

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, August 18, 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. City of Menasha State of Economic Development Report
 - 2. Minutes to Receive:
 - a. Board of Public Works, 8/4/25
 - b. Housing Authority, 7/14/25
 - 3. Communications:
 - a. Sale Day Report - General Obligation Promissory Notes, Series 2025A
 - b. Heckrodt Lease Agreement Signing Ceremony
 - c. Little Lake Butte Des Morts Lake Association Organizing Meeting
- 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, 8/4/25
 - 2. Board of Public Works, 8/4/25, Recommends Approval of:
 - a. High Cliff Connection – Woodlands West Segment Design and Engineering Services Contract Award to JT Engineering, Inc.

- b. Street Use Application - Labor Day Parade; Monday, September 1, 2025; 9:00 a.m. to 11:00 a.m.; Fox Valley Labor Council

H. Items Removed from the Consent Agenda

I. Action Items

1. Accounts Payable and Payroll for the term of 8/1/25 - 8/14/25 in the amount of \$4,204,604.72.
2. Gunderson Uniform Linen - Butterfly & Bear, LLC's Proposed Letter of Intent (LOI) for the City to Purchase 41 Main Street, Menasha, WI, 54952
 - a. The Common Council may adjourn into Closed Session pursuant to Wis. Statute 19.85(1)(e): Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session (Gunderson Uniform Linen - Butterfly & Bear, LLC's Proposed Letter of Intent (LOI) for the City to Purchase 41 Main Street, Menasha, WI, 54952)
 - b. The Common Council may adjourn into Open Session to take action on items discussed in closed session.
3. Urban Forestry Management Plan & Tree Inventory Proposal Award

J. Held Over Business

K. Ordinances and Resolutions

L. Appointments

1. Mayor's Appointment of Gary Coopman to the Committee on Aging for the term of 8/19/25-8/1/28
2. Mayor's Appointment of Jeff Pommerening to the Committee on Aging for the term of 8/19/25-8/1/28

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
Tuesday September 2, 2025
Common Council Workshop – 5:00 PM
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."



BOARD OF PUBLIC WORKS MINUTES

Monday, August 4, 2025 at 6:30 PM

First Floor Conference Rooms
100 Main Street, Menasha, WI

A. CALL TO ORDER

Meeting called to order by District 8 Alderperson Ropella at 6:50pm.

B. ROLL CALL

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

Absent: Ald. Eisenach

Also Present: FD Sassman, DPW Merten, PRD Sackett, PC Thorn, FC Teesch, LD Kopetsky, CA Struve, Mayor Hammond, Clerk Snyder, DC Janet

C. PUBLIC COMMENTS ON ANY MATTER LISTED ON THE AGENDA

D. MINUTES TO APPROVE

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

1. Special Board of Public Works, 7/21/25

E. DISCUSSION / ACTION ITEMS

1. High Cliff Connection – Woodlands West Segment Design and Engineering Services Contract Award to JT Engineering, Inc.

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

Motion carried 7-0 on roll call.

Staff advised that this is the next step for the High Cliff Connection project. This concerns the design and engineering for the segment between Kernan Avenue and Lake Park Road on the north side of Highway 10/114. This is fully funded by the Community Foundation, and will connect to some preexisting trails. No real estate acquisition is necessary for this segment.

2. Street Use Application - Labor Day Parade; Monday, September 1, 2025; 9:00 a.m. to 11:00 a.m.; Fox Valley Labor Council

Motion by District 6 Alderperson Marshall, seconded by District 3 Alderperson Hale to approve.

Motion carried 7-0 on roll call.

F. ADJOURNMENT

Motion by District 6 Alderperson Marshall seconded by District 5 Alderperson Lewis

to adjourn the Board of Public Works meeting at 6:57 pm. Motion carried on voice vote.

Minutes submitted by Deputy City Clerk Evan Janet.

**CITY OF MENASHA
Housing Authority Meeting
Fox River Room
Menasha Public Library
July 14, 2025
DRAFT MINUTES**

A. CALL TO ORDER

The meeting was called to order by Chair Haase at 4:30 PM.

B. ROLL CALL/EXCUSED ABSENCES

MEMBERS PRESENT: Comm. Haase, Keehan, Haffner, Geffers.

MEMBERS EXCUSED/ABSENT:

OTHERS PRESENT: PP Larsen

C. MINUTES TO APPROVE

1. Minutes of May 12, 2025, Housing Authority Meeting

A motion was made by Comm. Keehan to approve the May 12, 2025, Housing Authority Meeting minutes. The motion was seconded by Comm. Haffner. The motion carried.

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

Five (5) minute time limit for each person

No Comment

E. REPORT OF DEPARTMENT HEADS/STAFF/CONSULTANTS

F. ACTION / DISCUSSION

1. Review of Strong Neighborhoods Housing Applications

a. MR 25-04: 389 Nassau Street – Kitchen Remodel

PP Larsen described the applicant's intent on utilizing the Strong Neighborhoods Menasha Major Renovation funding to assist with the renovation of their kitchen. The total project cost for the renovation is estimated to be \$63,069 and if approved the applicant would receive \$10,000 to assist with the renovations.

General discussion ensued.

Comm. Haffner made a motion to approve the Major Renovation application for 389 Nassau Street. Comm. Keehan seconded the motion. The motion carried

b. MR 25-05: 735 First Street – Roof and Gutter Replacement (House and Detached Garage)

PP Larsen described the applicant's intent on utilizing the Strong Neighborhoods Menasha Major Renovation funding to assist with replacing the roof and gutters on their home and detached garage. The total project cost for the renovation is estimated to be \$21,435 and if approved the applicant would receive \$10,000 to assist with the renovations.

General discussion ensued.

Comm. Keehan made a motion to approve the Major Renovation application for 735 First Street. Comm. Geffers seconded the motion. The motion carried.

c. MR 25-06: 1013 Brighton Drive – Garage Replacement

PP Larsen described the applicant's intent on utilizing the Strong Neighborhoods Menasha Major Renovation funding to assist with replacing their garage. The total project cost for the renovation is estimated to be \$57,900 and if approved the applicant would receive \$10,000 to assist with the renovations.

General discussion ensued.

Comm. Keehan made a motion to approve the Major Renovation application for 1013 Brighton Drive. Comm. Haffner seconded the motion. The motion carried.

d. MR 25-07: 421 Third Street – Front Porch Remodel

PP Larsen described the applicant's intent on utilizing the Strong Neighborhoods Menasha Major Renovation funding to assist with repairing their aging front porch. The total project cost for the renovation is estimated to be \$19,225 and if approved the applicant would receive \$9,612.50 to assist with the renovations.

General discussion ensued.

Comm. Keehan made a motion to approve the Major Renovation application for 735 First Street. Comm. Haffner seconded the motion. The motion carried.

e. MR 25-08: 407 Pine Street – Roof, Gutters, and Window Replacement (House and Detached Garage), Leveling of Porch

PP Larsen described the applicant's intent on utilizing the Strong Neighborhoods Menasha Major Renovation funding to assist replacing the roof and gutters on their home and detached garage, replacing windows on their home, and leveling their sagging porch. The total project cost for the renovation is estimated to be \$32,425.45 and if approved the applicant would receive \$10,000 to assist with the renovations.

General discussion ensued.

Comm. Haffner made a motion to approve the Major Renovation application for 735 First Street. Comm. Geffers seconded the motion. The motion carried.

G. ADJOURNMENT

A motion was made by Comm. Keehan to adjourn the meeting at 5:00pm. The motion was seconded by Comm. Geffers. The motion carried.

Minutes happily submitted by PP Larsen.

August 7, 2025

SALE DAY REPORT FOR:

City of Menasha, Wisconsin

**\$3,630,000 General Obligation Promissory Notes,
Series 2025A**



Prepared by:

Ehlers
N19W24400 Riverwood Drive,
Suite 100
Waukesha, WI 53188

Greg Johnson,
Senior Municipal Advisor

Casey Griffiths,
Senior Financial Specialist

BUILDING COMMUNITIES. IT'S WHAT WE DO.

Competitive Sale Results

PURPOSE: For public purposes, including financing street and sidewalk improvements, park improvements and fire and police equipment and facility improvements.

NUMBER OF BIDS: 5

LOW BIDDER: BOK Financial Securities, Inc., Milwaukee, Wisconsin

COMPARISON FROM LOWEST TO HIGHEST BID: (TIC as bid)

LOW BID: 4.0552%

HIGH BID: 4.4925%

Summary of Sale Results:	
Principal Amount:	\$3,630,000
Underwriter's Discount:	\$37,630
Reoffering Premium:	\$128,043
True Interest Cost:	4.0506%
Costs of Issuance:	\$68,405
Yield:	2.75%-4.35%
Total Net P&I	\$5,052,426

NOTES: The total net principal and interest is \$298,528 less than the pre-sale estimate.

Bond Trust Services Corporation, Minneapolis, Minnesota will serve as Paying Agent on the Notes.

The Notes maturing March 1, 2034 and thereafter are callable March 1, 2033 or any date thereafter.

CLOSING DATE: August 28, 2025

**DESIGNATED
OFFICIAL ACTION:** Award the sale of \$3,630,000 General Obligation Promissory Notes, Series 2025A.

SUPPLEMENTARY ATTACHMENTS

- Bid Tabulation
- Summary of Existing G.O. Debt
- Project List
- Sources and Uses of Funds
- Updated Debt Service Schedules
- Tax Impact Schedule
- G.O. Debt Capacity

BID TABULATION

\$3,630,000* General Obligation Promissory Notes, Series 2025A

City of Menasha, Wisconsin

SALE: August 7, 2025

AWARD: BOK FINANCIAL SECURITIES, INC.

****Assured Guaranty Inc. Rating: "S&P Global Ratings "AA""**

Non-Rated

Tax Exempt - Bank Qualified

NAME OF INSTITUTION	MATURITY (March 1)	COUPON RATE	REOFFERING YIELD	PRICE	TRUE INTEREST RATE
BOK FINANCIAL SECURITIES, INC. Milwaukee, Wisconsin	2026	5.000%	2.750%	\$3,741,588.45	4.0552%
	2027	5.000%	2.750%		
	2028	5.000%	2.800%		
	2029	5.000%	2.800%		
	2030	5.000%	2.900%		
	2031	5.000%	3.000%		
	2032	5.000%	3.150%		
	2033	5.000%	3.300%		
	2034	4.000%	3.400%		
	2035	4.000%	3.600%		
	2036 ¹	4.000%	3.800%		
	2037 ¹	4.000%	3.800%		
	2038 ²	4.000%	3.850%		
	2039 ²	4.000%	3.850%		
	2040 ³	4.000%	4.050%		
	2041 ³	4.000%	4.050%		
	2042 ⁴	4.250%	4.250%		
	2043 ⁴	4.250%	4.250%		
	2044 ⁵	4.250%	4.350%		
	2045 ⁵	4.250%	4.350%		

* Subsequent to bid opening the issue size was decreased to \$3,630,000.

Adjusted Price: \$3,695,413.05 Adjusted Net Interest Cost: \$1,422,425.59 Adjusted TIC: 4.0506%

** Assured Guaranty Inc. insurance purchased by BOK FINANCIAL SECURITIES, INC..

¹ \$265,000 Term Bond due 2037 with mandatory redemption in 2036.

² \$295,000 Term Bond due 2039 with mandatory redemption in 2038.

³ \$325,000 Term Bond due 2041 with mandatory redemption in 2040.

⁴ \$355,000 Term Bond due 2043 with mandatory redemption in 2042.

⁵ \$360,000 Term Bond due 2045 with mandatory redemption in 2044.

NAME OF INSTITUTION	TRUE INTEREST RATE
BERNARDI SECURITIES, INC. Chicago, Illinois	4.0579%
NORTHLAND SECURITIES, INC. Minneapolis, Minnesota	4.3561%
BAIRD Milwaukee, Wisconsin	4.4146%
LOOP CAPITAL MARKETS Chicago, Illinois	4.4925%

Table 1
Existing G.O. Debt Base Case

City of Menasha, WI

Year Ending	Existing Debt														Annual Taxes		Year Ending
	Total G.O. Debt Payments	WPPI Loans	Transfer to Sewer	G.O. Debt Expense	Less: PILOT	Less: Inter gov.	Less: RDA	Less: Assessments	Less: Lot Sales	Less: TID's	Less: Water	Less: Fund Balance	Net Tax Levy	Equalized Value (TID OUT)	Tax Rate Per \$1,000	\$300,000 of value	
2025	3,961,508	18,058	45,000	1,200	(669,256)	(225,000)	(388,540)	(98,000)	(599,217)	(318,289)	(190,088)	(37,376)	1,500,000	1,664,132,000	\$0.90	\$270.41	2025
2026	3,860,598	21,458	45,000	1,200	(629,119)	(225,000)	(388,540)	(90,000)	(757,295)	(316,489)	(191,738)		1,330,076	1,829,733,000	\$0.73	\$218.08	2026
2027	3,555,507	19,480	45,000	1,200	(629,119)	(225,000)	(388,540)	(130,000)	(585,942)	(113,685)	(193,200)		1,355,701	1,944,535,986	\$0.70	\$209.16	2027
2028	3,519,298	15,524	45,000	1,200	(629,119)	(225,000)	(388,540)	(130,000)	(555,375)	(111,935)	(194,428)		1,346,625	2,061,610,506	\$0.65	\$195.96	2028
2029	3,438,268	15,524	45,000	1,200	(629,119)	(225,000)	(388,540)	(130,000)	(577,285)	(115,360)	(190,513)		1,244,176	2,185,733,723	\$0.57	\$170.77	2029
2030	3,303,809	15,524	45,000	1,200	(629,119)	(225,000)	(388,540)	(130,000)	(556,654)	(113,985)	(191,451)		1,130,784	2,317,330,015	\$0.49	\$146.39	2030
2031	3,253,644	15,524	45,000	1,200	(629,119)	(225,000)	(388,540)	(130,000)	(408,404)	(58,435)	(192,185)		1,283,685	2,456,849,315	\$0.52	\$156.75	2031
2032	2,694,774	8,452	45,000	1,200	(629,119)	(225,000)		(130,000)	(341,558)	(58,435)	0		1,365,314	2,604,768,642	\$0.52	\$157.25	2032
2033	3,628,945	3,400	45,000	1,200	(629,119)	(225,000)		(130,000)		(58,435)			2,635,990	2,761,593,736	\$0.95	\$286.36	2033
2034	2,187,663	3,400	45,000	1,200	(629,119)	(225,000)		(125,000)		0			1,258,144	2,927,860,786	\$0.43	\$128.91	2034
2035	2,057,833	3,400	45,000	1,200	(629,119)	(225,000)		(100,000)					1,153,314	3,104,138,263	\$0.37	\$111.46	2035
2036	2,102,146		45,000	1,200	(629,119)	(225,000)							1,294,227	3,291,028,863	\$0.39	\$117.98	2036
2037	2,044,178		45,000	1,200	(629,119)	(225,000)							1,236,259	3,489,171,570	\$0.35	\$106.29	2037
2038	1,990,519		45,000	1,200	(629,119)	(225,000)							1,182,600	3,699,243,839	\$0.32	\$95.91	2038
2039	1,965,813		45,000	1,200	(629,119)	(225,000)							1,157,894	3,921,963,913	\$0.30	\$88.57	2039
2040	1,934,985		45,000	1,200	(629,119)	(225,000)							1,127,066	4,158,093,275	\$0.27	\$81.32	2040
2041	559,093		45,000	1,200	(629,119)	(225,000)							(248,827)	4,408,439,260	-\$0.06	-\$16.93	2041
2042	479,846		45,000	1,200	(629,119)	(225,000)							(328,073)	4,673,857,804	-\$0.07	-\$21.06	2042
2043	280,500		45,000	1,200	(629,119)	(225,000)							(527,419)	4,955,256,381	-\$0.11	-\$31.93	2043
2044	260,100		45,000	1,200	(629,119)	(225,000)							(547,819)	5,253,597,099	-\$0.10	-\$31.28	2044
2045	0		45,000	1,200	(629,119)	(225,000)							(807,919)	5,569,899,993	-\$0.15	-\$43.52	2045
2046			40,000	1,200	(629,119)	(225,000)							(812,919)	5,905,246,510	-\$0.14	-\$41.30	2046
2047				1,200	(629,119)	(225,000)							(852,919)	6,260,783,206	-\$0.14	-\$40.87	2047
2048				1,200	(629,119)	(225,000)							(852,919)	6,637,725,672	-\$0.13	-\$38.55	2048
2049				1,200	(629,119)	(225,000)							(852,919)	7,037,362,683	-\$0.12	-\$36.36	2049
Total	47,079,027	139,744	985,000	30,000	(15,768,112)	(5,625,000)	(2,719,780)	(1,323,000)	(4,381,730)	(1,265,051)	(1,343,601)	(37,376)	15,770,121				Total

Notes:

1. EV Growth based on 6.02%.
2. 2027 EV amount reflects closure of TID #4.

Legend:

Represents +/- 25% Change over previous year

Table 2

Capital Improvement Plan & Funding Uses

City of Menasha, WI

Projects	Plan Issue	Funding Year	2025	2026	2027	2028	2029	2030	Totals
		Project year	2024	2025	2026	2027	2028	2029	
Fire Equipment	2025 G.O. Notes 5 years	G.O. Debt	41,331						41,331
Fire Facility Upgrade	2025 G.O. Notes 10 Years	G.O. Debt	62,752						62,752
Park Renovations	2025 G.O. Notes 10 Years	G.O. Debt	587,024						587,024
Trail Renovations	2025 G.O. Notes 10 Years	G.O. Debt	7,816						7,816
Playground Equipment	2025 G.O. Notes 10 Years	G.O. Debt	91,412						91,412
Police Vehicles and Equipment	2025 G.O. Notes 5 years	G.O. Debt	35,961						35,961
Police Facility upgrade	2025 G.O. Notes 10 Years	G.O. Debt	36,469						36,469
Street/Sidewalk construction	2025 G.O. Notes 20 Years	G.O. Debt	2,623,529						2,623,529
Street light upgrades	2025 G.O. Notes 10 Years	G.O. Debt	47,644						47,644
Street signal upgrades	2025 G.O. Notes 10 Years	G.O. Debt	24,702						24,702
2025 Projects (Financed in 2026)	2026 G.O. Notes 20 Years	G.O. Debt		3,516,280					3,516,280
2026 Projects (Financed in 2027)	2027 G.O. Notes 20 Years	G.O. Debt			6,446,108				6,446,108
2027 Projects (Financed in 2028)	2028 G.O. Notes 20 Years	G.O. Debt				6,814,893			6,814,893
2028 Projects (Financed in 2029)	2029 G.O. Notes 20 Years	G.O. Debt					2,269,912		2,269,912
2029 Projects (Financed in 2029)	2030 G.O. Notes 20 Years	G.O. Debt						2,612,272	2,612,272
Actual CIP Costs			3,558,639	3,516,280	6,446,108	6,814,893	2,269,912	2,612,272	25,218,104

Table 3

Sources and Uses

City of Menasha, WI

	2025			
	G.O. Notes	5 year Portion	10 year Portion	20 year Portion
CIP Projects				
Project Costs	3,558,639	77,292	857,818	2,623,529
Subtotal Project Costs	3,558,639	77,292	857,818	2,623,529
CIP Projects	3,558,639	77,292	857,818	2,623,529
Premium				
Underwriter's Premium (built into rates)	(128,043)	(4,241)	(55,281)	(68,521)
Premium Dep. To Debt Service	65,108	2,964	40,853	21,290
Net Premium	(62,935)	(1,276)	(14,428)	(47,231)
Issuance Expenses				
Municipal Advisor (Ehlers)	31,900	703	7,689	23,508
Bond Counsel	21,610	476	5,209	15,925
Disclosure Counsel	14,045	310	3,386	10,350
Underwriter's Discount	37,630	829	9,071	27,730
Paying Agent	850	19	205	626
Bond Insurance (paid by the Underwriter)	25,000	551	6,026	18,423
Subtotal Issuance Expenses	131,035	2,888	31,586	96,561
TOTAL TO BE FINANCED	3,626,739	78,904	874,976	2,672,859
Rounding	3,261	1,096	24	2,141
NET ISSUE SIZE	3,630,000	80,000	875,000	2,675,000

Table 4
Allocation of Debt Service - 2025 G.O. Notes

City of Menasha, WI

Year Ending	5 year Portion				10 year Portion				20 year Portion				
	Principal	Interest	Premium	Net Total	Principal	Interest	Premium	Net Total	Principal	Rate	Interest	Premium	Net Total
2025				0				0					0
2026	15,000	3,658	(2,964)	15,694	105,000	39,523	(40,853)	103,670	115,000	5.00%	115,188	(21,290)	208,898
2027	15,000	2,875		17,875	75,000	34,675		109,675	90,000	5.00%	109,088		199,088
2028	15,000	2,125		17,125	75,000	30,925		105,925	95,000	5.00%	104,463		199,463
2029	20,000	1,250		21,250	80,000	27,050		107,050	100,000	5.00%	99,588		199,588
2030	15,000	375		15,375	80,000	23,050		103,050	100,000	5.00%	94,588		194,588
2031					85,000	18,925		103,925	105,000	5.00%	89,463		194,463
2032					90,000	14,550		104,550	110,000	5.00%	84,088		194,088
2033					90,000	10,050		100,050	115,000	5.00%	78,463		193,463
2034					95,000	5,900		100,900	120,000	4.00%	73,188		193,188
2035					100,000	2,000		102,000	125,000	4.00%	68,288		193,288
2036									130,000	4.00%	63,188		193,188
2037									135,000	4.00%	57,888		192,888
2038									145,000	4.00%	52,288		197,288
2039									150,000	4.00%	46,388		196,388
2040									160,000	4.00%	40,188		200,188
2041									165,000	4.00%	33,688		198,688
2042									175,000	4.25%	26,669		201,669
2043									180,000	4.25%	19,125		199,125
2044									185,000	4.25%	11,369		196,369
2045									175,000	4.25%	3,719		178,719
Total	80,000	10,283	(2,964)	87,319	875,000	206,648	(40,853)	1,040,795	2,675,000		1,270,907	(21,290)	3,924,617

Year Ending	Totals			
	Principal (3/1)	Interest	Premium	Net Total
2025	0	0	0	0
2026	235,000	158,370	(65,108)	328,262
2027	180,000	146,638	0	326,638
2028	185,000	137,513	0	322,513
2029	200,000	127,888	0	327,888
2030	195,000	118,013	0	313,013
2031	190,000	108,388	0	298,388
2032	200,000	98,638	0	298,638
2033	205,000	88,513	0	293,513
2034	215,000	79,088	0	294,088
2035	225,000	70,288	0	295,288
2036	130,000	63,188	0	193,188
2037	135,000	57,888	0	192,888
2038	145,000	52,288	0	197,288
2039	150,000	46,388	0	196,388
2040	160,000	40,188	0	200,188
2041	165,000	33,688	0	198,688
2042	175,000	26,669	0	201,669
2043	180,000	19,125	0	199,125
2044	185,000	11,369	0	196,369
2045	175,000	3,719	0	178,719
Total	3,630,000	1,487,839	(65,108)	5,052,731

Notes:

1) True Interest Cost of 4.05%

PRE-SALE ESTIMATE
DIFFERENCE

5,351,259
(298,528)

Table 5
Financing Plan Tax Impact
City of Menasha, WI

Year Ending	Existing Debt		Proposed Debt													Year Ending	
	Net Debt Service Levy	Equalized Value (TID OUT)	2025 G.O. Notes 3,630,000 Dated: 8/28/2025	2026 G.O. Notes 3,630,000 Dated: 6/1/2026	2027 G.O. Notes 6,620,000 Dated: 6/1/2027	2028 G.O. Notes 6,990,000 Dated: 6/1/2028	2029 G.O. Notes 2,370,000 Dated: 6/1/2029	2030 G.O. Notes 2,715,000 Dated: 6/1/2030	2032 G.O. Notes 1,475,000 Dated: 6/1/2032	Abatements	Debt Service Levy		Taxes				
			Total P&I	Total P&I	Total P&I	Total P&I	Total P&I	Total P&I	Total P&I	Total P&I	Less: Debt proceeds	Net Debt Service Levy	Levy Change from Prior Year	Total Tax Rate for Debt Service	Annual Taxes \$300,000 of Value		Annual Taxes New Debt Only
2025	1,500,000	1,664,132,000	0	0	0	0	0	0	0	0		1,500,000		\$0.90	\$270	\$0	2025
2026	1,330,076	1,829,733,000	328,262	0	0	0	0	0	0	0		1,658,338	158,338	\$0.91	\$272	\$54	2026
2027	1,355,701	1,944,535,986	326,638	278,988	0	0	0	0	0	0		1,961,326	302,988	\$1.01	\$303	\$93	2027
2028	1,346,625	2,061,610,506	322,513	286,488	413,750	0	0	0	0	0		2,369,375	408,050	\$1.15	\$345	\$149	2028
2029	1,244,176	2,185,733,723	327,888	285,669	482,125	436,875	0	0	0	0		2,776,732	407,357	\$1.27	\$381	\$210	2029
2030	1,130,784	2,317,330,015	313,013	284,613	532,875	656,625	148,125	0	0	0		3,066,034	289,302	\$1.32	\$397	\$251	2030
2031	1,283,685	2,456,849,315	298,388	283,319	531,875	538,500	196,500	218,438	0	0		3,350,704	284,670	\$1.36	\$409	\$252	2031
2032	1,365,314	2,604,768,642	298,638	281,788	545,000	372,000	192,500	225,875	0	0		3,281,114	(69,590)	\$1.26	\$378	\$221	2032
2033	2,635,990	2,761,593,736	293,513	284,900	547,125	369,500	193,375	177,250	176,125	(1,407,364)		3,270,414	(10,701)	\$1.18	\$355	\$69	2033
2034	1,258,144	2,927,860,786	294,088	282,656	548,500	367,000	164,750	174,750	175,750			3,265,637	(4,776)	\$1.12	\$335	\$206	2034
2035	1,153,314	3,104,138,263	295,288	285,056	544,250	442,500	191,000	172,250	175,125			3,258,782	(6,855)	\$1.05	\$315	\$203	2035
2036	1,294,227	3,291,028,863	193,188	286,981	544,375	406,750	191,375	169,750	174,250			3,260,896	2,114	\$0.99	\$297	\$179	2036
2037	1,236,259	3,489,171,570	192,888	283,550	548,625	450,500	196,375	167,250	173,125			3,248,571	(12,325)	\$0.93	\$279	\$173	2037
2038	1,182,600	3,699,243,839	197,288	284,763	547,000	491,750	196,000	164,750	176,625			3,240,775	(7,796)	\$0.88	\$263	\$167	2038
2039	1,157,894	3,921,963,913	196,388	285,500	544,625	486,625	195,375	186,625	174,750			3,227,782	(12,994)	\$0.82	\$247	\$158	2039
2040	1,127,066	4,158,093,275	200,188	285,763	546,375	500,750	194,500	182,875	172,625			3,210,141	(17,641)	\$0.77	\$232	\$150	2040
2041	(248,827)	4,408,439,260	198,688	285,550	547,125	801,250	198,250	266,875	175,125			2,224,036	(986,105)	\$0.50	\$151	\$168	2041
2042	(328,073)	4,673,857,804	201,669	284,863	546,875	803,000	196,625	268,375	172,250			2,145,584	(78,453)	\$0.46	\$138	\$159	2042
2043	(527,419)	4,955,256,381	199,125	283,700	545,625	803,250	194,750	269,375	169,125			1,937,531	(208,053)	\$0.39	\$117	\$149	2043
2044	(547,819)	5,253,597,099	196,369	286,944	548,250	802,000	197,500	269,875	0			1,753,119	(184,413)	\$0.33	\$100	\$131	2044
2045	(807,919)	5,569,899,993	178,719	284,594	549,625	804,125	194,875	269,875	0			1,473,894	(279,225)	\$0.26	\$79	\$123	2045
2046	(812,919)	5,905,246,510	0	286,650	549,750	799,625	196,875	269,375	0			1,289,356	(184,538)	\$0.22	\$66	\$107	2046
2047	(852,919)	6,260,783,206	0	0	553,500	803,375	198,375	268,375	0			970,706	(318,650)	\$0.16	\$47	\$87	2047
2048	(852,919)	6,637,725,672	0	0	0	814,875	199,375	271,750	0			433,081	(537,625)	\$0.07	\$20	\$58	2048
2049	(469,375)	7,037,362,683	0	0	0	0	199,875	269,500	0			0	(433,081)	\$0.00	\$0	\$36	2049
2050	(271,625)	7,910,268,076	0	0	0	0	0	271,625	0			0	0	\$0.00	\$0	\$0	2050
2051	0	8,386,520,943	0	0	0	0	0	0	0			0	0	\$0.00	\$0	\$0	2051
2052	0	8,891,447,528	0	0	0	0	0	0	0			0	0	\$0.00	\$0	\$0	2052
2053	0	9,426,774,187	0	0	0	0	0	0	0			0	0	\$0.00	\$0	\$0	2053
2054	0	9,994,331,215	0	0	0	0	0	0	0			0	0	0	0	0	2054
Total	15,882,040		5,052,731	5,692,331	10,717,250	11,950,875	3,836,375	4,534,813	1,914,875	(1,407,364)		58,173,925				3,555	Total

Notes:

Table 6**General Obligation Debt Capacity Analysis - Impact of Financing Plan***City of Menasha, WI*

Existing Debt					Proposed Debt			
Year Ending	Projected Equalized Value (TID IN) ¹	Debt Limit	Existing Principal Outstanding	% of Limit	Combined Principal Existing & Proposed	% of Limit	Residual Capacity	Year Ending
2024	1,827,432,700	91,371,635	37,709,763	41.27%	\$37,709,763	41.27%	\$53,661,872	2024
2025	2,008,384,100	100,419,205	35,411,049	35.26%	\$39,041,049	38.88%	\$61,378,156	2025
2026	2,128,810,015	106,440,501	32,585,495	30.61%	\$39,610,495	37.21%	\$66,830,006	2026
2027	2,256,456,861	112,822,843	29,980,375	26.57%	\$43,380,375	38.45%	\$69,442,468	2027
2028	2,391,757,615	119,587,881	27,329,935	22.85%	\$47,414,935	39.65%	\$72,172,945	2028
2029	2,535,171,218	126,758,561	24,675,861	19.47%	\$46,650,861	36.80%	\$80,107,700	2029
2030	2,687,184,130	134,359,206	22,070,575	16.43%	\$45,905,575	34.17%	\$88,453,632	2030
2031	2,848,311,978	142,415,599	19,436,169	13.65%	\$42,381,169	29.76%	\$100,034,430	2031
2032	3,019,101,310	150,955,065	15,941,459	10.56%	\$39,546,459	26.20%	\$111,408,606	2032

Notes:

1) Projected TID IN EV based on 5-year average at 6.0% annual inflation.

HECKRODT WETLAND RESERVE LEASE AGREEMENT SIGNING CEREMONY

CHEERS TO 75 MORE YEARS!

WEDNESDAY AUGUST 27

11AM

**AT HECKRODT WETLAND RESERVE
1305 PLANK RD, MENASHA**

Join us at the official signing of the lease agreement between the City of Menasha and Heckrodt Wetland Reserve as we mark this exciting milestone in our shared commitment to preserve this important partnership and look ahead to the future of Heckrodt Wetland Reserve.



Little Lake Butte Des Morts Lake Association



Tuesday, August 19 at 6:30PM

Neenah Public Library

Shattuck Community Room

240 E Wisconsin Ave.



COMMON COUNCIL MINUTES
Monday, August 4, 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 6:00pm.
- B. PLEDGE OF ALLEGIANCE
The Pledge of Allegiance was recited.
- C. ROLL CALL
Present: Alds. Rand, Hale, Perkins, Lewis, Marshall, Grade, Ropella
Absent: Ald. Eisenach
Also Present: PC Thorn, Off. Roe, Lt. Lenss, AP Heim, FD Sassman, PRD Sackett, DPW Merten, LD Kopetsky, FC Teesch, CA Struve, Mayor Hammond, Clerk Snyder, DC Janet
- D. PUBLIC HEARING
- E. PUBLIC COMMENTS ON ANY MATTER OF CONCERN TO THE CITY
Mike Ferris (3400 South Hemlock Lane, Appleton) commented on the unique jurisdiction breakdown of his neighborhood; specifically, Ferris spoke to the interaction of municipal and county boundaries and traffic law around Highway 441 and the surrounding area. Ferris additionally expressed concerns regarding difficulties with addressing these issues as development progresses further.
- F. REPORT OF DEPARTMENT OFFICERS/DEPARTMENT HEADS/STAFF/CONSULTANTS
Motion by District 7 Alderperson Grade seconded by District 6 Alderperson Marshall to approve. Motion carried on voice vote.

Discussion considered the absence of weed and grass code violations data in the Community Development Department's Quarterly Report.

Staff advised on data concerning weed and grass code violations and their resolution as it relates to the second quarter of 2025.

1. Presentations:
 - a. Safe Start: Welcome Home Menasha
Menasha Police Department (MEPD) Community Liason Officer Roe presented on the agency's new resident engagement program, Safe Start. This program is designed to help new residents feel seen, safe, and supported by the Menasha community by building trust before crisis events. The Safe Start program features a welcome packet including a personalized

welcome letter, security screws, home security tip flyer, and public safety reference guide magnet. This program will additionally educate residents on MEPD's free home safety assessments with an ultimate goal to position MEPD as a community partner. Officer Roe concluded his presentation by discussing safety practices around ebikes.

Discussion considered licensing and safety for bikes; these are to be determined by statute.

Staff advised that this program would encompass new residents living in rental properties such as apartments.

2. Minutes to Receive:

- a. Neenah-Menasha Sewerage Commission, 6/24/25
- b. Administration Committee, 7/21/25
- c. Special Board of Public Works, 7/21/25
- d. Library Board of Trustees, 6/24/25
- e. NMFR Joint Finance & Personnel Committee, 7/22/25
- f. Police Commission, 3/20/25, 5/22/25

3. Communications:

- a. Menasha 2035 Comprehensive Plan Update
- b. Community Development Department 2025 2Q Update
- c. Grow Solar Green Bay-Fox Valley: Solar Power Hour

G. CONSENT AGENDA

1. Common Council Minutes, 7/21/25

Motion by District 7 Alderperson Grade seconded by District 5 Alderperson Lewis to approve. Motion carried on voice vote.

2. Administration Committee, 7/21/25, Recommends Approval of:

- a. Cities and Villages Mutual Insurance Company's (CVMIC) Special Event Coverage for Menasha Night Out Event, August 6, 2025
Motion by District 3 Alderperson Hale, seconded by District 4 Alderperson Perkins to approve.

Motion carried 7-0 on roll call.

3. Special Board of Public Works, 7/21/25, Recommends Approval of:

- a. Street Use Application - Twisted Pistons Scholarship Cruise-In; Thursday, August 21, 2025; 12:00 p.m. to 10:00 p.m.; Twisted Pistons, Inc.
Motion by District 8 Alderperson Ropella, seconded by District 3 Alderperson Hale to approve.

Motion carried 6-0 on roll call.

District 6 Alderperson Marshall abstained due to personal membership on the Twisted Pistons Board of Directors.

4. NMFR Joint Finance & Personnel Committee, 7/22/25, Recommends:

- a. The City of Neenah and City of Menasha Common Council approve acceptance of the \$200,000 state appropriation for the training ground improvements.

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

Motion carried 7-0 on roll call.

Staff advised that this item comes in tangent with other Spirit grant funds.

- b. The City of Neenah and City of Menasha Common Councils approve entry into a contractual order for (1) Impel from Pierce Manufacturing to replace Engine 35 through Sourcewell Consortium. The apparatus for \$1,022,146 which includes the discounted advanced payment amount and \$227,854 for related equipment for a total cost to not exceed \$1,250,000 and authorize both Finance Directors to review financing options and approve the most advantageous finance option for both cities for the apparatus final delivery anticipated 4th quarter 2029.

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

Motion carried 7-0 on roll call.

Staff advised that this apparatus is to be stored at Station 35 in Menasha and that financing by Finance Directors at this juncture is important for capital improvement planning due to the high demand for such equipment.

Discussion considered the annual frequency of fires in the City of Menasha.

- c. The City of Neenah and City of Menasha Common Councils approve the proposed 2026 budget formula with the City of Neenah's portion being 60.82% and the City of Menasha's portion 39.18%.

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

Motion carried 7-0 on roll call.

Discussion considered factors influencing the budget formula affecting Neenah-Menasha Fire Rescue obligations for the City of Menasha and the City of Neenah.

H. ITEMS REMOVED FROM THE CONSENT AGENDA

I. ACTION ITEMS

1. Accounts payable and payroll for the term of 7/18/25 - 7/31/25 in the amount of \$1,941,728.91.
Motion by District 3 Alderperson Hale, seconded by District 5 Alderperson Lewis to approve.

Motion carried 7-0 on roll call.

J. HELD OVER BUSINESS

K. ORDINANCES AND RESOLUTIONS

1. R-21-25 – A Resolution for an Intergovernmental Cooperative Agreement to Satisfy Eligibility for the Wisconsin Recycling Consolidation Grant for Calendar Year 2026 (Introduced by Mayor Hammond)
Motion by District 1 Alderperson Rand, seconded by District 7 Alderperson Grade to approve.

Motion carried 7-0 on roll call.

Discussion considered eligibility requirements.

Staff advised that this grant application seeks to offset recycling fees.

L. APPOINTMENTS

Motion by District 7 Alderperson Grade seconded by District 8 Alderperson Ropella to accept Appointmnet Items 1 and 2. Motion carried on voice vote.

1. Mayor's reappointment of Jillayne Halverson to the Library Board for the term of 8/5/2025–8/1/2028
2. Mayor's appointment of Eli Wickman to the Library Board for the term of 8/5/2025–8/1/2028

M. CLAIMS AGAINST THE CITY

N. PUBLIC COMMENTS ON ANY MATTER LISTED ON THE AGENDA

Eli Wickman (710 Tenth Street, Menasha) thanked the Common Council.

O. ADJOURNMENT

Motion by District 7 Alderperson Grade seconded by District 4 Alderperson Perkins to adjourn the Common Council meeting at 6:40pm. Motion carried on voice vote.

Minutes recorded by City Clerk Kaija Snyder.



MEMORANDUM

To: Board of Public Works

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

Date: July 31, 2025

RE: High Cliff Connection – Woodlands West Segment Design and Engineering Services
Contract Award to JT Engineering, Inc.

Over the past year, City of Menasha staff have collaborated with the Village of Harrison and the Village of Sherwood to evaluate potential trail routes outlined in the High Cliff Connection Master Plan. The feasibility study, completed and approved in March 2025 by the Park Board and Common Council, considered key factors such as safety, environmental and utility impacts, design and construction costs, public input, real estate needs, and connectivity. Following the study's findings, the trail is recommended to be located along the north side of Hwy 10/114 between Oneida St. and Lake Park Rd.

The first segment moving into design and engineering is the Woodlands West segment, which will extend from Kernan Avenue to the existing trail by the Harrison Utilities Building, ultimately connecting to Lake Park Road.

For the selection of design and engineering services, six proposals were reviewed using a quality-based selection process. Evaluation focused on experience with WisDOT non-traditional trail projects, trail engineering and construction, project approach, understanding of project challenges, and the expertise of the project team.

Engineering Consultant
Ayres Associates
Graef-USA
AECOM
MSA
McMahon
JT Engineering

After individual review and consideration of the proposals based upon the noted criteria, a subsequent discussion by the Core Municipal Team was held, the group came to the collective determination in selecting JT Engineering, Inc.

As portions of this segment are both in the City of Menasha and the Village of Harrison, the two entities will be working in tandem throughout this design and engineering process. This contract will be 100% funded by the Community Foundation of the Fox Valley Region.

Recommendation

Motion to recommend award of the engineering and design services contract to JT Engineering, Inc. for the High Cliff Connection – Woodlands West segment.

TWO PARTY DESIGN ENGINEERING SERVICES CONTRACT
SIGNATURE PAGES

ENGINEERING SERVICES CONTRACT

BETWEEN THE CITY OF MENASHA (MUNICIPALITY)
AND JT ENGINEERING, INC. (CONSULTANT) FOR

*High Cliff Connection
Woodlands West Connection
Non-Hwy, Calumet County*

This CONTRACT made and entered into by and between the MUNICIPALITY and the CONSULTANT provides for those SERVICES described in the Scope of Services and Special Provisions and is generally for the purpose of providing the SERVICES solicited by the MUNICIPALITY in *the request for qualifications dated 4/1/2025 and included the design of Woodlands West segment of the High Cliff Connection*. This Qualification Based Selection was made based on the CONSULTANT'S Notice of Interest response and any interviews conducted.

The MUNICIPALITY deems it advisable to engage the CONSULTANT to provide certain engineering SERVICES and has authority to contract for these SERVICES under Chapters 62 and 66 of the Wisconsin Statutes.

The MUNICIPALITY REPRESENTATIVE is: *Megan Sackett, Parks & Recreation Director, 100 Main Street, Suite 200, Menasha, WI 54952, email: msackett@menashawi.gov, and phone (920) 967-3640.*

The CONSULTANT REPRESENTATIVE is: *Rich Glen, P.E, Project Manager, 1077 Centennial Centre Blvd, Hobart, WI 54155, email: richg@jt-engineering.com, and phone (920) 468-4771.*

The CONSULTANT SERVICES will be completed by December 31, 2027. Deliver PROJECT DOCUMENTS 100 Main Street, Suite 200, Menasha, WI 54952, unless other directions are given by the MUNICIPALITY.

Compensation for all SERVICES provided by the CONSULTANT under the terms of the CONTRACT will be from the:

☐ DEPARTMENT ☒ MUNICIPALITY

For all contract services related to a locally funded construction project, actual costs to the CONSULTANT up to \$84,220.78, plus a fixed fee of \$6,895.55, not to exceed \$91,116.33.

For geotechnical investigation contracted to ECS Midwest, LLC, the CONSULTANT'S actual cost to ECS Midwest, LLC not to exceed \$7,450.50.

For wetland delineation contracted to Davel Engineering & Environmental, Inc a lump sum of \$4,065.00.

For real estate title searches subcontracted to Bay Title & Abstract, Inc., the CONSULTANT's actual cost to Bay Title & Abstract, Inc. not to exceed \$7,500.00 for units delivered based on the rates in the table below.

TWO PARTY DESIGN ENGINEERING SERVICES CONTRACT
SIGNATURE PAGES

Item Description	Quantity	Unit Type	Unit Cost Rate	Totals
Title Searches	15	Each	\$425.00	\$6,375.00
Title Search Updates	15	Each	\$75.00	\$1,125.00

Compensation for all SERVICES provided by the CONSULTANT under the terms of the CONTRACT shall be for an amount not to exceed \$ 110,131.83.

The CONSULTANT does and will comply with the laws and regulations relating to the profession of engineering and will provide the desired engineering SERVICES.

This CONTRACT incorporates and the parties agree to all of the standard provisions of the Three Party Design Engineering Services Contract, dated October 18, 2023 and referenced in Procedure 8-15-1 of the State of Wisconsin Department of Transportation Facilities Development Manual. All references to the DEPARTMENT will be replaced with MUNICIPALITY within this document for this contract. CONSULTANT acknowledges receipt of a copy of these standard provisions.

This CONTRACT incorporates all of the MANUALS defined in the CONTRACT.

The parties also agree to all of the Special Provisions which are annexed and made a part of this CONTRACT, consisting of 6 pages.

Nothing in this CONTRACT accords any third party beneficiary rights whatsoever on any non-party that may be enforced by any non-party to this contract.

For the CONSULTANT

By: _____

Title: _____

Date: _____

For the MUNICIPALITY

By: _____

Title: _____

Date: _____

THREE PARTY DESIGN CONTRACT SPECIAL PROVISIONS

Revised 05/26/16

The following are recommended special provisions for the design contract to be inserted behind the standard provisions.

VI. SPECIAL PROVISIONS

A. SCOPE OF SERVICES

- (1) The PROJECT shall be locally let.
- (2) The CONTRACT incorporates the design of a 10' wide asphalt multi-use trail within the existing HWY 10 right of way between Kernan Avenue and the existing trail approximately 2,800 feet to the west. The proposed improvements are anticipated to include the design of 3 separate boardwalk sections to minimize environmental impacts. The proposed ditches and culverts will be checked to ensure that adequate capacity is provided for the design flows. One (1) curb ramp is included at the intersection of Kernan Avenue.
- (3) Design files shall be completed in 2023 Civil 3D format.

B. DESIGN REPORTS

- (1) Other Reports:
 - (a) Geotechnical Report
 - (b) Brief memo regarding stormwater analysis for improvements specific to the sections of the trail that require changes to the existing ditch cross section.

C. ENVIRONMENTAL DOCUMENTATION

- (1) Hazardous Materials/Contamination Assessments
 - (a) Complete a radius report and summary for inclusion with WDNR permit application
 - (b) Contract assumes that no areas of hazardous materials will be identified within the project limits.
- (2) Wetland Delineation
 - (a) The CONSULTANT will complete an assured wetland delineation in the areas of full topographic survey. The CONSULTANT will survey those areas identified to identify locations for compensation of wetland loss.

D. AGENCY COORDINATION

(1) Permits – Individual (list all):

- (a) WisDNR wetland disturbance: Recreational Facilities General Permit WDNR GP4 2023.

The CONSULTANT shall prepare the necessary documentation as required by WisDNR to approve any wetland fill. It is assumed that any fill will fall under the 10,000 SF level and not require any wetland banking or other supplemental coordination. If additional documentation is required, this shall be considered “EXTRA SERVICES”. Assumes that permitting fees will be waived.

- (b) WisDNR stormwater/ grading permit (WRAPP)

- (c) Army Corp of Engineering Permits.

Army Corp of Engineers receive permit applications through WisDNR permit application submittals. Any additional permit submittals specifically to the Army Corp of Engineers shall be considered “EXTRA SERVICES”.

E. UTILITY INVOLVEMENT

(1) Utility Coordination:

- (a) The CONSULTANT coordinate the project with utility companies within the project limits including:
 - a. Initial coordination to identify the location of existing utilities
 - b. Final coordination of project impacts to identify utility relocations
- (b) The CONSULTANT shall review documentation received from the utility companies related to the trail project. This includes as-builts, utility work plans, and utility special provisions.

F. PUBLIC INVOLVEMENT

(1) Public Involvement Mailing

- (a) Prepare the project mailing including: a cover letter, a writeup of the general details of the project, a project location map, a copy of the typical sections and plan and profile sheet(s), and a comment sheet to return to the design team.
- (b) Mail the Public Involvement Mailing documents.
- (c) Prepare a summary report of the comments received from the public.
- (d) Discuss with the MUNICIPALITY the comments received and recommend the possible disposition of these comments and suggestions.

- (e) Provide the MUNICIPALITY with copies of all public involvement correspondence and file notes.

G. MEETINGS

- (1) Hold one (1) combined in-person, Project Kick off and Operational Planning Meeting to discuss the organization and processing of the SERVICES under this CONTRACT and the utilities on the PROJECT.
- (2) Attend two (2) virtual meetings with the MUNICIPALITY and/or DEPARTMENT.
- (3) Attend the preconstruction meeting prior to construction of the project.

H. SURVEYS

- (1) Surveys shall be tied to an appropriate horizontal and vertical datum which will be approved by the MUNICIPALITY prior to the start of the topographic survey.
- (2) Title searches for the fifteen (15) adjacent properties will be utilized to establish the existing Right-of-Way through the project limits.
- (3) The topographic survey will extend from the centerline of Kernan Avenue to the existing trail located approximately 2,800 feet to the west. The survey will extend from the edge of the existing roadway traffic lane to 10-feet beyond the existing right of way line. The survey will include:
 - (a) Property lines, easements, setbacks. Easements must be shown on available public survey maps or be contained within the title work provided by the clients.
 - (b) Structures and improvements, including (but not limited to) Buildings, sidewalks, pavements, top and bottom of curbs and gutters, parking lot striping, signs, poles, fencing, gates, etc.
 - (c) All utilities on site and in adjacent right-of-way (ROW). Two attempts will be made to have the markings placed. Additional attempts will be considered out of scope. Private utility locates are not included as a part of this scope.
 - (d) Both ends of culverts will be surveyed to identify the slope and direction of flow
- (4) The CONSULTANT shall submit all survey data (including description, measured, and computed data) to the MUNICIPALITY.

I. SOILS AND SUBSURFACE INVESTIGATIONS

- (1) The CONSULTANT shall conduct soils and subsurface investigations per normal DEPARTMENT practices as described in the Geotechnical Manual dated March 31, 2017 or as directed by the MUNICIPALITY.

- (2) Soils and subsurface investigation will consist of two 5-ft deep test borings and three 20-ft deep borings within the proposed trail footprint to establish topsoil depth, subsurface soil conditions, and possible EBS locations.

All boreholes and monitoring wells shall be backfilled as per the April 20, 1992, guidelines titled "Wisconsin Department of Transportation Geotechnical Section - Drilled Borehole and Monitoring Well Abandonment Procedures".

Foundation investigations shall be coordinated with the MUNICIPALITY, with a minimum of three working days prior notice, to enable the MUNICIPALITY to make provisions for on-site observations and to evaluate conditions during drilling.

Record final borehole location; station and referenced offset and elevation. CONSULTANT shall provide final boring location GPS coordinates and provide a Google Earth image of project site showing coordinate correct as-drilled boring locations.

- (3) Perform subsurface investigations to analyze project geotechnical concerns and provide full detailed recommendations. The soils shall be classified by pedological means to provide pavement design parameters.

J. ROAD PLANS

Section II C (9) in the Standard Provision of the CONTRACT is amended to include the following plans:

- (1) Road Plans are the compilation of documents, reproducible drawings, depicting the location, character, dimensions, and relevant data necessary to the layout and construction of the prescribed work.
- (2) Road Plans led by the CONSULTANT will consist of the following:
 - (a) Title Sheet
 - (b) Project Overview- Single Sheet Schematic
 - (c) General Notes
 - (d) Typical Cross Sections
 - (e) Construction Details
 - (f) Standard Details
 - (g) Alignment Detail
 - (h) Signing and Marking Plans
 - (i) Removal Plans
 - (k) Curb Ramp Details
 - (l) Traffic Control Plan
 - (m) Erosion Control Plan (may be combined with plan and profile sheets)
 - (n) Miscellaneous Quantities with Earthwork Data
 - (o) Plan and Profile Sheets
 - (p) Cross Sections

K. BOARDWALK PLANS

- (1) Plans for the boardwalk(s) shall be fully dimensioned showing controlling elevations. The plans shall be prepared with such precision and detail to allow for the convenient layout in the field with customary degree of accuracy, and to allow for the production of an accurate estimate of work to be performed in the PROJECT.
- (2) Plans for boardwalk shall include overview layout, design criteria, general notes, typical plan, typical elevation and details as needed for preparation of the design and shop drawings by the Contractor.
- (3) When the plans for a structure have been completed the CONSULTANT shall furnish the MUNICIPALITY with three sets of prints of such plans for review and examination.
- (4) Submit three copies for review and examination of all specifications for items of work in the Boardwalk Plans which are not covered by the STANDARD SPECIFICATIONS and such amendments to or revisions of the STANDARD SPECIFICATIONS as may be required to properly cover the work contemplated by the plans.
- (5) Plans will be subject to review and examination by the MUNICIPALITY. Such review and examination may be made on the site of the PROJECT.
- (6) Along with the plans for the boardwalks submit one copy or reproduction of the design computations for the MUNICIPALITY'S review and permanent file.
- (7) Furnish such other pertinent information and data with respect to the plans and design as the MUNICIPALITY may request.

L. PLANS, SPECIFICATIONS & ESTIMATES (PS&E)

- (1) The CONSULTANT shall prepare a complete PS&E package for letting, including:
 - a. Project advertisement
 - b. Front end documents
 - c. Specifications
 - d. Bid Form
 - e. Pre-bid requirements
 - f. Bond and contract forms
 - g. Additional project documents as needed (permits, geotechnical reports, etc)
- (2) The CONSULTANT shall post the project for bidding online at QuestCDN
- (3) The PROJECT shall be locally let by the MUNICIPALITY.

M. SERVICES PROVIDED BY THE MUNICIPALITY

The MUNICIPALITY will provide to the CONSULTANT the following for the PROJECT:

- (1) Access to available GIS information.
- (2) Access to any past planning studies related to the project.
- (3) Any permit fees.

N. PROSECUTION AND PROGRESS

- (1) The CONSULTANT proposes to sublet these services to:
 - (a) Geotechnical investigations by ECS Midwest, LLC, 3695 N. 126th Street, Unit C, Brookfield, WI 53005.
 - (b) Wetland delineation by Davel Engineering & Environmental, Inc. 1164 Province Terrace, Menasha, WI 54952.
 - (c) Title Searches by Bay Title & Abstract, Inc, 345 S. Monroe Ave, Green Bay, WI 54305.
- (2) The following items of work will be completed and submitted to the MUNICIPALITY by the indicated dates, if CONSULTANT has received the Notice to Proceed by September 1, 2025.
(Date)

Report Title	Date
Survey Complete	10/15/25
OPM/Kick-off Meeting	11/3/25
30% Plans, Preliminary Structure Plans & Estimate	12/1/25
40% Plan Review Meeting	1/5/26
60% Plans & Estimate	2/2/26
Final Structure Plan Submittal	3/16/26
80% Plan Review Meeting	4/15/26
Permit Applications Submittal	7/1/26
Permit Approval	10/1/26
Draft PS&E	10/1/26
Final PS&E	11/13/26
Pre-Construction Meeting	2/1/27

CONSULTANT CONTRACT TOTAL FEE COMPUTATION
JT Engineering

High Cliff Connection
Woodlands West Segment
Calumet County
P25-0106

Project ID	P25-0106				TOTALS
Number of Staff Hours	704				704
Total Direct Labor	\$33,432.97				\$33,432.97
Total Indirect Costs	\$50,206.31				\$50,206.31
Fixed Fee Amount	\$6,895.55				\$6,895.55
Direct Expenses	\$581.50				\$581.50
Subtotal	\$91,116.33	\$0.00	\$0.00	\$0.00	\$91,116.33
ECS	\$7,450.50				\$7,450.50
Davel	\$4,065.00				\$4,065.00
Bay Title	\$7,500.00				\$7,500.00
Subcontract Subtotal	\$19,015.50	\$0.00	\$0.00	\$0.00	\$19,015.50
TOTAL COST	\$110,131.83	\$0.00	\$0.00	\$0.00	\$110,131.83

Indirect Cost Rate (%) **150.17%**

Fixed Fee (%) **8.25%**

Consultant Individual Direct Labor Rates JT Engineering <u>High Cliff Connection</u> <u>Woodlands West Segment</u> <u>Calumet County</u> <u>P25-0106</u>									
Employee Name / ID Number	Classification	Current Rate	Rate of Pay After October 2025 (+2.7%)	Rate of Pay After October 2026 (+2.7%)	% of Work At Current Rate	% Work After October 2025	% Work After October 2026	TOTAL %	FINAL Weighted Average Hourly Rate
48	Project Manager	\$ 83.00	\$ 85.24	\$ 87.54	25%	60%	15%	100%	\$ 85.02
129	Lead Designer	\$ 53.00	\$ 54.43	\$ 55.90	25%	60%	15%	100%	\$ 54.30
138	Project Engineer	\$ 40.50	\$ 41.59	\$ 42.71	25%	60%	15%	100%	\$ 41.49
99	Drainage Engineer	\$ 50.00	\$ 51.35	\$ 52.74	25%	60%	15%	100%	\$ 51.22
234	Sr Structural Engineer	\$ 63.50	\$ 65.21	\$ 66.97	25%	60%	15%	100%	\$ 65.06
166	Structural Engineer	\$ 36.50	\$ 37.49	\$ 38.50	25%	60%	15%	100%	\$ 37.40
94	Sr Design Technician	\$ 47.00	\$ 48.27	\$ 49.57	25%	60%	15%	100%	\$ 48.15
216	Engineer Technician	\$ 29.40	\$ 30.19	\$ 31.01	25%	60%	15%	100%	\$ 30.11
111	PLS	\$ 62.00	\$ 63.67	\$ 65.39	100%	0%	0%	100%	\$ 62.00
199	Survey Chief	\$ 36.00	\$ 36.97	\$ 37.97	100%	0%	0%	100%	\$ 36.00
223	Admin Assistant	\$ 35.00	\$ 35.95	\$ 36.92	25%	60%	15%	100%	\$ 35.86
7	Constructability Engr	\$ 56.50	\$ 58.03	\$ 59.60	25%	60%	15%	100%	\$ 57.89
Contract Completion Date: 12/31/2026									

Escalation Factor = 2.7%

Summary of Staff Hours and Direct Labor Costs JT Engineering																											
High Cliff Connection Woodlands West Segment Calumet County P25-0106																											
		Project Manager		Project Engineer		Drainage Engineer		Sr Structural Engineer		Structural Engineer		Sr Design Technician		Lead Designer		Engineer Technician		PLS		Survey Chief		Admin Assistant		Constructability Engr			
		\$85.02		\$41.49		\$51.22		\$65.06		\$37.40		\$48.15		\$54.30		\$30.11		\$62.00		\$36.00		\$35.86		\$57.89		Total Direct Labor	
Task	Activity Code	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars
Manage Project Scope and Schedule	887	13.5	\$ 1,147.77											22.5	\$ 1,221.75							12.0	\$ 430.32			48.0	\$ 2,799.84
Manage Project Quality	890	10.0	\$ 850.20																					6.0	\$ 347.34	16.0	\$ 1,197.54
Manage Project Stakeholders	743	7.0	\$ 595.14	6.0	\$ 248.94									10.0	\$ 543.00	6.0	\$ 180.66							3.0	\$ 173.67	32.0	\$ 1,741.41
Design Drainage	778	4.0	\$ 340.08	28.0	\$ 1,161.72	16.0	\$ 819.52																			48.0	\$ 2,321.32
Design Erosion Control and Landscaping	768	1.0	\$ 85.02	8.0	\$ 331.92									3.0	\$ 162.90	24.0	\$ 722.64									36.0	\$ 1,302.48
Design Geometrics and Details	776	8.0	\$ 680.16	79.0	\$ 3,277.71							42.0	\$ 2,022.30	19.0	\$ 1,031.70	47.0	\$ 1,415.17									195.0	\$ 8,427.04
Develop Quantities and Estimates	786	1.0	\$ 85.02	20.0	\$ 829.80							14.0	\$ 674.10	18.0	\$ 977.40											53.0	\$ 2,566.32
Develop PSE Documents	856	6.0	\$ 510.12	25.0	\$ 1,037.25									9.0	\$ 488.70											40.0	\$ 2,036.07
Conduct and Process Existing Field Survey	723																	2.0	\$ 124.00	56.0	\$ 2,016.00					58.0	\$ 2,140.00
Survey Existing and Proposed Right-of-Way	726																	1.0	\$ 62.00	15.0	\$ 540.00					16.0	\$ 602.00
Analyze Natural Environment Impact	766	2.0	\$ 170.04	9.0	\$ 373.41									3.0	\$ 162.90											14.0	\$ 706.35
Analyze Hazardous Materials Site Impact	765			1.0	\$ 41.49									1.0	\$ 54.30											2.0	\$ 95.79
Environmental Documentation and Agency Coordination	769	1.0	\$ 85.02	14.0	\$ 580.86									10.0	\$ 543.00											25.0	\$ 1,208.88
Develop Traffic Control and Staging	788											2.0	\$ 96.30	2.0	\$ 108.60	1.0	\$ 30.11									5.0	\$ 235.01
Design Structure	656	1.0	\$ 85.02	5.0	\$ 207.45			30.0	\$ 1,951.80																	36.0	\$ 2,244.27
Draft Structure Plan	657	1.0	\$ 85.02					10.0	\$ 650.60	30.0	\$ 1,122.00															41.0	\$ 1,857.62
Design Signing and Pavement Marking	819			5.0	\$ 207.45									2.0	\$ 108.60											7.0	\$ 316.05
Coordinate Utilities	746	2.0	\$ 170.04									17.0	\$ 818.55	6.0	\$ 325.80	5.0	\$ 150.55									30.0	\$ 1,464.94
Manage Construction Start	791	2.0	\$ 170.04																							2.0	\$ 170.04
																										0.0	\$ -
																										0.0	\$ -
		59.5	\$ 5,058.69	200.0	\$ 8,298.00	16.0	\$ 819.52	40.0	\$ 2,602.40	30.0	\$ 1,122.00	75.0	\$ 3,611.25	105.5	\$ 5,728.65	83.0	\$ 2,499.13	3.0	\$ 186.00	71.0	\$ 2,556.00	12.0	\$ 430.32	9.0	\$ 521.01	704.0	\$ 33,432.97

Direct Expenses by Item
JT Engineering

High Cliff Connection
Woodlands West Segment
Calumet County
P25-0106

Item	Activity Code	Unit Amount	Unit Type	Rate	Total Expenses
Analyze Hazardous Materials Site Impact					
Database Search	765	1	Each	\$120.000	\$120.00
Site Visits (2)					
Mileage	776	140	Miles	\$0.700	\$98.00
Survey - Topo					
Mileage	723	225	Miles	\$0.700	\$157.50
Meals - Lunch	723	3	Each	\$19.00	\$57.00
Field Supplies	723	1	LS	\$100.00	\$100.00
Pre-Con Meeting					
Mileage	791	70	Miles	\$0.700	\$49.00
TOTAL					\$581.50

Fee Computation Summary by Engineering Task

JT Engineering

High Cliff Connection

Woodlands West Segment

Calumet County

P25-0106

Task	Activity Code	Direct Labor Costs	Overhead Costs	Fixed Fee Amount	Direct Expenses	Totals
Manage Project Scope and Schedule	887	\$2,799.84	\$4,204.52	\$577.47	\$0.00	\$7,581.83
Manage Project Quality	890	\$1,197.54	\$1,798.35	\$246.99	\$0.00	\$3,242.88
Manage Project Stakeholders	743	\$1,741.41	\$2,615.08	\$359.17	\$0.00	\$4,715.66
Design Drainage	778	\$2,321.32	\$3,485.93	\$478.77	\$0.00	\$6,286.02
Design Erosion Control and Landscaping	768	\$1,302.48	\$1,955.93	\$268.64	\$0.00	\$3,527.05
Design Geometrics and Details	776	\$8,427.04	\$12,654.89	\$1,738.08	\$98.00	\$22,918.01
Develop Quantities and Estimates	786	\$2,566.32	\$3,853.84	\$529.30	\$0.00	\$6,949.46
Develop PSE Documents	856	\$2,036.07	\$3,057.57	\$419.94	\$0.00	\$5,513.58
Conduct and Process Existing Field Survey	723	\$2,140.00	\$3,213.64	\$441.38	\$314.50	\$6,109.52
Survey Existing and Proposed Right-of-Way	726	\$602.00	\$904.02	\$124.16	\$0.00	\$1,630.18
Analyze Natural Environment Impact	766	\$706.35	\$1,060.73	\$145.68	\$0.00	\$1,912.76
Analyze Hazardous Materials Site Impact	765	\$95.79	\$143.85	\$19.76	\$120.00	\$379.40
Environmental Documentation and Agency Coordination	769	\$1,208.88	\$1,815.38	\$249.33	\$0.00	\$3,273.59
Develop Traffic Control and Staging	788	\$235.01	\$352.91	\$48.47	\$0.00	\$636.39
Design Structure	656	\$2,244.27	\$3,370.22	\$462.88	\$0.00	\$6,077.37
Draft Structure Plan	657	\$1,857.62	\$2,789.59	\$383.13	\$0.00	\$5,030.34
Design Signing and Pavement Marking	819	\$316.05	\$474.61	\$65.19	\$0.00	\$855.85
Coordinate Utilities	746	\$1,464.94	\$2,199.90	\$302.14	\$0.00	\$3,966.98
Manage Construction Start	791	\$170.04	\$255.35	\$35.07	\$49.00	\$509.46
						\$0.00
		\$33,432.97	\$50,206.31	\$6,895.55	\$581.50	\$91,116.33

Fixed Fee 8.25%

Overhead Rate 150.17%



ECS Midwest, LLC

Proposal for Subsurface Exploration and Geotechnical Engineering

Proposed High Cliff Multi Modal Trail

Woodlands West Segment
Kernan Avenue – Fire Lane 6 Road
Menasha, Calumet County, Wisconsin

ECS Proposal Number 59:7087-GP

June 5, 2025





June 5, 2025

Mr. Rich Glen
JT Engineering, Inc.
1077 Centennial Centre Blvd.
Hobart, WI 54155
Email: richg@jt-engineering.com

ECS Proposal No. 59:7087-GP

Reference: Proposal for Subsurface Exploration and Geotechnical Engineering
Proposed High Cliff Multi Modal Trail
Woodlands West Segment
Kernan Avenue – Fire Lane 6 Road
Menasha, Calumet County, Wisconsin

Dear Mr. Glen:

In accordance with your request for proposal on May 30, 2025, ECS Midwest, LLC. (ECS) is pleased to submit the following proposal for performance of a subsurface exploration at the site of the above referenced project. This proposal is intended to formalize an outline of our general scope of services and to provide cost information.

As requested, five (5) standard penetration test borings will be performed for this exploration. Further, two (2) of the borings will be extended to 5 feet and three (3) of the borings will be extended to 20 feet below the existing grade. It is proposed that the fee for the performance of the requested scope of services be determined on a unit price basis. On this basis and in accordance with the attached Geotechnical Fee Schedule, we estimate the total fee will be as follows:

DRILLING	Quantity	Unit Rate	Units	FEE
Mobilization	1 Trip	\$460	Per Trip	\$460
Drilling Rig Rental	1 Day	\$200	Per Day	\$200
Standard Penetration Test Borings (0' to 40')	70'	\$18.00	Per Foot	\$1,260
Boring Layout and Elevation	1 Hour	\$208	Per Hour	\$208
Boring Abandonment	70'	\$5.25	Per Foot	\$367.50
Traffic Control Flag Crew (2 person)	1 Day	\$1625	Per Day	\$1625
Utility Clearance and Coordination	1 Hour	\$100	Per Hour	\$100
SUBTOTAL				\$4,220.5
GEOTECHNICAL				
Boring Log Preparation	9 Hours	\$65	Per Hour	\$585
Laboratory Testing	9 Hours	\$70	Per Hour	\$630
Geotechnical Report Documentation	1 Each	\$2,015	Each	\$2,015
TOTAL FEE				\$7,450.5

The above fees assume that ECS will provide traffic control. We will notify you in advance if schedule or costs are expected to exceed these estimates. We look forward to working with you on your project. If you have any questions or need additional information, please contact me at 920/886-1406.

CLOSING

If other items are required because of unexpected field conditions or because of a request for additional services, they would be invoiced in accordance with our current Fee Schedule. Before modifying or expanding the extent of our exploration program, you would be informed of our intentions for both your review and authorization. We are pleased to have this opportunity to offer our services and look forward to working with you on the project.

Respectfully submitted,

ECS Midwest, LLC



Vyshnavi Dandamoodi
Geotechnical Project Manager
VDandamoodi@ecslimited.com



Matthew Meyer, P.E.
Geotechnical Department Manager
mmeyer@ecslimited.com

[/https://ecslimited365.sharepoint.com/sites/59GreenBay/59 Data/{Proposals}/7000/7087 - JT - Woodlands West Segment High Cliff Multi Modal Trail, Menasha/59.7087 - JT - Woodlands West Segment High Cliff Multi Modal Trail.docx]

June 23, 2025

PROPOSAL

To: Rich Glen
JT Engineering
1077 Centennial Centre Blvd.
Hobart, WI 54155
Telephone: (920) 606-6288
Email: richg@jt-engineering.com

From: Travis A. Stuck, P.W.S.
Davel Engineering & Environmental, Inc.
1164 Province Terrace
Menasha, WI 54952
Telephone: (920) 560-6567
Email: travis@davel.pro

Project: High Cliff Trail – Woodlands West, Village of Harrison
Description: Routine Wetland Delineation

Dear Mr. Glen:

Thank you for the opportunity to provide you with this proposal for the above project located in the Village of Harrison, Calumet County. I am familiar with the project site based on the information provided.

I have summarized below the scope of services, which are in accordance with your request for proposals, and related fees for the professional services to be provided by Davel Engineering & Environmental, Inc.

Scope of Services

Phase & Description

Routine Wetland Delineation

- A. Research of aerial imagery, soils and other related mapping
- B. Field work to document soils, vegetation and hydrology
- C. Flag and survey wetland boundary with sub-meter or survey grade precision GPS if conditions allow
- D. Provide wetland report and map
- E. Submit report to DNR for review and concurrence

Fee Summary

A bill for services rendered will be submitted to the client monthly as the project progresses. The fees outlined below reflect fixed fees. Fees cover all labor and materials necessary to perform the above work.

Professional Services:

Routine Wetland Delineation	\$ 4,065
-----------------------------	-----------------

Out of Scope Work

Unless specifically outlined in the above scope of services, other services that may become necessary are not included in this proposal. For the purpose of clarification of related scope items, the following phases of work are specifically out of scope.

1. Excavation of test pits through fill material
2. Ground water monitoring
3. Additional data acquisition for Protective Area determination(s), exemptions, jurisdictional determinations, etc.
4. Survey wetland boundary with conventional survey equipment if the tree or shrub canopy does not allow for the use of GPS to acquire accurate data.

Responsibility of the Owner

1. Allowing access to property
2. Do NOT manipulate the site in any way by cutting weeds, grass or trees, spraying herbicide, draining or grading and filling.

Additional Services

Additional services if requested in writing by the Owner, will be based on an agreed upon fee.

Schedule

I can schedule work on this project as soon as I receive a signed copy of this agreement and the information described above. Work will be done in accordance with your schedule.

General Terms and Conditions

The attached General Terms and Conditions are incorporated into the agreement made by acceptance of this proposal.

If you would like us to proceed with the work, please authorize by signing below and returning a copy to our office.

If you have any questions about this proposal, please let me know. I would be happy to meet with you or your client to go over this proposal, project, or my qualifications in detail.

Sincerely,

Travis A. Stuck, CST, PWS., WI-Professionally Assured Delineator
Environmental Department Coordinator & Senior Scientist

"I hereby accept the terms and conditions of this agreement, specifically including the terms set forth on the following page."

Accepted By: _____ Date: _____
Signature

Print Name and Title

Invoice Delivery Method

- ☐ Email
☐ Mail



July 30, 2025

JT Engineering, Inc.
Attn: Rich Glen
1077 Centennial Centre Blvd.
Hobart, WI 54155

RE: High Cliff Connection – Woodlands West Design
Calumet County

Dear Rich:

We can provide you with 100-year title search reports for 15 parcels in Calumet County:

Our quote is as follows:

15 Title Searches @ \$425.00	= \$6,375.00
15 Updates @ \$75.00	= \$1,125.00
Total Cost:	= \$7,500.00

Copies of acquisition deed(s), open mortgages, tax printouts, mapping and all encumbrances of record will be provided and are included in the above amounts.

Please let me know if need anything else. Thank you for the opportunity. We look forward to working with you.

Thanks,

Jill Molzahn
Searcher / Examiner



EVENT DETAILS - SECTION 1

Parks and Recreation Department – (920) 967-3640

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

Email: lwalbrun@menashawi.gov

1. Will you be reserving a park?

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

☐ Yes ☒ No

2. Will you be selling alcoholic beverages?

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

☐ Yes ☒ No

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

430 First Street, Menasha, WI 54952

Email: ahanchek@menashawi.gov

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

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

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

☒ Yes ☐ No

Public Works Department – (920) 967-3610

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

Email: alee@menashawi.gov

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

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

☒ Yes ☐ No

6. Does your event require street closure?

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

☒ Yes ☐ No

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

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

125 E. Columbian Ave., Neenah, WI 54956

Email: jmavroff@nmfire.org

7. Will there be fireworks at your event?

Complete Document #5 - NMFR.Fireworks Display Application

☐ Yes ☒ No

8. Will you be putting up a tent?

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

☐ Yes ☒ No

Clerk's Office - (920) 967-3603

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

Email: ksnyder@menashawi.gov

9. Will you be selling/serving alcoholic beverages?

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

Health Department - (920) 967-3522

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

Email: tdrew@menashawi.gov

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

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

☐ Yes ☒ No

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 Labor Day Parade Total Anticipated Attendance 1000
Sponsoring Organization Fox Valley Area Labor Council
Organization Address P. O. Box 186 Menasha, WI 54952
Event Location Downtown Menasha
Date of Event (list each date if a multi-day event) September 1st, 2025
Event Set-up Time 9am Event Start Time 10am Event End Time 11am

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 Jason Schmitz
Email schmitz_jason@yahoo.com Phone 920-915-5004
2. Day of Event Contact Name (person on site) Jason Schmitz
Email schmitz_jason@yahoo.com Phone 920-915-5004

Jim Bemowsky Jimbeam59@gmail.com

EVENT DETAILS – SECTION 4

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

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

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

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

The parade route will travel west down Main Street in Menasha. It will proceed to Tayco Street, in Menasha, and then turn south, crossing both Tayco Street and Washington Street Bridges. We will enter Neenah on Commercial Street and continue moving south. At Wisconsin Avenue, in Downtown Neenah, the parade will turn right and head west toward Main Street where the parade will conclude.

FERMENTED MALT/WINE BEVERAGE PERMIT

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

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

Permittee Name(please print): _____

Last

First

M.I.

Area that fermented malt beverages
and wine will be consumed: _____

Signature: _____

INSURANCE – SECTION 5

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

Name of Insurance Company Mayer & Associates. LLC

Policy Number _____

Email _____

Phone 920-358-7122

X Applicant Signature Jason Schaff

Date 6-16-25

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 Fox Valley Area Labor Council, AFL-CIO

Address P. O. Box 186

City Menasha

State WI

Zip Code 54952

Email fvalc.aficio@gmail.com

Phone 920-727-1790

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 Jason Schaff

Date 6-16-25

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 lw@lbrun@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: Aug 4

Scheduled Parks & Recreation Board Review Date: NA

Scheduled Common Council Review Date: Aug 18

Staff Approval: Police Dept. N.T.

Fire Dept. ✓

Public Works Dept. ifm

City Attorney CMH

City of Menasha Disbursements
08/01/25-08/14/25

Weekly Accounts Payable	08/07/25 & 08/14/25 Checks # 85961-86109	\$3,663,083.35
	Void Check #85658	(\$1,139.94)
Bi-Weekly Payroll	08/07/25	\$269,892.28
Additional Regular Cycle Accounts Payables -Paid Electronically		
Traffic Violations	08/01/25	\$24.00
Credit Card Fees	08/02/25	\$15.21
Delta Dental	08/06/25	\$3,020.64
Community First CU-Payroll Deduction	08/07/25	\$761.25
Network Health Premium	08/07/25	\$157,794.32
Nationwide Deferred Compensation	08/07/25	\$3,487.50
Wisconsin Deferred Compensation	08/08/25	\$11,155.75
Employee Benefits-Flex Spending	08/08/25	\$3,270.89
Delta Dental	08/14/25	\$1,180.40
Federal Tax Withholding	08/14/25	\$91,983.14
Home Depot ACH	08/14/25	\$75.93
		<u>\$ 272,769.03</u>
Total		<u><u>\$4,204,604.72</u></u>

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

Jennifer Sassman

Jennifer Sassman
Finance Director

08/14/25

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: 8/7/2025

Date: 8/14/2025

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
ACCURATE	85961	8/7/2025	2508608	731-1022-541.30-18	181.22	SHOP SUPPLIES
		8/7/2025	2508698	731-1022-541.30-18	10.00	HEX NUT
		Total for check: 85961			191.22	
ERIC ADELMAYER	85962	8/7/2025	REFUND	100-0000-201.10-00	100.00	EXCAVATION PERMIT DEPOSITPERMIT #14607
			Total for check: 85962			100.00
BRYCE ALLARD	85963	8/7/2025	REFUND	100-0000-441.25-00	34.00	PICKLEBALL REFUND
			Total for check: 85963			34.00
ALV INSPECTIONS	85964	8/7/2025	1135	100-0301-523.21-06	6,943.65	COMMERCIAL INSPECTIONS
			Total for check: 85964			6,943.65
AMAZON CAPITAL SERVICES	85965	8/7/2025	19FV-LGMH-79XR	100-0702-552.30-18	93.92	CRAFT SUPPLIES PARKS & REC
		8/7/2025	1F3X-DLNX-71X6	100-0801-521.30-10	136.97	OFFICE SUPPLIES
		8/7/2025	1KL6-6C9T-TJRX	100-0801-521.30-18	(65.73)	PACKING PAPER ROLL
		8/7/2025	1MMX-WDCC-764V	100-0801-521.30-18	77.43	OFFICE SUPPLIES
		8/7/2025	1NHQ-MVXM-4GNK	826-0702-552.30-18	65.98	SWIM GOGGLES
		Total for check: 85965			308.57	
APPLETON HYDRAULIC COMPONENTS	85966	8/7/2025	52749	731-1022-541.29-04	1,499.10	VEHICLE REPAIR
			Total for check: 85966			1,499.10
APPLETON NAIL NURSE LLC	85967	8/7/2025	NAIL APPTS	100-0920-531.20-05	388.00	NAIL APPOINTMENTS - JULY
			Total for check: 85967			388.00
APPLETON SCHOOL DISTRICT	85968	8/7/2025	8872500026	100-0704-552.34-02	925.75	POOL STAFF TRAINING
			Total for check: 85968			925.75

AP Check Register

Check Date: 8/7/2025

Date: 8/14/2025

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
ASSOCIATED APPRAISAL CONSULTANTS	85969	8/7/2025	181628	100-0402-513.21-09	153.96	INTERNET POSTING
					6,666.67	AUGUST ASSESSMENT SVCS
				100-0402-513.30-11	34.04	POSTAGE
				Total for check: 85969	6,854.67	
MORGAN BALKE	85970	8/7/2025	REFUND	100-0000-441.25-00	210.00	TINY TOTS CLASS REFUND
				Total for check: 85970	210.00	
BERGSTROM PIONEER AUTO &	85971	8/7/2025	00252	100-0801-521.80-03	2,190.00	POLICE VEHICLE LEASES
				Total for check: 85971	2,190.00	
LEXI BRIONES	85972	8/7/2025	REFUND	100-0000-441.25-00	210.00	TINY TOTS CLASS REFUND
				Total for check: 85972	210.00	
CASEY BROADBENT	85973	8/7/2025	REFUND	100-0000-441.25-00	210.00	TINY TOTS CLASS REFUND
				Total for check: 85973	210.00	
CARRICO AQUATIC RESOURCES INC	85974	8/7/2025	20255786	100-0704-552.30-18	145.29	LIQUID CHLORINE
				Total for check: 85974	145.29	
CINTAS	85975	8/7/2025	1805807636	100-0703-553.24-03	144.00	DARK CAN LINER
		8/7/2025	4238742140	100-0703-553.30-13	297.16	UNIFORMS/SUPPLIES
				731-1022-541.20-01	161.00	UNIFORMS/SUPPLIES
			Total for check: 85975		602.16	
COMPLETE OFFICE OF WISCONSIN	85976	8/7/2025	960270	100-0801-521.30-10	62.88	CALENDARS
				Total for check: 85976	62.88	

AP Check Register

Check Date: 8/7/2025

Date: 8/14/2025

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
CONGER INDUSTRIES INC	85977	8/7/2025	PSO000449	731-1022-541.38-04	196.00	PALLET JACK WHEEL
			Total for check: 85977		196.00	
CRESCENT ELECTRIC SUPPLY COMPANY	85978	8/7/2025	S513428079.001	100-1008-541.24-04	41.41	TRAFFIC LIGHT PARTS
			Total for check: 85978		41.41	
ANDREW DANE	85979	8/7/2025	MILEAGE/MEALS	100-0304-562.33-01	162.40	REIMBURSEMENT
				100-0304-562.33-03	10.06	REIMBURSEMENT
			Total for check: 85979		172.46	
EJ EQUIPMENT	85980	8/7/2025	P01464	731-1022-541.38-03	178.60	PARTS
			Total for check: 85980		178.60	
RICHARD EKHOLM	85981	8/7/2025	60132100	100-0000-121.01-00	1.00	TAX REFUND
			Total for check: 85981		1.00	
FACTORY MOTOR PARTS CO	85982	8/7/2025	18-2300277	731-1022-541.38-03	74.20	FILTERS
		8/7/2025	18-2300569	731-1022-541.38-03	8.58	SAFEVIEW BLADE
		8/7/2025	18-Z33794	731-1022-541.38-03	(18.00)	BATTERY CORE
			Total for check: 85982		64.78	
VILLAGE OF FOX CROSSING	85983	8/7/2025	16088	625-1010-541.21-02	7,306.19	441 POND ANALYSIS
			Total for check: 85983		7,306.19	
FOX STAMP SIGN & SPECIALTY	85984	8/7/2025	OE-55865	100-0801-521.30-10	115.95	STAMPER
			Total for check: 85984		115.95	

AP Check Register

Check Date: 8/7/2025

Date: 8/14/2025

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
FOX VALLEY COMMUNICATIONS	85985	8/7/2025	9972	100-0801-521.21-06	30.00	SPECIAL LANG PHONE CALL
			Total for check: 85985		30.00	
GFL ENVIRONMENTAL SERVICES USA	85986	8/7/2025	LQ02923737	731-1022-541.21-06	50.00	USED OIL FILTERS
			Total for check: 85986		50.00	
BILLY GUDWER	85987	8/7/2025	REFUND	100-0000-441.25-00	145.00	LAKE PARK DRILLS REFUND
			Total for check: 85987		145.00	
GUSTMAN CHEVROLET SALES INC	85988	8/7/2025	69445	731-1022-541.38-03	9.74	BOLT
		8/7/2025	69461	731-1022-541.38-03	616.64	LAMP
			Total for check: 85988		626.38	
KRISTINE HEIM	85989	8/7/2025	MEALS	100-0304-562.33-03	20.08	MEAL REIMBURSEMENT
		8/7/2025	MILEAGE	100-0304-562.33-01	14.70	MILEAGE REIMBURSEMENT
			Total for check: 85989		34.78	
CAROL HERT	85990	8/7/2025	REFUND	100-0000-201.14-00	460.00	TRIP CANCELATION MADELINE ISLAND
			Total for check: 85990		460.00	
LAUREL JEFFERSON	85991	8/7/2025	70177227	100-0000-121.01-00	19.26	TAX REFUND
			Total for check: 85991		19.26	
JX ENTERPRISES INC	85992	8/7/2025	14365991P	731-1022-541.38-03	456.99	MANIFOLD CAB AIR
		8/7/2025	24131947P	731-1022-541.38-03	(227.35)	PARTS
			Total for check: 85992		229.64	

AP Check Register

Check Date: 8/7/2025

Date: 8/14/2025

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
SARA KELLY	85993	8/7/2025	REFUND	100-0000-441.25-00	252.00	TINY TOTS CLASS REFUND
			Total for check: 85993		252.00	
KLINK HYDRAULICS LLC	85994	8/7/2025	47444	731-1022-541.38-03	21.82	PARTS
			Total for check: 85994		21.82	
LAMERS BUS LINES INC	85995	8/7/2025	86176	100-0702-552.20-05	171.23	CAMP FIELD TRIP BUS
		8/7/2025	86388	100-0702-552.20-05	355.51	CAMP FIELD TRIP BUS
			Total for check: 85995		526.74	
LAZER UTILITY LOCATING LLC	85996	8/7/2025	2150	601-1020-543.21-02	1,215.50	JULY SANITARY LOCATES
				625-1010-541.21-02	1,189.50	JULY STORM LOCATES
			Total for check: 85996		2,405.00	
LEVENHAGEN OIL CORPORATION	85997	8/7/2025	106229	207-0707-552.38-01	3,722.80	GASOLINE
			Total for check: 85997		3,722.80	
MATTHEWS TIRE INC	85998	8/7/2025	97673	731-1022-541.38-04	561.60	TIRES
		8/7/2025	97801	731-1022-541.38-02	589.99	TIRES
		8/7/2025	97805	731-1022-541.38-02	308.95	TIRES
			Total for check: 85998		1,460.54	
MCMAHON	85999	8/7/2025	939834	625-1010-541.24-05	2,634.50	PROFESSIONAL SERVICES MANITOWOC RD PONG
			Total for check: 85999		2,634.50	
DANIEL MEDICOTT	86000	8/7/2025	70084848	100-0000-121.01-00	178.72	TAX REFUND
			Total for check: 86000		178.72	

AP Check Register

Check Date: 8/7/2025

Date: 8/14/2025

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
MENASHA ATHLETIC ASSOCIATION	86001	8/7/2025	COMMUNITY FEST	100-0703-553.20-09	1,080.00	PORT-A-POTTIES COMMUNITY FEST
			Total for check: 86001		1,080.00	
MENASHA UTILITIES	86002	8/7/2025	5161	470-0703-553.82-02	10,257.17	PARK DIAMOND/PAVILION PR-2024-006
		8/7/2025	5164	470-0703-553.82-02	5,627.38	PARK DIAMOND/PAVILION PR-2024-006
		8/7/2025	MENASHA UTILITY	100-0703-553.22-06	174.52	06/09/25-07/08/25 STORM
				100-1012-541.22-03	15.96	06/09/25-07/08/25 ELEC
			Total for check: 86002		16,075.03	
MICROSPUNK LLC	86003	8/7/2025	20251229	743-0403-513.21-04	337.50	ARCTIC WOLF INSTALLATION
			Total for check: 86003		337.50	
TERRA MITCHELL	86004	8/7/2025	REFUND	100-0000-201.10-00	100.00	STREET OCCUPANCY REFUND PERMIT #14666
			Total for check: 86004		100.00	
N&M AUTO SUPPLY	86005	8/7/2025	843586	731-1022-541.38-03	69.98	MOTOR OIL (8)
		8/7/2025	843588	731-1022-541.38-03	45.75	SPARK PLUG
		8/7/2025	843693	731-1022-541.38-03	2.59	OIL FILTER
		8/7/2025	843772	731-1022-541.30-18	3.22	DRAIN PAN
		8/7/2025	843818	731-1022-541.30-18	24.18	JB WELD (3)
			Total for check: 86005		145.72	
NEENAH-MENASHA SEWERAGE COMMISSION	86006	8/7/2025	2025-133	601-1021-543.25-01	73,086.40	AUG WASTEWATER TREATMENT
		8/7/2025	2025-139	601-1021-543.25-01	17,126.00	AUGUST CWFL DEBT
					3,614.00	AUGUST CWFL INTEREST
					3,082.00	AUGUST BLDG DEBT
					1,285.00	AUGUST BLDG INTEREST
			Total for check: 86006		98,193.40	
CITY OF NEENAH	86007	8/7/2025	40157	255-0501-522.30-15	19,418.24	BALLISTIC GEAR
				470-0501-522.30-15	2,813.16	HARNESS/SCBA F-2025-001

AP Check Register

Check Date: 8/7/2025

Date: 8/14/2025

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
CITY OF NEENAH...	86007...	8/7/2025...	40157...	470-0501-522.30-15...	5,626.32	HARNESS/SCBA'S F-2025-001
					2,096.02	INFLATABLE RESCUE BOATS F-2025-001
				470-0501-522.80-03	2,813.16	VEHICLE HARNESS/SCBA F-2025-003
					361.58	RADIO INSTALL F-2025-003
					1,191.61	BED SLIDE F-2025-003
			Total for check: 86007		34,320.09	
SONJA OLDENBURG	86008	8/7/2025	REFUND	100-0000-441.25-00	210.00	TINY TOTS CLASS REFUND
			Total for check: 86008		210.00	
ONE SOURCE TECHNOLOGIES LLC	86009	8/7/2025	16478	470-0501-522.82-01	8,583.00	ACCESS CONTROL INSTALL F-2025-008
		8/7/2025	16519	470-0501-522.82-01	8,533.00	ACCESS CONTROL INSTALL F-2025-008
			Total for check: 86009		17,116.00	
JOHN PARKER	86010	8/7/2025	40084400	100-0000-121.01-00	250.77	TAX REFUND
			Total for check: 86010		250.77	
PELION BENEFITS INC	86011	8/7/2025	20250807	100-0000-202.08-00	21,098.52	PAYROLL SUMMARY
			Total for check: 86011		21,098.52	
FRANSISCO RAMIREZ JAVIER	86012	8/7/2025	REFUND	100-0000-201.10-00	100.00	EXCAVATION PERMIT DEPOSITPERMIT #14584
			Total for check: 86012		100.00	
EUTIMIO SANCHEZ	86013	8/7/2025	REFUND	100-0000-201.08-00	1.67	BOOKING PARTIAL REFUND
				100-0000-441.23-00	15.83	BOOKING PARTIAL REFUND
			Total for check: 86013		17.50	

AP Check Register

Check Date: 8/7/2025

Date: 8/14/2025

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
SANOFI PASTEUR INC	86014	8/7/2025	7143221466	100-0903-531.30-18	224.33	VACCINE
			Total for check: 86014		224.33	
KRISTOPHER SCHWARTZBAUER	86015	8/7/2025	REFUND	100-0000-201.10-00	100.00	EXCAVATION PERMIT DEPOSITPERMIT #14619
			Total for check: 86015		100.00	
NICOLE SERRANO	86016	8/7/2025	REFUND	100-0000-201.08-00	3.10	KITCHEN USE REFUND
				100-0000-441.23-00	61.90	KITCHEN USE REFUND
			Total for check: 86016		65.00	
SERVICEMASTER BUILDING MAINTENANCE	86017	8/7/2025	47466	100-0920-531.20-01	480.00	JANITORIAL SERVICES SENIOR CENTER
		8/7/2025	47471	731-1022-541.20-01	2,730.00	JANITORIAL SERVICES PUBLIC WORKS
		8/7/2025	47482	100-0801-521.20-01	1,966.00	JANITORIAL SERVICES POLICE
		8/7/2025	47489	100-0704-552.20-01	1,240.40	JANITORIAL SERVICES POOL
			Total for check: 86017		6,416.40	
SHERWIN WILLIAMS CO	86018	8/7/2025	1083-4	731-1022-541.30-18	80.39	YELLOW PAINT
			Total for check: 86018		80.39	
LINDA SMITH	86019	8/7/2025	REFUND	100-0000-201.14-00	460.00	TRIP CANCELATION MADELINE ISLAND
			Total for check: 86019		460.00	
JENA SNODGRASS	86020	8/7/2025	REFUND	100-0000-441.25-00	210.00	TINY TOTS CLASS REFUND
			Total for check: 86020		210.00	
SUPERION LLC	86021	8/7/2025	442577	743-0403-513.24-04	3,689.82	FINANCIAL SOFTWARE - SEPT
			Total for check: 86021		3,689.82	
TAPCO	86022	8/7/2025	1805844	100-1008-541.24-04	9,900.00	TRAFFIC SIGNAL 3RD/RACINE

AP Check Register

Check Date: 8/7/2025

Date: 8/14/2025

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
TAPCO...	86022...	8/7/2025...	1805844...	470-1003-541.82-02	20,725.37	TRAFFIC SIGNAL 3RD/RACINE STR-2025-006
			Total for check: 86022		30,625.37	
THEDACARE AT WORK	86023	8/7/2025	369956	100-0202-512.21-05	136.00	EMPLOYEE SCREENING
				100-0901-515.21-05	32.00	AUDIOGRAM
		8/7/2025	369971	100-0202-512.21-05	408.00	EMPLOYEE SCREENINGS
		8/7/2025	372199	100-0901-515.21-05	32.00	AUDIOGRAM
		8/7/2025	372325	100-0202-512.21-05	84.00	EMPLOYEE SCREENING
				100-0901-515.21-05	128.00	AUDIOGRAMS
		8/7/2025	372599	100-0202-512.21-06	316.25	EAP CONTRACT
			Total for check: 86023		1,136.25	
KELSEY THILL	86024	8/7/2025	REFUND	100-0000-441.25-00	210.00	TINY TOTS CLASS REFUND
			Total for check: 86024		210.00	
THOMSON REUTERS - WEST	86025	8/7/2025	852345485	100-0201-512.32-02	496.74	LEGAL RESEARCH SOFTWARE WESTLAW
			Total for check: 86025		496.74	
AYSIA TOM	86026	8/7/2025	REFUND	100-0000-201.11-00	100.00	SECURITY DEPOSIT REFUND
			Total for check: 86026		100.00	
TRUCK EQUIPMENT INC	86027	8/7/2025	1159101-00	731-1022-541.38-03	6.56	REFLECTOR
			Total for check: 86027		6.56	
TRUGREEN PROCESSING CENTER	86028	8/7/2025	4991099602	100-0501-522.24-03	116.89	LAWN SERVICE
			Total for check: 86028		116.89	
WE ENERGIES	86029	8/7/2025	5565170142	100-0000-123.00-00	205.12	BILL N-M FIRE 6/19-7/20
				100-0601-551.22-04	520.77	LIBRARY 6/19-7/20
				100-0703-553.22-04	145.38	PARKS 6/19-7/20

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WE ENERGIES...	86029...	8/7/2025...	5565170142...	100-0704-552.22-04	378.65	POOL 6/19-7/20
				100-0801-521.22-04	283.27	POLICE 6/19-7/20
				100-0920-531.22-04	11.28	SENIOR CENTER 6/19-7/20
				100-1019-552.22-03	10.58	BRIDGE 6/19-7/20
				207-0707-552.22-04	27.96	MARINA 6/19-7/20
				Total for check: 86029		1,583.01
WERNER ELECTRIC SUPPLY CO	86030	8/7/2025	S7789044.001	100-1008-541.24-04	6,207.09	WIRE RACINE/3RD ST INSTALSTR-2025-006
		8/7/2025	S7798458.001	470-1003-541.82-02	258.17	TRAFFIC SIGNAL WIRE STR-2025-006
		Total for check: 86030		6,465.26		
WEYERS EQUIPMENT INC	86031	8/7/2025	01-245332	731-1022-541.38-03	53.63	BELT DRIVE
					Total for check: 86031	
WI SCTF	86032	8/7/2025	20250807	100-0000-202.03-00	65.00	PAYROLL SUMMARY
					Total for check: 86032	
WINNEBAGO COUNTY TREASURER	86033	8/7/2025	EVIDENCE FUND	100-0000-201.15-00	3,698.69	UNCLAIMED EVIDENCE FUNDS
					Total for check: 86033	
WINNEBAGO LIQUID WASTE	86034	8/7/2025	14960	100-0703-553.20-09	195.00	PORT-A-POTTIES RENTAL KOSLO PARK
		8/7/2025	14961	100-0703-553.20-09	105.00	PORT-A-POTTIES CLEANING
		8/7/2025	15003	100-0703-553.20-09	100.00	PORT-A-POTTIES RENTAL 9TH ST BOAT LAUNCH
		8/7/2025	15004	100-0703-553.20-09	195.00	PORT-A-POTTIES RENTAL JEFFERSON PARK
		8/7/2025	15005	100-0703-553.20-09	195.00	PORT-A-POTTIES RENTAL BRIGHTON BEACH
		8/7/2025	15006	100-0703-553.20-09	105.00	PORT-A-POTTIES CLEANING
		8/7/2025	15030	100-0703-553.20-09	105.00	PORT-A-POTTIES CLEANING
		8/7/2025	15048	100-0703-553.20-09	105.00	PORT-A-POTTIES CLEANING
		8/7/2025	15082	100-0703-553.20-09	105.00	PORT-A-POTTIES CLEANING
		Total for check: 86034		1,210.00		

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WISCNET	86035	8/7/2025	23426	743-0000-141.00-00	1,650.00	QTR1&2 2026 INTERNET ACC.
				743-0403-513.21-04	2,000.00	WISCNET ANNUAL MEMBER FEE
					1,650.00	QTR3&4 INTERNET ACCESS
			Total for check: 86035		5,300.00	
WISCONSIN DEPT OF JUSTICE	86036	8/7/2025	G3228	100-0202-512.21-06	14.00	GENERAL
					14.00	
WISCONSIN DEPT OF JUSTICE	86037	8/7/2025	07202513150304	100-0801-521.34-02	2,000.00	COURSE REGISTRATION
					2,000.00	
WISCONSIN SUPPORT COLLECTIONS	86038	8/7/2025	20250807	100-0000-202.03-00	823.91	PAYROLL SUMMARY
					823.91	
ZARNOTH BRUSH WORKS INC	86039	8/7/2025	0202997-IN	100-1006-541.30-15	582.00	CABLEWRAP BROOM REFILL
					582.00	
ZOGIE LOCK AND DOOR LLC	86040	8/7/2025	8189	470-0703-553.82-01	15,566.00	METAL ENTRY DOORS (4) PR-2025-010
					15,566.00	
LLC 800 MIDWAY	86041	8/7/2025	40076800	100-0000-121.01-00	30,598.87	TAX REFUND
					30,598.87	
					342,691.51	

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ACCELAUTO AND TRUCK REPAIR LLC	86042	8/14/2025	P-18803	100-0801-521.29-04	125.75	TOWING
			Total for check: 86042		125.75	
ACCURATE	86043	8/14/2025	2509119	731-1022-541.30-18	72.15	PARTS
		8/14/2025	2509134	731-1022-541.30-18	47.86	PARTS
		8/14/2025	2509180	100-1016-543.30-18	32.25	CABLE TIE
			Total for check: 86043		152.26	
AIS TRUST ACCOUNT NEWPORT	86044	8/14/2025	3199122	100-0801-521.21-06	329.00	MENASHA NIGHT OUT INSURANCE COVERAGE
			Total for check: 86044		329.00	
AMAZON CAPITAL SERVICES	86045	8/14/2025	1MLN-XHG1-PMMJ	100-0704-552.24-04	20.99	BIOHAZARD BAGS POOL
				100-0704-552.30-10	429.75	MERMAID CAMP POOL
		8/14/2025	1N1R-DNTC-CQGM	100-0801-521.30-10	65.00	OFFICE SUPPLIES
			Total for check: 86045		515.74	
APPLETON SCHOOL DISTRICT	86046	8/14/2025	TAX SETTLEMENT	100-0000-203.05-00	251,647.47	TAX SETTLEMENT
			Total for check: 86046		251,647.47	
CITY OF APPLETON	86047	8/14/2025	17942	100-0918-531.21-06	500.00	EMERGENCY PLANNING CONTR
			Total for check: 86047		500.00	
AUTOMOTIVE SUPPLY COMPANY	86048	8/14/2025	012209688	731-1022-541.38-03	9.04	TOGGLE SWITCH
			Total for check: 86048		9.04	
BOBCAT PLUS	86049	8/14/2025	IA21704	731-1022-541.38-03	420.57	OIL
		8/14/2025	IG59818	100-1003-541.30-15	2,783.13	FORKS/FRAME/BUCKET
			Total for check: 86049		3,203.70	

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CHARTER COMMUNICATIONS	86050	8/14/2025	095528601080125	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 COM DEV
				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
				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: 86050					311.66	
CINTAS	86051	8/14/2025	4239473820	731-1022-541.20-01	172.25	UNIFORMS/SUPPLIES
				100-0601-551.20-01	48.00	SUPPLIES
				100-0601-551.30-13	489.83	SUPPLIES
		8/14/2025	4239479695	100-0801-521.30-13	378.67	HOUSEKEEPING SUPPLIES
					50.25	JANITORIAL SERVICE
				Total for check: 86051		

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CLEAR WATER CAR WASH	86052	8/14/2025	6770	100-0801-521.29-04	25.99	CAR WASH JULY
			Total for check: 86052		25.99	
GREAT LAKES COCA-COLA	86053	8/14/2025	47225203015	100-0704-552.30-17	1,139.94	SODA
			Total for check: 86053		1,139.94	
CRESCENT ELECTRIC SUPPLY COMPANY	86054	8/14/2025	S513216199.010	470-1003-541.82-02	10,132.40	WATER STREET LIGHTS STR-2024-003
		8/14/2025	S513362246.001	470-1003-541.82-02	(963.82)	WATER STREET LIGHTS WIRE STR-2024-003
		8/14/2025	S513407545.001	470-1003-541.82-02	4,479.77	TRAFFIC SIGNAL PARTS STR-2025-006
		8/14/2025	S513444050.001	470-1003-541.82-02	130.89	CONDUIT STR-2025-006
		8/14/2025	S5134444050.002	470-1003-541.82-02	134.11	CONDUIT/PVC ELECTRICAL STR-2025-006
			Total for check: 86054		13,913.35	
UNEMPLOYMENT INSURANCE	86055	8/14/2025	692132-000-5	100-0908-531.15-09	10.99	UNEMPLOYMENT
			Total for check: 86055		10.99	
FACTORY MOTOR PARTS CO	86056	8/14/2025	18-2301954	731-1022-541.38-03	47.18	FILTERS
		8/14/2025	18-2302314	731-1022-541.38-03	54.38	FILTERS
		8/14/2025	50-6235386	731-1022-541.38-03	30.42	AIR FILTER
			Total for check: 86056		131.98	
FARRELL EQUIPMENT & SUPPLY CO INC	86057	8/14/2025	251628	731-1022-541.30-18	147.98	CONCRETE PATCH
		8/14/2025	251665	731-1022-541.30-18	325.00	CURE CONCRETE SUPPLIES
			Total for check: 86057		472.98	
FERRELLGAS	86058	8/14/2025	1131149813	100-1016-543.30-18	156.23	PROPANE
			Total for check: 86058		156.23	

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FIVE STAR TELECOM INC	86059	8/14/2025	58540	100-0813-521.24-04	305.86	POLE MOUNTS (2)
			Total for check: 86059		305.86	
FOX CROSSING UTILITIES	86060	8/14/2025	127-36488	100-0701-533.22-06	472.80	206 NORTH ST - STORM 4/15/25-7/15/25
		8/14/2025	127-65515	100-0703-553.22-06	42.00	STORMWATER UTILITY BILL 4/15/25-7/15/25
			Total for check: 86060		514.80	
FOX VALLEY TECHNICAL COLLEGE	86061	8/14/2025	TAX SETTLEMENT	100-0000-203.04-00	216,917.15	TAX SETTLEMENT
			Total for check: 86061		216,917.15	
FOX VALLEY TECHNICAL COLLEGE	86062	8/14/2025	SP3827	100-0801-521.34-02	145.00	CRIME/EMS COURSE
			Total for check: 86062		145.00	
GREUNKE'S FIRST STREET INN	86063	8/14/2025	MEALS	100-0000-201.14-00	1,077.00	50 FISHBOIL MEALS
			Total for check: 86063		1,077.00	
HARRISON UTILITIES	86064	8/14/2025	000-5700-00	501-0304-562.22-05	13.58	6/26/25-7/29/25 SEW 2011 MANITOWOC RD
		8/14/2025	001-0220-00	100-0703-553.22-05	83.11	6/19/25-7/21/25 WATER/SEW2170 PLANK RD
			Total for check: 86064		96.69	
HEARTLAND BUSINESS SYSTEMS	86065	8/14/2025	816180-H	743-0403-513.24-04	3,981.12	VEEAM BACKUP LICENCING
			Total for check: 86065		3,981.12	
HECKRODT WETLAND RESERVE	86066	8/14/2025	4105	100-0000-441.25-00	300.00	BAGO BASICS PROGRAM
			Total for check: 86066		300.00	
HORST DISTRIBUTING INC	86067	8/14/2025	115231-000	100-0703-553.24-05	1,332.00	RED FIELD CONDITIONER
			Total for check: 86067		1,332.00	

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JX ENTERPRISES INC	86068	8/14/2025	24132081P	731-1022-541.38-03	28.82	RADIATOR CAP
		8/14/2025	24132274P	731-1022-541.38-03	8.07	CONNECTOR SHELL
	Total for check: 86068				36.89	
KITZ & PFEIL INC	86070	8/14/2025	24401/3	100-0703-553.30-18	7.71	PARK SUPPLIES
		8/14/2025	54302/3	731-1022-541.38-03	15.29	JIGSAW PARTS
		8/14/2025	54321/3	731-1022-541.38-03	12.20	NUTS & BOLTS
		8/14/2025	54332/3	100-0801-521.24-03	45.17	TAPE/DRILL BIT SET
		8/14/2025	54382/3	100-0703-553.30-18	35.09	CARTRIDGE FILTER
		8/14/2025	54400/3	100-1008-541.30-18	56.64	PARTS
		8/14/2025	54402/3	731-1022-541.30-18	39.53	BOLTS/SCREWS
		8/14/2025	54403/3	100-0703-553.30-18	55.37	FORM ROLLER/ACETONE
		8/14/2025	54407/3	100-0703-553.30-18	14.19	PAINT MIXER/CONTAINERS
		8/14/2025	54413/3	100-0703-553.30-18	23.39	ACETONE
		8/14/2025	54419/3	731-1022-541.30-18	20.68	SHOP SUPPLIES
		8/14/2025	54425/3	100-0703-553.30-18	68.31	ACETONE/MIX CONTAINER
		8/14/2025	54427/3	731-1022-541.30-18	8.98	STEEL WOOL PADS
		8/14/2025	54506/3	100-0703-553.30-18	84.89	NUTS & BOLTS
		8/14/2025	54534/3	100-0704-552.24-03	17.98	POOL SUPPLIES
		8/14/2025	54615/3	731-1022-541.30-18	14.15	SPRAYER NOZZLE/NUTS
		8/14/2025	54635/3	100-0703-553.30-18	28.44	GARDEN SPRAYER/NUTS
		8/14/2025	54657/3	100-0704-552.30-18	6.29	SPRAY PAINT
		8/14/2025	54684/3	100-0704-552.30-18	23.38	PLUNGER/HOSE NOZLE SET
		8/14/2025	54691/3	100-1003-541.30-18	7.18	PAINT ROLLER
		8/14/2025	771801/3	100-0703-553.24-03	65.93	PARTS/FILTER
		Total for check: 86070				650.79
KWIK TRIP INC	86071	8/14/2025	00244691	100-0801-521.38-01	624.61	FUEL
				624.61		

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DONNA LANDERS	86072	8/14/2025	REIMBURSEMENT	100-0000-201.14-00	38.19	LUNCH REIMBURSEMENT WAUPACA BOAT RIDE
			Total for check: 86072		38.19	
LAPPEN SECURITY PRODUCTS INC	86073	8/14/2025	LSPQ52687	731-1022-541.24-03	41.11	DOOR PARTS
			Total for check: 86073		41.11	
LEGENDARY WATERS RESORT AND CASINO	86074	8/14/2025	TRIP	100-0000-201.14-00	10,357.60	LEGENDARY WATERS LODGING 8/20/25
			Total for check: 86074		10,357.60	
LEVENHAGEN OIL CORPORATION	86075	8/14/2025	106260	207-0707-552.38-01	2,753.10	GASOLINE
		8/14/2025	106280	207-0707-552.38-01	4,996.75	GASOLINE
			Total for check: 86075		7,749.85	
LOGAN LIEGL	86076	8/14/2025	MILEAGE	100-0702-552.33-01	31.50	MILEAGE REIMBURSEMENT JUNE
			Total for check: 86076		31.50	
MACQUEEN EQUIPMENT	86077	8/14/2025	P39350	731-1022-541.38-03	147.41	HOSE
			Total for check: 86077		147.41	
MADELINE ISLAND MUSEUM	86078	8/14/2025	TRIP	100-0000-201.14-00	288.00	MUSEUM TOUR MADELINE ISLAND
			Total for check: 86078		288.00	
MENARDS-APPLETON EAST	86079	8/14/2025	79199	731-1022-541.24-03	31.88	PANIC BUTTON
		8/14/2025	79586	100-0703-553.24-03	49.98	PUMP
			Total for check: 86079		81.86	
MENASHA JOINT SCHOOL DISTRICT	86080	8/14/2025	TAX SETTLEMENT	100-0000-203.03-00	2,692,045.17	TAX SETTLEMENT
			Total for check: 86080		2,692,045.17	

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MENASHA TREASURER	86081	8/14/2025	DRIVER TIP	100-0000-201.14-00	300.00	BAYFIELD DRIVER TIP MONEY8/13/25-8/14/25
		8/14/2025	LUNCH	100-0000-201.14-00	400.00	LUNCH CASH REQUEST 10X40 TRAVELERS
		Total for check: 86081			700.00	
MICHELS ROAD & STONE INC	86082	8/14/2025	487873	625-1010-541.30-18	171.61	GRAVEL
		Total for check: 86082			171.61	
MODERN DAIRY	86083	8/14/2025	INV-315962	100-0704-552.30-17	44.04	CONCESSIONS
		8/14/2025	INV-315980	100-0704-552.30-17	310.25	CONCESSIONS
		Total for check: 86083			354.29	
MONROE TRUCK EQUIPMENT INC	86084	8/14/2025	857485	731-1022-541.38-03	156.12	PARTS
		Total for check: 86084			156.12	
MORTON SAFETY	86085	8/14/2025	234733	731-1022-541.30-18	230.96	MEDICAL SUPPLIES
		Total for check: 86085			230.96	
N&M AUTO SUPPLY	86086	8/14/2025	844360	731-1022-541.38-03	77.70	OIL FILTER
		Total for check: 86086			77.70	
NEHER ELECTRIC SUPPLY INC	86087	8/14/2025	372313-01	470-1012-541.80-05	53,788.00	EAST SIDE LED ST LIGHTS STLIG-2024-003
		Total for check: 86087			53,788.00	
OSHKOSH FIRE & POLICE EQUIPMENT INC	86088	8/14/2025	197779	100-0801-521.19-03	216.00	COLLAR BRASS PINS
		Total for check: 86088			216.00	
PACKER CITY INTL TRUCKS INC	86089	8/14/2025	X103154969:02	731-1022-541.38-03	83.13	AIR FILTER
		8/14/2025	X103155464:01	731-1022-541.38-03	293.39	FILTERS

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PACKER CITY INTL TRUCKS INC...	86089...	8/14/2025	X103155464:02	731-1022-541.38-03	160.23	AIR FILTERS
			Total for check: 86089		536.75	
PEST BADGER	86090	8/14/2025	432541	100-0703-553.20-06	34.20	LAWN APPLICATION MILL STREET
		8/14/2025	432574	100-0703-553.20-06	46.38	LAWN APPLICATION CURTIS REED SQUARE
			Total for check: 86090		80.58	
PETERS CONCRETE COMPANY	86091	8/14/2025	2255496	625-1003-541.30-18	1,064.00	CONCRETE
		8/14/2025	2255575	625-1003-541.30-18	988.00	CONCRETE
		8/14/2025	2255749	470-1009-541.82-02	3,380.00	CONCRETE 3/4 STONE SW-2025-001
			Total for check: 86091		5,432.00	
PICA GROVE IMAGE ALLIES	86092	8/14/2025	2897	100-0703-553.24-05	2,550.00	BLUE JAY BENCH REPAIR
			Total for check: 86092		2,550.00	
PIER PLAZA RESTAURANT & LODGING	86093	8/14/2025	MEALS	100-0000-201.14-00	1,418.55	BAYFIELD TRIP MEALS
			Total for check: 86093		1,418.55	
REBELLIOUS WELLNESS	86094	8/14/2025	1110	100-0801-521.80-05	300.00	MENTAL HEALTH SUPPORT
			Total for check: 86094		300.00	
RIECKMANN CREATIONS & FABRICATIONS	86095	8/14/2025	305	100-0801-521.29-04	400.00	VEHICLE ACCESSORIES
		8/14/2025	306	100-0801-521.29-04	300.00	VEHICLE ACCESSORIES
			Total for check: 86095		700.00	
SECURIAN FINANCIAL GROUP INC	86096	8/14/2025	002832L	100-0000-204.07-00	3,456.86	SEPT LIFE INSURANCE
			Total for check: 86096		3,456.86	
SHERWIN WILLIAMS CO	86097	8/14/2025	1219-4	731-1022-541.30-18	176.52	PAINT/SUPPLIES

AP Check Register

Check Date: 8/14/2025

Date: 8/14/2025

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
SHERWIN WILLIAMS CO...	86097...	8/14/2025	1330-9	731-1022-541.30-18	52.45	PAINT
			Total for check: 86097		228.97	
STERICYCLE INC	86098	8/14/2025	8011653095	100-0801-521.30-10	94.60	REGULAR SERVICE
			Total for check: 86098		94.60	
STRATEGIES LTD	86099	8/14/2025	2674	100-0801-521.30-15	346.00	WATER BOTTLES
			Total for check: 86099		346.00	
THEDACARE LABORATORIES	86100	8/14/2025	12100529	100-0801-521.21-05	170.00	VENIPUNCTURE (4)
			Total for check: 86100		170.00	
TOWN OF LAPOINTE	86101	8/14/2025	BUS TRIP	100-0000-201.14-00	2,012.00	BAYFIELD/MADELINE ISLAND BUS TRIP
			Total for check: 86101		2,012.00	
UNIFORM SHOPPE	86102	8/14/2025	9891	100-0801-521.19-03	267.60	UNIFORMS
			Total for check: 86102		267.60	
WE ENERGIES	86103	8/14/2025	5570657577	100-1012-541.22-03	106.67	LED STREET LIGHTS
		8/14/2025	5570759899	100-1012-541.22-03	1,051.51	STREET LIGHTS
		8/14/2025	5573430984	100-0703-553.22-03	37.12	LED STREET LIGHTS US HWY 10 & STH 114 E
			Total for check: 86103		1,195.30	
WEYERS EQUIPMENT INC	86104	8/14/2025	01-245640	100-0703-553.24-05	491.80	BEDFORD CAP
		8/14/2025	01-245766	731-1022-541.38-03	263.50	PARTS
			Total for check: 86104		755.30	
TERMINIX WIL-KIL	86105	8/14/2025	81459140	100-0601-551.24-03	43.87	PEST CONTROL MAINTENANCE MENASHA LIBRARY
		8/14/2025	81459786	100-1019-552.20-07	37.45	PEST CONTROL MAINTENANCE TENDER HOUSE

AP Check Register

Check Date: 8/14/2025

Date: 8/14/2025

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
TERMINIX WIL-KIL...	86105...	8/14/2025	81461890	100-0501-522.24-03	75.00	PEST CONTROL MAINTENANCE NEENAH/MENASHA FIRE
			Total for check: 86105		156.32	
WINNEBAGO COUNTY CLERK OF COURTS	86106	8/14/2025	REPORT #25-4107	100-0000-201.03-00	150.00	REPORT #25-4107
		8/14/2025	REPORT #25-4741	100-0000-201.03-00	650.00	REPORT #25-4741
		8/14/2025	REPORT #25-4858	100-0000-201.03-00	650.00	REPORT #25-4858
			Total for check: 86106		1,450.00	
WINNEBAGO COUNTY TREASURER	86107	8/14/2025	134902	100-1016-543.25-01	25,206.66	RES
				100-1017-543.25-01	5,608.98	COM
				266-1027-543.25-01	812.25	SS
		8/14/2025	31488	100-0805-521.25-01	308.76	INMATE STAYS
			Total for check: 86107		31,936.65	
WINNEBAGO COUNTY TREASURER	86108	8/14/2025	EVIDENCE FUND	100-0000-201.15-00	197.00	UNCLAIMED EVIDENCE FUNDS
			Total for check: 86108		197.00	
WINNEBAGO LIQUID WASTE	86109	8/14/2025	14962	100-0703-553.20-09	865.00	PORT-A-POTTIES RENTAL CURTIS REED SQUARE
			Total for check: 86109		865.00	
					3,320,391.84	

MEMORANDUM

DATE August 18th 2025
TO Common Council
FROM Andrew Dane, Community Development Director
RE Gunderson Uniform and Linen Letter of Intent

The purpose of this memo is to provide background on the Gunderson Uniform and Linen Letter of Intent (LOI).

CD Director Dane received an LOI from Butterfly & Bear, LLC, owner of 41 Main Street, also known as Gunderson Uniform and Linen on July 24th, 2025.

An LOI is a non-binding document that outlines the key terms of a proposed deal before a formal contract is drafted. Its main purposes are:

- **Set the framework** – Lays out the big-picture deal points (price, property description, timelines, contingencies, financing terms, etc.) so both sides can confirm they're on the same page.
- **Speed up negotiations** – Gets agreement on major business terms before spending time (and legal fees) drafting a detailed purchase agreement or lease.
- **Show serious interest** – Demonstrates to the seller/landlord that the buyer/tenant is committed enough to put something in writing.
- **Identify deal-breakers early** – If there's a fundamental disagreement, it comes out before time and money are sunk into the full contract.
- **Serve as a reference point** – Becomes the outline for the attorneys when drafting the formal agreement

LETTER OF INTENT
July 24, 2025

PARTIES: City of Menasha
Butterfly & Bear, LLC

RE: 41 Main St. Menasha, WI 54952

This Letter of Intent confirms that The City of Menasha (the "Buyer") is interested in discussing acquisition of certain real estate, buildings, improvements, and fixtures known as 41 Main St. Menasha, WI 54952 (the "Property") owned by Butterfly & Bear, LLC (the "Seller").

In this letter, Buyer and Seller are sometimes called singularly a "Party" and collectively "Parties" and Buyer's possible acquisition of the Property is sometimes called "Possible Acquisition."

The Parties wish to commence negotiations towards potentially executing definitive written agreements to facilitate the Possible Acquisition (the "Definitive Agreements"). To facilitate the negotiation of the Definitive Agreements, initial drafts will be prepared by the Seller's legal counsel.

The Definitive Agreements would be contingent upon satisfactory completion of Buyer's investigation of the Property, as well as other terms, contingencies, and conditions as may be required by Seller.

This Letter of Intent does not purport to include all essential terms of the transaction contemplated is not intended to be an agreement, contract, or create any legal obligation except as provide herein. Summary of discussion points for the Definitive Agreements are as follows:

1. **Basic Transaction.** The Seller would sell the Property to the Buyer the property known as 41 Main St. Menasha, WI 54952. Specifically excluded from the conveyance would be Seller's Tenant's trade fixtures, equipment, systems, and personal property.
2. **Purchase Price.** The Purchase Price will be \$1,750,000 (One Million Seven Hundred Fifty Thousand and 00/100 Dollars).
3. **Due Diligence.**
 - a. Seller and Buyer shall have up to 90 days after the Definitive Agreements are fully executed (the "Due Diligence Period") to inspect the Property and satisfactorily complete any required or desirable testing, improvements, arrangements with tenant(s), or other activities at the Property related the transactions and occurrences contemplated by the Definitive Agreements, and close the transaction. If either Party is dissatisfied with any aspect of the foregoing during the Due Diligence Period for any reason, then each Party would be entitled to terminate the Definitive Agreements by written notice delivered to other prior to the expiration of the Due Diligence Period.
 - b. Seller shall provide to Buyer copies of all material studies, reports, tests and surveys, past title commitments and other information in its possession relevant to the Property after execution of this Letter of Intent.

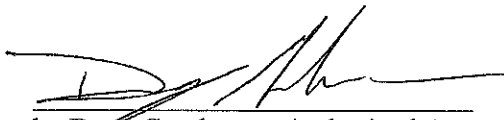
- c. The Definitive Agreements will be contingent upon Seller and the current Tenant at the Property being satisfied with multiple contingencies, including acquiring a different property, relocating operations, being able to conduct a 1031-exchange, leasing back the Property from Buyer after Closing on an absolute gross basis for a period up to eighteen (18) months at a rate of \$1 per month (with Seller paying its actual cost of utilities only in addition to rent), among others.
 - d. All Due Diligence activities are subject to the permission of Seller (per paragraph 6, below), which may be withheld or withdrawn at any time for any reason. Buyer shall be responsible for all liability, loss, damage, and restoration costs whatsoever associated with Buyer's Due Diligence activities.
4. **Closing Date.** Closing would occur on or about February 28, 2026.
5. **1031 Exchange.** The parties acknowledge that this transaction is part of a 1031 exchange being conducted by Seller at Seller's expense, and the parties shall cooperate in good faith to accomplish the same for Seller's benefit.
6. **Title.** The Definitive Agreements would contain commercially reasonable provisions conditioning Buyer's obligation to close upon Buyer's receipt of good and marketable title.
7. **Access.** During the Due Diligence Period, until the date on which either Party provides the other Party with written notice that a contingency in its favor has not been satisfied and the Definitive Agreements are terminated (the "Termination Date"), the Seller may permit Buyer to access to the Property, subject to the Seller's right to refuse to allow Buyer and its agents and contractors to access, inspect, test, view, or conduct any activities at the Property.
8. **Disclosure.** Except as and to the extent required by law, without the prior written consent of the other Party, neither the Buyer nor the Seller will, and each will direct its representatives not to make, directly or indirectly, any public comment, statement or communication with respect to, or otherwise to disclose or to permit the disclosure of the existence of discussions regarding, a possible transaction between the Parties or any of the terms, conditions or other aspects of the transaction proposed in this letter. If a Party is required by law to make any such disclosure, it must first provide to the other Party the content of the proposed disclosure, the reasons that such disclosure is required by law, and the time and place that the disclosure will be made.
9. **Costs.** Buyer and the Seller will be responsible for and bear all of their respective costs and expenses (including any broker's or finder's fees and the expenses of its representatives) incurred at any time in connection with pursuing or consummating the Possible Acquisition and the Definitive Agreements.
10. **Governing Law.** The Definitive Agreements will be governed by and construed under the laws of the State of Wisconsin without regard to conflicts-of-laws principles.
11. **No Obligation, Agreement, or Liability.** Except for Paragraph 11 (which shall be binding), the provisions of this letter are intended only as an expression of intent on behalf of the Parties, are not intended to be legally binding on Buyer or the Seller, and are expressly subject to the

execution of the appropriate Definitive Agreements which the Parties agree neither are under a duty of any kind including to negotiate in good faith towards the Definitive Agreements. Moreover, except as expressly provided herein, no part or future action, course of conduct or failure to act relating to the Possible Acquisition or Definitive Agreements, will give rise to or serve as basis for any obligation or other liability on the part of the Buyer or the Seller.

- 12. Phase II Testing and Results.** The Buyer has requested that Seller conduct a Phase II investigation of the Property as a condition of entering into this LOI and/or the Definitive Agreements. The Seller shall initiate the same within five (5) days of execution of this LOI. Either party shall have the right to terminate the Definitive Agreements if: i) the results of such Phase II testing are unacceptable; and ii) mutually acceptable accommodations, agreements, and understandings cannot be reached regarding the matters which were deemed unacceptable.

This LOI has been executed by the Parties respective authorized representative on the date set forth below.

Butterfly & Bear, LLC


by Doug Gunderson, Authorized Agent
dated 7-24, 2025

City of Menasha

by _____, authorized representative
dated _____, 2025



MEMORANDUM

Date: August 13, 2025
To: Common Council
From: Megan Sackett, Director Parks and Recreation Dept/ms
RE: Urban Forestry Management Plan & Tree Inventory Proposal Award

The City of Menasha was awarded a \$25,000 Wisconsin DNR Urban Forestry Grant, titled *“Proactive Resiliency in Menasha Urban Forestry.”* The matching funds were approved and incorporated into the 2025 City Budget. This project will result in two key deliverables: a new Urban Forestry Management Plan and an updated tree inventory.

These tools are essential to guiding long-term forestry operations and enhancing the resilience, biodiversity, and sustainability of Menasha’s Urban Forest.

- The City’s last full tree inventory was completed in 2010 as part of the EAB response plan.
- The inventory was added to the DNR Tree Plotter system in 2019.
- Since then, internal forestry staff have made regular updates including removals, pruning, tree condition, and new planting sites.

These trees and green spaces are vital to the City’s environmental image, stormwater management, community health, and economic development. The City has proudly maintained its Tree City USA designation for over 40 years and its municipal electric utility has held Tree Line USA status for more than a decade—a testament to our long-standing commitment to urban forestry.

Proposal Process

A Request for Proposals (RFP) was issued in June 2025 and five firms submitted proposals. Proposals were evaluated based on:

- Project knowledge and understanding
- Professional experience and capability
- Methodology and proposed approach
- Cost effectiveness

Below is a summary of the proposals received:

Firm	Management Plan & Tree Inventory	Optional Planting Site Inventory
Wachtel Tree Science	\$47,187	\$2,000
Arbor Pro USA	\$47,520	\$2,375
Eocene Environmental Group	\$50,000	\$1,075
Bluestem Forestry Consulting	N/A	N/A
JEO Consulting Group	\$48,975	N/A

Selected Consultant: Eocene Environmental Group

While Eocene Environmental Group did not submit the lowest-cost proposal, their submission was selected as the most comprehensive, strategic, and beneficial for the City based on the following:

- **Demonstrated Understanding:** Eocene clearly articulated the goals of the project and how their approach would support the City's long-term forestry vision.
- **Relevant Experience:** Their team includes team members who our staff has worked with and a staff person have previously worked with the City of Menasha and have a familiarity with our existing urban forest.
- **Detailed Methodology:** Eocene provided a clear and actionable plan to deliver both the updated tree inventory and a forward-looking management strategy.
- **Value & Reliability:** The proposed cost is within the project budget and is competitive given the depth of services and experience provided.

We are confident that this selection is in the best interest of the City and meets the standards expected by the Common Council and the Wisconsin DNR grant program.

As part of the grant process, the Common Council previously adopted a resolution authorizing the Mayor and the Parks & Recreation Director to sign all required documents and accept and spend funds in accordance with the terms of the award.

Rooted in Resilience: Planning for Menasha's Future Urban Forest **Cost Proposal**

Prepared for: City of Menasha, WI
Prepared by: Eocene Environmental Group, Inc.

RFP Submission | 07.09.2025
RFP for Urban Forestry Management Plan and Tree Inventory
contractadmin@eocene.com | 888.972.5930

Cost Proposal

To complete the proposed Scope of Work, the project will cost \$50,000, not including the planting site inventory. This includes travel, lodging, and expenses. Our itemized proposal is below and will not exceed the quoted price.

Project Component	Cost
Tree Inventory	23,740
Subtotal	\$ 23,740
Urban Forest Management Plan	
<u>Task 1:</u> Work Plans, Meetings, & Project Management	
Kickoff, progress updates	1,320
Subtotal	\$ 1,320
<u>Task 2:</u> State of the Urban Forest	
Inventory and canopy analysis	660
Review existing plans & ordinances	1,320
SWOT & benchmarking	1,485
Ecosystem benefit analysis	400
Summarize findings	1,320
Subtotal	\$ 5,185
<u>Task 3:</u> Engagement	
Develop structure	1,320
Create engagement materials	660
Conduct engagement	2,360
Summarize findings	2,360
Subtotal	\$ 6,700
<u>Task 4:</u> Goals, Objectives, Metrics	
Integrate findings from Tasks 2 & 3	2,640
Establish priorities, goals, supporting actions	2,640
Subtotal	\$ 5,280
<u>Task 5:</u> Implementation & Monitoring	
Finalize recommendations	1,320
5 year plan with budget, timeline, assigned party	1,980
Plan update mechanism	1,980
Subtotal	\$ 5,280
<u>Task 6:</u> Draft & Final Plan	
Draft plan, including species list	5,280
Compile feedback & revise	2,310
Present final plan virtual	1,320
Subtotal	\$ 8,910
PROJECT SUBTOTAL	\$ 56,415
Reduction To Meet Budget	-\$6,415
PROJECT GRAND TOTAL	\$ 50,000
Optional Planting Site Inventory	1,075

Rooted in Resilience: Planning for Menasha's Future Urban Forest

Technical Proposal

Prepared for: City of Menasha, WI
Prepared by: Eocene Environmental Group, Inc.

RFP Submission | 07.09.2025
RFP for Urban Forestry Management Plan and Tree Inventory
contractadmin@eocene.com | 888.972.5930

Company History

Since 1999, our experience has evolved through complex projects throughout North America, with a focus on vegetation management, rural to municipal forestry projects and consultation. **Over our 25 year history**, our ability has grown to provide high quality environmental services work. Eocene Environmental Group is an S Corporation formed in Iowa and headquartered in West Des Moines, Iowa. A majority of our staff work remotely or travel for fieldwork, with our staff resources shown on the map below.

Our consultants **annually assess over a million trees for municipal and utility forestry programs.**

These assessments often lead to reports summarizing findings and recommendations to improve management of the urban forest. We have **developed hundreds of reports**, ranging from documenting a few trees to large inventories, operations guidance, and management plans. For Menasha, we would utilize the following services:

LOCATIONS MAP



Providing Leading Environmental Services

600+
Employees

300
Clients

100% Employee Owned Company

200+
Certified
Arborists

25
Years In
Business



Tree Inventories
Consulting

Canopy Analysis
Management Plans

GIS and Data Analysis, Project Management, Urban Forestry Consulting, Plan Development, and Tree Inventory. As a company we have conducted work in all states and several Canadian provinces. This is achieved through the efforts of over 600 people working throughout North America, including approximately 120 Certified Arborists. **Our urban forestry team alone includes over 10 dedicated staff with three calling Wisconsin their home.** Eocene is a national company in scope and local in heart. When we deploy our staff to perform inventory, our base of operations is your community. Rich Hauer would serve as the contact for the project.

Urban Forestry Expertise

For this project, **the team has over 50 years of experience in urban forestry management**, with its work spanning a variety of sectors, including municipal, commercial, and utility forestry. We have given over 500 presentations and authored publications such as urban forestry plans, technical publications, textbooks, and Best Management Practice (BMP) guides. This includes tree inventory systems, management plans, ordinance development, tree plans, risk assessment, and other works relevant to the care of trees in communities. Our project team can easily assimilate our experience to assist Menasha in its project.

Within Wisconsin, our in-progress and developed management plans range from operational plans to strategic and **comprehensive urban forestry plans for over 12 communities.** Collectively throughout the United States, we have **worked for municipalities that vary from a few thousand to over 200,000 people**, from street trees to planning for trees and forests through open spaces and parks. In addition, we have conducted tree canopy assessments for over 400 communities in Wisconsin. The current 2025 Municipal Tree Care Activities project, an update to the 2014 version, is also a project we are currently leading. Thus, we bring a wealth of experience to successfully lead this project. Our references section provides details on projects worked and contact information to seek an external opinion.



Executive Summary

After reviewing the City of Menasha's Request for Proposals for the Tree Inventory and Urban Forest Management Plan Project, Eocene Environmental Group is excited to partner with the City to enhance and protect your urban forest. Our company has established itself as a trusted provider of tree management and consulting services with over 25 years of company experience and 600 staff members across North America.

Why Eocene is the Right Choice for Menasha

Local Expertise with Regional Knowledge: We understand Wisconsin's diverse tree species and climate challenges. With extensive experience throughout Wisconsin, including current projects in Oshkosh and Fitchburg, we are familiar with the region's specific urban forest composition and maintenance needs.

Comprehensive Approach: Complete inventory of ~6,400 public trees, coupled with development of a strategic Urban Forest Management Plan to guide sustainable forest management.

- GIS-based tree inventory with optional planting site inventory
- Comprehensive Urban Forest Management Plan
- Community engagement through a survey, open house, and stakeholder input

Proven Track Record: Our experienced team of arborists has inventoried millions of trees across North America. We've pioneered industry standards and developed management plans to help communities effectively manage their urban forests. Comparable projects in Wisconsin include:

- **State of Wisconsin** (2018-present): 400+ canopy assessments and urban forest management plans
- **City of River Falls, WI** (2023): EAB assessment of ash trees with management recommendations
- **Wisconsin Five** (2023 & 2025): Comprehensive inventories and five-year maintenance plans
- **City of Oshkosh and Fitchburg** (2025): Developing urban forestry management and strategic plans

What Sets Us Apart

Technology & Accuracy: TreePlotter experienced and our FieldNote software can integrate seamlessly with existing GIS systems. All data becomes City property, delivered in Excel, shapefile, and geodatabase formats.

Quality Assurance: Team members receive project-specific training from a Board Certified Master Arborist. Weekly data calibration through office analysis and field verification ensures accuracy.

Communication & Safety Focused: Any tree identified as an imminent risk during inventory will be reported immediately to the City. Our transparent communication approach includes virtual kickoff meetings, regular progress updates, and collaborative problem-solving throughout the project.

Actionable Results: Beyond data collection, we synthesize information into a comprehensive Urban Forest Management Plan with clear goals, measurable objectives, implementation strategies, and monitoring frameworks. Our recommendations are developed in consultation with the City and community stakeholders.

Investing in Menasha's Future

This investment will provide Menasha with the foundation for efficient, informed urban forest management for current residents and future generations. You'll receive a comprehensive roadmap for:

- Implementing strategic tree maintenance and planting programs
- Creating measurable benchmarks for program success
- Building community engagement and stewardship

Our project team, led by Dr. Richard Hauer (Director of Urban Forestry), including Cassidy Behnke (inventory arborist), brings direct experience with Menasha's urban forest. We're committed to building long-term partnerships based on trust, professionalism, and quality results. Thank you for considering Eocene for this vital initiative. We're ready to help Menasha create a resilient and sustainable urban forest that enhances community well-being while ensuring public safety.

Richard Hauer, BCMA, Ph.D.

Director of Urban Forestry

rhauer@eocene.com | 715.310.6939

Project Team

Project Team Experience

The project team has expert-level industry credentials, including certifications and qualifications from the International Society of Arboriculture (Board Certified Master Arborists, Certified Arborists, Urban Forest Professionals, Tree Risk Assessment Qualified), ASCA Registered Consulting Arborist, and SAF Certified Forester and Certified Urban & Community Forester. We have conducted tree inventories, canopy assessments, forest ecosystem assessments, and developed reports and management plans since as a company since 1999. Our subject matter expert has been involved with tree assessments and management plans since 1986, and we excel in tree identification and assessment, data analysis, and data collection techniques. Our qualifications were obtained through work experience and extensive training with various educational backgrounds. We value our collective experience and ability to put this expertise to work for you!

Our project team includes several staff within the urban forestry group. Rich Hauer would be the main contact and lead the project through a supervisory role. Cassidy Behnke would lead project work through our tree inventory portion of the project. With any project, our team's strength lies in a broad set of skills and abilities. Sarah Lilley and Liz Lingo will assist with plan development and project management. Matt Johns and Paola Nansel would further assist on an as-needed basis with the project. Our professional background and resume synopsis demonstrate our expertise and relevant project experience that will result in an accurate data set and a successful plan to guide urban forestry in Menasha.

Richard Hauer, Subject Matter Expert & Project Lead



Dr. Hauer is Eocene's Director of Urban Forestry and brings over 40 years of experience to the project team. His relationship with Eocene has grown since 2019. His first role was leading a benchmark utility forestry activities project and has evolved into the current phase, leading the urban forestry group. With Eocene, Rich has worked on over a dozen projects to assess tree canopy cover, create urban and community forestry management plans, evaluate emerald ash borer program success, create trees and storms planning tools, and he is currently leading the 2025 Municipal Tree Care Activities project. As an early career professional, Rich gained experience as a practicing arborist and urban forestry consultant. These experiences later resulted in overseeing the Shade Tree Program in Minnesota. Rich has served as an educator for over two decades, becoming a Professor of Urban Forestry, and he remains professionally active. He served as president of the Arboricultural Research & Education Academy, Minnesota Society of Arboriculture, and Wisconsin Arborist Association. Dr. Hauer also served as chair of many professional and academic committees. Rich is co-author of the *Urban Forestry: Planning and Managing Urban Greenspaces* textbook. Rich is active in the development and publication of urban forestry research with over 200 publications and speaks internationally with over 500 professional talks. He is an associate editor of the Journal Urban Forestry & Urban Greening.

Education: Associate of Applied Science, Horticulture Technology | Bachelor of Science, Urban Forestry and Botany | Master of Science, Urban Forestry Tree Health and Biology Emphasis | Doctor of Philosophy, Urban and Community Forestry Capacity Building

Certifications: ISA Board Certified Master Arborist | ISA Urban Forestry Professional | SAF Certified Forester and Urban & Community Forester

Industry Awards & Publications: 2023 Alex Shigo Award for Educational Excellence | 2022 & 2016 Excellence in Teaching, Scholarship, and Service Highest Award, UW – Stevens Point | 2022 Honorary Life Member Highest Award, Wisconsin Arborist Association | 2018 & 2024 L.C. Chadwick Award for Arboricultural Research, International Society of Arboriculture | 2017 Excellence in Teaching Award, University of Wisconsin

Cassidy Behnke, Inventory Arborist for Project



Cassidy resides in Wisconsin and brings over 3 years of experience and obtained her B.S. in Urban Forestry from the University of Wisconsin – Stevens Point. She is an inventory arborist and plan developer who started at Eocene in 2024 as a research intern assisting with the 2025 Municipal Tree Care Activities study. She has previous experience with tree inventories and municipal arborist operations through Wisconsin Communities, including working for the City of Menasha before joining the Urban Forestry team. She also assists with canopy assessments. Cassidy is a member of the Wisconsin Arborist Association.

Education: B.S. Urban Forestry, University of Wisconsin – Stevens Point

Certifications: ISA Certified Arborist WI-1700A | ISA TRAQ

Sarah Lilley, Consultant and Supporting Role for Project



Sarah Lilley brings over 10 years of experience as Eocene's Supervisor of R&D and oversees municipal and utility projects across the US. She conducts trainings for company staff and for clients' in-house teams and contractors and is proficient in the analysis of LiDAR data and GIS software. She has assessed thousands of trees, native and ornamental, across the country for risk and condition. Sarah has been with Eocene since 2016 and has experience conducting tree inventories across the US, project management, and management plans.

Education: B.S. in Environmental Studies, B.S. in Biology, Gettysburg College | Certificate in Sustainability, University of California, Los Angeles | Green Communities Leadership Institute, 2023 Graduate | USFS Municipal Forestry Institute 2025 Graduate

Certifications: ISA Certified Arborist WE-11822AUM | ISA Urban Forestry Professional and Utility Specialist | ISA TRAQ

Professional Organizations: Sarah is a member of ISA, New England & New York Chapters, the Utility Arborist Association, and the Urban and Community Forestry Society. Sarah also is a member of the Tree Warden's Association of Connecticut, Connecticut Tree Protective Association, and Rhode Island Tree Council.

Liz Lingo, Consultant and Supporting Role for Project



Liz joined Eocene in 2023, having successfully led urban forestry and parks operations in the City of Rehoboth Beach, DE. As the City Arborist, she developed their UFMP, Tree Risk Plan, and led their ordinance review and revision. Prior to this, Liz was an arborist working to improve and maintain trees within private landscapes. She has also worked for New York City Parks, creating management plans, work schedules, and planting plans. Liz has worked in the arboriculture and urban forestry industry for the last 13 years.

Education: B.A. in Environmental Studies

Certifications: ISA Board Certified Master Arborist MA-5522B | ISA TRAQ | American Society of Consulting Arborist Registered Consulting Arborist #833 | National Green Infrastructure Certification

Professional Organizations: Liz is a member of ISA and the PenDel Chapter, serving on the ISA conference committee. She is a member of the Urban and Community Forestry Society (formerly SMA) and serves on UCFS's conference and industry trends committees. Liz also belongs to the American Society of Consulting Arborists and the National Recreation and Parks Association.

Matt Johns, Canopy Assessment and Data Analysis for the Project



Matt brings 5 years of experience and is a vital part of our urban forestry operations and technology in our projects. Matt spent several years in the Air Force supporting their mission using remote sensing technologies. He joined Eocene in 2023, previously working in urban forestry research at the University of Wisconsin – Stevens Point as a vital member of the tree canopy assessment lab. In that role, he conducted canopy assessment training and was part of the team that assessed 400 communities and sampled over a million locations.

Education and Certifications: BS Urban Forestry | MS Urban Forestry | ISA Certified Arborist WE-1560A

Paola Nansel, Assistant Consultant and Supporting Role for Project



Paola has worked with Eocene since 2022 and has made a positive impact on the utility and municipal projects she has worked on. She has 5 years of experience. With Eocene she has worked in California, Washington, South Dakota, Michigan, Indiana, Montana, Massachusetts, and Wisconsin, quickly adapting to different forest compositions and project specifications. Paola has moved to the operational side, helping with proposals and writing plans. Paola studied Forest Engineering at the Universidade Federal do Paraná, with a year spent in an exchange program with the University of Idaho Forestry program. She is currently attending OSU's Urban Forestry Graduate Certificate program.

Education and Certifications: BS Forest Engineering | ISA Certified Arborist & TRAQ

Exhibit 1. Proposed team and estimated time commitment.

Team Member	Example Proposed Roles for Project	Time (%)
Rich Hauer	Project Management, Plan Development, Engagement	20%
Cassidy Behnke	Tree Inventory, Engagement	60%
Additional Team	Project Management, Plan Development	20%
Total Time	Combined All Project Work	100%

Examples of Recent Team Project Experience

City of Gaithersburg, Maryland, (2024): Tree Inventory and Urban Forest Plan

We inventoried 3,000 public trees in City parks and conducted plot assessments throughout forested areas. The information was used to develop an Urban Forest Plan, including approximately 50 detailed site work plans. The work is used to guide forest restoration, tree maintenance, and fulfill state funding requirements. June 2024 – November 2024

Related Project Staff: Rich, Sarah, Liz.

Contact: Rob Robinson | Planning Manager | (301) 258-6330 | rob.robinson@gaithersburgmd.gov

City of Groton, Connecticut, (2023-2024): Community Forest Management Plan

The team inventoried public trees, conducted community engagement, and ultimately developed an Urban Forest Management Plan for the City. The work was used to guide tree maintenance, as well as to develop an urban forestry department and program for the City.

Related Project Staff: Rich, Sarah, Liz, Matt. August 2023 – December 2024

Contact: Mark Berry | Director of Parks & Recreation | (860) 536-5680 | mberry@groton-ct.gov

City of River Falls, Wisconsin, (2023): EAB Assessment

Assessed 1,400 ash trees for emerald ash borer infestation level and developed management recommendations to either remove or retain trees. The project helped guide the City on how to manage their ash trees most effectively. April 2023 – June 2023

Related Project Staff: Rich, Paola, Sarah.

Contact: Mike Noreen | City Forester | (715) 426-3467 | mnoreen@rfcity.org

City of Sioux Falls, South Dakota, (2021-present): Tree Inventory Update

We are assisting the City with updating 1/5 of their public tree inventory annually, with a total tree population of ~58K. The inventory allows the City to prioritize their annual tree maintenance.

Related Project Staff: Rich, Sarah, Paola. Ongoing long-term tree inventory contract

Contact: Bryan Peterson | Urban Forestry Specialist | (605) 367-8222 | bpeterson@siouxfalls.org

Salt Lake County, Utah, (2024): Park Tree Inventory and Summary Report

Inventoried ~14K public trees and developed a written report. The work assisted the County in managing their park tree population, including maintenance to reduce public risk.

Related Project Staff: Rich, Sarah. January 2024 – March 2024

Contact: Dustin Wiberg | Park Development Project Manager | (385) 468-1817 | DWiberg@slco.org

State of Wisconsin, (2023 & 2025): Wisconsin Five Community Operations Plans

The project consists of public tree and planting site inventories, including tree risk assessments for five communities throughout the state. It also entails development of maintenance operations plans over five-year periods that include estimated costs to implement the work. The community plans guide them in a multi-year maintenance approach, including budgets.

Related Project Staff: Rich, Sarah, Liz, Matt, Cassidy, Paola. April 2023 – present

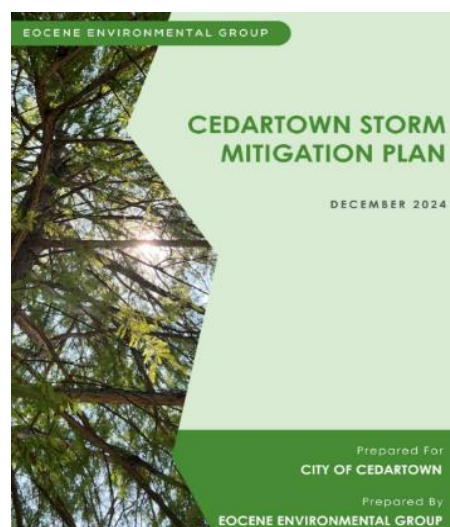
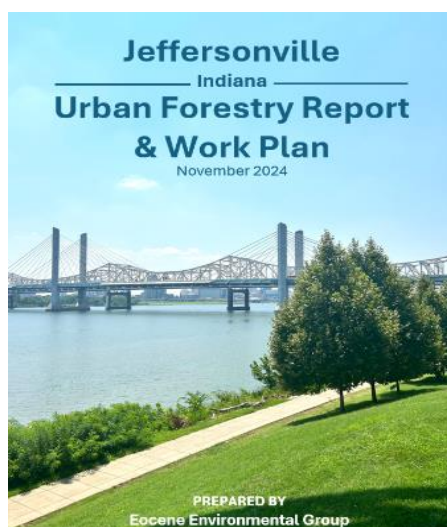
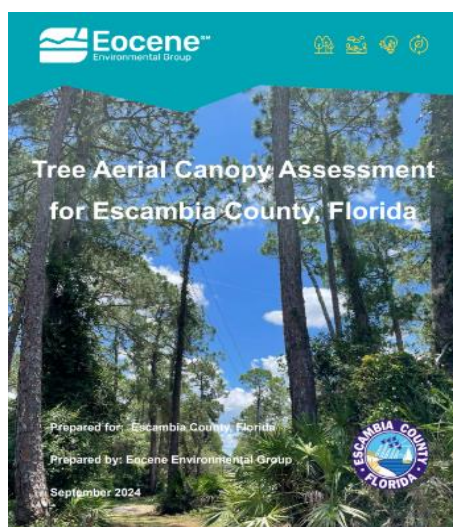
Contact: Laura Buntrock | Urban Forestry Policy & Partner Specialist | Wisconsin Urban & Community Forestry | (608) 294-0253 | laura.buntrock@wisconsin.gov

Decorah, Iowa, (2024-2025): Public Tree Inventory

Cassidy inventoried approximately 3,000 public trees in the winter of 2024-2025. The assessment included risk ratings and maintenance recommendations. The City used the inventory to prioritize maintenance and as a basis for future urban forestry grants.

Related Project Staff: Rich, Sarah, Liz, Paola, Cassidy. December 2024 – January 2025

Contact: Mike O'Hara | Public Works Director | 563-382-3410 | mohara@decorah.iowa.gov



Project Approach

General Project Understanding

The City of Menasha's proposed tree inventory and urban forest management plan (UFMP) is a key step in protecting and enhancing the urban forest. Existing and developed information will be used to guide the City on how to best manage its urban forest for a sustainable, resilient future. Ultimately, Menasha's project is the roadmap to enhance and preserve the urban forest for the current community and future generations.

For the UFMP, we will analyze the inventory & canopy data, featuring in a State of the Urban Forest plan section. We will benchmark your program against other similar cities in Wisconsin, developing an operational framework. Community engagement findings, risk recommendations, and an implementation and monitoring plan will also comprise your final UFMP – a plan that guides the care of Menasha's urban forest. The plan will provide an adaptable framework to grow with the City, detailing your needs, how to achieve your goals, and ways to monitor your progress.

Tree Inventory

Our GIS-based tree inventory will provide critical information detailing tree location, tree structure (e.g., species composition, distribution, condition), and associated parameters. Gathering data to determine the status of the urban forest allows Menasha to know exactly what you have and can do, thereby increasing the well-being of residents and visitors.

Tree Inventory Attributes: For this project, an estimated 6,400 trees will be inventoried, including trees along streets and in the RFP's selected parks. Knowledge of existing and anticipated tree species is vital to preplan and train for field work identification, maintenance issues, and other factors unique to Menasha's trees. Our staff know all the species likely to be found in the area, as we have completed numerous projects in Wisconsin (e.g., Oshkosh and Fitchburg).

Example data to be collected includes details in Exhibit 2. A complete list will follow those specified in the RFP and as assigned. Also, *any tree identified as an imminent risk will be reported immediately to the City.* We understand that public safety

and comfort is vital, and this is a work standard Eocene brings to every project. During the inventory, we will make a visual assessment of percentage tree stocking to estimate potential number of trees to plant.

Optional Planting Site Inventory: We will use the City's urban forest priorities, including equity and current canopy cover, to select areas to plan future planting projects of 100 trees a year for five years. The inventory would include the location, land use, date, terrace width, and recommended potential tree size.

Communication: Dialogue is key to ensuring a successful collaboration. Upon contract award, a virtual kickoff meeting is scheduled to review project scope, goals, methodologies, and timeline. An in-person meeting is held when staff mobilizes to Menasha, finalizing details. Throughout the project, status updates will be provided to City staff on progress, impediments encountered, proposed solutions, and aspects needing clarification. This transparent approach is vital to project success.

Safety: Eocene personnel will display proper identification: logoed clothing, ANSI-approved personal protective equipment (PPE), and company ID badges. Safety is our number one core value, and all field personnel are equipped with and required to use proper PPE.

Data Collection: Arborists are supplied with an iPad with GPS and a forester's d-tape to measure tree DBH. Data will be collected as specified to retain the current tree ID. We propose to use FieldNote inventory software, allowing easy incorporation into your existing GIS data. We also have experience with TreePlotter,

Exhibit 2. Tree inventory parameters

- ☒ Existing Tree ID (Tree Plotter)
- ☒ Location: Address, GPS
- ☒ Species (common and botanical)
- ☒ Tree Diameter @ DBH
- ☒ Tree Condition (CTLA & TRAQ)
- ☒ Land Use
- ☒ Inventory Year Date
- ☒ Year Planted
- ☒ Terrace Width
- ☒ Notes

having used that software, and would use such if desired. All collected data will be provided to and will be considered the property of the City. This includes an Excel spreadsheet, shapefiles, or geodatabase files.

Quality Assurance & Control: Quality work is holistic, beginning with having competent arborists in the field. We prefer to hire well-educated employees with a solid foundation (B.S.-Ph.D. trained in arboriculture/urban forestry) and with International Society of Arboriculture arborist certification and Tree Risk Qualification.

Project staff are trained prior to the project and on-site to ensure accuracy and consistency in tree assessment, measurements, data recording, species identification, and the use of the tools and technology applied to the project. Each certified arborist staff member will be observed in the field while collecting data at the onset of the project and will be provided guidance and further training as necessary. We are familiar with Wisconsin tree species, having worked on inventory projects nearby. ISA Board Certified Master Arborist supervisors conduct on-site training, data checks, staff observations, and field work.

Data undergoes weekly calibration through both office-based analysis and field verification. Any discrepancies or uncertainties are subject to secondary validation to ensure data integrity. We also encourage the City staff to perform on-site verification of collected data. Eocene assures that if any errant site location is detected, we will promptly correct the data.

Urban Forest Management Plan

Our proposal describes the approach to develop a UFMP to guide the assessment, preservation, and implementation of strategies to enhance the present and future urban forest. The UFMP will incorporate all the data, analysis, findings, and recommendations from the tree inventory and canopy data. We will include recommendations on program structure, governance, funding, community engagement, maintenance, and other vital plan details, including all listed RFP elements. The plan will follow the Miller et al. (2015) model:

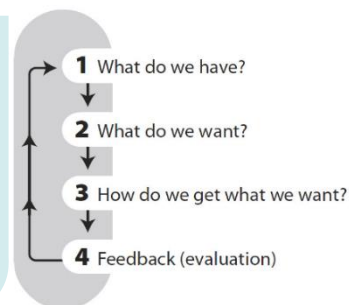
Our comprehensive assessment begins with a thorough inventory and canopy analysis to understand your current tree population, environmental conditions, maintenance practices, and existing policies. Using the Miller planning model, we'll work with City staff to establish clear principles, goals, and evaluation metrics for

WHAT DO WE HAVE: inventory & assessment of tree resources, history, environment, previous plans, ordinances, and other crucial factors

WHAT DO WE WANT: vision based on community wants and needs

HOW DO YOU GET WHAT YOU WANT: strategic direction based on vision, goals, objectives guided by what you have and what you want

FEEDBACK: program progress evaluation and adapt as needed



both immediate and long-term forest management strategies.

We apply industry-leading baseline metrics (Hauer & Peterson, 2016; Hauer & Lorenz, 2018) to benchmark your program against comparable communities and future projections. This data-driven approach integrates your community's values and goals while incorporating historical context and local staff expertise.

The result is a science-based Urban Forest Management Plan that describes your current forest condition, establishes strategic objectives, and provides actionable protocols and best management practices tailored to your community's needs and will include and exceed the WIDNR grant funded UFMP requirements. Our approach will develop a plan as described below.

- Develop vision, goals, long-term strategies, shaping program direction, priority, and policy
- Engage with the public, staff, officials, and key stakeholders and partners
- Evaluate and benchmark urban forest program, including budget and staff needs, to develop goals that help improve management and efficiency

- Develop species list and implementation plan for recommended species diversity, plus strategies and goals to increase canopy cover to 30% and fill estimated tree planting locations
- Develop recommendations on planting, pruning, maintenance, risk, & forestry district lines
- Provide mechanism for monitoring and updating plan
- Provide ordinance and preservation review and recommendations
- Recommend current and future funding sources, including grants

Task 1 - Work Plan, Kickoff Meeting, and Project Management: Our success stems from strong organization, communication, and collaboration. We conduct regular meetings to maintain schedule and adapt quickly if deviations occur. With extensive experience managing hundreds of projects, we ensure deliverables and targets are met on time. A draft work plan will be submitted one week prior to kickoff if awarded the contract.

Task 2 – State of the Urban Forest: A key component of **What do we have?** is identifying the urban forest resources (tree inventory and canopy). It summarizes what Menasha has, its location, its condition, and future threats. Also, a thorough review of existing plans, incentives, policies, ordinances, staffing, funding, and maintenance practices occurs. We evaluate if they are meeting the intended end result, identify existing issues, and propose practical solutions. We then combine the urban forest resource analytics with our understanding of the existing policies, programs, and funding. This results in a current baseline tree resource, proposes strategies for the future forest, and relates this through an ecological services and value context.

Task 3 – Community Engagement: Menasha’s urban forest is centered around community – the people, the spaces, and the vision. The City’s UFMP will rely on that community for vital input to develop an actionable plan with a shared vision of Menasha’s future urban forest. Our plan gathers public feedback to contribute to the City’s vision and goals. Engagement should always be flexible and responsive to the community and project team. We are ready to adapt this plan to best serve a variety of stakeholders within the available resources. We propose: a **Survey** to capture public opinion and to help develop Menasha’s urban forest vision; an **Open House** to hear from key stakeholders and the public; a **SWOT Analysis** to gain staff feedback; and development of **Internet Resources** to further inform and engage the public.

Task 4 – Goals, Objectives, Policies, and Metrics: Following data analysis and SWOT assessment, we develop measurable actions through community partnership. We engage staff, stakeholders, and residents to ensure local ownership of the plan.

Goals: We create maintenance-driven goals that align with existing City plans through staff interviews and data collection. Goals reflect community input and provide an inspiring roadmap for collaborative action.

Objectives: The UFMP translates goals into actionable objectives using best management practices and existing resources. We ensure goals, objectives, and success metrics work together cohesively.

Metrics of Success: We gather staff input to establish City-specific benchmarks, then synthesize priorities into measurable goals. All metrics include data collection methods, tangible objectives, and frameworks for informed decision-making.

Task 5 – Recommendations, Implementation, and Monitoring: We integrate findings with actionable recommendations tailored to your community’s specific needs through ongoing City staff collaboration. The State of the Urban Forest drives goals for preservation, organization, and canopy enhancement. Our recommendations combine staff feedback with technical expertise and industry standards. For example, we might recommend a city-wide tree replacement policy to support Menasha’s 30% canopy goal. We prioritize all recommendations with clear timelines and assigned responsibilities. The implementation strategy provides staff with a clear path forward, while our monitoring and reporting framework establishes controls and timeframes for achieving goals and actions.

Task 6 – Draft and Final Urban Forest Management Plan: We believe a successful plan is one that is implemented via actionable ideas supported by a community. We will use our findings from tasks 1 – 5 to identify key approaches to complete the UFMP in task 6. We provide a draft to allow review, clarifications, and comments. The final UFMP, presented virtually, is a community-driven action plan to guide effective, efficient management of Menasha’s Urban Forest. The plan will follow the guidelines of the WIDNR grant-funded Urban Forest Management Plan, a format with which we have experience.

Project Approach

We can accomplish the full scope of work and services as proposed in our response within the timeframe below. Our assumptions to complete the project are based on the RFP and as proposed in our technical response. We do not stipulate any conditional work and can provide an estimate of potential number of trees to plant during the tree inventory update. We do propose an additional tree planting site assessment during the tree inventory update which would be more economical than doing such later. We do propose additional work that could occur to identify planting locations that could occur within the timeline. After being awarded a contract, we begin with a virtual introductory kickoff meeting to create connections between the City and our project team. During this meeting, we develop and revise our schedule and work plan. Routine update meetings continue throughout the project on your desired schedule. Based on the estimated number of trees, we anticipate the fieldwork to take approximately 6 weeks with one inventory arborist. Our example schedule is below in Exhibit 3, but the schedule can adapt to the City's needs, as we have in-depth staff resources.



Exhibit 3. Proposed example schedule to complete the scope of work.

Project Component	2025					2026	
	Aug	Sep	Oct	Nov	Dec	Jan	Feb
Kickoff Meeting & Updates							
Tree Inventory							
Community Engagement							
Plan Development							
Plan Comments & Revision							
Submit Final UFMP							
Present Plan							

References

State of Wisconsin: State of the Urban and Community Forest, Tree Canopy Assessments, and Urban Forest Inventory & Management Plans (2018-present).

We studied local U&CF capacity and outcomes to baseline and benchmark WI municipal urban forestry. We assessed 454 communities for urban forest management and plan recommendations. We developed canopy estimates for over 400 communities, benchmarking AI systems against human assessments. We completed tree inventory assessments in tentative communities for a State of the Urban Forest management & operations plan.

Laura Buntrock | Urban Forestry Policy & Partner Specialist | Wisconsin Urban & Community Forestry | (608) 294-0253 | laura.buntrock@wisconsin.gov

National Assessment of Tree Care Activities in the US (2014-2016, 2023-present). This project surveyed nearly 1700 communities and recruited 667 communities to respond about their community forestry program. The project's results detail baseline situations pertaining to municipal tree care management. The work is foundational to describing budgets, ordinances, management approaches, job titles, community engagement, and tree inventory approaches. A 2024 update is underway.

Paul Putman | Executive Director-TREE Fund | (630) 369-8300 ext. 1 | pputman@treefund.org

City of River Falls, WI: Ash Tree Inventory/Assessment and Emerald Ash Borer Management Recommendations (2023). This project involved a study of the ash tree population and assessment of tree suitability for treatment. A novel assessment was on state of EAB infestation, tree condition, site limitations, and other factors to rank trees from highest value to retain and to identify lower value trees for potential removal.

Mike Noreen | Sustainability Coordinator/City Forester | (715) 426-3467 | mnoreen@rfcity.org

City of Gaithersburg, MD: Forest Plan and Management Prioritization

This project resulted in a park tree inventory and urban management forest plan. Working attentively with city staff and leaders we identified the current state of the forest and proposed interventions needed to maintain and improve existing trees. Site information that depicted the strengths and challenges to growing trees was used to identify locations to prioritize planting to achieve the greatest return on tree planting and management investments. The end result of this project was the current state of the urban forest and a futuristic vision we proposed through the prioritized site plans.

Rob Robinson | Planning Manager | (301) 258-6330 | rob.robinson@gaitHERsbuRgmd.gov

Salt Lake County: Tree Inventory Report, Tree Canopy Assessment, i-Tree Ecosystem, and Tree Asset Valuation (2024). We inventoried 15,000 trees and completed a tree canopy assessment, i-Tree ecosystem assessment, and tree structural asset valuation. The project depicts the current status of the tree population. The outcome is a GIS-based tree inventory that detailed maintenance needs along with baseline urban forest valuation.

Dustin Wiberg | Park Development Project Manager | (385) 468-1817 | DWiberg@slco.org



City of Menasha Committee on Aging
Member Interest Survey

Contact Information

Name (first and last): Gary Coopman
Phone Number: [REDACTED]
Email Address: [REDACTED]
Home Address: [REDACTED] Menasha WI 54952

Questions

1. Why do you want to be a member of the City of Menasha Committee on Aging, and what do you think you will bring to the table?

I've been recruited by Roy Meier and believe that I can offer
some valuable input to the committee. I am volunteering at the Heartstone
Historic House, Performing Arts Center and Menasha Mocs for several years. I
think that we could organize some opportunities for trips to local
museums, cultural and sporting events.

2. In your opinion, what can the Committee on Aging do to help the growing older adult population in the City of Menasha?

I think better publication of the events via newspaper, radio and or TV
is needed. I didn't even know Menasha had a committee on aging.
I think the toughest part about aging is losing driving privileges so
maybe offer a transport system to local appointments, shopping and events.
I think we should take advantage of more local trips and events
such as Timber Rattles, Performing Arts Center, some of the many local
museums and events.



City of Menasha **Committee on Aging**
Member Interest Survey

Contact Information

Name (first and last):

Jeff Pommerening

Phone Number:

[REDACTED]

Email Address:

[REDACTED]

Home Address:

[REDACTED]

Questions

1. Why do you want to be a member of the City of Menasha Committee on Aging, and what do you think you will bring to the table?

I have some time to contribute

2. In your opinion, what can the Committee on Aging do to help the growing older adult population in the City of Menasha?

Sponsor Programs