

A Quorum of the Common Council, 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.



ADMINISTRATION COMMITTEE MEETING AGENDA

Tuesday, September 8, 2026 at 6:30 PM

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

or immediately following the Common Council meeting

A. Call to Order

B. Roll Call

C. Minutes to Approve

1. Administration Committee, 7/20/26

D. Discussion / Action Items

1. Joint Powers Agreement - Winnebago County 911 Emergency System
2. 2027 Annual TIME System Agreement - Winnebago County Sheriff's Department

E. Adjournment

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



ADMINISTRATION COMMITTEE MINUTES

Monday, July 20, 2026 at 6:30 PM

First Floor Conference Rooms
100 Main Street, Menasha, WI

A. CALL TO ORDER

Meeting called to order by Chair Hale at 7:30pm.

B. ROLL CALL

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

Absent: Ald. School

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

C. MINUTES TO APPROVE

1. Administration Committee, 7/6/26

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

Motion carried 7-0 on roll call.

D. DISCUSSION / ACTION ITEMS

1. Review & Accept the 2025 City of Menasha Financial Audit (CliftonLarsonAllen LLP)

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

Motion carried 7-0 on roll call.

Discussion considered the decrease of the general fund balance and balance minimums.

Staff advised that the decrease of the general fund balance came from a variety of different expenditures, such as carryovers from 2024, municipal court debt, and a revenue shortfall. Staff additionally advised that the City's Municipal Code sets the minimum undesignated general fund balance at 10% of general fund expenditures.

Haley Lepak and Erica Schaefer from CliftonLarsonAllen LLP spoke about the recent audit and that there are no noncompliance materials to report. The auditors additionally shared information about an escrow account found during the audit from the closeout of TID #4 and various balances of the City's funds.

E. ADJOURNMENT

Motion by District 2 Alderperson Eisenach seconded by District 6 Alderperson Marshall to adjourn the Administration Committee meeting at 7:44pm. Motion carried on voice vote.

Minutes submitted by Deputy City Clerk Evan Janet.

Winnebago County Sheriff

www.co.winnebago.wi.us

Sheriff

John F. Matz

Chief Deputy

Todd A. Christopherson



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ADMINISTRATION FAX (920) 236-7333

RECORDS FAX (920) 236-7302

August 7, 2026

To All Winnebago County E911 Users:

Enclosed is the **JOINT POWERS AGREEMENT** which is required by State Statute 256.35(9). The Statute requires an annual renewal of the Agreement. Space is provided for signing by your City Mayor and Clerk, Town/Village Chairman and Clerk or other designee.

Please do the following:

1. Sign, date, and return the **Original** to me no later than **November 6th, 2026** in the enclosed self-addressed envelope.

Please remember to put **postage** on your envelope before mailing it back.

Please Do Not fax the document as we need to have the **original** copy.

Please Do Not staple the document.

2. Please make a copy of the agreement for your records.

Your assistance in this matter is greatly appreciated. Thank you.

Sincerely,

A handwritten signature in blue ink that reads "John F. Matz".

Sheriff John F. Matz

JFM/kkd

enc.

JOINT POWERS AGREEMENT WINNEBAGO COUNTY 911 EMERGENCY SYSTEM

WHEREAS, Winnebago County and the municipalities located within the boundaries of Winnebago County have implemented an Emergency 911 System for the purposes of providing emergency services to residents and visitors of these municipalities, including fire fighting, law enforcement, ambulance, medical and other emergency services; and

WHEREAS, Sec. 256.35(9), Wis. Stats. "Joint Powers Agreement", requires that in implementing a 911 system as has been done in Winnebago County, municipalities shall annually enter into a Joint Powers Agreement, which Agreement shall be applicable on a daily basis and which shall provide that if an emergency services vehicle is dispatched in response to a request through the Winnebago County 911 System, such vehicle shall render its services to the persons needing the services, regardless of whether the vehicle is operating outside the vehicle's normal jurisdictional boundaries.

THEREFORE, in consideration of the mutual promises, agreements, and conditions contained herein, it is hereby jointly agreed between Winnebago County and the **City of Menasha**, municipality", as follows:

1. That effective **December 1, 2026**, this Agreement shall, thereafter, be applicable on a daily basis from said date through **November 30, 2027**.
2. That if an emergency services vehicle operated by the municipality, or operated by an agency with which the municipality contracts for that particular emergency service, is dispatched in response to a request through the Winnebago County Emergency 911 System, such vehicle (whether owned and operated by the municipality or by the agency) shall render its services to the persons needing the services, regardless of whether the vehicle is operating outside the vehicle's normal jurisdictional (or as defined by contract) boundaries.
3. That a Winnebago County Communications and Information System Advisory Committee shall be established to develop and recommend policy and procedures in an advisory capacity for emergency services communications and public safety records management issues in Winnebago County. A User's Guide that was developed in 1994 has been updated as necessary, and includes directives and guidelines for the proper use of E911 communication devices (which may include, but not be limited to, radios, computers, mobile data devices and pagers). Violation of User Guide directives could result in disciplinary action being imposed by the employing agency. The committee will be charged to effectively recommend equipment/software purchases and resource allocation with the authority to develop sub-committees as needed to accomplish that task. The committee may develop special ad-hoc, advisory task forces to research

regional communication network(s) with neighboring public safety departments or other County E911 Systems. The Advisory Committee will report to the County Executive and service that position in an advisory nature. Membership on the Advisory Committee shall consist of 9 representatives (appointed by the County Executive) from the following:

4 – Police Agency (separate departments) Representatives (normally the Police Chief or his/her designee).

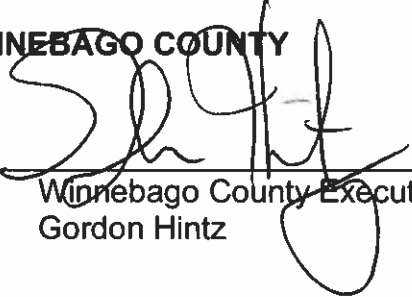
4 – Fire Agency (separate departments) Representatives (normally the Fire Chief or his/her designee).

1 – Emergency Government Representative.

The Advisory Committee shall elect one Chair and Vice-Chair each year commencing in January.

4. That a copy of this Agreement shall be filed with the State Department of Justice, as required by Sec. 256.35 (9)(c), Wis. Stats.

WINNEBAGO COUNTY

By: 
Winnebago County Executive
Gordon Hintz

Date: 8-3-2026

By: 
County Clerk
Julie Barthels

Date: 7.22.2026

CITY OF MENASHA

By: _____
Mayor

Date: _____

By: _____
City Clerk

Date: _____



To: Members of the Common Council

From: Police Chief Matthew Albrecht

Date: September 8th, 2026

RE: Annual TIME System Agreement with the Winnebago County Sheriff's Office

BACKGROUND

The Transaction for Management of Enforcement (TIME) System provides a central system for the collection and dissemination of information or mutual concern to law enforcement agencies. The system is used to send secure messages to other law enforcement agencies, access motor vehicle and driver's license records, provide access to warrant records, and access to property records.

The Menasha Police Department receives access and information from the TIME System through the Winnebago County Sheriff's Office during our normal course of business and even more with our front desk is not staffed.

This agreement solidifies the Menasha Police Department will follow and abide by the necessary policies and security requirements of the TIME System. This agreement is renewed annually.

RECOMMENDATION

We are requesting approval to enter into the annual TIME System agreement with the Winnebago County Sheriff's Office.

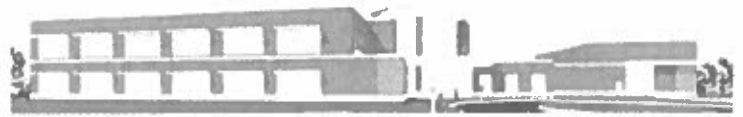
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TIME SYSTEM AGENCY AGREEMENT MENASHA POLICE DEPARTMENT 2027

AN AGREEMENT BETWEEN THE WINNEBAGO COUNTY SHERIFF'S OFFICE AND THE MENASHA POLICE DEPARTMENT, AN AUTHORIZED CRIMINAL JUSTICE/LAW ENFORCEMENT AGENCY RECEIVING TIME SYSTEM ACCESS THROUGH THE WINNEBAGO COUNTY SHERIFF'S OFFICE.

The Wisconsin Department of Justice, Crime Information Bureau (CIB) operates the Transaction Information for the Management of Enforcement (TIME) System. The Winnebago County Sheriff's Office has direct access to the TIME System and has signed an agreement with CIB. The Winnebago County Sheriff's Office agrees to perform TIME System transactions on behalf of the **MENASHA POLICE DEPARTMENT** in accordance with this agreement and TIME System policies.

1. It is agreed that the **MENASHA POLICE DEPARTMENT** will ensure its buildings, systems, devices, connections, access, and users are in compliance with the FBI's Criminal Justice Information Services (CJIS) Security Policy, to include multi-factor authentication. Any violation or possible violation of the policy that threatens the confidentiality, integrity, or availability of criminal justice information is considered a security incident must be immediately reported to the Winnebago County Sheriff's Office and the Wisconsin Department of Justice Crime Information Bureau (CIB).
2. It is agreed that any information received from the Wisconsin TIME System shall be for authorized criminal justice/law enforcement purposes and is not to be disseminated to unauthorized agencies or individuals except as in accordance with public records requests.

A member of the public cannot request information directly from the TIME System. If a member of the public wishes to obtain information from one of the files available via the TIME System, the requester must contact the agency that owns the file (i.e. Department of Transportation for driver's license information, CIB for Wisconsin adult criminal history, etc). Public records rules apply to requests for existing TIME System responses that were obtained in pursuance to the criminal justice/law enforcement agency's official duties and functions and are contained within agency case files.

The TIME System interfaces with data files maintained by various data sources. The ability to redisclose information obtained from the TIME Systems, in response to a public records request for existing records, depends on:

- A. Any restrictions imposed by the data source or applicable law
- B. Your usual public records analysis

An agency may need to redact non-disclosable confidential data prior to release. For additional information on which data sources restrict or limit redisclosure, see the TIME System manual found on WILENET.

3. TIME System information may be released to other authorized criminal justice/law enforcement agencies; i.e. Winnebago County District Attorney, prosecuting attorneys, courts, and other law enforcement agencies. The **MENASHA POLICE DEPARTMENT** will accept any and all responsibility for keeping accurate information in their logs according to NCIC and CIB policies and procedures for secondary dissemination of information.
4. All records entered in the TIME System by the Winnebago County Sheriff's Office on behalf of the **MENASHA POLICE DEPARTMENT** will contain the ORI of the **MENASHA POLICE DEPARTMENT**. It is agreed that the **MENASHA POLICE DEPARTMENT** will continue timely follow-up investigation regarding any and all cases in which wanted or missing persons and property have been entered. It is the responsibility of the **MENASHA POLICE DEPARTMENT** to maintain hard copy documentation of these entries according to CIB and NCIC policies and procedures. Any additional information received by the **MENASHA POLICE DEPARTMENT** will immediately be passed onto the Winnebago County Sheriff's Office to update information entered. This information includes modifications, supplements and cancellations. Entry, Modify, Supplement and Cancellation verifications will be supplied to the **MENASHA POLICE DEPARTMENT** by the Winnebago County Sheriff's Office. The **MENASHA POLICE DEPARTMENT** will be responsible for quality assurance of provided information, and monthly validation of all records entered with the **MENASHA POLICE DEPARTMENT** ORI.

OR

All records entered in the TIME System by the Winnebago County Sheriff's Office on behalf of the **MENASHA POLICE DEPARTMENT** will contain the ORI of the Winnebago County Sheriff's Office. It is agreed that the **MENASHA POLICE DEPARTMENT** will continue timely follow-up investigation regarding any and all cases in which wanted or missing person and property have been entered. It is the responsibility of the Winnebago County Sheriff's Office to maintain hard copy documentation of these entries according to CIB and NCIC policies and procedures. Any additional information received by the **MENASHA POLICE DEPARTMENT** will immediately be passed onto the Winnebago County Sheriff's Office to update documentation and information entered. This information includes modifications, supplements, and cancellations. The Winnebago County Sheriff's Office will be responsible for monthly validation of all records entered with the Winnebago County Sheriff's Office ORI.

5. If the **MENASHA POLICE DEPARTMENT** is not a 24-hour operation, it shall provide a phone number(s) and have a contact person(s) available during off-duty hours to immediately check records and reply if another agency received a NCIC/CIB hit and requests confirmation of wanted/stolen/missing status. (NCIC/CIB policy requires a 10-minute hit response for urgent requests).
6. The **MENASHA POLICE DEPARTMENT** shall maintain accurate logs and proper hard copy documentation to have available for CIB and NCIC audits.
7. The **MENASHA POLICE DEPARTMENT** shall conduct a state of residency and national fingerprint-based record check as well as identity proofing for all personnel who have direct access to Criminal Justice Information (CJI), those who have direct responsibility to configure and maintain computer systems and networks with access to CJI, and support personnel, contractors, and custodial workers with access to physically secure locations or controlled areas (during CJI processing) unless these individuals are escorted by authorized personnel at all times. The record check for agency authorized personnel shall be conducted prior to assignment in accordance with the Criminal Justice Information Services Security Policy.
8. The **MENASHA POLICE DEPARTMENT** shall provide basic security awareness training prior to initial assignment, and annually thereafter, for all personnel who have access to CJI to include all personnel who have unescorted access to a physically secure location. The level of security awareness training for personnel should follow the baseline guidance outlined in the Criminal Justice Information Services Security Policy.
9. Each agency reserves the right to terminate this agreement with or without notice upon determining that the other agency has violated any law, rule, or regulation concerning criminal justice information or violated the terms of this agreement.
10. Termination of this agreement shall not negate the obligation of either party to maintain records previously entered under this agreement to ensure their accuracy and timeliness.
11. The **MENASHA POLICE DEPARTMENT** agrees to the above listed items as a condition to continue access to the TIME Systems through the Winnebago County Sheriff's Office.

This agreement is in effect from **January 1, 2027** to **December 31, 2027** and will be renewed on a yearly basis.

Police Chief of
Menasha Police Department



Sheriff John F. Matz
Winnebago County Sheriff's Office

DATE: _____

DATE: 7-21-28