

A Quorum of the Administration Committee, Board of Public Works, Personnel Committee, Plan Commission, Redevelopment Authority, and other City bodies may attend this meeting, though no official action of these bodies will be taken.



COMMON COUNCIL MEETING AGENDA

Monday, June 2, 2025 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. City of Menasha Comprehensive Plan Update
 - b. Menasha Forward
 - 2. Minutes to Receive:
 - a. Library Board of Trustees, 3/25/25
 - b. Administration Committee, 5/19/25
 - c. Neenah-Menasha Sewerage Commission, 4/22/25
 - d. Landmarks Commission, 5/14/25
 - e. Plan Commission, 5/6/25
 - 3. Communications:
 - a. City of Menasha Comprehensive Plan Update
 - b. Water Street Corridor Landscaping Update
- G. Consent Agenda**
(Prior to voting on the Consent Agenda, items on the Consent Agenda may be removed at the request of any Alderman and place immediately following action on the Consent Agenda. The procedures to follow for the Consent Agenda are: (a) removal of items from Consent Agenda; and (b) motion to approve the items from Consent Agenda.)
 - 1. Common Council Minutes, 5/19/25

2. Administration Committee, 5/19/25, Recommends Approval of:
 - a. Recommend to Award - Post-Crescent Media (*The Post-Crescent*) as the Official City Newspaper of the City of Menasha for the 2025-2026 term

H. Items Removed from the Consent Agenda

I. Action Items

1. Alcohol License Renewal Applications for the 2025-2026 Licensing Term (July 1, 2025 - June 30, 2026)
2. Outdoor Alcoholic Beverage Service Permit Applications for the 2025-2026 Licensing Term (July 1, 2025 - June 30, 2026)
3. Outdoor Street Service Permit Application for the 2025 Licensing Term (June 3, 2025 - November 30, 2025) – Emprize Brew Mill (198-200 Main Street, Menasha)
4. Accounts payable and payroll for the term 5/16/25 - 5/29/25 in the amount of \$1,512,890.74

J. Held Over Business

K. Ordinances and Resolutions

1. R-14-25 - A Resolution to Join the Wisconsin Local Government Climate Coalition (WLGCC) (Introduced by Ald. Rand)

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
June 16, 2025
Common Council Meeting – 6:00 PM
Committee Meetings to Follow

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

City of Menasha

2025 Comprehensive Plan Update

June 2nd, 2025: Presentation to Common Council

June 3rd, 2025: Presentation to Plan Commission



Project Timeline

May 2025 – March 2026

Goals

- Educate and engage the community in a well-informed discussion of the future of Menasha
- Identify relevant goals and objectives to guide future development
- Prepare 5-year action items to guide implementation

REQUIRED ELEMENTS OF A COMPREHENSIVE PLAN

ISSUES AND
OPPORTUNITIES



HOUSING



TRANSPORTATION



UTILITIES AND
COMMUNITY
FACILITIES



AGRICULTURAL,
NATURAL, AND
CULTURAL
RESOURCES



ECONOMIC
DEVELOPMENT



INTERGOVERNMENTAL
COOPERATION



LAND USE



IMPLEMENTATION



Task 1:

Project Coordination

Project Coordination

- Create public participation plan
- Internal review
- Initial meeting
- Monthly progress meetings and reports
- Re-occurring updates to Plan Commission and Common Council

Task 2:

Inventory & Analysis

Inventory & Analysis

- Review various city ordinances and plans
- Compile background data & key accomplishments
- Analyze key trends impacting City
- Creation of updated base map

Task 3:

Engage Community

Engage Community

- Hold two public visioning workshops
- Create/Publish online survey
- Hold one hands-on student visioning workshop
- Interview key officials and advisory commissions
- Perform two SWOT analyses
- Conduct three focus groups
- Provide quarterly report to Common Council
- Hold two public open houses for input on updates
- Create and regularly update project website

Task 4:

Identify Goals and Objectives

Identify Goals & Objectives

- Summarize findings on existing conditions and future needs
- Create draft of goals and objectives based on prior tasks
- Refine goals and objectives with Plan Commission

Task 5:

Prepare Draft Comprehensive Plan

Prepare Draft Comprehensive Plan

- Issues and Opportunities
- Housing
- Transportation
- Utilities and Community Facilities
- Agricultural, Natural, and Cultural resources
- Economic Development
- Intergovernmental Cooperation
- Land Use
- Implementation

Task 6:

Adopt Comprehensive Plan

Adopt Comprehensive Plan

- Present draft Comprehensive Plan at public meetings
 - Two meetings
- Plan Commission recommendation to Common Council
 - February 3, 2026
- Distribute draft Comprehensive Plan per §66.1001(4)(b)
 - Adjacent communities (Fox Crossing, Harrison, Appleton, Neenah)
 - East Central Wisconsin Regional Planning Commission
 - Winnebago & Calumet Counties
 - Menasha Joint School District
- Final Approval of Comprehensive Plan
 - March 16, 2026



Menasha Forward*

A Public-Private Partnership

* Official name to be determined



Menasha
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Benefits of a Public-Private Partnership

Access to Private Capital

Government can leverage private funding without bearing the full cost upfront

Efficiency and Innovation

Private businesses often bring expertise, innovation, and operational efficiency

Economic Development

Can stimulate local economies by creating jobs and attracting investment

Risk Sharing

Risks are shared between public and private partners

Stronger Relationships

Builds trust, mutual respect and enhances communication

Importance of Downtowns



Downtown is a symbol of community economic health, the partnership between the private and public sector, local quality of life, local pride and community history.



Downtowns represent independent businesses which support local families, support local community projects and keeps the profits in the community.



Downtown areas often provide spaces for community gatherings and events which foster a sense of local pride and shared identity.



While small in geographic area, downtowns are immensely valuable, diverse, and resilient on multiple levels.

Visit DOWNTOWN MENASHA

Eat/Drink Establishments

- 2 TAYCO TAP Special bloody marys and great bites
- 3 BIRRIERIA JALISCO Mexican cuisine
- 6 JITTERS BARS Local bar with daily specials
- 11 PARKER JOHNS American BBQ & Pizza
- 12 BLOSSOM & BREW CO. Cafe, flowers & gifts
- 14 MIHM'S American eats & classic melts
- 23 WEATHER VANE Breakfast & lunch
- 24 RUSTED ROOST Restaurant & roof top
- 25 EMPRIZE BREW MILL Brewery & American foods
- 26 SWEET LAIR Bakery, coffee, & board games
- 28 BARE BONES/TIGHT BARREL DISTILLERY
- 31 CLUB TAVERN Famous fish fry with specialty beers
- 34 JIMMY JOHN'S Counter serve club & subs

Salon Services

- 16 STUDIO R BEAUTY LOUNGE Beauty salon
- 19 ADORN STUDIOS Cosmetic & fineline tattoo studio
- 19 INFINITE TECHNIQUES Eyelash salon
- 20 LASH ROOM Luxury lash extensions
- 20 TAYLOR'D BROWS Permanent makeup
- 28 NECTAR HAIR LOUNGE Eco-conscious hair salon
- 33 BEAUTIFUL BRAIDS STUDIO Hair salon
- 48 BREVITY BRIDAL BY STUDIO R Bridal services

Parking Lots/Structures

- 13 THE BRIN PARKING LOT
- 15 MENASHA MARINA PARKING LOT
- 36 ONE MENASHA PARKING LOT/RAMP
- 41 RIVERSIDE PLAZA PARKING LOTS

Business Services

- 1 BITS & BYTES Residential & computer needs
- 4 BARRIER SECURITY SYSTEMS For homes & business
- 7 THE PRINT HOUSE Screen printing
- 8 CITY HALL/ MENASHA SCHOOL DISTRICT
- 9 SENIOR CENTER Fun and learning
- 18 MCCLONE INSURANCE Insurance, benefits & HR
- 20 GRACEFUL MASSAGE/Wellness Massage therapist
- 20 SNAPSHOT Self-portrait photo studio
- 22 FAITH TECHNOLOGIES Electrical services
- 22 COMMUNITY FIRST CREDIT UNION Community oriented
- 32 UNCLE SAM TAX SERVICES Seasonal tax services
- 35 U.S. POSTAL SERVICE Mail services
- 38 GUNDERSONS Full service dry cleaning & laundry
- 39 PRINTED PRODUCTIONS Screen printing
- 40 RANDALL'S AUTO HAUS Auto Repair Shop
- 46 THE EMBER Photography studio
- 47 DREAMS VENUE & EVENTS Event space
- 50 THE BLACK MOON Piercing and tattoo

Leisure

- 10 MENASHA MARINA
- 17 CURTIS REED SQUARE
- 44 TAYCO STREET BRIDGE MUSEUM
- 45 TAYCO STREET PLAZA
- 49 MILL STREET TERMINUS

Retail

- 20 MILLBROOK ON MAIN Consignment clothing
- 21 WELD + ARROW Permanent jewelry
- 27 CATCH FIRE CREATIONS Art studio & gifts
- 30 CLUB LIQUOR Beer, wine & spirits
- 37 BLIND LADY CUSTOM BLINDS Window treatments
- 37 MYSTICAL EARTH GALLERY Rock shop
- 49 206 CLUB Social Club

Available

- 5 SHOPS@HARBOR LOFTS **
- 12 SHOPS@THE BRIN **



Work Plan

- Initial Planning
 - Identify needs and opportunities
 - Identify common challenges
- Research similar organizations
 - Invite similar organizations to monthly BLOOM meetings
- Draft Executive Summary, Mission Statement and Goals
- Build interest and buy-in
 - City support
 - Downtown businesses and property owners
 - Larger companies within the city
- Form the non-profit

Next Steps

- 1 Gather pledges of support from businesses
- 2 Gain City support for multi-year commitment
- 3 Garner financial support from businesses and individuals





ELISHA D. SMITH PUBLIC LIBRARY BOARD OF TRUSTEES
MEETING MINUTES
Elisha D. Smith Public Library
Company E Room
March 25, 2025

Called to order at 4:01pm by Chair Halverson

Present: Chair Halverson, Vice Chair Witt, Secretary Stojanovic, Trustee Golz, Trustee Lane, Trustee Englebert, and teen representative Lance

Absent: Trustee Franzoi, Trustee Turner, Superintendent of Schools Zimmerman

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

Public Comment/Communication

None

Consent Business

A motion was made by Lane, seconded by Golz to approve the Library Board of Trustees meeting minutes from February 25, 2025. Motion carried unanimously.

Authorization of Bills

A motion was made by Englebert, seconded by Witt to authorize payment of the March 2025 bills from the 2025 budget and endowment account. Motion carried unanimously.

Updates

Renovation Process Update

- Discussion ensued on pledge follow-up and donor acknowledgement.
- Miron received their final payment, only furniture is left outstanding

Friends Update

- The Friends met on Wednesday, March 19. The next meeting is June 3.
- The bridge loan between the Friends of the Elisha D. Smith Public Library and Community First is now completed.
- The Friends now has a full board and a social media coordinator.

New Business

Director's Report

- Director Kopetsky reported that the library is running fairly normal operations. Discussion ensued.
- The front entrance is short one door counter, a replacement and installation is being taken care of by one of the subcontractors. The secondary method of counting library attendance appears to be undercounting.
- The SMITHworks badging system is in the final stages of preparation, it will kick off the beginning of April.
- The library has programming ready for Spring Break week.
- Kopetsky explained how the executive order regarding the Institute of Museums and Library Services could affect library services. Discussion ensued.

February Statistics

- The library was closed for 25% of the month.
- Library of Things now has its own category due to more specific location and item-type changes.
- Programming is now back in force.

- Digital audio circulation is up.

2025 Budget Status

- Our building maintenance line is significantly expended for this time of year due to some preventative maintenance costs. There could be an opportunity for applying carryover funds to this line. Kopetsky will keep an eye on this.

Staff Reports

- Moore-Nokes shared that collection ordered has restarted in earnest. Programming staff has been assisting in the processing and shelving of nonfiction and biographies. The local history area is starting to take shape as shelves are now up and setup can begin. Programming and SMITHworks staff have been working very hard on the badging process and programming is planned out into early summer.
- Raschke reported that there is still some background setup to do, as well as finishing bringing up and shelving nonfiction. Biographies are beginning to be processed and reshelfed. Another project is processing and packaging the museum and experiences passes. The Library of Things is becoming a more cohesive collection, which helps with consistency.
- Teen representative Lance shared what has been going on in the Teen space, including a the restarting of the popular Comic Book Club program and diamond art painting. Lance also reported that teen volunteers moved collection shelves down for a better patron browsing experience.

Other Business

- Discussion ensued on library policies and the library's endowment.
- Discussion ensued on library committees and assignments.

The next regular meeting will be Tuesday, April 22, 2025 at 4:00pm.

Adjournment

Meeting adjourned at 5:06pm.

Respectfully submitted,
Eva Kozerski



ADMINISTRATION COMMITTEE MINUTES

Monday, May 19, 2025 at 6:30 PM

First Floor Conference Rooms
100 Main Street, Menasha, WI

A. CALL TO ORDER

Meeting called to order by Ald. Eisenach at 6:33pm.

B. ROLL CALL

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

Absent: Ald. Perkins

Also Present: DPW Merten, FM Pearson, PC Thorn, LD Kopetsky, CA Struve,
Mayor Hammond, Clerk Snyder

C. MINUTES TO APPROVE

1. Administration Committee, 4/15/25

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

D. DISCUSSION / ACTION ITEMS

1. Recommend to Award - Post-Crescent Media (*The Post-Crescent*) as the
Official City Newspaper of the City of Menasha for the 2025-2026 term

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

Motion carried 7-0 on roll call.

Discussion considered bid submission quantity.

E. ADJOURNMENT

Motion by District 6 Alderperson Marshall seconded by District 8 Alderperson
Ropella to adjourn the Common Council meeting at 6:36pm. Motion carried on
voice vote.

Minutes submitted by City Clerk Kaija Snyder.

NEENAH-MENASHA SEWERAGE COMMISSION

Regular Meeting

Tuesday April 22, 2025

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

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

Also Present: Pat Bougie (MCO), Amber Drewieske (CLA), Rob Franck (MCO), Chad Olsen (McMahon),

Public Forum

No one was in attendance for the Public Forum.

Minutes

Meeting minutes. Motion made/seconded by Commissioners Zielinski/Coburn to approve the minutes from the March 24, 2025, Regular Meeting. Motion carried unanimously.

Correspondence

The following correspondence was discussed:

- A. April 17, 2025, email from Troy Huebner, Sonoco/U.S. Paper Mills to Paul Much, Plant Manager
RE: Sonoco Menasha – WWTP System April 2025 Update

2024 Financial Audit Report

Amber Drewieske (Clifton Larson Allen LLP) presented and discussed the draft of the 2024 financial audit. The independent auditors' report provides a clean unmodified opinion; she also discussed internal controls, operating results, and referred to additional information found in the notes and financial statements. Amber then referenced the Management Communications document which provides communications to the Commission and summary financial results for 2024. After discussion, motion made/seconded by Commissioners Coburn/Gordon to accept and place on file the 2024 Financial Audit Report. Motion carried unanimously.

Old Business

There was no old business to be discussed.

New Business

Operations, Engineering, Planning

Horseshoe Beverage Company's Letter of Request to Increase Effluent Flow Limits

Motion made/seconded by Commissioners Coburn/Weyenberg to discuss Horseshoe Beverage Company's request letter. Manager Much shared that Horseshoe has a new beverage coming out which will increase their production, prompting the letter requesting to increase the daily maximum, and monthly average, effluent flow limits. Horseshoe is confident they will be able to consistently meet the requested limits due to future upgrades to their pretreatment infrastructure. After discussion, motion made/seconded by Commissioners Coburn/Weyenberg to approve Horseshoe Beverage Company's request, contingent upon the City of Neenah's approval of the new flow limits. Motion carried unanimously.

McMahon Associates Report

Phosphorus Removal & UV Disinfection Equipment. Engineer Chad Olsen reported that he and several NMSC staff visited New Glarus, WI and Rockford, IL last week to tour facilities feeding polymer with cloth filters from Aerobics. Discussion followed; no action was taken.

McMahon Invoices

Motion made/seconded by Commissioners Coburn/Weyenberg to approve payment of invoice #938574, Facilities Plan Amendment in the amount of \$2,695.00. Motion carried unanimously.

Operating Report

Manager Much reported that the high flow season has begun. The plant is currently running a higher-than-normal mix liquor due to tanks being taken off line for annual maintenance. Tank takedown and disinfection will occur May through October. Industries are beginning to sample and submit data for the NMSC required PFAS sampling. As samples come in, they will be included in the meeting packets so the commission can stay on top of the numbers.

Galloway Notice of Violation

Manager Much shared the letter that was sent to Galloway Company for exceeding their limits. Their sampler has not been catching samples due to the low flow to the Henry St. Outfall. Manager Much said he will keep the Commissioners affected by the exceedance informed as they move forward.

Equipment and Grounds Report

Rob Franck reported on Equipment and Grounds items and provided additional details on: High flows on 3/29, 3/30, and 4/2/25, resulted in extended overnight operations for flows peaking. Gravity Belt Thickener (GBT) polymer system rehab; Equipment has arrived, but there are some minor modifications that need to be completed. Schedules are being coordinated with Lee's Contracting and the equipment supplier, so it should be completed in six weeks. SE digester inspection has been scheduled with FSO to begin after July 4th. The electrical feeder, hot water loop, and natural gas line assessment work will all be completed at the same time due to them all being located between the plant drain and digester buildings. The process for upcoming replacement projects was discussed.

Rob shared his update on the replacement of the aeration diffusers; Operationally, it will be possible to get three basins completed this year. The total estimated cost would be \$19,800 to complete 3 basins, plus possible vac truck and disposal costs. After discussion, motion made/seconded by Commissioners Youngquist/Coburn to approve replacing the diffusers and the costs associated with cleaning, not to exceed \$26,000. Motion carried unanimously.

Budget, Finance Matters

Accounting Report for March 2025

Financial Statements. Accounting Clerk Starr reported a net operating income for the month of March. MCO generated income was roughly \$7,200 for the month. She also let Commissioners know that the year-end 2024 adjustment for operations will be included on May 2025 billing statements.

SentinelOne Cyber Security

Accounting Clerk Starr shared with Commissioners that NMSC's IT company is phasing out the current antivirus software (Trellix/McAfee) due to its lack of mitigation features. There are two different offerings for the new SentinelOne software: the Client service (\$4.25/month/PC), or the Security Operations Center (SOC) service (\$7.50/month/PC). The Client service is the basic anti-virus software and mitigation, while the SOC is a team of cybersecurity experts that monitor and protect the organization's digital infrastructure.

President Mach explained the importance of cybersecurity in today's world because hackers have been targeting water and wastewater facilities due to the ease of security access. After discussion, motion made/seconded by Commissioners Weyenberg/Coburn to approve switching to the SentinelOne Security Operations Center (SOC) software. Motion carried unanimously.

Contract Renewal for the Wastewater Service Agreement between Sonoco/U.S. Paper Mills and the NMSC.

Manager Much reported there is no new update at this time.

MCO Invoices.

#31640	May 2025 Contract Operations	\$151,757.34
#31666	Use of MCO Vehicles – March 2025	\$ 436.87

Motion made/seconded by Commissioners Coburn/Zielinski to approve MCO invoice #31640, and #31666, with payment to be made after May 1, 2025. Motion carried unanimously.

Vouchers.

Operating and Payroll Vouchers #140976 through #141020 in the amount of \$299,742.62 for the month of March 2025. Motion made/seconded by Commissioners Coburn/Weyenberg to approve operating and payroll vouchers. Motion carried unanimously.

Adjournment

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

President

Secretary

CITY OF MENASHA
Landmarks Commission
Menasha City Center
100 Main Street, Menasha
First Floor Conference Room
May 14, 2025
DRAFT MINUTES

A. CALL TO ORDER

The meeting was called to order by Chair Davis at 5:31 pm.

B. ROLL CALL/EXCUSED ABSENCES

LANDMARKS MEMBERS PRESENT: Chair George Davis, Alderperson Tim Hale and Commissioners Carol Sturm, Dani Rand and Anastasia Horan.

LANDMARKS MEMBERS EXCUSED: NONE

OTHERS PRESENT: CDD Dane

C. PUBLIC COMMENT ON ANY ITEM OF CONCERN ON THIS AGENDAS OR ANY ITEM RELATE4ED TO THE LANDMARKS RESPONSIBILITIES OF THE LANDMARKS COMMISSION

No public hearing.

D. MINUTES TO APPROVE

1. NONE

E. PUBLIC COMMENT ON ANY ITEM OF CONCERN ON THIS AGENDA OR ANY ITEM RELATED TO THE LANDMARKS RESPONSIBILITIES OF THE LANDMARKS COMMISSION

Five (5) minute time limit for each person

No public comment.

F. ACTION / DISCUSSION ITEMS

1. **Election of Chairman**

Hale nominated Davis; Rand seconded; passed unanimously

2. **Election of Vice Chairman**

Sturm nominated Horan; Hale seconded; passed unanimously

3. **Discussion Regarding Parliamentary Procedure**

General discussion-no action

4. **Water Street Historic Interpretive Signage**

General discussion-no action.

5. **Proposed Amendment to Historic District Map**

General discussion-no action.

G. PUBLIC COMMENT

1. NONE

H. COMMUNICATIONS

1. **Set Next Meeting**

The next meeting was set for May 14th, 2025 at the Menasha City Center, Room 132 at 5:30 pm.

I. ADJOURNMENT. Hale motioned to adjourn, Rand seconded; passed unanimously

**CITY OF MENASHA
Plan Commission
Menasha City Center
100 Main Street, Menasha
First Floor Conference Rooms
May 6, 2025
DRAFT MINUTES**

A. CALL TO ORDER

The meeting was called to order at 3:31 PM by Mayor Hammond.

B. ROLL CALL/EXCUSED ABSENCES

PLAN COMMISSION MEMBERS PRESENT: Mayor Austin Hammond, DPW James Merten, Alternate Alderman Chris Rand, Commissioners Rachel Roth, Kevin Benner, and Richard Sturm.

PLAN COMMISSION MEMBERS EXCUSED: Alderman Rosita Eisenach, and Commissioner Jacob Anderson.

OTHERS PRESENT: CDD Dane, AP Heim, PP Larsen, Fritz Piette (Fred J Piette Co, Inc.), Trevor Piette (Fred J Piette Co, Inc.).

C. PUBLIC HEARING

1. Rezoning – N8910 Oneida Street (Parcel No. 7-00725-56 and Parcel No. 7-00725-57) from R-1 Two-Family Residence District to C-1 General Commercial District

Mayor Hammond opened the public hearing at 3:32 PM. No one from the public spoke.

The hearing was closed.

D. MINUTES TO APPROVE

1. Minutes of the April 22, 2025 Plan Commission Meeting

A motion was made by Comm. Roth, seconded by Comm. Sturm, to approve the April 22, 2025 Plan Commission meeting minutes. The motion carried.

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

Fritz Piette informed members of the plan commission on the reasoning why the site plan amendment for 1148 Province Terrace was submitted and presented materials showing how the siding materials they are proposing in their amendment would not be similar to corrugated metal siding and would conform to the City of Menasha Codes.

F. DISCUSSION / ACTION ITEMS

1. Election of Vice-Chairman

Mayor Hammond opened the floor to nominations for Vice-Chairman.

Comm. Sturm nominated DPW James Merten, Comm. Benner seconded the nomination.

The ballot passes unanimously.

2. Rezoning - N8910 Oneida Street (Parcel No. 7-00725-56 and Parcel No. 7-00725-57) from R-1 Two-Family Residence District to C-1 General Commercial District

PP Larsen explained that while he was researching the legal descriptions of parcel No. 7-00725-56 and parcel No. 7-00725-57, he reviewed the annexation of parcel 7-00725-57 that occurred in 2012 and realized that the temporary zoning designation was set as C-1 General Commercial. This differs from the current zoning designation which is R-1 Single Family Residential.

PP Larsen explained that a C-1 General Commercial zoning designation for these parcels would conform to the current and future uses of the property and would also conform to the future land use

map in the City of Menasha Comprehensive Plan and mentioned that staff would be in support of this rezoning.

General discussion ensued

A motion was presented by Comm. Benner to approve the rezoning of N8910 Oneida Street (Parcel No. 7-00725-56 and Parcel No. 7-00725-57) from R-1 Single-Family Residence District to C-1 General Commercial District, the motion was seconded by Comm. Roth. The motion carried.

2. Site Plan Amendment – Province Terrace Holding, LLC – 1148 Province Terrace (Parcel No. 7-00001-12)

PP Larsen reminded Plan Commission member of the discussion that was held at the previous Plan Commission meeting on the proposed amendments to Sec. 13-1-12 pertaining to exterior façade materials, pertaining to specific materials and the vague description about metal siding in our current code and that after the meeting staff discussed this internally and came to the conclusion that the materials being presented for this site plan amendment would not be considered similar metal siding to corrugated metal.

General discussion ensued.

A motion was presented by DPW Merten to approve the site plan amendment for 1148 Province Terrace (Parcel #7-00001-12) with the following condition

- 1) The 40-year transferable manufacturer's warranty for the proposed metal siding is purchased and documentation confirming the warranty purchase is submitted to the Community Development Department prior to installation.

The motion was seconded by Comm. Sturm. The motion carried on roll call 6-0.

3. 2025 Comprehensive Plan Update

PP Larsen informed members of the Plan Commission that staff will be working on updating the City of Menasha Comprehensive Plan throughout the remainder of 2025 and the final amendments to the Comprehensive Plan are estimated to be complete by March 2026.

PP Larsen provided a summary of the key phases of how staff would execute and complete updates to the Comprehensive Plan. Phases consist of project coordination, inventory and analysis, community engagement, goals and objectives development, drafting the plan, and finalization and adoption.

PP Larsen also provided a timeline on when various milestones are expected to occur.

4. Discussion Regarding Parliamentary Procedure

Mayor Hammond opened the floor to anyone that had questions about the materials that were presented about the parliamentary procedures.

CDD Dane advised members of the Plan Commission that the materials provided in the packet were intended to serve as a refresher and should be reviewed and retained for future reference.

G. COMMUNICATION

1. Set Next Meeting Date

The next meeting was set for June 3, 2025.

H. ADJOURNMENT

Motion by Comm. Benner, seconded by Comm. Roth to adjourn at 4:54 PM. The motion carried.

Minutes submitted by PP Larsen.

MEMORANDUM

DATE June 2nd, 2025
TO Common Council
FROM Matt Larsen, Principal Planner

Purpose

The City of Menasha is initiating an update to its Comprehensive Plan, adopted in 2008, with partial updates in 2021 (Transportation and Land Use). Wisconsin state law requires Comprehensive Plan updates at least once every 10 years. This process presents an opportunity to re-evaluate the City's long-term vision, refine goals, and update strategies and ordinances with future growth and development.

Project Oversight

- Lead Agency: City of Menasha Community Development Department
- Project Manager: Matt Larsen, Principal Planner
- Support Staff: Andrew Dane, Community Development Director, Kristi Heim, Associate Planner

Project Phases and Key Tasks

Task 1: Project Coordination

- Adopt Public Participation Plan
- Conduct internal department reviews
- Host kickoff meetings with Plan Commission
- Provide monthly progress updates and staff meetings
- Maintain communication with Plan Commission and City Council

Deliverables: Refined work plan, monthly memos, final public participation plan, presentations

Task 2: Inventory + Analysis

- Review related plans, ordinances, and initiatives
- Compile demographic, economic, housing, and community facility data
- Prepare technical memorandums and GIS base maps

Deliverables: Data & Trends Analysis Report, base maps (hardcopy and digital), background memo

Task 3: Community Engagement

- Participate in public events (e.g., Brews on Bago, Courtyard Market)

- Conduct surveys, interviews, SWOT sessions, and focus groups
- Host two public open houses and maintain a project website/social media

Deliverables: Key Issues Summary, meeting materials, e-newsletters, web content

Task 4: Goals + Objectives

- Develop and refine goals based on information obtained from community input
- Present goals by Plan Chapter at Plan Commission meetings

Deliverables: Chapter-specific goals and updated review schedules

Task 5: Draft Comprehensive Plan

- Develop updated Plan chapters: Housing, Economic Development, Land Use, etc.
- Integrate data, maps, and graphics into readable and concise plan documents
- Prepare an implementation strategy and timeline

Deliverables: Draft Plan chapters, mapping, quarterly progress updates

Task 6: Finalization and Adoption

- Prepare final drafts for review and public hearing
- Distribute draft to regional stakeholders and adjacent municipalities
- Coordinate public hearings and adopt plan via City Council ordinance

Deliverables:

- Final Plan Creation
 - Public notifications and legal compliance per Wis. Stat. §66.1001
 - Distribution to regional entities and public library
-

Key Milestones

- June 3rd, 2025: Public Participation Plan Adoption
- June–August 2025: Community Engagement Activities
- Dec. 15, 2025 - Jan. 5, 2026: Public Open Houses
- Feb. 3, 2026: Plan Commission Review
- Mar. 16, 2026: Final Adoption by Common Council

For a more detailed schedule of key milestones, please refer to the City of Menasha Comprehensive Plan Work Plan and Gantt Chart.

Conclusion

The Comprehensive Plan update will reflect the City of Menasha's current conditions, emerging trends, and future vision. It will serve as the foundational guide for policy, zoning, and development decisions over the next decade. The process emphasizes transparency, data-informed planning, and broad community involvement to ensure that the final product aligns with the City's needs and values.

MEMORANDUM

DATE June 2nd 2025
TO Common Council
FROM Andrew Dane, Community Development Director
RE Water Street Landscaping Update

The purpose of this memo is to provide a brief update on landscape plans for Water Street.

Railing

- Complete

Perennial flower beds

- Plants ordered, installation this summer

Street trees

- Arbor Day event completed
- Trees planted

Benches

- Benches ordered, installation this summer

Picnic tables

- Ordered, installation upon arrival

Decorative lighting

- Boring complete
- Lights ordered, installation this summer

Bike racks

- Ordered, installation this summer

Waste/recycling receptacles

- Ordered

Limestone seat walls

- Ordered, installation this summer

Wayfinding signage

- Under development

Orientation mapping

- Under development

Interpretive canal signage

- Under development



COMMON COUNCIL MINUTES
Monday, May 19, 2025 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, Lewis, Marshall, Grade, Ropella

Absent: Ald. Perkins

Also Present: DPW Merten, CDD Dane, FM Pearson, PC Thorn, LD Kopetsky, CA Struve, Mayor Hammond, Clerk Snyder

D. PUBLIC HEARING

1. Proposed Rezoning of Property Located at 306 Elm Street (Parcel No. 3-00146-00) from R-2 Two-Family Residence District to R-1 Single Family Residence District

Mayor Hammond opened the public hearing at 6:02pm and invited members of the public to speak.

Mayor Hammond closed the public hearing at 6:02pm after no members of the public elected to speak.

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

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

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

1. Presentations:
2. Minutes to Receive:
 - a. Water and Light Commission, 4/23/25
 - b. Board of Public Works, 5/5/25
 - c. Board of Health, 4/2/25
 - d. Committee on Aging, 3/14/25
 - e. Landmarks Commission, 3/12/25
 - f. Redevelopment Authority, 5/6/25

- g. Plan Commission, 5/6/25
- 3. Communications:
 - a. Certificate of Recycling (Spring 2025 Electronic Recycling Event)
 - b. Memorial Day Parade
 - c. 1Q 2025 Community Development Department Report
 - d. Jefferson Park Ribbon Cutting
 - e. Brews on 'Bago 2025 Dates
 - f. Menasha Health Department Level III Recertification

G. CONSENT AGENDA

- 1. Common Council Minutes, 5/5/25
Motion by District 7 Alderperson Grade seconded by District 6 Alderperson Marshall to approve. Motion carried on voice vote.
- 2. Board of Public Works, 5/5/25, Recommends Approval of:
 - a. Payment - Cardinal Construction; Contract Unit 2024-10; Jefferson Park Shelter Construction; \$147,102.00 (Payment No. 4)
Motion by District 8 Alderperson Ropella, seconded by District 7 Alderperson Grade to approve.

Motion carried 7-0 on roll call.
 - b. Payment - Donald Hietpas & Sons; Contract Unit No. M0002-9-20-00334; Sewer and Water Main Reconstruction (Wilson Street and Harding Street); \$219,247.18 (Payment No. 1)
Motion by District 8 Alderperson Ropella, seconded by District 5 Alderperson Lewis to approve.

Motion carried 7-0 on roll call.
 - c. Payment - Northeast Asphalt, Inc.; Contract Unit No. 2024-03; Jefferson Park Improvements; \$158, 625.00 (Payment No. 7)
Motion by District 8 Alderperson Ropella, seconded by District 7 Alderperson Grade to approve.

Motion carried 7-0 on roll call.

Discussion considered completion of asphalt installation; this will be finalized by the end of June.
 - d. Recommend to Award - Sommers Construction Co., Inc.; Contract Unit No. 2025-02; Street Construction & Rehabilitation for Olde Pully Lane, Wilson Street, Harding Street, Canvasback Drive, Cygnet Court; \$478,615.95

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

Motion carried 7-0 on roll call.

- e. Recommend to Award - Fahrner Asphalt Sealers, LLC.; Contract Unit No. 2025-04; Crack Sealing on Various Streets; \$31,734.00

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

Motion carried 7-0 on roll call.

H. ITEMS REMOVED FROM THE CONSENT AGENDA

I. ACTION ITEMS

- 1. Accounts payable and payroll for the term 05/02/25 - 05/15/25 in the amount of \$1,003,389.71

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

Motion carried 7-0 on roll call.

J. HELD OVER BUSINESS

K. ORDINANCES AND RESOLUTIONS

- 1. O-4-25 – An Ordinance Amending Title 13, by Making Certain Changes in the District of 306 Elm Street (Parcel No. 3-00146-00); R-2 Two-Family Residence District to R-1 Single Family Residence District (Introduced by Ald. Eisenach)

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

Motion carried 7-0 on roll call.

L. APPOINTMENTS

- 1. Mayor's reappointment of Sue Jungen to the Board of Appeals for the term of 5/20/25 - 1/31/28

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

- 2. Mayor's appointment of Denis Matuszak to the Neenah-Menasha Fire Rescue Joint Fire Commission for the term of 5/20/25-5/01/28

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

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 5 Alderperson Lewis to adjourn the Common Council meeting at 6:13pm. Motion carried on voice vote.

Minutes submitted by City Clerk Kaija Snyder.

MEMORANDUM

DATE May 14, 2025
TO Administration Committee
FROM Kaija Snyder, City Clerk
RE Recommend to Award – Post-Crescent Media (*The Post-Crescent*) as the Official City Newspaper of the City of Menasha for the 2025-2026 term

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

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

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

Recommendation: Award contract for the City of Menasha's official city newspaper to Post-Crescent Media (*The Post-Crescent*) for the 2025-2026 term.

ORDER DETAILS

PREVIEW FOR AD NUMBER LWIX02605780

Order Number:
LWIX0260578
External Order #:
11138404
Order Status:
Approved
Classification:
Govt Bids & Proposals
Package:
General Package
Total payment:
29.83
Payment Type:
Account Billed
User ID:
L0027956
External User ID:
1012833

ACCOUNT INFORMATION

City Of Menasha
100 Main ST # 200 ATTN: FINANCE
Menasha, WI 54952-3287
920-967-3608
ksnyder@menashawi.gov
Contract ID:

TRANSACTION REPORT

Date
March 17, 2025 11:52:59 AM EDT
Amount:
29.83

ADDITIONAL OPTIONS

1 Affidavit

SCHEDULE FOR AD NUMBER LWIX02605780

April 8, 2025
Appleton Post Crescent

INVITATION TO BID OFFICIAL CITY NEWSPAPER CITY OF MENASHA

Sealed bids for the City of Menasha's Official City Newspaper shall be received at the Office of the City Clerk, 100 Main Street, Suite 200, Menasha, WI 54952, from the date of this publication until May 13, 2025 at 12:00pm CST, at which point they will be examined. The selected bidder shall publish Common Council proceedings and the City of Menasha's legal notices and advertising.

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

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

Dated in Menasha, Wisconsin this 8th day of April, 2025
Kaija Snyder, City Clerk

Publish: April 8, 2025
WNAXLP
April 8 2025
LWIX0260578

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[Contact Us](#)

i-Publish® AdPortal: v2.6
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April 7, 2025

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

Dear City Clerk,

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

Classified 6 Column Per Line charge –
Arial 6-point Font:

Number of Columns	Column Width (Picas)	First Insertion	Subsequent Insertion(s)
1	9.18	\$.93	\$.7357
2	19.36	\$1.9644	\$1.5571
3	29.54	\$2.9975	\$2.3677
4	39.73	\$4.0305	\$3.1837
5	49.91	\$5.0635	\$3.9997
6	60.09	\$6.0966	\$4.8157

Newspapers to be circulated in this geographic area: 9,349

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

Thank you for the opportunity to serve your community.

Sincerely,
Tara Hamm
Director- Public Notices

MEMORANDUM

DATE May 27, 2025
TO Common Council
FROM Kaija Snyder, City Clerk
RE Alcohol License Renewal Applications for the 2025-2026 Licensing Term (July 1, 2025 – June 30, 2026)

The below listed businesses have submitted complete alcohol license applications for the upcoming licensing term of July 1, 2025 – June 30, 2026. License classes sought are additionally indicated below.

These applicants have successfully achieved all filing requirements prescribed by Title 7 of the Menasha Municipal Code and the Department of Revenue. The Menasha Police Department has approved background checks for agents and organization officials, the Community Development Department has confirmed code and zoning compliance, and the Finance Department has verified fulfillment of financial obligations to the City of Menasha. Premises to be licensed have passed inspections by the Health Department, Fire Department, and Building Inspection Offices. Application pendency has been noticed in the official City newspaper three consecutive times on May 28, 29, and 30, 2025.

This recommendation includes 23 businesses seeking alcohol licensing. Remaining applications will be brought before the Common Council on June 16, 2025, pending inspection approvals.

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

- ❖ Circle K #276552 (1492 Appleton Road, Menasha); Jesse Chartier, Agent
- ❖ Club Liquor (234 Main Street, Menasha); Jonathan Horan, Agent
- ❖ Family Dollar Store #21518 (714 Appleton Road, Menasha); Joshua Nigbor, Agent
- ❖ Festival Foods (1355 Oneida Street, Menasha); Christopher Juneau, Agent
- ❖ Kwik Trip #1099 (901 Racine Road, Menasha); Holly Schroeder, Agent
- ❖ Kwik Trip #297 (1499 Appleton Road, Menasha); James Schumacher, Agent
- ❖ Kwik Trip \$743 (1870 USH 10-114, Menasha); Lori Duj, Agent
- ❖ Menasha Marathon (209 Racine Street, Menasha); Buddi Subedi, Agent
- ❖ Menasha Motomart (700 Third Street, Menasha); Dominique Blau, Agent
- ❖ Piggly Wiggly #38 (1151 Midway Road, Menasha); Sara Hopkins, Agent

- ❖ Quik Mart Menasha (1515 Appleton Road, Menasha) Satnam Gill, Agent

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

- ❖ El Jaripeo Menasha (890 Lake Park Road, Menasha); Antonio Sandoval, Agent
- ❖ Emprize Brew Mill (163-198-200 Main Street, Menasha); Anna Zoltowski, Agent
- ❖ Parker John’s BBQ & Pizza (124 Main Street, Menasha); Aaron Sloma, Agent
- ❖ Plank Road Pub (800 Plank Road, Menasha); Kimberly Halbach, Agent
- ❖ Redliner Bar (977 Plank Road, Menasha); Ken Zastrow, Agent
- ❖ Stone Toad Bar & Grill (1109 Oneida Street, Menasha); Mark Dix, Agent
- ❖ The Old Grog (546 Broad Street, Menasha); Rosita Eisenach, Agent
- ❖ The Rusted Roost Restaurant and Bar (192 Main Street, Menasha); Kari Mulder, Agent
- ❖ Tony’s Bar (212 Manitowoc Road, Menasha); Thomas Siegel, Agent
- ❖ Tony’s Tayco Tap (10 Tayco Street, Menasha); Tony Eikland, Agent
- ❖ WeatherVane Restaurant (186 Main Street, Menasha); Pat DuFrane, Agent
- ❖ Wilzke’s Pub (528 Milwaukee Street, Menasha); Melissa Sandry, Agent

Recommendation: Staff recommends approval of the above listed alcohol license applications for the term of July 1, 2025 – June 30, 2026.



MEMORANDUM

DATE May 27, 2025
TO Common Council
FROM Kaija Snyder, City Clerk
RE Outdoor Alcoholic Beverage Service Permit Applications for the 2025-2026 Licensing Term (July 1, 2025 – June 30, 2026)

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

El Jaripeo Menashsa LLC
d/b/a El Jaripeo
890 Lake Park Road
Menasha, WI 54952

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

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

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

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

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

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

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

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

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

Recommendation: Staff recommends approval of the above listed outdoor alcoholic beverage service permit applications for the term of July 1, 2025 – June 30, 2026.



OFFICE USE ONLY
Date Rcvd: 4/7/25
Amount Paid: 25⁰⁰

City of Menasha | Office of the City Clerk

**Outdoor Food and Alcohol Beverage Service Application
2025 – 2026 Licensing Year**

Business Name: _____

Trade Name: El Jarabeo Mexican Restaurant

Address: 890 Lake Park Rd Menasha WI 54952

Permit Selection

- ☐ Outdoor Serve (July 1, 2025 – June 30, 2026)
See Menasha Municipal Code Section 7-2-17 relating to Outdoor Food and Alcoholic Beverage Permits Required at Class “B” Premises
- ☒ Outdoor Street Serve (April 1, 2025 – November 30, 2025)
See Menasha Municipal Code Section 7-8-2 relating to Outdoor Restaurant Service

Description of Outdoor Premises:

outdoor sitting area for dining in with fence

Please include the following with your application.

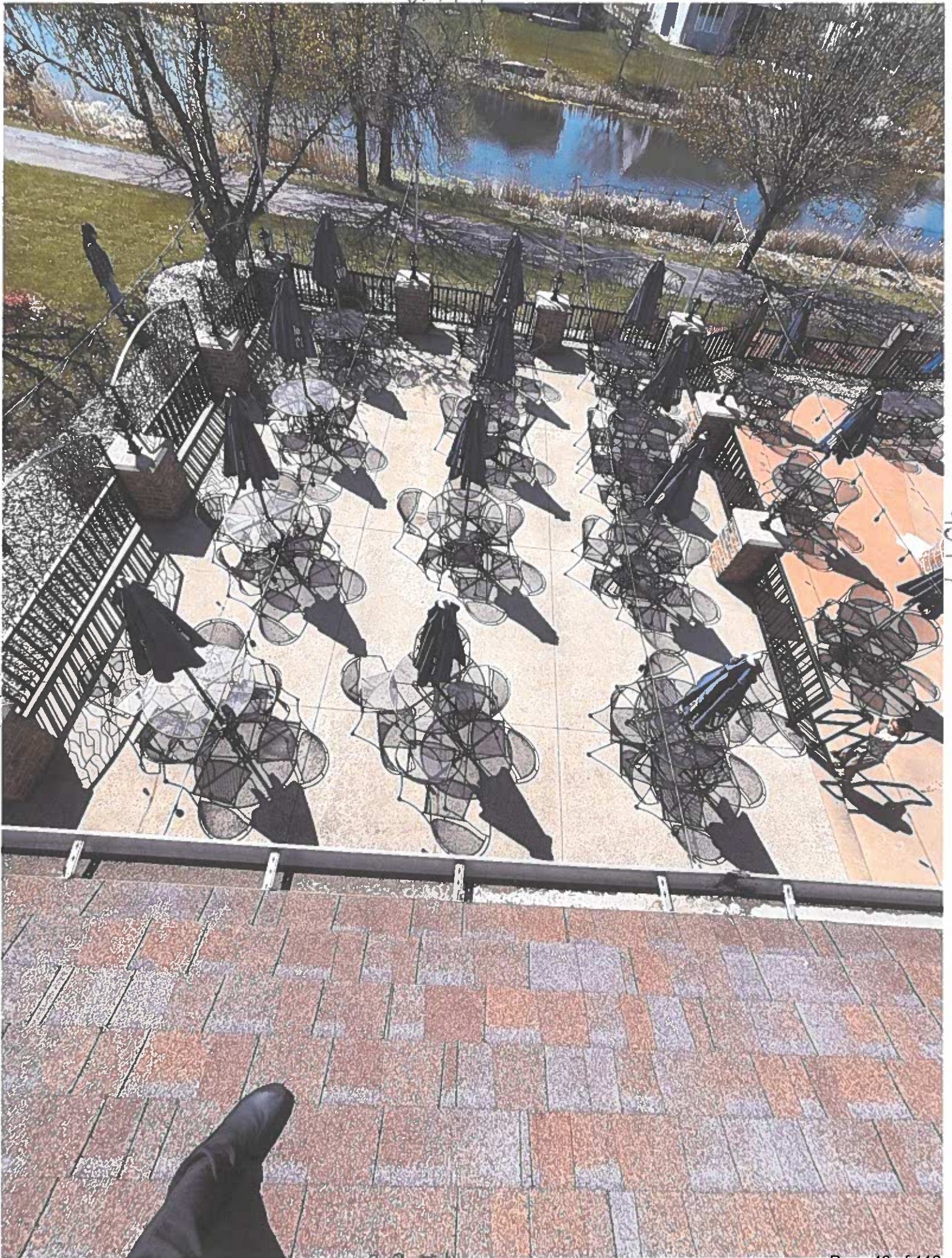
- ☒ Application Fee (\$25.00 for one permit type; \$50.00 for both permit types)
☒ Scaled Site Plan/Drawing of Premises
☒ Fence/Wall Enclosure of 42” (Outdoor Serve ONLY)
☐ Scaled Illustration of Furnishings (Outdoor Street Serve ONLY)
☐ Certificate of Insurance (Outdoor Street Serve ONLY)
☐ Hold Harmless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

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

Antonio Sandoval
Applicant Name (printed)

[Signature]
Applicant Signature

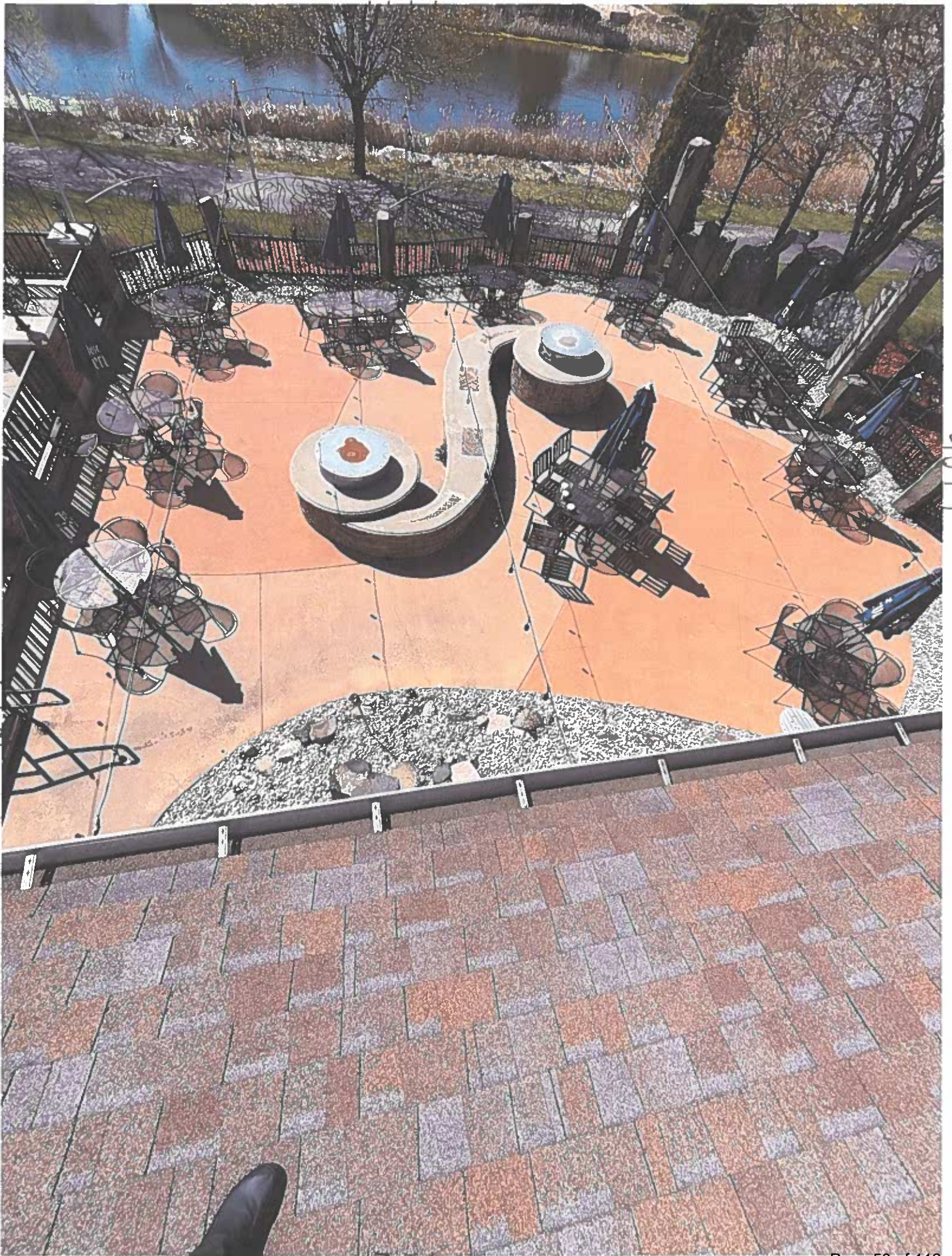
04-03-25
Date



4041

4041

4041



410 ft

40 ft

47 ft



OFFICE USE ONLY
Date Rcvd: 4/13/25
Amount Paid: \$50.00

City of Menasha | Office of the City Clerk

**Outdoor Food and Alcohol Beverage Service Application
2025 – 2026 Licensing Year**

Business Name: EMPRIZE BREWING LLC
Trade Name: EMPRIZE BREW MLLY / THE ATTIL
Address: 198-200 MAIN ST, MENASHA, WI 54952

Permit Selection

- ☒ Outdoor Serve (July 1, 2025 – June 30, 2026)
See Menasha Municipal Code Section 7-2-17 relating to Outdoor Food and Alcoholic Beverage Permits Required at Class "B" Premises
- ☒ Outdoor Street Serve (April 1, 2025 – November 30, 2025)
See Menasha Municipal Code Section 7-8-2 relating to Outdoor Restaurant Service

Description of Outdoor Premises:

SIDEWALK AREA ON SOUTH SIDE OF BUILDING, BACK AREA ON NORTH SIDE OF BUILDING

Please include the following with your application.

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

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

ANNA ZOLTOWSKI
Applicant Name (printed)

[Signature]
Applicant Signature

4/13/2025
Date



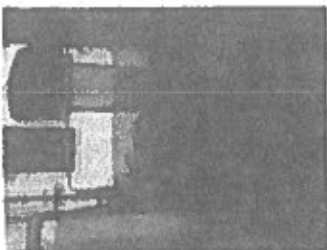
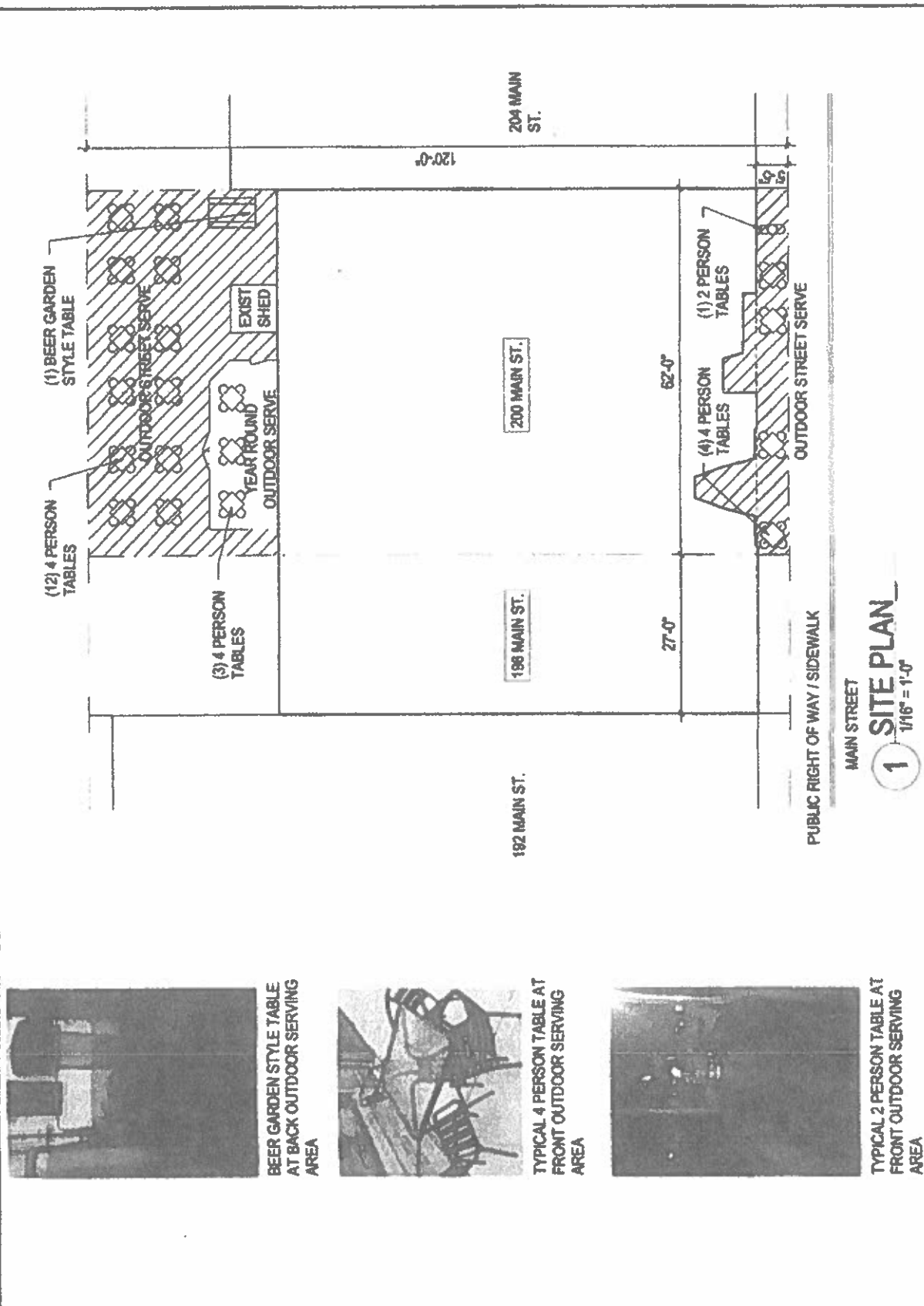
OUTDOOR SERVE APPLICATION

SEASONAL STREET 3/27/21

198-200 MAIN ST.
MENASHA WI

SITE PLAN

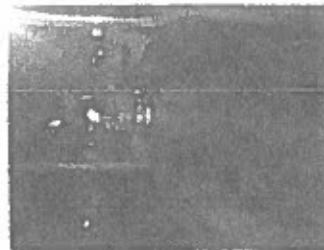
A0.01B



BEER GARDEN STYLE TABLE
AT BACK OUTDOOR SERVING
AREA



TYPICAL 4 PERSON TABLE AT
FRONT OUTDOOR SERVING
AREA



TYPICAL 2 PERSON TABLE AT
FRONT OUTDOOR SERVING
AREA



OFFICE USE ONLY
Date Rcvd: _____
Amount Paid: _____

City of Menasha | Office of the City Clerk

**Outdoor Food and Alcohol Beverage Service Application
2025 – 2026 Licensing Year**

Business Name: Vland Hospitality LLC
Trade Name: Parker John's BBQ & Pizza
Address: 124 main st.

Permit Selection

☒ Outdoor Serve (July 1, 2025 – June 30, 2026)

See Menasha Municipal Code Section 7-2-17 relating to Outdoor Food and Alcoholic Beverage Permits Required at Class "B" Premises

☒ Outdoor Street Serve (April 1, 2025 – November 30, 2025)

See Menasha Municipal Code Section 7-8-2 relating to Outdoor Restaurant Service

Description of Outdoor Premises:

Front patio on main st of 1200 sq. feet

Please include the following with your application.

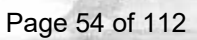
- ☒ Application Fee (\$25.00 for one permit type; \$50.00 for both permit types)
- ☒ Scaled Site Plan/Drawing of Premises
- ☒ Fence/Wall Enclosure of 42" (Outdoor Serve ONLY)
- ☒ Scaled Illustration of Furnishings (Outdoor Street Serve ONLY)
- ☒ Certificate of Insurance (Outdoor Street Serve ONLY)
-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

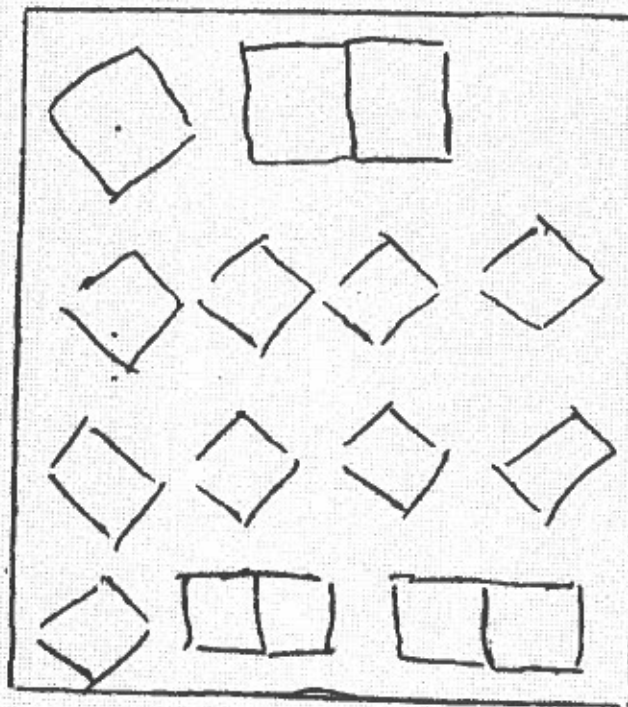
I hereby certify that the proposed outdoor extension shall be operated in compliance with the requirements of Section 7-2-17 and, if applicable, Section 7-8-2 of the Menasha Municipal Code. I certify that the premises shall be maintained as shown on the attached site plan.

Aaron M. Sloma
Applicant Name (printed)

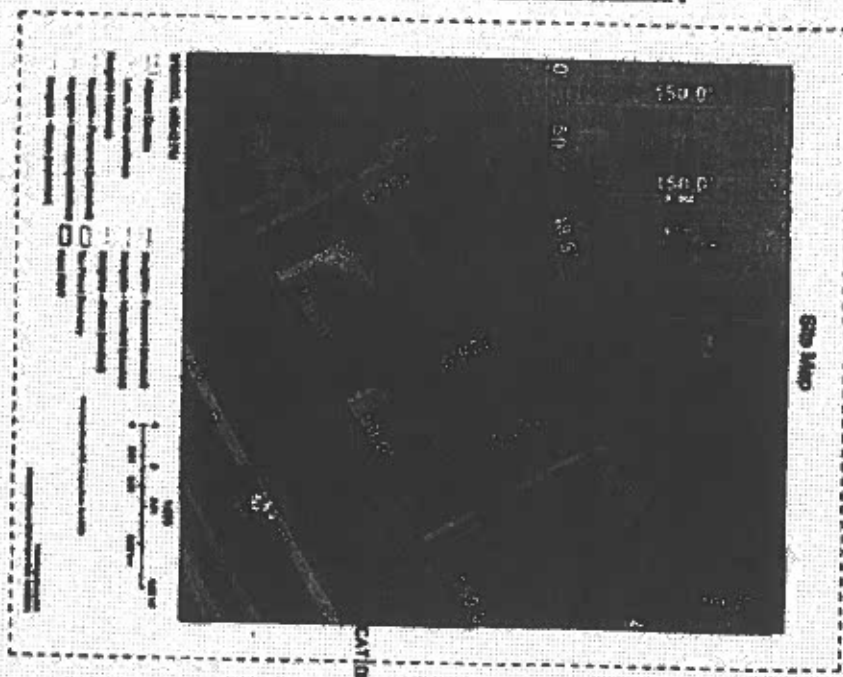
[Signature]
Applicant Signature

5/1/25
Date





ENTRANCE
TABLE
LAYOUT



1. [illegible]	2. [illegible]	3. [illegible]	4. [illegible]	5. [illegible]	6. [illegible]	7. [illegible]	8. [illegible]	9. [illegible]	10. [illegible]
11. [illegible]	12. [illegible]	13. [illegible]	14. [illegible]	15. [illegible]	16. [illegible]	17. [illegible]	18. [illegible]	19. [illegible]	20. [illegible]
21. [illegible]	22. [illegible]	23. [illegible]	24. [illegible]	25. [illegible]	26. [illegible]	27. [illegible]	28. [illegible]	29. [illegible]	30. [illegible]
31. [illegible]	32. [illegible]	33. [illegible]	34. [illegible]	35. [illegible]	36. [illegible]	37. [illegible]	38. [illegible]	39. [illegible]	40. [illegible]
41. [illegible]	42. [illegible]	43. [illegible]	44. [illegible]	45. [illegible]	46. [illegible]	47. [illegible]	48. [illegible]	49. [illegible]	50. [illegible]





OFFICE USE ONLY

Date Rcvd: 3/10/25

Amount Paid: 25

City of Menasha | Office of the City Clerk

**Outdoor Food and Alcohol Beverage Service Application
2025 – 2026 Licensing Year**

Business Name: Plank Pub, LLC
Trade Name: Plank Road Pub
Address: 800 plank Road

Permit Selection

- ☒ Outdoor Serve (July 1, 2025 – June 30, 2026)
See Menasha Municipal Code Section 7-2-17 relating to Outdoor Food and Alcoholic Beverage Permits Required at Class "B" Premises
- ☐ Outdoor Street Serve (April 1, 2025 – November 30, 2025)
See Menasha Municipal Code Section 7-8-2 relating to Outdoor Restaurant Service

Description of Outdoor Premises:

front & back patios

Please include the following with your application.

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

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

Kimberly Walbach
Applicant Name (printed)

Kimberly Walbach
Applicant Signature

3/10/25
Date





OFFICE USE ONLY
Date Rcvd: _____
Amount Paid: _____

City of Menasha | Office of the City Clerk

**Outdoor Food and Alcohol Beverage Service Application
2025 – 2026 Licensing Year**

Business Name: Benchwarmers Inc.
Trade Name: Redliner Bar
Address: 977 Plank Rd. Menasha WI 54952

Permit Selection

- ☒ Outdoor Serve (July 1, 2025 – June 30, 2026)
See Menasha Municipal Code Section 7-2-17 relating to Outdoor Food and Alcoholic Beverage Permits Required at Class "B" Premises
- ☐ Outdoor Street Serve (April 1, 2025 – November 30, 2025)
See Menasha Municipal Code Section 7-8-2 relating to Outdoor Restaurant Service

Description of Outdoor Premises:

Front fenced in patio area

Please include the following with your application.

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

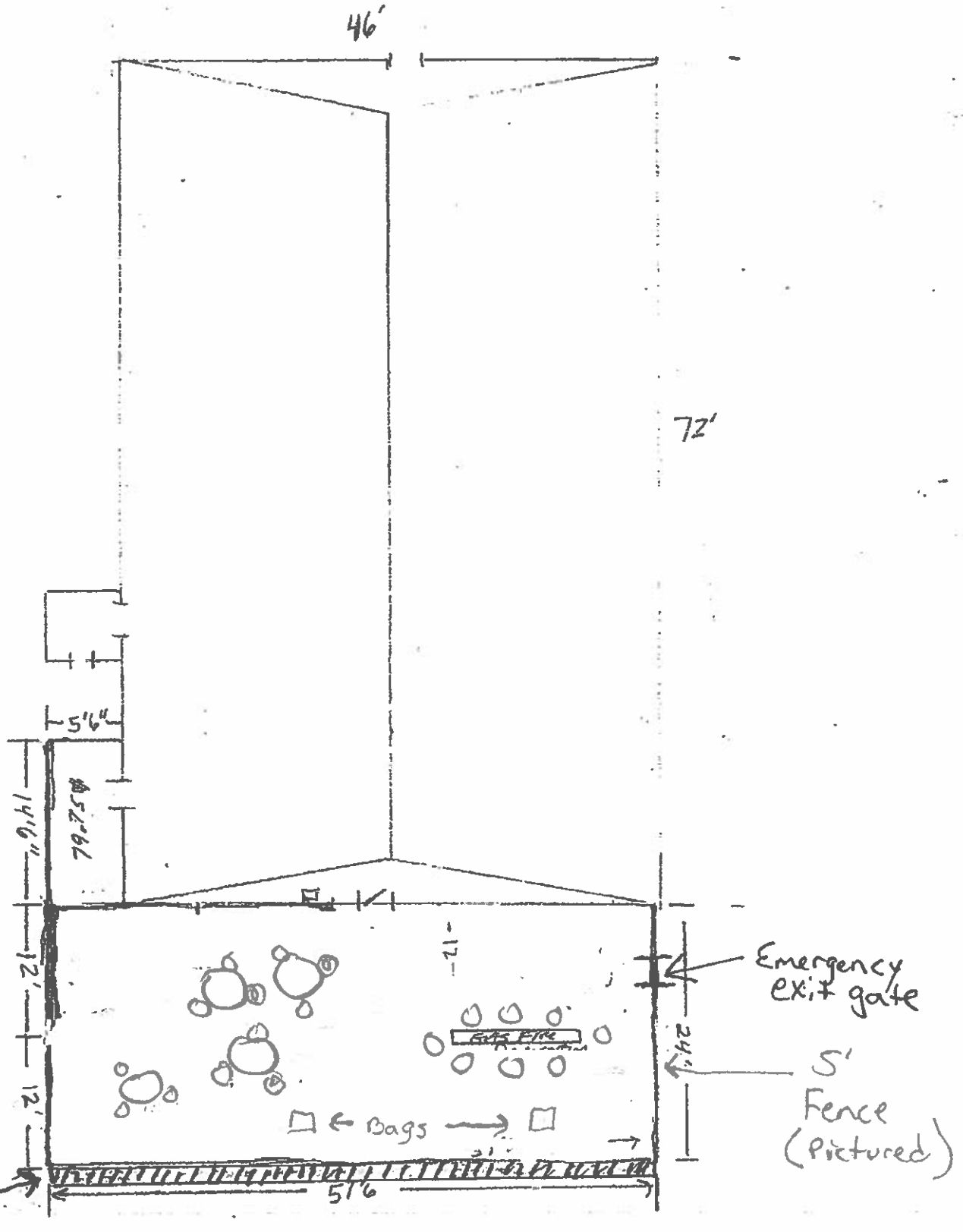
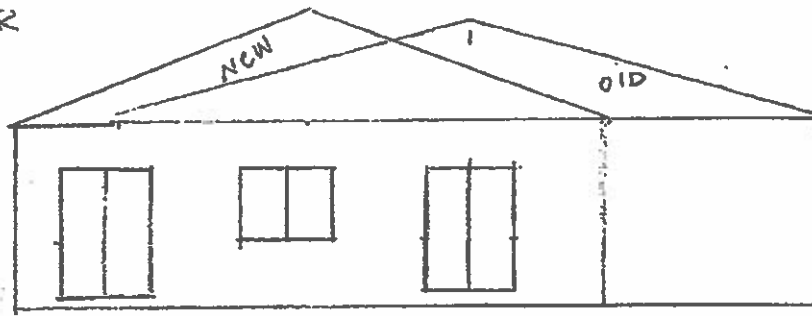
I hereby certify that the proposed outdoor extension shall be operated in compliance with the requirements of Section 7-2-17 and, if applicable, Section 7-8-2 of the Menasha Municipal Code. I certify that the premises shall be maintained as shown on the attached site plan.

Ken Zastrow
Applicant Name (printed)

[Signature]
Applicant Signature

4-9-2025
Date

TIEV LINE 15AR
 977 Plank Rd
 Menasha.





OFFICE USE ONLY
Date Rcvd: _____
Amount Paid: _____

City of Menasha | Office of the City Clerk

**Outdoor Food and Alcohol Beverage Service Application
2025 – 2026 Licensing Year**

Business Name: Butch & Butch Enterprises LLC.

Trade Name: The Stone Toad Bar & Grill

Address: 1109 Oneida St. Menasha, WI 54952

Permit Selection

- ☒ Outdoor Serve (July 1, 2025 – June 30, 2026)
See Menasha Municipal Code Section 7-2-17 relating to Outdoor Food and Alcoholic Beverage Permits Required at Class “B” Premises
- ☐ Outdoor Street Serve (April 1, 2025 – November 30, 2025)
See Menasha Municipal Code Section 7-8-2 relating to Outdoor Restaurant Service

Description of Outdoor Premises:

Outdoor Patio

Please include the following with your application.

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

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

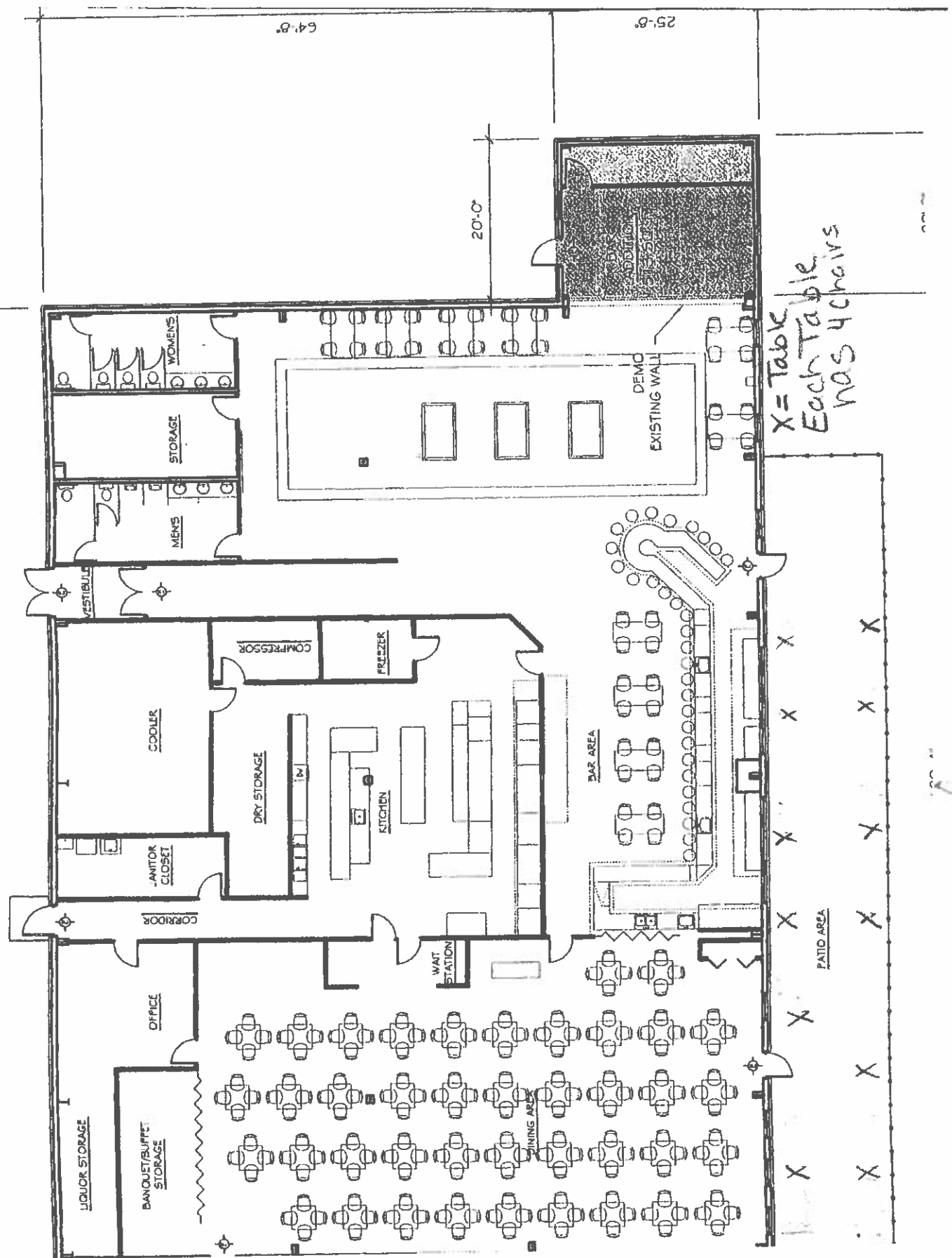
Mark Dix

Applicant Name (printed)


Applicant Signature

4/8/2025
Date

20'-0"



X = Table
Each Table
has 4 chairs



OFFICE USE ONLY	
Date Rcvd:	_____
Amount Paid:	_____

City of Menasha | Office of the City Clerk

**Outdoor Food and Alcohol Beverage Service Application
2025 – 2026 Licensing Year**

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

Permit Selection

- ☒ Outdoor Serve (July 1, 2025 – June 30, 2026)
See Menasha Municipal Code Section 7-2-17 relating to Outdoor Food and Alcoholic Beverage Permits Required at Class “B” Premises
- ☐ Outdoor Street Serve (April 1, 2025 – November 30, 2025)
See Menasha Municipal Code Section 7-8-2 relating to Outdoor Restaurant Service

Description of Outdoor Premises:

ON SEPERATE PAGE - ATTACHED

Please include the following with your application.

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

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

David Mulder
Applicant Name (printed)

[Signature]
Applicant Signature

04/11/2025
Date



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

City of Menasha | Office of the City Clerk

**Outdoor Food and Alcohol Beverage Service Application
2025 – 2026 Licensing Year**

Business Name: Tony's Tayco Tap LLC
Trade Name: Tony's Tayco Tap
Address: 10 Tayco St. Menasha WI 54952

Permit Selection

- ☐ Outdoor Serve (July 1, 2025 – June 30, 2026)
See Menasha Municipal Code Section 7-2-17 relating to Outdoor Food and Alcoholic Beverage Permits Required at Class "B" Premises
- ☒ Outdoor Street Serve (April 1, 2025 – November 30, 2025)
See Menasha Municipal Code Section 7-8-2 relating to Outdoor Restaurant Service

Description of Outdoor Premises:

Ⓡ Side of bar
gated

Please include the following with your application.

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

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

Tony Eikland
Applicant Name (printed)

Tony Eikland
Applicant Signature

3/22/2025
Date

10 la YCO street

36'

Parking

11'-0"

Back door

22'-0"

Bar Building

Emergency Gate

Back Fence/ Wall
Circle then
42"

12'-0"

Entrance
to Bar

Enclosed/ fenced
Concrete
Pathway

Back Fence/ Wall

Back Fence/ Wall

Fence
6' high

Legend	
-	= chair
O	= table w/ umbrella

Front Door



MEMORANDUM

DATE May 27, 2025
TO Common Council
FROM Kaija Snyder, City Clerk
RE Outdoor Street Service Permit Application for the 2025 Licensing Term (June 3, 2025 – November 30, 2025) – Emprize Brew Mill (198-200 Main Street, Menasha)

The below listed business has submitted an application for an outdoor street service permit. This application, including a certificate of insurance listing the City of Menasha as an additional insured and a sitemap of the area in question, is enclosed.

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

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

Pursuant to Section 7-8-2(h)(2), issuance of this permit has been recommended for approval by the Director of Public Works, Public Health Director, Police Chief, Fire Chief, and Community Development Director and City Attorney, pending receipt of the applicant's additional insured endorsement

This is a renewal application, and the applicant has advised that there are no intended changes from the 2024 licensing period.

Recommendation: Staff recommends approval of the enclosed outdoor street service permit application submitted by Emprize Brewing LLC, d/b/a Emprize Brew Mill at 198-200 Main Street, Menasha, contingent upon submission of an additional insured endorsement, for the term of June 3, 2025 – November 30, 2025.



OFFICE USE ONLY
Date Rcvd: 4/13/25
Amount Paid: \$50.00

City of Menasha | Office of the City Clerk

**Outdoor Food and Alcohol Beverage Service Application
2025 – 2026 Licensing Year**

Business Name: EMPRIZE BREWING LLC
Trade Name: EMPRIZE BREW MILL / THE ATTIC
Address: 198-200 MAIN ST, MENASHA, WI 54952

Permit Selection

- ☒ Outdoor Serve (July 1, 2025 – June 30, 2026)
See Menasha Municipal Code Section 7-2-17 relating to Outdoor Food and Alcoholic Beverage Permits Required at Class "B" Premises
- ☒ Outdoor Street Serve (April 1, 2025 – November 30, 2025)
See Menasha Municipal Code Section 7-8-2 relating to Outdoor Restaurant Service

Description of Outdoor Premises:

SIDEWALK AREA ON SOUTH SIDE OF BUILDING, BACK AREA ON NORTH SIDE OF BUILDING

Please include the following with your application.

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

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

ANNA ZOLOWSKI
Applicant Name (printed)
[Signature]
Applicant Signature

4/13/2025
Date



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

HOLD HARMLESS AGREEMENT

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

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

License Holder Signature: _____

Ann T. Zor

Date: _____

4/13/2025



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

05/28/2025

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

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

PRODUCER Dimond Bros. Insurance, LLC 894 S. Military Road Fond du Lac WI 54935	CONTACT NAME: Dimond Business Unit PHONE (A/C, No, Ext): (920) 923-4020 E-MAIL ADDRESS: dbu@dimondbros.com FAX (A/C, No): (866) 218-6850
INSURED Emprize Brewing LLC 335 Lake Rd Menasha WI 54952	INSURER(S) AFFORDING COVERAGE INSURER A: Society Insurance INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:

COVERAGES**CERTIFICATE NUMBER:** CL2552366488**REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC OTHER:	Y		BP10064570	06/17/2025	06/17/2026	EACH OCCURRENCE \$ 1,000,000
	DAMAGE TO RENTED PREMISES (Ea occurrence) \$						
	MED EXP (Any one person) \$ 1,000						
	PERSONAL & ADV INJURY \$ 1,000,000						
							GENERAL AGGREGATE \$ 2,000,000
							PRODUCTS - COMP/OP AGG \$ 2,000,000
							\$
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ HIRED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$
							BODILY INJURY (Per person) \$
							BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
							\$
	UMBRELLA LIAB ☐ EXCESS LIAB DED RETENTION \$						EACH OCCURRENCE \$
							AGGREGATE \$
							\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y / N ☐	N / A				PER STATUTE OTH-ER
							E.L. EACH ACCIDENT \$
							E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$
A	Liquor Liability			LL10064571	06/17/2025	06/17/2026	Limit \$1,000,000

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

Premises:

198-200 Main St.
Menasha, WI 54952**CERTIFICATE HOLDER****CANCELLATION**City of Menasha
100 Main St. Suite 200

Menasha

WI 54952

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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City of Menasha Disbursements

Weekly Accounts Payable	05/16/25 - 05/29/25 Checks # 85190-85316	\$932,004.73
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Bi-Weekly Payroll	05/29/25	\$261,290.18
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Additional Regular Cycle Accounts Payables -Paid Electronically

Bank Fees	05/16/25	\$125.00
State Wage Garnishment	05/16/25	\$119.08
Wisconsin Deferred Compensation	05/19/25	\$10,535.75
Nationwide Deferred Compensation	05/19/25	\$3,487.50
Spectrum ACH	05/19/25	\$80.00
Federal Tax Withholding	05/21/25	\$87,010.10
Delta Dental	05/21/25	\$1,945.50
CVMIC ACH	05/23/25	\$15,722.00
Home Depot ACH	05/28/25	\$690.00
Delta Dental	05/28/25	\$1,989.72
Employee Trust Funds -WRS	05/29/25	\$163,092.27
State Tax Withholding	05/29/25	\$29,859.14
Sales Tax	05/29/25	\$857.43
Community First CU-Payroll Deduction	05/29/25	\$619.15
Employee Benefits-Flex Spending	05/29/25	\$3,463.19
		<u>\$ 319,595.83</u>
Total		<u><u>\$1,512,890.74</u></u>

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

Craig Pearson

Craig Pearson
Finance Manager

05/29/25

Date

Notes:

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

AP Check Register

Check Date: 5/22/2025

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
ACCURATE	85190	5/22/2025	2503551	731-1022-541.30-18	45.18	WEATHER PACK MALE
		5/22/2025	2504683	731-1022-541.30-18	23.85	WEATHER PACK
		5/22/2025	2504757	731-1022-541.30-18	3.83	NUTS/BOLTS
		5/22/2025	2505380	731-1022-541.30-18	314.48	NUTS/BOLTS
		5/22/2025	2505412	731-1022-541.30-18	21.32	TOWELETTES
			Total for check: 85190		408.66	
AMAZON CAPITAL SERVICES	85191	5/22/2025	17CP-1FX9-HRNG	100-0304-562.30-10	54.83	OFFICE SUPPLIES
		5/22/2025	1FV7-Y6WL-RQQP	100-0801-521.30-18	143.43	SUPPLIES
		5/22/2025	1HKP-J999-6LPY	824-0807-521.30-15	77.48	DOG FOOD
		5/22/2025	1MT4-7JM4-94CN	100-0801-521.30-18	61.00	POLY TUBING
		5/22/2025	1T9V-Q1WM-JWQW	100-0203-512.30-10	56.75	ADDRESS LABELS
			Total for check: 85191		393.49	
APPLETON HYDRAULIC COMPONENTS	85192	5/22/2025	52297	731-1022-541.38-03	76.72	SEAL KIT
			Total for check: 85192		76.72	
AUTOMATED COMFORT CONTROLS	85193	5/22/2025	38294	100-0601-551.24-03	563.39	EMPLOYEE ENTRANCE DOOR SERVICE
			Total for check: 85193		563.39	
AUTOMOTIVE SUPPLY COMPANY	85194	5/22/2025	012196394	731-1022-541.38-03	37.12	AIR ELEMENT
			Total for check: 85194		37.12	
BATTERIES PLUS LLC	85195	5/22/2025	P81877245	100-0501-522.24-03	170.00	BATTERIES FOR FIRE ALARMS
				100-0601-551.24-03	87.50	BATTERIES FOR FIRE ALARMS
			Total for check: 85195		257.50	
BERGSTROM FORD LINCOLN	85196	5/22/2025	106556	731-1022-541.38-04	89.66	SHIELD ASY

AP Check Register

Check Date: 5/22/2025

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
BERGSTROM FORD LINCOLN...	85196...	5/22/2025	106699	731-1022-541.38-04	47.48	VALVE ASY
			Total for check: 85196		137.14	
BOBCAT PLUS	85197	5/22/2025	IA21349	731-1022-541.38-03	14.22	BUMPER
		5/22/2025	IA21394	731-1022-541.38-03	44.26	ORINGS
		5/22/2025	IA21408	731-1022-541.38-03	203.30	FILTERS
			Total for check: 85197		261.78	
KEELY CAMPBELL	85198	5/22/2025	WDAC202523	100-0304-562.34-02	220.00	MEMBERSHIP
			Total for check: 85198		220.00	
CARDINAL CONSTRUCTION	85199	5/22/2025	PAYMENT #4	255-0000-201.04-00	(14,912.69)	JEFFERSON PARK SHELTER
				255-0703-553.82-02	23,824.79	JEFFERSON PARK SHELTER
				470-0703-553.82-02	123,277.21	JEFFERSON PARK SHELTER
			Total for check: 85199		132,189.31	
CELLCOM	85200	5/22/2025	712555	100-0101-511.22-01	33.76	MAYOR
				100-0201-512.22-01	33.76	ATTORNEY
				100-0203-512.22-01	33.76	CLERK
				100-0301-523.22-01	33.76	BUILDING INSPECTOR
				100-0304-562.22-01	101.28	COMMUNITY DEVELOPMENT
				100-0401-513.22-01	33.76	FINANCE
				100-0601-551.22-01	22.96	BUILDING SERVICES
					209.73	LIBRARY
				100-0702-552.22-01	176.83	PARK LOCATIONS
				100-0703-553.22-01	13.50	BUILDING SERVICES
					181.48	PARKS
				100-0801-521.22-01	15.53	BUILDING SERVICES
					1,562.94	POLICE
				100-0811-521.22-01	33.76	CODE ENFORCEMENT
				100-0904-531.22-01	33.76	ENVIRONMENTAL HEALTH
				100-0919-531.22-01	242.83	HEALTH

AP Check Register
Check Date: 5/22/2025

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
CELLCOM...	85200 ...	5/22/2025...	712555...	100-1001-514.22-01	15.53	CELL PHONE
				100-1002-541.22-01	172.76	CELL PHONE
				100-1008-541.22-01	11.65	CELL PHONE
				100-1019-552.22-01	15.84	CELL PHONE
				601-1020-543.22-01	7.54	CELL PHONE
				625-1002-541.22-01	57.59	CELL PHONE
				731-1022-541.22-01	135.71	CELL PHONE
				743-0403-513.22-01	67.53	CELL PHONE
			Total for check: 85200		3,247.55	
CINTAS	85201	5/22/2025	4224756425	100-0601-551.20-01	48.00	SUPPLIES
				100-0601-551.30-13	415.45	SUPPLIES
		5/22/2025	4229166816	100-0601-551.20-01	48.00	SUPPLIES
				100-0601-551.30-13	214.59	SUPPLIES
		5/22/2025	4230646188	731-1022-541.20-01	166.95	UNIFORMS & SUPPLIES
		5/22/2025	4230651042	100-0801-521.20-01	50.25	SUPPLIES
				100-0801-521.30-13	236.19	SUPPLIES
				Total for check: 85201		1,179.43
CJR TOOLS LLC	85202	5/22/2025	05122524749	731-1022-541.30-15	400.95	TOOLS
				Total for check: 85202		400.95
COMPLETE OFFICE OF WISCONSIN	85203	5/22/2025	919686	731-1022-541.24-01	39.90	OFFICE SUPPLIES
				Total for check: 85203		39.90
CREATIVE IMPRINT	85204	5/22/2025	105757	100-0703-553.30-18	121.07	TSHIRTS
				Total for check: 85204		121.07
ANDREW DANE	85205	5/22/2025	REIMBURSEMENT	100-0304-562.21-10	50.68	MARKETING MEALS
				Total for check: 85205		50.68

AP Check Register

Check Date: 5/22/2025

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
ELAN FINANCIAL SERVICES	85216	5/22/2025	0020	100-0801-521.19-03	88.00	UNIFORM ALLOWANCE POLICE
		5/22/2025	0038	731-1022-541.38-03	71.96	OIL PWF
		5/22/2025	0069	100-0801-521.19-03	22.00	UNIFORM ALLOWANCE POLICE
		5/22/2025	0071	100-0702-552.29-03	6.32	JOB AD - POOL RECREATION
		5/22/2025	0265	100-0601-551.30-14	14.99	SOFTWARE SUBSCRIPTION LIBRARY
		5/22/2025	0270	100-1002-541.34-03	84.93	HOTEL FOR ENG. CONF ENGINEERING
		5/22/2025	0290	100-0801-521.24-03	143.97	SMOKE DETECTOR POLICE
		5/22/2025	0352	100-0601-551.30-16	12.99	MOVIE PROGRAM LIBRARY
		5/22/2025	0509	100-0703-553.24-03	33.56	EXIT SIGN PARKS
		5/22/2025	0524	100-0601-551.30-16	22.05	MONTHLY SUBSCRIPTION LIBRARY
		5/22/2025	0569	100-0903-531.21-12	165.90	TRANSLATION (DARI) HEALTH DEPARTMENT
		5/22/2025	0670	100-0301-523.34-02	306.45	LODGING COMMUNITY DEVELOPMENT
		5/22/2025	0697	100-0601-551.30-11	13.91	INTERLIBRARY LOAN LIBRARY
		5/22/2025	0721	100-0601-551.30-14	28.47	ROKUS LIBRARY
		5/22/2025	0754	100-0703-553.24-03	109.95	FLAGS PARKS
		5/22/2025	1187	100-0801-521.30-12	4.99	PHONE CASE POLICE
		5/22/2025	1336	100-0601-551.34-02	200.00	CONFERENCE REGISTRATION LIBRARY
		5/22/2025	1401	100-0702-552.30-10	29.00	HOW TO OFFICE RECREATION
		5/22/2025	1438	100-0601-551.30-14	1,045.34	BRANDED BAGS LIBRARY
		5/22/2025	1556	100-0920-531.24-03	90.98	ELECTRICAL & HVAC SENIOR CENTER
		5/22/2025	1558	100-0601-551.30-14	576.45	SW SOFTWARE LIBRARY
		5/22/2025	1590	100-0801-521.34-02	550.00	TRAINING REGISTRATIONS POLICE
		5/22/2025	1617	100-0920-531.30-18	190.00	VOLUNTEER LUNCH SENIOR CENTER
		5/22/2025	1920	100-0903-531.21-12	79.00	TRANSLATION (DARI) HEALTH DEPARTMENT
		5/22/2025	1944	100-0202-512.30-21	24.30	HR COMMUNITY DEVELOPMENT
		5/22/2025	2025	100-0601-551.30-16	16.33	SW PROGRAMMING LIBRARY
		5/22/2025	2027	100-0702-552.29-03	17.00	JOB AD - POOL RECREATION
		5/22/2025	2037	100-0601-551.30-14	20.99	MONTHLY SUBSCRIPTION LIBRARY
		5/22/2025	2050	100-0601-551.30-14	31.50	MONTHLY SUBSCRIPTION LIBRARY
		5/22/2025	2145	100-0601-551.30-16	146.92	3D PRINTER SUPPLIES
		5/22/2025	2280	100-0801-521.30-13	15.98	HOUSEKEEPING POLICE
				100-0801-521.34-03	39.78	TRAINING MEALS POLICE
		5/22/2025	2295	100-0914-531.34-02	249.00	IMMUNIZE WI CONF REG IMMUNIZATION
		5/22/2025	2299	100-0601-551.30-14	139.00	PRIME MEMBERSHIP LIBRARY
		5/22/2025	2433	100-0801-521.30-11	0.22	POSTAGE POLICE

Page 4

AP Check Register

Check Date: 5/22/2025

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ELAN FINANCIAL SERVICES...	85216...	5/22/2025	2451	100-0801-521.30-11	5.31	POSTAGE WHELEN ENGIN' POLICE
		5/22/2025	2464	100-0920-531.30-10	171.16	PICTURE FRAMES SENIOR CENTER
		5/22/2025	2506	100-0301-523.32-01	150.00	DUES COMMUNITY DEVELOPMENT
		5/22/2025	2672	100-0801-521.30-15	46.95	EQUIPMENT PART POLICE
		5/22/2025	2673	100-0801-521.38-01	42.96	EQUIPMENT/FUEL/TRAINING POLICE
		5/22/2025	2694	100-0903-531.34-02	249.00	IMMUNIZE WI CONF REG IMMUNIZATION
		5/22/2025	2717	100-0601-551.21-06	20.00	NOTARY FEE LIBRARY
		5/22/2025	2822	100-0801-521.34-02	8.06	TRAINING/CPR REGISTRATION POLICE
		5/22/2025	2830	100-0702-552.20-05	75.00	CARNIVAL EVENT SENIOR CENTER
		5/22/2025	2913	100-0702-552.20-05	80.00	CARNIVAL EVENT SENIOR CENTER
		5/22/2025	2955	100-0202-512.30-21	93.19	HR COMMUNITY DEVELOPMENT
		5/22/2025	3057	100-0601-551.30-16	29.99	MONTHLY SUBSCRIPTION LIBRARY
		5/22/2025	3080	100-0304-562.21-10	341.10	MARKETING COMMUNITY DEVELOPMENT
		5/22/2025	3202	100-0801-521.34-03	41.75	TRAINING/MEALS POLICE
		5/22/2025	3265	100-0920-531.30-18	26.25	EASTER WREATH SENIOR CENTER
				827-0920-531.30-18	53.75	BINGO SENIOR CENTER
		5/22/2025	3295	100-0801-521.38-01	39.29	EQUIPMENT/FUEL/TRAINING POLICE
		5/22/2025	3296	825-0101-511.30-16	70.32	WEBSITE RENEWAL FINANCE
		5/22/2025	3314	100-0601-551.21-06	20.00	NOTARY COMMISSION LIBRARY
		5/22/2025	3335	100-0801-521.38-01	43.49	EQUIPMENT/FUEL/TRAINING POLICE
		5/22/2025	3489	100-0000-201.14-00	30.00	BUS TRIP GIFT CARDS SENIOR CENTER
		5/22/2025	3569	100-0601-551.30-16	56.30	SW WRITING LIBRARY
		5/22/2025	3607	100-0601-551.30-14	(130.20)	REFUND LIBRARY
		5/22/2025	3704	743-0403-513.30-15	38.97	MONITOR POWER CORDS IT
		5/22/2025	3861	100-0903-531.21-12	19.75	TRANSLATION (DARI) HEALTH DEPARTMENT
		5/22/2025	3888	100-0903-531.21-12	43.45	TRANSLATION (SWAHILI) HEALTH DEPARTMENT
		5/22/2025	3904	100-0601-551.34-02	125.00	CONFERENCE LIBRARY
		5/22/2025	4242	100-0601-551.30-16	38.81	PROGRAMMING LIBRARY
		5/22/2025	4252	100-0703-553.24-03	257.08	PLUMBING POLICE
		5/22/2025	4434	100-0706-561.30-15	48.30	ROPE PARKS
		5/22/2025	4503	100-0706-561.30-15	21.99	TOOLS PARKS
		5/22/2025	4522	100-0706-561.30-15	19.99	TOOLS PARKS
		5/22/2025	4576	100-0903-531.21-12	98.75	TRANSLATION (SWAHILI) HEALTH DEPARTMENT
		5/22/2025	4581	731-1022-541.30-18	174.44	OXYGEN SENSOR SHOP
		5/22/2025	5006	100-0801-521.34-03	372.30	TRAINING/LODGING POLICE

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ELAN FINANCIAL SERVICES...	85216...	5/22/2025	5010	100-0301-523.30-18	20.00	DUES COMMUNITY DEVELOPMENT
		5/22/2025	5019	100-1008-541.30-18	52.95	PARTS SIGN
		5/22/2025	5029	100-0703-553.24-03	479.75	CAMERA PARKS
		5/22/2025	5087	100-0703-553.30-18	212.38	FOUNTAIN PARKS
		5/22/2025	5097	625-0706-561.30-18	14.99	TREE JUGS PARKS
		5/22/2025	5209	100-0801-521.34-02	350.00	TRAINING REGISTRATIONS POLICE
		5/22/2025	5250	100-0601-551.30-16	42.90	PROGRAMMING LIBRARY
		5/22/2025	5269	100-0703-553.24-03	23.21	PLUMBING PARTS PARKS
		5/22/2025	5364	100-0601-551.30-14	419.88	CREATIVE CLOUD ANNUAL LIBRARY
		5/22/2025	5377	100-0801-521.30-11	10.94	POSTAGE POLICE
		5/22/2025	5457	100-0801-521.32-01	75.00	DUES/MEMBERSHIP POLICE
		5/22/2025	5523	100-0301-523.30-12	1,410.15	THINK PADS INSPECTION
				100-0706-561.30-12	1,410.15	THINK PADS FORESTRY
		5/22/2025	5580	100-0702-552.30-18	14.95	CAMP CHAMPS RECREATION
		5/22/2025	5650	100-0801-521.30-10	23.73	OFFICE SUPPLIES POLICE
		5/22/2025	5674	100-0704-552.24-03	43.26	TEST KIT POOL
		5/22/2025	5716	100-0801-521.34-03	415.52	INN ON WOODLAKE POLICE
		5/22/2025	5737	100-0304-562.34-02	155.00	CONFERENCE COMMUNITY DEVELOPMENT
		5/22/2025	5867	100-0801-521.34-03	54.19	TRAINING/MEALS POLICE
		5/22/2025	5913	100-0920-531.30-18	46.21	TEA PARTY SENIOR CENTER
				827-0920-531.30-18	102.90	MSC SNACKS/SODA SENIOR CENTER
		5/22/2025	6007	100-0000-201.14-00	2.66	BUS TRIP PICTURES SENIOR CENTER
		5/22/2025	6255	100-0703-553.24-03	99.48	FLAGS PARKS
		5/22/2025	6267	100-0703-553.30-18	149.99	DOG BAGS PARKS
		5/22/2025	6294	100-0601-551.30-14	10.54	ROKUS LIBRARY
		5/22/2025	6474	100-0401-513.34-03	98.00	HOTEL WGFOA CONF FINANCE
		5/22/2025	6521	100-0601-551.30-16	19.99	FACEBOOKADS LIBRARY
		5/22/2025	6898	625-0706-561.30-18	117.19	TREE SUPPLIES PARKS
		5/22/2025	6909	100-0601-551.30-14	55.00	POST CRESCENT LIBRARY
		5/22/2025	6929	100-0601-551.30-16	34.40	PROGRAMMING LIBRARY
		5/22/2025	6938	100-0801-521.34-02	1,500.00	TRAINING REGISTRATION POLICE
		5/22/2025	7025	100-0601-551.30-16	150.00	SW PROGRAMMING LIBRARY
		5/22/2025	7034	100-0601-551.30-14	26.24	ROKUS LIBRARY
		5/22/2025	7190	207-0707-552.24-03	4.33	LIGHT BULB MARINA
		5/22/2025	7431	100-0903-531.21-12	35.55	TRANSLATION (SWAHILI) HEALTH DEPARTMENT

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ELAN FINANCIAL SERVICES...	85216...	5/22/2025	7446	100-0601-551.30-14	24.99	ROKUS LIBRARY
		5/22/2025	7518	100-0920-531.30-18	35.00	VOLUNTEER LUNCH SENIOR CENTER
		5/22/2025	7632	100-0703-553.30-18	1,269.98	CAGE NET PARKS
		5/22/2025	7637	100-0601-551.30-14	102.00	BUS PASSES LIBRARY
		5/22/2025	7654	100-0601-551.21-06	20.00	NOTARY COMMISSION LIBRARY
		5/22/2025	7676	100-0801-521.30-11	50.15	POSTAGE POLICE
		5/22/2025	7726	100-0601-551.30-14	31.65	CREATIVE CLOUD LIBRARY
		5/22/2025	7729	100-0801-521.34-03	6.25	TRAINING MEALS POLICE
		5/22/2025	7918	100-0703-553.24-03	44.03	PLUMBING PARKS
		5/22/2025	8063	100-0601-551.30-10	153.26	BUSINESS CARDS LIBRARY
		5/22/2025	8086	100-0601-551.30-16	595.65	SW SUPPLIES LIBRARY
		5/22/2025	8105	100-0301-523.34-02	270.00	REGISTRATION COMMUNITY DEVELOPMENT
		5/22/2025	8132	100-0801-521.30-13	92.90	CLEANING SUPPLIES POLICE
		5/22/2025	8214	100-0804-521.33-02	24.18	TRAINING/CPR REGISTRATIONPOLICE
		5/22/2025	8248	100-0101-511.33-01	33.01	GASOLINE MAYOR
		5/22/2025	8281	100-0703-553.30-18	143.59	PARTS PARKS
		5/22/2025	8371	100-0801-521.30-11	7.36	POSTAGE POLICE
		5/22/2025	8478	100-0301-523.30-12	29.78	THINK PAD CASES INSPECTION
				100-0706-561.30-12	29.78	THINK PAD CASES FORESTRY
		5/22/2025	8500	100-0601-551.30-14	11.59	ROKUS LIBRARY
		5/22/2025	8540	100-0304-562.33-03	206.00	LODGING COMMUNITY DEVELOPMENT
		5/22/2025	8571	100-0801-521.34-03	10.71	TRAINING/MEALS POLICE
		5/22/2025	8574	100-0601-551.30-14	28.47	ROKUS LIBRARY
		5/22/2025	8780	100-0601-551.30-11	17.30	INTERLIBRARY LOAN LIBRARY
		5/22/2025	8787	100-0601-551.30-16	(2.67)	TAX BACK LIBRARY
		5/22/2025	8830	100-0601-551.32-01	39.00	DONOR SOFTWARE LIBRARY
		5/22/2025	8909	100-0702-552.30-18	4.62	CAMP CHAMPS RECREATION
		5/22/2025	8924	100-0801-521.34-02	175.00	TRAINING REGISTRATIONS POLICE
		5/22/2025	9158	100-0601-551.21-06	20.00	NOTARY COMMISSION LIBRARY
		5/22/2025	9186	100-0903-531.34-03	398.00	WASN HOTEL STAY ROSIN HEALTH DEPARTMENT
		5/22/2025	9264	100-0904-531.30-11	13.74	GROUND SHIPPING ENVIRONMENTAL HEALTH
		5/22/2025	9304	100-0801-521.19-03	15.00	UNIFORM ALLOWANCE POLICE
		5/22/2025	9343	100-0801-521.30-12	109.98	RAM POLICE
		5/22/2025	9400	100-0703-553.24-03	28.99	TRASH CANS PARKS
		5/22/2025	9461	100-0801-521.38-01	20.31	EQUIPMENT/FUEL/TRAINING POLICE

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ELAN FINANCIAL SERVICES...	85216...	5/22/2025	9553	100-0301-523.32-01	40.00	DUES COMMUNITY DEVELOPMENT
		5/22/2025	9616	100-0903-531.34-03	398.00	WASN HOTEL STAY PAULY HEALTH DEPARTMENT
		5/22/2025	9708	470-0501-522.82-01	204.00	BENCH F-2025-007
		5/22/2025	9727	100-0601-551.30-16	10.44	MONTHLY SUBSCRIPTION LIBRARY
		5/22/2025	9782	100-0601-551.30-11	14.62	INTERLIBRARY LOAN LIBRARY
		5/22/2025	9845	100-0000-201.14-00	2.94	BUS TRIP PICTURES SENIOR CENTER
		5/22/2025	9897	100-0801-521.30-12	129.99	HARD DRIVE POLICE
		5/22/2025	9909	100-0702-552.30-18	4.00	WHEELY FUN EVENT SENIOR CENTER
		5/22/2025	9924	100-0801-521.34-03	10.71	TRAINING MEALS POLICE
			Total for check: 85216		19,970.46	
ENERGITECH	85217	5/22/2025	175156	731-1022-541.24-06	323.24	FUEL ISLAND PARTS
			Total for check: 85217		323.24	
EVERGREEN POWER	85218	5/22/2025	26916	731-1022-541.38-03	168.30	CLAMP
			Total for check: 85218		168.30	
FACTORY MOTOR PARTS CO	85219	5/22/2025	18-2284495	731-1022-541.38-03	17.37	LUBE FILTER
			Total for check: 85219		17.37	
FARRELL EQUIPMENT & SUPPLY CO INC	85220	5/22/2025	224013	100-1003-541.30-18	919.96	BLADE & SPRAYER
		5/22/2025	224014	100-1019-552.30-18	6,399.96	SEALER
		5/22/2025	224507	100-1003-541.30-15	(689.97)	BLADE
		5/22/2025		100-0704-552.24-03	72.99	MORTAR FOR POOL
			Total for check: 85220		6,702.94	
FIRELINE SPRINKLER LLC	85221	5/22/2025	3408	731-1022-541.24-03	177.00	SPRINKLER INSPECTION
			Total for check: 85221		177.00	

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FIRST AMERICAN TITLE INSURANCE CO	85222	5/22/2025	EARNEST MONEY	501-0000-191.00-00	5,000.00	325 BROAD ST OFFER
			Total for check: 85222		5,000.00	
FOX CITIES CHAMBER OF COMMERCE &	85223	5/22/2025	11521	492-0304-562.21-10	1,500.00	ECONOMIC DEV PLEDGE
				493-0304-562.21-10	1,500.00	ECONOMIC DEV PLEDGE
			Total for check: 85223		3,000.00	
FOX VALLEY TECHNICAL COLLEGE	85224	5/22/2025	SP3827	100-0801-521.34-02	1,055.00	CLASS REGISTRATION
			Total for check: 85224		1,055.00	
GARROW OIL CORP	85225	5/22/2025	1247939	100-0000-131.00-00	19,654.52	FUEL
			Total for check: 85225		19,654.52	
LIA GRONSMAN	85226	5/22/2025	RENTAL REFUND	100-0000-201.11-00	100.00	RENTAL SECURITY DEPOSIT
			Total for check: 85226		100.00	
JMAC SUPPLY LLC	85227	5/22/2025	SO21681	470-0703-553.82-02	2,595.72	JEFFERSON PARK CAMERAS PR-2026-02
			Total for check: 85227		2,595.72	
JORSON & CARLSON CO	85228	5/22/2025	0749605	731-1022-541.38-03	96.00	TREE CHIPPER KNIVES
			Total for check: 85228		96.00	
RACHEL KOEHNKE	85229	5/22/2025	REFUND	100-0000-441.25-00	38.00	NO SCHOOL DAY REFUND
			Total for check: 85229		38.00	
LAPPEN SECURITY PRODUCTS INC	85230	5/22/2025	LSPQ52481	731-1022-541.24-03	138.18	DOOR PARTS
			Total for check: 85230		138.18	

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LEVENHAGEN OIL CORPORATION	85231	5/22/2025	105662	100-0000-131.00-00	7,467.50	FUEL
			Total for check: 85231		7,467.50	
MENARDS-APPLETON EAST	85232	5/22/2025	75438	100-0703-553.24-03	30.07	ELECTRICAL
			Total for check: 85232		30.07	
MENASHA TREASURER	85233	5/22/2025	DRIVER TIP	100-0000-201.14-00	100.00	DRIVER TIP FOR BREW GAME
		5/22/2025	START UP CASH	100-0000-103.08-00	600.00	POOL START UP CASH
			Total for check: 85233		700.00	
METRO SALES INC	85234	5/22/2025	INV2788200	743-0403-513.29-01	1,368.52	PRINTER/COPIER USAGE 4/17-5/16
			Total for check: 85234		1,368.52	
MGERWE	85235	5/22/2025	GRAPHIC DESIGN	100-0304-562.21-10	390.00	GRAPHIC DESIGN
			Total for check: 85235		390.00	
MICHEL'S ROAD & STONE INC	85236	5/22/2025	482786	625-1010-541.30-18	211.98	UTILITY STONE
			Total for check: 85236		211.98	
MID-AMERICAN RESEARCH CHEMICAL	85237	5/22/2025	0848761-IN	100-0703-553.30-18	150.83	WEED KILLER
			Total for check: 85237		150.83	
MSA	85238	5/22/2025	015783	100-0301-523.21-06	1,938.00	COM. PLUMBING INSPECTIONS
			Total for check: 85238		1,938.00	
N&M AUTO SUPPLY	85239	5/22/2025	838880	731-1022-541.38-03	6.50	HOSE CLAMP
		5/22/2025	838973	731-1022-541.38-04	14.20	OIL FILTER

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N&M AUTO SUPPLY...	85239...	5/22/2025	839127	731-1022-541.38-03	6.98	OIL
			Total for check: 85239		27.68	
NEHER ELECTRIC SUPPLY INC	85240	5/22/2025	372311-01	470-1012-541.80-05	48,158.00	EAST SIDE LED
			Total for check: 85240		48,158.00	STLIG-2024-003
NORTHEAST ASPHALT INC	85241	5/22/2025	30-00020597	625-1010-541.30-18	220.75	ASPHALT
			Total for check: 85241		220.75	
OPENGOV INC	85242	5/22/2025	INV19177	100-1008-541.29-07	3,265.45	OMS USER & SIGNS ASSET
			Total for check: 85242		3,265.45	
OUTAGAMIE COUNTY CLERK OF COURTS	85243	5/22/2025	REPORT #25-1205	100-0000-201.03-00	200.00	REPORT #25-1205
			Total for check: 85243		200.00	
PACKER CITY INTL TRUCKS INC	85244	5/22/2025	X103152522:01	731-1022-541.38-03	1,775.00	55 GAL TRANSYND
		5/22/2025	X103152717:01	731-1022-541.38-03	222.92	FILTERS AND KIT
			Total for check: 85244		1,997.92	
PETERS CONCRETE COMPANY	85245	5/22/2025	2251922	100-1003-541.24-05	1,199.00	FLATWORK
		5/22/2025	2252173	100-0925-531.80-05	1,961.25	CONCRETE
			Total for check: 85245		3,160.25	1ST & RACINE ST
FRED PIETTE J	85246	5/22/2025	REFUND	100-0000-422.03-02	400.00	REFUND OVERPAYMENT
			Total for check: 85246		400.00	PLUMBING PERMIT
PLAYFUL PURSUITS LLC	85247	5/22/2025	23827	826-0702-552.20-05	850.00	WHEELIN AXES
			Total for check: 85247		850.00	5/29/25 RIBBON CUTTING

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REDI-WELDING CO	85248	5/22/2025	15570	731-1022-541.38-03	210.00	METAL FOR FABRICATION
			Total for check: 85248		210.00	
DIANE SCHABACH	85249	5/22/2025	761741	207-0707-552.21-06	14,000.00	CONTRACT
			Total for check: 85249		14,000.00	
LYNN SEARLES	85250	5/22/2025		100-0000-201.12-00	448.00	BATTING/QUILTING SUPPLIES
			REIMBURSEMENT			
			Total for check: 85250		448.00	
SITEONE LANDSCAPE SUPPLY	85251	5/22/2025	153383359-001	100-1009-541.30-18	1,262.19	SEED MIXTURE
			Total for check: 85251		1,262.19	
MATTHEW SPIEGEL	85252	5/22/2025		100-0801-521.34-03	12.00	MEAL REIMBURSEMENT
			REIMBURSEMENT			
			Total for check: 85252		12.00	
MARGARET STRUVE	85253	5/22/2025		100-0201-512.34-03	14.77	MEALS
		5/22/2025		100-0201-512.33-01	42.00	MILEAGE
			Total for check: 85253		56.77	
SUPERIOR VISION INSURANCE PLAN	85254	5/22/2025	0000894022	100-0000-204.10-00	1,081.37	JUNE VISION INSURANCE
			Total for check: 85254		1,081.37	
TANYAR CPR LLC	85255	5/22/2025	632	100-0702-552.20-03	1,080.00	YOUTH BABYSITTING CPRAED
			Total for check: 85255		1,080.00	
TERRAVENTURE ADVISORS LLC	85256	5/22/2025	2610	470-1003-541.82-02	2,869.69	DOT/IMPROVEMENT STH114 STR-2025-002
			Total for check: 85256		2,869.69	
THEDACARE AT WORK	85257	5/22/2025	365385	100-0202-512.21-05	255.00	EMPLOYEE SCREENING

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THEDACARE AT WORK...	85257...	5/22/2025	369099	100-0202-512.2.1-06	316.25	EAP CONTRACT
		5/22/2025	369181	100-0202-512.2.1-05	68.00	DRUG TEST
			Total for check: 85257		639.25	
TRUCK COUNTRY OF WISCONSIN	85258	5/22/2025	X202840361:01	731-1022-541.38-03	408.74	MISC PARTS
		5/22/2025	X202840361:02	731-1022-541.38-03	3,168.04	COMPRESSOR AND PARTS
		5/22/2025	X202840361:03	731-1022-541.38-03	372.53	MISC PARTS
		5/22/2025	X202841387:01	731-1022-541.38-03	(421.86)	COMPRESSOR CORE
			Total for check: 85258		3,527.43	
WEST BEND MUTUAL INSURANCE COMPANY	85259	5/22/2025	011344680400	100-0203-512.30-18	50.00	NOTARY BOND W/POLICY
			Total for check: 85259		50.00	
WEYERS EQUIPMENT INC	85260	5/22/2025	01-221340	731-1022-541.38-03	295.60	BELT
			Total for check: 85260		295.60	
WHITE CAP LP	85261	5/22/2025	50031415147	100-0703-553.30-15	459.99	CONCRETE CLEANER
			Total for check: 85261		459.99	
WINNEBAGO COUNTY TREASURER	85262	5/22/2025	30578	100-0304-562.21-08	120.00	SITE IMPROVEMENT AGREEMNT
				204-0308-562.70-01	90.00	STRONG NEIGHBORHOODS MORTGAGES
		5/22/2025	30599	470-1003-541.82-02	885.01	HIGHWAY MAINTENANCE STR-2026-003
		5/22/2025	30789	470-1003-541.82-02	772.77	HIGHWAY MAINTENANCE STR-2026-003
			Total for check: 85262		1,867.78	
WOOD AN DALE NURSERY	85263	5/22/2025	20622	470-1003-541.82-02	7,550.00	WATER STREET TREES STR-2024-003
			Total for check: 85263		7,550.00	
					304,568.44	

AP Check Register

Check Date: 5/29/2025

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
ALV INSPECTIONS	85264	5/29/2025	1132	100-0301-523.21-06	6,139.32	COMMERICAL INSPECTIONS
			Total for check: 85264		6,139.32	
AMAZON CAPITAL SERVICES	85265	5/29/2025	16PR-L7NW-JQQ9	100-0801-521.30-15	147.35	COMBAT TOURNIQUETS (5)
		5/29/2025	16YK-47RD-JQXR	100-0801-521.29-04	24.21	DOG LEASHES (3)
		5/29/2025	196G-P67P-CGCD	100-0203-512.30-15	146.28	COLOR RIBBON KIT
		5/29/2025	1CWM-QWJQ-9V17	100-0203-512.30-15	44.98	OFFICE SUPPLIES
		5/29/2025	1L7Q-LVWR-NKRM	100-0801-521.24-01	236.39	OFFICE SUPPLIES
		5/29/2025	1LX3-KRVT-K3TL	100-0801-521.29-04	89.98	GPS RECEIVER
		5/29/2025	1MLD-7N7J-JYHL	100-0801-521.30-10	33.86	OFFICE SUPPLIES
		5/29/2025	1NDT-PYDQ-9FR4	100-0204-512.30-10	82.52	OFFICE SUPPLIES
		5/29/2025	1QLY-G764-P693	100-0801-521.30-18	65.73	PACKING PAPER ROLL
		5/29/2025	1WYT-QHVJ-M4LX	100-0304-562.30-10	15.32	PENS
			Total for check: 85265		886.62	
AUTOMOTIVE SUPPLY COMPANY	85266	5/29/2025	012198497	731-1022-541.38-04	318.27	BRAKES
			Total for check: 85266		318.27	
B BOWERS CONSTRUCTION LLC	85267	5/29/2025	1159	625-1010-541.24-05	3,350.00	DRAIN TILE/SERVICE
			Total for check: 85267		3,350.00	
BERGSTROM FORD LINCOLN	85268	5/29/2025	106789	731-1022-541.38-04	429.58	TRACK ASY SEAT
			Total for check: 85268		429.58	
BLOOM LLC	85269	5/29/2025	SPONSORSHIP	100-0304-562.21-10	300.00	HARVEST FEST SPONSORSHIP
			Total for check: 85269		300.00	
BOBCAT PLUS	85270	5/29/2025	IA21418	731-1022-541.38-03	255.68	TOOTH PIN
			Total for check: 85270		255.68	

AP Check Register

Check Date: 5/29/2025

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
CINTAS	85271	5/29/2025	1905674015	100-0703-553.24-03	70.00	GARBAGE BAGS
		5/29/2025	4231203148	207-0707-552.30-13	253.15	UNIFORMS/SUPPLIES
				731-1022-541.20-01	161.00	UNIFORMS/SUPPLIES
			Total for check: 85271		484.15	
COMPLETE OFFICE OF WISCONSIN	85272	5/29/2025	926343	731-1022-541.30-10	46.60	TIME CARDS
			Total for check: 85272		46.60	
CUMMINGS SALES AND SERVICE	85273	5/29/2025	F4-250584417	731-1022-541.38-03	51.73	AIR CONNECTORS
			Total for check: 85273		51.73	
ANDREW DANE	85274	5/29/2025	MILEAGE	100-0304-562.33-01	35.70	MILEAGE REIMBURSEMENT
			Total for check: 85274		35.70	
ENVISIONINK PRINTING SOLUTIONS	85275	5/29/2025	252497	100-0703-553.29-01	285.00	BOAT LAUNCH PERMIT LABELS
			Total for check: 85275		285.00	
EVERGREEN POWER	85276	5/29/2025	27095	731-1022-541.38-03	3.99	FASTENER
		5/29/2025	27137	731-1022-541.38-03	116.45	BLADE
			Total for check: 85276		120.44	
FACTORY MOTOR PARTS CO	85277	5/29/2025	18-2285810	731-1022-541.38-04	280.15	BATTERY
		5/29/2025	18-2285969	731-1022-541.30-18	193.80	LUBRICANTS
		5/29/2025	18-2286163	731-1022-541.38-03	37.21	FILTERS
			Total for check: 85277		511.16	
FARRELL EQUIPMENT & SUPPLY CO INC	85278	5/29/2025	225925	470-1003-541.82-02	547.96	CONCRETE TUBE
			Total for check: 85278		547.96	

AP Check Register

Check Date: 5/29/2025

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
FLAG CENTER	85279	5/29/2025	0119479-IN	100-0703-553.24-03	989.50	FLAGS
	Total for check: 85279				989.50	
DONALD HIETPAS & SONS INC	85280	5/29/2025	MOOO292000334	100-0000-122.02-00	122,310.00	WATER MAIN RECONSTRUCTION
				601-0000-194.00-00	38,694.51	WATER MAIN RECONSTRUCTION
				625-0000-194.00-00	69,782.00	WATER MAIN RECONSTRUCTION
				625-0000-201.04-00	(11,539.33)	WATER MAIN RECONSTRUCTION
	Total for check: 85280				219,247.18	
INDEPENDENT MASONRY & CONCRETE LLC	85281	5/29/2025	14 TAYCO ST	203-0307-562.70-01	10,000.00	FACADE UPGRADES
	Total for check: 85281				10,000.00	
JOE'S POWER CENTER	85282	5/29/2025	190335	731-1022-541.38-03	64.99	DRIVE TUBE
	Total for check: 85282				64.99	
JUMP AROUND RENTALS	85283	5/29/2025	05/29/2025	826-0702-552.20-05	350.00	INFLATABLE RENTALS JEFFERSON RIBBON CUTTING
		5/29/2025	06/04/2025	100-0702-552.20-05	720.00	INFLATABLE RENTALS CITY CARNIVAL EVENT
	Total for check: 85283				1,070.00	
KL ENGINEERING INC	85284	5/29/2025	20250569	470-1003-541.82-02	2,220.60	ST SIGNAL RECONSTRUCTION STR-2025-006
	Total for check: 85284				2,220.60	
KLINK HYDRAULICS LLC	85285	5/29/2025	45915	731-1022-541.38-03	1,129.07	HYDRAULIC PARTS
		5/29/2025	45916	731-1022-541.30-18	382.51	PRESSURE WASHER PARTS
				731-1022-541.38-03	1,178.00	HYDRAULIC PARTS
		5/29/2025	45922	731-1022-541.38-03	269.23	HYDRAULIC PARTS
		5/29/2025	45963	731-1022-541.38-03	(247.59)	HOSE RETURN
		5/29/2025	45964	731-1022-541.38-03	199.15	HYDRAULIC PARTS
	Total for check: 85285				2,910.37	

AP Check Register

Check Date: 5/29/2025

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
LYDIA LANG	85286	5/29/2025	27	100-0702-552.20-05	625.00	FACE PAINTING
						CITY CARNIVAL EVENT
			Total for check: 85286		625.00	
LEAGUE OF WISCONSIN MUNICIPALITIES	85287	5/29/2025	R88488	100-0201-512.34-02	325.00	CONFERENCE REGISTRATION
			Total for check: 85287		325.00	
LEVENHAGEN OIL CORPORATION	85288	5/29/2025	081222A-IN	731-1022-541.38-03	1,425.45	LUBRICANTS
		5/29/2025	105810	207-0707-552.38-01	5,490.19	GASOLINE
			Total for check: 85288		6,915.64	MENASHA MARINA
LINDSEY MAIN	85289	5/29/2025	REFUND	100-0000-441.25-00	72.00	BABYSITTER CLINIC REFUND
			Total for check: 85289		72.00	
MATTHEWS TIRE & SERVICE CENTER	85290	5/29/2025	96881	731-1022-541.38-02	1,497.35	TIRES
		5/29/2025	96882	731-1022-541.38-02	1,346.44	TIRES
			Total for check: 85290		2,843.79	
MENASHA JOINT SCHOOL DISTRICT	85291	5/29/2025	MOBILE HOME MAY	100-0000-412.00-00	5,240.99	MOBILE HOME PERMIT FEE
			Total for check: 85291		5,240.99	MAY
MENASHA NEEENAH MUNICIPAL COURT	85292	5/29/2025	REPORT #25-0062	100-0000-201.03-00	217.00	REPORT #25-0062
			Total for check: 85292		217.00	
MENASHA TREASURER	85293	5/29/2025	START UP CASH	100-0000-441.25-00	615.00	CITY CARNIVAL START UP
			Total for check: 85293		615.00	
MENASHA UTILITIES	85294	5/29/2025	MENASHA UTILITY	100-0305-562.22-05	50.04	03/31/25-4/30/25 WAT/SEW
				100-0305-562.22-06	16.72	03/31/25-4/30/25 STORM
				100-0601-551.22-07	63.23	03/31/25-4/30/25 LIBRARY

AP Check Register

Check Date: 5/29/2025

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
MENASHA UTILITIES...	85294...	5/29/2025...	MENASHA UTILITY...	100-0703-553.22-05	651.05	03/31/25-4/30/25 WAT/SEW
				100-0703-553.22-06	126.46	03/31/25-4/30/25 STORM
				100-0704-552.22-07	446.36	03/31/25-4/30/25 POOL
				100-1012-541.22-03	69.90	03/31/25-4/30/25 ELEC
				100-1013-541.22-03	10.82	03/31/25-4/30/25 ELEC
				100-1013-541.22-05	105.57	03/31/25-4/30/25 WAT/SEW
				100-1013-541.22-06	246.63	03/31/25-4/30/25 STORM
				100-1014-543.22-05	16.68	03/31/25-4/30/25 WAT/SEW
				100-1014-543.22-06	80.47	03/31/25-4/30/25 STORM
				100-1019-552.22-05	47.20	03/31/25-4/30/25 WAT/SEW
				100-1019-552.22-07	196.21	03/31/25-4/30/25 FIBER
				207-0707-552.22-07	57.44	03/31/25-4/30/25 MARINA
				487-0305-562.22-06	14.63	03/31/25-4/30/25 STORM
				501-0304-562.22-06	1.55	1101 PROVINCE TER FINAL BILL
					1.55	1109 PROVINCE TER FINAL BILL
					20.51	2027 MANITOWOC RD FINAL BILL
MORTON SAFETY					239.31	03/31/25-4/30/25 STORM
					596.57	03/31/25-4/30/25 GARAGE
					165.69	03/31/25-4/30/25 IT
					501.64	03/31/25-4/30/25 IT
					3,726.23	
MORTON SAFETY	85295	5/29/2025	233750	100-0703-553.30-18	132.00	EYEWEAR
					132.00	
N&M AUTO SUPPLY	85296	5/29/2025	839244	731-1022-541.38-02	67.48	TIRE REPAIR KIT
		5/29/2025	839246	731-1022-541.38-03	59.80	LED BAR
		5/29/2025	839347	731-1022-541.30-18	102.90	WIRE
		5/29/2025	839544	731-1022-541.38-04	22.49	FILTER
					252.67	

AP Check Register

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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
CITY OF NEENAH	85297	5/29/2025	FIRE/RESCUE	100-0501-522.25-01	339,585.00	FIRE/RESCUE SERVICES 2025
			Total for check: 85297		339,585.00	
PACKER CITY INTL TRUCKS INC	85298	5/29/2025	X103152717:02	731-1022-541.38-03	34.17	FILTERS
		5/29/2025	X103152915:01	731-1022-541.38-03	122.66	FILTERS
			Total for check: 85298		156.83	
PETERS CONCRETE COMPANY	85299	5/29/2025	2252360	625-1003-541.82-02	790.00	CONCRETE OLDE PULLEY/TAYCO
		5/29/2025	2252425	100-1003-541.82-02	1,466.50	CONCRETE 1ST & RACINE ST
		5/29/2025	2252488	100-1003-541.24-05	1,066.50	CONCRETE 3RD/RACINE
				470-1009-541.82-02	653.50	CONCRETE-3RD/RACINE STR-2024-04
		5/29/2025	2252608	100-1003-541.24-05	3,102.00	CONCRETE 1ST & RACINE ST
			Total for check: 85299		7,078.50	
POMP'S TIRE SERVICE INC	85300	5/29/2025	320166476	731-1022-541.38-04	34.09	CARLISLE SMOOTH TIRE
		5/29/2025	320166477	731-1022-541.38-04	5.90	TUBE
			Total for check: 85300		39.99	
REINDERS INC	85301	5/29/2025	2733576-00	100-0703-553.30-18	48.00	EDGING
			Total for check: 85301		48.00	
RUEKERT & MIELKE INC	85302	5/29/2025	156147	601-1020-543.21-02	806.00	PROFESSIONAL FEES
		5/29/2025	156148	601-1020-543.21-02	1,807.00	SEWER BILLING ASSISTANCE
			Total for check: 85302		2,613.00	
SERVICE MOTOR COMPANY	85303	5/29/2025	P11179	731-1022-541.38-02	499.28	TIRES
			Total for check: 85303		499.28	

AP Check Register

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Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
STATE BAR OF WISCONSIN	85304	5/29/2025	1096218	100-0201-512.32-01	623.20	STATE BAR MEMBERSHIP DUES
	Total for check: 85304				623.20	
STERICYCLE INC	85305	5/29/2025	8010813468	100-0801-521.21-05	14.50	SUBSCRIPTION FEE
	Total for check: 85305				14.50	
THEDACARE AT WORK	85306	5/29/2025	369483	100-0202-512.21-05	68.00	DRUG TEST
		5/29/2025	369506	100-0202-512.21-05	68.00	DRUG TEST
	Total for check: 85306				136.00	
TRUCK COUNTRY OF WISCONSIN	85307	5/29/2025	X202840361:04	731-1022-541.38-03	27.36	WASHER SEALER
		5/29/2025	X202842824:01	731-1022-541.38-03	32.25	LINKAGE
	Total for check: 85307				59.61	
TRUCK EQUIPMENT INC	85308	5/29/2025	1144157-00	731-1022-541.38-03	1,375.65	BUSHINGS/ADAPTERS
	Total for check: 85308				1,375.65	
UNIFORM SHOPPE	85309	5/29/2025	8223	100-0801-521.19-02	268.85	PANTS/SHIRTS
	Total for check: 85309				268.85	
THOMAS VAN SISTINE	85310	5/29/2025	REFUND	100-0000-201.08-00	8.81	PAVILION RENTAL REFUND
				100-0000-441.23-00	176.19	PAVILION RENTAL REFUND
	Total for check: 85310				185.00	
WE ENERGIES	85311	5/29/2025	5463448244	731-1022-541.22-04	1,250.69	455 BALDWIN ST GAS SERVICE
		5/29/2025	5469451965	100-0701-533.22-03	15.41	NORTH ST ELECTRIC
		5/29/2025	5470932655	100-0701-533.22-03	15.92	NORTH ST ELECTRIC

AP Check Register

Check Date: 5/29/2025

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
WE ENERGIES...	85311...	5/29/2025	5481953313	100-0703-553.22-04	47.61	2170 PLANK RD GAS SERVICE
			Total for check: 85311		1,329.63	
WESTWOOD PROFESSIONAL SVCS INC	85312	5/29/2025	1250501267	470-1003-541.82-02	812.39	RACINE ST & 3RD ST BIKE LNSTR-2025-005
			Total for check: 85312		812.39	
TERMINIX WIL-KIL	85313	5/29/2025	77472452	100-0920-531.24-03	149.48	EXTERIOR INSECT TREATMENT
			Total for check: 85313		149.48	
WINNEBAGO COUNTY CLERK OF COURTS	85314	5/29/2025	REPORT #25-1477	100-0000-201.03-00	150.00	REPORT #25-1477
			Total for check: 85314		150.00	
WINNEBAGO COUNTY TREASURER	85315	5/29/2025	29719	100-0805-521.25-01	257.30	INMATE STAYS
			Total for check: 85315		257.30	
WISCONSIN SUPPORT COLLECTIONS	85316	5/29/2025	20250529	100-0000-202.03-00	823.91	PAYROLL SUMMARY
			Total for check: 85316		823.91	
					627,436.29	



MEMORANDUM

DATE June 2, 2025
TO Common Council
FROM Austin Hammond, Mayor
RE R-14-25 - A Resolution to Join the Wisconsin Local Government Climate Coalition (WLGCC) (Introduced by Ald. Rand)

The Sustainability Committee voted to recommend the approval of Resolution R-14-25, a resolution for the City of Menasha to join the Wisconsin Local Government Climate Coalition (WLGCC), to the City of Menasha Common Council at the May 22, 2025 meeting. By joining the WLGCC, City staff would gain access to the following benefits:

Main Components & Benefits

- Convene a network of local government advisors across the state to inform needs (meets quarterly, roughly) and ensure feedback loops
- Develop a Resilient & Efficient Buildings Roadmap to present options for local governments to increase the efficiency & resiliency of buildings within their communities
- Produce resources (fact sheets, summaries, tools, etc.), posted on WLGCC's resource hub on the website. Informed by local government feedback & ideas.
- Provide local government assistance

Recommended Motion:

Approve R-14-25 - A Resolution to Join the Wisconsin Local Government Climate Coalition (WLGCC) (Introduced by Alderman Rand)

Potential Member Discussion

Last updated 4/2/24





The Coalition provides a platform for members to collaborate on overcoming barriers to decarbonization, accelerating local climate change solutions, and ensuring the benefits of the clean energy economy are distributed to everyone throughout the state.

WLGCC Mission Statement

History of WLGCC

Started with a small group of local government representatives in 2020 that came together around a common set of challenges, desiring practical solutions. They recognized that local governments...

- Have a unique experience and voice that should be heard
- Have limited budgets and staff, and can benefit from working together

Our membership represents about 40% of residents in WI!

- 26 local governments
- In most cases, member representatives are local government staff (sustainability staff, planners, city administrators, village managers, etc.), but we are flexible based on what works for you

MEMBERS

City of Appleton
City of Baraboo
City of Eau Claire
City of Edgerton
City of Green Bay
City of La Crosse
City of Madison
City of Middleton
City of Milwaukee
City of Monona
City of Monroe
City of Oshkosh
City of Racine
City of Stevens Point
City of Sun Prairie
City of Wausau
City of Wauwatosa
Village of McFarland
Village of Shorewood
Village of Whitefish Bay
Milwaukee County
Dane County
Eau Claire County
La Crosse County
Rock County
Green County



Value of Membership

WLGCC delivers value to members through:

- Facilitating local government voices on climate & clean energy policies & programs
- Providing resources and tools to achieve deeper impacts across communities
- Creating peer-to-peer learning & information sharing opportunities

Strategic Priorities

Strategic Priorities Statement

WLGCC focuses on policies, programs, and initiatives that promote clean energy and climate smart solutions for all communities across the state. This document, which is updated every two years, summarizes the strategic priorities that members support and will work together on at the state and local levels.

- 1. Decarbonize Buildings**

- a. strong state building codes, Focus on Energy program, emissions/ energy use data

- 2. Green the Grid**

- a. utility retirement of fossil fuel plants, PSC-utility accountability for clean energy goals & supporting community-led RE (net metering, third party ownership, etc)

- 3. Decarbonize Transportation**

- a. robust EV charging network, accessible to everyone, regional public transportation solutions

- 4. Implement People-Centered & Climate-Smart Land Use Policies**

- a. low/no carbon land use policies (model ordinances, zoning codes), initiatives within communities

- 5. Promote Resilience & Natural Solutions**

- a. microgrids, urban forestry efforts, green infrastructure, local policies, sharing best practices

(More details on the Our Strategies page on our website: wlgcc.org/our-strategies)

Making Progress Together

For each Strategic Priority, smaller groups of members (supported by staff) meet periodically to set annual goals, coordinate and collaborate on opportunities, and identify resources to share/create. We ask each member to participate in at least one work group (knowing you may not be able to make each meeting!)

Example Activities

- Bring in experts from State Agencies and other orgs to present on / inform members on programs or other opportunities and field questions
- Share resources (e.g. ordinance language, draft bid requests, etc.) and facilitate peer-to-peer learning
- Identify and discuss state/federal funding opportunities
- Where appropriate, weigh in on state policy/regulatory issues (e.g. comments on a PSC docket)*
- Jointly provide input or feedback on programs (e.g. memo to OSCE re: CPRG measures, feedback to Focus on Energy on Home Energy Rebate program design), etc.*
- Track related legislation, discuss potential effects

** Members will help to shape comments and contribute to drafts, which staff will finalize and deliver on the Coalition's behalf*

What Membership Looks Like

WLGCC Membership

We understand that each community will be at a different point in its climate and clean energy journey, and we want to meet you where you are at. There are a number of ways for member to participate – and we also understand that you may not be able to attend everything! Here are some of the different engagement points....

Member Engagement Points

- Monthly member meetings (1 hr, the last Tuesday of each month)
- Work group meetings (typically every 2 months, depending on needs)
- Monthly webinars (bringing in experts or other speakers to discuss relevant topics)
- Annual In-Person Members' Summit (mid-October)
- Ad hoc meetings to brainstorm or discuss specific areas of member interest
- Mid-month emails from WLGCC staff, sharing updates and opportunities
- Alert emails as important or time sensitive items come up (e.g. grant opportunities, etc.)

Resources & Support

Key WLGCC Grant-funded Projects

- **Resilient & Efficient Buildings Municipal Support Program** (launched Summer 2024) - open to new participants on ongoing basis
 - ◆ Part of Resilient & Efficient Codes Implementation (RECI) grant
 - ◆ Lead: Slipstream, Partners: MEEA, Clean Wisconsin, New Buildings Institute
- **ICLEI Carbon Emissions Tracking tool & suite of services** (launched in December 2024) - 2025 cohorts are closed, but we will try to identify future opportunities if there is interest!
 - ◆ Office of Energy Innovation grant
 - ◆ Lead: City of Stevens Point, Partners: WLGCC, ICLEI
- **Local Government GHG Reduction Playbooks** (launching in Q1 2025!)
 - ◆ Breaking down best practice GHG reduction strategies for local governments, bridging the gap between planning and implementation
- **Local Government Sustainability Policies & Practices Database** (in development)
 - ◆ We are working with Elevate to create an easy-to-navigate database of Wisconsin-focused policies and practices to support members as they pursue their goals

Resilient & Efficient Buildings Municipal Support Program

Why a Municipal Support Program? Buildings are central to decreasing energy consumption so that local governments can meet their clean energy & sustainability goals. A more efficient building also means lower utility costs and safer and more healthy tenants / residents. Local governments are limited by state buildings codes. Given this, where can local governments still have an impact? What can they do within their communities to promote more efficient and resilient buildings?

Main Components & Benefits

- **Convene a network of local government advisors** across the state to inform needs (meets quarterly, roughly) and ensure feedback loops (more on next slide)
- **Develop a Resilient & Efficient Buildings Roadmap** to present options for local governments to increase the efficiency & resiliency of buildings within their communities
- **Produce resources** (fact sheets, summaries, tools, etc.), posted on WLGCC's resource hub on the website. Informed by local government feedback & ideas.
- **Provide local government assistance** (respond to questions, etc.)

Local Government GHG Reduction Playbooks

- Local governments face several obstacles to reducing GHG emissions in their communities, including staff capacity and practical information on how to implement projects, to name just a couple.
- Through funding from the EPA Region 5, this project focuses on reducing these challenges by **identifying 5-7 best practice strategies** for local governments to take to reduce GHG emissions, and then **creating 2-4 “playbooks” on how to implement** a couple of these strategies - bridging the gap between planning and implementation
- We will work closely with member communities as strategies are identified and as the playbooks are designed, to ensure that they are as useful as possible.

These playbooks will serve as templates for producing future playbooks as additional resources and funding are identified.

How to Join

- (1) Meet with WLGCC staff for initial discussion to ensure the Coalition is a good fit for your goals
- (2) Draft a resolution substantially similar to [this template](#) and submit to WLGCC for review
- (3) Governing Body approves resolution
- (4) Appoint someone (typically a staff position) to serve as your member representative, attend meetings, and contribute to our collective efforts
- (5) Membership begins!



Questions & Discussion

- Where is your community at in its journey?
- Do you have any clean energy or climate-focused goals or initiatives in place?
- What challenges and opportunities are you facing?
- What might you hope to get out of a WLGCC membership? How could we support you in your goals?
- Other questions about WLGCC we can answer?

Thank You



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RESOLUTION R-14-25

A Resolution to join the Wisconsin Local Government Climate Coalition (WLGCC)

INTRODUCED BY: Alderman Rand

WHEREAS, The City of Menasha has cause for concern regarding the negative impacts of climate change on greater society and within the local community insofar as climate change increases the risk of flooding, extreme weather, air pollution, emergency response, public infrastructure damage, and economic loss; and

WHEREAS, Mitigating the major contributing factors, such as the burning of fossil fuels, is imperative to slow climate change and protect the public welfare; and

WHEREAS, The State of Wisconsin has a goal of 100% carbon-free electricity by 2050, and local governments are important actors to help implement the State's goal and Clean Energy Plan; and

WHEREAS, The Wisconsin Local Government Climate Coalition (WLGCC) is comprised of local governments that work together to overcome barriers to decarbonization, accelerating local climate change solutions, and ensuring the benefits of the clean energy economy are distributed to everyone throughout the state; and

WHEREAS, The City of Menasha shares the goals of the WLGCC; now, therefore, be it

NOW, THEREFORE, BE IT RESOLVED, By the City of Menasha Common Council the City of Menasha officially joins the Wisconsin Local Government Climate Coalition and will contribute to sustaining its advocacy efforts; and, be it

BE IT FURTHER RESOLVED, That Community Development Director, Andrew Dane and Mayor Austin Hammond are authorized to represent the interests of City of Menasha in WLGCC activities.

Passed and approved this ____ day of _____, 2025.

Recommended by:

Motion/Second:

Pass/Fail: _____

Requires: _____ Majority Vote
_____ 2/3 Vote

Austin R. Hammond, Mayor

ATTEST:

Kaija Snyder, City Clerk