

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 20, 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:
 - a. Urban Forestry Management Plan
 - 2. Minutes to Receive:
 - a. Water and Light Commission, 6/24/26
 - b. Administration Committee, 7/6/26
 - c. Board of Public Works, 7/6/26
 - d. Library Board of Trustees, 5/26/26
 - e. Parks & Recreation Board, 7/14/26
 - f. IT Steering Committee, 7/8/26
 - g. Committee on Aging, 6/12/26
 - 3. Communications:
 - a. Voting Methods - Partisan Primary Election
 - b. Landscape Flyer
 - c. Menasha Aquatic Facility Capital Campaign Planning Study Presentation
 - d. National Parks and Recreation Month Proclamation
 - e. National Disability Month Proclamation
- 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 7/6/26
2. Administration Committee, 7/6/26, Recommends Approval of:
 - a. Update to Strong Neighborhoods Program - Proposed
3. Board of Public Works, 7/6/26, Recommends Approval of:
 - a. Change Order — Northeast Asphalt Inc.; Contract 2025-03; Jefferson Park Boat Launch; Deduct \$48,825.77 (Change Order No. 2 & Final)
 - b. Payment — Northeast Asphalt Inc.; Contract 2025-03; Jefferson Park Boat Launch; \$105,527.21 (Payment No. 8 & Final)
 - c. Payment — Donald Hietpas & Sons, Inc.; Contract M0002-09-00105; 2026 Utility Construction; \$222,504.60 (Payment No. 2)
 - d. Street Use Permit — Labor Day Parade; Monday, September 7, 2026; 9 AM - 11 AM; Fox Valley Labor Council
4. Parks & Recreation Board, 7/14/26, Recommends Approval of:
 - a. Urban Forestry Management Plan
 - b. High Cliff Connection - Woodlands West Segment Amendment No. 2 to the Contract between the City of Menasha and JT Engineering, Inc.
5. Special Personnel Committee, 7/20/26, Recommends Approval of:
 - a. Recruitment/Hiring Process for City Clerk
 - b. Recruitment/Hiring Process for City Attorney

H. Items Removed from the Consent Agenda

I. Action Items

1. Temporary Expansion of Licensed Premises Permit Application - Elks Lodge 676 (320 Nicolet Boulevard), July 26, 2026
2. Accounts payable and payroll for the term of 7/3/26 - 7/16/26 in the amount of \$967,666.82
3. Main St./Racine St. Roundabout Gateway Improvements - First Amendment to the Professional Services Agreement Between City of Menasha and JT Engineering, Inc.
4. Demolition of Building Located at 325 Broad Street, Menasha, WI

J. Held Over Business

K. Ordinances and Resolutions

1. R-20-26 A Resolution Authorizing the Issuance and Establishing Parameters for the Sale of Not to Exceed \$3,215,000 General Obligation Promissory Notes, Series 2026A (Introduced by Mayor Hammond)

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
AUGUST 3, 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."

REGULAR MEETING OF THE WATER AND LIGHT COMMISSION

June 24, 2026

Draft

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

Those excused: Roy Kordus

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

Item III. Motion made by Comm. Allwardt, seconded by Comm. Turchan, the motion passed on roll call to approve the following:

- A. Minutes of the Regular Meeting of May 27, 2026.
- B. Approve and warrant the following payments dated May 28 – June 24, 2026 in the amount of \$4,009,100.93.
- C. Correspondence as listed:
 - Copy of Thank-You letter from Two Rivers Utilities RE: Storm Assistance
 - Copy of Thank-You from Allison Guyette RE: Scholarship Award
 - Copy of MU Summer Fun Word Scramble
 - Copy of City Commission Board RE: Open Records and Meetings Reminders
 - Copy of MU May Scavenger Hunt Flyer
 - Copy of MU Summer Energy Cost Savings
 - Copy of News Release RE: 2026-27 MU Scholarship Winners
 - Copy of 2025 Annual Water Quality Report
 - Copy of MU June Newsletter

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

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

Item VI. Unfinished Business, Melissa Substation Update – Justin Hoffmann updated the Commission on the progress and showed pictures of the used transformer that was purchased and crews working on the setup, install, and testing.

Item VII. New Business, Loss of Customer Load Analysis – There was discussion on what the potential impacts would be if we lost a large customer for both the Water and Electric Utilities.

2027 Budget Calendar – The 2027 Budget Calendar was presented.

Out of State Travel – Adam Smith is requesting permission to travel to the Smart Water Summit in August in Denver, Colorado.

The motion made by Comm. Allwardt, seconded by Comm. Hammond was unanimous on roll call to approve the out of state travel.

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

May 2026 Financial and Project Status Reports – Electric consumption was lower than budget by 1.5%, cost of power was 3% lower due to lower market energy prices, and net operating income was higher due to the timing of some expenses.

Water usage was 11.3% lower than budget, net operating income is higher by \$82,496 due to lower operation and maintenance expenses, chemical costs are lower, and there were no main breaks or service leaks in May.

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

Project Reports, Electric Projects – Work continued on the Melissa transformer and the Water Plant network segregation. Crews worked on new services and tree trimming, and storm assistance was provided for Two Rivers.

Water Projects – The 8th Street water main project was completed, and the new media for GAC unit #1 was delivered and the unit is back in service. Training continues for two new operators.

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

Item X. The motion by Comm. Allwardt, seconded by Comm. Turchan, was unanimously approved on roll call to adjourn at 8:59 a.m.

By: MARK ALLWARDT
President

GARY TURCHAN
Secretary

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



ADMINISTRATION COMMITTEE MINUTES

Monday, July 6, 2026 at 6:30 PM

First Floor Conference Rooms
100 Main Street, Menasha, WI

A. CALL TO ORDER

Meeting called to order by Chairperson Hale at 7:34pm.

B. ROLL CALL

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

Absent: Ald. School

Also Present: FD Sassman, DPW Merten, CDD Dane, DC Hanchek, CA Struve,
Mayor Hammond, Clerk Snyder

C. MINUTES TO APPROVE

1. Administration Committee, 6/1/26

Motion by District 2 Alderperson Eisenach seconded by District 7 Alderperson Grade to approve as amended. Motion carried on voice vote.

District 3 Alderperson Hale offered a friendly amendment to the June 1, 2026 Administration Committee minutes. Specifically, the chairperson is listed inaccurately.

D. DISCUSSION / ACTION ITEMS

1. Update to Strong Neighborhoods Program - Proposed

Motion by District 2 Alderperson Eisenach, seconded by District 6 Alderperson Marshall to approve.

Motion carried 7-0 on roll call.

Staff advised on specifics around the property acquisition provisions of the Strong Neighborhoods program. These changes reflect recent updates to related manuals, as approved by the Common Council. Changes additionally incentivize housing development.

E. ADJOURNMENT

Motion by District 2 Alderperson Eisenach seconded by District 6 Alderperson Marshall to adjourn the Administration Committee meeting at 7:39pm. Motion carried on voice vote.

Minutes submitted by City Clerk Kaija Snyder.



BOARD OF PUBLIC WORKS MINUTES

Monday, July 6, 2026 at 6:45 PM

First Floor Conference Rooms
100 Main Street, Menasha, WI

A. CALL TO ORDER

Meeting called to order by Chairperson Marshall at 7:42pm.

B. ROLL CALL

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

Absent: Ald. School

Also Present: FD Sassman, DPW Merten, DC Hanchek, CA Struve, Mayor Hammond, Clerk Snyder

C. PUBLIC COMMENTS ON ANY MATTER LISTED ON THE AGENDA

D. MINUTES TO APPROVE

1. Special Board of Public Works, 6/1/26

Motion by District 2 Alderperson Eisenach seconded by District 7 Alderperson Grade to approve. Motion carried on voice vote.

2. Board of Public Works, 6/1/26

Motion by District 2 Alderperson Eisenach seconded by District 5 Alderperson Lewis to approve. Motion carried on voice vote.

E. DISCUSSION / ACTION ITEMS

1. Change Order — Northeast Asphalt Inc.; Contract 2025-03; Jefferson Park Boat Launch; Deduct \$48,825.77 (Change Order No. 2 & Final)

Motion by District 7 Alderperson Grade, seconded by District 3 Alderperson Hale to approve.

Motion carried 7-0 on roll call.

Staff advised that this change order reflects costs below estimated for the Jefferson Park Boat Launch. Remaining work includes the payment kiosk and wash down station; these will be completed through a separate contract.

2. Payment — Northeast Asphalt Inc.; Contract 2025-03; Jefferson Park Boat Launch; \$105,527.21 (Payment No. 8 & Final)

Motion by District 7 Alderperson Grade, seconded by District 2 Alderperson Eisenach to approve.

Motion carried 7-0 on roll call.

3. Payment — Donald Hietpas & Sons, Inc.; Contract M0002-09-00105; 2026

Utility Construction; \$222,504.60 (Payment No. 2)

Motion by District 7 Alderperson Grade, seconded by District 3 Alderperson Hale to approve.

Motion carried 7-0 on roll call.

4. Public Works Department General Activity

No action was taken on this item.

Staff advised on ongoing street projects, the Nicolet Boulevard intersection control evaluations, and efforts towards monitoring sewer systems.

5. Street Use Permit — Labor Day Parade; Monday, September 7, 2026; 9 AM - 11 AM; Fox Valley Labor Council

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

F. ADJOURNMENT

Motion by District 7 Alderperson Grade seconded by District 2 Alderperson Eisenach to adjourn the Board of Public Works meeting at 7:57pm. Motion carried on voice vote.

Minutes submitted by City Clerk Kaija Snyder.

ELISHA D. SMITH PUBLIC LIBRARY BOARD OF TRUSTEES
MEETING MINUTES
Elisha D. Smith Public Library
Fox River Room
May 26, 2026

Called to order at 4:00pm by Chair Witt

Present: Chair Witt, Secretary Stojanovic, Trustee Lane, Trustee Wickman, Trustee Englebert, Trustee Turner, Teen Representative Lance

Absent: Vice Chair Halverson, Trustee Mittelstaedt, Superintendent of Schools Zimmerman,

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

Public Comment/Communication

None.

Consent Business

A motion was made by Englebert, seconded by Wickman to approve the Library Board of Trustees meeting minutes from April 28, 2026 as amended to read "Board meetings will revert to a 4:00pm start time and the fourth Tuesday of the month will stand as the day." Motion carried unanimously.

Authorization of Bills

A motion was made by Turner, seconded by Stojanovic to authorize payment of the May bills from the 2026 budget and endowment accounts. Discussion ensued. Motion carried unanimously.

Updates

Staff Reports

- Raschke announced an extension of the gaming collection with books and materials related to Role-Playing Games. Raschke has dropped off materials and books at several Little Free Libraries in the community in order to promote and highlight Menasha Reads and the library.
- Moore-Nokes shared that the summer reading bookmarks are available for pickup starting today in the lobby. Staff have been visiting and hosting local schools to promote summer reading.

Teen Representative Report

- Teen Representative Lance shared that the Teen Volunteer Council created an interactive art display of Lady Libertys in the lobby, helped with the Survive the Summer display and planted native gardens at Gilbert Park with the City of Menasha. The Teen Taste & Test had homemade potato chips and a program highlight was fairy-wand making and brownie mugs with an emphasis on teen mental health.

Friends Update

- Trustee Lane reports that the Friends are set for the June 14th opening day of the Courtyard Market and that volunteer needs are largely taken care of, but openings are still available. Lane also reported that the President and Vice-President roles remain open and that meetings are now monthly. The Courtyard Market now has a social media presence and is sharing vendor highlights.

New Business

Director's Report

- The library is ready for summer reading kickoff. The program is all-ages and will run for eight weeks.
- The library will have a presence at Brews on 'Bago this summer, as well as Family Night Out at Barker Farm Park in August.

- The Library of Things will have a yard tools subcollection, coming in June. This is in partnership with the city's Community Development department. This will require changes to the Library of Things user agreement. Discussion ensued.
- Kopetsky is still waiting for resolution to the power issue with the chiller, but Miron and Suburban continue to work on it. Discussion ensued.
- A shade system over a portion of the patio is expected to be installed in the next month. The pantry has been re-installed in the grass area between the library and fire station parking lots. Discussion ensued.
- Budget numbers are on target for this time in the year. Materials appear to be moving better, as reflected in the circulation statistics.

Board Term Expirations/Renewals.

- Chair Witt has approached those members who have a term ending this year.
- Discussion on board member terms, appointments and re-appointments ensued.

Board Committee Assignments

- Chair Witt presented a slate of committee assignments for 2026-2027. Discussion ensued.

Library Facilities Policy

- Director Kopetsky presented his changes to the Facilities Policy that address meeting room use in order to right-size usage of the library's spaces. Discussion ensued.

The next regular meeting will be Tuesday, June 23, 2026 at 4pm.

Adjournment

Meeting adjourned at 5:02pm.

Respectfully submitted,
Eva Kozerski

CITY OF MENASHA
Parks and Recreation Board
Menasha Public Works (455 Baldwin St.)
July 14, 2026
MINUTES

A. CALL TO ORDER

The meeting was called to order by Chr. Dick Sturm at 5:30pm.

B. ROLL CALL/EXCUSED ABSENCES

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

MEMBERS ABSENT: Tommy Webster, Eli Wickman

OTHERS PRESENT: PRD Megan Sackett, Arborist Dylan Wenker, DNR Forestry Representative Olivia Witthun, Don Merkes, Bob Gehringer

C. PUBLIC COMMENT/CORRESPONDENCE

Director Sackett shared a correspondence received from a citizen with a request to not allow smoking in the Menasha Conservancy.

D. MINUTES TO APPROVE

1. **Minutes of the June 9, 2026 Regular Park Board Meeting:** Motion by T. Grade, seconded by M. Grade to approve the minutes of the June 9, 2026 Regular Park Board meeting. Motion carried.

E. DISCUSSION / ACTION ITEMS

1. **Urban Forestry Management Plan:** A representative from Eocene presented a summary of findings, recommended priorities, and actionable items of the creation of the management plan.

Motion by T. Grade, seconded by D. Rand to recommend approval to the Common Council of the Urban Forestry Management Plan. Motion carried.
2. **High Cliff Connection - Woodlands West Segment Amendment No. 2 to the Contract between City of Menasha and JT Engineering, Inc.:** Dir. Sackett noted an easement had been acquired several years ago for a future trail connection from Hwy 10/114. This amendment is to add this trail connection to the current design and engineering of the Woodlands West segment.

Motion by D. Rand, seconded by T. Grade to recommend approval to the Common Council of the High Cliff Connection - Woodlands West Segment Amendment No. 2 to the Contract between City of Menasha and JT Engineering, Inc. Motion carried.
3. **Bulk Use Water Agreement with Harrison Utilities:** Dir. Sackett noted the City is offering Splash Days as an option to cool off with the pool being unavailable. Dir. Sackett noted these events need multiple water sources including a fire hydrant. She indicated the water at Barker Farm Park is part of the Harrison Utilities Service area and is beyond the typical usage.

Motion by M. Grade, seconded by B. Adesso to approve the Bulk Use Water Agreement with Harrison Utilities. Motion carried.
4. **Events in City Parks**
 - a. Tony's Bar Softball Tournament at Jefferson Park, August 14-16, 2026
 - b. Twisted Pistons at Curtis Reed Square and Marina Terrace, August 20, 2026

c. JazzFest at Jefferson Park, September 5 and 6, 2026

Sackett noted each of these events are either selling alcohol in the park or are a multi-day event which requires Park Board approval.

Motion by B. Adesso, seconded by T. Grade to approve the above noted events. Motion carried.

F. REPORT OF DEPARTMENT HEAD / STAFF

1. **Department Report:** See attached written report.
2. **Aquatic Facility Capital Campaign:** Dir. Sackett gave an update on the status of the planning study indicating it is moving along well. Interviews are being conducted this week and next week along with a survey regarding the campaign to users, business and neighborhood groups.
3. **National Parks and Recreation Month:** Dir. Sackett noted it was National Parks & Recreation Month and thanked the Board for their contributions.
4. **Visit to the Menasha Conservancy:** Dir. Sackett indicated Arborist Dylan Wenker would be giving a tour of the Conservancy to discuss the DMAP assessment and Spring clean-up.

G. PUBLIC COMMENT ON ANY MATTER LISTED ON THE AGENDA

The Board discussed the request to ban smoking in the Menasha Conservancy. Staff was directed to gather more information from other departments regarding smoking bans in park spaces.

H. ADJOURNMENT

Motion by M. Grade, seconded by D. Rand to adjourn at 7:18pm. Motion carried.

PARK BOARD REGULAR MEETING NOTICE
Tuesday, August 11, 2026

Staff reports from the Parks, Recreation, Forestry & Cemeteries Department

July 2026

THANK YOU! For the second year, benches build and donated by the United Congregational Church of Christ on Doty Island were placed at the Conservancy along the trail offering more spots to sit and enjoy nature.

CORP: A small group gathered on Thursday, June 25 at a Visioning Session for the community engagement portion of the CORP Update. Interactive stations included: trails, money allocation, amenities - what works and what's missing and BIG picture ideas. Good feedback was received.

JUNE LEGISLATIVE UPDATE

The Knowles-Nelson Stewardship Program's funding expired on June 30 after lawmakers did not pass a reauthorization bill during the 2025-26 legislative session. While funding lapsed, the program remains in state statute and could be reauthorized when the Legislature reconvenes in 2027. WPRC continues to support reauthorization efforts.

PARKS

- Pleasants Park playground: Installation began in mid-June and is moving along well. Safety surfacing is being installed now and final concrete and restoration will take place in the coming weeks. Ribbon cutting is tentatively planned for August 27 in conjunction with the school open house.
- Repairs at the Hart skate ramp have been completed which include epoxy patching the surface and replacing the surface and subsurface.
- The bluejay bench is now placed at its location on Racine St (north side by bridge tenders).
- Handrails have been added at Curtis Reed Square for easy access for users.
- A warning track was added to the Jefferson Park ballfield as well as 60' and 70' bases, and adjusted to the proper distance behind the bases with infield mix. The pitcher's mound was moved to 50' as well.
- The Dave Koslo plaque has been re-installed at Koslo field.



Aldo Leopold Bench at Conservancy



Hart Skatepark Repairs



Dave Koslo Plaque



Curtis Reed Square Handrails

FORESTRY

- Staff has been catching up on storm damage and assessing trees for any other hazardous city trees. A few removals are taking place due to the severity of damage to some trees.
- The arborist intern and City arborist visited our tree nursery supplier to see new varieties of trees they are selling and learn about nursery operations.
- With this hot weather we are trying to catch up on watering trees between rainfalls.
- Tubes and stakes have been taken off trees planted in the last two years. Some have been left to improve rigidity on certain trees in wind tunneling areas.

RECREATION

Fall Preparations

- The Fall/Winter Guide is in its final edit cycle and is expected to hit mailboxes by the end of July.
Registration for fall/winter begins August 4th!

Recreation

- Fishing Classes with Heckrodt Wetland Reserve were a hit with 22 kids join us for the experience at Jefferson Park. For some it was their first time holding a rod.
- Our June & Me Playdate was the first time we hosted a program at Municipal Beach, and it was a great success likely to be repeated.
- Camp Champs had a busy first 4 weeks being at max capacity for 3 of the 4 weeks. They've done walking field trips to Heckrodt & created projects at the Menasha Library. Field trip week paid visits to Ultimate Fusion, the Children's Museum, and going to watch Toy Story 5.

Splash Days

- With no pool in Menasha this summer, we have come up with some ideas to still provide water time fun for our community. We hosted our first Splash Day on June 29 with over 100 people in attendance throughout the 4 hour water activities. Participants enjoyed slip and slides, baby pools, sprinklers, and lots of water balloons!



Fishing Class



& Me Sand Castles



Touch-A-Truck



Entertainer Night - Miller & Mike

EVENTS

Adjusting to the weather has been the name of the game this summer...

- Hosted our Summer Touch a Truck event at the Public Works facility due to the rainy weather. We had a fantastic turn out of around 350 people who enjoyed the big rigs of all sorts and enjoyed vehicles from community partners!
- Held our Entertainer Night at the Menasha Public Library due to the rain, we had a great turn out of 100 people and enjoyed many laughs.
- Our June Brews on 'Bago got rescheduled for August 27 and our City Carnival got rescheduled for July 15 due to rain.
- Celebrated America's 250th birthday on July 3rd and 4th with the Parade of Lights and Neenah-Menasha Community Fest. Thousands of people joined us on both days for festivities of all sorts.

UPCOMING EVENTS

- **Brews on Bago**
 - Thursday, August 13; 5:00-8:00pm
 - Band - FBI & the Untouchable Horns
 - Food Trucks - Wandering Table, Luigi's Pizza, Caribbean Taste, Bowlicious
- **City Carnival**
 - Family First Series event - we hope you'll join us for games, food fresh off the grill, face painting, inflatable obstacle course, inflatable slide, prizes and more!
 - Wednesday, July 15; 4:30-7:30pm
 - Smith Park
- **All Park Play**
 - Wednesday, July 22; 4:00-7:00pm
 - Clovis Grove, Barker Farm, Smith, Shepard & Jefferson Parks
 - Activities happening simultaneously across five of our parks. Games, crafts, and outdoor fun.
- **Enchanted Garden**
 - Wednesday, July 29; 5:00-7:00pm
 - Smith Park Gardens
 - The gardens come to life with magic, entertainment, live characters and activities.

**CITY OF MENASHA
IT STEERING COMMITTEE
Menasha City Center
July 8, 2026
MINUTES**

A. CALL TO ORDER

Alderman Hale called the meeting to order at 3:01 PM.

B. ROLL CALL/EXCUSED ABSENCES

Committee members Alderman Hale, Director Sassman, Director Struve, Clerk Snyder, Lieutenant Albrecht and Network/Systems Administrator Oskey were present. Director Kopetsky was not present.

PC/Network Specialist Schaefer was also in attendance.

C. MINUTES TO APPROVE

Motion to approve March 19, 2026, minutes was made and seconded by Albrecht and Struve, respectively. Motion carried on voice vote.

D. PUBLIC COMMENTS ON ANY MATTER OF CONCERN TO THIS AGENDA

No public comment.

E. REPORT OF DEPARTMENT HEADS/STAFF/CONSULTANTS

No reports were presented.

F. ACTION/DISCUSSION ITEMS

1. Director Sassman provided a background on the Department of Justice (DOJ) updated regulations concerning the Americans with Disabilities Act (ADA) as it relates to Website Content Accessibility Guidelines (WCAG). The deadline for compliance by the City of Menasha is 4/26/28.

City staff have been working on means of achieving compliance. An option is to purchase an add-on solution for the current City website, as hosted by Revise. Another option under consideration is to select an alternative website vendor that supports Menasha's accessibility needs. To assist with these discussions, City staff have conducted a survey concerning the usability of the current Revise site.

City staff will continue conversations with Revise, our current website provider, and two additional website providers and will bring forth a recommendation to the committee. The costs to achieve combability would be incorporated into the 2027 budget.

City staff have been given the direction to follow up with the vendors and provide a recommendation to the committee at the next scheduled meeting.

2. An explanation was provided specifically related to an unexpected project that has taken precedence in the IT department. A request has been made to extend the time to provide the software and licensing inventory. IT staff will still work to complete the hardware inventory and condition assessment by the end of August.

Motion was made and seconded by Albrecht and Snyder, respectively, to allow IT staff until the end of November to complete section 3.2 Software and Licensing Inventory as identified in the draft RDF that was presented to the committee. Motion carried on a voice vote.

G. ADJOURNMENT

The meeting adjourned at 4:06 PM by motion made and seconded by Struve and Albrecht, respectively. Motion carried on voice vote.

Submitted By:
Jennifer Sassman, Finance Director

DRAFT

CITY OF MENASHA
COMMITTEE ON AGING
MINUTES
June 12, 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, Bea Kohanski (arrived at 1:38PM), Roy Meier, Jeff Pommerening, Sue Wisneski, Recreation/Senior Services Manager Chloe Hansen-Dunn, PHD Kristine Hutter

ABSENT:

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

D. MINUTES TO APPROVE

1. Committee on Aging, April 10, 2026

Moved by J. Pommerening and seconded by S. Wisneski to approve the April 10, 2026 meeting minutes.
The motion carried.

E. REPORT OF DEPT HEADS/STAFF

1. Senior Center Operations and Programming

a. April 2026 Report

See included Menasha Senior Center Staff Report. There were 312 visitors, 1,007 visits and 1,051 services in April. The Center was rented every weekend. There is currently a standing church group renting the Center on Sundays.

b. May 2026 Report

See included Menasha Senior Center Staff Report. There were 296 visitors, 1,051 visits and 1,064 services in May. Self-check-in was implemented this month. Nail care appointments are being offered two times per month with a nurse from Evergreen retirement community.

c. Announcements

There will be a Brewer trip on August 6th. Spots are still available for the Horicon Marsh trip. The Mind Over Matter class will begin in July. Committee on Aging members offered assistance for the Parade of Lights on July 3rd.

2. Sixty Plus Grant Program

a. April 2026 Reports

See included 60+ Participation Numbers. 52 people received 78 services in April.

b. May 2026 Report

See included 60+ Participation Numbers. 46 people received 92 services in May.

c. Announcements

The Memory Café for June 23 will feature Dick's Bees. The Friday Fix for June 26 will be "Big Flavors, Small Plates" where the presenters will discuss simple and seasonal ways to cook nutritious meals for one or two. The Friday Fix for July 17 will feature an educational portion about hearing and then hearing screenings will be offered.

3. Communication from Deputy Clerk Janet: Open Records and Open Meetings Reminder

PHD Hutter shared the memo regarding open records and open meetings. Committee members should reach out to PHD Hutter or Deputy Clerk Janet if an update needs to be made to their contact information as listed in the 2026 City Administration Directory.

F. DISCUSSION / ACTION ITEMS

Committee members discussed the July meeting date. The meeting will continue to be scheduled for Friday, July 10.

G. ADJOURNMENT

Moved by D. Kelpinski and seconded by S. Wisneski to adjourn the meeting at 1:49PM. The motion carried.

Next meeting: July 10, 2026 at 1:30 PM

Menasha City Center, Room 132

100 Main Street, Menasha, WI

MEMORANDUM

DATE June 18, 2026
TO Common Council
FROM Evan Janet, Interim City Clerk
RE Partisan Primary Election Voting Methods

The City of Menasha Clerk's Office would like to share voting methods for the August 11, 2026 Partisan Primary Election. These include voting in-person or curbside at the polling place on Election Day, in-person absentee voting, and voting absentee by mail. Please note that voting activity, including voter registration, is prohibited on Monday August 10, 2026.

Election Day Voting

Election Day is Tuesday August 11, 2026, and the State of Wisconsin allows same-day registration. A valid proof of residence document is required to register. Polls are open 7:00am – 8:00pm. Voters may find their polling place by visiting <https://myvote.wi.gov/en-us/Find-My-Polling-Place>. Voters should be prepared to state their name and address and present a valid photo ID to receive a ballot.

In-Person Absentee Voting

In-person absentee voting, known as early voting in some states, will be held on the second floor of Menasha City Center (100 Main Street, Menasha) during the following dates and times. Voters should be prepared to state their name and address and present a valid photo ID to receive a ballot.

- Tuesday July 28, 2026: 8:00am – 4:00pm
- Wednesday July 29, 2026: 8:00am – 4:00pm
- Thursday July 30, 2026: 8:00am – 4:00pm
- Friday July 31, 2026: 8:00am – 4:00pm
- Monday August 3, 2026: 8:00am – 4:00pm
- Tuesday August 4, 2026: 8:00am – 4:00pm
- Wednesday August 5, 2026: 8:00am – 4:00pm
- Thursday August 6, 2026: 8:00am – 4:00pm
- Friday August 7, 2026: 8:00am – 5:00pm

Absentee Voting by Mail

Absentee ballot requests can be submitted four ways: (1) online at <https://myvote.wi.gov/en-us/Vote-Absentee-By-Mail>; (2) in-person at the Clerk's Office (100 Main Street, Suite 200, Menasha); (3) by email to Clerk's Office staff (including name, balloting address, and photo ID); (4) by mail to the Clerk's Office's attention (100 Main Street, Suite 200, Menasha, WI 54952).

Voters may request an absentee ballot until 5:00pm on Thursday August 6, 2026.

Requirements for requesting an absentee ballot vary by voter status; the Clerk's Office recommends visiting <https://myvote.wi.gov/en-us/> or contacting City Hall to learn more about these requirements.

To register to vote, check registration, request an absentee ballot, or find a polling place, please visit <https://myvote.wi.gov/en-us/> or contact the Clerk's Office at (920) 967-3608.



Renew Our Waters

Every choice counts.

The Perfect Landscape

You can create a beautiful outdoor space and protect our waters

A gorgeous home landscape does not need to come at the price of clean lakes, rivers, and streams. We can have both. To make it happen, we all need to think a little differently.

LESS HARD SURFACES

The more concrete or blacktop your property has, the more water will run off the property and into storm drains and ditches. 75% more rain water sinks into the ground in a natural versus developed area. Stormwater that flows from developed areas also carries oil, grease, fertilizer, bacteria, exhaust particles, and more.

75% more rain water sinks into the ground in a natural vs. developed area.

Planning for minimal hard surface on your property makes good sense. Consider the amount of runoff that will be generated by roofs, pavements, and sidewalks. Focus on natural plantings to slow water and allow it to filter into the ground rather than becoming runoff. Where needed, install pavers or bricks that allow water to sink in the ground.

Minimizing runoff reduces damage to your property and others down stream. It may also save you money if you live in a city that has a stormwater utility, since stormwater utility fees are based on the amount of runoff your property sends to the storm sewer system.

RAIN GARDENS

Rain gardens are slight depressions in a yard that acts as receiving areas for rain water that runs off your roof and downspouts. Rain gardens capture rainwater before it picks up oil, grease, fertilizer, pet waste, or other contaminants. Rain gardens replenish groundwater by infiltrating runoff, rather than passing it into the stormwater sewer. Often they are planted with native plants that thrive on moisture, but can withstand a dry period too.

RAIN BARRELS

A rain barrel captures water that flows from a roof through downspouts. Commonly, the rain barrel is a 55-gallon drum designed specifically to hold water without creating a mosquito breeding habitat. A tight fitting lid, seal for the downspout, and filtered overflow valve all overflow water to move away from the rain barrel.

RenewOurWaters.org

Northeast Wisconsin Stormwater Consortium (NEWSWC)

P.O. Box 1861 Appleton, WI 54912 | 920.851.4336

Stormwater is rain or snowmelt and water from things people do, like washing the car or watering the lawn. As water makes its way to the storm drain it picks up pollutants like oil from car leaks and bacteria from pet waste. When we choose products carefully and dispose of products properly, we can greatly reduce the amount of pollution that enters our local waters through runoff.

Untreated runoff is the biggest threat to our nation's water quality, according to the U.S. Environmental Protection Agency. Let's make the small, important changes that will reduce that threat and improve water quality and our lives!

Realize

What touches the ground enters the water





MEMORANDUM

To: Common Council

From: Megan Sackett, Parks & Recreation Director/ms

Date: July 16, 2026

RE: Menasha Aquatic Facility Capital Campaign Planning Study Presentation

In March 2026, the Common Council approved an agreement to obtain the services of Bob Carter Companies, LLC, dba Carter, for a Capital Planning Study for the Menasha Aquatic Facility. The planning study is designed to help the City of Menasha provide a thorough evaluation of our campaign readiness as well as actionable recommendations for and counsel toward the City of Menasha's best opportunities to be successful.

The scope of services of the planning study include:

- Assessing the community's readiness and capacity to support a \$10 million campaign.
- Conducting confidential interviews with key stakeholders, prospective major donors, and community leaders.
- Evaluating the project narrative, case for support, and proposed campaign structure.
- Recommending a realistic fundraising goal, timeline, and campaign strategy.
- Identifying and evaluating philanthropic prospects and campaign leadership structure.

The formal planning study provides the Common Council, Parks & Recreation Board and City staff with objective data, strategic direction, and a clear understanding of fundraising feasibility before launching a full capital campaign.

A presentation of the findings of the planning study will be held as a joint meeting to the Common Council and Parks & Recreation Board on Monday, August 31, 2026 at 5:00 p.m.



PROCLAMATION

Office of the Mayor

WHEREAS, parks and recreation is an integral part of communities throughout this country; and

WHEREAS, parks and recreation promotes health and wellness, improving the physical and mental health of people who live near parks; and

WHEREAS, parks and recreation promotes time spent in nature, which positively impacts mental health by increasing cognitive performance and well-being, and alleviating illnesses such as depression and attention deficit disorders; and

WHEREAS, parks and recreation encourages physical activity by providing space for popular sports, hiking trails, swimming pools and many other activities designed to promote active lifestyles; and

WHEREAS, parks and recreation programming and educational activities, such as out of school programming, youth sports, and environmental education are critical to childhood development; and

WHEREAS, parks and recreation increases a community's economic prosperity through increased property values, expansion of the local tax base, increased tourism, the attraction and retention of businesses, and crime reduction; and

WHEREAS, parks and recreation is fundamental to the environmental well-being of our community; and

WHEREAS, parks and recreation is essential and adaptable infrastructure that makes our communities resilient in the face of natural disasters and climate change; and

WHEREAS, our parks and natural recreation areas ensure the ecological beauty of our community and provide a place for children and adults to connect with nature and recreate outdoors.

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

National Parks and Recreation Month

in the City of Menasha

Signed and Sealed this 9th day of July, 2026

Austin R. Hammond, Mayor





PROCLAMATION

Office of the Mayor

WHEREAS, the Americans with Disabilities Act (ADA) was passed by the U.S. Congress on July 26, 1990, to ensure the civil rights of residents with disabilities; and

WHEREAS, the ADA prevents discrimination based on ability status, requires employers to provide reasonable accommodations, and ensure that public infrastructure meets accessibility requirements; and

WHEREAS, the ADA is recognized as one of the most important civil rights laws in history; and

WHEREAS, disability pride enables people with disabilities to redefine their identity, serves as a tool to dismantle ableism, bias, and discrimination, and reshapes false perceptions of individuals with disabilities; and

WHEREAS, disability pride helps remind everyone that people with disabilities are valuable, talented, and significant members of our community.

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

National Disability Pride Month

in the City of Menasha

Signed and Sealed this 9th day of July, 2026

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

Austin R. Hammond, Mayor





COMMON COUNCIL MINUTES
Monday, July 6, 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: Alds. Rand, Eisenach, Hale, Perkins, Lewis, Marshall, Grade
Absent: Ald. School
Also Present: FD Sassman, CDD Dane, PHD Hutter, DC Hanchek, FC Teesch,
CA Struve, Mayor Hammond, Clerk Snyder
- D. PUBLIC HEARING
- E. PUBLIC COMMENTS ON ANY MATTER OF CONCERN TO THE CITY
- F. REPORT OF DEPARTMENT OFFICERS/DEPARTMENT HEADS/STAFF/CONSULTANTS
 - 1. Presentations:
 - 2. Minutes to Receive:
Motion by District 7 Alderperson Grade seconded by District 6 Alderperson Marshall to receive. Motion carried on voice vote.
 - 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:
Motion by District 7 Alderperson Grade seconded by District 3 Alderperson

Hale to receive. Motion carried on voice vote.

Common Council and staff discussion considered the quality work by City Attorney Struve and City Clerk Snyder as they depart Menasha's staff.

- a. Letter of Resignation - Kaija Snyder, City Clerk
- b. Letter of Resignation - Margaret J. Struve, City Attorney

G. CONSENT AGENDA

- 1. Common Council Minutes, 6/15/26
Motion by District 7 Alderperson Grade, seconded by District 5 Alderperson Lewis to approve.

Motion carried 7-0 on roll call.

- 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.

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

Motion carried 7-0 on roll call.

Staff advised that this is a successor agreement replacing the extant agreement incorporating Neenah Menasha Fire Rescue into Wisconsin Emergency Management's Task Force One team. This agreement allows for certain CIP allocations. While six NMFR members are on the team, a maximum of three may be deployed at one time.

- b. The purchase of extrication tools and associated components for a cost not to exceed the CIP budgeted amount of \$225,000.

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

Motion carried 7-0 on roll call.

Staff advised that these mobile, battery-operated extrication tools will be fitted to an existing engine. While this equipment is quoted at \$133,740.00, installation requires additional tools and safety features which increase this rate; these items are approved through this vote.

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

Motion carried 7-0 on roll call.

Staff advised that population, equalized value, service calls, and square mileage of each municipality are considered in developing a cost distribution formula for the Cities of Menasha and Neenah.

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

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

Motion carried 7-0 on roll call.

Staff advised that the purpose of the proposed amendment is to allow Menasha Police Department staff to utilize physical fitness incentive funds tangential to the most recent collective bargaining agreement.

- 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

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

Motion carried 7-0 on roll call.

Staff advised that this agreement allows the Menasha Police Department to utilize physical fitness incentive funds in 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

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

Motion carried 7-0 on roll call.

- b. Temporary Limited Easement for the 2028 WIS 114 Reconstruction Project - Parcel No. 705-0516-00

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

Motion carried 7-0 on roll call.

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

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

Motion carried 7-0 on roll call.

2. Temporary Expansion of Licensed Premises Permit Application - City Limits (544 Fourth Street, Menasha), August 1, 2026

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

Motion carried 7-0 on roll call.

3. Accounts payable and payroll for the term of 6/12/26 - 7/2/26 in the amount of \$3,922,809.62

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

Motion carried 7-0 on roll call.

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

Motion by District 2 Alderperson Eisenach, seconded by District 3 Alderperson Hale to adjourn into Closed Session.

Motion carried 7-0 on roll call.

- 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

Motion by District 2 Alderperson Eisenach, seconded by District 3 Alderperson Hale to adjourn into Closed Session.

Motion carried 7-0 on roll call.

- b. May adjourn into Open Session to take action on item discussed in Closed Session

Motion by District 2 Alderperson Eisenach, seconded by District 7 Alderperson Grade to reconvene into Open Session.

Motion carried 7-0 on roll call.

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)

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

Motion carried 7-0 on roll call.

Staff advised that this is a procedural vote for transferring 1100 Province Terrace from the Redevelopment Authority of the City of Menasha to the Greater Fox Cities Area Habitat for Humanity, as previously discussed.

Doug Salmi from the Greater Fox Cities Area Habitat for Humanity advised on future use of the property and either partner's work thusfar.

J. HELD OVER BUSINESS

K. ORDINANCES AND RESOLUTIONS

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

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

Motion carried 7-0 on roll call.

L. APPOINTMENTS

M. CLAIMS AGAINST THE CITY

N. PUBLIC COMMENTS ON ANY MATTER LISTED ON THE AGENDA

O. ADJOURNMENT

Motion by District 6 Alderperson Marshall seconded by District 3 Alderperson Hale to adjourn the Common Council meeting at 7:29pm. Motion carried on voice vote.

Minutes submitted by City Clerk Kaija Snyder.



MEMORANDUM

DATE May 28, 2026
TO City of Menasha Administration Committee
FROM Andrew Dane, Community Development Director
RE Update to Strong Neighborhoods Program - Proposed

The purpose of this memo is to provide background information for a discussion/action item on the July 6th Administration Committee Agenda.

Background

Strong Neighborhoods Menasha is an initiative developed by the City of Menasha to help increase the attractiveness and affordability of Menasha's housing stock. Program goals include increased home ownership stability and increased quality of Menasha's housing stock. The program includes three components – the Curb Appeal, Major Renovation, and Property Acquisition programs.

The program has been in existence since 2020 and has invested over \$850,000 into Menasha's neighborhoods supporting a variety of home repair projects. To date, however, the Property Acquisition program has not been utilized to stimulate housing production as intended. The proposed change to this component of the program is intended to provide the flexibility staff need to help stimulate new housing production within the City.

Proposed Changes

Page 3

Remove reference to CDBG program, which no longer exists

Page 7

Retitled program to add "Pre-Development"

Added specific reference to increasing housing production

Specified pre-development funding as program intent

Removed Special Projects provision to simplify program. Any proposed use of funds requires Council approval so there is no need to call out special projects.

Next Steps

If approved, City staff will bring forward the revised program to Common Council at the next Council meeting for consideration.

Staff Recommendation

Recommend the City of Menasha Common Council approve the proposed changes to the Strong Neighborhoods Menasha Program.

~~2024~~202
6

Strong Neighborhoods Menasha

A Housing Renovation Initiative



Last revised by Common Council January 17, 2022

Matt Larsen
City Planner
City of Menasha
100 Main Street, Suite 200
Menasha, WI 54952

Updated 12/3/2020

Redline 12/13/2021

Redline 12/5/22

Redline 11/29/23

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INTRODUCTION

Overview

Strong Neighborhoods Menasha is an initiative developed by the City of Menasha to help increase the attractiveness and affordability of Menasha's housing stock. Strong Neighborhoods aims to work with citizens to invest in both them and their homes. Currently the City runs a Community Development Block Grant (CDBG) program. The Strong Neighborhoods Initiative will combine this program along with other programs, Curb Appeal, Major Renovation, and Property Acquisition. These programs will be financed through a Tax Increment Financing (TIF) law known as the "Affordable Housing Extension" that allows the extension of a TIF to benefit a municipalities housing stock. Funds for these programs will be available in the form of grants and loans. Investing in the city's housing stock will result in a ripple effect that will benefit everyone within the City.

Goals and Objectives

Strong Neighborhoods Menasha is aimed at updating the City's residential homes. Two main goals have been proposed; with a number of objectives to help us measure and define what success looks like. These goals are based upon the findings in Appendix (A).

Goal One: Increase the quality of Menasha's housing stock.

1. Increase median property values within the city from \$118,400 to \$120,000 by 2025
2. See a downward trend in property survey violations.

Goal Two: Increase home ownership stability.

1. Return an average of two historically single family homes, that were converted to multi-family homes, back to single family homes per year by 2025.
2. Decrease the number of home changes per year.
3. Increase the percentage of students who start in Menasha School District and graduate from Menasha School District by 5% by 2025.

Administration

The Community Development Department will administer the Strong Neighborhoods Initiative. Administration includes, but is not limited to, promoting and advertising the program, accepting and reviewing completed applications, interpreting program guidelines, approving or disapproving property acquisitions, and reviewing reimbursement requests.

Any grant funds that were allocated but not used in full by an approved applicant and/or any unused funds within the calendar year will either be reprogrammed to another grant application with an eligible project(s) or will be carried over to the next calendar year's budget.

Approving or disapproving applicants, loans, and grants for Curb Appeal will be reviewed as applications are submitted and Major Renovation will be done on a bi-monthly basis. Qualified projects will be approved on a first come first serve basis. The Menasha Housing Authority will have final determination on amount and who receives funds from the Major Renovation program.

The budget for the program will be set on an annual basis and be included in the City of Menasha's Operating Budget.

Program Summary

The Housing Initiative's wide range of programs intend to rebuild the City's aging housing stock and increase home ownership and stability. The following is a list of programs administered through this initiative:

1. **Curb Appeal:** Major program to assist in the repair and replacement of various exterior housing improvements. Administered by Community Development Department.
 - a. Up to \$5,000 reimbursable grant – minimum \$2,000 project.
 - b. 1:1 match for owner occupied – 1:2 match for non-owner occupied.
2. **Major Renovation:** Program designating funds for large exterior and interior home improvement projects. Administered by the Community Development Department and the Housing Authority.
 - a. Up to \$10,000 Forgivable Loan – minimum \$15,000 comprehensive project.
 - b. 1:1 match for exterior projects – 1:2 match for interior projects
 - c. Applicants may be eligible for an additional \$10,000 for conversions from historically single family homes back to a single unit. Conversions are a 2:1 match whereby the City would contribute \$2.00 for every \$1.00 private dollar.
3. **Property Acquisition:** Program designated to assist the City in the acquisition, demolition, or rehabilitation of blighted properties or to create new affordable housing. Administered by the Community Development Department and the Common Council.

Other programs offered by the City of Menasha include the following:

1. ~~Community Development Block Grant (CDBG): Low to Moderate Income (LMI) restricted program to assist in the repair and replacement of roofs, doors, windows, plumbing, electrical, HVAC, siding, accessibility. Administered by Housing Specialist.~~
 - a. ~~Deferred loan due at the time of sale~~
2. **Lead Lateral Replacement:** Program designed to assist property owners in replacement of lead laterals servicing the home. Administered by Menasha Utilities.
 - a. Up to \$2,000 Grant
 - b. 33% match from property owner

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PROGRAM DETAILS

Curb Appeal Program

The curb appeal program is a reimbursable grant program to help eligible single and two-family homes increase the curb appeal of their home. The program is a reimbursable grant and will provide funds of up to \$5,000 for eligible expenses.

Home Type	Total Project Amount	City Match	Private Match	Eligible Landscape Expenses
Owner Occupied	\$5,000	\$2,500	\$2,500	\$250
Non-owner	\$5,000	\$1,667	\$3,333	\$167.70
Owner	\$15,000	\$5,000	\$10,000	\$500
Non-owner	\$15,000	\$5,000	\$10,000	\$500

- A. **Eligible Properties:** Properties that meet the following criteria may apply for up to \$5,000 grant, 1:1 matching for owner occupied and 1:2 for non-owner-occupied units:
 - a. Single Family or Two-Family Residence use properties.
 - b. Properties that meet the income requirement under *Additional Program Details*.
 - c. Minimum project value of \$2,000.
- B. **Ineligible Properties:** See *Additional Program Details*
- C. **Eligible Projects:** See *Additional Program Details*
- D. **Grant Guidelines:**
 - a. The applicant must submit a completed application packet, including before photos, prior to any work being completed in order to be considered for loan program.
 - b. Before photos shall be submitted digitally in jpeg, pdf, or png file format. Along with images of the area of work, a “master” photo must be submitted that displays the entire house from the street.
 - c. A project timeline must be submitted to the Community Development Department.
 - d. This program is a reimbursement grant. The applicant is required to pay all expenses related to their approved project and then submit for reimbursement from the City.
 - e. Must provide 100% matching funds if owner occupied and 200% if non-owner occupied.
 - f. The homeowner must agree to obtain all necessary permits (e.g. building, plumbing, electrical, roofing, driveway, excavation, etc.).
 - g. All work must meet local, state and national standards including but not limited to lead and asbestos.
 - h. Projects must be substantially completed within six (6) months of grant approval.
 - i. Properties may receive a grant, not to exceed \$5,000 for home improvements.
 - j. For painting or staining projects, applicants are required to scrape and prime all surfaces prior to painting or staining. Photo documentation of the finished prep work is required.
 - k. Up to 10% of the total project grant reimbursement can be for trees and shrubs planted in the front yard.

E. **Ineligible Grant Expenditures:** Items/projects that are not eligible for reimbursement under the Program include, but are not limited to, the following:

- a. The repair or replacement of dog houses or any other structure for animals.
- b. Any interior projects to the detached garage or accessory building.
- c. Rental companies or other organizations may not use this program to reimburse their own staff's labor expenses to complete their project.
- d. Materials that have been purchased or projects that are completed or underway prior to issuance of a signed Contract for Services and Award Letter by Community Development Staff.
- e. The purchasing of permanent equipment or tools (ladder, paint sprayers, etc.) is not an eligible expense.
- f. Proposed projects that are solely demolition.
- g. Project costs that demolish a structure or part of a structure and do not replace the structure in kind to protect the character of the home and neighborhood.

F. **Reimbursement Procedures:**

- a. A completed Final Reimbursement Form/Worksheet. This form must include a description of the proposed project(s) and the final cost for each project. Any items for projects not listed on the Pre-Documentation Form are not considered for reimbursement.
- b. Copies of receipts/paid invoices showing proof of purchase of the approved/ completed items/materials for each project. The applicant is required to mark on their receipt which item(s) is/are being requested for reimbursement and what project they were for.
- c. Final photo documentation of the complete project. ("After" Photos). Photos shall be taken in a similar manner to the "Before" photos.
- d. After the applicants submit all of the required information for reimbursement, the Community Development Department shall review all information submitted to ensure it is eligible for reimbursement and will determine the amount awarded, if any, to the applicant.
- e. Once the request is complete, copies are made of the reimbursement form and all receipts and/or paid invoices are forwarded to the City of Menasha's Finance Department and the dollar amount to be reimbursed back to the applicant.

Major Renovation Program

The Major Renovation Program will help eligible homes increase their value and assist with needed upgrades. The program provides matching funds in the form of a forgivable loan of up to \$10,000. Any project that reduces the number of residential units to one (1), is eligible for an additional \$10,000 of funding. The forgivable loans will act as a deferred second mortgage with no principal or payments due until the sale of the house. If the applicant lives in the home for five (5) consecutive years, the entire loan is forgiven.

Home Type	Total Project Amount	City Match	Private Match	Eligible Landscape Expenses
Exterior	\$15,000	\$7,500	\$7,500	\$1,500
Exterior	\$20,000	\$10,000	\$10,000	\$2,000
Interior	\$15,000	\$5,000	\$10,000	\$1,500
Interior	\$20,000	\$6,666.66	\$13,333.34	\$2,000

Comprehensive Project: All Major Renovation Loans must be tied to a comprehensive project. A comprehensive project is a project that has one area of the home or a singular goal for renovation. For example, a kitchen remodel or home addition would be examples of a comprehensive project. Projects that cover many areas of the home and do not achieve a singular home renovation goal shall not be allowed.

Project Matching:

- Exterior Projects: 1:1 match (\$1.00 City dollar for every private \$1.00)
- Interior Projects: 1:2 match (\$1.00 City dollar for every \$2.00 private contribution)
- Conversions: 2:1 match and eligible for an additional \$10,000 (\$2.00 City dollars for every private \$1.00)

- A. **Eligible Properties:** Properties that meet the following criteria may apply for the Major Renovation Program:
- Single Family or Two-Family Residence use properties
 - Homes that are or will be owner occupied within one (1) year from the completion of the project.
 - Properties that meet the income requirement under *Additional Program Details*.
 - Minimum project value of \$15,000.
- B. **Ineligible Properties:** *See Additional Program Details*
- C. **Eligible Projects:** *See Additional Program Details*
- D. **Loan Guidelines:** *In addition to below, see Loan Guidelines under Curb Appeal.*
- The applicant must submit a completed application packet, including before photos, prior to any work being started in order to be considered for loan program.
 - Before photos shall be submitted digitally in jpeg, pdf, or png file format. Along with images of the area of work, a "master" photo must be submitted that displays the entire house from the street.
 - A project timeline must be submitted to the Community Development Department.
 - Loans will consist of a 0% interest over the life of the loan, and act as a deferred second mortgage. After five consecutive years of living in the home that received the loan funds, the loan will be 100% forgiven.
 - If the property owner sells before the five year time period or is no longer the primary place of residence, the loan is required to be paid back in full.
 - The homeowner must agree to obtain all necessary permits (e.g. building, plumbing, electrical, roofing, driveway, excavation, etc.).

- g. All work must meet local, state and national standards including but not limited to lead and asbestos.
 - h. Projects must be substantially completed within twelve (12) months of loan approval.
 - i. Properties may receive a loan, not to exceed \$10,000 for home improvements and \$20,000 for home improvements that reduce the number of livable units to one (1) on an existing multi-unit property.
 - j. The loan can be transferred to a new owner one (1) time over the life of the loan and must be transferred within one (1) year from the completion of the project. If an individual does not use the home as their primary residence after the one (1) year period the loan is required to be paid back in full.
- E. **Ineligible Loan Expenditures:** See *Ineligible Loan Expenditures under Curb Appeal*.
- F. **Disbursement Procedures:** The City of Menasha shall be last dollars into the project and final payments shall be made directly to the contractor.
- a. Upon completion of the project the Applicant shall submit the following:
 - i. Documentation of paid invoices and a final invoice for the City's portion from the contractor or supplier. Copies of receipts/paid invoices shall show proof of purchase of the approved/ completed items/materials for each project.
 - ii. Final photo documentation of the complete project ("After" Photos). Photos shall be taken in a similar manner to the "Before" photos.
 - b. After the applicant submits all of the required information for disbursement, the Community Development Department shall review all information submitted to ensure it is eligible for funding and will determine the amount awarded, if any, to the applicant/contractor.
 - c. Once the review of the request is complete, documentation shall be forwarded to the City of Menasha's Finance Department and the dollar amount to be disbursed.

Property Acquisition and Pre-Development

The Property Acquisition and Pre-Development Program is a tool the City of Menasha can use to help remove blighted properties within the city and stimulate new housing production. The intent of the property acquisition and pre-development program is ~~to two-fold:~~ 1) Acquire strategically located or blighted properties. The acquired properties would which are then be demolished or sold to a qualified contractor that would to work with the City of Menasha to rehabilitate the property and 2) Stimulate housing production by providing pre-development funding to qualified contractors. All costs associated with acquiring the property and rehabilitating the site are eligible under this program.

- A. **Eligible Properties:** Properties deemed eligible by the Community Development Director shall be presented to the Menasha Common Council. It is the discretion of the Menasha Common Council on which properties to acquire and/or which contractors to provide pre-development assistance to. Properties that meet the following criteria may be considered by the Menasha Common Council for acquisition or funding through the Property Acquisition and Pre-Development Program:
- a. Any properties that are blighted or in disrepair.

- b. Properties that present an economic benefit to acquire.
- c. Properties, that when acquired, will further the goals of the City of Menasha Comprehensive Plan.
- d. Properties, that when acquired, will further the goals of the City of Menasha Downtown Vision Plan.
- e. Properties that have an active raze order.
- f. Any property that will benefit the City of Menasha's housing stock.

B. Eligible Expenditures:

- a. Property acquisition costs.
- b. Demolishing/razing costs.
- c. Costs associated with the sale of a property.
- d. Costs associated with the maintenance of a property.
- e. Utility costs.
- f. Any costs associated with ensuring the house is not a health or sanitation risk, including but not limited to: asbestos removal, well abatement, removal of hazardous material, and lead removal.
- g. Safety costs.
- h. Bringing non-compliant features up to code.

~~C. Special Projects:~~

- ~~a. Acquire roughly 23 acres of vacant land in Calumet County, north of the conservancy, to establish roughly 24 new affordable housing lots and assist in the costs of infrastructure and connectivity of the entire community through vehicular and pedestrian transit.~~

ADDITIONAL PROGRAM DETAILS – CURB APPEAL AND MAJOR RENOVATIONS

Income Requirements

All properties assessed at or below the Menasha Affordable Assessed Value (MAAV) shall be considered eligible for a loan or grant. This MAAV Rate shall be calculated on an annual bases using the US Department of Housing and Urban Development's (HUD) HOME Homeownership Value Limits to meet the criteria of the Wisconsin State Statutes 66.1105(6)(g).

For properties that do not meet the MAAV Rate and are owner occupied, no loan or grant shall be given to an individual who does not meet the state requirement of affordable housing as defined in section 66.1105(2) (ab). No more than 30% of the household's gross monthly income can be spent on housing related expenses. Housing related expenses include: mortgages, property taxes and home insurance. (\$5,000 Gross Monthly Household Income = \$1,500 maximum amount spent on housing costs)

Housing Standards

In order to maintain the historic character and quality of Menasha's older homes, all houses that use program funds must abide by the guidelines set forth in Appendix (B).

Ineligible Properties

A property which has any one or more of the following conditions is ineligible for the rehabilitation program:

- A. A property is not located within the corporate limits of the City of Menasha.
- B. Any property where the owner of that property is delinquent on any debt it owes to the City of Menasha.
- C. Properties owned in part or in whole by a tax exempt entity.
- D. A property that has an open or issued Correction Notice. Applications that are submitted for projects that will close a Correction Notice may be considered on a case by case basis.
- E. Property that has received past City of Menasha housing funds, excluding the Community Development Block Grant Program, in the previous 5 years or has a Major Housing Renovation Loan open with the City of Menasha.
- F. Properties that are associated with the Habitat for Humanity Rock the Block program shall not qualify for the Major Renovation Program
- G. Projects that do not employ professional labor, except for painting, staining or landscaping projects.

Eligible Projects

Eligible projects shall be comprehensive and may include the following items, but are not limited to:

- A. Bringing non-compliance features up to code.
- B. Replacing the roof.
- C. Repair/Replacing windows.
- D. Exterior masonry repair/replace.
- E. Front porch repair.
- F. Replace/repair existing siding.
- G. Install guards and handrails.
- H. Paving driveways that are currently non-conforming.
- I. Replace, repair, or install garage.
 - i. Detached garages may be eligible within the Major Renovation program only if they are part of a comprehensive project, examples include; siding, windows, and/or roof
- J. Demolition and removal of structures deemed dilapidated by the City Building Inspector as part of a larger project.
- K. Repair or replacement of gutters or trim as part of a comprehensive exterior renovation including but not limited to siding and/or roof.
- L. Repair or replacement of soffit and fascia as part of a comprehensive exterior renovation including but not limited to siding and/or roof.
- M. Lead and asbestos remediation.

- N. Shrubs and Trees within the front yard (not to exceed 10% of total project reimbursement).
- O. Other projects may be eligible for reimbursement upon approval of the Community Development Director.
- P. Additions or added architectural features that will enhance the character of the home.
- Q. Additional Projects Permitted for Major Renovation:
 - i. Foundation repair (Considered Interior Projects)
 - ii. Interior Remodel
 - iii. Upgrading electrical.
 - iv. Upgrading plumbing.
 - v. Upgrading mechanical systems.

Labor

Only projects that employ professional labor shall be eligible for the program. Projects done by non-professional labor shall not be considered for loan/grant dollars.

- A. All receipts or invoices must be submitted by or on behalf of the contractor selected for the project.
- B. Professional labor is considered work done by an individual who is trained and engaged in such work for a career. All work must meet the housing standards set forth in Appendix (B).
- C. Painting, staining, and landscape projects are exempt from the professional labor requirement.

Application Process

The Community Development Department shall ensure a complete application is submitted and then will process them.

- A. Administration and Approval:
 - a. Curb Appeal – Community Development Department review and approved.
 - b. Major Renovation – Community Development Department review and Housing Authority approval bi-monthly.
- B. A complete Pre-Documentation project Form. For renovation projects, this form must include an itemized description of the proposed project and an estimated cost for each item. Any item not listed on the worksheet will not be considered for reimbursement or a loan. If the project is being completed by a contractor, a copy of their estimate to complete the work must be attached.
- C. Submit a timeline outlining when the project will be completed.
- D. The Community Development Department determines whether the applicant owes money to the City and if there are any Correction Notices on the property.
- E. It is anticipated that an applicant will receive a response whether they are eligible or ineligible for the Program within 30 days from the date received.
- F. Before photos of the proposed project. Items will not be considered if before photos are not submitted. Before photos shall be submitted digitally in jpeg, pdf, or png file format. Along with

images of the area of work, a “master” photo must be submitted that displays the entire house from the street.

A signed Contract for Services Form. Submit a signed Contract for Services Form. If approved, a signed copy of the Contract from the City will be sent back to the applicant.

G. Additional Requirements for Loan Programs that do not meet the Menasha Affordable Assessed Rate:

- a. Written forms showing proof of income
 - i. Two (2) recent consecutive months of paycheck stubs.
 - ii. Most recent retirement/financial asset statements
 - iii. Most recent Social Security statements
 - iv. Other forms acceptable by the Finance and Community Development Departments
- b. Last one (1) year full tax return (federal) and W2s and 1099s.
- c. Most recent checking/savings statement.

H. Most recent mortgage loan statement (if any) and homeowner’s insurance policy coverage page. Along with a statement of all current debt including home equity lines of credit.

Housing Authority Approval

The Housing Authority, on a bi-monthly basis, shall review and approve all applications for the Major Renovation Program. The Community Development Department will make a recommendation to the Housing Authority on all projects. The recommendation will be considered by the Housing Authority for approval or denial of the project. The following criteria will be taken into consideration by the Community Development Department and the Housing Authority:

- The applicant’s financial history.
- History of the applicant and/or listed contractors including past ordinance violations and/or citations.
- The quality of work performed by the applicant in any other applicable home renovation.
- The Project quality.
- The neighborhood impact of the project.

Appeals

If a Curb Appeal Project is denied by staff, the Applicant may request an appeal to be considered at the next available Housing Authority meeting. A Property Owner must submit an appeals form to the City of Menasha. Any past or future continuation of a project will be considered in-eligible for approval. There shall be an appeals fee in the amount of \$50.00.

Project Extensions

Upon the request of a Property Owner of an approved project, the Housing Authority may consider granting one 6 month extension for which the project shall have substantial completion considering the following:

- A. A Property Owner must submit an extension form prior to the end of the allotted timeframe.
- B. Upon review, the Housing Authority shall consider the Applicant worked in good faith to start the project upon approval and actively pursued the completion of the project in a timely matter. If the project has not commenced, materials have not been ordered, and/or the applicant fails to show proper documentation among other support, the extension will be denied and the applicant must reapply for the program.
- C. Any project extension shall have a \$50.00 review fee.

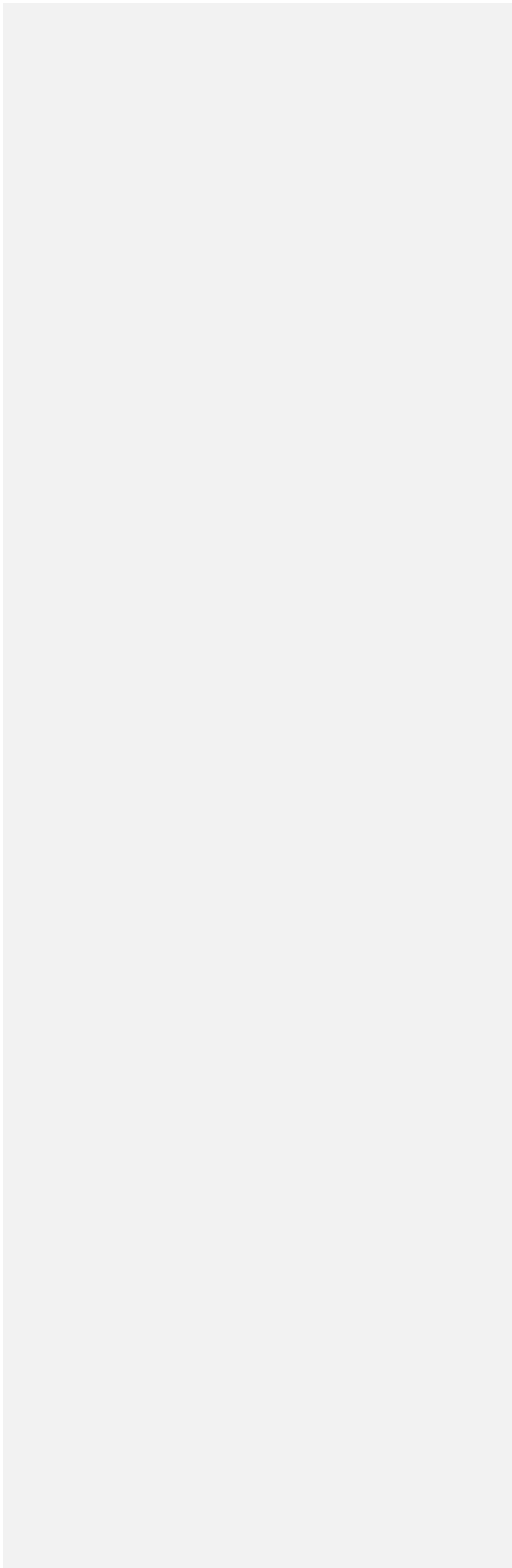
Program Amendments

Any update clarifying the intent of the document and/or process that does not drastically change the program details or the programs intent may be made by the Community Development Department. Those changes that would alter the programs intent, drastically change the review and approval process, or alter a funding amount shall require consent of the Common Council.

Marketing Funds

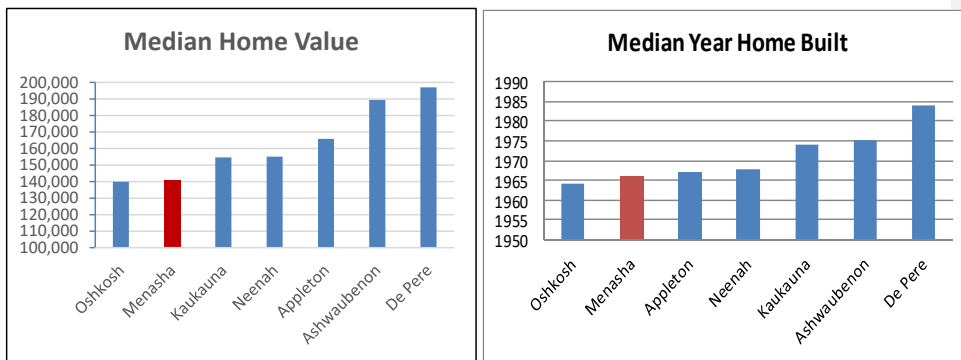
It is the expressed intent of this initiative that up to \$1,500 shall be budgeted per calendar year to market and advertise the initiative. The Community Development Department will determine how best to use the budgeted marketing funds to promote the initiative.

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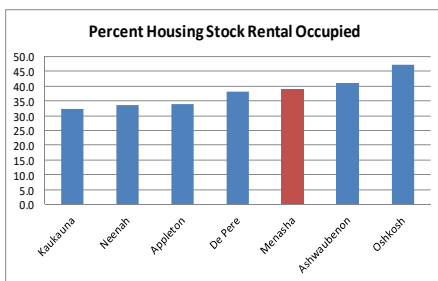


APPENDIX A

A person's home is their largest asset and thus the City's housing stock is its largest asset. Menasha's housing stock varies widely in style, age, and value. Much of the City's housing was built before 1950. The median age of a home in Menasha is 1966. In fact, compared to our neighbors Menasha has the second oldest housing stock. The City of Oshkosh had the oldest housing stock in the comparable Cities. When comparing median housing value, the City of Menasha also trends lower. Menasha's median home value is \$140,700, the second lowest in the study group. Oshkosh has the lowest median, \$139,900, home value and De Pere has the highest, \$197,100, in the study group.

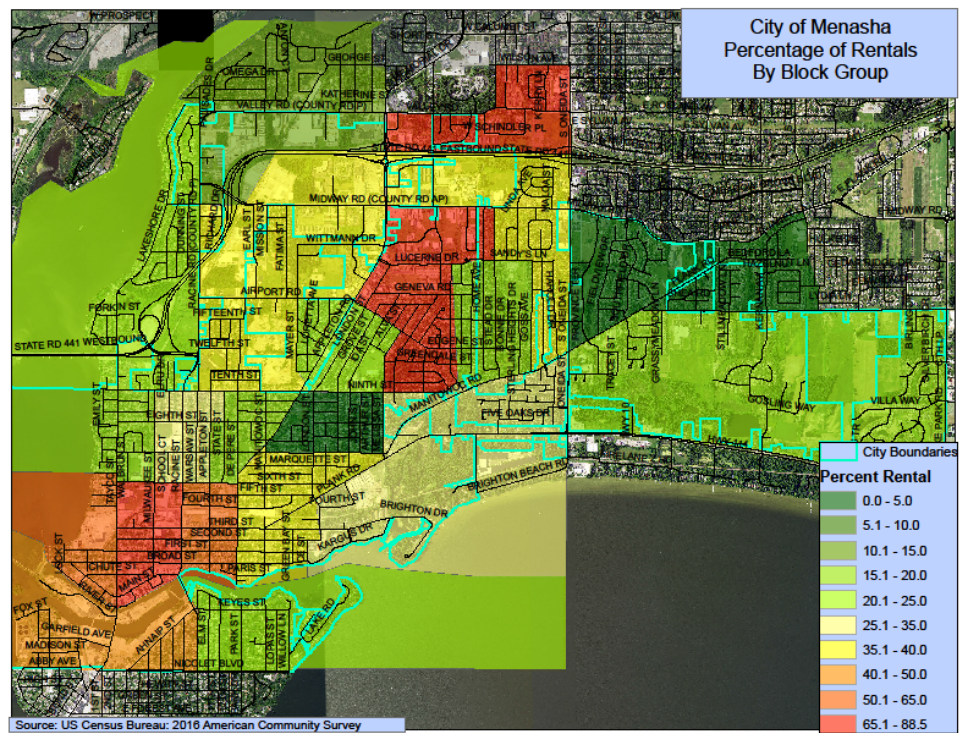
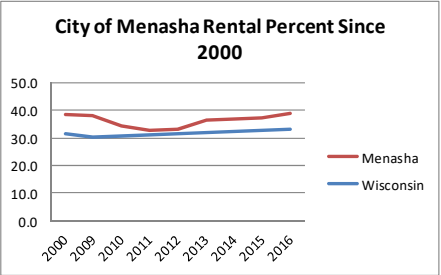


The final metric gathered was rental percentage. Menasha's rental percentage has remained fairly steady since 2000 and the non-owner occupied ratio is not out of line with similar communities. Menasha's current rental rate is 38.5%. De Pere, Menasha, Ashwaubenon, and Oshkosh all have a rental rate right around 40%. Appleton, Neenah, and Kaukauna have a rental rate around 33%. The State of Wisconsin's rental rate as a whole is 33%. A mix of homeowner and tenant occupied units is considered healthy for a city. A rental rate of 35% is considered to be a healthy ratio for a city. While Menasha does not have an inordinate number of tenant occupied units, it does have a significant concentration of rental units in certain areas. Both the downtown and the north central part of the city have higher than average rates.



The north central block group has an elevated rental rate because a number of apartment complexes are in this area. These apartment complexes artificially elevate the regions rental rate. The second area with an elevated rental rate is the downtown. This region is split between three different block groups. The rental rate in the downtown is the highest in the City at 78%. While the city overall has only a slightly elevated rental rate, these key areas of majority tenant occupied units need to be addressed.

These issues must be addressed. Home quality must be increased and rental rates in the center city must be reduced. Menasha may have older homes with lower home values but with proper investment by the City, these homes can be fixed up and become a healthy vibrant part of our community and Menasha will become a place every wants to live.



APPENDIX B

The City's housing programs are primarily aimed at renovated existing homes. These homes have a character that is unique and should be preserved and enhanced when at all possible. When a structure is renovated, with the use of City of Menasha funds, the purpose of the renovation is not to make an old house new but to improve or repair the existing features. The original home's design, structure, and style should be maintained when at all possible. The following is a design guideline to ensure that the aesthetics of existing homes are not lost with renovation projects.

A. Siding:

- When existing wood siding exists it is preferred that the existing siding is maintained opposed to replacing it with new siding.
- New siding shall be applied in a manner that preserves all existing distinguishing architectural features and ornamentation.
- Width of new siding is consistent with the type, age and style of the house.

B. Brick and other Exterior Masonry:

- When at all possible, all existing exterior masonry will be preserved and repaired. Only in cases of irreparable damage can the exterior masonry be removed.
- New masonry shall be applied in a manner that preserves all existing distinguishing architectural features and ornamentation.

C. Porches:

- Existing porches will be maintained and repaired. In no case should a salvageable porch be removed.
- Existing front porches will be maintained and repaired to original appearance and condition. Salvageable front porches will not be removed.

D. Windows and Doors:

- The style and design of any new window or door should match the original.
- The removal of a window or door shall not be permitted unless the removal of the window or door is vital to the completion of the project.
- The replacement of windows shall not destroy any distinguishing features or architectural ornamentation.
- A new window or door may not be smaller than the existing window or door.

E. Outbuildings:

- Any outbuilding, shed, garage or other structure will conform in style and color to the principal structure on the lot.

Change Order

Date: 7/1/2026 Change Order No. 2 (Two) & Final

Contractor: Northeast Asphalt, Inc.
Contract No.: 2025-03
Project: Jefferson Park Boat Launch

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

I. Remove & replace fence within water by boat slips.	\$1,180.00
II. Excavate and grade additional sidewalk along water.	\$2,835.00
III. Black 8' double swing gate by boat slips.	\$1,725.00
IV. Contract quantity changes. (See Itemized Payment 8)	<u>(\$54,565.77)</u>
	(\$48,825.77)

The changes result in the following adjustments:

	CONTRACT-TOTAL	TIME
Prior to this Change Order	\$ 1,335,020.97	_____ Days
Adjustments per this Change Order	\$ (48,825.77)	_____ Days
Current Contract Status	\$ 1,286,195.20	_____ Days

Directed/Authorized
City of Menasha Department of Public Works

Accepted

By: _____

By: _____

Date: _____

Date: _____

Certificate of Payment

Date: 7/1/2026

Payment Request: 8 (Eight) & Final

Contractor: Northeast Asphalt, Inc.

Address: W6380 Design Drive, Greenville, WI 54942

Contract Unit No.: 2025-03

Project Description: Jefferson Park Boat Launch

		Original Contract Amount:	\$ 1,315,650.00
Change Order 1:	\$ 19,370.97	Total Change Orders:	\$ (29,454.80)
Change Order 2:	\$ (48,825.77)	Total Contract Amount (Including Change Orders):	\$ 1,286,195.20
Change Order 3:		Total Earned to Date (Summary Attached):	\$ 1,286,195.20
Change Order 4:		Less Retainage: 0.0% of Original Contract	\$ -
		Amount Due:	\$ 1,286,195.20

Payment 1	\$ 276,060.50
Payment 2	\$ 147,406.75
Payment 3	\$ 145,307.15
Payment 4	\$ 374,868.28
Payment 5	\$ 67,228.46
Payment 6	\$ 40,413.14
Payment 7	\$ 129,383.71
Current Payment	\$ 105,527.21

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

Date: _____ BY: _____

Recommended for Payment

Public Works Authorization: _____

Common Council Approval Date: _____

Finance Department

Account Number	Amount

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

Item	Quantity	Description					Payment 8 (Eight) & Final	
			Unit Price	Item Total	YTD	Total	Quantity Change	Total Change
		Base Bid						
1	1	Common Excavation and Grading	\$ 100,000.00	\$ 100,000.00	1.00	\$ 100,000.0	0.00	\$ -
2	1,600	Geotextile Fabric	\$ 3.00	\$ 4,800.00	0.00	\$ -	-1600.00	\$ (4,800.00)
3	1,400	Excavation Below Subgrade (EBS)	\$ 8.50	\$ 11,900.00	1195.00	\$ 10,157.5	-205.00	\$ (1,742.50)
4	4,000	Recycled Dense Graded Base (From City Stockpile)	\$ 11.00	\$ 44,000.00	4000.00	\$ 44,000.0	0.00	\$ -
5	1,400	EBS Backfill - Recycled Dense Graded Base (From City Stockpile)	\$ 11.00	\$ 15,400.00	1195.00	\$ 13,145.0	-205.00	\$ (2,255.00)
6	240	Crushed Clear Stone	\$ 39.00	\$ 9,360.00	221.76	\$ 8,648.6	-18.24	\$ (711.36)
7	1,100	Curb and Gutter, 24-IN	\$ 23.40	\$ 25,740.00	1062.00	\$ 24,850.8	-38.00	\$ (889.20)
8	1,150	Ribbon Curb, 24-IN	\$ 35.50	\$ 40,825.00	1158.00	\$ 41,109.0	8.00	\$ 284.00
9	500	Concrete Driveway Apron, 7-IN	\$ 10.75	\$ 5,375.00	514.00	\$ 5,525.5	14.00	\$ 150.50
10	7,025	Concrete Sidewalk, 5-IN	\$ 7.60	\$ 53,390.00	7937.00	\$ 60,321.2	912.00	\$ 6,931.20
11	6	Truncated Dome Detectable Warning Panel, 2-FT by 5-FT	\$ 375.00	\$ 2,250.00	5.00	\$ 1,875.0	-1.00	\$ (375.00)
12	3	Concrete Drainage Flume	\$ 1,200.00	\$ 3,600.00	2.00	\$ 2,400.0	-1.00	\$ (1,200.00)
13	1	Concrete Trench Drain with Grate	\$ 2,900.00	\$ 2,900.00	1.00	\$ 2,900.0	0.00	\$ -
14	2,400	Asphalt Pavement - Road and Parking	\$ 91.10	\$ 218,640.00	2332.67	\$ 212,506.2	-67.33	\$ (6,133.76)
15	1	Traffic Control	\$ 600.00	\$ 600.00	0.00	\$ -	-1.00	\$ (600.00)
16	1	Pavement Markings	\$ 18,425.00	\$ 18,425.00	1.00	\$ 18,425.0	0.00	\$ -
17	1	Demolition and Removals	\$ 182,000.00	\$ 182,000.00	1.00	\$ 182,000.0	0.00	\$ -
18	2	4-FT Precast Manhole	\$ 8,505.00	\$ 17,010.00	1.00	\$ 8,505.0	-1.00	\$ (8,505.00)
19	2	2-FT by 3-FT Inlet	\$ 3,600.00	\$ 7,200.00	3.00	\$ 10,800.0	1.00	\$ 3,600.00
20	300	12-IN RCP Storm Sewer	\$ 66.00	\$ 19,800.00	185.00	\$ 12,210.0	-115.00	\$ (7,590.00)
21	3	12-IN RCP Apron End Wall	\$ 1,400.00	\$ 4,200.00	4.00	\$ 5,600.0	1.00	\$ 1,400.00
22	1	12-IN Outfall Through Sheet Pile Wall	\$ 100.00	\$ 100.00	0.00	\$ -	-1.00	\$ (100.00)
23	4	Bio-Infiltration Basin Including native seeding and plantings, engineered soil, and underdrain	\$ 27,000.00	\$ 108,000.00	3.50	\$ 94,500.0	-0.50	\$ (13,500.00)
24	3	Outlet Control Structure	\$ 5,000.00	\$ 15,000.00	3.00	\$ 15,000.0	0.00	\$ -
25	3	Adjust Existing Manhole or Valve Vault Casting	\$ 850.00	\$ 2,550.00	2.00	\$ 1,700.0	-1.00	\$ (850.00)
26	1	Adjust Existing Water Valve Box	\$ 650.00	\$ 650.00	0.00	\$ -	-1.00	\$ (650.00)
27	1	2-IN Water Service Including Connections and Fittings, Corporation Stop, Curb Stop and Box	\$ 16,600.00	\$ 16,600.00	1.00	\$ 16,600.0	0.00	\$ -
28	2,700	9-IN Reinforced Concrete Pavement (Cast-in-Place)	\$ 17.00	\$ 45,900.00	5219.00	\$ 88,723.0	2519.00	\$ 42,823.00
29	2,900	9-IN Concrete Pavement (Precast Panels)	\$ 17.00	\$ 49,300.00	0.00	\$ -	-2900.00	\$ (49,300.00)
30	4	Concrete Launch Dock Abutment	\$ 5,000.00	\$ 20,000.00	4.00	\$ 20,000.0	0.00	\$ -
31	4	Boarding Dock Including Anchorage	\$ 35,000.00	\$ 140,000.00	4.00	\$ 140,000.0	0.00	\$ -
32	3	Dual Luminaire Lightpole with Base	\$ 5,200.00	\$ 15,600.00	3.00	\$ 15,600.0	0.00	\$ -
33	5	Single Luminaire Lightpole with Base	\$ 5,200.00	\$ 26,000.00	5.00	\$ 26,000.0	0.00	\$ -
34	4	Receptable Base	\$ 315.00	\$ 1,260.00	1.00	\$ 315.0	-3.00	\$ (945.00)
35	1	Conduit, Wire, Connectors, etc.	\$ 15,260.00	\$ 15,260.00	1.00	\$ 15,260.0	0.00	\$ -
36	1	Install City-Supplied Electrical and Lighting Cabinet	\$ 1,815.00	\$ 1,815.00	1.00	\$ 1,815.0	0.00	\$ -
37	200	Riprap	\$ 63.00	\$ 12,600.00	221.50	\$ 13,954.5	21.50	\$ 1,354.50
38	100	Vegetated Boulder Revetment	\$ 160.00	\$ 16,000.00	0.00	\$ -	-100.00	\$ (16,000.00)
39	6,500	Seed Restoration with Erosion Mat Class 1 Urban, Type A	\$ 3.85	\$ 25,025.00	6767.00	\$ 26,053.0	267.00	\$ 1,027.95
40	1	Install 200 LF of 5-FT Chain-Link Fence and Salvaged Gates	\$ 13,100.00	\$ 13,100.00	1.00	\$ 13,100.0	0.00	\$ -
41	1	Install and Maintain Tracking Pad	\$ 1,200.00	\$ 1,200.00	1.00	\$ 1,200.0	0.00	\$ -
42	300	Install and Maintain Turbidity Barrier	\$ 1.00	\$ 300.00	115.00	\$ 115.0	-185.00	\$ (185.00)
43	500	Install and Maintain Silt Log	\$ 3.95	\$ 1,975.00	1562.00	\$ 6,169.9	1062.00	\$ 4,194.90
Total Base Bid (Items 1 - 43)				\$ 1,315,650.00		\$ 1,261,084.23		\$ (54,565.77)

Change Order 1								
CO1.1	697.43	3" Clear stone for under boat ramp do to unstable soil	\$ 18.79	\$ 13,104.71	697.43	\$ 13,104.71		
CO1.2	333.14	3/4" Clear stone for under boat ramp do to unstable soil	\$ 12.47	\$ 4,154.26	333.14	\$ 4,154.26		
CO1.3	704	Geotextile HR Fabric	\$ 3.00	\$ 2,112.00	704.00	\$ 2,112.00		
Total Change Order 1				\$ 19,370.97		\$ 19,370.97		
Total Base Bid and Change Order 1				\$ 1,335,020.97		\$ 1,280,455.20		

Change Order 2								
	1	Remove and replace fence within water.	\$ 1,180.00	\$ 1,180.00	1.00	\$ 1,180.00		
	1	Excavate and grade additional sidewalk	\$ 2,835.00	\$ 2,835.00	1.00	\$ 2,835.00		
	1	Double swing 8' gate	\$ 1,725.00	\$ 1,725.00	1.00	\$ 1,725.00		
	1	Original Contract Changes		\$ (54,565.77)				
Total Change Order 2				\$ (48,825.77)				
Total Base bid, Change Order 1 and Change Order 2				\$ 1,286,195.20		\$ 1,286,195.20		

**APPLICATION
FOR PAYMENT**

CITY MENASHA	PROJECT:	2026 UTILITY RECONSTRUCTION CITY OF MENASHA
	CONTRACTOR	DONALD HIETPAS & SONS INC
	Contract No.	M0002-09-26-00105
	Project No.	M0002-09-26-00105
	Application No.	2
	Application Date	6/29/2026
	Period From	5/26/2026 To 6/29/2026

Application Is Made For Payment In Connection With The Above Contract.

The following documents are attached:

- ☐ Schedule Of Values
☐ Schedule Of Unit Prices
☐ Inventory Of Stored Materials

The Present Status Of The Account For This Contract Is As Follows:

Original Contract	<u>\$ 1,158,966.58</u>	Completed To Date	<u>\$ 410,101.77</u>
Net Change Orders	<u>\$0</u>	Retainage <u>5</u> %	<u>\$ 20,505.09</u>
Current Contract Amount	<u>\$ 1,158,966.58</u>	Subtotal	<u>\$ 389,596.68</u>
		Previous Applications	<u>\$ 167,092.08</u>

Amount Due This Application: \$ 222,504.60

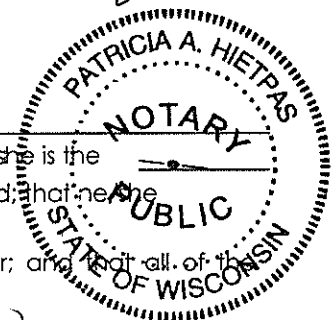
The undersigned Contractor hereby swears, under penalty of perjury, that (1) All previous progress payments received from the Owner, on account of work performed under the contract referred to above, have been applied by the undersigned to discharge in full all obligations of the undersigned incurred in connection with work covered by prior Applications For Payment under said contract, being Applications For Payment numbered 1 through _____ inclusive; and (2) All materials and equipment incorporated in said project or otherwise listed in or covered by this Application For Payment are free and clear of all liens, claims, security interests and encumbrances.

Dated 6/29 20 26DONALD HIETPAS & SONS INC

(contractor)

COUNTY OF Outagamie
STATE OF WI.By Jay Hietpas Project Manager
(name & title)Before me on this 29 day of June 20 26 personally appeared Jay HietpasProject Manager known to me, who being duly sworn, did depose and say that he/she is the _____ of the Contractor above mentioned; that he/she _____
(title)

executed the above Application For Payment and statement on behalf of said Contractor; and that all of the statements contained therein are true, correct and complete.

My Commission Expires: 11-13-2026Patricia A. Hietpas
(Notary Public)

BID C- CLOVIS PARK													
C-1	SANITARY LATERAL CLEANOUT	2 E.A.	\$	550.00	0	\$	-	0	\$	-	0	\$	-
C-2	4" SANITARY SANITARY LAT. REPLACEMENT	133 L.F.	\$	60.00	0	\$	-	0	\$	-	0	\$	-
C-3	10" STORM SEWER	285 L.F.	\$	50.00	0	\$	-	0	\$	-	0	\$	-
C-4	8" HOPE STORM SEWER	421 L.F.	\$	45.00	0	\$	-	0	\$	-	0	\$	-
C-5	48" MANHOLE	1 E.A.	\$	4,200.00	0	\$	-	0	\$	-	0	\$	-
C-6	24" YARD DRAIN	1 E.A.	\$	1,400.00	0	\$	-	0	\$	-	0	\$	-
C-7	2" POLY WATER SERVICE RELAY	136 L.F.	\$	30.00	0	\$	-	0	\$	-	0	\$	-
C-8	ABANDON SEWER & WATER LATERAL REMOVE	1 L.S.	\$	3,500.00	0	\$	-	0	\$	-	0	\$	-
C-9	COLD MIX ROAD & SIDE WALK	1 L.S.	\$	500.00	0	\$	-	0	\$	-	0	\$	-
C-10	POST T.V. STORM SEWER	706 L.F.	\$	1.17	0	\$	-	0	\$	-	0	\$	-
C-11	POST TELEVISION SAN LATERAL	1 E.A.	\$	98.98	0	\$	-	0	\$	-	0	\$	-
C-12	EROSION CONTROL	1 L.S.	\$	300.00	0	\$	-	0	\$	-	0	\$	-
C-13	TRAFFIC CONTROL	1 L.S.	\$	505.00	0	\$	-	0	\$	-	0	\$	-
C-14	MOBILIZATION	1 L.S.	\$	10,100.00	0	\$	-	0	\$	-	0	\$	-
TOTAL			\$			\$	-		\$	-		\$	-

BASE BID D - DEPERE													
THIRD STREET TO FOURTH STREET													
D-1	JACK & BORE 8" WATER MAIN	155 L.F.	\$	500.00	0	\$	-	0	\$	-	0	\$	-
D-2	8" VALVE	2 E.A.	\$	3,100.00	0	\$	-	0	\$	-	0	\$	-
D-3	EROSION CONTROL	L.S.	\$	600.00	0	\$	-	0	\$	-	0	\$	-
D-4	TRAFFIC CONTROL	1 L.S.	\$	1,767.50	0	\$	-	0	\$	-	0	\$	-
D-5	TURF RESTORATION	1 L.S.	\$	500.00	0	\$	-	0	\$	-	0	\$	-
D-6	RAILROAD REQUIREMENTS	1 L.S.	\$	46,200.00	0	\$	-	0	\$	-	0	\$	-
D-7	8" DUCTILE WATER MAIN FLOUROCARBON GASKETS	48 L.F.	\$	365.00	0	\$	-	0	\$	-	0	\$	-
D-8	BENTONITE CLAY DAM TRENCH	48 L.F.	\$	61.00	0	\$	-	0	\$	-	0	\$	-
D-9	HAUL CONTAMINATED SOIL TO HILBERT	90 CU. YDS	\$	23.00	0	\$	-	0	\$	-	0	\$	-
TOTAL			\$			\$	-		\$	-		\$	-

SUPPLEMENTAL													
BID													
S-1	REPLACE OFF SITE SERVICE	10 E.A.	\$	3,800.00	0	\$	-	1	\$	3,800.00	1	\$	3,800.00
S-2	PUBLIC SERVICE LONG SIDE REPLACEMENT	5 E.A.	\$	2,800.00	0	\$	-	0	\$	-	0	\$	-
S-3	PUBLIC SERVICE SHORT SIDE	5 E.A.	\$	2,600.00	0	\$	-	0	\$	-	0	\$	-
						\$	3,800.00					\$	3,800.00
TOTAL												\$	410,101.77
RETAIN												\$	20,505.09
SUB TOTAL												\$	189,596.68
PREVIOUS PD.												\$	167,092.08
TOTAL DUE												\$	222,504.60



Labor Day Parade 9-7-2026

Special Event Application

EVENT DETAILS - SECTION 1

Parks and Recreation Department – (920) 967-3640

100 Main Street, Suite 200 (2nd Floor), Menasha, WI 549252

Email: lwalbrun@menashawi.gov

1. Will you be reserving a park?

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

☐ Yes ☐ No

2. Will you be selling alcoholic beverages?

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

☐ Yes ☒ No

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

430 First Street, Menasha, WI 54952

Email: ahanchek@menashawi.gov

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

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

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

☒ Yes ☐ No

Public Works Department – (920) 967-3610

100 Main Street, Suite 200 (2nd Floor), Menasha, WI 549252

Email: alee@menashawi.gov

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

Please submit the S25 Street Use Fee with your special event paperwork. Street Use requires Board of Public Works and Common Council approval. You (or a representative for your event) will be required to attend a Common Council meeting to answer any questions regarding this potential street closure. Please be aware the entire approval process may take more than 60 days.

☐ Yes ☐ No

6. Does your event require street closure?

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

☒ Yes ☐ No

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

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

125 E. Columbian Ave., Neenah, WI 54956

Email: jmavroff@nmfire.org

7. Will there be fireworks at your event?

Complete Document #5 - NMFR Fireworks Display Application

☐ Yes ☒ No

8. Will you be putting up a tent?

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

☐ Yes ☒ No

Clerk's Office - (920) 967-3603

100 Main Street, Suite 200 (2nd Floor), Menasha, WI 54952

Email: ksnyder@menashawi.gov

9. Will you be selling/serving alcoholic beverages?

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

☐ Yes ☐ No

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

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

☐ Yes ☒ No

Health Department - (920) 967-3522

100 Main Street, Suite 100 (1st Floor), Menasha, WI 54952

Email: tdrew@menashawi.gov

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

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

☐ Yes ☒ No

EVENT INFORMATION – SECTION 2

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

Event Name Labor Day Parade Total Anticipated Attendance 1000
Sponsoring Organization Fox Valley Area Labor Council, AFL CIO
Organization Address P. O. Box 186 Menasha, WI 54952
Event Location Downtown Menasha
Date of Event (list each date if a multi-day event) 09/07/2026
Event Set-up Time 9am Event Start Time 10am Event End Time 11am

EVENT COORDINATOR – SECTION 3

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

1. Event Facilitator/Responsible Person Jason Schmitz
Email schmitz_jason@yahoo.com Phone 920 915 5004
2. Day of Event Contact Name (person on site) Jason Schmitz
Email schmitz_jason@yahoo.com Phone 920 915 5004

EVENT DETAILS – SECTION 4

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

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

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

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

The parade route will travel west down Main Street in Menasha. It will proceed to Tayco Street, in Menasha, and then turn south, crossing both Tayco Street and Washington Street Bridges. We will enter Neenah on Commercial Street and continue moving south. At Wisconsin Avenue, in Downtown Neenah, the parade will turn right and head west toward Main Street where the parade will conclude.

FERMENTED MALT/WINE BEVERAGE PERMIT

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

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

Permittee Name(please print): _____
Last First M.I.
Area that fermented malt beverages and wine will be consumed: _____
Signature: _____

INSURANCE – SECTION 5

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

Name of Insurance Company Mayer & Associates, LLC Policy Number _____
Email _____ Phone 920 358 7122
Applicant Signature _____ Date _____

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

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

Person or Organization Name Fox Valley Area Labor Council, AFL CIO
Address P. O. Box 186
City Menasha State WI Zip Code 54952
Email fvalc.afcio@gmail.com Phone 920 727 1790

HOLD HARMLESS AGREEMENT – SECTION 7

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

Applicant Signature Jason Schmitz Date 05 26 2026
Completed applications can be mailed to or dropped off at: Menasha City Center, 100 Main Street, Suite 200, Menasha, WI 54952 or e-mailed to lwalbrun@menashawi.gov. For any questions regarding this application or the permitting process, contact Lori in Parks and Recreation at (920) 967-3640.

STAFF USE ONLY

Scheduled Board of Public Works Review Date: _____
Scheduled Parks & Recreation Board Review Date: _____
Scheduled Common Council Review Date: _____
Staff Approval: Police Dept. _____ Fire Dept. _____ Public Works Dept. _____ City Attorney _____



MEMORANDUM

To: Common Council

From: Megan Sackett, Parks & Recreation Director/ms

Date: June 15, 2026

RE: Urban Forestry Management Plan

In 2025, the City of Menasha was awarded a \$25,000 50/50 matching Wisconsin DNR Urban Forestry Grant titled "Proactive Resiliency in Menasha Urban Forestry." The matching funds were approved and incorporated into the 2025 City Budget.

Over the past year, City staff have worked with representatives from Eocene Environmental Group to update our tree inventory and create an urban forestry management plan. The City's last full tree inventory was completed in 2010 as part of the EAB response plan with the inventory being added to the DNR Tree Plotter system in 2019. Since then, internal forestry staff have made regular updates including removals, pruning, tree condition and new planting sites. This updated, accurate data will provide a tool to prioritize maintenance and guide planning for planting and growth of our tree canopy.

The management plan creates a road map regarding resource allocation, risk management, canopy expansion and policies. These tools are essential to guiding long-term forestry operations and enhancing the resilience, biodiversity and sustainability of Menasha's urban forest.

The City has proudly maintained its Tree City USA designation for over 40 years-a testament to our long-standing commitment to urban forestry. The development of this plan is another step in maintaining our commitment to our urban forest. These trees and green spaces are vital to the City's environmental image, stormwater management, community health and economic development.

Our consultant, Rich Hauer from Eocene, will be present at the meeting to present the findings through the development of the Urban Forestry Management Plan. The plan can be found at this link: [!\[\]\(e8fb589d58dad1692debababa5e928b6_img.jpg\) Menasha UFMP Draft 7-9-26 Clean.pdf](#).

Recommendation

Parks and Recreation Board recommend approval to the Common Council of the Urban Forestry Management Plan.

MEMORANDUM

To: Common Council

From: Megan Sackett, Parks & Recreation Director/ms

Date: June 5, 2026

RE: High Cliff Connection - Woodlands West Segment Amendment No. 2 to the Contract between City of Menasha and JT Engineering, Inc.

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

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

This proposed amendment is for the design of a trail connection from the Woodlands West Trail segment to Kelly Lake Rd. This connection will provide an easy and safe connection from the neighborhoods north of Hwy 10/114 off of Kernan Ave. Several years ago, the City acquired an easement for a future trail connection as noted by the red box on the map.



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

Recommendation

Parks and Recreation Board recommend approval to the Common Council of Amendment No. 2 to the contract between the City of Menasha and JT Engineering, Inc. for the High Cliff Connection: Woodlands West Segment.

AMENDMENT NO. 2 TO THE CONTRACT
BETWEEN CITY OF MENASHA (OWNER)
AND JT ENGINEERING, INC (CONSULTANT) FOR

HIGH CLIFF CONNECTION
WOODLANDS WEST TRAIL
NON-HWY
CALUMET COUNTY

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

The primary reason(s) for this amendment:

The addition of a trail connection from the Woodlands West Trail to the proposed trail on Kelly Lake Drive. The additional effort for the added design, as requested by the OWNER, will be completed as described in the attached Scope of Services Commentary.

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

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

For design services actual costs to the CONSULTANT up to \$101,062.85 (an increase of \$9,599.86), plus a fixed fee of \$8,283.50 (an increase of \$788.38), not to exceed \$109,346.35 (an increase of \$10,388.24).

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

For wetland delineation and wetland exemption request contracted to Davel Engineering & Environmental, Inc a lump sum of \$5,865.00 (*no change*).

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

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

Compensation for all SERVICES provided by the CONSULTANT under the terms of the CONTRACT shall be for an amount not to exceed \$130,161.85 (*an increase of \$10,388.24*).

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

JT Engineering, Inc.

City of Menasha

By: _____
Brian Chlopek, PE
Vice President

By: _____
Megan Sackett
Director of Parks, Recreation and
Forestry

Date: _____

Date _____

AMENDMENT NO. 2 TO THE CONTRACT

SCOPE OF SERVICES COMMENTARY

HIGH CLIFF CONNECTION
WOODLANDS WEST TRAIL
NON-HWY
CALUMET COUNTY

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

Amend Section A (2) and replace with the following:

- (2) The CONTRACT incorporates the design of a 10' wide asphalt multi-use trail within the existing HWY 10 right of way between Kernan Avenue and the existing trail approximately 2,800 feet to the west and from the aforementioned trail to the Kelly Lake Drive improvements via Outlot 1 of the Woodland Lakes Cottages Subdivision Plat. The proposed improvements are anticipated to include the design of 3 separate boardwalk sections to minimize environmental impacts. The proposed ditches and culverts will be checked to ensure that adequate capacity is provided for the design flows. One (1) curb ramp is included at the intersection of Kernan Avenue.

Amend Section G to include the following:

- (4) Attend monthly, virtual meetings with the MUNICIPALITY. Meetings shall be limited to 30 minutes each.

Amend Section H as follows:

- (3) The topographic survey will extend from the centerline of Kernan Avenue to the existing trail located approximately 2,800 feet to the west. The survey will extend from the edge of the existing roadway traffic lane to 10-feet beyond the existing right of way line. Additionally, the survey shall include the Outlot 1 of the Woodland Lakes Cottages Subdivision Plat from the southern limit to the right of way line for Kelly Lake Drive, excluding the portion of Outlot 1 extending west along Kelly Lake Drive. The survey will include:

Consultant Individual Direct Labor Rates
JT Engineering

High Cliff Connection
Woodlands West Segment
Calumet County
Amendment #2

Employee Name / ID Number	Classification	Current Rate	Rate of Pay After October 2026 (+2.2%)	Rate of Pay After October 2027 (+2.2%)	Rate of Pay After October 2028 (+2.2%)	% of Work At Current Rate	% Work After October 2026	% Work After October 2027	% Work After October 2028	TOTAL %	FINAL Weighted Average Hourly Rate
0039	Project Manager	\$ 70.30	\$ 71.85	\$ 73.43	\$ 75.05	100%	0%	0%	0%	100%	\$ 70.30
0129	Lead Designer	\$ 55.10	\$ 56.31	\$ 57.55	\$ 58.82	100%	0%	0%	0%	100%	\$ 55.10
0138	Project Engineer	\$ 44.00	\$ 44.97	\$ 45.96	\$ 46.97	100%	0%	0%	0%	100%	\$ 44.00
0111	PLS	\$ 63.50	\$ 64.90	\$ 66.33	\$ 67.79	100%	0%	0%	0%	100%	\$ 63.50
0109	Survey Chief	\$ 39.00	\$ 39.86	\$ 40.74	\$ 41.64	100%	0%	0%	0%	100%	\$ 39.00
0019	Project Administrator	\$ 84.50	\$ 86.36	\$ 88.26	\$ 90.20	100%	0%	0%	0%	100%	\$ 84.50
Blended	Accountant	\$ 39.95	\$ 39.95	\$ 39.95	\$ 39.95	100%	0%	0%	0%	100%	\$ 39.95

Contract Completion Date: 2/28/27

Escalation Factor = 2.2%

RATES AS OF 10/1/2025 - DO NOT UPDATE

Consultant Weighted Direct Labor Rates

JT Engineering

High Cliff Connection

Woodlands West Segment

Calumet County

Amendment #2

Classification: Accounting/Clerical

Employee Name or ID	Current Rate	Percent Contribution	Weighted Average Rate
223	\$36.50	25.00%	\$9.13
259	\$31.25	25.00%	\$7.81
91	\$54.50	25.00%	\$13.63
187	\$37.50	25.00%	\$9.38
TOTAL		100.00%	\$39.95

Summary of Staff Hours and Direct Labor Costs
JT Engineering

High Cliff Connection
Woodlands West Segment
Calumet County
Amendment #2

		Project Manager		Lead Designer		Project Engineer		PLS		Survey Chief		Project Administrator		Accountant			
		\$70.30		\$55.10		\$44.00		\$63.50		\$39.00		\$84.50		\$39.95		Total Direct Labor	
Task	Activity Code	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars
Manage Project Scope and Schedule	887	5.0	\$ 351.50								1.0	\$ 84.50		1.0	\$ 39.95	7.0	\$ 475.95
Manage Project Quality	890										1.0	\$ 84.50				1.0	\$ 84.50
Design Erosion Control and Landscaping	768					4.0	\$ 176.00									4.0	\$ 176.00
Design Geometrics and Details	776	1.0	\$ 70.30	11.0	\$ 606.10	31.0	\$ 1,364.00									43.0	\$ 2,040.40
Develop Quantities and Estimates	786			2.0	\$ 110.20	4.0	\$ 176.00									6.0	\$ 286.20
Conduct and Process Existing Field Survey	723	1.0	\$ 70.30	1.0	\$ 55.10			1.0	\$ 63.50	10.0	\$ 390.00					13.0	\$ 578.90
Survey Existing and Proposed Right-of-Way	726							1.0	\$ 63.50	3.0	\$ 117.00					4.0	\$ 180.50
																0.0	\$ -
																0.0	\$ -
		7.0	\$ 492.10	14.0	\$ 771.40	39.0	\$ 1,716.00	2.0	\$ 127.00	13.0	\$ 507.00	2.0	\$ 169.00	1.0	\$ 39.95	78.0	\$ 3,822.45

Direct Expenses by Item
JT Engineering

**High Cliff Connection
Woodlands West Segment
Calumet County
Amendment #2**

Item	Activity Code	Unit Amount	Unit Type	Rate	Total Expenses
Survey - Topo					
Mileage	723	80	Miles	\$0.725	\$58.00
Meals - Lunch	723	1	Each	\$19.00	\$19.00
Per Diem - 1st night	723	0	Nights	\$172.00	\$0.00
Per Diem - Remaining nights	723	0	Nights	\$189.00	\$0.00
Per Diem - Last day meals only	723	0	Days	\$51.00	\$0.00
TOTAL					\$77.00

Fee Computation Summary by Engineering Task

JT Engineering

High Cliff Connection

Woodlands West Segment

Calumet County

Amendment #2

Task	Activity Code	Direct Labor Costs	Overhead Costs	Fixed Fee Amount	Direct Expenses	Totals
Manage Project Scope and Schedule	887	\$475.95	\$709.78	\$98.16	\$0.00	\$1,283.89
Manage Project Quality	890	\$84.50	\$126.01	\$17.43	\$0.00	\$227.94
Design Erosion Control and Landscaping	768	\$176.00	\$262.47	\$36.30	\$0.00	\$474.77
Design Geometrics and Details	776	\$2,040.40	\$3,042.85	\$420.83	\$0.00	\$5,504.08
Develop Quantities and Estimates	786	\$286.20	\$426.81	\$59.03	\$0.00	\$772.04
Conduct and Process Existing Field Survey	723	\$578.90	\$863.31	\$119.40	\$77.00	\$1,638.61
Survey Existing and Proposed Right-of-Way	726	\$180.50	\$269.18	\$37.23	\$0.00	\$486.91
						\$0.00
		\$3,822.45	\$5,700.41	\$788.38	\$77.00	\$10,388.24

Fixed Fee 8.25%

Overhead Rate 149.13%

CONSULTANT CONTRACT TOTAL FEE COMPUTATION
JT Engineering

High Cliff Connection
Woodlands West Segment
Calumet County
Amendment #2

Project ID	Amendment 2	Amendment 1	Original Contract		TOTALS
Number of Staff Hours	78	63	704		845
Total Direct Labor	\$3,822.45	\$2,907.00	\$33,432.97		\$40,162.42
Total Indirect Costs	\$5,700.41	\$4,335.21	\$50,206.31		\$60,241.93
Fixed Fee Amount	\$788.38	\$599.57	\$6,895.55		\$8,283.50
Direct Expenses	\$77.00	\$0.00	\$581.50		\$658.50
Subtotal	\$10,388.24	\$7,841.78	\$91,116.33	\$0.00	\$109,346.35
ECS			\$7,450.50		\$7,450.50
Davel		\$1,800.00	\$4,065.00		\$5,865.00
Bay Title			\$7,500.00		\$7,500.00
Subcontract Subtotal	\$0.00	\$1,800.00	\$19,015.50	\$0.00	\$20,815.50
TOTAL COST	\$10,388.24	\$9,641.78	\$110,131.83	\$0.00	\$130,161.85

Indirect Cost Rate (%) **149.13%**

Fixed Fee (%) **8.25%**



MEMORANDUM

DATE July 13, 2026
TO Personnel Committee
FROM Margaret Struve, City Attorney
Kimberly Cardoza, HR Manager
RE City Clerk Hiring Process

With the recent resignation of City Clerk Kaija Snyder, effective Friday, July 17, 2026, it is up to the Common Council to determine the hiring process for Clerk Snyder's successor. The City Clerk position is appointed by the Common Council for a three-year term. The current three-year term ends April, 2027. The Common Council determines the selection process for a new City Clerk. When the position last became vacant, Council chose an internal and external recruitment process conducted by Human Resources. Council also decided to form an interview committee which consisted of the Personnel Committee Chair, Council President, and the Mayor.

Therefore, staff are seeking a recommendation on whether Council desires to follow this same internal and external recruitment and hiring process conducted by Human Resources, or whether Council would like to pursue a different approach.

MEMORANDUM

DATE July 16, 2026
TO Personnel Committee
FROM Austin Hammond, Mayor
Terri Perkins, Personnel Committee Chair
RE City Attorney Hiring Process

Background:

Attorney Struve submitted her resignation to the Common Council and Mayor as a Communication Item on the July 6, 2026, Common Council agenda. Her last day will be September 18th, 2026. Planning for this departure in the interim is in the process.

Under city code, the City Attorney position is a Common Council appointment for a three-year term. The current term runs until April 2027. The council appointee will serve in the position for the remainder of the term. It is up to the Common Council to determine the hiring process for Attorney Struve's successor.

Recommendation:

Personnel Committee approves and recommends that the Common Council authorizes an external recruitment process with the interview panel consisting of the following: Chair of the Personnel Committee, Common Council President, the Mayor, and HR Manager Cardoza.



MEMORANDUM

DATE June 9, 2026
TO Common Council
FROM Evan Janet, Interim City Clerk
RE Temporary Expansion of Licensed Premises Permit Application – Elks Lodge 676 (320 Nicolet Boulevard), July 26, 2026

Elks Lodge 676 (320 Nicolet Boulevard) 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.

Elks Lodge’s application achieves the requirements outlined in Section 7-2-20. Specifically, they have submitted an application furnished by the Clerk’s Office thirty days prior to the intended date of expansion, provided a detailed map of the expansion, described the fence (roped barricade) 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 Elks Lodge’s first temporary expansion application of 2026.

Agent Matthew Schneider 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 Elks Lodge for July 26, 2026, 1pm-5pm.



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: ELKS LODGE 676 BPOE	Corporation or LLC Name (if applicable): NEENAWA MENASHA ELKS LODGE 676
Licensee (Agent) Name: MATTHEW SCHNEIDER	License Type: "Class B" / Class "B"
Agent Phone Number: 920-637-4828	Agent Email Address: MTANN.SCHNEIDER5@GMAIL.COM

Section 2: Event Information

Name of Event: CELEBRATION OF NEENAWA MENASHA ELKS #676 125th ANNIVERSARY	
Dates: JULY 26th 2026	
Dates must be consecutive and may not exceed three (3) days. For multiple events, separate applications must be filed.	
Times: 1 PM - 5 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.

NORTH SIDE OF BUILDING - PARKING LOT & GRASS AREA

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).

**EXISTING FENCE ON EAST SIDE OF PROPERTY LINE
ROPE BARRIER MIN 3 FEET IN HEIGHT ON WEST PROPERTY LINE**

Include a map illustrating your expansion request and fencing with your application.

☒ 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).


Applicant Signature


Date

For Office Use Only			
Date Filed: <u>6/18/20</u>	RCVD By: <u>KS</u>	Paid: \$ <u>25</u> .00	
Common Council Meeting Agenda: <u>7/20/20</u>			
Reviewed By:	Mayor	City Attorney	Police Chief
City Sanitarian			
Approved by Common Council _____			



TEMPORARY
FENCE

EXISTING
VINYL
FENCE

Notification of Pending Application for Temporary Expansion of Licensed Premises

Today's Date: July 13, 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: Elks Lodge 676

Business Contact Information: (920) 967-0397

Event Name: Celebration of Neenah-Menasha Elks Lodge 676 125th Anniversary

Date(s) of Requested Expansion: July 26, 2026

Times of Requested Expansion: 1pm - 5pm

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 20, 2026

Time: 6pm

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

Sincerely,
Elks Lodge 676

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

FACILITY OWNER: (Additional Insured)		PRODUCER:		Certificate # 60549		
Neenah Menasha Elks Lodge 676 320 Nicolet Boulevard Menasha, WI 54952		HUB International Insurance Services Inc. 3000 Executive Parkway, #300 San Ramon, Ca 94583 PH: 925 609 6547 FX: 925 609 6550 specialevent@hubinternational.com				
		CA License #0757776				
		EVENT HOLDER: (Named Insured)				
		EVENT INFORMATION				
Neenah Menasha Elks Lodge 676 320 Nicolet Boulevard Menasha, WI 54952		TYPE OF EVENT:		Anniversary		
		EVENT DATE(S):		7/26/2026		
		EVENT LOCATION:		320 Nicolet Boulevard Menasha, WI 54952		
		ATTENDANCE:		100	CLASS:	II
This is to certify that the policies of insurance listed below have been issued to the insured named above for the event date(s) indicated above. Notwithstanding any requirement, term or condition of any contract or other document with respect to which this certificate may be issued or may pertain, the insurance afforded by the policies described herein is subject to all the terms, exclusions and conditions of such policies.						
This insurance contract is with an insurer which has not obtained a certificate of authority to transact a regular insurance business in the state of Wisconsin, and is issued and delivered as a surplus lines coverage pursuant to s.618.41 of the Wisconsin Statutes. Section 618.43(1), Wisconsin Statutes requires payment by the policyholder of 3% tax on gross premium.						
INSURER A:		COLONY INSURANCE COMPANY				
INSR LTR	Type of Insurance	Policy Number	Effective	Expiration	Policy Limits	
A	Commercial General Liability	103 GL 0021111	1/1/2026	1/1/2027	Each Occurrence	\$1,000,000
					General Aggregate	\$2,000,000
					Personal & Advertising Injury	\$1,000,000
					Products/Completed Operations Aggregate	\$2,000,000
					Damage to Premises Rented to You	\$1,000,000
					Medical Payments	\$5,000
					Liquor Liability Each Occurrence	\$1,000,000
					Liquor Liability Aggregate	Inclu in GL Agg
COVERAGE TERMS:						
Host Liquor Liability <u>Included.</u> Full Liquor Liability Included <u>when a separate premium has been charged.</u> Occurrence Form (CG 0010)		The coverage afforded by this insurance is primary and non-contributing with any insurance held by the "Additional Insured" as Named Insured, when the "Additional Insured" is shown on this Certificate of Insurance Endorsement as "Additional Insured" or WHEN REQUIRED BY WRITTEN CONTRACT.				
COVERAGE EXCLUSIONS: (REFER TO POLICY FOR COMPLETE LISTING OF EXCLUSIONS)						
-- Communicable Diseases -- Sexual Abuse & Molestation -- Terrorism		Specific Events are excluded from coverage. Please see second page for list of excluded events. On behalf of the Risk Purchasing Group and each Member, the Trustee has declined coverage for the Terrorism Risk Insurance Act (TRIA).				
OTHER ADDITIONAL INSURED:						
City of Menasha 100 Main Street, Suite 200 Menasha, WI 54952						
CANCELLATION: Should the above described policy(s) be canceled before the expiration date thereof, the issuing company will endeavor to mail 30 days written notice to the insured event holder and additional insureds listed.						
AUTHORIZED REPRESENTATIVE:				DATE ISSUED:	6/8/2026	

Second Page of Certificate

Certificate #

60549

SPECIFIC EVENT POLICY EXCLUSIONS

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

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

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Named of Additional Insured Person(s) or Organization(s)
City of Menasha 100 Main Street, Suite 200 Menasha, WI 54952
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

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

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

City of Menasha Disbursements
7/3/26-7/16/26

Weekly Accounts Payable	7/9/26 & 7/16/26 Checks #91289-91406	\$382,929.96
Bi-Weekly Payroll	7/9/2026	\$273,261.23

Additional Regular Cycle Accounts Payables -Paid Electronically

Voxtelesys - Phone System Provider	7/3/26	539.58
Network Health Premium	7/7/26	164,326.34
Delta Dental	7/8/26	4,965.88
Employee Benefits-Flex Spending	7/9/26	2,622.28
US Bank	7/9/26	76.98
US Bank	7/9/26	81.42
Community First CU-Payroll Deduction	7/9/26	170.00
US Bank	7/9/26	224.02
Nationwide Deferred Compensation	7/9/26	465.00
Community First CU-Payroll Deduction	7/9/26	540.10
Wisconsin Support Collections	7/9/26	733.67
Nationwide Deferred Compensation	7/9/26	2,949.50
Sugar Maple	7/10/26	14,380.62
Wisconsin Deferred Compensation	7/10/26	12,549.75
Banking Fees	7/15/26	125.00
Delta Dental	7/15/26	1,181.00
State Tax Withholding	7/15/26	15,880.47
Federal Tax Withholding	7/15/26	89,664.02

EFT/ACH Disbursement Total	<u>\$311,475.63</u>
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Grand Total	<u><u>\$967,666.82</u></u>
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Yessi Laracuent

Yessi Laracuent
Finance Manager

07/16/26

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: 7/9/2026

Date: 7/16/2026

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
ACCURATE	91289	7/9/2026	2607531	731-1022-541.30-18	195.60	SUPPLIES
				731-1022-541.38-03	109.40	PARTS
				Total for check: 91289	305.00	
ADVANTAGE POLICE SUPPLY INC	91290	7/9/2026	26-0339	100-0801-521.30-15	407.89	HARNESS
				100-0901-515.30-18	392.11	HARNESS 1/2 CVMIC
				Total for check: 91290	800.00	
AMAZON CAPITAL SERVICES	91291	7/9/2026	1KTF-JV99-HXFR	100-0203-512.30-10	31.95	RECEIPT BOOKS-CLERK
				100-0301-523.30-18	36.00	SUPPLIES -BUILDING INSPECTOR
				100-0304-562.30-10	28.48	LOBBY TABLE-COM DEV
				Total for check: 91291	96.43	
APPLETON HYDRAULIC COMPONENTS	91292	7/9/2026	54217	731-1022-541.38-03	304.05	HOSE ASSEMBLY
				Total for check: 91292	304.05	
CITY OF APPLETON	91293	7/9/2026	20579	100-0918-531.21-06	500.00	EMERGENCY PLANNING CONTR JULY
				Total for check: 91293	500.00	
AUTOMATED COMFORT CONTROLS	91294	7/9/2026	41004	100-0501-522.24-03	763.84	HVAC SERVICE AGREEMENT
				100-0601-551.24-03	1,813.65	HVAC SERVICE AGREEMENT
				100-0703-553.29-03	482.12	HVAC SERVICE AGREEMENT
				100-0801-521.20-04	1,146.78	HVAC SERVICE AGREEMENT
				100-0920-531.24-03	566.61	HVAC SERVICE AGREEMENT
				731-1022-541.20-04	2,945.00	HVAC SERVICE AGREEMENT
	91294	7/9/2026	41005	Total for check: 91294	7,718.00	
AXON ENTERPRISE INC	91295	7/9/2026	INUS455506	100-0801-521.34-02	895.00	TASER TRAINING
				Total for check: 91295	895.00	

AP Check Register

Check Date: 7/9/2026

Date: 7/16/2026

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
BADGER PAINTING & HOME IMPROVEMENTS	91296	7/9/2026	845 KEYES	204-0308-562.70-01	2,575.00	CU-2026-01 845 KEYES
			Total for check: 91296		2,575.00	
BROOKS TRACTOR	91297	7/9/2026	394125	731-1022-541.29-04	1,587.55	VEHICLE REPAIR
			Total for check: 91297		1,587.55	
CINTAS	91298	7/9/2026	4273809121	100-0601-551.20-01	70.00	MATS
				100-0601-551.30-13	213.14	CLEANING SUPPLIES
		7/9/2026	4274488698	731-1022-541.20-01	164.86	MATS/UNIFORMS
			Total for check: 91298		448.00	
KORTNEY DAHM	91299	7/9/2026	MILEAGE	100-0903-531.33-01	16.10	MILEAGE REIMBURSEMENT JUNE
			Total for check: 91299		16.10	
E.H. WOLF & SONS, INC	91300	7/9/2026	593188	207-0707-552.38-01	5,802.35	MARINA FUEL
		7/9/2026	595204	207-0707-552.38-01	4,009.92	MARINA FUEL
		7/9/2026	5952040	207-0707-552.38-01	(4,009.92)	MARINA FUEL INCORRECT PRICING-CREDIT
		7/9/2026	5952041	207-0707-552.38-01	3,661.13	MARINA FUEL CORRECTED PRICING
			Total for check: 91300		9,463.48	
FARRELL EQUIPMENT & SUPPLY CO INC	91301	7/9/2026	327838	470-0703-553.80-05	1,200.00	REBAR PR-2026-007
			Total for check: 91301		1,200.00	
FERGUSON WATERWORKS #1476	91302	7/9/2026	0477669	625-1010-541.30-18	47.16	STORM SEWER SUPPLIES
		7/9/2026	0478210	625-1010-541.30-18	377.28	SEWER SUPPLIES
		7/9/2026	0479686	601-1020-543.30-18	1,546.17	SANITARY CASINGS
		7/9/2026	CM047563	625-1010-541.30-18	(1,550.52)	CATCH BASIN GRATE
			Total for check: 91302		420.09	

AP Check Register

Check Date: 7/9/2026

Date: 7/16/2026

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
FISH CREEK SCENIC BOAT TOURS	91303	7/9/2026	6781166	100-0000-201.14-00	1,296.42	FISH CREEK BOAT TOUR-7/21REMAINING BALANCE DUE
			Total for check: 91303		1,296.42	
FOX CROSSING UTILITIES	91304	7/9/2026	127-17542	100-0703-553.22-06	10.50	STANDBY WATER 3/15/26-6/15/26
			Total for check: 91304		10.50	
GARROW OIL CORP	91305	7/9/2026	1352345	100-0000-131.00-00	20,707.70	GASOLINE/DIESEL
			Total for check: 91305		20,707.70	
GROUP TICKET SALES OFFICE	91306	7/9/2026	5306979	100-0000-201.14-00	880.00	BREWERS GAME BUS TRIP-8/6FINAL PAYMENT- 50 TICKET
			Total for check: 91306		880.00	
HORST DISTRIBUTING INC	91307	7/9/2026	119238-000	100-0703-553.24-05	1,045.00	KOSLO PARK CLAY
			Total for check: 91307		1,045.00	
LAMERS BUS LINES INC	91308	7/9/2026	107246	100-0702-552.30-18	200.55	BUS TRANSPORTATION (78)
		7/9/2026	BUS TRIP	100-0000-201.14-00	3,795.00	SPARTA BUS TRIP 12/4/26-12/5/26
			Total for check: 91308		3,995.55	
LAZER UTILITY LOCATING LLC	91309	7/9/2026	2544	601-1020-543.21-02	603.66	JUNE SANITARY LOCATES
				625-1010-541.21-02	669.06	JUNE STORM LOCATES
			Total for check: 91309		1,272.72	
MENARDS-APPLETON EAST	91310	7/9/2026	96771	470-0703-553.80-05	177.48	1X6 FORM PR-2026-007
		7/9/2026	96775	470-0703-553.80-05	146.42	VALVE BOX PR-2026-007
		7/9/2026	96830	100-0703-553.24-03	39.98	SMITH PARK PUMP
				100-0703-553.30-18	14.99	FERTILIZER SUPPLIES

AP Check Register

Check Date: 7/9/2026

Date: 7/16/2026

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
MENARDS-APPLETON EAST...	91310...	7/9/2026...	96830...	100-1003-541.30-18	19.98	STREET SUPPLIES
			Total for check: 91310		398.85	
MENASHA JOINT SCHOOL DISTRICT	91311	7/9/2026	BUILDING RENT	100-0903-531.29-06	8,316.00	JULY-DEC BUILDING RENT
				100-1001-514.29-06	33,265.00	JULY-DEC BUILDING RENT
			Total for check: 91311		41,581.00	
POSTMASTER	91312	7/9/2026	STAMPS	100-1006-541.30-11	78.00	STAMPS
				266-1027-543.30-11	78.00	STAMPS
				266-1028-543.30-11	78.00	STAMPS
			Total for check: 91312		234.00	
MENASHA TREASURER	91313	7/9/2026	DRIVER TIP	100-0000-201.14-00	100.00	DRIVER TIP DOOR COUNTY BUS TRIP
			Total for check: 91313		100.00	
MGD INDUSTRIAL CORP	91314	7/9/2026	248973	731-1022-541.30-18	327.95	BLADES/CABLES PARTS
			Total for check: 91314		327.95	
MICROSPUNK LLC	91315	7/9/2026	20261431	743-0403-513.21-04	1,575.00	OUTSIDE SERVICES-VMWARE
		7/9/2026	20261434	743-0403-513.21-04	225.00	OUTSIDE SERVICES PF FILE SERVER
			Total for check: 91315		1,800.00	
MID-AMERICAN RESEARCH CHEMICAL	91316	7/9/2026	0882334-IN	100-0703-553.30-18	497.64	WEED KILLER
			Total for check: 91316		497.64	
MORTON SAFETY	91317	7/9/2026	238017	601-1020-543.30-18	109.96	SEWER SUPPLIES
			Total for check: 91317		109.96	
N&M AUTO SUPPLY	91318	7/9/2026	861886	731-1022-541.38-04	205.12	FUEL SENDING UNIT/TANK

AP Check Register

Check Date: 7/9/2026

Date: 7/16/2026

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
N&M AUTO SUPPLY...	91318...	7/9/2026	861973	731-1022-541.38-04	9.27	TRANSFER CASE
		7/9/2026	862200	731-1022-541.38-04	2.72	HOSE NIPPLE
		7/9/2026	862228	731-1022-541.38-04	60.10	FUEL HOSE REPAIR
		7/9/2026	862252	731-1022-541.38-03	(30.33)	OIL/FUEL FILTE
		7/9/2026	862310	731-1022-541.38-03	21.01	GLASS ADHESIVE
	Total for check: 91318				267.89	
NEENAH PARKS & RECREATION DEPT	91319	7/9/2026	CF202601	826-0702-552.30-18	248.00	COMMUNITY FEST T-SHIRTS
			Total for check: 91319			
NORTHEAST ASPHALT INC	91320	7/9/2026	30-00043942	100-1003-541.30-18	2,016.79	ASPHALT STREET SUPPLIES
			Total for check: 91320			
PACKER CITY INTL TRUCKS INC	91321	7/9/2026	X103166252:02	731-1022-541.38-03	128.98	AIR FILTERS
			Total for check: 91321			
PETERS CONCRETE COMPANY	91322	7/9/2026	2261947	625-1010-541.30-18	929.50	CONCRETE 3/4 STONE
		7/9/2026	2262012	100-0703-553.30-18	1,064.00	PICNIC PAD CONCRETE
		7/9/2026	2264499	470-0703-553.80-05	2,280.00	PLEASANTS PARK CONCRETE PR-2026-007
	Total for check: 91322				4,273.50	
PRIME MEDIAACQUISITION CORP	91323	7/9/2026	0266340-IN	100-0801-521.29-01	159.12	TRAC'S PAPER
			Total for check: 91323			
QUENCH USA INC	91324	7/9/2026	INV11122713	100-0801-521.30-18	99.00	WATER FLAVORING
			Total for check: 91324			

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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
REBELLIOUS WELLNESS	91325	7/9/2026	1161	100-0801-521.80-05	300.00	MENTAL HEALTH SUPPORT
			Total for check: 91325		300.00	
SERVICEMASTER BUILDING MAINTENANCE	91326	7/9/2026	49187	100-0920-531.20-01	480.00	JANITORIAL SERVICE SENIOR CENTER
			Total for check: 91326		480.00	
SI METALS AND SUPPLY	91327	7/9/2026	310164	731-1022-541.38-03	548.00	METAL
			Total for check: 91327		548.00	
KEVIN STEINIKE	91328	7/9/2026	REFUND	100-0000-441.25-00	70.00	CAMP CHAMPS UNABLE TO ATTEND-REFUND
			Total for check: 91328		70.00	
THE SWEET LAIR LLC	91329	7/9/2026	000107	826-0702-552.30-18	1,049.75	VANILLA ICE CREAM CUPS COMM FEST/AMERICA 250
			Total for check: 91329		1,049.75	
SYN-TECH SYSTEMS	91330	7/9/2026	336177	731-1022-541.38-03	975.00	AIM MODULE
					0.50	AIM MODULE PYMT ADJUSTMENT \$0.50
		7/9/2026	336395	731-1022-541.38-03	512.00	AIM MODULE
			Total for check: 91330		1,487.50	
THE LOG DEN	91331	7/9/2026	LUNCH PAYMENT	100-0000-201.14-00	1,250.00	LUNCH PAYMENT 7/21/26 BUS TRIP
			Total for check: 91331		1,250.00	
THEDACARE AT WORK	91332	7/9/2026	386013	100-0202-512.21-05	68.00	EMPLOYEE SCREENING
			Total for check: 91332		68.00	
THOMSON REUTERS - WEST	91333	7/9/2026	853822554	100-0201-512.32-02	556.35	WESTLAW LEGAL RESEARCH SOFTWARE
			Total for check: 91333		556.35	

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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description	
WE ENERGIES	91334	7/9/2026	5984285780	100-1012-541.22-03	110.11	LED STREET LIGHTS	MAIN ST
		7/9/2026	5985085673	100-1012-541.22-03	1,138.93	STREET LIGHTS	MAIN ST
		7/9/2026	5987541881	100-0703-553.22-03	37.70	LED STREET LIGHTS	US HWY 10 & STH 114 E
	Total for check: 91334				1,286.74		
WINNEBAGO COUNTY TREASURER	91335	7/9/2026	34265	204-0308-562.21-08	150.00	RECORDING FEES	STRONG NEIGHBORHOODS
		Total for check: 91335				150.00	
WINNEBAGO LIQUID WASTE	91336	7/9/2026	16030	100-0703-553.20-09	195.00	HANDICAP RESTROOM RENTAL KOSLO PARK	
		7/9/2026	16057	100-0703-553.20-09	110.00	PORT-A-POTTIES RENTAL BOACH LAUNCH	
		7/9/2026	16058	100-0703-553.20-09	195.00	HANDICAP RESTROOM RENTAL BRIGHTON BEACH	
		7/9/2026	16059	100-0703-553.20-09	40.00	PORT-A-POTTIES CLEANING BRIGHTON BEACH	
		7/9/2026	16084	100-0703-553.20-09	40.00	PORT-A-POTTIES XTRA CLEANBRIGHTON BEACH	
		7/9/2026	16123	100-0703-553.20-09	40.00	PORT-A-POTTIES CLEANING BRIGHTON BEACH	
	Total for check: 91336				620.00		
WISCONSIN DEPT OF JUSTICE	91337	7/9/2026	G3228	100-0202-512.21-05	22.00	JUNE GENERAL/CAREGIVER	
		Total for check: 91337				22.00	
WISCONSIN POLICE LEADERSHIP FNDTN	91338	7/9/2026	15850	100-0801-521.34-02	275.00	CONFERENCE REGISTRATION	
		7/9/2026	15851	100-0801-521.34-02	375.00	CONFERENCE REGISTRATION	
	Total for check: 91338				650.00		
					116,317.61		

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AMAZON CAPITAL SERVICES	91339	7/16/2026	1JHW-64MR-WMPT	100-0902-524.30-18	48.38	CARTRIDGES
		7/16/2026	1YPN-FMHF-LH7R	100-0801-521.30-18	58.38	OFFICE SUPPLIES-PD
	Total for check: 91339				106.76	
CITY OF APPLETON	91340	7/16/2026	20653	100-0302-542.25-01	21,029.00	JULY TRANSIT SERVICES
					21,029.00	
AT&T MOBILITY	91341	7/16/2026	287358197660	100-0801-521.22-01	773.12	POLICE
					(0.01)	POLICE
					111.97	GIS TABLET DATA
					111.97	GIS TABLET DATA
	7/16/2026	287363863468	100-0702-552.22-01	100-0801-521.22-01	82.48	PARK LOCATION CAMERAS
					41.24	PD INTERSECTION CAMERAS
					1,120.77	
BAD ELF LLC	91342	7/16/2026	260334	601-1020-543.21-02	754.99	GPS/RTR DEVICE
				625-1002-541.21-02	755.00	GPS/RTR DEVICE
					1,509.99	
BADGER LABORATORIES INC	91343	7/16/2026	26-012986	601-1020-543.21-02	1,640.00	JUNE WASTEWATER SAMPLING INTERTAPE POLYMAR GR
		7/16/2026	26-012987	601-1020-543.21-02	1,300.00	JUNE WASTEWATER SAMPLING GUNDERSON MAIN ST
		7/16/2026	26-012989	601-1020-543.21-02	1,465.00	JUNE WASTEWATER SAMPLING GUNDERSON SANFORD
		7/16/2026	26-013059	601-1020-543.21-02	1,430.00	JUNE WASTEWATER SAMPLING DURA-FIBRE
		7/16/2026	26-013060	601-1020-543.21-02	1,465.00	JUNE WASTEWATER SAMPLING TRANSCONTINENTAL MAI
		7/16/2026	26-013061	601-1020-543.21-02	1,430.00	JUNE WASTEWATER SAMPLING TRANSCONTINENTAL RIV
					8,730.00	
JACOB BAUMBACH	91344	7/16/2026	4065-17-21_21	470-1003-541.82-02	1,685.00	TLE ACQUISITION STR-2026-007
					1,685.00	
BERGSTROM PIONEER AUTO &	91345	7/16/2026	00252	100-0801-521.80-03	2,765.00	POLICE VEHICLE LEASES JUNE 2026

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BERGSTROM PIONEER AUTO &...	91345...	7/16/2026...	00252...	100-0801-521.80-03...	2,765.00	POLICE VEHICLE LEASES JULY 2026
			Total for check: 91345		5,530.00	
BOBCAT PLUS	91346	7/16/2026	IA22921	731-1022-541.38-03	1,165.75	COVER/BEARING/FILTER
			Total for check: 91346		1,165.75	
CINTAS	91347	7/16/2026	4275307903	731-1022-541.20-01	192.39	UNIFORMS/MATS
		7/16/2026	4275312510	100-0920-531.30-13	260.07	CLEANING SUPPLIES
				731-1022-541.20-01	161.00	MATS, UNIFORMS
		7/16/2026	4275312592	100-0601-551.20-01	70.00	MATS
				100-0601-551.30-13	448.70	HOUSEKEEPING
			Total for check: 91347		1,132.16	
CIVICPLUS LLC	91348	7/16/2026	378832	100-0405-513.21-08	84.68	MEETING RECORDING/ CLOSED CAPTIONING-JUNE
			Total for check: 91348		84.68	
CROSSROADS FOURSQUARE CHURCH	91349	7/16/2026	ELECTION USE	100-0204-512.29-06	250.00	AUGUST 2026 ELECTION FACILITY USE
			Total for check: 91349		250.00	
CROWN JEWELL LLC	91350	7/16/2026	4065-17-21_7	470-1003-541.82-02	5,346.46	TLE ACQUISITION STR-2026-007
			Total for check: 91350		5,346.46	
DAVEL ENGINEERING & ENVIRONMENTAL	91351	7/16/2026	3185218	601-1020-543.21-02	2,450.00	PHASE 1 ENRIONMENTAL SITE ASSESSMENT-QUARRY
				625-1002-541.21-02	2,450.00	PHASE 1 ENRIONMENTAL SITE ASSESSMENT-QUARRY
			Total for check: 91351		4,900.00	
JAMES DEROUIN	91352	7/16/2026	4065-17-21_48	470-1003-541.82-02	570.00	TLE ACQUISITION STR-2026-007
			Total for check: 91352		570.00	

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NIKOLA DOBRIC	91353	7/16/2026	REFUND	100-0000-201.03-00	20.00	OVERPAYMENT-PARKING TICKTREFUND
			Total for check: 91353		20.00	
EVERGREEN	91354	7/16/2026	248379	100-0000-441.45-00	1,258.00	FOOT CARE SENIOR CENTER
			Total for check: 91354		1,258.00	
EZ GLIDE GARAGE DOORS AND OPENERS	91355	7/16/2026	0194731-IN	731-1022-541.24-03	3,269.40	GARAGE DOOR REPAIR
			Total for check: 91355		3,269.40	
GILA LLC	91356	7/16/2026	14705MBJAN26	100-0401-513.21-03	30.00	PROPERTY TAX CHARGEBACKS
		7/16/2026	MBJUNINV0472	100-0401-513.21-03	15.00	PROPERTY TAX CHARGEBACKS
			Total for check: 91356		45.00	
GRAINGER INC	91357	7/16/2026	9001664128	100-0601-551.24-03	191.59	EXHAUST FAN
			Total for check: 91357		191.59	
ANGELA HANCHEK	91358	7/16/2026	REIMBURSEMENT	100-0801-521.34-04	126.49	FOOD REIMBURSEMENT
			Total for check: 91358		126.49	
NICOLAS & STEPHANIE PADILLA-HERNAND	91359	7/16/2026	4065-17-21_22	470-1003-541.82-02	2,060.00	TLE ACQUISITION STR-2026-007
			Total for check: 91359		2,060.00	
HEYRMAN PRINTING LLC	91360	7/16/2026	405386	100-0801-521.29-01	175.49	ABANDONED VEHICLE STICKRSPD
			Total for check: 91360		175.49	
ASHLEY HUELSBECK	91361	7/16/2026	4065-17-21_19	470-1003-541.82-02	2,300.00	TLE ACQUISITION STR-2026-007
			Total for check: 91361		2,300.00	

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ITAD LOGIC INC	91362	7/16/2026	9934	743-0403-513.30-12	15.00	HARDWARE DISPOSAL
			Total for check: 91362		15.00	
CONNIE JUETTEN	91363	7/16/2026	REFUND	100-0000-201.14-00	100.00	DOOR COUNTY BUS TRIP REFUND
			Total for check: 91363		100.00	
JX ENTERPRISES INC	91364	7/16/2026	24141373P	731-1022-541.38-03	47.99	KIT SEAL SERVICE
		7/16/2026	24141406P	731-1022-541.38-03	58.57	ELBOW RUBBER AIR
			Total for check: 91364		106.56	
KLINK HYDRAULICS LLC	91365	7/16/2026	JG2332	731-1022-541.38-03	122.63	HOSE PARTS
			Total for check: 91365		122.63	
LAPPEN SECURITY PRODUCTS INC	91366	7/16/2026	LSPQ53871	207-0707-552.24-03	367.38	MARINA GATE
			Total for check: 91366		367.38	
CHARLES & DEBRA LEIGHTLEY	91367	7/16/2026	4065-17-21_11	470-1003-541.82-02	1,245.00	TLE ACQUISITION STR-2026-007
			Total for check: 91367		1,245.00	
LINCOLN CONTRACTORS SUPPLY INC	91368	7/16/2026	K02550	100-1003-541.30-15	639.00	SAW CHAIN
			Total for check: 91368		639.00	
MACQUEEN	91369	7/16/2026	INV4451	731-1022-541.38-03	111.23	AUTO LOAD VALVE
			Total for check: 91369		111.23	
MATTHEWS TIRE INC	91370	7/16/2026	I0253154	731-1022-541.38-04	1,357.00	TIRES
		7/16/2026	I0253493	731-1022-541.38-03	605.00	TIRE
			Total for check: 91370		1,962.00	

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CATHY MCKENZIE	91371	7/16/2026	REFUND	100-0000-201.14-00	95.00	DOOR COUNTY BUS TRIP REFUND
			Total for check: 91371		95.00	
MENARDS-APPLETON EAST	91372	7/16/2026	97190	100-0703-553.30-18	23.52	J-B WELD
		7/16/2026	97288	100-0801-521.24-03	206.65	PD ELECTRICAL
		7/16/2026	97370	731-1022-541.38-03	53.45	WELDING PARTS
		7/16/2026	97373	731-1022-541.38-03	(6.00)	WELDING PARTS
		7/16/2026	97529	100-0801-521.24-03	272.86	PD ELECTRICAL
			Total for check: 91372		550.48	
MENASHA UTILITIES	91373	7/16/2026	5245	601-0401-513.25-01	18,968.88	JUNE SEWER CHARGES
				625-0401-513.25-01	1,590.42	JUNE STORMWATER CHARGES
		7/16/2026	JUNE ST LIGHTS	100-1012-541.22-03	10,088.54	JUNE STREET LIGHTS
			Total for check: 91373		30,647.84	
MORTON SAFETY	91374	7/16/2026	238692	731-1022-541.30-18	352.56	GLOVES
			Total for check: 91374		352.56	
MOST DEPENDABLE FOUNTAINS, LLC	91375	7/16/2026	INV90204	470-0703-553.80-05	4,295.00	FOUNTAIN-PLEASANTS PARK PR-2026-007
			Total for check: 91375		4,295.00	
NEENAH-MENASHA SEWERAGE COMMISSION	91376	7/16/2026	2026-092	601-1021-543.25-01	56,958.07	JULY WASTEWATER TREATMENT
		7/16/2026	2026-098	601-1021-543.25-01	2,700.00	JULY CWFL INTEREST
					13,244.00	JULY CWFL DEBT
					697.00	JULY BLDG INTEREST
					1,899.00	JULY BLDG DEBT
			Total for check: 91376		75,498.07	

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NIELSON COMMUNICATIONS INC	91377	7/16/2026	AR41767	100-0801-521.24-02	225.00	EQUIPMENT REPAIR PD
			Total for check: 91377		225.00	
NUTRITION SERVICE - SHERWOOD	91378	7/16/2026	SI-117001	100-0703-553.30-18	129.98	FERTILIZER SUPPLIES
			Total for check: 91378		129.98	
MEGHAN PAULY	91379	7/16/2026	MILEAGE	100-0903-531.33-01	32.19	MILEAGE REIMBURSEMENT
		7/16/2026	PARKING	100-0903-531.34-04	6.00	PARKING REIMBURSMENT
			Total for check: 91379		38.19	
PELION BENEFITS INC	91380	7/16/2026	20260713	100-0000-202.08-00	735.07	PAYROLL SUMMARY
					30,117.38	PAYROLL SUMMARY
			Total for check: 91380		30,852.45	
PETERS CONCRETE COMPANY	91381	7/16/2026	2264547	470-0703-553.80-05	1,436.50	CONCRETE 3/4 STONE PR-2026-007
		7/16/2026	2264591	470-0703-553.80-05	1,520.00	EXTERIOR FLAT PR-2026-007
		7/16/2026	2264768	625-1003-541.82-02	957.00	CONCRETE 3/4 STONE 1500 MIDWAY PLACE
		7/16/2026	2264836	625-1003-541.82-02	870.00	CONCRETE 3/4 STONE 1500 MIDWAY PLACE
		7/16/2026	2264972	625-1003-541.82-02	870.00	CONCRETE 3/4 STONE 1500 MIDWAY PLACE
			Total for check: 91381		5,653.50	
R.N.O.W. INC	91382	7/16/2026	2026-80168	731-1022-541.38-03	159.88	RUBBER SEAL
			Total for check: 91382		159.88	
RENNING LEWIS & LACY SC	91383	7/16/2026	7357748	100-0201-512.21-01	487.50	LEGAL SERVICES THE BRIN LAWSUIT
		7/16/2026	7359689	100-0201-512.21-01	97.50	LEGAL SERVICES THE BRIN LAWSUIT
			Total for check: 91383		585.00	
RUEKERT & MIELKE INC	91384	7/16/2026	164324	601-1020-543.21-02	571.75	INDUSTRIAL USER DISCHARGEPROAMPAC PERMIT-5/16-6

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RUEKERT & MIELKE INC...	91384...	7/16/2026	164325	601-1020-543.21-02	390.00	SEWER BILLING ASSISTANCE 5/16/26-6/12/26
			Total for check: 91384		961.75	
LEN RUSCH	91385	7/16/2026	REFUND	100-0000-201.14-00	100.00	DOOR COUNTY TRIP REFUND
			Total for check: 91385		100.00	
MEGAN SACKETT	91386	7/16/2026	REIMBURSEMENT	826-0702-552.30-18	527.40	COMMUNITY FEST GIVEAWAY
			Total for check: 91386		527.40	
DONNA SIMON	91387	7/16/2026	REFUND	100-0000-201.14-00	100.00	DOOR COUNTY TRIP REFUND
			Total for check: 91387		100.00	
SPEEDY METALS LLC	91388	7/16/2026	1219189-BB	731-1022-541.30-18	20.20	WIRE
			Total for check: 91388		20.20	
THOMAS STEINBERG & EMMY	91389	7/16/2026	4065-17-21_26	470-1003-541.82-02	640.00	TLE ACQUISITION STR-2026-007
			Total for check: 91389		640.00	
STERICYCLE INC	91390	7/16/2026	8014807260	100-0801-521.30-10	129.56	PD SHREDDING SERVICE
			Total for check: 91390		129.56	
SUPERION LLC	91391	7/16/2026	467280	743-0403-513.24-04	3,689.82	FINANCIAL SOFTWARE-AUGUST
			Total for check: 91391		3,689.82	
JILL SZAMOCKI	91392	7/16/2026	REFUND	100-0000-441.25-00	24.00	PICKLEBALL REFUND
			Total for check: 91392		24.00	

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TERRAVENTURE ADVISORS LLC	91393	7/16/2026	3016	731-1022-541.30-18	2,093.60	REAL ESTATE SERVICES STR-2026-007
			Total for check: 91393		2,093.60	
THEDACARE	91394	7/16/2026	12100529	100-0801-521.21-05	85.00	VENIPUNCTURE (2)
			Total for check: 91394		85.00	
MARY VAN ELZEN	91395	7/16/2026	REFUND	100-0000-201.14-00	100.00	DOOR COUNTY TRIP REFUND
			Total for check: 91395		100.00	
VORTEX OPTICS	91396	7/16/2026	2651103	824-0801-521.30-15	137.50	RED DOT SIGHT
		7/16/2026	2659939	824-0801-521.30-15	329.98	RED DOT SIGHTS (2)
			Total for check: 91396		467.48	
WE ENERGIES	91397	7/16/2026	5991385914	731-1022-541.22-04	88.22	GAS 6/4/26-7/5/26 PUBLIC WORKS
			Total for check: 91397		88.22	
WEYERS EQUIPMENT INC	91398	7/16/2026	01-259992	731-1022-541.38-03	143.50	KNIVES
		7/16/2026	01-260139	731-1022-541.38-03	179.28	DECK BELT/STUD
			Total for check: 91398		322.78	
WG INC	91399	7/16/2026	230162	100-0703-553.29-01	84.00	YARD SIGNS
			Total for check: 91399		84.00	
TERMINIX WIL-KIL	91400	7/16/2026	99839965	100-0601-551.24-03	46.87	PEST CONTROL MAINTENANCE MENASHA LIBRARY
		7/16/2026	99840305	731-1022-541.20-07	98.03	PEST CONTROL MAINTENANCE PUBLIC WORKS
		7/16/2026	99840316	100-0920-531.20-07	167.81	EXTERIOR INSECT TREATMENTS SENIOR CENTER
		7/16/2026	99840578	100-1019-552.20-07	44.09	PEST CONTROL MAINTENANCE RACINE ST TENDER HOU
		7/16/2026	99840634	100-1019-552.20-07	139.84	EXTERIOR INSECT TREATMENT RACINE ST/TAYCO ST BRIC
		7/16/2026	99841107	100-0703-553.20-07	44.09	PEST CONTROL MAINTENANCE KOSLO PARK

AP Check Register

Check Date: 7/16/2026

Date: 7/16/2026

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
TERMINIX WIL-KIL...	91400...	7/16/2026	99841270	100-0703-553.20-07	133.70	SPIDER CONTROL MAINT. SMITH PARK
			Total for check: 91400		674.43	
LEAH WILLIAMS	91401	7/16/2026	4065-17-21_17	470-1003-541.82-02	740.00	TLE ACQUISITION STR-2026-007
			Total for check: 91401		740.00	
WINNEBAGO COUNTY CLERK OF COURTS	91402	7/16/2026	REPORT #26-3724	100-0000-201.03-00	285.00	REPORT #26-3724
			Total for check: 91402		285.00	
WINNEBAGO COUNTY TREASURER	91403	7/16/2026	136004	100-1016-543.25-01	23,970.80	LANDFILL FEES-RES
				100-1017-543.25-01	7,079.52	LANDFILL FEES-COM
				266-1027-543.25-01	1,281.70	LANDFILL FEES-SS
			Total for check: 91403		32,332.02	
WINNEGAMIE DOG CLUB	91404	7/16/2026	ELECTION USE	100-0204-512.29-06	300.00	AUGUST 2026 ELECTION BUILDING RENTAL FEE
			Total for check: 91404		300.00	
WISCO RENTS LLC	91405	7/16/2026	4065-17-21_64	470-1003-541.82-02	6,230.00	TLE ACQUISITION STR-2026-007
			Total for check: 91405		6,230.00	
ZARNOTH BRUSH WORKS INC	91406	7/16/2026	0206997-IN	731-1022-541.38-03	258.80	SCRAPER/DIRT SHOE
			Total for check: 91406		258.80	
					266,612.35	

MEMORANDUM

To: Common Council

From: Austin Hammond, Mayor and Megan Sackett, Parks & Recreation Director/ms

Date: June 15, 2026

RE: First Amendment to the Professional Services Agreement Between the City of Menasha and JT Engineering, Inc. for Roundabout Gateway Improvements

In early 2025, the Common Council and the Mayor established the Roundabout Landscape Special Committee tasked with focusing on the Main St. and Ahnaip St. roundabouts to create a landscape design to enhance both downtown and Doty Island. Over the course of the last several months, the committee worked with consultant Garret Perry from JT Engineering defining preferences of more abstract, movement-oriented designs rather than literal representations. Focus was also on including natural materials such as boulders or limestone and organic landscaping.

The final recommended design for the Main St. roundabout of the 3 sails follows the committee's preferences for a more abstract, movement-oriented design and natural landscape materials. The proposed sculpture design is inspired by the movement and flow of water and is designed to convey motion and connect visually with Menasha's identity.

On June 15, 2026, Garret Perry from JT Engineering, Inc. presented the final design at the Common Council meeting. This amendment is for time and materials for the preparation and the presentation of the final design. It was noted at that meeting that Garret was doing this in good faith as a signed amendment to the agreement was not in place at that time.

Recommendation

Staff recommends approval to the Common Council of the First Amendment to the Professional Services Agreement Between the City of Menasha and JT Engineering, Inc. for Roundabout Gateway Improvements.

FIRST AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT
BETWEEN CITY OF MENASHA
AND JT ENGINEERING, INC.

ROUNDBOUT GATEWAY IMPROVEMENTS

This First Amendment to the Professional Services Agreement, executed in Menasha, Wisconsin this ____ day of _____, 2026, is made effective between the City of Menasha, a Wisconsin Municipal Corporation, 100 Main Street, Suite 200, Menasha, WI 54952 ("City") and JT Engineering, Inc., located at 1077 Centennial Centre Blvd., Hobart, WI 54155-8820 ("Consultant"). The Professional Services Agreement by and between the Parties dated as of January 12, 2026, is amended as follows:

1. Pursuant to Article III. and Article VIII. Section C. of the Professional Services Agreement dated January 12, 2026, the Parties have negotiated additional services by the Consultant which include one in-person presentation of the roundabout concept to the City of Menasha Common Council on Monday evening, June 15, 2026.
2. The Parties agree that the total sum of payment for this additional service will not exceed one thousand four hundred dollars (\$1,400.00).
3. All other terms and conditions set forth in the Professional Services Agreement dated January 12, 2026, not in conflict with this Amendment shall remain the same.

[Signatures on following page]

In the Presence of:

CONSULTANT

By: _____

(Seal of CONSULTANT if a Corporation)

(Specify Title)

By: _____

(Specify Title)

CITY OF MENASHA

(Witness)

By: _____
Austin Hammond, City of Menasha Mayor

(Witness)

And: _____
Kaija Snyder, City Clerk

APPROVED AS TO FORM:

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

Margaret J. Struve, City Attorney

Jennifer Sassman, Finance Director (Comptroller)



MEMORANDUM

DATE July 20 2026
TO Honorable Mayor and Common Council
FROM Andrew Dane, Community Development Director
RE Demolition of Building Located at 325 Broad Street

The purpose of this memo is to provide an update on the demolition of a building owned by The Redevelopment Authority of the City of Menasha (RDA).

Demolition

The RDA has awarded a contract to BEST Enterprises for the demolition of the building at 325 Broad Street. Pursuant to Wisconsin State Statutes 66.1333(5)(b)4. the City of Menasha Common Council must approve of certain RDA activities, including demolition or the removal of structures.

The City and the RDA have been coordinating efforts over the past 12 months to prepare several downtown lots for redevelopment. This demolition move the City and the RDA closer to executing a vision for urban infill in the City Hall District.

Recommended Motion

Move to approve demolition of building located at 325 Broad Street, Menasha, WI.

July 20, 2026

PRE-SALE REPORT FOR

City of Menasha, Wisconsin

\$3,215,000 General Obligation Promissory Notes, Series 2026A



Prepared by:

Ehlers
N19W24400 Riverwood Drive,
Suite 100
Waukesha, WI 53188

Advisors:

Greg Johnson, Senior Municipal Advisor
Casey Griffiths, Senior Financial Specialist

BUILDING COMMUNITIES. IT'S WHAT WE DO.

EXECUTIVE SUMMARY OF PROPOSED DEBT

Proposed Issue:

\$3,215,000 General Obligation Promissory Notes, Series 2026A

Purposes:

The proposed issue includes financing for the following purposes: 2025 capital projects and pool renovations.

Authority:

The Notes are being issued pursuant to Wisconsin Statute(s):

- 67.12(12)

The Notes will be general obligations of the City for which its full faith, credit and taxing powers are pledged.

The Notes count against the City's General Obligation Debt Capacity Limit of 5% of total City Equalized Valuation. At the end of 2026, the City's total General Obligation debt principal outstanding will be approximately \$39. million, which is 37% of its projected limit. Remaining General Obligation Borrowing Capacity will be approximately \$67.2 million.

Term/Call Feature:

The Notes are being issued for a term of 20 years. Principal on the Notes will be due on March 1 in the years 2027 through 2046. Interest will be due every six months beginning March 1, 2027. The Notes will be subject to prepayment at the discretion of the City on March 1, 2035 or any date thereafter.

Bank Qualification:

Because the City is expecting to issue no more than \$10,000,000 in tax exempt debt during the calendar year, the City will be able to designate the Notes as "bank qualified" obligations. Bank qualified status broadens the market for the Notes, which can result in lower interest rates.

Rating:

We recommend selling this issue non-rated as the cost of the rating would not be expected to be offset by the potential lower interest rates resulting from obtaining a rating.

Basis for Recommendation:

Based on your objectives, financial situation and need, risk tolerance, liquidity needs, experience with the issuance of Notes and long-term financial capacity, as well as the tax status considerations related to the Notes and the structure, timing and other similar matters related to the Notes, we are recommending the issuance of Notes as a suitable option.

Method of Sale/Placement:

We are recommending the Notes be issued as municipal securities and offered through a competitive underwriting process. You will solicit competitive bids, which we will compile on your behalf, for the purchase of the Notes from underwriters and banks.

An allowance for discount bidding will be incorporated in the terms of the issue. The discount is treated as an interest item and provides the underwriter with all or a portion of their compensation in the transaction.

If the Notes are purchased at a price greater than the minimum bid amount (maximum discount), the unused allowance may be used to reduce your borrowing amount.

Premium Pricing:

In some cases, investors in municipal bonds prefer “premium” pricing structures. A premium is achieved when the coupon for any maturity (the interest rate paid by the issuer) exceeds the yield to the investor, resulting in a price paid that is greater than the face value of the bonds. The sum of the amounts paid in excess of face value is considered “reoffering premium.” For this issue of Notes, any premium amount received that is in excess of the underwriting discount and any capitalized interest amounts must be placed in the debt service fund and used to pay a portion of the interest payments due on the Notes.

The amount of premium allowed can be restricted in the bid specifications. Restrictions on premium may result in fewer bids, but may also eliminate large adjustments on the day of sale and unintended results with respect to debt service payment impacts. Ehlers will identify appropriate premium restrictions for the Notes intended to achieve the City’s objectives for this financing.

Parameters:

The Common Council will consider adoption of a Parameters Resolution on August 19, 2026, which delegates authority to the Finance Director or the Mayor to accept and approve a bid for the Notes so long as the bid meets certain parameters. These parameters are:

- * Issue size not to exceed \$3,215,000
- * Maximum Bid of 110%
- * Minimum Bid of 98.75%
- * Maximum True Interest Cost (TIC) of 4.5%
 - * Maturity Schedule Adjustments: all maturities may be increased by up to \$130,000 and are not to exceed the following amounts listed:

- 2027 - \$75,000
- 2028 - \$15,000
- 2029 through 2032 - \$50,000
- 2033 through 2046 - \$95,000

Other Considerations:

The Notes will be offered with the option of the successful bidder utilizing a term bond structure. By offering underwriters the option to “term up” some of the maturities at the time of the sale, it gives them more flexibility in finding a market for your Notes. This makes your issue more marketable, which can result in lower borrowing costs. In the event that the successful bidder utilizes a term bond structure, we recommend the City retain a paying agent to handle responsibility for processing mandatory redemption/call notices associated with term bonds.

Review of Existing Debt:

We have reviewed all outstanding indebtedness for the City and find that there are no refunding opportunities at this time.

We will continue to monitor the market and the call dates for the City’s outstanding debt and will alert you to any future refunding opportunities.

Continuing Disclosure:

Because the City has more than \$10,000,000 in outstanding debt subject to a continuing disclosure undertaking (including this issue) and this issue does not meet an available exemption from continuing disclosure, the City will be agreeing to provide certain updated Annual Financial Information and its Audited Financial Statement annually, as well as providing notices of the occurrence of certain reportable events to the Municipal Securities Rulemaking Board (the “MSRB”), as required by rules of the Securities and Exchange Commission (SEC). The City is already obligated to provide such reports for its existing bonds, and prepares and files its own reports. The City may continue to prepare and file its own reports or contract with Ehlers to do so.

Arbitrage Monitoring:

The City must ensure compliance with certain sections of the Internal Revenue Code and Treasury Regulations (“Arbitrage Rules”) throughout the life of the issue to maintain the tax-exempt status of the Notes. These Arbitrage Rules apply to amounts held in construction, escrow, reserve, debt service account(s), etc., along with related investment income on each fund/account.

IRS audits will verify compliance with rebate, yield restriction and records retention requirements within the Arbitrage Rules. The City’s specific arbitrage responsibilities will be detailed in the Tax Exemption Certificate (the “Tax Compliance Document”) prepared by your Bond Attorney and provided at closing.

The Notes may qualify for one or more exception(s) to the Arbitrage Rules by meeting 1) small issuer exception, 2) spend down requirements, 3) bona fide debt service fund limits, 4)

reasonable reserve requirements, 5) expenditure within an available period limitations, 6) investments yield restrictions, 7) de minimis rules, or; 8) borrower limited requirements.

An Ehlers arbitrage expert will contact the City within 30 days after the sale date to review the City's specific responsibilities for the Notes. The City is currently receiving arbitrage services from Ehlers in relation to the Notes.

Investment of Note Proceeds:

Ehlers can assist the City in developing a strategy to invest your Note proceeds until the funds are needed to pay project costs.

Other Service Providers:

This debt issuance will require the engagement of other public finance service providers. This section identifies those other service providers, so Ehlers can coordinate their engagement on your behalf. Where you have previously used a particular firm to provide a service, we have assumed that you will continue that relationship. For services you have not previously required, we have identified a service provider. Fees charged by these service providers will be paid from proceeds of the obligation, unless you notify us that you wish to pay them from other sources. Our pre-sale bond sizing includes a good faith estimate of these fees, but the final fees may vary. If you have any questions pertaining to the identified service providers or their role, or if you would like to use a different service provider for any of the listed services please contact us.

Bond Counsel and Disclosure Counsel: Quarles & Brady LLP

Paying Agent: Bond Trust Services Corporation

PROPOSED DEBT ISSUANCE SCHEDULE

Parameters resolution consideration by Common Council:	July 20, 2026
Due Diligence Call to Review Official Statement:	Week of August 3, 2026
Distribute Official Statement:	August 12, 2026
Designated Officials Award Sale of the Notes:	August 19, 2026
Estimated Closing Date:	September 17, 2026

Attachments

- Table 1: Summary of Existing G.O. Debt
- Table 2: Project List
- Table 3: Estimated Sources and Uses of Funds
- Table 4: Estimated Proposed Debt Service Schedule
- Table 5: Tax Impact Analysis
- Table 6: G.O. Debt Capacity analysis

EHLERS' CONTACTS

Greg Johnson, Senior Municipal Advisor	(262) 796-6168
Casey Griffiths, Senior Financial Specialist	(262) 796-6198
Alicia Gerosa, Public Finance Analyst	(262) 796-6193
Beth Mueller, Senior Financial Analyst	(651) 697-8553

Table 1
Existing G.O. Debt Base Case

City of Menasha, WI

Year Ending	Existing Debt															Annual Taxes		Year Ending
	Total G.O. Debt Payments	WPPI Loans	G.O. Debt Expense	Transfer to Sewer	Less: PILOT	Less: Inter gov.	Less: RDA	Less: Assessments	Less: Lot Sales	Less: TID's	Less: Water	Less: Fund Balance	Net Tax Levy	Equalized Value (TID OUT)	Tax Rate Per \$1,000	\$300,000 Home		
2026	4,253,968	21,458	1,200	45,000	(645,000)	(225,000)	(388,540)	(99,000)	(745,742)	(316,489)	(191,738)	(85,117)	1,625,000	1,829,733,000	\$0.89	\$266.43	2026	
2027	3,882,144	19,480	1,200	45,000	(611,124)	(225,000)	(388,540)	(120,000)	(651,512)	(113,685)	(193,200)		1,644,763	1,944,535,986	\$0.85	\$253.75	2027	
2028	3,841,811	15,524	1,200	45,000	(611,124)	(225,000)	(388,540)	(120,000)	(555,375)	(111,935)	(194,428)		1,697,133	2,061,610,506	\$0.82	\$246.96	2028	
2029	3,766,156	15,524	1,200	45,000	(611,124)	(225,000)	(388,540)	(125,000)	(577,285)	(115,360)	(190,513)		1,595,058	2,185,733,723	\$0.73	\$218.93	2029	
2030	3,616,822	15,524	1,200	45,000	(611,124)	(225,000)	(388,540)	(140,000)	(556,654)	(113,985)	(191,451)		1,451,791	2,317,330,015	\$0.63	\$187.95	2030	
2031	3,552,032	15,524	1,200	45,000	(611,124)	(225,000)	(388,540)	(140,000)	(408,404)	(58,435)	(192,185)		1,590,068	2,456,849,315	\$0.65	\$194.16	2031	
2032	2,993,412	8,452	1,200	45,000	(611,124)	(225,000)		(140,000)	(341,558)	(58,435)	0		1,671,947	2,604,768,642	\$0.64	\$192.56	2032	
2033	3,922,457	3,400	1,200	45,000	(611,124)	(225,000)		(140,000)		(58,435)			2,937,498	2,761,593,736	\$1.06	\$319.11	2033	
2034	2,481,750	3,400	1,200	45,000	(611,124)	(225,000)		(125,000)					1,570,226	2,927,860,786	\$0.54	\$160.89	2034	
2035	2,353,120	1,700	1,200	45,000	(611,124)	(225,000)		(75,000)					1,489,896	3,104,138,263	\$0.48	\$143.99	2035	
2036	2,295,334		1,200	45,000	(611,124)	(225,000)		(30,000)					1,475,410	3,291,028,863	\$0.45	\$134.49	2036	
2037	2,237,065		1,200	45,000	(611,124)	(225,000)							1,447,141	3,489,171,570	\$0.41	\$124.43	2037	
2038	2,187,807		1,200	45,000	(611,124)	(225,000)							1,397,883	3,699,243,839	\$0.38	\$113.37	2038	
2039	2,162,201		1,200	45,000	(611,124)	(225,000)							1,372,277	3,921,963,913	\$0.35	\$104.97	2039	
2040	2,135,173		1,200	45,000	(611,124)	(225,000)							1,345,249	4,158,093,275	\$0.32	\$97.06	2040	
2041	757,780		1,200	45,000	(611,124)	(225,000)							(32,144)	4,408,439,260	-\$0.01	-\$2.19	2041	
2042	681,515		1,200	45,000	(611,124)	(225,000)							(108,409)	4,673,857,804	-\$0.02	-\$6.96	2042	
2043	479,625		1,200	45,000	(611,124)	(225,000)							(310,299)	4,955,256,381	-\$0.06	-\$18.79	2043	
2044	456,469		1,200	45,000	(611,124)	(225,000)							(333,455)	5,253,597,099	-\$0.06	-\$19.04	2044	
2045	178,719		1,200	45,000	(611,124)	(225,000)							(611,205)	5,569,899,993	-\$0.11	-\$32.92	2045	
2046	0		1,200	40,000	(611,124)	(225,000)							(794,924)	5,905,246,510	-\$0.13	-\$40.38	2046	
2047			1,200		(611,124)	(225,000)							(834,924)	6,260,783,206	-\$0.13	-\$40.01	2047	
2048			1,200		(611,124)	(225,000)							(834,924)	6,637,725,672	-\$0.13	-\$37.74	2048	
2049			1,200		(611,124)	(225,000)							(834,924)	7,037,362,683	-\$0.12	-\$35.59	2049	
2050			1,200		(611,124)	(225,000)							(834,924)	7,461,060,606	-\$0.11	-\$33.57	2050	
Total	48,235,358	119,986	30,000	940,000	(15,311,976)	(5,625,000)	(2,331,240)	(1,254,000)	(3,836,530)	(946,761)	(1,153,514)	(85,117)	18,781,206				Total	

Notes:

Legend:

Represents +/- 25% Change over previous year

Table 2

Capital Improvement Plan & Funding Uses

City of Menasha, WI

Projects	Plan Issue	Funding Year	2026	2027	2028	2029	2030	2031	2032	Totals
		Project Year	2025	2026	2027	2028	2029	2030	N/A	
Neenah- Menasha Fire Rescue Equipment	2026 G.O. Notes Reimbursement	G.O. Debt	360,699							360,699
Neenah-Menasha Fire Rescue Facility Upgrades	2026 G.O. Notes Reimbursement	G.O. Debt	139,730							139,730
IT Infrastructure	2026 G.O. Notes Reimbursement	G.O. Debt	84,397							84,397
Jefferson Park Renovations	2026 G.O. Notes Reimbursement	G.O. Debt	51,496							51,496
Jefferson Park Boat Launch	2026 G.O. Notes Reimbursement	G.O. Debt	724,829							724,829
Park Upgrades	2026 G.O. Notes Reimbursement	G.O. Debt	73,954							73,954
Police Facility Upgrades	2026 G.O. Notes Reimbursement	G.O. Debt	50,484							50,484
Street/Sidewalk Construction	2026 G.O. Notes Reimbursement	G.O. Debt	1,189,940							1,189,940
Traffic Signal Upgrades	2026 G.O. Notes Reimbursement	G.O. Debt	181,461							181,461
Pool Renovations (remainder in future borrowings)	2026 G.O. Notes - Pool new money	G.O. Debt	245,000							245,000
2026 Projects (Financed in 2027)	2027 G.O. Notes	G.O. Debt		5,996,600						5,996,600
2027 Projects (Financed in 2028)	2028 G.O. Notes	G.O. Debt			6,336,355					6,336,355
2028 Projects (Financed in 2029)	2029 G.O. Notes	G.O. Debt				1,955,321				1,955,321
2029 Projects (Financed in 2030)	2030 G.O. Notes	G.O. Debt					2,486,761			2,486,761
2030 Projects (Financed in 2031)	2031 G.O. Notes	G.O. Debt						3,172,757		3,172,757
Refinancing of 2023B	2032 G.O. Notes	G.O. Debt							1,407,364	1,407,364
CIP Costs			3,101,990	5,996,600	6,336,355	1,955,321	2,486,761	3,172,757	1,407,364	24,457,148

Table 3 Sources and Uses

City of Menasha, WI

	2026		
	G.O. Notes	Reimbursement Portion	Partial Pool Costs Portion
CIP Projects			
Capital Projects	3,101,990	2,856,990	245,000
Subtotal Project Costs	3,101,990	2,856,990	245,000
CIP Projects	3,101,990	2,856,990	245,000
Estimated Issuance Expenses			
Municipal Advisor (Ehlers)	35,000	32,224	2,776
Bond Counsel	20,000	18,414	1,586
Disclosure Counsel	14,000	12,890	1,110
Underwriter's Discount	12.50 40,188	37,000	3,188
Paying Agent	900	829	71
Subtotal Issuance Expenses	110,088	101,356	8,732
TOTAL TO BE FINANCED	3,212,078	2,958,346	253,732
Estimated Interest Earnings	3.00% (1,838)		(1,837.50)
Assumed spend down (months)	3.00		
Rounding	4,760	1,654	3,106
NET ISSUE SIZE	3,215,000	2,960,000	255,000

Table 4

Allocation of Debt Service - 2026 G.O. Notes

City of Menasha, WI

Year Ending	Reimbursement Portion				Partial Pool Costs Portion			
	Principal	Est. Rate ¹	Interest	Total	Principal	Est. Rate	Interest	Total
2026				0				0
2027	70,000	3.20%	118,812	188,812	10,000	3.20%	9,737	19,737
2028	10,000	3.25%	123,108	133,108	10,000	3.25%	9,875	19,875
2029	45,000	3.35%	122,191	167,191	10,000	3.35%	9,545	19,545
2030	55,000	3.35%	120,516	175,516	10,000	3.35%	9,210	19,210
2031	55,000	3.45%	118,646	173,646	10,000	3.45%	8,870	18,870
2032	70,000	3.50%	116,473	186,473	10,000	3.50%	8,523	18,523
2033	125,000	3.55%	113,029	238,029	10,000	3.55%	8,170	18,170
2034	90,000	3.65%	109,168	199,168	10,000	3.65%	7,810	17,810
2035	90,000	3.75%	105,838	195,838	10,000	3.75%	7,440	17,440
2036	100,000	3.95%	102,175	202,175	10,000	3.95%	7,055	17,055
2037	150,000	4.10%	97,125	247,125	15,000	4.10%	6,550	21,550
2038	150,000	4.20%	90,900	240,900	15,000	4.20%	5,928	20,928
2039	160,000	4.30%	84,310	244,310	15,000	4.30%	5,290	20,290
2040	160,000	4.35%	77,390	237,390	15,000	4.35%	4,641	19,641
2041	270,000	4.40%	67,970	337,970	15,000	4.40%	3,985	18,985
2042	270,000	4.45%	56,023	326,023	15,000	4.45%	3,321	18,321
2043	270,000	4.50%	43,940	313,940	15,000	4.50%	2,650	17,650
2044	270,000	4.55%	31,723	301,723	15,000	4.55%	1,971	16,971
2045	270,000	4.60%	19,370	289,370	15,000	4.60%	1,285	16,285
2046	280,000	4.70%	6,580	286,580	20,000	4.70%	470	20,470
Total	2,960,000		1,725,284	4,685,284	255,000		122,326	377,326

Year Ending	Totals		
	Principal (3/1)	Interest	Total
2026	0	0	0
2027	80,000	128,549	208,549
2028	20,000	132,983	152,983
2029	55,000	131,736	186,736
2030	65,000	129,726	194,726
2031	65,000	127,516	192,516
2032	80,000	124,995	204,995
2033	135,000	121,199	256,199
2034	100,000	116,978	216,978
2035	100,000	113,278	213,278
2036	110,000	109,230	219,230
2037	165,000	103,675	268,675
2038	165,000	96,828	261,828
2039	175,000	89,600	264,600
2040	175,000	82,031	257,031
2041	285,000	71,955	356,955
2042	285,000	59,344	344,344
2043	285,000	46,590	331,590
2044	285,000	33,694	318,694
2045	285,000	20,655	305,655
2046	300,000	7,050	307,050
Total	3,215,000	1,847,610	5,062,610

Notes:

- 1) Estimated Rate assumes current non-rated market rates + 50 bps
- 2) TIC of 4.50%

Table 5
Financing Plan Tax Impact

City of Menasha, WI

	Existing Debt		Proposed Debt															
Year Ending	Net Debt Service Levy	Equalized Value (TID OUT)	2026 G.O. Notes 3,215,000	2027 G.O. Notes 6,120,000	2028 G.O. Notes 6,460,000	2029 G.O. Notes 2,040,000	2030 G.O. Notes 2,580,000	2031 G.O. Notes 3,260,000	2032 G.O. Notes 1,500,000	Abatements Less: Debt Proceeds	Debt Service Levy		Taxes			Year Ending		
			Dated: 9/17/2026	Dated: 9/1/2027	Dated: 9/1/2028	Dated: 9/1/2029	Dated: 9/1/2030	Dated: 9/1/2031	Dated: 9/1/2032		Total Net Debt	Levy Change from Prior	Total Tax Rate for	Annual Taxes \$300,000	Annual Taxes Difference			
			Total P&I	Total P&I	Total P&I	Total P&I	Total P&I	Total P&I	Total P&I		Service Levy	Year	Debt Service	Home	From Prior Year			
2026	1,625,000	1,829,733,000	3.20%-4.70% 0	4.25% 0	4.50% 0	4.75% 0	4.75% 0	4.75% 0	4.75% 0			1,625,000		\$0.89	\$266		2026	
2027	1,644,763	1,944,535,986	208,549	0	0	0	0	0	0			1,853,312	228,312	\$0.95	\$286	\$19	2027	
2028	1,697,133	2,061,610,506	152,983	260,100	0	0	0	0	0			2,110,215	256,903	\$1.02	\$307	\$21	2028	
2029	1,595,058	2,185,733,723	186,736	289,463	290,700	0	0	0	0			2,361,957	251,742	\$1.08	\$324	\$17	2029	
2030	1,451,791	2,317,330,015	194,726	386,063	486,200	96,900	0	0	0			2,615,680	253,723	\$1.13	\$339	\$14	2030	
2031	1,590,068	2,456,849,315	192,516	380,538	418,550	165,238	122,550	0	0			2,869,459	253,779	\$1.17	\$350	\$12	2031	
2032	1,671,947	2,604,768,642	204,995	360,331	392,700	142,388	122,550	228,069	0			3,122,979	253,520	\$1.20	\$360	\$9	2032	
2033	2,937,498	2,761,593,736	256,199	389,700	318,875	130,250	161,600	200,100	75,000	(1,407,364)		3,061,857	(61,122)	\$1.11	\$333	(\$27)	2033	
2034	1,570,226	2,927,860,786	216,978	334,388	316,625	138,113	169,463	197,725	114,000			3,057,516	(4,341)	\$1.04	\$313	(\$19)	2034	
2035	1,489,896	3,104,138,263	213,278	330,138	304,600	135,738	167,088	244,163	170,500			3,055,399	(2,118)	\$0.98	\$295	(\$18)	2035	
2036	1,475,410	3,291,028,863	219,230	325,888	312,575	133,363	164,713	249,175	165,500			3,045,852	(9,546)	\$0.93	\$278	(\$18)	2036	
2037	1,447,141	3,489,171,570	268,675	321,638	310,325	130,988	157,456	248,831	160,500			3,045,554	(299)	\$0.87	\$262	(\$16)	2037	
2038	1,397,883	3,699,243,839	261,828	317,388	430,263	128,613	160,200	179,913	155,500			3,031,585	(13,968)	\$0.82	\$246	(\$16)	2038	
2039	1,372,277	3,921,963,913	264,600	313,138	422,388	170,169	157,825	177,538	150,500			3,028,433	(3,153)	\$0.77	\$232	(\$14)	2039	
2040	1,345,249	4,158,093,275	257,031	308,888	414,513	170,538	223,788	160,519	145,500			3,026,024	(2,409)	\$0.73	\$218	(\$13)	2040	
2041	(32,144)	4,408,439,260	356,955	886,994	817,188	190,194	305,950	173,500	320,875			3,019,511	(6,513)	\$0.68	\$205	(\$13)	2041	
2042	(108,409)	4,673,857,804	344,344	857,456	853,950	218,425	295,975	219,938	306,625			2,988,304	(31,208)	\$0.64	\$192	(\$14)	2042	
2043	(310,299)	4,955,256,381	331,590	827,919	824,250	210,825	286,000	386,031	297,250			2,853,566	(134,738)	\$0.58	\$173	(\$19)	2043	
2044	(333,455)	5,253,597,099	318,694	798,381	794,550	203,225	276,025	372,969	0			2,430,389	(423,178)	\$0.46	\$139	(\$34)	2044	
2045	(611,205)	5,569,899,993	305,655	768,844	769,738	195,625	266,050	359,906	0			2,054,612	(375,776)	\$0.37	\$111	(\$28)	2045	
2046	(794,924)	5,905,246,510	307,050	739,306	739,813	188,025	260,956	346,844	0			1,787,070	(267,543)	\$0.30	\$91	(\$20)	2046	
2047	(834,924)	6,260,783,206	0	709,769	709,888	180,425	250,744	333,781	0			1,349,682	(437,388)	\$0.22	\$65	(\$26)	2047	
2048	(834,924)	6,637,725,672	0	0	679,963	172,825	240,531	320,719	0			579,114	(770,569)	\$0.09	\$26	(\$38)	2048	
2049	(834,924)	7,037,362,683	0	0	0	194,513	230,319	307,656	0			(102,437)	(681,550)	(\$0.01)	(\$4)	(\$31)	2049	
2050	(834,924)	7,461,060,606	0	0	0	0	220,106	294,594	0			(320,224)	(217,788)	(\$0.04)	(\$13)	(\$9)	2050	
Total	18,781,206		5,062,610	9,906,325	10,607,650	3,296,375	4,239,888	5,001,969	2,343,281	(1,407,364)							Total	

Notes:

1. 2032 issue restructures balloon payment on 2023B Bank Note due in 2033.

Table 6**General Obligation Debt Capacity Analysis - Impact of Financing Plan***City of Menasha, WI*

Existing Debt					Proposed Debt			
Year Ending	Projected Equalized Value (TID IN) ¹	Debt Limit	Existing Principal Outstanding	% of Limit	Combined Principal Existing & Proposed	% of Limit	Residual Capacity	Year Ending
2025	2,008,384,100	100,419,205	39,041,049	38.88%	\$39,041,049	38.88%	\$61,378,156	2025
2026	2,128,810,015	106,440,501	35,980,495	33.80%	\$39,195,495	36.82%	\$67,245,006	2026
2027	2,256,456,861	112,822,843	33,195,375	29.42%	\$42,450,375	37.63%	\$70,372,468	2027
2028	2,391,757,615	119,587,881	30,359,935	25.39%	\$46,054,935	38.51%	\$73,532,945	2028
2029	2,535,171,218	126,758,561	27,505,861	21.70%	\$45,155,861	35.62%	\$81,602,700	2029
2030	2,687,184,130	134,359,206	24,705,575	18.39%	\$44,540,575	33.15%	\$89,818,632	2030
2031	2,848,311,978	142,415,599	21,881,169	15.36%	\$41,311,169	29.01%	\$101,104,430	2031
2032	3,019,101,310	150,955,065	19,532,028	12.94%	\$38,597,028	25.57%	\$112,358,038	2032

Notes:

1) Projected TID IN EV based on discounted 5-year average at 6% annual inflation.



RESOLUTION R-20-26

RESOLUTION AUTHORIZING THE ISSUANCE AND ESTABLISHING PARAMETERS FOR THE SALE OF NOT TO EXCEED \$3,215,000 GENERAL OBLIGATION PROMISSORY NOTES, SERIES 2026A

INTRODUCED BY: Mayor Hammond

WHEREAS, the Common Council hereby finds and determines that it is necessary, desirable and in the best interest of the City of Menasha, Calumet and Winnebago Counties, Wisconsin (the "City") to raise funds for public purposes, including paying the cost of park, street, sidewalk and traffic signal improvements and facility improvements and equipment for Neenah-Menasha Fire Rescue (collectively, the "Project");

WHEREAS, the Common Council hereby finds and determines that the Project is within the City's power to undertake and therefore serves a "public purpose" as that term is defined in Section 67.04(1)(b), Wisconsin Statutes;

WHEREAS, the City is authorized by the provisions of Section 67.12(12), Wisconsin Statutes, to borrow money and issue general obligation promissory notes (the "Notes") for such public purposes;

WHEREAS, it is the finding of the Common Council that it is in the best interest of the City to direct its financial advisor, Ehlers & Associates, Inc. ("Ehlers"), to take the steps necessary for the City to offer and sell the Notes at public sale and to obtain bids for the purchase of the Notes; and

WHEREAS, in order to facilitate the sale of the Notes in a timely manner, the Common Council hereby finds and determines that it is necessary, desirable and in the best interest of the City to delegate to either the Finance Director or the Mayor (each, an "Authorized Officer") the authority to accept on behalf of the City the bid for the Notes that results in the lowest true interest cost for the Notes (the "Proposal") and meets the terms and conditions provided for in this Resolution by executing a certificate in substantially the form attached hereto as Exhibit A and incorporated herein by reference (the "Approving Certificate").

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City that:

Section 1. Authorization and Sale of the Notes; Parameters. For the purpose of paying costs of the Project, the City is authorized to borrow pursuant to Section 67.12(12), Wisconsin Statutes, the principal sum of not to exceed THREE MILLION TWO HUNDRED FIFTEEN THOUSAND DOLLARS (\$3,215,000) upon the terms and subject to the conditions set forth in

this Resolution. Subject to satisfaction of the condition set forth in Section 17 of this Resolution, the Mayor and City Clerk are hereby authorized, empowered and directed to make, execute, issue and sell to the financial institution that submitted the Proposal (the "Purchaser") for, on behalf of and in the name of the City, Notes aggregating the principal amount of not to exceed THREE MILLION TWO HUNDRED FIFTEEN THOUSAND DOLLARS (\$3,215,000). The purchase price to be paid to the City for the Notes shall not be less than 98.75% nor more than 110.00% of the principal amount of the Notes.

Section 2. Terms of the Notes. The Notes shall be designated "General Obligation Promissory Notes, Series 2026A"; shall be issued in the aggregate principal amount of up to \$3,215,000; shall be dated as of their date of issuance; shall be in the denomination of \$5,000 or any integral multiple thereof; shall be numbered R-1 and upward; and mature or be subject to mandatory redemption on the dates and in the principal amounts set forth below, provided that (a) the principal amount of each maturity or mandatory redemption amount may be increased by up to \$130,000 per maturity or mandatory redemption amount; (b) the principal amount of the 2027 maturity or mandatory redemption amount may be decreased by up to \$75,000; (c) the principal amount of the 2028 maturity or mandatory redemption amount may be decreased by up to \$15,000; (d) the principal amount per maturity or mandatory redemption amount in the years 2029 through 2032 may be decreased by up to \$50,000; (e) the principal amount per maturity or mandatory redemption amount in the years 2033 through 2046 may be decreased by up to \$95,000; and (f) the aggregate principal amount of the Notes shall not exceed \$3,215,000. The schedule below assumes the Notes are issued in the aggregate principal amount of \$3,215,000.

<u>Date</u>	<u>Principal Amount</u>
03-01-2027	\$ 80,000
03-01-2028	20,000
03-01-2029	55,000
03-01-2030	65,000
03-01-2031	65,000
03-01-2032	80,000
03-01-2033	135,000
03-01-2034	100,000
03-01-2035	100,000
03-01-2036	110,000
03-01-2037	165,000
03-01-2038	165,000
03-01-2039	175,000
03-01-2040	175,000
03-01-2041	285,000
03-01-2042	285,000
03-01-2043	285,000
03-01-2044	285,000
03-01-2045	285,000
03-01-2046	300,000

Interest shall be payable semi-annually on March 1 and September 1 of each year commencing on March 1, 2027. The true interest cost on the Notes (computed taking the

Purchaser's compensation into account) shall not exceed 4.50%. Interest shall be computed upon the basis of a 360-day year of twelve 30-day months and will be rounded pursuant to the rules of the Municipal Securities Rulemaking Board.

Section 3. Redemption Provisions. The Notes shall be callable as set forth in the Approving Certificate. If the Proposal specifies that certain of the Notes shall be subject to mandatory redemption, the terms of such mandatory redemption shall be set forth in an attachment to the Approving Certificate labeled as Schedule MRP. Upon the optional redemption of any of the Notes subject to mandatory redemption, the principal amount of such Notes so redeemed shall be credited against the mandatory redemption payments established in the Approving Certificate in such manner as the City shall direct.

Section 4. Form of the Notes. The Notes shall be issued in registered form and shall be executed and delivered in substantially the form attached hereto as Exhibit B and incorporated herein by this reference.

Section 5. Tax Provisions.

(A) Direct Annual Irrepealable Tax Levy. For the purpose of paying the principal of and interest on the Notes as the same becomes due, the full faith, credit and resources of the City are hereby irrevocably pledged, and there is hereby levied upon all of the taxable property of the City a direct annual irrepealable tax in the years 2026 through 2045 for the payments due in the years 2027 through 2046 in the amounts as are sufficient to meet the principal and interest payments when due.

(B) Tax Collection. So long as any part of the principal of or interest on the Notes remains unpaid, the City shall be and continue without power to repeal such levy or obstruct the collection of said tax until all such payments have been made or provided for. After the issuance of the Notes, said tax shall be, from year to year, carried onto the tax roll of the City and collected in addition to all other taxes and in the same manner and at the same time as other taxes of the City for said years are collected, except that the amount of tax carried onto the tax roll may be reduced in any year by the amount of any surplus money in the Debt Service Fund Account created below.

(C) Additional Funds. If at any time there shall be on hand insufficient funds from the aforesaid tax levy to meet principal and/or interest payments on said Notes when due, the requisite amounts shall be paid from other funds of the City then available, which sums shall be replaced upon the collection of the taxes herein levied.

Section 6. Segregated Debt Service Fund Account.

(A) Creation and Deposits. There shall be and there hereby is established in the treasury of the City, if one has not already been created, a debt service fund, separate and distinct from every other fund, which shall be maintained in accordance with generally accepted accounting principles. Debt service or sinking funds established for obligations previously issued by the City may be considered as separate and distinct accounts within the debt service fund.

Within the debt service fund, there hereby is established a separate and distinct account designated as the "Debt Service Fund Account for General Obligation Promissory Notes, Series 2026A" (the "Debt Service Fund Account") and such account shall be maintained until the indebtedness evidenced by the Notes is fully paid or otherwise extinguished. There shall be deposited into the Debt Service Fund Account (i) all accrued interest received by the City at the time of delivery of and payment for the Notes; (ii) any premium which may be received by the City above the par value of the Notes and accrued interest thereon; (iii) all money raised by the taxes herein levied and any amounts appropriated for the specific purpose of meeting principal of and interest on the Notes when due; (iv) such other sums as may be necessary at any time to pay principal of and interest on the Notes when due; (v) surplus monies in the Borrowed Money Fund as specified below; and (vi) such further deposits as may be required by Section 67.11, Wisconsin Statutes.

(B) Use and Investment. No money shall be withdrawn from the Debt Service Fund Account and appropriated for any purpose other than the payment of principal of and interest on the Notes until all such principal and interest has been paid in full and the Notes canceled; provided (i) the funds to provide for each payment of principal of and interest on the Notes prior to the scheduled receipt of taxes from the next succeeding tax collection may be invested in direct obligations of the United States of America maturing in time to make such payments when they are due or in other investments permitted by law; and (ii) any funds over and above the amount of such principal and interest payments on the Notes may be used to reduce the next succeeding tax levy, or may, at the option of the City, be invested by purchasing the Notes as permitted by and subject to Section 67.11(2)(a), Wisconsin Statutes, or in permitted municipal investments under the pertinent provisions of the Wisconsin Statutes ("Permitted Investments"), which investments shall continue to be a part of the Debt Service Fund Account. Any investment of the Debt Service Fund Account shall at all times conform with the provisions of the Internal Revenue Code of 1986, as amended (the "Code") and any applicable Treasury Regulations (the "Regulations").

(C) Remaining Monies. When all of the Notes have been paid in full and canceled, and all Permitted Investments disposed of, any money remaining in the Debt Service Fund Account shall be transferred and deposited in the general fund of the City, unless the Common Council directs otherwise.

Section 7. Proceeds of the Notes; Segregated Borrowed Money Fund. The proceeds of the Notes (the "Note Proceeds") (other than any premium and accrued interest which must be paid at the time of the delivery of the Notes into the Debt Service Fund Account created above) shall be deposited into a special fund (the "Borrowed Money Fund") separate and distinct from all other funds of the City and disbursed solely for the purpose or purposes for which borrowed. Monies in the Borrowed Money Fund may be temporarily invested in Permitted Investments. Any monies, including any income from Permitted Investments, remaining in the Borrowed Money Fund after the purpose or purposes for which the Notes have been issued have been accomplished, and, at any time, any monies as are not needed and which obviously thereafter cannot be needed for such purpose(s) shall be deposited in the Debt Service Fund Account.

Section 8. No Arbitrage. All investments made pursuant to this Resolution shall be Permitted Investments, but no such investment shall be made in such a manner as would cause the Notes to be "arbitrage bonds" within the meaning of Section 148 of the Code or the Regulations and an officer of the City, charged with the responsibility for issuing the Notes, shall certify as to facts, estimates, circumstances and reasonable expectations in existence on the date of delivery of the Notes to the Purchaser which will permit the conclusion that the Notes are not "arbitrage bonds," within the meaning of the Code or Regulations.

Section 9. Compliance with Federal Tax Laws. (a) The City represents and covenants that the projects financed by the Notes and the ownership, management and use of the projects will not cause the Notes to be "private activity bonds" within the meaning of Section 141 of the Code. The City further covenants that it shall comply with the provisions of the Code to the extent necessary to maintain the tax-exempt status of the interest on the Notes including, if applicable, the rebate requirements of Section 148(f) of the Code. The City further covenants that it will not take any action, omit to take any action or permit the taking or omission of any action within its control (including, without limitation, making or permitting any use of the proceeds of the Notes) if taking, permitting or omitting to take such action would cause any of the Notes to be an arbitrage bond or a private activity bond within the meaning of the Code or would otherwise cause interest on the Notes to be included in the gross income of the recipients thereof for federal income tax purposes. The City Clerk or other officer of the City charged with the responsibility of issuing the Notes shall provide an appropriate certificate of the City certifying that the City can and covenanting that it will comply with the provisions of the Code and Regulations.

(b) The City also covenants to use its best efforts to meet the requirements and restrictions of any different or additional federal legislation which may be made applicable to the Notes provided that in meeting such requirements the City will do so only to the extent consistent with the proceedings authorizing the Notes and the laws of the State of Wisconsin and to the extent that there is a reasonable period of time in which to comply.

Section 10. Designation as Qualified Tax-Exempt Obligations. Unless changed in the Approving Certificate by the Authorized Officer, the Notes shall be designated as "qualified tax-exempt obligations" for purposes of Section 265 of the Code, relating to the ability of financial institutions to deduct from income for federal income tax purposes, interest expense that is allocable to carrying and acquiring tax-exempt obligations.

Section 11. Execution of the Notes; Closing; Professional Services. The Notes shall be issued in printed form, executed on behalf of the City by the manual or facsimile signatures of the Mayor and City Clerk, authenticated, if required, by the Fiscal Agent (defined below), sealed with its official or corporate seal, if any, or a facsimile thereof, and delivered to the Purchaser upon payment to the City of the purchase price thereof, plus accrued interest to the date of delivery (the "Closing"). The facsimile signature of either of the officers executing the Notes may be imprinted on the Notes in lieu of the manual signature of the officer but, unless the City has contracted with a fiscal agent to authenticate the Notes, at least one of the signatures appearing on each Note shall be a manual signature. In the event that either of the officers whose signatures appear on the Notes shall cease to be such officers before the Closing, such signatures shall, nevertheless, be valid and sufficient for all purposes to the same extent as if they

had remained in office until the Closing. The aforesaid officers are hereby authorized and directed to do all acts and execute and deliver the Notes and all such documents, certificates and acknowledgements as may be necessary and convenient to effectuate the Closing. The City hereby authorizes the officers and agents of the City to enter into, on its behalf, agreements and contracts in conjunction with the Notes, including but not limited to agreements and contracts for legal, trust, fiscal agency, disclosure and continuing disclosure, and rebate calculation services. Any such contract heretofore entered into in conjunction with the issuance of the Notes is hereby ratified and approved in all respects.

Section 12. Payment of the Notes; Fiscal Agent. The principal of and interest on the Notes shall be paid by the City Clerk or City Treasurer (the "Fiscal Agent") unless a fiscal agent is specified in the Approving Certificate. If a fiscal agent is specified in the Approving Certificate, the City hereby authorizes the Mayor and City Clerk or other appropriate officers of the City to enter into a Fiscal Agency Agreement between the City and a fiscal agent. Such contract may provide, among other things, for the performance by a fiscal agent of the functions listed in Wis. Stats. Sec. 67.10(2)(a) to (j), where applicable, with respect to the Notes.

Section 13. Persons Treated as Owners; Transfer of Notes. The City shall cause books for the registration and for the transfer of the Notes to be kept by the Fiscal Agent. The person in whose name any Note shall be registered shall be deemed and regarded as the absolute owner thereof for all purposes and payment of either principal or interest on any Note shall be made only to the registered owner thereof. All such payments shall be valid and effectual to satisfy and discharge the liability upon such Note to the extent of the sum or sums so paid.

Any Note may be transferred by the registered owner thereof by surrender of the Note at the office of the Fiscal Agent, duly endorsed for the transfer or accompanied by an assignment duly executed by the registered owner or his attorney duly authorized in writing. Upon such transfer, the Mayor and City Clerk shall execute and deliver in the name of the transferee or transferees a new Note or Notes of a like aggregate principal amount, series and maturity and the Fiscal Agent shall record the name of each transferee in the registration book. No registration shall be made to bearer. The Fiscal Agent shall cancel any Note surrendered for transfer.

The City shall cooperate in any such transfer, and the Mayor and City Clerk are authorized to execute any new Note or Notes necessary to effect any such transfer.

Section 14. Record Date. The 15th day of the calendar month next preceding each interest payment date shall be the record date for the Notes (the "Record Date"). Payment of interest on the Notes on any interest payment date shall be made to the registered owners of the Notes as they appear on the registration book of the City at the close of business on the Record Date.

Section 15. Utilization of The Depository Trust Company Book-Entry-Only System. In order to make the Notes eligible for the services provided by The Depository Trust Company, New York, New York ("DTC"), the City agrees to the applicable provisions set forth in the Blanket Issuer Letter of Representations, which the City Clerk or other authorized representative of the City is authorized and directed to execute and deliver to DTC on behalf of the City to the

extent an effective Blanket Issuer Letter of Representations is not presently on file in the City Clerk's office.

Section 16. Payment of Issuance Expenses. The City authorizes the Purchaser to forward the amount of the proceeds of the Notes allocable to the payment of issuance expenses to a financial institution selected by Ehlers at Closing for further distribution as directed by the City's financial advisor, Ehlers & Associates, Inc.

Section 17. Condition on Issuance and Sale of the Notes. The issuance of the Notes and the sale of the Notes to the Purchaser are subject to approval by an Authorized Officer of the principal amount, definitive maturities, redemption provisions, interest rates and purchase price for the Notes, which approval shall be evidenced by execution by an Authorized Officer of the Approving Certificate.

The Notes shall not be issued, sold or delivered until this condition is satisfied. Upon satisfaction of this condition, an Authorized Officer is authorized to execute a Proposal with the Purchaser providing for the sale of the Notes to the Purchaser.

Section 18. Official Statement. The Common Council hereby directs an Authorized Officer to approve the Preliminary Official Statement with respect to the Notes and deem the Preliminary Official Statement as "final" as of its date for purposes of SEC Rule 15c2-12 promulgated by the Securities and Exchange Commission pursuant to the Securities and Exchange Act of 1934 (the "Rule"). All actions taken by an Authorized Officer or other officers of the City in connection with the preparation of such Preliminary Official Statement and any addenda to it or final Official Statement are hereby ratified and approved. In connection with the Closing, the appropriate City official shall certify the Preliminary Official Statement and any addenda or final Official Statement. The City Clerk shall cause copies of the Preliminary Official Statement and any addenda or final Official Statement to be distributed to the Purchaser.

Section 19. Undertaking to Provide Continuing Disclosure. The City hereby covenants and agrees, for the benefit of the owners of the Notes, to enter into a written undertaking (the "Undertaking") if required by the Rule to provide continuing disclosure of certain financial information and operating data and timely notices of the occurrence of certain events in accordance with the Rule. The Undertaking shall be enforceable by the owners of the Notes or by the Purchaser on behalf of such owners (provided that the rights of the owners and the Purchaser to enforce the Undertaking shall be limited to a right to obtain specific performance of the obligations thereunder and any failure by the City to comply with the provisions of the Undertaking shall not be an event of default with respect to the Notes).

To the extent required under the Rule, the Mayor and City Clerk, or other officer of the City charged with the responsibility for issuing the Notes, shall provide a Continuing Disclosure Certificate for inclusion in the transcript of proceedings, setting forth the details and terms of the City's Undertaking.

Section 20. Record Book. The City Clerk shall provide and keep the transcript of proceedings as a separate record book (the "Record Book") and shall record a full and correct

statement of every step or proceeding had or taken in the course of authorizing and issuing the Notes in the Record Book.

Section 21. Bond Insurance. If the Purchaser determines to obtain municipal bond insurance with respect to the Notes, the officers of the City are authorized to take all actions necessary to obtain such municipal bond insurance. The Mayor and City Clerk are authorized to agree to such additional provisions as the bond insurer may reasonably request and which are acceptable to the Mayor and City Clerk including provisions regarding restrictions on investment of Note proceeds, the payment procedure under the municipal bond insurance policy, the rights of the bond insurer in the event of default and payment of the Notes by the bond insurer and notices to be given to the bond insurer. In addition, any reference required by the bond insurer to the municipal bond insurance policy shall be made in the form of Note provided herein.

Section 22. Conflicting Resolutions; Severability; Effective Date. All prior resolutions, rules or other actions of the Common Council or any parts thereof in conflict with the provisions hereof shall be, and the same are, hereby rescinded insofar as the same may so conflict. In the event that any one or more provisions hereof shall for any reason be held to be illegal or invalid, such illegality or invalidity shall not affect any other provisions hereof. The foregoing shall take effect immediately upon adoption and approval in the manner provided by law.

Adopted, approved and recorded July 20, 2026.

Recommended by:

Motion/Second:

Pass/Fail: _____

Requires: Majority Vote

Austin R. Hammond, Mayor

ATTEST:

Evan Janet, Interim City Clerk

(SEAL)

EXHIBIT A

APPROVING CERTIFICATE

The undersigned [Finance Director] [Mayor] of the City of Menasha, Calumet and Winnebago Counties, Wisconsin (the "City"), hereby certifies that:

1. Resolution. On July 20, 2026, the Common Council of the City adopted a resolution (the "Resolution") authorizing the issuance and establishing parameters for the sale of not to exceed \$3,215,000 General Obligation Promissory Notes, Series 2026A of the City (the "Notes") after a public sale and delegating to me the authority to approve the Preliminary Official Statement, to approve the purchase proposal for the Notes, and to determine the details for the Notes within the parameters established by the Resolution.
2. Preliminary Official Statement. The Preliminary Official Statement with respect to the Notes is hereby approved and deemed "final" as of its date for purposes of SEC Rule 15c2-12 promulgated by the Securities and Exchange Commission pursuant to the Securities and Exchange Act of 1934.
3. Proposal; Terms of the Notes. On the date hereof, the Notes were offered for public sale and the bids set forth on the Bid Tabulation attached hereto as Schedule I and incorporated herein by this reference were received. The institution listed first on the Bid Tabulation, _____ (the "Purchaser") offered to purchase the Notes in accordance with the terms set forth in the Proposal attached hereto as Schedule II and incorporated herein by this reference (the "Proposal"). Ehlers & Associates, Inc. recommends the City accept the Proposal. The Proposal meets the parameters and conditions established by the Resolution and is hereby approved and accepted.

The Notes shall be issued in the aggregate principal amount of \$_____, which is not more than the \$3,215,000 approved by the Resolution, and shall mature on March 1 of each of the years and in the amounts and shall bear interest at the rates per annum as set forth in the Pricing Summary attached hereto as Schedule III and incorporated herein by this reference. The amount of each annual principal or mandatory redemption payment due on the Notes was not increased by more than \$130,000; or decreased by more than (a) \$75,000 per maturity or mandatory redemption amount in the year 2027; (b) \$15,000 per maturity or mandatory redemption amount in the year 2028; (c) \$50,000 per maturity or mandatory redemption amount in the years 2029 through 2032; and (d) \$95,000 per maturity or mandatory redemption amount in the years 2033 through 2046, as set forth below:

<u>Date</u>	<u>Resolution Schedule</u>	<u>Actual Amount</u>
03-01-2027	\$80,000	\$ _____
03-01-2028	20,000	_____
03-01-2029	55,000	_____
03-01-2030	65,000	_____
03-01-2031	65,000	_____
03-01-2032	80,000	_____

<u>Date</u>	<u>Resolution Schedule</u>	<u>Actual Amount</u>
03-01-2033	\$135,000	\$ _____
03-01-2034	100,000	_____
03-01-2035	100,000	_____
03-01-2036	110,000	_____
03-01-2037	165,000	_____
03-01-2038	165,000	_____
03-01-2039	175,000	_____
03-01-2040	175,000	_____
03-01-2041	285,000	_____
03-01-2042	285,000	_____
03-01-2043	285,000	_____
03-01-2044	285,000	_____
03-01-2045	285,000	_____
03-01-2046	300,000	_____

The true interest cost on the Notes (computed taking the Purchaser's compensation into account) is _____%, which is not in excess of 4.50%, as required by the Resolution.

4. Purchase Price of the Notes. The Notes shall be sold to the Purchaser in accordance with the terms of the Proposal at a price of \$ _____, plus accrued interest, if any, to the date of delivery of the Notes, which is not less than 98.75% nor more than 110.00% of the principal amount of the Notes, as required by the Resolution.

5. Redemption Provisions of the Notes. The Notes maturing on March 1, _____ and thereafter are subject to redemption prior to maturity, at the option of the City, on March 1, _____ or on any date thereafter. Said Notes are redeemable as a whole or in part, and if in part, from maturities selected by the City and within each maturity by lot, at the principal amount thereof, plus accrued interest to the date of redemption. [The Proposal specifies that [some of] the Notes are subject to mandatory redemption. The terms of such mandatory redemption are set forth in an attachment hereto as Schedule MRP and incorporated herein by this reference.]

6. [Payment of the Notes; Fiscal Agent. Pursuant to the Resolution, Bond Trust Services Corporation is named fiscal agent for the Notes.]

7. Direct Annual Irrepealable Tax Levy. For the purpose of paying the principal of and interest on the Notes as the same respectively falls due, the full faith, credit and taxing powers of the City have been irrevocably pledged and there has been levied on all of the taxable property in the City, pursuant to the Resolution, a direct, annual irrepealable tax in an amount and at the times sufficient for said purpose. Such tax shall be for the years and in the amounts set forth on the debt service schedule attached hereto as Schedule IV.

8. Approval. This Certificate constitutes my approval of the Proposal, and the principal amount, definitive maturities, interest rates, purchase price and redemption provisions for the Notes and the direct annual irrevocable tax levy to repay the Notes, in satisfaction of the parameters set forth in the Resolution.

IN WITNESS WHEREOF, I have executed this Certificate on _____,
2026 pursuant to the authority delegated to me in the Resolution.

Jennifer Sassman
Finance Director]

Austin R. Hammond
Mayor]

SCHEDULE I TO APPROVING CERTIFICATE

Bid Tabulation

To be provided by Ehlers & Associates, Inc. and incorporated into the Certificate.

(See Attached)

COPY

SCHEDULE II TO APPROVING CERTIFICATE

Proposal

To be provided by Ehlers & Associates, Inc. and incorporated into the Certificate.

(See Attached)

COPY

SCHEDULE III TO APPROVING CERTIFICATE

Pricing Summary

To be provided by Ehlers & Associates, Inc. and incorporated into the Certificate.

(See Attached)

COPY

SCHEDULE IV TO APPROVING CERTIFICATE

Debt Service Schedule and Irrepealable Tax Levies

To be provided by Ehlers & Associates, Inc. and incorporated into the Certificate.

(See Attached)

COPY

[SCHEDULE MRP

Mandatory Redemption Provision

The Notes due on March 1, ____, ____, and ____ (the "Term Bonds") are subject to mandatory redemption prior to maturity by lot (as selected by the Depository) at a redemption price equal to One Hundred Percent (100%) of the principal amount to be redeemed plus accrued interest to the date of redemption, from debt service fund deposits which are required to be made in amounts sufficient to redeem on March 1 of each year the respective amount of Term Bonds specified below:

For the Term Bonds Maturing on March 1, 20

<u>Redemption Date</u>	<u>Amount</u>
_____	\$ _____
_____	_____
_____	_____ (maturity)

For the Term Bonds Maturing on March 1, 20

<u>Redemption Date</u>	<u>Amount</u>
_____	\$ _____
_____	_____
_____	_____ (maturity)

For the Term Bonds Maturing on March 1, 20

<u>Redemption Date</u>	<u>Amount</u>
_____	\$ _____
_____	_____
_____	_____ (maturity)

For the Term Bonds Maturing on March 1, 20

<u>Redemption Date</u>	<u>Amount</u>
_____	\$ _____
_____	_____
_____	_____ (maturity)]

EXHIBIT B

(Form of Note)

REGISTERED UNITED STATES OF AMERICA
STATE OF WISCONSIN DOLLARS
CALUMET AND WINNEBAGO COUNTIES
NO. R-____ CITY OF MENASHA \$_____
GENERAL OBLIGATION PROMISSORY NOTE, SERIES 2026A

MATURITY DATE: ORIGINAL DATE OF ISSUE: INTEREST RATE: CUSIP:
March 1, _____ September 17, 2026 _____% _____

DEPOSITORY OR ITS NOMINEE NAME: CEDE & CO.

PRINCIPAL AMOUNT: _____ THOUSAND DOLLARS
(\$_____)

FOR VALUE RECEIVED, the City of Menasha, Calumet and Winnebago Counties, Wisconsin (the "City"), hereby acknowledges itself to owe and promises to pay to the Depository or its Nominee Name (the "Depository") identified above (or to registered assigns), on the maturity date identified above, the principal amount identified above, and to pay interest thereon at the rate of interest per annum identified above, all subject to the provisions set forth herein regarding redemption prior to maturity. Interest shall be payable semi-annually on March 1 and September 1 of each year commencing on March 1, 2027 until the aforesaid principal amount is paid in full. Both the principal of and interest on this Note are payable to the registered owner in lawful money of the United States. Interest payable on any interest payment date shall be paid by wire transfer to the Depository in whose name this Note is registered on the Bond Register maintained by [Bond Trust Services Corporation] [the City Clerk or City Treasurer] (the "Fiscal Agent") or any successor thereto at the close of business on the 15th day of the calendar month next preceding each interest payment date (the "Record Date"). This Note is payable as to principal upon presentation and surrender hereof at the office of the Fiscal Agent.

For the prompt payment of this Note together with interest hereon as aforesaid and for the levy of taxes sufficient for that purpose, the full faith, credit and resources of the City are hereby irrevocably pledged.

This Note is one of an issue of Notes aggregating the principal amount of \$_____, all of which are of like tenor, except as to denomination, interest rate, maturity date and redemption provision, issued by the City pursuant to the provisions of Section 67.12(12), Wisconsin Statutes, for public purposes, including paying the cost of park, street, sidewalk and traffic signal improvements and facility improvements and equipment for Neenah-Menasha Fire Rescue, as

authorized by a resolution adopted on July 20, 2026 as supplemented by an Approving Certificate, dated _____, 2026 (the "Approving Certificate") (collectively, the "Resolution"). Said Resolution is recorded in the official minutes of the Common Council for said date.

The Notes maturing on March 1, _____ and thereafter are subject to redemption prior to maturity, at the option of the City, on March 1, _____ or on any date thereafter. Said Notes are redeemable as a whole or in part, and if in part, from maturities selected by the City, and within each maturity by lot (as selected by the Depository), at the principal amount thereof, plus accrued interest to the date of redemption.

[The Notes maturing in the years _____ are subject to mandatory redemption by lot as provided in the Approving Certificate, at the redemption price of par plus accrued interest to the date of redemption and without premium.]

In the event the Notes are redeemed prior to maturity, as long as the Notes are in book-entry-only form, official notice of the redemption will be given by mailing a notice by registered or certified mail, overnight express delivery, facsimile transmission, electronic transmission or in any other manner required by the Depository, to the Depository not less than thirty (30) days nor more than sixty (60) days prior to the redemption date. If less than all of the Notes of a maturity are to be called for redemption, the Notes of such maturity to be redeemed will be selected by lot. Such notice will include but not be limited to the following: the designation, date and maturities of the Notes called for redemption, CUSIP numbers, and the date of redemption. Any notice provided as described herein shall be conclusively presumed to have been duly given, whether or not the registered owner receives the notice. The Notes shall cease to bear interest on the specified redemption date provided that federal or other immediately available funds sufficient for such redemption are on deposit at the office of the Depository at that time. Upon such deposit of funds for redemption the Notes shall no longer be deemed to be outstanding.

It is hereby certified and recited that all conditions, things and acts required by law to exist or to be done prior to and in connection with the issuance of this Note have been done, have existed and have been performed in due form and time; that the aggregate indebtedness of the City, including this Note and others issued simultaneously herewith, does not exceed any limitation imposed by law or the Constitution of the State of Wisconsin; and that a direct annual irrepealable tax has been levied sufficient to pay this Note, together with the interest thereon, when and as payable.

This Note has been designated by the Common Council as a "qualified tax-exempt obligation" pursuant to the provisions of Section 265(b)(3) of the Internal Revenue Code of 1986, as amended.

This Note is transferable only upon the books of the City kept for that purpose at the office of the Fiscal Agent, only in the event that the Depository does not continue to act as

depository for the Notes, and the City appoints another depository, upon surrender of the Note to the Fiscal Agent, by the registered owner in person or his duly authorized attorney, together with a written instrument of transfer (which may be endorsed hereon) satisfactory to the Fiscal Agent duly executed by the registered owner or his duly authorized attorney. Thereupon a new fully registered Note in the same aggregate principal amount shall be issued to the new depository in exchange therefor and upon the payment of a charge sufficient to reimburse the City for any tax, fee or other governmental charge required to be paid with respect to such registration. The Fiscal Agent shall not be obliged to make any transfer of the Notes (i) after the Record Date, (ii) during the fifteen (15) calendar days preceding the date of any publication of notice of any proposed redemption of the Notes, or (iii) with respect to any particular Note, after such Note has been called for redemption. The Fiscal Agent and City may treat and consider the Depository in whose name this Note is registered as the absolute owner hereof for the purpose of receiving payment of, or on account of, the principal or redemption price hereof and interest due hereon and for all other purposes whatsoever. The Notes are issuable solely as negotiable, fully-registered Notes without coupons in the denomination of \$5,000 or any integral multiple thereof.

【This Note shall not be valid or obligatory for any purpose until the Certificate of Authentication hereon shall have been signed by the Fiscal Agent.】

No delay or omission on the part of the owner hereof to exercise any right hereunder shall impair such right or be considered as a waiver thereof or as a waiver of or acquiescence in any default hereunder.

IN WITNESS WHEREOF, the City of Menasha, Calumet and Winnebago Counties, Wisconsin, by its governing body, has caused this Note to be executed for it and in its name by the manual or facsimile signatures of its duly qualified Mayor and City Clerk; and to be sealed with its official or corporate seal, if any, all as of the original date of issue specified above.

CITY OF MENASHA
CALUMET AND WINNEBAGO COUNTIES,
WISCONSIN

By: _____
Mayor

(SEAL)

By: _____
City Clerk

[Date of Authentication: _____, _____]

CERTIFICATE OF AUTHENTICATION

This Note is one of the Notes of the issue authorized by the within-mentioned Resolution of the City of Menasha, Calumet and Winnebago Counties, Wisconsin.

BOND TRUST SERVICES CORPORATION

By _____
Authorized Signatory]

COPY

ASSIGNMENT

FOR VALUE RECEIVED, the undersigned sells, assigns and transfers unto

(Name and Address of Assignee)

(Social Security or other Identifying Number of Assignee)

the within Note and all rights thereunder and hereby irrevocably constitutes and appoints _____, Legal Representative, to transfer said Note on the books kept for registration thereof, with full power of substitution in the premises.

Dated: _____

Signature Guaranteed:

(e.g. Bank, Trust Company
or Securities Firm)

(Depository or Nominee Name)

NOTICE: This signature must correspond with the name of the Depository or Nominee Name as it appears upon the face of the within Note in every particular, without alteration or enlargement or any change whatever.

(Authorized Officer)