

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, July 6, 2026 at 6:00 PM

First Floor Conference Rooms
100 Main Street, Menasha, WI

- A. Call to Order**
- B. Pledge of Allegiance**
- C. Roll Call**
- D. Public Hearing**
- E. Public Comments on Any Matter of Concern to the City**
(5 minute time limit for each person)
- F. Report of Department Officers/Department Heads/Staff/Consultants**
Clerk Snyder - the following minutes and communications have been received and placed on file:
 - 1. Presentations:
 - 2. Minutes to Receive:
 - a. Special Board of Public Works, 6/15/26
 - b. Personnel Committee, 6/15/26
 - c. Neenah-Menasha Fire Rescue Joint Finance & Personnel Committee, 6/16/26
 - d. Neenah-Menasha Sewerage Commission, 5/26/26
 - e. Committee on Aging, 4/10/26
 - f. Sustainability Committee, 10/30/25
 - g. Sustainability Committee, 3/26/26
 - h. Housing Authority, 2/23/26
 - i. Redevelopment Authority, 3/3/26
 - j. Plan Commission, 5/5/26
 - 3. Communications:
 - a. Letter of Resignation - Kaija Snyder, City Clerk
 - b. Letter of Resignation - Margaret J. Struve, City Attorney
- 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, 6/15/26
2. Neenah-Menasha Fire Rescue Joint Finance and Personnel Committee, 6/17/26, Recommends Approval of:
 - a. The Agreement for Urban Search and Rescue Emergency Response Services between the Wisconsin Department of Military Affairs, Division of Emergency Management, and the Cities of Neenah and Menasha for participation in Wisconsin Task Force One (WI-TF1) for the period of July 1, 2026 through June 30, 2028.
 - b. The purchase of extrication tools and associated components for a cost not to exceed the CIP budgeted amount of \$225,000.
 - c. The 2027 cost distribution formula, with the City of Neenah's share being 60.68% and the City of Menasha's share being 39.32%.
3. Personnel Committee, 6/15/26, Recommends Approval of:
 - a. Amendment to the 2026 Memorandum of Agreement (MOA) between the City of Menasha and the Menasha Professional Police Association WPPA/LEER Local 603
 - b. Memorandum of Agreement (MOA) between the City of Menasha and the Menasha Professional Police Association WPPA/LEER Local 603, Effective January 1, 2027 - December 31, 2027
4. Plan Commission, 6/7/226, Recommends Approval of:
 - a. Temporary Limited Easement for the 2028 WIS 114 Reconstruction Project - Parcel No. 750-0370-00
 - b. Temporary Limited Easement for the 2028 WIS 114 Reconstruction Project - Parcel No. 705-0516-00

H. Items Removed from the Consent Agenda

I. Action Items

1. Temporary Expansion of Premises Permit Application - City Limits (544 Fourth Street, Menasha), July 18, 2026
2. Temporary Expansion of Licensed Premises Permit Application - City Limits (544 Fourth Street, Menasha), August 1, 2026
3. Accounts payable and payroll for the term of 6/12/26 - 7/2/26 in the amount of \$3,922,809.62
4. Update to the 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
5. Update to the Rehabilitation of 2 Tayco 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. Transfer of Real Estate from The Redevelopment Authority of the City of Menasha to the Greater Fox Cities Area Habitat for Humanity (1100 Province Terrace, Parcel No. 770001504)

J. Held Over Business

K. Ordinances and Resolutions

1. R-19-26 — A Resolution Acknowledging Review of the 2025 Compliance Maintenance Annual Report (CMAR)

L. Appointments

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
July 20, 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."



BOARD OF PUBLIC WORKS MINUTES

Monday, June 15, 2026 at 5:45 PM

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

A. CALL TO ORDER

Meeting called to order by Chair Marshall at 5:45pm.

B. ROLL CALL

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

Absent: Ald. Hale

Also Present: FD Sassman, DPW Merten, PHD Hutter, PRD Sackett, DPC Hanchek, FC Teesch, CA Struve, Mayor Hammond, Clerk Snyder

C. PUBLIC COMMENTS ON ANY MATTER LISTED ON THE AGENDA

D. MINUTES TO APPROVE

E. DISCUSSION / ACTION ITEMS

1. Street Use Application — Community Fest Parade of Lights; Friday, July 3, 2026; 9 PM - 10:15 PM; Menasha Parks & Recreation

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

Staff advised that this is an annual, joint event between the Cities of Menasha and Neenah. This event features a parade across the two Cities and festivities in Curtis Reed Square.

F. ADJOURNMENT

Motion by District 2 Alderperson Eisenach seconded by District 4 Alderperson Perkins to adjourn the Special Board of Public Works meeting at 5:48pm. Motion carried on voice vote.

Minutes submitted by City Clerk Kaija Snyder.



PERSONNEL COMMITTEE MINUTES

Monday, June 15, 2026 at 6:30 PM

First Floor Conference Rooms
100 Main Street, Menasha, WI

A. CALL TO ORDER

Meeting called to order by Chair Perkins at 7:08 pm.

B. ROLL CALL

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

Absent: Ald. Hale

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

C. MINUTES TO APPROVE

1. Personnel Committee, 5/18/26

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

D. DISCUSSION / ACTION ITEMS

1. Amendment to the 2026 Memorandum of Agreement (MOA) between the City of Menasha and the Menasha Professional Police Association WPPA/LEER Local 603

Motion by District 5 Alderperson Lewis, seconded by District 8 Alderperson School to approve.

Motion carried 8-0 on roll call.

Staff advised on continued success arising from 2024 changes to the Menasha Police Department (MEPD) patrol schedule. These changes allow the City of Menasha to credit the physical fitness incentive program funds back to MEPD, as the Menasha Common Council has traditionally allowed. Staff additionally advised on cost-savings related to this programmatic change.

2. Memorandum of Agreement (MOA) between the City of Menasha and the Menasha Professional Police Association WPPA/LEER Local 603, Effective January 1, 2027 - December 31, 2027

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

Motion carried 8-0 on roll call.

Discussion considered the morale-boosting potential of supportive programs such as this.

E. ADJOURNMENT

Motion by District 6 Alderperson Marshall seconded by District 5 Alderperson Lewis to adjourn the Personnel Committee meeting at 7:16pm. Motion carried on voice vote.

Minutes submitted by City Clerk Kaija Snyder.

**Neenah-Menasha Fire Rescue
Joint Finance & Personnel Committee Meeting Minutes
June 16, 2026 – 5:30 p.m.
City of Menasha – Room #133**

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

Ald. Steiner via phone

Also Present: Chief Teesch, DC Krueger, Director Sassman, Director Barber, Director Rasmussen, CA Struve, CA Rashid, Mayor Borchardt and MA Ellis

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

Public: No members of the public were present.

Minutes: The Committee reviewed the minutes of May 5, 2026. **Motion by Grade and seconded by Bruno to approve May 5, 2026, meeting minutes, and place on file. Motion carried in a voice vote, 6-0.**

Call Review: The Committee reviewed the call review from January 1, 2026, through May 31, 2026. **Motion by Grade and seconded by Perkins to receive the call summary review from January 1, 2026, through May 31, 2026, and place on file. Motion carried by a voice vote, 6-0.**

City of Menasha Communication on Open Records & Meeting Reminder: This is informational only and no action is required.

Urban Search and Rescue Emergency Response Services Agreement: The Committee reviewed the agreement with the Urban Search and Rescue Emergency Response services. Chief Teesch noted this new agreement will increase the reimbursement rate from \$55 per hour to \$60 per hour and has an annual Consumer Price Index to ensure for rates remain consistent with inflation. There is more protection for the employees if they are hurt during deployment. Both City Attorneys have reviewed this agreement. **Motion by Bruno and seconded by Marshall recommends the Cities of Neenah and Menasha Common Council approve the Urban Search and Rescue Emergency Response Services Agreement with the State of Wisconsin, Department of Military Affairs from July 1, 2026, through June 30, 2028. Motion carried by voice vote, 6-0.**

Extrication Tools: The Committee reviewed the request for purchase of extrication tools. There is a \$225,00 budget for this in the capital improvement budget. DC Krueger noted that the quote is not all inclusive and there are more components that we have not had the chance to evaluate. We are expediting this request as we need tools to be replaced and put on our new engine. He explained we cannot use the old tools with this new truck as the tools we have now are hydraulic driven and need to be replaced with battery operated tools.

Ald. Bruno asked about other quotes. DC Krueger noted both equipment quotes were comparable. We had staff who attended a demonstration of the tools and the group all agreed to go with the Genesis equipment as they use Milwaukee batteries and this is the same as our other tools we use on the truck.

Ald. Marshall asked about money not used. It was noted it's a savings and we don't borrow for the entire amount. **Motion by Bruno and seconded by Marshall recommends the City of Neenah and Menasha**

Common Councils approve the purchase of extrication tools and associated components for a cost not to exceed \$225,000. Motion carried in a voice vote, 6-0.

2027 Cost Distribution Formula: The Committee reviewed the information for the proposed 2027 Cost Distribution Formula. Ald. Grade asked if the firm doing the study reviewed this formula. Chief Teesch said they have but they had no input in on this. **Motion made by Bruno and seconded by Marshal recommends the City of Neenah and Menasha Common Council approved the proposed 2027 Cost Distribution Formula with the City of Neenah's share being 60.68% and the City of Menasha's share being 39.32%. Motion carried by voice vote, 6-0.**

Motion made by Steiner and seconded by Bruno to convene into closed session pursuant to Section 19.85(1)(c) Wis. Stats. for the purpose of reviewing the Tentative Bargaining Agreement between the Cities of Neenah and Menasha and Local 275. Motion carried in a voice vote, 6-0.

Motion made by Grade and seconded by Perkisn to reconvene into open session pursuant to Wis. Stats. 19.85(2) to consider or act on an item discussed in closed session. Motion carried in a voice vote, 6-0.

Motion made by Perkins and seconded by Marshall to table action on the Tentative Bargaining Agreement between the Cities of Neenah and Menasha and Local 275 until the next Joint Finance & Personnel Committee Meeting on July 21, 2026. Motion carried in a voice vote, 6-0.

Motion made by Marshal and seconded by Bruno to adjourn at 6:15 p.m. Motion carried in a voice vote, 6-0.

Respectfully submitted,

Tara Ellis
Management Assistant

NEENAH-MENASHA SEWERAGE COMMISSION

Regular Meeting

Tuesday May 26, 2026

Meeting was called to order by Commission President Mach at 8:03 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: Rob Franck (MCO), Dawn Merlin (McMahon), Chad Olsen (McMahon), Chad Pelishek (Harrison), Jeremy Searl (Fox Crossing), Ellen Skerke (Town of Neenah), Alissa Van Eperen (Harrison), Brad Viegut (Baird)

Minutes

Meeting minutes. Motion made/seconded by Commissioners Zielinski/Youngquist to approve the minutes from the April 28, 2026, Regular Meeting. Motion carried unanimously.

Correspondence

The following correspondence was discussed:

- A. May 21, 2026, email from William Mooren, Sonoco/U.S. Paper Mills to Paul Much, Plant Manager
RE: ETP Update

Old Business

There was no old business to be discussed.

New Business

Operations, Engineering, Planning

Discussion: Financing Options for Phosphorus Removal Project

Manager Much opened by explaining that the goal of the discussion is to decide which direction the municipalities want to go for the financing of the Phosphorus Removal Project so action can be taken at the next meeting. Brad Viegut of Baird presented updated financing scenarios for open market revenue bonds, and Chad Olsen shared additional information regarding the Clean Water Fund loan option. Discussion followed regarding the pros and cons of each option. After discussion, Commissioners were asked to work with their respective municipalities to determine which option they want to proceed with so action can be taken at the June meeting to secure financing for the project.

Adding Fine Screens and Compactors to Project

A motion to discuss was made/seconded by Commissioners Youngquist/Coburn. Manager Much explained that the fine screens and compactors need to be upgraded due to age and wear, and asked Commissioners whether they want to include them in the Phosphorus Removal Project. He shared the estimated cost of rebuilding the fine screens and compactors would be between \$280,000 to \$300,000, although prices could increase between now and then. Handouts provided by Chad Olsen show the cost impact and allocation change for each community if the fine screens and compactors were included in the current project. Discussion followed. After discussion a motion was made/seconded by Commissioners Coburn/Weyenberg to budget to rebuild the fine screens and compactors utilizing Equipment Replacement funds. Motion carried unanimously.

McMahon Report

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

Plant Capacity and Requested Limits for Dairyland Gold

Manager Much reported that he had spoken with management from Dairyland Gold regarding their requested wastewater discharge limits. Dairyland Gold requested a BOD₅ loading limit of 700 lbs./day monthly average and 1,000 lbs./day daily maximum. Manager Much noted that the treatment plant currently has sufficient capacity to accommodate the requested increase; however, approval would move the Commission closer to requiring a future capacity expansion. After discussion a motion was made/seconded by Commissioners Coburn/Gordon to approve Dairyland Gold's requested limits of 700 lbs./day monthly average and 1,000 lbs./day daily maximum. Motion carried unanimously.

McMahon Invoices

Motion made/seconded by Commissioners Coburn/Zielinski to approve payment of invoice #943020, Total Phosphorus & Effluent Flow Recording Project – Design Services, in the amount of \$26,360.00. Motion carried unanimously.

Operating Report

Manager Much reported the plant is back to normal operations after the high flows of April.

NR101 Fees

Manager Much gave a brief explanation of the NR101 fees and reported the fees for 2026 were less than previous years.

DNR Proposed Update to Interim Strategy for Land Application of Biosolids and Industrial Sludges Containing PFAS

Manager Much reported that the Wisconsin DNR currently recommends following its Interim Strategy for Land Application of Biosolids and Industrial Sludges Containing PFAS until formal regulatory limits are established. He explained that the DNR has proposed revisions to the guidance that would require wastewater treatment facilities to notify landowners whenever any level of PFOA or PFOS is detected in biosolids intended for land application.

Under current guidance, facilities with combined PFOA and PFOS concentrations of 20 ug/kg (ppb) or less may continue land application without additional restrictions. The proposed revisions would remove this threshold and require notification if there is any detectable concentration.

Manager Much expressed concern that, while biosolids with low PFAS concentrations may still be considered safe for land application, landowners may not fully understand the significance of the reported levels and could become reluctant to accept biosolids on their property. This could result in the loss of available land application sites and significantly impact biosolids management programs throughout the state.

Manager Much reported that Municipal Environmental Group (MEG) has submitted comments to the DNR expressing concerns with the proposed changes. He further noted that wastewater utilities across Wisconsin are submitting comments during the public review period and recommended that Commissioners work with their respective municipalities to consider submitting letters to the DNR addressing the potential impacts of the proposed guidance revisions.

Equipment and Grounds Report.

Rob Franck reported on Equipment and Grounds items and provided additional details on: Radiator service level 3 CSM was completed May 12th and 13th. Multiple components were replaced on the MicroClor including the fill solenoid valve, 3-way control valve, and AQ Matic control valve. No update has been received regarding the repercussions for the teens who vandalized the 9th street door and any future communication on the status of the case is unlikely.

Budget, Finance Matters

Accounting Report for April 2026

Accounting Clerk Starr reported the April 2026 Financial Statements were still being worked on and a follow up email will be sent to Commissioners with the financial statements once they are completed.

Update and discussion on Contract Renewal for the Wastewater Service Agreement between Sonoco/U.S. Paper Mills and the NMSC; with Potential Action(s) to be taken on matters discussed

Manager Much shared the agreement extension document with Commissioners which extends the current agreement to December 31, 2026, as requested by Sonoco/U.S. Paper Mills. After discussion, a motion was made/seconded by Commissioners Coburn/Zielinski to approve the extension of the service agreement between the NMSC and Sonoco/U.S. Paper Mills until December 31, 2026. Motion carried unanimously.

MCO Invoices

#32847	June 2026 Contract Operations	\$ 157,056.68
#32892	Use of MCO Vehicles – April	\$ 455.76

Motion made/seconded by Commissioners Coburn/Zielinski to approve MCO invoice #32847, and #32892 with payment to be made after June 1, 2026. Motion carried unanimously.

Vouchers

Operating and Payroll Vouchers #141578 through #141624 in the amount of \$726,529.43 for the month of April 2026. Motion made/seconded by Commissioners Coburn/Zielinski to approve operating and payroll vouchers. Motion carried unanimously.

Adjournment

Motion made/seconded by Commissioners Coburn/Weyenberg to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 9:59 a.m.

President

Secretary

CITY OF MENASHA
COMMITTEE ON AGING
MINUTES
April 10, 2026

A. CALL TO ORDER

Meeting called to order by Roy Meier at 1:30PM.

B. ROLL CALL/EXCUSED ABSENCES

PRESENT: Gary Coopman, Dan Kelpinski, Roy Meier, Jeff Pommerening, Sue Wisneski, PHD Kristine Hutter

ABSENT: Bea Kohanski, Recreation/Senior Services Manager Chloe Hansen-Dunn

ALSO PRESENT: PHN Meghan Pauly, Activity Coordinator Leah Aerts

C. PUBLIC COMMENT (five-minute time limit for each person)

D. MINUTES TO APPROVE

1. Committee on Aging, March 13, 2026

PHD Hutter noted a correction - the Sixty Plus Grant Program Report was February 2026 not January 2026. Moved by D. Kelpinski and seconded by J. Pommerening to approve the March 13, 2026 meeting minutes as corrected.

The motion carried.

E. REPORT OF DEPT HEADS/STAFF

1. Senior Center Operations and Programming

a. 2025 MSC Annual Report was presented.

b. March 2026 Report

See included Menasha Senior Center Staff Report. L. Aerts reported 313 visitors, 1,007 visits and 1,051 services in March. The building was closed for two days due to winter storm Elsa. The last extended trip for 2026 took place (to Savannah, GA) and there were nine rentals.

c. Announcements

L. Aerts shared that Elvis John will be performing on April 30 and the Door County bus trip is now full and has a waiting list.

2. Sixty Plus Grant Program

a. March 2026 Report

See included 60+ Participation Numbers. M. Pauly reported 50 people received 91 services in March. Wellness room was particularly busy.

b. Announcements

M. Pauly shared that the April 28th Memory Café will feature Saving Paws. Walking Club starts May 5th and will be on Tuesdays from 8:30-9:30AM. Tai Chi begins May 5th at Jefferson Park.

c. Memory Café Volunteers

Volunteers are requested to assist with Memory Café sessions. Volunteers will greet participants and help them get settled for the session.

F. DISCUSSION / ACTION ITEMS

1. Committee Member Terms Expiring – Dan Kelpinski and Bea Kohanski

Discussion occurred about term ending dates and how to notify the Mayor of interest to become reappointed.

2. May Meeting

Discussion occurred about suitable alternate dates for the May meeting.

Moved by J. Pommerening and seconded by S. Wisneski to reschedule the May meeting to May 15th.

The motion carried.

G. ADJOURNMENT

Moved by S. Wisneski and seconded by D. Kelpinski to adjourn the meeting at 2:12PM. The motion carried.

Next meeting: May 15, 2026 at 1:30 PM

Menasha City Center, Room 132

100 Main Street, Menasha, WI

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

**CITY OF MENASHA
SUSTAINABILITY COMMITTEE
Menasha City Center
100 Main Street
Room 132
October 30, 2025
4:00 PM
Minutes**

A. CALL TO ORDER

The meeting was called to order at 4:05pm by Vice-Chair Klumpp.

B. ROLL CALL/EXCUSED ABSENCES

SUSTAINABILITY COMMITTEE PRESENT: Mayor Austin Hammond, Ald. Chris Rand, Vice-Chair Lindsey Klumpp, Commissioners Kyle Coenen, and Ed Kassel

SUSTAINABILITY COMMITTEE EXCUSED: Chair Linda Stoll and Commissioner Angie Demers.

OTHERS PRESENT: PP Larsen

C. PUBLIC COMMENTS ON ANY MATTER OF CONCERN TO THE SUSTAINABILITY COMMITTEE (five (5) minute time limit for each person)

D. MINUTES TO APPROVE

a. September 4, 2025, Minutes

Motion made by Comm. Coenen, seconded by Comm. Kassel to approve the September 4, 2025, minutes.

The motion carried.

E. COMMUNICATIONS

a. City of Menasha Recycling Event Recap

PP Larsen and Mayor Hammond talked about the data that was received from the October 4th Electronics Recycling event. General discussion ensued about future recycling events.

F. ACTION/DISCUSSION ITEMS

1. ORGANIZATIONAL

2. PLANNING & COMMUNICATIONS

3. TRANSPORTATION

a. Bike Rack Map

PP Larsen presented the map he created that displays the location of bike racks and the existing trail network in the City of Menasha.

4. NATURAL RESOURCES

a. City of Menasha – Fruit Tree Discussion

PP Larsen

b. Great Plains Institute – Energy Navigator Technical Assistance Program Eligibility

PP Larsen

5. ENERGY

6. WASTE

G. FUTURE MEETING DATE(S)

a. Set Next Meeting

The next meeting was set for November 21st, 2025.

H. ADJOURNMENT

A motion was made by Comm. Kasel to adjourn the meeting. The motion was seconded by Vice-Chair Lefeber. The motion carried.

September 4th, 2025 Sustainability Committee meeting adjourned at 4:40pm.

"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
SUSTAINABILITY COMMITTEE
Menasha City Center
100 Main Street
Room 132
March 26, 2026
4:00 PM
Meeting Minutes**

A. CALL TO ORDER

The meeting was called to order at 4:14pm by Vice-Chair Klumpp.

B. ROLL CALL/EXCUSED ABSENCES

SUSTAINABILITY COMMITTEE PRESENT: Mayor Austin Hammond, Ald. Chris Rand, Chair Linda Stoll, Vice-Chair Lindsey Klumpp, Commissioner Angie Demers, and Ed Kassel

Chair Stoll arrived at 4:18pm

SUSTAINABILITY COMMITTEE EXCUSED:

OTHERS PRESENT: PP Larsen, Ken Karth (618 Seventh St), and Megan Karth(618 Seventh St)

C. PUBLIC COMMENTS ON ANY MATTER OF CONCERN TO THE SUSTAINABILITY COMMITTEE (five (5) minute time limit for each person)

D. MINUTES TO APPROVE

a. Minutes of the October 30, 2025, Sustainability Committee meeting.

Motion made by Comm. Kassel, seconded by Alderman Ran to approve the October 30, 2025, minutes.

The motion carried.

E. COMMUNICATIONS

a. 2026 Sustainability Committee Calendar

PP Larsen presented the proposed 2026 Sustainability Committee calendars, highlighting the change to meeting bi-monthly.

General discussion ensued

b. Spring 2026 City of Menasha Recycling Event

PP Larsen and Mayor Hammond talked about the data that was received from the October 4th Electronics Recycling event. General discussion ensued about future recycling events.

F. ACTION/DISCUSSION ITEMS

1. ORGANIZATIONAL

2. PLANNING & COMMUNICATIONS

3. TRANSPORTATION

a. City of Menasha Trail Connectivity Review

PP Larsen presented the map he created that displays the location of bike racks and the existing trail network in the City of Menasha.

General discussion ensued.

4. NATURAL RESOURCES

5. ENERGY

6. WASTE

G. FUTURE MEETING DATE(S)

a. Set Next Meeting

The next meeting was set for May 28th, 2026.

H. ADJOURNMENT

A motion was made by Comm. Demers to adjourn the meeting at 5:23pm. The motion was seconded by Vice-Chair Klumpp. The motion carried.

"Menasha is committed to its diverse population. Our Non-English speaking population and those with disabilities are invited to contact the Menasha City Clerk at 967-3603 24-hours in advance of the meeting for the City to arrange special accommodations."

**CITY OF MENASHA
Housing Authority Meeting
Menasha Public Library
Fox River Room
440 First Street, Menasha
February 23, 2026
DRAFT MINUTES**

A. CALL TO ORDER

The meeting was called to order by Vice-Chair Keehan at 4:30 PM.

B. ROLL CALL/EXCUSED ABSENCES

MEMBERS PRESENT: Vice-Chair Michael Keehan, Commissioners Isaac Geffers, and Frank Haffner.

MEMBERS EXCUSED/ABSENT: Chair Larry Haase

OTHERS PRESENT: Doug Salmi (Habitat for Humanity), Sarah Wylie (Habitat for Humanity), Howie Fuerst (Habitat for Humanity), Blake Wedl (901 Melissa St), PP Larsen

C. MINUTES TO APPROVE

1. Minutes of December 8, 2025, Housing Authority Meeting

A motion was made by Commissioner Geffers to approve the December 8, 2025, Housing Authority Meeting minutes. The motion was seconded by Vice-Chair Keehan. The motion carried.

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

Five (5) minute time limit for each person

Commissioner Geffers informed the Housing Authority members that tonight would be his last meeting

E. ACTION / DISCUSSION

1. MR 2026-01: 407 Naymut St – Roof Replacement

PP Larsen provided an overview of the Major Renovations application that was submitted for 407 Naymut St.

General discussion was had pertaining to the assessed value of the home, what funding would be utilized for and the rubric score.

A motion was presented by Commissioner Haffner to approve the Major Renovations application MR 2026-01. Commissioner Geffers seconded the motion. The motion carried.

2. MR 2026-02: 421 Third St – Porch Repair

PP Larsen provided an overview of the Major Renovations application that was submitted for 421 Third St.

General discussion was had pertaining to the history of this application, what funding would be utilized for and the location of the property.

A motion was presented by Commissioner Haffner to approve the Major Renovations application MR 2026-02. Commissioner Geffers seconded the motion. The motion carried.

3. MR 2026-03: 716 Paris St - Driveway

PP Larsen provided an overview of the Major Renovations application that was submitted for 716 Paris St.

General discussion was had pertaining to the history of ownership of this property, what funding would be utilized for, and the goals of the Strong Neighborhoods program.

A motion was presented by Commissioner Haffner to approve the Major Renovations application MR 2026-03. Commissioner Geffers seconded the motion. The motion carried.

F. COMMUNICATIONS

1. Habitat for Humanity Strong Neighborhoods Partnership Pilot Program Update

Doug Salmi with Habitat for Humanity introduced his co-workers Sarah Wylie and Howie Fuerst and informed the Housing Authority members of their involvement in the program. Doung also provided a high-level description of their program and brief details of the partnership they finalized with the City of Menasha, such as that they will meet with the Housing Authority bi-monthly and their focus is on the households under 80 percent of the area median income.

Doug presented three projects that would be utilizing funding from the City of Menasha Strong Neighborhoods partnership.

616 Sixth Street

- Replace outdated wiring throughout home, reframe walls in attic space, replace back door, assessment and potential repair of front steps
- Estimated project total is \$12,650.00, \$2,750.00 would be funded with Strong Neighborhoods funds

139 Broad Street

- Repair cracking foundation, furnace inspection and potential repair, electrical repairs, repair or replacement of living room window, assessment of remaining windows
- Estimated project total is \$21,414; \$6,150 would be funded with Strong Neighborhoods funds

1049 Melissa Street

- Habitat was contacted by City of Menasha staff explaining the roof on the property was failing and could benefit from the programs that Habitat for Humanity offers.
- Project application was recently received from Habitat and staff has not completed the evaluation of the property at this time.

2. Set Next Meeting – April 27, 2026

The next Housing Authority meeting was set for **April 27, 2026**.

G. ADJOURNMENT

A motion was made by Commissioner Haffner to adjourn the meeting at 5:07 PM. The motion was seconded by Commissioner Geffers. The motion carried.

Minutes happily submitted by PP Larsen.

**THE REDEVELOPMENT AUTHORITY
OF THE CITY OF MENASHA
Menasha City Center
100 Main Street, Menasha
First Floor Conference Rooms
March 3, 2026
5:15 PM**

MINUTES

A. CALL TO ORDER

The meeting was called to order by Chair Vanderhyden at 5:20pm.

B. ROLL CALL/EXCUSED ABSENCES

REDEVELOPMENT AUTHORITY MEMBERS PRESENT: Chair Kim Vanderhyden, Alderman Chris Rand, Commissioners Alicia Buechler, Matt Vanderlinden, Stacey Milligan, and Issac Geffers.

REDEVELOPMENT AUTHORITY MEMBERS EXCUSED:

OTHERS PRESENT: CDD Dane, Mayor Hammond

C. PUBLIC HEARING

D. MINUTES TO APPROVE

1. Minutes of the February 3, 2026 Redevelopment Authority Meeting

Chair Vanderhyden made a motion to approve the minutes of the February 3, 2026 Redevelopment Authority meeting. The motion was seconded by Comm. Buechler. The motion carried.

E. PUBLIC COMMENTS ON ANY MATTER OF CONCERN ON THIS AGENDA

(five (5) minute time limit for each person)

F. DISCUSSION / ACTION ITEMS

1. Mark Geal – Tanesay Development

Mr. Geal shared his experiences developing Riverheath along the Fox River in Appleton, WI.

2. Use of 325 Broad Street for City of Menasha Police Department and/or Neenah-Menasha Fire Rescue Training.

No action taken. Members of the RDA expressed interest in salvaging equipment on site prior to use of building for training purposes.

G. COMMUNICATION

1. Lead and Asbestos Abatement – 325 Broad Street

CDD Dane provided an update on status of pre-demolition activities. CDD Dane, on behalf of the RDA, is soliciting bids for pre-demolition environmental abatement services.

2. Lawson Canal Ad-Hoc Advisory Committee Update

CDD Dane provided a high level overview of the second Lawson Canal Advisory Committee meeting.

3. Set Next Meeting

The next Redevelopment Authority meeting was set for April 14, 2026

H. ADJOURNMENT

Chair Vanderhyden motioned to adjourn. Comm. Milligan seconded. Motion carried.

Minutes submitted by CDD Dane

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.

Kaija Snyder

June 16, 2026

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

Dear Menasha Common Council,

Please accept this letter as formal notice of my resignation from my role as City Clerk for the City of Menasha. My last day will be Friday July 17, 2026.

My three year tenure with the Clerk's Office has provided me with outstanding professional learning and growth. I want to express my gratitude for the training investment, mentoring by colleagues, and many opportunities I was given to advance my professional skills.

The decision to leave the Menasha team is one I considered very carefully. Ultimately, I find myself ready for new challenges and further career growth. I have therefore accepted a new role as City Administrator for the City of Omro.

I remain committed to Menasha's success, and will strive to ease transitions related to my departure, including those surrounding upcoming elections this August and November. Deputy City Clerk Evan Janet is well prepared for these and other Clerk's Office duties; I have full confidence in his abilities.

Thank you for the opportunity to serve as Menasha's City Clerk. I will remember this experience fondly, and wish the Menasha community continued success.

Sincerely,



Kaija Snyder, MPA
City Clerk

June 22, 2026

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

Dear Mayor and Members of the Common Council,

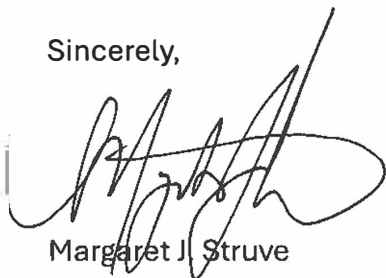
I write to you with notice of my resignation from the City Attorney's Office for the City of Menasha. September 18, 2026, will be my last day in the Office.

Thank you for your support and trust during my time here. Serving the City in this capacity has been a tremendous privilege. I feel proud reflecting on what the Menasha Team has accomplished together these past nearly four years. It's been rewarding to represent the City in Municipal Court proceedings, negotiate contracts, work through legal issues with Department Heads, present policies on behalf of the Human Resources Department, and see projects presented during budget presentations come to life.

I am grateful to work with such loyal, hardworking and dedicated staff who truly share my care for Menasha. The culture here is something special, and I think that's a nod to Menasha's stellar leadership team and employees who take pride in being here. While this is a great place to be and I've learned so much, I miss the work of my previous role as a prosecutor and am excited for the opportunity to continue this public service with the State of Wisconsin.

I look forward to visiting our thriving downtown, Jefferson Park on the second Thursday evening of the summer months, the cleanest roads during winter, a finished Menasha Aquatic Center, the annual Grunski Runski, and of course, Manderfield's for a persian.

Sincerely,



Margaret J. Struve



COMMON COUNCIL MINUTES
Monday, June 15, 2026 at 6:00 PM
First Floor Conference Rooms
100 Main Street, Menasha, WI

A. CALL TO ORDER

Meeting called to order by Mayor Hammond at 6:00pm.

B. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

C. ROLL CALL

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

Absent: Ald. Hale

Also Present: FD Sassman, DPW Merten, CDD Dane, PHD Hutter, PRD Sackett, DPC Hanchek, FC Teesch, CA Struve, Mayor Hammond, Clerk Snyder

D. PUBLIC HEARING

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

Mike Quinn (937 Fourth Street, Menasha) requested a meeting with the Mayor and City Attorney regarding certain safety concerns on Fourth Street. Quinn additionally commented on refuse drop-offs at the Recycling Center.

Anne Anderson (310 Willow Lane, Menasha) commented on work by the Racine Street-Main Street and Racine Street-Ahnaip Street Roundabout Landscape Ad-Hoc Committee and a proposed concept design for the Racine Street-Main Street roundabout. Anderson advocated that community art enhances community pride, and thanked the Common Council for hearing a related presentation.

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

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

1. Presentations:

a. Racine Street-Main Street Roundabout Concept Design

Garret Perry from JT Engineering presented the concept design for the Racine Street-Main Street roundabout. This design features three sails and intends to draw attention to the downtown area, harken community pride, and meet Department of Transportation safety requirements. Perry additionally discussed the Racine Street-Ahnaip Street roundabout sculpture donation.

2. Minutes to Receive:

- a. Water and Light Commission, 5/27/26
 - b. Board of Health, 5/6/26
 - c. Neenah-Menasha Joint Fire Commission, 6/1/26, 6/2/26
 - d. Board of Appeals, 4/23/26
 - e. Board of Review, 5/29/25
 - f. Special Board of Public Works, 6/1/26
 - g. Board of Public Works, 6/1/26
 - h. Administration Committee, 6/1/26
 - i. Library Board of Trustees, 4/28/26
 - j. Racine Street-Main Street and Racine Street-Ahnaip Street Roundabout Landscape Special Committee, 4/21/26, 6/9/26
3. Communications:
- a. Open Records and Open Meetings Reminder
 - b. Comprehensive Outdoor Recreation Plan (CORP) Visioning Session
 - c. Comprehensive Outdoor Recreation Plan (CORP) Survey
 - d. National Pollinator Week Proclamation
 - e. Juneteenth Day Proclamation

G. CONSENT AGENDA

- 1. Common Council Minutes, 6/1/26
Motion by District 7 Alderperson Grade seconded by District 4 Alderperson Perkins to approve. Motion carried on voice vote.
- 2. Administration Committee, 6/1/26, Recommends Approval of:
 - a. Draft Downtown Business Incentive Grant Program Guidelines
Motion by District 2 Alderperson Eisenach, seconded by District 4 Alderperson Perkins to approve.

Motion carried 7-0 on roll call.

Discussion considered the grant program's authority to award projects seeking more than \$50,000.00; this would be subject to Administration Committee approval. Discussion additionally considered the Landmark Commission's map of eligible historical buildings in the downtown business district. This map includes 35 buildings. Funding for this grant program is sourced from TID No. 10 revenue, as approved by the Menasha Common Council during the 2026 budget approval process.

- 3. Board of Public Works, 6/1/26, Recommends Approval of:
 - a. Payment — McMahon Engineers Architects; Contract No. M0002-09-00105; 2026 Utility Reconstruction; \$167,092.08 (Payment No. 1)

Motion by District 6 Alderperson Marshall, seconded by District 8 Alderperson School to approve — McMahon Engineers Architects; Contract No. M0002-09-00105; 2026 Utility Reconstruction; \$167,092.08 (Payment No. 1). Motion and second withdrawn by District 6 Alderperson Marshall and District 8 Alderperson School.

Motion by District 6 Alderperson Marshall, seconded by District 8 Alderperson School to approve Payment — Donald Hietpas & Sons, Inc.; Contract No. M0002-09-00105; 2026 Utility Reconstruction; \$167,092.08 (Payment No. 1).

Motion carried 7-0 on roll call.

Staff advised that this payment is to Donald Hietpas & Sons, Inc. rather than McMahon Engineers Architects.

- b. Recommend to Award — Contract Unit No. 2026-04; Midway Place Rehabilitation; Northeast Asphalt, Inc., \$117,852.65.

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

Motion carried 7-0 on roll call.

- c. Nicolet Boulevard Intersection Control Evaluation Intermunicipal Agreement

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

Motion carried 7-0 on roll call.

- d. Nicolet Boulevard Intersection Control Evaluation Professional Services Agreement

Motion by District 6 Alderperson Marshall, seconded by District 8 Alderperson School to approve, contingent upon the City of Neenah's Common Council meeting on June 24, 2026.

Motion carried 7-0 on roll call.

Staff advised on the City of Neenah's meeting schedule, as this item is contingent upon agreement execution by both Cities.

4. Special Board of Public Works, 6/15/26, Recommends Approval of:

- a. Street Use Application — Community Fest Parade of Lights; Friday, July 3, 2026; 9 PM - 10:15 PM; Menasha Parks & Recreation

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

Motion carried 7-0 on roll call.

5. Racine Street-Main Street and Racine Street-Ahnaip Street Roundabout Landscape Special Committee, 6/9/26, Recommends Approval of:
 - a. Proposed Roundabout Concept Design including the sail-like structure
Motion by District 7 Alderperson Grade, seconded by District 5 Alderperson Lewis to approve.

Motion carried 7-0 on roll call.

Discussion considered fundraising opportunities and the sculpture's longevity.

H. ITEMS REMOVED FROM THE CONSENT AGENDA

I. ACTION ITEMS

1. Outdoor Street Service Permit Renewal Application for the 2026 Licensing Term (June 16, 2026 - November 30, 2026)
Motion by District 2 Alderperson Eisenach, seconded by District 4 Alderperson Perkins to approve.

Motion carried 7-0 on roll call.
2. Accounts payable and payroll for the term of 5/29/26 - 06/11/26 in the amount of \$968,143.84
Motion by District 2 Alderperson Eisenach, seconded by District 6 Alderperson Marshall to approve.

Motion carried 7-0 on roll call.

J. HELD OVER BUSINESS

K. ORDINANCES AND RESOLUTIONS

1. R-16-26 - A Resolution to Support Sustainable State Funding for Local Public Health Departments (Introduced by Mayor Hammond)
Motion by District 2 Alderperson Eisenach, seconded by District 4 Alderperson Perkins to approve.

Motion carried 6-1 on roll call. District 8 Alderperson School voted no.

Staff advised on the Wisconsin Association of Local Health Departments and Boards (WALHDAB) and its efforts to advocate for increased funding for municipal health departments at the state level through use of this resolution.

2. R-13-26 - A Resolution Supporting the Grow Solar Program (Introduced by Ald. Lewis)

Motion by District 5 Alderperson Lewis, seconded by District 4 Alderperson Perkins to approve.

Motion carried 7-0 on roll call.

3. R-17-26: Resolution Accepting the Donation of the "Promise of a Prairie" Sculpture for the Racine Street/Ahnaip Street Roundabout (Introduced by Ald. Grade)

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

Motion carried 5-2 on roll call.

Discussion considered the generosity of the Bergstrom family and the sculpture's high quality. Discussion also considered the sculpture's history, connection to Menasha, and involvement by stakeholders.

L. APPOINTMENTS

1. Mayor's reappointment of Patricia Rudolph to the Board of Review for the term of 7/1/26 - 7/1/31
Motion by District 7 Alderperson Grade seconded by District 5 Alderperson Lewis to approve. Motion carried on voice vote.
2. Mayor's reappointment of Helen Englebert to the Library Board of Trustees for the term of 7/1/26 - 7/1/29
Motion by District 7 Alderperson Grade seconded by District 6 Alderperson Marshall to approve. Motion carried on voice vote.

M. CLAIMS AGAINST THE CITY

- N. PUBLIC COMMENTS ON ANY MATTER LISTED ON THE AGENDA
KirstL Laux (388 Nassau Street, Menasha) shared disappointment with the "Promise of a Prairie" sculpture donation to the Racine Street-Ahnaip Street roundabout.

O. ADJOURNMENT

Motion by District 6 Alderperson Marshall seconded by District 5 Alderperson Lewis to adjourn the Common Council meeting at 6:59pm. Motion carried on voice vote.

Minutes submitted by City Clerk Kaija Snyder.



**AGREEMENT FOR URBAN
SEARCH AND RESCUE EMERGENCY
RESPONSE SERVICES**

July 1, 2026, through June 30, 2028

Between

**STATE OF WISCONSIN
DEPARTMENT OF MILITARY AFFAIRS
DIVISION OF EMERGENCY MANAGEMENT**

And

Neenah & Menasha

This agreement (Agreement) is by and between the State of Wisconsin through the Department of Military Affairs (the Department), Division of Emergency Management (the Division) and Neenah & Menasha, Wisconsin (Participating Agency), a Local Agency, regarding the provision of personnel by Participating Agency to a statewide urban search and rescue task force created pursuant to Wis. Stat. § 323.72(1). The Division and Participating Agency are each a Party and, collectively, the Parties.

RECITALS

- 1.0 To protect life and property against the dangers of emergencies, the Division has, pursuant to Wis. Stat. § 323.72(1), established an Urban Search and Rescue (US&R) task force that can be deployed to provide Services in response to Emergencies.
- 2.0 The Division desires to enter into this Agreement with Participating Agency for the purpose of having Participating Agency supply qualified employees to serve on such a task force and Participating Agency desires to provide such employees.

NOW THEREFORE, for the mutual promises set forth below, the Parties agree as follows:

TERMS AND CONDITIONS

- 1.0 Recitals: The Recitals are incorporated by reference.
- 2.0 Definitions: The following definitions are used throughout this Agreement:
 - 2.1 “Advisory Committee” means the WI-TF1 Advisory Committee established by this Agreement and consisting of five or seven members appointed by the Board of Directors of the Wisconsin State Fire Chiefs Association.
 - 2.2 “All-Hazards” means the grouping classification encompassing all conditions, environmental or man-made, that have the potential to cause injury, illness or death or damage to or loss of equipment, infrastructure services or property or, alternatively, causing functional degradation to societal, economic, or environmental aspects.
 - 2.3 “Certification” means an affirmation that a candidate has successfully met the requirements of a standard or level of a standard through a valid and reliable assessment as approved by the National Board on Fire Service Professional Qualifications.
 - 2.4 “Emergency” or “Emergencies” means an incident(s) or event(s) for which, in the sole determination of the Division, Services are needed to supplement state and local efforts and capabilities to save lives and protect property and public health and safety or to lessen or avert the threat of a catastrophe.
 - 2.5 “Harm” means, at a minimum, human casualties, destruction of property, adverse economic impact and/or damage to natural resources.

- 2.6 “Incident” means any natural, technological, or human-caused occurrence that may cause Harm and that may require action. Incidents may include major disasters, terrorist attacks, wildland and urban fires, floods, hazardous materials, explosions, nuclear accidents, aircraft accidents, earthquakes, cyberattacks, hurricanes, tornadoes, tropical storms, public health and medical emergencies, law enforcement encounters, service calls, mutual aid, false alarms, and other occurrences requiring an emergency response.
- 2.7 “Local Agency,” pursuant to Wis. Stat. §§ 323.70(1)(b) and 323.72(1), means an agency of a county, city, village, or town, including a municipal police or fire department, a municipal health organization, a county office of emergency management, a county sheriff, an emergency medical service, a local emergency response team, or a public works department.
- 2.8 “Member” means A Participating Agency’s employee who the Division has appointed to WI-TF1.
- 2.9 “REACT Center” means the Regional Emergency All-Climate Training Center, which is a training facility owned and operated by the State of Wisconsin, Department of Military Affairs and operated by the Division.
- 2.10 “Services” means US&R emergency response services as described in Wis. Stat. § 323.72(1) and any subsequent amendments to that statute, which include services involving search, rescue and recovery in the technical rescue disciplines including structural collapse, rope rescue, vehicle extrication, machinery extrication, confined space, trench, excavation, and water operations in an US&R environment.
- 2.11 “US&R” means urban search and rescue, which involves the location, rescue (extrication), and initial medical stabilization of victims trapped in confined spaces. Structural collapse is most often the cause of victims being trapped, but victims may also be trapped in transportation accidents, mines and collapsed trenches. US&R is considered an all-hazards discipline, as it may be needed for a variety of emergencies or disasters, including earthquakes, hurricanes, typhoons, storms and tornadoes, floods, dam failures, technological accidents, terrorist activities, and hazardous materials releases.
- 2.12 “WI-TF1” means the US&R task force, an all-hazards rescue team authorized by Wis. Stat. §§ 323.70(1)(b) and 323.72(1) made up of firefighters, engineers, medical professionals, canine handlers, incident managers, and others that is a core component of a Search and Rescue Essential Support Function 9 (ESF 9) mission, including a Type 1 US&R task force, Type 3 US&R task force, or any component thereof, as designated by the Federal Emergency Management Agency National Incident Management System Search and Rescue resource typing system. See Wis. Stat. § 323.72(7).

3.0 Participating Agency Obligations:

- 3.1. Participating Agency shall provide a list of individuals that it deems to be good candidates for appointment to WI-TF1 but for the need for initial or refresher training (or certification of existing training). Only those employees whom Participating Agency can demonstrate to

the Division's satisfaction meet the following criteria at the time Participating Agency submits the list may be included on the list:

- 3.1.1 Are employees in good standing.
 - 3.1.2 Are not probationary employees.
 - 3.1.3 Have been subjected to a background check by Participating Agency or the Division.
 - 3.1.4 Meet any medical or fitness standards as determined by the Participating Agency for daily operations. To participate in WI-TF1 training or deployments, a member must be "fit for duty" with the Participating Agency.
- 3.2 The Division shall select individuals from list for initial and/or refresher training required by Section 4.0 of this Agreement.
- 3.2.1. The Division will hold core and/or refresher training classes as soon as practicable. Participating Agencies shall make every effort to send their personnel to the required core and/or refresher classes as soon as possible after the individual is appointed to the team for the personnel to be deployable.
- 3.3 For any employee the Participating Agency purports to possess all required training and certifications necessary to perform Services in the specific role the employee would fill on WI-TF1, an evaluation will be conducted by the Division to determine if the training meets the most current training, competency, and job performance requirement standards for a search and rescue task force issued by the National Fire Protection Association (NFPA), and the most current version of the urban search and rescue standard issued by the Emergency Management Accreditation program, and any other training standards required by law, rule, or regulation.
- 3.4 The Division, in consultation with the Advisory Committee established pursuant to Section 3.7 below, may appoint one or more of the Participating Agency's employees on the list to the WI-TF1 in a trainee or qualified member status. Inclusion on the list of proposed WI-TF1 members does not guarantee appointment.
- 3.5 Upon receipt of an emergency response request by the Division pursuant to the Standard Operating Procedures set forth in Section 7.0, Participating Agency shall direct employees who have been appointed to WI-TF1 and designated for mobilization to travel to the REACT Center or such other location as designated by the Division to be deployed to provide Services in response to an Emergency.
- 3.6 Participating Agency may not self-deploy WI-TF1 members. This prohibition does not prevent Participating Agency from deploying its employees to respond to emergencies where urban search and rescue services are needed or responding with urban search and rescue vehicles, equipment and supplies under local authority, mutual aid agreements or other contracts entered into under local authority. Participating Agency recognizes that it is

not entitled to reimbursement by the Division for such response costs and that the Division will not supply equipment or vehicles for such responses.

- 3.7 An Advisory Committee has been established, the duties of which will be defined by the WI-TF1 Standard Operating Procedures.
- 3.8 The Division, in consultation with the Advisory Committee, has the authority to immediately suspend or terminate a WI-TF1 member from participation on the task force. If a WI-TF1 member has been suspended or terminated, the Division shall inform the Participating Agency regularly employing the member regarding the member's suspension or termination.

4.0 Required Training and Exercises:

- 4.1 All required training and exercises must be done at the REACT Center or at a location pre-approved in writing by the Division in consultation with the Advisory Committee. Refresher training shall consist of a minimum of two Quarterly (full team) trainings per WI-TF1 member per year as well as attending at least one of the Operational Readiness Exercises within a two-year period. Additional specialty training may be made available at the REACT Center or site approved by the Division upon written pre-approval by the Division. Participation in required training and exercises will be in accordance with the WI-TF1 Attendance Policy approved by the Division in consultation with the Advisory Committee.
- 4.2 Non-Duty Status: All individuals attending training or exercises at the REACT Center shall be in a non-duty status with Participating Agency for purposes of worker's compensation pursuant to Wis. Stat. § 323.72(4).
- 4.3 Training and Exercise Schedule: To facilitate planning for required training and exercises, the REACT Center shall post the relevant schedule a minimum of three months in advance of the start date of the training, except that specialized training may be made available with less advance notice. Changes may be made to the training and exercise schedule for unforeseen circumstances by notifying the Participating Agencies. The Division will provide as much advanced notice of any changes as possible.

5.0 Response Procedures and Limitations:

- 5.1 Participating Agency recognizes that its obligations under this Agreement are paramount to the State of Wisconsin. Participating Agency agrees that, if local response obligations in Participating Agency's own jurisdiction would limit necessary resources necessary to provide Services in response to an Emergency or make such resources unavailable, Participating Agency will seek aid from local jurisdictions to assist in local response obligations in Participating Agency's own jurisdiction to ensure availability of resources for the performance of Services.
- 5.2 Participating Agency and the Division agree that WI-TF1 or components of it may be used for any Emergency for which WI-TF1 members are trained and qualified.

5.3 Participating Agency's obligation to provide Services under this Agreement shall arise, with respect to specific Emergency response actions, upon receipt of an Emergency response request by the Division pursuant to the Standard Operating Procedures. See Section 7 below.

6.0 Right of Refusal:

If, on occasion, providing Services in response to an Emergency under this Agreement would temporarily place a verifiable undue burden on the Participating Agency because Participating Agency's resources are otherwise inadequate or unavailable and mutual aid is unavailable, then if notice has been provided to the Division, the Participating Agency may decline an emergency response request by the Division for personnel to staff WI-TF1 and/or for response equipment. Agencies should make every effort to have at least 50% of their WI-TF1 rostered personnel available for all deployments, barring extreme hardships.

7.0 Standard Operating Procedures:

At the time of execution of this Agreement, few Standard Operating Procedures (SOPs) have been finalized. Upon finalization, Participating Agency and Division agree that WI-TF1 operations will be conducted in accordance with those SOPs and a "Call-Out Procedure" that will be mutually approved by the Parties and other Local Agencies providing WI-TF1 members. Participating Agency agrees that it shall ensure that any of its employees appointed to WI-TF1 and not currently excused from work pursuant to a legally protected leave will comply with these procedures. Should Participating Agency be unable to agree to the SOPs, Participating Agency may terminate this agreement.

8.0 Reimbursement of Costs

There are three types of Participating Agency costs that shall be reimbursed under this Agreement:

1. costs related to providing requested Services pursuant to Wis. Stat. § 323.72(2); and
2. required training and exercise costs; and
3. costs related to any increase in contributions for duty-disability benefit premiums for Participating Agency's employees who receive duty disability benefits because of an injury incurred while performing duties as a WI-TF1 member under this Agreement, as required by Wis. Stat. § 323.72(2m).

In seeking reimbursement for those costs, Participating Agency shall comply with all Division-approved procedures and any relevant administrative rules.

9.0 Reimbursement for Response Costs:

9.1 Pursuant to Wis. Stat. § 323.72(2), the Division shall reimburse Participating Agency for costs incurred by Participating Agency in responding to an Emergency and providing Services at the request of the Division within 60 days after receiving a complete

application for reimbursement on a form prescribed by the Division.

9.2 Recoverable costs include but are not limited to the use of vehicles and apparatus, personnel expenses, and emergency expenses. The amount of reimbursement for the enumerated costs are as follows:

9.2.1 Reimbursement for use of Vehicle(s) and Apparatus: Participating Agency shall be reimbursed for the approved use of its vehicles and equipment in providing Services at FEMA-established rates.

9.2.2 Personnel Expenses: Reasonable personnel expenses relating to WI-TF1 members deployed at the direction of the Division to provide Services which are reimbursable at \$60.00 per hour per deployed employee. During a deployment, this shall be calculated as portal to portal. An annual adjustment of personnel reimbursement rates shall be made based on the Consumer Price Index (CPI) on the anniversary of this Agreement to ensure payments keep pace with inflation.

9.2.3 Emergency Expenses: Participating Agency's necessary and reasonable emergency expenses related to deploying employees to provide Services, which expenses must be based on actual expenditures and fully documented by the Participating Agency. The Division reserves the right to deny any reimbursement of Participating Agency expenditures that the Division deems to be unreasonable or unjustifiable.

9.3 Participating Agency agrees to make reasonable and good faith efforts to minimize its costs related to providing personnel and equipment to perform Services in response to an Emergency.

10.0 Payment for Training and Exercise Costs:

10.1 In any given fiscal year, Participating Agency shall be paid for any training and participation in exercises of employees who the Division has appointed to WI-TF1 that is pre-authorized in writing by the Division at a rate of \$60.00 per hour per appointed employee consistent with the Attendance Policy. An annual adjustment of personnel reimbursement rates shall be made based on the Consumer Price Index (CPI) on the anniversary of this Agreement to ensure payments keep pace with inflation.

10.2 Payment shall follow the same reimbursement timelines established in section 9.1 for response costs.

11.0 Reimbursement of Increased Duty Disability Costs:

11.1 The Division shall reimburse Participating Agency for costs incurred by Participating Agency for any increase in contributions for duty disability premiums under Wis. Stat. § 40.05(2)(aw) for its employees who are WI-TF1 members and who receive duty disability benefits under Wis. Stat. § 40.65 because of an injury that occurred while performing duties as a member of WI-TF1.

11.2 Application for reimbursement under this Section shall be made after the close of the State's fiscal year and shall seek reimbursement for any cost due to increased premiums referred to above imposed in the prior fiscal year.

11.3 Payment under this Section shall be made within 60 days of receipt of documentation of the following:

11.3.1 That the WI-TF1 member was injured while performing WI-TF1 duties after being deployed at the direction of the Division to provide Services in response to an Emergency order or while participating in WI-TF1 training or exercises at the direction of the Division.

11.3.2 That the member is receiving duty disability benefits because of such injury.

11.3.3 The amount of increase in duty disability premiums for duty disability benefits assessed to the Participating Agency that can be directly attributed to the receipt of such benefits by the member during the preceding fiscal year.

12.0 Employer-Employee Relationship and Obligations Maintained:

Except as provided in this Agreement, Participating Agency employees who are WI-TF1 members remain employees of Participating Agency and are not employees of the State of Wisconsin. This means, in part, that Participating Agency's employees are not entitled to Division contribution for any Public Employees Retirement Withholding System benefit(s), nor to any other benefits or any wage provided by the State of Wisconsin to its employees. Participating Agency shall be responsible for payment/withholding of any applicable federal, Social Security and State taxes from any wages paid or benefits provided to its employees.

13.0 Worker's Compensation:

A WI-TF1 member acting under this Agreement is an employee of the state for purposes of worker's compensation pursuant to Wis. Stat. § 323.72(4).

14.0 Dual Payment:

Participating Agency shall not be compensated for work performed under this Agreement by both the Division and any other state agency or person(s) responsible for causing an Emergency except as approved and authorized under this Agreement.

15.0 Reasonable Efforts:

Participating Agency shall make reasonable and good-faith efforts to minimize its costs related to its employees' participation in WI-TF1 training, exercise, and Emergency Response Services.

16.0 Liability and Indemnity

- 16.1 Scope: During operations authorized by this Agreement, WI-TF1 members supplied by Participating Agency are agents of the state for purposes of Wis. Stat. § 895.46(1). For the purposes of this Section, operations means activities, including travel, directly related to providing Services. Operations also include training activities provided under this Agreement to WI-TF1 members but does not include travel to and from any training required or permitted under this Agreement.
- 16.2 Civil liability exemption; regional and local emergency response teams and their sponsoring agencies: Pursuant to Wis. Stat. § 895.483(4), Participating Agency and its employees who are members of WI-TF1 are immune from civil liability for acts or omissions related to carrying out the Services in this Agreement.
- 16.3 Participating Agency Indemnification of State: Nothing contained in this Agreement is intended to limit any immunities and rights of any party available under Wis. Stat. §§ 345.05, 893.80, 893.82 and 895.46 or any other constitutional or statutory provision or common law. Such immunities and rights are expressly reserved to the parties.

17.0 Insurance Obligations:

- 17.1 Insurance obligations are set forth in the Standard Terms and Conditions attached as Exhibit A. Prior to commencement of this Agreement, Participating Agency must either provide to the Division a certificate of insurance or, if Participating Agency is self-insured or uninsured, a certificate of protection in lieu of insurance certifying that Participating Agency is protected by a self-funded liability and property program or alternative funding source(s). Such certification must be provided on an annual basis.
- 17.2 Participating Agency agrees that it shall not cancel or make a material change to the insurance required by this Agreement without 30 days written notice to the Division.

18.0 Standard Terms and Conditions: The State of Wisconsin Standard Terms and Conditions are attached as Exhibit A and are incorporated into this Agreement by reference.

19.0 Miscellaneous

- 19.1 Disclosure of Independence and Relationship: Participating Agency certifies that no relationship exists between it, the State of Wisconsin or the Division that interferes with fair competition or is a conflict of interest, and no relationship exists between the task force and another person or organization that constitutes a conflict of interest with respect to a state contract. The Department of Administration may waive this provision, in writing, if those activities of the Participating Agency will not be adverse to the interest of the State.

Participating Agency agrees as part of this Agreement that, during performance of the terms of this Agreement, they will neither provide contractual services nor enter into any agreement to provide services to a person or entity that is regulated or funded by the

Department or has interests that are adverse to the Department except as previously disclosed. The Department of Administration may waive this provision, in writing, if those activities of the Participating Agency will not be adverse to the interests of the State.

- 19.2 Dual Employment: Wis. Stat. § 16.417 prohibits an individual who is a state employee or who is retained as a consultant full-time by a state agency from being retained as a consultant by the same or another agency where the individual receives more than \$5,000 as compensation. This prohibition applies only to individuals and does not include corporations or partnerships.
- 19.3 Conflict of interest: Private and non-profit corporations are bound by Wis. Stat. §§ 180.0831 and 181.225 regarding conflicts of interest by directors in the conduct of state contracts.
- 19.4 Recordkeeping and Record Retention: The Division and Participating Agency recognize that they are each authorities under the Wisconsin Public Records law, Wis. Stat. § 19.31 et seq. Each Party shall retain records or documents relating to this Agreement pursuant to its own record retention schedules. Each Party, the federal government, and their duly authorized representatives shall have the right to audit, review, examine, copy, and transcribe any pertinent records or documents relating to any contract resulting from this Agreement held by the other Party.
- 19.5 Term, Termination and Review of Agreement:
 - 19.5.1 Term: This Agreement shall begin on July 1, 2026, and terminate on June 30, 2028, unless terminated earlier pursuant to Section 19.7.2.
 - 19.5.2 Termination:
 - 19.5.2.1 The Division and/or Participating Agency may terminate this Agreement at any time upon one hundred twenty (120) days written notice to the other Party.
 - 19.5.2.2 The Division may also terminate this Agreement at will effective upon delivery of written notice to the Participating Agency under any of the following conditions:
 - 19.5.2.2.1 Funding from federal, state, or other sources is not obtained and/or continued at levels sufficient to allow for training.
 - 19.5.2.2.2 Federal or state laws, rules, regulations, or guidelines are modified, changed, or interpreted in such a way that the services are no longer allowable or appropriate for purchase under this Agreement or are no longer eligible for the funding proposed for payments by this Agreement.

19.5.2.2.3 Any license or certification required by law or regulation to be held by the Participating Agency to provide the services required by this Agreement is for any reason denied, revoked, lapses, or not renewed.

19.5.2.3 Any termination of the Agreement shall be without prejudice to any obligations or liabilities of either party already accrued prior to such termination. Upon termination, the Division's liability under Sections 8-11 will be limited to events occurring during the term of this Agreement.

19.5.3 Review: The Agreement shall be reviewed by the Parties and other participating agencies no later than six (6) months prior to the expiration of this Agreement.

19.6 Entire Agreement: The contents of the Agreement including its Exhibits shall constitute the entire agreement between the Parties relating to the subject matter of the Agreement. The Agreement supersedes any and all prior agreements, whether expressed orally or in writing, relating to the subject matter of the Agreement.

19.7 Applicable Law: This Agreement shall be governed by the laws of the State of Wisconsin. The Participating Agency and State shall at all times comply with and observe all federal and state laws and regulations, the federal and state constitutions, and local ordinances and regulations in effect during the period of this Agreement and which may in any manner affect its performance of its obligations under this Agreement, including the provision of Services.

19.8 Assignment: No right or duty of the Participating Agency under this Agreement, whole or in part, may be assigned or delegated without the prior written consent of the State of Wisconsin.

19.9 The provisions of this Agreement shall be binding upon and shall inure to the benefit of the Parties to the Agreement and their respective successors and permitted assigns.

19.10 Force Majeure: Neither party to this Agreement shall be held responsible for delay or default caused by fire, riots, acts of God and/or war or for other reasons beyond that Party's reasonable control.

19.11 Notifications: Participating Agency shall immediately report by telephone and in writing any demand, request, or occurrence that reasonably may give rise to a claim against the State, its officers, Divisions, agents, employees, and members. Such reports shall be directed to:

ATTN: Administrator
Division of Emergency Management
DMA Wisconsin
PO Box 7865
Madison, WI 53707-7865
Telephone #: (608) 242-3232

FAX #: (608) 242-3247

Copies of such written reports shall also be sent to:

ATTN: Office of the Department of Military Affairs General Counsel
Wisconsin Department of Military Affairs
2400 Wright Street
Madison, WI 53704

- 19.12 Severability: If any provision of this Agreement is declared by a court to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected. The rights and obligations of the parties shall be construed and enforced as if the Agreement did not contain the particular provision held to be invalid.
- 19.13 Amendments: The terms of this Agreement shall not be waived, altered, modified, supplemented, or amended in any manner whatsoever without prior written approval of the Division and Participating Agency.
- 19.14 Approval Authority: Participating Agency's representative(s) certify by their signature herein that he or she has the necessary and lawful authority to enter into contracts and agreements on behalf of Participating Agency.
- 19.15 No Waiver: No failure to exercise, and no delay in exercising, any right, power or remedy, including payment, hereunder, on the part of the Division, state, or Participating Agency shall operate as a waiver of the same, nor shall any single or partial exercise of any right, power or remedy preclude any other or further exercise of the same or the exercise of any other right, power or remedy created by the Agreement. No express waiver shall affect any event or default other than the event or default specified in such waiver, and any such waiver, to be effective, must be in writing and shall be operative only for the time and to the extent expressly provided in the written waiver. A waiver of any covenant, term or condition contained herein shall not be construed as a waiver of any subsequent breach of the same covenant, term or condition.
- 19.16 Construction of Agreement: This Agreement is intended to be solely between the Parties. No part of the Agreement shall be construed to add, supplement, amend, abridge, or repeal existing rights, benefits or privileges of any third party or parties, including but not limited to employees of either of the Parties.

The Division and Participating Agency make no representations to third parties with regard to the ultimate outcome of the provision of Services.

Approving Signatures:

ON BEHALF OF THE WISCONSIN EMERGENCY MANAGEMENT DIVISION

Dated this ____ day of _____, 2026

Greg Engle, Division Administrator

ON BEHALF OF THE CITY OF NEENAH

Dated this ____ day of _____, 2026

Brian Borchardt, Neenah Mayor

Char Nagel, Neenah Clerk

David Rashid, Neenah City Attorney

ON BEHALF OF THE CITY OF MENASHA

Dated this ____ day of _____, 2026

Austin Hammond, Menasha Mayor

Kaija Snyder, Menasha Clerk

Margaret Struve, Menasha City Attorney

EXHIBIT A

EXHIBIT A TO AGREEMENT FOR URBAN SEARCH AND RESCUE EMERGENCY RESPONSE SERVICES AGREEMENT (the Agreement)

STATE OF WISCONSIN STANDARD TERMS AND CONDITIONS

ANTITRUST ASSIGNMENT: The Participating Agency and the State of Wisconsin recognize that in actual economic practice, overcharges resulting from antitrust violations are in fact usually borne by the State of Wisconsin (purchaser). Therefore, the Participating Agency hereby assigns to the State of Wisconsin any and all claims for such overcharges as to goods, materials or services purchased in connection with this Agreement.

APPLICABLE LAW AND COMPLIANCE: This Agreement shall be governed under the laws of the State of Wisconsin. The Participating Agency shall at all times comply with and observe all federal and state laws, local laws, ordinances, and regulations which are in effect during the period of this Agreement and which in any manner affect the work or its conduct. The State of Wisconsin reserves the right to cancel this Agreement if the Participating Agency fails to follow the requirements of s. 77.66, Wis. Stats. and related statutes regarding certification for collection of sales and use tax. The State of Wisconsin also reserves the right to cancel this Agreement with any federally debarred Participating Agency or a Participating Agency that is presently identified on the list of parties excluded from federal procurement and non-procurement Agreements.

CANCELLATION: The State of Wisconsin reserves the right to cancel any Agreement in whole or in part without penalty due to nonappropriation, unavailability or insufficiency of funds or for failure of the Participating Agency to comply with terms, conditions, and specifications of this Agreement.

WORK CENTER CRITERIA: A work center must be certified under s.16.752, Wis. Stats., and must ensure that when engaged in the production of materials, supplies or equipment or the performance of contractual services, not less than seventy-five percent (75%) of the total hours of direct labor are performed by severely handicapped.

INSURANCE RESPONSIBILITY: The Participating Agency performing services for the State of Wisconsin shall:

Maintain worker's compensation insurance as required by Wisconsin Statutes, for all employees engaged in the work.

Maintain commercial liability, bodily injury and property damage insurance against any claim(s) which might occur in carrying out this agreement/Agreement. Minimum coverage shall be one million (\$1,000,000) liability for bodily injury and property damage including products liability and completed operations. Provide motor vehicle insurance for all owned, non-owned and hired vehicles that are used in carrying out this Agreement. Minimum coverage shall be one million (\$1,000,000) per occurrence combined single limit for automobile liability and property damage.

The state reserves the right to require higher or lower limits where warranted.

NONDISCRIMINATION / AFFIRMATIVE ACTION: In connection with the performance of work under this Agreement, the Participating Agency agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability as defined in s.51.01(5), Wis. Stats., sexual orientation as defined in s.111.32(13m), Wis. Stats., or national origin. This provision shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. Except with respect to sexual orientation, the Participating Agency further agrees to take affirmative action to ensure equal employment opportunities.

Contracts estimated to be over fifty thousand dollars (\$50,000) require the submission of a written affirmative action plan by the Participating Agency. An exemption occurs from this requirement if the Participating Agency has a workforce of less than fifty (50) employees. Within fifteen (15) working days after the Agreement is awarded, the Participating Agency must submit the plan to the contracting state agency for approval. Instructions on preparing the plan and technical assistance regarding this clause are available from

the contracting state agency.

The Participating Agency agrees to post in conspicuous places, available for employees and applicants for employment, a notice to be provided by the contracting state agency that sets forth the provisions of the State of Wisconsin's nondiscrimination law.

Failure to comply with the conditions of this clause may result in the Participating Agency's becoming declared an "ineligible" Participating Agency, termination of the Agreement, or withholding of payment.

Pursuant to 2019 Wisconsin Executive Order 1, Participating Agency agrees it will hire only on the basis of merit and will not discriminate against any persons performing a contract, subcontract or grant because of military or veteran status, gender identity or expression, marital or familial status, genetic information or political affiliation.

Pursuant to s. 16.75(10p), Wis. Stats., Participating Agency agrees it is not, and will not for the duration of the Agreement, engage in a prohibited boycott of the State of Israel as defined in s. 20.931(1)(b). State agencies and authorities may not execute a contract and reserve the right to terminate an existing contract with a company that is not compliant with this provision. This provision applies to contracts valued \$100,000 or over.

PUBLIC RECORDS. Upon receipt of notice from the State of Wisconsin of a public records request for records produced or collected under this Agreement, the Participating Agency shall provide the requested records to the contracting agency in order to ensure compliance with s. 19.36(3), Wis. Stats. Participating Agency, following final payment under this Agreement, shall retain all records produced or collected under this Agreement for six (6) years. Participating Agency is also considered a contractor for the purposes of Wis. Stat. § 19.36(3) and must comply with its provisions.

TAXES: The State of Wisconsin, including all its agencies, is required to pay the Wisconsin excise or occupation tax on its purchase of beer, liquor, wine, cigarettes, tobacco products, motor vehicle fuel and general aviation fuel. However, it is exempt from payment of Wisconsin sales or use tax on its purchases. The State of Wisconsin may be subject to other states' taxes on its purchases in that state depending on the laws of that state.

VENDOR TAX DELINQUENCY: Vendors who have a delinquent Wisconsin tax liability may have their payments offset by the State of Wisconsin.



Memorandum

TO: Neenah-Menasha Fire Rescue Joint Finance & Personnel Committee
FROM: Chief Teesch *TT*
DATE: June 3, 2026
RE: **Wisconsin Task Force One (WI-TF1) Urban Search and Rescue Agreement – 2026-2028**

Background

The attached document is the proposed 2026-2028 Wisconsin Task Force One (WI-TF1) participation contract between the Wisconsin Department of Military Affairs, Division of Emergency Management, and the Cities of Neenah and Menasha. The current contract expires June 30, 2026, and the proposed contract would continue NMFR's participation in WI-TF1 through June 30, 2028.

Key Changes

The most significant changes in the updated agreement include:

- Clarification and strengthening of worker's compensation provisions to ensure WI-TF1 members are appropriately covered while deployed and while participating in authorized WI-TF1 training and exercises.
- An increase in the reimbursement rate paid by the State for deployments, training, and exercises from \$55 per hour to \$60 per hour.
- Addition of an annual Consumer Price Index (CPI) adjustment to reimbursement rates to help maintain pace with inflation.
- Continued reimbursement provisions for deployment costs, training costs, and certain duty-disability related costs associated with WI-TF1 participation.

Legal counsel has been asked to review the agreement as part of the approval process.

Fiscal Impact

Participation in WI-TF1 continues to provide reimbursement for approved deployments, training activities, and related expenses. The increase in reimbursement rates and addition of a CPI escalator are expected to improve cost recovery for the Cities when personnel participate in WI-TF1 activities.

Recommendation

Approve the 2026-2028 Wisconsin Task Force One (WI-TF1) Urban Search and Rescue Agreement between the Wisconsin Department of Military Affairs, Division of Emergency Management, and the Cities of Neenah and Menasha and recommend approval by the governing bodies of both municipalities.



Memorandum

TO: NMFR Joint Finance, Neenah Finance & City Councils

FROM: Deputy Chief Shane Krueger / Fire Chief Travis Teesch

DATE: June 3, 2026

RE: 2026 CIP Extrication Tools

In 2025, CIP approved and budgeted \$225,000 for replacement of hydraulic extrication tools and associated components to align with arrival of the 2026 Engine which wasn't ordered with built in extrication tool power units. The industry has changed to use of battery self-contained hydraulic tools.

A committee of 8 personnel operated two vendors battery operated tools to perform several extrication demonstrations over four hours of time. The two vendors TNT and Genesis were selected based off the vendor offering to use Milwaukee batteries. Milwaukee batteries are commonly used across the current fleet for various other tools such as saws and hand tools.

In review the committee selected Genesis tools for operation ease and performance. Upon completion of demonstration, both vendors supplied a user list and provided quotations for the individual tools. The user list was favorable with both vendors. In evaluation of quotations, Genesis tools fit within the budget. Additional tools utilized to supplement extrication continue to remain under evaluation.

If you have any questions, please feel free to call me at 886-6201. Thank you for your consideration.



Memorandum

TO: Neenah and Menasha City Councils
FROM: Chief Teesch TT
DATE: June 17, 2026
RE: **2027 Cost Distribution Formula**

Attached is the 2027 Neenah-Menasha Fire Rescue cost distribution formula as prepared by the Finance Directors. The formula continues to utilize the four factors established in the Intergovernmental Agreement: population, equalized value, service calls, and square miles, with each factor weighted equally at 25%.

The resulting allocation for the 2027 budget is 60.68% for the City of Neenah and 39.32% for the City of Menasha. This represents a very minor change from the prior year's allocation of 60.82% and 39.18%, respectively.

Overall, the formula remains substantially consistent with previous years, with only a 0.14% shift in cost allocation between the two municipalities.

**Neenah-Menasha Fire Rescue
Cost Distribution Formula for Budget Year 2027
Factors as of 12/31/25**

Formula Item	Total	Proportionate Share	25% Weighted Factor	Weighted Share Neenah	Weighted Share Menasha
1. Population Estimate - Neenah	27,817	59.82%	0.25	0.1496	
Population Estimate - Menasha	18,683	40.18%	0.25		0.1004
Population Estimate (a)	46,500	100.00%			
2. Equalized Value (w/TIF) - Neenah (b)	\$ 3,608,794,700	63.78%	0.25	0.1595	
Equalized Value (w/TIF) - Menasha (c)	2,049,216,400	36.22%	0.25		0.0905
Equalized Value as of 1/1/25	\$ 5,658,011,100	100.00%			
3. Service Calls - Neenah	2,168	62.50%	0.25	0.1562	
Service Calls - Menasha	1,301	37.50%	0.25		0.0938
Service Calls during 2025	3,469	100.00%			
4. Square Miles - Neenah	10,005	56.61%	0.25	0.1415	
Square Miles - Menasha	7,670	43.39%	0.25		0.1085
Square Miles as of 12/31/25	17,675	100.00%			
Total Weighted Factors				0.6068	0.3932
Total Proposed Cost Distribution Formula - 2025 Factor for 2027 Budget				60.68%	39.32%
Previous Year Cost Distribution Formula				60.82%	39.18%
Increase (Decrease) from Previous Year				-0.14%	0.14%

a. Population estimates per the State of Wisconsin Department of Administration (DOA)

b. *Neenah - Equalized Value*

Equalized Value (Per Wisconsin Dept of Revenue)	\$ 3,606,794,700
Alliant Energy (Per WI Dept. of Administration)	2,000,000
	<u>\$ 3,608,794,700</u>

c. *Menasha - Equalized Value*

Equalized Value (Per Wisconsin Dept of Revenue)	2,008,384,100
UW-Fox Valley (Per WI Dept. of Administration)	40,832,300
	<u>\$ 2,049,216,400</u>

MEMORANDUM

DATE June 8, 2026
TO Personnel Committee
FROM Margaret Struve, City Attorney
Angie Hanchek, Interim Police Chief
RE Amendment to 2026 Memorandum of Agreement (MOA) – Menasha Professional Police Association WPPA/LEER Local 603 and Proposed 2027 MOA

Enclosed for your consideration you will find the following:

- (1) Proposed Amendment to the January 1, 2026 – December 31, 2026 Memorandum of Agreement (MOA) – Menasha Professional Police Association WPPA/LEER Local 603;
- (2) Letter Re: Possible Return of Physical Fitness Incentive Program; and
- (3) Proposed Memorandum of Agreement (MOA) – Menasha Professional Police Association WPPA/LEER Local 603, Effective January 1, 2027 – December 31, 2027.

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

The Parties met in conformance with the MOA on May 29, 2025, and again on October 29, 2025. During such review in 2025, the Parties noted an overall downward trend in overtime costs. As a result, Staff previously recommended approval to amend the 2025 MOA to allow for reinstatement of the 2025 Program incentive payment, and to execute an MOA for 2026 that follows the same procedure. Common Council consequently approved both recommendations and an MOA was executed for 2026.

On May 20, 2026, Staff met with Police Union representatives to analyze overtime and review the physical fitness incentive impact pursuant to the 2026 MOA. The Parties are confident

that numbers will continue a downward trend in overtime costs for patrol officers. Therefore, similar to last year, Staff recommend amending the current (2026) MOA to allow for “reinstatement” of the Physical Fitness Incentive Program and Vest Incentive. However, different from last year, staff further recommend executing a successor MOA for the 2027 year without removing the Physical Fitness Incentive Program and Vest Incentive due to the overall downward trend in overtime costs and positive staffing numbers.

Staff Recommendations:

- (1) Approve the Amendment to the 2026 Memorandum of Agreement (MOA) between the City of Menasha and the Menasha Professional Police Association WPPA/LEER Local 603.

- (2) Approve the Memorandum of Agreement (MOA) between the City of Menasha and the Menasha Professional Police Association WPPA/LEER Local 603, Effective January 1, 2027 – December 31, 2027.

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

This Amendment to the Memorandum of Agreement (“MOA”) (“Amendment”), executed in Menasha, Wisconsin on this ____ day of July, 2026, is made effective by and between the City of Menasha (the “City”) and the Menasha Police Professional Association WPPA/LEER Local 603 (the “Police Union”) (collectively, the “Parties”). The Parties agree that the purpose of this Amendment is for the City to allow payment for those patrol officers who met the requirements for the physical fitness incentive Program during 2026 as if the Program had not been stricken pursuant to the MOA.

The MOA by and between the Parties dated December 1, 2025, and effective January 1, 2026 – December 31, 2026, is amended as follows:

1. As it relates to Article IV – Wages and Wage Benefit, Section E. 4., the Parties agree that the City may allow an incentive payment to those who have completed testing for the Physical Fitness Incentive Program, had the provision not been stricken pursuant to the MOA. Those who have met the testing requirements will receive a lump sum payment of one thousand four hundred dollars (\$1,400.00), paid on a paycheck in December. This sum shall not be added to base wages, nor shall it be included when calculating the hourly rate for purposes of overtime, or the payout of any benefits at termination of employment. The Parties further agree that the City may allow officers having achieved full employment status prior to 1/1/2019, in lieu of the physical fitness incentive, opting instead to certify by November 1st of the year that they have worn their approved body armor over the past year, receiving a \$500.00 payment on the first paycheck of November.

2. All other terms and conditions set forth in the MOA dated not in conflict with this Amendment shall remain the same.

ACCORDINGLY, the Parties hereto have executed this Memorandum of Agreement on the ____ day of _____, 2026, by:

CITY OF MENASHA

MENASHA PROFESSIONAL POLICE ASSOCIATION

Mayor

Bargaining Chairman

City Clerk

Secretary

City Attorney

President

Luke A Wagner, Business Agent



MEMORANDUM

DATE June 8, 2026
TO Personnel Committee
FROM Margaret Struve, City Attorney
Angie Hanchek, Interim Police Chief
RE Amendment to 2026 Memorandum of Agreement (MOA) – Menasha Professional Police Association WPPA/LEER Local 603 and Proposed 2027 MOA

Enclosed for your consideration you will find the following:

- (1) Proposed Amendment to the January 1, 2026 – December 31, 2026 Memorandum of Agreement (MOA) – Menasha Professional Police Association WPPA/LEER Local 603;
- (2) Letter Re: Possible Return of Physical Fitness Incentive Program; and
- (3) Proposed Memorandum of Agreement (MOA) – Menasha Professional Police Association WPPA/LEER Local 603, Effective January 1, 2027 – December 31, 2027.

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

The Parties met in conformance with the MOA on May 29, 2025, and again on October 29, 2025. During such review in 2025, the Parties noted an overall downward trend in overtime costs. As a result, Staff previously recommended approval to amend the 2025 MOA to allow for reinstatement of the 2025 Program incentive payment, and to execute an MOA for 2026 that follows the same procedure. Common Council consequently approved both recommendations and an MOA was executed for 2026.

On May 20, 2026, Staff met with Police Union representatives to analyze overtime and review the physical fitness incentive impact pursuant to the 2026 MOA. The Parties are confident

that numbers will continue a downward trend in overtime costs for patrol officers. Therefore, similar to last year, Staff recommend amending the current (2026) MOA to allow for “reinstatement” of the Physical Fitness Incentive Program and Vest Incentive. However, different from last year, staff further recommend executing a successor MOA for the 2027 year without removing the Physical Fitness Incentive Program and Vest Incentive due to the overall downward trend in overtime costs and positive staffing numbers.

Staff Recommendations:

- (1) Approve the Amendment to the 2026 Memorandum of Agreement (MOA) between the City of Menasha and the Menasha Professional Police Association WPPA/LEER Local 603.

- (2) Approve the Memorandum of Agreement (MOA) between the City of Menasha and the Menasha Professional Police Association WPPA/LEER Local 603, Effective January 1, 2027 – December 31, 2027.

MEMORANDUM OF AGREEMENT

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

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

This MOA shall be in effect from January 1, 2027, through December 31, 2027.

ARTICLE IV – WAGES AND WAGE BENEFIT

A.

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

...

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

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

...

B. Assignments

1. The Chief of Police may assign officers to serve as Officers in Charge (OIC). OIC's, who will perform certain duties of a Supervisory Lieutenant. These assignments are not permanent. The selection and duration of such assignments are made at the discretion of the Chief of Police. When so assigned as OIC's, officers shall receive a premium of \$2.00 per hour for all hours worked as an OIC, but not less than two (2) hours for each assignment.

2. The Chief of Police may assign officers to various investigative assignments including criminal investigation, school resource officer (SRO), drug investigation (MEG), and Community Liaison Officer (CLO). The selection and duration of such assignments is made at the discretion of the Chief of Police. Patrol Officers so assigned shall receive a premium of \$1.50 per hour for all hours worked in such assignment, which will include both work days and training days.

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

C. Holidays

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

D. Differential Pay

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

ARTICLE V – WORKING CONDITIONS

A. Work Hours

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

B. Vacations

1. Vacation with pay shall be given as follows:

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

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

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

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

[Signatures on following page]

IN WITNESS WHEREOF, the parties hereto have executed this Memorandum of Agreement on the ____ day of _____, 2026, by:

CITY OF MENASHA

MENASHA PROFESSIONAL POLICE ASSOCIATION

Mayor

Bargaining Chairman

City Clerk

Secretary

City Attorney

President

Luke A Wagner, Business Agent



MEMORANDUM

DATE May 28, 2026
TO Plan Commission
FROM James Merten, Director of Public Works
RE Temporary Limited Easement for the 2028 WIS 114 Reconstruction Project – Parcel No. 750-0370-00

The planned 2028 Wisconsin Department of Transportation (WisDOT) reconstruction project for WIS 114 (Plank Road), Project ID 4065-17-71, requires right-of-way and easement acquisitions to advance the project.

One of the real property interests involves Parcel 750-0370-00, a vacant parcel owned by the City located on the corner of Plank Road and Sixth Street. The project requires acquiring a Temporary Limited Easement (TLE) for a 5-foot strip which abuts Plank Road for the length of the property. This TLE allows WisDOT and its contractor to utilize the easement area for the purposes of the project, in this case to match slopes into the sidewalk.

Attached are the approval form for nominal payment and waiver of an appraisal, the proposed TLE, and a copy of the plat showing the TLE area.

Staff recommendation: Approve the Temporary Limited Easement and accept the nominal payment for Parcel 31 as identified in the Right-of-Way Plat for Project 4065-17-71, Reconstruction of WIS 114 (Plank Road).

TEMPORARY LIMITED EASEMENT

Wisconsin Department of Transportation
Exempt from fee: s. 77.25(2r) Wis. Stats.
Exempt from filing transfer form [s. 77.21(1), 77.22(1) Wis. Stats.]
RE1577 01/2023

THIS EASEMENT, made by **City of Menasha, a Municipal Corporation** GRANTOR, conveys a temporary limited easement as described below to the **City of Menasha**, GRANTEE, for the sum of **Six Hundred and 00/100 Dollars (\$600.00)** for the purpose of **reconstruction of STH 114.**

Any person named in this conveyance may make an appeal from the amount of compensation within six months after the date of recording of this conveyance as set forth in s. 32.05(2a) Wisconsin Statutes. For the purpose of any such appeal, the amount of compensation stated on the conveyance shall be treated as the award, and the date the conveyance is recorded shall be treated as the date of taking and the date of evaluation.

Other persons having an interest of record in the property:

LEGAL DESCRIPTION IS ATTACHED AND MADE A PART OF THIS DOCUMENT BY REFERENCE.

This space is reserved for recording data

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

Parcel Identification Number/Tax Key Number
Part of: 705-0370

City of Menasha, a municipal corporation

By: _____
Signature Date

Print Name/Title

Signature Date

Print Name

Signature Date

Print Name

Date
State of Wisconsin)
) ss.
_____ County)

On the above date, this instrument was acknowledged before me by the above person(s).

The signer was: ___ Physically in my presence. OR ___ In my presence involving the use of communication technology.

Date
Signature, Notary Public, State of Wisconsin

Print or Type Name, Notary Public, State of Wisconsin

Date Commission Expires

Project ID
4065-17-21

This instrument was drafted by
Scott Dellenbach as agent for the
City of Menasha

Parcel No.
31

PARCEL 31

TEMPORARY LIMITED EASEMENT (TLE) FOR THE RIGHT TO CONSTRUCT DRIVEWAYS AND TO CONSTRUCT CUT AND/OR FILL SLOPES, INCLUDING FOR SUCH PURPOSE THE RIGHT TO OPERATE THE NECESSARY EQUIPMENT THEREON AND THE RIGHT OF INGRESS AND EGRESS FOR SUCH PUBLIC PURPOSE, INCLUDING THE RIGHT TO PRESERVE, PROTECT, REMOVE OR PLANT THEREON ANY VEGETATION THAT THE HIGHWAY AUTHORITIES MAY DEEM NECESSARY OR DESIRABLE TO PREVENT EROSION OF THE SOIL.

TLE BEING A PART OF LOT 1 OF THE SUBDIVISION OF LOT 1 OF BLOCK 55 OF THE ASSESSORS MAP OF 1924 LOCATED IN THE NORTHWEST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 14, TOWN 20 NORTH, RANGE 17 EAST IN THE CITY OF MENASHA, WINNEBAGO COUNTY, WISCONSIN AS DEFINED ON SHEET 4.08 OF THE RIGHT OF WAY PLAT FOR PROJECT 4065-17-21, AND FILED IN THE WINNEBAGO COUNTY CLERK'S OFFICE.

COMMENCING AT THE MEANDER CORNER FOR THE SOUTH QUARTER CORNER OF SECTION 14, T20N, R17E THENCE N00° 29' 18"E COINCIDENT WITH THE WEST LINE OF THE SOUTHEAST QUARTER OF SAID SECTION 14 A DISTANCE OF 1486.30 FEET TO THE REFERENCE LINE FOR STH 114 (PLANK ROAD); THENCE N60° 01' 30"E COINCIDENT WITH SAID REFERENCE LINE A DISTANCE OF 859.31 FEET; THENCE N30° 19' 02"W A DISTANCE OF 30.00 FEET TO THE NORTHERLY RIGHT-OF-WAY LINE FOR STH 114 (PLANK ROAD) BEING THE POINT OF BEGINNING;

THENCE CONTINUING N30° 19' 02"W COINCIDENT WITH THE EASTERLY RIGHT-OF-WAY LINE FOR LONDON STREET A DISTANCE OF 14.37 FEET;
THENCE N59° 40' 58"E A DISTANCE OF 5.00 FEET;
THENCE S30° 19' 02"E A DISTANCE OF 9.41 FEET;
THENCE N60° 05' 25"E A DISTANCE OF 14.97 FEET;
THENCE N29° 54' 35"W A DISTANCE OF 7.00 FEET;
THENCE N60° 05' 25"E A DISTANCE OF 37.00 FEET;
THENCE S29° 54' 35"E A DISTANCE OF 7.00 FEET;
THENCE N60° 05' 25"E A DISTANCE OF 153.00 FEET;
THENCE N29° 54' 35"W A DISTANCE OF 2.00 FEET;
THENCE N60° 05' 25"E A DISTANCE OF 9.00 FEET;
THENCE S29° 54' 35"E A DISTANCE OF 2.00 FEET;
THENCE N60° 05' 25"E A DISTANCE OF 98.00 FEET;
THENCE N29° 54' 35"W A DISTANCE OF 2.00 FEET;
THENCE N60° 05' 25"E A DISTANCE OF 21.00 FEET;
THENCE S29° 54' 35"E A DISTANCE OF 2.00 FEET;
THENCE N60° 05' 25"E A DISTANCE OF 101.00 FEET;
THENCE N29° 54' 35"W A DISTANCE OF 1.00 FEET;
THENCE N60° 05' 25"E A DISTANCE OF 10.00 FEET;
THENCE S29° 54' 35"E A DISTANCE OF 1.00 FEET;
THENCE N60° 05' 25"E A DISTANCE OF 179.91 FEET;
THENCE S29° 09' 12"E A DISTANCE OF 5.00 FEET TO THE NORTHERLY RIGHT-OF-WAY LINE FOR STH 114 (PLANK ROAD);
THENCE S60° 05' 25"W COINCIDENT WITH SAID NORTHERLY RIGHT-OF-WAY LINE A DISTANCE OF 628.77 FEET TO THE POINT OF BEGINNING

SAID PARCEL CONTAINS 350 SQ FT MORE OR LESS.

SAID TEMPORARY LIMITED EASEMENT SHALL TERMINATE ON THE DATE CONSTRUCTION OF THIS PROJECT IS COMPLETED.

R/W PROJECT NUMBER 4065-17-21	SHEET NUMBER 4.01	TOTAL SHEETS 12
CONSTRUCTION PROJECT NUMBER 4065-17-71		
PLAT OF RIGHT OF WAY REQUIRED FOR PLANK ROAD, CITY OF MENASHA MANITOWOC ST. - MELISSA ST.		
STH 114		WINNEBAGO COUNTY

CONVENTIONAL SYMBOLS

SECTION LINE	--- --	SECTION CORNER SYMBOL		R/W MONUMENT (TO BE SET)	●	EASEMENT AREA (PERMANENT LIMITED OR RESTRICTED DEVELOPMENT)		ACCESS RESTRICTED (BY PREVIOUS PROJECT OR CONTROL)	
QUARTER LINE	--- --	SECTION CORNER MONUMENT		NON-MONUMENTED R/W POINT	○	TRANSMISSION STRUCTURES		NO ACCESS (NEW HIGHWAY)	
SIXTEENTH LINE	--- --	GEODETIC SURVEY MONUMENT		FOUND IRON PIN (1-INCH UNLESS NOTED)	IP	BUILDING TO BE REMOVED		PARCEL NUMBER	
NEW REFERENCE LINE	--- --	RIGHT OF WAY IRON FOUND		OFF-PREMISE SIGN		BRIDGE		UTILITY NUMBER	
NEW R/W LINE	--- --	SIGN		COMPENSABLE		CULVERT		PARALLEL OFFSETS	
EXISTING R/W OR HE LINE	--- --	ELECTRIC POLE		NON-COMPENSABLE		ACCESS RESTRICTED BY ACQUISITION			
PROPERTY LINE	--- --	TELEPHONE POLE				NO ACCESS (BY STATUTORY AUTHORITY)			
LOT, TIE & OTHER MINOR LINES	--- --	PEDESTAL (LABEL TYPE) (TV, TEL, ELEC, ETC.)							
SLOPE INTERCEPT	--- --	ACCESS RESTRICTED BY ACQUISITION							
CORPORATE LIMITS	--- --	NO ACCESS (BY STATUTORY AUTHORITY)							
UNDERGROUND FACILITY (COMMUNICATIONS, ELECTRIC, ETC.)	--- --								
NEW R/W (FEE OR HE) (HATCHING VARIES BY OWNER)	--- --								
TEMPORARY LIMITED EASEMENT AREA	--- --								

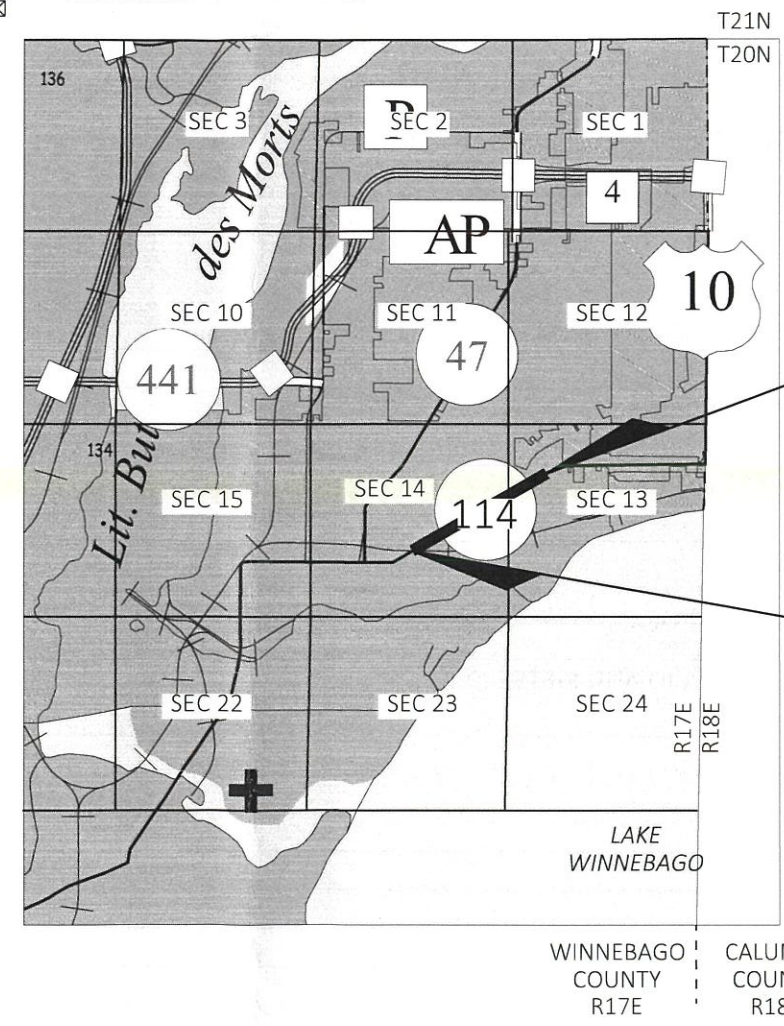
CONVENTIONAL UTILITY SYMBOLS

WATER	--- W ---	LONG CHORD	LCH
GAS	--- G ---	LONG CHORD BEARING	LCB
TELEPHONE	--- T ---	RADIUS	R
OVERHEAD TRANSMISSION LINES	--- OH ---	DEGREE OF CURVE	D
ELECTRIC	--- E ---	CENTRAL ANGLE	Δ / DELTA
CABLE TELEVISION	--- TV ---	LENGTH OF CURVE	L
FIBER OPTIC	--- FO ---	TANGENT	T
SANITARY SEWER	--- SAN ---	DIRECTION AHEAD	DA
STORM SEWER	--- SS ---	DIRECTION BACK	DB
ELECTRIC TOWER			

CONVENTIONAL ABBREVIATIONS

ACCESS RIGHTS	AR	PAGE	P
ACRES	AC	POINT OF TANGENCY	PT
AHEAD	AH	PERMANENT LIMITED EASEMENT	PLE
ALUMINUM	ALUM	POINT OF BEGINNING	POB
AND OTHERS	ET AL	POINT OF CURVATURE	PC
BACK	BK	POINT OF COMPOUND CURVE	PCC
BLOCK	BLK	POINT OF INTERSECTION	PI
BUILDING	BLD	PROPERTY LINE	P/L
CENTERLINE	C/L	RECORDED AS (100')	(100')
CERTIFIED SURVEY MAP	CSM	REEL / IMAGE	R/I
CONCRETE	CONC	REFERENCE LINE	R/L
COUNTY	CO	REMAINING	REM
COUNTY TRUNK HIGHWAY	CTH	RESTRICTIVE DEVELOPMENT	RDE
DISTANCE	DIST	EASEMENT	
CORNER	COR	RIGHT	RT
DOCUMENT NUMBER	DOC	RIGHT OF WAY	R/W
EASEMENT	EASE	SECTION	SEC
EXISTING	EX	SEPTIC VENT	SEPV
GAS VALVE	GV	SQUARE FEET	SF
GRID NORTH	GN	STATE TRUNK HIGHWAY	STH
HIGHWAY EASEMENT	HE	STATION	STA
IDENTIFICATION	ID	TELEPHONE PEDESTAL	TP
LAND CONTRACT	LC	TEMPORARY LIMITED EASEMENT	TLE
LEFT	LT	TRANSPORTATION PROJECT PLAT	TPP
MONUMENT	MON	UNITED STATES HIGHWAY	USH
NATIONAL GEODETIC SURVEY NUMBER	NGS	VOLUME	V
OUTLOT	OL		

161 = R/W POINT
171 = TLE POINT



END RELOCATION ORDER
STATION 149+00.00
S30°30'06"E, 1651.51 FEET FROM THE NORTHWEST CORNER OF SEC. 13, T20N, R17E, CITY OF MENASHA, WINNEBAGO COUNTY, WISCONSIN.
Y: 543844.623
X: 823702.669

BEGIN RELOCATION ORDER
STATION 110+51.10
S11°30'01"E, 759.95 FEET FROM THE CENTER 1/4 CORNER OF SEC. 14, T20N, R17E, CITY OF MENASHA, WINNEBAGO COUNTY, WISCONSIN.
Y: 541921.920
X: 820368.429



Terry L. Van Hout
03-05-2025

NOTES:
POSITIONS SHOWN ON THIS PLAT ARE WISCONSIN COORDINATE REFERENCE SYSTEM COORDINATES (WISCRS), WINNEBAGO COUNTY, NAD83(2011), IN U.S. SURVEY FEET, VALUES ARE GRID COORDINATES, GRID BEARINGS, AND GRID DISTANCES. GRID DISTANCES MAY BE USED AS GROUND DISTANCES.

ALL NEW RIGHT-OF-WAY MONUMENTS WILL BE TYPE 2 (TYPICALLY 1-INCH X 18-INCH IRON PIPE), UNLESS OTHERWISE NOTED, AND WILL BE PLACED PRIOR TO THE COMPLETION OF THE PROJECT.

PROPERTY LINES SHOWN ON THIS PLAT FOR PROPERTIES BEING IMPACTED ARE DRAWN FROM DATA DERIVED FROM FILED/RECORDED MAPS AND DOCUMENTS OF PUBLIC RECORD. THIS PLAT MAY NOT BE A TRUE REPRESENTATION OF EXISTING PROPERTY LINES, EXCLUDING RIGHT-OF-WAY, AND SHOULD NOT BE USED AS A SUBSTITUTE FOR AN ACCURATE FIELD SURVEY.

ALL RIGHT-OF-WAY LINES DEPICTED IN THE NON-ACQUISITION AREAS ARE INTENDED TO RE-ESTABLISH EXISTING RIGHT-OF-WAY LINES AS DETERMINED FROM PREVIOUS PROJECTS, OTHER RECORDED DOCUMENTS, CENTERLINE OF EXISTING PAVEMENTS AND/OR EXISTING OCCUPATIONAL LINES.

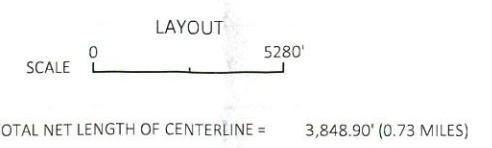
RIGHT-OF-WAY BOUNDARIES ARE DEFINED WITH COURSES OF THE PERIMETER OF THE HIGHWAY LANDS REFERENCED TO THE U.S. PUBLIC LAND SURVEY SYSTEM OR OTHER "SURVEYS" OF PUBLIC RECORD.

DIMENSIONING FOR THE NEW RIGHT-OF-WAY IS MEASURED ALONG AND PERPENDICULAR TO THE NEW REFERENCE LINES.

A TEMPORARY LIMITED EASEMENT (TLE) IS A RIGHT FOR CONSTRUCTION PURPOSES, AS DEFINED HEREIN, INCLUDING THE RIGHT TO OPERATE NECESSARY EQUIPMENT THEREON, THE RIGHT OF INGRESS AND EGRESS, AS LONG AS REQUIRED FOR SUCH PUBLIC PURPOSE, INCLUDING THE RIGHT TO PRESERVE, PROTECT, REMOVE, OR PLANT THEREON ANY VEGETATION THAT THE HIGHWAY AUTHORITIES MAY DEEM DESIRABLE. ALL TLE 'S IN THIS PLAT EXPIRE AT THE COMPLETION OF THE CONSTRUCTION PROJECT FOR WHICH THIS INSTRUMENT IS GIVEN.

GRAPHIC REPRESENTATION AND REFERENCE PURPOSES ONLY DISCLAIMER:
THIS PLAT IS A GRAPHIC REPRESENTATION AND IS FOR REFERENCE PURPOSE ONLY. DEEDS MUST BE CHECKED TO DETERMINE PROPERTY BOUNDARIES AND ACCESS RIGHTS.

FOR THE CURRENT ACCESS/DRIVEWAY INFORMATION, CONTACT THE CITY OF MENASHA.



REVISION DATE	CITY OF MENASHA
	Signed by: <i>James Merten</i>
	APPROVED FOR THE CITY 3/6/2025
	DATE: _____
	James Merten
	(Printed Name)

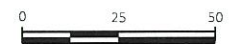
SCHEDULE OF LANDS AND INTERESTS REQUIRED

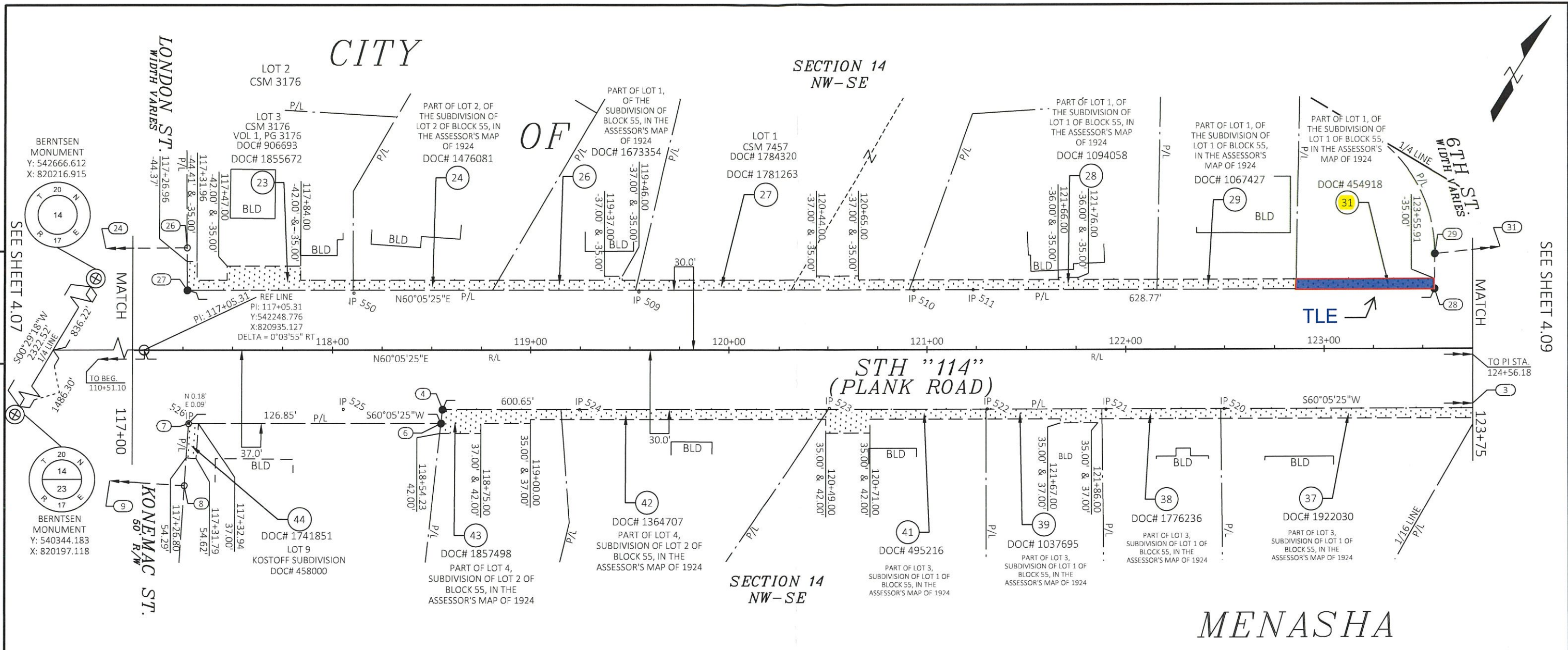
OWNER'S NAMES ARE SHOWN FOR REFERENCE PURPOSES ONLY AND ARE SUBJECT TO CHANGE PRIOR TO THE TRANSFER OF LAND INTERESTS TO THE CITY.

PARCEL NUMBER	SHEET NUMBER(S)	OWNER(S)	INTEREST(S)	FEE R/W AREA REQUIRED - SF			TLE SF
			REQUIRED	NEW	EXISTING	TOTAL	REQUIRED
17	4.07	LEAH WILLIAMS	TLE	-	-	-	432
18	4.07	TODD J. BERGE	TLE	-	-	-	763
19	4.07	ASHLEY A. HUELSBECK	TLE	-	-	-	1511
21	4.07	JACOB M. BAUMBACH	TLE	-	-	-	1107
22	4.07	NICOLAS PADILLA-HERNANDEZ & STEPHANIE PADILLA-HERNANDEZ	TLE	-	-	-	1073
23	4.08	DIANA L. BALDERAS	TLE	-	-	-	722
24	4.08	DAVID A. TIETZ	TLE	-	-	-	359
26	4.08	THOMAS B. STEINBERG & EMMY L. STEINBERG	TLE	-	-	-	374
27	4.08	GREATER FOX CITIES AREA HABITAT FOR HUMANITY, INC.	TLE	-	-	-	736
28	4.08	TODD M. RUBSAM	TLE	-	-	-	630
29	4.08	THOMAS M. RAND & CATHY A. PAGLIARO-RAND	TLE	-	-	-	350
31	4.08	CITY OF MENASHA, A MUNICIPAL CORPORATION	TLE	-	-	-	350
36	4.09	JUAN ALBERTO SANTIAGO HERNANDEZ	TLE	-	-	-	450
37	4.08, 4.09	COLIN GROCH & KIENNA RAMUTA	TLE	-	-	-	651
38	4.08	MARIA G. BARRERA	TLE	-	-	-	300
39	4.08	ROBERT J. DUNLOP & JO ANN DUNLOP F/K/A JO ANN RIETVELD	TLE	-	-	-	328
41	4.08	KRAIG L. RUHNKE & MARY T. RUHNKE	TLE	-	-	-	561
42	4.08	CHRISTIAN HARPT & HARLAN HARPT	TLE	-	-	-	665
43	4.08	KRISTY GEHRING & MATTHEW HEBELER	TLE	-	-	-	494
44	4.08	MAVERICK FUTURES, LLC	TLE	-	-	-	87
46	4.07	DONNEL MCCLELLAN	FEE, TLE	26	-	26	323
47	4.07	ROBERT A. GIESEN & CATHERINE A. GIESEN	TLE	-	-	-	283
48	4.07	JAMES P. DEROUIN & ELIZABETH DEROUIN	TLE	-	-	-	353
49	4.07	MICHAEL R. BIERMAN & LISA M BIERMAN	TLE	-	-	-	461
51	4.07	GLORIA R. ALVARENGA RIOS	TLE	-	-	-	537
52	4.07	SCOTT W. KONRAD	TLE	-	-	-	656
53	4.07	MARTIN E. VEIDINS	TLE	-	-	-	791

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REVISION DATE	DATE <u>03-05-2025</u>	SCALE, FEET	HWY: <u>STH 114</u>	R/W PROJECT NUMBER	<u>4065-17-21</u>	PLAT SHEET	<u>4.02</u>
	GRID FACTOR		COUNTY: <u>WINNEBAGO</u>	CONSTRUCTION PROJECT NUMBER	<u>4065-17-71</u>	PS&E SHEET	<u>E</u>



FOUND MONUMENT INFORMATION SHOWN REPRESENTS TYPE AND LOCATION OF EXISTING MONUMENTS WITHOUT OPINION AS TO THEIR VALIDITY AND USE AS A PROPERTY CORNER.

POINT TABLE		
POINT	STA	OFFSET
4	118+55.56	30.00' RT
6	118+54.79	37.00' RT
7	117+27.93	37.00' RT
8	117+25.88	68.31' RT
26	117+26.92	51.23' LT
27	117+27.07	30.00' LT
28	123+55.84	30.00' LT
29	123+56.07	47.52' LT

LINE TABLE		
LINE #	DIRECTION	LENGTH
4-6	S23° 35' 08" E	7.04'
7-8	S26° 09' 30" E	31.37'
8-9	S63° 50' 30" W	50.00'
24-26	N59° 40' 58" E	118.33'
26-27	S30° 19' 02" E	21.23'
28-29	N29° 09' 12" W	17.52'
29-31	N54° 14' 25" E	73.40'

FOUND MONUMENT TABLE			
POINT NUMBER	Y	X	DESCRIPTION
509	542398.215	821136.428	1 1/4" IRON REBAR
510	542468.068	821256.593	3/4" IRON REBAR
511	542483.218	821282.550	3/4" IRON REBAR
520	542494.090	821422.025	3/4" IRON REBAR
521	542464.347	821370.401	3/4" IRON REBAR
522	542434.825	821318.614	3/4" IRON REBAR
523	542395.385	821249.272	1" IRON PIPE
524	542331.986	821140.150	3/4" IRON REBAR
525	542272.802	821036.793	2" IRON PIPE
526	542228.165	820973.103	1 1/4" IRON PIPE WITH CAP
550	542326.062	821012.235	1" IRON PIPE

EXISTING RIGHT-OF-WAY FOR STH 114 IS BASED ON EXISTING MONUMENTS, SUBDIVISION OF BLOCK 55 OF THE ASSESSOR'S MAP OF 1924 AND DEEDS.
 EXISTING RIGHT-OF-WAY FOR LONDON STREET IS BASED ON EXISTING MONUMENTS AND THE SUBDIVISION OF BLOCK 55 OF THE ASSESSOR'S MAP OF 1924.
 EXISTING RIGHT-OF-WAY FOR KONEMAC STREET IS BASED ON EXISTING MONUMENTS AND THE SUBDIVISION OF BLOCK 55 OF THE ASSESSOR'S MAP OF 1924.
 EXISTING RIGHT-OF-WAY FOR 6TH STREET IS BASED ON EXISTING MONUMENTS, SUBDIVISION OF BLOCK 55 OF THE PLAT OF THE ASSESSOR'S MAP OF 1924 AND DEEDS.
 TLE NOTE: ALL TEMPORARY LIMITED EASEMENTS ON THIS RIGHT-OF-WAY PLAT ARE FOR SLOPING AND CONSTRUCTION PURPOSES

REVISION DATE	DATE 03-05-2025	SCALE, FEET	HWY: STH 114	STATE R/W PROJECT NUMBER 4065-17-21	PLAT SHEET 4.08
	GRID FACTOR	0 25 50	COUNTY: WINNEBAGO	CONSTRUCTION PROJECT NUMBER 4065-17-71	PS&E SHEET

MEMORANDUM

DATE May 28, 2026
TO Plan Commission
FROM James Merten, Director of Public Works
RE Temporary Limited Easement for the 2028 WIS 114 Reconstruction Project – Parcel No. 750-0516-00

The planned 2028 Wisconsin Department of Transportation (WisDOT) reconstruction project for WIS 114 (Plank Road), Project ID 4065-18-21, requires right-of-way and easement acquisitions to advance the project.

One of the real property interests involves Parcel 750-0516-00, the Heckrodt Wetland Reserve property owned by the City. The project requires acquiring a 1546 square foot Temporary Limited Easement (TLE) located around the main entrance driveway. This TLE allows WisDOT and its contractor to utilize the easement area for the purposes of the project, in this case to reconstruct the driveway to match the new roadway. City staff met with Heckrodt Wetland Staff to identify any potential concerns. Staff was able to work with the project's design engineer to answer questions and address concerns from that discussion.

Attached are the approval form for nominal payment and waiver of an appraisal, the proposed TLE, and a copy of the plat showing the TLE area.

Staff recommendation: Approve the Temporary Limited Easement and accept the nominal payment for Parcel 81 as identified in the Right-of-Way Plat for Project 4065-18-21, Reconstruction of WIS 114 (Plank Road).

TEMPORARY LIMITED EASEMENT

Wisconsin Department of Transportation
Exempt from fee: s. 77.25(2r) Wis. Stats.
Exempt from filing transfer form [s. 77.21(1), 77.22(1) Wis. Stats.]
RE1577 01/2023

THIS EASEMENT, made by **City of Menasha** GRANTOR, conveys a temporary limited easement as described below to the **Wisconsin Department of Transportation**, GRANTEE, for the sum of **Five Hundred and 00/100 Dollars (\$500.00)** for the purpose of **reconstruction of STH 114.**

Any person named in this conveyance may make an appeal from the amount of compensation within six months after the date of recording of this conveyance as set forth in s. 32.05(2a) Wisconsin Statutes. For the purpose of any such appeal, the amount of compensation stated on the conveyance shall be treated as the award, and the date the conveyance is recorded shall be treated as the date of taking and the date of evaluation.

Other persons having an interest of record in the property:

LEGAL DESCRIPTION IS ATTACHED AND MADE A PART OF THIS DOCUMENT BY REFERENCE.

City of Menasha

This space is reserved for recording data

Return to
Wisconsin Department of Transportation
944 Vanderperren Way
Green Bay, WI 54304

Parcel Identification Number/Tax Key Number
Part of:750051601

Signature _____ Date _____

By: _____
Print Name/Title

_____ Date _____

State of Wisconsin)
) ss.
_____ County)

On the above date, this instrument was acknowledged before me by the above person(s).

The signer was: _____ Physically in my presence. OR _____ In my presence involving the use of communication technology.

Signature _____ Date _____

Print Name _____

Signature _____ Date _____

Print Name _____

_____ Date _____

Signature, Notary Public, State of Wisconsin

Print or Type Name, Notary Public, State of Wisconsin

_____ Date Commission Expires _____

Project ID
4065-18-21

This instrument was drafted by
Scott Dellenbach as agent for the
Wisconsin Department of
Transportation

Parcel No.
81

PARCEL 81

TEMPORARY LIMITED EASEMENT (TLE) FOR THE RIGHT TO CONSTRUCT DRIVEWAYS AND TO CONSTRUCT CUT AND/OR FILL SLOPES, INCLUDING FOR SUCH PURPOSE THE RIGHT TO OPERATE THE NECESSARY EQUIPMENT THEREON AND THE RIGHT OF INGRESS AND EGRESS FOR SUCH PUBLIC PURPOSE, INCLUDING THE RIGHT TO PRESERVE, PROTECT, REMOVE OR PLANT THEREON ANY VEGETATION THAT THE HIGHWAY AUTHORITIES MAY DEEM NECESSARY OR DESIRABLE TO PREVENT EROSION OF THE SOIL.

TLE BEING A PART OF THE SOUTHWEST QUARTER OF THE NORTHWEST QUARTER AND A PART OF THE NORTHWEST QUARTER OF THE NORTHWEST QUARTER OF SECTION 13, TOWN 20 NORTH, RANGE 17 EAST IN THE CITY OF MENASHA, WINNEBAGO COUNTY, WISCONSIN AS DEFINED ON SHEET 4.10 OF THE RIGHT OF WAY PLAT FOR PROJECT 4065-18-21 AND FILED IN THE WINNEBAGO COUNTY CLERK'S OFFICE.

COMMENCING AT THE NORTHWEST CORNER OF SECTION 13, T20N, R17E THENCE $S00^{\circ} 14' 54''E$ COINCIDENT WITH THE WEST LINE OF THE NORTHWEST QUARTER OF SAID SECTION 13 A DISTANCE OF 1911.01 FEET A POINT ON THE REFERENCE LINE FOR STH 114 (PLANK ROAD);
THENCE $N60^{\circ} 02' 10''E$ COINCIDENT WITH SAID REFERENCE LINE A DISTANCE OF 1139.97 FEET TO THE BEGINNING OF A CURVE;
THENCE 126.96 FEET ALONG THE ARC OF SAID CURVE TO THE RIGHT HAVING A RADIUS OF 1146.92 FEET WITH A CHORD THAT BEARS $N63^{\circ} 11' 56''E$ AND IS 126.89 FEET IN LENGTH;
THENCE $S23^{\circ} 38' 18''E$ A DISTANCE OF 50.82 FEET TO A POINT ON THE EXISTING CURVED SOUTHERLY RIGHT-OF-WAY LINE FOR STH 114 (PLANK ROAD) BEING THE POINT OF BEGINNING;

THENCE 66.61 FEET ALONG THE ARC OF SAID CURVE TO THE RIGHT HAVING A RADIUS OF 1095.84 FEET WITH A CHORD THAT BEARS $N68^{\circ} 01' 33''E$ AND IS 66.60 FEET IN LENGTH;
THENCE $S20^{\circ} 09' 59''E$ A DISTANCE OF 25.00 FEET TO THE BEGINNING OF A CURVE;
THENCE 65.10 FEET ALONG THE ARC OF SAID CURVE TO THE LEFT HAVING A RADIUS OF 1070.92 FEET WITH A CHORD THAT BEARS $S68^{\circ} 01' 27''W$ AND IS 65.09 FEET IN LENGTH;
THENCE $N23^{\circ} 38' 18''W$ A DISTANCE OF 25.00 FEET TO THE POINT OF BEGINNING.

SAID PARCEL CONTAINS 1,646 SQ FT MORE OR LESS.

SAID TEMPORARY LIMITED EASEMENT SHALL TERMINATE ON THE DATE CONSTRUCTION OF THIS PROJECT IS COMPLETED.

CONVENTIONAL SYMBOLS

SECTION LINE		SECTION CORNER SYMBOL		R/W MONUMENT (TO BE SET)	
QUARTER LINE		SECTION CORNER MONUMENT		NON-MONUMENTED R/W POINT	
SIXTEENTH LINE		GEODETIC SURVEY MONUMENT		FOUND IRON PIN (1-INCH UNLESS NOTED)	
NEW REFERENCE LINE		RIGHT OF WAY IRON FOUND		SIGN	
NEW R/W LINE		OFF-PREMISE SIGN		COMPENSABLE	
EXISTING R/W OR HE LINE		NO ACCESS (BY STATUTORY AUTHORITY)		NON-COMPENSABLE	
PROPERTY LINE		ACCESS RESTRICTED (BY PREVIOUS PROJECT OR CONTROL)			
LOT, TIE & OTHER MINOR LINES					
SLOPE INTERCEPT					
CORPORATE LIMITS					
UNDERGROUND FACILITY (COMMUNICATIONS, ELECTRIC, ETC)					
NEW R/W (FEE OR HE) (HATCHING VARIES BY OWNER)					
TEMPORARY LIMITED EASEMENT AREA					
EASEMENT AREA (PERMANENT LIMITED OR RESTRICTED DEVELOPMENT)					

CONVENTIONAL ABBREVIATIONS

ACCESS RIGHTS	AR	PAGE	P
ACRES	AC	POINT OF TANGENCY	PT
AHEAD	AH	PERMANENT LIMITED EASEMENT	PLE
ALUMINUM	ALUM	POINT OF BEGINNING	POB
AND OTHERS	ET AL	POINT OF CURVATURE	PC
BACK	BK	POINT OF COMPOUND CURVE	PCC
BLOCK	BLK	POINT OF INTERSECTION	PI
CENTERLINE	C/L	PROPERTY LINE	P/L
CERTIFIED SURVEY MAP	CSM	RECORDED AS (100')	(100')
CONCRETE	CONC	REEL / IMAGE	R/I
COUNTY	CO	REFERENCE LINE	R/L
COUNTY TRUNK HIGHWAY	CTH	REMAINING	REM
DISTANCE	DIST	RESTRICTIVE DEVELOPMENT	RDE
CORNER	COR	EASEMENT	
DOCUMENT NUMBER	DOC	RIGHT	RT
EASEMENT	EASE	RIGHT OF WAY	R/W
EXISTING	EX	SECTION	SEC
GAS VALVE	GV	SEPTIC VENT	SEPV
GRID NORTH	GN	SQUARE FEET	SF
HIGHWAY EASEMENT	HE	STATE TRUNK HIGHWAY	STH
IDENTIFICATION	ID	STATION	STA
LAND CONTRACT	LC	TELEPHONE PEDESTAL	TP
LEFT	LT	TEMPORARY LIMITED EASEMENT	TLE
MONUMENT	MON	TRANSPORTATION PROJECT PLAT	TPP
NATIONAL GEODETIC SURVEY	NGS	UNITED STATES HIGHWAY	USH
NUMBER	NO	VOLUME	V
OUTLOT	OL		

NOTES:

POSITIONS SHOWN ON THIS PLAT ARE WISCONSIN COORDINATE REFERENCE SYSTEM COORDINATES (WISCRS), WINNEBAGO COUNTY, NAD83(2011), IN U.S. SURVEY FEET, VALUES ARE GRID COORDINATES, GRID BEARINGS, AND GRID DISTANCES. GRID DISTANCES MAY BE USED AS GROUND DISTANCES.

ALL NEW RIGHT-OF-WAY MONUMENTS WILL BE TYPE 2 (TYPICALLY 1-INCH X 18-INCH IRON PIPE), UNLESS OTHERWISE NOTED, AND WILL BE PLACED PRIOR TO THE COMPLETION OF THE PROJECT.

PROPERTY LINES SHOWN ON THIS PLAT FOR PROPERTIES BEING IMPACTED ARE DRAWN FROM DATA DERIVED FROM FILED/RECORDED MAPS AND DOCUMENTS OF PUBLIC RECORD. THIS PLAT MAY NOT BE A TRUE REPRESENTATION OF EXISTING PROPERTY LINES, EXCLUDING RIGHT-OF-WAY, AND SHOULD NOT BE USED AS A SUBSTITUTE FOR AN ACCURATE FIELD SURVEY.

ALL RIGHT-OF-WAY LINES DEPICTED IN THE NON-ACQUISITION AREAS ARE INTENDED TO RE-ESTABLISH EXISTING RIGHT-OF-WAY LINES AS DETERMINED FROM PREVIOUS PROJECTS, OTHER RECORDED DOCUMENTS, CENTERLINE OF EXISTING PAVEMENTS AND/OR EXISTING OCCUPATIONAL LINES.

RIGHT-OF-WAY BOUNDARIES ARE DEFINED WITH COURSES OF THE PERIMETER OF THE HIGHWAY LANDS REFERENCED TO THE U.S. PUBLIC LAND SURVEY SYSTEM OR OTHER "SURVEYS" OF PUBLIC RECORD.

DIMENSIONING FOR THE NEW RIGHT-OF-WAY IS MEASURED ALONG AND PERPENDICULAR TO THE NEW REFERENCE LINES.

A TEMPORARY LIMITED EASEMENT (TLE) IS A RIGHT FOR CONSTRUCTION PURPOSES, AS DEFINED HEREIN, INCLUDING THE RIGHT TO OPERATE NECESSARY EQUIPMENT THEREON, THE RIGHT OF INGRESS AND EGRESS, AS LONG AS REQUIRED FOR SUCH PUBLIC PURPOSE, INCLUDING THE RIGHT TO PRESERVE, PROTECT, REMOVE, OR PLANT THEREON ANY VEGETATION THAT THE HIGHWAY AUTHORITIES MAY DEEM DESIRABLE. ALL TLE'S IN THIS PLAT EXPIRE AT THE COMPLETION OF THE CONSTRUCTION PROJECT FOR WHICH THIS INSTRUMENT IS GIVEN.

GRAPHIC REPRESENTATION AND REFERENCE PURPOSES ONLY DISCLAIMER: THIS PLAT IS A GRAPHIC REPRESENTATION AND IS FOR REFERENCE PURPOSE ONLY. DEEDS MUST BE CHECKED TO DETERMINE PROPERTY BOUNDARIES AND ACCESS RIGHTS.

FOR THE CURRENT ACCESS/DRIVEWAY INFORMATION, CONTACT THE PLANNING UNIT OF THE WISCONSIN DEPARTMENT OF TRANSPORTATION OFFICE IN GREEN BAY.

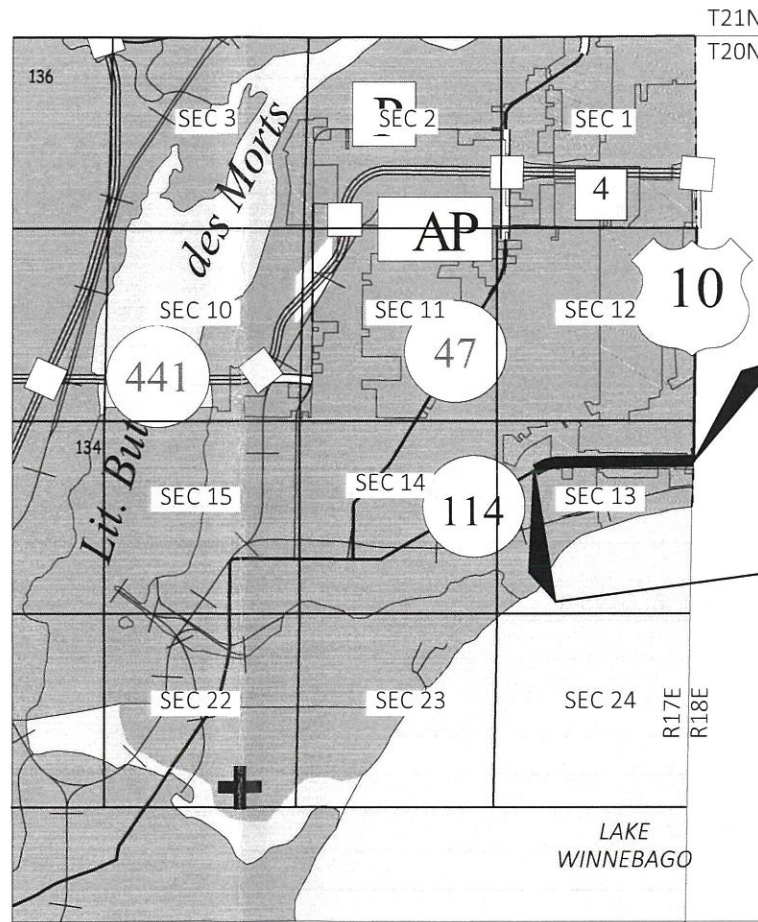
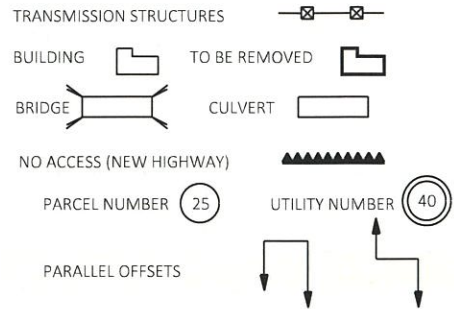
CONVENTIONAL UTILITY SYMBOLS

WATER	
GAS	
TELEPHONE	
OVERHEAD TRANSMISSION LINES	
ELECTRIC	
CABLE TELEVISION	
FIBER OPTIC	
SANITARY SEWER	
STORM SEWER	
ELECTRIC TOWER	

	= R/W POINT
	= TLE POINT

CURVE DATA ABBREVIATIONS

LONG CHORD	LCH
LONG CHORD BEARING	LCB
RADIUS	R
DEGREE OF CURVE	D
CENTRAL ANGLE	Δ/DELTA
LENGTH OF CURVE	L
TANGENT	T
DIRECTION AHEAD	DA
DIRECTION BACK	DB



END RELOCATION ORDER
 STATION 193+29.76
 S00°41'11"W AND 1081.28 FEET FROM THE
 NORTHEAST CORNER OF SEC. 13, T20N, R17E,
 VILLAGE OF FOX CROSSING, WINNEBAGO
 COUNTY, WISCONSIN.
 Y: 544109.246
 X: 828083.468

BEGIN RELOCATION ORDER
 STATION 149+00.00
 S30°30'06"E AND 1651.51 FEET FROM THE
 NORTHWEST CORNER OF SEC. 13, T20N,
 R17E, CITY OF MENASHA, WINNEBAGO
 COUNTY, WISCONSIN.
 Y: 543844.623
 X: 823702.669



Terry L. Van Hout

02-19-2025



TOTAL NET LENGTH OF CENTERLINE = 4,429.76' (0.84 MILES)

REVISION DATE 02-27-2025	STATE OF WISCONSIN DEPARTMENT OF TRANSPORTATION
	APPROVED FOR THE DEPARTMENT <i>Treva Peters</i> (Signature)
	DATE: 02-19-2025 TREVIN PETERS (Printed Name)

SCHEDULE OF LANDS AND INTERESTS REQUIRED

OWNER'S NAMES ARE SHOWN FOR REFERENCE PURPOSES ONLY AND ARE SUBJECT TO CHANGE PRIOR TO THE TRANSFER OF LAND INTERESTS TO THE DEPARTMENT

PARCEL NUMBER	SHEET NUMBER(S)	OWNER(S)	INTEREST(S)	FEE R/W AREA REQUIRED - SF			TLE SF
			REQUIRED	NEW	EXISTING	TOTAL	REQUIRED
81	4.10	CITY OF MENASHA	TLE	-	-	-	1646
82	4.10, 4.11	SCHIERL FAMILY IRREVOCABLE TRUST	FEE, TLE	227	-	227	322
83	4.11	NARCISCO POLANCO	FEE, TLE	370	1749	2118	646
86	4.11	BRANDON J. BURTON & KAYLA C. BURTON	FEE, TLE	-	2625	2625	353
87	4.11	DENZELL HARGROVE	FEE, TLE	-	3220	3220	546
88	4.11	CHRISTOPHER SCHINK	FEE, TLE	-	1769	1769	505
89	4.11	HECKRODT WETLAND RESERVE, INC.	FEE, TLE	-	1925	1925	509
91	4.11	JENNIFER L. NAGEL, N/K/A JENNIFER L. SCHUERER	FEE, TLE	-	2566	2566	320
92	4.11, 4.12	CAROL GOSZ	FEE, TLE	-	5915	5915	600
94	4.12	GEORGE R. BIRLING	FEE, TLE	-	3246	3246	750
96	4.12	DAVID W. KOENIG & TRACEY N. KOENIG	FEE, TLE	88	3418	3506	283
97	4.12	PATRICIA M. HOULIHAN REVOCABLE TRUST	FEE, TLE	215	2730	2945	448
98	4.12	APPLE VALLEY CONCRETE & CONSTRUCTION, INC. AND ROCK SOLID CONSTRUCTION & CONCRETE INC.	FEE, TLE	372	-	372	699
99	4.12, 4.13	RUSSEL CARPENTER	FEE, TLE	676	-	676	1152
101	4.13	MARK A. ZDZIEBLOWSKI & BRIDGET A. ZDZIEBLOWSKI	TLE	-	-	-	463
102	4.13	KRISTIAN N. KOWALSKI	TLE	-	-	-	420
103	4.13	STEVEN WESTCOT & TARA WESTCOT	TLE	-	-	-	403
104	4.13	DENNIS J. LOOKER & WENDY J. LOOKER	TLE	-	-	-	75
106	4.13	JV SERVICES, LLC	TLE	-	-	-	75
107	4.13	CASEY R. FORREST & COURTNEY R. FORREST	TLE	-	-	-	156
108	4.13, 4.14	PATRICK JAMES CONIFF & JEAN A. LIESCH	TLE	-	-	-	210
109	4.14	WAYNE L. LACOSSE	TLE	-	-	-	210
111	4.14	CHERYL L. KINNEY	TLE	-	-	-	122
112	4.14	JOHN M. CAIN	TLE	-	-	-	135
113	4.14	ERIC H. JACKSON	TLE	-	-	-	84
114	4.14	WILLIAM A. BROCKMAN	TLE	-	-	-	61
116	4.14	SHAUN D. STEBANE	TLE	-	-	-	61
117	4.14, 4.15	EDWIN OSWALD & MCKENZIE KORNELY	TLE	-	-	-	56
118	4.14	TIMOTHY A. KAMINSKI & ALLYN L. KAMINSKI	TLE	-	-	-	56
119	4.15	CHRISTOPHER S. MILLER & TAILOR M. MILLER	TLE	-	-	-	50

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REVISION DATE
02-27-2025-NC

DATE 02-19-2025

SCALE, FEET
0

HWY: STH 114
COUNTY: WINNEBAGO

R/W PROJECT NUMBER 4065-18-21
CONSTRUCTION PROJECT NUMBER 4065-18-71

PLAT SHEET 4.02
PS&E SHEET E

- 501 AT&T WISCONSIN
DOC. 737803 - PAR. 81
- 502 WE ENERGIES (ELECTRIC)
VOL. 451, PG. 112 - PAR. 82
- 503 SPECTRUM
NO EASEMENT OF RECORD - PAR. 81

CITY

SECTION 13
NW-NW

VILLAGE
SECTION 13
NE-NW

TRADERS RD
66' R/W

FOX
CROSSING

OF
STH "114"
WIDTH VARIES
(PLANK RD.)

BEGIN RELOCATION ORDER
STATION 149+00.00
S30°30'06"E AND 1651.51 FEET FROM THE
NORTHWEST CORNER OF SEC. 13, T20N,
R17E, CITY OF MENASHA, WINNEBAGO
COUNTY, WISCONSIN.
Y: 543844.623
X: 823702.669

RIGHT-OF-WAY GRANT
WISCONSIN BELL, INC.
DOC. #759192
16.5' WIDTH

DOC# 757077
LOT 12
PORSCHE'S
PLAT

BERNTSEN
MONUMENT
Y: 545267.591
X: 822864.423

DOC# 778532 AND
780531 AND 807387
AND 853131

RIGHT-OF-WAY GRANT
WISCONSIN BELL, INC.
DOC. #737803
16.5' WIDTH

LOT 10

SECTION 13
SW-NW

MENASHA

SECTION 13
SE-NW

LOT 9
PORCHE'S
PLAT

LOT 8

R/W POINT TABLE

POINT	STA	OFFSET
109	150+64.74	51.00' RT
111	150+62.72	51.00' RT
112	150+62.72	61.00' RT
113	149+00.00	61.00' RT
114	149+00.00	0.00' RT
116	149+00.00	49.00' LT
117	150+59.00	49.00' LT
119	150+94.35	115.33' LT
122	151+21.93	173.59' LT
123	152+05.90	129.89' LT
124	152+09.34	138.93' LT
126	154+36.65	63.79' LT
127	154+35.44	57.67' LT
128	155+54.37	39.62' LT
129	155+54.73	43.60' LT

R/L CURVE #1
PI STA = 153+68.90
PI Y = 544078.815
PI X = 824108.893
PT STA = 156+61.09
PT Y = 544079.654
PT X = 824414.954
DELTA = 029°48'24" RT
D = 004°58'56"
T = 306.06
L = 598.26
R = 1150.00
PC STA = 150+62.83
PC Y = 543925.951
PC X = 823843.738

LINE TABLE

LINE #	DIRECTION	LENGTH
114-116	N29° 57' 50"W	49.00'
123-124	N00° 17' 53"E	9.82'
126-127	S00° 17' 53"W	6.25'
128-129	N00° 09' 26"W	4.00'
129-131	N89° 50' 34"E	139.15'
109-111	S60° 02' 10"W	1.94'
111-112	S29° 57' 50"E	10.00'
113-114	N29° 57' 50"W	61.00'

FOUND MONUMENT INFORMATION SHOWN REPRESENTS TYPE AND
LOCATION OF EXISTING MONUMENTS WITHOUT OPINION AS TO THEIR
VALIDITY AND USE AS A PROPERTY CORNER.

POINT NUMBER	Y	X	DESCRIPTION
1000	543806.283	823814.208	1.5" IRON PIPE
1001	543830.254	823813.993	1" IRON PIPE
1051	544118.676	824180.034	1" IRON PIPE

Curve Table

Curve	Length	Radius	Delta	CHORD LENGTH	CHORD BEARING
108-109	570.12'	1095.92'	29°48'24"	563.72'	S74° 56' 22"W

EXISTING RIGHT-OF-WAY OF STH 114 IS BASED
ON STATE AID PROJECT 3553
EXISTING RIGHT-OF-WAY OF TRADERS ROAD IS
BASED ON STATE AID PROJECT 3553 AND
PORSCHE'S PLAT

TLE NOTE: ALL TEMPORARY LIMITED
EASEMENTS ON THIS RIGHT-OF-WAY PLAT ARE
FOR SLOPING AND CONSTRUCTION PURPOSES

REVISION DATE 02-27-2025	DATE 02-19-2025	SCALE, FEET 0 25 50	HWY: STH 114	STATE R/W PROJECT NUMBER 4065-18-21	PLAT SHEET 4.10
GRID FACTOR			COUNTY: WINNEBAGO	CONSTRUCTION PROJECT NUMBER 4065-18-71	PS&E SHEET

MEMORANDUM

DATE June 22, 2026
TO Common Council
FROM Kaija Snyder, City Clerk
RE Temporary Expansion of Licensed Premises Permit Application – City Limits (544 Fourth Street), July 18, 2026

City Limits (544 Fourth 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.

City Limits’ 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 (existing chain-link 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 City Limits’ first temporary expansion application of 2026.

Agent Melissa Poppy 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 City Limits for July 18, 2026, 10am-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: city limits	Corporation or LLC Name (if applicable): City Limits Menasha Inc
Licensee (Agent) Name: Melissa Poppy	License Type: "class B" / class "B"
Agent Phone Number: (920) 205-7289	Agent Email Address: melissapoppy@outlook.com
Section 2: Event Information	
Name of Event: 2nd Annual Rex Dart Tournament	
Dates: July 18 th 2026	
Dates must be consecutive and may not exceed three (3) days. For multiple events, separate applications must be filed.	
Times: 10 AM - 10 PM	
List for each day if different. Expansion prohibited between 10:30pm and 9 am.	
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. Parking lot, deck	
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). Fence around parking lot, rope and cone barricades	
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 Poppy 6/1/2026
 Applicant Signature Date

For Office Use Only			
Date Filed: <u>6/1/26</u>	RCVD By: <u>KS</u>	Paid: \$ <u>25</u> .00	
Common Council Meeting Agenda: <u>7/6/26</u>			
Reviewed By:			
____ Mayor	____ City Attorney	____ Police Chief	____ City Sanitarian
Approved by Common Council _____			



Notification of Pending Application for Temporary Expansion of Licensed Premises

Today's Date: June 2, 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: City Limits

Business Contact Information: (920) 727-9494

Event Name: Dart Tournament

Date(s) of Requested Expansion: July 18, 2026

Times of Requested Expansion: 10am - 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: July 6, 2026

Time: 6pm

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

Sincerely,



MEMORANDUM

DATE June 22, 2026
TO Common Council
FROM Kaija Snyder, City Clerk
RE Temporary Expansion of Licensed Premises Permit Application – City Limits (544 Fourth Street), August 1, 2026

City Limits (544 Fourth 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.

City Limits’ 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 (existing chain-link 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 City Limits’ second temporary expansion application of 2026.

Agent Melissa Poppy 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 City Limits for August 1, 2026, 8am-7pm.

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: City Limits	Corporation or LLC Name (if applicable): City Limits Menasha Inc
Licensee (Agent) Name: Melissa Poppy	License Type: "Class B" / Class "B"
Agent Phone Number: (920) 205-7289	Agent Email Address: melissapoppy@outlook.com
Section 2: Event Information	
Name of Event: Golf outing - Bean Bag tournament	
Dates: August 1 st 2026	
<small>Dates must be consecutive and may not exceed three (3) days. For multiple events, separate applications must be filed.</small>	
Times: 1 st - 8am - 7pm	
<small>List for each day if different. Expansion prohibited between 10:30pm and 9 am.</small>	
Section 3: Expansion Description	
<small>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.</small>	
Parking lot, deck	
<small>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).</small>	
Fence around parking lot, tent will be up	
<small>Include a map illustrating your expansion request and fencing with your application.</small>	
<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 Poppy
 Applicant Signature

6/1/2026
 Date

For Office Use Only			
Date Filed: <u>6/1/26</u>	RCVD By: <u>KS</u>	Paid: \$ <u>25.00</u>	
Common Council Meeting Agenda: <u>7/6/26</u>			
Reviewed By:			
_____ Mayor	_____ City Attorney	_____ Police Chief	_____ City Sanitarian
Approved by Common Council _____			



Notification of Pending Application for Temporary Expansion of Licensed Premises

Today's Date: June 2, 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: City Limits

Business Contact Information: (920) 77-9494

Event Name: Golf Outing

Date(s) of Requested Expansion: August 1, 2026

Times of Requested Expansion: 8am - 7pm

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: July 6, 2026

Time: 6pm

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

Sincerely,

City of Menasha Disbursements
6/12/26-7/2/2026

Weekly Accounts Payable	6/16/26, 6/18/26, 6/25/26, 6/26/26 & 7/2/26 Checks #91100-91288	\$3,202,170.87
Bi-Weekly Payroll	6/25/2026	\$278,989.86

Additional Regular Cycle Accounts Payables -Paid Electronically

Employee Benefits-Flex Spending	6/11/26	2,622.28
US Bank	6/11/26	81.42
Community First CU-Payroll Deduction	6/11/26	540.10
Home Depot	6/12/26	18.29
Community First CU-Payroll Deduction	6/12/26	170.00
Wisconsin Support Collections	6/12/26	802.51
CVMIC	6/12/26	5,734.00
Banking Fees	6/15/26	125.00
Nationwide Deferred Compensation	6/15/26	3,414.50
Federal Tax Withholding	6/15/26	5,405.91
Wisconsin Deferred Compensation	6/15/26	12,499.75
Federal Tax Withholding	6/17/26	90,219.62
Delta Dental	6/17/26	3,766.47
Spectrum	6/17/26	94.34
State Tax Withholding	6/18/26	16,024.14
Quadient Machine Lease	6/22/26	539.79
Delta Dental	6/24/26	3,200.83
Employee Benefits-Flex Spending	6/25/26	2,333.81
Sales Tax	6/26/26	2,302.11
Wisconsin Support Collections	6/26/26	802.51
Wisconsin Deferred Compensation	6/29/26	12,124.75
Federal Tax Withholding	6/30/26	92,967.79
State Tax Withholding	6/30/26	16,660.24
FSA/HRA Admin Fees (EBC)	6/30/26	535.35
Nationwide Deferred Compensation	7/1/26	3,414.50
Home Depot	7/1/26	542.76
Employee Trust Funds (WRS)	7/1/26	163,375.80
Delta Dental	7/1/26	1,317.60
Bancard Merch Fees - RecDesk	7/2/26	12.72
 EFT/ACH Disbursement Total		 <u>\$441,648.89</u>
 Grand Total		 <u><u>\$3,922,809.62</u></u>

Yessi Laracuente

Yessi Laracuente
Finance Manager

07/02/26

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: 6/16/2026

<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>
APPLETON SCHOOL DISTRICT	91100	6/16/2026	TAX SETTLEMENT	100-0000-203.05-00	120,820.38	TAX SETTLEMENT
Total for check: 91100					120,820.38	
CALUMET COUNTY TREASURER	91101	6/16/2026	TAX SETTLEMENT	100-0000-203.01-00	85,450.23	TAX SETTLEMENT
Total for check: 91101					85,450.23	
FOX VALLEY TECHNICAL COLLEGE	91102	6/16/2026	TAX SETTLEMENT	100-0000-203.04-00	82,981.33	TAX SETTLEMENT
Total for check: 91102					82,981.33	
MENASHA JOINT SCHOOL DISTRICT	91103	6/16/2026	TAX SETTLEMENT	100-0000-203.03-00	975,806.17	TAX SETTLEMENT
Total for check: 91103					975,806.17	
WINNEBAGO COUNTY TREASURER	91104	6/16/2026	TAX SETTLEMENT	100-0000-203.02-00	292,367.30	TAX SETTLEMENT
Total for check: 91104					292,367.30	
					1,557,425.41	

AP Check Register

Check Date: 6/18/2026

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
AMAZON CAPITAL SERVICES	91105	6/18/2026	14YR-VYMD-TTVX	100-0801-521.29-04	169.99	PORTABLE MONITOR
			1CCV-HXTM-39FK	100-0801-521.30-10	203.97	OFFICE SUPPLIES
			1DQX-RGQ6-9NLP	100-0801-521.30-15	169.95	BIKE LIGHT
	Total for check: 91105					543.91
AMERICAN DEFENSE MFG LLC	91106	6/18/2026	189156	824-0801-521.30-15	4,270.50	RIFLES-PD
			Total for check: 91106			
CITY OF APPLETON	91107	6/18/2026	20337	100-0918-531.21-06	500.00	EMERGENCY PREPAREDNESS- JUNE 2026
			Total for check: 91107			
AT&T MOBILITY	91108	6/18/2026	287358197660	100-0801-521.22-01	773.12	POLICE
					(0.01)	POLICE
					111.97	GIS TABLET DATA
			6/18/2026	601-1020-543.21-02	111.97	GIS TABLET DATA
				625-1002-541.21-02	111.97	GIS TABLET DATA
	287363863468	100-0702-552.22-01	82.48	PARK LOCATION CAMERAS		
100-0801-521.22-01		41.24	POLICE INTERSECTION CAMERAS			
Total for check: 91108					1,120.77	
BENEFIT COORDINATORS CORP	91109	6/18/2026	B0NQWQ	734-0416-513.21-06	2,758.71	MONTHLY FAHP FEE-JULY
			Total for check: 91109			
ANAABELLA-CALZADA	91110	6/18/2026	REFUND	100-0000-201.11-00	100.00	SECURITY DEPOSIT REFUND
			Total for check: 91110			
CELLCOM	91111	6/18/2026	148646	100-0101-511.22-01	34.39	CELL PHONE-MAYOR
				100-0201-512.22-01	34.39	CELL PHONE-ATTORNEY
				100-0203-512.22-01	34.39	CELL PHONE-CLERK
				100-0301-523.22-01	34.39	CELL PHONE-BUILD INSPECT
				100-0304-562.22-01	68.78	CELL PHONE-COM DEV
				100-0401-513.22-01	34.39	CELL PHONE-FINANCE
				Total for check: 91111		

AP Check Register
Check Date: 6/18/2026

Date: 7/2/2026

<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>
CELLCOM...	91111...	6/18/2026...	148646...	100-0601-551.22-01	23.39	CELL PHONE-BUILD SERVICES
					76.04	CELL PHONE-LIBRARY
					178.71	CELL PHONE-PARK LOCATIONS
					13.76	CELL PHONE-BUILD SERVICES
					183.00	CELL PHONE-PARKS
					15.82	CELL PHONE-BUILD SERVICES
					789.73	CELL PHONE-POLICE
					(0.02)	CELL PHONE-POLICE
					34.39	CELL PHONE-CODE ENFORCEMT
					34.39	CELL PHONE -ENVIRONMENTAL HEALTH
					247.32	CELL PHONE-HEALTH
					15.82	CELL PHONE-BUILD SERVICES
					149.33	CELL PHONE-ENGINEERING
					13.35	CELL PHONE-STREET SIGNS
					15.48	CELL PHONE-BRIDGES
					7.26	CELL PHONE-SEWER TRUCK
					49.78	CELL PHONE-ENGINEERING
					138.23	CELL PHONE-CITY GARAGE
					68.78	CELL PHONE-I.T.
						Total for check: 91111
CINTAS	91112	6/18/2026	4272312554	731-1022-541.20-01	192.39	MATS, UNIFORMS
					50.25	MATS
					370.82	CLEANING SUPPLIES, TP
					70.00	MATS
					448.70	CLEANING SUPPLIES, TP
						Total for check: 91112
CLEARPATH INVESTIGATIONS LLC	91113	6/18/2026	1009	100-0801-521.21-06	4,416.38	BACKGROUND CHECK/EXPENSESCHIEF OF POLICE POSI
						Total for check: 91113

AP Check Register

Check Date: 6/18/2026

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
COMPLETE OFFICE OF WISCONSIN	91114	6/18/2026	144489	100-0801-521.30-10	253.43	PAPER
	Total for check: 91114					253.43
FACTORY MOTOR PARTS CO	91115	6/18/2026	18-2367732	731-1022-541.38-03	173.81	BATTERY
		6/18/2026	18-2368394	731-1022-541.38-03	17.19	LUBE FILTERS (3)
		6/18/2026	18-2369205	731-1022-541.38-03	41.13	SEALED BEAM BOX (3)
		6/18/2026	18-2369772	731-1022-541.38-03	27.06	HALOGEN BOX (3)
		6/18/2026	18-2371200	731-1022-541.38-03	68.16	FILTER, BLADE, PARTS
		6/18/2026	18-Z35642	731-1022-541.38-03	(299.45)	BATTERY CORES
	Total for check: 91115					27.90
FAULKS BROS CONSTRUCTION INC	91116	6/18/2026	442449	470-0703-553.82-02	1,563.95	INFIELD MIX REPAIR JEFFERSON PARK
		6/18/2026	442535	470-0703-553.82-02	1,478.78	INFIELD MIX REPAIR JEFFERSON PARK
		6/18/2026	442536	470-0703-553.82-02	699.01	INFIELD MIX REPAIR JEFFERSON PARK
		6/18/2026	442548	470-0703-553.82-02	1,208.83	WARNING TRACK MIX JEFFERSON PARK
		6/18/2026	442771	470-0703-553.82-02	1,258.09	WARNING TRACK MIX JEFFERSON PARK
		6/18/2026	442772	470-0703-553.82-02	1,229.82	WARNING TRACK MIX JEFFERSON PARK
	Total for check: 91116					7,438.48
KERRY FOX	91117	6/18/2026	REFUND	100-0000-441.25-00	40.00	PICKLEBALL REFUND
	Total for check: 91117					40.00
GARROW OIL CORP	91118	6/18/2026	1344304	100-0000-131.00-00	29,555.52	DIESEL FUEL
	Total for check: 91118					29,555.52
GRAINGER INC	91119	6/18/2026	9943585415	100-1008-541.24-04	115.46	REFLECTIVE TAPE
	Total for check: 91119					115.46

AP Check Register

Check Date: 6/18/2026

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
HD INSTALLATIONS LLC	91120	6/18/2026	99	470-0801-521.80-03	2,225.00	VEHICLE ACCESSORIES
	Total for check: 91120				2,225.00	
HIDDEN JEWELL LLC	91121	6/18/2026	4065-17-21_10	470-1003-541.82-02	530.00	TLE ACQUISITION STR-2026-007
	Total for check: 91121				530.00	
JX ENTERPRISES INC	91122	6/18/2026	14406058P	731-1022-541.38-03	155.91	TEMPERATURE SENSOR
		6/18/2026	24140345P	731-1022-541.38-03	278.99	SOLENOID VALVE LUBE SYSTM
		6/18/2026	24140363P	731-1022-541.38-03	194.20	STUD/NUT WHEEL PARTS
		6/18/2026	24140571P	731-1022-541.38-03	1,962.80	GASKET, SENSOR, PARTS
		6/18/2026	24140659P	731-1022-541.38-03	(164.82)	TEMPERATURE SENSOR CREDIT
		6/18/2026	24140660P	731-1022-541.38-03	106.64	TEMPERATURE SENSOR
		6/18/2026	24140671P	731-1022-541.38-03	(106.64)	TEMPERATURE SENSOR CREDIT
	Total for check: 91122				2,427.08	
KLINK HYDRAULICS LLC	91123	6/18/2026	JG2101	731-1022-541.38-04	994.20	MU PARTS
		6/18/2026	TV1611	731-1022-541.38-03	302.05	HYDRAULIC PARTS
	Total for check: 91123				1,296.25	
INTERSTATE BILLING SERVICES	91124	6/18/2026	X105094082:01	731-1022-541.38-03	167.02	GLASS
	Total for check: 91124				167.02	
KWIK TRIP INC	91125	6/18/2026	00244691	100-0801-521.38-01	484.04	MAY FUEL
	Total for check: 91125				484.04	
MATTHEWS TIRE INC	91126	6/18/2026	I0205519	731-1022-541.38-03	272.00	LOADER REPAIR PARTS
	Total for check: 91126				272.00	
MENASHA UTILITIES	91127	6/18/2026	MENASHA UTIL.	100-0000-123.00-00	811.49	4/30/26-5/29/26-ELECTRIC
					313.81	4/30/26-5/29/26-WAT/SEW

AP Check Register

Check Date: 6/18/2026

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
MENASHA UTILITIES...	91127...	6/18/2026...	MENASHA UTIL....	100-0000-123.00-00...	77.69	4/30/26-5/29/26-STORM
					7.96	4/30/26-5/29/26-ELECTRIC
					9.93	4/30/26-5/29/26-ELECTRIC
				100-0304-562.22-03	13.40	4/30/26-5/29/26-ELECTRIC
				100-0305-562.22-03	17.98	4/30/26-5/29/26-ELECTRIC
				100-0305-562.22-06	4.18	4/30/26-5/29/26-STORM
				100-0601-551.22-03	2,884.94	4/30/26-5/29/26-ELECTRIC
				100-0601-551.22-05	543.56	4/30/26-5/29/26-WAT/SEW
				100-0601-551.22-06	173.47	4/30/26-5/29/26-STORM
				100-0703-553.22-03	1,896.70	4/30/26-5/29/26-ELECTRIC
				100-0703-553.22-05	1,589.99	4/30/26-5/29/26-WAT/SEW
				100-0703-553.22-06	1,712.78	4/30/26-5/29/26-STORM
				100-0801-521.22-03	1,132.80	4/30/26-5/29/26-ELECTRIC
				100-0801-521.22-05	433.36	4/30/26-5/29/26-WAT/SEW
				100-0801-521.22-06	107.28	4/30/26-5/29/26-STORM
				100-0920-531.22-03	179.40	4/30/26-5/29/26-ELECTRIC
				100-0920-531.22-05	158.14	4/30/26-5/29/26-WAT/SEW
				100-1001-514.22-03	65.51	4/30/26-5/29/26-ELECTRIC
				100-1008-541.22-03	525.91	4/30/26-5/29/26-ELECTRIC
				100-1008-541.22-05	16.68	4/30/26-5/29/26-WAT/SEW
				100-1012-541.22-03	143.23	4/30/26-5/29/26-ELECTRIC
				100-1013-541.22-03	109.58	4/30/26-5/29/26-ELECTRIC
				100-1013-541.22-06	195.42	4/30/26-5/29/26-STORM
				100-1019-552.22-03	250.50	4/30/26-5/29/26-ELECTRIC
				207-0707-552.22-03	929.05	4/30/26-5/29/26-ELECTRIC
				207-0707-552.22-05	321.46	4/30/26-5/29/26-WAT/SEW
				207-0707-552.22-06	42.85	4/30/26-5/29/26-STORM
				501-0304-562.22-03	239.12	4/30/26-5/29/26-ELECTRIC
				501-0304-562.22-05	50.04	4/30/26-5/29/26-WAT/SEW
				501-0304-562.22-06	285.29	4/30/26-5/29/26-STORM
				601-1020-543.22-03	185.31	4/30/26-5/29/26-ELECTRIC
				731-1022-541.22-03	19.70	4/30/26-5/29/26-ELECTRIC
				731-1022-541.22-05	1,951.93	4/30/26-5/29/26-WAT/SEW

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MENASHA UTILITIES...	91127...	6/18/2026...	MENASHA UTIL....	731-1022-541.22-06	1,629.16	4/30/26-5/29/26-STORM
			Total for check: 91127		19,029.60	
MGD INDUSTRIAL CORP	91128	6/18/2026	248224	731-1022-541.30-18	166.28	SHOP SUPPLIES
			Total for check: 91128		166.28	
N&M AUTO SUPPLY	91129	6/18/2026	860895	731-1022-541.38-03	20.07	LIGHT BULB
		6/18/2026	860956	731-1022-541.38-04	30.80	HOOD LIFT SUPPORT
			Total for check: 91129		50.87	
GAVIN OLSON	91130	6/18/2026	4065-17-21_49	470-1003-541.82-02	615.00	TLE ACQUISITION STR-2026-007
			Total for check: 91130		615.00	
OUTAGAMIE COUNTY CLERK OF COURTS	91131	6/18/2026	REPORT #26-3228	100-0000-201.03-00	200.00	REPORT #26-3228
			Total for check: 91131		200.00	
PACE SYSTEMS INC	91132	6/18/2026	IN00077910	731-1022-541.30-12	1,811.80	BENNIN LAPTOP
			Total for check: 91132		1,811.80	
PACKER CITY INTL TRUCKS INC	91133	6/18/2026	X103165974:01	731-1022-541.38-03	37.21	SUSPENSION PARTS
			Total for check: 91133		37.21	
PORTER LEE CORPORATION	91134	6/18/2026	33599	100-0801-521.30-18	365.34	BARCODE LABELS
			Total for check: 91134		365.34	
KRAIG RUHNKE & MARY	91135	6/18/2026	4065-17-21_41	470-1003-541.82-02	640.00	TLE ACQUISITION STR-2026-007
			Total for check: 91135		640.00	

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GALE SCHMIDT	91136	6/18/2026	4065-17-21_62	470-1003-541.82-02	540.00	TLE ACQUISITION STR-2026-007
			Total for check: 91136		540.00	
COUNTY OF SHEBOYGAN	91137	6/18/2026	101	100-1003-541.30-18	1,448.03	COLD MIX-STREET SUPPLIES
			Total for check: 91137		1,448.03	
SYN-TECH SYSTEMS	91138	6/18/2026	335426	731-1022-541.24-06	975.50	AIM MODULE
			Total for check: 91138		975.50	
TERRAVENTURE ADVISORS LLC	91139	6/18/2026	2831	470-1003-541.82-02	2,903.60	REAL ESTATE SERVICES 2025STR-2026-007
		6/18/2026	2917	470-1003-541.82-02	5,673.11	JAN-APR REAL ESTATE SERV STR-2026-007
		6/18/2026	2950	470-1003-541.82-02	11,947.02	APR-MAY REAL ESTATE SERVISTR-2026-007
			Total for check: 91139		20,523.73	
THEDACARE AT WORK	91140	6/18/2026	385401	100-0901-515.21-05	33.00	AUDIOGRAM
			Total for check: 91140		33.00	
THRIVE MUSIC THERAPY LLC	91141	6/18/2026	1141	100-0000-441.25-00	371.20	MUSIC CLASS
			Total for check: 91141		371.20	
UNIFORM SHOPPE	91142	6/18/2026	16814	100-0801-521.19-03	100.95	DRESS SHOES HONOR GUARD
		6/18/2026	16914	100-0801-521.19-03	93.90	UNIFORM ALLOWANCE
		6/18/2026	16915	100-0801-521.19-03	93.90	UNIFORM ALLOWANCE
			Total for check: 91142		288.75	
WELLS FARGO FINANCIAL SERVICES LLC	91143	6/18/2026	5039072395	100-0920-531.30-12	105.00	SENIOR CENTER COPIER 6/25/26-7/24/26
			Total for check: 91143		105.00	
TERMINIX WIL-KIL	91144	6/18/2026	97757873	100-0601-551.20-07	46.87	PEST CONTROL MAINTENANCE MENASHA LIBRARY

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TERMINIX WIL-KIL...	91144...	6/18/2026	97758194	731-1022-541.20-07	98.03	PEST CONTROL MAINTENANCE PUBLIC WORKS FACILITY
		6/18/2026	97758448	100-1019-552.20-07	44.09	PEST CONTROL MAINTENANCE RACINE ST TENDER HOU
		6/18/2026	97758510	100-1019-552.20-07	139.84	EXTERIOR INSECT TREATMENT 1/2 DOT-TAYCO/RACINE BF
		Total for check: 91144				328.83
WINNEBAGO COUNTY CLERK OF COURTS	91145	6/18/2026	REPORT #26-3248	100-0000-201.03-00	150.00	REPORT #26-3248
		6/18/2026	REPORT #26-3404	100-0000-201.03-00	235.00	REPORT #26-3404
		Total for check: 91145				385.00
WINNEBAGO COUNTY TREASURER	91146	6/18/2026	135792	100-1016-543.25-01	23,973.60	RESIDENTIAL REFUSE
				100-1017-543.25-01	8,714.86	COMMERCIAL REFUSE
				266-1027-543.25-01	1,084.50	LANDFILL FEES-SS
				266-1027-543.25-03	220.00	LANDFILL FEES-TV
				Total for check: 91146		
WIRTH + BAYNARD	91147	6/18/2026	774	733-0206-512.73-01	2,472.00	HOWZE LEGAL SERVICES PR074820
				Total for check: 91147		
WISCONSIN DEPT OF ADMINISTRATION	91148	6/18/2026	CDBG-RLF HOUSIN	263-0306-562.70-01	389,240.93	CDBG-RLF HOUSING FUND CLOSE OUT
				Total for check: 91148		
WISCONSIN DEPT OF TRANSPORTATION	91149	6/18/2026	395-0000421531	470-1003-541.82-02	218.37	WASHINGTON/TAYCO DESIGN STR-2030-007
		6/18/2026	395-0000421637	470-0000-201.02-00	174,451.09	RACINE ST DEISGN STR-2024-004
				625-0000-201.02-00	44,351.93	RACINE ST DEISGN STR-2024-004
				470-0000-201.02-00	17,574.74	RACINE ST DEISGN STR-2024-004
		6/18/2026	395-0000428638	470-0000-201.02-00	17,574.74	RACINE ST DEISGN STR-2024-004
		6/18/2026	395-0000437285	470-1003-541.82-02	2,251.47	PLANK ROAD DESIGN STR-2026-006
		6/18/2026	395-0000441432	470-1003-541.82-02	1,482.70	PLANK ROAD DESIGN STR-2026-006
6/18/2026	395-0000441433	470-1003-541.82-02	1,307.67	WASHINGTON/TAYCO DESIGN STR-2030-007		

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WISCONSIN DEPT OF TRANSPORTATION...	91149...	6/18/2026	395-0000441541	470-0000-201.02-00	971.88	RACINE ST DEISGN STR-2024-004
			Total for check: 91149		<u>242,609.85</u>	
					<u>778,200.78</u>	

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AMAZON CAPITAL SERVICES	91150	6/25/2026	1DHL-3TKP-HP1C	100-0801-521.30-10	50.03	OFFICE SUPPLIES
		6/25/2026	1F3F-PHWV-V4FG	100-0203-512.30-10	57.88	OPEN RECORDS REQUEST SUPPLIES
		6/25/2026	1HT7-WDXD-VWVC	100-0903-531.30-15	40.01	OFFICE SUPPLIES-HEALTH
		6/25/2026	1RVC-HTCQ-VK GK	100-0304-562.30-10	37.69	OFFICE SUPPLIES -COMMUNITY DEVELOPMENT
Total for check: 91150					185.61	
APPLETON HYDRAULIC COMPONENTS	91151	6/25/2026	54671	731-1022-541.29-04	943.69	OUTSIDE SERVICE
		Total for check: 91151				
BLUE PRINT SERVICE CO INC	91152	6/25/2026	191549	100-1002-541.30-18	196.85	PLOTTER SUPPLIES
				625-1002-541.30-18	65.62	PLOTTER SUPPLIES
				Total for check: 91152		
BV NATIONAL ELEVATOR	91153	6/25/2026	26012339RI00396	100-0801-521.24-03	125.00	ELEVATOR INSPECTION 430 FIRST ST
				Total for check: 91153		
CALUMET COUNTY CLERK OF COURTS	91154	6/25/2026	REPORT #26-3457	100-0000-201.03-00	200.00	REPORT #26-3457
				Total for check: 91154		
CINTAS	91155	6/25/2026	1906358034	100-0703-553.30-13	236.00	TOWELS, TRASH LINERS
		6/25/2026	4273055554	731-1022-541.20-01	161.00	MATS, UNIFORMS
				731-1022-541.30-13	466.87	HOUSEKEEPING SUPPLIES
		Total for check: 91155				
CLIFTONLARSONALLEN LLP	91156	6/25/2026	L261367315	100-0401-513.21-03	5,706.96	2025 AUDIT PROGRESS BILLING
				Total for check: 91156		

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COMPLETE OFFICE OF WISCONSIN	91157	6/25/2026	145236	100-1001-514.30-10	454.90	PAPER
			Total for check: 91157		454.90	
COONEY'S EMBROIDERY LLC	91158	6/25/2026	23239	100-0801-521.19-02	183.00	POLO'S/FLEECES
			Total for check: 91158		183.00	
CRUISERS	91159	6/25/2026	49045	100-0801-521.29-04	(284.95)	CONSOLE/FACEPLATE
					284.95	CONSOLE/FACEPLATE CORRECTION OF PRIOR ENTR'
					284.95	VEHICLE EQUIPMENT
			Total for check: 91159		284.95	
BREN CUENI	91160	6/25/2026	RENTAL DEP REF	100-0000-201.11-00	100.00	RENTAL SECURITY DEPOSIT REFUND
			Total for check: 91160		100.00	
EJ EQUIPMENT	91161	6/25/2026	P02417	731-1022-541.38-03	132.27	RUBBER SEAL, PARTS
			Total for check: 91161		132.27	
ELAN FINANCIAL SERVICES	91169	6/25/2026	0010	731-1022-541.38-03	150.00	PARTS PUBLIC WORKS FACILITY
		6/25/2026	0204	100-0601-551.30-16	40.00	SUMMER READING PRIZES LIBRARY
		6/25/2026	0215	100-0401-513.30-19	74.98	SHREDDER FINANCE
		6/25/2026	0317	100-0601-551.30-14	52.00	SUMMER READING PRIZES LIBRARY
		6/25/2026	0338	100-0801-521.30-18	82.76	DEPT SUPPLIES-EVIDENCE POLICE
		6/25/2026	0543	743-0403-513.24-04	119.99	CANVA SUBSCRIPTION IT
		6/25/2026	0962	100-0601-551.30-14	28.34	ROKUS LIBRARY
		6/25/2026	0963	100-0601-551.30-14	13.64	ROKUS LIBRARY
		6/25/2026	1048	100-0601-551.30-11	78.00	STAMPS LIBRARY
		6/25/2026	1071	100-0601-551.30-16	29.99	STOCK SUBSCRIPTION LIBRARY
		6/25/2026	1214	100-0601-551.30-16	40.00	SUMMER READING PRIZES LIBRARY
		6/25/2026	1229	100-0801-521.30-15	36.74	TOOLS & EQUIPMENT POLICE
		6/25/2026	1243	100-0601-551.30-16	20.97	SUMMER READING PROGRAM LIBRARY
		6/25/2026	1551	100-0601-551.30-14	(43.75)	CANVA OVERCHARGE-CREDIT LIBRARY

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ELAN FINANCIAL SERVICES...	91169...	6/25/2026	1560	100-0202-512.30-21	204.53	WELLNESS ITEMS FOR ONSITE SCREENING-HR
		6/25/2026	1771	100-0801-521.30-12	57.99	PC SPEAKER PD
		6/25/2026	1775	100-0702-552.30-18	255.00	CAMP CHAMPS FIELD TRIP PR
		6/25/2026	1954	100-0601-551.30-16	30.05	SUMMER READING PRIZES LIBRARY
		6/25/2026	1987	100-0601-551.30-16	116.66	SUMMER READING PROGRAM LIBRARY
		6/25/2026	2085	100-0601-551.30-14	13.64	ROKUS LIBRARY
		6/25/2026	2116	100-0601-551.30-16	200.00	SUMMER READING PRIZES LIBRARY
		6/25/2026	2230	100-0601-551.30-16	40.00	SUMMER READING PRIZES LIBRARY
		6/25/2026	2384	100-0920-531.30-18	132.58	RIBBON WREATH SENIOR CENTER
		6/25/2026	2556	100-0702-552.30-18	52.64	CAMP CHAMPS SPEC EVENTS PR
		6/25/2026	2741	100-0601-551.30-16	40.00	SUMMER READING PRIZES LIBRARY
		6/25/2026	2782	100-0601-551.30-14	(4.19)	PRIME VIDEO-CREDIT LIBRARY
		6/25/2026	2916	826-0000-465.06-00	18.48	CONCESSION SNACKS PR
		6/25/2026	3211	601-1020-543.21-02	(125.99)	GIS IMPLEMENTATION-CREDITENGINEERING
				625-1002-541.21-02	(125.99)	GIS IMPLEMENTATION-CREDITENGINEERING
		6/25/2026	3537	100-0601-551.30-16	211.01	MERCH SUPPLIES LIBRARY
		6/25/2026	3606	100-0801-521.29-04	86.00	VEHICLE MAINTENANCE POLICE
		6/25/2026	3609	100-0301-523.32-01	0.90	DSPS LICENSE RENEWAL BUILDING INSPECTOR
		6/25/2026	3708	100-0703-553.24-03	220.50	FLAG PARK
		6/25/2026	3735	100-0202-512.30-21	10.47	SUNSHINE COMMITTEE EVENT WELLNESS
		6/25/2026	3768	100-0801-521.32-01	102.30	TRANSUNION MEMBERSHP DUESPOLICE
		6/25/2026	3769	100-0601-551.30-16	40.00	SUMMER READING PRIZES LIBRARY
		6/25/2026	3771	100-0601-551.30-14	43.75	CANVA PRO SUBSCRIPTION LIBRARY
		6/25/2026	3778	100-0601-551.30-16	52.95	PARK PASSES LIBRARY
		6/25/2026	3876	100-0601-551.30-14	4.19	PRIME VIDEO LIBRARY
		6/25/2026	3933	100-0703-553.24-03	75.46	FLAG PARK
		6/25/2026	4085	100-0601-551.30-11	9.92	ILL POSTAGE LIBRARY
		6/25/2026	4172	470-0403-513.80-01	282.00	NEW PHONES (3) IT-2026-001
		6/25/2026	4268	100-0000-201.14-00	17.96	BUS TRIP SNACKS SENIOR CENTER
				100-0702-552.30-18	32.70	CANAL COMMONS SPEC EVENTS PR
				100-0920-531.30-10	11.78	BUS TRIP SUPPLIES SENIOR CENTER
				826-0702-552.30-18	149.72	CONCESSIONS PR
				827-0920-531.30-18	137.38	CONCESSIONS SENIOR CENTER
		6/25/2026	4473	100-0801-521.34-03	440.00	TRAINING/MEALS/LODGING POLICE
		6/25/2026	4714	100-0202-512.30-21	10.00	SUNSHINE COMMITTEE EVENT WELLNESS

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ELAN FINANCIAL SERVICES...	91169...	6/25/2026	4809	625-1002-541.21-02	23.00	RETURN POSTAGE ENGINEERING
		6/25/2026	4824	100-0702-552.32-01	70.00	SCHEDULE & TIME CLOCK PR
		6/25/2026	4881	100-0801-521.30-15	79.46	EQUIPMENT POLICE
		6/25/2026	4945	100-0601-551.21-06	299.84	FARM MARKET INS. LIBRARY
		6/25/2026	5040	100-0601-551.30-16	60.00	SUMMER READING PRIZES LIBRARY
		6/25/2026	5072	100-0601-551.30-16	35.84	FACEBOOK ADS LIBRARY
		6/25/2026	5078	100-0601-551.32-01	39.00	DONOR SOFTWARE LIBRARY
		6/25/2026	5133	100-0801-521.24-03	160.00	ELEVATOR INSPECTION PD
				470-0403-513.80-01	39.15	PHONE POWER ADAPTERS IT-2026-001
		6/25/2026	5213	100-0801-521.24-03	62.55	GATE DOOR OPENER SPARES PD
		6/25/2026	5422	100-0301-523.30-18	19.55	POSTAGE BUILDING INSPECTOR
		6/25/2026	5440	100-0801-521.34-02	795.00	TRAINING REGISTRATION POLICE
		6/25/2026	5474	100-0920-531.30-18	77.49	WILD WEST PARTY SENIOR CENTER
		6/25/2026	5494	100-0601-551.30-14	257.18	ADOBE CLOUD SUBSCRIPTION LIBRARY
		6/25/2026	5618	100-0601-551.30-16	31.23	PROGRAMMING SUPPLIES LIBRARY
		6/25/2026	5728	100-1013-541.30-18	22.00	DOOR OPENER RAMP
		6/25/2026	5785	731-1022-541.38-03	9.45	ELECTRIC PARTS PUBLIC WORKS FACILITY
		6/25/2026	5906	731-1022-541.32-01	2.25	DSPS LICENSE RENEWAL PUBLIC WORKS FACILITY
		6/25/2026	5926	100-0801-521.34-03	48.50	TRAINING/MEALS/LODGING POLICE
		6/25/2026	5981	100-0801-521.32-01	55.00	CPS MEMBERSHIP DUES POLICE
		6/25/2026	6087	100-0601-551.30-14	13.64	ROKUS LIBRARY
		6/25/2026	6101	100-0601-551.30-16	50.00	SUMMER READING PROGRAM LIBRARY
		6/25/2026	6197	100-0601-551.30-16	100.00	SUMMER READING PRIZES LIBRARY
		6/25/2026	6200	100-0601-551.30-14	65.00	POST CRESCENT SUBSCRIPT. LIBRARY
		6/25/2026	6256	100-0702-552.32-01	126.60	SAM'S CLUB MEMBERSHIP PR
		6/25/2026	6282	731-1022-541.24-03	55.66	FURNACE CONTROL BOARD PUBLIC WORKS FACILITY
		6/25/2026	6289	100-0601-551.30-16	227.53	FIELD TRIP BUSING LIBRARY
		6/25/2026	6330	100-0702-552.30-18	27.65	CAMP SUPPLIES PR
		6/25/2026	6493	100-0801-521.34-03	550.00	TRAINING/MEALS/LODGING POLICE
		6/25/2026	6517	100-0601-551.34-02	110.00	CONFERENCE LIBRARY
		6/25/2026	6816	100-0802-521.30-18	25.75	THANK YOU GIFT CARD CROSSING GUARD
		6/25/2026	6825	100-0801-521.34-04	7.00	TRAINING/OTHER/PARKING POLICE
		6/25/2026	6861	100-0702-552.30-18	201.74	CAMP SNACKS & MATERIALS PR
		6/25/2026	6983	100-0601-551.30-16	79.74	SMITH WORKS LIBRARY
		6/25/2026	7006	100-0601-551.30-14	180.00	BUZZSPROUT SOFTWARE LIBRARY

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ELAN FINANCIAL SERVICES...	91169...	6/25/2026	7041	100-0601-551.30-16	40.00	SUMMER READING PRIZES LIBRARY
		6/25/2026	7322	100-0301-523.32-01	40.00	DSPS LICENSE RENEWAL BUILDING INSPECTOR
		6/25/2026	7348	100-0301-523.32-01	40.00	DSPS LICENSE RENEWAL BUILDING INSPECTOR
		6/25/2026	7389	100-0903-531.21-12	7.90	TRANSLATION (SWAHILI) HEALTH
		6/25/2026	7849	731-1022-541.32-01	100.00	DSPS LICENSE RENEWAL PUBLIC WORKS FACILITY
		6/25/2026	7959	470-0403-513.80-01	196.91	PHONE WALL MOUNTS IT-2026-001
		6/25/2026	8064	100-0601-551.30-14	13.64	ROKUS LIBRARY
		6/25/2026	8099	100-0601-551.30-14	24.14	MONTHLY SUBSCRIPTION LIBRARY
		6/25/2026	8470	100-0601-551.30-19	251.98	FURNISHINGS LIBRARY
		6/25/2026	8715	100-0601-551.30-16	40.00	SUMMER READING PRIZES LIBRARY
		6/25/2026	8782	100-0801-521.34-03	(70.75)	TRAINING/MEALS/LODGING-CRPOLICE
		6/25/2026	8902	100-0801-521.30-11	14.50	POSTAGE POLICE
		6/25/2026	8936	731-1022-541.38-03	210.45	PARTS PUBLIC WORKS FACILITY
		6/25/2026	9090	100-0703-553.24-03	119.99	AED PARTS PARK
		6/25/2026	9309	100-0801-521.30-18	13.50	DEPARTMENT SUPPLIES POLICE
		6/25/2026	9547	100-0601-551.30-14	40.00	NEW YORK TIMES SUBSCRIPTNLIBRARY
		6/25/2026	9570	100-0702-552.33-01	10.02	GAS AT SEASONAL TRAINING PR
		6/25/2026	9625	100-0601-551.30-14	600.00	HOTSPOTS LIBRARY
		6/25/2026	9711	100-0601-551.30-16	40.00	SUMMER READING PRIZES LIBRARY
		6/25/2026	9726	100-0801-521.32-01	50.00	NASRO MEMBERSHIP DUES POLICE
	6/25/2026	9797	100-0301-523.32-01	0.90	DSPS LICENSE RENEWAL BUILDING INSPECTOR	
	6/25/2026	9822	100-0703-553.24-03	25.16	FLAG PARK	
	6/25/2026	9849	100-0601-551.30-14	26.99	ROKUS LIBRARY	
			Total for check: 91169		9,410.18	
EVERGREEN POWER	91170	6/25/2026	31511	100-0703-553.30-18	71.99	TRIMMER CORD
			Total for check: 91170		71.99	
EZ GLIDE GARAGE DOORS AND OPENERS	91171	6/25/2026	0194478-IN	731-1022-541.24-03	1,588.80	GARAGE DOOR REPAIR
			Total for check: 91171		1,588.80	

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E3 DIAGNOSTICS INC	91172	6/25/2026	SRV-171291	100-0903-531.24-04	210.00	AUDIOMETER-SCHOOL (2)
Total for check: 91172					210.00	
FACTORY MOTOR PARTS CO	91173	6/25/2026	18-11829448	731-1022-541.38-03	26.82	LUBE FILTER, AIR FILTER
		6/25/2026	18-2371950	731-1022-541.38-03	16.72	LUBE FILTER
		6/25/2026	18-2372664	731-1022-541.38-03	11.48	LUBE FILTER
Total for check: 91173					55.02	
FOX VALLEY HUMANE ASSOCIATION	91174	6/25/2026	6450	100-0806-532.25-01	184.00	ANIMALS HANDLED - FEB
		6/25/2026	6462	100-0806-532.25-01	184.00	ANIMALS HANDLED - MARCH
Total for check: 91174					368.00	
DONALD HIETPAS & SONS INC	91175	6/25/2026	M0002092600105	100-0000-122.02-00	132,349.40	2026 UTILITY RECONSTRUCTN5/4/26-5/26/26
				601-0000-194.00-00	43,537.00	2026 UTILITY RECONSTRUCTN5/4/26-5/26/26
				601-0000-201.04-00	(8,794.32)	2026 UTILITY RECONSTRUCTN5/4/26-5/26/26
Total for check: 91175					167,092.08	
KLINK HYDRAULICS LLC	91176	6/25/2026	BR1456	731-1022-541.38-03	52.46	HOSE FITTING, PARTS
		6/25/2026	CJ1742	731-1022-541.38-03	71.34	BALL VALVE, PARTS
		6/25/2026	TV1768	731-1022-541.38-03	6.12	HYDRAULIC PARTS
Total for check: 91176					129.92	
MATTHEWS TIRE INC	91177	6/25/2026	10212943	731-1022-541.38-02	63.00	FLAT TIRE REPAIR
Total for check: 91177					63.00	
MENARDS-APPLETON EAST	91178	6/25/2026	96020	100-0703-553.24-05	875.75	SKATE RAMP REPAIRS
		6/25/2026	96072	100-1008-541.30-18	102.92	TRAFFIC BOLTS
Total for check: 91178					978.67	

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MENASHA JOINT SCHOOL DISTRICT	91179	6/25/2026	MOBILE HOME JUN	100-0000-412.00-00	5,433.79	MOBILE HOME PERMIT FEE JUNE
			Total for check: 91179		5,433.79	
MENASHA NEENAH MUNICIPAL COURT	91180	6/25/2026	WARRANTS	100-0000-201.03-00	852.00	26-0055/26-0054 WARRANTS
			Total for check: 91180		852.00	
MENASHA UTILITIES	91181	6/25/2026	5238	601-0401-513.25-01	24,302.46	MAY SEWER CHARGES
				625-0401-513.25-01	2,114.24	MAY STORMWATER CHARGES
		6/25/2026	MENASHA UTIL.	100-0305-562.22-05	50.04	4/29/26-5/28/26-WAT/SEW
				100-0305-562.22-06	16.72	4/29/26-5/28/26-STORM
				100-0601-551.22-07	63.12	4/29/26-5/28/26-LIBRARY -DARK FIBER
				100-0703-553.22-05	560.71	4/29/26-5/28/26-WAT/SEW
				100-0703-553.22-06	126.46	4/29/26-5/28/26-STORM
				100-0704-552.22-07	445.56	4/29/26-5/28/26-POOL -DARK FIBER
				100-1012-541.22-03	79.38	4/29/26-5/28/26-ELECTRIC
				100-1013-541.22-03	12.36	4/29/26-5/28/26-ELECTRIC
				100-1013-541.22-05	46.14	4/29/26-5/28/26-WAT/SEW
				100-1013-541.22-06	246.63	4/29/26-5/28/26-STORM
				100-1014-543.22-05	16.68	4/29/26-5/28/26-WAT/SEW
				100-1014-543.22-06	80.47	4/29/26-5/28/26-STORM
				100-1019-552.22-05	51.27	4/29/26-5/28/26-WAT/SEW
				100-1019-552.22-07	196.21	4/29/26-5/28/26 -DARK FIBER
				207-0707-552.22-07	57.34	4/29/26-5/28/26-MARINA -DARK FIBER
				487-0305-562.22-06	14.63	4/29/26-5/28/26-STORM
				501-0304-562.22-06	235.13	4/29/26-5/28/26-STORM
				731-1022-541.22-07	594.38	4/29/26-5/28/26-GARAGE -DARK FIBER
				743-0403-513.21-04	165.38	4/29/26-5/28/26-IT -INTERNET
				743-0403-513.22-07	503.68	4/29/26-5/28/26-IT -DARK FIBER
			Total for check: 91181		29,978.99	

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METRO SALES INC	91182	6/25/2026	INV3114479	743-0403-513.29-01	1,287.45	PRINTER/COPIER USAGE 5/17/26-6/16/26
			Total for check: 91182		1,287.45	
MGD INDUSTRIAL CORP	91183	6/25/2026	248576	731-1022-541.30-18	363.05	SHOP SUPPLIES
			Total for check: 91183		363.05	
MILLER & MIKE	91184	6/25/2026	ENTERTAINMENT	100-0702-552.20-05	500.00	ENTERTAINMENT NIGHT
			Total for check: 91184		500.00	
N&M AUTO SUPPLY	91185	6/25/2026	861264	731-1022-541.38-03	43.50	FUEL LINE
		6/25/2026	861278	731-1022-541.38-03	40.31	CIRC FUSE HOLDERS, V-BELT
		6/25/2026	861372	731-1022-541.38-03	21.50	ACCESSORY RELAY
		6/25/2026	861438	731-1022-541.38-04	601.03	BALL JOINT, CORE DEPOSIT, AXLE SEAL
		6/25/2026	861478	731-1022-541.38-04	14.18	WHEEL SEAL
			Total for check: 91185		720.52	
NEENAH-MENASHA SEWERAGE COMMISSION	91186	6/25/2026	2026-075	601-1021-543.25-01	122,210.45	JUNE WASTEWATER TREATMENT
		6/25/2026	2026-081	601-1021-543.25-01	3,527.00	JUNE CWFL INTEREST
					17,309.00	JUNE CWFL DEBT
					1,028.00	JUNE SS BLDG INTEREST
					2,803.00	JUNE SS BLDG DEBT
			Total for check: 91186		146,877.45	
CITY OF NEENAH	91187	6/25/2026	CLASS	100-0000-441.25-00	234.00	BOUNDLESS ADVENTURES
		6/25/2026	FIRE/RESCUE	100-0501-522.25-01	356,833.00	FIRE/RESCUE SERVICES JULY
			Total for check: 91187		357,067.00	
NORTHEAST ASPHALT INC	91188	6/25/2026	30-00043261	625-1010-541.30-18	195.71	ASPHALT FOR SEWER REPAIR
			Total for check: 91188		195.71	

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PACKER CITY INTL TRUCKS INC	91189	6/25/2026	X103166252:01	731-1022-541.38-03	339.00	FILTERS/PARTS
			Total for check: 91189		339.00	
LINDA PALMBACH	91190	6/25/2026	MILEAGE	100-0903-531.33-01	14.21	MILEAGE REIMBURSEMENT MAY 2026
					6.53	MILEAGE REIMBURSEMENT JUNE 2026
			Total for check: 91190		20.74	
PETERS CONCRETE COMPANY	91191	6/25/2026	2263928	100-0703-553.24-04	1,605.50	CEMENT MIX
			Total for check: 91191		1,605.50	
LIZ ROSIN	91192	6/25/2026	MILEAGE	100-0903-531.33-01	16.46	MILEAGE REIMBURSEMENT MAY 2026
			Total for check: 91192		16.46	
RUEKERT & MIELKE INC	91193	6/25/2026	164081	601-1020-543.21-02	487.50	INDUSTRIAL USER DISCHARGE TRANSCONTINENTAL PER
		6/25/2026	164082	601-1020-543.21-02	243.75	SEWER BILLING ASSISTANCE 4/18/26-5/15/26
			Total for check: 91193		731.25	
SECURIAN FINANCIAL GROUP INC	91194	6/25/2026	002832L	100-0000-204.07-00	3,707.46	JULY LIFE INSURANCE
			Total for check: 91194		3,707.46	
SECURITAS TECHNOLOGY CORPORATION	91195	6/25/2026	6500058753	100-0601-551.24-03	74.61	ALARM MONITOR SERVICE-LIB7/1/26-9/30/26
			Total for check: 91195		74.61	
SJE INC	91196	6/25/2026	CD99621462	601-1020-543.30-18	163.84	FILTER ELEMENT
			Total for check: 91196		163.84	
STERICYCLE INC	91197	6/25/2026	1000816923	100-0801-521.21-05	16.76	STERI-SAFE BUDGET SUB JULY
			Total for check: 91197		16.76	

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SUPERIOR VISION INSURANCE PLAN	91198	6/25/2026	968554	100-0000-204.10-00	1,062.08	VISION INSURANCE-JULY
	Total for check: 91198				1,062.08	
THEDACARE AT WORK	91199	6/25/2026	385753	100-0202-512.21-05	68.00	EMPLOYEE SCREENING
		6/25/2026	385841	100-0202-512.21-05	68.00	EMPLOYEE SCREENING
	Total for check: 91199				136.00	
TRUGREEN PROCESSING CENTER	91200	6/25/2026	226890719	100-0501-522.24-03	121.44	LAWN SERVICE 1911 MANITOWOC RD
	Total for check: 91200				121.44	
WE ENERGIES	91201	6/25/2026	5960314778	100-0701-533.22-03	17.73	5/8/26-6/8/26 ELEC NORTH STREET
		6/25/2026	5960317397	100-0701-533.22-03	16.44	5/8/26-6/8/26 ELEC NORTH STREET
	Total for check: 91201				34.17	
WEYERS EQUIPMENT INC	91202	6/25/2026	01-258854	731-1022-541.38-03	251.90	BLADES/PARTS
	Total for check: 91202				251.90	
TERMINIX WIL-KIL	91203	6/25/2026	98366591	100-0501-522.24-03	85.02	PEST CONTROL MAINTENANCE N-M FIRE STATION #36
	Total for check: 91203				85.02	
WINNEBAGO COUNTY CLERK OF COURTS	91204	6/25/2026	REPORT #26-3378	100-0000-201.03-00	1,150.00	REPORT #26-3378
	Total for check: 91204				1,150.00	
WINNEBAGO COUNTY TREASURER	91205	6/25/2026	34125	100-0805-521.25-01	205.84	INMATE STAYS MARCH
		6/25/2026	34129	100-0805-521.25-01	411.68	INMATE STAYS APRIL
		6/25/2026	34130	100-0805-521.25-01	102.92	INMATE STAYS MAY

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WINNEBAGO COUNTY TREASURER...	91205...	6/25/2026	36123	100-0805-521.25-01	154.38	INMATE STAYS FEB
			Total for check: 91205		<u>874.82</u>	
					<u>743,077.39</u>	

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AMAZON CAPITAL SERVICES	91209	6/26/2026	1144-R3R4-F6PG	100-0601-551.30-14	11.99	LIBRARY MATERIALS
		6/26/2026	11N4-CY7W-G6CM	100-0601-551.30-16	60.00	LIBRARY PROMOTIONAL
		6/26/2026	1333-CGK1-6YPF	100-0601-551.30-12	29.99	COMPUTER SUPPLIES
		6/26/2026	13WK-CVY3-6GYR	100-0601-551.30-16	86.26	LIBRARY PROMOTIONAL
		6/26/2026	14QF-7YM9-6Y43	100-0601-551.30-16	19.99	LIBRARY PROMOTIONAL
		6/26/2026	14TK-P7TY-4F34	100-0601-551.30-10	18.99	LIBRARY SUPPLIES
		6/26/2026	16LN-3MJG-NYCH	100-0601-551.30-12	38.45	COMPUTER SUPPLIES
		6/26/2026	16NQ-MY63-RLFP	100-0601-551.30-10	59.94	LIBRARY SUPPLIES
		6/26/2026	17HN-3XPX-6WVG9	100-0601-551.30-16	532.62	LIBRARY PROMOTIONAL
		6/26/2026	17HN-3XPX-KCW1	100-0601-551.30-16	732.76	LIBRARY PROMOTIONAL
		6/26/2026	17LC-7W1W-QJP4	100-0601-551.30-14	41.49	LIBRARY MATERIALS
		6/26/2026	199V-7VD1-QCTJ	100-0601-551.30-18	239.20	DEPARTMENT SUPPLIES
		6/26/2026	19GN-PD9G-HGNJ	100-0601-551.30-10	(68.52)	LIBRARY SUPPLIES
		6/26/2026	1C1Q-NV66-JXGY	100-0601-551.30-10	36.99	LIBRARY SUPPLIES
		6/26/2026	1CCV-HXTM-FLNY	100-0601-551.30-16	43.96	LIBRARY PROMOTIONAL
		6/26/2026	1CNM-DL3V-6R9H	100-0601-551.30-12	145.28	COMPUTER SUPPLIES
		6/26/2026	1CY7-JDTR-R34D	100-0601-551.30-19	397.24	WALL ART
		6/26/2026	1DNN-L63L-1QWH	100-0601-551.30-16	139.99	LIBRARY PROMOTIONAL
		6/26/2026	1DPC-6V79-9PQX	100-0601-551.30-14	59.88	LIBRARY MATERIALS
		6/26/2026	1DXK-6J4J-CP6M	100-0601-551.30-12	114.18	COMPUTER SUPPLIES
		6/26/2026	1DXQ-7PQH-6N9Y	100-0601-551.30-14	17.09	LIBRARY MATERIALS
		6/26/2026	1DXQ-7PQH-6TYC	100-0601-551.30-14	9.71	LIBRARY MATERIALS
		6/26/2026	1DXQ-7PQH-6XTJ	100-0601-551.30-16	158.98	LIBRARY PROMOTIONAL
		6/26/2026	1DXQ-7PQH-74H1	100-0601-551.30-10	38.93	LIBRARY SUPPLIES
		6/26/2026	1F6G-WGQD-C41L	100-0601-551.30-12	190.91	COMPUTER SUPPLIES
		6/26/2026	1F74-63XN-KMV6	100-0601-551.30-16	712.68	LIBRARY PROMOTIONAL
		6/26/2026	1F9H-XP64-TDWR	100-0601-551.30-12	88.19	COMPUTER SUPPLIES
		6/26/2026	1GGD-6JVX-JGKX	100-0601-551.30-14	22.99	LIBRARY MATERIALS
		6/26/2026	1HFC-9YN4-CV1M	100-0601-551.30-16	15.20	LIBRARY PROMOTIONAL
		6/26/2026	1JCJ-C3WM-CNNC	100-0601-551.30-16	33.78	LIBRARY PROMOTIONAL
		6/26/2026	1JH6-4CDQ-TGRF	100-0601-551.30-19	46.48	ROLLING CART
		6/26/2026	1LF6-NQF6-PYDY	100-0601-551.30-14	15.96	LIBRARY MATERIALS
		6/26/2026	1MMK-NC74-1W1W	100-0601-551.30-14	59.88	LIBRARY MATERIALS
		6/26/2026	1MYT-T9JP-DXND	100-0601-551.30-14	138.00	LIBRARY MATERIALS
		6/26/2026	1N13-DN6H-CXDJ	100-0601-551.30-14	16.50	LIBRARY MATERIALS

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AMAZON CAPITAL SERVICES...	91209...	6/26/2026	1NFK-FR11-JMYF	100-0601-551.30-19	52.99	SIGN HOLDER
		6/26/2026	1NP6-LDD6-7X3H	100-0601-551.30-16	100.88	LIBRARY PROMOTIONAL
		6/26/2026	1NWK-XGXH-16N6	100-0601-551.30-16	53.94	LIBRARY PROMOTIONAL
		6/26/2026	1P7R-N3DH-79DT	100-0601-551.30-12	44.99	COMPUTER SUPPLIES
		6/26/2026	1Q3L-MGDH-D946	100-0601-551.30-16	118.88	LIBRARY PROMOTIONAL
		6/26/2026	1Q4Q-JLVT-DXMR	100-0601-551.30-12	378.05	COMPUTER SUPPLIES
		6/26/2026	1QC4-1P3Q-3WQV	100-0601-551.30-14	59.99	LIBRARY MATERIALS
		6/26/2026	1QGY-DVRD-KJDC	100-0601-551.30-16	113.96	LIBRARY PROMOTIONAL
		6/26/2026	1QHW-W9CG-49PY	100-0601-551.30-14	179.75	LIBRARY SUPPLIES
		6/26/2026	1R13-Y4MY-DJRH	100-0601-551.30-14	18.15	LIBRARY MATERIALS
		6/26/2026	1TXC-VP4K-H4GG	100-0601-551.30-14	29.46	LIBRARY MATERIALS
		6/26/2026	1VTC-3XCF-7CLR	100-0601-551.30-14	10.99	LIBRARY MATERIALS
		6/26/2026	1XCX-DNHM-7RX4	100-0601-551.30-16	176.54	LIBRARY PROMOTIONAL
		6/26/2026	1YFG-C1MC-GNF1	100-0601-551.30-14	38.24	LIBRARY MATERIALS
		6/26/2026	1YPC-VCJH-QCCX	100-0601-551.30-14	14.85	LIBRARY MATERIALS
		6/26/2026	1YPW-CDHP-6WVP	100-0601-551.30-18	128.97	DEPARTMENT SUPPLIES
		6/26/2026	1YXF-Q6Q1-KX6M	100-0601-551.30-16	1,218.47	LIBRARY PROMOTIONAL
				Total for check: 91209		7,045.06
BRIGHT SIGHT WINDOW CLEANING LLC	91210	6/26/2026	13027060226	100-0601-551.24-03	395.00	ANNUAL WINDOW CLEANING
			Total for check: 91210		395.00	
CENGAGE LEARNING INC/GALE	91211	6/26/2026	999102741784	100-0601-551.30-14	52.50	LIBRARY MATERIALS
		6/26/2026	99912731788	100-0601-551.30-14	30.40	LIBRARY MATERIALS
			Total for check: 91211		82.90	
CENTER POINT LARGE PRINT	91212	6/26/2026	2251681	100-0601-551.30-14	302.04	LIBRARY MATERIALS
			Total for check: 91212		302.04	

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CONQUER BOOKS	91213	6/26/2026	CONTRACT	100-0601-551.20-05	200.00	SMITHWORKS WRITING GROUP
	Total for check: 91213					200.00
CRIMSON MULTIMEDIA	91214	6/26/2026	029747	100-0601-551.30-14	120.00	LIBRARY MATERIALS
		6/26/2026	029748	100-0601-551.30-14	378.37	LIBRARY MATERIALS
	Total for check: 91214					498.37
DEMCO	91215	6/26/2026	7817775	100-0601-551.30-18	297.85	DEPARTMENT SUPPLIES
	Total for check: 91215					297.85
GFC LEASING-WI	91216	6/26/2026	I575054	100-0601-551.24-01	329.68	PRINTER LEASE
		6/26/2026	IN15638629	100-0601-551.30-10	235.20	LIBRARY SUPPLIES
	Total for check: 91216					564.88
IIIMARKS LLC	91217	6/26/2026	D227	100-0601-551.30-14	196.80	LIBRARY MATERIALS
	Total for check: 91217					196.80
INGRAM LIBRARY SERVICES	91219	6/26/2026	96308521	100-0601-551.30-14	111.36	LIBRARY MATERIALS
		6/26/2026	96324568	100-0601-551.30-14	139.24	LIBRARY MATERIALS
		6/26/2026	96371376	100-0601-551.30-14	258.03	LIBRARY MATERIALS
		6/26/2026	96431446	100-0601-551.30-14	2,088.90	LIBRARY MATERIALS
		6/26/2026	96431447	100-0601-551.30-14	117.98	LIBRARY MATERIALS
		6/26/2026	96462157	100-0601-551.30-14	810.59	LIBRARY MATERIALS
		6/26/2026	96487936	100-0601-551.30-14	1,245.29	LIBRARY MATERIALS
		6/26/2026	96496624	100-0601-551.30-14	275.44	LIBRARY MATERIALS
		6/26/2026	96504735	100-0601-551.30-14	136.65	LIBRARY MATERIALS
		6/26/2026	96504736	100-0601-551.30-14	66.32	LIBRARY MATERIALS
		6/26/2026	96562393	100-0601-551.30-14	831.68	LIBRARY MATERIALS
		6/26/2026	96578492	100-0601-551.30-14	60.08	LIBRARY MATERIALS
		6/26/2026	96592231	100-0601-551.30-14	69.08	LIBRARY MATERIALS
		6/26/2026	96592232	100-0601-551.30-14	151.02	LIBRARY MATERIALS

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INGRAM LIBRARY SERVICES...	91219...	6/26/2026	96609365	100-0601-551.30-14	107.87	LIBRARY MATERIALS
		6/26/2026	96638195	100-0601-551.30-14	1,122.87	LIBRARY MATERIALS
		6/26/2026	96693315	100-0601-551.30-14	19.24	LIBRARY MATERIALS
		6/26/2026	96693316	100-0601-551.30-14	711.69	LIBRARY MATERIALS
		6/26/2026	96723329	100-0601-551.30-14	545.90	LIBRARY MATERIALS
		6/26/2026	96767341	100-0601-551.30-14	144.79	LIBRARY MATERIALS
		6/26/2026	96798397	100-0601-551.30-14	210.99	LIBRARY MATERIALS
		6/26/2026	96808753	100-0601-551.30-14	118.43	LIBRARY MATERIALS
		6/26/2026	96818370	100-0601-551.30-14	255.72	LIBRARY MATERIALS
		6/26/2026	96818371	100-0601-551.30-14	644.24	LIBRARY MATERIALS
		6/26/2026	96828017	100-0601-551.30-14	57.35	LIBRARY MATERIALS
		6/26/2026	96858388	100-0601-551.30-14	16.67	LIBRARY MATERIALS
		6/26/2026	96905886	100-0601-551.30-14	86.56	LIBRARY MATERIALS
		6/26/2026	96950028	100-0601-551.30-14	32.52	LIBRARY MATERIALS
			Total for check: 91219		10,436.50	
JRAAR EDUCATIONAL EVENTS	91220	6/26/2026	96950028	100-0601-551.30-14	257.30	LIBRARY MATERIALS
			Total for check: 91220		257.30	
KAEL KING	91221	6/26/2026	CONTRACT	100-0601-551.20-05	50.00	CONTRACT 7/11/26 COMIC BOOK CLUB
			Total for check: 91221		50.00	
LOCALHOP	91222	6/26/2026	1823	100-0601-551.29-02	2,484.00	ONLINE CALENDER RENEWAL
			Total for check: 91222		2,484.00	
MEESCAN INC	91223	6/26/2026	INV-R2601631	100-0601-551.30-14	2,624.00	SELF CHECKOUT RENEWAL
			Total for check: 91223		2,624.00	
METRO SALES INC	91224	6/26/2026	INV3098733	100-0601-551.24-04	838.54	OFFICE MACHINE CONTRACT

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METRO SALES INC...	91224...	6/26/2026	INV3108386	100-0601-551.24-04	50.99	FAX SERVICE	
			Total for check: 91224		889.53		
MIDWEST TAPE	91225	6/26/2026	508815371	100-0601-551.30-14	44.98	LIBRARY MATERIALS	
		6/26/2026	508815372	100-0601-551.30-14	38.99	LIBRARY MATERIALS	
		6/26/2026	508842796	100-0601-551.30-14	79.46	LIBRARY MATERIALS	
		6/26/2026	508862357	100-0601-551.30-14	118.46	LIBRARY MATERIALS	
		6/26/2026	508918316	100-0601-551.30-14	575.79	LIBRARY MATERIALS	
		6/26/2026	508918318	100-0601-551.30-14	50.98	LIBRARY MATERIALS	
		6/26/2026	508934615	100-0601-551.30-14	68.97	LIBRARY MATERIALS	
			Total for check: 91225		977.63		
PAM'S BEE SHARP PIANO TUNING	91226	6/26/2026	189754	100-0601-551.21-06	175.00	ANNUAL PIANO TUNING	
			Total for check: 91226		175.00		
DAVE POWELL	91227	6/26/2026	MILEAGE	100-0601-551.33-01	52.56	MILEAGE REIMBURSEMENT	
			Total for check: 91227		52.56		
GABE RETZLAFF	91228	6/26/2026	CONTRACT	100-0601-551.20-05	100.00	JULY CONTRACT	TEEN TEST & TASTE
			Total for check: 91228		100.00		
CINDY SCHAEFER-KEMPS	91229	6/26/2026	MILEAGE	100-0601-551.33-01	45.68	MILEAGE REIMBURSEMENT	
		6/26/2026	REIMBURSMENT	100-0601-551.30-16	40.90	LIBRARY PROMOTIONAL	
					11.07	LIBRARY PROMOTIONAL	
			Total for check: 91229		97.65		
HEATHER SCHROEDER MARIE	91230	6/26/2026	CONTRACT	100-0601-551.20-05	190.00	CONTRACT 7/22/26	10 DECADES OF TEA
			Total for check: 91230		190.00		

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SERVICEMASTER BUILDING MAINTENANCE	91231	6/26/2026	49024	100-0601-551.20-01	2,200.00	JANITORIAL SERV CONTRACT LIBRARY
Total for check: 91231					2,200.00	
JOSHUA SPOTTS	91232	6/26/2026	CONTRACT	100-0601-551.20-05	50.00	CONTRACT 7/21/26 ROLE PLAYING GAMES
Total for check: 91232					50.00	
JOSHUA STUCK	91233	6/26/2026	182	100-0601-551.20-05	608.00	OUTDOOR EXPLORERS PROGRAM 7/11/26
Total for check: 91233					608.00	
THE PRINT HOUSE LLC	91234	6/26/2026	000144	100-0601-551.19-03	1,117.50	UNIFORMS/BRADED SHIRTS
Total for check: 91234					1,117.50	
MARCELA VEGA	91235	6/26/2026	CONTRACT	100-0601-551.20-05	125.00	CONTRACT 4/25/26
Total for check: 91235					125.00	
WATSON LABEL PRODUCTS	91236	6/26/2026	105362	100-0601-551.30-18	708.00	DEPARTMENT SUPPLIES
Total for check: 91236					708.00	
WINNEFOX LIBRARY SYSTEM	91237	6/26/2026	WLS4655	100-0601-551.30-14	30.99	LIBRARY MATERIALS
		6/26/2026	WLS4662	100-0601-551.30-11	118.41	PATRON NOTICES
				100-0601-551.30-12	16.00	COMPUTER SUPPLIES
Total for check: 91237					165.40	
WISCONSIN IMAGING LLC	91238	6/26/2026	5039137256	100-0601-551.24-01	406.83	OFFICE MACHINE LEASES
Total for check: 91238					406.83	
					33,297.80	

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AMAZON CAPITAL SERVICES	91239	7/2/2026	13NP-GGT6-KLDY	100-0904-531.30-15	84.48	PH LEVEL TEST KIT
			17XL-F3RV-HLJ3	100-0903-531.30-18	63.71	OUTDOOR TOYS/SUPPLIES
			1HT7-RPDV-431Y	100-0401-513.30-10	48.02	OFFICE SUPPLIES-FINANCE
				100-0401-513.30-19	104.99	COIN COUNTER-FINANCE
			1NWW-T9PP-7R7H	601-1020-543.21-02	13.69	CHARGER FOR GIS TABLETS
			1TNM-JVP4-JF3T	100-0904-531.30-15	52.76	SANITIZER TEST TAPE/LABEL
			1VJW-CQ7T-VNPF	824-0807-521.30-15	77.48	DOG FOOD
			1YD7-RWMV-WRL7	100-0801-521.30-18	73.70	CRIME SCENE PRINT CARDS
Total for check: 91239					518.83	
AMERICAN RED CROSS	91240	7/2/2026	23321323	100-0702-552.32-01	504.00	FIRST AID/CPR TRAINING
				100-0801-521.34-02	42.00	FIRST AID/CPR TRAINING
Total for check: 91240					546.00	
ASSOCIATED APPRAISAL CONSULTANTS	91241	7/2/2026	187122	100-0402-513.21-09	153.96	WEBSITE ASSESSMNT POSTING
					7,083.33	JULY ASSESMENT SVCS
				100-0402-513.30-11	26.64	MAILING SERVICES
Total for check: 91241					7,263.93	
AXON ENTERPRISE INC	91242	7/2/2026	INUS453926	100-0801-521.30-15	7,616.51	TASER CARTRIDGES
Total for check: 91242					7,616.51	
BERGSTROM FORD LINCOLN	91243	7/2/2026	121283	731-1022-541.38-03	644.36	TEMPERATURE SENSOR
Total for check: 91243					644.36	
BOBCAT PLUS	91244	7/2/2026	RG30483	731-1022-541.29-04	1,253.93	TILT ACTUATOR MAINTENANCE
Total for check: 91244					1,253.93	

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CARTER	91245	7/2/2026	10065	470-0704-552.82-02	10,000.00	POOL PLANNING CONSULT PO-2026-001
	Total for check: 91245					10,000.00
CINTAS	91246	7/2/2026	4273803262	731-1022-541.20-01	161.00	UNIFORMS/MATS
				731-1022-541.30-13	635.03	CLEANING SUPPLIES
		7/2/2026	4273809147	100-0801-521.20-01	50.25	MATS
				100-0801-521.30-13	222.35	CLEANING SUPPLIES
Total for check: 91246					1,068.63	
E.H. WOLF & SONS, INC	91247	7/2/2026	573103	207-0707-552.38-01	3,545.68	MARINA FUEL
		7/2/2026	580121	207-0707-552.38-01	1,711.57	MARINA FUEL
		7/2/2026	587296	207-0707-552.38-01	1,249.47	MARINA FUEL
Total for check: 91247					6,506.72	
ENERGITECH	91248	7/2/2026	184677	731-1022-541.24-06	183.48	FILTERS (6)
		7/2/2026	184778	731-1022-541.24-06	255.00	TANK MONITOR
Total for check: 91248					438.48	
FAULKS BROS CONSTRUCTION INC	91249	7/2/2026	443327	470-0703-553.82-02	1,259.70	WARNING TRACK MIX JEFFERSON PARK
		7/2/2026	443328	470-0703-553.82-02	1,249.20	WARNING TRACK MIX JEFFERSON PARK
		7/2/2026	443329	470-0703-553.82-02	1,220.94	WARNING TRACK MIX JEFFERSON PARK
		7/2/2026	443330	470-0703-553.82-02	1,257.28	WARNING TRACK MIX JEFFERSON PARK
		7/2/2026	443331	470-0703-553.82-02	1,187.03	WARNING TRACK MIX JEFFERSON PARK
		7/2/2026	443634	470-0703-553.82-02	750.40	INFIELD MIX REPAIR JEFFERSON PARK
Total for check: 91249					6,924.55	
FOX VALLEY HUMANE ASSOCIATION	91250	7/2/2026	6477	100-0806-532.25-01	552.00	ANIMALS HANDLED - APRIL
Total for check: 91250					552.00	
ALEJANDRA GOMEZ	91251	7/2/2026	BROADWAY TOTS	100-0000-441.25-00	96.00	BROADWAY TOTS-INSTRUCTOR 5/5/26-5/27/26

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ALEJANDRA GOMEZ...	91251...	7/2/2026	HIP HOP CLASS	100-0000-441.25-00	24.00	HIP HOP LVL 1-INSTRUCTOR 5/5/26-5/21/26
			Total for check: 91251		120.00	
GRAINGER INC	91252	7/2/2026	9966870934	100-1008-541.30-18	109.08	FUSES (4)
			Total for check: 91252		109.08	
HARRISON UTILITIES	91253	7/2/2026	001-0220-00	100-0703-553.22-05	84.63	5/21/26-6/22/26-WAT/SEW 2170 PLANK RD
			Total for check: 91253		84.63	
HD INSTALLATIONS LLC	91254	7/2/2026	100	470-0801-521.80-03	4,215.00	VEHICLE ACCESSORIES
			Total for check: 91254		4,215.00	
HELMER SCIENTIFIC, LLC	91255	7/2/2026	0000555245	100-0000-201.02-00	5,790.31	VACCINE FRIDGE
			Total for check: 91255		5,790.31	
JOE'S POWER CENTER	91256	7/2/2026	220076	731-1022-541.38-03	95.70	EDGER BLADE
			Total for check: 91256		95.70	
JT ENGINEERING INC	91257	7/2/2026	250126-10	470-0703-553.80-05	4,887.53	HIGH CLIFF CONNECT DESIGNPR-2027-005
			Total for check: 91257		4,887.53	
JUMP AROUND RENTALS	91258	7/2/2026	27790	100-0702-552.20-05	800.00	INFLATABLE RENTALS H2O EVENT
		7/2/2026	TRACKLESS TRAIN	826-0702-552.30-18	1,350.00	TRACKLESS TRAIN COMMUNITY FEST
			Total for check: 91258		2,150.00	
JX ENTERPRISES INC	91259	7/2/2026	24140881P	731-1022-541.38-03	34.76	ATO FUSE HOLDER
		7/2/2026	24140992P	731-1022-541.38-03	55.37	HOSE
			Total for check: 91259		90.13	

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KITZ & PFEIL INC	91261	7/2/2026	59317/3	100-0703-553.24-03	44.06	SIGN MATERIALS
		7/2/2026	59342/3	100-0801-521.24-03	17.62	PD GATE PART
		7/2/2026	59373/3	207-0707-552.24-03	30.21	TAP'S
		7/2/2026	59403/3	207-0707-552.24-03	9.87	ELECTRICAL PARTS
		7/2/2026	59438/3	100-0703-553.24-03	23.39	LOCK
		7/2/2026	59487/3	100-0703-553.30-18	79.13	PARK SUPPLIES
		7/2/2026	59545/3	100-0703-553.30-18	29.92	DEPARTMENT SUPPLIES
		7/2/2026	59565/3	100-0703-553.24-03	14.39	ALUMINUM TUBE
		7/2/2026	59608/3	100-0703-553.24-03	9.89	4X4 FLEX PLUMBING PART
		7/2/2026	59636/3	100-0703-553.24-03	7.14	NUTS & BOLTS
		7/2/2026	59653/3	731-1022-541.38-03	32.38	BATTERIES
		7/2/2026	59704/3	100-0703-553.24-03	18.85	PLUMBING PARTS
		7/2/2026	59716/3	731-1022-541.38-03	21.96	NUTS & BOLTS
		7/2/2026	59731/3	100-0501-522.24-03	3.22	FIRE PLUMBING SUPPLIES
		7/2/2026	59734/3	100-1019-552.30-18	27.96	PLUMBING PARTS
			Total for check: 91261		369.99	
KLINK HYDRAULICS LLC	91262	7/2/2026	CJ1767	731-1022-541.38-03	26.18	FITTINGS
		7/2/2026	JG2192	731-1022-541.38-04	57.49	CLAMP, T-BOLT
		7/2/2026	JG2218	731-1022-541.38-03	134.49	FITTINGS
		7/2/2026	TV1360	731-1022-541.38-03	43.46	FITTINGS
		7/2/2026	TV1805	731-1022-541.38-03	7.14	FITTINGS
			Total for check: 91262		268.76	
JENNIFER LEE	91263	7/2/2026	REFUND	100-0000-201.11-00	100.00	SECURITY DEPOSIT REFUND
			Total for check: 91263		100.00	
BETH LUNDT	91264	7/2/2026	REIMBURSMENT	826-0702-552.30-18	114.26	GRUNSKI PARADE OF LIGHTS
			Total for check: 91264		114.26	

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MACQUEEN	91265	7/2/2026	INV3936	731-1022-541.38-03	477.74	JOYSTICK	
			Total for check: 91265		477.74		
MATTHEWS TIRE INC	91266	7/2/2026	I0223431	731-1022-541.38-04	444.32	TIRES	
		7/2/2026	I0229542	731-1022-541.38-02	567.00	TIRES	
		7/2/2026	I0233793	731-1022-541.38-02	33.00	TIRE DISMOUNT/MOUNT	
		7/2/2026	I0233810	731-1022-541.38-02	33.00	TIRE DISMOUNT/MOUNT	
		7/2/2026	I0245717	731-1022-541.38-02	1,283.14	TIRES	
			Total for check: 91266		2,360.46		
MENASHA NEENAH MUNICIPAL COURT	91267	7/2/2026	BONDS	100-0000-201.03-00	696.00	MULTIPLE BONDS	
			Total for check: 91267		696.00		
MENASHA UTILITIES	91268	7/2/2026	MENASHA UTIL.	100-0703-553.22-06	174.52	4/30/26-5/29/26-STORM	
				100-1012-541.22-03	15.32	4/30/26-5/29/26-ELECTRIC	
			Total for check: 91268		189.84		
MGD INDUSTRIAL CORP	91269	7/2/2026	248636	100-1016-543.30-18	189.00	ZIP TIES	
			Total for check: 91269		189.00		
MIDWEST PLAYSCAPES INC	91270	7/2/2026	11421	100-0703-553.24-03	1,199.08	HART PARK EQUIPMENT	
			Total for check: 91270		1,199.08		
MORTON SAFETY	91271	7/2/2026	238417	100-0901-515.30-18	103.89	EAR PLUGS	1/2 CVMIC
				100-0904-531.30-18	62.89	COVERALLS	
		7/2/2026	238478	100-0904-531.30-15	5.22	EYEWEAR	
			Total for check: 91271		172.00		
N&M AUTO SUPPLY	91272	7/2/2026	861610	731-1022-541.38-04	(67.00)	CORE RETURN	CREDIT
		7/2/2026	861809	731-1022-541.38-04	75.15	BELT, FUEL FILTER	

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N&M AUTO SUPPLY...	91272...	7/2/2026	861897	731-1022-541.38-04	87.11	BRAKE TUBING, PARTS
		7/2/2026	861923	731-1022-541.38-04	167.36	PARTS
	Total for check: 91272					262.62
SHIRLEY O'CONNELL	91273	7/2/2026	REFUND	100-0000-201.14-00	20.00	TICKET REFUND
Total for check: 91273					20.00	
PACE SYSTEMS INC	91274	7/2/2026	IN00078188	100-0801-521.30-12	2,897.65	HEIDEMANN LAPTOP POLICE
		7/2/2026	IN00078313	100-0801-521.30-12	4,186.27	ROE LAPTOP POLICE
	Total for check: 91274					7,083.92
PETERS CONCRETE COMPANY	91275	7/2/2026	2264069	470-1003-541.82-02	2,197.00	CONCRETE STR-2026-002
		7/2/2026	2264158	470-1003-541.82-02	1,064.00	CONCRETE STR-2026-002
		7/2/2026	2264266	470-1003-541.82-02	2,197.00	CONCRETE STR-2026-002
Total for check: 91275					5,458.00	
PLAYPOWER LT FARMINGTON	91276	7/2/2026	1400306815	100-0703-553.30-18	68.84	PARTS-JEFFERSON PARK
Total for check: 91276					68.84	
QUENCH USA INC	91277	7/2/2026	INV11063811	100-0801-521.30-18	179.00	WATER FLAVORING
Total for check: 91277					179.00	
R.K. ENTERPRISES OF WISCONSIN INC	91278	7/2/2026	9228	470-0703-553.82-02	1,800.00	BORE & TRACER WIRE PLEASANTS PARK PLAYGROUN
Total for check: 91278					1,800.00	
SERVICE MOTOR COMPANY	91279	7/2/2026	P25991	731-1022-541.38-03	25.92	GAUGE WHEEL, PARTS
		7/2/2026	P26026	731-1022-541.38-03	34.78	WHEEL, PARTS
Total for check: 91279					60.70	

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SERVICEMASTER BUILDING MAINTENANCE	91280	7/2/2026	49184	100-0801-521.20-01	1,966.00	JANITORIAL SERVICE MENASHA POLICE DEPT
		7/2/2026	49186	731-1022-541.20-01	2,730.00	JANITORIAL SERVICE PUBLIC WORKS FACILITY
	Total for check: 91280					4,696.00
SYN-TECH SYSTEMS	91281	7/2/2026	335774	731-1022-541.38-03	376.50	AIM MODULE
Total for check: 91281					376.50	
TITLETOWN DRONES LLC	91282	7/2/2026	26-1146	100-0801-521.30-20	487.00	DRONE ACCESSORIES
Total for check: 91282					487.00	
VALLEY GRAND CINEMA	91283	7/2/2026	898	100-0702-552.30-18	396.00	TOY STORY 5 SHOWING PR
Total for check: 91283					396.00	
WE ENERGIES	91284	7/2/2026	5977472182	100-0703-553.22-04	12.90	GAS-5/18/26-6/16/26 2170 PLANK RD
			5979736378	100-0000-123.00-00	164.75	GAS-N-M FIRE 5/19/26-6/17/26
				100-0601-551.22-04	457.73	GAS-LIBRARY 5/19/26-6/17/26
				100-0703-553.22-04	288.91	GAS-PARKS 5/19/26-6/17/26
				100-0801-521.22-04	227.52	GAS-POLICE 5/19/26-6/17/26
				100-0920-531.22-04	58.86	GAS-SENIOR CENTER 5/19/26-6/17/26
				100-1019-552.22-04	12.18	GAS-BRIDGE 5/19/26-6/17/26
				207-0707-552.22-04	28.05	GAS-MARINA 5/19/26-6/17/26
Total for check: 91284					1,250.90	
WEYERS EQUIPMENT INC	91285	7/2/2026	01-259315	731-1022-541.38-03	61.43	BLADE
Total for check: 91285					61.43	
TERMINIX WIL-KIL	91286	7/2/2026	97758371	100-0703-553.20-07	70.69	PEST CONTROL MAINTENANCE 640 KEYES ST
		7/2/2026	98406951	100-0501-522.24-03	85.02	PEST CONTROL MAINTENANCE NEENAH/MENASHA FIRE
Total for check: 91286					155.71	

AP Check Register
Check Date: 7/2/2026

Date: 7/2/2026

<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>
WINNEBAGO COUNTY TREASURER	91287	7/2/2026	34121	100-0805-521.25-01	308.76	INMATE STAYS JANUARY
			Total for check: 91287		308.76	
WISCONSIN TIMBER RATTLERS	91288	7/2/2026	32166	100-0000-201.14-00	490.65	TIMBER RATTLERS DOWN PYMT8/19/26 BUS TRIP
			Total for check: 91288		490.65	
					90,169.48	

MEMORANDUM

DATE July 1, 2026
TO Common Council
FROM James Merten, Director of Public Works
RE Update to the 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. On June 2nd, the Common Council deliberated the Nominal Payment Parcel Report (NPPR), 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 project, all real property interests described in the NPPR 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 to expire upon closure of the project.

TerraVenture Advisors, LLC, has provided staff with an updated NPPR for your consideration, including several adjustments and corrections. The updated NPPR has been approved by WisDOT. Acceptance of the modified report sets adjusted baseline amounts in which to conduct negotiations for the real property interests. Staff will be recommending approval of the updated NPPR and seeking authorization to negotiate settlements.



MEMORANDUM

DATE July 1 2026
TO Honorable Mayor and Common Council
FROM Andrew Dane, Community Development Director
RE Partnership with Heckrodt Wetland Reserve – Transfer of Real Estate

This memo provides background information for the July 6th Common Council meeting. The purpose of this memo is to provide an update on the house relocation project and to seek Common Council approval for transfer of real estate to Greater Fox Cities Habitat for Humanity (Habitat).

Background

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

The proposed project will relocate the house from 1391 Plank Road to a vacant lot on Province Terrace owned by the RDA – 1100 Province Terrace (Parcel No. 770001504). The structure will be reinstalled and rehabilitated for sale to a qualified household through Habitat for Humanity, creating an additional affordable housing opportunity in Menasha.

The City of Menasha Common Council approved this partnership approach at its November 3, 2025 meeting and directed staff to present the agreement for formal review and approval by the RDA and Common Council prior to moving forward with relocation and installation activities

In order to move forward with this project, Common Council approval is required for The Redevelopment Authority of the City of Menasha to transfer Parcel No. 770001504 to Habitat.

Suggested action:

Motion to approve the transfer of Parcel No. 770001504 from The Redevelopment Authority of the City of Menasha Habitat to support the proposed house relocation project.



RESOLUTION R-19-26

A RESOLUTION ACKNOWLEDGING REVIEW OF CITY OF MENASHA 2025 COMPLIANCE MAINTENANCE ANNUAL REPORT (CMAR) UNDER WISCONSIN ADMINISTRATIVE CODE NR 208

INTRODUCED BY: Alderman Tom Marshall

WHEREAS, it is a requirement under a Wisconsin Pollutant Discharge Elimination System (WPDES) permit issued by the Wisconsin Department of Natural Resources to file Compliance Maintenance Annual Report (CMAR) for its wastewater a collection system under Wisconsin Administrative Code NR 208; and

WHEREAS, it is necessary to acknowledge that the governing body has reviewed the Compliance Maintenance Annual Report (CMAR); and

WHEREAS, it is necessary to provide recommendations or an action response plan for all individual CMAR section grades of “C” or less and/or an overall grade point average <3.00;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and the Common Council of the City of Menasha concurring, that no recommendations or corrective actions are necessary at this time because the City has achieved CMAR grades of “A” for its individual sections for its 2024 CMAR reporting year.

Adopted this ___ day of _____, 2026.

Recommended by: Common Council
Motion/Second:
Pass/Failed:
Requires: Majority Vote

Austin Hammond, Mayor

ATTEST:

Kaija Snyder, City Clerk

Compliance Maintenance Annual Report

Menasha Sewage Collection System

Last Updated: Reporting For:
6/30/2026 **2025**

Financial Management

<p>1. Provider of Financial Information</p> <p>Name: <input style="width: 150px;" type="text" value="Corey Gordon"/></p> <p>Telephone: <input style="width: 150px;" type="text" value="920-967-3615"/> (XXX) XXX-XXXX</p> <p>E-Mail Address (optional): <input style="width: 300px;" type="text" value="cgordon@menashawi.gov"/></p>																	
<p>2. Treatment Works Operating Revenues</p> <p>2.1 Are User Charges or other revenues sufficient to cover O&M expenses for your wastewater treatment plant AND/OR collection system ?</p> <p>● Yes (0 points) <input type="checkbox"/><input type="checkbox"/></p> <p>○ No (40 points)</p> <p>If No, please explain:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>2.2 When was the User Charge System or other revenue source(s) last reviewed and/or revised?</p> <p>Year: <input style="width: 100px;" type="text" value="2023"/></p> <p>● 0-2 years ago (0 points) <input type="checkbox"/><input type="checkbox"/></p> <p>○ 3 or more years ago (20 points) <input type="checkbox"/><input type="checkbox"/></p> <p>○ N/A (private facility)</p> <p>2.3 Did you have a special account (e.g., CFWP required segregated Replacement Fund, etc.) or financial resources available for repairing or replacing equipment for your wastewater treatment plant and/or collection system?</p> <p>● Yes (0 points)</p> <p>○ No (40 points)</p>	0																
<p>REPLACEMENT FUNDS [PUBLIC MUNICIPAL FACILITIES SHALL COMPLETE QUESTION 3]</p>																	
<p>3. Equipment Replacement Funds</p> <p>3.1 When was the Equipment Replacement Fund last reviewed and/or revised?</p> <p>Year: <input style="width: 100px;" type="text" value="2025"/></p> <p>● 1-2 years ago (0 points) <input type="checkbox"/><input type="checkbox"/></p> <p>○ 3 or more years ago (20 points) <input type="checkbox"/><input type="checkbox"/></p> <p>○ N/A</p> <p>If N/A, please explain:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>3.2 Equipment Replacement Fund Activity</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">3.2.1 Ending Balance Reported on Last Year's CMAR</td> <td style="width: 5%;"></td> <td style="width: 5%; text-align: right;">\$</td> <td style="width: 30%; text-align: right;"><input style="width: 150px;" type="text" value="161,698.35"/></td> </tr> <tr> <td>3.2.2 Adjustments - if necessary (e.g. earned interest, audit correction, withdrawal of excess funds, increase making up previous shortfall, etc.)</td> <td style="text-align: center;">+</td> <td style="text-align: right;">\$</td> <td style="text-align: right;"><input style="width: 150px;" type="text" value="10,000.00"/></td> </tr> <tr> <td>3.2.3 Adjusted January 1st Beginning Balance</td> <td></td> <td style="text-align: right;">\$</td> <td style="text-align: right;"><input style="width: 150px;" type="text" value="171,698.35"/></td> </tr> <tr> <td>3.2.4 Additions to Fund (e.g. portion of User Fee, earned interest, etc.)</td> <td style="text-align: center;">+</td> <td style="text-align: right;">\$</td> <td style="text-align: right;"><input style="width: 150px;" type="text" value="0.00"/></td> </tr> </table>	3.2.1 Ending Balance Reported on Last Year's CMAR		\$	<input style="width: 150px;" type="text" value="161,698.35"/>	3.2.2 Adjustments - if necessary (e.g. earned interest, audit correction, withdrawal of excess funds, increase making up previous shortfall, etc.)	+	\$	<input style="width: 150px;" type="text" value="10,000.00"/>	3.2.3 Adjusted January 1st Beginning Balance		\$	<input style="width: 150px;" type="text" value="171,698.35"/>	3.2.4 Additions to Fund (e.g. portion of User Fee, earned interest, etc.)	+	\$	<input style="width: 150px;" type="text" value="0.00"/>	
3.2.1 Ending Balance Reported on Last Year's CMAR		\$	<input style="width: 150px;" type="text" value="161,698.35"/>														
3.2.2 Adjustments - if necessary (e.g. earned interest, audit correction, withdrawal of excess funds, increase making up previous shortfall, etc.)	+	\$	<input style="width: 150px;" type="text" value="10,000.00"/>														
3.2.3 Adjusted January 1st Beginning Balance		\$	<input style="width: 150px;" type="text" value="171,698.35"/>														
3.2.4 Additions to Fund (e.g. portion of User Fee, earned interest, etc.)	+	\$	<input style="width: 150px;" type="text" value="0.00"/>														

Compliance Maintenance Annual Report

Menasha Sewage Collection System

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3.2.5 Subtractions from Fund (e.g., equipment replacement, major repairs - use description box 3.2.6.1 below*) - \$ 0.00

3.2.6 Ending Balance as of December 31st for CMAR Reporting Year \$ 171,698.35

All Sources: This ending balance should include all Equipment Replacement Funds whether held in a bank account(s), certificate(s) of deposit, etc.

3.2.6.1 Indicate adjustments, equipment purchases, and/or major repairs from 3.2.5 above.

The amount of \$10,000 is set aside annually to maintain and grow the fund.

3.3 What amount should be in your Replacement Fund? \$ 171,698.35

Please note: If you had a CFWP loan, this amount was originally based on the Financial Assistance Agreement (FAA) and should be regularly updated as needed. Further calculation instructions and an example can be found by clicking the SectionInstructions link under Info header in the left-side menu.

3.3.1 Is the December 31 Ending Balance in your Replacement Fund above, (#3.2.6) equal to, or greater than the amount that should be in it (#3.3)?

- Yes
- No

If No, please explain.

4. Future Planning

4.1 During the next ten years, will you be involved in formal planning for upgrading, rehabilitating, or new construction of your treatment facility or collection system?

- Yes - If Yes, please provide major project information, if not already listed below.
- No

Project #	Project Description	Estimated Cost	Approximate Construction Year
1	I/I Home Grant Program. The yearly grant program to correct cross connected sump pumps or drain tile systems.	\$50,000	2026
2	Yearly Lateral Repair/Rehab/Reconstruction program. Under the City's lateral repair program if staff deems the lateral is in need of repair the property owner is instructed to repair the lateral. The City allows the property owner the ability to have the repair on private property assessed to them thru the City's assessment policy. This money is the yearly funding of this program.	\$90,000	2026
3	Annual sanitary sewer lateral replacement and sanitary sewer main relay.	\$267,200	2026
4	Fox River Interceptor Design	\$125,000	2027
5	Oak St Extension Sewer Relay	\$250,000	2027
6	Fox River Interceptor Relay	\$2,500,000	2027
7	I/I Home Grant Program. The yearly grant program to correct cross connected sump pumps or drain tile systems.	\$50,000	2026

5. Financial Management General Comments

New sewer rates were approved in 2023 to build on the sanitary lateral replacement program. The City monitors the sanitary sewer fund on an annual basis. With the future upgrade of the Waste Water Treatment Facility in 2027 the City does not anticipate updating sewer rates until more information is available for the new phosphorus treatment.

ENERGY EFFICIENCY AND USE

6. Collection System

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6.1 Energy Usage

6.1.1 Enter the monthly energy usage from the different energy sources:

COLLECTION SYSTEM PUMPAGE: Total Power Consumed

Number of Municipally Owned Pump/Lift Stations:

	Electricity Consumed (kWh)	Natural Gas Consumed (therms)
January	4,648	
February	4,306	
March	5,370	
April	5,067	
May	2,246	
June	1,315	
July	1,245	
August	1,122	
September	1,215	
October	1,263	
November	2,702	
December	4,766	
Total	35,265	0
Average	2,939	0

6.1.2 Comments:

6.2 Energy Related Processes and Equipment

6.2.1 Indicate equipment and practices utilized at your pump/lift stations (Check all that apply):

- Comminution or Screening
- Extended Shaft Pumps
- Flow Metering and Recording
- Pneumatic Pumping
- SCADA System
- Self-Priming Pumps
- Submersible Pumps
- Variable Speed Drives
- Other:

6.2.2 Comments:

6.3 Has an Energy Study been performed for your pump/lift stations?

- No
- Yes

Year:

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6/30/2026 **2025**

By Whom: <input type="text"/>
Describe and Comment: <input type="text"/>
6.4 Future Energy Related Equipment
6.4.1 What energy efficient equipment or practices do you have planned for the future for your pump/lift stations? <input type="text"/>

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

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Menasha Sewage Collection System

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Sanitary Sewer Collection Systems

1. Capacity, Management, Operation, and Maintenance (CMOM) Program

1.1 Do you have a CMOM program that is being implemented?

- Yes
- No

If No, explain:

1.2 Do you have a CMOM program that contains all the applicable components and items according to Wisc. Adm Code NR 210.23 (4)?

- Yes
- No (30 points)
- N/A

If No or N/A, explain:

1.3 Does your CMOM program contain the following components and items? (check the components and items that apply)

- Goals [NR 210.23 (4)(a)]

Describe the major goals you had for your collection system last year:

Did you accomplish them?

- Yes
- No

If No, explain:

- Organization [NR 210.23 (4) (b)]

Does this chapter of your CMOM include:

- Organizational structure and positions (eg. organizational chart and position descriptions)
- Internal and external lines of communication responsibilities
- Person(s) responsible for reporting overflow events to the department and the public

- Legal Authority [NR 210.23 (4) (c)]

What is the legally binding document that regulates the use of your sewer system?

If you have a Sewer Use Ordinance or other similar document, when was it last reviewed and revised? (MM/DD/YYYY)

Does your sewer use ordinance or other legally binding document address the following:

- Private property inflow and infiltration
- New sewer and building sewer design, construction, installation, testing and inspection
- Rehabilitated sewer and lift station installation, testing and inspection
- Sewage flows satellite system and large private users are monitored and controlled, as necessary
- Fat, oil and grease control
- Enforcement procedures for sewer use non-compliance
- Operation and Maintenance [NR 210.23 (4) (d)]

Does your operation and maintenance program and equipment include the following:

- Equipment and replacement part inventories
- Up-to-date sewer system map

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A management system (computer database and/or file system) for collection system information for O&M activities, investigation and rehabilitation
 A description of routine operation and maintenance activities (see question 2 below)
 Capacity assessment program
 Basement back assessment and correction
 Regular O&M training
 Design and Performance Provisions [NR 210.23 (4) (e)]
 What standards and procedures are established for the design, construction, and inspection of the sewer collection system, including building sewers and interceptor sewers on private property?
 State Plumbing Code, DNR NR 110 Standards and/or local Municipal Code Requirements
 Construction, Inspection, and Testing
 Others:

Overflow Emergency Response Plan [NR 210.23 (4) (f)]
 Does your emergency response capability include:
 Responsible personnel communication procedures
 Response order, timing and clean-up
 Public notification protocols
 Training
 Emergency operation protocols and implementation procedures
 Annual Self-Auditing of your CMOM Program [NR 210.23 (5)]
 Special Studies Last Year (check only those that apply):
 Infiltration/Inflow (I/I) Analysis
 Sewer System Evaluation Survey (SSES)
 Sewer Evaluation and Capacity Management Plan (SECAP)
 Lift Station Evaluation Report
 Others:

0

2. Operation and Maintenance

2.1 Did your sanitary sewer collection system maintenance program include the following maintenance activities? Complete all that apply and indicate the amount maintained.

Cleaning	<input type="text" value="98"/>	% of system/year
Root removal	<input type="text" value="0"/>	% of system/year
Flow monitoring	<input type="text" value="0"/>	% of system/year
Smoke testing	<input type="text" value="0"/>	% of system/year
Sewer line televising	<input type="text" value="1"/>	% of system/year
Manhole inspections	<input type="text" value="0"/>	% of system/year
Lift station O&M	<input type="text" value="48"/>	# per L.S./year
Manhole rehabilitation	<input type="text" value=".1"/>	% of manholes rehabbed
Mainline rehabilitation	<input type="text" value=".1"/>	% of sewer lines rehabbed
Private sewer inspections	<input type="text" value="1"/>	% of system/year

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Private sewer I/I removal % of private services

River or water crossings % of pipe crossings evaluated or maintained

Please include additional comments about your sanitary sewer collection system below:

Percentages are estimated amounts.
 The majority of the sewer mains annually cleaned with the exception of areas that City equipment can not access. Interceptor mains are cleaned every 5 years.
 Feet of sewer main televised = 11,459' (11,149' + 310' Post Const)
 Number of sewer laterals televised = 232 (196 + 36 Post Const)
 Number of manholes replaced = 1
 Number of sump pump inspections = 0
 Number of sump pump cross connections removed = 0
 Number of laterals replaced within ROW = 36
 Number of laterals replace from main to home = 2
 Feet of sanitary main replaced = 311

3. Performance Indicators

3.1 Provide the following collection system and flow information for the past year.

<input type="text" value="27.8"/>	Total actual amount of precipitation last year in inches
<input type="text" value="31.1"/>	Annual average precipitation (for your location)
<input type="text" value="52"/>	Miles of sanitary sewer
<input type="text" value="4"/>	Number of lift stations
<input type="text" value="0"/>	Number of lift station failures
<input type="text" value="0"/>	Number of sewer pipe failures
<input type="text" value="2"/>	Number of basement backup occurrences
<input type="text" value="20"/>	Number of complaints
<input type="text" value="2.339"/>	Average daily flow in MGD (if available)
<input type="text" value="8.208"/>	Peak monthly flow in MGD (if available)
<input type="text" value=""/>	Peak hourly flow in MGD (if available)

3.2 Performance ratios for the past year:

<input type="text" value="0.00"/>	Lift station failures (failures/year)
<input type="text" value="0.00"/>	Sewer pipe failures (pipe failures/sewer mile/yr)
<input type="text" value="0.00"/>	Sanitary sewer overflows (number/sewer mile/yr)
<input type="text" value="0.04"/>	Basement backups (number/sewer mile)
<input type="text" value="0.38"/>	Complaints (number/sewer mile)
<input type="text" value="3.5"/>	Peaking factor ratio (Peak Monthly:Annual Daily Avg)
<input type="text" value="0.0"/>	Peaking factor ratio (Peak Hourly:Annual Daily Avg)

4. Overflows

LIST OF SANITARY SEWER (SSO) AND TREATMENT FACILITY (TFO) OVERFLOWS REPORTED **

Date	Location	Cause	Estimated Volume
None reported			

** If there were any SSOs or TFOs that are not listed above, please contact the DNR and stop work on this section until corrected.

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5. Infiltration / Inflow (I/I)

5.1 Was infiltration/inflow (I/I) significant in your community last year?

- Yes
- No

If Yes, please describe:

During periods of heavy rain the system will experience an increase in flow.

5.2 Has infiltration/inflow and resultant high flows affected performance or created problems in your collection system, lift stations, or treatment plant at any time in the past year?

- Yes
- No

If Yes, please describe:

5.3 Explain any infiltration/inflow (I/I) changes this year from previous years:

No sanitary sewer overflows were experienced in 2025

5.4 What is being done to address infiltration/inflow in your collection system?

In 2025 the City continued lateral replacement, sewer main replacement and minor repairs throughout the system.

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

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Grading Summary

WPDES No: 0047341

SECTIONS	LETTER GRADE	GRADE POINTS	WEIGHTING FACTORS	SECTION POINTS
Financial	A	4	1	4
Collection	A	4	3	12
TOTALS			4	16
GRADE POINT AVERAGE (GPA) = 4.00				

Notes:

- A = Voluntary Range (Response Optional)
- B = Voluntary Range (Response Optional)
- C = Recommendation Range (Response Required)
- D = Action Range (Response Required)
- F = Action Range (Response Required)

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Resolution or Owner's Statement

Name of Governing
Body or Owner:

City of Menasha Common Council

Date of Resolution or
Action Taken:

2026-07-06

Resolution Number:

R-19-26

Date of Submittal:

ACTIONS SET FORTH BY THE GOVERNING BODY OR OWNER RELATING TO SPECIFIC CMAR SECTIONS (Optional for grade A or B. Required for grade C, D, or F):

Financial Management: Grade = A

Collection Systems: Grade = A

(Regardless of grade, response required for Collection Systems if SSOs were reported)

ACTIONS SET FORTH BY THE GOVERNING BODY OR OWNER RELATING TO THE OVERALL GRADE POINT AVERAGE AND ANY GENERAL COMMENTS

(Optional for G.P.A. greater than or equal to 3.00, required for G.P.A. less than 3.00)

G.P.A. = 4.00