

A Quorum of the Administration Committee, Board of Public Works, Personnel Committee, Plan Commission, Redevelopment Authority, and other City bodies may attend this meeting, though no official action of these bodies will be taken.



COMMON COUNCIL MEETING AGENDA

Monday, June 15, 2026 at 6:00 PM

First Floor Conference Rooms
100 Main Street, Menasha, WI

- A. **Call to Order**
- B. **Pledge of Allegiance**
- C. **Roll Call**
- D. **Public Hearing**
- E. **Public Comments on Any Matter of Concern to the City**
(5 minute time limit for each person)
- F. **Report of Department Officers/Department Heads/Staff/Consultants**
Clerk Snyder - the following minutes and communications have been received and placed on file:
 - 1. Presentations:
 - a. Racine Street-Main Street Roundabout Concept Design
 - 2. Minutes to Receive:
 - a. Water and Light Commission, 5/27/26
 - b. Board of Health, 5/6/26
 - c. Neenah-Menasha Joint Fire Commission, 6/1/26, 6/2/26
 - d. Board of Appeals, 4/23/26
 - e. Board of Review, 5/29/25
 - f. Special Board of Public Works, 6/1/26
 - g. Board of Public Works, 6/1/26
 - h. Administration Committee, 6/1/26
 - i. Library Board of Trustees, 4/28/26
 - j. Racine Street-Main Street and Racine Street-Ahnaip Street Roundabout Landscape Special Committee, 4/21/26, 6/9/26
 - 3. Communications:
 - a. Open Records and Open Meetings Reminder
 - b. Comprehensive Outdoor Recreation Plan (CORP) Visioning Session
 - c. Comprehensive Outdoor Recreation Plan (CORP) Survey

- d. National Pollinator Week Proclamation
- e. Juneteenth Day Proclamation

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.)

- 1. Common Council Minutes, 6/1/26
- 2. Administration Committee, 6/1/26, Recommends Approval of:
 - a. Draft Downtown Business Incentive Grant Program Guidelines
- 3. Board of Public Works, 6/1/26, Recommends Approval of:
 - a. Payment — McMahon Engineers Architects; Contract No. M0002-09-00105; 2026 Utility Reconstruction; \$167,092.08 (Payment No. 1)
 - b. Recommend to Award — Contract Unit No. 2026-04; Midway Place Rehabilitation; Northeast Asphalt, Inc., \$117,852.65.
 - c. Nicolet Boulevard Intersection Control Evaluation Intermunicipal Agreement
 - d. Nicolet Boulevard Intersection Control Evaluation Professional Services Agreement
- 4. Special Board of Public Works, 6/15/26, Recommends Approval of:
 - a. Street Use Application — Community Fest Parade of Lights; Friday, July 3, 2026; 9 PM - 10:15 PM; Menasha Parks & Recreation
- 5. Racine Street-Main Street and Racine Street-Ahnaip Street Roundabout Landscape Special Committee, 6/9/26, Recommends Approval of:
 - a. Proposed Roundabout Concept Design including the sail-like structure

H. Items Removed from the Consent Agenda

I. Action Items

- 1. Outdoor Street Service Permit Renewal Application for the 2026 Licensing Term (June 16, 2026 - November 30, 2026)
- 2. Accounts payable and payroll for the term of 5/29/26 - 06/11/26 in the amount of \$968,143.84

J. Held Over Business

K. Ordinances and Resolutions

- 1. R-16-26 - A Resolution to Support Sustainable State Funding for Local Public Health Departments (Introduced by Mayor Hammond)

2. R-13-26 - A Resolution Supporting the Grow Solar Program (Introduced by Ald. Lewis)
3. R-17-26: Resolution Accepting the Donation of the "Promise of a Prairie" Sculpture for the Racine Street/Ahnaip Street Roundabout (Introduced by Ald. Grade)

L. Appointments

1. Mayor's reappointment of Patricia Rudolph to the Board of Review for the term of 7/1/26 - 7/1/31
2. Mayor's reappointment of Helen Englebert to the Library Board of Trustees for the term of 7/1/26 - 7/1/29

M. Claims Against the City

N. Public Comments on Any Matter Listed on the Agenda
(5 minute time limit for each person)

O. Adjournment

MEETING NOTICE
July 6, 2026
Common Council Meeting – 6:00 PM
Committee Meetings to Follow

"Menasha is committed to its diverse population. Our Non-English speaking population and those with disabilities are invited to contact the Menasha City Clerk at 967-3603 24-hours in advance of the meeting for the City to arrange special accommodations."

REGULAR MEETING OF THE WATER AND LIGHT COMMISSION

May 27, 2026

Draft

Commission Vice-President Kordus called the Regular Meeting of the Water and Light Commission to order at 8:00 a.m., with Commissioners Gary Turchan, and Austin Hammond, present on roll call. Also present were Melanie Krause, General Manager; Kristin Hubertus, Finance Manager; Kurt Melchert, Electric Manager; Paula Maurer, Customer Service Manager; Steve Grenell, Engineering Manager, Adam Smith, Water Plant Manager; Justin Hoffmann, Project Engineer; and Tammy Phillips, Accounting and Administrative Assistant.

Those excused: Mark Allwardt and Antoine Tines

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

Item III. Motion made by Comm. Kordus, seconded by Comm. Turchan, the motion passed on roll call to approve the following:

- A. Minutes of the Regular Meeting of April 22, 2026.
- B. Approve and warrant the following payments dated April 23 – May 27, 2026 in the amount of \$5,024,366.41.
- C. Correspondence as listed:
 - Copy of Thank-You From St. Joe’s Food Pantry RE: April Donation
 - Copy of Thank-You From Habitat for Humanity RE: Rock the Block Energy Kits
 - Copy of MU Customer Mailer RE: Sticker Design Contest
 - Copy of May MEUW Live Lines
 - Copy of MU Customer Rebate Program
 - Copy of 2025 Service Boundary Letter Filed With PSC
 - Copy of Final Decision on TOD Rg-3 Filing With PSC
 - Copy of MU May Newsletter

Item IV. Claims Against the Utility – There were no claims discussed at this meeting.

Item V. Purchase Orders over \$25,000.00 issued since the last Commission meeting were presented for informational purposes.

The motion by Comm. Kordus, seconded by Comm. Turchan, was unanimously approved on roll call to approve the purchase orders for the 2027 water meters.

Item VI. Unfinished Business, Melissa Substation Update - A used transformer has been located as part of an interim plan and a purchase order will be issued next week. Staff continues to pursue all options for long-term replacement.

Item VII. New Business, Digital Ads - Paula Maurer presented statistics on digital ads that were distributed to MU customers for March and April.

Professional Services Agreement for 2027 Water Mains – The McMahon agreement for the 2027 water main replacement, in the amount of \$14,450.00, includes plan review and permitting, bidding services, and construction administration services.

The motion by Comm. Kordus, seconded by Comm. Hammond, was unanimously approved on roll call to approve \$14,450 for the professional services agreement from McMahon for the 2027 water mains.

Electric and Water Bill Comparisons – A comparison of rates and IOU’s for surrounding communities was presented.

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

April 2026 Financial and Project Status Reports – Electric consumption was lower than budget by 2.1%, purchase power expense is 8.3% lower, total revenues are 4.9% lower, and net operating income is higher than budget.

Water usage was 9.3% higher than budget, crews found 3 large leaks, and net operating income was higher than budget by \$49,560 due to higher revenues and lower water treatment expenses.

After discussion, the Commission accepted the April Financial and Project Status Reports as presented.

Project Reports, Electric Projects – The new bucket truck arrived, a new air handling unit was installed at Meadows substation, a gang operated disconnect was installed at Tayco substation, and work continues on tree trimming, the Eighth St. overhead rebuild, new service installs, and the Melissa substation transformer.

Water Projects – Work continues on the GAC media replacement, network segregation, SCADA upgrade, Eighth St. water main replacement, and a new silicate pump for operations was purchased.

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

Item X. The motion by Comm. Kordus, seconded by Comm. Hammond, was unanimously approved on roll call to adjourn at 8:56 a.m.

By: ROY KORDUS
Vice-President

GARY TURCHAN
Secretary

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

CITY OF MENASHA BOARD OF HEALTH
Minutes
May 6, 2026

A. CALL TO ORDER

Meeting called to order by Candyce Rusin at 8:31 AM

B. ROLL CALL/EXCUSED ABSENCES

PRESENT: Gary Daughtery, Andrew Dunn, Kristine Hutter, Candyce Rusin, Kristene Stacker

ALSO PRESENT: EHS Todd Drew, PHE Claire Holzschuh, OC Larissa Keller, PHN Meghan Pauly

C. MINUTES TO APPROVE

1. Board of Health, February 4, 2026

Moved by Andrew Dunn and seconded by Candyce Rusin to approve the February 4, 2026 minutes.
The motion carried.

D. REPORT OF DEPT HEADS/STAFF/CONSULTANTS

1. Administrative

a. 2025 MHD Annual Report

PHD Hutter shared the 2025 MHD Annual Report and gave Board members the opportunity to comment.

b. Strategic Plan Update – Q.1 2026

PHD Hutter shared a strategic plan progress update for Q1 2026. PHD Hutter stated that an annual review of the Strategic Plan was initiated at the last staff meeting.

c. Tri-County Community Health Improvement Coalition (Tri-CHIC) Community Health Needs Assessment

PHD Hutter shared that the Tri-CHIC has published its Community Health Needs Assessment. The assessment appears on the United Way Fox Cities website as the organization serves as the backbone and fiscal host of the Coalition. The Coalition will use the assessment to formulate a community health improvement plan.

d. Dental Program Update

PHD Hutter advised the Board that we did not receive funding from the United Way for the 2026-2027 school year, and MJSD was not able to come through with funding to continue the school dental program coordinated by RDH Claire Opsteen. Due to lack of funding, RDH Opsteen chose to pursue other employment. PHD Hutter is working with MJSD administration to choose an outside entity to administer a school based dental health program. The Board discussed possible options, including using a new program through Partnership Community Health Center.

e. Retirement Notice/PHN Recruitment

PHD Hutter stated that PHN Linda Palmbach has announced her retirement after 17 years. Her last day with the department is June 19, 2026. PHD Hutter will work with HR Manager Kimberly Cordoza on recruitment for Linda's replacement.

2. Employee Safety

EHS Drew reported that regular safety meetings were conducted in the past month at City Hall and PWF. Employee hearing screening is scheduled for May 28th. Todd is completing respiratory fit testing and working on chemical vapor testing.

3. Sealer of Weights and Measures

EHS Drew reported that in the past week, he tested 48 gas pumps this week and had the gas testing equipment calibrated in Madison. Todd issued a citation to a service station for selling products that were previously placed on a hold.

4. Environmental Health

EHS Drew reported that he completed 21 routine inspections, 1 change of operator, and 4 new establishments. He investigated 6 human health hazard complaints, conducted 5 DNR inspections, and followed up on 7 animal bites. EHS Drew assisted in the cleaning of Shepard Park following the flooding event. Clean-up included all playground equipment/mats and lawn. He attended the WALHDAB EH meeting and completed standards training.

5. Public Health Department

a. Communicable Disease Reports: February 2026, March 2026, April 2026

PHD Hutter shared the communicable disease reports for February, March, and April 2026.

b. UWO Student Project

PHN Pauly reported that the UWO students' project was presented at the Senior Center and focused on finding healthy food and cost comparison at local grocery stores. The Board discussed furthering expectations for students and working closely with instructors to improve engagement in projects.

6. Health Screening 60+

PHN Pauly reported that Walking Club and Tai-Chi classes started May 5th. The wellness room continues to be busy, and PHN Pauly is trying to schedule a dermatologist to do skin checks. Valley Transit will be presenting again this summer.

7. Immunization

PHN Pauly advised that our Vaccines for Children (VFC) program renewal paperwork is due at the end of May. Monthly VFC clinics are continuing.

8. Maternal and Child Health

PHE Holzschuh reported that she met with the library's Youth Council in April. They are holding a youth mental health engagement event at the library on May 12th where PHE Holzschuh will lead a baking project.

9. Bioterrorism

PHE Holzschuh stated that the current grant cycle ends June 30th. Our consortium has updated the public health emergency plan, including PHEP materials and templates.

E. DISCUSSION/ACTION ITEMS

1. Environmental Health Policies/Procedures for Review

a. Inspection Enforcement

b. Onsite Corrections

c. Re-Inspection Criteria

d. Non-Foodborne Illness Complaint

e. Disposal and Denaturing of Food

f. New Environmental Health Sanitarian Training

Moved by Kristene Stacker and seconded by Candyce Rusin to approve all listed Environmental Health policies/procedures. The motion carried with a vote of 4-0.

F. ADJOURNMENT

Moved by Kristene Stacker and seconded by Candyce Rusin to adjourn the meeting at 9:25 AM. The motion carried.

Next Meeting: June 3, 2026 8:30 AM – Microsoft Teams
Menasha City Center
100 Main Street, Suite 100, Menasha, WI



Neenah-Menasha Fire Rescue

125 E. COLUMBIAN AVENUE, NEENAH, WI 54956
Phone: 920-886-6200 Fax: 920-886-6208 Website: www.nmfire.org

Neenah-Menasha Joint Fire Commission

Meeting Minutes

Date: Monday, June 1, 2026 and Tuesday, June 2, 2026

Time: 4:00 p.m.

Location: City of Neenah – Council Chambers

Call to Order

Meeting called to order at 4:04 p.m. on June 1, 2026, by Commissioner Brehmer.

Attendance

Present: Commissioners: Lewis, Bomier, Keehan, Brehmer, and Matuszak

Excused: Commissioner Kubiak

Also Present: Fire Chief Teesch, and Deputy Fire Chief Krueger

Election of Chair

Motion by Lewis, second by Keehan, to elect Matuszak as Chair. No other nominations made, Motion carried 5-0.

Matuszak assumed duties as chair of the commission.

Election of Vice Chair

Motion by Keehan, second by Brehmer, to elect Lewis as Vice Chair. No other nominations made, Motion carried 5-0.

Public Forum

No public comment.

Approval of Meeting Minutes

Motion by Keehan, second by Lewis, to approve the October 28, 2025 meeting minutes.

Motion carried 5-0.

New Business

The Commission reviewed the attached Driver/Operator promotion information.
Motion by Keehan, second by Lewis, to approve the Driver/Operator promotion of Evan Johnson
Motion carried 5-0.

Closed Session

Motion by Lewis, second by Keehan, to convene into closed session pursuant to Wis. Stat. § 19.85(1)(c) for the purpose of interviewing applicants for open firefighter positions.
Roll call vote: Lewis, Bomier, Keehan, Brehmer, and Matuszak all voted Aye, Motion carried 5-0.

Recess

Motion by Keehan, second by Lewis, to recess until 4:00 p.m. on June 2, 2026.
Motion carried.

Reconvene into Open Session

Motion by Lewis, second by Keehan, to reconvene into open session.
Motion carried.

Action taken, if any:

The Commission directed staff to: create an eligibility list that expires on June 2, 2028, from the applicants interviewed, for the position of firefighter/EMT and hire one candidate from that list.

Adjourn

Motion by Lewis, second by Keehan, to adjourn.
Motion carried. Meeting Adjourned at 6:17 p.m. on June 2, 2026.

City of Menasha
Board of Appeals
100 Main Street, Menasha, Room 132
April 23, 2026
9:30 AM
Minutes

A. CALL TO ORDER

Meeting called to order by Chair Galeazzi at 9:31am.

B. ROLL CALL

PRESENT: Members Galeazzi, Vander Wyst, Jacobson, Jungen

ABSENT: Member Rae-Othrow

ALSO PRESENT: CA Struve, CDD Dane, AP Heim, Clerk Snyder, DC Janet

C. PUBLIC HEARING

1. Variance Request – Garage Front Yard Setback and Shed Side Yard Setback –
Dustin Budde – 834 Jefferson Street, Menasha (Parcel No. 4-00517-00)

Chair Galeazzi opened the public hearing at 9:32am and invited members of the public to speak.

Chair Galeazzi closed the public hearing at 9:33 am after no members of the public elected to speak.

D. MINUTES TO APPROVE

1. Board of Appeals Workshop, 12/5/25

2. Board of Appeals, 12/5/25

Motion by Member Vander Wyst seconded by Member Jungen to approve the minutes of the 12/5/26 Board of Appeals Workshop and the 12/5/26 Board of Appeals meeting.

Motion carried on voice vote.

E. ACTION/DISCUSSION ITEMS

1. Variance Request – Garage Front Yard Setback and Shed Side Yard Setback –
Dustin Budde – 834 Jefferson Street, Menasha (Parcel No. 4-00517-00)

Dustin Budde appeared to speak on the variance request.

Motion by Member Vander Wyst seconded by Member Jungen to approve the applicant's variance request to allow a new detached garage to be constructed in front of the principal structure, based on the Board of Appeals' assessment that the application meets the five required evaluation criteria outlined in Section 13-1-153(d) of the Menasha Municipal Code. Motion carried 4-0 on roll call.

Motion by Member Jacobson and seconded by Member Galeazzi to deny the applicant's variance request to allow a reduction of side yard setbacks for an accessory structure (shed), based on the Board of Appeals' assessment that the application does not meet the five required evaluation criteria outlined in Section 13-1-153(d) of the Menasha

Municipal Code. Motion failed 2-2 on roll call. Members Jungen and Vander Wyst voted yes. Staff advised that this negative motion does not achieve closure on the appeal.

Motion by Member Vander Wyst and seconded by Member Jungen to approve the applicant's variance request to allow a reduction of side yard setbacks for an accessory structure (shed), based on the Board of Appeals' assessment that the application meets the five required evaluation criteria outlined in Section 13-1-153(d) of the Menasha Municipal Code. Motion failed 2-2 on roll call. Members Jungen and Vander Wyst voted yes.

Board discussion considered existing structures, the unique orientation of the primary structure, alternative options related to building renovations, aesthetic appeal, and the luxury nature of the accessory structure. The Board also considered hardship related to drainage issues and the shed's ability to mitigate these issues. The Board concluded its discussion with the five evaluation criteria required for a variance.

Staff advised on the property's zoning, the legal non-conforming status of current structures, and the lot's ability to achieve the five legal standards required to approve a variance request. Staff opines that the primary structure's orientation allows the proposed garage to meet these criteria, but alternative options for shed placement prohibit the accessory structure from meeting these criteria.

The applicant advised that the variance request seeks construction of a garage in front of the primary structure at 834 Jefferson Street in Menasha; the Zoning Code prohibits garage placement between a primary structure and street right-of-way. The applicant advised that the proposed garage placement is due to the primary structure's orientation at the rear of the lot. The existing garage is deteriorating and is currently positioned between the primary structure and the street right-of-way. The variance request additionally seeks placement of an accessory structure within seven feet of the primary structure; the Zoning Code requires an eight-foot setback for primary structures. The applicant seeks this placement for aesthetic purposes, and to assist with stormwater drainage. The applicant supposes that placement of the accessory structure at the rear of parcel may transfer stormwater onto adjacent properties.

2. Neighborhood Appropriate Zoning Districts

Board discussion considered differences among more established neighborhoods and new developments, and how these differences may be accounted for through the Zoning Code. The Board also discussed its purpose and interpretations of the evaluation of criteria.

Staff advised on procedural requirements around variance requests and the statutory duties of the Board of Appeals. Staff additionally discussed options for rewriting the Zoning Code. This often involves consultant work, which would require extensive budgetary considerations for the upcoming fiscal year. First steps may include a written policy with reform goals and stakeholder buy-in from the Plan Commission, Common Council, and community. A revised Zoning Code may include overlay zones, planned

development districts or planned unit developments, transects and form-based codes, and performance zoning.

F. ADJOURNMENT

Motion by Member Jungen seconded by Member Vander Wyst to adjourn the Board of Appeals meeting at 11:08 am. Motion carried on voice vote.

Minutes recorded by City Clerk Kaija Snyder.

City of Menasha
Board of Review
First Floor Conference Rooms
100 Main Street, Menasha
Thursday, May 29, 2025
1:00 PM
Minutes

A. CALL TO ORDER

Meeting called to order by Clerk Snyder at 1:00 pm.

B. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

C. ROLL CALL

PRESENT: Commissioners Stoffel, Crane, Rudolph, Galeazzi, Volkman

ALSO PRESENT: Mayor Hammond, CA Struve, FD Sassman, Assessor Mack, Clerk Snyder, DC Janet

D. COMMUNICATIONS

1. 2025 Guide for Board of Review Members

E. ACTION ITEMS

1. Election of Chair

Comm. Crane nominated Comm. Galeazzi for Chairperson of the Board of Review.

Comm. Rudolph seconded this nomination.

Absent other nominations, a unanimous ballot was submitted for Comm. Galeazzi as Chair of the Board of Review.

2. Election of Vice Chair

Comm. Rudolph nominated Comm. Crane for Vice Chairperson of the Board of Review.

Chair Galeazzi seconded this nomination.

Absent other nominations, a unanimous ballot was submitted for Comm. Crane as Vice Chair of the Board of Review.

3. Approval of Minutes, 8/22/24

Motion by Comm. Stoffel seconded by Comm. Crane to approve the minutes of the 8/22/24 Board of Review meeting. Motion carried on voice vote.

4. Clerk's Report – Certification of Board Members; Open Book, Board of Review Noticing

Clerk Snyder advised that Board of Review Commissioner Volkman was certified through the University of Wisconsin – Madison's Local Government Education Program's 2024

training program, as approved for use in 2025. Clerk Snyder further confirmed publication of legal notices for Open Book and Board of Review meeting dates in the *Post-Crescent*.

5. Examine Assessor's Roll

The Board of Review examined the assessor's roll and made no corrections.

The Board of Review went off the record to examine the assessment roll at 1:06pm.

The Board of Review went on the record at 3:00pm.

6. Hearing Objections, Review, Board Determinations

No objectors appeared.

F. ADJOURNMENT

Motion by Comm. Crane seconded by Comm. Stoffel to adjourn the Board of Review meeting *sine die* at 3:01 pm. Motion carried on voice vote.

Minutes recorded by City Clerk Kaija Snyder.



BOARD OF PUBLIC WORKS MINUTES

Monday, June 1, 2026 at 5:45 PM

First Floor Conference Rooms
100 Main Street, Menasha, WI

A. CALL TO ORDER

Meeting called to order by Chair Marshall at 5:47pm.

B. ROLL CALL

Present: Alds. Rand, Eisenach, Hale, Perkins, Lewis, Marshall, Grade, School
Also Present: FD Sassman, DPW Merten, PHD Hutter, DPC Hanchek, LD
Kopetsky, DDMO Brown, CA Struve, Mayor Hammond, DC Janet

C. PUBLIC COMMENTS ON ANY MATTER LISTED ON THE AGENDA

D. MINUTES TO APPROVE

E. DISCUSSION / ACTION ITEMS

1. Fourth Amendment to Ground Site Lease Agreement between City of Menasha and AT&T Mobility Corporation

Motion by District 8 Alderperson School, seconded by District 7 Alderperson Grade to approve.

Motion carried 8-0 on roll call.

Discussion considered lease termination, the rent guarantee period, and length of the lease.

Staff advised that this is a lease renewal for the cell tower on the Public Works Facility property. Staff additionally advised that there is a change of lease length and an annual increase in rent each year. Staff additionally advised that the lease began in 2001.

F. ADJOURNMENT

Motion by District 8 Alderperson School seconded by District 7 Alderperson Grade to adjourn the Special Board of Public Works meeting at 5:54pm. Motion carried on voice vote.

Minutes submitted by Deputy City Clerk Evan Janet.



BOARD OF PUBLIC WORKS MINUTES

Monday, June 1, 2026 at 6:45 PM

**First Floor Conference Rooms
100 Main Street, Menasha, WI**

A. CALL TO ORDER

Meeting called to order by Chair Marshall at 7:44pm.

B. ROLL CALL

Present: Alds. Rand, Eisenach, Hale, Perkins, Lewis, Marshall, Grade, School
Also Present: FD Sassman, DPW Merten, DPC Hanchek, DDMO Brown, CA
Struve, Mayor Hammond, DC Janet

C. PUBLIC COMMENTS ON ANY MATTER LISTED ON THE AGENDA

D. MINUTES TO APPROVE

1. Board of Public Works, 5/18/26

Motion by District 8 Alderperson School seconded by District 7 Alderperson
Grade to approve. Motion carried on voice vote.

E. DISCUSSION / ACTION ITEMS

1. Payment — McMahon Engineers Architects; Contract No. M0002-09-00105;
2026 Utility Reconstruction; \$167,092.08 (Payment No. 1)

Motion by District 8 Alderperson School, seconded by District 7 Alderperson
Grade to approve.

Motion carried 8-0 on roll call.

2. Recommend to Award — Contract Unit No. 2026-04; Midway Place
Rehabilitation; Northeast Asphalt, Inc., \$117,852.65.

Motion by District 8 Alderperson School, seconded by District 3 Alderperson
Hale to approve.

Motion carried 8-0 on roll call.

3. Nicolet Boulevard Intersection Control Evaluation Intermunicipal Agreement

Motion by District 8 Alderperson School, seconded by District 5 Alderperson
Lewis to approve.

Motion carried 8-0 on roll call.

Discussion considered the timeline of the project.

Staff advised that this study follows the DOT process for this project as State

Highway 114 passes through this intersection. The City of Menasha would be responsible for leading this Intersection Control Evaluation (ICE) study, rather than the City of Neenah. Staff shared that the City of Neenah would be paying administrative fees to the City of Menasha. Staff also shared the timeline for the project.

4. Nicolet Boulevard Intersection Control Evaluation Professional Services Agreement

Motion by District 8 Alderperson School, seconded by District 7 Alderperson Grade to approve.

Motion carried 8-0 on roll call.

5. Public Works Department General Activity

No action was taken on this item.

Staff advised on current Public Works Department projects. Staff shared updates on the lane marking fixes on Racine Street by the contractor and the County Highway P/Valley Road sewer work and reconstruction timeline. Staff additionally noted the receipt of signals/beacons and significant progress on Geographic Information System (GIS) work. Other ongoing projects include trestle trail upgrades/reconstruction, police garage epoxy completion, Hart Park concrete installation, Pleasant Park concrete and playground installation, Eighth Street curb and gutter, traffic signal implementation, and Police Department camera installation.

F. ADJOURNMENT

Motion by District 8 Alderperson School seconded by District 5 Alderperson Lewis to adjourn the Board of Public Works meeting at 8:03pm. Motion carried on voice vote.

Minutes submitted by Deputy City Clerk Evan Janet.



ADMINISTRATION COMMITTEE MINUTES

Monday, June 1, 2026 at 6:30 PM

First Floor Conference Rooms
100 Main Street, Menasha, WI

A. CALL TO ORDER

Meeting called to order by Chair Perkins at 7:21pm.

B. ROLL CALL

Present: Alds. Rand, Eisenach, Hale, Perkins, Lewis, Marshall, Grade, School

Also Present: FD Sassman, CDD Dane, PHD Hutter, DPC Hanchek, LD Kopetsky, DDMO Brown, CA Struve, Mayor Hammond, DC Janet

C. MINUTES TO APPROVE

1. Administration Committee, 5/18/26

Motion by District 2 Alderperson Eisenach seconded by District 4 Alderperson Perkins to approve. Motion carried on voice vote.

D. DISCUSSION / ACTION ITEMS

1. Draft Downtown Business Incentive Grant Program Guidelines

Motion by District 2 Alderperson Eisenach, seconded by District 6 Alderperson Marshall to approve the main motion as amended.

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

Motion by District 1 Alderperson Rand, seconded by District 4 Alderperson Perkins to amend the main motion by striking the words, "Applicants or business representatives are required to come before the Administration Committee to orally present the project." and inserting language that "Applicant appearance is optional unless requested by the committee, chair, or staff, or required for an appeal, extension, or exception."

Motion to amend carried 8-0 on roll call.

Discussion considered the importance of a program like this, a lack of previous investment by current building owners, the oral interview process and the map included in the packet.

Staff advised that this program is designed to encourage use of underutilized, vacant downtown buildings to support the area's viability. This program would be beneficial to buildings that require significant investment. This program is modeled off of a program Director Dane implemented in the City of Waupaca. Staff also advised on eligibility requirements.

E. ADJOURNMENT

Motion by District 2 Alderperson Eisenach seconded by District 4 Alderperson Perkins to adjourn the Administration Committee meeting at 7:41pm. Motion carried on voice vote.

Minutes submitted by Deputy City Clerk Evan Janet.

ELISHA D. SMITH PUBLIC LIBRARY BOARD OF TRUSTEES
MEETING MINUTES
Elisha D. Smith Public Library
Fox River Room
April 28, 2026

Called to order at 5:30pm by Chair Witt

Present: Chair Witt, Vice Chair Halverson, Trustee Lane, Trustee Wickman, Trustee Mittelstaedt, Trustee Englebert, Teen Representative Lance

Absent: Secretary Stojanovic, Superintendent of Schools Zimmerman, Trustee Turner

Also Present: Director Kopetsky, Business Manager Kozerski, Programming Services Manager Moore-Nokes and Public Services Manager Raschke

Public Comment/Communication

Director Kopetsky reported on a gift left to the library by a longtime patron.

Consent Business

A motion was made by Englebert, seconded by Halverson to approve the Library Board of Trustees meeting minutes from March 24, 2026. Motion carried unanimously.

Authorization of Bills

A motion was made by Lane, seconded by Wickman to authorize payment of the April bills from the 2026 budget and endowment accounts. Discussion ensued. Motion carried unanimously.

Updates

Staff Reports

- Kopetsky introduced Michaela Woodward, who started as a Librarian I on April 20. Woodward shared her background and experience with the board.
- Raschke shared that the library had a successful food drive in partnership with the Neenah Public Library. Staff have been working on Library of Things collection maintenance.
- Moore-Nokes reported that summer programming and scheduling is moving forward. SMITHworks will be closed to the public for a maintenance week from May 4-8. The baffles will also be replaced that week, a carryover from the renovation.

Teen Representative Report

- Teen Representative Lance shared that the Teen Volunteer Council helped build outdoor planters, prepare Spice of the Month bags and had a visit from Claire Holzschuh of the Menasha Health Department. The Teen Taste & Test was baking cookies from scratch and the book club is reading *Pride & Prejudice*.

Friends Update

- Trustee Lane reports that the Friends are ramping up for the Courtyard Market and that volunteers will be needed on Sundays from June 14-Aug 30. Lane also reported that the President and Vice-President roles remain open. Following Friends of the Elisha D. Smith Public Library on Facebook is the easiest way to stay up-to-date on what the group is doing.

New Business

2025 Library Strategic Plan Process

- Kopetsky presented an overview of major goals for 2026 that correspond with the strategic plan. Discussion ensued.

Director's Report

- The library will undergo a review of current building signage to align with best practices for navigation and inclusion.

- In honor of America's 250th anniversary, the lobby display shelves will have materials that correspond to this topic.
- Meeting room usage continues to climb and door counts remain steady. Kopetsky is hoping that the targeted early literacy efforts will be reflected statistically in higher usage of children's collections. Discussion ensued.
- The 2026 budget is where it should be, the 2025 budget ended slightly over due to personnel costs. Discussion ensued.

Board of Trustees Meeting Times and Dates.

- Discussion on possible changes to regular board meeting days and times ensued.
- Board meetings will revert to a 4:00pm start time and the fourth Tuesday of the month will stand as the day.

Board of Trustees Board Retreat

- Discussion ensued on board retreat considerations, topics and dates.
- The Board of Trustees are planning a retreat for Monday, September 28th at 4-8pm.

The next regular meeting will be Tuesday, May 26, 2026 at 4pm.

Adjournment

Meeting adjourned at 6:56pm.

Respectfully submitted,
Eva Kozerski

CITY OF MENASHA
Racine Street-Main Street and Racine Street-Ahnaip Street
Roundabout Landscape Special Committee
Menasha City Center
100 Main Street, Room 132
April 21, 2026
Minutes

A. CALL TO ORDER

Meeting called to order by Mayor Hammond at 1:14 p.m.

B. ROLL CALL

Present: Anne Anderson. Ald. Ted Grade, Mayor Austin Hammond, Bob Gehringer

Absent: Craig Zoltowski

Others Present: Garret Perry from JT Engineering, Parks & Recreation Director Megan Sackett, Kate Mueller, Don Merkes and Dean Wydeven

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

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

K. Mueller presented an alternative concept for the roundabout artwork for the committee's consideration. She explained the concept was developed around the theme of "Your Place on the Water," with inspiration drawn from Lake Winnebago and local wildlife including pelicans, sturgeon, and other species representative of the area.

K. Mueller noted the concept has been an idea she has considered for a long time and shared example imagery illustrating possible artistic directions. One concept featured a more modernistic style, while another reflected a realistic sculptural approach similar to the horse sculptures located in Grand Junction, Colorado.

It was emphasized that the intention was not to replicate a specific artist's style, but rather to commission an artist to collaboratively develop artwork inspired by the concepts and themes presented.

D. Wydeven commented that a limestone base would complement the proposed wildlife sculptures and help distinguish the roundabout's theme from those found in other Fox Valley communities.

D. MINUTES TO APPROVE

1. Minutes of the March 31, 2026 Meeting: Motion made by T. Grade, seconded by B. Gehringer to approve the March 31, 2026 minutes. Motion carried.

E. ACTION/DISCUSSION ITEMS

1. Racine/Main Roundabout Final Concept Design

G. Perry presented a refined design concept developed from previous committee discussions, noting the intent was to narrow the focus toward a cohesive composition and appropriate scale for the space. The goal of the design is to create a strong visual

statement that draws attention toward the downtown area while tying into other community features and branding elements.

Discussion focused on the proposed north roundabout concept, which follows Wisconsin DOT standards while incorporating artistic and thematic elements representative of the community. The design symbolizes the bow and stern of a boat, with flowing forms intended to represent water and motion. Landscaping concepts include low-maintenance no-mow fescue grasses along with large, bold groupings of colorful flowers.

The proposed sculpture design is inspired by the movement and flow of water, emphasizing motion and a dynamic shimmering effect that changes depending on viewing angle. One sail element would feature a traditional solid sail appearance using anodized aluminum or stainless-steel materials. Shape, form, color, and lighting would all contribute to the final design aesthetic. Proposed sail heights are approximately 18 to 20 feet tall.

Committee feedback generally supported the clean and modern design direction while identifying opportunities to strengthen community identity and visual continuity. Members favored using the City logo without additional wording, incorporating materials such as limestone throughout other gateway areas, and exploring simplified or backlit logo elements.

Several members expressed interest in integrating pelican imagery into the design to better reflect local natural features and reinforce themes of movement and flow. The committee also requested future renderings include DOT signage for additional context and acknowledged that construction costs may be higher due to work occurring within active traffic conditions.

Overall feedback from the committee indicated support for the clean and modern design direction while expressing interest in incorporating pelican imagery into future iterations or related design opportunities.

The next meeting will include a budget recap and discussion of the committee's final roundabout design recommendation to Council.

F. FUTURE MEETING DATE(S) : May 19, 2026

G. ADJOURNMENT

Motion to adjourn at 2:20pm by T. Grade, seconded by A. Anderson. Motion carried.

CITY OF MENASHA
Racine Street-Main Street and Racine Street-Ahnaip Street
Roundabout Landscape Special Committee
Menasha City Center
100 Main Street, Room 132
June 9, 2026
Minutes

A. CALL TO ORDER

Meeting called to order by Mayor Hammond at 2:13 p.m.

B. ROLL CALL

Present: Anne Anderson, Ald. Ted Grade, Mayor Austin Hammond, Craig Zoltowski

Absent: Bob Gehringer

Others Present: Parks & Recreation Director Megan Sackett

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

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

None

D. MINUTES TO APPROVE

1. Minutes of the April 21, 2026 Meeting: Motion made by T. Grade, seconded by A. Anderson to approve the April 21, 2026 minutes. Motion carried.

E. ACTION/DISCUSSION ITEMS

1. Racine/Main Roundabout Final Concept Design

Mayor Hammond and Director Sackett gave a review of the design the committee that was presented at the last meeting noting the only change was the removal of the word "Downtown" leaving the Menasha logo but indicating consideration is being to make it a neutral steel color vs. the typical orange/blue colors.

The committee affirmed their support for this selected design noting they would like to soften the impact of the DOT signs in the roundabout currently and would like to see the alternate accent paving included should the funding allow.

Motion made by A. Anderson, seconded by C. Zoltowski to recommend to Common Council the approval of the proposed roundabout concept design including the sail-like sculpture. Motion carried.

2. R-17-16: Resolution accepting the donation of the sculpture for the Racine Street/Ahnaip Street Roundabout

Mayor Hammond updated the committee on discussions regarding the proposed donated sculpture for the Racine St./Ahnaip St. noting that common practice is to have

a resolution to accept a gift for the City and this sculpture represents the history of Menasha well. Staff is working with the donor and consultant to coordinate continuity of accent components and to build enthusiasm for future fundraising to the Main St. Roundabout.

The committee noted they would also like to beautify the apron and lessen the impact of the DOT signage similar to the Main St. Roundabout. Discussion was also held about having some interpretive signage similar to those along Canal Commons to provide the historical and educational information related to the sculpture.

Motion made by T. Grade, seconded by C. Zoltowski to recommend to Common Council Resolution R-17-26 accepting the donation of the sculpture for the Racine Street/Ahnaip Street Roundabout. Motion carried.

F. FUTURE MEETING DATE(S) : Mayor will reach out in Fall to talk about fundraising.

G. ADJOURNMENT

Motion to adjourn at 2:53 pm by T. Grade, seconded by A. Anderson. Motion carried.



MEMORANDUM

DATE June 3, 2026
TO City of Menasha Boards, Commissions, and Committees
FROM Evan Janet, Deputy City Clerk
RE Open Records and Open Meetings Reminder

With the start of a new Common Council and many new appointments across various Boards, Commissions, and Committees of the City of Menasha, this is a reminder for members on which records are public.

Members of city bodies have their phone numbers in the City Directory. These are collected at the time of appointment and are public record. Please take a moment to check the directory (attached below) and verify your contact information is correct.

Many members receive packet materials via email. With email addresses being used as the primary tool for agenda/packet distribution, email addresses are considered an official means of communication for these bodies and are public record.

While the directory will not be updated to hold email addresses, it should be known that this information could be requested via an Open Records Request.

On the same note, please be reminded to not “reply all” to emails from City Staff when packet materials are being distributed. Only reply to the sender of the email to avoid violations of Open Meeting requirements.

Feel free to reach out to Evan Janet, Deputy City Clerk, with any questions or if there are corrections to contact information: (920) 967-3608 or ejanet@menashawi.gov.



2026

City Administration Directory

Menasha City Center
100 Main Street, Suite 200
Menasha, Wisconsin 54952-3190

www.menashawi.gov

Office Hours:
Monday – Friday
8:00am – 4:00pm

Updated: 6/3/2026



2026

City Administration Directory

Date of Incorporation _____	March 5, 1874
Area – Square Miles _____	7.76
Area – Acres _____	4,966
Miles of Streets _____	72.76
Latitude _____	44-12-05N
Longitude _____	88-26-56W

Welcome to Menasha

Menasha is a community located at the northern end of Winnebago and Calumet Counties on the north shore of Lake Winnebago. The City of Menasha has a Mayor-Council form of government.

This directory is dedicated to the citizens of Menasha. It is intended to acquaint you with your city's government and services. We invite you to actively participate. If you are interested in serving on a City Board or Committee, submit a letter of interest to the Mayor's Office.

Population

2020	18,268	2011	17,381
2018	17,713	2010	17,353
2017	17,647	2005	17,156
2016	17,573	2000	16,331
2015	17,633	1990	14,711
2014	17,550	1980	14,728
2013	17,454	1970	14,836
2012	17,407	1960	14,647

Polling Places in the City of Menasha

Districts 1 and 2 _____ Menasha Senior Center _____ 116 Main Street
Districts 3 and 4 _____ Boys and Girls Club of Menasha _ 600 Racine Street
Districts 5 and 7 _____ Crossroads Foursquare Church __ 1209 London Street
Districts 6 and 8 _____ Winnegamie Dog Club _____ 2043 Manitowoc Road

Register to vote in the City Clerk's office - 100 Main Street, Suite 200, Menasha

You may register at the polls on Election Day with proper proof of residence (i.e., current driver's license, utility bill, phone bill, bank statement, etc.). You may also register to vote online at myvote.wi.gov.

All voters are required to show a valid photo ID to vote.

City Officials

Mayor	Austin Hammond	967-3608
Council President	Ted Grade	428-9055
Assessor	Associated Appraisal	749-1995
Attorney	Margaret Struve	967-3608
City Clerk	Kaija Snyder	967-3608
Community Development Director	Andrew Dane	967-3650
Finance Director	Jennifer Sassman	967-3630
Fire Chief	Travis Teesch	886-6200
Health Sanitarian	Todd Drew	967-3520
Human Resources Manager	Kimberly Cardoza	967-3604
Library Director	Brian Kopetsky	967-3660
Menasha Utilities General Manager	Melanie Krause	967-3400
Parks & Recreation Director	Megan Sackett	967-3640
Police Chief	Vacant	967-3500
Public Health Director	Kristine Hutter	967-3520
Public Works Director	James Merten	967-3610
Deputy Dir. of Municipal Operations	Thad Brown	967-3620

Please visit the appropriate department's page on the city's website to contact them via e-mail.

Common Council Committees

All Council members comprise the Administration Committee, Board of Public Works, and Personnel Committee. Chairs and Vice Chairs are listed below.

Administration Committee

Ald. Tim Hale, Chair
Ald. Rosita Eisenach, Vice Chair

Board of Public Works

Ald. Tom Marshall, Chair
Ald. Josh School, Vice Chair

Personnel Committee

Ald. Terri Perkins, Chair
Ald. Joy Lewis, Vice Chair

Common Council

Common Council and Committee meetings are scheduled for 6:00pm the first and third Mondays of each month at Menasha City Center (100 Main Street).

Mayor – Austin Hammond	(920) 967-3608	100 Main Street, Suite 200
District 1 (Wards 1-2) – Chris Rand	(920) 366-1763	336 Lopas Street
District 2 (Wards 3-4) – Rosita Eisenach	(920) 915-6163	862 First Street
District 3 (Wards 7-8) – Tim Hale	(920) 213-4242	714 Ninth Street
District 4 (Wards 5-6) – Terri Perkins	(920) 215-2088	227 Edgewater Drive
District 5 (Wards 9, 11, & 18) – Joy Lewis	(920) 205-8162	1032 Grove Street
District 6 (Wards 13-14) – Tom Marshall	(920) 850-3314	1166 Fieldview Drive
District 7 (Wards 10, 12, 17, & 19) – Ted Grade	(920) 428-9055	924 Woodland Drive
District 8 (Wards 15-16) – Josh School	(920) 284-1325	2959 Chrystella Drive

Winnebago County Board of Supervisors

The Winnebago County Board of Supervisors meets at 6pm the third Tuesday of each month at the County Court House in Oshkosh.

Rachael Dowling _____	District 1 _____	April 2028 _____	(715) 304-8375
KristL Laux _____	District 2 _____	April 2028 _____	810-2279
Tanya Keech _____	District 3 _____	April 2028 _____	Unlisted
Dean Spoehr _____	District 4 _____	April 2028 _____	215-1023
Conley Hanson _____	District 26 _____	April 2028 _____	205-3063

Calumet County Board of Supervisors

The Calumet County Board of Supervisors meets the third Tuesday of each month at the County Court House in Chilton. Meetings occur at 6pm, except 9am in April (only in even years) and November. There is no meeting in October.

Matthew Budde _____	District 4 _____	April 2028 _____	907-0753
Kathleen Thunes _____	District 8 _____	April 2028 _____	540-3422

City of Menasha

City Hall	100 Main Street, Suite 200 M-F, 8am-4pm	(920) 967-3600
Public Works Facility	455 Baldwin Street M-F, 7am-3pm	(920) 967-3620
Health Department	100 Main Street, Suite 100 M-F, 8am-4pm	(920) 967-3520
Police Department	430 First Street Lobby: M-F, 8am-4pm Police Available 24/7	(920) 967-3500 (non-emergency) 911 (emergencies)
Fire Department	125 E Columbian Avenue (Fire Station #32)	(920) 886-6200 (non-emergency) 911 (emergencies)
Menasha Library	440 First Street Hours Vary	(920) 967-3690
Menasha Utilities	321 Milwaukee Street M-F, 7:30am-4pm	(920) 967-3400
Senior Center	116 Main Street M, W, Th: 8am-4pm T, F: 8am-1pm	(920) 967-3530
Swimming Pool (Seasonal)* *Closed 2026 and 2027	Third and Konemac Streets Hours Vary	(920) 967-5163
Post Office	84 Racine Street Hours Vary	(920) 722-0326
Heckrodt Wetland Reserve	1305 Plank Road Trails: 9am-6pm Nature Center Hours Vary	(920) 720-9349
Marina (Seasonal)	1 Center Street	(920) 967-5193
Menasha Lock	82 Broad Street	(920) 722-5541
MJSD	100 Main Street, Suite 300 M-F, 8am-4pm (3:30pm Fri.)	(920) 967-1400
Calder Stadium (Seasonal)	1065 Racine Road Hours Vary	(920) 967-1999

Boards

Board of Appeals

meets upon call of the Board Chair

Menasha City Center, 100 Main Street, First Floor Conference Rooms

Sue Jungen _____	05-20-2025 – 05-01-2028 _____	858-1143
Mary Vander Wyst _____	06-03-2024 – 01-31-2027 _____	428-0661
Tim Jacobson _____	02-01-2026 – 02-01-2029 _____	725-8891
Debbie Galeazzi, Chair _____	06-03-2024 – 01-31-2027 _____	740-2205
Morgan Rae-Othrow _____	06-03-2024 – 01-31-2027 _____	213-7543
Antoine Tines _____	Alternate _____	570-1592
Kaija Snyder, Secretary _____	City Clerk _____	967-3603

Library Board

meets the fourth Tuesday of each month at 4:30pm

Menasha Library, 440 First Street

Carrie Lane _____	07-01-2024 – 06-30-2027 _____	850-1874
Allisen Stojanovic _____	07-01-2024 – 06-30-2027 _____	265-0879
Eli Wickman _____	08-05-2025 – 08-01-2028 _____	492-1034
Jillayne Halverson _____	08-05-2025 – 08-01-2028 _____	993-1905
Helen Englebert _____	08-21-2023 – 06-01-2026 _____	915-8446
Christina Turner _____	08-01-2023 – 06-01-2026 _____ (415)	519-9054
Bob Mittelstaedt _____	Winnebago County Appointment _____	572-5980
Cynthia Witt, Chair _____	Winnebago County Appointment _____	851-8473
Matt Zimmerman _____	MJSD Superintendent _____	967-1416
Brian Kopetsky _____	Library Director _____	967-3660

Parks and Recreation Board

meets the second Tuesday of each month at 5:30pm

locations vary

Richard Sturm, Chair _____	10-16-2023 – 10-01-2026 _____	722-5141
Melissa Grade _____	04-01-2024 – 10-01-2026 ___ (715)	304-8375
Tommy Webster _____	01-06-2026 – 10-01-2028 ___ (615)	485-2789
Eli Wickman _____	05-06-2025 – 10-01-2027 _____	492-1034
Brian Adesso _____	05-06-2025 – 10-01-2027 _____	209-9710
Danielle Rand _____	05-20-2024 – 09-30-2027 ___ (305)	609-4346
Ald. Ted Grade _____	Aldersperson Representative _____	428-9055
Megan Sackett, Secretary _____	Parks and Recreation Director _____	967-3640

Board of Review

meets in accordance with Wisconsin State Statutes
Menasha City Center, 100 Main Street, First Floor Conference Rooms

Tom Stoffel _____	06-03-2024 – 07-01-2027 _____	209-9815
Patricia Rudolph _____	07-01-2021 – 06-30-2026 _____	735-6612
Debbie Galeazzi, Chair _____	06-03-2024 – 07-01-2027 _____	740-2205
Donald Merkes _____	05-19-2026 – 05-19-2029 _____	727-9381
Vacant _____		
Vacant _____	Alternate _____	
Kaija Snyder, Secretary _____	City Clerk _____	967-3603

Board of Health

meets the first Wednesday of each month at 8:15am
Menasha City Center, 100 Main Street, First Floor Conference Rooms

Gary Daughtery _____	07-08-2025 – 05-01-2028 _____	(407) 967-5702
Kristene Stacker _____	10-21-2025 – 10-01-2028 _____	740-7280
Candyce Rusin, Chair _____	05-01-2024 – 05-01-2027 _____	729-0922
Dr. Andrew Dunn _____	Medical Advisor _____	967-3520
Kristine Hutter, Secretary _____	Public Health Director _____	967-3520

Menasha Joint School District Board of Education

meets the second and fourth Monday of each month at 6:15pm
Menasha City Center, 100 Main Street, First Floor Conference Rooms

Rob Konitzer, President _____	737-2561
Heidi Quick, VP _____	Unlisted
Mary Jean Shimek, Treasurer _____	810-1108
Carol Sturm, Clerk _____	475-7301
Chad Lewis, _____	277-2533
Steve Thompson _____	727-4668
Maria Vera _____	475-3844

Appleton Area School District Board of Education

meets the second and fourth Monday of each month at 6:00pm
Thomas Scullen Leadership Center, 131 E. Washington St. Ste. 1A, Appleton

Kay Eggert, President _____	738-7517
Kris Sauter, VP _____	810-1079
Ed Ruffolo, Treasurer _____	851-4127
Pheng Thao, Clerk _____	277-6847
Jason Kolpack _____	364-9343
Nick Ross _____	358-0835
Oliver Zornow _____	358-0180

Heckrodt Wetland Reserve Board of Directors

meets at 5:30pm on the fourth Wednesday of each month (January – October)
and the second Wednesday of the month (November and December)
Heckrodt Nature Center, 1305 Plank Road, Menasha

Both members listed below are City of Menasha (Non-Voting) members, for a full list of the Board of Directors, visit: <https://heckrodtnaturecenter.org/about/#board>

Jake Anderson _____	02-03-2026 – 02-01-2029 _____	(952) 451-2159
Megan Sackett _____	Parks and Recreation Director _____	967-3640

Commissions

Menasha Water and Light Commission

meets the fourth Wednesday of each month at 8:00am
Menasha Utilities, 321 Milwaukee Street

Mark Allwardt, President _____	10-01-2024 – 10-01-2029 _____	725-3530
Gary Turchan _____	10-01-2021 – 10-01-2026 _____	967-4191
Roy Kordus _____	10-01-2022 – 10-01-2027 _____	720-9122
Antoine Tines _____	10-07-2025 – 10-01-2030 _____	570-1592
Austin Hammond _____	Mayor _____	967-3608
Melanie Krause _____	Menasha Utilities, General Manager _____	967-3400

Plan Commission

meets the first Tuesday of each month at 3:30pm
Menasha City Center, 100 Main Street, First Floor Conference Rooms

Rachel Roth _____	05-01-2024 – 04-30-2027 _____	450-7663
Eli Wickman _____	05-19-2026 – 05-01-2028 _____	492-1034
Elke Werner _____	05-01-2026 – 05-01-2029 _____	420-0040
Ald. Rosita Eisenach _____	Aldersperson Representative _____	915-6163
Ald. Josh School _____	Alternate Aldersperson Representative _____	284-1325
Richard Sturm _____	Parks and Recreation Member _____	722-5141
Austin Hammond, Chair _____	Mayor _____	967-3608
James Merten _____	Public Works Director _____	967-3610
Andrew Dane, Secretary _____	Director of Com. Dev. _____	967-3650

Neenah-Menasha Sewerage Commission

meets the fourth Tuesday of each month at 8:00am
Sewerage Disposal Plant, 101 Garfield Avenue

Corey Gordon, C/Menasha, VP _____	12-31-2026 _____	967-3615
Anthony Mach, C/Neenah, President _____	12-31-2026 _____	886-6182
Steve Coburn, SD 2, Secretary/Treasurer _____	12-31-2026 _____	470-1121
Dale Youngquist, V/Fox Crossing _____	12-31-2027 _____	725-8212
Jenny Pagel, V/Harrison _____	12-31-2028 _____	989-1062
Greg Weyenberg, C/Neenah _____	12-31-2028 _____	427-3784
Ray Zielinski, C/Menasha _____	12-31-2026 _____	558-4154
Paul Much, Wastewater Plant Manager _____		751-4760
Rob Franck, Wastewater Maintenance Supervisor _____		751-4760
Melissa Starr, Accountant _____		751-4760
Matt Parmentier, Attorney _____		235-7300

Police Commission

meets the third Thursday of even numbered months at 5:00pm or as needed
Public Safety Building, 430 First Street

Gary Daughtery _____	06-02-2026 – 05-01-2028 _____	(407) 967-5702
Jerry Jakubek, VP _____	05-01-2024 – 05-01-2028 _____	585-6286
Debbie Galeazzi, Secretary _____	05-06-2025 – 05-01-2030 _____	740-2205
Trevor Martin _____	05-01-2026 – 05-01-2031 _____	419-5657
Nancy Ball, President _____	05-01-2022 – 05-01-2027 _____	722-7575

Neenah-Menasha Fire Rescue Joint Fire Commission

meets the fourth Tuesday of each month at 4:00pm
locations vary

Terry Bomier, C/Neenah _____	03-05-2026 – 05-01-2027	___	585-0055
Patrick Lewis, C/Neenah, Vice Chair _____	05-01-2025 – 05-01-2028	___	720-0072
Dennis Matuszak, C/ Menasha, Chair _____	05-20-2025 – 05-01-2028	___	422-1615
Ken Kubiak, C/Menasha _____	05-06-2026 – 05-01-2029	___	730-0255
Michael Keehan, C/Menasha _____	05-01-2026 – 05-01-2029	___	969-0876
Matthew Brehmer, C/Neenah _____	05-01-2026 – 05-01-2029	___	502-7100

Landmarks Commission

meets the second Wednesday of each month at 5:00pm
Menasha City Center, 100 Main Street, First Floor Conference Room

Danielle Rand _____	05-06-2025 – 03-01-2028	_____	(305) 609-4346
Carol Sturm _____	09-04-2024 – 03-01-2027	_____	475-7301
Kari Mulder _____	11-18-2025 – 03-01-2028	_____	809-6393
George Davis, Chair _____	05-06-2025 – 03-01-2027	_____	358-4452
Anastasia Horan _____	03-01-2023 – 03-01-2026	_____	268-2659
Ald. Tim Hale _____	Aldersperson Representative _____	_____	213-4242
Andrew Dane, Secretary _____	Community Dev. Director _____	_____	967-3650

Committees

Committee on Aging

meets the second Friday of each month at 1:30pm
Menasha City Center, 100 Main Street, First Floor Conference Rooms

Bernice Kohanski _____	05-05-2026 – 04-30-2029	_____	585-3302
Dan Kelpinski _____	05-01-2026 – 04-30-2029	_____	720-5492
Sue Wisneski _____	02-19-2024 – 04-30-2027	_____	915-2496
Gary Coopman _____	08-19-2025 – 08-01-2028	_____	725-2998
Jeff Pommerening _____	08-19-2025 – 08-01-2028	_____	585-4452
Roy Meier, Chair _____	03-18-2024 – 04-30-2027	_____	729-5879
Kristine Hutter _____	Public Health Director _____	_____	967-3520
Chloe Hansen-Dunn _____	Senior Services Manager _____	_____	967-3532

Housing Authority

meets the last Monday of even months at 4:30pm

Menasha City Center, 100 Main Street, First Floor Conference Rooms

Larry Haase, Chair _____	10-07-2025 – 07-01-2030 _____	470-9243
Frank Haffner _____	10-07-2025 – 07-01-2026 _____	725-7405
Michael Keehan _____	07-01-2023 – 07-01-2028 _____	257-3662
Vacant _____		
Vacant _____		
Vacant _____	Alternate _____	
Antoine Tines _____	Alternate _____	570-1592
Andrew Dane _____	Community Dev. Director _____	967-3650

Neenah-Menasha Fire Rescue

Joint Finance and Personnel Committee

meets the fourth Wednesday of each month at 5:30pm

locations vary

Ald. Ted Grade, C/Menasha, Vice Chair _____	April 2027 _____	428-9055
Ald. Terri Perkins, C/Menasha _____	April 2027 _____	215-2088
Ald. Tom Marshall, C/Menasha _____	April 2027 _____	850-3314
Ald. Bill Pollnow, C/Neenah, Chair _____	April 2027 _____	637-4980
Ald. Dan Steiner, C/Neenah _____	April 2027 _____	(608) 220-5528
Ald. Flo Bruno, C/Neenah _____	April 2027 _____	(727) 466-8880

Sustainability Committee

meets every fourth Thursday of the month at 4:00pm

Menasha City Center, 100 Main Street, First Floor Conference Rooms

Angie Demers _____	05-01-2026 – 05-01-2029 _____	967-8904
Lindsey Klumpp _____	05-20-2024 – 04-30-2026 _____	570-1130
Laura Derocher _____	05-01-2026 – 05-01-2029 _____	(847) 226-7736
Linda Stoll, Chair _____	06-03-2024 – 05-01-2027 _____	205-9541
Ed Kassel _____	05-20-2024 – 04-30-2027 _____	284-2766
Ald. Joy Lewis _____	Aldersperson Representative _____	205-8162
Vacant _____		

Redevelopment Authority

meets every first Tuesday of the month at 5:15pm

Menasha City Center, 100 Main Street, First Floor Conference Rooms

Matt Vanderlinden _____	05-06-2025 – 09-01-2029 _____	540-2768
Stacey Milligan _____	11-20-2023 – 09-01-2026 _____	277-5410
Isaac Geffers _____	02-03-2026 – 09-01-2026 _____	279-9646
Kim Vanderheyden, Chair ___	09-01-2023 – 09-01-2028 _____	725-0352
Alicia Buechler _____	09-01-2022 – 09-01-2027 _____	(218) 208-9668
Ald. Terri Perkins _____	04-22-2026 – 09-01-2027 _____	215-2088
Ed Kassel _____	04-22-2026 – 09-01-2030 _____	284-2766

Menasha Utilities (Electric & Water)

Menasha Utilities (Electric & Water) Utility Office Complex 321 Milwaukee Street	Hours of Operation Monday – Friday from 7:30am – 4:00pm
	Customer Service _____ 967-3400 Administration _____ 967-3411 Service Department Electric _____ 967-3400 Street Light Outage _____ 967-3400 EMERGENCY ELECTRICITY CALLS (Nights, Weekends, & Holidays) _____ 967-5190
Water Plant 57 Manitowoc Street	Hours of Operation Monday – Friday from 7:30am – 4:00pm
	Service Department Water _____ 967-3430 EMERGENCY WATER CALLS (Nights, Weekends, & Holidays) _____ 967-5195

Menasha Health Department

<p>Menasha Health Department 100 Main Street, Suite 100 (First Floor) Menasha, WI 54952 (920) 967-3520</p>	<p>Immunization Clinic Schedule Clinic Days – Third Wednesday of each month</p>
	<p>Appointments – Call between the hours of 8:00am – 4:00pm</p> <ul style="list-style-type: none"> • Bring child’s previous immunization records if this is your first visit <p>Cancellations – Please call if you are unable to make your appointment</p>

Menasha-Neenah Municipal Court

<p>Menasha-Neenah Municipal Court 211 Walnut Street, Neenah, WI 54956 (920) 886-6285</p>	<p>Hours of Operation Mon.-Thurs. 7:30am - 4:00pm & Fri. - 6:00am - 2:30pm</p>
	<p>City Ordinance No. O-24-01, adopted on November 5, 2001, provides for the creation of a Menasha-Neenah Municipal Court to become operative on May 1, 2002. The term for Municipal Judge is a four-year term commencing May 1, 2002. Selection of the Municipal Judge shall be at the spring election every four years.</p>

<p>Court Address & Contact Information</p> <p>Neenah City Hall, Council Chambers 211 Walnut Street Neenah, WI 54956</p> <p>Court Judge: Honorable James B. Gunz Court Clerk: Amanda Freeman</p> <p>(920) 886-6285</p>	<p>Fines & Payment Information</p> <p>Fines can be paid to the Neenah-Menasha Municipal Court Clerk at the Neenah City Hall. If a copy of the ticket or corresponding letter can be provided, payment can be made at the Neenah Finance department.</p> <p>If after office hours, payments can be made at the Police Department or on the City’s website for an additional processing fee.</p>
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<p>2026 Court Calendar</p> <p>IA - Initial Appearances - beginning at 9:00am JT- Juvenile Trials - beginning at 10:30am T- Trials - beginning at 1:30pm</p>		
01/21 – IA; JT; T	05/20 – IA; JT; T	09/16 – IA; JT; T
Feb – No Court	06/10 – IA; JT; T	10/14 – IA; JT; T
03/18 – IA; JT; T	07/15 – IA; JT; T	11/18 – IA; JT; T
04/15 – IA; JT; T	08/19 – IA; JT; T	12/16 – IA; JT; T

Licenses – Fees – Permits

Amusements

Bowling Lanes _____	\$50.00/lane
Circus, Menagerie, Street, or other Carnival _____	\$50.00/day
Music/Coin Operated Mechanical Device _____	\$10.00/machine

Alcohol

Class A Beer (year) _____	\$225.00
Class B Beer (year) _____	\$100.00
Temporary Class "B" Beer and Wine (picnics) _____	\$10.00
Class A Liquor (year) _____	\$350.00
Class B Liquor (year) _____	\$375.00
Class C Wine _____	\$100.00
Alcohol Operator's License (2 years) _____	\$50.00
Provisional Alcohol Operator's License (60 days) _____	\$15.00

Miscellaneous

Building Permit, Inspection Dept. _____	967-3655
Certified Survey Map Review _____	\$150.00 + \$25.00/lot
Direct Seller's Permit, Clerk's Office _____	\$20.00
Eating/Drinking Establishments, Health Dept. _____	967-3520
Escort Services _____	\$1,000.00
Escort _____	\$200.00
Excavation Permit (street r/w) _____	\$25.00
HVAC (new) _____	\$45.00
HVAC (renewal) _____	\$30.00
Junk Dealer _____	\$50.00
Mobile Home License (annual), Health Dept. _____	967-3520
Non-Profit Temporary Restaurant, Health Dept. _____	967-3520
Parking Lot Permit (review fee) _____	\$75.00
Plat Review (preliminary) _____	\$125.00
Plat Review (final) _____	\$250.00 + \$25.00/lot
Recreational Fire Permit _____	\$20.00
Second Hand Store _____	\$200.00
Signs, Community Dev. Dept. _____	967-3650
Site Plan Review, Community Dev. Dept. _____	967-3650
Special Use Permit _____	\$350.00
Tobacco/Cigarette License _____	\$100.00
Tattoo, Health Dept. _____	967-3520
Variance and Zoning Changes _____	\$350.00

Menasha Mayors

1874	O.J. Hall
1875-78	P.V. Lawson, Sr.
1879-81	A. J. Webster
1882	Silas Bullard
1883-84	A. J. Webster
1885	L. J. Noble
1886-89	P.V. Lawson, Jr.
1890-91	Curtis Reed
1892	George Banta
1893	P. V. Lawson, Jr.
1894	John Rosch
1895	George Banta
1896	P. V. Lawson, Jr.
1897	J. M. Pleasants
1898-99	M. M. Schoetz
1900	J. M. Pleasants
1901	Henry Fitzgibbon
1902-03	George Banta
1904-07	August J. Henning
1908-09	N. G. Rimmel
1910-11	Joseph Hill
1912-18	N. G. Rimmel
1919-21	T. E. McGillan
1922-23	M. M. Schoetz
1924-27	N. G. Rimmel
1928-29	W. E. Held
1930-33	N. G. Rimmel
1934-35	F. O. Heckrodt
1936-37	W. E. Held
1938-45	W. H. Jensen
1946-55	John R. Scanlon
1956-59	R. G. DuCharme
1960-65	John L. Klein
1966-67	Kenneth E. Holmes
1968-69	John L. Klein
1970-73	James Adams
1974-81	Victor V. Wiecki
1982-88	Thom A. Ciske
1988-2008	Joseph F. Laux
2008-24	Donald Merkes
2024-Present	Austin R. Hammond

City of Menasha – Quick Directory

Fax _____	967-5273
Ambulance _____	911
Appleton City Hall _____	832-6443
Appleton Area School District _____	832-6161
Assessor (Associated Appraisal) _____	967-3638
Building Inspection _____	967-3655
Calumet County Courthouse, Chilton _____	849-1414
City Attorney _____	967-3608
City Clerk _____	967-3608
Code Enforcement Specialist _____	967-3548
Community Development/Planning/Zoning _____	967-3650
East Central WI Regional Planning Commission _____	751-4770
Engineering Dept. _____	967-3610
Finance Dept. _____	967-3630
Fire – Emergency _____	911
Non-Emergency _____	886-6200
Fox Crossing Village Hall _____	720-7100
Health Dept. _____	967-3520
Heckrodt Wetland Reserve _____	720-9349
Human Resources _____	967-3604
Library _____	967-3680
Marina _____	967-5193
Mayor’s Office _____	967-3608
Menasha Historical Society _____	840-4373
Menasha Post Office _____	722-0326
Menasha School Administration _____	967-1400
Menasha-Neenah Municipal Court _____	886-6285
Menasha-Neenah Sewerage Plant _____	751-4760
Menasha Utilities _____	967-3400
Neenah City Hall _____	886-6100
Parks & Recreation Dept. _____	967-3640
Police – Emergency _____	911
Non-Emergency _____	967-3500
Public Works Facility _____	967-3620
Street Dept./Sanitation Dept./Recycling Dept. _____	967-3620
Senior Center _____	967-3530
Winnebago County Courthouse, Oshkosh _____	727-2880

MENASHA PARKS & RECREATION INVITES YOU



Community Visioning Session
Thursday, June 25 5:30-7:00pm
City Hall 1st Floor Conference Room,
100 Main St

Public participation is an important part of the comprehensive outdoor recreation planning process as it helps to ensure that the plan accurately reflects the community's vision of parks and recreation spaces.

We would like to hear your ideas, thoughts, and opinions on the City's Parks!



For more information on the CORP update, visit:
<https://ecwrpc.mysocialpinpoint.com/city-menasha-corp/city-menasha-corp-update>

MENASHA PARKS & RECREATION SURVEY

Your voice helps shape our parks, trails, and recreational programs. Tell us what's working, what's missing, and what you'd love to see happen next!



<https://ecwrpc.mysocialpinpoint.com/city-menasha-corp/city-menasha-corp-update>





PROCLAMATION

Office of the Mayor

WHEREAS, pollinator species such as honey bees, birds, bats, and butterflies are essential partners of farmers in producing food and are vital to keeping items such as fruits, nuts, and vegetables in our diet; and,

WHEREAS, healthy pollinator populations are critical to the continued economic well-being of agricultural producers of rural America, and of the US economy; and,

WHEREAS, pollinator losses over the past few decades require immediate attention to ensure the sustainability of our food production systems, avoid economic impact on the agricultural sector, and protect environmental health; and,

WHEREAS, it is critically important to encourage the protection of pollinators, increase the quality and amount of pollinator habitat and forage, reverse pollinator losses, and help restore pollinator populations to healthy levels; and,

WHEREAS, the City of Menasha Sustainability Committee supports and advocates for pollinator friendly practices and education in our community.

NOW, THEREFORE BE IT PROCLAIMED, that I, Austin R. Hammond, Mayor of the City of Menasha, do hereby proclaim the week of June 22-28, 2026 to be:

National Pollinator Week

in the City of Menasha.

Signed and Sealed this 11th day of June, 2026

Austin R. Hammond

Austin R. Hammond, Mayor





PROCLAMATION

Office of the Mayor

WHEREAS, President Abraham Lincoln signed the Emancipation Proclamation on January 1, 1863, declaring slaves in the Confederate territory free, paving the way for the passage of the 13th Amendment, which formally abolished slavery in the United States of America; and,

WHEREAS, word about the signing of the Emancipation Proclamation was delayed some two and one half years, to June 19, 1865, in reaching authorities and African Americans in Galveston, Texas; and,

WHEREAS, June 19th has a special meaning to African Americans, and is called "Juneteenth," combining the words June and Nineteenth, and has been celebrated by the African American community for over 150 years; and,

WHEREAS, June 17, 2021, Juneteenth National Independence Day was signed into law by President Joseph R. Biden Jr., making Juneteenth a Federal Holiday; and,

WHEREAS, the City of Menasha acknowledges that diversity is one of its greatest strengths and honors: African, African American, Black individuals, people of African descent, and all those who support and engage with issues affecting the Black community.

NOW, THEREFORE BE IT PROCLAIMED, that I, Austin R. Hammond, Mayor of the City of Menasha, do hereby proclaim June 19, 2026 to be:

Juneteenth Day

in the City of Menasha.

Signed and Sealed this 11th day of June, 2026

A handwritten signature in black ink that reads "Austin R. Hammond".

Austin R. Hammond, Mayor





A. CALL TO ORDER

Meeting called to order by Mayor Hammond at 6:01pm.

B. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

C. ROLL CALL

Present: Aids. Rand, Eisenach, Hale, Perkins, Lewis, Marshall, Grade, School
Also Present: FD Sassman, DPW Merten, CDD Dane, PHD Hutter, DPC Hanchek,
LD Kopetsky, DDMO Brown, CA Struve, Mayor Hammond, DC Janet

D. PUBLIC HEARING

1. Proposed Rezoning of Property Located at 1173 Province Terrace (Parcel No. 7-00001-10) from C-3 Business and Office District to R-2A Multi-Family, Zero Lot Line Residence District

Mayor Hammond opened the public hearing at 6:05pm and invited members of the public to speak.

Ryan Roth (3776 E Zion Lane, Appleton), Paper Valley Properties, shared his plans for the property, including construction of single-family homes. Roth acknowledged conservation easements and the buildable area. He additionally shared that there is no desire to take any unnecessary trees down so current residents can still enjoy the nature in their neighborhood.

Thomas Wroblewski (1148 Province Terrace, Suite B, Menasha) spoke against rezoning and supported keeping properties as commercial.

Dennis and Peggy Heller (1146 Fieldview Drive, Menasha) advocated that nature not be disturbed.

Tom Marshall (1166 Fieldview Drive, Menasha) spoke against development on this property, by citing the commercial aspect of this area, and concerns regarding water flow near the property.

Mayor Hammond closed the public hearing at 6:14pm.

Staff advised that this lot is owned by the Redevelopment Authority (RDA) of the City of Menasha and has not sold for many years; there is an offer to purchase with the requirement that this property be rezoned for construction

of new homes.

- E. PUBLIC COMMENTS ON ANY MATTER OF CONCERN TO THE CITY
Carol Deltour (866 First Street, Menasha) commented on two unkept and vacant properties in the City, 808 Depere Street and 720 First Street. Deltour additionally commented on policing of public parks, monitoring of the non-emergency police phone line, and ash trees in the community.

- F. REPORT OF DEPARTMENT OFFICERS/DEPARTMENT HEADS/STAFF/CONSULTANTS
Motion by District 7 Alderperson Grade, seconded by District 6 Alderperson Marshall to receive.

Motion carried 8-0 on roll call.

1. Presentations:
2. Minutes to Receive:
 - a. Administration Committee, 5/18/26
 - b. Board of Public Works, 5/18/26
 - c. Personnel Committee, 5/18/26
 - d. Neenah-Menasha Sewerage Commission, 4/28/26
 - e. Police Commission, 3/19/26
 - f. Special Police Commission, 3/23/26, 3/24/26, 4/1/26, 4/21/26
 - g. Plan Commission, 5/5/26
3. Communications:
 - a. Fourth Quarter 2025 Financial Update
 - b. Police Week Recognition and Awards
 - c. Municipal Staff PSA - Mowing

G. CONSENT AGENDA

1. Common Council Minutes, 5/18/26
Motion by District 7 Alderperson Grade seconded by District 5 Alderperson Lewis to approve. Motion carried on voice vote.
2. Administration Committee, 5/18/26, Recommends Approval of:
 - a. Recommend to Award – Post-Crescent Media (*The Post-Crescent*) as the Official City Newspaper of the City of Menasha for the 2026-2027 term
Motion by District 3 Alderperson Hale, seconded by District 2 Alderperson Eisenach to approve.

Motion carried 8-0 on roll call.

3. Board of Public Works, 5/18/26, Recommends Approval of:
 - a. Recommend to Award — Contract Unit No. 2026-05; Asphaltic Concrete Pavement Crack Sealing Various City Streets; Fahrner Asphalt Sealers, LLC; \$44,321.00
Motion by District 6 Alderperson Marshall, seconded by District 8 Alderperson School to approve.

Motion carried 8-0 on roll call.
 - b. Recommend to Award — Contract Unit No. 2026-06; Asphaltic Concrete Pavement Chip Sealing Various City Streets; Fahrner Asphalt Sealers, LLC; \$55,716.00
Motion by District 6 Alderperson Marshall, seconded by District 8 Alderperson School to approve.

Motion carried 8-0 on roll call.
 - c. Payment — Northeast Asphalt, Inc; Contract No. 2025-03; Jefferson Park Boat Launch;\$129,383.71 (Payment No. 7)
Motion by District 6 Alderperson Marshall, seconded by District 8 Alderperson School to approve.

Motion carried 8-0 on roll call.
4. Personnel Committee, 5/18/26, Recommends Approval of:
 - a. Recommended Change to Employee Safety Manual - Policy for Respiratory Protection - Sewer Crew
Motion by District 4 Alderperson Perkins, seconded by District 5 Alderperson Lewis to approve.

Motion carried 8-0 on roll call.
5. Special Board of Public Works, 6/1/26, Recommends Approval of:
 - a. Fourth Amendment to Ground Site Lease Agreement between City of Menasha and AT&T Mobility Corporation
Motion by District 6 Alderperson Marshall, seconded by District 8 Alderperson School to approve.

Motion carried 8-0 on roll call.

H. ITEMS REMOVED FROM THE CONSENT AGENDA

I. ACTION ITEMS

Staff advised on the annual nature of items I.1 through I.4, sharing these are essentially unchanged from last year's alcohol license applications.

1. Alcohol License Renewal Applications for the 2026-2027 Licensing Term (July 1, 2026 – June 30, 2027)
Motion by District 3 Alderperson Hale, seconded by District 7 Alderperson Grade to approve.

Motion carried 7-0-1 on roll call. District 2 Alderperson Eisenach abstained due to personal ownership of a business with a pending alcohol license application.

2. Outdoor Alcoholic Beverage Service Permit Applications for the 2026-2027 Licensing Term (July 1, 2026 – June 30, 2027)
Motion by District 3 Alderperson Hale, seconded by District 4 Alderperson Perkins to approve.

Motion carried 8-0 on roll call.

3. Outdoor Street Service Permit Renewal Applications for the 2026 Licensing Term (June 2, 2026 — November 30, 2026)
Motion by District 3 Alderperson Hale, seconded by District 2 Alderperson Eisenach to approve.

Motion carried 8-0 on roll call.

4. Temporary Expansion of Licensed Premises Permit Application – Wilzke’s Pub (528 Milwaukee Street, Menasha), September 19, 2026
Motion by District 3 Alderperson Hale, seconded by District 2 Alderperson Eisenach to approve.

Motion carried 8-0 on roll call.

Discussion considered the fundraising nature of the event.

5. Acquisition of Real Property Interests for the WIS 114 (Plank Road) Reconstruction Project (Project ID: 4064-17-21) Involving All Parcels Fronting the Connecting Highway Portion of WIS 114 (Manitowoc Street to Melissa Street)

Discussion considered project location.

Staff advised that there is a future DOT plan to reconstruct Plank Road, between Manitowoc and Oneida St, part of that includes the requirement that the City of Menasha is responsible for doing the real estate work for the portion of connecting highway between Manitowoc and Melissa Streets. Part of this process lists temporary limited easements for use of private land during the reconstruction project.

- a. May adjourn into Closed Session pursuant to Section 19.85(1)(e) and (g) of the Wisconsin Statutes: Deliberating or negotiating the purchasing of

public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session and/or 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

Motion by District 7 Alderperson Grade, seconded by District 2 Alderperson Eisenach to adjourn into Closed Session pursuant to Section 19.85(1)(e) and (g) of the Wisconsin State Statutes.

Motion carried 8-0 on roll call.

- b. May adjourn into Open Session to take action on item discussed in Closed Session

Motion by District 7 Alderperson Grade, seconded by District 5 Alderperson Lewis to adjourn into Open Session.

Motion carried 8-0 on roll call.

- 6. Accounts payable and payroll for the term of 5/15/26 - 5/28/26 in the amount of \$950,344.92

Motion by District 3 Alderperson Hale, seconded by District 2 Alderperson Eisenach to approve.

Motion carried 8-0 on roll call.

J. HELD OVER BUSINESS

K. ORDINANCES AND RESOLUTIONS

- 1. O-1-26 - An Ordinance Amending Title 13, by Making Certain Changes to the District of 1173 Province Terrace (Parcel No. 7-00001-10); C-3 Business and Office District to R-2A Multi-Family, Zero Lot Line Residence District (Introduced by Ald. Eisenach)

Motion by District 2 Alderperson Eisenach, seconded by District 4 Alderperson Perkins to approve.

Motion carried 5-3 on roll call. District 3 Alderperson Hale, District 6 Alderperson Marshall, and District 8 Alderperson School voted no.

Discussion considered the commercial nature of Province Terrace, spot zoning and length of time on market.

Staff advised that this area is designated as neighborhood mixed use, meaning that residential use is allowed in the area and is consistent with Menasha's future land use map; Staff noted that this is not considered spot zoning. Staff advised this property has been on the market for about 15 years.

Staff additionally advised that this residential use would lead to less runoff than commercial use, maintaining runoff during storm events even during future developments.

2. R-15-26 - A Resolution Approving Continuing Appropriations (2025 Fund Balance Reservations) (Introduced by Mayor Hammond)
Motion by District 7 Alderperson Grade, seconded by District 3 Alderperson Hale to approve.

Motion carried 8-0 on roll call.

Staff advised that this is an annual resolution that reserves a portion of 2025 fund balance to be spent in 2026 for specific purposes.

L. APPOINTMENTS

1. Resignation of James Meinke from the Police Commission
Motion by District 7 Alderperson Grade seconded by District 6 Alderperson Marshall to accept. Motion carried on voice vote.

James Meinke (629 First Street, Menasha) shared it was an honor to serve and wished the Police Commission and Department the best of luck.

2. Mayor's appointment of Gary Daughtery to the Police Commission for the term of 6/2/26–5/1/28
Motion by District 7 Alderperson Grade seconded by District 4 Alderperson Perkins to approve. Motion carried on voice vote.

M. CLAIMS AGAINST THE CITY

N. PUBLIC COMMENTS ON ANY MATTER LISTED ON THE AGENDA

O. ADJOURNMENT

Motion by District 6 Alderperson Marshall seconded by District 3 Alderperson Hale to adjourn the Common Council meeting at 7:15pm. Motion carried on voice vote.

Minutes submitted by Deputy City Clerk Evan Janet.



MEMORANDUM

DATE May 28, 2026
TO Honorable Mayor and Common Council
FROM Andrew Dane, Community Development Director
RE Draft Downtown Building Incentive Grant Program

The City of Menasha has created the Downtown Building Incentive Program (DBIP) to help maintain and improve historic downtown buildings. The program is informed by staff’s experience administering a similar program in the City of Waupaca as well as research completed by the Mayor’s Innovation Program documenting similar programs from around the country. The program offers matching grants to support interior and exterior building upgrades that extend the life of commercial or historic mixed-use properties.

Program Purpose

The DBIP provides a 1:1 matching grant of up to \$50,000 to help cover eligible design and construction costs. Projects may include façade improvements, roofs, HVAC, electrical, plumbing, insulation, structural work, and ADA upgrades. The goal is to encourage reinvestment in downtown properties and strengthen the long-term vitality of the district.

Eligibility

Applicants must be downtown commercial or historic mixed-use property owners (or tenants with written owner approval). Buildings must be at least 50 years old and non-tax-exempt. Properties with outstanding taxes or unresolved violations cannot receive funding. Projects must use licensed contractors, follow all permitting requirements, and submit at least two bids for the proposed work.

Application and Review Process

Applicants submit a completed application, cost estimates, a project description, and photos. The Community Development Department reviews submissions and forwards them to the Administration Committee, which approves or denies funding. Decisions are made on a first-come, first-served basis while funds are available. Approved projects receive reimbursement after completion, inspection, and submission of a closing report with before-and-after photos.

Additional Requirements

Participants must follow insurance and hold-harmless requirements. Only professional labor

qualifies, except for painting and staining unless lead or asbestos is involved. Applicants may appeal a denial to the Common Council. Project extensions may be granted for good-faith delays, subject to a small review fee.

Administrative Committee Recommendation

Administration Committee unanimously voted in support of the proposed draft Downtown Business Incentive Grant Program at its June 1 2026 meeting with one minor amendment made to eliminate the requirement that applicants come appear before the Administration Committee as part of the approval process.

2026

Downtown Building Incentive
Grant Program



Andrew Dane
Community Development Director
City of Menasha
100 Main Street, Suite 200
Menasha, WI 54952

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INTRODUCTION

Overview

The City of Menasha Downtown Building Incentive Program (DBIP) is designed to support downtown property owners and business owners in making building improvements that extend the life of Menasha's historic downtown buildings. This program provides matching **grant funds** to cover design and construction costs directly related to interior and exterior alternations including Façade, Roof, HVAC, Electrical, Plumbing, Insulation, Structural, and ADA related improvements.

Goals and Performance Measures

Goal One: Increased investment in downtown properties

- # of buildings assisted through the program
- \$ value of improvements directly supported through program
- \$ value of improvements leveraged through program
- # of downtown businesses

Administration

The Community Development Department administers the DBIP including program promotion, program intake, reviewing completed applications, interpreting program guidelines, and reviewing and approving reimbursement requests.

Approving or denial of DBIP applications will occur as applications are submitted. Qualified projects will be approved on a first-come, first-serve basis. Final determination of the award amounts and funding recipients will be made by the City of Menasha Administration Committee. The program's budget will be established annually and incorporated into the City of Menasha's Operating Budget.

PROGRAM DETAILS

Downtown Building Incentive Program

A. Project Matching

- a. All projects are eligible for a 1:1 match (\$1.00 City dollar for every private \$1.00) up to \$50,000.

- B. **Eligibility:** Property owners or tenants with written consent of landlord who meet the following criteria may apply for a DBIP:

- a. **Applicant:** Property owners are eligible to receive one grant award subject to funding availability.
 - b. **Project Location:** Within one of the City of Menasha's Historic Districts (See Appendix A)
 - c. **Property Type:** Commercial or historic mixed-use buildings fifty years or older which are non-tax exempt.
 - d. **Outstanding Taxes or Fees:** Properties with outstanding taxes, fees, or Correction Notices owed to City are not eligible for the program.
- C. **Eligible Projects:** Design and construction costs directly related to interior and exterior alterations that extend the lifespan of the building including Façade, Roof, HVAC, Electrical, Plumbing, Insulation, Structural, and ADA related improvements.
- D. **Ineligible Projects:** Projects that do not directly improve the longevity of the building; equipment expenses not related to eligible project type; building furnishings; residential only buildings.
- E. **Terms & Conditions:**
- a. **Grant Amount:** Up to \$50,000
 - i. The grant is dependent on available funds and may be awarded at an amount less than requested.
 - ii. For larger projects that demonstrate a significant positive impact on the downtown, the Community Development Director may approve grants awards that exceed the stated program caps, subject to Administration Committee approval.
 - b. **Match Requirement:** 50% Cash requirement.
 - c. **Award:** Grant award is issued as a reimbursement upon completion of project.
 - d. **Use of Contractor(s):** Licensed tradesmen are required for all projects.
 - e. **Bidding:** Two bids are required for an application.
 - f. **Permits.** All necessary permits must be filed with the City of Menasha prior to final approval. Applicants must follow all applicable local, state, and federal regulations to be eligible for reimbursement.

Procedures & Guidelines

The Community Development Department shall ensure a complete application is submitted before processing.

- A. **Application:** Applicants are required to fill out and submit the **Menasha Downtown Building Incentive Grant Application**

- a. Applications shall be submitted electronically in PDF format to Kristi Heim, City of Menasha Associate Planner at kheim@menashawi.gov.
 - b. Applicants must provide a project description, itemized cost estimates, and a project completion timeline.
- B. Back Taxes/Outstanding Permits:** The Community Development Department will determine if the applicant owes money to the City and if there are any Correction Notices on the property.
- C. Administration and Approval:** The Community Development Department will review completed applications and place them on the Administrative Committee agenda for approval or denial.
- D. The Administration Committee:**
- a. The Community Development Department will make a recommendation to the Administration Committee on all projects.
 - b. Applicant appearance is optional unless requested by the committee, chair, or staff, or required for an appeal, extension, or exception.
 - c. Recommendations will be considered by the Administration Committee for ultimate approval or denial of the project.
 - d. The following criteria will be taken into consideration by the Community Development Department and the Administration Committee when evaluating applications:
 - i. Amount of private investment leveraged by the grant award
 - ii. The applicant's financial and technical capacity to successfully execute the project.
 - iii. The impact of the proposed project on the preservation of historic buildings within the downtown district.
- E. Approval:** City staff will notify applicants of their application status after all application materials have been received, reviewed, and considered by the Administration Committee.
- a. If approved by the Administration Committee, Staff will provide an award letter and specify any special project conditions required. Documents must be signed and returned to City Hall.
 - b. Licensed tradesmen are required to perform all work.
 - c. Applicant is responsible for securing all necessary permits and approvals.
- F. Before Photos:** As part of application before photos shall be submitted digitally in jpeg, pdf, or png file format to kheim@menashawi.gov along with images of the area of work. A "master" photo must be submitted that displays the entire building from the street.

- G. **Insurance Requirements:** Applicants must agree to the Terms and Conditions set forth in the attachment titled "Insurance Requirements – DBIP Applicant."
- H. **Indemnity Hold Harmless Agreement:** Applicants must agree to the terms and conditions set forth in the attachment titled "Indemnification/Hold Harmless Agreement."
- I. **Reimbursement:**
 - a. A one-to-two-page Closing Report must include before and after photos, and a brief narrative describing the improvement submitted to kheim@menashawi.gov.
 - b. Matching grants will be disbursed after work is completed, inspected, and the Closing Report is submitted to the Kristi Heim at kheim@menashawi.gov.

DISCLAIMER & CONFLICT OF INTEREST

- A. **Applicant/Property Owner shall not be disqualified** based on race, color, religion, marital status, age, color, sex, gender identity, handicap, national origin or ancestry, income level or source of income, arrest record or conviction record, less than honorable discharge, physical appearance, sexual orientation, political benefits, or student status.
- B. **By submitting an Application, Applicant/Property Owner agrees that,** in all contracting resulting from this Agreement, there will not be any discrimination against any independent contractor or tradesperson because of race, color, religion, marital status, age, color, sex, gender identity, handicap, national origin or ancestry, income level or source of income, arrest record or conviction record, less than honorable discharge, physical appearance, sexual orientation, political benefits, or student status.
- C. **Conflict of Interest:** A project is not eligible if the Applicant/Property Owner is a member of the Common Council or any other official, employee, or agent of the City who exercises decision-making functions or responsibilities in connection with the implementation of the program, has a financial interest in the project, or if the project would otherwise create or appear to create a conflict of interest.

Labor

Only projects that employ licensed tradesmen shall be eligible for the program. Projects done by non-professional labor shall not be considered for loan/grant dollars.

- A. All receipts or invoices must be submitted by or on behalf of the contractor selected for the project.
- B. Professional labor is considered work done by an individual who is trained and engaged in such work for a career.
- C. Painting and staining are exempt from the professional labor requirement except where presence of lead or asbestos requires professional abatement contractors.

Appeals

If a DBIP grant is denied by the Administration Committee, the Applicant/Property Owner may request an appeal to be considered at the next available Common Council meeting.

Project Extensions

Upon the request of an Applicant/Property Owner of an approved project, the Administration Committee may consider granting an extension for which the project shall have substantial completion considering the following:

- A. The Applicant/Property Owner must submit an extension request before the end of the allotted timeframe.
- B. Upon review, the Administration Committee shall consider the Applicant/Property Owner worked in good faith to start the project upon approval and actively pursued the completion of the project in a timely matter. If the project has not commenced, materials have not been ordered, and/or the Applicant/Property Owner fails to show proper documentation among other support, the extension will be denied, and the Applicant/Property Owner must reapply for the program.
- C. Any project extension shall have a \$50.00 review fee.

Program Amendments

Any changes to the original program plan that do not significantly alter the program's intent or funding amount may be approved by the Community Development Department. Changes that significantly alter the program's intent or funding amount require approval from the Common Council.

APPENDIX A – SERVICE AREA

Insert Service Area Map

APPLICATION FOR PAYMENT

CITY MENASHA	PROJECT:	2026 UTILITY RECONSTRUCTION
	CONTRACTOR	DONALD HIETPAS & SONS INC
	Contract No.	M0002-09-26-00105
	Project No.	M0002-09-26-00105
	Application No.	1
	Application Date	5/26/2026
	Period From	5/4/2026 To 5/26/2026

Application Is Made For Payment In Connection With The Above Contract.

The following documents are attached:

- Schedule Of Values
- Schedule Of Unit Prices
- Inventory Of Stored Materials

The Present Status Of The Account For This Contract Is As Follows:

Original Contract	<u>\$ 1,158,966.58</u>	Completed To Date	<u>\$ 175,886.40</u>
Net Change Orders	<u>\$0</u>	Retainage <u>5</u> %	<u>\$ 8,794.32</u>
Current Contract Amount	<u>\$ 1,158,966.58</u>	Subtotal	<u>\$ 167,092.08</u>
		Previous Applications	<u>\$ 0</u>

Amount Due This Application: \$ 167,092.08

The undersigned Contractor hereby swears, under penalty of perjury, that (1 All previous progress payments received from the Owner, on account of work performed under the contract referred to above, have been applied by the undersigned to discharge in full all obligations of the undersigned incurred in connection with work covered by prior Applications For Payment under said contract, being Applications For Payment numbered 1 through _____ inclusive; and 2) All materials and equipment incorporated in said project or otherwise listed in or covered by this Application For Payment are free and clear of all liens, claims, security interests and encumbrances.

Dated 5/26/2026 20 26

DONALD HIETPAS & SONS INC
(contractor)

COUNTY OF _____ }
STATE OF _____ } ss

By Stuart Hietpas President
(name & title)

Before me on this 26 day of MAY, 20 26

personally appeared STUART HIETPAS

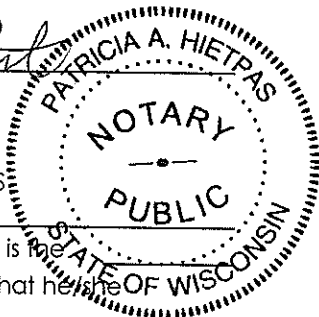
PRESIDENT
(title)

known to me, who being duly sworn, did depose and say that he/she is _____ of the Contractor above mentioned; that he/she

executed the above Application For Payment and statement on behalf of said Contractor; and that all of the statements contained therein are true, correct and complete.

My Commission Expires: 11-13-2026

Patricia A. Hietpas
(Notary Public)



PROJECT # M0002-09-26-00105		PROJECT NAME: 2026 SEWER & WATEWR RECONSTRUCTION		DATE 5/26/2026 ESTIMATE # 1		SCHEDULE A - WATER MAIN /EIGHT STREET TAYCO TO PACIFIC			
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED QTY.	UNIT PRICE	PREVIOUS REQUEST		THIS REQUEST		TOTAL COMPLETED TO DATE	
				AMOUNT	QUANTITY	AMOUNT	QUANTITY	AMOUNT	QUANTITY
A-1	8" WATER MAIN LIN. FT.	850	\$ 103.77	0	\$ -	720	\$ 74,714.40	720	\$ 74,714.40
A-2	6" WATER MAIN OR HYD. LEAD - LIN FT.	20	\$ 70.00	0	\$ -	11	\$ 770.00	11	\$ 770.00
A-3	8" VALVE PER EACH	1	\$ 3,050.00	0	\$ -	1	\$ 3,050.00	1	\$ 3,050.00
A-4	HYDRANT WITH 6" VALVE PER EACH	1	\$ 8,300.00	0	\$ -	1	\$ 8,300.00	1	\$ 8,300.00
A-5	SHORT SIDE WATER SERVICE REPLACEMENT-EA.	15	\$ 1,900.00	0	\$ -	8	\$ 15,200.00	8	\$ 15,200.00
A-6	LONG SIDE WATER SERVICE REPLACEMENT -EA	15	\$ 2,900.00	0	\$ -	4	\$ 11,600.00	4	\$ 11,600.00
A-7	25 PSI INSULATION PER SQ.YD.	160	\$ 20.00	0	\$ -	0	\$ -	0	\$ -
A-8	ESOSION CONTROL LUMP SUM	1	\$ 500.00	0	\$ -	1	\$ 500.00	1	\$ 500.00
A-9	TRAFFIC CONTROL LUMP SUM	1	\$ 1,515.00	0	\$ -	1	\$ 1,515.00	1	\$ 1,515.00
A-10	TURF RESTORATION LUMP SUM	1	\$ 2,000.00	0	\$ -	0	\$ -	0	\$ -
A-11	REPLACE WATER SERVICE TO HOUSE PER EACH	2	\$ 3,000.00	0	\$ -	0	\$ -	0	\$ -
A-12	8" DUCTILE WITH FLOUROCARBON GSK. EACH	100	\$ 125.00	0	\$ -	108	\$ 13,500.00	108	\$ 13,500.00
A-13	CLAY DAM TRENCH LIN. FT.	80	\$ 40.00	0	\$ -	80	\$ 3,200.00	80	\$ 3,200.00
A-14	HAUL CONTAMINATED SOIL PER CU.*YDS.	130	\$ 23.00	0	\$ -	0	\$ -	0	\$ -
TOTAL							\$ 132,349.40		\$ 132,349.40

BID B -SEWER & STORM/ ESTIMATE #1												
B-1	WYE CONNECTION SANITARY MAIN	41 EA.	\$ 280.00	0	\$	-	2	\$	560.00	2	\$	560.00
B-2	SANITARY CONNECTION WITH PRESSURE KIT	28 EA.	\$ 325.00	0	\$	-	10	\$	3,250.00	10	\$	3,250.00
B-3	4" OR 6" SCH 40 LATERAL	1464 L.F.	\$ 115.00	0	\$	-	240	\$	27,600.00	240	\$	27,600.00
B-4	8" SANITARY SEWER	1011 L.F.	\$ 102.56	0	\$	-	0	\$	-	0	\$	-
B-5	10" P.V.C. SEWER	352 L.F.	\$ 106.21	0	\$	-	0	\$	-	0	\$	-
B-6	10" HDPE SEWER	237 L.F.	\$ 38.00	0	\$	-	0	\$	-	0	\$	-
B-7	48" SANITARY MANHOLE	PER EACH	\$ 5,400.00	0	\$	-	0	\$	-	0	\$	-
B-8	24" YARD DRAIN	1 EA.	\$ 1,400.00	0	\$	-	0	\$	-	0	\$	-
B-9	18" STORM SEWER SPOT REPAIR	1 EA.	\$ 1,000.00	0	\$	-	0	\$	-	0	\$	-
B-10	REMOVE & REPLACE INLET	1 EA.	\$ 2,500.00	0	\$	-	0	\$	-	0	\$	-
B-11	POST TELEVISION SAN. MAIN	2269 L.F.	\$ 1.17	0	\$	-	0	\$	-	0	\$	-
B-12	POST TELEVISION STORM MAIN	237 L.F.	\$ 1.17	0	\$	-	0	\$	-	0	\$	-
B-13	POST TELEVISION SAN. LAT.	71 EA.	\$ 98.98	0	\$	-	0	\$	-	0	\$	-
B-14	EROSION CONTROL	1 L.S.	\$ 900.00	0	\$	-	1	\$	900.00	1	\$	900.00
B-15	TRAFFIC CONTROL	1 L.S.	\$ 4,647.00	0	\$	-	1	\$	4,647.00	1	\$	4,647.00
B-16	MOBILAZTION IN & OUT	1 L.S.	\$ 6,580.00	0	\$	-	1	\$	6,580.00	1	\$	6,580.00
TOTAL									\$ 43,537.00			\$ 43,537.00
TOTAL COMPLETED A-B												\$ 175,886.40
5% RETAIN												\$ 8,794.32
TOTAL DUE THIS ESTIMATE												\$ 167,092.08



MEMORANDUM

DATE May 27, 2026
TO Board of Public Works
FROM James Merten, Director of Public Works
Corey Gordon, Deputy Director of Engineering
RE Recommend to Award — Contract Unit No. 2026-04

The City of Menasha publicly opened bids on Wednesday, May 27, 2026, for Contract Unit No.2026-04. Two bids were received as indicated on the enclosed bid tabulation.

This project consists of resurfacing asphalt pavement on Midway Place (Midway Rd to Terminus).

Recommendation

Motion to recommend awarding Contract Unit No. 2026-04, Midway Place Rehabilitation to Northeast Asphalt, LLC; \$117,852.65

**Itemized Bid Tabulation
City of Menasha Contract Unit No. 2026-04
Midway Place Rehabilitation**

Item	Quantity	Description	Northeast Asphalt, Inc		MCC	
			Unit Price	Item Total	Unit Price	Item Total
		Base Bid				
1	4,357	Pavement/Base Pulverizing	\$ 0.70	\$ 3,049.90	\$ 0.75	\$ 3,267.75
2	371	Unclassified Excavation	\$ 27.00	\$ 10,017.00	\$ 83.80	\$ 31,089.80
3	4,467	Fine Grading and Compaction	\$ 2.40	\$ 10,720.80	\$ 4.30	\$ 19,208.10
4	10	Utility Adjustment	\$ 735.00	\$ 7,350.00	\$ 700.00	\$ 7,000.00
5	2	Water Value Adjustment	\$ 110.00	\$ 220.00	\$ 250.00	\$ 500.00
6	157	Sawcut (Asphalt Only)	\$ 2.25	\$ 353.25	\$ 2.80	\$ 439.60
7	578	Asphalt Binder Course Pavement 2 1/4" Thick	\$ 74.10	\$ 42,829.80	\$ 105.00	\$ 60,690.00
8	449	Asphalt Surface Course Opavement 1 3/4" Thick	\$ 83.10	\$ 37,311.90	\$ 118.00	\$ 52,982.00
9	1	Erosion Control	\$ 500.00	\$ 500.00	\$ 2,100.00	\$ 2,100.00
10	1	Traffic Control	\$2,000.00	\$ 2,000.00	\$ 4,000.00	\$ 4,000.00
11	1	Construction Mobile/Demobile; Project Coordination; All Incidental Utility and Misc. Roadway Work; and All Other Project Work Area Restoration and Clean-Up to an Equal and/or Better Preconstruction Condition as Required and Related to the Overall Projec	\$3,500.00	\$ 3,500.00	\$13,600.00	\$ 13,600.00
Total Base Bid Unit 2026-04 Midway Place Rehabilitation (Items 1 - 11)				\$ 117,852.65		\$ 194,877.25

MEMORANDUM

DATE May 26, 2026
TO Board of Public Works
FROM James Merten, Director of Public Works
RE Nicolet Boulevard Intersection Control Evaluation Intermunicipal Agreement

The adopted Capital Improvement Plan includes design services in 2026 for the reconstruction of Nicolet Boulevard between Washington Street and Ahnaip Street (currently scheduled for 2028). This project is a joint effort with the City of Neenah that includes evaluating alternative intersection treatments at both Washington Street and Ahnaip Street.

In 2025, Neenah completed a roundabout feasibility study that provided a high-level assessment of converting the existing signalized intersections at those locations to roundabouts. As the study results were well received by both communities and because Washington Street is classified as a state connecting highway (WIS 114), state guidelines require a formal Intersection Control Evaluation (ICE) for the corridor.

Staff from both communities have agreed that Menasha will lead the ICE. Attached for your consideration is a proposed intermunicipal agreement with Neenah to complete this evaluation. Consistent with the previous intermunicipal agreement for the roundabout feasibility study, each community will share the cost of the ICE on a 50/50 basis and Neenah will pay Menasha an administrative fee equal to 10% of Neenah's cost share to compensate Menasha for its services in preparing and managing the required project documentation.

Staff recommendation: Approve the intermunicipal agreement with the City of Neenah to conduct the Intersection Control Evaluation for the Nicolet Boulevard project at the Washington Street and Ahnaip Street intersections.

**NICOLET BOULEVARD – COMMERCIAL STREET
INTERSECTION CONTROL EVALUATION**

**INTERMUNICIPAL AGREEMENT
CITY OF NEENAH - CITY OF MENASHA**

THIS AGREEMENT is entered into under Wis. Stat., § 66.0301(2) & (7) between the City of Neenah, a Wisconsin Municipal Corporation, located in Winnebago County, State Wisconsin (hereafter “Neenah”); and the City of Menasha, a Wisconsin Municipal Corporation, located in Winnebago County, State of Wisconsin (hereafter “Menasha”) (collectively, the “Parties”).

Recitals

WHEREAS, Neenah and Menasha hereby agree to evaluate the intersections of Nicolet Boulevard/Commercial Street/Washington Street/First Street/Sanford Street and Nicolet Boulevard/Ahnaip Street/Third Street, which are partially located in both cities, by conducting Intersection Control Evaluations (Studies); and

WHEREAS, the intersections lie on the border of Menasha and Neenah; and

WHEREAS, a change in traffic control at the intersections impact both cities; and

WHEREAS, Neenah and Menasha had previously conducted roundabout feasibility analyses at the intersections, which concluded that it would be possible to construct a roundabout at each intersection; and

WHEREAS, it is in the Parties’ interest to contract with MSA Professional Services, Inc., the consultant who conducted the feasibility study, given their familiarity with the project and the overlapping nature of the work with the Studies; and

WHEREAS, Neenah and Menasha have negotiated an arrangement whereby Menasha will be the lead jurisdiction for the Studies, and the Parties will share in their costs as set forth below.

NOW, THEREFORE, in consideration of the above recitals, which are contractual, the exchange of mutual promises given, one city to the other, and for other good and valuable consideration the receipt of which is acknowledged, the Parties hereby agree as follows:

1. Menasha shall be solely responsible for negotiating and entering into a contract with MSA Professional Services, Inc. for the Studies. The Parties shall share the costs of such contract and related activities as set forth in Paragraph 4 below.
2. While both Parties will be ultimately responsible for paying the Studies’ costs as set forth below, Menasha shall be initially responsible to pay the consultant performing the Studies. Upon receipt of the completed Studies’ reports (or as otherwise provided in the prospective contract therefor) Menasha shall invoice Neenah for its proportionate (50%) share of the costs. The invoices shall only require payment for that portion of the Work then in place at the time the invoice is submitted. Neenah shall pay, as and for reimbursement, Menasha’s invoices within 30 days of their respective receipt.

3. The Parties agree to share all costs in the following manner:
 - a. Each City will pay for half (50%) of the cost of the Study.
 - b. Menasha shall review and recommend action on contract amendments related to the Study in consultation with Neenah. The decision of Menasha regarding such amendments shall be final. Menasha shall notify Neenah of said actions.
 - c. The Parties agree that the final invoice submitted to Neenah shall include an administrative charge equal to 10% of Neenah's total cost share.

4. To the fullest extent permitted by law, each party shall defend, indemnify, and hold harmless the other party, and their respective elected officials, officers, employees, insurers and agents from and against all claims, damages, losses, and expenses, including but not limited to reasonable attorneys' fees, and statutory court costs (together "Claim") arising out of or resulting from or in connection with the performance of the Work, provided that either party's obligation under this section applies only to the extent of its negligence or intentional acts. Such obligation shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity or contribution that would otherwise exist and pertain.

5. Prior to its beginning the Work, Menasha shall require evidence acceptable to it necessary proof that the provider of the Studies has secured and will maintain adequate insurance coverage as follows:

- Worker's Compensation: Statutory Limits
- Employer's Liability:
 - Bodily Injury By Accident \$500,000 Each Accident
 - Bodily Injury By Disease \$500,000 Policy Limit
 - Bodily Injury By Disease \$500,000 Each Employee
- Comprehensive Auto Liability Each Occurrence \$500,000
 Comprehensive Auto Liability insurance required under this paragraph shall be written on an "any auto" or Symbol 1 basis.
- Umbrella Coverage \$2,000,000
- Commercial General Liability
 - Each Occurrence Limit \$1,000,000
 - Personal/Advertising Injury Limit \$1,000,000
 - Products/Completed Operations Aggregate Limit \$2,000,000
 - Per Project General Aggregate Limit \$2,000,000

All insurance coverages shall be on a primary and non-contributing basis. In addition, a certificate of insurance shall be issued and provided to Menasha naming it and Neenah as additional insureds on the consultant's policy.

6. This Agreement represents the entire integrated agreement between the Parties. This Agreement may only be amended by the written agreement of both Parties.

7. Notices under this agreement shall be sent to the following addresses:

If to the City of Neenah:
City Clerk
City of Neenah
211 Walnut Street
Neenah, WI 54956

If to the City of Menasha:
City Clerk
City of Menasha
100 Main Street, Suite 200
Menasha, WI 54952

Dated this _____ of _____, 2026.

CITY OF NEENAH

CITY OF MENASHA

By: _____
Brian D. Borchart, Mayor

By: _____
Austin R. Hammond, Mayor

Attest: _____
Charlotte K. Nagel, City Clerk

Attest: _____
Kaija Snyder, City Clerk

I hereby certify that the necessary funds have been provided to pay for the liability incurred by the City of Neenah on the within contract.

By: _____
Director of Finance

Approved as to form:

David C. Rashid, Neenah City Attorney

Approved as to form:

Margaret J. Struve, Menasha City Attorney



MEMORANDUM

DATE May 26, 2026
TO Board of Public Works
FROM James Merten, Director of Public Works
RE Nicolet Boulevard Intersection Control Evaluation Professional Services Agreement

Last year, the Cities of Neenah and Menasha entered into an intermunicipal agreement to complete a roundabout feasibility study for the Nicolet Boulevard reconstruction project, currently scheduled for 2028. Neenah contracted with MSA Professional Services, Inc. to perform that study.

The next step in the project is to complete a formal Intersection Control Evaluation (ICE) for the corridor. If approved, this evaluation will be led by Menasha. Approval of the associated intermunicipal agreement between the two communities for the ICE is currently pending before both communities' committees and Common Councils.

Given the significant overlap in scope between the feasibility study and the ICE, along with MSA's detailed knowledge of the project, staff recommends MSA to conduct the evaluation, building off of the work they've already completed. Attached is a proposed professional services agreement with MSA to conduct the ICE for an estimated amount of \$11,690. Funding is available in the 2026 budget, which would be sourced from the \$50,000 designated for design services related to this project.

Staff Recommendation: Approve the professional services agreement with MSA Professional Services, Inc. to conduct the Intersection Control Evaluation for the Nicolet Boulevard project at Washington Street and at Ahnaip Street, contingent upon execution of the intermunicipal agreement between the Cities of Neenah and Menasha.



SUCCESSOR CONTRACT TO ORIGINAL AGREEMENT WITH CITY OF NEENAH, DATED 5/28/2025

MSA Project Number: 07684017

This AGREEMENT (Agreement) is made effective 6/15/2026 by and between

MSA PROFESSIONAL SERVICES, INC (MSA)

Address: 1702 Pankratz Street, Madison, WI 53704

Phone: (608) 242-7779

Representative: Brian Huibregtse, PE PTOE

Email: bhuibregtse@msa-ps.com

CITY OF MENASHA (OWNER)

Address: 100 Main Street, Suite 200, Menasha, WI 54952

Phone: (920) 967-3611

Representative: James Merten, P.E..

Email: jmerten@menashawi.gov

Project Name: Nicolet Boulevard - ICE Reports – Successor Contract

The project scope has changed due to: Request to complete Phase 1 and Phase 2 ICE Reports for two locations on Nicolet Blvd.

The scope of the work authorized is: See Attachment A: Scope of Services

The schedule to perform the work is: Approximate Start Date: 6/15/2026 Approximate Completion Date: 8/15/2026

The estimated fee for the work is: \$11,690

All services shall be performed in accordance with the General Terms and Conditions of MSA, which is attached and made part of this Agreement. Any attachments or exhibits referenced in this Agreement are made part of this Agreement. Payment for these services will be on a time and expense basis. Attachment B: Rate Schedule (2025) is attached and made part of this Agreement.

Approval: Authorization to proceed is acknowledged by signatures of the parties to this Agreement.

CITY OF MENASHA

MSA PROFESSIONAL SERVICES, INC.

James Merten, P.E. Director of Public Works Date:

Brian Huibregtse, PE PTOE Senior Team Leader Date: 5/20/2026

MSA PROFESSIONAL SERVICES, INC. (MSA)
GENERAL TERMS AND CONDITIONS OF SERVICES (PUBLIC) (rev 01/26)

1. **Scope and Fee.** The scope of Owner's Project (the "Project"), scope of MSA's services (the "Work"), for those services are defined in Attachment A. The scope and fee constitute a good faith estimate of the tasks and associated fees required to perform the services defined in Attachment A. This agreement upon execution by both parties hereto, can be amended only by written instrument signed by both parties. For those projects involving conceptual or process development service or involve renovation of an existing building or structure, activities often cannot be fully defined during initial planning. As the Project progresses, facts uncovered may reveal a change in direction which may alter the Work. MSA will promptly inform the OWNER in writing of such situations so that changes in this agreement can be made as required.

2. **Owner's Responsibilities.**

(a) Project Scope and Budget

The OWNER shall define the scope and budget of the Project and, when applicable, periodically update the Project budget, including that portion allocated for the cost of the Work. The Project budget shall include contingencies for design, development, and, when required by the scope of the Project, construction of the Project. The OWNER shall not significantly increase or decrease the overall Project scope or schedule, the portion of the budget allocated for the cost of the Work, or contingencies included in the overall budget or a portion of the budget, without the agreement of MSA to a corresponding change in the Project scope, quality, schedule, and compensation of MSA.

(b) Designated Owner Representative

The OWNER shall identify a Designated Representative who shall be authorized to act on behalf of the OWNER with respect to the Project. OWNER's Designated Representative shall render related decisions in a timely manner so as to avoid unreasonable delay in the orderly and sequential progress of MSA's services. MSA shall not be liable for any error or omission made by OWNER, OWNER's Designated Representative, or OWNER's consultant.

(c) Tests, Inspections, and Reports

When required by the scope of the Project, the OWNER shall furnish tests, inspections, and reports required by law or the Contract Documents, such as planning studies; preliminary designs; structural, mechanical, or chemical tests; tests for air, water, or soil pollution; and tests for hazardous materials.

(d) Additional Consultants

MSA's consultants shall be identified in Attachment A. The OWNER shall furnish the services of other consultants other than those designated in Attachment A, including such legal, financial, accounting, and insurance counseling services as may be required for the Project.

(e) OWNER Provided Services and Information

MSA shall be entitled to rely on the accuracy and completeness of services and information furnished by the OWNER, Designated OWNER Representative, or Consultant. MSA shall use reasonable efforts to provide prompt written notice to the OWNER if MSA becomes aware of any errors, omissions, or inconsistencies in such services or information.

3. **Billing.** MSA will bill the OWNER monthly with net payment due upon receipt. Balances due past thirty (30) days shall be subject to an interest charge at a rate of 18% per year from said thirtieth day. In addition, MSA may, after giving seven days written notice, suspend service under any agreement until the OWNER has paid in full all amounts due for services rendered and expenses incurred, including the interest charge on past due invoices.

4. **Costs and Schedules.** Costs (including MSA's fees and reimbursable expenses) and schedule commitments shall be subject to change for delays caused by the OWNER's failure to provide specified facilities or information or for delays caused by unpredictable occurrences including, without limitation, fires, floods, riots, strikes, unavailability of labor or materials, delays or defaults, by suppliers of materials or services, process shutdowns, pandemics, acts of God or the public enemy, or acts of regulations of any governmental agency. Temporary delays of services caused by any of the above which result in additional costs beyond those outlined may require renegotiation of this agreement.

5. **Access to Site.** Owner shall furnish right-of-entry on the Project site for MSA and, if the site is not owned by Owner, warrants that permission has been granted to make planned explorations pursuant to the scope of

services. MSA will take reasonable precautions to minimize damage to the site from use of equipment, but has not included costs for restoration of damage that may result and shall not be responsible for such costs.

6. **Location of Utilities.** Owner shall supply MSA with the location of all pre-existent utilities and MSA has the right to reasonably rely on all Owner supplied information. In those instances where the scope of services require MSA to locate any buried utilities, MSA shall use reasonable means to identify the location of buried utilities in the areas of subsurface exploration and shall take reasonable precautions to avoid any damage to the utilities noted. However, Owner agrees to indemnify and defend MSA in the event of damage or injury arising from damage to or interference with subsurface structures or utilities which result from inaccuracies in information of instructions which have been furnished to MSA by others.

7. **Professional Representative.** MSA intends to serve as the OWNER's professional representative for those services as defined in this agreement, and to provide advice and consultation to the OWNER as a professional. Any opinions of probable project costs, reviews and observations, and other recommendations made by MSA for the OWNER are rendered on the basis of experience and qualifications and represents the professional judgment of MSA. However, MSA cannot and does not warrant or represent that proposals, bid or actual project or construction costs will not vary from the opinion of probable cost prepared by it.

8. **Construction.** When applicable to the scope of the Project, the OWNER shall contract with a licensed and qualified Contractor for implementation of construction work utilizing a construction contract based on an EJCDC construction contract and general conditions appropriate for the scope of the Project and for the delivery method. In the construction contract, the OWNER shall use reasonable commercial efforts to require the Contractor to (1) obtain Commercial General Liability Insurance with contractual liability coverage insuring the obligation of the Contractor, and name the OWNER, MSA and its employees and consultants as additionally insureds of that policy; (2) indemnify and hold harmless the OWNER, MSA and its employees and consultants from and against any and all claims, damages, losses, and expenses ("Claims"), including but not limited to reasonable attorney's fees and economic or consequential damages arising in whole or in part out of the negligent act or omission of the contractor, and Subcontractor or anyone directly or indirectly employed by any of them. This agreement shall not be construed as giving MSA, the responsibility or authority to direct or supervise construction means, methods, techniques, sequence, or procedures of construction selected by the contractors or subcontractors or the safety precautions and programs incident to the work, the same being the sole and exclusive responsibility of the contractors or subcontractors.

9. **Standard of Care.** In conducting the services, MSA will apply present professional, engineering and/or scientific judgment, which is known as the "standard of care". The standard of care is defined as that level of skill and care ordinarily exercised by members of the same profession practicing at the same point in time and in the same or similar locality under similar circumstances in performing the Services. The OWNER acknowledges that "current professional standards" shall mean the standard for professional services, measured as of the time those services are rendered, and not according to later standards, if such later standards purport to impose a higher degree of care upon MSA.

MSA does not make any warranty or guarantee, expressed or implied, nor have any agreement or contract for services subject to the provisions of any uniform commercial code. Similarly, MSA will not accept those terms and conditions offered by the OWNER in its purchase order, requisition, or notice of authorization to proceed, except as set forth herein or expressly agreed to in writing. Written acknowledgement of receipt, or the actual performance of services subsequent to receipt of such purchase order, requisition, or notice of authorization to proceed is specifically deemed not to constitute acceptance of any terms or conditions contrary to those set forth herein.

10. **Municipal Advisor.** MSA Professional Services, Inc. is not acting as a 'Municipal Advisor' to the owner pursuant to Section 15B of the Exchange Act. For financial advice related to the corresponding project, the client is encouraged to discuss their finances with internal and/or external advisors and experts before making decisions incurring debt and/or supporting those obligations. MSA desires to serve each client well by providing the best information publicly available and is providing information as part of its engineering responsibilities to inform client options. The information is not intended to provide financial advice or recommendations and is not bound by the formal Municipal Advisor fiduciary duty.

11. **Conduct Expectations.** Owner and MSA understand their respective obligations to provide a safe, respectful work environment for their employees. Both parties agree that harassment on the job (unwelcome verbal, physical or other behavior that is related to sex, race, age, or protected class status) will not be tolerated and will be addressed timely and in compliance with anti-harassment laws.

12. Electronic Documents and Transmittals. Owner and MSA agree to transmit and accept project related correspondence, documents, text, data, drawings and the like in digital format in accordance with MSA's Electronic Data Transmittal policy. Each party is responsible for its own cybersecurity, and both parties waive the right to pursue liability against the other for any damages that occur as a direct result of electronic data sharing.

13. Building Information Modelling (BIM). For any projects, and not limited to building projects, utilizing BIM, OWNER and MSA shall agree on the appropriate level of modelling required by the project, as well as the degree to which the BIM files may be made available to any party using the Electronic Document Transmittal provisions of section 12 of this Agreement.

14. Construction Site Visits. If the scope of services includes services during the Construction Phase, MSA shall make visits to the site as specified in Attachment A– Scope of Services. MSA shall not, during such visits or as a result of such observations of Contractor's work in progress, supervise, direct or have control over Contractor's work nor shall MSA have authority over or responsibility for the means, methods, techniques, sequences or procedures of construction selected by Contractor, for safety precautions and programs incident to the work of Contractor or for any failure of Contractor to comply with laws, rules, regulations, ordinances, codes or orders applicable to Contractor's furnishing and performing the work. Accordingly, MSA neither guarantees the performance of any Contractor nor assumes responsibility for any Contractor's failure to furnish and perform its work in accordance with the Contract Documents.

15. Termination. This Agreement shall commence upon execution and shall remain in effect until terminated by either party, at such party's discretion, on not less than thirty (30) days' advance written notice. The effective date of the termination is the thirtieth day after the non-terminating party's receipt of the notice of termination. If MSA terminates the Agreement, the OWNER may, at its option, extend the terms of this Agreement to the extent necessary for MSA to complete any services that were ordered prior to the effective date of termination. If OWNER terminates this Agreement, OWNER shall pay MSA for all services performed prior to MSA's receipt of the notice of termination and for all work performed and/or expenses incurred by MSA in terminating Services begun after MSA's receipt of the termination notice. Termination hereunder shall operate to discharge only those obligations which are executory by either party on and after the effective date of termination. These General Terms and Conditions shall survive the completion of the services performed hereunder or the Termination of this Agreement for any cause.

This agreement cannot be changed or terminated orally. No waiver of compliance with any provision or condition hereof should be effective unless agreed in writing and duly executed by the parties hereto.

16. Betterment. If, due to MSA's error, any required or necessary item or component of the Project is omitted from the construction documents, MSA's liability shall be limited to the reasonable costs of correction of the construction, less what OWNER'S cost of including the omitted item or component in the original construction would have been had the item or component not been omitted. It is intended by this provision that MSA will not be responsible for any cost or expense that provides betterment, upgrade, or enhancement of the Project.

17. Hazardous Substances. OWNER acknowledges and agrees that MSA has had no role in identifying, generating, treating, storing, or disposing of hazardous substances or materials which may be present at the Project site, and MSA has not benefited from the processes that produced such hazardous substances or materials. Any hazardous substances or materials encountered by or associated with Services provided by MSA on the Project shall at no time be or become the property of MSA. MSA shall not be deemed to possess or control any hazardous substance or material at any time; arrangements for the treatment, storage, transport, or disposal of any hazardous substances or materials, which shall be made by MSA, are made solely and exclusively on OWNER's behalf for OWNER's benefit and at OWNER's direction. Nothing contained within this Agreement shall be construed or interpreted as requiring MSA to assume the status of a generator, storer, treater, or disposal facility as defined in any federal, state, or local statute, regulation, or rule governing treatment, storage, transport, and/or disposal of hazardous substances or materials.

All samples of hazardous substances, materials or contaminants are the property and responsibility of OWNER and shall be returned to OWNER at the end of a project for proper disposal. Alternate arrangements to ship such samples directly to a licensed disposal facility may be made at OWNER's request and expense and subject to this subparagraph.

18. Insurance. MSA will maintain insurance coverage for: Worker's Compensation, General Liability, and Professional Liability. MSA will provide information as to specific limits upon written request. If the OWNER requires coverages or limits in addition to those in effect as of the date of the agreement, premiums for additional

insurance shall be paid by the OWNER. The liability of MSA to the OWNER for any indemnity commitments, or for any damages arising in any way out of performance of this contract is limited to such insurance coverages and amount which MSA has in effect.

19. Reuse of Documents. Reuse of any documents and/or services pertaining to this Project by the OWNER or extensions of this Project or on any other project shall be at the OWNER's sole risk. The OWNER agrees to defend, indemnify, and hold harmless MSA for all claims, damages, and expenses including attorneys' fees and costs arising out of such reuse of the documents and/or services by the OWNER or by others acting through the OWNER.

20. Indemnification. To the fullest extent permitted by law, MSA shall indemnify and hold harmless, OWNER, and OWNER's officers, directors, members, partners, consultants, and employees (hereinafter "OWNER") from reasonable claims, costs, losses, and damages arising out of or relating to the PROJECT, provided that any such claim, cost, loss, or damage is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of tangible property (other than the Work itself) including the loss of use resulting therefrom but only to the extent caused by any negligent act or omission of MSA or MSA's officers, directors, members, partners, employees, or Consultants (hereinafter "MSA"). In no event shall this indemnity agreement apply to claims between the OWNER and MSA. This indemnity agreement applies solely to claims of third parties. Furthermore, in no event shall this indemnity agreement apply to claims that MSA is responsible for attorneys' fees. This agreement does not give rise to any duty on the part of MSA to defend the OWNER on any claim arising under this agreement.

To the fullest extent permitted by law, OWNER shall indemnify and hold harmless, MSA, and MSA's officers, directors, members, partners, consultants, and employees (hereinafter "MSA") from reasonable claims, costs, losses, and damages arising out of or relating to the PROJECT, provided that any such claim, cost, loss, or damage is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of tangible property (other than the Work itself) including the loss of use resulting therefrom but only to the extent caused by any negligent act or omission of the OWNER or the OWNER's officers, directors, members, partners, employees, or Consultants (hereinafter "OWNER"). In no event shall this indemnity agreement apply to claims between MSA and the OWNER. This indemnity agreement applies solely to claims of third parties. Furthermore, in no event shall this indemnity agreement apply to claims that the OWNER is responsible for attorneys' fees. This agreement does not give rise to any duty on the part of the OWNER to defend MSA on any claim arising under this agreement.

To the fullest extent permitted by law, MSA's total liability to OWNER and anyone claiming by, through, or under OWNER for any cost, loss or damages caused in part or by the negligence of MSA and in part by the negligence of OWNER or any other negligent entity or individual, shall not exceed the percentage share that MSA's negligence bears to the total negligence of OWNER, MSA, and all other negligent entities and individuals.

21. Accrual of Claims. To the fullest extent permitted by Laws and Regulations, all causes of action arising under this Agreement will be deemed to have accrued, and all statutory periods of limitation will commence, no later than the date of Substantial Completion; or, if MSA's services do not include Construction Phase services, or the Project is not completed, then no later than the date of Owner's last payment to MSA.

22. Dispute Resolution. OWNER and MSA desire to resolve any disputes or areas of disagreement involving the subject matter of this Agreement by a mechanism that facilitates resolution of disputes by negotiation rather than by litigation. OWNER and MSA also acknowledge that issues and problems may arise after execution of this Agreement which were not anticipated or are not resolved by specific provisions in this Agreement. Accordingly, both OWNER and MSA will endeavor to settle all controversies, claims, counterclaims, disputes, and other matters thru mediation with a mutually agreed upon mediator. Demand for mediation shall be filed in writing with the other party to this Agreement. A demand for mediation shall be made within a reasonable time after the claim, dispute or other matter in question has arisen. In no event shall the demand for mediation be made after the date when institution of legal or equitable proceedings based on such claim, dispute or other matter in question would be barred by the applicable statute of limitations. Neither demand for mediation nor any term of this Dispute Resolution clause shall prevent the filing of a legal action where failing to do so may bar the action because of the applicable statute of limitations. If despite the good faith efforts of OWNER and MSA any controversy, claim, counterclaim, dispute, or other matter is not resolved through negotiation or mediation, OWNER and MSA agree and consent that such matter may be resolved through legal action in the court having jurisdiction as specified in this Agreement.

23. **Exclusion of Special, Indirect, Consequential and Liquidated Damages.** MSA shall not be liable, in contract or tort or otherwise, for any special, indirect, consequential, or liquidated damages including specifically, but without limitation, loss of profit or revenue, loss of capital, delay damages, loss of goodwill, claim of third parties, or similar damages arising out of or connected in any way to the Project or this contract.

24. **Limitation of Liability.** Neither MSA, its Consultants (if any), nor their employees shall be jointly, severally, or individually liable to the OWNER in excess of the amount of the insurance proceeds available.

25. **Successors and Assigns.** The successors, executors, administrators, and legal representatives of Owner and MSA are hereby bound to the other party to this Agreement and to the successors, executors, administrators and legal representatives (and said assigns) of such other party, in respect of all covenants, agreements, and obligations of this Agreement. Neither party may assign, sublet, or transfer any rights under or interest (including, but without limitation, claims arising out of this Agreement or money that is due or may become due) in this Agreement without the written consent of the other party, which shall not be unreasonable withheld, except to the extent that any assignment, subletting, or transfer is mandated by law.

26. **Notices.** Any notice required under this Agreement will be in writing, and delivered: in person (by commercial courier or otherwise); by registered or certified mail; or by e-mail to the recipient, with the words "Formal Notice" or similar in the e-mail's subject line. All such notices are effective upon the date of receipt.

27. **Survival.** Subject to applicable Laws and Regulations, all express representations, waivers, indemnifications, and limitations of liability included in this Agreement will survive its completion or termination for any reason.

28. **Severability.** Any provision or part of the Agreement held to be void or unenforceable under any Laws or Regulations will be deemed stricken, and all remaining provisions will continue to be valid and binding upon Owner and MSA.

29. **No Waiver.** A party's non-enforcement of any provision will not constitute a waiver of that provision, nor will it affect the enforceability of that provision or of the remainder of this Agreement.

30. **State Law.** This agreement shall be construed and interpreted in accordance with the laws of the State in which the project is located.

31. **Jurisdiction.** OWNER hereby irrevocably submits to the jurisdiction of the state courts of the State in which the project is located for the purpose of any suit, action or other proceeding arising out of or based upon this Agreement. OWNER further consents that the venue for any legal proceedings related to this Agreement shall be in the County in which the project is located.

32. **Understanding.** This agreement contains the entire understanding between the parties on the subject matter hereof and no representations. Inducements, promises or agreements not embodied herein (unless agreed in writing duly executed) shall be of any force or effect, and this agreement supersedes any other prior understanding entered into between the parties on the subject matter hereto.

Scope of Services :

PROJECT OVEVIEW

MSA will prepare traffic forecasts, safety analyses, and an Intersection Control Evaluation (ICE) for two study intersections using WisDOT-approved methods and analysis tools to evaluate operational and safety performance. The project includes Phase 1 and Phase 2 ICE reports with conceptual layouts and cost estimates, coordination with WisDOT where required, and review meetings with City staff.

DATA COLLECTION

Vehicle turning movement count data will be collected by the East Central Wisconsin Regional Planning Commission (ECWRPC) and provided to MSA by City representatives for use in the traffic analysis. Data collection will occur on a typical weekday (Tuesday through Thursday) during the AM and PM peak hours at both study intersections. Counts will be collected on a day with a typical schedule (no special events) while school is in session and during average, precipitation-free weather conditions.

MSA will fill out a Wisconsin Department of Transportation (WisDOT) DT1601 Traffic Forecast Request form to have traffic volumes forecasted to future design-year conditions.

CRASH ANALYSIS

MSA will obtain available crash data for the study intersections through the University of Wisconsin's Traffic Operations and Safety (TOPS) Laboratory. Crash data will be summarized, and crash diagrams will be prepared for each intersection.

INTERSECTION CONTROL EVALUATION (ICE) REPORT

MSA understands that the City desires an Intersection Control Evaluation (ICE) for both study intersections to determine the most appropriate future intersection forms and control strategies.

A Phase I ICE Report will be prepared to provide a high-level, scoping comparison of feasible alternatives at the Nicolet Boulevard/Commercial Street intersection based on the alternatives reviewed in the Intersection Feasibility Study completed by MSA. The Phase I ICE Report for the Nicolet Boulevard/Commercial Street intersection will be submitted to the WisDOT Northeast Region for review and approval. Alternatives identified as feasible through the Phase I ICE Report will be carried forward into a Phase II ICE Report.

Because the Nicolet Boulevard/Ahaip Street/Third Street intersection is located on local roadways, WisDOT review and approval are not required, and a Phase I ICE Report is not needed to identify alternatives for a Phase II ICE Report. It is assumed that an all-way stop, roundabout and a signalized

intersection alternative will be evaluated as part of the Phase II ICE Report. The roundabout alternative will build upon the concepts developed in the Intersection Feasibility Memo completed by MSA.

Phase II ICE Reports will include the following:

- Operational analyses conducted with new traffic counts and forecasts using current WisDOT-approved software and procedures
- Safety Analysis
- Conceptual-level layouts developed as part of the feasibility studies and used for the ICE reports
- Conceptual Cost Estimate for each alternative

Both Phase I and Phase II ICE Reports will be prepared in accordance with applicable WisDOT Facilities Development Manual (FDM) requirements. The Phase 2 ICE Report for the Nicolet Boulevard/ Commercial Street intersection will also be submitted to the WisDOT Northeast Region for review and approval.

SURVEY

If the City determines that additional field survey data would be beneficial for other purposes, this work could be completed as an additional service.

PROJECT ADMINISTRATION & MEETINGS

MSA will coordinate two review meetings with City staff:

- One meeting to review the Phase 1 ICE Reports
- One meeting to review the Phase 2 ICE Reports

These meetings are anticipated to be conducted virtually. One additional meeting is included and can be scheduled at the City's request.

**ATTACHMENT B:
RATE SCHEDULE (2025)**

Rate schedule matches what was included in the original agreement.

<u>CLASSIFICATION</u>	<u>LABOR RATE</u>
Administrative	\$ 85 – \$154/hr.
Architects	\$ 85 – \$198/hr.
Community Development Specialists	\$137 – \$198/hr.
Digital Design	\$115 – \$151/hr.
Environmental Scientists/Hydrogeologists	\$110 – \$193/hr.
Geographic Information Systems (GIS)	\$100 – \$193/hr.
Housing Administration	\$ 97 – \$198/hr.
Inspectors/Zoning Administrators	\$110 – \$160/hr.
IT Support	\$175 – \$193/hr.
Land Surveying	\$ 85 – \$198/hr.
Landscape Designers & Architects	\$ 85 – \$220/hr.
Planners	\$ 85 – \$215/hr.
Principals	\$225 – \$314/hr.
Professional Engineers/Designers of Engineering Systems	\$155 – \$204/hr.
Project Managers	\$120 – \$248/hr.
Real Estate Professionals	\$140 – \$193/hr.
Staff Engineers	\$ 85 – \$149/hr.
Technicians	\$100 – \$151/hr.
Wastewater Treatment Plant Operator	\$ 92 – \$118/hr.

REIMBURSABLE EXPENSES

Copies/Prints	Rate based on volume
Specs/Reports	\$10
Copies	\$0.14/page
Plots	\$0.01/sq.in.
Flash Drive	\$10
GPS Equipment	\$20/hour - \$10.75/hour for DOT
GPS R2 Equipment	\$20/hour - \$2/hour for DOT
Dini Laser Level	\$85/per day
Mailing/UPS	At cost
Mileage – Reimbursement	IRS Rate – IRS Rate + \$5/day
Mileage – MSA Vehicle	\$0.70 mile standard/ \$0.69 mile for DOT
Nuclear Density Testing	\$30/day
Organic Vapor Field Meter	\$100/day
PC/CADD Machine	Included in labor rates
Robotic Survey Equipment	\$20/hour - \$10/hour for DOT
Stakes/Lath/Rods	At cost
Travel Expenses, Lodging, & Meals	At cost
Traffic Counting Equipment & Data Processing	At cost
Geodimeter	\$30/hour
Drone Flight	\$375/flight - \$360/flight for DOT

Expense rates represent an average or range for a particular category and are subject to change to match incurred cost in real time.



Community Fest Parade of Lights Special Event Application

EVENT DETAILS - SECTION 1

Parks and Recreation Department – (920) 967-3640

100 Main Street, Suite 200 (2nd Floor), Menasha, WI 549252

Email: lwalbrun@menashawi.gov

1. Will you be reserving a park?

Confirm your requested date with the Parks Department as soon as possible to ensure facility availability.

Yes No

2. Will you be selling alcoholic beverages?

All multi-day events and events that plan to sell beer and/or wine to the public must also appear before the Parks and Recreation Board.

Yes No

Menasha Police Department – Phone: (920) 967-3500

430 First Street, Menasha, WI 54952

Email: ahanchek@menashawi.gov

3. Event Coordinator will need to submit a plan for emergency situations.

If you do not have a plan, one will be provided to you to sign and submit with a map. *Please see document #1 – Special Event Holders Guide for Emergency Situations*

4. Does your event require traffic control or services provided by our Police Department?

Yes No

Public Works Department – (920) 967-3610

100 Main Street, Suite 200 (2nd Floor), Menasha, WI 549252

Email: alee@menashawi.gov

5. Will you be using City streets or other public right of way?

Please submit the \$25 Street Use Fee with your special event paperwork. Street Use requires Board of Public Works and Common Council approval. You (or a representative for your event) will be required to attend a Common Council meeting to answer any questions regarding this potential street closure. Please be aware the entire approval process may take more than 60 days.

Yes No

6. Does your event require street closure?

If your event requires street closure, barricade and signage requests will be discussed at a Special Events Meeting. This information will be noted on the Fee Schedule and Breakdown Worksheet. Special Events requiring street closure need Council approval. It is highly recommended that information regarding your event is not published or advertised until you have received Common Council approval.

Yes No

PLEASE NOTE: If you are requesting a street closure, it is also your responsibility to notify residents and businesses (including Gold Cross, Lamers School Bus and Valley Transit) that are directly affected (we can provide a sample "Notification of Request to Close a City Street"). This will need to be done at least 7 days prior to your appearance at the required Common Council meeting. Event Holder to submit one copy of the completed notification to the Director of Public Works. *Complete Document #4 – Notification of Request to Close a City Street*

Neenah-Menasha Fire Department - (920) 886-6200

125 E. Columbian Ave., Neenah, WI 54956

Email: jmavroff@nmfire.org

7. Will there be fireworks at your event?

Complete Document #5 - NMFR.Fireworks Display Application

Yes No

8. Will you be putting up a tent?

Some tents require a Certificate of Fireproofing and Inspections by the Fire Department. All tents with stakes require diggers Hotline clearance by calling 811 at least five (5) days prior to the event. *Complete Document #6 - NMFR.Tent Permit*

Yes No

Clerk's Office - (920) 967-3603

100 Main Street, Suite 200 (2nd Floor), Menasha, WI 54952

Email: ksnyder@menashawi.gov

9. Will you be selling/serving alcoholic beverages?

Complete form #7 - Clerk.AB-220 Temporary Alcohol Beverage License, form #8 - Clerk.AB-100 Alcohol Beverage Individual Questionnaire and form #9 - Clerk.AB-101 Alcohol Beverage Appointment of Agent.

Yes No

10. Will there be inflatables or carnival rides at your event?

Complete form # 10 - Clerk.Carnival Permit Application. Permit needs to be submitted at least 10 days prior to your event.

Yes No

Health Department - (920) 967-3522

100 Main Street, Suite 100 (1st Floor), Menasha, WI 54952

Email: tdrew@menashawi.gov

11. Will you or vendors at your event be selling or serving food?

Please see documents HealthDept.Mobile Restaurant Operators Memo AND HealthDept.Food Safety Guidelines.

Yes No



SPECIAL EVENT APPLICATION

City of Menasha
100 Main Street, Suite 200
Menasha, WI 54952-3190

SPECIAL EVENT CHECKLIST –

Thank you for choosing to host your event in the City of Menasha! Because your event will be open to the public and host more than 200 people or require services from more than one City department, it is considered a "Special Event". The attached Special Event Application will need to be completed and returned to City Hall (Parks & Recreation Department) at least 60 days prior to the event. Events new to the City of Menasha are required to submit this paperwork at least 120 days prior to the event. If you have any questions, please call or email the appropriate department listed. New special event requests for a park facility will be taken, beginning on November 1 of the preceding year of the event.

Requests for returning/reoccurring special events utilizing a park facility may be submitted up to one year prior to the event date. Priority will be given to those events that have been booked in the past, for that same weekend. All other requests will then be considered.

Required to process application:

- Application filed at least 60 days prior to the event
- \$50 non-refundable administration fee
- \$25 non-refundable Street Use Fee, if applicable
- Emergency response plan and signed sheet
- A Certificate of Liability Insurance and Endorsement, each naming the City of Menasha as additional insured, must be submitted with your completed Special Events Packet in order for your event to be considered for approval by the Board of Public Works and/or the Common Council. If necessary, information on our Insurance Requirements for City of Menasha Special Events will be provided.
- Non-Profit Organizations registered as 501(c)(3) or 501(c)(4) MUST provide IRS proof of designation

Please note: There will be no special event meeting with city staff until all of the above has been turned in.

EVENT INFORMATION – SECTION 2

Permit Fee: A \$50 Special Event Administrative Fee plus a Street Use Application Fee of \$25 (if applicable) must be submitted with the application at least 60 days prior to your event. Please make checks payable to City of Menasha.

Event Name Parade of Lights - Community Fest Total Anticipated Attendance 500

Sponsoring Organization City of Menasha

Organization Address 100 Main St, Ste 200, Menasha

Event Location 30+ unit parade starting in Neenah + ending in Menasha

Date of Event (list each date if a multi-day event) July 3, 2026

Event Set-up Time _____ Event Start Time 9:00pm Event End Time 10:15pm

EVENT COORDINATOR – SECTION 3

Please list the main contact for questions pertaining to your event. Any other individuals authorized to speak with City Staff regarding your event and/or its billing should also be listed. At least one of the contacts listed MUST be on site at the event during all event operating hours.

1. Event Facilitator/Responsible Person Megan Sackett

Email msackett@menashawi.gov Phone 920-967-3640

2. Day of Event Contact Name (person on site) _____

Email _____ Phone _____

EVENT DETAILS – SECTION 4

Please list the main contact for questions pertaining to your event. Any other individuals authorized to speak with City Staff regarding your event and/or its billing should also be listed. At least one of the contacts listed MUST be on site at the event during all event operating hours.

What type(s) of activities will be part of your event (please check all that apply):

- Amplified Music
- Amusement Rides, Inflatables, Dunk Tank, and/or Petting Zoo
- Baseball/Softball Tournament
- Fireworks
- Food Trucks
- Parade or Run/Walk Event (On-Street)
- Run/Walk (using trail system-no streets)
- Sell Beer/Wine/Fermented Malt Beverage
- Sell Concessions/Food other than Food Trucks
- Set Up Temporary Tent/Structure
- Vendor Show Number of Vendors? _____
- Other

Describe any Street Use your event will require. (Please attach a detailed map; map MUST include exact location of event, route/street closure if applicable, barricade placement, etc.) #2 – Map, Downtown Menasha OR #3 – Map, Jefferson Park

Starts in Neenah, north on Washington to Main St (Menasha), east on Main St to Milwaukee St, north on Milwaukee to First St, east on First St + end near library

Organization requests use of the following FACILITY for this event (please check):

FACILITY	Resident	Non-Resident	Fees are per day unless otherwise stated.
JEFFERSON PARK (915 Third Street) <input type="checkbox"/> West Pavilion <input type="checkbox"/> Kitchen <input type="checkbox"/> Bocce Ball Set Rental	\$150.00 \$35.00 \$ 5.00	\$200.00 \$65.00 \$10.00	Electricity in pavilion and kitchen. Kitchen has full refrigerator, microwave, double sink, pass-through serving area. Sixteen (16) picnic tables, and stand-up pub tables. Restrooms are part of building. Capacity approximately 200 people. <i>There is a \$25 deposit due when picking up a bocce ball set. This is in addition to the rental fee.</i>
<input type="checkbox"/> West Pavilion and Social Space	\$400.00	\$550.00	Social Space includes stage, outdoor seating, firepits and bocce ball courts.
<input type="checkbox"/> East Pavilion	\$100.00	\$150.00	Electricity in pavilion and kitchen. Twelve (12) picnic tables. Kitchen has full refrigerator, microwave, double sink, pass-through serving area. Restrooms are part of building. Capacity approximately 75 people. <i>Available after July 4, 2025.</i>
<input type="checkbox"/> Launch Shelter	\$25.00	\$55.00	Two (2) picnic tables. Restrooms nearby. Electricity available. Capacity approximately 25 people. <i>Not available after July 31, 2025.</i>
<input type="checkbox"/> Picnic Area #1 (no electricity) <input type="checkbox"/> Picnic Area #2 or 3 (w/electricity)	\$10.00 \$20.00	\$40.00 \$50.00	
SMITH PARK (338 Cleveland Street) <input type="checkbox"/> Pavilion <input type="checkbox"/> Kitchen	\$125.00 \$35.00	\$175.00 \$65.00	Electricity in pavilion and kitchen. Kitchen has refrigerator, stove, microwave, pass-through serving area. Twenty-nine (29) picnic tables. Restrooms are part of the building. Capacity approximately 200 people.
<input type="checkbox"/> Gardens/Gazebo <input type="checkbox"/> Gardens/Gazebo with Pavilion <input type="checkbox"/> Memorial Building (pre-ceremony use)	\$300.00 \$375.00 \$20.00/hr	\$450.00 \$525.00 \$50.00/hr	Includes 50 park-style benches. Pavilion can be reserved in case of inclement weather (renter responsible for set-up) or used for reception (no alcohol allowed). Use of 1 st floor only
BARKER FARM PARK (2170 Plank Road) <input type="checkbox"/> Shelter	\$35.00	\$65.00	Four (4) picnic tables. Restrooms are part of the building. Electricity available. Capacity approximately 30 people.
CLOVIS GROVE PARK (1000 Visgro Street) <input type="checkbox"/> Shelter	\$35.00	\$65.00	Six (6) picnic tables. Restrooms are part of the building. Electricity available. Capacity approximately 30 people.
<input type="checkbox"/> CURTIS REED SQUARE	\$30.00	\$60.00	Electricity available. Three picnic tables available.
HART PARK (700 Seventh Street) <input type="checkbox"/> Shelter	\$35.00	\$65.00	Four (4) picnic tables. Restrooms are part of the building. Heated/can be rented in cold weather when not being used as ice rink warming house. Electricity available. Capacity approximately 30 people.
KOSLO PARK (1200 Geneva Road) <input type="checkbox"/> Shelter (no electricity)	\$30.00	\$60.00	Five (5) picnic tables. Temporary restrooms nearby. Capacity approximately 30 people.
<input type="checkbox"/> MARINA TERRACE	\$20.00	\$20.00	Electricity available.
SHEPARD PARK (100 Mathewson Street) <input type="checkbox"/> Shelter	\$35.00	\$65.00	Four (4) picnic tables. Restrooms nearby. Electricity available. Capacity approximately 30 people.
PARK OPEN SPACE <input type="checkbox"/> Location:	\$25.00	\$55.00	A Park Open Space fee will apply when additional areas are needed for tents, dunk tanks, bounce houses, etc. Approx. area 40'x60'. Please note that this is in addition to the tent permit that will also apply if having a tent or bounce house.
BEER/WINE PERMIT (allowed only at Barker Farm, Jefferson, Koslo Parks)	\$5.00	\$5.00	A permit must be obtained before beer or wine can be consumed in one of these parks.
TENT PERMIT (Tents larger than 10x10')	\$10.00	\$10.00	Renter is responsible for contacting Diggers Hotline.
KEY DEPOSIT (Cash or check only)	\$25.00	\$25.00	Deposit is due when picking up key (up to two (2) days prior to rental) and will be given back when key is returned to our office (no later than two (2) days after rental).
PICNIC TABLES (Each)	\$7.00	\$7.00	Additional picnic tables are available if more than what is at the site is needed.
GARBAGE or RECYCLING CART (Each)	\$4.00	\$4.00	Additional carts are available if more than what is at the site is needed.

In addition to the listed facility rental fee, there is a fee associated with the group size. Prices shown are per day.	
Up to 400	\$275.00
401-700	\$375.00
701+	\$500.00

Additional Equipment Charges			
200 AMP Panel	\$15.00	Picnic Table (each)	\$7.00
Heavy Duty Extension Cord	\$5.00	Bench (each)	\$4.00
Stage (trailer only)	\$125.00	Garbage Can (each)	\$4.00
Stage with 2 rows	\$375.00	Recycling Cart (each)	\$4.00
3 Row Bleachers	\$25.00		

FERMENTED MALT/WINE BEVERAGE PERMIT

For Consumption Only! SALE of fermented malt beverages and wine requires a Temporary Class "B" License in addition to this permit
(Allowed only at Barker Farm, Jefferson, Koslo and Curtis Reed Square)

The below named assumes responsibility for exercising control over attendees' behavior at the event. This person or designee must be present for the duration of the event. The Menasha Police Department will contact the permittee if any problem arises. Unruly/illegal group behavior will jeopardize future reservation privileges. This permit allows fermented malt beverages and wine only. No hard liquor or glass containers.

Permittee Name(please print): _____
Last First M.I.
Area that fermented malt beverages and wine will be consumed: _____
Signature: _____

INSURANCE – SECTION 5

A Certificate of Liability Insurance and Endorsement, each naming the City of Menasha as additional insured, must be submitted with your completed Special Events Application in order for your event to be considered for approval by the Board of Public Works and the Common Council. This is your primary insurance. See document Sec5.Misc.Insurance Information for specifics. Insurance through HUB International is also offered by our office for one-time events (Document Sec5.Clerk.Insurance Application)

Name of Insurance Company CVMIC's special-event coverage Policy Number MKLVTBPC002230
~~EVANSTON~~ (Evanston Insurance Company) Phone (949) 756-0271 (Broker)
Applicant Signature Mega L. Sackett Date 5/21/20

PERSON, GROUP, CLUB OR ORGANIZATION TO BE INVOICED – SECTION 6

Please complete this section if the information is different from what you entered in Sections 1 and 2.

Person or Organization Name _____
Address _____
City _____ State _____ Zip Code _____
Email _____ Phone _____

HOLD HARMLESS AGREEMENT – SECTION 7

I agree to hold the city of Menasha harmless from any claim for damage or injury arising out of our activities in connection with the date of this event. I further understand this agreement to indemnify is for any and all liability of the City of Menasha, including costs of defense and attorneys' fees, including: Damage or injury caused in part by the City's negligence, unless I demonstrate by clear and convincing evidence, that such damage or injury was caused solely by the City's negligence. I further agree to exercise due care in the preservation of the premises. I further agree to pay for all damages to park property or grounds beyond what the Department determines to be normal wear and tear. I further agree that I will ensure compliance with all rules, regulations, or ordinances applicable to the use of City of Menasha parks and choose not to negotiate any terms of this agreement.

Applicant Signature Mega L. Sackett Date 5/21/20

Completed applications can be mailed to or dropped off at: Menasha City Center, 100 Main Street, Suite 200, Menasha, WI 54952 or e-mailed to lwalbrun@menashawi.gov. For any questions regarding this application or the permitting process, contact Lori in Parks and Recreation at (920) 967-3640.

STAFF USE ONLY

Scheduled Board of Public Works Review Date: 6/15/26
Scheduled Parks & Recreation Board Review Date: _____
Scheduled Common Council Review Date: 6/15/26
Staff Approval: Police Dept. [Signature] Fire Dept. [Signature] Public Works Dept. [Signature] City Attorney [Signature]

RENTAL POLICIES

Requests for returning/reoccurring special events utilizing a park facility may be submitted up to one year prior to the event date. Priority will be given to those events that have been booked in the past, for that same weekend. All other requests will then be considered.

PARK HOURS: The City of Menasha park pavilions and shelters are available to rent for use May 1-September 30. Park hours are 6:00am-11:00pm (hours at Hart Park are 7:00am-10:00pm). Premises must be cleaned and vacated by park close time. Under no circumstances will you be allowed to place items in the kitchen/refrigerator prior to your date of rental!

CANCELLATION / REFUND POLICY: Failure to cancel a reservation at least fourteen (14) days in advance will result in forfeiture of the entire rental fee. If an event is cancelled prior to fourteen (14) days in advance, the group will forfeit a \$10 administrative fee, which will be deducted from the refund. One-time rescheduling of an event will be accepted, as long as arrangements are made at least fourteen (14) days prior to the original booking date.

KEYS: Keys may be obtained for kitchen areas and shelters/picnic areas with electricity from the MPRD office no earlier than two days prior to the event and returned no later than two days after the event. **There will be a \$25 deposit fee for all keys (cash or check at time of receiving key).** This deposit will be returned when keys are brought back to our office.

CLEAN UP & DAMAGE POLICY: Renter is responsible for cleaning kitchen and all areas utilized, including wiping off picnic tables, sweeping, taking care of spills, placing garbage and recyclables in appropriate bins and removing all decorations, personal equipment, etc. The facility is expected to be left in the same condition the renter found it. The renter will be held responsible and billed for any clean-up, losses, or damages. The City of Menasha is not responsible for any equipment or other items left in the pavilion. Removal of City property from the facility is prohibited. Please note: Cleaning supplies/brooms are not available at our facilities.

DETERMINING FEES FOR A RESIDENT RESERVATION: In order to be granted resident fee status, an event or picnic must be sponsored by a City of Menasha, Appleton, or Village of Fox Crossing business or company. **City of Menasha residents/businesses only are eligible for the early reservation period.**

FOR LEAGUES AND TOURNAMENTS: Any league that plays at a city facility must fill out a Reservation Form and submit a certificate of insurance as described below. The insurance must be submitted before the start of the league play. Diamond reservations please refer to the current park facility fee schedule for charges. Send league schedule to MPRD as soon as possible. The City reserves the right to make schedule changes (with user input) as needed to accommodate all users. All users will receive a copy of the Wet Diamond Policy and the Ball Diamond Groomer User Agreement. A complete tournament schedule must be submitted to MPRD office two weeks prior to event. A tournament representative must contact the MPRD one week prior to tournament to confirm field use and grooming plans. Park staff will groom the fields before the tournament begins Monday-Friday. Tournament organizers are responsible for further grooming. All methods of grooming, especially on wet fields, must be pre-approved by the Parks Department.

CERTIFICATE OF INSURANCE with ENDORSEMENT: Any event that is open to the public, plans to sell fermented malt beverages or wine, have amusement rides or petting zoo, must have a certificate of insurance and endorsement on file with the Parks and Recreation Department 30 days prior to the event. **This insurance must be primary.** The City of Menasha **must** be named as additional insured on both the Certificate of Insurance and the Endorsement. Organizations planning multi-day events or selling fermented malt beverages/wine at the event also must appear before the Parks and Recreation Board two months prior to the event. (Events selling alcohol may wish to obtain a combined insurance policy for the sale of fermented malt beverages and get one event coverage rather than seeking two separate policies.)

SETTING UP TENTS OR INFLATABLES: Groups planning to pound stakes, etc. below ground shall contact **Digger's Hotline at 811** at least five (5) days prior to their event. (Small, pop-up tents usually do not fall under this category.) Stakes shall not be pounded into asphalt surfaces. A Park Open Space fee will be assessed. Large tent questions should be directed to Neenah-Menasha Fire Rescue at (920)886-6200.

"KIDDIE RIDES" OR OTHER AMUSEMENT ACTIVITIES: Any event that plans to include amusement rides, petting zoo or bounce house type activities will need a Carnival Permit from the City Clerk. A copy of the ride vendor's Certificate of Insurance, naming the City of Menasha as an additional insured (including endorsement) must be provided.

CONSUMING ALCOHOLIC BEVERAGES: Fermented malt beverages and wine may be consumed only in Barker Farm Park, Jefferson Park, Koslo Park, and Curtis Reed Square. *Glass bottles/containers are not allowed in any city park.* Before beer or wine can be consumed or dispensed, a permit must be obtained from the MPRD office. **The permit fee is \$5 per day.** Alcoholic beverages may only be consumed in the area clearly defined on the permit.

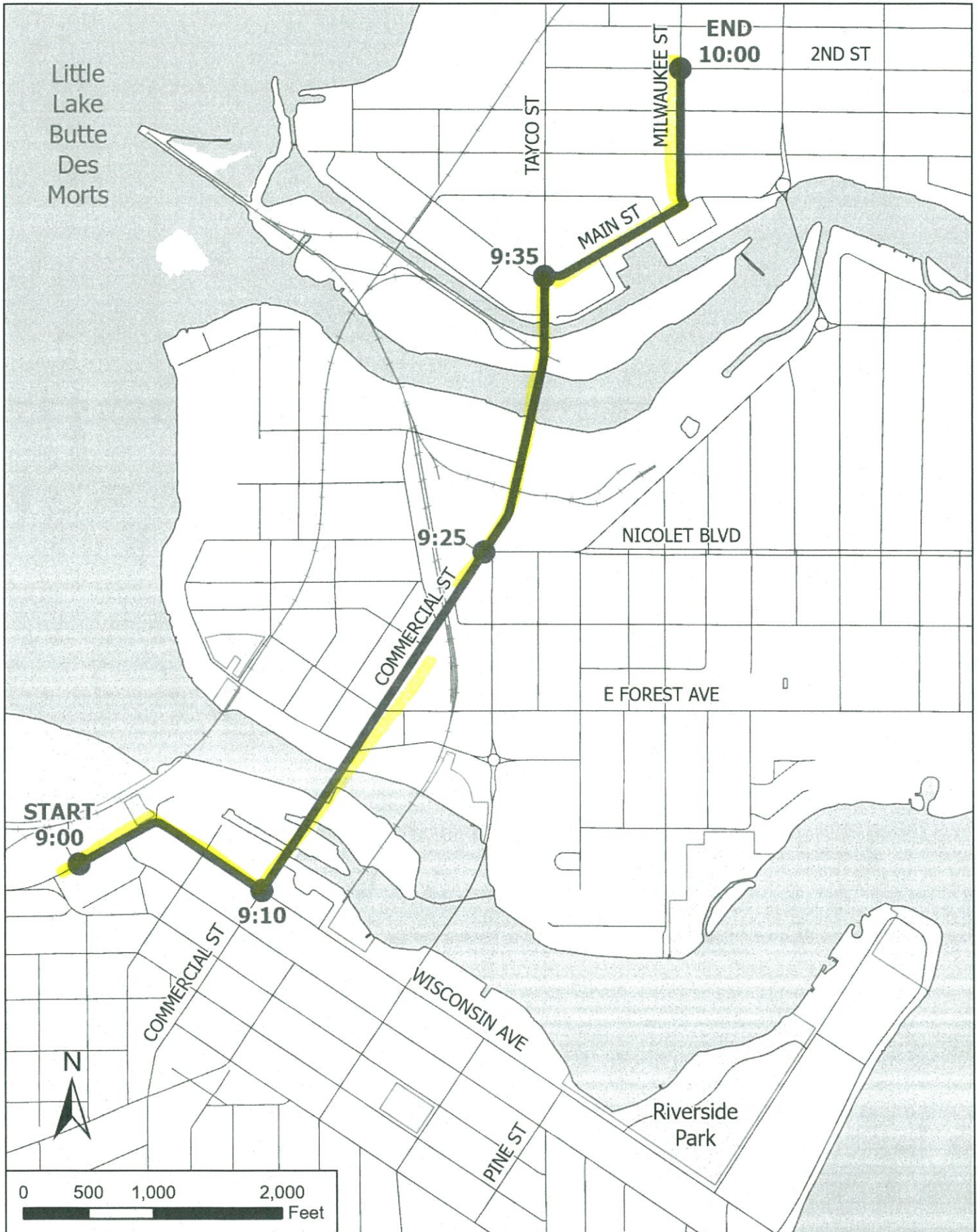
SELLING ALCOHOLIC BEVERAGES (fermented malt beverages or wine only): Event plans that include this activity will require a temporary "Class B" license that **must** be on file with the City Clerk at least 15 days prior to Common Council approval. Parks and Recreation Board approval is also needed two months prior to the event. Before obtaining a license, a Certificate of Insurance naming the City as an additional insured (plus endorsement) must be submitted.

HANGING SIGNS, BANNERS, TARPS, ETC.: All decorations used must be held in place with adhesive putty (no tape, staples, tacks, or nails are permitted) and must be removed after your event.

AMPLIFIED SOUND SYSTEM: Voice or music amplifying equipment must be controlled so that sound is not objectionable beyond the confines of the park. Note that a strong wind and its direction will cause sound to carry further and may become objectionable to neighbors. Violators will be warned and/or cited by the Menasha Police Department.

PETS IN PARKS: Dogs, cats, or other pets are prohibited in all City parks, unless permitted by the Parks and Recreation. Exception: Dogs, cats or other pets are allowed on trails provided they are on a leash that is not retractable and no more than five feet long.

July 3 Parade of Lights





MEMORANDUM

To: Common Council

From: Megan Sackett, Parks & Recreation Director/ms
Austin Hammond, Mayor/ah

Date: June 10, 2026

RE: Racine St./Main St. Roundabout Final Concept Design

In February of 2025, the Common Council and the Mayor established the Roundabout Landscape Special Committee tasked with focusing on the Main St. and Ahnaip St. roundabouts to create a landscape design to enhance both downtown and Doty Island. Over the course of the last several months, the committee worked with consultant Garret Perry from JT Engineering defining preferences of more abstract, movement-oriented designs rather than literal representations. Focus was also on including natural materials such as boulders or limestone and organic landscaping.

From these brainstorming sessions came 6 different design options for the committee to review for the Main St. roundabout. The concept designs explored a variety of themes including a deconstructed lighthouse, sail and shipping elements, an indicator tree, stained-glass-inspired structures, a fluid sail form and a toilet paper roll. Materials and design elements across the options included boulders, native landscaping, lighting features, steel panels, and potential signage elements incorporating the City of Menasha.

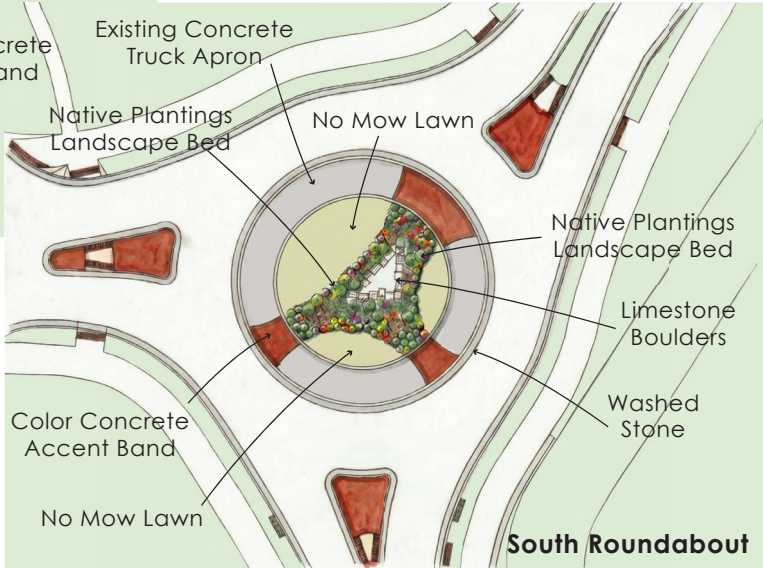
The committee favored organic landscaping and design consistency with other downtown elements, while expressing concern about overly literal features such as dead-looking trees, large lighthouse structures, stained glass panels, or the "toilet paper" concept. The committee also wanted to limit direct signage or words in the design, manage lighting intensity, and address safety concerns such as preventing climbing.

The final recommended design of the 3 sails follows the committee's preferences for a more abstract, movement-oriented design and natural landscape materials. The proposed sculpture design is inspired by the movement and flow of water and is designed to convey motion and connect visually with Menasha's identity.

Recommendation

The Racine St/Main St. and Racine St/Ahnaip St. Adhoc Roundabout Committee recommends to Common Council the approval of the proposed roundabout concept design including the sail-like sculpture.

North Roundabout



GREEN BAY | MADISON
MILWAUKEE | EAU CLAIRE
MADISON OFFICE
281 W WETHERWOOD RD, STE 1
OREGON, WI 53575



PROJECT
RACINE ST ROUNDABOUT
IMPROVEMENTS

PROJECT ADDRESS
RACINE ST
MENASHA, WI

SHEET TITLE
Final Master Plan

REVIEW DRAWING
NOT FOR
CONSTRUCTION

DATE ISSUED
04/21/26
DRAWN BY
GARRET PERRY &
CAMDEN COBLE
REVIEWED BY
GARRET PERRY
JT PROJECT NO.
260021

SHEET A



Realistic Daytime



Realistic Nighttime



GREEN BAY | MADISON
MILWAUKEE | EAU CLAIRE
MADISON OFFICE
281 W WETHERWOOD RD, STE 1
OREGON, WI 53575



PROJECT
RACINE ST ROUNDABOUT
IMPROVEMENTS

PROJECT ADDRESS
RACINE ST
MENASHA, WI

SHEET TITLE
Final Master Plan
Renderings

REVIEW DRAWING
NOT FOR
CONSTRUCTION

DATE ISSUED
04/21/26

DRAWN BY
GARRET PERRY &
CAMDEN COBLE

REVIEWED BY
GARRET PERRY

JT PROJECT NO.
260021

SHEET B



GREEN BAY | MADISON
MILWAUKEE | EAU CLAIRE
MADISON OFFICE
281 W WETHERWOOD RD, STE 1
OREGON, WI 53575



PROJECT
RACINE ST ROUNDABOUT
IMPROVEMENTS

PROJECT ADDRESS
RACINE ST
MENASHA, WI

SHEET TITLE
Final Master Plan
Sign Option

REVIEW DRAWING
NOT FOR
CONSTRUCTION

DATE ISSUED
04/21/26

DRAWN BY
GARRET PERRY &
CAMDEN COBLE

REVIEWED BY
GARRET PERRY

IT PROJECT NO.
260021

SHEET C

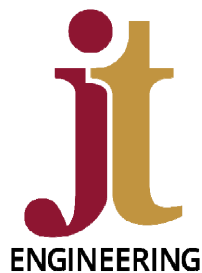
Estimate of Probable Cost

Center Roundabout Improvements

ITEM	QTY	UNIT	UNIT COST	TOTAL
Mobilization	1	LS	\$10,000.00	\$10,000.00
Grading	1	LS	\$15,000.00	\$15,000.00
Limestone Blocks	110	LF	\$1,200.00	\$132,000.00
20 sail	1	EA	\$30,000.00	\$30,000.00
16 Sail	1	EA	\$25,000.00	\$25,000.00
12 sail	1	EA	\$20,000.00	\$20,000.00
Electric supply	1	LS	\$5,000.00	\$5,000.00
Lighting	1	LS	\$8,000.00	\$8,000.00
Landscaping	1	LS	\$50,000.00	\$50,000.00
no mow fesque	1	ls	\$1,500.00	\$1,500.00
washed stone	575	sf	\$8.00	\$4,600.00
Sub Total				\$301,100.00
25% Contingency				\$75,275.00
design fees				\$50,000.00
Grand Total				\$426,375.00

Alternates

Accent paving in truck apron	2100	SF	\$30.00	\$63,000.00
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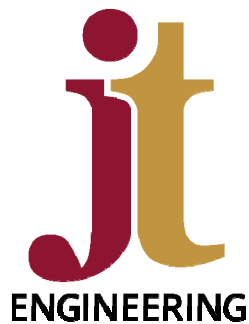
Estimate of Probable Cost

Center Roundabout Improvements

ITEM	QTY	UNIT	UNIT COST	TOTAL
Mobilization	1	LS	\$3,000.00	\$3,000.00
Grading	1	LS	\$3,000.00	\$3,000.00
Limestone Blocks	60	LF	\$800.00	\$48,000.00
Electric supply	1	LS	\$3,000.00	\$3,000.00
Lighting	1	LS	\$4,000.00	\$4,000.00
Landscaping	1	LS	\$30,000.00	\$30,000.00
no mow fesque	1	ls	\$1,000.00	\$1,000.00
washed stone	140	sf	\$8.00	\$1,120.00
Sub Total				\$93,120.00
25% Contingency				\$23,280.00
design fees				\$50,000.00
Grand Total				\$166,400.00

Alternates

Accent paving in truck apron	560	SF	\$30.00	\$16,800.00
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MEMORANDUM

DATE June 8, 2026
TO Common Council
FROM Kaija Snyder, City Clerk
RE Outdoor Street Service Permit Renewal Application for the 2026 Licensing Term
(June 16, 2026 – November 30, 2026)

The below listed businesses have submitted renewal applications for outdoor street service permits. These applications, including certificates of insurance listing the City of Menasha as an additional insured and sitemaps of the areas in question, are enclosed.

Blossom & Brew Co LLC
d/b/a Blossom & Brew Co
130 Main Street, Suite 1
Menasha, WI 54952

Outdoor street service permits, governed by Section 7-8-2 of the Menasha Municipal Code, allow licensed businesses to serve food and beverages in the public right-of-way in the C-2 Central Business Zoning District. This permit type modifies alcohol licenses and is therefore contingent upon achievement of alcohol license requirements.

Pursuant to Section 7-8-2(h)(2), issuance of this permit has been recommended for approval by the Director of Public Works, Public Health Director, Police Chief, Fire Chief, and Community Development Director and City Attorney.

Recommendation: Staff recommends approval of the enclosed outdoor street service permit applications for the term of June 16, 2026 – November 30, 2026.



OFFICE USE ONLY	
Date Rcvd:	_____
Amount Paid:	_____

Outdoor Food and Alcohol Beverage Service Application

Business Name: Blossom Brew Co. LLC
 Trade Name: Blossom Brew Co.
 Address: 130 Main St. Suite 1 Menasha

Permit Selection

- Outdoor Serve (July 1 – June 30)
See Menasha Municipal Code Section 7-2-17 relating to Outdoor Food and Alcoholic Beverage Permits Required at Class “B” Premises
- Outdoor Street Serve (April 1 – November 30)
See Menasha Municipal Code Section 7-8-2 relating to Outdoor Restaurant Service

Description of Outdoor Premises:

In front of building and to the right of building beyond drive thru area

Please include the following with your application.

- Application Fee (\$25.00 for one permit type; \$50.00 for both permit types)
- Scaled Site Plan/Drawing of Premises
- Fence/Wall Enclosure of 42” (Outdoor Serve ONLY)
- Scaled Illustration of Furnishings (Outdoor Street Serve ONLY)
- Certificate of Insurance (Outdoor Street Serve ONLY)
- Hold Harmless Agreement (Outdoor Street Serve ONLY)

I hereby certify that the proposed outdoor extension shall be operated in compliance with the requirements of Section 7-2-17 and, if applicable, Section 7-8-2 of the Menasha Municipal Code. I certify that the premises shall be maintained as shown on the attached site plan.

Cathy M. Williamson
 Applicant Name (printed)

Cathy M. Williamson
 Applicant Signature

04-15-2026
 Date

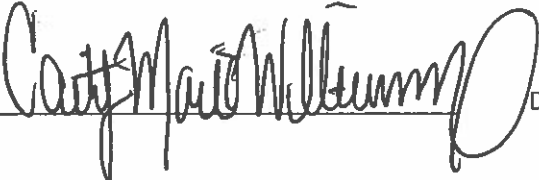


**City of Menasha
Outdoor Restaurant Service (Street Serve)
Liability Agreement Pursuant to Sec. 7-8-2(g)**

HOLD HARMLESS AGREEMENT

I agree to abide by the rules set by the City of Menasha Code of Ordinances, and more specifically, section 7-8-2, as it relates to Outdoor Restaurant Service. I further agree to save and hold harmless the City of Menasha for any claim for damage or injury arising out of our activities in connection with this Outdoor Restaurant Service (Outdoor Street Service) Permit. I further understand this agreement to indemnify any and all liability of the City of Menasha to include costs of defense and attorneys' fees and/or damage or injury caused in part by the City's negligence, unless I demonstrate by clear and convincing evidence that such damage or injury was caused solely by the City's negligence.

I agree to pay for all damages to City property beyond what the City determines to be normal wear and tear. I further agree that I will ensure compliance with all rules, regulations, or ordinances being applicable to use of City property and choose not to negotiate any terms of this agreement.

License Holder Signature:  Date: 04-15-2026

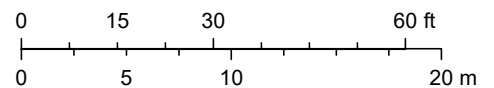
Site Map



6/12/2025, 9:01:40 AM

1:360

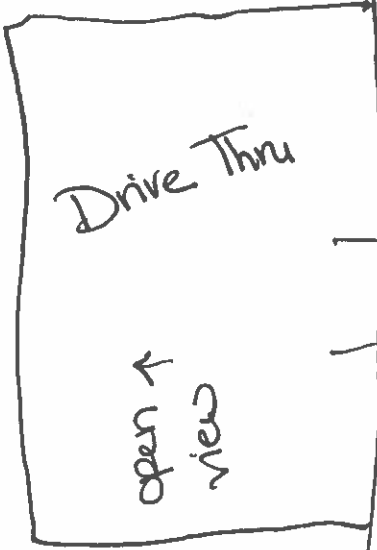
- Adjacent Counties
- Lakes, Ponds and Rivers
- Navigable Waterways
- Navigable - Permanent (unchecked)
- Navigable - Intermittent (unchecked)
- Navigable - Stream (unchecked)
- Navigable - Permanent (checked)
- Navigable - Intermittent (checked)
- Navigable - Stream (checked)
- Tax Parcel Boundary
- Road ROW



Winnebago County GIS, Imagery Date: April 2020

"Parker Johns

Landscape



Drive Thru

open ↑
view

Street



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

5/28/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Ademino & Associates 1001 Truman Street P.O. Box 99 Kimberly WI 54136	CONTACT NAME: Raymond Gobin PHONE (A/C, No, Ext): 920-734-3110 E-MAIL ADDRESS: raymond.gobin@assuredpartners.com		FAX (A/C, No): 920-734-6027
	INSURER(S) AFFORDING COVERAGE INSURER A : Central Mutual Insurance Company		NAIC # 20230
INSURED BLOSSOM & BREW CO LLC 130 Main St Menasha WI 54952-0010	BLOS&BR-01		INSURER B :
			INSURER C :
			INSURER D :
			INSURER E :
			INSURER F :

COVERAGES

CERTIFICATE NUMBER: 2041959708


REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT 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. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y		CLP 8939376	5/22/2026	5/22/2027	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 0			CXS 8940820	5/22/2026	5/22/2027	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N Y	N/A	WC 8939377	5/22/2026	5/22/2027	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 CITY OF MENASHA IS AN ADDITIONAL INSURED PER ATTACHED POLICY FORM #8-2268.

CERTIFICATE HOLDER**CANCELLATION**

CITY OF MENASHA 100 MAIN ST MENASHA WI 54952	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

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THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

SMALL BUSINESS GENERAL LIABILITY PLUS ENDORSEMENT

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

This endorsement amends the policy by adding the following; please read each section carefully.

ADDITIONAL INSURED-OWNERS, LESSEES, OR CONTRACTORS - AUTOMATIC STATUS
 ADDITIONAL INSURED-MANAGERS OR LESSORS OF PREMISES - AUTOMATIC STATUS
 ADDITIONAL INSURED-LESSOR OF LEASED EQUIPMENT - AUTOMATIC STATUS
 ADDITIONAL INSURED-VENDORS - AUTOMATIC STATUS
 INCLUDE DIRECTORS OR TRUSTEES ON COMMITTEES AS EMPLOYEES
 WAIVER OF TRANSFER OF RIGHTS OF RECOVERY AGAINST OTHER TO US
 NEWLY FORMED OR ACQUIRED ORGANIZATIONS
 NOTICE OF OCCURRENCE, KNOWLEDGE OF OCCURRENCE, UNINTENTIONAL OMISSION
 NON-OWNED WATERCRAFT AND NON-OWNED AIRCRAFT LIABILITY
 FIRE, SPRINKLER LEAKAGE OR EXPLOSION
 AGGREGATE LIMITS OF INSURANCE AMENDMENT
 SUPPLEMENTARY PAYMENTS-HIGHER LIMITS
 REASONABLE FORCE EXPANSION-PROPERTY DAMAGE
 PERSONAL AND ADVERTISING INJURY DEFINITION AMENDED

These modifications are subject to the terms and conditions applicable to coverage in the policy except as provided below.

A. Additional Insured - Owners, Lessees, or Contractors - Automatic Status (not applicable to Employee Benefits Liability Coverage)

1. Section II – Who Is An Insured is amended to include as an additional insured any person or organization for whom you are performing operations when you and such person or organization have agreed in writing in a contract or agreement that such person or organization be added as an additional insured on your policy and any other person or organization you are required to add as an additional insured under the contract or agreement. Such person or organization is an additional insured only with respect to liability for “bodily injury,” “property damage” or “personal and advertising injury” caused, in whole or in part, by:

- a. Your acts or omissions; or
 - b. The acts or omissions of those acting on your behalf;
- in the performance of your ongoing operations for the additional insured.

Except as provided for in the exception to **2.b.** below, a person’s or organization’s status as an additional insured under this endorsement ends when your operations for that additional insured are completed.

However, the insurance afforded to such additional insured described above:

- a. only applies to the extent permitted by law; and
 - b. will not be broader than that which you are required by the contract or agreement to provide for such additional insured.
2. With respect to the insurance afforded to these additional insureds, the following additional exclusions apply:
 This insurance does not apply to:
 - a. “Bodily injury,” “property damage” or “personal and advertising injury” arising out of the rendering of, or the failure to render, any professional architectural, engineering or surveying services, including:
 - 1) The preparing, approving, or failing to prepare or approve, maps, shop drawings, opinions, reports, surveys, field orders, change orders or drawings and specifications; or
 - 2) Supervisory, inspection, architectural or engineering activities.

This exclusion applies even if the claims against any insured allege negligence or other

wrongdoing in the supervision, hiring, employment, training or monitoring of others by that insured, if the "occurrence" which caused the "bodily injury" or "property damage", or the offense which caused the "personal and advertising injury", involved the rendering of, or failure to render, any professional architectural, engineering or surveying services.

b. "Bodily injury" or "property damage" occurring after:

- 1)** All work, including materials, parts or equipment furnished in connection with such work, on the project (other than service, maintenance or repairs) to be performed by or on behalf of the additional insured(s) at the location of the covered operations has been completed; or
- 2)** That portion of "your work" out of which the injury or damage arises has been put to its intended use by any person or organization other than another contractor or subcontractor engaged in performing operations for a principal as a part of the same project.

However, exclusion **b.** does not apply when in conflict with the requirements of a written contract or agreement.

- 3.** The most we will pay on behalf of the additional insured is the amount of insurance required by the contract or agreement you have entered into with the additional insured or the amount of insurance available under the applicable Limits of Insurance shown in the Declarations or Change Endorsement, whichever is less. These Limits of Insurance are inclusive and not in addition to the Limits of Insurance shown in the Declarations or Change Endorsement.

B. Additional Insured - Managers or Lessors of Premises - Automatic Status (not applicable to Employee Benefits Liability Coverage)

- 1.** Section II - Who Is An Insured is amended to include as an insured any person or organization when you and such person or organization have agreed in writing in a contract or agreement that such person or organization be added as an additional insured on your policy, but only with respect to liability arising out of the ownership, maintenance or use of that part of the premises leased to you and subject to the following additional exclusions:

This insurance does not apply to:

- a.** Any "occurrence" which takes place after you cease to be a tenant in that premises.
- b.** Structural alterations, new construction or demolition operations performed by or on behalf of the additional insured.

However, the insurance afforded to such additional insured described above:

- a.** only applies to the extent permitted by law; and
 - b.** will not be broader than that which you are required by the contract or agreement to provide for such additional insured.
- 2.** The most we will pay on behalf of the additional insured is the amount of insurance required by the contract or agreement you have entered into with the additional insured or the amount of insurance available under the applicable Limits of Insurance shown in the Declarations or Change Endorsement, whichever is less. These Limits of Insurance are inclusive and not in addition to the Limits of Insurance shown in the Declarations or Change Endorsement.

C. Additional Insured - Lessor of Leased Equipment - Automatic Status (not applicable to Employee Benefits Liability Coverage)

- 1.** Section II - Who Is An Insured is amended to include as an additional insured any person or organization from whom you lease equipment when you and such person or organization have agreed in writing in a contract or agreement that such person or organization be added as an additional insured on your policy. Such person or organization is an insured only with respect to liability for "bodily injury," "property damage" or "personal and advertising injury" caused, in whole or in part, by your maintenance, operation or use of equipment leased to you by such person or organization.

However, the insurance afforded to such additional insured described above:

- a.** only applies to the extent permitted by law; and
- b.** will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

A person's or organization's status as an additional insured under this endorsement ends when their contract or agreement with you for such leased equipment ends.

- 2.** With respect to the insurance afforded to these additional insureds, this insurance does not apply to any "occurrence" which takes place after the equipment lease expires.

3. The most we will pay on behalf of the additional insured is the amount of insurance required by the contract or agreement you have entered into with the additional insured or the amount of insurance available under the applicable Limits of Insurance shown in the Declarations or Change Endorsement, whichever is less. These Limits of Insurance are inclusive and not in addition to the Limits of Insurance shown in the Declarations or Change Endorsement.

D. Additional Insured - Vendors - Automatic Status (not applicable to Employee Benefits Liability Coverage)

1. Section II - Who Is An Insured is amended to include as an insured any person or organization (referred to below as vendor) when you and such person or organization have agreed in writing in a contract or agreement that such person or organization be added as an additional insured on your policy, but only with respect to "bodily injury" or "property damage" arising out of "your products" shown in the Schedule, Declarations or Change Endorsement which are distributed or sold in the regular course of the vendor's business.

However, the insurance afforded to such additional insured described above:

- a. only applies to the extent permitted by law; and
 - b. will not be broader than that which you are required by the contract or agreement to provide for such additional insured.
2. With respect to the insurance afforded to these vendors, the following additional exclusions apply:
 - a. "Bodily injury" or "property damage" for which the vendor is obligated to pay damages by reason of the assumption of liability in a contract or agreement. This exclusion does not apply to liability for damages that the vendor would have in the absence of the contract or agreement;
 - b. An express warranty unauthorized by you;
 - c. Any physical or chemical change in the product made intentionally by the vendor;
 - d. Repackaging, except when unpacked solely for the purpose of inspection, demonstration, testing, or the substitution of parts under instructions from the manufacturer, and then repackaged in the original container;
 - e. Any failure to make such inspections, adjustments, tests or servicing as the vendor has agreed to make or normally undertakes to make in the usual course of business, in connection with the distribution or sale of the products;
 - f. Demonstration, installation, servicing or repair operations, except such operations performed at the vendor's premises in connection with the sale of the product;
 - g. Products which, after distribution or sale by you, have been labeled or relabeled or used as a container, part or ingredient of any other thing or substance by or for the vendor; or
 - h. "Bodily injury" or "property damage" arising out of the sole negligence of the vendor for its own acts or omissions or those of its employees or anyone else acting on its behalf. However, this exclusion does not apply to:
 - 1) The exceptions contained in Sub-paragraphs d. or f.; or
 - 2) Such inspections, adjustments, tests or servicing as the vendor has agreed to make or normally undertakes to make in the usual course of business, in connection with the distribution or sale of the products.
 3. This insurance does not apply to any insured person or organization, from whom you have acquired such products, or any ingredient, part or container, entering into, accompanying or containing such products.
 4. The most we will pay on behalf of the vendor is the amount of insurance required by the contract or agreement you have entered into with the additional insured or the amount of insurance available under the applicable Limits of Insurance shown in the Declarations or Change Endorsement, whichever is less. These Limits of Insurance are inclusive and not in addition to the Limits of Insurance shown in the Declarations or Change Endorsement.

E. Include Directors Or Trustees On Committees As Employees

SECTION V-DEFINITIONS is amended by the addition of the following to definition 5.:

"Employee" also includes any of your directors or trustees acting as a member of any of your elected or appointed committees to perform on your behalf specific, as distinguished from general, directorial acts.

F. Waiver Of Transfer Of Rights Of Recovery Against Others To Us

The TRANSFER OF RIGHTS OF RECOVERY AGAINST OTHERS TO US, SECTION IV CONDITION 8.,

is amended by the addition of the following:

We waive any right of recovery we may have against any person or organization because of payments we make for injury or damage arising out of your ongoing operations or “your work” done under a contract with that person or organization and included in the “products-completed operations hazard.” This waiver applies only to the person or organization which, before the loss, you have agreed in writing to waive your right of recovery.

G. Newly Formed Or Acquired Organizations

SECTION II-WHO IS AN INSURED is amended to include any organization you newly acquire or form, other than a partnership or joint venture, and over which you maintain ownership or majority interest, will qualify as a Named Insured if there is no other similar insurance available to that organization. However:

1. Coverage under this provision is afforded only until 180 days after you acquire or form the organization or the end of the policy period, whichever is earlier.
2. Coverage A does not apply to “bodily injury” or “property damage” that occurred before you acquired or formed the organization; and
3. Coverage B does not apply to “personal injury and advertising injury” arising out of an offense committed before you acquired or formed the organization.

H. Notice Of Occurrence, Knowledge Of Occurrence, Unintentional Omission

The following is added to SECTION IV.2.-DUTIES IN THE EVENT OF OCCURRENCE, OFFENSE, CLAIM OR SUIT:

e. Notice of Accident/Occurrence

When you report to your Workers Compensation carrier the occurrence of any accident which later develops into a liability claim covered under this policy, failure to report the accident to us at the time of occurrence is not in violation of the Conditions of this policy. However, as soon as you are definitely made aware of the fact that the particular accident is a liability claim rather than a Workers Compensation claim prompt notification must be given to us.

f. Unintentional Errors and Omissions

The insurance afforded by this policy is not invalidated by any unintentional errors, omissions or improper description of premises or your unintentional failure to disclose all hazards existing at inception date of the policy.

g. Knowledge of Accident/Occurrence

Knowledge of an accident/occurrence by your agent, servant or employee is not knowledge by you unless an executive officer of your Corporation received such notice from its agent, servant or employee.

I. Non-Owned Watercraft And Non-Owned Aircraft Liability

SECTION I-COVERAGE A, exclusion 2.g. is replaced by the following:

- g. “Bodily injury” or “property damage” arising out of the ownership, maintenance, use or entrustment to others of any aircraft, “auto” or watercraft owned or operated by or rented or loaned to any insured. Use includes operation and “loading or unloading.” This exclusion applies even if the claims against any insured allege negligence or other wrongdoing in the supervision, hiring, employment, training or monitoring of others by that insured, if the “occurrence” which caused the “bodily injury” or “property damage” involved the ownership, maintenance, use or entrustment to others of any aircraft, “auto” or watercraft that is owned or operated by or rented or loaned to any insured.

This exclusion does not apply to:

- 1) A watercraft while ashore on premises you own or rent;
- 2) A watercraft you do not own that is:
 - a) Less than 60 feet long; and
 - b) Not being used to carry persons or property for a charge;
- 3) Parking an “auto” on, or on the ways next to, premises you own or rent, provided the “auto” is not owned by or rented or loaned to you or the insured;
- 4) Liability assumed under any “insured contract” for the ownership, maintenance or use of aircraft or watercraft; or
- 5) “Bodily injury” or “property damage” arising out of:
 - a) The operation of machinery or equipment that is attached to, or part of, a land vehicle that

would qualify under the definition of "mobile equipment" if it were not subject to a compulsory or financial responsibility law or other motor vehicle insurance law where it is licensed or principally garaged; or

- b) The operation of any of the machinery or equipment listed in paragraph f.2) or f.3) of the definition of "mobile equipment."
- 6) An aircraft you do not own provided it is not operated by any insured.

J. Fire, Sprinkler Leakage Or Explosion

1. SECTION I - GENERAL LIABILITY COVERAGES is amended as follows:

- a. The last paragraph of **2. Exclusions** under **A. Bodily Injury and Property Damage Liability** is replaced by the following:

Exclusions c. through q. do not apply to damage by fire, sprinkler leakage or explosion to premises while rented to you or temporarily occupied by you with permission of the owner. A separate limit of insurance applies to this coverage as described in Section III - Limits of Insurance.

But the Limit for Damage to Premises Rented To You shown in the Declaration will apply to all damage proximately caused by the same event, whether such damage results from fire, sprinkler leakage or explosion or any combination of the three.

- b. **Section III - Limits of Insurance** is amended to replace paragraph 6. with the following:

6. Subject to Paragraph 5. above, the Damage To Premises Rented to You Limit is the most we will pay under Paragraph A. Bodily Injury And Property Damage Liability for damages because of "property damage" to any one premises, while rented to you, or in the case of damage by fire, sprinkler leakage, or explosion, while rented to you or temporarily occupied by you with permission of the owner.

But the Limit of Insurance shown in the Declaration will apply to all damage proximately caused by the same event whether such damage results from fire, sprinkler leakage or explosion or any combination of the three.

- 2. The Damage to Premises Rented To You Limit is \$300,000 unless a higher limit is shown on the declaration or change endorsement.
- 3. Paragraph 4.b. of the Other Insurance is amended as follows:
The term "Fire" in Paragraph B. (1)(a)(i) is replaced by "Fire, Sprinkler Leakage, or Explosion"
- 4. Section 9.a. under SECTION V - DEFINITIONS is amended as follows:
The term "fire" is replaced by "fire, sprinkler leakage, or explosion"

K. Aggregate Limits Of Insurance

The General Aggregate Limit under SECTION III-LIMITS OF INSURANCE, Paragraph 2. applies separately to each of your "location(s)" owned by or rented to you or "project(s)" away from "location(s)" owned by or rented to you.

"Location" and/or "project" means premises involving the same or connecting lots, or premises whose connection is interrupted only by a street, roadway, waterway or right-of-way of a railroad.

L. Supplementary Payments-Higher Limits

Under SECTION I-SUPPLEMENTARY PAYMENTS-COVERAGES A AND B: Paragraph **1.b.** is replaced by the following:

Up to \$2000 for cost of bail bonds required because of accidents or traffic law violations arising out of the use of any vehicle to which the Bodily Injury Liability Coverage applies. We do not have to furnish these bonds.

Paragraph **1.d.** is replaced by the following:

All reasonable expenses incurred by the insured at our request to assist us in the investigation or defense of the claim or "suit," including actual loss of earnings up to \$400 a day because of time off from work.

M. Reasonable Force Expansion-Property Damage

Exclusion 2.a. of Coverage A is replaced with the following:

- a. Expected Or Intended Injury

"Bodily injury" or "property damage" expected or intended from the standpoint of the insured. This exclusion does not apply to "bodily injury" or "property damage" resulting from the use of reasonable

force to protect persons or property.

N. Personal and Advertising Injury Definition

Under SECTION V – DEFINITIONS, 14.c. is replaced with the following:

The wrongful eviction from, wrongful entry into, or invasion of the right of private occupancy of a room, dwelling or premises that a person or organization occupies, committed by or on behalf of its owner, landlord or lessor.

CONDITIONS

A. The following is added to SECTION IV-COMMERCIAL GENERAL LIABILITY CONDITIONS, 4. OTHER INSURANCE:

When this Small Business General Liability Plus endorsement provides coverage and such coverage is also provided by any other provision of this policy:

- a.** There shall be no duplication of the Limits of Insurance.
- b.** Any loss payment made under such other provisions shall reduce by such loss payments the Limits of Insurance available under the Small Business General Liability Plus endorsement.

B. SECTION IV-COMMERCIAL GENERAL LIABILITY CONDITIONS is amended by adding:
LIBERALIZATION

If we adopt a change in our Comprehensive General Liability Coverage forms or rules that would broaden the coverage without extra charge, the broader coverage will apply to this Coverage Form. It will apply when the change becomes effective in your state.

**City of Menasha Disbursements
5/29/26-6/11/26**

Weekly Accounts Payable	5/29/26, 6/4/26 & 6/11/26 Checks #90932-91099	\$399,630.22
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Bi-Weekly Payroll	6/11/2026	\$275,707.49
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Additional Regular Cycle Accounts Payables -Paid Electronically

Home Depot	5/29/26	\$214.89
FSA/HRA Admin Fees (EBC)	5/29/26	\$535.35
Wisconsin Support Collections	5/29/26	\$802.51
Community First CU-Payroll Deduction	5/29/26	\$540.10
Community First CU-Payroll Deduction	5/29/26	\$175.00
Employee Benefits-Flex Spending	5/29/26	\$2,622.28
Bancard Merch Fees - RecDesk	6/1/26	\$13.99
Nationwide Deferred Compensation	6/1/26	\$3,414.50
Wisconsin Deferred Compensation	6/1/26	\$12,534.75
State Tax Withholding	6/1/26	\$15,149.55
Delta Dental	6/3/26	\$1,320.30
Federal Tax Withholding	6/3/26	\$84,553.79
US Bank	6/4/26	\$224.02
US Bank	6/4/26	\$76.98
Returned Check	6/5/26	\$672.00
Chargeback	6/8/26	\$2,542.55
Network Health Premium	6/8/26	\$162,855.98
Delta Dental	6/10/26	\$4,557.59

EFT/ACH Disbursement Total	<u>\$292,806.13</u>
Grand Total	<u><u>\$968,143.84</u></u>

Yessi Laracuente

Yessi Laracuente
Finance Manager

06/11/26

Date

Notes:

- Gaps in check numbers indicate that more invoices being paid than fit on one check stub
(The last check stub used is the check number that will appear on the check register)

AP Check Register

Check Date: 5/29/2026

<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>
AMAZON CAPITAL SERVICES	90934	5/29/2026	11J6-RWCC-CC4W	100-0601-551.30-14	1,581.82	LIBRARY MATERIALS
		5/29/2026	11QP-CRVW-VJNM	100-0601-551.30-14	38.97	LIBRARY MATERIALS
		5/29/2026	13WN-PXNF-W1H1	100-0601-551.30-16	197.63	LIBRARY PROMOTIONAL
		5/29/2026	14NM-LN19-DX1M	100-0601-551.30-16	90.75	LIBRARY PROMOTIONAL
		5/29/2026	161X-7Q6P-VVMC	100-0601-551.30-14	24.24	LIBRARY MATERIALS
		5/29/2026	1974-469K-DHVJ	100-0601-551.30-14	107.92	LIBRARY MATERIALS
		5/29/2026	19LT-9H1N-DXV9	100-0601-551.30-18	27.71	DEPARTMENT SUPPLIES
		5/29/2026	19P1-93WQ-9Q9X	100-0601-551.30-12	1,048.47	COMPUTER SUPPLIES
		5/29/2026	1D34-KT33-M6XG	100-0601-551.30-16	31.99	LIBRARY PROMOTIONAL
		5/29/2026	1DD9-G7FP-G1PL	100-0601-551.30-14	32.97	LIBRARY MATERIALS
		5/29/2026	1DDL-3PTD-4FYJ	100-0601-551.30-10	18.03	LIBRARY SUPPLIES
		5/29/2026	1DN3-96XN-6HGF	100-0601-551.30-16	130.92	LIBRARY PROMOTIONAL
		5/29/2026	1DQG-3GMJ-G6LR	100-0601-551.30-10	68.52	LIBRARY SUPPLIES
		5/29/2026	1DQG-3GMJ-GC3P	100-0601-551.30-10	51.39	LIBRARY SUPPLIES
		5/29/2026	1FK4-P3KR-RP33	100-0601-551.30-16	265.34	LIBRARY PROMOTIONAL
		5/29/2026	1FP4-GTNP-NKNN	100-0601-551.30-12	482.77	COMPUTER SUPPLIES
		5/29/2026	1GHD-1YH1-MGGG	100-0601-551.30-10	18.95	LIBRARY SUPPLIES
		5/29/2026	1GWP-3JD6-Y31X	100-0601-551.30-18	9.99	DEPARTMENT SUPPLIES
		5/29/2026	1GXH-X4KM-FYGG	100-0601-551.30-10	82.23	LIBRARY SUPPLIES
		5/29/2026	1J6V-MKPD-TY77	100-0601-551.30-14	44.40	LIBRARY MATERIALS
		5/29/2026	1LRW-MJNV-9J1G	100-0601-551.30-15	19.98	PLANER BLADES REPLACEMENT
		5/29/2026	1MFL-NF3G-GYWN	100-0601-551.30-16	90.37	LIBRARY PROMOTIONAL
		5/29/2026	1MYN-KMLK-C97L	100-0601-551.30-16	208.32	LIBRARY PROMOTIONAL
		5/29/2026	1NG1-GHTR-T9XG	100-0601-551.30-16	39.99	LIBRARY PROMOTIONAL
		5/29/2026	1NKM-MT1L-4CD9	100-0601-551.30-18	10.91	DEPARTMENT SUPPLIES
		5/29/2026	1NKM-MT1L-4CLP	100-0601-551.30-18	16.14	DEPARTMENT SUPPLIES
		5/29/2026	1NKM-MT1L-996F	100-0601-551.30-16	910.54	LIBRARY PROMOTIONAL SUMMER READING
		5/29/2026	1PCC-KTJX-GGKR	100-0601-551.30-14	28.66	LIBRARY MATERIALS
		5/29/2026	1PFG-NH6J-97VM	100-0601-551.30-12	30.59	COMPUTER SUPPLIES
		5/29/2026	1PLP-JRT7-MHHN	100-0601-551.30-14	144.45	LIBRARY MATERIALS
		5/29/2026	1PMC-DPQG-1NVJ	100-0601-551.30-16	260.97	LIBRARY PROMOTIONAL SW RECORDING STUDIO
		5/29/2026	1Q1X-PMDP-HFDH	100-0601-551.30-12	66.78	COMPUTER SUPPLIES
				100-0601-551.30-19	326.87	LIBRARY FURNISHINGS
		5/29/2026	1QL1-9PYK-DD4M	100-0601-551.30-14	6.99	LIBRARY MATERIALS
		5/29/2026	1RPK-WCC7-GNN1	100-0601-551.30-16	433.38	LIBRARY PROMOTIONAL

AP Check Register

Check Date: 5/29/2026

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
AMAZON CAPITAL SERVICES...	90934...	5/29/2026	1RQ7-9Q3J-N4LJ	100-0601-551.30-10	9.49	LIBRARY SUPPLIES
		5/29/2026	1TCH-RPLL-WT9H	100-0601-551.30-18	25.22	DEPARTMENT SUPPLIES
		5/29/2026	1WWC-YJY9-WWKT	100-0601-551.30-14	69.00	LIBRARY MATERIALS
		5/29/2026	1XFR-GRTN-HNQ1	100-0601-551.30-15	1,274.99	ROBOT VACUUM/COOLING PAD
		5/29/2026	1XJP-VTXX-FWGG	100-0601-551.30-14	16.44	LIBRARY MATERIALS
		5/29/2026	1XNC-YDQ9-6NT6	100-0601-551.30-16	28.79	LIBRARY PROMOTIONAL
				Total for check: 90934		8,373.88
CENGAGE LEARNING INC/GALE	90935	5/29/2026	999102472283	100-0601-551.30-14	157.89	LIBRARY MATERIALS
		5/29/2026	999102645367	100-0601-551.30-14	52.50	LIBRARY MATERIALS
		5/29/2026	999102674683	100-0601-551.30-14	159.20	LIBRARY MATERIALS
		5/29/2026	999102683098	100-0601-551.30-14	156.80	LIBRARY MATERIALS
			Total for check: 90935		526.39	
CENTER POINT LARGE PRINT	90936	5/29/2026	2245890	100-0601-551.30-14	302.04	LIBRARY MATERIALS
				Total for check: 90936		302.04
CONQUER BOOKS	90937	5/29/2026	CONTRACT	100-0601-551.20-05	200.00	SMITHWORKS WRITING GROUP JUNE
				Total for check: 90937		200.00
CRIMSON MULTIMEDIA	90938	5/29/2026	027169	100-0601-551.30-14	35.00	LIBRARY MATERIALS
		5/29/2026	028779	100-0601-551.30-14	65.41	LIBRARY MATERIALS
		5/29/2026	028780	100-0601-551.30-14	30.00	LIBRARY MATERIALS
			Total for check: 90938		130.41	
CYPRESS HOMES INC	90939	5/29/2026	3384	100-0601-551.30-14	255.00	LIBRARY MATERIALS ONLINE RESUME SERVICE
					(255.00)	LIBRARY MATERIALS ONLINE RESUME SERVICE
			Total for check: 90939		0	

AP Check Register

Check Date: 5/29/2026

<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>
STEPHANIE DIERSON	90940	5/29/2026	REIMBURSMENT	100-0601-551.30-14	28.00	MATERIALS REIMBURSMENT
	Total for check: 90940				28.00	
GFC LEASING-WI	90941	5/29/2026	I563976	100-0601-551.24-01	329.68	PRINTER LEASE
	Total for check: 90941				329.68	
IIMARKS LLC	90942	5/29/2026	D214	100-0601-551.30-14	16.00	LIBRARY MATERIALS
	Total for check: 90942				16.00	
INGRAM LIBRARY SERVICES	90945	5/29/2026	95593444	100-0601-551.30-14	431.91	LIBRARY MATERIALS
		5/29/2026	95620576	100-0601-551.30-14	304.99	LIBRARY MATERIALS
		5/29/2026	95620577	100-0601-551.30-14	482.06	LIBRARY MATERIALS
		5/29/2026	95637186	100-0601-551.30-14	68.23	LIBRARY MATERIALS
		5/29/2026	95667653	100-0601-551.30-14	234.30	LIBRARY MATERIALS
		5/29/2026	95684813	100-0601-551.30-14	229.55	LIBRARY MATERIALS
					234.30	LIBRARY MATERIALS
		5/29/2026	95684814	100-0601-551.30-14	304.99	LIBRARY MATERIALS
					377.56	LIBRARY MATERIALS
		5/29/2026	95719323	100-0601-551.30-14	57.64	LIBRARY MATERIALS
		5/29/2026	95734774	100-0601-551.30-14	134.91	LIBRARY MATERIALS
		5/29/2026	95749645	100-0601-551.30-14	81.00	LIBRARY MATERIALS
		5/29/2026	95749646	100-0601-551.30-14	19.80	LIBRARY MATERIALS
		5/29/2026	95777947	100-0601-551.30-14	756.63	LIBRARY MATERIALS
		5/29/2026	95790693	100-0601-551.30-14	235.03	LIBRARY MATERIALS
		5/29/2026	95838808	100-0601-551.30-14	618.97	LIBRARY MATERIALS
		5/29/2026	95873878	100-0601-551.30-14	249.80	LIBRARY MATERIALS
		5/29/2026	95873879	100-0601-551.30-14	13.63	LIBRARY MATERIALS
		5/29/2026	95923943	100-0601-551.30-14	1,253.41	LIBRARY MATERIALS
		5/29/2026	95932942	100-0601-551.30-14	909.83	LIBRARY MATERIALS
	5/29/2026	95960969	100-0601-551.30-14	104.50	LIBRARY MATERIALS	
	5/29/2026	95996904	100-0601-551.30-14	285.92	LIBRARY MATERIALS	
	5/29/2026	96016272	100-0601-551.30-14	262.67	LIBRARY MATERIALS	
	5/29/2026	96033597	100-0601-551.30-14	200.21	LIBRARY MATERIALS	

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INGRAM LIBRARY SERVICES...	90945...	5/29/2026	96048532	100-0601-551.30-14	470.98	LIBRARY MATERIALS
		5/29/2026	96064429	100-0601-551.30-14	647.38	LIBRARY MATERIALS
		5/29/2026	96064430	100-0601-551.30-14	253.69	LIBRARY MATERIALS
		5/29/2026	96064431	100-0601-551.30-14	14.24	LIBRARY MATERIALS
		5/29/2026	96122266	100-0601-551.30-14	432.97	LIBRARY MATERIALS
		5/29/2026	96122267	100-0601-551.30-14	814.00	LIBRARY MATERIALS
		5/29/2026	96122268	100-0601-551.30-14	21.47	LIBRARY MATERIALS
		5/29/2026	96176191	100-0601-551.30-14	227.45	LIBRARY MATERIALS
		5/29/2026	96176192	100-0601-551.30-14	359.25	LIBRARY MATERIALS
		5/29/2026	96259305	100-0601-551.30-14	235.48	LIBRARY MATERIALS
		5/29/2026	96259306	100-0601-551.30-14	84.50	LIBRARY MATERIALS
	Total for check: 90945				11,413.25	
KITZ & PFEIL INC	90946	5/29/2026	58881/3	100-0601-551.30-15	15.00	SOIL
	Total for check: 90946				15.00	
METRO SALES INC	90947	5/29/2026	INV3075446	100-0601-551.24-04	915.14	OFFICE MACHINE CONTRACT
		5/29/2026	INV3082101	100-0601-551.24-04	44.69	OFFICE MACHINE CONTRACT
	Total for check: 90947				959.83	
MIDWEST TAPE	90948	5/29/2026	508556304	100-0601-551.30-14	349.38	LIBRARY MATERIALS
		5/29/2026	508573058	100-0601-551.30-14	71.97	LIBRARY MATERIALS
		5/29/2026	508573059	100-0601-551.30-14	65.22	LIBRARY MATERIALS
		5/29/2026	508672564	100-0601-551.30-14	75.71	LIBRARY MATERIALS
		5/29/2026	508680614	100-0601-551.30-14	179.18	LIBRARY MATERIALS
		5/29/2026	508680616	100-0601-551.30-14	55.48	LIBRARY MATERIALS
		5/29/2026	508690132	100-0601-551.30-14	23.24	LIBRARY MATERIALS
		5/29/2026	508690133	100-0601-551.30-14	69.72	LIBRARY MATERIALS
		5/29/2026	508720062	100-0601-551.30-14	140.93	LIBRARY MATERIALS
		5/29/2026	508720066	100-0601-551.30-14	106.46	LIBRARY MATERIALS
		5/29/2026	508732797	100-0601-551.30-14	26.98	LIBRARY MATERIALS
		5/29/2026	508738163	100-0601-551.30-14	71.97	LIBRARY MATERIALS
		5/29/2026	508768874	100-0601-551.30-14	219.68	LIBRARY MATERIALS

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MIDWEST TAPE...	90948...	5/29/2026	508862415	100-0601-551.30-14	7,500.00	LIBRARY MATERIALS	
			Total for check: 90948		8,955.92		
PEASEBLOSSOM MUSIC LLC	90949	5/29/2026	CONTRACT	100-0601-551.20-05	460.00	CONTRACT 6/9/26	
			Total for check: 90949		460.00		
SHELLY PLATTEN	90950	5/29/2026	CONTRACT	100-0601-551.20-05	200.00	CONTRACT 6/13/26	
			Total for check: 90950		200.00		
PLAYAWAY PRODUCTS	90951	5/29/2026	534352	100-0601-551.30-14	794.60	LIBRARY MATERIALS	
			Total for check: 90951		794.60		
GABE RETZLAFF	90952	5/29/2026	CONTRACT	100-0601-551.20-05	100.00	JUNE CONTRACT	TEEN TEST & TASTE
			Total for check: 90952		100.00		
SERVICEMASTER BUILDING MAINTENANCE	90953	5/29/2026	48870	100-0601-551.20-01	2,200.00	JANITORIAL SERV CONTRACT	
			Total for check: 90953		2,200.00		
SHOWCASES	90954	5/29/2026	331973	100-0601-551.30-18	359.63	DEPARTMENT SUPPLIES	
		5/29/2026	331974	100-0601-551.30-18	447.55	DEPARTMENT SUPPLIES	
			Total for check: 90954		807.18		
JOSHUA SPOTTS	90955	5/29/2026	CONTRACT	100-0601-551.20-05	50.00	CONTRACT 6/24/26	ROLE PLAYING GAMES
			Total for check: 90955		50.00		
STAPLES	90956	5/29/2026	7009852193	100-0601-551.30-10	499.12	LIBRARY SUPPLIES	
			Total for check: 90956		499.12		

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GONZALO VALERA	90957	5/29/2026	CONTRACT	100-0601-551.20-05	175.00	MAY CONTRACT
			Total for check: 90957		175.00	
WATSON LABEL PRODUCTS	90958	5/29/2026	105243	100-0601-551.30-18	1,229.51	DEPARTMENT SUPPLIES
			Total for check: 90958		1,229.51	
WINNEFOX LIBRARY SYSTEM	90959	5/29/2026	WLS4597	100-0601-551.30-10	63.83	LIBRARY SUPPLIES
				100-0601-551.30-11	109.26	POSTAGE
			Total for check: 90959		173.09	
WISCONSIN IMAGING LLC	90960	5/29/2026	5038782193	100-0601-551.24-01	406.83	COPIER LEASES - JUNE
			Total for check: 90960		406.83	
					38,345.73	

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AIRGAS USA LLC	90961	6/4/2026	9172312046	731-1022-541.30-18	472.76	WELDING SUPPLIES
		6/4/2026	9172356327	601-1020-543.30-18	228.62	GLOVES/SEWER SUPPLIES
	Total for check: 90961					701.38
AMAZON CAPITAL SERVICES	90962	6/4/2026	1C4W-TQRT-6N17	100-0401-513.30-10	35.72	OFFICE SUPPLIES-FINANCE
		6/4/2026	1DKW-JC9H-FKR4	100-0304-562.30-18	62.99	CHAIR MAT
	6/4/2026	1PXX-1LG6-D3XN		601-1020-543.21-02	62.94	PHONE MOUNT
				100-0304-562.30-10	7.99	OFFICE SUPPLIES
				100-1002-541.30-10	34.32	OFFICE SUPPLIES
	6/4/2026	1Q4Q-JLVT-6YHH		625-1002-541.21-02	23.99	SCREEN PROTECTOR
				731-1022-541.30-10	9.18	WRITING PADS
				100-0702-552.30-10	22.99	BROCHURE HOLDER-PR
				100-1002-541.30-10	8.99	OFFICE SUPPLIES-ENG
	6/4/2026	1W6C-H3RY-9HJK	100-1002-541.30-10	34.48	BROCHURE HOLDER, MOUSE/KEYBOARD-PW	
6/4/2026			30.21	OFFICE SUPPLIES		
Total for check: 90962					333.80	
APEX SOFTWARE	90963	6/4/2026	334136	100-0402-513.21-04	286.00	ASSESSOR SKETCHING SOFTWARE
ASSOCIATED APPRAISAL CONSULTANTS	90964	6/4/2026	186624	100-0402-513.21-09	153.96	WEBSITE ASSESSMNT POSTING
					7,083.33	JUNE ASSESSMENT SERVICES
				100-0402-513.30-11	8,814.14	MAILING SERVICES
Total for check: 90964					16,051.43	
SUSAN BARTA	90965	6/4/2026	REFUND	100-0000-441.25-00	102.00	PICKLEBALL CLASS REFUND
BEACON ATHLETICS LLC	90966	6/4/2026	0637717-IN	470-0703-553.82-02	741.88	BASE SET JEFFERSON DIAMOND

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STEPHANIE BOELTER	90967	6/4/2026	REFUND	100-0000-201.11-00	100.00	SECURITY DEPOSIT REFUND
Total for check: 90967					100.00	
BUSINESS ORIENTED SOFTWARE SOLUTION	90968	6/4/2026	BDKOP26065765	743-0403-513.24-04	1,680.00	BOSS TICKET SYSTEM
Total for check: 90968					1,680.00	
CELLCOM	90969	6/4/2026	042795	100-0101-511.22-01	34.39	CELL PHONE-MAYOR
				100-0201-512.22-01	34.39	CELL PHONE-ATTORNEY
				100-0203-512.22-01	34.39	CELL PHONE-CLERK
				100-0301-523.22-01	34.39	CELL PHONE-BUILD INSPECT
				100-0304-562.22-01	68.78	CELL PHONE-COM DEV
				100-0401-513.22-01	34.39	CELL PHONE-FINANCE
				100-0601-551.22-01	23.39	CELL PHONE-BUILD SERVICES
					76.04	CELL PHONE-LIBRARY
				100-0702-552.22-01	178.71	CELL PHONE-PARK LOCATIONS
				100-0703-553.22-01	13.76	CELL PHONE-BUILD SERVICES
					183.00	CELL PHONE-PARKS
				100-0801-521.22-01	15.82	CELL PHONE-BUILD SERVICES
					789.73	CELL PHONE-POLICE
					(0.02)	CELL PHONE-POLICE
				100-0811-521.22-01	34.39	CELL PHONE-CODE ENFORCEMT
				100-0904-531.22-01	34.39	CELL PHONE -ENVIRONMENTAL HEALTH
				100-0919-531.22-01	247.32	CELL PHONE-HEALTH
				100-1001-514.22-01	15.82	CELL PHONE-BUILD SERVICES
				100-1002-541.22-01	149.33	CELL PHONE-ENGINEERING
				100-1008-541.22-01	10.89	CELL PHONE-STREET SIGNS
				100-1019-552.22-01	16.42	CELL PHONE-BRIDGES
				601-1020-543.22-01	7.53	CELL PHONE-SEWER TRUCK
				625-1002-541.22-01	49.78	CELL PHONE-ENGINEERING
				731-1022-541.22-01	138.23	CELL PHONE-CITY GARAGE
				743-0403-513.22-01	68.78	CELL PHONE-I.T.
Total for check: 90969					2,294.04	

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CINTAS	90970	6/4/2026	1906312992	731-1022-541.30-13	31.00	ODOR CONTROL
		6/4/2026	4270742570	100-0703-553.30-13	364.16	CLEANING SUPPLIES
	6/4/2026	4270747748	731-1022-541.20-01	161.00	UNIFORMS/MATS	
			100-0601-551.20-01	70.00	MATS	
			100-0601-551.30-13	197.20	CLEANING SUPPLIES	
Total for check: 90970					823.36	
CIVICPLUS LLC	90971	6/4/2026	375093	100-0405-513.21-08	103.69	MEETING RECORDING
						CLOSED CAPTIONING-MAY
Total for check: 90971					103.69	
CLIFTONLARSONALLEN LLP	90972	6/4/2026	L261290966	100-0401-513.21-03	1,633.84	2025 AUDIT
						PROGRESS BILLING
Total for check: 90972					1,633.84	
COUNTY MATERIALS CORPORATION	90973	6/4/2026	4293361-00	625-1010-541.30-18	532.00	STORM SEWER COVER
Total for check: 90973					532.00	
CRUISERS	90974	6/4/2026	49014	470-0801-521.80-03	6,366.65	PRISONER TRANSPORT SYSTEM-NEW SQUAD
Total for check: 90974					6,366.65	
CYPRESS INFORMATION SERVICES LLC	90975	6/4/2026	3384	100-0601-551.30-14	255.00	LIBRARY MATERIALS
						ONLINE RESUME SERVICE
Total for check: 90975					255.00	
E.H. WOLF & SONS, INC	90976	6/4/2026	493958	731-1022-541.30-18	735.60	GEAR LUBE
Total for check: 90976					735.60	
EAGLE GRAPHICS LLC	90977	6/4/2026	382652	100-0702-552.30-18	345.00	PARK & REC CLOTHING
				100-0703-553.19-03	187.50	PARK & REC CLOTHING
				Total for check: 90977		

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EHLERS & ASSOCIATES INC	90978	6/4/2026	104769	100-0000-201.03-00	11,500.00	TID 15 CREATION
			Total for check: 90978		11,500.00	
ENVISIONINK PRINTING SOLUTIONS	90979	6/4/2026	2602967	100-0702-552.29-01	45.00	BRIDGETOWER MUSEUM DECALS
			Total for check: 90979		45.00	
FARRELL EQUIPMENT & SUPPLY CO INC	90980	6/4/2026	318254	100-0703-553.24-05	72.00	EXPANSION JOINT
			Total for check: 90980		72.00	
FASTSIGNS OF APPLETON	90981	6/4/2026	APP-207056	100-0703-553.29-01	139.00	CANAL COMMONS DEDICATION PLAQUE
		6/4/2026	APP-207059	100-0703-553.24-05	644.00	CANAL COMMONS-TRAIL SIGN
			Total for check: 90981		783.00	
FIVE STAR TELECOM INC	90982	6/4/2026	60194	100-0813-521.30-15	6,617.07	TRAFFIC CAMERA
			Total for check: 90982		6,617.07	
FOX CROSSING UTILITIES	90983	6/4/2026	127-16734	100-0703-553.22-06	84.00	UTILITIES-1200 GENEVA RD 2/15/26-5/15/26
		6/4/2026	127-17360	100-0703-553.22-06	10.50	STANDBY WATER 2/15/26-5/15/26
		6/4/2026	127-41331	100-0703-553.22-05	216.00	UTILITIES-1000 GENEVA RD 10/16/25-5/15/26
			Total for check: 90983		310.50	
DEBBIE GALEAZZI	90984	6/4/2026	BOR MEETING	100-0402-513.10-07	50.00	BOARD OF REVIEW MEETING
			Total for check: 90984		50.00	
KATHY GALLOW	90985	6/4/2026	REFUND	100-0000-201.11-00	100.00	SECURITY DEPOSIT REFUND
			Total for check: 90985		100.00	
GRAINGER INC	90986	6/4/2026	9897305968	100-0703-553.24-04	(794.79)	MOTOR-CREDIT
		6/4/2026	9897526720	100-0703-553.24-04	725.39	AERATOR MOTOR

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GRAINGER INC...	90986...	6/4/2026	9926941114	731-1022-541.24-03	150.04	WASH BAY PARTS
		6/4/2026	9929238237	731-1022-541.24-03	77.68	FILTERS
	Total for check: 90986				158.32	
HARRISON UTILITIES	90987	6/4/2026	001-0220-00	100-0703-553.22-05	73.90	2170 PLANK ROAD 4/20/26-5/21/26
	Total for check: 90987				73.90	
HEIDEL HOUSE	90988	6/4/2026	BUS TRIP	100-0000-201.14-00	255.00	GREEN LAKE BUS TRIP DOWN PAYMENT
	Total for check: 90988				255.00	
HENES & ASSOCIATES REPORTING SVCS	90989	6/4/2026	52099	100-0402-513.21-07	362.73	BOARD OF REVIEW REPORTER
	Total for check: 90989				362.73	
JEAN MARIE HINDS	90990	6/4/2026	REFUND	100-0000-201.14-00	20.00	BEEHIVE TRIP REFUND
	Total for check: 90990				20.00	
CHRISTINA HRON	90991	6/4/2026	EVENT	100-0702-552.20-05	300.00	FACE PAINTERS (2) CITY CARNIVAL EVENT
	Total for check: 90991				300.00	
JUMP AROUND RENTALS	90992	6/4/2026	27789	100-0702-552.20-05	950.00	INFLATABLE RENTALS CITY CARNIVAL EVENT
	Total for check: 90992				950.00	
JX ENTERPRISES INC	90993	6/4/2026	24140301P	731-1022-541.38-03	32.70	STUD WHEEL
		6/4/2026	24140302P	731-1022-541.38-03	32.37	NUT WHEEL
	Total for check: 90993				65.07	
KITZ & PFEIL INC	90995	6/4/2026	58720/3	100-0703-553.30-18	17.99	NYLON ROPE
		6/4/2026	58747/3	731-1022-541.38-04	11.69	PRIMER SPRAY
		6/4/2026	58753/3	731-1022-541.24-06	32.38	BATTERIES-FUEL ISLAND

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KITZ & PFEIL INC...	90995...	6/4/2026	58824/3	100-0601-551.24-03	215.99	SUMP PUMP
		6/4/2026	58833/3	100-1019-552.30-18	17.99	LOUD SPEAKER BATTERIES
		6/4/2026	58850/3	731-1022-541.30-18	11.98	SPRAY PAINT
		6/4/2026	58865/3	100-1008-541.30-18	18.41	PARTS
		6/4/2026	58886/3	625-1010-541.30-18	43.15	CONCRETE MIX
		6/4/2026	58891/3	100-0703-553.30-18	4.84	PLUG/ADAPTER
		6/4/2026	58926/3	100-1019-552.30-18	17.70	NUTS & BOLTS
		6/4/2026	58941/3	100-0703-553.30-18	1.79	PVC
		6/4/2026	58950/3	731-1022-541.30-18	8.54	DOOR HOLDS
				731-1022-541.38-03	12.13	NUTS & BOLTS
		6/4/2026	58968/3	100-0703-553.24-03	24.29	SIGN PARTS
		6/4/2026	58969/3	100-0703-553.24-03	4.49	PAINT MARKER
		6/4/2026	58971/3	100-0703-553.24-03	6.29	PLASTIC WELDER PLAYGROUND FIX
		6/4/2026	58983/3	731-1022-541.38-04	5.91	FUEL LINE/HARDWARE
		6/4/2026	59063/3	100-0701-533.30-18	8.98	HOSE SHUTOFF PART
		6/4/2026	59102/3	731-1022-541.38-03	52.20	NUTS & BOLTS
		6/4/2026	59191/3	100-0703-553.30-18	64.75	CONCRETE MIX (6)
		6/4/2026	59221/3	100-0703-553.24-03	19.27	NUTS & BOLTS
	6/4/2026	59244/3	100-0703-553.24-03	44.98	TV BUTTON PARTS	
			Total for check: 90995		645.74	
KLINK HYDRAULICS LLC	90996	6/4/2026	TV1560	731-1022-541.38-03	27.10	PLUG
			Total for check: 90996		27.10	
SCOTT LAMERS CONSTRUCTION LLC	90997	6/4/2026	6327	601-1020-543.24-05	6,975.00	SANITARY LATERAL REPLACE 706 TAYCO
			Total for check: 90997		6,975.00	
LAZER UTILITY LOCATING LLC	90998	6/4/2026	2501	601-1020-543.21-02	820.52	MAY SANITARY LOCATES
				625-1010-541.21-02	740.84	MAY STORM LOCATES
			Total for check: 90998		1,561.36	

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SEAN MANION	90999	6/4/2026	CONTRACT	100-0702-552.20-05	1,000.00	LISTEN TO THE LOOP EVENT 06/05/26
			Total for check: 90999		1,000.00	
MATTHEWS TIRE INC	91000	6/4/2026	101838	731-1022-541.38-02	641.57	TIRES/VALVE STEM
			Total for check: 91000		641.57	
MENARDS-APPLETON EAST	91001	6/4/2026	94600	100-0703-553.24-03	31.63	ELECTRICAL PARTS
			Total for check: 91001		31.63	
MENASHA TREASURER	91002	6/4/2026	DRIVER TIP	100-0000-201.14-00	100.00	DRIVER TIP WISCONSIN DELLS
		6/4/2026	PETTY CASH	100-1016-543.30-18	50.00	PUBLIC WORKS PETTY CASH
		6/4/2026	START UP CASH	100-0000-441.25-00	650.00	CITY CARNIVAL START UP
			Total for check: 91002		800.00	
MENASHA UTILITIES	91003	6/4/2026	MAY ST LIGHTS	100-1012-541.22-03	9,801.60	MAY STREET LIGHTS
		6/4/2026	MENASHA UTIL.	100-0305-562.22-05	50.04	3/30/26-4/29/26-WAT/SEW
				100-0305-562.22-06	16.72	3/30/26-4/29/26-STORM
				100-0601-551.22-07	63.23	3/30/26-4/29/26-LIBRARY -DARK FIBER
				100-0703-553.22-05	652.30	3/30/26-4/29/26-WAT/SEW
				100-0703-553.22-06	126.46	3/30/26-4/29/26-STORM
				100-0704-552.22-07	446.36	3/30/26-4/29/26-POOL -DARK FIBER
				100-1012-541.22-03	77.88	3/30/26-4/29/26-ELECTRIC
				100-1013-541.22-03	12.36	3/30/26-4/29/26-ELECTRIC
				100-1013-541.22-05	108.28	3/30/26-4/29/26-WAT/SEW
				100-1013-541.22-06	246.63	3/30/26-4/29/26-STORM
				100-1014-543.22-05	16.68	3/30/26-4/29/26-WAT/SEW
				100-1014-543.22-06	80.47	3/30/26-4/29/26-STORM
				100-1019-552.22-05	47.72	3/30/26-4/29/26-WAT/SEW
				100-1019-552.22-07	196.21	3/30/26-4/29/26 -DARK FIBER
				207-0707-552.22-07	57.44	3/30/26-4/29/26-MARINA -DARK FIBER
				487-0305-562.22-06	14.63	3/30/26-4/29/26-STORM
				501-0304-562.22-06	235.13	3/30/26-4/29/26-STORM

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MENASHA UTILITIES...	91003...	6/4/2026...	MENASHA UTIL....	731-1022-541.22-07	595.45	3/30/26-4/29/26-GARAGE -DARK FIBER
				743-0403-513.21-04	165.69	3/30/26-4/29/26-IT -INTERNET
				743-0403-513.22-07	504.59	3/30/26-4/29/26-IT -DARK FIBER
	Total for check: 91003				13,515.87	
DONALD MERKES	91004	6/4/2026	BOR MEETING	100-0402-513.10-07	50.00	BOARD OF REVIEW MEETING
				Total for check: 91004		
MGD INDUSTRIAL CORP	91005	6/4/2026	245684	731-1022-541.30-18	173.81	BLADES/NUTS
			246108	731-1022-541.30-18	763.67	SHOP SUPPLIES
	Total for check: 91005				937.48	
MUSEUM OF ROOT BEER	91006	6/4/2026	010001	100-0000-201.14-00	647.50	BUS TRIP 6/18/26 MUSEUM OF ROOT BEER
				Total for check: 91006		
N&M AUTO SUPPLY	91007	6/4/2026	859921	731-1022-541.38-03	35.98	PRIMER BULB
			860172	731-1022-541.30-18	17.98	MOTOR TREATMENT
	Total for check: 91007				53.96	
NORTHEAST ASPHALT INC	91008	6/4/2026	30-00041563	100-1003-541.30-18	467.92	ASPHALT
				100-1004-541.30-18	381.23	ASPHALT-EXCAVATION
	Total for check: 91008				849.15	
CITY OF OSHKOSH	91009	6/4/2026	73311	100-0405-513.21-08	1,000.00	BROADCAST CC MEETINGS
				Total for check: 91009		
PACE SYSTEMS INC	91010	6/4/2026	IN00077195	100-0304-562.30-12	970.45	LAPTOP-HEIM
				100-0702-552.30-12	970.45	LAPTOP-WALBRUN
					970.45	LAPTOP-AERTS
				100-0811-521.30-12	1,138.21	LAPTOP-FULCER

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PACE SYSTEMS INC...	91010...	6/4/2026...	IN00077195...	100-0904-531.30-12	1,138.21	LAPTOP-DREW
	Total for check: 91010				5,187.77	
PACKER CITY INTL TRUCKS INC	91011	6/4/2026	X103165406:01	731-1022-541.38-03	359.06	FILTERS
		6/4/2026	X103165406:02	731-1022-541.38-03	88.28	AIR FILTERS
		6/4/2026	X103165406:03	731-1022-541.38-03	18.60	MARKER LAM
	Total for check: 91011				465.94	
PETERS CONCRETE COMPANY	91012	6/4/2026	2262884	100-1003-541.30-18	633.75	CONCRETE 3/4 STONE
				100-1004-541.30-18	633.75	CONCRETE 3/4 STONE
		6/4/2026	2262958	100-1003-541.30-18	1,014.00	CONCRETE 3/4 BAG MIX (6)
Total for check: 91012				2,281.50		
QUENCH USA INC	91013	6/4/2026	INV10960006	100-0801-521.30-18	179.00	TWIST SPARKLING FLAVOR
	Total for check: 91013				179.00	
PATRICIA RUDOLPH	91014	6/4/2026	BOR MEETING	100-0402-513.10-07	50.00	BOARD OF REVIEW MEETING
	Total for check: 91014				50.00	
RUEKERT & MIELKE INC	91015	6/4/2026	163412	601-1020-543.21-02	682.50	SEWER BILLING ASSITANCE PROFESSIONAL SERVICES
	Total for check: 91015				682.50	
SANOFI PASTEUR INC	91016	6/4/2026	7145233156	100-0903-531.30-18	244.51	VACCINE
	Total for check: 91016				244.51	
SERVICE MOTOR COMPANY	91017	6/4/2026	P24262	731-1022-541.38-02	421.76	TIRES
		6/4/2026	P24933	731-1022-541.38-03	63.90	BELT PULLEY
	Total for check: 91017				485.66	

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SERVICEMASTER BUILDING MAINTENANCE	91018	6/4/2026	49023	100-0801-521.20-01	2,016.00	JANITORIAL/ GARAGE CLEAN POLICE
		6/4/2026	49025	731-1022-541.20-01	2,730.00	JANITORIAL SERVICES PUBLIC WORKS
		6/4/2026	49026	100-0920-531.20-01	480.00	JANITORIAL SERVICES SENIOR CENTER
Total for check: 91018					5,226.00	
SITEONE LANDSCAPE SUPPLY	91019	6/4/2026	166842926-001	100-1009-541.30-18	1,808.76	SEED/MULCH
		Total for check: 91019				
SMT MANUFACTURING & SUPPLY LLC	91020	6/4/2026	0087480-IN	731-1022-541.38-03	81.75	SEALS
		Total for check: 91020				
SPEEDY CLEAN DRAIN & SEWER INC	91021	6/4/2026	91134	601-1020-543.21-02	315.00	SANITARY LATERAL 725 CARVER LN
		Total for check: 91021				
STEWART TITLE COMPANY	91022	6/4/2026	50011200	100-0000-121.01-00	68.00	OVERPAYMENT TAXES NMP PROPERTIES LLC
		Total for check: 91022				
THOMAS STOFFEL	91023	6/4/2026	BOR MEETING	100-0402-513.10-07	50.00	BOARD OF REVIEW MEETING
		Total for check: 91023				
SUPERION LLC	91024	6/4/2026	465299	743-0403-513.24-04	3,689.82	FINANCIAL SOFTWARE-JULY
		Total for check: 91024				
THE SWEET LAIR LLC	91025	6/4/2026	000086	100-0304-562.30-10	150.00	RIBBON CUTTING COOKIES
		Total for check: 91025				
SYN-TECH SYSTEMS	91026	6/4/2026	334621	731-1022-541.24-06	2,134.50	AIM FUEL PARTS
		Total for check: 91026				

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THEDACARE AT WORK	91027	6/4/2026	384422	100-0202-512.21-05	204.00	EMPLOYEE SCREENINGS (3)
		6/4/2026	384586	100-0202-512.21-05	68.00	EMPLOYEE SCREENING
		6/4/2026	384720	100-0202-512.21-06	136.00	EMPLOYEE SCREENING (2)
		6/4/2026	384828	100-0901-515.21-05	33.00	AUDIOGRAM
Total for check: 91027					441.00	
BETSY THOMA	91028	6/4/2026	REFUND	100-0000-441.25-00	110.00	CAMP CHAMPS REFUND
	Total for check: 91028					110.00
UNIFORM SHOPPE	91029	6/4/2026	15080	100-0801-521.19-03	694.40	UNIFORM ALLOWANCE
		6/4/2026	16119	100-0801-521.19-03	633.75	UNIFORM ALLOWANCE
	Total for check: 91029					1,328.15
UNITEL LLC	91030	6/4/2026	5617	743-0403-513.24-04	150.00	PHONE SYSTEM ISSUE
	Total for check: 91030					150.00
USA TODAY MEDIA CORP	91031	6/4/2026	0007699034	100-0203-512.29-02	340.63	POST CRESCENT
				100-0405-513.29-02	1,468.00	POST CRESCENT
	Total for check: 91031					1,808.63
WAUKESHA COUNTY TECHNICAL COLLEGE	91032	6/4/2026	S0896139	100-0801-521.34-02	500.00	PROF DEV SEMINAR TUITION POLICE
	Total for check: 91032					500.00
WE ENERGIES	91033	6/4/2026	5938396614	100-0703-553.22-04	61.57	GAS-4/17/26-5/17/26 2170 PLANK RD
		6/4/2026	5941776346	100-0000-123.00-00	369.65	GAS-N-M FIRE 4/21/26-5/18/26
				100-0601-551.22-04	798.72	GAS-LIBRARY 4/21/26-5/18/26
				100-0703-553.22-04	618.56	GAS-PARKS 4/21/26-5/18/26
				100-0801-521.22-04	510.47	GAS-POLICE 4/21/26-5/18/26
				100-0920-531.22-04	86.89	GAS-SENIOR CENTER 4/21/26-5/18/26
				100-1019-552.22-04	31.54	GAS-BRIDGE 4/21/26-5/18/26

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WE ENERGIES...	91033...	6/4/2026...	5941776346...	207-0707-552.22-04	37.19	GAS-MARINA 4/21/26-5/18/26
			Total for check: 91033		2,514.59	
WG INC	91034	6/4/2026	230041	100-0704-552.29-01	300.00	POOL CLOSED SIGNS
			Total for check: 91034		300.00	
WISCONSIN DEPT OF JUSTICE	91035	6/4/2026	L7101T	100-0801-521.21-06	224.00	MAY TIME TRANSACTIONS
			Total for check: 91035		224.00	
WISCONSIN DEPT OF NATURAL RESOURCES	91036	6/4/2026	26ESR07863	625-1010-541.25-01	3,000.00	STORMWATER PERMIT FEE
			Total for check: 91036		3,000.00	
WPPI ENERGY	91037	6/4/2026	INV24723	310-0409-571.61-01	494.50	JUNE STREET LIGHTING PROJ
					1,010.30	JUNE LED STREETLIGHT PROJ
					283.33	JUNE LED STREETLIGHT PROJ
				731-1022-541.82-01	1,176.09	JUNE SOLAR PV-PW
					769.99	JUNE SOLAR PV-PW
			Total for check: 91037		3,734.21	
					120,883.41	

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ACCURATE	91038	6/11/2026	2606364	731-1022-541.30-18	204.30	SHOP SUPPLIES
			Total for check: 91038		204.30	
AMAZON CAPITAL SERVICES	91039	6/11/2026	14RJ-1M76-LPTJ	100-0801-521.30-20	39.98	EVIDENCE SUPPLIES
		6/11/2026	1DLF-GWXG-494V	100-0801-521.30-20	227.82	EVIDENCE SUPPLIES
		6/11/2026	1GXC-Y44C-LWPP	100-0801-521.30-20	242.50	EVIDENCE SUPPLIES
		6/11/2026	1HJH-NHPF-1F4F	100-0801-521.29-04	(13.58)	NETWORK CABLE
		6/11/2026	1LPD-WWWX-XYFX	100-0903-531.30-15	38.56	OFFICE SUPPLIES-HEALTH
		6/11/2026	1TXC-VP4K-NQWC	100-0801-521.19-03	376.70	TOURNIQUET HOLDERS (10) NEW HIRES
		6/11/2026	1XTF-RVGH-GFTW	100-0801-521.29-04	13.58	NETWORK CABLE
			Total for check: 91039		925.56	
CITY OF APPLETON	91040	6/11/2026	20411	100-0302-542.25-01	21,029.00	JUNE-TRANSIT SERVICES
			Total for check: 91040		21,029.00	
BADGER LABORATORIES INC	91041	6/11/2026	26-010939	601-1020-543.21-02	1,465.00	INDUSTRIAL MONITORING DURA-FIBRE
			Total for check: 91041		1,465.00	
KARINA BUSTAMANTE	91042	6/11/2026	REFUND	100-0000-201.11-00	100.00	SECURITY DEPOSIT REFUND
			Total for check: 91042		100.00	
SARA CARTWRIGHT	91043	6/11/2026	REFUND	100-0000-201.08-00	1.19	RESERVATION CANCELLATION SHEPARD PARK
				100-0000-441.23-00	23.81	RESERVATION CANCELLATION SHEPARD PARK
			Total for check: 91043		25.00	
CHARTER COMMUNICATIONS	91044	6/11/2026	095528601060126	100-0101-511.22-01	3.44	PHONE BILL-MAYOR
				100-0201-512.22-01	2.18	PHONE BILL-ATTORNEY
				100-0202-512.22-01	5.51	PHONE BILL-PERSONNEL
				100-0203-512.22-01	4.53	PHONE BILL-CLERK
				100-0301-523.22-01	4.97	PHONE BILL-BUILD INSPECT
				100-0304-562.22-01	8.15	PHONE BILL-COM DEV

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CHARTER COMMUNICATIONS...	91044...	6/11/2026...	095528601060126...	100-0401-513.22-01	10.99	PHONE BILL-FINANCE
				100-0402-513.22-01	2.24	PHONE BILL-ASSESSOR
				100-0502-522.22-01	13.65	PHONE BILL-EOC
				100-0601-551.22-01	57.94	PHONE BILL-LIBRARY
				100-0702-552.22-01	9.22	PHONE BILL-RECREATION
				100-0703-553.22-01	15.48	PHONE BILL-PARKS
				100-0704-552.22-01	4.81	PHONE BILL-POOL
				100-0801-521.22-01	85.44	PHONE BILL-POLICE
				100-0903-531.22-01	16.72	PHONE BILL-HEALTH
				100-0920-531.22-01	4.49	PHONE BILL-SENIOR CTR
				100-1001-514.22-01	24.66	PHONE BILL-CITY HALL
				100-1002-541.22-01	14.36	PHONE BILL-ENGINEERING
				100-1008-541.22-01	1.30	PHONE BILL-SIGN
				207-0000-123.00-00	9.15	PHONE BILL-MARINA
				731-1022-541.22-01	8.85	PHONE BILL-GARAGE
				743-0403-513.22-01	5.23	PHONE BILL-I.T.
				Total for check: 91044		
CINTAS	91045	6/11/2026	1906328024	100-0703-553.24-03	72.00	TRASH BAGS-PARK BUILDING
				731-1022-541.30-13	349.00	BATHROOM SUPPLIES
				100-0801-521.20-01	50.25	MATS
				100-0801-521.30-13	214.39	CLEANING SUPPLIES
				731-1022-541.20-01	161.00	MATS, UNIFORMS
				731-1022-541.30-13	200.01	BATHROOM SUPPLIES
Total for check: 91045					1,046.65	
CJR TOOLS LLC	91046	6/11/2026	06082637973	731-1022-541.24-04	84.75	SPECIALIZED EQUIPMNT TOOL
				Total for check: 91046		
ABIGAIL CLANCY	91047	6/11/2026	REIMBURSMENT	100-0304-562.21-06	324.43	COMPREHENSIVE PLANNING
				Total for check: 91047		

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KORTNEY DAHM	91048	6/11/2026	MILEAGE	100-0903-531.33-01	27.55	MILEAGE REIMBURSEMENT MAY
			Total for check: 91048			27.55
DIESEL SPECIALISTS OF GREEN BAY	91049	6/11/2026	001-10002635	731-1022-541.38-04	1,055.94	REPAIR PARTS
			Total for check: 91049			1,055.94
E.H. WOLF & SONS, INC	91050	6/11/2026	558380	207-0707-552.38-01	2,982.15	MARINA FUEL
		6/11/2026	566706	207-0707-552.38-01	3,489.03	MARINA FUEL
		Total for check: 91050			6,471.18	
EAGLE GRAPHICS LLC	91051	6/11/2026	380259	100-0804-521.30-18	474.00	AUX JOGGER PANTS
			Total for check: 91051			474.00
RUTH EIDEN	91052	6/11/2026	REFUND	100-0000-201.14-00	20.00	TRIP OVERPAYMENT
			Total for check: 91052			20.00
ENVISIONINK PRINTING SOLUTIONS	91053	6/11/2026	2603099	100-0304-562.30-10	40.00	RIBBON CUTTING POSTCARD
			Total for check: 91053			40.00
EVERGREEN POWER	91054	6/11/2026	31157	731-1022-541.38-03	57.19	STARTER ASSEMBLY RECOIL
		6/11/2026	31247	731-1022-541.38-03	198.90	OREGON BLADE
		6/11/2026	31316	731-1022-541.38-03	28.77	AIR FILTER
		6/11/2026	31352	100-1018-543.30-15	399.99	TRIMMER
		Total for check: 91054			684.85	
FERRELLGAS	91055	6/11/2026	1133783406	731-1022-541.30-18	187.59	PROPANE
			Total for check: 91055			187.59

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FIRELINE SPRINKLER LLC	91056	6/11/2026	10109	731-1022-541.24-03	177.00	FIRE SPRINKLER INSPECTIONPUBLIC WORKS FACILITY
			Total for check: 91056		177.00	
LINDA FREIMUTH	91057	6/11/2026	REFUND	100-0000-201.14-00	100.00	BUS TRIP CANCELLATION WISCONSIN DELLS
			Total for check: 91057		100.00	
PATRICIA GRACIA	91058	6/11/2026	REFUND	100-0000-201.11-00	100.00	SECURITY DEPOSIT REFUND
			Total for check: 91058		100.00	
GREAT BIG GRAPHICS LLC	91059	6/11/2026	11594	100-0702-552.30-10	77.00	BUSINESS CARDS LEAH
			Total for check: 91059		77.00	
HALQUIST STONE COMPANY	91060	6/11/2026	5663546-IN	470-0703-553.82-02	2,137.00	STONE JEFFERSON PARK
			Total for check: 91060		2,137.00	
HECKRODT WETLAND RESERVE	91061	6/11/2026	13425	100-0000-441.25-00	85.00	HERON NESTING/AQUAT. BIRDPROGRAM
			Total for check: 91061		85.00	
HERITAGE HEATING & COOLING	91062	6/11/2026	REFUND	100-0000-421.07-00	30.00	DUPLICATE PAYMENT HEATING LICENSE
			Total for check: 91062		30.00	
BARB HILLSBERG	91063	6/11/2026	REFUND	100-0000-201.14-00	100.00	BUS TRIP CANCELLATION WISCONSIN DELLS
			Total for check: 91063		100.00	
CLAIRE HOLZSCHUH	91064	6/11/2026	MILEAGE	100-0903-531.33-01	6.38	MILEAGE REIMBURSEMENT
		6/11/2026	PARKING	100-0903-531.33-04	4.35	PARKING REIMBURSMENT
			Total for check: 91064		10.73	

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KLINK HYDRAULICS LLC	91065	6/11/2026	TV1598	731-1022-541.24-03	63.52	WASH BAY PARTS
	Total for check: 91065				63.52	
LIBERTY VOTE USA INC	91066	6/11/2026	LV163867	100-0204-512.24-04	113.20	VOTING MACHINE SUPPLIES
	Total for check: 91066				113.20	
MENASHA TREASURER	91067	6/11/2026	PETTY CASH	100-0902-524.30-18	7.34	PETTY CASH QUIK MART HEALTH DEPARTMENT
				100-0903-531.30-18	9.44	PETTY CASH AMAZON HEALTH DEPARTMENT
					4.19	PETTY CASH WALGREENS HEALTH DEPARTMENT
				100-0904-531.30-11	16.23	PETTY CASH FEDEX HEALTH DEPARTMENT
				100-0920-531.30-11	10.48	PETTY CASH USPS HEALTH DEPARTMENT
Total for check: 91067				47.68		
MENASHA UTILITIES	91068	6/11/2026	MENASHA UTILITY	100-0703-553.22-06	174.52	03/31/26-04/30/26 STORM
				100-1012-541.22-03	14.87	03/31/26-04/30/26 ELEC
	Total for check: 91068				189.39	
MICHELS ROAD & STONE INC	91069	6/11/2026	496049	100-1003-541.30-18	1,641.31	STONE-STREET SUPPLIES
		6/11/2026	6673	100-1003-541.30-18	(1,641.31)	STONE-STREET SUPPLIES CREDIT
		6/11/2026	6674	100-1003-541.30-18	817.55	STONE-STREET SUPPLIES
	Total for check: 91069				817.55	
MICROSPUNK LLC	91070	6/11/2026	20261398	743-0403-513.21-04	675.00	SSL CERTIFICATE
	Total for check: 91070				675.00	
N&M AUTO SUPPLY	91071	6/11/2026	860417	731-1022-541.38-03	17.55	CABIN AIR FILTER
		6/11/2026	860436	731-1022-541.38-03	38.13	LATCH KITS
		6/11/2026	860518	731-1022-541.38-03	31.54	HORN REPLACEMENT
	Total for check: 91071				87.22	

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Check Date: 6/11/2026

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
NORTHEAST ASPHALT INC	91072	6/11/2026	30-00041675	100-1004-541.30-18	962.63	EXCAVATORS ASPHALT
		6/11/2026	PAYMENT #7	625-0000-194.00-00	129,383.71	CONTRACT 2025-03 JEFF PARK BOAT LAUNCH
	Total for check: 91072					130,346.34
RAY O'HERRON CO INC	91073	6/11/2026	2474091	100-0801-521.30-15	165.00	AMMO
		Total for check: 91073				
ORIGINAL WISCONSIN DUCKS	91074	6/11/2026	BUS TRIP	100-0000-201.14-00	1,526.88	DUCK BOAT TOUR BUS TRIP 6/18/26
		Total for check: 91074				
OTC BRANDS INC	91075	6/11/2026	74227930301	100-0702-552.30-18	221.05	CARNIVAL PRIZES
		Total for check: 91075				
PETERS CONCRETE COMPANY	91076	6/11/2026	2263111	100-1004-541.30-18	760.50	CONCRETE 3/4 STONE
		6/11/2026	2263239	100-0703-553.24-05	2,432.00	CONCRETE-HART PARK
	Total for check: 91076					3,192.50
PETSCHER CONSULTING LLC	91077	6/11/2026	4795	470-0403-513.80-01	3,575.00	PHONE SYM IMPLEMENTATIONIT-2026-001
					(320.96)	RETURN OF CONVERTERS IT-2026-001
					546.77	VOXTELESYS PHONE PROVIDER-ONE TIME/IT-2026-001
				743-0403-513.22-01	596.96	VOXTELESYS PHONE PROVIDER
Total for check: 91077					4,397.77	
PRINTSOURCE PLUS INC	91078	6/11/2026	44606	100-0801-521.29-01	216.78	JUNK VEHICLE NOTICE
RIVERS EDGE PUB & GRUB	91079	6/11/2026	MEALS	100-0000-201.14-00	963.01	6/18/26 BUS TRIP MEALS 48 MEALS

AP Check Register

Check Date: 6/11/2026

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
DIANE SCHABACH	91080	6/11/2026	812406	207-0707-552.21-06	14,000.00	HARBORMASTER CONTRACT 2ND QUARTER
			Total for check: 91080		14,000.00	
SCHNEIDER ELECTRIC SYSTEMS USA INC	91081	6/11/2026	0095512141	731-1022-541.24-06	518.19	FUEL MONITOR
			Total for check: 91081		518.19	
SERVICE MOTOR COMPANY	91082	6/11/2026	P25090	731-1022-541.38-03	48.66	BOLTS
		6/11/2026	P25119	731-1022-541.38-03	64.16	BELT
			Total for check: 91082		112.82	
SPIELBAUER FIREWORKS CO INC	91083	6/11/2026	DOWN PAYMENT	100-0408-552.21-06	8,000.00	2026 FIREWORKS DISPLAY DOWN PAYMENT
			Total for check: 91083		8,000.00	
KEVIN STEINIKE	91084	6/11/2026	REFUND	100-0000-441.25-00	30.00	CLASS CANCELATION FLAG FOOTBALL
			Total for check: 91084		30.00	
STERICYCLE INC	91085	6/11/2026	1000688280	100-0801-521.30-10	129.12	PD SHREDDING SERVICE
			Total for check: 91085		129.12	
SYN-TECH SYSTEMS	91086	6/11/2026	335214	731-1022-541.24-06	976.50	AIM MODULE ASSY
			Total for check: 91086		976.50	
THE PRINT HOUSE LLC	91087	6/11/2026	000156	100-0702-552.30-18	120.00	CUSTOM T-SHIRTS -PARKS & REC
			Total for check: 91087		120.00	
THEDACARE AT WORK	91088	6/11/2026	385045	100-0202-512.21-05	325.83	JUNE EAP CONTRACT
			Total for check: 91088		325.83	

AP Check Register

Check Date: 6/11/2026

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
THOMSON REUTERS - WEST	91089	6/11/2026	853696213	100-0201-512.32-02	556.35	WESTLAW LEGAL RESEARCH SOFTWARE
			Total for check: 91089		556.35	
UNIFORM SHOPPE	91090	6/11/2026	16422	100-0801-521.19-02	71.95	NAVY PANT
			Total for check: 91090		71.95	
VAN ZEELAND'S AUTO CARE CENTER	91091	6/11/2026	20109135	100-0801-521.29-04	1,048.32	AC VEHICLE REPAIR
			Total for check: 91091		1,048.32	
WE ENERGIES	91092	6/11/2026	5946491073	100-1012-541.22-03	110.11	LED STREET LIGHTS MAIN ST
		6/11/2026	5947131310	100-1012-541.22-03	1,139.17	STREET LIGHTS MAIN ST
		6/11/2026	5950548406	100-0703-553.22-03	37.70	LED STREET LIGHTS US HWY 10 & STH 114 E
		6/11/2026	5954535721	731-1022-541.22-04	300.90	5/5/26-6/3/26 GAS PUBLIC WORKS
			Total for check: 91092		1,587.88	
WEYERS EQUIPMENT INC	91093	6/11/2026	01-258380	731-1022-541.38-03	25.25	BLADES/PARTS
			Total for check: 91093		25.25	
WG INC	91094	6/11/2026	230059	100-0703-553.29-01	157.50	YARD SIGNS
			Total for check: 91094		157.50	
TERMINIX WIL-KIL	91095	6/11/2026	97757625	100-0801-521.24-03	180.53	PEST CONTROL MAINTENANCE 430 FIRST ST
			Total for check: 91095		180.53	
WINNEBAGO COUNTY TREASURER	91096	6/11/2026	135898	100-1016-543.25-01	23,913.68	LANDFILL FEES-RES
				100-1017-543.25-01	5,596.08	COMMERICAL REFUSE
				266-1027-543.25-01	2,216.35	LANDFILL FEES-SS
			Total for check: 91096		31,726.11	

AP Check Register
Check Date: 6/11/2026

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
WISCONSIN DEPT OF JUSTICE	91097	6/11/2026	G3228	100-0202-512.21-06	21.00	MAY GENERAL
			Total for check: 91097		21.00	
WISCONSIN STATE LAB OF HYGIENE	91098	6/11/2026	843570	100-0901-515.30-18	95.00	ACRYLAMIDE 1/2 CVMIC
			Total for check: 91098		95.00	
LAURIE ZADDACK	91099	6/11/2026	REFUND	100-0000-201.14-00	400.00	BUS TRIP CANCELLATION WISCONSIN DELLS
			Total for check: 91099		400.00	
					240,401.08	

MEMORANDUM

DATE June 9, 2026
TO City of Menasha Common Council
FROM Kristine Hutter, Public Health Director
RE R-16-26 - A Resolution to Support Sustainable State Funding for Local Public Health Departments (Introduced by Mayor Hammond)

Background

The Menasha Health Department is a member of the Wisconsin Association of Local Health Departments and Boards (WALHDAB), which is a statewide organization to support and advance the interests of public health in Wisconsin. A priority of WALHDAB is to advocate to advance local governmental public health policy and secure funding for local health departments.

WALHDAB drafted A Resolution to Support Sustainable State Funding for Local Public Health Departments for municipal/county boards and the Wisconsin Counties Association to consider adopting as a strategy to advocate for additional, sustainable, and flexible state funding for local health departments. The Wisconsin Counties Association has partnered with WALHDAB in the past and has been including funding for public health in their legislative agenda. A future goal is to also bring this topic and this resolution forward to the Wisconsin League of Municipalities, as Wisconsin has several municipal health departments.

The Menasha Health Department recommends approving R-16-26 to support our statewide partners in advocating for sustainable and flexible funding for local health departments. The Menasha Board of Health considered, passed, and recommended approval of R-16-26 to the City of Menasha Common Council during its meeting on June 3, 2026.

Recommendation

Recommend approval of R-16-26 - A Resolution to Support Sustainable State Funding for Local Public Health Departments (Introduced by Mayor Hammond).



RESOLUTION R-16-26

A RESOLUTION TO SUPPORT SUSTAINABLE STATE FUNDING FOR LOCAL PUBLIC HEALTH DEPARTMENTS

INTRODUCED BY: Mayor Hammond

WHEREAS, in Wisconsin, local health departments (LHDs) are legally required to provide a core set of public health services under Wisconsin Statutes Chapter 251 and Wisconsin Administrative Code Chapter DHS 140; and

WHEREAS, responsibilities of LHDs have expanded significantly in recent years due to emerging public health threats, workforce shortages, and increasing community health needs; and

WHEREAS, local health departments rely heavily on a combination of limited state aids, categorical grants, and local property tax levy to fund these mandated services; and

WHEREAS, current state funding mechanisms for public health are largely outdated, not indexed to inflation, and do not reflect the true cost of delivering foundational public health services; and

WHEREAS, Wisconsin currently ranks 49th lowest in state dollars dedicated to public health per person (https://www.americashealthrankings.org/explore/measures/PH_funding); and

WHEREAS, Public health initiatives consistently deliver high returns on investment (ROI), with recent data showing a median ROI of 14.3 to 1, often saving \$14 in medical and societal costs for every \$1 spent (<https://www.pew.org/en/research-and-analysis/articles/2025/07/08/public-health-initiatives-deliver-big-returns-on-investment>); and

WHEREAS, reliance on short-term, restricted, or competitive grant funding creates instability and limits long-term planning; and

WHEREAS, counties bear a disproportionate share of the financial burden for providing foundational public health services, placing additional pressure on local property taxpayers; and

WHEREAS, a strong and adequately funded public health system is essential to protect the health, safety, and economic stability of Wisconsin residents and communities;

NOW, THEREFORE, BE IT RESOLVED, that the City of Menasha supports continuing to build and retain public health infrastructure through increased and flexible funding; and

BE IT FURTHER RESOLVED, that such a funding model should:

- Provide increased General Purpose Revenue (GPR) support for local health departments
- Include automatic inflationary adjustments
- Allow for flexible use of funds to meet local needs
- Reduce reliance on short-term, restricted, and/or competitive grants

BE IT FURTHER RESOLVED, that the State of Wisconsin recognizes public health as a core governmental function and prioritizes sustained investment to ensure consistent service delivery across all jurisdictions; and

BE IT FURTHER RESOLVED, that City of Menasha requests that the Wisconsin Counties Association advocates for policies that reduce the reliance on local property tax levy to fund foundational public health services; and

BE IT FURTHER RESOLVED, that a copy of this resolution be forwarded to the Governor of Wisconsin, members of the Wisconsin State Legislature, the Wisconsin Department of Health Services, and all Wisconsin counties.

Passed and approved this _____ day of _____, 2026.

Recommended by: _____ Motion/Second: _____ Pass/Fail: _____ Requires: _____ Majority Vote _____ 2/3 Vote	_____ Austin R. Hammond, Mayor ATTEST: _____ Kaija Snyder, City Clerk
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MEMORANDUM

DATE June 15, 2026
TO Common Council
FROM Austin R. Hammond, Mayor
RE R-13-26 - A Resolution Supporting The Grow Solar Program (Introduced by Alderman Lewis) and MREA Sponsorship Agreement

General Information:

Grow Solar is a solar group-buying and education program that makes transitioning to solar easier. Offered by the Midwest Renewable Energy Association (MREA), The Oneida Nation, and the City of Green Bay, property owners in Brown, Outagamie, and Winnebago counties can pool their buying power to secure significant discounts that make installing solar more affordable.

The City of Menasha Common Council approved R-16-25 – A Resolution Supporting The Grow Solar Program (Introduced by Alderman Rand) and the MREA Sponsorship Agreement last year at the July 7th, 2025, Common Council meeting.

Additionally, the City of Menasha Sustainability Committee made a recommendation for approval of R-13-26 and the Sponsorship Agreement, contingent upon approval from the City Attorney for the Sponsorship Agreement at the May 28, 2026 meeting.

Fiscal Impact:

None.

Recommendation:

That the City of Menasha Common Council approve R-13-26 – A Resolution Supporting The Grow Solar Program (Introduced by Alderman Lewis) and the Sponsorship Agreement, contingent upon approval from the City Attorney for the Sponsorship Agreement.



RESOLUTION R-13-26

A RESOLUTION SUPPORTING THE GROW SOLAR PROGRAM

INTRODUCED BY: Alderman Lewis

WHEREAS, the voluntary use of solar electricity by residents diversifies the electric supply of the City of Menasha; and

WHEREAS, the voluntary use of solar electricity by residents provides stability to the electric grid during peak power demands; and

WHEREAS, over time the use of solar electricity can help reduce peak demand during the summer and saves participating residents money on their electric bills, retaining that money within the City of Menasha for future economic use; and

WHEREAS, solar electricity generation requires no fossil fuels, and reduces environmental pollutants; and

WHEREAS, the City of Menasha recognizes the promotional benefits of being an innovative and green-powered community

NOW, THEREFORE, BE IT RESOLVED, that the City of Menasha will support the Grow Solar program in the following ways:

1. Provide MREA with a logo for use on by MREA in promoting its Grow Solar Group Buy Program.
2. Promote MREA's educational programming and related information on City's website, social media, and other public communications, as deemed appropriate.
3. Delegate and provide contact person to coordinate with MREA in implementing this Agreement.

BE IT FURTHER RESOLVED, by the City of Menasha Common Council, that the City of Menasha supports the efforts of Grow Solar.

Adopted this ___ day of _____ 2026.

Recommended by:

Motion/Second:

Pass/Fail: _____

Requires: Majority Vote
 2/3 Vote

Austin R. Hammond, Mayor

ATTEST:

Kaija Snyder, City Clerk

SPONSORSHIP AGREEMENT

This Sponsorship Agreement (hereinafter "Agreement"), is made this ___ day of _____, 2026 (the "Effective Date") by and between the City of Menasha, a Wisconsin Municipal Corporation, (hereinafter "CITY") and Midwest Renewable Energy Association, a Wisconsin Corporation, (hereinafter "MREA"), collectively referred to as the Parties.

RECITALS

WHEREAS, MREA is dedicated to promoting clean energy, energy efficiency, an sustainable living through education and demonstration; and

WHEREAS, MREA plans to operate – Grow Solar Green Bay + Fox Valley Group Buy Program for the installation of residential and small non-residential solar electric systems, in the Fox Valley area.

NOW, THEREFORE, in consideration of the foregoing herein and the mutual promises and covenants set forth herein, the parties agree as follows:

1. RESPONSIBILITIES OF MREA

- a. Provide CITY with a logo for use on the City’s website, social media posts, and other communications to the public.
- b. Provide CITY with all documents associated with the Request for Proposals.
- c. Delegate and provide contact person to coordinate with CITY in implementing this Agreement.

2. RESPONSIBILITIES OF CITY

- a. Provide MREA with a logo for use on by MREA in promoting its Grow Solar Group Buy Program.
- b. Promote MREA’s educational programming and related information on City’s website, social media, and other public communications, as deemed appropriate.
- c. Delegate and provide contact person to coordinate with MREA in implementing this Agreement.

3. TERM

This Agreement will be in effect from the date of execution, the Effective Date, until the end of the program, Sept. 30, 2026, unless terminated pursuant to the provisions of Section 4 of this Agreement.

4. TERMINATION

- a. If either party fails to fulfill its obligations under this Agreement in a timely or proper manner, or violates any of its provisions, the non-breaching party will thereupon have the right to terminate this Agreement by giving ten (10) days written notice of termination of the Agreement, specifying the alleged violations, and effective date of termination. This Agreement will not be terminated if, upon receipt of the notice, the breaching party promptly cures the alleged violation prior to the end of the ten (10) day period.
- b. Either party has the right to terminate this Agreement at any time, for any reason, by giving the other party thirty (30) days written notice of such termination by email to the identified contact

5. INDEPENDENT PROVIDER

In entering into this Agreement, and in acting in compliance herewith, the parties acknowledge and agree that MREA and CITY are at all times acting and performing as an independent contractors, duly authorized to perform the acts required of it hereunder. Each party further agrees that neither party may be charged with the obligation or responsibility of extending any fringe benefits such as hospital, medical and life insurance, or pension plans to any employee or contractor of the other party pursuant to this Agreement.

6. NOTICE

All notices provided for under this Agreement shall be in writing and shall be sufficient if by email to the contacts set forth above or to such other address as a party may designate to the other party in writing. Each such Notice will be deemed to have been received as of the date emailed if receipt has been electronically confirmed.

If to MREA:

Corey Ziemann
Solar Program Coordinator
corey@midwestrenew.org

If to CITY:

7. AMENDMENT AND ASSIGNMENT

No modification, expansion, assignment, or amendment of this Agreement will be of any force or effect unless in writing and signed by the parties hereto.

8. SEVERABILITY

All terms and covenants herein are severable. In the event any single term or covenant is found invalid by an agency or court of competent jurisdiction, this Agreement will be interpreted as if such invalid terms or covenants were not contained herein.

9. CHOICE OF LAW and FORUM

This Agreement will be governed in all respects by, and construed in accordance with, the laws of the State of Wisconsin.

10. FINAL EXPRESSION

This Agreement is intended by MREA and CITY as a final expression of their agreement and as a complete and exclusive statement of its terms. This Agreement supersedes all prior proposals, negotiations, conversations, discussions and agreements among the parties concerning the subject matter hereof.

11. EXCLUDED PARTY LAW.

CITY represents and warrants that neither it nor its subcontractors is excluded from receiving or being a party to any Federal contract or subcontract pursuant to any Federal statute, rule, regulation, executive order or government instruction. CITY shall notify MREA of any exclusion or adverse actions or any basis therefore within seven (7) days of its learning of any such exclusion or adverse action or any basis therefore. Ineligibility to participate in any federal health care program is grounds for immediate termination of this Agreement at MREA's sole discretion.

12. USE OF MARKS.

Neither party will use the other party's name, logos, trademarks, or other marks without that party's written consent for each specific use.

13. COMPLIANCE WITH LAWS.

Each party represents and warrants that it shall comply with all applicable federal and state laws and regulations regarding their respective obligations hereunder.

14. EACH PARTY RESPONSIBLE FOR ITS OWN ACTS.

Each party shall be responsible for its own acts or omissions and for any and all claims, liabilities, injuries, suits, demands, and expenses of all kinds which may result or arise out of any alleged malfeasance or neglect caused or alleged to have been caused by that party or its employees or representatives in the performance or omission of any act or responsibility of that party under this Agreement.

15. WAIVER.

No failure or delay on the part of either party hereto in exercising any right, power or remedy hereunder shall operate as a waiver thereof, nor shall any single or partial exercise of any such right, power or remedy preclude any other or further exercise thereof or the exercise of any other right, power or remedy. Any waiver granted hereunder must be in writing and signed by the party against whom the waiver is asserted, and shall be valid only in the specific instance in which given.

16. SURVIVAL.

Those provisions of this Agreement which, by their nature, are meant to survive termination shall so survive, and include without limitation provisions related to ownership of marks, governing law and venue.

17. COUNTERPARTS.

This Agreement may be executed in several counterparts, and the signatures on this Contract may be transmitted electronically. Electronic signatures will be deemed to constitute original signatures and counterparts to this Agreement containing the signatures (whether original or electronic) of all the parties will be deemed to constitute a single, enforceable Contract.

IN WITNESS WHEREOF, the parties agree to the terms set forth this Agreement.

CITY OF Menasha

By _____

Date _____

By _____

Date _____

MREA

By _____

Date _____



MEMORANDUM

To: Common Council

From: Megan Sackett, Parks & Recreation Director/ms
Austin Hammond, Mayor/ah

Date: June 10, 2026

RE: R-17-26: Resolution accepting the donation of the sculpture for the Racine Street/Ahnaip Street Roundabout

The Bergstrom Automotive Family reached out to the City in interest to donate a sculpture to the roundabout beautification project. The proposed bronze sculpture titled "Promise of a Prairie" was created by a renowned North American sculptor, George Lundeen. It depicts a young family coming to America in the 1850s. The parent's dream was that they could sail from Europe to the United States and raise their family in the new country. The country that promised freedom of speech, liberty, religion and the pursuit of happiness. Many young families came from Europe to Menasha because the federal government was looking for workers to help build the canal from Lake Winnebago through Menasha to Green Bay. It was hard work because it was all dug with horses and plows and men with shovels. But it gave these families a chance at a whole new life. The sculpture depicts a young man and his wife carrying their son off the boat here in Menasha. The sculpture would be placed in the Racine St./Ahnaip St. Roundabout facing the river and be a reminder of the history of the beginning of the City.

Staff and the consultant are working with Mr. Bergstrom on the final design of the south roundabout with the incorporation of the proposed sculpture to provide design and landscape continuity between the north and south roundabouts.

Recommendation

The Racine St/Main St. and Racine St/Ahnaip St. Adhoc Roundabout Committee recommends to Common Council Resolution R-17-26 Resolution accepting the donation of the sculpture for the Racine Street/Ahnaip Street Roundabout.



RESOLUTION NO. R-17-26

RESOLUTION ACCEPTING THE DONATION OF THE PROMISE OF A PRAIRIE SCULPTURE FOR THE RACINE STREET/AHNAIP STREET ROUNDABOUT

Introduced by Alderperson Ted Grade

WHEREAS, the City of Menasha Common Council recognizes the need for prioritizing beautification projects that enhance public spaces for the benefit and enjoyment of our community; and,

WHEREAS, the sculpture serves to recognize and preserve an important part of the community's history and heritage by honoring the contributions of the early settlers to the development and growth of the City during the nineteenth century; and,

WHEREAS, the sculpture serves as a reminder of the opportunities immigrants sought when seeking a new country promising the freedom of speech, liberty, religion and the pursuit of happiness; and,

WHEREAS, the Common Council finds that the placement of the sculpture within the roundabout located in the Racine Street/Ahnaip Street Roundabout will provide a prominent and appropriate public setting for this historical tribute; and,

and NOW, THEREFORE, BE IT RESOLVED, The City of Menasha Common Council hereby graciously accepts the donation of the "Promise of a Prairie" sculpture honoring the early settlers of Menasha and expresses its gratitude to Bergstrom Automotive Family for this generous contribution.

BE IT FURTHER RESOVED, the sculpture shall be installed within the roundabout located at Racine Street/Ahnaip Street and shall become the property of the City of Menasha upon installation.

Passed and approved on this _____ day of June, 2026

Recommended by:
Motion/ Second:

Vote:

Pass/ Fail:
Requires: Majority Vote

Austin Hammond, Mayor

ATTEST:

Kaija Snyder, City Clerk