, LD Lenz, DDMO Alix, Eng. Supv. Montour, Pk Supv. Maas, Water Utility Manager Gosz, Clerk Galeazzi, and the Press.

D. PUBLIC HEARING

1. [Proposed City of Menasha Budget for the Year 2017](#)

Stan Sevenich, 645 9th Street, Menasha. Comments on Police Dept. budget.

No one else spoke. Mayor Merkes called the Public Hearing to a close.

2. [Proposed Rezoning of 217 Washington Street from I-2 General Industrial District to C-1 General Commercial District for the purpose of opening a restaurant.](#)

CDD Buck explained the rezoning of 217 Washington Street from I-2 to C-1. C-1 District allows for restaurants.

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)

No one spoke.

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. [Administration Committee, 11/7/2016](#)
- b. [Board of Public Works, 11/7/2016](#)
- c. [Board of Health, 10/12/2016](#)
- d. [Joint Review Board, 11/9/2016](#)
- e. Park and Recreation Board, [10/11/2016](#) & [11/8/2016](#)
- f. [Plan Commission, 11/8/2016](#)
- g. [Water & Light Commission, 10/26/2016](#)

Communications:

- h. [PRD Tungate 11/15/2016, Name for New Eastside Park Memo](#)
- i. [Mayor Merkes Email to Aldermen and Dept. Heads, Budget Questions for Nov. 21st Meeting](#)
- j. [Richard Sheleski Letter 11/4/2016, 221 Washington Street](#)
- k. [Waverly Sanitary District Minutes, 10/13/2016](#)

Moved by Ald. Benner seconded by Ald. Keehan to receive Minutes and Communications a-k.
General discussion ensued on Communication j -221 Washington Street property.
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, 11/7/2016](#)
2. Budget Review Session, [11/2/2016](#), [11/9/2016](#), & [11/14/2016](#)
Administration Committee, 11/7/2016, Recommends the Approval of:

3. [Municipal Property Insurance Company \(MPIC\) Renewal 2017](#)
 4. [Approval to Apply for and Accept \\$2,500 in Retail Program Standards Grant Funds](#)
- Moved by Ald. Benner seconded by Ald. Keehan to approve Consent Agenda items 1-4.
Motion carried on roll call 8-0.

H. ITEMS REMOVED FROM THE CONSENT AGENDA

None.

I. ACTION ITEMS

1. [Accounts payable and payroll for the term of 11/10/16-11/17/16 in the amount of \\$406,196.09](#)
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 2015-2017 licensing period](#)
Moved by Ald. Nichols seconded by Ald. Keehan to approve beverage operator's license applications as listed in memo dated 11/17/16.
Motion carried on roll call 8-0.

3. [Consideration of Wage/Salary Increase and Health Insurance Premium Sharing for City Non-Represented Employees Effective 1/1/17](#)
Moved by Ald. Keehan seconded by Ald. Collier to approve a 2% wage/salary increase and 5% health insurance employee premium share for non-represented employees including police supervisory lieutenants as included in the 2017 budget.
Mayor Merkes explained the wage increase is less than other area municipalities according to a recent wage study.
Motion carried on roll call 8-0.

4. [Budget Adjustments for the Health Department](#)
Moved by Ald. Keehan seconded by Ald. Krautkramer to increase the Public Health Revenue Budget by \$6,351 and increase the Health Department Expenditure Budget by \$6,351.
PHD McKenney explained the funds are for Public Health Emergency Preparedness. These funds will be used for supplies and staff training. This adjustment does not affect the levy.
Motion carried on roll call 8-0.

5. [2017 Street Construction Program](#)
Moved by Ald. Keehan seconded by Ald. Collier to replace Abbey Avenue with Jefferson Street on the street construction projects listing in the 2017 budget and CIP at the same budgetary amount.
Mayor Merkes explained resurfacing of Abbey Avenue was going to be a joint project with City of Neenah. City of Neenah Common Council removed the project from its 2017 budget. Staff recommends replacing Abbey Avenue with a portion of Jefferson Street. The projects are estimated to be about the same cost.
Motion carried on roll call 8-0.

J. HELD OVER BUSINESS
None

K. ORDINANCES AND RESOLUTIONS

1. [O-15-16 An Ordinance Creating Private Lead Water Service Lateral Replacement Requirement \(Introduced by Ald. Krautkramer; As Recommended by Board of Public Works\)](#)

Moved by Ald. Krautkramer seconded by Ald. Keehan to approve O-15-16 An Ordinance Creating Private Lead Water Service Lateral Replacement Requirement.

General discussion ensued on a different solution for covering cost to property owner.

Moved by Ald. Collier seconded by Ald. Taylor to table O-15-16.

Motion failed on roll call 2-6.

Ald. Nichols, Taylor voted yes.

Ald. Krautkramer, Collier, Keehan, Zelinski, Spencer, Benner voted no.

General discussion ensued on levels of lead in drinking water, availability of grant funds used to cover some of the costs to the property owners, added expense to property owners, recommendations from EPA, other options to eliminate lead in drinking water, concerns of health risk to children, and impact of not replacing private lines while replacing city lines.

Moved by Ald. Nichols seconded by Ald. Zelinski to amend to include a sunset date of Dec 31, 2017.

General discussion ensued on including sunset date will allow time to evaluate impact of ordinance, concerns of mandating property owners to replace lead pipes at their own expense, and the importance of having a lead-free community.

Motion failed on roll call 4-4.

Ald. Nichols, Taylor, Collier, Zelinski voted yes.

Ald. Krautkramer, Keehan, Spencer, Benner voted no.

Original motion to approve O-15-16 failed on roll call 4-4.

Ald. Krautkramer, Keehan, Spencer, Benner voted yes.

Ald. Nichols, Taylor, Collier, Zelinski voted no.

2. [O-18-16 An Ordinance Amending Title 13, by Making Certain Changes to the District \(217 Washington Street, Parcel #3-00529-00\) \(Introduced by Ald. Nichols; As Recommended by the Plan Commission\)](#)

Moved by Ald. Nichols seconded by Ald. Keehan to approve O-18-16 An Ordinance Amending Title 13, by Making Certain Changes to the District (217 Washington Street, Parcel #3-00529-00).

Motion carried on roll call 8-0.

3. [R-48-16 A Resolution Authorizing Neenah-Menasha Fire Rescue to Exceed the Local Levy Limits Pursuant to Wis. Stats Section 66.0602\(3\)\(h\) \(Introduced by Mayor Merkes\)](#)

Moved by Ald. Benner seconded by Ald. Keehan to approve R-48-16 A Resolution Authorizing Neenah-Menasha Fire Rescue to Exceed the Local Levy Limits Pursuant to Wis. Stats Section 66.0602(3)(h).

ASD Steeno explained due to cost sharing formula the City of Menasha's share of the Fire Department budget has increased. The State allows for certain exceptions to exceed local levy limits.

Motion carried on roll call 6-2.

Ald. Nichols, Krautkramer, Keehan, Zelinski, Spencer, Benner voted yes.

Ald. Taylor, Collier voted no.

4. [R-49-16 A Resolution Levying Taxes for the Purpose of Paying the Operating Expenses for the Year 2017 for the City of Menasha \(Introduced by Mayor Merkes\)](#)

Moved by Ald. Benner seconded by Ald. Keehan to approve R-49-16 A Resolution Levying Taxes for the Purpose of Paying the Operating Expenses for the Year 2017 for the City of Menasha. ASD Steeno explained the City's assessed and equalized tax rate for Winnebago and Calumet Counties.

Moved by Ald. Zelinski seconded by Ald. Taylor to amend, to remove Fox Cities Regional Partnership fee of \$9,250 from account #100-0304-562.21-10 Community Development/Marketing. CDD Buck explained the partnership between the Fox Cities Regional Partnership and the City. He explained the importance of being a member of the partnership to promote the City. Motion on amendment failed on roll call 2-6.

Ald. Taylor, Zelinski voted yes.

Ald. Nichols, Krautkramer, Collier, Keehan, Spencer, Benner voted no.

Moved by Ald. Zelinski seconded by Ald. Taylor to amend, to reduce account #100-0304-562.21-02 Community Development/Engineering by \$25,000.

CDD Buck explained the amount is for a vision plan for the redevelopment of the Water Street corridor. He explained the importance of having a vision plan to give staff direction.

Motion on amendment failed on roll call 2-6.

Ald. Taylor, Zelinski voted yes.

Ald. Nichols, Krautkramer, Collier, Keehan, Spencer, Benner voted no.

Moved by Ald. Collier seconded by Ald. Nichols to amend, to decrease account #100-1008-541.20-10 Pavement Maintenance Epoxy Paint by \$10,000., decrease account #100-1012-541.22-03 Street Lighting Electricity by \$5,000., decrease account #100-0801-521.10-01 Police Wages by \$10,000., decrease account #100-0801-521.80-03 Police Motorized Equipment by \$5,000., and increase account #100-0305-562.70-01 Urban Redevelopment by \$30,000.

CDD Buck explained the Urban Redevelopment fund is a revolving loan fund associated with Housing Authority and has some restrictions because it is Federal funds. If the Council puts extra funds in the account they can set policy on how funds are disbursed.

DDMO Alix explained the epoxy paint will be used on new streets because it last longer. Staff has used it on existing streets in the City and have seen good results.

PC Styka explained there may be an officer retiring in 2017, so there might be extra in wages. He also explained they budget the cost of replacement of 2.75 vehicles annually.

Moved by Ald. Nichols seconded by Ald. Benner to amend, to remove decrease account #100-0801-521.80-03 Police Motorized Equipment by \$5,000 from the original motion.

Motion on amendment carried on roll call 6-2.

Ald. Nichols, Krautkramer, Collier, Keehan, Spencer, Benner voted yes.

Ald. Taylor, Zelinski voted no.

Moved by Ald. Benner seconded by Ald. Keehan to amend, to decrease account #100-1008-541.20-10 Pavement Maintenance Epoxy Paint by \$7,500.

Motion on amendment carried on roll call 8-0.

Motion as amended carried on roll call 7-1. Ald. Zelinski voted no.

Moved by Ald. Collier seconded by Ald. Zelinski to amend, to decrease account #470-0801.82-01 Police/Buildings by \$240,000.

PC Styka explained the need for the additional room at the Police Department. This project has been pushed back a few years.

Motion on amendment failed on roll call 3-5.

Ald. Taylor, Collier, Zelinski voted yes.

Ald. Nichols, Krautkramer, Keehan, Spencer, Benner voted no.

Original motion to approve O-49-16 as amended carried on roll call 7-1. Ald. Zelinski voted no.

5. [R-50-16 A Resolution Approving the 2017 Capital Improvement Program \(Introduced by Mayor Merkes\)](#)

Moved by Ald. Benner seconded by Ald. Keehan to approve R-50-16 A Resolution Approving the 2017 Capital Improvement Program.

Moved by Ald. Collier seconded by Ald. Zelinski to amend, to decrease account #470-0501-522.80-03 Fire/Motorized Equipment by \$7,125.

FC Kloehn explained the vehicle they plan to replace is over 20 years old. It is the vehicle used for inspections and they carry a lot of equipment used for building inspections. It has been in the CIP for a few years and keeps getting pushed back. It is part of the vehicle replacement schedule.

Motion on amendment failed on roll call 3-5.

Ald. Taylor, Collier, Zelinski voted yes.

Ald. Nichols, Krautkramer, Keehan, Spencer, Benner voted no.

Moved by Ald. Collier seconded by Ald. Zelinski to amend, to decrease account #470-0703-553.80-05 Parks/Other Equipment by \$1,300.

PRD Tungate explained the amount is for a new scoreboard at Jefferson Park. He has received quotes less than what is budgeted.

Motion on amendment carried on roll call 7-1. Ald. Nichols voted no.

Moved by Ald. Collier seconded by Ald. Taylor to amend to decrease account #470-0703-553.82-01 Parks/Buildings by \$50,000.

DDMO Alix explained this is budgeted for a new boiler at the Memorial Building. The boiler has out lived its life expectancy.

Ald. Collier and Ald. Taylor removed their motion.

Original motion to approve O-50-16 as amended carried on roll call 7-1. Ald. Zelinski voted no.

6. [R-51-16 A Resolution Authorizing 2017 General Obligation Borrowing and the Issuance of Certificate of Indebtedness and Levying a Tax in Connection Therewith \(Introduced by Mayor Merkes\)](#)

Moved by Ald. Benner seconded by Ald. Keehan to approve R-51-16 A Resolution Authorizing 2017 General Obligation Borrowing and the Issuance of Certificate of Indebtedness and Levying a Tax in Connection Therewith of the amount of \$1,987,166.00.

ASD Steeno stated the amount is reduced by \$1,300 based on the reduction of the scoreboard for Jefferson Park.

Motion carried on roll call 7-1. Ald. Zelinski voted no.

L. APPOINTMENTS

1. [Accept the Resignation Letter of Theresa Reuss from the Menasha Police Commission for the term ending 5/1/2018](#)

2. [Mayoral Appointment of James Meinke to the Police Commission 11/21/2016-5/1/2018](#)

Moved by Ald. Benner seconded by Ald. Spencer to accept resignation letter of Theresa Reuss from Menasha Police Commission and approve appointment of James Meinke to Menasha Police Commission for the term 11/21/2016-5/1/2018.

Motion carried on voice vote.

3. [Council Appointment of Gary Turchan to Water & Light Commission for the term of 11/21/2016-10/1/2021\(Council President Benner\)](#)

Moved by Ald. Benner seconded by Ald. Taylor to approve Council Appointment of Gary Turchan To Water & Light Commission for the term 11/21/2016-10/1/2021.

Motion carried on voice vote.

M. CLAIMS AGAINST THE CITY

None

N. PUBLIC COMMENTS ON ANY MATTER LISTED ON THE AGENDA

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

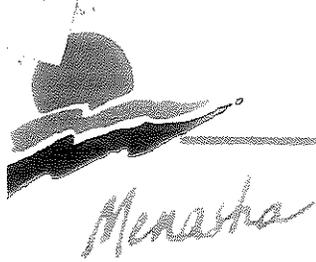
Ald. Taylor explained his excused absent from meetings was due to his work schedule.

O. ADJOURNMENT

Moved by Ald. Benner seconded by Ald. Keehan to adjourn at 9:58 p.m.

Motion carried on voice vote.

Deborah A. Galeazzi, WCMC
City Clerk



STREET USE APPLICATION

Event: FIRST EVE 24TH ANNUAL

Sponsored by: COMMUNITY FORWARD INC.

Responsible Person: JAMES TAYLOR

Address: 340 BROAD ST. MENASHA

Street Use Date:	<u>12-31-2016 - 1-1-2017</u>
Start Time:	<u>12:31 9:00pm</u>
End Time:	<u>1-1-17 12:30am</u>
Number of Units:	<u>na</u>
(Parades)	

Email Address: JAMESTAYLOR14@TDS.NET Phone: 7254857

Street Route: Close off Main St from Racine St south to Center St. 10:00p-12:30a
Description of Use (attach map) Milwaukee St (Main St to Alleyway) 2:00p-12:30am

Liability Insurance has been secured in the amount of \$ 1,000,000. with the City of Menasha named as the additional insured. This is primary insurance.

Insurance Company HUB INTERNATIONAL INSURANCE SERVICES INC. Policy No. 60835
(Attached are samples of the certificate of insurance and endorsement; each naming the City of Menasha as additional insured).

Date: 11-15-16 Applicant's Signature: James Taylor

pd #2459

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

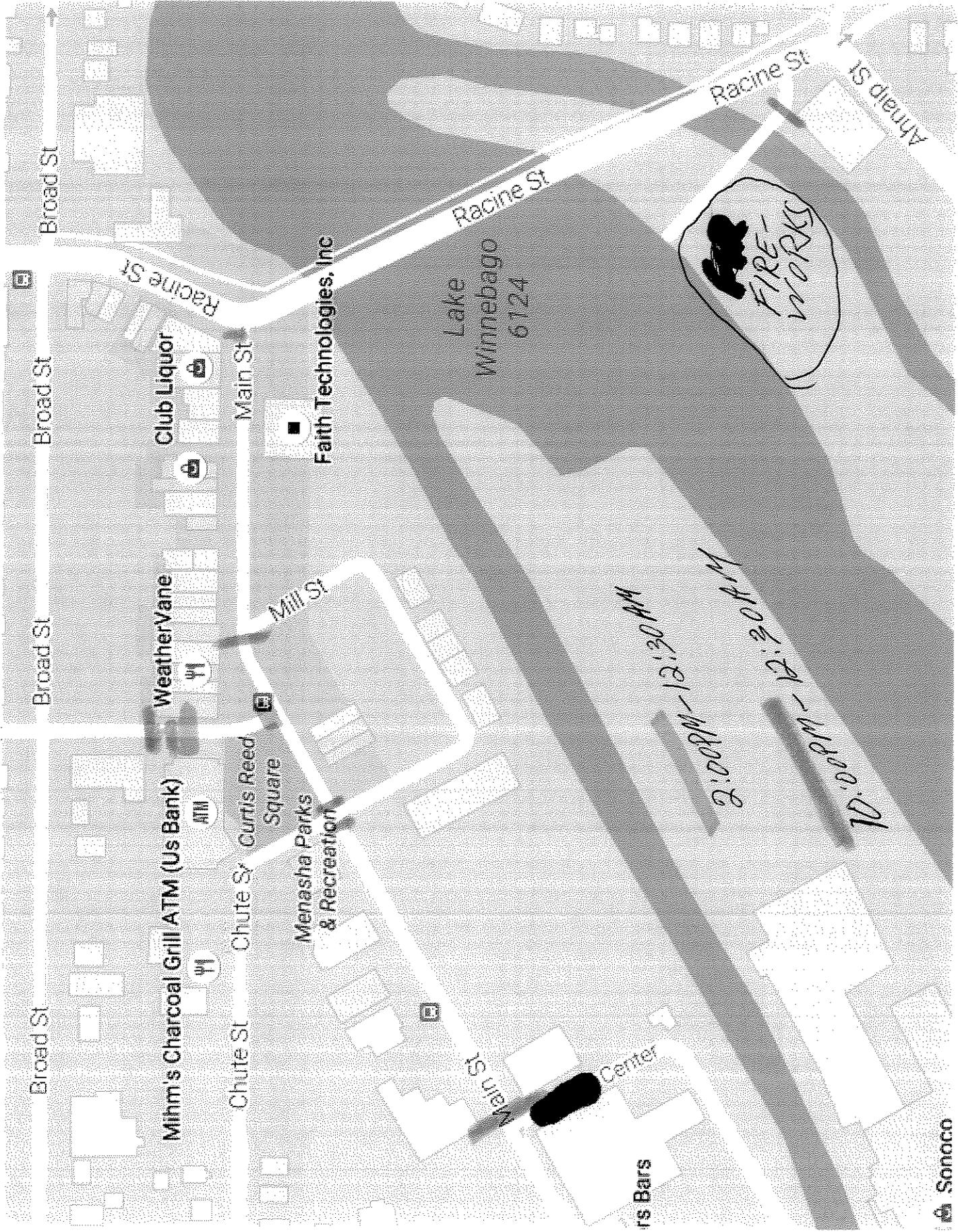
Note to events planning to use City Parks and/or greenspace: Any multi-day event or event which plans to sell beer and/or wine to the public must appear before the Parks and Recreation Board.

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

Scheduled Park & Recreation Board Review Date: _____
Not Required: <input checked="" type="checkbox"/> Approved: _____ Denied: _____

Scheduled Common Council Review Date: <u>12-5-2016</u>
Approved: _____ Denied: _____

APPROVAL:
Police Dept. BH Fire Dept. MEG Public Works Dept. 16 City Attorney _____



Broad St

Broad St

Broad St

Broad St

Racine St

Racine St

Racine St

Alhambra St

Main St

Mill St

Chute St

Chute St

Main St

Club Liquor

WeatherVane

Mihm's Charcoal Grill ATM (Us Bank)

Faith Technologies, Inc

Menasha Parks & Recreation

Lake Winnebago 6124

rs Bars

Center

Sonoco

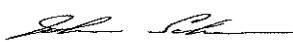
FIREWORKS

2:00PM - 12:30PM

10:00PM - 12:30PM



**CERTIFICATE OF INSURANCE
SPECIAL EVENT LIABILITY GROUP INSURANCE TRUST, A RISK PURCHASING GROUP**

FACILITY OWNER: (Additional Insured)		PRODUCER:		Certificate #	60835	
City of Menasha 140 Main Street Menasha, WI 54952		HUB International Insurance Services Inc. P.O. Box 4047 Concord, CA 94524-4047 PH: 925 609 6500 FX: 925 609 6550 specialevent@hubinternational.us		CA License #0757776		
EVENT HOLDER: (Named Insured)		EVENT INFORMATION				
Community Forward Inc. 340 Broad Street Menasha, WI 54952		TYPE OF EVENT:	Block Party/Street Closure			
		EVENT DATE(S):	December 31, 2016-January 1, 2017			
		EVENT LOCATION:	Curtis Reed Square, Intersection of Main Street/Milwaukee Street, Main Street from Racine Street to Center Street, Milwaukee Street from Main Street to Broad Street Alley.			
		ATTENDANCE:	500	CLASS:	II	
This is to certify that the policies of insurance listed below have been issued to the insured named above for the event date(s) indicated above. Notwithstanding any requirement, term or condition of any contract or other document with respect to which this certificate may be issued or may pertain, the insurance afforded by the policies described herein is subject to all the terms, exclusions and conditions of such policies.						
INSURER A:		COLONY INSURANCE COMPANY				
INSR LTR	Type of Insurance	Policy Number	Effective	Expiration	Policy Limits	
A	Commercial General Liability	AR6360147	1/1/2016	1/1/2017	Each Occurrence	\$1,000,000
					General Aggregate	\$2,000,000
					Personal & Advertising Injury	\$1,000,000
					Products/Completed Operations Aggregate	\$2,000,000
					Damage to Premises Rented to You	\$500,000
					Medical Payments	\$5,000
					Liquor Liability Each Occurrence	NA
					Liquor Liability Aggregate	NA
COVERAGE TERMS:						
Occurrence Form (CG 0010) Host Liquor Liability <u>Included</u> . Full Liquor Liability Included <u>when a separate premium has been charged</u> . All participants in athletic activities are required to sign Release and Waiver of Liability forms.		The coverage afforded by this insurance is primary and not contributing with any insurance held by the "ADDITIONAL INSURED", WHEN REQUIRED BY WRITTEN CONTRACT. The limits of insurance apply separately to each event insured by this policy as if a separate policy of insurance has been issued for that event. Who is an insured is amended to include as an additional insured the "Facility Owner - Additional Insured" above and any person or organization shown in the schedule below. This insurance does not apply to: any "occurrence" which takes place after the event holder ceases to be a tenant in that premises. This insurance applies only to: an "occurrence" which takes place during the dates indicated under "Event Information" above.				
COVERAGE EXCLUSIONS: (REFER TO POLICY FOR COMPLETE LISTING OF EXCLUSIONS)						
-- Sexual Abuse & Molestation		Specific Events are excluded from coverage. Please see second page for list of excluded events.				
-- Terrorism		On behalf of the Risk Purchasing Group and each Member, the Trustee has declined coverage for the Terrorism Risk Insurance Act (TRIA).				
OTHER ADDITIONAL INSUREDS:						
City of Menasha 140 Main Street Menasha, WI 54952						
CANCELLATION: Should the above described policy(s) be canceled before the expiration date thereof, the issuing company will endeavor to mail 30 days written notice to the insured event holder and additional insureds listed.						
AUTHORIZED REPRESENTATIVE:				DATE ISSUED:	11/29/2016	

City of Menasha Disbursements

Weekly Accounts Payable 11/23/16-12/1/16 \$ 679,937.96
Checks # 55951-56066

Bi-Weekly Payroll 11/23/16 \$ 198,893.20

Additional Regular Cycle Accounts Payables -Paid Electronically

Advanced Disposal-Broad Street Recycling	11/22/16	\$	374.39
Delta Dental	11/23/16	\$	1,412.80
Community First Credit Union-Payroll Deductions	11/23/16	\$	4,239.00
Nationwide Retirement	11/25/16	\$	10,239.50
TASC-Flex Spending	11/29/16	\$	3,907.29
State Sales Tax	11/29/19	\$	145.78
Employee Trust Funds	11/30/16	\$	106,689.87
Delta Dental	11/30/16	\$	872.91
Banking Fee	11/30/16	\$	75.00
Federal Tax Withholding	11/30/16	\$	80,607.09
State Tax Withholding	11/30/16	\$	26,674.84

\$ 235,238.47

Total \$ 1,114,069.63

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

Peggy Steeno
 Peggy Steeno
 Administrative Services Director

12/1/16
 Date

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

AP Check Register

Check Date: 11/23/2016

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
ACCURATE	55951	11/23/2016	1607057	731-1022-541.38-03	(344.43)	Credit
		11/23/2016	1613525	731-1022-541.30-18	29.27	Right Stuff/Supplies
		11/23/2016	1613858	731-1022-541.30-18	67.28	Blade
		11/23/2016	1613931	731-1022-541.30-18	28.50	Flange Bolts & Lock Nuts
		11/23/2016	1614393	731-1022-541.30-18	137.20	Supplies
		11/23/2016	1614594	731-1022-541.30-18	112.43	Supplies
		11/23/2016	1614636	731-1022-541.38-03	92.42	Light
Total for check: 55951					122.67	
AIRGAS USA LLC	55952	11/23/2016	9939821631	731-1022-541.21-06	25.35	Acetylene/Oxygen
		11/23/2016	9939821632	100-0703-553.30-18	25.66	Acetylene/Oxygen/Argon
		11/23/2016	9939821633	731-1022-541.21-06	229.44	Rental
		11/23/2016	9940511378	731-1022-541.21-06	247.50	Lease Renewal
Total for check: 55952					527.95	
BRAZEE'S ACE HARDWARE	55953	11/23/2016	036658	100-0702-552.30-18	17.97	Supplies
Total for check: 55953					17.97	
BROCK WHITE COMPANY	55954	11/23/2016	12726740-00	625-1010-541.30-18	64.68	Bentonite Granular
Total for check: 55954					64.68	
BRUCE MUNICIPAL EQUIPMENT INC	55955	11/23/2016	PO1330	731-1022-541.38-03	35.64	Wheel Nuts
Total for check: 55955					35.64	
CALNIN & GOSS INC	55956	11/23/2016	16598	100-1003-541.30-18	360.00	Topsoil
Total for check: 55956					360.00	
CRESCENT ELECTRIC SUPPLY COMPANY	55957	11/23/2016	S502727321.001	207-0707-552.24-03	48.37	Supplies
		11/23/2016	S502736890.001	100-0703-553.24-03	68.75	Supplies

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CRESCENT ELECTRIC SUPPLY COMPANY...	55957...	11/23/2016	S502760319.001	100-0703-553.30-18	86.28	Supplies
Total for check: 55957					203.40	
JOHN DEERE FINANCIAL	55958	11/23/2016	77983951	100-1003-541.30-18	413.74	Landscape Supplies
		11/23/2016	78288336	100-1003-541.30-18	226.07	Landscape Supplies
Total for check: 55958					639.81	
DUMKE & ASSOCIATES &	55959	11/23/2016	316 RACINE	100-0903-531.29-06	2,077.50	Rental 316 Racine
Total for check: 55959					2,077.50	
EVANS TITLE COMPANIES	55960	11/23/2016	925-650222178	501-0304-562.21-08	205.00	853 Whisper Falls
Total for check: 55960					205.00	
FARRELL EQUIPMENT & SUPPLY CO INC	55961	11/23/2016	INV000000837426	100-1003-541.30-18	70.00	Joint
		11/23/2016	INV000000839353	100-1003-541.30-18	25.00	Joint
Total for check: 55961					95.00	
FORCE AMERICA DISTRIBUTING LLC	55962	11/23/2016	IN001-1093303	731-1022-541.38-03	335.53	Sensor
Total for check: 55962					335.53	
FOX VALLEY TECHNICAL COLLEGE	55963	11/23/2016	356072/FY16-17	100-0801-521.34-02	50.00	Training
Total for check: 55963					50.00	
GRAEF	55964	11/23/2016	0090704	470-0703-553.82-02	778.34	Loop the Lake
Total for check: 55964					778.34	

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GRAPHIC COMPOSITION INC	55965	11/23/2016	245848	100-0801-521.30-10	186.00	Labels
Total for check: 55965					186.00	
GRIESBACH READY-MIX LLC	55966	11/23/2016	3641	100-1004-541.30-18	548.00	Concrete
				625-1010-541.30-18	370.50	Concrete
Total for check: 55966					918.50	
GUNDERSON CLEANERS	55967	11/23/2016	426809	100-0801-521.30-13	34.66	Towel/Supply Service
Total for check: 55967					34.66	
GUSTMAN CHEVROLET SALES INC	55968	11/23/2016	41474	731-1022-541.38-03	44.99	Valve
Total for check: 55968					44.99	
KRISTINE HEIM	55969	11/23/2016	APRIL-NOVEMBER	100-0304-562.30-11	24.23	April-November Postage
Total for check: 55969					24.23	
JOHN'S SAW SERVICE	55970	11/23/2016	10854	100-1003-541.30-15	69.95	Wrenches
Total for check: 55970					69.95	
JX ENTERPRISES INC	55971	11/23/2016	G-262720009	731-1022-541.38-03	12.98	Cap, Filler
		11/23/2016	G-262740010	731-1022-541.38-03	462.58	Air Dryer & Dryer Assemb
		11/23/2016	G-262740011	731-1022-541.38-03	43.07	Crank Handle/Resistor
		11/23/2016	G-263060010	731-1022-541.38-03	(91.00)	Credit
Total for check: 55971					427.63	
KUNDINGER INC	55972	11/23/2016	50406134	731-1022-541.38-03	28.33	Element
		11/23/2016	50406135	731-1022-541.38-03	27.00	Elbows/Adapter
Total for check: 55972					55.33	

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LAMP RECYCLERS INC	55973	11/23/2016	86563	470-0304-562.82-01	294.26	Lamps/Ballasts
			Total for check: 55973		294.26	
LEVENHAGEN CORPORATION	55974	11/23/2016	060935A-IN	100-0000-131.00-00	3,303.47	Fuel
		11/23/2016	060936A-IN	100-0000-131.00-00	3,629.44	Fuel
			Total for check: 55974		6,932.91	
VINCE MAAS	55975	11/23/2016	NOVEMBER	100-0703-553.34-03	20.48	November WPRA Conference
			Total for check: 55975		20.48	
NANCY MCKENNEY	55976	11/23/2016	MCKENNEY	100-0905-531.30-18	37.37	Health Screening
			Total for check: 55976		37.37	
MENARDS-APPLETON EAST	55977	11/23/2016	4555	100-0703-553.24-03	49.06	Supplies
			Total for check: 55977		49.06	
MENASHA NEENAH MUNICIPAL COURT	55978	11/23/2016	MNMC	100-0000-201.03-00	174.00	Bond Report #16-0307
					174.00	Bond Report #16-0308
					316.50	Bond/MPD 16-3639
			Total for check: 55978		664.50	
MENASHA TREASURER	55979	11/23/2016	PWF PETTY CASH	100-0000-441.13-00	35.00	Replenish Petty Cash
			Total for check: 55979		35.00	
MENASHA UTILITIES	55980	11/23/2016	MENASHA UTILITY	100-0000-123.00-00	928.67	Electric
					258.97	Water
					59.95	Storm
					6.68	Electric
				100-0305-562.22-03	22.42	Electric
					9.90	Storm

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MENASHA UTILITIES...	55980...	11/23/2016...	MENASHA UTILITY...	100-0601-551.22-03	4,501.14	Electric
				100-0601-551.22-05	714.50	Water
				100-0601-551.22-06	136.95	Storm
				100-0703-553.22-03	1,368.21	Electric
				100-0703-553.22-05	45.42	Water
				100-0703-553.22-06	871.21	Storm
				100-0704-552.22-03	248.95	Electric
				100-0704-552.22-05	409.00	Water
				100-0801-521.22-03	1,282.45	Electric
					23.23	Electric
				100-0801-521.22-05	357.63	Water
				100-0801-521.22-06	82.78	Storm
				100-1001-514.22-05	12.38	Water
				100-1001-514.22-06	3.30	Storm
				100-1008-541.22-03	226.99	Electric
				100-1008-541.22-05	45.42	Water
				100-1013-541.22-06	57.75	Storm
				100-1019-552.22-03	346.46	Electric
				100-1019-552.22-05	12.38	Water
				207-0707-552.22-05	153.80	Water
			266-1028-543.22-06	96.53	Storm	
			601-1020-543.22-03	78.10	Electric	
			731-1022-541.22-03	951.47	Electric	
			731-1022-541.22-05	326.80	Water	
			731-1022-541.22-06	1,190.48	Storm	
Total for check: 55980					14,829.92	
MORTON SAFETY	55981	11/23/2016	171798-01	731-1022-541.30-18	163.50	Knee Pads/Eyewash
		11/23/2016	171798-02	731-1022-541.30-18	33.00	Eyewash
		11/23/2016	172221-00	731-1022-541.30-18	15.73	Hard Hats
		11/23/2016	172222-00	266-1028-543.30-15	121.10	Earmuffs/Ear Plugs

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MORTON SAFETY...	55981...	11/23/2016	172295-00	731-1022-541.30-18	60.68	Filters/Mask
Total for check: 55981					394.01	
NEENAH FOUNDRY	55982	11/23/2016	194975	485-1009-541.82-02	2,530.00	Hooks
Total for check: 55982					2,530.00	
NEENAH-MENASHA SEWERAGE COMMISSION	55983	11/23/2016	2016-178	601-1021-543.21-01	1,825.00	Legal Reimbursement D&K Invoice 410034
Total for check: 55983					1,825.00	
CITY OF NEENAH	55984	11/23/2016	35915	470-0501-522.82-02	5,506.83	Burn Building Upgrades
		11/23/2016	FIRE/RESCUE	100-0501-522.25-01	267,592.00	Fire/Rescue Services
Total for check: 55984					273,098.83	
NORTHEAST ASPHALT INC	55985	11/23/2016	1458507	100-1004-541.30-18	1,843.74	Asphalt
					100-1013-541.30-18	633.75
		11/23/2016	1459987	625-1010-541.30-18	700.54	Asphalt
Total for check: 55985					3,178.03	
OSI ENVIRONMENTAL INC	55986	11/23/2016	4012524	266-1027-543.21-06	100.00	Used Oil Collection
Total for check: 55986					100.00	
OUTAGAMIE COUNTY	55987	11/23/2016	111990	100-0805-521.25-01	825.00	Lodging - August & Sept
Total for check: 55987					825.00	
LINDA PALMBACH	55988	11/23/2016	OCTOBER	100-0903-531.33-01	8.32	October Mileage
Total for check: 55988					8.32	

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PROFESSIONAL CONCRETE RAISING INC	55989	11/23/2016	6056	100-1009-541.21-06	4,480.00	Mudjacking Sidewalks
Total for check: 55989					4,480.00	
PROFESSIONAL PROCESS SERVICE	55990	11/23/2016	16090	100-0201-512.30-18	49.00	Service
Total for check: 55990					49.00	
RECYCLETHATSTUFF.COM	55991	11/23/2016	052785	100-0304-562.21-06	150.00	Event Fees
Total for check: 55991					150.00	
REDI-WELDING CO	55992	11/23/2016	15056	731-1022-541.24-03	26.00	Plates/Tubing
				731-1022-541.38-03	85.00	Plates/Tubing
Total for check: 55992					111.00	
DR TERESA RUDOLPH	55993	11/23/2016	PHYSICIAN	100-0903-531.21-05	150.00	City Physician
Total for check: 55993					150.00	
SAFEBUILT LLC	55994	11/23/2016	0027057-IN	100-0301-523.21-06	5,698.29	Permits
Total for check: 55994					5,698.29	
SET ENVIRONMENTAL INC	55995	11/23/2016	0091440	470-0304-562.82-01	318.75	867 Valley Road
		11/23/2016	0091441	470-0304-562.82-01	1,399.27	867 Valley Road
		11/23/2016	0091484	470-0304-562.82-01	1,750.00	867 Valley Road
Total for check: 55995					3,468.02	
SPORTS GRAPHICS	55996	11/23/2016	1116-004	100-0803-521.19-03	8.00	Hat
Total for check: 55996					8.00	
STAPLES BUSINESS ADVANTAGE	55997	11/23/2016	3319882438	100-0304-562.30-10	34.12	Supplies
					17.09	Supplies

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STAPLES BUSINESS ADVANTAGE...	55997...	11/23/2016...	3319882438...	100-1002-541.30-10	12.95	Supplies
Total for check: 55997					64.16	
STRANG PATTESON RENNING LEWIS &	55998	11/23/2016	STRANG PATTESON	100-0201-512.21-01	1,328.24	General Matters
Total for check: 55998					1,328.24	
SUNGARD PUBLIC SECTOR INC	55999	11/23/2016	128811	743-0403-513.24-04	2,806.00	December Acctg System Maintenance
Total for check: 55999					2,806.00	
SYN-TECH SYSTEMS	56000	11/23/2016	134863	731-1022-541.24-06	264.00	Supplies
Total for check: 56000					264.00	
UNIFIRST CORPORATION	56001	11/23/2016	097 0223062	731-1022-541.20-01	211.19	Shirts/Coveralls/Mats
Total for check: 56001					211.19	
UNITED WAY FOX CITIES	56002	11/23/2016	20161123	100-0000-202.09-00	31.00	PAYROLL SUMMARY
Total for check: 56002					31.00	
VERIZON WIRELESS	56003	11/23/2016	9774677546	100-0601-551.22-01	27.62	Phone
				100-0703-553.22-01	33.03	Phone
				100-0801-521.22-01	9.74	Phone
				100-1001-514.22-01	9.74	Phone
		11/23/2016	9774677548	100-0703-553.22-01	69.65	Phones
				731-1022-541.22-01	118.15	Phones
		11/23/2016	9774677551	100-0801-521.22-01	713.00	Phones
Total for check: 56003					980.93	

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VINTON CONSTRUCTION COMPANY	56004	11/23/2016	16021.2	100-1003-541.30-18	6,640.64	Concrete Crushing
Total for check: 56004					6,640.64	
WAUSAU AWARDS & ENGRAVING INC	56005	11/23/2016	WAUSAU AWARDS	100-0304-562.21-06	431.42	Landmarks
Total for check: 56005					431.42	
WCA GROUP HEALTH TRUST	56006	11/23/2016	2226920	100-0000-204.08-00	126,299.57	November Health Ins
				100-0000-204.11-00	8,501.38	November Health Ins
Total for check: 56006					134,800.95	
WE ENERGIES	56007	11/23/2016	WE ENERGIES	100-0703-553.22-04	9.57	2170 Plank Road
Total for check: 56007					9.57	
WINNEBAGO COUNTY TREASURER	56008	11/23/2016	LF124018	100-1016-543.25-01	15,498.51	Direct Haul
				100-1017-543.25-01	3,512.13	Direct Haul
				266-1027-543.25-01	497.05	Direct Haul
Total for check: 56008					19,507.69	
WISCONSIN DEPT OF JUSTICE	56009	11/23/2016	G3228	100-0202-512.21-06	14.00	Background Checks
Total for check: 56009					14.00	
WISCONSIN EMPLOYMENT RELATIONS	56010	11/23/2016	WI EMP REL COMM	100-0201-512.30-18	400.00	Mediation Filing Fee
Total for check: 56010					400.00	
WISCONSIN SUPPORT COLLECTIONS	56011	11/23/2016	20161123	100-0000-202.03-00	711.51	PAYROLL SUMMARY
Total for check: 56011					711.51	

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WOODLAND DEVELOPMENT LLC	56012	11/23/2016	1ST PAYMENT	470-1003-541.82-02	63,902.03	Deferred Assessment Lake Cottage Estates
			Total for check: 56012		63,902.03	
ZANDER PRESS INC	56013	11/23/2016	76056	100-0405-513.29-01	2,218.63	Newsletter
				266-1027-543.29-01	2,711.66	Newsletter
			Total for check: 56013		4,930.29	
ZARNOTH BRUSH WORKS INC	56014	11/23/2016	0162292-IN	625-1005-541.30-15	630.00	Brooms
			Total for check: 56014		630.00	
				563,875.40		

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ACCURATE	56015	12/1/2016	1614072	731-1022-541.30-18	312.40	Blades
		12/1/2016	1615041	731-1022-541.30-18	112.89	Drills/Clamp/Ties
		12/1/2016	1615209	731-1022-541.30-18	98.48	Locknuts/Washers/Pins Primer
Total for check: 56015					523.77	
AMERICAN PLANNING ASSOCIATION	56016	12/1/2016	118487-16102	100-0304-562.32-01	470.00	Membership
Total for check: 56016					470.00	
PETE ANDERSON	56017	12/1/2016	PETE ANDERSON	100-0501-522.24-03	109.37	Station 35 Laundry-Reimbu
Total for check: 56017					109.37	
APPLETON TROPHY & ENGRAVING	56018	12/1/2016	67435	826-0703-553.30-18	100.00	Engraved Plates
Total for check: 56018					100.00	
CITY OF APPLETON	56019	12/1/2016	233920	100-0302-542.25-01	14,225.00	November 2016 Transit Services
Total for check: 56019					14,225.00	
ASSOCIATED APPRAISAL CONSULTANTS	56020	12/1/2016	122841	100-0402-513.21-09	5,000.00	Professional Services
					59.76	Internet Postings
				100-0402-513.30-11	13.80	Postage
Total for check: 56020					5,073.56	
BEST ENTERPRISES LLC	56021	12/1/2016	15902	470-0304-562.82-01	15,000.00	867 Valley Road
Total for check: 56021					15,000.00	
BOBCAT PLUS	56022	12/1/2016	IA09706	731-1022-541.38-03	243.70	Filters/Cap/Seal
Total for check: 56022					243.70	

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BRUCE MUNICIPAL EQUIPMENT INC	56023	12/1/2016	PO1367	731-1022-541.38-03	48.02	Conveyor Rotate
Total for check: 56023					48.02	
BUCKLIN TREE SERVICE LLC	56024	12/1/2016	60773	100-1004-541.30-18	22.00	Mulch
Total for check: 56024					22.00	
CALUMET COUNTY CLERK	56025	12/1/2016	CALUMET	100-0000-201.03-00	23.00	Dog Lic #3801-3806
Total for check: 56025					23.00	
CARDMEMBER SERVICE	56030	12/1/2016	0004	100-0704-552.24-04	1,764.00	Anchor Industries
		12/1/2016	0008	100-0601-551.30-13	15.99	GFS Store
		12/1/2016	0023	100-0601-551.34-01	44.00	Pittsburgh Supershuttle
		12/1/2016	0060	100-0601-551.24-03	51.12	Amazon Mktplace Pmts
		12/1/2016	0074	100-1008-541.30-15	115.40	Home Depot - Ladder
		12/1/2016	0331	100-0601-551.33-02	79.00	American Library Assoc
		12/1/2016	0365	100-0811-521.34-03	31.00	Harbor Seafood & Oyster
		12/1/2016	0371	100-0801-521.29-04	78.18	Chief Supply
		12/1/2016	0444	100-0702-552.30-18	128.15	Mills Fleet Farm
		12/1/2016	0524	100-0801-521.24-01	139.00	Amazon Mktplace Pmts
		12/1/2016	0565	100-0801-521.30-10	68.10	Amazon Mktplace Pmts
		12/1/2016	0662	100-0801-521.34-04	35.25	Economy Airport Parking
		12/1/2016	0846	100-0601-551.30-16	46.00	Michaels Stores
		12/1/2016	0898	100-0601-551.30-16	6.00	The Office of Letters
		12/1/2016	0915	100-0702-552.34-03	18.21	High Rock Cafe
		12/1/2016	0957	100-0811-521.34-03	12.66	Coffee Beanery
		12/1/2016	1011	100-0801-521.32-01	25.00	TLO Transunion
		12/1/2016	1058	100-0601-551.30-16	25.06	Facebk
		12/1/2016	1359	100-1003-541.30-15	571.95	Home Depot-Supplies/Tools
				100-1008-541.30-15	545.70	Home Depot-Supplies/Tools
		12/1/2016	1676	100-0601-551.33-02	192.00	Wisconsin Library Assoc
		12/1/2016	2220	100-0702-552.34-03	25.00	High Rock Cafe
		12/1/2016	2697	100-0601-551.34-03	27.21	Bills Bar & Burger

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CARDMEMBER SERVICE...	56030...	12/1/2016	2973	100-0801-521.34-03	42.63	Denny's
		12/1/2016	3445	100-0405-513.33-03	199.98	Comfort Inn-League Conf
		12/1/2016	3510	100-0702-552.34-03	11.42	CVR Market Fresh to Go
		12/1/2016	3719	100-0601-551.34-03	7.89	SQ Crazy Mocha Liberty
		12/1/2016	3782	100-0601-551.30-13	9.99	Costco
		12/1/2016	4449	100-0601-551.24-03	59.99	Amazon Mktplace-PD Filter
				100-0801-521.24-03	55.57	Amazon Mktplace-PD Filter
		12/1/2016	4724	100-0801-521.29-04	25.42	DMV Appleton
		12/1/2016	4848	100-0801-521.29-04	178.00	RPM Outlet
		12/1/2016	4868	100-0601-551.30-16	4.50	Tom's Drive In
		12/1/2016	4903	100-0601-551.30-16	33.00	Picmonkey LLC
		12/1/2016	5074	100-0801-521.30-12	359.97	Replace Hard Drives Amazon.com
		12/1/2016	5241	100-0601-551.24-03	178.49	Best Buy
		12/1/2016	5275	100-0601-551.24-03	26.95	PayPal
		12/1/2016	5353	100-0704-552.24-04	144.07	Anchor Industries
		12/1/2016	5375	731-1022-541.20-08	975.40	Fulcer Waverly Beach Storage
		12/1/2016	5523	625-0706-561.30-18	17.98	Mills Fleet Farm
		12/1/2016	5587	100-0801-521.32-02	75.00	American Association
		12/1/2016	5776	100-0801-521.24-02	498.06	Walmart.com
		12/1/2016	5802	100-0601-551.30-16	6.00	Dollar Tree
		12/1/2016	6007	100-0703-553.34-03	251.58	Chula Vista Resort
		12/1/2016	6110	100-0202-512.21-06	14.50	Education Verification Natl Stdnt Clearinghouse
		12/1/2016	6168	100-0811-521.34-03	25.00	Delta Air/Baggage Fee
		12/1/2016	6207	100-0801-521.34-03	132.44	Glacier Canyon LLC
		12/1/2016	6306	100-0601-551.34-03	7.33	Liberty Westin Coffee
		12/1/2016	6564	100-0801-521.30-11	9.85	UPS
		12/1/2016	6638	100-0601-551.30-16	15.96	Festival Foods
		12/1/2016	6794	731-1022-541.30-11	10.20	UPS Store - Power Manual
		12/1/2016	6857	100-1001-514.30-15	268.31	EMEDCO-Kit
		12/1/2016	6978	100-0811-521.34-03	615.76	Crowne Plaza
		12/1/2016	6991	100-0801-521.30-18	109.99	Amazon.com
		12/1/2016	7099	100-0601-551.34-03	406.98	Westin Hotels
		12/1/2016	7273	100-0811-521.34-03	35.00	Genera Mit Intl Air
		12/1/2016	7303	100-0914-531.30-18	59.44	Piggly Wiggly-Flu Clinic

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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>
CARDMEMBER SERVICE...	56030...	12/1/2016	7450	824-0807-521.30-15	45.98	Petsmart Inc
		12/1/2016	7501	100-0202-512.21-06	14.50	Education Verification Natl Stdnt Clearinghouse
		12/1/2016	7670	100-0703-553.34-03	27.52	Chula Vista Resort
		12/1/2016	7710	100-0801-521.34-03	1,552.65	Grand Hyatt
		12/1/2016	7848	100-0801-521.30-10	14.51	Amazon Mktplace Pmts
		12/1/2016	7907	100-0601-551.34-03	7.33	Liberty Westin Coffee
		12/1/2016	7921	100-0914-531.30-18	119.70	Subway-Flu Clinic
		12/1/2016	7940	100-0601-551.30-16	4.94	Facebk
		12/1/2016	8029	100-0801-521.30-15	93.40	Houts Enterprises
		12/1/2016	8184	100-0202-512.21-06	(12.50)	Education Verification Natl Stdnt Clearinghouse
		12/1/2016	8217	100-0801-521.33-03	14.41	Festival Foods
		12/1/2016	8736	100-0601-551.34-03	23.55	Redbeards on Sixth LLC
		12/1/2016	8934	824-0807-521.30-15	76.67	Menards
		12/1/2016	8975	100-0601-551.34-03	7.33	Liberty Westin Coffee
		12/1/2016	9061	100-0601-551.34-03	4.82	Subway
		12/1/2016	9151	470-0304-562.82-01	8.85	Payment Service Fee
		12/1/2016	9684	100-0601-551.30-16	45.61	Hobby Lobby
		12/1/2016	9705	100-0304-562.33-02	195.15	Sept FCEDP Meeting Host Weathervane
		12/1/2016	9773	100-0801-521.30-15	5.99	Amazon.com
		12/1/2016	9888	470-0304-562.82-01	772.18	Valley Rd Disconnect WE Energies
Total for check: 56030					11,939.22	
COMPLETE OFFICE OF WISCONSIN	56031	12/1/2016	675324	100-0801-521.30-10	24.83	Supplies
		12/1/2016	677392	100-0801-521.30-10	(38.28)	Supplies
		12/1/2016	678091	100-0801-521.30-10	8.95	Supplies
		12/1/2016	681134	100-0801-521.30-10	25.37	Supplies
		12/1/2016	686033	100-0801-521.30-10	162.28	Supplies
		12/1/2016	696121	100-0801-521.30-10	190.47	Supplies
		12/1/2016	847980	100-0801-521.30-10	(204.21)	CREDIT
Total for check: 56031					169.41	

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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>
CORELOGIC	56032	12/1/2016	REFUND	100-0000-441.03-00	275.00	2016 Assess. File Refund
			Total for check: 56032		275.00	
CREATIVE SERVICES OF NEW ENGLAND	56033	12/1/2016	D16-15186	100-0801-521.30-18	206.95	Stickers
			Total for check: 56033		206.95	
D&B DISTRIBUTORS LLC	56034	12/1/2016	D26628	731-1022-541.30-15	399.99	Wrench
			Total for check: 56034		399.99	
FOX CITIES CONVENTION & VISITORS	56035	12/1/2016	2016 Q3 ROOM	100-0415-513.20-11	561.08	2016 Q3 Room Tax Share
			Total for check: 56035		561.08	
GREEN BOYZ LAWNCARE	56036	12/1/2016	12819	100-0801-521.20-06	95.00	Lawncare-PD & Library
			Total for check: 56036		95.00	
GRIESBACH READY-MIX LLC	56037	12/1/2016	3648	100-1004-541.30-18	118.50	Concrete
			Total for check: 56037		118.50	
GUSTMAN CHEVROLET SALES INC	56038	12/1/2016	41519	731-1022-541.38-03	17.47	Cap
		12/1/2016	41555	731-1022-541.38-03	160.67	Control
			Total for check: 56038		178.14	
H&R SAFETY SOLUTIONS LLC	56039	12/1/2016	1156	100-1002-541.30-18	80.64	Marking Paint
				625-1002-541.30-18	20.16	Marking Paint
			Total for check: 56039		100.80	

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INTERSTATE ALL BATTERY CENTER	56040	12/1/2016	1903101008441	100-0801-521.30-18	91.90	Batteries
			Total for check: 56040		91.90	
KEEPRS INC	56041	12/1/2016	325710	100-0801-521.30-15	853.99	Pistol & Assessories
			Total for check: 56041		853.99	
MARCO TECHNOLOGIES LLC	56042	12/1/2016	52340218	743-0403-513.29-01	140.40	1st Floor Copier Agmt
			Total for check: 56042		140.40	
MEDICAL PRODUCTS LABORATORIES INC	56043	12/1/2016	577116	100-0909-531.30-18	161.42	Varnish
			Total for check: 56043		161.42	
MENARDS-APPLETON EAST	56044	12/1/2016	4167	100-0703-553.30-18	19.11	PVC Conduit Bodies/Supply
				100-0903-531.24-03	4.35	PVC Conduit Bodies/Supply
				207-0707-552.30-18	33.64	PVC Conduit Bodies/Supply
		12/1/2016	4799	100-0703-553.30-18	470.34	Concrete Mix
		12/1/2016	4806	100-0703-553.30-18	(28.08)	Credit
		12/1/2016	4864	100-0703-553.30-18	70.20	Concrete Mix
			Total for check: 56044		569.56	
MENASHA NEENAH MUNICIPAL COURT	56045	12/1/2016	MNMC	100-0000-201.03-00	363.00	Bond/MPD 16-0251
					489.00	Bond/MPD 16-0301
			Total for check: 56045		852.00	
POSTMASTER	56046	12/1/2016	PERMIT#39	100-1001-514.30-11	215.00	Postal Permit
			Total for check: 56046		215.00	
MENASHA UTILITIES	56047	12/1/2016	4457	601-0401-513.25-02	18,164.13	Sewer
				625-0401-513.25-01	2,051.72	Storm Water
		12/1/2016	MENASHA UTILITY	100-0000-123.00-00	15.44	Electric

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MENASHA UTILITIES...	56047...	12/1/2016...	MENASHA UTILITY..	100-0304-562.22-03	28.38	Electric
				100-0305-562.22-06	6.60	Storm
				100-0703-553.22-03	1,202.13	Electric
				100-0703-553.22-05	883.79	Water/Sewer
				100-0703-553.22-06	482.65	Storm
				100-1001-514.22-03	1,391.21	Electric
				100-1001-514.22-05	451.60	Water/Sewer
				100-1008-541.22-03	255.81	Electric
				100-1012-541.22-03	102.60	Electric
				100-1013-541.22-03	37.52	Electric
				100-1013-541.22-06	239.26	Storm
				100-1014-543.22-06	70.13	Storm
				100-1019-552.22-03	144.82	Electric
				100-1019-552.22-05	82.42	Water/Sewer
				207-0707-552.22-03	415.69	Electric
				207-0707-552.22-05	68.84	Water/Sewer
				207-0707-552.22-06	64.36	Storm
				485-0304-562.22-06	76.23	Storm
				501-0304-562.22-06	434.94	Storm
				601-1020-543.22-03	27.29	Electric
625-0304-562.22-03	8.24	Electric				
743-0403-513.21-04	167.75	Internet Charge				
	2,310.40	Dark Fiber Charge				
	12/1/2016	OCT ST LIGHTS	100-1012-541.22-03	13,908.25	Street Lighting	October 2016
Total for check: 56047					43,092.20	
MID-AMERICAN RESEARCH CHEMICAL	56048	12/1/2016	0593630-IN	731-1022-541.30-18	223.12	Cleaner/Wipes
				Total for check: 56048		
MILLER, ADAM	56049	12/1/2016	K-9 APOLLO	824-0807-521.30-15	1.00	K-9 Apollo
				Total for check: 56049		

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MBM	56050	12/1/2016	IN143825	743-0403-513.29-01	39.50	Toner-2nd Floor Copier
			Total for check: 56050		39.50	
MONROE TRUCK EQUIPMENT INC	56051	12/1/2016	762869	731-1022-541.30-18	1,900.00	Locks
			Total for check: 56051		1,900.00	
MORTON SAFETY	56052	12/1/2016	172221-01	731-1022-541.30-18	78.64	Hard Hats
			Total for check: 56052		78.64	
ODB COMPANY	56053	12/1/2016	0096882-IN	731-1022-541.38-03	263.36	Valve
			Total for check: 56053		263.36	
JOSEPH POLZIEN	56054	12/1/2016	POLZIEN	100-0811-521.34-03	19.95	October Meeting Expense
			Total for check: 56054		19.95	
DAVE POWELL	56055	12/1/2016	POWELL	100-0601-551.33-01	67.34	Jan-Nov Mileage
			Total for check: 56055		67.34	
DIANE SCHABACH	56056	12/1/2016	328473	207-0707-552.38-01	762.98	Fees
		12/1/2016	328474	207-0707-552.30-11	45.12	Postage
				207-0707-552.30-18	113.62	Supplies
			Total for check: 56056		921.72	
STAPLES BUSINESS ADVANTAGE	56057	12/1/2016	3320747186	100-0702-552.30-10	50.94	Postcards
		12/1/2016	3320747191	100-0101-511.30-10	10.57	Supplies
				100-0201-512.30-10	10.57	Supplies
				100-0203-512.30-10	10.57	Supplies

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STAPLES BUSINESS ADVANTAGE...	56057...	12/1/2016...	3320747191...	100-0405-513.30-10	22.77	Supplies
				Total for check: 56057	105.42	
TAPCO	56058	12/1/2016	1545851	100-1008-541.30-15	57.17	Wrench
				Total for check: 56058	57.17	
TILLMANN WHOLESALE GROWERS	56059	12/1/2016	14208	625-1010-541.30-18	570.00	Pachysandra
				Total for check: 56059	570.00	
TRI-COUNTY OVERHEAD DOOR INC	56060	12/1/2016	047841	100-0703-553.24-03	218.75	Repair Door - Smith Park
				Total for check: 56060	218.75	
UNIFIRST CORPORATION	56061	12/1/2016	097 0223511	731-1022-541.20-01	133.19	Coveralls/Shirts/Pants
				Total for check: 56061	133.19	
WE ENERGIES	56062	12/1/2016	WE ENERGIES	100-0000-123.00-00	133.70	N-M Fire
				100-0601-551.22-04	1,043.65	Library
				100-0703-553.22-04	175.02	Parks
				100-0704-552.22-04	27.62	Pool
				100-0801-521.22-04	184.64	Police
				100-0920-531.22-04	43.95	Senior Center
				100-1001-514.22-04	220.02	City Hall
				100-1012-541.22-03	1,094.40	Street Lights
				207-0707-552.22-04	22.08	Marina
				731-1022-541.22-04	168.10	Garage
				Total for check: 56062	3,113.18	
WINNEBAGO COUNTY CLERK OF COURTS	56063	12/1/2016	WCCC	100-0000-201.03-00	350.00	Bond/MPD 16-3650
					235.00	Bond/MPD 16-3768

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WINNEBAGO COUNTY CLERK OF COURTS...	56063...	12/1/2016...	WCCG...	100-0000-201.03-00...	650.00	Bond/MPD 16-3770
Total for check: 56063					1,235.00	
WINNEBAGO COUNTY TREASURER	56064	12/1/2016	WINN CTY TR	100-0000-201.03-00	1,365.75	Dog Licenses
Total for check: 56064					1,365.75	
WISCONSIN DEPT OF JUSTICE	56065	12/1/2016	L7101T	100-0801-521.21-06	70.00	Record Checks
Total for check: 56065					70.00	
WPPI ENERGY	56066	12/1/2016	INV06848	310-0409-571.61-01	8,603.39	Debt Service Payment
				310-0410-571.61-02	1,217.10	Debt Service Payment
Total for check: 56066					9,820.49	
					116,062.56	



To: Menasha Common Council
From: Jenny Groeschel and Ginger Tralongo, Police Records
RE: Beverage Operator License (Bartender) Applicants
Date: November 30, 2016

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

Cole VanAirsdale
Anthony VanHeuklon
Gina Combs

cc: chief via email



MEMORANDUM

DATE: November 30, 2016
TO: Common Council
FROM: Debbie Galeazzi, Clerk
SUBJECT: Benchwarmers Inc, d/b/a Redliner Bar
977 Plank Road, Menasha

An application for a "Class B" Intoxicating Liquor and Fermented Malt Beverage for the 2016-2017 liquor licensing year has been submitted by Benchwarmers Inc., d/b/a Redliner Bar for the premises at 977 Plank Road, Menasha.

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

Staff recommends approving the "Class B" Intoxicating Liquor and Fermented Malt Beverage license.

ORIGINAL ALCOHOL BEVERAGE RETAIL LICENSE APPLICATION

Submit to municipal clerk.

For the license period beginning 20 _____ ending JUNE 30 20 17

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

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

Applicant's WI Seller's Permit No./FEIN Number: <u>456-1028276549-02</u>	
LICENSE REQUESTED	
TYPE	FEE
<input type="checkbox"/> Class A beer	\$
<input checked="" type="checkbox"/> Class B beer	\$
<input type="checkbox"/> Class C wine	\$
<input type="checkbox"/> Class A liquor	\$
<input type="checkbox"/> Class A liquor (cider only)	\$ N/A
<input checked="" type="checkbox"/> Class B liquor	\$
<input type="checkbox"/> Reserve Class B liquor	\$
<input type="checkbox"/> Class B (wine only) winery	\$
Publication fee	\$ <u>50</u>
TOTAL FEE	\$

1. The named INDIVIDUAL PARTNERSHIP LIMITED LIABILITY COMPANY CORPORATION/NONPROFIT ORGANIZATION

hereby makes application for the alcohol beverage license(s) checked above.

2. Name (individual/partners give last name, first, middle; corporations/limited liability companies give registered name): Kenneth R. Zastrow Benchwarmers Inc

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

	Title	Name	Home Address	Post Office & Zip Code
President/Member	<u>President</u>	<u>Ken Zastrow</u>	<u>320 Abby Ave</u>	<u>54956</u>
Vice President/Member	<u>Scott Hancirik</u>	<u>Scott Hancirik</u>	<u>N2936 Steeple Dr</u>	<u>54913</u>
Secretary/Member	<u>James Howard</u>	<u>James Howard</u>	<u>N2920 Steeple Dr</u>	<u>54913</u>
Treasurer/Member				
Agent		<u>Ken Zastrow</u>		
Directors/Managers				

3. Trade Name Redliner Bar Business Phone Number 920-427-5694
 4. Address of Premises 977 Plank Rd. Post Office & Zip Code 54952

5. Is individual, partners or agent of corporation/limited liability company subject to completion of the responsible beverage server training course for this license period? Yes No
6. Is the applicant an employe or agent of, or acting on behalf of anyone except the named applicant? Yes No
7. Does any other alcohol beverage retail licensee or wholesale permittee have any interest in or control of this business? Yes No
8. (a) Corporate/limited liability company applicants only: insert state WI and date 2016 of registration.
 (b) Is applicant corporation/limited liability company a subsidiary of any other corporation or limited liability company? Yes No
 (c) Does the corporation, or any officer, director, stockholder or agent or limited liability company, or any member/manager or agent hold any interest in any other alcohol beverage license or permit in Wisconsin? Yes No
 (NOTE: All applicants explain fully on reverse side of this form every YES answer in sections 5, 6, 7 and 8 above.)

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

10. Legal description (omit if street address is given above): _____
11. (a) Was this premises licensed for the sale of liquor or beer during the past license year? Yes No
 (b) If yes, under what name was license issued? Trailside Tavern Inc

12. Does the applicant understand they must file a Special Occupational Tax return (TTB form 5630.5d) before beginning business? [phone 1-800-937-8864] Yes No
13. Does the applicant understand they must hold a Wisconsin Seller's Permit? [phone (608) 266-2776]. Yes No
14. Does the applicant understand that they must purchase alcohol beverages only from Wisconsin wholesalers, breweries and brewpubs? Yes No

READ CAREFULLY BEFORE SIGNING: Under penalty provided by law, the applicant states that each of the above questions has been truthfully answered to the best of the knowledge of the 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.) 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.

SUBSCRIBED AND SWORN TO BEFORE ME

this 17th day of November, 20 16

Reborah A. Malcazzi
 (Clerk/Notary Public)

My commission expires 9-11-2020

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

 (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>11/17/16</u>	Date reported to council/board:	Date provisional license issued:	Signature of Clerk / Deputy Clerk:
Date license granted:	Date license issued:	License number issued:	

AUXILIARY QUESTIONNAIRE ALCOHOL BEVERAGE LICENSE APPLICATION

Submit to municipal clerk.

Individual's Full Name (please print) (last name)		(first name)		(middle name)	
Zastrow		Kenneth		R.	
Home Address (street/route)		Post Office	City	State	Zip Code
320 Abby Ave			Neenah	WI	54956
Home Phone Number		Age	Date of Birth	Place of Birth	
920-427-5694					

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

Applying for an alcohol beverage license as an **individual**.

A member of a **partnership** which is making application for an alcohol beverage license.

President/Agent of Benchwarmers Inc

(Officer, Director, Agent, etc.) (Name of Corporation, Limited Liability Company or Nonprofit Organization)

which is making application for an alcohol beverage license.

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

- How long have you continuously resided in Wisconsin prior to this date? December 1st 2015
- Have you ever been convicted of any offenses (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of any other states or ordinances of any county or municipality? Yes No
If yes, give law or ordinance violated, trial court, trial date and penalty imposed, and/or date, description and status of charges pending. (If more room is needed, continue on reverse side of this form.)
- Are charges for any offenses presently pending against you (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of other states or ordinances of any county or municipality? Yes No
If yes, describe status of charges pending.
- Do you hold, are you making application for or are you an officer, director or agent of a corporation/nonprofit organization or member/manager/agent of a limited liability company holding or applying for any other alcohol beverage license or permit? Yes No
If yes, identify. Benchwarmers Bar Kaukauna WI
(Name, Location and Type of License/Permit)
- Do you hold and/or are you an officer, director, stockholder, agent or employe of any person or corporation or member/manager/agent of a limited liability company holding or applying for a wholesale beer permit, brewery/winery permit or wholesale liquor, manufacturer or rectifier permit in the State of Wisconsin? Yes No
If yes, identify.
(Name of Wholesale Licensee or Permittee) (Address By City and County)

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

Employer's Name	Employer's Address	Employed From:	To
Benchwarmers Bar	701 Dodge St. Kaukauna	02-18-2016	Present
Cattlemens	Petaluma, California	01-28-2015	11-30-2015

The undersigned, being first duly sworn on oath, deposes and says that he/she is the person named in the foregoing application; that the applicant has read and made a complete answer to each question, and that the answers in each instance are true and correct. The undersigned further understands that any license issued contrary to Chapter 125 of the Wisconsin Statutes shall be void, and under penalty of state law, the applicant may be prosecuted for submitting false statements and affidavits in connection with this application.

Subscribed and sworn to before me
this 17th day of November, 20 16
Deborah A. Galleggi
(Clerk/Notary Public)

My commission expires 9-11-2020

K [Signature]
(Signature of named individual)



AUXILIARY QUESTIONNAIRE ALCOHOL BEVERAGE LICENSE APPLICATION

Submit to municipal clerk.

Individual's Full Name (please print) (last name)		(first name)		(middle name)	
Howard		James		P.	
Home Address (street/route)		Post Office	City	State	Zip Code
N2920 Steeple Dr.			Appleton	WI	54913
Home Phone Number		Age	Date of Birth	Place of Birth	
920-731-2904					

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

Applying for an alcohol beverage license as an **individual**.

A member of a **partnership** which is making application for an alcohol beverage license.

Member of Benchwarmers Inc.
(Officer/Director/Member/Manager/Agent) (Name of Corporation, Limited Liability Company or Nonprofit Organization)

which is making application for an alcohol beverage license.

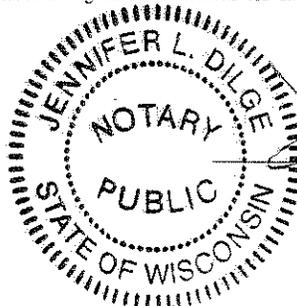
The above named individual provides the following information to the licensing authority:

- How long have you continuously resided in Wisconsin prior to this date? 2002
- Have you ever been convicted of any offenses (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of any other states or ordinances of any county or municipality? Yes No
 If yes, give law or ordinance violated, trial court, trial date and penalty imposed, and/or date, description and status of charges pending. (If more room is needed, continue on reverse side of this form.)
- Are charges for any offenses presently pending against you (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of other states or ordinances of any county or municipality? Yes No
 If yes, describe status of charges pending.
- Do you hold, are you making application for or are you an officer, director or agent of a corporation/nonprofit organization or member/manager/agent of a limited liability company holding or applying for any other alcohol beverage license or permit? Yes No
 If yes, identify: Benchwarmers Bar 701 Dodge St Kaukauna WI
(Name, Location and Type of License/Permit)
- Do you hold and/or are you an officer, director, stockholder, agent or employe of any person or corporation or member/manager/agent of a limited liability company holding or applying for a wholesale beer permit, brewery/winery permit or wholesale liquor, manufacturer or rectifier permit in the State of Wisconsin? Yes No
 If yes, identify: _____
(Name of Wholesale Licensee or Permittee) (Address by City and County)
- Named individual must list in chronological order last two employers.

Employer's Name	Employer's Address	Employed From	To
Self	Apple Valley Concrete		
	Const.		

The undersigned, being first duly sworn on oath, depose and says that he/she is the person named in the foregoing application; that the applicant has read and made a complete answer to each question, and that the answers in each instance are true and correct. The undersigned further understands that any license issued contrary to Chapter 125 of the Wisconsin Statutes shall be void, and under penalty of state law, the applicant may be prosecuted for submitting false statements and affidavits in connection with this application.

Subscribed and sworn to before me
 this 17th day of November, 2016
Jennifer L Dilge
(Clerk/Notary Public)
 My commission expires 10/16/2020



[Signature]
(Signature of Named Individual)



AUXILIARY QUESTIONNAIRE ALCOHOL BEVERAGE LICENSE APPLICATION

Submit to municipal clerk.

Individual's Full Name (please print) (last name)		(first name)		(middle name)	
Frank		Scott		J	
Home Address (street/route)		Post Office	City	State	Zip Code
N 2936 Steele Pr			Appleton	WI	54913
Home Phone Number		Age	Date of Birth	Place of Birth	
920-810-4646				I	

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

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

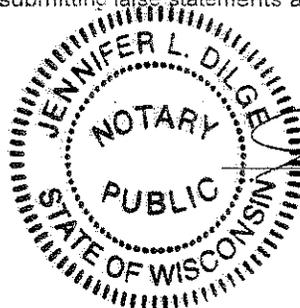
The above named individual provides the following information to the licensing authority:

- How long have you continuously resided in Wisconsin prior to this date? 30 years
- Have you ever been convicted of any offenses (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of any other states or ordinances of any county or municipality? Yes No
 If yes, give law or ordinance violated, trial court, trial date and penalty imposed, and/or date, description and status of charges pending. (If more room is needed, continue on reverse side of this form.)
- Are charges for any offenses presently pending against you (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of other states or ordinances of any county or municipality? Yes No
 If yes, describe status of charges pending.
- Do you hold, are you making application for or are you an officer, director or agent of a corporation/nonprofit organization or member/manager/agent of a limited liability company holding or applying for any other alcohol beverage license or permit? Yes No
 If yes, identify: Benchwarmers Bar 701 Dodge St Kaukauna WI
(Name, Location and Type of License/Permit)
- Do you hold and/or are you an officer, director, stockholder, agent or employe of any person or corporation or member/manager/agent of a limited liability company holding or applying for a wholesale beer permit, brewery/winery permit or wholesale liquor, manufacturer or rectifier permit in the State of Wisconsin? Yes No
 If yes, identify: _____
(Name of Wholesale Licensee or Permittee) (Address by City and County)
- Named individual must list in chronological order last two employers.

Employer's Name	Employer's Address	Employed From	To
S&S	Rock Solid concrete		

The undersigned, being first duly sworn on oath, deposes and says that he/she is the person named in the foregoing application; that the applicant has read and made a complete answer to each question, and that the answers in each instance are true and correct. The undersigned further understands that any license issued contrary to Chapter 125 of the Wisconsin Statutes shall be void, and under penalty of state law, the applicant may be prosecuted for submitting false statements and affidavits in connection with this application.

Subscribed and sworn to before me
 this 17 day of November, 2016
Jennifer L Dilge
(City/Notary Public)
 My commission expires 10/6/2020



[Signature]
(Signature of Named Individual)



SCHEDULE FOR APPOINTMENT OF AGENT BY CORPORATION/NONPROFIT ORGANIZATION OR LIMITED LIABILITY COMPANY

Submit to municipal clerk.

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

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

The undersigned duly authorized officer(s)/members/managers of Benchwarmers Inc
(registered name of corporation/organization or limited liability company)

a corporation/organization or limited liability company making application for an alcohol beverage license for a premises known as

located at 977 Plank Rd. Menasha WI 54952
(trade name)

appoints Kenneth Zastrow
(name of appointed agent)

320 Abby Ave Neenah WI 54956
(home address of appointed agent)

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

Yes No If so, indicate the corporate name(s)/limited liability company(ies) and municipality(ies).
Benchwarmers Bar 701 Dodge St Kaukauna WI 54130

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

How long immediately prior to making this application has the applicant agent resided continuously in Wisconsin? 11 months

Place of residence last year 320 Abby Ave Neenah WI 54956

For: Benchwarmers Inc
(name of corporation/organization/limited liability company)

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

And: _____
(signature of Officer/Member/Manager)

ACCEPTANCE BY AGENT

I, Ken Zastrow, hereby accept this appointment as agent for the

(print/type agent's name)

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

[Signature] 11-17-2016
(signature of agent) (date) Agent's age _____

320 Abby Ave Neenah WI 54956
(home address of agent) Date of birth _____

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

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

Approved on 11/29/16 by Lt. Larry Bonneville Title Lt. Police Dept
(date) (signature of proper local official) (town chair, village president, police chief)



WISCONSIN DEPARTMENT OF REVENUE
PO BOX 8902
MADISON, WI 53708-8902

Contact information:

2135 RIMROCK RD PO BOX 8902
MADISON, WI 53708-8902
ph: 608-266-2776 fax: 608-264-6884
email: DORBusinessTax@wiscnsin.gov
website: revenue.wi.gov

Letter ID L0954706144

BENCHWARMERS INC.
PO BOX 2485
APPLETON WI 54912-2485

Wisconsin Department of Revenue Seller's Permit

Legal/real name: BENCHWARMERS INC.
Business name: BENCHWARMERS INC
977 PLANK RD
MENASHA WI 54952-2937

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

Tax Type	Account Type	Account Number
Sales & Use Tax	Seller's Permit	456-1028276549-02

I Jan M. Redlin of
Trailside Tavern Inc surrender
my liquor license at
977 Plank Rd
Merasha, UT 54952
upon approval of Kenneth Zastron

Jan Redlin
11-22-16



MEMORANDUM

Date: November 30, 2016
To: Common Council
From: Debbie Galeazzi, Clerk
Subject: Outdoor Extension of "Class B" License-Benchwarmers Inc.

In accordance with Section 7-2-17 of City of Menasha Municipal Code, Benchwarmers, Inc, d/b/a Redliner Bar, 977 Plank Road, Menasha has submitted an application for extension of "Class B" license for the 2016-2017 licensing period requesting outdoor serving of alcoholic beverage on a deck/patio. The premise meets all the requirements of Section 7-2-17.

Staff recommends the application be approved for the 2016-2017 licensing year.

City of Menasha
Application for Outdoor Extension of Retail "Class B", Class "B"
And/or "Class C" License

Date: 11-17-2016

Name: Benchwarmers Inc
(Individuals/Partners/Registered Name of Corporation/LLC)

If Partnership, Corporation or LLC, list names and addresses of all members
Kenneth Zastrow 320 Abby Ave Neenah WI 54956
Scott Hincirik, N 2936 Steeple Dr Appleton
James Howard N2920 Steeple Dr, Appleton

Address of premise 977 Plank Rd. Menasha WI 54952

Description of area for which this outdoor extension is being applied for
Currently fenced in area off of North Side of building

Trade Name: _____

Business Phone: _____

Please attach the following: _____ \$25 application fee
_____ Site plan/drawing of the outdoor area
 New Modified No Changes from original

All requirements of Section 7-2-17 of City of Menasha Municipal Code have been followed.
(copy of Section 7-2-17 attached).

I certify that the proposed outdoor extension shall be operated in compliance with the requirements of Section 7-2-17 and maintained as shown on the attached site plan and/or drawing.

Signature: [Signature] Signature: _____

TO BE COMPLETED BY CLERK

Date Received: 11/17/16

Fee Paid: _____

Inspections Completed: 11/28/16

Date to Council: _____

Term of Permit: _____

Property owners within 150' have been notified 11/29/16



City of Menasha
140 Main Street
Menasha, WI 54952

December 1, 2016

Charity R. Olson
Associated Trust Company
200 N. Adams Street
Green Bay, WI 54307

Re: Municipality's share of room tax in the Fox Cities Tourism Zone

Dear Ms. Olson:

Prior to January 1, 2016, each municipality that executed the PAC Pledge and Security Agreement and the PAC Cooperation Agreement was able to retain 5% of the 2% room tax pledged toward the PAC bonds. Effective January 1, 2016 the municipalities agreed that the entirety of the 2% room tax pledged to the PAC would be used to pay the PAC bonds, which is to say that the municipalities agreed that they would not retain any portion of the 2% room tax pledged to the PAC bonds (see Section 3.05 of the Exhibition Center Cooperation Agreement).

We request that you retain all of the 2% room tax allocated to the PAC for the period starting January 1, 2016, and that you apply all such room tax revenue to payment of the PAC bonds as permitted under the bond documents. We relinquish all claims to any portion of the 2% room tax allocated to the PAC for the period starting January 1, 2016.

Thank you for your cooperation.

Yours truly,

City of Menasha

By: _____
Mayor Donald Merkes

EXHIBITION CENTER COOPERATION AGREEMENT

THIS EXHIBITION CENTER COOPERATION AGREEMENT (this “Agreement”), is made as of this 24th day of November, 2015, by and among the CITY OF APPLETON, WISCONSIN, a Wisconsin municipal corporation and political subdivision (“Appleton”), the CITY OF KAUKAUNA, WISCONSIN, a Wisconsin municipal corporation and political subdivision (“Kaukauna”), the CITY OF NEENAH, WISCONSIN, a Wisconsin municipal corporation and political subdivision (“City of Neenah”), the VILLAGE OF KIMBERLY, WISCONSIN, a Wisconsin municipal corporation and political subdivision (“Kimberly”), the VILLAGE OF LITTLE CHUTE, WISCONSIN, a Wisconsin municipal corporation and political subdivision (“Little Chute”), the TOWN OF GRAND CHUTE, WISCONSIN, a Wisconsin municipal corporation and political subdivision (“Grand Chute”), the TOWN OF NEENAH, WISCONSIN, a Wisconsin municipal corporation and political subdivision (“Town of Neenah”), the TOWN OF MENASHA, WISCONSIN, a Wisconsin municipal corporation and political subdivision (“Town of Menasha”), the CITY OF MENASHA, WISCONSIN, a Wisconsin municipal corporation and political subdivision (“City of Menasha”), and the VILLAGE OF SHERWOOD, WISCONSIN, a Wisconsin municipal corporation and political subdivision (“Sherwood”), collectively with Appleton, Kaukauna, City of Neenah, Kimberly, Little Chute, Grand Chute, Town of Neenah, Town of Menasha and City of Menasha and Sherwood (the “Municipalities”), the REDEVELOPMENT AUTHORITY OF THE CITY OF APPLETON, WISCONSIN, a Wisconsin municipal corporation (the “ARA”), the FOX CITIES AREA ROOM TAX COMMISSION, a Wisconsin quasi municipal corporation (the “Room Tax Commission”) and the FOX CITIES PERFORMING ARTS CENTER, INC., a non-profit corporation organized under the laws of the State of Wisconsin.

ARTICLE I. DEFINITIONS

In addition to those terms defined throughout this Agreement, the following terms shall have the following meanings ascribed to them:

“**ARA**” shall mean the Redevelopment Authority of the City of Appleton, Wisconsin, a Wisconsin body politic and corporate.

“**Additional Bonds**” means such revenue bonds in such series, with such dates and in such principal amounts as the ARA may issue from time to time pursuant to the Indenture for the purpose of refinancing or refunding the then balance of the [*Exhibition Center Series 2015A Bonds*].

“**Additional Municipality**” means any non-party Municipality within the Tourism Zone, as hereinafter defined, which, following the execution of this Agreement, becomes a member of the Zone and a member of the Room Tax Commission and which, pursuant to Section 5.03, becomes a Municipality hereunder.

“Bonds” means collectively the [*Exhibition Center Series 2015A Bonds*] and any Additional Bonds issued by the ARA for the purposes set forth in this Agreement.

“Effective Date” means January 1, 2016.

“Exhibition Center” means a convention center, as referenced in the Room Tax Act, and more specifically described in Exhibit “A” hereto and situated on that real property as legally described in Exhibit “B” hereto.

“Exhibition Center Indenture” or “Indenture” means the Indenture of Trust by and between the ARA and the Trustee with respect to the Bonds, as amended or supplemented from time to time pursuant to the terms thereof.

“Exhibition Center Room Tax” means, for purposes of this Agreement, a tax levied pursuant to the Room Tax Act intended to pay debt services on the Bonds issued to finance the Exhibition Center Project.

[“Exhibition Center Series 2015A Bonds”] means the _____ Bonds, issued by the ARA in the aggregate principal amount sufficient to provide net proceeds of [TO BE DETERMINED] for the construction of the Exhibition Center or for any other purpose as authorized hereunder.

“Governing Body” (i) when used with reference to the Municipalities, means the Common Council, Village Board, Town Board or other legislative body of the Municipalities, (ii) when used with reference to the Room Tax Commission, means the Commissioners or other legislative body of the Room Tax Commission, (iii) when used with reference to the ARA, means the Commissioners or other legislative body of the ARA.

“Governing Body Authorization” means the following Governing Body Authorizations and approvals made and given pursuant to the Redevelopment Act, Room Tax Act, and Section 66.30, Wis. Stats.: (i) when used with reference to the City of Appleton, means the resolution titled “Resolution Authorizing the Cooperation Agreement for the Exhibition Center Project” adopted by City of Appleton's Governing Body on October 28, 2015, (ii) when used with reference to City of Kaukauna, means the Resolution titled “Resolution Authorizing the Cooperation Agreement for the Exhibition Center Project” adopted by the City of Kaukauna's Governing Body on November 17, 2015; (iii) when used with reference to City of Neenah, means the resolution titled “Resolution Authorizing the Cooperation Agreement for the Exhibition Center Project” adopted by the City of Neenah's Governing Body on November 24, 2015; (iv) when used with reference to the Village of Kimberly, means the resolution titled “Resolution Authorizing the Cooperation Agreement for the Exhibition Center Project” adopted by the Village of Kimberly's Governing Body on November 19, 2015; (v) when used with reference to Town of Grand Chute, means the resolution titled “Resolution Authorizing the Cooperation Agreement for the Exhibition Center Project” adopted by the Town of Grand Chute's Governing Body on November 3, 2015; (vi) when used with reference to Village of Little Chute, means the resolution titled “Resolution Authorizing the Cooperation Agreement for the Exhibition Center Project” adopted by the Village of Little Chute's Governing Body on

November 18, 2015; (vii) when used with reference to the Town of Neenah, means the resolution titled “Resolution Authorizing the Cooperation Agreement for the Exhibition Center Project” adopted by the Town of Neenah's Governing Body on November 9, 2015; (viii) when used with reference to the Town of Menasha, means the resolution titled “Resolution Authorizing the Cooperation Agreement for the Exhibition Center Project” adopted by Town of Menasha's Governing Body on November 9, 2015; (ix) when used with reference to the City of Menasha, means the resolution titled “Resolution Authorizing the Cooperation Agreement for the Exhibition Center Project” adopted by City of Menasha's Governing Body on November 16, 2015; (x) when used with reference to the Village of Sherwood, means the resolution titled “Resolution Authorizing the Cooperation Agreement for the Exhibition Center Project” adopted by Village of Sherwood's Governing Body on November 23, 2015; (xi) when used with reference to the Room Tax Commission, means the resolution titled “Resolution Authorizing the Cooperation Agreement for the Exhibition Center Project” adopted by the Room Tax Commission's Governing Body on December 14, 2015; and (xii) when used with reference to the ARA, means the resolution titled “Resolution Authorizing the Cooperation Agreement for the Exhibition Center Project” adopted by the Governing Body of the Redevelopment Authority of the City of Appleton, Wisconsin on December 9, 2015.

“**Management Agreement**” shall have the meaning ascribed to it in Section 4.04.

“**Mortgages**” means all mortgages and assignments of leases, security agreements or other agreements or instruments heretofore or hereafter entered into by the ARA and delivered to the Trustee for the purpose of granting the Trustee a mortgage lien on the Exhibition Center property as collateral security for the payment of the Bonds.

“**Municipality**” means each of, Appleton, Kaukauna, City of Neenah, Kimberly, Little Chute, Grand Chute, Town of Neenah, Town of Menasha, City of Menasha, Sherwood and any Additional Municipality.

“**Non-Party Municipality Room Taxes**” shall have the meaning ascribed to such term in Section 5.03.

“**Non-Party Municipality**” shall mean a Municipality that is not a party to this Agreement as of the date of its original execution.

“**Pledge and Security Agreement**” means that Pledge and Security Agreement to be entered into and dated as of the date of the Bonds, by and among the Municipalities, the Room Tax Commission, and the Trustee, incorporating the pledge of Pledged Room Taxes to the Exhibition Center and payment of debt service on the Bonds.

“**Pledged Room Taxes**” means those room taxes levied at the Room Tax Rate, enforced and collected by the Municipalities pursuant to the Room Tax Act and pledged toward payment of debt service on the Bonds pursuant to the Pledge and Security Agreement.

“**Room Tax**” means, for purposes of this Agreement, a tax levied pursuant to the Room Tax Act.

“**Room Tax Act**” means Section 66.0615 of the Wisconsin Statutes, as amended from time to time.

“**Room Tax Commission**” means the “Fox Cities Area Room Tax Commission” created by the Municipalities for the purpose of coordinating tourism promotion and tourism development in the Tourism Zone, the membership of which shall be as designated in the Room Tax Act, the Amended and Restated Room Tax Commission and Tourism Zone Agreement between the Municipalities dated as of November 24, 2015 and the governing documents of the Room Tax Commission.

“**Room Tax Rate**” means the percentage of Room Tax levied by each Municipality pursuant to the Room Tax Act and Section 3.02 of this Agreement for purposes of paying debt service on the Bonds.

“**Surplus Pledged Room Tax Revenues**” means Room Tax revenues in excess of that required to be pledged by the Municipalities pursuant to Section 3.03.

“**Tourism Entity**” shall mean the Fox Cities Convention & Visitors Bureau, Inc. (“CVB”), a Wisconsin corporation, as more fully set forth in Section 2.03 of this Agreement.

“**Tourism Zone**” as defined in the Room Tax Act, means the Fox Cities Tourism Zone, encompassing the Municipalities and any neighboring municipalities.

“**Trustee**” means such institution acceptable to issuer to serve as trustee under the Indentures.

ARTICLE II. RECITALS OF PUBLIC PURPOSE

Section 2.01 Tourism Zone Objectives.

The parties hereto have identified the development and redevelopment of the Tourism Zone and the promotion and development of tourism within the Tourism Zone as matters of group interest.

Section 2.02 Importance of Exhibition Center Project.

The Exhibition Center project will require the construction, installation and improvement of real property within the Tourism Zone which improvements and interrelated facilities constitute a tourism facility within the meaning of the Room Tax Act and serve the purposes and objectives set forth in “Exhibit A” (“Exhibition Center Project”). The Municipalities, the Room Tax Commission and the ARA hereby find and determine that the control, disposition and use of the Exhibition Center will be crucial to the achievement of a sound and coordinated development of the Tourism Zone and for the promotion and development of tourism activities within the Tourism Zone.

The Municipalities, the Room Tax Commission and the ARA intend to take all steps and perform all acts hereunder necessary to undertake and complete the Exhibition Center Project consistent with the terms and conditions of this Agreement.

Section 2.03 Importance of Room Tax Revenues.

The Room Tax revenues, as pledged and utilized pursuant to this Agreement and the Pledge and Security Agreement, once executed, will assist in the financing of the Exhibition Center. The Room Tax Commission shall contract with the CVB, as a Tourism Entity, to obtain staff, support services and assistance in developing and implementing programs to promote the zone to visitors.

Section 2.04 Governing Body Authorizations.

Acting pursuant to Section 66.0301, Wis. Stats. and the Room Tax Act, the execution, delivery and performance of this Agreement by the Municipalities, the Room Tax Commission and the Authorities have been authorized by the respective Governing Body Authorizations.

Section 2.05 Nature of Financing Transaction.

The ARA will be responsible for acting as conduit issuer of the bonds and payment of all debt service on the Bonds shall be made solely from the proceeds of the Room Tax Rate. The ARA's budget will not be collateral for the Bonds. Pursuant to the Pledge and Security Agreement, the Pledged Room Tax revenues will be pledged to the Trustee for purposes of paying debt service on the Bonds.

The Bonds will be limited obligations of the ARA and shall not constitute a debt or obligation of the ARA or the Municipalities and shall not be a charge against the general credit or taxing powers of the ARA or the Municipalities except for and limited to the Pledged Room Tax revenues pursuant to the Pledge and Security Agreement.

**ARTICLE III.
UNDERTAKINGS OF THE MUNICIPALITIES**

Section 3.01 Municipalities to Plan to Promote Private Development.

The Municipalities agree to work with the Room Tax Commission and the CVB to develop plans for the use of the Exhibition Center property in a manner that will promote and assist the future private development of the Tourism Zone and that will promote and develop tourism and redevelopment. Pursuant to (1m)(am)(3) of the Room Tax Act, the parties hereto find and agree that (i) each Municipality is located in a county or counties with a population of less than 380,000; (ii) the counties in which the Municipalities are located are not located adjacent to any county with a population of over 380,000; and (iii) the Municipalities are working cooperatively together to construct the Exhibition Center.

Section 3.02 Municipalities to Levy, Enforce and Collect Pledged Room Taxes At Prescribed Room Tax Rate.

Notwithstanding prior resolutions, ordinances or municipal acts to the contrary, the Municipalities agree to enact resolutions, ordinances and all other municipal acts necessary to effect, on or before the Effective Date, the levy, enforcement and collection of the Room Tax at the Room Tax Rate permitted in the Room Tax Act and as may be necessary to fulfill the Municipalities' obligations under Section 3.03 herein. The Room Tax Rate to be imposed by the Municipalities pursuant to this Agreement shall be three percent (3%).

Section 3.03 Municipalities to Pledge Net Room Taxes.

The Municipalities agree to enact resolutions, ordinances and all other municipal acts necessary to effect, on or before the Effective Date, the pledge of any and all Pledged Room Taxes to the Room Tax Commission and to consent to the use of Pledged Room Taxes for the purpose of, among other things, making payments, whether directly or indirectly, of debt service on the Bonds and/or such other reasonable and customary payments or deposits related to the Bonds such as, but not limited to, costs of issuance, Reserve and Stabilization Funds and capitalized Interest Payments, if any. The Municipalities shall enter into the Pledge and Security Agreement to be dated as of the date of issuance of the Bonds setting forth the terms and conditions of the pledge of Pledged Room Taxes and such pledge thereunder shall terminate upon payment in full of all Bonds.

Section 3.04 Municipalities to Participate in the Room Tax Commission.

The Municipalities agree, in accordance with the Room Tax Act, to create and participate in the Room Tax Commission as required by law. The Municipalities' membership in the Room Tax Commission shall be governed by the Room Tax Act, §66.0615 Wis. Stats., as the same may be amended from time to time.

Section 3.05 Existing Room Taxes.

The parties hereto acknowledge the existence of that Cooperation Agreement dated June 1, 2000 ("PAC Cooperation Agreement") in which the Municipalities (excluding the City of Menasha and Sherwood, but including Little Chute which was added as a party after the initial execution) agreed to impose a Room Tax in the amount of two percent (2%) ("PAC Room Tax") and pledged certain revenues thereof to the payment of bonds which were issued to pay the costs associated with the construction of the Fox Cities Performing Arts Center ("PAC Bonds"). The PAC Room Tax was intended to expire upon retirement of the PAC Bonds as more fully described in the PAC Cooperation Agreement.

In addition to the PAC Room Tax, each Municipality has previously enacted Room Taxes for other tourism purposes (collectively, "Existing Room Taxes"). Pursuant to the Room Tax Act, all Municipalities in a Tourism Zone must levy the same percentage of tax and to the extent the Municipalities cannot agree, the Room Tax Commission of that Zone shall set the

percentage. The Municipalities agree that it is a goal of this Agreement to create uniformity across the Municipalities' Existing Room Taxes which may require the enacting of an additional percentage of tax for certain Municipalities. The form ordinance attached hereto as Exhibit "C" achieves this goal by imposing the following Room Taxes across all Municipalities:

- a. A Room Tax in the amount of three percent (3%) shall be imposed and allocated toward the support of the CVB, to be used for the promotion of the Fox Cities Tourism Zone as a tourism destination ("CVB Room Tax"), except that:
 - i. Each Municipality may retain five percent (5%) of the revenues of this CVB Room Tax for general tourism support and development in the Municipality in accordance with the requirements of the Room Tax Act.
- b. A Room Tax in the amount of two percent (2%) shall be imposed and allocated toward payment of debt service on the PAC Bonds in accordance with that Cooperation Agreement dated June 1, 2000. The rate imposed as set forth in this subsection (b) shall be known as the "PAC Room Tax ". This PAC Room Tax was intended to sunset and expire upon full payment and satisfaction of the PAC Bonds, which full payment and satisfaction is expected to occur following the September 30, 2017 debt service payment on the PAC Bonds; however, the parties hereto agree that the PAC Room Tax shall not sunset and expire upon full payment of the PAC Bonds, but, upon full payment and satisfaction of the PAC Bonds, shall ultimately be reallocated toward the development and support of amateur sports facilities within the Fox Cities Tourism Zone and/or other facilities which are reasonably likely to generate paid overnight stays at more than one hotel or motel establishment within the Fox Cities Tourism Zone as more fully set forth in Section 3.06 below.
- c. A Room Tax in the amount of three percent (3%) shall be imposed and allocated toward payment of debt service on the Exhibition Center Bonds in accordance with that Exhibition Center Cooperation Agreement dated November 24, 2015 to which the Municipalities are a party ("Exhibition Center Room Tax").
- d. A Room Tax in the amount of one percent (1%) shall be retained by the Municipalities ("Municipal Room Tax") and used for general purposes, including but not limited to tourism support and development in the Fox Cities Tourism Zone in accordance with the requirements of the Room Tax Act.
- e. A Room Tax in the amount of one percent (1%) shall be imposed and allocated toward the development and support of amateur sports facilities within the Fox Cities Tourism Zone and/or other facilities which are reasonably likely to generate paid overnight stays at more than one hotel or motel establishment within the Fox Cities Tourism Zone ("Tourism Facilities Room Tax"). The Tourism Facilities Room Tax funds shall be administered by the CVB under the Tourism Development Fund.

In the event any Operator or Municipality fails to remit the full amounts owed in any quarterly payment ("Deficient Payment") to the Room Tax Commission under this Agreement, the Room Tax Commission and Tourism Zone Agreement or those ordinances executed by the Municipalities as required hereunder, the Deficient Payment amounts actually received by the Room Tax Commission shall be applied in the following priority order:

- a. The Deficient Payment amounts received shall first be applied toward the three percent (3%) Room Tax imposed for the support of the CVB;
- b. The Deficient Payment amounts remaining after payment to the CVB as required in subsection (a) above, shall be applied toward the two percent (2%) Room Tax pledged as collateral for payment of the PAC Bonds;
- c. The Deficient Payment amounts remaining after payment toward the PAC Bonds as required in subsection (b) above, shall be applied toward the three percent (3%) Room Tax pledged as collateral for payment of the Exhibition Center Bonds; and
- d. The Deficient Payment amounts remaining after payment toward the Exhibition Center Bonds as required in subsection (c) above, shall be applied toward the one percent (1%) Municipal Room Tax; and
- e. All remaining Deficient Payment amounts shall be applied toward the one percent (1%) Tourism Facilities Room Tax.

Section 3.06 Reallocation of PAC Room Tax.

The PAC Room Tax shall no longer sunset and expire but shall instead be reallocated following the full payment of satisfaction of the PAC Bonds. The proceeds generated from the PAC Room Tax Rate for the calendar quarter in which the PAC Bonds were fully paid and satisfied shall be directed toward payment of debt service on the Bonds, capitalized Interest Payments on the Bonds or may be deposited into Reserve and Stabilization Funds associated with the issuance of the Bonds. Commencing on the first day of the next calendar quarter, all proceeds from the PAC Room Tax shall be directed toward the development and support of amateur sports facilities within the Fox Cities Tourism Zone and/or other facilities which are reasonably likely to generate paid overnight stays at more than one hotel or motel establishment within the Fox Cities Tourism Zone, to be administered by the CVB under the Tourism Development Fund.

**ARTICLE IV.
UNDERTAKINGS OF APPLETON**

Section 4.01 Acquisition of Exhibition Center Property.

Appleton shall acquire certain real property within the Tourism Zone for the use and construction of the Exhibition Center ("Exhibition Center Property"), as legally described in the attached Exhibit "B". Upon acquisition of the property, Appleton shall undertake all necessary

site clearance, utility work and/or environmental remediation necessary to prepare the Property for the construction of the Exhibition Center. In addition, Appleton shall complete the construction of certain public infrastructure improvements which will be necessary for the operation of the Exhibition Center, once constructed. It is anticipated and permissible under this Agreement, that for purposes of management and financing of the Exhibition Center that the City of Appleton transfer ownership of the Exhibition Center by Quit Claim Deed to the ARA as authorized and accepted by the ARA in Article VI.

It is estimated that the above undertakings of Appleton shall total approximately Three Million Eight Hundred Thousand Dollars (\$3,800,000), of which approximately Two Million Two Hundred Thousand Dollars (\$2,200,000) will be allocated to site acquisition and the remaining approximately One Million Six Hundred Thousand Dollars (\$1,600,000) will be allocated toward the required infrastructure improvements. Appleton has made and continues to make additional expenditures to support the cost of developing the Exhibition Center, which will increase the City's contribution to well in excess of Three Million Eight Hundred Thousand Dollars (\$3,800,000).

Section 4.02 Appleton to Construct Exhibition Center.

The parties hereby authorize Appleton, working with the other Municipalities as provided herein, to construct the Exhibition Center, the costs of which shall include:

- a. Design, including architectural, civil engineering, electrical engineering, mechanical engineering, structural engineering and any specialty engineering;
- b. Site work (excluding the purchase price of the land), including landscaping and retaining walls;
- c. Construction of the structure, electrical, HVAC, technology and communication systems and equipment, security systems, and other normal and customary elements typically included in the construction of an exhibition or conference center, as well as the cost of furniture, fixtures and equipment to service the Exhibition Center; provided, however, that the total costs of the same may not exceed Twenty Nine Million (\$29,000,000) ("Maximum Cost Estimate") unless Appleton receives the prior written consent of a majority of the Advisory Committee, as more fully described in Section 6.04 of this Agreement, to exceed the Maximum Cost Estimate.

Furthermore, Appleton is authorized to design and construct the Exhibition Center in a manner that is materially consistent with that Building Program dated March 16, 2012 and prepared by McCleskey Consulting. The ultimate fit and finish of the Exhibition Center shall be consistent with other similarly situated exhibition centers located in the State of Wisconsin.

Section 4.03 Appleton to Provide Administrative Support to ARA.

In addition to the obligations set forth in Section 4.01 and Section 4.02, Appleton agrees to provide the necessary administrative support to enable the ARA to achieve the objectives set

forth herein. Administrative support may include services such as the provision of office space and the provision of financial, accounting, legal and engineering consultation.

Section 4.04 Management Agreement.

The City, or its assigns, may enter into an agreement with a solely owned single purpose entity owned by Appleton Holdings, LLC, which is the owner of the Paper Valley Hotel (“Operator”) wherein the Operator will operate and manage the Exhibition Center in such a manner as to promote and develop tourism within the Tourism Zone (“Management Agreement”). This Management Agreement shall include provisions requiring compliance with any management rules, use restrictions or payment restrictions which, in the opinion of independent bond counsel, are required to create and maintain the tax exempt status of the Bonds.

**ARTICLE V.
UNDERTAKINGS OF THE ROOM TAX COMMISSION**

Section 5.01 Room Tax Commission to Pledge Pledged Room Tax Revenues.

The Room Tax Commission agrees to enact resolutions and all other municipal acts necessary to effect the pledge, as of the Effective Date, of any and all Pledged Room Tax revenues collected or held by the Room Tax Commission, or its designees or assigns, to (i) the making of payments, whether directly or indirectly of debt service on the Bonds; (ii) such other payments or deposits related to the Bonds; and (iii) the funding of any reserve fund or stabilization fund associated with the Bonds subject to any restriction related thereto in the Room Tax Act. The Room Tax Commission, and its designees or assigns, as necessary, shall enter into the Pledge and Security Agreement setting forth the terms and conditions of the pledge of Pledged Room Taxes.

Section 5.02 Room Tax Commission to Apply Surplus Pledged Room Tax Revenues.

All Surplus Pledged Room Tax Revenues remaining after payment in full of all debt service on the Bonds, or after the accumulation of Room Tax Revenues sufficient to pay when due all remaining debt service on the Bonds, shall be distributed or applied at the discretion of the Room Tax Commission or its designees or assigns, in accordance with the Room Tax Act. The use of such Surplus Pledged Room Tax Revenues shall be subject to the terms of the Pledge and Security Agreement.

Section 5.03 Additional Municipalities.

In the event that any Non-Party Municipality levies a Room Tax within its jurisdiction pursuant to the Room Tax Act (“Non-Party Municipality Room Taxes”), the Room Tax Commission shall use its best efforts to encourage and accept such non-party Municipality to become an Additional Municipality and a member of the Room Tax Commission. Each Additional Municipality shall as a condition to becoming a member of the Room Tax Commission, become a party to this Agreement and be bound to the terms, conditions and

obligations of the Municipalities hereunder. Acceptance of such Additional Municipality as an additional member of the Room Tax Commission shall, without further action or approval of the parties to this Agreement, be deemed an approval of such Additional Municipality as an additional party to this Agreement by the then-current parties to this Agreement. As a prerequisite to admission to the Room Tax Commission, the Non-Party Municipality shall become a party to the Pledge and Security Agreement by execution of a written instrument and shall meet any other requirements as set forth in the Pledge and Security Agreement.

ARTICLE VI. UNDERTAKINGS OF ARA

Section 6.01 Acceptance of Appleton Contribution.

Subject to the provisions of Section 4.01, the ARA may agree to accept ownership of the Exhibition Center Property from Appleton and to oversee the construction and development of the Exhibition Center Project. The ARA may accept ownership at any time during the development process as deemed appropriate by Appleton and the ARA. Once constructed, the ARA shall be responsible for the oversight of the management and operation of the Exhibition Center, which responsibilities may be delegated to a third party at the discretion of the ARA.

Section 6.02 Redevelopment.

Appleton shall assist the ARA in developing plans for the use of the Exhibition Center property in a manner which will promote and assist the future private development of the Tourism Zone to promote and develop tourism activities.

Section 6.03 Provision of Funding.

The ARA agrees to provide funding for the Exhibition Center Project as provided in Article VII.

Section 6.04 Advisory Committee

During the term of this Agreement, the ARA shall provide an opportunity for reasonable participation of the Municipalities in decisions relating to the operation of the Exhibition Center through the creation of an advisory committee which is intended to provide counsel to the ARA and to assist in program development and operations for the Exhibition Center ("Advisory Committee"). The membership of the Advisory Committee shall include the following: one representative from each Municipality collecting Room Tax used in part to fund the Exhibition Center operations (appointed by the Municipality); two (2) hoteliers collecting Room Tax used in part to fund the Exhibition Center (appointed by the ARA Chairperson and approved by ARA), two (2) community members residing within a community collecting Room Tax used in part to fund the Exhibition Center operations (appointed by the ARA Chairperson and approved by ARA), one (1) member of the ARA (appointed by the ARA Chairperson) and the Executive Director of the CVB, or its designee. The Appleton Community and Economic Development Director, or a designee thereof, shall also be a non-voting, advisory member of the Committee.

The Chair and Vice-Chair of the Committee shall be designated by ARA and shall serve one year terms that may be renewed at the discretion of ARA. Committee members, with the exception of the Executive Director of the CVB and Appleton Community and Economic Development Director, or designees thereof, shall serve terms of two (2) years and may serve up to three (3) consecutive terms. However, upon establishment of this committee, the following shall serve an initial term of three years: one half of the participating municipalities chosen by random selection, one of the hotelier representatives and one of the community members.

The roles and responsibilities and general operating rules of the Advisory Committee shall be as passed and approved by the Advisory Committee from time to time.

ARTICLE VII. FUNDING

Section 7.01 Sale of Bonds.

The ARA shall issue and sell the [*Exhibition Center Series 2015A Bonds*] upon such terms and at such time as are acceptable to the ARA. The [*Exhibition Center Series 2015A Bonds*] shall be payable by the ARA solely from revenues derived by the ARA from the Bond documents, the Pledge and Security Agreement, the Pledged Room Taxes pledged pursuant to Section 3.03 herein, cash and securities held from time to time in certain trust funds held by the Trustee under the Indentures and the investment earnings thereon.

Section 7.02 Mortgage and Assignment of Lease and Rents of the Appleton Development Property.

The ARA may grant to the Trustee, as security for the payment of the Bonds, a Mortgage and Assignment of Lease and Rents over the Exhibition Center Property.

As further security for the Bonds, the ARA may provide or cause to be provided a letter of credit or other form of security for payment of debt service on the Bonds. The provision of such security for the Bonds shall be at the sole discretion of the ARA and shall be provided at the sole cost and expense of the ARA. In the event a letter of credit provider or other guarantor of the Bonds (the "Bond Guarantor") is required to make debt service payments, the Municipalities agree that Pledged Room Tax revenues may be used to reimburse Bond Guarantor for all payments of debt service on the Bonds. The Municipalities further agree that the pledge of Pledged Room Tax revenues hereunder shall continue until payment in full of the Bonds, or any additional bonds issued pursuant hereto, and any reimbursement to Bond Guarantor.

ARTICLE VIII. MISCELLANEOUS

Section 8.01 Assignment of Rights Under this Agreement.

No party may assign its rights under this Agreement without the written consent of the other parties.

Section 8.02 Nondiscrimination.

Each party agrees that neither the Exhibition Center Project nor any portion thereof shall be undertaken or operated in a manner to permit discrimination or restriction on the basis of race, color, ancestry, religion, national origin, political affiliation (except to members of political groups or parties who advocate the overthrow of the United States government), sex, gender identity, gender expression, age, disability, marital status, arrest or conviction record, sexual orientation, disabled veteran or a covered veteran status and that the Exhibition Center Project shall be undertaken or operated in compliance with all effective laws, ordinances and regulations relating to discrimination on any of the foregoing grounds.

Section 8.03 Approximations.

It is understood and agreed by the parties that any dimensions, areas and volumes set forth herein or in the Exhibits hereto are preliminary and tentative. Before the legal descriptions of the various applicable parcels are finalized, the parties reserve the right to make minor changes in such dimensions, areas and volumes to best accommodate and facilitate the purposes of this Agreement.

Section 8.04 No Personal Liability.

Under no circumstances shall any officer, official, director, member or employee of the Municipalities, the Room Tax Commission or the ARA have any personal liability arising out of this Agreement, and no party shall seek or claim any such personal liability.

Section 8.05 Parties and Interests.

This Agreement is made solely for the benefit of the parties hereto, the Trustee and owners of the Bonds and no other person, partnership, association or corporation shall acquire or have any rights hereunder or by virtue hereof.

Section 8.06 Notices.

All notices, demands, certificates or other communications under this Agreement shall be sufficiently given and shall be deemed given when hand delivered or when mailed by first-class mail, postage prepaid, with proper address as indicated beneath the respective signatures to this Agreement. Any party may, by written notice to the other party, designate a change of address for the purposes aforesaid.

Section 8.07 Amendment.

No modification, alteration or amendment to this Agreement shall be binding upon any party hereto until such modification, alteration or amendment is reduced to writing and executed by all parties hereto. No amendment, alteration or amendment to this Agreement, which in any

manner affects the payment of principal, interest or premium, if any, on the Bonds or the interests of the owners of the Bonds shall be approved without the written consent of the Trustee.

Section 8.08 Termination of Agreement.

This Agreement and the terms and obligations hereunder shall terminate upon payment in full of the Bonds and any Additional Bonds issued pursuant hereto and reimbursement to the Bond Guarantor for any debt service payments made and amounts due to Bond Guarantor pursuant to Section 7.02 above.

Section 8.09 Governing Law

The laws of the State of Wisconsin shall govern this Agreement.

Section 8.10 Captions.

The captions or headings in this Agreement are for convenience only and in no way define, limit or describe the scope or intent of any of the provisions of this Agreement.

Section 8.11 Counterparts.

This Agreement may be signed in any number of counterparts with the same effect as if the signatures thereto and hereto were upon the same instrument.

Section 8.12 Severability.

If any provisions of this Agreement shall be held or deemed to be or shall, in fact, be inoperative or unenforceable as applied in any particular case in any jurisdiction or jurisdictions or in all jurisdictions, or in all cases because it conflicts with any other provision or provisions hereof or any constitution or statute or rule of public policy, or for any other reason, such circumstances shall not have the effect of rendering the provision in question inoperative or unenforceable in any other case or circumstance, or of rendering any other provision or provisions herein contained invalid, inoperative or unenforceable to any extent whatever.

(SIGNATURE PAGES TO FOLLOW)

IN WITNESS WHEREOF, the parties have executed this Exhibition Center Cooperation Agreement as of the date first above written.

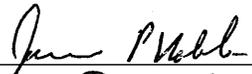
CITY OF APPLETON, WISCONSIN

By: 
Name: TIMOTHY M. HANNA
Its: Mayor

Countersigned:

Name: Kami Scofield
Its: Clerk

APPROVED AS TO FORM:

By: 
Name: James P. Wolsch
Its: Attorney

IN WITNESS WHEREOF, the parties have executed this Exhibition Center Cooperation Agreement as of the date first above written.

Section 3.07 below is made and accepted as a part of this Agreement for the City of Kaukauna. Section 3.07 is added for clarification at the request of and for the benefit of the City of Kaukauna and confirms, but does not alter, any other term in this Agreement.

Section 3.07 Notwithstanding any other provisions of this Exhibition Center Cooperation Agreement, as to the City of Kaukauna, the following shall apply:

[Exhibition Center Series 2015A Bonds] means the _____ Bonds, issue by the ARA in the aggregate principal amount sufficient to provide net proceeds of [TO BE DETERMINED] for the construction of the Exhibition Center or a refinancing of the same with no additional principal borrowing under or within a refinancing.

No bonds shall be issued pursuant to this agreement for any purpose other than for the construction of the Exhibition Center or the refinancing of the same. This Agreement does not authorize the issuance of any bonds other than those expressly identified herein as [Exhibition Center Series 2015A Bonds], including any bonds for the purposes of funding any other projects than the Exhibition Center.

CITY OF KAUKAUNA, WISCONSIN

By: _____
Name: Eugene J. Rosin
Its: Mayor

Countersigned:

Name: Susan J. Duda
Its: Clerk

CITY OF APPLETON, WISCONSIN

By: _____
Name: _____
Its: Mayor

Countersigned:

Name: _____
Its: Clerk

APPROVED AS TO FORM:

By: _____
Name: _____
Its: Attorney

IN WITNESS WHEREOF, the parties have executed this Exhibition Center Cooperation Agreement as of the date first above written.

Section 3.07 below is made and accepted as a part of this Agreement for the City of Kaukauna. Section 3.07 is added for clarification at the request of and for the benefit of the City of Kaukauna and confirms, but does not alter, any other term in this Agreement.

Section 3.07 Notwithstanding any other provisions of this Exhibition Center Cooperation Agreement, as to the City of Kaukauna, the following shall apply:

[Exhibition Center Series 2015A Bonds] means the _____ Bonds, issue by the ARA in the aggregate principal amount sufficient to provide net proceeds of [TO BE DETERMINED] for the construction of the Exhibition Center or a refinancing of the same with no additional principal borrowing under or within a refinancing.

No bonds shall be issued pursuant to this agreement for any purpose other than for the construction of the Exhibition Center or the refinancing of the same. This Agreement does not authorize the issuance of any bonds other than those expressly identified herein as [Exhibition Center Series 2015A Bonds], including any bonds for the purposes of funding any other projects than the Exhibition Center.

CITY OF KAUKAUNA, WISCONSIN

By: _____

Name: _____

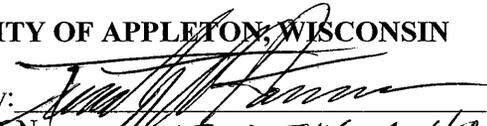
Its: Mayor

Countersigned:

Name: _____

Its: Clerk

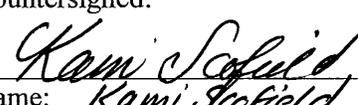
CITY OF APPLETON, WISCONSIN

By: 

Name: TIMOTHY M. HANNA

Its: Mayor

Countersigned:



Name: Kami Scfield

Its: Clerk

APPROVED AS TO FORM:

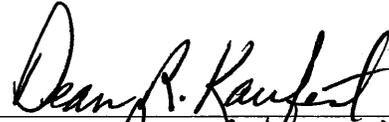
By: 

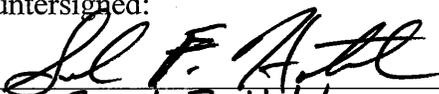
Name: James P. Welsh

Its: Attorney

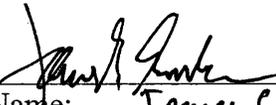
IN WITNESS WHEREOF, the parties have executed this Exhibition Center Cooperation Agreement as of the date first above written.

CITY OF NEENAH, WISCONSIN

By: 
Name: Dean R. Kaufert
Its: Mayor

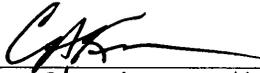
Countersigned:

Name: Samuel F. Hordala
Its: Clerk

APPROVED AS TO FORM:

By: 
Name: James G. Godlenski
Its: Attorney

IN WITNESS WHEREOF, the parties have executed this Exhibition Center Cooperation Agreement as of the date first above written.

VILLAGE OF KIMBERLY, WISCONSIN

By: 
Name: Charles A. Kuen
Its: Village Board President

Countersigned:

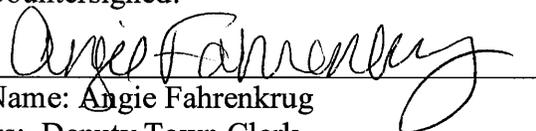
Name: Adam M. Hammatt
Its: Village Clerk

IN WITNESS WHEREOF, the parties have executed this Exhibition Center Cooperation Agreement as of the date first above written.

TOWN OF GRAND CHUTE, WISCONSIN

By: 
Name: David Schowalter
Its: Town Board Chairman

Countersigned:


Name: Angie Fahrenkrug
Its: Deputy Town Clerk

IN WITNESS WHEREOF, the parties have executed this Exhibition Center Cooperation Agreement as of the date first above written.

TOWN OF NEENAH, WISCONSIN

By: Robert E. Schmechel
Name: Robert E. Schmechel
Its: Town Board, Chairman

Countersigned:

Ellen Skerke
Name: Ellen Skerke
Its: Town Clerk

IN WITNESS WHEREOF, the parties have executed this Exhibition Center Cooperation Agreement as of the date first above written.

TOWN OF MENASHA, WISCONSIN

By: 
Name: Dale A. Johanson
Its: Town Board Chairman

Countersigned:

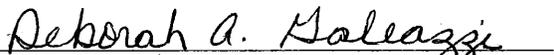
Name: Dawn Bakman
Its: Town Clerk

IN WITNESS WHEREOF, the parties have executed this Exhibition Center Cooperation Agreement as of the date first above written.

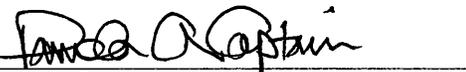
CITY OF MENASHA, WISCONSIN

By: 
Name: DONALD MERKLES
Its: ~~President~~ MAYOR

Countersigned:


Name: Deborah A. Galeazzi
Its: Clerk/Administrator

APPROVED AS TO FORM:

By: 
Name: PAMELA A. CAPTAIN
Its: Attorney

IN WITNESS WHEREOF, the parties have executed this Exhibition Center Cooperation Agreement as of the date first above written.

**VILLAGE OF LITTLE CHUTE,
WISCONSIN**

By: Michael R. Vandenberg
Name: Michael R. Vandenberg
Its: Village Board President

Countersigned:

Laurie Decker
Name: Laurie Decker
Its: Village Clerk

IN WITNESS WHEREOF, the parties have executed this Exhibition Center Cooperation Agreement as of the date first above written.

VILLAGE OF SHERWOOD, WISCONSIN

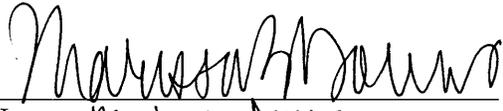
By: Jim Rath
Name: Jim Rath
Its: President

Countersigned:

Randy Friday
Name: Randy Friday
Its: Administrator

IN WITNESS WHEREOF, the parties have executed this Exhibition Center Cooperation Agreement as of the date first above written.

**REDEVELOPMENT AUTHORITY OF
THE CITY OF APPLETON, WISCONSIN**

By: 
Name: Marissa Downs
Its: Chairperson

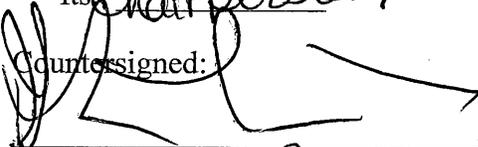
Countersigned:

Name: _____
Its: Secretary

IN WITNESS WHEREOF, the parties have executed this Exhibition Center Cooperation Agreement as of the date first above written.

**FOX CITIES AREA ROOM TAX
COMMISSION**

By: Karen E. Harkness
Name: Karen E. Harkness
Its: Chairperson

Countersigned: 

Name: GEORGE DEARBORN
Its: SECRETARY

Exhibit A
Exhibition Center Project

The Building Program dated March 16, 2012, prepared by McCleskey Consulting is the guide for the development of the Exhibition Center contemplated herein. Pursuant to the Building Program, the Exhibition Center shall consist of approximately 65,500 gross square feet (more or less, depending on final architectural plans and program). The Exhibition Center is intended to include:

1. Exhibition and trade show space with state of the art technical capabilities; and
2. Meetings, banquets and/or exhibition space

Exhibit B
Exhibition Center Property
Description

EXHIBIT B
DESCRIPTION

PARCEL NO. 312011600

CSM 5460 LOT 1 VOL 31 DOC 1726114 BEING ALL OF LOTS 1,2,3,4,5,8,9,10, 11 & 12 BLK 8
APPLETON PLAT AND PRT OF VAC EIGHTH ST

PARCEL NO. 312012601

CSM 5460 LOT 2 VOL 31 DOC 1726114 BEING ALL OF LOTS 1,2,3,4,5,8,9,10, 11 & 12 BLK 8
APPLETON PLAT AND PRT OF VAC EIGHTH ST

PARCEL NO. 312012600

CSM 5460 LOT 3 VOL 31 DOC 1726114 BEING ALL OF LOTS 1,2,3,4,5,8,9,10, 11 & 12 BLK 8
APPLETON PLAT AND PRT OF VAC EIGHTH ST

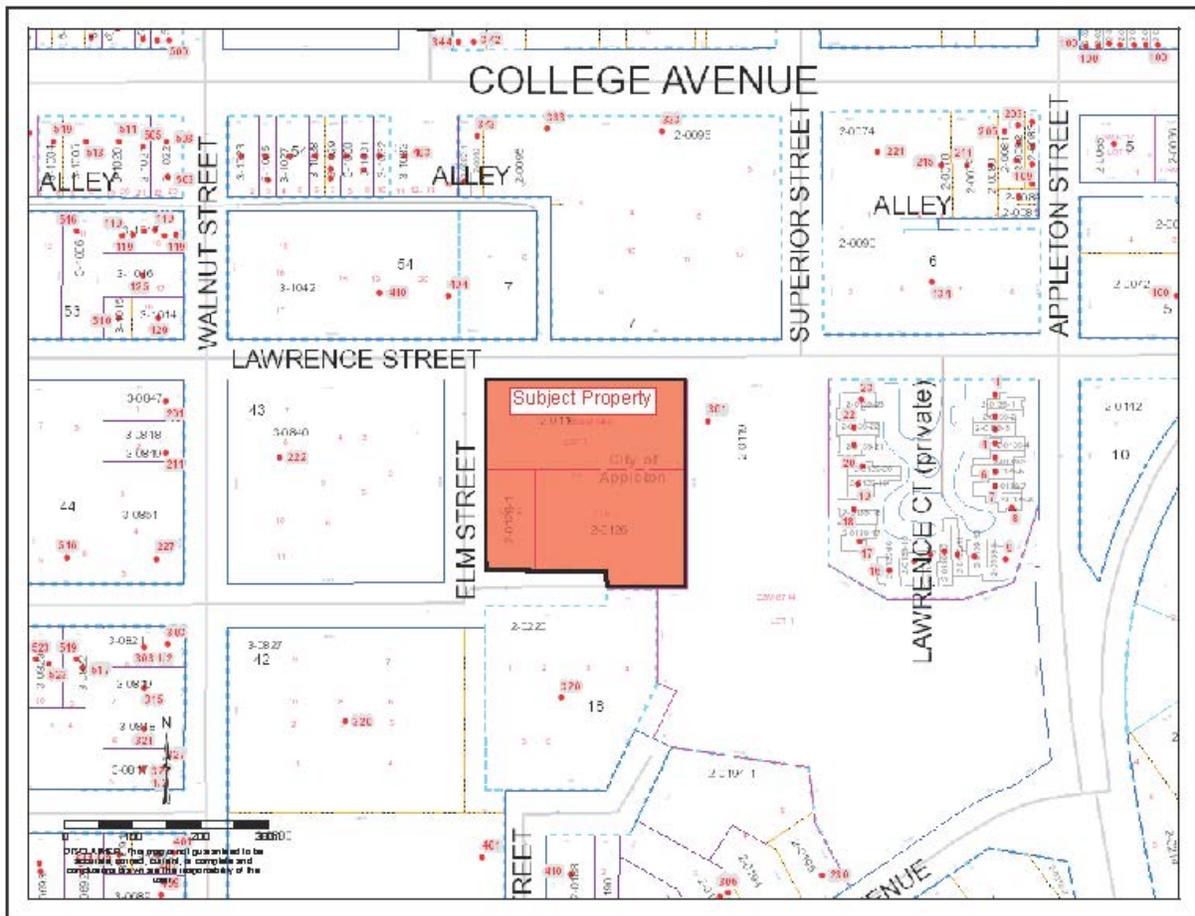


Exhibit C
Form Ordinance

**ORDINANCE OF _____ [City]/[Village]/[Town] IMPOSING A
HOTEL/MOTEL TAX ON THE PRIVILEGE OF FURNISHING ROOMS AT RETAIL**

WHEREAS, the [City]/[Village]/[Town] of _____ (“[City]/[Village]/[Town]”) is a duly organized and existing municipality created under the provisions of the laws of the State of Wisconsin; and

WHEREAS, §66.0615 of the Wisconsin Statutes authorizes the governing body of a municipality to adopt an ordinance imposing a tax on the privilege of furnishing, at retail, rooms or lodging to transients by hotelkeepers, motel operators or other persons furnishing accommodations which are available to the public (“Room Tax”); and

WHEREAS, the geographic area encompassing the CITY OF APPLETON, WISCONSIN, a Wisconsin municipal corporation and political subdivision (“Appleton”), the CITY OF KAUKAUNA, WISCONSIN, a Wisconsin municipal corporation and political subdivision (“Kaukauna”), the CITY OF NEENAH, WISCONSIN, a Wisconsin municipal corporation and political subdivision (“City of Neenah”), the VILLAGE OF KIMBERLY, WISCONSIN, a Wisconsin municipal corporation and political subdivision (“Kimberly”), the VILLAGE OF LITTLE CHUTE, WISCONSIN, a Wisconsin municipal corporation and political subdivision (“Little Chute”), the TOWN OF GRAND CHUTE, WISCONSIN, a Wisconsin municipal corporation and political subdivision (“Grand Chute”), the TOWN OF NEENAH, WISCONSIN, a Wisconsin municipal corporation and political subdivision (“Town of Neenah”), the TOWN OF MENASHA, WISCONSIN, a Wisconsin municipal corporation and political subdivision (“Town of Menasha”), the CITY OF MENASHA, WISCONSIN, a Wisconsin municipal corporation and political subdivision (“City of Menasha”), and the VILLAGE OF SHERWOOD, WISCONSIN, a Wisconsin municipal corporation and political subdivision (“Sherwood”), (collectively, “Municipalities”), is hereby confirmed to be a single destination as perceived by the traveling public, and, therefore, a Tourism Zone, as that term is used in §66.0615 of the Wisconsin Statutes (“Room Tax Act”) (which single destination is referred to as the “Fox Cities Tourism Zone”); and

WHEREAS, the [City]/[Village]/[Town] previously enacted an ordinance imposing a Room Tax, the proceeds of which were directed toward (i) payment of debt service on bonds issued by the Redevelopment Authority of the City of Appleton, Wisconsin, a Wisconsin municipal corporation, to partially fund construction of the Fox Cities Performing Arts Center; (ii) promotion of the Fox Cities Tourism Zone by the Fox Cities Convention & Visitors Bureau, Inc., a Wisconsin corporation; and (iii) promotion of the [City]/[Village]/[Town] by the [City]/[Village]/[Town] as a lodging destination; and

WHEREAS, the [City]/[Village]/[Town] now desires to impose an additional Room Tax in the amount of three percent (3%) to be pledged as payment on bonds to be issued as partial funding for the construction of a new Fox Cities Exhibition Center; and

WHEREAS, the [City]/[Village]/[Town] acknowledges that the Room Tax Act imposes certain requirements on the imposition of Room Taxes, including a consideration of the populations of counties in which certain Municipalities are located; and

WHEREAS, the [City]/[Village]/[Town] acknowledges that Appleton is located within the Counties of Outagamie, Calumet and Winnebago within the State of Wisconsin; and

WHEREAS, the Counties of Outagamie, Calumet and Winnebago, each have a population of less than 380,000; and

WHEREAS, neither Outagamie County, nor Calumet County, nor Winnebago County is located adjacent to a county with a population of at least 380,000; and

WHEREAS, the [City]/[Village]/[Town] acknowledges that the Municipalities are working cooperatively together to construct the Fox Cities Exhibition Center; and

WHEREAS, the [City]/[Village]/[Town] previously entered into a Room Tax Commission and Tourism Zone Agreement with the Municipalities which created the Fox Cities Room Tax Commission for the sole purpose of supporting the promotion and development of the Fox Cities Performing Arts Center; and

WHEREAS, the [City]/[Village]/[Town] now desires to authorize an increased role for the Fox Cities Room Tax Commission for the coordination of tourism promotion and tourism development in the Fox Cities Tourism Zone as more fully set forth herein; and

WHEREAS, by the passage of this Ordinance, the [City]/[Village]/[Town] intends to amend and replace its existing ordinance _____ which governs the imposition of Room Taxes in the [City]/[Village]/[Town] in order to accomplish uniformity of Room Taxes imposed across the Municipalities located within the Fox Cities Room Tax Commission pursuant to the requirements of the Room Tax Act; and

WHEREAS, the [City]/[Village]/[Town] finds that the best interests of the [City]/[Village]/[Town] are served by passing this Ordinance.

NOW, THEREFORE, BE IT ORDAINED by the _____ of the [City]/[Village]/[Town] of _____, Wisconsin, as follows:

1. Recitals. The above recitals are incorporated by reference herein and made a part hereof.
2. Definitions. In addition to those terms defined in this Section, the terms used in this Ordinance shall have the definition, if any, ascribed to them in §66.0615 of the Wisconsin Statutes.
 - a. “*Pledge Agreement*” shall mean that Amended and Restated Pledge and Security Agreement dated May 1, 2012 by and between the City of Appleton, Wisconsin;

the City of Kaukauna, Wisconsin; the City of Neenah, Wisconsin; the Village of Kimberly, Wisconsin; the Village of Little Chute, Wisconsin; the Town of Grand Chute, Wisconsin; the Town of Neenah, Wisconsin; the Town of Menasha, Wisconsin; the Fox Cities Area Room Tax Commission and Associated Trust Company.

- b. “ARA” shall mean the Redevelopment Authority of the City of Appleton, Wisconsin, a Wisconsin body politic and corporate.
- c. “CVB” shall mean the Fox Cities Convention & Visitors Bureau, Inc., a Wisconsin corporation.
- d. “*Exhibition Center Bonds*” shall mean bonds issued or to be issued by the ARA as partial funding for the construction of a new Fox Cities Exhibition Center, or any refinance thereof, as well as for any other purpose authorized under that Exhibition Center Cooperation Agreement between the municipalities located within the Fox Cities Tourism Zone, the ARA and the Fox Cities Room Tax Commission, dated as of _____, 2015.
- e. “*Fox Cities Tourism Zone*” shall mean that geographic area encompassing the City of Appleton, Wisconsin; the City of Kaukauna, Wisconsin; the City of Neenah, Wisconsin; the Village of Kimberly, Wisconsin; the Village of Little Chute, Wisconsin; the Town of Grand Chute, Wisconsin; the Town of Neenah, Wisconsin; the Town of Menasha, Wisconsin; the City of Menasha, Wisconsin and the Village of Sherwood, Wisconsin.
- f. “*Fox Cities Room Tax Commission*” shall mean the Room Tax Commission created by the Municipalities within the Fox Cities Tourism Zone through that Amended and Restated Room Tax Commission Agreement dated _____, 2015, in order to coordinate tourism promotion and tourism development within the Fox Cities Tourism Zone using the proceeds of Room Taxes imposed under this Ordinance, and having on its Board certain representatives of the Municipalities and certain representatives of the Wisconsin hotel and motel industry.
- g. “*PAC Bonds*” shall mean those bonds issued by the ARA to partially fund construction of the Fox Cities Performing Arts Center.
- h. “*Room Tax*” shall mean a tax on the privilege of furnishing, at retail, rooms or lodging to transients by hotelkeepers, motel operators or other persons furnishing accommodations which are available to the public, irrespective of whether membership is required for use of the accommodations, pursuant to the Room Tax Act.

- i. “*Room Tax Act*” shall mean §66.0615 of the Wisconsin Statutes, as amended from time to time.
3. Imposition of Room Tax. Pursuant to the Room Tax Act, there is hereby imposed upon the privilege of furnishing, at retail (except sales for resale) rooms or lodging to transients by hotelkeepers, motel operators and other persons furnishing accommodations that are available to the public (collectively, “Operators”), irrespective of whether membership is required for use of the accommodations, within the [City]/[Village]/[Town]. Such Room Tax shall be imposed at the total rate indicated below, which shall be in addition to the PAC Room Tax currently imposed. Operators shall remit all collected Room Tax revenues to the [City]/[Village]/[Town] in accordance with the requirements of this Ordinance and the Room Tax Act. The proceeds shall then be paid to the Fox Cities Room Tax Commission or its designees or assigns, unless otherwise indicated herein, to be used for purposes of coordinating tourism promotion and tourism development within the Fox Cities Tourism Zone. A Room Tax is hereby imposed within the [City]/[Village]/[Town] as follows:
 - a. A Room Tax in the amount of three percent (3%) shall be imposed and allocated toward the support of the CVB, to be used for the promotion of the Fox Cities Tourism Zone as a tourism destination (“CVB Room Tax”), except that:
 - i. The [City]/[Village]/[Town] may retain five percent (5%) of the revenues of this CVB Room Tax for general tourism support and development in the [City]/[Village]/[Town] in accordance with the requirements of the Room Tax Act.
 - b. A Room Tax in the amount of two percent (2%) shall be imposed and allocated toward payment of debt service on the PAC Bonds in accordance with that Cooperation Agreement dated June 1, 2000 to which the [City]/[Village]/[Town] is a party. The rate imposed as set forth in this subsection (c) shall be known as the “PAC Room Tax”. Upon full payment and satisfaction of the PAC Bonds, the PAC Room Tax shall ultimately be reallocated toward the development and support of amateur sports facilities within the Fox Cities Tourism Zone and/or other facilities which are reasonably likely to generate paid overnight stays at more than one hotel or motel establishment within the Fox Cities Tourism Zone as more fully set forth in Section 4 of this Ordinance.
 - c. A Room Tax in the amount of three percent (3%) shall be imposed and allocated toward payment of debt service on the Exhibition Center Bonds in accordance with that Exhibition Center Cooperation Agreement dated _____, 2015 to which the [City]/[Village]/[Town] is a party (“Exhibition Center Room Tax”). The rate established herein shall be known as the “Exhibition Center Room Tax Rate”. The Exhibition Center Room Tax Rate shall sunset and expire upon full payment and satisfaction of the Exhibition Center Bonds at a date to be

determined. The Municipalities shall each provide written notice to Operators upon the full payment and satisfaction of the PAC Bonds.

- d. A Room Tax in the amount of one percent (1%) (“Municipal Room Tax”) shall be retained by [City]/[Village]/[Town] to be used for general tourism support and development in the Fox Cities Tourism Zone in accordance with the requirements of the Room Tax Act.
 - e. A Room Tax in the amount of one percent (1%) shall be imposed and allocated toward the support of amateur sports facilities within the Fox Cities Tourism Zone and/or other facilities which are reasonably likely to generate paid overnight stays at more than one hotel or motel establishment within the Fox Cities Tourism Zone (“Tourism Facilities Room Tax”).
4. Proceeds of PAC Room Tax. Notwithstanding anything in this Ordinance to the contrary, in order to honor existing contractual obligations, the proceeds of the PAC Room Tax shall continue to be directed to the Trustee under the Pledge Agreement until the PAC Bonds have been paid in full. Following full payment and satisfaction of the PAC Bonds, the proceeds generated from the PAC Room Tax for the calendar quarter in which the PAC Bonds were fully paid and satisfied shall be directed toward payment of debt service on the Exhibition Center Bonds, capitalized Interest Payments on the Exhibition Center Bonds or may be deposited into Reserve and Stabilization Funds associated with the issuance of the Exhibition Center Bonds. Commencing on the first day of the next calendar quarter, all proceeds from the PAC Room Tax shall be directed toward the support of amateur sports facilities within the Fox Cities Tourism Zone and/or other facilities which are reasonably likely to generate paid overnight stays at more than one hotel or motel establishment within the Fox Cities Tourism Zone.
5. Priority of Payment. In the event any Operator or Municipality fails to remit the full amounts owed in any quarterly payment (“Deficient Payment”) under this Agreement, the Exhibition Center Cooperation Agreement or the ordinances executed as required thereunder, the parties agree and acknowledge that the Deficient Payment amounts actually received by the Commission shall be applied in the following priority order:
- a. The Deficient Payment amounts received shall first be applied toward the three percent (3%) Room Tax imposed for the support of the CVB;
 - b. The Deficient Payment amounts remaining after payment to the CVB as required in subsection (a) above, shall be applied toward the two percent (2%) Room Tax pledged as collateral for payment of the PAC Bonds;
 - c. The Deficient Payment amounts remaining after payment toward the PAC Bonds as required in subsection (b) above, shall be applied toward the three percent (3%) Room Tax pledged as collateral for payment of the Exhibition Center Bonds; and

- d. The Deficient Payment amounts remaining after payment toward the Exhibition Center Bonds as required in subsection (c) above, shall be applied toward the one percent (1%) Municipal Room Tax; and
 - e. All remaining Deficient Payment amounts shall be applied toward the one percent (1%) Tourism Facilities Room Tax.
6. Tourism Entity. The CVB shall act at the “tourism entity” as that term is defined in the Room Tax Act, for purposes of providing staff, support services and assistance to the Fox Cities Room Tax Commission in developing and implementing programs to promote the Fox Cities Tourism Zone to visitors, as more fully set forth in an agreement between the Fox Cities Room Tax Commission and the CVB.
7. Collection and Administration of Room Tax. This Ordinance shall be administered by the [City]/[Village]/[Town]. The tax imposed by this Ordinance shall be payable quarterly and shall be due on the last day of the month next succeeding the calendar quarter for which imposed. A return shall be filed with the [City]/[Village]/[Town] by all Operators on or before the same date on which such tax is due and payable. Such return shall show the gross room receipts of the preceding calendar quarter from such retail furnishing of rooms or lodging, the amount of taxes imposed for such period and such other information as the [City]/[Village]/[Town]deems necessary. Every person required to file such quarterly return shall, with his first return, elect to file an annual calendar year or fiscal year return. Such annual return shall be filed within ninety (90) days of the close of each such calendar or fiscal year. The annual return shall summarize the quarterly returns, reconcile and adjust for errors in the quarterly returns, and shall contain certain such additional information as the [City]/[Village]/[Town]requires. Such annual returns shall be signed by the person required to file a return or his duly authorized agent, but need not be verified by oath. The _____ may, for good cause, extend the time of filing any return, but in no event longer than one (1) month from the filing date.
8. Permit Required. Every Operator under this Ordinance shall file with the _____ an application for a permit for each place of business that is required to collect Room Tax hereunder. Every application for a permit shall be made upon a form prescribed by the _____ and shall set forth the name under which the applicant transacts or intends to transact business, the location of his place of business, and such other information as the _____ requires. The application shall be signed by the owner if a sole proprietor and, if not a sole proprietor, by the person authorized to act on behalf of such sellers. At the time of making an application, the applicant shall pay the _____ an initial fee of _____ dollars (\$____) for each permit. A permit issued hereunder is non-transferable.
9. Penalty for Failure to Obtain and Maintain a Permit. Any Operator in violation of the terms of this Ordinance by failing to obtain or maintain a permit, when such permit is required, shall be subject to a forfeiture of not less than \$_____ nor more than \$_____ for each violation. Each room or unit separately rented or offered for rent, and each day

of such rental or offer for rental of such unit shall be a separate violation. In addition, injunctive relief is hereby authorized to discontinue violation of this Ordinance. Any party deemed to have violated any of the provisions of this Ordinance shall be obligated to pay the costs of prosecution, in addition to actual attorney fees expended in the course of said enforcement.

10. Schedule of Forfeiture. Each Operator shall be required to forfeit an amount equal to twenty-five percent (25%) of the Room Tax due from the Operator to the [City]/[Village]/[Town] for the previous year or Five Thousand Dollars (\$5,000), whichever is less, for a failure to pay the Room Tax due hereunder.
11. Confidentiality of Information. The information provided to the [City]/[Village]/[Town] under §66.0615(2) of the Wisconsin Statutes shall remain confidential; provided, however, that the [City]/[Village]/[Town] or any employee thereof may use such information in the discharge of duties imposed by law or of the duties of their office or by order of a court. Persons violating the provisions of this subsection may be required to forfeit not less than \$100 nor more than \$500.
12. Enforcement. The [City]/[Village]/[Town] shall enforce this Ordinance in accordance with the Room Tax Act.
13. Expiration of Exhibition Center Room Tax and PAC Room Tax. The Exhibition Center Room Tax shall expire upon full payment of the Exhibition Center Bonds; provided that Operators may not discontinue collection of the Exhibition Center Room Tax until the passage of an ordinance by the [City]/[Village]/[Town] terminating the Exhibition Center Room Tax.
14. Supersede Conflicting Ordinances; Severability. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are repealed to the extent of such conflict. The invalidity of any section or provision of this Ordinance hereby passed and approved shall not invalidate other sections or provisions thereof.
15. Effective Date. This Ordinance shall take effect on January 1, 2016.

PASSED and APPROVED by the Governing Body of [City]/[Village]/[Town] this _____ day of _____, 2015.

Voting Aye (list names): _____
Voting Nay (list names): _____
Abstaining (list names): _____
Absent (list names): _____

ATTEST:

Municipal Clerk

Published in pamphlet form _____, 2015.



RESOLUTION R-52-16

A RESOLUTION TO CAPITALIZE THE MENASHA HOUSING PROGRAM FUND BY
EXTENDING THE LIFE OF TAX INCREMENTAL DISTRICT NO. 3 BY ONE YEAR

Introduced by Alderman Collier

WHEREAS, on June 29, 2009, the Legislature of the State of Wisconsin introduced and passed Wisconsin Assembly Bill 75, the Executive Budget Bill 2009 Wisconsin Act 29; and

WHEREAS, this bill contains Section 1489i, which creates Section 66.1105 (6) (g) of the Wisconsin State Statutes; and

WHEREAS, this Section 66.1105 (6) (g) authorizes a city to extend the life of a city tax incremental district by one year and use the incremental revenue to fund affordable housing and improve the City's housing stock; and

WHEREAS, the Community Development Department is developing a program to improve the affordability of and to make improvements to the existing single-family housing stock in the City of Menasha; and

WHEREAS, the increment expected to generate in Tax Increment District No. 3 of approximately \$28,000 would be used to help seed the Menasha Housing Program and at least 75 percent of the funds must be used for affordable housing and the remaining for improving existing housing stock; and

WHEREAS, the City of Menasha has Tax Increment District No. 3, which as of the end of 2016, all aggregate costs have been paid off with no additional project costs expected.

NOW, BE IT HEREBY RESOLVED, by the Menasha City Council that it approves extending the life of Tax Increment District No. 3 by twelve (12) months from the adoption date of this resolution; and

BE IT FURTHER RESOLVED, by the Menasha City Council that it authorizes the Menasha Community Development Department to use funds from the extension of Tax Increment District No. 3 to improve its housing stock and benefit affordable housing within the percentage allocations required under State Statutes.



Passed and approved this 5th day of December, 2016.

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

Donald Merkes, Mayor
ATTEST:

Deborah A. Galeazzi, City Clerk



MEMORANDUM

Date: November 29, 2016

To: Common Council

From: David Buck, CDD

RE: Tax Incremental District No. 3 – One Year Extension to Help Fund Improvements to the City's Housing Stock

The Menasha Common Council has directed staff to develop a program(s) to improve the community's housing stock. The Community Development Department is currently in the process of developing a Housing Improvement Program to improve the affordability of making improvements to existing single-family housing in the city that does not include the strict income limitations related to our only other housing improvement program –the Community Development Block Grant (CDBG) Revolving Loan Program. The Council allocated \$22,500 in the 2017 budget to “seed” the housing improvement initiative however implementation and the potential impact will be greatly enhanced with the allocation of additional sources of funds.

The City of Menasha created Tax Increment District (TID) No. 3 on December 5, 1989 (amended in 1997, 2001 and 2006) and has paid off the aggregate of all its project costs through the assistance with the transfer of funds from TID No. 5. No additional funds will be expended for TID No. 3 projects and it is scheduled to terminate/close at the end of 2016. In 2009, the State of Wisconsin passed Act 28 that amended Wisconsin State Statutes adding Section 66.1105(6)(g). This amendment to the Statutes provides the ability of a city to extend the life of a tax incremental district by one year and use the incremental revenue to fund affordable housing and improve the City's housing stock. The increment to be generated within the 12 month extension of TID No. 3 is expected to be approximately \$28,000, and would be available for use in 2018.

City staff has discussed the possible one year extension to the life of TID No. 3 with Winnebago County and the Menasha School District. They feel that the potential benefits associated with utilizing the increment for housing rehabilitation outweigh the need or desire to terminate or close the TID in 2016. Improvement of the city's housing is critical to maintaining a healthy and sustainable community. The improvements that will be attributed to a housing improvement program will benefit all residents and taxing jurisdictions by helping to maintain and increase property values as well as overall living conditions, especially in transitional or distressed neighborhoods.

Staff recommends the Common Council approve Resolution R-52-16; extending the life of Tax Incremental District (TID) No. 3 for one year in order to utilize the final year's increment to fund the Housing Improvement Program and improve Menasha's housing stock.



RESOLUTION R-53-16

A RESOLUTION REQUIRING WRITTEN NOTICE TO COUNCIL REGARDING DEPARTMENTAL BUDGET OVERAGES OF MORE THAN \$1000

Introduced by Alderman Zelinski

WHEREAS Annually, the Common Council formulates a budget prior to the determination of the sum to be financed in whole or in part by a general property tax; and

WHEREAS Adoption of the budget is authority for the expenditure by a department for the purposes therein provided and of the amounts assigned to the department thereby and no further action by the common council is required to authorize any department to make such expenditures, except the expenditure of any money from the contingent fund of the common council; and

WHEREAS A budget is formulated by the Mayor based on estimates of expenses and revenues received from departments;

WHEREAS Unexpected and unknown factors occur during a fiscal year causing variations in expenditures within a department that may be relevant to determining future trends; and

WHEREAS It is necessary for the common council to keep informed about department expenditures;

NOW THEREFORE BE IT RESOLVED Written notification to the common council shall be given if any line item expenditure within a department's budget exceeds \$1,000 over the estimate.

Passed and approved this ____ day of _____, 2016.

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

Donald Merkes, Mayor
ATTEST:

Deborah A. Galeazzi, City Clerk



MEMORANDUM

To: City of Menasha Common Council
From: Donald Merkes, Mayor
Date: November 21, 2016
RE: Resolution R-53-16

BACKGROUND

Each year the Common Council sets a city budget based on the needs and priorities of the community. As part of that process the Common Council directs Department Heads to manage the funds within the budgets that they control.

The Common Council has a duty to monitor the budget, with that they are provided quarterly reports as well as a registry of all checks at each Common Council meeting. The quarterly status report is the tool that the Common Council has to be proactive in monitoring the budget if the report shows variances in expected/budgeted amounts. There has been no discussion of any of the quarterly financial statements at a Common Council meeting since their inception.

While the proposed resolution would provide information regarding line items in the budget, it would not take into account departmental level budgets, which is the unit that we have asked Department Heads to manage their budgets within. A budget is an estimate based upon the data at a specific time. The quarterly financial reports allow the Common Council to monitor spending and change course if unexpected conditions arise while ensuring accountability of our management staff.

The Common Council currently has tools available to monitor the budget including: weekly check registry, bi-annual stormwater report, NM Fire Rescue monthly financial report, library monthly financial report, budget estimates, and city wide quarterly financial report. Aldermen also have the ability to discuss departmental finances with the department head or Administrative Services Director at any time if they would like additional information.

FISCAL IMPACT

The contemplated resolution would require either the Administrative Services department or each department to run and review a weekly report covering thousands of line items. It is estimated that it would take a bare minimum of one hour per department, plus additional time in the Administrative Services department to compile the requested weekly report.

RECOMMENDATION

The Common Council has multiple resources that may be used to proactively monitor the City budget. I recommend the resolution be denied as redundant and an unnecessary expense.



MEMORANDUM

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Date: November 21, 2016
RE: Resolution R-53-16

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Don Merkes

From: Linda Stoll <linda.stoll10@gmail.com>
Sent: Wednesday, November 09, 2016 9:41 PM
To: Don Merkes
Subject: Fox Valley Transit Commission

Don,
I have been attending the Transit Commission meetings for the City of Menasha for several years now and think that it is time that a staff person be appointed to attend the meetings. Menasha is the only community that is not represented by a staff person. Our next meeting is November 30 at 3pm. I could still go to this if the appointment cannot be made before then but will not be able to attend in December due to a prior commitment. While I have enjoyed serving as Menasha's representative on the commission, I am not able to serve in 2017 or beyond.

Please regard this letter as my official resignation from this commission.

Thank you,
Linda

Linda Stoll, AICP
President, APA – WI
1525 Rue Reynard
Menasha, WI 54952
920-205-9541
Linda.stoll10@gmail.com