

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, October 20, 2025 at 6:00 PM

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

- A. Call to Order**
- B. Pledge of Allegiance**
- C. Roll Call**
- D. Public Hearing**
- E. Public Comments on Any Matter of Concern to the City**
(5 minute time limit for each person)
- F. Report of Department Officers/Department Heads/Staff/Consultants**
Clerk Snyder - the following minutes and communications have been received and placed on file:
 - 1. Presentations:
 - a. Strong Neighborhoods Partnership Opportunity - Greater Fox Cities Habitat for Humanity
 - b. Nicolet Boulevard/Washington Avenue Roundabout Feasibility Study Findings
 - 2. Minutes to Receive:
 - a. Board of Appeals, 9/12/25
 - b. Special Water and Light Commission, 10/1/25
 - c. Board of Public Works, 10/6/25
 - d. Parks and Recreation Board, 8/12/25, 9/9/25, 10/14/25
 - e. Plan Commission, 10/7/2025
 - f. Committee on Aging, 9/12/25
 - g. Housing Authority, 10/9/25
 - h. Redevelopment Authority, 10/7/25
 - i. Special Parks and Recreation Board, 10/16/25
 - 3. Communications:
 - a. UW–Madison Landscape Architecture Capstone Project – Downtown Waterfront
 - b. Indigenous Peoples' Day Proclamation

c. 2026 Budget Review Sessions

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, 10/6/25
2. Board of Public Works, 10/6/25, Recommends Approval of:
 - a. Payment — Northeast Asphalt, Inc.; Contract Unit No. 2025-03; Jefferson Park Boat Launch; \$276,060.50 (Payment No. 1)
3. Special Parks & Recreation Board, 10/16/2025, Recommends Approval of:
 - a. The Closure of the Pool in 2026 Due to the Fact that the Pool is Not in a Suitable Condition to Operate and Supports the Recommendation that the Pool Does Not Operate

H. Items Removed from the Consent Agenda

I. Action Items

1. Accounts Payable and Payroll for the term of 10/03/25 - 10/16/25 in the amount of \$1,141,222.93
2. Acceptance of Completed Library Project in Accordance with Resolution R-23-24

J. Held Over Business

K. Ordinances and Resolutions

L. Appointments

1. Mayor's reappointment of Kristene Stacker to the Board of Health for the term of 10/21/25 - 10/01/28

M. Claims Against the City

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

O. Adjournment

MEETING NOTICE
November 3, 2025

Common Council Meeting – 6:00 PM
Committee Meetings to Follow

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



Greater Fox Cities Area
Habitat
for Humanity®



Proposal:

Create greater impact in Menasha through a collaboration between Menasha's Strong Neighborhoods program and Habitat's Home Repair Program

Shared Goals:

- **Safe, attractive, and strong Menasha neighborhoods**
- Strengthen **neighborhood pride** and cohesion
- Improve curb appeal and **neighborhood safety**
- Increase **livable, decent, and affordable housing**
- **Educate homeowners** about home maintenance & contractor relationships
- **Empower homeowners** to maintain their own properties



Why Habitat?

Proven Track Record in...



Neighborhoods Revitalized
thorough Rock the Block

Fox Cities Region

24



Homes Built

345



Homes Repaired

731



People Impacted

3,921



Families Still Waiting

396



Why Habitat?

Here in Menasha....



Neighborhoods Revitalized
through Rock the Block

of Projects

8

\$ Invested

\$511,192



Homes Built

71

\$10,227,246



Homes Repaired

162

\$1,414,731

Invested to Date

\$12,193,169



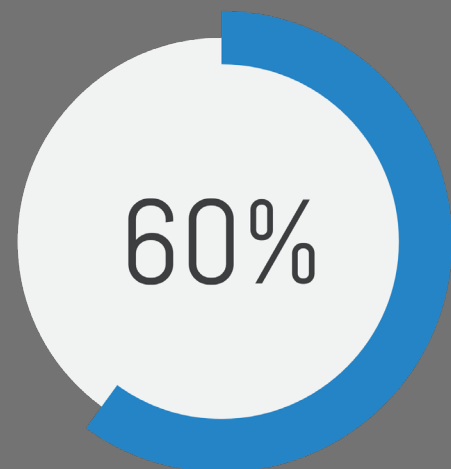
Residents Impacted

500

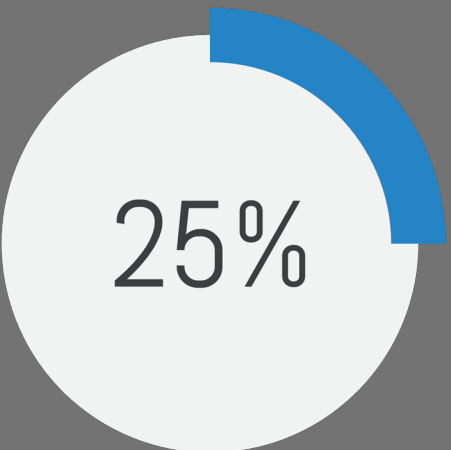
Families
< 80% AMI



1 in 4 Menasha homeowners likely cannot afford essential home repairs without support.

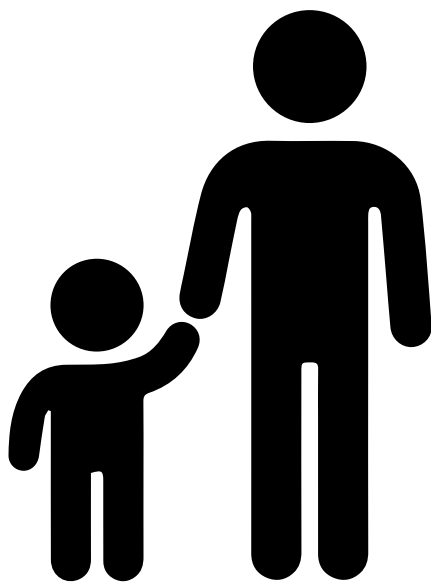
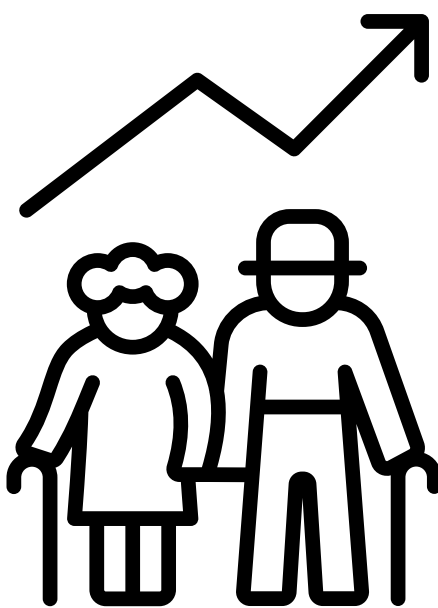


homes built before 1980.



homeowner households below 80% AMI

Vulnerable Demographics

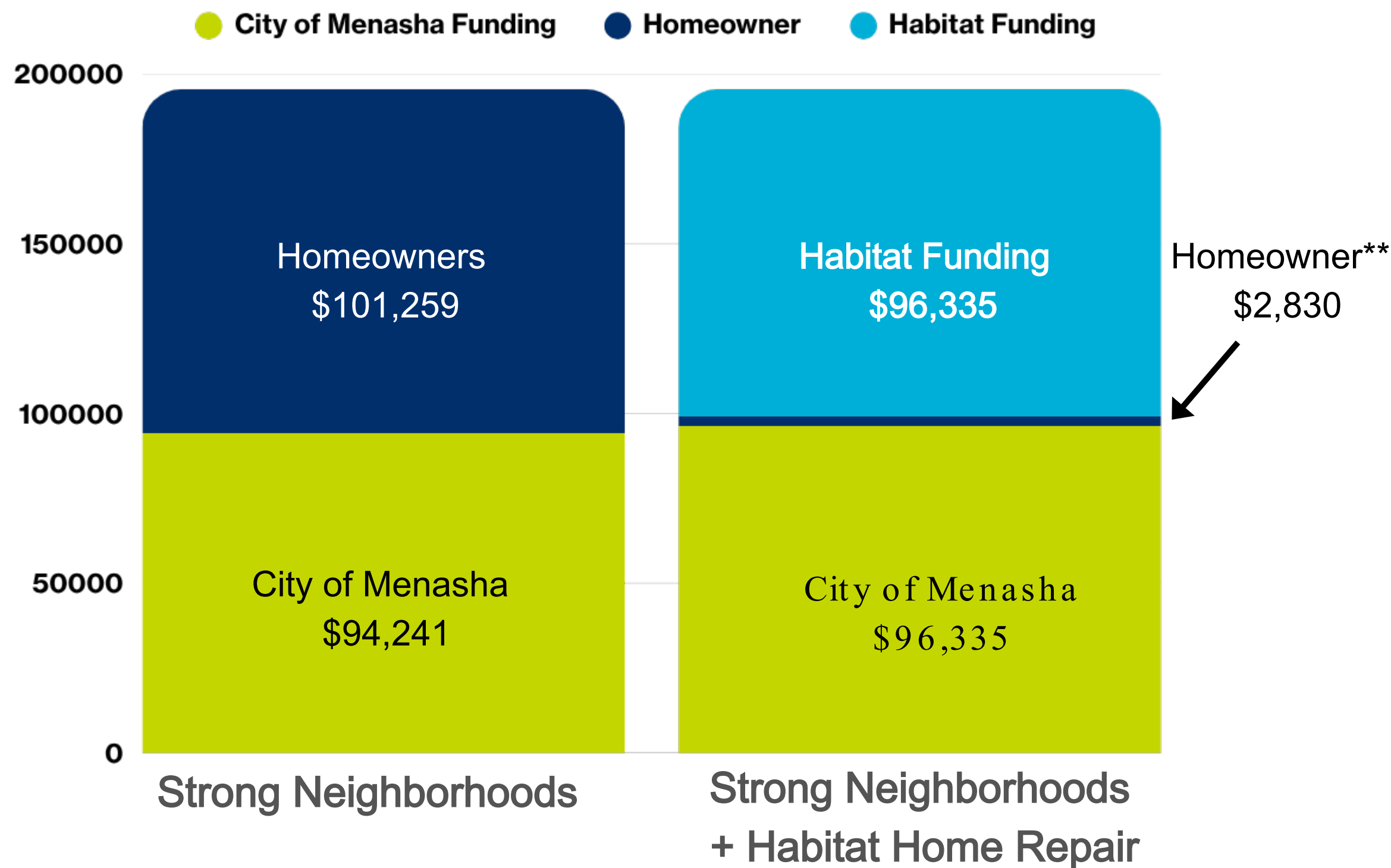


Seniors | Single Parents | People with disabilities

Homeowners are struggling to maintain aging homes...



Cost Comparison



Shifts cost burden from Homeowners to Habitat.

- Most homeowners under 80% AMI are unable to afford even a modest monthly or upfront payment.
- Focuses funding on homes that are at risk of blight or deterioration.

**Estimated budget based on 16 projects - a mix of curb appeal, interior, exterior, small, variable size projects.*

***Shows up front costs to homeowner only.*

The homeowner will also assume a 0% deferred mortgage for the entire project cost.



Building Stability and Strength in Menasha - Together

A \$ 100,000 City investment unlocks...

10-15 additional repair projects - [Expanding Home Preservation](#)

Long Term Partner

3+ new Habitat homes planned for construction locally next year.

Rock the Block returns in May, mobilizing hundreds of volunteers.

More Repairs



More Served



Stronger Neighborhoods





Building Stability and Strength in Menasha - Together

Here in Menasha....



Rock the Block Menasha
City Center (May 2026)

Goals for 2026

1

Estimated Investment

\$60K



New / Rehab Homes

3+

\$700K



Home Repairs

10-15+

\$200K

Invested to Date

\$960K



Residents Impacted

120



Win-Win-Win

For the City:

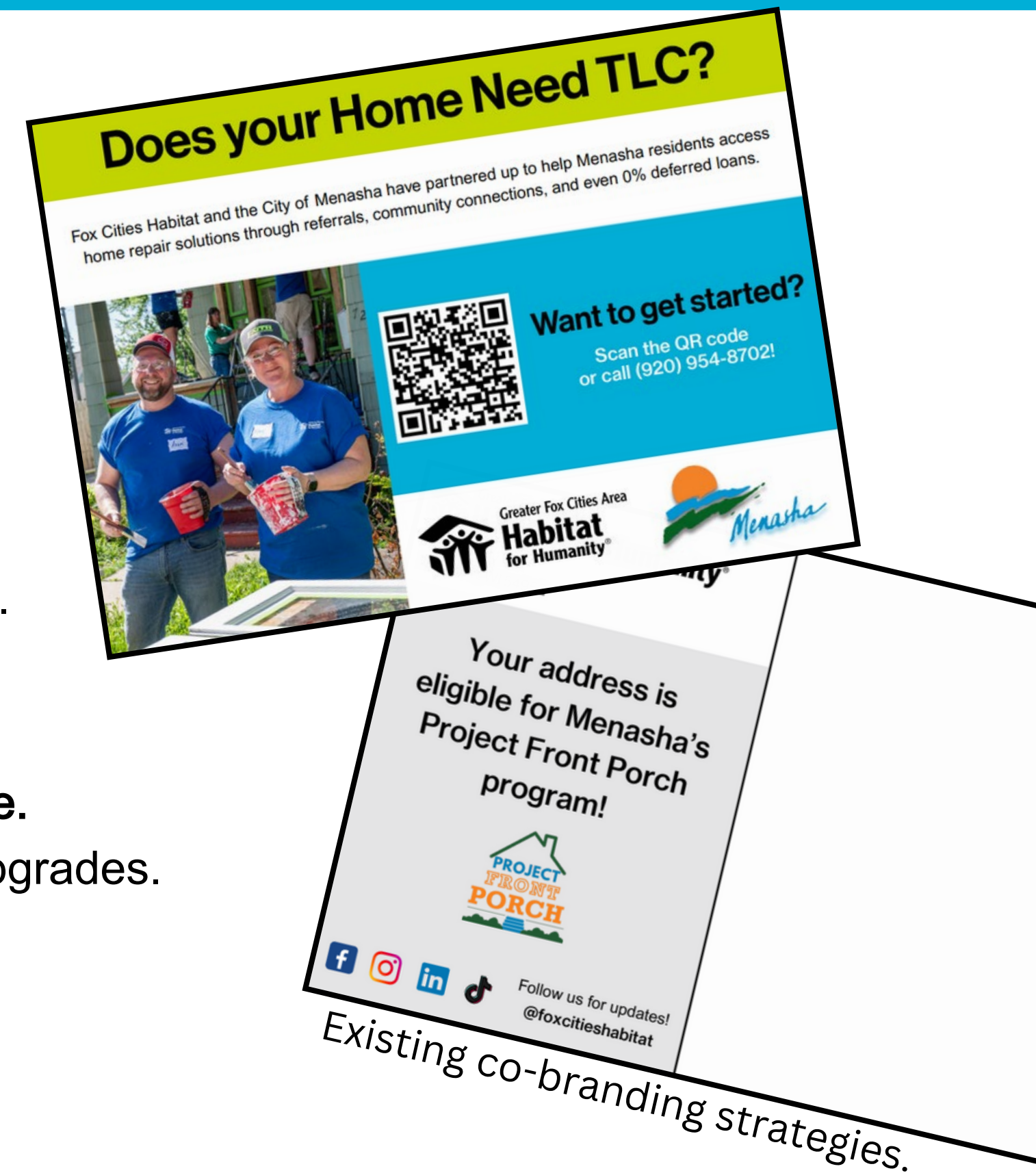
- Dollars reach the homeowners most in need.
- Stabilize and increase** property tax value.
- Prevents home & neighborhood deterioration.
- Alleviate administrative burden on city resources.
- Amplifies existing Strong Neighborhoods** program.
- Strengthens community pride & stability.**

For Habitat:

- Mission aligned.** More people in safe, decent, and affordable homes.
- Opportunity to leverage and maximize other funding sources.

For Homeowners:

- Affordable access to essential **repairs that would otherwise go undone.**
- Reduces monthly costs** for homeowners through energy-efficient upgrades.
- Avoids displacement** - particularly for seniors.
- Outcomes can include -
 - Increased physical and mental health.
 - Financial stability.
 - Increased pride and neighborhood connectedness.





66 Families in Menasha submitted a home repair inquiry this year.

"My house is in need of roof repairs. One leak is in our bedroom. The paint is peeling from the ceiling - essentially it rains in my room."

- Waiting Homeowner

"Walls are falling in shower area.
In need of walk -in shower, due to elderly issues.
Trying to stay in my home."

- Waiting Homeowner

Roundabout Feasibility

Nicolet-Commercial/Washington-First-Sanford



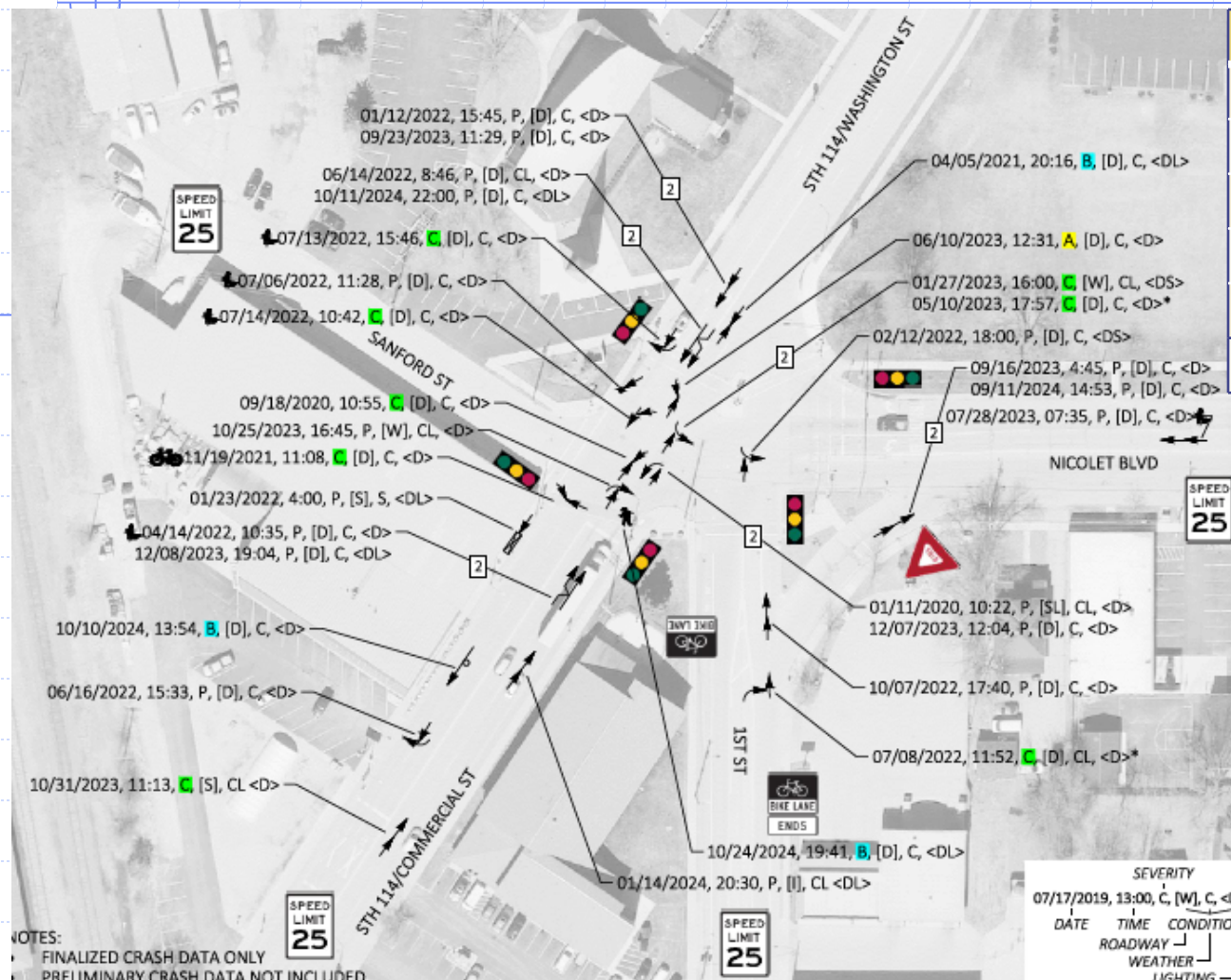
Study Scope

- Conceptual layout for a roundabout showing possible real estate impacts – 2 options were developed.
- Comparison of roundabout operations to current conditions.
- Crash analysis of the intersection.
- Cost Estimate for design, real estate acquisition, and construction.

Existing Conditions

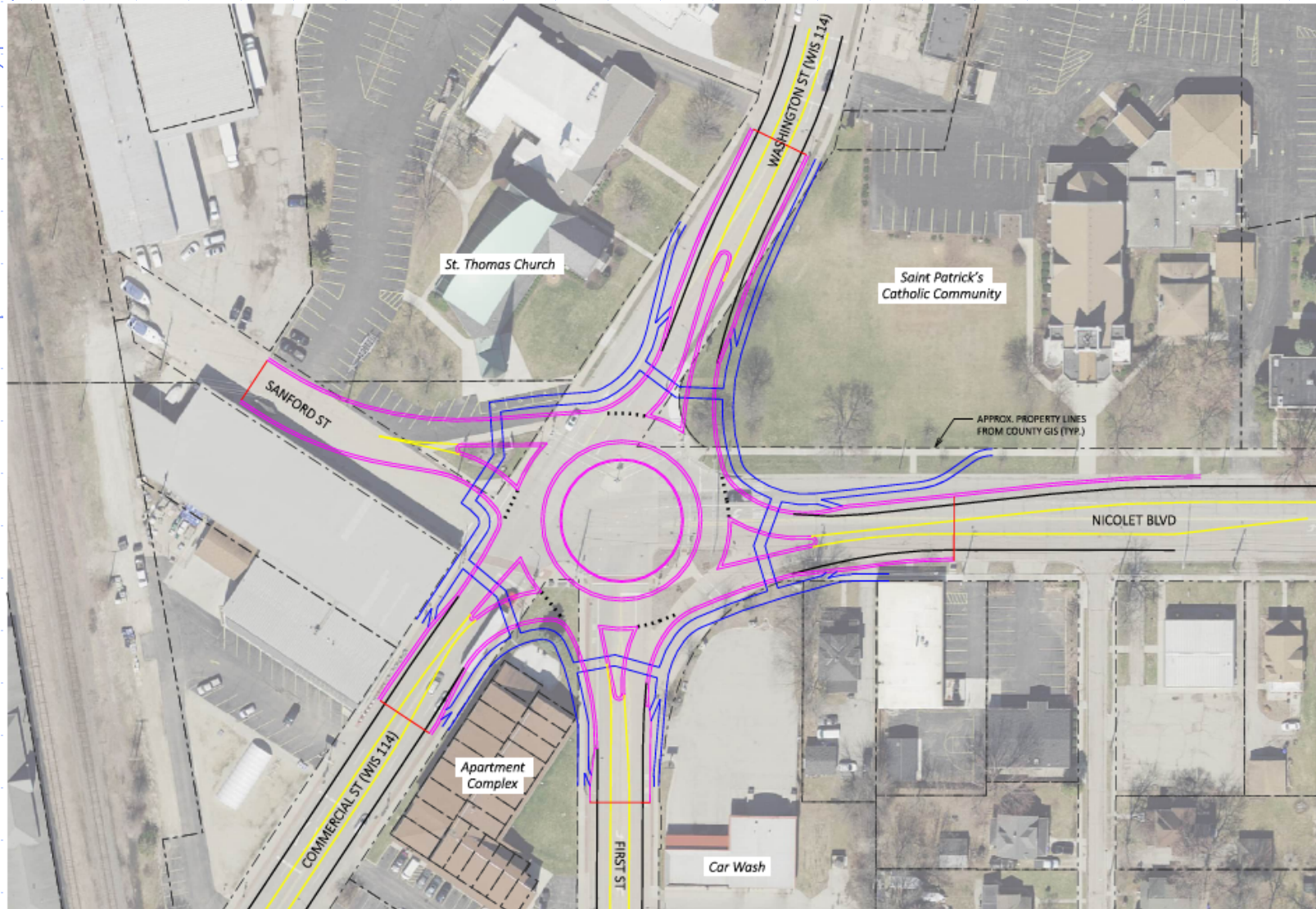


Crash Diagram (2020 – 2024)

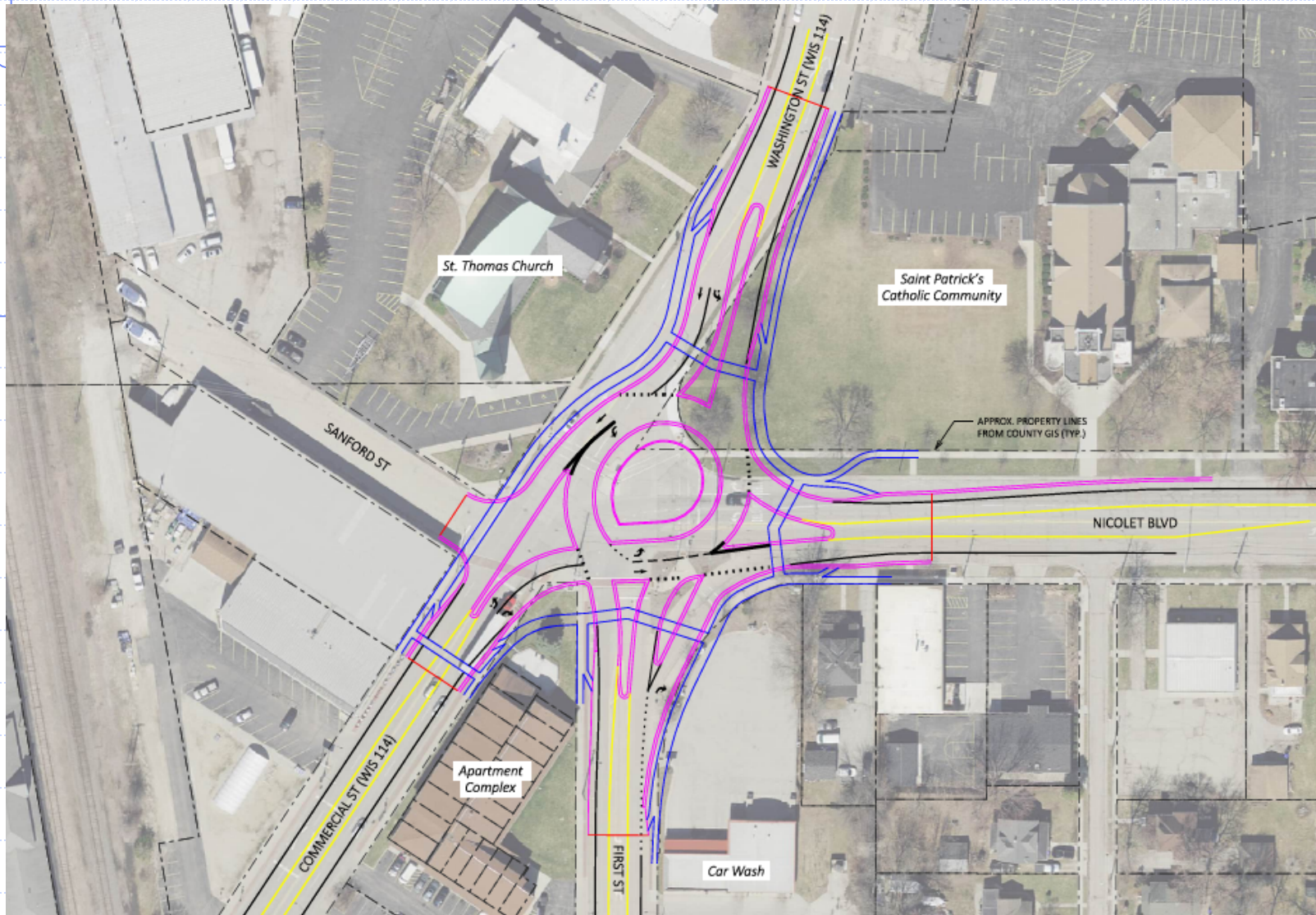


Severity	No.
Fatal	0
Injury A	1
Injury B	3
Injury C	8
Property Damage	18
TOTAL	30

Single Lane Roundabout



Multi-Lane Roundabout



Operations Comparison

- Operations are compared using Level of Service analysis.
- LOS analysis was done using 2024 traffic volumes for AM and PM peak hours.
- For roundabouts, a residual capacity was calculated – how much more traffic could be accommodated in the roundabout.

LOS		Unsignalized Average Control Delay (seconds/vehicle)	Signalized Average Control Delay (seconds/vehicle)	Delay Type
A	"Very Good"	0–10	0–10	Short
B		>10–15	>10–20	
C		>15–25	>20–35	
D	Improvement threshold	>25–35	>35–55	Moderate
E		>35–50	>55–80	
F	"Very Poor"	>50	>80	Long

Acceptable operations for signalized and roundabout intersections are typically considered LOS D or better. LOS E can be considered acceptable for short durations in constrained urban environments, such as this location.

Operations Comparison

Traffic Signal Operations

		Sanford St		Nicolet Blvd			First St			Commercial St		Washington St		Intersection
	Approach	EB →		WB ←			NB ↑			NEB ↗		SWB ↘		
		All		HL	L/T	R	L	SR	RYBP	L/T	T/R	L/T	T/R	
AM	LOS	C		C	D	C	C	C	C	C	C	B	B	C
	Delay (s)	27.3		30.5	46.7	27.0	33.0	33.8	34.9	32.1	32.1	17.3	17.3	30.6
PM	LOS	C		D	D	C	C	C	D	D	D	B	B	D
	Delay (s)	32.0		38.1	54.2	32.0	31.5	33.4	38.1	45.5	45.5	16.0	16.0	37.8

Single-lane Roundabout

		Sanford St		Nicolet Blvd			First St			Commercial St		Washington St		Intersection	Residual Capacity
	Approach	EB →		WB ←			NB ↑			NEB ↗		SWB ↘			
		All		All			All			All		All			
AM	LOS	A		A			A			A		A		A	66%
	Delay (s)	5.6		7.4			5.5			6.1		8.8		7.2	Washington
PM	LOS	A		A			B			B		A		B	32%
	Delay (s)	5.1		9.0			12.9			12.7		7.4		10.9	Commercial

Multi-lane Roundabout

		Sanford St		Nicolet Blvd			First St			Commercial St		Washington St		Intersection	Residual Capacity
	Approach	EB →		WB ←			NB ↑			NEB ↗		SWB ↘			
		All		All			L/T	RYBP		All		L	T		
AM	LOS	-		A			A	A		A		A	A	A	86%
	Delay (s)			7.3			5.5	3.2		3.7		4.0	7.4	6.0	Washington
PM	LOS	-		A			B	A		B		A	A	A	62%
	Delay (s)			8.9			12.9	4.4		4.8		3.6	6.4	6.5	Nicolet

Note: Eastbound Sanford St is not part of roundabout intersection.

Cost Estimate

Item	Cost
Intersection Control Evaluation	\$ 20,000
Project Design	\$ 210,000
Right-of-Way Acquisition	\$ 60,000
Construction	\$ 1,850,000
TOTAL	\$2,140,000

Conclusions

- It is possible for a roundabout to fit this intersection and operate well.
- Further work is needed to confirm the amount of traffic that the roundabout will need to be able to handle, which will dictate the number of lanes needed.
- The all-in cost for design, right-of-way acquisition, and construction is estimated to be just over \$2,000,000.

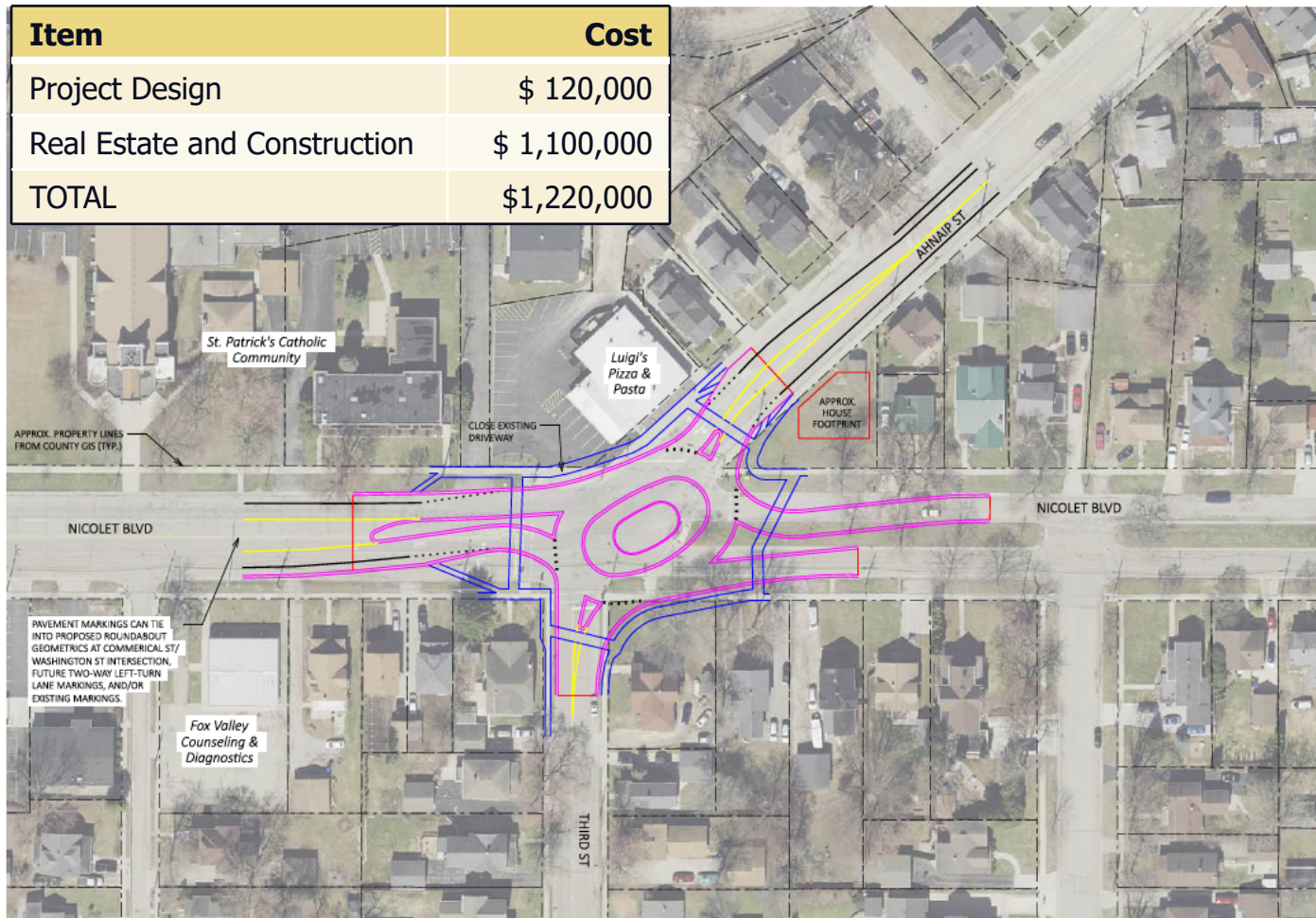
Next Step

- The next step would be preparation of an Intersection Control Evaluation (ICE) report.
- This is a standardized report used by WisDOT to analyze intersections.
- This report would evaluate intersection operations using traffic projected to 2045.
- It would evaluate improvements that can be made to the exist layout and signal operations along with roundabout configurations.
- The estimated cost for this report is \$20,000.

Do the Councils want to proceed with an
ICE report?

Concept for Nicolet/Ahnaip/Third

Item	Cost
Project Design	\$ 120,000
Real Estate and Construction	\$ 1,100,000
TOTAL	\$1,220,000



City of Menasha
Board of Appeals
100 Main Street, Room 132
Friday September 12, 2025
8:30 AM
Minutes

A. CALL TO ORDER

Meeting called to order by Chair Galeazzi at 8:30 am.

B. ROLL CALL

PRESENT: Members Galeazzi, Vander Wyst, Jacobson, Rae-Othrow

ABSENT: Member Jungen, Alternate Member Tines

ALSO PRESENT: CA Struve, AP Heim, AA Lee, Clerk Snyder, DC Janet

C. PUBLIC HEARING

1. Variance Request – Front Yard Setback Requirement – Michael J. Lawniczak –741 Second Street, Menasha (Parcel No. 5-00159-01)

Chair Galeazzi opened the public hearing at 8:31 am and invited members of the public to speak.

Chair Galeazzi closed the public hearing at 8:31 am after no members of the public elected to speak.

D. MINUTES TO APPROVE

1. Board of Appeals, 5/29/25

Motion by Member Rae-Othrow seconded by Member Vander Wyst to approve the minutes of the 5/29/25 Board of Appeals meeting.

Motion carried on voice vote.

E. ACTION/DISCUSSION ITEMS

1. Variance Request – Front Yard Setback Requirement – Michael J. Lawniczak –741 Second Street, Menasha (Parcel No. 5-00159-01)

Michael J. Lawinczak appeared to speak on the variance request.

No action was taken.

Board discussion affirmed that action by the Board of Appeals is unnecessary today.

Staff advised on the Municipal Code's description of prevailing setbacks and requirements around combining parcels through certified survey maps (CSM). Staff advised that combining the vacant lot at 741 Second Street with the occupied lot at 737 Second Street through a CSM would allow for the six-foot fencing thirteen-feet from the sidewalk sought by the applicant and bypass the variance requirement. Staff additionally advised that should the present owner sell the uncombined parcels at 737 and 741

Second Street, the proposed fencing may disincentivize a future buyer or builder from purchasing at 741 Second Street due to the fence. Staff finally advised that a six-foot fence at the sixteen-foot prevailing setback is allowable per the Menasha Municipal Code.

The applicant advised on their home at 737 Second Street and the historic use of neighboring lots located at 741 and 745 Second Street. These lots previously held a water tower. After the water tower's removal, a generator was installed. Both the water tower and generator were managed by Menasha Utilities. While the water tower has since been decommissioned and removed, and generator located at 745 Second Street remains. The applicant purchased 741 Second Street upon removal of the water tower and has since used this lot as lawn space. The applicant now seeks a variance application to allow a six-foot fence within the front yard setback of the occupied lot at 737 Second Street and the vacant lot at 741 Second Street to enclose this lawn space. Upon further advisement by staff, the applicant chose to amend his request by seeking a six-foot fence at the sixteen-foot prevailing setback instead of a six-foot fence thirteen-feet from the sidewalk. The former request is within the limits of the Menasha Municipal Code, while the latter requires a variance. Staff will reimburse the applicant his \$350.00 variance application fee and work to issue him a fence permit.

F. ADJOURNMENT

Motion by Member Vander Wyst seconded by Member Rae-Othrow to adjourn the Board of Appeals meeting at 9:06 am. Motion carried on voice vote.

Minutes recorded by City Clerk Kaija Snyder.

SPECIAL MEETING OF THE WATER AND LIGHT COMMISSION

October 1, 2025

Draft

Commission President Allwardt called the Special Meeting of the Water and Light Commission to order at 8:17 a.m., with Commissioners Austin Hammond, Roy Kordus, and Gary Turchan (telephonically) present on roll call. Also present were Melanie Krause, General Manager; Adam Smith, Water Utility Manager; Kristin Hubertus, Finance Manager; Kurt Melchert, Electric Manager; Paula Maurer, Customer Service Manager, Steve Grenell, Engineering Manager, and Tammy Phillips, Accounting and Administrative Assistant.

Commissioner Antoine Tines was absent.

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

Item III. New Business, Strategic Plan & 2026 Electric, Water, Telecommunications, & Energy Services Budget Review & Approval. The Strategic Plan, which contains updates and an outline of the accomplishments during 2025 was discussed.

The 2026 Electric Utility budgeted financial report reflects a budget of 446,707,408 kWh, with an average cost of power of \$74.70/MWh. Payroll costs reflect a 3% cost of living increase, merit/step increases, and compensation study adjustments above the cost of living, and a 12% increase in health insurance costs after employee contribution.

The 2026 Water Utility financial report was based on water consumption calculated using a 3-year average, considering water consumption changes, and is based on 537,052,000 gallons. Higher water treatment costs are based on increases in maintenance costs, supply chain costs, chemical costs, sewer user fees, and lab testing fees.

The motion by Comm. Allwardt, seconded by Comm. Kordus to accept the 2026 Strategic Plan and Budget as presented was unanimously approved on roll call.

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

Item V. The motion by Comm. Allwardt, seconded by Comm. Hammond, was unanimously approved on roll call to adjourn at 9:30 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.



BOARD OF PUBLIC WORKS MINUTES

Monday, October 6, 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 6:51pm.

B. ROLL CALL

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

Absent: Ald. Lewis

Also Present: FD Sassman, DPW Merten, CDD Dane, PRD Sackett, FC Teesch,
FM Laracuenta, CA Struve, Mayor Hammond, Clerk Snyder, DC Janet

C. PUBLIC COMMENTS ON ANY MATTER LISTED ON THE AGENDA

D. MINUTES TO APPROVE

1. Board of Public Works, 9/15/25

Motion by District 6 Alderperson Marshall seconded by District 2 Alderperson Eisenach to approve. Motion carried on voice vote.

E. DISCUSSION / ACTION ITEMS

1. Payment — Northeast Asphalt, Inc.; Contract Unit No. 2025-03; Jefferson Park Boat Launch; \$276,060.50 (Payment No. 1)

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

Motion carried 7-0 on roll call.

Staff advised that the old boat launch has been completely removed and that prep work is being done to the space in order to start constructing the new areas of launch. This payment covered this initial demolition work.

F. ADJOURNMENT

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

Minutes submitted by Deputy City Clerk Evan Janet.

CITY OF MENASHA
Parks and Recreation Board
Hart Park (700 7th St., Menasha)
August 12, 2025
MINUTES

A. CALL TO ORDER

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

B. ROLL CALL/EXCUSED ABSENCES

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

OTHERS PRESENT: PRD Megan Sackett; Mayor Austin Hammond; Tommy Siegel, Tony's Bar; Patrick Murphy, Murph Comp and Jack Zeinert.

EXCUSED ABSENCE: None

C. PUBLIC COMMENT/CORRESPONDENCE

None

D. MINUTES TO APPROVE

1. **Minutes of the July 12, 2025 Regular Park Board Meeting:** Motion by T. Grade, seconded by D. Rand to approve the minutes of the July 12, 2025 Regular Park Board meeting. Motion carried.

E. DISCUSSION / ACTION ITEMS

1. **Tony's Bar Co-ed Softball Tournament at Jefferson Park, August 15-17, 2025:** Tommy Siegel from Tony's Bar was present and gave an overview of the tournament happening on Friday and Saturday indicating there are 6 teams participating in the softball tournament along with a cornhole tournament. This is being held in conjunction with St. John's of Menasha as the beneficiary. Motion made by T. Grade, seconded by E. Wickman to approve the Tony's Bar Co-ed Softball Tournament at Jefferson Park, August 15-17, 2025. Motion carried.

Chairman Sturm asked for unanimous consent to move agenda item E3. Unanimous consent was made.

2. **Hart Park Skatepark Redesign Proposal:** Patrick Murphy and Aaron Schneider gave a presentation of a preliminary conceptual design for a fully revamped skatepark addressing the outdated features and providing a fresh, new feel to the skatepark. Points of emphasis focused on during the design included improving usability, increasing number of concurrent users safely, longevity of ramps, more lighting and separation of younger skaters from others.

T. Grade inquired about keeping the mural. P. Murphy indicated it would be intended to keep the mural.

Jack Zeinert spoke about the positive mentorship the skatepark provided to him and what he hopes for the future users of the park.

Chairman Sturm thanked everyone for being there indicating just their presence means a lot.

Motion made by E. Wickman, seconded by M. Grade to support the conceptual design for the Hart Park Skatepark redevelopment and recommends working collaboratively with project partners to define next steps of design and funding opportunities. Motion carried.

3. **Request for Removal of Trees:** Director Sackett indicated the City Arborist is proposing removal of 16 trees located within various City parks due to significant decline, present safety concerns, or are no longer viable due to disease, decay or structural instability as part of our ongoing effort to maintain safe and healthy park environments.

Motion made by T. Grade, seconded by B. Adesso to approve the removal of the 16 trees outlined in the memo per the recommendation of the City Arborist. Motion carried.

F. REPORT OF DEPARTMENT HEAD / STAFF

1. **Department Report:** See attached written report.

G. PUBLIC COMMENT ON ANY MATTER LISTED ON THE AGENDA

Chairman Sturn requested to keep apprised of process for Lawson Canal.

H. ADJOURNMENT

Motion by D. Rand, seconded by E. Wickman to adjourn at 6:30 pm. Motion carried.

PARK BOARD MEETING NOTICE
Tuesday, September 9, 2025
Shepard Park (100 Mathewson St.) – 5:30 pm

Staff Reports from the Parks, Recreation, Forestry & Cemeteries Department

August 2025

PARKS

Jefferson Park is being highlighted both locally and nationally:

- As one of the local parks highlighted in the July Appleton Monthly magazine in an article focusing on Picnic-Perfect Parks;
- On Tuesday, August 5, a professional photo shoot was held the playground. It will be featured in the Little Tikes Commercial Playground Catalog for 2025/2026. Only 5-10 playgrounds are featured annually.
- All plantings are in on Water Street. Next up is to install the benches and picnic tables.
- The Bluejay Bench is back and is currently by the Racine St bridge before it goes to Calder Stadium for the football season. It had been damaged by the legs and head which is now repaired and repainted.
- Staff has been trying to keep up with sweeping the trails from the geese population this year.
- The fitness and obstacle course at Shepard Park is officially open to the public.



Shepard Park Fitness Equipment

EVENT UPDATES

The Parks & Recreation Dept. has been coordinating with the Police and Health Dept on events and activities promoting a #SafeSummerMenasha with topics focusing on fireworks, guns, bike, swimsuit color, sunscreen and more. Activities included events at Hart, Koslo and Shepard Parks, Safety-focused themed videos and an at-home challenge to make their home a little safer.

We had a spectacular time at our WHOA H2O event. 225 individuals joined us throughout the 2.5 hour event.

Our Dive In movie in partnership with the Menasha Library was great success showing Moana 2! We saw roughly 200 individuals compared to 125 last year.

Our Enchanted Garden event was certainly magical. We greeted over 150 attendees compared to 50 last year. Rapunzel and Tinker Bell were the highlights of the night. Social media comment highlights:

"love, love, love this event!"

"so much fun!"



Giant hillside Slip-n-Slide at Whoa! H2O



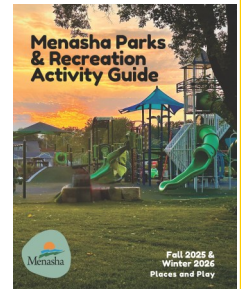
FORESTRY

It's been a busy July!

- EAB injections have wrapped up for the year after treating 60 trees. Plans are being made to save two redwoods that would otherwise be taken down to prepare for the new boat launch construction.
- Grant meetings have been held to select the contractor for our inventory and management plan updates.
- The team also visited nursery operations in Chilton (where we get our trees from) to connect with Bill and find out tree availability for next spring.
- We visited with DNR staff at River Edge Nature center regarding future insect threats to the urban forest and attended the summer Wisconsin Arborist Association in Fond du Lac to connect with other arborist professionals and learn about new technologies and planting techniques in the industry.

RECREATION

- Camp Champs wrapped up the last week of July. We had 40 campers join us all 8 weeks.
- Our gymnastics mini Camp program in partnership with MJSD had 63 young athletes for 5 days of fun. We also hosted a new ninja camp in partnership with MJSD and had 23 students enrolled.
- The Fall/Winter Guide is posted online and is at the printer.



Our department has made the tough decision to pause Tiny Tots due to the long-time Preschool Coordinator, Julie Bradley moving to a full-time teaching position with St. Mary's School. We will be posting for a preschool coordinator with the plan to use this fall to have them train on the current preschool programs (&me, preschool playtime, family flips, STEM for Tots) and then have them be a part of the planning as we reimagine Tiny Tots.

UPCOMING EVENTS

Burgers and BINGO: August 13; 4:30-5:30pm and 6:00-7:00pm at Smith Park. Enjoy a meal & stay for one or both rounds of BINGO.

Brews on 'Bago: August 14; 5:00-8:00pm at Jefferson Park featuring the band Carbon Road.

Party at the Park: We are excited to partner with CoVantage again this year on August 20. Join in the fun with Inflatables, food trucks and games!

Doggie Dip: August 23; 9:00-11:30am at Jefferson Pool. It's the canines' turn to swim!

POOL

- We are in the final stretch of the season. Open swim ends on Sunday, August 17.
- Swimming lessons have wrapped up for the season:
Registration as of August 5, 2025: 592 students
Registration for 2024: 680 students (flexible scheduling)
We had 48 private swim lessons throughout the 2025 season
- In-services have continued for lifeguards and front end throughout the season. The lifeguards practice for over an hour each week to keep their skills sharp.
- There seven private pool rentals through August. We had one private rental in July.
- July was fun-filled with a Dive-In Movie, specialty concession items like root beer floats and sundaes, Christmas in July, and season pass swap week.
- 36 individuals joined us for the season pass swap week (season pass holders from other area pools).
- We celebrated National Parks and Recreation month with a free swim day on July 18th. 215 people joined us.



JULY Pool Attendance Comparisons

For reference....2019 Pool attendance for the month of July was 9823.
These numbers above do not include swim lesson participants and private party participants.

	2020	2021		2022		2023		2024		2025	
Type of Pass	Passes Sold (Primary Member)	Passes Sold (Primary Member)	Membership Usage (# of Swipes)	Passes Sold (Primary Member)	Membership Usage (# of Swipes)	Passes Sold (Primary Member)	Membership Usage (# of Swipes)	Passes Sold (Primary Member)	Membership Usage (# of Swipes)	Passes Sold (Primary Member)	Membership Usage (# of Swipes)
Adult Ind	Only M-Passes Sold in 2020 421 Passes Sold 515 Total Members	0	32	1	52	1	55	0	84	1	63
Youth Ind		2	59	2	99	2	152	3	122	2	121
Senior Ind		3	87	2	280	3	544	1	305	2	544
Family/2		2	180	1	351	1	308	2	232	3	407
Family/3		2	88	0	207	1	241	0	265	1	226
Family/4		0	167	0	303	2	378	1	225	4	333
Family/5		0	285	0	254	0	349	0	357	0	500
Family/6+		0	177	0	309	0	319	0	403	0	388
Ltd Use Adult	515 Total Members	0	0	1	11	1	3	0	0	1	7
Ltd Use Youth / Senior		7	30	3	23	3	22	1	15	2	15
2020 Carryover visits			268								
Total Pass Uses	605		1373		1888		2371		2008		2604
Pay Per Visit Usage	n/a		4352		4328		5203		5739		5776
Total Monthly Uses	605		6939 (closed 7 days for weather)		6216 (closed 1 day for weather)		8479 (closed 2 days for weather)		7747 (closed 4 days for weather)		8380(2 weather delays/3 disruptions)

CITY OF MENASHA
Parks and Recreation Board
Shepard Park (100 Mathewson St., Menasha)
September 9, 2025
MINUTES

A. CALL TO ORDER

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

B. ROLL CALL/EXCUSED ABSENCES

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

OTHERS PRESENT: PRD Megan Sackett; Mayor Austin Hammond

EXCUSED ABSENCE: None

C. PUBLIC COMMENT/CORRESPONDENCE

None

D. MINUTES TO APPROVE

1. **Minutes of the August 12, 2025 Regular Park Board Meeting:** Motion by T. Grade, seconded by E. Wickman to approve the minutes of the August 12, 2025 Regular Park Board meeting. Motion carried.

E. DISCUSSION / ACTION ITEMS

1. **Replacement of Dock along Water St:** Director Sackett reviewed the memo and corresponding estimates to replace the dock as part of the Water St. reconstruction project. Dir. Sackett noted the footprint of the new dock will remain the same as the existing one. Discussion ensued on future usage by the public.

Motion made by T. Grade, seconded by E. Wickman to approve option B as recommended by staff to include Radtke driving 14 piles for \$25,500 and the City staff building the dock using the piles. With the City portion for material would be \$10,500 for a total of \$36,000. Motion carried.

F. REPORT OF DEPARTMENT HEAD / STAFF

1. **Department Report:** See attached written report.

G. PUBLIC COMMENT ON ANY MATTER LISTED ON THE AGENDA

None

H. ADJOURNMENT

Motion by D. Rand, seconded by B. Adesso to adjourn at 6:04 pm. Motion carried.

PARK BOARD MEETING NOTICE
Tuesday, October 14, 2025
City Hall (100 Main St., Rm 133) – 5:30 pm

Staff Reports from the Parks, Recreation, Forestry & Cemeteries Department

September 2025

PARKS

Staff has been working on the riverwalk fixing the fence and trimming edges. Up next is the walkway (underneath has voids and those will be filled with slurry and new concrete in certain areas).

Trail sealing Hwy 114 by Baldwin to Heckrodt, Melissa to 3rd (behind DPW), Kwik Trip from Oneida to Nature's Way to Manitowoc (station 36) and Nature's Way to Grassy Plains was completed by a contractor August 20.

Summer help is gone for the season; all their hard work this summer with set-ups, cleaning and weeding and grass cutting has been very much appreciated! Seasonal staff will still be here until mid-October.

New playground chips have been laid down at Smith Park.

RECREATION

The Activity Guide is posted online and hit mailboxes on August 22nd. Registration started on August 7th for residents and August 14th for nonresidents. As of August 27, there were 512 program registrations!

August was full of mini camps. A total of 119 kids participated in nine different camp sessions that included Volleyball, Safety Academy, Mermaid and Shark Camp, Ninja Camp, and Cooking Camp.

Menasha Parks & Rec, Police and Health Dept. collaborated this Summer for #SafeSummerMenasha. Three pop-up events at City parks, an at-home safety challenge and safety focused videos highlighted some important safety topics like sun safety, bike safety, fireworks safety, water safety and more.

The Tungate Tussle pickleball tournament was rescheduled to October 4th due to rain. We also hope to have more registrations with this date change.

UPCOMING EVENTS

Brews on Bago: Thursday, September 11 at Jefferson Park 5:00-8:00pm featuring the band Jet Pack Stereo

Music in the Garden: Thursday, September 18 at Smith Gardens 5:00-7:00pm will feature Steven Arnold playing acoustical take on a variety of 50s, 60s, 70s, 80s, 90s, 00s, classic country, new country, rock and classic rock tunes.

Movie in the Park: Friday, September 19 at Jefferson Park 6:00pm (dusk). Partnered with the Menasha Library. Bring a blanket or a lawn chair for family fun!

Grunski Runski will be taking place on September 27 for our 45th annual race! Registration is still open.

FORESTRY



Demonstrating EAB Treatment

Forestry has continued with pruning and removals. With school right around the corner, our focus has been on the trees around playgrounds and school property.

Fall cleanup and prepping for winter tree removals will start up soon.

The arborist intern, Brooke, had her last day August 25th and we were to see her leave to continue her studies at UW - Stevens Point. She was a great help in maintaining our urban forest this year. We wish her the best in her future endeavors!

EVENT UPDATES

We partnered with Menasha PD for the Menasha Night Out event on August 5. There were over 700 participants who joined us at Barker Farm.

Burgers and Bingo was another family favorite with 100 guests.

CoVantage hosted Party at the Park for the second year in a row at Barker Farm! Over 400 individuals enjoyed inflatables, give aways, games, and family fun (compared to the 200 we saw in 2024).

Menasha PD hosted a Doggie Dip at the pool on August 23rd. It was incredible! We had 113 dogs join us for the different time slots compared to 33 in 2024.



Doggie Dip



Party at the Park

POOL

The pool officially closed for the season.

- There were eight (8) private pool rentals in August. That is a 300% increase in comparison to June and July where we had one (1) party each month.
- Mermaid and Shark Camps saw 31 participants registered across the two camps. The mermaids braved cooler temperatures on their first day of camp but enjoyed many fun land activities – and hot chocolate to warm up after a cool swim.
- We were grateful to the 55 season pass holders who chose to join us for a rescheduled season pass appreciation party on August 21!



Shark Camp



Shark Camp



Season Passholder Party

AUGUST Pool Attendance Comparisons

For reference....2019 Pool attendance for the month of August was 2308.

	2020	2021		2022		2023		2024		2025
Type of Pass	Passes Sold (Primary Member)	Passes Sold (Primary Member)	Membership Usage (Number of Swipes)	Passes Sold (Primary Member)	Membership Usage (Number of Swipes)	Passes Sold (Primary Member)	Membership Usage (Number of Swipes)	Passes Sold (Primary Member)	Membership Usage (Number of Swipes)	Membership Usage (Number of Swipes)
Adult Ind	Only M-Passes Sold in 2020	11	13	16	19	20	31	16	25	34
Youth Ind		20	14	29	21	2	37	30	23	25
Senior Ind		33	51	47	191	3	260	59	119	277
Family/2		27	56	40	101	44	157	51	89	157
Family/3	421 Passes Sold	12	24	26	75	30	82	33	80	95
Family/4		14	49	34	103	26	117	28	77	129
Family/5		12	66	13	68	19	134	23	152	210
Family/6+	515 Total Mem-bers	8	44	22	106	18	132	30	137	123
Ltd Use Adult		0	0	11	0	2	1	1	0	4
Ltd Use Youth/Senior		18	15	26	8	29	23	15	2	15
2020 Carryover visits			81							
Total Pass Uses	605		413		692		973		704	1069
Pay Per Visit Usage	n/a		1162		1085		1711		1351	2227
Total Monthly Uses	605		1575 (closed 5 days for weather)		1777 (closed 5 day for weather)		2684 (closed 0 days for weather)		2035 (closed 1 day for weather, 2 disruptions)	3296 (closed 0 days for weather, 3 disruptions)
Total Annual Uses			11,398		14,277		17,444		16,325	17,690

Fun Pool Facts from August:

- The most frequent season pass visitor was a senior who visited us 63 times. (We were open for 73 days).
- We averaged 60 season pass holders visits each day throughout August with a high of 115 (2 days) and a low of 6 pass holder visits.

CITY OF MENASHA
Parks and Recreation Board
City Center (100 Main St., Menasha)
October 14, 2025
MINUTES

A. CALL TO ORDER

The meeting was called to order by Chr. Dick Sturm at 5:30pm.

B. ROLL CALL/EXCUSED ABSENCES

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

OTHERS PRESENT: DDMO Thad Brown, RSSM Chloe Hansen-Dunn, AC Leah Aerts, AA Lori Walbrun

EXCUSED ABSENCE: PRD Megan Sackett

C. PUBLIC COMMENT/CORRESPONDENCE

None

D. MINUTES TO APPROVE

1. **Minutes of the September 9, 2025 Regular Park Board Meeting:** Motion by T. Grade, seconded by M. Grade to approve the minutes of the September 9, 2025 Regular Park Board meeting. Motion carried.

E. DISCUSSION / ACTION ITEMS

1. **Review of 2026 Paks & Recreation Department Draft Budget and CIP:** RSSM Chloe Hansen-Dunn presented the 2026 Draft Budget & CIP PowerPoint introduction and information regarding recreation and pool programming from 2025. DDMO Thad Brown took over with briefing the board on our facilities, forestry and trails and what was accomplished in 2025 looking forward to 2026.
2. **Special Events in City Parks**
 - a. **2026 Courtyard Market of Menasha:** The 2025 Courtyard Market organized by BLOOM (the Downtown Business Organization) was held in Curtis Reed Square. With the discontinuation of BLOOM, the Friends of the Menasha Library will be coordinating the Courtyard Market in 2026. Motion made by Ald. T. Grade, seconded by E. Wickman to approve the Courtyard Market of Menasha in Curtis Reed Square June 14-August 30, 2026 (not July 5). Motion carried.
3. **Establishing an Ad hoc Advisory Committee for the design of the new Menasha Pool at Jefferson Park:** Staff issued a Request for Proposal to secure a consultant for design and engineering services for the reconstruction of the Menasha Pool as part of the Jefferson Park revitalization project. To ensure broad, inclusive input during the design phase, staff are proposing the formation of a seven-member advisory committee. Chr. Sturm agreed that we need to have community input but feels that the authority of the Park Board is being circumvented with the creation of an additional committee. He would like to clarify the function and duties of the ad-hoc committee, i.e. what the outcome is of the ad-hoc committee and what is their authority? He also expressed genuine concern about having an ad-hoc committee and for the function of the Park Board as there was no vote, and no input for the plan.

Chr. Sturm made the motion, seconded by D. Rand to hold on establishing an ad-hoc committee for the design of the new Menasha Pool at Jefferson Park until further information is obtained at a future special meeting on Thursday, October 16 at 6:30pm at the Menasha Senior Center. Motion carried.

F. REPORT OF DEPARTMENT HEAD / STAFF

1. **Department Report:** See attached written report.
2. **Lawson Canal Area Master Plan Update:** The Board expressed concern that their vote was possibly getting by-passed when the Parks & Rec Board has been involved in decision making regarding the Lawson Canal for the past 15 years.

G. PUBLIC COMMENT ON ANY MATTER LISTED ON THE AGENDA

None

H. ADJOURNMENT

Motion by D. Rand, seconded by B. Adesso to adjourn at 7:30 pm. Motion carried.

PARK BOARD REGULAR MEETING NOTICE
Tuesday, November 11, 2025
City Hall (100 Main St., Rm 133) – 5:30 pm

Staff Reports
from the
Parks, Recreation, Forestry & Cemeteries Department
October 2025

PARKS

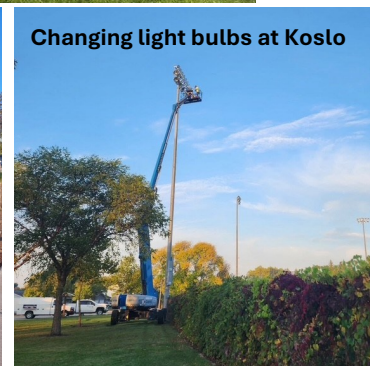
- Jefferson Park
 - * Trail, Road, Softball Diamond and New Pavilion: Final punch list items are being addressed and should be complete by the end of the year.
 - * Boat Launch: Construction began shortly after Labor Day and with good weather a lot of progress has been made with a focus on the new launch area with a coffer dam in place and site excavation well on its way.
 - * Pool: Design/Engineering Proposal requests are out on the market with submittals due October 27.
- On Thursday, October 9, our department was able to showcase the revitalized Jefferson Park as we hosted the regional Park and Rec quarterly meeting with 30 people attending from all over NE Wisconsin.
- Water Street: Concrete pads for benches/swing benches have been installed and trash cans added. The old dock has been removed and the new pilings were pounded in by Radke Contractors. The new dock will be rebuilt by City staff this winter.
- Menasha Utilities were 135' in the air at Koslo to change out the bulbs at the hardball diamond. We appreciate this partnership with MU.
- Staff has been working on the Riverwalk by the Marina caulking seams to restrict water from entering and deteriorating the concrete, making modifications to the steps and landscaping and fencing. Finishing touches will include additional plants and crushed stone.
- Playground inspections have been completed for the year (they are done quarterly).
- About 500 feet of lights were hung in Curtis Reed Square to enhance the downtown for the fall through holiday season.
- Seasonal staff will be finished by October 17th. Their hard work this year has been much appreciated.



Construction at Jefferson boat launch



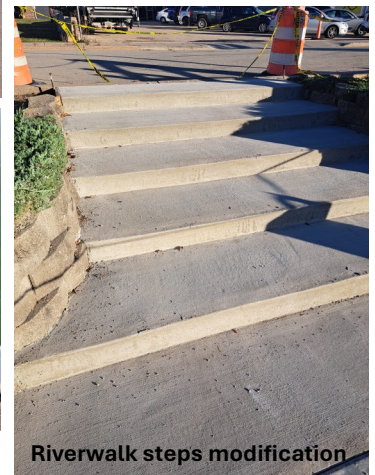
Marina Riverwalk



Changing light bulbs at Koslo



Seam caulking at Riverwalk



Riverwalk steps modification



Forestry staff did deadwood removal and hazard branch mitigation on the tree in the picture to the left. The tree is approximately 100' tall so a big lift was required to complete the job.

RECREATION

Fall Programs

- We wrapped up a successful fall archery program with two classes having a total of 13 archers.
- Pickleball transitioned indoors to Jefferson School. There are a total of 67 pickleball players for 6 groups.
- Gymnastics is well underway with classes on Mondays and Tuesdays. We are close to full in all eight classes!
- Fourteen students attended our September No School Day was fun filled with a puzzle scavenger hunt, enjoying the Menasha Library, and playing hide and seek, tag, and pick up football on the Jefferson Park playground.

Conferences/Trainings

- Leah attended the WI Parks and Recreation Association Fall Workshop in Onalaska October 1-2.
- Chloe attended the Wisconsin Senior Center Association Fall Workshop in Manitowoc October 1-3.



EVENT UPDATES

The annual Day in the Park for the Young at Heart was held at Menasha Corp Pavilion in partnership with the YMCA, Neenah, Appleton, & Fox Crossing Parks and Recreation Departments. Two hundred older adults joined us for a morning of bingo, music, and lunch.

Our final Brews on 'Bago of 2025 was held at Jefferson Park in September. Thanks to our partners—the Menasha Rotary, all our sponsors and Stone Arch for a great season!

The beautiful Smith Gardens was the setting on September 18 for the annual Music in the Garden event with live music and 100 attendees. Thanks to Doty Island for the sponsorship and help to make it possible!

The Parks and Rec Dept. partnered with the Menasha Library for a movie in the park on Sept 19 and enjoyed a night under the stars watching Space Jam. We had 60 people join us.

On September 27 we hosted our 45th Grunski Runski. Under Beth's expert guidance, this event has grown from 84 runners in 2022 to 339 participants this year! When Beth joined us in 2023, there were 289 and 315 last year. It's so fun to see the enthusiasm for this race return!

UPCOMING EVENTS

The **Great Pumpkin Hunt** is back for families to enjoy October 16-23. Clues for the hunt will be released on the 15th!

Hometown Halloween returns on October 23. Join us Downtown Menasha from 4:00-6:00pm! We'll have trick or treating, face painting, balloon twisters and fun games!

**CITY OF MENASHA
Plan Commission
Menasha City Center
100 Main Street, Menasha
First Floor Conference Rooms
October 7, 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 James Merten, Alderman Rosita Eisenach, Commissioners Elke Werner, Dick Sturm, and Kevin Benner.

PLAN COMMISSION MEMBERS EXCUSED: Commissioner Rachel Roth.

OTHERS PRESENT: CDD Dane, AP Heim, and Alderman Chris Rand.

C. PUBLIC HEARING

D. MINUTES TO APPROVE

A. Minutes of the September 9, 2025 Plan Commission Meeting

Motion by Comm. Sturm, seconded by Ald. Eisenach, to approve the September 9, 2025 Plan Commission meeting minutes. The motion carried.

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

No one spoke.

F. DISCUSSION / ACTION ITEMS

G. COMMUNICATION

1. Electronic Billboards

CDD Dane provided information to the commission regarding a possible ordinance change to allow off-premises static billboards to be converted to digital billboards. The current zoning code prevents this type of conversion.

Communities that have adopted changes to their codes refer to the model of “cap and replace” which would allow conversion of an existing static billboard to digital, conditioned on the removal of one or more static billboards elsewhere in the city. This would, in time, reduce the total number billboards within city limits.

Commissioners discussed the following:

- Similar proposal around 10-12 years ago had support from the commission at that time.
- Negotiate to allow screen time dedicated to promoting City activities.
- Defining location these types of conversions would be allowed.
- Allow conversion from static to digital, no new billboards.
- Language for enforcement and luminary units if ordinance revisions occur.
- Check Department of Transportation standards and model after those.
- Contact neighboring communities and encourage uniformity in codes.

It was consensus by the commissioners that staff be directed to draft ordinance language to be brought to the November meeting.

2. Special Meeting, Monday, October 20, 2025

CDD Dane stated the purpose for the special meeting was to review the planning documents for the creation of Tax Increment District No. 15 which encompasses properties near and along Province Terrace. All members indicated they could be present.

3. 2026 Draft Meeting Calendar

The draft 2026 meeting calendar was shared with no comments.

4. Comprehensive Plan Update

CDD provided a high level summary of the public comments that have been received through the various in-person public participation activities as well as the on-line public survey. To date, 90 responses have been received via the on-line survey. Staff will be preparing chapters of the plan to be brought before Plan Commission for review and comment.

5. Set Next Meeting Date

The special Plan Commission was set for October 20, 2025. The next regular meeting was set for November 4, 2025.

H. ADJOURNMENT

Motion by Comm. Benner seconded by Comm. Werner to adjourn at 4:39 PM. The motion carried.

Minutes submitted by AP Heim.

CITY OF MENASHA
COMMITTEE ON AGING
MINUTES
September 12, 2025

A. CALL TO ORDER

Meeting called to order by Roy Meier at 1:35PM.

B. ROLL CALL/EXCUSED ABSENCES

PRESENT: Gary Coopman, Dan Kelpinski, Roy Meier, Sue Wisneski, Public Health Director Kristine Hutter

ABSENT: Bea Kohanski, Jeff Pommerening, Recreation/Senior Services Manager Chloe Hansen-Dunn

ALSO PRESENT: PHN Meghan Pauly, Senior Activity Coordinator Leah Aerts

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

D. MINUTES TO APPROVE

1. Committee on Aging, August 8, 2025

Moved by D. Kelpinski and seconded by G. Coopman to approve the August 8, 2025 meeting minutes.

The motion carried.

E. REPORT OF DEPT HEADS/STAFF

1. Sixty Plus Grant Program

M. Pauly reported 31 people received 44 services in August. SRO Heinen brought K9 Koda for Memory Café. Walking Club is walking only on Tuesdays now. For the summer, Walking Club participants have walked a combined total of 234.76 miles.

2. Senior Center Operations and Programming

- a. August 2025 Report

See included Menasha Senior Center Staff Report.

L. Aerts reported that there were 336 visitors, 1,198 visits, and 1253 services at the Senior Center in August. Programs included an ice cream social and tunes bingo. There were two bus trips.

3. Announcements

- a. Sixty Plus

Memory Café will be a speakers series in 2026. Speakers are booked through July 2026. There will be no November or December Memory Café in 2026. A marketing magnet will be created to advertise the 2026 sessions. Chair massages are full for next week. High dose flu vaccines will be available on September 25 at the Senior Center, an appointment is required. Wellness Labs will be held on October 23 at the Senior Center. Sign up through the health department.

- b. Menasha Senior Center

Neil Diamond tribute event is almost full. There is an upcoming bus trip to the Laura Ingles Wilder Museum. Timeless Trails bike riding is happening Thursdays at 8:30am. Meet at the Senior Center. Hometown Halloween is October 23.

F. NEW BUSINESS

Discussion among Committee members and staff about Bingo prizes, needing candy for Hometown Halloween trick or treating, and positive comments about Day in the Park held at Jefferson Park.

G. HELD OVER BUSINESS

H. DISCUSSION / ACTION ITEMS

I. ADJOURNMENT

Moved by S. Wisneski and seconded by D. Kelpinski to adjourn the meeting at 1:57PM. The motion carried.

Next meeting: October 10, 2025 at 1:30 PM

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

**CITY OF MENASHA
Housing Authority Meeting
Public Works Facility
Adam Alix Conference Room
440 First Street, Menasha
October 9, 2025
DRAFT MINUTES**

A. CALL TO ORDER

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

B. ROLL CALL/EXCUSED ABSENCES

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

MEMBERS EXCUSED/ABSENT:

OTHERS PRESENT: CDD Dane, PP Larsen, Doug Salmi (Habitat for Humanities)

C. MINUTES TO APPROVE

1. Minutes of September 22, 2025, Housing Authority Meeting

A motion was made by Vice-Chair Keehan to approve the September 22, 2025, Housing Authority Meeting minutes. The motion was seconded by Comm. Geffers. The motion carried.

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

Five (5) minute time limit for each person

E. REPORT OF DEPARTMENT HEADS/STAFF/CONSULTANTS

F. ACTION / DISCUSSION

1. Proposed Strong Neighborhoods Partnership with Habitat for Humanity

No action was taken.

2. Draft 2026 Meeting Calendar

No action was taken.

3. Set Next meeting – October 27, 2025

A meeting was set for **October 14, 2025**

G. ADJOURNMENT

A motion was made by Vice-Chair Keehan to adjourn the meeting at 5:35pm. The motion was seconded by Comm. Haffner. The motion carried.

Minutes happily submitted by PP Larsen.

**CITY OF MENASHA
Redevelopment Authority
Menasha City Center
100 Main St, Menasha, WI 54952
First Floor Conference Rooms
October 7, 2025
DRAFT MINUTES**

A. CALL TO ORDER

The meeting was called to order by Vice-Chair Kip Golden at 5:17pm.

B. ROLL CALL/EXCUSED ABSENCES

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

REDEVELOPMENT AUTHORITY MEMBERS EXCUSED: Kim Vanderhyden.

OTHERS PRESENT: Mayor Hammond, CDD Dane, PP Larsen, Alderman Tom Marshall, Alderman Randy Ropella, Rudy Smith (1242 Fieldview Dr)

C. PUBLIC HEARING

None.

D. MINUTES TO APPROVE

1. Minutes of the September 9, 2025 Redevelopment Authority Meeting

Comm. Coenen made a motion to approve the minutes of the September 9, 2025 Redevelopment Authority meeting. The motion was seconded by Comm. Vanderlinden. The motion carried.

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

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

Alderman Tom Marshal stated that he was upset with the proposed Province Terrace lot 10 development and mentioned the effect to wildlife clearing this lot would cause and due to that he was be voting against this if it was presented to Common Council.

Ruby Smith (1242 Fieldview Dr.) mentioned that she would be willing to purchase the lot at the asking price to prevent the development and clearing of the existing trees on the lot.

Alderman Randy Ropella wanted clarification on the proposed Province Terrace lot 10 development and hopes that a development agreement is executed that clearly states the intentions of the developer prior to any work being done on the lot.

F. DISCUSSION / ACTION ITEMS

1. 2026 Proposed Redevelopment Authority Budget and Financial Projections

CDD Dane mentioned that Director Sassman was unable to attend the meeting to speak on the Redevelopment Authority budget and financial projections but would be able to speak at the next scheduled Redevelopment Authority meeting and proposed to table the discussion until the next meeting.

2. Province Terrace Offer to Purchase – 1173 Province Terrace (Lot 10)

CDD Dane spoke on the past sales of Redevelopment Authority lots such as 1100 Province Terrace, 1101 Province Terrace, 1109 Province Terrace, 2011 Manitowoc Rd, 2027 Manitowoc Rd, 1133 Oneida St, and 1148 Province Terrace.

CDD Dane reminded the Redevelopment Authority about the length that 1173 Province Terrace has been for sale and the possible reasoning the lot has been for sale so long such as there

being wetlands on the site, grade challenges, the lot being wooden, and the unique shape of the lot.

General discussion ensued about the possible development on lot 10 and the submitted offer to purchase.

A motion was made by Comm. Coenen to recommend presenting a counter offer with the removal of line 627-629 and marking N/A on line 620.

General discussion ensued.

An amended motion was presented by Comm Coenen to present a counter offer with the removal of lines 627-629, marking N/A on line 620, and include a land purchase and development agreement with the offer to purchase. The motion was seconded by Comm. Vanderlinden. The motion carried.

3. 2 Tayco Street (Koch Building)

Ald Rand provided a brief summary of the conversation he has had with a potential developer for the redevelopment of 2 & 4 Tayco St and the current state of the building.

CDD Dane presented various concept plans that he acquired from working with a consultant that showed renderings of possible redevelopments of 2 & 4 Tayco St. and touched on the process it would take to begin redevelopment of this building.

General discussion ensued.

A motion was presented by Chair Vanderhyden to direct staff to pursue options to redevelop 2 & 4 Tayco St. The motion was seconded by Ald. Rand. The motion carried.

G. COMMUNICATION

1. Quit Claim Deed – 325 Broad Street

CDD Dane presented renderings of a concept plan for this property and the process it would take to begin redevelopment of this property and surrounding properties.

General discussion ensued.

2. 2026 Draft Meeting Calendar

No discussion

3. Comprehensive Plan Update

CDD Dane explained that future open house discussions will be about infill development and presented a concept plan for the redevelopment of Water Street including a multi-family development.

CDD Dane spoke briefly on the Lawson Canal redevelopment concept plan that he has been working with a consultant on.

General discussion ensued.

4. Set Meeting Date – November 4, 2025

The next meeting was set for November 4, 2025.

H. ADJOURNMENT

Chair Vanderhyden motioned to adjourn the meeting at 6:27p.m., Comm. Vanderlinden seconded the motion. The motion carried.

Minutes submitted by PP Larsen

CITY OF MENASHA
Parks and Recreation Board
Menasha Senior Center (116 Main St., Menasha)
October 16, 2025
MINUTES

A. CALL TO ORDER

The meeting was called to order by Chr. Dick Sturm at 6:33pm.

B. ROLL CALL/EXCUSED ABSENCES

MEMBERS PRESENT: Chr. Dick Sturm, Vice Chr. Brian Adesso, Ald. Ted Grade, Melissa Grade, D. Rand (present virtually)

OTHERS PRESENT: PRD Megan Sackett, DDMO Thad Brown, RSSM Chloe Hansen-Dunn, Mayor Austin Hammond

EXCUSED ABSENCE: E. Wickman

C. PUBLIC COMMENT/CORRESPONDENCE

None

D. MINUTES TO APPROVE

E. DISCUSSION / ACTION ITEMS

1. **2026 Pool Operations:** Sackett stated due to progressive deterioration, following discussions and the pool tour with Park Board and Common Council, the recommendation to not open the pool in 2026 was made. An RFP for concept designs has been released. Once all proposals are submitted, Park Board will assess and approve and recommendation will then go to Common Council. Ald. T. Grade thanked staff for keeping the pool running; B. Adesso expressed concern about if it is closed, will we actually ever have a pool again; Chr. Sturm said there were designs as far back as 2008 because it was known then that a new pool was needed but it kept getting kicked down the road; D. Rand feels we need to garner community support as the pool is super important to quality of life.

Motion made by Chr. D. Sturm, seconded by Ald. T. Grade in agreement that the pool is not in a suitable condition to operate in 2026 and supports that the pool doesn't operate. Motion carried.

2. **Establishing an Ad hoc Advisory Committee for the design of the new Menasha Pool at Jefferson Park (Held from October 14, 2025 Meeting):** Dir. Sackett expressed that the intent of an ad hoc committee was not to take away power from the Park Board, but would like to include Common Council, community members (pool users) to work alongside the Park Board and get more buy in. Chr. Sturm said we've always included public input, but the Board would like more than just 2 people on the design; historically they have had up to three (3) listening sessions with public input. Pool users can help identify design elements; plan the process to get many supporters, gain momentum. Discussion ensued among Park Board members with a final idea of having two Park Board members work along side staff and consultants with a possible additional Park Board meeting monthly specific to pool design that would include selected stakeholders to participate. The Board gave direction to Director Sackett to explore that idea further.

G. PUBLIC COMMENT ON ANY MATTER LISTED ON THE AGENDA

None

H. ADJOURNMENT

Motion by Ald. T. Grade, seconded by M. Grade to adjourn at 8:01 pm. Motion carried.

PARK BOARD REGULAR MEETING NOTICE
Tuesday, November 11, 2025
City Hall (100 Main St., Rm 133) – 5:30 pm



MEMORANDUM

DATE October 14th 2025
TO Honorable Mayor and Common Council
FROM Andrew Dane, Community Development Director
RE UW–Madison Landscape Architecture Capstone Project – Downtown Waterfront

Background

The City of Menasha has been selected as a partner community for the University of Wisconsin–Madison Department of Planning and Landscape Architecture’s 2025–2026 Landscape Architecture Capstone Project. This program engages senior-level students in yearlong community design projects that address real-world issues in Wisconsin communities. Projects are guided by faculty and local advisory committees and culminate in a comprehensive design and planning report. Each Capstone project includes two phases:

- Fall Semester – Research and Analysis: Students conduct background studies, site analysis, precedent reviews, and preliminary design concepts based on local needs and input.
- Spring Semester – Design Development: Students refine concepts into a vision framework and detailed site and landscape designs, culminating in a public presentation and final report delivered to the community.

The UW–Madison program has successfully collaborated with more than 300 communities across Wisconsin since 2001, providing valuable planning and design assistance that supports community revitalization and implementation efforts.

Project Overview

The City of Menasha project will focus on creating a Downtown Waterfront Vision Plan that complements the City’s ongoing Comprehensive Plan Update (Imagine 2035 – Your Place on the Water). The vision plan will explore opportunities to:

- Strengthen downtown vibrancy and neighborhood connections;
- Revitalize underutilized industrial areas such as the Whiting Paper Mill site and adjacent riverfront properties;
- Expand public spaces, trails, and waterfront access;
- Enhance pedestrian, bicycle, and boating connectivity;
- Support arts, culture, and recreation as key elements of downtown vitality; and

- Incorporate green infrastructure and stormwater management strategies to improve water quality, enhance resilience, and support sustainable redevelopment practices.

The City's advisory team will include the Community Development Director, Public Works Director, and Parks Director. Funding for minor incidental project costs such as travel and printing will be covered through the existing Community Development Department budget.

Relationship to the Comprehensive Plan Update

This Capstone project will directly complement and enrich the Comprehensive Plan update by:

- Providing a visual and conceptual framework to guide redevelopment along the downtown waterfront;
- Exploring design alternatives and placemaking strategies consistent with long-term land use and economic development goals;
- Offering illustrative graphics and site concepts that can inform future implementation, grant applications, and capital planning; and
- Integrating environmental design principles that align with the City's sustainability goals and forthcoming participation in the Wisconsin Local Government Climate Coalition.

The resulting document will serve as a visioning tool for both staff and elected officials as the City positions its downtown waterfront as a catalyst for community growth and reinvestment.

Next Steps

- UW–Madison students will begin preliminary research in September 2025, with site visits scheduled during the fall semester.
- A preliminary proposal and analysis presentation will occur in December 2025, followed by a final community presentation in May 2026.
- City staff will provide ongoing coordination and participate in project review meetings throughout the academic year.

Recommendation

This memo is for informational purposes. No Council action is required at this time. City staff will keep the Council informed as the project progresses and will share final materials upon completion.



PROCLAMATION

Office of the Mayor

WHEREAS, Indigenous Peoples' Day was first proposed in 1977 by a delegation of Native Nations to the United Nations sponsored International Conference on Discrimination Against Indigenous Populations in the Americas; and,

WHEREAS, Indigenous Peoples Day began in commemoration of five hundred years of survival and renewal of Indigenous Nations in the face of genocide, colonization, political, religious, and cultural repression; and,

WHEREAS, Wisconsin is home to twelve native nations, including Bad River Band of Lake Superior Chippewa, Forest County Potawatomi, Ho-Chunk Nation, Lac Courte Oreilles Band of Lake Superior Chippewa, Lac du Flambeau Band of Lake Superior Chippewa Indians, Menominee Indian Tribe of Wisconsin, Oneida Nation of Wisconsin, Red Cliff Band of Lake Superior Chippewa, Sokaogon Chippewa Community, Mole Lake Band of Lake Superior Chippewa, St. Croix Chippewa Tribe of Wisconsin, Stockbridge-Munsee Mohican Tribe, and Brothertown Indian Nation; and,

WHEREAS, Through Executive Order 50, Wisconsin Governor Tony Evers declared the second Monday of every October, Indigenous Peoples Day; and,

WHEREAS, the City of Menasha recognizes that the Indigenous peoples of this hemisphere, that would later become known as the Americas, have lived on these lands since time immemorial and the City recognizes the fact that Menasha is built upon the homelands of the Indigenous people of this region; and,

WHEREAS, this indigenous culture was disrupted and destroyed as it was once known all across the Americas; and

WHEREAS, The City of Menasha will continue to support Indigenous Nations' struggles for social and environmental justice, religious freedom, tribal sovereignty, and equity; and,

WHEREAS, the City of Menasha honors our country's indigenous roots and history, and seeks with this celebration to bring greater understanding to the people of Menasha regarding indigenous cultures and the enormous contributions they have made and continue to make to our nation and to the City of Menasha.

NOW, THEREFORE, BE IT RESOLVED that I, Mayor Austin Hammond, proclaim that October 13th, 2025, be :

Indigenous Peoples' Day

in the City of Menasha

Signed and Sealed this 13th day of October, 2025

A handwritten signature in black ink, appearing to read "Austin R. Hammond".

Austin R. Hammond, Mayor





2026 Budget Review Sessions
Menasha City Center-First Floor Conference Rooms
5:00 PM

Wednesday, November 5th

Introduction to the 2026 Budget
Community Development
Mayor/Common Council

Thursday, November 6th

Senior Center
Parks & Recreation
Public Works

Wednesday, November 12th

Health
Library
Fire

Thursday, November 13th

Police
Attorney/Personnel/Clerk
Finance/Assessor/Information Technology/Debt Service
Capital Improvements Recap/Borrowing



COMMON COUNCIL MINUTES
Monday, October 6, 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 6:00 pm.

B. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

C. ROLL CALL

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

Absent: Ald. Lewis

Also Present: FD Sassman, DPW Merten, CDD Dane, PRD Sackett, FC Teesch, PHD Hutter, FM Laracuenta, CA Struve, Mayor Hammond, Clerk Snyder, DC Janet

D. PUBLIC HEARING

1. Proposed Rezoning of Property Located at 437 Ahnaip Street (Parcel No. 3-00491-00) from C-1 General Commercial District to R-1 Single Family Residence District

Mayor Hammond opened the public hearing at 6:01pm and invited members of the public to speak.

Mayor Hammond closed the public hearing at 6:01pm after no members of the public elected to speak.

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

Steve Burow (716 Arthur Street, Menasha) commented on concerns regarding neighboring properties under ownership by lessors. Specifically, Burrow commented on a lack of property and lawn maintenance.

James Taylor (340 Broad Street, Menasha) commented on downtown action organizations in surrounding communities, tourism in the Fox Cities, water and odor issues related to the Menasha Locks, and e-bike safety concerns.

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

Motion by District 7 Alderperson Grade seconded by District 4 Alderperson Perkins to receive. Motion carried on voice vote.

1. Presentations:

- a. City of Menasha Comprehensive Plan Update

Staff described feedback received through open houses designed to garner

public input on Menasha's Comprehensive Plan Update. This feedback included development of social spaces in the Lawson Canal and Water Street Corridor areas, redevelopment of the former Shopko, UWO – Fox Cities Campus, and Whiting Paper Mill sites, and an overall interest in housing developments. Participants additionally highlighted an interest in a grocer, waterway cleanup, revitalization of vacant sites, and improved walkability. Staff also described specific renderings and posters on display at the open house, including a variety of future redevelopment opportunities for the downtown and other areas of the city.

2. Minutes to Receive:

- a. Board of Appeals, 5/29/25
- b. Committee on Aging, 8/8/25
- c. Board of Public Works, 9/15/25
- d. Water and Light Commission, 9/24/25
- e. Neenah-Menasha Fire Rescue Joint Finance and Personnel Committee, 9/30/25
- f. Plan Commission, 9/9/25
- g. Landmarks Commission, 9/10/25
- h. Housing Authority, 9/22/25
- i. Redevelopment Authority, 9/9/25
- j. Board of Health, 8/6/25

3. Communications:

- a. Second Quarter Financial Update
- b. Public Power Week Proclamation

G. CONSENT AGENDA

1. Common Council Minutes, 9/15/25

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

2. Board of Public Works, 9/15/25, Recommends Approval of:

- a. Street Use Application — Hometown Halloween; Thursday, October 23, 2025; 2:30 p.m. to 6:10 p.m.; Menasha Parks and Recreation
Motion by District 8 Alderperson Ropella, seconded by District 6 Alderperson Marshall to approve.

Motion carried 7-0 on roll call.

- b. Payment — Fahrner Asphalt Sealers, Inc.; Contract Unit No. 2025-05; Asphaltic Concrete Pavement Chip Sealing — Various City Streets; \$64,368.00 (Payment No. 1 & FINAL)

Motion by District 8 Alderperson Ropella, seconded by District 6 Alderperson Marshall to approve.

Motion carried 7-0 on roll call.

Staff advised on which streets the chip sealing treatment had been performed, including Sixth Street and Ninth Street.

3. Plan Commission, 9/9/25, Recommends Approval of:

- a. Certified Survey Map as presented to consolidate 437 Ahnaip Street (Parcel No. 3-00491-00) and 441 Ahnaip Street (Parcel No. 3-00489-00) with the following condition:

Common Council approval of the zoning classification of 437 Ahnaip Street (Parcel No. 3-00491-00)

Motion by District 1 Alderperson Rand, seconded by District 2 Alderperson Eisenach 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 9/12/25 - 10/2/25 in the amount of \$2,144,392.78

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-24-25 - A Resolution Authorizing a Signatory Municipality to Exceed the Levy Limit for Neenah-Menasha Fire Rescue for the Fiscal Year 2026 (Introduced by Ald. Grade)

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

Motion carried 7-0 on roll call.

Staff advised that this is a State of Wisconsin requirement for signatory municipalities with joint fire departments, regardless of whether either wishes to exceed the levy limit, though this resolution additionally enables each municipality to do so.

2. O-13-25 - An Ordinance Amending Title 13, by Making Certain Changes to the District of 437 Ahnaip Street (Parcel No. 3-00491-00); C-1 General Commercial District to R-1 Single Family Residence District (Introduced by Ald. Rand)

Motion by District 1 Alderperson Rand, seconded by District 2 Alderperson Eisenach to approve.

Motion carried 7-0 on roll call.

3. R-25-25 - A Resolution Establishing the Downtown Menasha Forward Ad-Hoc Committee to lay the Groundwork for the Creation of a Downtown Non-Profit Organization (Introduced by Mayor Hammond)

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

Motion carried 7-0 on roll call.

Discussion considered the importance of the creation of an organization for downtown revitalization, not only for the downtown area but also for the City as a whole.

Staff advised that the purpose of this ad-hoc committee is to assist in the establishment of this nonprofit organization and its board; this means that this ad-hoc committee will dissolve upon establishment of the organization's independent board.

L. APPOINTMENTS

1. Common Council's reappointment of Antoine Tines to the Utility Commission for the term of 10/7/25 - 10/1/30

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

2. Mayor's reappointment of Larry Haase to the Housing Authority for the term of 10/7/25 - 7/1/30

Motion by District 7 Alderperson Grade seconded by District 4 Alderperson Perkins to approve. Motion carried on voice vote.

3. Mayor's reappointment of Frank Haffner to the Housing Authority for the term of 10/7/25 - 7/1/26

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

Discussion considered appointment length.

Staff advised this individual asked for a shorter term and would consider a future term.

M. CLAIMS AGAINST THE CITY

N. PUBLIC COMMENTS ON ANY MATTER LISTED ON THE AGENDA

O. ADJOURNMENT

Motion by District 4 Alderperson Perkins seconded by District 2 Alderperson Eisenach to adjourn the Common Council meeting at 6:42 pm. Motion carried on voice vote.

Minutes submitted by Deputy City Clerk Evan Janet.

Certificate of Payment

Date: 10/1/2025

Payment Request: 1 (One)

Contractor: Northeast Asphalt, Inc.

Address: W6380 Design Drive, Greenville, WI 54942

Contract Unit No.: 2025-03

Project Description: Jefferson Park Boat Launch

	Original Contract Amount:	\$	1,315,650.00
Change Order 1:		Total Change Orders:	\$ -
Change Order 2:		Total Contract Amount (Including Change Orders):	\$ 1,315,650.00
Change Order 3:		Total Earned to Date (Summary Attached):	\$ 290,590.00
Change Order 4:		Less Retainage: 5.0%	\$ 14,529.50
	Amount Due:	\$	276,060.50

Payment 1	
Payment 2	
Payment 3	
Payment 4	
Payment 5	
Payment 6	
Payment 7	
Current Payment	\$ 276,060.50

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

Date: _____ BY: _____

Recommended for Payment

Public Works Authorization: _____

Common Council Approval Date: _____

Finance Department

Account Number	Amount

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

Item	Quantity	Description	Payment 1 (One) 10/1/25			
			Base Bid	Unit Price	Item Total	YTD
1	1	Common Excavation and Grading		\$ 100,000.00	\$ 100,000.00	0.75
2	1,600	Geotextile Fabric		\$ 3.00	\$ 4,800.00	0.00
3	1,400	Excavation Below Subgrade (EBS)		\$ 8.50	\$ 11,900.00	0.00
4	4,000	Recycled Dense Graded Base (From City Stockpile)		\$ 11.00	\$ 44,000.00	100.00
5	1,400	EBS Backfill - Recycled Dense Graded Base (From City Stockpile)		\$ 11.00	\$ 15,400.00	0.00
6	240	Crushed Clear Stone		\$ 39.00	\$ 9,360.00	0.00
7	1,100	Curb and Gutter, 24-IN		\$ 23.40	\$ 25,740.00	0.00
8	1,150	Ribbon Curb, 24-IN		\$ 35.50	\$ 40,825.00	0.00
9	500	Concrete Driveway Apron, 7-IN		\$ 10.75	\$ 5,375.00	0.00
10	7,025	Concrete Sidewalk, 5-IN		\$ 7.60	\$ 53,390.00	0.00
11	6	Truncated Dome Detectable Warning Panel, 2-FT by 5-FT		\$ 375.00	\$ 2,250.00	0.00
12	3	Concrete Drainage Flume		\$ 1,200.00	\$ 3,600.00	0.00
13	1	Concrete Trench Drain with Grate		\$ 2,900.00	\$ 2,900.00	0.00
14	2,400	Asphalt Pavement - Road and Parking		\$ 91.10	\$ 218,640.00	0.00
15	1	Traffic Control		\$ 600.00	\$ 600.00	0.00
16	1	Pavement Markings		\$ 18,425.00	\$ 18,425.00	0.00
17	1	Demolition and Removals		\$ 182,000.00	\$ 182,000.00	0.75
18	2	4-FT Precast Manhole		\$ 8,505.00	\$ 17,010.00	0.00
19	2	2-FT by 3-FT Inlet		\$ 3,600.00	\$ 7,200.00	0.00
20	300	12-IN RCP Storm Sewer		\$ 66.00	\$ 19,800.00	50.00
21	3	12-IN RCP Apron End Wall		\$ 1,400.00	\$ 4,200.00	3.00
22	1	12-IN Outfall Through Sheet Pile Wall		\$ 100.00	\$ 100.00	0.00
23	4	Bio-Infiltration Basin Including native seeding and plantings, engineered soil, and underdrain		\$ 27,000.00	\$ 108,000.00	2.00
24	3	Outlet Control Structure		\$ 5,000.00	\$ 15,000.00	1.00
25	3	Adjust Existing Manhole or Valve Vault Casting		\$ 850.00	\$ 2,550.00	0.00
26	1	Adjust Existing Water Valve Box		\$ 650.00	\$ 650.00	0.00
27	1	2-IN Water Service Including Connections and Fittings, Corporation Stop, Curb Stop and Box		\$ 16,600.00	\$ 16,600.00	0.00
28	2,700	9-IN Reinforced Concrete Pavement (Cast-in-Place)		\$ 17.00	\$ 45,900.00	0.00
29	2,900	9-IN Concrete Pavement (Precast Panels)		\$ 17.00	\$ 49,300.00	0.00
30	4	Concrete Launch Dock Abutment		\$ 5,000.00	\$ 20,000.00	0.00
31	4	Boarding Dock Including Anchorage		\$ 35,000.00	\$ 140,000.00	0.00
32	3	Dual Luminaire Lightpole with Base		\$ 5,200.00	\$ 15,600.00	0.00
33	5	Single Luminaire Lightpole with Base		\$ 5,200.00	\$ 26,000.00	0.00
34	4	Receptable Base		\$ 315.00	\$ 1,260.00	0.00
35	1	Conduit, Wire, Connectors, etc.		\$ 15,260.00	\$ 15,260.00	0.00
36	1	Install City-Supplied Electrical and Lighting Cabinet		\$ 1,815.00	\$ 1,815.00	0.00
37	200	Riprap		\$ 63.00	\$ 12,600.00	100.00
38	100	Vegetated Boulder Revetment		\$ 160.00	\$ 16,000.00	20.00
39	6,500	Seed Restoration with Erosion Mat Class 1 Urban, Type A		\$ 3.85	\$ 25,025.00	0.00
40	1	Install 200 LF of 5-FT Chain-Link Fence and Salvaged Gates		\$ 13,100.00	\$ 13,100.00	0.00
41	1	Install and Maintain Tracking Pad		\$ 1,200.00	\$ 1,200.00	1.00
42	300	Install and Maintain Turbidity Barrier		\$ 1.00	\$ 300.00	0.00
43	500	Install and Maintain Silt Log		\$ 3.95	\$ 1,975.00	200.00
Total Base Bid (Items 1 - 43)					\$ 1,315,650.00	\$ 290,590.00



MEMORANDUM

To: Common Council

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

Date: October 16, 2025

RE: 2026 Pool Operations

Since opening in 1959, the City of Menasha Pool has served as a cornerstone of community recreation, welcoming thousands of visitors each summer. For over six decades, the pool has provided a place for families, youth, and individuals to gather, stay active, and enjoy an enhanced quality of life.

Despite its continued importance to the community, the facility has undergone only two major renovations during its lifetime:

- 1990 Renovation – Included structural modifications to the pool basin to add a zero-depth entry and installation of the current water slide.
- 2019 Renovation – Focused on cosmetic improvements to the pool house locker rooms, including fresh paint and epoxy flooring.

Unfortunately, over time the facility has continued to deteriorate significantly. Increasing safety concerns for patrons and staff, including roof leaks, boiler malfunctions, electrical hazards, and structural degradation, now threaten the pool's ability to operate safely. Staff have determined that an investment between \$300,000 and \$500,000 would be required to safely reopen the facility for the 2026 season.

Critical Repairs Needed Prior to Reopening

Estimated Total: \$295,000

- Boiler Replacement, Piping, and Installation
Estimated Cost: \$175,000 – \$225,000
The aging boiler is non-functional and would need complete replacement.
- Pump House Roof Replacement
Estimated Cost: \$25,000
Persistent roof leaks are compromising the structural integrity of the building and creating electrical hazards.
- Electrical Repairs Due to Water Damage
Estimated Cost: \$50,000
Water infiltration has damaged electrical systems, posing serious safety hazards.
- Plumbing Repairs
Estimated Cost: \$20,000

Includes critical repairs to non-functioning valves and previously deferred plumbing issues.

Additional Safety and Structural Concerns

Estimated Total: \$190,000

- Paint Removal and Surface Repainting
Estimated Cost: \$10,000
Peeling paint requiring possible abatement.
- Pool House Roof Repairs
Estimated Cost: \$145,000
Further roof deterioration affecting electrical and causing paint peeling. Repairs require access through the pool deck.
- Deck Removal to Access Roof Structures
Estimated Cost: \$35,000
Required to facilitate roof repairs.

While the Menasha Pool continues to bring significant recreational, health, and social benefits to the community, the scope and cost of necessary repairs, combined with ongoing safety risks, make continued operation of the existing facility no longer feasible.

Following several internal discussions, staff recommended closure of the existing pool facility and preparation for demolition in preparation for the new facility. This proactive step prioritizes public safety and allows the City to move forward with plans for a modern, sustainable aquatic center that will serve residents for generations to come.

Funding for the design of a new aquatic facility was included in the approved 2025 budget. The City has released a Request for Proposals (RFP), with final consultant proposals due later this month. A recommendation for consultant selection will be brought forward for approval in early November 2025.

Recommendation

Park Board recommends approval to Common Council to not open the Menasha Pool in 2026 due to the fact the pool is not in a suitable condition to operate and supports the recommendation that the pool does not operate.

City of Menasha Disbursements
10/03/25-10/16/25

Weekly Accounts Payable	10/9/2025	\$248,101.58
	Checks # 86569-86639	
	Void Checks 86640-88733	
	**Technical Difficulties	
Weekly Accounts Payable	10/16/2025	\$223,842.90
	Checks # 88734-88778	
	Void Check #86562	(\$650.00)
Bi-Weekly Payroll	10/16/25	\$249,660.24
Additional Regular Cycle Accounts Payables -Paid Electronically		
Wisconsin Deferred Compensation	10/03/25	\$11,110.75
Home Depot ACH	10/06/25	\$546.04
Network Health Premium	10/07/25	\$158,540.48
Federal Tax Withholding	10/08/25	\$86,115.00
Delta Dental	10/08/25	\$2,500.71
Sugar Maple Properties ACH	10/10/25	\$154,629.79
HUB (Special Event Insurance) ACH	10/10/25	\$311.66
Home Depot ACH	10/10/25	\$136.05
Delta Dental	10/13/25	\$1,302.72
Nationwide Deferred Compensation	10/16/25	\$3,487.50
Wisconsin Support Collections	10/16/25	\$823.91
Community First CU-Payroll Deduction	10/16/25	\$763.60
		\$ 420,268.21
	Total	<u>\$1,141,222.93</u>

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

Yessi Laracuente

Yessi Laracuente
Finance Manager

10/16/25

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: 10/9/2025

Date: 10/16/2025

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
ACCURATE	86569	10/9/2025	2511302	100-1008-541.30-15	524.25	HOSE CLAMP
Total for check: 86569					524.25	
AMAZON CAPITAL SERVICES	86570	10/9/2025	179W-CVLF-GLKH	100-0801-521.30-10	154.98	OFFICE SUPPLIES
		10/9/2025	1DGT-DPNQ-J93Q	100-0801-521.24-02	47.46	WIRELESS MICROPHONE CASE
		10/9/2025	1H43-1XHJ-HGCJ	100-0202-512.30-21	82.07	EYEGLASS CLEANERS, HAND WARMERS
		10/9/2025	1JFL-793D-6KYQ	100-0801-521.19-02	109.95	MEN'S TACTICAL BOOTS
		10/9/2025	1L6L-RR9Q-664Q	100-0903-531.30-10	29.86	OFFICE SUPPLIES
				100-0905-531.30-10	8.99	OFFICE SUPPLIES
		10/9/2025	1PG9-YWLP-9KW3	100-0801-521.80-05	76.04	WELLNESS ROOM OFFICE SIGN/STRETCH BANDS FOR P.1
		10/9/2025	1PR7-HNL9-6DKC	100-0801-521.30-15	159.96	BATTERIES FOR SQAUD FLARE
		10/9/2025	1QDT-6CPG-7CGF	470-0703-553.82-02	69.96	ANTENNA MOUNTING POLE PR-2024-006
		10/9/2025	1R4Y-7CWJ-6XJ9	100-0801-521.30-15	49.62	GAUZE-WOUND DRESSING
		10/9/2025	1WF6-VWRY-6C3P	824-0807-521.30-15	77.48	DOG FOOD
		10/9/2025	1XQR-6J1M-7XQW	100-0101-511.30-16	8.29	ENGRAVED NAME TAG BADGE
Total for check: 86570					874.66	
AMBROSIOUS CONCRETE SUPPLIES INC	86571	10/9/2025	499933	470-1003-541.82-02	300.00	CONCRETE STAMP-6TH/RACINESTR-2024-004
Total for check: 86571					300.00	
BERGSTROM PIONEER AUTO &	86572	10/9/2025	00252	100-0801-521.80-03	2,190.00	POLICE VEHICLE LEASES
Total for check: 86572					2,190.00	
BUCKLIN'S	86573	10/9/2025	114188	470-0703-553.82-02	72.90	RIVERWALK STONE PR-2025-004
Total for check: 86573					72.90	
KARINA BUSTAMANTE	86574	10/9/2025	REFUND	100-0000-201.11-00	100.00	RENTAL SECURITY DEPOSIT REFUND
Total for check: 86574					100.00	
CHARTER COMMUNICATIONS	86575	10/9/2025	095528601100125	100-0101-511.22-01	3.42	PHONE BILL-MAYOR
				100-0201-512.22-01	2.17	PHONE BILL-ATTORNEY

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CHARTER COMMUNICATIONS...	86575...	10/9/2025...	095528601100125...	100-0202-512.22-01	5.48	PHONE BILL-PERSONNEL
				100-0203-512.22-01	4.50	PHONE BILL-CLERK
				100-0301-523.22-01	4.95	PHONE BILL-BUILD INSPECT
				100-0304-562.22-01	8.11	PHONE BILL-COM DEV
				100-0401-513.22-01	10.94	PHONE BILL-FINANCE
				100-0402-513.22-01	2.23	PHONE BILL-ASSESSOR
				100-0502-522.22-01	13.58	PHONE BILL-EOC
				100-0601-551.22-01	57.64	PHONE BILL-LIBRARY
				100-0702-552.22-01	9.17	PHONE BILL-RECREATION
				100-0703-553.22-01	15.40	PHONE BILL-PARKS
				100-0704-552.22-01	4.79	PHONE BILL-POOL
				100-0801-521.22-01	84.99	PHONE BILL-POLICE
				100-0903-531.22-01	16.63	PHONE BILL-HEALTH
				100-0920-531.22-01	4.47	PHONE BILL-SENIOR
				100-1001-514.22-01	24.52	PHONE BILL-CITY HALL
				100-1002-541.22-01	14.28	PHONE BILL-ENGINEERING
				100-1008-541.22-01	1.29	PHONE BILL-SIGN
				207-0000-123.00-00	9.10	PHONE BILL-MARINA
				731-1022-541.22-01	8.80	PHONE BILL-GARAGE
				743-0403-513.22-01	5.20	PHONE BILL-I.T.
				Total for check: 86575		
CINTAS	86576	10/9/2025	4245385400	731-1022-541.20-01	179.65	UNIFORMS/RUGS/MATS
				100-0801-521.20-01	50.25	BATHROOM SUPPLIES/MATS
				100-0801-521.30-13	318.17	BATHROOM SUPPLIES/MATS
		10/9/2025	4245391029	100-0601-551.20-01	48.00	BATHROOM SUPPLIES/MATS
				100-0601-551.30-13	447.90	BATHROOM SUPPLIES/MATS
				Total for check: 86576		
CIVICPLUS LLC	86577	10/9/2025	353109	100-0405-513.21-08	130.35	MEETING RECORDING -CLOSED CAPTIONING
				Total for check: 86577		

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CJR TOOLS LLC	86578	10/9/2025	10062529707	731-1022-541.24-02	395.00	IMPACT WRENCH REPAIR
			Total for check: 86578		395.00	
COMPASS COMMUNICATIONS	86579	10/9/2025	567	100-0801-521.34-02	825.00	JULY-SEPT COMMUNICATIONS
			Total for check: 86579		825.00	
COMPLETE OFFICE OF WISCONSIN	86580	10/9/2025	995122	100-0801-521.30-10	293.78	PAPER/PADS
		10/9/2025	997499	100-0801-521.30-10	20.75	ORGANIZER
			Total for check: 86580		314.53	
KORTNEY DAHM	86581	10/9/2025	MILEAGE	100-0903-531.33-01	31.15	SEPTEMBER 2025 MILEAGE
			Total for check: 86581		31.15	
E.H. WOLF & SONS, INC	86582	10/9/2025	106455	207-0707-552.38-01	2,155.49	GAS-9/28/25
		10/9/2025	320489	207-0707-552.38-01	1,155.56	GAS-10/3/25
		10/9/2025	468754	731-1022-541.38-03	148.41	LITER RESERVOIR FOR AUTOMATIC GREASER
			Total for check: 86582		3,459.46	
FACTORY MOTOR PARTS CO	86583	10/9/2025	18-2313310	731-1022-541.38-03	35.13	LUBE FILTER
		10/9/2025	18-2313686	731-1022-541.38-03	63.88	HEADLIGHT PARTS
		10/9/2025	18-2313755	731-1022-541.38-03	368.00	ANTI-FREEZE
		10/9/2025	18-Z34298	731-1022-541.38-03	(4.49)	SMALL BATTERY CORE -CREDIT
			Total for check: 86583		462.52	
FAHRNER ASPHALT SEALERS LLC	86584	10/9/2025	2025-05	100-1003-541.20-10	64,368.00	ASPHALTIC CONCRETE PVMT CHIP SEALING-STREETS
			Total for check: 86584		64,368.00	

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FERRELLGAS	86585	10/9/2025	1131564590	100-1016-543.30-18	167.75	PROPANE-FORKLIFT
			Total for check: 86585		167.75	
FIRE SERVICES PLUS LLC	86586	10/9/2025	031818	100-0801-521.24-02	35.00	EXTINGUISHER RECHARGE
			Total for check: 86586		35.00	
FIRESIDE THEATER	86587	10/9/2025	1043519	100-0000-201.14-00	54.00	BUS TRIP-2/8/26 BEEHIVE DOWN PAYMENT
		10/9/2025	1043522	100-0000-201.14-00	54.00	BUS TRIP-5/3/26 HAIRSPRAY DOWN PAYMENT
		10/9/2025	1043523	100-0000-201.14-00	54.00	BUS TRIP-11/15/26 CHRISTMAS STORY DOWN PYMT
		10/9/2025	980708	100-0000-201.14-00	372.90	BUS TRIP-11/15/25 ADD. PYMT FOR CORRECT INV
			Total for check: 86587		534.90	
FOX CROSSING UTILITIES	86588	10/9/2025	127-17542	100-0703-553.22-06	10.50	STANDBY WATER 6/15/25-9/15/25
			Total for check: 86588		10.50	
HASTINGS AIR-ENERGY CONTROL INC	86589	10/9/2025	PS-I0014608	100-0501-522.24-03	1,477.77	HVAC PARTS
			Total for check: 86589		1,477.77	
CLAIRE HOLZSCHUH	86590	10/9/2025	MILEAGE	100-0903-531.33-01	5.88	AUGUST & SEPT 2025 MILEAGE
		10/9/2025	PARKING	100-0903-531.33-04	5.35	AUGUST & SEPT 2025 PARKING
			Total for check: 86590		11.23	
IMPACT POWER TECHNOLOGIES LLC	86591	10/9/2025	25-0950	100-0801-521.30-15	612.00	BATTERIES FOR RADIOS
			Total for check: 86591		612.00	
EVAN JANET	86592	10/9/2025	REFUND	100-0204-512.34-01	137.20	WEC CONFERERNC-MILEAGE
				100-0204-512.34-03	42.64	WEC CONFERERNC-MEALS
			Total for check: 86592		179.84	

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JX ENTERPRISES INC	86593	10/9/2025	24133980P	731-1022-541.38-03	383.99	AIR TANK
			Total for check: 86593		383.99	
LAKE PARK SWIM & FITNESS LLC	86594	10/9/2025	24	100-0000-441.25-00	600.00	SUMMER PICKLEBALL
			Total for check: 86594		600.00	
DONNA LANDERS	86595	10/9/2025	REIMBURSEMENT	100-0000-201.14-00	546.00	GRANITE PEAK CHAIR LIFT -REIMBURSEMENT
			Total for check: 86595		546.00	
LYDIA LANG	86596	10/9/2025	45	100-0702-552.20-05	400.00	FACE PAINTING -10/23/25
			Total for check: 86596		400.00	
LAZER UTILITY LOCATING LLC	86597	10/9/2025	2226	601-1020-543.21-02	454.00	SEPT SANITARY LOCATES
				625-1010-541.21-02	457.00	SEPT STORM LOCATES
			Total for check: 86597		911.00	
LYCON INC	86598	10/9/2025	1165868-IN	470-0703-553.82-02	652.00	CONCRETE STAIRS PR-2025-004
				470-1009-541.82-02	815.00	CONCRETE FOR PROJECTS SW-2025-001
			Total for check: 86598		1,467.00	
MCKESSON MEDICAL SURGICAL	86599	10/9/2025	24352333	100-0903-531.30-18	314.71	SHARPS CONTAINER/NEEDLES
			Total for check: 86599		314.71	
MCMAHON	86600	10/9/2025	940649	625-1010-541.24-05	6,513.69	VEGETATIVE MAINTENANCE
			Total for check: 86600		6,513.69	
MENARDS-APPLETON EAST	86601	10/9/2025	83014	470-0703-553.82-02	135.82	FENCE/DOWN SPOUT MATERIALPR-2025-004
			Total for check: 86601		135.82	

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MENASHA UTILITIES	86602	10/9/2025	MENASHA UTIL.	100-1012-541.22-03	10,567.79	SEPT STREET LIGHTING
			Total for check: 86602		10,567.79	
MICROSPUNK LLC	86603	10/9/2025	20251256	743-0403-513.21-04	337.50	IT SERVICES -INTERSECTION CAMERAS
			Total for check: 86603		337.50	
MULTIPLE CONCRETE ASSESSORIES	86604	10/9/2025	INV028300	470-1003-541.82-02	3,440.00	SIGNAL POLE ANCHOR BOLTS STR-2025-006
			Total for check: 86604		3,440.00	
N&M AUTO SUPPLY	86605	10/9/2025	836046	731-1022-541.38-03	33.96	CARB KIT
		10/9/2025	840062	731-1022-541.38-03	24.00	TAIL LIGHT PARTS
		10/9/2025	840215	731-1022-541.38-03	(24.00)	TAIL LIGHT PARTS CREDIT
		10/9/2025	847777	731-1022-541.38-03	30.24	10" CARRAND BRUSH
			Total for check: 86605		64.20	
NEENAH-MENASHA SEWERAGE COMMISSION	86606	10/9/2025	2025-165	601-1021-543.25-01	79,818.21	AUG-WASTEWATER TREATMENT
		10/9/2025	2025-171	601-1021-543.25-01	3,555.00	CWFL INTEREST
					16,851.00	CWFL DEBT
					1,211.00	BLDG INTEREST
					2,906.00	BLDG DEBT
			Total for check: 86606		104,341.21	
NEW MENTAL HEALTH CONNECTION	86607	10/9/2025	RENEWAL	100-0903-531.32-01	300.00	2025 MEMBERSHIP APP-RENEW
			Total for check: 86607		300.00	
NORTHEAST ASPHALT INC	86608	10/9/2025	30-00031633	100-1003-541.30-18	2,588.44	ASPHALT EXCAVATIONS
				100-1004-541.30-18	1,206.69	ASPHALT EXCAVATIONS
			Total for check: 86608		3,795.13	
JAY OLSZEWSKI	86609	10/9/2025	REFUND	100-0000-201.08-00	8.33	JEFFERSON PAVILION REFUND-CANCELLATION 10/4/25

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JAY OLSZEWSKI...	86609...	10/9/2025...	REFUND...	100-0000-441.23-00	166.67	JEFFERSON PAVILION REFUND-CANCELLATION 10/4/25
					5.00	JEFFERSON PAVILION REFUND-CANCELLATION 10/4/25
			Total for check: 86609		180.00	
PACKER CITY INTL TRUCKS INC	86610	10/9/2025	X103157265:01	731-1022-541.38-03	774.57	FUEL/AIR/OIL FILTERS
		10/9/2025	X103157265:02	731-1022-541.38-03	78.54	AIR/FUEL FILTERS
			Total for check: 86610		853.11	
PLEASANT KNOLL LANDSCAPING LLC	86611	10/9/2025	892	100-1003-541.82-02	500.00	RE-SEED-HARDING/WILSON STSTR-2025-004
			Total for check: 86611		500.00	
LIZ ROSIN	86612	10/9/2025	MILEAGE	100-0903-531.33-01	54.60	AUGUST/SEPT 2025-MILEAGE
			Total for check: 86612		54.60	
SECURIAN FINANCIAL GROUP INC	86613	10/9/2025	002832L	100-0000-204.07-00	3,526.48	NOVEMBER-LIFE INSURANCE
			Total for check: 86613		3,526.48	
SERVICE MOTOR COMPANY	86614	10/9/2025	P14893	731-1022-541.38-03	131.56	DAMPER PARTS
			Total for check: 86614		131.56	
SERVICEMASTER BUILDING MAINTENANCE	86615	10/9/2025	47796	100-0920-531.20-01	480.00	JANITORIAL SERVICE SENIOR CENTER
		10/9/2025	47801	731-1022-541.20-01	2,730.00	JANITORIAL SERVICE PUBLIC WORKS
		10/9/2025	47811	100-0801-521.20-01	1,966.00	JANITORIAL SERVICE MENASHA POLICE DEPT
			Total for check: 86615		5,176.00	
SI METALS AND SUPPLY	86616	10/9/2025	301593	100-1008-541.30-18	276.00	PIPE FOR HAND RAIL MAIN & RACINE #2025-15
			Total for check: 86616		276.00	

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SPROUT FAMILY CHIROPRACTIC	86617	10/9/2025	PRESENTATIONS	100-0801-521.80-05	600.00	FLEXIBILITY AND MOBILITY PRESENTATION
			Total for check: 86617		600.00	
STERICYCLE INC	86618	10/9/2025	8012251942	100-0801-521.30-10	94.60	SHREDDING SERVICE
			Total for check: 86618		94.60	
SUPERION LLC	86619	10/9/2025	447947	743-0403-513.24-04	3,689.82	FINANCIAL SOFTWARE -NOVEMBER
			Total for check: 86619		3,689.82	
SYN-TECH SYSTEMS	86620	10/9/2025	322378	731-1022-541.24-06	338.00	MODULE AIM SYSTEM-(FUEL)
			Total for check: 86620		338.00	
TAPCO	86621	10/9/2025	1810157	470-1003-541.82-02	5,525.08	5 SECTION TRAFFIC SIGNAL STR-2025-006
			Total for check: 86621		5,525.08	
THEDACARE AT WORK	86622	10/9/2025	374889	100-0202-512.21-06	316.25	EAP CONTRACT-OCT 2025
			Total for check: 86622		316.25	
THEDACARE LABORATORIES	86623	10/9/2025	12100529	100-0801-521.21-05	85.00	VENIPUNCTURE (2)
			Total for check: 86623		85.00	
THOMSON REUTERS - WEST	86624	10/9/2025	852641711	100-0201-512.32-02	496.74	WESTLAW -LEGAL RESEARCH SOFTWARE
			Total for check: 86624		496.74	
ULINE	86625	10/9/2025	198337213	100-0801-521.24-03	809.46	RACKS-P.D. PROPERTY ROOM
			Total for check: 86625		809.46	
UNIFORM SHOPPE	86626	10/9/2025	11310	100-0801-521.19-03	909.95	BULLET PROOF VEST

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UNIFORM SHOPPE...	86626...	10/9/2025	11366	100-0801-521.19-02	105.45	UNIFORM TROUSERS
			Total for check: 86626		1,015.40	
WACHTEL TREE SCIENCE INC	86627	10/9/2025	160383	100-0706-561.20-06	832.50	TREE RISK ASSESSMENT 100 MAIN ST
			Total for check: 86627		832.50	
WAUKESHA COUNTY TECHNICAL COLLEGE	86628	10/9/2025	S0874680	100-0801-521.34-02	125.00	PROF DEV SEMINAR-P.D.
			Total for check: 86628		125.00	
WAUSAU EQUIPMENT COMPANY INC	86629	10/9/2025	9669965	731-1022-541.38-03	2,009.55	VEHICLE PARTS
			Total for check: 86629		2,009.55	
WE ENERGIES	86630	10/9/2025	5645535852	100-1012-541.22-03	99.87	LED STREET LIGHTS
		10/9/2025	5645897598	100-1012-541.22-03	962.95	STREET LIGHTS
		10/9/2025	5648964134	100-0703-553.22-03	35.28	LED STREET LIGHTS US HWY 10 & STH 114 E
		10/9/2025	5653353952	731-1022-541.22-04	77.81	GAS 9/4/25-10/2/25 PUBLIC WORKS FACILITY
			Total for check: 86630		1,175.91	
WEST BEND MUTUAL INSURANCE COMPANY	86631	10/9/2025	BOND	100-1002-541.32-01	50.00	BOND
			Total for check: 86631		50.00	
WHITE CAP LP	86632	10/9/2025	50030707516	100-1003-541.30-18	1,350.00	SMOOTH DOWEL FOR CONCRETE SUPPLIES
			Total for check: 86632		1,350.00	
TERMINIX WIL-KIL	86634	10/9/2025	65410857	731-1022-541.20-07	90.35	PEST CONTROL MAINTENANCE PUBLIC WORKS FACILITY
		10/9/2025	66310431	731-1022-541.20-07	90.35	PEST CONTROL MAINTENANCE PUBLIC WORKS FACILITY
		10/9/2025	67667292	731-1022-541.20-07	90.35	PEST CONTROL MAINTENANCE PUBLIC WORKS FACILITY
		10/9/2025	68874984	731-1022-541.20-07	90.35	PEST CONTROL MAINTENANCE PUBLIC WORKS FACILITY
		10/9/2025	70337317	731-1022-541.20-07	90.35	PEST CONTROL MAINTENANCE PUBLIC WORKS FACILITY
		10/9/2025	71355747	731-1022-541.20-07	90.35	PEST CONTROL MAINTENANCE PUBLIC WORKS FACILITY

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TERMINIX WIL-KIL...	86634...	10/9/2025	72543405	731-1022-541.20-07	90.35	PEST CONTROL MAINTENANCE PUBLIC WORKS FACILITY
		10/9/2025	73734758	731-1022-541.20-07	90.35	PEST CONTROL MAINTENANCE PUBLIC WORKS FACILITY
		10/9/2025	74889292	731-1022-541.20-07	90.35	PEST CONTROL MAINTENANCE PUBLIC WORKS FACILITY
		10/9/2025	76132173	731-1022-541.20-07	90.35	PEST CONTROL MAINTENANCE PUBLIC WORKS FACILITY
		10/9/2025	77472432	731-1022-541.20-07	90.35	PEST CONTROL MAINTENANCE PUBLIC WORKS FACILITY
		10/9/2025	78781227	731-1022-541.20-07	90.35	PEST CONTROL MAINTENANCE PUBLIC WORKS FACILITY
		10/9/2025	80089424	731-1022-541.20-07	90.35	PEST CONTROL MAINTENANCE PUBLIC WORKS FACILITY
		10/9/2025	81459509	731-1022-541.20-07	90.35	PEST CONTROL MAINTENANCE PUBLIC WORKS FACILITY
		10/9/2025	82799710	731-1022-541.20-07	90.35	PEST CONTROL MAINTENANCE PUBLIC WORKS FACILITY
Total for check: 86634					1,355.25	
WINNEBAGO COUNTY TREASURER	86635	10/9/2025	31992	100-0805-521.25-01	874.82	INMATE STAYS-AUGUST
	Total for check: 86635				874.82	
WISCONSIN DEPT OF JUSTICE	86636	10/9/2025	G3228	100-0202-512.21-06	15.00	GENERAL
	Total for check: 86636				15.00	
WISCONSIN DSPS	86637	10/9/2025	26SPS030	100-0000-421.11-00	49.00	STATE SURCHARGE TATTOO REIMBURSEMENT
	Total for check: 86637				49.00	
WPPI ENERGY	86638	10/9/2025	INV23536	310-0409-571.61-01	494.50	STREET LIGHTING PROJECT -OCTOBER
					1,010.30	LED STREETLIGHT PROJECT -OCTOBER
					283.33	LED STREETLIGHT PROJECT -OCTOBER
				731-1022-541.82-01	1,176.09	SOLAR PV-PUBLIC WORKS -OCTOBER
					769.99	SOLAR PV-PUBLIC WORKS -OCTOBER
	Total for check: 86638				3,734.21	

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ZANDER PRESS INC	86639	10/9/2025	117085	100-0401-513.29-01	311.76	#10 WINDOW ENVELOPE -FINANCE
Total for check: 86639					<u>311.76</u>	
					<u>248,101.58</u>	

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ACCURATE	88734	10/16/2025	2511632	731-1022-541.38-03	16.56	MALE CONNECTOR 1/2 X 1/2
		10/16/2025	2511702	731-1022-541.38-03	138.33	STROBE LIGHT LED
		10/16/2025	2511706	731-1022-541.38-03	778.40	VEHICLE-SMALL PARTS
		Total for check: 88734			933.29	
AMAZON CAPITAL SERVICES	88735	10/16/2025	19CX-DDNP-6YCV	100-0801-521.30-18	58.94	SUPPLIES FOR AWARENESS -OCTOBER
					58.94	
CITY OF APPLETON	88736	10/16/2025	18388	100-0302-542.25-01	20,312.00	OCTOBER-TRANSIT SERVICES
					20,312.00	
ARING EQUIPMENT COMPANY INC	88737	10/16/2025	918488	731-1022-541.38-03	1,086.90	FRONT FENDER MOUNTS
					1,086.90	
AUTOMATED COMFORT CONTROLS	88738	10/16/2025	39153	731-1022-541.24-03	600.85	PREVENTATIVE MAINTENANCE
					600.85	
BADGER LABORATORIES INC	88739	10/16/2025	25-018908	601-1020-543.21-02	1,235.00	SEWER MONITORING -GUNDERSON CLEANERS
					1,235.00	
MARIA BARRERA	88740	10/16/2025	EXCAV DEPOSIT	100-0000-201.10-00	100.00	EXCAVATION PERMIT DEPOSITREFUND-PERMIT #14721
					100.00	
BLUE DRAGON	88741	10/16/2025	0401	100-0000-441.25-00	384.00	SUMMER 2025-SKATE LESSONS
					384.00	
BOBCAT PLUS	88742	10/16/2025	IA21926	731-1022-541.38-03	882.19	BOBTACH HYDRAULIC VALVE
		10/16/2025	IA21935	731-1022-541.38-03	302.22	GLASS DOOR

AP Check Register

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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
BOBCAT PLUS...	88742...	10/16/2025	IA21950	731-1022-541.38-03	402.04	FILTERS
			Total for check: 88742		1,586.45	
KIMBERLY CARDOZA	88743	10/16/2025	REIMBURSEMENT	100-0202-512.30-21	1,811.25	EE APPRECIATION LUNCH
					200.00	EE APPRECIATION LUNCH CASH TIP
			Total for check: 88743		2,011.25	
CDW GOVERNMENT INC	88744	10/16/2025	AC9L55Q	743-0403-513.30-15	989.01	PC CONTRACT MARKET
			Total for check: 88744		989.01	
CINTAS	88745	10/16/2025	1905924064	100-0703-553.24-03	200.00	CAN LINER-PARK BUILDINGS
		10/16/2025	4246120592	731-1022-541.20-01	433.77	RUGS, UNIFORMS
			Total for check: 88745		633.77	
CIVICPLUS LLC	88746	10/16/2025	349994	100-0405-513.21-08	33.66	MEETING RECORDING -CLOSED CAPTIONING
			Total for check: 88746		33.66	
AMY COOK	88747	10/16/2025	REIMBURSEMENT	100-0801-521.34-03	35.37	FTO SCHOOL-MEALS SEPT-OCT
			Total for check: 88747		35.37	
UNEMPLOYMENT INSURANCE	88748	10/16/2025	692132-000-5	100-0908-531.15-09	10.99	BENEFIT CHARGES FOR 09/01/25-09/13/25
			Total for check: 88748		10.99	
FACTORY MOTOR PARTS CO	88749	10/16/2025	18-2315599	731-1022-541.38-03	145.10	OIL, FILTER
		10/16/2025	18-2315718	731-1022-541.38-03	44.56	LUBE FILTER
		10/16/2025	18-2315965	731-1022-541.24-03	557.27	DEGREASER 55 GAL
		10/16/2025	18-Z34350	731-1022-541.38-03	273.43	BATTERIES

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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
FACTORY MOTOR PARTS CO...	88749...	10/16/2025	50-6351637	100-0703-553.24-03	194.83	RU ANTIFREEZE FOR BATHROOM SHUT DOWN
			Total for check: 88749		1,215.19	
FIRELINE SPRINKLER LLC	88750	10/16/2025	5858	731-1022-541.24-03	177.00	FIRE SPRINKLER INSPECTION
			Total for check: 88750		177.00	
LINDSEY HUNTER	88751	10/16/2025	REIMBURSEMENT	100-0801-521.34-03	33.91	VALIDATION TRAINING-OCT REIMBURSEMENT-MEALS
			Total for check: 88751		33.91	
JX ENTERPRISES INC	88752	10/16/2025	24133984P	731-1022-541.38-03	45.98	U-BOLT AIR TANK HD 9.5"
			Total for check: 88752		45.98	
KWIK TRIP INC	88753	10/16/2025	00244691	100-0801-521.38-01	78.61	FUEL
			Total for check: 88753		78.61	
TRINALUX	88754	10/16/2025	REFUND	100-0000-441.25-00	72.00	BABYSITTER COURSE-CANCEL -REFUND
			Total for check: 88754		72.00	
MENASHA JOINT SCHOOL DISTRICT	88755	10/16/2025	MOBILE HOME OCT	100-0000-412.00-00	5,240.99	MOBILE HOME PERMIT FEE -OCTOBER 2025
			Total for check: 88755		5,240.99	
MENASHA UTILITIES	88756	10/16/2025	5186	470-0703-553.82-02	1,000.00	LIFT RENTAL-TREE TRIMMINGJEFFERSON & SHEPARD PAI
				625-0706-561.20-06	993.41	LIFT RENTAL-TREE TRIMMINGJEFFERSON & SHEPARD PAI
			Total for check: 88756		1,993.41	
BRITTANY MOE	88757	10/16/2025	REFUND	100-0000-201.11-00	100.00	RENTAL SECURITY DEPOSIT -REFUND
			Total for check: 88757		100.00	

AP Check Register

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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
N&M AUTO SUPPLY	88758	10/16/2025	847971	731-1022-541.38-03	76.30	PARTS SWITCH
			Total for check: 88758		76.30	
OTC BRANDS INC	88759	10/16/2025	73885746301	100-0702-552.30-18	168.95	HALLOWEEN SUPPLIES
			Total for check: 88759		168.95	
OUTAGAMIE COUNTY CLERK OF COURTS	88760	10/16/2025	REPORT #25-7464	100-0000-201.03-00	200.00	REPORT #25-7464
			Total for check: 88760		200.00	
PACKER CITY INTL TRUCKS INC	88761	10/16/2025	X103155588:01	731-1022-541.38-03	51.58	PARTS/AIR FILTER
		10/16/2025	X103157265:03	731-1022-541.38-03	239.96	PARTS/AIR FILTER
		10/16/2025	X103157502:01	731-1022-541.38-03	186.41	FILTER/CLAMP
			Total for check: 88761		477.95	
LINDA PALMBACH	88762	10/16/2025	MILEAGE	100-0903-531.33-01	44.31	AUG/SEPT 2025-MILEAGE
			Total for check: 88762		44.31	
REINDERS INC	88763	10/16/2025	2738877-00	100-0703-553.30-18	26.50	FERTILIZER FOR FIELD
			Total for check: 88763		26.50	
RIESTERER & SCHNELL INC	88764	10/16/2025	9179938	731-1022-541.38-04	1,081.77	SEAT ASSEM FOR 1585 MOWER
			Total for check: 88764		1,081.77	
MARIO RIVAS	88765	10/16/2025	EVCAV REFUND	100-0000-201.10-00	100.00	EXCAVATION PERMIT DEPOSITREFUND-PERMIT #14638
			Total for check: 88765		100.00	
RUEKERT & MIELKE INC	88766	10/16/2025	159683	601-1020-543.21-02	332.50	PROFESSIONAL SERVICES -AUGUST SEWER BILLINGS
			Total for check: 88766		332.50	

AP Check Register

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Date: 10/16/2025

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
JOSE SANDOVAL	88767	10/16/2025	EXCAV REFUND	100-0000-201.10-00	100.00	EXCAVATION PERMIT DEPOSITREFUND-PERMIT #14547
			Total for check: 88767		100.00	
SI METALS AND SUPPLY	88768	10/16/2025	212317	470-0703-553.82-02	390.62	RD TUBING/HAND RAIL STEPSPR-2025-004
			Total for check: 88768		390.62	
SOMMERS CONSTRUCTION INC	88769	10/16/2025	PAYMENT #2	100-1003-541.82-02	491.89	STREET CONSTRUCTION CONTRACT #2025-02
				470-0000-201.04-00	6,965.40	STREET CONSTRUCTION CONTRACT #2025-02
				470-1003-541.82-02	91,807.94	STREET CONSTRUCTION CONTRACT #2025-02
				470-1009-541.82-02	(11,110.15)	STREET CONSTRUCTION CONTRACT #2025-02
				625-0000-194.00-00	21,405.25	STREET CONSTRUCTION CONTRACT #2025-02
			Total for check: 88769		109,560.33	
SPEEDY CLEAN DRAIN & SEWER INC	88770	10/16/2025	89502	601-1020-543.21-02	10,164.05	LONDON/8TH ST-STORM/SEWERCLEAN & TV
				625-1010-541.21-02	2,654.86	LONDON/8TH ST-STORM/SEWERCLEAN & TV
			Total for check: 88770		12,818.91	
MARGARET STRUVE	88771	10/16/2025	REIMBURSEMENT	100-0202-512.30-21	37.43	EE APPRECIATION LUNCH DRINKS, PLATES & UTENSILS
					12.57	EE APPRECIATION LUNCH DRINKS, PLATES & UTENSILS
			Total for check: 88771		50.00	
TRI CITY HOME IMPROVEMENTS INC	88772	10/16/2025	2565	470-0703-553.82-02	28,520.00	PAVILION ROOF -JEFFERSON PARK
			Total for check: 88772		28,520.00	
TRUGREEN PROCESSING CENTER	88773	10/16/2025	217021333	100-0501-522.24-03	116.89	LAWN SERVICE N-M FIRE DEPT
			Total for check: 88773		116.89	

AP Check Register

Check Date: 10/16/2025

Date: 10/16/2025

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
US BANK EQUIPMENT FINANCE	88774	10/16/2025	565637873	743-0403-513.24-02	81.42	PW COPIER LEASE-OCT
			Total for check: 88774		81.42	
WE ENERGIES	88775	10/16/2025	5657828375	100-0701-533.22-03	14.87	9/9/25-10/7/25-ELECTRIC NORTH ST
		10/16/2025	5658880013	100-0701-533.22-03	15.16	9/9/25-10/7/25-ELECTRIC NORTH ST
			Total for check: 88775		30.03	
TERMINIX WIL-KIL	88776	10/16/2025	84168639	100-0601-551.24-03	46.87	PEST CONTROL MAINTENANCE MENASHA LIBRARY
			Total for check: 88776		46.87	
WINNEBAGO COUNTY CLERK OF COURTS	88777	10/16/2025	REPORT #25-6746	100-0000-201.03-00	200.00	REPORT #25-6746
					300.00	REPORT #25-6746
			Total for check: 88777		500.00	
WINNEBAGO COUNTY TREASURER	88778	10/16/2025	135123	100-1016-543.25-01	23,542.38	RES
				100-1017-543.25-01	5,890.32	LANDFILL FEES
				266-1027-543.25-01	688.28	LANDFILL FEES
		10/16/2025	32122	100-0304-562.21-08	30.00	RECORDING FEES REAL ESTATE
			Total for check: 88778		30,150.98	
					223,842.90	

Memorandum



Date: 10-15-2025
To: Common Council
From: Brian Kopetsky, Library Director

RE: RE: Acceptance of completed Library Project in accordance with Resolution R-23-24

BACKGROUND

In June of 2024 the Common Council approved the investment of \$3,000,000.00 for Elisha D. Smith Public Library renovation. This involved a three-party agreement between the city, Friends of the Library, and Miron Construction that ensured compliance with section 62.15 of the Wisconsin State Statutes. Resolution R-23-24 indicates that when the project has been completed to the specifications set at the start and to the satisfaction of all stakeholders, the library project would be brought back before the Common Council for acceptance on behalf of the City of Menasha.

The library reopened to the public in February of 2025. At that time the vast majority of the project had been completed to our satisfaction. However, portions of the overall project were still awaiting materials, weather conditions to improve, or be reworked to meet standards. At this point all outlining pieces have been completed to the satisfaction of the library staff, library board, and the Friends of the Library Board.

The library team is proud of the work accomplished and the finished product. Our community members have expressed a sense of pride in having cutting edge facilities in their community. In addition, we have received numerous visits from library staff and others working in education looking to work from the model that was created here.

The pride of place has resulted in a large increase in use of the library. Our daily door count has increased by over 50%. Our attendance for library programs is at record levels and the SMITHworks creator space has received over six thousand visitors since reopening in February.

RECOMMENDATION: Staff recommends the Common Council accept completion of the Library Project, finding that it is in substantial conformity with the approved plans and specifications and final design in accordance with R-23-24 (attached to this memorandum)



RESOLUTION R-23-24

A RESOLUTION ACCEPTING DONATIONS AND APPROVING THE AGREEMENT WITH THE FRIENDS OF THE ELISHA D. SMITH MENASHA PUBLIC LIBRARY INC. / MIRON CONSTRUCTION CO., INC., FOR THE CONSTRUCTION OF THE LIBRARY IMPROVEMENT PROJECT AT THE ELISHA D. SMITH MENASHA PUBLIC LIBRARY (\$8,000,000 TOTAL PROJECT COST ESTIMATE, \$3,000,000 CITY CONTRIBUTIONS (INCLUDING \$245,000 TO EUA FOR ARCHITECTURAL ENGINEERING DESIGN SERVICES AND \$90,000 TO UWO - FOX CITIES FOR LIBRARY'S TEMPORARY RELOCATION COST) & \$5,000,000 PRIVATE DONATIONS)

INTRODUCED BY: Ald. Grade

WHEREAS, the City of Menasha has identified a need to renovate the Elisha D. Smith Menasha Public Library through its \$3,000,000 Capital Improvement Plan (CIP) commitment; and

WHEREAS, a combination of a large amount of funds from several substantial private donations and CIP have been raised for the construction of the Library Project; and

WHEREAS, a dedicated group of caring citizens and the Friends of the Elisha D. Smith Menasha Public Library Inc. (Friends) have coordinated the effort to raise a substantial amount of money for the construction of the Library Project; and

WHEREAS, it is appropriate for the Common Council to gratefully acknowledge and accept such donations and all future contributions to this project; and

WHEREAS, the necessary funding level has been reached to go forward with the project from a combination of donated funds and City contributions; and

WHEREAS, § 62.15 of the Wisconsin Statutes allows municipalities to contract for public construction projects without publicly bidding when all materials and/or labor for public construction are donated; and

WHEREAS, all labor for the public construction of the Library Project is being donated; and

WHEREAS, the gift of the Library Project is consistent with the vision of the City of Menasha,

NOW, THEREFORE, BE IT RESOLVED, that by the City of Menasha Common Council, on behalf of the residents of this community, the City acknowledges with deep gratitude and appreciation the generous donations of all contributors to the Library Project and that the proper City officials are authorized and directed to take all appropriate actions to accept and utilize these donations and acknowledge these significant activities.

BE IT FURTHER RESOLVED, that an Agreement with the Friends of the Elisha D. Smith Public Library Inc. and Miron Construction Co., Inc. for construction of the Library Project is hereby approved and the proper City officials are authorized to execute and deliver the Agreement

in substantially the same form as attached hereto, any changes in the final copy being deemed approved upon their respective signatures, and said City officials are authorized and directed to take those steps necessary to implement the terms and conditions of the Agreement.

BE IT FURTHER RESOLVED, that upon completion of the Library Project in substantial conformity with the approved plans and specifications and final design, the completed project will be brought back before Common Council for acceptance on behalf of the City of Menasha.

Passed and approved this 3rd day of June, 2024.

Recommended by:

Common Council

Motion/Second: Ald. Grade /
Ald. Eisenach

Pass/Fail: 7-0

Requires: Majority Vote



Austin Hammond, Mayor

ATTEST:



Valerie Neuman, City Clerk