

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, December 15, 2025 at 6:00 PM

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

- A. Call to Order**
- B. Pledge of Allegiance**
- C. Roll Call**
- D. Public Hearing**
- 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. Administration Committee, 12/1/25
 - b. Board of Public Works, 12/1/25
 - c. Personnel Committee, 12/1/25
 - d. Water and Light Commission, 11/19/25
 - e. Library Board of Trustees, 10/28/25
 - f. Joint Review Board, 10/20/25, 12/1/25
 - g. Plan Commission, 12/2/25
 - h. Board of Appeals, 10/6/25
 - i. Neenah-Menasha Joint Finance & Personnel Committee, 12/9/25
 - j. Landmarks Commission, 12/10/25
 - k. Housing Authority, 12/8/25
 - 3. Communications:
 - a. Community Development Department Memo - Commercial Building Inspections Update
- G. Consent Agenda**
(Prior to voting on the Consent Agenda, items on the Consent Agenda may be

removed at the request of any Alderman and place immediately following action on the Consent Agenda. The procedures to follow for the Consent Agenda are: (a) removal of items from Consent Agenda; and (b) motion to approve the items from Consent Agenda.)

1. Common Council Minutes, 12/1/25
2. Administration Committee, 12/1/25, Recommends Approval of:
 - a. Appointment of Election Inspectors for the Election Cycle Term of 2026-2027
3. Board of Public Works, 12/1/25, Recommends Approval of:
 - a. Change Order — Sommers Construction Co, Inc; Contract No. 2025-02; Street Construction & Rehabilitation - Various Locations; Add \$32,113.47 (Change Order No. 1 & Final)
 - b. Payment — Sommers Construction Co, Inc; Contract No. 2025-02; Street Construction & Rehabilitation; \$40,017.96 (Payment No. 3 & Final)
 - c. Payment — Northeast Asphalt, Inc; Contract No. 2025-03; Jefferson Park Boat Launch; \$374,868.28 (Payment No. 4)
 - d. Payment — Fahrner Asphalt Sealers, LLC; Contract No. 2025-04; Asphaltic Concrete Pavement Crack Sealing - Various Locations; \$31,734.00 (Payment No. 1 & Final)
4. Personnel Committee, 12/1/25, Recommends Approval of:
 - a. Updates to City of Menasha Employee Handbook, Effective January 1, 2026
5. Neenah-Menasha Joint Finance & Personnel Committee, 12/9/25, Recommends Approval of:
 - a. Purchase of a stock 2025 Chevrolet 1500 Silverado from Bergstrom Automotive not to exceed \$50,000 and to purchase radio, lights, graphics and other miscellaneous equipment from various vendors for a total project cost not to exceed \$67,000

H. Items Removed from the Consent Agenda

I. Action Items

1. Accounts Payable and Payroll for the term of 11/27/25 - 12/11/25 in the amount of \$783,082.84

J. Held Over Business

K. Ordinances and Resolutions

L. Appointments

1. Mayor's appointment of Alicia Buechler to the Lawson Canal Ad Hoc Advisory

Committee as an RDA representative for the term of 12/16/25 - 9/30/26

2. Mayor's appointment of Matt Vanderlinden to the Lawson Canal Ad Hoc Advisory Committee as an RDA representative for the term of 12/16/25 - 9/30/26
3. Mayor's appointment of Richard Sturm to the Lawson Canal Ad Hoc Advisory Committee as a Parks and Recreation Board representative for the term of 12/16/25 - 9/30/26
4. Mayor's appointment of Eli Wickman to the Lawson Canal Ad Hoc Advisory Committee as a Parks and Recreation Board representative for the term of 12/16/25 - 9/30/26
5. Mayor's appointment of Ald. Hale to the Lawson Canal Ad Hoc Advisory Committee as a Board of Public Works representative for the term of 12/16/25 - 9/30/26
6. Mayor's appointment of Ald. Rand to the Lawson Canal Ad Hoc Advisory Committee as a Board of Public Works representative for the term of 12/16/25 - 9/30/26

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

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

O. Adjournment

MEETING NOTICE
January 5, 2026
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."



ADMINISTRATION COMMITTEE MINUTES

Monday, December 1, 2025 at 6:30 PM

First Floor Conference Rooms
100 Main Street, Menasha, WI

A. CALL TO ORDER

Meeting called to order by Chair Eisenach at 8:20 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, FC Teesch, HRM Cardoza, CA Struve, Mayor Hammond, Clerk Snyder

C. MINUTES TO APPROVE

1. Administration Committee, 11/17/25

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

D. DISCUSSION / ACTION ITEMS

1. Appointment of Election Inspectors for the Election Cycle Term of 2026-2027

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

Motion carried 8-0 on roll call.

Staff advised that this is a routine appointment of election inspectors required for each election cycle. In addition to typical appointments, staff additionally seeks nonappointment of one party nominated individual who was previously dismissed from election inspecting in the City of Menasha due to reports of electioneering in the polling place.

E. ADJOURNMENT

Motion by District 3 Alderperson Hale seconded by District 5 Alderperson Lewis to adjourn the Administration Committee meeting at 8:26 pm. Motion carried on voice vote.

Minutes submitted by City Clerk Kaija Snyder.



BOARD OF PUBLIC WORKS MINUTES

Monday, December 1, 2025 at 6:45 PM

First Floor Conference Rooms
100 Main Street, Menasha, WI

A. CALL TO ORDER

Meeting called to order by Chair Ropella at 8:29 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, FC Teesch, HRM Cardoza, 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, 11/3/25

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

Motion carried 8-0 on roll call.

E. DISCUSSION / ACTION ITEMS

1. Change Order — Sommers Construction Co, Inc; Contract No. 2025-02; Street Construction & Rehabilitation - Various Locations; Add \$32,113.47 (Change Order No. 1 & Final)

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

Motion carried 8-0 on roll call.

Discussion considered the budgetary impact of this change order and contingency planning around contract changes.

Staff advised that this change order accounts for unexpected removals discovered during excavation. A slipform paver was added to this project to allow for more stable surfacing.

2. Payment — Sommers Construction Co, Inc; Contract No. 2025-02; Street Construction & Rehabilitation; \$40,017.96 (Payment No. 3 & Final)

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

Motion carried 8-0 on roll call.

3. Payment — Northeast Asphalt, Inc; Contract No. 2025-03; Jefferson Park Boat Launch; \$374,868.28 (Payment No. 4)
Motion by District 6 Alderperson Marshall, seconded by District 7 Alderperson Grade to approve.

Motion carried 8-0 on roll call.

Discussion considered the presence of rocks in the waterway. While the launch extends into deeper waters, Menasha has no authority to move these rocks.

Staff advised that this is the next progress payment for the Jefferson Park Boat Launch. Crews are expected to pause for winter and are on track for a May 1, 2026 completion date pending weather.

4. Payment — Fahrner Asphalt Sealers, LLC; Contract No. 2025-04; Asphaltic Concrete Pavement Crack Sealing - Various Locations; \$31,734.00 (Payment No. 1 & Final)
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 preserves recently constructed or paved streets to extend their lifespan.

F. ADJOURNMENT

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

Minutes submitted by City Clerk Kaija Snyder.



PERSONNEL COMMITTEE MINUTES
Monday, December 1, 2025 at 7:00 PM
First Floor Conference Rooms
100 Main Street, Menasha, WI

A. CALL TO ORDER

Meeting called to order by Chair Perkins at 8:48 pm.

B. ROLL CALL

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

Also Present: FD Sassman, DPW Merten, CDD Dane, PRD Sackett, PC Thorn, FC Teesch, HRM Cardoza, CA Struve, Clerk Snyder

C. MINUTES TO APPROVE

1. Personnel Committee, 11/3/25

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. Updates to City of Menasha Employee Handbook, Effective January 1, 2026
Motion by District 4 Alderperson Perkins, seconded by District 5 Alderperson Lewis to approve.

Motion carried 9-0 on roll call.

Discussion considered the merits of allocating vacation this way, including clearer payroll calculations, simpler vacation planning, and industry standardization.

Staff advised that upon annual review of the City of Menasha Employee Handbook, staff identified a need for updates to Appendix I due to recent health insurance benefit changes. Staff additionally seek to change the date of vacation allocation from the employee's anniversary date to January 1st.

E. ADJOURNMENT

Motion by District 5 Alderperson Lewis seconded by District 3 Alderperson Hale to adjourn the Personnel Committee meeting at 8:54 pm. Motion carried on voice vote.

Minutes submitted by City Clerk Kaija Snyder.

REGULAR MEETING OF THE WATER AND LIGHT COMMISSION

November 19, 2025

Draft

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

Those excused were: Austin Hammond

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

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

- A. Minutes of the Regular Meeting of October 22, 2025.
- B. Approve Proposed Minutes of the Closed Meeting of October 22, 2025.
- C. Approve and warrant the following payments dated September 25 – October 22,, 2025 in the amount of \$4,609,512.61.
- D. Correspondence as listed:
 - Copy of Home Energy Assessment Information for MU Customers
 - Copy of MU Children's Holiday Hayride Word Scramble
 - Copy of Thank-You RE: Melanie Krause's Service on MEUW's Board of Directors
 - Copy of MU November Newsletter

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

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

Antoine Tines joined the meeting at 8:05 a.m.

Item VI. Unfinished Business, Market Compensation Study. Budget impacts and options were presented by QTI in a powerpoint. QTI and staff are recommending a phased implementation with a 3% overall increase, and a 6.8% cap for additional adjustments for 2026 to remain competitive.

Kristin Hubertus left the meeting at 9:25 a.m.

QTI left the meeting at 9:45 a.m.

The motion by Comm. Turchan, seconded by Comm. Kordus, passed on a 3-1 vote to approve the QTI compensation recommendation effective January 1, 2026.

Commissioner Tines left the meeting at 9:55 a.m.

Item VII. New Business, 2026 Business Insurance. Staff is recommending renewing the CVMIC & MPIC Business Insurance Policies for 2026.

The motion by Comm. Allwardt, seconded by Comm. Turchan was unanimous on roll call to renew the Business Insurance Policies with CVMIC & MPIC for 2026.

2026 Commission Calendar. The 2026 Commission Calendar was presented.

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

October Financial and Project Status Reports –Electric Consumption was lower than budget by 7.7% for the month, cost of power was lower than budget, and Net Operating Income was higher by \$16,141, due to the net effect of lower revenues, cost of power, distribution expenses, and administrative expenses.

Water usage was higher than budget by 5.8%, transmission and distribution expenses were higher due to 6 main breaks and 2 service leaks. Net Operating Income is higher for October due to increased consumption.

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

Project Reports, Electric Projects- Crews worked on winterizing the substations, underground work on Midway Rd., AMI meter exchanges, a Meadows Substation outage, transformer exchanges, and installed new services.

Water Projects – Work continues on the network segregation at the Water Plant, valve exercising and flushing, AMI meter exchanges, investigating water leaks, and getting the plant ready for winter operations.

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

Item X. The motion by Comm. Allwardt, seconded by Comm. Kordus, was unanimously approved on roll call at 10:15 a.m. to convene into Closed Session pursuant to Section 19.85 (1) (c) of the Wisconsin Statutes for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Re: Performance Evaluation of General Manager.

By: MARK L. ALLWARDT
President

GARY TURCHAN
Secretary

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

ELISHA D. SMITH PUBLIC LIBRARY BOARD OF TRUSTEES
MEETING MINUTES
Elisha D. Smith Public Library
Company E Room
October 28, 2025

Called to order at 4:02pm by Chair Witt

Present: Chair Witt, Vice Chair Halverson, Secretary Stojanovic, Trustee Englebert, Trustee Wickman, Superintendent of Schools Zimmerman, Teen Representative Lance

Absent: Trustee Franzoi, Trustee Lane, Trustee Turner

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

Public Comment/Communication

Director Kopetsky informed the board of a recent anonymous donation and shared a book challenge that came to him from a community member.

Consent Business

A motion was made by Halverson, seconded by Zimmerman to approve the Library Board of Trustees meeting minutes from September 23, 2025. Motion carried unanimously.

A motion was made by Halverson, seconded by Zimmerman to accept the approved minutes of the Board Governance Committee meeting from September 19, 2025. Motion carried unanimously.

Authorization of Bills

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

Updates

Staff Reports

- Raschke reported that several Menasha Joint School District first grade classes have been to the library and received library cards. They received a tour and were also able to check out materials. The remaining first grade classes will be visiting the library in the coming weeks. The library will be hosting a food drive in November in conjunction with the Neenah Public Library.
- Moore-Nokes shared that staff is finalizing their programming year and looking ahead to 2026 programming. 100 Books Before Kindergarten, 500 Books Before Middle School and 100 Books Before Graduation programs have all had good signup and participation numbers.
- Teen Representative Lance shared that the Teen Volunteer Council worked with staff to curate an interactive banned books display. Teen Test and Taste was a hit, with participants receiving pie crust to take home after the pie vs. crumble program. Switch Tuesday has now moved to Wednesdays.

Friends Update

- Director Kopetsky reported that the Friends are in the middle of an audit and tax filing. The holiday vendor market fundraiser will be held on Sunday, November 30 and will include a used book sale. Planning has begun for the Courtyard Market in 2026.

New Business

2026 Budget Process

- Director Kopetsky advised the board that it is not a status quo budget year. Discussion ensued.
- The library's budget hearing will take place on Wednesday, November 12 at 5pm. The final vote on the budget will take place on Monday, November 17th.

2025 Strategic Planning Process

- WiLs staff and the strategic planning committee met virtually on Friday, October 23 to discuss project scope, timelines and roles. Data gathering will include community meetings, surveys and interviews.
- As part of the process, library staff and WiLs will have an in-service the morning of Tuesday, December 2nd.

Director's Report

- The library hosted the city's annual employee appreciation luncheon on October 7th.
- On October 20th, the city council voted to accept the completed library project.
- Kopetsky shared concerns that reduction of local funding will have implications for the 2027 budget year, as one dollar of county funding is lost for every three dollars of local funding. Discussion ensued

September Statistics

- The library's door count is up by 60%.
- Almost 600 people have gone through the SMITHworks badging process.

2025 Budget Status

- Kopetsky reported that electricity costs seem to be outsized for having newly installed equipment as well as past data. City staff and Miron employees are investigating causes and solutions.
- The overall budget is on track.

Approve 2026 Library Closure Dates

A motion was made by Halverson, seconded by Wickman to accept the 2026 library closure dates. Motion carried unanimously.

Adjourn into Closed Session: Motion made by Halverson, seconded by Englebert to adjourn into closed session pursuant to §19.85(1)(c), Wis. Stats., Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Director's annual performance review and compensation.

The meeting adjourned into closed session at 5:04pm.

A motion was made by Englebert, seconded by Wickman to adjourn the meeting at 5:26pm.

The next regular meeting will be Tuesday, November 25, 2025 at 4:00pm.

Adjournment

Meeting adjourned at 4:41pm.

Respectfully submitted,
Eva Kozerski

CITY OF MENASHA
Calumet County Joint Review Board
Menasha Public Library
Fox River Room
440 First Street, Menasha

October 20, 2025
MINUTES

A. CALL TO ORDER

The meeting was called to order by Mayor Hammond at 2:30PM.

B. ROLL CALL/EXCUSED ABSENCES

MEMBERS PRESENT: Mayor Hammond (City of Menasha), Holly Burr (Appleton School District), Adam BellCorelli (Winnebago County), Mike Stoegbauer (Calumet County), Amy Van Straten (Fox Valley Technical College), and Brian Adesso (Menasha School District).

MEMBERS EXCUSED: Clarence Weller (Citizen Member) and Jennifer Sassman (City of Menasha)

OTHERS PRESENT: CDD Dane, CA Struve, PP Larsen, AP Heim, and Greg Johnson (Ehlers)

C. MINUTES TO APPROVE

1. Minutes of October 30, 2024, Winnebago/Calumet County Joint Review Board, Appleton School District

Van Straten made a motion to approve the minutes of October 30, 2024, Winnebago/Calumet County Joint Review Board, Appleton School District. Seconded by Francis. Motion carried.

2. Minutes of October 30, 2024 Winnebago/Calumet County Joint Review Board, Menasha School District

Adesso made a motion to approve the minutes of October 30, 2024, Winnebago/Calumet County Joint Review Board, Menasha School District. Seconded by Van Straten. Motion carried.

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

Five (5) minute time limit for each person

No comments.

E. DISCUSSION / ACTION ITEMS

1. Consideration and appointment and/or reaffirmation of the Joint Review Board's public member

Greg Johnson explained that if you are not making any changes to the public member designation that not action in needed.

No action taken.

2. Election and/or Reaffirmation of the Chairperson

Greg Johnson explained that if you are not making any change to the chairperson's designation that not action in needed.

No action taken.

3. Discuss Responsibilities of the Joint Review Board

Greg Johnson introduced himself and informed Joint Review Board members that their responsibilities were to make findings that are within the project plan that ensures that the proposed tax increment district is needed to help promote development and redevelopment of tax increment district boundary.

4. Review and Discuss Draft Tax Increment #15 Project Plan

Greg Johnson provided a brief overview of the proposed mixed use TID district and noted that the TID area includes both Calumet and Winnebago Counties, as well as Menasha and Appleton school districts.

Greg spoke on the designation of voting members and that due to most of the parcels in the TID boundary belonging to Appleton School District, they would be a voting member for the district but both districts are encouraged to attend.

Greg informed Joint Review Board members various information on tax increment finance districts, what is reviewed when creating a TIF district, and specifics about the proposed tax increment district #15 being created in the City of Menasha.

General discussion ensued.

5. Set Next Meeting to Consider Approval of Tax Increment District #15

Mayor Hammond questioned the Joint Review Board members about possible future meeting dates.

General discussion ensued.

Mayor Hammond suggested December 1st, 2025, at 2:00pm and will confirm a meeting location closer to the meeting date.

F. ADJOURNMENT

Van Straten made a motion to adjourn the meeting at 2:32 PM. The motion was seconded by BellCorelli. The motion carried.

Minutes respectfully submitted by PP Larsen.

CITY OF MENASHA
Joint Review Board – Winnebago County and
Joint Review Board – Calumet County
Menasha City Center
First Floor Conference Rooms
100 Main Street, Menasha

December 1, 2025
DRAFT MINUTES

A. CALL TO ORDER

The meeting was called to order by Mayor Hammond at 2:13PM.

B. ROLL CALL/EXCUSED ABSENCES

MEMBERS PRESENT: Mayor Hammond (City of Menasha), Amy Van Straten (Fox Valley Technical College), Holly Burr (Appleton School District), Adam BellCorelli (Winnebago County), Brian Adesso (Menasha School District), and Scott Francis (Winnebago County Citizen Member).

MEMBERS EXCUSED: Clarence Weller (Calumet County Citizen Member) and Todd Romenesko (Calumet County).

OTHERS PRESENT: CDD Dane, CA Struve, FD Sassman, AP Heim, and Greg Johnson (Ehlers).

C. MINUTES TO APPROVE

1. Minutes of October 30, 2024, Winnebago/Calumet County Joint Review Board Meeting, Winnebago County

Motion by Member BellCorelli, seconded by Member Van Straten to approve the minutes of October 30, 2024, Winnebago/Calumet County Joint Review Board, Winnebago County. The motion carried.

2. Minutes of October 20, 2025 Winnebago/Calumet County Joint Review Board, Calumet County, Appleton School District

Motion by Member BellCorelli, seconded by Member Van Straten to approve the minutes of October 20, 2025, Winnebago/Calumet County Joint Review Board, Calumet County, Appleton School District. The motion carried.

3. Minutes of October 20, 2025 Winnebago/Calumet County Joint Review Board Meeting, Calumet County, Menasha School District

Motion by Member Adesso, seconded by Member Van Straten to approve the minutes of October 20, 2025, Winnebago/Calumet County Joint Review Board, Calumet County, Menasha School District. The motion carried.

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

Five (5) minute time limit for each person

No comments.

E. DISCUSSION / ACTION ITEMS

1. Review the Public Record, Planning Documents, Plan Commission Resolution Adopting the Project Plan, and the Resolution Passed by the Common Council Approving Project Plan, Tax Increment District No. 15

Greg Johnson with Ehlers provided an overview of the mixed use Tax Increment District (TID). There has not been any new information added to the plan from the October Joint Review Board meeting. The maximum life of the TID is 20 years.

No action was taken.

2. Consideration of the City of Menasha Joint Review Board – Calumet County Resolution R-1-2025 Approving the Creation of Tax Incremental District No. 15

Motion by Member Burr, seconded by Member Van Straten to approve Joint Review Board Resolution R-1-2025 approving the creation of Tax Increment District No. 15. Motion carried on roll call vote 3-0.

3. Tax Increment District 2024 Annual Report – Accept and Place on File

FD Sassman provided an overview of current TID districts within the city. The report shows several TID's with a negative balance; however, all are expected to close with a positive balance.

a. Winnebago County Joint Review Board

Motion by Member Adesso, seconded by Member BellCorelli to accept and place on file the 2024 annual report. The motion carried.

b. Calumet County Joint Review Board, Menasha School District

Motion by Member Adesso, seconded by Member Van Straten to accept and place on file the 2024 annual report. The motion carried.

c. Calumet County Joint Review Board, Appleton School District

Motion by Member Burr, seconded by Member Van Straten to accept and place on file the 2024 annual report. The motion carried.

4. Approval of One-Half Mile Radius Projects within TID 10 (Winnebago County, Menasha School District Voting Members)

CDD Dane provided details on the request to reallocate a portion of Tax Increment District (TID) No. 10 funds to support downtown businesses within a ½ mile radius of the TID boundaries. The requested funds of \$150,000 would be allocated towards downtown commercial building repairs with a structured program being administered by the Community Development department. TID No. 10 has a sufficient positive fund balance to support the request.

Members discussed the benefits of the allocation to support value on the tax roll and providing positive benefits to TID 10 overall. It is anticipated that TID 10 would close a little earlier if the required allocation was not approved.

Motion by Member BellCorelli, seconded by Mayor Hammond to approve the one-half mile radius TID 10 fund reallocations to support downtown businesses. Motion carried on roll call 4-1, Member Adesso voting nay.

F. ADJOURNMENT

1. Winnebago County Joint Review Board

Motion by Member BellCorelli, seconded by Member Van Straten to adjourn at 2:52 pm. The motion carried.

2. Calumet County Joint Review Board, Menasha School District

Motion by Member Adesso, seconded by Member Van Straten to adjourn at 2:52 pm. The motion carried.

3. Calumet County Joint Review Board, Appleton School District

Motion by Member Van Straten, seconded by Member Burr to adjourn at 2:52 pm. The motion carried.

Minutes respectfully submitted by AP Heim.

**CITY OF MENASHA
Plan Commission
Menasha City Center
100 Main Street, Menasha
First Floor Conference Rooms
December 2, 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 Chris Rand, Commissioners Dick Sturm and Rachel Roth.

PLAN COMMISSION MEMBERS EXCUSED: Alderman Rosita Eisenach, Commissioners Kevin Benner and Elke Werner.

OTHERS PRESENT: CDD Dane, AP Heim, Bob Mach (Dairyland Gold - 1320 Earl St)

C. PUBLIC HEARING

D. MINUTES TO APPROVE

A. Minutes of the November 4, 2025 Plan Commission Meeting

Motion by Comm. Sturm, seconded by Comm. Roth, to approve the November 4, 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. Site Plan Review – 1320 Earl Street – Dairyland Gold, LLC

PP larsen explained that the proposed alterations to 1320 Earl St is the construction of two separate building additions to the east side of the existing building that will add roughly 9,500 sq. ft. to the existing building footprint.

While staff reviewed the site as a whole the areas that would most be affected with these building additions was setbacks, façade, landscaping, and stormwater and staff stated that the proposed building additions would conform to the municipal code and mentioned that stormwater/wastewater is currently being discussed with staff of the City of Menasha Engineering Department, Neenah-Menasha sewage Commission, and building owners to ensure proper compliance.

Motion by Comm. Sturm, seconded by Ald. Rand to approve the Site Plan Review for 1320 Earl St – Dairyland Gold, LLC with the following conditions:

- 1) If lighting is installed on the additions, an upgraded photometric plan shall be submitted to the Community Development department for approval.
- 2) If additional stormwater/wastewater management measures are needed, the Community Development department will work with the Engineering department to ensure municipal code compliance is achieved.
- 3) A site improvement agreement shall be recorded for the proposed development prior to any issuance of building permits.

The motion carried.

2. Comprehensive Plan Chapter Review – Housing

PP Larsen provided a high-level overview of the housing chapter amendment and explained the reasoning for including various topics in the amendment.

General discussion was had pertaining to the public survey results, housing types, past focus groups, housing chapter goals, neighborhood associations, and measuring Comprehensive Plan chapter progress in the future.

G. COMMUNICATION

1. Comprehensive Plan Public Participation Update

PP Larsen provided an overview of the update. CDD Dane included a short summary of the November 8th open house. The next steps would be to continue to amend chapters of the current Comprehensive Plan. The Land use chapter is anticipated to be presented at the January 2026 Plan Commission meeting.

2. Variance Requests

- a. 718 Keyes Street – Minimum Roof Pitch
- b. 101 Racine Street – Front Yard Fence Height
- c. 105 Racine Street – Front Yard Height and Side Yard Fence Height
- d. 109 Racine Street – Garage Setback/Size, Front Yard Fence Height, Side Yard Fence Height

PP Larsen and AP Heim provided insight about the upcoming variances that are scheduled to be presented to the Board of Appeals on December 5th, 2025.

3. Set Next Meeting Date

The next Plan Commission meeting was set for January 6, 2025.

H. ADJOURNMENT

Motion by Comm. Roth, seconded by DPW Merten to adjourn at 4:39 PM. The motion carried.

City of Menasha
Board of Appeals
100 Main Street, Menasha, Room 132
Monday October 6, 2025
10:00 AM
Minutes

A. CALL TO ORDER

Meeting called to order by Chair Galeazzi at 10:10 am.

B. ROLL CALL

PRESENT: Members Galeazzi, Vander Wyst, Jacobson, Jungen

ABSENT: Member Rae-Othrow

ALSO PRESENT: CA Struve, PP Larsen, AP Heim, AA Lee, Clerk Snyder

C. PUBLIC HEARING

1. Variance Request – Front Yard Setback Requirement – Henry Musich – 647 De Pere Street, Menasha (Parcel No. 4-00351-00)

Chair Galeazzi opened the public hearing at 10:10 am and invited members of the public to speak.

Chair Galeazzi closed the public hearing at 10:11 am after no members of the public elected to speak.

2. Variance Request – Front and Side Yard Setback Requirement – Gary Sanders – 78 Fox Street, Menasha (Parcel No. 3-00708-00)

Chair Galeazzi opened the public hearing at 10:11 am and invited members of the public to speak.

Chair Galeazzi closed the public hearing at 10:11 am after no members of the public elected to speak.

D. MINUTES TO APPROVE

1. Board of Appeals, 9/12/25

Motion by Member Jacobson seconded by Member Vander Wyst to approve the minutes of the 9/12/25 Board of Appeals meeting as amended. Motion carried on voice vote.

Member Jacobson offered a friendly amendment to the minutes of the 9/12/25 Board of Appeals meeting. This amendment clarifies that the generator located at 745 Second Street was installed after removal of the water tower.

Motion carried on voice vote.

E. ACTION/DISCUSSION ITEMS

1. Variance Request – Front Yard Setback Requirement – Henry Musich – 647 De Pere Street, Menasha (Parcel No. 4-00351-00)

Henry Musich, Molly Manderfield, and Jerry Manderfield appeared to speak on the variance request.

Motion by Member Jungen seconded by Member Vander Wyst to approve the applicant's variance request, thereby allowing installation of a covered front porch within the front yard setback, based on the Board of Appeals' assessment that the application meets the five required evaluation criteria outlined in Section 13-1-153(d) of the Menasha Municipal Code. Motion carried 4-0 on roll call.

Board discussion considered bids of support sent to City staff by the applicant's neighbors. Board discussion further considered member obligations, including the five requirements that must be evaluated with each variance request, including property owner hardship, unique property conditions, desire to increase property value, detriment to neighborhood, and alignment with the zoning code's spirit. Board members contemplated the implications of setting precedence by approving this variance request given its ability to meet these criteria. Board discussion concluded by considering the value of curb appeal.

Staff advised that improvements to the extant uncovered porch were previously approved. This is permissible through a provision of Menasha's Municipal Code that allows attached porches and decks to encroach upon the prevailing front yard setback by eight feet provided they are uncovered. Covering the porch violates this provision such that a variance to the zoning code becomes necessary. Staff advised that allowing this variance would extend the porch covering six feet into the prevailing setback.

The applicant advised that the purpose of this application is to improve the value, functionality, and aesthetic of the property located at 647 De Pere Street, Menasha. The applicants additionally spoke to safety implications; covering the porch area may prevent rusting of metal railings and icing of the walkway. Curb appeal may additionally be enhanced by allowing the sought improvements.

2. Variance Request – Front and Side Yard Setback Requirement – Gary Sanders – 78 Fox Street, Menasha (Parcel No. 3-00708-00)
Gary Sanders appeared to speak on the variance request.

Motion by Member Vander Wyst seconded by Member Galeazzi to approve the applicant's variance request to encroach on the front yard setback on Butte des Morts Street, based on the Board of Appeals' assessment that this segment of the application meets the five required evaluation criteria outlined in Section 13-1-153(d) of the Menasha Municipal Code. Motion carried 4-0 on roll call.

Motion by Member Vander Wyst seconded by Member Galeazzi to deny the applicant's variance request to encroach on the side yard setback of Fox Street, based on the Board of Appeals' assessment that this segment of the application does not meet the five required evaluation criteria outlined in Section 13-1-153(d) of the Menasha Municipal Code. Motion to deny carried 4-0 on roll call.

Board discussion considered potential future use of 80 Fox Street, a neighboring lakefront property owned by Mr. Sanders. Board discussion further considered mechanisms for achieving setback requirements by modifying the orientation or configuration of the proposed structure.

Staff advised on the conditions of the property in question, zoning code requirements, and the two components of the variance request. Specifically, the zoning code requires that an aggregate total of sixteen feet of prevailing setback; the presented plan achieves only fourteen.

The applicant advised that the purpose of this variance request is to allow construction of a single-family home within the front and side yard setbacks of the property located at 78 Fox Street, Menasha. The applicant finds that the shoreline and prevailing setbacks of this property does not allow sufficient buildable space for a home, thus requiring a variance to the zoning code.

F. ADJOURNMENT

Motion by Member Jacobson seconded by Member Jungen to adjourn the Board of Appeals meeting at 11:14 am. Motion carried on voice vote.

Minutes recorded by City Clerk Kaija Snyder.

Neenah-Menasha Joint Finance & Personnel Committee Meeting Minutes

December 9, 2025 – 5:30 p.m.

Hauser Room – City of Neenah

Present: Ald. Grade, Perkins, Borchardt and Pollnow

Excused: Ald. Bruno and Marshall

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

Public: Scott Becker and Cari Lendrum

Ald. Grade called meeting to order at 6:03 p.m.

Public: Scott Becker is hopeful that a labor agreement is beneficial for the tax payers.

Meeting Minutes: The Committee reviewed the meeting minutes from October 29, 2025. **MSC Pollnow/Borchardt approves the minutes from October 29, 2025, all voting aye.**

Call Summary: The Committee reviewed the Call Summary Report through November 30, 2025. **MSC Pollnow/Perkins to approve the Call Summary report and place on file, all voting aye.**

Neenah-Menasha Fire Rescue Needs Assessment Agreement: The Committee reviewed the memo regarding the Needs Assessment Agreement. The agreement was inadvertently not attached to the agenda. **MSC Pollnow/Borchardt table this agenda item and bring to the January meeting, all voting aye.**

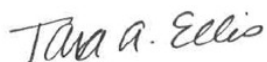
Purchase of a 2025 Chevy 1500 Silverado with Related Equipment: The Committee reviewed the information to purchase a 2025 Chevy 1500 Silverado with related equipment. DC Krueger noted this purchase has been approved in our 2026 CIP budget. **MSC Pollnow/Perkins recommends the Cities of Neenah and Menasha Common Councils approve the purchase of a stock 2025 Chevrolet 1500 Silverado from Bergstrom Automotive not to exceed \$50,000 and to purchase radio, lights, graphics and other miscellaneous equipment from various vendors for a total project cost not to exceed \$67,000, all voting aye.**

2026 Meetings: Discussion was held on how we have had to change meetings quite a bit due to lack of quorums since the meetings were changed to Wednesdays at 5:30 p.m. The group directed MA Ellis to poll everyone on the Committee to see if there is a different Tuesday of the month that works at 5:30 p.m.

Closed Session: There is no update for a labor contract with Local 275. Therefore, this agenda item was not acted upon.

MSC Pollnow/Perkins to adjourn at 6:20 p.m., all voting aye.

Respectfully Submitted,



Tara Ellis
Management Assistant

CITY OF MENASHA
Landmarks Commission
Menasha City Center
100 Main Street, Menasha
First Floor Conference Room
December 10, 2025
DRAFT MINUTES

A. CALL TO ORDER

The meeting was called to order by Chair Davis at 5:30pm.

B. ROLL CALL/EXCUSED ABSENCES

LANDMARKS MEMBERS PRESENT: Chair George Davis, Alderman Tim Hale, Commissioners Carol Sturm, Danielle Rand, Kari Mulder, and Anastasia Horan.

LANDMARKS MEMBERS EXCUSED: NONE

OTHERS PRESENT: PP Larsen, AP Heim

C. MINUTES TO APPROVE

1. Minutes of the September 10, 2025 Landmarks Commission Meeting

A motion was made by Comm. Rand to approve the September 10, 2025 Landmarks Commission minutes. The motion was seconded by Comm. Sturm. The motion carries.

D. PUBLIC COMMENT ON ANY ITEM OF CONCERN ON THIS AGENDAS OR ANY ITEM RELATE4ED TO THE LANDMARKS RESPONSIBILITIES OF THE LANDMARKS COMMISSION

No public comment.

E. COMMUNICATIONS

1. Draft 2026 Meeting Calendar

AP Heim presented the 2026 Landmarks Commission proposed meeting schedule and explained the difference between the special meeting dates and regular meeting dates.

F. ACTION / DISCUSSION ITEMS

2. Code Discussion

a. Sec. 2-4-8 Landmarks Commission Responsibilities and Procedures

b. Article F Signs and Downtown Sign Guidelines

AP Heim presented a PowerPoint on the Landmarks Commission responsibilities, procedures, and the C-2 District Sign Design Guidelines. The PowerPoint provided a high-level overview of the overall intent of the Landmarks Commission including historic district review processes pertaining to the Certificate of Appropriateness, building design review, demolition regulations, various historic district resources, and the extent of staff support to the commission.

General discussion ensued on sign type regulations, how to increase regulation efficiencies, and continually discussing the Landmarks Commission code Historic District sign regulations at future meetings. Chair Davis requested members to review the Downtown Sign Guidelines before the next meeting. Any member changes will be provided to staff who will compile the revisions into one document for future meeting review.

3. Menasha Historic District Guidebook

PP Larsen presented the updated Menasha Historic District Guidebook and explained that the main reason for the update was to make the documents more concise and easier for business owners in the historic district to obtain necessary information.

A motion was made by Comm. Horan to direct staff to include the updated guidebook on the Landmark Commissions page on the city of Menasha website and to offer the document to any

historic district business owners that they come in contact with going forward. The motion was seconded by Comm. Sturm. The motion carried.

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

No public comment.

H. ADJOURNMENT.

A motion was made by Comm. Rand to adjourn the meeting at 6:58 PM. The motion was seconded by Comm. Horan. The motion carried.

**CITY OF MENASHA
Housing Authority Meeting
Menasha Public Library
Company E Room
440 First Street, Menasha
December 8, 2025
DRAFT MINUTES**

A. CALL TO ORDER

The meeting was called to order by Chair Haase at 4:32 PM.

B. ROLL CALL/EXCUSED ABSENCES

MEMBERS PRESENT: Comm. Larry Haase, Michael Keehan, Isaac Geffers.

MEMBERS EXCUSED/ABSENT: Commissioner Frank Haffner

OTHERS PRESENT: PP Larsen

C. MINUTES TO APPROVE

1. Minutes of October 14, 2025, Housing Authority Meeting

A motion was made by Vice-Chair Keehan to approve the October 14, 2025, Housing Authority Meeting minutes. The motion was seconded by Comm. Geffers. The motion carried.

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

Five (5) minute time limit for each person

E. REPORT OF DEPARTMENT HEADS/STAFF/CONSULTANTS

1. Habitat for Humanity Strong Neighborhoods Partnership Pilot Program Update

PP Larsen provided a brief update about the status of the partnership between city staff and Habitat for Humanity and explained that they are very close to completing this partnership and there will be continued communication as this progresses.

F. ACTION / DISCUSSION

1. Draft City of Menasha Comprehensive Plan Housing Chapter

PP Larsen provided a high-level overview of the housing chapter amendment and explained the reasoning for including various topics in the amendment. PP Larsen also provided the feedback that the Plan Commission members had from the December 2nd meeting.

General discussion was had pertaining to data from the housing needs assessment and measuring Comprehensive Plan chapter progress in the future.

2. Set Next meeting – February 23, 2025

The next Housing Authority meeting was set for **February 23, 2025**.

PP larsen also reminded Housing Authority members about the 2026 Housing Authority meeting dates.

G. ADJOURNMENT

A motion was made by Comm. Keehan to adjourn the meeting at 4:57 PM. The motion was seconded by Comm. Geffers. The motion carried.

Minutes happily submitted by PP Larsen.



MEMORANDUM

DATE December 9, 2025
TO Honorable Mayor and Common Council
FROM Andrew Dane, Community Development Director
RE Commercial Building Inspections – Update

Background

The purpose of this memo is to provide an update to Council highlighting recent changes made to the Community Development Department’s Inspections Division.

The City of Menasha’s Community Development Department is responsible for administering building safety and code compliance across all residential, commercial, and industrial properties. Commercial building plan review and inspections play a critical role in ensuring that new construction, remodeling, tenant buildouts, and changes in occupancy meet applicable state and local codes—protecting both public safety and property investment. Commercial building inspections include four components: Building; Heating; Plumbing; Electrical.

In 2024, the City of Menasha acquired delegated authority from the Wisconsin Department of Safety and Professional Services (DSPS) to perform local commercial building inspections. This transition was undertaken in part to reduce customer hold times, improve responsiveness, and streamline coordination for contractors and business owners. Since obtaining this delegation, Menasha has experienced steady commercial reinvestment, including downtown storefront improvements, industrial expansions, and redevelopment of former mill properties. As project volume and complexity have increased, staff have identified opportunities to further strengthen the City’s inspection procedures to ensure consistency, efficiency, and clear communication with the development community.

Past Structure (Inspections Division)

- Commercial plan review was performed under DSPS delegation to the City through a third-party contract with E-Plan services.
- Al Verkuylen (Alving Engineering) provided Electrical, Building, and Heating inspection services to the City on a contractual basis. The current agreement provided for a reimbursement of 85% of all fees collected. Additional services are provided at a rate of \$85/hour.

- MSA Professional Services provided Commercial Plumbing inspections through a contract with the City.
- Fire and life safety inspections are conducted in coordination with the Fire Department.

New Structure (Inspections Division)

- A new part-time commercial building inspection position (Jane Drager) was established as a casual employee to serve the City for building, HVAC, and fire inspections.
- The new part-time commercial building inspector also provides commercial plan review for new projects up to 50,000 cubic square feet in size and interior alterations up to 100,000 cubic square feet in size.
- Larger commercial plan reviews are routed to the State for review.
- A new part-time commercial building inspection position (Wesley Grube) was established as a casual employee to serve the City for commercial plumbing plan review and inspections.
- The City's contract with MSA Professional Services has been terminated.
- The City will enter into a contract with RG Inspections, LLC to provide commercial electrical inspections.
- The existing contract for commercial inspections with Alvin Engineering (Al Verkuylen) will be terminated following completion of electrical inspection services for Sonoco's wastewater treatment expansion.
- Fire and life safety inspections will continue to be conducted in coordination with the Fire Department.

Anticipated Benefits to the City

The restructuring of the City's commercial inspection division is expected to provide both operational and financial benefits:

- **Increased Revenue:** The City will be able to perform additional plan review services previously completed by E-Plan, resulting in increased fee revenues to the City.
- **Decreased Expenses:** Transitioning from contracted inspection services to a combination of full-time staff and part-time/casual positions will reduce overall inspection-related expenses while maintaining flexibility to manage fluctuating workloads.
- **Improved Customer Service:** Greater local control will shorten review and inspection turnaround times, reduce coordination delays, and enhance communication with contractors and business owners.
- **Long-Term Capacity Building:** Investing in trained, certified City staff strengthens institutional knowledge and ensures greater consistency across inspection types.



COMMON COUNCIL MINUTES
Monday, December 1, 2025 at 6:00 PM
First Floor Conference Rooms
100 Main Street, Menasha, WI

A. CALL TO ORDER

Meeting called to order by Mayor Hammond at 6:06 pm.

B. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

C. ROLL CALL

Present: Alds. Rand, Eisenach, Hale, Perkins, Lewis, Marshall, Grade, Ropella
Also Present: FD Sassman, DPW Merten, CDD Dane, PRD Sackett, SSRM
Hansen-Dunn, HRM Cardoza, PC Thorn, FC Teesch, LD Kopetsky, CA Struve,
Mayor Hammond, Clerk Snyder

D. PUBLIC HEARING

1. 2026 Proposed City of Menasha Budget

Jodi Van Rossum (327 Willow Lane, Menasha) commented on the presented budget as it relates to the Jefferson Park Swimming Pool. Specifically, Van Rossum presented statistics indicating that community pools reduce crime rates and promote healthful youth engagement.

Trish Kasper (1075 Brighton Drive, Menasha) commented on Jefferson Park's recent renovations and commended staff's work on the site. Kasper additionally shared her perspective as a physician on the Jefferson Park Swimming Pool's value. Specifically, Kasper commented on swimming's benefits to physical, mental, and social-emotional health for adults and children of all ability levels.

Marcia Fry (318 Willow Lane, Menasha) commented on the Jefferson Park Swimming Pool in relation to property values. Specifically, Fry presented data suggesting that properties proximal to new community aquatic centers see heightened values.

Jean McKnight (704 Tacyo Street, Menasha) commented on the new aquatic center's cost recovery and expected revenue generation. Specifically, McKnight shared information on cost recovery for aquatic centers of various years of service. As pools age, their cost recovery weakens, meaning newer facilities see a better return on investment.

Charlotte Foth (1033 Brighton Drive, Menasha) commented on the public health benefit of community pools. Specifically, Foth described drowning as a leading cause of death in young children and characterized a pool closure as

a community risk. Foth additionally discussed the pool as an employment opportunity for young people. Finally, Foth commented on the pool's importance during heat events, and the disproportionate affect of these events on underprivileged populations.

KristL Laux (388 Nassau Street, Menasha) commented on housing affordability in Menasha. Specifically, Laux encouraged staff and elected officials to invest in non-luxury housing that community members can sustainably afford. Laux specifically called for an end to high-end developments, and urgently requested more reasonable options.

Luke Schiller (389 Nassau Street, Menasha) commented in support of the proposed budget. Specifically, Schiller called for support of a cost of living adjustment for employees, the new aquatic center at Jefferson Park, and the new playground at Pleasants Park.

Amy Nelson (703 Wildwind Drive, Hortonville) commented in support of the Pleasants Park playground as an educator in the Menasha Joint School District.

James Taylor (340 Broad Street, Menasha) commented on the FORE Development Agreement. Specifically, Taylor questioned the development's density and lack of campus.

Staff advised that in preparation for this budget hearing, the Menasha Common Council participated in an August Capital Improvement Planning workshop and four November budget review sessions. Staff additionally advised on revenue sources, expenditures, borrowing, the levy limit, and various tax rates. Staff concluded this discussion by describing three resolutions presented this evening; these include a resolution to levy taxes, adopt budgets as presented, and authorize borrowing.

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

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

Motion by District 7 Alderperson Grade seconded by District 5 Alderperson Lewis to approve. Motion carried on voice vote.

1. Presentations:
2. Minutes to Receive:
 - a. Budget Review Session, 11/12/25, 11/13/25
 - b. Neenah-Menasha Sewerage Commission, 10/28/25
 - c. Committee on Aging, 10/10/25
 - d. Administration Committee, 11/17/25

3. Communications:
 - a. Quarterly Storm Water Flyer

G. CONSENT AGENDA

1. Common Council Minutes, 11/17/25
Motion by District 7 Alderperson Grade seconded by District 6 Alderperson Marshall to approve. Motion carried on voice vote.
2. Administration Committee, 11/17/25, Recommends Approval of:
 - a. FORE Development Province Terrace Apartments - Project Description
Motion by District 2 Alderperson Eisenach, seconded by District 3 Alderperson Hale to approve.

Motion carried 8-0 on roll call.

Discussion considered the density of the Province Terrace Apartments and other work completed by the developer.

- b. Development Agreement Between City of Menasha and FORE Development, Inc.
Motion by District 2 Alderperson Eisenach, seconded by District 3 Alderperson Hale to approve.

Motion carried 8-0 on roll call.

Discussion considered the quality of the developer's work.

Staff advised that this project will require site plan review by Plan Commission.

H. ITEMS REMOVED FROM THE CONSENT AGENDA

I. ACTION ITEMS

1. Accounts Payable and payroll for the term of 11/14/25 - 11/26/25 in the amount of \$1,253,254.54
Motion by District 2 Alderperson Eisenach, seconded by District 3 Alderperson Hale to approve.

Motion carried 8-0 on roll call.
2. Offer to Purchase — 800 Ninth Street (Parcel No. 1-210353-15)
 - a. May adjourn into Closed Session pursuant to Section 19.85(1)(e) of the Wisconsin Statutes: Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a

closed session.

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 adjourn into Open Session to take action on items discussed in Closed Session.

Motion by District 7 Alderperson Grade, seconded by District 3 Alderperson Hale to reconvene into Open Session.

Motion carried 8-0 on roll call.

J. HELD OVER BUSINESS

K. ORDINANCES AND RESOLUTIONS

1. R-29-25 - A Resolution Levying Taxes for the Purpose of Paying the Operating Expenses for the Year 2026 for the City of Menasha (Introduced by Mayor Hammond)

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

Motion carried 8-0 on roll call.

Broader discussion considered staff's work to create a balanced budget, attempts to expand Menasha's levy, and the collaborative role of staff and Council members.

Staff advised that the amendments made this evening will make changes to R-30-25 and R-31-25 as originally presented.

Motion by District 7 Alderperson Grade, seconded by District 4 Alderperson Perkins to amend the TID #10 budget by \$20,000 (account number 487-1008-5841.80-05) to include the Racine St/Broad Street Pedestrian Becan project as is referenced in the Capital Improvements Plan.

Motion carried 5-3 on roll call. District 2 Alderperson Eisenach, District 6 Alderperson Marshall, and District 8 Aldperson Ropella voted no.

Discussion considered the current amount of traffic stops in this area, the quantity of pedestrians in this area, and the presence of a nearby lighted intersection. Discussion also considered the value of slower traffic in the center corridor of the Menasha community, particularly as it approaches the downtown. Downtown walkability, the upcoming High Cliff Connection, and the newly renovated library in this area were also discussed. Later removal of the beacons was also considered.

Staff advised that this item was previously included in the CIP budget, but not noted as a line item in the TID 10 budget. This amendment corrects this accounting to more accurately reflect the funding source. Staff advised that a

pedestrian beacon in this area is the most requested traffic update received by City engineers.

Motion by District 2 Alderperson Eisenach, seconded by District 3 Alderperson Hale to amend the CIP budget (account number 489-0304-562.82-02) by \$50,000 to remove downtown gateways and mural.

Motion carried 5-3 on roll call. District 1 Alderperson Rand, District 4 Alderperson Perkins, and District 7 Alderperson Grade voted no.

Discussion considered a parking lot near the Jefferson Park Swimming Pool, funding sources for the Pleasants Park renovations, and decision-making related to the downtown's future and vision.

Staff advised that any Jefferson Park lot will be revisited during design discussions, that the Menasha Joint School District has pledged a \$2000,000 donation to Pleasants Park, and that the rationale for a downtown gateway or mural is to better promote Menasha's downtown development.

Motion by District 8 Alderperson Ropella, seconded by District 7 Alderperson Grade to amend the CIP budget by \$11,250 (account number 470-1003-541.82-02) and the Stormwater Utility budget by \$11,250 (account number 625-1002-541.21-02) to fund the design costs of the Ear Street project with construction to take place in 2027.

Motion carried 8-0 on roll call.

Staff advised that this change was discussed during the August CIP workshop and serves to move this project up. This project is done in collaboration with the Village of Fox Crossing; the Village has also arranged to move this project up.

2. R-30-25 - A Resolution of the City of Menasha Adopting its General, Special Revenue, Capital Projects, Debt Service, Enterprise, and Internal Service Funds and Component Unit 2026 Budgets (Introduced by Mayor Hammond)
Motion by District 7 Alderperson Grade, seconded by District 6 Alderperson Marshall to approve as amended.

Motion carried 8-0 on roll call.

Staff advised that Council amendments made earlier this evening amend this resolution such that the following figures are changed: TIF District #10 is reduced from \$214,826 to \$194,826; TIF District #11 is reduced from 291,905 to \$241,905; Stormwater Utility is increased from \$2,253,958 to \$2,265,208. This means the total funds budgets for 2026 reflected on R-30-25 is amended to \$45,472,650 rather than the initially proposed \$45,480,140.

3. R-31-25 - A Resolution Authorizing 2026 General Obligation Borrowing and the Issuance of Certificate of Indebtedness and Levying a Tax in Connection Therewith (Introduced by Mayor Hammond)
Motion by District 7 Alderperson Grade, seconded by District 4 Alderperson Perkins to approve as amended.

Motion carried 8-0 on roll call.

Staff advised that Council amendments made earlier this evening amend this resolution such that the following figures are changed: the first figure listed is increased from \$5,985,350 to \$5,996,600; the last figure listed is increased from \$5,985,350 to \$5,996,600.

L. APPOINTMENTS

M. CLAIMS AGAINST THE CITY

N. PUBLIC COMMENTS ON ANY MATTER LISTED ON THE AGENDA

O. ADJOURNMENT

Motion by District 2 Alderperson Eisenach seconded by District 6 Alderperson Marshall to adjourn the Common Council meeting at 8:14 pm. Motion carried on voice vote.

Minutes submitted by City Clerk Kaija Snyder.

MEMORANDUM

DATE December 1, 2025
TO Administration Committee
FROM Kaija Snyder, City Clerk
RE Appointment of Election Inspectors for the Election Cycle Term of 2026-2027

Wisconsin State Statute 7.30(4) provides that municipalities nominate to their governing body no later than their last regular meeting in December of each odd-numbered year necessary election officials for the upcoming election term to span the following two calendar years. Section 2-2-5(a)(1) of the Menasha Municipal Code describes that the Administration Committee has jurisdiction over the Office of the City Clerk, thus providing that these appointments first be reviewed by this body.

The below-listed individuals are recommended for appointment as Election Inspectors for the 2026-2027 election cycle. Chief and Deputy Chief Election Inspectors are indicated by asterisks; these individuals complete a mandatory six-hour training course conducted by the State of Wisconsin Elections Commission, and renew this training each term. All poll workers complete a mandatory two-hour training course conducted by the City Clerk each election.

Election Inspectors nominated by the two major parties pursuant to Wisconsin State Statute 7.30(4)(b)(1) are indicated by party affiliation. Those unaffiliated are not party-nominated.

Notably, one party-nominated election inspector was dismissed from this appointment in the City of Menasha during the 2024-2025 term due to reports of electioneering in the polling place. Former City Clerk Valerie Neuman dismissed Kelly Weinandt in March 2024, and this decision was upheld upon appeal in July 2024. Correspondence documenting this dismissal, along with correspondence with the nominating party, is attached. Wisconsin State Statute 7.30(4)(e) allows nonappointment of party-nominated election inspectors for good cause such as electioneering. The Clerk's Office seeks this action by the Administration Committee to preserve a free and fair electoral process in Menasha. The Clerk's Office seeks appointment for all other election inspectors.

Amber	Schroeder		Kim	Vanderhyden	
Anne	Shelley		Linda	Groh	
Bailey	Augustine		Linda	Lukasavage	
Barabara	Hastie		Linda	Thompson	
Beth	Batley-Paulson	Republican	Linda	VanderZanden	
Bob	Pawelkiewicz		Lisa	Bierman	
Bonnie	Coopman		Lu	Pommerening	
Bonnie	DeBraal		Lynn	Thuren	
Brenda	Jorgenson		Madeline	Webster	
Brianna	Juneau		Maren	Ott	
Carl	Evenson		Maria	Aldana	
Carolyn	Gessner		Marlise	Gonzalez	
Cray	Krickberg		Mary	Francis	
Cheryl	Jacobson		Mary	Knox	
Cheryl	Zielinski		Mary	Ruhnke	
Chris	Haddock		Mary	Vander Wyst	
Chris	Tessen		Melissa	Ray	*
Cindy	Strong		Michael	Gessner	
Cindy	Weiland		Michael	Quinn	
Clay	Freelund		Misty	Brown	
Corinne	Meyer		Nathan	Spangenberg	Republican
David	Schroeder	*	Nicole	Granato	
David	Swingle	Republican	Norma	Anderson	
David	VanElzen		Pam	Kuepper	
Dean	Spoehr	Democrat	Pat	Jawort	
Debbie	Banda		Pat	Martenson	
Debbie	Depner		Pat	Olander	
Debbie	Galeazzi	*	Pat	Sandlin	Democrat
Deborah	Borchart		Patricia	Rudolph	
Dennielle	Christonson		Patrick	Driessen	
Denis	Hemme		Paul	Kropidlowski	Republican
Desiree	Kittle		Paul	Olander	
Edie	Simon		Peggy	McNally	
Eduardo	Guevara	Republican	Peter	Pfundter	
Ellen	Vanderhyden		Rachele	Watkins	
Fawn	George		Ralph	Thomas	
Gail	Barten	Democrat	Rebecca	Nichols	
Gary	Coopman	*	Rob	Konitzer	*
Gary	Nack		Rod	Vanderhyden	
Gina	Vendola		Sally	Coveau	
Jake	Anderson		Sandra	Neuman	
James	Page		Scott	Bemus	
Jane	Geibel		Shannon	Kennedy	

Jane	Binder		Sheila	Brucks	
Jane	McCormick		Stan	Martenson	
Janine	Boldra		Stefanie	Holt	
Jeanette	Krickberg		Stephanie	Strzalka	Democrat
Jeanne	Beyer		Stephanie	Vrabec	
Jeff	Hallet		Steve	Schommer	Republican
Jennifer	Zelinski		Steve	Thompson	
Jerry	Zielinski		Sue	Jahnke	Republican
Jessica	Lee		Sue	Jungen	
Joanne	Rousch		Sue	Strauss	
JoBeth	Swingle	Republican	Susan	Wilson	Democrat
John	Wartman		Tammy	Flanagan	
Jon	McKenzie		Tanner	Schatzel	Republican
Joseph	Schena		Terry	Eckstein	
Joshua	Linck		Tim	Hanson	*
Joy	Pozolinski		Tim	Jacobson	
Joyce	Lee	Democrat	Timothy	Elgersma	
Judy	Piel		Timothy	Reid	
Judy	Stoffel		Toni	Schinke	Democrat
Julie	Kresal		Vicki	Wartman	
Katherine	Bauer		William	Smith	
Kathryn	Fett		Kelly	Weinandt	Republican
Kathy	Searl				
Keith	McCray				

Staff recommends nonappointment of Kelly Weinant pursuant to Wisconsin State Statute 7.30(4)(e), and appointment of all other above-listed individuals as election inspectors for the 2026-2027 term.

From: [Valerie Neuman](#)
To: [Kaija Snyder](#)
Subject: FW: poll worker sign up
Date: Wednesday, March 27, 2024 11:58:27 AM

See below.



Valerie Neuman, WCMC

City Clerk
City of Menasha
Office of the Mayor
(920) 967-3603
<https://www.menashawi.gov>
100 Main Street, Suite 200, Menasha, WI 54952

****Please Note: My email address has changed from vneuman@ci.menasha.wi.us to vneuman@menashawi.gov ****

From: Kelly Weinandt [REDACTED]
Sent: Wednesday, March 27, 2024 11:11 AM
To: Valerie Neuman <vneuman@menashawi.gov>
Subject: Re: poll worker sign up

[EXTERNAL EMAIL] DO NOT CLICK links, attachments, or reply unless you recognize the sender and know the content is safe.

Valerie,

I would very much love to discuss this matter with you, as I in no way made any comments or remarks out loud to anyone. I do recall the lady next to me asked some sort of question out loud which could have triggered whoever is saying this. I know better and have never, nor never would do this. I hope this is all a huge misunderstanding and I would appreciate it if we could talk and clear this up. I feel whoever is complaining about me, is not speaking the truth or misheard something, not from me. I love serving and working and always have followed the rules. I am free tomorrow to chat anytime from 8am-2pm. Thank you for making me aware of this situation and I most definitely look forward to hearing from you to clear my name in this matter. Thank you,

Kelly Weinandt

On Wed, Mar 27, 2024, 10:10 AM Valerie Neuman <vneuman@menashawi.gov> wrote:

|

Hi Kelly,

Thank you for reaching out and notifying us on your availability. Upon inspection from your e-mail (done on Poll Worker Sign-Up Week), it does unfortunately appear that we did not receive it, as Kaija's e-mail was typed incorrectly (it was typed ksynder instead of ksnyder – her last name is Snyder). I did confirm with Kaija that we are pretty much set for this Spring Election for all of our polling locations, but we appreciate you reaching out and letting us know your continued interest.

As a side note, I do wish to discuss with you some comments that I received post-election from other poll workers who worked with you at the Winnegamie Dog Club. It was brought to my attention comments that you made throughout the day could have been (or were) perceived as electioneering. Please know as an election inspector for the City of Menasha, we need to ensure we take pride in our work and leave politics out of the polling place. Per our [Election Inspector Overview](#) Manual (which I just completed this month) I specifically highlight the importance of being a poll worker and keeping your position at the polls in check:

Poll Worker Position Check:

- You are to facilitate the voting process (no politics in the polling place!) ü
- Electioneering is not allowed! (No politically themed attire, materials, buttons, t-shirts, etc.); **no conversations regarding candidates or ballot initiatives** (referendums referenda), no politically themed signage such as yard signs, flyers, posters, etc.

As a seasoned poll worker, I hope you understand the importance of not providing any sort of talk in and around the polling place that would be deemed as electioneering. I was informed there were several attempts to intervene and stop the electioneering-charged conversations/comments. Comments made (whether there is a voter in the building or not) are most certainly not permitted. Your comments ultimately did make several poll workers uncomfortable, upset, and disenchanted with working the polls.

The City Clerk's Office ultimately makes the determination on who works the polls, and I would need to know that any political rhetoric (whether about a candidate, the voting process, an office, etc.) is not communicated during Election Day at the polling location.

Please let me know if you'd like to discuss this further, as I do appreciate all of my poll workers (you included), but I do not wish to have so many other workers upset by sidestepping the obligation of holding the integrity of the electoral process,



Valerie Neuman, WCMC

City Clerk

City of Menasha

Office of the Mayor

(920) 967-3603

<https://www.menashawi.gov>

100 Main Street, Suite 200, Menasha, WI 54952

****Please Note: My email address has changed from vneuman@ci.menasha.wi.us to vneuman@menashawi.gov ****

From: Kelly Weinandt [REDACTED]
Sent: Wednesday, March 27, 2024 5:13 AM
To: ksynder@menashawi.gov; Valerie Neuman <vneuman@menashawi.gov>
Subject: Fwd: poll worker sign up

[EXTERNAL EMAIL] DO NOT CLICK links, attachments, or reply unless you recognize the sender and know the content is safe.

Good morning

I was just wondering why I was not scheduled to work the upcoming election on Tuesday? I have worked every one the last 4+ years at Winnegamie and emailed back right away that I was available. I spoke with a few other ladies who are working it to see if the schedule came out and they told me the training was yesterday. Can you please let me know why? I very much have enjoyed working them and feel I did a good job and was efficient and knowledgeable of the process. Thank you and I look forward to hearing from you.

Kelly Weinandt

----- Forwarded message -----

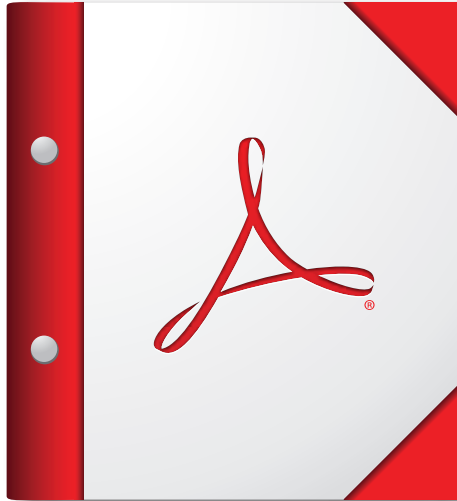
From: Kelly Weinandt [REDACTED]
Date: Mon, Mar 11, 2024, 3:00 PM
Subject: poll worker sign up
To: <ksynder@menashawi.gov>

I am available to work at Winnegamie from 6am-2pm shift for ALL the elections. My

friend Maren Ott also is available to do all too either the 6am-2pm shift or ALL day shift.

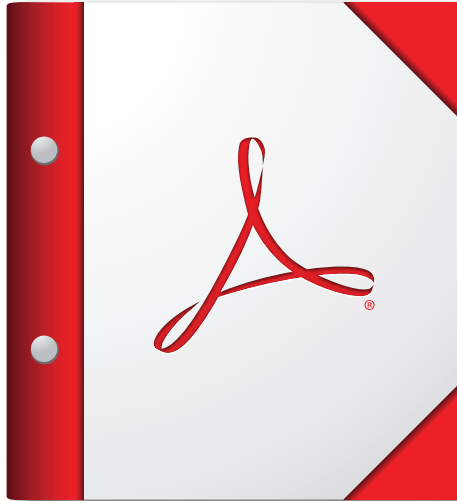
She is on vacation right now so I am emailing for us both. Thank you and looking forward to it:)

Kelly Weinandt



**For the best experience, open this PDF portfolio in
Acrobat X or Adobe Reader X, or later.**

Get Adobe Reader Now!



**For the best experience, open this PDF portfolio in
Acrobat X or Adobe Reader X, or later.**

Get Adobe Reader Now!

Change Order

Date: 11/19/2025Change Order No. 1 (One) & Final

Contractor: Sommers Construction Co, Inc
Contract No.: 2025-02
Project: Street Construction & Rehabilitation -Various Locations (Canvasback Dr., Cygnet Ct., Older Pulley Ln., Harding St, Wilson St & Olde Pulley Ln

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

I. Original contract quantity changes (See Attached)	\$32,113.47
--	-------------

The changes result in the following adjustments:

	CONTRACT-TOTAL	TIME
Prior to this Change Order	\$ 478,615.95	_____ Days
Adjustments per this Change Order	\$ 32,113.47	_____ Days
Current Contract Status	\$ 510,729.42	_____ Days

Directed/Authorized
City of Menasha Department of Public Works

Accepted

By: _____

By: _____

Date: _____

Date: _____

Certificate of Payment

Date: 11/19/2025

Payment Request: 3 (Three) & Final

Contractor: Sommers Construction Co, Inc

Address: W7841 Smith Street, Shiocton, WI 54170

Contract Unit No.: 2025-02

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

		Original Contract Amount:	\$ 478,615.95
Change Order 1:	\$ 32,113.47	Total Change Orders:	\$ 32,113.47
Change Order 2:		Total Contract Amount (Including Change Orders):	\$ 510,729.42
Change Order 3:		Total Earned to Date (Summary Attached):	\$ 510,729.42
Change Order 4:		Less Retainage:	\$ -
		Amount Due:	\$ 510,729.42

Payment 1	\$ 361,151.13
Payment 2	\$ 109,560.33
Payment 3	
Payment 4	
Payment 5	
Payment 6	
Payment 7	
Current Payment	\$ 40,017.96

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

Date: _____ BY: _____

Recommended for Payment

Public Works Authorization _____

Common Council Approval Date: _____

Finance Department

Account Number	Amount

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

Street Construction - Canvasback Dr. & Cygnet Ct.

Item	Quantity	Description	Unit Price	Item Total	Quantity	Total	Quantity Change	Total Change
		Base Bid						
1	4,664	Pavement / Base Pulverizing	\$ 0.65	\$ 3,031.60	4664.00	\$ 3,031.60	0.00	\$ -
2	510	Unclassified Excavation	\$ 9.85	\$ 5,023.50	510.00	\$ 5,023.50	0.00	\$ -
3	4,572	Fine Grading & Compaction	\$ 1.00	\$ 4,572.00	4572.00	\$ 4,572.00	0.00	\$ -
4	2,666	30" Concrete Curb & Gutter	\$ 15.45	\$ 41,189.70	2665.00	\$ 41,174.25	-1.00	\$ (15.45)
5	1,280	No. 4 Epoxy Coated Rebar	\$ 1.00	\$ 1,280.00	920.00	\$ 920.00	-360.00	\$ (360.00)
6	17	Utility Adjustment	\$ 550.00	\$ 9,350.00	17.00	\$ 9,350.00	0.00	\$ -
7	3	Water Valve Adjustment	\$ 150.00	\$ 450.00	0.00	\$ -	-3.00	\$ (450.00)
8	84	Sawcut	\$ 5.00	\$ 420.00	84.00	\$ 420.00	0.00	\$ -
9	592	Asphalt Binder Course Pavement	\$ 63.90	\$ 37,828.80	575.08	\$ 36,747.61	-16.92	\$ (1,081.19)
10	460	Asphalt Surface Course Pavement	\$ 71.80	\$ 33,028.00	575.79	\$ 41,341.72	115.79	\$ 8,313.72
11	6,156	6" Thick Concrete Trail, Handicap Ramp or Apron	\$ 6.45	\$ 39,706.20	6096.00	\$ 39,319.20	-60.00	\$ (387.00)
12	3,100	Lawn and Terrace Restoration	\$ 7.95	\$ 24,645.00	2575.00	\$ 20,471.25	-525.00	\$ (4,173.75)
13	1	Temporary Mailboxes	\$ 300.00	\$ 300.00	1.00	\$ 300.00	0.00	\$ -
14	1	Erosion Control	\$ 450.00	\$ 450.00	1.00	\$ 450.00	0.00	\$ -
15	1	Traffic Control	\$ 2,500.00	\$ 2,500.00	1.00	\$ 2,500.00	0.00	\$ -
16	1	Construction mobile/demobile; Project coordination; All incidental utility and misc. roadway work; and all other project work area restoration and clean-up to an equal and/or better preconstruction condition as required and related to the overall project.	\$ 9,900.00	\$ 9,900.00	1.50	\$ 14,850.00	0.50	\$ 4,950.00
Total Base Bid (Items 1 - 16)				\$ 213,674.80		\$ 220,471.13		\$ 6,796.33

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

Item	Quantity	Description	Unit Price	Item Total	Quantity	Total	Quantity Change	Total Change
		Base Bid						
1	8,787	Pavement / Base Pulverizing	\$ 0.55	\$ 4,832.85	8787.00	\$ 4,832.85	0.00	\$ -
2	972	Unclassified Excavation	\$ 9.85	\$ 9,574.20	1922.00	\$ 18,931.70	950.00	\$ 9,357.50
3	8,787	Fine Grading & Compaction	\$ 1.00	\$ 8,787.00	8787.00	\$ 8,787.00	0.00	\$ -
4	20	Utility Adjustment	\$ 550.00	\$ 11,000.00	20.00	\$ 11,000.00	0.00	\$ -
5	1	Water Valve Adjustment	\$ 150.00	\$ 150.00	0.00	\$ -	-1.00	\$ (150.00)
6	1,150	No. 4 Epoxy Coated Rebar	\$ 1.00	\$ 1,150.00	1140.00	\$ 1,140.00	-10.00	\$ (10.00)
7	445	Sawcut	\$ 3.50	\$ 1,557.50	350.00	\$ 1,225.00	-95.00	\$ (332.50)
8	1,137	Asphalt Binder Course Pavement 2 1/4" Thick	\$ 61.90	\$ 70,380.30	1168.23	\$ 72,313.44	31.23	\$ 1,933.14
9	885	Asphalt Surface Course Pavement 1 3/4" Thick	\$ 69.80	\$ 61,773.00	983.03	\$ 68,615.49	98.03	\$ 6,842.49
10	1	Erosion Control	\$ 928.00	\$ 928.00	1.00	\$ 928.00	0.00	\$ -
11	1	Traffic Control	\$ 4,000.00	\$ 4,000.00	1.00	\$ 4,000.00	0.00	\$ -
12	1	Construction mobile/demobile; Project coordination; All incidental utility and misc. roadway work; and all other project work area restoration and clean-up to an equal and/or better preconstruction condition as required and related to the overall project.	\$ 9,900.00	\$ 9,900.00	1.50	\$ 14,850.00	0.50	\$ 4,950.00
Total Base Bid (Items 1 - 12)				\$ 184,032.85		\$ 206,623.48		\$ 22,590.63

Item	Quantity	Description	Unit Price	Item Total	Quantity	Total	Quantity Change	Total Change
		Mandatory Alternate Bid B						
1	253	30" Concrete Curb & Gutter, Remove & Replace	\$ 54.00	\$ 13,662.00	186.00	\$ 10,044.00	-67.00	\$ (3,618.00)
2	1,499	30" Concrete Curb & Gutter, Remove & Replace Slip Form	\$ 21.90	\$ 32,828.10	1700.00	\$ 37,230.00	201.00	\$ 4,401.90
3	853	4" Thick Concrete Sidewalk, Remove & Replace	\$ 8.15	\$ 6,951.95	1246.86	\$ 10,161.91	393.86	\$ 3,209.96
4	2,358	6" Thick Concrete Sidewalk, Ramp & Apron, Remove & Replace	\$ 8.15	\$ 19,217.70	1951.00	\$ 15,900.65	-407.00	\$ (3,317.05)
5	829	Lawn & Terrace Restoration	\$ 9.95	\$ 8,248.55	1035.00	\$ 10,298.25	206.00	\$ 2,049.70
Total Mandatory Alternate Bid B (Items 1 - 4)				\$ 80,908.30		\$ 83,634.81		\$ 2,726.51
Total Base Bid + Mandatory Alternate Bid B				\$ 478,615.95		\$ 510,729.42		\$ 32,113.47

Certificate of Payment

Date: 11/19/2025

Payment Request: 4 (Four)

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):	\$ 976,533.93
Change Order 4:	Less Retainage: 2.5% of Original Contract	\$ 32,891.25
	Amount Due:	\$ 943,642.68

Payment 1	\$ 276,060.50
Payment 2	\$ 147,406.75
Payment 3	\$ 145,307.15
Payment 4	
Payment 5	
Payment 6	
Payment 7	
Current Payment	\$ 374,868.28

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 4 (Three) 11/19/2025	
			Unit Price	Item Total	YTD	Total
		Base Bid				
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	1062.00	\$ 24,850.80
8	1,150	Ribbon Curb, 24-IN	\$ 35.50	\$ 40,825.00	1158.00	\$ 41,109.00
9	500	Concrete Driveway Apron, 7-IN	\$ 10.75	\$ 5,375.00	378.00	\$ 4,063.50
10	7,025	Concrete Sidewalk, 5-IN	\$ 7.60	\$ 53,390.00	7937.00	\$ 60,321.20
11	6	Truncated Dome Detectable Warning Panel, 2-FT by 5-FT	\$ 375.00	\$ 2,250.00	6.00	\$ 2,250.00
12	3	Concrete Drainage Flume	\$ 1,200.00	\$ 3,600.00	2.00	\$ 2,400.00
13	1	Concrete Trench Drain with Grate	\$ 2,900.00	\$ 2,900.00	1.00	\$ 2,900.00
14	2,400	Asphalt Pavement - Road and Parking	\$ 91.10	\$ 218,640.00	1258.48	\$ 114,647.53
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	169.00	\$ 11,154.00
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	1.00	\$ 850.00
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	5219.00	\$ 88,723.00
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	4.00	\$ 140,000.00
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	1.00	\$ 15,260.00
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
Total Base Bid (Items 1 - 43)				\$ 1,315,650.00		\$ 976,533.93

Certificate of Payment

Date: 11/19/2025

Payment Request: 1 (One) & Final

Contractor: Fahrner Asphalt Sealers, LLC

Address: 2800 Mecca Drive, Plover, WI 54467

Contract Unit No.: 2025-04

Project Description: Asphaltic Concrete Pavement Crack Sealing - Various City Streets

	Original Contract Amount:	\$ 31,734.00
Change Order 1:	Total Change Orders:	\$ -
Change Order 2:	Total Contract Amount (Including Change Orders):	\$ 31,734.00
Change Order 3:	Total Earned to Date (Summary Attached):	\$ 31,734.00
Change Order 4:	Less Retainage:	\$ -
	Amount Due:	\$ 31,734.00

Payment 1	
Payment 2	
Payment 3	
Payment 4	
Payment 5	
Payment 6	
Payment 7	
Current Payment	\$ 31,734.00

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

Progress Billing Invoice

From: Fahrner Asphalt Sealers LLC
2800 Mecca Drive
Plover, WI 54467
Ph. 715-341-2868

Invoice #: 8300022704

Date: 10/31/25

Application #: 1

To: City of Menasha
100 Main St, Ste 200
Menasha, WI 54952

Customer Number: 170550

Contract: 1302533407 City of Menasha, Contract 2025-04 Crack Sealing

*** FINAL INVOICE ***

Cont Item	Description	Contract			To Date		This Invoice		%
		Contract	U/M	Unit	Contract	Quantity	Amount	Quantity	
		Quantity		Price	Amount	JTD	To-Date	This Period	Compl
01	Borenz Ct: Third St to North Termini	1.000	LS.	1,470.000	1,470.00	1.000	1,470.00	1.000	100.00%
02	Konemac St: Second St to Third St	1.000	LS.	1,140.000	1,140.00	1.000	1,140.00	1.000	100.00%
03	Third St: Konemac St to Third St Bridge	1.000	LS.	7,350.000	7,350.00	1.000	7,350.00	1.000	100.00%
04	Community Way: Chrystella Dr to Lake Park Rd	1.000	LS.	3,900.000	3,900.00	1.000	3,900.00	1.000	100.00%
05	PWF Parking Lot	1.000	LS.	800.000	800.00	1.000	800.00	1.000	100.00%
06	Whisper Falls Ct: Fountain Way to Termini	1.000	LS.	150.000	150.00	1.000	150.00	1.000	100.00%
07	Whisper Falls Ln: Georgetown Pl to Fountain Way	1.000	LS.	300.000	300.00	1.000	300.00	1.000	100.00%
08	Kelsey Brook Ct: Georgetown Pl to Termini	1.000	LS.	150.000	150.00	1.000	150.00	1.000	100.00%
09	Fountain Way: Georgetown Pl to Villa Way	1.000	LS.	420.000	420.00	1.000	420.00	1.000	100.00%
10	Georgetown Pl: Fountain Way to Whisper Falls Ln	1.000	LS.	150.000	150.00	1.000	150.00	1.000	100.00%
11	Jefferson St: De Pere St to Appleton Rd	1.000	LS.	250.000	250.00	1.000	250.00	1.000	100.00%
12	Eighth St: Milwaukee St to De Pere St	1.000	LS.	500.000	500.00	1.000	500.00	1.000	100.00%
13	Nicolet Blvd: Ahnaip St to Naymut St	1.000	LS.	550.000	550.00	1.000	550.00	1.000	100.00%
14	Southfield Dr: Manitowoc Rd to Midway Rd	1.000	LS.	1,584.000	1,584.00	1.000	1,584.00	1.000	100.00%
15	Jefferson Park: Parking Lot on Second St	1.000	LS.	612.000	612.00	1.000	612.00	1.000	100.00%
16	Seventh St: Racine St to Appleton Rd	1.000	LS.	400.000	400.00	1.000	400.00	1.000	100.00%
17	Broad St: Racine St to Appleton St	1.000	LS.	300.000	300.00	1.000	300.00	1.000	100.00%
18	Broad St: Tayco St to Milwaukee St	1.000	LS.	400.000	400.00	1.000	400.00	1.000	100.00%
19	Lawndale Dr & Ct: Greenwood Dr to Eugene St	1.000	LS.	200.000	200.00	1.000	200.00	1.000	100.00%
20	Greenwood Dr & Ct: Airport Rd to North End	1.000	LS.	200.000	200.00	1.000	200.00	1.000	100.00%
21	Melissa St: Airport Rd to Grove St	1.000	LS.	200.000	200.00	1.000	200.00	1.000	100.00%
22	Grove St: Airport Rd to Woodland Dr	1.000	LS.	200.000	200.00	1.000	200.00	1.000	100.00%
23	Midway Crossing: Province Link to Festival Foods	1.000	LS.	200.000	200.00	1.000	200.00	1.000	100.00%
24	Whisper Falls Ln: Community Way to Georgetown Pl	1.000	LS.	150.000	150.00	1.000	150.00	1.000	100.00%

Progress Billing Invoice

From: Fahrner Asphalt Sealers LLC
2800 Mecca Drive
Plover, WI 54467
Ph. 715-341-2868

Invoice #: 8300022704

Date: 10/31/25

Application #: 1

To: City of Menasha
100 Main St, Ste 200
Menasha, WI 54952

Customer Number: 170550

Contract: 1302533407 City of Menasha, Contract 2025-04 Crack Sealing

*** FINAL INVOICE ***

Cont Item	Description	Contract				To Date		This Invoice		% Compl
		Contract	U/M	Unit	Contract	Quantity	Amount	Quantity	Amount	
		Quantity		Price	Amount	JTD	To-Date	This Period	This Period	
25	Chrystella Dr: 200' S of Snowberry Way to Community Way	1.000	LS.	192.000	192.00	1.000	192.00	1.000	192.00	100.00%
26	Villa Way: Termini to Lotus Trail	1.000	LS.	228.000	228.00	1.000	228.00	1.000	228.00	100.00%
27	Manitowoc St: Ninth St to Eleventh St	1.000	LS.	200.000	200.00	1.000	200.00	1.000	200.00	100.00%
28	Manitowoc St: Seventh St to Appleton Rd	1.000	LS.	150.000	150.00	1.000	150.00	1.000	150.00	100.00%
29	Manitowoc St: Fourth St to Seventh St	1.000	LS.	300.000	300.00	1.000	300.00	1.000	300.00	100.00%
30	Garnet Ct: Termini to Valley Rd	1.000	LS.	345.000	345.00	1.000	345.00	1.000	345.00	100.00%
31	Emerald Ct: Termini to Valley Rd	1.000	LS.	270.000	270.00	1.000	270.00	1.000	270.00	100.00%
32	Pearl St: Emerald Ct to Alcan Dr	1.000	LS.	200.000	200.00	1.000	200.00	1.000	200.00	100.00%
33	Second St: Tayco St to Racine St	1.000	LS.	645.000	645.00	1.000	645.00	1.000	645.00	100.00%
34	Deerfield Ave: Geneva Rd to North Termini	1.000	LS.	293.000	293.00	1.000	293.00	1.000	293.00	100.00%
35	Meadowview Dr: 150' S of Geneva Rd to Lucerne Dr	1.000	LS.	525.000	525.00	1.000	525.00	1.000	525.00	100.00%
36	Briarwood Dr: Driftwood Way to Lucerne Dr	1.000	LS.	200.000	200.00	1.000	200.00	1.000	200.00	100.00%
37	Apple Ct: Termini to Lucerne Dr	1.000	LS.	200.000	200.00	1.000	200.00	1.000	200.00	100.00%
38	Jefferson St: London St to Grove St	1.000	LS.	200.000	200.00	1.000	200.00	1.000	200.00	100.00%
39	Railroad St: Abby Ave to Garfield Ave	1.000	LS.	200.000	200.00	1.000	200.00	1.000	200.00	100.00%
40	Silverbirch Dr: 175' N of Winnipeg St to Birling Dr	1.000	LS.	250.000	250.00	1.000	250.00	1.000	250.00	100.00%
41	Silverbirch Ct: Silverbirch Dr to Termini	1.000	LS.	100.000	100.00	1.000	100.00	1.000	100.00	100.00%
42	Birling Dr: Birling Ct to Manitowoc Rd	1.000	LS.	300.000	300.00	1.000	300.00	1.000	300.00	100.00%
43	Birling Ct: Termini to Termini	1.000	LS.	150.000	150.00	1.000	150.00	1.000	150.00	100.00%
44	Manitowoc St: Appleton Rd to Ninth St	1.000	LS.	200.000	200.00	1.000	200.00	1.000	200.00	100.00%
45	Lincoln St: De Pere St to Appleton Rd	1.000	LS.	200.000	200.00	1.000	200.00	1.000	200.00	100.00%
46	Ida St: Seventh St to Ninth St	1.000	LS.	360.000	360.00	1.000	360.00	1.000	360.00	100.00%
47	Ida St: Marquette St to Seventh St	1.000	LS.	150.000	150.00	1.000	150.00	1.000	150.00	100.00%
48	Chain Dr: Alcan Dr to Valley Rd	1.000	LS.	200.000	200.00	1.000	200.00	1.000	200.00	100.00%

Progress Billing Invoice

From: Fahrner Asphalt Sealers LLC
2800 Mecca Drive
Plover, WI 54467
Ph. 715-341-2868

Invoice #: 8300022704

Date: 10/31/25

Application #: 1

To: City of Menasha
100 Main St, Ste 200
Menasha, WI 54952

Customer Number: 170550

Contract: 1302533407 City of Menasha, Contract 2025-04 Crack Sealing

*** FINAL INVOICE ***

Cont Item	Description	Contract			To Date			This Invoice		% Compl
		Contract	U/M	Unit	Contract	Quantity	Amount	Quantity	Amount	
		Quantity		Price	Amount	JTD	To-Date	This Period	This Period	
49	River Lea Ct: Keyes St to Termini	1.000	LS.	200.000	200.00	1.000	200.00	1.000	200.00	100.00%
50	Broad St: Lush St to Tayco St	1.000	LS.	200.000	200.00	1.000	200.00	1.000	200.00	100.00%
51	Sweetbriar Ln: Fieldview Dr to Southfield Dr	1.000	LS.	200.000	200.00	1.000	200.00	1.000	200.00	100.00%
52	Fieldview Dr: 160' N of Pinewood Ct to Southfield Dr	1.000	LS.	200.000	200.00	1.000	200.00	1.000	200.00	100.00%
53	Chloe Ct: Sweetbriar Ln to Termini	1.000	LS.	200.000	200.00	1.000	200.00	1.000	200.00	100.00%
54	Chesterfield Ct: Fieldview Dr to Termini	1.000	LS.	200.000	200.00	1.000	200.00	1.000	200.00	100.00%
55	Tracey St: Natures Way to Jeffery Dr	1.000	LS.	200.000	200.00	1.000	200.00	1.000	200.00	100.00%
56	Province Terr: Natures Way to Manitowoc Rd	1.000	LS.	400.000	400.00	1.000	400.00	1.000	400.00	100.00%
57	Natures Way: Oneida St to Tracey St	1.000	LS.	400.000	400.00	1.000	400.00	1.000	400.00	100.00%
58	Jeffery Dr: Province Terr to Tracey St	1.000	LS.	200.000	200.00	1.000	200.00	1.000	200.00	100.00%
59	Durham Ln: Natures Way to Jeffery Dr	1.000	LS.	200.000	200.00	1.000	200.00	1.000	200.00	100.00%
60	Mistwflower Cir: Natures Way to Termini	1.000	LS.	200.000	200.00	1.000	200.00	1.000	200.00	100.00%
61	Bergamont Ct: Natures Way to Termini	1.000	LS.	200.000	200.00	1.000	200.00	1.000	200.00	100.00%
62	De Pere St: Broad St to Third St	1.000	LS.	200.000	200.00	1.000	200.00	1.000	200.00	100.00%
63	De Pere St: Termini to Broad St	1.000	LS.	200.000	200.00	1.000	200.00	1.000	200.00	100.00%
64	Milwaukee St: Broad St to Third St	1.000	LS.	200.000	200.00	1.000	200.00	1.000	200.00	100.00%
65	Ida St: Ninth St to Clovis Ave	1.000	LS.	500.000	500.00	1.000	500.00	1.000	500.00	100.00%

Total Contract: 31,734.00

Total Billed: 100.00% 31,734.00 31,734.00

Less Retainage: 0.00 0.00

Net Invoices: 31,734.00 31,734.00

Less Previous Applications: 0.00 -

Total Due This Invoice: 31,734.00 31,734.00

Terms: DUE UPON COMPLETION
Payment in full is due upon completion unless modified by written contract. A delinquency charge of 1 1/2% per month (18% per annum) will be assessed on any unpaid balance from the previous statement.

MEMORANDUM

DATE November 23, 2025
TO Personnel Committee

FROM Margaret J. Struve, City Attorney
Kimberly Cardoza, Human Resources Manager

RE Proposed Updates to Employee Handbook, Effective January 1, 2026

Upon annual review of the City of Menasha Employee Handbook (last reviewed and revised effective January 1, 2024), and proposed changes having been shared with the Personnel Committee Chair and Mayor, before you are two proposed recommended revisions. One proposed change is characterized as “minor,” as it simply revises the health care appendix, removing the POS plans consistent with this body’s recent approval for employee health insurance, and referencing “offered plan(s)” instead of specifying the offered plans so as to avoid a potential reoccurring annual need for change.

The second proposed change is substantive, as it refers to when employees receive an elevation in number of days. This proposal does not changes the total amount of vacation an employee earns. Instead, it changes when the newly earned vacation is awarded. Currently, when an employee reaches a benchmark year that qualifies them for an additional week of vacation, the additional time is awarded on their anniversary date. Under the proposed revision, the award date would shift from the anniversary date to January 1. This adjustment will simplify administration for both the City and employees, particularly when anniversary dates occur near the end of the calendar year. In addition, it will align with the Police Collective Bargaining Agreement, ensuring consistency throughout the City. These two proposed changes are itemized by section and in redline form below:

1. 211 Vacation¹

A new non-represented regular full-time employee is eligible for up to ten (10) vacation days 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. A new non-represented salaried employee is eligible for fifteen (15) vacation days upon hire (pro-rated based on month of hire).

Vacation leave, with pay, shall be granted to non-represented regular full-time employees based upon the following schedule:

Hourly:

Upon Hire - 10 days (prorated)

After 6 years of service - 15 days

After 13 years of service - 20 days

After 18 years of service - 25 days

Salary:

Upon Hire-15 days (prorated)

After 6 years of service-20 days

After 13 years of service-25 days

Department Heads:

Upon Hire – 15 days (prorated)

Each January after hire – 20 days

After 6 years of service – 25 days

Years of service are determined by an employee's hire date. Vacation must be approved in advance by the employee's Department Head and shall be scheduled at a mutually convenient time. Department Heads shall schedule their vacation with approval from the Mayor.

Vacation earned but not taken, up to a maximum of 5 days, may be carried over to the following calendar year. For exempt, salaried employees, additional vacation days may be carried over to the following calendar year as approved by the Mayor. Vacation days earned but not used or carried over will be forfeited. All vacation carry-over days will be forfeited if not used before March 31 and are not paid out at termination.

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** ~~the anniversary of the employee's hire date~~. Holidays occurring during scheduled vacation periods shall not be counted against the vacation allowance. Employees must be actively employed on December 31 to be credited with vacation on each January 1.

In exceptional cases, an enhanced vacation allowance may be necessary for new employees. Any enhanced vacation offer must be approved in advance by the City's Common Council.

Upon termination of employment, earned but unused vacation shall be paid to the employee at the employee's normal salary rate as authorized by the Human Resources Department. Except that an employee whose employment terminates prior to the end of the introductory period will not be paid for unused vacation, floating holiday or other paid benefits.

Regular part-time non-represented employees shall receive prorated vacation benefits based on a ratio of hours actually worked compared to full-time hours. Time worked as a regular part-time employee, when followed immediately by regular full-time employment, shall be included in computing length of continuous service for vacation leave. In cases where an employee has a break in City service, a regular employee's years of service shall be accumulated from the most recent date of hire.

...

Note: This proposed change standardizes the timing of vacation awards by moving the effective date to January 1 of the eligible year.

Staff also has one proposed change to the following appendix summarized below:

2. APPENDIX I – HEALTH, DENTAL AND VISION INSURANCE

...

~~Effective January 1, 2024, e~~ Employees participating in the health, dental and vision insurance plans are required to contribute toward the monthly premiums of these plans. For Health insurance, City premium share is 90% of the total premium cost of ~~HMO-13 or HMO-14 offered plan(s). For POS-15 and POS-16 plans, the City pays a defined contribution which is 90% of HMO-14 plan.~~ For Dental and Vision, City premium share is 90% of the total premium cost for each. Employees are responsible for the remaining premium costs.

...

Note: These proposed changes are made to update and reflect the City's recently approved Health, Dental and Vision Insurance benefits, including the Family Advantage Health Program (FAHP) option for employees.

These changes, if approved, would take effect January 1, 2026.

RECOMMENDED MOTION: Move to approve and refer to Common Council for approval the two proposed changes to (1) 211 Vacation; and (2) Appendix I Health Insurance, as recommended by staff, effective January 1, 2026.



Memorandum

TO: NMFR Joint Finance & Personnel Committee

FROM: Deputy Chief Krueger

DATE: December, 2025

RE: Small Vehicle Purchase

Our approved 2026 CIP budget has \$67,000 for the purchase of a light duty vehicle and equipment.

We are asking for consideration and action to approve the purchase of a stock 2025 Chevrolet 1500 Silverado from Bergstrom Automotive not to exceed \$50,000 and to purchase radio, lights, graphics and other miscellaneous equipment from various vendors for a total project cost not to exceed \$67,000.

If you have any questions, please feel free to contact me at 886-6202.

Thank you for your consideration.

SK/te

Attachment

AP Check Register

Check Date: 12/2/2025

Date: 12/11/2025

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
ANACOSTA	89149	12/2/2025	MILEAGE	100-0601-551.33-01	24.78	SEPT-NOV 2025 MILEAGE REIMBURSEMENT
		12/2/2025	REIMBURSEMENT	100-0601-551.30-16	306.61	PROMOTIONAL SUPPLIES REIMBURSEMENT
		Total for check: 89149			331.39	
AMAZON CAPITAL SERVICES	89152	12/2/2025	1466-9CWJ-36N6	100-0601-551.30-14	13.99	LIBRARY MATERIALS
		12/2/2025	16PC-3C9W-6DX9	100-0601-551.30-16	11.98	PROMOTIONAL SUPPLIES
		12/2/2025	16RP-C6ML-9JGP	100-0601-551.30-14	6.49	LIBRARY MATERIALS
		12/2/2025	179R-1K6N-K7CM	100-0601-551.30-14	11.98	LIBRARY MATERIALS
		12/2/2025	17JR-7L9D-6MF4	100-0601-551.30-14	39.99	LIBRARY MATERIALS
		12/2/2025	17K7-69CJ-DN6R	100-0601-551.30-10	290.99	OFFICE SUPPLIES
		12/2/2025	17N9-9FGD-FXKX	100-0601-551.30-16	293.23	PROMOTIONAL SUPPLIES
		12/2/2025	19QF-WKDX-WFDK	100-0601-551.30-16	236.34	PROMOTIONAL SUPPLIES
		12/2/2025	1C9G-R1XH-7JN3	100-0601-551.30-16	128.20	PROMOTIONAL SUPPLIES
		12/2/2025	1CD9-64JH-CGHH	100-0601-551.30-14	209.98	LIBRARY MATERIALS
		12/2/2025	1CH6-WV9D-7J3M	100-0601-551.30-14	7.98	LIBRARY MATERIALS
		12/2/2025	1CP7-Q3PD-HRTV	100-0601-551.30-10	75.53	OFFICE SUPPLIES
		12/2/2025	1DTN-41D1-9DRJ	100-0601-551.30-16	64.41	PROMOTIONAL SUPPLIES
		12/2/2025	1FGX-Q4TN-1JJV	100-0601-551.30-16	224.90	PROMOTIONAL SUPPLIES
		12/2/2025	1G9C-1JX3-K64C	100-0601-551.30-18	42.30	DEPARTMENT SUPPLIES
		12/2/2025	1G9C-1JX3-MMV4	100-0601-551.30-16	411.34	PROMOTIONAL SUPPLIES
		12/2/2025	1GGM-HR3Y-9KNJ	100-0601-551.30-14	15.00	LIBRARY MATERIALS
		12/2/2025	1HTF-DR74-WGC9	100-0601-551.30-14	9.48	LIBRARY MATERIALS
		12/2/2025	1LKC-W9FH-7WG6	100-0601-551.30-10	55.66	OFFICE SUPPLIES
		12/2/2025	1PDQ-M9LV-NLW3	100-0601-551.30-16	206.56	PROMOTIONAL SUPPLIES
		12/2/2025	1Q4P-XY7P-9GG4	100-0601-551.30-16	10.97	PROMOTIONAL SUPPLIES
		12/2/2025	1Q7T-RK9L-4PHK	100-0601-551.30-14	59.99	LIBRARY MATERIALS
		12/2/2025	1QG3-3R1F-PPWK	100-0601-551.30-16	187.94	PROMOTIONAL SUPPLIES
		12/2/2025	1QGR-61CV-R7JM	100-0601-551.30-16	362.42	PROMOTIONAL SUPPLIES
		12/2/2025	1QTW-YRMV-7CWP	100-0601-551.30-18	225.79	DEPARTMENT SUPPLIES
		12/2/2025	1R37-Q713-3P3K	100-0601-551.30-14	10.86	LIBRARY MATERIALS
		12/2/2025	1RJD-P1HY-JR6Y	100-0601-551.30-10	13.84	OFFICE SUPPLIES
		12/2/2025	1W4P-VVLY-CQP4	100-0601-551.30-14	53.81	LIBRARY MATERIALS
		12/2/2025	1WRY-3QWM-31WM	100-0601-551.30-14	29.41	LIBRARY MATERIALS

AP Check Register
Check Date: 12/2/2025

Date: 12/11/2025

<i>Vendor Name</i>	<i>Check Number</i>	<i>Check Date</i>	<i>Invoice Number</i>	<i>Account Number</i>	<i>Amount</i>	<i>Description</i>
AMAZON CAPITAL SERVICES...	89152...	12/2/2025	1YGC-V4CR-XJ3M	100-0601-551.30-16	195.10	PROMOTIONAL SUPPLIES
			Total for check: 89152		3,506.46	
AMUSEMENT DEVICES INC	89153	12/2/2025	32776	100-0601-551.30-16	375.00	PROMOTIONAL SUPPLIES
			Total for check: 89153		375.00	
BETH BLUM	89154	12/2/2025	CONTRACT	100-0601-551.20-05	150.00	CONTRACT 12/8/25
			Total for check: 89154		150.00	
CALUMET COUNTY CLERK	89155	12/2/2025	CAL CTY DOG LIC	100-0000-201.03-00	316.00	2025 CALUMET DOG LICENSES
			Total for check: 89155		316.00	
CENGAGE LEARNING INC/GALE	89156	12/2/2025	999100682221	100-0601-551.30-14	22.39	LIBRARY MATERIALS
		12/2/2025	999100779312	100-0601-551.30-14	280.71	LIBRARY MATERIALS
		12/2/2025	999100816117	100-0601-551.30-14	29.59	LIBRARY MATERIALS
		12/2/2025	999101583572	100-0601-551.30-14	379.88	LIBRARY MATERIALS
		12/2/2025	999101598883	100-0601-551.30-14	81.58	LIBRARY MATERIALS
		12/2/2025	999101648217	100-0601-551.30-14	49.48	LIBRARY MATERIALS
			Total for check: 89156		843.63	
CENTER POINT LARGE PRINT	89157	12/2/2025	2170742	100-0601-551.30-14	296.04	LIBRARY MATERIALS
		12/2/2025	2200350	100-0601-551.30-14	303.24	LIBRARY MATERIALS
			Total for check: 89157		599.28	
LILIE COLLINS	89158	12/2/2025	CONTRACT	100-0601-551.20-05	150.00	CONTRACT 12/14/25
			Total for check: 89158		150.00	

AP Check Register

Check Date: 12/2/2025

Date: 12/11/2025

<i>Vendor Name</i>	<i>Check Number</i>	<i>Check Date</i>	<i>Invoice Number</i>	<i>Account Number</i>	<i>Amount</i>	<i>Description</i>
CONQUER BOOKS	89159	12/2/2025	CONTRACT	100-0601-551.20-05	170.00	DECEMBER CONTRACT
			Total for check: 89159		170.00	
CRIMSON MULTIMEDIA	89160	12/2/2025	025147	100-0601-551.30-14	517.14	LIBRARY MATERIALS
		12/2/2025	025148	100-0601-551.30-14	70.00	LIBRARY MATERIALS
		12/2/2025	025149	100-0601-551.30-14	40.00	LIBRARY MATERIALS
			Total for check: 89160		627.14	
DEMCO	89161	12/2/2025	7715994	100-0601-551.30-18	1,576.19	DEPARTMENT SUPPLIES
					(682.62)	DEPARTMENT SUPPLIES
		12/2/2025	7727040	100-0601-551.30-18	32.24	DEPARTMENT SUPPLIES
			Total for check: 89161		925.81	
EBSCO INDUSTRIES INC	89162	12/2/2025	1762782	100-0601-551.30-14	3,088.49	LIBRARY MATERIALS
			Total for check: 89162		3,088.49	
YANET FERNANDEZ	89163	12/2/2025	CONTRACT	100-0601-551.20-05	200.00	CONTRACT-NOVEMBER
			Total for check: 89163		200.00	
GORDON FLESCH CO LEASING	89164	12/2/2025	I01066446	100-0601-551.24-01	329.68	OFFICE EQUIPMENT
			Total for check: 89164		329.68	
MADELINE HOEKSTRA	89165	12/2/2025	CONTRACT	100-0601-551.20-05	100.00	CONTRACT 11/11/25
			Total for check: 89165		100.00	
INGRAM LIBRARY SERVICES	89167	12/2/2025	90926891	100-0601-551.30-14	378.93	LIBRARY MATERIALS
		12/2/2025	90987362	100-0601-551.30-14	328.81	LIBRARY MATERIALS
		12/2/2025	90987363	100-0601-551.30-14	195.93	LIBRARY MATERIALS
		12/2/2025	91067060	100-0601-551.30-14	13.63	LIBRARY MATERIALS
		12/2/2025	91097572	100-0601-551.30-14	436.83	LIBRARY MATERIALS

AP Check Register

Check Date: 12/2/2025

Date: 12/11/2025

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
INGRAM LIBRARY SERVICES...	89167...	12/2/2025	91172505	100-0601-551.30-14	189.32	LIBRARY MATERIALS
		12/2/2025	91267532	100-0601-551.30-14	386.74	LIBRARY MATERIALS
		12/2/2025	91295795	100-0601-551.30-14	216.71	LIBRARY MATERIALS
		12/2/2025	91295796	100-0601-551.30-14	130.70	LIBRARY MATERIALS
		12/2/2025	91295797	100-0601-551.30-14	3,483.07	LIBRARY MATERIALS
		12/2/2025	91326767	100-0601-551.30-14	30.58	LIBRARY MATERIALS
		12/2/2025	91379320	100-0601-551.30-14	33.79	LIBRARY MATERIALS
		12/2/2025	91444405	100-0601-551.30-14	221.67	LIBRARY MATERIALS
		12/2/2025	91444406	100-0601-551.30-14	453.41	LIBRARY MATERIALS
		12/2/2025	91444407	100-0601-551.30-14	176.25	LIBRARY MATERIALS
		12/2/2025	91459196	100-0601-551.30-14	75.58	LIBRARY MATERIALS
		12/2/2025	91499358	100-0601-551.30-14	802.58	LIBRARY MATERIALS
		12/2/2025	91499359	100-0601-551.30-14	33.98	LIBRARY MATERIALS
		12/2/2025	91510320	100-0601-551.30-14	322.27	LIBRARY MATERIALS
		12/2/2025	91580316	100-0601-551.30-14	95.64	LIBRARY MATERIALS
		12/2/2025	91580317	100-0601-551.30-14	13.63	LIBRARY MATERIALS
		12/2/2025	91611941	100-0601-551.30-14	365.18	LIBRARY MATERIALS
		12/2/2025	91611942	100-0601-551.30-14	255.27	LIBRARY MATERIALS
		Total for check: 89167			8,640.50	
JRAAR EDUCATIONAL EVENTS	89168	12/2/2025	000168	100-0601-551.20-05	150.00	CONTRACT 11/20/25
					150.00	
KAEL KING	89169	12/2/2025	CONTRACT	100-0601-551.20-05	50.00	CONTRACT 12/13/25
					50.00	
KITZ & PFEIL INC	89170	12/2/2025	56405/3	100-0601-551.30-15	40.74	TOOLS & EQUIPMENT
					40.74	
MENASHA JOINT SCHOOL DISTRICT	89171	12/2/2025	1747	100-0601-551.30-16	110.74	PROMOTIONAL SUPPLIES

AP Check Register

Check Date: 12/2/2025

Date: 12/11/2025

<i>Vendor Name</i>	<i>Check Number</i>	<i>Check Date</i>	<i>Invoice Number</i>	<i>Account Number</i>	<i>Amount</i>	<i>Description</i>
MENASHA JOINT SCHOOL DISTRICT...	89171...	12/2/2025	1756	100-0601-551.30-16	111.42	PROMOTIONAL SUPPLIES
			Total for check: 89171		222.16	
METRO SALES INC	89172	12/2/2025	INV2906501	100-0601-551.24-04	49.89	REPAIR/MAINTENANCE
		12/2/2025	INV2923477	100-0601-551.24-04	1,020.64	REPAIR/MAINTENANCE
		12/2/2025	INV2930435	100-0601-551.24-04	43.89	REPAIR/MAINTENANCE
			Total for check: 89172		1,114.42	
MIDWEST TAPE	89173	12/2/2025	507981369	100-0601-551.30-14	1,566.91	LIBRARY MATERIALS
		12/2/2025	508001634	100-0601-551.30-14	950.62	LIBRARY MATERIALS
			Total for check: 89173		2,517.53	
OTIS MILLER	89174	12/2/2025	CONTRACT	100-0601-551.20-05	375.00	CONTRACT 12/9/25
			Total for check: 89174		375.00	
SHELLY PLATTEN	89175	12/2/2025	CONTRACT	100-0601-551.20-05	200.00	CONTRACT 12/6/25
			Total for check: 89175		200.00	
CINDY SCHAEFER-KEMPS	89176	12/2/2025	MILEAGE	100-0601-551.33-01	15.40	MILEAGE REIMBURSEMENT
		12/2/2025	REIMBURSEMENT	100-0601-551.30-16	59.70	PROMOTIONAL SUPPLIES
			Total for check: 89176		75.10	
HEATHER SCHROEDER MARIE	89177	12/2/2025	CONTRACT	100-0601-551.20-05	190.00	CONTRACT 11/18/25
			Total for check: 89177		190.00	
SERVICEMASTER BUILDING MAINTENANCE	89178	12/2/2025	47972	100-0601-551.20-01	2,760.00	JANITORIAL SERVICE
			Total for check: 89178		2,760.00	
SHOWCASES	89179	12/2/2025	331222	100-0601-551.30-18	60.91	DEPARTMENT SUPPLIES

AP Check Register

Check Date: 12/2/2025

Date: 12/11/2025

<i>Vendor Name</i>	<i>Check Number</i>	<i>Check Date</i>	<i>Invoice Number</i>	<i>Account Number</i>	<i>Amount</i>	<i>Description</i>
SHOWCASES...	89179...	12/2/2025	331223	100-0601-551.30-18	215.73	DEPARTMENT SUPPLIES
			Total for check: 89179		276.64	
JOSHUA SPOTTS	89180	12/2/2025	CONTRACT	100-0601-551.20-05	75.00	CONTRACT 12/16/25
			Total for check: 89180		75.00	
STAPLES	89181	12/2/2025	6048104432	100-0601-551.30-10	12.18	OFFICE SUPPLIES
		12/2/2025	6048104433	100-0601-551.30-10	326.46	OFFICE SUPPLIES
			Total for check: 89181		338.64	
GONZALO VALERA	89182	12/2/2025	CONTRACT	100-0601-551.20-05	200.00	CONTRACT-NOVEMBER
			Total for check: 89182		200.00	
WINNEBAGO COUNTY TREASURER	89183	12/2/2025	WIN CTY DOG LIC	100-0000-201.03-00	1,667.25	2025 WINN DOG LICENSES
			Total for check: 89183		1,667.25	
WINNEFOX LIBRARY SYSTEM	89184	12/2/2025	WLS4170	100-0601-551.30-14	59.99	LIBRARY MATERIALS
			Total for check: 89184		59.99	
WISCONSIN IMAGING LLC	89185	12/2/2025	5036612299	100-0601-551.24-01	406.83	OFFICE EQUIPMENT
			Total for check: 89185		406.83	
					31,072.68	

AP Check Register

Check Date: 12/4/2025

Date: 12/11/2025

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
AMAZON CAPITAL SERVICES	89186	12/4/2025	1GTF-W7WY-DR6G	100-0000-201.03-00	14.74	CLOTHING ALLOWANCE
				100-0801-521.19-02	93.26	CLOTHING ALLOWANCE
	12/4/2025	1XH9-3QFG-DG9V	100-0801-521.30-15		38.00	TRIPOD UMBRELLA
				Total for check: 89186	146.00	
AMPLIFY TECHNOLOGIES	89187	12/4/2025	9856	100-0813-521.30-15	1,355.00	CAMERA CABLING, INSTALL.,ALIGNMENT
					Total for check: 89187	1,355.00
BERGSTROM FORD LINCOLN	89188	12/4/2025	113476	731-1022-541.38-04	66.40	CYLINDER ASSEMBLY
					Total for check: 89188	66.40
CINTAS	89189	12/4/2025	1906004528	100-0703-553.24-03	88.00	TOWEL ROLL
		12/4/2025	1906010429	100-0703-553.24-03	295.00	TRASH BAGS
		12/4/2025	4250381251	731-1022-541.20-01	187.04	UNIFORMS/RUG
		12/4/2025	4251179451	731-1022-541.20-01	187.04	UNIFORMS/RUG
		12/4/2025	4251181368	100-0601-551.20-01	48.00	CLEANING SUPPLIES
				100-0601-551.30-13	447.90	CLEANING SUPPLIES
			Total for check: 89189		1,252.98	
CJR TOOLS LLC	89190	12/4/2025	12012531660	731-1022-541.24-02	395.00	IMPACT WRENCH SHOP TOOLS REPLACEMENT
					Total for check: 89190	395.00
DECKER SUPPLY CO INC	89191	12/4/2025	934875	100-1008-541.30-18	199.39	FOLDING STOP SIGN
					Total for check: 89191	199.39
DRUCKS PLUMBING & HEATING	89192	12/4/2025	REFUND	100-0000-422.03-02	210.00	PLUMBING PERMIT REFUND
					Total for check: 89192	210.00
FOX CROSSING UTILITIES	89193	12/4/2025	127-16734	100-0703-553.22-06	84.00	1200 GENEVA ROAD 8/15/25-11/15/25

AP Check Register

Check Date: 12/4/2025

Date: 12/11/2025

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
FOX CROSSING UTILITIES...	89193...	12/4/2025	127-17360	100-0703-553.22-06	10.50	STANDBY WATER 8/15/25-11/15/25
			Total for check: 89193		94.50	
GANNETT WISCONSIN LOCALIQ	89194	12/4/2025	0007416134	100-0204-512.29-02	64.24	LEGAL PUBLISHINGS-NOV
				100-0405-513.29-02	812.12	LEGAL PUBLISHINGS-NOV
			Total for check: 89194		876.36	
GRAINGER INC	89195	12/4/2025	9719517964	100-1008-541.30-18	56.57	SIGNAL PARTS
			Total for check: 89195		56.57	
HARRISON UTILITIES	89196	12/4/2025	001-0220-00	100-0703-553.22-05	65.30	2170 PLANK ROAD 10/21/25-11/19/25
			Total for check: 89196		65.30	
KITZ & PFEIL INC	89198	12/4/2025	56229/3	100-0703-553.24-03	4.66	BRUSHES (2)
		12/4/2025	56233/3	100-0703-553.24-03	30.28	FILTER
		12/4/2025	56248/3	100-0801-521.24-03	10.78	PLUMBING CAP HOSE
		12/4/2025	56264/3	100-0801-521.24-03	14.03	NUTS & BOLTS
		12/4/2025	56361/3	731-1022-541.30-18	53.59	MISC SUPPLIES
		12/4/2025	56375/3	100-0703-553.24-03	42.79	ELECTRICAL PARK PARTS
		12/4/2025	56397/3	470-0801-521.82-01	89.85	CONCRETE MIX (15)
		12/4/2025	56439/3	100-1008-541.30-18	23.56	TRAFFIC CAMERAS 3RD & DEPERE
		12/4/2025	56443/3	470-0801-521.82-01	84.48	HINGE/GATE LATCH PPF-2025-001
		12/4/2025	56476/3	731-1022-541.38-03	28.78	CLEVIS SLIP (2)
		12/4/2025	56477/3	731-1022-541.38-03	17.99	HINGE
		12/4/2025	56529/3	731-1022-541.30-18	17.98	DUCT TAPE
		12/4/2025	56553/3	100-1018-543.30-15	80.95	RAKE/TOOLS
		12/4/2025	56575/3	731-1022-541.38-03	8.38	NUTS & BOLTS
		12/4/2025	56610/3	731-1022-541.30-18	35.05	DUCT TAPE
		12/4/2025	56624/3	100-0703-553.24-03	17.98	PLUMBING PARTS
		12/4/2025	56665/3	100-1002-541.30-15	5.39	BRAIDED NYLON ROPE
				625-1002-541.30-15	1.80	BRAIDED NYLON ROPE

AP Check Register

Check Date: 12/4/2025

Date: 12/11/2025

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
KITZ & PFEIL INC...	89198...	12/4/2025	56674/3	100-0801-521.29-04	37.75	DE-ICER (6)
			Total for check: 89198		606.07	
KLINK HYDRAULICS LLC	89199	12/4/2025	TV1462	731-1022-541.38-03	208.74	HYDRAULIC FITTINGS
		12/4/2025	TV1463	731-1022-541.38-03	125.70	RING KITS
			Total for check: 89199		334.44	
MATTHEWS TIRE INC	89200	12/4/2025	99856	731-1022-541.38-02	191.24	VALVE STEM/TIRES
		12/4/2025	99923	731-1022-541.38-02	1,700.00	TIRES
			Total for check: 89200		1,891.24	
MENARDS-APPLETON EAST	89201	12/4/2025	84739	470-0801-521.82-01	11.53	FENCE PARTS PPF-2025-001
		12/4/2025	85448	470-0801-521.82-01	44.48	FENCE PARTS PPF-2025-001
		12/4/2025	85668	470-0703-553.82-02	7,362.80	RIVER WALK FENCE WOOD PR-2025-004
				470-1003-541.82-02	483.48	RIVER WALK FENCE WOOD
		12/4/2025	85673	470-1003-541.82-02	1,266.65	DOCK WOOD
		12/4/2025	85810	100-0704-552.24-03	16.45	THERMOSTAT
			Total for check: 89201		9,185.39	
MENASHA TREASURER	89202	12/4/2025	Q2106350	100-0000-103.01-00	200.00	INCREASE FINANCE DRAWER START-UP
			Total for check: 89202		200.00	
MENASHA UTILITIES	89203	12/4/2025	MENASHA UTIL.	100-0703-553.22-06	174.52	STORM-PARKS 10/8/25-11/07/25
				100-1012-541.22-03	16.86	ELECTRIC-STREET LIGHTS 10/8/25-11/07/25
			Total for check: 89203		191.38	
OLD DOMINION BRUSH	89204	12/4/2025	9749850	731-1022-541.38-03	1,956.90	MEDIUM DUTY HOSE
		12/4/2025	9751620	266-1027-543.30-15	2,810.00	PTO LEAF MACHINE
			Total for check: 89204		4,766.90	

AP Check Register
Check Date: 12/4/2025

Date: 12/11/2025

<i>Vendor Name</i>	<i>Check Number</i>	<i>Check Date</i>	<i>Invoice Number</i>	<i>Account Number</i>	<i>Amount</i>	<i>Description</i>
PETERS CONCRETE COMPANY	89205	12/4/2025	2350089	100-1003-541.30-18	696.00	CONCRETE ROAD PATCH
		12/4/2025	2350138	470-0801-521.82-01	628.00	CONCRETE FENCE PPF-2025-001
	Total for check: 89205				1,324.00	
GARY ROBBINS	89206	12/4/2025	CLAIM	733-0206-512.73-01	530.75	VEHICLE WINDOW DAMAGE
			Total for check: 89206			530.75
SERVICE MOTOR COMPANY	89207	12/4/2025	P18690	731-1022-541.38-03	5.43	OIL GAUGE PLUG
			Total for check: 89207			5.43
WARNER COMMERCIAL ROOFING LLC	89208	12/4/2025	MR-2025-05	204-0308-562.70-01	9,970.00	ROOFING 735 FIRST ST
			Total for check: 89208			9,970.00
WE ENERGIES	89209	12/4/2025	5708092117	100-0703-553.22-04	9.57	10/16/25-11/13/25 GAS 2170 PLANK ROAD
		12/4/2025	5719896115	100-1012-541.22-03	106.67	LED STREET LIGHTS
		12/4/2025	5721177862	100-1012-541.22-03	1,051.91	STREET LIGHTS
		Total for check: 89209				1,168.15
WEYERS EQUIPMENT INC	89210	12/4/2025	01-251098	100-0703-553.24-03	232.20	FIREPLACE PARTS
			Total for check: 89210			232.20
WINNEBAGO LIQUID WASTE	89211	12/4/2025	15491	100-0703-553.20-09	195.00	HANDICAP RESTROOM RENTAL KOSLO PARK
		12/4/2025	15526	100-0703-553.20-09	195.00	HANDICAP RESTROOM RENTAL BRIGHTON BEACH
		Total for check: 89211				390.00
WISCONSIN DEPT NATURAL RESOURCES	89212	12/4/2025	49228	256-0304-562.21-06	1,050.00	SITE INVESTIGATION REVIEW
			Total for check: 89212			1,050.00

AP Check Register
Check Date: 12/4/2025

Date: 12/11/2025

<i>Vendor Name</i>	<i>Check Number</i>	<i>Check Date</i>	<i>Invoice Number</i>	<i>Account Number</i>	<i>Amount</i>	<i>Description</i>
WISTEX II LLC	89213	12/4/2025	195728	601-1020-543.30-18	2,128.21	AC VARIABLE FREQ DRIVE
			Total for check: 89213		2,128.21	
WILLIAM WOJCIK	89214	12/4/2025	RENTAL DEP REFD	100-0000-201.11-00	100.00	RENTAL SECURITY DEPOSIT REFUND
				100-0000-441.27-00	125.00	RENTAL CANCELLATION RETURN
			Total for check: 89214		225.00	
					38,916.66	

AP Check Register
Check Date: 12/11/2025

Date: 12/11/2025

<i>Vendor Name</i>	<i>Check Number</i>	<i>Check Date</i>	<i>Invoice Number</i>	<i>Account Number</i>	<i>Amount</i>	<i>Description</i>
ACCURATE	89215	12/11/2025	2513732	731-1022-541.30-15	1,064.87	SHOP SUPPLIES
		12/11/2025	2513848	731-1022-541.38-03	122.76	TIE ROD, PARTS
	Total for check: 89215				1,187.63	
AMAZON CAPITAL SERVICES	89216	12/11/2025	1KXJ-FGJ9-3X6R	100-0401-513.30-10	20.83	CALENDARS, OFFICE SUPPLY
		12/11/2025	1QKN-7HCL-Y1JY	100-0801-521.24-02	88.45	FLASH DRIVE (5)
	Total for check: 89216				109.28	
CITY OF APPLETON	89217	12/11/2025	18820	100-0918-531.21-06	500.00	EMERGENCY PREPAREDNESS- DECEMBER 2025
			Total for check: 89217		500.00	
ARING EQUIPMENT COMPANY INC	89218	12/11/2025	920208	731-1022-541.38-03	731.32	BOLT ON EDGE, PARTS
			Total for check: 89218		731.32	
BADGER LABORATORIES INC	89219	12/11/2025	25-023227	601-1020-543.21-02	1,235.00	SEWER MONITORING -GUNDERSON CLEANERS
			Total for check: 89219		1,235.00	
BERGSTROM PIONEER AUTO &	89220	12/11/2025	00252	100-0801-521.80-03	2,190.00	POLICE VEHICLE LEASES
			Total for check: 89220		2,190.00	
BOBCAT PLUS	89221	12/11/2025	IG61106	731-1022-541.38-03	34.36	FILTER, PARTS
			Total for check: 89221		34.36	
KARINA BUSTAMANTE	89222	12/11/2025	RENTAL DEP REFD	100-0000-201.11-00	100.00	RENTAL SECURITY DEPOSIT REFUND
			Total for check: 89222		100.00	
CALUMET COUNTY TREASURER	89223	12/11/2025	1751	100-1008-541.20-10	2,288.68	TRAFFIC LINE PAVEMENT PAINTING
			Total for check: 89223		2,288.68	

AP Check Register
Check Date: 12/11/2025

Date: 12/11/2025

<i>Vendor Name</i>	<i>Check Number</i>	<i>Check Date</i>	<i>Invoice Number</i>	<i>Account Number</i>	<i>Amount</i>	<i>Description</i>
CINTAS	89224	12/11/2025	4251181409	100-0801-521.20-01	50.25	CLEANING SUPPLIES, MATS, TOWELS, BAGS
				100-0801-521.30-13	358.55	CLEANING SUPPLIES, MATS, TOWELS, BAGS
		12/11/2025	4251910293	100-0703-553.24-03	280.16	MATS, UNIFORMS, PARK BUILDING SUPPLIES
				731-1022-541.20-01	161.00	MATS, UNIFORMS, PARK BUILDING SUPPLIES
			Total for check: 89224		849.96	
COMPLETE OFFICE OF WISCONSIN	89225	12/11/2025	30508	100-0801-521.30-10	142.65	FOLDERS, PAPER
		12/11/2025	944208	731-1022-541.30-10	(49.99)	PAPER CREDIT
			Total for check: 89225		92.66	
COONEY'S EMBROIDERY LLC	89226	12/11/2025	22712	100-0804-521.30-15	580.00	HATS FOR OFFICERS
					580.00	
ASHLEY CROWE	89227	12/11/2025	RENTAL DEP REFD	100-0000-201.11-00	100.00	RENTAL SECURITY DEPOSIT REFUND
					100.00	
DECKER SUPPLY CO INC	89228	12/11/2025	935018	100-1008-541.30-15	2,254.60	CLASS III SIGNS
					2,254.60	
UNEMPLOYMENT INSURANCE	89229	12/11/2025	692132-000-5	100-1019-552.15-09	1,472.27	BENEFIT CHARGES FOR 11/1/25-11/30/25
					1,472.27	
DTN LLC	89230	12/11/2025	210-00001875	743-0403-513.24-04	2,305.80	WEATHER SUBSCRIPTION
		12/11/2025	210-00151691	743-0403-513.24-04	2,398.03	WEATHER SUBSCRIPTION
			Total for check: 89230		4,703.83	
FACTORY MOTOR PARTS CO	89231	12/11/2025	18-2327066	731-1022-541.38-03	803.07	FILTERS/BATTERY PARTS
		12/11/2025	18-2327067	731-1022-541.38-03	120.38	FILTERS/PARTS

AP Check Register

Check Date: 12/11/2025

Date: 12/11/2025

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
FACTORY MOTOR PARTS CO...	89231...	12/11/2025	18-Z34799	731-1022-541.30-10	32.31	BATTERY CORE
			Total for check: 89231		955.76	
FERRELLGAS	89232	12/11/2025	1132045038	100-1016-543.30-18	138.56	PROPANE-FORKLIFT
			Total for check: 89232		138.56	
VILLAGE OF FOX CROSSING	89233	12/11/2025	REPORT #25-8722	100-0000-201.03-00	154.00	REPORT #25-8722
			Total for check: 89233		154.00	
MICHAEL GERWE	89234	12/11/2025	WATER ST SIGN	470-1003-541.82-02	1,397.50	WATER ST SIGNAGE DEVELOP STR-2024-003
			Total for check: 89234		1,397.50	
GRAINGER INC	89235	12/11/2025	9726511315	731-1022-541.38-03	90.45	CUTTER, WHEEL, PARTS
		12/11/2025	9729793530	100-1008-541.30-18	85.20	HANG AND STACK BIN
		12/11/2025	9730005445	731-1022-541.30-18	17.67	ROOM TEMP SENSOR
			Total for check: 89235		193.32	
HEART AND VASCULAR INSTITUTE OF WI	89236	12/11/2025	NOV2025	100-0801-521.80-05	100.00	CA SCORES W/ OVERREAD
			Total for check: 89236		100.00	
IPROMOTEU	89237	12/11/2025	2499241B52	100-0801-521.30-18	841.29	PADFOLIOS
			Total for check: 89237		841.29	
KLINK HYDRAULICS LLC	89238	12/11/2025	TV1554	731-1022-541.38-03	20.05	HYDRAULIC FITTINGS-PARTS
			Total for check: 89238		20.05	
DAVE KORTH	89239	12/11/2025	1002	100-0703-553.24-03	1,105.00	CHRISTMAS TREES MAIN ST
			Total for check: 89239		1,105.00	

AP Check Register

Check Date: 12/11/2025

Date: 12/11/2025

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
KUEHN PRINTING	89240	12/11/2025	71911	100-0801-521.30-18	707.77	NOTEPADS
			Total for check: 89240		707.77	
LAZER UTILITY LOCATING LLC	89241	12/11/2025	2307	601-1020-543.21-02	284.00	NOV SANITARY LOCATES
				625-1010-541.21-02	283.00	NOV STORM LOCATES
			Total for check: 89241		567.00	
MARATHON COUNTY CLERK OF COURTS	89242	12/11/2025	REPORT #25-8366	100-0000-201.03-00	500.00	REPORT #25-8366
			Total for check: 89242		500.00	
MATTHEWS TIRE INC	89243	12/11/2025	100018	731-1022-541.38-02	606.99	TIRES
		12/11/2025	100031	731-1022-541.38-02	326.00	TIRES
		12/11/2025	99981	731-1022-541.38-02	79.96	TIRE SERVICE
			Total for check: 89243		1,012.95	
MENARDS-APPLETON EAST	89244	12/11/2025	86737	100-0703-553.30-18	514.01	ICE MELT SALT, SUPPLIES
			Total for check: 89244		514.01	
MENASHA NEENAH MUNICIPAL COURT	89245	12/11/2025	REPORT #25-121	100-0000-201.03-00	74.00	REPORT #25-121
			Total for check: 89245		74.00	
MENASHA TREASURER	89246	12/11/2025	PETTY CASH	100-0408-552.30-16	31.49	POINSETTIAS FOR CITY HALL
				100-0920-531.30-18	4.50	HOUSEWARES FOR SENIOR CTR
				100-1001-514.30-10	25.00	VACUUM FOR CITY HALL
			Total for check: 89246		60.99	
MICHELS ROAD & STONE INC	89247	12/11/2025	489651	625-1010-541.30-18	218.68	UTILITY STONE SUPPLIES
			Total for check: 89247		218.68	

AP Check Register

Check Date: 12/11/2025

Date: 12/11/2025

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
MORTON SAFETY	89248	12/11/2025	235975-01	731-1022-541.30-18	161.64	WINTER BIBS, SUPPLIES
			Total for check: 89248		161.64	
N&M AUTO SUPPLY	89249	12/11/2025	850865	731-1022-541.38-03	110.43	BATTERY, PARTS
		12/11/2025	850952	731-1022-541.30-18	48.48	GREASE HOSE COUPLER (6), SUPPLIES
			Total for check: 89249		158.91	
LINDA PALMBACH	89250	12/11/2025	MILEAGE	100-0903-531.33-01	71.96	MILEAGE REIMBURSEMENT NOVEMBER 2025
			Total for check: 89250		71.96	
PENS.COM	89251	12/11/2025	114437742	100-0801-521.30-18	367.84	PENS
			Total for check: 89251		367.84	
PETERS CONCRETE COMPANY	89252	12/11/2025	2258947	100-1009-541.30-18	1,178.00	CONCRETE FOR SIDEWALKS
			Total for check: 89252		1,178.00	
LIZ ROSIN	89253	12/11/2025	MILEAGE	100-0903-531.33-01	17.43	MILEAGE REIMBURSEMENT NOVEMBER 2025
				100-0903-531.34-03	12.00	MILEAGE REIMBURSEMENT NOVEMBER 2025
			Total for check: 89253		29.43	
SAFETY-KLEEN SYSTEMS	89254	12/11/2025	98618789	731-1022-541.32-01	215.46	PARTS-WASHER MEMBERSHIP
			Total for check: 89254		215.46	
SERVICE MOTOR COMPANY	89255	12/11/2025	P18885	731-1022-541.38-03	77.09	OIL GAUGE, PARTS
			Total for check: 89255		77.09	
SPEEDY CLEAN DRAIN & SEWER INC	89256	12/11/2025	87607	601-1020-543.21-02	4,046.63	DE PERE ST SEWER CLEAN & TV
				625-1010-541.21-02	4,134.12	DE PERE ST STORM CLEAN & TV
		12/11/2025	87608	601-1020-543.21-02	10,512.88	APPLETON RD SEWER CLEAN & TV
				625-1010-541.21-02	7,017.55	APPLETON RD STORM CLEAN & TV

AP Check Register

Check Date: 12/11/2025

Date: 12/11/2025

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
SPEEDY CLEAN DRAIN & SEWER INC...	89256...	12/11/2025	87609	601-1020-543.21-02	1,630.21	FOX ST SEWER CLEAN & TV
		12/11/2025	89097	601-1020-543.21-02	4,009.85	8TH STREET SEWER CLEAN & TV
				625-1010-541.21-02	545.70	8TH STREET STORM CLEAN & TV
			Total for check: 89256		31,896.94	
STERICYCLE INC	89257	12/11/2025	8012835987	100-0801-521.30-10	85.05	REGULAR SERVICE CONSOLE
			Total for check: 89257		85.05	
THEDACARE AT WORK	89258	12/11/2025	377318	100-0202-512.21-06	316.25	EAP CONTRACT-DEC 2025
			Total for check: 89258		316.25	
THEDACARE LABORATORIES	89259	12/11/2025	12100529	100-0801-521.21-05	42.50	VENIPUNCTURE
			Total for check: 89259		42.50	
THOMSON REUTERS - WEST	89260	12/11/2025	852917649	100-0201-512.32-02	496.74	WESTLAW LEGAL RESEARCH SOFTWARE SUBSCRIPTIO
			Total for check: 89260		496.74	
UNIFORM SHOPPE	89261	12/11/2025	12808	100-0801-521.19-03	875.65	SHIRTS, TROUSERS, OUTERWEAR
			Total for check: 89261		875.65	
US BANK EQUIPMENT FINANCE	89262	12/11/2025	570119743	743-0403-513.24-02	81.42	PW COPIER LEASE-DEC
			Total for check: 89262		81.42	
VICTOR STANLEY	89263	12/11/2025	SI59565	470-0703-553.82-02	10,825.00	LITTER RECEPTACLE JEFFERSON PARK
				826-0703-553.30-18	2,600.00	DONATION BENCH
			Total for check: 89263		13,425.00	
WE ENERGIES	89264	12/11/2025	5724886442	100-0703-553.22-03	34.20	LED STREET LIGHTS US HWY 10 & STH 114 E

AP Check Register
Check Date: 12/11/2025

Date: 12/11/2025

<i>Vendor Name</i>	<i>Check Number</i>	<i>Check Date</i>	<i>Invoice Number</i>	<i>Account Number</i>	<i>Amount</i>	<i>Description</i>	
WE ENERGIES...	89264...	12/11/2025	5727487985	731-1022-541.22-04	2,006.00	GAS 10/31/25-12/3/25	PUBLIC WORKS FACILITY
Total for check: 89264					2,040.20		
TERMINIX WIL-KIL	89265	12/11/2025	89246873	100-0801-521.24-03	180.53	PEST CONTROL MAINTENANCE N-M FIRE DEPT	
		12/11/2025	89247057	100-0601-551.24-03	46.87	PEST CONTROL MAINTENANCE MENASHA LIBRARY	
		12/11/2025	89247374	100-0703-553.20-07	64.85	PEST CONTROL MAINTENANCE 640 KEYES ST	
Total for check: 89265					292.25		
WINNEBAGO COUNTY TREASURER	89266	12/11/2025	135328	100-1016-543.25-01	19,828.80	RES	LANDFILL FEES
				100-1017-543.25-01	4,796.28	COMM	LANDFILL FEES
				266-1027-543.25-01	1,497.30	SS/TIRES	LANDFILL FEES
Total for check: 89266					26,122.38		
WISCO OIL LLC	89267	12/11/2025	19808	100-0000-131.00-00	15,751.39	FUEL	
Total for check: 89267					15,751.39		
WISCONSIN CHIEFS OF POLICE ASSN INC	89268	12/11/2025	15025	100-0801-521.32-01	150.00	MEMBERSHIP RENEWAL	
Total for check: 89268					150.00		
WISCONSIN DEPT OF JUSTICE	89269	12/11/2025	G3228	100-0202-512.21-06	21.00	GENERAL	
		12/11/2025	L7101T	100-0801-521.21-06	70.00	TIME TRANSACTIONS	-NOVEMBER
Total for check: 89269					91.00		
ZOGIE LOCK AND DOOR LLC	89270	12/11/2025	8281	100-0703-553.24-05	5,938.00	MEM DOOR	
Total for check: 89270					5,938.00		
					126,855.57		

AP Check Register

Check Date: 12/2/2025

Date: 12/11/2025

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
ANACOSTA	89149	12/2/2025	MILEAGE	100-0601-551.33-01	24.78	SEPT-NOV 2025 MILEAGE REIMBURSEMENT
		12/2/2025	REIMBURSEMENT	100-0601-551.30-16	306.61	PROMOTIONAL SUPPLIES REIMBURSEMENT
		Total for check: 89149			331.39	
AMAZON CAPITAL SERVICES	89152	12/2/2025	1466-9CWJ-36N6	100-0601-551.30-14	13.99	LIBRARY MATERIALS
		12/2/2025	16PC-3C9W-6DX9	100-0601-551.30-16	11.98	PROMOTIONAL SUPPLIES
		12/2/2025	16RP-C6ML-9JGP	100-0601-551.30-14	6.49	LIBRARY MATERIALS
		12/2/2025	179R-1K6N-K7CM	100-0601-551.30-14	11.98	LIBRARY MATERIALS
		12/2/2025	17JR-7L9D-6MF4	100-0601-551.30-14	39.99	LIBRARY MATERIALS
		12/2/2025	17K7-69CJ-DN6R	100-0601-551.30-10	290.99	OFFICE SUPPLIES
		12/2/2025	17N9-9FGD-FXKX	100-0601-551.30-16	293.23	PROMOTIONAL SUPPLIES
		12/2/2025	19QF-WKDX-WFDK	100-0601-551.30-16	236.34	PROMOTIONAL SUPPLIES
		12/2/2025	1C9G-R1XH-7JN3	100-0601-551.30-16	128.20	PROMOTIONAL SUPPLIES
		12/2/2025	1CD9-64JH-CGHH	100-0601-551.30-14	209.98	LIBRARY MATERIALS
		12/2/2025	1CH6-WV9D-7J3M	100-0601-551.30-14	7.98	LIBRARY MATERIALS
		12/2/2025	1CP7-Q3PD-HRTV	100-0601-551.30-10	75.53	OFFICE SUPPLIES
		12/2/2025	1DTN-41D1-9DRJ	100-0601-551.30-16	64.41	PROMOTIONAL SUPPLIES
		12/2/2025	1FGX-Q4TN-1JJV	100-0601-551.30-16	224.90	PROMOTIONAL SUPPLIES
		12/2/2025	1G9C-1JX3-K64C	100-0601-551.30-18	42.30	DEPARTMENT SUPPLIES
		12/2/2025	1G9C-1JX3-MMV4	100-0601-551.30-16	411.34	PROMOTIONAL SUPPLIES
		12/2/2025	1GGM-HR3Y-9KNJ	100-0601-551.30-14	15.00	LIBRARY MATERIALS
		12/2/2025	1HTF-DR74-WGC9	100-0601-551.30-14	9.48	LIBRARY MATERIALS
		12/2/2025	1LKC-W9FH-7WG6	100-0601-551.30-10	55.66	OFFICE SUPPLIES
		12/2/2025	1PDQ-M9LV-NLW3	100-0601-551.30-16	206.56	PROMOTIONAL SUPPLIES
		12/2/2025	1Q4P-XY7P-9GG4	100-0601-551.30-16	10.97	PROMOTIONAL SUPPLIES
		12/2/2025	1Q7T-RK9L-4PHK	100-0601-551.30-14	59.99	LIBRARY MATERIALS
		12/2/2025	1QG3-3R1F-PPWK	100-0601-551.30-16	187.94	PROMOTIONAL SUPPLIES
		12/2/2025	1QGR-61CV-R7JM	100-0601-551.30-16	362.42	PROMOTIONAL SUPPLIES
		12/2/2025	1QTW-YRMV-7CWP	100-0601-551.30-18	225.79	DEPARTMENT SUPPLIES
		12/2/2025	1R37-Q713-3P3K	100-0601-551.30-14	10.86	LIBRARY MATERIALS
		12/2/2025	1RJD-P1HY-JR6Y	100-0601-551.30-10	13.84	OFFICE SUPPLIES
		12/2/2025	1W4P-VVLY-CQP4	100-0601-551.30-14	53.81	LIBRARY MATERIALS
		12/2/2025	1WRY-3QWM-31WM	100-0601-551.30-14	29.41	LIBRARY MATERIALS

AP Check Register

Check Date: 12/2/2025

Date: 12/11/2025

<i>Vendor Name</i>	<i>Check Number</i>	<i>Check Date</i>	<i>Invoice Number</i>	<i>Account Number</i>	<i>Amount</i>	<i>Description</i>
AMAZON CAPITAL SERVICES...	89152...	12/2/2025	1YGC-V4CR-XJ3M	100-0601-551.30-16	195.10	PROMOTIONAL SUPPLIES
			Total for check: 89152		3,506.46	
AMUSEMENT DEVICES INC	89153	12/2/2025	32776	100-0601-551.30-16	375.00	PROMOTIONAL SUPPLIES
			Total for check: 89153		375.00	
BETH BLUM	89154	12/2/2025	CONTRACT	100-0601-551.20-05	150.00	CONTRACT 12/8/25
			Total for check: 89154		150.00	
CALUMET COUNTY CLERK	89155	12/2/2025	CAL CTY DOG LIC	100-0000-201.03-00	316.00	2025 CALUMET DOG LICENSES
			Total for check: 89155		316.00	
CENGAGE LEARNING INC/GALE	89156	12/2/2025	999100682221	100-0601-551.30-14	22.39	LIBRARY MATERIALS
		12/2/2025	999100779312	100-0601-551.30-14	280.71	LIBRARY MATERIALS
		12/2/2025	999100816117	100-0601-551.30-14	29.59	LIBRARY MATERIALS
		12/2/2025	999101583572	100-0601-551.30-14	379.88	LIBRARY MATERIALS
		12/2/2025	999101598883	100-0601-551.30-14	81.58	LIBRARY MATERIALS
		12/2/2025	999101648217	100-0601-551.30-14	49.48	LIBRARY MATERIALS
			Total for check: 89156		843.63	
CENTER POINT LARGE PRINT	89157	12/2/2025	2170742	100-0601-551.30-14	296.04	LIBRARY MATERIALS
		12/2/2025	2200350	100-0601-551.30-14	303.24	LIBRARY MATERIALS
			Total for check: 89157		599.28	
LILIE COLLINS	89158	12/2/2025	CONTRACT	100-0601-551.20-05	150.00	CONTRACT 12/14/25
			Total for check: 89158		150.00	

AP Check Register

Check Date: 12/2/2025

Date: 12/11/2025

<i>Vendor Name</i>	<i>Check Number</i>	<i>Check Date</i>	<i>Invoice Number</i>	<i>Account Number</i>	<i>Amount</i>	<i>Description</i>
CONQUER BOOKS	89159	12/2/2025	CONTRACT	100-0601-551.20-05	170.00	DECEMBER CONTRACT
			Total for check: 89159		170.00	
CRIMSON MULTIMEDIA	89160	12/2/2025	025147	100-0601-551.30-14	517.14	LIBRARY MATERIALS
		12/2/2025	025148	100-0601-551.30-14	70.00	LIBRARY MATERIALS
		12/2/2025	025149	100-0601-551.30-14	40.00	LIBRARY MATERIALS
			Total for check: 89160		627.14	
DEMCO	89161	12/2/2025	7715994	100-0601-551.30-18	1,576.19	DEPARTMENT SUPPLIES
					(682.62)	DEPARTMENT SUPPLIES
		12/2/2025	7727040	100-0601-551.30-18	32.24	DEPARTMENT SUPPLIES
			Total for check: 89161		925.81	
EBSCO INDUSTRIES INC	89162	12/2/2025	1762782	100-0601-551.30-14	3,088.49	LIBRARY MATERIALS
			Total for check: 89162		3,088.49	
YANET FERNANDEZ	89163	12/2/2025	CONTRACT	100-0601-551.20-05	200.00	CONTRACT-NOVEMBER
			Total for check: 89163		200.00	
GORDON FLESCH CO LEASING	89164	12/2/2025	I01066446	100-0601-551.24-01	329.68	OFFICE EQUIPMENT
			Total for check: 89164		329.68	
MADELINE HOEKSTRA	89165	12/2/2025	CONTRACT	100-0601-551.20-05	100.00	CONTRACT 11/11/25
			Total for check: 89165		100.00	
INGRAM LIBRARY SERVICES	89167	12/2/2025	90926891	100-0601-551.30-14	378.93	LIBRARY MATERIALS
		12/2/2025	90987362	100-0601-551.30-14	328.81	LIBRARY MATERIALS
		12/2/2025	90987363	100-0601-551.30-14	195.93	LIBRARY MATERIALS
		12/2/2025	91067060	100-0601-551.30-14	13.63	LIBRARY MATERIALS
		12/2/2025	91097572	100-0601-551.30-14	436.83	LIBRARY MATERIALS

AP Check Register
Check Date: 12/2/2025

Date: 12/11/2025

<i>Vendor Name</i>	<i>Check Number</i>	<i>Check Date</i>	<i>Invoice Number</i>	<i>Account Number</i>	<i>Amount</i>	<i>Description</i>
INGRAM LIBRARY SERVICES...	89167...	12/2/2025	91172505	100-0601-551.30-14	189.32	LIBRARY MATERIALS
		12/2/2025	91267532	100-0601-551.30-14	386.74	LIBRARY MATERIALS
		12/2/2025	91295795	100-0601-551.30-14	216.71	LIBRARY MATERIALS
		12/2/2025	91295796	100-0601-551.30-14	130.70	LIBRARY MATERIALS
		12/2/2025	91295797	100-0601-551.30-14	3,483.07	LIBRARY MATERIALS
		12/2/2025	91326767	100-0601-551.30-14	30.58	LIBRARY MATERIALS
		12/2/2025	91379320	100-0601-551.30-14	33.79	LIBRARY MATERIALS
		12/2/2025	91444405	100-0601-551.30-14	221.67	LIBRARY MATERIALS
		12/2/2025	91444406	100-0601-551.30-14	453.41	LIBRARY MATERIALS
		12/2/2025	91444407	100-0601-551.30-14	176.25	LIBRARY MATERIALS
		12/2/2025	91459196	100-0601-551.30-14	75.58	LIBRARY MATERIALS
		12/2/2025	91499358	100-0601-551.30-14	802.58	LIBRARY MATERIALS
		12/2/2025	91499359	100-0601-551.30-14	33.98	LIBRARY MATERIALS
		12/2/2025	91510320	100-0601-551.30-14	322.27	LIBRARY MATERIALS
		12/2/2025	91580316	100-0601-551.30-14	95.64	LIBRARY MATERIALS
		12/2/2025	91580317	100-0601-551.30-14	13.63	LIBRARY MATERIALS
		12/2/2025	91611941	100-0601-551.30-14	365.18	LIBRARY MATERIALS
		12/2/2025	91611942	100-0601-551.30-14	255.27	LIBRARY MATERIALS
		Total for check: 89167			8,640.50	
JRAAR EDUCATIONAL EVENTS	89168	12/2/2025	000168	100-0601-551.20-05	150.00	CONTRACT 11/20/25
KAEEL KING	89169	12/2/2025	CONTRACT	100-0601-551.20-05	50.00	CONTRACT 12/13/25
KITZ & PFEIL INC	89170	12/2/2025	56405/3	100-0601-551.30-15	40.74	TOOLS & EQUIPMENT
MENASHA JOINT SCHOOL DISTRICT	89171	12/2/2025	1747	100-0601-551.30-16	110.74	PROMOTIONAL SUPPLIES

AP Check Register

Check Date: 12/2/2025

Date: 12/11/2025

<i>Vendor Name</i>	<i>Check Number</i>	<i>Check Date</i>	<i>Invoice Number</i>	<i>Account Number</i>	<i>Amount</i>	<i>Description</i>
MENASHA JOINT SCHOOL DISTRICT...	89171...	12/2/2025	1756	100-0601-551.30-16	111.42	PROMOTIONAL SUPPLIES
			Total for check: 89171		222.16	
METRO SALES INC	89172	12/2/2025	INV2906501	100-0601-551.24-04	49.89	REPAIR/MAINTENANCE
		12/2/2025	INV2923477	100-0601-551.24-04	1,020.64	REPAIR/MAINTENANCE
		12/2/2025	INV2930435	100-0601-551.24-04	43.89	REPAIR/MAINTENANCE
			Total for check: 89172		1,114.42	
MIDWEST TAPE	89173	12/2/2025	507981369	100-0601-551.30-14	1,566.91	LIBRARY MATERIALS
		12/2/2025	508001634	100-0601-551.30-14	950.62	LIBRARY MATERIALS
			Total for check: 89173		2,517.53	
OTIS MILLER	89174	12/2/2025	CONTRACT	100-0601-551.20-05	375.00	CONTRACT 12/9/25
			Total for check: 89174		375.00	
SHELLY PLATTEN	89175	12/2/2025	CONTRACT	100-0601-551.20-05	200.00	CONTRACT 12/6/25
			Total for check: 89175		200.00	
CINDY SCHAEFER-KEMPS	89176	12/2/2025	MILEAGE	100-0601-551.33-01	15.40	MILEAGE REIMBURSEMENT
		12/2/2025	REIMBURSEMENT	100-0601-551.30-16	59.70	PROMOTIONAL SUPPLIES
			Total for check: 89176		75.10	
HEATHER SCHROEDER MARIE	89177	12/2/2025	CONTRACT	100-0601-551.20-05	190.00	CONTRACT 11/18/25
			Total for check: 89177		190.00	
SERVICEMASTER BUILDING MAINTENANCE	89178	12/2/2025	47972	100-0601-551.20-01	2,760.00	JANITORIAL SERVICE
			Total for check: 89178		2,760.00	
SHOWCASES	89179	12/2/2025	331222	100-0601-551.30-18	60.91	DEPARTMENT SUPPLIES

AP Check Register

Check Date: 12/2/2025

Date: 12/11/2025

<i>Vendor Name</i>	<i>Check Number</i>	<i>Check Date</i>	<i>Invoice Number</i>	<i>Account Number</i>	<i>Amount</i>	<i>Description</i>
SHOWCASES...	89179...	12/2/2025	331223	100-0601-551.30-18	215.73	DEPARTMENT SUPPLIES
			Total for check: 89179		276.64	
JOSHUA SPOTTS	89180	12/2/2025	CONTRACT	100-0601-551.20-05	75.00	CONTRACT 12/16/25
			Total for check: 89180		75.00	
STAPLES	89181	12/2/2025	6048104432	100-0601-551.30-10	12.18	OFFICE SUPPLIES
		12/2/2025	6048104433	100-0601-551.30-10	326.46	OFFICE SUPPLIES
			Total for check: 89181		338.64	
GONZALO VALERA	89182	12/2/2025	CONTRACT	100-0601-551.20-05	200.00	CONTRACT-NOVEMBER
			Total for check: 89182		200.00	
WINNEBAGO COUNTY TREASURER	89183	12/2/2025	WIN CTY DOG LIC	100-0000-201.03-00	1,667.25	2025 WINN DOG LICENSES
			Total for check: 89183		1,667.25	
WINNEFOX LIBRARY SYSTEM	89184	12/2/2025	WLS4170	100-0601-551.30-14	59.99	LIBRARY MATERIALS
			Total for check: 89184		59.99	
WISCONSIN IMAGING LLC	89185	12/2/2025	5036612299	100-0601-551.24-01	406.83	OFFICE EQUIPMENT
			Total for check: 89185		406.83	
					31,072.68	

AP Check Register

Check Date: 12/4/2025

Date: 12/11/2025

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description	
AMAZON CAPITAL SERVICES	89186	12/4/2025	1GTF-W7WY-DR6G	100-0000-201.03-00	14.74	CLOTHING ALLOWANCE	
				100-0801-521.19-02	93.26	CLOTHING ALLOWANCE	
	12/4/2025	1XH9-3QFG-DG9V	100-0801-521.30-15	38.00	TRIPOD UMBRELLA		
	Total for check: 89186				146.00		
AMPLIFY TECHNOLOGIES	89187	12/4/2025	9856	100-0813-521.30-15	1,355.00	CAMERA CABLING, INSTALL.,ALIGNMENT	
				1,355.00			
BERGSTROM FORD LINCOLN	89188	12/4/2025	113476	731-1022-541.38-04	66.40	CYLINDER ASSEMBLY	
				66.40			
CINTAS	89189	12/4/2025	1906004528	100-0703-553.24-03	88.00	TOWEL ROLL	
		12/4/2025	1906010429	100-0703-553.24-03	295.00	TRASH BAGS	
		12/4/2025	4250381251	731-1022-541.20-01	187.04	UNIFORMS/RUG	
		12/4/2025	4251179451	731-1022-541.20-01	187.04	UNIFORMS/RUG	
		12/4/2025	4251181368	100-0601-551.20-01	48.00	CLEANING SUPPLIES	
				100-0601-551.30-13	447.90	CLEANING SUPPLIES	
Total for check: 89189				1,252.98			
CJR TOOLS LLC	89190	12/4/2025	12012531660	731-1022-541.24-02	395.00	IMPACT WRENCH	SHOP TOOLS REPLACEMENT
				395.00			
DECKER SUPPLY CO INC	89191	12/4/2025	934875	100-1008-541.30-18	199.39	FOLDING STOP SIGN	
				199.39			
DRUCKS PLUMBING & HEATING	89192	12/4/2025	REFUND	100-0000-422.03-02	210.00	PLUMBING PERMIT	REFUND
				210.00			
FOX CROSSING UTILITIES	89193	12/4/2025	127-16734	100-0703-553.22-06	84.00	1200 GENEVA ROAD	8/15/25-11/15/25

AP Check Register

Check Date: 12/4/2025

Date: 12/11/2025

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
FOX CROSSING UTILITIES...	89193...	12/4/2025	127-17360	100-0703-553.22-06	10.50	STANDBY WATER 8/15/25-11/15/25
			Total for check: 89193		94.50	
GANNETT WISCONSIN LOCALIQ	89194	12/4/2025	0007416134	100-0204-512.29-02	64.24	LEGAL PUBLISHINGS-NOV
				100-0405-513.29-02	812.12	LEGAL PUBLISHINGS-NOV
			Total for check: 89194		876.36	
GRAINGER INC	89195	12/4/2025	9719517964	100-1008-541.30-18	56.57	SIGNAL PARTS
			Total for check: 89195		56.57	
HARRISON UTILITIES	89196	12/4/2025	001-0220-00	100-0703-553.22-05	65.30	2170 PLANK ROAD 10/21/25-11/19/25
			Total for check: 89196		65.30	
KITZ & PFEIL INC	89198	12/4/2025	56229/3	100-0703-553.24-03	4.66	BRUSHES (2)
		12/4/2025	56233/3	100-0703-553.24-03	30.28	FILTER
		12/4/2025	56248/3	100-0801-521.24-03	10.78	PLUMBING CAP HOSE
		12/4/2025	56264/3	100-0801-521.24-03	14.03	NUTS & BOLTS
		12/4/2025	56361/3	731-1022-541.30-18	53.59	MISC SUPPLIES
		12/4/2025	56375/3	100-0703-553.24-03	42.79	ELECTRICAL PARK PARTS
		12/4/2025	56397/3	470-0801-521.82-01	89.85	CONCRETE MIX (15)
		12/4/2025	56439/3	100-1008-541.30-18	23.56	TRAFFIC CAMERAS 3RD & DEPERE
		12/4/2025	56443/3	470-0801-521.82-01	84.48	HINGE/GATE LATCH PPF-2025-001
		12/4/2025	56476/3	731-1022-541.38-03	28.78	CLEVIS SLIP (2)
		12/4/2025	56477/3	731-1022-541.38-03	17.99	HINGE
		12/4/2025	56529/3	731-1022-541.30-18	17.98	DUCT TAPE
		12/4/2025	56553/3	100-1018-543.30-15	80.95	RAKE/TOOLS
		12/4/2025	56575/3	731-1022-541.38-03	8.38	NUTS & BOLTS
		12/4/2025	56610/3	731-1022-541.30-18	35.05	DUCT TAPE
		12/4/2025	56624/3	100-0703-553.24-03	17.98	PLUMBING PARTS
		12/4/2025	56665/3	100-1002-541.30-15	5.39	BRAIDED NYLON ROPE
			625-1002-541.30-15		1.80	BRAIDED NYLON ROPE

AP Check Register

Check Date: 12/4/2025

Date: 12/11/2025

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
KITZ & PFEIL INC...	89198...	12/4/2025	56674/3	100-0801-521.29-04	37.75	DE-ICER (6)
			Total for check: 89198		606.07	
KLINK HYDRAULICS LLC	89199	12/4/2025	TV1462	731-1022-541.38-03	208.74	HYDRAULIC FITTINGS
		12/4/2025	TV1463	731-1022-541.38-03	125.70	RING KITS
			Total for check: 89199		334.44	
MATTHEWS TIRE INC	89200	12/4/2025	99856	731-1022-541.38-02	191.24	VALVE STEM/TIRES
		12/4/2025	99923	731-1022-541.38-02	1,700.00	TIRES
			Total for check: 89200		1,891.24	
MENARDS-APPLETON EAST	89201	12/4/2025	84739	470-0801-521.82-01	11.53	FENCE PARTS PPF-2025-001
		12/4/2025	85448	470-0801-521.82-01	44.48	FENCE PARTS PPF-2025-001
		12/4/2025	85668	470-0703-553.82-02	7,362.80	RIVER WALK FENCE WOOD PR-2025-004
				470-1003-541.82-02	483.48	RIVER WALK FENCE WOOD
		12/4/2025	85673	470-1003-541.82-02	1,266.65	DOCK WOOD
		12/4/2025	85810	100-0704-552.24-03	16.45	THERMOSTAT
			Total for check: 89201		9,185.39	
MENASHA TREASURER	89202	12/4/2025	Q2106350	100-0000-103.01-00	200.00	INCREASE FINANCE DRAWER START-UP
			Total for check: 89202		200.00	
MENASHA UTILITIES	89203	12/4/2025	MENASHA UTIL.	100-0703-553.22-06	174.52	STORM-PARKS 10/8/25-11/07/25
				100-1012-541.22-03	16.86	ELECTRIC-STREET LIGHTS 10/8/25-11/07/25
			Total for check: 89203		191.38	
OLD DOMINION BRUSH	89204	12/4/2025	9749850	731-1022-541.38-03	1,956.90	MEDIUM DUTY HOSE
		12/4/2025	9751620	266-1027-543.30-15	2,810.00	PTO LEAF MACHINE
			Total for check: 89204		4,766.90	

AP Check Register

Check Date: 12/4/2025

Date: 12/11/2025

<i>Vendor Name</i>	<i>Check Number</i>	<i>Check Date</i>	<i>Invoice Number</i>	<i>Account Number</i>	<i>Amount</i>	<i>Description</i>
PETERS CONCRETE COMPANY	89205	12/4/2025	2350089	100-1003-541.30-18	696.00	CONCRETE ROAD PATCH
		12/4/2025	2350138	470-0801-521.82-01	628.00	CONCRETE FENCE PPF-2025-001
	Total for check: 89205				1,324.00	
GARY ROBBINS	89206	12/4/2025	CLAIM	733-0206-512.73-01	530.75	VEHICLE WINDOW DAMAGE
			Total for check: 89206			530.75
SERVICE MOTOR COMPANY	89207	12/4/2025	P18690	731-1022-541.38-03	5.43	OIL GAUGE PLUG
			Total for check: 89207			5.43
WARNER COMMERCIAL ROOFING LLC	89208	12/4/2025	MR-2025-05	204-0308-562.70-01	9,970.00	ROOFING 735 FIRST ST
			Total for check: 89208			9,970.00
WE ENERGIES	89209	12/4/2025	5708092117	100-0703-553.22-04	9.57	10/16/25-11/13/25 GAS 2170 PLANK ROAD
		12/4/2025	5719896115	100-1012-541.22-03	106.67	LED STREET LIGHTS
		12/4/2025	5721177862	100-1012-541.22-03	1,051.91	STREET LIGHTS
		Total for check: 89209				1,168.15
WEYERS EQUIPMENT INC	89210	12/4/2025	01-251098	100-0703-553.24-03	232.20	FIREPLACE PARTS
			Total for check: 89210			232.20
WINNEBAGO LIQUID WASTE	89211	12/4/2025	15491	100-0703-553.20-09	195.00	HANDICAP RESTROOM RENTAL KOSLO PARK
		12/4/2025	15526	100-0703-553.20-09	195.00	HANDICAP RESTROOM RENTAL BRIGHTON BEACH
		Total for check: 89211				390.00
WISCONSIN DEPT NATURAL RESOURCES	89212	12/4/2025	49228	256-0304-562.21-06	1,050.00	SITE INVESTIGATION REVIEW
			Total for check: 89212			1,050.00

AP Check Register
Check Date: 12/4/2025

Date: 12/11/2025

<i>Vendor Name</i>	<i>Check Number</i>	<i>Check Date</i>	<i>Invoice Number</i>	<i>Account Number</i>	<i>Amount</i>	<i>Description</i>
WISTEX II LLC	89213	12/4/2025	195728	601-1020-543.30-18	2,128.21	AC VARIABLE FREQ DRIVE
			Total for check: 89213		2,128.21	
WILLIAM WOJCIK	89214	12/4/2025	RENTAL DEP REFD	100-0000-201.11-00	100.00	RENTAL SECURITY DEPOSIT REFUND
				100-0000-441.27-00	125.00	RENTAL CANCELLATION RETURN
			Total for check: 89214		225.00	
					38,916.66	

AP Check Register

Check Date: 12/11/2025

Date: 12/11/2025

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
ACCURATE	89215	12/11/2025	2513732	731-1022-541.30-15	1,064.87	SHOP SUPPLIES
		12/11/2025	2513848	731-1022-541.38-03	122.76	TIE ROD, PARTS
	Total for check: 89215				1,187.63	
AMAZON CAPITAL SERVICES	89216	12/11/2025	1KXJ-FGJ9-3X6R	100-0401-513.30-10	20.83	CALENDARS, OFFICE SUPPLY
		12/11/2025	1QKN-7HCL-Y1JY	100-0801-521.24-02	88.45	FLASH DRIVE (5)
	Total for check: 89216				109.28	
CITY OF APPLETON	89217	12/11/2025	18820	100-0918-531.21-06	500.00	EMERGENCY PREPAREDNESS- DECEMBER 2025
			Total for check: 89217		500.00	
ARING EQUIPMENT COMPANY INC	89218	12/11/2025	920208	731-1022-541.38-03	731.32	BOLT ON EDGE, PARTS
			Total for check: 89218		731.32	
BADGER LABORATORIES INC	89219	12/11/2025	25-023227	601-1020-543.21-02	1,235.00	SEWER MONITORING -GUNDERSON CLEANERS
			Total for check: 89219		1,235.00	
BERGSTROM PIONEER AUTO &	89220	12/11/2025	00252	100-0801-521.80-03	2,190.00	POLICE VEHICLE LEASES
			Total for check: 89220		2,190.00	
BOBCAT PLUS	89221	12/11/2025	IG61106	731-1022-541.38-03	34.36	FILTER, PARTS
			Total for check: 89221		34.36	
KARINA BUSTAMANTE	89222	12/11/2025	RENTAL DEP REFD	100-0000-201.11-00	100.00	RENTAL SECURITY DEPOSIT REFUND
			Total for check: 89222		100.00	
CALUMET COUNTY TREASURER	89223	12/11/2025	1751	100-1008-541.20-10	2,288.68	TRAFFIC LINE PAVEMENT PAINTING
			Total for check: 89223		2,288.68	

AP Check Register
Check Date: 12/11/2025

Date: 12/11/2025

<i>Vendor Name</i>	<i>Check Number</i>	<i>Check Date</i>	<i>Invoice Number</i>	<i>Account Number</i>	<i>Amount</i>	<i>Description</i>
CINTAS	89224	12/11/2025	4251181409	100-0801-521.20-01	50.25	CLEANING SUPPLIES, MATS, TOWELS, BAGS
				100-0801-521.30-13	358.55	CLEANING SUPPLIES, MATS, TOWELS, BAGS
		12/11/2025	4251910293	100-0703-553.24-03	280.16	MATS, UNIFORMS, PARK BUILDING SUPPLIES
				731-1022-541.20-01	161.00	MATS, UNIFORMS, PARK BUILDING SUPPLIES
	Total for check: 89224				849.96	
COMPLETE OFFICE OF WISCONSIN	89225	12/11/2025	30508	100-0801-521.30-10	142.65	FOLDERS, PAPER
		12/11/2025	944208	731-1022-541.30-10	(49.99)	PAPER CREDIT
	Total for check: 89225				92.66	
COONEY'S EMBROIDERY LLC	89226	12/11/2025	22712	100-0804-521.30-15	580.00	HATS FOR OFFICERS
					580.00	
ASHLEY CROWE	89227	12/11/2025	RENTAL DEP REFD	100-0000-201.11-00	100.00	RENTAL SECURITY DEPOSIT REFUND
					100.00	
DECKER SUPPLY CO INC	89228	12/11/2025	935018	100-1008-541.30-15	2,254.60	CLASS III SIGNS
					2,254.60	
UNEMPLOYMENT INSURANCE	89229	12/11/2025	692132-000-5	100-1019-552.15-09	1,472.27	BENEFIT CHARGES FOR 11/1/25-11/30/25
					1,472.27	
DTN LLC	89230	12/11/2025	210-00001875	743-0403-513.24-04	2,305.80	WEATHER SUBSCRIPTION
		12/11/2025	210-00151691	743-0403-513.24-04	2,398.03	WEATHER SUBSCRIPTION
	Total for check: 89230				4,703.83	
FACTORY MOTOR PARTS CO	89231	12/11/2025	18-2327066	731-1022-541.38-03	803.07	FILTERS/BATTERY PARTS
		12/11/2025	18-2327067	731-1022-541.38-03	120.38	FILTERS/PARTS

AP Check Register

Check Date: 12/11/2025

Date: 12/11/2025

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
FACTORY MOTOR PARTS CO...	89231...	12/11/2025	18-Z34799	731-1022-541.30-10	32.31	BATTERY CORE
			Total for check: 89231		955.76	
FERRELLGAS	89232	12/11/2025	1132045038	100-1016-543.30-18	138.56	PROPANE-FORKLIFT
			Total for check: 89232		138.56	
VILLAGE OF FOX CROSSING	89233	12/11/2025	REPORT #25-8722	100-0000-201.03-00	154.00	REPORT #25-8722
			Total for check: 89233		154.00	
MICHAEL GERWE	89234	12/11/2025	WATER ST SIGN	470-1003-541.82-02	1,397.50	WATER ST SIGNAGE DEVELOP STR-2024-003
			Total for check: 89234		1,397.50	
GRAINGER INC	89235	12/11/2025	9726511315	731-1022-541.38-03	90.45	CUTTER, WHEEL, PARTS
		12/11/2025	9729793530	100-1008-541.30-18	85.20	HANG AND STACK BIN
		12/11/2025	9730005445	731-1022-541.30-18	17.67	ROOM TEMP SENSOR
			Total for check: 89235		193.32	
HEART AND VASCULAR INSTITUTE OF WI	89236	12/11/2025	NOV2025	100-0801-521.80-05	100.00	CA SCORES W/ OVERREAD
			Total for check: 89236		100.00	
IPROMOTEU	89237	12/11/2025	2499241B52	100-0801-521.30-18	841.29	PADFOLIOS
			Total for check: 89237		841.29	
KLINK HYDRAULICS LLC	89238	12/11/2025	TV1554	731-1022-541.38-03	20.05	HYDRAULIC FITTINGS-PARTS
			Total for check: 89238		20.05	
DAVE KORTH	89239	12/11/2025	1002	100-0703-553.24-03	1,105.00	CHRISTMAS TREES MAIN ST
			Total for check: 89239		1,105.00	

AP Check Register

Check Date: 12/11/2025

Date: 12/11/2025

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
KUEHN PRINTING	89240	12/11/2025	71911	100-0801-521.30-18	707.77	NOTEPADS
			Total for check: 89240		707.77	
LAZER UTILITY LOCATING LLC	89241	12/11/2025	2307	601-1020-543.21-02	284.00	NOV SANITARY LOCATES
				625-1010-541.21-02	283.00	NOV STORM LOCATES
			Total for check: 89241		567.00	
MARATHON COUNTY CLERK OF COURTS	89242	12/11/2025	REPORT #25-8366	100-0000-201.03-00	500.00	REPORT #25-8366
			Total for check: 89242		500.00	
MATTHEWS TIRE INC	89243	12/11/2025	100018	731-1022-541.38-02	606.99	TIRES
		12/11/2025	100031	731-1022-541.38-02	326.00	TIRES
		12/11/2025	99981	731-1022-541.38-02	79.96	TIRE SERVICE
			Total for check: 89243		1,012.95	
MENARDS-APPLETON EAST	89244	12/11/2025	86737	100-0703-553.30-18	514.01	ICE MELT SALT, SUPPLIES
			Total for check: 89244		514.01	
MENASHA NEENAH MUNICIPAL COURT	89245	12/11/2025	REPORT #25-121	100-0000-201.03-00	74.00	REPORT #25-121
			Total for check: 89245		74.00	
MENASHA TREASURER	89246	12/11/2025	PETTY CASH	100-0408-552.30-16	31.49	POINSETTIAS FOR CITY HALL
				100-0920-531.30-18	4.50	HOUSEWARES FOR SENIOR CTR
				100-1001-514.30-10	25.00	VACUUM FOR CITY HALL
			Total for check: 89246		60.99	
MICHELS ROAD & STONE INC	89247	12/11/2025	489651	625-1010-541.30-18	218.68	UTILITY STONE SUPPLIES
			Total for check: 89247		218.68	

AP Check Register

Check Date: 12/11/2025

Date: 12/11/2025

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
MORTON SAFETY	89248	12/11/2025	235975-01	731-1022-541.30-18	161.64	WINTER BIBS, SUPPLIES
			Total for check: 89248		161.64	
N&M AUTO SUPPLY	89249	12/11/2025	850865	731-1022-541.38-03	110.43	BATTERY, PARTS
		12/11/2025	850952	731-1022-541.30-18	48.48	GREASE HOSE COUPLER (6), SUPPLIES
			Total for check: 89249		158.91	
LINDA PALMBACH	89250	12/11/2025	MILEAGE	100-0903-531.33-01	71.96	MILEAGE REIMBURSEMENT NOVEMBER 2025
			Total for check: 89250		71.96	
PENS.COM	89251	12/11/2025	114437742	100-0801-521.30-18	367.84	PENS
			Total for check: 89251		367.84	
PETERS CONCRETE COMPANY	89252	12/11/2025	2258947	100-1009-541.30-18	1,178.00	CONCRETE FOR SIDEWALKS
			Total for check: 89252		1,178.00	
LIZ ROSIN	89253	12/11/2025	MILEAGE	100-0903-531.33-01	17.43	MILEAGE REIMBURSEMENT NOVEMBER 2025
				100-0903-531.34-03	12.00	MILEAGE REIMBURSEMENT NOVEMBER 2025
			Total for check: 89253		29.43	
SAFETY-KLEEN SYSTEMS	89254	12/11/2025	98618789	731-1022-541.32-01	215.46	PARTS-WASHER MEMBERSHIP
			Total for check: 89254		215.46	
SERVICE MOTOR COMPANY	89255	12/11/2025	P18885	731-1022-541.38-03	77.09	OIL GAUGE, PARTS
			Total for check: 89255		77.09	
SPEEDY CLEAN DRAIN & SEWER INC	89256	12/11/2025	87607	601-1020-543.21-02	4,046.63	DE PERE ST SEWER CLEAN & TV
				625-1010-541.21-02	4,134.12	DE PERE ST STORM CLEAN & TV
		12/11/2025	87608	601-1020-543.21-02	10,512.88	APPLETON RD SEWER CLEAN & TV
				625-1010-541.21-02	7,017.55	APPLETON RD STORM CLEAN & TV

AP Check Register

Check Date: 12/11/2025

Date: 12/11/2025

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
SPEEDY CLEAN DRAIN & SEWER INC...	89256...	12/11/2025	87609	601-1020-543.21-02	1,630.21	FOX ST SEWER CLEAN & TV
		12/11/2025	89097	601-1020-543.21-02	4,009.85	8TH STREET SEWER CLEAN & TV
				625-1010-541.21-02	545.70	8TH STREET STORM CLEAN & TV
			Total for check: 89256		31,896.94	
STERICYCLE INC	89257	12/11/2025	8012835987	100-0801-521.30-10	85.05	REGULAR SERVICE CONSOLE
			Total for check: 89257		85.05	
THEDACARE AT WORK	89258	12/11/2025	377318	100-0202-512.21-06	316.25	EAP CONTRACT-DEC 2025
			Total for check: 89258		316.25	
THEDACARE LABORATORIES	89259	12/11/2025	12100529	100-0801-521.21-05	42.50	VENIPUNCTURE
			Total for check: 89259		42.50	
THOMSON REUTERS - WEST	89260	12/11/2025	852917649	100-0201-512.32-02	496.74	WESTLAW LEGAL RESEARCH SOFTWARE SUBSCRIPTIO
			Total for check: 89260		496.74	
UNIFORM SHOPPE	89261	12/11/2025	12808	100-0801-521.19-03	875.65	SHIRTS, TROUSERS, OUTERWEAR
			Total for check: 89261		875.65	
US BANK EQUIPMENT FINANCE	89262	12/11/2025	570119743	743-0403-513.24-02	81.42	PW COPIER LEASE-DEC
			Total for check: 89262		81.42	
VICTOR STANLEY	89263	12/11/2025	SI59565	470-0703-553.82-02	10,825.00	LITTER RECEPTACLE JEFFERSON PARK
				826-0703-553.30-18	2,600.00	DONATION BENCH
			Total for check: 89263		13,425.00	
WE ENERGIES	89264	12/11/2025	5724886442	100-0703-553.22-03	34.20	LED STREET LIGHTS US HWY 10 & STH 114 E

AP Check Register

Check Date: 12/11/2025

Date: 12/11/2025

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
WE ENERGIES...	89264...	12/11/2025	5727487985	731-1022-541.22-04	2,006.00	GAS 10/31/25-12/3/25 PUBLIC WORKS FACILITY
			Total for check: 89264		2,040.20	
TERMINIX WIL-KIL	89265	12/11/2025	89246873	100-0801-521.24-03	180.53	PEST CONTROL MAINTENANCE N-M FIRE DEPT
		12/11/2025	89247057	100-0601-551.24-03	46.87	PEST CONTROL MAINTENANCE MENASHA LIBRARY
		12/11/2025	89247374	100-0703-553.20-07	64.85	PEST CONTROL MAINTENANCE 640 KEYES ST
			Total for check: 89265		292.25	
WINNEBAGO COUNTY TREASURER	89266	12/11/2025	135328	100-1016-543.25-01	19,828.80	RES LANDFILL FEES
				100-1017-543.25-01	4,796.28	COMM LANDFILL FEES
				266-1027-543.25-01	1,497.30	SS/TIRES LANDFILL FEES
			Total for check: 89266		26,122.38	
WISCO OIL LLC	89267	12/11/2025	19808	100-0000-131.00-00	15,751.39	FUEL
			Total for check: 89267		15,751.39	
WISCONSIN CHIEFS OF POLICE ASSN INC	89268	12/11/2025	15025	100-0801-521.32-01	150.00	MEMBERSHIP RENEWAL
			Total for check: 89268		150.00	
WISCONSIN DEPT OF JUSTICE	89269	12/11/2025	G3228	100-0202-512.21-06	21.00	GENERAL
		12/11/2025	L7101T	100-0801-521.21-06	70.00	TIME TRANSACTIONS -NOVEMBER
			Total for check: 89269		91.00	
ZOGIE LOCK AND DOOR LLC	89270	12/11/2025	8281	100-0703-553.24-05	5,938.00	MEM DOOR
			Total for check: 89270		5,938.00	
					126,855.57	



MEMORANDUM

DATE December 8, 2025
TO Common Council
FROM Margaret Struve, City Attorney *MS*
RE Update on Claim Against the City – Village Harrison Notice of Injury and Notice of Claim Against the City Re: 2019 Interim Agreement Regarding Fire Protection Charges

Enclosed for your review is a Claim Form submitted by Attorney Andrew Rossmeissl on behalf of the Village of Harrison, along with a Cover Letter, Notice of Injury and Notice of Claim and its attached Exhibits A and B, ultimately demanding payment of \$72,749.30.

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

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

CITY OF MENASHA CLAIM FORM
NOTICE OF CIRCUMSTANCES (§893.80(1d)(a))

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

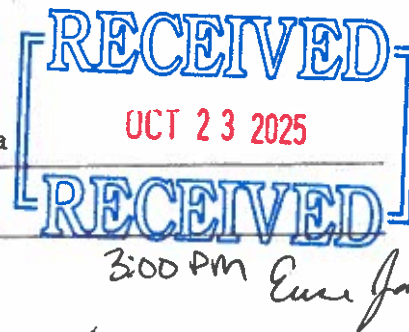
CIRCUMSTANCES OF CLAIM: On the reverse side, describe the circumstances of your claim (attach additional sheets if necessary). For auto/property damages, attach a copy of the police report, if any; and a diagram of the accident scene including north, south, east or west. For personal injury, indicate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

Incident/Accident Information:

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

(Circumstances of claim and witnesses on reverse)

Signed *Adh R* Date 10/23/25



CLAIM FORM (§893.80(1d)(b))

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

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

Auto/truck	\$ <u>0</u>	Personal Injury	\$ <u>0</u>
Property:	\$ <u>0</u>	Other (specify)	\$ <u>72,749.30</u>
Signed:	<u><i>Adh R</i></u>	Date	<u>10-23-25</u>
Address:	<u>W5298 State Road 114</u>	(Street)	
	<u>Harrison, WI 54952</u>	(City, State, Zip Code)	

Revised 03/15

Circumstances of Claim (Attach additional sheets if necessary):

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

Witnesses (names and addresses):

N/A

Procedure for filing claims:

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

Revised 03/15

Sud 10/2/25 @ 2am
RMC Grega

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

Green Bay
920.468.7366
Oshkosh
920.385.0616

Waupaca
715.942.2175

October 1, 2025

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

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

Dear Ms. Snyder:

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

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

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

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

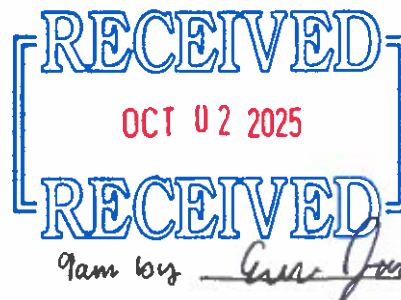
However, Paragraph 5 of the Interim Agreement required the City to pay an additional \$72,749.30 to the Village. A bill was sent by the Village to the City on November 8, 2019 for said amount. The payment was due in two equal installments, the first due on June 1, 2020, and the second due on August 31,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

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

A recent audit revealed said amount is still outstanding.

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

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



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

OF COUNSEL
Roger W. CLARK
Michael S. SIDDALL

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

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

Thank you.

Very truly yours,

A handwritten signature in black ink, appearing to read 'Andrew J. Rossmeissl', written over the printed name.

Andrew J. Rossmeissl

(920) 882-3219

AJR/ltn

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

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

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

NOTICE OF INJURY:

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

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

NOTICE OF CLAIM

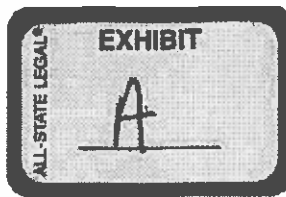
11. Based upon the facts recited above, the Village respectfully demands the following relief:

- a. Payment by the City to the Village in the amount of \$72,749.30.

VILLAGE OF HARRISON

A handwritten signature in black ink, appearing to read "Andrew J. Rossmeissl", is written over a horizontal line.

Attorney Andrew J. Rossmeissl
Attorney for Village of Harrison



Rec'd f. TWP 5/29/19

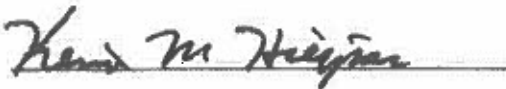
VILLAGE OF HARRISON dba
HARRISON UTILITIES
and
CITY OF MENASHA

 **COPY**

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

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

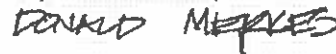
Executed this 2nd day of May, 2019.

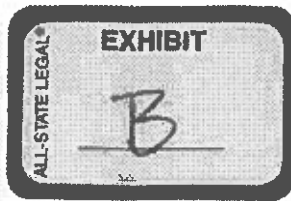


Village of Harrison by



City of Menasha by





COPY

November 8, 2019

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

Re: Fire Protection Certification

Dear Ms. Galeazzi:

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

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

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

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

Sincerely,

Catherine M. Girdley
Office Manager

cc: Travis Parish -- Village of Harrison Manager