

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



COMMON COUNCIL MEETING AGENDA

Monday, September 15, 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

1. Special Use Permit - Outdoor Storage - Jack's Lawn Landscaping - N8910 Oneida Street, Parcel No. 7-00725-56 & Parcel No. 7-00725-57

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. Neenah-Menasha Sewerage Commission, 7/22/25
 - b. Library Board of Trustees, 7/22/25
 - c. Board of Public Works, 9/2/25
 - d. Plan Commission, 8/5/25
 - e. Redevelopment Authority, 8/5/25
 - f. Neenah-Menasha Joint Finance & Personnel Committee Meeting, 8/26/25
 - g. Water and Light Commission Minutes, 8/27/25
3. Communications:
 - a. Quarterly Storm Water Flyer
 - b. Comprehensive Plan Consultant Selection
 - c. Project Front Porch
 - d. September 24th 2025 Comprehensive Plan Open House
 - e. Community Flu Vaccine Clinic

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, 9/2/25
2. Common Council Workshop (Capital Improvement Plan) Minutes, 9/2/25
3. Board of Public Works, 9/2/25, Recommends Approval of:
 - a. Street Use Application - The Otto Grunski Runski; Saturday, September 27, 2025; 6:30 a.m. to 10:30 a.m.; Menasha Parks and Recreation
 - b. Street Use Application - Menasha High School Homecoming Parade; Friday, October 3, 2025; 5:30 p.m. to 6:30 p.m.; Menasha High School
4. Neenah-Menasha Joint Finance & Personnel Committee, 8/26/25, Recommends Approval of:
 - a. Staff to review and verify the bids received for the Training Grounds Remodel and Improvement Project and, contingent upon compliance with bid specifications, award the project to the lowest responsible and qualified bidder.
5. Plan Commission, 8/5/25, Recommends Approval of:
 - a. Special Use Permit to allow for the outdoor storage of equipment as presented for Jack's Lawn and Landscaping located at N8910 Oneida Street, Parcel No. 7-00725-56 and Parcel No. 7-00725-57

H. Items Removed from the Consent Agenda

I. Action Items

1. Accounts Payable and Payroll for the term of 8/29/25 - 9/11/25 in the amount of \$1,268,821.95.
2. Change of Agent for Alcohol License - El Jaripeo (890 Lake Park Road, Menasha); Ana Griselda Rivera, Successor Agent
3. Community Development Block Grant (CDBG) Housing Revolving Loan Fund (RLF) – Program Closeout

J. Held Over Business

K. Ordinances and Resolutions

1. O-9-25 - An Ordinance Designating Crossroads Foursquare Church (1209 London Street) as the Polling Location for Districts 5 and 7 in the City of Menasha (Introduced by Mayor Hammond)
2. R-23-25 - A Resolution Adopting a Recycling Waste Material Collection and Disposal Charge ("Recycling Fee") for the City of Menasha (Introduced by Ald.

Grade)

3. O-10-25 - An Ordinance Amending Title 3, Chapter 2, Section 3-2-12(a) of the Code of Ordinances, Authorizing a Special Charge for the Collection and Disposal of Recyclable Waste Materials (Introduced by Ald. Grade)
4. O-11-25 - An Ordinance Amending Title 8, Chapter 3, Section 8-3-10 of the Code of Ordinances, Removing Recycling Collection Services From the Refuse and Recycling Collection Fee Pertaining to Additional Residential Dwelling Units (Introduced by Ald. Grade)
5. O-12-25 - An Ordinance Amending Title 8, Chapter 4, Sections 8-4-6(a), (b) and Enacting Title 8, Chapter 4, Section 8-4-13 of the Code of Ordinances, Effectively Repealing the Recycling Container Fee and Imposing a Recycling Services Special Charge (Introduced by Ald. Grade)

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
October 6, 2025
Common Council -- 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."

CITY OF MENASHA

NOTICE OF PUBLIC HEARING

PROPOSED SPECIAL USE PERMIT

NOTICE IS HEREBY GIVEN of a public hearing to be held before the City of Menasha Common Council on Monday, September 15, 2025, at 6:00 P.M., in the first-floor conference rooms of the Menasha City Center, 100 Main Street, Menasha, WI, or as soon thereafter as can be heard, for the purpose of considering a Special Use Permit.

A Special Use Permit application has been initiated by the owner, Victor Cavazos, in the matter of approval of a Special Use Permit to allow outdoor storage of equipment. The owner proposes to continue the storage of his lawn and landscaping business equipment on the property, outside of the business dwelling, located at N8910 Oneida Street. Per Sec. 13-1-29(c)(20), any use which utilizes outdoor storage or outdoor display of merchandise or equipment is required to obtain a Special Use Permit.

Common Description:

N8910 Oneida Street (Parcel No. 7-00725-56) & Parcel No. 7-00725-57

Legal Description:

Parcel No. 7-00725-56

That part of the Southwest Quarter of the Southwest Quarter (SW $\frac{1}{4}$ of SW $\frac{1}{4}$) of Section Seven (7), Township Twenty (20) North, of Range Eighteen (18) East, City of Menasha, Calumet County, Wisconsin, described as follows: Beginning at a point Ninety-four (94) feet North of the Southwest corner of the said Southwest Quarter of the Southwest Quarter (SW $\frac{1}{4}$ of SW $\frac{1}{4}$) of Section Seven (7); thence North One Hundred Twenty (120) feet, thence East Two Hundred Ten (210) feet; thence South Two Hundred Ten (210) feet; thence West Ninety (90) feet; thence North Ninety (90) feet, thence West One Hundred Twenty (120) feet to the place of beginning, EXCEPT land conveyed for highway purposes by instrument recorded in Jacket 321, Image 12 as Document No. 168046.

Parcel No. 7-00725-57

A parcel of land in the Southwest $\frac{1}{4}$ of the Southwest $\frac{1}{4}$ of Section Seven (7), Township Twenty (20) North, Range Eighteen (18) East, in the City of Menasha, Calumet County, Wisconsin, described as follows: Beginning at a point on the West line of the Southwest $\frac{1}{4}$ of the Southwest $\frac{1}{4}$ of Section 7 a distance of 214 feet North of the Southwest corner thereof; thence North on the West line of the said Southwest $\frac{1}{4}$ of the Southwest $\frac{1}{4}$ 150 feet; thence East 243 feet; thence South 150 feet; thence West 243 feet to the place of beginning, excepting therefrom that part lying within the right of way limits of USH 10 as laid out under Department of Transportation Project 1501-1-21, STH 114-Appleton Rd.

Anyone that is interested is invited to attend this meeting and will be given an opportunity to be heard. Feedback can also be shared with Common Council members via written letters, email, or phone call. Any questions regarding this matter should be directed to Matt Larsen, Principal

Planner, in the Community Development Department at (920) 967-3652, or by email at mlarsen@menashawi.gov.

Kaija Snyder
City Clerk

Publish: September 2, 2025 & September 8, 2025

NEENAH-MENASHA SEWERAGE COMMISSION

Regular Meeting

Tuesday July 22, 2025

Meeting was called to order by Commission President Mach at 8:02 a.m.

Present: Commissioners Steve Coburn, Corey Gordon, Anthony Mach, Greg Weyenberg, Dale Youngquist, Raymond Zielinski; Manager Paul Much; Accounting Clerk Melissa Starr

Also Present: Rob Franck (MCO); Chad Olsen (McMahon)

Excused: Brandon Barlow

Public Forum

No one was in attendance for the Public Forum.

Minutes

Meeting minutes. Motion made/seconded by Commissioners Zielinski/Coburn to approve the minutes from June 24, 2025, Regular Meeting. Motion carried with 5 votes in favor and 1 abstention.

Correspondence

Commissioners briefly discussed the DNR letter in which the Sonoco Pretreatment plant was approved. Sonoco estimates the pretreatment plant will be operational around March or April of 2026. Commissioners agreed that contract negotiations with Sonoco should begin as soon as possible. Manager Much will reach out to the Commission Attorney to get started.

Old Business

No Old Business to be discussed.

New Business

Operations, Engineering, Planning

McMahon Associates Report. Phosphorus Removal/UV Disinfection Project – Engineer Olsen gave an update on the filter technologies being considered and handed out new drawings showing the layout of each filter within the plant footprint. He will have financial information prepared for the next meeting to give a better idea of cost.

McMahon Invoices

Motion made/seconded by Commissioners Coburn/Youngquist to approve payment of invoice #939562, Facilities Plan Amendment in the amount of \$3,080.00. Motion carried unanimously.

Operating Report. Manager Much reported elevated phosphorus levels for the month and reported that they are being closely monitored. The Mercury level for Neenah was elevated as well. Manager Much said it could have been due to how the sample was collected, but staff is also talking with area dental offices and labs to ensure proper disposal.

Financial Penalties for Pretreatment Permit Exceedances. Manager Much explained the procedures for pretreatment permit exceedances and how fines are currently assessed. Galloway Company is installing new meters as well as an AI program to review data that is collected from the meters. Galloway is concerned that they will have exceedances of their pretreatment limits and asked for time to implement the equipment and AI program. This prompted the discussion of an exceedance enforcement schedule for fines. Discussion followed on how to fairly assess fines by using a step system. After discussion, a motion was made/seconded by Commissioners Youngquist/Coburn to implement the exceedance schedule as discussed and submit the schedule to the Department of Natural Resources (DNR) for approval, then bring back to the Commission for final approval. Motion carried.

Equipment & Grounds Report. Rob Franck reported on Equipment and Grounds items and provided additional details on: WPPI recently completed the routine drill for the capacity program. NMSC received notification from WPPI for possible operation due to weather for 6/23 & 6/24, however, no call to run was received. Aeration basin 5 had an 8" clamp replaced on the air line and this may be an indication of future failures on other basins. A/C in the Plant Drain Building was installed. The 9th Street metering station roof has been installed. The re-use water strainer was cleaned and inspected, and a replacement will be budgeted for 2026. Aeration basin diffuser replacement has begun. Basin 3 was drained, and the schedule was put together for completing the other two. Tree trimming was completed around the plant. SE Digester inspection continues, and temporary electrical cords will be dropped off this week. Estimate to have the aeration diffusers and digester work completed in two weeks. Rob stated he will put together costs for the hot water loop and natural gas work to share at next meeting.

Budget, Finance, Personnel

Financial Statements. Accounting Clerk Starr reported on the July financial statements; The month of July is reporting an operating fund income, and MCO generated \$7,123.13 in additional revenue for the Commission. Clerk Starr reported she is working on the 2026 budget, and the draft budget will be reviewed at the next meeting.

Phone System Change. Manager Much shared the phone system quotes from TDS and AT&T with Commissioners. The TDS quote (\$79.96 p/m) was significantly less than AT&T (\$314.96 p/m) and is recommended by Manager Much and Randercom. Manager Much explained that the line for TDS is across the street from the plant, so there may be additional costs associated with installation. After discussion, motion made/seconded by Commissioners Coburn/Gordon to approve the TDS phone change, not to exceed \$500 for installation. Motion carried unanimously.

Sonoco/NMSC Wastewater Service Agreement. Manager Much reported no update at this time.

MCO Invoices. Motion made/seconded by Commissioners Coburn /Weyenberg to approve for payment MCO invoices #31917 in the amount of \$151,757.34, and #31963 in the amount of \$557.90, with payment to be made after August 1, 2025. Motion carried unanimously.

Vouchers. Motion made/seconded by Commissioners Coburn /Zielinski to approve Operating and Payroll Vouchers #141119 through #141165 in the amount of \$372,912.88 for the month of June 2025. Motion carried unanimously.

Adjournment

Motion made/seconded by Commissioners Coburn/Youngquist to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 9:07 a.m.

President

Secretary

ELISHA D. SMITH PUBLIC LIBRARY BOARD OF TRUSTEES
MEETING MINUTES
Elisha D. Smith Public Library
Company E Room
July 22, 2025

Called to order at 4:09pm by Chair Witt

Present: Chair Witt, Vice Chair Halverson, Secretary Stojanovic, Trustee Franzoi, Trustee Lane, Trustee Turner (arrived at 4:35pm), Superintendent of Schools Zimmerman (arrived at 4:13pm), Teen Representative Lance

Absent: Trustee Englebert

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

Public Comment/Communication

Lorin Ganzel commented on SMITHworks attendance statistics, demographics and programming.

Consent Business

A motion was made by Halverson, seconded by Stojanovic to approve the Library Board of Trustees meeting minutes from June 24, 2025. Motion carried unanimously.

A motion was made by Lane, seconded by Stojanovic to accept the approved minutes from the Board Governance Committee meeting from May 27, 2025.

Authorization of Bills

A motion was made by Franzoi, seconded by Halverson to authorize payment of the July 2025 bills from the 2025 budget and endowment accounts. Discussion ensued. Motion carried unanimously.

Updates

Staff Reports

- Raschke has been training new staff and volunteers. The ongoing book sale is picking up speed and feedback from patrons regarding its return has been very positive. The processing backlog of mostly Library of Things items such as Chromebooks, hotspots, etc. is almost finalized.
- Moore-Nokes shared that at this summer reading program midpoint, there are about 750 participants. Staff is now pivoting to programming preparation for the fall and working as a team on the library's reading initiative.
- Teen Representative Lance shared that the Teen Volunteer Council helped fill Spice of the Month bags, organized prize books for the summer reading program, and assisted with display setup. In addition, some are being trained on SMITHworks equipment to help create Friends of the Library merchandise. The Teen Test and Taste and the teen creative writing workshops have been popular.

Friends Update

- Trustee Lane shared that the Friends have been participating in the Menasha Farm Market on Sundays. Currently they are selling memberships and merchandise, and they will add corn to sell as soon as it is ready.

New Business

Director's Report

- Kopetsky spoke to the literacy initiative timeline, community partnerships and grant opportunities.

- There have been some issues with the new chiller due to sediment in the existing pipes, which has been clogging the system and causing automatic shutdown. Miron and city facilities staff have been working to address this.
- Miron is also working on replacing the stair treads on both public staircases, this has been delayed due to a long lead time for materials.

June Statistics

- Director Kopetsky explained that comparing 2025 stats to 2023, versus 2024, is now more useful as the library was closed or in the temporary location for the remainder of 2024. Discussion ensued.
- The library is still on track to have record programming attendance this year.
- Daily door count attendance for June was more than a third year higher than June 2023.
- Room bookings are up about 50% and new library card applications are up by 30%.

2025 Budget Status

- Overall, the budget remains on track for this year. Programming is being expended at a rate faster than expected, this is mostly due to some one-off expenses such as learning kitchen items and SMITHworks equipment. The 2025 endowment disbursement will help offset this. Discussion ensued.

Discussion ensued on the funding and budgeting process as it relates to the city council, endowment funds versus public funding and procurement of funding.

The next regular meeting will be Tuesday, August 26, 2025 at 4:00pm.

Adjournment

Meeting adjourned at 4:40pm.

Respectfully submitted,
Eva Kozerski



BOARD OF PUBLIC WORKS MINUTES
Tuesday, September 2, 2025 at 6:30 PM

First Floor Conference Rooms
100 Main Street, Menasha, WI

A. CALL TO ORDER

Meeting called to order by Chair Ropella at 6:57pm.

B. ROLL CALL

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

Absent: Ald. Perkins

Also Present: FD Sassman, DPW Merten, CDD Dane, DDMO Brown, PRD Sackett, PC Thorn, FC Teesch, CA Struve, Mayor Hammond, Clerk Snyder, Deputy Clerk Janet

C. PUBLIC COMMENTS ON ANY MATTER LISTED ON THE AGENDA

Tim Jacobson (732 Paris Street, Menasha) commented on his previous employment with the City of Menasha. He additionally commented on the recycling fee that is proposed on the agenda. Jacobson described the history of the recycling cart fee, how other local communities recycle, and that any revenue from the fee should stay in the recycling fund, and not be used for other city expenses.

Debbie Galeazzi (1025 Melissa Street, Menasha) commented on O-9-25 and gave accolades to Clerk's Office staff for accomplishing the difficult task of finding a new polling place.

D. MINUTES TO APPROVE

1. Board of Public Works, 8/18/25

Motion by District 6 Alderperson Marshall seconded by District 5 Alderperson Lewis to approve. Motion carried on voice vote.

E. DISCUSSION / ACTION ITEMS

1. O-9-25 - An Ordinance Designating Crossroads Foursquare Church (1209 London Street) as the Polling Location for Districts 5 and 7 in the City of Menasha (Introduced by Mayor Hammond)

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

2. Street Use Application - The Otto Grunski Runski; Saturday, September 27, 2025; 6:30 a.m. to 10:30 a.m.; Menasha Parks and Recreation

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

3. Street Use Application - Menasha High School Homecoming Parade; Friday,

October 3, 2025; 5:30 p.m. to 6:30 p.m.; Menasha High School
Motion by District 6 Alderperson Marshall seconded by District 3 Alderperson Hale to approve. Motion carried on voice vote.

District 5 Alderperson Lewis abstained due to employment with the Menasha Joint School District.

4. R-23-25 - A Resolution Adopting a Recycling Waste Material Collection and Disposal Charge ("Recycling Fee") for the City of Menasha (Introduced by Ald. Grade)

Motion by District 7 Alderperson Grade, seconded by District 1 Alderperson Rand to approve.

Motion carried 5-2 on roll call. District 2 Alderperson Eisenach and District 3 Alderperson Hale voted no.

Discussion considered specificity around improved services and the function of removing recycling expenses from the levy. Discussion additionally considered the heightened cost of under-recycling by placing recyclables in trash receptacles. Discussion also considered Menasha's tax rate compared to surrounding communities. Discussion concluded with an argument that this proposal functionally allowed for the appropriate financial instrument to support the recycling program.

Staff advised on the work behind this recycling proposal and the balance of levy limits and service expectations. Removing recycling costs from the levy frees up costs to improve the recycling drop-off center for higher quality services and greater longevity of responsible community hygiene and finances. This is a proactive solution to mounting levy challenges.

Staff additionally spoke to the purpose of undefined uses for repurposed funds — Common Council has the authority to direct this use upon passage of this initiative. For instance, swipe cards might be used at the drop-off site to ensure its use by Menasha residents.

Staff concluded advising by commenting on potential affects to the levy limit. Wisconsin State Statutes provide for levy limit affects related to garbage collection, but not to recycling, which is distinct from garbage, making it a non-issue to this proposal. Grant funding is similarly not affected by fee collection methods.

5. O-10-25 - An Ordinance Amending Title 3, Chapter 2, Section 3-2-12(a) of the Code of Ordinances, Authorizing a Special Charge for the Collection and Disposal of Recyclable Waste Materials (Introduced by Ald. Grade)

Motion by District 7 Alderperson Grade, seconded by District 5 Alderperson Lewis to approve.

Motion carried 5-2 on roll call. District 2 Alderperson Eisenach and District 3 Alderperson Hale voted no.

Staff advised on the function of the three ordinances. This ordinance gives the City the authority to charge the proposed recycling fee.

6. O-11-25 - An Ordinance Amending Title 8, Chapter 3, Section 8-3-10 of the Code of Ordinances, Removing Recycling Collection Services From the Refuse and Recycling Collection Fee Pertaining to Additional Residential Dwelling Units (Introduced by Ald. Grade)

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

Motion carried 5-2 on roll call. District 2 Alderperson Eisenach and District 3 Alderperson Hale voted no.

Discussion considered how the fee relates to the number of carts a residence has.

Staff advised that there is only one recycling fee per residence, regardless of the number of carts. The fee is related to collection rather than carts.

7. O-12-25 - An Ordinance Amending Title 8, Chapter 4, Sections 8-4-6(a), (b) and Enacting Title 8, Chapter 4, Section 8-4-13 of the Code of Ordinances, Effectively Repealing the Recycling Container Fee and Imposing a Recycling Services Special Charge (Introduced by Ald. Grade)

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

Motion carried 5-2 on roll call. District 2 Alderperson Eisenach and District 3 Alderperson Hale voted no.

F. PUBLIC COMMENTS ON ANY MATTER LISTED ON THE AGENDA

Clerk's Note: Chairperson Ropella chose mid-meeting to allow that public comments be heard ahead of adjournment. Item F. Public Comments on Any Matter Listed on the Agenda is included retroactively in the minutes, but not on the September 2, 2025 Board of Public Works agenda.

Tim Jacobson (732 Paris Street, Menasha) commented on the future of the drop-off site, and suggested naming the site after former Alderperson Carmen Belmore, who previously worked on an Ad-Hoc Recycling Committee.

G. ADJOURNMENT

Motion by District 6 Alderperson Marshall seconded by District 1 Alderperson Rand to adjourn the Board of Public Works meeting at 7:55pm. Motion carried on voice vote.

Minutes submitted by Deputy City Clerk Evan Janet.

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

A. CALL TO ORDER

The meeting was called to order at 3:32 PM by Mayor Hammond.

B. ROLL CALL/EXCUSED ABSENCES

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

PLAN COMMISSION MEMBERS EXCUSED: Alderman Rosita Eisenach and Commissioner Richard Sturm.

OTHERS PRESENT: PP Larsen, AP Heim.

C. PUBLIC HEARING

1. Special Use Permit – Outdoor Storage of Equipment – Jack’s Landscaping – N8910 Oneida Street (Parcel No. 7-00725-56 and Parcel No. 7-00725-57)

PP Larsen provided a background on why a special use permit was necessary for Parcel No. 7-00725-56 and Parcel No. 7-00725-57.

No comment from public.

D. MINUTES TO APPROVE

1. Minutes of the July 8, 2025 Plan Commission Meeting

Motion by Comm. Roth, seconded by Comm. Benner, to approve the July 8th, 2025 Plan Commission meeting minutes. The motion carried.

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

Lindsey Thorson (1047 N Lynndale Dr) introduced herself and informed that she noticed that the City of Menasha is updating their Comprehensive Plan and that she is a co-owner of Cardinal Realty and sits on the Housing Advocacy Committee for the local realtors association and was there to inform that the realtors association was willing to assist in any way possible as the City goes through updating the Comprehensive Plan.

F. DISCUSSION / ACTION ITEMS

1. Special Use Permit – Outdoor Storage of Equipment – Jack’s Landscaping – N8910 Oneida Street (Parcel No. 7-00725-56 and Parcel No. 7-00725-57)

PP Larsen provided an overview of the outdoor storage and the proposed screening that would be installed to both protect the equipment and screen the storage of the equipment from public view.

General discussion ensued.

A motion was made by Comm. Werner, seconded by Comm. Roth to recommend approval of the Special Use Permit pertaining to Outdoor Storage of Equipment for N8910 Oneida Street (Parcel No. 7-00725-56 and Parcel No. 7-00725-57). The motion passed.

G. COMMUNICATION

1. Comprehensive Plan Update

PP Larsen provided members of the Plan Commission with a high-level summary of the current and future efforts the Community Development Department has made and will be making with updating the Comprehensive Plan.

2. Set Next Meeting Date

The next meeting was set for September 9th, 2025.

H. ADJOURNMENT

Motion by Comm. Benner, seconded by DPW Merten to adjourn at 3:56 PM. The motion carried.

**CITY OF MENASHA
Redevelopment Authority
Menasha City Center
100 Main St, Menasha, WI 54952
First Floor Conference Rooms
August 5, 2025
DRAFT MINUTES**

A. CALL TO ORDER

The meeting was called to order by Chair Kim Vanderhyden at 5:15pm.

B. ROLL CALL/EXCUSED ABSENCES

REDEVELOPMENT AUTHORITY MEMBERS PRESENT: Kim Vanderhyden, Ald. Chris Rand, Alicia Buechler, Kyle Coenen, Matt Vanderlinden, and Stacey Milligan.

REDEVELOPMENT AUTHORITY MEMBERS EXCUSED: Kip Golden.

OTHERS PRESENT: PP Larsen and AP Heim.

C. PUBLIC HEARING

None.

D. MINUTES TO APPROVE

1. Minutes of the June 3, 2025 Redevelopment Authority Meeting

Chair Vanderhyden made a motion to approve the minutes of the June 3, 2025 RDA meeting. The motion was seconded by Vanderlinden. The motion carried.

E. PUBLIC COMMENTS ON ANY MATTER OF CONCERN ON THIS AGENDA

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

No Public Comment.

F. DISCUSSION / ACTION ITEMS

1. Leasing Agreement – 325 Broad Street (Parcel No. 2-00109-00)

General discussion ensued on the overall vision for this property and the downtown area revitalization.

Comm. Coenen made a motion to table the leasing agreement – 325 Broad Street (Parcel No. 2-00109-00) until additional information is acquired. The motion was seconded by Chair Vanderhyden. The motion carried

2. Letter of Intent to Purchase – Lot 10, 1173 Province Terrace (Parcel No. 7-00001-10)

- a. The RDA 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 (Letter of Intent to Purchase - Lot 10, 1173 Province Terrace (Parcel No. 7-00001-10)).
- b. The RDA may adjourn into Open Session to take action on items discussed in Closed Session.

General discussion ensued on the proposed development, the overall vision of the parcel, and previous developments from the developer.

Comm. Coenen made a motion to direct staff to acquire a full letter of intent for Lot 10, 1173 Province Terrace (Parcel No. 7-00001-10). The motion was seconded by Comm. Buechler. The motion carried.

3. **Letter of Intent to Purchase – 477 Ahnaip Street, Former Banta Parking Lot (Parcel No. 3-00475-00)**
 - a. **The RDA 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 477 Ahnaip Street, Former Banta Parking Lot (Parcel No. 3-00475-00).**
 - b. **The RDA may adjourn into Open Session to take action on items discussed in Closed Session.**

General discussion ensued on the proposed development, the overall vision of the parcel, and previous developments from the developer.

Comm. Coenen made a motion to direct staff to acquire a full letter of intent for 477 Ahnaip Street, Former Banta Parking Lot (Parcel No. 3-00475-00). The motion was seconded by Comm. Buechler. The motion carried.

G. COMMUNICATION

1. Comprehensive Plan Update

PP Larsen provided members of the Redevelopment Authority a high level summary of the current and future efforts the Community Development Department has made and will be making with updating the Comprehensive Plan.

2. Set Meeting Date

The next scheduled meeting is September 9, 2025.

H. ADJOURNMENT

Chair Vanderhyden motioned to adjourn the meeting at 5:54 p.m., Comm. Milligan seconded the motion. The motion carried.

NMFR Joint Finance & Personnel Committee Meeting Minutes

August 26, 2025 – 4:00 p.m.

City of Menasha – Room #132

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

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

Public: No members of the public were present.

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

Approval of Minutes: The Committee reviewed the meeting minutes from July 22, 2025. **MSC Pollnow/Marshall to approve the July 22, 2025, meeting minutes, all voting aye.**

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

Training Grounds Bid: Chief Teesch noted the bids were opened at 2:00 p.m. and provided an overall summary of the total prices. Due to the time frame of the bids were opened not long before this meeting, they have not had time to go through each bid to make sure appropriate bid documents, etc. were submitted. Ald. Grade asked if we knew of any of the contractors that submitted a bid. Chief Teesch said he knows of three out of the four. The architect felt comfortable with all the vendors who submitted bids to handle this project. Discussion was held on the cost of a remodel of the station versus building brand new estimates for building a new station were 10.1 million which does not include the training grounds. Ald. Pollnow asked what the total amount was for the training tower. Chief Teesch noted the total project estimate was \$1,200,000. \$500,000 in Spirit Funds money and \$200,000 from the State of Wisconsin which leaves \$500,000 for both Cities to split per the cost distribution formula.

Discussion was held on mix and matching bids. Chief Teesch said he doesn't think this can be done but does need to ask the attorney about this. The project was sent out for bid as a package as the feeling was there could be possible savings on things like materials if one vendor was able to do both projects. It was clearly defined that the training tower could be rejected with the total bid and/or re-bid for just this project.

Ald. Grade asked who would review the bids. Chief Teesch said the architect, Neenah's City Engineer and the lawyer. Ald. Borchardt said Mayor Lang wanted a representative asked Menasha Council President and Mayor Hammond review this for equal representation on this project.

Director Sassman pointed out the least expensive bid for the training grounds but is not the least expensive for the station and said this will have to be navigated internally to make this fair for both Cities. Ald. Borchardt said there has been discretion in the past with projects that they didn't always go with the

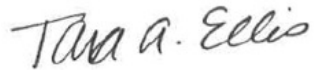
low bid if something stood out. Ald. Pollnow noted if we pick the lowest bid for the station, and higher for the training grounds, and Neenah paid the difference it would still save Neenah money overall.

MSC Borchardt/Perkins recommends both Common Councils authorize staff to review and verify the bids received for the training grounds remodel and improvement project and contingent upon compliance with bid specifications award the project the lowest responsible and qualified bidder, all voting aye.

Ald. Grade asked to look at the 4th Wednesday at 5:30 p.m. due to Ald. Perkin's work schedule. MA Ellis will ask Fire Commission if they are willing to switch dates and let the members know.

MSC Pollnow/Perkins to adjourn at 4:20 p.m., all voting aye.

Respectfully Submitted,

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

Tara Ellis
Management Assistant

REGULAR MEETING OF THE WATER AND LIGHT COMMISSION

August 27, 2025

Draft

Commission President Allwardt called the Regular Meeting of the Water and Light Commission to order at 8:00 a.m., with Commissioners Roy Kordus, Austin Hammond, Antoine Tines, and Gary Turchan present on roll call. Also present were Melanie Krause, General Manager; Adam Smith, Water Utility Manager; Kristin Hubertus, Finance Manager; Paula Maurer, Customer Service Manager; Justin Hoffmann, Project Manager; and Tammy Phillips, Accounting and Administrative Assistant. Also present was Colten Sprenger, Energy Services Manager.

Those excused were Steve Grenell and Kurt Melchert

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. Kordus, was unanimous on roll call to approve the following:

- A. Minutes of the Regular Meeting of July 23, 2025.
- B. Approve and warrant the following payments dated July 24 – August 27, 2025 in the amount of \$4,639,643.02.
- C. Correspondence as listed:
 - Copy of MEUW District Dinners
 - Copy of Thank-You RE: Water Leak Alert System
 - Copy of 2025 Menasha Night Out
 - Copy of MU August Newsletter

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

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

Item VI. Unfinished Business, Water Plant Filter Construction Update. Adam Smith updated the Commission on the Filter Bed Construction. Both filters are back online and performing well.

Water Plant Corrosion Control Practices were presented by Adam Smith.

Item VII. New Business, Compensation Study and Potential Organizational Chart Changes. Due to market changes in the last 3 years, management is recommending a study for all positions in the Utility. In addition to the compensation study, staff presented a potential organizational change with the part-time Accounting and Administrative position to a full-time HR and Payroll position to be evaluated as well.

The motion by Comm. Allwardt, seconded by Comm. Turchan, was unanimously approved on roll call to proceed with the Compensation Study and Possible Organizational Chart Changes with QTI, at a cost of \$12,175.

CVMIC Liability Renewal, The Commission was presented with two options for renewal of the Utilities' Public Entity Liability Insurance with CVMIC.

The motion by Comm. Allwardt, seconded by Comm. Kordus, was unanimously approved on roll call to proceed with Option 1 with a \$50,000 deductible for the 2027-2028 policy years.

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

July Financial and Project Status Reports – Electric consumption was lower than budget by 5.3%, the cost of power was 3.3% lower, and net operating income was \$61,302 higher than budget due to lower distribution and administrative expenses.

Water consumption was higher than budget by 14.2%, chemical costs continue to be higher than last year by 6%, and net operating income was higher than budget by \$49,318 due to higher revenues and lower operating expenses. There were three main breaks and one service leak in July.

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

Project Reports, Electric Projects – Work continues in the Five Oaks area for the voltage conversion and transformer changeout, 2025 and 2026 electric meters were received, staff continues working on the network segregation at the Water Plant, and new services were installed.

Water Projects – The sludge scrapers gearbox and motor repairs were completed, work continues on GIS asset locating, and crews will begin hydrant flushing and cross-connection inspections.

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 9:05 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.



Renew Our Waters

Every choice counts.

LEAVE YOUR LEAVES ON LAND

Fall leaves provide beautiful color on trees, but in local waters they contribute to algal blooms. Leaves are a leading contributor of phosphorus in our waters.

Properly cleaning up your yard in the fall will help keep our local waters clean too! Read these tips. Post this sheet in your garage near your rakes. Working together to keep leaves out of the storm drain and out of local waters will help keep green on the land and out of the water.

KEEP YOUR LEAVES ON YOUR PROPERTY

A great way to make sure leaves do not end up in local waters is to keep them on your property!

Mulch leaves in place by making several passes over the leaves with a mulching mower. This will keep leaves on your lawn and provide it with nutrients it needs for healthy grass next spring.

Collect mulched leaves and spread them in garden beds or under shrubs. Leaves provide valuable protection for plants through the winter and also provide nutrients for spring growth.

Composting is recycling your lawn trimmings and turning them into a valuable resource for your garden or houseplants!

COMPOSTING

Composting is recycling your lawn trimmings and turning them into a rich soil, known as compost - a valuable resource for your garden or houseplants.

Cold composting requires little

maintenance but can take up to 2 years to complete. To create a cold compost pile, mix non-woody yard wastes and let them sit.

Hot composting requires regular maintenance such as turning and watering, but can create compost in typically 1-3 months time. To create a hot compost pile, mix equal amounts of high nitrogen "greens" (wet and soft materials such as grass clippings) and high-carbon "browns" (dry and woody materials such as dead leaves) with 10% bulky materials such as wood chips. The mix should remain moist but not wet and should be turned often.

More information on Composting can be found on the internet.

RAKING & COLLECTION

If you decide to collect your leaves for removal from your yard, follow your community leaf collection policies and schedules. Put a tarp over leaf piles between pick-up times to prevent them from blowing away. Remove leaves and debris from the gutters and storm sewer inlets.

Stormwater is rain or snow-melt and water from things people do, like overwatering the lawn or letting fertilizer fall into the street drain. We can choose products carefully and shape our lawns and pavement so water sinks in. When we do, runoff is reduced, pollutants filter out and streams and groundwater are protected.

Untreated runoff is the biggest threat to our nation's water quality, according to the U.S. Environmental Protection Agency. Let's make the small, important changes that will reduce that threat and improve water quality and our lives!

Realize

What touches the ground enters the water

Northeast Wisconsin Stormwater Consortium

P.O. Box 1861 Appleton, WI 54912 | 920.915-5767

RenewOurWaters.org



MEMORANDUM

DATE September 15th 2025
TO Honorable Mayor and Common Council
FROM Andrew Dane, Community Development Director
RE Comprehensive Plan Consultant Selection

Synopsis of Attached Scope of Work

The attached draft scope of work outlines the proposed Menasha Bike Feasibility Study to be completed by Toole Design. The project will evaluate options for creating an east-west connection between the Friendship Trail/Loop the Little Lake Trail/Trestle Trail and Jefferson Park, with eventual links to High Cliff State Park. The work will include mapping the existing bicycle network, identifying up to three potential route alternatives, conducting a detailed alternatives analysis with pros/cons, developing planning-level cost estimates, and preparing materials for a public input session during the City's Comprehensive Plan Update open house on September 24, 2025.

Relevant Information

The 2025 City budget includes \$40,000 for consultant fees to assist with updating the City's Comprehensive Plan. As part of the planning process, Community Development and Public Works staff interviewed two firms with deep expertise in bicycle and pedestrian planning to assist the City in identifying strategies to connect the Loop the Lake Trail to Jefferson Park and beyond.

Following the evaluation process, Toole Design is recommended for selection at a fee of \$15,000. Their scope of work is included in the attached document. City staff is also engaging with Engberg Anderson, an architectural/urban planning firm with expertise in infill planning and design, waterfront planning and design, as well as experience working on larger-scale projects such as RiverHeath in Appleton, WI. The City intends to use their services to explore infill and redevelopment concepts throughout Menasha, with the initial focus on the downtown area.

Together, the work of Toole Design and Engberg Anderson will provide targeted technical expertise to support the Imagine 2035 – Your Place on the Water Comprehensive Plan Update. These consultant efforts will complement the City's planning process by addressing both community connectivity and strategic redevelopment opportunities.

MEMORANDUM

August 25, 2025

To: Andrew Dane, Corey Gordon, James Merten

Organization: City of Menasha

From: Shaun Murphy-Lopez, Sonia Haeckel, Tom Natwick

Project: Menasha Bike Feasibility Study

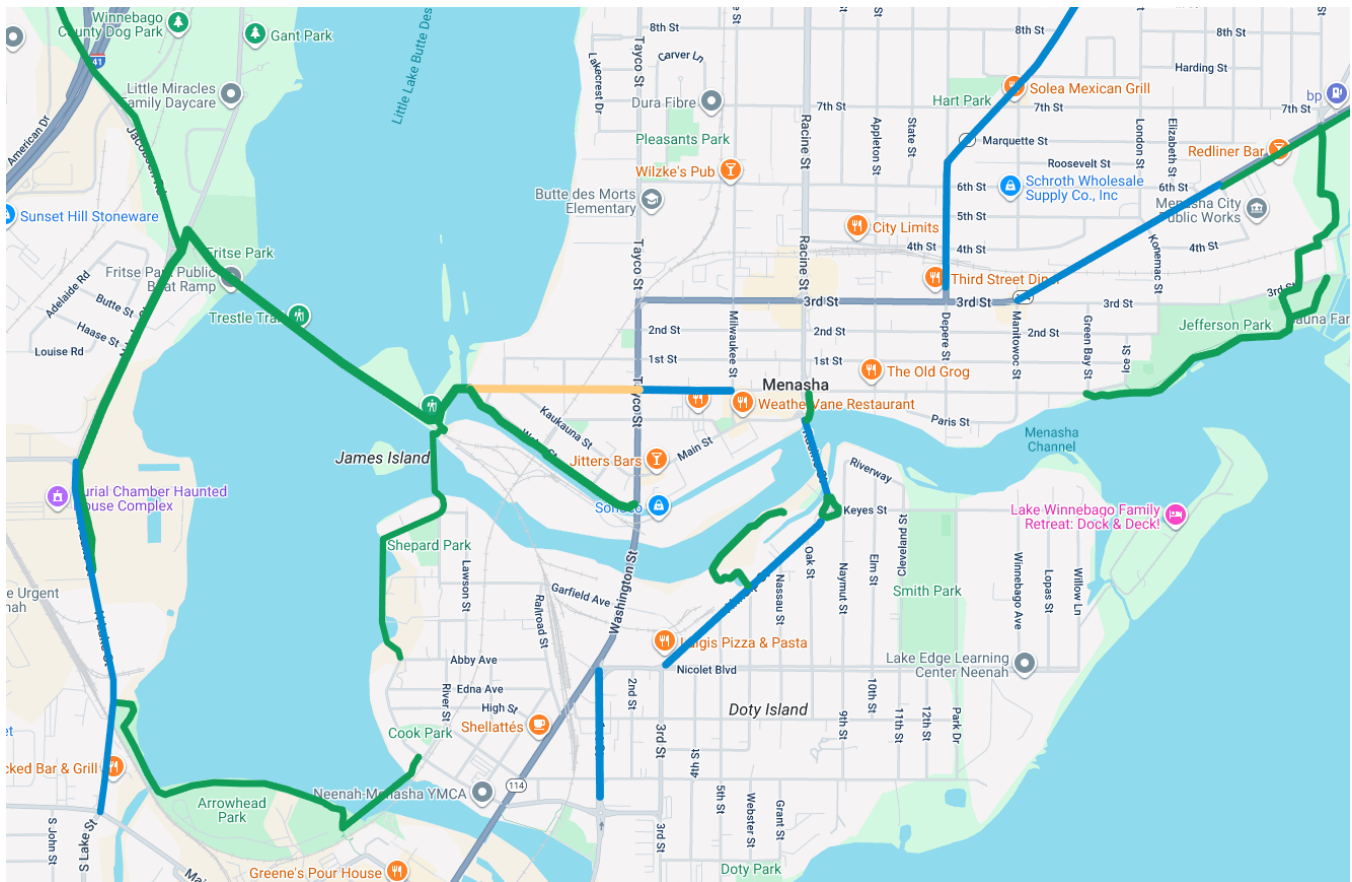
Re: Draft Scope of Work and Schedule

This memorandum provides a draft scope of work and schedule to carry out the Menasha Bike Feasibility Study. We look forward to refining this scope and schedule with the City.

Project Understanding

The City of Menasha and neighboring communities have made major progress implementing a trails network throughout the region. Significant trails have included the Friendship Trail, the Loop the Little Lake Trail, Trestle Trail, trails in Jefferson Park, and a trail along Water Street. Bike lanes have also been installed on streets such as 1st Street, Ahnaip Street, Appleton Road, Broad Street, Depere Street, Plank Road, and Racine Street.

The City now desires to explore the possibility of creating an east-west connection between the Friendship Trail/Loop the Little Lake Trail/Trestle Trail and Jefferson Park, which will eventually connect to High Cliff State Park. This connection may go through Downtown, along the north side of the Menasha Channel, or through Doty Island ([see the map on the following page](#)). The connection needs to be comfortable for all trail users and is likely to be a protected bike lane facility. Up to three east-west route alternatives and their pros and cons need to be identified. Additionally, a planning level cost estimate is needed for future budget programming.



A map of the feasibility study area showing existing trails in green, existing bike lanes in blue, and existing sharrows in yellow.

Scope of Work

Task 1: Project Management

Task 1.1 Monthly Progress Reports

Toole Design will submit Monthly Progress Reports and invoices to the client.

Task 1.2 Conference Calls

Toole Design's Project Manager, Shaun Murphy-Lopez, will check in with the City's Project Manager and other staff once a month to monitor the project's progress and plan for next steps. Members of our team will be available for a limited number of additional conference calls as needed. After each check-in, our team will document, transmit, and implement action items as necessary.

Task 1 Deliverables:

- Monthly Progress Reports
- Monthly Conference Calls (Up to four calls)

Provided by City Staff:

- Review of Monthly Progress Reports
- Participation in Conference Calls

Task 2: Identification of Route Alternatives

Task 2.1 Bicycle Network Map

Toole Design will create a map illustrating the current network for bicycling within the project area. This map may include information such as upcoming bikeway projects, bicycle facility types, the street network, existing parks, and municipal boundaries.

Task 2.2 Route Alternatives

Using the map created in Task 2.1, Toole Design will work with City staff to identify up to three east-west Route Alternatives. Routes may include existing trails, streets with bike lanes, and streets without bicycling facilities. An updated map will clearly identify the alternatives which may be used during public input (Task 4).

Task 2 Deliverables:

- Existing Bicycle Network map
- Route Alternatives map

Provided by City Staff:

- Current bicycle facilities and related data in GIS
- Review and comment on maps

Task 3: Alternatives Analysis and Cost Estimate

Task 3.1 Alternatives Analysis

Using the information gathered in Task 2, Toole Design will conduct an Alternatives Analysis process for up to 3 alternative routes. The pros and cons of each alternative will be analyzed. These may include but not be limited to:

- Available street width (including typical sections)
- Feasibility
- On-street parking
- Proximity to popular destinations
- Public input
- Traffic volumes
- Upcoming construction projects

Alternatives will be rated on the significance of each pro or con. Pros and cons will be summarized in an evaluation matrix. Additional maps may be created, and the Alternatives Analysis process will be summarized in a memo.

Task 3.2 Cost Estimate

Based on the Alternatives Analysis process, Toole Design will develop a planning level Cost Estimate for the design and construction of proposed bikeways. The estimate will be generated based on a retrofitted installation of bikeways – not a complete street reconstruction. Cost Estimate ranges for the alternatives will be included if one preferred alternative is not recommended in Task 3.1.

Task 3 Deliverables:

- Alternatives Analysis memo
- Planning level Cost Estimate for up to three alternatives

Provided by City Staff:

- Review of Alternatives Analysis memo

- Review of Cost Estimate
- Recent relevant bid tabulations for the development of bikeways (if available)

Task 4: Public Input

Toole Design will prepare materials for one public input session of the City's comprehensive planning process, expected to take place on September 24th. The materials will be used to collect viewpoints of the public about their preferred east-west connection between the Loop the Little Lake Trail and Jefferson Park. Toole Design may provide one staff member for an on-site visit, if desired by the City of Menasha.

Task 4 Deliverables:

- Materials for one public input session

Provided by City Staff:

- Review of public input materials

Anticipated Project Schedule

Below is the Toole Design Team's proposed timeline for the project. Based on our experience working on similar efforts, we anticipate that the project can be substantially completed in approximately three months.

Task	Description	2025		
		September	October	November
1	Project Management			
1.1	Monthly Progress Reports			
1.3	Conference Calls			
2	Identification of Route Alternatives			
2.1	Bicycle Network Map			
2.2	Route Alternatives			
3	Alternatives Analysis and Cost Estimate			
3.1	Alternatives Analysis			
3.2	Cost Estimate			
4	Public Input			
4.1	Public Input			

Proposed Fee

Toole Design will complete the scope of work for a lump sum fee of \$15,000.



MEMORANDUM

DATE September 15th 2025
TO Honorable Mayor and Common Council
FROM Andrew Dane, Community Development Director
RE Project Front Porch

Purpose

Project Front Porch is an initiative designed to improve housing conditions, foster neighborhood pride, connect residents to local resources, and enhance the overall image of the City of Menasha. By promoting collaboration between public and private partners, this effort will strengthen community connections and support sustainable neighborhood improvements.

Target Area

Location: North side of Third Street, between Racine Street and DePere Street

Addresses: 518 – 638 Third Street (Seven properties are participating)

Focus Areas

- Landscaping and yard maintenance
- Decluttering and removing debris
- Trimming and clearing overgrown vegetation
- Enhancing landscaping and green spaces
- Improving curb appeal, including tree planting and frontage improvements

Community Spotlight: Veterans of Foreign Wars (VFW)

Located at the center of our project area, the **Veterans of Foreign Wars (VFW) Post** serves as a vital anchor in our community. As part of Project Front Porch, we will:

- Partner directly with the VFW to support improvements to their property.
- Highlight and share the important work they do for veterans, families, and the wider Menasha community.

- Showcase the VFW's role as a hub of service, camaraderie, and volunteerism.

The VFW has long given back to Menasha, honoring those who served while providing programs, advocacy, and support for our neighborhoods. By working alongside them, we not only enhance the appearance of the area but also strengthen ties with an organization that embodies community pride and service.

Community Impact

Project Front Porch goes beyond physical improvements, it is about building pride, unity, and positive momentum within the community. By working together, residents, city staff, the VFW, and partner organizations will create visible and lasting change, while fostering a renewed sense of ownership and care for the neighborhood.

This initiative represents not just a single day of service on October 9th, but also the beginning of a tradition that can grow in future years. It is an opportunity to demonstrate the City of Menasha's commitment to its neighborhoods and to inspire residents to continue this spirit of collaboration and stewardship.

Volunteer & In-Kind Contributions

- Dozens of volunteer hours will be contributed by residents, service organizations, and community partners.
- City of Menasha Public Works will provide in-kind support by assisting with refuse removal and disposal, ensuring debris and vegetation are properly handled.
- Additional in-kind support such as tools, landscaping supplies, and tree donations will further reduce costs while expanding impact.

Next Steps

- Support from the Common Council will help solidify Project Front Porch as a model for community partnership. We would welcome your participation and willingness to volunteer!
- Collaboration with city departments, the VFW, local businesses, and residents will be key to ensuring a successful outcome.
- Success in this pilot area may be expanded to additional neighborhoods in future years.

Together, we can make Menasha a stronger, prouder, and more connected community.



FOR IMMEDIATE RELEASE

City of Menasha Comprehensive Plan Update — Community Open House on September 24
Menasha, WI — The City of Menasha invites residents, business owners, and community stakeholders to help shape the future of the community through Imagine 2035 – Your Place on the Water, the City’s Comprehensive Plan Update.

The City will host an Open House on Tuesday, September 24, 2025, from 4:30 PM to 7:00 PM at Menasha City Hall, 100 Main Street, Menasha welcoming all to engage with planners, share ideas, and review proposed directions for the city’s next chapter.

What to Expect

- **Interactive Displays & Staff Engagement:** Explore maps, trail connections, and redevelopment concepts for key areas such as the City Hall District, Lawson Canal Area, and Water Street Corridor.
- **Share Your Vision:** Discuss your priorities and ideas directly with City staff and planning consultants.
- **Take the Survey:** Can’t make it in person? Participate by completing a survey — available on the City’s website. Simply visit www.menashawi.gov and click the “Comprehensive Plan Update” button to access it.

All are welcome to attend — and everyone is encouraged to complete the survey, whether in-person or online.

The City of Menasha complies with the Americans with Disabilities Act (ADA). If you need an interpreter, materials in alternate format, or other accommodation to participate in a City program, service, or activity, please contact the Community Development Department at 920-967-3650 at least 48 hours before the scheduled event.



MEMORANDUM

DATE September 12, 2025
TO City of Menasha Common Council
FROM Kristine Hutter, Public Health Director
RE Community Flu Vaccine Clinic

The Menasha Health Department will be holding the annual Community Flu Vaccine Clinic on Thursday, October 9. An annual seasonal flu vaccine is the best way to help protect against influenza. Vaccination reduces the risk of flu illness and hospitalization, and flu-related death in children. Please see the attached flyer and inform your constituents about the upcoming Flu Vaccine Clinic.

Clinic Details

When: Thursday, October 9
3:00PM – 6:00PM

Location: Menasha City Center (first floor)
100 Main St.
Menasha, WI 54952

Cost: Children 6 months through 18 years – FREE
Adults 19 years and older – \$20.00
****Only cash or check accepted****

How: Appointments and walk-ins are welcome.
Visit the Menasha Health Department's Immunization Webpage to schedule an appointment. https://www.menashawi.gov/departments/health/immunization_clinic.php

Spanish language assistance will be available during the clinic.

Note: the COVID-19 vaccine will not be available at this clinic.

Call the Health Department with questions: (920) 967-3520

COMMUNITY FLU VACCINE CLINIC

Thursday,
October 9,
2025

3:00 PM
to
6:00 PM

Menasha
City Hall
100 Main Street

Cost

FREE for children* age 6 months through 18 years.
\$20 per dose for adults 19 years or older.
Cash or check accepted (no credit cards).

*Any child under 18 years old must be accompanied by a legal guardian

Spanish language assistance will be available from
3:00 PM - 6:00 PM.

Walk-ins welcome
or schedule an
appointment!



Public Health
Prevent. Promote. Protect.

Vacunas Contra La Influenza (gripa)

Jueves,
09 de octubre
de 2025

3:00 PM
a
6:00 PM

En el Centro
Municipal de
Menasha
100 Main Street

Costo

GRATIS para niños* en edades de 6 meses a 18 años. **Se acepta dinero en efectivo o cheque (no se aceptan tarjetas de crédito).**

*Los niños menores de 18 años deberán estar acompañados por un padre o un tutor.

Asistencia en español disponible entre 3:00 y 6:00 p.m.

¡Pueden asistir sin cita
previa, o programar
una cita aquí!



Public Health
Prevent. Promote. Protect.



COMMON COUNCIL MINUTES
Tuesday, September 2, 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 6:39pm.
- B. **PLEDGE OF ALLEGIANCE**
The Pledge of Allegiance was recited.
- C. **ROLL CALL**
Present: Alds. Rand, Eisenach, Hale, Lewis, Marshall, Grade, Ropella
Absent: Ald. Perkins
Also Present: FD Sassman, DPW Merten, CDD Dane, PRD Sackett, PC Thorn, FC Teesch, LD Kopetsky, DDMO Brown, PHD Hutter, CA Struve, Mayor Hammond, Clerk Snyder, Deputy Clerk Janet
- D. **PUBLIC HEARING**
- E. **PUBLIC COMMENTS ON ANY MATTER OF CONCERN TO THE CITY**
Kathy Bauer (709 Lincoln Street, Menasha) commented on the Recycling Fee proposed on the Board of Public Works agenda for September 2, 2025. Bauer specifically questioned implications for removing recycling fees from the levy, whether other municipalities had done so, and whether residents might opt out. Bauer asked that the Common Council table the proposal.
- 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.
 - 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

1. Common Council Minutes, 8/18/25
Motion by District 7 Alderperson Grade seconded by District 6 Alderperson Marshall to approve. Motion carried on voice vote.
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
Motion by District 2 Alderperson Eisenach, seconded by District 3 Alderperson Hale to approve.

Motion carried 7-0 on roll call.
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)
Motion by District 8 Alderperson Ropella, seconded by District 5 Alderperson Lewis to approve.

Motion carried 7-0 on roll call.

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

Motion carried 7-0 on roll call.

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

Motion carried 7-0 on roll call.

L. APPOINTMENTS

M. CLAIMS AGAINST THE CITY

N. PUBLIC COMMENTS ON ANY MATTER LISTED ON THE AGENDA

O. ADJOURNMENT

Motion by District 7 Alderperson Grade seconded by District 8 Alderperson Ropella to adjourn the Common Council meeting at 6:50pm. Motion carried on voice vote.

Minutes submitted by Deputy City Clerk Evan Janet.



COMMON COUNCIL MINUTES
Tuesday, September 2, 2025 at 5:00 PM
First Floor Conference Rooms
100 Main Street, Menasha, WI

A. CALL TO ORDER

Meeting called to order by Mayor Hammond at 5:01pm.

B. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

C. ROLL CALL

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

Absent: Ald. Perkins

Also Present: FD Sassman, DPW Merten, CDD Dane, PRD Sackett, PC Thorn, DC Hanchek, Lt. Albrecht, FC Teesch, LD Kopetsky, DDMO Brown, CA Struve, Mayor Hammond, Clerk Snyder, Deputy Clerk Janet

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

E. DISCUSSION ITEMS

1. 2026 - 2030 Capital Improvement Plan (CIP)

Neenah-Menasha Fire Rescue (NMFR) presented on 2026 expenditures including capital equipment such as special operations equipment and vehicles, PPE, and Fire Engine 35. The Fire Department additionally anticipates training ground improvements in 2026. In subsequent years, NMFR expects capital improvement plan (CIP) purchases to include vehicles and fire equipment.

The Menasha Police Department (MEPD) presented on 2026 capital expenditures including a facility study to assess the police station's facility conditions, develop concept floor plans, and inform budgetary decisions related to the 2026-2030 CIP. Outside of this, MEPD seeks to maintain its vehicle replacement schedule, including periphery technology used within the patrol fleet. MEPD is additionally due to replace its firearms in 2026. Traffic cameras throughout Menasha also require replacement. Other CIP items in subsequent years include a signal booster, meridian traffic barricades, and an elevator at the police station in 2027.

Discussion considered the timing of the 2026 facility study for budgeting purposes and the potential for relocation. Staff advised on a goal for study completion early 2026. Staff additionally advised on recycling practices for degraded equipment.

The Community Development Department presented on 2026 CIP

expenditures including design and permitting for the development of the Lawson Canal Area and the downtown gateway and mural. In 2029, the Community Development Department expects to pursue development of the Creekside Subdivision in Northeastern Menasha.

The Department of Public Works presented on 2026 street projects including CTH P/Racine Road/Valley Road (Midway Road to Appleton Road), Eight Street (Tayco Street to Pacific Street), and Third Street (Manitowoc Street to Konemac Street), Racine Street (Main Street to Third Street), Third Street (Milwaukee Street to Manitowoc Street), Racine Street/First Street intersection, Racine Street/Broad Street intersection pedestrian beacons. Menasha's annual sidewalk repair program, and design and real estate for both the WIS 114/Plank Road (Manitowoc Street to Oneida Street) and Nicolet Boulevard (Washington Street to Ahnaip Street) projects are additionally included in the 2026 Public Works CIP. Subsequent CIP years include various street projects.

The Department of Public Works continued its presentation by discussing street equipment. Anticipated purchase in 2026 include a tandem axle dump truck, wheel loader, and pickup truck.

Discussion considered the purpose of rehabilitating roads instead of reconstructing them. Staff advised on the longevity of paving materials and budgetary implications related to supplies and personnel.

The Parks and Recreation Department presented on 2026 projects such as completion of the Jefferson Park Boat Launch and the Jefferson Park Swimming Pool, including completion of design and engineering and the beginning of construction. The Parks and Recreation Department additionally plans for Pleasant Park playground replacement, camera system replacement/installation at Hart and Shepard Parks, Ninth Street Boat Launch reconstruction, parking lot and concession stand remodeling at Koslo Park, and continued maintenance of the Trestle Trail. Beyond 2027, the Department expects continued Jefferson Park Swimming Pool construction, construction of the High Cliff Connection, and the final year of Trestle Trail maintenance. In the final years of the present CIP, anticipated projects include Municipal Beach enhancements, Smith Park bridge replacements, Hart Park skatepark redesign, Clovis Grove playground replacement, Barker Farm playground replacement, Smith Park tennis courts rehabilitation, and further work on the High Cliff Connection.

Discussion considered maintenance for and resident use of the Jefferson Park Swimming Pool. Discussion also considered grant funding and donations. Staff advised on a 70% increase in maintenance expenditures due to water loss at the pool and extreme challenges related to plumbing and heating at the site. Staff advised that grants are available and recent Jefferson

Park improvements were partially funded through donations. Staff concluded by commenting on the high volume of community members served by the pool (up to 18,000 per summer), and its function as a water safety facility in a community surrounded by natural water bodies.

F. ADJOURNMENT

Motion by District 7 Alderperson Grade seconded by District 6 Alderperson Marshall to adjourn at 6:30pm. Motion carried on voice vote.

Minutes submitted by City Clerk Kaija Snyder.



Grunski Runski Sept 27, 2025
Special Event Application

EVENT DETAILS - SECTION 1

Parks and Recreation Department – (920) 967-3640

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

Email: lwalbrun@menashawi.gov

1. Will you be reserving a park?

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

☒ Yes ☐ No

2. Will you be selling alcoholic beverages?

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

☒ Yes ☐ No

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

430 First Street, Menasha, WI 54952

Email: ahanchek@menashawi.gov

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

If you do not have a plan, one will be provided to you to sign and submit with a map.

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

☒ Yes ☐ No

Public Works Department – (920) 967-3610

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

Email: alee@menashawi.gov

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

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

☒ Yes ☐ No

6. Does your event require street closure?

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

☒ Yes ☐ No

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

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

125 E. Columbian Ave., Neenah, WI 54956

Email: skrueger@nmfire.org

7. Will there be fireworks at your event?

Please complete the Fireworks Permit Application. Contact Neenah-Menasha Fire Department.

☐ Yes ☒ No

8. Will you be putting up a tent?

Some tents require a Certificate of Fireproofing and Inspections by the Fire Department. All tents with stakes require diggers Hotline clearance by calling 811 at least five (5) days prior to the event.

☒ Yes ☐ No

Clerk's Office - (920) 967-3603

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

Email: ksnyder@menashawi.gov

9. Will you be selling/serving alcoholic beverages?

Please complete the Application for Temporary Class "B" Retailer's License and the Addendum to Application for Temporary Class "B"/"Class B" Retailer's License. Permit needs to be submitted to the City Clerk.

☒ Yes ☐ No

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

Please complete the Carnival Permit. Permit needs to be submitted to the City Clerk at least 10 days prior to your event.

☐ Yes ☒ No

Health Department - (920) 967-3522

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

Email: tdrew@menashawi.gov

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

Please see the information regarding Mobile Restaurant Operators/Mobile Retail Food Operators/Temporary Restaurant Operators.

☒ Yes ☐ No

EVENT INFORMATION – SECTION 2

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

Event Name The Otto Grunski Runski Total Anticipated Attendance 350
Sponsoring Organization Menasha Parks and Recreation
Organization Address 100 Main Street Menasha
Event Location 160 Main Street Menasha
Date of Event (list each date if a multi-day event) 9/27/25
Event Set-up Time 6:30AM Event Start Time 8:30AM Event End Time 10:30AM

EVENT COORDINATOR – SECTION 3

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

1. Event Facilitator/Responsible Person Elizabeth Lundt
Email elundt@menashawi.gov Phone 920-410-5791
2. Day of Event Contact Name (person on site) Elizabeth Lundt
Email elundt@menashawi.gov Phone 920-410-5791

EVENT DETAILS – SECTION 4

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

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

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

Describe any Street Use your event will require. (Please attach a detailed map; map MUST include exact location of event, route/street closure (if applicable), barricade placement, etc.)

Please see attached list and map.

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

FACILITY	Resident	Non-Resident	Fees are per day unless otherwise stated.
JEFFERSON PARK (915 Third Street)			
☐ Pavilion 1-99 guests	\$80.00	\$100.00	Electricity in pavilion and kitchen. Kitchen has full refrigerator, double sink, pass-through serving area. Thirty (30) picnic tables. Restrooms are part of building. Capacity approximately 250 people.
☐ 100+ guests	\$110.00	\$145.00	
☐ Kitchen	\$35.00	\$55.00	
☐ East Shelter	\$25.00	\$40.00	Four (4) picnic tables. Restrooms nearby. Electricity available. Capacity approximately 25 people. <i>Unavailable for rent after August 1, 2024</i>
☐ Launch Shelter	\$25.00	\$40.00	Two (2) picnic tables. Restrooms nearby. Electricity available. Capacity approximately 25 people.
☐ Picnic Area #1-4 (w/electricity)	\$20.00	\$35.00	
☐ Picnic Area (no electricity)	\$15.00	\$25.00	
SMITH PARK (301 Park Street)			
☐ Pavilion 1-99 guests	\$80.00	\$100.00	Electricity in pavilion and kitchen. Kitchen has refrigerator, stove, microwave, pass-through serving area. Twenty-nine (29) picnic tables. Restrooms are part of the building. Capacity approximately 200 people.
☐ 100+ guests	\$110.00	\$145.00	
☐ Kitchen	\$35.00	\$55.00	
☐ Gardens/Gazebo	\$250.00	\$400.00	Includes 50 park-style benches.
☐ Gardens/Gazebo With Pavilion	\$300.00	\$450.00	Pavilion can be reserved in case of inclement weather, renter responsible for set-up.
BARKER FARM PARK (2170 Plank Road)			
☐ Shelter	\$35.00	\$65.00	Four (4) picnic tables. Restrooms are part of the building. Electricity available. Capacity approximately 30 people.
☐ Diamond/Field	\$8.00/hr	\$8.00/hr	
CLOVIS GROVE PARK (1000 Visgro Street)			
☐ Shelter	\$35.00	\$65.00	Six (6) picnic tables. Restrooms are part of the building. Electricity available. Capacity approximately 30 people.
☐ Diamond/Field	\$8.00/hr	\$8.00/hr	
HART PARK (700 Seventh Street)			
☐ Shelter	\$35.00	\$65.00	Four (4) picnic tables. Restrooms are part of the building. Heated/can be rented in cold weather when not being used as ice rink warming house. Electricity available. Capacity approximately 30 people.
KOSLO PARK (1200 Geneva Road)			
☐ Shelter (no electricity)	\$30.00	\$60.00	Five (5) picnic tables. Temporary restrooms nearby. Capacity approximately 30 people.
STEWART PARK (100 Mathewson Street)			
☐ Shelter	\$35.00	\$65.00	Four (4) picnic tables. Restrooms nearby. Electricity available. Capacity approximately 30 people.
CURTIS REED SQUARE			
☐ Green Space	\$30.00	\$60.00	Three (3) picnic tables. Electricity available.
MARTINA TERRACE			
☐ Green Space	\$20.00	\$35.00	Electricity available.
TRAILS	n/c	n/c	Must provide map of trails that the event will be utilizing
PARK OPEN SPACE			
☐ Location:	\$15.00	\$25.00	A Park Open Space fee will apply when additional areas are needed for tents, dunk tanks, bounce houses, etc. Please note that this is in addition to the tent permit that will also apply if having a tent or bounce house.
BEER/WINE PERMIT (allowed only at Barker Farm, Jefferson, Koslo Parks)	\$5.00	\$5.00	A permit must be obtained before beer or wine can be consumed in one of these parks.
TENT PERMIT	\$10.00	\$10.00	Renter is responsible for contacting Diggers Hotline.
KEY DEPOSIT	\$25.00	\$25.00	Deposit is due when picking up key (up to two (2) days prior to rental) and will be given back when key is returned to our office (no later than two (2) days after rental).

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

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

FERMENTED MALT/WINE BEVERAGE PERMIT

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

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

Permittee Name(please print): Lundt Elizabeth
Last First M.I.
Area that fermented malt beverages and wine will be consumed: Curtis Reed Square
Signature: [Signature]

INSURANCE – SECTION 5

A Certificate of Liability Insurance and Endorsement, each naming the City of Menasha as additional insured, must be submitted with your completed Special Events Application in order for your event to be considered for approval by the Board of Public Works and the Common Council. This is your primary insurance.

Name of Insurance Company _____ Policy Number _____
Email C/MIC Phone _____
Applicant Signature _____ Date _____

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

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

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

HOLD HARMLESS AGREEMENT – SECTION 7

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

Applicant Signature [Signature] Date 8/16/25

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

STAFF USE ONLY

Scheduled Board of Public Works Review Date: Sept 2, 2025
Scheduled Parks & Recreation Board Review Date: Sept 9, 2025
Scheduled Common Council Review Date: Sept. 16, 2025
Staff Approval: Police Dept. [Signature] Fire Dept. [Signature] Public Works Dept. [Signature] City Attorney [Signature]



Neenah-Menasha Fire Rescue

Tent/Structure Permit – Temporary and Permanent

The Cities of Neenah and Menasha allow the use of tent(s) within the communities. All tents, canopies and membrane structures, both temporary and permanent, shall be in accordance with the International Fire Code, Chapter 24 Section 2404. The conditions noted in the checklist below are the responsibility of applicant.

To Whom It May Concern:

Application having been made in accordance with the laws of the State of Wisconsin and City of Menasha Code(s) this permit is issued to:

Name of Applicant Elizabeth Luroft

Address of Applicant 100 Main Street Menasha Suite 300

Applicant Phone Number 920 410 5791 Cell Phone _____

Location of Tent/Structure Curtis Reed

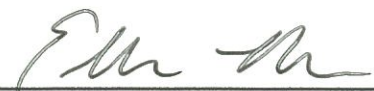
Start Date 9/26/25 Inspection Date 9/26/25 End Date 9/28/25

Application Checklist:

- ☐ Certification which includes owner of tent/structure, date fabric was last treated with name of chemical used and name of test agency with test standard used
- ☐ Diagram of Tent/Structure Location
- ☐ Tent/Structure meets International Fire & Building Code, Section 2404, requirements, a copy of the International Fire & Building Code will be provided with this permit
- ☐ Provide a minimum of 24 hours' notice to Neenah-Menasha Fire Rescue prior to inspection
- ☐ Neenah-Menasha Fire Rescue must conduct inspection prior to occupancy

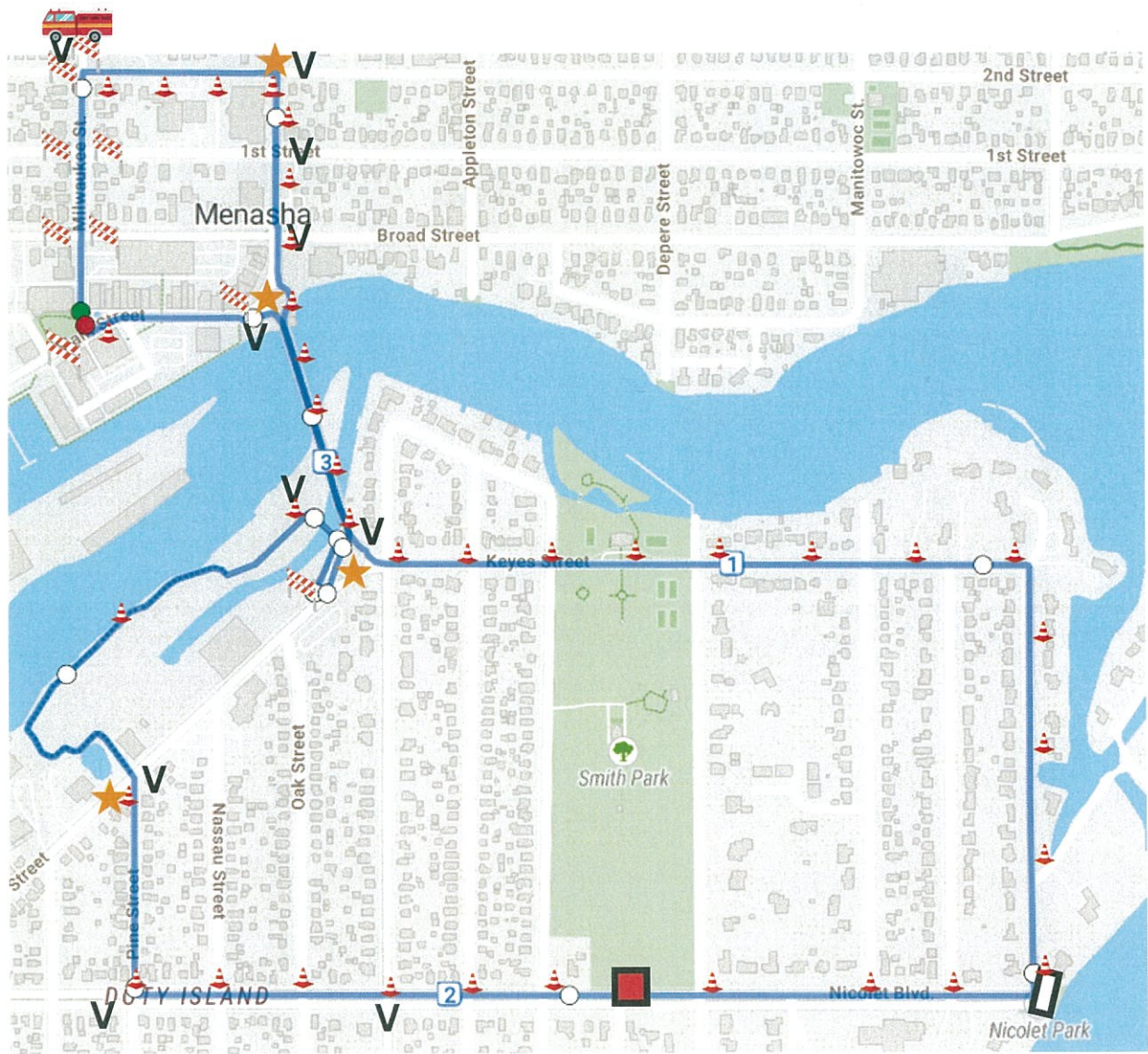
Signature and Title of Issuing Officer

Date


Signature of Applicant

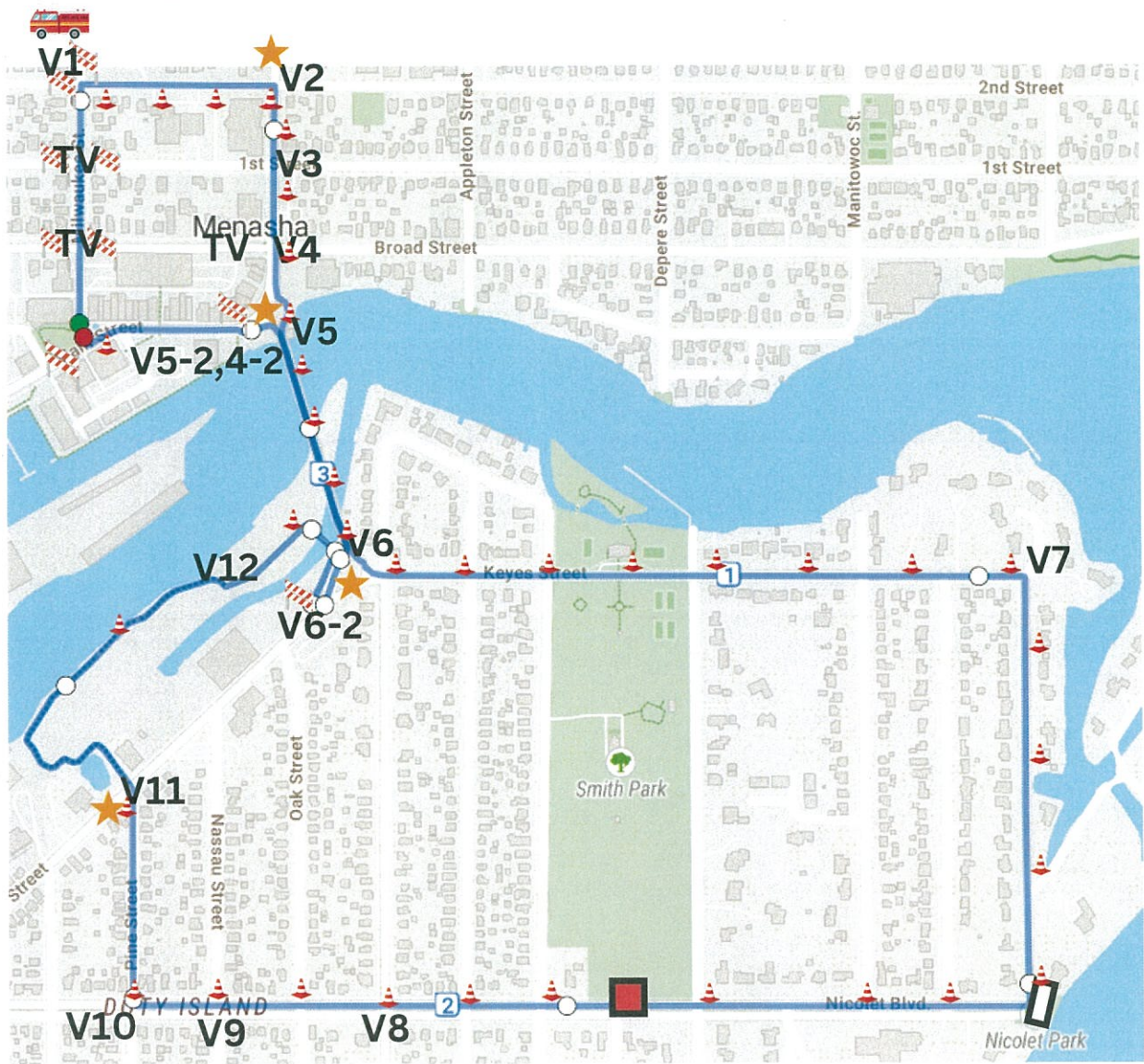
8/6/25
Date

5k Route



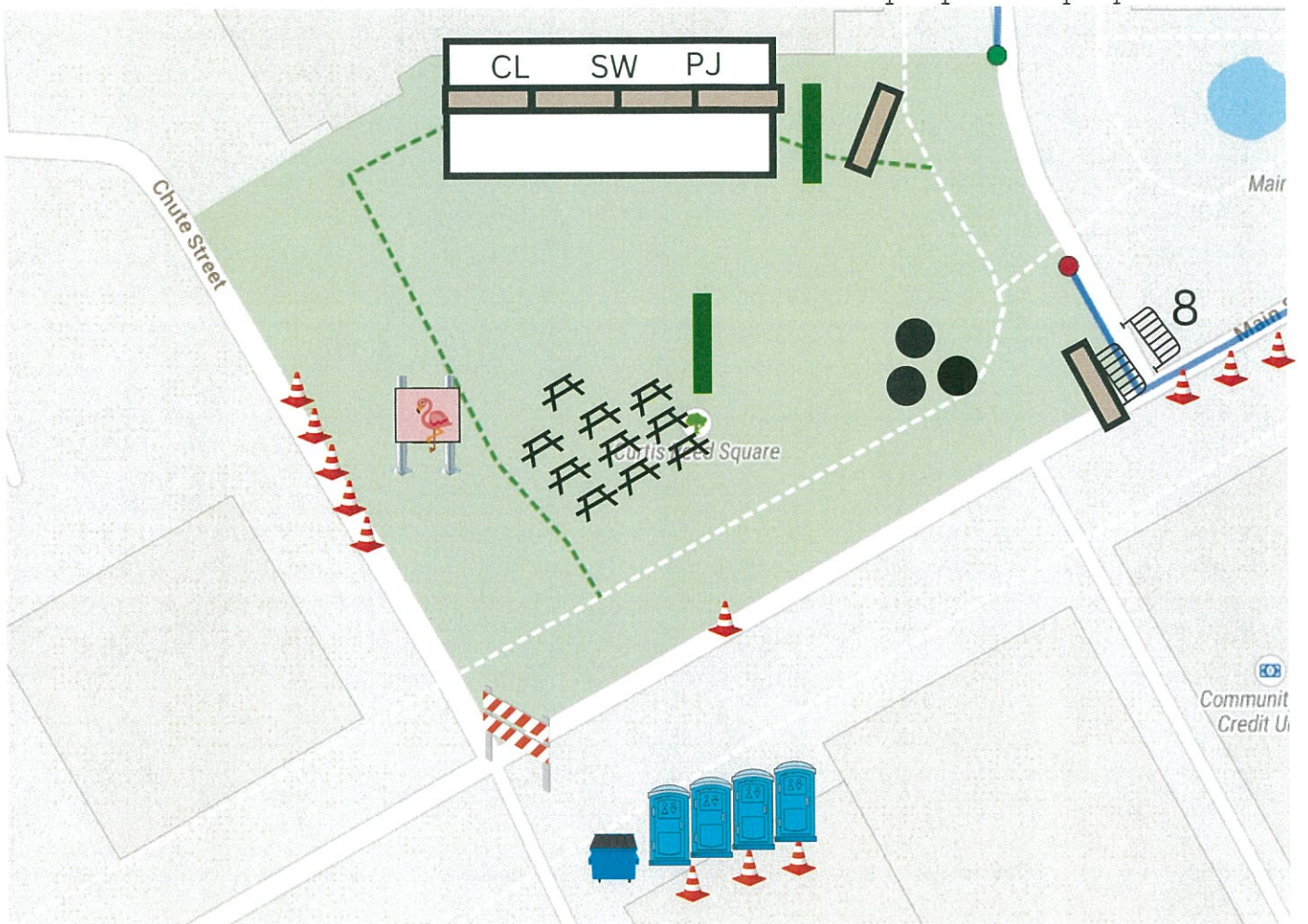
- ★ MPD
-  NM Fire
-  Class III Barricades (9)
-  Water table (2)
-  Doty Island Cheer Tent
- V Volunteer
-  Cone Running lane

5k Route



- ★ MPD
-  NM Fire
-  Class III Barricades (9)
-  Water table (2)
-  Doty Island Cheer Tent
- V Volunteer
-  Cone Running lane

Curtis Reed for PW



 start inflatable

 Metal Barricades 10, 8 to make finish chute, 2 at start inflatable

 Cones

 picnic table 10

 Blue menasha dumpster

 Portable Restrooms 4, Winnebago Waste

 20x30 party tent Fox Valley Party Rentals

 existing tables

 Class III- Road Closed

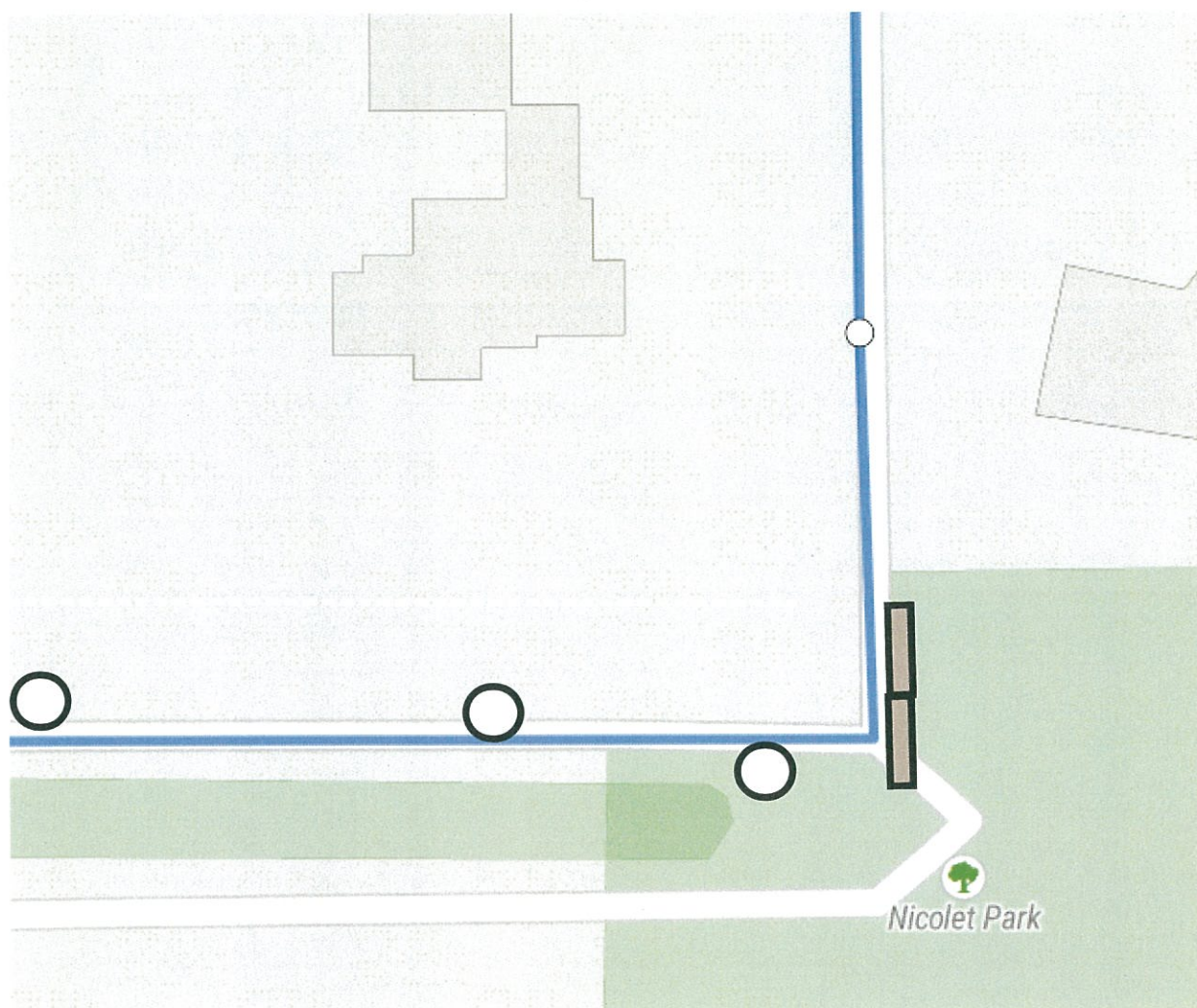
 Photo Backdrop with Flo placed after lead UTV returns

 4 temporary handicap parking in lot -first row by Weathervane

 White 8 Ft Table Need 6

 Metal stake 2- for food line signage

Water Stop Set-up



○ Garbage boxes need to be spaced down block

▮ Water Stop Table 8ft White Need 2

Grunski RUNski, Saturday September 27th 8:30 5K event start time
Beth (920) 410-5791

Police

- CSO at intersections of Bridge roundabout North end, Bridge roundabout South End, Ahnaip where it crosses Pine. All three points stop vehicle traffic. Backup to Fire for 2nd and Racine
- 2nd and Racine, stopping traffic for runners. Needed approximately 8:30 AM to 8:45 AM until the last walker and sweeper truck arrives to clear cones/ roadway- then move to Main and Racine
- Possible bike officer for leading 5K route again this year?

Fire

- Active Truck placed at end of 2nd Street blocking vehicle traffic from 8:15AM-8:45AM

Public Works

ROUTE

- PW Staff: 2 for set up/ sweeper truck
- Handicap Parking in lot behind Weathervane (4)
- No/Park Signs Sat 27th, 5AM-11AM
 - Both sides of Main, Racine to Chute
 - Angle parking Chute (with small cones)
 - Both sides of Milwaukee Main to 2nd
 - South 2nd Milwaukee to Racine
 - North side of Keyes, Ahnaip to Willow
 - North Side of Nicolet Blvd, Willow to Pine
 - Marina Ramp, cone off from Wall to Handicap (for portos)
 - Dam parking lot
- Class III's Closed Road (Road Closure from 7AM- 10AM)
 - Main at Chute intersection
 - Main on Racine Street Roundabout
 - Mill Street Exit onto Main
 - Broad and Milwaukee, east and west
 - 1st and Milwaukee, east and west
 - 2nd and Milwaukee, west and south
 - Dam Entrance Parking Lot (no vehicle traffic/ closed from 8:30-10:00AM)

- Cone Lane (small tall, 5 per block, 3 on short blocks)
 - 2nd and Milwaukee- south side of street to Racine
 - 2nd and Racine- west side of Racine, 2nd to Ahnaip over bridge **DOUBLE from Broad to South side of Bridge**
 - 2nd and Ahnaip
 - Ahnaip to Willow
 - Tall Cone at Lake st
 - All cross Streets Nicol Blvd to Pine
 - **double amount of cones from Broad St. in roadway heading south over bridge until roundabout. PD and Volunteers will NOT be pushing runners to west side sidewalk of bridge. Too narrow with trip hazard at entry. PD will watch and stop traffic when needed**

- "Caution Runners" Signs
 - 2nd and Racine
 - Pine and Ahnaip
 - Nicolet and Naymut
 - Lake Street

- "Runners Stay Left" or similar Sign on Tall Cone
 - 1 per block Racine Street and on bridge, 2nd to Ahnaip
 - SW corner of North Roundabout
 - SW Corner entering Bridge South Roundabout

- Arrows
 - Rt Arrow 2nd and Milwaukee
 - Rt Arrow 2nd and Racine
 - Left Ahnaip and Keyes
 - Rt Willow and Keyes
 - Rt Willow and Nicolet
 - Rt Willow and Keyes
 - Rt Pine and Nicolet
 - Straight, Pine and Ahnaip to Sidewalk
 - Straight Park Bridge and dam parking lot
 - Rt Lawson Canal Bridge
 - Left Banta Entrance to Dam lot
 - Straight (by runners stay left on sidewalk)

- Mile Markers
 - 1 Mile: 714 Keyes
 - 2 Mile: 512 Nicolet Blvd
 - 3 Mile: Middle of bridge heading northbound

- Bridge on Trail- grippers
- Street Sweeper, Entire route including trail
- Garbage boxes (8 total)
 - 3 at Water table stop at Willow and Nicolet
 - 5 at Curtis Reed Square, Rec staff will place

Curtis Reed Square

- Tall orange cone (Rec will place on Main for Porto Sign)
- Photo backdrop placed
- 2- 4 or 5 ft metal stake (Rec to attach "Food Line" sign)
- 9 Picnic Tables added to top grass of Curtis Reed Square
- Metal Barricades (10)
 - 8 at Milwaukee and Main, angled to make finish chute
 - 2 on Milwaukee, just past alley to hold down Start inflatable

Rec Staff

- 9 Staff 6AM- 10AM
- Tables 8
 - 6 at Curtis Reed
 - 2 at Water Stop
- Gatorade Jugs filled (2) 400+ cups
- Check in Dart Flag
- Grunski Vinyl signs 3
 - 5K Start
 - 5K Finish
 - Photo Backdrop
- POS
- Clipboards/pens/ paper registration forms/ waivers



Date of Event: Friday, October 3, 2025

Start Time: 5:30 p.m.

End Time: 6:30 p.m.

Expected Attendance: 75

Street Use Application

Name of Event: Menasha High School Homecoming Parade

Sponsoring Organization: Menasha High School

Organization Address: 420 Seventh Street, Menasha, WI 54952

Responsible Person: Rick Grable and Erika Gearhart

Email Address: grabler@mjsd.k12.wi.us, gearharte@mjsd.k12.wi.us Phone Number: (920) 967-1803

Street Route/Description of Use (please attach map):
See attached map.

Liability Insurance has been secured in the amount of \$ 5,000,000 each occurrence with the City of Menasha named as an additional insured on the Certificate of Liability Insurance AND on the Endorsement. This is primary insurance.

Name of Insurance Company: Community Insurance Policy Number: SGL22213-25

Applicant's Signature: Rick Grable Date: 8/25/25

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

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

To Be Completed By City Staff (Revised February, 2019)

Scheduled Board of Public Works Review Date: September 2, 2025

☐ Approved

☐ Denied

Scheduled Parks & Recreation Board Review Date: _____

☒ Not Required

☐ Approved

☐ Denied

Scheduled Common Council Review Date: September 15, 2025

☐ Approved

☐ Denied

Approval:

Police Dept. att

Fire Dept. [Signature]

Public Works Dept. [Signature]

City Attorney [Signature]

Harbor Lights

Citgo-Av Food Mart

Citgo-Av Food Mart
Convenience store

Bubba's Pub
Takeout

Valley Muffler & Brake
Tire shop

Prospera Credit Union

PARKING
LOT



Memorandum

TO: Joint Finance & Personnel Committee

FROM: Chief Teesch *TT*

DATE: August 26, 2025

RE: **Training Grounds Remodel and Improvement Project, and Station #31 Remodel Bid Results**

Overview

Bids for the Training Ground Improvement Project and Station #31 Remodel were opened earlier today, as scheduled, at 2:00 p.m. Because of the short time between the bid opening and this evening's meeting, staff have not yet completed a full review of the bid documents for compliance with all specifications and requirements.

At this time, we are able to inform the committee of the bid amounts. A total of four bids were received. The lowest bid package was \$7, 209, 935.33 and the highest bid was \$8,068,501.00

Contractor	Station #31	Training Ground	Total
Milbach Construction Services Co.	\$5,899,928.37	\$1,310,006.96	\$7,209,935.33
Miron Construction Co., Inc.	\$6,128,287.00	\$1,207,057.00	\$7,335,344.00
SMA Construction Services, LLC	\$6,200,000.00	\$1,340,000.00	\$7,540,000.00
Frank O. Zeise Construction Co., Inc.	\$6,807,613.00	\$1,260,888.00	\$8,068,501.00

To keep the project on schedule, I recommend the committee adopt the following motion:

Recommendation

“Neenah-Menasha Fire Rescue Joint Finance & Personnel Committee recommend both councils authorize staff to review and verify the bids received for the Training Grounds Remodel and Improvement Project and, contingent upon compliance with bid specifications, award the project to the lowest responsible and qualified bidder.”



MEMORANDUM

To: Common Council

From: Community Development Department/ML

Date: September 15, 2025

Re: **Special Use Permit – Outdoor Storage – Jack’s Lawn & Landscaping – N8910 Oneida Street (Parcel No. 7-00725-56 and Parcel No. 7-00725-57)**

Victor Cavazos has applied for a special use permit to allow the storage of equipment outside of his business, Jack’s Lawn & Landscape, located at N8910 Oneida Street. Per Sec. 13-1-29(20) of the City of Menasha municipal code, any use which utilizes outdoor storage of merchandise or equipment requires a Special Use Permit.

In addition to the approval of the Special Use Permit to store his company’s equipment outside, Mr. Cavazos was informed that screening for the materials being stored outdoors was required. Mr. Cavazos has agreed to install a 6-ft wood fence along the front lot line of the parcels he owns and a chain link gate with privacy slats at the driveway entrance to assist with keeping the public and his company’s equipment safe and screened from view.

During conversations with Mr. Cavazos, staff were informed that if the Special Use Permit and Rezoning were approved, the cedar fence to screen the equipment would be installed as soon as possible but no later than September 19th.

When reviewing special Use Permit applications, the Plan Commission shall consider the following per Section 13-1-11(b) of the City of Menasha Code of Ordinances:

1. *The use shall be compatible with adjacent land uses so that existing uses will not be depreciated in value, and there will be no deterrents to development of vacant land;*

The parcels surrounding the proposed development are zoned PUD Planned Unit Development to the North, C-3 Business and office District to the East, and residential to the South and West.

2. *The use shall have an appearance that will not have an adverse effect upon adjacent properties;*

The Special Use Permit allows for the outdoor storage of equipment on their parcels. The equipment stored outside would be screened by a 6-ft tall wooden fence and chain link gate with privacy slats and would assist in increasing the aesthetics of the site and would not have adverse effects on adjacent properties.

3. *The use shall be reasonably related to the overall needs of the City and to existing land use patterns;*

The screening would be required to prevent code violations and would be consistent with other similar uses throughout the city.

4. *The use will not cause traffic hazards or congestion;*

The outdoor storage of materials would be screened and would not cause any traffic concerns.

5. *The use shall have adequate utilities, access roads, drainage, and other necessary facilities.*

The use would not require any utilities, access roads, drainage, or other facilities

Recommendation

Staff and the City of Menasha Plan Commission recommend approval of the Special Use Permit to allow for outdoor storage of equipment located at N8910 Oneida Street, Parcel No. 7-00725-56 and Parcel No. 7-00725-57.



City of Menasha Application

SUBMIT TO:
City of Menasha
Dept. of Com. Development
100 Main Street, Suite 200
Menasha, WI 54952-3190
PHONE: (920) 967-3650

☒ **Special Use Permit**
☐ **Planned Unit Development**

APPLICANT INFORMATION

Petitioner: VICTOR CAVAZOS Date: 11-12-24
Petitioner's Address: N8910 ONEIDA RD City: MENASHA State: WI Zip: 54952
Telephone #: 920 739-4333 Fax: () — Other Contact # or Email: info@jackslaw.com
Status of Petitioner (Please Circle): Owner Representative Tenant Prospective Buyer
Petitioner's Signature (required): Victor I Cynos Date: 11-12-24

OWNER INFORMATION

Owner(s): SAME Date: _____
Owner(s) Address: _____ City: _____ State: _____ Zip: _____
Telephone #: () _____ Fax: () _____ Other Contact # or Email: _____
Ownership Status (Please Circle): Individual Trust Partnership Corporation

Property Owner Consent: (required)

By signature hereon, I/We acknowledge that City officials and/or employees may, in the performance of their functions, enter upon the property to inspect or gather other information necessary to process this application. I also understand that all meeting dates are tentative and may be postponed by the Community Development Dept. for incomplete submissions or other administrative reasons.

Property Owner's Signature: Victor I Cynos Date: 11-12-24

SITE INFORMATION

Address/Location of Proposed Project: N8910 ONEIDA RD. Parcel Number(s): _____
Purpose Project Type: Putting up fence per city
Current Use of Property: Business
Describe proposed development and/or proposed land use: _____

Proposed time schedule for development and/or use of the property: _____

Zoning & Land Use North: _____
Adjacent to the Site: South: _____
East: _____
West: _____

Staff _____ Date Rec'd _____

Special Use Permit N8910 Oneida Street



The City of Menasha creates and provides maps for INFORMATIONAL PURPOSES ONLY. The City makes no claims to accuracy or completeness, provides no warranties of any kind and assumes no liability for their use.

0 60 120 Feet

City of Menasha Disbursements
08/29/25-09/11/25

Weekly Accounts Payable	09/02/25, 09/04/25 & 09/11/25	\$305,778.69
	Checks # 86218-86355	
	Void Check #86215	(\$823.91)
	Void Check #83006	(\$25.00)
	Void Check #85734	(\$4,295.00)
Bi-Weekly Payroll	09/04/25	\$243,952.55
Additional Regular Cycle Accounts Payables -Paid Electronically		
Sales Tax	08/29/25	\$1,265.03
FSA/HRA Admin Fees	08/29/25	\$617.80
Debt Service Payments	08/29/25	\$238,166.25
Debt Service Payments	09/02/25	\$219,807.50
Delta Dental	09/03/25	\$2,650.26
Nationwide Deferred Compensation	09/04/25	\$3,487.50
Employee Benefits-Flex Spending	09/04/25	\$3,270.89
Wisconsin Support Collections	09/04/25	\$823.91
Community First CU-Payroll Deduction	09/05/25	\$761.25
Wisconsin Deferred Compensation	09/05/25	\$11,065.75
Network Health Premium	09/10/25	\$154,051.44
Delta Dental	09/10/25	\$2,914.74
Federal Tax Withholding	09/10/25	\$85,352.30
		\$ 724,234.62
		<u>\$1,268,821.95</u>
Total		

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

09/11/25

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: 9/2/2025

Date: 9/11/2025

<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>
AMAZON CAPITAL SERVICES	86222	9/2/2025	11JH-CL7W-7FKQ	100-0601-551.30-14	49.99	LIBRARY MATERIALS
		9/2/2025	11RR-9DPV-NH6V	100-0601-551.30-12	12.99	COMPUTER SUPPLIES
		9/2/2025	11YX-NVJP-4LR7	100-0601-551.30-14	10.00	LIBRARY MATERIALS
		9/2/2025	13MP-1T7H-YN4T	100-0601-551.30-14	40.95	LIBRARY MATERIALS
		9/2/2025	13PV-FCJX-6H9X	100-0601-551.30-10	28.88	LIBRARY SUPPLIES
		9/2/2025	13TG-VPNN-QH3Q	100-0601-551.30-14	29.98	LIBRARY MATERIALS
		9/2/2025	163X-P3N7-7DXK	100-0601-551.30-16	30.58	LIBRARY PROMOTIONAL
		9/2/2025	163X-P3N7-PWD7	100-0601-551.30-14	144.00	LIBRARY MATERIALS
		9/2/2025	16H3-K1JD-YKGL	100-0601-551.30-16	85.18	LIBRARY PROMOTIONAL
		9/2/2025	16VW-3G7W-P3TM	100-0601-551.30-16	19.99	LIBRARY PROMOTIONAL
		9/2/2025	16WM-9WCP-PH1C	100-0601-551.30-14	15.26	LIBRARY MATERIALS
		9/2/2025	179T-CDRP-66CR	100-0601-551.30-14	30.95	LIBRARY MATERIALS
		9/2/2025	17G6-DQMD-3PHM	100-0601-551.30-16	92.85	LIBRARY PROMOTIONAL
		9/2/2025	17PG-7DL6-C1V1	100-0601-551.30-14	34.26	LIBRARY MATERIALS
		9/2/2025	17RC-313C-GHVR	100-0601-551.30-14	69.99	LIBRARY MATERIALS
		9/2/2025	197X-VLGL-7DN4	100-0601-551.30-14	13.89	LIBRARY MATERIALS
		9/2/2025	19FV-LGMH-6LDT	100-0601-551.30-16	26.99	LIBRARY PROMOTIONAL
		9/2/2025	1CRV-L7QT-YDD1	100-0601-551.30-14	26.20	LIBRARY MATERIALS
		9/2/2025	1D14-93V9-9RX9	100-0601-551.30-14	14.95	LIBRARY MATERIALS
		9/2/2025	1DKV-DP7W-YNW1	100-0601-551.30-14	20.57	LIBRARY MATERIALS
		9/2/2025	1DNT-Q7TQ-C7W9	100-0601-551.30-14	27.75	LIBRARY MATERIALS
		9/2/2025	1DTH-QQFW-6TR3	100-0601-551.30-13	41.88	LYSOL WIPES
		9/2/2025	1DYC-WLHN-F6KW	100-0601-551.30-14	27.99	LIBRARY MATERIALS
		9/2/2025	1FDV-TFHT-7JFS	100-0601-551.30-10	13.99	LIBRARY SUPPLIES
		9/2/2025	1FQL-W1PF-4CD7	100-0601-551.30-14	14.27	LIBRARY MATERIALS
		9/2/2025	1FR9-K9T1-CFCQ	100-0601-551.30-14	11.49	LIBRARY MATERIALS
		9/2/2025	1G6N-CD7N-3NQV	100-0601-551.30-12	32.88	COMPUTER SUPPLIES
		9/2/2025	1GY4-4RK1-RMP6	100-0601-551.30-14	132.39	LIBRARY MATERIALS
		9/2/2025	1HHG-4QJG-RVJX	100-0601-551.30-14	32.62	LIBRARY MATERIALS
		9/2/2025	1HMX-Y3CJ-MYDR	100-0601-551.30-14	24.99	LIBRARY MATERIALS
		9/2/2025	1HRX-TQ6N-FFW6	100-0601-551.30-14	39.99	LIBRARY MATERIALS
		9/2/2025	1JYF-XLVK-XLJD	100-0601-551.30-16	(49.81)	LIBRARY PROMOTIONAL
		9/2/2025	1KVT-XHR7-P7XM	100-0601-551.30-14	39.99	LIBRARY MATERIALS
		9/2/2025	1LMR-9V96-C7MV	100-0601-551.30-10	39.81	LIBRARY SUPPLIES
		9/2/2025	1LQM-49QM-KDC7	100-0601-551.30-16	78.63	LIBRARY PROMOTIONAL

AP Check Register

Check Date: 9/2/2025

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
AMAZON CAPITAL SERVICES...	86222...	9/2/2025	1LYC-YJTC-DQ4K	100-0601-551.30-14	13.98	LIBRARY MATERIALS
		9/2/2025	1MQR-NKKQ-YN4X	100-0601-551.30-10	2.72	LIBRARY SUPPLIES
		9/2/2025	1P4G-C7GG-6CRY	100-0601-551.30-14	7.69	LIBRARY MATERIALS
		9/2/2025	1P4Y-THVQ-3WV4	100-0601-551.30-14	231.66	LIBRARY MATERIALS
		9/2/2025	1PCY-7GK7-DTYN	100-0601-551.30-16	330.49	LIBRARY PROMOTIONAL
		9/2/2025	1PV7-QLKJ-J13Y	100-0601-551.30-16	330.88	LIBRARY PROMOTIONAL
		9/2/2025	1QQG-FRTP-TNXN	100-0601-551.30-14	13.79	LIBRARY MATERIALS
		9/2/2025	1RDQ-RRWX-3HQ1	100-0601-551.30-14	4.54	LIBRARY MATERIALS
		9/2/2025	1RTX-6C9G-6KF1	100-0601-551.30-14	280.87	LIBRARY MATERIALS
		9/2/2025	1TCW-KNVK-3KTR	100-0601-551.30-14	23.83	LIBRARY MATERIALS
		9/2/2025	1TL9-HHVK-F9DY	100-0601-551.30-16	233.60	LIBRARY PROMOTIONAL
		9/2/2025	1VVF-RHDC-763T	100-0601-551.30-14	79.99	LIBRARY MATERIALS
		9/2/2025	1VWV-QD6W-QK9F	100-0601-551.30-16	40.04	LIBRARY PROMOTIONAL
		9/2/2025	1VX3-DRFH-433L	100-0601-551.30-14	13.29	LIBRARY MATERIALS
		9/2/2025	1WHM-LFJY-QW6T	100-0601-551.30-16	75.37	LIBRARY PROMOTIONAL
		9/2/2025	1WHM-TP4X-FF9X	100-0601-551.30-18	387.00	DEPARTMENT SUPPLIES
		9/2/2025	1WKJ-YDCT-MM46	100-0601-551.30-14	145.97	LIBRARY MATERIALS
		9/2/2025	1XCX-QGJD-RF9F	100-0601-551.30-14	59.80	LIBRARY MATERIALS
		9/2/2025	1XFT-4JX3-6HDV	100-0601-551.30-18	42.47	DEPARTMENT SUPPLIES
		9/2/2025	1XQ9-WG6P-CM44	100-0601-551.30-14	55.26	LIBRARY MATERIALS
		9/2/2025	1XWM-PDKM-HVML	100-0601-551.30-10	22.88	LIBRARY SUPPLIES
		9/2/2025	1YG1-3GXV-KYXC	100-0601-551.30-16	107.88	LIBRARY PROMOTIONAL
		Total for check: 86222				3,811.31
BAKER & TAYLOR INC	86223	9/2/2025	2039183507	100-0601-551.30-14	17.16	LIBRARY MATERIALS
		9/2/2025	H72836970	100-0601-551.30-14	158.34	LIBRARY MATERIALS
		9/2/2025	H72836971	100-0601-551.30-14	79.16	LIBRARY MATERIALS
		9/2/2025	H72849280	100-0601-551.30-14	64.77	LIBRARY MATERIALS
		9/2/2025	H72849281	100-0601-551.30-14	59.02	LIBRARY MATERIALS
		9/2/2025	H72849282	100-0601-551.30-14	65.46	LIBRARY MATERIALS
		9/2/2025	H72911300	100-0601-551.30-14	107.85	LIBRARY MATERIALS
		9/2/2025	H72921480	100-0601-551.30-14	117.96	LIBRARY MATERIALS
		9/2/2025	H72928480	100-0601-551.30-14	73.40	LIBRARY MATERIALS
		9/2/2025	H73006570	100-0601-551.30-14	38.86	LIBRARY MATERIALS

AP Check Register

Check Date: 9/2/2025

Date: 9/11/2025

<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>
BAKER & TAYLOR INC...	86223...	9/2/2025	H73034900	100-0601-551.30-14	35.98	LIBRARY MATERIALS
		9/2/2025	H73097750	100-0601-551.30-14	33.10	LIBRARY MATERIALS
		9/2/2025	H73110080	100-0601-551.30-14	43.12	LIBRARY MATERIALS
	Total for check: 86223				894.18	
KATHY BESON	86224	9/2/2025	BOOK	100-0601-551.30-14	15.00	LIBRARY MATERIALS
	Total for check: 86224				15.00	
BETH BLUM	86225	9/2/2025	CONTRACT	100-0601-551.20-05	150.00	CONTRACT
	Total for check: 86225				150.00	
CENGAGE LEARNING INC/GALE	86226	9/2/2025	999100743090	100-0601-551.30-14	49.48	LIBRARY MATERIALS
	Total for check: 86226				49.48	
CENTER POINT LARGE PRINT	86227	9/2/2025	2186806	100-0601-551.30-14	303.24	LIBRARY MATERIALS
	Total for check: 86227				303.24	
CONQUER BOOKS	86228	9/2/2025	CONTRACT	100-0601-551.20-05	170.00	SEPTEMBER CONTRACT
	Total for check: 86228				170.00	
CRIMSON MULTIMEDIA	86229	9/2/2025	022605	100-0601-551.30-14	40.00	LIBRARY MATERIALS
		9/2/2025	022606	100-0601-551.30-14	110.00	LIBRARY MATERIALS
		9/2/2025	022607	100-0601-551.30-14	356.64	LIBRARY MATERIALS
	Total for check: 86229				506.64	
DEMCO	86230	9/2/2025	7671032	100-0601-551.30-18	244.68	DEPARTMENT SUPPLIES
	Total for check: 86230				244.68	

AP Check Register

Check Date: 9/2/2025

Date: 9/11/2025

<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>
JENNI DREYER	86231	9/2/2025	CONTRACT	100-0601-551.20-05	150.00	CONTRACT
			Total for check: 86231		150.00	
GFC LEASING - WI	86232	9/2/2025	I01041631	100-0601-551.24-01	659.36	PRINTER/COPIER LEASE
			Total for check: 86232		659.36	
INGRAM LIBRARY SERVICES	86234	9/2/2025	88975781	100-0601-551.30-14	824.13	LIBRARY MATERIALS
		9/2/2025	88975782	100-0601-551.30-14	723.80	LIBRARY MATERIALS
		9/2/2025	88996287	100-0601-551.30-14	39.69	LIBRARY MATERIALS
		9/2/2025	88996288	100-0601-551.30-14	598.70	LIBRARY MATERIALS
		9/2/2025	89009502	100-0601-551.30-14	443.61	LIBRARY MATERIALS
		9/2/2025	89037143	100-0601-551.30-14	588.22	LIBRARY MATERIALS
		9/2/2025	89064350	100-0601-551.30-14	270.31	LIBRARY MATERIALS
		9/2/2025	89099922	100-0601-551.30-14	407.47	LIBRARY MATERIALS
		9/2/2025	89136202	100-0601-551.30-14	104.41	LIBRARY MATERIALS
		9/2/2025	89177318	100-0601-551.30-14	278.01	LIBRARY MATERIALS
		9/2/2025	89248979	100-0601-551.30-14	468.58	LIBRARY MATERIALS
		9/2/2025	89248980	100-0601-551.30-14	1,737.83	LIBRARY MATERIALS
		9/2/2025	89257736	100-0601-551.30-14	619.82	LIBRARY MATERIALS
		9/2/2025	89271955	100-0601-551.30-14	276.76	LIBRARY MATERIALS
		9/2/2025	89300277	100-0601-551.30-14	93.66	LIBRARY MATERIALS
		9/2/2025	89331739	100-0601-551.30-14	145.37	LIBRARY MATERIALS
		9/2/2025	89355728	100-0601-551.30-14	710.24	LIBRARY MATERIALS
		9/2/2025	89377740	100-0601-551.30-14	444.29	LIBRARY MATERIALS
		9/2/2025	89398679	100-0601-551.30-14	208.73	LIBRARY MATERIALS
		9/2/2025	89413835	100-0601-551.30-14	147.66	LIBRARY MATERIALS
		9/2/2025	89487645	100-0601-551.30-14	252.24	LIBRARY MATERIALS
		9/2/2025	89494285	100-0601-551.30-14	152.65	LIBRARY MATERIALS
		9/2/2025	89509063	100-0601-551.30-14	173.86	LIBRARY MATERIALS
			Total for check: 86234		9,710.04	

AP Check Register

Check Date: 9/2/2025

Date: 9/11/2025

<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>
Kael King	86235	9/2/2025	CONTRACT	100-0601-551.20-05	50.00	CONTRACT 9/13/25
			Total for check: 86235		50.00	
KITZ & PFEIL INC	86236	9/2/2025	47663/2	100-0601-551.30-15	59.99	SUPPLIES
			55013/3	100-0601-551.30-18	11.99	DEPARTMENT SUPPLIES
			Total for check: 86236		71.98	
BRIAN KOPETSKY	86237	9/2/2025	MILEAGE	100-0601-551.34-01	140.00	MILEAGE REIMBURSEMENT
			Total for check: 86237		140.00	
MENASHA PARK & RECREATION	86238	9/2/2025	STORY TIME	100-0601-551.30-16	60.00	LIBRARY PROMOTIONAL
			Total for check: 86238		60.00	
METRO SALES INC	86239	9/2/2025	INV2846825	100-0601-551.24-04	503.36	EQUIPMENT
			INV2853149	100-0601-551.24-04	38.69	EQUIPMENT
			Total for check: 86239		542.05	
MIDWEST TAPE	86240	9/2/2025	507441401	100-0601-551.30-14	83.23	LIBRARY MATERIALS
			507487172	100-0601-551.30-14	14.99	LIBRARY MATERIALS
			Total for check: 86240		98.22	
MOBILE BEACON	86241	9/2/2025	20250819-1228	100-0601-551.30-14	1,200.00	LIBRARY MATERIALS
			Total for check: 86241		1,200.00	
PEAK TECHNOLOGIES LLC	86242	9/2/2025	INV700224251	100-0601-551.30-18	260.15	DEPARTMENT SUPPLIES
			Total for check: 86242		260.15	

AP Check Register

Check Date: 9/2/2025

Date: 9/11/2025

<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>
CHERYL RESCH	86243	9/2/2025	REIMBURSMENT	100-0601-551.30-14	12.00	CODE RACES BOOK REFUND
			Total for check: 86243		12.00	
CINDY SCHAEFER-KEMPS	86244	9/2/2025	MILEAGE	100-0601-551.33-01	4.20	MILEAGE REIMBURSEMENT
		9/2/2025	REIMBURSMENT	100-0601-551.30-16	35.00	GIFT CARD PURCHASE
			Total for check: 86244		39.20	
SERVICEMASTER BUILDING MAINTENANCE	86245	9/2/2025	47483	100-0601-551.20-01	2,760.00	JANITORIAL SERVICES LIBRARY
			Total for check: 86245		2,760.00	
JOSHUA SPOTTS	86246	9/2/2025	CONTRACT	100-0601-551.20-05	75.00	CONTRACT 9/16/25
			Total for check: 86246		75.00	
STAPLES	86247	9/2/2025	6026886048	100-0601-551.30-10	262.35	LIBRARY SUPPLIES
		9/2/2025	6038031490	100-0601-551.30-10	456.46	LIBRARY SUPPLIES
			Total for check: 86247		718.81	
THE MADISON CONCOURSE HOTEL	86248	9/2/2025	LODGING	100-0601-551.34-03	426.40	CONFERENCE LODGING
			Total for check: 86248		426.40	
TWEET/GAROT MECHANICAL INC	86249	9/2/2025	166972	100-0601-551.24-03	468.00	CHILLER CUTTING/FAULTING
			Total for check: 86249		468.00	
TUPPENCE VAN DE VAARST	86250	9/2/2025	MEALS	100-0601-551.34-03	10.42	MEAL REIMBURSEMENT
		9/2/2025	MILEAGE	100-0601-551.34-01	138.60	MILEAGE REIMBURSEMENT
			Total for check: 86250		149.02	
WINNEFOX LIBRARY SYSTEM	86251	9/2/2025	WLS3895	100-0601-551.30-11	136.45	POSTAGE

AP Check Register

Check Date: 9/2/2025

Date: 9/11/2025

<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>
WINNEFOX LIBRARY SYSTEM...	86251...	9/2/2025...	WLS3895...	100-0601-551.30-18	80.92	DEPARTMENT SUPPLIES
			Total for check: 86251		217.37	
WISCONSIN IMAGING LLC	86252	9/2/2025	5035147909	100-0601-551.24-01	406.83	COPIER
		9/2/2025	5035507166	100-0601-551.24-01	406.83	COPIER
			Total for check: 86252		813.66	
ROB ZIMMER	86253	9/2/2025	CONTRACT	100-0601-551.20-05	150.00	CONTRACT 9/22/25
			Total for check: 86253		150.00	
					24,915.79	

AP Check Register

Check Date: 9/4/2025

Date: 9/11/2025

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
AMAZON CAPITAL SERVICES	86254	9/4/2025	1VHP-GX4K-4V3C	100-0304-562.30-10	83.01	OFFICE SUPPLIES
			Total for check: 86254		83.01	
CITY OF APPLETON	86255	9/4/2025	18014	100-0302-542.25-01	20,312.00	AUGUST TRANSIT SERVICES
			Total for check: 86255		20,312.00	
ASSOCIATED APPRAISAL CONSULTANTS	86256	9/4/2025	182124	100-0402-513.21-09	153.96	INTERNET POSTING
					6,666.67	SEPT ASSESSMENT SVCS
				100-0402-513.30-11	27.38	POSTAGE
			Total for check: 86256		6,848.01	
BADGER LABORATORIES INC	86257	9/4/2025	25-016255	601-1020-543.21-02	504.00	MU SEWER MONITORING
			Total for check: 86257		504.00	
BERGSTROM PIONEER AUTO &	86258	9/4/2025	00252	100-0801-521.80-03	2,190.00	POLICE VEHICLE LEASES
			Total for check: 86258		2,190.00	
ENVISIONINK PRINTING SOLUTIONS	86259	9/4/2025	254612	266-1027-543.29-01	579.00	NO COLLECT NOTICE PRINTNG
		9/4/2025	254871	266-1027-543.29-01	286.00	RECYCLE TAG PRINTING
			Total for check: 86259		865.00	
FIRST NATIONS OUTREACH INC	86260	9/4/2025	SPONSORSHIP	100-0304-562.21-10	500.00	POWWOW SPONSORSHIP
			Total for check: 86260		500.00	
FOX VALLEY COMMUNICATIONS	86261	9/4/2025	10050	100-0801-521.21-06	65.00	TRANSLATION
			Total for check: 86261		65.00	
LORI FULCER	86262	9/4/2025	REIMBURSMENT	100-0811-521.34-03	81.21	MEAL REIMBURSEMENT
					28.11	MEAL REIMBURSEMENT

AP Check Register

Check Date: 9/4/2025

Date: 9/11/2025

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
LORI FULCER...	86262...	9/4/2025...	REIMBURSEMENT...	100-0811-521.34-04	25.98	NATIONAL NIGHT OUT
					47.14	NATIONAL NIGHT OUT
			Total for check: 86262		182.44	
GREAT BIG GRAPHICS LLC	86263	9/4/2025	11497	100-0801-521.29-01	83.00	BUSINESS CARDS
			Total for check: 86263		83.00	
EVAN JANET	86264	9/4/2025	MEALS	100-0203-512.34-03	67.15	MEAL REIMBURSEMENT
		9/4/2025	MILEAGE	100-0203-512.34-01	235.20	MILEAGE REIMBURSEMENT
			Total for check: 86264		302.35	
KL ENGINEERING INC	86265	9/4/2025	20250956	470-1003-541.82-02	1,480.40	THIRD/RACINE SIGNAL STR-2025-006
			Total for check: 86265		1,480.40	
LAKE PEPIN MOTEL	86266	9/4/2025	HOTEL STAY	100-0000-201.14-00	3,701.16	LAURA INGALLS HOTEL STAY 9/13/25-9/14/25
			Total for check: 86266		3,701.16	
LAURA INGALLS WILDER DAYS	86267	9/4/2025	LUNCH	100-0000-201.14-00	504.00	LAURA INGALLS LUNCH 9/13/25-9/14/25
			Total for check: 86267		504.00	
MENASHA JOINT SCHOOL DISTRICT	86268	9/4/2025	MOBILE HOME AUG	100-0000-412.00-00	5,240.99	MOBILE HOME PERMIT FEE AUGUST
			Total for check: 86268		5,240.99	
MENASHA NEENAH MUNICIPAL COURT	86269	9/4/2025	REPORT #25-0098	100-0000-201.03-00	363.00	REPORT #25-0098
			Total for check: 86269		363.00	
MENASHA TREASURER	86270	9/4/2025	PETTY CASH	100-0903-531.30-18	31.92	PETTY CASH SAM'S CLUB HEALTH DEPARTMENT
				100-0904-531.30-11	5.35	PETTY CASH USPS HEALTH DEPARTMENT
				100-0904-531.34-03	11.07	PETTY CASH MCDONALDS HEALTH DEPARTMENT

AP Check Register

Check Date: 9/4/2025

Date: 9/11/2025

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
MENASHA TREASURER...	86270...	9/4/2025...	PETTY CASH...	100-0909-531.30-18	35.25	PETTY CASH DOLLAR TREE HEALTH DEPARTMENT
			Total for check: 86270		83.59	
MENASHA TREASURER	86271	9/4/2025	DRIVER TIP	100-0000-201.14-00	200.00	DRIVER TIP-PEPIN, WI
		9/4/2025	LUNCH	100-0000-201.14-00	600.00	PEPIN BUS TRIP LUNCH
			Total for check: 86271		800.00	
TRAVIS MONTGOMERY	86272	9/4/2025	REFUND	100-0000-201.10-00	100.00	EXC PERMIT REFUND #14484
			Total for check: 86272		100.00	
NATIONAL EAGLE CENTER	86273	9/4/2025	11628318	100-0000-201.14-00	400.00	VISIT ADMISSION FEES PEPIN WI BUS TRIP
			Total for check: 86273		400.00	
NEENAH-MENASHA SEWERAGE COMMISSION	86274	9/4/2025	2025-147	601-1021-543.25-01	74,448.90	SEPT WASTEWATER TREATMENT
		9/4/2025	2025-153	601-1021-543.25-01	15,371.00	SEPTEMBER CWFL DEBT
					3,243.00	SEPTEMBER CWFL INTEREST
					2,381.00	SEPTEMBER BLDG LOAN DEBT
					992.00	SEPT BLDG LOAN INTEREST
			Total for check: 86274		96,435.90	
LINDA PALMBACH	86275	9/4/2025	MILEAGE	100-0903-531.33-01	58.59	MILEAGE REIMBURSEMENT
			Total for check: 86275		58.59	
PREFERRED PANELS	86276	9/4/2025	95	204-0308-562.70-01	9,970.00	METAL ROOFING MR-2025-03/86 MANITOWOC
			Total for check: 86276		9,970.00	
KAIJA SNYDER	86277	9/4/2025	REIMBURSMENT	100-0203-512.34-02	354.24	WEC CONFERENCE
			Total for check: 86277		354.24	

AP Check Register

Check Date: 9/4/2025

Date: 9/11/2025

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description			
STRATEGIES LTD	86278	9/4/2025	2798	100-0000-123.00-00	1,136.00	MENASHA NIGHT OUT TRINKETMJS			
					213.00	MENASHA NIGHT OUT TRINKETNMFR			
					213.00	MENASHA NIGHT OUT TRINKETMU			
				100-0601-551.30-18	213.00	MENASHA NIGHT OUT TRINKETLIBRARY			
				100-0702-552.30-18	213.00	MENASHA NIGHT OUT TRINKETRECREATION			
				100-0801-521.30-15	210.22	MENASHA NIGHT OUT TRINKETPD			
				100-0811-521.30-18	213.00	MENASHA NIGHT OUT TRINKETCODE ENFORCEMENT			
				100-0903-531.30-18	213.00	MENASHA NIGHT OUT TRINKETHEALTH			
				731-1022-541.30-18	213.00	MENASHA NIGHT OUT TRINKETPUBLIC WORKS			
				Total for check: 86278					
								2,837.22	
THEDACARE AT WORK	86279	9/4/2025	373520	100-0202-512.21-05	68.00	DRUG TEST			
		9/4/2025	373584	100-0202-512.21-05	233.00	EMPLOYEE SCREENING			
		Total for check: 86279							
				301.00					
UNIFORM SHOPPE	86280	9/4/2025	5694	100-0801-521.19-03	59.95	DRESS HAT			
		9/4/2025	6305	100-0801-521.19-03	842.20	UNIFORMS			
		9/4/2025	6309	100-0801-521.19-03	877.35	UNIFORMS			
		9/4/2025	6328	100-0801-521.19-03	158.95	OUTERWEAR			
					745.45	UNIFORMS			
		9/4/2025	6739	100-0801-521.19-03	88.90	DRESS HAT/BAND			
		9/4/2025	9665	100-0801-521.19-03	915.95	BODY ARMOR			
		Total for check: 86280							
				3,688.75					
US BANK EQUIPMENT FINANCE	86281	9/4/2025	561246695	743-0403-513.24-02	81.42	PWF COPIER LEASE - AUGUST			
		9/4/2025	562663203	743-0403-513.24-02	76.98	ENG COPIER CONTRACT			
		9/4/2025	562853648	743-0403-513.24-02	224.02	PROD COPIER LEASE-AUG			
		Total for check: 86281							
				382.42					

AP Check Register

Check Date: 9/4/2025

Date: 9/11/2025

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
US POSTAL SERVICE	86282	9/4/2025	08022546	100-0000-133.00-00	6,000.00	POSTAGE
			Total for check: 86282		6,000.00	
VILLAGE OF NORTH FOND DU LAC	86283	9/4/2025	REFUND	824-0000-465.00-00	200.00	DUPLICATE PAYMENT CK#101111/100827
			Total for check: 86283		200.00	
WESTWOOD PROFESSIONAL SVCS INC	86284	9/4/2025	1250800188	470-1003-541.82-02	1,548.64	RACINE ST & 3RD ST BIKE LNSTR-2025-05
			Total for check: 86284		1,548.64	
WI DEPARTMENT OF HEALTH SERVICES	86285	9/4/2025	APPLICATION	100-0904-531.32-01	125.00	ASBESTOS SUPERVISOR APP
			Total for check: 86285		125.00	
WINNEBAGO COUNTY CLERK OF COURTS	86286	9/4/2025	REPORT #25-5834	100-0000-201.03-00	435.00	REPORT #25-5834
			Total for check: 86286		435.00	
WINNEBAGO COUNTY TREASURER	86287	9/4/2025	31717	100-0805-521.25-01	720.44	INMATE STAYS JULY
		9/4/2025	TAXES	100-0000-415.00-00	2,587.31	FORWARD PROPERTY TAXES 1000 LUCERNE
			Total for check: 86287		3,307.75	
WPPI ENERGY	86288	9/4/2025	INV23242	310-0409-571.61-01	494.50	AUG STREET LIGHTING PROJ
					1,010.30	AUG LED STREETLIGHT PROJ
					283.33	AUG LED STREETLIGHT PROJ
				731-1022-541.82-01	1,176.09	AUG SOLAR PV PW
					769.99	AUG SOLAR PV PW
		9/4/2025	INV23391	310-0409-571.61-01	494.50	SEPT STREET LIGHTING PROJ
					1,010.30	SEPT LED STREETLIGHT PROJ
					283.33	SEPT LED STREETLIGHT PROJ
				731-1022-541.82-01	1,176.09	SEPT SOLAR PV PW

AP Check Register
Check Date: 9/4/2025

Date: 9/11/2025

<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>
WPPI ENERGY...	86288...	9/4/2025...	INV23391...	731-1022-541.82-01...	769.99	SEPT SOLAR PV PW
Total for check: 86288					<u>7,468.42</u>	
					<u>177,720.88</u>	

AP Check Register

Check Date: 9/11/2025

Date: 9/11/2025

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
ACCURATE	86289	9/11/2025	2509981	731-1022-541.30-18	246.58	SHOP SUPPLES/PARTS
				731-1022-541.38-03	2,390.78	SHOP SUPPLES/PARTS
			2510163	731-1022-541.30-18	282.16	SHOP SUPPLIES
			2510197	731-1022-541.30-18	101.72	SUPPLIES
			2510204	731-1022-541.30-18	35.59	SHOP SUPPLIES
			2510267	731-1022-541.30-18	45.36	SPRAY CAN HANDLE
			Total for check: 86289			
LEAH AERTS	86290	9/11/2025		100-0920-531.30-18	39.33	MSC PROGRAM REIMBURSEMENT
			Total for check: 86290			
AMAZON CAPITAL SERVICES	86291	9/11/2025	113C-6LXM-69KX	100-0801-521.80-05	269.55	WELLNESS EQUIPMENT
			143H-JQXX-4XNN	100-0801-521.30-10	35.98	GLASS CLEANER
			17FQ-DFMC-69XR	100-0920-531.30-18	245.12	CRAFTS/SUPPLIES
			1JPK-VWXY-1QC3	100-0101-511.30-16	31.99	CUSTOM TABLE CLOTH
			1L3L-DQTL-7FLM	100-0304-562.30-10	17.76	OFFICE SUPPLIES
				100-1002-541.30-10	47.57	OFFICE SUPPLIES
Total for check: 86291				647.97		
APPLETON HYDRAULIC COMPONENTS	86292	9/11/2025	52881	731-1022-541.29-04	643.20	SERVICE WORK REPAIR
Total for check: 86292				643.20		
CITY OF APPLETON	86293	9/11/2025	18156	100-0918-531.21-06	500.00	EMERGENCY PREPAREDNESS- SEPT
Total for check: 86293				500.00		
STEVE ARNOLD	86294	9/11/2025	20250918	100-0702-552.20-05	500.00	MUSIC IN THE GARDEN 9/18/25
Total for check: 86294				500.00		

AP Check Register

Check Date: 9/11/2025

Date: 9/11/2025

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
AUTOZONE	86295	9/11/2025	01951356969	100-0801-521.29-04	34.49	WHEEL HUB BOLT
			Total for check: 86295		34.49	
BERGSTROM FORD LINCOLN	86296	9/11/2025	108284	731-1022-541.38-04	200.62	SEAT BACK
		9/11/2025	110157	731-1022-541.38-04	51.31	SEAL
			Total for check: 86296		251.93	
ERICA BREISTER	86297	9/11/2025	REFUND	100-0000-201.11-00	100.00	SECURITY DEPOSIT REFUND
			Total for check: 86297		100.00	
CHARTER COMMUNICATIONS	86298	9/11/2025	095528601090125	100-0101-511.22-01	3.42	PHONE BILL
				100-0201-512.22-01	2.17	PHONE BILL
				100-0202-512.22-01	5.48	PHONE BILL
				100-0203-512.22-01	4.50	PHONE BILL
				100-0301-523.22-01	4.95	PHONE BILL
				100-0304-562.22-01	8.11	PHONE BILL
				100-0401-513.22-01	10.94	PHONE BILL
				100-0402-513.22-01	2.23	PHONE BILL
				100-0502-522.22-01	13.58	PHONE BILL
				100-0601-551.22-01	57.64	PHONE BILL
				100-0702-552.22-01	9.17	PHONE BILL
				100-0703-553.22-01	15.40	PHONE BILL
				100-0704-552.22-01	4.79	PHONE BILL
				100-0801-521.22-01	84.99	PHONE BILL
				100-0903-531.22-01	16.63	PHONE BILL
				100-0920-531.22-01	4.47	PHONE BILL
				100-1001-514.22-01	24.52	PHONE BILL
				100-1002-541.22-01	14.28	PHONE BILL
				100-1008-541.22-01	1.29	PHONE BILL
				207-0000-123.00-00	9.10	PHONE BILL
				731-1022-541.22-01	8.80	PHONE BILL

AP Check Register

Check Date: 9/11/2025

Date: 9/11/2025

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
CHARTER COMMUNICATIONS...	86298...	9/11/2025...	095528601090125...	743-0403-513.22-01	5.20	PHONE BILL
			Total for check: 86298		311.66	
CINTAS	86299	9/11/2025	4241688153	731-1022-541.20-01	170.00	UNIFORMS/SUPPLIES
				731-1022-541.30-13	288.16	UNIFORMS/SUPPLIES
		9/11/2025	4242367316	731-1022-541.20-01	172.25	UNIFORMS/SUPPLIES
		9/11/2025	4242372058	100-0601-551.20-01	48.00	MAT SERVICE
				100-0601-551.30-13	447.90	SUPPLIES
			Total for check: 86299		1,126.31	
CLEAR WATER CAR WASH	86300	9/11/2025	6793	100-0801-521.29-04	33.99	CAR WASH
			Total for check: 86300		33.99	
CRESCENT ELECTRIC SUPPLY COMPANY	86301	9/11/2025	S513471977.001	100-1008-541.30-18	47.24	PVC SOLVENT/TAPE
			Total for check: 86301		47.24	
UNEMPLOYMENT INSURANCE	86302	9/11/2025	692132-000-5	100-0908-531.15-09	43.96	UNEMPLOYMENT
			Total for check: 86302		43.96	
ERIC DIAMOND PRODUCTIONS	86303	9/11/2025	108284	100-0920-531.20-05	425.00	SENIOR CENTER ENTERTAINMENT
			Total for check: 86303		425.00	
EVERGREEN POWER	86304	9/11/2025	18-Z34004	731-1022-541.38-03	(45.00)	BATTERY CORE
		9/11/2025	28445	731-1022-541.38-03	65.97	GATOR BLADE
		9/11/2025	REVERSAL	731-1022-541.38-03	45.00	VENDER REVERSAL
			Total for check: 86304		65.97	
FACTORY MOTOR PARTS CO	86305	9/11/2025	18-2306521	731-1022-541.38-03	142.99	WASHER FLUID
		9/11/2025	18-2307021	731-1022-541.38-03	11.46	FILTER

AP Check Register

Check Date: 9/11/2025

Date: 9/11/2025

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
FACTORY MOTOR PARTS CO...	86305...	9/11/2025	18-Z34004	731-1022-541.38-03	(45.00)	BATTERY CORE
			Total for check: 86305		109.45	
FARRELL EQUIPMENT & SUPPLY CO INC	86306	9/11/2025	259587	100-1003-541.30-18	267.97	REPLACEMENT WAND/ SILICONED ACRYLIC CURE
			Total for check: 86306		267.97	
FIRE SERVICES PLUS LLC	86307	9/11/2025	031748	100-0801-521.24-02	26.00	EXTINGUISHER RECHARGE
			Total for check: 86307		26.00	
FIVE STAR TELECOM INC	86308	9/11/2025	58721	100-0813-521.30-15	4,201.52	CAMERA EQUIPMENT/LICENSE
			Total for check: 86308		4,201.52	
FOX CROSSING UTILITIES	86309	9/11/2025	127-16734	100-0703-553.22-06	84.00	1200 GENEVA ROAD 5/15/25-8/15/25
		9/11/2025	127-17360	100-0703-553.22-06	10.50	STANDBY WATER 5/15/25-8/15/25
		9/11/2025	127-41331	100-0703-553.22-05	871.76	ULITIES 1000 GENEVA ROAD KOSLO
			Total for check: 86309		966.26	
GRAINGER INC	86310	9/11/2025	9605497131	100-1002-541.30-15	70.95	TAPE MEASURE (3)
			Total for check: 86310		70.95	
HARRISON UTILITIES	86311	9/11/2025	000-5700-00	501-0304-562.22-05	13.58	2011 MANITOWOC ROAD 7/29-8/28
		9/11/2025	001-0220-00	100-0703-553.22-05	83.62	2170 PLANK ROAD 7/21-8/21
			Total for check: 86311		97.20	
HD INSTALLATIONS LLC	86312	9/11/2025	63	100-0801-521.29-04	4,195.00	SQUAD 30 EQUIPMENT
			Total for check: 86312		4,195.00	

AP Check Register

Check Date: 9/11/2025

Date: 9/11/2025

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
LAURIE HOPKINS	86313	9/11/2025	REFUND	100-0000-201.14-00	305.00	TRIP CANCELATION LAURA INGALLS
			Total for check: 86313		305.00	
INFINITY MASSAGE CHAIRS	86314	9/11/2025		100-0801-521.80-05	4,200.00	WELLNESS EQUIPMENT
			Total for check: 86314		4,200.00	
JMAC SUPPLY LLC	86315	9/11/2025	SO32620	100-0813-521.30-15	2,868.15	DATA SWITCH/TRAFFIC CAMERAS
			Total for check: 86315		2,868.15	
JOE'S POWER CENTER	86316	9/11/2025	198841	731-1022-541.38-03	47.85	BLADE
			Total for check: 86316		47.85	
JX ENTERPRISES INC	86317	9/11/2025	24132988P	731-1022-541.38-03	179.98	CARTRIDGE/PURGE VALVE
		9/11/2025	24133057P	731-1022-541.38-03	27.26	SAFETY VALVE
			Total for check: 86317		207.24	
KITZ & PFEIL INC	86318	9/11/2025	54767/3	731-1022-541.30-18	12.21	CASTER/MENDING BRACE
		9/11/2025	54774/3	731-1022-541.38-03	3.79	PARTS
		9/11/2025	54776/3	100-1003-541.30-18	21.98	NUTS & BOLTS
		9/11/2025	54832/3	731-1022-541.38-03	9.16	NUTS & BOLTS
		9/11/2025	54988/3	100-1008-541.30-18	10.77	CUTOFF WHEEL
		9/11/2025	55021/3	100-0703-553.24-03	19.78	SCREWS
		9/11/2025	55128/3	731-1022-541.30-18	7.16	KEYS
		9/11/2025	55156/3	731-1022-541.38-03	6.29	PARTS
		9/11/2025	55199/3	100-0903-531.24-03	19.78	EXIT SIGN
		9/11/2025	55218/3	100-1008-541.30-18	11.69	GOO GONE
		9/11/2025	55219/3	731-1022-541.38-03	3.00	NUTS & BOLTS
		9/11/2025	55248/3	731-1022-541.38-03	14.85	PARTS
			Total for check: 86318		140.46	
KLINK HYDRAULICS LLC	86319	9/11/2025	48065	731-1022-541.38-03	78.06	PARTS

AP Check Register

Check Date: 9/11/2025

Date: 9/11/2025

<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>
KLINK HYDRAULICS LLC...	86319...	9/11/2025	48093	731-1022-541.38-03	57.39	PARTS
			Total for check: 86319		135.45	
L&S TRUCK CENTER	86320	9/11/2025	322798	731-1022-541.38-03	299.92	TUBE
			Total for check: 86320		299.92	
MACQUEEN EQUIPMENT	86321	9/11/2025	P39580	731-1022-541.38-03	250.85	SENSOR
			Total for check: 86321		250.85	
MATTHEWS TIRE INC	86322	9/11/2025	98261	731-1022-541.38-02	308.00	TIRES
		9/11/2025	98327	731-1022-541.38-02	1,125.98	TIRES
		9/11/2025	98329	731-1022-541.38-02	801.40	TIRES
		Total for check: 86322			2,235.38	
MENARDS-APPLETON EAST	86323	9/11/2025	80347	100-1009-541.30-15	258.47	WOOD FORMS
		9/11/2025	80348	100-1009-541.30-15	(116.80)	WOOD FORMS
		9/11/2025	80349	100-1009-541.30-15	39.01	WOOD FORMS
		Total for check: 86323			180.68	
MENASHA NEENAH MUNICIPAL COURT	86324	9/11/2025	REPORT #25-0046	100-0000-201.03-00	142.50	REPORT #25-0046
			Total for check: 86324		142.50	
MENASHA TREASURER	86325	9/11/2025	PD PETTY CASH	100-0801-521.30-11	43.35	POSTAGE
				100-0801-521.30-18	18.87	SUPPLIES
				100-0801-521.34-03	74.67	TRAINING (MEALS/LODGING)
				100-0804-521.33-02	5.50	AUXILIARY-UNIFORM ACCOUNT
			Total for check: 86325		142.39	
MENASHA UTILITIES	86326	9/11/2025		100-0703-553.22-06	174.52	STORM-6/30-7/31

AP Check Register

Check Date: 9/11/2025

Date: 9/11/2025

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
MENASHA UTILITIES...	86326...	9/11/2025...	...	100-1012-541.22-03	16.95	ELECTRIC-6/30-7/31
			Total for check: 86326		191.47	
MICHELS ROAD & STONE INC	86327	9/11/2025	489153	625-1010-541.30-18	219.08	STONE
			Total for check: 86327		219.08	
N&M AUTO SUPPLY	86328	9/11/2025	845383	731-1022-541.30-18	11.41	AIR HOSE
		9/11/2025	845511	731-1022-541.38-03	22.40	TIRE VALVE
		9/11/2025	845585	731-1022-541.38-03	7.73	HEALIGHT SOCKET
			Total for check: 86328		41.54	
NORTHEAST ASPHALT INC	86329	9/11/2025	30-00029402	100-1003-541.30-18	193.27	ASPHALT
			Total for check: 86329		193.27	
CLAIRE OPSTEEN	86330	9/11/2025	MILEAGE	100-0916-531.34-01	135.80	MILEAGE REIMBURSEMENT
			Total for check: 86330		135.80	
PACKER CITY INTL TRUCKS INC	86331	9/11/2025	X103156170:01	731-1022-541.38-03	229.24	CRANKCASE FILTER
			Total for check: 86331		229.24	
MEGHAN PAULY	86332	9/11/2025	MILEAGE	100-0903-531.33-01	36.82	MILEAGE REIMBURSEMENT
			Total for check: 86332		36.82	
PETERS CONCRETE COMPANY	86333	9/11/2025	2256491	470-1003-541.82-02	5,237.50	CONCRETE STR-2025-006
		9/11/2025	2256568	625-1003-541.30-18	2,704.00	CONCRETE 3/4 STONE
		9/11/2025	2256632	470-1009-541.82-02	2,197.00	CONCRETE 3/4 STONE SW-2025-001
		9/11/2025	2256707	470-1009-541.82-02	1,098.50	CONCRETE 3/4 STONE SW-2025-001

AP Check Register

Check Date: 9/11/2025

Date: 9/11/2025

<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>
PETERS CONCRETE COMPANY...	86333...	9/11/2025	2256932	625-1003-541.30-18	608.00	CONCRETE
			Total for check: 86333		11,845.00	
POMP'S TIRE SERVICE INC	86334	9/11/2025	320170168	731-1022-541.38-04	1,091.28	TIRES
			Total for check: 86334		1,091.28	
PRIME MEDIAACQUISITION CORP	86335	9/11/2025	0260720-IN	100-0801-521.29-01	159.12	TRAC'S PAPER
			Total for check: 86335		159.12	
R.N.O.W. INC	86336	9/11/2025	2025-76546	731-1022-541.38-03	418.74	PARTS
			Total for check: 86336		418.74	
SAFEGUARD BUSINESS SYTEMS	86337	9/11/2025	9008603976	100-0401-513.29-01	885.30	A/P CHECKS
			Total for check: 86337		885.30	
LYNN SEARLES	86338	9/11/2025	REIMBURSMENT	100-0000-201.12-00	86.00	BATTING/QUILTING SUPPLIESREIMBURSEMENT
			Total for check: 86338		86.00	
SERVICE MOTOR COMPANY	86339	9/11/2025	P15050	731-1022-541.38-03	319.78	TIE-ROD
		9/11/2025	P15130	731-1022-541.38-02	255.38	TIRE
			Total for check: 86339		575.16	
SERVICEMASTER BUILDING MAINTENANCE	86340	9/11/2025	47642	100-0920-531.20-01	480.00	JANITORIAL SERVICES SENIOR CENTER
		9/11/2025	47647	731-1022-541.20-01	2,730.00	JANITORIAL SERVICES PUBLIC WORKS
		9/11/2025	47658	100-0801-521.20-01	1,966.00	JANITORIAL SERVICES POLICE
			Total for check: 86340		5,176.00	

AP Check Register

Check Date: 9/11/2025

Date: 9/11/2025

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
SJE INC	86341	9/11/2025	CD99587124	601-1020-543.30-18	245.76	FILTER ELEMENT- LIFT STATION
			Total for check: 86341		245.76	
STERICYCLE INC	86342	9/11/2025	8011953764	100-0801-521.30-10	94.60	SHREDDING SERVICE
			Total for check: 86342		94.60	
TAPCO	86343	9/11/2025	1808852	470-1003-541.82-02	4,583.13	TRAFFIC SIGNAL PARTS STR-2025-006
			Total for check: 86343		4,583.13	
THEDACARE AT WORK	86344	9/11/2025	373702	100-0202-512.21-06	316.25	EAP CONTRACT
		9/11/2025	373833	100-0202-512.21-05	68.00	EMPLOYMENT SCREENINGS
			Total for check: 86344		384.25	
THEDACARE LABORATORIES	86345	9/11/2025	12100529	100-0801-521.21-05	42.50	VENIPUNCTURE
			Total for check: 86345		42.50	
THOMSON REUTERS - WEST	86346	9/11/2025	852491982	100-0201-512.32-02	496.74	LEGAL RESEARCH SOFTWARE WESTLAW
			Total for check: 86346		496.74	
TRUCK EQUIPMENT INC	86347	9/11/2025	1162394-00	731-1022-541.38-03	167.83	GATE VALVE
			Total for check: 86347		167.83	
CHRISTEN URIBE	86348	9/11/2025	REFUND	100-0000-441.25-00	25.00	REFUND FOR &ME CLASS
			Total for check: 86348		25.00	
WE ENERGIES	86349	9/11/2025	5602987391	100-0000-123.00-00	197.13	GAS-N-M FIRE 7/21/25-8/18/25
				100-0601-551.22-04	510.67	GAS-LIBRARY 7/21/25-8/18/25
				100-0703-553.22-04	217.40	GAS-PARKS 7/21/25-8/18/25
				100-0704-552.22-04	186.71	GAS-POOL 7/21/25-8/18/25

AP Check Register

Check Date: 9/11/2025

Date: 9/11/2025

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
WE ENERGIES...	86349...	9/11/2025...	5602987391...	100-0801-521.22-04	272.22	GAS-POLICE 7/21/25-8/18/25
				100-0920-531.22-04	9.57	GAS-SR CTR 7/21/25-8/18/25
				100-1019-552.22-03	9.57	GAS-BRIDGE 7/21/25-8/18/25
				207-0707-552.22-04	23.24	GAS-MARINA 7/21/25-8/18/25
		9/11/2025	5607075064	100-1012-541.22-03	1,051.50	STREET LIGHTS 7/30-8/28
		9/11/2025	5608459900	100-1012-541.22-03	106.67	LED STREET LIGHTS 7/30-8/28
		9/11/2025	5611377301	100-0703-553.22-03	37.00	MENASHA CONSERVANCY STREET LIGHTING
		9/11/2025	5614610412	731-1022-541.22-04	76.59	PWF-GAS 8/5-9/3
	Total for check: 86349				2,698.27	
	WEYERS EQUIPMENT INC	86350	9/11/2025	01-247249	731-1022-541.38-03	56.56
56.56						
WINNEBAGO COUNTY CLERK OF COURTS	86351	9/11/2025	REPORT #25-5593	100-0000-201.03-00	650.00	REPORT #25-5593
					650.00	
WINNEBAGO COUNTY TREASURER	86352	9/11/2025	135014	100-1016-543.25-01	22,610.34	RES
				100-1017-543.25-01	5,431.32	COM
				266-1027-543.25-01	1,689.77	SS/TIRES
				266-1029-543.25-01	1,030.00	NON FREON
		9/11/2025	31592	204-0308-562.70-01	180.00	STRONG NEIGHBORHOOD PROG RECORDING FEES
	Total for check: 86352				30,941.43	
	WINNEBAGO LIQUID WASTE	86353	9/11/2025	15104	100-0703-553.20-09	195.00
9/11/2025			15127	100-0703-553.20-09	105.00	PORT-A-POTTIES CLEANING
9/11/2025			15149	100-0703-553.20-09	100.00	PORT-A-POTTIES RENTAL 9TH ST BOAT LAUNCH
9/11/2025			15150	100-0703-553.20-09	195.00	HANDICAP RESTROOM RENTAL JEFFERSON PARK
9/11/2025			15151	100-0703-553.20-09	195.00	HANDICAP RESTROOM RENTAL BRIGHTON BEACH
9/11/2025			15152	100-0703-553.20-09	105.00	PORT-A-POTTIES CLEANING
9/11/2025			15195	100-0703-553.20-09	105.00	PORT-A-POTTIES CLEANING

AP Check Register

Check Date: 9/11/2025

Date: 9/11/2025

<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>
WINNEBAGO LIQUID WASTE...	86353...	9/11/2025	15214	100-0703-553.20-09	105.00	PORT-A-POTTIES CLEANING
			Total for check: 86353		1,105.00	
WISCONSIN DEPT OF JUSTICE	86354	9/11/2025	G3228	100-0202-512.21-06	73.00	BACKGROUND CHECKS
			Total for check: 86354		73.00	
WISCONSIN PARK & RECREATION ASSN	86355	9/11/2025	9832	100-0000-441.25-00	11,330.67	TICKET SALES
			Total for check: 86355		11,330.67	
					103,142.02	



MEMORANDUM

DATE August 28, 2025
TO Common Council
FROM Kaija Snyder, City Clerk
RE Change of Agent for Alcohol License – El Jaripeo (890 Lake Park Road, Menasha); Ana Griselda Rivera, Successor Agent

El Jaripeo (890 Lake Park Road, Menasha) submitted a change of agent request to the City of Menasha Clerk's Office. This request asks that the store's alcohol license change its named agent from Antonio Sandoval to Ana Griselda Rivera.

Compliance requirements for this change have been achieved. Specifically, El Jaripeo resubmitted the AB-101 Appointment of Agent form and the AB-100 Individual Questionnaire form for Ana Griselda Rivera. The AB-101 form indicates the reason for the appointment of a successor agent as provided by Section 7-2-11(b) of the Menasha Municipal Code. These forms are attached.

Successor agent Ana Griselda Rivera has additionally completed a Wisconsin Department of Revenue approved Responsible Beverage Server training course and currently holds a City of Menasha Alcohol Operator's License. The Menasha Police Department facilitate and approved a criminal background check as part of this process.

Recommendation: Staff recommends approving El Jarpeio's change of agent request.

Alcohol Beverage Appointment of Agent

Date

Agent Type (check one)

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

Part A: Business Information

1. Legal Business Name (individual name if sole proprietor) El Jarpeo El Jarpeo		
2. Business Trade Name or DBA El Jarpeo Menasha LLC		
3. Entity Type (check one) ☒ Limited Liability Company ☐ Corporation ☐ Nonprofit Organization		
4. Alcohol Beverage Business Authorization (check one) ☒ Municipal Retail License ☐ State Permit		5. If successor agent, provide State Permit or Municipal Retail License Number 25-CBB-5
6. Describe the reason for appointing a successor agent, if successor is checked above. Employment Restructuring		

Part B: Agent Information

1. Last Name Rivera	2. First Name Ana	3. M.I. Griselda
4. Email [REDACTED]		5. Phone [REDACTED]
6. Home Address [REDACTED]		
7. City [REDACTED]	8. State [REDACTED]	9. Zip Code [REDACTED]
10. Age [REDACTED]		
11. Drivers License/State ID Number [REDACTED]		12. Drivers License/State ID State of Issuance [REDACTED]

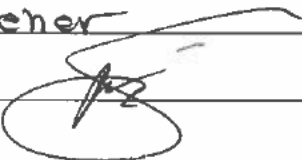
Part C: Agent Questions

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

Continued →

Part D: Business Attestation

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

Last Name Antonio		First Name Sandoval	M.I.
Title Cheer	Email 	Phone 	
Signature 		Date 08-28-2025	

Part E: Agent Attestation

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

Last Name Rivera		First Name Ana	M.I. Griselda
Signature 		Date 8-28-2025	

Alcohol Beverage
Individual Questionnaire

Date

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

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

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

Part A: Business Information

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

El Jorpec

2. Business Trade Name or DBA

El Jorpec Meno Inc LLC

3. Entity Type (check one)

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

Part B: Individual Information

1. Last Name

Rivera

2. First Name

Ana

3. M.I.

Grisebda

4. Relationship to Business (Title)

Owner

5. Email

6. Phone

7. Home Address

8. City

9. State

10. Zip Code

11. Date of Birth

12. Drivers License/State ID Number

13. Drivers License/State ID State of Issuance

Part C: Address History

1. Do you currently reside in Wisconsin? ☒ Yes ☐ No

If yes to 1 above, how long have you continuously lived in Wisconsin prior to the date of application?

Years

Months

18 yrs

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

Previous Address 1

City

State

Zip Code

Previous Address 2

City

State

Zip Code

Previous Address 3

City

State

Zip Code

Previous Address 4

City

State

Zip Code

Previous Address 5

City

State

Zip Code

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

State

County

State

County

State

County

State

County

State

County

State

County

State

County

State

County

Continued →

Part D: Criminal History

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

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

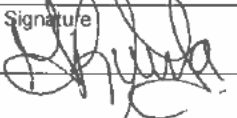
Law/Ordinance Violated	Location	Conviction Date
Penalty Imposed		Was sentence completed? ☐ Yes ☐ No
Law/Ordinance Violated	Location	Conviction Date
Penalty Imposed		Was sentence completed? ☐ Yes ☐ No
Law/Ordinance Violated	Location	Conviction Date
Penalty Imposed		Was sentence completed? ☐ Yes ☐ No

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

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

Part E: Attestation

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

Signature 	Date 8-28-2025
--	-------------------

MEMORANDUM

DATE September 15th 2025

TO Honorable Mayor and Common Council

FROM Andrew Dane, Community Development Director

RE Community Development Block Grant (CDBG) Housing Revolving Loan Fund (RLF) – Program Closeout

Background

On August 29, 2025, the Wisconsin Department of Administration's Division of Energy, Housing and Community Resources (DEHCR) notified the City of Menasha that the U.S. Department of Housing and Urban Development (HUD) has approved Wisconsin's 2025–2029 Consolidated Plan. As part of this plan, DEHCR will close all locally held CDBG Housing Revolving Loan Funds statewide.

The CDBG Housing RLF program will be replaced by a new statewide affordable housing initiative, scheduled to launch in Fall 2026, focusing on converting underutilized or vacant buildings into affordable housing units. Housing assistance for City of Menasha residents will be administered through the CDBG Regional Housing Program.

Key Requirements & Deadlines

- **September 30, 2025** – No new CDBG Housing RLF applications may be accepted. Any pending or waitlisted applicants must be referred to the appropriate housing region.
- **April 15, 2026** – Deadline to submit required closeout documentation to DEHCR, including:
 - Updated RLF Account Transactions Journal
 - Most recent CDBG Housing bank statement
 - Current Project Loan Tracking Report or Loan Portfolio
 - Final Fiscal Report
- **Funds Return** – All remaining CDBG Housing RLF funds must be returned to DEHCR after review of closeout documentation.
- **Ongoing Obligations** – The City will retain responsibility for managing existing loans, including issuing satisfactions, handling subordination requests, reaffirming mortgages nearing the 30-year limit, tracking receivables, and remitting loan payoffs to DEHCR.

- **Records Retention** – All program-related files must be retained until written authorization for destruction is provided by the Department of Administration.

Implications for the City

Discontinuing participation in the CDBG Housing RLF program will end the City's role in administering local housing rehabilitation loans funded through this mechanism. While this eliminates local control over these funds, it aligns the City with the state's new centralized housing approach and removes the administrative burden of managing the RLF.

Residents seeking housing assistance will be served through the Regional Housing Program, which may broaden access to funding for eligible projects.

Recommended Action

Staff recommend that the Common Council approve discontinuing the City of Menasha's participation in the CDBG Housing Revolving Loan Fund program in accordance with the State of Wisconsin's program closeout process and authorize staff to complete all required steps to return funds to DEHCR by the April 15, 2026 deadline.



STATE OF WISCONSIN
DEPARTMENT OF ADMINISTRATION

Tony Evers, Governor
Kathy Blumenfeld, Secretary
David Pawlisch, Division Administrator

August 29th, 2025

The Honorable Austin Hammond, Mayor
City of Menasha
100 Main Street
Menasha, WI 54952

Dear Mayor Hammond:

We are writing to inform you that the U.S. Department of Housing and Urban Development (HUD) has approved Wisconsin's 2025–2029 Consolidated Plan. As part of this plan, the Division of Energy, Housing and Community Resources (DEHCR) will begin the process of closing all locally held Community Development Block Grant (CDBG) Housing Revolving Loan Funds (RLFs).

These funds will be redirected to a new statewide affordable housing initiative focused on converting underutilized or vacant buildings into affordable housing units. This transition is intended to streamline housing efforts and expand access across the state. We expect the rollout of the affordable housing initiative in the fall of 2026 and will provide additional information on the competitive application process at a later date.

Local governments should complete processing of applications already deemed income eligible. All new applications, applications received but not yet processed, or applications on a wait list should be referred to the appropriate Housing Region no later than September 30, 2025. Applicants should be informed of this transfer. An updated timeline is enclosed for your reference.

Prior to returning funds to DEHCR, CDBG mortgages that will enter their 30th year by 12/31/2027 must be reaffirmed with the county's Register of Deeds. The cost to record these documents is eligible to be paid with CDBG funds. Once all CDBG funds are returned, the cost to reaffirm mortgages after 12/31/2027 will be covered locally but you can recoup the recording costs by withholding the amount(s) from loan repayments you receive prior to returning the amount to the state. A receipt from the Register of Deeds confirming each transaction and a reconciliation of the amount being returned less fees is required.

Next Steps for Program Closeout

Although funds may be returned at any time between now and April 15th 2026, to begin the formal closeout process, the following documents must be submitted to Cassandra Dobson via email at Cassandra.dobson1@wisconsin.gov.

- A fully updated RLF Account Transactions Journal
- The most recent CDBG Housing bank statement
- A current Project Loan Tracking Report or Loan Portfolio
- Final Fiscal Report (attached)

Once the above information is received and reviewed, DEHCR will notify you of the amount to be returned and provide instructions on returning the funds.

Ongoing Responsibilities

Grantees remain responsible for file and loan management. Administrative and project files must be maintained, and grantees will retain ownership of any mortgages currently held. Loan receivables must be tracked accurately.

Client payments or loan payoffs should be deposited into your general account and submitted to DEHCR at least monthly, or on a mutually agreed schedule. UGLGs are eligible to retain a \$250 administrative fee for each fully repaid loan and the actual cost of re-recording mortgage needing to be reaffirmed due to the 30 year mortgage limit statute. These amounts should be subtracted from the total payment amount prior to returning funds to DEHCR. A current mortgage receivable list and documentation of re-recording fees must be submitted each time a payoff amount is submitted to DEHCR.

Grantees are responsible for issuing satisfactions and responding to subordination requests.

The CDBG Annual Report and Single Audit Statement are no longer required. However, grantees must continue to submit an updated list of outstanding CDBG housing loan receivables by January 31 each year.

All program-related records must be retained until written authorization for destruction is granted by the Department of Administration. No records may be destroyed without formal approval.

Housing assistance for your residents will now be administered through the CDBG Regional Housing Program. Please direct inquiries and referrals to the appropriate program administrator as determined on the [CDBG Housing Regions Map](#) found on the [DEHCR website](#).

We appreciate your partnership during this transition. If you have questions or require additional assistance, please contact Cassandra Dobson at 608-261-7744 or Cassandra.dobson@wisconsin.gov

Sincerely,

Tamra Fabian

Tamra Fabian, Director
Bureau of Community Development
Division of Energy, Housing and Community Resources

CC: Kaija Snyder, City Clerk, City of Menasha
Cassandra Dobson, Grant Specialist- Advanced, DEHCR
Mark Staff, Deputy Division Administrator, DEHCR
Cindy Frankiewicz, Fiscal Section Chief, DEHCR

Timeline for Discontinuing Small Cities CDBG Housing RLF Program

February 2025	• Listening sessions scheduled; two in person, one virtual session
April 2025	• Listening sessions completed
August 2025	• Letters to UGLGs on updated timeline to return funds, final annual report and completion report due dates
September 30 th 2025	• No further applications accepted by RLF program for local CDBG housing program • Applicants referred to housing region
February 2026	• All CDBG Housing RLF construction is completed and paid in full
April 15 th 2026	• Required documentation due to DEHCR for review • Funds returned to DEHCR
Fall 2026	• Affordable housing applications available
Spring 2027	• Awards made

MEMORANDUM

DATE August 20, 2025
TO Board of Public Works
FROM Kaija Snyder, City Clerk
RE Designating Crossroads Foursquare Church (1209 London Street) as the Polling Location for Districts 5 and 7 in the City of Menasha (O-9-25)

Background

The University of Wisconsin Oshkosh announced on June 13, 2024 the discontinuation of teaching and learning at the Fox Cities campus located at 1478 Midway Road, effective June 2025, due to substantially reduced enrollment. Following this announcement, stakeholders such as Winnebago County, Outagamie County, the Menasha Joint School District, and the City of Menasha met independently and jointly to discern the campus' future.

Winnebago County assumed ownership of the former University of Wisconsin Oshkosh – Fox Cities (UWO – Fox Cities) campus on July 1, 2025 with a commitment to operate the campus for public benefit through July 1, 2027. During the formulation of this agreement in May 2025, Mayor Hammond and Clerk Snyder connected with Winnebago County Executive Hintz on whether this included continued use of UWO – Fox Cities' fieldhouse during elections. At this time, Winnebago County Executive Hintz advised that Menasha make other arrangements due to the uncertain nature of the campus' future. Further discussions held in August 2025 determined continued use of the campus space unfavorable due to conflicting commitments to another likely future occupant.

Clerk Snyder has spent this summer seeking a suitable polling replacement within the affected districts. This involved meeting and working with dozens of community organizations who shared an enthusiastic willingness to partner with the City of Menasha.

Crossroads Foursquare Church Partnership

After careful evaluation of more than ten options, Clerk Snyder determined Crossroads Foursquare Church located at 1209 London Street the best choice for a polling location to serve Districts 5 and 7. Crossroads is centrally positioned among the affected districts, accommodates parking of up to eighty vehicles, meets ADA accessibility standards, and supports a footprint suitable for voting traffic.

Like other polling locations, Crossroads is additionally accommodating of the 72-hour rental period necessary to allow equipment set-up, take-down, and voting activity. On par with other election rentals, Menasha will pay Crossroads an approximate amount of \$250.00 for use of its facility each election. This has nominal implications for the elections budget as this rental fee is nearly identical to the rental fee previously paid to UWO – Fox Cities.

Voter Notifications

Section 10.01(2)(d) of the Wisconsin Statutes requires that electors be notified of polling locations through publication in the official municipal newspaper the day before each election, and the Wisconsin Elections Commission requires that voters be able to check their polling location through MyVote within thirty days of Election Day.

Clerk Snyder has chosen to notify voters beyond these minimum requirements through six additional methods: (1) postcard mailings to all currently registered, affected voters; (2) news announcements on the City of Menasha website; (3) posts on Menasha Parks and Recreation, Menasha Police Department, and Mayor Hammond Facebook pages; (4) notice in the 2026 Horizon Calendar; (5) postings at community sites such as Curtis Reed Square, City Hall, and Elisha D. Smith Public Library; (6) signage at UWO – Fox Cities on Election Day as possible.

Recommendation: Staff recommends approving and forwarding to Common Council O-9-25 – An Ordinance Amending Title 2, Chapter 1, Section 2-1-3(d)(3) of the Code of Ordinances, Designating Crossroads Foursquare Church, 1209 London Street, Polling Place for Districts Five and Seven.



ORDINANCE O-9-25

AN ORDINANCE AMENDING TITLE 2, CHAPTER 1, SECTION 2-1-3(d)(3),
OF THE CODE OF ORDINANCES, DESIGNATING CROSSROADS FOURSQUARE CHURCH, 1209
LONDON STREET, POLLING PLACE FOR DISTRICTS FIVE AND SEVEN

INTRODUCED BY: Mayor Hammond

The Common Council of the City of Menasha does hereby ordain as follows:

SECTION 1: Amend Title 2, Chapter 1, SECTION 2-1-3(d)(3) of the Code of Ordinances of the City of Menasha, Wisconsin as follows:

Title 2 – Government and Administration

CHAPTER 1

City Government; Elections

...

SEC. 2-1-3 ELECTIONS.

- (a) **ANNUAL CITY ELECTION.** The annual City election shall be held on the first Tuesday in April.
- (b) **POLLING HOURS.** The polls for all elections shall open at 7:00 a.m. and close at 8:00 p.m.
- (c) **REGISTRATION.** All electors for all elections shall be required to be registered. The City Clerk shall receive applications for registration at his/her office during regular business hours and at the polling places on the date of the election. Registration is also effective if done in conformance with State of Wisconsin law.
- (d) **POLLING PLACES.**
 - (1) First and Second District – Menasha Senior Center, 116 Main Street.
 - (2) Third and Fourth District – Boys and Girls Club of Menasha, 600 Racine Street.
 - (3) Fifth and Seventh District – ~~University of Wisconsin – Fox Cities, 1478 Midway Road.~~
Crossroads Foursquare Church, 1209 London Street
 - (4) Sixth and Eighth District – Winnegamie Dog Club, Inc., 2043 Manitowoc Road.

...

SECTION 2: This amending Ordinance shall take effect upon passage and publication as provided by law.

Passed and approved this ____ day of September, 2025.

Recommended by:
Board of Public Works

Motion/Second:

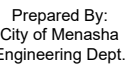
Pass/Fail:

Requires: Majority Vote

Austin Hammond, Mayor

ATTEST:

Kaija Snyder, City Clerk





MEMORANDUM

DATE August 28, 2025

TO Board of Public Works

FROM Austin R. Hammond, Mayor
Jennifer Sassman, Finance Director
James Merten, Director of Public Works
Thad Brown, Deputy Director of Municipal Operations

RE Proposed Recyclable Waste Material Collection & Disposal Charge “Recycling Fee”

Background

In recent years, the City of Menasha has explored ways to improve the Recycling Drop-Off Site while reducing the recycling fund’s reliance on the property tax levy. These efforts aim to promote fiscal responsibility and ensure the site is used appropriately, with only accepted materials being dropped off.

Currently, the City imposes an annual \$5.00 Recycling Container Fee under Section 8-4-6(b) of our Code. Removing this container fee and instead implementing a new Recyclable Waste Material Collection and Disposal Charge (“Recycling Fee”) would help fund critical improvements to the drop-off site. It would also allow levy funds currently supporting recycling to be redirected toward other essential community needs.

By creating the new Recyclable Waste Material Collection and Disposal Charge (“Recycling Fee”) at \$59.40, it removes the recycling program off of the levy and allows for the recycling operations to be completely funded by the fee.

If this is approved, these funding adjustments will be incorporated into the proposed 2026 City of Menasha Fiscal Budget for Common Council review and approval. This would allow for the City of Menasha Mayor and Common Council to prioritize other essential community needs elsewhere due to having more levy capacity.

Like many municipalities, Menasha faces rising costs and levy limit restrictions, which limit our ability to raise revenue. This creates challenging decisions, as we strive to maintain high-quality services with fewer resources.

The proposed recycling fee increase provides a practical, equitable solution, ensuring the recycling program is adequately funded, the drop-off center is improved, and levy dollars are freed for other community priorities.

Fiscal Summary

2025 Projected Expenses

Account Number	Description	Budget Amount
266-1027-543	Recycling	\$277,769
266-1028-543	Yard Waste	\$169,193
266-1029-543	Appliances	\$30,324
Total		\$477,286

2025 Projected Revenue: \$83,835

Net Cost to Property Tax: \$477,286 – \$83,835 = \$393,451

The \$59.40 is calculated based on the current amount of recycling carts.

Recommendation

Staff recommends the following four motions:

1. That the City of Menasha Board of Public Works approves advancing R-23-25, a resolution adopting a recycling waste material collection and disposal charge (“Recycling Fee”) for the City of Menasha (introduced by Council President Grade) to the City of Menasha Common Council.
2. That the City of Menasha Board of Public Works approves advancing O-10-25, an ordinance amending Title 3, Chapter 2, Section 3-2-12(a) of the Code of Ordinances, authorizing a special charge for the collection and disposal of recyclable waste materials (introduced by Council President Grade) to the City of Menasha Common Council.
3. That the City of Menasha Board of Public Works approves advancing O-11-25, an ordinance amending Title 8, Chapter 3, Section 8-3-10 of the Code of Ordinances, removing recycling collection services from the refuse and recycling collection fee pertaining to additional residential dwelling units (introduced by Council President Grade) to the City of Menasha Common Council.
4. That the City of Menasha Board of Public Works approves advancing O-12-25, an ordinance amending Title 8, Chapter 4, Sections 8-4-6(a), (b) and enacting Title 8, Chapter 4, Section 8-4-13 of the Code of Ordinances, effectively repealing the recycling

container fee and imposing a recycling services special charge (introduced by Council President Grade) to the City of Menasha Common Council.



RESOLUTION R-23-25

A RESOLUTION ADOPTING A RECYCLING WASTE MATERIAL COLLECTION AND DISPOSAL CHARGE (“RECYCLING FEE”) FOR THE CITY OF MENASHA

INTRODUCED BY: Council President Grade

WHEREAS, the City of Menasha Department of Public Works provides recycling services to its residents; and

WHEREAS, the City of Menasha has determined that funding recycling services through a dedicated fee, rather than a combination of a dedicated fee and the tax levy, is prudent and equitable; and

WHEREAS, Ordinance O-11-25, and O-12-25 repeals the \$5.00 recycling fee intended for recycling container purchases and maintenance; and

WHEREAS, Ordinance O-10-25 authorizes special charges for the collection and disposal of recyclable materials; and

WHEREAS, Ordinance O-12-25 establishes the special charge for collection and disposal of recyclable materials (“recycling fee”); and

WHEREAS, the Director of Public Works will annually review the recycling fee to ensure it appropriately funds the costs of recycling services.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Menasha that a \$59.40 recycling fee is hereby established for each real property receiving recycling collection services from the City. Additionally, a \$59.40 fee shall apply to each residential dwelling unit beyond the first on any single property parcel that receives these services.

BE IT FURTHER RESOLVED that the City Comptroller shall place the recycling fee upon the 2025 payable 2026 tax bills.

This Resolution shall be effective immediately upon its adoption and approval. Passed and approved this ____ day of _____, 2025.

Recommended by:

Motion/Second:

Pass/Fail: _____

Requires: _____ Majority Vote
_____ 2/3 Vote

Austin R. Hammond, Mayor

ATTEST:

Kaija Snyder, City Clerk



ORDINANCE O-10-25

AN ORDINANCE AMENDING TITLE 3, CHAPTER 2, SECTION 3-2-12(a) OF THE CODE OF ORDINANCES, AUTHORIZING A SPECIAL CHARGE FOR THE COLLECTION AND DISPOSAL OF RECYCLABLE WASTE MATERIALS

INTRODUCED BY: Council President Grade

The Common Council of the City of Menasha does hereby ordain as follows:

SECTION 1: Amend Title 3, Chapter 2, Section 3-2-12(a) of the Code of Ordinances of the City of Menasha, Wisconsin to authorize a special charge for the collection and disposal of recyclable waste materials as follows:

Title 3 – Finance and Public Records

CHAPTER 2

Special Assessments

...

SEC. 3-2-12 SPECIAL CHARGES PERMISSIBLE.

- (a) In addition to all other methods provided by law, special charges for current services may be imposed by resolution by the Common Council by allocating all or part of the cost of the property served. Such resolution setting forth the property location, the current service rendered by the City and special charge therefor or cost thereof. Such resolution for special charges may include snow and ice removal, weed elimination, street sprinkling oiling or tarring, repair of sidewalks or curb and gutter, garbage and refuse disposal, [recyclable waste materials collection and disposal](#), sewer and water service and tree care or removal. The provision for notice of such charges shall be optional with the Common Council except that in the case of street, sidewalk, curb or gutter repair, twenty (20) days' notice published in the official City newspaper, or by posting such notice in three (3) places in the City and a copy of such notice mailed to every interested person whose post office address is known, at least ten (10) days before the hearing or proceeding. Such notice shall specify that on a certain date a hearing will be held by the Common Council as to whether the service in question shall be performed.

SECTION 2: This amending Ordinance shall take effect upon passage and publication as provided by law.

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



ORDINANCE O-11-25

AN ORDINANCE AMENDING TITLE 8, CHAPTER 3, SECTION 8-3-10 OF THE CODE OF ORDINANCES, REMOVING RECYCLING COLLECTION SERVICES FROM THE REFUSE AND RECYCLING COLLECTION FEE PERTAINING TO ADDITIONAL RESIDENTIAL DWELLING UNITS

INTRODUCED BY: Council President Grade

The Common Council of the City of Menasha does hereby ordain as follows:

SECTION 1: Amend Title 8, Chapter 3, Section 8-3-10 of the Code of Ordinances of the City of Menasha, Wisconsin to remove recycling collection services from the refuse and recycling collection fee pertaining to additional residential dwelling units, as follows:

Title 8 – Health and Sanitation

CHAPTER 3

Refuse Disposal and Collection Fee

...

SEC. 8-3-10 REFUSE ~~AND RECYCLING~~ COLLECTION FEE.

An annual refuse ~~and recycling~~ collection fee shall be established by the Director of Public Works and approved by the Common Council for each additional residential dwelling unit in excess of one for each property parcel. All fees shall be collected in a manner determined by the Comptroller and approved by the Common Council. Section 3-1-13 shall apply to any unpaid fees. This fee shall not apply to multi-family residential development. An owner-occupant of a two dwelling unit property parcel may apply to the City for an exemption from this fee, provided one of the units has been vacant for more than two years, by signing an affidavit to that effect and returning the refuse ~~and recycling~~ bins for the vacated unit. A \$100.00 charge will be incurred in order to reestablish service.

SECTION 2: This amending Ordinance shall take effect upon passage and publication as provided by law.

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



ORDINANCE O-12-25

AN ORDINANCE AMENDING TITLE 8, CHAPTER 4, SECTIONS 8-4-6(a), (b) AND ENACTING TITLE 8, CHAPTER 4, SECTION 8-4-13 OF THE CODE OF ORDINANCES, EFFECTIVELY REPEALING THE RECYCLING CONTAINER FEE AND IMPOSING A RECYCLING SERVICES SPECIAL CHARGE

INTRODUCED BY: Council President Grade

The Common Council of the City of Menasha does hereby ordain as follows:

SECTION 1: Amend Title 8, Chapter 4, Sections 8-4-6(a), (b) and enact Title 8, Chapter 4, Section 8-4-13 of the Code of Ordinances of the City of Menasha, Wisconsin to effectively repeal the recycling container fee and to impose a recycling services special charge, as follows:

Title 8 – Health and Sanitation

CHAPTER 4

Recycling Materials and Collection

...

SEC. 8-4-6 APPROVED RECYCLING CONTAINERS.

~~(a) **RECYCLING CONTAINER STANDARD.**~~ An approved recycling container shall be provided by the City in which to store all single-stream recycling materials. Approved containers shall be provided by the City to all single family, including condominiums, and up to four family unit residences.

~~(b) **RECYCLING CONTAINER FEE.**~~

~~(1) An annual recycling container fee shall be established by the Director of Public Works and approved by the Common Council.~~

~~(2) All fees shall be collected in a manner determined by the Comptroller and approved by the Common Council. Section 3-1-13 shall apply to any unpaid fees.~~

...

SEC. 8-4-13 RECYCLABLE WASTE MATERIAL COLLECTION AND DISPOSAL CHARGE.

- (a) **Recyclable waste material collection and disposal costs.** For the purposes of this division, “recyclable waste material collection and disposal costs” include the costs incurred by the City of Menasha, under its recycling program, to provide recycling services to its customers, including the costs incurred to collect, sort and recycle curbside recycling collections as well as the household hazardous materials collection costs administered by the Winnebago County Solid Waste Department. Recyclable waste material collection and disposal costs do not include costs incurred by the City for garbage collection purposes under its solid waste management program.
- (b) **Recycling waste material collection and disposal special charge.** There is hereby imposed upon all real property in the City that receives curbside recycling collection services from the City an annual recycling services special charge pursuant to Section 3-2-12 and Section 66.0627, Wis. Stats., which special charge shall cover the recyclable waste material collection and disposal costs incurred by the City.
- (c) **Administering the charge.** The recycling resources special charge shall be administered by the Public Works Department and the Finance Department. The proceeds from the special charge shall be used to pay for the recyclable waste material collection and disposal costs incurred by the City.
- (d) **Determining the recyclable waste material collection and disposal special charge.** The Common Council shall annually approve the recyclable waste material collection and disposal special charge. As part of this approval process, the Director of Public Works, or designee, shall prepare a report to the Common Council of the City’s recyclable waste material collection and disposal costs. The report shall detail the past and future anticipated expenditures for this service. If, after approving the recyclable waste material collection and disposal special charge, the actual recyclable waste material collection and disposal costs are found to vary materially from the approved amount, the Director of Public Works shall submit an updated report to the Common Council for consideration to account for the actual recyclable waste material collection and disposal costs incurred by the City to provide services to its recycling customers.
- (e) **Payment.** Upon the Common Council’s approval by resolution of the special charge or updated special charge under Subsection (d) above, the special charge shall be billed annually and collected in a manner determined by the Comptroller. If not paid within the period fixed by the Common Council in said resolution, such delinquent special charges, pursuant to Section 3-2-11, shall become a lien on said property as of the date of such delinquency and shall automatically be extended upon the current or next tax roll as a delinquent tax against the property, as provided by Section 66.0627(4), Wis. Stats., and all proceedings in relation to the collection, return and sale of property for delinquent real estate taxes shall apply to such special charge. Section 3-1-13 shall apply to any unpaid fees.
- (f) **Notice.** Notwithstanding the provisions of Section 3-2-12 regarding notice, no notice or billing is required for the recyclable waste material collection and disposal special charge

except for Class I notice under Ch. 985, Wis. Stats., within 20 days of the Common Council's approval by resolution of the special charge or updated special charge under Subsection (d) above.

(g) **Appeal.** Within 10 days of the notice provided for under Subsection (f), a property owner may appeal the application of the recyclable waste material collection and disposal special charge to their real property. A property owner may not appeal the total amount of the charge approved by the Common Council under Subsection (d) or the resolution itself. This appeal shall be in writing to the Director of Public Works and shall state the specific reasons why the property owner feels that the application of the charge and/or resolution to the property was erroneous and the relief being sought. If, upon review, the Director of Public Works determines that all or part of the charge imposed is erroneous, unjust or unreasonable, the Director of Public Works shall adjust the amount of the charge against the property. The property owner may appeal the Director of Public Works' decision to the Board of Public Works, providing written notice to the office of the City Clerk within 10 days of the mailing of the Director of Public Works' written decision on the appeal to the property owner.

SECTION 2: This amending Ordinance shall take effect upon passage and publication as provided by law.

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