

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, July 21, 2025 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. Pay It Forward: 2nd Annual Community Event, presented by the African American Chamber of Commerce of the Fox Valley (AACCFV)
 - 2. Minutes to Receive:
 - a. Water and Light Commission, 6/25/25
 - b. Administration Committee, 7/7/25
 - c. Board of Public Works, 7/7/25
 - d. Neenah-Menasha Fire Rescue Joint Finance & Personnel Committee, 6/24/25
 - e. Neenah-Menasha Fire Rescue Joint Fire Commission, 6/17/25
 - f. Parks & Recreation Board, 7/8/25
 - g. Plan Commission, 7/8/25
 - 3. Communications:
 - a. National Disability Pride Month Proclamation
 - b. Menasha 2035: Comprehensive Plan Status Update
- 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, 7/7/25
2. Board of Public Works, 7/7/25, Recommends Approval of:
 - a. Street Use Application - Harvest Festival; Saturday, September 20, 2025; 8:00 a.m. to 6:00 p.m.; B.L.O.O.M., LLC
 - b. Payment - Sommers Construction Co., Inc.; Contract Unit No. 2025-02; Street Construction and Rehabilitation; \$361,151.13 (Payment No. 1)
 - c. Recommend to Award - Contract Unit No. 2025-03; Jefferson Park Boat Launch; to Northeast Asphalt, Inc.; \$1,315,650.00
 - d. Change Order - Menasha Utilities; Contract Unit No. M0002-06-24-00128; \$8,195.00 (Change Order No. 1)
 - e. Payment - Cardinal Construction Co., Inc.; Contract Unit No. 2024-10; Jefferson Park Shelter Construction; \$15,499.52 (Payment No. 6)
3. Special Board of Public Works, 7/21/25, Recommends Approval of:
 - a. Recommend to Award – Contract Unit No. 2025-05; Asphaltic Concrete Pavement Chip Sealing – Various City Streets
4. Neenah-Menasha Joint Finance & Personnel Committee, 6/24/25, Recommends Approval of:
 - a. The Cities of Neenah and Menasha Common Councils Authorize NMFR to Retain the Insurance Settlement from the 2023 Storm in the Amount of \$59,966.42 and to Use Those Funds to Construct Fire Investigation Props in the Existing Training Tower
5. Parks & Recreation Board, 7/8/25, Recommends Approval of:
 - a. Renewal of Lease and Management Agreement for Heckrodt Wetland Reserve for the term of 2025-2100

H. Items Removed from the Consent Agenda

I. Action Items

1. Accounts payable and payroll for the term of 7/4/25 - 7/17/25 in the amount of \$1,511,746.24
2. New Alcohol License Application for Hungry Donkey LLC, DBA Hungry Donkey (14 Tayco Street, Menasha) - "Class B" (Intoxicating Liquor) and Class "B" (Fermented Malt Beverages); Mario Nunez, Agent
3. New Alcohol License Application for Sams On Main LLC, DBA The Spot On Main (222/226 Main Street, Menasha) - "Class B" (Intoxicating Liquor) and Class "B" (Fermented Malt Beverages); Tiffany Sams, Agent
4. Outdoor Alcoholic Beverage Service Permit Applications for 2025-2026 Licensing Term (July 22, 2025 - June 30, 2026)

5. Temporary Expansion of Licensed Premises Permit Application - City Limits (544 Fourth Street, Menasha), August 2, 2025

J. Held Over Business

K. Ordinances and Resolutions

1. R-19-25 - A Resolution Designating Public Spaces as Parks (Introduced by Ald. Grade)
2. R-20-25 - A Resolution Dedicating a Greenspace in Honor of former Alderman Tom Grade (Introduced by Ald. Grade)
3. R-15-25 Resolution Adopting a Public Participation Plan for the City of Menasha Comprehensive Plan Update (Introduced by Ald. Rand and Ald. Eisenach)

L. Appointments

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
August 4, 2025
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."

Pay It Forward: 2nd Annual Community Event



“EQUIPPED, EMPOWERED &
FED FOR THE YEAR AHEAD”



Pay It Forward: 2nd Annual Community Event

SPONSORED BY THE AFRICAN AMERICAN CHAMBER OF
COMMERCE OF THE FOX VALLEY (AACCFV)

HOSTED BY CHICAGO HOUSE OF HOAGIES

DATE: AUGUST 16, 2025 | TIME: 10 AM – 4 PM

LOCATION: 1089 RACINE RD, MENASHA, WI 54952



Purpose of the Event

- ❑ Serve our communities through education, equity, and opportunity.
- ❑ Uplift underserved families and provide vital resources.
- ❑ Create unity, empowerment, and cultural pride.
- ❑ Foster a welcoming environment that honors our youth and empowers their path to education



What to Expect

❑ FREE Food (Provided by vendors)



❑ Diapers, School Supplies & Giveaways



❑ Music, Bounce House, Games, Haircuts



❑ Health & Wellness Education



❑ Community Resource Tables



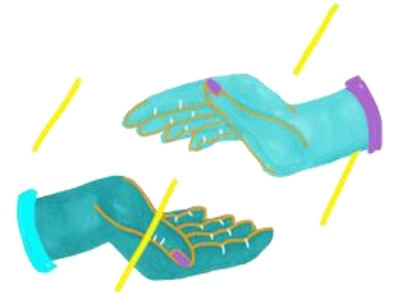
Who Is Involved

African American Chamber of Commerce of the Fox Valley (AACCFV)

- ☐ - LocLady
- ☐ - The Cozy Corner
- ☐ - Desire Fashion
- ☐ - SStar Society
- ☐ - Taperz Barbershop
- ☐ - Pointers
- ☐ - Nicolet Bank



Why Your Support Matters



- ✓ **Monetary Donations:** Help us purchase more supplies and feed more families.



- ✓ **Physical Donations:** (Girls) Toiletries, Diapers, notebooks, backpacks, etc.



- ✓ **Volunteer:** We need helping hands to run stations, clean up, and engage youth.



- ✓ **Share the Opportunity:** Encourage youth to get involved and community members to attend.



Representation & Culture



- ✓ Led by Black and minority Professionals, Educators, Entrepreneurs, and Activists.
- ✓ Celebrating a proud legacy of resilience, creativity, and service within underrepresented communities.
- ✓ Honor the spirit of Black leadership, unity, and inclusion, while embracing diversity.
- ✓ While rooted in the Black experience, this is a multicultural celebration and a service opportunity open to ALL.



CALL TO ACTION

- ☐ **Donate via drop-off or online.**
- ☐ **Volunteer your time and skills !**
- ☐ **Spread the Word to Families !**
- ☐ **Ask other Organizations !**
- ☐ **Notify Youth Groups !**
- ☐ **Attend & Support on August 16th !**



CONTACT & LINKS

☐ Phone: 920-215-6705

☐ Location: 1089 Racine Rd, Menasha, WI 54952

☐ Google Forms for Sign-Up:

https://docs.google.com/forms/d/1JerCgzQDwSpYOU7WeKgawSCuxOLY2n6XVHh_vZpG0dsc/edit

☐ Email inquiries to:

wilona.young@aacfv.org or ChristianPBlanton@gmail.com

☐ Facebook:

<https://www.facebook.com/events/1035161264917238>

<https://www.facebook.com/ChicagosHouseOfHoagies>



REGULAR MEETING OF THE WATER AND LIGHT COMMISSION

June 25, 2025

Draft

Commissioner Mark Allwardt called the Regular Meeting of the Water and Light Commission to order at 8:03 a.m., with Commissioners Roy Kordus, Austin Hammond, and Gary Turchan present on roll call. Also present were Melanie Krause, General Manager; Adam Smith, Water Utility Manager; Kristin Hubertus, Finance Manager; Paula Maurer, Customer Service Manager; Kurt Melchert, Electric Manager; Justin Hoffmann, Project Engineer; and Tammy Phillips, Accounting and Administrative Assistant. Also present was Colten Sprenger, Energy Services Manager.

Those excused were: Commissioner Tines and Steve Grenell, Engineering Manager

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

Item III. The motion made by Comm. Allwardt, seconded by Comm. Kordus, was unanimous on roll call to approve the following:

- A. Minutes of the Regular Meeting of May 28, 2025.
- B. Approve and warrant the following payments dated May 29 – June 25, 2025 in the amount of \$1,632,200.77.
- C. Correspondence as listed:
 - Copy of 2025-26 MU/WPPI Scholarship Awards
 - Copy of Thank-You RE: Jaelyn Feller Scholarship Award
 - Copy of Customer Service Mailer RE: June Scavenger Hunt
 - Copy of 2024 Annual Focus on Energy Customer Participation Report
 - Copy of 2024 Annual CCR Report
 - Copy of MU June Newsletter

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

Item V. Purchase Orders over \$10,000.00 issued since the last Commission meeting were presented for informational purposes.

The motion made by Comm. Allwardt, seconded by Comm. Turchan was unanimous on roll call to approve the purchase orders as presented.

Item VI. Unfinished Business, Filter Bed Construction Update. Adam Smith updated the Commission on the Filter Bed Construction. Concrete is poured and curing in the 2 filters.

Electric Rate Case – An application was filed with the PSC on June 6, 2025 requesting a residential Optional Three-Tier Time-of-Day (Rg-3) rate.

Adam Smith presented a powerpoint explaining the Coagulation, Flocculation, and Sedimentation Process at the Water Plant.

Item VII. New Business, Sanitary Survey. The DNR conducted a sanitary survey at the Water Department on May 6, 2025. No deficiencies were found.

A Resolution of Appreciation for Jeff Lemke and his 38 years of service to MU was presented.

The motion made by Comm. Allwardt, seconded by Comm. Kordus was unanimous on roll call to accept the Resolution of Appreciation for Jeff Lemke.

Change Order #1 for the Office Complex Remodel, Cardinal Construction modifies the current contract from \$239,583 to \$247,778. Additional costs not included in the original bid are for updating a bathroom and some doorways to be ADA compliant.

The motion made by Comm. Allwardt, seconded by Comm. Hammond was unanimous on roll call to approve the Change Order for \$8,195.

Kristin Hubertus presented the 2026 Strategic Plan, Budget, and Planning Schedule to the Commission.

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

May Financial and Project Status Reports – Electric consumption was lower than budget by 2.6%, cost of power and expenses were at budget, and net operating income was negative for May due to lower revenues.

Water consumption was 6.9% lower than budget, expenses and water treatment costs were lower, and net operating income was higher than budget by \$46,286. There were no main breaks or service leaks in May.

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

Project Reports, Electric Projects – Crews continued work on the Maplewood School project, city light upgrades, pole replacements, tree trimming, and the Office Complex Remodel. Pad mount transformers and AMI meters were received.

Water Projects – Parts for the Water Plant filter project were received, and the Water Main project has been completed. Crews continue exercising valves, cross-connections, and GIS asset locating.

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

MARK ALLWARDT
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.



ADMINISTRATION COMMITTEE MINUTES

Monday, July 7, 2025 at 6:30 PM

First Floor Conference Rooms
100 Main Street, Menasha, WI

A. CALL TO ORDER

Meeting called to order by District 2 Alderperson Eisenach at 8:14 pm.

B. ROLL CALL

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

Also Present: FD Sassman, DDMO Brown, PRD Sackett, DDE Gordon, CA Struve,
Mayor Hammond, Clerk Snyder, DC Janet

C. MINUTES TO APPROVE

1. Administration Committee, 5/19/25

Motion by District 3 Alderperson Hale seconded by District 7 Alderperson
Grade to approve. Motion carried on voice vote.

D. DISCUSSION / ACTION ITEMS

1. Review & Accept the 2024 City of Menasha Financial Audit (CliftonLarsonAllen
LLP)

Leah Lasecki, CPA discussed the audit CliftonLarsonAllen LLP performed for
the City of Menasha based on Menasha's 2024 finances. CPA Lasecki
described that Menasha received a clean audit opinion; this is the best
category of audit opinion a municipality can receive, and this opinion is made
in terms of materiality. CPA Lasecki more specifically discussed the City of
Menasha's financial trends, governmental fund balances, budgeted
expenditures, and TIDs.

Motion by District 2 Alderperson Eisenach seconded by District 4 Alderperson
Perkins to approve. Motion carried 8-0 on roll call.

E. ADJOURNMENT

Motion by District 3 Alderperson Hale seconded by District 6 Alderperson Marshall
to adjourn at 8:48 pm. Motion carried on voice vote.

Minutes submitted by City Clerk Kaija Snyder.



BOARD OF PUBLIC WORKS MINUTES

Monday, July 7, 2025 at 6:45 PM

First Floor Conference Rooms
100 Main Street, Menasha, WI

A. CALL TO ORDER

Meeting called to order by District 8 Alderperson Ropella at 8:53 pm.

B. ROLL CALL

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

Also Present: FD Sassman, DDMO Brown, PRD Sackett, DDE Gordon, CA Struve,
Mayor Hammond, Clerk Snyder, DC Janet

C. PUBLIC COMMENTS ON ANY MATTER LISTED ON THE AGENDA

D. MINUTES TO APPROVE

1. Board of Public Works, 6/16/25

Motion by District 6 Alderperson Marshall seconded by District 7 Alderperson Grade to approve. Motion carried on voice vote.

E. DISCUSSION / ACTION ITEMS

1. Street Use Application - Harvest Festival; Saturday, September 20, 2025; 8:00 a.m. to 6:00 p.m.; B.L.O.O.M., LLC

Motion by District 6 Alderperson Marshall, seconded by District 4 Alderperson Perkins to approve.

Motion carried 8-0 on roll call.

2. Payment - Sommers Construction Co., Inc.; Contract Unit No. 2025-02; Street Construction and Rehabilitation; \$361,151.13 (Payment No. 1)

Motion by District 6 Alderperson Marshall, seconded by District 4 Alderperson Perkins to approve.

Motion carried 8-0 on roll call.

3. Recommend to Award - Contract Unit No. 2025-03; Jefferson Park Boat Launch; to Northeast Asphalt, Inc.; \$1,315,650.00

Motion by District 6 Alderperson Marshall, seconded by District 7 Alderperson Grade to approve.

Motion carried 8-0 on roll call.

4. Change Order - Menasha Utilities; Contract Unit No. M0002-06-24-00128; \$8,195.00 (Change Order No. 1)

Motion by District 6 Alderperson Marshall, seconded by District 3 Alderperson

Hale to approve.

Motion carried 8-0 on roll call.

5. Payment - Cardinal Construction Co., Inc.; Contract Unit No. 2024-10; Jefferson Park Shelter Construction; \$15,499.52 (Payment No. 6)
Motion by District 6 Alderperson Marshall, seconded by District 7 Alderperson Grade to approve.

Motion carried 8-0 on roll call.

Discussion considered remaining payments for this project; staff advised that this is the second to last payment.

F. ADJOURNMENT

Motion by District 1 Alderperson Rand seconded by District 4 Alderperson Perkins to adjourn the Board of Public Works meeting at 9:01 pm. Motion carried on voice vote.

Minutes submitted by City Clerk Kaija Snyder.

Amended
NMFR Joint Finance & Personnel Committee Meeting Minutes
June 24, 2025 – 4:00 p.m.
City of Menasha – Room #132

Present: Ald. Pollnow, Grade, Bruno Marshall and Borchardt

Excused: Ald. Perkins

Also Present: Chief Teesch, DC Krueger, Director Sassman and MA Ellis

Public: Stephanie Schott and Scott Becker

Ald. Grade called the meeting to order at 4:00 p.m.

Public Forum: Scott Becker asked about finding out more information on the training facility and enhancements. He asked what other municipalities have comparable facilities to what we have.

Approval of Minutes: The committee reviewed the April 22, 2025, meeting minutes. **MSC Pollnow/Bruno to approve the April 22, 2025, meeting minutes, and place on file, all voting aye.**

Call Summary: The Committee reviewed the call summary report through May 2025. **MSC Pollnow/Borchardt to approve and place the call summary report on file, all voting aye.**

Budget Report: The Committee reviewed the budget report through May 31, 2025. **MSC Borchardt/Pollnow to approve the budget report and place on file, all voting aye.**

Assistant Chief Hiring Update: Chief Teesch noted a second round of interviews was held with our Fire Commission. They requested an offer be made to a candidate and this will be done soon. Ald. Pollnow asked about the hiring qualification changes to the Firefighter position and asked if this was also for this position. Chief Teesch explained it wasn't and discussed the change.

Vehicle Repair Update: The Committee reviewed the memo regarding some large repairs bills that are higher than normal for some of our front-line engines. Right now, we are within budget for this line item. Ald. Borchardt asked if we continue to have internal firefighter/mechanics who have knowledge to repair items. Chief Teesch confirmed that that we do. These items are things they couldn't repair and had to send to an outside vendor. Ald. Pollnow asked if Chief Teesch has concerns if these repairs are higher than normal. Chief Teesch said some of the concerns he has with the long lead time of replacement vehicles as this is causing us to spend money to fix these vehicles. He wants to stay on top of the repairs to keep the trucks in working order. He will feel better once Engine 35 is replaced as we will be back on schedule with replacing vehicles when they should be. This is a communication to let the Committee know what is currently happening.

Consideration and Action of Insurance Settlement and Earnings for Fire Investigation Prop: The Committee reviewed the memo from Chief Teesch regarding the Training Grounds and prop. He also presented a PowerPoint on this topic to give a history of what happened and how this is separate from the Station 31 remodel. It just so happens that these two projects are happening at the same time. There will be bids sent out but they will be separate.

Station 31 is a Neenah-only funded project. The Training Tower project is a split cost between the two cities following the cost distribution formula in the merger agreement. Included in the training project is the fire investigation props. When these were damaged in the storm, we received an insurance settlement of \$59,966.42. This was minus a \$50,000 deductible. The original cost of the pods were funded entirely through donations from local companies. The intent of pods is for fire investigation training for our staff. Chief Teesch noted that instead of replacing the pods with another pod, he is looking to use the old training tower for investigations. This will save money on having someone demolition the old training tower but we will need some money to make these improvements. This training tower project is funded through AARPA fund grant from the County.

Discussion was held on estimate to replace the tower. Chief Teesch noted the AARPA grant is for \$1 million dollars with a 50% match. We have five years to complete this project from the award. The project didn't start right away so each City could budget appropriately for their share of the matching funds. Director Sassman noted each City has taken their portion of the matching funds and put this into their respect CIP budget for 2025 and 2026 as it was assumed it would take two years to complete this project.

Discussion was held on the insurance monies received from the burn pods. The storm happened in August of 2023. The insurance check was not received until 2024. Because the project to replace the burn pods was not completed in 2024, the money cannot continue to sit in this account unless acted upon. Neenah Finance said the money, and interest, has to be dispersed back to each City's general fund. The spirit of the grant, and the insurance claim for the pods since it was through donations remain with doing this project.

Ald. Grade said we have to decide what to do here. There are unknowns on cost. DC Krueger said we want to earmark the money for the purpose and if we can't redo the old tower it will go with the pods. We don't want to do the training tower project and then have no money to do the investigation pods, which was originally completed with donated money. Both Finance Directors do not have any issues with the proceeds being used to refurbish the tower. The AARPA funds interest should stay with offsetting the cost of the new training tower.

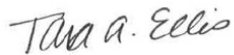
MS Borchardt/Grade recommends the Cities of Neenah and Menasha Common Councils authorize NMFR to retain the insurance settlement from the 2023 storm in the amount of \$59,966.42 and the interest earned on the \$500,000 designated for the training tower replacement, and to use those funds to construct fire investigation props in the existing training tower.

Amended motion MS Borchard/Grade to amend the motion to remove “the interest earned on the \$500,000 designated for the training tower replacement”, all voting aye.

Original motion re-stated as amended. MS Borchardt/Grade recommends the Cities of Neenah and Menasha Common Councils authorize NMFR to retain the insurance settlement from the 2023 storm in the amount of \$59,966.42 and to use those funds to construct fire investigation props in the existing training tower, all voting aye.

MSC Pollnow/Bruno to adjourn at 5:05 p.m., all voting aye.

Respectfully submitted,

A handwritten signature in cursive script that reads "Tara A. Ellis".

Tara Ellis

Management Assistant

Neenah-Menasha Fire Rescue Joint Fire Commission Meeting Minutes

June 17, 2025 – 4:00 p.m.

NMFR Training Center

Present: Commissioners Kubiak, Keating, Keehan, Brehmer and Matuszak

Excused: Commissioner Lewis

Also Present: Chief Teesch, DC Krueger and Director Fairchild

Commissioner Kubiak called the meeting to order at 4:08 p.m.

Meeting Minutes: The commission reviewed the meeting minutes from April 23, 2025. **MSC Keating/Keehan to approve the April 23, 2025, minutes and place on file, all voting aye.**

Commissioner Brehmer took over the meeting as Chair.

Consideration and action to make changes to the Firefighter Job Description: The Commission reviewed the request for changes to the firefighter job description as highlighted to include 60 credits in lieu of associate degree. **MSC Keehan/Matuszak to approve the requested changes, all voting aye.**

Closed Session: **MSC Keehan/Matuszak to enter Closed Session for the purpose of interviewing applicants, all voting aye.**

Re-Convene into open session: **MSC Kubiak/Brehmer to adjourn at 5:20 p.m., all voting aye.**

Respectfully submitted,

Shane Krueger

Shane Krueger
Deputy Chief

CITY OF MENASHA
Parks and Recreation Board
Heckrodt Wetland Reserve (1305 Plank Rd, Menasha)
July 8, 2025
MINUTES

A. CALL TO ORDER

The meeting was called to order by Chr. Dick Sturm at 5:31pm.

B. ROLL CALL/EXCUSED ABSENCES

MEMBERS PRESENT: Chr. Dick Sturm, Vice Chr. Brian Adesso, Ald. Ted Grade, Melissa Grade and Danielle Rand

OTHERS PRESENT: PRD Megan Sackett, Mayor Austin Hammond, Luke Schiller, Ald. Chris Rand, Resident Patty Konkol, AA Lori Walbrun

EXCUSED ABSENCE: Eli Wickman

C. PUBLIC COMMENT/CORRESPONDENCE

None

D. MINUTES TO APPROVE

1. **Minutes of the June 10, 2025 Regular Park Board Meeting:** Motion by T. Grade, seconded by D. Rand to approve the minutes of the June 10, 2025 Regular Park Board meeting. Motion carried.

E. DISCUSSION / ACTION ITEMS

1. **Renewal of Lease & Management Agreement for Heckrodt Wetland Reserve for the term of 2025-2100:** Luke Schiller, Executive Director of Heckrodt Wetland Reserve highlighted the history of the reserve and spoke on a few points from the past year. Mayor Hammond pointed out the environmental stewardship, length of lease, and the Board of Directors continuity with the Parks and Rec. Chr. Sturm commented on what a bonus it is to have the land and organization part of the city. Motion made by D. Rand, seconded by Ald. Grade to recommend to the Common Council for the renewal of the Lease and Management Agreement for the Heckrodt Wetland Reserve for the term of 2025-2100. Motion carried.
2. **R-19-25 Resolution Designating Public Spaces as Parks:** Two areas specifically – Water Street Corridor and The Living Room (walkway between The Sweet Lair & The Ember) are being proposed to be formally designated as City parks. These areas are actively used and maintained and designating them as parkland would ensure consistent management by the Parks and Recreation Department, support long-term planning and improvement, and open opportunities for park-related funding and grants. Motion made by Ald. Grade, seconded by B. Adesso to approve and recommend to Common Council Resolution R-19-25 Designating Public Spaces as Parks. Motion carried.
3. **R-20-25 Resolution Dedicating a Greenspace in Honor of former Alderman Tom Grade:** Tom Grade's mark on the City is evident in so many places. In addition to his public service, Tom voluntarily cared for and maintained this site on Brighton Drive. Naming this greenspace "Tom Grade Park" would be a meaningful and lasting tribute to his legacy and his quiet, hands-on service that reflected his deep love for Menasha. Motion made by M. Grade, seconded by Ald. Grade to approve and recommend to Common Council Resolution R-20-25 Dedicating a Greenspace in Honor of former Alderman Tom Grade. Motion carried.
4. **Naming of the new east pavilion in Jefferson Park:** By a show of hands, Park Board selected Jefferson Landing as the name for the new pavilion.
5. **Special Events:**
 - a. **Twisted Pistons at Curtis Reed Square & Marina Terrace on August 21, 2025:** Motion by Ald. T. Grade, seconded by B. Adesso to approve Twisted Pistons on August 21, 2025 in Curtis Reed Square and at Marina Terrace. Motion carried.
 - b. **Jazz Fest at Jefferson Park, August 30 & 31, 2025:** Motion by D. Rand, seconded by M. Grade to approve Jazz Fest on August 30 & 31, 2025 in Jefferson Park. Motion carried.

F. REPORT OF DEPARTMENT HEAD / STAFF

1. **Department Report:** See attached written report. In addition, Dir. Sackett mentioned that the Jefferson Park playground has been selected for a national publication and a photo shoot is scheduled for August 5. The Bike Friendly application has been submitted (happens every 4 years). The bid opening for the Jefferson Park boat launch awarded Northeast Asphalt with the business – work is expected to start early September. We have received a DNR grant that will cover approximately 40% of boat launch work, along with a couple of other grants. A High Cliff Connection consultant has been chosen for the design & engineering portion of the Woodlands West segment (Kernan Ave to Lake Park Rd).

G. PUBLIC COMMENT ON ANY MATTER LISTED ON THE AGENDA

Ald. Rand congratulated Luke Schiller and the Menasha Parks & Rec Department on their new agreement and on jobs well done.

H. ADJOURNMENT

Motion by Ald. T. Grade, seconded by B. Adesso to adjourn at 6:27 pm. Motion carried.

PARK BOARD MEETING NOTICE
Tuesday, August 12, 2025
Hart Park (700 Seventh Street) – 5:30 pm

**CITY OF MENASHA
Plan Commission
Menasha City Center
100 Main Street, Menasha
First Floor Conference Rooms
July 8, 2025
DRAFT MINUTES**

A. CALL TO ORDER

The meeting was called to order at 3:30 PM by Mayor Hammond.

B. ROLL CALL/EXCUSED ABSENCES

PLAN COMMISSION MEMBERS PRESENT: Mayor Austin Hammond, Alderman Chris Rand, Commissioners Rachel Roth, Elke Werner, Kevin Benner, and Richard Sturm.

PLAN COMMISSION MEMBERS EXCUSED: DPW Merten and Alderman Rosita Eisenach.

OTHERS PRESENT: PP Larsen, AP Heim.

C. PUBLIC HEARING

D. MINUTES TO APPROVE

1. Minutes of the June 3, 2025 Plan Commission Meeting

Motion by Comm. Sturm, seconded by Comm. Benner, to approve the June 3rd, 2025 Plan Commission meeting minutes. The motion carried.

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

No comment.

F. DISCUSSION / ACTION ITEMS

1. Resolution Adopting Public Participation Plan for City of Menasha Comprehensive Plan.

PP Larsen provided an overview of the material presented to the Plan Commission members and outlined the next steps in the Comprehensive Plan update process. Community Development staff will be attending various public events and hosting an information booth to gather community feedback on different areas of the city. Following these events, staff will conduct interviews and focus groups with Aldermen and other key stakeholders to gather additional input on topics relevant to the Comprehensive Plan. Based on the feedback received, staff will begin updating each section of the Plan. As sections are completed, they will be brought before the Plan Commission for review and discussion. Once all chapters have been updated, public open houses will be held to present the proposed amendments and collect final comments before drafting the final version of the Comprehensive Plan.

General discussion ensued.

A motion was made by Comm. Sturm, seconded by Comm. Benner to recommend approval for the resolution adopting the public participation plan for the City of Menasha Comprehensive Plan. The motion passed 5-0 with Comm. Roth abstenting.

2. Review Final Draft of Comprehensive Plan Survey.

PP Larsen presented a list of survey questions that he created that he plans to share with the public at the various events listed in the public participation plan.

General discussion ensued with suggested changes to the survey's questions. No action was taken.

G. COMMUNICATION

1. Set Next Meeting Date

The next meeting was set for August 5th, 2025.

H. ADJOURNMENT

Motion by Comm. Benner, seconded by Comm. Werner to adjourn at 5:10 PM. The motion carried.

Minutes respectfully submitted by PP Larsen.



PROCLAMATION

Office of the Mayor

WHEREAS; the Americans with Disabilities Act (ADA) was passed by the U.S. Congress on July 26, 1990, to ensure the civil rights of residents with disabilities; and

WHEREAS; the ADA prevents discrimination based on ability status, requires employers to provide reasonable accommodations, and ensure that public infrastructure meets accessibility requirements; and

WHEREAS; the ADA is recognized as one of the most important civil rights laws in history; and

WHEREAS; disability pride enables people with disabilities to redefine their identity, serves as a tool to dismantle ableism, bias, and discrimination, and reshapes false perceptions of individuals with disabilities; and

WHEREAS; disability pride helps remind everyone that people with disabilities are valuable, talented, and significant members of our community; and

NOW THEREFORE BE IT PROCLAIMED, that I Austin R. Hammond, Mayor of the City of Menasha, do hereby proclaim July, 2025, to be:

National Disability Pride Month in the City of Menasha

Signed and Sealed this 14th day of July, 2025

Austin R. Hammond, Mayor





MEMORANDUM

DATE July 21st, 2025

TO Common Council

FROM Matt Larsen , Principal Planner

RE Update on the City of Menasha Comprehensive Plan Amendment Process

The purpose of this memo is to provide an update on Staff's efforts to update the City of Menasha Comprehensive Plan.

At the July 8th, 2025, Plan Commission meeting Principal Planner, Matt Larsen, provided a memo summarizing the Menasha 2035: Your Place on the Water Public Participation Plan and a draft of the questions that would be asked to the public via a survey, to assist with the Comprehensive Plan element updates. During the ensuing discussion Principal Planner Larsen described the various events that Community Development staff would attend and the exercise at these events that would be performed to gain public input on various areas throughout the city that interest residents.

Currently staff have attended the public events listed below in an attempt to obtain public input on various locations throughout the city.

- Brews on Bago – June 19th and July 10th
- Courtyard Market – July 6th and July 20th

At these public participation events, staff has a booth with a mapping exercise to obtain public input on various areas within the city, as well as two poster boards. One of the poster boards explains the purpose of the mapping exercise and gives brief instructions on how to interact with the mapping exercise and the other poster board that provides information on the Comprehensive Plan update process, a list of other public events we will be attending, and a QR code to the website that was created to keep people informed about various aspects about the City of Menasha Comprehensive Plan updates.

In addition to the public events that Community Development staff will be attending, there will be Council member interviews, focus groups, SWOT Analyses, and internal meetings to identify the various areas of the Comprehensive Plan that will be updated.



COMMON COUNCIL MINUTES
Monday, July 7, 2025 at 6:00 PM
First Floor Conference Rooms
100 Main Street, Menasha, WI

A. CALL TO ORDER

Meeting called to order by Mayor Hammond at 6:02 pm.

B. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

C. ROLL CALL

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

Also Present: FD Sassman, AP Heim, PP Larsen, DDMO Brown, Lt. Sawyer, PRD Sackett, LD Kopetsky, DDE Gordon, CA Struve, Mayor Hammond, Clerk Snyder, DDE Gordon

D. PUBLIC HEARING

1. Proposed Rezoning of Property Located at N8910 Oneida Street (Parcel No. 7-00725-56) and Oneida Street (Parcel No. 7-00725-57) from R-1 Single Family Residence District to C-1 General Commercial District
Staff advised on the zoning history of the property in question.

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

Mayor Hammond closed the public hearing at 6:05pm after no members of the public elected to speak.

2. Proposed Rezoning of Properties Located at 1221 Province Terrace (Parcel No. 7-00001-07), 1237 Province Terrace (Parcel No. 7-00001-06), 1253 Province Terrace (Parcel No. 7-00001-05), 1269 Province Terrace (Parcel No. 7-00001-04) and 1285 Province Terrace (Parcel No. 7-00001-03) from C-1 General Commercial District to R-4 Multi-Family High Density Residential District

Staff advised that this rezoning seeks to allow denser housing instead of allowing business development on the empty lots in question. Staff further clarified the function of protest petitions as they relate to proposed zoning amendments. Specifically, State of Wisconsin law has preempted City of Menasha Municipal Code regarding protest petitions concerning zoning ordinances; this makes them obsolete in ordinances such as these.

Mayor Hammond opened the public hearing at 6:11pm and invited members of the public to speak.

Mike Rodman (1226 Fieldview Drive, Menasha) commented in opposition of the rezoning. Rodman enumerated specific concerns including property value depreciation, environmental risks, light pollution, increased crime, and heightened infrastructure needs.

Mike Huelsbeck (2227 W Hiawatha Dr, Appleton) introduced himself as the Province Terrace lots property owner and commented on the merits of Menasha's purchase of the Province Terrace lots involved in this proposed rezoning. Specifically, this purchase presents increased revenue through taxation and economic development. The City of Menasha may additionally address resident complaints by working with contracted developers. Huelsbeck concluded by discussing additional benefits of sale to his family and their efforts to sell the parcels in question.

Tom Klister (229 E Washington Street, Appleton) introduced himself as a partner with a small family development company. This represents the company's third project in Menasha. Klister advised that they intend to handle the project with care.

Troy Hieptas (1282 Fieldview Drive, Menasha) commented on the protest petition and the vote required for this motion. Hieptas additionally spoke on Common Council members' sentiments on living near dense housing, and appropriate solutions to the present housing crisis. Hieptas later spoke a second time to share that the proposed apartments would be priced at market rate.

Matt Gieseke (1274 Fieldview Drive, Menasha) commented on the community's prioritization of the Barker Farms neighborhood area, and suggested exploration of other areas for the development of high-density housing.

Kiersten Lewis (1032 Grove Street, Menasha) commented on the lack of affordable housing options for young people in Menasha and advocated for the proposed rezoning. Lewis further commented on the benefit of attracting young community members to Menasha.

Eli Wickman (700 Tenth Street, Menasha) commented on the lack of housing options available to aged populations looking to downsize into smaller units in Menasha. Wickman suggested areas for development and discussed code enforcement.

Mayor Hammond closed the public hearing at 6:36pm.

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

Chris Evenson (525 Broad Street, Menasha) commented on the press release communication describing State of Wisconsin funds allocated to the Racine Street

Bridge in this budget cycle. Evenson thanked community member Mike Taylor for his efforts to this end.

KristL Laux (388 Naussau Street, Menasha) shared an update on the round goby in the Menasha community, as one was recently found. Laux asked that community members that find such fish contact the Wisconsin DNR.

Ashley Stephens (432 Broad Street, Menasha) spoke on her alcohol operator's license application. This appears as an action item in this Common Council packet. Stephens described a change to life circumstances, the separation of these personal matters from her work, and her passion for bartending.

Heather Loudon (1068 Durham Lane, Menasha) commented on hazardous conditions around the Fox Cities Paper Trail, specifically where it intersects Manitowoc Road.

Klaire Heiptas (1282 Fieldview Drive, Menasha) commented on hazards around the Manitowoc Road intersection, and the potential for increased traffic in this area.

F. REPORT OF DEPARTMENT OFFICERS/DEPARTMENT HEADS/STAFF/CONSULTANTS

Motion by District 7 Alderperson Grade, seconded by District 4 Alderperson Perkins to approve.

Motion carried 8-0 on voice vote.

Staff advised further on funding allocated for the Racine Street Bridge and Neenah-Menasha Fire Rescue training tower by the State of Wisconsin during its budget finalization early this month. For the bridge, this includes maintenance costs and represents an indefinite, annual allocation.

1. Presentations:
2. Minutes to Receive:
 - a. Neenah-Menasha Sewerage Commission, 5/27/25
 - b. Neenah-Menasha Fire Rescue Fire Commission, 6/17/25
 - c. Board of Public Works, 6/16/25
 - d. Plan Commission, 6/3/25
3. Communications:
 - a. Quarterly Storm Water Flyer
 - b. National Parks and Recreation Month Proclamation
 - c. Press Release - City of Menasha Thanks Wisconsin's Elected Representatives for Funding Towards Racine Street Bridge and Neenah-

Menasha Fire Rescue Training Tower (2025 - 2027 Biennial State Budget)

G. CONSENT AGENDA

1. Common Council Minutes, 6/16/25
Motion by District 7 Alderperson Grade seconded by District 6 Alderperson Marshall to approve. Motion carried on voice vote.
2. Board of Public Works, 6/16/25, Recommends Approval of:
 - a. Change Order - Janke General Contractors, Inc.; Contract Unit No. 2024-08; Water Street Corridor Reconstruction; Deduct \$53,039.40 (Change Order No. 3 and Final)
Motion by District 8 Alderperson Ropella, seconded by District 6 Alderperson Marshall to approve.

Motion carried 8-0 on roll call.
 - b. Payment - Janke General Contractors, Inc.; Contract Unit No. 2024-08; Water Street Corridor Reconstruction; \$78,799.94 (Payment No. 12 and Final)
Motion by District 8 Alderperson Ropella, seconded by District 6 Alderperson Marshall to approve.

Motion carried 8-0 on roll call.
 - c. Payment - Northeast Asphalt, Inc.; Contract Unit No. 2024-03; Jefferson Park Improvements; \$195,308.74 (Payment No. 8)
Motion by District 8 Alderperson Ropella, seconded by District 6 Alderperson Marshall to approve.

Motion carried 8-0 on roll call.
 - d. Payment - Donald Hietpas & Sons; Contract Unit No. M0002-09-24-00362; Sewer & Water Main Reconstruction (Wilson Street & Harding Street); \$302,097.64 (Payment No. 2)
Motion by District 8 Alderperson Ropella, seconded by District 3 Alderperson Hale to approve.

Motion carried 8-0 on roll call.

H. ITEMS REMOVED FROM THE CONSENT AGENDA

I. ACTION ITEMS

1. Accounts payable and payroll for the term of 6/13/25 - 7/3/25 in the amount of \$1,676,565.23
Motion by District 2 Alderperson Eisenach, seconded by District 4 Alderperson Perkins to approve.

Motion carried 8-0 on roll call.

2. Temporary Expansion of Licensed Premises Permit Application - Wilzke's Pub (528 Milwaukee Street, Menasha), July 12, 2025
Motion by District 2 Alderperson Eisenach, seconded by District 3 Alderperson Hale to approve.

Motion carried 8-0 on roll call.

3. Temporary Expansion of Licensed Premises Permit Application - Wilzke's Pub (528 Milwaukee Street, Menasha), September 13, 2025
Motion by District 2 Alderperson Eisenach, seconded by District 3 Alderperson Hale to approve.

Motion carried 8-0 on roll call.

4. Alcohol Operator's License Applications for the 2025-2027 Licensing Term
Motion by District 3 Alderperson Hale, seconded by District 5 Alderperson Lewis to deny Heather Campanella's application for an operator's license.

Motion carried 6-1 on roll call. District 7 Alderperson Grade voted no. District 2 Alderperson Eisenach abstained due to employing alcohol operators.

Motion by District 4 Alderperson Perkins, seconded by District 5 Alderperson Lewis to deny Ashley Stephen's application for an operator's license.

Motion carried 6-1 on roll call. District 6 Alderperson Marshall voted no. District 2 Alderperson Eisenach abstained due to employing alcohol operators.

Motion by District 3 Alderperson Hale seconded by District 8 Alderperson Ropella to approve Andrew Stanzcak's alcohol operator's license.

Motion Carried 6-1 on roll call. District 1 Alderperson Rand voted no. District 2 Alderperson Eisenach abstained due to employing alcohol operators.

J. HELD OVER BUSINESS

K. ORDINANCES AND RESOLUTIONS

1. R-17-25 - A Resolution Authorizing the Issuance and Establishing Parameters for the Sale of Not to Exceed \$3,675,000 General Obligation Promissory Notes, Series 2025 A (Introduced by Mayor Hammond)
Motion by District 7 Alderperson Grade, seconded by District 8 Alderperson Ropella to approve.

Motion carried 8-0 on roll call.

Greg Johnson, Senior Municipal Advisor of Ehlers Public Finance Advisors, presented on the parameters resolution before the Common Council this evening. This resolution, R-17-25, authorizes Ehlers to move forward with general obligation and promissory notes, outlines debt service payment, and financing for certain improvements. More specifically, parameters further prescribe a maximum and minimum bid, true interest cost, and maturity schedule adjustments.

Discussion considered the purpose of municipal borrowing, refinancing, services provided by Ehlers, and combining levies.

2. R-18-25 - A Resolution Acknowledging Review of City of Menasha 2024 Compliance Maintenance Annual Report (CMAR) Under Wisconsin Administrative Code NR 208 (Introduced by Ald. Ropella)
Motion by District 8 Alderperson Ropella, seconded by District 7 Alderperson Grade to approve.

Motion carried 8-0 on roll call.

3. R-16-25 - A Resolution Supporting The Grow Solar Program (Introduced by Ald. Rand)
Motion by District 1 Alderperson Rand, seconded by District 5 Alderperson Lewis to approve.

Motion carried 8-0 on roll call.

4. O-6-25 - An Ordinance Amending Title 13, by Making Certain Changes to the District of N8910 Oneida Street (Parcel No. 7-00725-56) and Oneida Street (Parcel No. 7-00725-57); R-1 Single Family Residence District to C-1 General Commercial District (Introduced by Ald. Eisenach)
Motion by District 2 Alderperson Eisenach, seconded by District 3 Alderperson Hale to approve.

Motion carried 8-0 on roll call.

5. O-8-25 - An Ordinance Amending Title 13, by Making Certain Changes to the District of 1221 Province Terrace (Parcel No. 7-00001-07), 1237 Province Terrace (Parcel No. 7-00001-06), 1253 Province Terrace (Parcel No. 7-00001-05), 1269 Province Terrace (Parcel No. 7-00001-04) and 1285 Province Terrace (Parcel No. 7-00001-03); C-1 General Commercial District to R-4 Multi-Family High Density Residential District (Introduced by Ald. Eisenach)
Motion by District 2 Alderperson Eisenach, seconded by District 4 Alderperson Perkins to approve.

Motion carried 7-1 on roll call. District 7 Alderperson Marshall voted no.

Discussion considered the financial benefit of this sale to the City of Menasha

and the community's land-locked status. The Common Council further considered specific plans for the eventual development. Discussion further considered the purpose of the motion; specifically, this motion is the first step in allowing discussions around development, as development is not possible without first rezoning the properties in question. The Common Council additionally centered around a changed housing market requiring increased access to rentable units, as homeownership becomes increasingly inaccessible.

Staff advised on concerns presented by residents during the public hearing on this proposed rezoning. Specifically, Wisconsin State Statute requires notification to property owners within 150 feet of the lots in question; this requirement was achieved. Light pollution differences between the present zoning and the proposed zoning may be negligible as neither classification restricts lighting. Finally, staff advised that environmental risks to wildlife and ecosystems are answered by site plan reviews to be completed before development.

Clerk's Note: The Province Terrace parcels indicated by this ordinance proposal were initially zoned C-3 Business and Office District rather than C-1 General Commercial District as the text indicates. Although the ordinance language is inaccurate, municipal counsel advised that, because the ordinance language herein does not change the legislative intent (effect) of the rezoning of affected properties to R-4 Multi Family, High Density Residence District, a correction is not necessary. Further, discussion on this item during Plan Commission, the body which recommended this item to the Common Council, and during Common Council consistently described the Province Terrace parcels' current zoning accurately.

L. APPOINTMENTS

1. Mayor's appointment of Gary Daughtery to the Board of Health for a term of 7/8/25 - 5/1/28

Motion by District 7 Alderperson Grade seconded by District 8 Alderperson Ropella 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 4 Alderperson Perkins seconded by District 5 Alderperson Lewis to adjourn the Common Council meeting at 8:04 pm. Motion carried on voice vote.

Minutes submitted by City Clerk Kaija Snyder.



Harvest Fest

Sept 20, 2025

Special Event Application

EVENT DETAILS - SECTION 1

Parks and Recreation Department – (920) 967-3640

100 Main Street, Suite 200 (2nd Floor), Menasha, WI 549252Email: 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 and #2 – Map.Downtown Menasha OR #3 – Map.Jefferson Park*

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 549252Email: 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? 10' x 10'

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 54952Email: 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 54952Email: 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

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 HARVEST FESTIVAL Total Anticipated Attendance 3000+

Sponsoring Organization B.L.O.O.M., LLC

Organization Address 46 3503 N. JUANITA LN., APT. 101, WILKESVILLE, WI 54911

Event Location MAIN STREET, MENASHA FROM RACINE ST TO MILWAUKEE ST

Date of Event (list each date if a multi-day event) SATURDAY, SEPT. 20, 2025

Event Set-up Time 8AM Event Start Time 10AM Event End Time 6 PM

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 SANDI PUFALL

Email sandrapufall703@gmail.com Phone 920-456-9490

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

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? <u>50-75</u> | ☐ 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.)

See attached

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)

COLONY INS. CO.

Name of Insurance Company HUB INTERNATIONAL INS SERV Policy Number # 103 C61-002111

Email sandrapufahl703@gmail.com Phone 920-456-9490

Applicant Signature Sandra Pufahl Date 2/11/25

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 Sandra Pufahl Date 2/11/25

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.

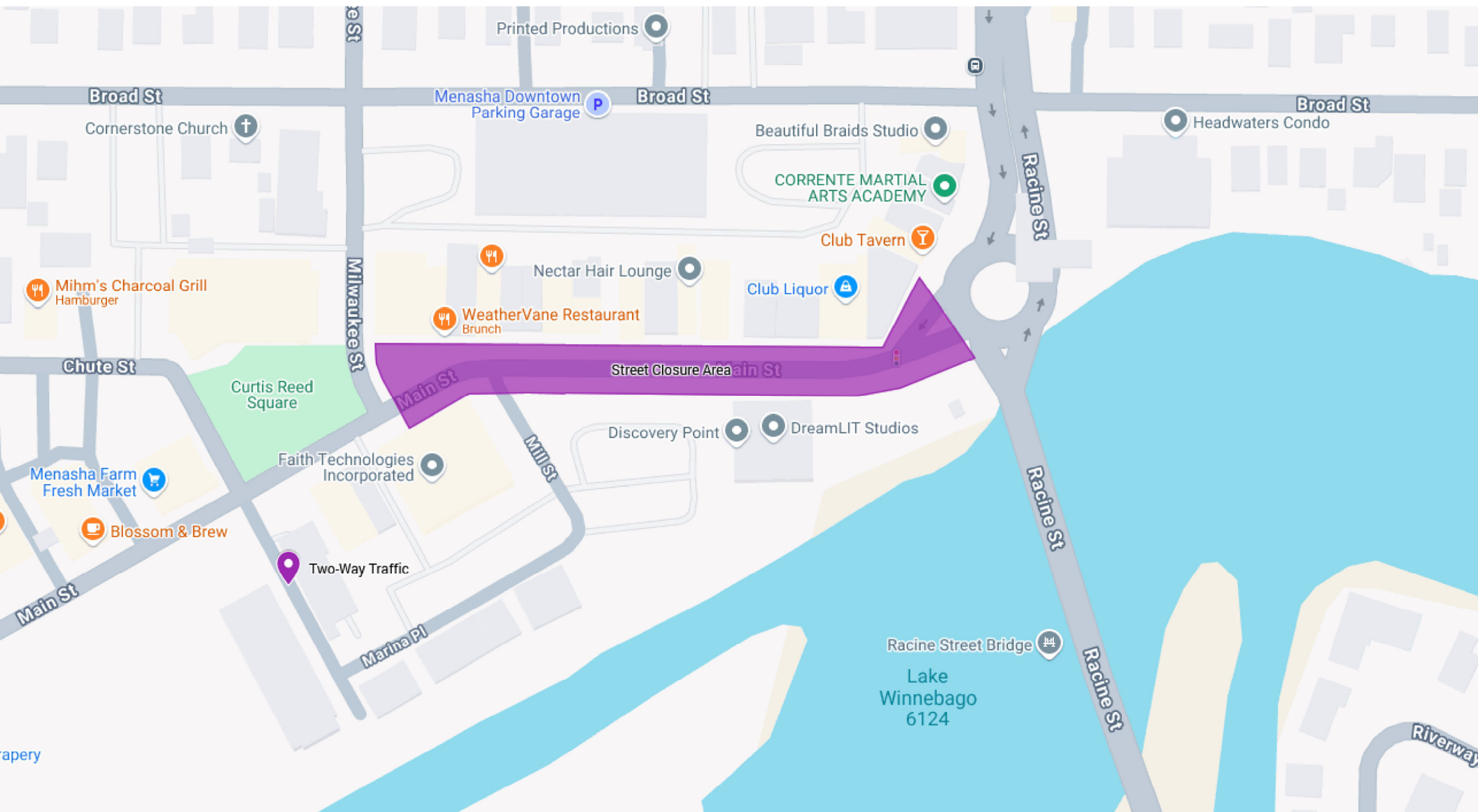
STAFF USE ONLY

Scheduled Board of Public Works Review Date: _____

Scheduled Parks & Recreation Board Review Date: _____

Scheduled Common Council Review Date: _____

Staff Approval: Police Dept. att. Fire Dept. [Signature] Public Works Dept. [Signature] City Attorney [Signature]



Certificate of Payment

Date: 7/3/2025

Payment Request: 1 (One)

Contractor: Sommers Construction Co, Inc

Address: W7841 Smith Street, Shiocton, WI 54170

Contract Unit No.: 2025-02

Project Description: Street Construction & Rehabilitation - Various Locations (Canvasback Dr., Cygnet Ct., Olde Pulley Ln., Harding St. & Wilson St.)

	Original Contract Amount:	\$ 478,615.95
Change Order 1:	Total Change Orders:	\$ -
Change Order 2:	Total Contract Amount (Including Change Orders):	\$ 478,615.95
Change Order 3:	Total Earned to Date (Summary Attached):	\$ 373,116.53
Change Order 4:	Less Retainage: 2.5%	\$ 11,965.40
	Amount Due:	\$ 361,151.13

Payment 1

Payment 2

Payment 3

Payment 4

Payment 5

Payment 6

Payment 7

Current Payment \$ 361,151.13

I certify that all bills for labor, equipment, materials and services are paid for which previous certificates for payment were issued.
(Lien Waivers from all subcontractors and suppliers shall accompany each Request for Payment.)

Date: _____

BY: _____

Recommended for Payment

Laura Jungwirth, Public Works Director: _____

Common Council Approval Date: _____

Finance Department

Account Number	Amount

Itemized Bid Tabulation
City of Menasha Contract Unit No. 2025-02
Street Construction & Rehabilitation

Street Construction - Canvasback Dr. & Cygnet Ct.

Item	Quantity	Description			Payment 1	
		Base Bid	Unit Price	Item Total	Quantity	Total
1	4,664	Pavement / Base Pulverizing	\$ 0.65	\$ 3,031.60	4664.00	\$ 3,031.60
2	510	Unclassified Excavation	\$ 9.85	\$ 5,023.50	510.00	\$ 5,023.50
3	4,572	Fine Grading & Compaction	\$ 1.00	\$ 4,572.00	4572.00	\$ 4,572.00
4	2,666	30" Concrete Curb & Gutter	\$ 15.45	\$ 41,189.70	2650.00	\$ 40,942.50
5	1,280	No. 4 Epoxy Coated Rebar	\$ 1.00	\$ 1,280.00	500.00	\$ 500.00
6	17	Utility Adjustment	\$ 550.00	\$ 9,350.00	10.00	\$ 5,500.00
7	3	Water Valve Adjustment	\$ 150.00	\$ 450.00	0.00	\$ -
8	84	Sawcut	\$ 5.00	\$ 420.00	75.00	\$ 375.00
9	592	Asphalt Binder Course Pavement	\$ 63.90	\$ 37,828.80	509.08	\$ 32,530.21
10	460	Asphalt Surface Course Pavement	\$ 71.80	\$ 33,028.00	333.91	\$ 23,974.74
11	6,156	6" Thick Concrete Trail, Handicap Ramp or Apron	\$ 6.45	\$ 39,706.20	5000.00	\$ 32,250.00
12	3,100	Lawn and Terrace Restoration	\$ 7.95	\$ 24,645.00	0.00	\$ -
13	1	Temporary Mailboxes	\$ 300.00	\$ 300.00	1.00	\$ 300.00
14	1	Erosion Control	\$ 450.00	\$ 450.00	1.00	\$ 450.00
15	1	Traffic Control	\$ 2,500.00	\$ 2,500.00	1.00	\$ 2,500.00
16	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 project.	9900	\$ 9,900.00	1.00	\$ 9,900.00
Total Base Bid (Items 1 - 16)				\$ 213,674.80		\$ 161,849.55

Street Rehabilitation - Olde Pulley Ln., Harding St. & Wilson St.

Item	Quantity	Description				
		Base Bid	Unit Price	Item Total		
1	8,787	Pavement / Base Pulverizing	\$ 0.55	\$ 4,832.85	8787.00	\$ 4,832.85
2	972	Unclassified Excavation	\$ 9.85	\$ 9,574.20	972.00	\$ 9,574.20
3	8,787	Fine Grading & Compaction	\$ 1.00	\$ 8,787.00	8500.00	\$ 8,500.00
4	20	Utility Adjustment	\$ 550.00	\$ 11,000.00	10.00	\$ 5,500.00
5	1	Water Valve Adjustment	\$ 150.00	\$ 150.00	0.00	\$ -
6	1,150	No. 4 Epoxy Coated Rebar	\$ 1.00	\$ 1,150.00	500.00	\$ 500.00
7	445	Sawcut	\$ 3.50	\$ 1,557.50	350.00	\$ 1,225.00
8	1,137	Asphalt Binder Course Pavement 2 1/4" Thick	\$ 61.90	\$ 70,380.30	796.88	\$ 49,326.87
9	885	Asphalt Surface Course Pavement 1 3/4" Thick	\$ 69.80	\$ 61,773.00	553.99	\$ 38,668.50
10	1	Erosion Control	\$ 928.00	\$ 928.00	1.00	\$ 928.00
11	1	Traffic Control	\$ 4,000.00	\$ 4,000.00	1.00	\$ 4,000.00
12	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 project.	9900	\$ 9,900.00	1.00	\$ 9,900.00
Total Base Bid (Items 1 - 12)				\$ 184,032.85		\$ 132,955.42

Item	Quantity	Description				
		Mandatory Alternate Bid B	Unit Price	Item Total		
1	253	30" Concrete Curb & Gutter, Remove & Replace	\$ 54.00	\$ 13,662.00	186.00	\$ 10,044.00
2	1,499	30" Concrete Curb & Gutter, Remove & Replace Slip Form	\$ 21.90	\$ 32,828.10	1700.00	\$ 37,230.00
3	853	4" Thick Concrete Sidewalk, Remove & Replace	\$ 8.15	\$ 6,951.95	1246.86	\$ 10,161.91
4	2,358	6" Thick Concrete Sidewalk, Ramp & Apron, Remove & Replace	\$ 8.15	\$ 19,217.70	1951.00	\$ 15,900.65
5	829	Lawn & Terrace Restoration	\$ 9.95	\$ 8,248.55	500.00	\$ 4,975.00
Total Mandatory Alternate Bid B (Items 1 - 4)				\$ 80,908.30		\$ 78,311.56
Total Base Bid + Mandatory Alternate Bid B				\$ 478,615.95		\$ 373,116.53



MEMORANDUM

Date: July 2, 2025

To: Board of Public Works

From: Megan Sackett – Director of Parks, Recreation & Forestry
Corey Gordon – Deputy Director of Engineering

RE: Recommend to Award – Contract Unit No. 2025-03 Jefferson Park Boat Launch

The City of Menasha publicly opened bids on Thursday, June 26, 2025 for Contract Unit No. 2025-03. Five bids were received as indicated on the enclosed bid tabulation.

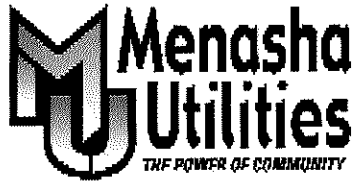
This project will consist of the reconstruction of the Jefferson Park boat launch and parking lot.

Recommendation

Motion to recommend to Common Council awarding Contract Unit No. 2025-03, Jefferson Park Boat Launch to Northeast Asphalt, Inc. in the amount of \$1,315,650.00.

Itemized Bid Tabulation
City of Menasha Contract Unit No. 2025-03
Jefferson Park Boat Launch

Item	Quantity	Description	Northeast Asphalt, Inc.		Vinton Construction Company		Radtko Contractors, Inc.		Lunda Construction		Janke General Contractors, Inc.	
			Unit Price	Item Total	Unit Price	Item Total	Unit Price	Item Total	Unit Price	Item Total	Unit Price	Item Total
		Base Bid										
1	1	Common Excavation and Grading	\$ 100,000.00	\$ 100,000.00	\$ 370,000.00	\$ 370,000.00	\$ 263,848.60	\$ 263,848.60	\$ 448,428.00	\$ 448,428.00	\$ 353,250.00	\$ 353,250.00
2	1,600	Geotextile Fabric	\$ 3.00	\$ 4,800.00	\$ 2.00	\$ 3,200.00	\$ 4.00	\$ 6,400.00	\$ 2.00	\$ 3,200.00	\$ 3.00	\$ 4,800.00
3	1,400	Excavation Below Subgrade (EBS)	\$ 8.50	\$ 11,900.00	\$ 19.71	\$ 27,594.00	\$ 20.00	\$ 28,000.00	\$ 19.71	\$ 27,594.00	\$ 18.00	\$ 25,200.00
4	4,000	Recycled Dense Graded Base (From City Stockpile)	\$ 11.00	\$ 44,000.00	\$ 14.75	\$ 59,000.00	\$ 17.00	\$ 68,000.00	\$ 14.75	\$ 59,000.00	\$ 24.00	\$ 96,000.00
5	1,400	EBS Backfill - Recycled Dense Graded Base (From City Stockpile)	\$ 11.00	\$ 15,400.00	\$ 11.75	\$ 16,450.00	\$ 21.00	\$ 29,400.00	\$ 11.75	\$ 16,450.00	\$ 23.00	\$ 32,200.00
6	240	Crushed Clear Stone	\$ 39.00	\$ 9,360.00	\$ 32.00	\$ 7,680.00	\$ 38.00	\$ 9,120.00	\$ 32.00	\$ 7,680.00	\$ 29.00	\$ 6,960.00
7	1,100	Curb and Gutter, 24-IN	\$ 23.40	\$ 25,740.00	\$ 23.40	\$ 25,740.00	\$ 23.40	\$ 25,740.00	\$ 23.40	\$ 25,740.00	\$ 25.00	\$ 27,500.00
8	1,150	Ribbon Curb, 24-IN	\$ 35.50	\$ 40,825.00	\$ 35.50	\$ 40,825.00	\$ 35.50	\$ 40,825.00	\$ 35.50	\$ 40,825.00	\$ 37.00	\$ 42,550.00
9	500	Concrete Driveway Apron, 7-IN	\$ 10.75	\$ 5,375.00	\$ 11.25	\$ 5,625.00	\$ 10.75	\$ 5,375.00	\$ 10.75	\$ 5,375.00	\$ 11.00	\$ 5,500.00
10	7,025	Concrete Sidewalk, 5-IN	\$ 7.60	\$ 53,390.00	\$ 8.10	\$ 56,902.50	\$ 7.60	\$ 53,390.00	\$ 7.60	\$ 53,390.00	\$ 8.00	\$ 56,200.00
11	6	Truncated Dome Detectable Warning Panel, 2-FT by 5-FT	\$ 375.00	\$ 2,250.00	\$ 375.00	\$ 2,250.00	\$ 375.00	\$ 2,250.00	\$ 375.00	\$ 2,250.00	\$ 375.00	\$ 2,250.00
12	3	Concrete Drainage Flume	\$ 1,200.00	\$ 3,600.00	\$ 1,200.00	\$ 3,600.00	\$ 1,200.00	\$ 3,600.00	\$ 1,200.00	\$ 3,600.00	\$ 1,300.00	\$ 3,900.00
13	1	Concrete Trench Drain with Grate	\$ 2,900.00	\$ 2,900.00	\$ 2,900.00	\$ 2,900.00	\$ 2,900.00	\$ 2,900.00	\$ 2,900.00	\$ 2,900.00	\$ 3,200.00	\$ 3,200.00
14	2,400	Asphalt Pavement - Road and Parking	\$ 91.10	\$ 218,640.00	\$ 91.10	\$ 218,640.00	\$ 91.10	\$ 218,640.00	\$ 96.31	\$ 231,144.00	\$ 91.00	\$ 218,400.00
15	1	Traffic Control	\$ 600.00	\$ 600.00	\$ 2,550.00	\$ 2,550.00	\$ 2,550.00	\$ 2,550.00	\$ 1,750.00	\$ 1,750.00	\$ 2,550.00	\$ 2,550.00
16	1	Pavement Markings	\$ 18,425.00	\$ 18,425.00	\$ 18,425.00	\$ 18,425.00	\$ 18,425.00	\$ 18,425.00	\$ 4,000.00	\$ 4,000.00	\$ 18,500.00	\$ 18,500.00
17	1	Demolition and Removals	\$ 182,000.00	\$ 182,000.00	\$ 31,800.00	\$ 31,800.00	\$ 200,000.00	\$ 200,000.00	\$ 31,800.00	\$ 31,800.00	\$ 78,000.00	\$ 78,000.00
18	2	4-FT Precast Manhole	\$ 8,505.00	\$ 17,010.00	\$ 4,229.00	\$ 8,458.00	\$ 16,500.00	\$ 33,000.00	\$ 4,229.00	\$ 8,458.00	\$ 5,800.00	\$ 11,600.00
19	2	2-FT by 3-FT Inlet	\$ 3,600.00	\$ 7,200.00	\$ 3,660.00	\$ 7,320.00	\$ 5,100.00	\$ 10,200.00	\$ 3,660.00	\$ 7,320.00	\$ 5,000.00	\$ 10,000.00
20	300	12-IN RCP Storm Sewer	\$ 66.00	\$ 19,800.00	\$ 124.00	\$ 37,200.00	\$ 120.00	\$ 36,000.00	\$ 124.00	\$ 37,200.00	\$ 84.00	\$ 25,200.00
21	3	12-IN RCP Apron End Wall	\$ 1,400.00	\$ 4,200.00	\$ 1,842.00	\$ 5,526.00	\$ 825.00	\$ 2,475.00	\$ 1,842.00	\$ 5,526.00	\$ 2,000.00	\$ 6,000.00
22	1	12-IN Outfall Through Sheet Pile Wall	\$ 100.00	\$ 100.00	\$ 6,730.00	\$ 6,730.00	\$ 15,000.00	\$ 15,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,800.00	\$ 2,800.00
23	4	Bio-Infiltration Basin Including native seeding and plantings, engineered soil, and underdrain	\$ 27,000.00	\$ 108,000.00	\$ 49,000.00	\$ 196,000.00	\$ 32,000.00	\$ 128,000.00	\$ 49,000.00	\$ 196,000.00	\$ 51,000.00	\$ 204,000.00
24	3	Outlet Control Structure	\$ 5,000.00	\$ 15,000.00	\$ 3,677.00	\$ 11,031.00	\$ 6,500.00	\$ 19,500.00	\$ 3,677.00	\$ 11,031.00	\$ 3,800.00	\$ 11,400.00
25	3	Adjust Existing Manhole or Valve Vault Casting	\$ 850.00	\$ 2,550.00	\$ 550.00	\$ 1,650.00	\$ 875.00	\$ 2,625.00	\$ 550.00	\$ 1,650.00	\$ 400.00	\$ 1,200.00
26	1	Adjust Existing Water Valve Box	\$ 650.00	\$ 650.00	\$ 250.00	\$ 250.00	\$ 450.00	\$ 450.00	\$ 250.00	\$ 250.00	\$ 300.00	\$ 300.00
27	1	2-IN Water Service Including Connections and Fittings, Corporation Stop, Curb Stop and Box	\$ 16,600.00	\$ 16,600.00	\$ 27,380.00	\$ 27,380.00	\$ 22,000.00	\$ 22,000.00	\$ 27,380.00	\$ 27,380.00	\$ 12,000.00	\$ 12,000.00
28	2,700	9-IN Reinforced Concrete Pavement (Cast-in-Place)	\$ 17.00	\$ 45,900.00	\$ 18.75	\$ 50,625.00	\$ 17.00	\$ 45,900.00	\$ 27.00	\$ 72,900.00	\$ 26.00	\$ 70,200.00
29	2,900	9-IN Concrete Pavement (Precast Panels)	\$ 17.00	\$ 49,300.00	\$ 45.00	\$ 130,500.00	\$ 17.00	\$ 49,300.00	\$ 27.00	\$ 78,300.00	\$ 70.00	\$ 203,000.00
30	4	Concrete Launch Dock Abutment	\$ 5,000.00	\$ 20,000.00	\$ 5,200.00	\$ 20,800.00	\$ 3,000.00	\$ 12,000.00	\$ 6,200.00	\$ 24,800.00	\$ 2,600.00	\$ 10,400.00
31	4	Boarding Dock Including Anchorage	\$ 35,000.00	\$ 140,000.00	\$ 38,000.00	\$ 152,000.00	\$ 30,000.00	\$ 120,000.00	\$ 67,500.00	\$ 270,000.00	\$ 50,000.00	\$ 200,000.00
32	3	Dual Luminaire Lightpole with Base	\$ 5,200.00	\$ 15,600.00	\$ 5,132.00	\$ 15,396.00	\$ 5,132.00	\$ 15,396.00	\$ 5,132.00	\$ 15,396.00	\$ 5,200.00	\$ 15,600.00
33	5	Single Luminaire Lightpole with Base	\$ 5,200.00	\$ 26,000.00	\$ 5,167.00	\$ 25,835.00	\$ 5,167.00	\$ 25,835.00	\$ 5,167.00	\$ 25,835.00	\$ 5,200.00	\$ 26,000.00
34	4	Receptable Base	\$ 315.00	\$ 1,260.00	\$ 315.00	\$ 1,260.00	\$ 315.00	\$ 1,260.00	\$ 315.00	\$ 1,260.00	\$ 315.00	\$ 1,260.00
35	1	Conduit, Wire, Connectors, etc.	\$ 15,260.00	\$ 15,260.00	\$ 15,260.00	\$ 15,260.00	\$ 15,260.00	\$ 15,260.00	15260	\$ 15,260.00	\$ 15,260.00	\$ 15,260.00
36	1	Install City-Supplied Electrical and Lighting Cabinet	\$ 1,815.00	\$ 1,815.00	\$ 1,815.00	\$ 1,815.00	\$ 1,815.00	\$ 1,815.00	\$ 1,815.00	\$ 1,815.00	\$ 1,815.00	\$ 1,815.00
37	200	Riprap	\$ 63.00	\$ 12,600.00	\$ 93.35	\$ 18,670.00	\$ 85.00	\$ 17,000.00	\$ 93.35	\$ 18,670.00	\$ 100.00	\$ 20,000.00
38	100	Vegetated Boulder Revetment	\$ 160.00	\$ 16,000.00	\$ 266.50	\$ 26,650.00	\$ 285.00	\$ 28,500.00	\$ 266.50	\$ 26,650.00	\$ 350.00	\$ 35,000.00
39	6,500	Seed Restoration with Erosion Mat Class 1 Urban, Type A	\$ 3.85	\$ 25,025.00	\$ 2.30	\$ 14,950.00	\$ 2.30	\$ 14,950.00	\$ 2.30	\$ 14,950.00	\$ 3.00	\$ 19,500.00
40	1	Install 200 LF of 5-FT Chain-Link Fence and Salvaged Gates	\$ 13,100.00	\$ 13,100.00	\$ 13,100.00	\$ 13,100.00	\$ 13,100.00	\$ 13,100.00	\$ 13,100.00	\$ 13,100.00	\$ 11,000.00	\$ 11,000.00
41	1	Install and Maintain Tracking Pad	\$ 1,200.00	\$ 1,200.00	\$ 0.01	\$ 0.01	\$ 3,500.00	\$ 3,500.00	\$ 1,600.00	\$ 1,600.00	\$ 500.00	\$ 500.00
42	300	Install and Maintain Turbidity Barrier	\$ 1.00	\$ 300.00	\$ 40.00	\$ 12,000.00	\$ 82.50	\$ 24,750.00	\$ 82.50	\$ 24,750.00	\$ 20.00	\$ 6,000.00
43	500	Install and Maintain Silt Log	\$ 3.95	\$ 1,975.00	\$ 6.00	\$ 3,000.00	\$ 6.00	\$ 3,000.00	\$ 6.00	\$ 3,000.00	\$ 6.00	\$ 3,000.00
Total Base Bid (Items 1 - 43)				\$ 1,315,650.00		\$ 1,696,587.51		\$ 1,639,279.60		\$ 1,870,227.00		\$ 1,899,995.00



321 Milwaukee Street • P.O. Box 340 • Menasha, WI 54952-0340 www.menashautilities.com

MEMORANDUM

TO: Public Works

FROM: Melanie Krause, General Manager
Kurt Melchert, Electric Manager

DATE: June 25, 2025

SUBJECT: Change Order Approval

At the regular meeting of the Menasha Utilities Commission on June 25, 2025, the Menasha Utilities Commission passed a motion for the Board of Public Works to recommend to the Common Council authorization for a Change Order for Cardinal Construction, in the amount of \$8,195. The change order request is to insulate hollow cores of 2 walls, and make 3 doorways and 1 bathroom ADA compliant.

Copies of supporting documents are attached.



May 30, 2025

Menasha Utilities
Attn: Melanie Krause
321 Milwaukee Street
PO Box 340
Menasha, WI 54952

Email: mkrause@menashautilities.com

Re: Menasha Utilities
Operating Headquarters Office Alteration
Change Order #1
McM. No. M0002-06-24-00128

Enclosed herewith is Change Order #1 for the above referenced project. This change is an increase to the Contract in the amount of \$8,195.00. The Contract Price after execution of this Change Order will be \$247,778.00.

Please review and sign in the space provided. **Return copy to our office** and we will distribute accordingly.

Should you have any questions, please contact our office at your convenience.

Respectfully,

McMahon Associates, Inc.

A handwritten signature in black ink, appearing to read "Derek J. Gruber".

Derek J. Gruber, AIA
Associate / Senior Architect

DJG:lam

Enclosure: Change Order #1

McMAHON

ENGINEERS ARCHITECTS

McMAHON ASSOCIATES, INC.

1445 McMAHON DRIVE P.O. BOX 1025
NEENAH, WI 54956 NEENAH, WI 54957-1025
TELEPHONE: 920.751.4200
FAX: 920.751.4284

CHANGE ORDER

Menasha Utilities
321 Milwaukee Street
PO Box 340
Menasha, WI 54952

Contract No. M0002-06-24-00128
Project File No. _____
Change Order No. One
Issue Date: May 16, 2025
Project: Menasha Utilities
Operating Headquarters Office Alteration

You Are Directed To Make The Changes Noted Below In The Subject Contract:

(Item Description)	(Price)
Remove CMU wall behind sink.	864.00
Remove (3) 160 corridor doors and walls.	972.00
Remove lavatory and relocate plumbing in 116 (SUB).	911.00
Hang drywall to CMU wall along north side of ADA bathroom.	447.00
Patch / replace ACT as needed (SUB).	870.00
Patch CMU wall as needed.	864.00
Insulate hollow cores of (2) block walls between bathroom and boardroom (SUB)	1,900.00
Add lavatory.	485.00
Add faucet (SUB).	226.00
Contractor O&P (15%)	472.00
Subcontractor O&P (5%)	184.00
TOTAL	\$8,195.00

The Changes Result in The Following Adjustments:

	CONTRACT PRICE	TIME
Prior To This Change Order	\$239,583.00	_____ days
Adjustments Per This Change Order	\$8,195.00	_____ days
Current Contract Status	\$247,778.00	_____ days

Recommended:
McMAHON ASSOCIATES, INC.
Neenah, Wisconsin

Accepted:
CARDINAL CONSTRUCTION CO.
Fond du Lac, Wisconsin

Authorized:
MENASHA UTILITIES
Menasha, Wisconsin

By: _____

Date: 5-23-2025

By: _____

Date: 5/29/25

By: _____

Date: _____

Execute And return to McMahon Associates, Inc. For Distribution



Number: 1

Neenah, WI 54956

Phone:	920-922-4446	Fax:	920-922-1455
Job Name:	Operating Headquarters Office Alteration		
Job Location:	Menasha Utilites		
Job No.	2025-MHQ		
Existing Contract No.:	M0002-06-24-00128	Date Existing Contract:	December 16, 2025

Additional Work per CB#1

[illegible]

(OWNER)

Divides the Task -- Doubles the Success

W6166 Greenville Drive
Greenville, WI 54942

Turn to Us
to Handle
Your Needs!



Jim's
PLUMBING

February 12, 2025

Cardinal Construction
Attn: Christian Leist
1183 Industrial Parkway
Fond du Lac, WI 54937

RE: Menasha Utilities ADA Restroom #116

Christian,

The cost to pull the lavatory in Room #116 at Menasha Utilities Headquarters at 321 Milwaukee Street in Menasha and modify the plumbing to allow for ADA compliance will be \$911.00.

Breakdown:

5 hours @ \$130 \$650.00

Material:

Drain and vent pipe & fittings \$ 50.00

Water pipe & fittings \$ 70.00

New supply stops, p-trap, grid strainer &
trap wrap \$141.00

Please note the construction bulletin says nothing about a new lavatory or faucet but I would think this will be required.

Please check with the architect and see if they can provide a spec for a new lavatory and faucet and I will modify this change order letter to include the new lavatory and faucet.

Thanks,

Jeffrey A. Ujzdowski

JAU/tlj

Christian Leist

From: Jeff Ujzdowski <Jeff@jimsplumbing.com>
Sent: Tuesday, May 13, 2025 4:02 PM
To: Christian Leist
Cc: Jordan Tanck
Subject: RE: Menasha Utilities Lav Redo.....

The faucet price is \$226.

I'll talk to Jordan and see what he says regarding what's left to do and let you know when he can sneak back in there.

Please let me know if you'd like us to order this faucet.

Thanks Christian.

From: Christian Leist <Christian@CardinalConstructionCo.com>
Sent: Tuesday, May 13, 2025 3:04 PM
To: Jeff Ujzdowski <Jeff@jimsplumbing.com>
Subject: RE: Menasha Utilities Lav Redo.....

Thanks Jeff, If you have some availability coming up we can get the water & vent line modified as well.

Christian Leist



Cardinal Construction
www.cardinalconstructionco.com
Cell: 920-579-1093

From: Jeff Ujzdowski <Jeff@jimsplumbing.com>
Sent: Tuesday, May 13, 2025 2:48 PM
To: Christian Leist <Christian@CardinalConstructionCo.com>
Subject: FW: Menasha Utilities Lav Redo.....

Waiting on our wholesaler. I'll get back to you, hopefully yet this aft.
Thanks Christian.

From: Christian Leist <Christian@CardinalConstructionCo.com>
Sent: Tuesday, May 13, 2025 1:29 PM
To: Jeff Ujzdowski <Jeff@jimsplumbing.com>
Subject: RE: Menasha Utilities Lav Redo.....

Jeff,

Owner will be providing the lavatory, but we need to provide a faucet. Can you price this up? Please see attached specs.

Thank You

Christian Leist



Cardinal Construction

www.cardinalconstructionco.com

Cell: 920-579-1093

From: Jeff Ujzdowski <Jeff@jimsplumbing.com>

Sent: Wednesday, February 12, 2025 11:51 AM

To: Christian Leist <Christian@CardinalConstructionCo.com>

Subject: Menasha Utilities Lav Redo.....

Here you go, Christian.

Please see if they will want a new lav and faucet.

Thanks.

Christian Leist

From: Chad Vander Logt <chadv@sopercompanies.com>
Sent: Thursday, March 27, 2025 2:52 PM
To: Christian Leist; Chad Vander Logt
Subject: CMU Core-fill

Hello Christian

Thanks for reaching out

For that core fill down in Menasha you would just be looking at our minimum charge for the Corefill rig which is \$1900

Thanks any questions feel free to reach out

Chad Vanderlogt

Chadv@sopercompanies.com

Soper profoamit

9205621777



320 South Military Avenue, Green Bay, WI 54303 | P.O. Box 11387, Green Bay, WI 54307
Phone: 920-494-3461 | Fax: 920-494-4177 | Website: www.hjmartin.com

Residential Flooring | Shower Doors | Floorcare | Tiled Showers | Backsplashes | Accent Walls
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National Retail Solutions Construction Management | New Store Fixture Installation | Remodels & Rollouts
Casework Installation | Merchandising | Concrete Polishing

CHANGE ORDER NUMBER: 1

Job Number: _____ Job Name: Menasha Utilities Operating HQ Remodel Date: 1/27/25
Job Location: Menasha, WI
Company: Cardinal Construction Attention: Christian Leist
Phone: 920-922-4446 Email: christian@cardinalconstructionco.com

Change Order/Additional Work Request:

Patch existing acoustical ceilings at existing hallway where walls are removed and at 116 Toilet to accommodate wall being moved per Construction Bulletin 1. Please note that patching of existing ceilings at hallway may result in uneven patching due to existing layouts of ceilings not lining up with each other.

Add the sum of: \$870.00

Pricing expires after 30 calendar days. If this contract is acceptable, sign below and return within 30 days of its date. Upon acceptance, this agreement is a binding contract. No merchandise may be returned for credit without prior written approval, and, will be subject to a 20% handling charge. Payments using a credit card may be subject to a 3.5% fee. No credit will be allowed on claims of error or shortage unless reported immediately. Unpaid invoices are subject to a 1.5% service charge with an annual rate of 18%. This agreement includes Additional Terms and Conditions set forth on its face or subsequent side. Terms of Payment: Net 15 days.

Proposed By: Ryan Racette Phone: 920-370-3084 Email: Ryan.racette@hjmartin.com
Accepted By: _____ Date: _____

ADDITIONAL TERMS AND CONDITIONS OF AGREEMENT

1. GENERAL. All sales of H. J. Martin & Son, Inc. (hereafter "Company") are subject to the following terms and conditions. Company objects to the inclusion of any different and/or additional terms proposed by Purchaser. Unless Company accepts any such different terms and/or additional terms in writing, Purchaser's acceptance of Company's delivery of labor and/or materials shall conclusively constitute Purchaser's acceptance of Company's terms and conditions herein.
2. FORCE MAJEURE. Company shall not be responsible for delays or defaults where occasioned by any causes of any kind and extent beyond its control, including, but not limited to, armed conflict or economic dislocation resulting therefrom; embargoes; shortages of labor, raw materials, production facilities or transportation; labor difficulties; civil disorders of any kind; action of civil or military authorities (including priorities and allocations); fire, flood, storm, accident or any act of God, or other causes beyond Company's control.
3. SECURITY OF MATERIALS. Purchaser will receive, and properly protect from all damage and loss, the materials necessary for carrying out this contract, and allow reasonable use of light, heat, water, power, available elevators, hoists, and other facilities required to further this agreement.
4. PROJECT SITE CONDITIONS. Surfaces on which the materials are to be applied shall be given to Company to work on at one time so that the work will not be interrupted. The surfaces shall be clean, dry, accessible and suitable for receiving our work. All electrical fixtures and other obstructions shall be removed at the expense of the Purchaser. Installations will not be performed at a temperature of less than 60 degrees Fahrenheit for flooring and 55 degrees Fahrenheit for drywall, from time of starting until completion of contract.
5. SPECIFICATIONS AND ALTERATIONS. Company shall not be responsible for any damages or expenses resulting from specifications not conforming to the requirements of the law. No credit or allowance shall be made for alterations, unless such credit or allowances has been agreed to by seller in writing before such alterations are made.
6. LABOR. Expenses of sending labor to the job on Purchaser's notification before surfaces are ready for the application of materials as agreed, or expenses due to any delays for which Purchaser may be responsible during the progress of the work, shall be borne by Purchaser. Work called for herein is to be performed during regular working hours. Overtime rates for all work performed outside such hours, will be paid by Purchaser.
7. INVOICING AND PAYMENT. The terms of payment are specified on the first page herein. Purchaser shall pay all costs of Company, including reasonable attorney's fees and court costs incurred by Company in collection of past due amounts from Purchaser.
8. TAXES. Any sales, excise, processing or any direct tax imposed upon the manufacture, sale or application of materials supplied in accordance with this proposal or any contract based thereon shall be added to the contract price.
9. DAMAGES. Any damage after completion, not caused by Company, will be the sole responsibility of Purchaser. Any expense incurred by Company for insurance or bond to cover liability under any "hold harmless" or "indemnify" clause or clause of a similar nature in any contract, specifications, letter or acceptance notice which in any way requires Company to assume any liability which is not imposed by law shall be paid by Purchaser. Company shall not be responsible for any damages to Purchaser, including compensatory, punitive, consequential, incidental, intentional, nominal or multiple damages.
10. RIGHT AND TITLE TO MERCHANDISE. The title and right of possession of the merchandise sold hereunder shall remain with Company, and such merchandise shall remain personal property until all payments hereunder (including deferred payments whether evidenced by note or otherwise) shall have been made in full in cash. Purchaser agrees to do all acts necessary to perfect and maintain such security interests and rights in Company.
11. DISCLAIMER OF CONSEQUENTIAL DAMAGES. In no event shall company be liable for consequential damages arising out of or in connection with this agreement, including without limitation, breach of any obligation imposed on Company hereunder or in connection herewith. Consequential damages for purposes hereof shall include, without limitation, loss of use, income or profit, or losses sustained as the result of injury (including death) to any person or loss of or damage to property (including without limitation property handled or processed by the use of product). Buyer shall indemnify Company against all liability, cost or expense which may be sustained by Company on account of any such loss, damage or injury.
12. WARRANTY. Pursuant to the warranty, if any, of a manufacturer, manufacturer's liability is limited to replacing any materials proved to be defective, provided, however, notice of the defective materials has been provided to manufacturer pursuant to any warranty thereof, if any, prior to said defective product being installed or used. The manufacturer's warranty, if any, does not apply to any materials which have been subject to misuse, mishandling, misapplication, neglect (including but not limited to improper maintenance or storage), accident, modification or adjustment. All claims made by Purchaser for breach of warranty, either express or implied shall be made within sixty (60) days after completion. There are no representations, promises, warranties, or agreements not expressed set forth herein.
13. CONSTRUCTION LIEN NOTICE. IN THE EVENT WE ARE THE PRIME CONTRACTOR UNDER SEC. 779.02(2)(a), WIS. STATS., OR, THE SUBCONTRACTOR UNDER SEC. 779.02(2)(b), WIS. STATS., AS REQUIRED BY WISCONSIN CONSTRUCTION LIEN LAW, COMPANY HEREBY NOTIFIES OWNER THAT PERSONS OR COMPANIES FURNISHING LABOR OR MATERIALS FOR THE CONSTRUCTION ON OWNER'S LAND MAY HAVE LIEN RIGHTS ON OWNER'S LAND AND BUILDINGS IF NOT PAID. THOSE ENTITLED TO LIEN RIGHTS, IN ADDITION TO COMPANY, ARE THOSE WHO CONTRACT DIRECTLY WITH THE OWNER. FOR THOSE WHO GIVE THE OWNER NOTICE WITHIN SIXTY (60) DAYS AFTER THEY FIRST FURNISH LABOR OR MATERIALS FOR THE CONSTRUCTION. ACCORDINGLY, OWNER PROBABLY WILL RECEIVE NOTICES FROM THOSE WHO FURNISH LABOR OR MATERIALS FOR THE CONSTRUCTION, AND SHOULD GIVE A COPY OF EACH NOTICE RECEIVED TO HIS MORTGAGE LENDER, IF ANY. COMPANY AGREES TO COOPERATE WITH THE OWNER AND HIS LENDER, IF ANY, TO SEE THAT ALL POTENTIAL LIEN CLAIMANTS ARE DULY PAID.
14. GOVERNING LAW, VENUE AND SEVERABILITY. This agreement shall be construed under and in accordance with the laws of the State of Wisconsin. The parties hereby consent to exclusive venue and personal jurisdiction in Brown County, Wisconsin for all disputes arising out of this agreement. If any provision of this agreement is invalid or unenforceable, the invalid or unenforceable provision should not affect any other provisions and this agreement shall be construed as if the invalid or unenforceable provisions have been omitted.

Certificate of Payment

Date: 6/20/2025

Payment Request: #6

Contractor: Cardinal Construction

Address: 1183 Industrial Parkway FOND DU LAC WI 54937

Contract Unit No.: 2024-10

Project Description: Jefferson Park Shelter Construction

		Original Contract Amount:	\$	578,757.00
Change Order 1:	\$969.96	Total Change Orders:	\$	17,750.48
Change Order 2:	\$ 16,780.52	Total Contract Amount (Including Change Orders):	\$	596,507.48
Change Order 3:		Total Earned to Date (Summary Attached):	\$	596,507.48
Change Order 4:		Less Retainage: 2.5%	\$	14,912.69
		Amount Due:	\$	581,594.79

Payment 1 \$ 180,878.10

Payment 2 \$ 94,684.60

Payment 3 \$ 79,055.57

Payment 4 \$ 132,189.31

Payment 5 \$ 79,287.69

Payment 6

Payment 7

Current Payment \$ 15,499.52

I certify that all bills for labor, equipment, materials and services are paid for which previous certificates for payment were issued.
(Lien Waivers from all subcontractors and suppliers shall accompany each Request for Payment.)

Date: 5/27/2025

BY: Thad Brown

Recommended for Payment

James Merten, Public Works Director: _____

Common Council Approval Date: _____

Account Number	Amount
255-0703-553.82-02	\$0.00
255-0000-201.04-00	\$0.00
470-0703-553.82-02	\$586.83



MEMORANDUM

Date: July 15, 2025

To: Board of Public Works

From: Corey Gordon – Deputy Director of Engineering

RE: Recommend to Award – Contract Unit No. 2025-05 Asphaltic Concrete Pavement Chip Sealing

The City of Menasha publicly opened bids on Tuesday, July 15, 2025 for Contract Unit No. 2025-05. One bid was received as indicated on the enclosed bid tabulation.

This project will consist of the chip sealing of various City streets.

Recommendation

Motion to recommend to Common Council awarding Contract Unit No. 2025-05, Asphaltic Concrete Pavement Chip Sealing to Fahrner Asphalt Sealers, LLC in the amount of \$64,368.00.

CITY OF MENASHA				
Contract Unit No. 2025-05				
Asphaltic Concrete Pavement Chip Sealing - Various City Streets				
<u>Base Bid</u>				Fahrner Asphalt Sealers
Item	Street	From	To	Lump Sum
1	Grandview Ave (2,594± SY)	Tayco St	Pacific St	\$ 7,243.00
2	Ninth St (7,698± SY)	Melissa St	Meadowview Dr	\$ 20,449.00
3	Sixth St (1,972± SY)	Tayco St	17'± W. of Railroad Crossing	\$ 9,589.00
4	Sixth St (4,704± SY)	17'± E. of Railroad Crossing	35'± W. of Racine St	\$ 11,354.00
5	Sixth St (5,456± SY)	35'± E. of Racine St	De Pere St	\$ 15,733.00
Total Base Bid Unit 2025-05 - Chip Seal Various City Streets (Items 1-5)				\$ 64,368.00

MEMORANDUM

DATE July 15, 2025

TO City of Menasha Common Council

FROM Austin R. Hammond, Mayor of the City of Menasha; Luke Schiller, Executive Director, Heckrodt Wetland Reserve

RE Lease and Management Agreement for the Heckrodt Wetland Reserve for the term of 2025-2100

Background:

Heckrodt Wetland Reserve began as a donation of 5 acres to the City of Menasha in 1976 from the Heckrodt Family. It was done to honor their father Frank O. Heckrodt, a former Menasha Mayor, prominent business leader, and 5-term alderman. The City of Menasha staff and community leaders worked tirelessly with the Heckrodt family to establish Heckrodt Wetland Reserve (environmental non-profit with a nature center) in 1995. The Reserve and its partnership with the City of Menasha has had a lasting impact on our community, not just for environmental education, but for providing a peaceful place to connect with nature.

As the usage and demand have grown, the Reserve has worked hard to improve the trail access, update programming, partner with the City of Menasha, and continue to grow donor support. The Reserve raises additional funding through grant writing, corporate support, youth programming, and community events and is governed by a board of directors.

Today, the Reserve welcomes over 133,000 visitors annually and educates over 10,000 program participants in 300+ free or reduced programs. Heckrodt Wetland Reserve and the City of Menasha partner on multiple occasions including the Community First Free Fishing Day at Jefferson Park and the Arbor Day Celebration. This unique partnership creates high impact within our community, restores critical habitats, be good stewards of donor and City tax dollars, and position the Reserve and the City of Menasha as a premier outdoor recreation destination in Northeast Wisconsin.

As the Reserve and the City of Menasha support plans for future growth it became clear that we needed to extend our lease and partnership to qualify for future state and federal grants. The lease extension also lets donors know that the Reserve and the City of Menasha plan to continue making nature accessible for our community today and for future generations.

Summary of Main Proposed Changes:

1. Section 1:

The lease term shall be 75 years, expiring in the year 2100.

2. Section 9:

HWR shall maintain liability insurance with coverage limits of at least \$1,000,000 per occurrence and \$2,000,000 general aggregate, along with no less than \$4,000,000 in excess (umbrella) coverage over the primary general liability policy.

3. Sections 21 & 22:

The parties agree that the Mayor of the City of Menasha shall appoint one (1) city resident to serve a three-year term on the HWR Board of Directors. The HWR Executive Director shall have the opportunity to consult with the Mayor regarding this appointment, which is subject to approval by the Menasha Common Council. This appointee shall serve as a non-voting member of the HWR Board. Additionally, the City of Menasha's Director of Parks & Recreation, or their designee, shall also serve as a non-voting member of the HWR Board. These non-voting members shall not be subject to the requirements outlined in the HWR Board Member Job Description.

4. Section 33:

This section reflects updated changes to the south and west boundaries of the property described in the Agreement that have previously been established. The fence referenced in Appendix B is the property of, and shall be maintained by, Heckrodt Wetland Reserve, Inc.

5. Section 34:

All notices shall be in writing, signed by the party giving notice, and delivered by one of the following methods: personal delivery, certified or registered mail (return receipt requested), overnight delivery service, email, or fax. Notice shall be deemed given upon:

- Personal delivery
- The first business day after mailing via certified or registered mail
- The first business day after delivery of an overnight service

- Acknowledgement of receipt by email or fax (provided a copy is also sent using one of the other approved methods)

Either party may change their designated contact person or address by delivering written notice to the other party in accordance with this section.

Recommendation:

The Parks and Recreation Board recommended approval at the July 8th, 2025 meeting that the Common Council approve the renewal of the Lease and Management Agreement for the Heckrodt Wetland Reserve for the term of 2025-2100.

LEASE AND MANAGEMENT AGREEMENT

FOR HECKRODT WETLAND RESERVE

This lease and management agreement, is dated _____ (the "Effective Date") and is entered into between the City of Menasha (City) and the Heckrodt Wetland Reserve, Inc. (HWR).

WHEREAS, Sec. 66.0301 Wis. Stats., authorizes the City to enter into an agreement to lease parkland and to authorize the management of parkland by an educational, charitable, or scientific corporation; and,

WHEREAS, the bylaws of HWR establish it *as* an educational, charitable, and scientific corporation; and,

WHEREAS, the City is willing to lease to HWR and to allow HWR to manage the Heckrodt Wetland Reserve, whose general description is included as Appendix A to this agreement and is made a part of this agreement by reference:.

NOW, IN CONSIDERATION of the mutual promises and covenants contained herein:

1. The City leases to HWR the Heckrodt Wetland Reserve for a period from ~~May 17, 2005~~ the Effective Date to January 1, ~~2035~~ 2100. HWR agrees to pay the City the annual rent of One Dollar (\$1.00) per year at the office of City Comptroller on or before January 31 of each year during the term of this agreement. The parties acknowledge that HWR had previously agreed to and will also has reimbursed the City \$50,000.00 as the City's net purchase price for the property described by Appendix A.

2. It is agreed that the property shall be used exclusively as a wetland reserve, prairie meadow, and arboretum for educational, charitable, and scientific purposes.

3. It is agreed that HWR shall maintain the prairie and arboretum site, any buildings in a suitable and serviceable condition, and shall at its own cost, make all repairs to the premises; and upon termination of this lease to yield to the City the premises in good condition and repair (loss by fire and reasonable wear and tear excepted). Nothing in this paragraph prohibits the City from assisting HWR in the maintenance of any buildings or grounds. At the termination of this agreement, the title to any buildings or property will be with the City. ~~HWR shall maintain the prairie and arboretum site.~~

4. HWR shall have full authority to, at its cost and expense, construct, alter, reconstruct, or demolish any buildings on the premises, except such as might be in violation of any previous agreements entered into between the City and Harry Lopas at the time of the acquisition from Lopas of some of the property which makes up the Heckrodt Wetland Reserve. All buildings shall be in harmony with the character of the wetland reserve and shall be necessary only for education, charity, or scientific purposes, or for the maintenance of the reserve, as the Board shall determine. The parties acknowledge that HWR shall had previously agreed to and has constructed a suitable bridge over the Lopas Channel for access from the Reserve to the Prairie and Arboretum.

5. HWR shall not assign this lease and management agreement, or any other interest in the premises without the advance written consent of the City, which consent shall not be unreasonably withheld. If HWR reincorporates under another name, but retains its educational, charitable, and scientific purpose, the City will not withhold its consent to an assignment of the benefits of this lease and management agreement.

6. HWR may grant the privilege, permission, or authority to an educational, charitable or scientific organization to temporarily occupy these premises if such use is consistent with the intent of this agreement. Such use shall be limited in time and breadth so as to effectuate the interest in allowing the most numbers of people to have the opportunity to use the wetland reserve for educational, recreational and scientific purposes.

7. Either party shall have the right to terminate this agreement in its entirety in the event of default of the other party which is not cured within 90 days of receipt of the written notice of that party's default. This agreement may also be terminated upon the mutual written agreement of the parties. HWR shall also have the right, upon one year's advanced written notice to the City, to terminate this lease in the event that the Board reasonably concludes that it will be unable to accomplish or continue to serve the purposes for which it was established.

8. Neither party to this agreement shall discriminate against any person on the basis of race, religion, sex, sexual orientation, creed, or any other state or federally protected category in the use of, management of, or Any other purpose for which this lease and management agreement are intended to be used.

9. HWR shall carry liability insurance in with limits of at least \$1,000,000 per occurrence and \$2,000,000 general aggregate, with not less than \$4,000,000 of excess (umbrella) of the primary general liability coverage not less than the amount recommended by the City of Menasha Insurance Board, and shall hold harmless and indemnify the City in the event any liability attaches as a result of HWR's use of the premises. Such insurance policy shall name the City of Menasha as an additional insured. HWR shall annually provide proof of such insurance to the City.

10. Both parties release and relieve the other and waive their entire claim of recovery of loss or damage to owned or rented property arising out of or incident to fire, lightning and the perils included in the extended coverage about the premises, whether due to negligence of either of the parties, their agents or employees or otherwise; provided, however, that the insurance contracts obtained under this agreement do not prohibit such waiver.

Property insurance for HWR covering current and future fully completed structures and additions thereto of such nature and covering such structures, buildings, improvements and additions thereto which is customary and consistent with the City's casualty insurance coverage shall be carried by the city. The City's coverage shall take effect when the structure or building is fully constructed and accepted by the City. Until such event, and during all times when the building or structure is under construction, renovation, and/ or remodeling, HWR shall acquire and maintain adequate insurance for same. To the extent that the City's current building and structure insurance has a deductible, in the event that a claim is made against the City's insurance coverage for a structure utilized by HWR, HWR shall be responsible for and shall timely pay to the City the entire amount of such deductible in each incident.

11. HWR shall not use the premises nor authorize the use by any group of the premises for a use which is prohibited by law.

12. The filing of any petition, voluntarily or involuntarily, for bankruptcy shall constitute default. In such event, City shall have the right to immediately terminate this agreement and to regain the premises. The City does not waive any right it may have for recovery of any liabilities of HWR in the event of HWR's default.

13. Nothing in this agreement shall be considered to diminish the governmental or police powers of the City.

14. This agreement shall be subject to force majeure, including but not limited to fire, accidents, labor disputes, riots, civil disturbances, war, governmental relations, judicial decrees, and other causes beyond the control of either party where the fulfillment of this agreement may be made impossible.

15. If either party shall commence suit to enforce any term or condition or covenant of this agreement, or in any action for relief against the other, declaratory or otherwise, arising out of this agreement, the non-prevailing party shall pay the prevailing party, in addition to any judgment, a reasonable sum as attorneys' fees together with costs of suit at both trial and appellate levels. If the City prevails, its attorneys' fees shall be computed on the basis of a private attorney with comparable experience.

16. This agreement constitutes the entire agreement between the parties and may not be altered, amended, or modified except in writing.

17. Nothing in this agreement shall be construed such that it creates a partnership or joint venture between the City and HWR.

18. Whenever this agreement requires, the singular shall constitute the plural, and the plural shall constitute the singular.

19. Should any provision of this agreement be determined to be illegal or unenforceable, such interpretation shall not affect any of the other provisions of this agreement.

20. Any money previously donated to the City, money donated to the City in the future, or money raised in the future and given to the City to be used for the purposes of HWR, Inc. or the Heckrodt Wetland Reserve shall be maintained by the City's comptroller in a separate account. This money shall be paid out as directed by HWR subject to whatever conditions have been established by the comptroller so as to maintain the integrity of the funds, the City's financial requirements or by the donor. All interest income from this money shall be added to this account and used for Heckrodt Wetland Reserve purposes. The City has the right to assess a reasonable fee to HWR for this service. HWR, Inc., pursuant to its by-laws, may manage any moneys donated to it or raised by it. HWR's treasurer shall be bonded.

21. This agreement recognizes the existence of the bylaws of HWR, incorporated herein as Appendix C, and any such restrictions, powers, or limitations imposed upon HWR pursuant to such bylaws, or any other limitations imposed by law on a not-for-profit corporation. HWR may, at its discretion, amend, restate, modify, or otherwise formally change its Bylaws at any time, except as it relates to the City's representation on HWR's Board of Directors under Section 23 below. If HWR does make any other type of formal change to its Bylaws, HWR will provide a copy of the Bylaws to the City as provided in Section 34, including the allowance to provide the copy via email.

24-22. The parties agree that the Mayor shall appoint one (1) resident of the City of Menasha to serve a three (3) year term. The HWR Executive Director shall have the opportunity to consult with the Mayor on the Mayor's appointment. This Mayoral appointment shall be approved by the Menasha Common Council. This appointment shall be a non-voting member of the HWR Board of Directors. The parties further agree that the City of Menasha Director of Parks & Recreation, or his/her designee, shall be a non-voting member of the HWR Board of Directors. The parties

further agree that these above-referenced members shall not be required to adhere to the requirements as stated on the HWR Board Member Job Description.

22-23. HWR shall have the exclusive right to manage the leased property so as to promote the educational, charitable, or scientific purposes of the reserve. The City shall have no right to limit in any fashion this exclusive right unless specified by this agreement, HWR's bylaws, or state or federal law.

23-24. Any employees hired by HWR to manage leased property will be the employees of HWR. Such employees shall not have any benefits otherwise available to any employees of the City, nor shall such employee gain any advantage in any future hiring of the City. HWR shall follow all requirements of State or Federal law as any other employer.

24-25. HWR understands that deed restrictions exist requiring the express permission of the State of Wisconsin Department of Natural Resources approval for transfer of the land or use of the land contrary to those restrictions.

25-26. Should HWR wish to use any personnel or equipment of the City in the management of the property, such use shall be under the complete discretion of the Director of Parks and Recreation of the City of Menasha.

26-27. All moneys forwarded to HWR by the City in either the budgeting process or from any other source shall be used at the complete discretion of HWR.

27-28. HWR shall have the exclusive right to choose any necessary names for anything associated with the Heckrodt Wetland Reserve provided that such names are not in conflict with any of the present names nor any limitations from any source which now exist.

28-29. HWR shall be responsible for all utility billings generated as a result of the use of the premises.

30. The parties agree that upon request of either party a memorandum of this agreement shall be executed in recordable form. The requesting party shall pay the cost of preparation of the memorandum and recording.

31. This Agreement will be construed in accordance with the internal laws of the State of Wisconsin.

32. The parties agree that any disputes, claims, or controversies arising out of or related to this Agreement, including those commenced pursuant to Section 15. above, shall be resolved exclusively in the courts located in Winnebago County, Wisconsin.

33. Incorporating the First Amendment to Lease and Management Agreement for Heckrodt Wetland Reserve, Dated May 16, 2005, the parties agree that Appendix B is added to and made a part of the Agreement to reflect a change in the south and west boundary of the property subject to the Agreement. The fence on the fence line referenced in Appendix B is the property of and shall be maintained by Heckrodt Wetland Reserve, Inc.

34. Any notice required hereunder will be given in writing, signed by the party giving notice, personally delivered, mailed by certified or registered mail, return receipt requested, sent by overnight delivery service, emailed or faxed to the parties respective addresses as follows, provided any notice given by facsimile is also given by one of the other methods:

To the City: City of Menasha
Attn: Mayor Austin Hammond
100 Main Street, Suite 200
Menasha, WI 54952
Email: ahammond@menashawi.gov
Fax: 920-967-5273

To HWR: Heckrodt Wetland Reserve
Attn:
1305 Plank Rd
Menasha, WI 54952
Email:
Fax:

Notice will be deemed given upon personal delivery, the first business day after certification or registration, the first business day after deposit with the overnight delivery service, and upon acknowledgement of receipt by facsimile or electronic mail (provided notice is promptly sent by one of the other methods). Either party may change the individual and address to which notice must be given by delivery of written notice to the other party in accordance with this Section 30.

Dated at Menasha, Wisconsin this ____ day of _____, 2025~~05~~.

City of Menasha

Heckrodt Wetland Reserve, Inc.

BY: _____
~~Joseph F. Laux~~Austin Hammond, Mayor

BY: _____
~~James Bartz~~Jesse Nelson, Chairperson

BY: _____
~~Deborah A. Galeazzi~~Kaija Snyder, City Clerk

BY: _____
~~Ron Hanseter~~William Skarie,
Secretary

This document drafted by
City Attorney Jeff Brandt,
with modifications drafted by
City Attorney Margaret
Struve.

City of Menasha Disbursements

Weekly Accounts Payable	07/04/25 - 07/17/25 Checks # 85703-85792	\$902,092.97
	Void Check 81495	(\$800.00)
Bi-Weekly Payroll	07/10/25	\$289,603.91
Additional Regular Cycle Accounts Payables -Paid Electronically		
Network Health Premium	07/07/25	\$165,439.32
CVMIC ACH	07/08/25	\$29,865.22
Delta Dental	07/09/25	\$699.59
Nationwide Deferred Compensation	07/10/25	\$3,487.50
Community First CU-Payroll Deduction	07/10/25	\$669.85
Employee Benefits-Flex Spending	07/10/25	\$3,483.19
Wisconsin Deferred Compensation	07/11/25	\$11,310.75
Home Depot ACH	07/14/25	\$34.76
Banking Fees	07/15/25	\$125.00
Delta Dental	07/16/25	\$3,519.05
Federal Tax Withholding	07/16/25	\$102,135.13
Spectrum ACH	07/17/25	\$80.00
		<u>\$ 320,849.36</u>
Total		<u><u>\$1,511,746.24</u></u>

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

Craig Pearson

Craig Pearson

Finance Manager

07/17/25

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: 7/10/2025

Date: 7/17/2025

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
ACCURATE	85703	7/10/2025	2507225	731-1022-541.30-18	21.48	SHOP ROLL
		7/10/2025	2507397	731-1022-541.30-18	212.45	SUPPLIES
		7/10/2025	2507556	731-1022-541.30-18	148.90	SUPPLIES
		Total for check: 85703			382.83	
ALADTEC	85704	7/10/2025	INV00425350	743-0403-513.24-04	660.00	EMPLOYEE LCENSE OVERAGES 4/1/25-4/30/25
		Total for check: 85704			660.00	
AMAZON CAPITAL SERVICES	85705	7/10/2025	1DLG-YLV3-D7RP	100-0801-521.29-04	8.99	MINI USB CABLE
		7/10/2025	1H1M-LPXR-Y7FG	100-0902-524.30-18	37.61	EPSON CARTRIGE COMBO
		7/10/2025	1HKP-PH1C-9XC1	100-0801-521.80-05	180.60	NUGGET ICE MAKER
		7/10/2025	1P6V-J74H-GR6V	100-0903-531.30-18	67.08	OFFICE SUPPLIES
		7/10/2025	1PGX-CWPT-FFRM	100-0801-521.30-18	177.99	SAMSUNG SMART TV
		Total for check: 85705			472.27	
APPLETON HYDRAULIC COMPONENTS	85706	7/10/2025	52601	731-1022-541.29-04	806.00	PUMP SERVICE REPAIR
		Total for check: 85706			806.00	
BADGER LABORATORIES INC	85707	7/10/2025	25-011864	601-1020-543.21-02	504.00	SEWER USER MONITORING
		Total for check: 85707			504.00	
BAY BUS LLC	85708	7/10/2025	14731	100-0000-201.14-00	1,250.00	WAUPACA/FREMONT BUS TRIP
					1,250.00	BREWER GAME BUS TRIP
					2,500.00	
BAYCOM INC	85709	7/10/2025	EQUIPINV_056331	100-0801-521.29-04	69.00	DASHBOARD MOUNT
					69.00	

AP Check Register

Check Date: 7/10/2025

Date: 7/17/2025

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
BENEFIT COORDINATORS CORP	85710	7/10/2025	B0JM58	734-0416-513.21-06	2,815.01	FAHP FEE - JULY
			Total for check: 85710		2,815.01	
BERGSTROM FORD LINCOLN	85711	7/10/2025	108163	731-1022-541.38-04	49.46	VALVE
		7/10/2025	108221	731-1022-541.38-04	41.60	PARTS
			Total for check: 85711		91.06	
BERGSTROM PIONEER AUTO &	85712	7/10/2025	00252	100-0801-521.80-03	2,190.00	POLICE VEHICLE LEASES
			Total for check: 85712		2,190.00	
BLUE PRINT SERVICE CO INC	85713	7/10/2025	182588	100-1002-541.30-18	374.06	INK FOR CANON
					124.69	INK FOR CANON
			Total for check: 85713		498.75	
GENARO S CARDAROPOLI	85714	7/10/2025	ID: 4922-00-59	470-1003-541.82-02	800.00	RACINE ST (3RD-9TH) TEMP EASEMENTS/RIGHT OF WAY
			Total for check: 85714		800.00	
CHARTER COMMUNICATIONS	85715	7/10/2025	095528601070125	100-0101-511.22-01	3.42	PHONE BILL MAYOR
				100-0201-512.22-01	2.17	PHONE BILL ATTORNEY
				100-0202-512.22-01	5.48	PHONE BILL PERSONNEL
				100-0203-512.22-01	4.50	PHONE BILL CLERK
				100-0301-523.22-01	4.95	PHONE BILL BUILD INSPECT
				100-0304-562.22-01	8.11	PHONE BILL COMMUNITY DEVELOPMENT
				100-0401-513.22-01	10.94	PHONE BILL FINANCE
				100-0402-513.22-01	2.23	PHONE BILL ASSESSOR
				100-0502-522.22-01	13.58	PHONE BILL EOC
				100-0601-551.22-01	57.64	PHONE BILL LIBRARY
				100-0702-552.22-01	9.17	PHONE BILL RECREATION
				100-0703-553.22-01	15.40	PHONE BILL PARKS
				100-0704-552.22-01	4.79	PHONE BILL POOL
				100-0801-521.22-01	84.99	PHONE BILL POLICE

AP Check Register

Check Date: 7/10/2025

Date: 7/17/2025

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
CHARTER COMMUNICATIONS...	85715...	7/10/2025...	095528601070125...	100-0903-531.22-01	16.63	PHONE BILL HEALTH
				100-0920-531.22-01	4.47	PHONE BILL SENIOR
				100-1001-514.22-01	24.52	PHONE BILL CITY HALL
				100-1002-541.22-01	14.28	PHONE BILL ENGINEERING
				100-1008-541.22-01	1.29	PHONE BILL SIGN
				207-0000-123.00-00	9.10	PHONE BILL MARINA
				731-1022-541.22-01	8.80	PHONE BILL GARAGE
				743-0403-513.22-01	5.20	PHONE BILL IT
				Total for check: 85715		
CLEAR WATER HARBOR	85716	7/10/2025	CHIEF WAUPACA	100-0000-201.14-00	175.00	CHIEF WAUPACA STERNWHEEL 7/16/25
				Total for check: 85716		
COMPLETE OFFICE OF WISCONSIN	85717	7/10/2025	938841	100-1002-541.30-10	6.83	CORRECTION TAPE
				625-1002-541.30-10	2.28	CORRECTION TAPE
		7/10/2025	942629	100-0203-512.30-15	119.64	OFFICE SUPPLIES
		7/10/2025	943370	731-1022-541.30-10	41.49	PAPER
		Total for check: 85717				170.24
CONGER INDUSTRIES INC	85718	7/10/2025	PSI-434463	731-1022-541.38-03	36.99	MIRROR ASSEMBLY
				Total for check: 85718		
CREATIVE IMPRINT	85719	7/10/2025	106635	100-0702-552.30-18	326.00	PARK&REC COUPON CODES
				100-0703-553.30-18	114.00	PARK&REC COUPON CODES
				100-0704-552.19-03	726.00	PARK&REC COUPON CODES
				Total for check: 85719		
EJ EQUIPMENT	85720	7/10/2025	P01387	731-1022-541.38-03	4,700.87	PARKER PUMP
				Total for check: 85720		

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JOHN M ELLSWORTH CO INC	85721	7/10/2025	1213060-IN	731-1022-541.24-06	224.20	SHEAR PINS
			Total for check: 85721		224.20	
FOX CROSSING UTILITIES	85722	7/10/2025	127-17542	100-0703-553.22-06	10.50	STANDBY WATER
			Total for check: 85722		10.50	
GAT SUPPLY INC	85723	7/10/2025	449917-1	100-1002-541.30-18	917.69	CONSTRUCTION SUPPLIES
				625-1002-541.30-18	305.90	CONSTRUCTION SUPPLIES
			Total for check: 85723		1,223.59	
ALEJANDRA GOMEZ	85724	7/10/2025	INSTRUCTOR	100-0000-441.25-00	140.00	MUNCKIN MOVES
			Total for check: 85724		140.00	
GUNDERSON CLEANERS 6	85725	7/10/2025	07-060054	100-0801-521.34-04	41.62	TABLE CLOTH COVERS
			Total for check: 85725		41.62	
HARRISON UTILITIES	85726	7/10/2025	001-0220-00	100-0703-553.22-05	79.46	2170 PLANK RD WATER/SEW
			Total for check: 85726		79.46	
DONALD HIETPAS & SONS INC	85727	7/10/2025	MOOO292000334	100-0000-122.02-00	186,184.00	WATER MAIN RECONSTRUCTION
				601-0000-194.00-00	77,588.99	WATER MAIN RECONSTRUCTION
				625-0000-194.00-00	40,155.70	WATER MAIN RECONSTRUCTION
				625-0000-201.04-00	(1,831.05)	WATER MAIN RECONSTRUCTION
			Total for check: 85727		302,097.64	
JANKE GENERAL CONTRACTORS	85728	7/10/2025	PAYMENT #11	257-0000-201.04-00	72,194.94	WATER STREET CORRIDOR RECONSTRUCTION
				470-1003-541.82-02	6,605.00	WATER STREET CORRIDOR RECONSTRUCTION
			Total for check: 85728		78,799.94	

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MARY KITOWSKI	85729	7/10/2025	REFUND	100-0000-121.01-00	943.00	TAX REFUND
Total for check: 85729					943.00	
KITZ & PFEIL INC	85731	7/10/2025	53802	100-0704-552.24-03	43.87	GREAT STUFF & FLEX SEAL
		7/10/2025	53874	731-1022-541.30-18	16.17	PROPANE CYLINDER
		7/10/2025	53880	731-1022-541.30-18	24.99	NUTS/BOLTS/TAP
		7/10/2025	53882	731-1022-541.38-03	2.51	DISTILLED WATER
		7/10/2025	53886	100-0703-553.30-18	51.28	PLANTS
		7/10/2025	53889	100-0703-553.30-18	25.86	ELECTRICAL PARTS
		7/10/2025	53891	100-0703-553.30-18	7.19	GLUE
		7/10/2025	53907	207-0707-552.24-03	17.09	ELECTRICAL PART
		7/10/2025	53925	731-1022-541.38-03	4.89	HARDWARE
		7/10/2025	53926	100-0704-552.24-03	2.33	PLUMBING PART
		7/10/2025	53969	100-0703-553.24-03	2.69	HOSE
		7/10/2025	53972	100-0703-553.24-03	4.14	HOSE
		7/10/2025	53985	731-1022-541.38-03	17.98	HOOK TOOL
		7/10/2025	54031	100-0703-553.30-18	8.98	PAINT
		7/10/2025	54034	601-1020-543.30-15	24.08	TOOLS
		7/10/2025	54054	100-0704-552.24-03	9.34	PLUMBING PARTS
		7/10/2025	54084	731-1022-541.38-03	17.99	HOSE
		7/10/2025	54086	100-0703-553.24-03	15.27	PAINT
		7/10/2025	54090	100-0703-553.30-18	3.59	GLOVE
		7/10/2025	54097	100-0704-552.24-03	12.59	HOSE HANGER
		7/10/2025	54141	470-1003-541.82-02	8.60	ELECTRICAL
		7/10/2025	54190	100-0801-521.29-04	28.74	WINDSHIELD WASH
		7/10/2025	54192	100-0703-553.24-03	46.76	TOOLS
		7/10/2025	54194	100-0703-553.30-18	11.32	SOAPS
		7/10/2025	54222	731-1022-541.30-18	37.75	SUPPLIES
		7/10/2025	54227	100-0703-553.30-18	10.76	TOWELS
		7/10/2025	54232	731-1022-541.30-18	28.78	ROPE
		7/10/2025	54257	100-1003-541.30-18	6.76	NUTS & BOLTS
Total for check: 85731					492.30	

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KLINK HYDRAULICS LLC	85732	7/10/2025	46839	731-1022-541.38-03	47.46	COUPLINGS
			Total for check: 85732		47.46	
L&S TRUCK CENTER	85733	7/10/2025	322450	731-1022-541.38-03	1,014.23	PARTS / TUBE ASY
		7/10/2025	322467	731-1022-541.38-02	88.26	INTAKE GASKETS
		7/10/2025	322472	731-1022-541.38-03	38.22	GAKSET
		7/10/2025	CM-322450-1	731-1022-541.38-03	(889.00)	TUBE ASY
			Total for check: 85733		251.71	
LAMERS BUS LINES INC	85734	7/10/2025	P/108713	100-0000-201.14-00	4,295.00	BAYFIELD/MADELINE ISLAND 3 DAY BUS TRIP
			Total for check: 85734		4,295.00	
LAZER UTILITY LOCATING LLC	85735	7/10/2025	2112	601-1020-543.21-02	972.00	JUNE SANITARY LOCATES
				625-1010-541.21-02	724.00	JUNE STORM LOCATES
			Total for check: 85735		1,696.00	
MATTHEWS TIRE & SERVICE CENTER	85736	7/10/2025	97421	731-1022-541.38-02	151.24	TIRES
		7/10/2025	97425	731-1022-541.38-02	589.99	TIRES
		7/10/2025	97426	731-1022-541.38-02	251.00	TIRES
			Total for check: 85736		992.23	
MENARDS-APPLETON EAST	85737	7/10/2025	78107	100-0703-553.30-18	39.92	ACETONE
		7/10/2025	78185	731-1022-541.30-18	28.96	FLAT SHEETS
			Total for check: 85737		68.88	
MENASHA TREASURER	85738	7/10/2025	DRIVER TIP	100-0000-201.14-00	100.00	DRIVER TIP
		7/10/2025	LUNCH	100-0000-201.14-00	720.00	LUNCHES
			Total for check: 85738		820.00	
MENASHA UTILITIES	85739	7/10/2025	5139	601-0401-513.25-01	39,702.98	MARCH SEWER CHARGES

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MENASHA UTILITIES...	85739...	7/10/2025...	5139...	625-0401-513.25-01	2,444.28	MARCH STORMWATER CHARGES
		7/10/2025	MENASHA UTILITY	100-0703-553.22-06	174.52	4/30/25-5/30/25 STORM
				100-1012-541.22-03	13.37	4/30/25-5/30/25 ELEC
		Total for check: 85739			42,335.15	
NEENAH PARKS & RECREATION DEPT	85740	7/10/2025	LLBDM20251	625-1010-541.24-05	5,000.00	LITTLE LAKE BUTTE DES MORMANAGEMENT PLANNING
		Total for check: 85740			5,000.00	
NEENAH-MENASHA SEWERAGE COMMISSION	85741	7/10/2025	2025-102	601-1021-543.25-01	67,125.85	JULY WASTEWATER TREATMENT
		7/10/2025	2025-108	601-1021-543.25-01	3,056.00	JULY CWFL INTEREST
					14,486.00	JULY CWFL DEBT
					979.00	JULY BLDG INTEREST
					2,349.00	JULY BLDG DEBT
		Total for check: 85741			87,995.85	
NORTHEAST ASPHALT INC	85742	7/10/2025	PAYMENT #8	255-0000-201.04-00	30,000.00	CONTRACT 2024-03 JEFFERSON PARK
				470-1003-541.82-02	149,579.74	CONTRACT 2024-03 JEFFERSON PARK
				625-0000-194.00-00	15,729.00	CONTRACT 2024-03 JEFFERSON PARK
				Total for check: 85742		195,308.74
OFFICE DEPOT	85743	7/10/2025	35938743	100-0903-531.30-10	53.85	ADDRESS LABELS
		Total for check: 85743			53.85	
PACKER CITY INTL TRUCKS INC	85744	7/10/2025	X103154334:01	731-1022-541.38-03	97.57	AIR FILTERS
		Total for check: 85744			97.57	
PETERS CONCRETE COMPANY	85745	7/10/2025	2253973	100-1003-541.30-18	76.00	3/4" STONE
		7/10/2025	2254037	100-1004-541.30-18	1,690.00	CONCRETE 64 TAYCO ST
		7/10/2025	2254151	100-1004-541.30-18	2,128.00	CONCRETE 64 TAYCO ST
		7/10/2025	2254203	100-1004-541.30-18	2,535.00	CONCRETE 64 TAYCO ST
		7/10/2025	2254303	100-1004-541.30-18	760.50	CONCRETE 3/4 STONE PINE/NICOLET BLVD

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PETERS CONCRETE COMPANY...	85745...	7/10/2025	2254381	100-1004-541.30-18	570.00	CONCRETE 3/4 STONE 632 TAYCO ST
				470-1009-541.82-02	570.00	CONCRETE 3/4 STONE 632 TAYCO ST
				Total for check: 85745	8,329.50	
POMP'S TIRE SERVICE INC	85746	7/10/2025	320168075	731-1022-541.38-02	266.21	TIRES
					266.21	
SAFETY-KLEEN SYSTEMS	85747	7/10/2025	97384021	731-1022-541.32-01	214.47	QUARTERLY RENTAL SERVICE PARTS WASHER
					214.47	
SECURIAN FINANCIAL GROUP INC	85748	7/10/2025	002832L	100-0000-204.07-00	3,767.10	AUG LIFE INSURANCE
					3,767.10	
STATE BAR OF WISCONSIN	85749	7/10/2025	1096218	100-0201-512.30-10	105.11	WI MUNICIPAL LAW CODEBOOK
					105.11	
STUMPF MOTOR COMPANY INC	85750	7/10/2025	229628	731-1022-541.38-03	354.45	TUBE ASY
					354.45	
SUPERION LLC	85751	7/10/2025	441401	743-0403-513.24-04	3,448.47	FINANCIAL SOFTWARE-AUGUST
					3,448.47	
THEDACARE AT WORK	85752	7/10/2025	370861	100-0901-515.21-05	32.00	AUDIOGRAM
					32.00	
THOMSON REUTERS - WEST	85753	7/10/2025	852200022	100-0201-512.32-02	496.74	WESTLAW LEGAL RESEARCH SOFTWARE SUBSCRIPTIO
					496.74	

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UNIFORM SHOPPE	85754	7/10/2025	9459	100-0801-521.30-15	370.65	TOURNIQUET HOLDERS
			Total for check: 85754		370.65	
US BANK EQUIPMENT FINANCE	85755	7/10/2025	559061882	743-0403-513.24-02	81.42	PWF COPIER LEASE - JULY
			Total for check: 85755		81.42	
WE ENERGIES	85756	7/10/2025	5531097404	100-1012-541.22-03	1,051.41	STREET LIGHTS
		7/10/2025	5531576259	100-1012-541.22-03	106.66	LED STREET LIGHTS
		7/10/2025	5536281091	100-0703-553.22-03	37.12	LED STREET LIGHTS MENASHA CONSERVANCY
			Total for check: 85756		1,195.19	
WINNEBAGO COUNTY TREASURER	85757	7/10/2025	31064	470-1003-541.82-02	232.87	HIGHWAY MAINTENANCE STR-2026-003
			Total for check: 85757		232.87	
WISCONSIN DEPT OF JUSTICE	85758	7/10/2025	G3228	100-0202-512.21-06	7.00	GENERAL
			Total for check: 85758		7.00	
WISCONSIN SUPPORT COLLECTIONS	85759	7/10/2025	20250710	100-0000-202.03-00	823.91	PAYROLL SUMMARY
			Total for check: 85759		823.91	
WPPI ENERGY	85760	7/10/2025	INV23096	310-0407-513.61-03	340.00	ONE TIME ADMIN FEE
				310-0409-571.61-01	494.50	JULY STREET LIGHTING PROJ
					1,010.30	JULY LED STREETLIGHT PROJ
					283.33	JULY LED STREETLIGHT PROJPHASE 2
				731-1022-541.82-01	1,176.09	JULY SOLAR PV PW
					769.99	JULY SOLAR PV PW PHASE 2
			Total for check: 85760		4,074.21	
					765,163.67	

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AMAZON CAPITAL SERVICES	85761	7/17/2025	13LG-GKQF-6VM6	826-0702-552.30-18	89.50	PARADE OF LIGHTS SUPPLIES
		7/17/2025	14WR-T1WW-VYTT	100-0801-521.30-15	55.76	MEDICAL SUPPLIES
		7/17/2025	16R1-31D6-LF7R	100-0702-552.30-10	13.53	TAPE OFFICE
				100-0702-552.30-18	60.42	SOCKS/BANDANAS RECREATION
				100-0704-552.19-03	101.98	SWIM SUITS POOL
				7/17/2025	1NRJ-3FM4-RMVV	100-0801-521.30-18
		7/17/2025	1VCF-NP6V-Q7NG	100-0704-552.30-10	59.95	TOWER FAN
		7/17/2025	1YQG-64DK-YGFT	100-0801-521.30-10	60.49	USB FLASH DRIVE
		Total for check: 85761				642.87
CITY OF APPLETON	85762	7/17/2025	17722	100-0918-531.21-06	500.00	EMERGENCY PLANNING CONTR
					500.00	
AXON ENTERPRISE INC	85763	7/17/2025	INUS353870	100-0801-521.30-15	7,616.49	TASER CARTRIDGES
					7,616.49	
EMILY CAMPBELL	85764	7/17/2025	REFUND	100-0000-441.25-00	135.00	CHESS CLASS REFUND
					135.00	
CINTAS	85765	7/17/2025	4232010945	100-0801-521.30-13	142.21	SUPPLIES
					50.25	SUPPLIES
		7/17/2025	4236555504	731-1022-541.20-01	172.25	UNIFORMS/SUPPLIES
					364.71	
CIVICPLUS LLC	85766	7/17/2025	341448	100-0405-513.21-08	65.53	MEETING MINUTES RECORDING
					65.53	
CLEAR WATER CAR WASH	85767	7/17/2025	6745	100-0801-521.29-04	26.99	CAR WASH
					26.99	

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CLIFTONLARSONALLEN LLP	85768	7/17/2025	L251438113	100-0401-513.21-03	8,708.56	2024 AUDIT SERVICES FINAL BILLING
			Total for check: 85768		8,708.56	
GREAT LAKES COCA-COLA	85769	7/17/2025	47225203017	100-0704-552.30-17	(150.00)	DEPOSITS ON EMPTIES
		7/17/2025	47920115014	100-0704-552.30-17	305.25	SODA
		7/17/2025	47920115016	100-0704-552.30-17	(130.65)	SODA RETURN
			Total for check: 85769		24.60	
COMPLETE OFFICE OF WISCONSIN	85770	7/17/2025	951988	100-1001-514.30-10	414.90	PAPER
			Total for check: 85770		414.90	
CHLOE HANSEN-DUNN	85771	7/17/2025	REIMBURSEMENT	100-0702-552.30-18	60.08	CAMP SNACKS
				100-0704-552.30-17	557.44	POOL CONCESSIONS
			Total for check: 85771		617.52	
DIANE HARRINGTON	85772	7/17/2025	REFUND	100-0000-201.14-00	65.00	TRIP CANCELATION FREMONT/WAUAPCA TRIP
			Total for check: 85772		65.00	
MELINDA KOBINSKY	85773	7/17/2025	REFUND	100-0000-441.25-00	56.00	SAFETY CLASS CANCELLATION
			Total for check: 85773		56.00	
KWIK TRIP INC	85774	7/17/2025	00244691	100-0801-521.38-01	80.85	FUEL
			Total for check: 85774		80.85	
CASSIE LASZEWSKI	85775	7/17/2025	REFUND	100-0000-441.25-00	26.00	CLASS CANCELATION
			Total for check: 85775		26.00	
LEVENHAGEN OIL CORPORATION	85776	7/17/2025	106105	207-0707-552.38-01	2,473.92	GASOLINE MENASHA MARINA
		7/17/2025	106134	207-0707-552.38-01	4,760.02	GASOLINE MENASHA MARINA

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LEVENHAGEN OIL CORPORATION...	85776...	7/17/2025	106159	207-0707-552.38-01	5,613.16	GASOLINE MENASHA MARINA
			Total for check: 85776		12,847.10	
MENASHA JOINT SCHOOL DISTRICT	85777	7/17/2025	MOBILE HOME JUL	100-0000-412.00-00	5,240.99	MOBILE HOME PERMIT FEE JULY
			Total for check: 85777		5,240.99	
MENASHA TREASURER	85778	7/17/2025	PETTY CASH	100-0704-552.30-10	20.00	PATIO CHAIRS PARKS & REC
				100-0801-521.30-11	101.30	POSTAGE POLICE
				100-0801-521.34-03	16.74	ICE POLICE
			Total for check: 85778		138.04	
MENASHA UTILITIES	85779	7/17/2025	MENASHA UTILITY	100-0000-123.00-00	1,088.98	5/30/25-6/30/25 ELEC
					311.34	5/30/25-6/30/25 WAT/SEW
					77.69	5/30/25-6/30/25 STORM
					8.36	5/30/25-6/30/25 ELEC
					10.99	5/30/25-6/30/25 ELEC
				100-0304-562.22-03	13.26	5/30/25-6/30/25 ELEC
				100-0305-562.22-03	17.64	5/30/25-6/30/25 ELEC
				100-0305-562.22-06	4.18	5/30/25-6/30/25 STORM
				100-0601-551.22-03	4,550.94	5/30/25-6/30/25 ELEC
				100-0601-551.22-05	554.43	5/30/25-6/30/25 WAT/SEW
				100-0601-551.22-06	173.47	5/30/25-6/30/25 STORM
				100-0703-553.22-03	2,317.06	5/30/25-6/30/25 ELEC
				100-0703-553.22-05	2,026.75	5/30/25-6/30/25 WAT/SEW
				100-0703-553.22-06	1,835.05	5/30/25-6/30/25 STORM
				100-0704-552.22-03	2,577.58	5/30/25-6/30/25 ELEC
				100-0704-552.22-05	6,615.72	5/30/25-6/30/25 WAT/SEW
				100-0801-521.22-03	1,527.01	5/30/25-6/30/25 ELEC
				100-0801-521.22-05	429.94	5/30/25-6/30/25 WAT/SEW
				100-0801-521.22-06	107.28	5/30/25-6/30/25 STORM
				100-0920-531.22-03	287.73	5/30/25-6/30/25 ELEC
				100-0920-531.22-05	164.54	5/30/25-6/30/25 WAT/SEW
				100-1001-514.22-03	61.36	5/30/25-6/30/25 ELEC

AP Check Register

Check Date: 7/17/2025

Date: 7/17/2025

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description				
MENASHA UTILITIES...	85779...	7/17/2025...	MENASHA UTILITY...	100-1008-541.22-03	442.18	5/30/25-6/30/25 ELEC				
				100-1008-541.22-05	16.68	5/30/25-6/30/25 WAT/SEW				
				100-1012-541.22-03	501.72	5/30/25-6/30/25 ELEC				
					10,772.77	JUNE STREET LIGHTS				
				100-1013-541.22-03	22.90	5/30/25-6/30/25 ELEC				
				100-1013-541.22-06	73.15	5/30/25-6/30/25 STORM				
				100-1019-552.22-03	22.52	5/30/25-6/30/25 ELEC				
				207-0707-552.22-03	1,416.59	5/30/25-6/30/25 ELEC				
				207-0707-552.22-05	348.05	5/30/25-6/30/25 WAT/SEW				
				207-0707-552.22-06	42.85	5/30/25-6/30/25 STORM				
				501-0304-562.22-03	287.45	5/30/25-6/30/25 ELEC				
				501-0304-562.22-05	33.36	5/30/25-6/30/25 WAT/SEW				
				501-0304-562.22-06	189.15	5/30/25-6/30/25 STORM				
				601-1020-543.22-03	214.22	5/30/25-6/30/25 ELEC				
				731-1022-541.22-03	893.63	5/30/25-6/30/25 ELEC				
				731-1022-541.22-05	1,665.15	5/30/25-6/30/25 WAT/SEW				
				731-1022-541.22-06	1,629.16	5/30/25-6/30/25 STORM				
				Total for check: 85779				43,332.83		
				METRO SALES INC	85780	7/17/2025	INV2836757	743-0403-513.29-01	988.48	PRINTER/COPIER USAGE 6/17/25-7/16/25
988.48										
MODERN DAIRY	85781	7/17/2025	INV-315498	100-0704-552.30-17	440.04	CONCESSIONS				
				100-0704-552.30-17	527.53	CONCESSIONS				
				100-0704-552.30-17	179.50	CONCESSIONS				
				Total for check: 85781						
				1,147.07						
AARON MOUREAU	85782	7/17/2025	REFUND	100-0000-441.25-00	44.00	PICKLEBALL REFUND				
				Total for check: 85782						
				44.00						

AP Check Register

Check Date: 7/17/2025

Date: 7/17/2025

<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>	
ROMPORTL'S CONTRACTING LLC	85783	7/17/2025	002160	204-0308-562.70-01	3,400.00	CU-2024-18	216 MADISON ST
Total for check: 85783					3,400.00		
SECURITY LUEBKE ROOFING	85784	7/17/2025	7250297-1	470-0703-553.82-01	13,342.44	FLAT ROOF	PR-2025-010
Total for check: 85784					13,342.44		
SERVICEMASTER BUILDING MAINTENANCE	85785	7/17/2025	47302	100-0920-531.20-01	480.00	JANITORIAL SERVICES	SC CONTRACT
		7/17/2025	47307	731-1022-541.20-01	2,730.00	JANITORIAL SERVICES	PW CONTRACT
		7/17/2025	47318	100-0801-521.20-01	1,966.00	JANITORIAL SERVICES	PD CONTRACT
	Total for check: 85785					5,176.00	
SHERWIN WILLIAMS CO	85786	7/17/2025	0228-6	100-1008-541.30-18	107.60	LINE PAINT STRAINER	
		7/17/2025	0263-3	100-1008-541.30-18	5.94	EXTENSION GASKET	
	Total for check: 85786					113.54	
SUPERIOR VISION INSURANCE PLAN	85787	7/17/2025	0000906139	100-0000-204.10-00	1,009.89	VISION INSURANCE AUGUST	
Total for check: 85787					1,009.89		
THEDACARE LABORATORIES	85788	7/17/2025	12100529	100-0801-521.21-05	127.50	VENIPUNCTURE (3)	
Total for check: 85788					127.50		
UNIFORM SHOPPE	85789	7/17/2025	9454	100-0801-521.19-03	420.80	UNIFORMS	HONOR GUARD
		7/17/2025	9629	100-0801-521.19-02	76.00	UNIFORM ALTERATIONS	
	Total for check: 85789					496.80	
WE ENERGIES	85790	7/17/2025	5540154862	731-1022-541.22-04	87.17	GAS SERVICE	PUBLIC WORKS BLDG
		7/17/2025	5545047266	100-0701-533.22-03	15.40	ELECTRIC SERVICE	NORTH STREET

AP Check Register
Check Date: 7/17/2025

Date: 7/17/2025

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description	
WE ENERGIES...	85790...	7/17/2025	5545219339	100-0701-533.22-03	15.58	ELECTRIC SERVICE	NORTH STREET
			Total for check: 85790		118.15		
WINNEBAGO COUNTY TREASURER	85791	7/17/2025	134796	100-1016-543.25-01	22,779.90	RES	
				100-1017-543.25-01	5,457.78	COM	
				266-1027-543.25-01	994.35	SS	
				266-1027-543.25-03	215.00	TVS	
		7/17/2025	31221	100-0805-521.25-01	102.92	INMATE STAYS	
			Total for check: 85791		29,549.95		
WISCONSIN DEPT OF JUSTICE-TIME	85792	7/17/2025	455TIME-18520	100-0801-521.22-01	511.50	TIME ACCESS CHARGE &SUP.	
			Total for check: 85792		511.50		
					136,929.30		



MEMORANDUM

DATE July 16, 2025
TO Common Council
FROM Kaija Snyder, City Clerk
RE New Alcohol License Application for Hungry Donkey LLC, DBA Hungry Donkey (14 Tayco Street, Menasha) – “Class B” (Intoxicating Liquor) and Class “B” (Fermented Malt Beverages); Mario Nunez, Agent

Hungry Donkey submitted a new application for a “Class B” (intoxicating liquor) and Class “B” (fermented malt beverages) alcohol license for use at 14 Tayco Street during the licensing term of July 22, 2025 – June 30, 2026. Notably, Crazy Donkey previously operated at the same premises under the same ownership and agent. Crazy Donkey relinquished its alcohol license in 2024, and a license has not since been issued to the 14 Tayco Street premises.

According to Section 7-2-8 of the Menasha Municipal Code, Hungry Donkey has been inspected and approved by the Health Department, Building Inspection Office, and Fire Department. Verification of these approvals is attached.

Other compliance requirements have also been met. Specifically, the property has no outstanding zoning or code violations and is in good standing with the Menasha Finance Department. Hungry Donkey achieves residence requirements under Section 7-2-7(a) of the Menasha Municipal Code: the applicant submitted proof of premises ownership. The Menasha Police Department facilitated and approved a criminal background check for agent Mario Nunez; Nunez additionally meets agent qualifications outlined in Wis. Stat. 125.04(5)(a)(5). Notification of application pendency was published in three consecutive issues of *The Post-Crescent* on June 9, 10, and 11, 2025.

Recommendation: Staff recommends approving Hungry Donkey’s “Class B” and Class “B” alcohol license application for the July 22, 2025 – June 30, 2026 licensing term.



Original Liquor License Inspections & Compliance Report

City of Menasha – Office of the City Clerk, 100 Main Street Suite 200, Menasha, WI 54952

BUSINESS ENTITY (d/b/a): Hungry Donkey

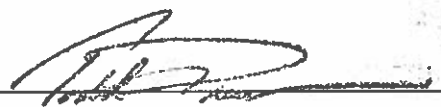
INSPECTED PREMISES (PROPERTY ADDRESS): 14 Tayco Street

OWNER: Mario Nunez

HEALTH INSPECTION

I, **TODD DREW**, of the **CITY OF MENASHA'S HEALTH DEPARTMENT**, inspected the above premises and can confirm, upon my inspection, the premises does indeed conform to the sanitary, safety and health requirements, and the regulations of the State Board of Health and the local Board of Health as applicable to restaurants, as required in Sec. 7-2-9 of the City of Menasha's Municipal Code.

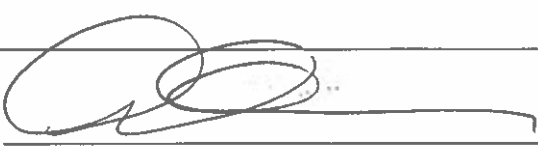
The above premises can be conditionally approved for its liquor license upon the understanding the following deficiencies noted below will be remedied within sixty (60) days of license issuance and verified via a follow-up inspection; an accompanying inspection report may be provided.

X  Date: 7/16/25

COMMERCIAL BUILDING INSPECTION

I, **AL VERKUYLEN**, of **ALV INSPECTIONS, LLC**, inspected the above premises and can confirm, upon my inspection, the premises does indeed conform to the sanitary, safety and health requirements of the State Building Code, and the regulations of the State Board of Health and the local Board of Health as applicable to restaurants, as required in Sec. 7-2-9 of the City of Menasha's Municipal Code.

The above premises can be conditionally approved for its liquor license upon the understanding the following deficiencies noted below will be remedied within sixty (60) days of license issuance and verified via a follow-up inspection. A formal inspection report shall accompany the findings below.

X  Date: July 10, 25

FIRE DEPARTMENT INSPECTION

I, **JERRY MAVROFF** of **NEENAH-MENASHA FIRE RESCUE**, can confirm a representative of the department reviewed the above premises and can confirm the inspection conforms with the occupancy compliance as determined by the International Fire Code as adopted by the City of Menasha, except where identified with the attached fire inspection report.

The above premises can be conditionally approved for its liquor license upon the understanding the following deficiencies noted below will be remedied within thirty (30) days of license issuance and verified via a follow-up inspection. In lieu of a formal inspection, a prior inspection report dated within the past six (6) months from the NM Fire Rescue may be used (and if so, indicate below and report shall be attached).

X  F400 Date: 6-30-25

CLERK'S OFFICE – INTERDEPARTMENTAL & STATUTORY COMPLIANCE REQUIREMENTS

I, **KAIJA SNYDER**, of the **CITY OF MENASHA CLERK'S OFFICE**, received confirmation from the below departments or organizations that the above named applicant complies with Wisconsin State Statute and Menasha Municipal Code requirements for license issuance.

RESIDENCE REQUIREMENTS

Confirmed the above named applicant meets residence requirements described in Sec. 7-2-7(a) of the Menasha Municipal Code on 6/2/25.

COMMUNITY DEVELOPMENT / ZONING REVIEW

Confirmed no ordinance violations for above premises on 6/2/25.

Confirmed no zoning violations for above premises on 6/2/25.

MENASHA POLICE DEPARTMENT

Confirmed of criminal background check approval of all organization agents, officers, and directors listed on original application on 5/20/25.

MENASHA FINANCE DEPARTMENT

Confirmed that there are no outstanding tax payments or financial obligations on personal or commercial properties on 5/13/25.

PUBLICATION OF NOTICES IN OFFICIAL NEWSPAPER

Confirmed publication of three consecutive notices in the City's official newspaper, *The Post-Crescent*, on 6/9/25, 6/10/25, and 6/11/25.

X  Date: 7/11/25

Form
AB-200Alcohol Beverage License
Application

For Municipal Use Only	
Municipality	
License Period	

License(s) Requested: (up to two boxes may be checked)

- ☐ Class "A" Beer \$
 ☒ Class "B" Beer \$
- ☐ "Class A" Liquor \$
 ☒ "Class B" Liquor \$
- ☐ "Class A" Liquor (cider only) \$
 ☐ Reserve "Class B" Liquor \$
- ☐ "Class C" Liquor (wine only) \$

Fees	
License Fees	\$
Background Check Fee	\$
Publication Fee	\$
Total Fees	\$

Part A: Premises/Business Information			
1. Legal Business Name (individual name if sole proprietorship)			
HUNGRY DONKEY LLC			
2. Business Trade Name or DBA			
HUNGRY DONKEY LLC			
3. FEIN		4. Wisconsin Seller's Permit Number	
33-4867817		456-0000145128-03	
5. Entity Type (check one)			
☐ Sole Proprietor ☐ Partnership ☒ Limited Liability Company ☐ Corporation ☐ Nonprofit Organization			
6. State of Organization		7. Date of Organization	
8. Wisconsin DFI Registration Number			
9. Premises Address			
14 Taylor St.			
10. City		11. State	12. Zip Code
Menasha		WI	54952
13. County	14. Governing Municipality: ☒ City ☐ Town ☐ Village		15. Aldermanic District
Winnebago	of:		
16. Premises Phone	17. Premises Email		18. Website
(920) 4845822			
19. Premises Description - Describe the building or buildings where alcohol beverages are produced, sold, stored, or consumed, and related records are kept. Describe all rooms within the building, including living quarters. Authorized alcohol beverage activities and storage of records may occur only on the premises described in this application. Attach a map or diagram and additional sheets if necessary.			
The first floor behind counter top -			
20. Mailing Address (if different from premises address)			
21. City		22. State	23. Zip Code
Part B: Questions			
1. Has the business (sole proprietorship, partnership, limited liability company, or corporation) been convicted of violating federal or state laws or local ordinances? Exclude traffic offenses unless related to alcohol beverages. ☐ Yes ☒ No			
If yes, list the details of violation below. Attach additional sheets if necessary.			
Law/Ordinance Violated		Location	Trial Date
Penalty Imposed		Was sentence completed? ☐ Yes ☐ No	
Law/Ordinance Violated		Location	Trial Date
Penalty Imposed		Was sentence completed? ☐ Yes ☐ No	

2. Are charges for any offenses pending against the business? Exclude traffic offenses unless related to alcohol beverages. ☐ Yes ☒ No

If yes, describe the nature and status of pending charges using the space below. Attach additional sheets as needed.

3. Is the applicant business or any of its officers, directors, members, agent, employees, owners, or other related individuals or entities a restricted investor with any interest in an alcohol beverage producer or distributor? ☐ Yes ☒ No
If yes, provide the name of the restricted investor and describe the nature of the interest.

4. Is the applicant business owned by another business entity? ☐ Yes ☒ No
If yes, provide the name(s) and FEIN(s) of the business entity owners below. Attach additional sheets as needed.

4a. Name of Business Entity

4b. Business Entity FEIN

5. Have the partners, agent, or sole proprietor satisfied the responsible beverage server training requirement for this license period? Submit proof of completion. ☐ Yes ☒ No

6. Is the applicant business indebted to any wholesaler beyond 15 days for beer or 30 days for liquor/wine? ☐ Yes ☒ No

7. Does the applicant business owe past due municipal property taxes, assessments, or other fees? ☐ Yes ☒ No

Part C: Individual Information

List the name, title, and phone number for each person or entity holding the following positions in the applicant business or businesses listed in Part B, Question 4: sole proprietor, all officers, directors, and agent of a corporation or nonprofit organization, all partners of a partnership, and all members, managers, and agent of a limited liability company. Attach additional sheets if necessary.

Include Form AB-100 for each person listed below. Corporations and LLCs must appoint an agent by including Form AB-101.

Last Name	First Name	Title	Phone
Nunez	Mario	Owner	

Part D: Attestation

One of the following must sign and attest to this application:

- sole proprietor
- one general partner of a partnership
- one corporate officer
- one member of an LLC

READ CAREFULLY BEFORE SIGNING: Under penalty of law, I have answered each of the above questions completely and truthfully. I agree that I am acting solely on behalf of the applicant business and not on behalf of any other individual or entity seeking the license. Further, I agree that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another individual or entity. I agree to operate this business according to the law, including but not limited to, purchasing alcohol beverages from state authorized wholesalers. I understand that lack of access to any portion of a licensed premises during inspection will be deemed a refusal to allow inspection. Such refusal is a misdemeanor and grounds for revocation of this license. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Last Name	First Name	M.I.
Nunez	Mario	A.
Title	Email	Phone
owner		
Signature	Date	
Mario A. Nunez	5-13-25	

Part E: For Clerk Use Only

Date Application Was Filed With Clerk	License Number	Date License Granted	Date License Issued
Signature of Clerk/Deputy Clerk		Date Provisional License Issued (if applicable)	

Alcohol Beverage
Appointment of Agent

Date

Agent Type (check one)

☒ Original (no fee) ☐ Successor (\$10 fee for municipal licensees only)

Part A: Business Information

1. Legal Business Name (individual name if sole proprietor)

HUNGRY DONKEY LLC

2. Business Trade Name or DBA

HUNGRY DONKEY

3. Entity Type (check one)

☒ Limited Liability Company ☐ Corporation ☐ Nonprofit Organization

4. Alcohol Beverage Business Authorization (check one)

☐ Municipal Retail License ☐ State Permit

5. If successor agent, provide State Permit or Municipal Retail License Number

6. Describe the reason for appointing a successor agent, if successor is checked above.

Part B: Agent Information

1. Last Name

Nunez

2. First Name

Mario

3. M.I.

A

4. Email

5. Phone

6. Home Address

7. City

8. State

9. Zip Code

10. Age

11. Drivers License/State ID Number

12. Drivers License/State ID State of Issuance

WISCONSIN

Part C: Agent Questions

1. Have you satisfied the responsible beverage server training requirement? ☒ Yes ☒ No
Submit proof of completion.
2. Have you completed Form AB-100, *Alcohol Beverage Individual Questionnaire*? ☐ Yes ☒ No
Submit a completed Form AB-100 with this form.
3. Have you been a Wisconsin resident for at least 90 continuous days? ☒ Yes ☐ No
See instructions for exceptions.

Continued →

Part D: Business Attestation

READ CAREFULLY BEFORE SIGNING: I, the **Undersigned**, authorize the above-named individual to act for the above-named corporation, nonprofit organization, or limited liability company with full authority and control of the premises and of all alcohol beverage activities on such premises. I certify that I am authorized by the above-named entity to authorize this individual to act on behalf of the entity. If I am appointing a successor agent, I rescind all previous agent appointments for this premises. Further, I understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Last Name Nunez		First Name Mario	M.I. A.
Title Owner	Email [REDACTED]	Phone [REDACTED]	
Signature Mario A Nunez		Date 5/13/25	

Part E: Agent Attestation

READ CAREFULLY BEFORE SIGNING: I, the **Agent**, hereby accept this appointment as agent for the above-named corporation, nonprofit organization, or limited liability company and assume full responsibility for the conduct of all alcohol beverage activities on the premises for the above-named business. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Last Name	First Name	M.I.
Signature		Date

Alcohol Beverage
Individual Questionnaire

Date

All individuals involved in the alcohol beverage business must complete this form, including:

- sole proprietor
- all officers, directors, and agent of a corporation or nonprofit organization
- all partners of a partnership
- members and agent of a limited liability company

Your alcohol beverage application or renewal is not complete until all required Individual Questionnaires are submitted.

Part A: Business Information	
1. Legal Business Name (individual name if sole proprietor)	
2. Business Trade Name or DBA HUNGRY DONKEY LLC	
3. Entity Type (check one) ☐ Sole Proprietor ☐ Partnership ☒ Limited Liability Company ☐ Corporation ☐ Nonprofit Organization	

Part B: Individual Information					
1. Last Name Nunez		2. First Name Mario		3. M.I. A.	
4. Relationship to Business (Title) Owner		5. Email [REDACTED]		6. Phone [REDACTED]	
7. Home Address [REDACTED]					
8. City [REDACTED]		9. State [REDACTED]		10. Zip Code [REDACTED]	
11. Date of Birth [REDACTED]					
12. Drivers License/State ID Number [REDACTED]			13. Drivers License/State ID State of Issuance [REDACTED]		

Part C: Address History					
1. Do you currently reside in Wisconsin? ☒ Yes ☐ No					
If yes to 1 above, how long have you continuously lived in Wisconsin prior to the date of application?					
				Years 30	Months
2. List in chronological order all of your addresses within the last 5 years. Attach additional sheets if necessary.					
Previous Address 1		City		State	Zip Code
[REDACTED]		[REDACTED]		[REDACTED]	[REDACTED]
Previous Address 2		City		State	Zip Code
[REDACTED]		[REDACTED]		[REDACTED]	[REDACTED]
Previous Address 3		City		State	Zip Code
[REDACTED]		[REDACTED]		[REDACTED]	[REDACTED]
Previous Address 4		City		State	Zip Code
[REDACTED]		[REDACTED]		[REDACTED]	[REDACTED]
Previous Address 5		City		State	Zip Code
[REDACTED]		[REDACTED]		[REDACTED]	[REDACTED]
3. List all states and counties you have lived in as an adult. Attach additional sheets if necessary.					
State	County	State	County	State	County
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
State	County	State	County	State	County
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

Continued →

Part D: Criminal History

1. Have you ever been convicted of any offenses (excluding traffic offenses unless related to alcohol beverages) for violation of any federal, Wisconsin, or another state's laws or of any county or municipal ordinances? ☐ Yes ☒ No

If yes to question 1, please list details of each conviction below. Attach additional sheets as needed.

Law/Ordinance Violated	Location	Conviction Date
Penalty Imposed		Was sentence completed? ☐ Yes ☒ No
Law/Ordinance Violated	Location	Conviction Date
Penalty Imposed		Was sentence completed? ☐ Yes ☒ No
Law/Ordinance Violated	Location	Conviction Date
Penalty Imposed		Was sentence completed? ☐ Yes ☒ No

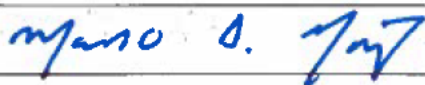
2. Are charges for any offenses currently pending against you (excluding traffic offenses unless related to alcohol beverages) for violation of any federal, Wisconsin, or another state's laws or any county or municipal ordinances? ☐ Yes ☒ No

If yes to question 2, describe nature and status of pending charges using the space below. Attach additional sheets as needed.

Part E: Attestation

READ CAREFULLY BEFORE SIGNING: Under penalty of law, I have answered each of the above questions completely and truthfully. I certify that I am not prohibited from participating in this business due to any involvement in another tier of the alcohol beverage industry as a restricted investor. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Signature



Date





MEMORANDUM

DATE July 14, 2025
TO Common Council
FROM Kaija Snyder, City Clerk
RE New Alcohol License Application for Sams On Main LLC, DBA The Spot On Main (222/226 Main Street, Menasha) – “Class B” (Intoxicating Liquor) and Class “B” (Fermented Malt Beverages); Tiffany Sams, Agent

The Spot On Main submitted a new application for a “Class B” (intoxicating liquor) and Class “B” (fermented malt beverages) alcohol license for use at 222/226 Main Street during the licensing term of July 22, 2025 – June 30, 2026. Notably, Tight Barrel Distillery/Bare Bones Brewery previously operated at the same premises, but this business entity chose not to renew its license for the present term. A license has not since been issued to the 222/226 Main Street premises.

According to Section 7-2-8 of the Menasha Municipal Code, The Spot On Main has been inspected and approved by the Health Department, Building Inspection Office, and Fire Department. Verification of these approvals is attached.

Other compliance requirements have also been met. Specifically, the property has no outstanding zoning or code violations and is in good standing with the Menasha Finance Department. The Spot On Main achieves residence requirements under Section 7-2-7(a) of the Menasha Municipal Code: the applicant submitted proof of right to premises. The Menasha Police Department facilitated and approved a criminal background check for agent Tiffany Sams; Sams additionally meets agent qualifications outlined in Wis. Stat. 125.04(5)(a)(5). MEPD additionally completed and approved a criminal background check for owner Benjamin Sams. Notification of application pendency was published in three consecutive issues of *The Post-Crescent* July 7, 8, and 9, 2025.

Recommendation: Staff recommends approving The Spot on Main’s “Class B” and Class “B” alcohol license application for the July 22, 2025 – June 30, 2026 licensing term.



Original Alcohol License Inspections & Compliance Report

City of Menasha – Office of the City Clerk, 100 Main Street Suite 200, Menasha, WI 54952

BUSINESS ENTITY (d/b/a): The Spot on Main

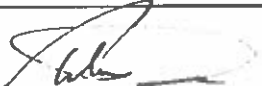
INSPECTED PREMISES (PROPERTY ADDRESS): 222/226 Main Street

OWNER: Tiffany Sams

HEALTH INSPECTION

I, **TODD DREW**, of the **CITY OF MENASHA'S HEALTH DEPARTMENT**, inspected the above premises and can confirm, upon my inspection, the premises does indeed conform to the sanitary, safety and health requirements, and the regulations of the State Board of Health and the local Board of Health as applicable to restaurants, as required in Sec. 7-2-9 of the City of Menasha's Municipal Code.

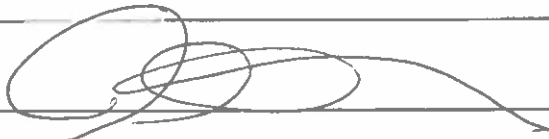
The above premises can be conditionally approved for its liquor license upon the understanding the following deficiencies noted below will be remedied within sixty (60) days of license issuance and verified via a follow-up inspection; an accompanying inspection report may be provided.

X  Date: 6/23/25

COMMERCIAL BUILDING INSPECTION

I, **AL VERKUYLEN**, of **ALV INSPECTIONS, LLC**, inspected the above premises and can confirm, upon my inspection, the premises does indeed conform to the sanitary, safety and health requirements of the State Building Code, and the regulations of the State Board of Health and the local Board of Health as applicable to restaurants, as required in Sec. 7-2-9 of the City of Menasha's Municipal Code.

The above premises can be conditionally approved for its liquor license upon the understanding the following deficiencies noted below will be remedied within sixty (60) days of license issuance and verified via a follow-up inspection. A formal inspection report shall accompany the findings below.

X  Date: 6/24/25

FIRE DEPARTMENT INSPECTION

I, **JERRY MAVROFF** of **NEENAH-MENASHA FIRE RESCUE**, can confirm a representative of the department reviewed the above premises and can confirm the inspection conforms with the occupancy compliance as determined by the International Fire Code as adopted by the City of Menasha, except where identified with the attached fire inspection report.

The above premises can be conditionally approved for its liquor license upon the understanding the following deficiencies noted below will be remedied within thirty (30) days of license issuance and verified via a follow-up inspection. In lieu of a formal inspection, a prior inspection report dated within the past six (6) months from the NM Fire Rescue may be used (and if so, indicate below and report shall be attached).

X *Del C. Maff, F400*

Date: 6/24/25

CLERK'S OFFICE – INTERDEPARTMENTAL & STATUTORY COMPLIANCE REQUIREMENTS

I, **KAIJA SNYDER**, of the **CITY OF MENASHA CLERK'S OFFICE**, received confirmation from the below departments or organizations that the above named applicant complies with Wisconsin State Statute and Menasha Municipal Code requirements for license issuance.

RESIDENCE REQUIREMENTS

Confirmed the above named applicant meets residence requirements described in Sec. 7-2-7(a) of the Menasha Municipal Code on 6/20/25.

COMMUNITY DEVELOPMENT / ZONING REVIEW

Confirmed no ordinance violations for above premises on 6/20/25.

Confirmed no zoning violations for above premises on 6/20/25.

MENASHA POLICE DEPARTMENT

Confirmed of criminal background check approval of all organization agents, officers, and directors listed on original application on 6/9/25.

MENASHA FINANCE DEPARTMENT

Confirmed that there are no outstanding tax payments or financial obligations on personal or commercial properties on 6/26/25.

PUBLICATION OF NOTICES IN OFFICIAL NEWSPAPER

Confirmed publication of three consecutive notices in the City's official newspaper, *The Post-Crescent*, on 7/7/25, 7/8/25, and 7/9/25.

X *Kaija Snyder*

Date: 6/30/25

Save

Print

Clear

xpub fee paid

Form
AB-200Alcohol Beverage License
Application

For Municipal Use Only

Municipality

License Period

License(s) Requested: (up to two boxes may be checked)

- ☐ Class "A" Beer \$ _____ ☒ Class "B" Beer \$ 100
- ☐ "Class A" Liquor \$ _____ ☒ "Class B" Liquor \$ 375
- ☐ "Class A" Liquor (cider only) \$ _____ ☐ Reserve "Class B" Liquor \$ _____
- ☐ "Class C" Liquor (wine only) \$ _____

Fees

License Fees	\$ 475
Background Check Fee	\$
Publication Fee	\$ 50
Total Fees	\$ 525

Part A: Premises/Business Information

1. Legal Business Name (individual name if sole proprietorship)

Sams on main LLC

2. Business Trade Name or DBA

The Spot on Main

3. FEIN

39-2565557

4. Wisconsin Seller's Permit Number

456-1032126993-02

5. Entity Type (check one)

☐ Sole Proprietor ☐ Partnership ☒ Limited Liability Company ☐ Corporation ☐ Nonprofit Organization

6. State of Organization

WISCONSIN

7. Date of Organization

6/08/2025

8. Wisconsin DFI Registration Number

S 161317

9. Premises Address

222/226 Main St.

10. City

Menasha

11. State

WI

12. Zip Code

54952

13. County

Winnebago

14. Governing Municipality: ☒ City ☐ Town ☐ Village

of: Menasha

15. Aldermanic District

2 (ward 3)

16. Premises Phone

920-666-5408

17. Premises Email

samsonmain226@gmail

18. Website

19. Premises Description - Describe the building or buildings where alcohol beverages are produced, sold, stored, or consumed, and related records are kept. Describe all rooms within the building, including living quarters. Authorized alcohol beverage activities and storage of records may occur only on the premises described in this application. Attach a map or diagram and additional sheets if necessary.

The premises is located @ 222/226 Main St Menasha and includes first floor bar room, dining area, kitchen and basement storage that is connected to 222 main St that will be used for seating + meeting area with outdoor courtyard space. The property consists of 3,285 sq ft within the buildings with outdoor courtyard of 5,115 sq ft totaling 8,400 sq ft.

20. Mailing Address (if different from premises address)

21. City

Menasha

22. State

WI

23. Zip Code

54952

Part B: Questions

1. Has the business (sole proprietorship, partnership, limited liability company, or corporation) been convicted of violating federal or state laws or local ordinances? Exclude traffic offenses unless related to alcohol beverages. ☐ Yes ☒ No
- If yes, list the details of violation below. Attach additional sheets if necessary.

Law/Ordinance Violated	Location	Trial Date
Penalty Imposed	Was sentence completed? ☐ Yes ☐ No	
Law/Ordinance Violated	Location	Trial Date
Penalty Imposed	Was sentence completed? ☐ Yes ☐ No	

2. Are charges for any offenses pending against the business? Exclude traffic offenses unless related to alcohol or beverages. ☐ Yes ☒ No If yes, describe the nature and status of pending charges using the space below. Attach additional sheets as needed.			
3. Is the applicant business or any of its officers, directors, members, agent, employees, owners, or other related individuals or entities a restricted investor with any interest in an alcohol beverage producer or distributor? ☐ Yes ☒ No If yes, provide the name of the restricted investor and describe the nature of the interest.			
4. Is the applicant business owned by another business entity? ☐ Yes ☒ No If yes, provide the name(s) and FEIN(s) of the business entity owners below. Attach additional sheets as needed.			
4a. Name of Business Entity		4b. Business Entity FEIN	
5. Have the partners, agent, or sole proprietor satisfied the responsible beverage server training requirement for this license period? Submit proof of completion. ☒ Yes ☐ No			
6. Is the applicant business indebted to any wholesaler beyond 15 days for beer or 30 days for liquor/wine? ☐ Yes ☒ No			
7. Does the applicant business owe past due municipal property taxes, assessments, or other fees? ☐ Yes ☒ No			
Part C: Individual Information			
List the name, title, and phone number for each person or entity holding the following positions in the applicant business or businesses listed in Part B, Question 4: sole proprietor, all officers, directors, and agent of a corporation or nonprofit organization, all partners of a partnership, and all members, managers, and agent of a limited liability company. Attach additional sheets if necessary.			
Include Form AB-100 for each person listed below. Corporations and LLCs must appoint an agent by including Form AB-101.			
Last Name	First Name	Title	Phone
Sams	Benjamin S.	Owner / Agent	[REDACTED]
Sams	Tiffany M	Owner / Agent	[REDACTED]
Part D: Attestation			
One of the following must sign and attest to this application: ☐ sole proprietor ☐ one general partner of a partnership ☐ one corporate officer ☐ one member of an LLC			
READ CAREFULLY BEFORE SIGNING: Under penalty of law, I have answered each of the above questions completely and truthfully. I agree that I am acting solely on behalf of the applicant business and not on behalf of any other individual or entity seeking the license. Further, I agree that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another individual or entity. I agree to operate this business according to the law, including but not limited to, purchasing alcohol beverages from state authorized wholesalers. I understand that lack of access to any portion of a licensed premises during inspection will be deemed a refusal to allow inspection. Such refusal is a misdemeanor and grounds for revocation of this license. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.			
Last Name		First Name	M.I.
Sams		Tiffany	M
Title	Email	Phone	
Owner / Agent	[REDACTED]	[REDACTED]	
Signature		Date	
[Signature]		6-16-2025	
Part E: For Clerk Use Only			
Date Application Was Filed With Clerk	License Number	Date License Granted	Date License Issued
6/20/25			
Signature of Clerk/Deputy Clerk		Date Provisional License Issued (if applicable)	

Form
AB-101Alcohol Beverage
Appointment of AgentDate
6-16-2025

Agent Type (check one)

- ☒ Original (no fee) ☐ Successor (\$10 fee for municipal licensees only)

Part A: Business Information

1. Legal Business Name (individual name if sole proprietor)

Sams on Main LLC

2. Business Trade Name or DBA

The Spot on Main

3. Entity Type (check one)

- ☒ Limited Liability Company ☐ Corporation ☐ Nonprofit Organization

4. Alcohol Beverage Business Authorization (check one)

- ☐ Municipal Retail License ☒ State Permit

5. If successor agent, provide State Permit or Municipal Retail License Number

6. Describe the reason for appointing a successor agent, if successor is checked above.

Part B: Agent Information

1. Last Name

Sams

2. First Name

Tiffany

3. M.I.

M

4. Email

5. Phone

6. Home Address

7. City

Menasha

8. State

WI

9. Zip Code

54952

10. Date of Birth

11. Drivers License/State ID Number

12. Drivers License/State ID State of Issuance

Part C: Agent Questions

1. Have you satisfied the responsible beverage server training requirement? ☒ Yes ☐ No
Submit proof of completion.
2. Have you completed Form AB-100, *Alcohol Beverage Individual Questionnaire* (licensee) or
Form AB-300, *Alcohol Beverage Personal Questionnaire* (permittee)? ☒ Yes ☐ No
3. Have you been a Wisconsin resident for at least 90 continuous days? ☒ Yes ☐ No
See instructions for exceptions.

Continued →

Part D: Business Attestation

READ CAREFULLY BEFORE SIGNING: I, the **Undersigned**, authorize the above-named individual to act for the above-named corporation, nonprofit organization, or limited liability company with full authority and control of the premises and of all alcohol beverage activities on such premises. I certify that I am authorized by the above-named entity to authorize this individual to act on behalf of the entity. If I am appointing a successor agent, I rescind all previous agent appointments for this premises. Further, I understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Last Name <i>Sams</i>	First Name <i>Benjamin</i>	M.I. <i>S</i>
Title <i>Owner / member</i>	Email [REDACTED]	Phone [REDACTED]
Signature <i>[Signature]</i>		Date <i>6-16-2025</i>

Part E: Agent Attestation

READ CAREFULLY BEFORE SIGNING: I, the **Agent**, hereby accept this appointment as agent for the above-named corporation, nonprofit organization, or limited liability company and assume full responsibility for the conduct of all alcohol beverage activities on the premises for the above-named business. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Last Name <i>Sams</i>	First Name <i>Tiffany</i>	M.I. <i>M</i>
Signature <i>[Signature]</i>		Date <i>6-16-2025</i>

Form
AB-100Alcohol Beverage
Individual QuestionnaireDate
6.10.2025

All individuals involved in the alcohol beverage business must complete this form, including:

- sole proprietor
- all officers, directors, and agent of a corporation or nonprofit organization
- all partners of a partnership
- members and agent of a limited liability company

Your alcohol beverage application or renewal is not complete until all required Individual Questionnaires are submitted.

Part A: Business Information			
1. Legal Business Name (individual name if sole proprietor) Sams on Main LLC			
2. Business Trade Name or DBA The Spot on Main			
3. Entity Type (check one)			
☐ Sole Proprietor	☐ Partnership	☒ Limited Liability Company	☐ Corporation
☐ Nonprofit Organization			

Part B: Individual Information			
1. Last Name Sams	2. First Name Tiffany	3. M.I. M	
4. Relationship to Business (Title) Owner/Agent	5. Email [REDACTED]	6. Phone [REDACTED]	
7. Home Address [REDACTED]			
8. City Menasha	9. State WI	10. Zip Code 54952	11. Date of Birth [REDACTED]
12. Drivers License/State ID Number [REDACTED]		13. Drivers License/State ID State of Issuance WI	

Part C: Address History			
1. Do you currently live in Wisconsin?			☒ Yes ☐ No
If yes, provide the month and year when you permanently moved to Wisconsin			(MM/YYYY) 06/1997
2. List in chronological order all of your addresses within the last 5 years. Attach additional sheets if necessary.			
Previous Address 1	City	State	Zip Code
Previous Address 2	City	State	Zip Code
Previous Address 3	City	State	Zip Code
Previous Address 4	City	State	Zip Code
Previous Address 5	City	State	Zip Code
3. List all states and counties you have lived in as an adult. Attach additional sheets if necessary.			
State WI	County Winnebago	State WI	County Door
State WI	County Calumet	State WI	County Outagamie
State	County	State	County
State	County	State	County

Continued →

Part D: Criminal History

1. Have you ever been convicted of any offenses (excluding traffic offenses unless related to alcohol beverages) for violation of any federal, Wisconsin, or another state's laws or of any county or municipal ordinances? ☒ Yes ☐ No

If yes to question 1, please list details of each conviction below. Attach additional sheets as needed.

Law/Ordinance Violated underage drinking.	Location Door County	Conviction Date 2001
--	-------------------------	-------------------------

Penalty Imposed Fine / Paid.	Was sentence completed? ☒ Yes ☐ No
---------------------------------	---

Law/Ordinance Violated	Location	Conviction Date
------------------------	----------	-----------------

Penalty Imposed	Was sentence completed? ☐ Yes ☐ No
-----------------	--

Law/Ordinance Violated	Location	Conviction Date
------------------------	----------	-----------------

Penalty Imposed	Was sentence completed? ☐ Yes ☐ No
-----------------	--

2. Are charges for any offenses currently pending against you (excluding traffic offenses unless related to alcohol beverages) for violation of any federal, Wisconsin, or another state's laws or any county or municipal ordinances? ☐ Yes ☒ No

If yes to question 2, describe nature and status of pending charges using the space below. Attach additional sheets as needed.

Part E: Attestation

READ CAREFULLY BEFORE SIGNING: Under penalty of law, I have answered each of the above questions completely and truthfully. I certify that I am not prohibited from participating in this business due to any involvement in another tier of the alcohol beverage industry as a restricted investor. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Signature: 	Date: 6.16.2025
--	-----------------

Alcohol Beverage
Individual QuestionnaireDate
6.16.2025

All individuals involved in the alcohol beverage business must complete this form, including:

- sole proprietor
- all officers, directors, and agent of a corporation or nonprofit organization
- all partners of a partnership
- members and agent of a limited liability company

Your alcohol beverage application or renewal is not complete until all required Individual Questionnaires are submitted.

Part A: Business Information

1. Legal Business Name (individual name if sole proprietor)

Sams on Main LLC

2. Business Trade Name or DBA

The Spot on Main

3. Entity Type (check one)

☐ Sole Proprietor ☐ Partnership ☒ Limited Liability Company ☐ Corporation ☐ Nonprofit Organization

Part B: Individual Information

1. Last Name

Sams

2. First Name

Benjamin

3. M.I.

S

4. Relationship to Business (Title)

Owner/Member

5. Email

6. Phone

7. Home Address

8. City

Minasha

9. State

WI

10. Zip Code

531952

11. Date of Birth

12. Drivers License/State ID Number

13. Drivers License/State ID State of Issuance

WI

Part C: Address History

1. Do you currently live in Wisconsin? ☒ Yes ☐ NoIf yes, provide the month and year when you permanently moved to Wisconsin (MM/YYYY)
02/1969

2. List in chronological order all of your addresses within the last 5 years. Attach additional sheets if necessary.

Previous Address 1	City	State	Zip Code
Previous Address 2	City	State	Zip Code
Previous Address 3	City	State	Zip Code
Previous Address 4	City	State	Zip Code
Previous Address 5	City	State	Zip Code

3. List all states and counties you have lived in as an adult. Attach additional sheets if necessary.

State	County	State	County	State	County	State	County
WI	Winnebago	WI	Door				
WI	Calumet	WI	Ottawago				

Continued →

Part D: Criminal History

1. Have you ever been convicted of any offenses (excluding traffic offenses unless related to alcohol beverages) for violation of any federal, Wisconsin, or another state's laws or of any county or municipal ordinances? ☐ Yes ☒ No

If yes to question 1, please list details of each conviction below. Attach additional sheets as needed.

Law/Ordinance Violated	Location	Conviction Date
Penalty Imposed		Was sentence completed? ☐ Yes ☐ No
Law/Ordinance Violated	Location	Conviction Date
Penalty Imposed		Was sentence completed? ☐ Yes ☐ No
Law/Ordinance Violated	Location	Conviction Date
Penalty Imposed		Was sentence completed? ☐ Yes ☐ No

2. Are charges for any offenses currently pending against you (excluding traffic offenses unless related to alcohol beverages) for violation of any federal, Wisconsin, or another state's laws or any county or municipal ordinances? ☐ Yes ☒ No

If yes to question 2, describe nature and status of pending charges using the space below. Attach additional sheets as needed.

Part E: Attestation

READ CAREFULLY BEFORE SIGNING: Under penalty of law, I have answered each of the above questions completely and truthfully. I certify that I am not prohibited from participating in this business due to any involvement in another tier of the alcohol beverage industry as a restricted investor. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Signature

Date

6.16.2025



MEMORANDUM

DATE July 1, 2025
TO Common Council
FROM Kaija Snyder, City Clerk
RE Outdoor Alcoholic Beverage Service Permit Applications for 2025-2026 Licensing Term (July 22, 2025 – June 30, 2026)

The below listed businesses have submitted complete applications for outdoor alcoholic beverage service permits. These applications, including a sitemap of the area in question, are enclosed.

Hungry Donkey LLC
d/b/a Hungry Donkey
14 Tayco Street
Menasha, WI 54952

Sams On Main LLC
d/b/a The Spot On Main
222/226 Main Street
Menasha, WI 54952

Outdoor alcoholic beverage service permits, governed by Section 7-2-17 of the Menasha Municipal Code, allow licensed businesses to serve alcoholic beverages outdoors in an enclosed extension of the interior premises licensed. This permit type modifies alcohol licenses and is therefore contingent upon achievement of alcohol license requirements.

Pursuant to Section 7-2-17(d), the Clerk's Office has notified all property owners within one hundred fifty (150) feet of proposed outdoor seating areas of permit application pendency. These notifications, sent by first class mail, invited property owners to speak on pending applications at the Common Council meeting at which related applications are considered, or to submit comments directly to the Clerk's Office. At this time, the Clerk's Office has not received comments from notification recipients.

Recommendation: Staff recommends approval of the above listed outdoor alcoholic beverage service permit applications for the term of July 22, 2025 – June 30, 2026.



OFFICE USE ONLY
Date Rcvd: 5/16/25
Amount Paid: 25\$

City of Menasha | Office of the City Clerk

**Outdoor Food and Alcohol Beverage Service Application
2025 – 2026 Licensing Year**

Business Name: Hungry Donkey
Trade Name: Hungry Donkey LLC
Address: 14 Tayco St Menasha WI 54952

Permit Selection

☒ Outdoor Serve (July 1, 2025 – June 30, 2026)
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, 2025 – November 30, 2025)
See Menasha Municipal Code Section 7-8-2 relating to Outdoor Restaurant Service

Description of Outdoor Premises:

Patio for 3 tables protected by 42 inch high wooden fence, inside private parking lot.

Please include the following with your application.

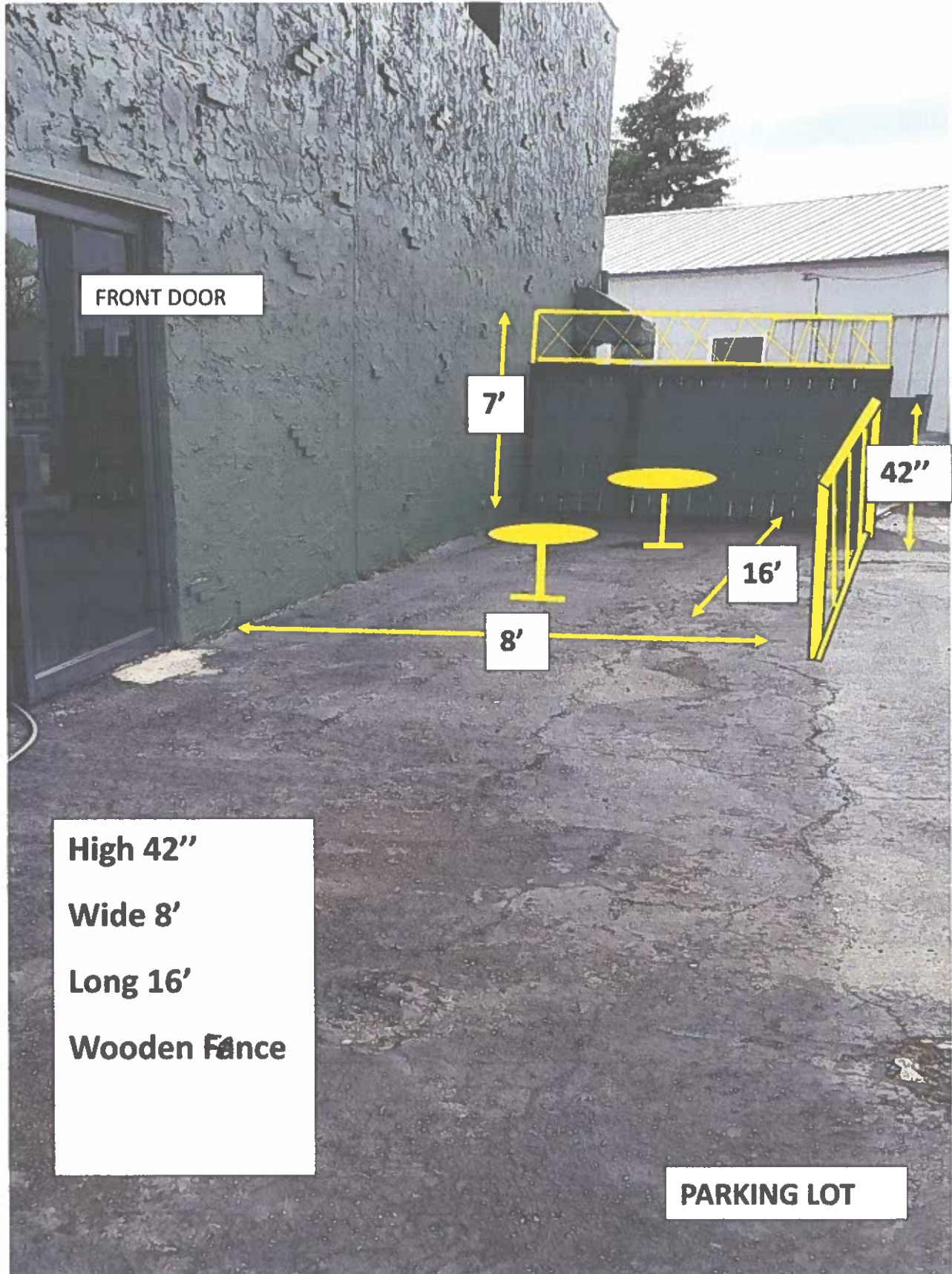
- ☒ Application Fee (\$25.00 for one permit type; \$50.00 for both permit types)
→ ☒ Scaled Site Plan/Drawing of Premises
☒ Fence/Wall Enclosure of 42" (Outdoor Serve ONLY)
☐ Scaled Illustration of Furnishings (Outdoor Street Serve ONLY)
☐ Certificate of Insurance (Outdoor Street Serve ONLY)
☐ Hold Harmless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

Mario A Nunez
Applicant Name (printed)

Mario A. Nunez
Applicant Signature

5/16/25
Date





OFFICE USE ONLY	
Date Rcvd:	
Amount Paid:	\$25.00

City of Menasha | Office of the City Clerk

Outdoor Food and Alcohol Beverage Service Application 2025 – 2026 Licensing Year

Business Name: Sams on Main LLC
Trade Name: The Spot on Main
Address: 222/226 Main St Menasha

Permit Selection

- ☒ Outdoor Serve (July 1, 2025 – June 30, 2026)
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, 2025 – November 30, 2025)
See Menasha Municipal Code Section 7-8-2 relating to Outdoor Restaurant Service

Description of Outdoor Premises:

gated courtyard area w/ Front + Rear exits as well as
2 entrances to building + fenced/wall enclosure of 42' +

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)

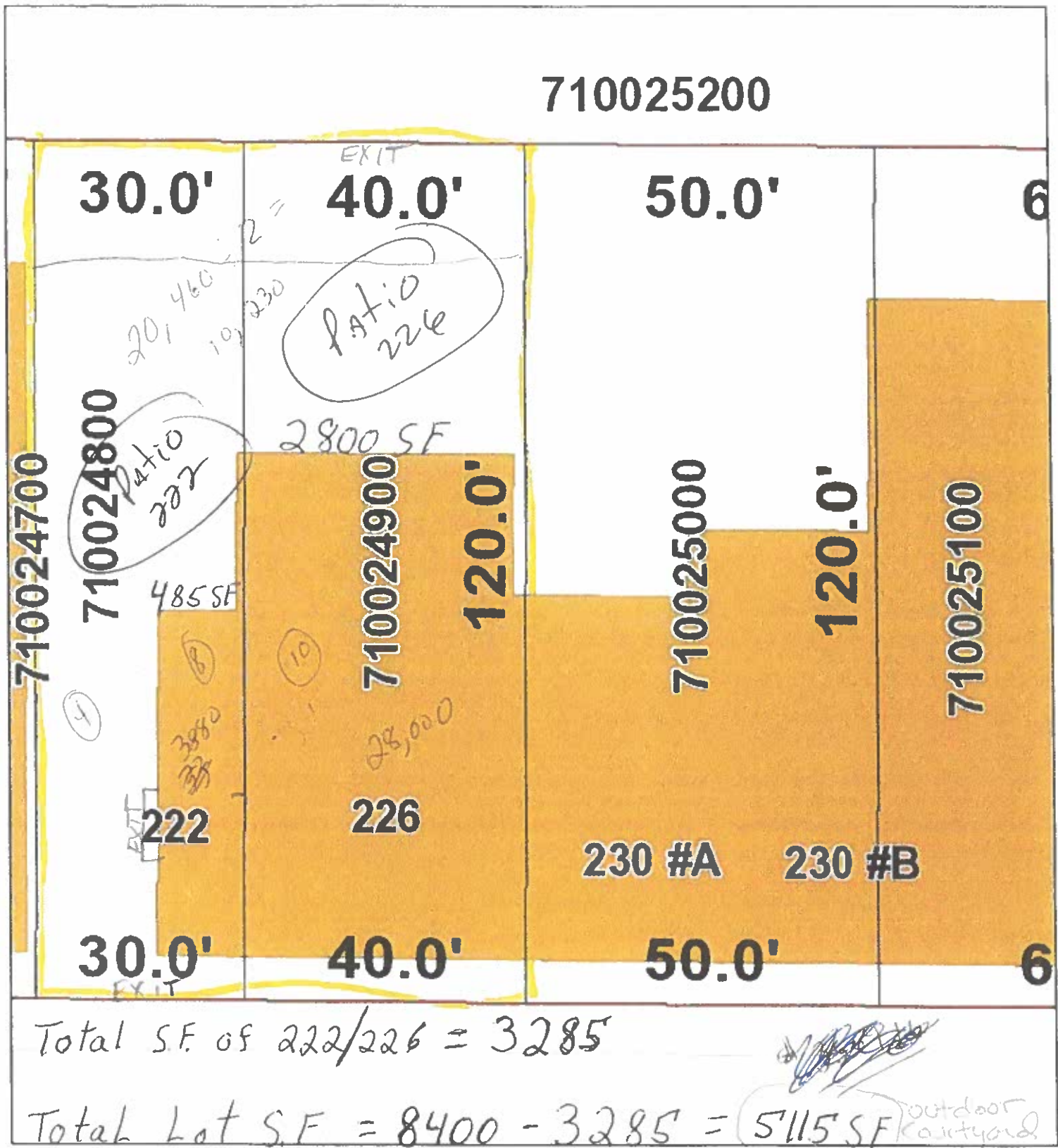
I hereby certify that the proposed outdoor extension shall be operated in compliance with the requirements of Section 7-2-17 and, if applicable, Section 7-8-2 of the Menasha Municipal Code. I certify that the premises shall be maintained as shown on the attached site plan.

Tiffany M. Sams
Applicant Name (printed)

[Signature]
Applicant Signature

6.20.2025
Date

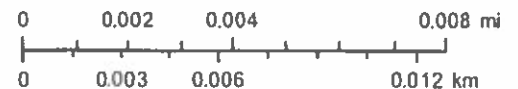
Site Map



February 25, 2020

1:238

- Physical Addresses
- Road ROW
- Tax Parcel Boundary
- Centerline
- Pavement Edge
- Road ROW area





MEMORANDUM

DATE July 14, 2025
TO Common Council
FROM Kaija Snyder, City Clerk
RE Temporary Expansion of Licensed Premises Permit Application – City Limits (544 Fourth Street, Menasha), August 2, 2025

City Limits (544 Fourth Street) has submitted a complete application for a temporary expansion of licensed premises permit. Governed by Section 7-2-20 of the Menasha Municipal Code, permits for temporary expansions of licensed premises allow organizations holding a regular “Class B”, Class “B”, or “Class C” alcohol licenses to temporarily expand the premises licensed under this regular license outdoors for events. This permit type applies to outdoor events lasting no more than one consecutive day, and organizations may use this permit type for up to two events each calendar year. The Menasha Common Council enacted Section 7-2-20 at its December 16, 2024 meeting.

City Limits’ application achieves the requirements outlined in Section 7-2-20. Specifically, they have submitted an application furnished by the Clerk’s Office thirty days prior to the intended date of expansion, provided a detailed map of the expansion, described the fence (extant chain link fence) and indicated its location, and supplied a certificate of insurance naming the City of Menasha as an additional insured for general liability and liquor liability with limits of at least \$1,000,000. These application materials are enclosed. The event holder additionally verified notification to adjacent property owners of application pendency and invited them to speak before the Menasha Common Council on relevant concerns during this meeting. This is City Limits’ first temporary expansion application in 2025.

Agent Melissa Poppy additionally achieves the responsible beverage server training requirement outlined in Wisconsin State Statute 125.04(5)(a)(5). The Menasha Police Department conducted and approved a recent criminal background check for this agent.

The Mayor, City Attorney, Chief of Police, and City Sanitarian reviewed and approved this event and temporary expansion. This event has previously been approved by the Chief of Police.

Recommendation: Staff recommend approval of the temporary expansion of licensed premises permit application submitted by City Limits for August 2, 2025, 10am-7pm.



* paid*

Office of the City Clerk
100 Main Street, Suite 200
www.menashawi.gov
(920) 967-3608

Temporary Expansion of Licensed Premises

Reference: Sec. 7-2-20, City of Menasha Municipal Code.

To be filed with the Clerk's Office fifteen (15) days before intended use, subject to regularly scheduled Common Council meetings for approval by governing body.

Section 1: Licensed Business Information

DBA Name: <i>City Limits</i>	Corporation or LLC Name (if applicable): <i>City Limits Menasha Inc</i>
Licensee (Agent) Name: <i>Melissa Poppy</i>	License Type: <i>Class B</i>
Agent Phone Number: <i>920-205-4 7289</i>	Agent Email Address: <i>melissa.poppy@outlook.com</i>

Section 2: Event Information

Name of Event: <i>City Limits Annual Golf Outing</i>	
Dates: <i>8-02-2025</i>	
Dates must be consecutive and may not exceed three (3) days. For multiple events, separate applications must be filed.	
Times: <i>10: AM - 7 PM</i>	
List for each day if different. Expansion prohibited between 10:30pm and 9 am.	

Section 3: Expansion Description

Describe the area you wish to expand your licensed premises to include (e.g., parking lot at west side of current premises). The area must be contiguous to the currently licensed premises. This description will appear on the temporary license.

Parking Lot + ~~Deck~~ Deck

Describe the barrier (fence) used to enclose your expanded premises (e.g., rope and cone barricades 4 feet in height with single point of entry).

Parking Lot is Fenced in

Include a map illustrating your expansion request and fencing with your application.

☐ Map illustrating expansion request and fencing included

Section 4: Other Requirements

Check each box to indicate achievement and understanding of requirements.

- ☒ Map illustrating expansion request submitted with application
- ☒ Certificate of Insurance for Liquor Liability and General Commercial Liability with limits of \$1,000,000 and listing the City of Menasha as an additional insured submitted with application
- ☒ Fee (\$25/event) submitted with application (cash or check only)
- ☒ Notification of Request for Temporary Expansion of Premises issued to adjacent property owners within 7 days of the Common Council meeting at which this application is considered (see enclosed for sample Notification of Request for Temporary Expansion of Premises)
- ☒ Section 7-2-20 of the City of Menasha Municipal Code regarding temporary expansion of premises reviewed
- ☒ Applicant certifies that they have not been convicted of any offense of the City of Menasha involving alcoholic or fermented malt beverages during an event for which they had obtained a temporary license expansion within twenty-four months
- ☒ Expanded premises shall be enclosed by a fence at all times that intoxicating beverages are sold and/or consumed in the temporary expansion (a fence shall mean a barrier at least three (3) feet high which does not allow a person access to the enclosed area other than through designated areas)
- ☒ A licensed beverage operator (bartender) shall be present in the temporary expansion at all times of operation
- ☒ Applicant shall attend the Common Council meeting at which their pending application is considered
- ☒ If granted, temporary expansion of premises license shall be posted in a conspicuous location in the expanded space for the duration of the expansion

Section 5: Signature and Date

The information on this form is true and accurate to the best of my knowledge. I understand that the temporary expansion of alcohol license premises requires approval from the City of Menasha Common Council, and that my attendance of this meeting is required per Menasha's Municipal Code, Sec. 7-2-20(a)(4).

Melissa Poppy
Applicant Signature

6/10/2025
Date

For Office Use Only			
Date Filed: <u>7/1/25</u>	RCVD By: <u>KS</u>	Paid: \$ <u>25</u> .00	
Common Council Meeting Agenda: <u>7/21/25</u>			
Reviewed By:	____ Mayor	____ City Attorney	____ Police Chief
Approved by Common Council		____ City Sanitarian	

From Melissa Poppy
<Melissapoppy@outlook.com>

To: Dad <dave.seidl@att.net>

Date Today at 4:38 PM



Δ CONES

City Limits parking
lot is all fenced in
with the only access
point being the front
driveway on Fourth street



CITYLIM-01

SSELCHERT01

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

7/14/2025

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 AssuredPartners 2501 Parmenter Street Suite 200A Middleton, WI 53562	CONTACT NAME: Sharon Selchert	
	PHONE (A/C, No, Ext): (920) 545-5673	FAX (A/C, No): (920) 887-8822
	E-MAIL ADDRESS: sharon.selchert@assuredpartners.com	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A : Germantown Mutual Insurance Company	14036
	INSURER B : Illinois Casualty Company	15571
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

INSURED

City Limits Menesha Inc.
8879 Pioneer Road
Larsen, WI 54952

COVERAGES

CERTIFICATE NUMBER:

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	COMMERCIAL GENERAL LIABILITY	X		1119129	7/1/2025	7/1/2026	EACH OCCURRENCE \$ 1,000,000
	☐ CLAIMS-MADE ☐ OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$
							MED EXP (Any one person) \$ 5,000
							PERSONAL & ADV INJURY \$ 1,000,000
							GENERAL AGGREGATE \$ 2,000,000
							PRODUCTS - COMP/OP AGG \$ 1,000,000
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$
	☐ ANY AUTO OWNED AUTOS ONLY ☐ SCHEDULED AUTOS						BODILY INJURY (Per person) \$
	☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY						BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB ☐ OCCUR						EACH OCCURRENCE \$
	EXCESS LIAB ☐ CLAIMS-MADE						AGGREGATE \$
	DED ☐ RETENTION \$						
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						PER STATUTE ☐ OTH-ER ☐
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) ☐ Y / N ☐ N / A						E.L. EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$
B	Liquor Liability	X		LL117457	7/7/2025	7/7/2026	1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
City of Menasha is listed as additional insured in respects to both the general liability and liquor liability

CERTIFICATE HOLDER

CANCELLATION

City of Menasha
100 Main St. Suite 200
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

Notification of Pending Application for Temporary Expansion of Licensed Premises

Today's Date: _____

Dear Resident,

Our business has applied to temporarily expand our alcohol licensed premises for an event. Information regarding our pending application is included below.

The City of Menasha requires us to notify you of our pending application because your property is within 150 feet of ours, or is within 150 feet of the area we wish to temporarily expand our license to.

Request for Temporary Expansion

Business Name: City Limits Menasha Inc.

Business Contact Information: mehssa.pappas@outlook.com 920-205-7288

Event Name: City Limits Annual Golf Outing

Date(s) of Requested Expansion: 8-2-25

Times of Requested Expansion: 10 am - 7 pm

If you wish to comment on our pending application for temporary expansion of premises, please attend the Common Council meeting listed below and speak during public comment, or contact your alderperson.

Common Council Meeting

Date: July 21, 2025

Time: 6 pm

Location: Menasha City Center, First Floor Conference Rooms,
100 Main Street, Menasha, WI 54952

Sincerely,



MEMORANDUM

To: Common Council

From: Director of Parks & Recreation – Megan Sackett/ms

Date: July 14, 2025

RE: R-19-25 A Resolution Designating Public Spaces as Parks

Two downtown public spaces—the Water Street Corridor and The Living Room are being proposed to be formally designated as City parks. These areas are important community assets that enhance connection within our community, promote public gathering and recreation, and serve as extensions of Menasha's identity as *"Your Place on the Water."*

While actively used and maintained, these spaces are not currently recognized as official parkland. Designating them as parks would:

- Ensure consistent oversight by the Parks & Recreation Department
- Support long-term planning and improvement
- Open opportunities for park-related funding and grants
- Acknowledge their role in the City's recreational and public space network

Recommendation

Park Board recommended approval to the Common Council at the July 8, 2025 Regular Park Board meeting of Resolution R-19-25 Designating Public Spaces as Parks.



RESOLUTION DESIGNATING PUBLIC SPACES AS PARKS

Introduced by Alderperson Ted Grade

WHEREAS, the City of Menasha recognizes the importance of public parks in enhancing community health, providing recreational opportunities, and preserving green space; and

WHEREAS, public parks serve as vital community assets that foster social connection, support physical and mental well-being, contribute to environmental sustainability, and enhance local property values and economic vitality; and

WHEREAS, the designation of these spaces as public parks will promote community engagement and recreation, improve the quality of life for residents, and ensure the long-term protection and enjoyment of these areas for future generations; and

WHEREAS, the following public spaces have been identified for designation as public parks:

1. **Canal Commons**, located along Water Street (Parcel Nos. 720027500 – 95 Broad St., 720027400, 720027400);
2. **The Living Room**, located on Main Street (Parcel No. 710024300);

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

1. The properties described above are hereby formally designated and dedicated as public parks under the jurisdiction and management of the Department of Parks and Recreation and governed by the Parks and Recreation Board.
2. Appropriate signage shall be installed at each location identifying them.

Passed and approved by the Menasha Common Council this 21st day of July, 2025.

Recommended by:

Motion/ Second:

Vote:

Pass/ Fail:

Requires: Majority Vote

Austin R. Hammond, Mayor

ATTEST:

Kaija Snyder, City Clerk



MEMORANDUM

To: Common Council

From: Director of Parks & Recreation – Megan Sackett/ms

Date: July 14, 2025

RE: R-20-25 Resolution Dedicating a Greenspace in Honor of former Alderman Tom Grade

Alderman Tom Grade served the City of Menasha with distinction for six years on the Common Council and was widely recognized for his forward-thinking leadership, creative vision, and deep commitment to civic engagement. In addition to his public service, Tom had a unique and personal connection to this particular greenspace as he voluntarily cared for and maintained the site for many years, ensuring it remained a clean, welcoming, and beautiful area for neighbors and visitors alike.

Naming this greenspace “Tom Grade Park” would be a meaningful and lasting tribute to his legacy and his quiet, hands-on service that reflected his deep love for Menasha.

Recommendation

Park Board recommended approval to Common Council at the July 8, 2025 Regular Park Board meeting of R-20-25 A Resolution Dedicating a Greenspace in Honor of former Alderman Tom Grade.



RESOLUTION DEDICATING AND NAMING A GREENSPACE IN HONOR
OF FORMER ALDERMAN THOMAS E. GRADE, JR.

Introduced by Alderperson Ted Grade

WHEREAS, Tom Grade served the City of Menasha with dedication and distinction as a member of the Common Council for six years, during which he was a thoughtful leader and passionate advocate for civic pride and public engagement; and

WHEREAS, Alderman Grade demonstrated a contemporary vision for the City’s development and brought a unique artistic appreciation and understanding to his role, championing aesthetic improvements, public art, and architectural details that elevated the city’s visual identity and character; and

WHEREAS, his contributions reflected a deep commitment to Menasha’s identity as “*Your Place on the Water*”—not just in name, but in action; and

WHEREAS, Alderman Grade’s legacy includes not only the policies he helped shape but also the spirit of creativity, community, and pride he instilled throughout Menasha; and

WHEREAS, in addition to his official duties, Tom Grade personally cared for and maintained the greenspace on Brighton Drive, tending to its appearance and cleanliness, and embodying the values of stewardship, pride, and civic responsibility that he championed in public life; and

WHEREAS, the City of Menasha wishes to honor and preserve his legacy by naming a public greenspace in his honor, allowing future generations to enjoy the benefits of his vision and service; and

NOW, THEREFORE, BE IT RESOLVED, by the Common Council of the City of Menasha, that the greenspace on Brighton Dr. (Parcel No. 750051929) shall hereafter be known as Tom Grade Park in honor and recognition of his many contributions to the City of Menasha and his legacy of public service with signage to be installed in recognition.

Passed and approved this ____ day of July, 2025.

Recommended by:
Motion/Second:

Vote:
Pass/Fail:

Requires: Majority Vote

Austin R. Hammond, Mayor

ATTEST:

Kaija Snyder, City Clerk



MEMORANDUM

DATE July 21st, 2025
TO Common Council
FROM Matt Larsen, Principal Planner
RE Resolution R-15-25 – Adoption of Public Participation Plan for The City of Menasha Comprehensive Plan Update

The purpose of this memo is to provide context for the resolution to adopt a public participation plan for the City of Menasha Comprehensive Plan Update

Attached to this memo is the public participation plan that Community Development staff drafted to obtain feedback from the public on various topics throughout the city that will be used to assist in the redevelopment of the City of Menasha Comprehensive Plan.

At the July 8th, 2025, Plan Commission meeting Principal Planner Larsen presented the public participation plan and explained the purpose and each step of the plan. Below is a summary of the public engagement strategies in the public participation plan.

A. Public Events and Open Houses:

Throughout summer 2025, city staff will host booths at events like *Brews on Bago* (June 19, July 10, Sept 11), the *Courtyard Market* (July 6, July 20, Aug 31), and the *Bluejay Back to School Bash* (Aug 12). These booths will include surveys, information, and interactive games to gather public input on community issues and opportunities. Two *Draft Plan Open Houses* will be held in December 2025 and January 2026 at the Menasha Public Library, City Hall, and online for public feedback on proposed Comprehensive Plan updates.

B. Targeted Outreach Activities:

Two SWOT analysis sessions and two-three focus group meetings will be conducted in summer 2025 to discuss topics like economic development, housing, quality of life, and intergovernmental cooperation. Participants will include key stakeholder groups such as neighboring municipality staff, The City of Menasha Redevelopment Authority and Plan Commission, school officials, business owners, and residents.

C. Surveys and Interviews:

An online community survey will be available during summer 2025, accessible through the

project website and at public events. Key stakeholder interviews will also be conducted one-on-one or as a group with elected officials and community leaders.

D. Digital Engagement:

Ongoing digital outreach will include a regularly updated project website, quarterly e-newsletters shared via city email lists and online, and interactive tools like maps, surveys, and comment forms to encourage remote community input.

Once Community Development staff have gathered comments and feedback from the public, stakeholders, focus groups, and internal staff from other departments, we will begin amending each chapter of the Comprehensive Plan. As updates to the chapters are completed, they will be presented to the Plan Commission for review and comment. Public hearing notices will be published in the newspaper and posted on the project website no less than seven days prior to the scheduled Plan Commission meetings, ensuring the public is informed and has the opportunity to attend and provide additional feedback on the proposed amendments.

After all chapters have been amended and reviewed by the Plan Commission, Community Development staff will present a resolution to amend the Comprehensive Plan—along with the final draft of the updated Plan—to the Plan Commission and, subsequently, to the Common Council for final approval.

Recommendation

Staff and Plan Commission recommend approval of Resolution R-15-25 – A Resolution Adopting a Public Participation Plan for the City of Menasha Comprehensive Plan Update.

City of Menasha Comprehensive Plan Update – Public Participation Plan (Draft)

1. Purpose

This Public Participation Plan (PPP) outlines the methods and strategies the City of Menasha will use to engage the public in the Comprehensive Plan Update process, in accordance with Wisconsin State Statute §66.1001(4)(a). The Plan ensures that all community members—including residents, businesses, and stakeholders—have opportunities to participate in shaping the future of Menasha.

2. Goals

- Encourage broad and diverse community participation.
 - Increase awareness and understanding of the planning process.
 - Identify and incorporate community values, priorities, and concerns.
 - Ensure transparency and accessibility throughout all phases of the process.
 - Fulfill all statutory requirements for public involvement.
-

3. Engagement Strategies and Activities

A. Public Events and Open Houses

- **Booth at Brews on Bago (3)** – Summer 2025
 - Provide surveys, information, and interactive games to gain insight on various issues and opportunities the public notices throughout the community
 - June 19, 2025
 - July 10, 2025
 - September 11, 2025
- **Booth at Courtyard Market (3)** – Summer 2025
 - Provide surveys, information, and interactive games to gain insight on various issues and opportunities the public notices throughout the community
 - July 6, 2025
 - July 20, 2025
 - August 31, 2025
- **Booth at Bluejay Back to School Bash (1)** – August 12, 2025
 - Provide surveys, information, and interactive games to gain insight on various issues and opportunities the public notices throughout the community

- **Draft Plan Open Houses (2)** – December 2025 and January 2026
 - Opportunity for the public to review and comment on proposed Comprehensive Plan amendments.
 - Sessions will be held at:
 - Menasha Public Library
 - Menasha City Hall
 - *Virtual open house available via project website*

B. Targeted Outreach Activities

- **SWOT Analyses (2 sessions)** – Summer 2025
 - Focus on key topics: Economic Development and Intergovernmental Cooperation.
- **Focus Groups (2 sessions)** – Summer 2025
 - Topics may include: Quality of Life, Housing, Economic Development. Involving stakeholders such as:
 - Redevelopment Authority
 - School District
 - Local business owners
 - Residents

C. Surveys and Interviews

- **Online Community Survey** – Summer 2025
 - Available through project website, distributed at public events.
- **Key Stakeholder Interviews** – Summer 2025
 - One on one interviews with elected/appointed officials and community leaders.

D. Digital Engagement

- **Project Website**
 - Ongoing regular updates, key dates, reports, and public input opportunities.
- **Quarterly E-Newsletters (4)**
 - Distributed via city email lists and posted online.
- **Interactive Tools**
 - Online maps, surveys, and comment forms to allow for remote engagement.

4. Communication and Notification

- **Agendas and Summaries** – Provided before and after each public engagement session.
- **Notices of Public Hearings** – Published in the local newspaper in accordance with Wisconsin law:

- **Class I notice** at least 7 days before informal hearing (Plan Commission)
 - **Class I notice** at least 30 days before formal hearing (Common Council)
- **Materials Distribution** – Draft Plan circulated to adjacent municipalities, ECWRPC, counties, school district, and library.

5. Schedule of Public Participation Events

Event	Date/Timeframe
Community Open Houses	Fall 2025
Brews on Bago / Farmers Market	Summer 2025
Online Survey	Summer 2025
Focus Groups + SWOT Analysis	Summer 2025
Draft Comp. Plan Open houses	December 2025 – January 2026
Draft Comp. Plan Public Hearing (Informal)	February 3 rd , 2026
Draft Comp. Plan Public Hearing (Formal)	March 16 th , 2026

6. Documentation and Reporting

- **Public Input Summaries** – Prepared after each engagement event.
- **Key Issues & Opportunities Report** – Synthesized from all public input.
- **Quarterly Reports** – Submitted to City Council and posted online.
- **Final Public Participation Report** – Included as an appendix to the Comprehensive Plan.

7. Accessibility

- Meetings held at ADA-accessible locations.
- Digital tools provided for residents unable to attend in person.
- Translations and interpretation services available upon request.

8. Evaluation

The effectiveness of public participation efforts will be assessed throughout the process by tracking attendance, online engagement metrics, survey responses, and feedback received. Adjustments to the PPP will be made as needed to ensure meaningful engagement.



Resolution R-15-25

**A Resolution Adopting a Public Participation Plan for The City of Menasha
Comprehensive Plan Update**

INTRODUCED BY: Alderman Rand & Alderman Eisenach on the Recommendation of the Plan Commission

WHEREAS, City of Menasha Community Development staff is preparing to update its Comprehensive Plan in accordance with §66.1001 which serves as a guiding document for future growth, land use, economic development, transportation, housing, and infrastructure; and

WHEREAS, public participation is essential to ensure that the Comprehensive Plan reflects the needs, values, and aspirations of the community; and

WHEREAS, the City of Menasha Common Council recognizes that a meaningful and transparent public participation process enhances trust and civic engagement; and

WHEREAS, a draft Public Participation Plan has been prepared to outline how the public will be informed, involved, and heard during the development of the Comprehensive Plan update.

NOW, THEREFORE, BE IT RESOLVED by the City of Menasha Common Council of Menasha, Wisconsin, that:

1. The **Public Participation Plan** for the Comprehensive Plan update, as attached hereto and incorporated herein by reference, is hereby **adopted**.
2. City staff and/or planning consultants are hereby directed to implement the Public Participation Plan throughout the planning process.
3. This resolution shall take effect immediately upon its passage and adoption.

Passed and adopted this ____ day of _____, **2025**.



Recommended by:

Motion/Second:

Pass/Fail:

Requires:

Austin R. Hammond, Mayor

ATTEST:

Kaija Snyder, City Clerk