

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, June 1, 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**

1. Proposed Rezoning of Property Located at 1173 Province Terrace (Parcel No. 7-00001-10) from C-3 Business and Office District to R-2A Multi-Family, Zero Lot Line Residence District

**E. Public Comments on Any Matter of Concern to the City**

(5 minute time limit for each person)

**F. Report of Department Officers/Department Heads/Staff/Consultants**

Clerk Snyder - the following minutes and communications have been received and placed on file:

1. Presentations:
2. Minutes to Receive:
  - a. Administration Committee, 5/18/26
  - b. Board of Public Works, 5/18/26
  - c. Personnel Committee, 5/18/26
  - d. Neenah-Menasha Sewerage Commission, 4/28/26
  - e. Police Commission, 3/19/26
  - f. Special Police Commission, 3/23/26, 3/24/26, 4/1/26, 4/21/26
  - g. Plan Commission, 5/5/26
3. Communications:
  - a. Fourth Quarter 2025 Financial Update
  - b. Police Week Recognition and Awards
  - c. Municipal Staff PSA - Mowing

**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, 5/18/26
2. Administration Committee, 5/18/26, Recommends Approval of:
  - a. Recommend to Award – Post-Crescent Media (*The Post-Crescent*) as the Official City Newspaper of the City of Menasha for the 2026-2027 term
3. Board of Public Works, 5/18/26, Recommends Approval of:
  - a. Recommend to Award — Contract Unit No. 2026-05; Asphaltic Concrete Pavement Crack Sealing Various City Streets; Fahrner Asphalt Sealers, LLC; \$44,321.00
  - b. Recommend to Award — Contract Unit No. 2026-06; Asphaltic Concrete Pavement Chip Sealing Various City Streets; Fahrner Asphalt Sealers, LLC; \$55,716.00
  - c. Payment — Northeast Asphalt, Inc; Contract No. 2025-03; Jefferson Park Boat Launch;\$129,383.71 (Payment No. 7)
4. Personnel Committee, 5/18/26, Recommends Approval of:
  - a. Recommended Change to Employee Safety Manual - Policy for Respiratory Protection - Sewer Crew
5. Special Board of Public Works, 6/1/26, Recommends Approval of:
  - a. Fourth Amendment to Ground Site Lease Agreement between City of Menasha and AT&T Mobility Corporation

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

### **I. Action Items**

1. Alcohol License Renewal Applications for the 2026-2027 Licensing Term (July 1, 2026 – June 30, 2027)
2. Outdoor Alcoholic Beverage Service Permit Applications for the 2026-2027 Licensing Term (July 1, 2026 – June 30, 2027)
3. Outdoor Street Service Permit Renewal Applications for the 2026 Licensing Term (June 2, 2026 — November 30, 2026)
4. Temporary Expansion of Licensed Premises Permit Application – Wilzke’s Pub (528 Milwaukee Street, Menasha), September 19, 2026
5. Acquisition of Real Property Interests for the WIS 114 (Plank Road) Reconstruction Project (Project ID: 4064-17-21) Involving All Parcels Fronting the Connecting Highway Portion of WIS 114 (Manitowoc Street to Melissa Street)
  - a. May adjourn into Closed Session pursuant to Section 19.85(1)(e) and (g)

of the Wisconsin Statutes: Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session and/or conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved

- b. May adjourn into Open Session to take action on item discussed in Closed Session
6. Accounts payable and payroll for the term of 5/15/26 - 5/28/26 in the amount of \$950,344.92

**J. Held Over Business**

**K. Ordinances and Resolutions**

1. O-1-26 - An Ordinance Amending Title 13, by Making Certain Changes to the District of 1173 Province Terrace (Parcel No. 7-00001-10); C-3 Business and Office District to R-2A Multi-Family, Zero Lot Line Residence District (Introduced by Ald. Eisenach)
2. R-15-26 - A Resolution Approving Continuing Appropriations (2025 Fund Balance Reservations) (Introduced by Mayor Hammond)

**L. Appointments**

1. Resignation of James Meinke from the Police Commission
2. Mayor's appointment of Gary Daughtery to the Police Commission for the term of 6/2/26–5/1/28

**M. Claims Against the City**

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

(5 minute time limit for each person)

**O. Adjournment**

**MEETING NOTICE**  
**June 15, 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."

CITY OF MENASHA  
NOTICE OF PUBLIC HEARING  
PROPOSED REZONING

NOTICE IS HEREBY GIVEN of a formal public hearing to be held before the City of Menasha Common Council on Monday, June 1, 2026, at 6:00 P.M., in the first-floor conference rooms of the Menasha City Center, 100 Main Street, Menasha, WI, or as soon thereafter as can be heard, for the purpose of considering a zoning change.

A rezoning request has been initiated by the developer, Ryan Roth, in the matter of amending Title 13 (Zoning Code) of the City of Menasha Municipal Code for the below described real estate, which is currently zoned C-3 Business and Office District. The developer proposes to rezone the property to R-2A Multi-Family, Zero Lot Line, Residence District. The R-2A Multi-Family, Zero Lot Line, Residence District is intended to create small scale and moderate density residential development that can serve in a transitional capacity to higher and lower intensity uses.

**Common Description:**

1173 Province Terrace (Parcel No. 7-00001-10)

**Legal Description:**

Parcel No. 7-00001-10

Lot 1 of CSM 3772 Recorded with the Register of Deeds as Document Number 539857, City of Menasha, Calumet County, Wisconsin

Anyone that is interested is invited to attend this meeting and will be given an opportunity to be heard. Feedback can also be shared with Common Council members via written letters, email, or phone call. Any questions regarding this matter should be directed to Matt Larsen, Principal Planner, at (920) 967-3652, or by email at [mlarsen@menashawi.gov](mailto:mlarsen@menashawi.gov) or Andrew Dane, Community Development Director, at (920) 967-3651, or by email at [adane@menashawi.gov](mailto:adane@menashawi.gov).

Kaija Snyder  
City Clerk

Publish: May 18, 2026 & May 26, 2026



## ADMINISTRATION COMMITTEE MINUTES

Monday, May 18, 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 Hale at 8:02pm.

### B. ROLL CALL

Present: Aids. Rand, Eisenach, Hale, Perkins, Lewis, Marshall, Grade, School

Absent: Ald. Eisenach

Also Present: DPW Merten, CDD Dane, PRD Sackett, PHD Hutter, DPC Hanchek,  
CA Struve, Mayor Hammond, DC Janet

### C. MINUTES TO APPROVE

#### 1. Administration Committee, 5/5/26

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

### D. DISCUSSION / ACTION ITEMS

1. Recommend to Award – Post-Crescent Media (*The Post-Crescent*) as the  
Official City Newspaper of the City of Menasha for the 2026-2027 term  
Motion by District 7 Alderperson Grade, seconded by District 8 Alderperson  
School to approve.

Motion carried 7-0 on roll call.

Discussion considered the lack of bids and limitations of legal noticing, while  
noting other potential methods of disseminating information.

Staff advised that this is a routine, annual item, noting only one bid by *The  
Post-Crescent*.

### E. ADJOURNMENT

Motion by District 7 Alderperson Grade seconded by District 6 Alderperson  
Marshall to adjourn the Administration Committee meeting at 8:08pm. Motion  
carried on voice vote.

Minutes submitted by Deputy City Clerk Evan Janet.



## BOARD OF PUBLIC WORKS MINUTES

Monday, May 18, 2026 at 6:45 PM

First Floor Conference Rooms  
100 Main Street, Menasha, WI

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### A. CALL TO ORDER

Meeting called to order by Chair Marshall at 8:10pm.

### B. ROLL CALL

Present: Aids. Rand, Hale, Perkins, Lewis, Marshall, Grade, School

Absent: Ald. Eisenach

Also Present: DPW Merten, CDD Dane, PRD Sackett, PHD Hutter, DPC Hanchek,  
CA Struve, Mayor Hammond, DC Janet

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

### D. MINUTES TO APPROVE

#### 1. Board of Public Works, 4/21/26

Motion by District 8 Alderperson School seconded by District 7 Alderperson Grade to approve. Motion carried on voice vote.

#### 2. Special Board of Public Works, 5/4/26

Motion by District 8 Alderperson School seconded by District 7 Alderperson Grade to approve. Motion carried on voice vote.

### E. DISCUSSION / ACTION ITEMS

#### 1. Recommend to Award — Contract Unit No. 2026-05; Asphaltic Concrete Pavement Crack Sealing Various City Streets; Fahrner Asphalt Sealers, LLC; \$44,321.00

Motion by District 8 Alderperson School, seconded by District 3 Alderperson Hale to approve.

Motion carried 7-0 on roll call.

#### 2. Recommend to Award — Contract Unit No. 2026-06; Asphaltic Concrete Pavement Chip Sealing Various City Streets; Fahrner Asphalt Sealers, LLC; \$55,716.00

Motion by District 8 Alderperson School, seconded by District 3 Alderperson Hale to approve.

Motion carried 7-0 on roll call.

#### 3. Payment — Northeast Asphalt, Inc; Contract No. 2025-03; Jefferson Park Boat Launch; \$129,383.71 (Payment No. 7)

Motion by District 8 Alderperson School, seconded by District 7 Alderperson

Grade to approve.

Motion carried 7-0 on roll call.

F. ADJOURNMENT

Motion by District 8 Alderperson School seconded by District 5 Alderperson Lewis to adjourn the Board of Public Works meeting at 8:16pm. Motion carried on voice vote.

Minutes submitted by Deputy City Clerk Evan Janet.



## PERSONNEL COMMITTEE MINUTES

Monday, May 18, 2026 at 7:00 PM

First Floor Conference Rooms  
100 Main Street, Menasha, WI

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### A. CALL TO ORDER

Meeting called to order by Chair Perkins at 8:20pm.

### B. ROLL CALL

Present: Aids. Rand, Hale, Perkins, Lewis, Marshall, Grade, School, Mayor  
Hammond

Absent: Ald. Eisenach

Also Present: DPW Merten, CDD Dane, PRD Sackett, PHD Hutter, DPC Hanchek,  
CA Struve, DC Janet

### C. MINUTES TO APPROVE

#### 1. Personnel Committee, 4/21/26

Motion by District 5 Alderperson Lewis seconded by District 3 Alderperson  
Hale to approve. Motion carried on voice vote.

### D. DISCUSSION / ACTION ITEMS

#### 1. Recommended Change to Employee Safety Manual - Policy for Respiratory Protection - Sewer Crew

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

Motion carried 8-0 on roll call.

Discussion considered the format of the map used by staff to determine areas  
of concern.

Staff advised that this change comes from a potential occupational hazard  
affecting sewer crews. This would be an additional protection to mitigate the  
hazard. Staff additionally advised that the Engineering Department created a  
GIS map for sewer crews to use.

### E. ADJOURNMENT

Motion by District 5 Alderperson Lewis seconded by District 6 Alderperson Marshall  
to adjourn the Personnel Committee meeting at 8:25pm. Motion carried on voice  
vote.

Minutes submitted by Deputy City Clerk Evan Janet.

# NEENAH-MENASHA SEWERAGE COMMISSION

## Regular Meeting

Tuesday April 28, 2026

Meeting was called to order by Commission President Mach at 8:01 a.m.

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

**Also Present:** Brian Defferding (Neenah), Amber Drewieske (CLA), Rob Franck (MCO), Chad Olsen (McMahon), Bill Pollnow (Neenah)

### Minutes

**Meeting minutes.** Motion made/seconded by Commissioners Zielinski/Coburn to approve the minutes from the March 24, 2026, Regular Meeting. Motion carried unanimously.

### Correspondence

The following correspondence was discussed:

- A. April 21, 2026, email from Troy Huebner, Sonoco/U.S. Paper Mills to Paul Much, Plant Manager  
RE: Sonoco Effluent Treatment Plant Update – April 2026

### 2025 Financial Audit Report

Amber Drewieske (Clifton Larson Allen LLP) presented and discussed the 2025 financial audit. The independent auditors' report provides a clean unmodified opinion; she also discussed internal controls, operating results, and referred to additional information found in the notes and financial statements. Amber then referenced the Management Communications document which provides communications to the Commission and summary financial results for 2025. After discussion, motion made/seconded by Commissioners Youngquist/Zielinski to accept and place on file the 2025 Financial Audit Report. Motion carried unanimously.

### Old Business

There was no old business to be discussed.

### New Business

#### Operations, Engineering, Planning

#### ***McMahon Associates Report – Phosphorus Removal Project***

Engineer Chad Olsen reported that he is moving forward with the project design.

#### ***McMahon Associates Report – Plant Capacity Memo***

Engineer Olsen reported that he performed an assessment of estimated design capacity for the NMSC facility. He shared the assumptions included in the projected 2049 loadings and the impact of the new filters. Based on the information he shared that the current WWTF has adequate solids handling capacity for the projected 2049 flows and loadings, with the caveat that the digestion process will be a new bottleneck. Discussion followed. After discussion, Manager Much stated that he will set up a meeting to further discuss new industrial limits and will bring additional information to the May meeting for Commissioners.

***McMahon Invoices***

Motion made/seconded by Commissioners Coburn/Youngquist to approve payment of invoice #942642, Total Phosphorus & Effluent Flow Recording Project – Design Services, in the amount of \$6,590.00. Motion carried unanimously.

***Operating Report***

Manager Much reported that the plant experienced two weeks of high flows (4/2/26-4/17/26) which resulted in three SS permit exceedances. He shared that the DNR was notified and public notices went out in the Post Crescent.

***Equipment and Grounds Report***

Rob Franck reported on Equipment and Grounds items and provided additional details on: The plant was staffed 24/7 during the high flow events previously mentioned. He provided a handout with pictures of the plant during the events along with graphs showing flow levels so Commissioners could see the impact. He shared that the second rain event was one of the worst he has experienced in his 23 years working at NMSC. The Digester building approach will be poured in spring and is estimated to cost \$2,680. Disinfection season preparation has begun. Effluent manhole repairs will need to be assessed once flows decrease. He provided more details on the updated Project Considerations sheet included in the packet. Rob then went over the police report for the 9<sup>th</sup> Street property damage that he reported at the last meeting. He advised that the department was made aware of the commission's desire for community punishment in lieu of criminal charges. Discussion followed.

***August Winter Maintenance Agreement Renewal***

A motion to discuss was made/seconded by Commissioners Coburn/Weyenberg. Rob Franck explained the plant has six boilers which have been maintained by August Winter & Sons. The annual renewal for continued maintenance is \$11,180, which is a 3% increase over last year. A motion to approve the renewal quote with August Winter and Sons was made/seconded by Commissioners Coburn/Weyenberg. Motion carried.

***Aeration Basin Diffusers***

A motion to discuss was made/seconded by Commissioners Coburn/Weyenberg. Rob Franck gave a brief overview of the aeration basin diffusers' history and explained that the estimated diffuser count for 2026 is 4,656, with an overall cost of \$27,936, and could be completed this summer. A motion to approve the aeration basin diffuser replacement was made/seconded by Commissioners Coburn/Weyenberg. Motion carried.

***Rebuilding Effluent Pump #1 and Motor***

A motion to discuss was made/seconded by Commissioners Youngquist/Weyenberg. Rob Franck explained that the facility has four effluent pumps that are staged to maintain proper levels within the chlorine contact chamber and the plant. Three of the four pumps were rebuilt, however, the fourth was postponed due to the filter project including UV disinfection and the plan to remove the effluent pumps during that project. Now that the filter project no longer includes UV disinfection, the pump will need to be rebuilt. The estimated cost is \$38,000 and could be scheduled after the spring wet season. After discussion a motion was made/seconded by Commissioners Youngquist/Weyenberg to approve the rebuilding of effluent pump #1 not to exceed \$38,000. Motion carried.

***Effluent Gate Actuator Replacement***

A motion to discuss was made/seconded by Commissioners Coburn/Weyenberg. Rob Franck reported that during the high flow event on 4/17/26 a warning indicator showed a ground fault from the service building electrical feed. They were able to trace it back to the actuator for the effluent gate. Rob shared that he is waiting for the replacement cost estimate. After discussion a motion was made/seconded by Commissioners Youngquist/Weyenberg to approve the effluent gate actuator replacement. Motion carried.

***Replacing Sodium Hypochlorite***

President Mach explained that he has been reviewing options for replacing sodium hypochlorite. He gave a rundown on what would be needed and what would not, and how the change would help reduce expenses for the commission. Costs associated with brine purchase, cells, and overall operations will be reduced or eliminated. Manager Much stated that we could potentially implement the change later this year around October.

***Sewer Extension Requests***

*Oakridge Road Reconstruction located in the Town of Neenah* – Manager Much reported that he reviewed the Oakridge request and recommends approval. A motion to approve the Oakridge Road Reconstruction sewer extension request was made/seconded by Commissioners Youngquist/Coburn. Motion carried.

*Mader Homestead Acres located in the Village of Harrison* – Manager Much reported the Mader Homestead Acres request had been reviewed and he recommends approval. A motion to approve the Mader Homestead Acres sewer extension request was made/seconded by Commissioners Youngquist/Zielinski. Motion carried.

*Mueller Farm Estates located in the Village of Harrison* – Manager Much reported the Mueller Farm Estates request had been reviewed and he recommends approval. A motion to approve the Mueller Farm Estates sewer extension request was made/seconded by Commissioners Youngquist/Zielinski. Motion carried.

Budget, Finance Matters

***Accounting Report for March 2026***

Accounting Clerk Starr reported a net operating loss for the month of March. MCO generated income was roughly \$8163 for the month. She further shared that payments for the May 1<sup>st</sup> installments of the Clean Water Fund and the Sludge Storage Building Loans had been processed and mailed.

***Contract Renewal - Wastewater Service Agreement between Sonoco/U.S. Paper Mills and NMSC.***

A motion to discuss was made/seconded by Commissioners Coburn/Weyenberg. Manager Much reported that Sonoco representatives have requested extending the current contract to the end of the year (12/31/2026) to allow for system and process optimization once the pretreatment facility is online. The Sonoco management reviewed the final contract and were concerned about fines for not meeting limits. Manager Much reported that he was able to explain the fines to the new manager. After discussion, a motion was made/seconded by Commissioners Coburn/Weyenberg to approve the extension. Motion carried.

***MCO Invoices.***

#32761	May 2026 Contract Operations	\$157,056.68
#32804	Use of MCO Vehicles – March 2026	\$ 331.20

Motion made/seconded by Commissioners Youngquist/Coburn to approve MCO invoice #32761 and #32804, with payment to be made after May 1, 2026. Motion carried unanimously.

***Vouchers***

Operating (\$325,857.14) and Payroll (\$678.80) Vouchers #141531 through #141577 in the amount of \$326,535.94 for the month of March 2026. Motion made/seconded by Commissioners Coburn/Zielinski to approve operating and payroll vouchers. Motion carried unanimously.

**Adjournment**

Motion made/seconded by Commissioners Zielinski/Coburn to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 10:00 a.m.

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President

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Secretary

Menasha Police Commission Meeting Minutes  
Thursday March 19, 2026  
Location: Menasha Safety Building, 430 First Street, Menasha WI

1. ROLL CALL/EXCUSED ABSENCES

Meeting called to order by President Meinke at 4:00pm

Present: Comm James Meinke, Jerry Jakubek, Nancy Ball, Debbie Galeazzi

Excused: Comm Trevor Martin

Also Present: Interim PC Hanchek

2. PUBLIC COMMENT

3. MINUTES TO APPROVE

Moved by Comm Meinke, seconded by Comm Ball to approve minutes of 3/12/2026.

All voting aye. Motion carried.

4. ACTION ITEMS

5. DISCUSSION

Interim PC Hanchek presented the Commissioners with an updated Training Report. Discussion on upcoming training of officers, personnel changes, events for Police Week in May.

6. HELD OVER BUSINESS

7. 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.

8. ADJOURN

Moved by Comm. Meinke, seconded by Comm Galeazzi to adjourn at 5:30pm.

All voted aye. Motion carried.

Submitted by Comm Debbie Galeazzi, Secretary

Menasha Police Commission Special Meeting Minutes

Tuesday April 1, 2026

Location: Menasha City Hall (Conference Room 207), 100 Main Street, Menasha WI

1. ROLL CALL/EXCUSED ABSENCES

Meeting called to order by President Mienke at 9:00am

Present: Comm James Meinke, Jerry Jakubek, Nancy Ball, Debbie Galeazzi

Comm Trevor Martin attended virtually.

Also Present: HRM Kimberly Cardoza

2. PUBLIC COMMENT

3. MINUTES TO APPROVE

4. COMMUNICATION TO RECEIVE

5. ACTION ITEMS

Police Chief Candidate Discussion – will move to Closed Session

6. DISCUSSION

7. HELD OVER BUSINESS

8. 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.

Moved by Comm Meinke, seconded by Comm Galeazzi to adjourn into Closed Session pursuant to Wisconsin Statute Sec 19.85 (1)(c) Considering the employment, promotion, compensation or evaluating the performance of any employee under the commission's jurisdiction (Police Chief Candidate Discussion).

All voting aye. Motion carried.

Moved by Comm Meinke, seconded by Comm Ball to adjourn into open session at 9:35am.

All voting aye. Motion carried.

9. ADJOURN

Moved by Comm. Meinke, seconded by Comm Galeazzi to adjourn at 9:35am.

All voted aye. Motion carried.

Submitted by Comm Debbie Galeazzi, Secretary

Menasha Police Commission Special Meeting Minutes

Tuesday April 21, 2026

Location: Menasha City Hall (Conference Room 207), 100 Main Street, Menasha WI

1. ROLL CALL/EXCUSED ABSENCES

Meeting called to order by President Mienke at 3:22pm

Present: Comm James Meinke, Jerry Jakubek, Nancy Ball, Debbie Galeazzi, Trevor Martin

Also Present: HRM Kimberly Cardoza

2. PUBLIC COMMENT

3. MINUTES TO APPROVE

4. COMMUNICATION TO RECEIVE

5. ACTION ITEMS

Police Chief Candidate Interviews – will move to Closed Session

6. DISCUSSION

7. HELD OVER BUSINESS

8. 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.

Moved by Comm Meinke, seconded by Comm Galeazzi to adjourn into Closed Session pursuant to Wisconsin Statute Sec 19.85 (1)(c) Considering the employment, promotion, compensation or evaluating the performance of any employee under the commission's jurisdiction (Policed Chief Candidate interviews)

All voting aye. Motion carried.

Moved by Comm Meinke, seconded by Comm Ball to adjourn into open session at 5:55pm.

All voting aye. Motion carried.

9. ADJOURN

Moved by Comm. Meinke, seconded by Comm Ball to adjourn at 5:55pm.

All voted aye. Motion carried.

Submitted by Comm Debbie Galeazzi, Secretary

Menasha Police Commission Special Meeting Minutes

Monday March 23, 2026

Location: Menasha City Hall (Conference Room 207), 100 Main Street, Menasha WI

1. ROLL CALL/EXCUSED ABSENCES

Meeting called to order by President Mienke at 4:00pm

Present: Comm James Meinke, Jerry Jakubek, Nancy Ball, Debbie Galeazzi, Trevor Martin

Also Present: HRM Kimberly Cardoza

2. PUBLIC COMMENT

3. MINUTES TO APPROVE

4. COMMUNICATION TO RECEIVE

5. ACTION ITEMS

Police Chief Candidate Interviews – will move to Closed Session

6. DISCUSSION

7. HELD OVER BUSINESS

8. 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.

Moved by Comm Meinke, seconded by Comm Galeazzi to adjourn into Closed Session pursuant to Wisconsin Statute Sec 19.85 (1)(c) Considering the employment, promotion, compensation or evaluating the performance of any employee under the commission's jurisdiction (Police Chief Candidate Interviews).

All voting aye. Motion carried.

Moved by Comm Meinke, seconded by Comm Galeazzi to adjourn into open session at 7:40pm

All voting aye. Motion carried.

9. ADJOURN

Moved by Comm. Martin, seconded by Comm Meinke to adjourn at 7:40pm.

All voted aye. Motion carried.

Submitted by Comm Debbie Galeazzi, Secretary

Menasha Police Commission Special Meeting Minutes

Tuesday March 24, 2026

Location: Menasha City Hall (Conference Room 207), 100 Main Street, Menasha WI

1. ROLL CALL/EXCUSED ABSENCES

Meeting called to order by President Mienke at 4:00pm

Present: Comm James Meinke, Jerry Jakubek, Nancy Ball, Debbie Galeazzi, Trevor Martin

Also Present: HRM Kimberly Cardoza

2. PUBLIC COMMENT

3. MINUTES TO APPROVE

4. COMMUNICATION TO RECEIVE

5. ACTION ITEMS

Police Chief Candidate Interviews – will move to Closed Session

6. DISCUSSION

7. HELD OVER BUSINESS

8. 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.

Moved by Comm Meinke, seconded by Comm Galeazzi to adjourn into Closed Session pursuant to Wisconsin Statute Sec 19.85 (1)(c) Considering the employment, promotion, compensation or evaluating the performance of any employee under the commission's jurisdiction (Policed Chief Candidate Interviews).

All voting aye. Motion carried.

Moved by Comm Meinke, seconded by Comm Galeazzi to adjourn into open session at 8:28pm

All voting aye. Motion carried.

9. ADJOURN

Moved by Comm. Meinke, seconded by Comm Ball to adjourn at 8:28pm.

All voted aye. Motion carried.

Submitted by Comm Debbie Galeazzi, Secretary

**CITY OF MENASHA**  
**Plan Commission**  
**Menasha City Center**  
**100 Main Street, Menasha**  
**First Floor Conference Rooms**  
**May 5, 2026**  
**DRAFT MINUTES**

**A. CALL TO ORDER**

The meeting was called to order at 3:32 PM by Mayor Hammond.

**B. ROLL CALL/EXCUSED ABSENCES**

PLAN COMMISSION MEMBERS PRESENT: Mayor Hammond, DPW Merten, Alderman Eisenach, Commissioners Sturm and Roth

PLAN COMMISSION MEMBERS EXCUSED: Commissioner Elke Werner

OTHERS PRESENT: CDD Dane, PP Larsen, AP Heim, Patty Milka (1019 E. North St, Appleton), Dean Eichhowet (Samaritan Counseling, Menasha), Marcus McGuire (1945 W. Rohl Ave, Appleton), Abby Maslanka (1377 Midway Rd, Menasha), Nathan Schulze (1198 Fieldview Dr, Menasha), Jim Kraus (1174 Fieldview Dr, Menasha)

**C. PUBLIC HEARING**

**1. Special Use Permit – Proposed Construction of Two-Family Homes Within the C-1 General Commercial District – 1327 Province Terrace (Parcel No. 7-00053-02) – Marcus McGuire**

AP Heim provided background and intent of the special use permit to allow for the two-family residential development in the C-1 general commercial zoned parcel. Mayor Hammond opened the public hearing. No members from the public chose to speak.

**2. Special Use Permit – Proposed Construction of Single Family Homes Within the C-1 General Commercial District – 1615 Drum Corps Drive (Parcel No. 6-01665-00) – Greater Fox Cities Area Habitat for Humanity**

AP Heim provided background and intent of the Greater Fox Cities Area Habitat for Humanity's interest in developing this vacant parcel into affordable owner occupied single family and multi family units.

Abby Maslanka introduced herself and informed Plan Commission members that she is a representative from Martenson & Eisele and would be available to provide technical assistance about the proposed development if needed.

**3. Rezoning Ordinance – 1173 Province Terrace (Parcel No. 7-00001-10) C-3 Business and Office District to R-2A Multi-Family, Zero Lot Line Residence District – Ryan Roth**

PP Larsen provided previous public concerns about rezoning this parcel and information about the rezoning request that was submitted by the developer to rezone the parcel from C-3 Business and Office District to R-2A Multi-Family, Zero Lot Line Residence Use District.

Jim Kraus (1174 Fieldview Drive, Menasha) questioned who currently owned the property.

Nathan Schulze (1198 Fieldview Drive, Menasha) explained his opposition to developing the parcel due to concerns regarding the proposed density and the potential impacts the development could have on stormwater runoff and the increased risk of flooding to neighboring properties.

Dean Eichhowet (Samaritan Counseling) stated that his development located north of the subject parcel has had to modify its stormwater management practices since the property was

originally developed in order to more effectively manage runoff and prevent impacts to surrounding properties. He also noted the increased frequency and intensity of precipitation events in recent years.

Dick Sturm (1203 Greenwood Court, Menasha) stated that changes to the Province Terrace area have been happening rapidly and that he is not in favor of a zone as you go method and would prefer looking into more comprehensive planning for this area.

With no other comments from the public, Mayor Hammond closed the public hearings.

#### **D. MINUTES TO APPROVE**

##### **1. Minutes of the April 14, 2026 Plan Commission Meeting**

Motion by DPW Merten, seconded by Commissioner Sturm, to approve the April 14, 2026 Plan Commission meeting minutes. The motion carried.

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

Marcus McGuire (1945 W. Rohl Ave, Appleton) stated that he is the developer that applied for the special use permit to construct two-family homes on 1327 Province Terrace and that he intends to keep a majority of the vegetation that is currently on the parcel intact.

#### **F. DISCUSSION / ACTION ITEMS**

##### **1. Election of Vice-Chairman**

Mayor Hammond opened the floor for nomination of the City of Menasha Plan Commission Vice-Chair position.

Commissioner Sturm nominated DPW James Merten.

DPW James Merten nominated Commissioner Sturm.

Mayor Hammond appointed DPW James Merten as Vice Chair of the City of Menasha Plan Commission.

##### **2. 1327 Province Terrace (Parcel No. 7-00053-02) – Marcus McGuire**

###### **a. Special Use Permit – Proposed Construction of Two-Family Homes Within the C-1 General Commercial District**

Alderman Eisenach motioned to approve the Special Use Permit with the following condition; Commissioner Roth seconded.

1. A Preliminary and Final Plat shall be submitted and approved by the common Council prior to the Revocation language outlined in Special Use Permit, section 13-1-11(e) of the Menasha Code of Ordinances.

Commissioner Sturm offered a friendly amendment to change the wording in the staff recommendation from “multi-family” to “two-family.” Commissioner Roth seconded the main motion as amended.

Motion carried as amended 5-0.

###### **b. Preliminary Plat**

Commissioner Sturm motioned to approve the Preliminary Plat with the following condition; Commissioner Roth seconded.

Commissioner Sturm motioned to approve the preliminary plat for 1327 Province Terrace, Parcel No. 7-00053-02, as presented with the following condition:

1. The special use permit for two-family housing shall be approved by the Common Council.
2. A drainage and grading plan shall be submitted to the Engineering Department for review.

3. A Stormwater Management Practices Buy-In Maintenance agreement shall be executed for this development.
4. Language shall be added to the Final Plat regarding Drainage Easement Restrictions, specifically that (1) The City has the right to perform maintenance, and (2) Developer/lot owner shall comply with the approved surface drainage plan.

Alderman Eisenach offered a friendly amendment to change the wording in the staff recommendation from “multi-family” to “two-family.” Commissioner Roth seconded the main motion as amended.

Motion carried as amended 5-0.

**3. 1615 Drum Corps Drive (Parcel No. 6-01665-00) – Greater Fox Cities Area Habitat for Humanity**  
**a. Special Use Permit – Proposed Construction of Single Family Homes Within the C-1 General Commercial District**

A motion was presented by Alderman Eisenach, seconded by Commissioner Roth to approve.

The motion carried 5-0

**b. Preliminary Plat**

A motion was presented by Alderman Eisenach, seconded by Commissioner Sturm to approve.

The motion carried 5-0

**4. Rezoning Ordinance – 1173 Province Terrace (Parcel No. 7-00001-10) C-3 Business and Office District to R-2A Multi-Family, Zero Lot Line Residence District – Ryan Roth**

Alderman Eisenach motioned to offer a friendly amendment to change staff’s recommendation related to this item to read as follows: Staff recommend that the City of Menasha Plan Commission recommend approval to the City of Menasha Common Council of Ordinance O-1-26, amending Title 13 to rezone the property located at 1173 Province Terrace (Parcel No. 7-00001-10) from the C-3 Business and Office District to the R-2A Multi-Family, Zero Lot Line Residence District.

Commissioner Roth seconded the motion as amended.

Motion carried as amended 4-1

**5. Comprehensive Plan Chapter Review – Transportation**

CDD Dane and PP Larsen provided an overview of the text amendments to the Transportation Chapter of the Imagine 2035: Your Place on The Water Comprehensive Plan.

**6. Comprehensive Plan Chapter Review – Utilities and Community Facilities**

CDD Dane and PP Larsen provided an overview of the text amendments to the Utilities and Community Facilities Chapter of the Imagine 2035: Your Place on The Water Comprehensive Plan.

**G. COMMUNICATION**

**1. Set Next Meeting Date**

The next Plan Commission meeting was set for June 2, 2026.

## **H. ADJOURNMENT**

Motion by DPW Merten, seconded by Alderman Eisenach to adjourn at 5:24pm. The motion carried.

*Minutes submitted by PP Larsen.*

## MEMORANDUM

DATE May 27, 2026  
TO Common Council  
FROM Jennifer Sassman, Finance Director  
RE Financial Overview

The fourth quarter 2025 unaudited financial reports through December 31, 2025, are attached for your review. Although not expected, these numbers could change slightly upon completion of the audited financial statements.

### **General Fund**

- 2025 Revenues as of December 31, 2025 - \$21,235,679 (99.59% of budget)
- 2024 Revenues as of December 31, 2024 - \$20,473,051 (96.67% of budget)
- 2025 Expenditures as of December 31, 2025 - \$21,552,678 (101.07% of budget)
- 2024 Expenditures as of December 31, 2024 - \$20,735,250 (97.91% of budget)

The 2025 budget was adopted with the condition that we may use \$215,000 of General Fund – Fund Balance and that total amount was used. Once we remove the 2024 carryover amounts spent in 2025, there is a year-end deficit of \$226,994.

### **General Fund Revenues**

Overall general fund revenues came in \$87,779 under budget.

A few items to note:

Tax from Municipal Utility (PILOT) – this budget amount has been lowered to more accurately reflect the expected revenue. Property tax rates and assessment ratio are part of this calculation so those final numbers after budget adoption affect this amount.

Cable TV License – this budget amount has been lowered to more accurately reflect the expected revenue as this revenue has been declining.

Parking Violations – revenues were lower due to staffing levels and the switch to a new software resulted in unexpected hardware compatibility.

Interest on Investments – interest rates held stable which allowed us to exceed our conservative budget amount.

Lift Bridge Aid – the remaining amount of lift bridge aid to be received in 2026 for 2025 operations is \$116,123. Due to revised revenue recognition timing, current fiscal year revenues will be recognized the following fiscal year.

Staff continue to evaluate current license and permit fees to ensure that they are in line with expenditures. Changes would be incorporated into future years' budgets.

## **General Fund Expenditures**

Overall general fund expenditures came in \$229,216 over budget, however \$90,000 of that amount was attributed to 2024 carryover amounts spent in 2025.

A few items to note:

Municipal Court – a final payment was made to settle the prior years' deficit amount as approved by Common Council.

Municipal Buildings – this overage was primarily due to remodeling work done at the fire department. Less cost was attributed to the library for our facilities technician.

Police – overtime expenditures exceeded budget primarily due to staffing levels.

Public Works - the combination of the public works budgets in the general fund were over \$66,000, which is approximately the same amount that the snow removal account was over budget. The snow removal account will fluctuate based on weather conditions.

Library – this account reflects a 2024 carry over amount of \$20,000 that was to offset additional wages and janitorial costs in 2025.

Parks – the majority of the overage in this account is due to wages however approximately \$20,000 of this amount can be offset with forestry wages being under budget. Street crews worked on several park projects throughout the year, therefore some of the budgets outside of the general fund are under budget.

We continue to monitor and evaluate our financial status to ensure that we stay on target as much as possible and will make the proper budget adjustments as needed.

Although no material changes are expected, the financial statements remain unaudited at this time.

**General Fund Revenues - Fourth Quarter 2025 (Unaudited)**  
**January 01, 2025 - December 31, 2025**

	2024 Budgeted Revenues	2024 Period Ending December 31, 2024	% Received	2025 Budgeted Revenues	2025 Period Ending December 31, 2025	% Received
<b>TAXES LEVIED BY CITY</b>						
General Property Tax	\$9,901,191	\$9,907,544	100.06%	\$9,938,408	\$9,943,055	100.05%
Mobile Home Property Taxes	\$130,000	\$118,214	90.93%	\$125,000	\$120,751	96.60%
Tax from Municipal Utility	\$741,959	\$658,374	88.73%	\$727,000	\$646,406	88.91%
Tax from Housing Authority	\$19,000	\$20,469	107.73%	\$22,000	\$23,779	108.09%
Interest/Penalty on Taxes	\$23,000	\$32,344	140.63%	\$26,000	\$22,417	86.22%
<b>TOTAL TAXES LEVIED</b>	<b>\$10,815,150</b>	<b>\$10,736,946</b>	<b>99.28%</b>	<b>\$10,838,408</b>	<b>\$10,756,408</b>	<b>99.24%</b>
<b>LICENSES &amp; PERMITS</b>						
Liquor License	\$21,000	\$21,877	104.17%	\$23,000	\$22,784	99.06%
Tavern Operators License	\$6,000	\$5,720	95.33%	\$17,400	\$17,200	98.85%
Cigarette License	\$1,800	\$1,800	100.00%	\$1,800	\$1,740	96.67%
Restaurant License	\$24,000	\$27,642	115.18%	\$28,000	\$23,988	85.67%
Amusement Device License	\$1,500	\$1,250	83.33%	\$1,300	\$710	54.62%
Heating License	\$1,500	\$1,515	101.00%	\$1,500	\$1,560	104.00%
Cable TV License	\$140,000	\$115,130	82.24%	\$125,000	\$98,857	79.09%
Weights & Measures License	\$26,000	\$35,198	135.38%	\$36,000	\$29,596	82.21%
Retail Food License	\$15,000	\$15,050	100.33%	\$15,500	\$12,724	82.09%
Tattoo Parlor License	\$500	\$1,466	293.20%	\$1,500	\$1,958	130.53%
Sundry License	\$400	\$750	187.50%	\$550	\$150	27.27%
Dog License	\$6,500	\$6,658	102.44%	\$6,500	\$5,743	88.35%
Cat License	\$800	\$597	74.63%	\$850	\$785	92.35%
Lodging License	\$2,700	\$2,679	99.20%	\$2,700	\$2,927	108.39%
Chicken	\$100	\$119	119.00%	\$120	\$84	70.00%
Building Permit-Residential	\$31,000	\$28,645	92.40%	\$31,000	\$41,915	135.21%
Building Permit-Commercial	\$38,000	\$54,112	142.40%	\$42,000	\$71,956	171.32%
Electrical Permit-Residential	\$12,000	\$10,329	86.07%	\$12,000	\$14,666	122.21%
Electrical Permit-Commercial	\$13,500	\$24,714	183.07%	\$15,000	\$17,707	118.05%
Plumbing Permit-Residential	\$12,000	\$10,825	90.21%	\$12,000	\$15,685	130.71%
Plumbing Permit-Commercial	\$8,000	\$8,240	103.00%	\$8,000	\$6,740	84.25%
Street Excavation Permit	\$13,000	\$9,575	73.65%	\$14,000	\$13,625	97.32%
Heating Permit-Residential	\$12,000	\$11,210	93.42%	\$12,000	\$15,344	127.87%
Heating Permit-Commercial	\$10,000	\$23,467	234.67%	\$13,000	\$15,212	117.02%
Mobile Home Permit	\$1,300	\$1,425	109.62%	\$0	\$1,055	0.00%
Zoning Permit	\$4,100	\$4,060	99.02%	\$4,500	\$4,580	101.78%
Recreational Fire Permit	\$10,000	\$8,920	89.20%	\$10,000	\$8,240	82.40%
Sign Permit	\$5,000	\$4,000	80.00%	\$5,000	\$3,600	72.00%
Temporary Restaurant Permit	\$400	\$377	94.25%	\$400	\$402	100.50%
Erosion Control Permit	\$2,000	\$2,100	105.00%	\$2,500	\$2,875	115.00%
Pool Permit	\$1,500	\$1,793	119.53%	\$1,700	\$1,447	85.12%
Street Use Permit	\$300	\$50	16.67%	\$300	\$0	0.00%
Outdoor Service Permit	\$350	\$325	92.86%	\$350	\$500	142.86%
Pre-Inspection	\$500	\$500	100.00%	\$500	\$500	100.00%
Commercial Plan Review	\$0	\$193	0.00%	\$600	\$2,675	445.83%
<b>TOTAL LICENSES &amp; PERMITS</b>	<b>\$422,750</b>	<b>\$442,309</b>	<b>104.63%</b>	<b>\$446,570</b>	<b>\$459,528</b>	<b>102.90%</b>
<b>FINES &amp; PENALTIES</b>						
Damage Award-Law Enforcement	\$0	\$0	0.00%	\$0	\$0	0.00%
Court Penalties	\$58,000	\$65,596	113.10%	\$62,000	\$61,747	99.59%
Parking Violation	\$62,000	\$62,675	101.09%	\$67,000	\$47,504	70.90%
<b>TOTAL FINES &amp; PENALTIES</b>	<b>\$120,000</b>	<b>\$128,271</b>	<b>106.89%</b>	<b>\$129,000</b>	<b>\$109,251</b>	<b>84.69%</b>
<b>FEDERAL, STATE &amp; COUNTY AIDS</b>						
Federal Aid-Law Enforcement	\$3,750	\$1,805	48.12%	\$4,000	\$3,072	76.81%
Federal Aid-Fire Protection	\$0	\$0	0.00%	\$0	\$0	0.00%
State Aid-Shared Revenues	\$4,510,823	\$4,483,020	99.38%	\$4,587,756	\$4,585,274	99.95%
State Aid-Computer Credit	\$404,310	\$404,310	100.00%	\$404,310	\$404,310	100.00%
State Aid-Fire	\$61,000	\$71,534	117.27%	\$73,000	\$78,118	107.01%
State Aid-Payment for Municipal Services	\$105,500	\$85,689	81.22%	\$95,000	\$96,749	101.84%
State Aid-Law Enforcement	\$30,000	\$31,573	105.24%	\$34,000	\$12,933	38.04%
State Aid-Highway Transportation	\$931,325	\$931,325	100.00%	\$1,071,024	\$1,071,024	100.00%
State Aid-Connecting Highway	\$76,251	\$89,279	117.09%	\$89,410	\$89,410	100.00%
State Aid-Other	\$125	\$118	94.73%	\$120	\$113	93.83%
State Aid-Public Health	\$409,066	\$311,619	76.18%	\$131,028	\$206,098	157.29%
State Aid-Senior Center	\$26,741	\$26,741	100.00%	\$26,741	\$20,000	74.79%
State Aid-Personal Property	\$70,257	\$70,257	100.00%	\$172,182	\$172,182	100.00%
State Aid-Elections	\$0	\$563	100.00%	\$0	\$0	0.00%
State Aid-Video Service Provider	\$37,627	\$37,627	100.00%	\$37,627	\$37,627	100.00%
State Aid-Forestry	\$0	\$0	0.00%	\$0	\$0	0.00%
<b>TOTAL FEDERAL, STATE &amp; COUNTY AIDS</b>	<b>\$6,666,775</b>	<b>\$6,545,460</b>	<b>98.18%</b>	<b>\$6,726,198</b>	<b>\$6,776,909</b>	<b>100.75%</b>

	2024 Budgeted Revenues	2024 Period Ending December 31, 2024	% Received	2025 Budgeted Revenues	2025 Period Ending December 31, 2025	% Received
<b>MISCELLANEOUS</b>						
Interest on Investments	\$185,000	\$391,189	211.45%	\$225,000	\$383,295	170.35%
Property Rental Revenue	\$57,160	\$57,160	100.00%	\$57,921	\$60,756	104.90%
Sale of Other Property	\$0	\$0	0.00%	\$0	\$0	0.00%
Sale of Land	\$0	\$0	0.00%	\$0	\$0	0.00%
Sale of Law Enforcement Property	\$12,000	\$16,396	136.63%	\$11,000	\$24,799	225.44%
Sale of Refuse Property	\$50	\$0	0.00%	\$50	\$56	112.00%
Sale of Recyclable Materials	\$0	\$0	0.00%	\$0	\$0	0.00%
Insurance Recovery-Other Equipment	\$0	\$0	0.00%	\$0	\$0	0.00%
Insurance Recovery-Law Enforcement Equip	\$0	\$944	0.00%	\$0	\$13,930	0.00%
Insurance Recovery-Highway Equip	\$20,000	\$33,261	166.31%	\$23,000	\$11,707	50.90%
Donations & Gifts	\$17,000	\$21,000	123.53%	\$21,000	\$11,000	52.38%
Miscellaneous Revenue	\$70,000	\$69,760	99.66%	\$55,000	\$62,270	113.22%
Credit Card Fees	\$600	\$3,047	507.75%	\$3,000	\$2,950	98.33%
<b>TOTAL MISCELLANEOUS</b>	<b>\$361,810</b>	<b>\$592,756</b>	<b>163.83%</b>	<b>\$395,971</b>	<b>\$570,763</b>	<b>144.14%</b>
<b>PUBLIC CHARGES</b>						
Clerk	\$9,000	\$11,705	130.06%	\$9,000	\$7,795	86.61%
Treasurer	\$13,000	\$11,689	89.91%	\$12,000	\$11,215	93.46%
Data Processing	\$1,500	\$300	20.00%	\$500	\$320	64.00%
Law Enforcement	\$1,000	\$6,671	667.08%	\$2,500	\$1,691	67.63%
Fire Protection	\$500	\$75	15.00%	\$500	\$250	50.00%
Street Miscellaneous	\$500	\$600	120.00%	\$500	\$600	120.00%
Snow Removal	\$2,000	\$323	16.15%	\$2,000	\$518	25.89%
Engineering	\$0	\$0	0.00%	\$0	\$0	0.00%
Street Patching	\$10,000	\$3,808	38.08%	\$10,000	\$3,210	32.10%
Parking Lot Stickers	\$1,000	\$600	60.00%	\$1,000	\$958	95.80%
Garbage & Refuse	\$205,000	\$208,254	101.59%	\$206,000	\$213,717	103.75%
Solid Waste Disposal	\$35,000	\$35,235	100.67%	\$35,000	\$34,830	99.51%
Weed Cutting	\$4,000	\$6,776	169.40%	\$5,000	\$6,503	130.07%
Cemetery	\$15,000	\$23,650	157.67%	\$18,000	\$24,400	135.56%
Public Health	\$56,000	\$57,322	102.36%	\$58,000	\$58,102	100.18%
Library Fines	\$200	\$370	184.85%	\$300	\$103	34.31%
Library Vending Services	\$8,000	\$6,212	77.65%	\$9,000	\$9,657	107.30%
Library Misc	\$0	\$0	0.00%	\$0	\$10	0.00%
Park	\$16,000	\$17,367	108.54%	\$20,000	\$31,835	159.18%
Pool	\$66,000	\$70,968	107.53%	\$70,000	\$73,942	105.63%
Recreation	\$66,000	\$81,339	123.24%	\$76,000	\$73,634	96.89%
Boat Launch	\$27,000	\$26,616	98.58%	\$27,000	\$18,036	66.80%
Senior Center Rental	\$6,000	\$5,850	97.50%	\$6,000	\$6,814	113.57%
Boat Slip Rental	\$400	\$757	189.29%	\$500	\$529	105.71%
Pool Concession	\$22,000	\$17,923	81.47%	\$20,000	\$21,136	105.68%
Special Events-Admin Fee	\$4,500	\$7,277	161.71%	\$6,000	\$4,885	81.41%
Room Tax	\$2,500	\$2,301	92.02%	\$2,500	\$2,440	97.60%
Sen Ctr Program Revenue	\$2,300	\$5,593	243.18%	\$4,500	\$7,273	161.62%
Sen Ctr Newsletter Subscr	\$500	\$400	80.00%	\$500	\$200	40.00%
	<b>\$574,900</b>	<b>\$609,980</b>	<b>106.10%</b>	<b>\$602,300</b>	<b>\$614,603</b>	<b>102.04%</b>
<b>INTERGOVERNMENTAL CHARGES</b>						
Law Enforcement	\$359,000	\$205,177	57.15%	\$375,000	\$383,504	102.27%
Fire Department	\$500	\$2,625	525.02%	\$1,000	\$12,258	1225.82%
Mass Transit	\$205,936	\$111,192	53.99%	\$196,384	\$196,314	99.96%
Street Misc	\$0	\$0	0.00%	\$0	\$0	0.00%
Street Patching	\$35,000	\$37,678	107.65%	\$36,000	\$51,609	143.36%
Garbage/Refuse	\$37,500	\$37,424	99.80%	\$37,500	\$38,156	101.75%
Public Health	\$404,909	\$172,148	42.52%	\$422,783	\$382,193	90.40%
Library Tax	\$606,981	\$607,588	100.10%	\$641,900	\$656,900	102.34%
Economic Development	\$13,750	\$16,085	116.98%	\$16,085	\$17,667	109.84%
City Attorney	\$12,000	\$6,000	50.00%	\$6,000	\$6,000	100.00%
Park	\$40,000	\$5,529	0.00%	\$35,689	\$0	0.00%
Snow Removal/Plowing	\$4,000	\$2,830	70.74%	\$4,000	\$4,205	105.12%
State-Public Health	\$40,925	\$57,389	140.23%	\$44,000	\$53,068	120.61%
State-Lift Bridges	\$42,178	\$41,995	99.57%	\$40,000	\$32,673	81.68%
TIF Admin	\$108,670	\$108,670	100.00%	\$108,670	\$108,670	100.00%
Transfer from Marina	\$5,000	\$5,000	100.00%	\$5,000	\$5,000	100.00%
Applied Fund Balance-Other	\$200,000	\$0	0.00%	\$215,000	\$0	0.00%
Applied Fund Balance-Health	\$100,000	\$0	0.00%	\$0	\$0	0.00%
Fund Balance Reservations	\$0	\$0	0.00%	\$0	\$0	0.00%
<b>TOTAL INTERGOVERNMENTAL CHARGES</b>	<b>\$2,216,349</b>	<b>\$1,417,330</b>	<b>63.95%</b>	<b>\$2,185,011</b>	<b>\$1,948,216</b>	<b>89.16%</b>
<b>TOTAL REVENUES</b>	<b>\$21,177,734</b>	<b>\$20,473,051</b>	<b>96.67%</b>	<b>\$21,323,458</b>	<b>\$21,235,679</b>	<b>99.59%</b>

**General Fund Expenditures - Fourth Quarter 2025 (Unaudited)**  
**January 01, 2025 - December 31, 2025**

	2024 Annual Budget	2024 Period Ending December 31, 2024	% Expended	2025 Annual Budget	2025 Period Ending December 31, 2025	% Expended
<b>GENERAL GOVERNMENT</b>						
Mayor	\$127,641	\$120,000	94.01%	\$138,211	\$129,989	94.05%
Attorney	\$182,760	\$167,673	91.74%	\$184,591	\$168,107	91.07%
Personnel	\$200,354	\$203,977	101.81%	\$192,998	\$189,731	98.31%
City Clerk	\$121,953	\$117,339	96.22%	\$129,132	\$115,443	89.40%
Elections	\$87,113	\$71,999	82.65%	\$80,658	\$55,734	69.10%
Municipal Court	\$13,100	\$13,130	100.23%	\$13,520	\$71,298	527.36%
Property Insurance	\$128,234	\$128,234	100.00%	\$128,234	\$128,234	100.00%
Finance	\$623,104	\$607,080	97.43%	\$601,208	\$596,559	99.23%
Assessor	\$85,519	\$89,025	104.10%	\$103,543	\$101,730	98.25%
Common Council	\$84,254	\$84,688	100.51%	\$82,699	\$78,730	95.20%
Illegal Tax/Tax Refund	\$3,000	\$0	0.00%	\$3,000	\$0	0.00%
Uncollectable Debt	\$4,000	\$1,392	34.79%	\$4,000	\$4,215	105.38%
Transfer to Other Funds	\$0	\$3,000	0.00%	\$0	\$3,000	0.00%
Employees Safety Commission	\$38,784	\$38,980	100.51%	\$36,731	\$37,127	101.08%
Municipal Buildings	\$133,687	\$153,303	114.67%	\$135,038	\$150,812	111.68%
<b>TOTAL GENERAL GOVERNMENT</b>	<b>\$1,833,503</b>	<b>\$1,799,818</b>	<b>98.16%</b>	<b>\$1,833,563</b>	<b>\$1,830,710</b>	<b>99.84%</b>
<b>PUBLIC SAFETY</b>						
Police	\$5,510,992	\$5,514,076	100.06%	\$5,692,557	\$5,800,954	101.90%
Crossing Guards	\$12,081	\$3,239	26.81%	\$6,514	\$4,693	72.05%
Community Service	\$73,642	\$66,814	90.73%	\$73,380	\$79,324	108.10%
Auxiliary Police	\$15,246	\$6,499	42.63%	\$15,202	\$5,967	39.25%
Jail/Prisoner Meal Charge	\$5,000	\$3,602	72.04%	\$3,000	\$5,043	168.10%
Code Enforcement	\$91,175	\$76,526	83.93%	\$81,456	\$78,976	96.96%
Traffic Cameras	\$31,000	\$17,667	56.99%	\$36,000	\$35,483	98.56%
Fire	\$3,969,215	\$3,967,747	99.96%	\$4,087,021	\$4,089,902	100.07%
Emergency Government	\$500	\$161	32.24%	\$1,000	\$163	16.30%
Weights & Measures	\$34,040	\$34,965	102.72%	\$36,508	\$37,616	103.04%
Inspection	\$211,331	\$241,169	114.12%	\$222,012	\$202,103	91.03%
<b>TOTAL PUBLIC SAFETY</b>	<b>\$9,954,222</b>	<b>\$9,932,465</b>	<b>99.78%</b>	<b>\$10,254,650</b>	<b>\$10,340,225</b>	<b>100.83%</b>
<b>PUBLIC WORKS</b>						
Engineering	\$188,790	\$188,183	99.68%	\$187,102	\$180,188	96.30%
Street Construction/Excavation	\$678,845	\$682,598	100.55%	\$706,407	\$797,416	112.88%
Snow & Ice	\$422,892	\$353,429	83.57%	\$386,516	\$452,122	116.97%
Street Signs	\$267,309	\$235,083	87.94%	\$278,099	\$282,249	101.49%
Sidewalks & Crosswalks	\$159,082	\$138,760	87.23%	\$174,493	\$124,635	71.43%
Street Lighting	\$179,416	\$158,420	88.30%	\$178,516	\$150,813	84.48%
Parking Lots	\$44,636	\$19,962	44.72%	\$41,901	\$24,959	59.57%
Canal Maintenance/Construction	\$1,075	\$1,107	102.97%	\$1,075	\$1,166	108.45%
Refuse Collection & Disposal/Commercial	\$1,023,810	\$1,003,342	98.00%	\$1,030,999	\$1,040,914	100.96%
Weed Cutting	\$36,941	\$19,565	52.96%	\$30,165	\$27,061	89.71%
Valley Transit	\$252,583	\$252,583	100.00%	\$243,749	\$243,749	100.00%
Dial-A-Ride	\$11,200	\$11,200	100.00%	\$11,200	\$11,200	100.00%
<b>TOTAL PUBLIC WORKS</b>	<b>\$3,266,579</b>	<b>\$3,064,232</b>	<b>93.81%</b>	<b>\$3,270,222</b>	<b>\$3,336,473</b>	<b>102.03%</b>
<b>CULTURE, RECREATION &amp; EDUCATION</b>						
Library	\$2,019,985	\$1,917,382	94.92%	\$2,090,748	\$2,136,531	102.19%
Recreation	\$363,773	\$348,075	95.68%	\$382,390	\$350,359	91.62%
Pool	\$333,274	\$306,080	91.84%	\$357,668	\$323,907	90.56%
Lift Bridges	\$160,959	\$117,719	73.14%	\$148,173	\$134,720	90.92%
Civic Commemorations	\$52,850	\$51,447	97.34%	\$41,850	\$43,881	104.85%
Parks	\$1,221,352	\$1,464,619	119.92%	\$1,206,994	\$1,270,064	105.23%
<b>TOTAL CULTURE, RECREATION &amp; EDUCATION</b>	<b>\$4,152,193</b>	<b>\$4,205,322</b>	<b>101.28%</b>	<b>\$4,227,823</b>	<b>\$4,259,463</b>	<b>100.75%</b>

	2024 Annual Budget	2024 Period Ending December 31, 2024	% Expended	2025 Annual Budget	2025 Period Ending December 31, 2025	% Expended
<b>CONSERVATION &amp; DEVELOPMENT</b>						
Forestry	\$114,334	\$92,981	81.32%	\$127,722	\$87,487	68.50%
Community Development	\$330,339	\$278,048	84.17%	\$336,181	\$355,003	105.60%
Urban Redevelopment	\$6,905	\$7,019	101.65%	\$7,000	\$7,153	102.19%
<b>TOTAL CONSERVATION &amp; DEVELOPMENT</b>	<b>\$451,578</b>	<b>\$378,048</b>	<b>83.72%</b>	<b>\$470,903</b>	<b>\$449,643</b>	<b>95.49%</b>
<b>PUBLIC HEALTH</b>						
Health	\$670,837	\$655,569	97.72%	\$687,647	\$655,516	95.33%
Environmental Health	\$94,670	\$95,215	100.58%	\$101,097	\$101,912	100.81%
Health Screening	\$24,450	\$24,622	100.71%	\$24,451	\$23,725	97.03%
Prevention	\$4,591	\$4,740	103.24%	\$5,664	\$5,821	102.78%
School Health Aids	\$69,490	\$57,945	83.39%	\$77,586	\$75,141	96.85%
Dental	\$61,162	\$54,979	89.89%	\$57,858	\$54,293	93.84%
Communicable Diseases	\$3,260	\$3,312	101.61%	\$3,308	\$3,134	94.74%
Lead Prevention Grant	\$3,117	\$3,091	99.16%	\$3,116	\$3,161	101.44%
Immunization	\$7,402	\$7,977	107.77%	\$7,952	\$8,463	106.42%
Maternal Child Health	\$11,798	\$11,716	99.31%	\$9,068	\$9,083	100.16%
Dental Sealant	\$17,413	\$13,415	77.04%	\$16,166	\$14,697	90.91%
Bio-Terrorism	\$33,172	\$31,320	94.42%	\$32,949	\$33,303	101.08%
Twenty-Four/Seven	\$3,500	\$3,255	93.00%	\$3,400	\$2,843	83.62%
Senior Center	\$153,980	\$137,263	89.14%	\$153,033	\$162,099	105.92%
COVID-19 Vaccination	\$0	\$1,290	0.00%	\$16,378	\$2,903	17.72%
Health ARPA Grant	\$304,234	\$208,565	68.55%	\$0	\$100,754	0.00%
Health Infrastructure Grant	\$17,043	\$15,323	89.91%	\$28,081	\$25,062	89.25%
Animal Impoundment	\$3,200	(\$3,538)	-110.56%	\$3,200	\$3,488	109.00%
Cemetery	\$36,341	\$29,304	80.64%	\$35,348	\$50,767	143.62%
<b>TOTAL PUBLIC HEALTH</b>	<b>\$1,519,660</b>	<b>\$1,355,364</b>	<b>89.19%</b>	<b>\$1,266,302</b>	<b>\$1,336,165</b>	<b>105.52%</b>
<b>100-GENERAL FUND TOTALS:</b>	<b>\$21,177,735</b>	<b>\$20,735,250</b>	<b>97.91%</b>	<b>\$21,323,463</b>	<b>\$21,552,678</b>	<b>101.07%</b>



To: Menasha Common Council  
From: Angie Hanchek, Interim Police Chief  
Date: May 18, 2026  
RE: Police Week Awards

During National Police Week, we reflect upon the events of the prior year and hold an awards ceremony to recognize exceptional performance, years of service, and special teams/assignments. I was honored this year to present awards to numerous employees, but was overwhelmed by the number of incidents in 2025 where staff went above and beyond. 2025 was a challenging year with numerous vacancies that resulted in long hours for everyone and being forced off duty to cover vacancies. It was a difficult year, but I'm happy to report that while it was challenging, they were resilient and pushed through with the support of each other, but also our community.

Here is a recap of the awards and recognition that were honored this year:

- Officer of the Year – Officer Mike Oney
- Chief's Award – Officer Dan Hoernke
- L.E.E.D. award – Officer Braeden Heckert
- Volunteer Excellence Award – Officer John Abrahamson
- Civilian of the Year Award – CSO Jacob Reckner
- Noteworthy Performance of Duty – Officer Brian Van Alstyne
- Lifesaving Award – Officer Amy Cook

#### Years of Service

- 5 years – Officer Brian Van Alstyne
- 15 years – Officer Dan Hoernke
- 20 years – Lt. Matt Lenss

#### Assignment recognition

- SFST (Standard Field Sobriety Test) Instructor – Lt. Kelly Gennrich & Officer Brian Van Alstyne.
- Vehicle Contact Instructor – Lt. Kelly Gennrich and Officer Mike Oney
- Firearms Instructor – Officer Dan Hoernke
- Police Training Officer (PTO) – Officer Amy Cook and Officer Matt Schanke
- Honor Guard – Officer Cora Dutter, Officer Eric Voigt, and Officer Jeff Pennings
- Community Liaison Officer – Officer Matt Roe
- Education – Officer Matt Roe



# MUNICIPAL STAFF PSA: MOWING



## Smart Mowing

- Mow grass as high as possible and leave the clippings on the lawn
- Mulch grass clippings
- Put mower tire on the curb with the blower pointed to the grass while mowing

## Communicate

- Ask supervisors or management about proper procedures
- Bring up issues seen on site
- Ask questions about proper fertilizer application

## Debris Management

- Sweep or blow clippings onto grass from paved surfaces
- Do not put debris or clippings in storm drains or waterways
- Remove debris or litter from storm drains

## Did you know?

Grass clippings and leaves add excess nutrients like nitrogen and phosphorus in our local waterways. This leads to increased risk of algae blooms. Keeping grass and leaves off of paved surfaces, away from and out of stormwater systems, and out of our waters help keep the water clean and helps your community meet their water quality standards.



**COMMON COUNCIL MINUTES**  
**Monday, May 18, 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. ROLL CALL**

Present: Aids. Rand, Hale, Perkins, Lewis, Marshall, Grade, School

Absent: Ald. Eisenach

Also Present: FM Laracuente, DPW Merten, CDD Dane, PRD Sackett, PHD Hutter, DPC Hanchek, FC Teesch, CA Struve, Mayor Hammond, DC Janet

**D. PUBLIC HEARING**

1. Special Use Permit - Two-Family Housing - 1327 Province Terrace (Parcel No. 7-00053-02) - Marcus McGuire

Mayor Hammond opened the public hearing at 6:03pm and invited members of the public to speak.

Marcus McGuire (1945 W Kohl Drive, Grand Chute) thanked the Common Council for considering this item.

Mayor Hammond closed the public hearing at 6:04pm.

Staff advised that this Special Use Permit will allow duplexes to be constructed in a C-1 District, near other planned future housing developments.

2. Special Use Permit - Single Family Housing - 1615 Drum Corps Drive (Parcel No. 6-01665-00) - Greater Fox Cities Area Habitat for Humanity

Mayor Hammond opened the public hearing at 6:06pm and invited members of the public to speak.

Mayor Hammond closed the public hearing at 6:07pm after no members of the public elected to speak.

Staff advised that this Special Use Permit will allow 8 single family detached homes to be constructed in a C-1 District, near other planned future housing developments.

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

Dennis Kittel (410 Kraft Street, Neenah), President of Fox City Greenways, expressed concerns about O-10-26, while supporting the regulation of e-bikes. Kittel expressed that community stakeholders should be included in the drafting of this ordinance, and asked the Common Council to refer the ordinance back to staff.

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

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

1. Presentations:

a. City of Menasha Site Specific Market Study

Staff presented a market study that was used to inform updates to the Comprehensive Plan. This study found low vacancy rates in apartments, significant single-individual households, faster rising incomes compared to home and apartment values, and potential development opportunities within the City. Market indicators such as cost-burdened working-age renters, population growth, and vacancy rates will be used to make informed decisions for future development.

Discussion considered the timeline and purpose of the study. Discussion additionally considered updates on development opportunities.

2. Minutes to Receive:

a. Water and Light Commission, 4/22/26

b. Special Board of Public Works, 5/4/26

c. Administration Committee, 5/5/26

d. Plan Commission, 5/5/26

e. Library Board of Trustees, 3/24/26

f. Neenah-Menasha Fire Rescue Joint Finance & Personnel Committee, 5/5/26

g. Board of Health, 2/4/2026

h. Parks & Recreation Board, 5/12/26

3. Communications:

a. Neenah-Menasha Fire Rescue 2025 Annual Report

b. Certificate of Recycling for Spring 2026 Electronic Recycling Event

c. Canal Commons Ribbon Cutting — May 27, 2026

d. Comprehensive Outdoor Recreation Plan Community Survey

e. National Public Works Week Proclamation

G. CONSENT AGENDA

1. Special Common Council Minutes, 5/4/26  
Motion by District 7 Alderperson Grade seconded by District 6 Alderperson Marshall to approve. Motion carried on voice vote.
2. Common Council Minutes, 5/5/26  
Motion by District 7 Alderperson Grade seconded by District 5 Alderperson Lewis to approve. Motion carried on voice vote.
3. Plan Commission, 5/5/2026, Recommends Approval of:  
Motion was made by District 8 Alderperson School, seconded by District 7 Alderperson Grade to approve items G.3.a through G.3.d.

Mayor Hammond asked for unanimous consent to split motion by project location, making one vote G.3.a and G.3.b and a second vote G.3.c and G.3.d. The Common Council agreed.

- a. Special Use Permit for two-family housing at 1327 Province Terrace (Parcel No. 7-00053-02), as presented with the following condition:  
Motion by District 8 Alderperson School, seconded by District 7 Alderperson Grade to approve items G.3.a and G.3.b.

Motion carried 4-3 on roll call. District 3 Alderperson Hale, District 6 Alderperson Marshall, and District 8 Alderperson School voted no.

Discussion considered the aesthetic of the neighborhood and zoning of nearby properties. Discussion additionally considered the final nature of this vote.

Staff advised this use is allowable per the City of Menasha Municipal Code with a Special Use Permit. Staff shared that commercially zoned properties can be used for this type of residential development. Staff additionally shared information on plans to leave green space on lots.

1. A preliminary and final plat shall be submitted and approved by the Common Council prior to the revocation language outlined in Special Use Permit, Section 13-1-11(e) of the Menasha Code of Ordinances.
- b. Preliminary Plat for 1327 Province Terrace (Parcel No. 7-00053-02) as presented with the following conditions:
  1. The Special Use Permit for two-family housing shall be approved by the Common Council.
  2. A drainage and grading plan shall be submitted to the Engineering Department for review.
  3. A Stormwater Management Practices Buy-In Maintenance agreement shall be executed for this development.
  4. Language shall be added to the Final Plat regarding Drainage Easement

Restrictions, specifically that (1) The City has the right to perform maintenance, (2) Developer/lot owner shall comply with the approved surface drainage plan.

- c. Special Use Permit for single family housing at 1615 Drum Corps Drive (Parcel No. 6-01665-00) as presented with the following condition:  
Motion by District 8 Alderperson School, seconded by District 7 Alderperson Grade to approve G.3.c and G.3.d.

Motion carried 7-0 on roll call.

Discussion considered Lot 9.

Staff advised this use is allowable per the City of Menasha Municipal Code with a Special Use Permit. Staff shared that commercially zoned properties can be used for this type of residential development. Staff additionally advised that Lot 9 may have future development.

- 1. A preliminary and final plat shall be submitted and approved by the Common Council prior to the revocation language outlined in Special Use Permit, Section 3-1-11(e) of the Menasha Code of Ordinances.

- d. Preliminary Plat for 1615 Drum Corps Drive (Parcel No. 6-01665-00) as presented with the following conditions:

- 1. The Special Use Permit for single family housing shall be approved by the Common Council.

- 2. A drainage and grading plan be submitted to the Engineering Department for review.

- 4. Neenah-Menasha Fire Rescue Joint Finance & Personnel Committee, 5/5/26, Recommends Approval of:

- a. The City of Neenah and City of Menasha Common Councils authorize filling one anticipated firefighter vacancy no earlier than June 6, 2026  
Motion by District 7 Alderperson Grade, seconded by District 6 Alderperson Marshall to approve.

Motion carried 7-0 on roll call.

Discussion considered overtime pressures, retirement and recruitment.

Staff advised that recent interviews create an eligibility list for any future retirements in 2027 and 2028. Staff also advised that hiring this firefighter also helps alleviate pressures caused by PTO and sick leave.

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

#### I. ACTION ITEMS

1. Accounts payable and payroll for the term of 5/1/26 - 05/14/26 in the amount of \$1,183,091.35  
Motion by District 3 Alderperson Hale, seconded by District 4 Alderperson Perkins to approve.

Motion carried 7-0 on roll call.

2. Accept and Spend 2026 Interoperable Radio Grant Award  
Motion by District 3 Alderperson Hale, seconded by District 5 Alderperson Lewis to approve.

Motion carried 7-0 on roll call.

Discussion considered radio-related coverage issues.

Staff advised that the City of Menasha was awarded a grant to upgrade radios, which will allow for radio communication for critical incidents and disasters with other state agencies.

#### J. HELD OVER BUSINESS

#### K. ORDINANCES AND RESOLUTIONS

1. O-10-26 - An Ordinance Enacting Title 10, Chapter 2, Section 10-2-9 of the Code of Ordinances, Regulating Electric Scooters and Electric Bicycles (Introduced by Mayor Hammond and Ald. Grade)  
Motion by District 7 Alderperson Grade, seconded by District 8 Alderperson School to approve. Superseded by second motion.

Motion by District 1 Alderperson Rand, seconded by District 4 Alderperson Perkins to refer O-10-26 back to staff with direction to engage Fox Cities Greenways and any other community stakeholders, address the device targeting concern raised in public comment, and resolve the statutory conformity items.

Motion carried 4-3 on roll call. District 3 Alderperson Hale, District 6 Alderperson Marshall, and District 7 Alderperson Grade voted no.

Discussion considered different classes of e-bikes. Discussion additionally considered a desire to regulate more dangerous motorized vehicles. Discussion also considered the authority of signs banning e-bikes on certain trails, changes in technology, and the inclusion of community stakeholders in these conversations. Discussion additionally considered the years long work by expert professionals on this legislation.

Staff advised on a 2025 incident and related complaints concerning e-bikes. This sparked the creation of this working group between the Police

Departments, Attorneys, and Parks and Recreation Departments of the Cities of Menasha and Neenah and the Village of Fox Crossing. Staff additionally advised that the Common Council would be the regulatory body over signage on trails. Staff also advised that the City's Municipal Code regulates carriers on regular bicycles and that regular bikes can not travel at speeds greater than reasonable or prudent.

2. O-11-26 - An Ordinance Enacting Title 10, Chapter 2, Section 10-2-10 of the Code of Ordinances, Requiring Helmet Use for Persons Under 16 Years of Age (Introduced by Mayor Hammond and Ald. Grade)  
Motion by District 7 Alderperson Grade, seconded by District 5 Alderperson Lewis to approve main motion as amended.

Motion carried as amended 7-0 on roll call.

Motion by District 1 Alderperson Rand, seconded by District 6 Alderperson Marshall to amend the main motion by striking, "American National Standards Institute (ANSI) or the Snell Memorial Foundation" from subsection (b)(1) and replace with "the Consumer Product Safety Commission Standard at 16 C.F.R. Part 1203 or any other standard recognized by the commission as equivalent."

Motion to amend carried 7-0 on roll call.

Motion by District 1 Alderperson Rand, seconded by District 5 Alderperson Lewis to amend the main motion by renumbering section (a) following subsection (f) as subsection (g).

Motion to amend carried 7-0 on roll call.

Motion by District 1 Alderperson Rand seconded by District 4 Alderperson Perkins to amend the main motion by striking subsection (c)(1) and referring the substance of that subsection back to staff for placement in the parks code at a future meeting.

Motion to amend carried 6-1 on roll call. District 7 Alderperson Grade voted no.

Discussion considered why the age was set at 16 for the helmet requirement.

Staff advised that requiring helmets at 16 is consistent with state statute and peer municipalities.

3. R-11-26 — A Resolution Authorizing Reallocation of Sewer Utility Funds and Directing Infrastructure Improvements in Response to the April 2026 Rainfall Event (Introduced by Ald. Hale)  
Motion by District 3 Alderperson Hale, seconded by District 6 Alderperson

Marshall to approve.

Motion carried 7-0 on roll call.

Staff advised on the aftermath of the significant amount of rainfall, and subsequent flooding and sewer backups this spring. Staff also advised that this will be a long-term project to take corrective actions and help mitigate future risks. Staff additionally advised on potential projects that result from this resolution to tackle this larger issue.

4. R-12-26 — A Resolution of Support for Fiscal Year 2026 Safe Streets and Roads for All (SS4A) Grant Application to Conduct a Feasibility Study for Active Transportation Facilities on State Trunk Highway 47 Between Ninth Street and Calumet Street (Introduced by Mayor Hammond)  
Motion by District 7 Alderperson Grade, seconded by District 3 Alderperson Hale to approve.

Motion carried 7-0 on roll call.

Staff advised that East Central Wisconsin Regional Planning Commission is applying for this grant to complete a study on STH 47, to include sidewalks and bicycle facilities along that corridor. This study would provide a recommendation on the feasibility of constructing an active transportation facility along that corridor.

#### L. APPOINTMENTS

1. Mayor's appointment of Donald Merkes to the Board of Review for the term of 5/19/26 - 5/19/29  
Motion by District 7 Alderperson Grade seconded by District 4 Alderperson Perkins to approve. Motion carried on voice vote.
2. Mayor's appointment of Eli Wickman to the Plan Commission for the term 5/19/26 - 5/1/28  
Motion by District 7 Alderperson Grade seconded by District 3 Alderperson Hale to approve. Motion carried on voice vote.

#### M. CLAIMS AGAINST THE CITY

- #### N. PUBLIC COMMENTS ON ANY MATTER LISTED ON THE AGENDA
- Dennis Kittel (410 Kraft Street, Neenah) shared appreciation to the Common Council for the vote on O-10-26.

#### O. ADJOURNMENT

Motion by District 6 Alderperson Marshall seconded by District 3 Alderperson Hale to adjourn the Common Council meeting at 7:51 pm. Motion carried on voice vote.

Minutes submitted by Deputy City Clerk Evan Janet.

## MEMORANDUM

DATE May 12, 2026  
TO Administration Committee  
FROM Kaija Snyder, City Clerk  
RE Recommend to Award – Post-Crescent Media (*The Post-Crescent*) as the Official City Newspaper of the City of Menasha for the 2026-2027 term

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Wis. Stat. 985.06 provides that second- and third-class municipalities contract a newspaper to serve as the municipality’s official city newspaper for a term of one year. The selected newspaper publishes council proceedings and legal notices.

The City of Menasha Clerk’s Office published a request for official city newspaper bids in *The Post-Crescent*, the current official city newspaper. Upon bid closure, received bids were opened and evaluated according to Wis. Stat. 985.06(1). Wis Stat. 985.03(1) provides that municipalities award contract to the lowest effective, eligible bidder. Eligibility is determined according to Wis. Stat. 985.03.

The lowest effective, eligible bidder is Post-Crescent Media (*The Post-Crescent*). Notably, Post-Crescent Media submitted the only bid (attached) received in response to the published request.

**Recommendation: Award contract for the City of Menasha’s official city newspaper to Post-Crescent Media (*The Post-Crescent*) for the 2026-2027 term.**

**THANK YOU for your submission!**

Your notice has been submitted for publication. Below is a confirmation of your order. You will also receive an email confirmation.

**ORDER DETAILS**

**Order Number:**  
LWIX0470744

**Order Status:**  
Submitted

**Classification:**  
Govt Bids & Proposals

**Package:**  
General Package

**1 Affidavit:**  
1.00

**Total payment:**  
29.83

**Payment Type:**  
Account Billed

**User ID:**  
L0027956

**External User ID:**  
1012833

**ACCOUNT INFORMATION**

City Of Menasha  
100 Main ST # 200 ATTN: FINANCE  
Menasha, WI 54952-3287  
920-967-3600  
ksnyder@menashawi.gov  
City Of Menasha  
Contract ID:

**TRANSACTION REPORT**

**Date**  
March 2, 2026 11:23:40 AM EST

**Amount:**  
29.83

**ADDITIONAL OPTIONS**

1 Affidavit

**PREVIEW FOR AD NUMBER LWIX04707440**

**INVITATION TO BID  
OFFICIAL CITY NEWSPAPER  
CITY OF MENASHA**

Sealed bids for the City of Menasha's Official City Newspaper shall be received at the Office of the City Clerk, 100 Main Street, Suite 200, Menasha, WI 54952, from the date of this publication until May 12, 2026 at 12:00pm CST, at which point they will be examined. The selected bidder shall publish Common Council proceedings and the City of Menasha's legal notices and advertising.

The City of Menasha reserves the right to reject any and all bids, waive any informality in bidding, and accept the bid which best serves the interests of the City of Menasha.

Award is subject to the provisions of Chapter 985 of the Wisconsin State Statutes.

Dated in Menasha, Wisconsin this 7th day of April, 2026

Kaija Snyder, City Clerk

Publish: April 7, 2026  
WNAXLP  
April 7 2026  
LWIX0470744

[<< Click here to print a printer friendly version >>](#)

**SCHEDULE FOR AD NUMBER LWIX04707440**

April 7, 2026  
Appleton Post Crescent

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March 23, 2026

City of Menasha-Valerie Neuman  
100 Main Street Ste 200  
Menasha, WI 54952

Dear City Clerk,

In accordance with the legal advertising rates established by the State of Wisconsin, we are pleased to quote you the following legal advertising rates for the publication of council proceedings and other city legal advertising for the upcoming year.

<u>Classified 6 Column Per Line charge –</u>			
<u>Unify Sans 6-point Font:</u>			
Number of Columns	Column Width (Picas)	First Insertion	Subsequent Insertion(s)
1	9.18	\$ .8933	\$ .7056
2	19.36	\$1.8824	\$1.4869
3	29.54	\$2.8714	\$2.2681
4	39.73	\$3.8605	\$3.0494
5	49.91	\$4.8496	\$3.8306
6	60.09	\$5.8386	\$4.6119

Newspapers to be circulated in this geographic area: 8,503

Additional charges that may apply - affidavit charges \$1.00 for each affidavit.

Thank you for the opportunity to serve your community.

Sincerely,  
Tara Hamm  
Director- Public Notices



**MEMORANDUM**

DATE May 14, 2026  
TO Board of Public Works  
FROM James Merten, Director of Public Works  
Corey Gordon, Deputy Director of Engineering  
RE Recommend to Award — Contract Unit No. 2026-05

The City of Menasha publicly opened bids on Wednesday, May 13, 2026, for Contract Unit No.2026-05. Two bids were received as indicated on the enclosed bid tabulation.

This project consists of the crack sealing of various city streets.

**Recommendation**

Motion to recommend awarding Contract Unit No. 2026-05, Asphaltic Concrete Pavement Crack Sealing to Fahrner Asphalt Sealers, LLC; \$44,321.00

**CITY OF MENASHA**  
**Contract Unit No. 2026-05**  
**Asphaltic Concrete Pavement Crack Sealing - Various City Streets**

<b>Base Bid</b>				<b>Fahrner Asphalt Sealers, LLC</b>	<b>Thunder Road, LLC</b>
<b>Item</b>	<b>Street</b>	<b>From</b>	<b>To</b>	<b>Lump Sum</b>	<b>Lump Sum</b>
1	Grassymeadow Ln	south of Prairie View Ct	South end	\$ 1,795.00	\$ 2,596.00
2	Brie Ct	Grassymeadow Ln	West end	\$ 500.00	\$ 649.00
3	Gosling Way	Kernan Ave	Gosling Way Ct	\$ 2,000.00	\$ 2,741.00
4	Gosling Way Ct	Gosling Way	North end	\$ 2,635.00	\$ 2,741.00
5	Woodcrest Heights Dr	Gosling Way	South of Sandpiper Dr	\$ 2,815.00	\$ 3,426.00
6	Lucerne Dr	Appleton Rd	Apple Ct	\$ 4,980.00	\$ 4,111.00
7	Elizabeth St	Harding St	Eighth St	\$ 898.00	\$ 1,298.00
8	Kenwood Dr	Midway Rd	South end	\$ 1,795.00	\$ 1,363.00
9	Wittmann Park Ln	Wittmann Dr	Appleton Rd	\$ 2,875.00	\$ 2,725.00
10	Naymut St	Nicolet Blvd	Keyes St	\$ 4,203.00	\$ 3,893.00
11	Water St	Broad St	Termini	\$ 4,875.00	\$ 5,191.00
12	Eighth St	State St	Appleton Rd	\$ 200.00	\$ 273.00
13	Seventh St	Appleton Rd	Melissa St	\$ 200.00	\$ 389.00
14	Pleasant Ln	Harding St	Harding St	\$ 200.00	\$ 195.00
15	Mission St	Terrace Ave	Midway Rd	\$ 566.00	\$ 286.00
16	Milwaukee St	Seventh St	Ninth St	\$ 200.00	\$ 156.00
17	Villa Way	Fountain Way	Lake Park Rd	\$ 150.00	\$ 150.00
18	De Pere St	Appleton Rd	Seventh St	\$ 250.00	\$ 100.00
19	De Pere St	Seventh St	Ninth St	\$ 250.00	\$ 100.00
20	State St	Sixth St	Ninth St	\$ 200.00	\$ 156.00
21	Ninth St	Appleton Rd	Melissa St	\$ 3,372.00	\$ 3,115.00
22	Nicolet Blvd (North lane)	Naymut St	East end	\$ 351.00	\$ 150.00
23	Abby Ave	W North Water St	Railroad St	\$ 600.00	\$ 389.00
24	Jefferson Park	Parking lot South of Second St/Konemac St Intersection		\$ 420.00	\$ 389.00
25	Midway Crossing	Province Link	270' North	\$ 100.00	\$ 389.00
26	Frederick St	Termini	Tayco St	\$ 120.00	\$ 150.00
27	Library Parking Lot			\$ 450.00	\$ 195.00
28	First St	Racine St	De Pere St	\$ 678.00	\$ 389.00
29	Ida St	Airport Rd	Geneva Rd	\$ 150.00	\$ 150.00
30	Alva St	Visgro St	Airport Rd	\$ 150.00	\$ 150.00
31	Alva St	Airport Rd	Grove St	\$ 100.00	\$ 110.00
32	Lotus Trail	Snowberry Way	Villa Way	\$ 1,430.00	\$ 8,597.00
33	Snowberry Way	West End	Chrystella Dr	\$ 180.00	\$ 2,341.00
34	Fox Tail Ln	Lotus Trail	Fountain Way	\$ 100.00	\$ 1,298.00
35	Chrystella Dr	200' S of Snowberry Way	Fox Tail Ln	\$ 150.00	\$ 623.00

36	Grandview Ave	Tayco St	Pacific St	\$	330.00	\$	934.00
37	Ninth St	Melissa St	Meadowview Dr	\$	702.00	\$	1,752.00
38	Sixth St	Tayco St	Railroad Tracks	\$	765.00	\$	934.00
39	Sixth St	Railroad Tracks	Milwaukee St	\$	175.00	\$	934.00
40	Sixth St	Milwaukee St	Racine St	\$	330.00	\$	934.00
41	Sixth St	Racine St	Appleton St	\$	516.00	\$	935.00
42	Sixth St	Appleton St	De Pere St	\$	300.00	\$	935.00
43	Emily St	South Termini	Ninth St	\$	125.00	\$	150.00
44	Ninth St	West Termini	Tayco St	\$	125.00	\$	150.00
45	Lakecrest Dr	South Termini	Sunset Dr	\$	100.00	\$	150.00
46	Lakecrest Dr	Sunset Dr	Butte Des Morts Dr	\$	100.00	\$	100.00
47	Lakecrest Dr	Butte Des Morts Dr	Edgewater Dr	\$	70.00	\$	100.00
48	Sunset Dr	Lakecrest Dr	Tayco St	\$	210.00	\$	649.00
49	Lush St	Water St	Kaukauna St	\$	150.00	\$	260.00
50	Manitowoc St	Paris St	Broad St	\$	100.00	\$	150.00
51	Paris St	Broad St	De Pere St	\$	105.00	\$	104.00
52	Paris St	De Pere St	Manitowoc St	\$	180.00	\$	104.00
<b>Total Base Bid Unit 2026-05 - Crack Seal Various City Streets (Items 1-52)</b>				<b>\$</b>	<b>44,321.00</b>	<b>\$</b>	<b>60,249.00</b>



## MEMORANDUM

DATE May 14, 2026  
TO Board of Public Works  
FROM James Merten, Director of Public Works  
Corey Gordon, Deputy Director of Engineering  
RE Recommend to Award — Contract Unit No. 2026-06

The City of Menasha publicly opened bids on Wednesday, May 13, 2026, for Contract Unit No.2026-06. One bid was received as indicated on the enclosed bid tabulation.

This project consists of the chip sealing of various city streets.

### **Recommendation**

Motion to recommend awarding Contract Unit No. 2026-06, Asphaltic Concrete Pavement Chip Sealing to Fahrner Asphalt Sealers, LLC; \$55,716.00

**CITY OF MENASHA**  
**Contract Unit No. 2026-06**  
**Asphaltic Concrete Pavement Chip Sealing - Various City Streets**

<b>Base Bid</b>				
<b>Item</b>	<b>Street</b>	<b>From</b>	<b>To</b>	<b>Lump Sum</b>
1	Birling Ct (1,437± SY)	Termini	Termini	\$ \$ 3,696.00
2	Birling Dr (1,692± SY)	Birling Ct	Manitowoc Rd	\$ \$ 3,969.00
3	Silverbirch Ct (816± SY)	Silverbirch Dr	Termini	\$ \$ 2,032.00
4	Silverbirch Dr (4,242± SY)	175' N of Winnipeg St	Birling Dr	\$ \$ 9,899.00
5	Railroad St (2,638± SY)	Abby Ave	Garfield Ave	\$ \$ 6,360.00
6	Jefferson St (2,500± SY)	London St	Grove St	\$ \$ 6,003.00
7	Stardust Dr (2,531± SY)	Woodland Dr	Elmwood Dr	\$ \$ 5,814.00
8	Lincoln St (3,512± SY)	De Pere St	Appleton Rd	\$ \$ 8,212.00
9	Manitowoc St (4,172± SY)	Appleton Rd	Ninth St	\$ \$ 9,731.00
<b>Total Base Bid Unit 2026-06 - Chip Seal Various City Streets (Items 1-9)</b>				<b>\$ 55,716.00</b>

# Certificate of Payment

Date: 5/14/2026

Payment Request: 7 (Seven)

Contractor: Northeast Asphalt, Inc.

Address: W6380 Design Drive, Greenville, WI 54942

Contract Unit No.: 2025-03

Project Description: Jefferson Park Boat Launch

	<b>Original Contract Amount:</b>	\$ <u>1,315,650.00</u>
Change Order 1:	\$ <u>19,370.97</u>	<b>Total Change Orders:</b> \$ <u>19,370.97</u>
Change Order 2:	<u>                    </u>	<b>Total Contract Amount (Including Change Orders):</b> \$ <u>1,335,020.97</u>
Change Order 3:	<u>                    </u>	<b>Total Earned to Date (Summary Attached):</b> \$ <u>1,213,559.24</u>
Change Order 4:	<u>                    </u>	<b>Less Retainage:</b> <u>2.5% of Original Contract</u> \$ <u>32,891.25</u>
	<b>Amount Due:</b>	\$ <u>1,180,667.99</u>

	Payment 1	\$ <u>276,060.50</u>
	Payment 2	\$ <u>147,406.75</u>
	Payment 3	\$ <u>145,307.15</u>
	Payment 4	\$ <u>374,868.28</u>
	Payment 5	\$ <u>67,228.46</u>
	Payment 6	\$ <u>40,413.14</u>
	Payment 7	<u>                    </u>
<b>Current Payment</b>		<b>\$ <u>129,383.71</u></b>

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

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

**Recommended for Payment**

Public Works Authorization: \_\_\_\_\_

Common Council Approval Date: \_\_\_\_\_

**Finance Department**

Account Number	Amount

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

Item	Quantity	Description			Payment 7 (Seven) 5/14/26	
			Unit Price	Item Total	YTD	Total
<b>Base Bid</b>						
1	1	Common Excavation and Grading	\$ 100,000.00	\$ 100,000.00	1.00	\$ 100,000.00
2	1,600	Geotextile Fabric	\$ 3.00	\$ 4,800.00	0.00	\$ -
3	1,400	Excavation Below Subgrade (EBS)	\$ 8.50	\$ 11,900.00	1195.00	\$ 10,157.50
4	4,000	Recycled Dense Graded Base (From City Stockpile)	\$ 11.00	\$ 44,000.00	4000.00	\$ 44,000.00
5	1,400	EBS Backfill - Recycled Dense Graded Base (From City Stockpile)	\$ 11.00	\$ 15,400.00	1195.00	\$ 13,145.00
6	240	Crushed Clear Stone	\$ 39.00	\$ 9,360.00	221.76	\$ 8,648.64
7	1,100	Curb and Gutter, 24-IN	\$ 23.40	\$ 25,740.00	1062.00	\$ 24,850.80
8	1,150	Ribbon Curb, 24-IN	\$ 35.50	\$ 40,825.00	1158.00	\$ 41,109.00
9	500	Concrete Driveway Apron, 7-IN	\$ 10.75	\$ 5,375.00	378.00	\$ 4,063.50
10	7,025	Concrete Sidewalk, 5-IN	\$ 7.60	\$ 53,390.00	7937.00	\$ 60,321.20
11	6	Truncated Dome Detectable Warning Panel, 2-FT by 5-FT	\$ 375.00	\$ 2,250.00	6.00	\$ 2,250.00
12	3	Concrete Drainage Flume	\$ 1,200.00	\$ 3,600.00	2.00	\$ 2,400.00
13	1	Concrete Trench Drain with Grate	\$ 2,900.00	\$ 2,900.00	1.00	\$ 2,900.00
14	2,400	Asphalt Pavement - Road and Parking	\$ 91.10	\$ 218,640.00	2332.67	\$ 212,506.24
15	1	Traffic Control	\$ 600.00	\$ 600.00	0.00	\$ -
16	1	Pavement Markings	\$ 18,425.00	\$ 18,425.00	1.00	\$ 18,425.00
17	1	Demolition and Removals	\$ 182,000.00	\$ 182,000.00	1.00	\$ 182,000.00
18	2	4-FT Precast Manhole	\$ 8,505.00	\$ 17,010.00	1.00	\$ 8,505.00
19	2	2-FT by 3-FT Inlet	\$ 3,600.00	\$ 7,200.00	3.00	\$ 10,800.00
20	300	12-IN RCP Storm Sewer	\$ 66.00	\$ 19,800.00	169.00	\$ 11,154.00
21	3	12-IN RCP Apron End Wall	\$ 1,400.00	\$ 4,200.00	3.00	\$ 4,200.00
22	1	12-IN Outfall Through Sheet Pile Wall	\$ 100.00	\$ 100.00	0.00	\$ -
23	4	Bio-Infiltration Basin Including native seeding and plantings, engineered soil, and underdrain	\$ 27,000.00	\$ 108,000.00	2.00	\$ 54,000.00
24	3	Outlet Control Structure	\$ 5,000.00	\$ 15,000.00	3.00	\$ 15,000.00
25	3	Adjust Existing Manhole or Valve Vault Casting	\$ 850.00	\$ 2,550.00	2.00	\$ 1,700.00
26	1	Adjust Existing Water Valve Box	\$ 650.00	\$ 650.00	0.00	\$ -
27	1	2-IN Water Service Including Connections and Fittings, Corporation Stop, Curb Stop and Box	\$ 16,600.00	\$ 16,600.00	1.00	\$ 16,600.00
28	2,700	9-IN Reinforced Concrete Pavement (Cast-in-Place)	\$ 17.00	\$ 45,900.00	5219.00	\$ 88,723.00
29	2,900	9-IN Concrete Pavement (Precast Panels)	\$ 17.00	\$ 49,300.00	0.00	\$ -
30	4	Concrete Launch Dock Abutment	\$ 5,000.00	\$ 20,000.00	4.00	\$ 20,000.00
31	4	Boarding Dock Including Anchorage	\$ 35,000.00	\$ 140,000.00	4.00	\$ 140,000.00
32	3	Dual Luminaire Lightpole with Base	\$ 5,200.00	\$ 15,600.00	3.00	\$ 15,600.00
33	5	Single Luminaire Lightpole with Base	\$ 5,200.00	\$ 26,000.00	5.00	\$ 26,000.00
34	4	Receptacle Base	\$ 315.00	\$ 1,260.00	1.00	\$ 315.00
35	1	Conduit, Wire, Connectors, etc.	\$ 15,260.00	\$ 15,260.00	1.00	\$ 15,260.00
36	1	Install City-Supplied Electrical and Lighting Cabinet	\$ 1,815.00	\$ 1,815.00	1.00	\$ 1,815.00
37	200	Riprap	\$ 63.00	\$ 12,600.00	221.50	\$ 13,954.50
38	100	Vegetated Boulder Revetment	\$ 160.00	\$ 16,000.00	20.00	\$ 3,200.00
39	6,500	Seed Restoration with Erosion Mat Class 1 Urban, Type A	\$ 3.85	\$ 25,025.00	0.00	\$ -
40	1	Install 200 LF of 5-FT Chain-Link Fence and Salvaged Gates	\$ 13,100.00	\$ 13,100.00	1.00	\$ 13,100.00
41	1	Install and Maintain Tracking Pad	\$ 1,200.00	\$ 1,200.00	1.00	\$ 1,200.00
42	300	Install and Maintain Turbidity Barrier	\$ 1.00	\$ 300.00	115.00	\$ 115.00
43	500	Install and Maintain Silt Log	\$ 3.95	\$ 1,975.00	1562.00	\$ 6,169.90
<b>Total Base Bid (Items 1 - 43)</b>				<b>\$ 1,315,650.00</b>		<b>\$ 1,194,188.28</b>

<b>Change Order 1</b>						
CO1.1	697.43	3" Clear stone for under boat ramp do to unstable soil	\$ 18.79	\$ 13,104.71	697.43	\$ 13,104.71
CO1.2	333.14	3/4" Clear stone for under boat ramp do to unstable soil	\$ 12.47	\$ 4,154.26	333.14	\$ 4,154.26
CO1.3	704	Geotextile HR Fabric	\$ 3.00	\$ 2,112.00	704.00	\$ 2,112.00
<b>Total Change Order 1</b>				<b>\$ 19,370.97</b>		<b>\$ 19,370.97</b>
<b>Total Base Bid and Change Order 1</b>				<b>\$ 1,335,020.97</b>		<b>\$ 1,213,559.24</b>



## MEMORANDUM

Date: May 12, 2026


To: City of Menasha Common Council

From: Todd Drew, RS  
Environmental Health Sanitarian  
Employee Safety Coordinator

Re: Respiratory Protection Policy – Sewer Maintenance Staff

This proposed policy is to address a potential occupational hazard related to chemical vapor release during the sewer jetting process. DNR conducted sampling related to a known contaminated site where several toxic chemicals were identified in the head space of the sanitary sewer. The sampling was intended to track the potential of these chemicals entering homes by way of sanitary drains. Based on these results a potential occupational exposure risk was identified. In addition to the data provided by the DNR, I have conducted additional sampling using equipment provided by the University of Wisconsin and found significant readings not only at that site but one other potentially contaminated site and a sanitary sewer line serving an industrial site. Lab data is not yet available but in an abundance of caution multiple areas have been identified as potential hazards which require the sewer crew to use respiratory protection while jetting.

Thank you for your consideration related to this proposed policy.

	TITLE: <b>RESPIRATORY PROTECTION – SEWER CREW</b>	
	TYPE: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROCEDURE <input type="checkbox"/> PROTOCOL	
DATE CREATED:	April 24, 2026	DOC OWNER: Todd Drew
DATE REVIEWED:		REVIEWED BY:
DATE APPROVED:		APPROVED BY: Kristine Hutter
DATE OF STAFF REVIEW:		NEXT REVIEW DATE:

**Objective**

Protect staff from potential environmental chemical vapor hazards which could be encountered during the jetting process.

**Applies To**

Staff working on the sewer conducting jetting sanitary sewer lines in designated areas.

**Policy**

Staff shall reference City map which identifies areas of concern. Conducting jetting in the areas identified as potential hazard shall wear respiratory protection with appropriate multi-gas filter.


**Procedure**

Respiratory protection will be utilized during the entire process from removing the lid until completed and lid is returned to normal position. Personal monitoring to determine exposure levels will not be completed as required to exclude the need for respiratory protection. Monitoring to the extent possible will be conducted to identify at risk areas. It shall be assumed that staff could potentially exceed the EPA’s Acute Exposure Guideline Levels for chemicals of concern. Chemicals of concern will likely vary based on the location and assumed source. EPA’s Acute Exposure Guideline Levels shall be used as the basis for determination of risk. Current guideline levels will be used and maintained along with map pinning mandatory use areas.

**References**

- EPA’s Acute Exposure Guideline Levels
- Wisconsin DHS BEOH – Toxicology
- OSHA Respiratory Protection Standard
- City of Menasha Safety Manual

**Related Documents**

	TITLE: <b>RESPIRATORY PROTECTION – SEWER CREW</b>	
	TYPE: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROCEDURE <input type="checkbox"/> PROTOCOL	
DATE CREATED:	April 24, 2026	DOC OWNER: Todd Drew
DATE REVIEWED:		REVIEWED BY:
DATE APPROVED:		APPROVED BY: Kristine Hutter
DATE OF STAFF REVIEW:		NEXT REVIEW DATE:

**Review and Revision History**

<u>Date of Review</u>	<u>Reason / Brief Description</u>	<u>Author</u>
	New	

Signature:

Date Approved:

## MEMORANDUM

DATE May 26, 2026

TO Board of Public Works

FROM James Merten, Public Works Director  
Thad Brown, Deputy Director of Municipal Operations  
Margaret Struve, City Attorney

RE Fourth Amendment to Ground Site Lease Agreement between City of Menasha and AT&T Mobility Corporation, effective June 9, 2026

Enclosed for your review is a DRAFT Fourth Amendment to Ground Site Lease Agreement between the City of Menasha and AT&T Corporation.

In 2001, the City executed a Ground Site Lease Agreement with TeleCorp Realty, LLC, for lease of premises at 455 Baldwin Street, Menasha, WI, dated February 27, 2001. Pursuant to the Agreement, the “Commencement Date”, the start of installation of the Equipment (a cell tower), was later confirmed to be June 9, 2001. The Term of this Agreement was five years (initial term), followed by four consecutive five-year renewal terms. The Agreement has since been amended by Common Council-approved amendments as needed and aligning with AT&T’s additional equipment needs. These amendments occurred in 2013, 2019, and 2024. The initial agreed rent was \$1,755, followed by increases with each amendment, resulting in a current monthly rent of \$2,830.

Given the foregoing, the Agreement is set to expire on June 8, 2026. The Parties have agreed to one five year renewal term and an increase of rent to \$3,000 starting June 9, 2026, with a 2% increase starting June 9, 2027, and every year thereafter.

**Staff Recommendation:** Approve the Fourth Amendment to Ground Site Lease Agreement between the City of Menasha and AT&T Corporation, effective June 9, 2026.

Market: IL / WI  
Cell Site Number: WI6094  
Cell Site Name: Menasha Substation  
Fixed Asset Number: 10083247

#### **FOURTH AMENDMENT TO GROUND SITE LEASE AGREEMENT**

THIS FOURTH AMENDMENT TO GROUND SITE LEASE AGREEMENT (“**Fourth Amendment**”) dated as of the later date below is by and between City of Menasha, a Wisconsin municipal corporation, having a mailing address at 100 Main Street, Suite 200, Menasha, WI 54952 (“**Lessor**”) and New Cingular Wireless PCS, LLC, a Delaware limited liability company, having a mailing address at 1025 Lenox Park Blvd NE, 3rd Floor, Atlanta, GA 30319 (“**Lessee**”).

WHEREAS, Lessor and Lessee entered into a Ground Site Lease Agreement dated February 27, 2001, as amended by First Amendment to Ground Site Lease Agreement dated October 10, 2013, as amended by Second Amendment to Ground Site Lease Agreement dated June 18, 2019, as amended by Third Amendment to Ground Site Lease Agreement dated September 26, 2024, whereby Lessor leased to Lessee certain Leased Premises, therein described, that are a portion of the Property located at 455 Baldwin Street, Menasha, WI 54952 (collectively, the “**Agreement**”); and

WHEREAS, the term of the Agreement will expire on June 8, 2026, and the parties mutually desire to renew the Agreement, memorialize such renewal period and modify the Agreement in certain other respects, all on the terms and conditions contained herein; and

WHEREAS, Lessor and Lessee desire to adjust the Rent in conjunction with the modifications to the Agreement contained herein; and

WHEREAS, Lessor and Lessee desire to modify, as set forth herein, the Lessee’s obligations to pay to Lessor for a Rent Guarantee Period (as defined below); and

WHEREAS, Lessor and Lessee, desire to amend the Agreement to modify the notice section thereof; and

WHEREAS, Lessor and Lessee, in their mutual interest, wish to amend the Agreement as set forth below accordingly.

NOW THEREFORE, in consideration of the foregoing and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Lessor and Lessee agree as follows:

1. **Term.** At the end of the final Renewal Term presently set forth in the Agreement, the Term will automatically renew for one (1) separate consecutive additional period of five (5) years (being defined as a “**Renewal Term**”) upon the same terms and conditions of the Agreement,

unless Lessee notifies Lessor in writing of Lessee's intention not to renew the Agreement at least sixty (60) days prior to the expiration of the existing Term.

2. **Termination.** In addition to any rights that may exist in the Agreement, Lessee may terminate the Agreement at any time with prior written notice to Lessor for any reason or no reason.

3. **Modification of Lessee's Obligation to Pay - Rent Guarantee.** Notwithstanding Lessee's obligation to pay Rent set forth in the Agreement, for a sixty (60) month period commencing June 9, 2026, and ending June 8, 2031, ("**Rent Guarantee Period**"), Lessee's obligation to pay Rent is guaranteed and such obligation will not be subject to offset or cancellation by Lessee except as provided below. Notwithstanding the foregoing, if Lessor exercises any of Lessor's rights to terminate the Agreement as set forth in the Agreement, other than the Lessor's right to terminate the Agreement due to the default of Lessee under the terms of the Agreement beyond any applicable grace and cure period, Lessee will be released from any and all of its obligations to pay Rent during the Rent Guarantee Period as of the effective date of said termination. In addition, Lessee shall be released from any and all of its obligations to pay Rent during the Rent Guarantee Period if any of the following shall occur; (a) Lessor is in breach of the Agreement, including but not limited to any default under the terms of the Agreement beyond any applicable grace and cure period; (b) there is a foreclosure of the Property which results in a termination of the Agreement; (c) the Lessor shall require Lessee to relocate Lessee's equipment and facilities to a location that is not acceptable to Lessee in its reasonable business judgement if allowed for in the Agreement; or (d) any existing government permits and/or approvals cannot be obtained or maintained, at no fault of the Lessee.

4. **Modification of Rent.** Commencing on June 9, 2026, the current Rent payable under the Agreement shall be Three Thousand and No/100 Dollars (\$3,000.00) per month (the "**Rent**"), and shall continue during the Term, subject to adjustment, if any, as provided below. In the event of any overpayment of Rent prior to or after the Effective Date, Lessee shall have the right to deduct from any future Rent payments an amount equal to the overpayment amount.

5. **Future Rent Increase / Monthly Payments.** The Agreement is amended to provide that commencing on June 9, 2027, and every year thereafter, Rent shall increase by two percent (2%) over the Rent paid during the previous year.

6. **Acknowledgement.** Lessor acknowledges that: 1) this Fourth Amendment is entered into of the Lessor's free will and volition; 2) Lessor has read and understands this Fourth Amendment and the underlying Agreement and, prior to execution of this Fourth Amendment, was free to consult with counsel of its choosing regarding Lessor's decision to enter into this Fourth Amendment and to have counsel review the terms and conditions of this Fourth Amendment; 3) Lessor has been advised and is informed that should Lessor not enter into this Fourth Amendment, the underlying Agreement between Lessor and Lessee, including any termination or non-renewal provision therein, would remain in full force and effect.

7. **Notices.** Section 20 of the Agreement is hereby deleted in its entirety and replaced with the following:

**NOTICES.** All notices, requests, payments of rent, demands, and other communications required or permitted hereunder shall be given as follows:

For Notices of Default to Lessee:

- a) To Lessee's Lease Administration Department at [NoticeIntake@att.com](mailto:NoticeIntake@att.com); and
- b) To Lessee's Law Department via First Class certified or registered mail, return receipt requested, or by a nationally recognized overnight courier, postage prepaid:

New Cingular Wireless PCS, LLC  
Attn.: Legal Dept – Network Operations  
Re: Cell Site #: WI6094; Cell Site Name: Menasha Substation (WI)  
Fixed Asset #: 10083247  
208 Akard Street  
Dallas, TX 75202-4206

For Notices of Default to Lessor:

- a) To Lessor at [jmerten@menashawi.gov](mailto:jmerten@menashawi.gov); and
- b) To Lessor's Law Department via First Class certified or registered mail, return receipt requested, or by a nationally recognized overnight courier, postage prepaid:

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

All other Notices will be sent:

- a) To Lessee's Lease Administration Department at [NoticeIntake@att.com](mailto:NoticeIntake@att.com); and
- b) To Lessor at [jmerten@menashawi.gov](mailto:jmerten@menashawi.gov)

Notices by email will be effective on the first calendar day after it was sent unless the sender receives an automated message that the email has not been delivered. Electronic mail shall be sent with a read receipt, but a read receipt shall not be required to establish that notice was given and received. All other Notices shall be effective when received unless returned undelivered. Either party hereto may change the place for the giving of notice to it by thirty (30) days' prior written notice to the other party hereto as provided herein.

8. **Charges.** All charges payable under the Agreement such as utilities and taxes shall be billed by Lessor within one (1) year from the end of the calendar year in which the charges were incurred; any charges beyond such period shall not be billed by Lessor, and shall not be payable by Lessee. The foregoing shall not apply to monthly Rent which is due and payable without a requirement that it be billed by Lessor. The provisions of this subsection shall survive the termination or expiration of the Agreement.

9. **Other Terms and Conditions Remain.** In the event of any inconsistencies between the Agreement and this Fourth Amendment, the terms of this Fourth Amendment shall control. Except as expressly set forth in this Fourth Amendment, the Agreement otherwise is unmodified and remains in full force and effect. Each reference in the Agreement to itself shall be deemed also to refer to this Fourth Amendment.

10. **Capitalized Terms.** All capitalized terms used but not defined herein shall have the same meanings as defined in the Agreement.

[NO MORE TEXT ON THIS PAGE - SIGNATURES TO FOLLOW ON NEXT PAGE]

DRAFT

**IN WITNESS WHEREOF**, the parties have caused this Fourth Amendment to be effective as of the last date written below.

**LESSOR:**

City of Menasha,  
a Wisconsin municipal corporation

**LESSEE:**

New Cingular Wireless PCS, LLC,  
a Delaware limited liability company

By: AT&T Mobility Corporation  
Its: Manager

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

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

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

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

Its: \_\_\_\_\_

Its: \_\_\_\_\_

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

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

DRAFT

## MEMORANDUM

DATE May 26, 2026  
TO Common Council  
FROM Kaija Snyder, City Clerk  
RE Alcohol License Renewal Applications for the 2026-2027 Licensing Term (July 1, 2026 – June 30, 2027)

The below listed businesses have submitted complete alcohol license applications for the upcoming licensing term of July 1, 2026 – June 30, 2027. License classes sought are additionally indicated below.

These applicants have successfully achieved all filing requirements prescribed by Title 7 of the Menasha Municipal Code and Chapter 125 of the Wisconsin State Statutes. The Menasha Police Department has approved background checks for agents and organization officials, the Community Development Department has confirmed code and zoning compliance, and the Finance Department has verified fulfillment of financial obligations to the City of Menasha. Premises to be licensed have passed inspections by the Health Department, Fire Department, and Building Inspection Offices. Application pendency has been noticed in the official City newspaper three consecutive times on May 27, 28, and 29, 2026.

### **“Class A” (Intoxicating Liquor) and Class “A” (Fermented Malt Beverages)**

- ❖ Chef Fresh Pizza (204 Manitowoc Street, Menasha); Carol Doran, Agent
- ❖ Circle K #2746553 (1492 Appleton Road, Menasha); Jesse Chartier, Agent
- ❖ Club Liquor (234 Main Street, Menasha); Jonathan Horan, Agent
- ❖ CVS Pharmacy #5186 (1485 Oneida Street, Menasha); Amy Sanger, Agent
- ❖ Dollar General Store #13175 (1135 Appleton Road, Menasha); John Greene, Agent
- ❖ Family Dollar Store #21518 (714 Appleton Road, Menasha); Joshua Nigbor, Agent
- ❖ Kwik Trip #1099 (901 Racine Road, Menasha); Holly Schroeder, Agent
- ❖ Kwik Trip #297 (1499 Appleton Road, Menasha); James Schumacher, Agent
- ❖ Kwik Trip #743 (1870 USH 10-114, Menasha); Lori Duj, Agent
- ❖ Menasha Marathon (209 Racine Street, Menasha); Buddi Subedi, Agent
- ❖ Menasha Motomart (700 Third Street, Menasha); Dominique Blau, Agent
- ❖ Piggly Wiggly #38 (1151 Midway Road); Sara Hopkins, Agent
- ❖ Quik Mart Menasha (1515 Appleton Road, Menasha); Satnam Gill, Agent
- ❖ Stop N Go (1200 Plank Road, Menasha); Kamaljit Gill, Agent

- ❖ Walgreens #03851 (305 Racine Street, Menasha); Mark Thurow, Agent

**“Class B” (Intoxicating Liquor) and Class “B” (Fermented Malt Beverages)**

- ❖ Blossom & Brew Co (130 Main Street, Suite 1, Menasha); Caity Williamson, Agent
- ❖ Chicken Palace of Menasha (1550 Appleton Road, Menasha); Carlos Ayala, Agent
- ❖ City Limits (544 Fourth Street, Menasha); Melissa Poppy, Agent
- ❖ Club Tavern (56 Racine Street, Menasha); Steven Szymanski, Agent
- ❖ El Palenque (890 Lake Park Road, Menasha); Ana Griselda Rivera, Agent
- ❖ Elks Lodge #676 (328 Nicolet Boulevard, Menasha); Matthew Schneider, Agent
- ❖ Emprize Brew Mill (198/200 Main Street, Menasha); Anna Zoltowski, Agent
- ❖ Jitters (23 Main Street, Menasha); Peter Kemps, Agent
- ❖ Lake Park Swim and Fitness (730 Lake Park Road, Menasha); Megan Collins, Agent
- ❖ Luigi’s Pizza & Pasta (332 Ahnaip Street, Menasha); Gianna Jaber, Agent
- ❖ Nicolet Building Association (746 Third Street, Menasha); John Koester, Agent
- ❖ Parker John’s BBQ & Pizza (124 Main Street, Menasha); Aaron Sloma, Agent
- ❖ Plank Road Pub (800 Plank Road, Menasha); Kimberly Halbach, Agent
- ❖ Redliner Bar (977 Plank Road, Menasha); Ken Zastrow, Agent
- ❖ Solea Mexican Grill (705 Appleton Road, Menasha) Eduardo Sanchez, Agent
- ❖ Stone Toad Bar & Grill (1109 Oneida Street, Menasha); Mark Dix, Agent
- ❖ The Old Grog (546 Broad Street, Menasha); Rosita Eisenach, Agent
- ❖ The Rusted Roost Restaurant and Bar (192 Main Street, Menasha); Kar Mulder, Agent
- ❖ The Spot On Main (222/226 Main Street, Menasha); Tiffany Sams, Agent
- ❖ Tony’s Bar (212 Manitowoc Road, Menasha); Thomas Siegel, Agent
- ❖ Tony’s Tayco Tap (10 Tayco Street, Menasha); Tony Eikland, Agent
- ❖ WeatherVane Restaurant (186 Main Street, Menasha); Patrick DuFrane, Agent
- ❖ Wilzke’s Pub (528 Milwaukee Street, Menasha); Melissa Sandry, Agent
- ❖ Wiseguys Pizzeria & Pub (1440 Oneida Street, Suite J, Appleton); Brenda Jorgenson, Agent

**Class “B” (Fermented Malt Beverages)**

- ❖ Mihm’s Charcoal Grill (342 Chute Street, Menasha); Amber Hamilton, Agent

**Recommendation: Staff recommends approval of the above listed alcohol license applications for the term of July 1, 2026 – June 30, 2027.**



## MEMORANDUM

DATE

TO Common Council

FROM Kaija Snyder, City Clerk

RE Outdoor Alcoholic Beverage Service Permit Applications for the 2026-2027 Licensing Term (July 1, 2026 – June 30, 2027)

The below listed businesses have submitted renewal applications for outdoor alcoholic beverage service permits. These applications, including a sitemap of the area in question, are enclosed.

El Palenque Mexican Gastropub LLC  
d/b/a El Palenque  
890 Lake Park Road  
Menasha, WI 54952

Plank Pub LLC  
d/b/a Plank Road Pub  
800 Plank Road  
Menasha, WI 54952

Emprize Brewing LLC  
d/b/a Emprize Brew Mill  
198-200 Main Street  
Menasha, WI 54952

Benchwarmers Inc  
d/b/a Redliner Bar  
977 Plank Road  
Menasha, WI 54952

Hungry Donkey LLC  
d/b/a Hungry Donkey  
14 Tayco Street  
Menasha, WI 54952

Rusted Roost LLC  
d/b/a Rusted Roost Restaurant and Bar  
192 Main Street  
Menasha, WI 54952

Jitters Bar LLC  
d/b/a Jitters  
23 Main Street  
Menasha, WI 54952

Butch & Butch Enterprise LLC  
d/b/a Stone Toad Bar & Grill  
1109 Oneida Street  
Menasha, WI 54952

Viand Hospitality LLC  
d/b/a Parker Johns BBQ & Pizza  
124 Main Street  
Menasha, WI 54952

Sams On Main LLC  
The Spot On Main  
222/226 Main Street  
Menasha, WI 54952

Tony's Tayco Tap LLC  
d/b/a Tony's Tayco Tap  
10 Tayco Street  
Menasha, WI 54952

Wiseguys Pizzeria LLC  
Wiseguys Pizzeria & Pub  
1440 Oneida Street, Suite J  
Appleton, WI 54915

Outdoor alcoholic beverage service permits, governed by Section 7-2-17 of the Menasha Municipal Code, allow licensed businesses to serve alcoholic beverages outdoors in an enclosed extension of the interior premises licensed. This permit type modifies alcohol licenses and is therefore contingent upon achievement of alcohol license requirements.

Pursuant to Section 7-2-17(d), the Clerk's Office has notified all property owners within one hundred fifty (150) feet of proposed outdoor seating areas of permit application pendency. These notifications, sent by first class mail, invite property owners to speak on pending applications at the Common Council meeting during which related applications are considered, or to submit comments directly to the Clerk's Office. At this time, the Clerk's Office has not received comments from notification recipients.

**Recommendation: Staff recommends approval of the above listed outdoor alcoholic beverage service permit applications for the term of July 1, 2026 – June 30, 2027.**

July 1, 2026 - June 30, 2027

OFFICE USE ONLY  
Date Rcvd: 4/7/26  
Amount Paid: \$25



City of Menasha | Office of the City Clerk

**Outdoor Food and Alcohol Beverage Service Application**

Business Name: El Palenque Mexican Gastropub

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

Address: 890 Lake Park Rd Menasha, WI 54952

**Permit Selection**

Outdoor Serve (July 1 – June 30)  
See Menasha Municipal Code Section 7-2-17 relating to Outdoor Food and Alcoholic Beverage Permits Required at Class “B” Premises

Outdoor Street Serve (April 1 – November 30)  
See Menasha Municipal Code Section 7-8-2 relating to Outdoor Restaurant Service

**Description of Outdoor Premises:**

Fenced in Patio

**Please include the following with your application.**

- Application Fee (\$25.00 for one permit type; \$50.00 for both permit types)
- Scaled Site Plan/Drawing of Premises
- Fence/Wall Enclosure of 42” (Outdoor Serve ONLY)
- Scaled Illustration of Furnishings (Outdoor Street Serve ONLY)
- Certificate of Insurance (Outdoor Street Serve ONLY)
- Hold Harmless Agreement (Outdoor Street Serve ONLY)

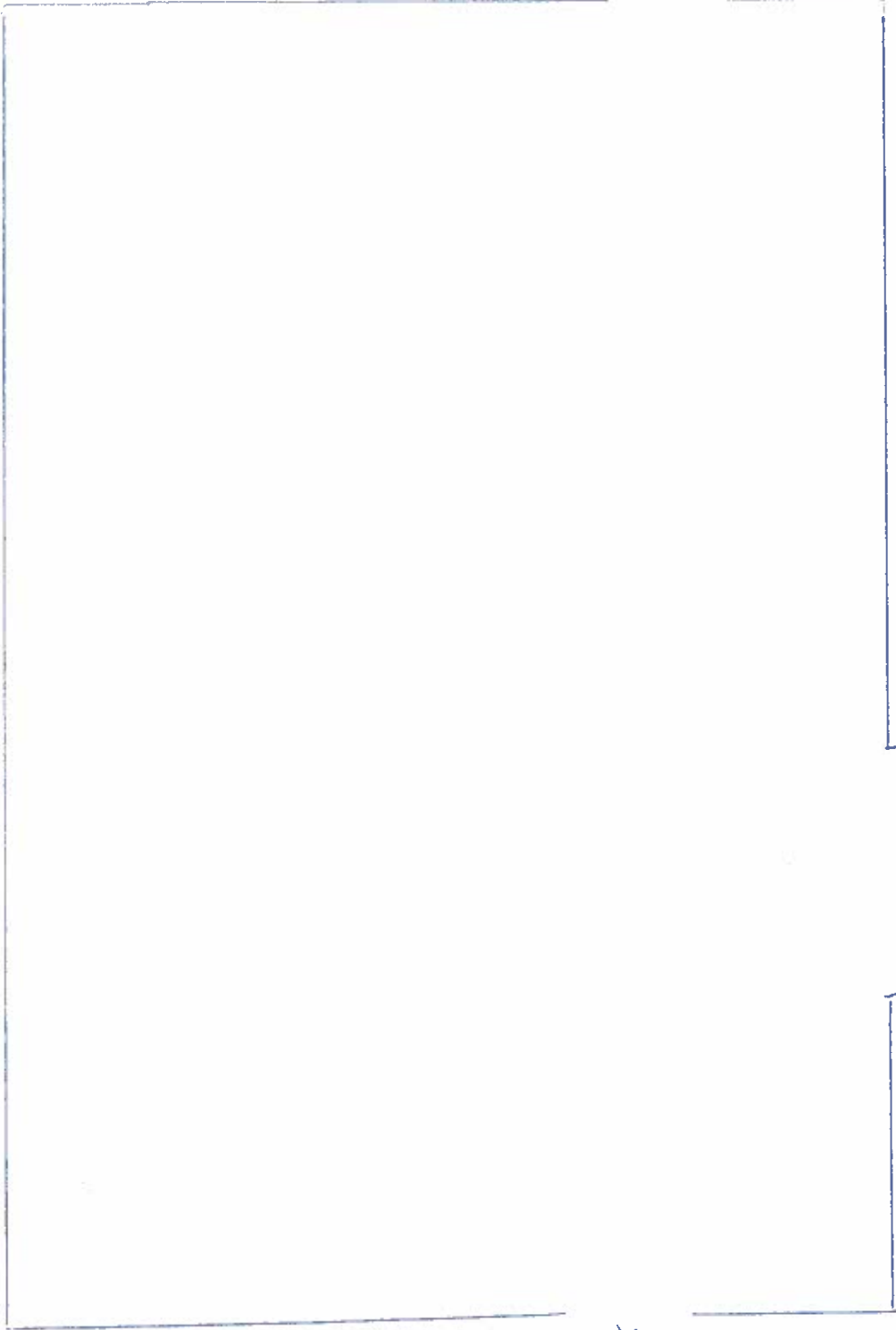
I hereby certify that the proposed outdoor extension shall be operated in compliance with the requirements of Section 7-2-17 and, if applicable, Section 7-8-2 of the Menasha Municipal Code. I certify that the premises shall be maintained as shown on the attached site plan.

Ana Griselda Rivera Gonzalez

Applicant Name (printed)

[Signature]  
Applicant Signature

4-6-26  
Date



Gate  
exit

Door To the Restaurant

Gate  
Exit

Parking  
lot



OFFICE USE ONLY	
Date Rcvd:	<u>5/13/26</u>
Amount Paid:	<u>\$50<sup>00</sup></u>

City of Menasha | Office of the City Clerk

**Outdoor Food and Alcohol Beverage Service Application**

Business Name: EMPRIZE BREWING LLC

Trade Name: EMPRIZE BREW MILL, THE ATTIC

Address: 198-200 MAIN ST, MENASHA, WI 54952

**Permit Selection**

Outdoor Serve (July 1 – June 30)  
See Menasha Municipal Code Section 7-2-17 relating to Outdoor Food and Alcoholic Beverage Permits Required at Class "B" Premises

Outdoor Street Serve (April 1 – November 30)  
See Menasha Municipal Code Section 7-8-2 relating to Outdoor Restaurant Service

**Description of Outdoor Premises:**

OUTDOOR SERVE - BACK FENCED IN AREA

OUTDOOR STREET SERVE - AREAS IN FRONT OF AND/OR BEHIND THE BUILDINGS

**Please include the following with your application.**

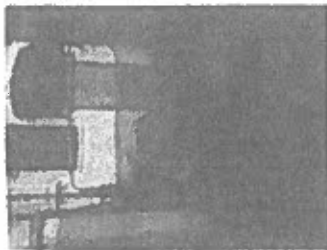
- Application Fee (\$25.00 for one permit type; \$50.00 for both permit types)
- Scaled Site Plan/Drawing of Premises
- Fence/Wall Enclosure of 42" (Outdoor Serve ONLY)
- Scaled Illustration of Furnishings (Outdoor Street Serve ONLY)
- Certificate of Insurance (Outdoor Street Serve ONLY)
- Hold Harmless Agreement (Outdoor Street Serve ONLY)

**I hereby certify that the proposed outdoor extension shall be operated in compliance with the requirements of Section 7-2-17 and, if applicable, Section 7-8-2 of the Menasha Municipal Code. I certify that the premises shall be maintained as shown on the attached site plan.**

ANINA ZOLTOWSKI  
Applicant Name (printed)

Applicant Signature

5/12/2026  
Date



BEER GARDEN STYLE TABLE AT BACK OUTDOOR SERVING AREA



TYPICAL 4 PERSON TABLE AT FRONT OUTDOOR SERVING AREA



TYPICAL 2 PERSON TABLE AT FRONT OUTDOOR SERVING AREA



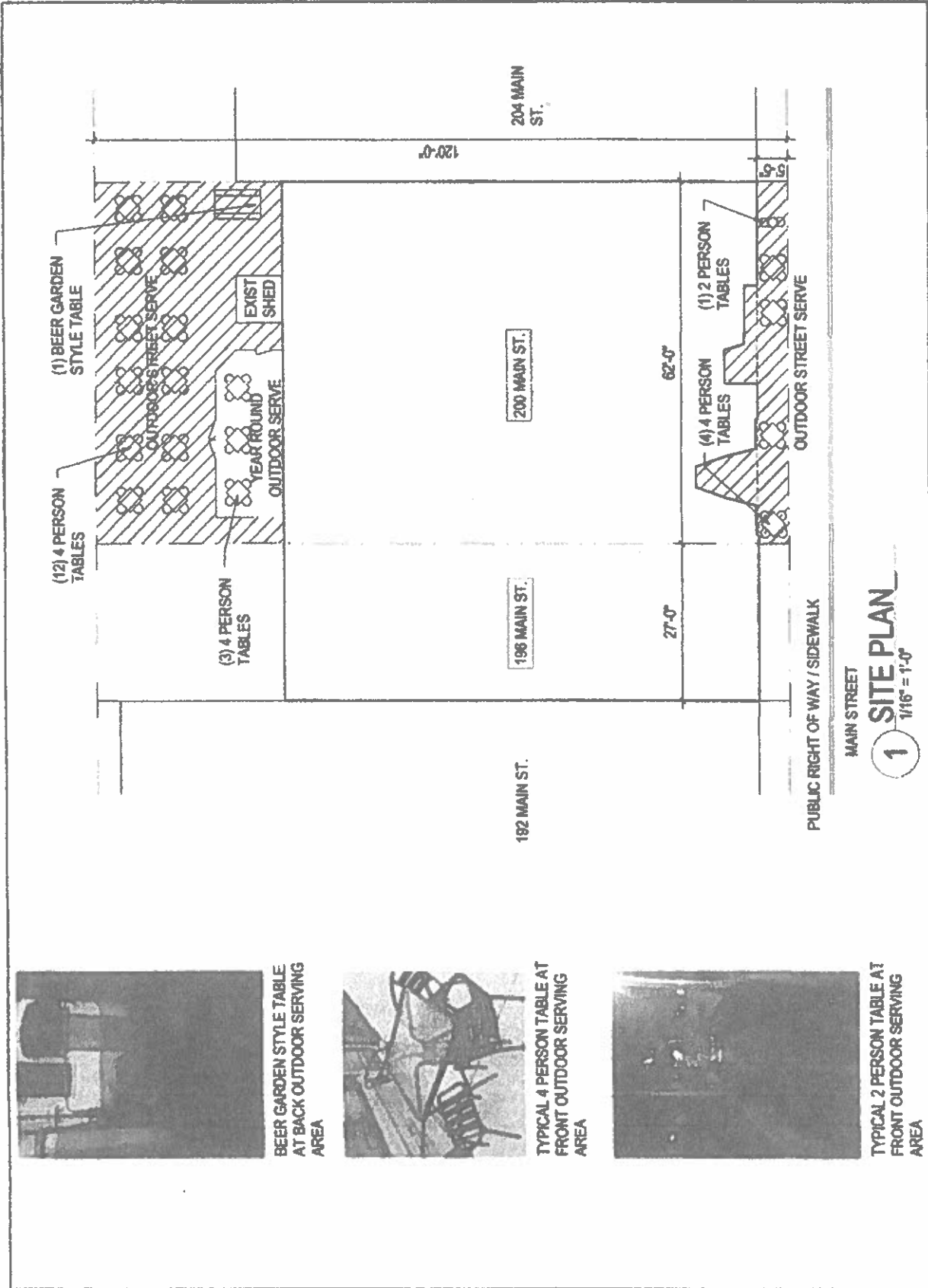
# OUTDOOR SERVE APPLICATION

SEASONAL STREET 3/27/21

198-200 MAIN ST.  
MENASHA WI

## SITE PLAN

### A0.01B



OFFICE USE ONLY  
Date Rcvd: \_\_\_\_\_  
Amount Paid: \_\_\_\_\_



City of Menasha | Office of the City Clerk

**Outdoor Food and Alcohol Beverage Service Application**

Business Name: Hungry Donkey LLC  
Trade Name: \_\_\_\_\_  
Address: 14 Tayco St. Menasha WI 54952

**Permit Selection**

- Outdoor Serve (July 1 – June 30)  
See Menasha Municipal Code Section 7-2-17 relating to Outdoor Food and Alcoholic Beverage Permits Required at Class “B” Premises
- Outdoor Street Serve (April 1 – November 30)  
See Menasha Municipal Code Section 7-8-2 relating to Outdoor Restaurant Service

**Description of Outdoor Premises:**

Outdoor Next to Front door Parking lot

**Please include the following with your application.**

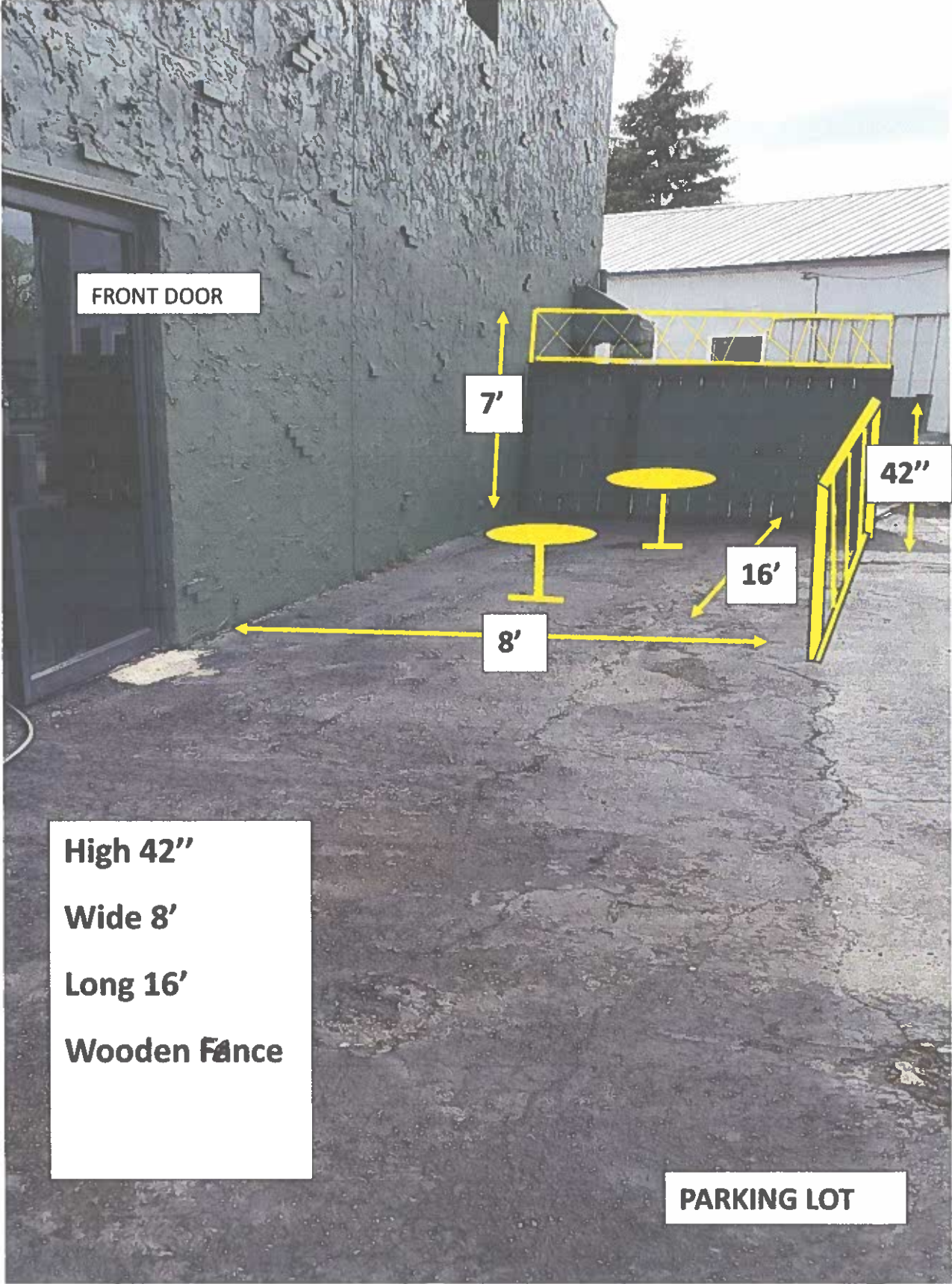
- Application Fee (\$25.00 for one permit type; \$50.00 for both permit types)
- Scaled Site Plan/Drawing of Premises
- Fence/Wall Enclosure of 42” (Outdoor Serve ONLY)
- Scaled Illustration of Furnishings (Outdoor Street Serve ONLY)
- Certificate of Insurance (Outdoor Street Serve ONLY)
- Hold Harmless Agreement (Outdoor Street Serve ONLY)

**I hereby certify that the proposed outdoor extension shall be operated in compliance with the requirements of Section 7-2-17 and, if applicable, Section 7-8-2 of the Menasha Municipal Code. I certify that the premises shall be maintained as shown on the attached site plan.**

Mario A. Dunez  
Applicant Name (printed)

Mario A. Dunez  
Applicant Signature

3/23/21  
Date



FRONT DOOR

7'

42''

16'

8'

High 42''

Wide 8'

Long 16'

Wooden Fence

PARKING LOT



OFFICE USE ONLY  
Date Rcvd: \_\_\_\_\_  
Amount Paid: \_\_\_\_\_

**Outdoor Food and Alcohol Beverage Service Application**

Business Name: JITTERS BAR LLC  
Trade Name: JITTERS  
Address: 23 MAIN ST. MENASHA, WIS

**Permit Selection**

- Outdoor Serve (July 1 – June 30)  
See Menasha Municipal Code Section 7-2-17 relating to Outdoor Food and Alcoholic Beverage Permits Required at Class “B” Premises
- Outdoor Street Serve (April 1 – November 30)  
See Menasha Municipal Code Section 7-8-2 relating to Outdoor Restaurant Service

**Description of Outdoor Premises:**

20 FOOT AREA 4 FEET IN FRONT OF 23  
MAIN ST. MENASHA, WIS

**Please include the following with your application.**

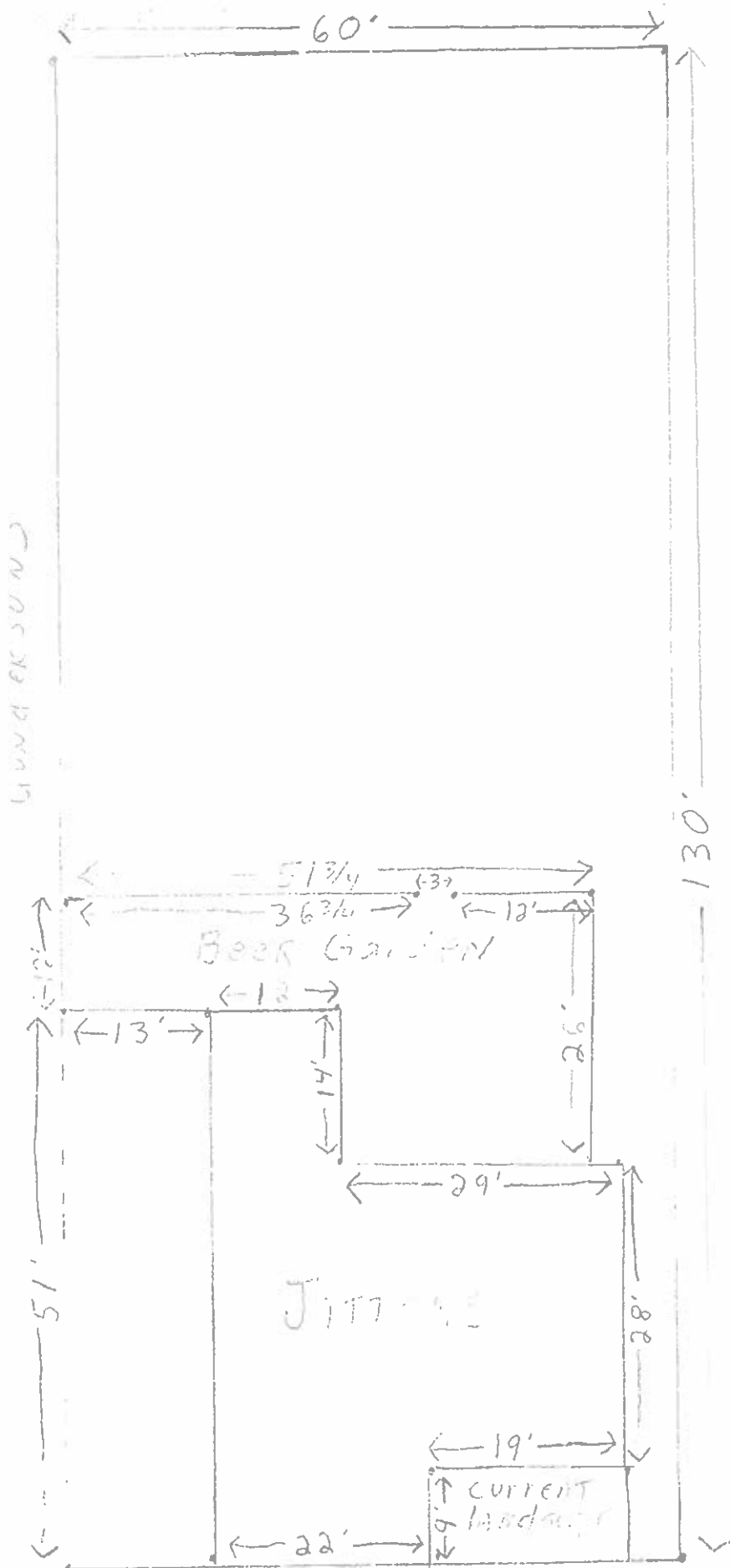
- Application Fee (\$25.00 for one permit type; \$50.00 for both permit types)
- Scaled Site Plan/Drawing of Premises
- Fence/Wall Enclosure of 42” (Outdoor Serve ONLY)
- Scaled Illustration of Furnishings (Outdoor Street Serve ONLY)
- Certificate of Insurance (Outdoor Street Serve ONLY)
- Hold Harmless Agreement (Outdoor Street Serve ONLY)

**I hereby certify that the proposed outdoor extension shall be operated in compliance with the requirements of Section 7-2-17 and, if applicable, Section 7-8-2 of the Menasha Municipal Code. I certify that the premises shall be maintained as shown on the attached site plan.**

Peter Kempf  
Applicant Name (printed)

[Signature]  
Applicant Signature

April 26  
Date



Scale 1" = 15 Feet Plan S2



OFFICE USE ONLY  
Date Rcvd: \_\_\_\_\_  
Amount Paid: \_\_\_\_\_

**Outdoor Food and Alcohol Beverage Service Application**

Business Name: Vland Hospitality LLC  
Trade Name: Parker Johns BBQ & PIZZA  
Address: 124 main St.

**Permit Selection**

Outdoor Serve (July 1 – June 30)  
See Menasha Municipal Code Section 7-2-17 relating to Outdoor Food and Alcoholic Beverage Permits Required at Class "B" Premises

Outdoor Street Serve (April 1 – November 30)  
See Menasha Municipal Code Section 7-8-2 relating to Outdoor Restaurant Service

**Description of Outdoor Premises:**

Front Deck on main street of restaurant  
1200 sq ft.

**Please include the following with your application.**

- Application Fee (\$25.00 for one permit type; \$50.00 for both permit types)
- Scaled Site Plan/Drawing of Premises
- Fence/Wall Enclosure of 42" (Outdoor Serve ONLY)
- Scaled Illustration of Furnishings (Outdoor Street Serve ONLY)
- Certificate of Insurance (Outdoor Street Serve ONLY)
- Hold Harmless Agreement (Outdoor Street Serve ONLY)

I hereby certify that the proposed outdoor extension shall be operated in compliance with the requirements of Section 7-2-17 and, if applicable, Section 7-8-2 of the Menasha Municipal Code. I certify that the premises shall be maintained as shown on the attached site plan.

Aaron M. Sloma

Applicant Name (printed)

[Signature]  
Applicant Signature

9/14/20  
Date



1	1	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7	7	7
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10	10	10	10	10	10	10	10	10	10

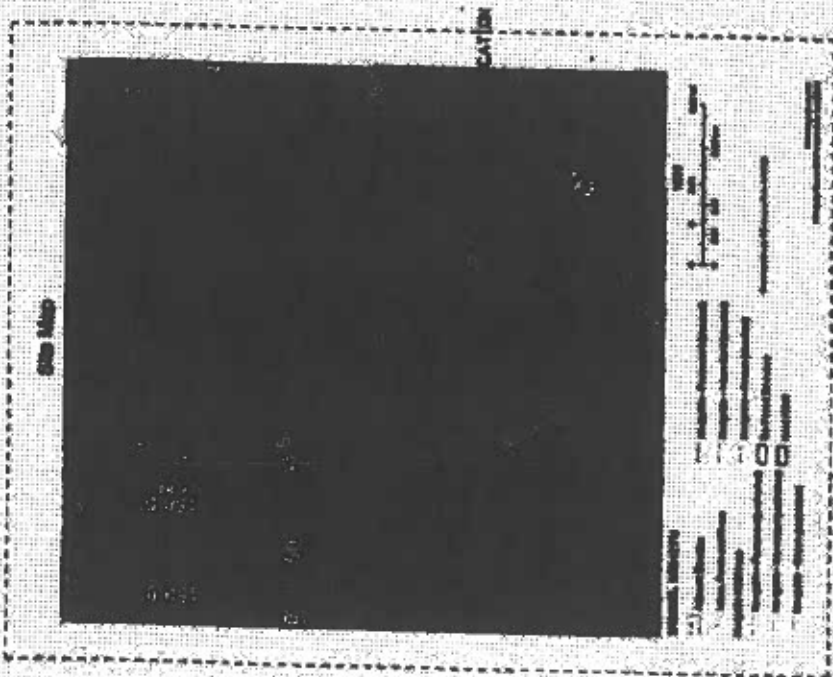
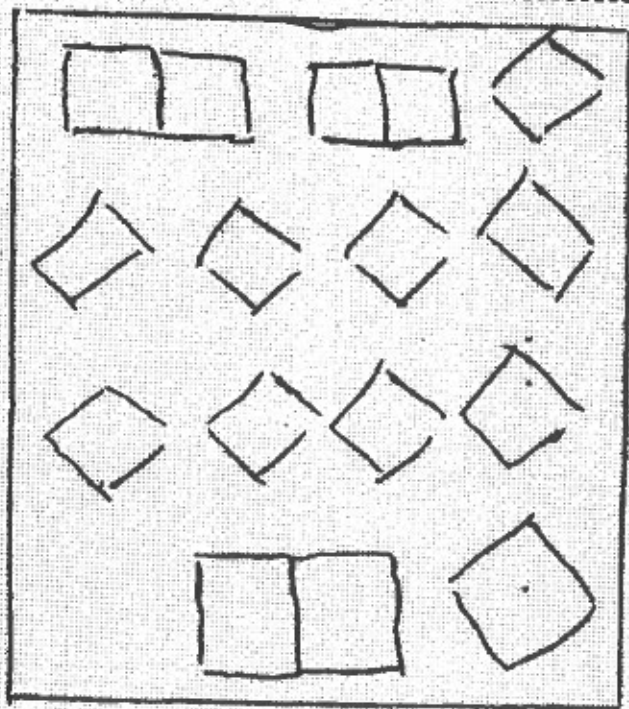


TABLE LAYOUT  
 ENTRANCES





OFFICE USE ONLY
Date Rcvd: <u>3/18/20</u>
Amount Paid: <u>25</u>

### Outdoor Food and Alcohol Beverage Service Application

Business Name: Plant Pub, LLC  
 Trade Name: Plant Road Pub  
 Address: 800 plant road

#### Permit Selection

- Outdoor Serve (July 1 – June 30)  
See Menasha Municipal Code Section 7-2-17 relating to Outdoor Food and Alcoholic Beverage Permits Required at Class “B” Premises
- Outdoor Street Serve (April 1 – November 30)  
See Menasha Municipal Code Section 7-8-2 relating to Outdoor Restaurant Service

#### Description of Outdoor Premises:

front patio  
back patio

#### Please include the following with your application.

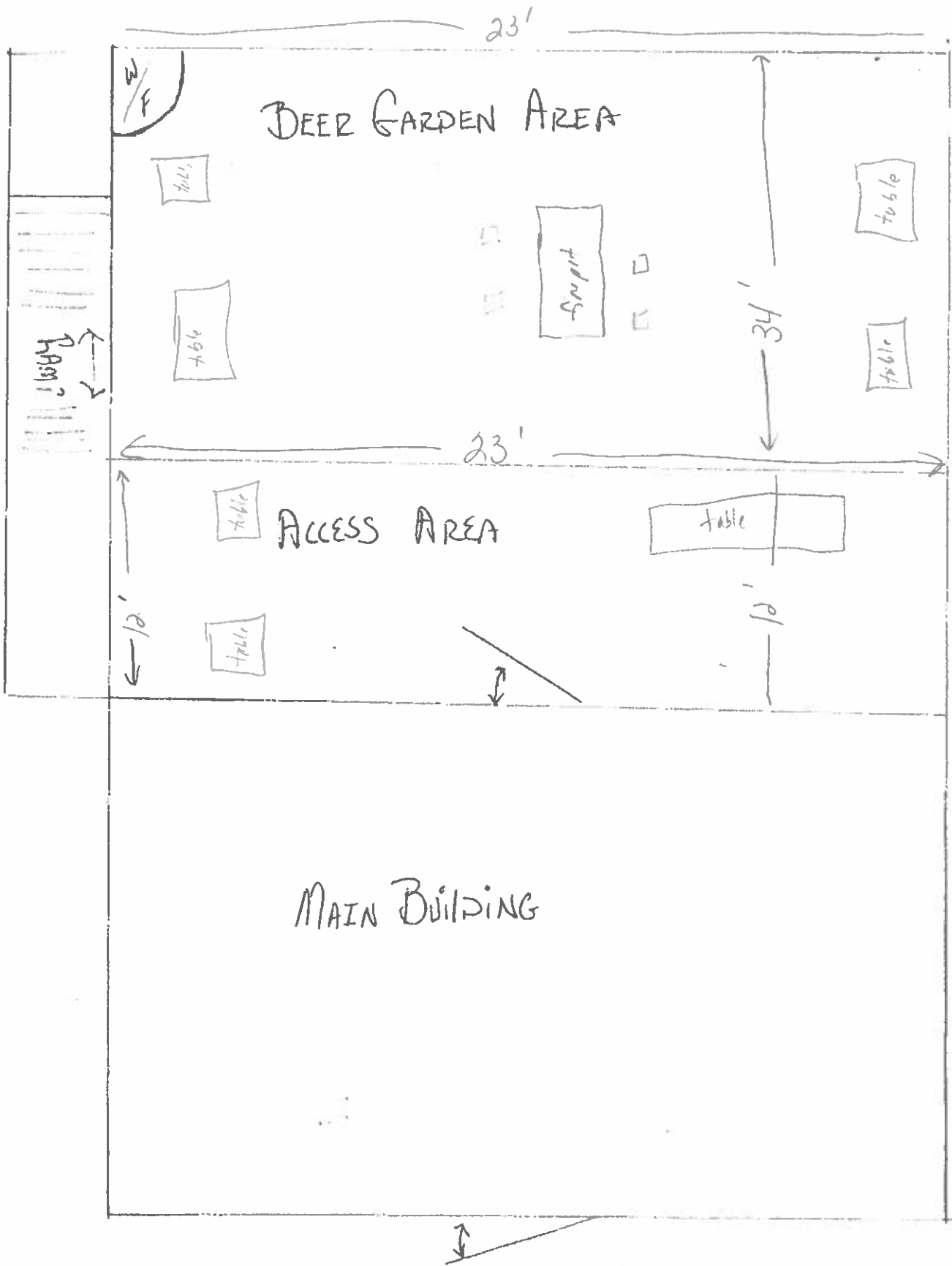
- Application Fee (~~\$25.00~~ for one permit type; \$50.00 for both permit types)
- Scaled Site Plan/Drawing of Premises
- Fence/Wall Enclosure of 42” (Outdoor Serve ONLY)
- Scaled Illustration of Furnishings (Outdoor Street Serve ONLY)
- Certificate of Insurance (Outdoor Street Serve ONLY)
- Hold Harmless Agreement (Outdoor Street Serve ONLY)

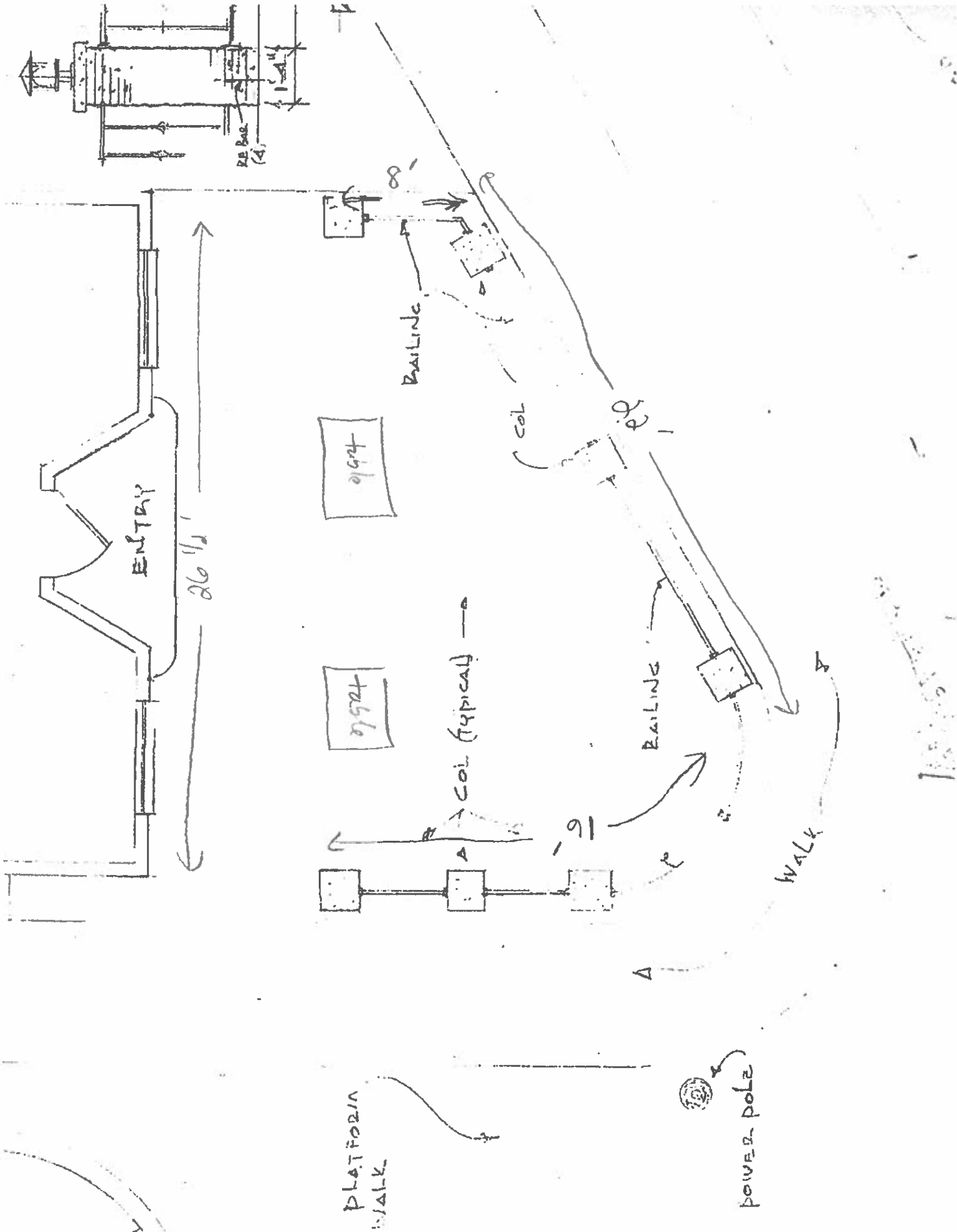
I hereby certify that the proposed outdoor extension shall be operated in compliance with the requirements of Section 7-2-17 and, if applicable, Section 7-8-2 of the Menasha Municipal Code. I certify that the premises shall be maintained as shown on the attached site plan.

Kimberly Housacek  
 Applicant Name (printed)

Kimberly Housacek  
 Applicant Signature

3/18/20  
 Date





OFFICE USE ONLY  
Date Rcvd: 9/1/20  
Amount Paid: \$25



City of Menasha | Office of the City Clerk

**Outdoor Food and Alcohol Beverage Service Application**

Business Name: Benchwarmers Inc.

Trade Name: Redliner Bar

Address: 977 Plank Rd Menasha WI 54952

**Permit Selection**

- Outdoor Serve (July 1 – June 30)  
See Menasha Municipal Code Section 7-2-17 relating to Outdoor Food and Alcoholic Beverage Permits Required at Class “B” Premises
- Outdoor Street Serve (April 1 – November 30)  
See Menasha Municipal Code Section 7-8-2 relating to Outdoor Restaurant Service

**Description of Outdoor Premises:**

Front fenced in patio area

**Please include the following with your application.**

- Application Fee (\$25.00 for one permit type; \$50.00 for both permit types)
- Scaled Site Plan/Drawing of Premises No Charge
- Fence/Wall Enclosure of 42” (Outdoor Serve ONLY)
- Scaled Illustration of Furnishings (Outdoor Street Serve ONLY)
- Certificate of Insurance (Outdoor Street Serve ONLY)
- Hold Harmless Agreement (Outdoor Street Serve ONLY)

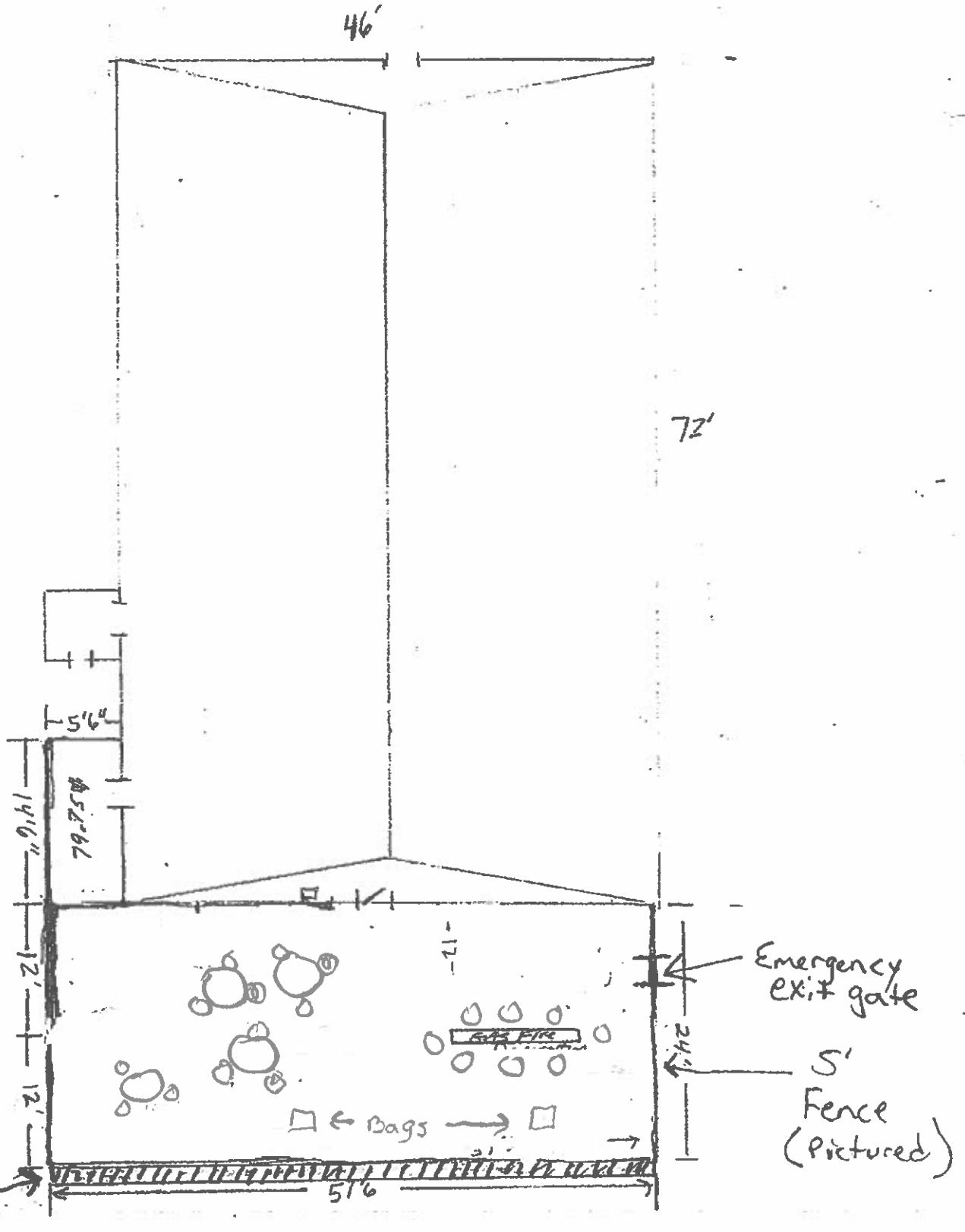
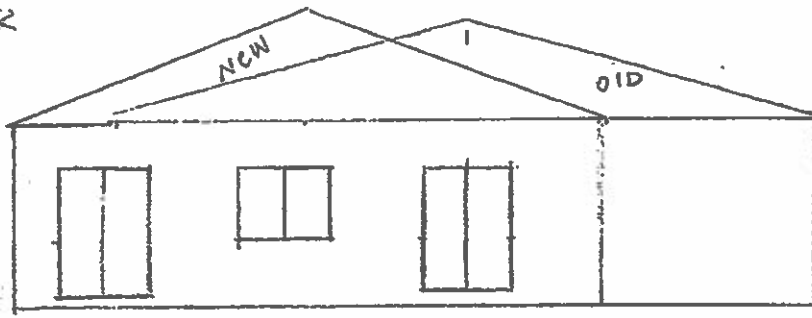
**I hereby certify that the proposed outdoor extension shall be operated in compliance with the requirements of Section 7-2-17 and, if applicable, Section 7-8-2 of the Menasha Municipal Code. I certify that the premises shall be maintained as shown on the attached site plan.**

Ken Zastrow  
Applicant Name (printed)

[Signature]  
Applicant Signature

3-31-2026  
Date

TREV LINC I SAR  
977 Plank Rd  
Memphis.





OFFICE USE ONLY
Date Rcvd: <u>3/20/20</u>
Amount Paid: <u>25</u>

City of Menasha | Office of the City Clerk

**Outdoor Food and Alcohol Beverage Service Application**

Business Name: RUSTED ROOST, LLC  
 Trade Name: RUSTED ROOST RESTAURANT + BAR  
 Address: 192 MAIN ST. MENASHA, WI 54952

**Permit Selection**

- Outdoor Serve (July 1 – June 30)  
 See Menasha Municipal Code Section 7-2-17 relating to Outdoor Food and Alcoholic Beverage Permits Required at Class “B” Premises
- Outdoor Street Serve (April 1 – November 30)  
 See Menasha Municipal Code Section 7-8-2 relating to Outdoor Restaurant Service

**Description of Outdoor Premises:**

SEE ATTACHED

**Please include the following with your application.**

- Application Fee (\$25.00 for one permit type; \$50.00 for both permit types)
- Scaled Site Plan/Drawing of Premises
- Fence/Wall Enclosure of 42” (Outdoor Serve ONLY)
- Scaled Illustration of Furnishings (Outdoor Street Serve ONLY)
- Certificate of Insurance (Outdoor Street Serve ONLY)
- Hold Harmless Agreement (Outdoor Street Serve ONLY)

**I hereby certify that the proposed outdoor extension shall be operated in compliance with the requirements of Section 7-2-17 and, if applicable, Section 7-8-2 of the Menasha Municipal Code. I certify that the premises shall be maintained as shown on the attached site plan.**

DARI L. MULDER  
 Applicant Name (printed)

*Dari Mulder*  
 Applicant Signature

03/20/2020  
 Date

The building is located at 192 Main Street in the City of Menasha. This building will be a restaurant offering a full-service bar on the main floor, where the alcohol will be stored behind the bar. The second story of the building will include two specific dining and serving spaces: an enclosed full-service bar area, where the alcohol will be stored behind its bar, and a completely outdoor rooftop patio which includes designated dining areas, and a lounge area will be available for patrons. All overstock alcohol will be kept in the basement of the building.





OFFICE USE ONLY
Date Rcvd: _____
Amount Paid: _____

City of Menasha | Office of the City Clerk

## Outdoor Food and Alcohol Beverage Service Application

Business Name: Butch & Butch Enterprises LLC

Trade Name: The Stone Toad Bar & Grill

Address: 1109 Oneida St. Menasha, WI 54952

**Permit Selection**

- Outdoor Serve (July 1 – June 30)  
See Menasha Municipal Code Section 7-2-17 relating to Outdoor Food and Alcoholic Beverage Permits Required at Class “B” Premises
- Outdoor Street Serve (April 1 – November 30)  
See Menasha Municipal Code Section 7-8-2 relating to Outdoor Restaurant Service

**Description of Outdoor Premises:**

Outdoor Patio

---

**Please include the following with your application.**

- Application Fee (\$25.00 for one permit type; \$50.00 for both permit types)
- Scaled Site Plan/Drawing of Premises
- Fence/Wall Enclosure of 42” (Outdoor Serve ONLY)
- Scaled Illustration of Furnishings (Outdoor Street Serve ONLY)
- Certificate of Insurance (Outdoor Street Serve ONLY)
- Hold Harmless Agreement (Outdoor Street Serve ONLY)

**I hereby certify that the proposed outdoor extension shall be operated in compliance with the requirements of Section 7-2-17 and, if applicable, Section 7-8-2 of the Menasha Municipal Code. I certify that the premises shall be maintained as shown on the attached site plan.**

Mark Dix

Applicant Name (printed)



Applicant Signature

3/3/2026

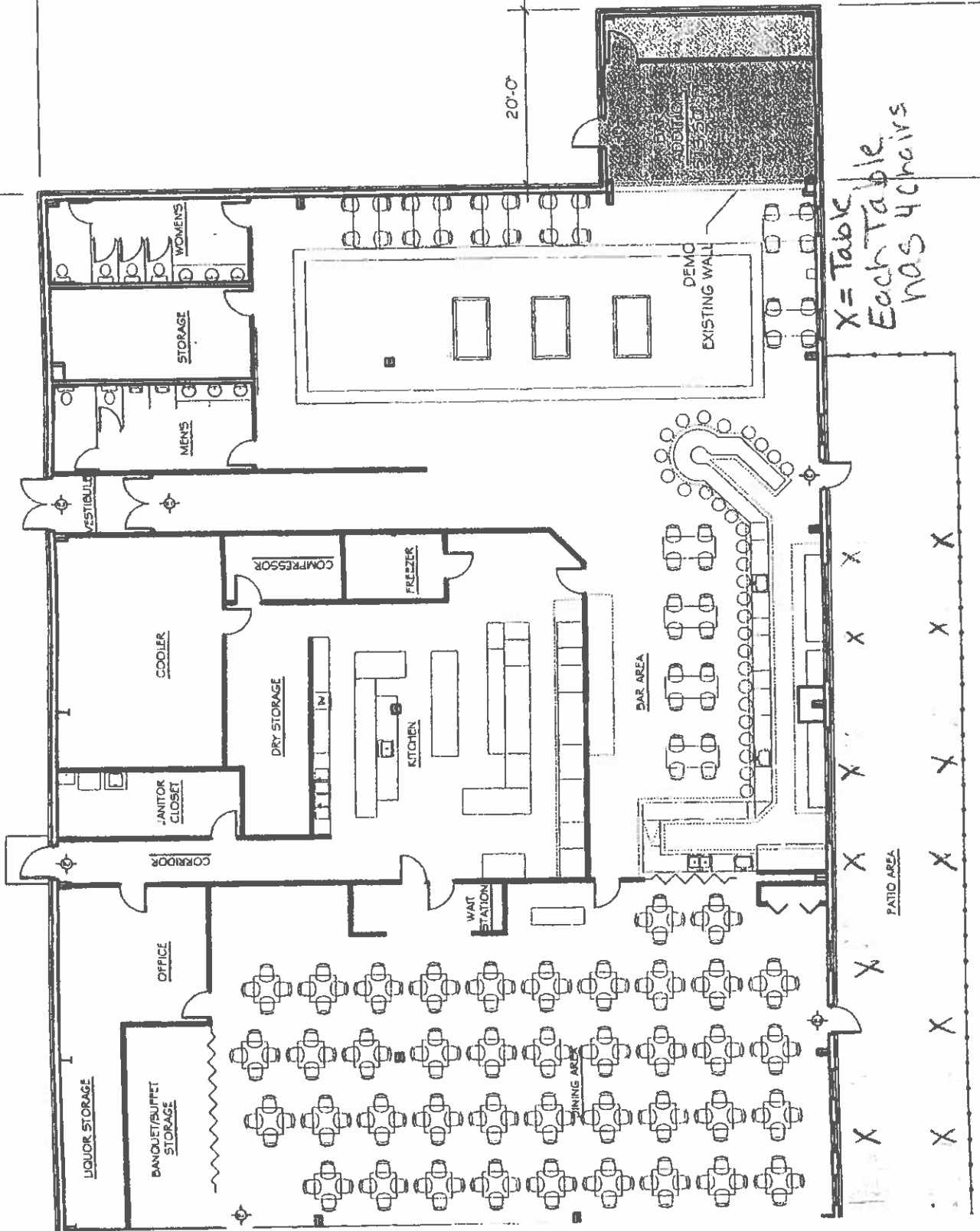
Date

120'-0"

64'-8"

25'-8"

20'-0"



X = Table  
 Each Table  
 HAS 4 chairs

PATIO AREA



OFFICE USE ONLY  
Date Rcvd: \_\_\_\_\_  
Amount Paid: \_\_\_\_\_

**Outdoor Food and Alcohol Beverage Service Application**

Business Name: Sams on main LLC  
Trade Name: The Spot on Main  
Address: 227/226 Main St

**Permit Selection**

- Outdoor Serve (July 1 – June 30)  
See Menasha Municipal Code Section 7-2-17 relating to Outdoor Food and Alcoholic Beverage Permits Required at Class "B" Premises
- Outdoor Street Serve (April 1 – November 30)  
See Menasha Municipal Code Section 7-8-2 relating to Outdoor Restaurant Service

**Description of Outdoor Premises:**

Courtyard area w/ front + Rear entrance with seating and tables.

**Please include the following with your application.**

- Application Fee (\$25.00 for one permit type; \$50.00 for both permit types)
- Scaled Site Plan/Drawing of Premises
- Fence/Wall Enclosure of 42" (Outdoor Serve ONLY)
- Scaled Illustration of Furnishings (Outdoor Street Serve ONLY)
- Certificate of Insurance (Outdoor Street Serve ONLY)
- Hold Harmless Agreement (Outdoor Street Serve ONLY)

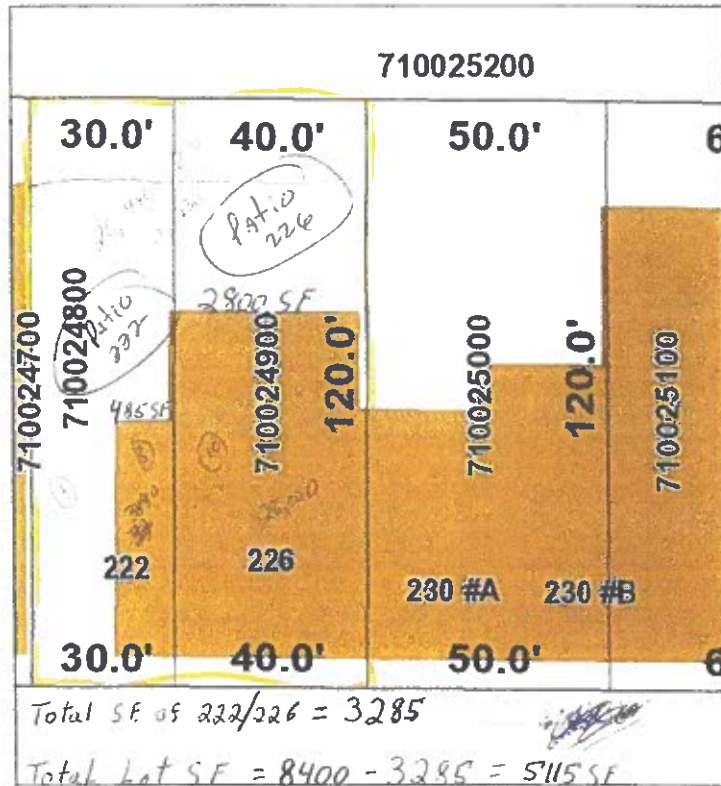
**I hereby certify that the proposed outdoor extension shall be operated in compliance with the requirements of Section 7-2-17 and, if applicable, Section 7-8-2 of the Menasha Municipal Code. I certify that the premises shall be maintained as shown on the attached site plan.**

Tiffany M. Sams  
Applicant Name (printed)

[Signature]  
Applicant Signature

2.26.20  
Date

Site Map



February 25, 2020

1:238

- |   |  |
|---|--|
| <input type="checkbox"/> Physical Addresses             | <input type="checkbox"/> Centerline    |
| <input type="checkbox"/> Road ROW                       | <input type="checkbox"/> Pavement Edge |
| <input type="checkbox"/> Tax Parcel Boundary            | <input type="checkbox"/> Road ROW area |
| <input checked="" type="checkbox"/> Building Footprints |  |



Image courtesy of...



OFFICE USE ONLY  
Date Rcvd: \_\_\_\_\_  
Amount Paid: \_\_\_\_\_

**Outdoor Food and Alcohol Beverage Service Application**

Business Name: Tony's Tayco Tap

Trade Name: Tony's Tayco Tap

Address: 10 Tayco St Menasha

**Permit Selection**

Outdoor Serve (July 1 – June 30)  
See Menasha Municipal Code Section 7-2-17 relating to Outdoor Food and Alcoholic Beverage Permits Required at Class "B" Premises

Outdoor Street Serve (April 1 – November 30)  
See Menasha Municipal Code Section 7-8-2 relating to Outdoor Restaurant Service

**Description of Outdoor Premises:**

Beer garden

**Please include the following with your application.**

- Application Fee (\$25.00 for one permit type; \$50.00 for both permit types)
- Scaled Site Plan/Drawing of Premises
- Fence/Wall Enclosure of 42" (Outdoor Serve ONLY)
- Scaled Illustration of Furnishings (Outdoor Street Serve ONLY)
- Certificate of Insurance (Outdoor Street Serve ONLY)
- Hold Harmless Agreement (Outdoor Street Serve ONLY)

**I hereby certify that the proposed outdoor extension shall be operated in compliance with the requirements of Section 7-2-17 and, if applicable, Section 7-8-2 of the Menasha Municipal Code. I certify that the premises shall be maintained as shown on the attached site plan.**

Tony Eikland

Applicant Name (printed)

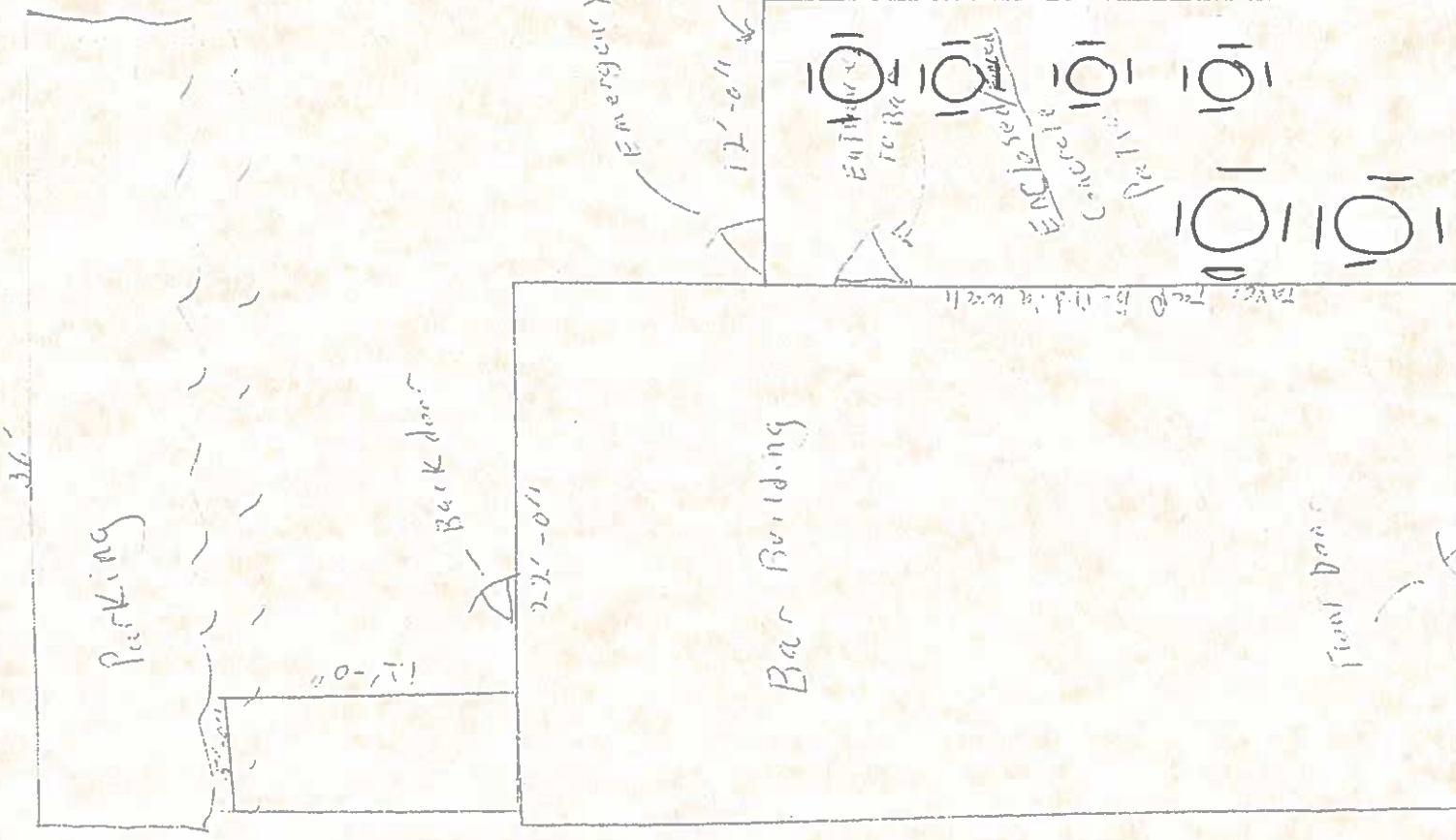
Tony Eikland

Applicant Signature

4/16/26

Date

10 la YCO Street



Legend	
-	= chair
O	= table w/ umbrella

Fence 1.5m  
Greater Than  
1.2m High



OFFICE USE ONLY  
Date Rcvd: \_\_\_\_\_  
Amount Paid: 25

**Outdoor Food and Alcohol Beverage Service Application**

Business Name: WISEGUYS PIZZERIA LLC

Trade Name: WISEGUYS PIZZERIA + PUB

Address: 1440 ONEIDA ST. STE 3 APPLETON, WI  
54915

**Permit Selection**

Outdoor Serve (July 1 – June 30)  
See Menasha Municipal Code Section 7-2-17 relating to Outdoor Food and Alcoholic Beverage Permits Required at Class “B” Premises

Outdoor Street Serve (April 1 – November 30)  
See Menasha Municipal Code Section 7-8-2 relating to Outdoor Restaurant Service

**Description of Outdoor Premises:**

ENCLOSED PATIO AREA WITH 42" FENCE W/ TABLES  
+ CHAIRS

**Please include the following with your application.**

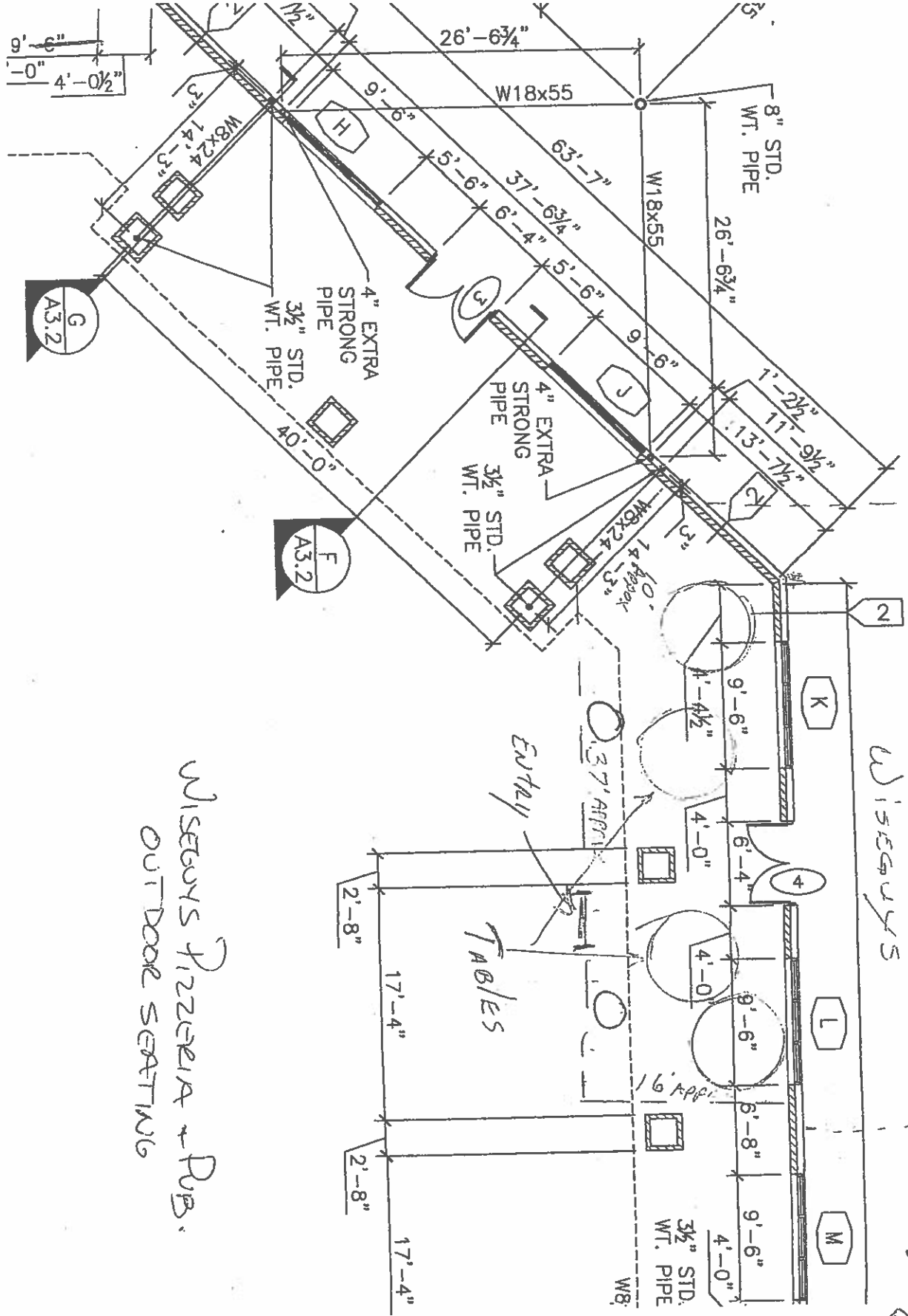
- Application Fee (\$25.00 for one permit type; \$50.00 for both permit types)
- Scaled Site Plan/Drawing of Premises
- Fence/Wall Enclosure of 42" (Outdoor Serve ONLY)
- Scaled Illustration of Furnishings (Outdoor Street Serve ONLY)
- Certificate of Insurance (Outdoor Street Serve ONLY)
- Hold Harmless Agreement (Outdoor Street Serve ONLY)

**I hereby certify that the proposed outdoor extension shall be operated in compliance with the requirements of Section 7-2-17 and, if applicable, Section 7-8-2 of the Menasha Municipal Code. I certify that the premises shall be maintained as shown on the attached site plan.**

BRENDA JENSEN  
Applicant Name (printed)

BRENDA JENSEN  
Applicant Signature

3-20-26  
Date



WISGUY'S PIZZERIA & PUB.  
 OUTDOOR SEATING

BEARING #1'S  
 FOR  
 BATHROOMS



## MEMORANDUM

DATE

TO Common Council

FROM Kaija Snyder, City Clerk

RE Outdoor Street Service Permit Renewal Applications for the 2026 Licensing Term  
(June 2, 2026 – November 30, 2026)

---

The below listed businesses have submitted renewal applications for outdoor street service permits. These applications, including certificates of insurance listing the City of Menasha as an additional insured and sitemaps of the areas in question, are enclosed.

Jitters Bar LLC  
d/b/a Jitters  
23 Main Street  
Menasha, WI 54952

Emprize Brewing LLC  
d/b/a Emprize Brew Mill  
198/200 Main Street  
Menasha, WI 54952

Outdoor street service permits, governed by Section 7-8-2 of the Menasha Municipal Code, allow licensed businesses to serve food and beverages in the public right-of-way in the C-2 Central Business Zoning District. This permit type modifies alcohol licenses and is therefore contingent upon achievement of alcohol license requirements.

Pursuant to Section 7-8-2(h)(2), issuance of this permit has been recommended for approval by the Director of Public Works, Public Health Director, Police Chief, Fire Chief, and Community Development Director and City Attorney.

**Recommendation: Staff recommends approval of the enclosed outdoor street service permit applications for the term of June 2, 2026 – November 30, 2026.**



OFFICE USE ONLY	
Date Rcvd:	_____
Amount Paid:	_____

### Outdoor Food and Alcohol Beverage Service Application

Business Name: JITTERS BAR LLC  
 Trade Name: JITTERS  
 Address: 23 MAIN ST. MENASHA, WIS

#### Permit Selection

- Outdoor Serve (July 1 – June 30)  
See Menasha Municipal Code Section 7-2-17 relating to Outdoor Food and Alcoholic Beverage Permits Required at Class "B" Premises
- Outdoor Street Serve (April 1 – November 30)  
See Menasha Municipal Code Section 7-8-2 relating to Outdoor Restaurant Service

#### Description of Outdoor Premises:

20 FOOT AREA 4 FEET IN FRONT OF 23  
MAIN ST. MENASHA, WIS

#### Please include the following with your application.

- Application Fee (\$25.00 for one permit type; \$50.00 for both permit types)
- Scaled Site Plan/Drawing of Premises
- Fence/Wall Enclosure of 42" (Outdoor Serve ONLY)
- Scaled Illustration of Furnishings (Outdoor Street Serve ONLY)
- Certificate of Insurance (Outdoor Street Serve ONLY)
- Hold Harmless Agreement (Outdoor Street Serve ONLY)

I hereby certify that the proposed outdoor extension shall be operated in compliance with the requirements of Section 7-2-17 and, if applicable, Section 7-8-2 of the Menasha Municipal Code. I certify that the premises shall be maintained as shown on the attached site plan.

Peter Kempf  
 Applicant Name (printed)

[Signature]  
 Applicant Signature

Apr 15 - 2016  
 Date



**City of Menasha  
Outdoor Restaurant Service (Street Serve)  
Liability Agreement Pursuant to Sec. 7-8-2(g)**

**HOLD HARMLESS AGREEMENT**

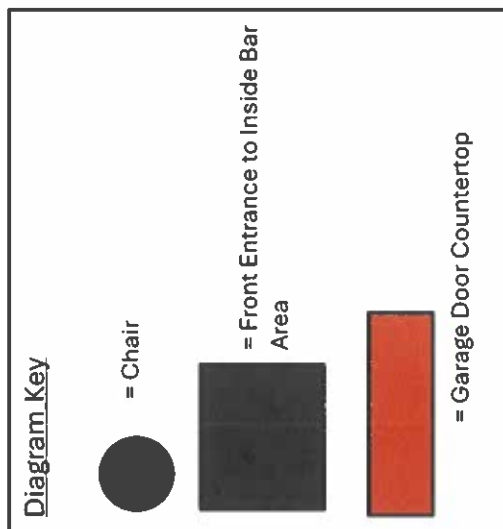
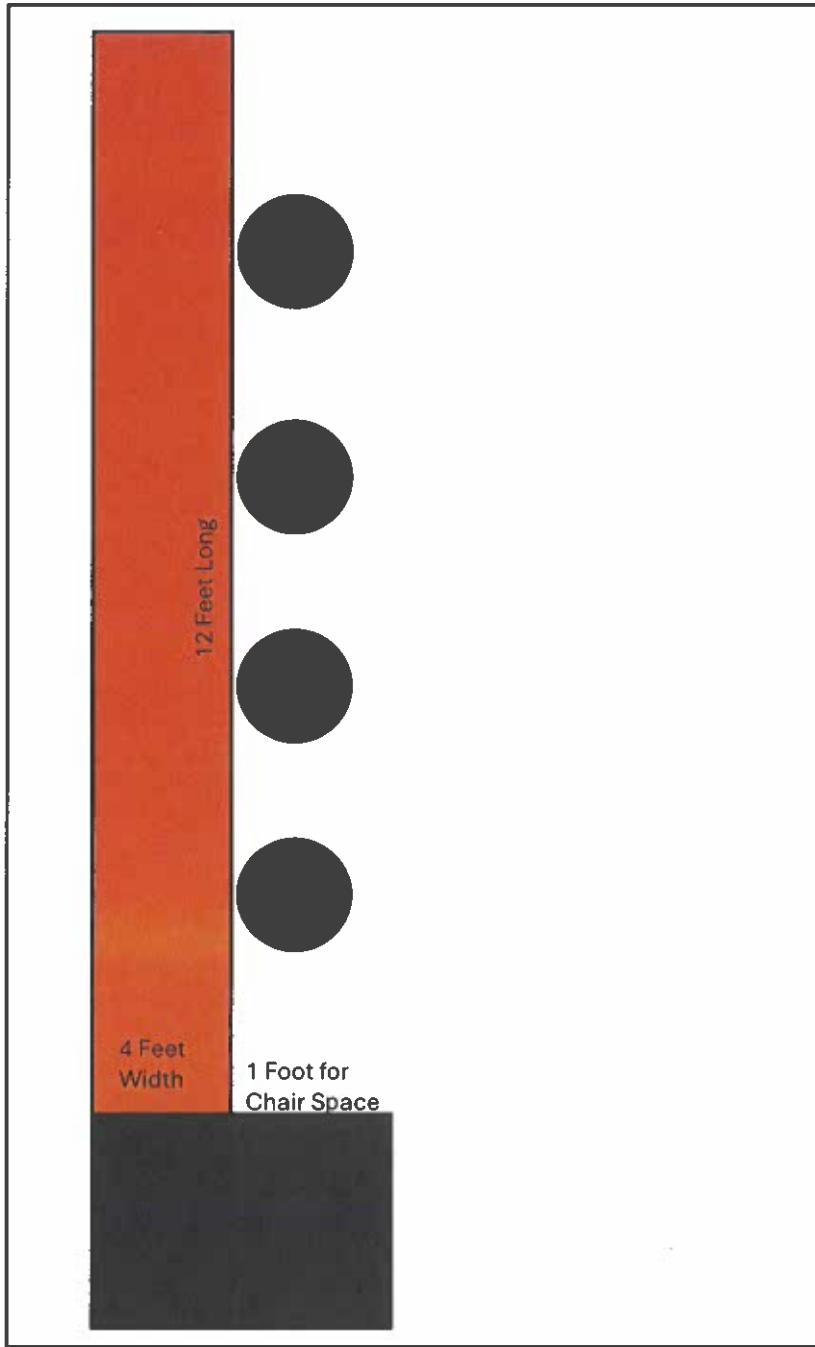
I agree to abide by the rules set by the City of Menasha Code of Ordinances, and more specifically, section 7-8-2, as it relates to Outdoor Restaurant Service. I further agree to save and hold harmless the City of Menasha for any claim for damage or injury arising out of our activities in connection with this Outdoor Restaurant Service (Outdoor Street Service) Permit. I further understand this agreement to indemnify any and all liability of the City of Menasha to include costs of defense and attorneys' fees and/or damage or injury caused in part by the City's negligence, unless I demonstrate by clear and convincing evidence that such damage or injury was caused solely by the City's negligence.

I agree to pay for all damages to City property beyond what the City determines to be normal wear and tear. I further agree that I will ensure compliance with all rules, regulations, or ordinances being applicable to use of City property and choose not to negotiate any terms of this agreement.

License Holder Signature: \_\_\_\_\_

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

Jitters Bar – 14 Outdoor Street Serve Area – 4 Tables to Face Garage Window





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

04/01/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Dimond Bros. Insurance, LLC 480 Pilgrim Way Suite 1230 Green Bay WI 54304		<b>CONTACT NAME:</b> Dimond Business Unit <b>PHONE (A/C, No, Ext):</b> (920) 923-4020 <b>E-MAIL ADDRESS:</b> dbu@dimondbros.com <b>FAX (A/C, No):</b> (866) 218-6850	
		<b>INSURER(S) AFFORDING COVERAGE</b>	
		<b>INSURER A:</b> Society Insurance	<b>NAIC #</b> 15261
<b>INSURED</b> PKSKF Investments DBA Jitters Bar 104 River St Kaukauna WI 54130-1926		<b>INSURER B:</b> <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>	

**COVERAGES**

CERTIFICATE NUMBER: CL264180294

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.


INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y	N	BP10077345	12/05/2025	12/05/2026	EACH OCCURRENCE	\$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100,000
							MED EXP (Any one person)	\$ 1,000
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 2,000,000
							PRODUCTS - COMP/OP AGG	\$ 2,000,000
								\$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY	N	N				COMBINED SINGLE LIMIT (Ea accident)	\$
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
A	<input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> <b>EXCESS LIAB</b> <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$	N	N	CU10077348	12/05/2025	12/05/2026	EACH OCCURRENCE	\$ 1,000,000
							AGGREGATE	\$ 1,000,000
								\$
A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A	N	WC10077347	12/05/2025	12/05/2026	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER	
							E.L. EACH ACCIDENT	\$ 100,000
							E.L. DISEASE - EA EMPLOYEE	\$ 100,000
							E.L. DISEASE - POLICY LIMIT	\$ 500,000
A	Liquor Liability	Y	N	LL10077346	12/05/2025	12/05/2026	Each Common Cause	\$1,000,000

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)**

Premises: 23 Main St, Menasha, WI 54952

Subject to the terms and conditions of the policy, the City of Menasha is added as additional insured on the General Liability and Liquor Liability but only if required by written contract and only with respect to liability arising out of the operations of the named insured.

**CERTIFICATE HOLDER****CANCELLATION**

City of Menasha 100 Main St Ste 200  Menasha WI 54952	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
--	--

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OFFICE USE ONLY	
Date Rcvd:	<u>5/13/26</u>
Amount Paid:	<u>\$50<sup>00</sup></u>

City of Menasha | Office of the City Clerk

### Outdoor Food and Alcohol Beverage Service Application

Business Name: EMPRIZE BREWING LLC

Trade Name: EMPRIZE BREW MILL, THE ATTIC

Address: 198-200 MAIN ST, MENASHA, WI 54952

#### Permit Selection

Outdoor Serve (July 1 – June 30)  
See Menasha Municipal Code Section 7-2-17 relating to Outdoor Food and Alcoholic Beverage Permits Required at Class "B" Premises

Outdoor Street Serve (April 1 – November 30)  
See Menasha Municipal Code Section 7-8-2 relating to Outdoor Restaurant Service

#### Description of Outdoor Premises:

OUTDOOR SERVE - BACK FENCED IN AREA

OUTDOOR STREET SERVE - AREAS IN FRONT OF AND/OR BEHIND THE BUILDINGS

#### Please include the following with your application.

- Application Fee (\$25.00 for one permit type; \$50.00 for both permit types)
- Scaled Site Plan/Drawing of Premises
- Fence/Wall Enclosure of 42" (Outdoor Serve ONLY)
- Scaled Illustration of Furnishings (Outdoor Street Serve ONLY)
- Certificate of Insurance (Outdoor Street Serve ONLY)
- Hold Harmless Agreement (Outdoor Street Serve ONLY)

I hereby certify that the proposed outdoor extension shall be operated in compliance with the requirements of Section 7-2-17 and, if applicable, Section 7-8-2 of the Menasha Municipal Code. I certify that the premises shall be maintained as shown on the attached site plan.

ANINA ZOLTOWSKI  
Applicant Name (printed)

Applicant Signature

5/12/2026  
Date




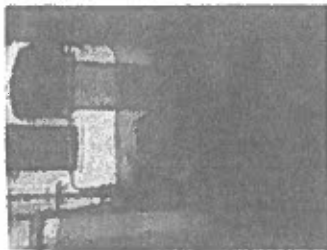
**City of Menasha**  
**Outdoor Restaurant Service (Street Serve)**  
**Liability Agreement Pursuant to Sec. 7-8-2(g)**

**HOLD HARMLESS AGREEMENT**

I agree to abide by the rules set by the City of Menasha Code of Ordinances, and more specifically, section 7-8-2, as it relates to Outdoor Restaurant Service. I further agree to save and hold harmless the City of Menasha for any claim for damage or injury arising out of our activities in connection with this Outdoor Restaurant Service (Outdoor Street Service) Permit. I further understand this agreement to indemnify any and all liability of the City of Menasha to include costs of defense and attorneys' fees and/or damage or injury caused in part by the City's negligence, unless I demonstrate by clear and convincing evidence that such damage or injury was caused solely by the City's negligence.

I agree to pay for all damages to City property beyond what the City determines to be normal wear and tear. I further agree that I will ensure compliance with all rules, regulations, or ordinances being applicable to use of City property and choose not to negotiate any terms of this agreement.

License Holder Signature:  Date: 5/12/2026



BEER GARDEN STYLE TABLE AT BACK OUTDOOR SERVING AREA



TYPICAL 4 PERSON TABLE AT FRONT OUTDOOR SERVING AREA



TYPICAL 2 PERSON TABLE AT FRONT OUTDOOR SERVING AREA



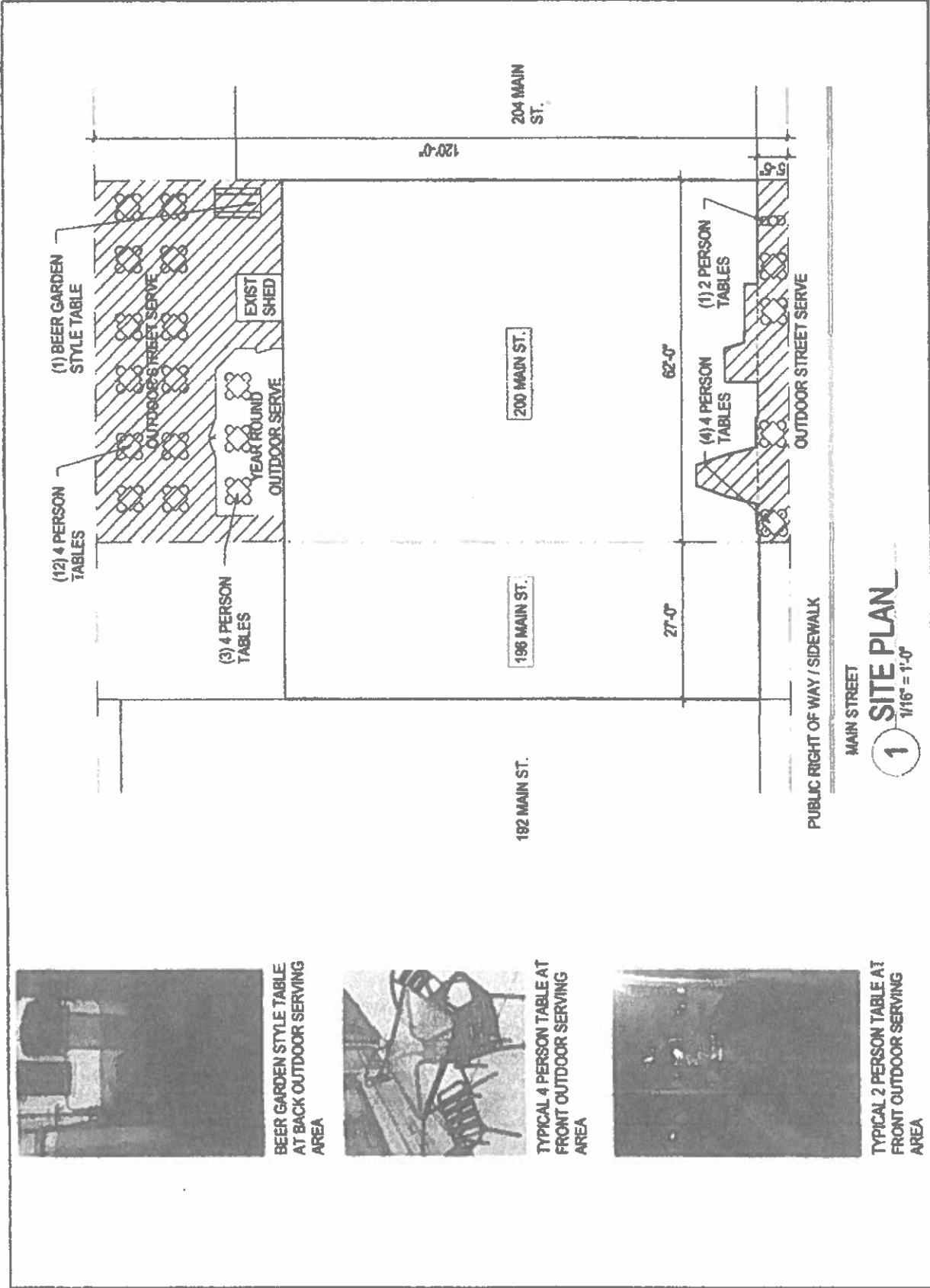
# OUTDOOR SERVE APPLICATION

SEASONAL STREET 3/27/21

198-200 MAIN ST.  
MENASHA WI

## SITE PLAN

### A0.01B





**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

## BUSINESSOWNERS POLICY CHANGES

THIS ENDORSEMENT FORMS A PART OF THE POLICY NUMBERED BELOW.

<b>POLICY NUMBER</b> BP24011105-7	<b>POLICY CHANGES EFFECTIVE</b> 05/23/2025	<b>COMPANY</b> Society Insurance, a mutual company			
<b>NAMED INSURED</b> Emprize Brewing LLC		<b>AUTHORIZED REPRESENTATIVE</b>			
<b>CHANGES</b>					
Form SAI 41, Additional Insured - Not Otherwise Classified Limited Form, is added in favor of City of Menasha.					
Revised premium.					
<b>POLICY AMOUNT AND PREMIUM ADJUSTMENT</b>					
	<b>Limits Of Insurance</b>		<b>Premiums</b>		
<b>Coverage Description</b>	<b>Previous Limit Of Insurance</b>	<b>New Limit Of Insurance</b>	<b>Previous Premium</b>	<b>New Premium</b>	<b>Add'l Premium Return Premium</b>
Additional Insured	\$	\$	\$	34	\$ 2
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$

<b>OPTIONAL COVERAGES</b>			
The following optional coverages are added under this policy when designated by an "X" in the box(es) shown below.			<b>Add'l Premium</b>
			<b>Return Premium</b>
		<b>Limits Of Insurance</b>	
<input type="checkbox"/>	<b>Outdoor Signs</b>	\$	\$
<input type="checkbox"/>	<b>Burglary and Robbery</b> (Named Peril Endorsement only)	\$	\$
	or		
<input type="checkbox"/>	<b>Money and Securities</b>	\$	\$
		<b>Inside the Premises</b>	
		<b>Outside the Premises</b>	
<input type="checkbox"/>	<b>Employee Dishonesty</b>	\$	\$
		each occurrence	
<input type="checkbox"/>	<b>Equipment Breakdown</b>	\$	\$

<b>TOTAL PREMIUM ADJUSTMENTS</b>	
<b>PREMIUM DUE AT POLICY CHANGE EFFECTIVE DATE</b>	
<b>ADDITIONAL</b>	<b>RETURN</b>
\$	2 \$
<b>REMOVAL PERMIT</b>	If Covered Property is removed to a new location that is described on this Policy Change, you may extend this insurance to include that Covered Property at each location during the removal. Coverage at each location will apply in the proportion that the value at each location bears to the value of all Covered Property being removed. This permit applies up to 10 days after the effective date of this Policy Change; after that, this insurance does not apply at the previous location.

\_\_\_\_\_  
**Authorized Representative Signature**

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

**ADDITIONAL INSURED - NOT OTHERWISE CLASSIFIED  
LIMITED FORM**

This endorsement modifies insurance provided under the following:

BUSINESSOWNERS LIABILITY COVERAGE FORM  
COMMERCIAL GENERAL LIABILITY COVERAGE PART

**SCHEDULE**

**Name of Person or Organization (Additional Insured):**

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

**Location Number(s):**

1

(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)

WHO IS AN INSURED is amended to include as an additional insured any person or organization shown in the Schedule as an additional insured. That entity shall be covered only for liability for bodily injury or property damage that is imputed to it as a result of your actions or conduct. In no event shall the additional insured receive any greater or additional coverage, or any greater or additional limits of liability than you receive under this policy.

The coverage granted to the additional insured under this endorsement shall be excess over any other valid and collectible insurance.

This endorsement provides no coverage to the additional insured for any liabilities arising out of the claimed negligence of the additional insured, or out of the claimed negligence of any entities other than the Named Insured.



## MEMORANDUM

DATE May 26, 2026  
TO Common Council  
FROM Kaija Snyder, City Clerk  
RE Temporary Expansion of Licensed Premises Permit Application – Wilzke’s Pub (528 Milwaukee Street, Menasha), September 19, 2026

Wilzke’s Pub (528 Milwaukee Street) has submitted a complete application for a temporary expansion of licensed premises permit. Governed by Section 7-2-20 of the Menasha Municipal Code, permits for temporary expansions of licensed premises allow organizations holding a regular “Class B”, Class “B”, or “Class C” alcohol licenses to temporarily expand the premises licensed under this regular license outdoors for events. This permit type applies to outdoor events lasting no more than one consecutive day, and organizations may use this permit type for up to two events each calendar year.

Wilzke’s application achieves the requirements outlined in Section 7-2-20. Specifically, they have submitted an application furnished by the Clerk’s Office thirty days prior to the intended date of expansion, provided a detailed map of the expansion, described the fence (snow fence) and indicated its location, and supplied a certificate of insurance naming the City of Menasha as an additional insured for general liability and liquor liability with limits of at least \$1,000,000. These application materials are enclosed. The event holder additionally verified notification to adjacent property owners of application pendency and invited them to speak before the Menasha Common Council on relevant concerns during this meeting. This is Wilzke’s first temporary expansion application of 2026.

Agent Melissa Sandry additionally achieves the responsible beverage server training requirement outlined in Wisconsin State Statute 125.04(5)(a)(5). The Menasha Police Department conducted and approved a recent criminal background check for this agent.

The Mayor, City Attorney, Chief of Police, and City Sanitarian reviewed and approved this event and temporary expansion.

**Recommendation: Staff recommend approval of the temporary expansion of licensed premises permit application submitted by Wilzke’s Pub for September 19, 2026, 8am-10pm.**



**Temporary Expansion of Licensed Premises**  
*Reference: Sec. 7-2-20, City of Menasha Municipal Code.*

To be filed with the Clerk's Office fifteen (15) days before intended use, subject to regularly scheduled Common Council meetings for approval by governing body.

Section 1: Licensed Business Information	
DBA Name: <i>Winkles Pub</i>	Corporation or LLC Name (if applicable): <i>Awesome Sauce Sandry</i>
Licensee (Agent) Name: <i>Mel Sandry</i>	License Type: <i>"Class B"/Class "B"</i>
Agent Phone Number: <i>920 470 1266</i>	Agent Email Address: <i>msandry12@yahoo.com</i>

Section 2: Event Information
Name of Event: <i>BBBS Fundraiser &amp; Corn Roast</i>
Dates: <i>9/19/26</i>
<small>Dates must be consecutive and may not exceed three (3) days. For multiple events, separate applications must be filed.</small>
Times: <i>8AM- 10PM</i>
<small>List for each day if different. Expansion prohibited between 10:30pm and 9 am.</small>

Section 3: Expansion Description
Describe the area you wish to expand your licensed premises to include (e.g., parking lot at west side of current premises). The area must be contiguous to the currently licensed premises. This description will appear on the temporary license. <i>South of the bar. Driveway &amp; yard</i>
Describe the barrier (fence) used to enclose your expanded premises (e.g., rope and cone barricades 4 feet in height with single point of entry). <i>orange 4ft plastic fencing</i>
Include a map illustrating your expansion request and fencing with your application. <input checked="" type="checkbox"/> Map illustrating expansion request and fencing included



**Section 4: Other Requirements**

Check each box to indicate achievement and understanding of requirements.

- Map illustrating expansion request submitted with application
- Certificate of Insurance for Liquor Liability and General Commercial Liability with limits of \$1,000,000 and listing the City of Menasha as an additional insured submitted with application
- Fee (\$25/event) submitted with application (cash or check only)
- Notification of Request for Temporary Expansion of Premises issued to adjacent property owners within 7 days of the Common Council meeting at which this application is considered (see enclosed for sample Notification of Request for Temporary Expansion of Premises)
- Section 7-2-20 of the City of Menasha Municipal Code regarding temporary expansion of premises reviewed
- Applicant certifies that they have not been convicted of any offense of the City of Menasha involving alcoholic or fermented malt beverages during an event for which they had obtained a temporary license expansion within twenty-four months
- Expanded premises shall be enclosed by a fence at all times that intoxicating beverages are sold and/or consumed in the temporary expansion (a fence shall mean a barrier at least three (3) feet high which does not allow a person access to the enclosed area other than through designated areas)
- A licensed beverage operator (bartender) shall be present in the temporary expansion at all times of operation
- Applicant shall attend the Common Council meeting at which their pending application is considered
- If granted, temporary expansion of premises license shall be posted in a conspicuous location in the expanded space for the duration of the expansion

**Section 5: Signature and Date**

The information on this form is true and accurate to the best of my knowledge. I understand that the temporary expansion of alcohol license premises requires approval from the City of Menasha Common Council, and that my attendance of this meeting is required per Menasha's Municipal Code, Sec. 7-2-20(a)(4).

Melissa Sundry 5/12/20  
 Applicant Signature Date

For Office Use Only			
Date Filed: <u>5/12/20</u>	RCVD By: <u>KS</u>	Paid: \$ <u>25</u> .00	
Common Council Meeting Agenda: <u>6/1/20</u>			
Reviewed By:			
____ Mayor	____ City Attorney	____ Police Chief	____ City Sanitarian
Approved by Common Council _____			

train tracks

Food truck

Tent for

Can hold 8 games  
Outside games

easy up  
table to  
sell tickets

(7) large  
Basket & Raffles

Grill

Tempsters

table  
table

coden

Easy  
UP

coden

tail tables

coden  
trailer

sign

fence

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Band

Bullpen  
4th St

milwaukee St

## **Notification of Pending Application for Temporary Expansion of Licensed Premises**

Today's Date: May 12, 2026

Dear Resident,

Our business has applied to temporarily expand our alcohol licensed premises for an event. Information regarding our pending application is included below.

The City of Menasha requires us to notify you of our pending application because your property is within 150 feet of ours, or is within 150 feet of the area we wish to temporarily expand our license to.

### **Request for Temporary Expansion**

Business Name: Wilzke's Pub

Business Contact Information: (920) 470-1266

Event Name: Big Brothers Big Sisters Fundraiser & Corn Roast

Date(s) of Requested Expansion: September 19, 2026

Times of Requested Expansion: 8am-10pm

If you wish to comment on our pending application for temporary expansion of premises, please attend the Common Council meeting listed below and speak during public comment, or contact your alderperson.

### **Common Council Meeting**

Date: June 1, 2026


Time: 6:00pm

Location: Menasha City Center, First Floor Conference Rooms,  
100 Main Street, Menasha, WI 54952

Sincerely,

Melissa Sandry  
Wilzke's Pub

**CERTIFICATE OF INSURANCE ENDORSEMENT  
SPECIAL EVENT LIABILITY GROUP INSURANCE TRUST, A RISK PURCHASING GROUP**

<b>FACILITY OWNER: (Additional Insured)</b>		<b>PRODUCER:</b>		<b>Certificate #</b>	<b>60547</b>	
Awesome Sauce Sandry 528 Milwaukee Street Menasha, WI 54952		HUB International Insurance Services Inc. 3000 Executive Parkway, #300 San Ramon, Ca 94583 PH: 925 609 6547 FX: 925 609 6550 <a href="mailto:specialevent@hubinternational.com">specialevent@hubinternational.com</a>		CA License #0757776		
<b>EVENT HOLDER: (Named Insured)</b>		<b>EVENT INFORMATION</b>				
Awesome Sauce Sandry 528 Milwaukee Street Menasha, WI 54952		<b>TYPE OF EVENT:</b>	Fundraiser			
		<b>EVENT DATE(S):</b>	9/17/26 - 9/22/26			
		<b>EVENT LOCATION:</b>	528 Milwaukee Street Menasha, WI 54952			
		<b>ATTENDANCE:</b>	300	<b>CLASS:</b>	I	
This is to certify that the policies of insurance listed below have been issued to the insured named above for the event date(s) indicated above. Notwithstanding any requirement, term or condition of any contract or other document with respect to which this certificate may be issued or may pertain, the insurance afforded by the policies described herein is subject to all the terms, exclusions and conditions of such policies.						
This insurance contract is with an insurer which has not obtained a certificate of authority to transact a regular insurance business in the state of Wisconsin, and is issued and delivered as a surplus lines coverage pursuant to s.618.41 of the Wisconsin Statutes. Section 618.43(1), Wisconsin Statutes requires payment by the policyholder of 3% tax on gross premium.						
<b>INSURER A:</b>		<b>COLONY INSURANCE COMPANY</b>				
<b>INSR LTR</b>	<b>Type of Insurance</b>	<b>Policy Number</b>	<b>Effective</b>	<b>Expiration</b>	<b>Policy Limits</b>	
A	Commercial General Liability	103 GL 0021111	1/1/2026	1/1/2027	Each Occurrence	\$1,000,000
					General Aggregate	\$2,000,000
					Personal & Advertising Injury	\$1,000,000
					Products/Completed Operations Aggregate	\$2,000,000
					Damage to Premises Rented to You	\$1,000,000
					Medical Payments	\$5,000
					Liquor Liability Each Occurrence	\$1,000,000
					Liquor Liability Aggregate	Incl in GL Agg
<b>COVERAGE TERMS:</b>						
Host Liquor Liability <u>Included</u> . Full Liquor Liability Included <u>when a separate premium has been charged</u> . Occurrence Form (CG 0010)		<b>The coverage afforded by this insurance is primary and non-contributing with any insurance held by the "Additional Insured" as Named Insured, when the "Additional Insured" is shown on this Certificate of Insurance Endorsement as "Additional Insured" or WHEN REQUIRED BY WRITTEN CONTRACT.</b>				
<b>COVERAGE EXCLUSIONS: (REFER TO POLICY FOR COMPLETE LISTING OF EXCLUSIONS)</b>						
-- Communicable Diseases -- Sexual Abuse & Molestation -- Terrorism		Specific Events are excluded from coverage. Please see second page for list of excluded events. On behalf of the Risk Purchasing Group and each Member, the Trustee has declined coverage for the Terrorism Risk Insurance Act (TRIA).				
<b>OTHER ADDITIONAL INSURED:</b> City of Menasha 100 Main Street, Suite 200 Menasha, WI 54952						
<b>CANCELLATION:</b> Should the above described policy(s) be canceled before the expiration date thereof, the issuing company will endeavor to mail 30 days written notice to the insured event holder and additional insureds listed.						
<b>AUTHORIZED REPRESENTATIVE:</b>				<b>DATE ISSUED:</b>	5/12/2026	

## SPECIFIC EVENT POLICY EXCLUSIONS

The following types of events are specifically excluded and no coverage for them exists under the policy(ies) listed on the front page of this Certificate of Insurance:

**Aircraft / Aviation**  
**All Terrain Boarding**  
**Ballooning / Balloon Rides**  
**Base Jumping**  
**Bouldering**  
**Boxing, Wrestling**  
**Bungee Jumping, use of a harness, belaying apparatus or any type of fall protection equipment**  
**Carnival Rides**  
**Circuses**  
**Concerts over 6 hours in music length**  
**Contact Karate / Martial Arts**  
**Contact Sports**  
**Diving**  
**Football (except passing camps with no contact drills)**  
**Free Speeches, Political Events, Political Rallies, Protests, Marches**  
**Hang Gliding**  
**Hockey**  
**Jousting**  
**Kayaking, Rafting or Canoeing in greater than Class 3 rapids**  
**Lacrosse / Rugby**  
**Mechanical Amusement Rides or Services and Gyroscope Rides**  
**Motorized Sporting Equipment**  
**Mosh Pits**  
**Mountain Biking**  
**Power Boat Racing**  
**Professional Sporting Activity; Games, Races, Contests of a professional nature**  
**Pyrotechnics / Explosives**  
**Rap or Heavy Metal Concerts**  
**Raves**  
**Rock Climbing**  
**Rodeo / Roping Events (includes practice)**  
**Scuba Diving**  
**Tight Roping, Slacklining**  
**Tractor / Truck Pulls**  
**Ziplines / Ziplining**

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

## **ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

### **SCHEDULE**

**Named of Additional Insured Person(s) or Organization(s)**

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

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

**Section II – Who Is An Insured** is amended to include as additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for “bodily injury”, “property damage” or “personal and advertising injury” caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

- A. In the performance of your ongoing operations;  
or
- B. In connection with your premises owned by or rented to you.

## MEMORANDUM

DATE May 22, 2026  
TO Common Council  
FROM James Merten, Director of Public Works  
RE Acquisition of Real Property Interests for the WIS 114 (Plank Road) Reconstruction Project (Project ID: 4064-17-21) Involving All Parcels Fronting the Connecting Highway Portion of WIS 114 (Manitowoc Street to Melissa Street)

The planned 2028 Wisconsin Department of Transportation (WisDOT) reconstruction project for WIS 114 (Plank Road), Project ID 4064-17-21, requires right-of-way and easement acquisitions to advance the project. Menasha is responsible for acquiring real estate interests for the connecting highway portion of the street, but is eligible to receive 100% reimbursement, if WisDOT requirements are followed.

Last year, Menasha contracted with TerraVenture Advisors, LLC, the entity conducting WisDOT's real estate acquisition services for the project, to conduct its share of real estate acquisition services. Attached is a Nominal Payment Parcel Report, which lists the real property interests and assigns an offer value for said interests based on a sales study and known privately-owned assets that are likely to be affected.

For this specific instance, all real property interests are in the form of Temporary Limited Easements (TLEs). TLEs allow WisDOT and the construction contractor to use and modify private lands during the project for the purpose of matching the new road to existing ground levels (e.g, driveways, ditches, sidewalk). The land remains under the full ownership of the property owner and the TLEs are set expire upon closure of the project.

The Nominal Payment Parcel Report has been approved by WisDOT, but must also be cosigned by Menasha. Acceptance of the report sets a baseline amount in which to conduct negotiations for the real property interests. Staff will be recommending approval of the Nominal Payment Parcel Report and seeking authorization to negotiate settlements.

**City of Menasha Disbursements**  
**05/15/26-05/28/26**

Weekly Accounts Payable	05/21/26 & 5/28/26 Checks #90821-90931	\$580,474.52
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Bi-Weekly Payroll	5/28/2026	258,776.02
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**Additional Regular Cycle Accounts Payables -Paid Electronically**

Banking Fees	5/15/26	\$125.00
Nationwide Deferred Compensation	5/18/26	\$2,949.50
Nationwide Deferred Compensation	5/18/26	\$465.00
Spectrum	5/18/26	\$94.34
Employee Benefits-Flex Spending	5/18/26	\$2,622.28
Wisconsin Deferred Compensation	5/19/26	\$12,534.75
Delta Dental	5/20/26	\$3,661.44
Federal Tax Withholding	5/20/26	\$83,918.68
Delta Dental	5/27/26	\$4,315.73
Sales Tax	5/28/26	\$407.66

EFT/ACH Disbursement Total	<u>\$111,094.38</u>
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Grand Total	<u><u>\$950,344.92</u></u>
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*Yessi Laracuente*

Yessi Laracuente  
Finance Manager

05/28/26

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: 5/21/2026

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
ADVANCED FLOORING OF THE FOX CITIES	90821	5/21/2026	PERMIT REFUND	100-0000-422.05-01	139.24	HVAC PERMIT REFUND 305 CLEVELAND ST
			<b>Total for check: 90821</b>		<b>139.24</b>	
JF AHERN CO	90822	5/21/2026	816240	731-1022-541.24-03	345.00	FIRE ALARM INSPECTION-PWFANNUAL FEE
			<b>Total for check: 90822</b>		<b>345.00</b>	
AMAZON CAPITAL SERVICES	90823	5/21/2026	1DC9-JRNT-NG1M	100-0801-521.30-15	41.64	POLICE BIKE REPAIRS
		5/21/2026	1LKV-KC4K-XCC1	824-0807-521.30-15	77.48	DOG FOOD FOR KODA
		5/21/2026	1NVD-RTM1-FL6G	100-0801-521.29-04	115.87	USB CABLES, MAGNETIC MIC
			<b>Total for check: 90823</b>		<b>234.99</b>	
ARING EQUIPMENT COMPANY INC	90824	5/21/2026	E31859	731-1022-541.38-03	2,072.88	PARTS
			<b>Total for check: 90824</b>		<b>2,072.88</b>	
AT&T MOBILITY	90825	5/21/2026	287358197660	100-0801-521.22-01	773.11	SQUAD WIRELESS -POLICE
				601-1020-543.21-02	722.37	GIS TABLET DATA
				625-1002-541.21-02	722.37	GIS TABLET DATA
		5/21/2026	287363863468	100-0702-552.22-01	82.48	PARK LOCATION CAMERAS
				100-0801-521.22-01	41.24	POLICE INTERSECTION CAMERAS
			<b>Total for check: 90825</b>		<b>2,341.57</b>	
BENEFIT COORDINATORS CORP	90826	5/21/2026	B0NCZT	734-0416-513.21-06	2,758.71	MONTHLY FAHP FEE-JUNE
			<b>Total for check: 90826</b>		<b>2,758.71</b>	
COMMUNICATIONS ENGINEERING COMPANY	90827	5/21/2026	465687	100-0501-522.24-03	650.00	FIRE ALARM MONITORING 1911 MANITOWOC RD
			<b>Total for check: 90827</b>		<b>650.00</b>	
CINTAS	90828	5/21/2026	4269314963	100-1019-552.30-13	221.50	CLEANING SUPPLIES
				731-1022-541.20-01	161.00	MATS, UNIFORMS
		5/21/2026	4269316737	100-0601-551.20-01	70.00	RUGS

## AP Check Register

### Check Date: 5/21/2026

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
CINTAS...	90828...	5/21/2026...	4269316737...	100-0601-551.30-13	425.90	CLEANING SUPPLIES
			<b>Total for check: 90828</b>		<b>878.40</b>	
ABIGAIL CLANCY	90829	5/21/2026	PROF. SERVICES	100-0304-562.21-06	242.73	DOWNTOWN WATERFRONT VISION PLAN
			<b>Total for check: 90829</b>		<b>242.73</b>	
COMPLETE OFFICE OF WISCONSIN	90830	5/21/2026	130703	731-1022-541.21-06	54.89	OFFICE SUPPLIES PUBLIC WORKS
		5/21/2026	135150	731-1022-541.30-10	32.80	OFFICE SUPPLIES PUBLIC WORKS FACILITY
			<b>Total for check: 90830</b>		<b>87.69</b>	
TODD DREW	90831	5/21/2026	REIMBURSEMENT	100-0902-524.33-04	46.21	FUEL REIMBURSEMENT MAY 2026-P/U EQUIPMENT
			<b>Total for check: 90831</b>		<b>46.21</b>	
E.H. WOLF & SONS, INC	90832	5/21/2026	543560	100-0000-131.00-00	9,770.20	FUEL
			<b>Total for check: 90832</b>		<b>9,770.20</b>	
ELAN FINANCIAL SERVICES	90840	5/21/2026	0025	100-0703-553.30-18	573.00	COLLARS FOR FLAG POLES PUBLIC WORKS
		5/21/2026	0059	100-0601-551.30-11	8.50	ILL POSTAGE LIBRARY
		5/21/2026	0100	100-0801-521.29-04	805.15	VEHICLE REPAIR POLICE
		5/21/2026	0199	731-1022-541.24-03	245.00	GARAGE DOOR PARTS PUBLIC WORKS FACILITY
		5/21/2026	0214	100-0601-551.30-14	29.99	ADOBE CLOUD SUBSCRIPTION LIBRARY
		5/21/2026	0522	100-1002-541.34-02	450.00	APWA CONFERENCE ENGINEERING
		5/21/2026	0537	100-0920-531.30-18	59.54	TEA PARTY SUPPLIES SENIOR CENTER
		5/21/2026	0587	731-1022-541.24-03	94.06	PRESSURE WASHER PARTS PUBLIC WORKS FACILITY
		5/21/2026	0727	100-0601-551.30-16	59.16	SMITH WORKS LIBRARY
		5/21/2026	0775	100-0801-521.34-03	33.36	TRAINING/MEALS/LODGING POLICE
		5/21/2026	0830	100-0904-531.30-11	15.16	SHIPPING CHARGES HEALTH
		5/21/2026	0872	100-0801-521.30-15	(14.99)	TOOLS/EQUIPMENT-CREDIT POLICE
		5/21/2026	1061	100-0804-521.30-15	38.12	AUX JOB FAIR-CANDY AUXILIARY
		5/21/2026	1112	100-0813-521.24-04	(188.15)	TAYCO/MAIN CAMERA PART-CRPD
		5/21/2026	1328	100-0801-521.30-18	192.54	DEPARTMENT SUPPLIES POLICE

## AP Check Register

### Check Date: 5/21/2026

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description	
ELAN FINANCIAL SERVICES...	90840...	5/21/2026	1355	601-1020-543.21-02	1,100.00	GIS IMPLEMENTATION ENGINEERING	
				625-1002-541.21-02	1,100.00	GIS IMPLEMENTATION ENGINEERING	
		5/21/2026	1406	100-0601-551.30-16	72.43	PROGRAMMING SUPPLIES LIBRARY	
		5/21/2026	1481	731-1022-541.24-03	188.64	GARAGE DOOR PARTS PUBLIC WORKS FACILITY	
		5/21/2026	1570	100-0601-551.30-16	8.99	PROGRAMMING SUPPLIES LIBRARY	
		5/21/2026	1709	100-0801-521.29-04	218.48	VEHICLE REPAIR POLICE	
		5/21/2026	1798	100-0601-551.30-14	474.91	LIBRARY OF THINGS LIBRARY	
		5/21/2026	1964	100-0813-521.24-04	206.81	TAYCO/MAIN CAMERA PARTS PD	
		5/21/2026	2027	100-0801-521.30-15	89.97	TOOLS/EQUIPMENT POLICE	
		5/21/2026	2028	100-0601-551.30-16	299.00	SMITH WORKS LIBRARY	
		5/21/2026	2075	100-0601-551.30-16	257.18	STOCK SUBSCRIPTION LIBRARY	
		5/21/2026	2094	100-0801-521.34-02	425.00	TRAINING REGISTRATION POLICE	
		5/21/2026	2102	100-0801-521.24-05	116.00	REPAIR SMALL PROJECTS POLICE	
		5/21/2026	2246		601-1020-543.21-02	1,400.00	GIS IMPLEMENTATION ENGINEERING
				625-1002-541.21-02	1,400.00	GIS IMPLEMENTATION ENGINEERING	
		5/21/2026	2445		100-0920-531.30-18	120.86	ELVIS JOHN DAY SENIOR CENTER
				826-0702-552.30-18	51.44	SNACKS/CONCESSIONS PR	
		5/21/2026	2485	100-0304-562.32-01	65.00	WLIA-ANNUAL SUBSCRIPTION COM DEV	
		5/21/2026	2569	100-0702-552.30-18	45.96	ADULT NIGHT OUT PR	
		5/21/2026	2631	100-0801-521.34-02	425.00	TRAINING REGISTRATION POLICE	
		5/21/2026	2840	100-0601-551.32-01	39.00	DONOR SUBSCRIPTION LIBRARY	
		5/21/2026	2923	100-0801-521.38-01	58.76	FUEL POLICE	
		5/21/2026	3088	100-0801-521.34-03	102.04	TRAINING/MEALS/LODGING POLICE	
		5/21/2026	3202	731-1022-541.24-03	25.98	GARAGE DOOR PARTS PUBLIC WORKS FACILITY	
		5/21/2026	3207	100-0801-521.34-03	223.20	TRAINING/MEALS/LODGING POLICE	
		5/21/2026	3215	100-0801-521.34-03	223.20	TRAINING/MEALS/LODGING POLICE	
		5/21/2026	3245	100-0801-521.34-03	102.04	TRAINING/MEALS/LODGING POLICE	
		5/21/2026	3323	100-0601-551.34-02	250.00	CONFERENCE LIBRARY	
		5/21/2026	3711	100-0601-551.30-16	303.91	SMITH WORKS LIBRARY	
		5/21/2026	3743	100-0203-512.34-02	420.00	WMCA CONF. REGISTRATION CLERK	
		5/21/2026	3758	100-0801-521.24-03	29.08	MOTOR PD	
		5/21/2026	3789	100-0903-531.21-12	47.40	TRANSLATION (SWAHILI) HEALTH	
		5/21/2026	3798	100-0601-551.30-14	24.99	ROKUS LIBRARY	
		5/21/2026	3910	100-0801-521.34-02	425.00	TRAINING REGISTRATION POLICE	
		5/21/2026	3960	100-0801-521.80-05	80.00	OTHER EQUIPMENT/WELLNESS POLICE	

## AP Check Register

### Check Date: 5/21/2026

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
ELAN FINANCIAL SERVICES...	90840...	5/21/2026	4008	100-0601-551.30-14	19.99	DIGITAL MEDIA LIBRARY
		5/21/2026	4092	100-0813-521.24-04	84.00	TAYCO/MAIN CAMERA PARTS PD
		5/21/2026	4176	100-0801-521.34-03	23.14	TRAINING/MEALS/LODGING POLICE
		5/21/2026	4194	100-0813-521.24-04	24.49	TAYCO/MAIN CAMERA PARTS PD
		5/21/2026	4277	100-0801-521.34-02	(60.00)	TRAINING/REGISTRATION-CR POLICE
		5/21/2026	4377	100-0000-131.00-00	102.41	GAS-WHEN PUMPS WERE DOWN PUBLIC WORKS FACILIT
		5/21/2026	4501	100-0601-551.30-16	704.78	SMITH WORKS LIBRARY
		5/21/2026	4704	100-0601-551.30-16	131.64	PROGRAMMING LIBRARY
		5/21/2026	4902	100-0801-521.32-01	100.00	DUES/MEMBERSHIPS POLICE
		5/21/2026	4960	100-0920-531.30-12	45.81	MONITOR MOUNT SENIOR CENTER
		5/21/2026	4987	100-0801-521.34-03	125.85	TRAINING/MEALS/LODGING POLICE
		5/21/2026	5062	100-0801-521.34-03	(102.04)	TRAINING/MEALS/LODGING-CR POLICE
		5/21/2026	5295	100-0601-551.30-16	62.71	FACEBOOK ADS LIBRARY
		5/21/2026	5455	100-0601-551.30-14	13.64	ROKUS LIBRARY
		5/21/2026	5481	100-0801-521.34-03	35.00	TRAINING/MEALS/LODGING POLICE
		5/21/2026	5492	100-0706-561.30-18	9.01	ARBOR DAY SHIPPING PR
		5/21/2026	5513	100-0813-521.24-04	30.38	CAMERA PARTS PD
		5/21/2026	5564	100-0801-521.34-03	515.75	TRAINING/MEALS/LODGING POLICE
		5/21/2026	5816	100-0801-521.34-02	425.00	TRAINING REGISTRATION POLICE
		5/21/2026	5904	100-0000-201.03-00	63.29	PERSONAL CHARGE IN ERROR COM DEV
		5/21/2026	5952	100-0703-553.30-18	16.99	CRANK HANDLE PARK
		5/21/2026	5970	100-0706-561.30-18	73.40	ARBOR DAY FLAG PR
		5/21/2026	6066	100-0601-551.30-14	13.64	ROKUS LIBRARY
		5/21/2026	6069	100-0601-551.30-14	13.64	ROKUS LIBRARY
		5/21/2026	6216	601-1020-543.21-02	125.99	GIS IMPLEMENTATION ENGINEERING
				625-1002-541.21-02	125.99	GIS IMPLEMENTATION ENGINEERING
		5/21/2026	6230	100-0801-521.34-03	303.00	TRAINING/MEALS/LODGING POLICE
		5/21/2026	6255	100-0801-521.34-03	303.00	TRAINING/MEALS/LODGING POLICE
		5/21/2026	6354	100-0801-521.34-03	303.00	TRAINING/MEALS/LODGING POLICE
		5/21/2026	6384	100-0801-521.34-02	425.00	TRAINING REGISTRATION POLICE
		5/21/2026	6404	100-0801-521.34-03	303.00	TRAINING/MEALS/LODGING POLICE
		5/21/2026	6517	100-0702-552.32-01	70.00	TIMESHEET & SCHEDULING PR
		5/21/2026	6524	100-0601-551.21-06	199.95	BUSINESS CARDS LIBRARY
		5/21/2026	6531	100-0920-531.30-18	306.10	VOLUNTEER LUNCH SENIOR CENTER
	5/21/2026	6540	100-0801-521.38-01	63.28	FUEL POLICE	

## AP Check Register

### Check Date: 5/21/2026

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description	
ELAN FINANCIAL SERVICES...	90840...	5/21/2026	7092	100-0601-551.30-14	139.00	AMAZON PRIME SUBSCRIPTION LIBRARY	
		5/21/2026	7101	100-0601-551.30-14	70.00	NEENAH NEWS LIBRARY	
		5/21/2026	7165	625-1010-541.30-15	198.00	SPOTLIGHT BATTERIES PUBLIC WORKS	
		5/21/2026	7348	100-0000-201.03-00	200.00	PERSONAL CHARGE IN ERROR COM DEV	
		5/21/2026	7427	100-0801-521.34-02	56.42	TRAINING/REGISTRATION POLICE	
		5/21/2026	7472	100-0801-521.34-03	(11.14)	TRAINING/MEALS/LODGING-CR POLICE	
		5/21/2026	7501	100-0801-521.34-03	515.00	TRAINING/MEALS/LODGING POLICE	
		5/21/2026	7559	100-0601-551.30-14	13.64	ROKUS LIBRARY	
		5/21/2026	7691	100-0920-531.30-18	46.46	VOLUNTEER DAY SUPPLIES SENIOR CENTER	
		5/21/2026	7739	731-1022-541.33-02	205.73	ELECTRICAL EXAM PUBLIC WORKS FACILITY	
		5/21/2026	8158	100-0813-521.24-04	376.30	TAYCO/MAIN CAMERA PARTS PD	
		5/21/2026	8191	100-0703-553.30-18	34.79	HYDROGEN PEROXIDE PARKS	
				743-0403-513.30-15	164.29	LAPTOP CHARGER/TABLE STND IT	
		5/21/2026	8211	100-0601-551.30-14	31.49	MONTHLY SUBSCRIPTION LIBRARY	
		5/21/2026	8239	100-0801-521.30-10	9.58	OFFICE SUPPLIES POLICE	
		5/21/2026	8397	100-0601-551.30-14	26.24	ROKUS LIBRARY	
		5/21/2026	8412	100-0801-521.30-18	162.05	DEPARTMENT SUPPLIES POLICE	
				100-0813-521.24-04	(188.15)	TAYCO/MAIN CAMERA PART-CRPD	
		5/21/2026	8619	100-0801-521.30-11	25.77	POSTAGE POLICE	
		5/21/2026	9045	100-0703-553.24-04	2,196.00	AERATORS PARK	
		5/21/2026	9049	100-0703-553.24-03	103.47	FLAGS PARK	
		5/21/2026	9063	100-0000-201.14-00	1.20	FACEBOOK AD PR	
		5/21/2026	9136	731-1022-541.38-03	14.00	PARTS PUBLIC WORKS FACILITY	
		5/21/2026	9254	827-0920-531.30-18	100.25	VOLUNTEER GIFTS SENIOR CENTER	
		5/21/2026	9323	100-0702-552.30-18	10.48	ARBOR DAY GIFT PR	
		5/21/2026	9328	100-0813-521.24-04	401.78	CAMERA PARTS PD	
		5/21/2026	9523	731-1022-541.38-03	116.58	PARTS MAINTENANCE	
		5/21/2026	9655	100-0601-551.30-14	65.00	POST CRESCENT SUBSCRIPT. LIBRARY	
		5/21/2026	9661	100-0801-521.30-11	12.18	POSTAGE POLICE	
		5/21/2026	9945	100-0801-521.30-11	80.14	POSTAGE POLICE	
	<b>Total for check: 90840</b>					<b>22,998.09</b>	

## AP Check Register

### Check Date: 5/21/2026

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
ENERGITECH	90841	5/21/2026	183103	731-1022-541.24-06	17,714.75	FMLIVE UPGRADE FUEL STATION
	<b>Total for check: 90841</b>					<b>17,714.75</b>
ENVIROTECH EQUIPMENT	90842	5/21/2026	26-0027261-1	731-1022-541.38-03	66.59	VACUUM TUBE LOCK RING
	<b>Total for check: 90842</b>					<b>66.59</b>
EVERGREEN POWER	90843	5/21/2026	30938	731-1022-541.38-03	165.42	BLADES/PARTS
		5/21/2026	30966	731-1022-541.38-03	73.18	CARBURETOR
		5/21/2026	30995	731-1022-541.38-03	29.99	OIL
	<b>Total for check: 90843</b>					<b>268.59</b>
FACTORY MOTOR PARTS CO	90844	5/21/2026	18-2364030	731-1022-541.38-03	11.46	LUBE FILTER
		5/21/2026	18-2364411	731-1022-541.38-03	283.66	BATTERY PARTS
		5/21/2026	50-6746529	731-1022-541.38-03	481.60	BATTERY PARTS
	<b>Total for check: 90844</b>					<b>776.72</b>
FERGUSON ENTERPRISES LLC #1480	90845	5/21/2026	1758249-1	100-0703-553.24-03	444.37	PLUMBING KIT START UP
	<b>Total for check: 90845</b>					<b>444.37</b>
FERGUSON WATERWORKS #1476	90846	5/21/2026	0475419	625-1010-541.30-18	20.43	STORM SEWER SUPPLIES
	<b>Total for check: 90846</b>					<b>20.43</b>
GILA LLC	90847	5/21/2026	MBAPRINV0263	100-0401-513.21-03	30.00	PROPERTY TAX CHARGE BACKS
	<b>Total for check: 90847</b>					<b>30.00</b>
GROUP TICKET SALES OFFICE	90848	5/21/2026	5306979	100-0000-201.14-00	880.00	BREWERS GAME BUS TRIP-8/650% DWNPYMT FOR 50 TIC
	<b>Total for check: 90848</b>					<b>880.00</b>

## AP Check Register

### Check Date: 5/21/2026

<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>
HEARTLAND BUSINESS SYSTEMS	90849	5/21/2026	882335-H	743-0403-513.24-04	369.99	WILDCARDSSL CERTIFICATE
			<b>Total for check: 90849</b>		<b>369.99</b>	
JEANINE HOLSHBACH	90850	5/21/2026	REIMBURSEMENT	100-0920-531.30-18	7.91	JUNE WREATH CRAFT REIMBURSEMENT
					5.90	FABRIC REIMBURSEMENT
			<b>Total for check: 90850</b>		<b>13.81</b>	
JOE'S POWER CENTER	90851	5/21/2026	215751	731-1022-541.38-04	192.98	SNOW THROWER PARTS
			<b>Total for check: 90851</b>		<b>192.98</b>	
KLINK HYDRAULICS LLC	90852	5/21/2026	TV1460	731-1022-541.38-03	62.00	PARTS
			<b>Total for check: 90852</b>		<b>62.00</b>	
MARIA MARTINEZ	90853	5/21/2026	RENTAL DEP REFD	100-0000-201.11-00	100.00	RENTAL SECURITY DEPOSIT REFUND
			<b>Total for check: 90853</b>		<b>100.00</b>	
MENASHA JOINT SCHOOL DISTRICT	90854	5/21/2026	1815	100-0903-531.21-12	676.04	TRANSLATION SERVICES JAN 2025-APRIL 2026
		5/21/2026	MOBILE HOME MAY	100-0000-412.00-00	5,433.79	MOBILE HOME PERMIT FEE MAY 2026
			<b>Total for check: 90854</b>		<b>6,109.83</b>	
MENASHA UTILITIES	90855	5/21/2026	5234	601-0401-513.25-01	30,020.89	APRIL SEWER CHARGES
				625-0401-513.25-01	1,932.49	APRIL STORMWATER CHARGES
			<b>Total for check: 90855</b>		<b>31,953.38</b>	
METRO SALES INC	90856	5/21/2026	INV3089524	743-0403-513.29-01	1,140.84	PRINTER/COPIER USAGE 4/17/26-5/16/26
			<b>Total for check: 90856</b>		<b>1,140.84</b>	
N&M AUTO SUPPLY	90857	5/21/2026	859455	731-1022-541.30-18	14.01	HOSE COUPLER
		5/21/2026	859457	731-1022-541.30-18	59.67	GREASE COUPLERS

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### Check Date: 5/21/2026

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
N&M AUTO SUPPLY...	90857...	5/21/2026	859497	731-1022-541.38-03	8.09	CONNECTOR
		5/21/2026	859576	731-1022-541.30-18	44.99	AIR HOSE
<b>Total for check: 90857</b>					<b>126.76</b>	
NORTHEAST ASPHALT INC	90858	5/21/2026	30-00040092	100-1003-541.30-18	768.83	SUPPLIES
		<b>Total for check: 90858</b>				
OUTAGAMIE COUNTY CLERK OF COURTS	90859	5/21/2026	REPORT #26-2636	100-0000-201.03-00	50.00	REPORT #26-2636
		<b>Total for check: 90859</b>				
PACE SYSTEMS INC	90860	5/21/2026	IN00077268	100-0405-513.30-12	7,436.64	COUNCIL LAPTOPS
				100-0702-552.30-12	159.63	REC DOCKING STATION
<b>Total for check: 90860</b>					<b>7,596.27</b>	
PACKER CITY INTL TRUCKS INC	90861	5/21/2026	R103034585:01	731-1022-541.29-04	1,727.49	VEHICLE REPAIR
		5/21/2026	X103157559:01	731-1022-541.38-03	(22.83)	OIL FILTER CREDIT
<b>Total for check: 90861</b>					<b>1,704.66</b>	
PETERS CONCRETE COMPANY	90862	5/21/2026	2262213	100-1004-541.30-18	676.00	CONCRETE
				<b>Total for check: 90862</b>		
ROBINSON FLORIST	90863	5/21/2026	1000010050	100-0703-553.30-18	465.48	FLOWERS
				<b>Total for check: 90863</b>		
MATT SCHANKE	90864	5/21/2026	MEALS	100-0801-521.34-03	22.06	MEALS REIMBURSEMENT APRIL 2026-TRAINING
				<b>Total for check: 90864</b>		

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### Check Date: 5/21/2026

<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>
ADAM SCHULZ	90865	5/21/2026	MEALS	100-0801-521.34-03	97.56	MEALS REIMBURSEMENT MAY 2026-LEEDA TRAINING
			<b>Total for check: 90865</b>		<b>97.56</b>	
COUNTY OF SHEBOYGAN	90866	5/21/2026	40	100-1003-541.30-18	1,568.70	COLD MIX DEPT SUPPLIES
			<b>Total for check: 90866</b>		<b>1,568.70</b>	
SMT MANUFACTURING & SUPPLY LLC	90867	5/21/2026	0088404-IN	731-1022-541.38-03	48.86	BEARING, PARTS
			<b>Total for check: 90867</b>		<b>48.86</b>	
STATE BAR OF WISCONSIN	90868	5/21/2026	1096218	100-0201-512.32-01	646.50	STATE BAR MEMBERSHIP DUES
			<b>Total for check: 90868</b>		<b>646.50</b>	
STATE BAR OF WISCONSIN	90869	5/21/2026	5162968	100-0201-512.30-18	109.10	2026 MUNICIPAL LAW CODEBOOK
			<b>Total for check: 90869</b>		<b>109.10</b>	
SUPERIOR VISION INSURANCE PLAN	90870	5/21/2026	963409	100-0000-204.10-00	1,008.52	VISION INSURANCE-JUNE
			<b>Total for check: 90870</b>		<b>1,008.52</b>	
SYN-TECH SYSTEMS	90871	5/21/2026	333898	731-1022-541.24-06	1,292.50	AIM MODULE ASSY
			<b>Total for check: 90871</b>		<b>1,292.50</b>	
TANYA R CPR LLC	90872	5/21/2026	725	100-0000-441.25-00	1,140.00	YOUTH BABYSITTING CPR/AED COURSE-5/15/26
			<b>Total for check: 90872</b>		<b>1,140.00</b>	
TAPCO	90873	5/21/2026	1825433	100-1008-541.30-18	56.83	SIGN BLANKS
			<b>Total for check: 90873</b>		<b>56.83</b>	
THEDACARE AT WORK	90874	5/21/2026	384269	100-0202-512.21-05	68.00	EMPLOYEE SCREENING

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### Check Date: 5/21/2026

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
THEDACARE AT WORK...	90874...	5/21/2026	384279	100-0202-512.21-05	236.00	EMPLOYEE SCREENING, DOT SCREENING
			<b>Total for check: 90874</b>		<b>304.00</b>	
WE ENERGIES	90875	5/21/2026	5922579982	100-0701-533.22-03	15.23	4/8/26-5/7/26-ELECTRIC NORTH ST
		5/21/2026	5922818210	100-0701-533.22-03	16.51	4/8/26-5/7/26-ELECTRIC NORTH ST
			<b>Total for check: 90875</b>		<b>31.74</b>	
WELLS FARGO FINANCIAL SERVICES LLC	90876	5/21/2026	5038715954	100-0920-531.30-12	105.00	SENIOR CENTER COPIER 5/25/26-6/24/26
			<b>Total for check: 90876</b>		<b>105.00</b>	
WEYERS EQUIPMENT INC	90877	5/21/2026	01-257222	731-1022-541.38-04	25.25	BLADE
			<b>Total for check: 90877</b>		<b>25.25</b>	
TERMINIX WIL-KIL	90878	5/21/2026	96417869	731-1022-541.20-07	98.03	PEST CONTROL MAINTENANCE PUBLIC WORKS FACILITY
		5/21/2026	96417883	100-0920-531.20-07	167.81	EXTERIOR INSECT TREATMENTS SENIOR CENTER
		5/21/2026	96418907	100-0703-553.20-07	122.66	SPIDER CONTROL MAINT. SMITH PARK
			<b>Total for check: 90878</b>		<b>388.50</b>	
WINNEBAGO COUNTY CLERK OF COURTS	90879	5/21/2026	REPORT #26-2636	100-0000-201.03-00	435.00	REPORT #26-2636
					50.00	REPORT #26-2636
					(50.00)	CORRECT PRIOR ENTRY ERROR
			<b>Total for check: 90879</b>		<b>435.00</b>	
WINNEBAGO COUNTY TREASURER	90880	5/21/2026	33901	470-1003-541.82-02	18,478.20	CTH P-HWY MAINTENANCE STR-2026-001
			<b>Total for check: 90880</b>		<b>18,478.20</b>	
WIRTH + BAYNARD	90881	5/21/2026	759	733-0206-512.73-01	2,801.00	HOWZE PRO SE LAWSUIT FEESCLAIM #PR074820
			<b>Total for check: 90881</b>		<b>2,801.00</b>	

## AP Check Register

### Check Date: 5/21/2026

<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>
WOOD AN DALE NURSERY	90882	5/21/2026	20926	470-0703-553.82-02	8,700.00	BOAT LAUNCH TREES PR-2025-011
			<b>Total for check: 90882</b>		<b>8,700.00</b>	
WOOD COUNTY CLERK OF COURTS	90883	5/21/2026	REPORT #26-2764	100-0000-201.03-00	844.00	REPORT #26-2764
			<b>Total for check: 90883</b>		<b>844.00</b>	
YOUTH ENRICHMENT LEAGUE	90884	5/21/2026	5686	100-0000-441.25-00	312.50	VIDEO GAME DESIGN-4/1-5/6DRAGONS & UNICORNS
			<b>Total for check: 90884</b>		<b>312.50</b>	
ZARNOTH BRUSH WORKS INC	90885	5/21/2026	0206335-IN	625-1005-541.30-18	1,134.00	SWEEPING BROOMS DEPT SUPPLIES
			<b>Total for check: 90885</b>		<b>1,134.00</b>	
					<b>153,647.81</b>	

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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>
ACCURATE	90886	5/28/2026	2605870	731-1022-541.38-03	46.68	TORQUE ARM BOLT ASY
			<b>Total for check: 90886</b>		<b>46.68</b>	
AIRGAS USA LLC	90887	5/28/2026	9172185614	731-1022-541.30-18	428.28	WELDING SUPPLIES
			<b>Total for check: 90887</b>		<b>428.28</b>	
ALL-SPORT TROPHY	90888	5/28/2026	058430	100-0702-552.30-18	327.50	CUSTOM RIBBONS-PR
			<b>Total for check: 90888</b>		<b>327.50</b>	
AMAZON CAPITAL SERVICES	90889	5/28/2026	1CY7-JDTR-N6JQ	100-0903-531.30-12	519.40	WIRELESS HEADSET
		5/28/2026	1LFF-3HMX-NTLN	100-0903-531.30-18	35.36	SYRINGES-HEALTH DEPT
		5/28/2026	1PYW-WJNX-JV7Y	100-0801-521.29-04	7.99	USB CABLE
		5/28/2026	1X9M-HRJN-PLMV	100-0801-521.29-04	27.16	CABLE
			<b>Total for check: 90889</b>		<b>589.91</b>	
BADGER METER	90890	5/28/2026	1808112	601-1020-543.30-18	1,892.00	COMPUTER RENEWAL FOR SANITARY LINES
			<b>Total for check: 90890</b>		<b>1,892.00</b>	
BERGSTROM FORD LINCOLN	90891	5/28/2026	119833	731-1022-541.38-04	65.34	SPARK PLUG, GASKET
			<b>Total for check: 90891</b>		<b>65.34</b>	
BV NATIONAL ELEVATOR INSPECTION SVS	90892	5/28/2026	26010066RI00396	100-0601-551.24-03	125.00	ROUTINE INSPECTION LIBRARY
			<b>Total for check: 90892</b>		<b>125.00</b>	
JESSIE BURNS	90893	5/28/2026	REFUND	100-0000-441.25-00	190.00	CAMP CHAMPS REFUND
			<b>Total for check: 90893</b>		<b>190.00</b>	

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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>
CALUMET COUNTY REGISTER OF DEEDS	90894	5/28/2026	RECORDING FEE	100-0304-562.21-08	30.00	SITE IMPROVEMENT AGREEMNT1911 MIDWAY RD
			<b>Total for check: 90894</b>		<b>30.00</b>	
CARTER	90895	5/28/2026	9979	470-0704-552.82-02	10,000.00	POOL PLANNING CONSULT PO-2026-001
			<b>Total for check: 90895</b>		<b>10,000.00</b>	
CINTAS	90896	5/28/2026	4269316767	100-1001-514.30-13	231.18	SUPPLIES
				731-1022-541.20-01	170.00	RUGS, MATS, UNIFORMS
		5/28/2026	4270051359	100-0903-531.30-13	42.59	SUPPLIES
				731-1022-541.20-01	170.00	MATS, RUGS, UNIFORMS
			<b>Total for check: 90896</b>		<b>613.77</b>	
CONGER INDUSTRIES INC	90897	5/28/2026	PSO004960	731-1022-541.38-03	463.88	HOSE PARTS
			<b>Total for check: 90897</b>		<b>463.88</b>	
COONEY'S EMBROIDERY LLC	90898	5/28/2026	23074	100-0801-521.19-03	24.00	POLO'S-PD
		5/28/2026	23102	100-0801-521.19-02	116.00	POLO'S-PD
			<b>Total for check: 90898</b>		<b>140.00</b>	
E.H. WOLF & SONS, INC	90899	5/28/2026	551521	207-0707-552.38-01	7,860.80	FUEL-MARINA
			<b>Total for check: 90899</b>		<b>7,860.80</b>	
EVERGREEN POWER	90900	5/28/2026	30972	731-1022-541.38-03	41.23	FUEL TANK PARTS
		5/28/2026	30981	731-1022-541.38-03	73.98	TRIMMER HEAD
			<b>Total for check: 90900</b>		<b>115.21</b>	
FACTORY MOTOR PARTS CO	90901	5/28/2026	18-2365830	731-1022-541.30-18	214.80	SHOP SUPPLIES

**AP Check Register**  
**Check Date: 5/28/2026**

Date: 5/28/2026

<i>Vendor Name</i>	<i>Check Number</i>	<i>Check Date</i>	<i>Invoice Number</i>	<i>Account Number</i>	<i>Amount</i>	<i>Description</i>
FACTORY MOTOR PARTS CO...	90901...	5/28/2026...	18-2365830...	731-1022-541.38-03	521.43	BATTERIES
	<b>Total for check: 90901</b>				<b>736.23</b>	
FERGUSON WATERWORKS #1476	90902	5/28/2026	0475441	625-1010-541.30-18	68.04	STORM SEWER SUPPLIES
	<b>Total for check: 90902</b>				<b>68.04</b>	
PATRICIA GRACIA	90903	5/28/2026	REFUND	100-0000-201.08-00	1.19	CLOVIS PARK RESERVATION CANCEL.-REFUND
				100-0000-441.23-00	23.81	CLOVIS PARK RESERVATION CANCEL.-REFUND
	<b>Total for check: 90903</b>				<b>25.00</b>	
GREAT BIG GRAPHICS LLC	90904	5/28/2026	11645	100-0405-513.29-01	83.00	BUSINESS CARDS FOR JOSH SCHOOL
		5/28/2026	11652	100-0801-521.29-01	166.00	BUSINESS CARDS-PD
	<b>Total for check: 90904</b>				<b>249.00</b>	
SHARON HARTMAN	90905	5/28/2026	MEALS	100-0801-521.34-03	18.37	RECORDS TRAINING MEAL REIMBURSEMENT-MAY
	<b>Total for check: 90905</b>				<b>18.37</b>	
DAN HOERNKE	90906	5/28/2026	MEALS	100-0801-521.34-03	9.94	TRAINING MEAL REIMBURSEMENT-MAY
	<b>Total for check: 90906</b>				<b>9.94</b>	
JT ENGINEERING INC	90907	5/28/2026	250126-9	470-0703-553.80-05	639.16	HIGH CLIFF CONNECT DESIGNWOODLAND WEST/PR-2027
		5/28/2026	260021-2	493-1003-541.82-02	4,600.00	ROUNDAABOUT DESIGN PROF SVS 3/29/26-4/30/26
	<b>Total for check: 90907</b>				<b>5,239.16</b>	
KLINK HYDRAULICS LLC	90908	5/28/2026	BR1322	731-1022-541.38-03	43.50	PARKRIMP COUPLING PARTS
		5/28/2026	JG1878	731-1022-541.30-15	57.38	SHOP TOOL
				731-1022-541.38-03	24.65	PARTS
<b>Total for check: 90908</b>				<b>125.53</b>		

## AP Check Register

### Check Date: 5/28/2026

<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>
KATELYN LYNCH	90909	5/28/2026	MEALS	100-0801-521.34-03	59.45	IPMBA TRAINING MEAL REIMBURSEMENT-MAY
			<b>Total for check: 90909</b>		<b>59.45</b>	
MATTHEWS TIRE INC	90910	5/28/2026	101133	731-1022-541.38-02	639.57	TIRES
		5/28/2026	101775	731-1022-541.38-02	64.53	TIRE REPAIR
		5/28/2026	101778	731-1022-541.38-02	157.98	TIRES
		5/28/2026	101779	731-1022-541.38-02	101.34	TIRE REPAIR
		5/28/2026	101780	731-1022-541.38-02	251.00	TIRES
			<b>Total for check: 90910</b>		<b>1,214.42</b>	
MGD INDUSTRIAL CORP	90911	5/28/2026	247806	731-1022-541.30-18	189.95	SHOP SUPPLIES
			<b>Total for check: 90911</b>		<b>189.95</b>	
MICHELS ROAD & STONE INC	90912	5/28/2026	5073	100-1003-541.30-18	704.61	STREET SUPPLIES
			<b>Total for check: 90912</b>		<b>704.61</b>	
N&M AUTO SUPPLY	90913	5/28/2026	859805	731-1022-541.38-03	352.63	BRAKE PARTS
			<b>Total for check: 90913</b>		<b>352.63</b>	
CITY OF NEENAH	90914	5/28/2026	FIRE/RESCUE	100-0501-522.25-01	356,833.00	FIRE/RESCUE SERVICES -JUNE
			<b>Total for check: 90914</b>		<b>356,833.00</b>	
NORTHEAST ASPHALT INC	90915	5/28/2026	30-00040624	100-1004-541.30-18	663.97	ASPHALT-LATERAL/STREET/ EXCAVATION
				601-1020-543.30-18	941.85	ASPHALT-LATERAL/STREET/ EXCAVATION
				625-1010-541.30-18	445.61	ASPHALT-LATERAL/STREET/ EXCAVATION
			<b>Total for check: 90915</b>		<b>2,051.43</b>	

## AP Check Register

### Check Date: 5/28/2026

<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>
NORTHEAST WISCONSIN TECHNICAL	90916	5/28/2026	CINV_007818	100-0801-521.34-02	198.00	DEFENSIVE TACTICS COURSE
			<b>Total for check: 90916</b>		<b>198.00</b>	
PACKER CITY INTL TRUCKS INC	90917	5/28/2026	X103164972:01	731-1022-541.38-03	145.11	SWITCH KIT, AIR FILTER
		5/28/2026	X103164972:02	731-1022-541.38-03	89.88	SWITCH KIT
			<b>Total for check: 90917</b>		<b>234.99</b>	
PANNIER GRAPHICS	90918	5/28/2026	173346	487-0304-562.30-18	5,000.00	CANAL COMMONS HISTORIC SIGNS
			<b>Total for check: 90918</b>		<b>5,000.00</b>	
PETERS CONCRETE COMPANY	90919	5/28/2026	2262465	100-1004-541.30-18	1,098.50	CONCRETE-EXCAVATIONS
		5/28/2026	2262578	100-1004-541.30-18	1,436.50	CONCRETE-EXCAVATIONS
		5/28/2026	2262652	100-1004-541.30-18	2,450.50	CONCRETE-EXCAVATIONS
		5/28/2026	2262716	100-1004-541.30-18	1,352.00	CONCRETE-EXCAVATIONS
			<b>Total for check: 90919</b>		<b>6,337.50</b>	
QUENCH USA INC	90920	5/28/2026	INV10897742	100-0801-521.30-18	99.00	WATER FLAVORING
			<b>Total for check: 90920</b>		<b>99.00</b>	
JEAN ROSS	90921	5/28/2026	40083500	100-0000-121.01-00	3,468.86	OVERPAYMENT TAXES ROSS, JEAN
			<b>Total for check: 90921</b>		<b>3,468.86</b>	
DIANE SCHABACH	90922	5/28/2026	812405	207-0707-552.21-06	14,000.00	HARBORMASTER CONTRACT -1ST QUARTER
			<b>Total for check: 90922</b>		<b>14,000.00</b>	
JASON SCHAEFER	90923	5/28/2026	PERFORMANCE	100-0702-552.20-05	300.00	RIBBON CUTTING MUSIC PERFCANAL COMMONS-5/27/26
			<b>Total for check: 90923</b>		<b>300.00</b>	

## AP Check Register

### Check Date: 5/28/2026

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
STERICYCLE INC	90924	5/28/2026	8014306449	100-0801-521.21-05	15.66	STERI-SAFE BUDGET SUBSCRIPTION-JUNE 2026
			<b>Total for check: 90924</b>		<b>15.66</b>	
SWIDERSKI POWER INC	90925	5/28/2026	IF57163	731-1022-541.38-03	498.55	PARTS
			<b>Total for check: 90925</b>		<b>498.55</b>	
TARGET SOLUTIONS LEARNING	90926	5/28/2026	INV139934	743-0403-513.24-04	4,719.00	GUARDIAN TRACKING-PD
			<b>Total for check: 90926</b>		<b>4,719.00</b>	
TRUGREEN PROCESSING CENTER	90927	5/28/2026	224381348	100-0501-522.24-03	121.44	LAWN SERVICE 1911 MANITOWOC RD
			<b>Total for check: 90927</b>		<b>121.44</b>	
ULINE	90928	5/28/2026	207884784	100-0801-521.30-18	33.00	BENCH TAPE DISPENSER
			<b>Total for check: 90928</b>		<b>33.00</b>	
UNIFORM SHOPPE	90929	5/28/2026	15649	100-0801-521.19-02	134.85	UNIFORM CLOTHING ALLOW.
		5/28/2026	15924	100-0801-521.19-02	94.95	UNIFORM CLOTHING ALLOW.
			<b>Total for check: 90929</b>		<b>229.80</b>	
WINNEBAGO COUNTY TREASURER	90930	5/28/2026	33919	100-0204-512.29-02	131.47	BALLOTS
					584.31	SPECIALIZED ELECTION EQPT
			<b>Total for check: 90930</b>		<b>715.78</b>	
WISCONSIN PARK & RECREATION ASSN	90931	5/28/2026	11689	100-0702-552.34-02	90.00	2026 SUMMER STAFF WORKSHP6-10 STAFF
			<b>Total for check: 90931</b>		<b>90.00</b>	
					<b>426,826.71</b>	



## MEMORANDUM

DATE June 1, 2026  
TO Common Council  
FROM Andrew Dane, Community Development Director  
RE Rezoning – 1173 Province Terrace, Calumet County, Wisconsin

### GENERAL INFORMATION

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**Owner/Applicant:** The Redevelopment Authority of the City of Menasha, owner of subject parcels / Ryan Roth, applicant of subject parcels

**Address/Parcel Number:** 1173 Province Terrace (Parcel 7-00001-10)

**Applicant's Request:** To obtain approval of rezoning subject parcel from C-3 Business and Office District to R-2A Multi-Family, Zero Lot Line Residence District.

**Plan Commission Public Hearing Meeting Date:** May 5<sup>th</sup>, 2026

**Common Council Public Hearing Meeting Date:** June 1<sup>st</sup>, 2026

### SITE CONDITIONS

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**Existing Site Conditions:** The subject parcel is approximately 2.04 acres. The subject parcel is a vacant lot and is owed by the Redevelopment Authority of the City of Menasha. The topography is wooded, generally flat, with low lying areas adjacent a seasonal drainage located along the eastern border of the subject parcel. The site is well served by local streets and utilities, and is in close proximity to neighborhood-oriented services such as auto care, pharmacy, grocery, and personal care services.

**Surrounding Zoning and Land Uses:** The surrounding zoning and uses (North, South, and West) are commercial; land to the East is zoned single family residential.

North: City of Menasha. C-3 Business and Office District. The adjacent land use to the north is health services.

South: City of Menasha C-1 General Commercial District. The adjacent land use to the south consists of a 1 acre stormwater pond.

East: City of Menasha. R-1 Single-Family Residence District. The adjacent land use to the east consists of single-family residential homes.

West: City of Menasha. C-3 Business and Office District. The adjacent land use to the west consists of offices.

## **CITY OF MENASHA COMPREHENSIVE PLAN**

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The future land use map in the land use section of the City of Menasha Comprehensive Plan identifies the subject area as Neighborhood Mixed Use. The proposed rezoning would conform to the acceptable zoning districts for the Neighborhood Mixed Use designation.

The proposed rezoning aligns with and supports the following City of Menasha Comprehensive Plan goals, objectives, and policies:

### **Housing Goal 3: Create a diverse base of housing opportunities appropriate for all segments of the population**

Objective 1: Encourage a mixture of housing types throughout the community and in new growth areas to be responsive to consumer demand for a variety of housing types. Housing should be available for households at all stages of the life cycle.

### **Housing Goal 5: Maintain an adequate supply of sites for multi-family housing in desirable locations that meet current needs and projected growth**

Objective 1: Encourage development of high-quality, mixed-income, attractive, high-amenity multi-family neighborhoods located near services, public transportation, recreation, and employment.

### **Land Use Goal #1: Create an economically and environmentally sustainable development pattern.**

Policy 1: New development within the City's jurisdiction should support the efficient use of public services and infrastructure.

Policy 2: Encourage development that uses land efficiently.

### **Land Use Goal #2: Establish balanced neighborhoods throughout the City.**

Policy 6: Provide a mix of housing types to accommodate every stage of life in every neighborhood.

## **PROPOSED ZONING: R-2A MULTI-FAMILY, ZERO LOT LINE RESIDENCE DISTRICT (R-2A)**

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### **Section 13-1-35**

The purpose of this district is to provide small scale and moderate density multi-family development. This district is intended to serve in a transitional capacity between higher and lower intensity land uses.

1. **Minimum front yard setback** – Twenty (20) feet or the prevailing setback
2. **Minimum Side Yard** –
  - a. Principal Structure. Minimum side yard of zero (0) feet provided that:
    1. Not more than six (6) units may be attached in series. The required side yards for lots located on either end of such series shall be ten (10) feet for that side which is not attached to the adjoining unit.
    2. The adjoining side yard setback of the lot adjacent to the zero (0) side yard is also zero (0).
    3. The adjacent lots with zero (0) side yards are held under the same ownership at the time of initial construction of the attached dwellings.
    4. All units of the attached dwelling are completed prior to occupancy of any unit.
    5. Restrictive covenants shall be recorded at the Calumet or Winnebago County Register of Deeds as determined by the location of the proposed development, providing declarations and/or bylaws similar to those typically recorded on a Declaration of Condominium. Said covenants shall provide for mediation of any and all disputes between owners of each unit and any third party with regard to construction, use, and maintenance of the real property. Furthermore, said covenants shall specifically state that the City of Menasha and all approving authorities shall not be held responsible for same, and that said covenants shall inure to all heirs and assigns.
  - b. Detached Garage and Accessory Structures
    1. Minimum side yard of three (3) feet if located eight (8) feet or more from principal structure.
    2. Minimum side yard of six (6) feet if located less than eight (8) feet from the principal structure.
  - c. Parking Lots: Three (3) feet
3. **Minimum Rear Yard** –
  - a. Thirty (30) feet for the principal structure
  - b. Three (3) feet for detached garages and accessory structures located eight (8) feet or more from the principal structure.
  - c. Eight (8) feet for detached garages and accessory building located less than eight (8) feet from the principal structure.
  - d. Eight (8) feet for parking lots.
4. **Maximum Height** – Thirty-five (35) feet or two and one-half (2 1/2) stories for the principal structure.
5. **Minimum Lot Size** - Thirty-six hundred (3,600) square feet.

6. **Maximum Density** – One (1) dwelling unit per lot.

7. **Minimum Lot Width** – Thirty (30) feet

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## **PROCEDURE FOR CHANGES OR AMENDMENTS TO THE ZONING CODE**

### **Section 13-1-142**

(b) **RECOMMENDATIONS.**

1. The Common Council or the City Clerk shall cause the petition to be forwarded to the Plan Commission for its consideration and recommendation.
2. Within 30 days of receipt of the application, the Community Development Department shall schedule an informal public hearing before the Plan Commission and shall schedule a formal public hearing before the Common Council.
3. The Plan Commission cannot act on any matter unless the agenda is received by them at least five (5) days prior to the scheduled meeting so that individual members can read the material and view the premises.
4. The Plan Commission shall review all proposed amendments to the text and zoning map(s) within the corporate limits and shall recommend in writing that the petition be granted as requested, modified or denied. A recording of the recommendation in the Plan Commission's official minutes shall constitute the required written recommendation.

(c) **HEARINGS.**

- (1) The City Clerk or Community Development Department shall notify all property owners immediately adjacent and extending one hundred (100) feet from or directly opposite the property and extending one hundred (100) feet from the street frontage of the opposite land. Such notice shall be by first class mail and shall include the proposed rezoning, the date of the informal hearing before the Plan Commission, and the date of the formal hearing before the Common Council. Such notice shall be sent not less than seven (7) days prior to the informal hearing. The Clerk shall, with all due diligence, ascertain who all the owners of the property are. Failure to notify all owners where, with due diligence, such information cannot be obtained will not invalidate a rezoning ordinance per se. Copies of all notices shall be filed with The Clerk. The Clerk shall call upon the City Planner and Assessor for aid in their endeavor.
- (2) The Common Council, following receipt of recommendation of the Plan Commission, shall hold a public hearing upon each proposed change or amendment, giving notice of the time, place and the change or amendment proposed by publication of a Class 2 notice, under Chapter 985 of the Wisconsin Statutes. At least ten (10) days' prior, written notice shall also be given to the clerk of any municipality within one thousand (1,000) feet of any land to be affected by the proposed change or amendment.

- (3) The Common Council may delegate to the City Plan Commission the responsibility to hold public hearings as required under this Section.
- (d) **COMMON COUNCIL'S ACTION.** Following such hearing and after consideration of the Plan Commission's recommendations, the Common Council shall vote on the proposed ordinance affecting the proposed change or amendment.
- (e) **RECORDING.** When a rezoning ordinance is passed, the Clerk shall mail a copy to the successful applicant instructing such person that, if he desires to have the instrument recorded at his own expense, he shall contact the City Attorney's office who may advise the petitioner thereafter.

### **COMMUNITY DEVELOPMENT DEPARTMENT REVIEW**

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The City of Menasha Community Development Department has reviewed this application. Staff does not have concerns regarding the proposed zoning map amendment based on the following findings:

- 1. Consistency with the Comprehensive Plan.** Wis Stat. 66.1001 requires zoning decisions be consistent with the municipality's comprehensive plan. The proposed zoning map amendment is consistent with the goals of the City's Comprehensive Plan and the City's Future Land Use Map designation for this area – Neighborhood Mixed Use (NMU). The NMU district includes existing and planned activity centers with retail, restaurant, service, institutional and civic uses primarily serving nearby residents. Residential is also a component of the NMU district-both in mixed use developments and as stand-alone multi-unit residential developments. Development and design within NMU areas should be compact and walkable. NMU districts should be well connected and integrated into neighborhoods.
- 2. Advancement of Public Health, Safety, and Welfare.** Wis. Stat. 62.23 requires a rezoning to serve a legitimate public purpose and promote the general welfare. The proposed rezoning meets these objectives by providing much needed new housing for the community. The City's 2024 Housing Needs Assessment found that the housing market has a demand for smaller homes and the addition of "missing middle" housing throughout the city.
- 3. Suitability of the Site.** The subject lot size and topography are appropriate for residential development. There is direct access to streets, trails, and utilities, as well as good proximity to schools, jobs, and services. Environmental constraints will be accounted for during site plan review, including all local, State, and federal floodplain and wetland requirements.
- 4. Compatibility with Surrounding Land Uses.** The subject parcel provides a transition between higher intensity commercial development and higher traffic volumes to the west and the lower density residential development to the east. Vegetative buffers,

setbacks, site planning, and building design provide opportunities to buffer adjacent residential landowners from new development on the subject parcel.

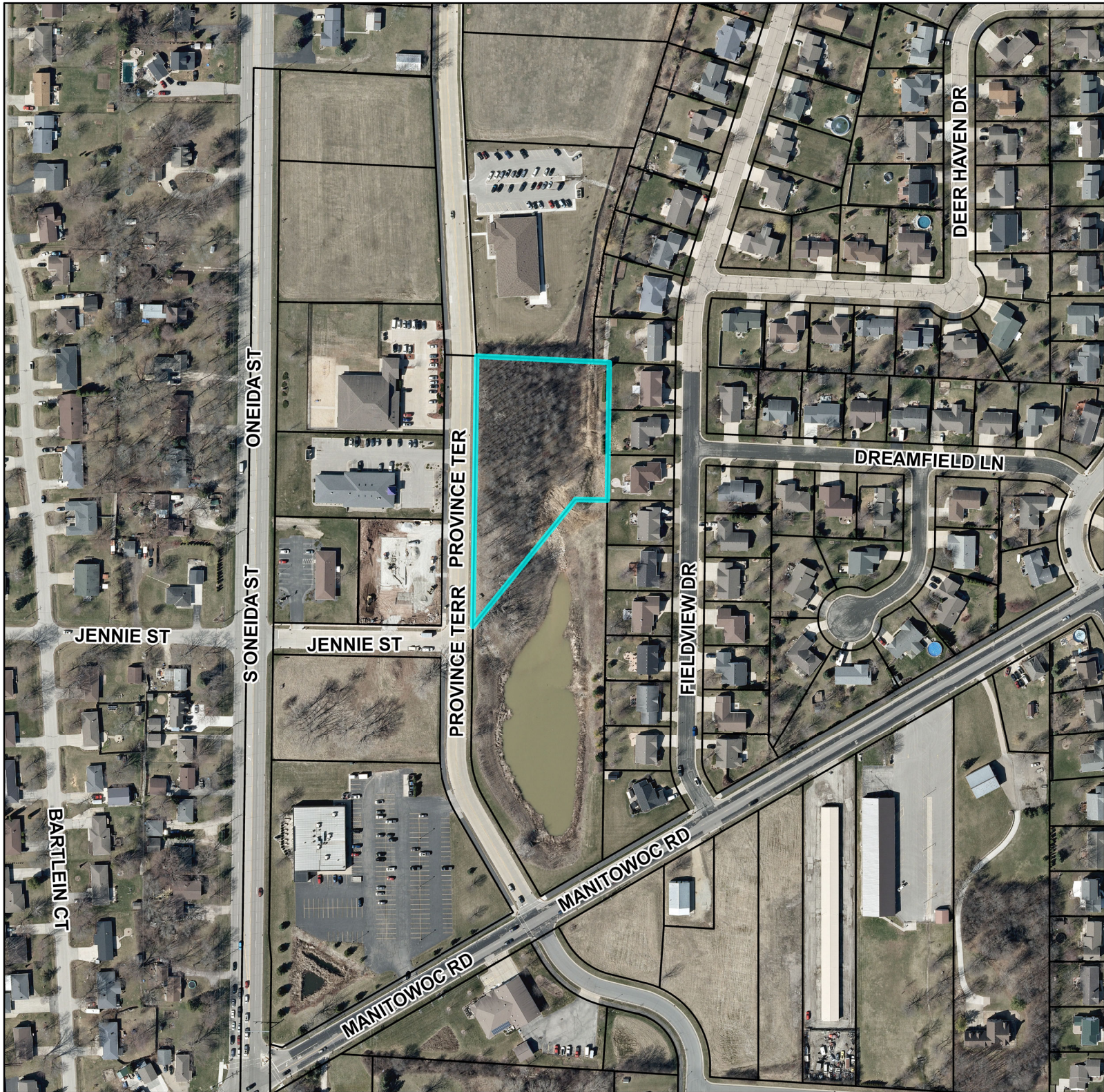
- 5. Fiscal and Infrastructure Impact.** Development of the subject parcel takes advantage of previously planned and built infrastructure. The sale of the parcel provides funds to the Redevelopment Authority of the City of Menasha. Additional positive fiscal impacts include an increase in the City's total equalized value, an increase in net new construction and an increase in shared revenues based on population growth.
- 6. Public Process and Due Process.** The zoning application and public process requirements have been met. 2023 Wisconsin Act 16 repeals the protest petition mechanism for adjacent landowners. There is now no special voting threshold prompted by nearby property owner objections—they only require a simple majority vote of the governing body. Adjacent landowners can still express opposition through public hearings and communication with officials, but it no longer changes the voting threshold. An initial meeting was held between the developers and city staff to discuss zoning code compliance and infrastructure requirements.

## **RECOMMENDATION**

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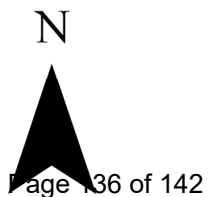
Based on the foregoing analysis and the standards for zoning map amendments set forth in Wisconsin State Statutes and Section 13-1-142 of the City of Menasha Zoning Ordinance, staff and the City of Menasha Plan Commission recommend approval from the City of Menasha Common Council of Ordinance O-1-26, amending Title 13 to rezone the property located at 1173 Province Terrace (Parcel No. 7-00001-10) from the C-3 Business and Office District to the R-2A Multi-Family, Zero Lot Line Residence District.

# Rezoning 1173 Province Terrace



The City of Menasha creates and provides maps for INFORMATIONAL PURPOSES ONLY. The City makes no claims to accuracy or completeness, provides no warranties of any kind and assumes no liability for their use.

0 85 170 Feet





**ORDINANCE O-1-26**

**AN ORDINANCE AMENDING TITLE 13, BY MAKING CERTAIN CHANGES TO THE DISTRICT**

(1173 Province Terrace – Parcel No. 7-00001-10)

**INTRODUCED BY:** Alderman Eisenach

The Common Council of the City of Menasha does hereby ordain as follows:

**SECTION 1: Zoning Map Amendment.** The Zoning Ordinance Title 13 and Zoning District made a part thereof is hereby amended by changing the following property from C-3 Business and Office District to R-2A Multi-Family, Zero Lot Line Residence District, described as follows:

**1173 Province Terrace – (Parcel No. 7-00001-10)**

Lot 1 of CSM 3772 Recorded with the Register of Deeds as Document Number 539857, City of Menasha, Calumet County, Wisconsin

**SECTION 2: Effective Date.** This amending Ordinance shall become effective upon passage and publication as provided by law.

Passed and approved this \_\_\_\_ day of \_\_\_\_\_ 2026.

Recommended by:
Motion/Second:
Pass/Fail:
Requires: Majority Vote

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

ATTEST:

\_\_\_\_\_  
Kaija Snyder, City Clerk

## MEMORANDUM

DATE May 27, 2026  
TO Common Council  
FROM Jennifer Sassman, Finance Director  
RE R-15-26-Resolution Approving Continuing Appropriations (2025 Fund Balance Reservations)

### Background

A 'Fund Balance Reservation' preserves funds from the prior year budget, before closing the year, for items that were budgeted, but not able to be spent during the fiscal year.

### Analysis

Below is a list of items included in the requested Continuing Appropriations/Fund Balance Reservations.

24/7 Emergency Coverage & Cell Phones (\$11,868)-24/7 Program-General Fund-Prior years remaining grant funds to be used to cover communications costs. (2025 amount used - \$2,843)

Lake Park Villas Spillway (\$200,000)-Storm Water Fund-These funds will be used for the repair of the Lake Park Villas Pond spillway structure. The plan is to address this project in the winter of 2026.

IT Security Plan (\$16,500)-Information Technology Fund-These funds will be used to develop an IT cybersecurity plan in connection with national standards. This is an important plan to layout processes and procedures and is a favorable plan to have in place for insurance coverage.

Document Imaging (\$15,000)-Information Technology Funds-2024 & 2025 budgeted funds are being set aside to implement a document imaging/indexing project.

### Fiscal Impact

Fund Balance Reservations will not negatively impact the current year's budget but rather will set aside funds from the 2025 budget that were not spent.

Summary of requested continuing appropriations from 2025 to 2026:

Account Number

100-0919-531	24/7 Emergency Coverage	<u>\$11,868</u>	PHD Hutter
	Subtotal-General Fund	\$11,868	
625-1010-541	Lake Park Villas Spillway	\$200,000	PWD Merten
743-0403-513	IT Security Plan	\$16,500	FD Sassman
743-0403-513	Document Imaging	<u>\$15,000</u>	FD Sassman
	Subtotal-All Other Funds	\$231,500	
	Grand Total	<u>\$243,368</u>	

Recommended Motion

Approve R-15-26 A Resolution Approving Continuing Appropriations (2025 Fund Balance Reservations)



**RESOLUTION R-15-26**

**A RESOLUTION APPROVING CONTINUING APPROPRIATIONS**

INTRODUCED BY: Mayor Hammond

WHEREAS, it is desirous and necessary for the City of Menasha to continue some 2025 appropriations into 2026 to finance ongoing projects;

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Common Council of the City of Menasha concurring that the following appropriations be continued:

<u>Account Number</u>	<u>Account Name</u>	<u>Amount</u>
100-0919-531	24/7 Emergency Coverage	\$11,868
625-1010-541	Storm Water Fund	\$200,000
743-0403-513	Information Technology	<u>\$31,500</u>
	Total	<u>\$243,368</u>

Adopted this 1st day of June 2026.

<p>Recommended by:</p> <p>_____</p> <p>Motion/Second:</p> <p>_____</p> <p>Pass/Fail: _____</p> <p>Requires: _____ Majority Vote          _____ 2/3 Vote</p>
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\_\_\_\_\_  
Austin R. Hammond, Mayor

ATTEST:

\_\_\_\_\_  
Kaija Snyder, City Clerk

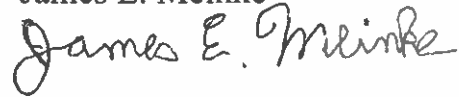
Mayor Austin Hammond,

It has been an honor and my privilege to serve on the Menasha Police Commission for the past ten years. It has been a pleasure to work with the Menasha police chief, officers, and staff. My interactions with the Mayor, Council, various city departments and other city employees have been remarkable and memorable.

I have current health concerns and shall resign my President position on the Police Commission effective May 18, 2026.

Sincerely,

James E. Meinke

A handwritten signature in cursive script that reads "James E. Meinke".

Dear Mayor Hammond,

I am writing to express my interest in being appointed to the Police Commission for the City of Menasha.

As a resident of Menasha and a current member of the Board of Health, I care deeply about the well-being, safety, and growth of our community. Serving in these capacities has strengthened my desire to be more involved with the community and in helping create positive relationships between public institutions and the people they serve.

Professionally, I work as a Crisis Support Specialist with Rawhide Youth Services, where I support youth during difficult moments, help create character development programs as well as mindfulness programs. During crisis situations, I am the direct contact for communication between Rawhide and counties police departments. I also provide help with connecting individuals with resources, guidance, and stability. This work has given me firsthand experience with crisis intervention, mental health challenges, trauma-informed care, and the importance of trust between the community and public safety professionals.

My deep interest in the Police Commission comes from a genuine desire to contribute to a fair, accountable, and community-centered approach to public safety. I believe my professional experience at Rawhide, as well as life experiences, community involvement, and passion for helping others, would allow me to bring a thoughtful and balanced perspective to the commission.

Thank you for your time and consideration. I would be honored to serve the City of Menasha in this role.

Sincerely,

Crisis Support Specialist-

Gary Daughtery