

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

Tuesday, September 2, 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:
 - 2. Minutes to Receive:
 - a. Water and Light Commission, 7/23/25
 - b. Administration Committee, 8/18/25
 - c. Board of Public Works, 8/18/25
 - d. Board of Health, 5/7/25
 - e. Committee on Aging, 5/9/25, 6/13/25
 - 3. Communications:
 - a. Heckrodt Wetland Reserve Day Proclamation
 - b. City of Menasha - Fall Electronic Recycling Event (October 4th, 2025)
- 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, 8/18/25
 - 2. Administration Committee, 8/18/25, Recommends Approval of:
 - a. Selection of Dividend Option One and Instruction to Cities and Villages

Mutual Insurance Company (CVMIC) Staff Regarding Payment of
Dividends to Menasha On or After March 1, 2026

3. Board of Public Works, 8/18/25, Recommends Approval of:
 - a. Payment - Sommers Construction Co., Inc.; Contract Unit No. 2025-02;
Street Construction and Rehabilitation - Various Locations; \$109,560.33
(Payment No. 2)

H. Items Removed from the Consent Agenda

I. Action Items

1. Accounts Payable and Payroll for the term of 8/15/25 - 8/28/25 in the amount
of \$1,714,050.32.

J. Held Over Business

K. Ordinances and Resolutions

1. R-22-25 - A Resolution Approving the City of Menasha's Liability Insurance
Renewal for Policy Years 2027-2028 Through Cities and Villages Mutual
Insurance Company (CVMIC) (Introduced by Mayor Hammond, as
recommended by the Administration Committee)

L. Appointments

M. Claims Against the City

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

O. Adjournment

MEETING NOTICE
September 15, 2025
Common Council Meeting – 6:00 PM
Committee Meetings to Follow

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

REGULAR MEETING OF THE WATER AND LIGHT COMMISSION

July 23, 2025

Draft

Commission President Allwardt called the Regular Meeting of the Water and Light Commission to order at 8:01 a.m., with Commissioners Austin Hammond, Antoine Tines (telephonically), and Gary Turchan present on roll call. Also present were Melanie Krause, General Manager; Adam Smith, Water Utility Manager; Kristin Hubertus, Finance Manager; Kurt Melchert, Electric Manager; Justin Hoffmann, Project Engineer. Also present was Colten Sprenger, Energy Services Manager.

Those excused were: Tammy Phillips, Steve Grenell, and Roy Kordus

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

Item III. Motion made by Comm. Allwardt, seconded by Comm. Turchan, was unanimous on roll call to approve the following:

- A. Minutes of the Regular Meeting of June 25, 2025.
- B. Approve and warrant the following payments dated June 26 – July 23, 2025 in the amount of \$4,269,078.29.
- C. Correspondence as listed:
 - Copy of Powering a Responsible Energy Future
 - Copy of Thank-You RE: MHS Post-Prom Donation
 - Copy of Residential Water User Cross-Connection Hazards
 - Copy of Focus on Free Energy Savings
 - Copy of MU July Newsletter

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

Paula Maurer, Customer Service Manager, arrived at 8:05 a.m.

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

Item VI. Unfinished Business, Water Plant Filter Construction Update. Crews unloaded anthracite and sand into the filters. After backwashing is complete, the media will need to be disinfected, and baseline testing will follow.

Water Disinfection Practices- Adam Smith presented a powerpoint explaining Menasha Utilities' water disinfection practices.

Item VII. New Business, Recognition of Quarter Century Club Inductee, Patricia Van Dinter. Congratulations on 25 years.

Invite for WPPI Annual Meeting – Commissioners Allwardt and Hammond will be attending.

2027 Digger Derrick Truck Purchase – Staff is requesting approval on a Purchase Order for an Altec DH48E Hydraulic Derrick Truck of \$355,201.

The motion made by Comm. Allwardt, seconded by Comm. Turchan, was unanimous on roll call to approve the 2027 Digger Derrick Truck Purchase Order.

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

June Financial and Project Status Reports – Electric consumption was lower than budget by 8.3%, the cost of power and all other expenses were lower, and net operating income was higher than budget.

Water consumption was lower than budget by 9.8%, chemical, transmission, and distribution costs were lower, and net operating income was higher than budget.

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

Project Reports, Electric Projects – Crews are installing new services, upgrading the city lighting, and changing out transformers by Oneida and Plank Road. Tree trimming is due to recent wind storms. Maplewood project is complete for electric, and crews are finishing the Office Complex renovation.

Water Projects – Staff is finishing the water filter project, distribution is fixing hydrants and broken valves. Hydrant flushing will begin after filters are back online.

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

Item X. The motion by Comm. Allwardt, seconded by Comm. Hammond, was unanimously approved on roll call to adjourn at 8:53 a.m.

By: MARK L. ALLWARDT
President

GARY TURCHAN
Secretary

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



ADMINISTRATION COMMITTEE MINUTES

Monday, August 18, 2025 at 6:30 PM

First Floor Conference Rooms
100 Main Street, Menasha, WI

A. CALL TO ORDER
735

B. ROLL CALL
Present: Alds. Rand, Eisenach, Hale, Perkins, Lewis, Marshall, Grade, Ropella
Also Present: FD Sassman, DPW Merten, CDD Dane, PRD Sackett, PC Thorn, LD Kopetsky, CA Struve, Mayor Hammond, Clerk Snyder

C. MINUTES TO APPROVE

1. Administration Committee, 7/21/25
Motion by District 2 Alderperson Eisenach seconded by District 5 Alderperson Lewis to approve. Motion carried on voice vote.

D. DISCUSSION / ACTION ITEMS

1. CVMIC Renewal Policy for Policy Years 2027-2028
Motion by District 2 Alderperson Eisenach, seconded by District 4 Alderperson Perkins to approve .

Motion carried 8-0 on roll call.

Staff advised on the City of Menasha's liability insurance renewal policy for years 2027-2028, particularly in relation to self-insured retention period amounts. Staff additionally described a related item for selection of the policy term's dividend.

Discussion considered cybersecurity and related coverage; staff advised that CVMIC covers the City for such incidents.

2. Selection of Dividend Option One and Instruction to Cities and Villages Mutual Insurance Company (CVMIC) Staff Regarding Payment of Dividends to Menasha On or After March 1, 2026
Motion by District 2 Alderperson Eisenach, seconded by District 3 Alderperson Hale to approve Dividend Option One.

Motion carried 8-0 on roll call.

E. ADJOURNMENT

Motion by District 3 Alderperson Hale seconded by District 5 Alderperson Lewis to adjourn the Administration Committee meeting at 7:45 pm. Motion carried on voice

vote.

Minutes recorded by City Clerk Kaija Snyder.



BOARD OF PUBLIC WORKS MINUTES

Monday, August 18, 2025 at 6:45 PM

First Floor Conference Rooms
100 Main Street, Menasha, WI

A. CALL TO ORDER

Meeting called to order by District 8 Alderperson Ropella at 7:48 pm.

B. ROLL CALL

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

Also Present: FD Sassman, DPW Merten, CDD Dane, PRD Sackett, PC Thorn, CA Struve, Mayor Hammond, Clerk Snyder

C. PUBLIC COMMENTS ON ANY MATTER LISTED ON THE AGENDA

D. MINUTES TO APPROVE

1. Board of Public Works, 8/4/25

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

E. DISCUSSION / ACTION ITEMS

1. Payment - Sommers Construction Co., Inc.; Contract Unit No. 2025-02; Street Construction and Rehabilitation - Various Locations; \$109,560.33 (Payment No. 2)

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

Motion carried 8-0 on roll call.

Staff advised that this payment covers base work at Cygnet Court before final payment.

2. Racine Street Reconstruction Project Update

Staff advised that the Racine Street construction project is ahead of schedule and nearing completion. Crews are filling in terraces and asphalt driveways. The last component of the project is reinstalling traffic signals, which requires coordinating contractors to work sooner than expected. Staff added that trees will be planted in the terrace areas in spring 2026.

Discussion considered the use of crossstreets for access to Menasha High School; staff advised that this will be allowed. Discussion concluded with consideration of parking on Racine Street.

F. ADJOURNMENT

Motion by District 6 Alderperson Marshall seconded by District 7 Alderperson Grade to adjourn the Board of Public Works meeting at 8:02 pm. Motion carried on voice vote.

Minutes recorded by City Clerk Kaija Snyder.

CITY OF MENASHA BOARD OF HEALTH

Minutes May 7, 2025

A. CALL TO ORDER

Meeting called to order by Candyce Rusin at 8:30 AM

B. ROLL CALL/EXCUSED ABSENCES

PRESENT: Dr. Andrew Dunn, Kristine Hutter, Candyce Rusin

ABSENT: Kristene Stacker

ALSO PRESENT: EHS Todd Drew, PHE Claire Holzschuh, OC Larissa Keller, RDH Claire Opsteen, PHN Meghan Pauly, PHN Liz Rosin, UWGB RN to BSN student Emmaline Van Dyke

C. MINUTES TO APPROVE

1. Board of Health, April 2, 2025

Moved by Andrew Dunn and seconded by Candyce Rusin to approve the April 2, 2025 minutes. The motion carried.

D. REPORT OF DEPT HEADS/STAFF/CONSULTANTS

1. Administrative

a. Departmental Strategic Planning Update

PHD Hutter shared a copy of the forward facing 2025-2027 Strategic Plan. The full implementation plan will be held and tracked internally.

b. Tri-County CHA/CHIP Update

PHD Hutter reported that work continues with our Tri-County partners. The CHA has been finalized, and the group is working on distributing it throughout the community. The Tri-County CHIP will focus on increasing protective factors for positive mental health and decrease risk factors for poor mental health, with the consideration of belonging and civic muscle including building community connections.

c. School Health Aide Hiring Update

PHD Hutter reported that interviews were conducted for the school health aide position however, no one has been hired thus far. The current Maplewood Middle School health aide is retiring at the end of this school year. Two health aides will staff Maplewood in the fall.

2. Employee Safety

EHS Drew reported that hearing screening will take place on May 22nd for City and Utilities employees. CVMIC funds were used for securing the PWF administration area at the public entrance, MPD training equipment, and updated squad medical bags. CVMIC will conduct lockout/tagout training at Public Works.

3. Sealer of Weights and Measures

EHS Drew reported that PHE Holzschuh continues to work on pricing audits. He will begin testing gas pumps soon.

4. Environmental Health

EHS Drew reported that he is completing routine inspections and the second school inspections. 2 homes have been placarded as unfit for human habitation. One of the homes has been issued

2 citations since being placarded. In April he completed 2 DNR inspections, investigated a complaint on a Tourist Rooming House and a case of animal neglect. A cease-and-desist order was issued to a tattoo/piercing establishment for operating without a license.

5. Childhood Lead Poisoning Prevention

No update.

6. Public Health Department

a. Communicable Disease Reports: March 2025, April 2025

PHD Hutter shared the Communicable Disease reports for March and April 2025.

b. UWO Students Update

PHN Rosin reported that the UWO students are done for the semester. Their final project was an Advanced Directive Fair put on with Mosaic Health. They assisted in completing advanced directives for 22 people, which will be added to their medical record.

c. UWGB Student Update

PHN Pauly reported that it is our UW-Green Bay student Emmaline's last day in the department. Emmaline completed a project about childhood cancer prevention with a focus on HPV vaccination.

7. Immunization

PHN Pauly shared that monthly VFC clinics continue to be held, and we have seen an uptick in the number of VFA vaccination requests. We have set aside specific times for VFA appointments and will see if we can adhere to a schedule for those, depending on need and client requests. Dr. Dunn will come in to sign the VFC reapplication paperwork.

8. Health Screening 60+

PHN Pauly reported that Walking Club started yesterday. Tai Chi starts June 3rd and will run for four weeks. Meghan is partnering with the ADRC Memory Care Coordinator to present a virtual dementia tour on May 22nd. Dental screenings will be performed by RDH Opsteen at the Senior Center on June 20th.

9. Dental Program

RDH Opsteen reported that she is finishing the last fluoride application at Butte Des Morts next week. Claire has finished sealants for the school year and exceeded her goal of seeing 100 students. She saw 112 students and sealed 482 teeth, which amounts to about \$27,800 in services.

10. Maternal and Child Health

PHE Holzschuh reported our new MCH focus for this grant year is adolescent wellbeing and that she submitted the report for the first quarter objectives. The Salvation Army is still working on the breast-feeding friendly designation.

11. Public Health Emergency Preparedness

PHE Holzschuh reported that the monthly public health emergency preparedness consortium meetings are starting in June. HERC meets in May to debrief on the NFL Draft. PHD Hutter and PHE Holzschuh recently met with the NMFR Chief and Deputy Chief to discuss overlap between NMFR emergency management and public health emergency preparedness, and how public health may serve in a supportive role.

E. DISCUSSION/ACTION ITEMS

1. Policy Approval: Communicable Disease Investigation and Control

PHD Hutter shared the new policy document for Communicable Disease Investigation and Control. The new policy document is a combination of the prior policy and procedure documents. Andrew Dunn moved to approve the Communicable Disease Investigation and Control Policy. Motion seconded by Candyce Rusin. The motion carried.

2. Summer Meeting Dates

PHD Hutter advised that PHN Rosin has been named the acting health director during her upcoming leave. PHD Hutter proposed canceling one or more summer meetings during her absence. The board decided to forego the June and July meetings.

F. ADJOURNMENT

Moved by Andrew Dunn and seconded by Candyce Rusin to adjourn the meeting at 9:10 AM. The motion carried.

Next Meeting: August 6, 2025 8:30 AM – Microsoft Teams

Menasha City Center
100 Main Street, Suite 100
Menasha, WI

CITY OF MENASHA
COMMITTEE ON AGING
MINUTES
May 9, 2025

A. CALL TO ORDER

Meeting called to order by Roy Meier at 1:32PM.

B. ROLL CALL/EXCUSED ABSENCES

PRESENT: Dan Kelpinski, Bea Kohanski, Roy Meier, Sue Wisneski, Public Health Director Kristine Hutter

ABSENT: Recreation/Senior Services Manager Chloe Hansen-Dunn

ALSO PRESENT: PHN Meghan Pauly, Activity Coordinator Leah Aerts, Jim Lauer, Jeff Pommerening

C. PUBLIC COMMENT (five-minute time limit for each person)

D. MINUTES TO APPROVE

1. Committee on Aging, March 14, 2025

Moved by S. Wisneski and seconded by D. Kelpinski to approve the March 14, 2025 meeting minutes.

The motion carried.

E. REPORT OF DEPT HEADS/STAFF

1. Sixty Plus Grant Program

M. Pauly reported that in March 2025, 36 people received 41 services. In April 2025, 32 people received 44 services. Wellness Room was busy last month.

- a. Virtual Dementia Tour

Meghan Pauly shared the flyer for the upcoming Virtual Dementia Tour. This event will take place on Thursday, May 22 from 11am – 3pm at Menasha City Center. Small groups will move through the various stations. The tour is meant to simulate the experience of someone with dementia.

2. Senior Center Operations and Programming

- a. March 2025 Report

See report included in meeting packet. Leah Aerts reported there were 338 visitors for 1,060 visits and 1,131 total services. Volunteers gave 61 hours of their time. The Senior Center was closed the first week of March for spring cleaning. Programs highlighted include finger knitting and a presentation about downsizing. There was a bus trip to Skokie Illinois to the Holocaust Museum.

- b. April 2025 Report

See report included in meeting packet. Leah Aerts reported there were 373 visitors for 1,228 visits and 1,333 total services. Volunteers gave 96.75 hours of their time. Programs highlighted include the 3rd annual tea party and the “bunny hop” ageless grace class. There was a bus trip to Lambeau Field and to Island Casino.

3. Announcements

- a. Sixty Plus

Meghan Pauly reported she and PHN Kortney will be holding a Tai Chi class in the month of June at Jefferson Park. This class is for beginners. It will run for four weeks on Tuesday mornings from 10-11am. Walking Club has started and takes place from 8:30-9:30am on Tuesday and Friday mornings throughout the summer. Registered Dental Hygienist Claire will be conducting an oral health screening on June 20 from 10:30am – 12:30pm at the Menasha Senior Center. The next Memory Café will be on Tuesday, May 27 and the speaker will be from the VA to discuss opportunities for veterans in the Fox Valley. Valley Transit will be the guest for the May 16 Friday Fix. They will provide a presentation and then facilitate a ride on the bus.

b. Menasha Senior Center

Leah Aerts shared that the Senior Center bocce ball program begins next week on May 12th at the new courts at Jefferson Park. Glen Navis is returning to the Senior Center on May 15th. There is a bus trip to Door County on May 14th and a trip to the Brewers game on May 28th.

Kristine Hutter shared that Senior Center staff have reconsidered the change in operating hours proposed at the March 2025 Committee on Aging meeting. Due to staffing and logistics concerns not previously considered, staff feel maintaining the current operating hours is the best option. A change in hours may still be considered at a later date.

F. HELD OVER BUSINESS

G. DISCUSSION / ACTION ITEMS

H. ADJOURNMENT

Moved by S. Wisneski and seconded by B. Kohanski to adjourn the meeting at 2:03pm. The motion carried.

Next meeting: June 13, 2025 at 1:30 PM

Menasha City Center
100 Main Street, Room 132
Menasha, WI

Menasha aldermen occasionally attend meetings of this body. It is possible that a quorum of Common Council, Board of Public Works, Administration Committee, Personnel Committee may be attending this meeting. (No official action of any of those bodies will be taken).

CITY OF MENASHA COMMITTEE ON AGING

**Menasha City Center, Room 132
100 Main Street, Menasha
Friday, June 13, 2025
1:30 PM**

Minutes

A. CALL TO ORDER

1. Meeting called to order by Roy Meier at 1:34pm.

B. ROLL CALL/EXCUSED ABSENCES

1. Present: Roy Meier, Bea Kohanski, Sue Wisneski, Dan Kelpinski, Recreation/Senior Services Manager Chloe Hansen-Dunn
2. Absent: Public Health Director Kristine Hutter
3. Also Present: Jim Lauer, Jeff Pommerening, Gary Coopman, Public Health Nurse Meghan Pauly

C. PUBLIC COMMENT

Five (5) minute time limit for each person

Dean Kaufert proposing legislation that financially supports caregivers and families living with Alzheimer's.

D. MINUTES TO APPROVE

1. Committee on Aging, May 9, 2025
2. Moved by S. Wisneski and seconded by D. Kelpinski to approve the May 9, 2025 meeting minutes. The motion carried.

E. REPORT OF DEPT HEAD/STAFF

1. Sixty Plus Grant Program
 - a. M. Pauly submitted a report for May 2025, 51 people received 79 services. 19 people went through Virtual Dementia tour, looking at partnering with UWO students and businesses in Menasha in the future.
2. Senior Center Operations and Programming
 - a. May 2025 Report
 - b. C. Hansen-Dunn shared the May 2025 report and reported 367 visitors, who visited 1,306 times, for 1,374 services. MSC hosted 954 of those services, YMCA hosted 280 services, and Winnebago County hosted 179 of the services. Program highlights included Urban Poling Workshop led by an OP and PT, Glen Navis was a hit, and staff helped lead people through how to play Bocce Ball at Jefferson Park.
3. Announcements

- a. Walking Club is on second month. 96.69 miles to this point. Will be moving to meeting on Tuesdays and not on Fridays. Oral Health Screening June 20th with a full assessment of all mouth and throat. Summer camp theme for Memory Café.
- b. New beginning adaptive Tai Chi class will run til the end of June. Bus trip to Waupaca and Fremont and Brewer Game in July. Also have a couple of craft classes coming up. New Chatter will be coming out around the end of next week. Join us for a float during Parade of Lights on July 3, we have a \$500 match for the fundraiser.

F. NEW BUSINESS

- 1. Prospective New Committee Member
 - a. Mayoral appointment.

G. HELD OVER BUSINESS

H. DISCUSSION / ACTION ITEMS

- 1. July and August Meetings
 - a. July to be canceled D. Kelpinski moves to cancel the month of July COA meeting and B. Kohanski seconds. Motion carried.

I. ADJOURNMENT

- 1. Moved by B. Kohanski and seconded by S. Wisneski to adjourn the meeting at 2:05pm. The motion carried.



PROCLAMATION

Office of the Mayor

WHEREAS, Heckrodt Wetland Reserve began with a generous donation of five (5) acres of land to the City of Menasha in 1976 from the Heckrodt family in honor of their father, Frank O. Heckrodt, a former Mayor of Menasha, prominent business leader, and five-term alderman; and

WHEREAS, the City of Menasha staff and community leaders collaborated with the Heckrodt Family to establish Heckrodt Wetland Reserve as an environmental non-profit and nature center in 1995; and

WHEREAS, since its establishment, the Reserve has had a profound and lasting impact on the Menasha community by providing vital environmental education and a peaceful space for individuals and families to connect with nature; and

WHEREAS, today the Reserve welcomes over 133,000 annual visitors and educates more than 10,000 individuals through over 300 free or reduced-cost programs, thereby serving as a cornerstone for environmental stewardship and community engagement; and

WHEREAS, the Reserve and the City recognize the importance of securing the future of this vital community resource by extending their lease agreement, which allows the Reserve to remain eligible for state and federal grants and reassures donors of the long-term vision and sustainability of this partnership; and

WHEREAS, on July 21, 2025, the City of Menasha Common Council unanimously approved the renewed 75-year lease agreement with Heckrodt Wetland Reserve, following a unanimous recommendation from the City of Menasha Parks and Recreation Board;

WHEREAS, this act of council is a true testament of the commitment that the City of Menasha has to environmental stewardship; protecting our wetlands, prairies, expanding and preserving our urban forest, as all of these actions help to offset the negative effects of climate change, for generations to be able to enjoy our community; and

NOW, THEREFORE, BE IT RESOLVED, that I, Austin R. Hammond, Mayor of the City of Menasha, do hereby formally recognize and celebrate this twenty-seventh day of August in the year 2025 as Heckrodt Wetland Reserve Day in the City of Menasha. On this occasion, I am honored to present this proclamation to Luke Schiller, Executive Director of Heckrodt Wetland Reserve, in recognition of the renewed lease agreement. This act affirms the enduring partnership between the City of Menasha and the Heckrodt Wetland Reserve, a relationship that continues to serve as a vital and inspiring force within our community. Together, we advance our shared commitment to environmental education, recreation, and conservation for the benefit of all residents and future generations.

BE IT FURTHER RESOLVED, that the City of Menasha recognizes Heckrodt Wetland Reserve Day, and commits to continued support of Heckrodt Wetland Reserve and affirms its shared vision of making nature accessible and meaningful for all residents and visitors for generations to come.

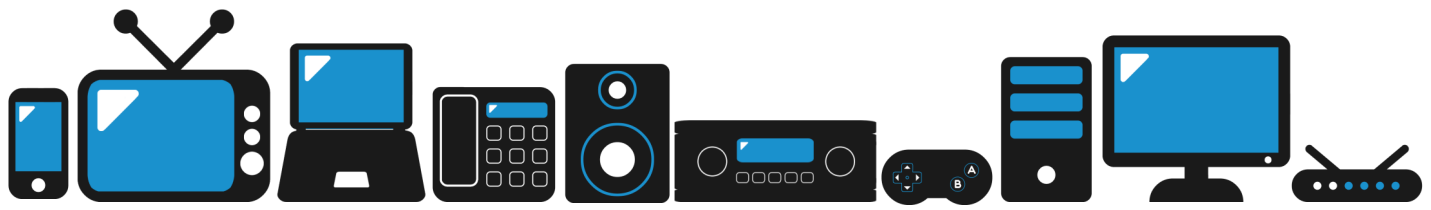
Heckrodt Wetland Reserve Day

in the City of Menasha

Signed and Sealed this 27th day of August, 2025

Austin R. Hammond, Mayor





ELECTRONICS RECYCLING EVENT

SATURDAY, OCTOBER 4TH, 2025 8:00AM - 11:00AM

MENASHA CITY PUBLIC WORKS – 455 BALDWIN ST. MENASHA, WI

FREE TO RECYCLE ELECTRONICS

Please remove all batteries and bulbs from your electronics prior to the event

Computer Towers
Tablets/eReaders
Satellite Boxes
Circuit Boards

Cords/Wire
Cell Phones
Power Supplies
VCRs/DVD Players

Laptops
Routers
Telephones
iPods

Audio Equipment
Desktop Printers
Video Gaming Devices
Most Small Electronics

We unfortunately do not accept smoke detectors, carbon monoxide detectors, thermostats, or thermometers

ELECTRONICS WITH RECYCLING CHARGES

We accept cash, debit card, credit card, or check. Checks can be made out to 'Recycle That Stuff'

Flat and Tube Computer Monitors	\$20 ea	Large Copiers/Printers	\$15 ea
Flat and Tube TVs (29" and under)	\$20 ea	Microwaves	\$15 ea
Flat and Tube TVs (30" - 49")	\$40 ea	Dehumidifiers	\$20 ea
Flat and Tube TVs (50" and over)[†]	\$60 ea	Dorm-Size Refrigerators*	\$20 ea
Wood Console or Projection TVs[†]	\$60 ea	Window Air Conditioners*	\$20 ea

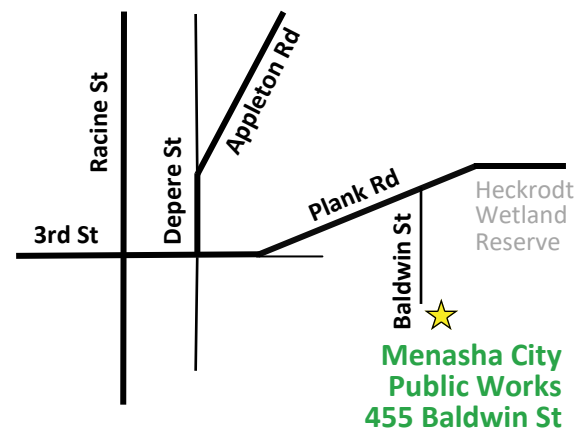
*We unfortunately do not accept full-size refrigerators, full-size freezers, or central air conditioning units

[†]TVs over 60" may incur an additional charge

For your safety and ours, please:

- ✓ Wipe down all materials prior to the event
- ✓ Stay in your vehicle at the event, we will unload
- ✓ No batteries or light bulbs

Event Questions? 920.955.3760



RecycleThatStuff.com
Resource Solutions



Event is held rain or shine!



COMMON COUNCIL MINUTES
Monday, August 18, 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 6:02pm.

B. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

C. ROLL CALL

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

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

D. PUBLIC HEARING

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

Kathy Bauer (709 Lincoln Street, Menasha) spoke on the Letter of Intent Gunderson's Uniform and Linen sent to the City of Menasha and related concerns around the indicated price and environmental implications.

Rebecca Nichols (402 Elm Street, Menasha) spoke on the Gunderson's Uniform and Linen item and discrepancies between its assessed value and sale value sought. Nichols further spoke to additional expenses that may be incurred throughout the property's development. Nichols concluded by describing this sale as a taxpayer subsidy to Gunderson's move from Menasha.

John Choudoir (737 Jefferson Street, Menasha) discussed a May 2025 meeting during which he spoke to desired changes to the City of Menasha's parking ordinance.

Jordy Raddatz (754 Harding Street, Menasha) spoke against the Gunderson sale item and asked for follow-up concerning resident complaints around Water Street rental properties.

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

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

Discussion considered the Sale Day Report for General Obligation Promissory Notes. Staff advised on the annual Capital Improvement Plan review.

1. Presentations:

- a. City of Menasha State of Economic Development Report
Staff advised on economic development in the City of Menasha. Specifically, staff spoke to key accomplishments such as the recently renovated library, Racine Street reconstruction, and new housing developments. Trends such as population, equalized value, and housing were additionally discussed. On the whole, Menasha is found to have grown at higher rates than peer communities in these areas. Staff also spoke to development goals, such as engaging resident stakeholders, creating an updated comprehensive plan, beautifying community sites, and developing downtown partnerships. Staff concluded by identifying next steps; specifically, Council identification of a long-term comprehensive plan and short-term strategic plan.

Discussion considered the EPA Brownfields Assessment Grant and their use; Menasha has investigated 18 sites to prepare them for development through these funds. Discussion additionally concerned the status of several challenging properties in the City of Menasha.

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

1. Common Council Minutes, 8/4/25
Motion by District 7 Alderperson Grade seconded by District 5 Alderperson Lewis to approve. Motion carried on voice vote.
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.
Motion by District 8 Alderperson Ropella, seconded by District 6 Alderperson Marshall to approve.

Motion carried 8-0 on roll call.
 - b. 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 8 Alderperson Ropella, seconded by District 3 Alderperson Hale to approve.

Motion carried 8-0 on roll call.

H. ITEMS REMOVED FROM THE CONSENT AGENDA

I. ACTION ITEMS

1. Accounts Payable and Payroll for the term of 8/1/25 - 8/14/25 in the amount of \$4,204,604.72.

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

Motion carried 8-0 on roll call.

Discussion considered disbursements, including traffic violations.

2. Gunderson Uniform Linen - Butterfly & Bear, LLC's Proposed Letter of Intent (LOI) for the City to Purchase 41 Main Street, Menasha, WI, 54952

Staff advised that the City of Menasha received a Letter of Intent from Gunderson Uniform and Linen. Staff provided further background on Gunderson's upcoming move to a Tax Incremental District in the City of Neenah and the option to enter into Closed Session pursuant to Wisconsin State Statute 19.85(1)(e) should the Common Council wish to negotiate a purchase.

Motion by District 7 Alderperson Grade, seconded by District 8 Alderperson Ropella to adjourn into closed session. Motion carried 7-1 on roll call. District 1 Alderperson Rand voted no.

Motion by District 7 Alderperson Grade, seconded by District 4 Alderperson Perkins to reconvene into open session. Motion carried 8-0 on roll call.

Motion by District 1 Alderperson Rand seconded by District 7 Alderperson Grade to deny Gunderson Uniform Linen - Butterfly & Bear, LLC's Proposed Letter of Intent (LOI) for the City to Purchase 41 Main Street. Motion Carried 8-0 on roll call.

- 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
Motion by District 7 Alderperson Grade, seconded by District 8 Alderperson

Ropella to approve.

Motion carried 8-0 on roll call.

Staff advised that the Wisconsin DNR Urban Forestry Grant contributes to the City's environmental image, stormwater management, community health, and economic development.

J. HELD OVER BUSINESS

K. ORDINANCES AND RESOLUTIONS

L. APPOINTMENTS

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

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

KristL Laux (388 Nassau Street, Menasha) commented on the City of Menasha Economic Development presentation and the natural state of the Lawson Canal.

Rebecca Nichols (402 Elm Street, Menasha) thanked the Common Council for their clarification and deliberation regarding the Gunderson Uniform and Linen Letter of Intent. Nichols additional commented on discrepancies among Board of Public Works payment items.

O. ADJOURNMENT

Motion by District 6 Alderperson Marshall seconded by District 5 Alderperson Lewis to adjourn the Common Council meeting at 7:27 pm. Motion carried on voice vote.

Minutes recorded by City Clerk Kaija Snyder.



MEMORANDUM

Date: August 8, 2025

To: Administration Committee
From: Margaret J. Struve, City Attorney *MJS*

RE: CVMIC 2025 Summer Event Update/Liability Insurance Renewal (2027-2028)

I recently had the opportunity to attend day one of Cities & Villages Mutual Insurance Company's (CVMIC) two-day Summer Event, which included "Educational Sessions" about Artificial Intelligence (AI) and the benefit of having a policy for such use, and Workers' Compensation Case Studies and Legal Updates. In general, CVMIC's summer meeting is meant to update members about loss control issues, financial status of the company, insurance renewal, municipal claims, predictions on expected insurance rate increases/decreases for governmental entities, and general member information. Attached is some of this information received, of which I have had an opportunity to review.

Attached for your information are the following documents:

1. Two-Year Liability Renewal Package 2027-2028
2. 2025 Dividend Report dated July 2, 2025
4. 2025 Mutual Member Participation Calculation
5. Proposed Resolution Approving the City of Menasha's Liability Insurance Renewal Through Cities and Villages Mutual Insurance Company (CVMIC)
6. 2026 Premium Projections (R-19-23)

LIABILITY COVERAGE

Renewal

Liability insurance renewal commitments for CVMIC members are due September 15, 2025. CVMIC's multi-year pricing cycle is put together in an effort to aid municipalities' budget planning efforts. The City is already committed through policy year 2026.

The premium quoted amounts consider the City's current Self-Insured Retention (SIR) amount (\$25,000) and for comparison purposes the next highest Self-Insured Retention amount (\$37,500). Unlike years past, this year CVMIC's Board of Directors has decided to provide a range for premiums. For example, the City's premium (if SIR \$25,000) for 2027 would be locked in between \$69,569 and \$71,077. The premium quoted amounts are below.

As a result of FD Sassman and Attorney Struve speaking with CVMIC's Safety & Risk Management Specialist/Underwriting Analyst, Ben Hoverson, regarding the two different options, Staff agree that the City has had a favorable recent history and our numbers suggest that it would be advantageous for the City to choose option two (\$37,500 SIR). Theoretically, this option would decrease the City's annual premium amounts for the next three years. Additionally, an increase in our SIR could potentially increase the City's dividends, as well. Therefore, Staff recommend that the City increase the SIR from \$25,000 to \$37,500. Should Council agree, as indicated below, the City's premium for 2026 would also decrease to \$63,606.

1. <u>Current \$25,000 SIR</u>		2. <u>Optional \$37,500 SIR</u>
\$67,666	2026	\$63,606
\$69,469 - \$71,077	2027	\$63,395 - \$66,812
\$72,352 - \$75,352	2028	\$68,011 - \$70,821

Dividend

The CVMIC board declared a liability program dividend at its May 14th Board of Directors Meeting. CVMIC has requested the City to select a payment option. Option One, the default option, pays the dividends to the City on or after March 1, 2026. With Option Two, CVMIC holds the dividends until requested by the City, which dividends earn interest based on the rate earned by CVMIC on its investments. Finance Director, Jennifer Sassman, recommends Option One.

Recommended actions:

(1) Forward the attached proposed Resolution (R-22-25) to the Common Council for approval to continue membership in CVMIC and accepting CVMIC's premium proposal for years 2026, 2027 and 2028, increasing the Self-Insured Retention (SIR) to \$37,500.

(2) Select dividend Option One and instruct CVMIC staff to account for the dividend as marked.



DATE: July 2nd, 2025
TO: Margaret Struve
FROM: Benjamin Hoverson, Underwriting Analyst
RE: 2025 Dividend Report

On May 14, 2025, the CVMIC Board of Directors approved a Liability program dividend in the amount of **\$500,000**. This dividend is based upon operating results of the Liability program for the period ending 12/31/24 and will be paid on or after **March 1, 2026**. The methodology of calculation is consistent with that of previous dividends declared and paid. The first 50% of the dividend declared is paid on a level basis, and the balance is based on the loss history of your community.

Your community's share of this declared dividend is **\$11,905** of which **\$6,031** may be allocated to Menasha Utilities.

Please review the options outlined below and return a signed PDF copy to Ben Hoverson (benh@cvmic.com) **no later than November 1, 2025**. The election below must be completed by the Member Representative, Mayor or other individual with the authority to sign on behalf of your community.

The City of Menasha has reviewed the dividend options and instructs CVMIC to account for the dividend as marked below:

Option 1: _____ **PAY** all dividends to my community on or after March 1, 2026.

Option 2: _____ **HOLD** dividends declared for the **Liability** program until you are provided further instructions. I understand that interest will be paid based on the rate earned by CVMIC on its investments. I further understand that I will get an annual accounting regarding any open balance.

ACCEPTED AND AGREED TO this _____ day of _____, 2025.

By _____
Signature

Its _____
Title

CITIES AND VILLAGES MUTUAL INSURANCE COMPANY

Steve Stanczak, Chief Executive Officer
Direct: 414-831-6002
Email: steves@cvmic.com

Benjamin Hoverson, Underwriting Analyst
Direct: 414-831-6013
Email: benh@cvmic.com

Certificate of Payment

Date: 8/12/2025

Payment Request: 2 (Two)

Contractor: Sommers Construction Co, Inc

Address: W7841 Smith Street, Shiocton, WI 54170

Contract Unit No.: 2025-02

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

	Original Contract Amount:	\$ 478,615.95
Change Order 1:	Total Change Orders:	\$ -
Change Order 2:	Total Contract Amount (Including Change Orders):	\$ 478,615.95
Change Order 3:	Total Earned to Date (Summary Attached):	\$ 475,711.46
Change Order 4:	Less Retainage:	\$ 5,000.00
	Amount Due:	\$ 470,711.46

Payment 1	\$ 361,151.13
Payment 2	
Payment 3	
Payment 4	
Payment 5	
Payment 6	
Payment 7	
Current Payment	\$ 109,560.33

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

Date: _____ BY: _____

Recommended for Payment

Public Works Authorization _____

Common Council Approval Date: _____

Finance Department

Account Number	Amount

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

Street Construction - Canvasback Dr. & Cygnet Ct.

Item	Quantity	Description	Payment 2			
			Unit Price	Item Total	Quantity	Total
		Base Bid				
1	4,664	Pavement / Base Pulverizing	\$ 0.65	\$ 3,031.60	4664.00	\$ 3,031.60
2	510	Unclassified Excavation	\$ 9.85	\$ 5,023.50	510.00	\$ 5,023.50
3	4,572	Fine Grading & Compaction	\$ 1.00	\$ 4,572.00	4572.00	\$ 4,572.00
4	2,666	30" Concrete Curb & Gutter	\$ 15.45	\$ 41,189.70	2665.00	\$ 41,174.25
5	1,280	No. 4 Epoxy Coated Rebar	\$ 1.00	\$ 1,280.00	920.00	\$ 920.00
6	17	Utility Adjustment	\$ 550.00	\$ 9,350.00	17.00	\$ 9,350.00
7	3	Water Valve Adjustment	\$ 150.00	\$ 450.00	0.00	\$ -
8	84	Sawcut	\$ 5.00	\$ 420.00	84.00	\$ 420.00
9	592	Asphalt Binder Course Pavement	\$ 63.90	\$ 37,828.80	509.08	\$ 32,530.21
10	460	Asphalt Surface Course Pavement	\$ 71.80	\$ 33,028.00	420.56	\$ 30,196.21
11	6,156	6" Thick Concrete Trail, Handicap Ramp or Apron	\$ 6.45	\$ 39,706.20	6096.00	\$ 39,319.20
12	3,100	Lawn and Terrace Restoration	\$ 7.95	\$ 24,645.00	2530.00	\$ 20,113.50
13	1	Temporary Mailboxes	\$ 300.00	\$ 300.00	1.00	\$ 300.00
14	1	Erosion Control	\$ 450.00	\$ 450.00	1.00	\$ 450.00
15	1	Traffic Control	\$ 2,500.00	\$ 2,500.00	1.00	\$ 2,500.00
16	1	Construction mobile/demobile; Project coordination; All incidental utility and misc. roadway work; and all other project work area restoration and clean-up to an equal and/or better preconstruction condition as required and related to the overall project.	9900	\$ 9,900.00	1.00	\$ 9,900.00
Total Base Bid (Items 1 - 16)				\$ 213,674.80		\$ 199,800.47

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

Item	Quantity	Description				
			Unit Price	Item Total		
		Base Bid				
1	8,787	Pavement / Base Pulverizing	\$ 0.55	\$ 4,832.85	8787.00	\$ 4,832.85
2	972	Unclassified Excavation	\$ 9.85	\$ 9,574.20	972.00	\$ 9,574.20
3	8,787	Fine Grading & Compaction	\$ 1.00	\$ 8,787.00	8787.00	\$ 8,787.00
4	20	Utility Adjustment	\$ 550.00	\$ 11,000.00	20.00	\$ 11,000.00
5	1	Water Valve Adjustment	\$ 150.00	\$ 150.00	0.00	\$ -
6	1,150	No. 4 Epoxy Coated Rebar	\$ 1.00	\$ 1,150.00	1140.00	\$ 1,140.00
7	445	Sawcut	\$ 3.50	\$ 1,557.50	350.00	\$ 1,225.00
8	1,137	Asphalt Binder Course Pavement 2 1/4" Thick	\$ 61.90	\$ 70,380.30	1168.23	\$ 72,313.44
9	885	Asphalt Surface Course Pavement 1 3/4" Thick	\$ 69.80	\$ 61,773.00	983.03	\$ 68,615.49
10	1	Erosion Control	\$ 928.00	\$ 928.00	1.00	\$ 928.00
11	1	Traffic Control	\$ 4,000.00	\$ 4,000.00	1.00	\$ 4,000.00
12	1	Construction mobile/demobile; Project coordination; All incidental utility and misc. roadway work; and all other project work area restoration and clean-up to an equal and/or better preconstruction condition as required and related to the overall project.	9900	\$ 9,900.00	1.00	\$ 9,900.00
Total Base Bid (Items 1 - 12)				\$ 184,032.85		\$ 192,315.98

Item	Quantity	Description				
			Unit Price	Item Total		
		Mandatory Alternate Bid B				
1	253	30" Concrete Curb & Gutter, Remove & Replace	\$ 54.00	\$ 13,662.00	186.00	\$ 10,044.00
2	1,499	30" Concrete Curb & Gutter, Remove & Replace Slip Form	\$ 21.90	\$ 32,828.10	1700.00	\$ 37,230.00
3	853	4" Thick Concrete Sidewalk, Remove & Replace	\$ 8.15	\$ 6,951.95	1246.86	\$ 10,161.91
4	2,358	6" Thick Concrete Sidewalk, Ramp & Apron, Remove & Replace	\$ 8.15	\$ 19,217.70	1951.00	\$ 15,900.65
5	829	Lawn & Terrace Restoration	\$ 9.95	\$ 8,248.55	1031.00	\$ 10,258.45
Total Mandatory Alternate Bid B (Items 1 - 4)				\$ 80,908.30		\$ 83,595.01
Total Base Bid + Mandatory Alternate Bid B				\$ 478,615.95		\$ 475,711.46

City of Menasha Disbursements
08/15/25-08/28/25

Weekly Accounts Payable	08/20/25 & 08/28/25 Checks # 86110-86217	\$635,296.78
	Void Check #85852	(\$100.00)
Bi-Weekly Payroll	08/21/25	\$261,303.98
Additional Regular Cycle Accounts Payables -Paid Electronically		
Banking Fees	08/15/25	\$125.00
Spectrum ACH	08/18/25	\$80.00
Winnebago County ACH-Tax Roll Close	08/18/25	\$329,992.33
Calumet County ACH-Tax Roll Close	08/19/25	\$145,433.50
Delta Dental	08/20/25	\$4,369.40
HUB ACH	08/20/25	\$431.43
Nationwide Deferred Compensation	08/21/25	\$3,487.50
Employee Benefits-Flex Spending	08/21/25	\$3,270.89
Community First CU-Payroll Deduction	08/21/25	\$761.25
Wisconsin Deferred Compensation	08/22/25	\$10,790.75
Wisconsin Support Collections	08/22/25	\$826.41
Postage Machine Lease	08/27/25	\$214.68
Delta Dental	08/27/25	\$4,245.21
Federal Tax Withholding	08/27/25	\$90,733.17
State Tax Withholding	08/28/25	\$30,353.62
Network Health Premium	08/28/25	\$192,434.42
		\$ 817,549.56
Total		<u>\$1,714,050.32</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

08/28/25

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: 8/20/2025

Date: 8/28/2025

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
AMAZON CAPITAL SERVICES	86110	8/20/2025	1J7Q-6PYR-9TGX	100-0304-562.30-10	48.49	CLICKER
		8/20/2025	1NNG-DWV1-JXWX	824-0807-521.30-15	77.48	DOG FOOD
		Total for check: 86110			125.97	
BERGSTROM FORD LINCOLN	86111	8/20/2025	109615	731-1022-541.38-04	743.12	VEHICLE SERVICE
		8/20/2025	CM-108284-1	731-1022-541.38-04	(200.62)	SEAT BACK
		Total for check: 86111			542.50	
BOBCAT PLUS	86112	8/20/2025	RA07007	731-1022-541.29-04	257.15	WARRANTY WORK
CDW GOVERNMENT INC	86113	8/20/2025	AF5GJ5W	100-0813-521.30-15	631.96	AIR FIBER
CELLCOM	86114	8/20/2025	056529	100-0101-511.22-01	33.83	CELL PHONE MAYOR
				100-0201-512.22-01	33.83	CELL PHONE ATTORNEY
				100-0203-512.22-01	33.83	CELL PHONE CLERK
				100-0301-523.22-01	33.83	CELL PHONE BUILDING INSPECTOR
				100-0304-562.22-01	67.66	CELL PHONE COMMUNITY DEVELOPMENT
				100-0401-513.22-01	33.83	CELL PHONE FINANCE
				100-0601-551.22-01	23.00	CELL PHONE BUILDING SERVICES
					210.17	CELL PHONE LIBRARY
				100-0702-552.22-01	177.03	CELL PHONE PARK LOCATIONS
				100-0703-553.22-01	13.53	CELL PHONE BUILDING SERVICES
					180.76	CELL PHONE PARKS
				100-0801-521.22-01	15.56	CELL PHONE BUILDING SERVICES
					1,760.76	CELL PHONE POLICE
					0.01	CELL PHONE POLICE
				100-0811-521.22-01	33.83	CELL PHONE CODE ENFORCEMENT
				100-0904-531.22-01	33.83	CELL PHONE ENVIROMENTAL HEALTH
				100-0919-531.22-01	243.33	CELL PHONE HEALTH
				100-1001-514.22-01	15.56	CELL PHONE BUILDING SERVICES

AP Check Register

Check Date: 8/20/2025

Date: 8/28/2025

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description	
CELLCOM...	86114...	8/20/2025...	056529...	100-1002-541.22-01	173.02	CELL PHONE	ENGINEERING
				100-1008-541.22-01	12.66	CELL PHONE	STREET SIGNS
				100-1019-552.22-01	16.57	CELL PHONE	BRIDGES
				601-1020-543.22-01	7.51	CELL PHONE	SEWER TRUCK
				625-1002-541.22-01	57.67	CELL PHONE	ENGINEERING
				731-1022-541.22-01	135.99	CELL PHONE	CITY GARAGE
				743-0403-513.22-01	67.66	CELL PHONE	IT
				Total for check: 86114			
COMPLETE OFFICE OF WISCONSIN	86115	8/20/2025	969214	100-0203-512.30-10	8.37	OFFICE SUPPLIES	
					8.37		
DESIGN STUDIO ETC	86116	8/20/2025	25-MEN-01-01	470-1003-541.82-02	3,800.00	WATER STREET AMENITIES STR-2024-003	
					3,800.00		
DITCH WITCH MIDWEST	86117	8/20/2025	PSO174279-1	731-1022-541.38-04	3,260.30	SPROCKETS	
		8/20/2025	PSO174605-1	731-1022-541.38-04	743.77	SPROCKET	
		8/20/2025	PSO174950-1	731-1022-541.38-04	71.96	SHAFT	
		Total for check: 86117				4,076.03	
DLT SOLUTIONS LLC	86118	8/20/2025	5345449A	743-0403-513.24-04	4,778.92	AUTOCAD RENEWAL	
					4,778.92		
EJ EQUIPMENT	86119	8/20/2025	P01517	731-1022-541.38-03	92.62	PARTS	
					92.62		
ELAN FINANCIAL SERVICES	86127	8/20/2025	0067	100-0601-551.30-14	28.47	ROKUS	LIBRARY
		8/20/2025	0101	100-0601-551.30-16	51.75	SUMMER READING PROGRAM LIBRARY	
		8/20/2025	0150	256-0304-562.34-03	10.06	EPA CONFERENCE	COMMUNITY DEVELOPMENT
		8/20/2025	0332	100-0801-521.80-05	33.31	EMPLOYEE WELLNESS	POLICE
		8/20/2025	0460	100-0601-551.30-16	51.50	SUMMER READING PROGRAM LIBRARY	

AP Check Register

Check Date: 8/20/2025

Date: 8/28/2025

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
ELAN FINANCIAL SERVICES...	86127...	8/20/2025	0643	100-0601-551.30-11	26.92	ILL POSTAGE LIBRARY
		8/20/2025	0705	100-0702-552.30-18	13.50	MENASHA NIGHT OUT EVENT PARKS & REC
		8/20/2025	0774	100-1002-541.30-18	24.99	WEBCAM ENGINEERING
		8/20/2025	0886	100-0704-552.30-18	583.88	MODULE ADA LIFT POOL
		8/20/2025	1001	100-0601-551.24-03	63.96	BASE LIGHTS LIBRARY
		8/20/2025	1015	100-0601-551.30-14	196.43	OVERSIZE BOOK ENDS LIBRARY
		8/20/2025	1052	100-0601-551.30-16	29.99	ADOBE STOCK LIBRARY
		8/20/2025	1152	100-0601-551.32-01	39.00	DONOR SOFTWARE LIBRARY
		8/20/2025	1213	100-0301-523.30-12	129.99	CODES COMMUNITY DEVELOPMENT
		8/20/2025	1335	470-1003-541.82-02	54.95	PARTS SIGNALS
		8/20/2025	1532	100-0903-531.21-12	63.20	TRANSLATION (KINYARWANDA)HEALTH DEPARTMENT
		8/20/2025	1587	100-0704-552.30-10	12.00	MENS SOAP POOL
		8/20/2025	2222	100-0601-551.30-16	18.54	PROGRAMMING LIBRARY
		8/20/2025	2262	100-0000-201.14-00	90.06	SENIOR TRIP PARTY SENIOR CENTER
		8/20/2025	2341	100-0903-531.21-12	59.25	TRANSLATION (SWAHILI) HEALTH DEPARTMENT
		8/20/2025	2357	100-0903-531.30-18	44.00	CPR/FA CARDS HEALTH DEPARTMENT
		8/20/2025	2399	100-0704-552.30-17	8.25	NATIONAL ICE CREAM DAY POOL
		8/20/2025	2732	100-0703-553.24-03	78.97	O-RING PARKS
		8/20/2025	3036	100-0601-551.30-14	31.50	ADOBE CREATIVE CLOUD LIBRARY
		8/20/2025	3079	731-1022-541.38-03	202.99	HYDRAULIC CYLINDER PUBLIC WORKS
		8/20/2025	3082	256-0304-562.34-03	27.47	EPA CONFERENCE COMMUNITY DEVELOPMENT
		8/20/2025	3099	100-0801-521.21-06	16.00	PROFESSIONAL SERVICES POLICE
		8/20/2025	3214	100-0601-551.30-14	31.65	CREATIVE CLOUD SUITE LIBRARY
		8/20/2025	3412	100-0801-521.30-11	10.92	POSTAGE POLICE
		8/20/2025	3552	100-0801-521.24-04	194.99	CAMERAS POLICE
		8/20/2025	3668	100-0702-552.30-18	4.96	WHOA H2O EVENT PARKS & REC
		8/20/2025	3691	100-0601-551.30-16	21.00	PROGRAMMING LIBRARY
		8/20/2025	3921	100-0702-552.30-18	9.48	ART NIGHT EVENT PARKS & REC
		8/20/2025	3972	100-0601-551.30-14	26.24	ROKUS LIBRARY
		8/20/2025	4056	100-0801-521.21-06	10.00	PROFESSIONAL SERVICES POLICE
		8/20/2025	4125	100-0601-551.30-16	23.65	FACEBOOK ADS LIBRARY
		8/20/2025	4240	100-0601-551.30-14	10.54	ROKUS LIBRARY
		8/20/2025	4272	100-0801-521.30-15	(3.38)	TOOLS/EQUIPMENT POLICE
		8/20/2025	4319	100-0801-521.30-11	21.54	POSTAGE POLICE
		8/20/2025	4382	100-0801-521.24-04	268.51	CAT 6 POLICE

AP Check Register

Check Date: 8/20/2025

Date: 8/28/2025

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
ELAN FINANCIAL SERVICES...	86127...	8/20/2025	4479	100-0903-531.21-12	55.30	TRANSLATION (KINYARWANDA)HEALTH DEPARTMENT
		8/20/2025	4550	100-0801-521.34-03	125.85	TRAINING/MEALS POLICE
		8/20/2025	4555	731-1022-541.24-03	22.95	PANIC BUTTON PUBLIC WORKS
		8/20/2025	4701	100-0601-551.30-14	24.99	ROKUS LIBRARY
		8/20/2025	4710	100-0704-552.30-17	27.12	ICE CREAM SHAKES POOL
		8/20/2025	4728	100-0704-552.30-17	6.78	ICE CREAM SHAKES POOL
		8/20/2025	4778	100-0801-521.29-04	16.61	VEHICLE MAINTENANCE POLICE
		8/20/2025	4922	100-0304-562.34-02	275.00	REGISTRATION COMMUNITY DEVELOPMENT
		8/20/2025	4980	100-0000-201.14-00	27.96	BUS TRIP SENIOR CENTER
				100-0704-552.30-17	207.76	CONCESSIONS POOL
				826-0702-552.30-18	103.62	CONCESSIONS REC
				827-0920-531.30-18	37.46	CONCESSIONS SENIOR CENTER
		8/20/2025	5113	100-0801-521.21-06	7.00	PROFESSIONAL SERVICES POLICE
		8/20/2025	5159	100-0801-521.21-06	8.00	PROFESSIONAL SERVICES POLICE
		8/20/2025	5205	100-0903-531.21-12	11.85	TRANSLATION (SWAHILI) HEALTH DEPARTMENT
		8/20/2025	5268	100-0920-531.30-18	57.66	ICE CREAM SOCIAL SENIOR CENTER
		8/20/2025	5356	100-0601-551.30-14	14.99	MONTHLY SUBSCRIPTION LIBRARY
		8/20/2025	5455	100-0702-552.30-18	24.25	CAMP CHAMP SUPPLIES PARKS & REC
		8/20/2025	5816	100-0601-551.30-14	55.00	POST CRESCENT SUBSCRIPTONLIBRARY
		8/20/2025	5863	100-0702-552.30-18	77.91	ART NIGHT EVENT PARKS & REC
		8/20/2025	5947	100-0704-552.30-17	52.74	POOL CONCESSIONS RECREATION
		8/20/2025	6079	100-0801-521.21-06	11.00	PROFESSIONAL SERVICES POLICE
		8/20/2025	6080	100-0801-521.21-06	12.00	PROFESSIONAL SERVICES POLICE
		8/20/2025	6090	100-0601-551.30-14	20.99	MONTHLY SUBSCRIPTION LIBRARY
		8/20/2025	6127	100-0801-521.30-11	12.42	POSTAGE POLICE
		8/20/2025	6191	256-0304-562.34-03	29.00	REGISTRATION COMMUNITY DEVELOPMENT
		8/20/2025	6239	100-0401-513.30-12	39.99	WIRELESS MOUSE/KEYBOARD
		8/20/2025	6365	100-0801-521.29-04	10.38	VEHICLE MAINTENANCE POLICE
		8/20/2025	6535	100-0801-521.30-15	(24.10)	TOOLS/EQUIPMENT POLICE
		8/20/2025	6545	100-0601-551.30-16	20.00	SUMMER READING PROGRAM LIBRARY
		8/20/2025	6571	256-0304-562.34-03	30.11	REGISTRATION COMMUNITY DEVELOPMENT
		8/20/2025	6575	100-0801-521.21-06	9.00	PROFESSIONAL SERVICES POLICE
		8/20/2025	6610	100-0703-553.30-18	50.41	STAFF RECOGNITION
		8/20/2025	6838	100-0702-552.30-18	4.45	CAMP CHAMP SUPPLIES PARKS & REC
		8/20/2025	6852	100-0702-552.30-18	24.48	SAFETY EVENT

AP Check Register

Check Date: 8/20/2025

Date: 8/28/2025

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
ELAN FINANCIAL SERVICES...	86127...	8/20/2025	6890	100-0601-551.30-16	10.44	MONTHLY SUBSCRIPTION LIBRARY
		8/20/2025	6899	100-0601-551.30-16	50.00	SUMMER READING PRIZES LIBRARY
		8/20/2025	6922	100-0801-521.32-01	75.00	DUES/MEMBERSHIPS POLICE
		8/20/2025	6937	100-0703-553.30-18	118.56	TRASH PICKER PARKS
		8/20/2025	7087	100-0801-521.21-06	18.00	PROFESSIONAL SERVICES POLICE
		8/20/2025	7378	100-0903-531.30-18	2.61	POSTERBOARD HEALTH DEPARTMENT
		8/20/2025	7400	100-0601-551.30-16	30.00	SUMMER READING PRIZES LIBRARY
		8/20/2025	7554	100-0601-551.30-16	359.49	SW SUPPLIES LIBRARY
		8/20/2025	7574	100-0801-521.24-03	14.24	LOCKS POLICE
		8/20/2025	7696	100-0301-523.30-12	1,286.05	CODES COMMUNITY DEVELOPMENT
		8/20/2025	7900	100-1008-541.24-04	137.49	ELECTRICAL BOX SIGNALS
		8/20/2025	7910	100-0601-551.30-16	5.99	PROGRAM LIBRARY
		8/20/2025	8021	100-1008-541.30-15	35.00	TOOLS SIGN
		8/20/2025	8035	256-0304-562.34-03	8.94	REGISTRATION COMMUNITY DEVELOPMENT
		8/20/2025	8044	100-0703-553.24-03	38.30	BATH FAN PARKS
		8/20/2025	8066	100-0601-551.30-14	28.47	ROKUS LIBRARY
		8/20/2025	8085	256-0304-562.34-03	20.12	REGISTRATION COMMUNITY DEVELOPMENT
		8/20/2025	8098	100-0801-521.24-04	142.02	CAMERAS POLICE
		8/20/2025	8204	100-0702-552.30-18	63.40	ENCHANTED GARDEN PARKS & REC
		8/20/2025	8289	100-0702-552.30-18	44.23	ENCHANTED GARDEN PARKS & REC
		8/20/2025	8336	601-1020-543.30-15	119.98	RADIO SET SEWER TRUCK
		8/20/2025	8364	470-1003-541.82-02	112.67	LOAD CENTER/FUSE SIGNALS
		8/20/2025	8379	100-0702-552.30-18	94.91	DIVE IN MOVIE RECREATION
				100-0704-552.30-17	86.47	CONCESSIONS POOL
		8/20/2025	8453	100-0903-531.30-18	20.00	MENASHA NIGHT OUT PRIZE HEALTH DEPARTMENT
		8/20/2025	8464	100-0801-521.24-04	8.84	TRAFFIC CAMERAS POLICE
		8/20/2025	8503	100-0702-552.30-18	31.82	ART NIGHT EVENT PARKS & REC
		8/20/2025	8528	100-1002-541.34-02	20.00	WISCONSIN FEE ENGINEERING
		8/20/2025	8679	100-0601-551.30-16	50.00	SUMMER READING PRIZES LIBRARY
		8/20/2025	8875	100-0801-521.30-15	506.07	TOOLS/EQUIPMENT POLICE
		8/20/2025	9022	100-0601-551.30-14	11.59	ROKUS LIBRARY
		8/20/2025	9073	100-0801-521.21-06	14.00	PROFESSIONAL SERVICES POLICE
		8/20/2025	9116	100-0801-521.30-18	135.82	DEPARTMENT SUPPLIES POLICE
		8/20/2025	9205	100-0801-521.21-06	6.00	PROFESSIONAL SERVICES POLICE
		8/20/2025	9244	100-0601-551.30-16	15.00	PROGRAMMING LIBRARY

AP Check Register

Check Date: 8/20/2025

Date: 8/28/2025

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description	
ELAN FINANCIAL SERVICES...	86127...	8/20/2025	9324	100-0601-551.30-16	394.70	SW SUPPLIES	LIBRARY
		8/20/2025	9378	100-0601-551.30-16	51.50	SUMMER READING PROGRAM LIBRARY	
		8/20/2025	9481	100-0801-521.30-15	70.96	TOOLS/EQUIPMENT	POLICE
		8/20/2025	9578	100-0601-551.30-11	9.21	ILL POSTAGE	LIBRARY
		8/20/2025	9708	470-1003-541.82-02	433.08	SPLICE KIT	SIGNALS
		8/20/2025	9789	100-0903-531.30-18	425.00	EPIPEN/EPIPEN JR	HEALTH DEPARTMENT
		Total for check: 86127				9,217.93	
EVERGREEN POWER	86128	8/20/2025	28295	731-1022-541.38-03	9.69	FUEL FILTER	
					9.69		
FACTORY MOTOR PARTS CO	86129	8/20/2025	1-10996976	731-1022-541.38-03	26.36	FUEL FILTER	
			18-2303092	731-1022-541.38-03	11.46	LUBE FILTER	
			Total for check: 86129				37.82
FOX CITIES CHAMBER OF COMMERCE &	86130	8/20/2025	056529	492-0304-562.21-10	1,500.00	ECONOMIC DEV PLEDGE	
				493-0304-562.21-10	1,500.00	ECONOMIC DEV PLEDGE	
				Total for check: 86130			
FOX VALLEY HUMANE ASSOCIATION	86131	8/20/2025	6192	100-0806-532.25-01	276.00	APRIL ANIMALS	
					276.00		
GANNETT WISCONSIN LOCALIQ	86132	8/20/2025	0007209788	100-0203-512.29-02	55.58	POST CRESCENT SUBSCRIPTON	
				100-0405-513.29-02	645.23	POST CRESCENT SUBSCRIPTON	
				Total for check: 86132			
MICHAEL GERWE	86133	8/20/2025		470-1003-541.82-02	845.00	WATER ST SIGNAGE DEVELOP STR-2024-003	
					845.00		
CLAIRE HOLZSCHUH	86134	8/20/2025	MILEAGE	100-0903-531.33-01	11.76	MILEAGE REIMBURSEMENT	

AP Check Register

Check Date: 8/20/2025

Date: 8/28/2025

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
CLAIRE HOLZSCHUH...	86134...	8/20/2025	PARKING	100-0903-531.33-04	19.75	PARKING REIMBURSMENT
			Total for check: 86134		31.51	
JACOBSON HOMES LLC	86135	8/20/2025	SETTLEMENT	733-0206-512.73-01	890.50	WINDOW CLAIM 212 WATER STREET
			Total for check: 86135		890.50	
JIM'S GOLF CARS INC	86136	8/20/2025	7076	731-1022-541.38-03	45.34	CABLES/CLIPS
			Total for check: 86136		45.34	
JX ENTERPRISES INC	86137	8/20/2025	24132399P	731-1022-541.38-03	661.54	POWER STEERING PART
		8/20/2025	24132526P	731-1022-541.38-03	268.99	SENSOR
			Total for check: 86137		930.53	
KLINK HYDRAULICS LLC	86138	8/20/2025	47789	731-1022-541.38-03	67.26	PARTS
			Total for check: 86138		67.26	
LAURA INGALLS WILDER MUSEUM	86139	8/20/2025	BUS TRIP	100-0000-201.14-00	250.00	PEPIN BUS TRIP 9/13/25-9/14/25
			Total for check: 86139		250.00	
MACQUEEN EQUIPMENT	86140	8/20/2025	P39427	731-1022-541.38-03	83.53	SEALS
			Total for check: 86140		83.53	
MATTHEWS TIRE INC	86141	8/20/2025	98010	731-1022-541.38-02	733.00	TIRES
		8/20/2025	98022	731-1022-541.38-02	562.99	TIRES
		8/20/2025	98025	731-1022-541.38-02	1,304.00	TIRES
		8/20/2025	98026	731-1022-541.38-03	7.99	VALVE STEM
		8/20/2025	98110	731-1022-541.38-03	19.98	VALVE STEMS
			Total for check: 86141		2,627.96	

AP Check Register

Check Date: 8/20/2025

Date: 8/28/2025

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
MENASHA UTILITIES	86142	8/20/2025	MENASHA UTILITY	100-0000-123.00-00	1,745.73	6/30/25-7/31/25 ELEC
					302.02	6/30/25-7/31/25 WAT/SEW
					77.69	6/30/25-7/31/25 STORM
					8.79	6/30/25-7/31/25 ELEC
					11.75	6/30/25-7/31/25 ELEC
				100-0304-562.22-03	13.40	06/30/25-07/31/25 ELEC
				100-0305-562.22-03	18.56	06/30/25-07/31/25 ELEC
				100-0305-562.22-06	4.18	06/30/25-07/31/25 STORM
				100-0601-551.22-03	5,867.37	06/30/25-07/31/25 ELEC
				100-0601-551.22-05	538.10	6/30/25-7/31/25 WAT/SEW
				100-0601-551.22-06	173.47	6/30/25-7/31/25 STORM
				100-0703-553.22-03	3,111.50	6/30/25-7/31/25 ELEC
				100-0703-553.22-05	1,868.13	6/30/25-7/31/25 WAT/SEW
				100-0703-553.22-06	1,835.05	6/30/25-7/31/25 STORM
				100-0704-552.22-03	3,106.96	6/30/25-7/31/25 ELEC
				100-0704-552.22-05	6,081.73	6/30/25-7/31/25 WAT/SEW
				100-0801-521.22-03	2,435.33	6/30/25-7/31/25 ELEC
				100-0801-521.22-05	417.08	6/30/25-7/31/25 WAT/SEW
				100-0801-521.22-06	107.28	6/30/25-7/31/25 STORM
				100-0920-531.22-03	389.18	6/30/25-7/31/25 ELEC
				100-0920-531.22-05	148.21	6/30/25-7/31/25 WAT/SEW
				100-1001-514.22-03	78.35	6/30/25-7/31/25 ELEC
				100-1008-541.22-03	455.39	6/30/25-7/31/25 ELEC
				100-1008-541.22-05	16.68	6/30/25-7/31/25 WAT/SEW
				100-1012-541.22-03	606.44	6/30/25-7/31/25 ELEC
				100-1013-541.22-03	55.09	6/30/25-7/31/25 ELEC
				100-1013-541.22-06	73.15	6/30/25-7/31/25 STORM
				100-1019-552.22-03	22.66	6/30/25-7/31/25 ELEC
				207-0707-552.22-03	1,637.41	6/30/25-7/31/25 ELEC
				207-0707-552.22-05	389.19	6/30/25-7/31/25 WAT/SEW
				207-0707-552.22-06	42.85	6/30/25-7/31/25 STORM
				501-0304-562.22-03	306.24	6/30/25-7/31/25 ELEC
				501-0304-562.22-05	33.36	6/30/25-7/31/25 WAT/SEW
				501-0304-562.22-06	189.15	6/30/25-7/31/25 STORM
				601-1020-543.22-03	214.72	6/30/25-7/31/25 ELEC

AP Check Register

Check Date: 8/20/2025

Date: 8/28/2025

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
MENASHA UTILITIES...	86142...	8/20/2025...	MENASHA UTILITY...	731-1022-541.22-03	1,286.34	6/30/25-7/31/25 ELEC
				731-1022-541.22-05	1,842.22	6/30/25-7/31/25 WAT/SEW
				731-1022-541.22-06	1,629.16	6/30/25-7/31/25 STORM
				Total for check: 86142	37,139.91	
VALLEY POPCORN SERVICE LLC	86143	8/20/2025	7954	100-0704-552.30-17	45.90	POPCORN
					45.90	
N&M AUTO SUPPLY	86144	8/20/2025	844443	731-1022-541.38-03	52.20	OIL
					52.20	
PACKER CITY INTL TRUCKS INC	86145	8/20/2025	X103151834:01	731-1022-541.30-18	175.00	SHOP SUPPLIES
		8/20/2025	X103155464:03	731-1022-541.38-03	15.06	FUEL FLT
		8/20/2025	X103155744:01	731-1022-541.38-03	416.58	TUBE HOSE
			Total for check: 86145		606.64	
PETERS CONCRETE COMPANY	86146	8/20/2025	2255910	470-1003-541.82-02	2,957.50	CONCRETE 3/4 BAG MIX STR-2025-006
		8/20/2025	2256026	470-1003-541.82-02	6,337.50	CONCRETE 3/4 BAG MIX STR-2025-006
		8/20/2025	2256093	470-1003-541.82-02	3,633.50	CONCRETE 3/4 BAG MIX STR-2025-006
		8/20/2025	2256157	470-1003-541.82-02	7,098.00	CONCRETE 3/4 BAG MIX STR-2025-006
		8/20/2025	2256227	470-1003-541.82-02	4,590.00	CONCRETE 3/4 BAG MIX STR-2025-006
		8/20/2025	2256326	470-1003-541.82-02	4,309.50	CONCRETE 3/4 BAG MIX STR-2025-006
		8/20/2025	2256373	470-1003-541.82-02	2,535.00	CONCRETE 3/4 BAG MIX STR-2025-006
		8/20/2025	2256429	470-1003-541.82-02	3,380.00	CONCRETE 3/4 BAG MIX STR-2025-006
REGISTRATION FEE TRUST	86147	8/20/2025	PLATE	731-1022-541.30-18	4.00	PLATE REPLACEMENT
					4.00	

AP Check Register

Check Date: 8/20/2025

Date: 8/28/2025

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
SERVICE MOTOR COMPANY	86148	8/20/2025	P14043	731-1022-541.38-03	330.41	WHEEL GAUGE
			Total for check: 86148		330.41	
COUNTY OF SHEBOYGAN	86149	8/20/2025	138965	100-1003-541.30-18	1,448.03	COLD PATCH
			Total for check: 86149		1,448.03	
SMT MANUFACTURING & SUPPLY LLC	86150	8/20/2025	0085789-IN	731-1022-541.38-03	18.65	PARTS
			Total for check: 86150		18.65	
THEDACARE AT WORK	86151	8/20/2025	372697	100-0901-515.21-05	32.00	AUDIOGRAM
			Total for check: 86151		32.00	
VON BRIESEN & ROPER SC	86152	8/20/2025	501287	100-0201-512.21-01	525.00	MEPD PROF SERVICES
			Total for check: 86152		525.00	
WE ENERGIES	86153	8/20/2025	5577271013	731-1022-541.22-04	70.95	7/7/25-8/4/25 GAS SERVICEPUBLIC WORKS
		8/20/2025	5583440599	100-0701-533.22-03	14.90	7/10/25-8/7/25 ELECTRIC NORTH STREET
		8/20/2025	5584108971	100-0701-533.22-03	14.73	7/10/25-8/7/25 ELECTRIC NORTH STREET
			Total for check: 86153		100.58	
					111,886.98	

AP Check Register

Check Date: 8/28/2025

Date: 8/28/2025

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
AMAZON CAPITAL SERVICES	86154	8/28/2025	1Y76-VKTT-4Y4K	100-0204-512.30-15	195.78	PRINTABLE POSTCARDS
			Total for check: 86154		195.78	
APPLETON NAIL NURSE LLC	86155	8/28/2025	NAIL APPTS	100-0920-531.20-05	343.00	NAIL APPOINTMENTS - AUG
			Total for check: 86155		343.00	
BADGERLAND SEALING LLC	86156	8/28/2025	6778	100-0703-553.24-05	1,585.00	TRAIL SEALCOATING
		8/28/2025	6779	100-0703-553.24-05	4,000.00	TRAIL SEALCOATING
		8/28/2025	6780	100-0703-553.24-05	2,170.00	TRAIL SEALCOATING
		8/28/2025	6781	100-0703-553.24-05	1,450.00	TRAIL SEALCOATING
		8/28/2025	6782	100-0703-553.24-05	3,620.00	TRAIL SEALCOATING
			Total for check: 86156		12,825.00	
BENEFIT COORDINATORS CORP	86157	8/28/2025	B0JXFS	734-0416-513.21-06	2,589.26	MONTHLY FAHP FEE AUGUST
			Total for check: 86157		2,589.26	
BLACKBURN MFG CO	86158	8/28/2025	0759151-IN	100-1002-541.30-15	111.32	FLAGGING
				625-1002-541.30-15	37.11	FLAGGING
			Total for check: 86158		148.43	
LARRY BUCK	86159	8/28/2025	REFUND	100-0000-201.14-00	80.00	TRIP CANCELATION BREWER GAME
			Total for check: 86159		80.00	
JOHANNA CARDONA	86160	8/28/2025	REFUND	100-0000-201.11-00	100.00	SECURITY DEPOSIT REFUND
			Total for check: 86160		100.00	
CINTAS	86161	8/28/2025	1905842805	100-0703-553.30-13	561.00	TRASH BAGS/GLOVES
		8/28/2025	4240205263	100-0703-553.30-13	265.37	UNIFORMS/SUPPLIES
				731-1022-541.20-01	161.00	UNIFORMS/SUPPLIES
		8/28/2025	4240941485	731-1022-541.20-01	161.00	UNIFORMS/SUPPLIES

AP Check Register

Check Date: 8/28/2025

Date: 8/28/2025

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description	
CINTAS...	86161...	8/28/2025...	4240941485...	731-1022-541.30-13	585.93	UNIFORMS/SUPPLIES	
		8/28/2025	4240947126	100-0801-521.20-01	50.25	HOUSEKEEPING/SUPPLIES	
				100-0801-521.30-13	151.45	HOUSEKEEPING/SUPPLIES	
		8/28/2025	4240947139	100-0601-551.20-01	48.00	HOUSEKEEPING/MATS	
				100-0601-551.30-13	219.20	HOUSEKEEPING/MATS	
		Total for check: 86161				2,203.20	
CLIFTONLARSONALLEN LLP	86162	8/28/2025	L251500753	456-0000-201.02-00	1,615.95	TID #4 AUDIT	PROGRESS BILLING
COMPLETE OFFICE OF WISCONSIN	86163	8/28/2025	971647	100-0801-521.30-10	11.62	TAPE	
		8/28/2025	972454	100-0801-521.30-10	95.32	OFFICE SUPPLIES	
		8/28/2025	972457	100-1001-514.30-10	191.07	OFFICE SUPPLIES	
				731-1022-541.30-10	102.94	OFFICE SUPPLIES	
		8/28/2025	973073	100-1001-514.30-10	12.29	OFFICE SUPPLIES	
		8/28/2025	973077	100-1001-514.30-10	30.98	OFFICE SUPPLIES	
		8/28/2025	973225	731-1022-541.24-01	(30.98)	OFFICE SUPPLIES	
		8/28/2025	974840	731-1022-541.24-01	7.17	NOTEBOOK	
		Total for check: 86163				420.41	
CRUISERS	86164	8/28/2025	48274	100-0801-521.29-04	236.49	SHIPPING COST	PRISONER SEAT
ENVISIONINK PRINTING SOLUTIONS	86165	8/28/2025	254563	826-0702-552.30-18	45.00	GRUNSKI POSTERS	
		8/28/2025	254564	826-0702-552.30-18	225.00	GRUNSKI YARD SIGNS	
		Total for check: 86165				270.00	
EVERGREEN POWER	86166	8/28/2025	28378	731-1022-541.38-03	116.45	KUBOTA BLADE	
		8/28/2025	28380	100-0703-553.30-15	369.99	SHAFT TRIMMER	
		Total for check: 86166				486.44	

AP Check Register

Check Date: 8/28/2025

Date: 8/28/2025

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
FACTORY MOTOR PARTS CO	86167	8/28/2025	18-2304455	731-1022-541.30-18	119.88	SUPPLIES
		8/28/2025	18-2304456	731-1022-541.38-04	253.08	HUBASY WHEEL
		8/28/2025	18-2305098	731-1022-541.38-03	11.86	OIL FILTER
		8/28/2025	18-Z33958	731-1022-541.38-03	510.51	PARTS
		Total for check: 86167				895.33
FARRELL EQUIPMENT & SUPPLY CO INC	86168	8/28/2025	254213	100-1003-541.30-18	199.97	REPLACEMENT BLADES/ EXPANSION JOINT
					199.97	
FOX STAMP SIGN & SPECIALTY	86169	8/28/2025	OE-56747	826-0702-552.30-18	271.70	GRUNSKI SIGN
					271.70	
ADDISON GALIOTO	86170	8/28/2025	SCHOLARSHIP	822-0413-554.30-16	250.00	HATTIE F MINOR SCHOLARSHP
					250.00	
GARROW OIL CORP	86171	8/28/2025	1272226	100-0000-131.00-00	20,757.07	DIESEL FUEL
					20,757.07	
CINDY GLATZ	86172	8/28/2025	REFUND	100-0000-201.14-00	250.00	BUS TRIP CANCELLATION LAURA INGALLS
					250.00	
GRABER MANUFACTURING	86173	8/28/2025	0018622-IN	470-1003-541.82-02	21,788.51	WATER ST SWING BENCHES/ RECEPTACLES/STR-2024-00
					21,788.51	
GRAINGER INC	86174	8/28/2025	9619441463	100-0703-553.24-03	12.24	SUPPLIES
					12.24	
HALQUIST STONE COMPANY	86175	8/28/2025	5629051-IN	470-1003-541.82-02	5,804.02	WATER STREET STONE STR-2024-003

AP Check Register

Check Date: 8/28/2025

Date: 8/28/2025

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
HALQUIST STONE COMPANY...	86175...	8/28/2025	5630408-IN	470-1003-541.82-02	3,281.50	WATER STREET STONE STR-2024-003
			Total for check: 86175		9,085.52	
CHLOE HANSEN-DUNN	86176	8/28/2025	REIMBURSEMENT	100-0704-552.30-17	326.48	POOL CONCESSIONS REIMBURS
			Total for check: 86176		326.48	
JEREMY HANSON	86177	8/28/2025	REFUND	100-0000-441.23-00	5.00	BEER PERMIT REFUND
			Total for check: 86177		5.00	
KRAMER AND RIDGE COMPANY	86178	8/28/2025	001-238346	731-1022-541.38-04	405.62	FUEL LINE
			Total for check: 86178		405.62	
LOGAN LIEGL	86179	8/28/2025	MILEAGE	100-0702-552.33-01	8.04	MILEAGE REIMBURSEMENT
			Total for check: 86179		8.04	
LIGHTMART	86180	8/28/2025	INV360368	493-0703-553.82-02	858.00	LIGHT SIDE SHIELDS MAR-2025-001
			Total for check: 86180		858.00	
AUDREY LINGNOFSKI	86181	8/28/2025	SCHOLARSHIP	822-0413-554.30-16	250.00	HATTIE F MINOR SCHOLARSHIP
			Total for check: 86181		250.00	
LOGISTICS RECYCLING INC	86182	8/28/2025	147362	100-0901-515.30-18	96.05	MEDICAL WASTE BOXES 1/2 CVMIC
			Total for check: 86182		96.05	
MARISSA LUKASZEWSKI	86183	8/28/2025	REFUND	100-0000-441.25-00	159.00	ROCKETRY CAMP REFUND
			Total for check: 86183		159.00	

AP Check Register

Check Date: 8/28/2025

Date: 8/28/2025

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
MATTHEWS TIRE INC	86184	8/28/2025	98169	731-1022-541.38-02	1,188.00	TIRES
			Total for check: 86184		1,188.00	
MENASHA NEENAH MUNICIPAL COURT	86185	8/28/2025	REPORT #25-0093	100-0000-201.03-00	910.00	REPORT #25-0093
			Total for check: 86185		910.00	
MENASHA UTILITIES	86186	8/28/2025	5173	601-0401-513.25-01	18,783.95	JULY SEWER CHARGES
				625-0401-513.25-01	1,760.49	JULY STORMWATER CHARGES
		8/28/2025	MENASHA UTILITY	100-0305-562.22-05	50.04	06/27/25-07/29/25 WAT/SEW
				100-0305-562.22-06	16.72	06/27/25-07/29/25 STORM
				100-0601-551.22-07	63.23	06/27/25-07/29/25 LIBRARYDARK FIBER
				100-0703-553.22-05	928.66	06/27/25-07/29/25 WAT/SEW
				100-0703-553.22-06	126.46	06/27/25-07/29/25 STORM
				100-0704-552.22-07	446.36	06/27/25-07/29/25 POOL DARK FIBER
				100-1012-541.22-03	84.59	06/27/25-07/29/25 ELEC
					11,090.99	JULY STREET LIGHTING
				100-1013-541.22-03	12.36	06/27/25-07/29/25 ELEC
				100-1013-541.22-05	47.22	06/27/25-07/29/25 WAT/SEW
				100-1013-541.22-06	246.63	06/27/25-07/29/25 STORM
				100-1014-543.22-05	16.68	06/27/25-07/29/25 WAT/SEW
				100-1014-543.22-06	80.47	06/27/25-07/29/25 STORM
				100-1019-552.22-05	52.86	06/27/25-07/29/25 WAT/SEW
				100-1019-552.22-07	75.00	06/27/25-07/29/25 DARK FIBER
				207-0707-552.22-07	57.44	06/27/25-07/29/25 MARINA DARK FIBER
				487-0305-562.22-06	14.63	06/27/25-07/29/25 STORM
				501-0304-562.22-06	239.31	06/27/25-07/29/25 STORM
				731-1022-541.22-07	595.45	06/27/25-07/29/25 GARAGE DARK FIBER
				743-0403-513.21-04	165.69	06/27/25-07/29/25 IT INTERNET
				743-0403-513.22-07	504.59	06/27/25-07/29/25 IT DARK FIBER
			Total for check: 86186		35,459.82	

AP Check Register

Check Date: 8/28/2025

Date: 8/28/2025

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
METRO SALES INC	86187	8/28/2025	INV2865803	743-0403-513.29-01	841.34	PRINTER/COPIER USAGE 7/17/25-8/16/25
			Total for check: 86187		841.34	
NEENAH MAIN AUTO BODY INC	86188	8/28/2025	5497	100-0801-521.29-04	2,042.35	SQUAD CAR REPAIR
			Total for check: 86188		2,042.35	
CITY OF NEENAH	86189	8/28/2025	40164	100-0303-542.25-01	11,200.00	DIAL-A-RIDE
		8/28/2025	FIRE/RESCUE	100-0501-522.25-01	339,585.00	FIRE/RESCUE SERVICES SEPTEMBER
			Total for check: 86189		350,785.00	
PACKER CITY INTL TRUCKS INC	86190	8/28/2025	X103155840:01	731-1022-541.38-03	82.54	OIL FILTERS
		8/28/2025	X103155840:02	731-1022-541.30-18	23.58	SQUEEGEE
		8/28/2025	X103155905:01	731-1022-541.38-03	48.65	SOCKET PIN/VALVE
			Total for check: 86190		154.77	
PLYMOUTH LUBRICANTS	86191	8/28/2025	6209539	731-1022-541.38-03	2,055.58	PRO PERF THF BULK
		8/28/2025	6209540	731-1022-541.38-03	225.00	OIL
			Total for check: 86191		2,280.58	
MAXINE POHLMAN	86192	8/28/2025	REFUND	100-0000-201.14-00	110.00	BUS TRIP CANCELLATIONS
			Total for check: 86192		110.00	
PRESTWICK GROUP INC	86193	8/28/2025	INV33790	470-0703-553.82-02	4,201.00	SOFTBALL DIAMOND TABLES PR-2024-004
			Total for check: 86193		4,201.00	
BEATRIZ RAMOS	86194	8/28/2025	REFUND	100-0000-201.11-00	100.00	SECURITY DEPOSIT REFUND
			Total for check: 86194		100.00	

AP Check Register

Check Date: 8/28/2025

Date: 8/28/2025

<i>Vendor Name</i>	<i>Check Number</i>	<i>Check Date</i>	<i>Invoice Number</i>	<i>Account Number</i>	<i>Amount</i>	<i>Description</i>
REINDERS INC	86195	8/28/2025	2737264-00	100-0703-553.30-18	169.49	SUPPLIES
			Total for check: 86195		169.49	
MICHELLE REPPERT	86196	8/28/2025	REFUND	100-0000-441.25-00	188.00	ROCKETRY CAMP REFUND
			Total for check: 86196		188.00	
ROCK SOLID BRICK REPAIR LLC	86197	8/28/2025	RESTORATION #1	470-0703-553.82-01	6,750.00	HISTORIC TUCKPOINTING PR-2025-008
			Total for check: 86197		6,750.00	
RUEKERT & MIELKE INC	86198	8/28/2025	158635	601-1020-543.21-02	427.50	PROFESSIONAL SERVICES JULY SEWER BILLINGS
			Total for check: 86198		427.50	
CYNDEL SAWALL	86199	8/28/2025	REIMBURSMENT	743-0403-513.24-04	108.45	CANVA SUB REIMBURSMENT
			Total for check: 86199		108.45	
DIANE SCHABACH	86200	8/28/2025	761746	207-0707-552.21-06	14,000.00	HARBORMASTER CONTRACT
			Total for check: 86200		14,000.00	
SECURITY LUEBKE ROOFING	86201	8/28/2025	7250297-2	470-0703-553.82-01	1,000.00	ROOFING FINAL PAYMENT PR-2025-010
			Total for check: 86201		1,000.00	
SERVICEMASTER BUILDING MAINTENANCE	86202	8/28/2025	47540	100-0704-552.20-01	662.40	JANITORIAL SERVICES POOL
			Total for check: 86202		662.40	
SPEEDY CLEAN DRAIN & SEWER INC	86203	8/28/2025	88835	625-1010-541.21-02	315.00	TELEWISE JEFFERSON PARK
			Total for check: 86203		315.00	

AP Check Register

Check Date: 8/28/2025

Date: 8/28/2025

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
SUPERIOR VISION INSURANCE PLAN	86204	8/28/2025	911586	100-0000-204.10-00	1,026.85	VISION INSURANCE SEPT
			Total for check: 86204		1,026.85	
SWIDERSKI POWER INC	86205	8/28/2025	IF20017	731-1022-541.38-03	9.00	PARTS
			Total for check: 86205		9.00	
TAPCO	86206	8/28/2025	1806955	470-1003-541.82-02	7,360.00	TRAFFIC SIGNAL PARTS STR-2025-006
		8/28/2025	1807451	470-1003-541.82-02	220.00	TRAFFIC SIGNAL BASE STR-2025-006
		8/28/2025	1808106	470-1003-541.82-02	3,150.00	RACINE ST TRAFFIC SIGNALSSTR-2025-006
		8/28/2025	1808167	470-1003-541.82-02	9,289.37	3RD & RACINE TRAFFIC SIGNSTR-2025-006
			Total for check: 86206		20,019.37	
THEDACARE AT WORK	86207	8/28/2025	372901	100-0202-512.21-05	236.00	EMPLOYEE SCREENINGS
		8/28/2025	372920	100-0202-512.21-05	68.00	DRUG TEST
		8/28/2025	373130	100-0202-512.21-05	168.00	EMPLOYEE SCREENING
			Total for check: 86207		472.00	
WE ENERGIES	86208	8/28/2025	5594454086	100-0703-553.22-04	10.23	7/18/25-8/17/25 GAS 2170 PLANK RD
			Total for check: 86208		10.23	
WEYERS EQUIPMENT INC	86209	8/28/2025	01-246459	731-1022-541.38-03	145.68	BELT
			Total for check: 86209		145.68	
WG INC	86210	8/28/2025	229408	100-0703-553.29-01	72.00	YARD SIGNS
			Total for check: 86210		72.00	
TERMINIX WIL-KIL	86211	8/28/2025	81458851	100-0501-522.24-03	87.63	PEST CONTROL MAINTENANCE 430 1ST ST
				100-0801-521.24-03	87.64	PEST CONTROL MAINTENANCE 430 1ST ST
		8/28/2025	81459713	100-0703-553.20-07	61.85	PEST CONTROL MAINTENANCE 640 KEYES ST

AP Check Register

Check Date: 8/28/2025

Date: 8/28/2025

<i>Vendor Name</i>	<i>Check Number</i>	<i>Check Date</i>	<i>Invoice Number</i>	<i>Account Number</i>	<i>Amount</i>	<i>Description</i>
TERMINIX WIL-KIL...	86211...	8/28/2025	81459859	100-1019-552.20-07	124.55	PERIMETER TREATMENT RACINE ST BRIDGE 1/2 DOT
			Total for check: 86211		361.67	
WINNEBAGO COUNTY CLERK OF COURTS	86212	8/28/2025	REPORT #25-5030	100-0000-201.03-00	150.00	REPORT #25-5030
			Total for check: 86212		150.00	
WISCONSIN ELECTIONS COMMISSION	86213	8/28/2025	WEC CONF/JANET	100-0204-512.34-02	125.00	WEC CONFERENCE EVAN JANET
			Total for check: 86213		125.00	
WISCONSIN PARK & RECREATION ASSN	86214	8/28/2025	9711	100-0702-552.34-02	459.00	LEADERSHIP REGISTRATION
			Total for check: 86214		459.00	
WISCONSIN SUPPORT COLLECTIONS	86215	8/28/2025	20250821	100-0000-202.03-00	823.91	PAYROLL SUMMARY
			Total for check: 86215		823.91	
WOOD AN DALE NURSERY	86216	8/28/2025	20770	100-0706-561.20-06	750.00	TREE RELOCATION (2) JEFFERSON PARK
			Total for check: 86216		750.00	
ZEP SALES & SERVICE	86217	8/28/2025	9011644617	731-1022-541.30-18	158.90	SUPPLIES
			Total for check: 86217		158.90	
					523,409.80	



RESOLUTION R-22-25

**A RESOLUTION APPROVING THE CITY OF MENASHA'S LIABILITY INSURANCE
RENEWAL THROUGH CITIES & VILLAGES MUTUAL INSURANCE COMPANY
(CVMIC)**

INTRODUCED BY: Mayor Hammond

WHEREAS, the City of Menasha has been a charter member of Cities and Villages Mutual Insurance Company (CVMIC) since 1988; and

WHEREAS, the City of Menasha previously committed to continue as a member of CVMIC through 2026; and

WHEREAS, the renewal for 2027-2028 has been received from CVMIC; and

NOW, THEREFORE, BE IT RESOLVED, that the City of Menasha Common Council with the Mayor concurring elect to continue to participate in CMVIC; and

BE IT FURTHER RESOLVED, the City of Menasha accepts the proposal from Cities and Villages Mutual Insurance Company (CVMIC) and agrees to continue its membership in CVMIC for policy years 2027 and 2028 based on the premiums guaranteed by CVMIC for said policy years with the Self-Insured Retention (SIR) at \$37,500.

Passed and approved this ____ day of _____, 2025.

Recommended by:

Motion/Second:

Pass/Fail: _____

Requires: ____ Majority Vote
____ 2/3 Vote

Austin Hammond, Mayor

ATTEST:

Kaija Snyder, City Clerk



MEMORANDUM

Date: August 8, 2025

To: Administration Committee
From: Margaret J. Struve, City Attorney *MS*

RE: CVMIC 2025 Summer Event Update/Liability Insurance Renewal (2027-2028)

I recently had the opportunity to attend day one of Cities & Villages Mutual Insurance Company's (CVMIC) two-day Summer Event, which included "Educational Sessions" about Artificial Intelligence (AI) and the benefit of having a policy for such use, and Workers' Compensation Case Studies and Legal Updates. In general, CVMIC's summer meeting is meant to update members about loss control issues, financial status of the company, insurance renewal, municipal claims, predictions on expected insurance rate increases/decreases for governmental entities, and general member information. Attached is some of this information received, of which I have had an opportunity to review.

Attached for your information are the following documents:

1. Two-Year Liability Renewal Package 2027-2028
2. 2025 Dividend Report dated July 2, 2025
4. 2025 Mutual Member Participation Calculation
5. Proposed Resolution Approving the City of Menasha's Liability Insurance Renewal Through Cities and Villages Mutual Insurance Company (CVMIC)
6. 2026 Premium Projections (R-19-23)

LIABILITY COVERAGE

Renewal

Liability insurance renewal commitments for CVMIC members are due September 15, 2025. CVMIC's multi-year pricing cycle is put together in an effort to aid municipalities' budget planning efforts. The City is already committed through policy year 2026.

The premium quoted amounts consider the City's current Self-Insured Retention (SIR) amount (\$25,000) and for comparison purposes the next highest Self-Insured Retention amount (\$37,500). Unlike years past, this year CVMIC's Board of Directors has decided to provide a range for premiums. For example, the City's premium (if SIR \$25,000) for 2027 would be locked in between \$69,569 and \$71,077. The premium quoted amounts are below.

As a result of FD Sassman and Attorney Struve speaking with CVMIC's Safety & Risk Management Specialist/Underwriting Analyst, Ben Hoverson, regarding the two different options, Staff agree that the City has had a favorable recent history and our numbers suggest that it would be advantageous for the City to choose option two (\$37,500 SIR). Theoretically, this option would decrease the City's annual premium amounts for the next three years. Additionally, an increase in our SIR could potentially increase the City's dividends, as well. Therefore, Staff recommend that the City increase the SIR from \$25,000 to \$37,500. Should Council agree, as indicated below, the City's premium for 2026 would also decrease to \$63,606.

1. <u>Current \$25,000 SIR</u>		2. <u>Optional \$37,500 SIR</u>
\$67,666	2026	\$63,606
\$69,469 - \$71,077	2027	\$63,395 - \$66,812
\$72,352 - \$75,352	2028	\$68,011 - \$70,821

Dividend

The CVMIC board declared a liability program dividend at its May 14th Board of Directors Meeting. CVMIC has requested the City to select a payment option. Option One, the default option, pays the dividends to the City on or after March 1, 2026. With Option Two, CVMIC holds the dividends until requested by the City, which dividends earn interest based on the rate earned by CVMIC on its investments. Finance Director, Jennifer Sassman, recommends Option One.

Recommended actions:

(1) Forward the attached proposed Resolution (R-22-25) to the Common Council for approval to continue membership in CVMIC and accepting CVMIC's premium proposal for years 2026, 2027 and 2028, increasing the Self-Insured Retention (SIR) to \$37,500.

(2) Select dividend Option One and instruct CVMIC staff to account for the dividend as marked.



June 19, 2025

Margaret Struve
City of Menasha
100 Main Street
Suite 200
Menasha, WI 54952

RE: Public Entity Liability Renewal Package

Dear Margaret,

CVMIC members are the core of our business and the purpose of our existence. The principles of teamwork and cooperation guide our success as we partner with Wisconsin municipalities that are engaged and committed to each other and the CVMIC organization.

We take pride in offering quality insurance products and risk management solutions for our members and strive to provide your community with the best possible public entity, general liability and auto liability protection available in Wisconsin.

We are pleased to present you with this two (2) year Public Entity Liability renewal package.

Premium options for the 2027 and 2028 policy years are set forth in **ATTACHMENT ONE**, these premiums are guaranteed for the two-year period if an adequate level of commitment for the renewal is achieved.

To confirm your community's commitment to CVMIC for the 2027-2028 policy years as outlined in **ATTACHMENT ONE**, please complete the acceptance form and return a signed copy to Ben Hoverson (benh@cvmic.com) **by September 15th, 2025**.

Our general counsel, Patrick Nolan of Quarles & Brady, has provided instructions for making this two-year commitment to CVMIC. (See **ATTACHMENT TWO**)

We look forward to continuing our partnership with you. If you have any questions regarding this renewal package, please contact Ben Hoverson.

Yours very cordially,

CITIES AND VILLAGES MUTUAL INSURANCE COMPANY

Steve Stanczak, Chief Executive Officer
Direct: 414-831-6000
Email: steves@cvmic.com

Ben Hoverson, Underwriting Analyst
Direct: 414-831-6013
Email: benh@cvmic.com

ATTACHMENT ONE



City of Menasha Public Entity Liability Renewal Package Policy Years 2026, 2027, 2028

CVMIC Public Entity Liability Policy Overview

Coverages: General Liability, Auto Liability, Public Officials Liability & Law Enforcement Liability

Self-Insured Retention (SIR): Indicates the Member's amount of Risk Retained per Occurrence

Coverage Limit: \$10,000,000 per Occurrence Excess Self-Insured Retention (SIR)

Annual Aggregate Retention: Four (4) Times Selected Self-Insured Retention per Policy Period

City of Menasha Renewal Options

Current Retention Level (Option 1)			Next Retention Level (Option 2)		
Per Occurrence SIR: \$25,000			Per Occurrence SIR: \$37,500		
Annual Aggregate Retention: \$100,000			Annual Aggregate Retention: \$150,000		
Policy Year	Adopted Premium Range		Policy Year	Adopted Premium Range	
2026	\$67,666		2026	\$63,606	
2027	\$69,569	\$71,077	2027	\$65,395	\$66,812
2028	\$72,352	\$75,342	2028	\$68,011	\$70,821

NOTE: The premiums stated above are based on an expected number of renewals and are subject to review. With that qualification, the premiums are guaranteed for the three-year policy period of 2026, 2027 and 2028.

Please contact Ben Hoverson (benh@cvmic.com) or Ben Rank (benr@cvmic.com) if you would like to discuss your SIR Analysis in greater detail to determine if moving to the "Next Retention Level" may be appropriate.

ATTACHMENT ONE

ACCEPTANCE

The **City of Menasha** agrees to continue as a member of CVMIC for the policy years 2026, 2027 and 2028 as outlined in **Option 1** _____ (\$25,000) [or] as outlined in **Option 2** _____ (\$37,500) (*please indicate*) at the corresponding guaranteed premiums set forth on the previous page.

ACCEPTED AND AGREED TO this _____ day of _____, 2025.

City of Menasha

By _____
Signature

Its _____
Title



Please email signed PDF to: benh@cvmic.com

ATTACHMENT TWO



June 18, 2025

To: CVMIC Members

From: Cities & Villages Mutual Insurance Company

Re: Membership Commitment for Years 2027-2028

Ladies and Gentlemen:

There is no affirmative City Council/Village Board action which CVMIC requires for your municipality to continue its membership. The letter which accompanies this memorandum sets forth the guaranteed annual premiums which CVMIC offers in exchange for a two-year commitment of continued membership. All CVMIC requires is that the member select its SIR and return a copy of **Attachment One** executed by an authorized officer.

IF City Council/Village Board action is required for the member to make the commitment, we suggest the following authorization language either in the form of a motion or resolution:

RESOLVED, that (City/Village) accepts the Liability Insurance Proposal dated (<<INSERTDATE>>), from Cities and Villages Mutual Insurance Company ("CVMIC") and agrees to continue its membership in CVMIC for policy years 2027 and 2028 based on the premium guarantee by CVMIC for said policy years.

Please contact us if you have any questions or if we can be of assistance in this regard.

Sincerely,

Cities & Villages Mutual Insurance Company

Cities & Villages Mutual Insurance Company
9898 W. Blue Mound Road
Wauwatosa, WI 53226-4319

(262) 784-5666
www.CVMIC.com



Cities & Villages Mutual Insurance Company Self-Insured Retention Analysis

The analysis provided in the table below is intended to assist you in determining if additional risk (Higher SIR) should be considered based on your loss history and premium paid to CVMIC. The claim dollars/payments made within your SIR are only as good as your reporting of claim payments to CVMIC. If you do not believe that all of your claim payments have been submitted, then the analysis below should be adjusted.

Member: Menasha, City of

Claims Valued as of: June 2025

Year	Current SIR	Premium @ SIR	Claim \$ in SIR	Next Level SIR	Premium @ Next Level SIR	Claim \$ in Next Level SIR
2015	\$ 25,000	\$ 53,060	\$ 151	\$ 37,500	\$ 49,876	\$ 151
2016	\$ 25,000	\$ 54,122	\$ 20,472	\$ 37,500	\$ 50,875	\$ 20,472
2017	\$ 25,000	\$ 55,808	\$ 17,255	\$ 37,500	\$ 52,460	\$ 17,255
2018	\$ 25,000	\$ 57,204	\$ 26,245	\$ 37,500	\$ 53,772	\$ 26,245
2019	\$ 25,000	\$ 58,142	\$ 2,850	\$ 37,500	\$ 54,653	\$ 2,850
2020	\$ 25,000	\$ 59,305	\$ 2,663	\$ 37,500	\$ 55,747	\$ 2,663
2021	\$ 25,000	\$ 60,505	\$ -	\$ 37,500	\$ 56,875	\$ -
2022	\$ 25,000	\$ 61,715	\$ 1,381	\$ 37,500	\$ 58,012	\$ 1,381
2023	\$ 25,000	\$ 63,146	\$ 180	\$ 37,500	\$ 59,357	\$ 180
2024	\$ 25,000	\$ 64,409	\$ 891	\$ 37,500	\$ 60,544	\$ 891

Total Cost @ Current SIR:	\$ 659,504
Total Cost @ Next Level SIR:	\$ 624,259
10 Year Savings/Loss:	\$ 35,245

Note: Total Cost = Premium + Claim \$ in SIR

SIR Analysis - Total Cost Per Year				
Year	Total Cost @ Current SIR	Total Cost @ Next Level SIR	Additional Cost/Savings	
2015	\$ 53,211	\$ 50,027	\$ 3,184	
2016	\$ 74,594	\$ 71,347	\$ 3,247	
2017	\$ 73,063	\$ 69,715	\$ 3,348	
2018	\$ 83,449	\$ 80,017	\$ 3,432	
2019	\$ 60,992	\$ 57,503	\$ 3,489	
2020	\$ 61,968	\$ 58,410	\$ 3,558	
2021	\$ 60,505	\$ 56,875	\$ 3,630	
2022	\$ 63,096	\$ 59,393	\$ 3,703	
2023	\$ 63,326	\$ 59,537	\$ 3,789	
2024	\$ 65,300	\$ 61,435	\$ 3,865	
Total	\$ 659,504	\$ 624,259	\$ 35,245	

2025 Mutual Member Participation Calculation

MENASHA

Premium Contribution 70%:	
Member Premiums - Most Recent 10 Years Summed	\$587,416
Less: 15% of Claims Paid - Most Recent 10 Years Summed	0
Net Premiums for Member	\$587,416
Net Premiums for Total CVMIC Membership - Most Recent 10 Years Summed	\$43,439,890
Member's % of Total Premiums	1.352%
Weighted Percentage = 70%	70%
Member's Premium Contribution Participation Percentage	0.947%
Risk Sharing/Self-Insured Retention Contribution 30%:	
Member's Self Insured Retention - Most Recent 10 Years Summed	\$250,000
Total CVMIC Membership Self Insured Retention - Most Recent 10 Years Summed	\$30,520,000
Member's % of Total Self Insured Retention	0.819%
Weighted Percentage = 30%	30%
Member's Self Insured Retention Contribution Participation Percentage	0.246%
Net Assets (Total Assets less Liabilities and Minimum Permanent Surplus)	\$16,923,166
Member's Participation Percentage (Premium + Self Insured Retention)	1.192%
Member's Participation Position	\$201,778
2024 Total Assets per Annual Statement	\$53,990,627
2024 Total Liabilities per Annual Statement	\$23,067,461
Permanent Minimum Surplus	\$14,000,000
Net Assets	\$16,923,166

2026 Premium Projections

Menasha, City of



Coverage/Policy	2024	2025	2026 - Low Range	2026 - High Range	Notes:
CVMIC Liability Premium	\$ 64,409 \$ 25K	\$ 65,596 \$ 25K	\$ 67,666 \$ 25K	\$ 67,666 \$ 25K	
CVMIC Liability Dividend	\$ (11,025) \$	\$ (11,099) \$	\$ (5,874) \$	\$ (5,874) \$	On May 14, 2025, the CVMIC Board of Directors declared a dividend for the year ending 12-31-24. Dividend amount is paid on or after March 1st of the following year.
CVMIC Worker's Comp Projected Premium	\$ 142,851 \$	\$ 119,461 \$	\$ 121,838 \$	\$ 135,375	
CVMIC Worker's Comp Payroll Audit (2023 & 2024)	\$ 11,150 \$	\$ 15,722			
CVMIC Auto Physical Damage Premium	\$ 35,417 \$ 1,000	\$ 36,487 \$ 1,000	\$ 40,227 \$ 1,000	\$ 48,163 \$ 1,000	
GEM Liability Reinsurance Premium (5M x 5M)	\$ 1,909 \$	\$ 2,237 \$	\$ 2,416 \$	\$ 2,573	
Employment Practices Liability Premium	\$ 6,445 \$	\$ 7,136 \$	\$ 7,849 \$	\$ 9,462	
Equipment Breakdown (Boiler & Machinery) Premium	\$ 3,187 \$	\$ 3,799 \$	\$ 3,988 \$	\$ 4,387	
Crime Premium	\$ 676 \$	\$ 663 \$	\$ 663 \$	\$ 696	
Pollution Premium	\$ 4,304 \$	\$ 5,203 \$	\$ 5,203 \$	\$ 5,463	
Dividend Affected	\$ 259,325 \$	\$ 245,304 \$	\$ 243,976 \$	\$ 267,911	
Pure Insurance Rates Increase			-0.54%	9.22%	
			3.81%	13.75%	

*Disclaimer: All projected percentage increases/decreases were determined using the best information available as of June 2025. Actual renewal pricing for the programs listed above may vary from what is presented in this document.