

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, February 2, 2026 at 6:00 PM

First Floor Conference Rooms  
100 Main Street, Menasha, WI

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- A. **Call to Order**
- B. **Pledge of Allegiance**
- C. **Roll Call**
- D. **Public Hearing**
- E. **Public Comments on Any Matter of Concern to the City**  
(5 minute time limit for each person)
- F. **Report of Department Officers/Department Heads/Staff/Consultants**  
Clerk Snyder - the following minutes and communications have been received and placed on file:
  - 1. Presentations:
    - a. Community Development Department - 2025 Annual Report
    - b. UW-Madison Landscape Architecture Students - Downtown Waterfront Presentation
  - 2. Minutes to Receive:
    - a. Administration Committee, 1/19/26
    - b. Neenah-Menasha Fire Rescue Joint Finance & Personnel Committee, 1/20/26
    - c. Neenah Menasha Sewerage Commission, 12/16/25
    - d. Parks & Recreation Board, 1/13/26
    - e. Water and Light Commission (Finalized), 12/17/25
    - f. Police Commission, 11/20/25; 12/15/25
    - g. Racine Street-Main Street and Racine Street-Ahnaip Street Roundabouts Landscape Special Committee, 1/20/26
  - 3. Communications:
    - a. Spring Primary Election Update
    - b. 2025 City of Menasha Fall Food Drive — St. Joseph Food Program
    - c. Letter of Resignation — Police Chief Thorn
    - d. Transit Equity Day Proclamation

- e. Winter Gala - February 7, 2026

**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, 1/19/26
- 2. Administration Committee, 1/19/26, Recommends Approval of:
  - a. Professional Services Agreement By and Between the City of Menasha and Engberg Anderson for Comprehensive Planning Services, Not to Exceed \$20,000
- 3. Neenah-Menasha Fire Rescue Joint Finance & Personnel Committee, 1/20/26, Recommends Approval of:
  - a. The City of Neenah and City of Menasha Common Council approve the Professional Services Agreement with Innovative Public Advisors for the NMFR Organizational Structure Assessment and Future Needs Analysis in the amount not to exceed \$33,500 with the City of Neenah's portion of \$20,374.70 to be funded by ARPA Interest and the City of Menasha's portion of \$13,125.30 to be funded through a budget amendment, and authorize the appropriate City officials to execute the agreement
- 4. Parks & Recreation Board, 1/13/26, Recommends Approval of:
  - a. Pleasants Park Playground Proposal by Lee Recreation-Option 1 (#142-210941-3) and the relocation of the playground to the north side of the parking lot
- 5. Racine Street-Main Street and Racine Street-Ahnaip Street Roundabout Landscape Special Committee Recommends Approval of:
  - a. Professional Services Agreement between the City of Menasha and JT Engineering, Inc. - Roundabout Gateway Improvements not to exceed \$10,000

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

**I. Action Items**

- 1. Accounts payable and payroll for the term of 1/16/26 - 1/29/26 in the amount of \$1,282,088.06
- 2. Amendment No. 1 to the Contract Between City of Menasha and JT Engineering, Inc. for High Cliff Connection: Woodlands West Trail

**J. Held Over Business**

**K. Ordinances and Resolutions**

1. R 4-26 - A Resolution Approving a 2026 General Fund Budget Adjustment, for the Purpose of Funding an Organizational Structure Assessment and Future Needs Analysis for Neenah-Menasha Fire Rescue (Introduced by Ald. Grade)
2. R-5-26 - A Resolution Approving a 2026 General Fund Budget Adjustment, for the Purpose of Settling a Claim Against the City (2019 Interim Agreement Regarding Public Fire Protection Fees) (Introduced by Mayor Hammond)

**L. Appointments**

1. Mayor's appointment of Jake Anderson as the Heckrodt Wetland Reserve Citizen Member (Non-Voting) for the term of 2/3/26 – 2/1/29
2. Resignation of Kyle Coenen from the Sustainability Committee and the Redevelopment Authority
3. Resignation of Isaac Geffers from the Housing Authority
4. Mayor's appointment of Isaac Geffers to the Redevelopment Authority for the term of 2/3/26 – 9/1/26

**M. Claims Against the City**

1. Settlement Agreement by and between the City of Menasha and the Village of Harrison (Claim Against the City Re: Village of Harrison 2019 Public Fire Protection Charges)

**N. Public Comments on Any Matter Listed on the Agenda**

(5 minute time limit for each person)

**O. Adjournment**

**MEETING NOTICE  
February 16, 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."



**2025**

**Annual Report**

**Community Development  
Department**

# Table of Contents

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



# Community Development



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

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

### Key Objectives:

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

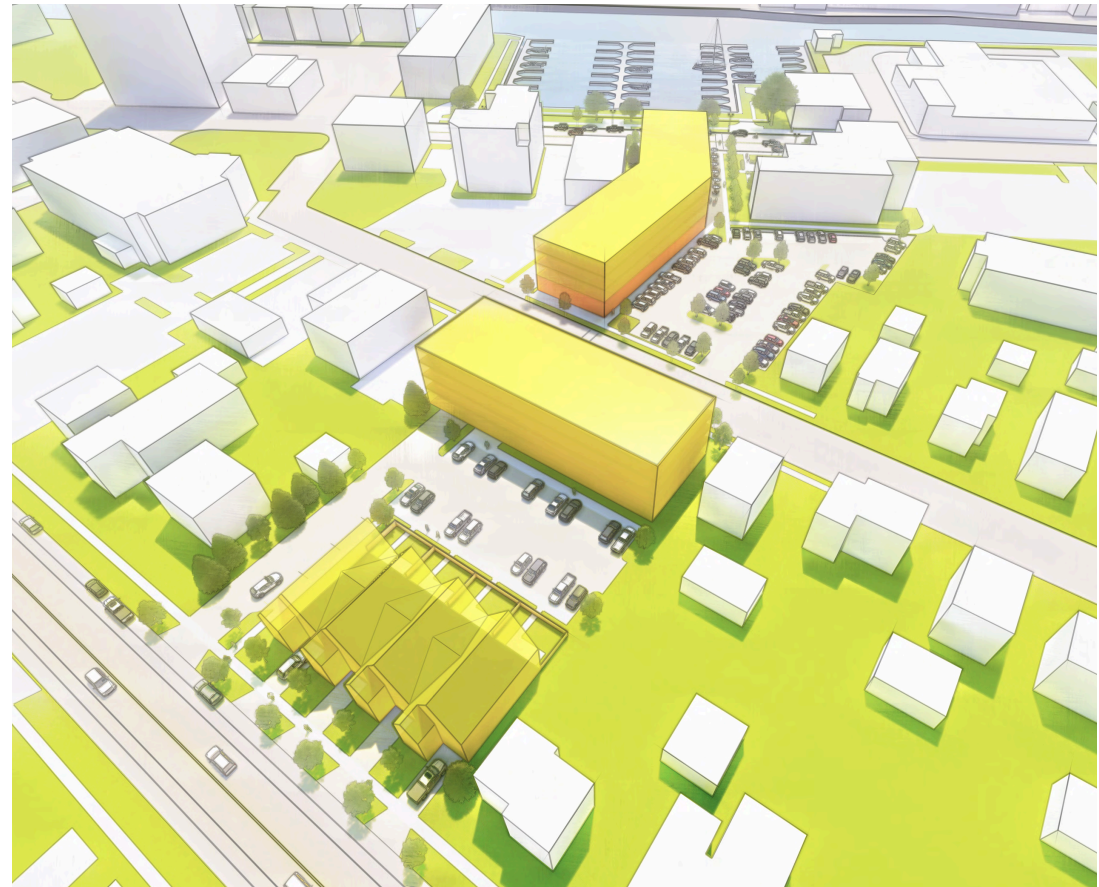
## Short-range activities

- Diggers Hotline Tickets (>500)
- Addressing/Readdressing (17)
- Residential fence permits (55)
- Residential driveway permits (43)
- Residential new home zoning approvals (30)
- Residential zoning permits (64)
- Sign permits (8)
- Commercial Zoning Requests (25)
- Certified Survey Maps reviews (1)
- Special Use Permits (1)
- Rezoning (1)
- Commercial Site Plan Reviews (9)
- Variances (6)



## Long-range activities

- Imagine 2035: Comprehensive Plan Update
- Water Street Corridor - Landscaping + Signage Plans
- UW-Madison Student Project - Downtown Waterfront Planning
- Initiated Lawson Canal Master Plan Update
- Community Development Department Strategic Planning
- GIS Updates
- Heckrodt Home Relocation
- Researched Sign Code Updates



## Activities

- FORE Development Approved - Province Terrace (105 units)
- TID #15 Established
- Strong Neighborhoods Pilot Program Partnership - Habitat for Humanity
- 325 Broad Street Acquisition (RDA)
- Sandhill Landing - Final Agreement + Infrastructure Installation
- UW-Fox Valley Campus - Coordination with County
- Former Whiting Mill - Coordination with County
- Lawson Canal - Coordination with WDNR, USACE, RDA, Parks Board, PJC Group



## Restructured Commercial Building Inspections Division

- Terminated Contract with E-Plan and MSA Professional Services
- New Commercial Building Inspector (Part-time)
  - Structural and HVAC plan review
  - Fire suppression and fire alarm plan review
  - Commercial building inspection
- New Commercial Electrical Inspector (Part-time)
  - Electrical permitting and inspection
- New Commercial Plumbing Inspector (Part-time)
  - Plan review and inspection





**Total Number of Permits Issued**

**985**



**Number of Permits by Job Type**

Building (285)

HVAC (217)

Electrical (228)

Plumbing (151)

Zoning (106)



**Total Project Cost**

**\$49.7 M**



**Total Permit Fees Collected**

**\$247,000**

# INSPECTIONS - PERMIT LOG



Total Value



New Single Family Homes (31)

**\$13.1M**



New Two-Family Homes (0)

**0**



New Commercial Buildings (4)

**\$9.6M**



New Multi-Family (0)

**0**



New Mfg Home (4)

**\$175K**

## Total Enforcement Cases - 350+

- **Letters / Notices Issued:** 200+
- **Proactive Inspections:** 35%
- **Resident-Initiated Complaints:** 65%
- **Grass & Weeds Cases:** 200+
- **Court Trials Concluded:**  
Multiple cases with 100% guilty findings in finalized trials
- **Chronic Properties Actively Managed:** Several long-standing nuisance sites resolved or significantly improved

## Grass + Weeds Enforcement

- **70-75%** resolved through voluntary compliance by the property owner
- **20-25%** required Public Works abatement to protect neighborhood conditions
- **Less than 5%** required extended follow-up or repeat enforcement
- Cost recovery applied to property taxes when city mowing was necessary, ensuring compliant residents were not paying for noncompliance
- Enforcement utilized graduated timelines (5-day, 24-hour, scheduled abatement) based on severity, location, and repeat history, allowing for fairness while maintaining standards.

## Court + Compliance Highlights

- **Guilty Findings:**
- Water Street – Two properties
- Lawson Street
- Airport Road
- Tayco Street
- Racine Street
- Eighth Street
- Appleton Street
- Broad Street
- Southfield Drive
- Mathewson Street
- Ida Street
- Third Street
- Kaukauna Street



## Top Violations by Code Section

- Grass, weeds, and overgrowth
- Public Nuisance (trash, debris, junk accumulation)
- Junk and Inoperable Vehicles
- Parking in Yards and Right-of-Way
- Fence and Property Maintenance Violations

## Enforcement Outcomes

- **High Voluntary Compliance Rate:**
  - Most violations were corrected without citation, demonstrating effective education-first enforcement.
- **Accountability Through Court:**
  - When compliance was not achieved, cases were successfully advanced to municipal court, reinforcing ordinance authority.
- **Resolution of Chronic Nuisance Properties:**
  - Long-standing issues involving junk, vehicles, trash, and overgrowth were resolved through persistent follow-up and coordination.

## Interdepartmental + Community Impact

- **Public Works Partnership:**
  - Coordinated abatements, mowing, and large-scale cleanups completed, including city-performed work with costs billed back or placed on the tax roll.
- **CSO Collaboration:**
  - Joint enforcement of right of way parking, noise, and nuisance violations ensured consistent application citywide.
- **Agency Coordination:**
  - Worked with Housing Authority, and commercial property owners and managers to resolve multi-parcel properties efficiently.

## Success Story Spotlight: Project Front Porch

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

### Purpose:

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

### Focus:

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

### Outcome/Result:

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

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



- Fox Cities Visitor and Convention Bureau Grants Committee
- Winnebago County Industrial Development Board
- High Cliff Connection Plan
- Fox Cities Economic Development Professionals
- Fox Cities Habitat for Humanity
- Wisconsin Local Government Climate Coalition
- Fox Cities Housing Coalition

- Presentation to Fox Cities Trail Summit
- ESRI Cartography Massive Open Online Course
- 2025 WLGCC Members Summit
- CVMIC Emerging Leader Certification Training
- APA Permitting Uses by Right Webinar
- BIANEW Meetings + Workshops
- Wisconsin Chapter American Planning Association Annual Conference
- EPA National Brownfields Conference

# 2026 PRIORITIES



- Senior Housing Development
- 325 Broad Street Demolition
- City Hall District - Developer Solicitation
- UW-Fox Valley Campus - Back on Tax Rolls
- Site Control - Priority Blighted Properties
- Update Building Permit Fee Schedule
- Strong Neighborhoods - Habitat Partnership Implementation
- Partnership to Expand Owner-Occupied Affordable Housing
- Canal Commons Signage & Orientation Mapping Installed
- Menasha Forward Established
- Imagine 2035: Your Place On The Water - Comprehensive Plan Completed
- GIS Parcel Viewer Launched
- Updated Lawson Canal Master Plan



## ADMINISTRATION COMMITTEE MINUTES

Monday, January 19, 2026 at 6:30 PM

First Floor Conference Rooms  
100 Main Street, Menasha, WI

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### A. CALL TO ORDER

Meeting called to order by Chair Eisenach at 6:00pm.

### B. ROLL CALL

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

Absent: Aids. Perkins, Lewis

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

### C. MINUTES TO APPROVE

#### 1. Administration Committee, 12/15/25

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

### D. DISCUSSION / ACTION ITEMS

#### 1. Professional Services Agreement By and Between the City of Menasha and Engberg Anderson for Comprehensive Planning Services, Not to Exceed \$20,000

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

Motion carried 6-0 on roll call.

Discussion considered the specific services provided through the professional services agreement and Enberg Anderson's expertise.

Staff advised on the comprehensive planning work managed by City staff.

### E. ADJOURNMENT

Motion by District 3 Alderperson Hale seconded by District 6 Alderperson Marshall to adjourn the Administration Committee meeting at 6:37pm. Motion carried on voice vote.

Minutes submitted by City Clerk Kaija Snyder.

**Neenah-Menasha Finance & Personnel Committee Meeting Minutes**  
**January 20, 2026 – 5:30 p.m.**  
**Hauser Room – City of Neenah**

Present: Ald. Borchardt, Grade, Bruno and Pollnow

Excused: Ald. Perkins & and Ald. Marshall

Also Present: Chief Teesch, AC Rodriguez, Director Rasmussen and MA Ellis

Public: No members of the public were present.

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

Introduction of new Assistant Chief of Alexander Rodriguez: Chief Teesch introduced our new Assistant Chief.

AC Rodriguez left the meeting at 5:35 p.m.

Approval of Minutes: The committee reviewed the December 9, 2025 meeting minutes. **MSC Pollnow/Bruno to approve the December 9, 2025 meeting minutes, all voting aye.**

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

Consideration and Action to approve the Agreement with Innovative Advisors (IPA) for the Neenah-Menasha Fire Rescue Organizational Structure Assessment & Future Needs Assessment: The Committee reviewed the memo and contract.

Ald. Pollnow said he is more comfortable now in reviewing this information. Chief Teesch reviewed the process on how the recommendation came about for the proposed vendor. He noted once this is approved, the company will complete a final report and it will go to Joint Finance & Personnel and both Common Councils to review and decide on the recommendations and actions suggested in the final report.

Director Rasmussen noted IPA is also doing the City of Neenah's strategic plan and they will know how to integrate their suggestions within the City of Neenah's strategic plan.

Ald. Pollnow asked for the scoring rubric for scoring. Chief Teesch said he used this as a tool for himself and not something that the Committee did. Everyone did their own scoring independently and came up with a decision. Reference checks were also done on the companies. Ald. Bruno noted she was on the panel and confirmed they did their own scoring, nothing formal, and it was a unanimous decision.

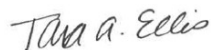
**MSC Pollnow/Bruno recommends the City of Neenah and City of Menasha Common Council approve the Professional Services Agreement with Innovative Public Advisors for the NMFR Organizational Structure Assessment and Future Needs Analysis in the amount not to exceed \$33,500 with the City of Neenah's portion of \$20,374.70 to be funded by ARPA Interest and the City of Menasha's portion of \$13,125.30 to be funded through a budget amendment, and authorize the appropriate City officials to execute the agreement, all voting aye.**

**MSC Borchardt/Pollnow adjourn into closed session for the purpose of updating the progress of labor contract with Local 275, as bargaining reasons require a closed session, all voting aye.**

MA Ellis left the meeting at 5:45 p.m.

Meeting adjourned at 6:07 p.m. TT

Respectfully Submitted,



Tara Ellis

Management Assistant

# NEENAH-MENASHA SEWERAGE COMMISSION

## Regular Meeting

Tuesday December 16, 2025

Meeting was called to order by Commission President Mach at 8:00 a.m.

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

**Also Present:** Scott Becher (Neeah), Troy Beyer (Galloway), Rob Franck (MCO); Gerry Kaiser (Neeah), Chad Olsen (McMahon), Bill Pollnow (Neeah)

## Minutes

**Meeting minutes.** Motion was made and seconded by Commissioners Zielinski/Coburn to approve the minutes from the November 18, 2025, Regular Meeting. Motion carried unanimously.

## Correspondence

The following correspondence was discussed:

- December 2, 2025, email from Commissioner Brandon Barlow of Harrison to NMSC Commissioners  
RE: Resignation of Brandon Barlow from the NMSC
- December 9, 2025, email from Troy Huebner, Sonoco/U.S. Paper Mills to Paul Much, Plant Manager  
RE: December Update – Sonoco Pretreatment Project

## Old Business

There was no old business to be discussed.

## New Business

### Operations, Engineering, Planning

**Galloway Update.** Troy Beyer gave a quick update on the progress being made by Galloway and asked for an extension to the end of January to allow for more data to be compiled. Commissioners thanked him for the update and agreed that more time was reasonable.

**McMahon Associates Report – Water Quality Trading.** Chad Olsen gave an update on the potential for Water Quality Trading to meet the upcoming phosphorus (P) limits. Tom Leach, of Leach Farms, Inc. believes he will be able to provide the 8,900 lbs./year of credits for a total of 20 years to the Commission. However, based on the plan that Leach Farms submitted to the DNR, the total number of credits that have preliminary approval are 5,442.73. Discussion followed. Additional information will be gathered for the next meeting to help commissioners decide.

**McMahon Associates Report – Phosphorus Removal & UV Disinfection.** Chad Olsen explained that UV disinfection system size and cost has grown substantially since it was originally introduced. Discussion followed. After discussion, commissioners agreed to discuss internally what direction their respective communities would like to proceed, as well as what financing option they prefer.

**Operating Report.** Manager Much reported that the plant is in compliance with the WPDES permit. He shared that Galloway had two spills this month, but it did not negatively impact the plant. He further reported that he and Chad Olsen met with a protein powder business, and they will be testing the facility to see what kind of limits are needed.

**Equipment & Grounds Report.** Rob Franck reviewed his report and provided further details on: the hot water loop piping has been completed and backfilled. A concrete door approach will be poured in the spring. The WPPI annual capacity test was performed on 12/4/25. The RAS room painting has been completed. The East digester building sump pump access cover is corroded and will be replaced. The sludge building overhead door opener needs to be replaced. He shared that he is looking into other work order systems because the annual cost for our current ESRI system more than doubled from last year. He is working with other vendors and will share more information once it is available. The Menasha interceptor had an obstruction which was removed. A 48" long section of concrete pipe was obstructing the interceptor. The concrete pipe was cut in half, and it will be removed when the submersible pump is installed.

#### Budget, Finance, Personnel

**Financial Statements.** Accounting Clerk Starr reported the November financial statements are reporting a loss in monthly operations. Clerk Starr further reported that MCO generated about \$7,161 in additional revenue for the Commission. The interest rates for LGIP and ICS CDARS accounts are at 4.02% for November. She reported that the auditors from Clifton Larsen Allen (CLA) will be on site for the financial audit the week of February 9, 2026.

**Update on Sonoco Contract Renewal.** Manager Much reported that the contract extension to 8/31/2026 was signed by Sonoco. Commissioners asked manager Much to reach out to the commission attorney regarding giving Sonoco a timeline for review and feedback of the new contract. Commissioners agreed they want Sonoco to review the contract well before the August deadline to avoid delays with negotiations.

**NMSC 2026 Budget Approved MCO Contract Increase.** Manager Much discussed the MCO contract; MCO is requesting a 3.0% increase on the base contract; taking into account the rate changes in the health insurance and liability insurance, the overall contract increase for 2026 over the 2025 contract is 3.49%. Commissioners agreed that the increase is very reasonable, and MCO has been doing a great job. After discussion, a motion was made/seconded by Commissioners Weyenberg/Coburn to accept the 2026 budget approved MCO Contract increase. Motion carried unanimously.

**Gray Matter WIN-911 Renewal.** Rob Franck reported that the plant has used WIN-911 for alarm callout since it was installed during the 2012 project. The annual renewal cost was \$1,595.00. After discussion, a motion was made/seconded by Commissioners Coburn/Gordon to accept the renewal quote from Gray Matter in the amount of \$1,595.00. Motion carried unanimously.

**MCO Invoices.** A motion was made/seconded by Commissioners Coburn/Weyenberg to approve MCO invoice #32420 in the amount of \$157,056.68, and #32449 in the amount of \$414.19 with payment to be made after January 1, 2026. Motion carried unanimously.

**Vouchers.** A motion was made/seconded by Commissioners Coburn/Zielinski to approve Operating and Payroll Vouchers #141364 through #141396 in the amount of \$510,958.50 for the month of November 2025. Motion carried unanimously.

**Other Business to Come Before the Commission**

**Election of Vice-President.** As discussed earlier, Brandon Barlow resigned from the NMSC. He held the office of Vice-President. President Mach asked if there were any nominations to assume the roll of Vice-President for the remainder of the term. A motion was made/seconded by Commissioners Weyenberg/Youngquist to approve Corey Gordon as the interim Vice-President. Motion carried unanimously.

**Adjournment**

A motion was made/seconded by Commissioners Coburn/Gordon to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 9:11 a.m.

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

**CITY OF MENASHA**  
**Parks and Recreation Board**  
**City Center (100 Main St., Menasha)**  
**January 13, 2026**  
**MINUTES**

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**A. CALL TO ORDER**

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

**B. ROLL CALL/EXCUSED ABSENCES**

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

OTHERS PRESENT: PRD Megan Sackett, RSSM Chloe Hansen-Dunn

**C. PUBLIC COMMENT/CORRESPONDENCE**

None

**D. MINUTES TO APPROVE**

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

**E. DISCUSSION / ACTION ITEMS**

1. **Pleasants Park Playground:** Director Sackett reviewed the selection and development process and gave an overview of the two final designs, noting that 7 different designs were submitted by 4 different companies. Dir. Sackett indicated students from Banta Elementary were given the opportunity to select their preferred design. Dir. Sackett stated the students and the leadership team from the school selected the Lee Recreation option.

Dir. Sackett also noted that the current playground is located on a small parcel across the street from the elementary school. As part of the new playground, staff are proposing to have the new playground located to the north of the school parking lot to provide safer access for students.

Motion made by T. Grade, seconded by E. Wickman to recommend approval of the Pleasants Park playground proposal by Lee Recreation – Option 1 (#142-210941-3) and the relocation of the playground to the north side of the parking lot as presented as well as latitude to make final design changes.

2. **Jefferson Park Aquatic Facility:**

- a. Survey Results: Dir. Sackett reviewed the survey results from the Community Open House held on January 3 at the Menasha Library. Dir. Sackett noted approximately 100 people attended the open house and over 500 completed the survey. Dir. Sackett provided highlights of the survey with the pool being a top priority amongst the amenities for the park with a focus on keeping plenty of open swim space and balancing modern features with simplicity.
- b. Comparable Facilities: Dir. Sackett and RSSM Hansen-Dunn gave a presentation of various aquatic facilities and amenities to give awareness and gain feedback from the Board to aid in the future design of the new aquatic facility.

3. **Election of Officers:** Chr. D. Sturm opened nominations for the Chair position. Ald. T. Grade nominated Dick Sturm for the position of Park Board Chair. No other ballots were cast.

Chr. D. Sturm opened nominations for the Vice-Chair position. D. Rand nominated Brian Adesso for the position of Vice Chair. No other ballots were cast.

Motion by E. Wickman, seconded by D. Rand to request unanimous consent to elect Dick Sturm to Park Board Chair and Brian Adesso as Vice Chair for 2026. Motion carried.

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

1. **Department Report:** See attached written report. Dir. Sackett also gave reminders on the Aquatic Facility Concept Design Open House on Jan 24 and the Special Park Board meeting on Jan 27.

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

None

**H. ADJOURNMENT**

Motion by D. Rand seconded by M. Grade to adjourn at 8:14 pm. Motion carried.

PARK BOARD REGULAR MEETING NOTICE  
Tuesday, February 10, 2026  
City Hall (100 Main St., Rm 133) – 5:30 pm

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

January 2026

- The Menasha Aquatic Facility Visioning Session took place on January 3 with about 100 people in attendance. A survey is open until January 10 to allow the community to provide feedback.
- The Lenz-Gazecki American Legion Post 152 presented a donation to the Jefferson Park Aquatic Facility project at the January fifth Common Council meeting. We are grateful for their continued commitment to our community and for helping invest in a facility that will serve residents and families for generations to come.



Pool Visioning Session



Check presentation from American Legion Post 152

**HELP SHAPE OUR URBAN FOREST** 

We'd love to hear from you - let us know your opinion on trees in Menasha!



Funding for this project is provided by the Wisconsin Department of Natural Resources



Scan this QR code or visit <https://forms.office.com/r/mlhmQyREd4> to take a short survey.

Paper surveys are available at City Hall  
100 Main Street, Menasha, WI 54952

## PARKS

- The final piece of the Water St. Corridor project has begun with the replacement of the dock.



Water St. Corridor Dock Replacement

## FORESTRY

- Urban Forestry Management Plan project: Our urban forestry survey is active and awaiting responses!
- Stumps have been caught up on and removals and pruning around the city have begun. Pruning has been focused on Oaks and Elms this time of year.

## **Recreation**

- We are partnering with the Menasha Library once again for a Hot Trivia program on January 16 along with our Kid's Night Out event that is held at Jefferson Elementary.
- New this year! We are hosting a friendly puzzle contest in partnership with the Menasha Library on Saturday, January 24.
- Held our &Me Touch-a-Truck in early January and hosted 29 0-5 year olds to enjoy exploring a variety of the public works vehicles.

## **Special Events**

- Winter Gala is right around the corner on Saturday, February 7th from 12pm-3pm at Smith Park. We are hopeful the snow sticks around for our carvers to make sculptures! We have our professional carvers lined up; as well as registration is open for our community teams. Other activities to enjoy include snowshoeing, chili sponsored from Parker Johns, and Hot Cocoa and Cookies sponsored Doty Island Community Partners.

## **Summer preparations**

- The Spring and Summer activity guide is on track to be online by mid February with some new and fun programming being planned!
- Park pavilion reservations became available to residents on January 2 and we have taken in 29 applications.



Hart Park Ice Rink

The Hart Park Ice Rink is open for use. When temps allow, 2 to 3 loads of water are added along with regular sweeping of the ice to help maintain a smooth surface for skating. The warming shelter is open weekends (weather dependent).



## REGULAR MEETING OF THE WATER AND LIGHT COMMISSION

December 17, 2025

Commission President Allwardt called the Regular Meeting of the Water and Light Commission to order at 8:00 a.m., with Commissioners Roy Kordus (telephonically), and Austin Hammond, present on roll call. Also present were Melanie Krause, General Manager; Kristin Hubertus, Finance Manager; Kurt Melchert, Electric Manager; Adam Smith, Water Plant Manager; 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: Antoine Tines, Gary Turchan, and Steve Grenell

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, with Comm. Hammond abstaining, the motion passed on roll call to approve the following:

- A. Minutes of the Regular Meeting of November 19, 2025.
- B. Approve and warrant the following payments dated November 20 – December 17, 2025 in the amount of \$3,801,991.23.
- C. Correspondence as listed:
  - Copy of Letter from Habitat for Humanity RE: Menasha Homes Donation
  - Copy of News Release RE: Agreement Between NextEra Resources and WPPI to Serve the Upper Midwest with Nuclear Energy
  - Copy of PSC Utility Customer Bill of Rights
  - Copy of December MU Customer Promos
  - Copy of 2025 Business Customer Satisfaction Study Results
  - 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.

Item VI. Unfinished Business. There was no unfinished business discussed at this meeting.

Item VII. New Business, Electric Distribution Presentation. MU Linemen presented a powerpoint highlighting major jobs completed for 2025.

2025 Customer Service Program Recap. Paula Maurer presented a summary of 120 ways the Utility gave back to the community in 2025.

2026 Chemical Consortium Pricing. A breakdown of 2026 chemical costs was discussed.

Water Service Area Plan. Adam Smith presented a powerpoint of the Utility Water Service Area Plan according to DNR requirements. The Plan has been added to the website and is open for public comment.

A Resolution of Appreciation for Rob Ujazdowski and his 23 years of service to MU was presented.

The motion by Comm. Allwardt, seconded by Comm. Hammond, was unanimously approved on roll call to accept the Resolution of Appreciation for Rob Ujazdowski.

Employee Handbook and Base Pay Rate changes and updates for 2026 were discussed.

The motion by Comm. Allwardt, seconded by Comm. Hammond, was unanimously approved on roll call to accept the Employee Handbook and Base Pay Rate changes and updates.

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

November Financial and Project Status Reports – Electric Consumption was under budget by 11.3% for the month, cost of power was 3.9% lower, revenues are lower by \$360,405 offset by purchase power of \$347,736, and Net Operating Income was lower by \$6,663.

Water usage was lower than budget by 15.5%, there is a negative system loss ratio due to a recalibration of the High Lift Pump Station meter and a large hole and break by an apartment complex, and Net Operating Income was higher by \$470 for the month.

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

Project Reports, Electric Projects – Crews worked on the underground project off Midway Rd, new services, building maintenance, and assisted the operations crew with cable testing at the substations.

Water Projects – Staff worked on the catwalk in the basin, AMI meter exchanges, a new main switch at the Water Plant, LSL replacements, and work continues on the Water Plant Network Segregation Project.

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

Item X. ADJOURN

By: MARK L. ALLWARDT  
President

GARY TURCHAN  
Secretary



**MENASHA POLICE COMMISSION MEETING MINUTES**  
**Thursday, November 20, 2025, at 6:00 pm**

**Location: Menasha Safety Building, 430 First Street, Menasha,  
Wisconsin.**

**1. ROLL CALL/ EXCUSED ABSENCES**

Meeting Called to Order at 6:05 pm

Present: James Meinke, Nancy Ball, Jerry Jakubek, Deb Galeazzi, and PC Thorn

Excused: Trevor Martin

**2. CLOSED SESSION Wisconsin statutes sec 19.85 (1)(c)**

Considering the employment, promotion, compensation or evaluating the performance of any employee under the commission's jurisdiction.

PC Meinke made motion to move to closed session. PC Ball 2nd. Meeting moved to closed session at approx. 6:15pm

**3. ADJOURN**

Meeting Adjourned at 8:18pm

Menasha alderpersons occasionally attend meetings of this body. It is possible that a quorum of Common Council, Board of Public Works, Administration Committee, Personnel Committee, may be attending; however, no official action of any of these bodies will be taken.

Menasha is committed to its diverse population. Our non- English speaking population or those with disabilities are invited to contact the Chief of Police at 967-3500 at least 24-hours in advance to ensure special accommodations can be made.



**MENASHA POLICE COMMISSION MEETING MINUTES**  
**Monday, December 15, 2025, at 4:30 pm**

**Location: Menasha Safety Building, 430 First Street, Menasha,  
Wisconsin.**

**1. ROLL CALL/ EXCUSED ABSENCES**

Meeting Called to Order at 4:38pm

Present: James Meinke, Nancy Ball, Jerry Jakubek, Deb Galeazzi, Trevor Martin, and  
Deputy Chief Angela Hanchek

**2. CLOSED SESSION Wisconsin statutes sec 19.85 (1)(c)**

Considering the employment, promotion, compensation or evaluating the performance of  
any employee under the commission's jurisdiction.

PC Galeazzi made motion to move to closed session. PC Ball 2nd. Meeting moved to  
closed session at approx. 4:45pm

**3. ADJOURN**

Meeting Adjourned at 5:42pm

Menasha alderpersons occasionally attend meetings of this body. It is possible that a quorum of  
Common Council, Board of Public Works, Administration Committee, Personnel Committee,  
may be attending; however, no official action of any of these bodies will be taken.

Menasha is committed to its diverse population. Our non- English speaking population or those  
with disabilities are invited to contact the Chief of Police at 967-3500 at least 24-hours in advance  
to ensure special accommodations can be made.

It is expected that a Quorum of the Personnel Committee, Board of Public Works, Plan Commission and Administration Committee will be attending this meeting: (although it is not expected that any official action of any of those bodies will be taken)

CITY OF MENASHA  
Racine Street-Main Street and Racine Street-Ahnaip Street  
Roundabouts Landscape Special Committee  
Elisha D. Smith Public Library, Fox River Room  
440 1st St, Menasha  
January 20, 2026  
MINUTES

A. CALL TO ORDER

Mayor Hammond called the meeting to order at 1:09pm.

B. ROLL CALL Anne Anderson, Bob Gehnriger, Alderman Chris Rand, Alderman Ted Grade, Director Megan Sackett, Mayor Austin Hammond and Garret Perry, consultant from JT Engineering

Absent: Craig Zoltowski

C. PUBLIC COMMENTS ON ANY MATTER OF CONCERN TO THE ROUNDABOUT LANDSCAPE SPECIAL COMMITTEE AGENDA (five (5) minute time limit for each person)  
None

D. MINUTES TO APPROVE - November 18, 2025

Alderman Grade made the motion to approve the November 18<sup>th</sup>, 2025, Bob Gehringer seconded the approval of the minutes. Motion Carried.

E. ACTION/DISCUSSION ITEMS

1. PSA Between City of Menasha and JT Engineering, Inc. – Roundabout Gateway Improvements

General discussion the PSA was had by the committee and Director Sackett gave some background on the PSA and taking feedback and questions that the committee had about it.

Motion made by Ald. Grade, seconded by A. Anderson that the Racine Street-Main Street and Racine Street-Ahnaip Street Roundabouts Landscape Special Committee approve and recommend the PSA Between City of Menasha and JT Engineering, Inc. – Roundabout Gateway Improvements to the City of Menasha Common Council in the lump sum amount of \$10,000. Motion Carried.

The committee discussed the process for the design of the roundabouts. G. Perry gave an update and a high-level presentation on some of his ideas and background on the design of the roundabout process. General discussion and brainstorming included style of sculptures, lighting, landscaping and themes. Director Sackett gave a summary of discussion of various ideas shared the last time G. Perry came to speak with the committee on ideas for the roundabouts.

2. Donation Discussion

Mayor Hammond gave an update to the committee on his conversation with Mr. Bergstrom on his offer to make a donation towards the Racine Street and Main Street Roundabout. Mr. Bergstrom shared his idea that he has for an bronze sculpture of 1850s family looking toward downtown looking for new

It is expected that a Quorum of the Personnel Committee, Board of Public Works, Plan Commission and Administration Committee will be attending this meeting: (although it is not expected that any official action of any of those bodies will be taken)

opportunities with the symbolism of looking to America for opportunities.  
General discussion by committee about how this could be a good fit for the roundabout.

F. FUTURE MEETING DATE(S)

1. February 17, 2026 (may be postponed depending on development of concepts)

G. ADJOURNMENT

Motion made by B. Gehringer, seconded by A. Anderson to adjourn at 2:58pm.

Motion carried.

"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."

DRAFT



## MEMORANDUM

DATE January 19, 2026  
TO Common Council  
FROM Kaija Snyder, City Clerk  
RE Spring Primary Election Update

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The City of Menasha will not hold a Spring Primary Election on February 17, 2026. Spring primary elections are held when the number of candidates for office exceeds twice the number to be elected to office (Wis. Stat. 8.11(1)(d)). As candidate filings did not meet this threshold, a spring primary is not needed.

There may be primaries affecting voters in other Wisconsin municipalities where more candidates filed for spring contests, but these do not apply to City of Menasha voters. The next election affecting City of Menasha voters is the statewide April 7, 2026 Spring Election.

Voters can find their polling place, register to vote, and request mail-out ballots at <https://myvote.wi.gov>. In-person absentee voting (also known as early voting) for the Spring Election will be held March 24, 2026 through April 3, 2026, 8am-4pm, weekdays only at City Hall (100 Main Street, Suite 200, Menasha, WI 54952). On Friday April 3, 2026, in-person absentee voting hours are extended until 5pm. A valid photo ID is required to vote.

For more voting and elections information, please visit the City of Menasha website at [https://www.menashawi.gov/departments/city\\_clerk/electionsandvoting.php](https://www.menashawi.gov/departments/city_clerk/electionsandvoting.php).

**ST. JOSEPH  
FOOD PROGRAM**

Fighting Hunger  Sustaining Hope

1465A Opportunity Way, Menasha, WI 54952

January 7, 2026

City of Menasha  
100 Main St., Suite 200  
Menasha, WI 54952

Dear City of Menasha,

Thank you for your donation of 386 lbs. of staples on 12/16/2025.

With your help, St. Joseph Food Program has been assisting families in the Fox Valley area for 43 years. Your generous gift makes it possible for us provide nutritious perishables and nonperishables for food insecure families.

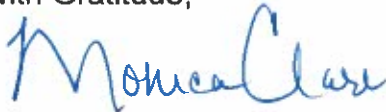
***“Thank you so very much for all your love and kindness so that I can have food on my table.”***

A grateful client.

In addition to assisting local families, with your help, St. Joe's supports many organizations throughout the region. These include Harbor House, Christine Ann Center, COTS, Riverview Gardens, Pillars, and others, including several pantries and meal sites. Because of your support, rather than worrying about food budgets, these programs and many more can focus on their missions. Through your donation, you are touching the lives of over 6,000 individuals every week!

On behalf of our board, staff, volunteers, and clients, I thank you for your kindness and wish you a happy, healthy, and prosperous 2026.

With Gratitude,



Monica M. Clare  
Executive Director

St Joseph Food Program is a registered 501(c)(3) charity.

Please retain this letter for tax purposes.

No goods or services were received in exchange for this donation.

If you would prefer to receive a tax receipt only at year-end, please call us to let us know.



To: Mayor and Members of the Police Commission and Common Council

From: Nick Thorn, Chief of Police

Date: 01/26/2026

Subject: Resignation of Police Chief

Dear Mayor, and Members of the Police Commission and Common Council:

After careful consideration, I am writing to formally submit my resignation as Police Chief, effective 03/02/2026. This decision comes after much reflection on the increasing demands of the position and my desire to ensure that both my family and the City receive the level of attention and leadership they deserve.

Over time, I have found that balancing the responsibilities of this role with my family commitments has become increasingly difficult. While I remain deeply committed to this department and community, I believe it is in the best interest of the City, the department, and my family for me to step aside at this time.

Serving the City of Menasha for the past 17 years has been the greatest honor of my professional career. I am sincerely grateful for the trust placed in me by the Mayor, Common Council, City leadership, and the community. I am proud of the work accomplished by the men and women of the Menasha Police Department.

I remain committed to supporting a smooth and orderly transition and will assist in any way possible to ensure continued stability and success within the department.

Thank you for the opportunity to serve Menasha. It has truly been a privilege.

Respectfully,

Nick Thorn  
Chief of Police  
City of Menasha



# PROCLAMATION

## Office of the Mayor

**WHEREAS**, equal access to reliable, affordable, and environmentally sound transit is crucial for the economic, and social wellbeing of the community and the people who live there; and

**WHEREAS**, Valley Transit provides public transit and paratransit to Menasha and the entire Fox Cities area; and

**WHEREAS**, Rosa Parks was an iconic figure in the movement for equal access, social justice, and racial equality, playing a major role in the inception of the Civil Rights Movement that ended legal segregation and the unequal access of African-Americans to public transit in the United States; and

**WHEREAS**, paratransit with the same timeliness and reliability standards is a necessary component for any public transit system to ensure equal access for people with disabilities; and

**WHEREAS**, Valley Transit and its members communities, including Menasha, have sought out grants and consistently fund the transit system to ensure affordable access to riders using the system; and

**WHEREAS**, providing a balanced transportation system to all members of the community will reduce automobile dependence helping transition our economy from fossil fuels to renewal energy and cutting emissions; and

**WHEREAS**, the expanded use of public transit will reduce traffic on highways, thereby also improving the air quality for all who live in the immediate vicinity of all these major thoroughfares; and

**WHEREAS**, improving frequency and access to public transit will assist in addressing climate change providing an opportunity to continue the tradition of Rosa Parks and the Civil Rights Movement by ensuring that transit systems are reliable, affordable, and environmentally sound, and that everyone including people of color, economically disadvantaged people, people with disabilities, and marginalized populations have access to the benefits of transit.

**NOW THEREFORE BE IT PROCLAIMED**, that I Austin R. Hammond, Mayor of the City of Menasha, do hereby proclaim February 4th, 2026 to be:

## TRANSIT EQUITY DAY

in the City of Menasha

Signed and Sealed this 28<sup>th</sup> day of January, 2026

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

Austin R. Hammond, Mayor





JOIN US IN EXPLORING  
ALL THAT WINTER IN  
SMITH PARK HAS TO  
OFFER!

**SAT  
FEB 7  
NOON-  
3:00PM**



PROFESSIONAL SNOW  
SCULPTURES

WINTER FUN

HORSE DRAWN WAGON RIDES

MINI GOLF

SOAP CARVING



SMITH PARK, MENASHA

**ACTIVITIES • HOT COCOA • COOKIES**

**CHILI • WINTER FUN •**



**COMMON COUNCIL MINUTES**  
**Monday, January 19, 2026 at 6:00 PM**  
**First Floor Conference Rooms**  
**100 Main Street, Menasha, WI**

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- A. **CALL TO ORDER**  
Meeting called to order by Mayor Hammond at 6:00pm.
- B. **PLEDGE OF ALLEGIANCE**  
The Pledge of Allegiance was recited.
- C. **MOMENT OF SILENCE - MARTIN LUTHER KING JR. DAY**  
A moment of silence was observed for Martin Luther King Jr. Day.
- D. **ROLL CALL**  
Present: Aids. Rand, Eisenach, Hale, Marshall, Grade, Ropella  
Absent: Aids. Perkins, Lewis  
Also Present: FD Sassman, DPW Merten, DDE Gordon, PHD Hutter, CDD Dane, PRD Sackett, PC Thorn, FC Teesch, CA Struve, Mayor Hammond, Clerk Snyder
- E. **PUBLIC HEARING**
- F. **PUBLIC COMMENTS ON ANY MATTER OF CONCERN TO THE CITY**  
Kristl Laux (388 Nassau Street, Menasha) commented on the brownsite at 204 Railroad Street in Menasha. The Winnebago County Board of Supervisors will be voting on a resolution to apply for an EPA brownfields cleanup grant to be applied to this site on January 20, 2026. Laux encouraged the Menasha community to speak before the Board of Supervisors in favor of this resolution.
- G. **REPORT OF DEPARTMENT OFFICERS/DEPARTMENT HEADS/STAFF/CONSULTANTS**  
Motion by District 7 Alderperson Grade seconded by District 6 Alderperson Marshall to receive. Motion carried on voice vote.

Discussion considered recent legislation enhancing clean water fund loans and payoff timelines.

Staff advised on the Sewer Plant Phosphorus Filter Project Update communication. Specifically, this memorandum outlines the Wisconsin Department of Natural Resources mandate that the Neenah Menasha Sewerage Commission remove phosphorus from the treatment plant's effluent flow, and related financing options.

1. Presentations:
2. Minutes to Receive:
  - a. Board of Public Works, 1/5/26

- b. Board of Health, 12/10/25
  - c. Committee on Aging, 11/14/25
  - d. Plan Commission, 1/6/26
3. Communications:
- a. Sewer Plant Phosphorus Filter Project Update

#### H. CONSENT AGENDA

1. Common Council Minutes, 1/5/26  
Motion by District 7 Alderperson Grade seconded by District 3 Alderperson Hale to approve. Motion carried on voice vote.
2. Board of Public Works, 1/5/26, Recommends Approval of:
- a. Change Order — Northeast Asphalt, Inc; Contract No. 2025-03; Jefferson Park Boat Launch; Add \$19,370.97 (Change Order No. 1)  
Motion by District 8 Alderperson Ropella, seconded by District 6 Alderperson Marshall to approve.  
  
Motion carried 6-0 on roll call.
  - b. Payment — Northeast Asphalt, Inc; Contract No. 2025-03; Jefferson Park Boat Launch; \$67,228.46 (Payment No. 5)  
Motion by District 8 Alderperson Ropella, seconded by District 6 Alderperson Marshall to approve.  
  
Motion carried 6-0 on roll call.  
  
Staff advised that two payments likely remain for this project.
3. Plan Commission, 1/6/26, Recommends Approval of:
- a. Certified Survey Map - Lot Line Adjustment - 355 Lake Road (Parcel No. 7-0007-00) and 359 Lake Road (Parcel No. 7-0007-01)  
Motion by District 1 Alderperson Rand, seconded by District 2 Alderperson Eisenach to approve.  
  
Motion carried 6-0 on roll call.

#### I. ITEMS REMOVED FROM THE CONSENT AGENDA

#### J. ACTION ITEMS

1. Alcohol Operator's License Application for the 2025-2027 Licensing Term  
Motion by District 3 Alderperson Hale, seconded by District 7 Alderperson Grade to deny.  
  
Motion carried 5-0 on roll call. District 2 Alderperson Eisenach abstained due

to personal ownership of an alcohol license.

Staff advised on the purpose of the recommended denial. Specifically, the applicant did not meet first guideline outlined in the City of Menasha Policy Guidelines for Operator Licenses.

2. Accounts Payable and payroll for the term of 1/1/26 - 1/15/26 in the amount of \$12,079,449.08  
Motion by District 2 Alderperson Eisenach, seconded by District 3 Alderperson Hale to approve.

Motion carried 6-0 on roll call.

K. HELD OVER BUSINESS

L. ORDINANCES AND RESOLUTIONS

M. APPOINTMENTS

1. Mayor's Reappointment of Tim Jacobson to the Board of Appeals for the Term of 2/1/2026 - 2/1/2029  
Motion by District 7 Alderperson Grade seconded by District 3 Alderperson Hale to approve. Motion carried on voice vote.

N. CLAIMS AGAINST THE CITY

O. PUBLIC COMMENTS ON ANY MATTER LISTED ON THE AGENDA

P. ADJOURNMENT

Motion by District 3 Alderperson Hale seconded by District 6 Alderperson Marshall to adjourn the Common Council meeting at 6:21pm. Motion carried on voice vote.

Minutes submitted by City Clerk Kaija Snyder.



**MEMORANDUM**

**DATE** January 19, 2026  
**TO** Administration Committee Members  
**FROM** Andrew Dane, Community Development Director  
**RE** Professional Services Agreement with Engberg Anderson for Comprehensive Planning Services

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**Background**

The City solicited a bid for comprehensive planning services related to redevelopment planning and infill development concepts in support of the City’s Comprehensive Plan update.

City staff elected Engberg Anderson as the preferred contractor based on qualifications and work product.

The attached Professional Services Agreement (PSA) with Engberg Anderson will provide the City with Comprehensive Planning Services.

The contract is a lump sum fee not to exceed \$20,000.

**Recommendation**

Staff recommend the Administration Committee approve the professional service agreement between the City of Menasha and Engberg Anderson for Comprehensive Planning Services.

**PROFESSIONAL SERVICES AGREEMENT  
BETWEEN CITY OF MENASHA  
AND ENGBERG ANDERSON**

**CITY OF MENASHA 2035 COMPREHENSIVE PLAN**

This Professional Services Agreement (hereinafter, "Agreement"), made on the \_\_\_ day of \_\_\_\_\_, 2026 by and between the City of Menasha, a Wisconsin Municipal Corporation with its principal office at 100 Main St. Ste 200, Menasha, Wisconsin, 54952 (hereinafter "City"), and Engberg Anderson, Inc., a Wisconsin Business, with its principal office located at 320 East Buffalo St., Milwaukee, WI 53202 (hereinafter, "Consultant") (collectively, the "Parties").

**WITNESSETH**

The City and the Consultant, for the consideration hereinafter named, enter into the following Professional Services Agreement for Planning Services for the 2035 Comprehensive Plan (hereinafter, "Project").

**ARTICLE I. COMPONENT PARTS OF THE AGREEMENT**

This Agreement consists of the following component parts, all of which are as fully a part of this Agreement as if herein set out verbatim, or if not attached, as if hereto attached:

- A. The terms of this Professional Services Agreement, including any other documents or terms referenced and/or attached, but not including component parts identified below.
- B. Consultant's Proposal for an Agreement for Planning Services for Project No. 253907 (hereinafter, "Proposal") dated September 12, 2025, which is attached hereto as Exhibit A.

In the event any provision of this above component parts of this Agreement conflicts with any provision in any other of the component parts, the provision in the component part first enumerated above shall govern over any other component part which follows it numerically except as may be otherwise specifically stated.

**ARTICLE II. DESIGNATED REPRESENTATIVES**

The Parties assign the following persons as the primary contacts for their respective interests related to managing and carrying out the tasks of this Agreement. These persons may be changed upon written notice from the party making the change.

- A. For the City: Andrew Dane, Community Development Director  
Address: 100 Main Street, Ste 200, Menasha, WI 54952  
Telephone: 920-967-3651  
Email: [adane@menashawi.gov](mailto:adane@menashawi.gov)

B. For the Consultant: Eric Ponto, Principal  
Address: 320 E Buffalo St., Milwaukee, WI 53202  
Telephone: 414-944-9173  
Email: [ericp@engberganderson.com](mailto:ericp@engberganderson.com)

**ARTICLE III. SCOPE OF WORK**

Consultant shall provide the services described in the Project Understanding section of Consultant's Proposal. The City may make or approve changes within the general Scope of Services in this Agreement. If such changes affect Consultant's cost of or time required for performance of the services, an equitable adjustment will be made through an amendment to this Agreement.

All reports, drawings, specifications, computer files, field data, notes, concept plans, sketches, and other documents and instruments prepared by Consultant as instruments of service shall become property of the City upon payment for those documents by the City to Consultant, and shall remain the property of the City.

**ARTICLE IV. STANDARD OF CARE**

The standard of care applicable to Consultant's services will be the degree of skill and diligence normally employed by professional consultants or consultants performing the same or similar services at the time said services are performed. Consultant will re-perform any services not meeting this standard without additional compensation.

**ARTICLE V. CITY RESPONSIBILITIES**

The City shall furnish, at Consultant's request, such information as is needed by the Consultant to aid in the progress of the Project, providing it is reasonably obtainable from City records.

To prevent any unreasonable delay in Consultant's work, the City will examine all reports and other documents and will make any authorizations necessary to proceed with work within a reasonable time period.

**ARTICLE VI. TIME OF COMPLETION**

The work to be performed under this Agreement shall be commenced and the work completed within the time limits as agreed upon in Exhibit A.

Consultant shall perform the services under this Agreement with reasonable diligence and expediency consistent with sound professional practices. The City agrees Consultant is not responsible for damages arising directly or indirectly from any delays for causes beyond Consultant's control. For the purposes of this Agreement, such causes include, but are not limited to, strikes or other labor disputes, severe weather disruptions or other natural disasters, failure of performance by the City, or discovery of any hazardous substances or differing site conditions. If the delays resulting from any such causes increase the time required by Consultant to perform its services in an orderly and efficient manner, Consultant shall be entitled to an equitable adjustment in schedule.

ARTICLE VII. PAYMENT

- A. The Agreement Sum. In consideration of the Consultant performing the work and providing the services under the Agreement, the City will pay the Consultant the total sum as set forth below, adjusted by any changes hereafter mutually agreed upon in writing by the Parties hereto:
- Lump sum fee of Twenty Thousand Dollars (\$20,000.00).
- B. Method of Payment. Consultant shall submit itemized monthly statements for services. The City shall pay Consultant within thirty (30) calendar days after receipt of such statement. If any statement amount is disputed, the City may withhold payment of such amount and shall provide to Consultant a statement as to the reason(s) for withholding payment.
- C. Additional Costs. Costs for additional services shall be negotiated and set forth in a written amendment to this Agreement executed by both Parties prior to proceeding with the work covered under the subject amendment.
- D. Indirect Costs. Indirect costs such as computer time, printing, copying, cell phone charges, telephone charges, and any equipment rental shall be considered overhead and shall not be invoiced separately by Consultant for the Project.
- E. Expenses. Expenses may be billed with up to a maximum of ten percent (10%) mark-up. All invoices with expenses shall include supporting documentation of the expense. Failure to include the supporting documentation will result in the reduction of payments by the amount of those expense(s) not including documentation.

ARTICLE VIII. HOLD HARMLESS

The Parties intend that each Party shall be solely responsible for its own actions, inactions, and activities, including the actions and activities of its own officers, employees and agents while acting within the scope of their employment.

- A. Consultant covenants and agrees to protect and hold the City of Menasha harmless against all actions, claims, and demands to the proportionate extent caused by or resulting from the intentionally wrongful or negligent acts of Consultant, their agents or assigns, their employees, or their subcontractors related to the performance of this Agreement or be caused or result from any violation of any law or administrative regulation. Consultant shall indemnify or refund the City for all sums expended including court costs, attorney fees, and damages of any kind which the City may be obliged or adjudged to pay. Claims or demands are due within thirty (30) days of the date of the City's written demand for indemnification or refund for those actions, claim, and demands caused by or resulting from intentional or negligent acts as specified in this Paragraph.
- B. Subject to any and all immunities and limitations contained in Section 893.80 of the Wisconsin Statutes, and any other applicable section of the Wisconsin Statutes, the City agrees to hold Consultant harmless from liability, including claims, demands, losses, costs, damages, and expenses of every kind and description (including death), to the proportionate extent caused by

or resulting from the intentional or negligent acts of the City, its agents or assigns, or its employees, related to the performance of this Agreement or which may be caused or result from any violation of any law or administrative regulation, where such liability is founded upon or grows out of the acts or omission of any of the officers, employees, or agents of the City of Menasha while acting within the scope of their employment.

ARTICLE IX. INSURANCE

Consultant will insure as indicated below, against the following risks to the extent stated below.

- A. Commercial General Liability. Consultant shall procure and maintain during the life of this Agreement, Commercial General Liability insurance, including, but not limited to bodily injury, property damage, personal injury, and products and completed operations (unless determined to be inapplicable by the Risk Manager) in an amount not less than One Million Dollars (\$1,000,000) per occurrence. This policy shall also provide contractual liability in the same amount. Consultant's coverage shall be primary and list the City of Menasha, its officers, officials, agents and employees as additional insureds. Consultant shall require all subcontractors under this Agreement (if any) to procure and maintain insurance meeting the criteria within, applying on a primary basis and listing the City of Menasha, its officers, officials, agents and employees as additional insureds.
- B. Automobile Liability. One Million Dollars (\$1,000,000) for bodily injury and property damage per occurrence limit covering all vehicles to be used in relationship to the Agreement.
- C. Worker's Compensation. Amounts as required by law plus Employer's Liability limits of at least One Hundred Thousand (\$100,000) Each Accident, One Hundred Thousand (\$100,000) Disease – Each Employee, and Five Hundred Thousand (\$500,000) Disease – Policy Limit.
- D. Professional Liability. Not less than One Million (\$1,000,000). If such policy is a "claims made" policy, all renewals thereof during the life of the Agreement shall include "prior acts coverage" covering at all times all claims made with respect to Consultant's work performed under the Agreement. This Professional Liability coverage must be kept in force for a period of six (6) years after the services have been accepted by the City.
- E. Umbrella Liability. Four Million (\$4,000,000) for bodily injury, personal injury and property damage per occurrence in excess of coverage carried for Employer's Liability, Commercial General Liability and Automobile Liability.
- F. The above-required insurance is to be placed with insurers acceptable to the City and who have an A.M. best rating of no less than A- (A minus) and a Financial Category rating of no less than VII. Consultant may be required to provide the City with certificates of insurance and additional insured endorsement. Consultant shall give the City thirty (30) days advance written notice of cancellation, non-renewal, or material changes to any of the above-required policies during the term of the Agreement.

ARTICLE X. TERM AND TERMINATION

- A. Term. This Agreement shall become effective on the latest day on which the Agreement is fully executed by both Parties (the “Effective Date”), and shall terminate on December 31, 2026, unless terminated earlier by one (1) of the Parties as provided below. The City may extend this Agreement upon written notice to Consultant.
- B. Termination.
  - i. For Cause. If either party shall fail to fulfill in timely and proper manner any of the material obligations under this Agreement, the other party may, at its discretion, terminate this Agreement by written notice to the Party’s Designated Representative under Article II. In this event, the Consultant shall be entitled to compensation for any satisfactory, usable work completed prior to such notice.
  - ii. For Convenience. The City may terminate this Agreement at any time by giving written notice to Consultant no later than thirty (30) calendar days before the termination date. If the City terminates under this Paragraph, then Consultant shall be entitled to compensation for any satisfactory, usable work performed to the date of termination.

ARTICLE XI. NON-DISCRIMINATION

Consultant agrees that, in all hiring or employment made possible by or resulting from this Agreement, there will not be any discrimination against any employee or applicant for employment because of race, color, religion, marital status, age, color, sex, gender identity, handicap, national origin or ancestry, income level or source of income, arrest record or conviction record, less than honorable discharge, physical appearance, sexual orientation, political benefits, or student status.

ARTICLE XII. PROJECT DOCUMENTS, RECORDS AND DELIVERABLES

All reports, drawings, specifications, documents, computer files, field data, notes, and other documents and instruments prepared by Consultant may be provided to the City as deliverables for this Project.

- A. Deliverables prepared under this Agreement shall become the property of the City upon completion of the work and payment in full of all monies due to Consultant.
- B. However, consultant may continue to use the deliverables and information therein for descriptions of discussions of this Project in other contexts, and may use some or all of the information in the deliverables in or for other projects. Any such subsequent use by Consultant shall be without royalty or other fees, or obligations, to the City.
- C. Consultant’s deliverables are intended only for use related to the Project subject to the Agreement, and are not subject to any warranty or guaranty if subsequently modified or reused for a later project.
- D. Documents, including deliverables, created by Consultant may subsequently be viewed by, or provided to, a third person as a public record not subject to redaction or withholding by applicable law. In such instances, neither Party retains control over subsequent uses of these documents and therefore neither Party shall consider the other Party responsible for such subsequent use.

ARTICLE XIII. PUBLIC RECORDS

Consultant understands and agrees that the City is a government entity required to comply with Chapter 19 of the Wisconsin Statutes, Wisconsin's Public Records Law. Consultant acknowledges that Wisconsin's Public Records Law presumes that records are available for public viewing unless there are specific laws that prevent or limit their release. Consultant further acknowledges that documents provided to a public entity such as the City are treated differently than documents provided to a private entity. Consultant also acknowledges that it is a contractor of the City and therefore pursuant to Wisconsin law, may be in possession of public records which are not otherwise also in the possession of the City. Consultant agrees to cooperate with the City and any public records requests. Notwithstanding any other term of this Agreement, including component parts, the City will always be allowed to use documents in conformity with all applicable laws, including public record laws. Any action the City takes that is consistent with any applicable law shall not be considered a breach or violation of this Agreement, regardless if this Agreement or any attached or referenced document includes terms or conditions that conflict with applicable law that the City is following. Consultant may elect to challenge a public records decision by the City, but it must do so at its own risk and its own cost, regardless of the outcome of such challenge.

ARTICLE XIV. SUSPENSION, DELAY, OR INTERRUPTION OF WORK

The City may suspend, delay, or interrupt the services of Consultant for the convenience of the City. In such event, Consultant's agreement price and schedule shall be equitably adjusted.

ARTICLE XV. NO THIRD-PARTY BENEFICIARIES

This Agreement gives no rights or benefits to anyone other than the City and Consultant and has no third-party beneficiaries.

ARTICLE XVI. INDEPENDENT CONTRACTOR STATUS

Consultant represents that it is an independent contractor and is not an employee of the City.

ARTICLE XVII. ASSIGNMENT

Neither party shall assign all or part of its rights, duties, obligations, responsibilities or benefits set forth in this Agreement to another entity without the written approval of both Parties.

ARTICLE XVIII. DISPUTE RESOLUTION

In the event a dispute arises out of or related to this Agreement, or the breach thereof, and if said dispute cannot be settled through negotiation, the Parties agree first to try in good faith to settle the dispute through mediation, before resorting to litigation. Under no circumstances shall any dispute be subject to arbitration.

ARTICLE XIX. GOVERNING LAW AND FORUM SELECTION

This Agreement shall be interpreted and construed under and governed by the laws of the State of Wisconsin. All services to be provided hereunder will be provided in accordance with applicable federal, state, and local municipal law. For any suit, claim or other dispute relating to this Agreement that cannot be mutually resolved, the venue shall be Winnebago County Circuit Court within the State of Wisconsin

and the Parties agree to submit themselves to the jurisdiction of said Court, to the exclusion of any other judicial district that may have jurisdiction over such dispute according to any law.

ARTICLE XX. ENTIRE AGREEMENT/ AMENDMENT

This document and any specified attachments contain all terms and conditions of the Agreement and any alteration thereto shall be invalid unless made in writing, signed by both parties and incorporated as an amendment to this Agreement.

ARTICLE XXI. COUNTERPARTS AND COPIES.

This Agreement and any amendments may be executed in one or more counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same instrument. For the purposes of executing this Agreement, scanned signatures shall be as valid as the original.

ARTICLE XXII. NO WAIVER

Failure of either Party to insist upon the strict performance of terms and provisions of this Agreement, or any of them, shall not constitute or be construed as a waiver or relinquishment of that party's right to therefore enforce such term or provision, and that term of the provisions shall continue in full force and effect.

ARTICLE XXIII. SEVERABILITY

If any part, covenant, term or provision of this Agreement shall be held to be invalid or unenforceable for any reason, the remaining parts, covenants, terms or provisions of the Agreement shall be valid to the fullest extent permitted by law.

ARTICLE XXIV. AUTHORITY

Consultant represents that it has the authority to enter into this Agreement. If Consultant is not an individual, the person signing on behalf of Consultant represents and warrants that he or she has been duly authorized to bind Consultant and sign this Agreement on Consultant's behalf.

[Signatures on Following Page]

In the Presence of:

\_\_\_\_\_

(Seal of CONSULTANT if a Corporation)

**CONSULTANT**

By: Eric Pontu - ERIC PONTU  
Principal ENGINEER ANDERSON  
(Specify Title)

By: \_\_\_\_\_

(Specify Title)

**CITY OF MENASHA**

By: \_\_\_\_\_  
Austin Hammond, City of Menasha Mayor

And: \_\_\_\_\_  
Kaija Snyder, City Clerk

\_\_\_\_\_  
(Witness)

\_\_\_\_\_  
(Witness)

APPROVED AS TO FORM:

\_\_\_\_\_  
Margaret J. Struve, City Attorney

I hereby certify that the necessary provisions which have been made to pay the liability which will accrue under this Agreement.

\_\_\_\_\_  
Jennifer Sassman, Finance Director (Comptroller)

September 12, 2025

## AGREEMENT FOR PLANNING SERVICES CITY OF MENASHA | 2035 COMPREHENSIVE PLAN

between

The City of Menasha  
100 Main Street  
Menasha, WI 54952

and

Engberg Anderson, Inc.  
320 east Buffalo St.  
Milwaukee, WI. 53202

c/o: Andrew Dane, Community Development Director

Engberg Anderson Project No. 253907  
EA File Name: Document3

Dear Andrew,

Engberg Anderson is pleased to submit this proposal for planning services. While this proposal is based on our current understanding of the project, we recognize that each site is different and crafted from a process that reflects the needs of the city, the available sites, and preliminary findings. We are providing a process scope and fee framework that will allow us and the city to scale the effort to evolving needs. We ask that you review the scope, schedule and fee proposed and identify any concerns or questions in this regard.

### PROJECT UNDERSTANDING

The City has identified sites that have the potential to be redeveloped. This study is to provide schematic ideas for potential future uses.

The City has identified a list of 3 potential areas, Additional sites may be identified.

### Schedule

The initial work will be completed to support a September 24<sup>th</sup> public meeting. Refinement based on feedback will occur after this meeting.

### OWNER SUPPLIED INFORMATION

The following are of use developing the study.

- List of potential sites
- Priorities for uses
- Previous agreements relative to use or parking accommodations.

### FEE PROPOSAL

Based on this understanding, we estimate the time and cost to complete the outlined services within an hourly, not to exceed fee of ..... \$20,000.

**Reimbursable Expenses**

As outlined in the executed City of Menasha professional services agreement.

**Progress Payments**

Invoices shall be submitted monthly and shall reflect the status of the work at the time of the invoice.

**Additional Services**

No additional service will be undertaken without a defined scope and written authorization. Any Additional Service will be itemized and invoiced against a limit established and agreed to in writing by both parties. Any additional service shall be invoiced separately to allow tracking of project expenses.

**ATTACHMENTS**

The following Exhibits are made part of this agreement:

- Current Rate Schedule; Insurance Coverages; Expenses

**ACCEPTANCE**

We ask that an individual authorized sign the agreement. This Acceptance covers the scope of work defined for Engberg Anderson and an hourly not to exceed fee of \$20,000. Keep one for your records and return the second to us. We will begin work upon receipt of a signed copy.

For  
Engberg Anderson, Inc.

For  
City of Menasha

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

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

Name: Eric Ponto \_\_\_\_\_

Name: \_\_\_\_\_

Title: Principal \_\_\_\_\_

Title: \_\_\_\_\_

Date: September 12, 2025 \_\_\_\_\_

Date: \_\_\_\_\_

**Copied** Central File

## EXHIBITS

### CURRENT RATE SCHEDULE

Invoices for basic and additional services will be invoiced based on time charged to the project during the invoice period. The time will be invoiced based on the following schedule up to the limits specified for each service or phase of the project.

Role	Rate	Role	Rate
PIC1 Principal	\$210	A3 Senior Project Architect/Interior Designer	\$145
PIC2 Principal	\$200	A4 Project Architect/interior Designer	\$130
PRT Partner	\$180	A5 Project Designer	\$120
A1 Senior Team Leader	\$160	INT Interns	\$90
A2 Team Leader	\$155	ADM Administrative Staff	\$75

### INSURANCE COVERAGE

Engberg Anderson currently maintains the coverages shown, the costs of which are included in the base fees proposed for the project. Additional coverage is negotiated on a project by project basis.

- Commercial General Liability: \$2,000,000 each Occurrence; \$4,000,000 Annual Aggregate.
- Business Automobile: \$1,000,000 Combined Single Limit, coverage includes hired and non-owned vehicles.
- Workers Compensation: Statutory requirements, \$1,000,000.
- Umbrella/Excess Liability: \$5,000,000 per Occurrence/Annual Aggregate
- Professional Liability: \$3,000,000 per Claim; \$3,000,000 Annual Aggregate
- Expense of professional liability insurance dedicated exclusively to this Project or the expense of additional insurance coverage or limits requested by the Owner in excess of that normally carried by the Architect will be a reimbursable expense.

### Reimbursable Expenses Exhibit

In addition to the Fees included in the Agreement, expenses incurred in the course of completing the work will be invoiced to the Owner in accordance with the following parameters.

- Transportation in connection with the Project including authorized out-of-town travel, lodging and sustenance.
  - Mileage is calculated using the prevailing IRS reimbursement rates.
  - Sustenance is limited to \$10/\$15/\$20 or \$45 per day.
- Reproductions, plots, standard form documents, postage, handling and delivery of instruments of service.
- Renderings, models and mock-ups other than those normally produced by the architect as a part of the process and requested by the Library will be provided as an additional expense.
- Expense of professional liability insurance dedicated exclusively to this Project or the expense of additional insurance coverage or limits requested by the Owner in excess of that normally carried by the Architect. The Architect currently maintains shown in the Insurance Coverages Exhibit:





## Memorandum

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**TO:** NMFR Joint Finance and Personnel Committee  
**FROM:** Chief Teesch TT  
**DATE:** December 2, 2025  
**RE:** **Professional Services Agreement – NMFR Organizational Structure Assessment & Future Needs Analysis**

### **Background:**

Neenah-Menasha Fire Rescue (NMFR) conducted a competitive RFP process for an Organizational Structure Assessment and Future Needs Analysis. Ten firms submitted proposals ranging from **\$33,500 to \$165,000**. Innovative Public Advisors (IPA) submitted the **lowest-cost proposal at \$33,500** and was also the **unanimous top-ranked firm** based on written proposals, interviews, and evaluation scoring.

The scope of work includes:

- Comprehensive review of NMFR's organizational structure, governance, staffing model, and merger impacts;
- Evaluation of the existing cost-share formula with recommendations for future options;
- Updated organizational chart and draft job descriptions;
- Service demand and fiscal analysis;
- Benchmarking and best-practice comparisons;
- Final report and presentation to both City Councils and the Joint Fire Commission.  
(See attached Professional Services Agreement and W-9 from IPA.)

The project cost is **not to exceed \$33,500**, with **50% due upon contract execution** and **50% due upon delivery of the final report**.

### **Fiscal Impact:**

The project cost will be shared proportionally between the Cities of Neenah and Menasha under the NMFR cost-share formula. No budget amendment is required.

### **Requested Action:**

**Motion to approve the Professional Services Agreement with Innovative Public Advisors for the NMFR Organizational Structure Assessment and Future Needs Analysis in an amount not to exceed \$33,500, and authorize the appropriate City officials to execute the agreement.**

## Professional Services Agreement

This Professional Services Agreement (the “Agreement”) is entered into as of November 7, 2025, by and between the Neenah-Menasha Fire Rescue (the “Client”), and Innovative Public Advisors (“IPA”). Collectively, the Client and IPA are referred to herein as the “Parties.”

### 1. Scope of Services

IPA agrees to conduct an *Organizational Structure Assessment and Future Needs Analysis of Neenah-Menasha Fire Rescue*, which is incorporated herein by reference as the “Plan.” The scope of services for the Plan includes the specific tasks and deliverables outlined in IPA's technical and pricing proposals dated October 6, 2025.

The Plan will include the following deliverables:

- Review of NMFR’s organizational structure, governance, and staffing model, including merger impact analysis.
- Evaluation of the current funding formula with recommendations for future options.
- Updated organizational chart and draft job descriptions for proposed or reclassified positions.
- Benchmarking and best-practice comparison report.
- Service demand analysis with growth projections.
- Fiscal analysis of all recommendations (staffing, fleet, equipment, and capital).
- Comprehensive final report with presentation-ready materials for both City Councils and the Joint Fire Commission and/or Joint Finance and Personnel Committee.

### 2. Compensation

The Client agrees to compensate IPA for the Services in the total amount of \$33,500.00. Payment shall be made as follows:

- **50% (\$16,750.00)** due upon execution of this agreement
- **50% (\$16,750.00)** due upon final delivery of the Plan.

All payments shall be made payable to Innovative Public Advisors LLC and mail to:

Innovative Public Advisors, P.O. Box 122, West Bend, WI 53095

### 3. Term and Termination

This Agreement shall commence on the date first written above and continue until the Services are completed, unless terminated earlier as provided below:

- Either Party may terminate this Agreement upon 30 days’ written notice to the other Party.

- If the Client terminates the Agreement prior to completion of the Services, IPA shall be entitled to compensation for work performed up to the effective date of termination.

#### **4. Responsibilities of IPA**

The Client's study will take approximately 120 days to complete, outlined in detail in the project proposal. IPA will facilitate the project and schedule below:

- Phase 1: Project Initiation and Discovery (January 2026)
- Phase 2: Data Collection and Operational Assessment (January/February 2026):
- Phase 3: Onsite Engagement and Benchmarking (February/March 2026)
- Phase 4: Analysis and Preliminary Recommendations (April 2026)
- Phase 5: Report Finalization and Presentation (Early May 2026)

*Timeline is subject to change based on the Client's preferences.*

#### **5. Responsibilities of the Client**

The Client agrees to:

- Provide IPA with access to necessary information, resources, and personnel to facilitate the completion of the Services.
- Make payments in accordance with Section 2 of this Agreement.

#### **6. Independent Contractor**

IPA is an independent contractor and not an employee, agent, or partner of the Client. Nothing in this Agreement shall be construed to create a joint venture or partnership between the Parties.

#### **7. Confidentiality**

IPA shall maintain the confidentiality of any proprietary or confidential information disclosed by the Client during the course of performing the Services.

#### **8. Entire Agreement**

This Agreement constitutes the entire agreement between the Parties with respect to the subject matter hereof and supersedes all prior proposals, agreements or understandings.

**9. Governing Law**

This Agreement shall be governed by and construed in accordance with the laws of the State of Wisconsin.

**10. Amendments**

This Agreement may only be amended or modified by a written document signed by both Parties.

**11. Notices**

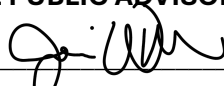
All notices required or permitted under this Agreement shall be in writing and sent to the respective addresses of the Parties as set forth above.

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the date first written above.

**NEENAH-MENASHA FIRE RESCUE:**

Signature: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

**INNOVATIVE PUBLIC ADVISORS LLC:**

Signature:  \_\_\_\_\_  
Name: Jessica Wildes  
Title: Partner  
Date: 11/7/2025



# NEENAH-MENASHA FIRE RESCUE



**Innovative**  
Public Advisors

**Proposal for Organizational Structure Assessment and Future Needs Analysis of Neenah-Menasha Fire Rescue (NMFR)**

## Proposal Contents

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# Innovative Public Advisors

October 6, 2025

Dear Fire Chief Travis Teesch,

Innovative Public Advisors (IPA) is pleased to submit this proposal to conduct an Organizational Structure Assessment and Future Needs Analysis for Neenah-Menasha Fire Rescue (NMFR). Our firm brings extensive experience in municipal management, fire and EMS operations, and strategic organizational design—delivering objective, data-driven recommendations that enhance operational efficiency and position departments for long-term success.

Our project team includes Fire/EMS Advisor Paul Stephans, a well-respected and recently retired Fire Chief with extensive operational and leadership expertise in fire service consolidation and regionalization. IPA Partners Jay Shambeau, ICMA-CM, MPA, and Jess Wildes, MPA, bring decades of municipal leadership experience in strategic planning, communications, and stakeholder engagement. Together, our team offers both the technical knowledge and leadership perspective necessary to conduct a comprehensive and practical evaluation of NMFR.

IPA's process emphasizes collaboration, transparency, and real-world applicability. Through onsite engagement, staff interviews, and benchmarking with comparable agencies, we will deliver a comprehensive assessment of NMFR's organizational structure, staffing model, funding formula, and operations. The final report will include actionable recommendations for organizational alignment, updated job descriptions, and a detailed fiscal analysis—providing the Cities of Neenah and Menasha with a clear path toward a sustainable, high-performing future.

We appreciate the opportunity to present this proposal and to support the Cities in this important initiative. We would be honored to partner with you and the NMFR leadership team to help define the department's next chapter of operational and service excellence.

Sincerely,



**Jay Shambeau, ICMA-CM, MPA**  
Partner, Innovative Public Advisors  
jay@public-advisors.com  
262-355-6102



**Jess Wildes, MPA, MS**  
Partner, Innovative Public Advisors  
jess@public-advisors.com  
262-339-5658



**Paul Stephans**  
Fire/EMS Advisor, Innovative Public Advisors  
paul@public-advisors.com  
262-208-8203

# Innovative Public Advisors

## Advancing local government a different way—the IPA way.

Innovative Public Advisors (IPA) is a premier public sector executive recruitment and strategy firm dedicated to empowering municipalities with tailored solutions that enhance leadership, optimize operations, and drive positive community impact.

Founded by experienced municipal professionals Jay Shambeau, ICMA-CM, MPA, and Jess Wildes, MPA, IPA offers a wide range of services. With a focus on delivering innovative, sustainable solutions, IPA is committed to helping local governments navigate complex challenges and strengthen their capacity to serve their communities effectively.

### Services



**Executive Recruitment  
& Interim Services**



**Economic Development  
& Grant Writing**



**Strategic & Specialty  
Plan Development**



**Professional Coaching  
& Mentorship**



**Communications &  
Marketing Strategies**



**Governance Training  
& Facilitated Retreats**

### IPA Team

Innovative Public Advisors is led by partners Jess Wildes and Jay Shambeau, two seasoned professionals with extensive experience in public sector management and strategic consulting.

Together, they bring a wealth of expertise in government administration, operations, communications, and leadership development—offering innovative solutions to help local governments thrive.

## Firm Overview

Legal Name: Innovative Public Advisors, LLC

Business Address: P.O. Box 122, West Bend, WI 53095

Website: [www.public-advisors.com](http://www.public-advisors.com)

Partner Contact Information:

- Jay Shambeau, 262-355-6102, [jay@public-advisors.com](mailto:jay@public-advisors.com) ([resume on page 10](#))
- Jess Wildes, 262-339-5658, [jess@public-advisors.com](mailto:jess@public-advisors.com) ([resume on page 11](#))

Innovative Public Advisors (IPA) is a Wisconsin-based consulting firm specializing in municipal management, organizational assessment, and strategic planning for local governments. Founded by Partners Jay Shambeau, ICMA-CM, MPA, and Jess Wildes, MPA, IPA was established to provide practical, data-driven solutions that help communities operate more effectively and efficiently. With more than 80 years of combined public-sector leadership experience, the firm's partners and advisors bring direct expertise in city and county administration, fire/EMS operations, communications, and intergovernmental collaboration.

IPA's work centers on helping Wisconsin municipalities and counties strengthen governance, service delivery, and organizational performance. Core service areas include:

- **Organizational and Staffing Assessments:** comprehensive analyses of municipal departments, staffing models, and operational efficiency.
- **Fire and EMS Studies:** operational, fiscal, and consolidation studies for joint departments and regional collaborations.
- **Executive Recruitment and Interim Management:** tailored searches and leadership support for key administrative and public safety positions.
- **Strategic and Communications Planning:** facilitation of strategic plans, departmental realignments, and community engagement strategies.

## Statement of Qualifications and Capacity

Innovative Public Advisors is fully qualified and equipped to complete the Organizational Structure Assessment and Future Needs Analysis for Neenah–Menasha Fire Rescue (NMFR) within the proposed 120-day timeline. The firm's team—including Fire/EMS Advisor and Project Lead Paul Stephans, Partner Jay Shambeau, and Partner Jess Wildes—have successfully completed similar studies for municipalities and joint fire/EMS organizations across Wisconsin.

IPA maintains an active portfolio of public-sector projects and commits to direct principal involvement throughout every engagement—ensuring hands-on leadership, continuity, and quality in all project deliverables.

## Summary Proposal

Innovative Public Advisors' (IPA) approach to the Organizational Structure Assessment and Future Needs Analysis for Neenah–Menasha Fire Rescue (NMFR) is grounded in data-driven evaluation, stakeholder collaboration, and actionable recommendations. We understand the unique dynamics of a merged department serving two cities, and our process is designed to help NMFR optimize its organizational structure, governance, staffing model, and funding strategy to sustain efficient, high-quality service delivery into the future.

Key elements of our approach include:

- **Comprehensive Organizational Assessment:** IPA will conduct a full evaluation of NMFR's organizational structure and staffing model, including a review of the operational and fiscal impacts of the 2003 merger. This will include an assessment of administrative functions, fire suppression, EMS, training, prevention, and support operations to identify strengths, challenges, and opportunities for greater alignment.
- **Funding Formula Evaluation:** Our team will review NMFR's current cost-share and levy-based funding model, including the potential of alternative funding approaches. This analysis will highlight fiscal sustainability, equity between partner communities, governance structure, and long-term financial planning considerations.
- **Job Role and Staffing Analysis:** We will interview department personnel and examine existing job descriptions, roles, and responsibilities—identifying where reclassifications, new positions, or realignments may enhance operational efficiency and service delivery. Updated or draft job descriptions will be provided for proposed changes.
- **Benchmarking and Best Practices:** Using comparable departments and national industry trends and standards, IPA will benchmark NMFR's model against similar joint, regional or independent fire/EMS agencies. This analysis will inform recommendations for structure, staffing, and governance, supported by data and real-world examples.
- **Service Demand and Future Growth:** IPA will integrate housing studies, economic development projections, and regional growth trends to forecast future service needs—particularly related to ambulance transport and staffing demand. We will review Gold Cross' ability to meet current and future pre-hospital emergency medical needs of the region. This approach ensures that NMFR's future readiness aligns with community development patterns.
- **Actionable Recommendations:** Our final report will include clear, phased recommendations for organizational alignment, staffing levels, and operational improvements. Deliverables will include an updated organizational chart, fiscal impact analysis, and presentation-ready materials for the Joint Fire Commission and both City Councils.

## Comprehensive Report Development

Based on insights gathered from all phases of the assessment, IPA will prepare a comprehensive report that will:

- Evaluate NMFR's current structure, operations, and funding formula.
- Provide an analysis of administrative, suppression, EMS, prevention, training, and support functions.
- Recommend optimal staffing levels, job descriptions, and organizational alignment strategies.
- Present fiscal analyses of proposed changes, including staffing, fleet, and capital impacts.
- Include benchmarking results and best-practice comparisons with peer departments.
- Deliver clear, actionable recommendations to guide decision-making by both Cities and the Joint Fire Commission.

## Deliverables

IPA will deliver a comprehensive final report within the 120-day project timeline. The report will be structured for use by City leadership and the Joint Fire Commission, and will serve as both a decision-making tool and a communication resource for stakeholders. Key deliverables will include:

- Review of NMFR's organizational structure, governance, and staffing model, including merger impact analysis.
- Evaluation of the current funding formula with recommendations for future options.
- Updated organizational chart and draft job descriptions for proposed or reclassified positions.
- Benchmarking and best-practice comparison report.
- Service demand analysis with growth projections.
- Fiscal analysis of all recommendations (staffing, fleet, equipment, and capital).
- Comprehensive final report with presentation-ready materials for both City Councils and the Joint Fire Commission.



## Work Plan and Timeline

Innovative Public Advisors (IPA) will complete the Organizational Structure Assessment and Future Needs Analysis for Neenah–Menasha Fire Rescue (NMFR) within 120 days of contract execution. Our work plan follows a structured yet flexible process that emphasizes collaboration, data integrity, and practical implementation.

- **Phase 1: Project Initiation and Discovery (January 2026):** IPA will begin with a kickoff meeting with NMFR leadership and representatives from both Cities to confirm goals, establish communication protocols, and finalize the project schedule. Initial document requests will include organizational charts, job descriptions, financial data, call volume reports, and other key materials.

*Deliverables: Project schedule, data request summary, and kickoff meeting notes.*

- **Phase 2: Data Collection and Operational Assessment (January/February 2026):** IPA will conduct an in-depth review of administrative, suppression, EMS, prevention, training, and support functions. We will analyze budgets, staffing patterns, call data, and the fiscal/operational impacts of the 2003 merger.

*Deliverables: Interim findings memo summarizing operational observations and initial data trends.*

- **Phase 3: Onsite Engagement and Benchmarking (February/March 2026):** The project team—including IPA Partners Jay Shambeau and Jess Wildes, and Fire/EMS Advisor Paul Stephans—will conduct interviews, calls, and meetings with NMFR staff, municipal administrators, elected officials, and Fire Commission members. Findings will be compared with regional and national benchmarks to identify strengths, gaps, and best-practice opportunities.

*Deliverables: Summary of interview themes, benchmarking analysis, and draft organizational framework.*

- **Phase 4: Analysis and Preliminary Recommendations (April 2026):** IPA will develop recommendations related to staffing, funding models, job descriptions, and organizational alignment. Fiscal implications of proposed changes—including staffing, fleet, and capital needs—will be analyzed and validated through data modeling.

*Deliverables: Draft report with preliminary recommendations, updated organizational chart, and fiscal analysis.*

- **Phase 5: Report Finalization and Presentation (Early May 2026):** IPA will refine the report based on feedback from NMFR leadership and city representatives, producing a clear, visually organized document structured for both policy and public presentation. The final presentation will be made to the Joint Fire Commission and both City Councils.

*Deliverables: Final comprehensive report, presentation materials, and implementation guidance.*

## Staffing Plan

The Innovative Public Advisors (IPA) project team brings together our firm's two principals and a seasoned fire and EMS content expert to lead the Organizational Structure Assessment and Future Needs Analysis for Neenah–Menasha Fire Rescue (NMFR). Our team combines decades of municipal management, fire service leadership, and strategic communications experience—ensuring that the assessment is grounded in real-world expertise, operational understanding, and fiscal practicality.

## Project Team



### **Paul Stephans - Project Lead**

Fire/EMS Advisor Paul Stephans is the former Fire Chief of the City of Hartford Fire & Rescue Department. Paul devoted 35 years to the department, advancing from a paid-on-call firefighter to the position of Fire Chief—serving 18 years in the chief position. Under his leadership, Hartford Fire & Rescue modernized equipment and operations, and expanded the department from paid-on-call to a thriving combination department. Paul has participated in numerous studies, including the Dodge County EMS and Washington County Fire/EMS Task Force. Today as Fire/EMS Advisor with IPA, Stephans shares his passion, leading studies across the state.

As Project Lead for this study, Paul will direct all technical and operational aspects of the assessment, including interviewing NMFR leadership and personnel, evaluating staffing models, and reviewing training, prevention, and station operations. Drawing on his deep operational knowledge and statewide experience, Paul will ensure the final recommendations are both practical and achievable for NMFR's unique service environment.

### **Jay Shambeau, ICMA-CM, MPA – Partner and Strategy Lead** ([Resume on page 10](#))

Jay will guide all aspects of the engagement and serve as the primary point of contact for both cities. Known for his strong relationship-building skills and approachable leadership style, Jay will take the lead in conducting interviews with elected officials and city administrators to ensure their perspectives are fully represented in the assessment. With more than 32 years of local government leadership experience, Jay has led numerous organizational assessments and fire/EMS studies across Wisconsin. His ability to build trust, foster collaboration, and translate stakeholder input into actionable strategies will be central to the project's success.

### **Jess Wildes, MPA, MS – Partner and Communications Lead** ([Resume on page 11](#))

Jess will manage project communications, reporting, and document design to ensure that findings are clear, visually engaging, and accessible to a range of audiences. She will facilitate staff interviews, coordinate presentation materials for both City Councils and the Joint Fire Commission, and ensure alignment between the project narrative and the Cities' strategic goals. Jess brings extensive experience in public administration, strategic planning, communications, and stakeholder engagement.



# JAY SHAMBEAU

 ICMA-CM, MPA

[jay@public-advisors.com](mailto:jay@public-advisors.com) | 262-355-6102

## EDUCATION

### MASTER OF PUBLIC ADMINISTRATION

UW - Oshkosh

### BACHELOR OF SCIENCE

Regional Analysis and Geography, UW - Green Bay

### LEADERSHIP WISCONSIN

UW-Madison, 2014

## ACCOLADES

Credentialed Manager  
International City/County  
Management Association, 2024

Recipient of ICMA's prestigious  
30 Years of Service Award

## SERVICE

Rotary International  
West Bend Sunrise Rotary Club

Boys and Girls Club of  
Washington County  
Board Member

United Way of Washington  
County, Campaign Co-Chair

West Bend Area Chamber of  
Commerce, Board Member

West Bend Tourism  
Commission, Chairman

Kettle Moraine Lutheran High  
School, Board Member and  
President

## INNOVATIVE PUBLIC ADVISORS, PARTNER

Jay is a highly experienced public sector professional with 32 years of expertise in city and county government management, strategic planning, and public policy. Jay has worked with municipalities of all sizes to drive organizational efficiency, enhance governance, and secure critical funding. His background includes leading complex projects, facilitating collaborative planning efforts, and providing executive coaching to local government leaders. Jay is known for his relationship skills and practical approach, blending deep knowledge of governmental processes with a commitment to delivering impactful results. His leadership and insight have helped numerous local governments achieve their goals and navigate the challenges of an ever-evolving public sector landscape.

## CITY ADMINISTRATOR

City of West Bend, West Bend, Wisconsin, 2016–2025

- Responsible for the administration of daily city operations and implementing policies established by the City Council.
- Oversee \$30M budget, lead economic development activities, manage department head team, foster community engagement, ensure efficient delivery of services, and promote the city's growth and development.

## ASSOCIATE

Public Administration Associates, LLC, Wisconsin, 2024

## PLANNING AND PARKS ADMINISTRATOR

Washington County, Wisconsin, 2014-2016

## COUNTY ADMINISTRATOR

Calumet County, Wisconsin, 2008-2014

- Responsible for the daily operations of county government, ensuring efficient delivery of services and adherence to budgetary guidelines.
- Collaborated with elected officials, managed staff, and facilitated communication between departments to promote effective governance and community engagement.

## VILLAGE ADMINISTRATOR

Village of Kewaskum, Wisconsin, 2006-2008

- Responsible for the management of municipal operations, including implementing policies set by the Village Board and managing all departments.
- This position involved budgeting, community planning, economic development, and fostering relationships to ensure effective service delivery and enhance community development.

## PLANNING DIRECTOR AND VOLUNTEER FIREFIGHTER

Clark County, Wisconsin, 1993-2006



# JESS WILDES MPA, MS

jess@public-advisors.com | 262-339-5658

## EDUCATION

### MASTER OF PUBLIC ADMINISTRATION

University of Wisconsin  
Oshkosh

### MASTER OF SCIENCE

Integrated Marketing  
Communications  
Eastern Michigan University

### BACHELOR OF ARTS

College of Saint Benedict &  
Saint John's University

## SERVICE

Rotary International  
West Bend Sunrise Rotary Club

International City/County  
Management Association  
(ICMA) Assistant Chief  
Administrative Officer (CAO)  
Committee Member

Wisconsin Economic  
Development Association  
(WEDA) Board Member

Mid-Moraine Municipal  
Court Board Member

Downtown West Bend Business  
Improvement District (BID)  
Board Executive Director

Visit Washington County Board  
Member and Vice President

Honored as one of ELGL's  
"Top 100 Influencers in  
Local Government"

## INNOVATIVE PUBLIC ADVISORS, PARTNER

Jess is a seasoned strategist specializing in local government communications, public relations, and grant acquisition. With a proven track record of securing significant local, state, and federal funding, Jess has helped municipalities access critical resources to support community development, infrastructure, and essential services. Her work also includes crafting effective communication strategies, enhancing public engagement, and building transparent, trust-based relationships between local governments and their communities. With her expertise in both strategic messaging and grant writing, Jess is committed to helping local governments secure the resources they need while fostering strong, effective communication.

## ASSISTANT CITY ADMINISTRATOR

City of West Bend, West Bend, Wisconsin, 2020–2025

Also served as Communications and Economic Development Director

- Performed economic development activities to promote business development, retention, and job creation.
- Coordinated with all departments to increase the quality and consistency of the city organization's messaging and content
- Acquired alternative revenue sources through grants (\$6.5+ million), fundraising and partnerships.
- Set strategy and manage a talented team of professionals responsible for community television programming, social media, public relations, internal and external communications, brand management, and tourism promotion.
- Built meaningful relationships with constituents, community leaders, business owners, state-level officials, and economic developers.
- Managed five city departments: Assessors, Communications, City Clerk, Human Resources, and Information Technology.

## DIRECTOR OF COMMUNICATIONS & MARKETING

Museum of Wisconsin Art, West Bend, Wisconsin, 2017–2020

## SENIOR ACCOUNT EXECUTIVE

Trefoil Group, Milwaukee, Wisconsin, 2016–2017

## DIRECTOR OF RECRUITMENT MARKETING

Mount Mary University, Milwaukee, Wisconsin, 2013–2016

Northland College, Ashland, WI, 2009–2013

# Innovative Public Advisors

## References

### City of Onalaska

- Rick Niemeier, City Administrator
- 608-433-8712 | rniemeier@onalaskawi.gov
- Date of Service: May to September
- Services: Conducting Innovation Planning Grant Comprehensive Study for Town of Holland (City of Onalaska, Village of Holmen, and Town of Onalaska) Shared Fire Services

### Village of Orfordville

- Ryan Perkins, Fire Chief
- 608-335-7905 | Firechief@orfordvillewi.gov
- Dates of Service: May to Present
- Services: Conducting Innovation Planning Grant Comprehensive Study on Shared EMS and Fire Services

### City of Oconto Falls

- Peter Wills, City Administrator
- 920-846-4505 | pwills@cityofocontofalls.wi.gov
- Dates of Service: August to Present
- Services: Conducting Innovation Planning Grant Comprehensive Study on EMS/Fire Services

### City of Beaver Dam

- Bobbi Marck, Mayor
- 920-382-1256 | mayor@ci.beaverdam.wi.gov
- Dates of Service: June–October 2025
- Services: City Administrator Executive Recruitment, Interim City Administrator Professional Services

### Trempealeau County

- Rebecca Glewen, County Administrator
- 815-378-6883 | rebecca.glewen@co.trempealeau.wi.us
- Dates of Service: January–July 2025
- Services: Comprehensive Strategic Plan, Strategic Communications Plan, Communications Staffing Assessment, Interim Communications Director Services



**Innovative**  
Public Advisors

## Professional Services Agreement

This Professional Services Agreement (the “Agreement”) is entered into as of November 7, 2025, by and between the Neenah-Menasha Fire Rescue (the “Client”), and Innovative Public Advisors (“IPA”). Collectively, the Client and IPA are referred to herein as the “Parties.”

### 1. Scope of Services

IPA agrees to conduct an *Organizational Structure Assessment and Future Needs Analysis of Neenah-Menasha Fire Rescue*, which is incorporated herein by reference as the “Plan.” The scope of services for the Plan includes the specific tasks and deliverables outlined in IPA's technical and pricing proposals dated October 6, 2025.

The Plan will include the following deliverables:

- Review of NMFR’s organizational structure, governance, and staffing model, including merger impact analysis.
- Evaluation of the current funding formula with recommendations for future options.
- Updated organizational chart and draft job descriptions for proposed or reclassified positions.
- Benchmarking and best-practice comparison report.
- Service demand analysis with growth projections.
- Fiscal analysis of all recommendations (staffing, fleet, equipment, and capital).
- Comprehensive final report with presentation-ready materials for both City Councils and the Joint Fire Commission and/or Joint Finance and Personnel Committee.

### 2. Compensation

The Client agrees to compensate IPA for the Services in the total amount of \$33,500.00. Payment shall be made as follows:

- **50% (\$16,750.00)** due upon execution of this agreement
- **50% (\$16,750.00)** due upon final delivery of the Plan.

All payments shall be made payable to Innovative Public Advisors LLC and mail to:

Innovative Public Advisors, P.O. Box 122, West Bend, WI 53095

### 3. Term and Termination

This Agreement shall commence on the date first written above and continue until the Services are completed, unless terminated earlier as provided below:

- Either Party may terminate this Agreement upon 30 days’ written notice to the other Party.

- If the Client terminates the Agreement prior to completion of the Services, IPA shall be entitled to compensation for work performed up to the effective date of termination.

#### **4. Responsibilities of IPA**

The Client's study will take approximately 120 days to complete, outlined in detail in the project proposal. IPA will facilitate the project and schedule below:

- Phase 1: Project Initiation and Discovery (January 2026)
- Phase 2: Data Collection and Operational Assessment (January/February 2026):
- Phase 3: Onsite Engagement and Benchmarking (February/March 2026)
- Phase 4: Analysis and Preliminary Recommendations (April 2026)
- Phase 5: Report Finalization and Presentation (Early May 2026)

*Timeline is subject to change based on the Client's preferences.*

#### **5. Responsibilities of the Client**

The Client agrees to:

- Provide IPA with access to necessary information, resources, and personnel to facilitate the completion of the Services.
- Make payments in accordance with Section 2 of this Agreement.

#### **6. Independent Contractor**

IPA is an independent contractor and not an employee, agent, or partner of the Client. Nothing in this Agreement shall be construed to create a joint venture or partnership between the Parties.

#### **7. Confidentiality**

IPA shall maintain the confidentiality of any proprietary or confidential information disclosed by the Client during the course of performing the Services.

#### **8. Entire Agreement**

This Agreement constitutes the entire agreement between the Parties with respect to the subject matter hereof and supersedes all prior proposals, agreements or understandings.

**9. Governing Law**

This Agreement shall be governed by and construed in accordance with the laws of the State of Wisconsin.

**10. Amendments**

This Agreement may only be amended or modified by a written document signed by both Parties.

**11. Notices**

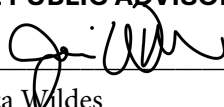
All notices required or permitted under this Agreement shall be in writing and sent to the respective addresses of the Parties as set forth above.

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the date first written above.

**NEENAH-MENASHA FIRE RESCUE:**

Signature: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

**INNOVATIVE PUBLIC ADVISORS LLC:**

Signature:  \_\_\_\_\_  
Name: Jessica Wildes  
Title: Partner  
Date: 11/7/2025



## MEMORANDUM

To: Common Council

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

Date: January 28, 2026

RE: Pleasants Park Playground Selection

As part of the 2026 budget, funding was allocated to replace the playground at Pleasants Park. This playground is also the primary playground for Banta Elementary School. In November 2025, staff released a Request for Proposal (RFP) to design, furnish and install the play equipment and the poured-in-place surfacing.

Prior to releasing the RFP, staff met with Banta Elementary leadership team to discuss priorities for the new play equipment. Priorities of the design focused on the following:

- Designed for ages 2-12 with some consideration given to 13+
- Theme of “Many Voices, One World”
- Accommodate 50-75 children at any given time
- Preferred colors of red, purple, orange and chartreuse
- The design and play equipment and safety surfacing must conform to accessibility standards
- Preferred Play Equipment included:
  - Independent standing spinner or other individual or group movement/activity events that encourage climbing
  - Play events that are interconnected with different ways to access
  - Multiple slides at different heights
  - Musical elements
  - 10 Swings – 8 regular, 1 adaptive and 1 friendship/group swing

Four different companies submitted a total of 7 designs. After review, the leadership team along with Director Sackett narrowed down the designs to two which the students voted on. Included in the packet are the two designs the students voted on along with the updated preferred proposal based on recommendations from the team.

The project is jointly funded between the City and MJSD. The preferred design is within budget. Additional expenses will apply for seating, shade, stormwater management, sidewalk, etc.

Currently the playground is located on a small parcel across the street from the elementary school. As part of the new playground, staff are proposing to have the new playground located to the north of the school parking lot to provide safer access for students.

### Recommendation

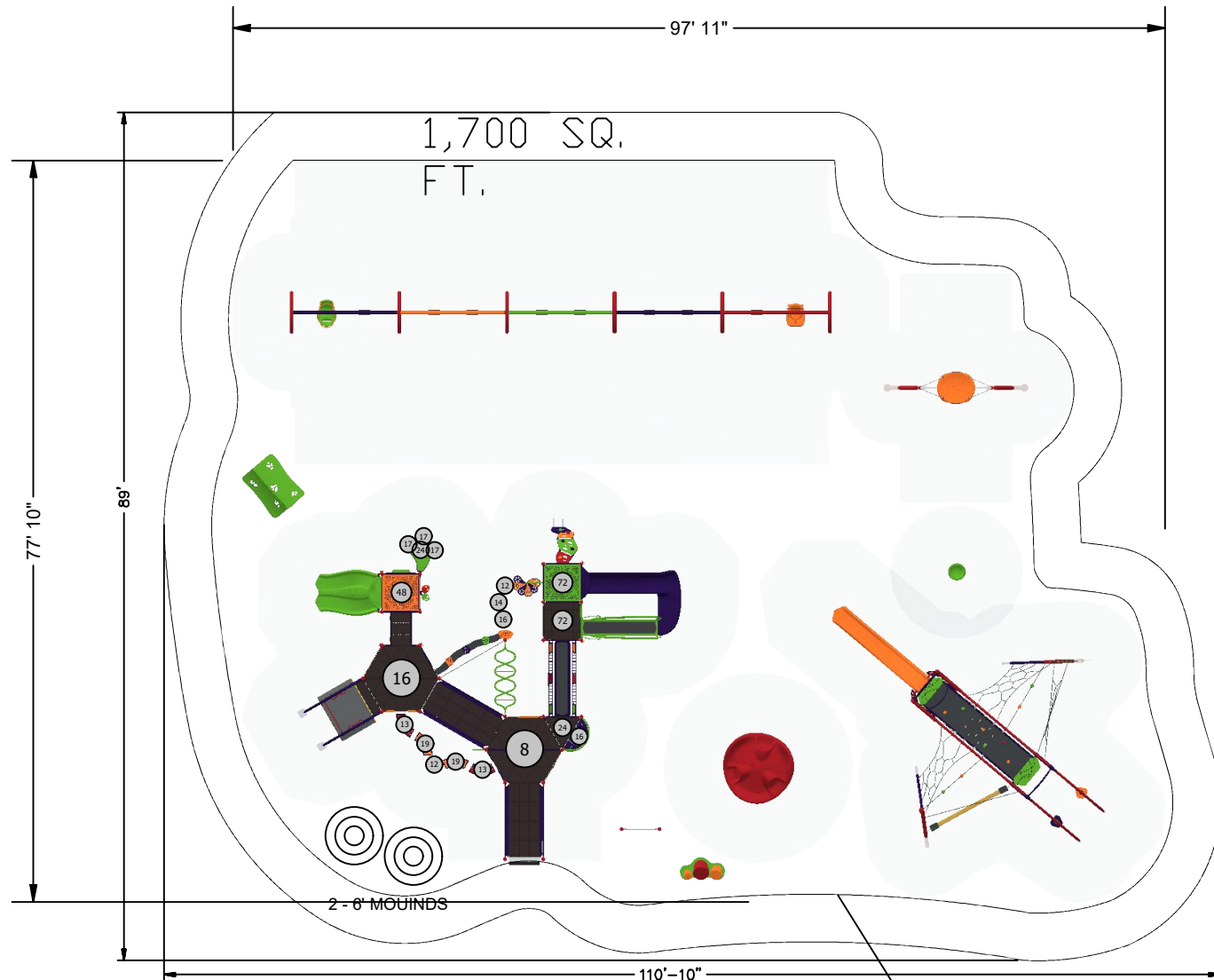
Park Board recommends approval of the Pleasants Park playground proposal by Lee Recreation – Option 1 (#142-210941-3) and the relocation of the playground to the north side of the parking lot with the latitude given to staff to make minor changes as needed.



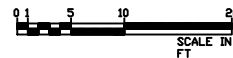
**COLOR KEY**

- RED
- PURPLE
- LIME
- ORANGE
- ORANGE/BLACK
- PURPLE/GRAY
- LIME/BLACK





6,650 SQ. FT.



PLEASE NOTE: ALTHOUGH ALL ATTEMPTS HAVE BEEN MADE TO PROVIDE AN ACCURATE SITE IT MAY NOT TRULY REPRESENT THE AREA WHERE THIS PLAYGROUND LAYOUT IS TO BE PLACED. UNLESS OTHERWISE NOTED THE PLAY AREA IS ASSUMED TO BE LEVEL.

**OVERALL BOUNDING OF USE ZONES**

Area: 7613.9 sq.ft.  
 Perimeter: 351.3 ft.  
**STRUCTURE SIZE:** 10"x97' 11"  
**POST SIZE(S):**

\*\*The space requirements shown here are to ASTM standards. Requirements for other standards may be different.

**PLAYGROUND ACCESSIBILITY (Provided/Required)**

TOTAL EVENTS	ELEVATED EVENTS	TRANSFER ACCESSIBLE EVENTS	RAMP ACCESSIBLE EVENTS	GROUND EVENTS	TYPES OF GROUND EVENTS
49	17 / 9	7 / 0	7 / 0	32 / 6	10 / 3

The use and layout of play components identified in this plan conform to the CPSC guidelines. U.S. CPSC recommends the separation of age groups in playground layouts.

**SERIES** Burke Basics | Nucleus | Intensity

**GROUP:**

2-12 Structure | NU-3286 | Communication Panel | Freestanding

**DESIGNED FOR AGES:**

2 to 12, 5 to 12

**Pleasants Park - Menasha**

Menasha, WI 54952-3151

01/08/2026

**Lee Recreation, LLC**

142-210941-3

Designer: John Velmen



**SITE PLAN VIEW**



DATE: Jan. 20, 2026  
 TO: City of Menasha  
 100 Main St. - Ste 200  
 Menasha, WI 54952  
 FROM: Megan Lee Cunningham  
 RE: **Playground Proposal #142-210941-3**  
**Pleasant Park Playground Project**

**BCI BURKE "Play That Moves You"**

Playground Proposal #142-210941-3  
 49 Play Events for an estimated 252 users ages 2-12 & 5-12

1-#NUCLEUS	Nucleus Modular Structure - ages 2-12	\$112,810.00
1-#NU-3285	Nucleus Structures - ages 5-12	\$ 45,924.00
	<b>Fall Sale Savings</b>	<b>(\$16,992.00)</b>
1-#COMMP	Communication Panel	\$ 2,636.00
1-#SWING	5-Bay Arched Swing Assembly	\$ 15,906.00
	Includes: 8-Belt Seats, 1-Freedom Inclusive Swing Seat, 1-Konnection Swing Seat	
1-#550-0006	Cirrus Multi-User Swing	\$ 7,700.00
1-#560-2573	KidForce Spinner	\$ 972.00
1-#560-2579	Volta Inclusive Spinner	\$ 8,015.00
1-#580-0230	3-Drum Table	\$ 1,681.00
1-#580-1373	Playhouse	\$ 6,655.00
	Subtotal Equipment	\$185,307.00
	Additional Discount	(\$ 47,000.00)
	Assembly/Installation	\$ 60,000.00
	6,650 sq. ft. Playground Poured Rubber Surfacing	\$159,600.00
	Freight	<u>\$ 1,000.00</u>
	<b>TOTAL</b>	<b>\$358,907.00</b>

Playbound™ Poured-in-Place Surfacing  
 50% Color - 50% Black speckled mix - Includes Compacted aggregate base  
 Security of site until the product sets is the responsibility of the customer

Quote Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_

**Terms: Net 20**  
**Site Preparation, Marking of all Private Lines prior to the start of Installation, Security of Site Until product sets & Site Restoration is the responsibility of the customer**  
**Lead time: 8 Weeks Upon Receipt of Order**  
**Quote Effective: 30 Days**

# PLEASANTS PARK - MENASHA OPTION 1

PROPOSAL #: 142-210941-1-R2

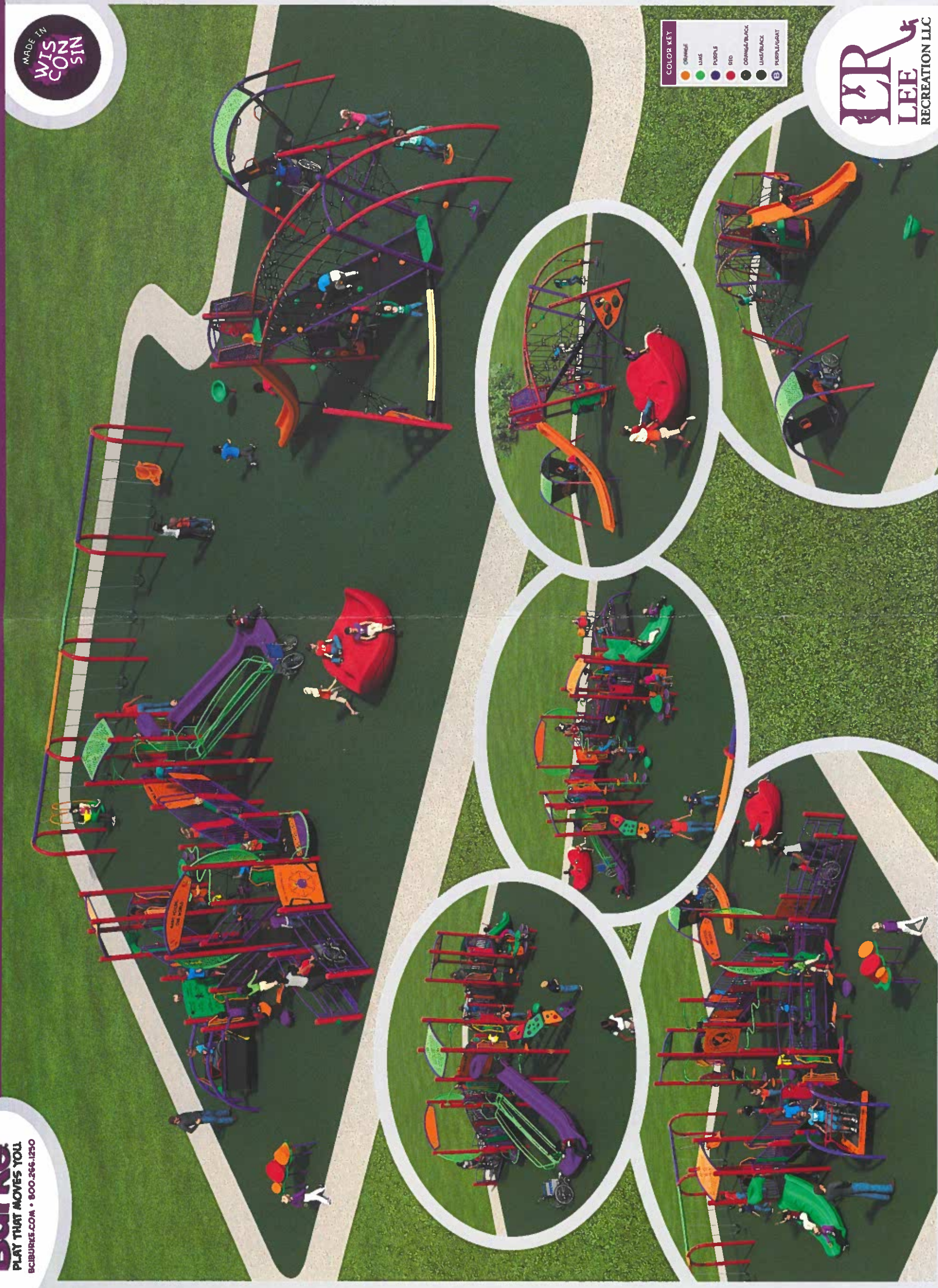
**Burke**  
PLAY THAT MOVES YOU.  
BCBURKE.COM • 800.266.1250

MADE IN  
**WISCONSIN**

COLOR KEY

ORANGE	ORANGE/BLACK
BLUE	LIME/BLACK
PURPLE	PURPLE/GRAY
RED	
GREEN	
BLACK	
GRAY	

**LEE**  
RECREATION LLC



3D Designer: Kendra

# MIDWEST PLAY SCAPES



VIEW 1

## Pleasants Park

Proposed location of new play equipment indicated by red box.



## MEMORANDUM

DATE January 29, 2026  
TO Common Council  
FROM Austin R. Hammond, Mayor  
RE PSA Between City of Menasha and JT Engineering, Inc. – Roundabout Gateway Improvements

### Background:

The Roundabout Committee made a recommendation at the October 2, 2025 meeting to approve selecting JT Engineering, Inc for the cost range of \$7,500 - \$10,000 to do the landscape planning and designing for the Racine Street-Main Street and the Racine Street-Ahnaip Street roundabouts.

Included in the January 20th, 2026 Racine Street-Main Street and Racine Street-Ahnaip Street Roundabout Landscape Special Committee agenda packet is a proposed Professional Services Agreement Between the City of Menasha and JT Engineering, Inc. – Roundabout Gateway Improvements that would be in the amount of \$10,000.

### Committee Recommendation:

That the City of Menasha Common Council approve the PSA Between City of Menasha and JT Engineering, Inc. – Roundabout Gateway Improvements to the City of Menasha Common Council in the lump sum amount of \$10,000 as recommended by the Racine Street-Main Street and Racine Street-Ahnaip Street Roundabout Landscape Special Committee.

**PROFESSIONAL SERVICES AGREEMENT  
BETWEEN CITY OF MENASHA  
AND JT ENGINEERING, INC.**

**ROUNABOUT GATEWAY IMPROVEMENTS**

This Professional Services Agreement (hereinafter, "Agreement"), made on January 12 , 2026, by and between the City of Menasha, a Wisconsin Municipal Corporation with its principal office at 100 Main St. Ste 200, Menasha, Wisconsin, 54952 (hereinafter "City"), and JT Engineering, Inc., , with its principal office located at 1077 Centennial Centre Blvd., Hobart, WI 54155-8820 (hereinafter, "Consultant") (collectively, the "Parties").

**WITNESSETH**

The City and the Consultant, for the consideration hereinafter named, enter into the following Professional Services Agreement for Planning and Design Services for the Roundabout Gateway Improvements Project (hereinafter, "Project").

**ARTICLE I. COMPONENT PARTS OF THE AGREEMENT**

This Agreement consists of the following component parts, all of which are as fully a part of this Agreement as if herein set out verbatim, or if not attached, as if hereto attached:

- A. The terms of this Professional Services Agreement, including any other documents or terms referenced and/or attached, but not including component parts identified below.
- B. Consultant's *Proposed Project: Menasha Racine Street Roundabout Enhancements* (hereinafter, "Proposal") dated November 14, 2025, which is attached hereto as Exhibit A. Exhibit A shall include Consultant's Hourly Rate Table, effective 10/1/2025.

In the event any provision of this above component parts of this Agreement conflicts with any provision in any other of the component parts, the provision in the component part first enumerated above shall govern over any other component part which follows it numerically except as may be otherwise specifically stated.

**ARTICLE II. DESIGNATED REPRESENTATIVES**

The Parties assign the following persons as the primary contacts for their respective interests related to managing and carrying out the tasks of this Agreement. These persons may be changed upon written notice from the party making the change.

- A. For the City: Megan Sackett, Parks and Recreation Director  
Address: 100 Main Street, Ste 200, Menasha, WI 54952  
Telephone: 920-967-3640  
Email: [msackett@menashawi.gov](mailto:msackett@menashawi.gov)

B. For the Consultant: Garret Perry, PLA, Director of Landscape Architecture  
Address: 281 W. Netherwood Rd., Suite 1; Oregon, WI 53575  
Telephone: 608-204-0909 Email: garretp@jt-engineering.com

ARTICLE III. SCOPE OF WORK

Consultant shall provide the services described in Consultant's *November 14, 2025, Proposed Project: Menasha Racine Street Roundabout Enhancements* (attached and incorporated herein as Exhibit A). The City may make or approve changes within the general Scope of Services in this Agreement. If such changes affect Consultant's cost of or time required for performance of the services, an equitable adjustment will be made through an amendment to this Agreement.

All reports, drawings, specifications, computer files, field data, notes, concept plans, sketches, and other documents and instruments prepared by Consultant as instruments of service shall become property of the City upon payment for those documents by the City to Consultant, and shall remain the property of the City.

ARTICLE IV. STANDARD OF CARE

The standard of care applicable to Consultant's services will be the degree of skill and diligence normally employed by professional consultants or consultants performing the same or similar services at the time said services are performed. Consultant will re-perform any services not meeting this standard without additional compensation.

ARTICLE V. OPINIONS OF COST, FINANCIAL CONSIDERATIONS, AND SCHEDULES

In providing opinions of cost, financial analyses, economic feasibility projections, and schedules for the Project, Consultant has no control over cost or price of labor and materials; unknown or latent conditions of existing equipment or structures that may affect operation or maintenance costs; competitive bidding procedures and market conditions; time or quality of performance by operating personnel or third parties; and other economic and operational factors that may materially affect the ultimate project cost or schedule. Therefore, it is understood between the parties that Consultant makes no warranty as to the City's actual project costs, financial aspects, economic feasibility, or schedules will not vary from Consultant's opinions, analyses, projections, or estimates.

ARTICLE VI. CITY RESPONSIBILITIES

The City shall furnish, at Consultant's request, such information as is needed by the Consultant to aid in the progress of the Project, providing it is reasonably obtainable from City records.

To prevent any unreasonable delay in Consultant's work, the City will examine all reports and other documents and will make any authorizations necessary to proceed with work within a reasonable time period.

ARTICLE VII. TIME OF COMPLETION

The work to be performed under this Agreement shall be commenced and the work completed within the time limits as agreed upon in Exhibit A.

Consultant shall perform the services under this Agreement with reasonable diligence and expediency consistent with sound professional practices. The City agrees Consultant is not responsible for damages arising directly or indirectly from any delays for causes beyond Consultant's control. For the purposes of this Agreement, such causes include, but are not limited to, strikes or other labor disputes, severe weather disruptions or other natural disasters, failure of performance by the City, or discovery of any hazardous substances or differing site conditions. If the delays resulting from any such causes increase the time required by Consultant to perform its services in an orderly and efficient manner, Consultant shall be entitled to an equitable adjustment in schedule.

ARTICLE VIII. PAYMENT

- A. The Agreement Sum. In consideration of the Consultant performing the work and providing the services under the Agreement, the City will pay the Consultant the total sum as set forth below, adjusted by any changes hereafter mutually agreed upon in writing by the Parties hereto:
  - Lump sum fee of Ten Thousand Dollars (\$10,000.00).
- B. Method of Payment. Consultant shall submit itemized monthly statements for services. The City shall pay Consultant within thirty (30) calendar days after receipt of such statement. If any statement amount is disputed, the City may withhold payment of such amount and shall provide to Consultant a statement as to the reason(s) for withholding payment.
- C. Additional Costs. Costs for additional services shall be negotiated and set forth in a written amendment to this Agreement executed by both Parties prior to proceeding with the work covered under the subject amendment.
- D. Indirect Costs. Indirect costs such as computer time, printing, copying, cell phone charges, telephone charges, and any equipment rental shall be considered overhead and shall not be invoiced separately by Consultant for the Project.
- E. Expenses. Expenses may be billed with up to a maximum of ten percent (10%) mark-up. All invoices with expenses shall include supporting documentation of the expense. Failure to include the supporting documentation will result in the reduction of payments by the amount of those expense(s) not including documentation.

ARTICLE IX. HOLD HARMLESS

The Parties intend that each Party shall be solely responsible for its own actions, inactions, and activities, including the actions and activities of its own officers, employees and agents while acting within the scope of their employment.

- A. Consultant covenants and agrees to protect and hold the City of Menasha harmless against all actions, claims, and demands to the proportionate extent caused by or resulting from the intentionally wrongful or negligent acts of Consultant, their agents or assigns, their employees, or their subcontractors related to the performance of this Agreement or be caused or result from any violation of any law or administrative regulation. Consultant shall indemnify or refund the City for all sums expended including court costs, attorney fees, and damages of any kind which the City may be obliged or adjudged to pay.

- B. Subject to any and all immunities and limitations contained in Section 893.80 of the Wisconsin Statutes, and any other applicable section of the Wisconsin Statutes, the City agrees to hold Consultant harmless from liability, including claims, demands, losses, costs, damages, and expenses of every kind and description (including death), to the proportionate extent caused by or resulting from the intentional or negligent acts of the City, its agents or assigns, or its employees, related to the performance of this Agreement or which may be caused or result from any violation of any law or administrative regulation, where such liability is founded upon or grows out of the acts or omission of any of the officers, employees, or agents of the City of Menasha while acting within the scope of their employment.

ARTICLE X.      INSURANCE

Consultant will insure as indicated below, against the following risks to the extent stated below.

- A. Commercial General Liability. Consultant shall procure and maintain during the life of this Agreement, Commercial General Liability insurance, including, but not limited to bodily injury, property damage, personal injury, and products and completed operations (unless determined to be inapplicable by the Risk Manager) in an amount not less than One Million Dollars (\$1,000,000) per occurrence. This policy shall also provide contractual liability in the same amount. Consultant's coverage shall be primary and list the City of Menasha, its officers, officials, agents and employees as additional insureds. Consultant shall require all subcontractors under this Agreement (if any) to procure and maintain insurance meeting the criteria within, applying on a primary basis and listing the City of Menasha, its officers, officials, agents and employees as additional insureds.
- B. Automobile Liability. One Million Dollars (\$1,000,000) for bodily injury and property damage per occurrence limit covering all vehicles to be used in relationship to the Agreement.
- C. Worker's Compensation. Amounts as required by law plus Employer's Liability limits of at least One Hundred Thousand (\$100,000) Each Accident, One Hundred Thousand (\$100,000) Disease – Each Employee, and Five Hundred Thousand (\$500,000) Disease – Policy Limit.
- D. Professional Liability. Not less than One Million (\$1,000,000). If such policy is a "claims made" policy, all renewals thereof during the life of the Agreement shall include "prior acts coverage" covering at all times all claims made with respect to Consultant's work performed under the Agreement. This Professional Liability coverage must be kept in force for a period of six (6) years after the services have been accepted by the City.
- E. Umbrella Liability. Four Million (\$4,000,000) for bodily injury, personal injury and property damage per occurrence in excess of coverage carried for Employer's Liability, Commercial General Liability and Automobile Liability.
- F. The above-required insurance is to be placed with insurers acceptable to the City and who have an A.M. best rating of no less than A- (A minus) and a Financial Category rating of no less than VII. Consultant may be required to provide the City with certificates of insurance and additional insured endorsement. Consultant shall give the City thirty (30) days advance written notice of

cancellation, non-renewal, or material changes to any of the above-required policies during the term of the Agreement.

ARTICLE XI. TERM AND TERMINATION

- A. Term. This Agreement shall become effective on the latest day on which the Agreement is fully executed by both Parties (the “Effective Date”), and shall terminate on December 31, 2026, unless terminated earlier by one (1) of the Parties as provided below. The City may extend this Agreement upon written notice to Consultant.
- B. Termination.
  - i. For Cause. If either party shall fail to fulfill in timely and proper manner any of the material obligations under this Agreement, the other party may, at its discretion, terminate this Agreement by written notice to the Party’s Designated Representative under Article II. In this event, the Consultant shall be entitled to compensation for any satisfactory, usable work completed prior to such notice.
  - ii. For Convenience. The City may terminate this Agreement at any time by giving written notice to Consultant no later than thirty (30) calendar days before the termination date. If the City terminates under this Paragraph, then Consultant shall be entitled to compensation for any satisfactory, usable work performed to the date of termination.

ARTICLE XII. NON-DISCRIMINATION

Consultant agrees that, in all hiring or employment made possible by or resulting from this Agreement, there will not be any discrimination against any employee or applicant for employment because of race, color, religion, marital status, age, color, sex, gender identity, handicap, national origin or ancestry, income level or source of income, arrest record or conviction record, less than honorable discharge, physical appearance, sexual orientation, political benefits, or student status.

ARTICLE XIII. PROJECT DOCUMENTS, RECORDS AND DELIVERABLES

All reports, drawings, specifications, documents, computer files, field data, notes, and other documents and instruments prepared by Consultant may be provided to the City as deliverables for this Project.

- A. Deliverables prepared under this Agreement shall become the property of the City upon completion of the work and payment in full of all monies due to Consultant.
- B. However, consultant may continue to use the deliverables and information therein for descriptions of discussions of this Project in other contexts, and may use some or all of the information in the deliverables in or for other projects. Any such subsequent use by Consultant shall be without royalty or other fees, or obligations, to the City.
- C. Consultant’s deliverables are intended only for use related to the Project subject to the Agreement, and are not subject to any warranty or guaranty if subsequently modified or reused for a later project.

- D. Documents, including deliverables, created by Consultant may subsequently be viewed by, or provided to, a third person as a public record not subject to redaction or withholding by applicable law. In such instances, neither Party retains control over subsequent uses of these documents and therefore neither Party shall consider the other Party responsible for such subsequent use.

ARTICLE XIV. PUBLIC RECORDS

Consultant understands and agrees that the City is a government entity required to comply with Chapter 19 of the Wisconsin Statutes, Wisconsin's Public Records Law. Consultant acknowledges that Wisconsin's Public Records Law presumes that records are available for public viewing unless there are specific laws that prevent or limit their release. Consultant further acknowledges that documents provided to a public entity such as the City are treated differently than documents provided to a private entity. Consultant also acknowledges that it is a contractor of the City and therefore pursuant to Wisconsin law, may be in possession of public records which are not otherwise also in the possession of the City. Consultant agrees to cooperate with the City and any public records requests. Notwithstanding any other term of this Agreement, including component parts, the City will always be allowed to use documents in conformity with all applicable laws, including public record laws. Any action the City takes that is consistent with any applicable law shall not be considered a breach or violation of this Agreement, regardless if this Agreement or any attached or referenced document includes terms or conditions that conflict with applicable law that the City is following. Consultant may elect to challenge a public records decision by the City, but it must do so at its own risk and its own cost, regardless of the outcome of such challenge.

ARTICLE XV. SUSPENSION, DELAY, OR INTERRUPTION OF WORK

The City may suspend, delay, or interrupt the services of Consultant for the convenience of the City. In such event, Consultant's agreement price and schedule shall be equitably adjusted.

ARTICLE XVI. NO THIRD-PARTY BENEFICIARIES

This Agreement gives no rights or benefits to anyone other than the City and Consultant and has no third-party beneficiaries.

ARTICLE XVII. INDEPENDENT CONTRACTOR STATUS

Consultant represents that it is an independent contractor and is not an employee of the City.

ARTICLE XVIII. ASSIGNMENT

Neither party shall assign all or part of its rights, duties, obligations, responsibilities or benefits set forth in this Agreement to another entity without the written approval of both Parties.

ARTICLE XIX. DISPUTE RESOLUTION

In the event a dispute arises out of or related to this Agreement, or the breach thereof, and if said dispute cannot be settled through negotiation, the Parties agree first to try in good faith to settle

the dispute through mediation, before resorting to litigation. Under no circumstances shall any dispute be subject to arbitration.

ARTICLE XX. GOVERNING LAW AND FORUM SELECTION

This Agreement shall be interpreted and construed under and governed by the laws of the State of Wisconsin. All services to be provided hereunder will be provided in accordance with applicable federal, state, and local municipal law. For any suit, claim or other dispute relating to this Agreement that cannot be mutually resolved, the venue shall be Winnebago County Circuit Court within the State of Wisconsin and the Parties agree to submit themselves to the jurisdiction of said Court, to the exclusion of any other judicial district that may have jurisdiction over such dispute according to any law.

ARTICLE XXI. ENTIRE AGREEMENT/ AMENDMENT

This document and any specified attachments contain all terms and conditions of the Agreement and any alteration thereto shall be invalid unless made in writing, signed by both parties and incorporated as an amendment to this Agreement.

ARTICLE XXII. COUNTERPARTS AND COPIES.

This Agreement and any amendments may be executed in one or more counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same instrument. For the purposes of executing this Agreement, scanned signatures shall be as valid as the original.

ARTICLE XXIII. NO WAIVER

Failure of either Party to insist upon the strict performance of terms and provisions of this Agreement, or any of them, shall not constitute or be construed as a waiver or relinquishment of that party's right to therefore enforce such term or provision, and that term of the provisions shall continue in full force and effect.

ARTICLE XXIV. SEVERABILITY

If any part, covenant, term or provision of this Agreement shall be held to be invalid or unenforceable for any reason, the remaining parts, covenants, terms or provisions of the Agreement shall be valid to the fullest extent permitted by law.

ARTICLE XXV. AUTHORITY

Consultant represents that it has the authority to enter into this Agreement. If Consultant is not an individual, the person signing on behalf of Consultant represents and warrants that he or she has been duly authorized to bind Consultant and sign this Agreement on Consultant's behalf.

[Signatures on Following Page]

In the Presence of:

**CONSULTANT**

\_\_\_\_\_  
(Seal of CONSULTANT if a Corporation)

By: \_\_\_\_\_  
\_\_\_\_\_  
(Specify Title)

By: \_\_\_\_\_  
\_\_\_\_\_  
(Specify Title)

**CITY OF MENASHA**

\_\_\_\_\_  
(Witness)

By: \_\_\_\_\_  
Austin Hammond, City of Menasha Mayor

\_\_\_\_\_  
(Witness)

And: \_\_\_\_\_  
Kaija Snyder, City Clerk

APPROVED AS TO FORM:

I hereby certify that the necessary provisions which have been made to pay the liability which will accrue under this Agreement.

\_\_\_\_\_  
Margaret J. Struve, City Attorney

\_\_\_\_\_  
Jennifer Sassman, Finance Director (Comptroller)

**City of Menasha Disbursements  
01/16/26- 01/29/2026**

Weekly Accounts Payable	1/22/26 & 1/29/26 Checks #89550-89664	\$673,212.00
Bi-Weekly Payroll	01/22/26	\$262,076.03
Additional Regular Cycle Accounts Payables -Paid Electronically		
Banking Fee	01/16/26	\$200.00
Spectrum Ach	01/20/26	\$80.00
Delta Dental	01/21/26	\$2,048.12
Community First CU-Payroll Deduction	01/22/26	\$784.20
Wisconsin Support Collections	01/22/26	\$823.91
Nationwide Deferred Compensation	01/22/26	\$3,434.50
State Tax Withholding	01/22/26	\$86.53
Wisconsin Deferred Compensation	01/23/26	\$11,905.75
Returned Check	01/27/26	\$2,726.89
Employee Benefits-Flex Spending	01/27/26	\$2,983.04
Sugar Maple Properties Ach	01/27/26	\$49,937.82
Network Health Premium	01/28/26	\$163,135.98
Federal Tax Withholding	01/28/26	\$87,407.06
Delta Dental	01/28/26	\$3,105.20
State Tax Withholding	01/29/26	\$18,141.03
Total		<u>\$346,800.03</u>
		<u>\$1,282,088.06</u>

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

Yessi Laracuente  
Yessi Laracuente  
Finance Manager

01/29/26  
Date

Notes:  
- Gaps in check numbers indicate that more invoices being paid than fit on one check stub  
(The last check stub used is the check number that will appear on the check register)

## AP Check Register

### Check Date: 1/22/2026

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
ACCURATE	89550	1/22/2026	2600423	731-1022-541.30-18	1,057.21	SHOP SUPPLIES
		1/22/2026	2600572	731-1022-541.38-04	2,064.62	NUTS, BOLTS, MISC SUPPLY
		1/22/2026	2600582	731-1022-541.38-03	150.46	SUPPORT BEARING, U-JOINT STRAP KIT (2)
	<b>Total for check: 89550</b>					<b>3,272.29</b>
AMAZON CAPITAL SERVICES	89551	1/22/2026	136L-H6RT-V66T	100-0903-531.30-18	761.52	TRACEABLE DATA LOGGING THERMOMETER (4)
		1/22/2026	17V7-LD9C-7MG9	100-0801-521.30-15	89.95	WATERPROOF SPEAKER
		1/22/2026	1MKQ-XTQ4-91VF	100-0801-521.30-10	34.37	THREE RING BINDER
		1/22/2026	1P3V-WP6R-YC3P	100-0801-521.19-03	339.98	WEAPON LIGHT
		1/22/2026	1PLW-TGY3-YCDL	100-0801-521.30-10	84.53	TWO POCKET FOLDERS, FLASH DRIVE
		1/22/2026	1QQK-74RN-6MDF	100-0801-521.30-10	167.30	OFFICE SUPPLIES-PD
		1/22/2026	1T6D-H7XM-9J64	100-0801-521.24-02	113.86	MOTOROLAACCESSORIES
<b>Total for check: 89551</b>					<b>1,591.51</b>	
CITY OF APPLETON	89552	1/22/2026	19196	100-0302-542.25-01	21,029.00	JANUARY-TRANSIT SERVICES
	<b>Total for check: 89552</b>					<b>21,029.00</b>
BADGER LABORATORIES INC	89553	1/22/2026	26-000520	601-1020-543.21-02	504.00	DEC-SEWER MONITORING
	<b>Total for check: 89553</b>					<b>504.00</b>
BAYCOM INC	89554	1/22/2026	SRVCE61355	100-0801-521.24-02	4,973.00	RADIO EQUIPMENT
	<b>Total for check: 89554</b>					<b>4,973.00</b>
BERGSTROM FORD LINCOLN	89555	1/22/2026	115203	731-1022-541.38-03	971.05	FUEL PUMP ASY, CLIPS, SHOCK ABSORBER ASY
		1/22/2026	115259	731-1022-541.38-03	62.54	INSULATOR (2)
	<b>Total for check: 89555</b>					<b>1,033.59</b>
BERGSTROM PIONEER AUTO &	89556	1/22/2026	00252	100-0801-521.80-03	2,190.00	POLICE VEHICLE LEASES JANUARY 2026
	<b>Total for check: 89556</b>					<b>2,190.00</b>

## AP Check Register

### Check Date: 1/22/2026

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
BIASEW	89557	1/22/2026	2026 MEMBERSHIP	100-0301-523.32-01	60.00	2026 MEMBERSHIP
			<b>Total for check: 89557</b>		<b>60.00</b>	
CELLCOM	89558	1/22/2026	614091	100-0101-511.22-01	34.12	PHONE BILL-MAYOR
				100-0201-512.22-01	34.12	PHONE BILL-ATTORNEY
				100-0203-512.22-01	34.12	PHONE BILL-CLERK
				100-0301-523.22-01	34.12	PHONE BILL-BUILD INSPECT
				100-0304-562.22-01	68.24	PHONE BILL-COM DEV
				100-0401-513.22-01	34.12	PHONE BILL-FINANCE
				100-0601-551.22-01	23.20	PHONE BILL -BUILDING SERVICES
					75.49	PHONE BILL-LIBRARY
				100-0702-552.22-01	222.67	PHONE BILL -PARK LOCATIONS
				100-0703-553.22-01	13.65	PHONE BILL -BUILDING SERVICES
					181.92	PHONE BILL-PARKS
				100-0801-521.22-01	15.70	PHONE BILL -BUILDING SERVICES
					1,790.96	PHONE BILL-POLICE
					(0.02)	PHONE BILL-POLICE
				100-0811-521.22-01	34.12	PHONE BILL -CODE ENFORCEMENT
				100-0904-531.22-01	34.12	PHONE BILL -ENVIRONMENTAL HEALTH
				100-0919-531.22-01	245.42	PHONE BILL-HEALTH
				100-1001-514.22-01	15.70	PHONE BILL -BUILDING SERVICES
				100-1002-541.22-01	148.52	PHONE BILL-ENGINEERING
				100-1008-541.22-01	13.48	PHONE BILL -STREET SIGNS
				100-1019-552.22-01	14.50	PHONE BILL-BRIDGES
				601-1020-543.22-01	7.41	PHONE BILL -SEWER TRUCK
				625-1002-541.22-01	49.51	PHONE BILL-ENGINEERING
				731-1022-541.22-01	136.48	PHONE BILL -CITY GARAGE
				743-0403-513.22-01	68.24	PHONE BILL-I.T.
			<b>Total for check: 89558</b>		<b>3,329.91</b>	
COMPASS COMMUNICATIONS	89559	1/22/2026	582	100-0801-521.34-02	825.00	OCT-DEC COMMUNICATIONS
			<b>Total for check: 89559</b>		<b>825.00</b>	

## AP Check Register

### Check Date: 1/22/2026

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
COMPLETE OFFICE OF WISCONSIN	89560	1/22/2026	50190	100-0801-521.30-10	122.12	OFFICE SUPPLIES
			<b>Total for check: 89560</b>		<b>122.12</b>	
DEJAVU CONSTRUCTION	89561	1/22/2026	MR-2025-06	204-0308-562.70-01	9,970.00	STRONG NEIGHBORHOOD 1013 BRIGHTON DRIVE
			<b>Total for check: 89561</b>		<b>9,970.00</b>	
ELAN FINANCIAL SERVICES	89570	1/22/2026	0012	100-0801-521.29-04	347.60	VEHICLE REPAIR POLICE
		1/22/2026	0124	100-0702-552.30-18	119.58	COOKIE TRAYS (6) HAYRIDE PARKS & REC
				100-0920-531.30-18	59.79	COOKIE TRAYS (3) MIXER SENIOR CENTER
		1/22/2026	0200	100-0801-521.30-15	88.12	TOOLS/EQUIPMENT POLICE
		1/22/2026	0247	100-0801-521.30-15	(88.12)	TOOLS/EQUIPMENT RETURN POLICE
		1/22/2026	0288	100-0801-521.32-01	100.00	DUES/MEMBERSHIPS POLICE
		1/22/2026	0292	100-0706-561.34-02	206.99	MEMBERSHIP DUES PUBLIC WORKS
		1/22/2026	0334	100-0601-551.30-11	4.25	INTER LIBRARY LOAN LIBRARY
		1/22/2026	0385	100-0803-521.30-15	112.31	CSO EVENT FOOD CSO
		1/22/2026	0387	100-1008-541.30-18	19.66	3 RING BINDERS SIGN
		1/22/2026	0416	731-1022-541.38-03	37.99	SWITCH CONTROLLER PUBLIC WORKS
		1/22/2026	0522	100-0000-201.03-00	99.00	CLASS REGISTRATION POLICE
		1/22/2026	0552	100-0601-551.30-16	14.92	FACEBOOK ADS LIBRARY
		1/22/2026	0719	100-0202-512.21-05	125.00	CDL BACKGROUND CHECKS HR
				100-0202-512.32-01	210.00	NPELRA MEMBERSHIP REG FEEHUMAN RESOURCES
		1/22/2026	0770	100-0920-531.30-18	144.68	NEW YEARS EVE PARTY SENIOR CENTER
		1/22/2026	0787	100-0601-551.30-11	4.96	INTER LIBRARY LOAN LIBRARY
		1/22/2026	0972	731-1022-541.38-01	16.38	CHEMICALS ON SITE PERMITSPUBLIC WORKS
		1/22/2026	0980	207-0707-552.38-01	6.88	CHEMICALS ON SITE PERMITSMARINA
		1/22/2026	1063	100-0601-551.30-16	29.99	STOCK SUBSCRIPTION LIBRARY
		1/22/2026	1216	100-0202-512.30-21	129.74	MEMORIAL FLOWERS HR
		1/22/2026	1239	100-0601-551.24-03	100.00	BOILER PERMIT LIBRARY
		1/22/2026	1320	100-0916-531.30-18	37.88	SEALANT DENTAL SEALANT
		1/22/2026	1418	100-0703-553.24-03	119.96	FLAGS PARKS
		1/22/2026	1506	100-0801-521.30-18	367.75	DEPARTMENT SUPPLIES POLICE
		1/22/2026	1542	100-0301-523.30-18	50.00	BIANEW MEMBERSHIP DUES COMMUNITY DEVELOPMEN
		1/22/2026	1637	100-0101-511.32-01	1,250.00	MEMBERSHIP RENEWAL MAYOR

## AP Check Register

### Check Date: 1/22/2026

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
ELAN FINANCIAL SERVICES...	89570...	1/22/2026	1766	100-0601-551.21-06	68.00	STRATEGIC PLANNING LIBRARY
		1/22/2026	2190	100-0903-531.21-12	47.40	TRANSLATION (KINYARWANDA)HEALTH DEPARTMENT
		1/22/2026	2298	100-0601-551.30-11	4.25	INTER LIBRARY LOAN LIBRARY
		1/22/2026	2317	100-0000-201.14-00	290.00	SENIOR CENTER BUS TRIP SENIOR CENTER
		1/22/2026	2527	100-0304-562.30-10	46.50	HISTORICAL SIGNAGE COMMUNITY DEVELOPMENT
		1/22/2026	2542	100-0802-521.33-03	39.25	YEAR END APPRECIATION CROSSING GUARD
		1/22/2026	2591	100-0920-531.30-18	17.00	CREATIVE WRITTING DIVAS SENIOR CENTER
		1/22/2026	2858	743-0403-513.30-15	63.96	MONITOR POWER CORDS IT
		1/22/2026	2891	100-0601-551.30-16	(3.15)	RETURNED ITEM LIBRARY
		1/22/2026	2994	100-0702-552.30-18	79.80	HANDMADE HOLIDAYS PARKS & REC
		1/22/2026	3012	743-0403-513.30-15	7.69	CELL PHONE CASE IT
		1/22/2026	3060	100-0601-551.30-14	13.70	ROKUS LIBRARY
		1/22/2026	3130	100-0601-551.30-14	13.70	ROKUS LIBRARY
		1/22/2026	3230	100-0903-531.21-12	67.15	TRANSLATION (KINYARWANDA)HEALTH DEPARTMENT
		1/22/2026	3500	100-0803-521.30-15	97.17	CSO EVENT CSO
		1/22/2026	3646	100-0801-521.30-15	119.00	TOOLS/EQUIPMENT POLICE
		1/22/2026	3671	100-0903-531.34-02	695.00	NACCHO 360 CONF REG HEALTH DEPARTMENT
		1/22/2026	3835	100-0601-551.30-16	11.00	MONTHLY SUBSCRIPTION LIBRARY
		1/22/2026	3924	100-0601-551.30-14	50.00	EXPERIENCE POSSES LIBRARY
		1/22/2026	3931	100-0801-521.30-15	203.63	TOOLS/EQUIPMENT POLICE
		1/22/2026	4149	100-0601-551.30-14	24.99	ROKUS LIBRARY
		1/22/2026	4159	100-0702-552.32-01	180.00	NRPA MEMBERSHIP PARKS & REC
		1/22/2026	4230	100-0301-523.30-18	85.00	WISCONSIN CODE UPDATES COMMUNITY DEVELOPMEN
		1/22/2026	4251	100-0801-521.34-03	100.57	TRANING LODGING DEPOSIT POLICE
		1/22/2026	4253	100-0920-531.32-01	65.00	WASC MEMBERSHIP SENIOR CENTER
		1/22/2026	4269	100-0801-521.34-03	100.57	TRANING LODGING DEPOSIT POLICE
		1/22/2026	4497	100-0801-521.30-15	132.54	TOOLS/EQUIPMENT POLICE
		1/22/2026	4568	100-0920-531.30-18	173.56	MERRY MIXER SENIOR CENTER
		1/22/2026	4757	100-0301-523.30-18	600.00	CODE UPDATES ANDREW COMMUNITY DEVELOPMENT
		1/22/2026	4763	100-0601-551.30-16	21.00	SMITHWORKS SOFTWARE LIBRARY
		1/22/2026	4846	100-0601-551.32-01	39.00	DONOR SOFTWARE LIBRARY
		1/22/2026	4877	100-0916-531.32-01	11.95	ANNUAL BBP CERTIFICATION DENTAL SEALANT
		1/22/2026	4882	100-0601-551.30-16	222.98	SW SUPPLIES LIBRARY
		1/22/2026	4944	100-0601-551.30-10	54.44	PLATES LIBRARY
		1/22/2026	4955	743-0403-513.30-15	99.97	REPLACEMENT MONITOR IT

**AP Check Register**  
**Check Date: 1/22/2026**

Date: 1/29/2026

<b>Vendor Name</b>	<b>Check Number</b>	<b>Check Date</b>	<b>Invoice Number</b>	<b>Account Number</b>	<b>Amount</b>	<b>Description</b>
ELAN FINANCIAL SERVICES...	89570...	1/22/2026	4981	100-0601-551.30-14	31.49	MONTHLY SUBSCRIPTION LIBRARY
		1/22/2026	5047	100-0702-552.34-03	204.99	WPRA CONFERENCE PARKS & REC
		1/22/2026	5092	100-0601-551.30-14	31.50	MONTHLY SUBSCRIPTION LIBRARY
		1/22/2026	5157	100-0801-521.34-03	128.66	WAI CONFERENCE MEALS POLICE
		1/22/2026	5169	100-0601-551.30-14	26.24	ROKUS LIBRARY
		1/22/2026	5227	100-0702-552.32-01	12.59	EVENT MUSIC PARKS & REC
		1/22/2026	5246	100-0601-551.30-14	25.00	ONLINE ACCESS LIBRARY
		1/22/2026	5277	100-0801-521.34-03	222.00	TRAINING LODGING POLICE
		1/22/2026	5285	100-0801-521.34-03	100.00	TRAINING LODGING DEPOSIT POLICE
		1/22/2026	5293	100-0801-521.34-03	222.00	TRAINING LODGING POLICE
		1/22/2026	5771	100-0201-512.34-02	225.00	CONFERENCE REGISTRATION ATTORNEY
		1/22/2026	5859	100-0301-523.30-18	40.00	CODE UPDATES ANDREW COMMUNITY DEVELOPMENT
		1/22/2026	5903	731-1022-541.38-01	655.00	CHEMICALS ON SITE PERMITSPUBLIC WORKS
		1/22/2026	5911	207-0707-552.38-01	275.00	CHEMICALS ON SITE PERMITSMARINA
		1/22/2026	6062	100-0601-551.30-14	13.70	ROKUS LIBRARY
		1/22/2026	6179	100-0601-551.30-14	65.00	POST CRESCENT LIBRARY
		1/22/2026	6208	100-0702-552.34-03	81.36	POOL MEETING PARKS & REC
		1/22/2026	6216	100-0601-551.30-14	250.00	EXPERIENCE POSSES LIBRARY
		1/22/2026	6320	100-0903-531.21-12	43.45	TRANSLATION (KINYARWANDA)HEALTH DEPARTMENT
		1/22/2026	6451	100-0702-552.30-18	72.77	HANDMADE HOLIDAYS PARKS & REC
		1/22/2026	6527	100-0702-552.30-18	25.59	HANDMADE HOLIDAYS PARKS & REC
		1/22/2026	6585	100-0601-551.24-03	21.90	REFRACTOMETER LIBRARY
		1/22/2026	6779	601-1020-543.30-18	66.55	BATTERY LIFT STATIONS
		1/22/2026	7096	100-0702-552.29-03	8.83	GATHER/PLAY AD PARKS & REC
		1/22/2026	7166	100-0202-512.34-02	150.00	HR CONFERENCE REG FEE HUMAN RESOURCES
		1/22/2026	7237	100-0202-512.32-01	210.00	NPELRA MEMBERSHIP REG FEEHUMAN RESOURCES
		1/22/2026	7471	100-0501-522.24-03	411.77	PUMP FIRE
		1/22/2026	7531	100-0801-521.32-01	65.00	IAPE ANNUAL MEMBERSHIP POLICE
		1/22/2026	7566	100-0903-531.21-12	134.30	TRANSLATION (SWAHILI) HEALTH DEPARTMENT
		1/22/2026	7786	100-0801-521.30-11	12.17	POSTAGE POLICE
		1/22/2026	7795	100-0601-551.30-14	120.00	EXPERIENCE POSSES LIBRARY
		1/22/2026	7825	100-0304-562.30-12	120.00	SOFTWARE SUBSCRIPTION COMMUNITY DEVELOPMEN
		1/22/2026	7832	100-0601-551.30-14	13.70	ROKUS LIBRARY
		1/22/2026	7889	731-1022-541.30-18	65.41	GARAGE DOOR SPRAY PUBLIC WORKS
		1/22/2026	7934	100-0304-562.30-10	26.24	OFFICE SUPPLIES COMMUNITY DEVELOPMENT

## AP Check Register

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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
ELAN FINANCIAL SERVICES...	89570...	1/22/2026	8049	100-0803-521.30-15	56.95	CSO EVENT GIFT CARDS CSO
		1/22/2026	8068	100-0601-551.30-14	257.18	CLOUD SUBSCRIPTION LIBRARY
		1/22/2026	8328	100-0601-551.24-03	2.25	BOILER PERMIT LIBRARY
		1/22/2026	8547	100-0801-521.34-03	57.99	TRANING MEALS/LODGING POLICE
		1/22/2026	8548	100-1008-541.30-18	15.99	SCRAPER BLADES SIGN
		1/22/2026	8577	100-0601-551.30-14	100.00	EXPERIENCE POSSES LIBRARY
		1/22/2026	8631	100-0702-552.30-18	43.86	HANDMADE HOLIDAYS SENIOR CENTER
		1/22/2026	8755	100-0801-521.34-03	125.85	POPCORN POLICE
		1/22/2026	8824	100-0706-561.32-01	325.00	DNR ANNUAL CONFERENCE PUBLIC WORKS
		1/22/2026	8858	100-0801-521.30-11	6.93	POSTAGE POLICE
		1/22/2026	8895	100-0801-521.34-03	31.47	SANTA MEET EVENT POLICE
		1/22/2026	8973	100-0702-552.32-01	70.00	SCHED/TIME PARKS & REC
		1/22/2026	8986	100-0801-521.34-03	15.74	SANTA MEET EVENT POLICE
		1/22/2026	9070	100-0704-552.34-02	518.67	AOAP CONFERENCE POOL
		1/22/2026	9118	100-0601-551.30-14	120.00	WIFI HOTSPOTS LIBRARY
		1/22/2026	9132	100-0601-551.30-16	144.51	SEED PROGRAM LIBRARY
		1/22/2026	9245	100-0801-521.30-15	91.80	TOOLS/EQUIPMENT POLICE
		1/22/2026	9341	100-0801-521.30-15	(88.12)	TOOLS/EQUIPMENT RETURN POLICE
		1/22/2026	9497	100-0920-531.30-18	86.70	MERRY MIXER SENIOR CENTER
		1/22/2026	9650	100-0000-441.25-00	175.00	DANCE ENTRY PARKS & REC
	1/22/2026	9956	100-0601-551.30-16	2,390.64	SUMMER READING PROGRAM LIBRARY	
	1/22/2026	9975	100-0101-511.33-01	25.00	URBAN ALLIANCE MILEAGE MAYOR	
			<b>Total for check: 89570</b>		<b>16,308.55</b>	
ESRI	89571	1/22/2026	900169821	743-0403-513.24-04	2,210.00	ARCGIS RENEWAL
			<b>Total for check: 89571</b>		<b>2,210.00</b>	
FACTORY MOTOR PARTS CO	89572	1/22/2026	18-2335154	731-1022-541.38-03	376.27	LUBE FILTERS, BATTERIES
		1/22/2026	18-2335257	731-1022-541.38-03	17.19	LUBE FILTERS
		1/22/2026	18-2335266	731-1022-541.30-18	142.99	WINDSHIELD FLUID
		1/22/2026	18-2335948	731-1022-541.38-03	252.72	FUEL FILTERS, AIR FILTERS
		1/22/2026	18-2336401	731-1022-541.38-03	462.63	BATTERIES
		1/22/2026	18-2336471	731-1022-541.38-03	25.74	WIPER BLADES

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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
FACTORY MOTOR PARTS CO...	89572...	1/22/2026	18-Z35198	731-1022-541.38-03	(31.00)	LARGE BATTERY CORES CREDIT
		1/22/2026	50-6511740	731-1022-541.38-03	9.20	BULBS
	<b>Total for check: 89572</b>					<b>1,255.74</b>
FLOCK GROUP INC	89573	1/22/2026	INV-83498	100-0813-521.30-15	20,000.00	FLOCK SAFETY FALCON (6)
		<b>Total for check: 89573</b>				
FOX VALLEY HUMANE ASSOCIATION	89574	1/22/2026	6349	100-0806-532.25-01	376.00	OCTOBER-ANIMALS HANDLED
		<b>Total for check: 89574</b>				
MARIA FRANCO	89575	1/22/2026	REFUND	100-0000-201.08-00	18.00	PARKING PASSES-12 MONTHS REFUND
				100-0000-441.12-00	360.00	PARKING PASSES-12 MONTHS REFUND
	<b>Total for check: 89575</b>					<b>378.00</b>
GALLS LLC	89576	1/22/2026	033557116	100-0801-521.30-15	122.99	RHINO HANGER
			<b>Total for check: 89576</b>			
MICHAEL GERWE	89577	1/22/2026	WATER ST SIGN	470-1003-541.82-02	3,510.00	WATER ST SIGNAGE DEVELOP STR-2024-003 -09/25-12/25
			<b>Total for check: 89577</b>			
CHLOE HANSEN-DUNN	89578	1/22/2026	MEALS	100-0920-531.34-03	10.00	MEALS REIMBURSEMENT 10/1/25
		1/22/2026	MILEAGE	100-0702-552.33-01	7.00	WPRA REGION MEETING MILEAGE REIMBURSEMENT-C
				100-0920-531.34-01	30.80	WI SENIOR CENTER CONF. MILEAGE REIMBURSEMENT-C
<b>Total for check: 89578</b>					<b>47.80</b>	
HEART OF THE VALLEY	89579	1/22/2026	22108	100-0801-521.32-01	275.00	NEW MEMBER INVESTMENT, APPLICATION FEE
			<b>Total for check: 89579</b>			

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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
KAILA HORNER	89580	1/22/2026	40021700	100-0000-121.01-00	278.63	TAX REFUND
			<b>Total for check: 89580</b>		<b>278.63</b>	
IMPACT POWER TECHNOLOGIES LLC	89581	1/22/2026	260102	100-0801-521.30-15	610.00	RECHARABLE BATTERIES (6)(
			<b>Total for check: 89581</b>		<b>610.00</b>	
JX ENTERPRISES INC	89582	1/22/2026	24136470P	731-1022-541.38-03	215.12	SEAT BELT
			<b>Total for check: 89582</b>		<b>215.12</b>	
KLINK HYDRAULICS LLC	89583	1/22/2026	JG847	731-1022-541.38-03	3.30	MALE PIPE ADAPTER
			<b>Total for check: 89583</b>		<b>3.30</b>	
INTERSTATE BILLING SERVICES	89584	1/22/2026	X105087329:01	731-1022-541.38-03	17.63	SEALING RING
			<b>Total for check: 89584</b>		<b>17.63</b>	
KWIK TRIP INC	89585	1/22/2026	00244691	100-0801-521.38-01	211.38	FUEL-DECEMBER
			<b>Total for check: 89585</b>		<b>211.38</b>	
LANDLORD SERVICES LLC	89586	1/22/2026	35009	100-0801-521.21-06	87.00	EMPLOYMENT CREDIT REPORTS
			<b>Total for check: 89586</b>		<b>87.00</b>	
LITTLE LAKE BUTTE DES MORTS	89587	1/22/2026	LLBDM-2025-02	625-1010-541.21-06	5,000.00	LAKE BUTTE DES MORTS LAKEASSOC. CONTRIBUTION PY
			<b>Total for check: 89587</b>		<b>5,000.00</b>	
MATTHEWS TIRE INC	89588	1/22/2026	100339	731-1022-541.38-02	605.62	TIRES
		1/22/2026	100366	731-1022-541.38-02	2,091.24	TIRES
		1/22/2026	100377	731-1022-541.38-02	22.56	TIRE REPAIR
			<b>Total for check: 89588</b>		<b>2,719.42</b>	

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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
MENASHA JOINT SCHOOL DISTRICT	89589	1/22/2026	MOBILE HOME DEC	100-0000-412.00-00	5,439.14	MOBILE HOME PERMIT FEE DEC
		1/22/2026	MOBILE HOME NOV	100-0000-412.00-00	5,439.14	MOBILE HOME PERMIT FEE NOV
		1/22/2026	MOBILE-OCT ADJ	100-0000-412.00-00	97.99	MOBILE HOME PERMIT FEE OCTADJUSTMENT
	<b>Total for check: 89589</b>					<b>10,976.27</b>
MENASHA TREASURER	89590	1/22/2026	PETTY CASH	100-0903-531.30-11	17.20	CERTIFIED MAILING -HEALTH DEPT
				100-0903-531.30-18	1.31	PRIZE BAGS-HEALTH DEPT
				100-0905-531.30-18	13.24	WELLNESS LABS-SNACKS -HEALTH DEPT
	<b>Total for check: 89590</b>					<b>31.75</b>
MENASHA UTILITIES	89591	1/22/2026	5204	601-1020-543.21-02	1,620.02	DIGGER'S HOTLINE DISPATCHSERVICE 2025
				625-1010-541.21-02	1,620.02	DIGGER'S HOTLINE DISPATCHSERVICE 2025
		1/22/2026	5205	100-1003-541.30-18	12,333.47	2025 LEAD SERVICES
	<b>Total for check: 89591</b>					<b>15,573.51</b>
MORTON SAFETY	89592	1/22/2026	236508	731-1022-541.30-18	44.27	FIRST AID KIT SERVICE
			<b>Total for check: 89592</b>			
N&M AUTO SUPPLY	89593	1/22/2026	852571	731-1022-541.30-18	199.98	BLUEFUEL SWIVEL AND TILT
		1/22/2026	852855	731-1022-541.38-03	6.00	GROTE REFLECTOR (4)
	<b>Total for check: 89593</b>					<b>205.98</b>
NORTHEAST ASPHALT INC	89594	1/22/2026	PAYMENT #5	470-0703-553.82-02	67,228.46	CONTRACT 2025-03 JEFF PARK BOAT LAUNCH
			<b>Total for check: 89594</b>			
OSHKOSH FIRE & POLICE EQUIPMENT INC	89595	1/22/2026	199071	100-0801-521.30-18	1,218.00	HONOR GUARD BADGES (14)
			<b>Total for check: 89595</b>			
PACKER CITY INTL TRUCKS INC	89596	1/22/2026	X103160154:03	731-1022-541.38-03	56.64	AIR FILTER
		1/22/2026	X103160733:01	731-1022-541.38-03	374.05	OIL FILTERS, FILTER KIT

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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
PACKER CITY INTL TRUCKS INC...	89596...	1/22/2026	X103160828:01	731-1022-541.38-03	47.94	STRAP KIT, U-JOINT, DRIVE SHAFT
	<b>Total for check: 89596</b>				<b>478.63</b>	
JEFFREY PENNINGS	89597	1/22/2026	LODGING/MEALS	100-0801-521.34-03	265.48	LODGING/MEAL REIMBSMENT JANUARY 2026
	<b>Total for check: 89597</b>				<b>265.48</b>	
PLYMOUTH LUBRICANTS	89598	1/22/2026	6211753	731-1022-541.38-03	3,123.81	OIL, LUBRICANTS
	<b>Total for check: 89598</b>				<b>3,123.81</b>	
PORTER LEE CORPORATION	89599	1/22/2026	32906	743-0403-513.24-04	710.00	ANNUAL SOFTWARE SUPPORT BEAST EVIDENCE SYSTEI
		1/22/2026	32913	100-0801-521.30-18	48.50	BATTERY REPLACEMENT
	<b>Total for check: 89599</b>				<b>758.50</b>	
POWERDMS INC	89600	1/22/2026	INV-152269	100-0801-521.30-20	1,150.00	WILEAG ACCRED. STANDARDS ANNUAL SUBSCRIPTION
	<b>Total for check: 89600</b>				<b>1,150.00</b>	
QUENCH USA INC	89601	1/22/2026	INV10061466	100-0801-521.30-18	179.00	WATER FLAVORING
		1/22/2026	INV10121482	100-0801-521.30-18	99.00	WATER FLAVORING
	<b>Total for check: 89601</b>				<b>278.00</b>	
REINDERS INC	89602	1/22/2026	6087507-00	731-1022-541.38-03	367.50	WHEEL KIT (2)
	<b>Total for check: 89602</b>				<b>367.50</b>	
SPEEDY CLEAN DRAIN & SEWER INC	89603	1/22/2026	87900	601-1020-543.21-02	630.00	TV-JEFFERSON ST
	<b>Total for check: 89603</b>				<b>630.00</b>	
UNIFORM SHOPPE	89604	1/22/2026	13202	100-0801-521.19-02	75.00	SHIRT
		1/22/2026	13203	100-0801-521.19-02	169.95	JACKET
		1/22/2026	13264	100-0801-521.30-15	246.80	HONOR GUARD UNIFORM

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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
UNIFORM SHOPPE...	89604...	1/22/2026	13657	100-0801-521.19-03	21.95	BIANCHI LIGHT HOLDER
		1/22/2026	13658	100-0801-521.19-03	21.95	BIANCHI LIGHT HOLDER
	<b>Total for check: 89604</b>				<b>535.65</b>	
VORPAHL FIRE & SAFETY	89605	1/22/2026	215415142	100-0703-553.30-18	1,084.22	MECHANICS GLOVES, VESTS, RAIN SUITS
				100-1003-541.30-18	1,084.22	MECHANICS GLOVES, VESTS, RAIN SUITS
	<b>Total for check: 89605</b>				<b>2,168.44</b>	
WE ENERGIES	89606	1/22/2026	5771540962	100-0701-533.22-03	17.27	12/9/25-1/11/26-ELECTRIC NORTH ST
BAILEY WHIPPLE	89607	1/22/2026	LODGING/MEALS	100-0801-521.34-03	275.87	LODGING/MEAL REIMBSMENT JANUARY 2026
WINNEBAGO COUNTY TREASURER	89608	1/22/2026	32788	100-0203-512.21-08	30.00	RECORDING FEES-CLERK ANNUAL CORP. LIMIT FILING
				100-0304-562.21-08	75.00	RECORDING FEES-COMM DEV
					10.00	RECORDING FEES-COMM DEV
					35.00	RECORDING FEES-COMM DEV
				<b>Total for check: 89608</b>		
WIRTH + BAYNARD	89609	1/22/2026	658	733-0206-512.73-01	8,638.00	CIVIL RIGHTS CLAIM-ROTTA CLAIM #PR074820
WISCONSIN DEPT OF JUSTICE-TIME	89610	1/22/2026	455TIME-19557	100-0801-521.22-01	588.00	TIME ACCESS CHARGE & SUP.1/1/26-3/31/26
WISCONSIN POLICE LEADERSHIP FNDDN	89611	1/22/2026	15431	100-0801-521.34-02	405.00	CONFERENCE REGISTRATION PETE SAWYER

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<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>
ZANDER PRESS INC	89612	1/22/2026	117873	100-0801-521.29-01	267.50	#10 WINDOW ENVELOPE -PD
			<b>Total for check: 89612</b>		<u>267.50</u>	
					<u>217,902.87</u>	

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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
ACCURATE	89613	1/29/2026	2600500	731-1022-541.38-03	37.49	BACK-UP ALARM
		1/29/2026	2600677	731-1022-541.30-18	130.50	COTTER PINS
	<b>Total for check: 89613</b>					<b>167.99</b>
AIRGAS USA LLC	89614	1/29/2026	9168043376	731-1022-541.30-18	203.50	SHOP SUPPLIES
		1/29/2026	9168043403	731-1022-541.30-18	126.25	SHOP SUPPLIES
		1/29/2026	9168478672	731-1022-541.30-18	193.25	SHOP SUPPLIES
<b>Total for check: 89614</b>					<b>523.00</b>	
AMAZON CAPITAL SERVICES	89615	1/29/2026	13QC-WGTQ-MRV4	100-0801-521.30-10	137.16	HEADPHONES (4)
		1/29/2026	14GM-1VXG-WN9P	100-0801-521.29-04	30.52	LEVELING/ALIGNMENT KIT
		1/29/2026	14L7-X7TM-MGYV	100-0801-521.32-02	131.76	EMPLOYEE ENGAGEMENT BOOK (9)
		1/29/2026	14NW-CNH3-WYH7	100-0801-521.30-18	45.39	ENVELOPES, COTTON SWABS, SEAL TOP BAGS
		1/29/2026	1DKC-L4J4-7JKG	100-0801-521.30-15	549.00	DRONE
				824-0801-521.30-15	1,000.00	DRONE
		1/29/2026	1GGV-VGVT-R3X1	100-0801-521.30-18	12.95	WOUND MEASURING TAPE
		1/29/2026	1KN6-YGPG-39GY	100-0801-521.30-18	(45.39)	ENVELOPES, COTTON SWABS, SEAL TOP BAGS-CREDIT
		1/29/2026	1LL7-LRQN-7VK1	100-0801-521.29-04	30.93	ZIP TIES,ANKER USB CABLES
		1/29/2026	1VPT-XXL3-Y64T	824-0807-521.30-15	20.26	DOG COLLAR
<b>Total for check: 89615</b>					<b>1,912.58</b>	
APPLETON NAIL NURSE LLC	89616	1/29/2026	NAIL APPTS-JAN	100-0920-531.20-05	422.00	NAIL APPOINTMENTS-JAN
			<b>Total for check: 89616</b>			
BARR RACKING LLC	89617	1/29/2026	11261	731-1022-541.24-03	6,635.00	PALLET RACKING
			<b>Total for check: 89617</b>			
CASCADE ENGINEERING	89618	1/29/2026	261005018	100-1016-543.30-15	9,875.00	GARBAGE/RECYCLING CARTS
				266-1027-543.30-15	8,000.00	GARBAGE/RECYCLING CARTS
<b>Total for check: 89618</b>					<b>17,875.00</b>	

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JOHN CAVENAUGH	89619	1/29/2026	HOLIDAY HAYRIDE	100-0702-552.20-05	1,200.00	HOLIDAY HAYRIDE EVENT LIVE REINDEER-12/12/25
		1/29/2026	WINTER GALA	100-0702-552.20-05	1,500.00	HORSE DRAWN WAGON RIDES WINTER GALA EVENT 2/7/
	<b>Total for check: 89619</b>					<b>2,700.00</b>
CINTAS	89620	1/29/2026	4256542055	731-1022-541.20-01	187.67	MATS, UNIFORMS
		1/29/2026	4257279461	731-1022-541.20-01	187.67	RUGS, UNIFORMS
	<b>Total for check: 89620</b>					<b>375.34</b>
CLEARGOV INC	89621	1/29/2026	2025-18725	743-0403-513.24-04	26,522.50	BUDGETING / CIP SOFTWARE ANNUAL SUSCRIPTION
		<b>Total for check: 89621</b>				
COMPLETE OFFICE OF WISCONSIN	89622	1/29/2026	56848	100-0801-521.30-10	58.81	PAPER, FOLDERS, PADS
		1/29/2026	57738	731-1022-541.24-02	20.48	TAPE, SHEET PROTECTORS
		1/29/2026	60228	731-1022-541.30-10	43.49	PAPER
	<b>Total for check: 89622</b>					<b>122.78</b>
COTALITY CENTRALIZED REFUNDS	89623	1/29/2026	OVERPAY-012826	100-0000-121.01-00	3,467.15	PROPERTY TAX OVERPAYMENT
		<b>Total for check: 89623</b>				
HOLLY DREW	89624	1/29/2026	REFUND	100-0000-201.14-00	235.00	BEEHIVE FIRESIDE TRIP REFUND
		<b>Total for check: 89624</b>				
WARREN DUCAT	89625	1/29/2026	COMM ELEC EVENT	100-0301-523.34-02	150.00	PROFESSIONAL DEVELOPMENT EVENT 2/16/26
		<b>Total for check: 89625</b>				
CHRISTY DUNSMOOR	89626	1/29/2026	WINTER GALA	100-0702-552.20-05	300.00	ICE SCULPTURE CARVER WINTER GALA EVENT-2/7/26
		<b>Total for check: 89626</b>				

## AP Check Register

### Check Date: 1/29/2026

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
CARLA FERREL LEON	89627	1/29/2026	RENTAL DEP REFD	100-0000-201.11-00	100.00	RENTAL SECURITY DEPOSIT REFUND
			<b>Total for check: 89627</b>		<b>100.00</b>	
FOX VALLEY HUMANE ASSOCIATION	89628	1/29/2026	6378	100-0806-532.25-01	460.00	NOVEMBER-ANIMALS HANDLED
			<b>Total for check: 89628</b>		<b>460.00</b>	
FOX VALLEY TECHNICAL COLLEGE	89629	1/29/2026	SPINV031677	100-0801-521.19-03	100.00	NEW RECRUIT-COURSE FEE
			<b>Total for check: 89629</b>		<b>100.00</b>	
KELLY GENNRICH	89630	1/29/2026	MEALS	100-0801-521.34-03	50.61	DT INSTRUCTOR TRAINING MEAL REIMBURSEMENT-JAN
			<b>Total for check: 89630</b>		<b>50.61</b>	
HALLMAN LINDSAY	89631	1/29/2026	M0145205	100-0703-553.24-03	50.06	TAPE, PLASTIC
		1/29/2026	M0145211	470-0801-521.82-01	3,037.63	EPOXY FLOOR-PD PPF-2026-002
			<b>Total for check: 89631</b>		<b>3,087.69</b>	
ANGELA HANCHEK	89632	1/29/2026	REIMBURSEMENT	100-0801-521.34-03	28.37	FOOD REIMBURSEMENT
			<b>Total for check: 89632</b>		<b>28.37</b>	
IDEMIA IDENTITY & SECURITY USA LLC	89633	1/29/2026	186447	100-0801-521.30-12	4,550.00	FINGERPRINT SCANNER, PROTECTIVE CASE, WARRANT
			<b>Total for check: 89633</b>		<b>4,550.00</b>	
JX ENTERPRISES INC	89634	1/29/2026	24136650P	731-1022-541.38-03	136.65	STRAP-DOOR CHECK
		1/29/2026	24136696P	731-1022-541.38-03	87.86	VALVE-RELAY
		1/29/2026	24136736P	731-1022-541.38-03	511.99	REGULATOR-WINDOW CABLE
		1/29/2026	24136775P	731-1022-541.38-03	9.44	CAP-OIL FILL TUBE
			<b>Total for check: 89634</b>		<b>745.94</b>	

## AP Check Register

### Check Date: 1/29/2026

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
KLINK HYDRAULICS LLC	89635	1/29/2026	TV1638	731-1022-541.38-03	25.85	QUICK COUPLE NIPPLE
			<b>Total for check: 89635</b>			<b>25.85</b>
LITTLE FALLS MACHINE INC	89636	1/29/2026	375701	731-1022-541.38-03	497.41	PIVOT SHAFT (2), PARTS
			<b>Total for check: 89636</b>			<b>497.41</b>
LIVING WATERS CHEMISTRY	89637	1/29/2026	1558	100-0801-521.24-03	306.00	CHEMICALS, TESTING-PD
			<b>Total for check: 89637</b>			<b>306.00</b>
LYCON INC	89638	1/29/2026	1173565-IN	625-1010-541.30-18	203.00	CONCRETE
			<b>Total for check: 89638</b>			<b>203.00</b>
MENARDS-APPLETON EAST	89639	1/29/2026	88430	470-0703-553.80-05	1,419.38	6X6 MATERIAL-TRESTLE TRL PR-2025-012
			88674	731-1022-541.30-18	205.45	STEP LADDER, SHOP SUPPLY
			88727	470-0703-553.80-05	40.76	ROUTER BITS PR-2026-006
			88737	100-0703-553.30-18	125.98	HEAVY DUTY TARP
			88792	100-1009-541.30-15	429.30	LUMBER FORMS
			88808	470-0703-553.80-05	3,493.50	6X6 MATERIAL-TRESTLE TRL
			<b>Total for check: 89639</b>			<b>5,714.37</b>
MENASHA TREASURER	89640	1/29/2026	DRIVER TIP	100-0000-201.14-00	1,272.00	SAVANNAH BUS TRIP DRIVER TIP=\$24 X 53 PPL
					159.00	SAVANNAH BUS TRIP GUIDED TROLLEY TOUR-TIP
					159.00	SAVANNAH BUS TRIP ST SIMONS IS. TOUR-TIP
					159.00	SAVANNAH BUS TRIP JEKYLL IS. TOUR-TIP
					84.00	BEEHIVE-2/1/26 DRIVER TIP
			<b>Total for check: 89640</b>			<b>1,833.00</b>
MORTON SAFETY	89641	1/29/2026	236611	731-1022-541.30-18	308.04	PROTECTIVE EYEWEAR
		1/29/2026	236638	100-0703-553.30-18	117.45	EAR PLUGS (6)

## AP Check Register

### Check Date: 1/29/2026

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
MORTON SAFETY...	89641...	1/29/2026...	236638...	100-1003-541.30-18	117.45	EAR PLUGS (6)
			<b>Total for check: 89641</b>		<b>542.94</b>	
N&M AUTO SUPPLY	89642	1/29/2026	853380	731-1022-541.30-18	16.08	5 MINUTE EPOXY
		1/29/2026	853615	731-1022-541.38-03	46.65	CABIN AIR FILTER, AC ODOR OUT
			<b>Total for check: 89642</b>		<b>62.73</b>	
NEENAH MAIN AUTO BODY INC	89643	1/29/2026	26-4920	100-0801-521.29-04	94.50	TOWING CHARGE
			<b>Total for check: 89643</b>		<b>94.50</b>	
CITY OF NEENAH	89644	1/29/2026	FIRE/RESCUE	100-0501-522.25-01	356,833.00	FIRE/RESCUE SERVICES -FEBRUARY
			<b>Total for check: 89644</b>		<b>356,833.00</b>	
JEFF OLSON	89645	1/29/2026	WINTER GALA	100-0702-552.20-05	300.00	ICE SCULPTURE CARVER WINTER GALA EVENT 2/7/26
			<b>Total for check: 89645</b>		<b>300.00</b>	
PACKER CITY INTL TRUCKS INC	89646	1/29/2026	X103161026:01	731-1022-541.38-03	457.98	ENGINE COOLANT,ANTIFREEZ
			<b>Total for check: 89646</b>		<b>457.98</b>	
PEST BADGER	89647	1/29/2026	468253	100-0703-553.20-06	34.20	LAWN APPLICATION MILL ST
		1/29/2026	468276	100-0703-553.20-06	46.38	LAWN APPLICATION CURTIS REED SQUARE
			<b>Total for check: 89647</b>		<b>80.58</b>	
QUENCH USA INC	89648	1/29/2026	INV10127291	100-0801-521.30-18	99.00	WATER FLAVORING
			<b>Total for check: 89648</b>		<b>99.00</b>	
R.N.O.W. INC	89649	1/29/2026	2026-78106	731-1022-541.38-03	396.55	DUMP VALVE SLEEVE
			<b>Total for check: 89649</b>		<b>396.55</b>	

## AP Check Register

### Check Date: 1/29/2026

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
DANIEL RIVERA-GOMEZ	89650	1/29/2026	RENTAL DEP REFD	100-0000-201.11-00	100.00	RENTAL SECURITY DEPOSIT REFUND
			<b>Total for check: 89650</b>		<b>100.00</b>	
SANOFI PASTEUR INC	89651	1/29/2026	7144782451	100-0903-531.30-18	244.51	VACCINE
			<b>Total for check: 89651</b>		<b>244.51</b>	
SECURITAS TECHNOLOGY CORPORATION	89652	1/29/2026	6005435821	100-0601-551.24-03	74.61	MONITORING & MAINT SVCS 1/1/26-3/31/26
			<b>Total for check: 89652</b>		<b>74.61</b>	
STERICYCLE INC	89653	1/29/2026	8013177273	100-0801-521.21-05	15.66	STERI-SAFE BUDGET SUBSCRIPTION-FEB 2026
			<b>Total for check: 89653</b>		<b>15.66</b>	
TEDDER INDUSTRIES LLC	89654	1/29/2026	INV87505	100-0801-521.19-03	365.18	POLICE HOLSERS (2)
			<b>Total for check: 89654</b>		<b>365.18</b>	
THEDACARE AT WORK	89655	1/29/2026	376333	100-0202-512.21-06	322.00	DOT POOL ANNUAL MEMB. 2026-50 EMP
		1/29/2026	376768	100-0202-512.21-05	168.00	EMPLOYEE SCREENINGS -DS CRL DOT BUNDLED
		1/29/2026	376904	100-0202-512.21-05	68.00	EMPLOYEE SCREENING
		1/29/2026	376958	100-0202-512.21-05	84.00	EMPLOYEE SCREENING -DS CRL DOT BUNDLED
			<b>Total for check: 89655</b>		<b>642.00</b>	
TRUCK EQUIPMENT INC	89656	1/29/2026	1181496-00	731-1022-541.38-03	150.00	TEIZ, PARTS
			<b>Total for check: 89656</b>		<b>150.00</b>	
TUNDRA STONE PRECAST LLC	89657	1/29/2026	572	625-1010-541.30-18	933.50	PRE-CAST SUPPLIES -RECTANGULAR RISERS
			<b>Total for check: 89657</b>		<b>933.50</b>	
UNIFORM SHOPPE	89658	1/29/2026	11350	100-0801-521.19-03	909.95	BULLET PROOF VEST
		1/29/2026	11351	100-0801-521.19-03	909.95	BULLET PROOF VEST

## AP Check Register

### Check Date: 1/29/2026

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
UNIFORM SHOPPE...	89658...	1/29/2026	11379	100-0801-521.19-03	907.95	BULLET PROOF VEST
		1/29/2026	11380	100-0801-521.19-03	907.95	BULLET PROOF VEST
		1/29/2026	11381	100-0801-521.19-03	958.00	BULLET PROOF VEST
		1/29/2026	12809	100-0801-521.19-02	98.95	TROUSERS, UNF ALTERATIONS
		1/29/2026	13001	100-0801-521.19-02	315.95	GUARDIAN CARRIER
		1/29/2026	13239	100-0801-521.19-03	950.00	BULLET PROOF VEST
		1/29/2026	13446	100-0801-521.19-02	111.90	SHIRTS, TROUSERS
<b>Total for check: 89658</b>					<b>6,070.60</b>	
VIQ SOLUTIONS INC	89659	1/29/2026	VIQU9558	100-0801-521.21-05	105.82	TRANSCRIPTION-1/14/26
<b>Total for check: 89659</b>					<b>105.82</b>	
VORTEX OPTICS	89660	1/29/2026	2495374	100-0801-521.19-03	539.98	RED DOT SIGHTS (4)
				100-0801-521.30-15	539.98	RED DOT SIGHTS (4)
<b>Total for check: 89660</b>					<b>1,079.96</b>	
GARRET WENDLANDT	89661	1/29/2026	WINTER GALA	100-0702-552.20-05	350.00	ICE SCULPTURE CARVER WINTER GALA EVENT-2/7/26
<b>Total for check: 89661</b>					<b>350.00</b>	
WISCO OIL LLC	89662	1/29/2026	20519	100-0000-131.00-00	6,962.32	FUEL
<b>Total for check: 89662</b>					<b>6,962.32</b>	
WISCONSIN DEPT OF JUSTICE	89663	1/29/2026	L7101T	100-0801-521.21-06	112.00	TIME TRANSACTIONS -DECEMBER
<b>Total for check: 89663</b>					<b>112.00</b>	
1ST AYD CORPORATION	89664	1/29/2026	PSI843745	731-1022-541.30-18	125.11	SHOP SUPPLIES
<b>Total for check: 89664</b>					<b>125.11</b>	
					<b>455,309.13</b>	



## MEMORANDUM

To: Common Council

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

Date: January 28, 2026

RE: Amendment No. 1 to the Contract Between the City of Menasha and JT Engineering for the High Cliff Connection: Woodlands West Trail

Over the past couple of years, City of Menasha staff have collaborated with the Village of Harrison and the Village of Sherwood to evaluate potential trail routes outlined in the High Cliff Connection Master Plan. The feasibility study, completed and approved in March 2025 by the Park Board and Common Council, considered key factors such as safety, environmental and utility impacts, design and construction costs, public input, real estate needs, and connectivity. Following the study's findings, the trail is recommended to be located along the north side of Hwy 10/114 between Oneida St. and Lake Park Rd.

The first segment that has moved into design and engineering is the Woodlands West segment, which will extend from Kernan Avenue to the existing trail by the Harrison Utilities Building, ultimately connecting to Lake Park Road.

As we progress with design and engineering, the detailed wetland survey indicates a larger wetland reach than originally anticipated. With the original design, this would then necessitate a large amount of boardwalk which in turn would be cost prohibitive. Further discussions with the consultant prompted investigation to confirm that the majority of the existing wetlands would qualify as "artificial wetlands," thus reducing the impacts greatly.

The proposed amendment is 1) to complete and submit for DNR & Army Corp permitting approval for a formal "artificial wetland" report and permit and 2) based on redesign due to removing boardwalk, re-evaluate drainage and modify design to replace the boardwalk with asphalt trail, thus also necessitating additional grading and plan modifications.

As a reminder, 100% of the Woodlands West trail design costs are being funded by the Community Foundation for the Fox Valley Region as part of the larger High Cliff Connection project.

### Recommendation

Staff recommends approval of Amendment No. 1 to the contract between the City of Menasha and JT Engineering for the High Cliff Connection: Woodlands West Trail.

**AMENDMENT NO.1 TO THE CONTRACT**  
 BETWEEN OUTAGAMIE COUNTY HIGHWAY DEPARTMENT (OWNER)  
 AND JT ENGINEERING, INC (CONSULTANT) FOR

HIGH CLIFF CONNECTION  
 WOODLANDS WEST TRAIL  
 NON-HWY  
 CALUMET COUNTY

The contract made and entered into by and between the City of Menasha and JT Engineering, Inc, dated August 19, 2025 is hereby amended as set forth on the following pages.

The primary reason(s) for this amendment:

*The addition of preparation and submittal of a jurisdictional determination and DNR exemption for the wetlands within the project area. Additionally, time was added to revise the current design (both trail and drainage) based on the change in wetlands/impacts. The additional effort for the added design, as requested by the OWNER will be completed as described in the attached Scope of Services Commentary.*

As part of this amendment, the parties agree to the following changes:

For all Basic Services, the OWNER agrees to compensate CONSULTANT as follows:

*For design services actual costs to the CONSULTANT up to \$91,462.99 (an increase of \$7,242.21), plus a fixed fee of \$7,495.12 (an increase of \$599.57), not to exceed \$98,958.11 (an increase of \$7,841.78).*

For geotechnical investigation contracted to ECS Midwest, LLC, the CONSULTANT’S actual cost to ECS Midwest, LLC not to exceed \$7,450.50 (no change).

For wetland delineation and wetland exemption request contracted to Davel Engineering & Environmental, Inc a lump sum of \$5,865.00 (an increase of \$1,800.00).

For real estate title searches subcontracted to Bay Title & Abstract, Inc., the CONSULTANT’s actual cost to Bay Title & Abstract, Inc. not to exceed \$7,500.00(no change) for units delivered based on the rates in the table below.

Item Description	Quantity	Unit Type	Unit Cost Rate	Totals
Title Searches	15	Each	\$425.00	\$6,375.00
Title Search Updates	15	Each	\$75.00	\$1,125.00

Compensation for all SERVICES provided by the CONSULTANT under the terms of the CONTRACT shall be for an amount not to exceed \$119,773.61 (an increase of \$9,641.78).

**Execution Authority** This Contract is a valid and authorized undertaking of the City of Menasha and CONSULTANT. The representatives of the OWNER and CONSULTANT who have signed below have been authorized to do so. In witness whereof, the parties hereto have caused this amendment to be executed and approved on the date signed by their authorized officers or representatives.

**JT Engineering, Inc.**

**City of Menasha**

By: \_\_\_\_\_  
Brian Chlopek, PE  
Vice President

By: \_\_\_\_\_  
Megan Sackett  
Director of Parks, Recreation and  
Forestry

Date: \_\_\_\_\_

Date \_\_\_\_\_

**AMENDMENT NO.1 TO THE CONTRACT**

**SCOPE OF SERVICES COMMENTARY**

HIGH CLIFF CONNECTION  
WOODLANDS WEST TRAIL  
NON-HWY  
CALUMET COUNTY

**Amend the original scope of services commentary to add the following:**

*Amend section A to include the following:*

- (4) Amendment #1 includes revisions to the initial design to realign the trail to be as far away from the existing roadway as possible while maintaining necessary clearance requirements for the trail. Additional revisions are also included for approximately 10% of the trail to reflect the results of the wetland exemption.

*Amend section VI. C. (2) to include the following:*

- (b) The CONSULTANT shall complete and submit the following to request a Wetland Exemption for wetlands within the limits of the PROJECT:
- (i) USACE Jurisdictional Determination
  - (ii) WDNR Artificial Wetland Exemption Request
- (c) The Artificial Wetland Exemption will cover non-Federal wetlands only.

*Replace the schedule in section N (2) with the following:*

<b>Report Title</b>	<b>Date</b>
Survey Complete	10/15/25
OPM/Kick-off Meeting	11/3/25
30% Plans, Preliminary Structure Plans & Estimate	2/13/26
30% Plan Review Meeting	2/27/26
Wetland Exemption Complete	5/1/26
60% Plans & Estimate	5/15/26
Final Structure Plan Submittal	6/15/26
80% Plan Review Meeting	7/1/26
Permit Applications Submittal	8/1/26
Permit Approval	10/1/26
Draft PS&E	10/1/26
Final PS&E	11/13/26
Pre-Construction Meeting	2/1/27

**CONSULTANT CONTRACT TOTAL FEE COMPUTATION**  
**JT Engineering**

**High Cliff Connection**  
**Woodlands West Segment**  
**Calumet County**  
**Amendment #1**

Project ID	Amendment #1	Original Contract			TOTALS
Number of Staff Hours	63	704			767
Total Direct Labor	\$2,907.00	\$33,432.97			\$36,339.97
Total Indirect Costs	\$4,335.21	\$50,206.31			\$54,541.52
Fixed Fee Amount	\$599.57	\$6,895.55			\$7,495.12
Direct Expenses	\$0.00	\$581.50			\$581.50
<b>Subtotal</b>	<b>\$7,841.78</b>	<b>\$91,116.33</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$98,958.11</b>
ECS		\$7,450.50			\$7,450.50
Davel	\$1,800.00	\$4,065.00			\$5,865.00
Bay Title		\$7,500.00			\$7,500.00
<b>Subcontract Subtotal</b>	<b>\$1,800.00</b>	<b>\$19,015.50</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$20,815.50</b>
<b>TOTAL COST</b>	<b>\$9,641.78</b>	<b>\$110,131.83</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$119,773.61</b>

Indirect Cost Rate (%) 149.13%

Fixed Fee (%) 8.25%

**Consultant Individual Direct Labor Rates**  
**JT Engineering**

**High Cliff Connection**  
**Woodlands West Segment**  
**Calumet County**  
**Amendment #1**

Employee Name / ID Number	Classification	Current Rate	Rate of Pay After October 2026 (+2.2%)	Rate of Pay After October 2027 (+2.2%)	% of Work At Current Rate	% Work After October 2026	% Work After October 2027	TOTAL %	FINAL Weighted Average Hourly Rate
48	Project Manager	\$ 84.50	\$ 86.36	\$ 88.26	100%	0%	0%	100%	\$ 84.50
129	Lead Designer	\$ 55.10	\$ 56.31	\$ 57.55	100%	0%	0%	100%	\$ 55.10
138	Project Engineer	\$ 44.00	\$ 44.97	\$ 45.96	100%	0%	0%	100%	\$ 44.00
99	Drainage Engineer	\$ 51.70	\$ 52.84	\$ 54.00	100%	0%	0%	100%	\$ 51.70
94	Sr Design Technician	\$ 48.60	\$ 49.67	\$ 50.76	100%	0%	0%	100%	\$ 48.60
216	Engineer Technician	\$ 30.30	\$ 30.97	\$ 31.65	100%	0%	0%	100%	\$ 30.30
Blended	Accountant	\$ 39.95	\$ 40.83	\$ 41.73	100%	0%	0%	100%	\$ 39.95

**Contract Completion Date: 12/31/2026**

Escalation Factor = 2.2%

**Summary of Staff Hours and Direct Labor Costs**  
**JT Engineering**

**High Cliff Connection**  
**Woodlands West Segment**  
**Calumet County**  
**Amendment #1**

		Project Manager		Project Engineer		Drainage Engineer		Sr Design Technician		Lead Designer		Engineer Technician		Accountant			
		\$84.50		\$44.00		\$51.70		\$48.60		\$55.10		\$30.30		\$39.95		<b>Total Direct Labor</b>	
Task	Activity Code	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars
Manage Project Scope and Schedule	887	1.0	\$ 84.50											2.0	\$ 79.90	3.0	\$ 164.40
Design Drainage	778	1.0	\$ 84.50	18.0	\$ 792.00	10.0	\$ 517.00									29.0	\$ 1,393.50
Design Geometrics and Details	776	1.0	\$ 84.50	21.0	\$ 924.00			1.0	\$ 48.60	2.0	\$ 110.20	6.0	\$ 181.80			31.0	\$ 1,349.10
																0.0	\$ -
																0.0	\$ -
		3.0	\$ 253.50	39.0	\$ 1,716.00	10.0	\$ 517.00	1.0	\$ 48.60	2.0	\$ 110.20	6.0	\$ 181.80	2.0	\$ 79.90	63.0	\$ 2,907.00

## Fee Computation Summary by Engineering Task

### JT Engineering

High Cliff Connection

Woodlands West Segment

Calumet County

Amendment #1

Task	Activity Code	Direct Labor Costs	Overhead Costs	Fixed Fee Amount	Direct Expenses	Totals
Manage Project Scope and Schedule	887	\$164.40	\$245.17	\$33.91	\$0.00	\$443.48
Design Drainage	778	\$1,393.50	\$2,078.13	\$287.41	\$0.00	\$3,759.04
Design Geometrics and Details	776	\$1,349.10	\$2,011.91	\$278.25	\$0.00	\$3,639.26
						\$0.00
		\$2,907.00	\$4,335.21	\$599.57	\$0.00	\$7,841.78

Fixed Fee 8.25%

Overhead Rate 149.13%



## MEMORANDUM

DATE February 2, 2026  
TO Common Council  
FROM Jennifer Sassman, Finance Director  
RE R-4-26, A Resolution Approving a 2026 General Fund Budget Adjustment for the Purpose of Funding an Organizational Structure Assessment and Future Needs Analysis for Neenah-Menasha Fire Rescue

The attached resolution has been recommended by the Neenah-Menasha Fire Rescue Joint Finance & Personnel Committee at the January 20, 2026, meeting.

This resolution is to amend the 2026 operating budget for the purpose of engaging in an Organizational Structure Assessment and Future Needs Analysis for Neenah-Menasha Fire Rescue. The City of Menasha is responsible for 39.18% of the 2026 budget, therefore Menasha would be responsible for \$13,125.30 of the total budget adjustment.

This resolution would increase the Neenah-Menasha Joint Fire Rescue general operating budget by an amount not to exceed \$13,125.30. This adjustment would be funded by General Fund Reserves, if need be, at year-end.

### Recommendation

Staff and the Neenah-Menasha Fire Rescue Joint Finance & Personnel Committee are requesting Common Council approval of the following resolution:

Resolution R-4-26, A Resolution Approving a 2026 General Fund Budget Adjustment for the Purpose of Funding an Organizational Structure Assessment and Future Needs Analysis for Neenah-Menasha Fire Rescue



**RESOLUTION R-4-26**

A RESOLUTION APPROVING A 2026 GENERAL FUND BUDGET ADJUSTMENT, FOR THE PURPOSE OF FUNDING AN ORGANIZATIONAL STRUCTURE ASSESSMENT AND FUTURE NEEDS ANALYSIS FOR NEENAH-MENASHA FIRE RESCUE

INTRODUCED BY: Alderman Grade

**WHEREAS**, the City of Menasha Common Council adopted the 2026 General Fund Budget with all known expenditures at the time of the budget adoption on December 1, 2025; and,

**WHEREAS**, the Neenah-Menasha Fire Rescue has determined it necessary to engage in an Organizational Structure Assessment and Future Needs Analysis; and,

**WHEREAS**, the City of Menasha is responsible for 39.18% of the 2026 Neenah-Menasha Fire Rescue operating budget and is therefore responsible for that same portion of the total budget adjustment.

**NOW, THEREFORE, BE IT RESOLVED**, by the Mayor and Common Council to amend the 2026 General Fund Budget to increase the Neenah-Menasha Fire Rescue budget by \$13,125.30 for the purpose of engaging in an Organizational Structural Assessment and Future Needs Analysis.

Adopted this 2nd day of February 2026.

Recommended by: _____
Motion/Second: _____
Pass/Fail: _____
Requires: _____ Majority Vote _____ 2/3 Vote

\_\_\_\_\_  
Austin Hammond, Mayor

ATTEST:  
  
\_\_\_\_\_  
Kaija Snyder, City Clerk



**RESOLUTION R-5-26**

**A RESOLUTION APPROVING A 2026 GENERAL FUND BUDGET ADJUSTMENT, FOR THE PURPOSE OF SETTling A CLAIM AGAINST THE CITY (2019 INTERIM AGREEMENT REGARDING PUBLIC FIRE PROTECTION CHARGES)**

INTRODUCED BY: Mayor Hammond

**WHEREAS**, the City of Menasha Common Council adopted the 2026 General Fund Budget with all known expenditures at the time of the budget adoption on December 1, 2025; and,

**WHEREAS**, the City of Menasha has approved a Settlement Agreement by and between the City of Menasha and the Village of Harrison (concerning the Village of Harrison Claim Against the City for the 2019 Interim Agreement regarding the 2019 Public Fire Protection Charges; and,

**WHEREAS**, per the agreement, the City of Menasha is agreeing to pay the Village of Harrison a Settlement Amount of \$72,749.30 within thirty (30) days of the execution of the Agreement.

**NOW, THEREFORE, BE IT RESOLVED**, by the Mayor and Common Council to amend the 2026 General Fund Budget to increase the Fire Protection-Claims budget line by \$72,749.30 for the purpose of settling a claim with the Village of Harrison for the payment of the 2019 Public Fire Protection Charges.

Adopted this 2nd day of February 2026.

Recommended by: _____
Motion/Second: _____
Pass/Fail: _____
Requires: _____ Majority Vote _____ 2/3 Vote

\_\_\_\_\_  
Austin Hammond, Mayor

ATTEST:  
  
\_\_\_\_\_  
Kaija Snyder, City Clerk

Dear Mayor Hammond,

I wish to share how excited I am to have the opportunity to represent the city of Menasha as the HWR Citizen Member. My wife, two boys (12 & 14) and I have enjoyed HWR so often since moving here almost 11 years ago. HWR is always a place we go to play and run and watch wildlife. My 14 year old has taken part in the volunteer conservation crew and working projects with younger children. My 12 year old has a ceramic tile on the Prairie Purple Cornflower that he is so proud to visit every time! Not long ago we had a lemonade stand for Smith Park PorchFest and the boys decided to donate all proceeds to the Reserve....it is truly a place our family is so grateful to have and support in Menasha.

As the HWR Citizen Member I look forward to continued celebration of this wonderful space as well as representation for all citizens of Menasha to ensure HWR continues to be a place for all to enjoy.

Sincerely,

Jake Anderson

Austin,

I have accepted an offer to purchase on my home here in Menasha and had my offer to purchase a property to start my vineyard and next phase of my life and will be moving out of Menasha at the end of November. With that I do resign from the Sustainability Committee and redevelopment authority of Menasha effective the end of November. I hope that in my last meeting with each group I can put a strong finish on the work I have enjoyed doing for the city and have a final goodbye with those I have served with. Sustainability was my first public service appointment for Menasha, and we have done some great things, and I learned a lot both from current and past members about serving the community and being a committee member while working towards a more sustainable future. The redevelopment authority was an important way to connect a big part of myself in education, passion and profession with serving to better the city through creating new and better the existing built environment and having a little fun doing it too. I look forward to seeing the sale of a property to bring more development to the city with new housing and also continue supporting the work of Habitat for Humanity and Heckrodt Wildlife to preserve a house and expand the preserve by moving housing into the city while creating new greenspace in our neighboring community and voting "arr" one last time.

Kyle J Coenen

Dear Mayor Hammond,

I hope this email finds you well.

I am writing to formally resign from my position on the Menasha Housing Authority, effective February 23rd. This decision stems from the recent partnership between the Menasha Housing Authority and Habitat for Humanity Greater Fox Cities, where I currently serve on the boards of both organizations.

To avoid any potential conflict of interest, I believe it is in the best interest of the Authority and the Menasha community for me to step down.

That said, I remain deeply committed to serving the Menasha community and would be especially interested in being considered for a community position on the Menasha Redevelopment Authority, should an opportunity become available.

Thank you for the opportunity to serve on the Menasha Housing Authority board. It has been an honor to contribute to efforts that promote quality, affordable housing in our city.

To Dr. Haase, I appreciate your leadership and the collaborative work of this Authority. Thank you for being an excellent chair for this organization.

Best regards,

Isaac Geffers

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To Dr. Haase, I appreciate your leadership and the collaborative work of this Authority. Thank you for being an excellent chair for this organization.

Best regards,

Isaac Geffers



## MEMORANDUM

DATE January 26, 2026  
TO Common Council  
FROM Margaret Struve, City Attorney   
RE Proposed Settlement Agreement on Village of Harrison's Claim Against the City  
(2019 Interim Agreement Regarding Fire Protection Charges)

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Enclosed for your review is a proposed Settlement Agreement ("Agreement") in response to the Village of Harrison's recent Claim Against the City for the 2019 Interim Agreement regarding the 2019 Public Fire Protection Charges. The proposed Agreement, along with its attached and incorporated Exhibit A, provides that the City would agree to pay the Village of Harrison a Settlement Amount of \$72,749.30 within thirty (30) days of the execution of the Agreement. In addition to the payment, the City and the Village of Harrison would agree to a mutual release regarding the 2020 public fire protection charges.

Finance Director Sassman recommends the payment will be made from the General Fund reserves, specifically, from a Fire Protection- Claims Settlement account.

This payment was neither anticipated nor included in the 2026 Budget. Therefore, the below recommended motion contains language for the Settlement Agreement to be approved contingent upon the (two-thirds vote) approval of Resolution R-5-26.

**Recommended Motion:** To approve the Settlement Agreement by and between the City of Menasha and the Village of Harrison (concerning Village of Harrison Claim Against the City Re: 2019 Interim Agreement), contingent upon approval of R-5-26.

## SETTLEMENT AGREEMENT

This Settlement Agreement (the "Agreement") is entered into as of this \_\_\_\_ day of \_\_\_\_\_, 2026, by and between the Village of Harrison, a Wisconsin Village and Municipal Corporation with its primary address at W5298 State Road 114, Harrison, WI 54952 (the "Village"), and the City of Menasha, a Wisconsin Municipal Corporation with its primary address at 100 Main Street, Suite 200, Menasha, WI 54952 (the "City"). The Village and the City are collectively referred to herein as the "Parties."

**WHEREAS**, the Village has issued a Notice of Injury and Notice of Claim to the City pursuant to Wis. Stat. § 893.80(1d)(a), a true and accurate copy of which is attached hereto as **Exhibit A**, and incorporated herein by reference; and

**WHEREAS**, the Parties now desire to resolve all claims and disputes related to the Notice of Injury and Notice of Claim, as well as any claims related to fire protection fees for the year 2020, without further litigation or dispute.

**NOW, THEREFORE**, in consideration of the mutual covenants and promises contained herein, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

1. **Payment by the City.** The City agrees to pay the Village the total sum of \$72,749.30 (the "Settlement Amount") in full and final settlement of all claims related to the Notice of Injury and Notice of Claim, as well as any claims related to fire protection fees for the year 2020. Payment shall be made by the City to the Village within thirty (30) days of the execution of this Agreement.

2. **Mutual Release.**

a. The Village, on behalf of itself, its officers, employees, agents, successors, and assigns, hereby releases and forever discharges the City, its officers, employees, agents, successors, and assigns, from any and all claims, demands, actions, causes of action, liabilities, damages, and expenses of any kind, whether known or unknown, arising out of or related to the Notice of Injury and Notice of Claim (Exhibit A), as well as any claims related to fire protection fees for the year 2020.

b. The City, on behalf of itself, its officers, employees, agents, successors, and assigns, hereby releases and forever discharges the Village, its officers, employees, agents, successors, and assigns, from any and all claims, demands, actions, causes of action, liabilities, damages, and expenses of any kind, whether known or unknown, arising out of or related to the Notice of Injury and Notice of Claim (Exhibit A), as well as any claims related to fire protection fees for the year 2020.

**3. No Admission of Liability.** This Agreement is entered into solely for the purpose of resolving disputed claims and shall not be construed as an admission of liability or wrongdoing by either Party.

**4. Entire Agreement.** This Agreement constitutes the entire agreement between the Parties with respect to the subject matter hereof and supersedes all prior negotiations, understandings, and agreements, whether written or oral.

**5. Governing Law.** This Agreement shall be governed by and construed in accordance with the laws of the State of Wisconsin.

**6. Counterparts.** This Agreement may be executed in counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

*[Signature page follows]*

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the date first written above.

VILLAGE OF HARRISON

By: Scott Handschke  
Scott Handschke, Village President

Date: 1/27/2026

Attest: Meghan Winkler  
Meghan Winkler, Village Clerk

Date: 1/27/2026

CITY OF MENASHA

By: \_\_\_\_\_  
Austin Hammond, Mayor

Date: \_\_\_\_\_

Attest: \_\_\_\_\_  
Kaija Snyder, City Clerk

Date: \_\_\_\_\_

# EXHIBIT A

## 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.



Rec'd of TWP 5/29/19

VILLAGE OF HARRISON dba  
HARRISON UTILITIES  
and  
CITY OF MENASHA



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

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

Executed this 2<sup>nd</sup> day of May, 2019.

Village of Harrison by

City of Menasha by  
DONALD MERKLES

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

NOTICE OF CLAIM

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

**VILLAGE OF HARRISON**



Attorney Andrew J. Rossmeyssl  
Attorney for Village of Harrison



 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

