

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 17, 2025 at 6:00 PM**

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

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- A. Call to Order**
- B. Pledge of Allegiance**
- C. Roll Call**
- D. Public Hearing**
- E. Public Comments on Any Matter of Concern to the City**  
(5 minute time limit for each person)
- F. Report of Department Officers/Department Heads/Staff/Consultants**  
Clerk Snyder - the following minutes and communications have been received and placed on file:
  - 1. Presentations:
  - 2. Minutes to Receive:
    - a. Board of Public Works, 11/3/25
    - b. Personnel Committee, 11/3/25
    - c. Budget Review Session, 11/5/25, 11/6/25
    - d. Library Board of Trustees, 9/23/25
    - e. Plan Commission, 11/4/25
    - f. Board of Health, 10/1/25, 10/22/25
    - g. Parks & Recreation Board, 11/11/25
  - 3. Communications:
    - a. Shure Microphone Failures: Information Update
    - b. Little Lake Butte Des Morts Lake Association Founding Meeting Invitation
    - c. Local Roads Improvement Program (LRIP) Grant Funding for Earl Street
- 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, 11/3/25
2. Board of Public Works, 11/3/25, Recommends Approval of:
  - a. Street Use Application — Gather 'Round; Thursday, December 4, 2025; 3:30 p.m. to 7:00 p.m.; City of Menasha Parks and Recreation
  - b. Payment — Northeast Asphalt, Inc.; Contract Unit No. 2025-03; Jefferson Park Boat Launch; \$145,307.15 (Payment No. 3)
3. Personnel Committee, 11/3/25, Recommends Approval of:
  - a. Amendment to the 2025 Memorandum of Agreement (MOA) between the City of Menasha and the Menasha Professional Police Association WPPA/LEER Local 603
  - b. Memorandum of Agreement (MOA) between the City of Menasha and the Menasha Professional Police Association WPPA/LEER Local 603, Effective January 1, 2026 - December 31, 2026
4. Plan Commission, 11/4/25, Recommends Approval of:
  - a. Certified Survey Map as presented to divide 1320 Earl Street (Parcel No. 4-00791-00) with the following condition:  
Proper recording of the cross-access agreement between lots 1-3
5. Parks & Recreation Board, 11/11/25, Recommends Approval of:
  - a. Selection of MSA Professional Services, Inc. to provide conceptual design services for the Jefferson Park Aquatic Facility not to exceed \$78,000.

#### **H. Items Removed from the Consent Agenda**

#### **I. Action Items**

1. Accounts payable and payroll for the term of 10/31/25 - 11/13/25 in the amount of \$1,802,820.93

#### **J. Held Over Business**

#### **K. Ordinances and Resolutions**

#### **L. Appointments**

1. Mayor's appointment of Kari Mulder to the Landmarks Commission for the term of 11/18/25 - 3/1/28

#### **M. Claims Against the City**

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

#### **O. Adjournment**

**MEETING NOTICE**  
**December 1, 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."



## BOARD OF PUBLIC WORKS MINUTES

Monday, November 3, 2025 at 6:30 PM

First Floor Conference Rooms  
100 Main Street, Menasha, WI

### A. CALL TO ORDER

Meeting called to order by Chair Ropella at 8:21 pm.

### B. ROLL CALL

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

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

### C. PUBLIC COMMENTS ON ANY MATTER LISTED ON THE AGENDA

### D. MINUTES TO APPROVE

#### 1. Board of Public Works, 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. Street Use Application — Gather 'Round; Wednesday, December 3, 2025; 3:30 p.m. to 7:00 p.m.; City of Menasha Parks and Recreation

Motion by District 6 Alderperson Marshall seconded by District 3 Alderperson Hale to approve the Street Use Application for Gather 'Round for Thursday December 4, 2025, from 3:30 to 7:00pm. Motion carried on voice vote.

Staff advised that the date for this event was misprinted on the agenda and supporting packet materials. The correct date is Thursday December 4, 2025.

#### 2. Payment — Northeast Asphalt, Inc.; Contract Unit No. 2025-03; Jefferson Park Boat Launch; \$145,307.15 (Payment No. 3)

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

Motion carried 8-0 on roll call.

Staff advised that this project is making good progress and that the piers are currently under construction in tangent with concrete pouring.

### F. ADJOURNMENT

Motion by District 8 Alderperson Ropella seconded by District 7 Alderperson Grade to adjourn the Board of Public Works meeting at 8:27 pm. Motion carried on voice vote.



Minutes submitted by City Clerk Kaija Snyder.



**PERSONNEL COMMITTEE MINUTES**  
**Monday, November 3, 2025 at 6:45 PM**  
**First Floor Conference Rooms**  
**100 Main Street, Menasha, WI**

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**A. CALL TO ORDER**

Meeting called to order by Chair Perkins at 8:33 pm.

**B. ROLL CALL**

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

Also Present: FD Sassman, DPW Merten, PC Thorn, CA Struve, Clerk Snyder

**C. MINUTES TO APPROVE**

**1. Personnel Committee, 4/15/25**

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

Motion carried 9-0 on roll call.

**D. DISCUSSION / ACTION ITEMS**

**1. Amendment to the 2025 Memorandum of Agreement (MOA) between the City  
of Menasha and the Menasha Professional Police Association WPPA/LEER  
Local 603**

Motion by District 5 Alderperson Lewis, seconded by District 3 Alderperson  
Hale to approve.

Motion carried 9-0 on roll call.

Discussion considered the collaboration between the City of Menasha and the  
Menasha Professional Police Association. Discussion additionally considered  
the progress of this relationship and the benefits it brings to the community as  
other resources may be allocated to areas otherwise overlooked.

Staff advised on the historical background surrounding this MOA. Specifically,  
this MOA encompasses a new schedule for the Menasha Police Department  
officers and the removal of a physical fitness incentive program. October  
presented the first opportunity to assess this new schedule and its effect on  
the reduction of overtime. The purpose of the motion sought is to allow  
payment to those who chose to participate in the physical fitness incentive  
program, knowing that there may not be funds to appropriate for this incentive  
due to the potential non-reduction in overtime.

**2. Memorandum of Agreement (MOA) between the City of Menasha and the**

Menasha Professional Police Association WPPA/LEER Local 603, Effective January 1, 2026 - December 31, 2026

Motion by District 5 Alderperson Lewis, seconded by District 3 Alderperson Hale to approve.

Motion carried 9-0 on roll call.

E. ADJOURNMENT

Motion by District 5 Alderperson Lewis seconded by Mayor Hammond to adjourn the Personnel Committee meeting at 8:51 pm. Motion carried on voice vote.

Minutes submitted by City Clerk Kaija Snyder.



## COMMON COUNCIL MINUTES

Wednesday, November 5, 2025 at 5:00 PM

First Floor Conference Rooms  
100 Main Street, Menasha, WI

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A. CALL TO ORDER

Meeting called to order by Mayor Hammond at 5:06pm.

B. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

C. ROLL CALL

Present: Alds. Rand, Eisenach, Hale, Perkins, Lewis, Marshall, Grade, Ropella  
Also Present: FD Sassman, CDD Dane, CA Struve, Mayor Hammond, Clerk Snyder

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

E. INTRODUCTION OF THE 2026 CITY OF MENASHA BUDGET

Staff introduced the City of Menasha's 2026 budget by advising on the budget review and adoption process. This presentation continued with an overview of Menasha's general obligation debt, levy limit (\$11,821,285), and revenue sources. Staff additionally evaluated the tax levies, revenue sources, and equalized tax rates among peer communities over recent fiscal years. Staff concluded this introductory presentation by highlighting the Menasha's 2025 accomplishments.

1. Presentation: Introduction of the 2026 City of Menasha Budget

F. COMMUNITY DEVELOPMENT

Staff introduced the Community Development budget presentation by describing the Department's mission, team, objectives, and recent accomplishments. This presentation continued with a discussion of specific funds, including community development and urban redevelopment, Valley Transit, CDBG, building inspection, code enforcement, facade improvements, Strong Neighborhoods, TIF districts, the RDA, and the EPA grant.

Discussion considered underdeveloped commercial properties, such as the former Shopko building, Unison Credit Union lot, and The Brin apartments. Discussion further considered a boundary agreement to the Village of Fox Crossing accounting for the Kwik Trip development, the Dial-A-Ride program, and employee benefits. The Council additionally discussed marketing and logistics for the Strong Neighborhoods program, tax increment districts, development agreements, and the Fox Cities Regional Partnership. Discussion also considered budget cuts.

1. Presentation: Community Development

G. MAYOR/COMMON COUNCIL

Staff presented on the Mayor's Office, civic commemorations, and Common Council budgets. There are no major changes to the civic commemorations or Common Council budgets, but the Mayor's Office sees some increase due to dollars allocated for strategic planning in 2026.

Discussion considered electronics recycling events, civic commemoration costs, placement of strategic planning within the Mayor's Office budget, and general budget cuts.

1. Presentation: Mayor/Common Council

H. ADJOURNMENT

Motion by District 2 Alderperson Eisenach seconded by District 5 Alderperson Lewis to adjourn the Budget Review Session meeting at 7:19pm. Motion carried on voice vote.

Minutes submitted by City Clerk Kaija Snyder.



**COMMON COUNCIL MINUTES**  
**Thursday, November 6, 2025 at 5:00 PM**  
**First Floor Conference Rooms**  
**100 Main Street, Menasha, WI**

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**A. CALL TO ORDER**

Meeting called to order by Mayor Hammond at 5:03pm.

**B. PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

**C. ROLL CALL**

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

Also Present: FD Sassman, DPW Merten, DDMO Brown, PHD Hutter, PRD

Sacket, RSSM Hansen-Dunn, SASEC Aerts, CA Struve, Mayor Hammond, Clerk Snyder

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

Cindy Fitzgibbon (252 Grant Street, Neenah) spoke on the Jefferson Park Swimming Pool. Fitzgibbon is disappointed by the pool's closure and shared hopes that the Menasha Common Council may find space in its 2026 budget to continue pool programming next year.

**E. SENIOR CENTER**

Staff presented on the Senior Center's mission, vision, service demographics, and program offerings. Staff additionally broke down the Center's revenue sources, spanning rentals, programs, fundraising and donations, and grant dollars. Partnerships, sponsors, and volunteers were additionally recognized. Staff discussed the Senior Center's recent accomplishments before discussing the 2026 budget proposal. Notable items from this budget proposal includes an updated copier and personal computers. Programming updates include a fully integrated travel portfolio and a self check-in process for visitors.

Discussion considered the breakdown of participants from Menasha and neighboring communities, available scholarships, and grant opportunities, including those through Winnebago County. Discussion additionally evaluated avenues for generating revenue through the municipalities whose residents are served by the Menasha Senior Center, and competitor organizations. A 2025 furnace replacement was additionally discussed. Discussion also considered collaboration with Menasha High School students. Discussion concluded with an evaluation of budget cuts.

Staff advised that while 30% of participants are Menasha residents, the Menasha Senior Center is the nearest service center for aging residents in neighboring municipalities, and participants travel great distances to access the excellent

programming at the Center. Staff further advised on cost sharing among participants, bus trip competitors, and funding through Winnebago County. Staff also advised on the furnace replacement budgeted for 2025; this has not been completed due to potential broader changes to the Senior Center facility. Staff advised on personnel reductions in the proposed 2026 budget.

1. Presentation: Senior Center

F. PARKS & RECREATION

Staff presented on the Parks and Recreation Department's team, scope, and revenue. Statistics concerning volunteers, scholarships, facility rentals, and recreation programs were discussed. Staff then presented 2025 park, trail, accomplishments before examining the 2026 budget funds, including parks, forestry, cemetery, building maintenance, marina, recreation, and swimming pool. The parks budget features a CORP Plan Update, as this is updated every five years. The forestry budget similarity sees a complete Forestry Mangment Plan and Tree Inventory, though this does not represent any significant budgetary changes. The recreation budget includes a comparable increase to program staff wages. Discussion around the swimming pool budget included information on the 2026 closure and the 2027 opening of the new facility. Staff additionally presented on the current state of the pool, the rationale for the closure, and the longevity of planning for the new facility. The Parks and Recreation Departement concluded their presentation with a review of their capital improvement plans.

Discussion considered the purpose and function of the CORP Plan Update, amenities at specific parks, budget increases at Resthaven Cemetery and how the City acquired this cemetery, the marina personnel budget, and the partnership between the City of Menasha and the Menasha Joint School District. Discussion also considered personnel budgeting in the pool budget, the design process and maintained footprint for the Jefferson Park Swimming Pool's new facility, reallocation of the pool budget, the cost of repairing the pool versus of replacing it, and the timeline of the Jefferson Park Improvement Plan.

Staff advised that repairing the present pool instead of replacing it would mean closing the pool for longer than a single season while reducing the pool's cost recovery substantially. This approach would additionally bury the pool's structural failures further, resulting in more complex issues upon complete replacement.

District 7 Alderperson Grade stated a Point of Order. Mayor Hammond ruled the motion germane.

Mayor Hammond called for a recess at 7:12pm. The Common Council reconvened at 7:21pm.

1. Presentation: Parks & Recreation

G. PUBLIC WORKS

Staff presented on the Public Works Department's leadership team, budget composition, funds, divisions, and capital projects. Staff then presented specific funds, including the recycling fund, sewerage utility fund, stormwater utility, street equipment, public works facility, engineering, street construction, snow removal, traffic control, sidewalk construction, street lighting, parking lots, refuse collection, weed control, and lift bridges. The sewerage and stormwater utility funds feature purchase of GIS software to assist with asset management, the public works facility fund sees a slight increase due to upgrades to the fueling station and other routine replacements, and the street construction fund will focus on patchwork of streets and therefore increased use of vehicles and equipment.

Discussion considered the high quality of the Public Works Department's work, street construction projects such as Valley Road, the value of and logistics GIS, trail maintenance, and budget cuts. Discussion also considered creating space for the addition of cameras and a streetlight in the recycling fund.

1. Presentation: Public Works

#### H. ADJOURNMENT

Motion by District 6 Alderperson Marshall seconded by District 5 Alderperson Lewis to adjourn the Budget Review Session meeting at 8:44pm. Motion carried on voice vote.

Minutes submitted by City Clerk Kaija Snyder.



**ELISHA D. SMITH PUBLIC LIBRARY BOARD OF TRUSTEES**  
**MEETING MINUTES**  
**Elisha D. Smith Public Library**  
**Company E Room**  
**September 23, 2025**

**Called to order** at 4:02pm by Chair Witt

**Present:** Chair Witt, Vice Chair Halverson, Trustee Lane, Superintendent of Schools Zimmerman, Teen Representative Lance

**Absent:** Secretary Stojanovic, Trustee Englebert, Trustee Franzoi, Trustee Turner, Trustee Wickman

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

**Public Comment/Communication**

None.

A motion was made by Zimmerman, seconded by Witt to continue the meeting citing State Statute 43.54(1)(e). Motion carried.

**Consent Business**

A motion was made by Zimmerman, seconded by Halverson to approve the Library Board of Trustees meeting minutes from August 26, 2025. Motion carried unanimously.

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

A motion was made by Halverson, seconded by Zimmerman to accept the approved minutes of the Board Policies & Personnel Committee meeting from August 27, 2024.

**Authorization of Bills**

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

**Updates**

Staff Reports

- Raschke reported that he will be working with Valley Work Support on an eight-week internship. This program helps young adults gain job skills and working knowledge. Raschke is also working on updating workflow procedures and training staff.
- Moore-Nokes shared that staff is working on programming through the end of the year now that summer reading has ended. Several literacy initiative elements are being reworked and launched, including: 100 Books Before Kindergarten, 500 Books Before Middle School and 100 Books Before Graduation. Workforce Development will have standing office hours for the public at the library on a weekly basis.
- Teen Representative Lance shared that the Teen Volunteer Council was busy this month creating and sewing patches on a book-themed scarecrow that was submitted as an entry for Harvest Fest. 2<sup>nd</sup> place was awarded. Teens are also working with staff to curate a banned books display to coincide with Banned Books Week. The Role-Playing Games and Teen Test and Taste continue to be popular programs.

Friends Update

- Trustee Lane shared that:
  - Friends took in about \$430.00 in profit from the Courtyard Market and over \$100.00 from the Harvest Fest.
  - Hawkins Ash has been engaged for an audit.

- There are tentative plans to hold a holiday craft and artisan fair for later this year that may also include a used booksale.
- The Friends board has voted to take on the Courtyard Market in 2026 as a fundraiser.

## **New Business**

### 2026 Budget Process

- Director Kopetsky reported that the 2026 budget process may be more challenging than prior years, mostly due to levy limit constraints and thus the ability to maintain funding. Discussion ensued.
- Director Kopetsky advised the board that he will submit the budget that was passed by the board last month, but will look for ways to alleviate these constraints. Discussion ensued.
- The library's budget hearing will take place on Wednesday, November 12 at 5pm.

### 2025 Strategic Planning Process

- Library staff met with WiLS the morning of September 9<sup>th</sup> for a pre-process meeting to outline the strategic planning process. A summary from WiLS is forthcoming.
- Kopetsky has put together a committee that includes representatives from library staff, city government and the Friends group. Work will begin next month. Discussion ensued.

### Director's Report

- Usage and demand of library spaces by the public continues to be strong. The library is better equipped to handle this demand post-renovation because of the new dedicated programming spaces like the Teen Space and art wall/atrium area.
- Library staff is looking at ways to merchandise the physical collection to boost circulation.
- Some portions of the literacy program have been put on hold until funding can be secured. Discussion ensued.

### August Statistics

- Visitor numbers continue to be high, as well as SMITHworks visitors and programming attendance.
- SMITHworks usage and increased library card applications appear to be correlated, as certification in the space requires a valid library card.

### 2025 Budget Status

- Staffing costs are at an expected level, some lines are projected to come under budget.
- We continue to see some lines expended faster than anticipated, mostly due to the increase in programming costs and those related to increased building usage. Discussion ensued.

### Adjourn into Closed Session

This agenda item was tabled for the October meeting.

The next regular meeting will be Tuesday, October 28, 2025 at 4:00pm.

## **Adjournment**

Meeting adjourned at 4:41pm.

Respectfully submitted,  
Eva Kozerski

**CITY OF MENASHA  
Plan Commission  
Menasha City Center  
100 Main Street, Menasha  
First Floor Conference Rooms  
November 4, 2025  
DRAFT MINUTES**

**A. CALL TO ORDER**

The meeting was called to order at 3:31 PM by Mayor Hammond.

**B. ROLL CALL/EXCUSED ABSENCES**

PLAN COMMISSION MEMBERS PRESENT: Mayor Austin Hammond, DPW James Merten, Alderman Rosita Eisenach, Commissioners Elke Werner, Dick Sturm, and Rachel Roth.

PLAN COMMISSION MEMBERS EXCUSED: Commissioner Kevin Benner.

OTHERS PRESENT: CDD Dane, AP Heim, Bob Becker (Chileda), Judy Teale (Consolidated Construction), and Grace Wynveen (Consolidated Construction).

**C. PUBLIC HEARING**

**D. MINUTES TO APPROVE**

**A. Minutes of the October 20, 2025 Plan Commission Meeting**

Motion by Comm. Sturm, seconded by Comm. Roth, to approve the October 20, 2025 Plan Commission meeting minutes. The motion carried.

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

No one spoke.

**F. DISCUSSION / ACTION ITEMS**

**1. Certified Survey Map – Lot Division – 1320 Earl Street – Orbis**

AP Heim presented the proposed certified survey map (CSM) for 1320 Earl Street. The existing site has two industrial buildings. The building on Lot 1 of the proposed CSM will remain under current ownership, while Lots 2 and 3 are proposed for future sale.

The parcel is accessed through a Village of Fox Crossing parcel. The surveyor and property owner are working to record a cross-access easement for the entrance into the property as well as within the proposed lots. The proposed access easement for the benefit of all three lots is shown on sheet 11.

The property is zoned I-1, Heavy Industrial District. The Future Land Use Map within the Comprehensive Plan shows this area as industrial, with the acceptable zoning distinctions of I-1 Heavy Industrial and I-2 General Industrial districts. The lots proposed within the CSM meet size, setbacks and dimension requirements within the I-1 district and would not create any zoning nonconformities.

Motion by Ald. Eisenach, seconded by DPW Merten to approve the Certified Survey Map as presented dividing 1320 Earl Street (Parcel No. 4-00791-00) with a condition that a cross-access easement be obtained. Motion carried on roll call 6-0.

**2. Site Plan Review – 1180 Province Terrace - Chilea**

AP Heim provided an overview of the proposed addition to Chilea Learning Center at 1180 Province Terrace which will include both internal and external construction to accommodate a new office/conference room.

The addition will be constructed into an existing alcove along the east façade. The main entrance and parking stalls will remain the same, while a section of sidewalk will be removed for the renovation and

replaced when completed. Building materials for the addition will match the existing materials which were previously approved. Review of the original site plan and the addition confirmed that the façade exceeds the requirement of natural materials.

A small area of landscaping adjacent to the building will be removed for the addition. Staff recommend a landscape plan be submitted for review and approval to bring the landscaping to code.

A lighting plan is also being requested by staff if lighting is installed with the addition.

The engineering department confirmed that no additional stormwater would be required for the addition of this size.

Motion by Comm. Strum, seconded by Comm. Werner to approve the site plan as presented at 1180 Province Terrace (Parcel No. 7-00001-15) with the following conditions:

- 1) An updated landscaping plan shall be submitted to the Community Development Department for approval, adding additional landscaping adjacent to the building along the eastern facade.
- 2) If lighting is installed on the addition, an updated photometric plan shall be submitted to the Community Development Department for approval.
- 3) A site improvement agreement shall be recorded for the proposed development prior to the issuance of building permits.

Motion carried on roll call 6-0.

## **G. COMMUNICATION**

### **1. Comprehensive Plan Public Participation Update**

CDD Dane provided an overview of the update. The next steps will be an open house event at the library on Saturday, November 8<sup>th</sup> from 10:00 a.m. - 1:00 p.m. This open house will be with architect and landscape students from the University of Wisconsin Milwaukee to create a concept plan of the downtown waterfront. The housing chapter is anticipated to be presented at the December Plan Commission meeting.

### **2. Set Next Meeting Date**

The next Plan Commission meeting was set for December 2, 2025.

## **H. ADJOURNMENT**

Motion by DPW Merten, seconded by Comm. Roth to adjourn at 3:48 PM. The motion carried.

*Minutes submitted by AP Heim.*

## **CITY OF MENASHA BOARD OF HEALTH**

### **Minutes**

**October 1, 2025**

#### **A. CALL TO ORDER**

Meeting called to order by Candyce Rusin at 8:36 AM

#### **B. ROLL CALL/EXCUSED ABSENCES**

PRESENT: Gary Daughtery, Dr. Andrew Dunn, Kristine Hutter, Candyce Rusin, Kristene Stacker

ABSENT:

ALSO PRESENT: EHS Todd Drew, PHE Claire Holzschuh, OC Larissa Keller, PHN Liz Rosin

#### **C. MINUTES TO APPROVE**

1. Board of Health, August 6, 2025

Moved by Kristene Stacker and seconded by Gary Daughtery to approve the August 6, 2025 minutes. The motion carried.

#### **D. REPORT OF DEPT HEADS/STAFF/CONSULTANTS**

##### **1. Administrative**

##### **a. School Health Aide and Dental Assistant Hiring Status**

PHD Hutter shared that we are at full capacity with our school health aide staff. Two new aides were hired to staff the Maplewood health rooms, one for grades 5/6 and the other for grades 7/8, following the retirement of the previous health aide at Maplewood last spring. We recently hired a dental assistant to help RDH Opsteen with her dental programs and hearing screenings. The Appleton Lions Club does vision screenings in the district.

##### **b. WI DHS Contract Update: Public Health Emergency Preparedness, Communicable Disease, Immunization, Childhood Lead Poisoning Prevention**

PHD Hutter reported updates on WI DHS Contracts. We received notice that the PHEP budget, which was previously funded at 70% of the initial amount, has been fully funded for budget year July 1, 2025-June 30, 2026. The Communicable Disease grant contract has been signed with level funding for budget year July 1, 2025-June 30, 2026. The Immunization grant has changed from a calendar year to a July 1<sup>st</sup> – June 30<sup>th</sup> budget cycle. We spent approximately half of the budget from Jan 1<sup>st</sup> to June 30<sup>th</sup> and have signed a new contract for July 1, 2025-June 30, 2026 which included an increase in funding of approximately \$1000. The Childhood Lead Poisoning Prevention grant will remain a calendar year cycle, but the objectives will change for 2026, with PHN Rosin and EHS Drew carrying out the same activities. We are expecting to receive level funding for the lead grant.

##### **c. 2026 Annual Budget Preparation**

PHD Hutter advised she has completed the 2025 budget projections and the 2026 budget requests. A significant budget request made for 2026 is funding for a new vaccine refrigerator and back-up power source.

##### **d. Tri-County CHA/CHIP Update**

PHD Hutter shared that the Tri-County CHA/CHIP is not completely ready. The consultant's report was brief and is being revised to meet PHAB accreditation. The 5 health departments in the Tri-County area, along with additional staff members will be working together on the revisions. The CHIP is expected to be completed by the end of October, and will be published with the Tri-County name and logo (currently in development).

2. Employee Safety  
EHS Drew reported that he and Pete Sawyer from the Menasha Police Department will be conducting active threat training on October 24<sup>th</sup>. The emergency plan will be updated for City Hall, Public Works, and the library, and use of the platform WhatsApp will be implemented to notify building staff of any emergency situations. The CVMIC safety grant has been spent, and we are waiting on one invoice to close out this year's purchases.
3. Sealer of Weights and Measures  
EHS Drew reported that he will begin testing gas pumps and will attend the upcoming Weights and Measures annual conference in Green Bay.
4. Environmental Health  
EHS Drew reported that routine inspections are being completed, and two pre-inspections have recently taken place for new/change of operator establishments. He has investigated 6 human health hazard complaints and completed 4 DNR inspections. EHS Drew has fielded many odor complaints for HAB (harmful algal bloom) and followed up with a diagnosed toxin exposure linked to Municipal Beach. PHE Holzschuh completed several days of water testing at the site. There have been recent dust complaints coming from the marina area downtown. A contractor will be testing soil at the Whiting Paper Mill site. EHS Drew has followed up on 6 animal bites, and two instances of bat exposure. Messaging regarding bats has been posted on social media as bats in nearby areas have tested positive for rabies this season. EHS Drew recently attended the WEHA conference and has upcoming meetings for food safety and WALHDAB.
5. Public Health Department
  - a. Communicable Disease Reports: August 2025, September 2025  
The Communicable Disease reports for August and September 2025 were shared by PHD Hutter and discussed by the Board.
  - b. UWO Students  
PHD Hutter reported that a cohort of eight nursing students from UW-Oshkosh has begun shadowing the PHNs and RDH Opsteen. The students are working with the health teachers at Maplewood MS to conduct presentations about mental health promotion, including mindfulness and journaling.
6. Immunization  
PHD Hutter reported on behalf of PHN Pauly that our community flu clinic will be held October 9<sup>th</sup> from 3-6pm.
7. Health Screening 60+  
PHD Hutter reported on behalf of PHN Pauly that Hometown Pharmacy administered high-dose flu vaccine at the Senior Center on September 25<sup>th</sup>. Another round of chair massages will be offered at the Senior Center in December, and Wellness Labs will be offered on October 23<sup>rd</sup> in collaboration with ThedaCare and Partnership Community Health Center.
8. Dental Program  
PHD Hutter reported on behalf of RDH Opsteen. RDH Opsteen is completing dental and hearing screenings today, Wednesday, October 1<sup>st</sup>. Vision screening dates will be determined by the Appleton Lions Club. Dental presentations will begin the week of October 13<sup>th</sup>. RDH Opsteen and PHD Hutter applied for an Access to Care dental grant, a funding opportunity for \$30,000 starting

in April 2026 through March 2027. The funds would be used to supplement our existing services and add additional language services.

9. Prevention

a. Menasha CHIP Update

PHE Holzschuh reported that we are on track to meet the objectives laid out in the one-year Menasha CHIP. This summer we partnered with other City departments to present “Menasha Safe Summer”, which promoted summer safety through community education and events.

10. Maternal and Child Health

PHE Holzschuh reported that contract negotiations are taking place for the 2026 contract year. A decision will be made as to which of four different objectives to focus on for 2026. The Salvation Army Childcare Center continues to work on breast-feeding friendly designation.

11. Public Health Emergency Preparedness

PHE Holzschuh reported that the PHEP budget for July 1, 2025 to June 30, 2026 is fully funded. The public health emergency preparedness drill will take place on October 9<sup>th</sup> at the community flu clinic.

E. DISCUSSION/ACTION ITEMS

1. Special Meeting of the Board of Health

PHD Hutter advised that a special meeting of the Board of Health will take place on Wednesday, October 22<sup>nd</sup>. The Board will hear the appeal of a dangerous animal designation, filed with City Clerk Snyder by the owners of the animal after designation by the Menasha Police Chief’s designee. City Attorney Struve will facilitate the meeting and represent the Board of Health. PHD Hutter will send reviewable materials prior to the meeting.

F. ADJOURNMENT

Moved by Kristene Stacker and seconded by Andrew Dunn to adjourn the meeting at 9:24 AM. The motion carried.

**Next Meeting: November 5, 2025 8:30 AM – Microsoft Teams**

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

**CITY OF MENASHA BOARD OF HEALTH**  
**Special Board of Health Minutes**  
**October 22, 2025**

**A. CALL TO ORDER**

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

**B. ROLL CALL/EXCUSED ABSENCES**

PRESENT: Members Gary Daughtery, Dr. Andrew Dunn, PHD Kristine Hutter, Chair Candyce Rusin

EXCUSED: Kristene Stacker

ALSO PRESENT: CA Margaret Struve, EHS Todd Drew, OC Larissa Keller, Police Chief Thorn, Lt. Albrecht, CSO Brown

**C. PUBLIC HEARING**

1. Dangerous Animal Appeal (Sec. 7-1-6(b)(14)) – Colton Hansen and Shelly Van Grinsven – 1160 Grassymeadow Lane, Menasha – Report #25-5528 (Dog: Lola, Boxer mix)

Chair Rusin opened the public hearing at 8:30 AM and invited members of the public to speak.

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

**D. PRESENTATION**

1. City Attorney Margaret J. Struve – Board Training Re: Introduction to Dangerous Animal Designation & Appeal Hearing Procedure

CA Struve explained the three designations that the Chief of Police can make regarding animals in accordance with Section 7-1-6(B)(1) of the municipal code; potentially dangerous, dangerous, and prohibited dangerous. Terms in Title 7 of the municipal code were then defined in relation to the afore-mentioned designations, and words and phrases found in Wis. Stat. 939.22 were defined relating to (4) bodily harm, (14) great bodily harm, and (38) substantial bodily harm. CA Struve explained that where the municipal code does not define terms, we look to the Wisconsin Statutes for guidance. CA Struve further explained to the Board the appeal process as it appears in municipal code section 7-1-6(B)(14), and that only the designations for “dangerous” and “prohibited dangerous” animals may be appealed and that any further appeal of today’s action would be brought before a circuit court. The appeal hearing process and the duties of the Board of Health were explained to the Board members. CA Struve explained that following the City of Menasha staff (police department representatives) presentation of their case, the owner/responsible party would then present their case. After both parties have presented their case, then the evidence portion of the hearing is closed and the Board will deliberate and determine its findings. They will then determine whether to uphold, deny, or modify the Chief’s determination in relation to the dangerous animal designation. CA Struve is representing the Board of Health. CA Struve will record the proceedings and follow up the Board’s determination with a written decision. The written decision will be completed, reviewed and approved by the Board of Health, and delivered to the animal owner via certified delivery method. The animal owner may file with the circuit court within five days of the certified delivery method, pursuant to Menasha’s municipal code.

**E. DISCUSSION/ACTION ITEMS**



1. APPEAL HEARING: Dangerous Animal Appeal (Sec. 7-1-6(b)(14)) – Colton Hansen and Shelly Van Grinsven – 1160 Grassymeadow Lane, Menasha – Report #25-5528 (Dog: Lola, Boxer mix)

PHD Hutter abstained from discussion and voting for this item.

Appeal hearing began at 8:50 AM. City of Menasha case was presented by Chief Nick Thorn and Lt. Matt Albrecht. Chief Thorn recounted the events of August 16, 2025, as they appear in police report #25-5528, found in the meeting's supporting materials. Following the completion of the police report, the dog found to have inflicted the bite wounds, "Lola", was designated as a "dangerous animal" per Menasha City Ordinance 7-1-6(b).

Lt. Albrecht presented body worn camera footage taken by Menasha Police CSO Brown (bite victim #2) and pictures of the wounds inflicted on both bite victims. Police Department records showed that although bite victim #1 sought emergency treatment, the treating physician opted not to close the wound due to increased potential for infection. Bite victim #2 did not seek emergency treatment.

EHS Todd Drew stated that he interviewed bite victim #1 after the incident, a synopsis of which can be found in the meeting's supporting materials.

The responsible party (owner), Shelly Van Grinsven, then gave a statement for the appeal of the "dangerous animal" designation for "Lola" citing good behavior reports from the veterinarian and doggy daycare. Ms. Van Grinsven shared pictures of Lola and described her as a well-behaved dog and a valued member of the family. She stated Lola has no previous incidents of aggressive or dangerous behavior.

Board of Health members posed questions to both parties to assist in their deliberation. Board members' questions and discussion topics included potential provocation of the animal, clarifications about the actions of involved individuals, and the wounds sustained by the victims. Board of Health Medical Advisor, Dr. Andrew Dunn stated that the treating physician's decision to leave the wound open to lessen the opportunity for infection is standard practice for a dog bite.

The appeal hearing closed at 9:23 AM.

Motion by Chair Rusin and seconded by Andrew Dunn to uphold the dangerous animal designation recommended by Menasha Police Chief Thorn. Motion carried 3-0.

#### F. ADJOURNMENT

Moved by Andrew Dunn and seconded by Gary Daugherty to adjourn the meeting at 9:32 AM. The motion carried.

*Minutes recorded by Public Health Office Coordinator Larissa Keller*

**CITY OF MENASHA**  
**Parks and Recreation Board**  
**City Center (100 Main St., Menasha)**  
**November 11, 2025**  
**MINUTES**

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**A. CALL TO ORDER**

The meeting was called to order by Chr. Dick Sturm at 5:32pm.

**B. ROLL CALL/EXCUSED ABSENCES**

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

OTHERS PRESENT: PRD Megan Sackett

EXCUSED ABSENCE: None

**C. PUBLIC COMMENT/CORRESPONDENCE**

None

**D. MINUTES TO APPROVE**

1. **Minutes of the October 14, 2025 Regular Park Board Meeting:** Motion by T. Grade, seconded by B. Adesso to approve the minutes of the October 14, 2025 Regular Park Board meeting. Motion carried.
2. **Minutes of the October 16, 2025 Special Park Board Meeting:** Motion by T. Grade, seconded by E. Wickman to approve the minutes of the October 16, 2025 Special Park Board meeting. Motion carried.

**E. DISCUSSION / ACTION ITEMS**

1. **Establishing an Ad hoc Advisory Committee for the design of the new Menasha Pool at Jefferson Park (Held from October 16, 2025):** Dir. Sackett reviewed with Attorney Struve the option of inviting stakeholders to join the Park Board at a monthly meeting to support the design process for the new Menasha Pool. Sackett noted per City Ordinance Chapter 4, Sec. 2-4-6, the Parks & Recreation Board is limited to seven members thus restricting the ability to add additional stakeholders as part of a formal Board structure for this project. Sackett also noted that given the Board's interest in maintaining full participation in the design process, staff is recommending not establishing a separate committee.

Motion made by T. Grade, seconded by E. Wickman to not establish an Ad hoc Committee for the Menasha Pool Design process. Motion carried.

2. **Community Engagement Process for the new Menasha Pool:** Dir. Sackett reviewed the draft process for community engagement noting staff felt this reflected the Board's desire to maintain full participation while also creating structured opportunities for the public and stakeholders to contribute. General discussion ensued with the Board indicating they supported the proposed outlined process and always accommodate the public at Park Board meeting for their participation.

3. **Aquatic Facility Proposal Award:** Dir. Sackett reviewed the Request for Proposal process with the Board noting staff reviewed the proposals independent of the fee proposals with MSA scoring the highest in both the proposal review and for their fee. Sackett noted staff has received positive feedback from the City of Appleton on their experience working with the proposed consultant.

Motion made by T. Grade, seconded by E. Wickman to recommend to the Common Council for the selection of MSA Professional Services, Inc. to provide conceptual design services for the Jefferson Park Aquatic Facility not to exceed \$78,000. Motion carried.

#### **F. REPORT OF DEPARTMENT HEAD / STAFF**

1. **Department Report:** See attached written report.
2. **December Meeting Date:** Sackett noted the next scheduled regular Park Board meeting would be December 9. Director Sackett noted she is unavailable that date and is requesting to move the date to the following week. Board members were going to review their calendars and send conflicts to Director Sackett.
3. **Holiday Gathering Date:** Director Sackett noted the Board typically has a holiday gathering following the January meeting. The Board indicated to discuss at December meeting and possibly hold until after the pool design process was complete.

#### **G. PUBLIC COMMENT ON ANY MATTER LISTED ON THE AGENDA**

None

#### **H. ADJOURNMENT**

Motion by B. Adesso, seconded by E. Wickman to adjourn at 6:37 pm. Motion carried.

**PARK BOARD REGULAR MEETING NOTICE**  
**Thursday, December 18, 2025**  
**City Hall (100 Main St., Rm 133) – 5:30 pm**

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

November 2025

## PARKS

Jefferson Park Boat Launch Project: Launch lanes, curb/gutter and sidewalks have been poured. Construction of the piers are underway. First layer of asphalt will be going in this week.

Cameras are up and running at both Jefferson Park pavilions. This was a team effort with IT, Police and our Parks crew to get them installed.

All irrigation, fountains and restrooms have been winterized for the year. The only restrooms that remain open are at the Jefferson Park Menasha Corporation Pavilion.

Volunteers removed the marigolds for the season on Racine St on November 4<sup>th</sup>. We truly appreciate their efforts.

## MARINA

Water lines and restrooms have been winterized and docks have been lowered.

## EVENT UPDATES

### Pumpkin Hunt

Our Great Pumpkin Hunt throughout the City was another favorite! Seven families submitted photos from their excursions in our park system hunting down pumpkins.

Hometown Halloween was held on October 23rd in downtown Menasha. We had 44 organizations participate in the event and saw approximately 1500 attendees which was comparable to 2024.

Nine finely decorated and carved pumpkins were submitted by staff from different City departments at Hometown Halloween for public voting on best in show. The Police Department took first this year and came away with the bragging rights.

Park and Rec Dept. staff presented the proposed 2025 budget on Thursday, November 6. Adoption of the budget will take place on Monday, November 17.

## FORESTRY

Pruning and removals have been paused to catch up on stumps and fall cleanup. District pruning and removals will begin again during full dormancy (after Christmas decorations and lights have come down).

Aerial View of Hometown Halloween



Pumpkin Hunt



Hometown Halloween



Hometown Halloween



## RECREATION

- Staff is preparing the Spring and Summer program information and design of the Spring/Summer Activity Guide.
- We had 15 students join us for our Halloween themed no school day on October 24th. We carved pumpkins, face painted and had a full day of Halloween games and activities.
- Had a full session of 20 kids for our &Me Camp Out in October where we explored animal prints, had the chance to enjoy imaginary play, and do a nature inspired obstacle course.
- We participated in Gegan PTO's Trunk or Treat event and saw many happy children.



## UPCOMING EVENTS & PROGRAMS

### Gather 'Round

December 4; 5:00-7:00pm

Downtown Menasha

Tree lighting ceremony in Curtis Reed Square at 5:30pm

Join in the holiday fun with our annual downtown tree lighting with live music, horse drawn wagon rides, live reindeer, LED performer, trees decorated by local community groups and other holiday activities.

### Holiday Hayride

December 12; 5:00-8:00pm

Memorial Building/Doty Island

### Handmade Holidays at the Memorial

Join us for our first time program in our fully decorated Memorial Building for festive holiday activities! Register your family or group for decorating cookies, creating handmade gifts and a fun photo opportunity.

## MEMORANDUM

DATE November 10, 2025  
TO Common Council  
FROM Andrea Oskey, Network/Systems Administrator  
Kaija Snyder, City Clerk  
RE Shure Microphone Failures: Information Update

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City of Menasha staff wish to update the Common Council and public on intermittent failures of the Shure Discussion System microphones used to facilitate Common Council and Committee meetings. These failures primarily occur during evening sessions, rather than during daytime tests conducted by Clerk's Office and IT Team staff. Each failure is promptly reported to Arrow AV Group ("Arrow"), the company that sold and installed the Shure Discussion System.

The Shure microphones operate on the 2.4 GHz and 5 GHz wireless bands and use automatic frequency hopping to minimize interference from other devices. However, performance can still be affected by other environmental factors:

- Nearby cellular towers, including the Verizon towers on the roof of Menasha City Center, create strong radio signals that occasionally interfere with microphones.
- Wireless congestion caused by the 2.4 GHz and 5 GHz bands sharing with Wi-Fi, Bluetooth, and other devices contributes to connectivity issues.

The IT Team and Arrow are actively monitoring the Shure Discussion System by collecting logs during evening sessions. These are sent to Shure, the company that manufactures the microphones, for evaluation. Based on this data, Shure recommended that the microphones' firmware be updated; this update is scheduled for completion by Arrow staff on November 13, 2025. IT staff are also in communication with Verizon to determine whether after-hours maintenance of the rooftop towers may be contributing to these issues. If so, staff intends to propose that this maintenance be rescheduled to Friday evenings, weekends, or after 10:00 PM to minimize disruption during Common Council meetings.

IT Team staff and Arrow will continue diligent monitoring of Common Council technology and data collection to identify the cause of these intermittent issues. A full assessment and any recommended improvements will be provided in a future update, as necessary.





# **LITTLE LAKE BUTTE DES MORTS LAKE ASSOCIATION FOUNDING MEETING**

- Help protect and preserve our lake community
- Board positions available - all welcome to run
- Visit [llbdm.org](http://llbdm.org) for more information

## **JOIN US MAKE HISTORY**



**Event Details:**

**Tuesday, Nov 18, 2025 6:00 PM  
Appleton Yacht Club**



## MEMORANDUM

DATE November 12, 2025  
TO Common Council  
FROM James Merten, Director of Public Works  
RE Local Roads Improvement Program (LRIP) Grant Funding for Earl Street

Since 1991, the State of Wisconsin has assisted local governments improving deteriorated county highways, town roads, and city/village streets through its Local Roads Improvement Program (LRIP). LRIP is a reimbursement program which may pay up to a maximum of 50% of total eligible project costs for entitlement and discretionary projects, and up to 90% of total eligible costs for supplemental projects, with the balance funded by the local unit of government.

LRIP projects are awarded every two years on a biennial budget cycle. For the 2026-2027 biennium, Winnebago County received \$114,707 in LRIP entitlement funds for municipalities with populations under 20,000. In late October, the City of Menasha was nominated and awarded the full amount for reconstructing Earl Street.

At the recent Capital Improvement Program workshop, staff scheduled Earl Street reconstruction for 2029 (with design occurring in 2028) as a joint project with the Village of Fox Crossing. To capture the LRIP funding, staff now recommend accelerating the project with the updated cost estimate as follows:

| Year  | Activity       | Total Cost | LRIP Share | Storm Water Utility | General Obligation |
|-------|----------------|------------|------------|---------------------|--------------------|
| 2026  | Design         | \$ 45,000  | \$ 22,500  | \$ 11,250           | \$ 11,250          |
| 2027  | Reconstruction | \$ 754,107 | \$ 92,207  | \$ 203,300          | \$ 458,600         |
| Total |                | \$ 799,107 | \$ 114,707 | \$ 214,550          | \$ 469,850         |

It should be noted that the general obligation construction costs are intended to be special assessed. To accommodate this timeline, Airport Road, previously slated for 2027 is shifted to 2029. As noted in the budget workshop on Thursday, November 13<sup>th</sup>, these changes are being incorporated in the finalized proposed budget to be presented to the Common Council on December 1<sup>st</sup>.





**COMMON COUNCIL MINUTES**  
**Monday, November 3, 2025 at 6:00 PM**  
**First Floor Conference Rooms**  
**100 Main Street, Menasha, WI**

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**A. CALL TO ORDER**

Meeting called to order by Mayor Hammond at 6:02pm.

**B. PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

**C. ROLL CALL**

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

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

**D. PUBLIC HEARING**

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

Jessica Ketchum (816 Sixth Street, Menasha) commented on the Jefferson Park Swimming Pool and the benefits it brings to the Menasha community. Ketchum questioned the pool's longevity under certain repair costs, and discussed other means of financing these repairs, such as fundraising and budget realignment. Specifically, Ketchum suggested reassessing the Menasha Police Department, Finance Department, and sanitation program budgets to allow the continuation of pool programming.

Eli Wickman (700 Tenth Street, Menasha) commented on the Jefferson Park Swimming Pool and the process for recommending its closure for the 2026 season. Wickman described the deteriorating conditions of the pool and the responsibility of City officials to pause its programming to prioritize the development of an aquatic center with the vitality and longevity to sustain generations to come. The City of Menasha expects to see this aquatic center operational in 2027.

Dani Rand (336 Lopas Street, Menasha) advised on the founding meeting of the Little Lake Butte Des Morts Lake Association Formation, to be held at 6:00pm at the Appleton Yacht Club on Tuesday November 18, 2025. The goal of this group is to organize to address algae blooms, invasive species, and related environmental issues affecting Menasha and neighboring communities. This group is seeking board members and invites all who care about the lake.

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

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

1. Presentations:

a. Community Development Report (3Q 2026)

Staff advised on the Community Development Department's summer projects by function, including Planning and Zoning, Economic Development, Inspections, and Code Enforcement. Staff spoke specifically to work on Tax Increment District No. 15 and concept planning collaboration with UW - Madison graduate students.

Discussion concerned Project Front Porch participation, Diggers Hotline, and unoccupied buildings such as the Whiting Paper Mill, Steam Plant, Dreams Venue and others. Discussion further evaluated code enforcement complaints and their concentration in certain neighborhoods.

b. TID #15 Creation Summary

Ehlers Public Finance Advisors presented on Tax Increment District (TID) No. 15. TIDs are uniquely beneficial development initiatives because they offer developer incentives to later bolster tax revenue for the City. TID No. 15 is a mixed-use district with a maximum life of twenty years with territory in Winnebago and Calumet Counties, and Menasha Joint School District and Appleton Area School District. TID No. 15 is approximately 90 acres along the Oneida Street corridor. Up to 35% of this acreage may be used for newly platted residential development; the remainder may be used for commercial development. Ehlers concluded their presentation by discussing the TID's pay-as-you-go model; this means that the developer carries financial risk rather than the municipality.

Discussion considered tax implications across jurisdictions, already developed parcels within the TID boundaries such as Fesitval Foods, related development incentives, and preliminary development plans.

Staff advised that all development agreements privy to TID No. 15 will appear before the Common Council for approval. Staff additionally advised that this TID is brought before Council for consideration in tangent with a forthcoming development agreement.

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

1. Common Council Minutes, 10/20/25  
Motion by District 7 Alderperson Grade seconded by District 4 Alderperson Perkins to approve. Motion carried on voice vote.
2. Administration Committee, 10/20/25, Recommends Approval of:
  - a. 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 8-0 on roll call.
  - b. 2026 Municipal Property Insurance Company (MPIC) Renewal Policy Quote  
Motion by District 2 Alderperson Eisenach, seconded by District 3 Alderperson Hale to approve.  
  
Motion carried 8-0 on roll call.
  - c. 2026 Health Insurance Plans and Renewal; Vision & Dental Continuation  
Motion by District 2 Alderperson Eisenach, seconded by District 3 Alderperson Hale to approve.  
  
Motion carried 8-0 on roll call.
  - d. Joint Powers Agreement – Winnebago County 911 Emergency System  
Motion by District 2 Alderperson Eisenach, seconded by District 3 Alderperson Hale to approve.  
  
Motion carried 8-0 on roll call.
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)  
Motion by District 8 Alderperson Ropella, seconded by District 6 Alderperson Marshall to approve.  
  
Motion carried 8-0 on roll call.
  - 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)

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

Motion carried 8-0 on roll call.

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

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

Motion carried 8-0 on roll call.

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

Motion carried 8-0 on roll call.

- e. Payment — Northeast Asphalt, Inc.; Contract Unit No. 2024-03; Jefferson Park Improvements; \$33,550.03 (Payment No. 9 & FINAL)

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

Motion carried 8-0 on roll call.

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

Motion carried 7-0, 1 abstention, on roll call. District 5 Alderperson Lewis abstained due to personal employment with Menasha High School.

- 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

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

Motion carried 8-0 on roll call.

- b. Approve the Proposed NMFR 2026 Budget

Motion by District 7 Alderperson Grade, seconded by District 4 Alderperson

Perkins to approve the budget as a draft.

Motion carried 8-0 on roll call.

Discussion considered the budget approval process for Neenah-Menasha Fire Rescue considering the joint nature of the department.

Staff advised that best practice is to approve the present document as a draft, allowing an opportunity for final revisions during the upcoming budget review sessions.

## 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

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

Motion carried 8-0 on roll call.

Discussion considered check register descriptions. Staff advised on an unexpected, emergency circumstance resulting in this one-time discrepancy.

2. Partnership with Heckrodt Wetland Reserve – House Relocation Proposal  
Motion by District 7 Alderperson Grade, seconded by District 4 Alderperson Perkins to approve.

Motion carried 8-0 on roll call.

Discussion considered the rationale for this initiative and the function of the vote.

Staff advised that Heckrodt Wetland Reserve approached the City of Menasha about taking possession of this home to provide an additional housing option for residents. Heckrodt had alternatively intended to demolish the structure.

3. Consideration and possible action on a “Resolution Creating Tax Incremental District No. 15, Approving its Project Plan and Establishing its Boundaries.”  
Motion by District 2 Alderperson Eisenach, seconded by District 7 Alderperson Grade to approve.

Motion carried 8-0 on roll call.

4. Strong Neighborhoods Program - Proposed Pilot Program Partnership -

Greater Fox Cities Habitat for Humanity

Motion by District 7 Alderperson Grade, seconded by District 4 Alderperson Perkins to approve the draft MOU pending final approval by the City Attorney's Office.

Motion carried 8-0 on roll call.

Discussion considered fiscal limits for this program.

Staff advised on an updated motion, budgetary approvals, and the benefits Habitat for Humanity brings to the community.

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

Motion carried 8-0 on roll call.

Staff advised on the advantages of this committee and some urgency due to related grant dollars expiring December 2026.

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

Motion carried 8-0 on roll call.

#### L. APPOINTMENTS

Motion by District 7 Alderperson Grade seconded by District 6 Alderperson Marshall to approve appointments 1-8. Motion carried on voice vote.

Discussion considered the value of this ad-hoc committee and its appointees.

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 Injury and Notice of Claim Against the City Re: 2019 Interim Agreement)  
Motion by District 7 Alderperson Grade, seconded by District 4 Alderperson Perkins to adjourn into Closed Session.  
  
Motion carried 8-0 on roll call.
  - b. May reconvene into Open Session to take action on items that may be pending  
Motion by District 2 Alderperson Eisenach seconded by District 5 Alderperson Lewis to reconvene into Open Session. Motion carried on voice vote.

N. PUBLIC COMMENTS ON ANY MATTER LISTED ON THE AGENDA

O. ADJOURNMENT

Motion by District 7 Alderperson Grade seconded by District 5 Alderperson Lewis to adjourn the Common Council meeting at 8:13 pm. Motion carried on voice vote.

Minutes submitted by City Clerk Kaija Snyder.





EVENT DETAILS - SECTION 1

**Parks and Recreation Department – (920) 967-3640**

100 Main Street, Suite 200 (2<sup>nd</sup> Floor), Menasha, WI 549252

Email: [lwalbrun@menashawi.gov](mailto:lwalbrun@menashawi.gov)

1. Will you be reserving a park?

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

☐ Yes ☐ No

2. Will you be selling alcoholic beverages?

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

☐ Yes ☐ No

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

430 First Street, Menasha, WI 54952

Email: [ahanchek@menashawi.gov](mailto:ahanchek@menashawi.gov)

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

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

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

☐ Yes ☐ No

**Public Works Department – (920) 967-3610**

100 Main Street, Suite 200 (2<sup>nd</sup> Floor), Menasha, WI 549252

Email: [alee@menashawi.gov](mailto:alee@menashawi.gov)

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

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

☐ Yes ☐ No

6. Does your event require street closure?

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

☐ Yes ☐ No

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

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

125 E. Columbian Ave., Neenah, WI 54956

Email: [jmavroff@nmfire.org](mailto:jmavroff@nmfire.org)

7. Will there be fireworks at your event?

*Complete Document #5 - NMFR.Fireworks Display Application*

☐ Yes ☐ No

8. Will you be putting up a tent?

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

☐ Yes ☐ No

**Clerk's Office - (920) 967-3603**

100 Main Street, Suite 200 (2<sup>nd</sup> Floor), Menasha, WI 54952

Email: [ksnyder@menashawi.gov](mailto:ksnyder@menashawi.gov)

9. Will you be selling/serving alcoholic beverages?

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

☐ Yes ☐ No

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

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

☐ Yes ☐ No

**Health Department - (920) 967-3522**

100 Main Street, Suite 100 (1<sup>st</sup> Floor), Menasha, WI 54952

Email: [tdrew@menashawi.gov](mailto:tdrew@menashawi.gov)

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

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

☐ Yes ☐ No

## EVENT INFORMATION – SECTION 2

*Permit Fee: A \$50 Special Event Administrative Fee plus a Street Use Application Fee of \$25 (if applicable) must be submitted with the application at least 60 days prior to your event. Please make checks payable to City of Menasha.*

Event Name \_\_\_\_\_ Total Anticipated Attendance \_\_\_\_\_

Sponsoring Organization \_\_\_\_\_

Organization Address \_\_\_\_\_

Event Location \_\_\_\_\_

Date of Event (list each date if a multi-day event) \_\_\_\_\_

Event Set-up Time \_\_\_\_\_ Event Start Time \_\_\_\_\_ Event End Time \_\_\_\_\_

## EVENT COORDINATOR – SECTION 3

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

1. Event Facilitator/Responsible Person \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

2. Day of Event Contact Name (person on site) \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

## EVENT DETAILS – SECTION 4

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

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

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

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

Gather Bound 2025

# FERMENTED MALT/WINE BEVERAGE PERMIT

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

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

Permittee Name(please print): NA Last First M.I.

Area that fermented malt beverages and wine will be consumed: \_\_\_\_\_

Signature: \_\_\_\_\_

## INSURANCE – SECTION 5

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

Name of Insurance Company CYMIC Policy Number \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

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

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

Person or Organization Name Menasha Parks & Rec

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

## HOLD HARMLESS AGREEMENT – SECTION 7

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

Applicant Signature Leah Aerts Date 10/10/25

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

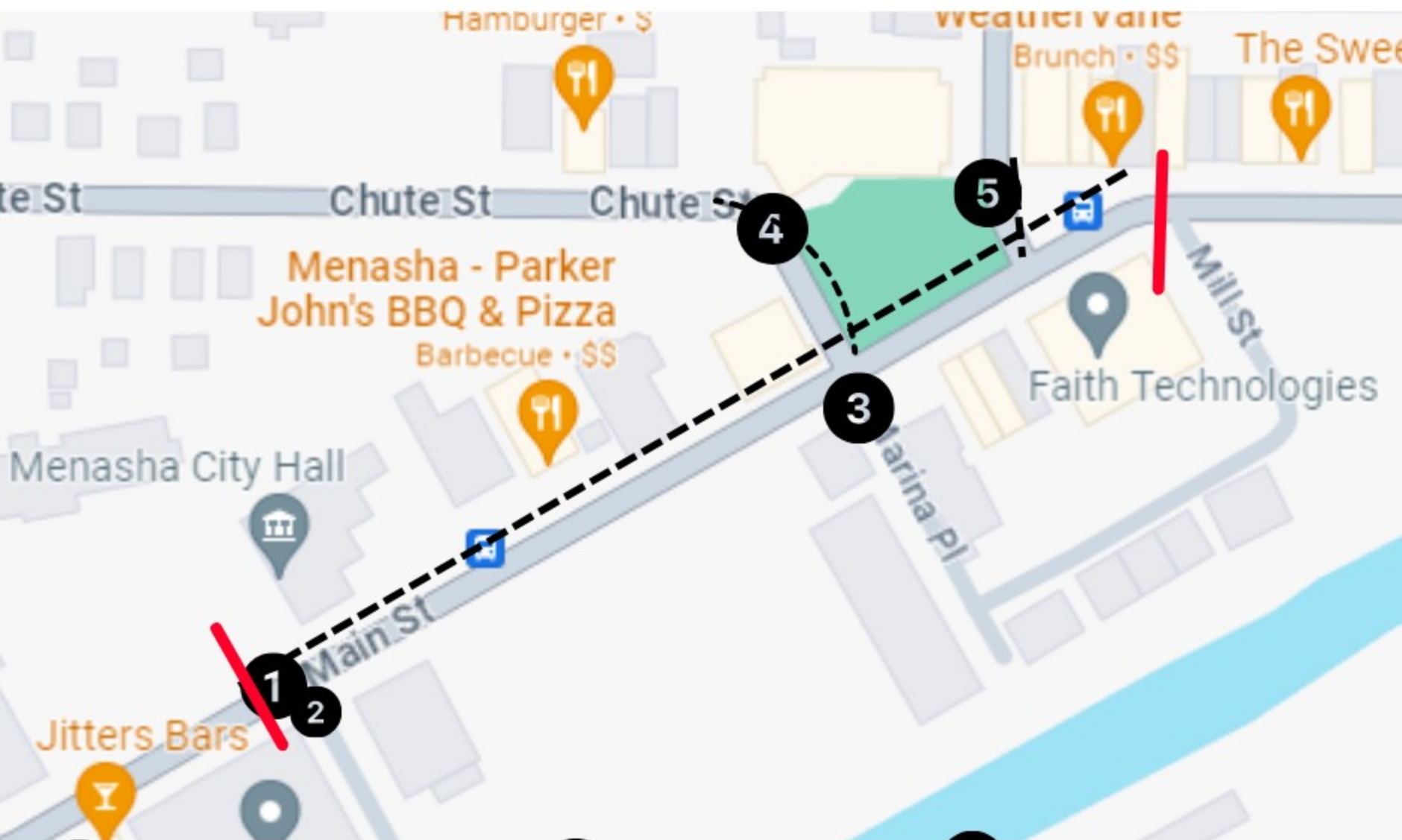
## STAFF USE ONLY

Scheduled Board of Public Works Review Date: 11.3.2025

Scheduled Parks & Recreation Board Review Date: n/a

Scheduled Common Council Review Date: 11.17.2025

Staff Approval: Police Dept. AH Fire Dept. GEN Public Works Dept. [Signature] City Attorney [Signature]



- 1** Dump Truck
- 2** Parks truck
- 3** Parks truck at Marina Terrace Entrance
- 4** Parks Truck
- 5** 2 Squads
- 6** Dump Truck

St closure is the to the west of Center St and to the West of Mill St to allow residents in and out of Mill



## Certificate of Payment

Date: 10/30/2025

Payment Request: 3 (Three)

Contractor: Northeast Asphalt, Inc.

Address: W6380 Design Drive, Greenville, WI 54942

Contract Unit No.: 2025-03

Project Description: Jefferson Park Boat Launch

|                 |                                                  |                 |
|-----------------|--------------------------------------------------|-----------------|
|                 | Original Contract Amount:                        | \$ 1,315,650.00 |
| Change Order 1: | Total Change Orders:                             | \$ -            |
| Change Order 2: | Total Contract Amount (Including Change Orders): | \$ 1,315,650.00 |
| Change Order 3: | Total Earned to Date (Summary Attached):         | \$ 598,709.90   |
| Change Order 4: | Less Retainage: 5.0%                             | \$ 29,935.50    |
|                 | Amount Due:                                      | \$ 568,774.40   |

|                 |               |
|-----------------|---------------|
| Payment 1       | \$ 276,060.50 |
| Payment 2       | \$ 147,406.75 |
| Payment 3       |               |
| Payment 4       |               |
| Payment 5       |               |
| Payment 6       |               |
| Payment 7       |               |
| Current Payment | \$ 145,307.15 |

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 3 (Three) 10/30/25 |                      |
|--------------------------------------|----------|------------------------------------------------------------------------------------------------|---------------|------------------------|----------------------------|----------------------|
|                                      |          |                                                                                                | Unit Price    | Item Total             | Current                    | Total                |
|                                      |          | <b>Base Bid</b>                                                                                |               |                        |                            |                      |
| 1                                    | 1        | Common Excavation and Grading                                                                  | \$ 100,000.00 | \$ 100,000.00          | 1.00                       | \$ 100,000.00        |
| 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           | 4000.00                    | \$ 44,000.00         |
| 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           | 750.00                     | \$ 17,550.00         |
| 8                                    | 1,150    | Ribbon Curb, 24-IN                                                                             | \$ 35.50      | \$ 40,825.00           | 750.00                     | \$ 26,625.00         |
| 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           | 2000.00                    | \$ 34,000.00         |
| 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           | 4.00                       | \$ 20,000.00         |
| 31                                   | 4        | Boarding Dock Including Anchorage                                                              | \$ 35,000.00  | \$ 140,000.00          | 1.00                       | \$ 35,000.00         |
| 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            | 1562.00                    | \$ 6,169.90          |
| <b>Total Base Bid (Items 1 - 43)</b> |          |                                                                                                |               | <b>\$ 1,315,650.00</b> |                            | <b>\$ 598,709.90</b> |



## MEMORANDUM

DATE October 29, 2025  
TO Personnel Committee  
FROM Margaret Struve, City Attorney   
Nick Thorn, Police Chief  
RE Amendment to 2025 Memorandum of Agreement (MOA) – Menasha Professional Police Association WPPA/LEER Local 603 and Proposed 2026 MOA

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Enclosed for your consideration you will find:

- (1) Proposed Amendment to the January 1, 2025 – December 31, 2025 Memorandum of Agreement (MOA) – Menasha Professional Police Association WPPA/LEER Local 603;
- (2) Letter Re: Possible Return of Physical Fitness Incentive Program; and
- (3) Proposed Memorandum of Agreement (MOA) – Menasha Professional Police Association WPPA/LEER Local 603, Effective January 1, 2026 – December 31, 2026.

On November 4, 2024, Common Council unanimously approved the 2025-2027 Menasha Professional Police Association WPA/LEER Local 603 Collective Bargaining Agreement (CBA) and Memorandum of Agreement (MOA). The MOA effectively implemented a new Patrol Schedule that was proposed by the Menasha Professional Police Association WPPA/LEER Local 603 (Police Union), a goal of which was to reduce police overtime costs. Given the unknown nature of the new schedule and overtime impacts, the Parties agreed to use this MOA to test the new schedule. The Parties also agreed to remove the benefit of the Physical Fitness Incentive Program (Program) under Article IV, Section E(4.) of the CBA through the MOA. However, the Parties agreed “to track and analyze overtime and to review the impact of the removal of the Physical Fitness incentive no later than June 1, 2025.” (MOA, p. 1).

The Parties met in conformance with the MOA on May 29, 2025. At that time, the Parties compared tracking techniques and data and agreed that there was insufficient data for City staff to make an informed recommendation on whether or not to ask for an amendment to reverse the removal of the Program. This year, the Police Department experienced unforeseen staffing vacancies and other outside circumstances which posed significant challenges in making a final determination and providing a specific dollar for dollar savings attributed to the new Patrol Schedule and thus deemed indeterminate.



Following the May 29, 2025, meeting, the Parties agreed that should sufficient data and findings occur, then the Program may return with the approval of the Personnel Committee and Common Council, but that the Police Union would have to participate in the Program without knowing whether they would receive the incentive (see enclosed Letter re: "Possible Return of Physical Fitness Incentive Program). The Parties agreed to meet again on October 29, 2025, allowing approximately three additional months of data.

On October 29, 2025, the Parties met and compared data. After such review, Staff noted an overall downward trend in overtime costs in the past few months compared to the first quarter of 2025. As a result of our meeting, Staff are hopeful that these savings will continue on a downward trajectory and as such, have decreased the overall overtime budget for 2026. Staff are confident that the new Patrol Schedule which was proposed by the Police Union is beneficial for the City of Menasha (including for Patrol Officers) and will create overall savings, specifically in patrol officer overtime. Eight (8) Patrol Officers participated in the Program testing in hopes that the Program would return.

Given the foregoing, Staff recommend approval to amend the existing MOA in order to allow for the 2025 Program incentive payment. However, Staff recommend no changes to the existing MOA except as it relates to the effective dates (from 2025 to 2026). This allows the City to continue to analyze the overtime impact of the Patrol Schedule and to handle the Program in similar fashion to this year.

**Staff Recommendations:**

- (1) Approve the Amendment to the 2025 Memorandum of Agreement (MOA) between the City of Menasha and the Menasha Professional Police Association WPPA/LEER Local 603.
- (2) Approve the Memorandum of Agreement (MOA) between the City of Menasha and the Menasha Professional Police Association WPPA/LEER Local 603, Effective January 1, 2026 – December 31, 2026.



**AMENDMENT TO THE MEMORANDUM OF AGREEMENT BY AND BETWEEN THE CITY OF  
MENASHA AND THE MENASHA POLICE PROFESSIONAL ASSOCIATION WPPA/LEER LOCAL 603**

This Amendment to the Memorandum of Agreement ("MOA") ("Amendment"), executed in Menasha, Wisconsin on this \_\_\_\_ day of November 2025, is made effective by and between the City of Menasha (the "City") and the Menasha Police Professional Association WPPA/LEER Local 603 (the "Police Union") (collectively, the "Parties"). The Parties agree that the purpose of this Amendment is for the City to allow payment for those patrol officers who met the requirements for the physical fitness incentive Program during 2025 as if the Program had not been stricken pursuant to the MOA.

The MOA by and between the Parties dated December 3, 2024, and effective January 1, 2025 – December 31, 2025, is amended as follows:

1. As it relates to Article IV – Wages and Wage Benefit, Section E(4.), the Parties agree that the City may allow an incentive payment to those who have completed testing for the Physical Fitness Incentive Program, had the provision not been stricken pursuant to the MOA. Those who have met the testing requirements will receive a lump sum payment of one thousand four hundred dollars (\$1,400.00), paid on a paycheck in December. This sum shall not be added to base wages, nor shall it be included when calculating the hourly rate for purposes of overtime, or the payout of any benefits at termination of employment.
2. All other terms and conditions set forth in the MOA dated not in conflict with this Amendment shall remain the same.

ACCORDINGLY, the Parties hereto have executed this Memorandum of Agreement on the \_\_\_\_ day of \_\_\_\_\_, 2025, by:

CITY OF MENASHA

MENASHA PROFESSIONAL POLICE ASSOCIATION

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Bargaining Chairman

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
City Attorney

\_\_\_\_\_  
President

\_\_\_\_\_  
Luke A Wagner, Business Agent



To: All Police Officers, SROs, Community Liaison Officer and Investigators

From: Chief Nick Thorn

Date: May 29, 2025

RE: **Possible Return** of Physical Fitness Incentive Program

As part of the Memorandum of Agreement (MOA) to the 2025-2027 Collective Bargaining Agreement (CBA), the City and the Union agreed to remove the benefit of the Physical Fitness Incentive Program (Program) under Article IV, Section E(4.). Also under the MOA, the Parties agreed "to track and analyze overtime and to review the impact of the removal of the Physical Fitness incentive provision no later than June 1, 2025." (MOA, p. 1).

As a result of the Parties' May 29, 2025, required review and discussion, the Parties agree that it is possible that the City may approve the return of the Program. In order for this to happen, the Parties must continue to track and analyze overtime and review the impact of the removal of this Program until they meet again in October 2025. If the Parties agree at that time, the internal City team may seek approval from the Personnel Committee and Common Council to amend the MOA to reflect the return the Program in 2025.

Should the Program return as indicated above, those eligible will include those employed on or before April 30, 2025, pursuant to the CBA:

*Officers who desire to participate in this program must indicate their willingness to participate to the Chief of Police or designee in writing no later than April 30, of each year.*

Given the time constraints, those who would be eligible should the Program return must sign and return this form to me by June 30, 2025. Since a person must indicate their willingness to participate in the Program, should a person not fill out this form this will indicate the person is not participating in the Program for 2025.

Please indicate your choice below, sign and return this form to me by June 30, 2025.

\_\_\_ If the Program returns as indicated above, I **will** be participating in the physical fitness incentive for 2025.

\_\_\_ If the Program returns as indicated above, I **will not** be participating in the physical fitness incentive for 2025.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name Printed



## MEMORANDUM

DATE October 29, 2025  
TO Personnel Committee  
FROM Margaret Struve, City Attorney   
Nick Thorn, Police Chief  
RE Amendment to 2025 Memorandum of Agreement (MOA) – Menasha Professional Police Association WPPA/LEER Local 603 and Proposed 2026 MOA

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The Parties met in conformance with the MOA on May 29, 2025. At that time, the Parties compared tracking techniques and data and agreed that there was insufficient data for City staff to make an informed recommendation on whether or not to ask for an amendment to reverse the removal of the Program. This year, the Police Department experienced unforeseen staffing vacancies and other outside circumstances which posed significant challenges in making a final determination and providing a specific dollar for dollar savings attributed to the new Patrol Schedule and thus deemed indeterminate.

Following the May 29, 2025, meeting, the Parties agreed that should sufficient data and findings occur, then the Program may return with the approval of the Personnel Committee and Common Council, but that the Police Union would have to participate in the Program without knowing whether they would receive the incentive (see enclosed Letter re: "Possible Return of Physical Fitness Incentive Program). The Parties agreed to meet again on October 29, 2025, allowing approximately three additional months of data.

On October 29, 2025, the Parties met and compared data. After such review, Staff noted an overall downward trend in overtime costs in the past few months compared to the first quarter of 2025. As a result of our meeting, Staff are hopeful that these savings will continue on a downward trajectory and as such, have decreased the overall overtime budget for 2026. Staff are confident that the new Patrol Schedule which was proposed by the Police Union is beneficial for the City of Menasha (including for Patrol Officers) and will create overall savings, specifically in patrol officer overtime. Eight (8) Patrol Officers participated in the Program testing in hopes that the Program would return.

Given the foregoing, Staff recommend approval to amend the existing MOA in order to allow for the 2025 Program incentive payment. However, Staff recommend no changes to the existing MOA except as it relates to the effective dates (from 2025 to 2026). This allows the City to continue to analyze the overtime impact of the Patrol Schedule and to handle the Program in similar fashion to this year.

**Staff Recommendations:**

- (1) Approve the Amendment to the 2025 Memorandum of Agreement (MOA) between the City of Menasha and the Menasha Professional Police Association WPPA/LEER Local 603.
- (2) Approve the Memorandum of Agreement (MOA) between the City of Menasha and the Menasha Professional Police Association WPPA/LEER Local 603, Effective January 1, 2026 – December 31, 2026.

## **MEMORANDUM OF AGREEMENT**

This Memorandum of Agreement (hereinafter, "MOA") outlines an agreement reached between the City of Menasha and the Menasha Professional Police Association.

This MOA concerns changes to certain articles and/or sections of the January 1, 2025 – December 31, 2027, Collective Bargaining Agreement between City of Menasha and the Menasha Professional Police Association (hereinafter, "Agreement") pertaining to a schedule and shall be used in place of current contract language as described below. Except as specifically described below, all other issues shall be covered by the existing language in the Agreement.

This MOA shall be in effect from January 1, 2026, through December 31, 2026. This MOA will only continue after December 31, 2026, if both parties agree. In the event either party wants to discontinue this MOA following the December 31, 2026, termination date, and does not wish to pursue a continuation following this 2026 term, a notification in writing must be given to the other party by September 1, 2026. The parties agree to review this MOA no later than July 1, 2026. The parties agree to track and analyze overtime and to review the impact of the removal of the Physical Fitness incentive provision no later than June 1, 2026.

### **ARTICLE IV – WAGES AND WAGE BENEFIT**

**A.**

1. Pay rates will be an hourly rate based upon 2007.5 hours worked per year.

...

4. 77.15 hours will be paid each 26 pay periods per year.

5. In a year with 27 pay periods, 74.5 hours will be paid for each pay period.

...

**B. Assignments**

1. The Chief of Police may assign officers to serve as Officers in Charge (OIC). OIC's, who will perform certain duties of a Supervisory Lieutenant. These assignments are not permanent. The selection and duration of such assignments are made at the discretion of the Chief of Police. When so assigned as OIC's, officers shall receive a premium of \$2.00 per hour for all hours worked as an OIC, but not less than two (2) hours for each assignment.
2. The Chief of Police may assign officers to various investigative assignments including criminal investigation, school resource officer (SRO), drug investigation (MEG), and Community Liaison Officer (CLO). The selection and duration of such assignments is made at the discretion of the Chief of Police. Patrol Officers so assigned shall receive a premium of \$1.50 per hour for all hours worked in such assignment, which will include both work days and training days.

3. Officers assigned as Field Training Officers (FTO) shall receive a premium of \$1.00 per hour for all hours worked as a FTO.
4. All premiums listed above (OIC, various investigative assignments including criminal investigation, school resource officer (SRO), drug investigation (MEG), Community Liaison Officer (CLO), and Field Training Officers (FTO) shall be calculated into any overtime rates for overtime worked in those roles.
5. The City shall pay an additional \$200 on the first paycheck in December for any certified Wisconsin Tactical Instructor (DAAT, Firearms, Taser, Vehicle Contact, and SFST), or CSO Trainers if that Officer has participated in that assignment for at least 11 months. Any officer assigned to more than one of the above assignments shall only be entitled to \$200. The City reserves the right to select officers for these assignments.

C. Holidays

3. All officers will receive pay for holidays during the payroll period in which the holiday occurs. Anyone receiving holiday pay who is no longer employed on a holiday for which that officer has been paid will have the holiday pay deleted from their last paycheck.
4. Officers who are required to work on a holiday will receive straight time pay plus time and one-half (total 2-1/2 times) for all hours worked. This includes sign-up overtime and forced overtime. In the case of a force on a holiday, no call-in time shall be paid. In the case where an employee elects to work for another employee who is regularly scheduled (required to work), the employee will receive comp time from the regularly scheduled employee plus time and one-half for all hours worked.

~~D. Differential Pay~~

~~A shift differential will be paid at the rate of forty cents (\$0.40) per hour for all hours actually worked by officers from 6:00 p.m. to 6:00 a.m.~~

E. Clothing Allowance

- ~~4. All officers have the opportunity to participate in a physical fitness incentive program.~~
5. The City will purchase the body armor for all newly-hired officers and shall replace current officer vests on a rotating basis such that 20% of the vests will be replaced each year,

for all officers who certify by November 1<sup>st</sup> of each year that they have worn their approved body armor over the past year.

## **ARTICLE V – WORKING CONDITIONS**

### **A. Work Hours**

1. The normal workday shall consist of either twelve- (12) or eight- (8) hour shifts for shift work officers. There will be four different shifts for shift work officers, including Days, Days Power, Nights Power, and Nights. The normal workday shall consist of eight hours for non-shift working officers with the exception of the Community Liaison Officer.
  - a. To comply with the Fair Labor Standards Act (FLSA), the working period for shift work officers shall be 28 days based upon a work schedule of no more than fifteen working days, and no less than thirteen working days off, on a repeating alternative cycle of a 164-hour 28-day working period and a 144-hour 28-day working period. Scheduled shift work officers' working hours shall not exceed 171 working hours.
    - ii. Each shift work officers' 28-day working period will begin on a specific day in January, with the start date varying among officers and shifts.
  - b. For training, officers will work the training in place of the shift for which he or she was provided off for training. Officers participating in training will complete the full eight (8) or twelve (12) hour shift in the assignment as assigned by the Chief of Police or designee. No employee will be subject to working more than 16 hours in a row without at least a seven (7) hour break unless the employee agrees with the Chief or Designee.
  - c. Officers assigned to various investigative assignments as described in Article IV who normally work a Monday through Friday work schedule, will receive one (1) Kelly day every four weeks as assigned or approved by the officer's supervisor, with a maximum of nine (9) Kelly days per year.
  - d. The Community Liaison Officer will work a flexible 40 hour work week, with weekly hours subject to approval by the employee's supervisor based upon the needs of the position.

**B. Vacations**

1. Vacation with pay shall be given as follows:

| Years of Service | Vacation of Allowance |
|------------------|-----------------------|
| 1                | 88 hours              |
| 6                | 140 hours             |
| 13               | 184 hours             |
| 18               | 228 hours             |

2. A new full-time employee is eligible for up to eighty-eight (88) hours vacation upon hire (pro-rated based on the month of hire). As of January 1, following an employee's date of hire, vacation will be on a calendar year basis.

|           |                 |                 |                  |                  |
|-----------|-----------------|-----------------|------------------|------------------|
| Hired in: | Jan - 88 hours  | Feb - 80 hours  | March - 72 hours | April - 64 hours |
|           | May - 56 hours  | June - 48 hours | July - 40 hours  | Aug - 32 hours   |
|           | Sept - 24 hours | Oct - 16 hours  | Nov - 8 hours    | Dec - 0 hours    |

3. As of January 1 of each calendar year, employees shall be credited with vacation. Additional vacation eligibility during a calendar year shall be credited on January 1. 4. All vacations must be taken in increments of full weeks unless a split vacation is approved by the Police Chief. Full week vacations will take priority over split week vacations for scheduling purposes. The additional vacation days shall be treated as all other single or partial vacation days. Where possible, the Officer should schedule this additional vacation day so as to avoid overtime. Single days shall take priority over partial vacation days.

\*\*\*

[Signatures on following page]



IN WITNESS WHEREOF, the parties hereto have executed this Memorandum of Agreement on the  
\_\_\_\_ day of \_\_\_\_\_, 2025, by:

CITY OF MENASHA

MENASHA PROFESSIONAL POLICE ASSOCIATION

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Bargaining Chairman

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
City Attorney

\_\_\_\_\_  
President

\_\_\_\_\_  
Luke A Wagner, Business Agent



## MEMORANDUM

Date: November 17<sup>th</sup>, 2025

To: Common Council

From: Community Development Department/AD

RE: Certified Survey Map – Lot Division of 1320 Earl Street (Parcel No. 4-00791-00)

---

Chaput Land Surveys, on behalf of the property owners, have submitted a Certified Survey Map (CSM) to divide 1320 Earl St (Parcel No. 4-00791-00) into three (3) lots. All three lots would remain under the same ownership but are intended to be split into smaller lots for ease of sale in the future.

The existing lot is approximately 23.9 acres and consists of 2 large industrial buildings with parking facilities covering 10.5 acres of the site. The remainder of the site is wooded. The newly created lots would range from 6.5 acres to 9 acres, with the industrial building being on two of the three lots and the last lot being completely wooded. The property owner is working with their surveyor to properly record the cross-access agreement between each lot to provide access to the Village of Fox Crossing parcel that is currently being used to access the parcel from Earl Street and will be recorded separately.

The City of Menasha Future Land Use Map shows this area as Industrial. This category includes manufacturing, wholesale, distribution, transportation, and repair/maintenance uses. The I-1 Heavy Industrial Use and I-2 General Industrial Use are listed as acceptable zoning districts within the Industrial future land use category. There will be no change in zoning done to these parcels at this time.

The size, setbacks, and dimension requirements meet city standards for the I-1 Heavy Industrial District. Furthermore, the proposed CSM will not create any zoning nonconformities.

**Staff and the Plan Commission recommend approval of the Certified Survey Map as presented dividing 1320 Earl Street (Parcel No. 4-00791-00), contingent upon proper recording of the cross-access agreement.**



# City of Menasha Application Subdivision & Certified Survey Map

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

## APPLICANT INFORMATION

Petitioner: Devin Bailey Date: 9/26/25  
Petitioner's Address: 710 N. Plankinton Ave. Suite #720 City: Milwaukee State: WI Zip: 53203  
Telephone #: (414) 292-1399 Fax: ( ) N/A Other Contact # or Email: devin@chaputland  
Status of Petitioner (Please Circle): Owner Representative Tenant Prospective Buyer surveys.com  
Petitioner's Signature (required): [Signature] Date: 9/26/25

## OWNER INFORMATION

Owner(s): Menasha Corporation Date: 9/26/25  
Owner(s) Address: 1645 Bergstrom Rd City: Neenah State: WI Zip: 54956  
Telephone #: (920) 751-1816 Fax: ( ) Other Contact # or Email: jason.karls@menasha.com  
Ownership Status (Please Circle): Individual Trust Partnership Corporation

## Property Owner Consent: (required)

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

Property Owner's Signature: [Signature] Date: 9/29/25  
MENASHA CORPORATION  
Jason Karls, Treasurer

## SUBDIVISION INFORMATION

(Please Circle): Residential Commercial/Industrial Other

Approvals Requested (Please Circle): Preliminary Subdivision Plat\* Final Subdivision Plat Certified Survey Map

\*If preliminary plat, is the entire area owned or controlled by subdivider included? Yes Yes No No

Location of Proposed Project: 1320 Earl St. Menasha, WI 54952

Zoning Classification: I-2 Heavy Industrial District

Reason for Division: Land division for resale

Proposed Number of Lots: 3 Proposed Lot Sizes: Min. 6.62A Max. 8.94ac Average 8.09A

Acres in Parcel(s): Lot 1 = 6.62 A; Lot 2 = 8.94 A; Lot 3 = 8.71 A

Proposed Project Type (include use of buildings and property): Industrial

Current Use of Property (include existing structures): Industrial

Staff \_\_\_\_\_ Date Rec'd \_\_\_\_\_



Significant Natural Amenities (slopes, vegetation, large tree stands, etc.): None Observed

Floodplains, navigable streams, wetlands, and other development restrictions: There are Wetlands on the property

Variances- List and explain any requested variances from the Subdivision Regulations: None

**\*\*Please note that a meeting notice will be mailed to all abutting property owners regarding your request.**

**SUBMITTAL REQUIREMENTS – Must accompany the application to be complete.**

➤ **Basic Materials**

- ☐ Completed Application
- ☐ Legal Description of Site
- ☐ One (1) full size paper print of the preliminary or final plat prepared in accordance with City Subdivision Regulations
- ☐ Ten (10) copy of the subdivision plat reduced to 11" x 17"
- ☐ Ten (10) copies of the Certified Survey Map
- ☐ Digital Copy of Preliminary Plat, Final Plat, or CSM in .pdf and .dwg format

➤ **Plat Data**

- ☐ Title
- ☐ Legal description and general location of property
- ☐ Date, scale and north arrow
- ☐ Names and addresses of the owner, subdivider, and land surveyor preparing the plat
- ☐ Entire area contiguous to the proposed plat owned or controlled by the subdivider shall be included on the preliminary plat
- ☐ Exterior boundaries
- ☐ Contours
- ☐ Water elevations and date observed
- ☐ Location, rights-of-way widths and names
- ☐ Location and names of any adjacent subdivisions
- ☐ Type, width and elevation of existing street pavements within the plat or adjacent thereto
- ☐ Location, size, and invert elevation of existing infrastructure items such as sewers, manholes, power poles, etc.
- ☐ Locations of all existing property boundary lines
- ☐ Dimensions of all lots with proposed lot and block numbers
- ☐ Location and dimensions of any sites to be reserved or dedicated for parks, trails, playgrounds, drainage ways, or other public use, or which are to be used for group housing, shopping centers, church sites, or other non-public uses not requiring lotting
- ☐ Radii of all curves to include curve table showing all curve data
- ☐ Corporate limit lines
- ☐ Any proposed lake and/or stream access
- ☐ Any proposed lake and stream including the notice of application for Dept. of Natural Resources' approval, when applicable
- ☐ Location of environmentally sensitive areas (wetlands, floodplains, navigable streams, etc.)

**For further information see Section 14-1-1 through 14-1-19 of City of Menasha Subdivision Regulations for Submittal Requirements**

**FEE SCHEDULE**

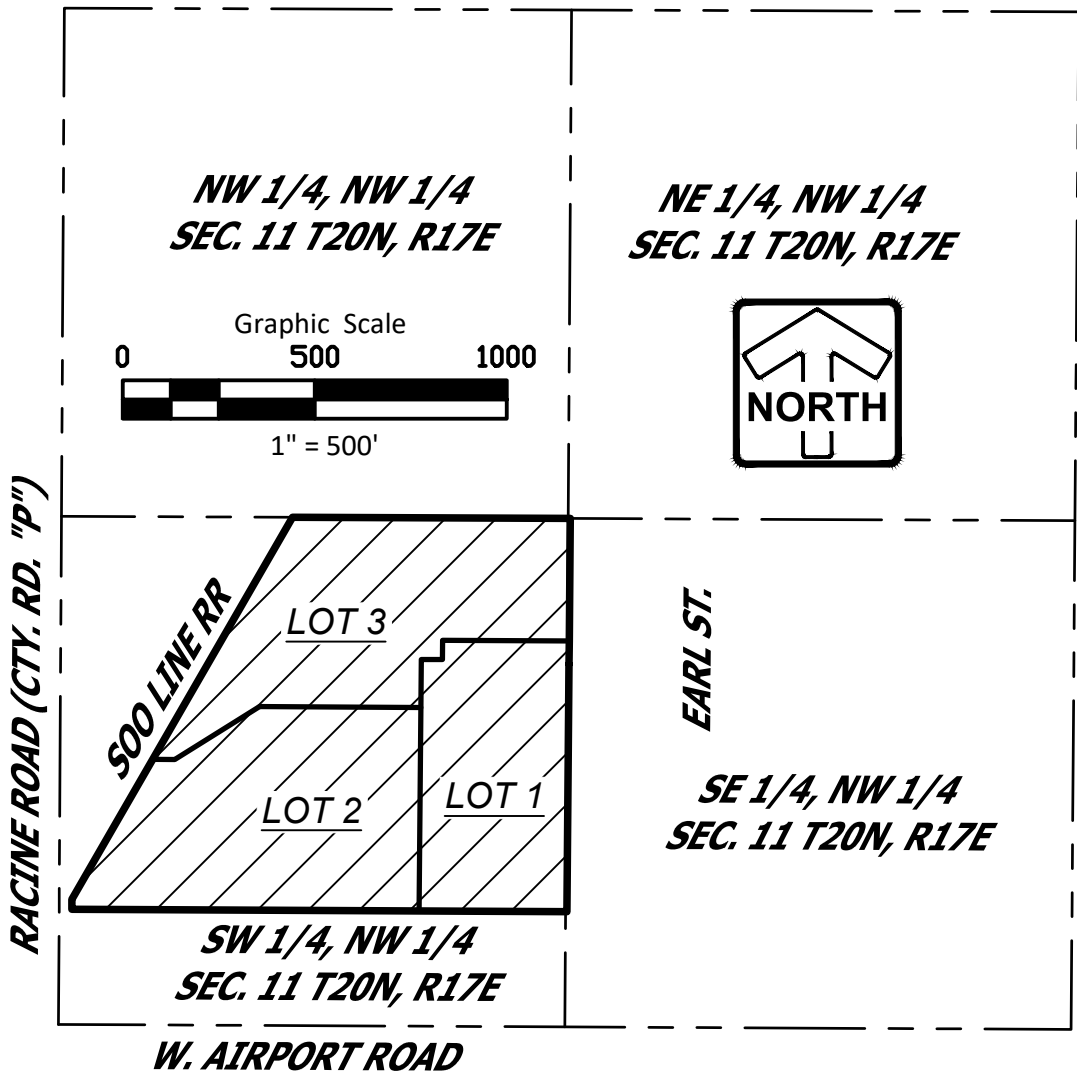
Land Division/CSM - \$150.00 plus \$25.00 per lot  
Preliminary Plat - \$125.00  
Final Plat - \$250.00 plus \$25.00 per lot

For more information please contact the Community Development Department at (920) 967-3650

CERTIFIED SURVEY MAP  
NO. \_\_\_\_\_

That part of the Southwest 1/4 of the Northwest 1/4 of Section 11, Township  
20 North, Range 17 East, in the City of Menasha, Winnebago County,  
Wisconsin.

VICINITY MAP  
SCALE 1"=500'



NOTE:

- Reciprocal access easement with tax parcel #740079300 per Document No. 759805, blanket easement, affects property, not shown on survey.
- All bearings are referenced to the Wisconsin County Coordinate System, Winnebago county, in which the North line of the NW 1/4, Sec. 11 bears N89°47'19"E.
- Flood Zone Classification: The property lies with in Zone "X" of the Flood Insurance Rate Map Community Panel No. 55139C0105E with an effective date of MARCH 17, 203. Zone "X" areas are determined to be outside the 0.2% annual chance floodplain.
- This CSM is wholly contained within the property described in the following recorded instruments: Doc. No. 578191.
- Contours have a 2' interval and are from 2022 Winnebago County LIDAR from county GIS.
- Wetlands were delineated on September 11, 2025 by Evergreen Consultants LLC.
- Access for Lot 1, 2, & 3 to Earl Street to be granted by a separate access easement to be recorded.

LEGEND:

- - Denotes Found 1" Iron Pipe
- - Denotes Found 3/4" Iron Rebar
- - Denotes Set 3/4" X 18" Iron Rebar, 1.5 LBS./FT.
- (R) - Denotes "Recorded As"

Tax Key No. 740079100 (Part)

Zoned:I-1 Heavy industrial  
Owner:MENASHA CORPORATION  
Municipality:City of Menasha

**CHAPUT**  
**LAND SURVEYS**

234 W. Florida Street  
Milwaukee, WI 53204

414-224-8068  
www.chaputlandsurveys.com

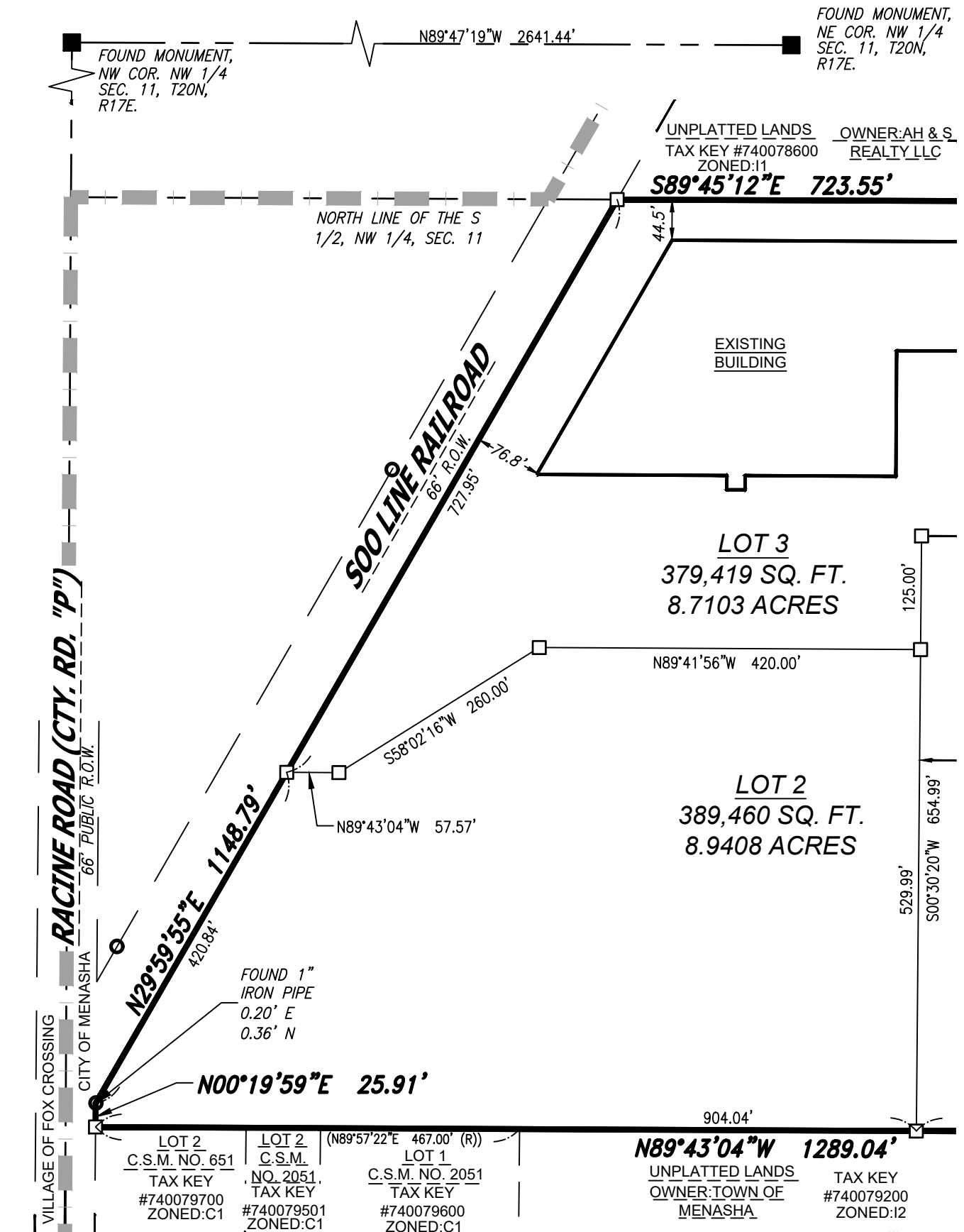
This instrument was drafted by John P. Konopacki  
Professional Land Surveyor S-2461

Date: October 24, 2025  
Survey No. 6630.00-JWD  
Sheet 1 of 14 Sheets



# CERTIFIED SURVEY MAP NO. \_\_\_\_\_

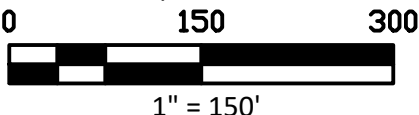
That part of the Southwest 1/4 of the Northwest 1/4 of Section 11, Township 20 North, Range 17 East, in the City of Menasha, Winnebago County, Wisconsin.



## LEGEND:

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Graphic Scale



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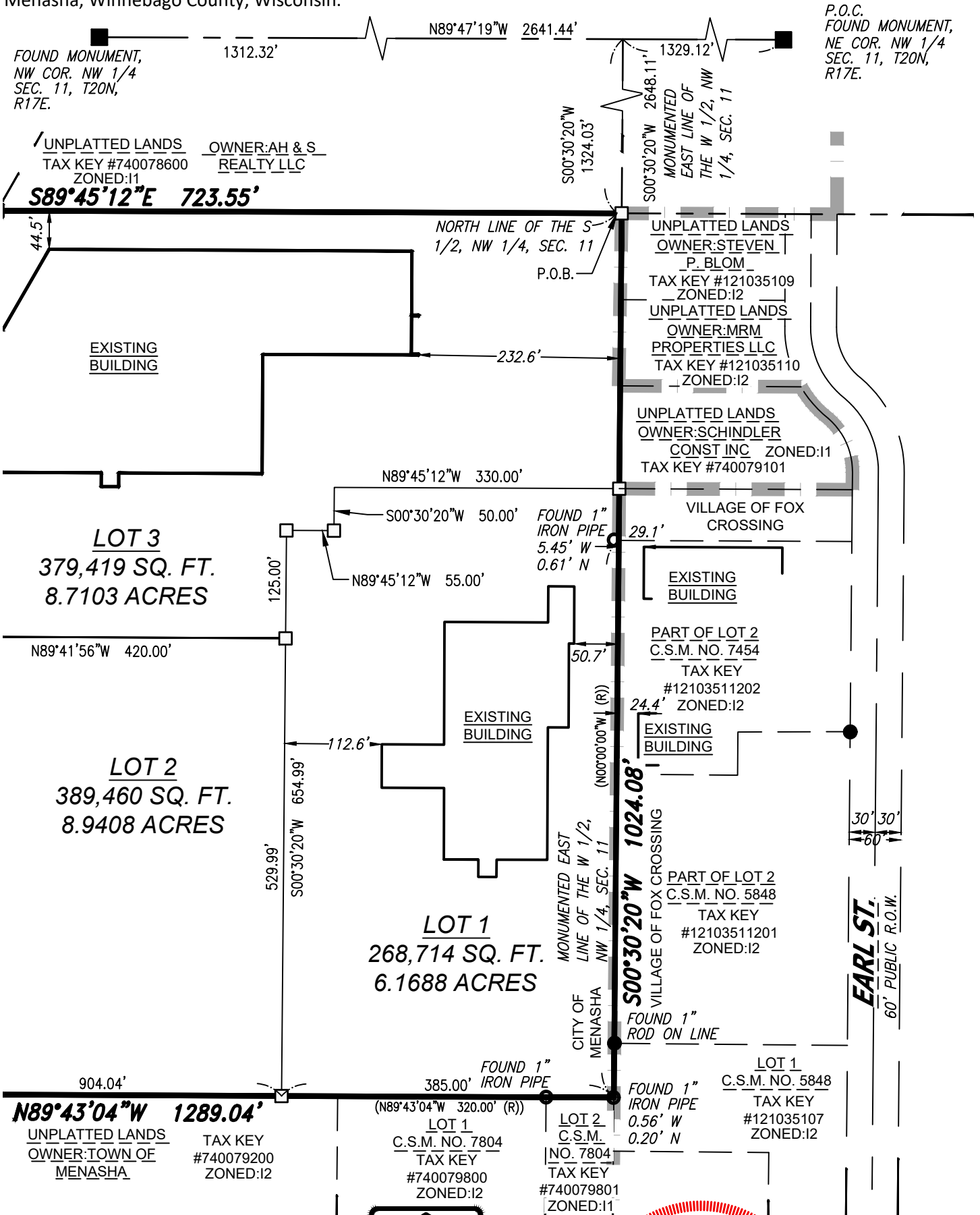
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Sheet 2 of 14 Sheets



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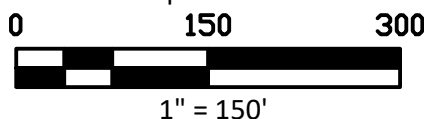


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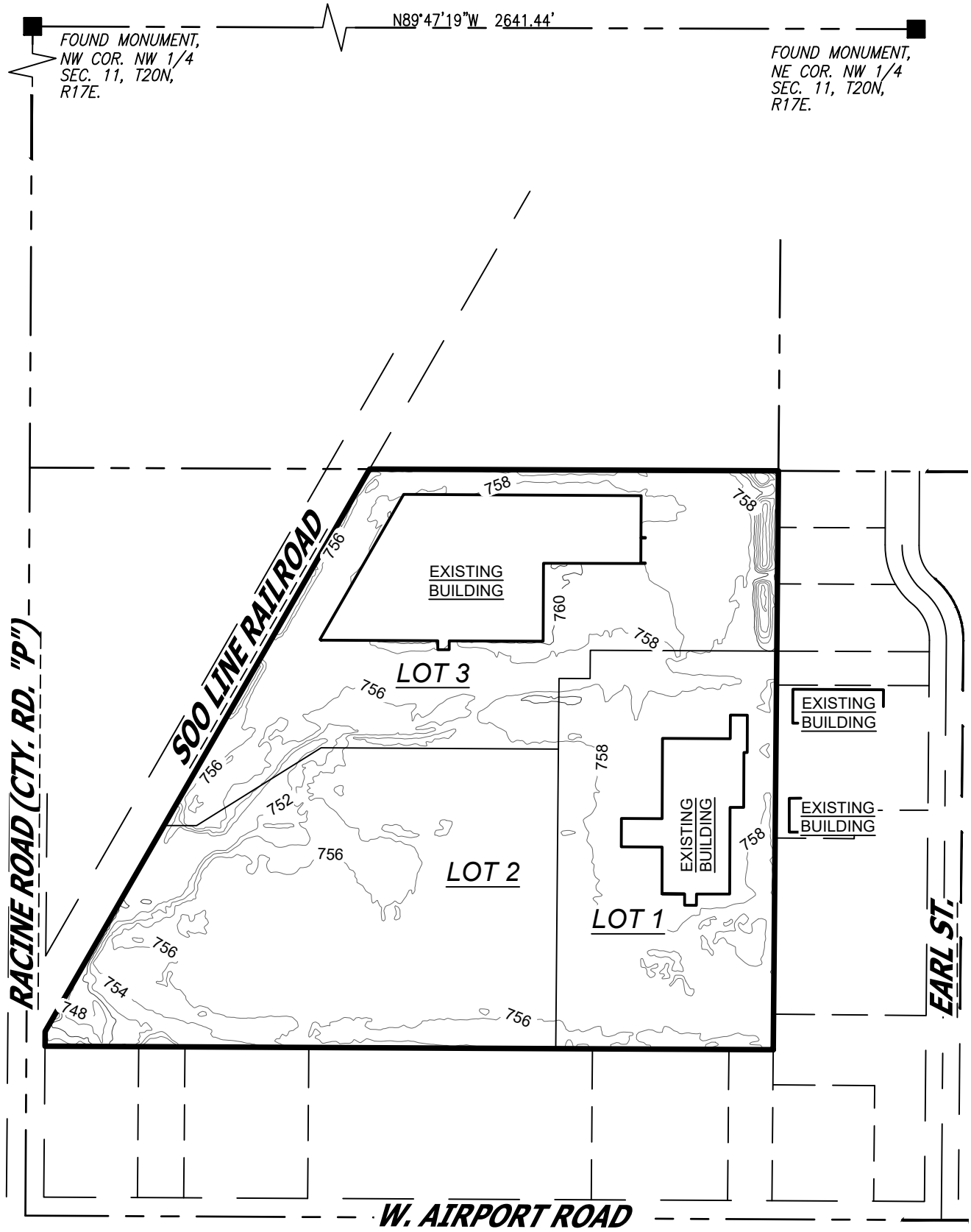


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Professional Land Surveyor S-2461

Date: October 24, 2025  
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Sheet 3 of 14 Sheets

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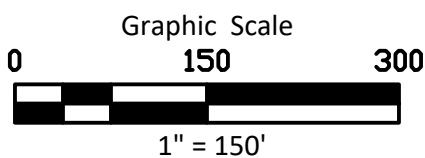
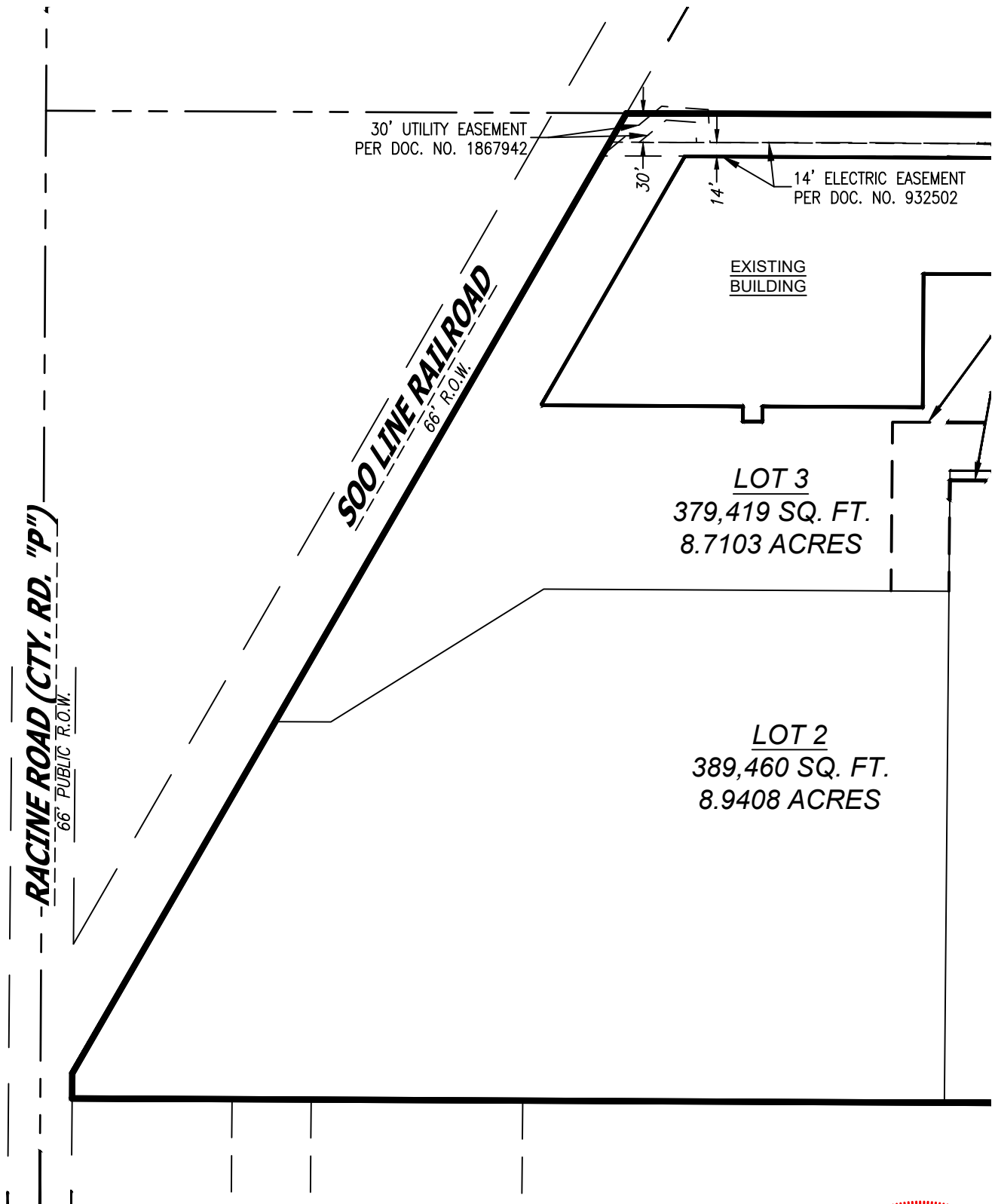
Date: October 24, 2025  
Survey No. 6630.00-JWD  
Sheet 4 of 14 Sheets



# CERTIFIED SURVEY MAP NO. \_\_\_\_\_

That part of the Southwest 1/4 of the Northwest 1/4 of Section 11, Township 20 North, Range 17 East, in the City of Menasha, Winnebago County, Wisconsin.

## EASEMENTS OF RECORD



**CHAPUT**  
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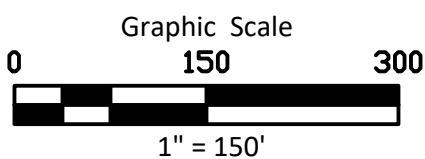
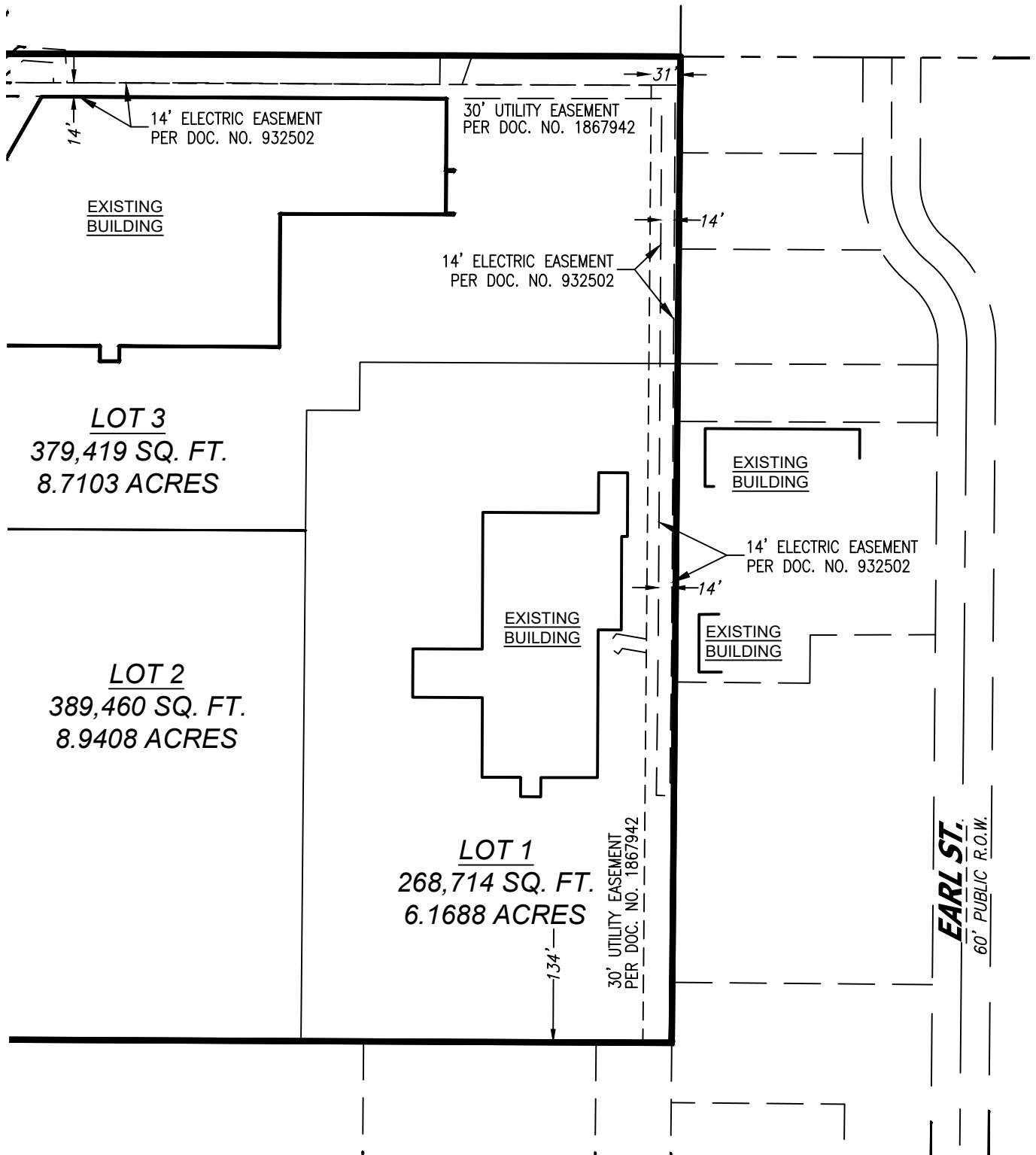
This instrument was drafted by John P. Konopacki  
Professional Land Surveyor S-2461

Date: October 24, 2025  
Survey No. 6630.00-JWD  
Sheet 5 of 14 Sheets

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## EASEMENTS OF RECORD



**CHAPUT**  
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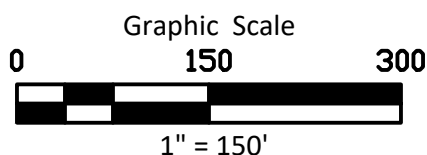
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Survey No. 6630.00-JWD  
Sheet 6 of 14 Sheets

That part of the Southwest 1/4 of the Northwest 1/4 of Section 11, Township 20 North, Range 17 East, in the City of Menasha, Winnebago County, Wisconsin.



# CHAPUT

## LAND & SURVEYS

414-224-8068  
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This instrument was drafted by John P. Konopacki  
Professional Land Surveyor S-2461

Date: October 24, 2025  
Survey No. 6630.00-JWD  
Sheet 7 of 14 Sheets

That part of the Southwest 1/4 of the Northwest 1/4 of Section 11, Township 20 North, Range 17 East, in the City of Menasha, Winnebago County, Wisconsin.

The map displays the following wetland areas and their square footages:

- WETLAND 1: 3,342 SQUARE FEET
- WETLAND 2: 23,089 SQUARE FEET
- WETLAND 3: 8,005 SQUARE FEET
- WETLAND 4: 28,333 SQUARE FEET
- WETLAND 6: 4,281 SQUARE FEET
- WETLAND 7: 9,238 SQUARE FEET
- WETLAND 8: 25,354 SQUARE FEET

Key labeled points include L1, L30, L32, L10, L55, L60, L120, L111, L70, L110, L200, L80, L84, L90, L97, L100, L210, L220, L230, L190, L160, L180, L170, L187, L270, L264, L260, L259, L276, L280, L278, L290, L309, L310, L375, L320, L300, L323, L302, L295, L287, L277, L186, L258, L308, L306, L307, and L308.

The map also shows the P.O.C. (Point of Contact) for WETLAND 1 and the P.O.C. for WETLANDS 4, 6, 7, & 8.



# CHAPUT

## LAND & SURVEYS

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Milwaukee, WI 53204

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Sheet 8 of 14 Sheets

CERTIFIED SURVEY MAP NO. \_\_\_\_\_

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WETLAND LINE TABLE

| LINE TABLE |             |          | LINE TABLE |             |          | LINE TABLE |             |          | LINE TABLE |             |          | LINE TABLE |             |          |
|------------|-------------|----------|------------|-------------|----------|------------|-------------|----------|------------|-------------|----------|------------|-------------|----------|
| LINE NO.   | BEARING     | DISTANCE | LINE NO.   | BEARING     | DISTANCE | LINE NO.   | BEARING     | DISTANCE | LINE NO.   | BEARING     | DISTANCE | LINE NO.   | BEARING     | DISTANCE |
| L1         | S29°59'55"W | 7.55'    | L41        | N37°12'41"E | 13.50'   | L81        | N87°00'08"E | 77.20'   | L121       | S81°40'34"W | 25.58'   | L161       | S56°51'46"E | 43.96'   |
| L2         | S60°00'05"E | 3.67'    | L42        | N48°25'45"E | 17.82'   | L82        | S61°10'58"W | 0.07'    | L122       | N82°57'13"W | 13.95'   | L162       | N62°21'39"E | 6.16'    |
| L3         | N69°01'30"E | 7.07'    | L43        | S77°34'55"E | 22.78'   | L83        | N85°15'37"E | 33.57'   | L123       | S65°59'20"W | 30.96'   | L163       | N62°21'50"E | 5.53'    |
| L4         | S57°10'01"E | 4.13'    | L44        | S70°33'41"E | 21.03'   | L84        | N89°28'03"E | 55.99'   | L124       | S63°18'36"W | 23.42'   | L164       | S75°58'32"E | 11.65'   |
| L5         | S38°23'41"W | 7.17'    | L45        | S64°53'38"E | 16.71'   | L85        | N87°22'12"E | 7.76'    | L125       | S56°58'47"W | 20.01'   | L165       | S83°11'10"E | 25.02'   |
| L6         | S41°13'36"W | 26.99'   | L46        | N73°30'54"E | 27.57'   | L86        | S83°20'31"E | 5.41'    | L126       | S51°23'25"W | 12.69'   | L166       | S89°32'58"E | 8.37'    |
| L7         | S26°57'27"W | 51.64'   | L47        | N55°01'35"E | 5.18'    | L87        | N75°25'41"E | 7.02'    | L127       | S44°39'08"W | 19.52'   | L167       | S55°57'06"E | 24.47'   |
| L8         | S29°18'34"W | 128.05'  | L48        | N37°54'58"E | 103.54'  | L88        | N89°22'37"E | 9.25'    | L128       | S31°28'32"W | 9.63'    | L168       | S41°25'50"E | 1.03'    |
| L9         | S28°56°51"W | 101.50'  | L49        | N37°01'04"E | 31.51'   | L89        | N84°21'39"E | 4.52'    | L129       | S32°29'34"W | 30.47'   | L169       | S41°26'03"E | 4.94'    |
| L10        | S38°03'43"W | 13.73'   | L50        | N38°34'20"E | 35.19'   | L90        | S47°27'21"E | 4.48'    | L130       | S34°54'13"W | 84.63'   | L170       | S41°25'56"E | 19.96'   |
| L11        | N89°10'19"W | 3.50'    | L51        | N55°49'46"E | 52.55'   | L91        | S06°02'27"E | 3.54'    | L131       | S48°02'09"W | 25.12'   | L171       | S50°16'03"W | 49.81'   |
| L12        | S30°34'17"W | 63.47'   | L52        | N55°13'37"E | 26.43'   | L92        | S86°42'20"W | 10.62'   | L132       | S49°32'10"W | 17.95'   | L172       | S60°46'37"W | 22.09'   |
| L13        | S50°30'38"E | 2.80'    | L53        | N40°46'39"W | 22.43'   | L93        | N86°35'16"W | 10.39'   | L133       | S55°27'53"W | 23.11'   | L173       | N48°15'00"W | 46.43'   |
| L14        | S28°06'10"W | 31.49'   | L54        | N34°08'45"W | 10.43'   | L94        | S89°38'42"W | 10.60'   | L134       | S66°43'54"W | 22.10'   | L174       | N39°03'48"W | 49.96'   |
| L15        | S29°10'54"W | 62.62'   | L55        | N47°23'47"E | 8.87'    | L95        | N76°32'51"W | 7.19'    | L135       | S59°17'21"W | 28.92'   | L175       | N40°25'47"W | 25.18'   |
| L16        | S47°48'03"W | 8.97'    | L56        | S57°30'01"E | 8.90'    | L96        | N23°06'02"E | 3.14'    | L136       | S40°42'30"W | 40.87'   | L176       | N83°04'08"W | 25.95'   |
| L17        | N89°10'19"W | 2.62'    | L57        | S74°34'05"E | 17.19'   | L97        | S89°28'03"W | 55.99'   | L137       | S20°36'50"W | 33.00'   | L177       | S80°37'13"W | 14.39'   |
| L18        | N53°38'20"W | 3.76'    | L58        | S77°04'43"E | 34.58'   | L98        | S04°45'56"E | 4.51'    | L138       | S73°44'06"W | 47.17'   | L178       | S85°55'52"W | 15.69'   |
| L19        | N17°55'42"E | 3.94'    | L59        | S73°24'49"E | 33.11'   | L99        | S85°27'32"W | 5.20'    | L139       | S36°17'38"W | 9.75'    | L179       | S67°14'47"W | 9.33'    |
| L20        | N32°22'04"E | 54.96'   | L60        | S85°02'16"E | 17.04'   | L100       | S80°29'56"W | 10.10'   | L140       | S62°08'49"W | 23.48'   | L180       | N87°39'24"W | 15.72'   |
| L21        | N29°32'25"E | 35.99'   | L61        | S88°31'27"E | 18.21'   | L101       | S87°37'52"W | 28.32'   | L141       | N84°49'06"W | 22.01'   | L181       | S77°13'07"W | 12.90'   |
| L22        | N47°33'39"E | 9.67'    | L62        | S84°25'30"E | 11.77'   | L102       | S85°18'15"W | 35.96'   | L142       | N81°37'03"W | 10.78'   | L182       | N76°44'42"W | 20.28'   |
| L23        | N30°34'17"E | 63.47'   | L63        | S85°15'49"E | 13.29'   | L103       | S87°59'27"W | 19.88'   | L143       | S37°32'49"W | 34.30'   | L183       | N82°52'18"W | 11.46'   |
| L24        | N39°46'39"W | 4.03'    | L64        | N87°42'15"E | 11.81'   | L104       | S83°59'28"W | 28.25'   | L144       | S27°23'29"W | 42.22'   | L184       | N49°21'36"W | 8.92'    |
| L25        | N22°11'49"E | 10.80'   | L65        | N89°00'46"E | 13.30'   | L105       | S80°32'03"W | 24.58'   | L145       | S38°00'42"W | 48.84'   | L185       | N03°09'56"E | 5.11'    |
| L26        | N29°18'57"E | 99.03'   | L66        | N87°46'54"E | 8.49'    | L106       | S86°04'11"W | 12.17'   | L146       | N29°59'55"E | 501.96'  | L186       | N89°43'04"W | 523.45'  |
| L27        | N32°30'47"E | 41.63'   | L67        | N80°41'10"E | 16.10'   | L107       | S71°50'39"W | 13.45'   | L147       | S60°00'05"E | 162.81'  | L187       | N00°16'56"E | 380.24'  |
| L28        | N29°06'26"E | 25.52'   | L68        | N76°16'57"E | 15.38'   | L108       | S63°41'03"W | 12.61'   | L148       | N43°07'26"E | 6.28'    | L188       | N83°07'01"W | 18.80'   |
| L29        | N29°06'26"E | 59.41'   | L69        | N71°43'51"E | 17.59'   | L109       | S49°43'45"W | 20.45'   | L149       | S66°40'00"E | 3.93'    | L189       | N13°23'08"W | 31.74'   |
| L30        | N14°51'25"E | 1.45'    | L70        | N63°23'09"E | 9.42'    | L110       | S49°54'56"W | 24.77'   | L150       | S82°50'41"E | 7.34'    | L190       | N45°07'33"W | 22.86'   |
| L31        | N30°04'04"E | 12.59'   | L71        | N52°20'53"E | 6.42'    | L111       | S54°19'08"W | 31.15'   | L151       | N89°45'56"E | 9.70'    | L191       | N16°05'23"W | 21.83'   |
| L32        | N32°14'32"E | 73.12'   | L72        | N50°40'48"E | 18.74'   | L112       | S64°14'11"W | 20.10'   | L152       | N85°54'20"E | 15.15'   | L192       | N37°54'27"W | 25.32'   |
| L33        | N29°59'55"E | 128.16'  | L73        | N52°15'31"E | 14.92'   | L113       | S66°14'49"W | 14.97'   | L153       | N73°56'02"E | 6.43'    | L193       | N03°09'26"E | 27.47'   |
| L34        | N30°00'47"E | 337.50'  | L74        | N53°39'57"E | 22.82'   | L114       | S76°30'39"W | 9.16'    | L154       | S81°50'50"E | 18.60'   | L194       | N49°39'57"E | 36.42'   |
| L35        | S19°11'48"E | 11.57'   | L75        | N44°54'57"E | 17.17'   | L115       | S83°17'07"W | 17.51'   | L155       | S51°57'12"E | 5.96'    | L195       | N50°13'09"E | 13.77'   |
| L36        | S15°53'39"W | 15.40'   | L76        | N63°06'51"E | 13.22'   | L116       | S68°20'04"W | 4.03'    | L156       | S59°58'08"E | 6.99'    | L196       | N39°12'39"E | 13.35'   |
| L37        | S27°23'29"W | 11.51'   | L77        | N70°07'03"E | 13.89'   | L117       | S88°13'42"W | 21.21'   | L157       | S83°34'36"E | 16.23'   | L197       | N24°16'24"W | 6.07'    |
| L38        | S30°15'14"W | 25.62'   | L78        | N76°43'16"E | 16.01'   | L118       | S89°44'33"W | 14.86'   | L158       | N59°03'26"E | 6.32'    | L198       | N00°48'42"E | 15.42'   |
| L39        | S00°49'35"W | 9.15'    | L79        | N83°52'39"E | 21.40'   | L119       | N88°23'00"W | 31.93'   | L159       | N47°19'19"E | 7.03'    | L199       | N28°46'51"E | 11.20'   |
| L40        | N85°06'54"E | 5.75'    | L80        | N81°38'18"E | 20.74'   | L120       | N85°07'53"W | 29.59'   | L160       | S88°40'56"E | 38.98'   | L200       | S49°43'06"E | 6.48'    |



CHAPUT LAND SURVEYS

234 W. Florida Street Milwaukee, WI 53204 414-224-8068 www.chaputlandsurveys.com

This instrument was drafted by John P. Konopacki Professional Land Surveyor S-2461

Date: October 24, 2025 Survey No. 6630.00-JWD Sheet 9 of 14 Sheets

CERTIFIED SURVEY MAP NO. \_\_\_\_\_

That part of the Southwest 1/4 of the Northwest 1/4 of Section 11, Township 20 North, Range 17 East, in the City of Menasha, Winnebago County, Wisconsin.

WETLAND LINE TABLE

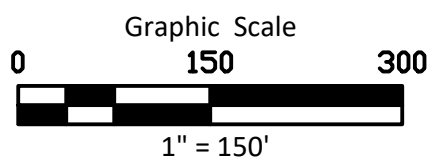
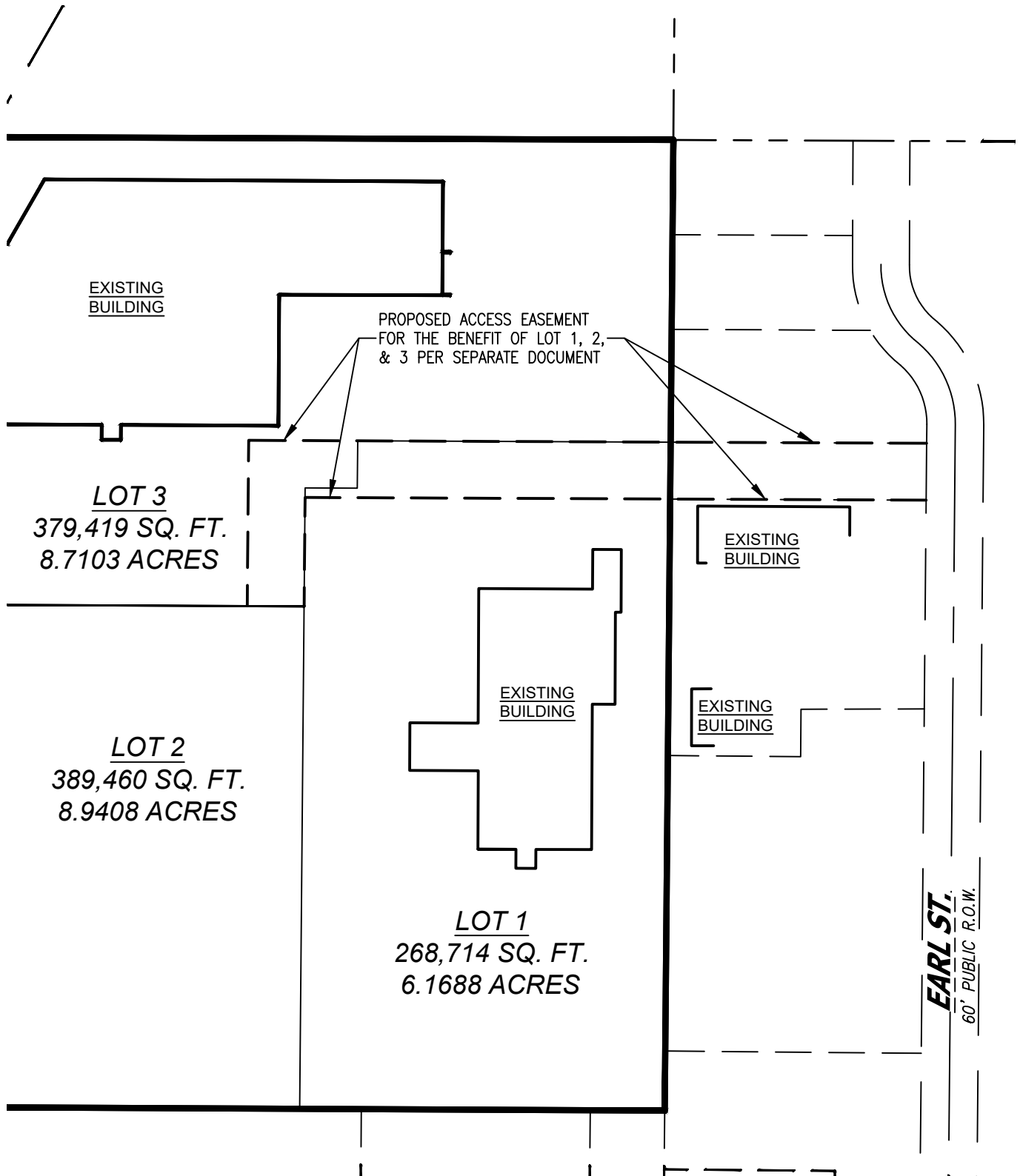
| LINE TABLE |             |          | LINE TABLE |             |          | LINE TABLE |             |          | LINE TABLE |             |          |
|------------|-------------|----------|------------|-------------|----------|------------|-------------|----------|------------|-------------|----------|
| LINE NO.   | BEARING     | DISTANCE | LINE NO.   | BEARING     | DISTANCE | LINE NO.   | BEARING     | DISTANCE | LINE NO.   | BEARING     | DISTANCE |
| L201       | S70°40'50"E | 11.38'   | L241       | S68°10'52"W | 6.57'    | L281       | S88°46'06"E | 14.22'   | L321       | S04°33'37"E | 46.45'   |
| L202       | S73°08'04"E | 22.24'   | L242       | S85°13'18"W | 14.93'   | L282       | S82°33'42"E | 12.30'   | L322       | S12°03'17"W | 28.57'   |
| L203       | N69°18'56"E | 7.28'    | L243       | N16°14'08"W | 7.39'    | L283       | S87°59'58"E | 11.60'   | L323       | S72°57'40"W | 18.42'   |
| L204       | S46°53'24"E | 9.77'    | L244       | N47°15'56"E | 20.62'   | L284       | N79°39'36"E | 12.02'   |            |             |          |
| L205       | S20°38'12"E | 9.98'    | L245       | N72°41'50"E | 16.77'   | L285       | S81°02'46"E | 11.58'   |            |             |          |
| L206       | S03°16'48"E | 6.21'    | L246       | S61°51'41"E | 13.18'   | L286       | N82°48'41"E | 13.01'   |            |             |          |
| L207       | N84°36'06"E | 12.22'   | L247       | S54°23'26"E | 19.86'   | L287       | N09°02'31"W | 5.29'    |            |             |          |
| L208       | N64°44'57"E | 12.15'   | L248       | S54°23'25"E | 12.58'   | L288       | S83°37'44"W | 10.56'   |            |             |          |
| L209       | N80°46'05"E | 7.49'    | L249       | S82°11'03"E | 15.19'   | L289       | N88°29'35"W | 39.65'   |            |             |          |
| L210       | S64°11'47"E | 3.63'    | L250       | S17°33'04"E | 20.49'   | L290       | N74°12'34"W | 26.93'   |            |             |          |
| L211       | S57°04'31"E | 9.32'    | L251       | S46°46'51"E | 10.46'   | L291       | N00°27'48"E | 7.78'    |            |             |          |
| L212       | S86°10'05"E | 7.34'    | L252       | N89°43'04"W | 16.88'   | L292       | N47°08'14"E | 16.16'   |            |             |          |
| L213       | N50°35'12"E | 5.65'    | L253       | S89°43'04"E | 277.34'  | L293       | S70°14'56"E | 21.17'   |            |             |          |
| L214       | S87°55'26"E | 6.03'    | L254       | N79°12'21"E | 37.58'   | L294       | N23°12'25"E | 10.52'   |            |             |          |
| L215       | S19°13'41"E | 18.90'   | L255       | S85°35'38"E | 55.88'   | L295       | S79°33'15"E | 58.59'   |            |             |          |
| L216       | N44°36'32"E | 10.99'   | L256       | S83°03'43"E | 27.63'   | L296       | N07°19'52"W | 43.95'   |            |             |          |
| L217       | N21°43'29"E | 9.95'    | L257       | N89°43'04"W | 120.06'  | L297       | N03°35'14"W | 33.22'   |            |             |          |
| L218       | N88°56'21"E | 3.63'    | L258       | N89°43'04"W | 380.19'  | L298       | N07°37'02"E | 49.92'   |            |             |          |
| L219       | N53°55'42"E | 14.17'   | L259       | N00°16'56"E | 70.30'   | L299       | N02°15'47"E | 46.93'   |            |             |          |
| L220       | N53°55'18"E | 1.00'    | L260       | S89°19'17"W | 14.46'   | L300       | S46°18'17"E | 56.52'   |            |             |          |
| L221       | N53°55'43"E | 4.05'    | L261       | N28°12'28"W | 20.91'   | L301       | S36°13'36"E | 59.69'   |            |             |          |
| L222       | S89°50'21"E | 18.26'   | L262       | S84°16'06"W | 26.32'   | L302       | S79°03'27"E | 18.84'   |            |             |          |
| L223       | S87°34'03"E | 14.93'   | L263       | N58°57'21"W | 6.08'    | L303       | N12°45'40"E | 74.66'   |            |             |          |
| L224       | N83°18'16"E | 4.64'    | L264       | N05°35'49"W | 7.75'    | L304       | N61°33'59"E | 19.44'   |            |             |          |
| L225       | S38°32'41"E | 19.46'   | L265       | N61°56'53"E | 21.22'   | L305       | N03°07'11"E | 59.41'   |            |             |          |
| L226       | S00°06'13"E | 35.55'   | L266       | N10°38'54"E | 7.29'    | L306       | S89°27'08"E | 4.93'    |            |             |          |
| L227       | S17°31'32"W | 14.92'   | L267       | N61°02'58"E | 31.21'   | L307       | S00°30'20"W | 253.58'  |            |             |          |
| L228       | N72°08'01"W | 15.49'   | L268       | S84°47'35"E | 40.66'   | L308       | N89°43'04"W | 187.53'  |            |             |          |
| L229       | S67°20'43"W | 25.45'   | L269       | S45°44'01"E | 7.49'    | L309       | N00°16'56"E | 84.02'   |            |             |          |
| L230       | S39°50'38"W | 30.48'   | L270       | S45°44'11"E | 4.24'    | L310       | N83°14'40"W | 24.29'   |            |             |          |
| L231       | S40°19'27"W | 22.70'   | L271       | S54°10'14"E | 24.61'   | L311       | N66°52'43"W | 17.55'   |            |             |          |
| L232       | S69°40'57"W | 11.36'   | L272       | S20°57'34"E | 13.12'   | L312       | N41°25'31"W | 12.91'   |            |             |          |
| L233       | S69°37'43"W | 20.63'   | L273       | S72°46'44"W | 22.81'   | L313       | N27°54'53"W | 30.46'   |            |             |          |
| L234       | S43°43'58"W | 37.22'   | L274       | S81°20'57"W | 29.86'   | L314       | N50°01'33"W | 49.00'   |            |             |          |
| L235       | S28°03'16"W | 17.39'   | L275       | S74°32'43"W | 4.14'    | L315       | N23°07'19"E | 38.08'   |            |             |          |
| L236       | S81°24'47"W | 48.20'   | L276       | S49°18'05"W | 12.04'   | L316       | N62°14'48"E | 12.65'   |            |             |          |
| L237       | S89°43'04"E | 246.72'  | L277       | N89°43'04"W | 274.07'  | L317       | S63°22'07"E | 31.17'   |            |             |          |
| L238       | N33°06'14"W | 7.80'    | L278       | N84°25'07"E | 23.34'   | L318       | S79°00'11"E | 48.19'   |            |             |          |
| L239       | N43°17'54"W | 18.63'   | L279       | N87°42'52"E | 13.43'   | L319       | S50°15'45"E | 0.16'    |            |             |          |
| L240       | N74°35'11"W | 42.57'   | L280       | N75°42'50"E | 11.97'   | L320       | S50°15'33"E | 24.77'   |            |             |          |



# CERTIFIED SURVEY MAP NO. \_\_\_\_\_

That part of the Southwest 1/4 of the Northwest 1/4 of Section 11, Township 20 North, Range 17 East, in the City of Menasha, Winnebago County, Wisconsin.

## EASEMENT DETAIL



**CHAPUT**  
LAND SURVEYS

234 W. Florida Street  
Milwaukee, WI 53204

414-224-8068  
www.chaputlandsurveys.com

This instrument was drafted by John P. Konopacki  
Professional Land Surveyor S-2461

Date: October 24, 2025  
Survey No. 6630.00-JWD  
Sheet 11 of 14 Sheets



# CERTIFIED SURVEY MAP NO. \_\_\_\_\_

That part of the Southwest 1/4 of the Northwest 1/4 of Section 11, Township 20 North, Range 17 East, in the City of Menasha, Winnebago County, Wisconsin.

## SURVEYOR'S CERTIFICATE

STATE OF WISCONSIN}  
:SS  
MILWAUKEE COUNTY}

I, JOHN P. KONOPACKI, a professional land surveyor, do hereby certify:

THAT I have survey, divided and mapped that part of the Southwest 1/4 of the Northwest 1/4 of Section 11, Township 20 North, Range 17 East, in the City of Menasha , Winnebago County, Wisconsin, bounded and described as follows:

Commencing at the Northeast corner of the Northwest 1/4 of said Section 11; thence North 89°47'19" West along the North line of said section, 1329.12 feet to the monumented East line of said West 1/2 of said Northwest 1/4; thence South 00°30'20" West along said East line, 1324.03 feet to the North line of the South 1/2 of said Northwest 1/4 and the Point of Beginning of lands hereinafter described:

Thence continuing South 00°30'20" West along said monumented East line 1024.08 feet; thence North 89°43'04" West, 1289.04 feet to the East line of Racine Road (County Trunk Highway "P"); thence North 00°19'59" East along said East line, 25.91 feet to the Southeast line of the Soo Line Railroad Right of Way; thence North 29°59'55" East along said Southeast line, 1148.79 feet to the aforesaid North line of the South 1/2 of said Northwest 1/4; thence South 89°45'12" East along said North line, 723.55 feet to the Point of Beginning.

Containing 1,037,593 square feet or 23.8199 acres of land.

THAT I have made this survey, land division and map by the direction of Menasha Corporation, owners of said land.

THAT such map is a correct representation of all the exterior boundaries of the land surveyed and the land division thereof made.

THAT I have fully complied with the provisions of Section 236.34 of the Wisconsin Statutes, the Land Division Ordinances of the City of Menasha in surveying, dividing and mapping the same.

DATE: October 24, 2025

\_\_\_\_\_  
JOHN P. KONOPACKI  
PROFESSIONAL LAND SURVEYOR S-2461



**CHAPUT**  
**LAND SURVEYS**

234 W. Florida Street  
Milwaukee, WI 53204  
414-224-8068  
www.chaputlandsurveys.com

This instrument was drafted by John P. Konopacki  
Professional Land Surveyor S-2461

Date: October 24, 2025  
Survey No. 6630.00-JWD  
Sheet 12 of 14 Sheets

CERTIFIED SURVEY MAP NO. \_\_\_\_\_

That part of the Southwest 1/4 of the Northwest 1/4 of Section 11, Township 20 North, Range 17 East, in the City of Menasha, Winnebago County, Wisconsin.

OWNER'S CERTIFICATE

MENASHA CORPORATION, a corporation duly organized and existing under and by virtue of the laws of the State of Wisconsin, as owner, does hereby certify that said corporation caused the land described on this certified survey map to be surveyed, divided, and mapped as represented on this certified survey map.

MENASHA CORPORATION, as owner, does further certify that this certified survey map is required by Chapter 236 of the Wisconsin State Statutes to be submitted to the following for approval:

IN WITNESS WHEREOF, the said \_\_\_\_\_ has caused these presents to be signed by Jason Karls, Treasurer, at (city) \_\_\_\_\_, \_\_\_\_\_ County, Wisconsin, on this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

In the presence of:

\_\_\_\_\_  
Name (signature) - Title

STATE OF WISCONSIN)  
\_\_\_\_\_ COUNTY ) SS

Personally came before me this \_\_\_\_\_ day of \_\_\_\_\_, 2025, (name) \_\_\_\_\_, (title) \_\_\_\_\_, of the above named corporation limited liability company, to me known to be the persons who executed the foregoing instrument, and to me known to be such \_\_\_\_\_ (title) of said corporation limited liability company, and acknowledged that they executed the foregoing instrument as such officer as the deed of said corporation limited liability, by its authority.

\_\_\_\_\_  
Notary Public  
Name: \_\_\_\_\_  
State of Wisconsin  
My Commission Expires: \_\_\_\_\_

CHAPUT  
LAND SURVEYS

234 W. Florida Street  
Milwaukee, WI 53204  
414-224-8068  
www.chaputlandsurveys.com

This instrument was drafted by John P. Konopacki  
Professional Land Surveyor S-2461

Date: October 24, 2025  
Survey No. 6630.00-JWD  
Sheet 13 of 14 Sheets



CERTIFIED SURVEY MAP NO. \_\_\_\_\_

That part of the Southwest 1/4 of the Northwest 1/4 of Section 11, Township 20 North, Range 17 East, in the City of Menasha, Winnebago County, Wisconsin.

COMMON COUNCIL RESOLUTION

Resolved, that this certified survey map in the City of Menasha, Winnebago County, MENASHA CORPORATION, the property owner, is hereby approved by the Common Council of the City of Menasha.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

I hereby certify that the foregoing is a copy of a resolution adopted by the Common Council of the City of Menasha

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

TREASURER'S CERTIFICATE

We, being the duly elected, qualified, and acting treasurers' of the City of Menasha and Winnebago County, do hereby certify that in accordance with the records in our office, there are no unredeemed tax sales and unpaid taxes, or special assessments on and of the land included in this certified survey map.

\_\_\_\_\_  
City Treasurer

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
County Treasurer

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date





## MEMORANDUM

Date: November 13, 2025  
To: Common Council  
From: Megan Sackett, Director Parks and Recreation Dept/ms  
RE: Aquatic Facility Proposal Award

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As part of the 2025 budget, the City allocated funding to begin the design of the new aquatic facility at Jefferson Park. In early October 2025, the City issued a Request for Proposal (RFP) seeking qualified firms to lead the design and development of the aquatic facility. The RFP outlined four phases of work—Conceptual Design, Technical Design/Engineering, Project Bidding, and Construction Oversight—and emphasized the importance of community engagement, cost estimating, and overall project leadership.

Five firms submitted proposals. Each proposal was evaluated based on the following criteria:

- Experience in aquatic facility design
- Qualifications of key personnel
- Approach to public engagement
- Clarity of project plan and timeline
- Understanding of the Jefferson Park Vision Plan
- Ability to deliver cost-effective solutions
- Past project outcomes and references

The staff review committee evaluated the proposals independently of the fee proposals. MSA received the highest cumulative score prior to consideration of the associated fee proposal. Although the RFP outlined four phases of work, the proposal fee was focused solely on the first phase of conceptual design with a future separate contract for technical design services and construction oversight.

Below is a summary of fees of the proposals received:

**Firm**

|                           |           |
|---------------------------|-----------|
| MSA Professional Services | \$78,000  |
| Confluence                | \$94,735  |
| Graef                     | \$99,832  |
| Williams Architects       | \$117,500 |
| RDG Planning & Design     | \$149,634 |

Based on the evaluation of criteria along with the fee proposal, staff recommend selecting MSA Professional Services, Inc. with Water Technology, Inc. as the preferred consultant for the Jefferson Park Aquatic Facility project.

MSA and WTI demonstrated:

- Strong technical expertise in aquatic facility design and engineering
- A comprehensive and realistic approach aligned with the City's goals
- A clear understanding of community engagement and stakeholder facilitation
- A detailed and competitive fee proposal relative to the scope of work
- Proven performance on comparable aquatic facility projects
- An understanding of project needs extending beyond Phase 1
- Recognition of the project's financial needs, including an in-house funding specialist

Their proposal reflects the capability to lead the project from conceptual design through technical development and to position the project for successful public review, funding, bidding, and eventual construction.

#### Recommendation

Park Board recommends approval for the selection of MSA Professional Services, Inc. to provide conceptual design services for the Jefferson Park Aquatic Facility not to exceed \$78,000.





## Jefferson Park Aquatic Facility Design City of Menasha | October 27, 2025

*Your Place on the Water,  
Reimagined for the Next Generation.*







October 27, 2025

Megan Sackett, Director of Parks and Recreation  
100 Main Street, Suite 200  
Menasha, WI 54952

Re: Jefferson Park Aquatic Facility Design Proposal

Dear Megan,

MSA Professional Services, Inc. (MSA), in partnership with Water Technology, Inc. (WTI), is enthusiastic about the opportunity to collaborate with the City of Menasha on the design of a transformative aquatic facility, one that reflects your waterfront identity, builds on the Jefferson Park Vision Plan, and serves as a lasting community asset. Congratulations on turning the page from your previous aquatic facility and embracing a bold vision for the next chapter. Our team is well-positioned to support the City in opening the new facility by Spring 2027.

WTI, a leading international acclaimed aquatic design firm with deep Wisconsin roots, joins MSA in offering a seamless, full-service team with unmatched expertise in aquatic planning, design, and operations. Together, we've successfully delivered many aquatic facilities including locations in Appleton, Evansville, and Wisconsin Rapids that balance innovation, operational efficiency, and community identity.

We understand this project is more than a pool; it's a community focal point for gathering, learning, and recreation. In this proposal we have developed a custom tailored approach to expedite and bring forward a creative community-centered process, help build buy-in, and assist in identifying funding opportunities to make this vision a reality.

Our team has done this before and will do it again by supporting the City with strong project leadership from concept through construction, resulting in a new Aquatic Center that fosters wonderful user experiences, community pride and the region to partake in your very special place on the water.

Please feel free to contact me at (608) 355-8884 or [carndt@msa-ps.com](mailto:carndt@msa-ps.com) with any questions.

We welcome the opportunity to connect and explore how our team can help Menasha realize its vision for Jefferson Park. We're ready to listen, collaborate, and deliver a facility that reflects your values and serves future generations.

Sincerely,  
MSA Professional Services, Inc.

A handwritten signature in black ink, appearing to read 'E. Carter Arndt'.

E. Carter Arndt, AIA, NCARB  
Project Architect & Project Manager

A handwritten signature in black ink, appearing to read 'Daniel Rammer'.

Dan Rammer, PE  
Client Liaison & Civil Project Engineer

## WHY THE MSA TEAM STANDS OUT!

**Local Roots, National Reach, and Proven Partnership:** MSA and WTI combine deep Wisconsin roots with national aquatic leadership. Our partnership has delivered successful aquatic centers in Appleton, Evansville, and Wisconsin Rapids, facilities that reflect thoughtful design, operational efficiency, and strong community support.

**Cold-Climate Aquatic Design:** We design for Wisconsin's climate, prioritizing energy efficiency, winter adaptability, and long-term operational value.

**Engagement and Visual Communication:** MSA's engagement toolbox, StoryMaps, surveys, pop-up booths, and referendum support builds public trust and momentum. WTI's immersive renderings and transparent design philosophy support safety and staffing efficiency.

**Funding Strategy and Support:** MSA has helped clients secure over \$625M in grants and low-interest loans. Our funding specialists are ready to help Menasha identify and pursue financial support.

**Full-Service Team:** MSA offers architecture, engineering, landscape, MEP, and funding services under one roof. WTI adds specialized aquatic design and operational insight, streamlining delivery and coordination.

**Construction Administration:** Our team brings decades of experience managing municipal aquatic projects, advocating for quality, compliance, and timely delivery.

**Commitment to Menasha:** With our Appleton office just 11 miles from Jefferson Park, we offer local access and regional familiarity. Our approach reflects Menasha's priorities, accessibility, water safety, sustainability, and community engagement, and is designed to deliver a facility that embodies the Jefferson Park Vision Plan and serves the community for generations.

>> *MSA acknowledges receipt of Addenda A and B.*





*A Splash of Innovation,  
A Wave of Community Connection.*



## TABLE OF CONTENTS

### FIRM INFORMATION

1

Showcasing our services, structure, and key contacts.

### EXECUTIVE SUMMARY

2

Highlighting our commitment, qualifications, and readiness to lead your project.

### PROJECT TEAM

3

Introducing the experts driving your project forward.

### PROJECT EXPERIENCE

7

Demonstrating success through relevant, proven work.

### PROJECT APPROACH AND UNDERSTANDING

11

Outlining how we'll manage and deliver your vision.

### PROJECT PLAN AND TIMELINE

14

Mapping out milestones to keep your project on track.



## MSA PROFESSIONAL SERVICES – LEAD

MSA Professional Services, Inc. (MSA) specializes in the creative and sustainable development of communities. We achieve this by building honest, open relationships that go beyond the project to become a trusted source of expertise and support for immediate challenges and long-term goals. Big or small, we do whatever it takes to meet each need, working to make communities stronger in the process. **It's more than a project. It's a commitment.** MSA's roots reach back to 1919. Our firm is over 500 employees strong, including engineers, architects, landscape architects, planners, funding experts, surveyors, GIS specialists, environmental scientists, and other specialists who serve clients nationally. MSA excels at aquatics, parks and recreation, and helping clients identify grant and funding sources and then delivering high-quality, cost-effective solutions.

### SERVICES PROVIDED/UTILIZED FOR THIS PROJECT:

- Team Leadership
- Architecture Design
- HVAC, Electrical, Plumbing, and Fire Protection Engineering
- Funding
- Site Civil and Structural Engineering
- Landscape Architecture
- Public Engagement
- Park and Recreation Planning



Visit [www.msa-ps.com](http://www.msa-ps.com) for a comprehensive overview of the services MSA offers. Given our extensive range of services tailored to municipalities, we have provided the abbreviated list above to highlight those most relevant to this project.



#### Local Office Only 11 Miles Away!

2901 E. Enterprise Avenue  
Suite 500  
Appleton, WI 54913  
~ 39 employees

**500+**  
TEAM  
MEMBERS

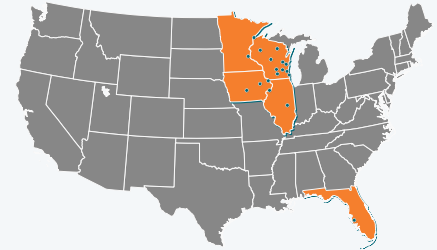


#### Type of Corporation

100% ESOP  
S Corporation

**44**  
Industry Awards  
Earned Since 2017

Established  
1962



**MSA 18** OFFICE  
LOCATIONS

#### Additional Midwest Locations & Employee Counts

Baraboo, WI (104), Beaver Dam, WI (21), Cedar Rapids, IA (10), Champaign, IL (17), Des Moines, IA (27), Dubuque, IA (22), Duluth, MN (22), Kiel, WI (23), Madison, WI (108), Marshfield, WI (25), Mequon, WI (14), Milwaukee, WI (32), Quad Cities, IA/IL (10), Rhinelander, WI (20), Rice Lake, WI (17), St. Paul, MN (40)



**\$625+ MILLION**

GRANTS & LOW-INTEREST LOANS  
We've helped our clients  
secure to help offset the cost  
of infrastructure projects

\*Office locations have been identified on each key personnel resume on pages 4-6.

**Main Project Contact:** E. Carter Arndt, Project Architect & Project Manager | (608) 355-8884 | [carndt@msa-ps.com](mailto:carndt@msa-ps.com)

## WATER TECHNOLOGY INC. – AQUATICS SPECIALIST

The WTI team is a highly qualified group of individuals comprised of creative architects, landscape architects, engineers, designers, business developers and administrators, all with a passion for aquatics. Together, we combine our talents to develop original, aquatic facilities from concept to reality. In addition, WTI maintains solid relationships with other consultants and contractors and continues to set the standards in the aquatic industry across the United States and around the world.

- Established in 1983
- Largest Aquatic Design Firm in North America, Staff of 70+
- Quality Control Implementation
- Collaborative Team Process
- International Portfolio

### SERVICES PROVIDED/UTILIZED FOR THIS PROJECT:

- Aquatic Planning, Aquatic Design, Aquatic Engineering, and Construction Administration



Visit [wtiworld.com](http://wtiworld.com) for a full overview of WTI's services.

Type of Corporation  
S Corporation

Established 1983

Office Location  
100 Park Avenue  
Beaver Dam, WI 53916

**2** US OFFICE  
LOCATIONS





## STATEMENT OF INTEREST AND QUALIFICATIONS

MSA, in partnership with WTI, is pleased to submit our proposal to lead the design and delivery of the Jefferson Park Aquatic Facility. We are ready to support the City of Menasha from visioning through construction, delivering a facility that reflects community values, supports water safety, and enhances Jefferson Park for generations to come.

We understand the significance of this project to Menasha's identity as Your Place on the Water. Our team is well-positioned to build on the Jefferson Park Vision Plan and WTI's prior evaluation of the aquatic facility, providing continuity and maintaining project momentum. Jefferson Park is a regional destination and cherished gathering space, and the envisioned aquatic facility will serve as a cornerstone for inclusive recreation, education, and multigenerational connection.

MSA and WTI bring deep expertise in aquatic facility design, with a strong record of successful projects in Appleton, Evansville, and Wisconsin Rapids, each completed with public support and operational success.



Our work at Witter Park Aquatic Center earned a WRMCA Complex Project Award, demonstrating our ability to deliver transformative, multiseason facilities that exceed expectations.

Our Appleton office, located just 11 miles from Jefferson Park, offers direct access to local staff who understand the region's aquatic needs, community values, and municipal processes. With deep ties to the Fox Valley, we are committed to being engaged, responsive, and present throughout every phase of the project.

*We see this as a once-in-a-generation opportunity to create a transformative aquatic facility—one that honors Menasha's waterfront legacy, meets evolving community needs, and strengthens Jefferson Park as a regional destination. **We're excited to partner with the City to bring this inclusive, community-loved vision to life.***

We offer a full-service team with expertise in architecture, engineering, landscape design, aquatics, sound systems, pool furniture procurement, and funding. Our phased approach, master planning, public engagement, design, and construction, is tailored to Menasha's goals, timeline, and budget. We deliver everything from renderings and budget projections to technical specifications and construction documents, with a focus on operational efficiency and long-term value.

»» *Our Wisconsin-based aquatic centers are built for durability and seasonal flexibility, featuring amenities such as warming houses, climbing walls, slide complexes, and lazy rivers. We design for meaningful participation, incorporating inclusive features like zero-depth entries, ADA-accessible bathhouses, and sensory-friendly play zones..*

We understand Menasha's priorities: accessibility, water safety, sustainability, and community engagement. Our outreach tools, StoryMaps, surveys, pop-up booths, and referendum support, build public trust and momentum. We will collaborate with City staff to facilitate outreach meetings, gather input from diverse stakeholders, and develop materials that foster consensus and support. Our funding specialists have helped clients secure over \$625M in grants and low-interest loans, and we're ready to assist Menasha in identifying and pursuing financial support.

As lead consultant, MSA will serve as the City's advocate, managing quality, compliance, and timely delivery. Should the City extend construction oversight services, our team is prepared to continue as a trusted partner, providing continuity and responsive administration throughout the build. Our collaborative approach emphasizes transparency, responsiveness, and long-term partnership with City staff, elected officials, and the public.

*Together, Bringing the Strength of **500+** Aquatic Projects Completed in Wisconsin.*



## ONE TEAM. ONE VISION. ONE SOLUTION.



*Designing with Purpose:  
Inclusive, Local, and  
Built to Endure.*

Services will be provided in collaboration between MSA and WTI. MSA will serve as the team leader and primary client contact, overseeing site assessment, coordination of utilities, park/dry-play amenities, and architectural, mechanical, and structural systems. WTI will focus on all aspects of aquatics, from operations and maintenance to the physical design of the pools and equipment, bringing specialized expertise in aquatic center planning, schematic design, engineering, and cost estimating. Our broad knowledge of both park and aquatic facilities supports accurate forecasting and informed decision-making throughout the project.



### A FULLY INTEGRATED TEAM FOR JEFFERSON PARK

**MSA + WTI offer a one-stop-shop team with expertise in aquatic design, architecture, engineering, and public engagement.** Our coordinated approach includes in-house specialists in structural, electrical, plumbing, HVAC, aquatic sound, and furnishings, streamlining communication and maintaining consistency across all phases. From concept and outreach to technical design and construction oversight, we can deliver a modern, accessible aquatic facility that reflects the City's vision.



### FUNDING EXPERTISE

MSA's funding team helps bring projects to life by identifying, bundling, and managing funding sources. With deep experience across grant, loan, and principal forgiveness programs, we navigate complex requirements, coordinate timelines, and handle program details, maximizing financial support for community-driven projects.



### COMMUNITY ENGAGEMENT

We believe aquatic facilities should reflect the people they serve. Our team leads inclusive outreach to engage residents, nonprofits, businesses, and local leaders, building a shared vision through tools that reach all ages, abilities, and backgrounds. This approach builds trust, strengthens support, and results in a facility the whole community can take pride in.

## PARKS AND RECREATION EXPERTISE

**We work closely with communities to build greater awareness of residents' wants and needs.**

How residents perceive the quality of life within their community can be attributed to the quality of parks and recreational facilities available to them. MSA has helped numerous clients through the planning, development, and revitalization of recreational amenities, including aquatic facilities, parks, waterfront developments, multiuse paths, and athletic facilities.

MSA designs and reimagines aquatic and recreational facilities that promote engagement, community pride, and quality of life. We help secure funding to make these visions a reality. From splash pads to Olympic-sized pools, our designs serve all ages and abilities. Features can stand alone or be integrated into larger park settings with amenities like bathhouses, concessions, sports courts, and trails. Whatever your vision, we help bring it to life with the right splash factor.





**Project Architect  
& Project Manager**35 Years  
Experience

33 Years With MSA

 Baraboo, WI**E. Carter Arndt, AIA, NCARB**

B.A., Architecture, Iowa State University

Project Architect, WI, IA, IL | National Council of Architectural Registration Boards

Carter is a municipal architect with a specialty in parks and recreation and serves as MSA's Aquatic Team Leader. He is dedicated to planning and designing dynamic facilities that respond to their environment, context, and the communities they serve. His design experience includes new construction, additions, and remodeling of parks, recreation facilities, community centers, and aquatic complexes. Carter brings deep expertise in designing inclusive, community-centered aquatic and civic facilities.

**Similar Project Experience**

- Erb Park and Pool, Appleton, WI
- Witter Park Aquatic Center, Wisconsin Rapids, WI
- Evansville Aquatic Center, Splash Pad and Parks, Evansville, WI
- Sunset Pool, Elkhorn, WI

**Key Skills**

- \$90 M+ in aquatic projects
- Designs aquatic and civic spaces that reflect community priorities
- Conducts feasibility studies and cost evaluations to guide planning
- Applies universal design and ADA principles for inclusive access
- Specializes in parks, recreation, and municipal architecture

**Architectural  
Designer**7 Years  
Experience

7 Years With MSA

 Baraboo, WI**Justine Good**

B.S., Architecture, University of Wisconsin-Milwaukee

American Institute of Architects - Wisconsin

Justine's experience includes project CAD drafting and detailing in Revit and AutoCAD to develop construction drawings and working directly with the project architect. Some of her other experiences include reviewing shop drawings and digital model development.

**Similar Project Experience**

- Evansville Aquatic Center, Splash Pad and Parks, Evansville, WI
- Randolph Community Pool, Randolph, WI
- Memorial Park, Barneveld, WI
- Fireman's Park, Verona, WI

**Key Skills**

- Develops construction documents that support civic and community infrastructure
- Contributes to public works and park facility design through detailed drafting
- Applies digital modeling tools to enhance design clarity and coordination
- Supports construction administration through shop drawing review

**Aquatics Project  
Director**41 Years  
Experience

28 Years With WTI

 Beaver Dam, WI**Matt Freeby, AIA, LEED® AP, NCARB**

Masters Architecture, Washington University | B.A., Finance, University of

Wisconsin-Whitewater | B.A., Architecture, Washington, University

AIA Architect: AL, AR, CA, DE, FL, HI, IN, LA, MI, MN, MO, NE, NJ, NM, NV, NY, OK, RI, TN, UT, WA, WI | LEED® Accredited Professional, NSPF Certified Pool/Spa Operator (CPO) | Themed Entertainment Association, American Institute of Architects, National Council of Architectural Registration Boards

Matthew Freeby brings extensive experience in designing and constructing various building types and structures. He has managed projects ranging from \$1 million to \$100 million, from conceptual planning to construction management. He has advanced knowledge in green building practices and sustainable aquatic design. He defines scope, goals, and deliverables in collaboration with senior management. His attention to detail and pursuit of excellence provides the industry benchmark in aquatic design.

**Similar Project Experience**

- Erb Park and Pool, Appleton, WI
- Leonard-Leota Park and West Side Park, Evansville, WI
- Witter Park Aquatic Center, Wisconsin Rapids, WI
- Evansville Aquatic Center, Splash Pad and Parks, Evansville, WI

**Key Skills**

- Leads large-scale aquatic projects from concept to construction
- Registered Architect in 22 states with LEED® AP and CPO credentials
- Expert in sustainable aquatic design and green building practices
- Delivers high-quality outcomes through detail-oriented project management

**Aquatics Designer**4 Years  
Experience

4 Years With WTI

 Beaver Dam, WI**Taylor Turnquist, Assoc. AIA**B.S., Architectural Studies, University of Wisconsin-Milwaukee  
NSPF Certified Pool/Spa Operator (CPO)

Taylor blends creativity and technical skill. Her background in floral and interior design sparked a passion for spatial composition and the emotional impact of well-crafted environments. Taylor is involved in all phases of design, from early sketches to final files, bringing care and creativity to each project. Her intuitive approach, attention to detail, and enthusiasm make her a valuable asset to any project team.

**Similar Project Experience**

- Evansville Aquatic Center, Splash Pad and Parks, Evansville, WI
- Soderholm Aquatic Center at UW-Madison, Madison, WI
- Milwaukee County Aquatic Facility Study, Milwaukee, WI
- Randolph Aquatic Center Randolph, WI

**Key Skills**

- Skilled in AutoCAD, Revit, Lumion, and Adobe Creative Suite
- Refines concepts into detailed design plans
- Balances creative vision with technical precision
- Experienced in aquatic concept development and rendering
- Supports public engagement through design presentations

**Aquatics Project Manager**8 Years  
Experience

2 Years With WTI

 Beaver Dam, WI**Adam Janesz**B.S., Construction Management, Construction Management Technology,  
Eastern Michigan University  
NSPF Certified Pool/Spa Operator (CPO), STSC Certification, OSHA 30-Hour

Adam excels in leading diverse teams and managing mid to large-scale projects. He enriches projects by providing unique insights into design decisions, risk mitigation, cost control, schedule management, and quality assurance. Known for his past in-depth aquatic construction experience, strong communication skills and ability to build strong relationships, Adam brings incredible value to each project team. He is an avid learner committed to remaining at the forefront of emerging trends and best practices in the aquatic industry.

**Similar Project Experience**

- Kohler Spa Phase II, Kohler, WI
- Erickson Pool Mechanical Renovation, La Crosse, WI
- Ridgewood on the River Pool Renovation in Plover, WI
- La Crosse Area YMCA, La Crosse, WI

**Key Skills**

- Experienced in managing mid to large-scale aquatic facility projects
- Skilled in cost control, schedule management, and quality assurance
- Revit Certified Professional and CPO credentialed
- Knowledgeable in construction safety and risk mitigation practices

**Landscape Architect**20+ Years  
Experience

1 Years With MSA

 Milwaukee, WI**Kevin Byrne, PLA, ASLA, LEED® AP BD+C**B.S., Landscape Architecture, University of Wisconsin-Madison  
Professional Landscape Architect, WI, IL | LEED® Accredited Professional BD+C,  
American Society of Landscape Architects

Kevin brings deep expertise in site development, civic campus design, and outdoor gathering spaces. He is actively involved in all aspects of design and project management, collaborating with stakeholders and design teams to integrate architecture and site into cohesive, user-focused environments. His broad project background and construction insight foster creative solutions grounded in constructability, maintenance, and sustainability, resulting in engaging designs that stand the test of time.

**Similar Project Experience**

- Wade Bowl Park Master Plan and Splash Pad Construction, Superior, WI
- Randolph Park and Pool Master Plan, Randolph, WI
- Legends Park Splash Pad Master Plan, Reedsburg, WI
- Clausen Park Improvements, Fox Lake, WI

**Key Skills**

- Leads site planning and plans and designs integrated aquatic site layouts
- Implements sustainable, LEED®-aligned solutions
- Designs athletic and recreational amenities for public use
- Manages delivery from concept to construction Applies inspection and construction expertise for lasting impact

**Park and Recreation Civil Expert**

17 Years  
Experience

5 Years With MSA

 Baraboo, WI

**Marcus Rue, PE**

B.S. Civil Engineering, University of Wisconsin-Platteville  
Professional Engineer, WI, LA, TN

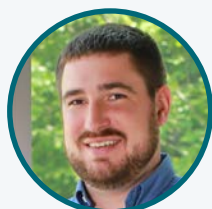
Marcus is a civil engineer with expertise in parks, waterfronts, and trail infrastructure. He focuses on constructible, sustainable designs and efficient project delivery. With experience in stormwater systems, boat launches, and public space enhancements, Marcus supports seamless execution from concept through construction, with designs that reflect community needs and respond to site conditions.

**Similar Project Experience**

- Wade Bowl Park Master Plan and Splash Pad Construction, Superior, WI
- Webb Park Splash Pad, Reedsburg, WI
- Evansville Aquatic Center, Splash Pad and Parks, Evansville, WI
- Memorial Park, Barneveld, WI

**Key Skills**

- Designs parks, trails, and waterfront infrastructure
- Applies stormwater and grading expertise to site planning
- Reviews designs for constructability and phasing
- Coordinates with stakeholders for seamless delivery
- Solves technical challenges in real time

**Client Liaison, Civil Project Engineer**

12 Years  
Experience

12 Years With MSA

 Appleton, WI

**Dan Rammer, PE**

B.S., Civil Engineering, University of Wisconsin-Platteville  
Professional Engineer, WI

Dan is a municipal engineer with expertise in utility design, park site development, and construction coordination. He collaborates closely with municipalities and contractors to deliver cost-effective solutions that meet community needs. Dan's experience spans park and recreation, stormwater and sanitary systems, water main design, and civil site planning, critical components for aquatic facility development.

**Similar Project Experience**

- Evansville Aquatic Center, Splash Pad and Parks, Evansville, WI
- Splashpad and Park Improvements, Nekoosa, WI
- Kuckuk and Memorial Park Improvements
- Village Park Master Planning, North Fond du Lac, WI

**Key Skills**

- Designs utility systems for aquatic infrastructure
- Navigates WDNR permitting for smooth approvals
- Oversees construction for quality and compliance
- Plans civil sites that support park functionality
- Coordinates with municipalities to meet project goals

**Funding Specialist**

14 Years  
Experience

10 Years With MSA

 Baraboo, WI

**Brittney Mitchell**

B.A., Marketing and Business Administration, University of Wisconsin-Whitewater

Brittney leads MSA's in-house funding team and provides comprehensive oversight of project financing from concept through completion. She specializes in identifying and securing funding opportunities, including grants, principal forgiveness, and loan programs, to tailor financial packages that meet community needs. Brittney is experienced in Davis-Bacon Labor Standards compliance and payroll review reporting, supporting regulatory adherence throughout the project lifecycle.

**Key Skills**

- Grant and loan program expertise
- Project financing and administration
- Regulatory compliance and reporting
- Funding strategy development
- Grant application and documentation management

**Additional In-house Support Services To Be Provided**

- Structural
- Electrical
- Architectural Support Staff
- Plumbing
- HVAC
- Engineering Support Staff
- Aquatic Sound and Furnishings



## WITTER PARK AQUATIC CENTER

WISCONSIN RAPIDS, WI



Home to 20 city parks, six golf courses, seven area lakes, and an abundance of biking, hiking, birding, and watersport opportunities, Wisconsin Rapids is finding itself emerging as a recreation hot spot, not to mention, a premier destination for all-season aquatic activity. The community's 2012 Comprehensive Outdoor Recreation Plan (CORP) identified a three-phase approach to expanding its recreational programming. Phase three, and perhaps the city's crowning achievement to date, was the development of a regional aquatic center and recreational park complex at Witter Field.

MSA was chosen to lead the design of the facility, a complex and ambitious project that was completed just over one year later, in June 2020. The facility offers something for everyone: three pools including a tot pool with two water slides, spray features and a tot lazy river; a leisure pool with a play area, basketball hoops, water walk, lazy river with a "rapids" action channel, tube water slide, plunge pool and body water slide; and a recreation pool that features basketball hoops, lap swimming, a zip line feature, diving board and climbing wall.

The main aquatic center building and bath house is a clean, modern design, home to an admissions lobby, concessions, a community gathering room, and changing rooms. Outside, visitors can stroll the well-lit, landscaped property on pedestrian paths, lounge along the pool deck under colorful shade structures, sun themselves on a grass sunbathing berm, or picnic within an airy park shelter. For those looking for more activity, a new zero-depth splash pad, tennis and pickleball courts, playground, and skate park provide plentiful opportunities.

The park was also designed to accommodate winter use, with the bathhouse lobby converting into a warming shelter in cold weather, the circular vehicular drop-off zone transforming into a recreational ice skating venue, and a separate area designated as a place to host low-board hockey. The community celebrated the grand opening of the aquatic center on July 1, 2020.

*The Witter Park Aquatic Center demonstrates our ability to deliver large-scale, multiseason recreational destinations that align with long-term community plans. This project showcases our expertise in designing inclusive, high-impact aquatic environments that support year-round use, operational efficiency, and regional appeal.*

- Site Size: 24 acres
- Pool Surface Area: 12,900 square feet
- Buildings: 15,000 square feet



**Complex Project Award for  
a Municipal Facility from the  
Wisconsin Ready Mixed Concrete  
Association (WRMCA)**

### Project Timeline/Schedule

- Design: December 2016 - December 2017
- Construction: June 2019 - June 2020

**Architect/Engineer Estimate:** \$10,934,000

### Awarded Bid and Final Cost

Awarded: \$10,817,485 | Final: \$10,936,106

*\*\* Increase due to minor existing conditions/Owner-directed changes and volatile bidding market in 2022.*

### Client Reference

Joe Eichsteadt, City Engineer  
(715) 421-8251 | jeichsteadt@wirapids.org

### Project Outcome

The Witter Park Aquatic Center fulfilled the final phase of Wisconsin Rapids' long-range recreation plan, transforming Witter Field into a vibrant, multiseason destination. The facility has become a cornerstone of community life, offering inclusive amenities for all ages and supporting year-round programming, from summer aquatics to winter ice skating. With consistently high attendance and strong public support, the project has elevated the quality of life, fostered civic pride, and positioned Wisconsin Rapids as a regional hub for active living.

### Project Team to Work on Your Project

E. Carter Arndt, Matt Freeby

## WEST SIDE PARK AND LEONARD-LEOTA PARK IMPROVEMENTS | EVANSVILLE, WI



MSA was selected to provide master planning and design services for a dual park upgrade in Evansville, introducing a new public aquatic center, splash pad, ball diamonds, and a range of park enhancements. The design was completed in collaboration with Water Technology, Inc. (WTI) as the aquatics/splash pad designer and Rettler Corporation as the athletic fields specialist.

**Evansville Aquatic Center:** The new facility replaced a deteriorating pool at Leonard-Leota Park and was relocated to a 24-acre site now known as Larson Acres Park. Designed for all ages and abilities, the center features a six-lane pool, aqua climbing wall, diving board, lazy river, basketball hoops, water slides, zero-depth entry, spray geysers, and shaded lounging areas. The bath house includes admissions, restrooms, concessions, locker rooms, lifeguard support, and mechanical spaces, with an adjacent pool equipment building offering reservable gathering areas.

**Larson Acres Park:** The surrounding park improvements include a new drive with community gardens, parking, and drop-off access, along with upgraded soccer and ball fields, a multisport court, open green space, and accessible trails. Stormwater systems were designed to meet WDNR requirements and support site sustainability.

**Leonard-Leota Park Splash Pad:** With the former pool decommissioned, MSA designed a tiered splash pad overlooking the park's 40-acre steam-fed lake. The flow-through pad features interactive water elements and zero-depth entry for all ages and abilities, surrounded by new patios and a refurbished parking area, with future plans for a lake-view community room.

*The Evansville Aquatic Center and dual-park improvements reflect our ability to deliver inclusive, multigenerational recreation spaces that align with long-term community goals. This project showcases our expertise in integrating aquatic design, park planning, and site infrastructure to create vibrant destinations that foster wellness, connectivity, and civic pride.*

- Site Size: 9.7 acres
- Pool Surface Area: 8,917 sf

### Project Timeline/Schedule

- Design: August 2021 - April 2022
- Construction: August 2022 - May 2024

Architect/Engineer Estimate: \$12,900,000

### Awarded Bid and Final Cost

Awarded: \$13,452,486 | Final: \$13,462,699

**\*\* Increase due to the volatile bidding market in 2022 and only two bidders.**

### Client Reference

Jason Sergeant, City Administrator  
(608) 882-2285 | [j.sergeant@ci.evansville.wi.gov](mailto:j.sergeant@ci.evansville.wi.gov)

### Project Outcome

The Evansville dual park upgrades delivered a transformative recreation experience, replacing aging infrastructure with vibrant, inclusive amenities that serve residents of all ages and abilities. The new aquatic center, splash pad, athletic fields, and accessible park features have enhanced community well-being, supported active lifestyles, and created year-round destinations for gathering and play. As a result, Evansville has strengthened its identity as a welcoming and desirable place to live within the greater Madison and Janesville areas, using the facilities to foster civic pride, attract regional visitors, and support ongoing recreational programming.

### Project Team to Work on Your Project

E. Carter Arndt, Matt Freeby, Dan Rammer, Taylor Turnquist, Marcus Rue



## ERB PARK AND SWIMMING POOL

APPLETON, WI



The former outdoor Erb Pool facility and park shelter were in desperate need of replacement. The opportunity was seized by the City to master plan a full park improvement project for this very important and long-standing \$10 million park investment.

MSA's highly qualified parks team developed the overall park concept and was selected as the "most creative and comprehensive" for the project. Master park planning ensued with a series of public and City meetings to develop a dynamic design to improve the park in every way possible. Though the facility serves as a City-wide amenity, the team was careful to maintain a "special neighborhood park" feel due to its location surrounded by residential properties.

The new aquatics facility includes an eight-lane competitive Olympic-size pool, the only one in the region, complemented by a 6,200-square-foot recreational pool with zero-depth entry, slides, and other water features. It also includes a large run-out body slide and tower, shade structures, birthday party areas, sun turf, and a concessions area, making it a standout community aquatic feature.

Park amenities include new concrete and asphalt multiuse paths/sidewalks, grilling stations, all-new parking lots, basketball and tennis courts, a multiuse sports field, a sledding hill, an ice skating area, and a playground with pour-in-place rubber surfacing. Additional features include new landscaping, ping pong tables, bean bag toss stations, ample bike racks, and new park and pool furnishings. Challenging stormwater needs were met through an intricate computer model with infrastructure, infiltration, and a pond with a water fountain.

Buildings include a bath house with an octagon main lobby/admissions space, staff areas, a multipurpose room that serves as a warming shelter in winter, and a professionally designed concessions stand serving both the pool and the park. Natural daylighting features provide substantial illumination for the facility. Other buildings include a freestanding pool equipment structure with a covered seating area and a pavilion park shelter with restrooms and an event support kitchen.

*The Erb Park improvements demonstrate our ability to deliver large-scale, community-driven park and aquatic facility transformations that balance regional appeal with neighborhood charm. MSA's creative design integrated competitive aquatics, diverse recreation amenities, and sustainable infrastructure to revitalize this beloved Appleton destination.*

- Site Size: 27.25 acres
- Pool Surface Area: 6,200 sf

### Project Timeline/Schedule

- Design: February 2016 - July 2017
- Construction: August 2016 - July 2017

**Architect/Engineer Estimate:** \$9,739,000

### Awarded Bid and Final Cost

Awarded: \$8,757,842 | Final: \$9,025,824

**\*\* Change in cost primarily associated with Owner initiated changes and the total budget was less than the A/E estimate (with-in City budget).**

### Client References

Dean Gazza, Director of Parks and Recreation  
(920) 832-5572 | dean.gazza@appltion.org

Tom Flick, Deputy Director of Parks and Recreation  
(920) 832-3915 | tom.flick@appleton.org

### Project Outcome

The Erb Park project revitalized a key community asset, transforming it into a regional destination while preserving its neighborhood charm. The City of Appleton leveraged the results to enhance year-round recreation, increase public engagement, and showcase its commitment to inclusive, high-quality park and aquatic infrastructure.

### Project Team to Work on Your Project

E. Carter Arndt, Matt Freeby

## SWAN PARK AND SPLASH PAD

BEAVER DAM, WI



Pool Surface Area: 6,800 SF

*This project demonstrates our ability to revitalize aging public assets through phased, community-driven design, delivering inclusive aquatic and park spaces that reflect long-term municipal goals.*



## SUNSET POOL

ELKHORN, WI



Pool Surface Area: 7,413 SF

*This project reflects our ability to replace aging aquatic infrastructure with modern, multigenerational amenities that reinvigorate community parks and drive high public use.*

Pool Surface Area: 7,413 SF



### MSA SELECT AQUATIC CENTER/POOL EXPERIENCE

- Erb Park and Swimming Pool, Appleton, WI
- Aquatics Assessment Study, De Pere, WI
- West Side Park and Leonard-Leota Park Improvements and Splash Pad, Evansville, WI
- Municipal Pool Facility, Lodi, WI
- Aquatics Assessment Study, Baraboo, WI
- Baraboo School District Indoor Pool Addition, Baraboo, WI
- Aquatics Assessment Study, Reedsburg, WI
- Christmas Mountain Village Check-in/Pool Building, Wisconsin Dells, WI
- Swan Park Splash Pad, Beaver Dam, WI
- Irwin A. and Robert D. Goodman Community Pool, Madison, WI
- Municipal Pool Facility, Muscoda, WI
- Sunset Pool Facility, Elkhorn, WI
- Recreation Complex and Aquatic Center, Wisconsin Rapids, WI
- Aquatic Park at Witter Field, Wisconsin Rapids, WI
- Aquatics Center Conceptual Study, Frederic, WI
- Aquatics Assessment Study, Dubuque, IA

### WTI SELECT AQUATIC FACILITY EXPERIENCE

- Erb Park Pool, Appleton, WI
- Kaukana Municipal Swimming Pool Evaluation, Kaukauna, WI
- Creekview Aquatic Center at the Evergreen Retirement Community Oshkosh, WI
- Downtown Community YMCA, Oshkosh, WI
- Oshkosh Community YMCA at 20<sup>th</sup> Avenue, Oshkosh, WI
- Polluck Community Waterpark, Oshkosh, WI
- VFW Aquatic Center, De Pere, WI

- Ashwaubenon Community Pool, Ashwaubenon, WI
- Fond du Lac Family YMCA, Fond du Lac, WI
- Green Bay Colburn Pool, Green Bay, WI
- Green Bay East YMCA, Green Bay, WI
- Joannes Family Aquatic Center, Green Bay, WI
- The Tundra Lodge Resort & Waterpark, Green Bay, WI
- Salvation Army Ray & Joan Kroc Corps Community Center, Green Bay, WI
- Manitowoc Family Aquatic Center, Manitowoc, WI
- Baldwin Medical Center, Baldwin, WI
- Port Superior Marina, Bayfield, WI
- YMCA of Dodge County, Beaver Dam, WI
- VFW Aquatic Center, De Pere, WI
- Fairfax Pool Renovation, Eau Claire, WI
- Sunset Pool Replacement, Elkhorn, WI
- Elm Grove Western Raquet Club Design, Elm Grove, WI
- Evansville Aquatic Center at Larson Acres Park, Evansville, WI
- Kinderberg Park Splashpad, Germantown, WI
- Village Pointe Commons, Grafton, WI
- Signicast Family Aquatic Center, Hartford, WI
- Horicon Aquatic Center, Horicon, WI
- Iola-Scandinavia Community Fitness & Aquatic Center, Iola, WI
- Marshall Middle School, Janesville, WI
- Jefferson High School, Jefferson, WI
- Kohler Outdoor Zero Depth Pool, Kohler, WI
- Kohler Riverbend Spa, Kohler, WI
- Kohler Water Spa at the American Club, Kohler, WI
- Erickson Park Pool, La Crosse, WI
- La Crosse Area YMCA - La Crosse





## PROJECT UNDERSTANDING

The City of Menasha is a vibrant, growing Fox River Valley community in need of a replacement outdoor aquatics facility. Menasha's motto, "Your Place on the Water," reflects its identity as a welcoming waterfront city with a strong connection to Lake Winnebago and the Fox River.

On October 20, 2025, the Menasha City Council approved the permanent closure of the existing aquatic facility due to its physical condition and the desire to build a new one. For the good of the community, the goal is to have a new facility ready for the 2027 outdoor swim season. A demolition project is targeted for spring 2026, with construction to follow.

The aquatic facility is located in Jefferson Park, the City's signature 29-acre waterfront park that serves as both a community gathering place and a regional recreation destination. The new facility is projected to be built in the same general location as the current pool. While the City does not plan to reuse any of the existing infrastructure, it may consider preserving select historical elements.

Replacing the pool with a state-of-the-art aquatic facility supports the goals of the City's Vision Plan and ongoing reinvestment in Jefferson Park. It reinforces the park's role as a community hub and provides a high-quality recreational experience for all ages and abilities.

The project budget, aquatic amenity mix, bathhouse, concessions, parking, and site development will all be considered and refined during the visioning and planning process. The total construction cost is estimated to be between \$10 million and \$15 million.

## *Designed for Menasha. Inspired by Water. Built for All.*

The City's intent for the project includes reflecting the Jefferson Park Master Plan, responding to community and stakeholder input, balancing recreation and water safety programming, enhancing accessibility and universal design, advancing environmental and financial sustainability, and integrating thoughtful site planning.

## PROJECT APPROACH

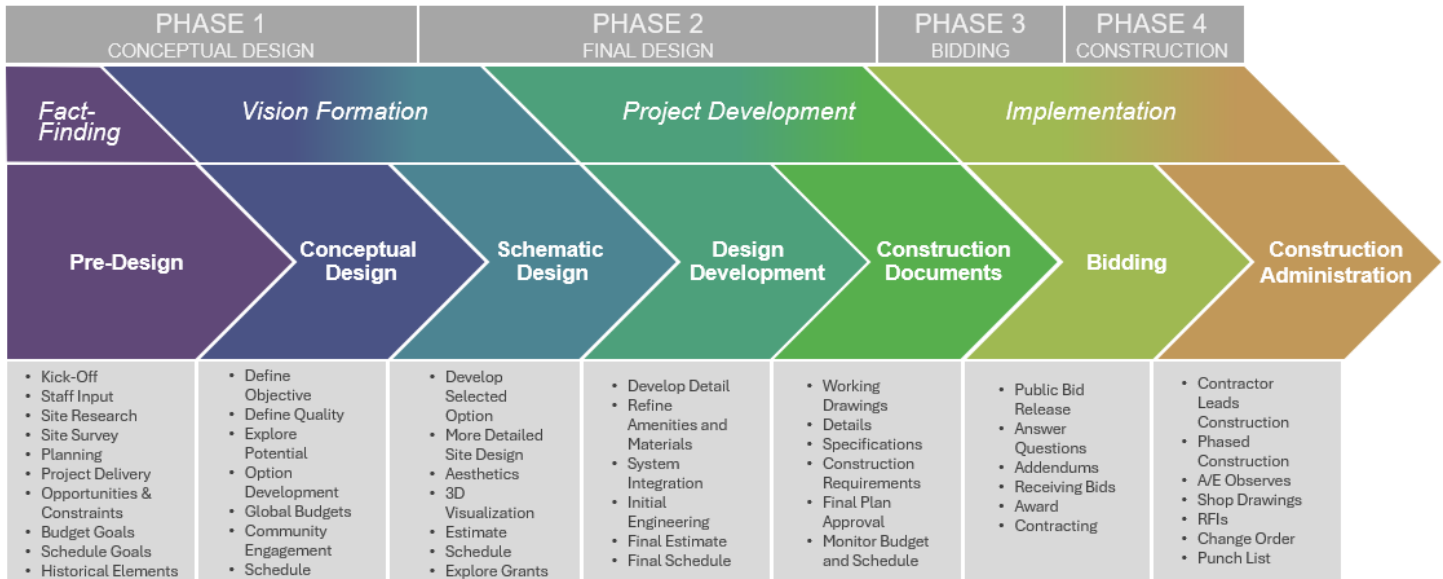
Our team is prepared to support this critical need on the accelerated timeline it requires. With a combined workforce of nearly 500 engineers, architects, designers, and associated professionals, we have the capacity to meet the City's goals. This project follows a similar timeline to the successful Appleton Erb Park and Pool project, which was led by the same team. Please reference the Milestone Schedule, where we have given special thought to the initial timeline and outlined strategies for proceeding efficiently. These include prompt exploration of fast-track options such as a potential pre-award A/E meeting in November, initiating site surveying this fall, developing a standalone demolition package, and considering the use of a Construction Manager (not at risk) to expedite bidding and construction.

The City's aquatic facility RFP outlines a detailed scope of services for all phases of the project. See the Graphic Process Summary on the following page.

*Phase 1 will be initiated at this time, and the associated scope of services is included.*



*Menasha 2035 refers to the City of Menasha's 10-year comprehensive plan update, titled "Your Place on the Water." It is a strategic guide to the city's growth and development, focusing on strengthening neighborhoods, prioritizing redevelopment opportunities, and improving zoning. Key areas of focus include downtown revitalization, the Water Street corridor, and better use of the city's waterfront and canal system.*



### PHASE 1: CONCEPTUAL DESIGN

The selected consultant will be responsible for delivering professional design services, including but not limited to:

- Conduct a Phase 1 Kickoff Meeting with City staff.
  - Review big picture goals, stakeholders, and community engagement options.
  - Gather existing information on the park and perform a site visit.
- Develop a community engagement strategy to solicit and consolidate input from a variety of constituents, including Park Board members, staff, and the general public.
  - Design and facilitate a minimum of one public outreach meeting to receive community input regarding current and future demand for aquatic programs and facilities.
  - Gather information on types of amenities to include in the Aquatic Facility, ranging from pool features to facility features.
  - Gather information on obstacles and opportunities within the park.
- Conduct Programming Workshops (aquatics, site, building(s),
  - Full Day session with City staff and stakeholders as needed.
- Develop three concepts to be presented at a public meeting, then presented to the Park Board (*the public input meeting and presentation to the Park Board will be held on the same evening*). Each concept will include: 3-dimensional massing rendering of the Aquatic Facility, 2-dimensional drawing of park layout, 2-dimensional drawing of the Aquatic Facility, a listing of Aquatic Facility amenities,
- Budget estimate to include all capital costs associated with the project.
- From feedback from public input and Park Board meetings, develop one option to be presented to the Park Board and Board of Public Works (*Park Board and Board of Public*

*Works will likely be held on different evenings).*

- Final concept will include: 3-dimensional rendering of the Aquatic Facility, 2-dimensional architectural drawing of the Aquatic Facility highlighting amenities and building layout, itemized budget projection to include all capital costs associated with the project, and a projected operational and maintenance budget.
- Review existing parking based on the proposed Aquatic Facility layout, develop the proposed master site plans, and have a meeting to review with staff and refine.
- Make final changes or alterations to the Aquatic Facility layout. Final concept will include: 3-dimensional rendering of the Aquatic Facility, 2-dimensional drawing of an Aquatic Facility based on location and impacts to existing facilities in the park, 2-dimensional architectural drawing of the Aquatic Facility highlighting amenities and building layout, 2-dimensional overall site drawing of the Aquatic Facility highlighting facility amenities and building layout, and an itemized budget projection to include all costs associated with project including utilities to service the new Aquatic Facility with an expectation to utilize existing utilities where possible to minimize costs.
- Actively identify, recommend, and assist with the preparation and submission of applications for applicable grants.
- If desired, a Public and/or City Board Meeting to present the preliminary design.
- Deliverables per the City RFP.

#### Phase 1 Meetings

The Consultant shall plan to attend the following meetings, including but not limited to those listed below. Meetings may be held in person or virtually, unless otherwise specified.

- Kick-off Meeting
- In-person Programming Workshop
- In-person Public Engagement Meeting



- In-person presentations to the Park Board and Board of Public Works
- Meetings with staff for feedback and decisions.

### OPTIONAL ADDITIONAL PHASE 1 SERVICES

#### Demolition Bid Package

- **Design/Technical Phase**
  - Meeting and coordination with the City.
  - Observe existing conditions.
  - Prepare Plan Set containing Drawings and Project Specifications Manual, including Title Sheet, Existing Site Plan from Aerial, Demolition Plan based on existing amenities, details for backfilling pool, and pool house area.
- **Bidding Phase**
  - Prepare Advertisement for Bids and forward to the Village for publishing in the local newspaper (advertising costs to be paid by the City).
  - Electronic distribution of drawings and specifications, virtual bid opening via Quest.
  - Answer bid questions and issue addendums as needed.
  - Electronic review and evaluation of bids. Provide a recommendation on the award of the project bid.
  - Develop the Owner/contractor Agreement for processing.
- **Construction Phase**
  - Virtually attend preconstruction conference.
  - Three site visits.
  - Answer questions and issue clarifying information.
  - Excludes site survey and hazardous material identification, testing, and reporting.

#### Asbestos Testing and Review

- Virtual meeting with Owner.
- Site visit, sampling, and sample testing.
- Report preparation.

#### Site Topographic Survey

- Virtual meeting with Owner.
- Field Work and Survey Drawing: Architectural topographic survey with site features, adjacent roadway, and property lines, and nearby park structures.

### OTHER SERVICES TO FOLLOW

#### \*\*\*Under A Separate Agreement\*\*\*

Our team shall provide the following professional services:

- Project leadership, coordination, scheduling, budgeting, and permitting/approvals.
- Site/civil engineering.
- On-site stormwater engineering.
- Utility laterals.
- Landscape design, including:
  - Site irrigation for areas inside the pool fence enclosure.
  - Site and aquatics furnishings design.
  - Limited landscape planting as directed by the City.
- Architectural design and documentation.
- Structural engineering.
- Aquatics design and engineering.
- Mechanical/electrical/plumbing engineering.
- General site lighting.
- Aquatics sound system and aquatics lighting.
- Coordination of future security camera system (rough-in only).

#### PHASE 2: TECHNICAL DESIGN/ENGINEERING

Would typically include a Food Service Sub-Consultant for concessions planning and design.

#### PHASE 3: BIDDING

#### PHASE 4: CONSTRUCTION ADMINISTRATION

## A Pool With Purpose: Built for Belonging, Safety, and Shared Joy.

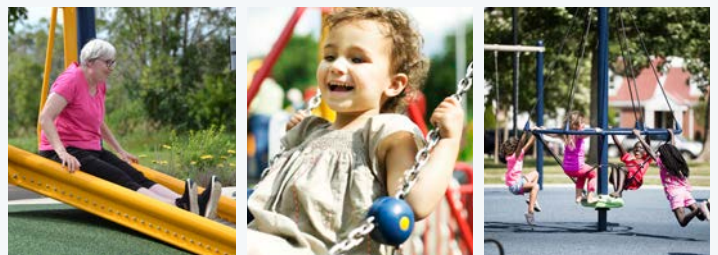
### DESIGNING FOR EVERYONE

**As part of MSA's commitment to community-centered design, our team structure reflects a deep understanding of the difference between accessibility and inclusivity, principles that guide our approach to aquatic, park, and playground planning.**

Inclusivity goes beyond accessibility by focusing not just on physical access, but on meaningful participation for all members of the community. While accessibility removes physical barriers, inclusivity creates environments where children and families of all abilities can connect, play, and grow together.

MSA understands that inclusive design must consider the full spectrum of developmental needs: physical, sensory, cognitive, and

social-emotional. Our approach emphasizes creating emotionally and socially supportive spaces that invite everyone to engage, not just enter. By designing with the whole community in mind, we help foster a sense of belonging and shared experience. True inclusion happens when every person feels welcomed, valued, and able to participate fully in the joy of outdoor play.



| 2025                                                         |                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|--------------------------------------------------------------|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                              | November                 | City Makes Tentative A/E Selection                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|                                                              | Mid/Late November        | Pre-Agreement Initial Big Picture Meeting<br>(with no obligation and at no cost to City)<br><ul style="list-style-type: none"> <li>Discuss Initial Varied FAST-TRACK Approaches to Target 2027 Opening:</li> <li>Optional: Topographic Site Survey</li> <li>Optional: Separate Bid Package for Demolition</li> <li>Optional: Asbestos Review</li> <li>Phase 1 Conceptual Design</li> <li>Discuss Construction Manager not-at-risk Option for FAST-TRACK (by others)</li> </ul> |
|                                                              | Late November            | MSA Provides Formal Agreement for Potential City Action                                                                                                                                                                                                                                                                                                                                                                                                                        |
|                                                              | December 1 <sup>st</sup> | City/Final Consultant Selection and Agreement Approval                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>DEMOLITION PROJECT</b>                                    |                          | <b>AQUATIC PARK PROJECT</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Start Optional Demolition Design</b>                      | <b>Early December</b>    | <b>Start Conceptual Design - Kick-off Meeting</b>                                                                                                                                                                                                                                                                                                                                                                                                                              |
|                                                              | <b>Early December</b>    | Optional - Start Site Survey Work                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|                                                              | <b>Mid December</b>      | Optional - City Release of CM RFP                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|                                                              | <b>Mid-December</b>      | FULL Programming Meeting                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 2026                                                         |                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|                                                              | Early January            | Meeting Rough Master Park Concepts                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>On-Going Progress Meetings</b>                            | February                 | On-Going Iterations and Meetings                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|                                                              | Mid-February             | <b>Complete Conceptual Design</b>                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|                                                              | Late February            | <b>Start Technical Design</b><br>(Remaining A/E Services Agreement In Place)                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Demolition Bid Package Completion Release for Bidding</b> | March                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Electronic Bid Opening                                       | April                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Bid Award – Contract in Place                                | May                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|                                                              | Early June               | <b>Complete Technical Design</b><br>(Certain FAST-TRACK Bids may occur earlier or later)<br>Release for Bidding                                                                                                                                                                                                                                                                                                                                                                |
| <b>Demolition Start</b>                                      | Late June                | Electronic Bid Opening                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Demolition Complete</b>                                   | July                     | <b>Bid Award – Contract in Place</b>                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|                                                              | Late July                | <b>Construction Start</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 2027                                                         |                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|                                                              | Late May                 | State Pool Inspection (no later than)                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|                                                              | Early June               | <b>Substantial Completion</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|                                                              | Early June               | City Takes occupancy                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|                                                              | Mid-June                 | Targeted Opening                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

**Note:**

1. This schedule is targeting the perceived desire for a Spring 2027 opening. This schedule is accordingly aggressive.
2. As the project proceeds, more milestones will be added and the exact dates established.
3. The less aggressive alternative schedule would bid the project out later in 2026 and have a completion in May 2028. This would allow more time for the following: City decision making, community feedback, A/E option exploration/design development, longer construction window and City facility readiness earlier in the first season.
4. MSA will generate monthly City updates to communicate ongoing progress and design developments, with optional web site page for the community access desired.





**IT'S MORE THAN A PROJECT. IT'S A COMMITMENT.**

JEFFERSON PARK AQUATIC FACILITY DESIGN  
MENASHA, WI | OCTOBER 27, 2025







## Fee Proposal Jefferson Park Aquatic Facility Design

City of Menasha | October 27, 2025

*More Than A Pool,  
A Community Anchor for All Ages.*





## FEE PROPOSAL

The Lump Sum (not to exceed) cost for Phase 1 Conceptual Design (base) professional services is **\$78,000**.

MSA welcomes the opportunity to discuss any desired customization, prioritization and/or phasing of the project scope that will meet the goals and expectations necessary for this project.

### Comments:

1. Fee Includes all anticipated reimbursables.
2. Per the RFP, this fee does not include Phase 2 – Technical Design, Phase 3 – Bidding, and Phase 4 – Construction Administration Services and other Optional Phase 1 services as identified by MSA.
3. To accommodate an expeditious schedule, MSA is offering Optional Supplemental Phase 1 Services as listed below:

| SUMMARY OF PHASE 1 PROFESSIONAL SERVICES                                                                                                           |                      |
|----------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
|                                                                                                                                                    | LUMP SUM FEE         |
| <b>Conceptual Design (Base) Services</b>                                                                                                           | <b>\$78,000</b>      |
| <b>Optional Supplemental Services</b>                                                                                                              |                      |
| Topographic Site Survey                                                                                                                            | <b>Add: \$8,800</b>  |
| Demolition Bid Package<br>(Technical Design, Bidding, and Construction Administration)                                                             | <b>Add: \$29,000</b> |
| Review of existing asbestos, sampling and testing of the existing facility and summarizing report<br>(for inclusion in the demolition bid package) | <b>Add: \$3,500</b>  |

| PHASE 1 CONCEPTUAL DESIGN (BASE) SERVICES - FEE DISTRIBUTION SUMMARY |                     |                                                          |             |            |                  |
|----------------------------------------------------------------------|---------------------|----------------------------------------------------------|-------------|------------|------------------|
| APPROX. %                                                            | NAME                | JOB CLASSIFICATION/OTHER                                 | HOURLY RATE | HOURS      | TOTAL            |
| 24%                                                                  | E. Carter Arndt     | Project Architect/Manager                                | \$200       | 94         | \$18,800         |
| 16%                                                                  | Justine Good        | Architectural Designer                                   | \$160       | 80         | \$12,800         |
| 5%                                                                   | Kevin Byrne         | Landscape Architect                                      | \$200       | 20         | \$4,000          |
| 2%                                                                   | Marcus Rue          | Parks Civil Engineer                                     | \$200       | 8          | \$1,600          |
| 5%                                                                   | Dan Rammer          | Civil Engineer, Client Liaison                           | \$200       | 17         | \$3,400          |
| 1%                                                                   | Brittney Mitchell   | Grant Funding Specialist                                 | \$155       | 6          | \$930            |
| 4%                                                                   |                     | Civil Tech                                               | \$140       | 20         | \$2,800          |
| 1%                                                                   |                     | Administration Assistant                                 | \$110       | 4          | \$440            |
|                                                                      |                     | MSA Reimbursables<br>(Copies, Mileage & Travel Expenses) |             |            | \$1,160          |
|                                                                      | <b>MSA Subtotal</b> |                                                          |             | <b>249</b> | <b>45,930.00</b> |
| 22%                                                                  | Matt Freeby         | Project Director                                         | \$250       | 68         | \$17,000         |
| 18%                                                                  | Taylor Turnquist    | Project Designer                                         | \$145       | 96         | \$13,920         |
| 1%                                                                   |                     | Mechanical Designer                                      | \$170       | 2          | \$340            |
| 1%                                                                   |                     | Administration Assistant                                 | \$75        | 2          | \$150            |
|                                                                      |                     | WTI Reimbursables<br>(Copies, Mileage & Travel Expenses) |             |            | \$660            |
|                                                                      | <b>WTI Subtotal</b> |                                                          |             | <b>168</b> | <b>\$32,070</b>  |
| 100%                                                                 | <b>Grand Total</b>  |                                                          |             | <b>417</b> | <b>\$78,000</b>  |

**IT'S MORE THAN A PROJECT. IT'S A COMMITMENT.**

JEFFERSON PARK AQUATIC FACILITY DESIGN FEE PROPOSAL  
MENASHA, WI | OCTOBER 27, 2025





**City of Menasha Disbursements**  
**10/31/25-11/13/25**

|                                                                 |                                                                   |                              |
|-----------------------------------------------------------------|-------------------------------------------------------------------|------------------------------|
| Weekly Accounts Payable                                         | 10/31/2025, 11/4/2025, 11/6/25 & 11/13/25<br>Checks # 88886-89038 | \$1,067,435.82               |
| Bi-Weekly Payroll                                               | 11/13/25                                                          | \$238,713.56                 |
| Additional Regular Cycle Accounts Payables -Paid Electronically |                                                                   |                              |
| Employee Trust Funds (WRS)                                      | 10/31/25                                                          | \$161,828.54                 |
| FSA/HRA Admin Fees                                              | 10/31/25                                                          | \$636.97                     |
| Wisconsin Deferred Compensation                                 | 10/31/25                                                          | \$9,972.75                   |
| Federal Tax Withholding                                         | 10/31/25                                                          | \$85,705.51                  |
| State Tax Withholding                                           | 10/31/25                                                          | \$29,694.86                  |
| Wisconsin Support Collections                                   | 10/31/25                                                          | \$823.91                     |
| Community First CU-Payroll Deduction                            | 10/31/25                                                          | \$763.60                     |
| Credit Card Fees                                                | 11/02/25                                                          | \$11.79                      |
| Home Depot Ach                                                  | 11/03/25                                                          | \$32.55                      |
| Delta Dental                                                    | 11/05/25                                                          | \$4,374.56                   |
| Returned Check                                                  | 11/06/25                                                          | \$200.00                     |
| Sugar Maple Properties Ach                                      | 11/07/25                                                          | \$39,433.81                  |
| Network Health Premium                                          | 11/07/25                                                          | \$160,009.39                 |
| Delta Dental                                                    | 11/12/25                                                          | \$2,164.60                   |
| Home Depot Ach                                                  | 11/12/25                                                          | \$194.80                     |
| Wisconsin Support Collections                                   | 11/13/25                                                          | \$823.91                     |
|                                                                 |                                                                   | <u>\$ 496,671.55</u>         |
| Total                                                           |                                                                   | <u><u>\$1,802,820.93</u></u> |

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

Yessi Laracuenta  
Yessi Laracuenta  
Finance Manager

11/13/25  
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: 10/31/2025

Date: 11/7/2025

| Vendor Name             | Check Number | Check Date | Invoice Number | Account Number     | Amount          | Description         |
|-------------------------|--------------|------------|----------------|--------------------|-----------------|---------------------|
| A TO Z DATABASES        | 88886        | 10/31/2025 | 149995         | 100-0601-551.30-14 | 1,140.00        | LIBRARY MATERIALS   |
| Total for check: 88886  |              |            |                |                    | <b>1,140.00</b> |                     |
| AMAZON CAPITAL SERVICES | 88889        | 10/31/2025 | 11YX-76G9-6Y77 | 100-0601-551.30-10 | 19.79           | LIBRARY SUPPLIES    |
|                         |              | 10/31/2025 | 134T-LWTY-91GC | 100-0601-551.30-10 | 66.87           | LIBRARY SUPPLIES    |
|                         |              | 10/31/2025 | 13GQ=TP31-6T14 | 100-0601-551.30-18 | 208.80          | DEPARTMENT SUPPLIES |
|                         |              | 10/31/2025 | 13K3-7D9V-6YT7 | 100-0601-551.30-14 | 20.99           | LIBRARY MATERIALS   |
|                         |              | 10/31/2025 | 146X-1P3X-71YT | 100-0601-551.30-19 | 470.73          | OFFICE SUPPLIES     |
|                         |              | 10/31/2025 | 14M4-R61J-7XVL | 100-0601-551.30-16 | 322.94          | LIBRARY PROMOTIONAL |
|                         |              | 10/31/2025 | 16KR-PQLJ-DWRH | 100-0601-551.30-16 | 229.65          | LIBRARY PROMOTIONAL |
|                         |              | 10/31/2025 | 16MG-YJDF-61KP | 100-0601-551.30-10 | 17.50           | LIBRARY SUPPLIES    |
|                         |              | 10/31/2025 | 16RY-VPG9-67T1 | 100-0601-551.30-12 | 787.99          | COMPUTER SUPPLIES   |
|                         |              | 10/31/2025 | 16X6-X7TD-CLF9 | 100-0601-551.30-12 | 170.97          | COMPUTER SUPPLIES   |
|                         |              | 10/31/2025 | 177X-CFPJ-6VJX | 100-0601-551.30-10 | 8.29            | LIBRARY SUPPLIES    |
|                         |              | 10/31/2025 | 17PL-YNLJ-6KCK | 100-0601-551.30-14 | 49.94           | LIBRARY MATERIALS   |
|                         |              | 10/31/2025 | 1C6X-TVRM-9M3X | 100-0601-551.30-14 | 109.98          | LIBRARY MATERIALS   |
|                         |              | 10/31/2025 | 1F6X-WR4Q-617K | 100-0601-551.30-16 | 409.58          | LIBRARY PROMOTIONAL |
|                         |              | 10/31/2025 | 1F7L-NLMP-7W4Q | 100-0601-551.30-18 | 79.10           | DEPARTMENT SUPPLIES |
|                         |              | 10/31/2025 | 1FN4-MJPL-79CP | 100-0601-551.30-14 | 32.66           | LIBRARY MATERIALS   |
|                         |              | 10/31/2025 | 1HLX-NH4D-7JYN | 100-0601-551.30-14 | 69.99           | LIBRARY MATERIALS   |
|                         |              | 10/31/2025 | 1JQL-QXD4-6CW9 | 100-0601-551.30-14 | 2.91            | LIBRARY MATERIALS   |
|                         |              | 10/31/2025 | 1LCQ-KRWF-DNGG | 100-0601-551.30-16 | 72.24           | LIBRARY PROMOTIONAL |
|                         |              | 10/31/2025 | 1LD1-KH7D-9VXP | 100-0601-551.30-14 | 189.55          | LIBRARY MATERIALS   |
|                         |              | 10/31/2025 | 1MVF-VXPY-3Q99 | 100-0601-551.30-14 | 12.95           | LIBRARY MATERIALS   |
|                         |              | 10/31/2025 | 1NFH-RRXX-XR7C | 100-0601-551.30-16 | 174.74          | LIBRARY PROMOTIONAL |
|                         |              | 10/31/2025 | 1NGJ-LL9C-7F41 | 100-0601-551.30-10 | 115.82          | LIBRARY SUPPLIES    |
|                         |              | 10/31/2025 | 1PHV-Y77V-74X4 | 100-0601-551.30-16 | 81.11           | LIBRARY PROMOTIONAL |
|                         |              | 10/31/2025 | 1QCN-JKF6-971G | 100-0601-551.30-18 | 502.40          | DEPARTMENT SUPPLIES |
|                         |              | 10/31/2025 | 1QK7-HY11-CGVQ | 100-0601-551.30-16 | 144.80          | LIBRARY PROMOTIONAL |
|                         |              | 10/31/2025 | 1R3P-6XXD-6PK9 | 100-0601-551.30-14 | 10.66           | LIBRARY MATERIALS   |
|                         |              | 10/31/2025 | 1T6C-GWX4-7JYG | 100-0601-551.30-10 | 13.99           | LIBRARY SUPPLIES    |
|                         |              | 10/31/2025 | 1TY3-76DK-7HNN | 100-0601-551.30-16 | 134.50          | LIBRARY PROMOTIONAL |
|                         |              | 10/31/2025 | 1W49-XDGG-6WHK | 100-0601-551.30-16 | 100.93          | LIBRARY PROMOTIONAL |
|                         |              | 10/31/2025 | 1WFK-TYWL-6V6Q | 100-0601-551.30-14 | 8.99            | LIBRARY MATERIALS   |

# AP Check Register

## Check Date: 10/31/2025

Date: 11/7/2025

| Vendor Name                | Check Number | Check Date | Invoice Number                | Account Number     | Amount          | Description         |
|----------------------------|--------------|------------|-------------------------------|--------------------|-----------------|---------------------|
| AMAZON CAPITAL SERVICES... | 88889...     | 10/31/2025 | 1XRQ-YKKV-6LYR                | 100-0601-551.30-16 | 169.99          | LIBRARY PROMOTIONAL |
|                            |              |            | <b>Total for check: 88889</b> |                    | <b>4,811.35</b> |                     |
| BAKER & TAYLOR INC         | 88890        | 10/31/2025 | H73294720                     | 100-0601-551.30-14 | 111.55          | LIBRARY MATERIALS   |
|                            |              | 10/31/2025 | H73294721                     | 100-0601-551.30-14 | 141.01          | LIBRARY MATERIALS   |
|                            |              | 10/31/2025 | H73321830                     | 100-0601-551.30-14 | 43.18           | LIBRARY MATERIALS   |
|                            |              | 10/31/2025 | H73321831                     | 100-0601-551.30-14 | 17.99           | LIBRARY MATERIALS   |
|                            |              | 10/31/2025 | H73330120                     | 100-0601-551.30-14 | 46.77           | LIBRARY MATERIALS   |
|                            |              | 10/31/2025 | H73360500                     | 100-0601-551.30-14 | 48.15           | LIBRARY MATERIALS   |
|                            |              | 10/31/2025 | H73368350                     | 100-0601-551.30-14 | 109.38          | LIBRARY MATERIALS   |
|                            |              | 10/31/2025 | H73368351                     | 100-0601-551.30-14 | 43.12           | LIBRARY MATERIALS   |
|                            |              | 10/31/2025 | H73402620                     | 100-0601-551.30-14 | 43.20           | LIBRARY MATERIALS   |
|                            |              |            | <b>Total for check: 88890</b> |                    | <b>604.35</b>   |                     |
| BETH BLUM                  | 88891        | 10/31/2025 | CONTRACT                      | 100-0601-551.20-05 | 150.00          | CONTRACT 10/13/25   |
|                            |              |            |                               |                    | 150.00          | CONTRACT 11/3/25    |
|                            |              |            | <b>Total for check: 88891</b> |                    | <b>300.00</b>   |                     |
| CENGAGE LEARNING INC/GALE  | 88892        | 10/31/2025 | 999101285200                  | 100-0601-551.30-14 | 245.52          | LIBRARY MATERIALS   |
|                            |              | 10/31/2025 | 999101307410                  | 100-0601-551.30-14 | 30.39           | LIBRARY MATERIALS   |
|                            |              | 10/31/2025 | 999101375919                  | 100-0601-551.30-14 | 28.79           | LIBRARY MATERIALS   |
|                            |              | 10/31/2025 | 999101441672                  | 100-0601-551.30-14 | 30.39           | LIBRARY MATERIALS   |
|                            |              | 10/31/2025 | 999101493781                  | 100-0601-551.30-14 | 30.39           | LIBRARY MATERIALS   |
|                            |              | 10/31/2025 | 999101519909                  | 100-0601-551.30-14 | 49.48           | LIBRARY MATERIALS   |
|                            |              |            | <b>Total for check: 88892</b> |                    | <b>414.96</b>   |                     |
| CONQUER BOOKS              | 88893        | 10/31/2025 | CONTRACT                      | 100-0601-551.20-05 | 170.00          | MONTHLY CONTRACT    |
|                            |              |            | <b>Total for check: 88893</b> |                    | <b>170.00</b>   |                     |
| CRIMSON MULTIMEDIA         | 88894        | 10/31/2025 | 023954                        | 100-0601-551.30-14 | 30.00           | LIBRARY MATERIALS   |
|                            |              | 10/31/2025 | 023955                        | 100-0601-551.30-14 | 156.22          | LIBRARY MATERIALS   |

# AP Check Register

## Check Date: 10/31/2025

Date: 11/7/2025

| Vendor Name             | Check Number | Check Date             | Invoice Number | Account Number     | Amount   | Description               |
|-------------------------|--------------|------------------------|----------------|--------------------|----------|---------------------------|
| CRIMSON MULTIMEDIA...   | 88894...     | 10/31/2025             | 024061         | 100-0601-551.30-14 | 406.47   | LIBRARY MATERIALS         |
|                         |              | 10/31/2025             | 024062         | 100-0601-551.30-14 | 101.09   | LIBRARY MATERIALS         |
|                         |              | 10/31/2025             | 024210         | 100-0601-551.30-14 | 286.32   | LIBRARY MATERIALS         |
|                         |              | Total for check: 88894 |                |                    | 980.10   |                           |
| DEMCO                   | 88895        | 10/31/2025             | 7709462        | 100-0601-551.30-18 | 82.15    | DEPARTMENT SUPPLIES       |
|                         |              |                        |                |                    | 82.15    |                           |
| JENNI DREYER            | 88896        | 10/31/2025             | CONTRACT       | 100-0601-551.20-05 | 150.00   | CONTRACT 11/14/25         |
|                         |              |                        |                |                    | 150.00   |                           |
| VICTOR FLORES           | 88897        | 10/31/2025             | MILEAGE        | 100-0601-551.33-01 | 140.00   | MILEAGE REIMBURSEMENT     |
|                         |              | 10/31/2025             | REIMBURSMENT   | 100-0601-551.30-16 | 45.00    | HERITAGE CELEBRATION      |
|                         |              |                        |                |                    | 37.51    | REIMBURSEMENT             |
|                         |              | Total for check: 88897 |                |                    | 222.51   | DAY OF THE DEAD BREAD     |
| GENERAL BOOK COVERS     | 88898        | 10/31/2025             | 25253          | 100-0601-551.30-18 | 91.00    | REIMBURSEMENT             |
|                         |              |                        |                |                    | 91.00    | HOT CHOCOLATE MEXICAN DAY |
| GFC LEASING - WI        | 88899        | 10/31/2025             | I01058076      | 100-0601-551.24-01 | 329.68   | DEPARTMENT SUPPLIES       |
|                         |              | 10/31/2025             | IN15289034     | 100-0601-551.30-16 | 2,255.40 | PRINTING/COPIER LEASE     |
|                         |              | Total for check: 88899 |                |                    | 2,585.08 | LIBRARY PROMOTIONAL       |
| INFOUSA MARKETING INC   | 88900        | 10/31/2025             | 10004356306    | 100-0601-551.30-14 | 395.00   | LIBRARY MATERIALS         |
|                         |              |                        |                |                    | 395.00   |                           |
| INGRAM LIBRARY SERVICES | 88903        | 10/31/2025             | 90186248       | 100-0601-551.30-14 | 1,078.45 | LIBRARY MATERIALS         |
|                         |              | 10/31/2025             | 90200600       | 100-0601-551.30-14 | 285.01   | LIBRARY MATERIALS         |
|                         |              | 10/31/2025             | 90200601       | 100-0601-551.30-14 | 70.85    | LIBRARY MATERIALS         |
|                         |              | 10/31/2025             | 90230340       | 100-0601-551.30-14 | 91.09    | LIBRARY MATERIALS         |

# AP Check Register

## Check Date: 10/31/2025

Date: 11/7/2025

| <i>Vendor Name</i>         | <i>Check Number</i> | <i>Check Date</i> | <i>Invoice Number</i> | <i>Account Number</i> | <i>Amount</i> | <i>Description</i> |
|----------------------------|---------------------|-------------------|-----------------------|-----------------------|---------------|--------------------|
| INGRAM LIBRARY SERVICES... | 88903...            | 10/31/2025        | 90230341              | 100-0601-551.30-14    | 481.25        | LIBRARY MATERIALS  |
|                            |                     | 10/31/2025        | 90286460              | 100-0601-551.30-14    | 408.60        | LIBRARY MATERIALS  |
|                            |                     | 10/31/2025        | 90319955              | 100-0601-551.30-14    | 155.97        | LIBRARY MATERIALS  |
|                            |                     | 10/31/2025        | 90319956              | 100-0601-551.30-14    | 544.81        | LIBRARY MATERIALS  |
|                            |                     | 10/31/2025        | 90328620              | 100-0601-551.30-14    | 325.05        | LIBRARY MATERIALS  |
|                            |                     | 10/31/2025        | 90357085              | 100-0601-551.30-14    | 134.72        | LIBRARY MATERIALS  |
|                            |                     | 10/31/2025        | 90357086              | 100-0601-551.30-14    | 761.20        | LIBRARY MATERIALS  |
|                            |                     | 10/31/2025        | 90372137              | 100-0601-551.30-14    | 128.01        | LIBRARY MATERIALS  |
|                            |                     | 10/31/2025        | 90384040              | 100-0601-551.30-14    | 228.59        | LIBRARY MATERIALS  |
|                            |                     | 10/31/2025        | 90393804              | 100-0601-551.30-14    | 119.28        | LIBRARY MATERIALS  |
|                            |                     | 10/31/2025        | 90417959              | 100-0601-551.30-14    | 186.42        | LIBRARY MATERIALS  |
|                            |                     | 10/31/2025        | 90493323              | 100-0601-551.30-14    | 168.10        | LIBRARY MATERIALS  |
|                            |                     | 10/31/2025        | 90525888              | 100-0601-551.30-14    | 326.43        | LIBRARY MATERIALS  |
|                            |                     | 10/31/2025        | 90525889              | 100-0601-551.30-14    | 1,382.36      | LIBRARY MATERIALS  |
|                            |                     | 10/31/2025        | 90540399              | 100-0601-551.30-14    | 231.50        | LIBRARY MATERIALS  |
|                            |                     | 10/31/2025        | 90556920              | 100-0601-551.30-14    | 31.20         | LIBRARY MATERIALS  |
|                            |                     | 10/31/2025        | 90584683              | 100-0601-551.30-14    | 186.63        | LIBRARY MATERIALS  |
|                            |                     | 10/31/2025        | 90612964              | 100-0601-551.30-14    | 309.53        | LIBRARY MATERIALS  |
|                            |                     | 10/31/2025        | 90637653              | 100-0601-551.30-14    | 81.38         | LIBRARY MATERIALS  |
|                            |                     | 10/31/2025        | 90649744              | 100-0601-551.30-14    | 518.00        | LIBRARY MATERIALS  |
|                            |                     | 10/31/2025        | 90649745              | 100-0601-551.30-14    | 88.89         | LIBRARY MATERIALS  |
|                            |                     | 10/31/2025        | 90649746              | 100-0601-551.30-14    | 3,281.47      | LIBRARY MATERIALS  |
|                            |                     | 10/31/2025        | 90649747              | 100-0601-551.30-14    | 252.97        | LIBRARY MATERIALS  |
|                            |                     | 10/31/2025        | 90649748              | 100-0601-551.30-14    | 471.10        | LIBRARY MATERIALS  |
|                            |                     | 10/31/2025        | 90662055              | 100-0601-551.30-14    | 578.39        | LIBRARY MATERIALS  |
|                            |                     | 10/31/2025        | 90697782              | 100-0601-551.30-14    | 227.36        | LIBRARY MATERIALS  |
|                            |                     | 10/31/2025        | 90712366              | 100-0601-551.30-14    | 169.15        | LIBRARY MATERIALS  |
|                            |                     | 10/31/2025        | 90728461              | 100-0601-551.30-14    | 448.31        | LIBRARY MATERIALS  |
|                            |                     | 10/31/2025        | 90761139              | 100-0601-551.30-14    | 25.38         | LIBRARY MATERIALS  |
|                            |                     | 10/31/2025        | 90761140              | 100-0601-551.30-14    | 121.93        | LIBRARY MATERIALS  |
|                            |                     | 10/31/2025        | 90761141              | 100-0601-551.30-14    | 831.08        | LIBRARY MATERIALS  |
|                            |                     | 10/31/2025        | 90819056              | 100-0601-551.30-14    | 133.51        | LIBRARY MATERIALS  |
|                            |                     | 10/31/2025        | 90832930              | 100-0601-551.30-14    | 208.36        | LIBRARY MATERIALS  |



# AP Check Register

## Check Date: 10/31/2025

Date: 11/7/2025

| <i>Vendor Name</i>         | <i>Check Number</i> | <i>Check Date</i> | <i>Invoice Number</i>         | <i>Account Number</i> | <i>Amount</i>    | <i>Description</i>  |                        |
|----------------------------|---------------------|-------------------|-------------------------------|-----------------------|------------------|---------------------|------------------------|
| INGRAM LIBRARY SERVICES... | 88903...            | 10/31/2025        | 90864768                      | 100-0601-551.30-14    | 225.88           | LIBRARY MATERIALS   |                        |
|                            |                     |                   | <b>Total for check: 88903</b> |                       | <b>15,298.21</b> |                     |                        |
| KAEL KING                  | 88904               | 10/31/2025        | CONTRACT                      | 100-0601-551.20-05    | 50.00            | CONTRACT 11/8/25    | COMIC BOOK CLUB        |
|                            |                     |                   | <b>Total for check: 88904</b> |                       | <b>50.00</b>     |                     |                        |
| THE LIBRARY STORE          | 88905               | 10/31/2025        | 760756                        | 100-0601-551.30-18    | 36.05            | DEPARTMENT SUPPLIES |                        |
|                            |                     |                   | <b>Total for check: 88905</b> |                       | <b>36.05</b>     |                     |                        |
| METRO SALES INC            | 88906               | 10/31/2025        | INV2892590                    | 100-0601-551.24-04    | 35.59            | EQUIPMENT           |                        |
|                            |                     | 10/31/2025        | INV2898829                    | 100-0601-551.24-04    | 733.86           | EQUIPMENT           |                        |
|                            |                     |                   | <b>Total for check: 88906</b> |                       | <b>769.45</b>    |                     |                        |
| MIDWEST TAPE               | 88907               | 10/31/2025        | 507846130                     | 100-0601-551.30-14    | 5,000.00         | LIBRARY MATERIALS   |                        |
|                            |                     |                   | <b>Total for check: 88907</b> |                       | <b>5,000.00</b>  |                     |                        |
| NORTHEAST ASPHALT INC      | 88908               | 10/31/2025        | PAYMENT #1                    | 470-0000-201.04-00    | 14,529.50        | CONTRACT 2025-03    | JEFF PARK BOAT LAUNCH  |
|                            |                     |                   | <b>Total for check: 88908</b> |                       | <b>14,529.50</b> |                     |                        |
| BONNIE PARUCH              | 88909               | 10/31/2025        | CONTRACT                      | 100-0601-551.20-05    | 100.00           | CONTRACT 10/24/25   | THE STORY EVER GREEN   |
|                            |                     |                   | <b>Total for check: 88909</b> |                       | <b>100.00</b>    |                     |                        |
| PEAK TECHNOLOGIES LLC      | 88910               | 10/31/2025        | INVLLC270001742               | 100-0601-551.30-18    | 158.88           | DEPARTMENT SUPPLIES |                        |
|                            |                     |                   | <b>Total for check: 88910</b> |                       | <b>158.88</b>    |                     |                        |
| SHELLY PLATTEN             | 88911               | 10/31/2025        | CONTRACT                      | 100-0601-551.20-05    | 200.00           | CONTRACT 11/8/25    | NEW THANKSGIVING SIDES |
|                            |                     |                   | <b>Total for check: 88911</b> |                       | <b>200.00</b>    |                     |                        |

# AP Check Register

## Check Date: 10/31/2025

Date: 11/7/2025

| Vendor Name                        | Check Number | Check Date | Invoice Number                | Account Number     | Amount          | Description                              |
|------------------------------------|--------------|------------|-------------------------------|--------------------|-----------------|------------------------------------------|
| DAVE POWELL                        | 88912        | 10/31/2025 | MILEAGE                       | 100-0601-551.33-01 | 56.70           | MILEAGE REIMBURSEMENT JUNE-SEPTEMBER     |
|                                    |              |            | <b>Total for check: 88912</b> |                    | <b>56.70</b>    |                                          |
| CINDY SCHAEFER-KEMPS               | 88913        | 10/31/2025 | REIMBURSMENT                  | 100-0601-551.30-16 | 60.00           | GIFT CARD REIMBURSMENT SOLEA/MAD CHICKEN |
|                                    |              |            |                               |                    | 194.18          | HEALTHY SNACK REIMBURSMNT                |
|                                    |              |            | <b>Total for check: 88913</b> |                    | <b>254.18</b>   |                                          |
| SENSOURCE                          | 88914        | 10/31/2025 | 64189                         | 100-0601-551.24-04 | 393.00          | DATA HOSTING SERVICE                     |
|                                    |              |            | <b>Total for check: 88914</b> |                    | <b>393.00</b>   |                                          |
| SERVICEMASTER BUILDING MAINTENANCE | 88915        | 10/31/2025 | 47812                         | 100-0601-551.20-01 | 2,760.00        | JANITORIAL SERV CONTRACT                 |
|                                    |              |            | <b>Total for check: 88915</b> |                    | <b>2,760.00</b> |                                          |
| ARTHUR SMEALL                      | 88916        | 10/31/2025 | CONTRACT                      | 100-0601-551.20-05 | 300.00          | CONTRACT 11/22/25 PERFORMER              |
|                                    |              |            | <b>Total for check: 88916</b> |                    | <b>300.00</b>   |                                          |
| JOSHUA SPOTTS                      | 88917        | 10/31/2025 | CONTRACT                      | 100-0601-551.20-05 | 75.00           | CONTRACT 11/18/25 PLAYING GAMES          |
|                                    |              |            | <b>Total for check: 88917</b> |                    | <b>75.00</b>    |                                          |
| STAPLES                            | 88918        | 10/31/2025 | 7007241849                    | 100-0601-551.30-10 | 306.10          | LIBRARY SUPPLIES                         |
|                                    |              |            | <b>Total for check: 88918</b> |                    | <b>306.10</b>   |                                          |
| WALT ULBRICHT                      | 88919        | 10/31/2025 | CONTRACT                      | 100-0601-551.20-05 | 50.00           | CONTRACT 10/30/25                        |
|                                    |              |            |                               |                    | 50.00           | CONTRACT 11/12/25                        |
|                                    |              |            | <b>Total for check: 88919</b> |                    | <b>100.00</b>   |                                          |
| GONZALO VALERA                     | 88920        | 10/31/2025 | CONTRACT                      | 100-0601-551.20-05 | 275.00          | SPANISH FOR BEGINNERS CONTRACT           |
|                                    |              |            | <b>Total for check: 88920</b> |                    | <b>275.00</b>   |                                          |

**AP Check Register**  
**Check Date: 10/31/2025**

Date: 11/7/2025

| <i>Vendor Name</i>      | <i>Check Number</i> | <i>Check Date</i> | <i>Invoice Number</i>         | <i>Account Number</i> | <i>Amount</i>    | <i>Description</i>             |
|-------------------------|---------------------|-------------------|-------------------------------|-----------------------|------------------|--------------------------------|
| WATSON LABEL PRODUCTS   | 88921               | 10/31/2025        | 104713                        | 100-0601-551.30-18    | 750.33           | DEPARTMENT SUPPLIES            |
|                         |                     |                   | <b>Total for check: 88921</b> |                       | <b>750.33</b>    |                                |
| WINNEFOX LIBRARY SYSTEM | 88922               | 10/31/2025        | WLS3997                       | 100-0601-551.30-14    | 16.00            | LIBRARY MATERIALS              |
|                         |                     | 10/31/2025        | WLS4033                       | 100-0601-551.30-11    | 132.00           | SEPT MANAGEMENT SERVICE        |
|                         |                     |                   |                               | 100-0601-551.30-12    | 632.00           | COMPUTER SUPPLIES              |
|                         |                     |                   | <b>Total for check: 88922</b> |                       | <b>780.00</b>    |                                |
| WISCONSIN IMAGING LLC   | 88923               | 10/31/2025        | 5036239558                    | 100-0601-551.24-01    | 406.83           | COPIER - NOVEMBER              |
|                         |                     |                   | <b>Total for check: 88923</b> |                       | <b>406.83</b>    |                                |
| ROB ZIMMER              | 88924               | 10/31/2025        | CONTRACT                      | 100-0601-551.20-05    | 150.00           | CONTRACT 11/17/25 NATURE TALKS |
|                         |                     |                   | <b>Total for check: 88924</b> |                       | <b>150.00</b>    |                                |
|                         |                     |                   |                               |                       | <b>54,695.73</b> |                                |

# AP Check Register

## Check Date: 11/4/2025

Date: 11/7/2025

| <i>Vendor Name</i>             | <i>Check Number</i> | <i>Check Date</i> | <i>Invoice Number</i> | <i>Account Number</i> | <i>Amount</i>     | <i>Description</i>                       |
|--------------------------------|---------------------|-------------------|-----------------------|-----------------------|-------------------|------------------------------------------|
| DH 130 MAIN LLC                | 88925               | 11/4/2025         | INCENTIVE             | 492-0305-562.21-11    | 66,973.44         | 130 MAIN ST DEVELOPER INCENTIVE          |
| Total for check: 88925         |                     |                   |                       |                       | <u>66,973.44</u>  |                                          |
| DISCOVERY POINT APARTMENTS LLC | 88926               | 11/4/2025         | DEV. INCENTIVE        | 493-0304-562.21-11    | 46,366.85         | DISCOVERY POINT APTS DEVELOPER INCENTIVE |
| Total for check: 88926         |                     |                   |                       |                       | <u>46,366.85</u>  |                                          |
| LAKESHORE RIDGE APARTMENTS LLC | 88927               | 11/4/2025         | INCENTIVE             | 492-0305-562.21-11    | 336,916.27        | LAKESHORE RIDGE DEVELOPER INCENTIVE      |
| Total for check: 88927         |                     |                   |                       |                       | <u>336,916.27</u> |                                          |
| T&J'S CAPITAL HOLDINGS LLC     | 88928               | 11/4/2025         | INCENTIVE             | 487-0305-562.73-01    | 16,991.08         | BERTRAM DENTAL DEVELOPER INCENTIVE       |
| Total for check: 88928         |                     |                   |                       |                       | <u>16,991.08</u>  |                                          |
|                                |                     |                   |                       |                       | <u>467,247.64</u> |                                          |

# AP Check Register

## Check Date: 11/6/2025

Date: 11/7/2025

| Vendor Name                      | Check Number | Check Date              | Invoice Number         | Account Number     | Amount                 | Description                                   |        |                         |
|----------------------------------|--------------|-------------------------|------------------------|--------------------|------------------------|-----------------------------------------------|--------|-------------------------|
| ACCURATE                         | 88929        | 11/6/2025               | 2512473                | 731-1022-541.30-18 | (173.50)               | PLOW BOLT SUPPLIES                            |        |                         |
|                                  |              | 11/6/2025               | 2512727                | 731-1022-541.30-18 | 347.72                 | MISC SUPPLIES                                 |        |                         |
|                                  |              | Total for check: 88929  |                        |                    | 174.22                 |                                               |        |                         |
|                                  |              |                         |                        |                    |                        |                                               |        |                         |
| ALL-SPORT TROPHY                 | 88930        | 11/6/2025               | 058211                 | 100-0401-513.29-01 | 12.00                  | NAME PLATE                                    |        |                         |
|                                  |              |                         | Total for check: 88930 |                    |                        | 12.00                                         |        |                         |
|                                  |              |                         |                        |                    |                        |                                               |        |                         |
| AMAZON CAPITAL SERVICES          | 88931        | 11/6/2025               | 164V-QQ47-3KRC         | 100-0801-521.24-02 | 21.98                  | TV MOUNT                                      |        |                         |
|                                  |              | 11/6/2025               | 17GK-WKCQ-3J96         | 100-0801-521.24-02 | 14.38                  | CABLES                                        |        |                         |
|                                  |              | 11/6/2025               | 19PQ-KYXX-KTTJ         | 100-0801-521.24-02 | 353.58                 | MOUNTED WEAPON LIGHT                          |        |                         |
|                                  |              | 11/6/2025               | 1FPV-DJ1C-63CG         | 100-0901-515.30-18 | 114.21                 | SECURITY DOOR STOPPERS CVMIC TO COVER \$34.56 |        |                         |
|                                  |              | 11/6/2025               | 1HDQ-C3VT-FXMJ         | 100-0702-552.30-10 | 72.11                  | BINDER DIVIDERS-PR OFFICE                     |        |                         |
|                                  |              | 11/6/2025               | 1PKV-KLG3-CRH1         | 100-0000-201.14-00 | 79.83                  | CARDSTOCK, POSTCARDS                          |        |                         |
|                                  |              |                         |                        | 100-0702-552.30-10 | 128.30                 | POSTCARDS,GLUE STICKS, BINDER DIVIDERS        |        |                         |
|                                  |              |                         |                        | 100-0920-531.30-10 | 80.97                  | PRINTABLE ADDRESS LABELS                      |        |                         |
|                                  |              |                         |                        | 100-0920-531.30-18 | 73.62                  | MISC CRAFTS                                   |        |                         |
|                                  |              | 11/6/2025               | 1Q6C-D331-67XT         | 100-0202-512.30-21 | 49.28                  | PICTURE FRAME                                 |        |                         |
|                                  |              |                         |                        | 100-0702-552.30-10 | 37.32                  | CARD STOCK, STAPLES, PAPER CLIPS              |        |                         |
|                                  |              | 11/6/2025               | 1WWJ-PXCR-91LT         | 100-0702-552.30-10 | 4.25                   | ELMERS GLUE                                   |        |                         |
|                                  |              | 11/6/2025               | 1XTL-G71H-WGFR         | 100-0801-521.19-02 | (16.99)                | BATTERY DOOR REPLACEMENT                      |        |                         |
|                                  |              | 11/6/2025               | 1YQT-44QY-LPDR         | 100-0401-513.30-10 | 47.34                  | BINDERS                                       |        |                         |
|                                  |              | Total for check: 88931  |                        |                    | 1,060.18               |                                               |        |                         |
|                                  |              | APPLETON NAIL NURSE LLC | 88932                  | 11/6/2025          | NAIL APPTS             | 100-0920-531.20-05                            | 417.00 | NAIL APPOINTMENTS - OCT |
|                                  |              |                         |                        |                    | Total for check: 88932 |                                               |        | 417.00                  |
|                                  |              |                         |                        |                    |                        |                                               |        |                         |
| ASSOCIATED APPRAISAL CONSULTANTS | 88933        | 11/6/2025               | 183123                 | 100-0402-513.21-09 | 153.96                 | INTERNET POSTING-PARCELS                      |        |                         |
|                                  |              |                         |                        |                    | 6,666.67               | NOV ASSESSMENT SERVICES                       |        |                         |
|                                  |              |                         |                        | 100-0402-513.30-11 | 47.36                  | POSTAGE                                       |        |                         |
|                                  |              |                         | Total for check: 88933 |                    |                        | 6,867.99                                      |        |                         |



# AP Check Register

## Check Date: 11/6/2025

Date: 11/7/2025

| Vendor Name                  | Check Number | Check Date             | Invoice Number | Account Number     | Amount   | Description                               |
|------------------------------|--------------|------------------------|----------------|--------------------|----------|-------------------------------------------|
| BADGER LABORATORIES INC      | 88934        | 11/6/2025              | 25-020600      | 601-1020-543.21-02 | 1,531.00 | SEWER MONITORING -INTERTAPE POLYMER GROUP |
|                              |              | 11/6/2025              | 25-020601      | 601-1020-543.21-02 | 1,349.00 | SEWER MONITORING -DURA-FIBRE SURCHARGE    |
|                              |              | 11/6/2025              | 25-020602      | 601-1020-543.21-02 | 1,349.00 | SEWER MONITORING -GUNDERSON CLEANERS      |
|                              |              | 11/6/2025              | 25-021228      | 601-1020-543.21-02 | 504.00   | SEWER MONITORING -OCT 2025 SURCHARGE      |
|                              |              | Total for check: 88934 |                |                    | 4,733.00 |                                           |
| BENEFIT COORDINATORS CORP    | 88935        | 11/6/2025              | B0KV/KR        | 734-0416-513.21-06 | 2,589.26 | MONTHLY FAHP FEE-NOV                      |
|                              |              | Total for check: 88935 |                |                    | 2,589.26 |                                           |
| BELINDA BESCHTA              | 88936        | 11/6/2025              | REFUND         | 100-0000-201.14-00 | 165.00   | TRIP CANCELATION SAVANNAH BUS TRIP        |
|                              |              | Total for check: 88936 |                |                    | 165.00   |                                           |
| BOBCAT PLUS                  | 88937        | 11/6/2025              | IA22023        | 731-1022-541.38-03 | 260.71   | OIL FILTERS STOCK                         |
|                              |              | Total for check: 88937 |                |                    | 260.71   |                                           |
| CINTAS                       | 88938        | 11/6/2025              | 4248304382     | 731-1022-541.20-01 | 161.00   | UNIFORMS/SUPPLIES                         |
|                              |              |                        |                |                    | 26.04    | UNIFORMS/SUPPLIES                         |
|                              |              | 11/6/2025              | 4248309407     | 100-0601-551.20-01 | 48.00    | RESTROOM SUPPLIES FLOOR MATS              |
|                              |              |                        |                | 100-0601-551.30-13 | 447.90   | SUPPLIES                                  |
|                              |              | 11/6/2025              | 4248309444     | 100-0801-521.20-01 | 50.25    | RESTROOM SUPPLIES FLOOR MATS              |
|                              |              |                        |                | 100-0801-521.30-13 | 358.55   | RESTROOM SUPPLIES FLOOR MATS              |
|                              |              | Total for check: 88938 |                |                    | 1,091.74 |                                           |
| COMPASS MINERALS AMERICA     | 88939        | 11/6/2025              | 1555748        | 100-1006-541.30-18 | 2,107.23 | ROAD SALT 2025-2026 SEASON                |
|                              |              | Total for check: 88939 |                |                    | 2,107.23 |                                           |
| COMPLETE OFFICE OF WISCONSIN | 88940        | 11/6/2025              | 14571          | 731-1022-541.30-10 | 67.71    | TAPE/HIGHLIGHTERS/PAPER                   |
|                              |              | Total for check: 88940 |                |                    | 67.71    |                                           |

**AP Check Register**  
**Check Date: 11/6/2025**

Date: 11/7/2025

| <i>Vendor Name</i>                | <i>Check Number</i> | <i>Check Date</i> | <i>Invoice Number</i>         | <i>Account Number</i> | <i>Amount</i>   | <i>Description</i>                            |
|-----------------------------------|---------------------|-------------------|-------------------------------|-----------------------|-----------------|-----------------------------------------------|
| DIAMOND TOURS INC                 | 88941               | 11/6/2025         | BUS TRIP                      | 100-0000-201.14-00    | 461.00          | TOUR #2135805-ARK ENCOUNTADED PARTICIPANT PYM |
|                                   |                     |                   | <b>Total for check: 88941</b> |                       | <b>461.00</b>   |                                               |
| EZ GLIDE GARAGE DOORS AND OPENERS | 88942               | 11/6/2025         | 0191860-IN                    | 731-1022-541.24-03    | 3,877.00        | DOOR REPAIR                                   |
|                                   |                     |                   | <b>Total for check: 88942</b> |                       | <b>3,877.00</b> |                                               |
| FACTORY MOTOR PARTS CO            | 88943               | 11/6/2025         | 18-2319906                    | 731-1022-541.38-03    | 30.18           | AIR FILTER/WIPER BLADES                       |
|                                   |                     | 11/6/2025         | 18-2320652                    | 731-1022-541.38-03    | 11.46           | OIL FILTERS (2)                               |
|                                   |                     | 11/6/2025         | 50-6385488                    | 731-1022-541.38-03    | 13.02           | AIR FILTER PANEL                              |
|                                   |                     | 11/6/2025         | 50-6386870                    | 100-0703-553.30-18    | 83.60           | ANTIFREEZE                                    |
|                                   |                     |                   |                               | 731-1022-541.30-18    | 162.39          | ANTIFREEZE                                    |
|                                   |                     | 11/6/2025         | IN001-2108709                 | 731-1022-541.38-03    | 77.53           | SWITCHES (6)                                  |
|                                   |                     |                   |                               |                       | (77.53)         | SWITCHES (6)                                  |
|                                   |                     |                   | <b>Total for check: 88943</b> |                       | <b>300.65</b>   |                                               |
| FORCE AMERICA INC                 | 88944               | 11/6/2025         | IN001-2108709                 | 731-1022-541.38-03    | 77.53           | SWITCHES (6)                                  |
|                                   |                     |                   | <b>Total for check: 88944</b> |                       | <b>77.53</b>    |                                               |
| FOX CROSSING UTILITIES            | 88945               | 11/6/2025         | 127-36488                     | 100-0701-533.22-06    | 472.80          | 206 NORTH ST-STORM 7/15/25-10/15/25           |
|                                   |                     | 11/6/2025         | 127-41331                     | 100-0703-553.22-05    | 417.12          | UTILITIES-1000 GENEVA RD 8/18/25-10/16/25     |
|                                   |                     | 11/6/2025         | 127-65515                     | 100-0703-553.22-06    | 42.00           | STORMWATER UTILITY BILL 7/15/25-10/15/25      |
|                                   |                     |                   | <b>Total for check: 88945</b> |                       | <b>931.92</b>   |                                               |
| GANNETT WISCONSIN LOCALIQ         | 88946               | 11/6/2025         | 0007363665                    | 100-0405-513.29-02    | 657.83          | POST CRESCENT SUBSCRIPT.                      |
|                                   |                     |                   | <b>Total for check: 88946</b> |                       | <b>657.83</b>   |                                               |
| FROYLAN GARCIA                    | 88947               | 11/6/2025         | REFUND                        | 100-0000-201.10-00    | 100.00          | EXCAVATION DEPOSIT REFUNDPERMIT #14739        |
|                                   |                     |                   | <b>Total for check: 88947</b> |                       | <b>100.00</b>   |                                               |

# AP Check Register

## Check Date: 11/6/2025

Date: 11/7/2025

| Vendor Name                       | Check Number | Check Date | Invoice Number                | Account Number     | Amount           | Description                              |
|-----------------------------------|--------------|------------|-------------------------------|--------------------|------------------|------------------------------------------|
| GUSTMAN CHEVROLET SALES INC       | 88948        | 11/6/2025  | 70151                         | 731-1022-541.38-03 | 191.27           | SWITCH/LATCH                             |
|                                   |              |            | <b>Total for check: 88948</b> |                    | <b>191.27</b>    |                                          |
| HARRISON UTILITIES                | 88949        | 11/6/2025  | 001-0220-00                   | 100-0703-553.22-05 | 72.59            | 2170 PLANK ROAD 9/18/25-10/21/25         |
|                                   |              |            | <b>Total for check: 88949</b> |                    | <b>72.59</b>     |                                          |
| DONALD HIETPAS & SONS INC         | 88950        | 11/6/2025  | M0002-920-00334               | 100-0000-122.02-00 | 1,800.00         | 2025 UTILITY RECONSTRUCT.6/2/25-10/3/25  |
|                                   |              |            |                               | 601-0000-194.00-00 | 3,915.50         | 2025 UTILITY RECONSTRUCT.6/2/25-10/3/25  |
|                                   |              |            |                               | 625-0000-194.00-00 | 1,686.75         | 2025 UTILITY RECONSTRUCT.6/2/25-10/3/25  |
|                                   |              |            |                               | 625-0000-201.04-00 | 13,370.38        | 2025 UTILITY RECONSTRUCT.6/2/25-10/3/25  |
|                                   |              |            | <b>Total for check: 88950</b> |                    | <b>20,772.63</b> |                                          |
| JERRY GEIGER CONSTRUCTION         | 88951        | 11/6/2025  | 1073                          | 601-1020-543.24-05 | 2,600.00         | SAN LAT REPAIR IN ROW 1129 MELISSA ST    |
|                                   |              |            | <b>Total for check: 88951</b> |                    | <b>2,600.00</b>  |                                          |
| JOMAR QSUB INC DBA ROAD EQUIPMENT | 88952        | 11/6/2025  | 2500848033                    | 731-1022-541.38-03 | 64.95            | SPRINGS                                  |
|                                   |              |            | <b>Total for check: 88952</b> |                    | <b>64.95</b>     |                                          |
| KIEL DANCE TEAM                   | 88953        | 11/6/2025  | REGISTRATION                  | 100-0000-441.25-00 | 154.00           | DANCE COMPETITION REG KIEL WINTER INVITE |
|                                   |              |            | <b>Total for check: 88953</b> |                    | <b>154.00</b>    |                                          |
| KLINK HYDRAULICS LLC              | 88954        | 11/6/2025  | JG379                         | 731-1022-541.38-03 | 21.70            | HYDRAULIC PARTS                          |
|                                   |              |            | <b>Total for check: 88954</b> |                    | <b>21.70</b>     |                                          |
| LAZER UTILITY LOCATING LLC        | 88955        | 11/6/2025  | 2275                          | 601-1020-543.21-02 | 737.00           | OCT SANITARY LOCATES                     |
|                                   |              |            |                               | 625-1010-541.21-02 | 658.50           | OCT STORM LOCATES                        |
|                                   |              |            | <b>Total for check: 88955</b> |                    | <b>1,395.50</b>  |                                          |

# AP Check Register

## Check Date: 11/6/2025

Date: 11/7/2025

| Vendor Name                      | Check Number | Check Date | Invoice Number                | Account Number     | Amount            | Description                                   |
|----------------------------------|--------------|------------|-------------------------------|--------------------|-------------------|-----------------------------------------------|
| ROBERT E LEE & ASSOCIATES        | 88956        | 11/6/2025  | 89590                         | 470-1003-541.82-02 | 102.00            | ENGINEERING DESIGN SERV WATER/BARLOW ST       |
|                                  |              |            | <b>Total for check: 88956</b> |                    | <b>102.00</b>     |                                               |
| MENASHA TREASURER                | 88957        | 11/6/2025  | DRIVER TIP                    | 100-0000-201.14-00 | 100.00            | 11/15/25 BUS TRIP DRIVER TIP                  |
|                                  |              |            | <b>Total for check: 88957</b> |                    | <b>100.00</b>     |                                               |
| MENASHA UTILITIES                | 88958        | 11/6/2025  | MENASHA UTIL.                 | 100-0703-553.22-06 | 174.52            | STORM-PARKS 9/8/25-10/8/25                    |
|                                  |              |            |                               | 100-1012-541.22-03 | 16.94             | ELECTRIC-STREET LIGHTS 9/8/25-10/8/25         |
|                                  |              |            | <b>Total for check: 88958</b> |                    | <b>191.46</b>     |                                               |
| N&M AUTO SUPPLY                  | 88959        | 11/6/2025  | 849134                        | 731-1022-541.38-03 | 14.27             | AIR FILTER                                    |
|                                  |              | 11/6/2025  | 849246                        | 731-1022-541.38-03 | 14.94             | MOUNTING BRACKET                              |
|                                  |              | 11/6/2025  | 849294                        | 731-1022-541.38-03 | 144.84            | BATTERY                                       |
|                                  |              |            | <b>Total for check: 88959</b> |                    | <b>174.05</b>     |                                               |
| CRYSTAL NITZ                     | 88960        | 11/6/2025  | REFUND                        | 100-0000-201.10-00 | 100.00            | STREET OCCUPANCY DEPOSIT REFUND-PERMIT #14746 |
|                                  |              |            | <b>Total for check: 88960</b> |                    | <b>100.00</b>     |                                               |
| NORTHEAST ASPHALT INC            | 88961        | 11/6/2025  | 30-00033892                   | 100-1003-541.30-18 | 765.56            | ASPHALT                                       |
|                                  |              | 11/6/2025  | PAYMENT #2                    | 470-0000-201.04-00 | (7,758.25)        | CONTRACT 2025-03 JEFF PARK BOAT LAUNCH        |
|                                  |              |            |                               | 470-0703-553.82-02 | 155,165.00        | CONTRACT 2025-03 JEFF PARK BOAT LAUNCH        |
|                                  |              | 11/6/2025  | PAYMENT 9-FINAL               | 255-0000-201.04-00 | 5,000.00          | CONTRACT 2024-03 JEFF PARK IMPROVEMENTS       |
|                                  |              |            |                               | 470-1003-541.82-02 | 28,550.03         | CONTRACT 2024-03 JEFF PARK IMPROVEMENTS       |
|                                  |              |            | <b>Total for check: 88961</b> |                    | <b>181,722.34</b> |                                               |
| OUTAGAMIE COUNTY CLERK OF COURTS | 88962        | 11/6/2025  | REPORT #25-7873               | 100-0000-201.03-00 | 250.00            | REPORT #25-7873                               |
|                                  |              |            | <b>Total for check: 88962</b> |                    | <b>250.00</b>     |                                               |

# AP Check Register

## Check Date: 11/6/2025

Date: 11/7/2025

| Vendor Name                    | Check Number | Check Date | Invoice Number                | Account Number     | Amount          | Description                                   |
|--------------------------------|--------------|------------|-------------------------------|--------------------|-----------------|-----------------------------------------------|
| PACKER CITY INTL TRUCKS INC    | 88963        | 11/6/2025  | X103157265:05                 | 731-1022-541.38-03 | 135.06          | CABIN AIR FILTERS (2)                         |
|                                |              |            | <b>Total for check: 88963</b> |                    | <b>135.06</b>   |                                               |
| STERLING PAULINO               | 88964        | 11/6/2025  | REFUND                        | 100-0000-201.11-00 | 100.00          | SECURITY DEPOSIT REFUND                       |
|                                |              |            | <b>Total for check: 88964</b> |                    | <b>100.00</b>   |                                               |
| PETERS CONCRETE COMPANY        | 88965        | 11/6/2025  | 2259387                       | 470-1009-541.82-02 | 1,064.00        | CONCRETE FOR SIDEWALKS SW-2025-001            |
|                                |              | 11/6/2025  | 2259453                       | 100-1009-541.30-18 | 1,140.00        | CONCRETE FOR SIDEWALKS                        |
|                                |              | 11/6/2025  | 2259499                       | 625-1003-541.30-18 | 608.00          | CONCRETE                                      |
|                                |              | 11/6/2025  | 2259556                       | 470-1009-541.82-02 | 1,064.00        | CONCRETE FOR SIDEWALKS SW-2025-001            |
|                                |              |            | <b>Total for check: 88965</b> |                    | <b>3,876.00</b> |                                               |
| PORT WASHINGTON HIGH SCHOOL    | 88966        | 11/6/2025  | REGISTRATION                  | 100-0000-441.25-00 | 134.00          | DANCE COMPETITION REG SHAKE AT THE LAKE       |
|                                |              |            | <b>Total for check: 88966</b> |                    | <b>134.00</b>   |                                               |
| QUENCH USA INC                 | 88967        | 11/6/2025  | INV09710556                   | 100-0801-521.80-05 | 99.00           | WATER FLAVORING                               |
|                                |              | 11/6/2025  | INV09717018                   | 100-0801-521.80-05 | 99.00           | WATER FLAVORING                               |
|                                |              | 11/6/2025  | INV09775083                   | 100-0801-521.80-05 | 621.81          | SPARKLING WATER MACHINE                       |
|                                |              |            | <b>Total for check: 88967</b> |                    | <b>819.81</b>   |                                               |
| TAMI SANKEY                    | 88968        | 11/6/2025  | REFUND                        | 100-0000-201.10-00 | 100.00          | STREET OCCUPANCY DEPOSIT REFUND-PERMIT #14656 |
|                                |              |            | <b>Total for check: 88968</b> |                    | <b>100.00</b>   |                                               |
| SPEEDY CLEAN DRAIN & SEWER INC | 88969        | 11/6/2025  | 87200                         | 601-1020-543.24-05 | 4,250.00        | 748 MANITOWOC ST CLEAN & TV                   |
|                                |              |            | <b>Total for check: 88969</b> |                    | <b>4,250.00</b> |                                               |
| THEDACARE AT WORK              | 88970        | 11/6/2025  | 376098                        | 100-0202-512.21-06 | 316.25          | EAP CONTRACT-NOV 2025                         |
|                                |              |            | <b>Total for check: 88970</b> |                    | <b>316.25</b>   |                                               |

# AP Check Register

## Check Date: 11/6/2025

Date: 11/7/2025

| Vendor Name                       | Check Number | Check Date | Invoice Number                | Account Number     | Amount          | Description                             |
|-----------------------------------|--------------|------------|-------------------------------|--------------------|-----------------|-----------------------------------------|
| THOMSON REUTERS - WEST            | 88971        | 11/6/2025  | 852794339                     | 100-0201-512.32-02 | 496.74          | WESTLAW LEGAL RESEARCH                  |
|                                   |              |            | <b>Total for check: 88971</b> |                    | <b>496.74</b>   |                                         |
| US BANK EQUIPMENT FINANCE         | 88972        | 11/6/2025  | 567049002                     | 743-0403-513.24-02 | 76.98           | ENGINEERING COPIER LEASE -OCT           |
|                                   |              | 11/6/2025  | 567235627                     | 743-0403-513.24-02 | 224.02          | PRODUCTION COPIER LEASE -OCT            |
|                                   |              |            | <b>Total for check: 88972</b> |                    | <b>301.00</b>   |                                         |
| VORPAHL FIRE & SAFETY             | 88973        | 11/6/2025  | 215411650                     | 100-0703-553.30-18 | 216.94          | MECHANICS GLOVES                        |
|                                   |              |            |                               | 100-1003-541.30-18 | 216.95          | MECHANICS GLOVES                        |
|                                   |              |            | <b>Total for check: 88973</b> |                    | <b>433.89</b>   |                                         |
| WAUKESHA COUNTY TECHNICAL COLLEGE | 88974        | 11/6/2025  | S0876407                      | 100-0801-521.34-02 | 160.00          | TUITION BRIAN VANALSTYNE                |
|                                   |              |            | <b>Total for check: 88974</b> |                    | <b>160.00</b>   |                                         |
| WE ENERGIES                       | 88975        | 11/6/2025  | 5682612387                    | 100-1012-541.22-03 | 105.69          | LED STREET LIGHTS                       |
|                                   |              | 11/6/2025  | 5683210478                    | 100-1012-541.22-03 | 1,036.51        | STREET LIGHTS                           |
|                                   |              | 11/6/2025  | 5686455610                    | 100-0703-553.22-03 | 34.20           | LED STREET LIGHTS US HWY 10 & STH 114 E |
|                                   |              |            | <b>Total for check: 88975</b> |                    | <b>1,176.40</b> |                                         |
| DYLAN WENKER                      | 88976        | 11/6/2025  | REIMBURSEMENT                 | 100-0706-561.34-02 | 775.00          | TRAQ COURSE-REIMBURSEMENT               |
|                                   |              |            | <b>Total for check: 88976</b> |                    | <b>775.00</b>   |                                         |
| WEYERS EQUIPMENT INC              | 88977        | 11/6/2025  | 01-249975                     | 731-1022-541.38-03 | 534.43          | MULCH KIT                               |
|                                   |              |            | <b>Total for check: 88977</b> |                    | <b>534.43</b>   |                                         |
| WINNEBAGO COUNTY CLERK OF COURTS  | 88978        | 11/6/2025  | REPORT #25-7919               | 100-0000-201.03-00 | 650.00          | REPORT #25-7919                         |
|                                   |              | 11/6/2025  | REPORT #25-8006               | 100-0000-201.03-00 | 650.00          | REPORT #25-8006                         |
|                                   |              |            | <b>Total for check: 88978</b> |                    | <b>1,300.00</b> |                                         |



# AP Check Register

## Check Date: 11/6/2025

Date: 11/7/2025

| Vendor Name               | Check Number           | Check Date | Invoice Number         | Account Number     | Amount     | Description                             |
|---------------------------|------------------------|------------|------------------------|--------------------|------------|-----------------------------------------|
| WINNEBAGO LIQUID WASTE    | 88979                  | 11/6/2025  | 15377                  | 100-0703-553.20-09 | 195.00     | HANDICAP RESTROOM RENTAL KOSLO PARK     |
|                           |                        | 11/6/2025  | 15412                  | 100-0703-553.20-09 | 100.00     | PORT-A-POTTIES RENTAL BOAT LAUNCH       |
|                           |                        | 11/6/2025  | 15413                  | 100-0703-553.20-09 | 195.00     | HANDICAP RESTROOM RENTAL BRIGHTON BEACH |
|                           | Total for check: 88979 |            |                        |                    | 490.00     |                                         |
| WISCO OIL LLC             | 88980                  | 11/6/2025  | 19187                  | 100-0000-131.00-00 | 8,093.30   | FUEL                                    |
|                           |                        |            | Total for check: 88980 |                    |            |                                         |
| WISCONSIN DEPT OF JUSTICE | 88981                  | 11/6/2025  | G3228                  | 100-0202-512.21-06 | 21.00      | GENERAL                                 |
|                           |                        |            | Total for check: 88981 |                    |            |                                         |
| ZARNOTH BRUSH WORKS INC   | 88982                  | 11/6/2025  | 0203960-IN             | 731-1022-541.38-03 | 194.10     | DIRT SHOE-REAR/SCRAPER                  |
|                           |                        |            | Total for check: 88982 |                    |            |                                         |
|                           |                        |            |                        |                    | 257,571.44 |                                         |

# AP Check Register

## Check Date: 11/13/2025

Date: 11/13/2025

| <i>Vendor Name</i>               | <i>Check Number</i>           | <i>Check Date</i> | <i>Invoice Number</i> | <i>Account Number</i> | <i>Amount</i>    | <i>Description</i>                  |
|----------------------------------|-------------------------------|-------------------|-----------------------|-----------------------|------------------|-------------------------------------|
| ACCURATE                         | 88983                         | 11/13/2025        | 2512967               | 731-1022-541.30-18    | 130.89           | CABLE TIES                          |
|                                  |                               | 11/13/2025        | 2512968               | 100-1016-543.30-18    | 32.25            | CABLE TIES                          |
|                                  | <b>Total for check: 88983</b> |                   |                       |                       | <b>163.14</b>    |                                     |
| JF AHERN CO                      | 88984                         | 11/13/2025        | 771146                | 731-1022-541.24-03    | 610.00           | FIRE ALARM INSPECTION-PWF           |
|                                  | <b>Total for check: 88984</b> |                   |                       |                       | <b>610.00</b>    |                                     |
| CITY OF APPLETON                 | 88985                         | 11/13/2025        | 18648                 | 100-0302-542.25-01    | 20,312.00        | NOVEMBER-TRANSIT SERVICES           |
|                                  | <b>Total for check: 88985</b> |                   |                       |                       | <b>20,312.00</b> |                                     |
| AUTOMOTIVE SUPPLY COMPANY        | 88986                         | 11/13/2025        | 012226713             | 731-1022-541.38-03    | 107.08           | DOOR HANDLE                         |
|                                  | <b>Total for check: 88986</b> |                   |                       |                       | <b>107.08</b>    |                                     |
| BERGSTROM FORD LINCOLN           | 88987                         | 11/13/2025        | 112718                | 731-1022-541.38-04    | 152.02           | BUSHINGS/LINKS                      |
|                                  |                               | 11/13/2025        | 112749                | 731-1022-541.38-04    | 34.80            | NUTS/SCREWS                         |
|                                  | <b>Total for check: 88987</b> |                   |                       |                       | <b>186.82</b>    |                                     |
| BOBCAT PLUS                      | 88988                         | 11/13/2025        | IA22048               | 731-1022-541.38-03    | 476.50           | TIE ROD                             |
|                                  | <b>Total for check: 88988</b> |                   |                       |                       | <b>476.50</b>    |                                     |
| BSN SPORTS LLC                   | 88989                         | 11/13/2025        | 930444534             | 470-0703-553.82-02    | 9,315.00         | BLEACHERS/PLAYER BENCH PR-2024-004  |
|                                  | <b>Total for check: 88989</b> |                   |                       |                       | <b>9,315.00</b>  |                                     |
| CALUMET COUNTY REGISTER OF DEEDS | 88990                         | 11/13/2025        | RECORDING FEES        | 100-0203-512.21-08    | 30.00            | RECORDING FEES -MENASHA CORP LIMITS |
|                                  | <b>Total for check: 88990</b> |                   |                       |                       | <b>30.00</b>     |                                     |
| CINTAS                           | 88991                         | 11/13/2025        | 4248990062            | 100-0703-553.30-13    | 280.16           | BATHROOM SUPPLIES                   |

# AP Check Register

## Check Date: 11/13/2025

Date: 11/13/2025

| Vendor Name                 | Check Number | Check Date    | Invoice Number                | Account Number     | Amount            | Description                    |
|-----------------------------|--------------|---------------|-------------------------------|--------------------|-------------------|--------------------------------|
| CINTAS...                   | 88991...     | 11/13/2025... | 4248990062...                 | 731-1022-541.20-01 | 161.00            | UNIFORMS/RUGS/MATS             |
|                             |              |               | <b>Total for check: 88991</b> |                    | <b>441.16</b>     |                                |
| JP COOKE COMPANY            | 88992        | 11/13/2025    | 904700                        | 100-0401-513.29-01 | 93.95             | 2026 CAT LICENSE               |
|                             |              |               | <b>Total for check: 88992</b> |                    | <b>93.95</b>      |                                |
| COVANTAGE CREDIT UNION      | 88993        | 11/13/2025    | BRIN INCENTIVE                | 493-0304-562.21-11 | 135,996.92        | BRIN DEVELOPER INCENTIVE       |
|                             |              |               | <b>Total for check: 88993</b> |                    | <b>135,996.92</b> |                                |
| JACKIE CURTIS               | 88994        | 11/13/2025    | REFUND                        | 100-0000-201.11-00 | 100.00            | RENTAL SECURITY DEPOSIT REFUND |
|                             |              |               | <b>Total for check: 88994</b> |                    | <b>100.00</b>     |                                |
| KORTNEY DAHM                | 88995        | 11/13/2025    | MILEAGE                       | 100-0903-531.33-01 | 28.49             | MILEAGE REIMBURSEMENT -OCTOBER |
|                             |              |               | <b>Total for check: 88995</b> |                    | <b>28.49</b>      |                                |
| DOMINION VOTING SYSTEMS INC | 88996        | 11/13/2025    | DVS160575                     | 100-0204-512.24-04 | 1,002.70          | ICE PREVENTIVE MAINT           |
|                             |              |               | <b>Total for check: 88996</b> |                    | <b>1,002.70</b>   |                                |
| E.H. WOLF & SONS, INC       | 88997        | 11/13/2025    | 355435                        | 207-0707-552.38-01 | 739.80            | GAS-11/7/25                    |
|                             |              |               | <b>Total for check: 88997</b> |                    | <b>739.80</b>     |                                |
| EHLERS & ASSOCIATES INC     | 88998        | 11/13/2025    | 103453                        | 100-0000-201.03-00 | 1,575.00          | PROVINCE TERRACE-TID 15        |
|                             |              |               | <b>Total for check: 88998</b> |                    | <b>1,575.00</b>   |                                |
| EJ EQUIPMENT                | 88999        | 11/13/2025    | P01777                        | 731-1022-541.38-03 | 711.64            | CHECK VALVE                    |
|                             |              | 11/13/2025    | P01790                        | 731-1022-541.38-03 | 2,233.95          | LIFT CYLINDER                  |
|                             |              |               | <b>Total for check: 88999</b> |                    | <b>2,945.59</b>   |                                |

# AP Check Register

## Check Date: 11/13/2025

Date: 11/13/2025

| <i>Vendor Name</i>       | <i>Check Number</i> | <i>Check Date</i> | <i>Invoice Number</i>         | <i>Account Number</i> | <i>Amount</i>    | <i>Description</i>                           |
|--------------------------|---------------------|-------------------|-------------------------------|-----------------------|------------------|----------------------------------------------|
| FACTORY MOTOR PARTS CO   | 89000               | 11/13/2025        | 50-6386870                    | 731-1022-541.38-03    | 245.99           | ANTIFREEZE                                   |
|                          |                     |                   | <b>Total for check: 89000</b> |                       | <b>245.99</b>    |                                              |
| FERRELLGAS               | 89001               | 11/13/2025        | RN11123753                    | 731-1022-541.30-18    | 25.00            | PROPANE                                      |
|                          |                     |                   | <b>Total for check: 89001</b> |                       | <b>25.00</b>     |                                              |
| FORCE AMERICA INC        | 89002               | 11/13/2025        | IN001-2109003                 | 731-1022-541.38-03    | 587.68           | SENSOR PARTS                                 |
|                          |                     |                   | <b>Total for check: 89002</b> |                       | <b>587.68</b>    |                                              |
| KRISTINE HEIM            | 89003               | 11/13/2025        | MILEAGE                       | 100-0304-562.33-01    | 25.41            | MILEAGE REIMBURSEMENT OCTOBER                |
|                          |                     |                   | <b>Total for check: 89003</b> |                       | <b>25.41</b>     |                                              |
| BRENDA HOSTETTLER        | 89004               | 11/13/2025        | REFUND                        | 100-0000-201.11-00    | 100.00           | RENTAL SECURITY DEPOSIT REFUND               |
|                          |                     |                   | <b>Total for check: 89004</b> |                       | <b>100.00</b>    |                                              |
| EVAN JANET               | 89005               | 11/13/2025        | MILEAGE                       | 100-0203-512.34-01    | 54.60            | BADGER BOOK TRAINING MILEAGE REIMBURSEMENT-N |
|                          |                     |                   | <b>Total for check: 89005</b> |                       | <b>54.60</b>     |                                              |
| JRAAR EDUCATIONAL EVENTS | 89006               | 11/13/2025        | 000162                        | 100-0601-551.20-05    | 257.00           | CONTRACT SERVICES-ENT 10/23/25               |
|                          |                     |                   | <b>Total for check: 89006</b> |                       | <b>257.00</b>    |                                              |
| JT ENGINEERING INC       | 89007               | 11/13/2025        | 250126-3                      | 470-0703-553.80-05    | 10,905.78        | HIGH CLIFF CONNECT DESIGNPR-2027-005         |
|                          |                     |                   | <b>Total for check: 89007</b> |                       | <b>10,905.78</b> |                                              |
| JX ENTERPRISES INC       | 89008               | 11/13/2025        | 24134985P                     | 731-1022-541.38-03    | 32.95            | PRESSURE SWITCH                              |
|                          |                     |                   | <b>Total for check: 89008</b> |                       | <b>32.95</b>     |                                              |
| KLINK HYDRAULICS LLC     | 89009               | 11/13/2025        | CJ400                         | 731-1022-541.38-03    | 111.27           | HYDRAULIC FITTINGS                           |

# AP Check Register

## Check Date: 11/13/2025

Date: 11/13/2025

| <i>Vendor Name</i>      | <i>Check Number</i> | <i>Check Date</i> | <i>Invoice Number</i>         | <i>Account Number</i> | <i>Amount</i>   | <i>Description</i>                  |
|-------------------------|---------------------|-------------------|-------------------------------|-----------------------|-----------------|-------------------------------------|
| KLINK HYDRAULICS LLC... | 89009...            | 11/13/2025        | TV1350                        | 731-1022-541.38-03    | 213.27          | HYDRAULIC FITTINGS                  |
|                         |                     |                   | <b>Total for check: 89009</b> |                       | <b>324.54</b>   |                                     |
| LAFORCE                 | 89010               | 11/13/2025        | 1294276                       | 470-0501-522.82-01    | 4,796.32        | DOOR/CLOSER-N-M FIRE DEPTF-2025-007 |
|                         |                     |                   | <b>Total for check: 89010</b> |                       | <b>4,796.32</b> |                                     |
| MATTHEWS TIRE INC       | 89011               | 11/13/2025        | 99644                         | 731-1022-541.38-02    | 159.98          | TIRES                               |
|                         |                     | 11/13/2025        | 99645                         | 731-1022-541.38-04    | 550.48          | TIRES                               |
|                         |                     | 11/13/2025        | 99660                         | 731-1022-541.38-04    | 56.72           | FLAT REPAIR                         |
|                         |                     | 11/13/2025        | 99662                         | 100-1009-541.30-18    | 94.70           | VALVE STEMS                         |
|                         |                     |                   | <b>Total for check: 89011</b> |                       | <b>861.88</b>   |                                     |
| MENARDS-APPLETON EAST   | 89012               | 11/13/2025        | 84671                         | 470-0801-521.82-01    | 494.66          | FENCE PARTS PPF-2025-001            |
|                         |                     | 11/13/2025        | 84875                         | 470-0801-521.82-01    | 78.59           | FENCE PARTS PPF-2025-001            |
|                         |                     | 11/13/2025        | 84936                         | 470-0801-521.82-01    | 69.08           | FENCE PARTS PPF-2025-001            |
|                         |                     | 11/13/2025        | 84981                         | 470-0801-521.82-01    | 26.94           | FENCE PARTS PPF-2025-001            |
|                         |                     | 11/13/2025        | 85091                         | 100-1008-541.30-18    | 21.98           | GOO GONE                            |
|                         |                     |                   |                               | 731-1022-541.24-03    | 242.76          | BUILDING SALT/THERMSTATS            |
|                         |                     | 11/13/2025        | 85294                         | 100-0703-553.30-18    | 485.64          | SALT, LIGHTS SUPPLIES               |
|                         |                     |                   | <b>Total for check: 89012</b> |                       | <b>1,419.65</b> |                                     |
| MENASHA TREASURER       | 89013               | 11/13/2025        | MSHA COMM OUTRE               | 824-0814-521.30-18    | 950.00          | MSHA COMMUNITY OUTREACH EVENT       |
|                         |                     |                   | <b>Total for check: 89013</b> |                       | <b>950.00</b>   |                                     |
| METRO SALES INC         | 89014               | 11/13/2025        | INV2921734                    | 743-0403-513.29-01    | 752.67          | PRINTER/COPIER USAGE 9/17-10/16     |
|                         |                     |                   | <b>Total for check: 89014</b> |                       | <b>752.67</b>   |                                     |
| MICROSPUNK LLC          | 89015               | 11/13/2025        | 20251274                      | 743-0403-513.21-04    | 150.00          | IT SERVICES CONFIGURE SWITCH        |
|                         |                     |                   | <b>Total for check: 89015</b> |                       | <b>150.00</b>   |                                     |

# AP Check Register

## Check Date: 11/13/2025

Date: 11/13/2025

| Vendor Name                 | Check Number | Check Date | Invoice Number                | Account Number     | Amount           | Description                           |
|-----------------------------|--------------|------------|-------------------------------|--------------------|------------------|---------------------------------------|
| MORTON SAFETY               | 89016        | 11/13/2025 | 235889                        | 731-1022-541.30-18 | 211.81           | GLOVES, SUPPLIES                      |
|                             |              |            | <b>Total for check: 89016</b> |                    | <b>211.81</b>    |                                       |
| N&M AUTO SUPPLY             | 89017        | 11/13/2025 | 840189                        | 100-0703-553.30-15 | 15.53            | AIR BLOW GUNS                         |
|                             |              | 11/13/2025 | 849705                        | 731-1022-541.30-18 | 38.84            | CHOKE/CLEANER                         |
|                             |              | 11/13/2025 | 849708                        | 731-1022-541.30-18 | 12.00            | AIR INTAKE CLEANER                    |
|                             |              | 11/13/2025 | 849776                        | 731-1022-541.38-03 | 52.38            | FUEL LINE                             |
|                             |              |            | <b>Total for check: 89017</b> |                    | <b>118.75</b>    |                                       |
| NORTHEAST ASPHALT INC       | 89018        | 11/13/2025 | 30-00034410                   | 625-1003-541.30-18 | 136.80           | ASPHALT                               |
|                             |              |            | <b>Total for check: 89018</b> |                    | <b>136.80</b>    |                                       |
| ANDREA OSKEY                | 89019        | 11/13/2025 | MILEAGE                       | 743-0403-513.33-01 | 28.98            | JUNE-AUG MILEAGE REIMBURSEMENT        |
|                             |              |            |                               |                    | 18.48            | SEPT-OCT MILEAGE REIMBURSEMENT        |
|                             |              |            | <b>Total for check: 89019</b> |                    | <b>47.46</b>     |                                       |
| PACKER CITY INTL TRUCKS INC | 89020        | 11/13/2025 | X103158553:01                 | 731-1022-541.38-03 | 237.66           | LAMP KIT                              |
|                             |              |            | <b>Total for check: 89020</b> |                    | <b>237.66</b>    |                                       |
| PETERS CONCRETE COMPANY     | 89021        | 11/13/2025 | 2259901                       | 100-1003-541.30-18 | 498.00           | CONCRETE LEAD LINES SUPPLIES          |
|                             |              |            | <b>Total for check: 89021</b> |                    | <b>498.00</b>    |                                       |
| RADTKE CONTRACTORS INC      | 89022        | 11/13/2025 | 40627                         | 470-1003-541.82-02 | 29,439.00        | PILING FOR WATER ST DOCK STR-2024-003 |
|                             |              |            | <b>Total for check: 89022</b> |                    | <b>29,439.00</b> |                                       |
| LIZ ROSIN                   | 89023        | 11/13/2025 | MILEAGE                       | 100-0903-531.33-01 | 16.66            | MILEAGE REIMBURSEMENT -OCTOBER        |
|                             |              |            | <b>Total for check: 89023</b> |                    | <b>16.66</b>     |                                       |
| SCHMALZ CUSTOM LANDSCAPING  | 89024        | 11/13/2025 | 30382                         | 470-0703-553.82-02 | 2,099.58         | PARK TREES                            |



# AP Check Register

## Check Date: 11/13/2025

Date: 11/13/2025

| <i>Vendor Name</i>                 | <i>Check Number</i>           | <i>Check Date</i>             | <i>Invoice Number</i>         | <i>Account Number</i> | <i>Amount</i>   | <i>Description</i>      |                           |
|------------------------------------|-------------------------------|-------------------------------|-------------------------------|-----------------------|-----------------|-------------------------|---------------------------|
| SCHMALZ CUSTOM LANDSCAPING...      | 89024...                      | 11/13/2025                    | 30383                         | 470-0703-553.82-02    | 188.96          | PARK HYDRANGEAS         |                           |
|                                    |                               | 11/13/2025                    | 30384                         | 470-1003-541.82-02    | 466.08          | PLANTS-WATER ST         |                           |
|                                    | <b>Total for check: 89024</b> |                               |                               |                       | <b>2,754.62</b> |                         |                           |
| SECURIAN FINANCIAL GROUP INC       | 89025                         | 11/13/2025                    | 002832L                       | 100-0000-204.07-00    | 3,637.45        | DECEMBER LIFE INSURANCE |                           |
|                                    |                               |                               | <b>Total for check: 89025</b> |                       |                 | <b>3,637.45</b>         |                           |
| SECURITY FENCE & SUPPLY CO INC     | 89026                         | 11/13/2025                    | 2025-49366                    | 100-0801-521.82-01    | 892.10          | FENCE PARTS             | PPF-2025-001              |
|                                    |                               |                               | <b>Total for check: 89026</b> |                       |                 | <b>892.10</b>           |                           |
| SERVICEMASTER BUILDING MAINTENANCE | 89027                         | 11/13/2025                    | 47956                         | 100-0920-531.20-01    | 480.00          | JANITORIAL SERVICE      | SENIOR CENTER             |
|                                    |                               | 11/13/2025                    | 47961                         | 731-1022-541.20-01    | 2,730.00        | JANITORIAL SERVICE      | PUBLIC WORKS FACILITY     |
|                                    |                               | 11/13/2025                    | 47971                         | 100-0801-521.20-01    | 2,016.00        | JANITORIAL SERVICE      | MENASHA POLICE DEPT       |
|                                    |                               | <b>Total for check: 89027</b> |                               |                       | <b>5,226.00</b> |                         |                           |
| SMT MANUFACTURING & SUPPLY LLC     | 89028                         | 11/13/2025                    | 0086678-IN                    | 731-1022-541.38-03    | 56.60           | FLANGE UNIT             |                           |
|                                    |                               |                               | <b>Total for check: 89028</b> |                       |                 | <b>56.60</b>            |                           |
| STATEWIDE POWDER COATING LLC       | 89029                         | 11/13/2025                    | 1997                          | 100-1008-541.30-22    | 1,100.00        | BLAST & POWDER COAT     | -RAILING                  |
|                                    |                               |                               | <b>Total for check: 89029</b> |                       |                 | <b>1,100.00</b>         |                           |
| STRAND ASSOCIATES INC              | 89030                         | 11/13/2025                    | 0229858                       | 470-0703-553.80-05    | 899.64          | PROFESSIONAL SERVICES   | PR-2025-011 JEFF PRK BOAT |
|                                    |                               |                               | <b>Total for check: 89030</b> |                       |                 | <b>899.64</b>           |                           |
| THEDACARE LABORATORIES             | 89031                         | 11/13/2025                    | 12100376                      | 100-0000-201.17-00    | 677.97          | VENIPUNCTURE-10/23/25   | MENASHA HEALTH DEPT       |
|                                    |                               |                               | <b>Total for check: 89031</b> |                       |                 | <b>677.97</b>           |                           |

# AP Check Register

## Check Date: 11/13/2025

Date: 11/13/2025

| Vendor Name                | Check Number | Check Date | Invoice Number                | Account Number     | Amount           | Description                                |
|----------------------------|--------------|------------|-------------------------------|--------------------|------------------|--------------------------------------------|
| TRUGREEN PROCESSING CENTER | 89032        | 11/13/2025 | 218409828                     | 100-0501-522.24-03 | 116.89           | LAWN SERVICE N-M FIRE DEPT                 |
|                            |              |            | <b>Total for check: 89032</b> |                    | <b>116.89</b>    |                                            |
| US BANK EQUIPMENT FINANCE  | 89033        | 11/13/2025 | 567826235                     | 743-0403-513.24-02 | 81.42            | PW COPIER LEASE-NOV                        |
|                            |              |            | <b>Total for check: 89033</b> |                    | <b>81.42</b>     |                                            |
| VARITECH INDUSTRIES INC    | 89034        | 11/13/2025 | IN060-2004375                 | 731-1022-541.38-03 | 85.58            | RELIEF VALVE                               |
|                            |              |            | <b>Total for check: 89034</b> |                    | <b>85.58</b>     |                                            |
| VERICORE PACKAGING         | 89035        | 11/13/2025 | 1076863011                    | 100-0204-512.29-01 | 895.00           | ELECTION ENVELOPES                         |
|                            |              | 11/13/2025 | 1076865011                    | 100-0204-512.29-01 | 1,705.00         | ELECTION ENVELOPES                         |
|                            |              |            | <b>Total for check: 89035</b> |                    | <b>2,600.00</b>  |                                            |
| WE ENERGIES                | 89036        | 11/13/2025 | 5690438865                    | 731-1022-541.22-04 | 387.63           | 455 BALDWIN - GAS SERVICE10/03/25-10/30/25 |
|                            |              |            | <b>Total for check: 89036</b> |                    | <b>387.63</b>    |                                            |
| WINNEBAGO COUNTY TREASURER | 89037        | 11/13/2025 | 135229                        | 100-1016-543.25-01 | 23,237.28        | RES LANDFILL/SWEEPINGS                     |
|                            |              |            |                               | 100-1017-543.25-01 | 6,025.32         | COMM                                       |
|                            |              |            |                               | 266-1027-543.25-01 | 914.32           | SS LANDFILL/SWEEPINGS                      |
|                            |              |            |                               | 266-1027-543.25-03 | 430.00           | TVS LANDFILL                               |
|                            |              |            |                               | 625-1005-541.25-01 | 8,744.22         | SWEEPINGS                                  |
|                            |              |            | <b>Total for check: 89037</b> |                    | <b>39,351.14</b> |                                            |
| WPPI ENERGY                | 89038        | 11/13/2025 | INV23686                      | 310-0409-571.61-01 | 494.50           | NOV STREET LIGHTING PROJ                   |
|                            |              |            |                               |                    | 1,010.30         | NOV LED STREETLIGHT PROJ                   |
|                            |              |            |                               |                    | 283.33           | NOV STREET LIGHTING PROJ                   |
|                            |              |            |                               | 731-1022-541.82-01 | 1,176.09         | NOV SOLAR PV                               |

**AP Check Register**  
**Check Date: 11/13/2025**

Date: 11/13/2025

| <i>Vendor Name</i>     | <i>Check Number</i> | <i>Check Date</i> | <i>Invoice Number</i> | <i>Account Number</i> | <i>Amount</i>     | <i>Description</i> |
|------------------------|---------------------|-------------------|-----------------------|-----------------------|-------------------|--------------------|
| WPPI ENERGY...         | 89038...            | 11/13/2025...     | INV23686...           | 731-1022-541.82-01... | 769.99            | NOV SOLAR PV       |
| Total for check: 89038 |                     |                   |                       |                       | <u>3,734.21</u>   |                    |
|                        |                     |                   |                       |                       | <u>287,921.01</u> |                    |

Hello Mayor Hammond:

I hear there is an opening seat on the Landmark's committee. I would like to be considered for this appointment. My experience with this committee during the time of establishing my business was so positive and many of the individuals were so welcoming and open to the ideas presented before them for the progression of the downtown area of the City of Menasha. I believe as a representation of the business owners and the community, I have the aspiration to help support the City in preserving this wonderful little Gem! I would be thrilled to be appointed by you as the next Landmark's Committee Member.

Sincerely,

Kari Mulder

Rusted Roost, LLC