

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, November 3, 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. Community Development Report (3Q 2026)
 - b. TID #15 Creation Summary
 - 2. Minutes to Receive:
 - a. Library Board of Trustees, 10/23/25
 - b. Administration Committee, 10/20/25
 - c. Board of Public Works, 10/20/25
 - d. Water and Light Commission, 10/22/25
 - e. Housing Authority, 10/14/25
 - f. Neenah-Menasha Joint Fire Commission, 10/28/25
 - g. Neenah-Menasha Joint Finance and Personnel Committee, 10/29/25
 - 3. Communications:
 - a. Menasha 2035: Your Place On The Water - Comprehensive Plan Public Participation Update
- G. Consent Agenda**
(Prior to voting on the Consent Agenda, items on the Consent Agenda may be removed at the request of any Alderman and place immediately following action on the Consent Agenda. The procedures to follow for the Consent Agenda are: (a) removal of items from Consent Agenda; and (b) motion to approve the items from

Consent Agenda.)

1. Common Council Minutes, 10/20/25
2. Administration Committee, 10/20/25, Recommends Approval of:
 - a. Storage Tank Pollution Liability Insurance (ACE American Insurance Company) 2026 Renewal
 - b. 2026 Municipal Property Insurance Company (MPIC) Renewal Policy Quote
 - c. 2026 Health Insurance Plans and Renewal; Vision & Dental Continuation
 - d. Joint Powers Agreement – Winnebago County 911 Emergency System
3. Board of Public Works, 10/20/25, Recommends Approval of:
 - a. Change Order — Donald Hietpas & Sons, Inc.; Contract Unit No. M0002-9-20-00334; 2025 Sewer & Water Main Reconstruction; DEDUCT \$21,667.20 (Change Order No. 1 & FINAL)
 - b. Payment — Donald Hietpas & Sons, Inc.; Contract Unit No. M0002-9-20-00334; 2025 Sewer & Water Main Reconstruction; \$20,772.63 (Payment No. 3 & FINAL)
 - c. Payment — Northeast Asphalt, Inc.; Contract Unit No. 2025-03; Jefferson Park Boat Launch; \$147,406.75 (Payment No. 2)
 - d. Change Order — Northeast Asphalt, Inc.; Contract Unit No. 2024-03; Jefferson Park Improvements; DEDUCT \$21,265.23; (Change Order No. 2 & FINAL)
 - e. Payment — Northeast Asphalt, Inc.; Contract Unit No. 2024-03; Jefferson Park Improvements; \$33,550.03 (Payment No. 9 & FINAL)
 - f. Street Use Application — Jingle Bell Jog; Saturday, December 13, 2025; 9:00 a.m. to 10:30 a.m.; Menasha High School FBLA
4. Neenah-Menasha Joint Finance and Personnel Committee, 10/29/25, Recommends Approval of:
 - a. Purchase and Enter Into Contract for (1) 2025 Can-Am EMS-UTV and Related Equipment for a Cost Not to Exceed \$60,000 and to Utilize FAP Carry-Over Funds from 2024-25 to Pay for the Project
 - b. Approve the Proposed NMFR 2026 Budget

H. Items Removed from the Consent Agenda

I. Action Items

1. Accounts Payable and Payroll for the term of 10/17/25 - 10/30/25 in the amount of \$1,330,015.66
2. Partnership with Heckrodt Wetland Reserve – House Relocation Proposal
3. Consideration and possible action on a “Resolution Creating Tax Incremental

District No. 15, Approving its Project Plan and Establishing its Boundaries.”

4. Strong Neighborhoods Program - Proposed Pilot Program Partnership - Greater Fox Cities Habitat for Humanity

J. Held Over Business

K. Ordinances and Resolutions

1. R-26-25 - A Resolution Establishing The Lawson Canal Ad-Hoc Advisory Committee to Support the Update of the Lawson Canal Master Plan (Introduced by Mayor Hammond)
2. R-28-25 - Resolution Creating Tax Incremental District No. 15, Approving Its Project Plan and Establishing Its Boundaries, City of Menasha, Wisconsin (Introduced by Mayor Hammond)

L. Appointments

1. Mayor's appointment of Angela Green-Ludvik to the Downtown Menasha Forward Ad-hoc Committee for the term of 11/4/25 — Creation of a Downtown Nonprofit
2. Mayor's appointment of Melanie DuFrane to the Downtown Menasha Forward Ad-hoc Committee for the term of 11/4/25 — Creation of a Downtown Nonprofit
3. Mayor's appointment of Alderman Rand to the Downtown Menasha Forward Ad-hoc Committee for the term of 11/4/25 — Creation of a Downtown Nonprofit
4. Mayor's appointment of Alderman Perkins to the Downtown Menasha Forward Ad-hoc Committee for the term of 11/4/25 — Creation of a Downtown Nonprofit
5. Mayor's appointment of Peter Dulcamara to the Downtown Menasha Forward Ad-hoc Committee for the term of 11/4/25 — Creation of a Downtown Nonprofit
6. Mayor's appointment of Jeff Buser to the Downtown Menasha Forward Ad-hoc Committee for the term of 11/4/25 — Creation of a Downtown Nonprofit
7. Mayor's appointment of Dustin McClone to the Downtown Menasha Forward Ad-hoc Committee for the term of 11/4/25 — Creation of a Downtown Nonprofit
8. Mayor's appointment of Michele Lynn to the Downtown Menasha Forward Ad-hoc Committee for the term of 11/4/25 — Creation of a Downtown Nonprofit

M. Claims Against the City

1. Claim Against the City - Village of Harrison Notice of Injury and Notice of Claim Against the City Re: 2019 Interim Agreement
 - a. Adjourn into Closed Session pursuant to Wisconsin Statute § 19.85(1)(g)

Conferring with legal counsel for the governing body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved (Concerning Village of Harrison Notice of Inury and Notice of Claim Against the City Re: 2019 Interim Agreement)

- b. May reconvene into Open Session to take action on items that may be pending

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

O. Adjournment

MEETING NOTICES

November 5, 6, 12, and 13, 2025
Budget Review Sessions – 5:00 PM

November 17, 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."



Q3 2025

JULY- SEPTEMBER

Community Development Quarterly Report

Table of Contents

- 1 PLANNING & ZONING**
- 2 ECONOMIC DEVELOPMENT**
- 3 INSPECTIONS**
- 4 CODE ENFORCEMENT**



Q3 2025 (July – September)



We are committed to excellent service for residents, businesses, and visitors

The Community Development Department is responsible for the maintenance and enhancement of the overall character of the community by managing the progression of the property tax base and ensuring orderly growth, promoting high quality development and redevelopment, and maintaining and improving existing neighborhood character and quality.

Key Objectives:

- Attract and retain residents and businesses
- Work with owners and developers to secure permit approvals
- Provide residential and commercial plan review and inspections
- Work proactively with residents to address code violations
- Administer the CDBG and Strong Neighborhoods housing programs
- Maintain and develop the City's GIS program
- Write and administer grants, negotiate TIF agreements
- Promote downtown and waterfront revitalization
- Bicycle and pedestrian planning and implementation
- Support historic preservation and sustainability initiatives
- Lead as Executive Director of the City's Redevelopment Authority
- Preserve the safety, livability, and aesthetic integrity of neighborhoods throughout the city

Short-range activities

- Diggers Hotline Tickets (7)
- Addressing/Readdressing (7)
- Residential fence permits (21)
- Residential driveway permits (23)
- Residential new home zoning approvals (13)
- Residential zoning permits (22)
- Sign permits (5)
- Commercial Zoning Verification and Compliance Requests (2)
- Certified Survey Maps reviews (1)
- Special Use Permits (1)
- Rezoning (1)
- Commercial Site Plans Inspections (1)
- Variances (2)

Long-range activities

- **Imagine 2035: Comprehensive Plan Update**
 - September 24th open house contributed to increase in public survey responses
 - Attended Hometown Halloween event
 - November 8th open house at library; collaboration with UWM students
 - Population/Housing chapter 75% complete
 - Transportation Chapter 25% complete
 - Focus group discussion with City of Appleton
- **Advanced Water Street corridor storytelling content and historic interpretive elements (including Whiting Paper Mill Fire history)**
- **Prepared Heckrodt Wetland Reserve house relocation proposal and supporting background analysis**
- **Reviewed and synthesized billboard/sign ordinance research**
- **Coordinated and drafted documents regarding the Lawson Canal Master Plan update, including committee structure, roles, and planning approach**
- **Contracted for pre-demolition asbestos evaluation services for 325 Broad Street building**
- **Facilitated second Community Development Department Strategic Planning meeting**

Activities

- Presented TIF #15 Project Plan and Resolution to Joint Review Board and Plan Commission
- Prepared draft MOU for Strong Neighborhood Pilot Program Partnership
- Coordinated with UW-Milwaukee students - Downtown Waterfront Concept Planning
- Commercial Building Inspection Transition
- Prepared 2026 budget for Community Development Department
- Continued coordination with Winnebago County re: former Whiting Mill & former UW-Fox Campus
- Meetings with developers to discuss Menasha development opportunities (5)
- Meetings with Menasha businesses (10)
- WDNR meetings regarding Lawson Canal Area (2)





Total Number of Permits Issued

130



Number of Permits by Job Type

Building (73)

HVAC (47)

Electrical (60)

Plumbing (35)



Total Project Cost

\$6,489,810



Total Permit Fees Collected

\$37,868

Enforcement Actions

- Court trials: 2 (Both found guilty)
- Letters/Notices Issued: 93+
- Coordination with CSO group and Public Works Department

Proactive vs. Reactive Case Origin

- Proactive Inspections (35%)
- Resident Complaints (65%)

Top Violations by Code Section

- 11-7-1 Public Nuisance (Trash/Junk)
- 10-4-8 – Junk Vehicles
- 13-1-51 – Parking in Yards/ROW
- 13-1-88 – Fence Regulations
- 8-3-4 – Refuse Bin Placement

Success Story Spotlight: Project Front Porch

Location: Third Street Corridor (North Side of Third St Between Racine St and De Pere St)

Purpose:

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

Focus:

Improving the appearance, safety, and functionality of properties through targeted maintenance and beautification efforts. This includes maintaining landscaping and yards, decluttering and removing debris, trimming and clearing overgrown vegetation, and enhancing green spaces to create more attractive and sustainable environments. Efforts will also prioritize improving curb appeal through tree planting, frontage upgrades, and other visual enhancements that contribute to a cleaner, more welcoming community

Outcome/Result:

Well-maintained lawns, cleared debris, trimmed vegetation, and refreshed landscaping that collectively enhance each property's curb appeal. Overgrown areas have been tidied, new greenery has been added, and frontages appear more inviting and cohesive.

In addition to the physical outcomes of the project, Project Front Porch increased moral of the residents and contributed to a wonderful opportunity for city staff to not only work closer to other city departments but with residents of the city as well



- Fox Cities Visitor and Convention Bureau Grants Committee
- Business Leaders of Menasha (BLOOM) / Menasha Forward
- Winnebago County Industrial Development Board
- High Cliff Connection Plan
- Fox Cities Economic Development Professionals
- Fox Cities Habitat for Humanity
- Wisconsin Local Government Climate Coalition
- Fox Cities Housing Coalition

- Presentation to Fox Cities Trail Summit
- ESRI Cartography Massive Open Online Course
- 2025 WLGCC Members Summit
- CVMIC Emerging Leader Certification Training
- APA Permitting Uses by Right Webinar
- BIANEW Meeting

- Revisit Commercial Planning Delegation
- Update Building Permit Fee Schedule
- 325 Broad Street Demolition
- Strong Neighborhoods - Habitat Partnership
- Oneida Street Corridor Development
- Canal Commons to Jefferson Park - Signage & Orientation Mapping
- Menasha Forward
- Imagine 2035: Your Place On The Water - Comprehensive Plan Updates
- **November 8th Imagine 20235: Your Place On The Water - Comprehensive Plan Open House**

CITY OF MENASHA PROJECT FRONT PORCH 524 Third Street



CITY OF MENASHA PROJECT FRONT PORCH 532 Third Street



CITY OF MENASHA PROJECT FRONT PORCH 536 Third Street



CITY OF MENASHA PROJECT FRONT PORCH 540 Third Street



CITY OF MENASHA PROJECT FRONT PORCH 546 Third Street VFW



CITY OF MENASHA PROJECT FRONT PORCH 606 Third Street



CITY OF MENASHA PROJECT FRONT PORCH 632 Third Street

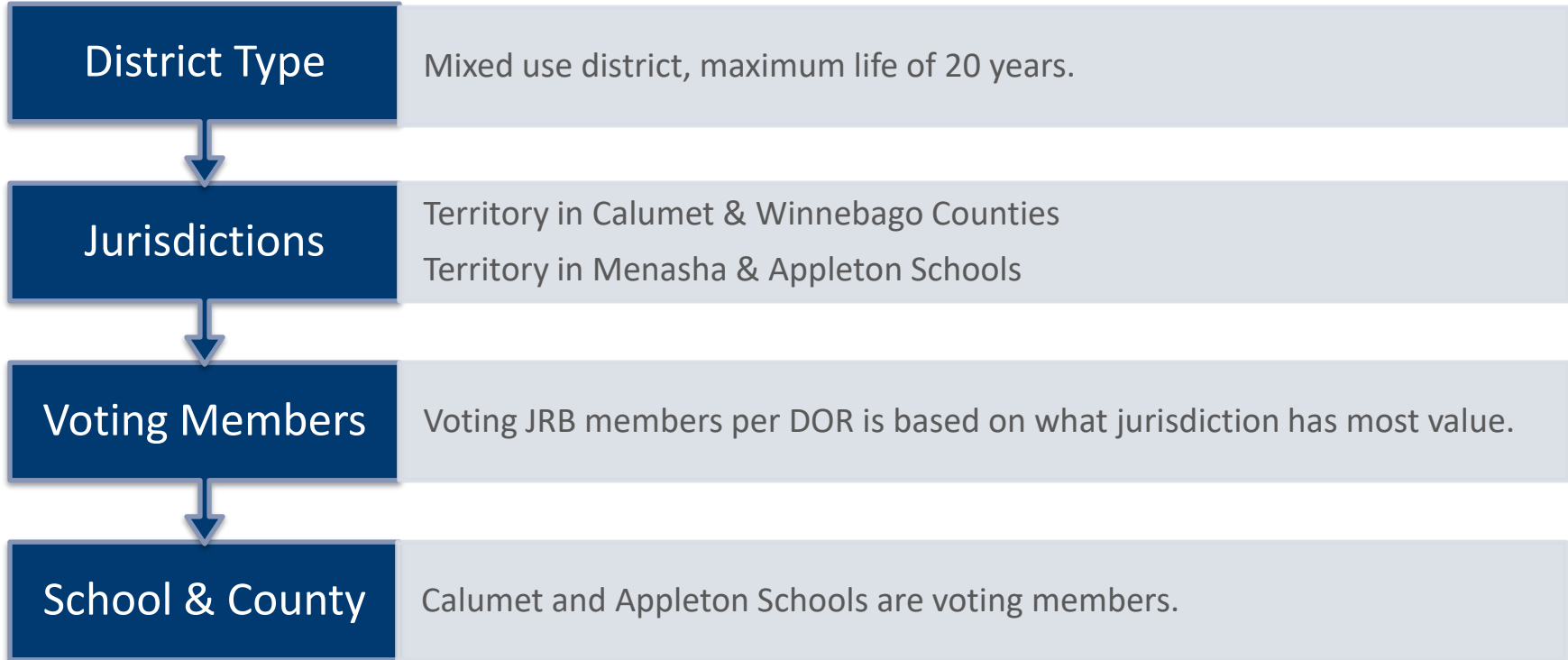




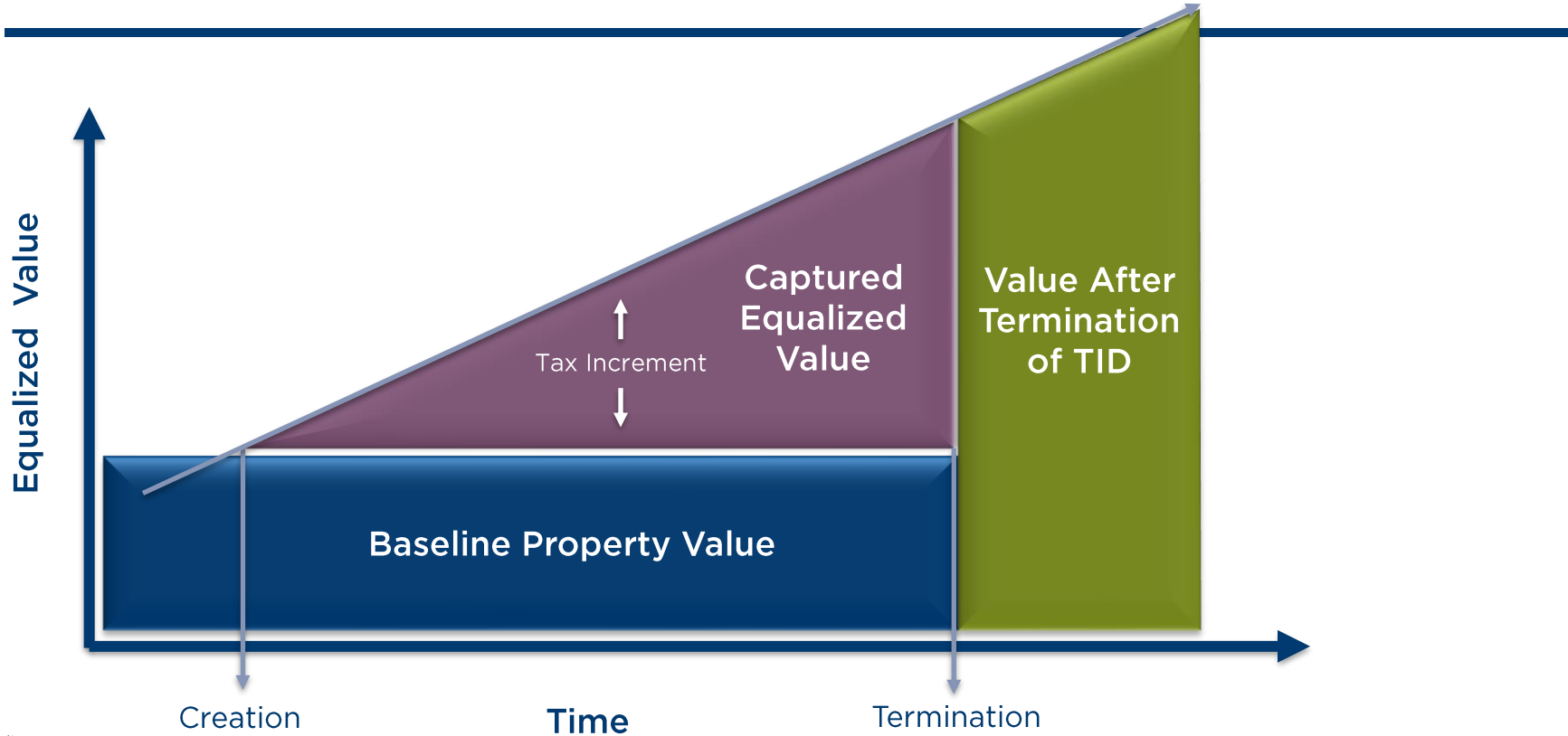
City of Menasha, WI

TID #15 Creation Summary

TID #15 Details



Building Blocks: TIF Cash Flows



Compliance with equalized value test

Valuation Test Compliance Calculation

Calculation of City Equalized Value Limit

City TID IN Equalized Value (Jan. 1, 2025)	\$	2,008,384,100
TID Valuation Limit @ 12% of Above Value	\$	241,006,092

Calculation of Value Subject to Limit

Estimated Base Value of Territory to be Included in District	\$	33,521,200
Incremental Value of Existing Districts (Jan. 1, 2025)	\$	173,353,500
Total Value Subject to 12% Valuation Limit	\$	206,874,700
Total Percentage of TID IN Equalized Value		10.30%
Residual Value Capacity of TID IN Equalized Value	\$	34,131,392

- Approximately 90 acres located along the Oneida Street corridor south of Midway Road and north of Natures Way.
- Promote commercial and residential development along the corridor.



Tax Incremental District No. 15

Percentage of TID Area Suitable for Mixed Use Development (at least 50%)	87%
Percentage of TID Area Not Suitable for Development	13%
Total Area	100%
Percentage of TID Area Suitable for Newly Platted Residential Development (no more than 35%)	7%

Purpose

- Pay the costs of public infrastructure improvements and/or development incentives as determined by the City.

Required Finding

- Not less than 50% by area meets statutory definition of an area suitable for mixed use development.
- No more than 35% of area for newly platted residential.



- Yellow areas depict potential residential development.
- Pink area depict potential commercial development.
- Initial residential development includes a proposal from Fore Development for approximately 96 residential units disbursed amongst garden-style apartment buildings.



City of Menasha makes every effort to produce and publish the most current and accurate information possible. However, no warranties, expressed or implied, are provided for the data herein, its use, or its interpretation.

Commercial
 Residential
 TID 15 Boundary
 City of Menasha Boundary

Menasha TID #15
 Tax Parcel Future Land Use
 Date: 9/25/2025
 Source: City of Menasha, County of Winnebago and Calumet
 Created by: City of Menasha Community Development Dept.



General projects included in project plan

Preliminary Projects:

- The City finances public infrastructure directly, offer development incentives to reimburse infrastructure costs paid by a developer, or require public infrastructure to be paid entirely by a developer.
- Developer incentives subject to approval of developer agreement by City Council.
- Ongoing annual costs for audit, TID reporting, legal review, etc.


Eligible Project Costs

Detailed List of Estimated Project Costs

Project ID	Project Name/Type	Initial Priority	Est. Cost		Less: Non- Project Costs	Totals	1/2 Mile
			As development occurs	Ongoing			
1	Fore Development Incentive	2,770,000				2,770,000	
1	General Development Incentives TBD		7,230,000			7,230,000	
2	Sidewalk from Jennie St. to Manitowoc Rd.		75,000			75,000	
3	Storm Water Pond Improvements		25,000			25,000	
4	Province Link Intersection Control Costs		200,000			200,000	
5	Gateway and Wayfinding Signage		100,000			100,000	
6	Manitowoc Rd. Street improvements		50,000			50,000	
7	Province Trail Trail Improvements		30,000			30,000	
8	Property Acquisition to Support Redevelopment		1,000,000			1,000,000	
	Ongoing Planning & Administrative Costs			300,000		300,000	
Total Projects		2,770,000	8,710,000	300,000	0	11,780,000	0



- All projects are TID eligible expenditures.
- City will evaluate and determine what investment is appropriate based on pace of development and tax increment generated.

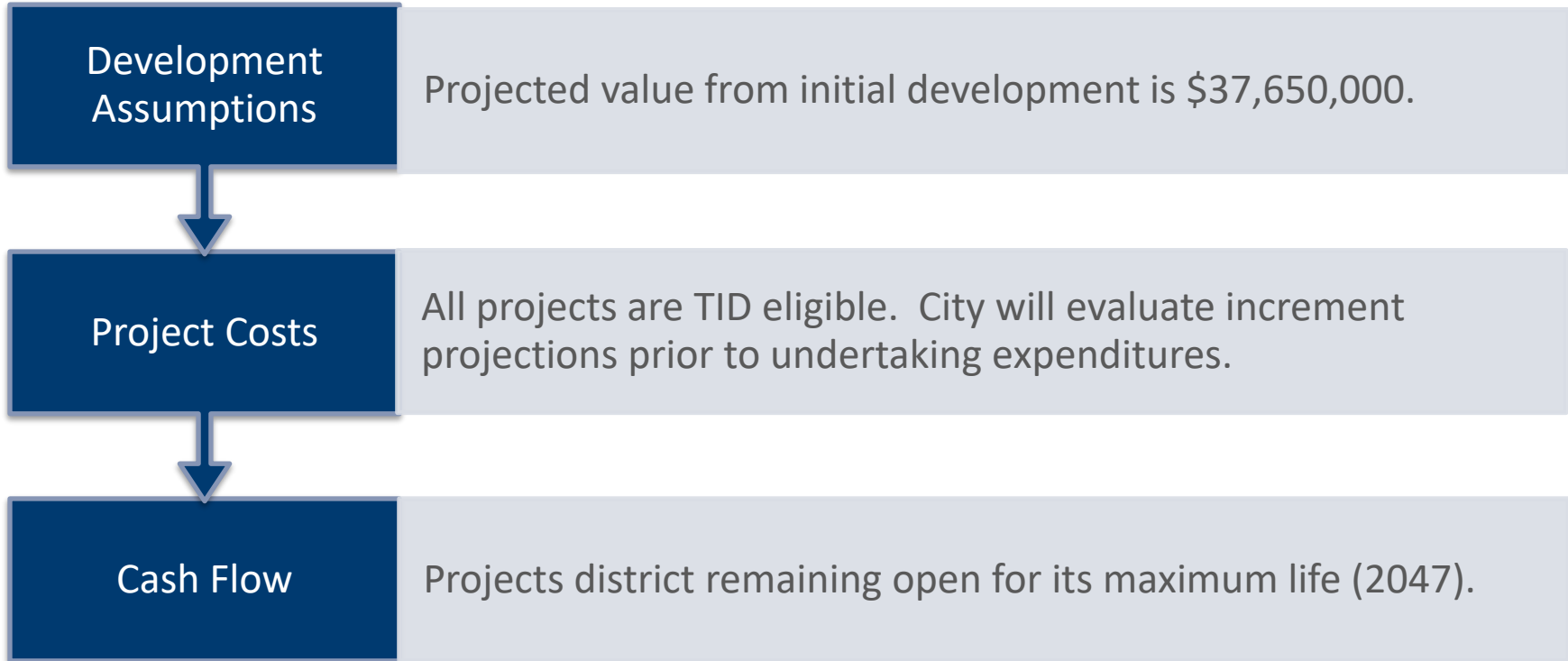

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Menasha TID #15
 Tax Parcels Proposed Improvements
 Date: 9/25/2025
 Source: City of Menasha, County of Winnebago and Calumet
 Created By: City of Menasha Community Development Dept.

Legend:
 ■ TID 15 Parcels
 ■ TID 15 Boundary
 ■ City of Menasha Boundary

Scale: 0 250 500 Feet
 North Arrow

TID #15 Financial Analysis Summary



Development (valuation) Assumptions

Development Assumptions					
Construction Year	Fore Development (Calumet County, Appleton School)	Oneida Street Senior Housing (Calumet County, Appleton Schools)	Sandhill Landing Single Family Homes (Calumet County, Menasha School)	Annual Total	Construction Year
	Total Value	Total Value	Total Value		
1 2026	6,260,000		1,400,000	7,660,000	2026 1
2 2027	6,260,000	7,500,000	1,400,000	15,160,000	2027 2
3 2028	3,130,000	7,500,000	1,400,000	12,030,000	2028 3
4 2029			1,400,000	1,400,000	2029 4
5 2030			1,400,000	1,400,000	2030 5
6 2031				0	2031 6
7 2032				0	2032 7
8 2033				0	2033 8
9 2034				0	2034 9
10 2035				0	2035 10
11 2036				0	2036 11
12 2037				0	2037 12
13 2038				0	2038 13
14 2039				0	2039 14
15 2040				0	2040 15
16 2041				0	2041 16
17 2042				0	2042 17
18 2043				0	2043 18
19 2044				0	2044 19
20 2045				0	2045 20
Totals	15,650,000	15,000,000	7,000,000	37,650,000	

Tax Increment Projection Worksheet (Calumet County & Menasha School District)

Type of District
 District Creation Date
 Valuation Date
 Max Life (Years)
 End of Expenditure Period
 Revenue Periods/Final Year
 Extension Eligibility/Years
 Eligible Recipient District

Mixed Use	
November 3, 2025	
Jan 1,	2026
20	
15	11/3/2040
20	2047
Yes	3
No	

Base Value
 Economic Change Factor
 Apply to Base Value
 Base Tax Rate
 Rate Adjustment Factor

TBD
\$20.00
0.00%

Construction	Valuation	Economic	Total					
Year	Value Added	Year	Change	Increment	Revenue Year	Tax Rate	Tax Increment	
1	2026	1,400,000	2027	0	1,400,000	2028	\$20.00	28,000
2	2027	1,400,000	2028	0	2,800,000	2029	\$20.00	56,000
3	2028	1,400,000	2029	0	4,200,000	2030	\$20.00	84,000
4	2029	1,400,000	2030	0	5,600,000	2031	\$20.00	112,000
5	2030	1,400,000	2031	0	7,000,000	2032	\$20.00	140,000
6	2031	0	2032	0	7,000,000	2033	\$20.00	140,000
7	2032		2033	0	7,000,000	2034	\$20.00	140,000
8	2033		2034	0	7,000,000	2035	\$20.00	140,000
9	2034		2035	0	7,000,000	2036	\$20.00	140,000
10	2035		2036	0	7,000,000	2037	\$20.00	140,000
11	2036		2037	0	7,000,000	2038	\$20.00	140,000
12	2037		2038	0	7,000,000	2039	\$20.00	140,000
13	2038		2039	0	7,000,000	2040	\$20.00	140,000
14	2039		2040	0	7,000,000	2041	\$20.00	140,000
15	2040		2041	0	7,000,000	2042	\$20.00	140,000
16	2041		2042	0	7,000,000	2043	\$20.00	140,000
17	2042		2043	0	7,000,000	2044	\$20.00	140,000
18	2043		2044	0	7,000,000	2045	\$20.00	140,000
19	2044		2045	0	7,000,000	2046	\$20.00	140,000
20	2045		2046	0	7,000,000	2047	\$20.00	140,000
Totals		7,000,000		0		Future Value of Increment		2,520,000

Tax Increment Projection Worksheet (Calumet County & Appleton School District)

Type of District	Mixed Use	Base Value	TBD
District Creation Date	November 3, 2025	Economic Change Factor	
Valuation Date	Jan 1, 2026	Apply to Base Value	
Max Life (Years)	20	Base Tax Rate	\$14.44
End of Expenditure Period	15 11/3/2040	Rate Adjustment Factor	0.00%
Revenue Periods/Final Year	20 2047		
Extension Eligibility/Years	Yes 3		
Eligible Recipient District	No		

	Construction		Valuation Year	Economic Change	Total Increment	Revenue Year	Tax Rate	Tax Increment
	Year	Value Added						
1	2026	6,260,000	2027	0	6,260,000	2028	\$14.44	90,383
2	2027	13,760,000	2028	0	20,020,000	2029	\$14.44	289,054
3	2028	10,630,000	2029	0	30,650,000	2030	\$14.44	442,533
4	2029	0	2030	0	30,650,000	2031	\$14.44	442,533
5	2030		2031	0	30,650,000	2032	\$14.44	442,533
6	2031		2032	0	30,650,000	2033	\$14.44	442,533
7	2032		2033	0	30,650,000	2034	\$14.44	442,533
8	2033		2034	0	30,650,000	2035	\$14.44	442,533
9	2034		2035	0	30,650,000	2036	\$14.44	442,533
10	2035		2036	0	30,650,000	2037	\$14.44	442,533
11	2036		2037	0	30,650,000	2038	\$14.44	442,533
12	2037		2038	0	30,650,000	2039	\$14.44	442,533
13	2038		2039	0	30,650,000	2040	\$14.44	442,533
14	2039		2040	0	30,650,000	2041	\$14.44	442,533
15	2040		2041	0	30,650,000	2042	\$14.44	442,533
16	2041		2042	0	30,650,000	2043	\$14.44	442,533
17	2042		2043	0	30,650,000	2044	\$14.44	442,533
18	2043		2044	0	30,650,000	2045	\$14.44	442,533
19	2044		2045	0	30,650,000	2046	\$14.44	442,533
20	2045		2046	0	30,650,000	2047	\$14.44	442,533
Totals		30,650,000		0		Future Value of Increment		8,345,024

Tax Increment District No. 15

Cash Flow Projection

Year	Projected Revenues		Projected Expenditures				Balances			Year	
	Tax Increments	Total Revenues	MRO #1 Fore Development \$2,770,000	Capital outlay	Incentives TBD	Ongoing Planning & Administration	Total Expenditures	Annual	Cumulative		Liabilities Outstanding
2026		0					0	0	0	2,770,000	2026
2027		0					0	0	0	2,770,000	2027
2028	118,383	118,383	85,864			15,000	100,864	17,519	17,519	2,684,136	2028
2029	345,054	345,054	172,587	25,000		15,000	212,587	132,467	149,986	2,511,548	2029
2030	526,533	526,533	217,245	275,000		15,000	507,245	19,287	169,273	2,294,303	2030
2031	554,533	554,533	219,418	100,000		15,000	334,418	220,115	389,388	2,074,885	2031
2032	582,533	582,533	221,612	80,000		15,000	316,612	265,921	655,309	1,853,273	2032
2033	582,533	582,533	223,828			15,000	238,828	343,705	999,013	7,629,445	2033
2034	582,533	582,533	226,066		100,000	15,000	341,066	241,466	1,240,479	7,303,379	2034
2035	582,533	582,533	228,327	500,000	100,000	15,000	843,327	(260,794)	979,685	6,975,052	2035
2036	582,533	582,533	230,610	500,000	100,000	15,000	845,610	(263,078)	716,607	6,644,442	2036
2037	582,533	582,533	232,916		375,000	15,000	622,916	(40,384)	676,223	6,036,525	2037
2038	582,533	582,533	235,246		375,000	15,000	625,246	(42,713)	633,510	5,426,280	2038
2039	582,533	582,533	237,598		500,000	15,000	752,598	(170,065)	463,445	4,688,682	2039
2040	582,533	582,533	238,682		500,000	15,000	753,682	(171,149)	292,296	3,950,000	2040
2041	582,533	582,533			550,000	15,000	565,000	17,533	309,828	3,400,000	2041
2042	582,533	582,533			550,000	15,000	565,000	17,533	327,361	2,850,000	2042
2043	582,533	582,533			550,000	15,000	565,000	17,533	344,893	2,300,000	2043
2044	582,533	582,533			550,000	15,000	565,000	17,533	362,426	1,750,000	2044
2045	582,533	582,533			575,000	15,000	590,000	(7,467)	354,959	1,175,000	2045
2046	582,533	582,533			575,000	15,000	590,000	(7,467)	347,491	600,000	2046
2047	582,533	582,533			600,000	15,000	615,000	(32,467)	315,024	(0)	2047
Totals	10,865,024	10,865,024	2,770,000	1,480,000	6,000,000	300,000	10,550,000				Totals

Notes:

PROJECTED CLOSURE YEAR

LEGEND:

----- END OF EXP. PERIOD

Timeline

- October 20, 2025
 - ✓ Initial Joint Review Board (organizational).
 - ✓ Plan Commission Public Hearing. Consider resolution to create district (approval required to proceed).
- November 3, 2025
 - ✓ City Council considers resolution to create district (approval required to proceed).
- November 17, 2025 to December 18, 2025
 - ✓ Final JRB meeting to consider resolution to create district (approval required).
 - ✓ Annual meeting held



ELISHA D. SMITH PUBLIC LIBRARY BOARD OF TRUSTEES
MEETING MINUTES
Elisha D. Smith Public Library
Company E Room
August 26, 2025

Called to order at 4:00pm by Chair Witt

Present: Chair Witt, Vice Chair Halverson, Trustee Englebert, Trustee Lane, Trustee Wickman, Teen Representative Lance

Absent: Secretary Stojanovic, Trustee Franzoi, Trustee Turner, Superintendent of Schools Zimmerman

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

Public Comment/Communication

None.

Consent Business

A motion was made by Halverson, seconded by Wickman to approve the Library Board of Trustees meeting minutes from July 22, 2025. Motion carried unanimously.

Authorization of Bills

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

Updates

Staff Reports

- Raschke reported that staff are finishing up processing and shifting the oversize collection. The Winnefox Passport program ended earlier this month and the library had over 100 participants return finished passports.
- Moore-Nokes shared the summer reading program has wrapped up with a total of 757 participants. The number of adult participants was the highest it has been in a decade. Staff has reported positive comments and feedback from participants. SMITHworks will be closed the week of Sept 2nd-7th so that the team can do some rearranging, maintenance and technology updates to the space.
- Teen Representative Lance shared that the Teen Volunteer Council has been working with staff member Dave Powell to build a mobile outreach booth for the library. They also created an easy read display and made flowers for the fence planters on the patio. One program standout this month was the cupcake version of Teen Test and Taste.

Friends Update

- Trustee Lane shared that there is one last Courtyard Market of Menasha date. A special meeting will be held on September 9 to discuss how the Friends group can work with the market going forward. Trustee Lane advised that following and sharing posts from the Friends page on Facebook is a great way to show support for the group.

New Business

Director's Report

- Director Kopetsky spoke to several trends from the first six months of being reopened.
 - Visitor numbers are growing and have accelerated in the summer months with over one thousand new library cards created this year.

- A focus on hands-on programming has increased attendance and participation.
- Patron assistance at service points has seen a large uptick.
- The Library of Things collection is being well utilized; however, we continue to see decline in some A/V collections.
- All Menasha Joint School District first-graders will be coming into the library and will receive library cards.
- The stair treads on both publicly accessible stairwells will be replaced the first week of September.
- Staff have noticed that SMITHworks is busy throughout the day, rather than just during open hours due to the badging program.

July Statistics

- The July door count was a little under 12,000 patrons, which is 90% higher than the same month in 2023.
- Meeting space usage is up by 167% compared to 2023.

2025 Budget Status

- Hoopla expenses are outpacing prior years, showing the popularity of the service. Discussion ensued.
- Some lines such as janitorial supplies and programming supplies are being expended faster than anticipated, likely due to the increased visitor traffic and usage of the building. Discussion ensued.

Discuss December 23, 2025 Board of Trustees Meeting

A motion was made by Halverson, seconded by Englebert to move the December meeting of the library to Tuesday, December 16, 2025 at 4pm. Motion carried unanimously.

Discuss Board of Trustees Meeting times and dates

Discussion ensued on changing the standing day and/or time of monthly board meetings. The topic will be revisited at a later meeting.

Approve Preliminary 2026 Budget

Director Kopetsky presented his 2026 draft budget and justification to the board. Discussion ensued. A motion was made by Wickman, seconded by Lane to approve the preliminary 2026 library budget. Motion carried unanimously.

The next regular meeting will be Tuesday, September 23, 2025 at 4:00pm.

Adjournment

Meeting adjourned at 4:51pm.

Respectfully submitted,
Eva Kozerski



ADMINISTRATION COMMITTEE MINUTES

Monday, October 20, 2025 at 6:30 PM

First Floor Conference Rooms
100 Main Street, Menasha, WI

A. CALL TO ORDER

Meeting called to order by Chair Eisenach at 7:30pm.

B. ROLL CALL

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

Absent: Ald. Lewis

Also Present: DPW Merten, CDD Dane, PRD Sackett, PC Thorn, PHD Hutter, FM Laracuente, HRM Cardoza, CA Struve, Mayor Hammond, DC Janet

C. MINUTES TO APPROVE

1. Administration Committee, 8/18/25

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

D. DISCUSSION / ACTION ITEMS

1. Storage Tank Pollution Liability Insurance (ACE American Insurance Company) 2026 Renewal

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

Motion carried 7-0 on roll call.

Staff advised that this coverage is for three storage tanks, two above ground and one below. There was a slight increase in the cost of this insurance renewal compared to previous years.

2. 2026 Municipal Property Insurance Company (MPIC) Renewal Policy Quote

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

Motion carried 7-0 on roll call.

Discussion considered the rate at which the premium decreases compared to the increase of the deductible.

Staff advised that this renewal is slightly different as there are new items such as the newly renovated Elisha D. Smith Public Library and Jefferson Park. Staff worked to reduce costs for this renewal while adding higher value items to the insurance coverage.

3. 2026 Health Insurance Plans and Renewal; Vision & Dental Continuation
Motion by District 3 Alderperson Hale, seconded by District 7 Alderperson
Grade to approve.

Motion carried 7-0 on roll call.

Staff advised that the rate of increase was negotiated from 15% down to 5.3% for the upcoming year. The reduced rate of increase comes from removing the POS plans and modifying HMO Plan 13. Cost per employee would rise slightly with these changes.

4. Joint Powers Agreement – Winnebago County 911 Emergency System
Motion by District 3 Alderperson Hale seconded by District 7 Alderperson
Grade to approve. Motion carried on voice vote.

Discussion considered agreements between the City of Menasha and Calumet County.

Staff advised that this is a routine agreement that allows any agency in Winnebago County to respond to a 911 call regardless of municipality boundaries. The City of Menasha does not have a similar agreement with Calumet County.

E. ADJOURNMENT

Motion by District 3 Alderperson Hale seconded by District 4 Alderperson Perkins to adjourn the Administration Committee meeting at 7:44pm. Motion carried on voice vote.

Minutes submitted by Deputy City Clerk Evan Janet.



BOARD OF PUBLIC WORKS MINUTES

Monday, October 20, 2025 at 6:45 PM

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

A. CALL TO ORDER

Meeting called to order by Chair Ropella at 7:47pm.

B. ROLL CALL

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

Absent: Ald. Lewis

Also Present: DPW Merten, CDD Dane, PRD Sackett, PC Thorn, CA Struve,
Mayor Hammond, DC Janet

C. PUBLIC COMMENTS ON ANY MATTER LISTED ON THE AGENDA

D. MINUTES TO APPROVE

1. Board of Public Works, 10/20/25

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

E. DISCUSSION / ACTION ITEMS

1. Change Order — Donald Hietpas & Sons, Inc.; Contract Unit No. M0002-9-20-00334; 2025 Sewer & Water Main Reconstruction; DEDUCT \$21,667.20 (Change Order No. 1 & FINAL)

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

Motion carried 7-0 on roll call.

Staff advised that this is related to the project on Wilson and Harding Streets. Much of this deduction is related to water to residents and a lack of need to replace laterals.

2. Payment — Donald Hietpas & Sons, Inc.; Contract Unit No. M0002-9-20-00334; 2025 Sewer & Water Main Reconstruction; \$20,772.63 (Payment No. 3 & FINAL)

Motion by District 6 Alderperson Marshall, seconded by District 2 Alderperson Eisenach to approve.

Motion carried 7-0 on roll call.

3. Payment — Northeast Asphalt, Inc.; Contract Unit No. 2025-03; Jefferson Park Boat Launch; \$147,406.75 (Payment No. 2)

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

Motion carried 7-0 on roll call.

Discussion considered the status of the project.

Staff advised that this project is moving along well due to cooperative weather. This payment is for the work on the new ramp, specifically the submerged portion, with upcoming work on the abutments, the upper part of the ramp, and curbing. Electrical work has also been completed. Staff expects a full restoration by May 1, 2026.

4. Change Order — Northeast Asphalt, Inc.; Contract Unit No. 2024-03; Jefferson Park Improvements; DEDUCT \$21,265.23; (Change Order No. 2 & FINAL)
Motion by District 6 Alderperson Marshall, seconded by District 3 Alderperson Hale to approve.

Motion carried 7-0 on roll call.

5. Payment — Northeast Asphalt, Inc.; Contract Unit No. 2024-03; Jefferson Park Improvements; \$33,550.03 (Payment No. 9 & FINAL)
Motion by District 6 Alderperson Marshall, seconded by District 3 Alderperson Hale to approve.

Motion carried 7-0 on roll call.

Staff advised that this payment is related to a damaged storm pipe, curb damage, and relocation of lights for the softball diamond.

6. Street Use Application — Jingle Bell Jog; Saturday, December 13, 2025; 9:00 a.m. to 10:30 a.m.; Menasha High School FBLA
Motion by District 6 Alderperson Marshall, seconded by District 7 Alderperson Grade to approve.

Motion carried 7-0 on roll call.

F. ADJOURNMENT

Motion by District 6 Alderperson Marshall seconded by District 7 Alderperson Grade to adjourn the Board of Public Works meeting at 7:58pm. Motion carried on voice vote.

Minutes submitted by Deputy City Clerk Evan Janet.

REGULAR MEETING OF THE WATER AND LIGHT COMMISSION

October 22, 2025

Draft

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

Those excused were: Antoine Tines

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

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

- A. Minutes of the Regular Meeting of September 24, 2025.
- B. Approve Proposed Minutes of the Closed Meeting of September 24, 2025.
- C. Approve and warrant the following payments dated September 25 – October 22, 2025 in the amount of \$4,713,699.80.
- D. Correspondence as listed:
 - Copy of MU Matching Donations to the Fox Valley Veterans Council
 - Copy of MU Project Share Information
 - Copy of Thank-You RE: Community Blood Center Drive
 - Copy of Thank-You RE: Customer Water Leak Detection
 - Copy of Thank-You RE: MU Public Power Event
 - Copy of MU October Newsletter

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

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

Item VI. Unfinished Business, No unfinished business was discussed at this meeting.

Item VII. New Business, Election of Commission Officers. The motion by Comm. Turchan, seconded by Comm. Hammond was unanimously approved on roll call to elect Commissioner Allwardt as Commission President, Commissioner Kordus as Commission Vice-President, and Commissioner Turchan as Commission Secretary.

Health, Dental, & Vision Insurance Premiums for 2026 - Staff is recommending staying with Health Partners and offering the Select and Focused Plans. The cash in lieu of health insurance remains at \$3,000/year for single and \$5,000/year for family. Employer contributions to HSA will remain at

\$1,750/single and \$3,500/family. In addition, staff is recommending dental and vision plans with Delta Dental.

The motion by Comm. Allwardt, seconded by Comm. Kordus, was unanimously approved on roll call to stay with Health Partners and offer the Focused and Select Plans for 2026 health insurance.

The motion by Comm. Allwardt, seconded by Comm. Kordus, was unanimously approved on roll call to continue the dental and vision coverages for 2026.

Peak Time Usage Campaign. Paula Maurer presented the results of the 2025 email campaign that encourages customers to reduce their electricity usage during periods of high system energy demand during summer months.

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

September Financial and Project Status Reports – Electric consumption was lower than budget by 17% for the month, cost of power was 7.9% higher, and lower revenues are offset by lower expenses.

Water consumption was higher than budget by 15.4%, water treatment and chemical costs were higher, and net operating income was higher due to higher revenues.

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

Project Reports, Electric Projects- Crews replaced poles and installed new services in the Lake Park area, painting and radiator repairs at Melissa Substation were completed, the Office Complex project was closed, and ESRI upgrades continue.

Water Projects – An alum transfer pump was purchased for the Water Plant, materials for the Network Segregation project were received, mag meter testing and hydro-flushing were completed, There were no main breaks in September.

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

Item X. The motion by Comm. Allwardt, seconded by Comm. Kordus, was unanimously approved on roll call at 8:54a.m. to convene into Closed Session pursuant to Section 19.85 (1) (c) of the Wisconsin Statutes for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Re: Performance Evaluation of General Manager.

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.

**CITY OF MENASHA
Housing Authority Meeting
Menasha Public Library
Fox River Room
440 First Street, Menasha
October 14, 2025
DRAFT MINUTES**

A. CALL TO ORDER

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

B. ROLL CALL/EXCUSED ABSENCES

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

MEMBERS EXCUSED/ABSENT:

OTHERS PRESENT: CDD Dane

C. MINUTES TO APPROVE

1. Minutes of October 9, 2025, Housing Authority Meeting

A motion was made by Vice-Chair Keehan to approve the October 9, 2025, Housing Authority Meeting minutes. The motion was seconded by Comm. Haffner. The motion carried.

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

Five (5) minute time limit for each person

E. REPORT OF DEPARTMENT HEADS/STAFF/CONSULTANTS

F. ACTION / DISCUSSION

1. Proposed Strong Neighborhoods Partnership with Habitat for Humanity

CDD Dane provided details about the partnership with Habitat for Humanity to increase the effectiveness of the Strong Neighborhood program that the City of Menasha currently offers.

General discussion ensued.

Comm. Keehan moved to recommend that city staff prepare a Memorandum of Understanding (MOU) with Habitat for Humanity to establish a one-year pilot program providing home repair assistance through the Strong Neighborhoods Menasha program. Comm. Haffner seconded. Comm. Geffers abstained. Motion carried.

2. Set Next meeting – October 27, 2025

The next Housing Authority meeting was set for **October 27, 2025**

G. ADJOURNMENT

A motion was made by Comm. Haffner to adjourn the meeting. The motion was seconded by Chair Haase. The motion carried.

Minutes happily submitted by PP Larsen.

Neenah-Menasha Fire Rescue Joint Fire Commission Meeting Minutes

October 28, 2025 – 4:00 p.m.

NMFR Training Center

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

Also Present: Chief Teesch, Deputy Chief Krueger, Neenah HR Director Fairchild

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

Public Forum: No members of the public were present.

Meeting Minutes: The Commission reviewed the meeting minutes from August 13, 2025. **MSC Lewis/Keating to approve the, August 13, 2025, meeting minutes and place on file, all voting aye.**

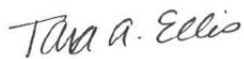
MSC Lewis/Keating to move into closed session pursuant to Section 19.85(1)(c), Wis. Stats for the purpose of interviewing applicants for the open Assistant Chief position, all voting aye.

MSC Keehan/Keating to move back into open session, all voting aye.

MSC Keehan/Lewis to authorize proceeding with actions discussed in closed session regarding personnel matters, all voting aye.

MSC Keehan/Lewis to adjourn at 7:51 p.m., all voting aye.

Respectfully submitted,



Tara Ellis
Management Assistant

NMFR Joint Finance & Personnel Committee Meeting Minutes

October 29, 2025 – 5:30 p.m.

City of Menasha – Room #133

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

Excused: Ald. Bruno

Also Present: Chief Teesch, DC Krueger, and Director Rasmussen

Public: A member of the public attended.

Ald. Grade called the meeting to order at 5:30 p.m.

Public Forum: Member of the public stated they were there to learn about the NMFR budget.

Minutes: The committee reviewed the meeting minutes from September 30, 2025. **MSC Pollnow/Borchardt to approve the September 30, 2025, meeting minutes, and place on file, all voting aye.**

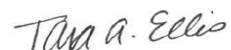
Call Summary Review: The Committee reviewed the call summary review through September 30, 2025. **MSC Borchardt/Pollnow to approve the call summary and place on file through September 30, 2025, all voting aye.**

UTV Vehicle Purchase: The Committee reviewed the request to purchase a UTV from using FAP funding and to remove the purchase from the budget. **MSC Pollnow/Perkins recommends to approve the purchase and enter into contract for (1) 2025 can-am EMS-UTV and related equipment for a cost not to exceed \$60,000 and to utilize FAP carry-over funds from 2024-25 to pay for the project, all voting aye.**

2026 Proposed Budget Review: Chief Teesch presented the 2026 budget, explaining the budget had been reviewed by both City Finance Directors and Mayors. **MSC Pollnow/Marshall to approve the proposed NMFR 2026 budget, all voting aye.**

MSC Pollnow/ Marshall to adjourn at 5:59 p.m., all voting aye.

Respectfully Submitted,



Tara Ellis

Management Assistant

Comprehensive Plan Update (10-27-25)

Project Overview

The Comprehensive Plan update began in July and is anticipated to span 12 months. The initial phase focuses on public engagement and information gathering, with emphasis on identifying issues and opportunities. Activities so far include attendance at various community events, a well-attended public open house, online survey, interactive online map, and focus groups.

Public Engagement Findings

Open House Highlights

The September 24th open house drew roughly 60-70 participants. Participants expressed significant interest in redevelopment opportunities at:

- Lawson Canal
 - Strong interest in transforming this area into a vibrant social and recreational gathering place
 - Discussions acknowledged the challenges and costs associated with redevelopment, with general agreement that identifying a financially feasible long-term solution will be essential
- Former Whiting Paper Mill site
 - Information regarding current status of contaminants and redevelopment ideas
- Water Street Corridor
 - Possible redevelopment ideas and/or concepts
- Former Shopko site
 - Possible redevelopment ideas and/or concepts
- Former UW–Oshkosh Fox Cities campus site
 - Interest in City working with County to plan for the future

Public Survey Results (111 Responses to Date)

Demographics

- Age: Majority between 35–54 (49%).
- Gender: 59% female, 41% male.
- Race: Predominantly White (98%).
- Households: Largest groups were two-person (40%) and one-person (17%).
- Children: 33% with children under 18.
- Residency: 84% Menasha residents, 16% from outside.

- Business Ownership: 11% own a business in Menasha.

Housing

- 90% currently live in single-family homes; 89% prefer this type.
- Downtown living interest is limited (30% yes, 5% maybe).
- Preferences for downtown: condo or townhome/rowhouse.

Economic Development

Residents prioritized attracting:

- Restaurants (68%)
- Retail (56%)
- Entertainment (55%)
- Hospitality (34%)
- Light manufacturing (19%)
Frequent written-in requests included grocery stores and fitness/wellness businesses.

Redevelopment Priorities

Highest rated sites for redevelopment:

- Former Shopko site (3.6/5)
- Appleton Road corridor (3.5/5)
- Former UW–Oshkosh campus (3.3/5)
Lower priorities: Quarry and Water Street Corridor

Quality of Life Priorities

- Bike/trail system: 3.5/5 satisfaction (positive but room to improve).
- Growth/improvement focus:
 - Attract new businesses (60%)
 - Revitalize downtown (57%)
 - Embrace the waterfront (53%)
- Other themes: infrastructure upgrades, sustainability, and expanded recreation.

Challenges Identified

- Economic development & jobs (52%)
- Taxes (36%)
- Infrastructure/road conditions (33%)
- Housing affordability & condition (33%)
- Environmental Quality (21%)

Sustainability

79% support making sustainability a priority in the Comprehensive Plan.

Comment Themes

- Strong demand for a grocery store (Especially in the downtown area).
 - Calls for waterway cleanup (Lawson Canal, Little Lake Butte des Morts).
 - Concerns about property taxes and rental property balance.
 - Interest in revitalizing vacant sites (Shopko, Banta site, mills).
 - Desire to maintain Menasha's small-city character while encouraging walkability, bikeability, and better code enforcement.
 - Mixed opinions on recreation funding: some prioritize economic development over park/trail expansion.
-

Public Events (Courtyard market, Brews on Bago, Bluejay Back to School Bash, Halloween)

Department staff participated in the Hometown Halloween event, where they distributed candy to children and informational flyers to adults. The flyers included a QR code providing direct access to the public survey.

Key Issues Raised

- **Infrastructure & Maintenance:** Outdated playgrounds, unsafe sidewalks, underused green spaces.
- **Waterfront & Environment:** Pollution, foul odors, neglected waterways.
- **Downtown & Redevelopment:** Vacant properties and poor city gateways frustrate residents.

Opportunities Highlighted

- **Recreation & Events:** Strong support for community events, family-friendly gathering spaces, and unique amenities like kayak routes or rooftop beer gardens.
- **Economic Development:** Reuse of vacant sites, downtown revitalization, and canal/waterfront redevelopment.
- **Connectivity & Mobility:** Expanded bike lanes, pedestrian-friendly improvements, and enhancing Lawson Canal as a community connector.

Highlighted quotes from Brews on Bago event

“Parking facilities for residents on Chute St., new senior center/senior housing with underground parking facility for senior center/city staff”

“Would love the bike trail around Jefferson Park to connect to the library and downtown”

Highlighted quotes from Courtyard Market event

“More downtown events”

“Renovate Hart Park skate park”

Highlighted quotes from Bluejay Back to School Bash event

“Municipal Beach more tables, new playground equipment, fresh sand”

“Become better at keeping city clean”

Next Steps

Staff will begin reviewing and updating Comprehensive Plan chapters with input from surveys, open houses, focus groups, and online engagement. Draft chapters will be presented to the Plan Commission for review and further comment. The Community Development department is working with students at the University of Wisconsin – Milwaukee to create concept plans for the downtown waterfront area. These students along with Community Development staff will be facilitating public input at a **public open house** that will be held at the **Elisha D. Smith Public Library** lobby on **Saturday, November 8th** from **10:00am – 1:00pm**.

Community Development staff encourages community members to help spread the word about the online survey and interactive map. You can access the survey and interactive map by clicking the Comprehensive Plan Update button on the City of Menasha website homepage and clicking on the ‘Menasha 2035 Comprehensive Plan Survey’ or Post Comments’ button

(https://www.menashawi.gov/departments/community_development/2025_comprehensive_plan_updates.php)



- A. **CALL TO ORDER**
Meeting called to order by Mayor Hammond at 6:01pm.
- B. **PLEDGE OF ALLEGIANCE**
The Pledge of Allegiance was recited.
- C. **ROLL CALL**
Present: Aids. Rand, Eisenach, Hale, Perkins, Marshall, Grade, Ropella
Absent: Ald. Lewis
Also Present: DPW Merten, CDD Dane, PRD Sackett, PHD Hutter, PC Thorn, FC Teesch, LD Kopetsky, FM Laracuente, HRM Cardoza, CA Struve, Mayor Hammond, DC Janet, Press
- D. **PUBLIC HEARING**
- E. **PUBLIC COMMENTS ON ANY MATTER OF CONCERN TO THE CITY**
- F. **REPORT OF DEPARTMENT OFFICERS/DEPARTMENT HEADS/STAFF/CONSULTANTS**
Motion by District 7 Alderperson Grade seconded by District 4 Alderperson Perkins to approve. Motion carried on voice vote.
1. **Presentations:**
 - a. **Strong Neighborhoods Partnership Opportunity - Greater Fox Cities Habitat for Humanity**
Staff described that this opportunity would complement already existing programs, such as the Strong Neighborhoods Program. Habitat for Humanity leaders Amy McGowan and Doug Salmi spoke about their programs, such Rock the Block, which helps revitalize neighborhoods in the Fox Cities. Habitat for Humanity shared that in the City of Menasha, they have built 71 homes, repaired 162 homes, and have invested over \$12,000,000. This partnership opportunity shifts the cost burden associated with the Strong Neighborhoods Program from homeowners Habitat. This opportunity would also target individuals that fall under 80% AMI, giving aid to those who are considered most in need. More information on this partnership opportunity will be shared during upcoming budget presentations.

Discussion considered the impact on the existing Strong Neighborhood Program and the funding allocation for it.

b. Nicolet Boulevard/Washington Avenue Roundabout Feasibility Study Findings

Staff described the results of the Roundabout Feasibility Study for the intersection of Nicolet Boulevard and Washington/Commercial/First/Sandford Streets. Results from the study include crash data from the intersection, and Level of Service (LOS) analysis, related to traffic volume and delays. Staff also described two different layout options; either single-lane or multi-lane, both with different benefits for the intersection, improving safety and lessening potential delays drivers would experience. Potential next steps were shared as well as potential costs for completing the project. Additionally, a concept for Nicolet Boulevard and Ahnaip/Third Streets was shared as a potential future project to be considered. There could be potential state funding available for the Cities of Neenah and Menasha for this construction project.

Discussion considered crash/safety data as well as potential state funding as State Highway 114 would pass through the roundabout. Discussion additionally considered the various differences between the two roundabout options.

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

- 1. Common Council Minutes, 10/6/25
Motion by District 7 Alderperson Grade seconded by District 6 Alderperson Marshall to approve. Motion carried on voice vote.
- 2. Board of Public Works, 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)
Motion by District 8 Alderperson Ropella, seconded by District 3 Alderperson Hale to approve.

Motion carried 7-0 on roll call.

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

Motion carried 7-0 on roll call.

Discussion considered costs and the longevity of the current pool, resident opportunities, and potential donations to a future pool project. Additionally, discussion considered the nature of the pool as a vessel for safety in a community surrounded by water, and the pool's function as a community center and safe space. Concerns regarding funding for the potential project were discussed as funds become tighter state-wide.

Staff advised that the cost of the necessary and immediate repairs for reopening the pool in 2026 would be upwards of \$500,000. This figure includes known issues only; hidden, underlying issues may inflate this amount. These repairs are temporary in nature, meaning the same issues would reappear. However, closing the pool would create the opportunity to prepare the site to create a new pool facility with greater longevity and fewer safety and repair concerns. In the interim, Menasha residents would be able to visit neighboring cities such as Appleton and Neenah at resident rates. Staff additionally advised that the pool has served the community well since 1959, outliving its expected lifespan.

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

Motion carried 7-0 on roll call.
2. Acceptance of Completed Library Project in Accordance with Resolution R-23-24

Motion by District 7 Alderperson Grade, seconded by District 2 Alderperson Eisenach to approve.

Motion carried 7-0 on roll call.

Discussion considered attendance of the newly renovated library.

Staff advised that library attendance is much higher than previous years, including 2024, with several months of 2025 yet unaccounted for.

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

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

M. CLAIMS AGAINST THE CITY

N. PUBLIC COMMENTS ON ANY MATTER LISTED ON THE AGENDA

Larry Haase (1727 Northridge Court, Menasha), a member of the Menasha Housing Authority, commented on the potential relationship between the City of Menasha and Habitat for Humanity and how this would open up many more residents to more education regarding housing.

O. ADJOURNMENT

Motion by District 4 Alderperson Perkins seconded by District 6 Alderperson Marshall to adjourn the Common Council meeting at 7:18pm. Motion carried on voice vote.

Minutes submitted by Deputy City Clerk Evan Janet.



MEMORANDUM

DATE October 10, 2025
TO Administration Committee
FROM Margaret Struve, City Attorney *MS*
RE Storage Tank Pollution Liability Insurance (ACE American Insurance Company)
(2026 RENEWAL)

Attached for your consideration is the Schedule of Covered Storage Tanks, Storage Tank Pollution Liability Coverage, and Request to Bind Coverage for the 2026 Storage Tank Pollution Liability Insurance renewal from ACE American Insurance Company. The renewal premium will be \$1,550, which is a less than 5% increase over the expiring premium (\$1,479).

RECOMMENDATION: Staff recommends acceptance of the renewal quote for Storage Tank Pollution Liability Insurance from ACE Insurance Company for 2026 in the amount of \$1,550.

Schedule of Covered Storage Tanks

Insured Facility Name and Address	Tank ID No.	Install Date	Tank Size (gal.)	Tank Type (UST or AST)	Retro Date
Municipal Marina 1 Center St Menasha, Wisconsin 54952	1	11/13/2020	3,000	UST	12/31/2020
Municipal Public Works Facility 455 Baldwin St Menasha, Wisconsin 54952	1	11/01/2020	12,000	AST	12/31/2020
	2	11/01/2020	5,000	AST	12/31/2020

Abbreviations:

Underground Storage Tank - UST

Above-Ground Storage Tank - AST

***NOTE: Site- and tank-specific policy. No coverage provided for locations/tanks not scheduled**

***Day Tanks are not covered unless scheduled**

Storage Tank Pollution Liability Coverage

Insurance Company	ACE American Insurance Company
A.M. Best Rating	A++ (Superior), Financial Size Category: XV (Greater than or Equal to USD 2.00 Billion) as of December 12, 2024
Standard & Poor's Rating	AA (Very Strong) as of January 27, 2025
Wisconsin Status	Admitted
Policy/Coverage Term	December 31, 2025 to December 31, 2026
Policy #	G28353303 006

Retroactive Date: See Schedule of Covered Storage Tanks above

Coverage Form PF-31181 (10/10) TankSafe® Storage Tank Liability Insurance Policy
CLAIMS MADE AND REPORTED POLICY FORM

Coverages

Coverage A: Third-Party Claims and First Party Remediation Costs – Coverage for claims and remediation costs arising out of a storage tank incident, provided the claim is first made, or the Insured first discovers the storage tank incident, during the policy period. Any such claim must be reported to the Insurer, in writing, during the policy period. Any such discovery of a storage tank incident must be reported to the Insurer, in writing, during the policy period or an applicable extended reporting period. Coverage only applies to storage tank incidents that first commence on or after the retroactive date and before the end of the policy period.

Coverage B: Legal Defense Expenses – Coverage for legal defense expense necessarily incurred to respond to a claim pursuant to Coverage A, above, to which this insurance applies.

Loading and Unloading Coverage included

Storage Tank Pollution Liability Coverage - Continued

Covered Storage Tanks:	See Schedule of Covered Storage Tanks
Limits:	<p>\$ 1,000,000 Per Storage Tank Incident Limit of Liability (Claims and Remediation Costs)</p> <p>\$ 2,000,000 Aggregate Limit of Liability (Claims and Remediation Costs) for all Storage Tank Incidents</p> <p>\$ 1,000,000 Aggregate Limit of Liability for all Legal Defense Expense for all Storage Tank Incidents</p> <p>\$ 3,000,000 Total Policy Aggregate Limit of Liability for all Storage Tank Incidents</p>
Deductible:	\$ 5,000 Per Storage Tank Incident
Defense Inside/Outside the Limits:	Inside the Limits
Who Has the Duty to Defend:	Insurer
Exclusions: (including but not limited to)	<ul style="list-style-type: none"> • Contractual Liability • Employers Liability • Fines and Penalties • First Party Property Damage, does not apply to remediation costs • Fraud or Misrepresentation • Known Conditions • Insured's Internal Expenses • Intentional Non-Compliance • Lead-Based Paint and Asbestos • Nuclear Hazard • Regulatory Compliance • Storage Tank Contents • War or Terrorism • Out of Service or Replacement Tanks
Endorsements: (including but not limited to)	<ul style="list-style-type: none"> • Closure, Removal or Replacement Amendatory • AST Aggregate Sublimit of Liability Endorsement: \$1,000,000

Storage Tank Pollution Liability Coverage - Continued

Endorsements - Continued:
(including but not limited to)

- UST Aggregate Sublimit of Liability Endorsement: \$1,000,000
- Extended Reporting Period Scope Confirmation (First-Party Discovery) Endorsement
- Financial Responsibility Condition
- Loading and Unloading Coverage (Time Element Reporting – within 72 Hours) Endorsement
- Other Insurance Amendatory Endorsement
- Schedule of Covered Storage Tanks
- Trade or Economic Sanctions Endorsement
- Important Notice - Wisconsin
- WI Notice To Policyholders
- Chubb Producer Compensation Practices & Policies
- U.S. Treasury Department's Office of Foreign Assets Control ("OFAC") Advisory Notice to Policyholders
- Terrorism Risk Insurance Act Endorsement
- Disclosure Pursuant to Terrorism Risk Insurance Act

Premium:

\$ 1,550.00 **With Loading and Unloading Coverage**

Other Insurance:

If other valid and collectible insurance is available to the "insured" covering a loss also covered by this Policy, the insurance afforded by this Policy shall apply as primary insurance.

Jurisdiction and Venue:

State of New York

Choice of Law:

State of New York

Terrorism Option:

Terrorism Risk Insurance Act Coverage included in premium above

Minimum Earned Premium:

0%

Storage Tank Pollution Liability Coverage - Continued

Notice of Claim or Storage Tank Incident:

Written notice of any claim or incident must be received, ASAP, but no more than 7 days after first became or should have become aware of said claim or incident, by:

a. Notice of Claim or Storage Tank Incident:
Chubb Environmental Claims Manager
Chubb USA Claims
P.O. Box 5103
Scranton, PA 18505-0510
Fax: (866) 635-5687

First Notice Fax: (800) 951-4119

First Notice Email:

CasualtyRiskEnvironmentalFirstNotice@chubb.com

b. All Other Notices:
Environmental Underwriting Officer
Chubb Environmental
P.O. Box 1000
436 Walnut Street – WA 07A
Philadelphia, PA 19106

****Applicable to loading and unloading coverage, if purchased:** Written notice must be provided to the Insurer of any loading and unloading related storage tank incident **within seventy-two (72) hours** of the event during the policy period.

Notice of Intent to Repair, Close In Place, Remove From Service and/or Replace A Covered Tank:

Written notice must be provided **no fewer than five (5) business days prior** to the commencement date of any intrusive repair, closure-in-place, removal from service and / or replacement activities pertaining to covered storage tanks, by:

Chubb Environmental Claims Manager
CHUBB USA Claims
P.O. Box 5103
Scranton, PA 18505-0510
Fax: (866) 635-5687

Quote Valid Until:

December 31, 2025

Storage Tank Pollution Liability Coverage - Continued

Extended Reporting Period:

- 180 Day Automatic Basic Extended Reporting Period
- 30 Month Optional Extended Reporting Period available for not more than 200% of full policy premium

Conditions:

- 60 days Cancellation (15 days for non-payment)
- Premium is due within 30 days of policy inception
- Written notice must be provided to the Insurer of any loading and unloading related storage tank incident within 72 hours of the event during the policy period

Binding Conditions

- Written Request to Bind Coverage, please sign request to bind/acknowledgement form on the last page of this proposal
- Signed ACE application and facility worksheet, PRIOR TO BINDING. Note: Changes to the application attached can change the terms on this proposal.

**CLAIMS REPORTING NOTICE
PLEASE NOTE THAT POLLUTION LIABILITY POLICIES CONTAIN EXTREMELY
STRICT CLAIM REPORTING PROCEDURES.**

Attached please find your policy specific claim reporting requirements - Please make sure you understand these obligations. Contact your Alliant Service Team with any questions.

See Disclaimer Page for Important Notices and Acknowledgement

Request to Bind Coverage

City of Menasha

We have reviewed the proposal and agree to the terms and conditions of the coverages presented. We are requesting coverage to be bound as outlined by coverage line below:

Coverage Line	Bind Coverage for:
Storage Tank Pollution Liability	<input type="checkbox"/>

This Authorization to Bind Coverage also acknowledges receipt and review of all disclaimers and disclosures, including exposures used to develop insurance terms, contained within this proposal.

_____ Signature of Authorized Insured Representative	_____ Date
_____ Title	
_____ Printed / Typed Name	

This proposal does not constitute a binder of insurance. Binding is subject to final carrier approval. *The actual terms and conditions of the policy will prevail.*



MEMORANDUM

DATE October 10, 2025
 TO Administration Committee
 FROM Margaret Struve, City Attorney *MS*
 RE Municipal Property Insurance Company (MPIC) (2026 RENEWAL)

Attached for your review is the 2026 policy renewal quote and declarations page for the City’s property insurance through MPIC¹. Coverage amounts are based on replacement value unless a different value is provided or by coverage endorsement.

Beginning in 2016, MPIC engaged an asset management company to fully appraise all of its insureds. Menasha’s assets were appraised again in 2018 and 2024. Our replacement values were last adjusted for the 2025 renewal based on the outcome of that 2024 appraisal.

Looking to 2026, the increase was initially 7.5% higher than the current term. 2% was increases in property values due to inflation and 5.5% was due to the addition of Pier and Wharf coverage for the Piers listed on the Statement of Values. Our proposal was then revised, with increases in replacement values due to market changes and rising prices, along with the addition of the newly renovated Elisha D. Smith Menasha Public Library, Jefferson Park property in the open (PITO), Fire Station # 36 remodel, and other miscellaneous items city-wide. The revised proposal for the premium renewal quote was \$81,460. With an increase in deductible from \$5,000 to \$15,000, that quote was reduced to: **\$74,127**.

STAFF RECOMMENDATION: To recommend that Common Council accept the renewal quote of \$74,127 from Municipal Property Insurance Company, which includes an increase in deductible to \$15,000, for property insurance coverage for 2026.

FIVE YEAR HISTORICAL VIEW

Year	Premium	TIV	Rate
2022	\$51,033	60,149,533	.0699
2023	\$55,946	65,232,869	.0706
2024	\$61,054	68,863,947	.0734
2025	\$69,586	82,876,086	.0734
2026	\$74,127	93,020,128	.0655

¹ MPIC is a mutual insurance company owned by Wisconsin Municipal Mutual Insurance Company, Cities and Villages Mutual Insurance Company and The League of Wisconsin Municipalities Mutual Insurance Company.



MUNICIPAL PROPERTY INSURANCE COMPANY
 9701 Brader Way, Suite 301, Middleton, WI 53562 - (608) 821-6303

MPIC Quote

Proposal #: \$15,000 Deductible - Menasha
 Agent: Ben Rank

Item I. Named Insured and Principal

Address:

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

Contact: Margaret Struve
 Phone: (920) 967-3608

Item II. Policy Period:

This Policy takes effect at 12:01 A.M., 1/1/2026, and expires at 12:01 A.M., 1/1/2027.
 These effective and expiration times are based upon the local times at the principal address of the first named insured stated in Item I. above.

Item III. Coverages:

Coverage	Valuation	Deductible	% Ded	TIV	Rate	Annual Premium
Building	Replacement Cost	\$15,000		\$69,557,644	.0655	\$45,589
Personal Property	Replacement Cost	\$15,000		\$12,360,694	.0655	\$8,101
Property in the Open	Replacement Cost	\$15,000		\$11,101,790	.0655	\$7,276
Contractors Equipment > \$25,000	New Replacement Cost	\$1,000		\$3,446,893	.22	\$7,583
Contractors Equipment < \$25,000	See Endorsement	\$1,000		\$484,194		\$0
Monies & Securities Schedule Attached	See Endorsement	\$1,000		\$35,000	.5	\$175
Pedestrian Bridges Schedule Attached	See Endorsement	\$1,000		\$1,973,904	.0675	\$1,332
Pier and Wharf Schedule Attached	Inland Full Replacement	\$5,000	20%	\$680,136	.5986	\$4,071
Total Annual Premium		\$74,127		Billed to Insured		

Item IV. Forms and Endorsements made part of this policy at time of issue:

Form (Edition Date)	Description
MPIC 002Q(1123)	Declaration Pages
MPIC 002AI(1123)	Additional Interests Schedule
MPIC 002ENDT(1123)	Variable Coverage Schedules
MPIC 004(1123)	Statement Of Values
MPIC 004P(1123)	Statement Of Values - PITO
MPIC 004CE(1123)	Statement Of Values - Contractors Equipment
MPIC 001(1124)	Policy Form
MPIC 006(0419)	Joint Loss Agreement
MPIC 007(1123)	Loss Payable Endorsement
MPIC 008(0419)	TRIA Cap on Losses Endorsement
MPIC 201(0419)	Monies and Securities Endorsement
MPIC 203(1020)	Pier and Wharf Replacement Coverage
MPIC 205(1020)	Pedestrian Bridge Coverage Endorsement
MPIC 300(0120)	Contractors Equipment New Replacement Cost
MPIC-506(06/16)	Coverage of Computer-Related Losses Endorsement
MPIC 510(0119)	Tax Lien Property Endorsement
MPIC 511(0419)	Leased Property Endorsement
MPIC 900(0620)	MPIC Claim Reporting Information
MPIC 901(0620)	Loss Reporting Form

DECLARATIONS
MUNICIPAL PROPERTY INSURANCE COMPANY
Variable Coverage Schedules

Monies and Securities

City Hall - City Hall	\$25,000
Police Department	\$2,000
Smith Park Memorial Building	\$3,000
Jefferson Park Swimming Pool - Admissions and Concessions	\$5,000
Total	\$35,000

Pedestrian Bridge

TRESTLE TRAIL - LIFT BRIDGE	\$538,458
JEFFERSON PARK - FOOT BRIDGE	\$11,322
SMITH PARK - FOOT BRIDGE-DECORATIVE CONCRETE (456 SF)	\$217,770
PROVINCE TERRACE - Province Terrace Boardwalk (1,280 LF)	\$897,090
GILBERT TRAIL - FOOT BRIDGE	\$3,264
HECKRODT WETLAND RESERVE - Boardwalk 4,000 ft x 6 ft	\$306,000
Total	\$1,973,904

Pier and Wharf

JEFFERSON PARK - FIXED DOCKS (3) - 971 SF	\$50,184
SMITH PARK MEMORIAL BUILDING - FIXED DOCK (171 SF) AND INFORMATION CENTER	\$13,566
CITY MARINA - FLOATING DOCK (1,800 LF)	\$546,822
JEFFERSON PARK - FLOATING DOCK-KAYAK	\$3,366
PITO /MUNICIPAL BEACH - SHOREWALL/ DECKING	\$49,266
PITO THROUGHOUT CITY - FLOATING DOCK KAYAK	\$3,366
CITY MARINA - PARIS STREET BOAT LAUNCH & DOCK	\$5,406
CITY MARINA - 9TH STREET BOAT LAUNCH & DOCKS (2)	\$8,160
Total	\$680,136

Specific Limit

City-Owned Banquet Hall, 325 Broad St., YOC-1962, 1 Story, 9,058 Sq Ft	\$500,000
Total	\$500,000



MEMORANDUM

DATE October 14, 2025
TO Common Council
FROM Margaret Struve, City Attorney 
Kimberly Cardoza, HR Manager 
RE 2026 Health Insurance Plans and Renewal; Vision & Dental Continuation

Health Insurance

The City of Menasha transitioned to Network Health as its health insurance carrier in 2022. Since that time, both staff and employees have been satisfied with the service and support provided. Working with our broker, Cottingham & Butler, we successfully negotiated a 2026 total renewal rate increase of 5.3% for the City's health insurance premiums with Network Health.

Currently, the City offer four health plans – two Health Maintenance Organization (HMO) plans and two Point of Service (POS) plans. With Aurora Health Care now included as an in-network provider, we recommend eliminating the two POS plan options for 2026.

The two remaining HMO plans will continue with these changes:

HMO Plan 13

- 3.2% monthly premium increase
- Increase the deductible and out-of-pocket maximums to avoid annual deductible changes that are required by the IRS to meet the minimum thresholds for qualifying high-deductible health plans
- Deductible:
 - 2025: \$1,650 Single/ \$3,300 Family
 - Proposed 2026: \$2,000 Single / \$4,000 Family
- Out-of-Pocket Maximum:
 - 2025: \$2,500 Single / \$5,000 Family
 - Proposed 2026: \$3,000 Single / \$6,000 Family

HMO Plan 14

- 9% monthly premium increase
- No change to plan design

Family Advantage Health Plan

2026 will mark the third year the City will offer the Family Advantage Health Plan (FAHP) opt-out option. This plan continues to operate successfully:

- 2024 Savings: \$197,147.78
- Estimated 2025 Savings: \$253,172.55

Health Reimbursement Account (HRA)

Health Reimbursement Arrangements (HRA) Amounts for 2026 for non-represented employees remain the same.

Coverage Tier	HMO Plans	POS Plans
Employee Only	\$ 500	\$ 500
Employee & Spouse	\$ 1,000	\$ 1,000
Employee & Child	\$ 1,000	\$ 1,000
Family	\$ 1,000	\$ 1,000

Dental & Vision Insurance

The City will continue to offer dental insurance through our self-funded Delta Dental plan with no change to plan or premium. The City will also continue to offer vision insurance through Superior Vision with no change to plan or premium.

Recommendation

Accept and recommend Common Council to accept the total 5.3% increase from Network Health effectively eliminating the Point of Service Plans while continuing to offer the remaining benefits, which includes: two HMO plans, the Family Advantage Health Plan, the HRA offerings, and Dental and Vision Insurance, as presented.

Effective Date: 01/01/2026

Rates	
Single	17
Employee + Spouse	8
Employee + Child(ren)	4
Family	21
Estimated Monthly Premium	50
Estimated Annual Premium	
Percentage Change	
Annual Dollar Change	

MENASHA_RHSAH22_2000_0		HMO 14	
HDHP		MENASHA_RH1500_22_CC	
		Rx Copays	
	Alternate	Current	Revised Renewal
	\$729.92	\$784.00	\$854.53
	\$1,541.72	\$1,656.01	\$1,805.00
	\$1,355.49	\$1,456.01	\$1,587.00
	\$2,374.36	\$2,550.40	\$2,779.85
	\$80,026	\$82,514	\$89,937
	\$960,311	\$990,165	\$1,079,246
	3.2%		9.0%
	\$960,311		\$89,081

Deductible	
Individual	
Family	
Deductible Embedded	
Coinsurance	
Out-of-Pocket Maximum	
Individual	
Family	
Emergency Room	
Urgent Care	
Office Visits	
Preventative Care	
Outpatient Labs & Xrays	
Major Imaging (CT, MRI, PET)	
Prescription Drugs	

	In-Network	Out-of-Network	In-Network	Out-of-Network
	\$2,000	Not Covered	\$1,500	Not Covered
	\$4,000	Not Covered	\$3,000	Not Covered
	No		Yes	
	100%		90%	
	\$3,000	Not Covered	\$2,500	Not Covered
	\$6,000	Not Covered	\$5,000	Not Covered
	Ded/Coins	Ded/Coins	Ded/Coins	Ded/Coins
	Ded/Coins	Not Covered	Ded/Coins	Not Covered
	Ded/Coins	Not Covered	Ded/Coins	Not Covered
	100%	Not Covered	100%	Not Covered
	Ded/Coins	Not Covered	Ded/Coins	Not Covered
	Ded/Coins	Not Covered	Ded/Coins	Not Covered
	Ded, then	Not Covered	\$10/\$25/\$50/\$100/\$200	Not Covered
	\$10/\$25/\$50/\$100/\$200	Not Covered	\$10/\$25/\$50/\$100/\$200	Not Covered

Winnebago County Sheriff

www.co.winnebago.wi.us



4311 JACKSON ST
OSHKOSH, WISCONSIN 54901
(920) 236-7300 (920) 727-2888
JAIL (920) 236-7380
ADMINISTRATION FAX (920) 236-7333
RECORDS FAX (920) 236-7302

Sheriff

John F. Matz

Chief Deputy

Todd A. Christopherson



July 31, 2025

To All Winnebago County E911 Users:

Enclosed is the **JOINT POWERS AGREEMENT** which is required by State Statute 256.35(9). The Statute requires an annual renewal of the Agreement. Space is provided for signing by your City Mayor and Clerk, Town/Village Chairman and Clerk or other designee.

Please do the following:

1. Sign, date, and return the **Original** to me no later than **November 7th, 2025** in the enclosed self-addressed envelope.

Please remember to put **postage** on your envelope before mailing it back.
Please **Do Not** fax the document as we need to have the **original** copy.
Please **Do Not** staple the document.

2. Please make a copy of the agreement for your records.

Your assistance in this matter is greatly appreciated. Thank you.

Sincerely,

Sheriff John F. Matz

JFM/kkd

enc.

**JOINT POWERS AGREEMENT
WINNEBAGO COUNTY 911 EMERGENCY SYSTEM**

WHEREAS, Winnebago County and the municipalities located within the boundaries of Winnebago County have implemented an Emergency 911 System for the purposes of providing emergency services to residents and visitors of these municipalities, including fire fighting, law enforcement, ambulance, medical and other emergency services; and

WHEREAS, Sec. 256.35(9), Wis. Stats. "Joint Powers Agreement", requires that in implementing a 911 system as has been done in Winnebago County, municipalities shall annually enter into a Joint Powers Agreement, which Agreement shall be applicable on a daily basis and which shall provide that if an emergency services vehicle is dispatched in response to a request through the Winnebago County 911 System, such vehicle shall render its services to the persons needing the services, regardless of whether the vehicle is operating outside the vehicle's normal jurisdictional boundaries.

THEREFORE, in consideration of the mutual promises, agreements, and conditions contained herein, it is hereby jointly agreed between Winnebago County and the **City of Menasha**, municipality", as follows:

1. That effective **December 1, 2025**, this Agreement shall, thereafter, be applicable on a daily basis from said date through **November 30, 2026**.
2. That if an emergency services vehicle operated by the municipality, or operated by an agency with which the municipality contracts for that particular emergency service, is dispatched in response to a request through the Winnebago County Emergency 911 System, such vehicle (whether owned and operated by the municipality or by the agency) shall render its services to the persons needing the services, regardless of whether the vehicle is operating outside the vehicle's normal jurisdictional (or as defined by contract) boundaries.
3. That a Winnebago County Communications and Information System Advisory Committee shall be established to develop and recommend policy and procedures in an advisory capacity for emergency services communications and public safety records management issues in Winnebago County. A User's Guide that was developed in 1994 has been updated as necessary, and includes directives and guidelines for the proper use of E911 communication devices (which may include, but not be limited to, radios, computers, mobile data devices and pagers). Violation of User Guide directives could result in disciplinary action being imposed by the employing agency. The committee will be charged to effectively recommend equipment/software purchases and resource allocation with the authority to develop sub-committees as needed to accomplish that task. The committee may develop special ad-hoc, advisory task forces to research

regional communication network(s) with neighboring public safety departments or other County E911 Systems. The Advisory Committee will report to the County Executive and service that position in an advisory nature. Membership on the Advisory Committee shall consist of 9 representatives (appointed by the County Executive) from the following:

4 – Police Agency (separate departments) Representatives (normally the Police Chief or his/her designee).

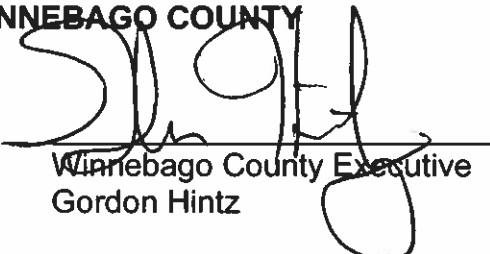
4 – Fire Agency (separate departments) Representatives (normally the Fire Chief or his/her designee).

1 – Emergency Government Representative.


The Advisory Committee shall elect one Chair and Vice-Chair each year commencing in January.

4. That a copy of this Agreement shall be filed with the State Department of Justice, as required by Sec. 256.35 (9)(c), Wis. Stats.

WINNEBAGO COUNTY

By: 
Winnebago County Executive
Gordon Hintz

Date: 7-25-2025

By: 
County Clerk
Julie Barthels

Date: 7.23.2025

CITY OF MENASHA

By: _____
Mayor

Date: _____

By: _____
City Clerk

Date: _____

Change Order

Date: 10/13/2025

Change Order No. 1 (One)

Contractor: Donald Hietpas & Sons, Inc
Contract No.: M0002-9-20-00334
Project: 2025 Sewer & Water Main Reconstruction

You are directed to make the changes noted below in the subject contract unit number.
I. Original contract quantity changes (See Attached) -\$21,667.20

The changes result in the following adjustments:

	CONTRACT-TOTAL	TIME
Prior to this Change Order	<u>\$ 563,784.65</u>	_____ Days
Adjustments per this Change Order	<u>\$ (21,667.20)</u>	_____ Days
Current Contract Status	<u>\$ 542,117.45</u>	_____ Days

Directed/Authorized
City of Menasha Department of Public Works

Accepted

By: _____

By: _____

Date: _____

Date: _____

WATERMAIN HARDING STREET (APPLETON ROAD TO LONDON STREET)

ITEM NO.	DESCRIPTION OF WORK	QUANTITY	UNIT PRICE	ITEM TOTAL	QUANTITY	TOTAL AMOUNT	QUANTITY CHANGE	AMOUNT CHANGE
1	8" PVC WATERMAIN	1180	\$87.00	\$102,660.00	1217	\$ 105,879.00	37.00	\$ 3,219.00
A-2	8" VALVE	3	\$ 2,760.00	\$8,280.00	3	\$ 8,280.00	0.00	\$ -
A-3	SHORT SIDE SERVICE REPLACEMENT	7	\$ 1,700.00	\$11,900.00	7	\$ 11,900.00	0.00	\$ -
A-4	LONG SIDE WATER SERVICE REPLACEMENT	16	\$ 2,550.00	\$40,800.00	18	\$ 45,900.00	2.00	\$ 5,100.00
A-5	25 PSI POLYSTYRENE INSULATION	120	\$13.00	\$1,560.00	0	\$ -	-120.00	\$ (1,560.00)
A-6	EROSION CONTROL	1	\$ 2,755.00	\$2,755.00	1	\$ 2,755.00	0.00	\$ -
A-7	TRAFFIC CONTROL	1	\$5,000.00	\$5,000.00	1	\$ 5,000.00	0.00	\$ -
A-8	TURF RESTORATION	1	\$ -	\$ -	0	\$ -	-1.00	\$ -
TOTAL				\$ 172,955.00		\$ 179,714.00		\$ 6,759.00

WATERMAIN WILSON STREET & HARDING STREET (EIGHT STREET TO MANITOWOC STREET)

ITEM NO.	DESCRIPTION OF WORK	QUANTITY	UNIT PRICE	ITEM TOTAL	QUANTITY	TOTAL AMOUNT	QUANTITY CHANGE	AMOUNT CHANGE
A-9	8" PVC WATER MAIN	855	\$ 85.00	\$ 72,675.00	848	\$ 72,080.00	-7.00	\$ (595.00)
A-10	6" HYDRANT LEAD	10	\$ 65.00	\$ 650.00	25	\$ 1,625.00	15.00	\$ 975.00
A-11	8" VALVE	1	\$ 2,760.00	\$ 2,760.00	1	\$ 2,760.00	0.00	\$ -
A-12	HYDRANT	1	\$ 5,560.00	\$ 5,560.00	1	\$ 5,560.00	0.00	\$ -
A-13	HYDRANT WITH AUXILIARY VALVE	1	\$ 7,500.00	\$ 7,500.00	1	\$ 7,500.00	0.00	\$ -
A-14	SHORT SIDE WATER SERVICE	12	\$ 1,800.00	\$ 21,600.00	10	\$ 18,000.00	-2.00	\$ (3,600.00)
A-15	LONG SIDE WATER SERVICE	6	\$ 2,550.00	\$ 15,300.00	6	\$ 15,300.00	0.00	\$ -
A-16	POLYSTYRENE INSULATION	160	\$ 13.00	\$ 2,080.00	0	\$ -	-160.00	\$ (2,080.00)
A-17	EROSION CONTROL	1	\$ 2,755.00	\$ 2,755.00	1	\$ 2,755.00	0.00	\$ -
A-18	TRAFFIC CONTROL	1	\$ 5,000.00	\$ 5,000.00	1	\$ 5,000.00	0.00	\$ -
A-19	TURF RESTORATION	1	\$ -	\$ -	0	\$ -	-1.00	\$ -
TOTAL				\$ 135,880.00		\$ 130,580.00		\$ (5,300.00)

PRIVATE WATER LATERALS

ITEM NO.	DESCRIPTION OF WORK	QUANTITY	UNIT PRICE	ITEM TOTAL	QUANTITY	TOTAL AMOUNT	QUANTITY CHANGE	AMOUNT CHANGE
A-20	REPLACE WATER SERVICE TO HOUSE	10	\$ 3,000.00	\$ 30,000.00	0	\$ -	-10	\$ (30,000.00)
TOTAL				\$ 30,000.00		\$ -		\$ (30,000.00)

STORM AND SANITARY SEWER

ITEM NO.	DESCRIPTION OF WORK	QUANTITY	UNIT PRICE	ITEM TOTAL	QUANTITY	TOTAL AMOUNT	QUANTITY CHANGE	AMOUNT CHANGE
B-1	48" SAN. MANHOLE	1	\$ 3,420.00	\$ 3,420.00	1	\$ 3,420.00	0.00	\$ -
B-2	48" STORM MANHOLE	4	\$ 2,450.00	\$ 9,800.00	4	\$ 9,800.00	0.00	\$ -
B-3	REMOVE & REPLACE INLETS	8	\$ 2,100.00	\$ 16,800.00	8	\$ 16,800.00	0.00	\$ -
B-4	8" SAN SEWER	311	\$ 83.00	\$ 25,813.00	313	\$ 25,979.00	2.00	\$ 166.00
B-5	10" STORM SEWER	24	\$ 60.00	\$ 1,440.00	30	\$ 1,800.00	6.00	\$ 360.00
B-6	12" STORM SEWER	1266	\$ 54.90	\$ 69,503.40	1273	\$ 69,887.70	7.00	\$ 384.30
B-7	SAN. WYE CONNECTION	3	\$ 210.00	\$ 630.00	3	\$ 630.00	0.00	\$ -
B-8	SAN. MAIN SADDLE CONNECTION	13	\$ 320.00	\$ 4,160.00	13	\$ 4,160.00	0.00	\$ -
B-9	4-6" SCH 40 LATERAL RELAY	853	\$ 87.00	\$ 74,211.00	923.5	\$ 80,344.50	70.50	\$ 6,133.50
B-10	SAN. MANHOLE CONNECTION WITH INSIDE DROP	1	\$ 1,750.00	\$ 1,750.00	1	\$ 1,750.00	0.00	\$ -
B-11	CONNECTION TO EXISTING STORM STRUCTURE	3	\$ 250.00	\$ 750.00	3	\$ 750.00	0.00	\$ -
B-12	ABANDON STORM & SANITARY SEWER	1	\$ 11,000.00	\$ 11,000.00	1	\$ 11,000.00	0.00	\$ -
B-13	POST TELEVISIONING LAT. MAIN TO HOME	37	\$ 98.00	\$ 3,626.00	36	\$ 3,528.00	-1.00	\$ (98.00)
B-14	POST TELEVISIONING SAN. MAIN	311	\$ 1.25	\$ 388.75	310.00	\$ 387.50	-1.00	\$ (1.25)
B-15	POST TELEVISIONING STORM SEWER	1326	\$ 1.25	\$ 1,657.50	1269.4	\$ 1,586.75	-56.60	\$ (70.75)
TOTAL				\$ 224,949.65		\$ 231,823.45		\$ 6,873.80
TOTAL QUANTITY CHANGE				\$ 563,784.65		\$ 542,117.45		\$ (21,667.20)

APPLICATION
FOR PAYMENT

CITY MENASHA	PROJECT:	2025 UTILITY RECONSTRUCTION
	CONTRACTOR	DONALD HIETPAS & SONS INC
	Contract No.	M0002-9-20-00334
	Project No.	M0002-9-20-00334
	Application No.	3 - FINAL
	Application Date	10/3/2025
	Period From	6/2/2025 To 10/3/2025

Application Is Made For Payment In Connection With The Above Contract.

The following documents are attached:

- Schedule Of Values
- Schedule Of Unit Prices
- Inventory Of Stored Materials

The Present Status Of The Account For This Contract Is As Follows:

Original Contract	<u>\$ 563,784.65</u>	Completed To Date	<u>\$ 542,117.45</u>
Net Change Orders	<u>\$0</u>	Retainage <u>5</u> %	<u>\$</u>
Current Contract Amount	<u>\$ 563,784.65</u>	Subtotal	<u>\$ 540,317.45</u>
		Previous Applications	<u>\$ 521,344.82</u>

Amount Due This Application: \$ 20,772.63

The undersigned Contractor hereby swears, under penalty of perjury, that (1 All previous progress payments received from the Owner, on account of work performed under the contract referred to above, have been applied by the undersigned to discharge in full all obligations of the undersigned incurred in connection with work covered by prior Applications For Payment under said contract, being Applications For Payment numbered 1 through _____ inclusive; and 2) All materials and equipment incorporated in said project or otherwise listed in or covered by this Application For Payment are free and clear of all liens, claims, security interests and encumbrances.

Dated 10/3/2025 20 25 DONALD HIETPAS & SONS INC
(contractor)

By Stuart Hiempas President
(name & title)

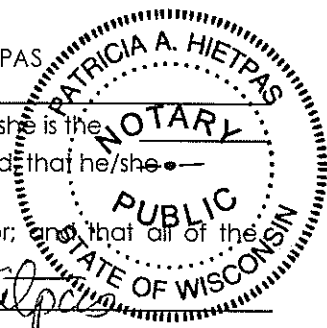
COUNTY OF _____ }
STATE OF _____ } ss

Before me on this 3 day of OCT. 20 25 personally appeared STUART HIETPAS
5

_____ known to me, who being duly sworn, did depose and say that he/she is the _____
PRESIDENT of the Contractor above mentioned that he/she _____
(title)

executed the above Application For Payment and statement on behalf of said Contractor, and that all of the statements contained therein are true, correct and complete.

My Commission Expires: 11-2026 Patricia A. Hiempas
(Notary Public)



DONALD HIETPAS & SONS REQUEST FOR PAYMENT 10/3/2025													
ESTIMATE # 3 FINAL BASE BID SEWER													
PROJECT NAME: 2025 WATER MAIN & SANITARY RECONSTRUCTION													
CONTRACT NO. M0002-09-24-00362													
BASE BID B SEWER													
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED			PREVIOUS REQUEST			THIS REQUEST			TOTAL COMPLETED TO DATE		
		QUANTITY	UNIT PRICE	AMOUNT	QUANTITY	AMOUNT	QUANTITY	AMOUNT	QUANTITY	AMOUNT	QUANTITY	AMOUNT	
B-1	48" SAN. MAN-HOLE	1	\$ 3,420.00	\$ 3,420.00	1	\$ 3,420.00	0	\$ -	1	\$ 3,420.00	1	\$ 3,420.00	
B-2	48" STORM MANHOLE	4	\$ 2,450.00	\$ 9,800.00	4	\$ 9,800.00	0	\$ -	4	\$ 9,800.00	4	\$ 9,800.00	
B-3	REMOVE & REPLACE INLETS	8	\$ 2,100.00	\$ 16,800.00	8	\$ 16,800.00	0	\$ -	8	\$ 16,800.00	8	\$ 16,800.00	
B-4	8" SAN SEWER	311	\$ 83.90	\$ 25,979.00	313	\$ 25,979.00	0	\$ -	313	\$ 25,979.00	313	\$ 25,979.00	
B-5	10" STORM SEWER	24	\$ 60.00	\$ 1,800.00	30	\$ 1,800.00	0	\$ -	30	\$ 1,800.00	30	\$ 1,800.00	
B-6	12" STORM SEWER	1266	\$ 54.90	\$ 69,887.70	1273	\$ 69,887.70	0	\$ -	1273	\$ 69,887.70	1273	\$ 69,887.70	
B-7	SAN. WYE CONNECTION	3	\$ 210.00	\$ 630.00	3	\$ 630.00	0	\$ -	3	\$ 630.00	3	\$ 630.00	
B-8	SAN. MAIN SADELE CONNECTION	13	\$ 320.00	\$ 4,160.00	13	\$ 4,160.00	0	\$ -	13	\$ 4,160.00	13	\$ 4,160.00	
B-9	4-6" SCH40 LAT. ERAL RELAY	853	\$ 87.00	\$ 80,344.50	923.5	\$ 80,344.50	0	\$ -	923.5	\$ 80,344.50	923.5	\$ 80,344.50	
B-10	SAN. MANHOLE CONNECTION WITH DRCP	1	\$ 1,750.00	\$ 1,750.00	1	\$ 1,750.00	0	\$ -	1	\$ 1,750.00	1	\$ 1,750.00	
B-11	CONNECTION TO EXISTING STORM STRUCTURE	3	\$ 250.00	\$ 750.00	3	\$ 750.00	0	\$ -	3	\$ 750.00	3	\$ 750.00	
B-12	ABANDON STORM & SANITARY SEWER	1LS	\$ 11,000.00	\$ 11,000.00	1	\$ 11,000.00	0	\$ -	1	\$ 11,000.00	1	\$ 11,000.00	
B-13	POST TELEVISION LAT. MAIN TO HOME	37	\$ 98.00	\$ 3,528.00	0	\$ -	36	\$ 3,528.00	36	\$ 3,528.00	36	\$ 3,528.00	
B-14	POST TELEVISION SAN. MAIN	311	\$ 1.25	\$ 387.50	0	\$ -	310	\$ 387.50	310.00	\$ 387.50	310.00	\$ 387.50	
B-15	POST TELEVISION STORM SEWER	1326	\$ 1.25	\$ 1,586.75	0	\$ -	1269.4	\$ 1,586.75	1269.4	\$ 1,586.75	1269.4	\$ 1,586.75	
TOTAL ESTIMATE # FINAL				\$ 226,321.20		\$ 226,321.20		\$ 5,503.25		\$ 231,823.45		\$ 231,823.45	
TOTAL DUE												\$ 231,823.45	
TOTAL COMPLETED TO DATE												\$ 542,117.45	
2.5 % RETAINED												\$ -	
PREVIOUS PD.												\$ 542,117.45	
DUE ESTIMATE # 3 FINAL												\$ 521,344.82	
												\$ 20,772.63	

Certificate of Payment

Date: 10/14/2025

Payment Request: 2 (Two)

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:	\$ <u>1,315,650.00</u>
Change Order 1: <u> </u>	Total Change Orders:	\$ <u>-</u>
Change Order 2: <u> </u>	Total Contract Amount (Including Change Orders):	\$ <u>1,315,650.00</u>
Change Order 3: <u> </u>	Total Earned to Date (Summary Attached):	\$ <u>445,755.00</u>
Change Order 4: <u> </u>	Less Retainage: 5.0%	\$ <u>22,287.75</u>
	Amount Due:	\$ <u>423,467.25</u>

	Payment 1	\$	<u>276,060.50</u>
	Payment 2		<u> </u>
	Payment 3		<u> </u>
	Payment 4		<u> </u>
	Payment 5		<u> </u>
	Payment 6		<u> </u>
	Payment 7		<u> </u>
Current Payment		\$	<u>147,406.75</u>

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 2 (Two) 10/14/25							
			Base Bid	Unit Price	Item Total	YTD	Current	Total		
1	1	Common Excavation and Grading	\$	100,000.00	\$	100,000.00		0.90	\$	90,000.00
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		3600.00	\$	39,600.00
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		100.00	\$	3,900.00
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		1.00	\$	182,000.00
18	2	4-FT Precast Manhole	\$	8,505.00	\$	17,010.00		1.00	\$	8,505.00
19	2	2-FT by 3-FT Inlet	\$	3,600.00	\$	7,200.00		3.00	\$	10,800.00
20	300	12-IN RCP Storm Sewer	\$	66.00	\$	19,800.00		150.00	\$	9,900.00
21	3	12-IN RCP Apron End Wall	\$	1,400.00	\$	4,200.00		3.00	\$	4,200.00
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	\$	54,000.00
24	3	Outlet Control Structure	\$	5,000.00	\$	15,000.00		1.00	\$	5,000.00
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		1.00	\$	16,600.00
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		1.00	\$	315.00
35	1	Conduit, Wire, Connectors, etc.	\$	15,260.00	\$	15,260.00		0.50	\$	7,630.00
36	1	Install City-Supplied Electrical and Lighting Cabinet	\$	1,815.00	\$	1,815.00		1.00	\$	1,815.00
37	200	Riprap	\$	63.00	\$	12,600.00		100.00	\$	6,300.00
38	100	Vegetated Boulder Revetment	\$	160.00	\$	16,000.00		20.00	\$	3,200.00
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	\$	1,200.00
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	\$	790.00
Total Base Bid (Items 1 - 43)					\$	1,315,650.00			\$	445,755.00

Change Order

Date: 10/14/2025 Change Order No. Two & Final

Contractor: Northeast Asphalt, Inc
Contract No.: 2024-03
Project: Jefferson Park Improvements

You are directed to make the changes noted below in the subject contract unit number.

I. Contract quantity changes. (See itemized payment)	\$	(41,106.26)
II. Repair damaged curb. 83' LF x \$52.00/LF (City 58' and Cardinal 25')	\$	4,316.00
III. Replace 15" & 12" Storm Sewer	\$	10,417.03
IV. Hydro mulch upgrade. 6860 SY x \$0.30/SY	\$	2,058.00
V. Repair walk poured wrong by Cardinal Const.	\$	3,050.00
	\$	(21,265.23)

The changes result in the following adjustments:

	CONTRACT-TOTAL	TIME
Prior to this Change Order	\$ 1,437,839.90	_____ Days
Adjustments per this Change Order	\$ (21,265.23)	_____ Days
Current Contract Status	<u>\$ 1,416,574.67</u>	<u>_____ Days</u>

Directed/Authorized
 City of Menasha Department of Public Works

Accepted

By: _____

By: _____

Date: _____

Date: _____

Certificate of Payment

Date: 10/14/2025

Payment Request: 9 (Nine) & Final

Contractor: Northeast Asphalt, Inc

Address: W6380 Design Drive, Greenville, WI 54942

Contract Unit No.: 2024-03

Project Description: Jefferson Park Improvements

	Original Contract Amount:	\$ <u>1,432,229.70</u>
Change Order 1:	\$ <u>5,610.20</u>	Total Change Orders: \$ <u>(15,655.03)</u>
Change Order 2:	\$ <u>(21,265.23)</u>	Total Contract Amount (Including Change Orders): \$ <u>1,416,574.67</u>
Change Order 3:	<u> </u>	Total Earned to Date (Summary Attached): \$ <u>1,416,574.67</u>
Change Order 4:	<u> </u>	Less Retainage: <u> </u> \$ <u>-</u>
Amount Due:		\$ <u>1,416,574.67</u>

	\$ <u>210,439.72</u>
Payment 1	
	\$ <u>177,182.13</u>
Payment 2	
	\$ <u>83,070.85</u>
Payment 3	
	\$ <u>209,596.30</u>
Payment 4	
	\$ <u>264,481.85</u>
Payment 5	
	\$ <u>84,320.05</u>
Payment 6	
	\$ <u>158,625.00</u>
Payment 7	
	\$ <u>195,308.74</u>
Payment 8	
Current Payment	\$ <u>33,550.03</u>

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 Department Authorization _____

Common Council Approval Date: _____

Finance Department

Account Number	Amount

CITY OF MENASHA
Contract Unit No. 2024-03
Jefferson Park Improvements

Payment 9 & Final (10/14/2025)

Item	Quantity	Quantity	Description	Unit Price	Item Total	Quantity	Total	Quantity Change	Total Change
1.	1	LS	Mobilization	\$ 110,000.00	\$ 110,000.00	1.00	\$ 110,000.00	0.00	\$ -
2.	1	LS	Erosion Control	\$ 8,810.00	\$ 8,810.00	1.00	\$ 8,810.00	0.00	\$ -
3.	1	LS	Demolition	\$ 58,000.00	\$ 58,000.00	1.00	\$ 58,000.00	0.00	\$ -
4.	1	LS	Earthwork	\$ 98,000.00	\$ 98,000.00	1.00	\$ 98,000.00	0.00	\$ -
5.	4,100	CY	Dense Graded Basecourse	\$ 20.00	\$ 82,000.00	4100.00	\$ 82,000.00	0.00	\$ -
6.	10,109	SF	Concrete Pavement - 4"	\$ 6.50	\$ 65,708.50	9961.00	\$ 64,746.50	-148.00	\$ (962.00)
7.	185	LF	Concrete Pavement - 4" Thickened	\$ 10.65	\$ 1,970.25	279.00	\$ 2,971.35	94.00	\$ 1,001.10
8.	2,420	LF	Curb and Gutter - 18" Roll	\$ 15.00	\$ 36,300.00	2420.00	\$ 36,300.00	0.00	\$ -
9.	2,474	LF	Curb and Gutter - 18"	\$ 15.00	\$ 37,110.00	2470.00	\$ 37,050.00	-4.00	\$ (60.00)
10.	100	LF	Curb and Gutter - 30"	\$ 48.00	\$ 4,800.00	125.00	\$ 6,000.00	25.00	\$ 1,200.00
11.	1,441	Ton	Asphalt Pavement - Street	\$ 89.95	\$ 129,617.95	1444.75	\$ 129,955.26	3.75	\$ 337.31
12.	640	Ton	Asphalt Pavement - Path	\$ 106.10	\$ 67,904.00	545.43	\$ 57,870.12	-94.57	\$ (10,033.88)
13.	1	LS	Pavement Markings	\$ 8,450.00	\$ 8,450.00	1.00	\$ 8,450.00	0.00	\$ -
14.	128	SF	Tactile Warning Plates	\$ 35.00	\$ 4,480.00	119.00	\$ 4,165.00	-9.00	\$ (315.00)
15.	1	LS	Construction Staking	\$ 15,750.00	\$ 15,750.00	1.00	\$ 15,750.00	0.00	\$ -
16.	295	LF	Water Service Lateral - 2"	\$ 45.00	\$ 13,275.00	300.00	\$ 13,500.00	5.00	\$ 225.00
17.	1	LS	Connection to Existing Water Main and Fittings	\$ 2,275.00	\$ 2,275.00	1.00	\$ 2,275.00	0.00	\$ -
18.	325	LF	6" Sanitary Lateral	\$ 52.00	\$ 16,900.00	324.00	\$ 16,848.00	-1.00	\$ (52.00)
19.	170	LF	4" Underdrain	\$ 47.00	\$ 7,990.00	172.00	\$ 8,084.00	2.00	\$ 94.00
20.	8	LF	4" Storm Sewer	\$ 48.00	\$ 384.00	8.00	\$ 384.00	0.00	\$ -
21.	191	LF	6" Storm Sewer	\$ 63.00	\$ 12,033.00	171.00	\$ 10,773.00	-20.00	\$ (1,260.00)
22.	300	LF	8" Storm Sewer	\$ 63.00	\$ 18,900.00	300.00	\$ 18,900.00	0.00	\$ -
23.	85	LF	10" Storm Sewer	\$ 77.00	\$ 6,545.00	81.00	\$ 6,237.00	-4.00	\$ (308.00)
24.	177	LF	12" Storm Sewer	\$ 80.00	\$ 14,160.00	172.00	\$ 13,760.00	-5.00	\$ (400.00)
25.	5	Each	2' x 3' Box Inlet	\$ 3,400.00	\$ 17,000.00	5.00	\$ 17,000.00	0.00	\$ -
26.	4	Each	Storm Inlet	\$ 2,900.00	\$ 11,600.00	3.00	\$ 8,700.00	-1.00	\$ (2,900.00)
27.	2	Each	Storm Outlet Structure	\$ 3,900.00	\$ 7,800.00	1.00	\$ 3,900.00	-1.00	\$ (3,900.00)
28.	1	Each	Yard Inlet	\$ 1,725.00	\$ 1,725.00	0.00	\$ -	-1.00	\$ (1,725.00)
29.	1	Each	Adjustment of Existing Sewer Structure	\$ 875.00	\$ 875.00	1.00	\$ 875.00	0.00	\$ -
30.	1	Each	Connect to Existing Storm Sewer Structures	\$ 1,525.00	\$ 1,525.00	1.00	\$ 1,525.00	0.00	\$ -
31.	1	Each	Storm Sewer Outfall	\$ 1,165.00	\$ 1,165.00	1.00	\$ 1,165.00	0.00	\$ -
32.	72	LF	Backstop	\$ 240.00	\$ 17,280.00	72.00	\$ 17,280.00	0.00	\$ -
33.	925	LF	6' Chainlink Fencing	\$ 23.60	\$ 21,830.00	892.00	\$ 21,051.20	-33.00	\$ (778.80)
34.	2	Each	Dugout	\$ 7,200.00	\$ 14,400.00	2.00	\$ 14,400.00	0.00	\$ -
35.	2	Each	4' Fence Gate	\$ 1,160.00	\$ 2,320.00	2.00	\$ 2,320.00	0.00	\$ -
36.	2	Each	10' Sliding Gate	\$ 3,350.00	\$ 6,700.00	2.00	\$ 6,700.00	0.00	\$ -
37.	1	Each	Ball Diamond Construction	\$ 75,000.00	\$ 75,000.00	1.00	\$ 75,000.00	0.00	\$ -
38.	1	LS	Site Electrical	\$ 67,145.00	\$ 67,145.00	1.00	\$ 67,145.00	0.00	\$ -
39.	23	Each	Trail Light Pole & Fixture	\$ 3,154.00	\$ 72,542.00	23.00	\$ 72,542.00	0.00	\$ -
40.	1	LS	Ball Diamond Lighting	\$ 145,120.00	\$ 145,120.00	1.00	\$ 145,120.00	0.00	\$ -
41.	1	LS	USACE Monitoring Station Service	\$ 3,940.00	\$ 3,940.00	1.00	\$ 3,940.00	0.00	\$ -
42.	1	Each	Removable Bollard	\$ 2,000.00	\$ 2,000.00	0.00	\$ -	-1.00	\$ (2,000.00)
43.	620	SF	Sand Filter	\$ 35.00	\$ 21,700.00	405.00	\$ 14,175.00	-215.00	\$ (7,525.00)
44.	29,800	SY	Lawn Restoration	\$ 4.00	\$ 119,200.00	26864.00	\$ 107,456.00	-2936.00	\$ (11,744.00)
Total Item 1-44					\$ 1,432,229.70		\$ 1,391,123.44		\$ (41,106.26)

Change Order #1									
1	1	LS	Relocate Monitoring Station Electric Service	\$ 1,646.80	\$ 1,646.80	1	\$ 1,646.80	0.00	\$ -
2	1	LS	Relocate Musco Poles in Ballfield	\$ 10,603.00	\$ 10,603.00	1	\$ 10,603.00	0.00	\$ -
3	1	LS	Musco Light Credit	\$ (8,370.00)	\$ (8,370.00)	1	\$ (8,370.00)	0.00	\$ -
4	1	LS	Repair existing conduit broken at bridge	\$ 1,730.40	\$ 1,730.40	1	\$ 1,730.40	0.00	\$ -
Total Change Order 1					\$ 5,610.20		\$ 5,610.20		\$ -

Change Order #2									
2	83	LF	Repair damage curb	\$ 52.00	\$ 4,316.00	83	\$ 4,316.00	0.00	\$ -
3	1	LS	Replace 15" and 12" storm sewer	\$ 10,417.03	\$ 10,417.03	1	\$ 10,417.03	0.00	\$ -
4	6860	SY	Hydro mulch upgrad	\$ 0.30	\$ 2,058.00	6860	\$ 2,058.00	0.00	\$ -
5	1	LS	Repair walk poured wrong by Cardinal Const.	\$ 3,050.00	\$ 3,050.00	1	\$ 3,050.00	0.00	\$ -
Total Contract 2024-03					\$ 19,841.03		\$ 19,841.03		\$ -



Street Use Application

*Permit Fee: A \$25.00 Street Use Application fee must be submitted with application at least thirty (30) days prior to Street Use date.

**A representative is responsible for attending Board of Public Works meeting and Common Council meeting, date and time to be determined after submission of application.

Name of Event: Jungle Bell Jog
 Date of Event: Dec 13, 2025
 Set-Up/Start Time: 9am
 End Time: 10:30am
 Total Expected Attendance: 50-100

Sponsoring Organization: Menasha High School FBIA
 Organization Address: 480 7th Street Menasha
 Representative 1: Angela Halada Representative 1 Phone Number: 920-621-1917
 Representative 1 Email Address: haladaa@mjsd.k12.wi.us
 Representative 2: _____ Representative 2 Phone Number: _____
 Representative 2 Email Address: _____

Day of Street Use Contact: Same as above Phone Number: _____
 Email Address: same as above

Section 1 – Street Use Type and Street Route

Type of Street Use (check 1): Parade Run/Walk Event
 Other (describe in detail): _____
 Street Route/Description of Use (please attach map to the application):

Section 2 – Insurance and Notification

Liability Insurance is secured in the amount of \$ 5,000,000 ea. occurrence with the City of Menasha listed as the certificate holder and as an additional insured on the Certificate of Liability Insurance AND on the endorsement. This is primary insurance. A copy of the Certificate of Liability Insurance is on file with the Public Works office:

Yes, Name of Insurance Company/Policy Number: SGL22213-25

No (explain reason): _____

Angela Halada
 Representative Signature

10/7/25
 Date

Representative agrees to notify all residents and businesses (including Gold Cross Ambulance, Lamers School Bus and Valley Transit) that are directly affected by the street use/closure at least seven (7) days prior to attending the required Common Council meeting. Representative to submit one copy of the completed notification to the Public Works office.

AHH (Representative Initial)

Section 3 – Hold Harmless Agreement

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

Angela Halada
Representative Signature

10/17/25
Date

To Be Completed by City Staff:

Application to Board of Public Works meeting on: October 20, 2025

Application to Common Council meeting on: November 3, 2025

Representative will notify all residents and businesses (including Gold Cross Ambulance, Lamers School Bus and Valley Transit) by: N/A

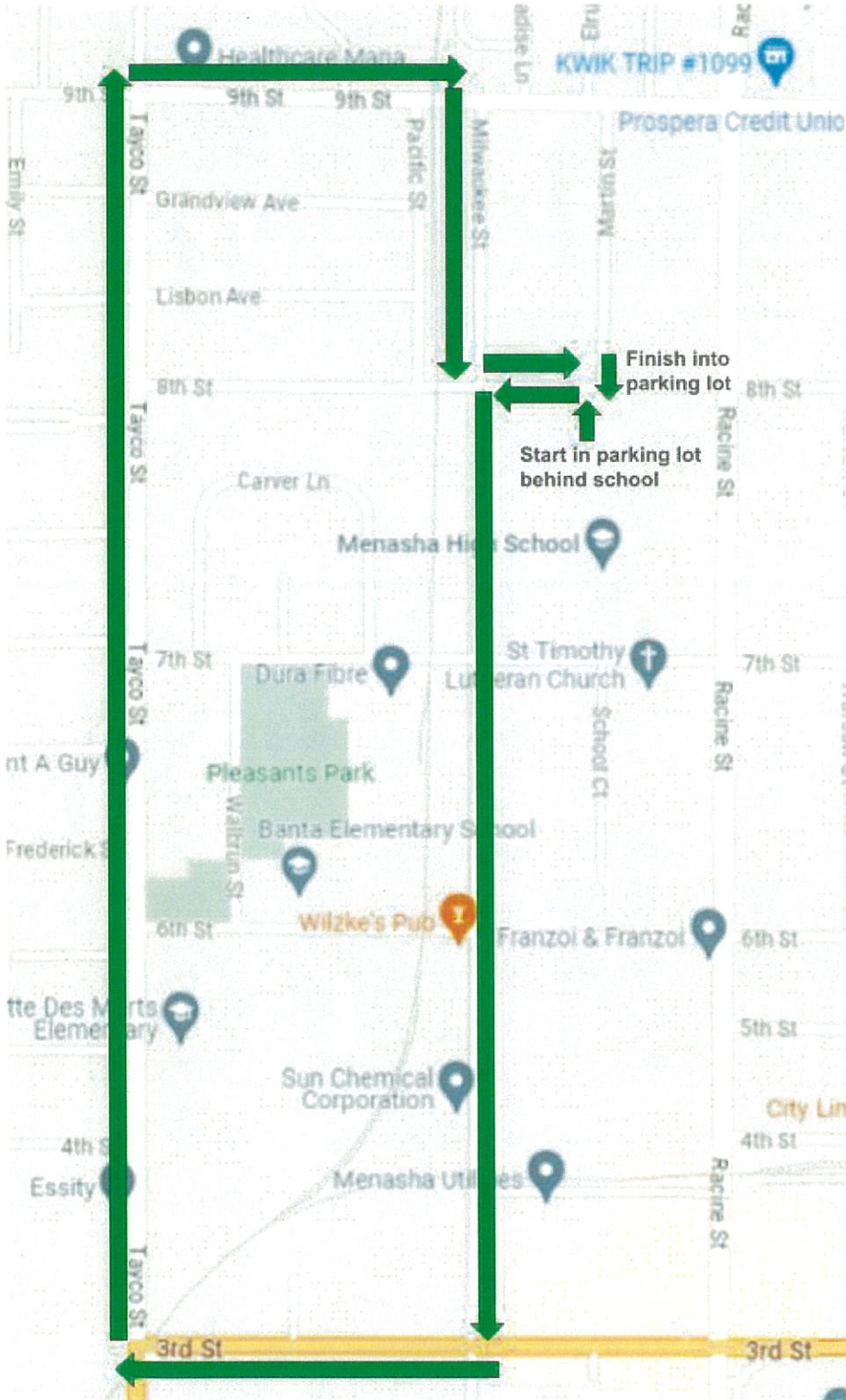
Approval By:

[Signature]
Public Works Department

[Signature]
Police Department

[Signature]
Fire Department

[Signature]
City Attorney



Out of the school parking lot, turn left on 8th. Turn left on Milwaukee, right onto 3rd Street, right onto Tyco to turn right onto 9th Street, right onto Milwaukee and back to school parking lot.



Memorandum

TO: NMFR Joint Finance & Personnel Committee

FROM: Deputy Chief Krueger

DATE: 10/15/25

RE: UTV Vehicle Purchase approval

In July 2025, an amount of \$60,000 was requested to be carried forward to the 2025-26 Financial Assistance Program (FAP) year funding from the 2024-25 year. NMFR first became eligible to apply and receive this emergency medical service annual funding in 2025 and wasn't given a full fiscal state year (7-1 to 6-30) to apply expenses. Per the State policy, any carry over must be expended within the next State Fiscal Year.

NMFR has requested in 2028-year CIP, a UTV to support primarily EMS special events where larger apparatus and ambulances can be difficult to access. This request will allow for two units with (1) in each of the Cities of Neenah and Menasha. Larger multi-city events such as the Fox City Marathon would use both units.

NMFR is requesting approval to use exclusive FAP funding dollars of \$60,000 from the carryover to obtain the UTV in 2026 and remove it from future Capital Expenditure (CIP).

To maintain consistency in operation, NMFR sought quotes for the can-am model that mimics our current G36 design and operation. Hexco Motorsports currently has a 2025 stock model available for upfit for emergency vehicle use. The modification would include an EMS skid unit supplied by Emergency Vehicle Services. Lead times on these quotes are 90+ days. The quotations received from the vendors above equal \$49,007. This doesn't include accessories, and/or final equipment estimated at \$10,000.

NMFR is requesting consideration and action to recommend that the Cities of Neenah and Menasha approve the purchase and enter contract of (1) 2025 can-am EMS-UTV and related equipment for a cost not to exceed \$60,000 and to utilize FAP carry-over funds from 2024-25 to pay for the project.

Thank you for your consideration. If you have any questions, please feel free to call me at 886-6202.



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Thank you for your consideration. If you have any questions, please feel free to call me at 886-6202.



Memorandum

TO: NMFR Joint Finance & Personnel Committee

FROM: Chief Travis Teesch

DATE: October 16, 2025

RE: Proposed 2026 Budget

Attached is our proposed 2026 budget for your review. This budget has been reviewed by both City Finance Directors and Mayors. The following reductions were made to our budget by both Cities:

0104 – Overtime: Reduction of \$10,000
0214 – Maint of Joint Buildings: Reduction of \$2,000
0250 – Training Tower: Reduction of \$2,000
0262 – Public Relations: Reduction of \$2,000

I am asking for consideration and action that the Cities of Neenah and Menasha approve the proposed 2026 budget with the noted reductions by both Mayors.

If you have any questions, please feel free to call me at 920-886-6200.

Thank you.

TT/te

CITY OF NEENAH
 2026 BUDGET PREPARATION WORKSHEET

ACCOUNT	ACCOUNT DESCRIPTION	2024 ACTUAL	2025 BUDGET	2025 YTD 9 MONTHS	DEPARTMENT ESTIMATE	2026 DEPT REQUEST	2026 MAYOR'S RECOMMENDED	REQUEST % CHANGE
Fire Department								
Fire								
2301-712-0101	Salaries	5,918,784	5,992,950	4,091,169	5,965,090	6,198,940	6,198,940	3.44
2301-712-0104	Overtime Wages	233,012	220,000	200,775	265,000	275,000	265,000	20.45
2301-712-0105	Reimbursement / Overtime	5,259-	10,000-	1,595-	5,000-	10,000-	10,000-	.00
2301-712-0106	FLSA Overtime Wages	66,908	60,000	41,558	65,000	65,000	65,000	8.33
2301-712-0110	Health Insurance	1,183,936	1,406,910	999,828	1,313,570	1,494,450	1,494,450	6.22
2301-712-0111	Fringes	1,570,641	1,758,340	1,210,870	1,764,550	1,804,230	1,804,230	2.61
2301-712-0115	Schools/Seminars/Training	25,101	30,000	20,482	30,000	39,000	39,000	30.00
2301-712-0116	Test/Certification for Eq	14,786	16,000	12,017	16,000	18,000	18,000	12.50
2301-712-0117	Clothing Allowance	39,116	42,000	37,045	40,000	42,000	42,000	.00
2301-712-0118	License Renewal	52	2,100	296	400	3,000	3,000	42.86
2301-712-0125	Employee School Reimb	305	400	0	0	400	400	.00
2301-712-0128	Empl Recognition Awards	0	1,200	221	230	1,200	1,200	.00
2301-712-0202	Outside Printing	314	1,000	1,012	1,020	1,100	1,100	10.00
2301-712-0203	Postage	522	1,000	461	1,000	1,300	1,300	30.00
2301-712-0206	Advertising & Publication	0	200	0	0	200	200	.00
2301-712-0207	Dues & Memberships	815	1,600	615	800	2,100	2,100	31.25
2301-712-0209	Maintenance of PPE/SCBA	6,496	10,250	5,998	10,250	10,250	10,250	.00
2301-712-0210	Maint of Computer Hardware	0	1,000	0	1,000	1,000	1,000	.00
2301-712-0211	Maint of Other Equipment	1,922	5,000	2,942	3,000	5,000	5,000	.00
2301-712-0213	Maint of Motor Vehicles	110,658	125,000	78,491	140,000	125,000	125,000	.00
2301-712-0214	Maint of Buildings	10,809	15,000	3,808	15,000	16,000	14,000	6.67-
2301-712-0215	Maint of Radio Equipment	388	1,000	818	1,100	1,300	1,300	30.00
2301-712-0216	Maint of Operating Equip	4,316	4,000	1,258	1,500	4,000	4,000	.00
2301-712-0218	Maint of Software	52,726	96,500	77,098	96,500	114,870	114,870	19.04
2301-712-0221	Telephone	1,307	1,220	887	1,220	1,220	1,220	.00
2301-712-0222	Electricity	54,424	54,840	36,319	54,840	57,580	57,580	5.00
2301-712-0223	Natural Gas	18,249	27,530	19,891	27,530	28,910	28,910	5.01
2301-712-0224	Water & Sewer	12,226	13,100	8,093	13,100	14,100	14,100	7.63
2301-712-0226	Storm Water	3,572	3,610	2,559	3,610	3,790	3,790	4.99
2301-712-0227	Cellular Telephone	15,683	17,000	12,504	17,000	20,000	20,000	17.65
2301-712-0232	Auditing Services	2,350	2,430	2,425	2,430	2,500	2,500	2.88
2301-712-0236	Outside Services	13,832	15,000	10,521	15,000	15,000	15,000	.00
2301-712-0237	Pest Control	285	400	7	100	400	400	.00
2301-712-0238	Professional Services	30,473	41,000	25,925	41,000	30,000	30,000	26.83-
2301-712-0241	Tree Planting & Landscape	85	1,000	0	1,000	1,000	1,000	.00
2301-712-0242	Permits	0	0	0	0	0	0	.00
2301-712-0246	Liability Insurance	29,602	31,700	34,134	31,140	36,800	36,800	16.09
2301-712-0247	Auto/Physical Damage Ins	24,022	21,810	27,116	27,120	29,240	29,240	34.07
2301-712-0250	Maint of Training Tower	12,778	2,500	156	1,000	2,500	500	80.00-
2301-712-0252	Rental of Equipment	764	1,400	392	1,400	1,400	1,400	.00
2301-712-0254	Printer / Copies	2,476	3,720	1,992	3,720	3,900	3,000	19.35-
2301-712-0255	Neenah City I/S Services	118,500	107,300	80,475	107,300	134,900	134,900	25.72
2301-712-0256	Neenah City Finance Ser.	28,750	29,700	22,275	29,700	32,080	32,080	8.01
2301-712-0257	Neenah City H/R Services	72,450	74,850	56,138	74,850	80,840	80,840	8.00
2301-712-0258	GIS Services/Internal	13,900	14,360	10,770	14,360	14,790	14,790	2.99

CITY OF NEENAH
 2026 BUDGET PREPARATION WORKSHEET

ACCOUNT	ACCOUNT DESCRIPTION	2024 ACTUAL	2025 BUDGET	2025 YTD 9 MONTHS	2025 DEPARTMENT ESTIMATE	2026 DEPT REQUEST	2026 MAYOR'S RECOMMENDED	REQUEST % CHANGE
2301-712-0262	Public Relations/Services	13,918	8,000	3,734	8,000	15,000	13,000	62.50
2301-712-0293	Maint of Motor Veh/Fleet	0	0	0	0	0	0	.00
2301-712-0294	Oil and Fluids/Fleet	0	0	0	0	0	0	.00
2301-712-0296	Maint of Equipment/Fleet	0	0	0	0	0	0	.00
2301-712-0301	Office Supplies	1,838	2,250	942	2,250	2,300	2,300	2.22
2301-712-0306	Cleaning/Janitor Supplies	15,292	17,000	9,534	17,000	17,510	17,510	3.00
2301-712-0308	Books and Periodicals	213	3,200	2,375	3,200	3,200	3,200	.00
2301-712-0310	Gasoline & Oil	46,533	48,000	30,334	48,000	48,960	48,960	2.00
2301-712-0319	Safety Supplies	2,891	4,500	346	1,000	4,500	4,500	.00
2301-712-0320	Small Tools	3,104	3,150	2,532	3,150	3,300	3,300	4.76
2301-712-0325	Consumable supplies	1,720	3,300	1,431	3,300	3,400	3,400	3.03
2301-712-0326	Photography Supplies	975	1,000	17	1,000	1,000	1,000	.00
2301-712-0333	All Other Supplies	2,276	3,800	1,861	3,800	3,800	3,800	.00
2301-712-0344	Small Equipment	13,643	15,000	9,713	15,000	16,000	16,000	6.67
2301-712-0347	Small Computer Hardware	201	1,000	588	1,000	0	0	100.00-
2301-712-0348	Per Protective Equipment	75,214	10,000	5,474	10,000	12,000	12,000	20.00
2301-712-0350	Training Supplies	4,852	6,000	97	6,000	6,000	6,000	.00
2301-712-0723	Fire Property Damage	0	0	0	0	0	0	.00
2301-712-8108	Office Furniture & Equip	4,907	5,000	1,118	5,000	5,000	5,000	.00
2301-712-8113	Communication Equipment	7,547	12,000	585	12,000	12,000	12,000	.00
2301-712-8114	Computer Software Outlay	0	0	0	0	0	0	.00
2301-712-8115	Computer Hardware Outlay	10,175	13,600	9,746	13,600	10,000	10,000	26.47-
2301-712-8133	All Other Equipment	29,964	30,000	6,623	30,000	35,000	35,000	16.67
2301-712-8149	Household Purchases	17,968	18,000	3,219	18,000	20,000	20,000	11.11
	Reg Spec Oper Resp Team							
2314-712-0104	Overtime Wages	62,541	32,000	48,518	55,000	65,000	65,000	103.13
2314-712-0105	Reimbursement / Overtime	65,489-	26,500-	62,466-	62,470-	65,000-	65,000-	145.28
2314-712-0111	Fringes	15,546	8,500	12,881	14,610	16,880	16,880	98.59
2314-712-0115	Schools/Seminars/Training	162	300	158	300	300	300	.00
2314-712-0216	Maint of Operating Equip	0	500	0	0	500	500	.00
2314-712-0320	Small Tools	0	250	0	0	250	250	.00
2314-712-0348	Per Protective Equipment	7,457	7,500	402	7,500	10,000	10,000	33.33
2314-712-0350	Training Supplies	0	500	0	0	500	500	.00
2314-712-8133	All Other Equipment	0	750	520	750	750	750	.00
	Joint Fire Commission							
2320-712-0203	Postage	0	0	0	0	0	0	.00
2320-712-0206	Advertising & Publication	1,000	1,000	0	0	0	0	100.00-
2320-712-0236	Outside Services	4,410	2,500	2,325	2,500	2,500	2,500	.00
2320-712-0261	Misc Expenditures	354	3,000	515	3,000	3,000	3,000	.00
	Special Reserves & Escrow							
2326-712-0101	Salaries	0	0	0	0	0	0	.00
2326-712-0110	Health Insurance	0	0	0	0	0	0	.00
2326-712-0111	Fringes	0	0	0	0	0	0	.00
***	Fire Department	9,971,288	10,481,020	7,230,864	10,415,920	10,977,040	10,961,040	4.58
		9,971,288	10,481,020	7,230,864	10,415,920	10,977,040	10,961,040	4.58

ACCOUNT	ACCOUNT DESCRIPTION	2024 ACTUAL	2025 BUDGET	2025 YTD 9 MONTHS	2025 DEPARTMENT ESTIMATE	2026 DEPT REQUEST	2026 MAYOR'S RECOMMENDED	REQUEST % CHANGE
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City of Neenah
2026 Capital Improvement Plan
Detail Project Schedule - Capital Equipment

Project Description and Plan Comments	Adopted 2024 - 2028 CIP	Department Request	Mayor Proposed
<u>2026 CAPITAL EQUIPMENT</u>			
<u>Fire Department (Neenah Share Only)</u>			
1 Major equipment relating to firefighting, EMS, hazmat meters, communication equipment, large appliances and station maintenance equipment such as snowblowers, lawnmowers, etc. Total projected cost \$55,000. City of Neenah responsible for fixed percentage as agreed to in the Consolidation Agreement. 2026 cost distribution formula (60.82%) is used for budgeting purposes.	\$ 33,205	\$ 33,450	\$ 33,450
2 Personal Protective equipment above standard budgeted replacement equipment. Complete back-up sets and update a large volume of users with expiring 10 year old gear. Total projected cost \$350,000. City of Neenah responsible for fixed percentage as agreed to in the Consolidation Agreement. 2026 cost distribution formula (60.82%) is used for budgeting purposes.	211,295	212,870	212,870
3 Replace and upgrade of Training Tower, along with related buildings and props. Total Project cost \$1,310,000 (Approved \$1,000,000 Total Cost in 2025 an additional \$310,000 added for 2026 Capital Budget - Borrowed \$305,600 in 2025) This was updated from the 2026 - 2030 CIP	603,700	729,840	67,240
<u>Funding Source:</u> Award of a \$500,000 Winnebago County Spirit Fund grant and \$200,000 awarded by the State significantly reduces the borrowing. This project is for a shared facility for both Neenah and Menasha. City of Neenah is responsible for fixed percentage as agreed to in the Consolidation Agreement. Using 2025 cost distribution formula (61.12%) for this project. Neenah's portion is \$800,670 less \$427,840 of awards = \$372,830 net cost, and Menasha's portion is \$509,330 less \$272,160 = \$237,170 net cost.			
4 Special Operations Rope/Rescue and equipment above standard budgeted replacement equipment. Update a large volume of users with expiring 10+ year old gear. Total projected cost \$65,000. City of Neenah responsible for fixed percentage as agreed to in the Consolidation Agreement. 2026 cost distribution formula (60.82%) is used for budgeting purposes	-	39,530	39,530

City of Neenah
2026 Capital Improvement Plan
Detail Project Schedule - Capital Equipment

Project Description and Plan Comments	Adopted 2024 - 2028 CIP	Department Request	Mayor Proposed
<p>5 Mobile hoist. Hoist is needed to work on fire apparatus and staff vehicles. At this time, we have an unsafe method of trying to work on vehicles and at times have to send trucks to outside vendors for repairs when we could do these in-house. We have a used hoist that was given to us by Menasha DPW when they received a new one. However, this will not hold the weight of the trucks. Total project cost is \$80,000. City of Neenah is responsible for fixed percentage as agreed to in the Consolidation Agreement. 2026 cost distribution formula (60.82%) is used for budgeting purposes This was updated from the 2026 - 2030 CIP - Move to 2027</p>	-	48,660	-
<p>6 Purchase of (1) light duty vehicle to replace F400 (used PD vehicle). Total project cost is \$67,000 for equipment and lettering. City of Neenah is responsible for fixed percentage as agreed to in the Consolidation Agreement. 2026 cost distribution formula (60.82%) is used for budgeting purposes</p>	-	40,750	40,750
<p>7 Personal Protective equipment Total projected cost \$65,000. City of Neenah responsible for fixed percentage as agreed to in the Consolidation Agreement. 2026 cost distribution formula (60.82%) is used for budgeting purposes <i>(Moved from 2025 operating budget to CIP)</i></p>	-	39,540	39,540
<p>8 Replace hydraulic extrication equipment and move to battery operated equipment. Current equipment is over 20 years old. Total project cost is \$225,000. City of Neenah is responsible for fixed percentage as agreed to in the Consolidation Agreement. 2026 cost distribution formula (60.82%) is used for budgeting purposes. <i>(Moved from 2028 due to equipment condition)</i></p>	-	136,850	136,850

City of Neenah
2026 Capital Improvement Plan
Detail Project Schedule - Capital Equipment

Project Description and Plan Comments	Adopted 2024 - 2028 CIP	Department Request	Mayor Proposed
<p>9 Replace Engine #32. Total projected cost \$875,000. Orded in 2022, expected to be received in 2nd quarter of 2026. City of Neenah responsible for fixed percentage as agreed to in the Consolidation Agreement. 2026 cost distribution formula (60.82%) is used for budgeting purposes. This was updated from the 2026 - 2030 CIP - Contractually Obligated</p>	-	-	532,180
<p>10 Phone System upgrade (all Stations) as part of Neenah IS upgrades. Total projected cost \$30,000. City of Neenah responsible for fixed percentage as agreed to in the Consolidation Agreement. 2026 cost distribution formula (60.82%) is used for budgeting purposes</p>	-	18,250	18,250
<p>11 Purchase of UTV and equipment to be used for Emergency Medical Service (EMS) wildland fires, ice rescue operations and community events. Total project cost is \$75,000. City of Neenah responsible for fixed percentage as agreed to in the Consolidation Agreement. 2026 cost distribution formula (60.82%) is used for budgeting purposes. This was updated from the 2026 - 2030 CIP - Moved from 2028 due to grant</p> <p>Funding Source: Funding Assistance Program (FAP) Grant for full amount</p>	-	-	45,615 (45,615)
Total 2026 Fire Department	\$ 848,200	\$ 1,299,740	\$ 1,120,660

City of Menasha Disbursements
10/17/25-10/30/25

Weekly Accounts Payable	10/23/2025 & 10/30/25 Checks # 88779-88885	\$878,591.14
Bi-Weekly Payroll	10/30/25	\$249,142.67
Additional Regular Cycle Accounts Payables -Paid Electronically		
Wisconsin Deferred Compensation	10/17/25	\$11,160.75
Employee Benefits-Flex Spending	10/17/25	\$3,295.89
Spectrum ACH	10/17/25	\$80.00
Federal Tax Withholding	10/22/25	\$87,452.46
Delta Dental	10/22/25	\$1,671.80
CIVMIC Ach	10/23/25	\$29,865.22
Home Depot Ach	10/23/25	\$156.79
Spectrum Ach	10/24/25	\$80.00
Sales Tax	10/25/25	\$362.24
Debt Service	10/29/25	\$45,007.52
Delta Dental	10/29/25	\$3,686.50
State Tax Withholding	10/30/25	\$14,671.75
Nationwide Deferred Compensation	10/30/25	\$3,188.25
Wisconsin Support Collections	10/30/25	\$763.60
Community First CU-Payroll Deduction	10/30/25	\$823.91
Home Depot ACH	10/30/25	\$15.17
		\$ 202,281.85
Total		\$1,330,015.66

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 Laracuenta
Yessi Laracuenta
Finance Manager

10/30/25
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 : 10/23/25

Vendor Name	Check Number	Check Date	Check Amount
AIRGAS USA LLC	88779	10/23/2025	511.33
AMAZON CAPITAL SERVICES	88780	10/23/2025	253.16
CITY OF APPLETON	88781	10/23/2025	500.00
ARING EQUIPMENT COMPANY INC	88782	10/23/2025	1,831.99
DARIUS BANKS	88783	10/23/2025	92.76
BERGSTROM FORD LINCOLN	88784	10/23/2025	164.00
BOBCAT OF JANESVILLE	88785	10/23/2025	217.62
SALLY CHRISTENSEN	88786	10/23/2025	100.00
CINTAS	88787	10/23/2025	1,059.67
COMPLETE OFFICE OF WISCONSIN	88788	10/23/2025	20.32
CONGER INDUSTRIES INC	88789	10/23/2025	556.27
CRESCENT ELECTRIC SUPPLY COMPA	88790	10/23/2025	192.03
BRYCE DUX	88791	10/23/2025	20.00
ELAN FINANCIAL SERVICES	88798	10/23/2025	12,066.88
FACTORY MOTOR PARTS CO	88799	10/23/2025	682.68
FARRELL EQUIPMENT & SUPPLY CO	88800	10/23/2025	2,039.39
FASTSIGNS OF APPLETON	88801	10/23/2025	125.00
GANNETT WISCONSIN LOCALIQ	88802	10/23/2025	701.54
JESSICA JENS	88803	10/23/2025	72.00
JMAC SUPPLY LLC	88804	10/23/2025	4,700.00
JOE'S POWER CENTER	88805	10/23/2025	12.99
JOHN FABRICK TRACTOR COMPANY	88806	10/23/2025	132.80
JT ENGINEERING INC	88807	10/23/2025	2,243.29
JX ENTERPRISES INC	88808	10/23/2025	3,410.14
KLINK HYDRAULICS LLC	88809	10/23/2025	348.60
RACHEL KRATZ	88810	10/23/2025	20.00
MATTHEWS TIRE INC	88811	10/23/2025	1,020.00

AP Check Register
Check Date : 10/23/25

Vendor Name	Check Number	Check Date	Check Amount
MENARDS-APPLETON EAST	88812	10/23/2025	408.74
MENASHA UTILITIES	88813	10/23/2025	51,795.64
CITY OF NEENAH	88814	10/23/2025	7,673.01
NORTHEAST ASPHALT INC	88815	10/23/2025	6,141.23
PACKER CITY INTL TRUCKS INC	88816	10/23/2025	330.80
PERFORMANCE TIMING LLC	88817	10/23/2025	1,376.75
PETERS CONCRETE COMPANY	88818	10/23/2025	10,220.50
RECYCLETHATSTUFF.COM	88819	10/23/2025	210.00
REINDERS INC	88820	10/23/2025	1,274.34
RIESTERER & SCHNELL INC	88821	10/23/2025	192.52
TAYLER ROAL	88822	10/23/2025	20.00
DEREK SAMSON	88823	10/23/2025	40.00
DIANE SCHABACH	88824	10/23/2025	14,000.00
SERVICE MOTOR COMPANY	88825	10/23/2025	320.88
SI METALS AND SUPPLY	88826	10/23/2025	20.00
SITEONE LANDSCAPE SUPPLY	88827	10/23/2025	320.36
SMILEMAKERS	88828	10/23/2025	351.98
STERICYCLE INC	88829	10/23/2025	15.66
STOPSTICK LTD	88830	10/23/2025	634.00
STRAND ASSOCIATES INC	88831	10/23/2025	1,728.46
SHANNON SULLIVAN	88832	10/23/2025	20.00
SUPERIOR VISION INSURANCE PLAN	88833	10/23/2025	1,109.73
TARGET SOLUTIONS LEARNING	88834	10/23/2025	4,290.00
THE PRINT HOUSE LLC	88835	10/23/2025	3,522.00
TRUCK COUNTRY OF WISCONSIN	88836	10/23/2025	44.04
UNIFORM SHOPPE	88837	10/23/2025	2,485.50
WE ENERGIES	88838	10/23/2025	9.57
WHITE CAP LP	88839	10/23/2025	335.96

AP Check Register
Check Date : 10/23/25

Vendor Name	Check Number	Check Date	Check Amount
TERMINIX WIL-KIL	88840	10/23/2025	90.35
WINNEBAGO LIQUID WASTE	88841	10/23/2025	495.00
WISCO OIL LLC	88842	10/23/2025	20,374.15
WISCONSIN DEPT OF JUSTICE-TIME	88843	10/23/2025	511.50
WMCA	88844	10/23/2025	100.00

Total AP Checks **163,557.13**

AP Check Register
Check Date : 10/30/25

Vendor Name	Check Number	Check Date	Check Amount
ACCURATE	88845	10/30/2025	2,157.21
AMAZON CAPITAL SERVICES	88846	10/30/2025	1,044.31
AUTOMATED COMFORT CONTROLS	88847	10/30/2025	298.39
BADGER LABORATORIES INC	88848	10/30/2025	6,927.00
CELLCOM	88849	10/30/2025	3,444.59
CINTAS	88850	10/30/2025	635.56
COMPASS MINERALS AMERICA	88851	10/30/2025	20,773.37
COMPLETE OFFICE OF WISCONSIN	88852	10/30/2025	434.90
COUNTRY VISIONS COOP	88853	10/30/2025	1,220.04
FACTORY MOTOR PARTS CO	88854	10/30/2025	1,041.88
FASTENAL COMPANY	88855	10/30/2025	144.96
VILLAGE OF FOX CROSSING	88856	10/30/2025	2,169.90
GRAINGER INC	88857	10/30/2025	11.74
GUSTMAN CHEVROLET SALES INC	88858	10/30/2025	214.57
KITZ & PFEIL INC	88859	10/30/2025	211.08
KLINK HYDRAULICS LLC	88860	10/30/2025	189.73
LOGISTICS RECYCLING INC	88861	10/30/2025	51.12
M RUGGED MOBILE TECHNOLOGY	88862	10/30/2025	589.75
MATTHEWS TIRE INC	88863	10/30/2025	2,609.98
MCPMAHON	88864	10/30/2025	1,282.29
MENARDS-APPLETON EAST	88865	10/30/2025	157.25
MENASHA UTILITIES	88866	10/30/2025	3,836.48
N&M AUTO SUPPLY	88867	10/30/2025	13.20
NACCHO	88868	10/30/2025	290.00
NEENAH-MENASHA SEWERAGE COMMIS	88869	10/30/2025	52,708.77
CITY OF NEENAH	88870	10/30/2025	339,585.00

AP Check Register
Check Date : 10/30/25

Vendor Name	Check Number	Check Date	Check Amount
NORTHEAST ASPHALT INC	88871	10/30/2025	262,063.91
PACKER CITY INTL TRUCKS INC	88872	10/30/2025	138.03
PETERS CONCRETE COMPANY	88873	10/30/2025	5,479.50
QUALITY CUSTOM METAL FABRICATI	88874	10/30/2025	85.38
SANOFI PASTEUR INC	88875	10/30/2025	224.33
SITEONE LANDSCAPE SUPPLY	88876	10/30/2025	429.55
MARGARET STRUVE	88877	10/30/2025	123.20
SUBURBAN WILDLIFE SOLUTIONS LL	88878	10/30/2025	969.00
WE ENERGIES	88879	10/30/2025	1,407.89
SUE WEISS	88880	10/30/2025	100.00
WEYERS EQUIPMENT INC	88881	10/30/2025	125.95
WHITE CAP LP	88882	10/30/2025	1,007.88
TERMINIX WIL-KIL	88883	10/30/2025	323.38
WINNEBAGO COUNTY CLERK OF COUR	88884	10/30/2025	150.00
WINNEBAGO COUNTY TREASURER	88885	10/30/2025	362.94

Total AP Checks

715,034.01



MEMORANDUM

DATE October 27th 2025
TO Honorable Mayor and Common Council
FROM Andrew Dane, Community Development Director
RE Partnership with Heckrodt Wetland Reserve – House Relocation Proposal

Heckrodt Wetland Reserve (HWR) recently acquired property at 1391 Plank Road (Village of Fox Crossing) that includes an existing single-family house. Rather than demolish the structure, HWR has proposed collaborating with the City of Menasha, the Redevelopment Authority (RDA), and Habitat for Humanity to relocate and preserve the home.

At its most recent meeting, the Heckrodt Wetland Reserve Board of Directors voted unanimously to support this partnership. The approved motion authorizes HWR to sell or donate the home to Habitat for Humanity and/or the City of Menasha for relocation to another property within the City.

The proposed project would relocate the house from 1391 Plank Road to a vacant lot on Province Terrace owned by the RDA. The structure would be reinstalled and rehabilitated for sale to a qualified household through Habitat for Humanity, creating an additional affordable housing opportunity in Menasha.

Key elements of the proposal include:

- Heckrodt Wetland Reserve will transfer ownership of the house at a nominal cost and complete site restoration at the Plank Road property, including development of a landscaped Friendship Trail stop with a bicycle fix-it station
- Habitat for Humanity will oversee sale of the relocated home to an eligible family.
- The Redevelopment Authority will provide the City of Menasha Province Terrace lot on which to relocate the home.
- The City will coordinate permitting, inspection, and interagency communication.
- A third-party contractor will be retained to move and install the structure.

Prior to implementation, HWR, the City, the RDA, and Habitat for Humanity will enter into a formal agreement specifying roles, responsibilities, and cost allocations.

Anticipated benefits include:

- Preservation and reuse of an existing home otherwise slated for demolition.
- Creation of new affordable housing within the City of Menasha.
- Development of a landscaped Friendship Trail stop

- Productive reuse of an RDA-owned lot on Province Terrace.
- Advancement of City housing, sustainability, and community development goals.
- Increase property tax base within the City of Menasha

Next steps:

1. Acknowledge the unanimous support of the Heckrodt Wetland Reserve Board for the proposed relocation project.
2. Authorize staff to work with HWR, the RDA, and Habitat for Humanity to prepare a draft partnership agreement.
3. Direct staff to present the agreement for formal review and approval by the RDA and Common Council prior to moving forward with relocation and installation activities.

Suggested action:

Motion to authorize City staff and the Redevelopment Authority to collaborate with Heckrodt Wetland Reserve and Habitat for Humanity to develop a partnership agreement for the proposed house relocation project and to return the agreement to the RDA and Common Council for approval.



MEMORANDUM

DATE November 3rd 2025
TO Honorable Mayor and Common Council
FROM Andrew Dane, Community Development Director
RE Creation of Tax Incremental District No. 15

Background

The City of Menasha has received a request from Fore Development Inc for Tax Incremental Financing (TIF) assistance to support a proposed residential development located along Province Terrace. The project proposes construction of approximately 105 market-rate residential units in multiple garden-style apartment buildings, representing an estimated total development cost of \$21.34 million, or approximately \$203,000 per unit. The project scope has also changed slightly following bid results, reflecting an increase in both unit count and overall project cost; therefore, the amount of assistance ultimately recommended may change as updated financial information becomes available.

At its meeting on October 20, 2025, the Plan Commission approved a resolution establishing the boundaries of and approving the project plan for Tax Incremental District No. 15. The project plan was prepared in coordination with Ehlers and City staff to evaluate financial feasibility, assess economic benefits, and define eligible project costs consistent with Wis. Stat. §66.1105.

The City of Menasha Joint Review Board (Calumet County) is scheduled to meet on December 1, 2025, to consider final approval of TID No. 15 following Common Council action, should the Common Council approve the TID No. 15 resolution on November 3, 2025.

District Boundaries and Eligible Costs

TID No. 15 encompasses parcels along the Province Terrace corridor, including areas designated for future mixed-use and residential redevelopment. The district is intended to facilitate new private investment in housing, commercial development, infrastructure, and site improvements. Eligible project costs include property acquisition, site preparation, utility extensions, streets and sidewalks, gateway and corridor enhancements, professional services, and other public improvements that support mixed-use development and neighborhood connectivity.

Economic Development Review

At the City's request, Ehlers prepared an independent financial analysis (dated September 15, 2025) evaluating the project's feasibility and the justification for public assistance. The review examined development costs, funding sources, project structure, market assumptions, and projected returns.

Key findings from Ehlers' analysis include:

- The total project cost of \$21.34 million is consistent with current market conditions for similar developments.
- The developer's capital structure includes approximately 75% first mortgage financing (\$16.0 million) and 25% equity (\$5.3 million).
- Estimated fair market value at completion is \$15.65 million, or approximately \$149,000 per unit.
- Annual projected tax increment is approximately \$225,959 based on an equalized tax rate of \$14.44 per \$1,000 of value and a 1% annual appreciation rate.
- The developer's pro forma indicates that the project would not be financially feasible without public assistance due to rising interest rates and construction costs.

Recommended Financing Structure

Based on Ehlers' findings, City staff and consultants recommend establishing Tax Incremental District No. 15 as a mixed-use district under Wis. Stat. §66.1105(2)(k), with the following parameters for the proposed development agreement:

- **Base Year:** 2026 assessment roll (January 1, 2026)
- **Assistance Type:** Pay-As-You-Go (PAYGO) TIF
- **Assistance Amount:** Up to \$2,770,000 (subject to change based on updated project costs and final financial review)
- **Term:** 13 years from receipt of first increment
- **Developer Share:** 95% of annual increment, net of City administrative costs
- **City Share:** 5% administrative fee retained annually
- **Risk Allocation:** All performance risk borne by the developer; no City obligation beyond generated increment

The PAYGO structure ensures that TIF reimbursements are made only as incremental taxes are realized, thereby limiting financial exposure to the City.

Return on Investment and But-For Test

Ehlers reviewed the developer's financial metrics with and without TIF assistance:

- **Cash-on-Cash Return:** 10.0% with TIF; 6.3% without
- **Internal Rate of Return (10-year hold):** 13.0% with TIF; 10.0% without

These results indicate that without TID assistance, the project would fall below industry-standard investment thresholds and likely not proceed.

Conclusion and Next Steps


Based on the independent financial analysis and City review, staff recommend creation of TID No. 15 to support the Province Terrace Apartments project. Establishing the district will facilitate needed housing development, commercial investment, support the City's strategic growth along Province Terrace, and generate long-term property tax benefits following district closure.

Following Common Council approval, the Joint Review Board will convene on December 1, 2025, to consider final approval of the district. City staff are preparing a draft Development Agreement to bring forward to the Administration Committee on November 17, 2025. If approved, updated financial information, including the most recent budget quotes from the developer, will be finalized prior to bringing forward the Developer's Agreement for Common Council consideration at the December 1, 2025, meeting.

Staff Recommendation

City staff recommend approval of the project plan and resolution R-282025 creating Tax Incremental District No. 15 as a mixed-use district.

Attachments

1. Ehlers Memorandum – Economic Development Analysis for Province Terrace (September 15, 2025)
2. Project Plan – TID No. 15 (Province Terrace Area)
3. R-28-25 Resolution Creating Tax Incremental District No. 15, Approving Its Project Plan and Establishing Its Boundaries, City of Menasha, Wisconsin
4.  City Attorney Legal Opinion

MEMORANDUM

TO: Andrew Dane – Community Development Director
FROM: Keith Dahl & Greg Johnson – Ehlers
DATE: September 15, 2025
SUBJECT: Economic Development Analysis for Province Terrace

The City received an application for financial assistance from Fore Development (the “Developer”) seeking pay-as-you go (PAYGO) Tax Increment District (TID) assistance. The Developer proposed to construct a total of 96 residential units disbursed amongst garden-style apartment buildings (the “Project”). The Project is proposed to commence construction early next year with an anticipated total development cost of approximately \$21.34 million, or approximately \$222,000 per unit. The Project would be incorporated into a new Tax Incremental Finance District.

This memo has been prepared by Ehlers, at the request of the City, to provide a summary of our review of the Project, specifically the budget and pro forma based on industry standards under current market conditions and trends for 1) development costs, 2) available funding sources, 3) financial structure, 4) underwritten financial assumptions, 5) Developer contributions, 6) market rate rents, 7) operating expenses, 8) phasing and timing of construction, 9) projected cash flows, and 10) return on investment. Our approach to this review was to ensure all development costs, revenues, and expenditures have been appropriately accounted for and considered, and to independently verify private funding sources are being maximized.

Based on our review, the Project generally meets our expectations of a market rate development. The financial structure is consistent with industry standards under current market conditions, rents appear to be reasonable within the local market, and operating expenses appear to be in line with similar developments.

Based on our review and analysis, we’ve concluded that TID assistance in the aggregate amount of \$2,770,000 structured as PAYGO assistance over a term of 13 years is supported and warranted for the Project.

SOURCES			
	Amount	Pct.	Per Unit
First Mortgage	16,008,404	75%	166,754
Equity	5,336,135	25%	55,585
TOTAL SOURCES	21,344,539	100%	222,339

USES			
	Amount	Pct.	Per Unit
Acquisition Costs	500,000	2%	5,208
Construction Costs	18,900,000	89%	196,875
Professional Services	341,000	2%	3,552
Financing Costs	853,539	4%	8,891
Developer Fee	700,000	3%	7,292
Cash Accounts/Escrows/Reserves	50,000	0%	521
TOTAL USES	21,344,539	100%	222,339

Available Tax Increment:

Base Value - The base value certification of this parcel is based on January 1, 2026. The equalized value of the parcel is \$0.00.

Estimated Market Value - In consultation with the City Assessor, it is estimated the fair market value of the Project, as-if complete and stabilized, would be \$15,650,000, or approximately \$163,000 per unit. The estimated value was derived by the assessor based on review of three approaches to value - cost, income, and comparable properties.

Assumptions -

- Interim Tax Rate: \$14.438257 based on an estimated 2025/2026 TID equalized tax rate
- Anticipated Term: 13 years from receipt of first tax increment
- Annual Appreciation Factor: 1.00%
- Incentive Payment: 95% of annually available tax increment generated by the Project

Projected Tax Increment - Upon completion and stabilization of the Project, the projected annual increment is anticipated to be \$225,959. Based upon the assumptions above, the tax increment generated by the Project could support the assistance in the total amount of \$2,770,000. Attached for reference is a cashflow projection, which depicts the amount of tax increment retained by the City and reimbursed to the Developer on a PAYGO basis.

PAYGO financing is a performance-based incentive, in which a municipality agrees to reimburse a developer over a specific period of time to offset a portion of their up-front construction costs. This effectively shifts risk (political, property tax, assessed value, and so forth) from the municipality onto the developer. If the development does not generate enough tax increment for the developer to recapture the agreed upon sum, the municipality is under no obligation to make up the shortfall.

Return on Investment:

As part of this analysis, we want to ensure that any public assistance to the Project does not result in a return on investment greater than what is typical within the industry. Return on investment (ROI) is a performance measure used to evaluate development projects against one another and other investment products. There are three common metrics frequently analyzed by developers and investors – cash on cash, yield on cost, and internal rate of return. Ehlers has reviewed each of these metrics to ensure the developer is not being unduly enriched by receipt of the public assistance.

Cash on Cash (COC) – COC calculates annual net cashflows against the initial equity investment without consideration of market fluctuations on a future sale value. The calculation is simply net cash flow (after debt service) divided by the total amount of equity invested. Ehlers reviewed the average annual COC during the term of TID assistance. Generally, similar developments need to achieve a COC in the range of 8 – 10%.

With TID Assistance	Without TID Assistance
10.0%	6.3%

Internal Rate of Return (IRR) – IRR calculates the time value of money over a specific holding period with a hypothetical sale. It estimates a project’s profitability from its initial equity investment by accounting for annual net cashflows, sale proceeds, and debt repayment. Ehlers reviewed the IRR with a hypothetical sale in year 10. Generally, similar developments would need to achieve an IRR in the range of 12 – 15% with a hypothetical sale in year 10.

With TID Assistance	Without TID Assistance
13.0%	10.0%

Recommendation:

Based on our review of the Developer’s financials under current market conditions, the Project may not reasonably be expected to occur solely through private investment within the near future. The costs associated with the development of the Project and interest rates currently obtainable by the Developer under current market conditions create an environment where this Project is only feasible, in part, through TID assistance from the City. We conclude TID assistance in the amount of \$2,770,000 provided on a PAYGO basis is warranted and supported for the Project.

Attachments:

1. Tax Increment Projection for Province Terrace Apartments

City of Menasha, Wisconsin

Fore Apartments - Province Terrace & Fieldview Drive (Pay 2026 Est.)

Tax Increment Projection Worksheet - TID# 15

Equalized Tax Rate (Interim Rate)	
County	0.002722003
Special District	0.000000000
Town, Village, City	0.005913200
Schools	0.005194049
Tech College	0.000609004
Equalized Tax Rate (Interim Tax Rate)	0.014438257

Estimate Fair Market Value (Equalized Value)	
Units	96
Value per Unit	163,021

Note: Value based on City Assessor estimate

Variables	
Projected Annual Change in Fair Market Value	1.00%
Projected Annual Change in Tax Rate	0.00%
Tax-Exempt Discount Interest Rate (City PV)	0.000%
Taxable Discount Interest Rate (Developer PV)	0.00%
Construction Year (Base Year)	2026
Year 1 Completion Percentage	40%
Year 2 Completion Percentage	80%
Base Year Value	-
Initial Change to Tax Rates (Assessed and Equalized)	100.0%

Property Tax Estimate	
Estimated Fair Market Value (Equalized Value)	15,650,000
<u>Aggregate Ratio (WI DOR, aka Assess. Ratio)</u>	0.940200000
Assessed Value (Equalized Value x Agg Ratio)	14,714,130
Assessed Tax Rate (Net Mill Rate)	17.07176
Adjusted Assessed Tax Rate (Net Mill Rate)	17.07176
Property Taxes (Assessed Value x Net Mill Rate)	251,196

TIF Estimate	
Estimated Fair Market Value (Equalized Value)	15,650,000
Equalized Tax Rate (aka Interim Rate)	14.438257
Adjusted Equalized Tax Rate (aka Interim Rate)	14.438257
Gross TIF Estimate (Current year dollars)	225,959
Developer Share of TIF (Less Admin Fee)	95%
Net Developer Annual TIF	214,661

PID or PIDs and Street Address	
Tax Key: 770000110	
Calumet County	

TID Year	Construction Year	Valuation Year	Revenue Year	Base Value	Equalized Value	Value Increment	Equalized Tax Rate	Gross TIF	City/Village Share: 5% Admin Fee		Developer Share: 95% less Admin Fee			
									Annual TIF	TIF PV @ 0.000%	Annual TIF	TIF PV @ 0.000%	Cumm. TIF	
		2026	2027				14.438257	-	-	-	-	-	-	-
1	2026	2027	2028	0	6,260,000	6,260,000	14.438257	90,383	4,519	4,519	85,864	85,864	85,864	
2	2027	2028	2029	0	12,582,600	12,582,600	14.438257	181,671	9,084	13,603	172,587	258,452	258,452	
3	2028	2029	2030	0	15,838,426	15,838,426	14.438257	228,679	11,434	25,037	217,245	475,697	475,697	
4	2029	2030	2031	0	15,996,810	15,996,810	14.438257	230,966	11,548	36,585	219,418	695,115	695,115	
5	2030	2031	2032	0	16,156,778	16,156,778	14.438257	233,276	11,664	48,249	221,612	916,727	916,727	
6	2031	2032	2033	0	16,318,346	16,318,346	14.438257	235,608	11,780	60,029	223,828	1,140,555	1,140,555	
7	2032	2033	2034	0	16,481,530	16,481,530	14.438257	237,965	11,898	71,927	226,066	1,366,621	1,366,621	
8	2033	2034	2035	0	16,646,345	16,646,345	14.438257	240,344	12,017	83,945	228,327	1,594,948	1,594,948	
9	2034	2035	2036	0	16,812,808	16,812,808	14.438257	242,748	12,137	96,082	230,610	1,825,558	1,825,558	
10	2035	2036	2037	0	16,980,936	16,980,936	14.438257	245,175	12,259	108,341	232,916	2,058,475	2,058,475	
11	2036	2037	2038	0	17,150,746	17,150,746	14.438257	247,627	12,381	120,722	235,246	2,293,720	2,293,720	
12	2037	2038	2039	0	17,322,253	17,322,253	14.438257	250,103	12,505	133,227	237,598	2,531,318	2,531,318	
13	2038	2039	2040	0	17,495,476	17,495,476	14.438257	252,604	12,630	145,857	239,974	2,771,292	2,771,292	
14	2039	2040	2041	0	17,670,431	17,670,431	14.438257	255,130	255,130	400,988	-	-	-	
15	2040	2041	2042	0	17,847,135	17,847,135	14.438257	257,682	257,682	658,669	-	-	-	
16	2041	2042	2043	0	18,025,606	18,025,606	14.438257	260,258	260,258	918,928	-	-	-	
17	2042	2043	2044	0	18,205,862	18,205,862	14.438257	262,861	262,861	1,181,788	-	-	-	
18	2043	2044	2045	0	18,387,921	18,387,921	14.438257	265,490	265,490	1,447,278	-	-	-	
19	2044	2045	2046	0	18,571,800	18,571,800	14.438257	268,144	268,144	1,715,422	-	-	-	
20	2045	2046	2047	0	18,757,518	18,757,518	14.438257	270,826	270,826	1,986,248	-	-	-	



October 20, 2025

Mayor Austin Hammond
City of Menasha
100 Main Street, Suite 200
Menasha, Wisconsin 54915

RE: Project Plan for Tax Incremental District No. 15

Dear Mayor Hammond,

Pursuant to section 66.1105(4)(f) of the Wisconsin Statutes, the City Attorney must provide an opinion to the Common Council advising as to whether the plan is complete and complies with the requirements of Wis. Stat. § 66.1105.

As City Attorney for the City of Menasha, I have been asked to review the above-referenced Project Plan for compliance with the applicable statutory requirements. I have reviewed the Project Plan as well as the documentation supporting compliance with section 66.1105. Based upon my review, it is my opinion that the Project Plan for the City of Menasha Tax Incremental District No. 15 is complete and complies with the provisions of section 66.1105.

Sincerely,

Margaret J. Struve
City Attorney – City of Menasha

November 3, 2025

PROJECT PLAN

City of Menasha, Wisconsin

Tax Incremental District No. 15



Prepared by:

Ehlers
N19W24400 Riverwood Drive,
Suite 100
Waukesha, WI 53188

BUILDING COMMUNITIES. IT'S WHAT WE DO.

KEY DATES

Organizational Joint Review Board Meeting Held:	October 20, 2025
Public Hearing Held:	October 20, 2025
Consideration by Plan Commission:	October 20, 2025
Consideration by Common Council:	November 3, 2025
Consideration by the Joint Review Board:	TBD

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SECTION 1:

Executive Summary

DESCRIPTION OF DISTRICT

Tax Incremental District (“TID”) No. 15 (“District”) is a proposed Mixed Use District comprising approximately 90 acres located along the Oneida Street corridor south of Midway Road and north of Natures Way. The District will be created to pay the costs of infrastructure improvements and development incentives as needed to promote commercial and residential development along the corridor.

AUTHORITY

The City is creating the District under the provisions of Wis. Stat. § 66.1105.

ESTIMATED TOTAL PROJECT COST EXPENDITURES

The City anticipates making total expenditures of approximately \$11,780,000 (“Project Costs”) to undertake the projects listed in this Project Plan (“Plan”).

INCREMENTAL VALUATION

The City projects that new land and improvements, value of approximately \$37,650,000, will result from the initial phases of development within the District. Creation of this additional value will be made possible by the Project Costs made within the District. A table detailing assumptions as to the development timing and associated values is included in the Economic Feasibility Study located within this Plan.

EXPECTED TERMINATION OF DISTRICT

Based on the Economic Feasibility Study located within Section 9 of this Plan, the City anticipates that the District will generate sufficient tax increment to pay all Project Costs within 20 of its allowable 20 years.

SUMMARY OF FINDINGS

As required by Wis. Stat. § 66.1105, and as documented in this Plan and the exhibits contained and referenced herein, the following findings are made:

1. That “but for” the creation of this District, the development projected to occur as detailed in this Plan: 1) would not occur; or 2) would not occur in the manner, at the values, or within the timeframe desired by the City. In reaching this determination, the City has considered:
 - The City received an application for financial assistance from Fore Development (the “Developer”) seeking pay-as-you go (PAYGO) Tax Incremental District (TID) assistance. The Developer proposed to construct a total of 96 residential units disbursed amongst garden-

style apartment buildings (the “Project”). A review of the Project’s sources and uses, and cash flow proforma. A summary of return on investment metric is as follows:

- Cash on cash (“COC”) calculates annual net cashflows against the initial equity investment without consideration of market fluctuations on a future sale value. The calculation is net cash flow (after debt service) divided by the total amount of equity invested. Ehlers reviewed the average annual COC during the term of TID assistance. Generally, similar developments need to achieve a COC in the range of 8 – 10%. The COC with TID assistance is 10.0% and without it is 6.30%.
- Internal Rate of Return (“IRR”) calculates the time value of money over a specific holding period with a hypothetical sale. It estimates a project’s profitability from its initial equity investment by accounting for annual net cashflows, sale proceeds, and debt repayment. Ehlers reviewed the IRR with a hypothetical sale in year 10. Generally, similar developments would need to achieve an IRR in the range of 12 – 15% with a hypothetical sale in year 10. IRR with TID assistance was 13.0% and without TID assistance was 10.0%.

Based on Ehlers review, provision of pay as you go incentive in the amount of \$2,770,000 is necessary to provide an acceptable return on investment and indicates that “but for” the incentives, the project would not likely proceed.

- Infrastructure investment needed to allow for development within the District. Absent the use of tax incremental financing, the City is unable to fully fund this program of infrastructure improvements.
2. The economic benefits of the District, as measured by increased employment, business and personal income, and property value, are sufficient to compensate for the cost of the improvements. In making this determination, the City has considered the following information:
 - That the new development within the District is likely to spur purchase of goods and services from local suppliers, and induced effects of employee households spending locally for goods and services from retailers, restaurants and service companies.
 3. The benefits of the proposal outweigh the anticipated tax increments to be paid by the owners of property in the overlying taxing jurisdictions. As required by Wis. Stat. § 66.1105(4)(i)4., a calculation of the share of

projected tax increments estimated to be paid by the owners of property in the overlying taxing jurisdictions has been prepared and can be found in this Plan. However, because the Project would not occur without the use of tax incremental financing, these tax increments would not be paid but for creation of the District. Accordingly, the City finds that the benefits expected to be realized as set forth in this Plan outweigh the value of the tax increments to be invested in the Project.

4. Not less than 50% by area of the real property within the District is suitable for mixed use development as defined by Wis. Stat. § 66.1105(2)(cm). Lands proposed for newly-platted residential development comprise no more than 35% of the real property area within the District. Costs related to newly-platted residential development may be incurred based on the proposed development having a density of at least three (3) units per acre as defined in Wis. Stat. § 66.1105(2)(f)3.a.
5. Based on the foregoing finding, the District is designated as a mixed-use district.
6. The Project Costs relate directly to promoting mixed use development in the District, consistent with the purpose for which the District is created.
7. Improvements to be made in the District are likely to significantly enhance the value of substantially all of the other real property in the District.
8. The equalized value of taxable property in the District, plus the incremental value of all existing tax incremental districts within the City does not exceed 12% of the total equalized value of taxable property within the City.
9. The City estimates that 20% of the territory within the District will be devoted to retail business at the end of the District's maximum expenditure period, pursuant to Wis. Stat. § 66.1105(5)(b).
10. That there are no parcels to be included within the District that were annexed by the City within the preceding three-year period.
11. The Plan for the District is feasible and is in conformity with the Master Plan of the City.

SECTION 2: Preliminary Map of Proposed District Boundary

Map Found on Following Page.

To the extent District boundaries include wetlands identified on a map prepared under Wis. Stat. § 23.32, the wetlands are excluded from the District.



1	76-01601-00
2	76-01600-00
3	77-00052-03
4	77-00052-12
5	77-00050-04
6	77-00052-14
7	76-01602-00
8	77-00052-11
9	77-00052-14
10	77-00050-05
11	76-01603-00
12	77-00052-15
13	77-00050-02
14	76-01604-00
15	77-00052-13
16	77-00050-03
17	77-00052-16
18	77-00054-00
19	77-00052-17
20	77-00053-02
21	77-00001-02
22	77-00001-03
23	77-00001-04
24	77-00001-01
25	77-00001-05

26	77-00001-06
27	77-00001-18
28	77-00001-07
29	77-00001-17
30	77-00001-08
31	77-00001-15
32	77-00001-14
33	77-00001-10
34	77-00001-13
35	77-00001-12
36	77-00001-11
37	77-00001-19
38	77-00011-02
39	77-00015-03
40	77-00015-04
41	77-00015-02
42	77-00011-06
43	77-00015-01
44	77-00011-08
45	77-00020-00
46	77-00018-01
47	77-00019-00
48	77-00021-00
49	77-00018-00



City of Menasha makes every effort to produce and publish the most current and accurate information possible. However, no warranties, expressed or implied, are provided for the data herein, its use, or its interpretation.

TID 15 Parcels
 Parcels
 TID 15 Boundary
 Numbers identified in map refer to Map Key in data Table

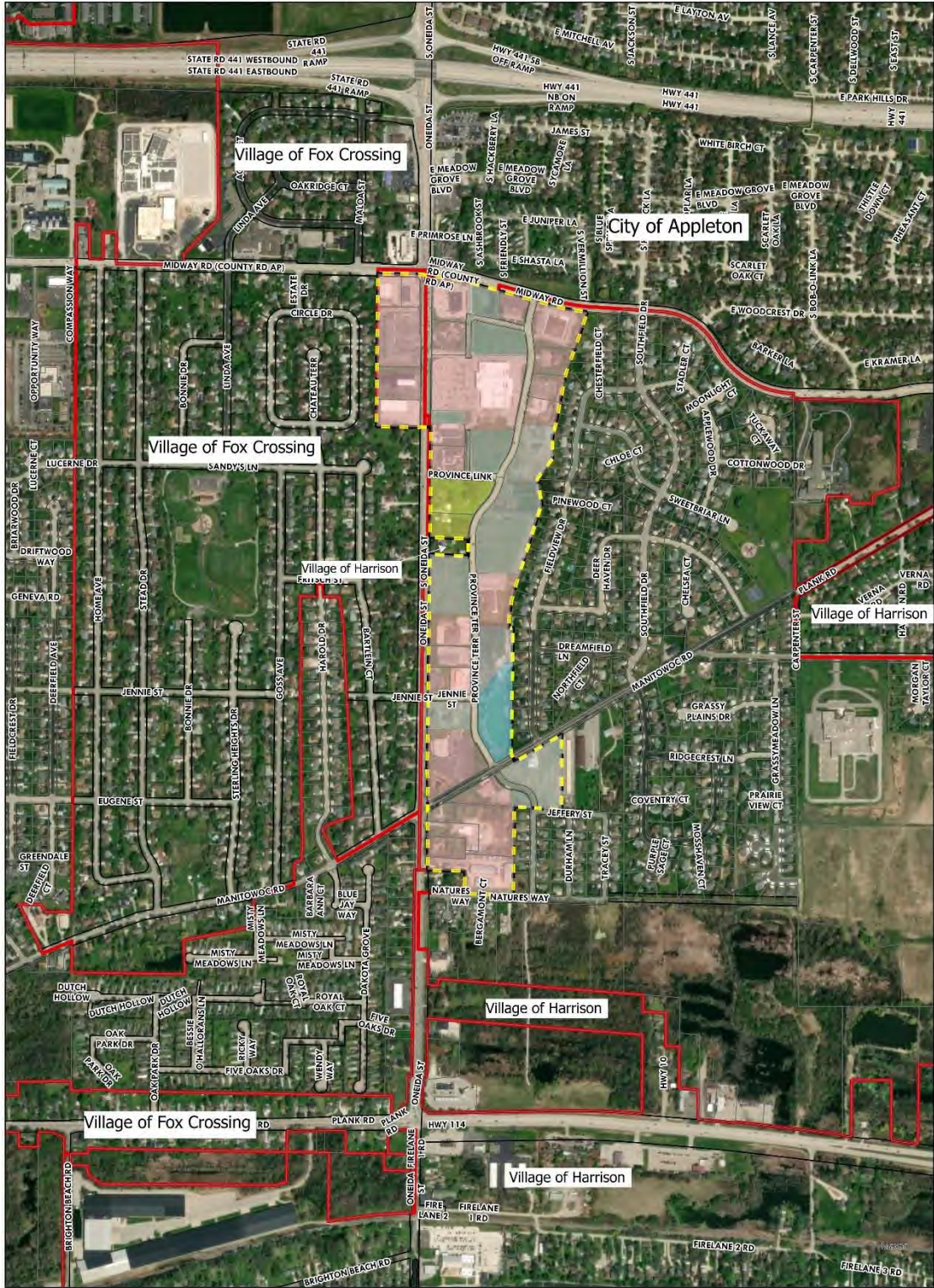
Menasha TID #15
 Tax Parcels
 Date: 10/06/2025
 Source: City of Menasha, County of Winnebago and Calumet
 Created By: City of Menasha Community Development Dept.

0 250 500 Feet

SECTION 3:

Map Showing Existing Uses and Conditions

Map found on following page.

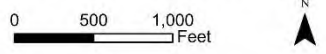


City of Menasha makes every effort to produce and publish the most current and accurate information possible. However, no warranties, expressed or implied, are provided for the data herein, its use, or its interpretation.

- Commercial
- Residential
- Stormwater Pond
- Undeveloped
- TID 15 Boundary
- City of Menasha Boundary

**Menasha TID #15
Tax Parcels Existing Uses and Conditions**

Date: 9/25/2025
Source: City of Menasha, County of Winnebago and Calumet
Created By: City of Menasha Community Development Dept.



SECTION 4: Preliminary Parcel List and Analysis

Base value calculation, land use analysis, and future land use map found on following pages.

Parcel	Assessed Value			Equalized Value ²		
	Land	Improvement	Total	Land	Improvement	Total
6-01601-00	125,000	265,100	390,100	125,000	265,100	390,100
6-01600-00	341,000	986,700	1,327,700	341,000	986,700	1,327,700
7-00052-03	909,000	1,245,400	2,154,400	909,000	1,245,400	2,154,400
7-00052-12	225,000	0	225,000	225,000	0	225,000
7-00050-04	114,000	582,300	696,300	114,000	582,300	696,300
7-00050-01	320,500	2,423,100	2,743,600	320,500	2,423,100	2,743,600
6-01602-00	493,000	1,893,900	2,386,900	493,000	1,893,900	2,386,900
7-00052-11	499,500	1,321,700	1,821,200	499,500	1,321,700	1,821,200
7-00052-14	395,000	0	395,000	395,000	0	395,000
7-00050-05	144,500	751,400	895,900	144,500	751,400	895,900
6-01603-00	210,500	715,300	925,800	210,500	715,300	925,800
7-00052-15	1,477,000	8,222,800	9,699,800	1,477,000	8,222,800	9,699,800
7-00050-02	120,500	324,800	445,300	120,500	324,800	445,300
6-01604-00	186,000	315,000	501,000	186,000	315,000	501,000
7-00052-13	95,000	0	95,000	95,000	0	95,000
7-00050-03	126,500	321,200	447,700	126,500	321,200	447,700
7-00052-16	381,500	728,400	1,109,900	381,500	728,400	1,109,900
7-00054-00	350,000	1,252,500	1,602,500	350,000	1,252,500	1,602,500
7-00052-17	475,000	0	475,000	475,000	0	475,000
7-00053-02	165,000	0	165,000	165,000	0	165,000
7-00001-02	42,400	202,400	244,800	42,400	202,400	244,800
7-00001-03	26,000	0	26,000	26,000	0	26,000
7-00001-04	34,500	0	34,500	34,500	0	34,500
7-00001-01	45,000	12,000	57,000	45,000	12,000	57,000
7-00001-05	5,000	0	5,000	5,000	0	5,000
7-00001-06	5,000	0	5,000	5,000	0	5,000
7-00001-18	5,000	0	5,000	5,000	0	5,000
7-00001-07	5,000	0	5,000	5,000	0	5,000
7-00001-17	5,000	0	5,000	5,000	0	5,000
7-00001-08	0	0	0	0	0	0
7-00001-15	193,000	1,233,800	1,426,800	193,000	1,233,800	1,426,800
7-00001-14	73,000	778,800	851,800	73,000	778,800	851,800
7-00001-10	0	0	0	0	0	0
7-00001-13	79,500	288,400	367,900	79,500	288,400	367,900
7-00001-12	0	0	0	0	0	0
7-00001-11	0	0	0	0	0	0
7-00001-19	0	0	0	0	0	0
7-00011-02	220,500	716,500	937,000	220,500	716,500	937,000
7-00015-03	0	0	0	0	0	0
7-00015-04	0	0	0	0	0	0
7-00015-02	0	0	0	0	0	0
7-00011-06	0	0	0	0	0	0
7-00015-01	0	0	0	0	0	0
7-00011-08	0	0	0	0	0	0
7-00020-00	31,500	101,600	133,100	31,500	101,600	133,100
7-00018-01	69,000	2,800	71,800	69,000	2,800	71,800
7-00019-00	109,500	159,600	269,100	109,500	159,600	269,100
7-00021-00	45,500	169,300	214,800	45,500	169,300	214,800
7-00018-00	82,000	276,500	358,500	82,000	276,500	358,500
TOTALS	8,229,900	25,291,300	33,521,200	8,229,900	25,291,300	33,521,200

1) Estimated based on values as of January 1, 2025. Actual base value will be as of January 1, 2026.

2) Calculation based on aggregate assessment ratio of 100.00%.

Parcel Data

Map Reference Number	Parcel Number	Owner	Acres	Suitable Acres			
				Commercial/Business	Previously-Platted Residential	Newly-Platted Residential	Industrial
N/A	ROW Areas		11.22				
1	6-01601-00	Prime Space, LLC	0.71	0.71			
2	6-01600-00	Innovative Holdings, LLC	0.92	0.92			
3	7-00052-03	Wisconsin CVS Pharmacy, LLC	1.72	1.72			
4	7-00052-12	BFT Investments, LLP	0.94	0.94			
5	7-00050-04	Del Rey Properties, LLC	0.99	0.99			
6	7-00050-01	TheDACare, Inc	2.49	2.49			
7	6-01602-00	Havan Investments, LLP	3.33	3.33			
8	7-00052-11	Verve, A Credit Union, Inc	1.28	1.28			
9	7-00052-14	BFT Investments, LLP	2.04	2.04			
10	7-00050-05	Menasha REI, LLC	1.23	1.23			
11	6-01603-00	Northwrite, LLC	1.85	1.85			
12	7-00052-15	SCF RC Funding IV, LLC	7.80	7.80			
13	7-00050-02	Thompson and Associates, LLC	1.03	1.03			
14	6-01604-00	Matthew P. Becker	1.53	1.53			
15	7-00052-13	Chifest Properties Menasha, LLC	0.57	0.57			
16	7-00050-03	Province, LLC	1.08	1.08			
17	7-00052-16	Store Master FundingXxv, LLC	0.97	0.97			
18	7-00054-00	Co Vantage Credit Union	1.08	1.08			
19	7-00052-17	BFT Investments, LLP	1.95	1.95			
20	7-00053-02	Todd E. Nenning	2.30	2.30			
21	7-00001-02	Huelsbeck Family Revocable Trust	2.48	2.48			
22	7-00001-03	Huelsbeck Family Revocable Trust	0.79			0.79	
23	7-00001-04	Huelsbeck Family Revocable Trust	1.05			1.05	
24	7-00001-01	Huelsbeck Family Revocable Trust	1.26	1.26			
25	7-00001-05	Huelsbeck Family Revocable Trust	1.22			1.22	
26	7-00001-06	Huelsbeck Family Revocable Trust	1.20			1.20	
27	7-00001-18	Huelsbeck Family Revocable Trust	1.15	1.15			
28	7-00001-07	Huelsbeck Family Revocable Trust	1.64			1.64	
29	7-00001-17	Huelsbeck Family Revocable Trust	1.83	1.83			
30	7-00001-08	Samaritan Counseling Center of the Fox Valley, Inc	2.36	2.36			
31	7-00001-15	Chileda Institute, Inc	1.77	1.77			
32	7-00001-14	Double D properties, LLC	1.16	1.16			
33	7-00001-10	The Redevelopment Authority of the City of Menasha	1.96	1.96			
34	7-00001-13	CAP Enterprises of Appleton, LLC	0.73	0.73			
35	7-00001-12	Province Terrace Holdings, LLC	0.73	0.73			
36	7-00001-11	Unison Credit Union, Inc	1.46	1.46			
37	7-00001-19	City of Menasha	2.15	2.15			
38	7-00011-02	AD & BB Enterprises, LLC	3.73	3.73			
39	7-00015-03	City of Menasha	1.41	1.41			
40	7-00015-04	The Redevelopment Authority of the City of Menasha	0.32		0.32		
41	7-00015-02	Sugar Maple Property Development, LLC	0.62		0.62		
42	7-00011-06	Sugar Maple Property Development, LLC	0.31		0.31		
43	7-00015-01	Sugar Maple Property Development, LLC	1.30		1.30		
44	7-00011-08	Sugar Maple Property Development, LLC	1.03		1.03		
45	7-00020-00	Rosam Properties, LLC	0.48	0.48			
46	7-00018-01	Rosam Properties, LLC	2.99	2.99			
47	7-00019-00	Rosam Properties, LLC	1.19	1.19			
48	7-00021-00	Nathan Schilling	1.02	1.02			
49	7-00018-00	Gary Stafford, Inc	3.02	3.02			
TOTALS			89.36	68.66	3.58	5.91	0.00

Percentage of TID Area Suitable for Mixed Use Development (at least 50%)	87%
Percentage of TID Area Not Suitable for Development	13%
Total Area	100%
Percentage of TID Area Suitable for Newly Platted Residential Development (no more than 35%)	7%
Wetland Acreage Removed from District Boundaries	1.66

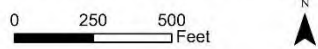


City of Menasha makes every effort to produce and publish the most current and accurate information possible. However, no warranties, expressed or implied, are provided for the data herein, its use, or its interpretation.

- Commercial
- Residential
- TID 15 Boundary
- City of Menasha Boundary

**Menasha TID #15
Tax Parcel Future Land Use**

Date: 9/25/2025
Source: City of Menasha, County of Winnebago and Calumet
Created By: City of Menasha Community Development Dept.



SECTION 5: Equalized Value Test

The following calculations demonstrate that the City expects to be in compliance with Wis. Stat. § 66.1105(4)(gm)4.c., which requires that the equalized value of the taxable property in the proposed District, plus the value increment of all existing tax incremental districts, does not exceed 12% of the total equalized value of taxable property within the City.

The equalized value of the increment of existing tax incremental districts within the City, plus the base value of the proposed District, totals \$206,874,700. This value is less than the maximum of \$241,006,092 in equalized value that is permitted for the City.

Valuation Test Compliance Calculation		
<u>Calculation of City Equalized Value Limit</u>		
City TID IN Equalized Value (Jan. 1, 2025)	\$	2,008,384,100
TID Valuation Limit @ 12% of Above Value	\$	241,006,092
<u>Calculation of Value Subject to Limit</u>		
Estimated Base Value of Territory to be Included in District	\$	33,521,200
Incremental Value of Existing Districts (Jan. 1, 2025)	\$	173,353,500
Total Value Subject to 12% Valuation Limit	\$	206,874,700
Total Percentage of TID IN Equalized Value		10.30%
Residual Value Capacity of TID IN Equalized Value	\$	34,131,392

SECTION 6: Statement Listing the Kind, Number and Location of All Proposed Public Works or Improvements Within the District

Project Costs are any expenditure made, estimated to be made, or monetary obligations incurred or estimated to be incurred as outlined in this Plan. Project Costs will be diminished by any income, special assessments or other revenues, including user fees or charges, other than tax increments, received or reasonably expected to be received in connection with the implementation of the Plan. If Project Costs incurred benefit territory outside the District, a proportionate share of the cost is not a Project Cost. Costs identified in this Plan are preliminary estimates made prior to design considerations and are subject to change after planning, design and construction is completed.

With all Project Costs, the costs of engineering, design, survey, inspection, materials, construction, restoring property to its original condition, apparatus necessary for public works, legal and other consultant fees, testing, environmental studies, permits, updating City ordinances and plans, judgments or claims for damages and other expenses are included as Project Costs.

The following is a list of public works and other tax incremental financing eligible Project Costs that the City expects to make, or may need to make, in conjunction with the implementation of the District's Plan. The map found in Section 7 of this Plan along with the Detailed List of Project Costs found in Section 8 provide additional information as to the kind, number and location of potential Project Costs.

Property, Right-of-Way and Easement Acquisition

Property Acquisition for Development

To promote and facilitate development the City may acquire property within the District. The cost of property acquired, and any costs associated with the transaction, are eligible Project Costs. Following acquisition, other Project Costs within the categories detailed in this Section may be incurred to make the property suitable for development. Any revenue received by the City from the sale of property acquired pursuant to the execution of this Plan will be used to reduce the total project costs of the District. If total Project Costs incurred by the City to acquire property and make it suitable for development exceed the revenues or other consideration received from the sale or lease of that property, the net amount shall be considered "real property assembly costs" as

defined in Wis. Stat. § 66.1105(2)(f)1.c., and subject to recovery as an eligible Project Cost.

Property Acquisition for Conservancy

To promote the objectives of this Plan, the City may acquire property within the District that it will designate for conservancy. These conservancy objectives include: preserving historic resources or sensitive natural features; protection of scenic and historic views; maintaining habitat for wildlife; maintaining adequate open space; reduction of erosion and sedimentation by preserving existing vegetation; and providing adequate areas for management of stormwater. The cost of property acquired for conservancy, and any costs associated with the transaction, are eligible Project Costs.

Acquisition of Rights-of-Way

The City may need to acquire property to allow for installation of streets, driveways, sidewalks, utilities, stormwater management practices and other public infrastructure. Costs incurred by the City to identify, negotiate and acquire rights-of-way are eligible Project Costs.

Acquisition of Easements

The City may need to acquire temporary or permanent easements to allow for installation and maintenance of streets, driveways, sidewalks, utilities, stormwater management practices and other public infrastructure. Costs incurred by the City to identify, negotiate and acquire easement rights are eligible Project Costs.

Relocation Costs

If relocation expenses are incurred in conjunction with the acquisition of property, those expenses are eligible Project Costs. These costs may include, but are not limited to: preparation of a relocation plan; allocations of staff time; legal fees; publication of notices; obtaining appraisals; and payment of relocation benefits as required by Wis. Stat. Chapter 32 and Wis. Admin. Code ADM 92.

Site Preparation Activities

Environmental Audits and Remediation

If it becomes necessary to evaluate any land or improvement within the District, any cost incurred by the City related to environmental audits, testing, and remediation are eligible Project Costs.

Demolition

To make sites suitable for development, the City may incur costs related to demolition and removal of structures or other land improvements, to include abandonment of wells or other existing utility services.

Site Grading

Land within the District may require grading to make it suitable for development, to provide access, and to control stormwater runoff. The City may need to remove and dispose of excess material, or bring in fill material to provide for proper site elevations. Expenses incurred by the City for site grading are eligible Project Costs.

Utilities

Sanitary Sewer System Improvements

To allow development to occur, the City may need to construct, alter, rebuild or expand sanitary sewer infrastructure within the District. Eligible Project Costs include, but are not limited to, construction, alteration, rebuilding or expansion of: collection mains; manholes and cleanouts; service laterals; force mains; interceptor sewers; pumping stations; lift stations; wastewater treatment facilities; and all related appurtenances. To the extent sanitary sewer projects undertaken within the District provide direct benefit to land outside of the District, the City will make an allocation of costs based on such benefit. Those costs corresponding to the benefit allocated to land within the District, and necessitated by the implementation of the Project Plan, are eligible Project Costs. Implementation of the Project Plan may also require that the City construct, alter, rebuild or expand sanitary sewer infrastructure located outside of the District. That portion of the costs of sanitary sewer system projects undertaken outside the District which are necessitated by the implementation of the Project Plan are eligible Project Costs.

Water System Improvements

To allow development to occur, the City may need to construct, alter, rebuild or expand water system infrastructure within the District. Eligible Project Costs include, but are not limited to, construction, alteration, rebuilding or expansion of: distribution mains; manholes and valves; hydrants; service laterals; pumping stations; wells; water treatment facilities; storage tanks and reservoirs; and all related appurtenances. To the extent water system projects undertaken within the District provide direct benefit to land outside of the District, the City will make an allocation of costs based on such benefit. Those costs corresponding to the benefit allocated to land within the District, and necessitated by the

implementation of the Project Plan, are eligible Project Costs. Implementation of the Project Plan may also require that the City construct, alter, rebuild or expand water system infrastructure located outside of the District. That portion of the costs of water system projects undertaken outside the District which are necessitated by the implementation of the Project Plan are eligible Project Costs.

Stormwater Management System Improvements

Development within the District will cause stormwater runoff. To manage this stormwater runoff, the City may need to construct, alter, rebuild or expand stormwater management infrastructure within the District. Eligible Project Costs include, but are not limited to, construction, alteration, rebuilding or expansion of: stormwater collection mains; inlets, manholes and valves; service laterals; ditches; culvert pipes; box culverts; bridges; stabilization of stream and river banks; and infiltration, filtration and detention Best Management Practices (BMP's). To the extent stormwater management system projects undertaken within the District provide direct benefit to land outside of the District, the City will make an allocation of costs based on such benefit. Those costs corresponding to the benefit allocated to land within the District, and necessitated by the implementation of the Project Plan, are eligible Project Costs. Implementation of the Project Plan may also require that the City construct, alter, rebuild or expand stormwater management infrastructure located outside of the District. That portion of the costs of stormwater management system projects undertaken outside the District which are necessitated by the implementation of the Project Plan are eligible Project Costs.

Electric Service

To create sites suitable for development, the City may incur costs to provide, relocate or upgrade electric services. Relocation may require abandonment and removal of existing poles or towers, installation of new poles or towers, or burying of overhead electric lines. Costs incurred by the City to undertake this work are eligible Project Costs.

Gas Service

To create sites suitable for development, the City may incur costs to provide, relocate or upgrade gas mains and services. Costs incurred by the City to undertake this work are eligible Project Costs.

Communications Infrastructure

To create sites suitable for development, the City may incur costs to provide, relocate or upgrade infrastructure required for voice and data communications, including, but not limited to: telephone lines, cable lines and fiber optic cable. Costs incurred by the City to undertake this work are eligible Project Costs.

Streets and Streetscape

Street Improvements

To allow development to occur, the City may need to construct or reconstruct streets, highways, alleys, access drives and parking areas. Eligible Project Costs include, but are not limited to: excavation; removal or placement of fill; construction of road base; asphalt or concrete paving or repaving; installation of curb and gutter; installation of sidewalks and bicycle lanes; installation of culverts, box culverts and bridges; rail crossings and signals; utility relocation, to include burying overhead utility lines; street lighting; installation of traffic control signage and traffic signals; pavement marking; right-of-way restoration; installation of retaining walls; and installation of fences, berms, and landscaping.

Streetscaping and Landscaping

To attract development consistent with the objectives of this Plan, the City may install amenities to enhance development sites, rights-of-way and other public spaces. These amenities include, but are not limited to: landscaping; lighting of streets, sidewalks, parking areas and public areas; installation of planters, benches, clocks, tree rings, trash receptacles and similar items; and installation of brick or other decorative walks, terraces and street crossings. These and any other similar amenities installed by the City are eligible Project Costs.

Community Development

Cash Grants (Development Incentives)

The City may enter into agreements with property owners, lessees, or developers of land located within the District for sharing costs to encourage the desired kind of improvements and assure tax base is generated sufficient to recover Project Costs. No cash grants will be provided until the City executes a developer agreement with the recipient of the cash grant. Any payments of cash grants made by the City are eligible Project Costs.

Contribution to Redevelopment Authority (RDA)

As provided for in Wis. Stat. § 66.1105(2)(f)1.h and Wis. Stat. § 66.1333(13), the City may provide funds to its CDA (RDA) to be used for administration, planning operations, and capital costs, including but not limited to real property

acquisition, related to the purposes for which it was established in furtherance of any redevelopment or urban renewal project. Funds provided to the (RDA) for this purpose are eligible Project Costs.

Revolving Loan/Grant Program (Development Incentives)

To encourage private development consistent with the objectives of this Plan, the City, through its RDA, may provide loans or grants to eligible property owners in the District. Eligible improvements will be those that are likely to improve the value of the property, enhance the visual appearance of the property and surrounding area, correct safety deficiencies, or as otherwise specified by the RDA in the program manual. Any funds returned to the RDA from the repayment of loans made are not considered revenues to the District, and will not be used to offset District Project Costs. Instead, these funds may be placed into a revolving fund and will continue to be used for the program purposes stated above. Any funds provided to the RDA for purposes of implementing this program are considered eligible Project Costs.

Miscellaneous

Projects Outside the Tax Increment District

Pursuant to Wis. Stat. § 66.1105(2)(f)1.n, the City may undertake projects within territory located within one-half mile of the boundary of the District provided that: 1) the project area is located within the City's corporate boundaries; and 2) the projects are approved by the Joint Review Board. The cost of projects completed outside the District pursuant to this section are eligible project costs, and may include any project cost that would otherwise be eligible if undertaken within the District. The City has not identified expenditures outside the District.

Professional Service and Organizational Costs

The costs of professional services rendered, and other costs incurred, in relation to the creation, administration and termination of the District, and the undertaking of the projects contained within this Plan, are eligible Project Costs. Professional services include but are not limited to: architectural; environmental; planning; engineering; legal; audit; financial; and the costs of informing the public with respect to the creation of the District and the implementation of the Plan.

Administrative Costs

The City may charge to the District as eligible Project Costs reasonable allocations of administrative costs, including, but not limited to, employee

salaries. Costs allocated will bear a direct connection to the time spent by City employees relating to the implementation of the Plan.

Financing Costs

Interest expense, debt issuance expenses, redemption premiums, and any other fees and costs incurred in conjunction with obtaining financing for projects undertaken under this Plan are eligible Project Costs.

SECTION 7: Map Showing Proposed Improvements and Uses

Map Found on Following Page.



Village of Fox Crossing

4) Province Link intersection control
Est. Cost: \$200K

8) Property acquisition will occur as/if needed to support redevelopment throughout the district
Est. Cost: \$500K-\$1M

7) Province Trail; trail improvements
Est. Cost: \$30K

2) Sidewalk from Jennie S.t to Manitowoc St.
Est. Cost: \$75K

6) Manitowoc Rd. street improvements
Est. Cost: \$50K

5) Gateway and wayfinding signage
Est. Cost: \$100K

1) Development incentive - FORE Development. In addition, the City expects to pay development incentives to qualifying development projects within the TID and will incur administrative and other professional service expenses in the implementation of the Project Plan
Est. Cost: \$3M-\$10M

3) Stormwater pond improvements
Est. Cost: \$25K

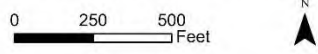
5) Gateway and wayfinding signage
Est. Cost: \$100K



City of Menasha makes every effort to produce and publish the most current and accurate information possible. However, no warranties, expressed or implied, are provided for the data herein, its use, or its interpretation.

- TID 15 Parcels
- TID 15 Boundary
- City of Menasha Boundary

Menasha TID #15
Tax Parcels Proposed Improvements
Date: 9/25/2025
Source: City of Menasha, County of Winnebago and Calumet
Created By: City of Menasha Community Development Dept.



SECTION 8: Detailed List of Estimated Project Costs

The following list identifies the Project Costs that the City currently expects to incur in implementing the District’s Plan. All projects identified and related costs reflect the best estimates available as of the date of preparation of this Plan. All costs are preliminary estimates and may increase or decrease. Certain Project Costs listed may become unnecessary, and other Project Costs not currently identified may need to be made. (Section 6 details the general categories of eligible Project Costs). Changes in Project Cost totals or the types of Project Costs to be incurred will not require that this Plan be amended. This Plan is not meant to be a budget nor an appropriation of funds for specific Project Costs, but a framework within which to manage Project Costs.

The public infrastructure costs will be incurred to match the pace of development within the District. The City could finance public infrastructure directly, offer development incentives to reimburse infrastructure costs paid by a developer, or require public infrastructure to be paid entirely by a developer. The City could also use a combination of these approaches. All costs listed in the plan are TID eligible but will require any cost incurred to satisfy the “but for” requirement. Project costs are TID eligible to the extent sufficient increment is available to support these projects.

While the City can reallocate costs between projects as necessary, all expenditures will require separate approval by the City Council. The City expects to review planned TID expenditures and projected increment within the District prior to approving capital expenditures or developer incentives to determine if it is feasible for the District to support the proposed costs.

Detailed List of Estimated Project Costs

<u>Project ID</u>	<u>Project Name/Type</u>	<u>Est. Cost</u>			<u>Less: Non- Project Costs</u>	<u>Totals</u>	<u>1/2 Mile</u>
		<u>Initial Priority</u>	<u>As development occurs</u>	<u>Ongoing</u>			
1	Fore Development Incentive	2,770,000				2,770,000	
1	General Development Incentives TBD		7,230,000			7,230,000	
2	Sidewalk from Jennie St. to Manitowoc Rd.		75,000			75,000	
3	Storm Water Pond Improvements		25,000			25,000	
4	Province Link Intersection Control Costs		200,000			200,000	
5	Gateway and Wayfinding Signage		100,000			100,000	
6	Manitowoc Rd. Street improvements		50,000			50,000	
7	Province Trail Trail Improvements		30,000			30,000	
8	Property Acquisition to Support Redevelopment		1,000,000			1,000,000	
	<u>Ongoing Planning & Administrative Costs</u>			300,000		300,000	
Total Projects		<u>2,770,000</u>	<u>8,710,000</u>	<u>300,000</u>	<u>0</u>	<u>11,780,000</u>	<u>0</u>

SECTION 9: Economic Feasibility Study, Description of the Methods of Financing Estimated Project Costs and the Time When Related Costs or Monetary Obligations are to be Incurred

This Section includes a forecast of the valuation increases expected within the District, the associated tax increment collections, a summary of how Project Costs would be financed, and a projected cash flow demonstrating that the District is economically feasible.

Key Assumptions

The City has estimated initial incremental values from initial phases of development in the District (Table 1). Additional incremental value is anticipated, but is not factored into the Economic Feasibility Study. Table 2 projects the tax increment from the initial phase of development located in Calumet County and the Menasha School District. Table 3 projects tax increment from the initial phase of development located in Calumet County and the Appleton School District.

The cash flow exhibit (Table 4) illustrates potential project costs that can be supported by the initial phases of development within the District. Additional project costs can be funded if tax increment is sufficient to support the costs. The District is projected to accumulate sufficient funds by the year 2047 to pay off Project Cost liabilities and obligations. The projected closure is based on the various assumptions noted in this Plan and will vary dependent on actual Project Costs incurred and the actual amount of tax increments collected. The cash flow exhibit is an illustration of how Project Costs could be funded and does not represent a commitment by the City to proceed with a specific project or fund it in a particular manner.

Table 1 - Development Assumptions

Development Assumptions					
Construction Year	Fore Development (Calumet County, Appleton School)	Oneida Street Senior Housing (Calumet County, Appleton Schools)	Sandhill Landing Single Family Homes (Calumet County, Menasha School)	Annual Total	Construction Year
	Total Value	Total Value	Total Value		
1 2026	6,260,000		1,400,000	7,660,000	2026 1
2 2027	6,260,000	7,500,000	1,400,000	15,160,000	2027 2
3 2028	3,130,000	7,500,000	1,400,000	12,030,000	2028 3
4 2029			1,400,000	1,400,000	2029 4
5 2030			1,400,000	1,400,000	2030 5
6 2031				0	2031 6
7 2032				0	2032 7
8 2033				0	2033 8
9 2034				0	2034 9
10 2035				0	2035 10
11 2036				0	2036 11
12 2037				0	2037 12
13 2038				0	2038 13
14 2039				0	2039 14
15 2040				0	2040 15
16 2041				0	2041 16
17 2042				0	2042 17
18 2043				0	2043 18
19 2044				0	2044 19
20 2045				0	2045 20
				0	
Totals	<u>15,650,000</u>	<u>15,000,000</u>	<u>7,000,000</u>	<u>37,650,000</u>	

Table 2 – Tax Increment Projection (Calumet County & Menasha Schools)

Tax Increment Projection Worksheet (Calumet County & Menasha School District)

Type of District	Mixed Use		Base Value	TBD
District Creation Date	November 3, 2025		Economic Change Factor	
Valuation Date	Jan 1,	2026	Apply to Base Value	
Max Life (Years)	20		Base Tax Rate	\$20.00
End of Expenditure Period	15	11/3/2040	Rate Adjustment Factor	0.00%
Revenue Periods/Final Year	20	2047		
Extension Eligibility/Years	Yes	3		
Eligible Recipient District	No			

Construction Year	Value Added	Valuation Year	Economic Change	Total Increment	Revenue Year	Tax Rate	Tax Increment	
1	2026	1,400,000	2027	0	1,400,000	2028	\$20.00	28,000
2	2027	1,400,000	2028	0	2,800,000	2029	\$20.00	56,000
3	2028	1,400,000	2029	0	4,200,000	2030	\$20.00	84,000
4	2029	1,400,000	2030	0	5,600,000	2031	\$20.00	112,000
5	2030	1,400,000	2031	0	7,000,000	2032	\$20.00	140,000
6	2031	0	2032	0	7,000,000	2033	\$20.00	140,000
7	2032		2033	0	7,000,000	2034	\$20.00	140,000
8	2033		2034	0	7,000,000	2035	\$20.00	140,000
9	2034		2035	0	7,000,000	2036	\$20.00	140,000
10	2035		2036	0	7,000,000	2037	\$20.00	140,000
11	2036		2037	0	7,000,000	2038	\$20.00	140,000
12	2037		2038	0	7,000,000	2039	\$20.00	140,000
13	2038		2039	0	7,000,000	2040	\$20.00	140,000
14	2039		2040	0	7,000,000	2041	\$20.00	140,000
15	2040		2041	0	7,000,000	2042	\$20.00	140,000
16	2041		2042	0	7,000,000	2043	\$20.00	140,000
17	2042		2043	0	7,000,000	2044	\$20.00	140,000
18	2043		2044	0	7,000,000	2045	\$20.00	140,000
19	2044		2045	0	7,000,000	2046	\$20.00	140,000
20	2045		2046	0	7,000,000	2047	\$20.00	140,000
Totals	7,000,000		0		Future Value of Increment		2,520,000	

Table 3 – Tax Increment Projection (Calumet County & Appleton Schools)

Tax Increment Projection Worksheet (Calumet County & Appleton School District)								
Type of District	Mixed Use		Base Value	TBD				
District Creation Date	November 3, 2025		Economic Change Factor					
Valuation Date	Jan 1,	2026	Apply to Base Value					
Max Life (Years)	20		Base Tax Rate	\$14.44				
End of Expenditure Period	15	11/3/2040	Rate Adjustment Factor	0.00%				
Revenue Periods/Final Year	20	2047						
Extension Eligibility/Years	Yes	3						
Eligible Recipient District	No							
Construction Year	Value Added	Valuation Year	Economic Change	Total Increment	Revenue Year	Tax Rate	Tax Increment	
1	2026	6,260,000	2027	0	6,260,000	2028	\$14.44	90,383
2	2027	13,760,000	2028	0	20,020,000	2029	\$14.44	289,054
3	2028	10,630,000	2029	0	30,650,000	2030	\$14.44	442,533
4	2029	0	2030	0	30,650,000	2031	\$14.44	442,533
5	2030		2031	0	30,650,000	2032	\$14.44	442,533
6	2031		2032	0	30,650,000	2033	\$14.44	442,533
7	2032		2033	0	30,650,000	2034	\$14.44	442,533
8	2033		2034	0	30,650,000	2035	\$14.44	442,533
9	2034		2035	0	30,650,000	2036	\$14.44	442,533
10	2035		2036	0	30,650,000	2037	\$14.44	442,533
11	2036		2037	0	30,650,000	2038	\$14.44	442,533
12	2037		2038	0	30,650,000	2039	\$14.44	442,533
13	2038		2039	0	30,650,000	2040	\$14.44	442,533
14	2039		2040	0	30,650,000	2041	\$14.44	442,533
15	2040		2041	0	30,650,000	2042	\$14.44	442,533
16	2041		2042	0	30,650,000	2043	\$14.44	442,533
17	2042		2043	0	30,650,000	2044	\$14.44	442,533
18	2043		2044	0	30,650,000	2045	\$14.44	442,533
19	2044		2045	0	30,650,000	2046	\$14.44	442,533
20	2045		2046	0	30,650,000	2047	\$14.44	442,533
Totals		30,650,000	0		Future Value of Increment		8,345,024	

Table 4 - Cash Flow

Tax Increment District No. 15											
Cash Flow Projection											
Year	Projected Revenues		MRO #1 Fore Development \$2,770,000	Projected Expenditures			Balances			Year	
	Tax Increments	Total Revenues		Capital outlay	Incentives TBD	Ongoing Planning & Administration	Total Expenditures	Annual	Cumulative		Liabilities Outstanding
2026		0				0	0	0	2,770,000	2026	
2027		0				0	0	0	2,770,000	2027	
2028	118,383	118,383	85,864			15,000	100,864	17,519	17,519	2,684,136	2028
2029	345,054	345,054	172,587	25,000		15,000	212,587	132,467	149,986	2,511,548	2029
2030	526,533	526,533	217,245	275,000		15,000	507,245	19,287	169,273	2,294,303	2030
2031	554,533	554,533	219,418	100,000		15,000	334,418	220,115	389,388	2,074,885	2031
2032	582,533	582,533	221,612	80,000		15,000	316,612	265,921	655,309	1,853,273	2032
2033	582,533	582,533	223,828			15,000	238,828	343,705	999,013	7,629,445	2033
2034	582,533	582,533	226,066		100,000	15,000	341,066	241,466	1,240,479	7,303,379	2034
2035	582,533	582,533	228,327	500,000	100,000	15,000	843,327	(260,794)	979,685	6,975,052	2035
2036	582,533	582,533	230,610	500,000	100,000	15,000	845,610	(263,078)	716,607	6,644,442	2036
2037	582,533	582,533	232,916		375,000	15,000	622,916	(40,384)	676,223	6,036,525	2037
2038	582,533	582,533	235,246		375,000	15,000	625,246	(42,713)	633,510	5,426,280	2038
2039	582,533	582,533	237,598		500,000	15,000	752,598	(170,065)	463,445	4,688,682	2039
2040	582,533	582,533	238,682		500,000	15,000	753,682	(171,149)	292,296	3,950,000	2040
2041	582,533	582,533			550,000	15,000	565,000	17,533	309,828	3,400,000	2041
2042	582,533	582,533			550,000	15,000	565,000	17,533	327,361	2,850,000	2042
2043	582,533	582,533			550,000	15,000	565,000	17,533	344,893	2,300,000	2043
2044	582,533	582,533			550,000	15,000	565,000	17,533	362,426	1,750,000	2044
2045	582,533	582,533			575,000	15,000	590,000	(7,467)	354,959	1,175,000	2045
2046	582,533	582,533			575,000	15,000	590,000	(7,467)	347,491	600,000	2046
2047	582,533	582,533			600,000	15,000	615,000	(32,467)	315,024	(0)	2047
Totals	10,865,024	10,865,024	2,770,000	1,480,000	6,000,000	300,000	10,550,000				Totals

Notes:

PROJECTED CLOSURE YEAR

LEGEND:

----- **END OF EXP. PERIOD**

SECTION 10: Annexed Property

A tax incremental district cannot include annexed territory unless at least three years have elapsed since the annexation, or certain other requirements are met. None of the property within the proposed District boundary was annexed during the past three years.

SECTION 11: Estimate of Property to Be Devoted to Retail Business

Pursuant to Wis. Stat. § 66.1105(5)(b), the City estimates that 20% of the territory within the District will be devoted to retail business at the end of the District's maximum expenditure period.

SECTION 12: Proposed Changes of Zoning Ordinances, Master Plan, Map, Building Codes and City Ordinances

Zoning Ordinances

The proposed Plan is in general conformance with the City's current zoning ordinances. Individual properties may require rezoning at the time of development.

Master (Comprehensive) Plan and Map

The proposed Plan is in general conformance with the City's Comprehensive Plan. The area is identified for mixed use development. This District helps support additional commercial and residential development within the corridor.

Building Codes and Ordinances

Development within the District will be required to conform to State Building Codes and will be subject to the City's permitting and inspection procedures. The proposed Plan conforms to all relevant State and local ordinances, plans, and codes. No changes to the existing regulations are proposed or needed.

SECTION 13: Statement of the Proposed Method for the Relocation of any Persons to be Displaced

Should implementation of this Plan require relocation of individuals or business operations, relocations will be handled in compliance with Wis. Stat. Chapter 32 and Wis. Admin. Code ADM 92.

SECTION 14: How Creation of the Tax Incremental District Promotes the Orderly Development of the City

Creation of the District and the implementation of the projects in its Plan will promote the orderly development of the City by creating opportunities for mixed use development particularly commercial and residential development, providing necessary public infrastructure improvement, and providing appropriate financial incentives for private development projects. Through use of tax increment financing, the City can attract new investment that results in increased tax base. Development will occur in an orderly fashion in accordance with approved plans so projects will be compatible with adjacent land uses. Development of new uses in the District will add to the tax base.

SECTION 15: List of Estimated Non-Project Costs

Non-project costs are public works projects which only partly benefit the District. Costs incurred that do not benefit the District may not be paid with tax increments. Examples of non-project costs are:

- A public improvement made within the District that also benefits property outside the District. That portion of the total Project Costs allocable to properties outside of the District would be a non-project cost.
- A public improvement made outside the District that only partially benefits property within the District. That portion of the total Project Costs allocable to properties outside of the District would be a non-project cost.

- Projects undertaken within the District as part of the implementation of this Project Plan, the costs of which are paid fully or in part by impact fees, grants, special assessments, or revenues other than tax increments.

No improvements to be made within the District will benefit property outside the District. Furthermore, there will be no improvements made outside the District that will only partially benefit the District.

**SECTION 16:
Legal Opinion Advising Whether the Plan is Complete
and Complies with Wis. Stat. § 66.1105(4)(f)**

Legal Opinion Found on Following Page.



October 20, 2025

Mayor Austin Hammond
City of Menasha
100 Main Street, Suite 200
Menasha, Wisconsin 54915

RE: Project Plan for Tax Incremental District No. 15

Dear Mayor Hammond,

Pursuant to section 66.1105(4)(f) of the Wisconsin Statutes, the City Attorney must provide an opinion to the Common Council advising as to whether the plan is complete and complies with the requirements of Wis. Stat. § 66.1105.

As City Attorney for the City of Menasha, I have been asked to review the above-referenced Project Plan for compliance with the applicable statutory requirements. I have reviewed the Project Plan as well as the documentation supporting compliance with section 66.1105. Based upon my review, it is my opinion that the Project Plan for the City of Menasha Tax Incremental District No. 15 is complete and complies with the provisions of section 66.1105.

Sincerely,

Margaret J. Struve
City Attorney – City of Menasha

SECTION 17: Calculation of the Share of Projected Tax Increments Estimated to be Paid by the Owners of Property in the Overlying Taxing Jurisdictions

The following projection is provided to meet the requirements of Wis. Stat. § 66.1105(4)(i)4.

Tax Increment District No. 15

Estimated portion of taxes that owners of taxable property in each taxing jurisdiction overlaying district would pay by jurisdiction.

Revenue Year	Calumet County	Menasha School District	City of Menasha	Fox Valley Technical College	Total	Revenue Year
2028	8,091	7,359	10,775	1,776	28,000	2028
2029	16,181	14,718	21,550	3,551	56,000	2029
2030	24,272	22,077	32,325	5,327	84,000	2030
2031	32,362	29,436	43,099	7,103	112,000	2031
2032	40,453	36,794	53,874	8,878	140,000	2032
2033	40,453	36,794	53,874	8,878	140,000	2033
2034	40,453	36,794	53,874	8,878	140,000	2034
2035	40,453	36,794	53,874	8,878	140,000	2035
2036	40,453	36,794	53,874	8,878	140,000	2036
2037	40,453	36,794	53,874	8,878	140,000	2037
2038	40,453	36,794	53,874	8,878	140,000	2038
2039	40,453	36,794	53,874	8,878	140,000	2039
2040	40,453	36,794	53,874	8,878	140,000	2040
2041	40,453	36,794	53,874	8,878	140,000	2041
2042	40,453	36,794	53,874	8,878	140,000	2042
2043	40,453	36,794	53,874	8,878	140,000	2043
2044	40,453	36,794	53,874	8,878	140,000	2044
2045	40,453	36,794	53,874	8,878	140,000	2045
2046	40,453	36,794	53,874	8,878	140,000	2046
2047	40,453	36,794	53,874	8,878	140,000	2047
Totals	728,153	662,300	969,738	159,809	2,520,000	

Estimated portion of taxes that owners of taxable property in each taxing jurisdiction overlaying district would pay by jurisdiction.

Revenue Year	Calumet County	Appleton School District	City of Menasha	Fox Valley Technical College	Total	Revenue Year
2028	23,277	30,999	30,999	5,109	90,383	2028
2029	74,440	99,138	99,138	16,338	289,054	2029
2030	113,966	151,777	151,777	25,012	442,533	2030
2031	113,966	151,777	151,777	25,012	442,533	2031
2032	113,966	151,777	151,777	25,012	442,533	2032
2033	113,966	151,777	151,777	25,012	442,533	2033
2034	113,966	151,777	151,777	25,012	442,533	2034
2035	113,966	151,777	151,777	25,012	442,533	2035
2036	113,966	151,777	151,777	25,012	442,533	2036
2037	113,966	151,777	151,777	25,012	442,533	2037
2038	113,966	151,777	151,777	25,012	442,533	2038
2039	113,966	151,777	151,777	25,012	442,533	2039
2040	113,966	151,777	151,777	25,012	442,533	2040
2041	113,966	151,777	151,777	25,012	442,533	2041
2042	113,966	151,777	151,777	25,012	442,533	2042
2043	113,966	151,777	151,777	25,012	442,533	2043
2044	113,966	151,777	151,777	25,012	442,533	2044
2045	113,966	151,777	151,777	25,012	442,533	2045
2046	113,966	151,777	151,777	25,012	442,533	2046
2047	113,966	151,777	151,777	25,012	442,533	2047
Totals	2,149,102	2,862,127	2,862,127	471,668	8,345,024	



MEMORANDUM

DATE October 30, 2025
TO Honorable Mayor and Common Council
FROM Andrew Dane, Community Development Director
RE Strong Neighborhoods Program - Proposed Pilot Partnership - Greater Fox Cities Habitat Humanity

Purpose

Provide a summary of a one-year pilot Memorandum of Understanding between the City of Menasha and Greater Fox Cities Area Habitat for Humanity to support the Strong Neighborhoods home repair program for income-qualified homeowners.

Background

The City and Habitat intend to partner beginning January 1, 2026 to provide home repair assistance for Menasha homeowners earning less than 80% of Area Median Income. The Menasha Housing Authority will oversee the program, with the Community Development Department administering funding. The pilot is intended to support critical health and safety repairs, improve housing stability, and assist homeowners with limited financial means.

Key Program Elements

- One-year pilot program (January 1–December 31, 2026)
- Target population: homeowners earning below 80% AMI
- Deferred 0% loan model; repayment only upon sale, refinance, or transfer
- Habitat leverages additional funding sources to expand impact
- Quarterly and monthly reporting requirements and documentation review rights

Financial Commitment

- City to budget \$100,000 in 2026, subject to Common Council approval
- Strong Neighborhoods Program funds used for repairs
- Additional budget increases require Menasha Housing Authority and Common Council approval as applicable
- All costs must be itemized and invoiced

Roles and Responsibilities

Habitat for Humanity

- Promote program and accept applications
- Verify eligibility and inspect properties
- Coordinate licensed contractors and oversee repairs
- Manage deferred loan process and recordkeeping
- Provide monthly summaries and quarterly reporting
- Meet monthly with Menasha Housing Authority

City of Menasha / Menasha Housing Authority

- Administer funding under Strong Neighborhoods Program
- Monitor financial performance and approve adjustments
- Meet monthly with Habitat to review progress
- Evaluate program at year-end for continuation or modification

Term and Termination

- Term runs calendar year 2026
- Either party may terminate with 30-day written notice
- No new applications accepted after notice; remaining funds returned to City after project close-out

Next Steps

- Final execution of MOU
- Common Council consideration and approval of 2026 allocation
- Program launch January 1, 2026 with monthly coordination meetings

Staff Recommendation

- City staff recommend approval of the Draft MOU

**MEMORANDUM OF UNDERSTANDING
PILOT PROGRAM - HABITAT FOR HUMANITY SUPPORTING
STRONG NEIGHBORHOODS MENASHA**

I. THE PARTIES

This Memorandum of Understanding (“MOU”), effective January 1, 2026, is entered into between the City of Menasha, a municipal corporation whose address is 100 Main Street, Suite 200, Menasha, WI 54952 (“City”) and Greater Fox Cities Area Habitat for Humanity, Inc., a non-stock corporation whose principal address is 921 Midway Rd., Menasha, WI 54952 (“Habitat”) (collectively “Parties”).

II. THE RECITALS

WHEREAS,

1. The parties agree to pilot a partnership for a period of one (1) year through the Strong Neighborhoods Program, intended to provide home repair assistance for Menasha homeowners.
2. The parties agree that the pilot partnership is intended to support those earning less than 80% Average Median income (AMI), helping families maintain safe and decent homes.
3. The City and Habitat mutually agree that the Menasha Housing Authority (MHA) will oversee the pilot partnership, and the City’s Community Development Department will administer funding.
4. The City, contingent upon Common Council approval, will budget \$100,000 for this pilot partnership in 2026 from existing Strong Neighborhoods Program funds. The parties agree that allocated funding supports faster response rates for families with urgent repairs, often associated with health and safety related risks.
5. Habitat commits to using other public and private funds to expand impact, reducing the cost barrier for families.
6. The parties wish to formalize the responsibilities for the Program’s management such that Habitat will manage application review, project approval, and repair coordination through its existing systems.
7. Habitat’s focus will be on families earning less than 80% AMI and will operate the Program using its 0% deferred loan model. The parties agree that repayment occurs only if the home is sold, refinanced, or transferred.

8. The parties agree to review this one-year pilot partnership at year-end to determine renewal or adjustments for 2027.

III. THE AGREEMENT

NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:

- 1. Habitat's responsibilities for managing the Program shall be as follows:**
 - A. Promote the Program and accept homeowner applications.
 - B. Verify eligibility (income below 80% AMI, repair need, and willingness to partner).
 - C. Inspect homes, plan repairs, and use licensed and insured contractors.
 - D. Manage the deferred loan process and keep auditable records.
 - E. Guide homeowners through the process and require their participation.
 - F. Oversee construction schedules and quality.
 - G. Provide quarterly project and spending reports to the City, provide monthly summaries of project status, spending, and results, and maintain full project documentation pursuant to Article III., Section 4.
 - H. Meet with the MHA monthly to review progress, finances, and outcomes.

- 2. City of Menasha's & Menasha Housing Authority's responsibilities for managing the Program shall be as follows:**
 - A. Oversee the Program under the Strong Neighborhoods Program framework.
 - B. Monitor City funding and review for approval of any quarterly adjustments.
 - C. Meet with Habitat monthly to review progress, finances, and outcomes.
 - D. Review for recommended Program changes or expansion at year-end.

- 3. Program Funding and Administrative Costs**
 - A. Under the pilot partnership, contingent upon Common Council approval, the City will budget funds annually, with possible quarterly increases if approved by the MHA, pending available funds within the Strong Neighborhoods budget.
 - B. All costs must be itemized and invoiced.
 - C. Any additional expenses require prior written approval from the Community Development Department as well as Common Council approval should a budget amendment be necessary.

- 4. Documentation and Reporting**
 - A. The Parties agree to comply with Chapter 19 of the Wisconsin Statutes, as it refers to public records and public records retention.
 - B. Habitat will submit monthly summaries of project status, spending, and results for monthly progress/finances review meetings.
 - C. Full project documentation (e.g., photos, invoices, verification) will be retained by Habitat and shared upon request.

- D. Habitat authorizes the City to review any and all Program records for quality assurance.

9. Term and Termination

- A. This MOU is effective January 1, 2026 through December 31, 2026.
- B. Either party may terminate this MOU with 30 days' written notice. Should this occur, active projects may be completed, but no new applications will be accepted after the date the written notice is received by the non-terminating party. Any remaining funds after active projects have been closed shall be returned to the City.

10. Indemnification

Habitat shall be liable to and hereby agrees to indemnify, defend and hold harmless the City of Menasha, and its officers, officials, agents, and employees against all loss or expense (including liability costs and attorney's fees) by reason of any claim or suit, or of liability imposed by law upon the City or its officers, officials, agents, or employees for damages because of bodily injury, including death at any time resulting therefrom, sustained by any person or persons or on account of damages to property, including the loss of use therefrom, arising from, in connection with, caused by or resulting from Habitat's and/or Subcontractor's acts or omissions in the performance of this MOU, whether caused by or contributed to by the negligence of the City, its officers, officials, agents or its employees, except where caused by the sole negligence or willful misconduct of the City.

11. Insurance

- A. Habitat will insure, and will require evidence acceptable to it of each subcontractor and/or contractor used for home repairs under the Program, to be insured, as indicated, against the following risks to the extent stated below.
 - i. Commercial General Liability. Habitat shall procure and maintain during the life of this Contract, Commercial General Liability insurance, including, but not limited to bodily injury, property damage, personal injury, and products and completed operations (unless determined to be inapplicable by the Risk Manager) in an amount not less than One Million Dollars (\$1,000,000) per occurrence. This policy shall also provide contractual liability in the same amount. Habitat's coverage shall be primary and list the City of Menasha, its officers, officials, agents and employees as additional insureds. Habitat shall require all subcontractors and/or contractors used for home repairs under the Program to maintain adequate liability and worker's compensation insurance as required by law for the scope of their work. Proof of such insurance shall be retained in Habitat's project documentation.
 - ii. Automobile Liability. One Million Dollars (\$1,000,000) for bodily injury and property damage per occurrence limit covering all vehicles to be used in relationship to the MOU.

- iii. Worker’s Compensation. Amounts as required by law plus Employer’s Liability limits of at least One Hundred Thousand (\$100,000) Each Accident, One Hundred Thousand (\$100,000) Disease – Each Employee, and Five Hundred Thousand (\$500,000) Disease – Policy Limit.
- iv. Professional Liability. Not less than One Million (\$1,000,000). If such policy is a “claims made” policy, all renewals thereof during the life of the MOU shall include “prior acts coverage” covering at all times all claims made with respect to Habitat’s work performed under the MOU. This Professional Liability coverage must be kept in force for a period of two (2) years after the services have been accepted by the City.
- v. Umbrella Liability. Five Million (\$5,000,000) for bodily injury, personal injury and property damage per occurrence in excess of coverage carried for Employer’s Liability, Commercial General Liability and Automobile Liability.
- vi. The above-required insurance is to be placed with insurers acceptable to the City and who have an A.M. best rating of no less than A- (A minus) and a Financial Category rating of no less than VII. Habitat may be required to provide the City with certificates of insurance and additional insured endorsement. Habitat shall give the City thirty (30) days advance written notice of cancellation, non-renewal or material changes to any of the above-required policies during the term of the MOU.
- vii. Primary and Non-Contributory Requirement. All insurance must be primary and non-contributory to any insurance or self-insurance carried by the City.
- viii. All insurance shall be in full force and effect prior to commencing work and remain in force until the entire job is completed or the length of time specified in this MOU.

12. Public Information and Co-Branding

Habitat and the City may share program details through websites, flyers, or media using Strong Neighborhoods Menasha branding. Families will begin the process directly with Habitat through Habitat’s standard intake system.

13. Choice of Law and Forum Selection

This MOU shall be interpreted, construed and governed by the laws of the State of Wisconsin. For any suit, claim or other dispute relating to this MOU that cannot be mutually resolved, the venue shall be Winnebago County Circuit Court within the State of Wisconsin and the parties agree to submit themselves to the jurisdiction of said court, to the exclusion of any other judicial district that may have jurisdiction over such a dispute according to any law.

14. Compliance with Applicable Laws

Habitat shall become familiar with, and shall at all times comply with and observe all federal, state, and local laws, ordinances and regulations which in any manner affect the

services or conduct of Habitat and its agents and employees. Habitat shall be liable in all respects for any and all violations of the law in connection with its work under this MOU.

15. Non-Discrimination

In the performance of responsibilities under this MOU, Habitat agrees not to discriminate against any employee or applicant for employment because of race, religion, marital status, age, color, sex, handicap, national origin or ancestry, income level or source of income, arrest record or conviction record, less than honorable discharge, sexual orientation, gender identity or political beliefs. Habitat further agrees not to discriminate against any subcontractor or person who offers to subcontract on this MOU because of race, religion, color, age, disability, sex, sexual orientation, gender identity or national origin.

16. Amendment

Any change in any provision of this MOU may only be made by a written amendment, signed by the duly authorized agent or agents who executed this MOU. Where detailed information is lacking, Habitat shall refer the matter to the City for information before proceeding with action.

17. Status of Habitat

The Parties agree that Habitat is not an employee or agent of the City, and any person, organization, and/or business entity that Habitat uses and/or provides for services or work under this MOU are not employees or agents of the City of Menasha.

18. Severability Clause

In the event that any part of this MOU is found to be illegal, it shall be stricken from the MOU and the MOU interpreted as if that clause did not exist.

[Signatures on following page.]

IN WITNESS WHEREOF, the undersigned, being duly authorized thereto by their respective organizations, have executed this MOU in two (2) counterparts as of the date set forth below.

CITY OF MENASHA

BY: _____
Austin Hammond, Mayor

BY: _____
Kaija Snyder, City Clerk

DATE: _____

DATE: _____

Approved as to form:

Provision has been made to pay the liability that will accrue under this MOU.

Margaret J. Struve, City Attorney

Jennifer Sassman, Finance Director

GREATER FOX CITIES AREA HABITAT FOR HUMANITY, INC.

BY: _____

Printed Name: _____

Title: _____

Date: _____



RESOLUTION R-26-25

A RESOLUTION ESTABLISHING THE LAWSON CANAL AD-HOC ADVISORY COMMITTEE TO SUPPORT THE UPDATE OF THE LAWSON CANAL MASTER PLAN

INTRODUCED BY: Mayor Hammond

WHEREAS, the City of Menasha Common Council and the Mayor recognize the Lawson Canal and its surrounding area as an important community asset with significant potential for recreation, housing, and waterfront access; and

WHEREAS, the update of a Lawson Canal Master Plan will provide a coordinated vision to guide future improvements and investments, including enhanced outdoor recreation opportunities, new housing, improved fishing areas, and expanded public access to the Fox River; and

WHEREAS, the Lawson Canal Master Plan will serve as a foundational document to inform future grant applications, capital improvement planning, and public-private partnerships supporting the area's redevelopment; and

WHEREAS, Section 2-2-5(b) of the City of Menasha Code of Ordinances authorizes the Mayor to appoint special committees as provided by resolution, stating the number of members and their assigned duties; and

WHEREAS, the Lawson Canal Ad-hoc Advisory Committee shall consist of seven (7) members, including the Mayor and six (6) members—two (2) representatives each from the Public Works Board, the Redevelopment Authority of the City of Menasha (RDA), and the Parks and Recreation Board; and

WHEREAS, the primary purpose of the committee shall be to advise and assist City staff and consultants in the preparation of the Lawson Canal Master Plan by reviewing draft alternatives, providing recommendations to the Common Council, and ensuring that the final plan reflects input and feedback from the City's key oversight committees with an interest in the area; and

WHEREAS, this initiative supports the City's broader commitment to sustainable waterfront redevelopment and the promotion of Menasha as "Your Place on the Water."

NOW, THEREFORE, BE IT RESOLVED, that the Lawson Canal Ad-hoc Advisory Committee is hereby established and shall remain active until the completion and formal adoption of the Lawson Canal Master Plan, at a date no later than September 30, 2026, at which time the committee shall dissolve.

BE IT FURTHER RESOLVED, that the Mayor shall appoint members to the committee in accordance with the City of Menasha Code of Ordinances, and that City staff shall provide administrative and technical support as needed.

Adopted this ___ day of MONTH 2025.

Recommended by: _____
Motion/Second: _____
Pass/Fail: _____
Requires: <input checked="" type="checkbox"/> Majority Vote <input type="checkbox"/> 2/3Vote

Austin R. Hammond, Mayor

ATTEST:

Kaija Snyder, City Clerk

**RESOLUTION CREATING TAX INCREMENTAL DISTRICT NO. 15,
APPROVING ITS PROJECT PLAN AND ESTABLISHING ITS BOUNDARIES
CITY OF MENASHA, WISCONSIN**

WHEREAS, the City of Menasha (the "City") has determined that use of Tax Incremental Financing is required to promote development and redevelopment within the City; and

WHEREAS, Tax Incremental District No. 15 (the "District") is proposed to be created by the City as a mixed-use district in accordance with the provisions of Wisconsin Statutes Section 66.1105 (the "Tax Increment Law"); and

WHEREAS, a Project Plan for the District has been prepared that includes:

- a. A statement listing of the kind, number and location of all proposed public works or improvements within the District, or to the extent provided in Wisconsin Statutes Sections 66.1105(2)(f)1.k. and 66.1105(2)(f)1.n., outside of the District;
- b. An economic feasibility study;
- c. A detailed list of estimated project costs;
- d. A description of the methods of financing all estimated project costs and the time when the related costs or monetary obligations are to be incurred;
- e. A map showing existing uses and conditions of real property in the District;
- f. A map showing proposed improvements and uses in the District;
- g. Proposed changes of zoning ordinances, master plan, map, building codes and City ordinances;
- h. A list of estimated non-project costs;
- i. A statement of the proposed plan for relocation of any persons to be displaced;
- j. A statement indicating how the District promotes the orderly development of the City;
- k. An opinion of the City Attorney or of an attorney retained by the City advising that the plan is complete and complies with Wisconsin Statutes Section 66.1105(4)(f).; and

WHEREAS, prior to its publication, a copy of the notice of public hearing was sent to the chief executive officers of Calumet County, the Menasha Joint School District, and the Fox Valley Technical College District, and any other entities having the power to levy taxes on property located within the District, in accordance with the procedures specified in the Tax Increment Law; and

WHEREAS, in accordance with the procedures specified in the Tax Increment Law, the Plan Commission, on October 20, 2025 held a public hearing concerning the project plan and boundaries and proposed creation of the District, providing interested parties a reasonable opportunity to express their views thereon; and

WHEREAS, after said public hearing, the Plan Commission designated the boundaries of the District, adopted the Project Plan, and recommended to the Common Council that it create such District and approve the Project Plan.

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

1. The boundaries of the District that shall be named "Tax Incremental District No. 15, City of Menasha", are hereby established as specified in Exhibit A of this Resolution.

2. The District is created effective as of January 1, 2026.
3. The Common Council finds and declares that:
 - (a) Not less than 50% by area of the real property within the District is suitable for mixed-use development as defined by Wisconsin Statutes Section 66.1105(2)(cm).
 - (b) Based upon the finding stated in 3.a. above, the District is declared to be a mixed-use district based on the identification and classification of the property included within the District.
 - (c) The improvement of such area is likely to enhance significantly the value of substantially all of the other real property in the District.
 - (d) The equalized value of the taxable property in the District plus the value increment of all other existing tax incremental districts within the City, does not exceed 12% of the total equalized value of taxable property within the City.
 - (e) That there are no parcels to be included within the District that were annexed by the City within the preceding three-year period.
 - (f) The City estimates that less than 35% of the territory within the District will be devoted to retail business at the end of the District's maximum expenditure period, pursuant to Wisconsin Statutes Section 66.1105(5)(b).
 - (g) The project costs relate directly to promoting mixed-use development in the District consistent with the purpose for which the District is created.
 - (h) Lands proposed for newly platted residential development comprise no more than 35% of the real property area within the District.
 - (i) Costs related to newly platted residential development may be incurred based on the proposed development having a density of at least three (3) units per acre as defined in Wisconsin Statutes Section 66.1105(2)(f)3.a.
4. The Project Plan for "Tax Incremental District No. 15, City of Menasha" (see Exhibit B) is approved, and the City further finds the Plan is feasible and in conformity with the master plan of the City.

BE IT FURTHER RESOLVED THAT the City Clerk is hereby authorized and directed to apply to the Wisconsin Department of Revenue, in such form as may be prescribed, for a "Determination of Tax Incremental Base", as of January 1, 2026, pursuant to the provisions of Wisconsin Statutes Section 66.1105(5)(b).

BE IT FURTHER RESOLVED THAT pursuant to Section 66.1105(5)(f) of the Wisconsin Statutes that the City Assessor is hereby authorized and directed to identify upon the assessment roll returned and examined under Wisconsin Statutes Section 70.45, those parcels of property which are within the District, specifying thereon the name of the said District, and the City Clerk is hereby authorized and directed to make similar notations on the tax roll made under Section 70.65 of the Wisconsin Statutes.

Adopted this _____ day of _____, 2025.

Mayor

City Clerk

**LEGAL BOUNDARY DESCRIPTION
OR
MAP OF
TAX INCREMENTAL DISTRICT NO. 15
CITY OF MENASHA**

[INCLUDED WITHIN PROJECT PLAN]

PROJECT PLAN

[DISTRIBUTED SEPARATELY]

Hi Austin,

Thank you so much for the kind words — that really means a lot. I'd be honored to serve on the Menasha Forward Ad-Hoc Committee! While I may still be a newer business owner, I'm incredibly passionate about our downtown and the amazing people who make Menasha feel like home.

A little about me: I own Nectar Hair Lounge at 216 Main Street, which opened in early 2024. My vision has always been to create a space that's welcoming, sustainable, and community-focused — a place where people feel good walking in and even better walking out.

I've been a Menasha resident for 13 years, and both of my daughters attend the Menasha School District. My family and I love being involved in this community — from volunteering for Back-to-School Haircuts to taking part in downtown events and local collaborations.

I truly believe in Menasha's potential and would love to help shape its future alongside others who share that same passion. Thank you again for thinking of me and for all you do to move our city forward.

Warmly,

Angela Green-Ludvik

Owner | Nectar Hair Lounge

216 Main Street, Menasha, WI

www.nectarhairlounge.com

Good morning Austin,

I am writing to express my interest in joining the committee dedicated to shaping the future of downtown Menasha.

As a former resident of Menasha and part-owner of Weathervane Restaurant, a family business that has proudly served this community for nearly 15 years, I have a deep connection to the area. My 17 years of experience in the restaurant industry, combined with my degree in Culinary Arts and Hospitality Management from Fox Valley Technical College (2017), have provided me with a unique perspective on local business and community development. I am also currently serving on the Menasha Education Board. I am passionate about our downtown area and would be eager to contribute my skills and enthusiasm to ensure the success of this non-profit initiative.

Thank you for your consideration.

Sincerely,

Melanie DuFrane

Hi Austin,

Thank you for the opportunity to be considered for the *Downtown Menasha Forward Ad-Hoc Committee*. I would be happy to serve and contribute to this important initiative.

While I'm not a City of Menasha resident, I live on Doty Island and spend as much time in Menasha as anywhere in the Fox Cities. As a Board Member of the Fox Cities Chamber of Commerce and a strong advocate for all our local communities, I'm deeply committed to fostering collaboration and innovation that strengthens our regional economy and quality of life.

It would be an honor to help shape the framework for a future Downtown Menasha organization that supports a vibrant, connected, and sustainable downtown district.

My résumé is attached for your reference.

Thank you again for the invitation—I look forward to contributing to this effort.

Sincere regards,

Pete Dulcamara

Neenah, WI 54956

Peter B. Dulcamara

Mobile: [REDACTED]

[REDACTED] Neenah, WI 54956 [REDACTED]

SENIOR INNOVATION EXECUTIVE

Accomplished executive with a proven track record of creating innovative solutions aligned to business strategy, resulting in strong economic gains, enhanced social equity, and a commitment to environmental sustainability.

PROFESSIONAL EXPERIENCE

Pete Dulcamara & Associates, LLC

2023 - Present

Founder

Purpose-driven company with a mission to "create businesses that improve people's lives." TEDx speaker and sought-after coach, advisor, and professional speaker focused on "humanity-centric innovation."

Kimberly-Clark Corporation (^{\$}20 billion in Revenue)

2006 – 2023

Chief Scientist /R&D Vice-President/ Site Leader for the Innovation and Operational Excellence Center

First Chief Scientist in the history of the company. Responsibilities included directing science & technology strategy for the enterprise, building a global technological ecosystem of innovation, fostering a culture of scientific excellence, and building a technical talent pipeline globally.

As R&D Vice President, led all scientific discovery, technology development, and sustainability research in support of all businesses, brands, and regions for the corporation globally.

- Selected, designed, and operated the very first Global Innovation Center for Kimberly-Clark outside the United States (in Korea).
- Improved innovation net sales for the corporation by 600%, protected over 20% of revenue (^{\$}4 billion) with granted patents, and generated business impact greater than ^{\$}2 billion per year.
- Led transformation of core competencies for the corporation by developing petroleum-free plastics, tree-free paper, digital/virtual products, asset-free manufacturing, and landfill-free waste with value to the enterprise expected to be over ^{\$}5 billion in the next 5 years while pushing the advancement of nanotechnology, the human microbiome, and the circular economy in consumer products.

As Site Leader, championed campus, cultural, and community engagement for the nearly 2500 Kimberly-Clark employees based in Neenah, WI. Led site consolidation that resulted in savings of ^{\$}750,000 per year.

The Dow Chemical Company (^{\$}57 billion in Revenue)

1987 – 2006

Entry level engineer to Global R&D Director

Consistent progression as top talent year-over-year in research and development, new business development, sustainable development, mergers & acquisitions, technology licensing, and new ventures.

- Established Dow as preferred supplier for the treatment of coal seam gas and achieved the largest single sale of alkanolamines in the history of the company.
- Increased new business ideation by over 400% and created a portfolio of new businesses with NPV₁₀ greater than ^{\$}2 billion for Dow Specialty Chemicals.
- Led technical due diligence and technical integration for the mergers of Angus Chemical, Sentrachem, and Union Carbide including the creation of ^{\$}50 MM in post-merger synergies.
- Imagined and launched the Sustainable Water Application Development Center, currently a ^{\$}500 MM business venture for DuPont (spin-out from Dow).
- Managed R&D for licensing platforms exceeding ^{\$}300MM in royalties for technologies including gas-phase polyethylene, polypropylene, specialty chemicals, and thermoset resins.

Peter B. Dulcamara

Mobile: [REDACTED]

[REDACTED] Neenah, WI 54956 [REDACTED]

ADDITIONAL EXECUTIVE EXPERIENCE:

- Board Member of Bassett Mechanical, an industry leader in industrial refrigeration, HVAC, plumbing, metal fabricating, and service needs.
- Chemicals & Materials Partner, FutureBridge, Mumbai, India
- Executive Partner, PilotLite, London, UK
- Board Member of Midpoint Consulting, specializing in aligning the transformative power of AI with business objectives.
- Partner, Endeavor.ai, San Francisco, CA
- Executive Advisory Board Member at Stanford University for the High Impact Technology Fund.
- Board Member of the Fox Cities Chamber of Commerce and Director of AI Development
- Secretary-Trustee at Saint Margaret Mary Parish
- Former Intellectual Asset Officer for the Kimberly-Clark Corporation
- Former Shareholder representative at Aurizon Ultrasonics (now acquired by Dukane)
 - Created a spin-out business using cashless equity with a valuation > \$10MM.
- Former Board member and shareholder representative for Kimberly-Clark at Void Technologies
 - Created a spin-out business with new-to-the-world technology and a valuation > \$30MM.
- Founding member of the Partnership Council of the Toilet Board Coalition
- Former Executive Sponsor for Kimberly-Clark at University of Wisconsin – Madison and Michigan Technological University.
- Inaugural Innovation Fellow for TitleTownTech Start-Up Hub, Incubator, and Accelerator.
- Emeritus Member of the NEW Launch Alliance, sponsored by NEW North, the economic development board for Northeast Wisconsin.

Publications:

- Dulcamara, Pete. *High-Tech Heroes: Why Gen Z Is Our Last and Best Chance to Save the Planet*. Boulder, CO: Armin Lear Press, 2025.
- Dulcamara, Pete. *The Robin Egg*. Illustrated by Val Lambert. Neenah, WI: Pete Dulcamara & Associates, LLC, 2025.

EDUCATION:

- Master of science in chemical engineering, Oklahoma State University
- Bachelor of science in chemical engineering, Oklahoma State University
- Bachelor of science in chemistry with minors in mathematics and physics, Cameron University
- High School Diploma, Stuttgart American High School, Stuttgart, Germany

NOTABLE EXECUTIVE EDUCATION:

- Stanford Center for Professional Development: AI-Driven Leadership: Strategies for the Future
- Tuck Executive Program at Dartmouth College on Innovation Strategy
- Alumnus of Singularity University Executive Program
- Prince of Wales Program on Business and the Environment from Cambridge University
- Extended executive education from Indiana University in Management Development
- Extended executive education from Babson College in Entrepreneurial Studies including being a member of the curriculum development advisory council.

Dear Andrew,

My interest in preserving downtown Menasha began in 2006 when we were looking for a second satellite location for our flagship store, The Wreath Factory, which has been in Plymouth, Wisconsin, since 1983. We purchased and renovated 220 Main Street for our store, and an opportunity then arose to purchase and restore 216 Main Street. As our business outgrew 220 Main Street, we asked the city to purchase 222 and 226 Main Street to our east. We then created an urban garden center and expanded our home and accessory items into 226 Main Street. In 2019, our love for Menasha remained, but the reality that our Menasha location only contributed 3% of our annual revenue led us to the difficult decision to retain the properties while allowing a new chapter for these beautiful buildings to begin. I am proud to be a full-time resident above these properties and provide for their care.

Thank you for your consideration.

Best regards,

Jeff Buser

--

Jeff Buser

Vice President

email:

phone:

www.wreathfactoryonline.com

www.oldtreesguestfarm.com

THE WREATH FACTORY & OTTER CREEK LANDSCAPE

N6625 State Road 57, Plymouth, WI 53073

www.wreathfactoryonline.com

As President and CEO of McClone Insurance, Dustin McClone leads one of the nation's top insurance and risk management firms. With more than 20 years of experience, he has driven the company's hyper-growth while redefining how leadership and culture fuel performance. A sought-after speaker and advocate for innovation in the industry, Dustin also co-founded the Hustle Leadership Network to help leaders connect, learn, and grow.

Beyond McClone, Dustin serves as a Director for Nicolet Bank and as a Board Member and past Chair of United Way Fox Cities. He remains deeply involved with several nonprofit and community organizations across Wisconsin. His leadership philosophy, *"When in doubt, do the right thing. The rest will take care of itself,"* continues to guide McClone's people-first approach to growth and performance.

Hello Austin... and Evan! 😊

Thank you so much for reaching out to me in regards to the possibility of serving on the Menasha Forward Ad-Hoc Committee! 😊

I feel that the Historic Downtown area of Menasha has so much potential and I would love to be a part of its vibrancy and growth!

My family and I moved to Doty Island (Neenah side) in October of 1994. I have worked for Community First Credit Union for the past 30 years. I have proudly served as the Branch Manager of our Downtown Menasha Branch location since we opened in May of 2016 and I also have served on Doty Island Community Partners (F/K/A) Doty Island Development Council for the past 16-17 years.

I also have been involved with other downtown Menasha groups... BOOM and also BLOOM. Both of these volunteer groups had great ideas for bringing business and fun to the historic downtown area. I think we just needed a bit more guidance and support from the City. 😊

I believe in volunteering, being active within my community all while having fun too!

I would love the opportunity to be on the Ad Hoc Committee and hopefully make a difference! Historic downtown Menasha is an untapped resource and together, with time, effort and great ideas, I truly believe we can make it an even better place to live and work!

Thank you for your time!

Ps... My personal cell number is [REDACTED]

Michele R. Lynn

Community First Credit Union

Branch Manager – One Menasha

NMLS# [REDACTED]

PH: [REDACTED] Ext [REDACTED]

FAX: [REDACTED]

[REDACTED]

MEMORANDUM

DATE October 29, 2025
TO Common Council
FROM Margaret Struve, City Attorney 
RE Claim Against the City – Village Harrison Notice of Injury and Notice of Claim Against the City Re: 2019 Interim Agreement Regarding Fire Protection Charges

Enclosed for your review is a Claim Form submitted by Attorney Andrew Rossmeissl on behalf of the Village of Harrison, along with a Cover Letter, Notice of Injury and Notice of Claim and its attached Exhibits A and B.

The Cover Letter indicates that “[t]o avoid a lawsuit, [Attorney Rossmeissl is] filing a Notice of Injury and Notice of Claim contemporaneous with this letter.” Given the Village’s indicated likelihood of litigation, I am recommending that Common Council approve a motion adjourn into Closed Session pursuant to the open meeting exemption provided in section 19.85(1)(g) of the Wisconsin Statutes which allows me to provide advice regarding strategy as we navigate next steps.

Recommended Motion: To adjourn into Closed Session pursuant to Wisconsin Statute section 19.85(1)(g) Conferring with legal counsel for the governing body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved (concerning Village of Harrison Notice of Injury and Notice of Claim Against the City Re: 2019 Interim Agreement).

CITY OF MENASHA CLAIM FORM

NOTICE OF CIRCUMSTANCES (§893.80(1d)(a))

NAME Village of Harrison TELEPHONE NUMBER (920) 882-3219
 ADDRESS W5298 State Road 114 (Street)
Harrison, WI 54952 (City, State, Zip Code)

CIRCUMSTANCES OF CLAIM: On the reverse side, describe the circumstances of your claim (attach additional sheets if necessary). For auto/property damages, attach a copy of the police report, if any; and a diagram of the accident scene including north, south, east or west. For personal injury, indicate the nature of the injury; if medical attention was given, the name of the physician/immediate care/hospital. List the names and addresses of any witnesses to the incident/accident. The more specific the information, the easier the processing will be.

Incident/Accident Information:

Date Continuing Breach of Contract Place City of Menasha
 Time N/A

RECEIVED
 OCT 23 2025
RECEIVED
 3:00 PM *Evan Jost*

(Circumstances of claim and witnesses on reverse)

Signed *Adh R* Date 10/23/25

CLAIM FORM (§893.80(1d)(b))

You are not required to make a claim at this time. As long as you have completed and filed the above Notice of Circumstances of Claim with the City of Menasha, you may file a claim against the City of Menasha at any time consistent with the applicable Statute of Limitations. **In order for the City of Menasha to formally accept or disallow your claim at this time, you must complete and sign the form below.** Please provide copies of any bills supporting the amount of the claim. For claims involving auto/truck/property damage, please attach two estimates.

The undersigned hereby makes a claim against the City of Menasha arising out of the circumstances described above. The claim is for relief in the form of money damages in the amount as indicated below, and non-monetary relief as follows: \$72,749.30 for Breach of Contract/Settlement Agreement

Auto/truck \$ <u>0</u>	Personal Injury \$ <u>0</u>
Property: \$ <u>0</u>	Other (specify) \$ <u>72,749.30</u>

Signed: *Adh R* Date 10-23-25

Address: W5298 State Road 114 (Street)
Harrison, WI 54952 (City, State, Zip Code)

Revised 03/15

Circumstances of Claim (Attach additional sheets if necessary):

Please see attached. A Notice of Circumstances and Notice of Claim was already filed with the City on October 2, 2025. The Notice already complied with the state statute (s.893.80). Evan Janet requested that the Claimant complete this Notice of Circumstances and Claim Form regardless. The form is being completed and resubmitted as a courtesy notwithstanding previous submission and filing of Notices on October 2, 2025.

Witnesses (names and addresses):

N/A

Procedure for filing claims:

1. In most instances, a signed Notice of Circumstances of Claim must be filed with the City Clerk within 120 days after the happening of the event giving rise to the claims or will be barred by the Statute of Limitations.
2. A Claim must also be filed with the City Clerk containing your address and an itemized statement of the relief or damages sought. This is the bottom portion of the form entitled "Claim Form". Until this portion is completed and submitted to the City, no action will be taken. Mail or submit claims to: City Clerk, City of Menasha, 140 Main Street, Menasha, WI 54952.
3. The City Risk Manager and or CVMIC (the City's liability insurance carrier) will then determine if your claim should be paid, compromised or disallowed. You will be notified by letter should the City determine to pay or compromise your claim. If your claim is determined to be disallowed, the matter may go before the Common Council for formal disallowance.
4. This procedure is established the State Statutes to provide a mechanism for persons to recover damages in the event a municipality is responsible for an incident. This procedure is also designed to protect the municipality and its taxpayers from having to pay our inappropriate and/or nuisance claims.

Revised 03/15

*Sud 10/2/25 @ 2am
RMC Grega*

800 N. Lynndale Dr.
Appleton, WI 54914
920.739.7366
Fax: 920.739.6352

Green Bay
920.468.7366
Oshkosh
920.385.0616

Waupaca
715.942.2175

October 1, 2025

City of Menasha
c/o City Clerk, Kaija Snyder
100 Main Street, Suite 200
Menasha, WI 54952

RE: Village of Harrison
Notice of Injury/Notice of Claim

Dear Ms. Snyder:

Attached hereto, please find a Notice of Injury and Notice of Claim which I am filing on behalf of my client, the Village of Harrison.

In or about 2018, the City unilaterally stopped placing a fire protection charge on its tax bills, which was required under the tariff on file with the PSC at that time. That money was supposed to go to the Village's water utility to compensate it for fire protection costs allocated to City parcels.

In settlement of said dispute, the City and Village entered into an "Interim Agreement."

Paragraphs 2 and 3 of the Interim Agreement required the City to pay the Village a total of \$79,132.61 in two installments prior to August 30, 2019; the City satisfied this requirement and paid said amounts to the Village.

However, Paragraph 5 of the Interim Agreement required the City to pay an additional \$72,749.30 to the Village. A bill was sent by the Village to the City on November 8, 2019 for said amount. The payment was due in two equal installments, the first due on June 1, 2020, and the second due on August 31, 2020.

For unknown reasons, the City refused or failed to pay any portion of this sum to the Village.

A recent audit revealed said amount is still outstanding.

To avoid a lawsuit, I am filing a Notice of Injury and Notice of Claim contemporaneous with this letter.

We hope and anticipate that a lawsuit will not be necessary, as this matter is relatively straightforward and City staff should be able to easily confirm that the payments due in 2020 were not made by the City.

RECEIVED
OCT 02 2025
RECEIVED
am by Grega

Adam D. BERNANDER
Tyler J. CLARINGBOLE
John D. CLAYPOOL
Gregory P. CURTIS
Richard T. ELROD
Paula A. HAMER
Alexander D. JONES
Kelly S. KELLY
Charles D. KOEHLER
Kevin LONERGAN
Robert B. LOOMIS
Andrew C. MICHELETTI
Blair MURPHY-POCIASK
Emily M. PINZI
Andrew J. ROSSMEISSL
Katelyn P. SANDFORT
Elizabeth G. SCOTT

OF COUNSEL
Roger W. CLARK
Michael S. SIDDALL

Don R. HERRLING
(1928-2022)
Law Practice: 1957-1995

Charles J. HARTZHEIM
(1941-2021)
Law Practice: 1972-2021

Thank you.

Very truly yours,

A handwritten signature in black ink, appearing to read "Andrew J. Rossmeissl". The signature is fluid and cursive, with a large initial "A" and "R".

Andrew J. Rossmeissl
(920) 882-3219

AJR/ltn

NOTICE OF INJURY AND NOTICE OF CLAIM
(By Personal Service)

To: CITY OF MENASHA
c/o City of Menasha Clerk, Kaija Snyder
100 Main Street, Suite 200
Menasha, WI 54952

NOTICE IS HERBY GIVEN, pursuant to Wis. Stat. §893.80(1d)(a), as follows:

NOTICE OF INJURY:

1. The claimant, the Village of Harrison (hereinafter the "Village") is a Wisconsin Village and Municipal Corporation with a primary address located at W5298 State Road 114, Harrison, WI 54952.
2. The address to which the claimant desires correspondence on this claim to be sent is: Andrew J. Rossmeissl, Herrling Clark Law Firm, Ltd., 800 North Lynndale Dr., Appleton, Wisconsin, 54914.
3. In or about 2018, a dispute arose between the City of Menasha (hereinafter the "City") resulting from the City's unilateral removal of a fire protection charge (hereinafter "FPC") from the City's tax bills.
4. That, the Village had complained to the Public Service Commission (hereinafter "PSC") on the basis that such unilateral removal of the FPC by the City violated the tariff/rate sheet in effect at the time.
5. That, in settlement of said dispute, the Village and the City entered into an "Interim Agreement" whereby the City agreed to pay the FPC until such time as the Village could make other billing arrangements, a copy of said Interim Agreement is attached hereto as **Exhibit A**.
6. The City did in fact pay a \$39,566.31 installment in accordance with Paragraph 2 of the Interim Agreement, and the City thereafter paid a second installment of \$39,566.30 as required by Paragraph 3 of said Interim Agreement
7. The Village applied to the PSC and filed a rate case in conformance with Paragraph 4 of the Interim Agreement; however, said rate case was not decided by the PSC until 2021.
8. That, because the PSC would not allow the Village to direct charge its customers located in the City for 2019, Paragraph 5 from the Interim Agreement governed the Parties relationship.

9. On or about November 8, 2019, the Village sent a bill to the City for the 2019 FPC for fire protection services provided by the Village to City residents serviced by Harrison Utilities in the amount of \$72,749.30, a copy of which is attached hereto as **Exhibit B**.
10. That, despite agreeing to pay pursuant to Paragraph 5 of the Interim Agreement, the City has refused or otherwise failed to pay \$72,749.30 to the Village as required by the Interim Agreement.

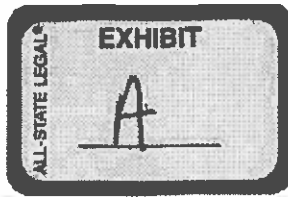
NOTICE OF CLAIM

11. Based upon the facts recited above, the Village respectfully demands the following relief:
 - a. Payment by the City to the Village in the amount of \$72,749.30.

VILLAGE OF HARRISON



Attorney Andrew J. Rossmeyssl
Attorney for Village of Harrison



Rec'd by TWP 5/29/19

VILLAGE OF HARRISON dba
HARRISON UTILITIES
and
CITY OF MENASHA



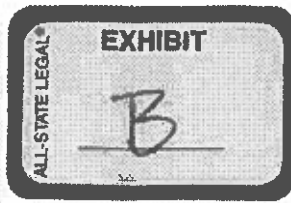
This is an interim agreement between the Village of Harrison dba Harrison Utilities (Harrison Utilities) and the City of Menasha (Menasha).

1. The City of Menasha, upon approval of this agreement by the Menasha City Council and the Harrison Village Board, will pay Harrison Utilities \$39,566.31 towards the public fire protection charges owed to Harrison Utilities for 2018.
2. Harrison Utilities, upon approval of this agreement by the Menasha City Council and the Harrison Village Board and upon receipt of the payment of \$39,566.31 towards the public fire protection charges owed to Harrison Utilities, will continue to allow extensions, connections, stubs and/or hookups to the sewer and water system by the City of Menasha, as has been past practice.
3. On or before August 30, 2019, the City of Menasha agrees to pay Harrison Utilities the remaining outstanding balance of public fire protection charges in the amount of \$39,566.30.
4. On or before July 1, 2019, Harrison Utilities will apply to the Wisconsin Public Service Commission to have the public fire protection charges applied directly to the water bills of customers as a direct charge, including filing a rate case if that is required in order to get approval to direct charge.
5. If the Wisconsin Public Service Commission has not completed its review of Harrison Utilities request to direct charge customers public fire protection charges for 2019, the City of Menasha will pay Harrison Utilities one-half on or before June 1, 2020 and one-half on or before August 31, 2020.

Executed this 2nd day of May, 2019.

Village of Harrison by

City of Menasha by
DONALD MERKES



 COPY

November 8, 2019

Ms. Debbie Galeazzi
MENASHA CITY CLERK
140 Main Street
Menasha, WI 54952

Re: Fire Protection Certification

Dear Ms. Galeazzi:

This letter is to certify that the sum of \$ 72,749.30 is to be levied against the residents of the City of Menasha who are serviced by Harrison Utilities. ➤

The amount represents the fire protection charge, per the Public Service Commission, and reflects the the water mains and hydrants located in the City of Menasha, in the agreement area, and are serviced by Harrison Utilities.

The delinquent water/sewer bill certifications, if any, will be issued to you next week since our customers' payment deadline is November 15, 2019.

Any questions or concerns, please don't hesitate to contact me at the number listed below.

Sincerely,

Catherine M. Girdley
Office Manager

cc: Travis Parish – Village of Harrison Manager