

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 16, 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:
 - 2. Minutes to Receive:
 - a. Board of Appeals, 12/5/25
 - b. Board of Review, 8/22/24
 - c. Board of Public Works, 6/2/25
 - d. Water and Light Commission, 5/28/25
 - e. Library Board of Trustees, 4/22/25
 - f. Redevelopment Authority, 6/3/25
 - g. Parks & Recreation Board, 5/13/25
 - h. Parks & Recreation Board, 6/10/25
 - 3. Communications:
 - a. Direct Seller's Permitting Procedure Updates
 - b. Municode Update
 - c. Library Reopening Update
 - d. National Gun Violence Awareness Day Proclamation
 - e. National Pollinator Week Proclamation
 - f. Juneteenth Day Proclamation

G. Consent Agenda

(Prior to voting on the Consent Agenda, items on the Consent Agenda may be removed at the request of any Alderman and place immediately following action on the Consent Agenda. The procedures to follow for the Consent Agenda are: (a) removal of items from Consent Agenda; and (b) motion to approve the items from Consent Agenda.)

1. Common Council Minutes, 6/2/25
2. Board of Public Works, 6/2/25, Recommends Approval of:
 - a. Street Use Application - Community Fest Parade of Lights; Thursday, July 3, 2025 ; 9:00 p.m. to 10:15 p.m.; City of Menasha
 - b. Street Use Application - Community First Fox Cities Marathon; Sunday, September 21, 2025; 3:00 a.m. to 2:00 p.m.; Community First Credit Union
 - c. Payment - Cardinal Construction; Contract Unit No. 2024-10; Jefferson Park Shelter Construction; \$64,375.00 (Payment No. 5)

H. Items Removed from the Consent Agenda

I. Action Items

1. Accounts payable and payroll for the term of 5/30/25 - 6/12/25 in the amount of \$3,007,511.36
2. Alcohol License Renewal Applications for the 2025-2026 Licensing Term (July 1, 2025 - June 30, 2026)
3. Outdoor Alcoholic Beverage Service Permit Applications for the 2025-2026 Licensing Term (July 1, 2025 - June 30, 2026)
4. Outdoor Street Service Permit Applications for the 2025 Licensing Term (June 17, 2025 - November 30, 2025)
5. Alcohol Operator's License Applications for the 2025-2027 Licensing Term
6. Offer to Purchase - 325 Broad Street, Parcel No. 2-00209-00
7. Proposed Change to Lawson Canal Sub Area Plan

J. Held Over Business

K. Ordinances and Resolutions

1. O-5-25 - An Ordinance Amending Title 10, Chapter 1, Article B, Section 16, Subsection B of the Code of Ordinances, Designating Yield Control at the Intersection of Wittmann Drive and Wittmann Park Lane/Parkside Drive (Introduced by Mayor Hammond)

L. Appointments

M. Claims Against the City

N. Public Comments on Any Matter Listed on the Agenda
(5 minute time limit for each person)

O. Adjournment

MEETING NOTICE
July 7, 2025
Commo 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
Board of Appeals
100 Main Street
Thursday December 5, 2024
3:00 PM
Minutes

A. CALL TO ORDER

Meeting called to order by Chair Galeazzi at 3:00 pm.

B. ROLL CALL

PRESENT: Chair Galeazzi, Members Vander Wyst, Jacobson, Rae-Othrow

ABSENT: Member Jungen, Alternate Member Tines

ALSO PRESENT: PP Larsen, AP Heim, BI Humski, CA Struve, Clerk Snyder, DC Rhoads, AA Lee

C. PUBLIC HEARING

1. Variance Request – Front Yard Setback Requirement – Raymond Pietsch, 756 Appleton Road, Menasha (Parcel No. 4-00459-00)

Chair Galeazzi opened the public hearing at 3:01 pm and invited members of the public to speak.

Chair Galeazzi closed the public hearing at 3:02 pm after no members of the public elected to speak.

Chair Galeazzi advised that this variance is for a font yard setback at 756 Appleton Road.

2. Variance Request – Wall Mounted Electronic Message Center Sign – St. Joseph's Food Program, Inc, 1465A Opportunity Way, Menasha (Parcel No. 6-01269-89)

Chair Galeazzi opened the public hearing at 3:02 pm and invited members of the public to speak.

Chair Galeazzi closed the public hearing at 3:03 pm after no members of the public elected to speak.

Chair Galeazzi advised that this variance is for a wall mounted electronic message center sign at St. Joesph's Food Program (1465A Opportunity Way).

D. MINUTES TO APPROVE

1. Board of Appeals, 11/1/2023

Motion by Member Jacobson seconded by Member Vander Wyst to approve the minutes of the 11/1/2023 Board of Appeals minutes.

Main motion, with Chair Galeazzi's correction, carried on voice vote.

Chair Galeazzi offered one correction to the minutes of the 11/1/23 Board of Appeals minutes: to include the presence of Member Jungen in the Roll Call section.

E. ACTION/DISCUSSION ITEMS

1. Variance Request – Front Yard Setback Requirement – Raymond Pietsch, 756 Appleton Road, Menasha (Parcel No. 4-00459-00)

Raymond Pietsch (756 Appleton Road, Menasha) appeared to speak on the variance request.

Motion by Chair Galeazzi seconded by Member Rae-Othrow to deny the variance request to allow the unpermitted covered porch to encroach into the front yard setback as requested.

Motion carried 4-0 on roll call.

Member Rae-Othrow arrived at 3:17 pm.

Board discussion considered the purpose of the building code, the stage of the project's unpermitted construction, and eligibility for legal non-conforming status. The Board of Appeals additionally discussed the applicant's failure to pursue alternative options presented by City staff. Board discussion concluded by describing the applicant's inability to meet the five criteria required for variance approval: (1) hardship to the property owner due to physiological considerations; (2) unique property conditions; (3) not an exclusive desire to increase property value or income; (4) will not be detrimental to the neighborhood; (5) will not undermine the spirit of the zoning code.

Staff advised on the legal non-conforming status of the original porch, and that Pietsch's reconstruction requires compliance with the current code. Specifically, removing the original structure and reconstructing voided the porch's legal non-conforming status, and the new construction failed to comply with current code. Repairing the original structure would not compromise legal non-conforming status.

Staff additionally spoke on other zoning and building code concerns, such as the property's setback and the prevailing setback related to this construction. Further, the newly constructed porch roof must additionally be inspected for building code compliance due to unpermitted construction. This is despite alternative, code compliant options for covering residential exits.

The applicant advised on the age and conditions of the wood used to construct the porch and the concrete upon which it sits on parcel no. 4-00459-00. Pietsch additionally advised that he pursued reconstruction of the porch despite being denied a building permit by the Building Inspection Office, and peculiarities of the home's construction.

2. Variance Request – Wall Mounted Electronic Message Center Sign – St. Joseph's Food Program, Inc, 1465A Opportunity Way, Menasha (Parcel No. 6-01269-89)

Monica Clare and Jeff Schweitzer of St. Joseph's Food Program, Inc. (1465A Opportunity Way, Menasha), and Kelli Lax of Creative Sign Company (505 Lawrence Drive, De Pere) appeared to speak on the variance request.

Motion by Chair Galeazzi seconded by Member Jacobson to deny the variance as requested.

Chair Galeazzi withdrew the motion from the table with unanimous consent from the Board of Appeals.

Motion by Member Vander Wyst seconded by Chair Galeazzi to allow the variance as requested on the basis of the applicant's hardship, uniqueness of the property, disinterest in increasing property value, lack of harm to the neighborhood, and adherence to the spirit of the zoning code.

Motion carried 2-1, 1 abstention, on roll call. Member Jacobson voted no. Member Rae-Othrow abstained.

Board discussion considered alternative forms of signage, previous boards' approval of similar variance requests, opportunities for revising the sign code to better reflect current industry patterns and means for expediting code revisions. The board additionally considered the implications for precedent setting. Requirements for granting a variance were additionally considered; specifically, the comparative difference in hardship for nonprofit organizations, uniqueness of the property due to membership in the condominium association, and a lack of harm to public interests. An additional hardship related to the property's inability to add a monument sign was also discussed. Board discussion concluded by describing the applicant's achievement of the five criteria required for variance approval: (1) hardship to the property owner due to physiological considerations; (2) unique property conditions; (3) not an exclusive desire to increase property value or income; (4) will not be detrimental to the neighborhood; (5) will not undermine the spirit of the zoning code.

Staff advised on the sign code's prohibition on electronic message center signs outside of monument signs. Staff noted that electronic messaging has advanced beyond the code's current allowances; specifically, the code does not allow for wall mounted electronic message center signs despite their increasing popularity. Staff additionally spoke to the size requirements for electronic message center signs, the potential frequency of similar variance requests, alternative forms of signage, and the applicant's need for a special use permit regardless of the Board of Appeal's ruling in this meeting. A complete re-write of the sign code is scheduled for 2025.

The applicant advised on St. Joseph's Food Program's mission, the purpose of the sign and information to be displayed thereupon, and the proposed sign's communication value. Further, the applicant spoke to the improved functionality of the sign, including ease of use and heightened visibility. The applicant additionally spoke to the significant cost for installing a monument sign, and hardship related to the condominium

association's limitations. St. Joseph's representatives additionally presented the likely inability to add a monument sign as a hardship.

F. ADJOURNMENT

Motion by Member Vander Wyst seconded by Member Rae-Othrow to adjourn the Board of Appeals meeting at 4:31 pm. Motion carried on voice vote.

Minutes recorded by City Clerk Kaija Snyder.

**City of Menasha
Board of Review
100 Main Street, Menasha
August 22, 2024
Minutes**

A. CALL TO ORDER

Meeting called to order by Chair Galeazzi at 10:00 am.

B. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

C. ROLL CALL

PRESENT: Chair Galeazzi, Comms. Stoffel, Rudolph, Crane

ABSENT: Comm. Volkman

ALSO PRESENT: FD Sassman, Assessor Mack, CA Struve, Clerk Snyder

D. COMMUNICATIONS

1. 2024 Guide for Board of Review Members

E. ACTION ITEMS

1. Approval of Minutes, 5/25/23 & 6/4/24

Motion by Comm. Rudolph seconded by Comm. Crane to approve the minutes of the 5/25/23 and the 6/4/24 Board of Review meetings. Motion carried on voice vote.

Chair Galeazzi offered a friendly amendment to the minutes of the 6/4/24 Board of Review meeting. This amendment strikes "Comm. Zielinski and Galeazzi voted for Comm. Nichols" in a motion related to nominating a Chairman.

2. Clerk's Report – Certification of Board Members & Open Book, Board of Review Notification

Clerk Snyder advised that Board of Review Chair Galeazzi was certified through the University of Wisconsin – Madison's Local Government Education Program's 2024 training program. Clerk Snyder further confirmed publication of legal notices for Open Book and Board of Review meeting dates in the *Post-Crescent*.

3. Examine Assessor's Roll

The Board of Review examined the assessor's roll and made no corrections.

4. Hearing Objections, Review, Board Determinations

Clerk Snyder announced the first case: Jeffrey Feavel, owner; 219 Chute Street, Menasha, WI 54952; parcel no. 2-00055-00.

Clerk Snyder swore in City Assessor Luke Mack and property owner Jeffrey Feavel.

CA Struve confirmed that Mr. Feavel submitted the PA-115A Objection to Real Property Assessment form within filing deadline.

Mr. Feavel testified on why he believes his assessment is inaccurate.

The Board of Review and CA Struve asked Mr. Feavel questions related to his testimony.

Assessor Mack submitted Exhibit 1: Property Report Card to evidence and testified on how the appraisal value of 219 Chute Street was determined using 2022-2024 sale values and comparable homes.

CA Struve confirmed Assessor Mack's qualifications and credibility; specifically, Assessor Mack advised that he is a State of Wisconsin Department of Revenue Certified Assessor. This certification requires state exams on appraisal methodology and state law. Assessor Mack has been the City Assessor for Menasha since 2014.

The Board of Review and Mr. Feavel asked Assessor Mack questions related to his testimony.

Chair Galeazzi closed testimony at 11:00am.

The Board of Review deliberated.

Motion by Comm. Galeazzi seconded by Comm. Rudolph to sustain the City Assessor's appraisal value of 219 Chute Street at \$157,600 due to a lack of sufficient evidence to rebut presumptive validity of the City Assessor's appraisal. Motion carried 4-0 on roll call.

Clerk Snyder presented the Notice of Board Review Determination to Mr. Feavel.

F. ADJOURNMENT

Motion by Comm. Stoffel seconded by Comm. Rudolph to adjourn the sine die Board of Review meeting at 12:00 pm. Motion carried on voice vote.

Minutes recorded by City Clerk Kaija Snyder.



BOARD OF PUBLIC WORKS MINUTES

Monday, June 2, 2025 at 6:30 PM

First Floor Conference Rooms
100 Main Street, Menasha, WI

A. CALL TO ORDER

Meeting called to order by Chair Ropella at 6:53 pm.

B. ROLL CALL

Present: Alds. Rand, Eisenach, Hale, Perkins, Lewis, Marshall, Grade, Ropella
Also Present: FD Sassman, DPW Merten, CDD Dane, CA Struve, Mayor
Hammond, Clerk Snyder, DC Janet

C. PUBLIC COMMENTS ON ANY MATTER LISTED ON THE AGENDA

D. MINUTES TO APPROVE

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

1. Board of Public Works, 5/5/25

E. DISCUSSION / ACTION ITEMS

1. Street Use Application - Community Fest Parade of Lights; Thursday, July 3, 2025 ; 9:00 p.m. to 10:15 p.m.; City of Menasha
Motion by District 6 Alderperson Marshall, seconded by District 4 Alderperson Perkins to approve.

Motion carried 8-0 on roll call.

2. Street Use Application - Community First Fox Cities Marathon; Sunday, September 21, 2025; 3:00 a.m. to 2:00 p.m.; Community First Credit Union
Motion by District 6 Alderperson Marshall, seconded by District 5 Alderperson Lewis to approve.

Motion carried 8-0 on roll call.

Staff advised that this event experienced no changes.

3. Payment - Cardinal Construction; Contract Unit No. 2024-10; Jefferson Park Shelter Construction; \$64,375.00 (Payment No. 5)
Motion by District 6 Alderperson Marshall, seconded by District 3 Alderperson Hale to approve.

Motion carried 8-0 on roll call.

Discussion considered remaining funds for this project.

4. O-5-25 - An Ordinance Amending Title 10, Chapter 1, Article B, Section 16, Subsection B of the Code of Ordinances, Designating Yield Control at the Intersection of Wittmann Drive and Wittmann Park Lane/Parkside Drive (Introduced by Mayor Hammond)

Motion by District 6 Alderperson Marshall, seconded by District 3 Alderperson Hale to approve.

Motion carried 8-0 on roll call.

Discussion considered involved signage.

Staff advised that this ordinance proposes installation of yield signs.

F. ADJOURNMENT

Motion by District 6 Alderperson Marshall, seconded by District 7 Alderperson Grade to adjourn at 7:02pm.

Motion 8-0 on roll call.

Minutes submitted by City Clerk Kaija Snyder.

REGULAR MEETING OF THE WATER AND LIGHT COMMISSION

May 28, 2025

Draft

Commissioner Roy Kordus called the Regular Meeting of the Water and Light Commission to order at 8:02 a.m., with Commissioners Antoine Tines (telephonically), and Gary Turchan present on roll call. Also present were Melanie Krause, General Manager; Adam Smith, Water Utility Manager; Kristin Hubertus, Finance Manager; Steve Grenell, Engineering Manager; Paula Maurer, Customer Service Manager; Kurt Melchert, Electric Manager; Justin Hoffmann, Project Engineer; and Tammy Phillips, Accounting and Administrative Assistant. Also present was Colten Sprenger, Energy Services Manager.

Those excused were: Commissioner Mark Allwardt

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

Item III. The motion made by Comm. Kordus, seconded by Comm. Turchan, was unanimous on roll call to approve the following:

- A. Minutes of the Regular Meeting of April 23, 2025.
- B. Approve and warrant the following payments dated April 24 – May 28, 2025 in the amount of \$6,585,615.99.
- C. Correspondence as listed:
 - Copy of 2025 MU Tree Line USA Recognition for Reliable Electricity
 - Copy of Letter to PSC RE: WI Electric Boundary Agreement for Calumet and Winnebago Counties
 - Copy of Customer Service Mailer RE: Residential Rebates
 - Copy of Customer Service Mailer RE: 2025 120th Anniversary
 - Copy of MU May Newsletter

Comm. Hammond joined the meeting at 8:06 a.m.

Item IV. Claims Against the Utility –

- A. Motion is in order for the Utilities Commission to issue a formal notice of disallowance for the claim of Gaylen Haas, 2364 Woodland Hills Drive, and that he be advised of his statutory rights pursuant to Wis. Statute §893.80
- B. Motion is in order for the Utilities Commission to issue a formal notice of disallowance for the claim of Michelle Dobbe, 751 Wilson Street, and that she be advised of her statutory rights pursuant to Wis. Statute §893.80

The motion made by Comm. Kordus, seconded by Comm. Turchan was unanimous on roll call to deny the claims against the Utility by Gaylen Haas and Michelle Dobbe.

Item V. Purchase Orders over \$10,000.00 issued since the last Commission meeting were presented for informational purposes.

The motion made by Comm. Kordus, seconded by Comm. Turchan was unanimous on roll call to approve the purchase orders as presented.

Item VI. Unfinished Business, Filter Bed Construction Update. Adam Smith updated the Commission on the Filter Bed Construction. All filters and media have been removed, and replacements parts are arriving.

Electric Rate Case – The application filed on 4/30/24 was reviewed and approved by the PSC staff. They are recommending a 1.15% increase, effective June 1, 2025.

Item VII. New Business, Menasha Utilities Bill Comparison. A comparison of monthly water and electric costs for Menasha Utilities and surrounding communities was presented.

Energy Assistance Support Email Program. Data from the Energy Assistance Support Email program, sponsored by WPPI, was presented.

Comm. Tines left the meeting at 8:41 a.m.

Water Plant Pre-Treatment - Adam Smith presented a PowerPoint showing the Water Plant Pre-Treatment process.

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

Comm. Tines rejoined the meeting at 9:00 a.m.

April Financial and Project Status Reports – Electric consumption was lower than budget by 8.65%, cost of power was lower by 8.3%, and net operating income was slightly higher for April.

Water consumption was 2.7% lower than budget, expenses were lower, and net operating income was higher than budget by \$44,566. There were no main breaks or service leaks in April.

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

Project Reports, Electric Projects – Crews worked on several billable projects for Jefferson Park and Maplewood Middle School, work continues on the Office Complex remodel and ESRI mapping and upgrades. The new van for substation operators was purchased, with the old one transferred to Water Distribution.

Water Projects – A new Opti view kit for UV transmittance was purchased. Work continues on the water filter media removal, large meter testing, valve exercising, and ESRI mapping.

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

Item X. The motion by Comm. Kordus, seconded by Comm. Turchan, was unanimously approved on roll call at 9:10 a.m. to convene into Closed Session pursuant to Section 19.85 (1) (e), of the Wisconsin Statutes for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. RE: Northside Substation – 972 Sleepy Hollow Lane (parcel #720077600 and #720077601).

There being no further business, the motion by Comm. Kordus, seconded by Comm. Turchan, was unanimously approved to adjourn from Closed Session and to reconvene into Open Session of the Water and Light Commission meeting at 9:43 a.m.

Item XI. The motion by Comm. Kordus, seconded by Comm. Hammond, was unanimously approved on roll call to adjourn at 9:44 a.m.

By: ROY KORDUS
Vice-President

GARY TURCHAN
Secretary

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

ELISHA D. SMITH PUBLIC LIBRARY BOARD OF TRUSTEES
MEETING MINUTES
Elisha D. Smith Public Library
Elisha D. Smith Conference Room
April 22, 2025

Called to order at 4:02pm by Chair Halverson

Present: Chair Halverson, Vice Chair Witt, Trustee Golz, Trustee Lane, Trustee Englebert, Trustee Turner, Superintendent of Schools Zimmerman

Absent: Trustee Franzoi, Secretary Stojanovic, Teen Representative Lance

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 Witt, seconded by Englebert to approve the Library Board of Trustees meeting minutes from March 25, 2025. Motion carried unanimously.

Authorization of Bills

A motion was made by Golz, seconded by Zimmerman to authorize payment of the April 2025 bills from the 2025 budget and endowment accounts. Discussion ensued. Motion carried unanimously.

Updates

Renovation Process Update

- Director Kopetsky and Business Manager Kozerski attended a meeting regarding wrapping up the funding and financial portion of the project. Discussion ensued.
- A secondary acknowledgement and thank-you letter combination was sent to donors in Mid-April.
- One-time pledges have been followed-up on and have been coming in.
- Schmalz began landscaping work this week. Originally sod, the grounds will instead be seeded for grass growth around the library. Four years of landscaping maintenance has been committed as part of the project funding.
- The chiller will be filled with glycol and turned on early next month.

Friends Update

- The next meeting will be Tuesday, June 3 at 5pm.
- Because of the level of donations in the 2024 fiscal year, the Friends will need to have a professional audit. Director Kopestsky has reached out to several organizations that can assist with this.

New Business

Director's Report

- Visitor counting is more accurate with our newly replaced sensor.
- The city council has voted to carryover \$20,000 of library funding into 2025.
- Preliminary numbers for 2026 county funding have been released and should be finalized soon.
- Director Kopetsky presented the first draft of an outline for a community literacy initiative. Board members will review the draft and provide feedback next meeting. Discussion ensued.

March Statistics

- March is the first month in 2025 that the library was open for the full month.

- Statistics reflect increased visits and increased use of physical resources.
- Digital circulation dipped this month.
- SMITHworks-specific statistics are now broken out to better reflect usage. Categories within are: number of badged patrons, program numbers and visitors.

2025 Budget Status

- Overall, financially the library is in good shape at this point in the year.
- One of the benefits line will be skewed for this year, due to the timeline of budget submission and employee enrollment in health insurance programs.

Review & Discussion of Committees

- Discussion ensued on: existing committees, their intended purposes and the current members of each committee.
- Discussion ensued on how to streamline library board business and procedures and what is considered a staff function versus a board function.
- Discussion ensued on board recruitment, retention and state statutes in regard to library board makeup.

Staff Reports

- Moore-Nokes shared that programming has started strong, he and staff have been happy with program attendance and public feedback. The SMITHworks badging program began this month and has been well received. The newly designed library website will go live early next month. The local history room is almost complete and should also be ready for the public in the next several weeks.
- Raschke reported that background setup is almost completed, as well as the processing of nonfiction. The Biography sub-collection project is well underway. He and staff have noted increases in both public desk interactions and the volume of circulated materials moving through the department since reopening.

The next regular meeting will be Tuesday, May 27, 2025 at 4:00pm.

Adjournment

Meeting adjourned at 5:50pm.

Respectfully submitted,
Eva Kozerski

**CITY OF MENASHA
Redevelopment Authority
Menasha City Center
100 Main St, Menasha, WI 54952
First Floor Conference Rooms
June 3, 2025
DRAFT MINUTES**

A. CALL TO ORDER

The meeting was called to order by Chair Kim Vanderhyden at 5:15pm.

B. ROLL CALL/EXCUSED ABSENCES

REDEVELOPMENT AUTHORITY MEMBERS PRESENT: Kim Vanderhyden, Ald. Chris Rand, Alicia Buechler, Kyle Coenen, Matt Vanderlinden, and Stacey Milligan.

REDEVELOPMENT AUTHORITY MEMBERS EXCUSED: Kip Golden.

OTHERS PRESENT: CDD Dane, AP Heim and Mayor Hammond.

C. PUBLIC HEARING

None.

D. MINUTES TO APPROVE

1. Minutes of the May 6, 2025 Redevelopment Authority Meeting

Vanderhyden made a motion to approve the minutes of the May 6, 2025 RDA meeting. The motion was seconded by Buechler. Coenen made an amendment to item F.1. to correct the spelling of his name. The motion carried.

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

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

No Public Comment.

F. DISCUSSION / ACTION ITEMS

1. Consideration of Offer to Purchase of 325 Broad Street (Parcel No. 2-00209-00)

- a. The RDA may adjourn into Closed Session pursuant to Wis. Statute 19.85(1)(e): Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session (Offer to Purchase located at 325 Broad Street (Parcel 2-00209-00)).**

Coenen motion to adjourn to Closed Session pursuant to Wis. Statute 19.85(1)(e): Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session (Offer to Purchase of 325 Broad Street (Parcel No. 2-00109-00)). The motion was seconded by Vanderhyden. The motion carries on roll call.

The meeting went into closed session at 5:20 p.m. Mayor Hammond excused himself.

- b. The RDA may adjourn into Open Session to take action on items discussed in Closed Session.** Vanderhyden motioned to reconvene into open session. The motion was seconded by Milligan. The motion carried.

The meeting reconvened in open session at 6:03pm

- c. Coenen motioned to approve the Offer to Purchase 325 Broad Street in order to facilitate redevelopment of the City Hall District. The motion was seconded by Vanderhyden. The motion carried.

2. Proposed Change to Lawson Canal Sub Area Plan

CDD Dane provided an overview of the plan to date and issues that are present to move the plan forward. Members discussed the scope of the project, environmental impacts, financial impacts and funding sources.

Coenen made a motion to move forward with updating the Lawson Canal Sub Area Plan. The motion was seconded by Vanderhyden.

The motion carried.

G. COMMUNICATION

1. Menasha Forward Presentation

CDD Dane provided a high level summary of this initiative.

2. 2025 Comprehensive Plan Update

CDD Dane explained the schedule of the Comprehensive Plan update and staff progress.

3. Set Meeting Date

The next scheduled meeting is July 8, 2025, however, due to vacations, the Authority canceled the meeting with the understanding that if anything came up that required action, a special meeting would be called. The next regular meeting is set for August 5, 2025.

H. ADJOURNMENT

Vanderhyden motioned to adjourn the meeting at 6:28 p.m. Buechler seconded the motion. The motion carried.

Minutes submitted by AP Heim

CITY OF MENASHA
Parks and Recreation Board
Menasha City Hall (100 Main St. Menasha, WI 54952)
May 13, 2025
MINUTES

A. CALL TO ORDER

The meeting was called to order by Chr. Dick Sturm at 5:31pm.

B. ROLL CALL/EXCUSED ABSENCES

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

OTHERS PRESENT: PRD Megan Sackett, Chris Acy, Fox-Wolf Watershed Alliance

EXCUSED ABSENCE: None

C. PUBLIC COMMENT/CORRESPONDENCE

Correspondence received.

D. MINUTES TO APPROVE

1. **Minutes of the March 11, 2025 Regular Park Board Meeting:** Motion by T. Grade, seconded by D. Rand to approve the minutes of the March 11, 2025 Regular Park Board meeting. Motion carried.

E. DISCUSSION / ACTION ITEMS

1. **Presentation-Understanding the Round Goby and Northeast Wisconsin:** Chris Acy from the Fox-Wolf Watershed Alliance presented on the history and effects of the round goby.
2. **Special Events:**
 - a. **Brews on 'Bago:** Sackett indicated there will be 5 Brews on 'Bago events this year which includes the ribbon cutting at Jefferson Park on May 29. Sackett also noted the June date was scheduled for the 3rd Thursday of the month on June 19 to not conflict with the originally planned Fox Cities Experience event that was scheduled for the weekend prior. Despite the Fox Cities Experience event not happening, Brews on 'Bago will still be held on June 19 as many vendors were already booked. The July, August and September Brews events will still be held on the 2nd Thursday of the month. Motion was made by T. Grade, seconded by E. Wickman to approve Brews on 'Bago at Jefferson Park for May 29, June 19, July 10, August 14 and September 11, 2025. Motion carried.
 - b. **CommunityFest:** Sackett noted this approval was for the July 3 portion of CommunityFest in Curtis Reed Square. Food, drink and live music is organized by the Menasha Wrestling Club. Motion made by T. Grade, seconded by D. Rand to approve CommunityFest at Curtis Reed Square on July 3, 2025.

F. REPORT OF DEPARTMENT HEAD / STAFF

1. **Department Report:** See attached written report.
2. **Jefferson Park Ribbon Cutting:** Sackett reminded the Board of the ribbon cutting on May 29.
3. **Brews on 'Bago Dates:** Sackett noted the change in June to the 3rd Thursday (June 19) as discussed earlier in the meeting.
4. **Summer Meeting Locations:** Sackett noted it is typical for the Board to meet in different parks throughout the Summer months and inquired if there were any requests. Sackett requested Jefferson for June to give a tour of current construction progress. Other requests included Shepard, Hart, Heckrodt and the Conservancy.

G. PUBLIC COMMENT ON ANY MATTER LISTED ON THE AGENDA

D. Sturm questioned if it was in the contract for the finished grades to match existing grades at the old softball diamond in Jefferson Park. Sackett noted she would speak with Deputy Director Gordon.

H. ADJOURNMENT

Motion by D. Rand, seconded by E. Wickman to adjourn at 6:49 pm. Motion carried.

DRAFT

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

May 2025

PARKS

- Our three seasonal staff (primarily lawnmowers) started May 5. We have received employment acceptance letters from our Arborist Intern and five of the six open summer staff positions. There will be one more interview to hopefully hire one more summer staff person. Starting dates range from before Memorial Day and shortly after.
- All park restrooms were operational as of the first week of May.
- Barker Farm restrooms received new epoxy floors, a fresh coat of paint, and new sinks and toilets.
- Signs of Spring...all park restrooms are now open, fresh mulch has been added to downtown locations, and getting the fountains up and running.
- Staff has started digging out at Shepard for the placement of fitness equipment as well as the obstacle course. Crews will have a 2 foot border poured before the equipment installation. Fitness equipment is scheduled to go in May 20-21 and the obstacle course June 2-6. Once the installation is complete, our staff will be taking care of the poured-in-place rubber material.
- Koslo Park baseball field is up and running for the season. It was wet out there early on but with the infield surface treatment and the addition of the drain tile there have only been a couple of canceled games.

MARINA

Prep work was done for the start of navigation season on April 20th—aerators installed, restrooms un-winterized, water turned on at the docks and the docks raised.

There are currently 75 slips rented in the marina.

Bridge operations commenced on April 20th as well.

FORESTRY

On Friday, April 25, we had a great turn out for this year's Arbor Day despite the rain! Volunteers planted thirty trees along the Water Street corridor.



Park crews have planted a total of 150 trees throughout the city, with the focus being on the Water Street and Jefferson Park projects.

Elementary school kids assisted with planting 300 trees at the Clovis Grove woods.

Lastly, many new terrace trees have been recently planted. If there is a new tree in the terrace we ask that homeowners help maintain them by watering 5-10 gallons of water a week and keeping mulch away from the stems to prevent decay.

City wide clean-up

Two groups worked hard to clean up Menasha on May 3 after a long winter's nap. A HUGE thank you goes out to the Fox-Wolf Watershed Alliance who took care of 3 locations (Heckrodt, Jefferson Park, and the Trestle Trail).

Another BIG thumbs-up to Doty Island Community Partners—within 3 hours 95 volunteers collected 900 pounds of waste from Doty Island (Neenah side included).



Special Events

RECREATION

Summer Preparations

Our first staff training was Sunday, April 27. We are fully staffed for recreation staff. We are still seeking a pool manager and swim lesson coordinator. Routine training continues, as well as preparing our facilities for summer programs.

Programs

The gymnastics season has wrapped up for the year, and will transition to skill clinics during the summer which allows us to be in an air conditioned facility.

Family Flips' last playtime was on Friday May 2. Similar to last year, group sizes ranged from 9 to 35 adult/child pairings.

POOL

- The Menasha pool opens June 5th for the season!
- Menasha residents receive a 10% discount on seasonal pool passes when purchased/renewed by May 23.
- Park staff started cleaning the pool and getting things ready. Some of the work will be general maintenance— from rubber roofing to painting the bottom of the slide pool.
- Lifeguard certification classes are scheduled for May 23-25 and June 2-4th. We've been able to partner with the Appleton Parks and Recreation Department again to use the Appleton West pool for a life guard class prior to our pool opening.

Community Events

- All-City Track & Field Day
May 13; 9:15am at Calder Stadium
(coordinated by MJSD)
- Community First Free Fishing Day
June 7; 8:00am-12:00pm at Jefferson Park
(coordinated by Heckrodt Wetland Reserve)

BIKE BINGO

🚲 May is national bike month! Join us by participating in bike BINGO. Enjoy our parks and trail systems by completing as many BINGO squares as you can on our BINGO card!



JEFFERSON PARK RIBBON CUTTING

Join us as we celebrate the revitalization of Jefferson Park with a ribbon cutting! We are excited to present the brand new social space, stage, bocce ball courts, and renovated pavilion. This is going to be a great addition to the park for the community and for future events.

When: Thursday, May 29

5:00pm-8:00pm

915 Third St

Music by the Blue Cheese Combo!

Brews by Stone Arch Brewpub

Food Trucks: Luigi's Pizza, Taqueria la Picosita, High Kaliber BBQ, Rollin' Cones Ice Cream and Lemonade offered by Jefferson Park Neighborhood Group

Family First Series—CITY CARNIVAL

Kick off our Family First Series events with us at our annual City Carnival! We'll have games that challenge all ages and abilities, tasty carnival food fresh off the grill, face painting, inflatable obstacle course, inflatable slide, prizes and more!

Purchase a punch card the day of the event for games and food. A punch card is \$5 for 20 punches. Games and activities range from 1-3 punches.

When: Wednesday, June 4

4:30-7:30pm

338 Cleveland Street

BREWS ON 'BAGO

When: Thursday, June 19

5:00-8:00pm

Music by Model Citizens

Brews by Stone Arch Brewpub

Food Trucks: Caribbean Taste, Smokehound BBQ, Wandering Table and Doughlicious



Check out the following Park, Recreation and Pool springtime stats!

Revenue Source	Through May 7, 2024	Through May 7, 2025	Difference
Park Rentals	\$7,394.49	\$14,968.39	+\$7,573.90
Season Pool Passes	\$2,959.53	\$3,088.95	+\$129.42
Swim Lessons	\$14,266.75	\$13,357.00	-\$909.75
Rec Programs	\$42,648.00	\$45,545.02	+\$2,897.02

CITY OF MENASHA
Parks and Recreation Board
Menasha City Hall (100 Main St. Menasha, WI 54952)
June 10, 2025
MINUTES

A. CALL TO ORDER

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

B. ROLL CALL/EXCUSED ABSENCES

MEMBERS PRESENT: Chr. Dick Sturm, Vice Chr. Brian Adesso, Ald. Ted Grade, Eli Wickman and Danielle Rand

OTHERS PRESENT: PRD Megan Sackett, DDMO Thad Brown, CLO Matt Roe, Community Development Director Andrew Dane.

EXCUSED ABSENCE: Melissa Grade

C. PUBLIC COMMENT/CORRESPONDENCE

None

D. MINUTES TO APPROVE

1. **Minutes of the May 13, 2025 Regular Park Board Meeting:** Motion by T. Grade, seconded by E. Wickman to approve the minutes of the May 13, 2025 Regular Park Board meeting. Motion carried.

E. DISCUSSION / ACTION ITEMS

1. **Proposed Change to Lawson Canal Sub Area Plan:** Director Dane gave an overview of the plan and issues that are preventing the plan from moving forward. Concerns were brought up regarding filling in the canal and impacts to neighbors.

Motion made by T. Grade, seconded by E. Wickman to recommend updating the Lawson Plan to identify a new preferred vision for the site. Motion carried.
2. **Introduction of Community Liaison Officer (CLO) Matt Roe:** Officer Roe provided a brief overview of his law enforcement career, shared data on park-related calls from the past two years, and presented an outline of proposed programs and events that the Police Department and Parks & Recreation Department are partnering on to enhance presence and engagement in the parks.
3. **Special Events:**
 - a. **CommunityFest at Jefferson Park on July 4, 2025:** Sackett noted that the approval pertained specifically to the July 4 portion of CommunityFest in Jefferson Park. She shared that the Menasha MACs have decided not to operate the beer tent moving forward. New for 2025, the vendor will be the non-profit Jambalaya, partnering with Emprize Brew Mill to offer a selection of beverages, including both domestic and craft beers.

Motion by B. Adesso, seconded by D. Rand to approve Community Fest on July 4, 2025 in Jefferson Park. Motion carried.
4. **Jefferson Park Tour:** DDMO Brown and Director Sackett gave Park Board members a tour of the updates to Jefferson Park pavilion, social space, softball diamond, trail, park road and boat launch.

F. REPORT OF DEPARTMENT HEAD / STAFF

1. **Department Report:** See attached written report.

G. PUBLIC COMMENT ON ANY MATTER LISTED ON THE AGENDA

D. Sturm requested more information and future agenda item on the dock and boat launch on Water St.

H. ADJOURNMENT

Motion by B. Adesso, seconded by D. Rand to adjourn at 6:34 pm. Motion carried.

DRAFT

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

June 2025

FORESTRY

Forestry has finished spring planting for 2025! There has been 150 additional trees planted around the city including as Jefferson Park and the Water Street projects. Dr. Robert Gehringer donated 25 of those trees.

PARKS

The Smith Park Gardens were planted with the help of volunteers on May 22nd. Resthaven Cemetery was also planted that day.



Shepard Park: Contractors are just finishing up the installation of the obstacle course at Shepard. Up next staff will be doing the poured-in- place. Anticipated to be ready for play in next couple of weeks.



2025 Fox-Wolf Watershed Cleanup! This year's cleanup was bigger than ever, with 1,800 volunteers registered and over 8,500 lbs of trash picked up from 78 locations across the Fox-Wolf Basin.

Jefferson Park

Pavilion & Social Space Ribbon Cutting



Over 300 People attended!



HIGH CLIFF CONNECTION

A consultant was selected for the High Cliff Connection-Woodlands West segment to design and engineer the trail from Kernan Dr to Lake Park Rd. This segment travels along Highway 114 connecting into the existing trail by the Harrison Utility building traveling east to Lake Park Rd.

Location Name	# of Volun- teers	Bagged Trash	Recy- cle Bags	Tires	Electron- ics	Plastic Bags	Syring- es	Straws	Total Weight
Heckrodt	45	21	6	1	0	0	0	0	130
Jefferson Park	20	7	1	0	1	10	1	26	54
Trestle Trails/Boardwalk	17	12	1	0	0	80	1	35	59
TOTALS:	82	40	8	1	1	90	2	61	243

Summer Staff Preparations:

Summer is underway! Although we aren't fully staffed at the pool, we have successfully onboarded 63 staff members (16 lifeguards, 3 Head Guards, 14 Pool Front End, 1 Front End Lead, 1 Pool Manager, 1 Swim Lesson Coordinator, 23 Rec Program Instructors).

Hours of training for staff:

- All LG and Front End staff trained for 17.75 hours with an additional 7 hours for swim lesson training
- 4 New Lifeguards added 21 hours of training for their initial certification. 6 lifeguards were recertified which includes 11 hours of training.



- Recreation staff: 12.25 hours of training and 3 hours CPR/First Aid.
- Training topics: Activating EAP, Swim Lesson Instruction, Pool/Camp Daily Operations, Active Shooter, Rules and Preventative Lifeguarding, and Program Specific training.

POOL

With all of the hard work the pool was ready for a great start:

- The pool had a private pool party on May 31 for the 8th grade class from MJSD. We had about 80 8th graders join us.
- We have had our opening day on June 5. We approximately had 250 people join us.
- Swimming lessons have begun. We have 44 group classes, 20 privates, and 6 classes specifically for Summer School.
- Splish Splash Storytime began on 6/5 with a reading by Chloe, we had 6 families join us.

RECREATION

Tiny Tots had a small "graduation" celebration for the students that finished up our great year of Tiny Tots.

New programs kicking off in June: Fishing Adventure w/ Heckrodt, Pool Side Yoga, Legos Camp.

Camp Champs will be starting Monday, June 9th at Clovis Grove. We have 37 registrants for the first 2 weeks of camp champs...just 3 shy of the maximum.

SPECIAL EVENTS



City Carnival

City Carnival was a great success on Wednesday June 4th! We estimate to have seen over 900 guests. Concession and game ticket sales were approximately \$400 more than 2024.

Facebook Feedback-

The event was well organized! All the young staff members that were running the games were friendly, and actively participating with the kids. Cheering and very helpful. Food concessions ran smoothly, games for kids were fun, it was a great family experience!! Thank you!



Hey! Just wanted to say thanks — everyone at the Menasha carnival was super nice. One volunteer helped me out and I didn't catch her name, but I wanted to thank her if possible.

Upcoming events:

- June 11: Entertainer in the Park: Mischief & Magic 6pm-7pm at Hart Park
- June 18: Wheely Fun 5pm-7pm at Jefferson Park
- June 19: Brews on 'Bago 5-8pm at Jefferson Park
- June 25: Dive in Movie: Moana Activities being at 6pm. Movie at dusk. In





MEMORANDUM

DATE June 6, 2025
TO Common Council
FROM Evan Janet, Deputy City Clerk
RE Direct Seller's Permitting Procedure Updates

As we approach summer months (and hopefully summer weather), we can expect to see an increase in individuals going door-to-door attempting to sell goods or services ("Direct Sellers"). In anticipation of this season, the City of Menasha Clerk's Office recently worked with the Menasha Police Department (MEPD) to review the "Regulation of Direct Sellers" section of the Menasha Code of Ordinances and its application to the direct sellers practice in the community. These updates continue alignment with the Municipal Code as established by the Menasha Common Council. Specifically, staff have formalized a process to manage this activity more effectively through two changes to the previous process.

Criminal Background Checking

First, all Direct Seller's applications will be forwarded to MEPD for a criminal background check prior to permit issuance. This allows the Clerk's Office to determine whether a denial is warranted based on the Municipal Code (Sec. 7-4-1(f)).

(f) Investigation.

- (1) Upon receipt of each application, the Clerk may refer it immediately to the Chief of Police or designee, who may make and verify the statements made in such registration.
- (2) The Clerk shall refuse to register or reregister the applicant if it is determined, pursuant to any investigation in subsection (5)(a) of this section, that: the application contains any material omission or materially inaccurate statement; complaints of a material nature have been received against the applicant/registrant by authorities in the last cities, villages and towns, in which the applicant conducted similar business; the applicant was convicted of a crime, statutory or ordinance violation within the last five years, the nature of which is directly related to the applicant's fitness to engage in direct selling; or the applicant failed to comply with any applicable provision of subsection (4) of this section.

Identification Badge (Permit)

Second, moving forward, all approved applicants will be issued a clearly legible identification badge, which includes identification information, a unique ID number, and a copy of the rules and regulations printed on the back. Direct sellers are required to wear this badge at all times while engaging in any sales activity. This aims to enhance accountability and identify individuals who fail to comply with established guidelines. Any complaint of non-compliance may be taken into consideration and may inform subsequent approval decisions.



The Clerk's Office wishes to notify the Menasha Common Council of these updated procedures as the Municipal Code provides that the Administration Committee may hear appeals from denied applicants (Sec. 7-4-1(g)).

(g) Appeal.

An applicant or registrant may request a hearing before the Administration Committee appealing the denial or revocation of registration under this Section.

Questions regarding this enhanced process may be directed to the City of Menasha Clerk's Office.



MEMORANDUM

Date: June 9, 2025
To: Common Council
From: Margaret J. Struve, City Attorney
RE: Municode Update

The City continues to make steady progress on the Municode Recodification. I am writing to provide an update: Municode's Team has finished the "final proofs", and we are now entering the "proof review" phase.

Senior Code Attorney Roger Merriam recently provided me with a copy of the final proofs, along with information on potential additional costs. Attorney Merriam indicated that Municode estimates the New Code will be 1,169 pages based on the City's chosen format (8 ½ by 11, single column 10 point Times New Roman type). Pursuant to the City's contract with CivicPlus, there would be an additional charge of \$22.29 for each page in excess of 850 pages.

This estimated page count reflects how Municode's publishing software formats the final document – applying the formatting choices such as font style, font size, page style, and margins into the Code. According to Municode, this will increase the page count of the final Code beyond what it is in the Word document of the proofs. Additionally, Municode estimates the current page count of the Code will increase by approximately twenty percent (20%) once the index and any graphics or tables are included in the Code.

The current proofs include legislation through December 16, 2024. Per our contract, any legislation adopted after that date will be held for inclusion in Supplement No. 1. However, the City may choose to include that "new" legislation in the current proofs when we return them to Municode, for the same additional charge of \$22.29 per page. Certainly, I will work diligently to minimize the final page count and reduce any potential additional costs.

As discussed with the former Common Council, the next steps is my review of the complete set of proofs. Once I've had adequate time to review, I plan to begin presenting these proofs (two to three titles per meeting) to the Administration Committee to review during its meetings occurring in the late Summer through Fall 2025. After the Administration Committee's review, I will seek its recommendation for approval and Common Council's subsequent approval.

Following completion of proof review, we'll proceed to final update and printing, shipment, and lastly, adoption; web posting. While important work still lies ahead, I sincerely thank you for your continued collaboration and dedication as we move this project forward. I appreciate your patience and look forward to our shared progress.

Communication



Date: June 16th, 2025

To: Common Council

From: Brian Kopetsky, Library Director

Attached you will find a fact sheet highlighting the library's usage during its first ninety days being reopened after the recent renovation. You will see that in almost all metrics the library has seen substantial increases in use. We continue to evolve our offerings as we get acquainted with the many new resources that are now available to us.

As library director I would like to give my thanks to the library staff who work hard every day to provide the best service and resources to our community. I would also like to thank the library board and city council for their leadership in making this project a reality. Finally, I would like to thank the many community leaders who contributed to this project, their support will benefit our Menasha community for many years to come.

First 90

By the Numbers

30%↑ program attendance

31% increase in card applications

1743
SMITHworks Users

35% more visits

25%↑ ebook checkouts

9696
SMITHworks Visits

21%↑ item checkouts

20%↑ room bookings

922
Items Created

EXPLORE

CONNECT

CREATE



PROCLAMATION

Office of the Mayor

WHEREAS, National Gun Violence Awareness Day is to honor and remember all victims and survivors of gun violence and declare that we as a country must do more to end this public health crisis; and

WHEREAS, every day, 125 people in the United States are killed by gun violence and more than 200 are shot and wounded, with an average of more than 18,000 gun homicides every year; and

WHEREAS, people in the United States are 26 times more likely to die by gun homicide than people in other high-income countries; and

WHEREAS, in January 2013, Hadiya Pendleton was tragically shot and killed at age 15; and on June 6, 2025, to recognize the 28th birthday of Hadiya Pendleton (born: June 2, 1997), people across the United States will recognize National Gun Violence Awareness Day and wear orange in tribute; and

WHEREAS, the idea was inspired by a group of Hadiya's friends, who asked their classmates to commemorate her life by wearing orange on the first Friday in June; they chose this color because hunters wear orange to announce themselves to other hunters when out in the woods, and orange is a color that symbolizes the value of human life; and

WHEREAS, by wearing orange on June 6, 2025 (the first Friday in June) people across the United States will raise awareness about gun violence and honor the lives of gun violence victims and survivors; and

WHEREAS, we renew our commitment to reduce gun violence and pledge to do all we can to keep firearms out of the hands of people who should not have access to them and encourage responsible gun ownership to help keep our families and communities safe.

NOW, THEREFORE BE IT RESOLVED, that I, Austin R. Hammond, Mayor of the City of Menasha, do declare Friday, June 6, 2025, to be:

NATIONAL GUN VIOLENCE AWARENESS DAY

Signed and Sealed this 6th day of June, 2025

Austin R. Hammond, Mayor





PROCLAMATION

Office of the Mayor

WHEREAS, pollinator species such as honey bees, native bees, birds, bats, and butterflies are essential partners of farmers in producing food and are vital to keeping items such as fruits, nuts, and vegetables in our diet; and

WHEREAS, healthy pollinator populations are critical to the continued economic well-being of agricultural producers, of rural America, and of the U.S. economy; and

WHEREAS, pollinator losses over the past few decades require immediate attention to ensure the sustainability of our food production systems, avoid economic impact on the agricultural sector, and protect environmental health; and

WHEREAS, it is critically important to encourage the protection of pollinators; increase the quality and amount of pollinator habitat and forage; reverse pollinator losses; and help restore pollinator populations to healthy levels; and

WHEREAS, The City of Menasha Sustainability Committee supports and advocates for pollinator friendly practices and education in the community.

NOW, THEREFORE BE IT RESOLVED, that I, Austin R. Hammond, Mayor of the City of Menasha, do hereby proclaim the week of June 16-22 to be:

NATIONAL POLLINATOR WEEK

in the City of Menasha

Signed and Sealed this 12th day of June, 2025

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

Austin R. Hammond, Mayor





PROCLAMATION

Office of the Mayor

WHEREAS, President Abraham Lincoln signed the Emancipation Proclamation on January 1, 1863, declaring slaves in Confederate territory free, paving the way for the passage of the 13th Amendment, which formally abolished slavery in the United States of America; and

WHEREAS, word about the signing of the Emancipation Proclamation was delayed some two and one half years, to June 19, 1865, in reaching authorities and African-Americans in South and Southwestern United States; and

WHEREAS, June 19th has a special meaning to African-Americans, and is called "Juneteenth" combining the words June and Nineteenth, and has been celebrated by the African-American community for over 150 years; and

WHEREAS, June 17, 2021, Juneteenth National Independence Day was signed into law by President Joseph R. Biden, Jr., making Juneteenth a Federal Holiday; and

WHEREAS, The City of Menasha acknowledges that diversity is one of its greatest strengths and honors African, African American, Black individuals, people of African descent, and all those who support and engage with issues affecting the Black community

NOW, THEREFORE BE IT RESOLVED, that I, Austin R. Hammond, Mayor of the City of Menasha, do hereby proclaim June 19th to be:

JUNETEENTH DAY

in the City of Menasha

Signed and Sealed this 12th day of June, 2025

Austin R. Hammond, Mayor





COMMON COUNCIL MINUTES
Monday, June 2, 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 6:10pm.
- B. PLEDGE OF ALLEGIANCE
The Pledge of Allegiance was recited.
- C. ROLL CALL
Present: Alds. Rand, Eisenach, Hale, Perkins, Lewis, Marshall, Grade, Ropella
Also Present: FD Sassman, DPW Merten, CDD Dane, PC Thorn, LD Kopetsky,
CA Struve, Mayor Hammond, Clerk Snyder, DC Janet
- D. PUBLIC HEARING
- 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 6 Alderperson
Marshall to approve. Motion carried on voice vote.

Discussion considered parameters for noticing adjacent property owners in relation to landscaping updates.

- 1. Presentations:
 - a. City of Menasha Comprehensive Plan Update
Staff presented on the City of Menasha Community Development Department's Comprehensive Plan. Specifically, staff discussed timeline, general objectives, and community engagement.

Discussion considered next steps as they involve the Menasha Common Council.
 - b. Menasha Forward
Staff presented on avenues to business development in Menasha's downtown. Specifically, staff shared considerations regarding the development of a nonprofit group or board to this end. Cosmetic additions such as signage and infrastructure were additionally discussed.
- 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

- 1. Common Council Minutes, 5/19/25
Motion by District 7 Alderperson Grade, seconded by District 4 Alderperson Perkins to approve. Motion carried on voice vote.
- 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
Motion by District 2 Alderperson Eisenach, seconded by District 3 Alderperson Hale to approve.

Motion carried 8-0 on roll call.

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

Motion carried 7-0 on roll call. Ald. Eisenach abstained.
- 2. Outdoor Alcoholic Beverage Service Permit Applications for the 2025-2026 Licensing Term (July 1, 2025 - June 30, 2026)
Motion by District 3 Alderperson Hale, seconded by District 6 Alderperson Marshall to approve.

Motion carried 7-0 on roll call. Ald. Eisenach abstained.
- 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)
Motion by District 3 Alderperson Hale, seconded by District 8 Alderperson Ropella to approve.

Motion carried 7-0 on roll call. Ald. Eisenach abstained.

Discussion considered differences between permits sought by Emprize Brew Mill.

4. Accounts payable and payroll for the term 5/16/25 - 5/29/25 in the amount of \$1,512,890.74

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

Motion carried 8-0 on roll call.

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)
Motion by District 1 Alderperson Rand, seconded by District 4 Alderperson Perkins to approve.

Motion carried 8-0 on roll call.

Discussion considered fees; staff advised that there are none.

L. APPOINTMENTS

M. CLAIMS AGAINST THE CITY

N. PUBLIC COMMENTS ON ANY MATTER LISTED ON THE AGENDA

O. ADJOURNMENT

Motion by District 4 Alderperson Perkins, seconded by District 5 Alderperson Lewis to adjourn at 6:46pm. Motion carried on voice vote.

Minutes recorded by City Clerk Kaija Snyder.



Menasha EVENT DETAILS - SECTION 1

Comm Fest Parade of Lights 7.3.25 Special Event Application

Parks and Recreation Department – (920) 967-3640

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

Email: lwalbrun@menashawi.gov

1. Will you be reserving a park?

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

☐ Yes ☒ No

2. Will you be selling alcoholic beverages?

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

☐ Yes ☒ No

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

430 First Street, Menasha, WI 54952

Email: ahanchek@menashawi.gov

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

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

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

☒ Yes ☐ No

Public Works Department – (920) 967-3610

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

Email: alee@menashawi.gov

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

Please submit the \$25 Street Use Fee with your special event paperwork. Street Use requires Board of Public Works and Common Council approval. You (or a representative for your event) will be required to attend a Common Council meeting to answer any questions regarding this potential street closure. Please be aware the entire approval process may take more than 60 days.

☒ Yes ☐ No

6. Does your event require street closure?

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

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

☒ Yes ☐ No

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

125 E. Columbian Ave., Neenah, WI 54956

Email: jmavroff@nmfire.org

7. Will there be fireworks at your event?

Complete Document #5 - NMFR Fireworks Display Application

☐ Yes ☒ No

8. Will you be putting up a tent?

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

☐ Yes ☒ No

Clerk's Office - (920) 967-3603

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

Email: ksnyder@menashawi.gov

9. Will you be selling/serving alcoholic beverages?

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

Health Department - (920) 967-3522

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

Email: tdrew@menashawi.gov

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

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

☐ Yes ☒ No

EVENT INFORMATION – SECTION 2

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

Event Name Community Fest Parade of Lights Total Anticipated Attendance 500
Sponsoring Organization City of Menasha
Organization Address 100 Main Street, Suite 200, Menasha
Event Location 30+ unit parade starting in Neenah and ending in Menasha
Date of Event (list each date if a multi-day event) July 3, 2025
Event Set-up Time _____ Event Start Time 9:00pm Event End Time 10:15pm

EVENT COORDINATOR – SECTION 3

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

1. Event Facilitator/Responsible Person Megan Sackett
Email msackett@menashawi.gov Phone 920-967-3640
2. Day of Event Contact Name (person on site) _____
Email _____ Phone _____

EVENT DETAILS – SECTION 4

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

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

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

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

Starts in Neenah, north on Washington to Main Street (Menasha), east on main to Milwaukee, north on Milwaukee to First Street, east on First Street, end near library

FERMENTED MALT/WINE BEVERAGE PERMIT

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

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

Permittee Name(please print): _____

Last

First

M.I.

Area that fermented malt beverages
and wine will be consumed: _____

Signature: _____

INSURANCE – SECTION 5

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

Name of Insurance Company CVMIC

Policy Number _____

Email _____

Phone _____

→ Applicant Signature Mega L. Sackett

Date 30 April 2025

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

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

Person or Organization Name N/A - City Event

Address _____

City _____

State _____

Zip Code _____

Email _____

Phone _____

HOLD HARMLESS AGREEMENT – SECTION 7

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

→ Applicant Signature Mega L. Sackett

Date 30 April 2025

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

STAFF USE ONLY

May 19, 2025

Scheduled Board of Public Works Review Date: _____

N/A

Scheduled Parks & Recreation Board Review Date: _____

June 2, 2025

Scheduled Common Council Review Date: _____

Staff Approval: Police Dept. AH

Fire Dept. Gem

Public Works Dept. jfm

City Attorney MSJ

July 3 Parade of Lights



Signature: Angie Hanchek
Angie Hanchek (May 7, 2025 07:37 CDT)
Email: ahanchek@menashawi.gov

Signature: Gerald E. Mavoff, F400
Gerald E. Mavoff, F400 (May 8, 2025 10:46 CDT)
Email: gmavroff@nmfire.org

Signature: James Merten
James Merten (May 8, 2025 11:03 CDT)
Email: jmerten@menashawi.gov

Application w.map

Final Audit Report

2025-05-08

Created:	2025-05-06
By:	Lori Walbrun (lwalbrun@ci.menasha.wi.us)
Status:	Signed
Transaction ID:	CBJCHBCAABAA4Axss3ePsHDjPLSMIXTYB8T_axKpawN

"Application w.map" History

-  Document created by Lori Walbrun (lwalbrun@ci.menasha.wi.us)
2025-05-06 - 8:14:50 PM GMT
-  Document emailed to ahanchek@menashawi.gov for signature
2025-05-06 - 8:15:42 PM GMT
-  Email viewed by ahanchek@menashawi.gov
2025-05-07 - 12:36:04 PM GMT
-  Signer ahanchek@menashawi.gov entered name at signing as Angie Hanchek
2025-05-07 - 12:37:07 PM GMT
-  Document e-signed by Angie Hanchek (ahanchek@menashawi.gov)
Signature Date: 2025-05-07 - 12:37:09 PM GMT - Time Source: server
-  Document emailed to gmavroff@nmfire.org for signature
2025-05-07 - 12:37:11 PM GMT
-  Email viewed by gmavroff@nmfire.org
2025-05-08 - 3:45:36 PM GMT
-  Signer gmavroff@nmfire.org entered name at signing as Gerald E. Mavoff, F400
2025-05-08 - 3:46:47 PM GMT
-  Document e-signed by Gerald E. Mavoff, F400 (gmavroff@nmfire.org)
Signature Date: 2025-05-08 - 3:46:49 PM GMT - Time Source: server
-  Document emailed to James Merten (jmerten@menashawi.gov) for signature
2025-05-08 - 3:46:54 PM GMT
-  Email viewed by James Merten (jmerten@menashawi.gov)
2025-05-08 - 4:03:11 PM GMT



Adobe Acrobat Sign

 Document e-signed by James Merten (jmerten@menashawi.gov)

Signature Date: 2025-05-08 - 4:03:47 PM GMT - Time Source: server

 Agreement completed.

2025-05-08 - 4:03:47 PM GMT



FoxCities Marathon 9.21.2
Special Event Application

EVENT DETAILS - SECTION 1

Parks and Recreation Department – (920) 967-3640

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

Email: lwalbrun@menashawi.gov

1. Will you be reserving a park?

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

☐ Yes ☒ No

2. Will you be selling alcoholic beverages?

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

☐ Yes ☒ No

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

430 First Street, Menasha, WI 54952

Email: ahanchek@menashawi.gov

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

If you do not have a plan, one will be provided to you to sign and submit with a map.

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

☒ Yes ☐ No

Public Works Department – (920) 967-3610

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

Email: alee@menashawi.gov

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

Please submit the \$25 Street Use Fee with your special event paperwork. Street Use requires Board of Public Works and Common Council approval. You (or a representative for your event) will be required to attend a Common Council meeting to answer any questions regarding this potential street closure. Please be aware the entire approval process may take more than 60 days.

☒ Yes ☐ No

6. Does your event require street closure?

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

☒ Yes ☐ No

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

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

125 E. Columbian Ave., Neenah, WI 54956

Email: skrueger@nmfire.org

7. Will there be fireworks at your event?

Please complete the Fireworks Permit Application. Contact Neenah-Menasha Fire Department.

☐ Yes ☒ No

8. Will you be putting up a tent?

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

☐ Yes ☒ No

Clerk's Office - (920) 967-3603

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

Email: ksnyder@menashawi.gov

9. Will you be selling/serving alcoholic beverages?

Please complete the Application for Temporary Class "B" Retailer's License and the Addendum to Application for Temporary Class "B"/"Class B" Retailer's License. Permit needs to be submitted to the City Clerk.

☐ Yes ☒ No

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

Please complete the Carnival Permit. Permit needs to be submitted to the City Clerk at least 10 days prior to your event.

☐ Yes ☒ No

Health Department - (920) 967-3522

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

Email: tdrew@menashawi.gov

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

Please see the information regarding Mobile Restaurant Operators/Mobile Retail Food Operators/Temporary Restaurant Operators.

☒ Yes ☐ No

EVENT INFORMATION – SECTION 2

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

Event Name Community First Fox Cities Marathon Total Anticipated Attendance 4,000

Sponsoring Organization Community First Credit Union

Organization Address 1575 Dresang Way, Neenah, WI 54956

Event Location Start line: 1478 Midway Rd, Menasha; Marathon route thru Menasha ending in Neenah

Date of Event (list each date if a multi-day event) Sunday, Sept 21, 2025

Event Set-up Time 3:00am Event Start Time 7:00am Event End Time 2:00pm

EVENT COORDINATOR – SECTION 3

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

1. Event Facilitator/Responsible Person Julie Johnson
Email julie.johnson@communityfirstcu.org Phone 920/882-9499
2. Day of Event Contact Name (person on site) Amanda Secor
Email amanda.secor@communityfirstcu.org Phone 920/830-7200 x447

EVENT DETAILS – SECTION 4

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

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

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

Describe any Street Use your event will require. (Please attach a detailed map; map MUST include exact location of event, route/street closure (if applicable), barricade placement, etc.)

Included are the street maps showing the route with street barricades and closures.

FERMENTED MALT/WINE BEVERAGE PERMIT

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

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

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

INSURANCE – SECTION 5

A Certificate of Liability Insurance and Endorsement, each naming the City of Menasha as additional insured, must be submitted with your completed Special Events Application in order for your event to be considered for approval by the Board of Public Works and the Common Council. This is your primary insurance.

Name of Insurance Company Secura Insurance Companies Policy Number 22543
 Email anelson@paroubekinsurance.com Phone 920/347-9333
 Applicant Signature Julie Johnson Date 1/22/25

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

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

Person or Organization Name Community First Fox Cities Marathon
 Address 1575 Dresang Way
 City Neenah State WI Zip Code 54956
 Email info@foxcitiesmarathon.org Phone 920/882-9499

HOLD HARMLESS AGREEMENT – SECTION 7

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

Applicant Signature Julie Johnson Date 1/22/25

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

STAFF USE ONLY

Scheduled Board of Public Works Review Date: 5-19-2025
 Scheduled Parks & Recreation Board Review Date: n/a
 Scheduled Common Council Review Date: June 2, 2025
 Staff Approval: Police Dept. Att * Fire Dept. [Signature] Public Works Dept. [Signature] City Attorney [Signature]



FOXCITI-01

ANELSON

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

2/27/2025

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 Paroubek Insurance Agency Inc. 400 Destiny Drive De Pere, WI 54115	CONTACT NAME: Andy Nelson PHONE (A/C, No, Ext): (920) 347-9333 FAX (A/C, No): E-MAIL ADDRESS: anelson@paroubekinsurance.com
	INSURER(S) AFFORDING COVERAGE INSURER A: Secura Insurance Companies INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:
INSURED Fox Cities Marathon Inc PO Box 1487 Appleton, WI 54912	NAIC # 22543

COVERAGES

CERTIFICATE NUMBER:

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	ADD'L SUBR INSD	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 ☐ PROJECT ☐ LOC OTHER:	X	CP3195781	2/1/2025	2/1/2026	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COM/PROP AGG \$ 2,000,000
A	AUTOMOBILE LIABILITY ANY AUTO OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ HIRED AUTOS ONLY ☒ NON-OWNED AUTOS ONLY		A3195782	2/1/2025	2/1/2026	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	☒ UMBRELLA LIAB ☒ OCCUR EXCESS LIAB ☐ CLAIMS-MADE DED ☒ RETENTIONS \$ 0		CU3218934	2/1/2025	2/1/2026	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) ☐ Y/N N/A If yes, describe under DESCRIPTION OF OPERATIONS below					PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Certificate Holder is listed as an Additional Insured on the General Liability per the attached form CG 2026(07/04)

CERTIFICATE HOLDER

CANCELLATION

City of Menasha 100 Main Street 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
---	---

SUPPLEMENTAL FORM DECLARATION FOR CG2026 0704

ADDITIONAL INSURED - DESIGNATED
PERSON OR ORGANIZATION

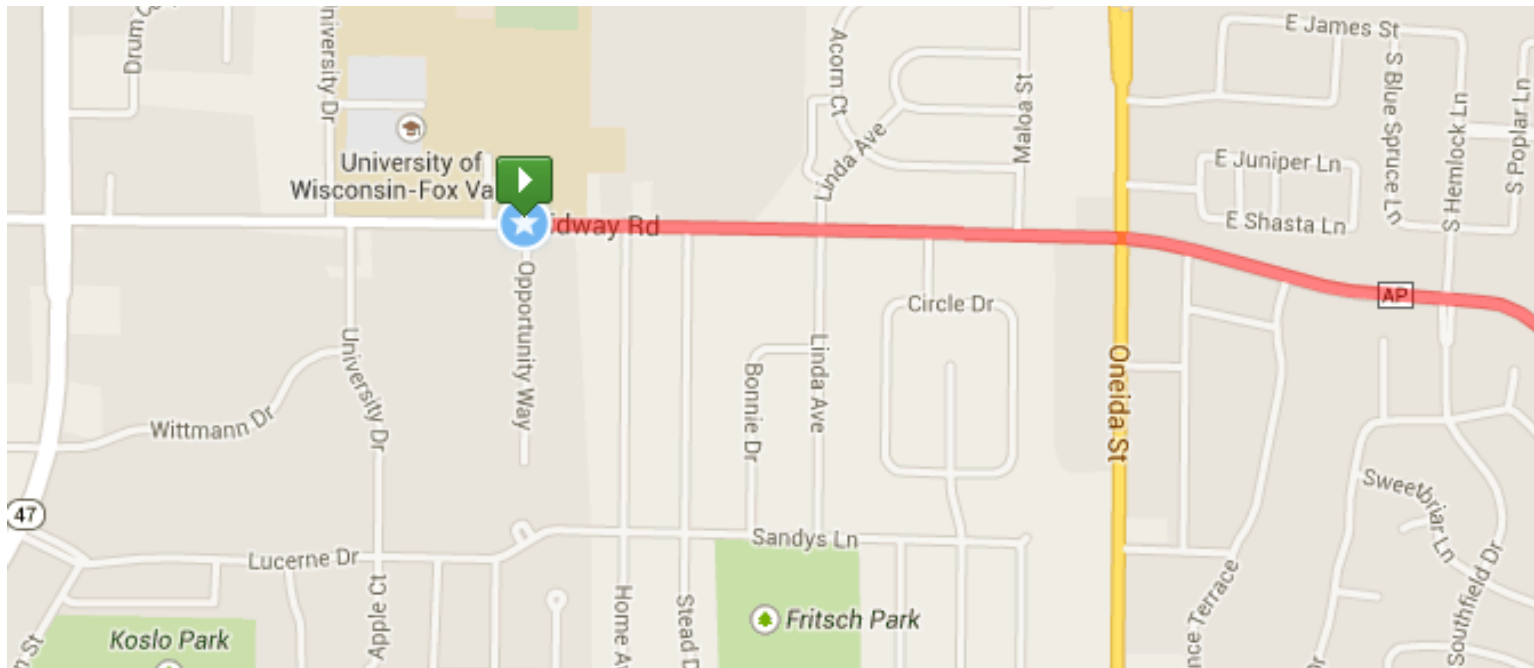
SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s)
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
City of Menasha
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

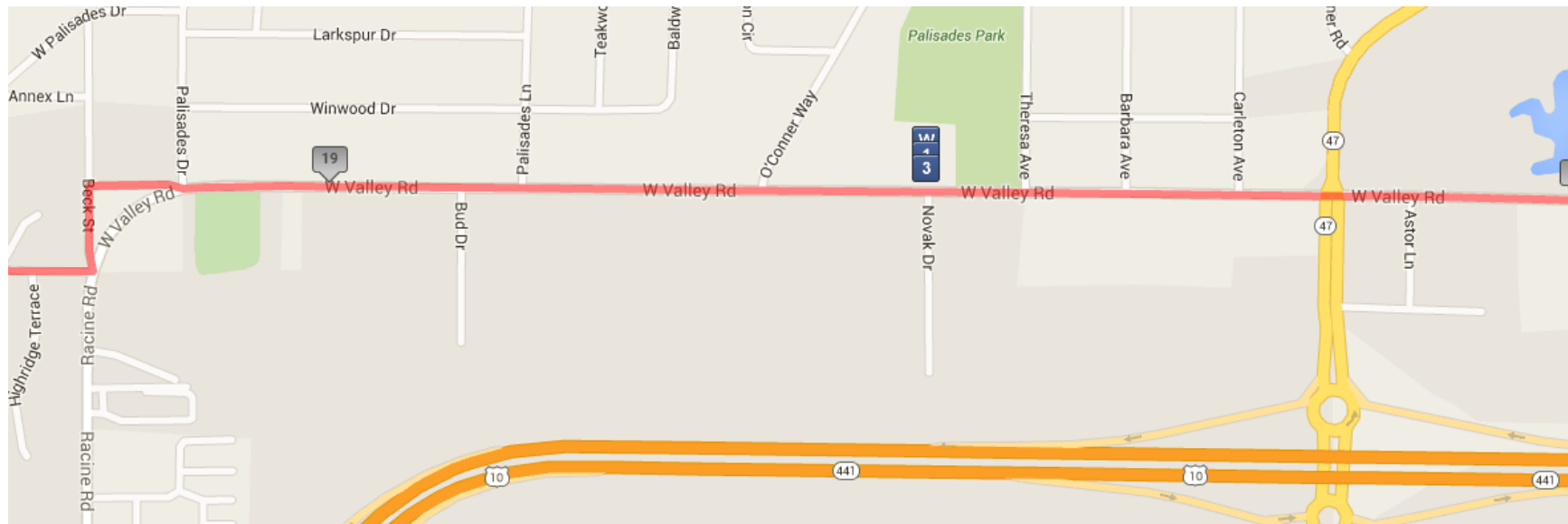
2025 Community First Fox Cities Marathon Course

City of Menasha – Map 1

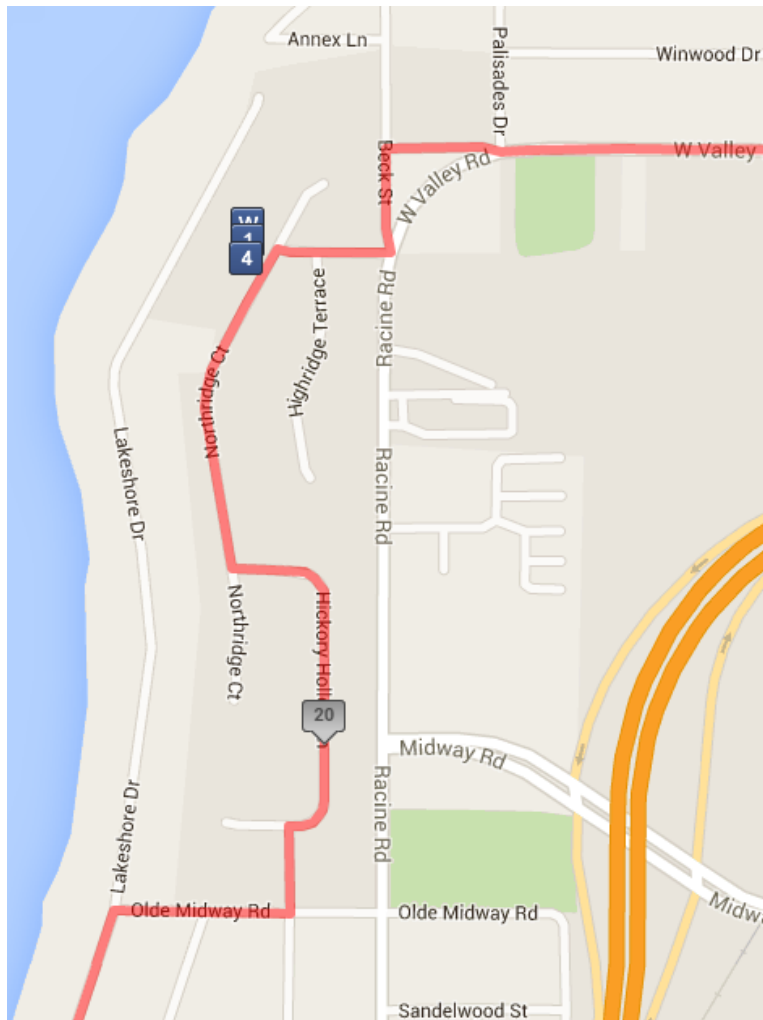
Start Line @ UW-Fox Valley



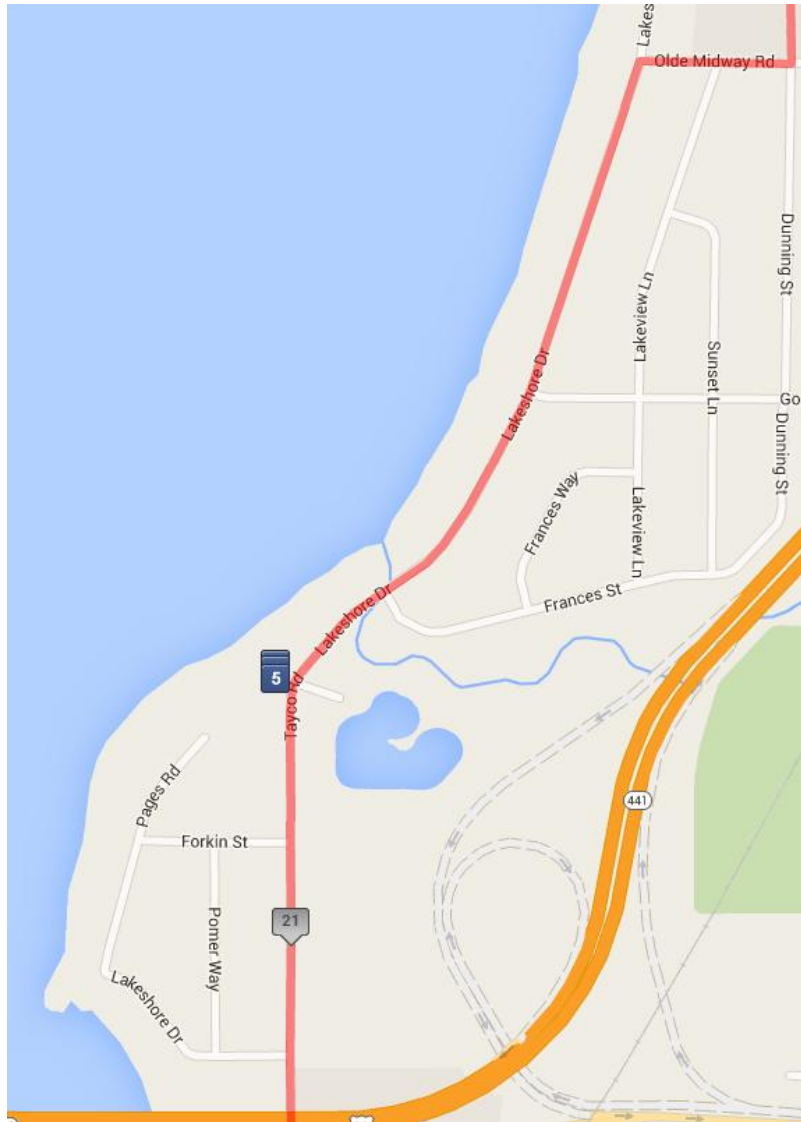
2025 Fox Cities Marathon & Half Marathon
City of Menasha - Map 2



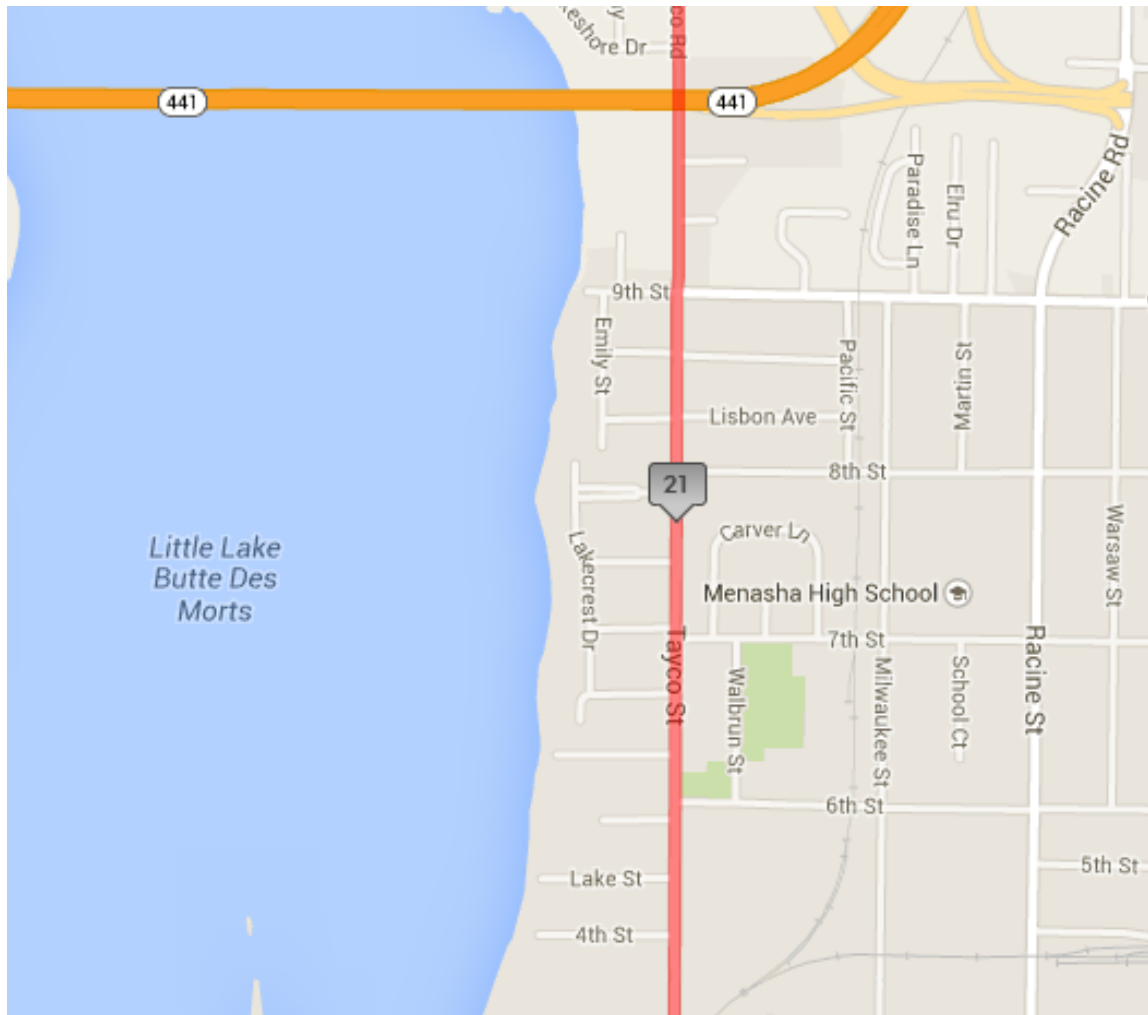
2025 Fox Cities Marathon & Half Marathon
City of Menasha
Map 3



2025 Fox Cities Marathon & Half Marathon
City of Menasha
Map 4

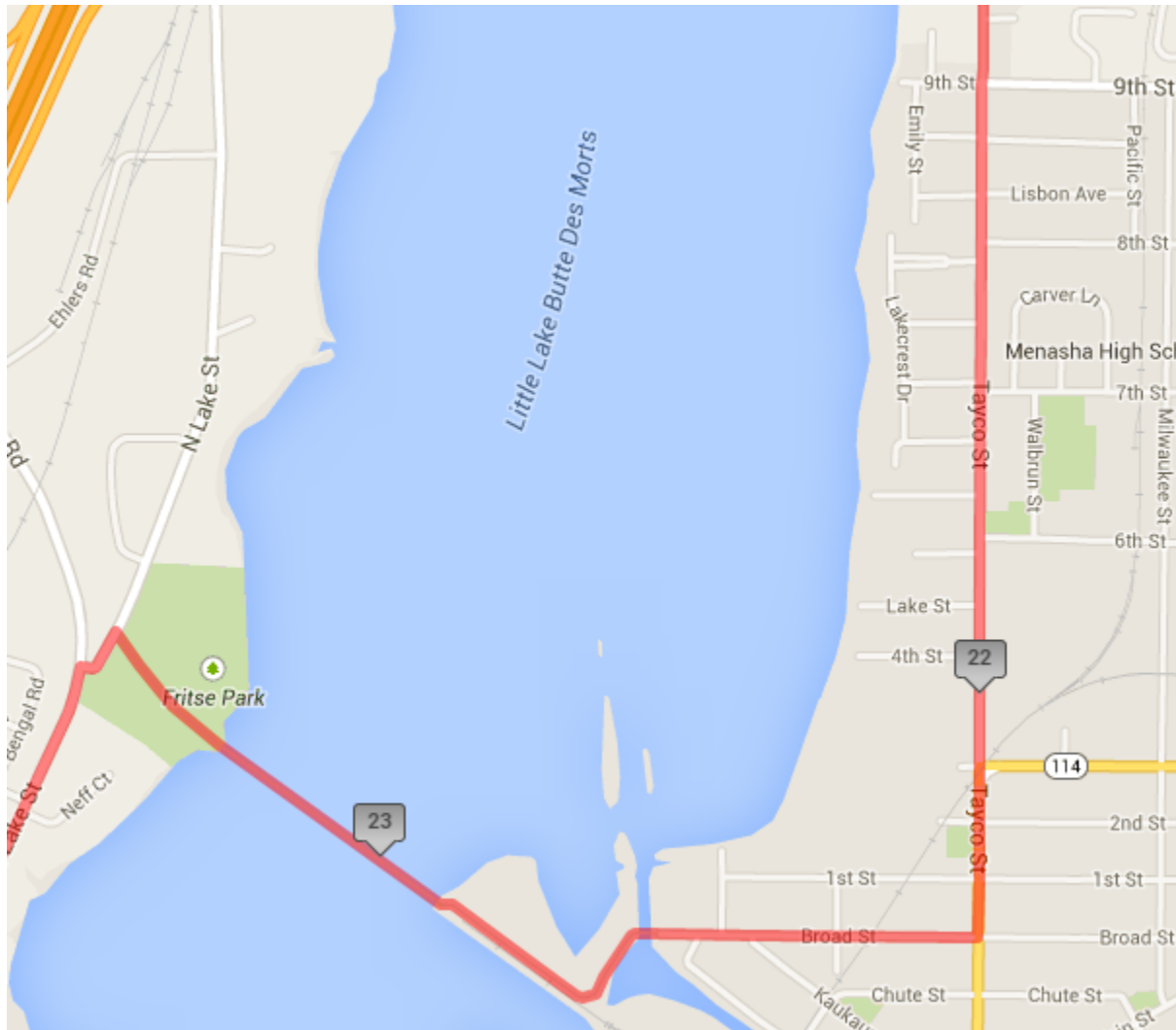


2025 Fox Cities Marathon & Half Marathon
City of Menasha
Map 5



Continue south on Tayco St. to Broad St.

2025 Fox Cities Marathon & Half Marathon
City of Menasha
Map 6



Certificate of Payment

Date: 5/27/2025

Payment Request: #5

Contractor: Cardinal Construction

Address: 1183 Industrial Parkway FOND DU LAC WI 54937

Contract Unit No.: 2024-10

Project Description: Jefferson Park Shelter Construction

		Original Contract Amount:	\$	578,757.00
Change Order 1:	\$969.96	Total Change Orders:	\$	17,750.48
Change Order 2:	\$ 16,780.52	Total Contract Amount (Including Change Orders):	\$	596,507.48
Change Order 3:		Total Earned to Date (Summary Attached):	\$	581,007.96
Change Order 4:		Less Retainage:	2.5%	\$ 14,912.69
		Amount Due:	\$	566,095.27

Payment 1 \$ 180,878.10

Payment 2 \$ 94,684.60

Payment 3 \$ 79,055.57

Payment 4 \$ 147,102.00

Payment 5

Payment 6

Payment 7

Current Payment \$ 64,375.00

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

Date: 5/27/2025

BY: Thad Brown

Recommended for Payment

James Merten, Public Works Director: _____

Common Council Approval Date: _____

Account Number	Amount
255-0703-553.82-02	\$0.00
255-0000-201.04-00	(\$14,912.69)
470-0703-553.82-02	\$64,375.00

City of Menasha Disbursements

Weekly Accounts Payable	05/30/25 - 06/12/25 Checks # 85317-85487	\$2,436,146.48
-------------------------	---	----------------

Bi-Weekly Payroll	06/12/25	\$282,180.50
-------------------	----------	--------------

Additional Regular Cycle Accounts Payables -Paid Electronically

State Wage Garnishment	05/30/25	\$82.47	
Wisconsin Deferred Compensation	05/30/25	\$10,162.75	
Nationwide Deferred Compensation	05/30/25	\$3,188.25	
HRA Funding	05/30/25	\$295.00	
Federal Tax Withholding	05/30/25	\$90,449.96	
State Tax Withholding	05/30/25	\$15,345.30	
FSA/HRA Admin Fees	05/30/25	\$632.22	
Credit Card Fees	06/01/25	\$12.19	
Delta Dental	06/04/25	\$1,573.82	
Home Depot ACH	06/04/25	\$225.21	
Network Health Premium	06/09/25	\$157,356.14	
Delta Dental	06/11/25	\$1,950.20	
State Wage Garnishment	06/12/25	\$32.80	
Nationwide Deferred Compensation	06/12/25	\$3,487.50	
Postage Machine Lease	06/12/25	\$214.68	
Community First CU-Payroll Deduction	06/12/25	\$692.70	
Employee Benefits-Flex Spending	06/12/25	\$3,483.19	
		\$ 289,184.38	
Total		<u>\$3,007,511.36</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.

<i>Craig Pearson</i> Craig Pearson Finance Manager	06/12/25 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: 5/30/2025

Date: 6/3/2025

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
AMAZON CAPITAL SERVICES	85321	5/30/2025	13MH-6TLQ-QL4D	100-0601-551.30-14	11.97	LIBRARY MATERIALS
		5/30/2025	13PF-RRHC-Q77X	100-0601-551.30-10	14.39	LIBRARY SUPPLIES
		5/30/2025	13PR-RRHC-QCFK	100-0601-551.30-14	119.98	LIBRARY MATERIALS
		5/30/2025	13X1-RM76-CTL4	100-0601-551.30-14	100.06	LIBRARY MATERIALS
		5/30/2025	13YN-GNGJ-P3CW	100-0601-551.30-14	79.99	LIBRARY MATERIALS
		5/30/2025	16JD-TCTC-3J3D	100-0601-551.30-16	126.75	LIBRARY PROMOTIONAL
		5/30/2025	16L1-6HNW-9CCR	100-0601-551.30-14	15.80	LIBRARY MATERIALS
		5/30/2025	16VT-H6LJ-DM4K	100-0601-551.30-16	178.69	LIBRARY PROMOTIONAL
		5/30/2025	171V-RQCC-MMFL	100-0601-551.30-16	71.34	LIBRARY PROMOTIONAL
		5/30/2025	17PX-FCTW-XMR6	100-0601-551.30-12	37.59	COMPUTER SUPPLIES
		5/30/2025	17VL-MTCK-4WHQ	100-0601-551.30-14	25.67	LIBRARY MATERIALS
		5/30/2025	17VP-QMKX-6HD9	100-0601-551.30-15	39.98	SUPPLIES
		5/30/2025	17XM-X6YY-16N3	100-0601-551.30-16	23.40	LIBRARY PROMOTIONAL
		5/30/2025	19DM-YT6X-P6FL	100-0601-551.30-14	9.99	LIBRARY MATERIALS
		5/30/2025	19GW-LPF6-9DCG	100-0601-551.30-10	9.99	LIBRARY SUPPLIES
		5/30/2025	19VN-LDPX-69DQ	100-0601-551.30-10	9.49	LIBRARY SUPPLIES
		5/30/2025	1CKQ-3JJ3-7DW4	100-0601-551.30-19	1,116.05	OFFICE SUPPLIES
		5/30/2025	1CKT-K4JL-36XC	100-0601-551.30-14	29.97	LIBRARY MATERIALS
		5/30/2025	1D11-1GJW-TNHJ	100-0601-551.30-14	15.68	LIBRARY MATERIALS
		5/30/2025	1DNQ-V7LT-RNYT	100-0601-551.30-14	15.42	LIBRARY MATERIALS
		5/30/2025	1F4N-KYMQ-6TX3	100-0601-551.30-10	317.13	LIBRARY SUPPLIES
		5/30/2025	1FV7-Y6WL-NKLJ	100-0601-551.30-16	393.83	LIBRARY PROMOTIONAL
		5/30/2025	1FWQ-VFD3-16HL	100-0601-551.30-16	31.84	LIBRARY PROMOTIONAL
		5/30/2025	1G1T-FCD1-TP4W	100-0601-551.30-14	17.07	LIBRARY MATERIALS
		5/30/2025	1GV6-TTJ9-C6C6	100-0601-551.30-16	47.36	LIBRARY PROMOTIONAL
		5/30/2025	1J4M-KCRJ-4F4V	100-0601-551.30-14	89.95	LIBRARY MATERIALS
		5/30/2025	1JH9-H4PX-GFWH	100-0601-551.30-14	65.09	LIBRARY MATERIALS
		5/30/2025	1JXM-M49P-4Q4P	100-0601-551.30-14	59.99	LIBRARY MATERIALS
		5/30/2025	1K1K-7TD3-F7FR	100-0601-551.30-16	124.48	LIBRARY PROMOTIONAL
		5/30/2025	1K3Y-9DXH-PHHV	100-0601-551.30-16	52.93	LIBRARY PROMOTIONAL
		5/30/2025	1KLH-6N4Q-TNJ3	100-0601-551.30-14	15.99	LIBRARY MATERIALS
		5/30/2025	1KQV-RFYC-QKJC	100-0601-551.30-16	425.34	LIBRARY PROMOTIONAL
		5/30/2025	1KQV-RFYC-WHYV	100-0601-551.30-10	12.75	LIBRARY SUPPLIES
		5/30/2025	1KW6-N7MK-JTXV	100-0601-551.30-14	43.95	LIBRARY MATERIALS
		5/30/2025	1L39-NYKR-7RMV	100-0601-551.30-16	78.69	LIBRARY PROMOTIONAL

AP Check Register

Check Date: 5/30/2025

Date: 6/3/2025

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
AMAZON CAPITAL SERVICES...	85321...	5/30/2025	1LCX-H7D3-J963	100-0601-551.30-14	29.86	LIBRARY MATERIALS
		5/30/2025	1M3L-Q7M6-4NTH	100-0601-551.30-16	109.00	LIBRARY PROMOTIONAL
		5/30/2025	1M9G-DFYJ-C4F3	100-0601-551.30-16	339.24	LIBRARY PROMOTIONAL
		5/30/2025	1NT7-G1P3-MRDW	100-0601-551.30-16	131.69	LIBRARY PROMOTIONAL
		5/30/2025	1PK7-WMV3-7RW6	100-0601-551.30-14	36.93	LIBRARY MATERIALS
		5/30/2025	1Q99-MDYV-LTHN	100-0601-551.30-16	38.99	LIBRARY PROMOTIONAL
		5/30/2025	1QVL-4Y7R-73WP	100-0601-551.30-10	25.30	LIBRARY SUPPLIES
		5/30/2025	1R7W-GMCJ-9W3G	100-0601-551.30-10	14.63	LIBRARY SUPPLIES
		5/30/2025	1RMG-W94C-TK16	100-0601-551.30-10	109.19	LIBRARY SUPPLIES
		5/30/2025	1TFK-F6YR-74CN	100-0601-551.30-18	124.95	DEPARTMENT SUPPLIES
		5/30/2025	1TFL-KJFH-WRDD	100-0601-551.30-16	212.82	LIBRARY PROMOTIONAL
		5/30/2025	1TRT-KCHW-61VX	100-0601-551.30-16	133.06	LIBRARY PROMOTIONAL
		5/30/2025	1VDK-MWN6-777R	100-0601-551.30-16	519.99	LIBRARY PROMOTIONAL
		5/30/2025	1VFF-KVVX-W1LR	100-0601-551.30-16	8.99	LIBRARY PROMOTIONAL
		5/30/2025	1W61-3NLF-Q3JD	100-0601-551.30-14	350.32	LIBRARY MATERIALS
		5/30/2025	1WLD-QRVM-7VY4	100-0601-551.30-10	9.99	LIBRARY SUPPLIES
		5/30/2025	1WLK-1NR4-9GWP	100-0601-551.30-16	24.99	LIBRARY PROMOTIONAL
		5/30/2025	1XGT-XJ7N-6JWR	100-0601-551.30-14	23.33	LIBRARY MATERIALS
		5/30/2025	1XVQ-VQQN-Y7QM	100-0601-551.24-03	172.34	SUPPLIES
		5/30/2025	1XW3-TGJJ-1J67	100-0601-551.30-14	27.97	LIBRARY MATERIALS
		5/30/2025	1XWD-4CCW-99ND	100-0601-551.30-19	35.02	OFFICE SUPPLIES
		5/30/2025	1Y4Q-46GV-NXGF	100-0601-551.30-14	34.99	LIBRARY MATERIALS
		5/30/2025	1YM6-GKR7-KTFC	100-0601-551.30-12	113.86	COMPUTER SUPPLIES
		Total for check: 85321			6,456.04	
BAKER & TAYLOR INC	85322	5/30/2025	2039029863	100-0601-551.30-14	30.28	LIBRARY MATERIALS
		5/30/2025	H42337451	100-0601-551.30-14	202.90	LIBRARY MATERIALS
		5/30/2025	H72184580	100-0601-551.30-14	109.40	LIBRARY MATERIALS
		5/30/2025	H72191210	100-0601-551.30-14	31.66	LIBRARY MATERIALS
		5/30/2025	H72191211	100-0601-551.30-14	50.38	LIBRARY MATERIALS
		5/30/2025	H72194420	100-0601-551.30-14	35.98	LIBRARY MATERIALS
		5/30/2025	H72233730	100-0601-551.30-14	70.52	LIBRARY MATERIALS
		5/30/2025	H72245550	100-0601-551.30-14	43.12	LIBRARY MATERIALS
		5/30/2025	H72269630	100-0601-551.30-14	66.20	LIBRARY MATERIALS

AP Check Register
Check Date: 5/30/2025

Date: 6/3/2025

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
BAKER & TAYLOR INC...	85322...	5/30/2025	H72292340	100-0601-551.30-14	51.80	LIBRARY MATERIALS
		5/30/2025	H72299000	100-0601-551.30-14	58.95	LIBRARY MATERIALS
		5/30/2025	H72299001	100-0601-551.30-14	115.06	LIBRARY MATERIALS
		5/30/2025	H72337450	100-0601-551.30-14	163.25	LIBRARY MATERIALS
		5/30/2025	H72347040	100-0601-551.30-14	75.57	LIBRARY MATERIALS
	Total for check: 85322				1,105.07	
BETH BLUM	85323	5/30/2025	CONTRACT	100-0601-551.20-05	150.00	CONTRACT
			Total for check: 85323		150.00	
CENGAGE LEARNING INC/GALE	85324	5/30/2025	999100311616	100-0601-551.30-14	24.69	LIBRARY MATERIALS
		5/30/2025	999100379230	100-0601-551.30-14	224.72	LIBRARY MATERIALS
		Total for check: 85324		249.41		
CENTER POINT LARGE PRINT	85325	5/30/2025	2158867	100-0601-551.30-14	296.04	LIBRARY MATERIALS
		5/30/2025	2164618	100-0601-551.30-14	296.04	LIBRARY MATERIALS
		Total for check: 85325		592.08		
CONQUER BOOKS	85326	5/30/2025	CONTRACT	100-0601-551.20-05	170.00	CONTRACT
			Total for check: 85326		170.00	
CRIMSON MULTIMEDIA	85327	5/30/2025	020191	100-0601-551.30-14	190.22	LIBRARY MATERIALS
		5/30/2025	020385	100-0601-551.30-14	216.31	LIBRARY MATERIALS
		5/30/2025	020591	100-0601-551.30-14	44.66	LIBRARY MATERIALS
		5/30/2025	021077	100-0601-551.30-14	50.00	LIBRARY MATERIALS
		5/30/2025	021078	100-0601-551.30-14	211.11	LIBRARY MATERIALS
	Total for check: 85327		712.30			

AP Check Register

Check Date: 5/30/2025

Date: 6/3/2025

<i>Vendor Name</i>	<i>Check Number</i>	<i>Check Date</i>	<i>Invoice Number</i>	<i>Account Number</i>	<i>Amount</i>	<i>Description</i>
DEMCO	85328	5/30/2025	7640955	100-0601-551.30-18	198.91	DEPARTMENT SUPPLIES
	Total for check: 85328				198.91	
ELM USA INC	85329	5/30/2025	75909	100-0601-551.30-18	223.22	DEPARTMENT SUPPLIES
		5/30/2025	76325	100-0601-551.30-18	88.95	DEPARTMENT SUPPLIES
	Total for check: 85329				312.17	
GENERAL BOOK COVERS	85330	5/30/2025	25135	100-0601-551.30-18	94.95	DEPARTMENT SUPPLIES
	Total for check: 85330				94.95	
INGRAM LIBRARY SERVICES	85332	5/30/2025	87409027	100-0601-551.30-14	609.37	LIBRARY MATERIALS
		5/30/2025	87448569	100-0601-551.30-14	440.30	LIBRARY MATERIALS
		5/30/2025	87484360	100-0601-551.30-14	1,668.25	LIBRARY MATERIALS
		5/30/2025	87525933	100-0601-551.30-14	987.92	LIBRARY MATERIALS
		5/30/2025	87555539	100-0601-551.30-14	236.84	LIBRARY MATERIALS
		5/30/2025	87570939	100-0601-551.30-14	287.25	LIBRARY MATERIALS
		5/30/2025	87583242	100-0601-551.30-14	516.95	LIBRARY MATERIALS
		5/30/2025	87597769	100-0601-551.30-14	102.64	LIBRARY MATERIALS
		5/30/2025	87607138	100-0601-551.30-14	213.83	LIBRARY MATERIALS
		5/30/2025	87626637	100-0601-551.30-14	143.15	LIBRARY MATERIALS
		5/30/2025	87674750	100-0601-551.30-14	1,301.09	LIBRARY MATERIALS
		5/30/2025	87681645	100-0601-551.30-14	198.64	LIBRARY MATERIALS
		5/30/2025	87696440	100-0601-551.30-14	208.36	LIBRARY MATERIALS
		5/30/2025	87696441	100-0601-551.30-14	374.00	LIBRARY MATERIALS
		5/30/2025	87696442	100-0601-551.30-14	80.77	LIBRARY MATERIALS
		5/30/2025	87722696	100-0601-551.30-14	746.55	LIBRARY MATERIALS
		5/30/2025	87746900	100-0601-551.30-14	530.21	LIBRARY MATERIALS
		5/30/2025	87770484	100-0601-551.30-14	226.41	LIBRARY MATERIALS
		5/30/2025	87775448	100-0601-551.30-14	160.48	LIBRARY MATERIALS
		5/30/2025	87790606	100-0601-551.30-14	115.26	LIBRARY MATERIALS
		5/30/2025	87865173	100-0601-551.30-14	331.06	LIBRARY MATERIALS

AP Check Register

Check Date: 5/30/2025

Date: 6/3/2025

<i>Vendor Name</i>	<i>Check Number</i>	<i>Check Date</i>	<i>Invoice Number</i>	<i>Account Number</i>	<i>Amount</i>	<i>Description</i>
INGRAM LIBRARY SERVICES...	85332...	5/30/2025	87914383	100-0601-551.30-14	311.41	LIBRARY MATERIALS
			Total for check: 85332		9,790.74	
KAEL KING	85333	5/30/2025	CONTRACT	100-0601-551.20-05	50.00	CONTRACT
			Total for check: 85333		50.00	
JOANN MARIAHAZY	85334	5/30/2025	CONTRACT	100-0601-551.20-05	100.00	CONTRACT
				100-0601-551.30-16	96.00	CONTRACT
			Total for check: 85334		196.00	
METRO SALES INC	85335	5/30/2025	INV2773619	100-0601-551.24-04	626.31	EQUIPMENT
		5/30/2025	INV2780686	100-0601-551.24-04	60.89	EQUIPMENT
			Total for check: 85335		687.20	
MIDWEST TAPE	85336	5/30/2025	507000306	100-0601-551.30-14	442.28	LIBRARY MATERIALS
		5/30/2025	507033813	100-0601-551.30-14	44.97	LIBRARY MATERIALS
		5/30/2025	507068440	100-0601-551.30-14	73.99	LIBRARY MATERIALS
		5/30/2025	507096605	100-0601-551.30-14	287.91	LIBRARY MATERIALS
		5/30/2025	507219411	100-0601-551.30-14	5,000.00	LIBRARY MATERIALS
			Total for check: 85336		5,849.15	
AMY PANZER	85337	5/30/2025	REIMBURSEMENT	100-0601-551.30-14	6.00	REIMBURSEMENT
			Total for check: 85337		6.00	
RANDY PETERSON	85338	5/30/2025	CONTRACT	100-0601-551.20-05	325.00	CONTRACT
			Total for check: 85338		325.00	

AP Check Register

Check Date: 5/30/2025

Date: 6/3/2025

<i>Vendor Name</i>	<i>Check Number</i>	<i>Check Date</i>	<i>Invoice Number</i>	<i>Account Number</i>	<i>Amount</i>	<i>Description</i>
DAVE POWELL	85339	5/30/2025	REIMBURSEMENT	100-0601-551.33-01	46.90	MILEAGE REIMBURSEMENT
			Total for check: 85339		46.90	
SERVICEMASTER BUILDING MAINTENANCE	85340	5/30/2025	46996	100-0601-551.20-01	2,760.00	JANITORIAL SERVICES
			Total for check: 85340		2,760.00	
SHOWCASES	85341	5/30/2025	330428	100-0601-551.30-18	107.46	DEPARTMENT SUPPLIES
			Total for check: 85341		107.46	
STAPLES	85342	5/30/2025	6029731949	100-0601-551.30-10	262.35	LIBRARY SUPPLIES
			Total for check: 85342		262.35	
WEST BEND MUTUAL INSURANCE COMPANY	85343	5/30/2025	BOND	100-0601-551.21-06	50.00	BOND
					50.00	BOND
			Total for check: 85343		100.00	
WINNEFOX LIBRARY SYSTEM	85344	5/30/2025	WLS3721	100-0601-551.30-10	80.92	LIBRARY SUPPLIES
				100-0601-551.30-11	203.14	LIBRARY SUPPLIES
			Total for check: 85344		284.06	
WISCONSIN IMAGING LLC	85345	5/30/2025	5034415016	100-0601-551.24-01	406.83	COPIER
			Total for check: 85345		406.83	
JOE XIONG	85346	5/30/2025	CONTRACT	100-0601-551.20-05	200.00	CONTRACT
			Total for check: 85346		200.00	

AP Check Register
Check Date: 5/30/2025

Date: 6/3/2025

<i>Vendor Name</i>	<i>Check Number</i>	<i>Check Date</i>	<i>Invoice Number</i>	<i>Account Number</i>	<i>Amount</i>	<i>Description</i>
ROB ZIMMER	85347	5/30/2025	PROGRAM	100-0601-551.20-05	150.00	PROGRAM
			Total for check: 85347		<u>150.00</u>	
					<u>31,262.62</u>	

AP Check Register

Check Date: 6/5/2025

Date: 6/12/2025

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
ACCURATE	85348	6/5/2025	2500446	731-1022-541.30-15	108.30	TOOLS
		6/5/2025	2506003	731-1022-541.30-18	56.04	ELECTRICAL SUPPLIES
		6/5/2025	2506053	731-1022-541.30-18	46.54	RETAINER ASSORTMENT
		Total for check: 85348			210.88	
ALTEC INDUSTRIES INC	85349	6/5/2025	51681281	731-1022-541.29-04	1,208.88	CRANE INSPECTION
		Total for check: 85349			1,208.88	
AMAZON CAPITAL SERVICES	85350	6/5/2025	143H-L61G-RVXL	100-0801-521.30-10	(29.99)	PAPER TRAY RETURN
		6/5/2025	17N1-FQHM-KJM3	100-0801-521.30-10	93.22	OFFICE SUPPLIES
		6/5/2025	1DTX-1JTL-4HDG	100-0801-521.30-10	54.94	PENS
		6/5/2025	1HLK-HFQR-4KMQ	100-0801-521.30-10	29.99	PLASTIC PAPER TRAYS
		6/5/2025	1KWF-FMTT-3HHG	100-0903-531.30-10	38.29	OFFICE SUPPLIES
				100-0904-531.30-15	12.99	OFFICE SUPPLIES
		Total for check: 85350			199.44	
APEX SOFTWARE	85351	6/5/2025	330397	100-0402-513.21-04	260.00	APEX SKETCHING SOFTWARE
		Total for check: 85351			260.00	
APPLETON HYDRAULIC COMPONENTS	85352	6/5/2025	52391	731-1022-541.38-03	57.62	SEAL KIT
		Total for check: 85352			57.62	
APPLETON NAIL NURSE LLC	85353	6/5/2025	NAIL APPTS	100-0920-531.20-05	291.00	NAIL APPOINTMENTS - MAY
		Total for check: 85353			291.00	
ARROW AUDIO INC	85354	6/5/2025	26324	470-0405-513.80-05	1,757.36	COUNCIL QUAD VIDEO
		Total for check: 85354			1,757.36	
ASSOCIATED APPRAISAL CONSULTANTS	85355	6/5/2025	180627	100-0402-513.21-09	153.96	INTERNET POSTING
					6,666.67	JUNE ASSESSMENT SVCS

AP Check Register

Check Date: 6/5/2025

Date: 6/12/2025

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
ASSOCIATED APPRAISAL CONSULTANTS...	85355...	6/5/2025...	180627...	100-0402-513.30-11	78.66	POSTAGE
			Total for check: 85355		6,899.29	
BAYCOM INC	85356	6/5/2025	EQUIPINV_055763	100-0801-521.29-04	3,198.00	FOLD UP EQUIPMENT
		6/5/2025	EQUIPINV_055781	100-0801-521.30-15	330.00	MOUNT AND KIT
			Total for check: 85356		3,528.00	
BEACON ATHLETICS LLC	85357	6/5/2025	0614000-IN	100-0703-553.30-15	164.00	RAKE
			Total for check: 85357		164.00	
BERGSTROM PIONEER AUTO &	85358	6/5/2025	00252	100-0801-521.80-03	2,190.00	VEHICLE LEASE
			Total for check: 85358		2,190.00	
BOBCAT PLUS	85359	6/5/2025	IA21423	731-1022-541.38-03	565.48	BUSHING BEARING
			Total for check: 85359		565.48	
KATE BRACK	85360	6/5/2025	REFUND	100-0000-201.11-00	100.00	SECURITY DEPOSIT REFUND
			Total for check: 85360		100.00	
BUSINESS ORIENTED SOFTWARE SOLUTION	85361	6/5/2025	BDKSUB25062676	743-0403-513.24-04	1,680.00	BOSS TICKET SYSTEM ANNUAL MAINT
			Total for check: 85361		1,680.00	
CARRICO AQUATIC RESOURCES INC	85362	6/5/2025	20253452	100-0704-552.30-18	385.00	POOL ENZYME
		6/5/2025	20253665	100-0704-552.30-18	5,800.00	WATER MANAGEMENT AGREEMNT
			Total for check: 85362		6,185.00	
CHARTER COMMUNICATIONS	85363	6/5/2025	01838348052825	100-0601-551.22-01	80.00	LIBRARY FIRE SYSTEM JUNE
			Total for check: 85363		80.00	

AP Check Register

Check Date: 6/5/2025

Date: 6/12/2025

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description	
CINTAS	85364	6/5/2025	4232005868	731-1022-541.20-01	161.00	UNIFORMS/SUPPLIES	
				731-1022-541.30-13	303.90	UNIFORMS/SUPPLIES	
				Total for check: 85364			
COLONY HARDWARE CORPORATION	85365	6/5/2025	INV-2763425	731-1022-541.30-18	36.00	INKZALL MARKER	
					Total for check: 85365		
COMPASS COMMUNICATIONS	85366	6/5/2025	550	100-0801-521.34-02	1,650.00	MAY COMMUNICATIONS	
					Total for check: 85366		
COMPLETE OFFICE OF WISCONSIN	85367	6/5/2025	866450	100-0401-513.30-10	(46.32)	OFFICE SUPPLIES	
		6/5/2025	875287	731-1022-541.30-10	(8.28)	PAD REPLACEMENT	
		6/5/2025	926887	100-0801-521.30-10	162.80	OFFICE SUPPLIES	
		6/5/2025	928495	100-0801-521.30-10	16.80	PAPER	
		Total for check: 85367				125.00	
CR FOCHS LLC	85368	6/5/2025	6912	470-0703-553.82-02	1,782.00	CAMERA CABLE	NEW PAVILION
					Total for check: 85368		
CRESCENT ELECTRIC SUPPLY COMPANY	85369	6/5/2025	S513216199.002	470-1003-541.82-02	308.16	WATER STREET LIGHTS	
		6/5/2025	S513250561.001	100-1008-541.24-04	(76.79)	PUSH BUTTON	
		Total for check: 85369				231.37	
CUMMINGS SALES AND SERVICE	85370	6/5/2025	F4-250585448	731-1022-541.38-03	118.12	OIL SEAL	
					Total for check: 85370		
EJ EQUIPMENT	85371	6/5/2025	P01253	731-1022-541.38-03	231.35	GRABB ROLLER ASSEMBLY	
					Total for check: 85371		

AP Check Register

Check Date: 6/5/2025

Date: 6/12/2025

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
FACTORY MOTOR PARTS CO	85372	6/5/2025	18-2286856	731-1022-541.38-03	22.06	HEAD LIGHT
		6/5/2025	50-6103122	731-1022-541.38-04	362.57	DISC PAD/ROTOR
		Total for check: 85372			384.63	
FARRELL EQUIPMENT & SUPPLY CO INC	85373	6/5/2025	229479	470-1003-541.82-02	324.69	TUBE FORM/REBAR
		Total for check: 85373			324.69	
FASTSIGNS OF APPLETON	85374	6/5/2025	APP-174310	100-0801-521.24-05	58.50	PATCH AND BADGE # DECALS
		Total for check: 85374			58.50	
FERGUSON ENTERPRISES #1550	85375	6/5/2025	0133609	100-0703-553.24-03	689.02	PLUMBING
		6/5/2025	0134502	100-0703-553.24-03	67.69	ELECTRICAL
		6/5/2025	CM248263	100-0703-553.24-03	(336.30)	PLUMBING
		Total for check: 85375			420.41	
FOX CROSSING UTILITIES	85376	6/5/2025	127-16734	100-0703-553.22-06	84.00	STANDBY WATER 1200 GENEVA RD
		6/5/2025	127-17360	100-0703-553.22-06	10.50	STANDBY WATER
		6/5/2025	127-41331	100-0703-553.22-06	284.55	UTILITIES 1000 GENEVA RD
		Total for check: 85376			379.05	
FOX VALLEY TECHNICAL COLLEGE	85377	6/5/2025	SP3827	100-0801-521.34-02	1,350.00	CLASS REGISTRATION
		Total for check: 85377			1,350.00	
GALLS LLC	85378	6/5/2025	031281433	100-0801-521.30-15	141.96	RHINO HANGER
		Total for check: 85378			141.96	
GREAT BIG GRAPHICS LLC	85379	6/5/2025	11439	100-0203-512.30-18	83.00	BUSINESS CARDS T MARSHALL

AP Check Register

Check Date: 6/5/2025

Date: 6/12/2025

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
GREAT BIG GRAPHICS LLC...	85379...	6/5/2025...	11439...	100-0405-513.29-01	77.00	BUSINESS CARDS E JANET
			Total for check: 85379		160.00	
HARRISON UTILITIES	85380	6/5/2025	000-5700-00	100-0703-553.22-05	13.58	2011 MANITOWOC RD SEWER SERVICE
		6/5/2025	001-0220-00	100-0703-553.22-05	97.59	2170 PLANK RD WATER/SEW
			Total for check: 85380		111.17	
HEARTLAND BUSINESS SYSTEMS	85381	6/5/2025	798438-H	743-0403-513.24-04	369.99	WILDCARDSSL CERTIFICATE
			Total for check: 85381		369.99	
JANKE GENERAL CONTRACTORS	85382	6/5/2025	PAYMENT #11	470-1003-541.82-02	182,204.25	WATER STREET CORRIDOR RECONSTRUCTION
			Total for check: 85382		182,204.25	
JOE'S POWER CENTER	85383	6/5/2025	190886	731-1022-541.38-03	27.99	DRIVE SHAFT
		6/5/2025	190887	100-0703-553.30-18	127.00	ENGINE OIL
				100-1003-541.30-18	126.99	ENGINE OIL
			Total for check: 85383		281.98	
JOMAR QSUB INC DBA ROAD EQUIPMENT	85384	6/5/2025	2500675227	731-1022-541.38-03	14.90	CRANK HANDLE
			Total for check: 85384		14.90	
JX PETERBILT - GREEN BAY	85385	6/5/2025	DE-09775	741-0000-193.00-00	215,266.85	PETERBILT FRONT LOADER E-2025-001
			Total for check: 85385		215,266.85	
KITZ & PFEIL INC	85387	6/5/2025	53327	100-0801-521.29-04	11.69	BATTERY
		6/5/2025	53334	100-0703-553.30-18	44.99	SCREW
		6/5/2025	53367	100-1001-514.24-03	12.59	TAPE
		6/5/2025	53422	100-0703-553.30-18	9.54	NUTS & BOLTS
		6/5/2025	53428	100-0703-553.24-03	7.73	PLUMBING
		6/5/2025	53450	731-1022-541.38-03	13.80	NUTS & BOLTS

AP Check Register

Check Date: 6/5/2025

Date: 6/12/2025

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
KITZ & PFEIL INC...	85387...	6/5/2025	53453	100-0703-553.24-03	11.33	BATHROOM CAULK & NUTS
		6/5/2025	53551	207-0707-552.24-03	6.83	KICKDOWN DOOR HOLD
		6/5/2025	53599	100-0703-553.24-03	3.79	HARDWARE
		6/5/2025	53640	100-0701-533.30-18	11.67	HOSE PARTS
		6/5/2025	53666	100-0704-552.24-03	14.28	PAINT ROLLER
		6/5/2025	53669	100-0703-553.24-03	8.09	BRUSH
		6/5/2025	53715	731-1022-541.38-03	1.00	NUTS & BOLTS
		6/5/2025	53782	731-1022-541.38-03	3.58	NUTS & BOLTS
		6/5/2025	53787	100-0703-553.30-18	63.87	DRILL BITS
Total for check: 85387				224.78		
ROBERT E LEE & ASSOCIATES	85388	6/5/2025	88419	470-1003-541.82-02	919.00	WATER ST ENGINEERING SVCSSTR-2024-003
MATT LENSS	85389	6/5/2025	REIMBURSEMENT	100-0802-521.33-03	100.00	CROSSING GUARD GIFT CARDS
MENARDS-APPLETON EAST	85390	6/5/2025	74929	470-0703-553.82-02	287.34	FOOD TRUCK ELECTRICAL PR-2024-002
		6/5/2025	75735	100-0703-553.30-18	239.96	PLASTIC
		6/5/2025	75753	207-0707-552.24-03	5.99	VACUUM BREAKER
		6/5/2025	76232	207-0707-552.24-03	10.68	PLUMBING PARTS
		6/5/2025	76247	100-0703-553.24-03	189.99	DEHUMIDIFIER
				100-0704-552.24-03	279.99	SUMP PUMP
		6/5/2025	76433	470-1003-541.82-02	238.02	ELECTRICAL PARTS LIGHTS WATER STREET
		Total for check: 85390				1,251.97
MENASHA UTILITIES	85391	6/5/2025	MENASHA UTILITY	100-0703-553.22-06	174.52	04/08/25-5/08/25 STORM
				100-1012-541.22-03	13.06	04/08/25-5/08/25 ELEC
					9,628.15	MAY STREET LIGHTING
				Total for check: 85391		

AP Check Register

Check Date: 6/5/2025

Date: 6/12/2025

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
MICHELS ROAD & STONE INC	85392	6/5/2025	483602	100-1003-541.30-18	393.89	CLEAR STONE
			Total for check: 85392		393.89	
MORTON SAFETY	85393	6/5/2025	233417A	100-0901-515.30-18	569.85	ELIPSE MASK 1/2 CVMIC
		6/5/2025	233824	100-0901-515.30-18	154.95	SAFETY HELMET 1/2 CVMIC
			Total for check: 85393		724.80	
NIELSON COMMUNICATIONS INC	85394	6/5/2025	AR37560	100-0801-521.29-04	6,184.56	RADIOS
			Total for check: 85394		6,184.56	
NORTHEAST ASPHALT INC	85395	6/5/2025	30-00021587	100-1003-541.30-18	296.53	ASPHALT
		6/5/2025	PAYMENT #7	625-0000-194.00-00	158,625.00	CONTRACT 2024-03 JEFFERSON PARK
			Total for check: 85395		158,921.53	
PETERS CONCRETE COMPANY	85396	6/5/2025	2252670	100-1003-541.82-02	3,214.25	CONCRETE 1ST & RACINE ST
		6/5/2025	2252671	100-0703-553.30-18	332.00	CONCRETE JEFFERSON PARK
		6/5/2025	2252747	100-1003-541.30-18	790.00	CONCRETE RACINE ST BRIDGE
			Total for check: 85396		4,336.25	
R.K. ENTERPRISES OF WISCONSIN INC	85397	6/5/2025	8795	470-1003-541.82-02	17,146.00	WATER STREET LIGHTING STR-2024-003
			Total for check: 85397		17,146.00	
REINDERS INC	85398	6/5/2025	2733801-00	100-0703-553.30-18	45.09	EDGING JEFFERSON PARK
			Total for check: 85398		45.09	
ROBINSON FLORIST	85399	6/5/2025	1000007767	100-0703-553.30-18	7,553.61	SMITH PARK FLOWERS
			Total for check: 85399		7,553.61	
SERVICE MOTOR COMPANY	85400	6/5/2025	P11307	731-1022-541.38-03	130.60	ROLLER ASSEMBLY KIT

AP Check Register

Check Date: 6/5/2025

Date: 6/12/2025

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
SERVICE MOTOR COMPANY...	85400...	6/5/2025	P11528	731-1022-541.38-02	70.44	WHEELS
			Total for check: 85400		201.04	
SHERWIN WILLIAMS CO	85401	6/5/2025	9544-7	100-1008-541.30-18	13.30	O-RING PACKING
			Total for check: 85401		13.30	
SJE INC	85402	6/5/2025	CD99572484	601-1020-543.24-04	3,078.46	LCD CONTROL MODULE
			Total for check: 85402		3,078.46	
SMT MANUFACTURING & SUPPLY LLC	85403	6/5/2025	0085029-IN	731-1022-541.38-03	18.68	V-BELT
			Total for check: 85403		18.68	
THEDACARE AT WORK	85404	6/5/2025	369825	100-0202-512.21-05	68.00	DRUG TEST
		6/5/2025	369840	100-0202-512.21-05	68.00	DRUG TEST
			Total for check: 85404		136.00	
THOMSON REUTERS - WEST	85405	6/5/2025	852050585	100-0201-512.32-02	496.74	WESTLAW LEGAL RESEARCH SOFTWARE SUBSCRIPTIO
			Total for check: 85405		496.74	
TNEMEC COMPANY INC	85406	6/5/2025	2723971	100-0704-552.24-05	720.40	POOL LINE PAINTING
			Total for check: 85406		720.40	
US BANK EQUIPMENT FINANCE	85407	6/5/2025	556095925	743-0403-513.24-02	76.98	ENG COPIER LEASE MAY
		6/5/2025	556275683	743-0403-513.24-02	224.02	PROD COPIER LEASE MAY
			Total for check: 85407		301.00	
UW - MILWAUKEE	85408	6/5/2025	9350	470-1003-541.82-02	10,700.00	HISTORICAL STORYBOOK STR-2024-003
			Total for check: 85408		10,700.00	

AP Check Register
Check Date: 6/5/2025

Date: 6/12/2025

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description	
WE ENERGIES	85409	6/5/2025	5489526108	100-0000-123.00-00	231.11	BILL NM FIRE	
				100-0601-551.22-04	795.27	LIBRARY	
				100-0703-553.22-04	340.21	PARKS	
				100-0704-552.22-04	72.69	POOL	
				100-0801-521.22-04	319.16	POLICE	
				100-0920-531.22-04	71.41	SENIOR CENTER	
				100-1019-552.22-03	20.62	BRIDGE	
				207-0707-552.22-04	29.87	MARINA	
	6/5/2025	5493727977	100-1012-541.22-03	1,051.54	STREET LIGHTS		
	6/5/2025	5493870888	100-1012-541.22-03	106.68	LED STREET LIGHTS		
Total for check: 85409				3,038.56			
WEYERS EQUIPMENT INC	85410	6/5/2025	01-222134	731-1022-541.38-03	124.35	LAWN MOWER BLADES	
		6/5/2025	01-222164	100-0703-553.30-18	480.60	FIRE PIT LAVA ROCK	
	Total for check: 85410				604.95		
TERMINIX WIL-KIL	85411	6/5/2025	77472906	100-1019-552.20-07	124.55	EXTERIOR INSECT TREATMENT	
							Total for check: 85411
WPPI ENERGY	85412	6/5/2025	INV22952	310-0409-571.61-01	494.50	JUNE STREET LIGHTING PROJ	
					1,010.30	JUNE LED STREETLIGHT PROJ	
					731-1022-541.82-01	1,176.09	JUNE SOLAR PV PW
					769.99	JUNE SOLAR PV PW	
					Total for check: 85412		
					661,985.84		

AP Check Register

Check Date: 6/12/2025

Date: 6/12/2025

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
ACCESS INC	85413	6/12/2025	311672	743-0403-513.30-15	656.17	UPS BATTERY
			Total for check: 85413		656.17	
ACCURATE	85414	6/12/2025	2506171	731-1022-541.38-03	20.69	CLAMPS
		6/12/2025	2506213	731-1022-541.38-03	128.50	COATED WEIGHTS
			Total for check: 85414		149.19	
ALL-LIFT SYSTEMS LLC	85415	6/12/2025	0480988-IN	731-1022-541.30-18	67.54	SHACKLE/HOOK TIE DOWN
			Total for check: 85415		67.54	
ALL-SPORT TROPHY	85416	6/12/2025	058035	100-0702-552.30-18	437.50	RIBBONS
			Total for check: 85416		437.50	
AMAZON CAPITAL SERVICES	85417	6/12/2025	1413-9YXV-FJT3	100-0000-201.14-00	26.99	BUS TRIP TRAVEL TISSUES
				100-0702-552.30-10	31.00	STORAGE BASKET BIN PARKS & REC
				100-0702-552.30-18	79.90	TAPE MEASURE (2) PARKS & REC
				100-0920-531.30-18	34.89	CRAFT SUPPLIES SENIOR CENTER
		6/12/2025	1CML-FGD6-6NWM	100-0903-531.30-18	46.99	OFFICE DESK SHADE
		6/12/2025	1JK1-KXT7-G16R	100-0801-521.30-15	275.30	TOURNIQUET HOLDERS (10)
			Total for check: 85417		495.07	
APPLETON SCHOOL DISTRICT	85418	6/12/2025	TAX SETTLEMENT	100-0000-203.05-00	103,653.49	TAX SETTLEMENT
			Total for check: 85418		103,653.49	
ARTISAN METAL LLC	85419	6/12/2025	173	826-0703-553.82-02	2,635.48	JEFFERSON PARK PAVILION PR-2024-002
			Total for check: 85419		2,635.48	

AP Check Register

Check Date: 6/12/2025

Date: 6/12/2025

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
AUTOMATED COMFORT CONTROLS	85420	6/12/2025	38429	100-0801-521.24-03	327.00	A/C UNIT REPAIR
			Total for check: 85420		327.00	
BADGER LABORATORIES INC	85421	6/12/2025	25-010098	601-1020-543.21-02	1,235.00	SEWER USER MONITORING GUNDERSON CLEANERS
			Total for check: 85421		1,235.00	
BENEFIT COORDINATORS CORP	85422	6/12/2025	B0J9FQ	734-0416-513.21-06	2,820.40	FAHP FEE - JUNE
			Total for check: 85422		2,820.40	
BELINDA BESCHTA	85423	6/12/2025	REFUND	100-0000-201.14-00	110.00	TRIP CANCELLATION ARK/CREATION MUSEUM
			Total for check: 85423		110.00	
KARINA BUSTAMANTE	85424	6/12/2025	REFUND	100-0000-201.11-00	100.00	SECURITY DEPOSIT REFUND
			Total for check: 85424		100.00	
CALUMET COUNTY TREASURER	85425	6/12/2025	TAX SETTLEMENT	100-0000-203.01-00	77,830.90	TAX SETTLEMENT
			Total for check: 85425		77,830.90	
ANDREA CHAVEZ	85426	6/12/2025	REFUND	100-0000-201.11-00	100.00	SECURITY DEPOSIT REFUND
			Total for check: 85426		100.00	
CINTAS	85427	6/12/2025	1905704644	731-1022-541.30-13	582.00	SUPPLIES
		6/12/2025	4232900146	207-0707-552.30-13	297.01	UNIFORMS/SUPPLIES
				731-1022-541.20-01	161.00	UNIFORMS/SUPPLIES
			Total for check: 85427		1,040.01	
CRESCENT ELECTRIC SUPPLY COMPANY	85428	6/12/2025	S513216199.004	470-1003-541.82-02	8,848.00	WATER STREET LIGHTS STR-2024-003
			Total for check: 85428		8,848.00	

AP Check Register

Check Date: 6/12/2025

Date: 6/12/2025

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
DIAMOND TOURS INC	85429	6/12/2025	2196989	100-0000-201.14-00	508.00	NIAGARA FALLS TRIP EXTRA PARTICIPANT
			Total for check: 85429		508.00	
DOOSAN BOBCAT NORTH AMERICA	85430	6/12/2025	4340204	741-0000-193.00-00	60,449.20	SKID STEER EQUIP PACKAGE
			Total for check: 85430		60,449.20	
ENVIROTECH EQUIPMENT	85431	6/12/2025	25-0025597	731-1022-541.38-03	50.70	STROBE LIGHTS
			Total for check: 85431		50.70	
FOX VALLEY TECHNICAL COLLEGE	85432	6/12/2025	TAX SETTLEMENT	100-0000-203.04-00	76,154.14	TAX SETTLEMENT
			Total for check: 85432		76,154.14	
GALLS LLC	85433	6/12/2025	031444647	100-0801-521.30-15	213.03	HOOKS 4 HANGING GEAR
			Total for check: 85433		213.03	
GANNETT WISCONSIN LOCALIQ	85434	6/12/2025	0007104288	100-0203-512.29-02	502.76	POST CRESCENT SUBSCRIPTO MAY
				100-0405-513.29-02	743.07	POST CRESCENT SUBSCRIPTO MAY
			Total for check: 85434		1,245.83	
GERBER LEISURE PRODUCTS INC	85435	6/12/2025	11163.1	100-0925-531.30-18	24,739.00	SHEPARD PARK OBSTACLE CRS
			Total for check: 85435		24,739.00	
BILLY GUDWER	85436	6/12/2025	REFUND	100-0000-441.25-00	165.00	PICKLEBALL REFUND
			Total for check: 85436		165.00	
HEAR WISCONSIN	85437	6/12/2025	20250602001	100-0901-515.21-05	1,934.00	HEARING TESTS
			Total for check: 85437		1,934.00	

AP Check Register

Check Date: 6/12/2025

Date: 6/12/2025

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
CHERYL HEIMERL	85438	6/12/2025	REFUND	100-0000-441.25-00	36.00	POOLSIDE YOGA REFUND
			Total for check: 85438		36.00	
HENES & ASSOCIATES REPORTING SVCS	85439	6/12/2025	51541	100-0203-512.21-08	199.00	BOARD OF REVIEW HEARING
			Total for check: 85439		199.00	
CLAIRE HOLZSCHUH	85440	6/12/2025	MILEAGE	100-0903-531.33-01	14.49	MILEAGE REIMBURSEMENT MAY
		6/12/2025	REIMBURSMENT	100-0903-531.33-04	3.00	PARKING REIMBURSMENT
			Total for check: 85440		17.49	
ILLINOIS TOLLWAY	85441	6/12/2025	VN5707740262	100-0801-521.34-04	19.70	TRAINING TRAVEL TOLLS
			Total for check: 85441		19.70	
SHERRISE JACKSON	85442	6/12/2025	REFUND	100-0000-201.08-00	1.19	RESERVATION CANCELLATION HART PARK SHELTER
				100-0000-441.23-00	23.81	RESERVATION CANCELLATION HART PARK SHELTER
			Total for check: 85442		25.00	
JOE'S POWER CENTER	85443	6/12/2025	191151	731-1022-541.38-03	15.96	EDGER BLADE
			Total for check: 85443		15.96	
JX ENTERPRISES INC	85444	6/12/2025	24128586P	731-1022-541.38-03	83.45	SWITCH
		6/12/2025	24128597P	731-1022-541.38-03	(131.98)	U BOLT AIR TANK
		6/12/2025	24129099P	731-1022-541.38-03	24.05	TEMP SENSOR
		6/12/2025	24129805P	731-1022-541.38-03	418.99	CRANKCASE
			Total for check: 85444		394.51	
GREGORY KARRELS	85445	6/12/2025	REFUND	100-0000-201.14-00	1,860.00	TRIP CANCELLATION NIAGARA FALLS
			Total for check: 85445		1,860.00	

AP Check Register

Check Date: 6/12/2025

Date: 6/12/2025

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
SARA KELLY	85446	6/12/2025	REFUND	100-0000-441.24-00	50.00	SWIM LESSON REFUND
			Total for check: 85446		50.00	
KL ENGINEERING INC	85447	6/12/2025	20250179	470-0703-553.80-05	3,537.43	HIGHCLIFF FEAS STUDY
			Total for check: 85447		3,537.43	
KLINK HYDRAULICS LLC	85448	6/12/2025	46207	731-1022-541.38-03	316.62	PARTS
			Total for check: 85448		316.62	
INTERSTATE BILLING SERVICES	85449	6/12/2025	X105077094:01	731-1022-541.38-03	25.24	MIRROR
			Total for check: 85449		25.24	
MATT LARSEN	85450	6/12/2025	MILEAGE	100-0304-562.33-01	103.76	MILEAGE REIMBURSEMENT SPRING WLIA CONFERENCI
			Total for check: 85450		103.76	
LAZER UTILITY LOCATING LLC	85451	6/12/2025	2072	601-1020-543.21-02	787.00	MAY SANITARY LOCATES
				625-1010-541.21-02	593.00	MAY STORM LOCATES
			Total for check: 85451		1,380.00	
LEVENHAGEN OIL CORPORATION	85452	6/12/2025	105882	207-0707-552.38-01	2,155.30	GASOLINE MENASHA MARINA
		6/12/2025	105921	207-0707-552.38-01	3,670.80	GASOLINE MENASHA MARINA
			Total for check: 85452		5,826.10	
MACQUEEN EQUIPMENT	85453	6/12/2025	P38681	731-1022-541.38-03	100.19	VALVES
			Total for check: 85453		100.19	
MATTHEWS TIRE & SERVICE CENTER	85454	6/12/2025	97024	731-1022-541.38-02	99.34	FLAT REPAIR

AP Check Register

Check Date: 6/12/2025

Date: 6/12/2025

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
MATTHEWS TIRE & SERVICE CENTER...	85454...	6/12/2025	97044	731-1022-541.38-02	311.61	TIRE REPAIR
			Total for check: 85454		410.95	
MENARDS-APPLETON EAST	85455	6/12/2025	76563	100-0703-553.30-18	164.97	WEED CONTROL
			Total for check: 85455		164.97	
MENASHA JOINT SCHOOL DISTRICT	85456	6/12/2025	TAX SETTLEMENT	100-0000-203.03-00	919,329.73	TAX SETTLEMENT
			Total for check: 85456		919,329.73	
MENASHA TREASURER	85457	6/12/2025	DRIVER TIP	100-0000-201.14-00	1,071.00	DRIVER TIP BUS 2
					51.00	STEP ON GUIDE TIP
					204.00	STEP ON GUIDE BUS 1
					1,113.00	DRIVER TIP BUS 1
					53.00	STEP ON GUIDE TIP
					212.00	STEP ON GUIDE BUS 1
			Total for check: 85457		2,704.00	
MENASHA UTILITIES	85458	6/12/2025	5154	100-0704-552.22-05	3,430.50	POOL FILL
		6/12/2025	MENASHA UTILITY	100-0000-123.00-00	767.82	04/30/25-5/30/25 ELEC
					308.52	04/30/25-5/30/25 WAT/SEW
					77.69	04/30/25-5/30/25 STORM
					7.75	04/30/25-5/30/25 ELEC
					9.41	04/30/25-5/30/25 ELEC
				100-0304-562.22-03	11.34	04/30/25-5/30/25 ELEC
				100-0305-562.22-03	15.85	04/30/25-5/30/25 ELEC
				100-0305-562.22-06	4.18	04/30/25-5/30/25 STORM
				100-0601-551.22-03	3,071.20	04/30/25-5/30/25 ELEC
				100-0601-551.22-05	554.43	04/30/25-5/30/25 WAT/SEW
				100-0601-551.22-06	173.47	04/30/25-5/30/25 STORM
				100-0703-553.22-03	1,742.37	04/30/25-5/30/25 ELEC
					393.75	04/30/25-5/30/25 ELEC
				100-0703-553.22-05	1,672.46	04/30/25-5/30/25 WAT/SEW

AP Check Register

Check Date: 6/12/2025

Date: 6/12/2025

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
MENASHA UTILITIES...	85458...	6/12/2025...	MENASHA UTILITY...	100-0703-553.22-05...	7,835.13	04/30/25-5/30/25 WAT/SEW
				100-0703-553.22-06	1,835.05	04/30/25-5/30/25 STORM
				100-0801-521.22-03	1,080.29	04/30/25-5/30/25 ELEC
				100-0801-521.22-05	426.06	04/30/25-5/30/25 WAT/SEW
				100-0801-521.22-06	107.28	04/30/25-5/30/25 STORM
				100-0920-531.22-03	198.50	04/30/25-5/30/25 ELEC
				100-0920-531.22-05	278.85	04/30/25-5/30/25 WAT/SEW
				100-1001-514.22-03	39.20	04/30/25-5/30/25 ELEC
				100-1008-541.22-03	359.93	04/30/25-5/30/25 ELEC
				100-1008-541.22-05	16.68	04/30/25-5/30/25 WAT/SEW
				100-1012-541.22-03	300.20	04/30/25-5/30/25 ELEC
				100-1013-541.22-03	89.76	04/30/25-5/30/25 ELEC
				100-1013-541.22-06	73.15	04/30/25-5/30/25 STORM
				100-1019-552.22-03	20.60	04/30/25-5/30/25 ELEC
				207-0707-552.22-03	847.59	04/30/25-5/30/25 ELEC
				207-0707-552.22-05	328.58	04/30/25-5/30/25 WAT/SEW
				207-0707-552.22-06	42.85	04/30/25-5/30/25 STORM
				501-0304-562.22-03	2,089.02	04/30/25-5/30/25 ELEC
				501-0304-562.22-05	33.36	04/30/25-5/30/25 WAT/SEW
				501-0304-562.22-06	189.15	04/30/25-5/30/25 STORM
				601-1020-543.22-03	270.75	04/30/25-5/30/25 ELEC
				731-1022-541.22-03	520.95	04/30/25-5/30/25 ELEC
				731-1022-541.22-05	1,740.49	04/30/25-5/30/25 WAT/SEW
				731-1022-541.22-06	1,629.16	04/30/25-5/30/25 STORM
			Total for check: 85458		32,593.32	
VALLEY POPCORN SERVICE LLC	85459	6/12/2025	7509	100-0704-552.30-17	205.70	POPCORN
				Total for check: 85459		205.70
MORTON SAFETY	85460	6/12/2025	233917	100-0904-531.30-15	75.00	COVERALL
				Total for check: 85460		75.00

AP Check Register
Check Date: 6/12/2025

Date: 6/12/2025

<i>Vendor Name</i>	<i>Check Number</i>	<i>Check Date</i>	<i>Invoice Number</i>	<i>Account Number</i>	<i>Amount</i>	<i>Description</i>
N&M AUTO SUPPLY	85461	6/12/2025	840189	100-0703-553.30-15	15.53	AIR BLOW GUNS
			Total for check: 85461		15.53	
NEENAH MAIN AUTO BODY INC	85462	6/12/2025	5387	100-0801-521.29-04	2,599.02	VEHICLE REPAIRS
			Total for check: 85462		2,599.02	
NEENAH-MENASHA SEWERAGE COMMISSION	85463	6/12/2025	2025-084	601-1021-543.25-01	82,578.86	JUNE WASTEWATER TREATMENT
		6/12/2025	2025-090	601-1021-543.25-01	3,439.00	JUNE CWFL INTEREST
					16,301.00	JUNE CWFL DEBT
					1,221.00	JUNE BLDG INTEREST
					2,930.00	JUNE BLDG DEBT
			Total for check: 85463		106,469.86	
NORTHEAST ASPHALT INC	85464	6/12/2025	30-00022108	100-1004-541.30-18	1,023.46	EXCAVATION ASPHALT
			Total for check: 85464		1,023.46	
PACKER CITY INTL TRUCKS INC	85465	6/12/2025	X103153318:01	731-1022-541.38-03	7.47	FUEL FILTER
			Total for check: 85465		7.47	
LINDA PALMBACH	85466	6/12/2025	MEALS	100-0903-531.34-03	14.77	MEAL REIMBURSEMENT
		6/12/2025	MILEAGE	100-0903-531.33-01	64.40	MILEAGE REIMBURSEMENT MAY
			Total for check: 85466		79.17	
MEGHAN PAULY	85467	6/12/2025	LODGING/MEALS	100-0903-531.34-03	258.46	LODGING/MEAL REIMBSMENT
		6/12/2025	MILEAGE	100-0903-531.34-01	32.76	MILEAGE REIMBURSEMENT APRIL/MAY
			Total for check: 85467		291.22	

AP Check Register

Check Date: 6/12/2025

Date: 6/12/2025

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
PETERS CONCRETE COMPANY	85468	6/12/2025	2252896	100-1004-541.30-18	937.75	EXCAVATION ASPHALT
			Total for check: 85468		937.75	
PLEASANT KNOLL LANDSCAPING LLC	85469	6/12/2025	807	489-1003-541.82-02	2,400.00	OAK ST EXT LAWN RESTOR STR-2025-008
			Total for check: 85469		2,400.00	
POMP'S TIRE SERVICE INC	85470	6/12/2025	320166986	100-0703-553.30-15	36.82	KOSLO PARK DOLLY WHEELS
			Total for check: 85470		36.82	
MATT ROE	85471	6/12/2025	MEALS	100-0801-521.34-03	130.45	MEAL REIMBURSEMENT
			Total for check: 85471		130.45	
LIZ ROSIN	85472	6/12/2025	MILEAGE	100-0903-531.33-01	33.88	MILEAGE REIMBURSEMENT MAY
			Total for check: 85472		33.88	
RUEKERT & MIELKE INC	85473	6/12/2025	157020	601-1020-543.21-02	332.50	PROF FEES -PERMIT PREP
		6/12/2025	157021	601-1020-543.21-02	275.00	SEWER BILLING ASSISTANCE
			Total for check: 85473		607.50	
SECURIAN FINANCIAL GROUP INC	85474	6/12/2025	002832L	100-0000-204.07-00	3,665.78	JULY LIFE INSURANCE
			Total for check: 85474		3,665.78	
SERVICEMASTER BUILDING MAINTENANCE	85475	6/12/2025	47127	100-0920-531.20-01	480.00	JANITORIAL SERVICES 116 MAIN ST
		6/12/2025	47132	731-1022-541.20-01	2,730.00	JANITORIAL SERVICES 455 BALDWIN ST
		6/12/2025	47143	100-0801-521.20-01	2,016.00	JANITORIAL SERVICES 430 1ST ST
			Total for check: 85475		5,226.00	

AP Check Register
Check Date: 6/12/2025

Date: 6/12/2025

<i>Vendor Name</i>	<i>Check Number</i>	<i>Check Date</i>	<i>Invoice Number</i>	<i>Account Number</i>	<i>Amount</i>	<i>Description</i>
SHERWIN WILLIAMS CO	85476	6/12/2025	8495-3	100-1008-541.30-18	4,712.40	TRAFFIC MARKING PAINT
			Total for check: 85476		4,712.40	
PAUL STAERKEL	85477	6/12/2025	REFUND	100-0000-201.11-00	100.00	SECURITY DEPOSIT REFUND
			Total for check: 85477		100.00	
STERICYCLE INC	85478	6/12/2025	8011065176	100-0801-521.30-10	94.20	REGULAR SERVICE
			Total for check: 85478		94.20	
TAPCO	85479	6/12/2025	1803275	100-1008-541.30-15	1,006.81	CROSSWALK SIGNS
			Total for check: 85479		1,006.81	
THEDACARE AT WORK	85480	6/12/2025	370236	100-0202-512.21-06	316.25	EMPLOYEE SCREENING
			Total for check: 85480		316.25	
THEDACARE LABORATORIES	85481	6/12/2025	12100529	100-0801-521.21-05	42.50	VENIPUNCTURE
			Total for check: 85481		42.50	
US BANK EQUIPMENT FINANCE	85482	6/12/2025	557029030	743-0403-513.24-02	81.42	PWF COPIER LEASE - JUNE
			Total for check: 85482		81.42	
WE ENERGIES	85483	6/12/2025	5498478117	100-0703-553.22-03	37.12	LED STREET LIGHTS
		6/12/2025	5502742883	731-1022-541.22-04	197.01	MENASHA CONSERVANCY GAS SERVICE 455 BALDWIN ST
			Total for check: 85483		234.13	
WINNEBAGO COUNTY TREASURER	85484	6/12/2025	30901	100-0805-521.25-01	668.98	INMATE STAYS
		6/12/2025	31033	100-0204-512.29-01	407.20	PROGRAMMING/ELEC BALLOTS

AP Check Register

Check Date: 6/12/2025

Date: 6/12/2025

<i>Vendor Name</i>	<i>Check Number</i>	<i>Check Date</i>	<i>Invoice Number</i>	<i>Account Number</i>	<i>Amount</i>	<i>Description</i>
WINNEBAGO COUNTY TREASURER...	85484...	6/12/2025	TAX SETTLEMENT	100-0000-203.02-00	272,460.99	TAX SETTLEMENT
			Total for check: 85484		273,537.17	
WISCONSIN DEPT OF JUSTICE	85485	6/12/2025	G3228	100-0202-512.21-06	70.00	GENERAL
			Total for check: 85485		70.00	
WISCONSIN DEPT OF NATURAL RESOURCES	85486	6/12/2025	47117532020251	625-1010-541.25-01	3,000.00	ENVIRONMENTAL FEES
			Total for check: 85486		3,000.00	
WISCONSIN SUPPORT COLLECTIONS	85487	6/12/2025	20250612	100-0000-202.03-00	823.91	PAYROLL SUMMARY
			Total for check: 85487		823.91	
					1,742,898.02	

MEMORANDUM

DATE June 12, 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. Application pendency has been noticed in the official City newspaper three consecutive times on May 28, 29, and 30, 2025.

Premises to be licensed have passed inspections by the Health Department, Fire Department, and Building Inspection Offices, except for Joune & B Caribbean Market; this premise is to be inspected later this month and application approval is contingent upon successful completion thereof. This memorandum thus includes two recommended motions to reflect contingent approval for Joune & B Caribbean Market and customary approval for all other applicants.

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

- ❖ Chef Fresh Pizza (204 Manitowoc Street, Menasha); Carol Doran, Agent
- ❖ CVS Pharmacy #5186 (1485 Oneida Street); Amy Sanger, Agent
- ❖ Dollar General Store #13175 (1135 Appleton Road, Menasha); John Greene, Agent
- ❖ Joune & B Caribbean Market (714 Appleton Road, Menasha); Gina LaVache, Agent
Recommendation for approval is contingent upon successful completion of a commercial building inspection to be completed this month.
- ❖ Stop N Go (1200 Plank Road, Menasha); Kamaljit Gill, Agent
- ❖ Walgreens #03851 (305 Racine Street, Menasha); Mark Thurow, Agent

Class “B” (Fermented Malt Beverages)

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

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

- ❖ Blossom & Brew Co. (130 Main Street, Suite 1, Menasha); Caity Williamson, Agent
- ❖ Chicken Palace of Menasha (1550 Appleton Road, Menasha); Carlos Ayala, Agent
- ❖ City Limits (544 Fourth Street, Menasha); Dave Seidl, Agent
- ❖ Dreams (325 Broad Street, Menasha); Oswaldo Contreras, Agent
- ❖ Elks Lodge 676 (328 Nicolet Boulevard, Menasha); Terrance Buck, Agent
- ❖ Jitters (23 Main Street, Menasha); Peter Kemps, Agent
- ❖ Lake Park Swim and Fitness (730 Lake Park Road, Menasha); Megan Collins, Agent
- ❖ Luigi’s Pizza & Pasta (332 Ahnaip Street, Menasha); Gianna Jaber, Agent
- ❖ Nicolet Building Association (746 Third Street, Menasha); John Koester, Agent
- ❖ Solea Mexican Grill (705 Appleton Road, Menasha); Eduardo Sanchez, Agent
- ❖ Wiseguys Pizzeria & Pub (1440 Oneida Street, Suite J, Appleton); Brenda Jorgenson, Agent

“Class C” (Wine) and Class “B” (Fermented Malt Beverages)

- ❖ Catch Fire Creations (230 Main Street, Menasha); Melissa Jensen, Agent

Recommendation: Staff recommends approval of Jouné & B Caribbean Market’s alcohol license application for the July 1, 2025 – June 30, 2026 licensing term, contingent upon successful completion of a commercial building inspection to be conducted on or before June 30, 2025.

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



MEMORANDUM

DATE June 9, 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.

Renewal Applications:

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

Wiseguys Pizzeria LLC
d/b/a Wiseguys Pizzeria & Pub
1440 Oneida Street, Suite J
Appleton, WI 54915

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

Pursuant to Section 7-2-17(d), the Clerk's Office has notified all property owners within one hundred fifty (150) feet of proposed outdoor seating areas of permit application pendency. These notifications, sent by first class mail, 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: 5/8/25
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: Jittens BAR LLC
Trade Name: JITTENS
Address: 23 MAIN ST MENASHA WIS

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:

10 Foot GRASS SLAB located AT Front OF 23
MAIN ST MENASHA Below Garage Door

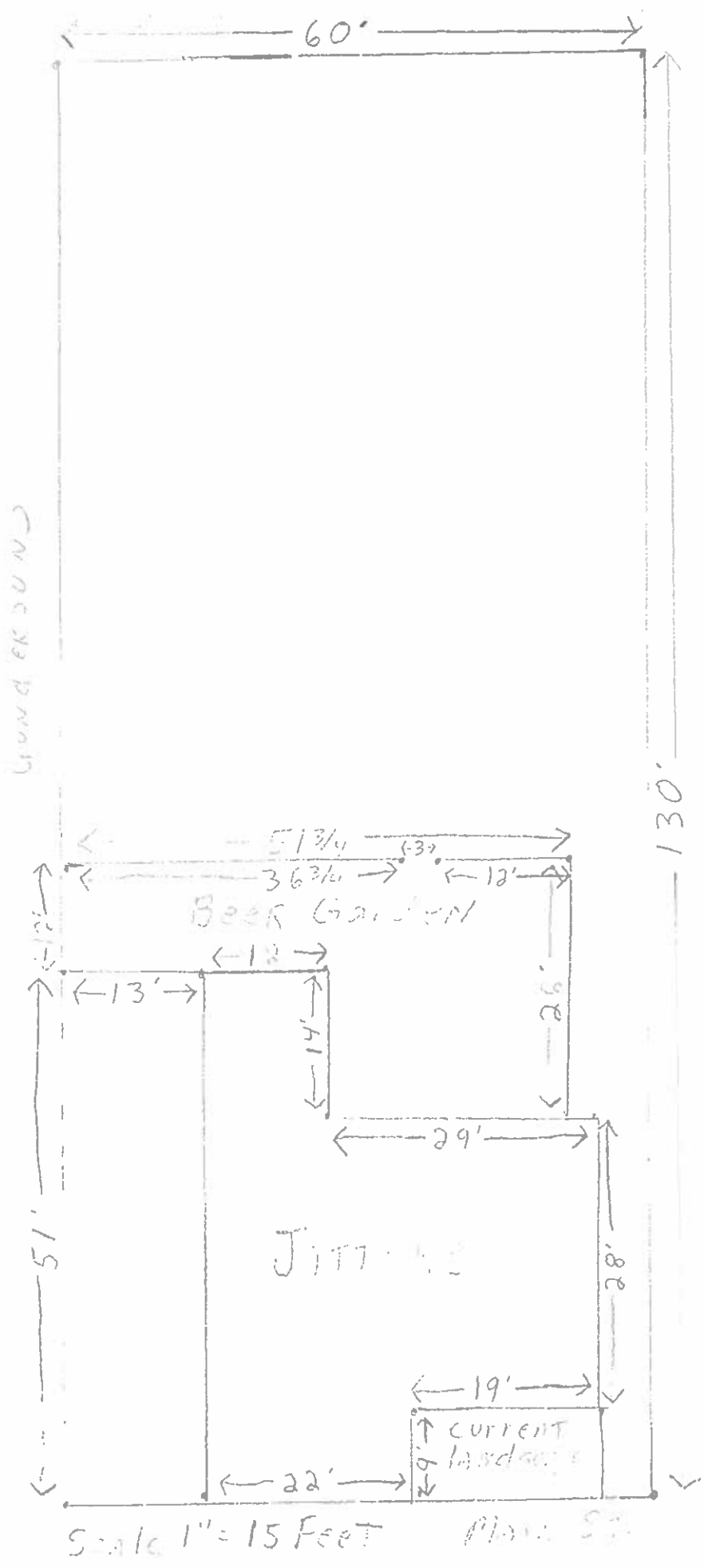
Please include the following with your application.

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

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

Peter Kemp
Applicant Name (printed)
[Signature]
Applicant Signature

May 8 - 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: WISEBOYS PIZZERIA LLC

Trade Name: WISEBOYS PIZZERIA + PUB

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

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:

RATIO AREA IN FRONT OF BUSINESS ENTRANCE
ENCLOSED WITH A 42" FENCE, TABLES, CHAIRS,
PERGOLA,
PLANTER BOXES

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.

BRONDA JORGANSON
Applicant Name (printed)

BRONDA JORGANSON
Applicant Signature

4-7-25
Date



MEMORANDUM

DATE June 12, 2025
TO Common Council
FROM Kaija Snyder, City Clerk
RE Outdoor Street Service Permit Applications for the 2025 Licensing Term (June 17, 2025 – November 30, 2025)

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

Renewal Applications:

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

New Applications:

Blossom & Brew Co LLC
d/b/a Blossom & Brew Co
130 Main Street, Suite 1
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. Director Merten's approval is additionally contingent upon the applicants' compliance with Section 7-8-2 of the Menasha Municipal Code as cited above.

Recommendation: Staff recommends approval of the enclosed outdoor street service permit applications, contingent upon submission of additional insured endorsements, for the term of June 17, 2025 – November 30, 2025.



OFFICE USE ONLY
Date Rcvd: 5/8/25
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: Jittens BAR LLC
Trade Name: JITTENS
Address: 23 MAIN ST MENASHA WIS

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:

10 FOOT GRASS SLAB located AT Front OF 23
MAIN ST MENASHA Below Garage Door

Please include the following with your application.

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

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

Peter Kemp
Applicant Name (printed)
PJK
Applicant Signature

May 8-25
Date



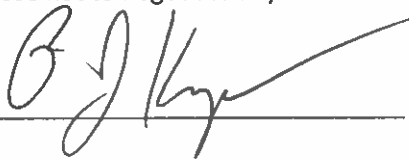
City of Menasha
Outdoor Restaurant Service (Street Serve)
Liability Agreement Pursuant to Sec. 7-8-2(g)

HOLD HARMLESS AGREEMENT

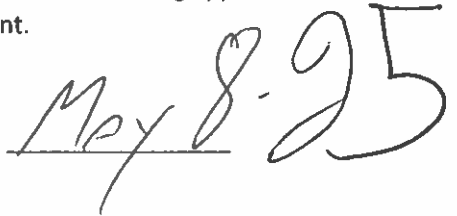
I agree to abide by the rules set by the City of Menasha Code of Ordinances, and more specifically, section 7-8-2, as it relates to Outdoor Restaurant Service. I further agree to save and hold harmless the City of Menasha for any claim for damage or injury arising out of our activities in connection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

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

License Holder Signature: _____



Date: _____





JITTBAR-01

ATUFNELL

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

5/9/2025

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 Apex Insurance Group of WI, LLC 1 Bank Ave, Suite A Kaukauna, WI 54130	CONTACT NAME:	PHONE (A/C, No, Ext): (920) 766-1791	FAX (A/C, No): (715) 568-5151
	E-MAIL ADDRESS:		
INSURED Jitters Bar, LLC 104 River St Kaukauna, WI 54130	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A : Germantown Mutual Insurance Company		14036
	INSURER B :		
	INSURER C :		
	INSURER D :		
	INSURER E :		
INSURER F :			

COVERAGES **CERTIFICATE NUMBER:** **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 ☐ PROJECT ☐ LOC ☐ OTHER			3013249	11/20/2024	11/20/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000 MED EXP (Any one person) \$ 5,000 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) \$ \$
A	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE DED ☒ RETENTION \$ 10,000			4800311	7/1/2024	7/1/2025	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) ☐ Y/N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	9000371	11/19/2024	11/19/2025	☒ PER STATUTE ☐ OTHER E.L. EACH ACCIDENT \$ 100,000 E.L. DISEASE - EA EMPLOYEE \$ 100,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

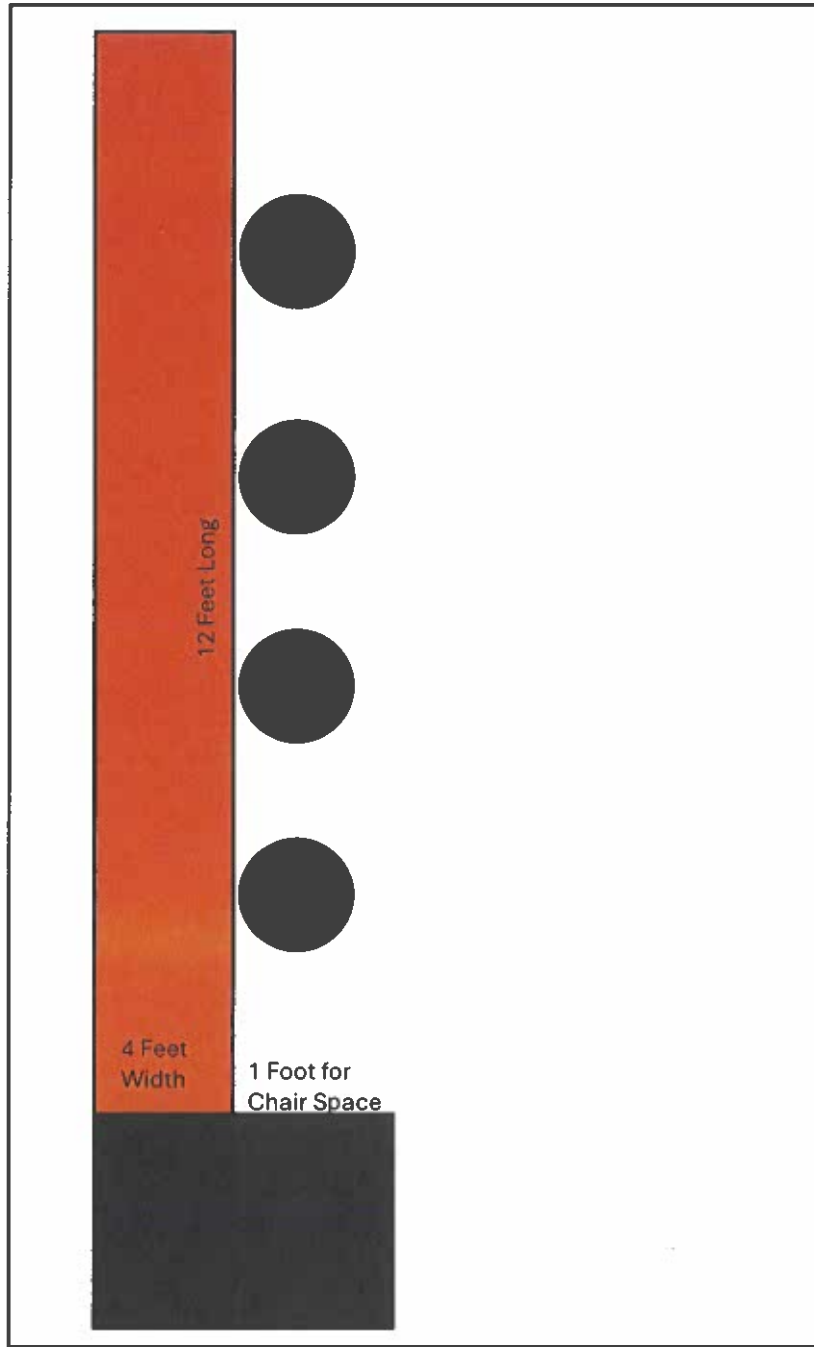
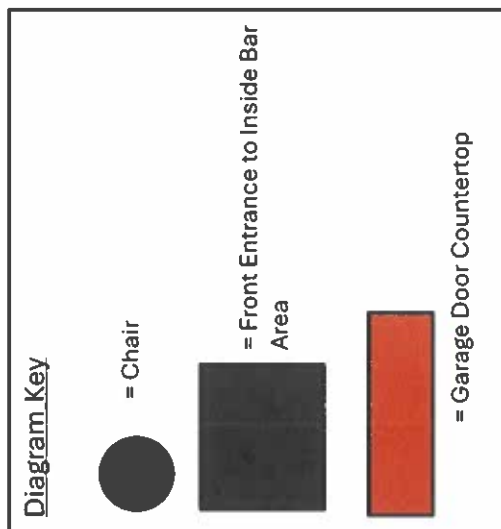
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

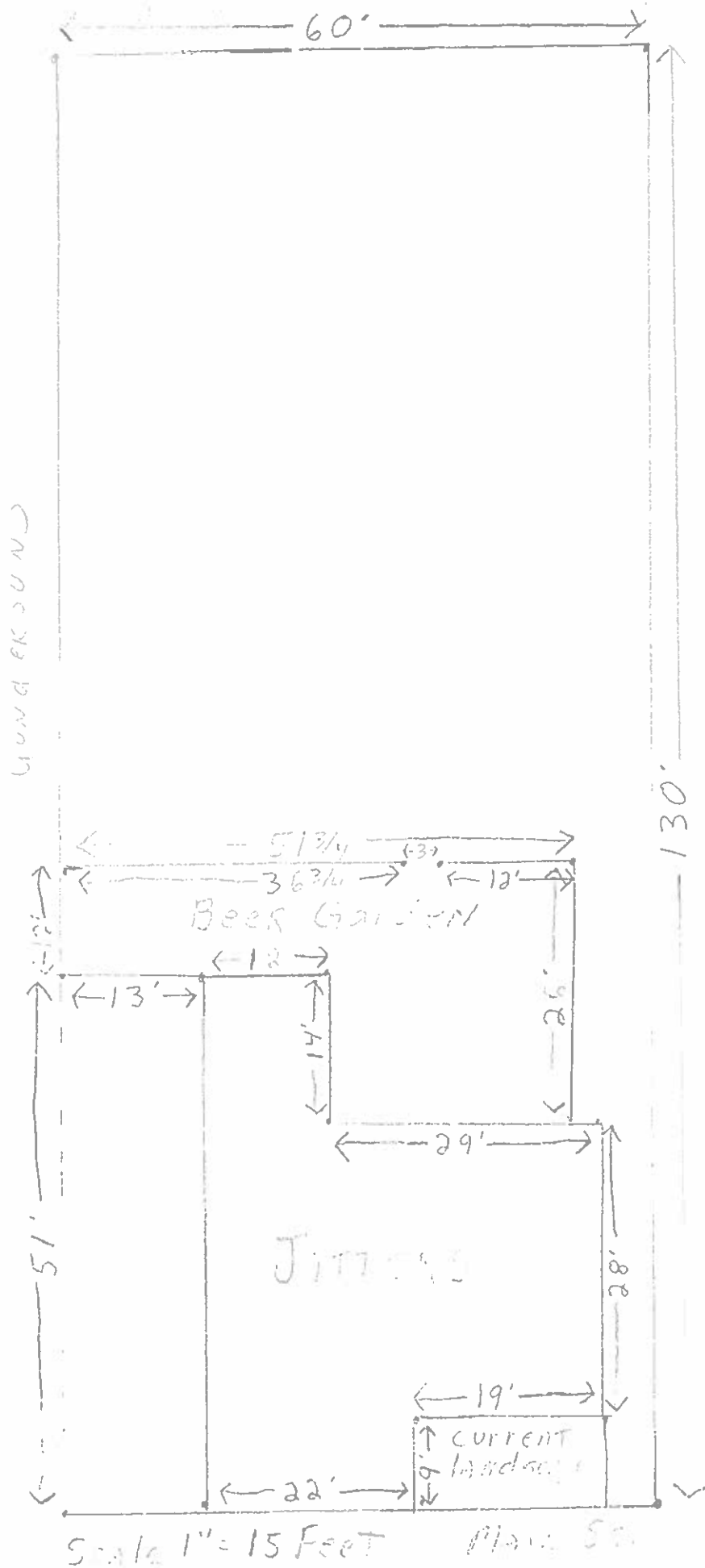
CERTIFICATE HOLDER

CANCELLATION

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

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







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: Blossom Brew Co
Trade Name: _____
Address: 130 Main St. Suite 1 Menasha

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:

Tables in front of building - South side o
West side in front of drive thru

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.

Caity Williamson
Applicant Name (printed)
Caity Marie Williamson
Applicant Signature

06-05-2025
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:

 Date: 06052025

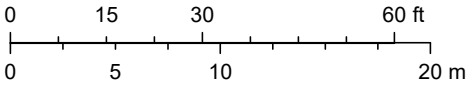
Site Map



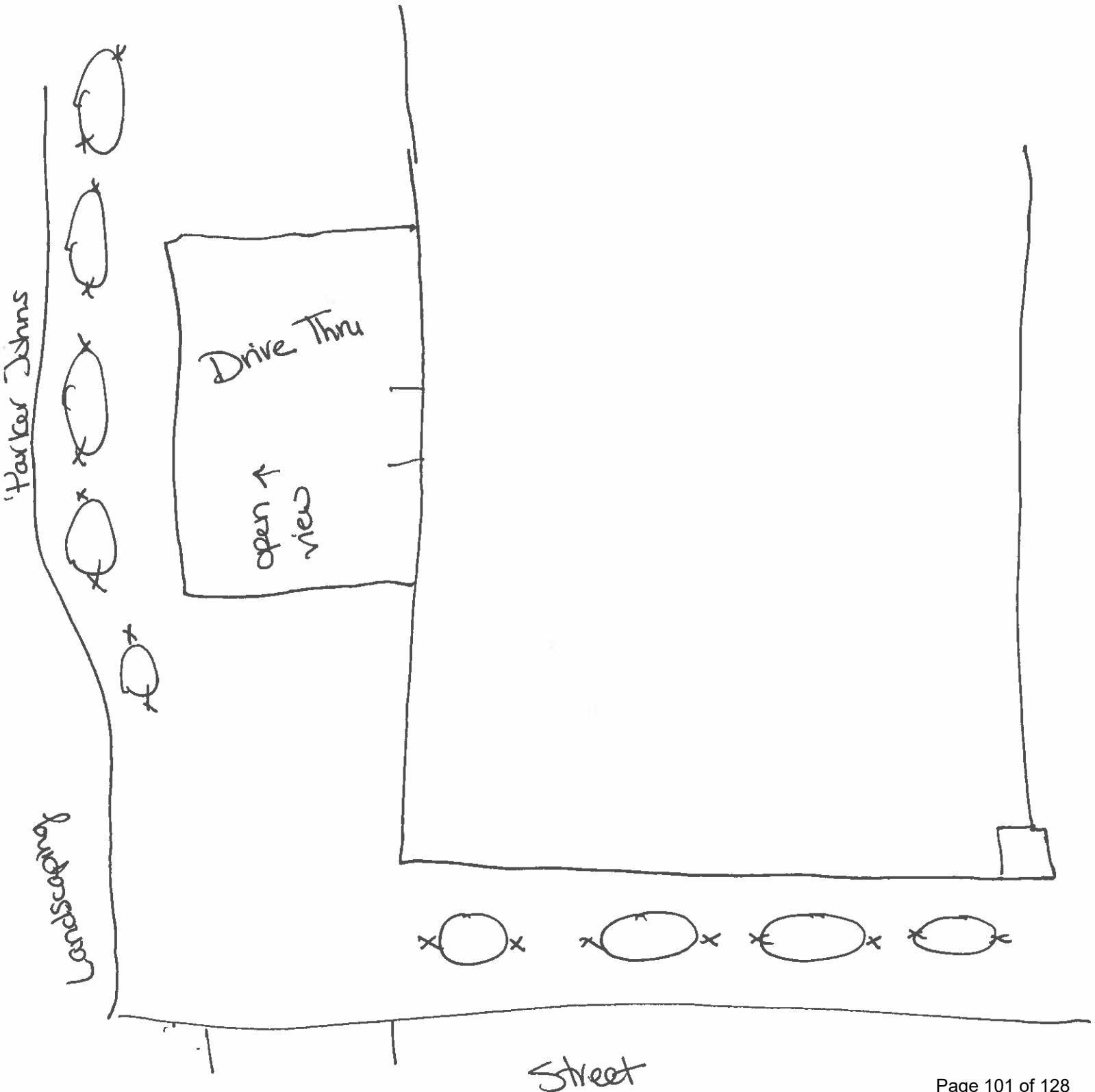
6/12/2025, 9:01:40 AM

1:360

- | | |
|---|--|
|  Adjacent Counties |  Navigable - Permanent (checked) |
|  Lakes, Ponds and Rivers |  Navigable - Intermittent (checked) |
| Navigable Waterways | |
|  Navigable - Permanent (unchecked) |  Tax Parcel Boundary |
|  Navigable - Intermittent (unchecked) |  Road ROW |
|  Navigable - Stream (unchecked) | |



Winnebago County GIS, Imagery Date: April 2020





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
6/11/2025

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 Ademino & Associates 1001 Truman Street P.O. Box 99 Kimberly WI 54136	CONTACT NAME: Raymond Gobin	
	PHONE (A/C, No, Ext): 920-734-3110 FAX (A/C, No): 920-734-6027	
	E-MAIL ADDRESS: raymond.gobin@assuredpartners.com	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A: Central Mutual Insurance Company	20230
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

INSURED
BLOSSOM & BREW CO LLC
130 Main St
Menasha WI 54952-0010

BLOS&BR-01

COVERAGES

CERTIFICATE NUMBER: 1600509439

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		CLP 8939376	5/22/2025	5/22/2026	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 5,000 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 ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE ☐ DED ☒ RETENTION \$ 0			CXS 8940820	5/22/2025	5/22/2026	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ \$
A	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	WC 8939377	5/22/2025	5/22/2026	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
CITY OF MENASHA IS AN ADDITIONAL INSURED WHEN REQUIRED BY WRITTEN CONTRACT, SUBJECT TO POLICY TERMS AND CONDITIONS.

CERTIFICATE HOLDER

CANCELLATION

CITY OF MENASHA
100 MAIN ST
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

© 1988-2015 ACORD CORPORATION. All rights reserved.



MEMORANDUM

DATE June 5, 2025
TO Common Council
FROM Evan Janet, Deputy City Clerk
RE Alcohol Operator's License Applications for the 2025-2027 Licensing Term

The City of Menasha Clerk's Office received an Alcohol Operator's (Bartender's) License to serve and sell alcohol in the City of Menasha during the upcoming licensing term from an applicant by the name of Raquan Thompson. Thompson has not achieved the criteria for license issuance outlined in the City of Menasha Policy Guidelines for Operator Licenses (attached) as approved by the Menasha Common Council.

The Clerk's Office, with consultation from the Menasha Police Department, advises that the Common Council deny Raquan Thompson's Alcohol Operator's License Application on this basis.

Recommendation: Move to deny the Alcohol Operator's License Application submitted by Raquan Thompson for the 2025-2027 licensing term.



June 5, 2025

Raquan Marvele Thompson



Re: City of Menasha Alcohol Operators License Application

Dear Mr. Raquan Thompson

In conducting a background investigation on your Alcohol Operators application, the following applicable conviction were noted:

961.41(1)(G)1 - Manufacture / Deliver Pslocin ($\leq 100G$) Felony – Convicted August 26, 2022

The listed offense is substantially related to the license for which you have applied for. Under City of Menasha Policy Guidelines for Alcohol Operator Licenses, you do not meet the guideline as described in Guideline 1 that indicates “any person who has been convicted of any FELONY unless duly pardoned, does not qualify for an operator’s license.”

Individuals granted an operator’s license must act in cooperation with law enforcement to enforce the alcohol beverage laws; drunk driving laws, and assist with minimizing disturbances of the peace and maintaining the safety of the community. The incident you have been convicted of demonstrates your disregard for following the law.

The Police Department is recommending to the Common Council that they deny your application for an Alcohol Operator’s License within the City of Menasha. The recommendation will be given to the Common Council at their next meeting on June 16th at 6:00 p.m., or shortly thereafter. Should you wish to provide a comment to the Common Council on your application, you may do so during the public participation portion of the meeting.

Sincerely,

Lt. Peter Sawyer
Investigative Services
Menasha Police Department



City of Menasha
Alcohol Operators License

Applications and payment should be submitted to the Clerk's Office at 100 Main Street, Suite 200, Menasha, WI 54952
Cash or Check **ONLY**. Call (920) 967-3608 with questions.

Last Name Thompson		First Name Raquan		Middle Name M	Previous Name(s)
Street Address		City		State	Zip Code
Date of Birth	Age	Birthplace		Gender	Race
Height	Weight	Eye Color	Hair Color	Primary Phone Number	
Driver License or State ID No.			Expiration Date		State of Issuance
Scars, marks, tattoos, etc. (Visible Only)					If Approved, I would like to: ☒ Pick-Up License at City Hall ☐ Mail License and send it to: ☐ Home OR ☐ Business
Name of Establishment where license will be used at: Kwik Trip 297					

NOTE: A license may be denied if applicant fails to provide accurate information or if the information is incomplete.
Please read this section carefully. Please explain all "Yes" answers on the back of this form.

- ☐ YES ☒ NO (1) Do you currently have any criminal charges pending against you?
- ☒ YES ☐ NO (2) Have you ever been convicted of a felony?
- ☐ YES ☒ NO (3) Have you ever been convicted of a misdemeanor?
- ☐ YES ☒ NO (4) Have you ever been convicted of operating a motor vehicle while under the influence of an intoxicant or drug?
- ☐ YES ☒ NO (5) Have you ever been convicted of a violation of any law, statute, or ordinance pertaining to the use or sale of alcohol (including drinking alcohol underage)?
- ☒ YES ☐ NO (6) Have you ever been convicted of a violation of any law, statute, or ordinance pertaining to the possession, use, or sale of illegal drugs?
- ☐ YES ☒ NO (7) Have you ever been convicted of a criminal traffic offense?

I understand the fee is due at the time of application and no refunds will be given if the application is deemed incomplete or denied.

Signature

Date

4-22-2018

For Office Use Only		
☒ New License (\$50)	Expires	Applicant meets guidelines for issuance of Beverage Operator's License ☒ Taken Responsible Server Training OR has held a license in the past 2 years ☐ Copy provided or ☐ Viewed in-person ☒ Copy of driver license provided ☒ Payment Received ☐ Completed and passed police background check • Date of Approval E-mail _____
☒ Renewal (\$50)	6/30/27	
☐ Provisional (\$15)	_____	
☐ Temporary (\$25)	_____	
☐ Approved	☐ Denied	
Clerk/Deputy Clerk Signature		Date

CITY OF MENASHA POLICY GUIDELINES FOR OPERATOR LICENSES

1. Intent: It is the responsibility of the Menasha Police Chief to screen applications for operators' licenses (bartender licenses) for the City of Menasha. The following guidelines are adopted in order to specify the reasons for denying, non-reviewing or revoking an operator's license and outlines the steps and considerations given, for any denials that are appealed to the Menasha Common Council.

All applications for operators' license applications are submitted to the Menasha Police Department for a background check. The Menasha Police Chief makes the decision on licensing by either accepting, deferring or rejecting the application.

*Due to the discretionary nature of the alcohol beverage licensing process, it is not possible to state every circumstance that may result in approval of a license application and what circumstances will result in approval of a license application. However, it is possible to enumerate what will be considered in the decision-making and what circumstances are more likely to result in the **denial** of a license application.*

Individuals granted an operator's license must act in cooperation with law enforcement to enforce the alcohol beverage laws, drunk driving laws, and assist with minimizing disturbances of the peace and maintain the safety of the community. Therefore, individuals with a past history of negative or uncooperative contacts with police agencies will be scrutinized.

It is with these goals in mind that these guidelines are adopted. Furthermore, to the extent that Wis. Statutes Ch. 125 or Menasha City Ordinances provide additional grounds for denial, suspension, revocation or non-renewal, the Police Chief may also rely on such provisions.

In the event an individual with an operator's license is considered for non-renewal, suspension or revocation, all offenses will be considered, the circumstances of which are substantially related to the license regardless of whether some of the offenses occurred prior to the adoption of these guidelines.

Upon request, a copy of these guidelines shall be provided to each person who applies for a license.

Guidelines: What is meant by substantially related? The law does not specifically define this term although there are many court decisions on the topic. The Wisconsin Supreme Court has stated that the purpose of the test is to assess whether the tendencies and inclinations to behave a certain way in a particular context are likely to reappear later in a related context, based on the traits revealed. The "**substantially related**" test looks at the circumstances of an offense, where it happened, when, what, etc. compared to the circumstances of the licensed activity.

Where does the licensed activity typically occur, when and what is involved in performing the licensed activity, etc.

Examples of “substantially related” in the context of an operator’s license: There is a substantial relationship between the illegal purchase, use and sale of controlled substances and engaging in bartending, which involves the purchase and sale of a closely regulated substance. The same is true for offenses involving alcohol, e.g. drunk driving, selling to underage, possession and/or consuming as an underage, committing law violations while under the influence of alcohol or drugs, etc.

- **Guideline 1.** Provided the offense is substantially related to the circumstances of the license activity, circumstances of the offense substantially relate to the circumstances of the job or licensed activity, **any person who has been convicted of any FELONY, unless duly pardoned, does not qualify for an operator’s license.** Sec. 125.04(5)(b), Wis. Stats. (To the extent the other guidelines reference a specific offense; this guideline shall apply if the offense constitutes a felony.)
- **Guideline 2.** Provided the circumstances of the offense substantially relate to the circumstances of the job or licensed activity, **offense is substantially related to the circumstances of the licensed activity**, any person who has been convicted of or has a current charge pending, for two (2) or more offenses within the last five (5) years or for two (2) or more offenses, arising out of separate incidents, within the last five (5) years in the following subcategories, does not qualify for an operator’s license:
 - Violent crimes against the person of another, including but not limited to battery, criminal disorderly conduct, sexual assault, injury by negligent use of a vehicle, intimidation of a victim or witness.
 - Crimes involving cooperation (or lack thereof) with law enforcement officials, including but not limited to, resisting or obstructing a police officer, bribery of public officers/employees, eluding police, bail jumping, hit and run, perjury, or acts/threats of terrorism.
 - Manufacturing, distributing, delivering a controlled substance or a controlled substance analog; maintaining a drug trafficking place; possessing with intent to manufacture, distribute, or deliver a controlled substance or a controlled substance analog. Sec. 111.335(1)(c), Wis. Stats.
- **Guideline 3.** Provided the circumstances of the offense substantially relate to the circumstances of the job or licensed activity, offense is **substantially related to circumstances of the license activity**, any person who has been convicted of or has a current charge pending, for two (2) or more offenses, arising out of separate incidents, within the last three (3) years in the following subcategories, does not qualify for an operator’s license:
 - Disorderly conduct, criminal damage to property, solicitation of prostitution or other prostitutions-related offenses, wherein the offense involves an incident at a place that is, or should have been licensed under Wis. Stat. Ch. 125.
 - Alcohol beverage offenses (under Wis. Stat. Ch. 125 or Menasha City Ordinances).

- Possessing a controlled substance, controlled substance analog without a valid prescription, or possessing drug paraphernalia.
- Operating a motor vehicle while under the influence of intoxicants or drugs.
- Operating a motor vehicle with a prohibited alcohol concentration (PAC) in excess of .08% by weight.
- Open intoxicants in a public places or in a motor vehicle.

What is a **habitual law offender**? The term “habitual” refers to multiple convictions or pending charges and could include an offender with two (2) offenses occurring within a relatively short period of time. The term “offender” refers to a person with civil violations such as ordinance convictions and/or misdemeanor convictions (or pending charges), which substantially relate to the licensing activity. A legal opinion rendered by the League of Wisconsin Municipalities states that a person with two drunk driving convictions within the last couple years would be considered a habitual offender under the alcohol beverage licensing laws. Intoxicating Liquors #890 (1991). Some examples include:

- Two (2) or more offenses, each with a separate incident, within the immediately preceding one (1) year.
 - Three (3) or more offenses, each a separate incident, within the immediately preceding five (5) years.
 - Six (6) or more offenses, each a separate incident, within the preceding ten (10) years.
- **Guideline 4.** Applicants must truthfully and completely fill out applications:
 - If an applicant provides false information on an application, that application shall be denied and the applicant shall not be eligible to reapply for an operator license for a period of one (1) year from the date of denial of such application.
 - If the Police Chief determines that information was *intentionally* omitted from an application, the application shall be denied and the applicant shall not be eligible to reapply for an operator license for a period of one (1) year from the date of the denial of such application.
 - If the Police Chief determines that information was OMITTED from an application due to inadvertence, mistake or excusable neglect, the Chief may allow the applicant to submit a corrected application and recommend granting of the license, if the applicant is otherwise qualified.
 - **Guideline 5.** Recommending approval of an operator’s license application for an applicant who would otherwise be denied under these policy guidelines:
 - The Common Council may approve an operator’s license application if the application would otherwise be denied under this policy if the applicant presents substantial, credible evidence of rehabilitation. Such evidence includes letters of recommendation from Alcohol and Other Drug (“AODA”) counselors, probation agents or other relevant service providers, other professional counselors, certificates and/or letters confirming satisfactory completion of an AODA or other relevant counseling program. Any such letters shall be on the letterhead of the agency offering the recommendation in order for the letter to be considered credible evidence of rehabilitation. Any evidence must be in the form of

documents submitted to the Common Council and may not be statements of the applicant at the time of the hearing.

- The reason for any recommendation of approval of an operator's license application under this paragraph must be clearly stated in the record.
- **Guideline 6.** If the Police Chief recommends denial of an operator's license application, the reasons for the denial must be clearly stated on the record and shall be consistent with the criteria outlines above.



MEMORANDUM

DATE June 16, 2025
TO Common Council
FROM Andrew Dane, Community Development Director
RE 325 Broad Street Offer to Purchase

The purpose of this memo is to provide background information related to the offer to purchase for 325 Broad Street. At its June 3, 2025, meeting, the City of Menasha Redevelopment Authority (Redevelopment Authority) approved the Offer to Purchase - 325 Broad Street, to facilitate redevelopment of the City Hall District.

The Redevelopment Authority exists to lead or support redevelopment efforts aligned with community planning goals, often involving acquisition, planning, and development activities to enhance economic and community vitality. However, the by-laws and rules of procedure of the Redevelopment Authority state that actions taken related to the following powers “be subject to review and approval” by the Common Council:

- a) Acquisition and transfer of real estate
- b) Exercise of powers of eminent domain
- c) Issuance of debt
- d) Establishment of an annual budget

The Redevelopment Authority seeks to purchase the subject property to facilitate redevelopment of the City Hall District. The 2017-2027 Downtown Vision Plan identifies this area for redevelopment including uses such as residential, structured parking, traditional Main Street shops and restaurants.

The City currently owns the parking lot adjacent to 325 Broad Street. Furthermore, the City owns several lots south of Chute Street, including the Senior Center. Purchasing the property at 325 Broad Street provides the City with a large enough area to move forward with more detailed studies and concept plans necessary to encourage private investment in the downtown, ultimately resulting in additional tax base, amenities, and consumer demand to support existing businesses.

City staff recommend that Common Council approve the Redevelopment Authority’s purchase of 325 Broad Street to facilitate redevelopment of the City Hall District.

Page 111 of 128

- 118 presence of asbestos or asbestos-containing materials, radon, radium in water supplies, mold, pesticides or other potentially
119 hazardous or toxic substances on the Property.
- 120 h. Manufacture of or spillage of methamphetamine (meth) or other hazardous or toxic substances on the Property.
- 121 i. Zoning or building code violations, any land division involving the Property for which required state or local permits had
122 not been obtained, nonconforming structures or uses, conservation easements.
- 123 j. Special purpose district, such as a drainage district, lake district, sanitary district or sewer district, that has the authority
124 to impose assessments against the real property located within the district.
- 125 k. Proposed, planned or commenced construction of public improvements which may result in special assessments or
126 otherwise materially affect the Property or the present use of the Property.
- 127 l. Federal, state or local regulations requiring repairs, alterations or corrections of an existing condition, such as orders to
128 correct building code violations.
- 129 m. Flooding, standing water, drainage problems or other water problems on or affecting the Property.
- 130 n. Material damage from fire, wind, floods, earthquake, expansive soils, erosion or landslides.
- 131 o. Nearby airports, freeways, railroads or landfills, or significant odor, noise, water intrusion or other irritants emanating
132 from neighboring property.
- 133 p. Current or previous termite, powder post beetle, or carpenter ant infestations or Defects caused by animal, reptile, or
134 insect infestations.
- 135 q. Property or portion of the Property in a floodplain, wetland or shoreland zoning area under local, state or federal
136 regulations.
- 137 r. Property is subject to a mitigation plan required under administrative rules of the department of Natural Resources
138 related to county shoreland zoning ordinances, which obligates the owner of the Property to establish or maintain certain
139 measures related to shoreland conditions and which is enforceable by the county.
- 140 s. Nonowners having rights to use part of the Property, other than public rights-of-way, including, but not limited to, private
141 rights-of-way and private easements, other than recorded utility easements; lack of legal access or access restrictions;
142 restrictive covenants and deed restrictions; shared fences, walls, wells, driveways, signage or other shared usages; or
143 leased parking.
- 144 t. Boundary or lot line disputes, encroachments, or encumbrances affecting the Property.
- 145 u. High voltage electric (100 KV or greater) or steel natural gas transmission lines located on but not directly serving the
146 Property.
- 147 v. Structure on the Property designated as a historic building, all or any part of the Property located in a historic district, or
148 burial sites or archeological artifacts on the Property.
- 149 w. All or part of the land has been assessed as agricultural land, the owner has been assessed a use-value conversion
150 charge or the payment of a use-value conversion charge has been deferred.
- 151 x. All or part of the Property is subject to, enrolled in or in violation of a certified farmland preservation zoning district or a
152 farmland preservation agreement, or a Forest Crop, Managed Forest Law (see disclosure requirements in Wis. Stat. §
153 710.12), Conservation Reserve or a comparable program.
- 154 y. A pier is attached to the Property that is not in compliance with state or local pier regulations, a written agreement
155 affecting riparian rights related to the Property; or the bed of the abutting navigable waterway is owned by a hydroelectric
156 operator.
- 157 z. A dam is totally or partially located on the Property; or an ownership interest in a dam not located on the Property will
158 be transferred with the Property because the dam is owned collectively by a homeowners' association, lake district, or
159 similar group of which the Property owner is a member.
- 160 aa. Government investigation or private assessment/audit of environmental matters conducted.
- 161 bb. Presence of or a Defect caused by unsafe concentrations of, unsafe conditions relating to, or the storage of hazardous
162 or toxic substances on neighboring properties.
- 163 cc. Owner's receipt of notice of property tax increases, other than normal annual increases, or notice or knowledge of a
164 pending property reassessment, remodeling that may increase the property's assessed value, or pending special
165 assessments.
- 166 dd. Agreements that bind subsequent owners of the property, such as a lease agreement or an extension of credit from
167 an electric cooperative.
- 168 ee. Remodeling, replacements, or repairs affecting the Property's structure or mechanical systems that were done or
169 additions to the Property that were made during the owner's period of ownership without the required permits.
- 170 ff. Rented items located on the Property or items affixed to or closely associated with the Property.
- 171 gg. Owner is a foreign person as defined in the Foreign Investment in Real Property Tax Act in 26 IRC § 1445(f).
- 172 hh. Other Defects affecting the Property, including, without limitation, drainage easement or grading problems; or excessive
173 sliding, settling, earth movement or upheavals.

174 **PROPOSED USE CONTINGENCIES:** This Offer is contingent upon Buyer obtaining, at Buyer's expense, the reports or
175 documentation required by any optional provisions checked on lines 185-197 below. The optional provisions checked on
176 lines 185-197 shall be deemed satisfied unless Buyer, within _____ days ("30" if left blank) after acceptance, delivers: (1)
177 written notice to Seller specifying those optional provisions checked below that cannot be satisfied and (2) written evidence
178 substantiating why each specific provision referred to in Buyer's notice cannot be satisfied. Upon delivery of Buyer's notice,
179 this Offer shall be null and void. Seller agrees to cooperate with Buyer as necessary to satisfy the contingency provisions
180 checked at lines 185-197.

181 **Proposed Use:** Buyer is purchasing the Property for the purpose of: _____

182 _____
183 _____ [insert proposed use and type and
184 size of building, if applicable; e.g. restaurant/tavern with capacity of 350 and 3 second floor dwelling units].

185 ☐ **ZONING:** Verification of zoning and that the Property's zoning allows Buyer's proposed use described at lines
186 181-183.

187 ☐ **EASEMENTS AND RESTRICTIONS:** Copies of all public and private easements, covenants and restrictions
188 affecting the Property and a written determination by a qualified independent third party that none of these prohibit or
189 significantly delay or increase the costs of the proposed use or development identified at lines 181-183.

190 ☐ **APPROVALS:** All applicable governmental permits, approvals and licenses, as necessary and appropriate, or
191 the final discretionary action by the granting authority prior to the issuance of such permits, approvals and licenses, for
192 the following items related to Buyer's proposed use: _____

193 _____ or delivering written notice
194 to Seller if the item(s) cannot be obtained or can only be obtained subject to conditions which significantly increase the
195 cost of Buyer's proposed use described at lines 181-183.

196 ☐ **ACCESS TO PROPERTY:** Written verification that there is legal vehicular access to the Property from public
197 roads.

198 ☒ **LAND USE APPROVAL/PERMITS:** This Offer is contingent upon (Buyer)(Seller) ~~STRIKE ONE~~ ("Buyer" if neither
199 stricken) obtaining the following, including all costs: a ☒ ~~CHECK ALL THAT APPLY~~ ☐ rezoning; ☐ conditional use permit;
200 ☐ variance; ☐ other _____ for the Property for its proposed use described at lines 181-183.

201 Seller agrees to cooperate with Buyer as necessary to satisfy this contingency. Buyer shall deliver, within _____ days of
202 acceptance, written notice to Seller if any item cannot be obtained, in which case this Offer shall be null and void.

203 ☒ **MAP OF THE PROPERTY:** This Offer is contingent upon (Buyer obtaining) (Seller providing) ~~STRIKE ONE~~ ("Seller
204 providing" if neither is stricken) a _____ CSM #7021 is attached _____ survey
205 (ALTA/NSPS Land Title Survey if survey type is not specified) dated subsequent to the date of acceptance of this Offer and
206 prepared by a registered land surveyor, within _____ days ("30" if left blank) after acceptance, at (Buyer's)
207 (Seller's) ~~STRIKE ONE~~ ("Seller's" if neither is stricken) expense. The map shall show minimum of _____ acres,
208 maximum of _____ acres, the legal description of the Property, the Property's boundaries and dimensions, visible
209 encroachments upon the Property, the location of improvements, if any, and: _____

210 _____
211 ~~STRIKE AND COMPLETE AS APPLICABLE~~ Additional map features which may be added include, but are not limited to:
212 staking of all corners of the Property; identifying dedicated and apparent streets; lot dimensions; total acreage or square
213 footage; utility installations; easements or rights-of-way. Such survey shall be in satisfactory form and accompanied by any
214 required surveyor's certificate sufficient to enable Buyer to obtain removal of the standard survey exception(s) on the title
215 policy.

216 **CAUTION: Consider the cost and the need for map features before selecting them. Also consider the time required**
217 **to obtain the map when setting the deadline.**

218 This contingency shall be deemed satisfied unless Buyer, within 5 days after the deadline for delivery of said map, delivers
219 to Seller a copy of the map and a written notice which identifies: (1) a significant encroachment; (2) information materially
220 inconsistent with prior representations; (3) failure to meet requirements stated within this contingency; or (4) the existence
221 of conditions that would prohibit the Buyer's intended use of the Property described at lines 181-183. Upon delivery of
222 Buyer's notice, this Offer shall be null and void. Once the deadline for delivery has passed, if Seller was responsible to
223 provide the map and failed to timely deliver the map to Buyer, Buyer may terminate this Offer if Buyer delivers a written
224 notice of termination to Seller prior to Buyer's Actual Receipt of said map from Seller.

225 ☒ **DOCUMENT REVIEW CONTINGENCY:** This Offer is contingent upon Seller delivering the following documents to
226 Buyer within _____ days ("30" if left blank) after acceptance: ~~CHECK THOSE THAT APPLY; STRIKE AS APPROPRIATE~~

227 ☒ Documents evidencing the sale of the Property has been properly authorized, if Seller is a business entity
228 ☐ A complete inventory of all furniture, fixtures, equipment and other personal property included in this transaction which
229 is consistent with representations made prior to and in this Offer.

230 ☐ Uniform Commercial Code lien search as to the personal property included in the purchase price, showing the Property
231 to be free and clear of all liens, other than liens to be released prior to or at closing.

232 ☐ Rent roll.

233 ☐ Other _____

234

235 Additional items which may be added include, but are not limited to: building, construction or component warranties,
236 previous environmental site assessments, surveys, title commitments and policies, maintenance agreements, other
237 contracts relating to the Property, existing permits and licenses, recent financial operating statements, current and future
238 rental agreements, notices of termination and non-renewal, and assessment notices.

239 All documents Seller delivers to Buyer shall be true, accurate, current and complete. Buyer shall keep all such documents
240 confidential and disclose them to third parties only to the extent necessary to implement other provisions of this Offer. Buyer
241 shall return all documents (originals and any reproductions) to Seller if this Offer is terminated.

242 ■ **CONTINGENCY SATISFACTION:** This contingency shall be deemed satisfied unless Buyer, within -5- days ("5" if left
243 blank) after the deadline for delivery of the documents, delivers to Seller a written notice indicating this contingency has not
244 been satisfied. Such notice shall identify which document(s) have not been timely delivered or do not meet the standard set
245 forth for the document(s). Upon delivery of such notice, this Offer shall be null and void.

246 **[N/A] ENVIRONMENTAL EVALUATION CONTINGENCY:** This Offer is contingent upon a qualified independent
247 environmental consultant of Buyer's choice conducting an Environmental Site Assessment of the Property (see lines 274-
248 291), at (Buyer's) (Seller's) expense **[STRIKE ONE]** ("Buyer's" if neither is stricken), which discloses no Defects.

249 **NOTE: "Defect" as defined on lines 523-525 means a condition that would have a significant adverse effect on the**
250 **value of the Property; that would significantly impair the health or safety of future occupants of the Property; or**
251 **that if not repaired, removed or replaced would significantly shorten or adversely affect the expected normal life**
252 **of the premises.**

253 For the purpose of this contingency, a Defect is defined to also include a material violation of environmental laws, a material
254 contingent liability affecting the Property arising under any environmental laws, the presence of an underground storage
255 tank(s) or material levels of hazardous substances either on the Property or presenting a significant risk of contaminating
256 the Property due to future migration from other properties. Defects do not include conditions the nature and extent of which
257 Buyer had actual knowledge or written notice before signing the Offer.

258 ■ **CONTINGENCY SATISFACTION:** This contingency shall be deemed satisfied unless Buyer, within _____ days ("30" if
259 left blank) after acceptance, delivers to Seller a copy of the Environmental Site Assessment report and a written notice
260 listing the Defect(s) identified in the Environmental Site Assessment report to which Buyer objects (Notice of Defects).

261 **CAUTION: A proposed amendment is not a Notice of Defects and will not satisfy this notice requirement.**

262 ■ **RIGHT TO CURE:** Seller (shall) (shall not) **[STRIKE ONE]** ("shall" if neither is stricken) have a right to cure the Defects.
263 If Seller has the right to cure, Seller may satisfy this contingency by:

- 264 (1) delivering written notice to Buyer within _____ ("10" if left blank) days after Buyer's delivery of the Notice of
265 Defects stating Seller's election to cure Defects;
266 (2) curing the Defects in a good and workmanlike manner; and
267 (3) delivering to Buyer a written report detailing the work done no later than three days prior to closing.

268 This Offer shall be null and void if Buyer makes timely delivery of the Notice of Defects and written Environmental Site
269 Assessment report and:

- 270 (1) Seller does not have a right to cure; or
271 (2) Seller has a right to cure but:
272 (a) Seller delivers written notice that Seller will not cure; or
273 (b) Seller does not timely deliver the written notice of election to cure.

274 ■ **ENVIRONMENTAL SITE ASSESSMENT:** An "Environmental Site Assessment" (also known as a "Phase I Site Assessment")
275 may include, but is not limited to: (1) an inspection of the Property; (2) a review of the ownership and use history of the
276 Property, including a search of title records showing private ownership of the Property for a period of 80 years prior to the
277 visual inspection; (3) a review of historic and recent aerial photographs of the Property, if available; (4) a review of
278 environmental licenses, permits or orders issued with respect to the Property (5) an evaluation of results of any
279 environmental sampling and analysis that has been conducted on the Property; and (6) a review to determine if the Property
280 is listed in any of the written compilations of sites or facilities considered to pose a threat to human health or the environment
281 including the National Priorities List, the Department of Natural Resources' (DNR) Registry of Waste Disposal Sites, the
282 DNR's Contaminated Lands Environmental Action Network, and the DNR's Remediation and Redevelopment (RR) Sites
283 Map including the Geographical Information System (GIS) Registry and related resources. Any Environmental Site
284 Assessment performed under this Offer shall comply with generally recognized industry standards (e.g. current American
285 Society of Testing and Materials "Standard Practice for Environmental Site Assessments"), and state and federal guidelines,
286 as applicable.

287 **CAUTION: Unless otherwise agreed an Environmental Site Assessment does not include subsurface testing of the**
288 **soil or groundwater or other testing of the Property for environmental pollution. If further investigation is required,**
289 **insert provisions for a Phase II Site Assessment (collection and analysis of samples), Phase III Environmental Site**
290 **Assessment (evaluation of remediation alternatives) or other site evaluation at lines 625-642 or attach as an**
291 **addendum per line 668.**

292 **INSPECTIONS AND TESTING** Buyer may only conduct inspections or tests if specific contingencies are included as a
293 part of this Offer. An "inspection" is defined as an observation of the Property, which does not include an appraisal or testing
294 of the Property, other than testing for leaking carbon monoxide, or testing for leaking LP gas or natural gas used as a fuel
295 source, which are hereby authorized. A "test" is defined as the taking of samples of materials such as soils, water, air or

296 building materials from the Property for laboratory or other analysis of these materials. Seller agrees to allow Buyer's
297 inspectors, testers and appraisers reasonable access to the Property upon advance notice, if necessary, to satisfy the
298 contingencies in this Offer. Buyer or licensees or both may be present at all inspections and testing. Except as otherwise
299 provided, Seller's authorization for inspections does not authorize Buyer to conduct testing of the Property.

300 **NOTE: Any contingency authorizing testing should specify the areas of the Property to be tested, the purpose of**
301 **the test (e.g., to determine if environmental contamination is present), any limitations on Buyer's testing and any**
302 **other material terms of the contingency.**

303 Buyer agrees to promptly restore the Property to its original condition after Buyer's inspections and testing are completed
304 unless otherwise agreed to with Seller. Buyer agrees to promptly provide copies of all inspection and testing reports to
305 Seller. Seller acknowledges that certain inspections or tests may detect environmental pollution which may be required to
306 be reported to the Wisconsin Department of Natural Resources.

307 ☒ **INSPECTION CONTINGENCY:** This contingency only authorizes inspections, not testing (see lines 292-306).

308 (1) This Offer is contingent upon a qualified independent inspector(s) conducting an inspection(s) of the Property which
309 discloses no Defects.

310 (2) This Offer is further contingent upon a qualified independent inspector or independent qualified third party performing an
311 an inspection of _____

312 _____
313 (list any Property feature(s) to be separately inspected, e.g., dumpsite, etc.) which discloses no Defects.

314 (3) Buyer may have follow-up inspections recommended in a written report resulting from an authorized inspection,
315 provided they occur prior to the Deadline specified at line 320. Each inspection shall be performed by a qualified
316 independent inspector or independent qualified third party.

317 Buyer shall order the inspection(s) and be responsible for all costs of inspection(s).

318 **CAUTION: Buyer should provide sufficient time for the primary inspection and/or any specialized inspection(s), as**
319 **well as any follow-up inspection(s).**

320 This contingency shall be deemed satisfied unless Buyer, within -20- days ("20" if left blank) after acceptance, delivers
321 to Seller a copy of the inspection report(s) dated after the date on line 1 of this Offer and a written notice listing the Defect(s)
322 identified in the inspection report(s) to which Buyer objects (Notice of Defects).

323 **CAUTION: A proposed amendment is not a Notice of Defects and will not satisfy this notice requirement.**

324 For the purpose of this contingency, Defects do not include conditions the nature and extent of which Buyer had actual
325 knowledge or written notice before signing the Offer.

326 **NOTE: "Defect" as defined on lines 523-525 means a condition that would have a significant adverse effect on the**
327 **value of the Property; that would significantly impair the health or safety of future occupants of the Property; or**
328 **that if not repaired, removed or replaced would significantly shorten or adversely affect the expected normal life**
329 **of the premises.**

330 ☒ **RIGHT TO CURE:** Seller (shall)(~~shall not~~) ~~STRIKE ONE~~ ("shall" if neither is stricken) have the right to cure the Defects.
331 If Seller has the right to cure, Seller may satisfy this contingency by:

332 (1) delivering written notice to Buyer within 10 days of Buyer's delivery of the Notice of Defects stating Seller's election to
333 cure Defects;

334 (2) curing the Defects in a good and workmanlike manner; and

335 (3) delivering to Buyer a written report detailing the work done no later than three days prior to closing.

336 This Offer shall be null and void if Buyer makes timely delivery of the Notice of Defects and written inspection report(s) and:

337 (1) Seller does not have the right to cure; or

338 (2) Seller has the right to cure but:

339 (a) Seller delivers written notice that Seller will not cure; or

340 (b) Seller does not timely deliver the written notice of election to cure.

341 **IF LINE 342 IS NOT MARKED OR IS MARKED N/A LINES 392-403 APPLY.**

342 ☒ **N/A FINANCING COMMITMENT CONTINGENCY:** This Offer is contingent upon Buyer being able to obtain a written
343 _____ [loan type or specific lender, if any] first mortgage loan commitment as described
344 below, within _____ days after acceptance of this Offer. The financing selected shall be in an amount of not less than
345 \$ _____ for a term of not less than _____ years, amortized over not less than _____ years. Initial
346 monthly payments of principal and interest shall not exceed \$ _____. Buyer acknowledges that lender's
347 required monthly payments may also include 1/12th of the estimated net annual real estate taxes, hazard insurance
348 premiums, and private mortgage insurance premiums. The mortgage shall not include a prepayment premium. Buyer agrees
349 to pay discount points in an amount not to exceed _____ % ("0" if left blank) of the loan. If Buyer is using multiple loan
350 sources or obtaining a construction loan or land contract financing, describe at lines 625-642 or in an addendum attached
351 per line 668. Buyer agrees to pay all customary loan and closing costs, wire fees, and loan origination fees, to promptly
352 apply for a mortgage loan, and to provide evidence of application promptly upon request of Seller. Seller agrees to allow
353 lender's appraiser access to the Property.

354 ☒ **LOAN AMOUNT ADJUSTMENT:** If the purchase price under this Offer is modified, any financed amount, unless otherwise
355 provided, shall be adjusted to the same percentage of the purchase price as in this contingency and the monthly payments
356 shall be adjusted as necessary to maintain the term and amortization stated above.

357 CHECK AND COMPLETE APPLICABLE FINANCING PROVISION AT LINE 358 or 359.

358 ☐ **FIXED RATE FINANCING:** The annual rate of interest shall not exceed _____%.

359 ☐ **ADJUSTABLE RATE FINANCING:** The initial interest rate shall not exceed _____%. The initial interest rate

360 shall be fixed for _____ months, at which time the interest rate may be increased not more than _____% ("2" if

361 left blank) at the first adjustment and by not more than _____% ("1" if left blank) at each subsequent adjustment.

362 The maximum interest rate during the mortgage term shall not exceed the initial interest rate plus _____% ("6" if

363 left blank). Monthly payments of principal and interest may be adjusted to reflect interest changes.

364 **NOTE:** If purchase is conditioned on Buyer obtaining financing for operations or development consider adding a

365 contingency for that purpose.

366 ■ **SATISFACTION OF FINANCING COMMITMENT CONTINGENCY:** If Buyer qualifies for the loan described in this Offer

367 or another loan acceptable to Buyer, Buyer agrees to deliver to Seller a copy of a written loan commitment.

368 This contingency shall be satisfied if, after Buyer's review, Buyer delivers to Seller a copy of a written loan commitment

369 (even if subject to conditions) that is:

370 (1) signed by Buyer; or

371 (2) accompanied by Buyer's written direction for delivery.

372 Delivery of a loan commitment by Buyer's lender or delivery accompanied by a notice of unacceptability shall not satisfy

373 this contingency.

374 **CAUTION:** The delivered loan commitment may contain conditions Buyer must yet satisfy to obligate the lender to

375 provide the loan. Buyer understands delivery of a loan commitment removes the Financing Commitment

376 Contingency from the Offer and shifts the risk to Buyer if the loan is not funded.

377 ■ **SELLER TERMINATION RIGHTS:** If Buyer does not deliver a loan commitment on or before the Deadline on line 344.

378 Seller may terminate this Offer if Seller delivers a written notice of termination to Buyer prior to Seller's Actual Receipt of

379 written loan commitment from Buyer.

380 ■ **FINANCING COMMITMENT UNAVAILABILITY:** If a financing commitment is not available on the terms stated in this

381 Offer (and Buyer has not already delivered an acceptable loan commitment for other financing to Seller), Buyer shall

382 promptly deliver written notice to Seller of same including copies of lender(s)' rejection letter(s) or other evidence of

383 unavailability.

384 ☐ **SELLER FINANCING:** Seller shall have 10 days after the earlier of:

385 (1) Buyer delivery of written notice of evidence of unavailability as noted in lines 380-383; or

386 (2) the Deadline for delivery of the loan commitment set on line 344

387 to deliver to Buyer written notice of Seller's decision to finance this transaction with a note and mortgage under the same

388 terms set forth in this Offer, and this Offer shall remain in full force and effect, with the time for closing extended accordingly.

389 If Seller's notice is not timely given, the option for Seller to provide financing shall be considered waived. Buyer agrees to

390 cooperate with and authorizes Seller to obtain any credit information reasonably appropriate to determine Buyer's credit

391 worthiness for Seller financing.

392 **IF THIS OFFER IS NOT CONTINGENT ON FINANCING COMMITMENT** Within _____ days ("7" if left blank) after

393 acceptance, Buyer shall deliver to Seller either:

394 (1) reasonable written verification from a financial institution or third party in control of Buyer's funds that Buyer has, at

395 the time of verification, sufficient funds to close; or

396 (2) _____

397 _____ [Specify documentation Buyer agrees to deliver to Seller].

398 If such written verification or documentation is not delivered, Seller has the right to terminate this Offer by delivering written

399 notice to Buyer prior to Seller's Actual Receipt of a copy of Buyer's written verification. Buyer may or may not obtain

400 mortgage financing but does not need the protection of a financing commitment contingency. Seller agrees to allow Buyer's

401 appraiser access to the Property for purposes of an appraisal. Buyer understands and agrees that this Offer is not subject

402 to the appraisal meeting any particular value, unless this Offer is subject to an appraisal contingency, nor does the right of

403 access for an appraisal constitute a financing commitment contingency.

404 ☐ **APPRAISAL CONTINGENCY:** This Offer is contingent upon Buyer or Buyer's lender having the Property appraised

405 at Buyer's expense by a Wisconsin licensed or certified independent appraiser who issues an appraisal report dated

406 subsequent to the date stated on line 1 of this Offer, indicating an appraised value for the Property equal to or greater than

407 the agreed upon purchase price.

408 This contingency shall be deemed satisfied unless Buyer, within _____ days after acceptance, delivers to Seller a copy

409 of the appraisal report indicating an appraised value less than the agreed upon purchase price, and a written notice objecting

410 to the appraised value.

411 ■ **RIGHT TO CURE:** Seller (shall)(shall not) **STRIKE ONE** ("shall" if neither is stricken) have the right to cure.

412 If Seller has the right to cure, Seller may satisfy this contingency by delivering written notice to Buyer adjusting the purchase

413 price to the value shown on the appraisal report within _____ days ("5" if left blank) after Buyer's delivery of the appraisal

414 report and the notice objecting to the appraised value. Seller and Buyer agree to promptly execute an amendment initiated

415 by either Party after delivery of Seller's notice, solely to reflect the adjusted purchase price.

416 This Offer shall be null and void if Buyer makes timely delivery of the notice objecting to appraised value and the written
417 appraisal report and:

418 (1) Seller does not have the right to cure; or

419 (2) Seller has the right to cure but:

420 (a) Seller delivers written notice that Seller will not adjust the purchase price; or

421 (b) Seller does not timely deliver the written notice adjusting the purchase price to the value shown on the appraisal
422 report.

423 N/A **SECONDARY OFFER:** This Offer is secondary to a prior accepted offer. This Offer shall become primary upon
424 delivery of written notice to Buyer that this Offer is primary. Unless otherwise provided, Seller is not obligated to give Buyer
425 notice prior to any Deadline, nor is any particular secondary buyer given the right to be made primary ahead of other
426 secondary buyers. Buyer may declare this Offer null and void by delivering written notice of withdrawal to Seller prior to
427 delivery of Seller's notice that this Offer is primary. Buyer may not deliver notice of withdrawal earlier than ____ days ("7"
428 if left blank) after acceptance of this Offer. All other Offer Deadlines that run from acceptance shall run from the time this
429 Offer becomes primary.

430 **CLOSING PRORATIONS** The following items, if applicable, shall be prorated at closing, based upon date of closing values:
431 real estate taxes, rents, prepaid insurance (if assumed), private and municipal charges, property owners or homeowners
432 association assessments, fuel and N/A

433
434 **CAUTION: Provide basis for utility charges, fuel or other prorations if date of closing value will not be used.**

435 Any income, taxes or expenses shall accrue to Seller, and be prorated at closing, through the day prior to closing.

436 Real estate taxes shall be prorated at closing based on CHECK BOX FOR APPLICABLE PRORATION FORMULA:

437 ☒ **XX** The net general real estate taxes for the preceding year, or the current year if available (Net general real estate
438 taxes are defined as general property taxes after state tax credits and lottery credits are deducted). NOTE: THIS CHOICE
439 APPLIES IF NO BOX IS CHECKED.

440 ☐ Current assessment times current mill rate (current means as of the date of closing).

441 ☐ Sale price, multiplied by the municipality area-wide percent of fair market value used by the assessor in the prior
442 year, or current year if known, multiplied by current mill rate (current means as of the date of closing).

443 ☐
444 **CAUTION: Buyer is informed that the actual real estate taxes for the year of closing and subsequent years may be**
445 **substantially different than the amount used for proration especially in transactions involving new construction,**
446 **extensive rehabilitation, remodeling or area-wide re-assessment. Buyer is encouraged to contact the local**
447 **assessor regarding possible tax changes.**

448 ☐ Buyer and Seller agree to re-prorate the real estate taxes, through the day prior to closing based upon the taxes on
449 the actual tax bill for the year of closing, with Buyer and Seller each owing his or her pro-rata share. Buyer shall, within 5
450 days of receipt, forward a copy of the bill to the forwarding address Seller agrees to provide at closing. The Parties shall
451 re-prorate within 30 days of Buyer's receipt of the actual tax bill. Buyer and Seller agree this is a post-closing obligation
452 and is the responsibility of the Parties to complete, not the responsibility of the real estate Firms in this transaction.

453 **TITLE EVIDENCE**

454 **■ CONVEYANCE OF TITLE:** Upon payment of the purchase price, Seller shall convey the Property by warranty deed
455 (trustee's deed if Seller is a trust, personal representative's deed if Seller is an estate or other conveyance as
456 provided herein), free and clear of all liens and encumbrances, except: municipal and zoning ordinances and agreements
457 entered under them, recorded easements for the distribution of utility and municipal services, recorded building and use
458 restrictions and covenants, present uses of the Property in violation of the foregoing disclosed in Seller's disclosure report,
459 and Real Estate Condition Report, if applicable, and in this Offer, general taxes levied in the year of closing and
460 none other

461 _____
462 _____ (insert other allowable exceptions from title, if any) that constitutes
463 merchantable title for purposes of this transaction. Seller, at Seller's cost, shall complete and execute the documents
464 necessary to record the conveyance and pay the Wisconsin Real Estate Transfer Fee.

465 **WARNING: Municipal and zoning ordinances, recorded building and use restrictions, covenants and easements**
466 **may prohibit certain improvements or uses and therefore should be reviewed, particularly if Buyer contemplates**
467 **making improvements to Property or a use other than the current use.**

468 **■ TITLE EVIDENCE:** Seller shall give evidence of title in the form of an owner's policy of title insurance in the amount of
469 the purchase price on a current ALTA form issued by an insurer licensed to write title insurance in Wisconsin. Seller shall
470 pay all costs of providing title evidence to Buyer. Buyer shall pay the costs of providing the title evidence required by Buyer's
471 lender and recording the deed or other conveyance.

472 **■ GAP ENDORSEMENT:** Seller shall provide a "gap" endorsement or equivalent gap coverage at (Seller's)(Buyer's)
473 **STRIKE ONE** ("Seller's" if neither stricken) cost to provide coverage for any liens or encumbrances first filed or recorded
474 after the commitment date of the title insurance commitment and before the deed is recorded, subject to the title insurance
475 policy conditions, exclusions and exceptions, provided the title company will issue the coverage. If a gap endorsement or

476 equivalent gap coverage is not available, Buyer may give written notice that title is not acceptable for closing (see lines 482-477 489).

478 ■ **DELIVERY OF MERCHANTABLE TITLE:** The required title insurance commitment shall be delivered to Buyer's attorney
479 or Buyer not more than -10- days ("15" if left blank) after acceptance showing title to the Property as of a date
480 no more than 15 days before delivery of such title evidence to be merchantable per lines 454-464, subject only to liens
481 which will be paid out of the proceeds of closing and standard title insurance requirements and exceptions.

482 ■ **TITLE NOT ACCEPTABLE FOR CLOSING:** If title is not acceptable for closing, Buyer shall notify Seller in writing of
483 objections to title within -10- days ("15" if left blank) after delivery of the title commitment to Buyer or Buyer's attorney. In
484 such event, Seller shall have -10- days ("15" if left blank) from Buyer's delivery of the notice stating title objections, to
485 deliver notice to Buyer stating Seller's election to remove the objections by the time set for closing. If Seller is unable to
486 remove said objections, Buyer shall have five days from receipt of notice thereof, to deliver written notice waiving the
487 objections, and the time for closing shall be extended accordingly. If Buyer does not waive the objections, this Offer shall
488 be null and void. Providing title evidence acceptable for closing does not extinguish Seller's obligations to give merchantable
489 title to Buyer.

490 ■ **SPECIAL ASSESSMENTS/OTHER EXPENSES:** Special assessments, if any, levied or for work actually commenced
491 prior to the date stated on line 1 of this Offer shall be paid by Seller no later than closing. All other special assessments
492 shall be paid by Buyer. "Levied" means the local municipal governing body has adopted and published a final resolution
493 describing the planned improvements and the assessment of benefits.

494 **CAUTION:** Consider a special agreement if area assessments, property owners association assessments, special
495 charges for current services under Wis. Stat. § 66.0627 or other expenses are contemplated. "Other expenses" are
496 one-time charges or ongoing use fees for public improvements (other than those resulting in special assessments)
497 relating to curb, gutter, street, sidewalk, municipal water, sanitary and storm water and storm sewer (including all
498 sewer mains and hook-up/connection and interceptor charges), parks, street lighting and street trees, and impact
499 fees for other public facilities, as defined in Wis. Stat. § 66.0617(1)(f).

500 **LEASED PROPERTY** If Property is currently leased and lease(s) extend beyond closing, Seller shall assign Seller's rights
501 under said lease(s) and transfer all security deposits and prepaid rents thereunder to Buyer at closing. The terms of the
502 (written) (oral) **STRIKE ONE** lease(s), if any, are N/A

503
504 _____ Insert additional terms, if any, at lines 625-642 or attach as an addendum per line 668.

505 N/A **ESTOPPEL LETTERS:** Seller shall deliver to Buyer no later than _____ days ("7" if left blank) before closing, estoppel
506 letters dated within _____ days ("15" if left blank) before closing, from each non-residential tenant, confirming the lease term,
507 rent installment amounts, amount of security deposit, and disclosing any defaults, claims or litigation with regard to the lease
508 or tenancy.

509 **DEFINITIONS**

510 ■ **ACTUAL RECEIPT:** "Actual Receipt" means that a Party, not the Party's recipient for delivery, if any, has the document
511 or written notice physically in the Party's possession, regardless of the method of delivery. If the document or written notice
512 is electronically delivered, Actual Receipt shall occur when the Party opens the electronic transmission.

513 ■ **BUSINESS DAY:** "Business Day" means a calendar day other than Saturday, Sunday, any legal public holiday under
514 Wisconsin or Federal law, and any other day designated by the President such that the postal service does not receive
515 registered mail or make regular deliveries on that day.

516 ■ **DEADLINES:** "Deadlines" expressed as a number of "days" from an event, such as acceptance, are calculated by
517 excluding the day the event occurred and by counting subsequent calendar days. The Deadline expires at Midnight on the
518 last day. Additionally, Deadlines expressed as a specific number of Business Days are calculated in the same manner
519 except that only Business Days are counted while other days are excluded. Deadlines expressed as a specific number of
520 "hours" from the occurrence of an event, such as receipt of a notice, are calculated from the exact time of the event, and by
521 counting 24 hours per calendar day. Deadlines expressed as a specific day of the calendar year or as the day of a specific
522 event, such as closing, expire at Midnight of that day. "Midnight" is defined as 11:59 p.m. Central Time.

523 ■ **DEFECT:** "Defect" means a condition that would have a significant adverse effect on the value of the Property; that would
524 significantly impair the health or safety of future occupants of the Property; or that if not repaired, removed or replaced would
525 significantly shorten or adversely affect the expected normal life of the premises.

526 ■ **FIRM:** "Firm" means a licensed sole proprietor broker or a licensed broker business entity.

527 ■ **PARTY:** "Party" means the Buyer or the Seller; "Parties" refers to both Buyer and Seller.

528 ■ **PROPERTY:** Unless otherwise stated, "Property" means the real estate described at lines 4-8.

529 **INCLUSION OF OPTIONAL PROVISIONS** Terms of this Offer that are preceded by an OPEN BOX (☐) are part of
530 this offer ONLY if the box is marked such as with an "X". They are not part of this offer if marked "N/A" or are left blank.

531 **PROPERTY DIMENSIONS AND SURVEYS** Buyer acknowledges that any land, building or room dimensions, or total
532 acreage or building square footage figures, provided to Buyer by Seller or by a broker, may be approximate because of
533 rounding, formulas used or other reasons, unless verified by survey or other means.

534 **CAUTION:** Buyer should verify total square footage formula, total square footage/acreage figures, and land,
535 building or room dimensions, if material.

536 **DISTRIBUTION OF INFORMATION** Buyer and Seller authorize the agents of Buyer and Seller to: (i) distribute copies of
537 the Offer to Buyer's lender, appraisers, title insurance companies and any other settlement service providers for the
538 transaction as defined by the Real Estate Settlement Procedures Act (RESPA); (ii) report sales and financing concession
539 data to multiple listing service sold databases; (iii) provide active listing, pending sale, closed sale and financing concession
540 information and data, and related information regarding seller contributions, incentives or assistance, and third party gifts,
541 to appraisers researching comparable sales, market conditions and listings, upon inquiry; and (iv) distribute copies of this
542 Offer to the seller, or seller's agent, of another property that Seller intends on purchasing.

543 **MAINTENANCE** Seller shall maintain the Property and all personal property included in the purchase price until the earlier
544 of closing or Buyer's occupancy, in materially the same condition it was in as of the date on line 1 of this Offer, except for
545 ordinary wear and tear and changes agreed upon by Parties.

546 **PROPERTY DAMAGE BETWEEN ACCEPTANCE AND CLOSING** If, prior to closing, the Property is damaged in an
547 amount not more than five percent of the purchase price, other than normal wear and tear, Seller shall promptly notify Buyer
548 in writing, and will be obligated to restore the Property to materially the same condition it was in as of the date on line 1 of
549 this Offer. Seller shall provide Buyer with copies of all required permits and lien waivers for the lienable repairs no later than
550 closing. If the amount of damage exceeds five percent of the purchase price, Seller shall promptly notify Buyer in writing of
551 the damage and this Offer may be terminated at option of Buyer. Should Buyer elect to carry out this Offer despite such
552 damage, Buyer shall be entitled to the insurance proceeds, if any, relating to the damage to the Property, plus a credit
553 towards the purchase price equal to the amount of Seller's deductible on such policy, if any. However, if this sale is financed
554 by a land contract or a mortgage to Seller, any insurance proceeds shall be held in trust for the sole purpose of restoring
555 the Property.

556 **BUYER'S PRE-CLOSING WALK-THROUGH** Within three days prior to closing, at a reasonable time pre-approved by
557 Seller or Seller's agent, Buyer shall have the right to walk through the Property to determine that there has been no
558 significant change in the condition of the Property, except for ordinary wear and tear and changes agreed upon by Parties,
559 and that any Defects Seller has agreed to cure have been repaired in the manner agreed to by the Parties.

560 **OCCUPANCY** Occupancy of the entire Property shall be given to Buyer at time of closing unless otherwise provided in
561 this Offer at lines 625-642 or in an addendum attached per line 668. At time of Buyer's occupancy, Property shall be in
562 broom swept condition and free of all debris, refuse, and personal property except for personal property belonging to current
563 tenants, or sold to Buyer or left with Buyer's consent. Occupancy shall be given subject to tenant's rights, if any.

564 **DEFAULT** Seller and Buyer each have the legal duty to use good faith and due diligence in completing the terms and
565 conditions of this Offer. A material failure to perform any obligation under this Offer is a default that may subject the defaulting
566 party to liability for damages or other legal remedies.

567 If Buyer defaults, Seller may:

- 568 (1) sue for specific performance and request the earnest money as partial payment of the purchase price; or
569 (2) terminate the Offer and have the option to: (a) request the earnest money as liquidated damages; or (b) sue for actual
570 damages.

571 If Seller defaults, Buyer may:

- 572 (1) sue for specific performance; or
573 (2) terminate the Offer and request the return of the earnest money, sue for actual damages, or both.

574 In addition, the Parties may seek any other remedies available in law or equity. The Parties understand that the availability
575 of any judicial remedy will depend upon the circumstances of the situation and the discretion of the courts. If either Party
576 defaults, the Parties may renegotiate the Offer or seek nonjudicial dispute resolution instead of the remedies outlined above.
577 By agreeing to binding arbitration, the Parties may lose the right to litigate in a court of law those disputes covered by the
578 arbitration agreement.

579 **NOTE: IF ACCEPTED, THIS OFFER CAN CREATE A LEGALLY ENFORCEABLE CONTRACT. BOTH PARTIES**
580 **SHOULD READ THIS DOCUMENT CAREFULLY. THE FIRM AND ITS AGENTS MAY PROVIDE A GENERAL**
581 **EXPLANATION OF THE PROVISIONS OF THE OFFER BUT ARE PROHIBITED BY LAW FROM GIVING ADVICE OR**
582 **OPINIONS CONCERNING YOUR LEGAL RIGHTS UNDER THIS OFFER OR HOW TITLE SHOULD BE TAKEN AT**
583 **CLOSING. AN ATTORNEY SHOULD BE CONSULTED IF LEGAL ADVICE IS NEEDED.**

584 **ENTIRE CONTRACT** This Offer, including any amendments to it, contains the entire agreement of the Buyer and Seller
585 regarding the transaction. All prior negotiations and discussions have been merged into this Offer. This agreement binds
586 and inures to the benefit of the Parties to this Offer and their successors in interest.

587 **NOTICE ABOUT SEX OFFENDER REGISTRY** You may obtain information about the sex offender registry and persons
588 registered with the registry by contacting the Wisconsin Department of Corrections on the Internet at <http://www.doc.wi.gov>
589 or by telephone at (608) 240-5830.

590 **FOREIGN INVESTMENT IN REAL PROPERTY TAX ACT (FIRPTA)** Section 1445 of the Internal Revenue Code (IRC)
591 provides that a transferee (Buyer) of a United States real property interest must pay or withhold as a tax up to 15% of the
592 total "Amount Realized" in the sale if the transferor (Seller) is a "Foreign Person" and no exception from FIRPTA withholding
593 applies. A "Foreign Person" is a nonresident alien individual, foreign corporation, foreign partnership, foreign trust, or foreign

594 estate. The "Amount Realized" is the sum of the cash paid, the fair market value of other property transferred, and the
595 amount of any liability assumed by Buyer.

596 **CAUTION: Under this law if Seller is a Foreign Person, and Buyer does not pay or withhold the tax amount, Buyer**
597 **may be held directly liable by the U.S. Internal Revenue Service for the unpaid tax and a tax lien may be placed**
598 **upon the Property.**

599 Seller hereby represents that Seller is a non-Foreign Person, unless (1) Seller represents Seller is a Foreign Person in a
600 condition report incorporated in this Offer per lines 93-95, or (2) no later than 10 days after acceptance, Seller delivers
601 notice to Buyer that Seller is a Foreign Person, in which cases the provisions on lines 607-609 apply.

602 **IF SELLER IS A NON-FOREIGN PERSON.** Seller shall, no later than closing, execute and deliver to Buyer, or a qualified
603 substitute (attorney or title company as stated in IRC § 1445), a sworn certification under penalties of perjury of Seller's
604 non-foreign status in accordance with IRC § 1445. If Seller fails to timely deliver certification of Seller's non-foreign status,
605 Buyer shall: (1) withhold the amount required to be withheld pursuant to IRC § 1445; or, (2) declare Seller in default of this
606 Offer and proceed under lines 571-578.

607 **IF SELLER IS A FOREIGN PERSON.** If Seller has represented that Seller is a Foreign Person, Buyer shall withhold the
608 amount required to be withheld pursuant to IRC § 1445 at closing unless the Parties have amended this Offer regarding
609 amounts to be withheld, any withholding exemption to be applied, or other resolution of this provision.

610 **COMPLIANCE WITH FIRPTA.** Buyer and Seller shall complete, execute, and deliver, on or before closing, any instrument,
611 affidavit, or statement needed to comply with FIRPTA, including withholding forms. If withholding is required under IRC §
612 1445, and the net proceeds due Seller are not sufficient to satisfy the withholding required in this transaction, Seller shall
613 deliver to Buyer, at closing, the additional funds necessary to satisfy the applicable withholding requirement. Seller also
614 shall pay to Buyer an amount not to exceed \$1,000 for actual costs associated with the filing and administration of forms,
615 affidavits, and certificates necessary for FIRPTA withholding and any withholding agent fees.

616 **Any representations made by Seller with respect to FIRPTA shall survive the closing and delivery of the deed.**

617 Firms, Agents, and Title Companies are not responsible for determining FIRPTA status or whether any FIRPTA exemption
618 applies. The Parties are advised to consult with their respective independent legal counsel and tax advisors regarding
619 FIRPTA.

620 **N/A SELLER PAYMENT OF COMPENSATION TO BUYER'S FIRM:** Seller agrees to pay to Buyer's Firm the amount of
621 _____ (e.g., dollar amount, % of purchase price, etc.), toward Buyer's brokerage
622 fees at closing. Payment made under this provision represents an economic adjustment only and does not create any
623 agency relationship between Buyer's Firm and Seller, and the Parties agree Buyer's Firm is a direct and intended third party
624 beneficiary of this contract.

625 **ADDITIONAL PROVISIONS/CONTINGENCIES** This Offer is contingent upon the approval of the
626 Redevelopment Authority of the City of Menasha, WI and the City of Menasha

627 _____
628 BUYER is aware of the mortgage held by West Pointe Bank Oshkosh, WI and the
629 Land Contract between previous owner CCY Enterprise, Inc ("Vendor") and current owner, A to
630 Z Auto Sales, LLC ("Vendee/Purchaser") which will be paid in full by SELLER at Closing.

643 **TAX DEFERRED EXCHANGE** If this Property is purchased or sold to accomplish an IRC § 1031 Tax Deferred exchange
644 of like-kind property, both Parties agree to cooperate with any documentation necessary to complete the exchange. The
645 exchangor shall hold the cooperating party harmless from any and all claims, costs or liabilities that may be incurred as a
646 result of the exchange.

647 **DELIVERY OF DOCUMENTS AND WRITTEN NOTICES** Unless otherwise stated in this Offer, delivery of documents and
648 written notices to a Party shall be effective only when accomplished by one of the authorized methods specified at lines
649 650-665.

650 (1) **Personal**: giving the document or written notice personally to the Party, or the Party's recipient for delivery if named at
651 652 or 653.

652 Name of Seller's recipient for delivery, if any: Bob Rossi

653 Name of Buyer's recipient for delivery, if any: Andrew Dane

654 ☐ N/A (2) Fax: fax transmission of the document or written notice to the following number:

655 Seller: () Buyer: ()

656 ☐ N/A (3) Commercial: depositing the document or written notice, fees prepaid or charged to an account, with a
657 commercial delivery service, addressed either to the Party, or to the Party's recipient for delivery, for delivery to the Party's
658 address at line 661 or 662.659 ☒ (4) U.S. Mail: depositing the document or written notice, postage prepaid, in the U.S. Mail, addressed either to the
660 Party, or to the Party's recipient for delivery, for delivery to the Party's address.661 Address for Seller: NorthStar Commercial N1040 Craftsmen Drive Greenville, WI 54942662 Address for Buyer: City of Menasha 100 Main Street Suite 200 Menasha, WI. 54952663 ☒ (5) Email: electronically transmitting the document or written notice to the email address.664 Email Address for Seller: bobr@northstar-commercial.com665 Email Address for Buyer: adane@menashawi.gov666 **PERSONAL DELIVERY/ACTUAL RECEIPT** Personal delivery to, or Actual Receipt by, any named Buyer or Seller
667 constitutes personal delivery to, or Actual Receipt by, all Buyers or Sellers.668 ☒ **ADDENDA**: The attached Property Condition Report, CSM #7021 is/are made part of this Offer.669 This Offer was drafted by [Licensee and Firm] Bob Rossi NorthStar Commercial670 **WIRE FRAUD WARNING!** Wire Fraud is a real and serious risk. Never trust wiring instructions
671 sent via email. Funds wired to a fraudulent account are often impossible to recover.672 Criminals are hacking emails and sending fake wiring instructions by impersonating a real estate
673 agent, Firm, lender, title company, attorney or other source connected to your transaction. These
674 communications are convincing and professional in appearance but are created to steal your
675 money. The fake wiring instructions may even be mistakenly forwarded to you by a legitimate
676 source.677 DO NOT initiate ANY wire transfer until you confirm wiring instructions IN PERSON or by YOU
678 calling a verified number of the entity involved in the transfer of funds. Never use contact
679 information provided by any suspicious communication.680 Real estate agents and Firms ARE NOT responsible for the transmission, forwarding, or
681 verification of any wiring or money transfer instructions.682 Buyer Entity Name (if any): Redevelopment Authority of the City of Menasha, Wisconsin683 (x) Kim Vanderhyden
684 Buyer's/Authorized Signature ▲ Print Name/Title Here ▶ Kim Vanderhyden, CHAIRPERSON5/19/2025
Date ▲685 (x) Kim Vanderhyden
686 Buyer's/Authorized Signature ▲ Print Name/Title Here ▶ Kim Vanderhyden, CHAIRPERSON

Date ▲

687
688 **SELLER ACCEPTS THIS OFFER. THE WARRANTIES, REPRESENTATIONS AND COVENANTS MADE IN THIS**
689 **OFFER SURVIVE CLOSING AND THE CONVEYANCE OF THE PROPERTY. SELLER AGREES TO CONVEY THE**
690 **PROPERTY ON THE TERMS AND CONDITIONS AS SET FORTH HEREIN AND ACKNOWLEDGES RECEIPT OF A**
691 **COPY OF THIS OFFER.**692 Seller Entity Name (if any): A to Z Auto Sales, LLC693 (x) Linda G. Godoy
694 Seller's/Authorized Signature ▲ Print Name/Title Here ▶ Oswaldo Contreras, Member

05-20-25

Date ▲

695 (x) Linda G. Godoy
696 Seller's/Authorized Signature ▲ Print Name/Title Here ▶ Oswaldo Contreras, Member

Date ▲

697 This Offer was presented to Seller by [Licensee and Firm] Bob Rossi NorthStar Commercial

698 _____ on _____ at _____ a.m./p.m.

699 This Offer is rejected _____ This Offer is countered [See attached counter] _____
700 Seller Initials ▲ Date ▲ Seller Initials ▲ Date ▲

MEMORANDUM

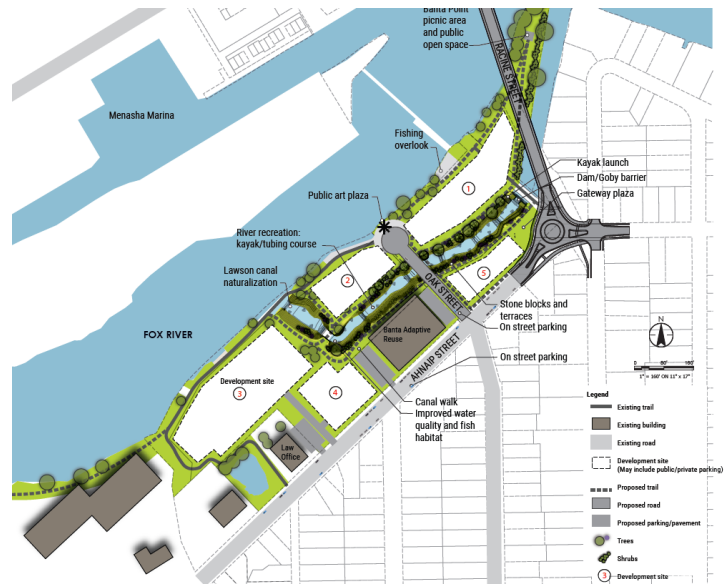
DATE June 16 2025
 TO City of Menasha Common Council
 FROM Andrew Dane, Community Development Director
 RE Lawson Canal Sub Area Plan

Purpose

This memo provides rationale for updating the Lawson Canal Sub Area Plan. (Lawson Plan)

Background

The City of Menasha and its Redevelopment Authority own the Lawson Canal and several surrounding properties. Over the past several years, the City and its partners have explored opportunities to repurpose the canal as a recreational feature and anchor for riverfront redevelopment. While a portion of the former Banta Paper Mill complex has been successfully converted into apartments, minimal progress has been made toward naturalizing the canal itself.



Key Barriers to Naturalization

Staff have identified four major obstacles to naturalizing the Lawson Canal:

1. High Hazard Dam Requirements

Naturalizing the canal would likely require constructing, owning, and operating a **high hazard dam**, which comes with significant cost and regulatory burden. The permitting process includes:

- Hydraulic modeling and hazard classification
- Full engineering plans addressing structural design, flood management, emergency response, and maintenance
- Chapter 31 permit application
- Environmental review and potential public hearing

- WDNR technical review and approval
- Ongoing inspection, monitoring, and reporting obligations

2. **Aquatic Invasive Species Risk**

The proximity to Lake Winnebago raises serious concerns about preventing the spread of aquatic invasive species within the WDNR. Based on recent experience at the Menasha Lock, it remains uncertain whether a newly constructed dam would adequately prevent species migration into sensitive ecosystems.

3. **Water Supply Uncertainty**

Water levels in the lower Fox River are regulated by the U.S. Army Corps of Engineers (USACE). There is **no guarantee** that sufficient water would be allocated to maintain flows in a naturalized canal. This raises the risk of investing millions into a project that could result in stagnant or dry basins during much of the year.

4. **Opportunity Costs**

While the current iteration of the Lawson Plan provides a compelling vision for outdoor recreation and waterfront development, little progress has been made. The opportunity costs of not moving forward with redevelopment of the Banta/Gilbert site are high. An updated Lawson Plan will help spur longer-term redevelopment where it makes sense, while also identifying amenities such as additional trails, boardwalks, park space, and observation decks which can be planned and constructed in the short-term.

Recommendation

Following years of feasibility analysis, interagency coordination, and preliminary design work, staff have determined that naturalizing the Lawson Canal as envisioned in the current Lawson Plan is no longer a viable option.

Staff recommend updating the **Lawson Plan to identify a new preferred vision for the site**. Part of the plan update will include exploring the feasibility of filling the canal, both to address WDNR dam safety concerns and to reduce the risk of aquatic invasive species migration into Lake Winnebago.

AD



MEMORANDUM

DATE May 28, 2025
TO Board of Public Works
FROM James Merten, Director of Public Works
RE Ordinance O-5-25 – An Ordinance Amending Title 10, Chapter 1, Article B, Section 16, Subsection B of the Code of Ordinances, Designating Yield Control at the Intersection of Wittmann Drive and Wittmann Park Lane/Parkside Drive

Staff received a request to place stop signs on Wittmann Park Lane and Parkside Drive at Wittmann Drive. After reviewing the request against standards and guidelines outlined in the Manual of Uniform Traffic Control Devices (MUTCD), staff recommend placing yield control on the north and south legs of the intersection (Parkside Drive and Wittman Park Lane) for the following reasons:

- As a general policy, four-leg intersections should have control designated, given the rarity of uncontrolled four-leg intersections and the common lack of awareness of drivers when traveling through them.
- The intersection does not meet the warrant guidelines for stop control established in the MUTCD.
- The north and south legs have the best sight distance availability to observe conflicting traffic.

Staff recommend approving Ordinance O-5-25, designating yield control on Wittmann Park Lane and Parkside Drive at Wittmann Drive.

Intersection Control Evaluation

Wittmann Drive at Wittmann Park Lane/Parkside Drive

Stop Control Evaluation: [Sections 2B.06 through 2B.17](#) of the MUTCD designate requirements and guidance for signing right-of-way at intersections. Stop signs may not be used for speed control, and at intersections where a full stop is not necessary at all times, consideration should first be given to use less restrictive measures such as yield signs. If one of the following conditions is true, a stop condition should be considered:

- **Visual Obstructions:** A restricted view exists that cannot be corrected by removal of obstructions. *There are no vision obstructions and sight triangle areas are clear.*
- **Crashes:** There are ≥ 3 correctable crashes in a 12-month period or ≥ 6 correctable crashes in a 36-month period. *There was only one reportable crash in the past 3 years (occurred on April 17, 2023).*
- **Street Hierarchy:** One of the streets has a higher functional classification. *All intersecting streets are classified as local streets.*
- **Deregulation:** The intersection is currently designated as an all-way stop. *The intersection is currently uncontrolled.*

Yield Control Evaluation: For two-way yield control, all of the following conditions should be considered:

- **Visual Obstructions:** There are adequate intersection sight distances on the yield-controlled approaches. *All approaches have adequate sight distances; however, the curved approach of Parkside Drive should be noted.*
- **Travel Lanes:** All approaches comprise no more than a single travel lane. *There are no channelized lanes on any approach.*
- **Crashes:** There are ≥ 2 correctable crashes in the previous 12-month period. *There were no reportable crashes in the past year.*
- **Traffic Volume:** Entering volume from all approaches averages less than 1,800 units per day or 40 units per peak hour. *The Menasha Police Department performed a count last year that resulted in the following averaged totals: 173 vehicles per day (vpd) on Wittmann Drive, 320 vpd on Wittmann Park Lane, and 505 vpd on Parkside Drive. While a peak hour analysis was not performed, the averages provided a result of roughly 1,000 entering vpd. This count does not include pedestrian or bicycle traffic, which is assumed to be negligible.*

- **Approach Angles:** The angles of the approaches are between 75 and 90 degrees. *All approaches meet at approximately 90 degrees; however, it is noteworthy that the Parkside Drive approach is curved.*
- **Street Hierarchy:** The intersection comprises streets with either local or collector functional classifications, but not two intersecting collector streets. *All intersecting streets are classified as local streets.*

Right-of-Way Designation: [Section 2B.08](#) of the MUTCD establishes considerations for determining which approaches of an intersection should receive control.

- **Thoroughfares:** An intersecting street is a designated thoroughfare or numbered highway. *No streets are designated thoroughfares.*
- **Street Hierarchy:** The intersecting street has a higher functional classification. *All streets are classified as local streets.*
- **Traffic Volume:** The intersecting street has a higher traffic volume. *While the north and south legs of the intersection carry more traffic than the east and west legs, the volumes are so low that the difference is negligible for the purposes of establishing right-of-way as sole justification.*
- **Speed Limits:** The intersecting street has a higher posted speed limit. *All streets are posted for 25 mph.*
- **Transportation Modes:** The intersecting street is utilized by or provides facilities for more alternative modes of transportation. *None of the streets are a transit route, have bike lanes, or have connecting sidewalk.*
- **Pedestrian Routes:** The approach is subject to higher pedestrian crossing activity or school walking routes. *There are no pedestrian routes or school walking routes.*
- **Physical Features:** The approach has more significant features that create obscured vision, such as dips or bumps, that cause lowered operating speeds. *No physical features have been identified, aside from the curved approach of the north leg.*
- **Sight Distance:** The approach has better available sight distances. *Due to the curved nature of the north leg (Parkside Drive), Wittman Drive provides the best available sight distance.*



ORDINANCE O-5-25

AN ORDINANCE AMENDING TITLE 10, CHAPTER 1, ARTICLE B, SECTION 16, SUBSECTION B OF THE CODE OF ORDINANCES, DESIGNATING YIELD CONTROL AT THE INTERSECTION OF WITTMANN DRIVE AND WITTMANN PARK LANE/PARKSIDE DRIVE

INTRODUCED BY: Mayor Hammond

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

SECTION 1: Amend Title 10, Chapter 1, Article B, Section 16, Subsection (b) of the Code of Ordinances of the City of Menasha, Wisconsin to add subsection (38) as follows:

(38) Wittmann Park Lane/Parkside Drive at Wittmann Drive.

SECTION 2: This amending Ordinance shall take effect upon passage and publication as provided by law.

Passed and approved this 16th day of June 2025.

Recommended by:

Motion/Second:

Pass/Fail: _____

Requires: ___ Majority Vote
 ___ 2/3 Vote

Austin Hammond, Mayor

ATTEST:

Kaija Snyder, City Clerk