

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



COMMON COUNCIL MEETING AGENDA

Monday, July 7, 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

1. Proposed Rezoning of Property Located at N8910 Oneida Street (Parcel No. 7-00725-56) and Oneida Street (Parcel No. 7-00725-57) from R-1 Single Family Residence District to C-1 General Commercial District
2. Proposed Rezoning of Properties Located at 1221 Province Terrace (Parcel No. 7-00001-07), 1237 Province Terrace (Parcel No. 7-00001-06), 1253 Province Terrace (Parcel No. 7-00001-05), 1269 Province Terrace (Parcel No. 7-00001-04) and 1285 Province Terrace (Parcel No. 7-00001-03) from C-1 General Commercial District to R-4 Multi-Family High Density Residential District

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. Neenah-Menasha Sewerage Commission, 5/27/25
 - b. Neenah-Menasha Fire Rescue Fire Commission, 6/17/25
 - c. Board of Public Works, 6/16/25
 - d. Plan Commission, 6/3/25
3. Communications:
 - a. Quarterly Storm Water Flyer
 - b. National Parks and Recreation Month Proclamation
 - c. Press Release - City of Menasha Thanks Wisconsin's Elected Representatives for Funding Towards Racine Street Bridge and Neenah-

Menasha Fire Rescue Training Tower (2025 - 2027 Biennial State Budget)

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, 6/16/25
2. Board of Public Works, 6/16/25, Recommends Approval of:
 - a. Change Order - Janke General Contractors, Inc.; Contract Unit No. 2024-08; Water Street Corridor Reconstruction; Deduct \$53,039.40 (Change Order No. 3 and Final)
 - b. Payment - Janke General Contractors, Inc.; Contract Unit No. 2024-08; Water Street Corridor Reconstruction; \$78,799.94 (Payment No. 12 and Final)
 - c. Payment - Northeast Asphalt, Inc.; Contract Unit No. 2024-03; Jefferson Park Improvements; \$195,308.74 (Payment No. 8)
 - d. Payment - Donald Hietpas & Sons; Contract Unit No. M0002-09-24-00362; Sewer & Water Main Reconstruction (Wilson Street & Harding Street); \$302,097.64 (Payment No. 2)

H. Items Removed from the Consent Agenda

I. Action Items

1. Accounts payable and payroll for the term of 6/13/25 - 7/3/25 in the amount of \$1,676,565.23
2. Temporary Expansion of Licensed Premises Permit Application - Wilzke's Pub (528 Milwaukee Street, Menasha), July 12, 2025
3. Temporary Expansion of Licensed Premises Permit Application - Wilzke's Pub (528 Milwaukee Street, Menasha), September 13, 2025
4. Alcohol Operator's License Applications for the 2025-2027 Licensing Term

J. Held Over Business

K. Ordinances and Resolutions

1. R-17-25 - A Resolution Authorizing the Issuance and Establishing Parameters for the Sale of Not to Exceed \$3,675,000 General Obligation Promissory Notes, Series 2025 A (Introduced by Mayor Hammond)
2. R-18-25 - A Resolution Acknowledging Review of City of Menasha 2024 Compliance Maintenance Annual Report (CMAR) Under Wisconsin Administrative Code NR 208 (Introduced by Ald. Ropella)
3. R-16-25 - A Resolution Supporting The Grow Solar Program (Introduced by

Ald. Rand)

4. O-6-25 - An Ordinance Amending Title 13, by Making Certain Changes to the District of N8910 Oneida Street (Parcel No. 7-00725-56) and Oneida Street (Parcel No. 7-00725-57); R-1 Single Family Residence District to C-1 General Commercial District (Introduced by Ald. Eisenach)
5. O-8-25 - An Ordinance Amending Title 13, by Making Certain Changes to the District of 1221 Province Terrace (Parcel No. 7-00001-07), 1237 Province Terrace (Parcel No. 7-00001-06), 1253 Province Terrace (Parcel No. 7-00001-05), 1269 Province Terrace (Parcel No. 7-00001-04) and 1285 Province Terrace (Parcel No. 7-00001-03); C-1 General Commercial District to R-4 Multi-Family High Density Residential District (Introduced by Ald. Eisenach)

L. Appointments

1. Mayor's appointment of Gary Daughtery to the Board of Health for a term of 7/8/25 - 5/1/28

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 21, 2025
Common Council Meeting – 6:00 PM
Committee Meetings to Follow

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

CITY OF MENASHA
Public Hearing

NOTICE IS HEREBY GIVEN that a public hearing will be held by the City of Menasha Common Council on the rezoning application that was submitted by Victor Cavazos, on behalf of Jack's Lawn & Landscaping, for the proposed rezoning of Parcel No. 7-00725-56 and Parcel No. 7-00725-57 from R-1 Single Family Residential Use District to C-1 General Commercial Use District.

The properties proposed for rezoning are described as:

Parcel 7-00725-56

That part of the Southwest Quarter of the Southwest Quarter (SW $\frac{1}{4}$ of SW $\frac{1}{4}$) of Section Seven (7), Township Twenty (20) North, of Range Eighteen (18) East, City of Menasha, Calumet County, Wisconsin, described as follows: Beginning at a point Ninety-four (94) feet North of the Southwest corner of the said Southwest Quarter of the Southwest Quarter (SW $\frac{1}{4}$ of SW $\frac{1}{4}$) of Section Seven (7); thence North One Hundred Twenty (120) feet, thence East Two Hundred Ten (210) feet; thence South Two Hundred Ten (210) feet; thence West Ninety (90) feet; thence North Ninety (90) feet, thence West One Hundred Twenty (120) feet to the place of beginning, EXCEPT land conveyed for highway purposes by instrument recorded in Jacket 321, Image 12 as Document No. 168046.

And

Parcel 7-00725-57

A parcel of land in the Southwest $\frac{1}{4}$ of the Southwest $\frac{1}{4}$ of Section Seven (7), Township Twenty (20) North, Range Eighteen (18) East, in the City of Menasha, Calumet County, Wisconsin, described as follows: Beginning at a point on the West line of the Southwest $\frac{1}{4}$ of the Southwest $\frac{1}{4}$ of Section 7 a distance of 214 feet North of the Southwest corner thereof; thence North on the West line of the said Southwest $\frac{1}{4}$ of the Southwest $\frac{1}{4}$ 150 feet; thence East 243 feet; thence South 150 feet; thence West 243 feet to the place of beginning, excepting therefrom that part lying within the right of way limits of USH 10 as laid out under Department of Transportation Project 1501-1-21, STH 114-Appleton Rd

The City of Menasha Common Council will be considering the rezoning application at a formal public hearing on Monday, July 7, 2025, at 6:00 p.m., or shortly thereafter, in the first-floor conference rooms of the Menasha City Center, 100 Main Street, Menasha, WI. Persons interested in this matter will be given an opportunity to comment about the rezoning and are invited to attend.

Kaija Snyder
City Clerk

Publish: June 23, 2025 & June 30, 2025

CITY OF MENASHA
NOTICE OF PUBLIC HEARING
PROPOSED REZONING

NOTICE IS HEREBY GIVEN of a public hearing to be held before the City of Menasha Common Council on Monday, July 7, 2025, at 6:00 P.M., in the first-floor conference rooms of the Menasha City Center, 100 Main Street, Menasha, WI, or as soon thereafter as can be heard, for the purpose of considering a zoning change.

A rezoning request has been initiated by the owner, Michael Huelsbeck, and applicant, Tom Klistner, in the matter of amending Title 13 (Zoning Code) of the City of Menasha Municipal Code for the below described real estate, which is currently zoned C-3 Business and Office District. The owner and applicant propose to rezone the property to R-4 Multi-Family High Density Residence District. The R-4 Multi-Family High Density Residence district is intended to create high density residential development that is readily accessible to thoroughfares, shopping, and employment.

Common Description:

1221 Province Terrace (Parcel No. 7-00001-07), 1237 Province Terrace (Parcel No. 7-00001-06), 1253 Province Terrace (Parcel No. 7-00001-05), 1269 Province Terrace (Parcel No. 7-00001-04), 1285 Province Terrace (Parcel No. 7-00001-03).

Legal Description:

Parcel No. 7-00001-03

Lot 3 Province Terrace, City of Menasha, Calumet County, Wisconsin

Parcel No. 7-00001-04

Lot 4 Province Terrace, City of Menasha, Calumet County, Wisconsin

Parcel No. 7-00001-05

Lot 5 Province Terrace, City of Menasha, Calumet County, Wisconsin

Parcel No. 7-00001-06

Lot 6 Province Terrace, City of Menasha, Calumet County, Wisconsin

Parcel No. 7-00001-07

Lot 7 Province Terrace, City of Menasha, Calumet County, Wisconsin

Anyone that is interested is invited to attend this meeting and will be given an opportunity to be heard. Feedback can also be shared with Common Council members via written letters, email, or phone call. Any questions regarding this matter should be directed to Andrew Dane, Community Development Director, in the Community Development Department at (920) 967-3651, or by email at adane@menashawi.gov.

Kaija Snyder
City Clerk

Publish: June 23 and June 30, 2025

NEENAH-MENASHA SEWERAGE COMMISSION

Regular Meeting

Tuesday May 27, 2025

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

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

Also Present: Rob Franck (MCO); Chad Olsen (McMahon)

Public Forum

No one was in attendance for the Public Forum.

Minutes

Meeting minutes. Motion made/seconded by Commissioners Zielinski/Coburn to approve the minutes from the April 22, 2025, regular meeting. Motion carried unanimously.

Correspondence

The following correspondence was discussed:

- A. May 19, 2025, email from Troy Huebner, Sonoco/U.S. Paper Mills to Paul Much, Plant Manager
RE: Sonoco Pretreatment Project Update

Old Business

There was no old business to be discussed.

New Business

Operations, Engineering, Planning

McMahon Associates Report.

Motion to discuss was made/seconded by Commissioners Gordon/Coburn. Chad Olsen gave an update on the UV Disinfection & Phosphorus Removal project. Meetings are being set up with UV suppliers. We are waiting for high flows to sample and send to Canada to determine sizing of equipment that is best for NMSC.

Galloway's Request to McMahon Associates, Inc. for Wastewater Assistance

Chad Olsen reported that Galloway had requested wastewater assistance from McMahon Associates. He shared that another McMahon Engineer will be assigned to work with Galloway in order to avoid any conflict.

McMahon Invoices

Motion made/seconded by Commissioners Coburn/Youngquist to approve payment of invoice #938915, in the amount of \$1,155.00. Motion carried unanimously.

Operating Report

Manager Much reported the plant met permit limits even with the aeration basin takedown. Results of the recent PFOA/PFOS testing have been added to the spreadsheet presented at the last meeting. Manager Much plans to reach out to any facilities that have higher numbers. Discussion followed regarding industries and items that contain PFOA/PFOS, educating the public, and ways to be proactive.

Equipment and Grounds Report.

Rob Franck reported on Equipment and Grounds items and provided additional details on: Spring cleanup has been completed. Tree trimming around the plant will be done in July, and the homeowner impacted by the trimming was notified. Primary clarifier inspections are done. The Gravity Belt Thickener Polymer skid rehab begins on Monday, June 2nd. A temporary system has been set up for when it is down. It should be back online by Friday. Diffusers for the Aeration basin project have been ordered, and we are waiting for confirmation on the schedule. Updates to the ongoing projects listed include East Fine Screen room heater has arrived, and 4 of the 9 aeration basin inspections have been completed. The AC unit in the Plant Drain Building failed. The unit is 12-13 years old, so it is not feasible to repair the unit. We requested quotes for a new unit, and the least expensive option was August Winter at \$12,110. After discussion motion was made/seconded by Commissioners Coburn/Weyenberg to replace the mini split unit at a cost not to exceed \$12,110.00. Motion carried unanimously.

Budget, Finance Matters

Accounting Report for April 2025

Accounting Clerk Starr reported a net loss for April; The Clean Water Fund and Sludge Storage Building payments were made on April 30th. MCO generated income was \$7,258 for the month.

Update and discussion on Contract Renewal for the Wastewater Service Agreement between Sonoco/U.S. Paper Mills and the NMSC; with Potential Action(s) to be taken on matters discussed
Manager Much reported no update at this time.

MCO Invoices

#31739	June 2025 Contract Operations	\$ 151,757.34
#31790	Use of MCO Vehicles – April	\$ 422.31

Motion made/seconded by Commissioners Coburn/Zielinski to approve MCO invoice #31739, and #31790 with payment to be made after June 1, 2025. Motion carried unanimously.

Vouchers

Operating and Payroll Vouchers #141021 through #141078 in the amount of \$810,282.54 for the month of April 2025. Motion made/seconded by Commissioners Coburn/Youngquist to approve operating and payroll vouchers. Motion carried unanimously.

Adjournment

Motion made/seconded by Commissioners Coburn/Zielinski to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 8:30 a.m.

President

Secretary

Neenah-Menasha Fire Rescue Joint Fire Commission Meeting Minutes

June 17, 2025 – 4:00 p.m.

NMFR Training Center

Present: Commissioners Kubiak, Keating, Keehan, Brehmer and Matuszak

Excused: Commissioner Lewis

Also Present: Chief Teesch, DC Krueger and Director Fairchild

Commissioner Kubiak called the meeting to order at 4:08 p.m.

Meeting Minutes: The commission reviewed the meeting minutes from April 23, 2025. **MSC Keating/Keehan to approve the April 23, 2025, minutes and place on file, all voting aye.**

Commissioner Brehmer took over the meeting as Chair.

Consideration and action to make changes to the Firefighter Job Description: The Commission reviewed the request for changes to the firefighter job description as highlighted to include 60 credits in lieu of associate degree. **MSC Keehan/Matuszak to approve the requested changes, all voting aye.**

Closed Session: **MSC Keehan/Matuszak to enter Closed Session for the purpose of interviewing applicants, all voting aye.**

Re-Convene into open session: **MSC Kubiak/Brehmer to adjourn at 5:20 p.m., all voting aye.**

Respectfully submitted,

Shane Krueger

Shane Krueger
Deputy Chief



BOARD OF PUBLIC WORKS MINUTES

Monday, June 16, 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 7:13pm.

B. ROLL CALL

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

Also Present: FD Sassman, DPW Merten, PRD Sackett, PC Thorn, FC Teesch, CA Struve, Mayor Hammond, Clerk Snyder, DC Janet

C. PUBLIC COMMENTS ON ANY MATTER LISTED ON THE AGENDA

D. MINUTES TO APPROVE

1. Board of Public Works, 6/2/25

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

E. COMMUNICATIONS

1. Racine Street Bridge Comprehensive Assessment RFP Update

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

Motion carried 8-0 on roll call.

Discussion considered contracting with an out-of-state group; staff advised on state certifications.

Staff advised on the background of the Racine Street Bridge Comprehensive Assessment RFP requested by the former Common Council. The Public Works Department did not receive any proposals in response to this RFP. Staff intend to provide the Common Council with an updated recommendation.

F. DISCUSSION / ACTION ITEMS

1. O-7-25 – An Ordinance Amending Title 10, Chapter 1, Article B, Section 15, Subsection C and Section 16, Subsection B of the Code of Ordinances, Effectively Replacing Yield Control with Stop Control on Green Bay Street at First Street and at Second Street (Introduced by Ald. Eisenach)

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

Motion failed 3-5 on roll call. Districts 1, 3, 4, 7, and 8 Alderpersons Rand, Hale, Perkins, Grade, and Ropella voted no.

Discussion considered the increased presence of child pedestrians in the affected areas.

Staff advised on traffic analyses of the affected areas using formulas prescribed by the Federal Highway Administration's Manual on Uniform Traffic Control Devices. These analyses suggest insufficient warranting for the installation of stop controls, and potentially sufficient warranting for the installation of yield controls. Staff acknowledged moderating factors, such as the newly renovated Jefferson Park, area schools, and other circumstances affecting the area in question.

2. Change Order - Janke General Contractors, Inc.; Contract Unit No. 2024-08; Water Street Corridor Reconstruction; Deduct \$53,039.40 (Change Order No. 3 and Final)

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

Motion carried 8-0 on roll call.

3. Payment - Janke General Contractors, Inc.; Contract Unit No. 2024-08; Water Street Corridor Reconstruction; \$78,799.94 (Payment No. 12 and Final)

Motion by District 6 Alderperson Marshall, seconded by District 5 Alderperson Lewis to approve.

Motion carried 8-0 on roll call.

4. Payment - Northeast Asphalt, Inc.; Contract Unit No. 2024-03; Jefferson Park Improvements; \$195,308.74 (Payment No. 8)

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

Motion carried 8-0 on roll call.

Discussion considered signage installation at Jefferson Park for traffic direction.

Staff advised that the next payment is the anticipated final payment for this project. Staff recently provided the contractor with a final list of outstanding needs.

5. Payment - Donald Hietpas & Sons; Contract Unit No. M0002-09-24-00362; Sewer & Water Main Reconstruction (Wilson Street & Harding Street); \$302,097.64 (Payment No. 2)

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

Motion carried 8-0 on roll call.

Staff advised that the utility portion of this project is nearly complete. The next payment is the anticipated final payment. Most concrete work should be completed this week with driveway work to follow. Staff additionally advised on communications with residents.

G. ADJOURNMENT

Motion by District 8 Alderperson Ropella seconded by District 7 Alderperson Grade to adjourn the Board of Public Works meeting at 7:43pm. Motion carried on voice vote.

Minutes submitted by City Clerk Kaija Snyder.

**CITY OF MENASHA
Plan Commission
Menasha City Center
100 Main Street, Menasha
First Floor Conference Rooms
June 3, 2025
DRAFT MINUTES**

A. CALL TO ORDER

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

B. ROLL CALL/EXCUSED ABSENCES

PLAN COMMISSION MEMBERS PRESENT: Mayor Austin Hammond, DPW James Merten, Alderman Rosita Eisenach, Commissioners Rachel Roth, Elke Werner, and Richard Sturm.

PLAN COMMISSION MEMBERS EXCUSED: Commissioner Kevin Benner.

OTHERS PRESENT: CDD Dane, AP Heim, Mike Rodman (1226 Fieldview Dr.), Scott Johnson (1220 Fieldview Dr.), Ken Kubiak (1214 Fieldview Dr.), Ruby Smith (1242 Fieldview Dr.), Tom Marshall (1166 Fieldview Dr.), Troy Hietpas (1282 Fieldview Dr.), Garret Staszak (1234 Fieldview Dr.), Barb Elmer (1250 Fieldview Dr.), Wade Steidl (1265 Fieldview Dr.), Mike Huelsbeck (2227 W. Hiawatha Dr.), Darlene Pawelkiewicz (1290 Fieldview Dr.), Chris Rand (336 Lopas St.).

C. PUBLIC HEARING

- 1. Rezoning – 1221, 1237, 1253, 1269 and 1285 Province Terrace (Parcel Nos. 7-00001-07, 7-00001-06, 7-00001-05, 7-00001-04, 7-00001-03) from C-3 Business and Office District to R-4 Multi-Family, High Density Residence District.**

Mayor Hammond opened the public hearing at 3:33 PM.

Mike Rodman (1226 Fieldview Dr.): opposed the rezoning due to the economic impact on home value, environmental impact, light pollution, crime, and the increase in traffic.

Ruby Smith (1242 Fieldview Dr.): opposed the rezoning. Asked how many condominiums and apartments are empty and would like the property owner to sell the land to property owners abutting it.

Garret Staszak (1234 Fieldview Dr.): opposed the rezoning.

Scott Johnson (1220 Fieldview Dr.): opposes the rezoning based on the use not compatible with surrounding neighborhood, increased traffic, lead to property decline, environmental concerns, and questioned if this was consistent with the Comprehensive Plan.

Mike Huelsbeck (2227 W. Hiawatha Dr.): in favor of the rezoning. Explained he is the current property owner and has been actively trying to sell the land for 20 years. This development is the first opportunity to sell.

Troy Hietpas (1282 Fieldview Dr.): asked if the property could be rezoned to residential and he feels that neighboring property owners would be willing to purchase for a reasonable price, and it would fit what is already there.

Barbara Elmer (1250 Fieldview Dr.): property value has doubled; lots are not large enough for apartment buildings and short notice of when the meeting would be held.

Darlene Pawelkiewicz (1290 Fieldview Dr.) asked if this was the first time an offer to purchase has been made on the property and how the buildings would be orientated.

Wade Steidl (1265 Fieldview Dr.): asked how many units, if the lots would be combined, if there would be garages, height of the buildings, runoff, and what the definition of high density is.

Ken Kubiak (1214 Fieldview Dr.): asked what the definition of high density was (how many people), runoff concerns as city does not maintain the drainage creek, doesn't deserve to have this in his legacy.

Tom Marshall (1166 Fieldview Dr.): as Alderman in this district, has received many calls and emails opposing the rezoning. Fears this will change and not bring the project to completion.

The hearing was closed at 4:02 PM.

D. MINUTES TO APPROVE

1. Minutes of the May 6, 2025 Plan Commission Meeting

Motion by Comm. Roth, seconded by Comm. Sturm, to approve the May 6, 2025 Plan Commission meeting minutes. The motion carried.

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

No one spoke.

F. DISCUSSION / ACTION ITEMS

1. Rezoning – 1221, 1237, 1253, 1269 and 1285 Province Terrace (Parcel Nos. 7-00001-07, 7-00001-06, 7-00001-05, 7-00001-04, 7-00001-03) from C-3 Business and Office District to R-4 Multi-Family, High Density Residence District.

CDD Dane provided context of the proposed rezoning and related project as responding to the multiple questions asked during the public hearing. Areas covered during this were the following:

- Statutory requirements for notification
- Current city occupancy rates and rental stock
- Future Land Use Map and Comprehensive Plan
- Project could be catalyst for future development within that corridor
- The access to existing streets, utilities and the need to meet DNR and stormwater requirements
- The previous projects the developer has completed within the City and the residential assessment values in that area match closely those surrounding this project location
- Rentals at market rate price point, developer is not receiving subsidies
- Financial impact estimated to generate \$15,000,000 in equalized value to the City

Commissioners and staff discussed the following at great lengths:

- If zoning is approved, what the next steps of the process would be and notification requirements
- The possibility of the abutting resident's ability to purchase the land if the rezoning is approved and project does not come to fruition
- Whether the proposed use conforms to the Comprehensive Plan and Future Land Use Map

Motion by DPW Merten, seconded by Mayor Hammond to approve the rezoning as presented for parcel numbers 7-00001-03, 7-00001-04, 7-00001-05, 7-00001-06, and 7-00001-07 from C-3 Business and Office District to R-4 Multi-Family, High Density Residence District.

Further discussion continued with Comm. Sturm stating the drainage and creek were discussed in great detail at the time this development area was designed. He also mentioned the difficulty of selling commercial property resulting from the Covid-19 pandemic which has required property owners and the City to pivot.

Mayor Hammond verified the rezoning fits the City of Menasha Comprehensive Plan while also meeting the housing plan by addressing housing shortage and providing diversity of housing styles.

CDD Dane elaborated on how the project will create age in place opportunities as people phase in life. Housing styles like the proposed, while in the vicinity of existing single family neighborhoods, allows single family homes to open up and bring a diversity of ages in a neighborhood.

The motion carried on roll call vote, 6-0.

G. COMMUNICATION

1. Menasha Forward Presentation

AP Heim provided an overview of this initiative and staff's involvement.

2. 2025 Comprehensive Plan Update

CDD Dane provided an update of the Comprehensive Plan including the timeline and the role of the Plan Commission.

3. Set Next Meeting Date

The next meeting was set for July 8, 2025.

H. ADJOURNMENT

Motion by Ald. Eisenach, seconded by Comm. Sturm to adjourn at 4:41 PM. The motion carried.

Minutes submitted by AP Heim.



Renew Our Waters

Every choice counts.

THE PERFECT LAWN

You can create a beautiful outdoor space and protect our waters.

A gorgeous home landscape doesn't need to come at the price of clean lakes and streams. We can have both. But to make it happen, we all need to think a little differently. Read these tips. Post this sheet in your garage near the lawnmower and garden tools. This will help us change one habit at a time, so we have good fishing, swimming, paddling and waterskiing when the work is done.

MOWING

Mow often, when the grass is 3.5 inches or shorter. Set your mower blade at 2.5 inches and let cuttings fall. Cuttings keep the soil moist and restore nutrients over time. Any mower works, but a mulching mower shreds grass finely, so you don't have to be as careful about grass height.

A healthy, mulched lawn outcompetes weeds for light, nutrients, and water. In areas where it's hot, consider prairie grasses or wild flowers instead of turf grass.

Make an effort not to blow cuttings onto pavement. If you do, sweep them up, then lay them around the roots of shrubs or vegetable plants where they help retain moisture.

If grass gets long and you decide to collect clippings, put them in a pile with other yard waste and let them decompose. Turn the pile now and

then, and in 3-6 months you'll have rich organic matter that will make almost anything in your yard grow better.

FERTILIZING & WEED CONTROL

Chemicals and weed killers are not needed for a healthy lawn, and they're one of the main reasons we have green algae in our lakes and streams.

Think before you buy. Get a soil test so you know if your lawn needs more nutrients. Mulch to keep the lawn healthy, so it can outcompete weeds for light, nutrients and water. If you must fertilize, do it in the fall. Sweep up fertilizer that falls in the street and dispose of it properly—water and fertilizer that go into the street go directly to the river or lake.

WATERING

When watering is needed, use a sprinkler that shoots low to the ground. Sprinkle soil, not the street. Shape soil so water will sink in, rather than run off. When you mow, mulch cuttings to retain moisture.

Stormwater is rain or snowmelt and water from things people do, like overwatering the lawn or letting fertilizer fall into the street drain. We can choose products carefully and shape our lawns and pavement so water sinks in. When we do, runoff is reduced, pollutants filter out and streams and groundwater are protected.

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

Realize

What touches the ground enters the water



PROCLAMATION

Office of the Mayor

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

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

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

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

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

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

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

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

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

NOW THEREFORE BE IT PROCLAIMED, that I Austin R. Hammond, Mayor of the City of Menasha, do hereby proclaim July, 2025, to be:

NATIONAL PARKS AND RECREATION MONTH

in the City of Menasha

Signed and Sealed this 1ST day of July, 2025

Austin R. Hammond, Mayor



City of Menasha Thanks Wisconsin's Elected Representatives for Funding Towards Racine Street Bridge and Neenah- Menasha Fire Rescue Training Tower

FOR IMMEDIATE RELEASE:

MENASHA, WI – The City of Menasha Mayor's Office extends its sincere gratitude to Governor Tony Evers, Representative Kaufert, and Senator Dassler-Alfheim for their support in securing funding for two critical local projects: the Racine Street Bridge and the Neenah-Menasha Fire Rescue (NMFR) Training Tower.

"I want to thank Representative Kaufert, Senator Dassler-Alfheim, Governor Evers, and their staff for their tireless efforts in securing vital funding for these key infrastructure, public safety, and educational projects in the City of Menasha through the 2025–2027 Biennial Budget," said Mayor Hammond. "This includes \$265,900 annually in Lift Bridge Aid for the Racine Street Bridge and \$200,000 for the NMFR Training Tower. This is a tremendous win for the folks of Menasha."

The Wisconsin State Legislature approved the 2025–2027 Biennial Budget on July 2, 2025 – July 3, 2025, with Governor Evers signing it into law on July 3, 2025. The City of Menasha values its strong partnership with state leaders and is grateful for their continued support.



COMMON COUNCIL MINUTES
Monday, June 16, 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 6:01pm.
- 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, PRD Sackett, PC Thorn, FC Teesch, 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 4 Alderperson Perkins to receive WPPI's presentation as given during the Special Joint Common Council and Water and Light Commission meeting this evening, minutes a-h, and communications a-f. Motion carried on voice vote.

Discussion considered the softball diamonds at Jefferson Park and upcoming tournaments. Staff advised that these are scheduled for later this summer.

- 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

1. Common Council Minutes, 6/2/25
Motion by District 7 Alderperson Grade seconded by District 4 Alderperson Perkins to approve. Motion carried on voice vote.
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
Motion by District 8 Alderperson Ropella, seconded by District 6 Alderperson Marshall to approve.

Motion carried 8-0 on roll call.
 - 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
Motion by District 8 Alderperson Ropella, seconded by District 6 Alderperson Marshall to approve.

Motion carried 8-0 on roll call.
 - c. Payment - Cardinal Construction; Contract Unit No. 2024-10; Jefferson Park Shelter Construction; \$64,375.00 (Payment No. 5)
Motion by District 8 Alderperson Ropella, seconded by District 6 Alderperson Marshall to approve.

Motion carried 8-0 on roll call.

Discussion considered budget allotments for this project; staff advised that this contract was modified by change orders approved by the Common Council. This remains under budget.

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
Motion by District 2 Alderperson Eisenach, seconded by District 4

Aldersperson Perkins to approve.

Motion carried 8-0 on roll call.

Discussion considered the purchase of library supplies.

2. Alcohol License Renewal Applications for the 2025-2026 Licensing Term (July 1, 2025 - June 30, 2026)

Motion by District 3 Aldersperson Hale, seconded by District 4 Aldersperson Perkins to approve Joune & 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.

Motion carried 7-0 on roll call. District 2 Aldersperson Eisenach abstained due to personal ownership of an alcohol license.

Motion by District 3 Aldersperson Hale, seconded by District 7 Aldersperson Grade to approve all other alcohol license applications for the July 1, 2025 - June 30, 2026 licensing term. District 2 Aldersperson Eieneach abstained due to personal ownership of an alcohol license.

Motion carried 7-0 on roll call.

3. Outdoor Alcoholic Beverage Service Permit Applications for the 2025-2026 Licensing Term (July 1, 2025 - June 30, 2026)

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

Motion carried 7-0 on roll call. District 2 Aldersperson Eisenach abstained due to personal ownership of an alcohol license.

4. Outdoor Street Service Permit Applications for the 2025 Licensing Term (June 17, 2025 - November 30, 2025)

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

Motion carried 7-0 on roll call. District 2 Aldersperson Eisenach abstained due to personal ownership of an alcohol license.

5. Alcohol Operator's License Applications for the 2025-2027 Licensing Term
Motion by District 3 Aldersperson Hale, seconded by District 4 Aldersperson Perkins to deny.

Motion carried 7-0 on roll call. District 2 Aldersperson Eisenach abstained due to personal ownership of an alcohol license.

6. Offer to Purchase - 325 Broad Street, Parcel No. 2-00209-00

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

Motion carried 7-1 on roll call. District 6 Alderperson Marshall voted no.

Staff advised on the property's background and potential uses as a feature in Menasha's downtown. Specifically, the building may be used for redevelopment of a municipal district. Alternatively, the extant building may be used as a retail space, a leaseable venue, or retirement housing. Resale of the property was additionally considered.

Discussion considered the specificity of proposed plans, the marketplace merit of the purchase price, and the purchase offer's exclusion of certain parking stalls. The Common Council further discussed the property's taxation and development timeline.

District 7 Alderperson Grade called for a point of order. Mayor Hammond ruled the point not germane.

7. Proposed Change to Lawson Canal Sub Area Plan

Motion by District 1 Alderperson Rand, seconded by District 7 Alderperson Grade to approve.

Motion carried 7-1 on roll call. District 8 Alderperson Ropella voted no.

Discussion considered similarities between the Lawson Canal and Water Street projects. Discussion further considered appropriate notification of action to affected property owners.

Staff advised on limitations around improving the aesthetic nature of the Lawson Canal area, including high-hazard dam permitting, invasive species risk, uncertain water supply, and opportunity costs. Staff further advised on potential resolutions.

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)

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

Motion carried 8-0 on roll call.

L. APPOINTMENTS

M. CLAIMS AGAINST THE CITY

N. PUBLIC COMMENTS ON ANY MATTER LISTED ON THE AGENDA

O. ADJOURNMENT

Motion by District 2 Alderperson Eisenach seconded by District 4 Alderperson Perkins to adjourn the Common Council meeting at 7:03pm. Motion carried on voice vote.

Minutes submitted by City Clerk Kaija Snyder.

Change Order

Date: 6/11/2025

Change Order No. 3 (Three) & Final

Contractor: Janke General Contractors
Contract No.: 2024-08
Project: Water Street Corridor Reconstruction

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

I. Contract quantity changes. (See Attached)	\$ (53,039.40)
--	----------------

The changes result in the following adjustments:

	CONTRACT-TOTAL	TIME
Prior to this Change Order	\$ 2,967,029.97	_____ Days
Adjustments per this Change Order	\$ (53,039.40)	_____ Days
Current Contract Status	\$ 2,913,990.57	_____ Days

Directed/Authorized
City of Menasha Department of Public Works

Accepted

By: _____

By: _____

Date: _____

Date: _____

REQUEST AND CERTIFICATE FOR PAYMENT

PROJECT: Water Street Corridor Reconstruction

OWNER: City of Menasha
Corey Gordon

REQUEST NO.: 12 - Final

CONTRACTOR: Janke General Contractors
1224 Mount View Lane
Athens, WI 54411

REQUEST DATE: 5.12.2025

ENGINEER: Robert E. Lee & Associates
Aaron Breitenfeldt

CHANGE ORDER SUMMARY			
Previously Approved Change Orders:		Additions	Deductions
CCO.1	Gas Line Conflicts with Cofferdam - Sand Bagging	\$ 16,251.24	
CCO.2	CIP Coping Modifications - JT Engineering Revised Coping	\$ 79,232.23	
Current Change Order		Additions	Deductions
	Net Change by Change Orders:	\$ 95,483.47	\$ -

The undersigned CONTRACTOR certifies that (1) all previous progress payments received from OWNER on account of work completed under the contract referred to above have been applied to discharge in full, all obligations of CONTRACTOR incurred in connection with the work covered by prior applications for payment numbered _1_ through _1_ inclusive (none); and (2) title to all materials and equipment incorporated in said work or otherwise listed in or covered by this application for payment will pass to OWNER at time of payment free and clear of all liens, claims, security interests, and encumbrances (except such as covered by Bond acceptable to OWNER).

Submitted by Contractor: Mike Rausch

Date: 5/12/2025

I herby certify that I have reviewed the work and that to the best of my knowledge and belief, the quantities shown in this estimate are correct. This application is in conformance with the Contract Documents, therefore, I recommend payment of

Recommended by Engineer: _____

Date: _____

Approved by Owner: _____

Date: _____

Request is made for payment, as shown below, in connection with the contract. Continuation Sheet is attached.

The present status of the contract is as follows:

ORIGINAL CONTRACT SUM:.....

\$ 2,871,546.50

NET CHANGE BY CHANGE ORDERS:.....

\$ 95,483.47

CONTRACT SUM TO DATE:.....

\$ 2,967,029.97

TOTAL COMPLETED TO DATE:.....

\$ 2,913,990.57

RETAINAGE %:..... 0.00% RETAINAGE:.....

\$ -

TOTAL EARNED LESS RETAINAGE:.....

\$ 2,913,990.57

LESS PREVIOUS CERTIFICATES FOR PAYMENT:.....

\$ 2,835,190.63

CURRENT PAYMENT DUE:.....

\$ 78,799.94

CONTINUATION SHEET

REQUEST AND CERTIFICATE FOR PAYMENT -CONTRACTOR'S SIGNED CERTIFICATE IS ATTACHED

Item No. (A)	Description of Work (B)	Unit of Measure	Scheduled Quantity (C)	Unit Price (D)	Item Total (C * D)	Work Completed				Total Completed To Date (E + F)		Percent Complete
						Previous Requests (E)		This Request (F)				
						Quantity	Amount	Quantity	Amount	Quantity	Amount	
1	Removing Guardrail	LF	1075	\$ 4.00	\$ 4,300.00	1,075.00	\$ 4,300.00		\$ -	1,075.00	\$ 4,300.00	100.00%
2	Removing Storm Manholes	EA	3	\$ 800.00	\$ 2,400.00	2.00	\$ 1,600.00		\$ -	2.00	\$ 1,600.00	66.67%
3	Removing Storm Inlets	EA	10	\$ 400.00	\$ 4,000.00	8.00	\$ 3,200.00		\$ -	8.00	\$ 3,200.00	80.00%
4	Removing Storm Sewer	LF	630	\$ 10.00	\$ 6,300.00	540.00	\$ 5,400.00		\$ -	540.00	\$ 5,400.00	85.71%
5	Profile Cutting Concrete Curb Head	LF	100	\$ 35.00	\$ 3,500.00	88.00	\$ 3,080.00		\$ -	88.00	\$ 3,080.00	88.00%
6	Unclassified Excavation	CY	6410	\$ 15.50	\$ 99,355.00	6,410.00	\$ 99,355.00		\$ -	6,410.00	\$ 99,355.00	100.00%
7	3" Base Aggregate Dense, 7" Depth	SY	5900	\$ 5.50	\$ 32,450.00	5,900.00	\$ 32,450.00		\$ -	5,900.00	\$ 32,450.00	100.00%
8	1-1/4" Base Aggregate Dense, 5" Depth	SY	7675	\$ 4.00	\$ 30,700.00	7,675.00	\$ 30,700.00		\$ -	7,675.00	\$ 30,700.00	100.00%
9	Geogrid Reinforcement, Type I	SY	500	\$ 2.40	\$ 1,200.00		\$ -		\$ -	0.00	\$ -	0.00%
10	Concrete Curb and Gutter, Standard 30-Inch	LF	3000	\$ 16.40	\$ 49,200.00	3,098.00	\$ 50,807.20		\$ -	3,098.00	\$ 50,807.20	103.27%
11	Concrete Curb and Gutter, Mountable 30-Inch	LF	740	\$ 15.90	\$ 11,766.00	728.00	\$ 11,575.20		\$ -	728.00	\$ 11,575.20	98.38%
12	Concrete Curb and Gutter, 18-Inch	LF	175	\$ 42.00	\$ 7,350.00	170.00	\$ 7,140.00		\$ -	170.00	\$ 7,140.00	97.14%
13	Asphalt Binder Course Pavement 2 1/4" Thick	SY	5900	\$ 9.90	\$ 58,410.00	5,772.00	\$ 57,142.80		\$ -	5,772.00	\$ 57,142.80	97.83%
14	Asphalt Surface Course Pavement 1 3/4" Thick	SY	5900	\$ 7.45	\$ 43,955.00	5,772.00	\$ 43,001.40		\$ -	5,772.00	\$ 43,001.40	97.83%
15	3/4" Base Aggregate Dense for Trail, 12" Thick	SY	1760	\$ 11.00	\$ 19,360.00	1,760.00	\$ 19,360.00		\$ -	1,760.00	\$ 19,360.00	100.00%
16	Asphalt Surface Course Trail Pavement 3" Thick	SY	1400	\$ 19.00	\$ 26,600.00	1,538.00	\$ 29,222.00		\$ -	1,538.00	\$ 29,222.00	109.86%
17	Asphalt Driveways, Surface Course 2" Thick	SY	1000	\$ 4.00	\$ 4,000.00	2,886.00	\$ 11,544.00		\$ -	2,886.00	\$ 11,544.00	288.60%
18	Concrete Sidewalk, Remove and Replace, 4" Thick	SF	7700	\$ 6.50	\$ 50,050.00	8,536.00	\$ 55,484.00		\$ -	8,536.00	\$ 55,484.00	110.86%
19	Colored Concrete Sidewalk, 4" Thick	SF	300	\$ 11.20	\$ 3,360.00	0.00	\$ -		\$ -	0.00	\$ -	0.00%
20	Concrete Sidewalk, 6" Thick	SF	1000	\$ 8.30	\$ 8,300.00	1,810.00	\$ 15,023.00		\$ -	1,810.00	\$ 15,023.00	181.00%
21	Concrete Sidewalk Ramps, 6" Thick	SF	700	\$ 8.90	\$ 6,230.00	556.00	\$ 4,948.40		\$ -	556.00	\$ 4,948.40	79.43%
22	Concrete Sidewalk along Canal Wall, 4" Thick	SF	6200	\$ 6.45	\$ 39,990.00	5,845.00	\$ 37,700.25		\$ -	5,845.00	\$ 37,700.25	94.27%
23	Concrete Driveway Apron, 6" Thick	SF	4800	\$ 8.30	\$ 39,840.00	3,283.00	\$ 27,248.90		\$ -	3,283.00	\$ 27,248.90	68.40%
24	Detectable Warning Field	SF	100	\$ 35.00	\$ 3,500.00	100.00	\$ 3,500.00		\$ -	100.00	\$ 3,500.00	100.00%
25	Reinforced Concrete Stairway	LS	1	\$ 19,000.00	\$ 19,000.00	0.68	\$ 12,920.00	0.32	\$ 6,080.00	1.00	\$ 19,000.00	100.00%
26	12" RCP (Class III) Storm Sewer	LF	726	\$ 76.00	\$ 55,176.00	656.00	\$ 49,856.00		\$ -	656.00	\$ 49,856.00	90.36%
27	15" RCP (Class III) Storm Sewer	LF	121	\$ 87.00	\$ 10,527.00	128.00	\$ 11,136.00		\$ -	128.00	\$ 11,136.00	105.79%
28	18" RCP (Class III) Storm Sewer	LF	75	\$ 92.00	\$ 6,900.00		\$ -		\$ -	0.00	\$ -	0.00%
29	12" RCP Apron Endwall	EA	3	\$ 2,300.00	\$ 6,900.00	3.00	\$ 6,900.00		\$ -	3.00	\$ 6,900.00	100.00%
30	2' x 3' Storm Inlets	EA	16	\$ 4,500.00	\$ 72,000.00	14.00	\$ 63,000.00		\$ -	14.00	\$ 63,000.00	87.50%
31	2.5' Dia. Storm Inlet	EA	1	\$ 4,000.00	\$ 4,000.00	1.00	\$ 4,000.00		\$ -	1.00	\$ 4,000.00	100.00%
32	4' Dia. Storm Manholes	VF	22	\$ 900.00	\$ 19,800.00	16.00	\$ 14,400.00		\$ -	16.00	\$ 14,400.00	72.73%
33	2" Sch. 40 PVC Conduit	LF	1135	\$ 9.00	\$ 10,215.00	2,350.00	\$ 21,150.00		\$ -	2,350.00	\$ 21,150.00	207.05%
34	Utility Adjustment 0"- 6" on Reconstructed Street	EA	3	\$ 400.00	\$ 1,200.00	3.00	\$ 1,200.00		\$ -	3.00	\$ 1,200.00	100.00%
35	Utility Adjustment 7"- 12" on Reconstructed Street	EA	2	\$ 950.00	\$ 1,900.00	2.00	\$ 1,900.00		\$ -	2.00	\$ 1,900.00	100.00%
36	Sanitary Sewer Manhole Reconstruction	EA	1	\$ 2,900.00	\$ 2,900.00	1.00	\$ 2,900.00		\$ -	1.00	\$ 2,900.00	100.00%
37	Water Valve Adjustment	EA	10	\$ 800.00	\$ 8,000.00		\$ -		\$ -	0.00	\$ -	0.00%
38	Relocate Fire Hydrant	EA	1	\$ 3,000.00	\$ 3,000.00		\$ -		\$ -	0.00	\$ -	0.00%
39	Lawn and Terrace Restoration	SY	8500	\$ 7.20	\$ 61,200.00	9,144.00	\$ 65,836.80		\$ -	9,144.00	\$ 65,836.80	107.58%
40	4-Inch Solid, Yellow Epoxy Pavement Marking	LF	350	\$ 4.50	\$ 1,575.00	366.00	\$ 1,647.00		\$ -	366.00	\$ 1,647.00	104.57%
41	4-Inch Solid, White Epoxy Pavement Marking	LF	60	\$ 1.65	\$ 99.00		\$ -		\$ -	0.00	\$ -	0.00%
42	Crosswalk, 6-Inch White Epoxy Pavement Marking	LF	400	\$ 13.50	\$ 5,400.00		\$ -		\$ -	0.00	\$ -	0.00%
43	4-Inch Solid, Yellow Parking Lot Striping	LF	650	\$ 4.75	\$ 3,087.50	560.00	\$ 2,660.00		\$ -	560.00	\$ 2,660.00	86.15%
44	Removing Masonry (WisDOT 204.0185)	LS	1	\$ 31,000.00	\$ 31,000.00	1.00	\$ 31,000.00		\$ -	1.00	\$ 31,000.00	100.00%
45	Cofferdams (WisDOT 206.5001)	EA	1	\$ 200,000.00	\$ 200,000.00	1.00	\$ 200,000.00		\$ -	1.00	\$ 200,000.00	100.00%
46	Rubberized Membrane Waterproofing (WisDOT 516.0500)	SY	12	\$ 42.00	\$ 504.00	12.00	\$ 504.00		\$ -	12.00	\$ 504.00	100.00%
47	Concrete Collars for Pipe (WisDOT 520.8000) 1,300.00	EA	5	\$ 1,300.00	\$ 6,500.00	5.00	\$ 6,500.00		\$ -	5.00	\$ 6,500.00	100.00%
48	Riprap Heavy (WisDOT 606.0300)	CY	435	\$ 84.00	\$ 36,540.00	435.00	\$ 36,540.00		\$ -	435.00	\$ 36,540.00	100.00%
49	Pipe Underdrain Wrapped 6-Inch (WisDOT 612.0406)	LF	1285	\$ 12.00	\$ 15,420.00		\$ -		\$ -	0.00	\$ -	0.00%
50	Geotextile Type HR (WisDOT 645.0120)	SY	1165	\$ 5.00	\$ 5,825.00	1,165.00	\$ 5,825.00		\$ -	1,165.00	\$ 5,825.00	100.00%
51	Railing Aluminum Special (SPV.0090.01)	LF	603	\$ 307.00	\$ 185,121.00	587.00	\$ 180,209.00		\$ -	587.00	\$ 180,209.00	97.35%
52	Selected Crushed Material (SPV.0195.01)	TON	195	\$ 29.00	\$ 5,655.00	304.35	\$ 8,826.15		\$ -	304.35	\$ 8,826.15	156.08%
53	Wall Modular Block (SPV.0165.01)	SF	12420	\$ 113.00	\$ 1,403,460.00	12,420.00	\$ 1,403,460.00		\$ -	12,420.00	\$ 1,403,460.00	100.00%
54	Erosion Control	LS	1	\$ 6,000.00	\$ 6,000.00	1.00	\$ 6,000.00		\$ -	1.00	\$ 6,000.00	100.00%
55	Traffic Control	LS	1	\$ 8,500.00	\$ 8,500.00	1.00	\$ 8,500.00		\$ -	1.00	\$ 8,500.00	100.00%
56	Construction Mobile/Demobile; Project Coordination;	LS	1	\$ 100,000.00	\$ 100,000.00	1.00	\$ 100,000.00		\$ -	1.00	\$ 100,000.00	100.00%
57	6' Tall White Vinyl Fence	LF	56	\$ 121.00	\$ 6,776.00		\$ -		\$ -	0.00	\$ -	0.00%
58	8" Concrete Pavement Remove and Replace	SY	150	\$ 75.00	\$ 11,250.00	150.00	\$ 11,250.00	7.00	\$ 525.00	157.00	\$ 11,775.00	104.67%
Original Contract Total:					\$ 2,871,546.50	\$ 2,811,902.10		\$ 6,605.00		\$ 2,818,507.10		

Change Orders

REQUEST AND CERTIFICATE FOR PAYMENT -CONTRACTOR'S SIGNED CERTIFICATE IS ATTACHED

Item No. (A)	Description of Work (B)	Unit of Measure	Scheduled Quantity (C)	Unit Price (D)	Item Total (C * D)	Work Completed				Total Completed To Date (E + F)		Percent Complete
						Previous Requests (E)		This Request (F)				
						Quantity	Amount	Quantity	Amount	Quantity	Amount	

Item No. (A)	Description of Work (B)	Unit of Measure	Scheduled Quantity (C)	Unit Price (D)	Item Total (C * D)	Work Completed				Total Completed To Date (E + F)		Percent Complete
						Previous Requests (E)		This Request (F)				
						Quantity	Amount	Quantity	Amount	Quantity	Amount	
CCO.1	Gas Line Conflicts with Cofferdam - Sand Bagging	LS	1	\$ 16,251.24	\$ 16,251.24	1.00	\$ 16,251.24		\$ -	1.00	\$ 16,251.24	100.00%
CCO.2	CIP Coping Modifications - JT Engineering Revised Coping	LS	1	\$ 79,232.23	\$ 79,232.23	1.00	\$ 79,232.23		\$ -	1.00	\$ 79,232.23	100.00%
					\$ -		\$ -		\$ -	0.00	\$ -	
					\$ -		\$ -		\$ -	0.00	\$ -	
					\$ -		\$ -		\$ -	0.00	\$ -	
					\$ -		\$ -		\$ -	0.00	\$ -	
					\$ -		\$ -		\$ -	0.00	\$ -	
					\$ -		\$ -		\$ -	0.00	\$ -	
					\$ -		\$ -		\$ -	0.00	\$ -	
					\$ -		\$ -		\$ -	0.00	\$ -	
Subtotal - Change Orders:					\$ 95,483.47		\$ 95,483.47		\$ -		\$ 95,483.47	
Project Total With Change Order:					\$ 2,967,029.97		\$ 2,907,385.57		\$ 6,605.00		\$ 2,913,990.57	

Certificate of Payment

Date:

6/10/2025

Payment Request:

8 (Eight)

Contractor:

Northeast Asphalt, Inc

Address:

W6380 Design Drive, Greenville, WI 54942

Contract Unit No.:

2024-03

Project Description:

Jefferson Park Improvements

		Original Contract Amount:	\$ 1,432,229.70
Change Order 1:	\$ 5,610.20	Total Change Orders:	\$ 5,610.20
Change Order 2:		Total Contract Amount (Including Change Orders):	\$ 1,437,839.90
Change Order 3:		Total Earned to Date (Summary Attached):	\$ 1,388,024.64
Change Order 4:		Less Retainage:	\$ 5,000.00
		Amount Due:	\$ 1,383,024.64
		Payment 1	\$ 210,439.72
		Payment 2	\$ 177,182.13
		Payment 3	\$ 83,070.85
		Payment 4	\$ 209,596.30
		Payment 5	\$ 264,481.85
		Payment 6	\$ 84,320.05
		Payment 7	\$ 158,625.00
		Payment 8	
		Current Payment	\$ 195,308.74

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

Date:

BY:

Recommended for Payment

Public Works Department Authorization

Common Council Approval Date:

Finance Department	
Account Number	Amount

CITY OF MENASHA
Contract Unit No. 2024-03
Jefferson Park Improvements

Payment 8 (6/10/2025)

Item	Quantity	Quantity	Description	Unit Price	Item Total	Quantity	Total
1.	1	LS	Mobilization	\$ 110,000.00	\$ 110,000.00	1.00	\$ 110,000.00
2.	1	LS	Erosion Control	\$ 8,810.00	\$ 8,810.00	1.00	\$ 8,810.00
3.	1	LS	Demolition	\$ 58,000.00	\$ 58,000.00	1.00	\$ 58,000.00
4.	1	LS	Earthwork	\$ 98,000.00	\$ 98,000.00	1.00	\$ 98,000.00
5.	4,100	CY	Dense Graded Basecourse	\$ 20.00	\$ 82,000.00	4100.00	\$ 82,000.00
6.	10,109	SF	Concrete Pavement - 4"	\$ 6.50	\$ 65,708.50	9961.00	\$ 64,746.50
7.	185	LF	Concrete Pavement - 4" Thickened	\$ 10.65	\$ 1,970.25	279.00	\$ 2,971.35
8.	2,420	LF	Curb and Gutter - 18" Roll	\$ 15.00	\$ 36,300.00	2420.00	\$ 36,300.00
9.	2,474	LF	Curb and Gutter - 18"	\$ 15.00	\$ 37,110.00	2470.00	\$ 37,050.00
10.	100	LF	Curb and Gutter - 30"	\$ 48.00	\$ 4,800.00	125.00	\$ 6,000.00
11.	1,441	Ton	Asphalt Pavement - Street	\$ 89.95	\$ 129,617.95	1444.75	\$ 129,955.26
12.	640	Ton	Asphalt Pavement - Path	\$ 106.10	\$ 67,904.00	545.43	\$ 57,870.12
13.	1	LS	Pavement Markings	\$ 8,450.00	\$ 8,450.00	1.00	\$ 8,450.00
14.	128	SF	Tactile Warning Plates	\$ 35.00	\$ 4,480.00	119.00	\$ 4,165.00
15.	1	LS	Construction Staking	\$ 15,750.00	\$ 15,750.00	1.00	\$ 15,750.00
16.	295	LF	Water Service Lateral - 2"	\$ 45.00	\$ 13,275.00	300.00	\$ 13,500.00
17.	1	LS	Connection to Existing Water Main and Fittings	\$ 2,275.00	\$ 2,275.00	1.00	\$ 2,275.00
18.	325	LF	6" Sanitary Lateral	\$ 52.00	\$ 16,900.00	324.00	\$ 16,848.00
19.	170	LF	4" Underdrain	\$ 47.00	\$ 7,990.00	172.00	\$ 8,084.00
20.	8	LF	4" Storm Sewer	\$ 48.00	\$ 384.00	0.00	\$ -
21.	191	LF	6" Storm Sewer	\$ 63.00	\$ 12,033.00	171.00	\$ 10,773.00
22.	300	LF	8" Storm Sewer	\$ 63.00	\$ 18,900.00	225.00	\$ 14,175.00
23.	85	LF	10" Storm Sewer	\$ 77.00	\$ 6,545.00	81.00	\$ 6,237.00
24.	177	LF	12" Storm Sewer	\$ 80.00	\$ 14,160.00	172.00	\$ 13,760.00
25.	5	Each	2' x 3' Box Inlet	\$ 3,400.00	\$ 17,000.00	5.00	\$ 17,000.00
26.	4	Each	Storm Inlet	\$ 2,900.00	\$ 11,600.00	3.00	\$ 8,700.00
27.	2	Each	Storm Outlet Structure	\$ 3,900.00	\$ 7,800.00	1.00	\$ 3,900.00
28.	1	Each	Yard Inlet	\$ 1,725.00	\$ 1,725.00	0.00	\$ -
29.	1	Each	Adjustment of Existing Sewer Structure	\$ 875.00	\$ 875.00	1.00	\$ 875.00
30.	1	Each	Connect to Existing Storm Sewer Structures	\$ 1,525.00	\$ 1,525.00	1.00	\$ 1,525.00
31.	1	Each	Storm Sewer Outfall	\$ 1,165.00	\$ 1,165.00	1.00	\$ 1,165.00
32.	72	LF	Backstop	\$ 240.00	\$ 17,280.00	72.00	\$ 17,280.00
33.	925	LF	6' Chainlink Fencing	\$ 23.60	\$ 21,830.00	892.00	\$ 21,051.20
34.	2	Each	Dugout	\$ 7,200.00	\$ 14,400.00	1.50	\$ 10,800.00
35.	2	Each	4' Fence Gate	\$ 1,160.00	\$ 2,320.00	2.00	\$ 2,320.00
36.	2	Each	10' Sliding Gate	\$ 3,350.00	\$ 6,700.00	2.00	\$ 6,700.00
37.	1	Each	Ball Diamond Construction	\$ 75,000.00	\$ 75,000.00	1.00	\$ 75,000.00
38.	1	LS	Site Electrical	\$ 67,145.00	\$ 67,145.00	1.00	\$ 67,145.00
39.	23	Each	Trail Light Pole & Fixture	\$ 3,154.00	\$ 72,542.00	23.00	\$ 72,542.00
40.	1	LS	Ball Diamond Lighting	\$ 145,120.00	\$ 145,120.00	1.00	\$ 145,120.00
41.	1	LS	USACE Monitoring Station Service	\$ 3,940.00	\$ 3,940.00	1.00	\$ 3,940.00
42.	1	Each	Removable Bollard	\$ 2,000.00	\$ 2,000.00	0.00	\$ -
43.	620	SF	Sand Filter	\$ 35.00	\$ 21,700.00	405.00	\$ 14,175.00
44.	29,800	SY	Lawn Restoration	\$ 4.00	\$ 119,200.00	26864.00	\$ 107,456.00
Total Item 1-44					\$ 1,432,229.70		\$ 1,382,414.44

Change Order #1							
1	1	LS	Relocate Monitoring Station Electric Service	\$ 1,646.80	\$ 1,646.80	1	\$ 1,646.80
2	1	LS	Relocate Musco Poles in Ballfield	\$ 10,603.00	\$ 10,603.00	1	\$ 10,603.00
3	1	LS	Musco Light Credit	\$ (8,370.00)	\$ (8,370.00)	1	\$ (8,370.00)
4	1	LS	Repair existing conduit broken at bridge	\$ 1,730.40	\$ 1,730.40	1	\$ 1,730.40
Total Change Order 1					\$ 5,610.20		\$ 5,610.20
Total Contract 2024-03					\$ 1,437,839.90		\$ 1,388,024.64

**APPLICATION
FOR PAYMENT**MENASHA UTILITIES
321 MILWAUKEE STREET
P.O. BOX 34
MENASHA, WI. 54952-0340PROJECT: 2025 WATER MAIN
RECONSTRUCTION

CONTRACTOR	DONALD HIETPAS & SONS INC
Contract No.	MOOO2-9-20-00334
Project No.	MOOO2-09-24-00362
Application No.	2
Application Date	6/4/2025
Period From	4/28/2025 To 6/2/2025

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

The following documents are attached:

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

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

Original Contract	\$ 563,784.65	Completed To Date	\$534,815.20
Net Change Orders		Retainage 2.5 %	\$13,370.38
Current Contract Amount	\$ 563,784.65	Subtotal	\$ 521,444.42
		Previous Applications	\$ 219,347.18

Amount Due This Application: \$302,097.64

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

Dated 6/5/2025 20 25

DONALD HIETPAS & SONS INC

(contractor)

COUNTY OF
STATE OF

By

Stuart Hietpas President
(name & title)

} ss

Before me on this 6 day of JUNE 20 25 personally appeared STUART HIETPAS

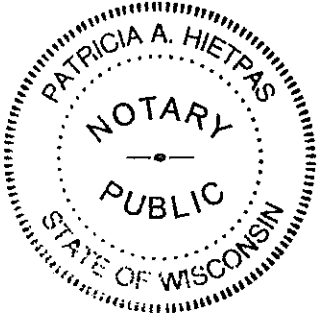
known to me, who being duly sworn, did depose and say that he/she is the
PRESIDENT of the Contractor above mentioned; that he/she
(title)

executed the above Application For Payment and statement on behalf of said Contractor; and that all of the statements contained therein are true, correct and complete. My Commission Expires 11/13/2026

My Commission Expires: 11/13/2023

Patricia A. Hietpas
(Notary Public)

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REQUEST FOR PAYMENT MENASHA UTILITIES									
ESTIMATE #2 CONTRACT NO. MO002-09-24-00362 6/5/2025									
PROJECT NAME: 2025 SEWER & WATER RECONSTRUCTION APPLETON STREET TO LONDON STREET									
HARDING STREET APPLETON TO LONDON									
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED QUANTITY	UNIT PRICE	PREVIOUS REQUEST QUANTITY	AMOUNT	THIS REQUEST QUANTITY	AMOUNT	TOTAL COMPLETED TO DATE QUANTITY	AMOUNT
1	8" PVC WATER MAIN	1180	\$ 87.00	0	\$ -	1217	\$ 105,879.00	1217	\$ 105,879.00
A-2	8" VALVE	3	\$ 2,760.00	0	\$ -	3	\$ 8,280.00	3	\$ 8,280.00
A-3	SHORT SIDE SERVICE REPLACEMENT	7	\$ 1,700.00	0	\$ -	7	\$ 11,900.00	7	\$ 11,900.00
A-4	LONG SIDE WATER SERVICE REPLACEMENT	16	\$ 2,550.00	0	\$ -	18	\$ 45,900.00	18	\$ 45,900.00
A-5	25 PSI POLYSTYRENE INSULATION	120	\$ 13.00	0	\$ -	0	\$ -	0	\$ -
A-6	ERSION CONTROL	1	\$ 2,755.00	0	\$ -	1	\$ 2,755.00	1	\$ 2,755.00
A-7	TRAFFIC CONTROL	1	\$ 5,000.00	0	\$ -	1	\$ 5,000.00	1	\$ 5,000.00
A-8	TURF RESTORATION	0	\$ 5,140.00	0	\$ -	0	\$ -	0	\$ -
					\$ -		\$ 179,714.00		\$ 179,714.00
TOTAL									
5% RETAINED									
TOTAL DUE ESTIMATE # 2									
DONALD HIETPAS & SONS INC. REQUEST FOR PAYMENT 6/5/2025									
BASE BID A WATER MAIN /WILSON STREET & HARDING STREET EIGHT STREET TO MANITOWOC STREET									
ESTIMATE # 2									
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED QUANTITY	UNIT PRICE	PREVIOUS REQUEST QUANTITY	AMOUNT	THIS REQUEST QUANTITY	AMOUNT	TOTAL COMPLETED TO DATE QUANTITY	AMOUNT
A-9	8" PVC WATER MAIN	855	\$ 85.00	848	\$ 72,080.00	0	\$ -	848	\$ 72,080.00
A-10	6" HYDRANT LEAD	10	\$ 65.00	11	\$ 715.00	14	\$ 910.00	25	\$ 1,625.00
A-11	8" VALVE	1	\$ 2,760.00	1	\$ 2,760.00	0	\$ -	1	\$ 2,760.00
A-12	HYDRANT	1	\$ 5,560.00	0	\$ -	1	\$ 5,560.00	1	\$ 5,560.00
A-13	HYDRANT WITH 6" VALVE	1	\$ 7,500.00	1	\$ 7,500.00	0	\$ -	1	\$ 7,500.00
A-14	SHORT SIDE WATER SERVICE	12	\$ 1,800.00	10	\$ 18,000.00	0	\$ -	10	\$ 18,000.00
A-15	LONG SIDE WATER SERVICE	6	\$ 2,250.00	6	\$ 13,500.00	0	\$ -	6	\$ 13,500.00
A-16	POLYSTYRENE INSULATION	160	\$ 13.00	0	\$ -	0	\$ -	0	\$ -
A-17	ERSION CONTROL	1	\$ 2,755.00	1	\$ 2,755.00	0	\$ -	1	\$ 2,755.00
A-18	TRAFFIC CONTROL	1	\$ 5,000.00	1	\$ 5,000.00	0	\$ -	1	\$ 5,000.00
A-19	TURF RESTORATION	1	\$ -	0	\$ -	0	\$ -	0	\$ -
					\$ 122,310.00		\$ 6,470.00		\$ 128,780.00
TOTAL									
5% RETAIN									
TOTAL DUE									

DONALD HIETPAS & SONS REQUEST FOR PAYMENT 6/5/2025									
ESTIMATE # 2 BASE BID SEWER									
PROJECT NAME: 2025 WATER MAIN & SANITARY RECONSTRUCTION									
CONTRACT NO. M0002-09-24-00362									
BASE BID B SEWER									
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED QUANTITY	UNIT PRICE	PREVIOUS REQUEST QUANTITY	AMOUNT	THIS REQUEST QUANTITY	AMOUNT	QUANTITY	AMOUNT
B-1	48" SAN. MANHOLE	1	\$ 3,420.00	1	\$ 3,420.00	0	\$ -	1	\$ 3,420.00
B-2	48" STORM MANHOLE	4	\$ 2,450.00	2	\$ 4,900.00	2	\$ 4,900.00	4	\$ 9,800.00
B-3	REMOVE & REPLACE INLETS	8	\$ 2,100.00	4	\$ 8,400.00	4	\$ 8,400.00	8	\$ 16,800.00
B-4	8" SAN SEWER	311	\$ 83.00	313	\$ 25,979.00	0	\$ -	313	\$ 25,979.00
B-5	10" STORM SEWER	24	\$ 60.00	0	\$ -	30	\$ 1,800.00	30	\$ 1,800.00
B-6	12" STORM SEWER	1266	\$ 54.90	562	\$ 30,853.80	711	\$ 39,033.90	1273	\$ 69,887.70
B-7	SAN. WYE CONNECTION	3	\$ 210.00	3	\$ 630.00	0	\$ -	3	\$ 630.00
B-8	SAN. MAIN SADDLE CONNECTION	13	\$ 320.00	13	\$ 4,160.00	0	\$ -	13	\$ 4,160.00
B-9	4-6" SCH40 LATERAL RELAY	853	\$ 87.00	389	\$ 33,843.00	534.5	\$ 46,501.50	923.5	\$ 80,344.50
B-10	SAN. MANHOLE CONNECTION WITH DROP	1	\$ 1,750.00	1	\$ 1,750.00	0	\$ -	1	\$ 1,750.00
B-11	CONNECTION TO EXISTING STORM STRUCTURE	3	\$ 250.00	1	\$ 250.00	2	\$ 500.00	3	\$ 750.00
B-12	ABANDON STORM & SANITARY SEWER	115	\$ 11,000.00	0	\$ -	1	\$ 11,000.00	1	\$ 11,000.00
B-13	POST TELEVISIONING LAT. MAIN TO HCME	37	\$ 98.00	0	\$ -	0	\$ -	0	\$ -
B-14	POST TELEVISIONING SAN. MAIN	311	\$ 1.25	0	\$ -	0	\$ -	0	\$ -
B-15	POST TELEVISIONING STORM SEWER	1326	\$ 1.25	0	\$ -	0	\$ -	0	\$ -
TOTAL ESTIMATE # 2					\$ 114,185.80		\$ 112,135.40		\$ 226,321.20
TOTAL DUE									\$ 226,321.20
TOTAL COMPLETED TO DATE									
2.5 % RETAINED									\$ 534,815.20
PREVIOUS PD.									\$ 13,370.38
DUE ESTIMATE # 2									\$ 521,444.82
SUPPLEMENTAL BID									\$ 219,347.18
S-1		10	\$ 3,700.00	0	\$ -	0	\$ -	0	\$ -
REPLACE OFF SITE WATER SERVICE TO HOME									\$ -

City of Menasha Disbursements

Weekly Accounts Payable	06/13/25 - 07/03/25 Checks # 85488-85702	\$914,504.09
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	Void Check 85546	(\$1,500.00)
	Void Check 85432	(\$76,154.14)

Bi-Weekly Payroll	06/26/25	\$278,663.52
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Additional Regular Cycle Accounts Payables -Paid Electronically

Banking Fees	06/13/25	\$125.00
Wisconsin Deferred Compensation	06/13/25	\$11,290.75
HUB ACH	06/17/25	\$192.45
Federal Tax Withholding	06/18/25	\$98,589.04
Delta Dental	06/18/25	\$2,474.77
Home Depot ACH	06/25/25	\$1,466.57
Delta Dental	06/25/25	\$2,083.90
Nationwide Deferred Compensation	06/26/25	\$3,487.50
Community First CU-Payroll Deduction	06/26/25	\$669.85
Employee Benefits-Flex Spending	06/26/25	\$3,483.19
Wisconsin Deferred Compensation	06/27/25	\$11,290.75
Sales Tax	06/27/25	\$2,216.96
FVTC ACH	06/27/25	\$76,154.14
Employee Trust Funds -WRS	06/27/25	\$217,988.71
State Tax Withholding	06/28/25	\$31,885.26
Federal Tax Withholding	06/30/25	\$95,271.95
FSA/HRA Admin Fees	06/30/25	\$641.89
Credit Card Fees	07/02/25	\$24.71
Delta Dental	07/02/25	\$1,589.60
Home Depot ACH	07/02/25	\$124.77
		\$ 561,051.76
Total		\$1,676,565.23

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

Craig Pearson

Craig Pearson
Finance Manager

07/03/25

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: 6/19/2025

Date: 7/2/2025

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
ACCURATE	85488	6/19/2025	2505693	731-1022-541.38-03	6.25	RIVET
		6/19/2025	2506566	731-1022-541.38-03	64.00	FLAT WASHER
		6/19/2025	2506623	731-1022-541.38-03	10.25	WASHER
		6/19/2025	2506829	731-1022-541.38-03	425.37	PARTS
		6/19/2025	2506835	470-1003-541.82-02	66.50	FLAT WASHER STR-2024-003
	Total for check: 85488				572.37	
ALV INSPECTIONS	85489	6/19/2025	1133	100-0301-523.21-06	2,720.00	BUILDING INSPECT LIQUOR LICENSE RENEWALS
	Total for check: 85489				2,720.00	
AMAZON CAPITAL SERVICES	85490	6/19/2025	11X6-MKP3-L61N	100-0801-521.30-18	117.79	HARD DRIVE
		6/19/2025	139X-6JKY-L76G	100-0801-521.30-10	39.80	OFFICE SUPPLIES
		6/19/2025	17VJ-WVKF-6PWY	100-0801-521.30-18	58.74	PACKING PAPER ROLL
		6/19/2025	1LD7-LKJL-LX1M	100-0801-521.30-10	36.99	COMPUTER PRIVACY SCREEN
		6/19/2025	1QVL-4Y7R-C9Y7	100-0702-552.30-18	(16.99)	WINTER GALA
		6/19/2025	1TXF-WC17-WPGM	100-0801-521.30-10	5.65	LAMINATING POUCHES
	Total for check: 85490				241.98	
CITY OF APPLETON	85491	6/19/2025	17459	100-0918-531.21-06	500.00	EMERGENCY PLANNING CONTR.
		6/19/2025	17530	100-0302-542.25-01	20,312.00	JUNE TRANSIT SERVICES
	Total for check: 85491				20,812.00	
AUTOMOTIVE SUPPLY COMPANY	85492	6/19/2025	012202297	731-1022-541.38-04	25.18	PANEL AIR ELEMENT
	Total for check: 85492				25.18	
LOGAN BREISTER	85493	6/19/2025	REFUND	100-0000-201.11-00	100.00	RENTAL CANCELTION RETURN
				100-0000-441.27-00	60.00	RENTAL CANCELTION RETURN
	Total for check: 85493				160.00	

AP Check Register

Check Date: 6/19/2025

Date: 7/2/2025

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
CARRICO AQUATIC RESOURCES INC	85494	6/19/2025	20253964	100-0704-552.30-18	770.00	POOL CHEMICALS
			Total for check: 85494		770.00	
MARIA CASTILLO	85495	6/19/2025	REFUND	100-0000-201.11-00	100.00	RENTAL SECURITY DEPOSIT
			Total for check: 85495		100.00	
CHARTER COMMUNICATIONS	85496	6/19/2025	095528601060125	100-0101-511.22-01	3.42	PHONE BILL MAYOR
				100-0201-512.22-01	2.17	PHONE BILL ATTORNEY
				100-0202-512.22-01	5.48	PHONE BILL PERSONNEL
				100-0203-512.22-01	4.50	PHONE BILL CLERK
				100-0301-523.22-01	4.95	PHONE BILL BUILD INSPECT
				100-0304-562.22-01	8.11	PHONE BILL COM DEV
				100-0401-513.22-01	10.94	PHONE BILL FINANCE
				100-0402-513.22-01	2.23	PHONE BILL ASSESSOR
				100-0502-522.22-01	13.58	PHONE BILL EOC
				100-0601-551.22-01	57.64	PHONE BILL LIBRARY
				100-0702-552.22-01	9.17	PHONE BILL RECREATION
				100-0703-553.22-01	15.40	PHONE BILL PARKS
				100-0704-552.22-01	4.79	PHONE BILL POOL
				100-0801-521.22-01	84.99	PHONE BILL POLICE
				100-0903-531.22-01	16.63	PHONE BILL HEALTH
				100-0920-531.22-01	4.47	PHONE BILL SENIOR
				100-1001-514.22-01	24.52	PHONE BILL CITY HALL
				100-1002-541.22-01	14.28	PHONE BILL ENGINEERING
				100-1008-541.22-01	1.29	PHONE BILL SIGN
				207-0000-123.00-00	9.10	PHONE BILL MARINA
				731-1022-541.22-01	8.80	PHONE BILL GARAGE
				743-0403-513.22-01	5.20	PHONE BILL IT
			Total for check: 85496		311.66	
CINTAS	85497	6/19/2025	4232011018	100-0601-551.30-13	240.78	SUPPLIES
		6/19/2025	4233596762	731-1022-541.20-01	172.10	UNIFORMS & SUPPLIES
		6/19/2025	4233602484	100-0801-521.20-01	50.25	SUPPLIES

AP Check Register

Check Date: 6/19/2025

Date: 7/2/2025

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
CINTAS...	85497...	6/19/2025...	4233602484...	100-0801-521.30-13	284.44	SUPPLIES
			Total for check: 85497		747.57	
CLEAR WATER CAR WASH	85498	6/19/2025	6721	100-0801-521.29-04	210.98	CAR WASH/DETAIL INTERIOR
			Total for check: 85498		210.98	
COMPLETE OFFICE OF WISCONSIN	85499	6/19/2025	932411	100-0304-562.30-10	26.04	OFFICE SUPPLIES
			Total for check: 85499		26.04	
JESSICA CRANE	85500	6/19/2025	BOR MEETING	100-0402-513.10-07	50.00	BOARD OF REVIEW MEETING
			Total for check: 85500		50.00	
KORTNEY DAHM	85501	6/19/2025	REIMBURSEMENT	100-0903-531.33-01	38.99	MILEAGE REIMBURSEMENT
			Total for check: 85501		38.99	
ANDREW DANE	85502	6/19/2025	MILEAGE	100-0304-562.34-01	98.00	MILEAGE REIMBURSEMENT
			Total for check: 85502		98.00	
EZ GLIDE GARAGE DOORS AND OPENERS	85503	6/19/2025	0190555-IN	731-1022-541.24-03	1,489.30	GARAGE DOOR REPAIR
			Total for check: 85503		1,489.30	
FASTSIGNS OF APPLETON	85504	6/19/2025	APP-174416	826-0703-553.82-02	75.00	JPARK SOCIAL SPACE
			Total for check: 85504		75.00	
FOX CITIES GREENWAYS	85505	6/19/2025	100	100-0702-552.29-01	161.00	350 TRAIL MAPS
			Total for check: 85505		161.00	

AP Check Register

Check Date: 6/19/2025

Date: 7/2/2025

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
DEBBIE GALEAZZI	85506	6/19/2025	BOR MEETING	100-0402-513.10-07	50.00	BOARD OF REVIEW MEETING
			Total for check: 85506		50.00	
GARROW OIL CORP	85507	6/19/2025	1253828	100-0000-131.00-00	16,559.13	UNLEAD & DIESEL
			Total for check: 85507		16,559.13	
DEBRA GAST	85508	6/19/2025	REFUND	100-0000-201.14-00	1,460.00	TRIP CANCELATION
			Total for check: 85508		1,460.00	
GILA LLC	85509	6/19/2025	INV0011533	100-0401-513.21-03	15.00	FEB ACH CHARGEBACKS
			Total for check: 85509		15.00	
GRAINGER INC	85510	6/19/2025	9529131063	470-1003-541.82-02	699.37	HAND HOLE ELECTRICAL STR-2024-003
			Total for check: 85510		699.37	
GREAT BIG GRAPHICS LLC	85511	6/19/2025	11447	100-0801-521.29-01	332.00	BUSINESS CARDS
		6/19/2025	11448	100-0405-513.29-01	332.00	BUSINESS CARDS
			Total for check: 85511		664.00	
HORIZON COMMERCIAL POOLS	85512	6/19/2025	INV103250	100-0704-552.24-03	41.32	QUICK SET PUTTY STICK
		6/19/2025	INV98483	100-0703-553.24-03	1,071.69	FOUNTAIN CHEMICALS
			Total for check: 85512		1,113.01	
JOE'S POWER CENTER	85513	6/19/2025	192574	731-1022-541.38-03	82.98	DRIVE TUBE/CABLE
			Total for check: 85513		82.98	
KUSTOM SIGNALS INC	85514	6/19/2025	611976	100-0801-521.24-04	578.25	VEHICLE REPAIR
		6/19/2025	619961	100-0801-521.29-04	1,499.91	VEHICLE MAINT/REPAIR

AP Check Register

Check Date: 6/19/2025

Date: 7/2/2025

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
KUSTOM SIGNALS INC...	85514...	6/19/2025	619962	100-0801-521.29-04	1,314.91	VEHICLE MAINT/REPAIR
			Total for check: 85514		3,393.07	
KWIK TRIP INC	85515	6/19/2025	6318588	100-0801-521.38-01	39.32	FUEL
			Total for check: 85515		39.32	
MACHINE SERVICE INC	85516	6/19/2025	INV100109941	731-1022-541.38-03	1,174.09	PARTS
			Total for check: 85516		1,174.09	
MATTHEWS TIRE & SERVICE CENTER	85517	6/19/2025	97106	731-1022-541.38-02	234.00	TIRE REPAIR
		6/19/2025	97125	731-1022-541.38-02	507.56	TIRES
		6/19/2025	97126	731-1022-541.38-02	174.00	TIRES
			Total for check: 85517		915.56	
MENARDS-APPLETON EAST	85518	6/19/2025	76934	100-1008-541.30-18	136.68	3X5 US FLAGS
		6/19/2025	76944	100-0703-553.30-18	7.84	6X6 GREY TILE
			Total for check: 85518		144.52	
MENASHA JOINT SCHOOL DISTRICT	85519	6/19/2025	MOBILE HOME JUN	100-0000-412.00-00	5,240.99	MOBILE HOME PERMIT FEE JUNE
			Total for check: 85519		5,240.99	
MENASHA UTILITIES	85520	6/19/2025	5155	601-0401-513.25-01	21,804.07	MAY SEWER CHARGES
				625-0401-513.25-01	1,887.48	MAY STORMWATER CHARGES
			Total for check: 85520		23,691.55	
MID-AMERICAN RESEARCH CHEMICAL	85521	6/19/2025	0851046-IN	100-0703-553.30-18	702.00	VAND REMOVAL/INSECTICIDE
			Total for check: 85521		702.00	

AP Check Register

Check Date: 6/19/2025

Date: 7/2/2025

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
MODERN DAIRY	85522	6/19/2025	INV-314996	100-0704-552.30-17	484.68	CONCESSIONS
			Total for check: 85522		484.68	
N&M AUTO SUPPLY	85523	6/19/2025	840580	731-1022-541.38-03	36.36	ADAPTER
		6/19/2025	840676	731-1022-541.38-03	21.82	FILTER
			Total for check: 85523		58.18	
CITY OF NEENAH	85524	6/19/2025	40125	470-0501-522.30-15	62.99	HALF MASKS F-2025-001
					301.32	BOOTS F-2025-001
					968.89	BOOTS F-2025-001
				470-0501-522.80-03	2,453.56	RADIO INSTALL TRUCK F-2025-005
					3,344.43	GRAPHICS/LIGHTS F-2025-005
					1,165.23	COVER/TRUCK F-2025-005
					17,869.68	PICKUP TRUCK F-2025-005
			Total for check: 85524		26,166.10	
NEHER ELECTRIC SUPPLY INC	85525	6/19/2025	372312-01	470-1012-541.80-05	1,491.40	LED LIGHT UPGRADES
			Total for check: 85525		1,491.40	
NORTHEAST ASPHALT INC	85526	6/19/2025	30-00022626	100-1003-541.30-18	331.38	STREET PATCHES ASPHALT
			Total for check: 85526		331.38	
RAY O'HERRON CO INC	85527	6/19/2025	2416851	100-0801-521.30-15	330.00	AMMO
			Total for check: 85527		330.00	
ANDREA OSKEY	85528	6/19/2025	REIMBURSEMENT	743-0403-513.33-01	36.62	MILEAGE REIMBURSEMENT
			Total for check: 85528		36.62	
PACKER CITY INTL TRUCKS INC	85529	6/19/2025	X103153183:01	731-1022-541.30-18	375.00	GLOVE

AP Check Register

Check Date: 6/19/2025

Date: 7/2/2025

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
PACKER CITY INTL TRUCKS INC...	85529...	6/19/2025	X103153528:01	731-1022-541.38-03	15.52	TUBE SEAL
			Total for check: 85529		390.52	
PETERS CONCRETE COMPANY	85530	6/19/2025	2253213	100-1003-541.30-18	1,098.50	CONCRETE APRON/WALK
		6/19/2025	2253274	470-1003-541.82-02	684.00	CONCRETE SONO TUBES STR-2024-003
		6/19/2025	2253401	100-1004-541.30-18	2,112.50	CONCRETE EXCAVATIONS
		6/19/2025	2253500	100-1004-541.30-18	929.50	CONCRETE EXCAVATIONS
		6/19/2025	2253569	470-1009-541.82-02	1,098.50	CONCRETE SIDEWALKS SW-2025-001
			Total for check: 85530		5,923.00	
POSITIVELY PRINCESS LLC	85531	6/19/2025	000003	100-0702-552.20-05	250.00	DIVE IN MOVIE 6/25/25
			Total for check: 85531		250.00	
PRIME MEDIA ACQUISITION CORP	85532	6/19/2025	0259063-IN	100-0801-521.29-01	159.12	THERMAL PAPER
			Total for check: 85532		159.12	
PATRICIA RUDOLPH	85533	6/19/2025	BOR MEETING	100-0402-513.10-07	50.00	BOARD OF REVIEW MEETING
			Total for check: 85533		50.00	
SERVICE MOTOR COMPANY	85534	6/19/2025	P11803	731-1022-541.38-03	19.82	DUST COVER
		6/19/2025	P11834	731-1022-541.38-02	247.34	TIRE
		6/19/2025	P11859	731-1022-541.38-03	20.70	BOLTS
		6/19/2025	P11891	731-1022-541.38-03	165.08	FAN BELT
		6/19/2025	P11942	731-1022-541.38-03	355.77	METER PARTS
			Total for check: 85534		808.71	
COUNTY OF SHEBOYGAN	85535	6/19/2025	138137	100-1003-541.30-18	1,372.48	COLD MIX
			Total for check: 85535		1,372.48	

AP Check Register

Check Date: 6/19/2025

Date: 7/2/2025

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
SMARTCOVER SYSTEMS	85536	6/19/2025	42839	601-1020-543.30-18	1,836.00	RENEWAL 7/1/25 - 6/30/26 LIFT STATIONS
			Total for check: 85536		1,836.00	
THOMAS STOFFEL	85537	6/19/2025	BOR MEETING	100-0402-513.10-07	50.00	BOARD OF REVIEW MEETING
			Total for check: 85537		50.00	
MARGARET STRUVE	85538	6/19/2025	MEALS/LODGING	100-0201-512.34-03	22.00	MEAL REIMBURSEMENT
		6/19/2025	MILEAGE	100-0201-512.34-01	201.60	MILEAGE REIMBURSEMENT
			Total for check: 85538		223.60	
SUPERION LLC	85539	6/19/2025	439179	743-0403-513.24-04	3,448.43	FINANCIAL SOFTWARE JULY
			Total for check: 85539		3,448.43	
SUPERIOR VISION INSURANCE PLAN	85540	6/19/2025	0000899440	100-0000-204.10-00	1,091.86	VISION INSURANCE JULY
			Total for check: 85540		1,091.86	
THEDACARE AT WORK	85541	6/19/2025	370331	100-0202-512.21-05	136.00	DRUG TESTS
		6/19/2025	370458	100-0202-512.21-05	68.00	DRUG TESTS
			Total for check: 85541		204.00	
KARL VOLKMAN	85542	6/19/2025	BOR MEETING	100-0402-513.10-07	50.00	BOARD OF REVIEW MEETING
			Total for check: 85542		50.00	
WE ENERGIES	85543	6/19/2025	5507930153	100-0701-533.22-03	16.76	ELECTRIC SERVICE NORTH STREET
		6/19/2025	5507989621	100-0701-533.22-03	18.64	ELECTRIC SERVICE NORTH STREET
			Total for check: 85543		35.40	
WEYERS EQUIPMENT INC	85544	6/19/2025	01-242884	731-1022-541.38-03	126.96	DECK BELT

AP Check Register

Check Date: 6/19/2025

Date: 7/2/2025

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
WEYERS EQUIPMENT INC...	85544...	6/19/2025	01-243113	100-0703-553.24-03	961.20	LAVA ROCK FIRE PIT
			Total for check: 85544		1,088.16	
TERMINIX WIL-KIL	85545	6/19/2025	78780508	100-0501-522.24-03	87.63	PEST CONTROL MAINTENANCE 430 1ST ST
				100-0801-521.24-03	87.64	PEST CONTROL MAINTENANCE 430 1ST ST
		6/19/2025	78781598	100-1019-552.20-07	124.55	EXTERIOR INSECT TREATMENTRACINE ST BRIDGE 1/2 DC
		6/19/2025	78783964	100-0501-522.24-03	75.00	PEST CONTROL MAINTENANCE 1108 PROVIDE TER
			Total for check: 85545		374.82	
WILZKE'S PUB LLC	85546	6/19/2025	FINAL	625-0000-201.19-00	1,500.00	SITE IMPROV. FINAL 506 MILWAUKEE ST
					(1,500.00)	SITE IMPROV. FINAL 506 MILWAUKEE ST
			Total for check: 85546		0	
WINNEBAGO COUNTY CLERK OF COURTS	85547	6/19/2025	REPORT #25-1765	100-0000-201.03-00	1,000.00	REPORT #25-1765
			Total for check: 85547		1,000.00	
WINNEBAGO COUNTY TREASURER	85548	6/19/2025	134690	100-1016-543.25-01	23,882.58	RES
				100-1017-543.25-01	7,005.96	COM
				266-1027-543.25-01	2,047.72	SS/TIRES
		6/19/2025	30996	204-0308-562.70-01	120.00	STRONG NEIGHBORHOODS RECORDING FEES
			Total for check: 85548		33,056.26	
					164,865.38	

AP Check Register

Check Date: 6/26/2025

Date: 7/2/2025

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description	
AMAZON CAPITAL SERVICES	85549	6/26/2025	1396-TDDD-RNFT	100-0801-521.30-15	149.98	COLEMAN COOLERS	
		6/26/2025	146X-3JHC-TVKN	100-0801-521.30-10	75.39	OFFICE SUPPLIES	
		6/26/2025	16FD-HW3R-D3V3	100-0801-521.30-18	31.98	CAR ORGANIZER	
		6/26/2025	1L1W-YYP6-YRN7	100-0801-521.24-03	277.09	SOUND PROOF WALL PANELS	
		6/26/2025	1TR1-V4HJ-CQWM	100-0903-531.30-18	(46.99)	DESK LIGHT SHADE	
		Total for check: 85549				487.45	
AMERICAN RECYCLING CENTER INC	85550	6/26/2025	2025-1742	100-0925-531.80-05	7,558.80	SHEPARD POUR-N-PLAY	
			Total for check: 85550				7,558.80
AMERICAN RED CROSS	85551	6/26/2025	22853047	100-0704-552.32-01	188.00	LIFEGUARD TRAINING	
			Total for check: 85551				188.00
APPLETON NAIL NURSE LLC	85552	6/26/2025	NAIL APPTS	100-0920-531.20-05	426.00	NAIL APPOINTMENTS - JUN	
			Total for check: 85552				426.00
AUTOMATED COMFORT CONTROLS	85553	6/26/2025	38503	100-0703-553.24-03	185.50	GAS REGULATOR	
			Total for check: 85553				185.50
BADGER LABORATORIES INC	85554	6/26/2025	25-010097	601-1020-543.21-02	1,499.00	SEWER USER MONITORING	INTERTAPE POLYMAR GRO
		6/26/2025	25-010099	601-1020-543.21-02	1,349.00	SEWER USER MONITORING	GUNDERSON CLEANERS
		Total for check: 85554				2,848.00	
CARDINAL CONSTRUCTION	85555	6/26/2025	PAYMENT #5	255-0000-201.04-00	14,912.69	CONTRACT 2024-10	JEFFERSON PARK SHELTER
				470-0703-553.82-02	79,287.69	CONTRACT 2024-10	JEFFERSON PARK SHELTER
			Total for check: 85555				94,200.38
CELLCOM	85556	6/26/2025	827745	100-0101-511.22-01	33.76	CELL PHONE	MAYOR
				100-0201-512.22-01	33.76	CELL PHONE	ATTORNEY
				100-0203-512.22-01	33.76	CELL PHONE	CLERK

AP Check Register

Check Date: 6/26/2025

Date: 7/2/2025

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
CELLCOM...	85556...	6/26/2025...	827745...	100-0301-523.22-01	33.76	CELL PHONE BUILD INSPECTOR
				100-0304-562.22-01	74.02	CELL PHONE COMMUNITY DEVELOPMENT
				100-0401-513.22-01	33.76	CELL PHONE FINANCE
				100-0601-551.22-01	22.96	CELL PHONE BUILDING SERVICES
					209.73	CELL PHONE LIBRARY
				100-0702-552.22-01	176.82	CELL PHONE PARK LOCATIONS
				100-0703-553.22-01	13.50	CELL PHONE BUILDING SERVICES
					180.48	CELL PHONE PARKS
				100-0801-521.22-01	15.53	CELL PHONE BUILDING SERVICES
					33.76	CELL PHONE CODE ENFORCEMENT
					1,625.45	CELL PHONE POLICE
				100-0904-531.22-01	33.76	CELL PHONE ENVIROMENTAL HEALTH
				100-0919-531.22-01	242.82	CELL PHONE HEALTH
				100-1001-514.22-01	15.53	CELL PHONE BUILDING SERVICES
				100-1002-541.22-01	172.76	CELL PHONE ENGINEERING
				100-1008-541.22-01	10.21	CELL PHONE STREET SIGNS
				100-1019-552.22-01	15.87	CELL PHONE BRIDGES
				601-1020-543.22-01	7.33	CELL PHONE SEWER TRUCK
				625-1002-541.22-01	57.59	CELL PHONE ENGINEERING
				731-1022-541.22-01	135.71	CELL PHONE CITY GARAGE
				743-0403-513.22-01	67.52	CELL PHONE IT
				Total for check: 85556		
					3,280.15	
CHIPPEWA VALLEY TECHNICAL COLLEGE	85557	6/26/2025	8158	100-0801-521.34-02	195.00	TRAINING CLASS KELLY GENNRICH
				Total for check: 85557		
					195.00	
CINTAS	85558	6/26/2025	4234274884	731-1022-541.20-01	161.00	UNIFORMS/SUPPLIES
				731-1022-541.30-13	265.37	UNIFORMS/SUPPLIES
				Total for check: 85558		
					426.37	

AP Check Register

Check Date: 6/26/2025

Date: 7/2/2025

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
CLIFTONLARSONALLEN LLP	85559	6/26/2025	L251370020	100-0401-513.21-03	7,618.18	2024 AUDIT SERVICES PROGRESS BILLING
			Total for check: 85559		7,618.18	
CRESCENT ELECTRIC SUPPLY COMPANY	85560	6/26/2025	S513216199.008	470-1003-541.82-02	5,090.96	WATER STREET LIGHTS
		6/26/2025	S513216199.07	470-1003-541.82-02	618.24	WATER STREET LIGHTS
		6/26/2025	S513327333.001	470-1003-541.82-02	1,296.10	ELECTRICAL PARTS WATER STREET
		6/26/2025	S513328754.001	470-1003-541.82-02	1,927.64	WATER ST LIGHTS WIRING
		6/26/2025	S513330421.001	470-1003-541.82-02	2,409.51	WIRE LIGHT POLES WATER STREET LIGHTS
			Total for check: 85560		11,342.45	
DENT DOCTOR	85561	6/26/2025	187378	100-0801-521.29-04	450.00	DENT REPAIR 2019 FORD EDGE
			Total for check: 85561		450.00	
ELAN FINANCIAL SERVICES	85570	6/26/2025	0005	100-0704-552.30-18	115.79	STAFF TRAINING RECREATION
		6/26/2025	0085	100-0203-512.34-02	310.00	REG WI MUN CLERK INSTITU.DEPUTY CLERK
		6/26/2025	0104	100-0801-521.29-04	105.03	VEHICLE REPAIR POLICE
		6/26/2025	0109	100-0601-551.30-16	16.22	SUMMER READING PROGRAM LIBRARY
		6/26/2025	0121	100-0903-531.21-12	35.55	TRANSLATION (DARI) HEALTH DEPT
		6/26/2025	0295	100-0304-562.33-02	(40.24)	CONFERENCE LODGING COMMUNITY DEVELOPMENT
		6/26/2025	0376	100-0601-551.30-14	24.99	ROKUS LIBRARY
		6/26/2025	0458	100-0703-553.30-18	62.00	TESTLE TRAIL BIKE REPAIR PWF
		6/26/2025	0597	100-0704-552.32-01	116.05	STAFF PROGRAM SUPPLIES RECREATION
		6/26/2025	0684	100-0801-521.30-11	10.69	POSTAGE POLICE
		6/26/2025	0761	100-0304-562.33-03	(40.24)	CONFERENCE LODGING COMMUNITY DEVELOPMENT
		6/26/2025	0772	100-0702-552.30-10	21.81	OFFICE SUPPLIES RECREATION
				100-0702-552.30-18	150.78	CAMP CHAMPS SUPPLIES RECREATION
		6/26/2025	0861	100-0903-531.21-12	19.75	TRANSLATION (SWAHILI) HEALTH DEPT
		6/26/2025	0989	100-0703-553.30-18	275.32	GOOSE DETERANT PWF
		6/26/2025	1086	100-0601-551.30-16	45.46	PROGRAMMING SUPPLIES LIBRARY
		6/26/2025	1132	100-0601-551.30-11	8.80	INTERLIBRARY LOAN LIBRARY
		6/26/2025	1232	100-0801-521.34-03	429.78	TRAINING MEALS POLICE
		6/26/2025	1271	100-0601-551.30-16	10.44	MONTHLY SUBSCRIPTION LIBRARY
		6/26/2025	1282	100-0801-521.34-03	9.47	TRAINING MEALS POLICE

AP Check Register

Check Date: 6/26/2025

Date: 7/2/2025

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
ELAN FINANCIAL SERVICES...	85570...	6/26/2025	1287	100-0601-551.30-16	55.00	SUMMER READING PROGRAM
		6/26/2025	1292	100-0301-523.30-12	14.99	LAPTOP ANTIGLARE FINANCE
		6/26/2025	1293	100-0704-552.19-03	(5.19)	POOL STAFF SUIT RECREATION
		6/26/2025	1352	100-0801-521.34-04	12.98	TRAINING SUPPLIES POLICE
		6/26/2025	1477	100-0702-552.30-10	17.55	CELL CASE IT
				100-0903-531.30-18	8.07	CELL CASE IT
				743-0403-513.30-15	12.99	CELL CASE IT
		6/26/2025	1542	826-0702-552.20-05	50.00	JEFF PARK RIBBON CUTTING RECREATION
		6/26/2025	1550	100-0101-511.33-04	44.49	FLIGHT INSURANCE MAYOR
		6/26/2025	1583	100-0801-521.34-03	62.00	TRAINING MEALS POLICE
		6/26/2025	1706	100-0601-551.30-14	26.24	ROKUS LIBRARY
		6/26/2025	1901	100-0801-521.19-03	30.00	UNIFORM ALLOWANCE POLICE
				100-0801-521.30-18	428.95	DEPARTMENT SUPPLIES POLICE
		6/26/2025	2060	100-0703-553.30-18	239.98	WADERS FOR PARKS PWF
		6/26/2025	2205	100-0704-552.30-17	68.52	POOL CONCESSIONS RECREATION
		6/26/2025	2233	100-0804-521.34-02	8.06	CPR CERTIFICATIONS POLICE
		6/26/2025	2249	100-0601-551.30-16	34.05	SUMMER READING PROGRAM LIBRARY
		6/26/2025	2349	100-0601-551.30-10	167.34	BUSINESS CARDS LIBRARY
		6/26/2025	2397	256-0304-562.34-02	300.00	BROWNFIELD REGISTRATION COMMUNITY DEVELOPME
		6/26/2025	2463	100-0601-551.30-16	20.00	SUMMER READING PROGRAM LIBRARY
		6/26/2025	2468	100-0920-531.30-18	8.38	STEPPING STONE SENIOR CENTER
		6/26/2025	2528	100-0601-551.30-13	262.97	VACUUM BATTERY LIBRARY
		6/26/2025	2531	100-0601-551.30-11	4.40	INTERLIBRARY LOAN LIBRARY
		6/26/2025	2566	100-0703-553.30-18	1,995.43	SWING BELTS/CHAINS PWF
		6/26/2025	2575	743-0403-513.30-15	66.49	ADAPTERS IT
		6/26/2025	2628	731-1022-541.24-03	42.98	LIGHT PUBLIC WORKS
		6/26/2025	2718	100-0903-531.21-12	43.45	TRANSLATION (SWAHILI) HEALTH DEPT
		6/26/2025	2784	100-0702-552.30-18	29.00	HOW TO MANUALS RECREATION
		6/26/2025	2792	100-0601-551.30-16	38.65	SUMMER READING PROGRAM LIBRARY
		6/26/2025	2838	100-0801-521.34-03	62.49	TRAINING MEALS POLICE
		6/26/2025	2843	100-0801-521.29-04	139.55	VEHICLE REPAIR POLICE
		6/26/2025	2880	100-0601-551.30-14	10.54	ROKUS LIBRARY
		6/26/2025	3074	470-1003-541.82-02	44.99	FUSE WATER ST FINANCE
		6/26/2025	3151	100-0601-551.30-11	73.00	POSTAGE AND STAMPS LIBRARY
		6/26/2025	3242	100-0601-551.30-16	51.74	SUMMER READING PROGRAM LIBRARY

AP Check Register

Check Date: 6/26/2025

Date: 7/2/2025

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
ELAN FINANCIAL SERVICES...	85570...	6/26/2025	3349	100-0903-531.21-12	19.75	TRANSLATION (DARI) HEALTH DEPT
		6/26/2025	3392	100-0702-552.30-18	1,139.74	SAMS SNACKS RECREATION
				100-0704-552.30-17	1,168.96	SAMS SNACKS POOL
		6/26/2025	3462	100-0601-551.32-01	39.00	DONOR SOFTWARE LIBRARY
		6/26/2025	3720	824-0807-521.21-06	15.83	NAIL TRIM KODA POLICE
		6/26/2025	3774	100-0801-521.32-01	75.00	DUES/MEMBERSHIP POLICE
		6/26/2025	3819	100-0702-552.30-18	12.50	DAY CAMP SUPPLIES RECREATION
		6/26/2025	3894	100-0601-551.30-19	275.99	DISPLAY CASE LIBRARY
		6/26/2025	4068	100-0601-551.30-14	28.47	ROKUS LIBRARY
		6/26/2025	4110	100-0920-531.30-18	27.69	DOOR CRAFT SENIOR CENTER
		6/26/2025	4133	100-0704-552.19-03	25.40	STAFF SUITS RECREATION
		6/26/2025	4187	100-0801-521.80-05	105.00	WELLNESS PROGRAM POLICE
		6/26/2025	4229	100-0801-521.34-04	56.32	TRAINING SUPPLIES POLICE
		6/26/2025	4259	100-0903-531.21-12	55.30	TRANSLATION (SWAHILI) HEALTH DEPT
		6/26/2025	4289	100-0903-531.24-04	190.00	ANN AUDIOMETER CALIB. HEALTH DEPT
		6/26/2025	4719	100-0704-552.24-03	251.99	POOL LIFT CONTROL POOL
		6/26/2025	5043	100-0601-551.30-14	132.00	HOTSPOTS LIBRARY
		6/26/2025	5205	100-0601-551.30-19	172.78	SHELVING LIBRARY
		6/26/2025	5262	100-0704-552.24-03	39.77	WATER FILTER SYSTEM POOL
		6/26/2025	5291	100-0301-523.32-01	285.00	MEMBERSHIPS COMMUNITY DEVELOPMENT
		6/26/2025	5351	100-0304-562.33-03	338.24	CONFERENCE LODGING COMMUNITY DEVELOPMENT
		6/26/2025	5367	100-0801-521.30-11	10.90	POSTAGE POLICE
		6/26/2025	5655	100-0801-521.30-15	39.46	TOOLS AND EQUIPMENT POLICE
		6/26/2025	5702	470-1003-541.82-02	125.28	FUSE HOLDER WATER STREET
		6/26/2025	5718	100-0601-551.30-16	15.00	SUMMER READING PROGRAM
		6/26/2025	5724	100-0702-552.30-18	116.00	CARNIVAL PRIZES RECREATION
				826-0702-552.30-18	80.24	REC SNACKS RECREATION
		6/26/2025	5726	100-0601-551.30-16	50.00	SUMMER READING PROGRAM
		6/26/2025	5793	100-0601-551.30-16	22.05	MONTHLY SUBSCRIPTION LIBRARY
		6/26/2025	5828	100-0601-551.30-16	40.00	SUMMER READING PROGRAM LIBRARY
		6/26/2025	5874	100-0702-552.30-18	48.75	TINY TOTS GRADUATION RECREATION
		6/26/2025	6026	100-0801-521.34-03	154.70	TRAINING MEALS POLICE
		6/26/2025	6341	100-1001-514.30-13	133.83	CLEANING WIPES CITY HALL
		6/26/2025	6362	100-0702-552.30-18	94.00	STAFF APPRECIATION RECREATION
		6/26/2025	6387	100-0903-531.21-12	35.55	TRANSLATION (SWAHILI) HEALTH DEPT

AP Check Register

Check Date: 6/26/2025

Date: 7/2/2025

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
ELAN FINANCIAL SERVICES...	85570...	6/26/2025	6467	100-0301-523.29-07	440.00	TECHNOLOGY COMMUNITY DEVELOPMENT
		6/26/2025	6695	743-0403-513.30-15	51.57	ADAPTER/CABLES IT
		6/26/2025	6707	743-0403-513.30-15	25.59	PHONE CHARGERS IT
		6/26/2025	6731	100-0801-521.30-15	662.72	TOOLS AND EQUIPMENT POLICE
		6/26/2025	7018	731-1022-541.30-15	146.99	CRANK SHAFT/REMOVER MAINTENANCE
		6/26/2025	7025	100-0601-551.30-14	31.50	CLOUD SUBSCRIPTION LIBRARY
		6/26/2025	7034	100-0601-551.30-16	29.99	ADOBE STOCCK SUBSCRIPTIONLIBRARY
		6/26/2025	7060	100-0601-551.30-14	28.47	ROKUS LIBRARY
		6/26/2025	7224	100-0101-511.33-04	545.24	FLIGHT MAYORS INNOVATION MAYOR
		6/26/2025	7293	743-0403-513.24-04	119.99	SUBSCRIPTION CANVA POLICE
		6/26/2025	7325	100-0601-551.30-16	62.40	SUMMER READING PROGRAM LIBRARY
		6/26/2025	7421	100-0601-551.30-16	39.96	FACEBOOK ADS LIBRARY
		6/26/2025	7465	100-0301-523.32-01	40.00	LICENSES COMMUNITY DEVELOPMENT
		6/26/2025	7478	100-0601-551.30-14	11.59	ROKUS LIBRARY
		6/26/2025	7559	207-0707-552.24-03	22.97	DESK CLEATS MARINA
		6/26/2025	7585	825-0101-511.30-16	(25.98)	WEBSITE RENEWAL CREDIT FINANCE
		6/26/2025	7640	100-0601-551.30-14	14.99	SOFTWARE SUBSCRIPTION LIBRARY
		6/26/2025	7697	470-1003-541.82-02	44.99	FUSE WATER ST LIGHTS FINANCE
		6/26/2025	7777	100-0401-513.32-01	60.00	MTAW DUES SASSMAN FINANCE
		6/26/2025	7824	100-0601-551.30-16	70.00	SUMMER READING PROGRAM LIBRARY
		6/26/2025	7916	100-0702-552.30-18	38.94	CARNIVAL CONCESSIONS RECREATION
		6/26/2025	7917	100-0703-553.24-03	822.00	PARTS AED
		6/26/2025	7967	100-0909-531.30-18	224.93	DENTAL PRIZES DENTAL
		6/26/2025	7971	100-0704-552.30-10	35.75	SWIM LESSON & OFFICE RECREATION
		6/26/2025	8010	100-0920-531.30-18	89.33	ENTERTAINER LUNCH SENIOR CENTER
		6/26/2025	8126	100-0601-551.30-16	10.00	SUMMER READING PROGRAM LIBRARY
		6/26/2025	8222	100-0704-552.30-10	228.06	FREEZER & CONCESSIONS RECREATION
		6/26/2025	8282	100-0702-552.30-18	95.00	CARNIVAL CONCESSIONS RECREATION
		6/26/2025	8762	100-0601-551.30-16	377.80	SW SUPPLIES LIBRARY
		6/26/2025	8764	100-0401-513.32-01	60.00	MTAW DUES PEARSON FINANCE
		6/26/2025	8999	100-0301-523.32-01	0.90	LICENSES COMMUNITY DEVELOPMENT
		6/26/2025	9032	100-0601-551.30-14	20.99	MONTHLY SUBSCRIPTION LIBRARY
		6/26/2025	9092	100-0601-551.30-14	31.65	CREATIVE CLOUD SUBSCRIPT.LIBRARY
		6/26/2025	9178	100-0601-551.30-11	4.40	INTERLIBRARY LOAN LIBRARY
		6/26/2025	9205	100-0801-521.34-02	278.00	TRAINING REGISTRATIONS POLICE

AP Check Register

Check Date: 6/26/2025

Date: 7/2/2025

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
ELAN FINANCIAL SERVICES...	85570...	6/26/2025	9262	100-0703-553.24-03	(12.01)	AED MERCH RETURN
		6/26/2025	9344	100-0702-552.30-18	232.00	LIFEGUARD CLASS RECREATION
		6/26/2025	9616	100-0201-512.34-02	225.53	MUNICIPALATTY INSTITUTE ATTORNEY
		6/26/2025	9710	100-0704-552.19-03	108.69	STAFF SUITS RECREATION
		6/26/2025	9744	100-0601-551.30-16	50.00	SUMMER READING PROGRAM LIBRARY
		6/26/2025	9887	100-0601-551.30-14	55.00	POST CRESCENT LIBRARY
	Total for check: 85570				16,977.96	
CRAIG FENSKE	85571	6/26/2025	REFUND	100-0000-201.10-00	100.00	STREET OCCUPANCY REFUND
	Total for check: 85571				100.00	
FERGUSON WATERWORKS #1476	85572	6/26/2025	0447875	601-1020-543.30-18	7,730.85	MAN HOLES CASTINGS RACINE ST
		6/26/2025	0449265	601-1020-543.30-18	2,596.03	MAN HOLE CASTINGS
				625-1010-541.30-18	2,596.04	MAN HOLE CASTINGS
	Total for check: 85572				12,922.92	
KELLY GENNRICH	85573	6/26/2025	FUEL	100-0801-521.38-01	44.97	FUEL REIMBURSEMENT
		6/26/2025	MEALS	100-0801-521.34-03	67.54	MEALS REIMBURSEMENT
	Total for check: 85573				112.51	
ITADLOGIC	85574	6/26/2025	8667	743-0403-513.30-12	121.40	LCD/HARD DRIVE DISPOSAL
	Total for check: 85574				121.40	
JX ENTERPRISES INC	85575	6/26/2025	24130506P	731-1022-541.38-03	59.54	PUMP
		6/26/2025	24130509P	731-1022-541.38-03	63.33	MOLDED HOSE
		6/26/2025	24130564P	731-1022-541.38-03	27.28	LED LIGHT
	Total for check: 85575				150.15	

AP Check Register

Check Date: 6/26/2025

Date: 7/2/2025

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
KIEFER AQUATICS	85576	6/26/2025	INV001524956	100-0704-552.30-10	157.50	TRAINING FINS
			Total for check: 85576		157.50	
KL ENGINEERING INC	85577	6/26/2025	20250709	470-1003-541.82-02	7,402.00	ST SIGNAL RECONSTRUCTION STR-2025-006
			Total for check: 85577		7,402.00	
KLINK HYDRAULICS LLC	85578	6/26/2025	46519	731-1022-541.38-03	186.08	HYDRAULIC FITTINGS
		6/26/2025	46583	100-0703-553.24-03	16.20	HOSE
		6/26/2025	46584	731-1022-541.38-03	7.35	FITTING
			Total for check: 85578		209.63	
LAPPEN SECURITY PRODUCTS INC	85579	6/26/2025	LSPQ52575	100-0703-553.24-03	175.80	PARK DOOR PARTS
			Total for check: 85579		175.80	
LEVENHAGEN OIL CORPORATION	85580	6/26/2025	105950	207-0707-552.38-01	2,431.91	GASOLINE MENASHA MARINA
			Total for check: 85580		2,431.91	
MATTHEWS TIRE & SERVICE CENTER	85581	6/26/2025	97232	731-1022-541.38-02	536.78	TIRES
		6/26/2025	97233	731-1022-541.38-04	630.60	TIRES
			Total for check: 85581		1,167.38	
MENARDS-APPLETON EAST	85582	6/26/2025	77389	100-0703-553.30-15	391.47	PARK TOOLS
			Total for check: 85582		391.47	
MENASHA UTILITIES	85583	6/26/2025	MENASHA UTILITY	100-0305-562.22-05	50.04	04/29/25-5/29/25 WAT/SEW
				100-0305-562.22-06	16.72	04/29/25-5/29/25 STORM
				100-0601-551.22-07	63.23	04/29/25-5/29/25 LIBRARY
				100-0703-553.22-05	586.84	04/29/25-5/29/25 WAT/SEW
				100-0703-553.22-06	126.46	04/29/25-5/29/25 STORM
				100-0704-552.22-07	446.36	04/29/25-5/29/25 POOL

AP Check Register

Check Date: 6/26/2025

Date: 7/2/2025

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
MENASHA UTILITIES...	85583...	6/26/2025...	MENASHA UTILITY...	100-1012-541.22-03	70.91	04/29/25-5/29/25 ELEC
				100-1013-541.22-03	10.82	04/29/25-5/29/25 ELEC
				100-1013-541.22-05	46.09	04/29/25-5/29/25 WAT/SEW
				100-1013-541.22-06	246.63	04/29/25-5/29/25 STORM
				100-1014-543.22-05	16.68	04/29/25-5/29/25 WAT/SEW
				100-1014-543.22-06	80.47	04/29/25-5/29/25 STORM
				100-1019-552.22-05	50.88	04/29/25-5/29/25 WAT/SEW
				100-1019-552.22-07	196.21	04/29/25-5/29/25 FIBER
				207-0707-552.22-07	57.44	04/29/25-5/29/25 MARINA
				487-0305-562.22-06	14.63	04/29/25-5/29/25 STORM
				501-0304-562.22-06	239.31	04/29/25-5/29/25 STORM
				731-1022-541.22-07	595.45	04/29/25-5/29/25 GARAGE
				743-0403-513.21-04	165.69	04/29/25-5/29/25 IT
				743-0403-513.22-07	501.64	04/29/25-5/29/25 IT
				Total for check: 85583		
				3,582.50		
MODERN DAIRY	85584	6/26/2025	INV-315200	100-0704-552.30-17	600.78	CONCESSIONS
				Total for check: 85584		
				600.78		
MORTON SAFETY	85585	6/26/2025	234147	100-0901-515.30-18	64.44	GLOVES 1/2 CVMIC
				731-1022-541.30-18	107.25	COVERALL
				Total for check: 85585		
				171.69		
MWP RECREATION	85586	6/26/2025	2025179	100-0925-531.30-18	12,797.52	THRIVE 450 INSTALLATION
				Total for check: 85586		
				12,797.52		
N&M AUTO SUPPLY	85587	6/26/2025	841036	731-1022-541.38-03	38.00	FILTER
		6/26/2025	841094	731-1022-541.38-03	75.08	BELTS/LIGHTS
		6/26/2025	841096	731-1022-541.38-03	15.28	OIL

AP Check Register

Check Date: 6/26/2025

Date: 7/2/2025

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
N&M AUTO SUPPLY...	85587...	6/26/2025	841175	731-1022-541.30-18	15.40	ARMORALL PROTECTANT
			Total for check: 85587		143.76	
CITY OF NEENAH	85588	6/26/2025	FIRE/RESCUE	100-0501-522.25-01	339,585.00	FIRE/RESCUE SERVICES JULY
			Total for check: 85588		339,585.00	
NORTHEAST ASPHALT INC	85589	6/26/2025	30-00023199	100-1003-541.30-18	1,693.54	ASPHALT
				100-1004-541.30-18	1,417.53	ASPHALT
			Total for check: 85589		3,111.07	
WILLIAM PAVELETSKE	85590	6/26/2025	FINAL	625-0000-201.19-00	1,500.00	SITE IMPROV. FINAL 506 MILWAUKEE ST
			Total for check: 85590		1,500.00	
PEST BADGER	85591	6/26/2025	395505	100-0703-553.20-06	34.20	FERTILIZATION APPLICATIONMILL STREET
		6/26/2025	395537	100-0703-553.20-06	46.38	FERTILIZATION APPLICATIONCURTIS REED SQUARE
			Total for check: 85591		80.58	
PLAYPOWER LT FARMINGTON	85592	6/26/2025	1400295234	100-0703-553.30-18	310.08	EQUIPMENT PARTS JEFFERSON PLAYGROUND
			Total for check: 85592		310.08	
REINDERS INC	85593	6/26/2025	2734841-00	470-1003-541.82-02	1,242.00	WATER STREET EDGING
			Total for check: 85593		1,242.00	
RUEKERT & MIELKE INC	85594	6/26/2025	157654	601-1020-543.21-02	475.00	MAY SEWER BILLING
			Total for check: 85594		475.00	
DIANE SCHABACH	85595	6/26/2025	761742	207-0707-552.21-06	14,000.00	CONTRACT
			Total for check: 85595		14,000.00	

AP Check Register

Check Date: 6/26/2025

Date: 7/2/2025

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
SERVICE MOTOR COMPANY	85596	6/26/2025	P12245	731-1022-541.38-03	91.38	SPRING ASSEMBLY
			Total for check: 85596		91.38	
MADISON SPRINGHETTI	85597	6/26/2025	REIMBURSEMENT	100-0704-552.30-10	26.40	GOODWILL REIMBURSEMENT EXTRA SUITS/TOWELS
			Total for check: 85597		26.40	
STERICYCLE INC	85598	6/26/2025	8011118494	100-0801-521.21-05	15.66	SUBSCRIPTION FEE
			Total for check: 85598		15.66	
TAPCO	85599	6/26/2025	I796371	100-1008-541.30-18	209.34	POLE BASE
			Total for check: 85599		209.34	
THEDACARE AT WORK	85600	6/26/2025	370495	100-0202-512.21-05	68.00	DRUG TESTS
				100-0901-515.21-05	64.00	DRUG TESTS
		6/26/2025	370568	100-0202-512.21-05	136.00	DRUG TESTS
			Total for check: 85600		268.00	
TRUCK EQUIPMENT INC	85601	6/26/2025	1153135-00	731-1022-541.38-04	41.80	SCOTSEAL PLUS
		6/26/2025	1153195-00	731-1022-541.38-03	375.68	TARP SUPPLIES
			Total for check: 85601		417.48	
GUADALUPE VERA	85602	6/26/2025	REFUND	100-0000-201.10-00	100.00	STREET OCCUPANCY REFUND
			Total for check: 85602		100.00	
WE ENERGIES	85603	6/26/2025	5519197935	100-0703-553.22-04	15.93	GAS SERVICE 2170 PLANK RD
			Total for check: 85603		15.93	

AP Check Register

Check Date: 6/26/2025

Date: 7/2/2025

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description	
WESTWOOD PROFESSIONAL SVCS INC	85604	6/26/2025	1250600615	470-1003-541.82-02	333.82	RACINE ST &3RD ST BIKE LNSTR-2025-005	
			Total for check: 85604		333.82		
TERMINIX WIL-KIL	85605	6/26/2025	78780842	100-0601-551.24-03	43.87	PEST CONTROL MAINTENANCE 440 1ST ST	
		6/26/2025	78781440	100-0703-553.20-07	61.85	PEST CONTROL MAINTENANCE 640 KEYES ST	
		6/26/2025	78781525	100-1019-552.20-07	37.45	PEST CONTROL MAINTENANCE TENDER HOUSE	
			Total for check: 85605		143.17		
WISCONSIN DEPT OF TRANSPORTATION	85606	6/26/2025	395-0000397744	470-0703-553.80-05	26.24	FEASIBILITY STUDY	CITY OF MENASHA
			Total for check: 85606		26.24		
WISCONSIN SUPPORT COLLECTIONS	85607	6/26/2025	20250626	100-0000-202.03-00	823.91	PAYROLL SUMMARY	
			Total for check: 85607		823.91		
ZEP SALES & SERVICE	85608	6/26/2025	9011368891	731-1022-541.30-18	413.77	LUBRICANTS	
			Total for check: 85608		413.77		
					552,011.99		

AP Check Register

Check Date: 6/27/2025

Date: 7/2/2025

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
KEVIN AABEL	85609	6/27/2025	REFUND	100-0601-551.30-14	29.99	VIDEO GAME REFUND
Total for check: 85609					<u>29.99</u>	
AMAZON CAPITAL SERVICES	85613	6/27/2025	113D-XGNF-MV1Q	100-0601-551.30-16	471.38	LIBRARY PROMOTIONAL
		6/27/2025	116M-DW1T-KKCW	100-0601-551.30-14	47.99	LIBRARY MATERIALS
		6/27/2025	11VV-R9LJ-YNMF	100-0601-551.30-16	901.20	LIBRARY PROMOTIONAL
		6/27/2025	139X-6JKY-CM3R	100-0601-551.30-16	489.52	LIBRARY PROMOTIONAL
		6/27/2025	13KT-9VY1-6XWY	100-0601-551.30-12	99.96	COMPUTER SUPPLIES
		6/27/2025	13LT-PQ3K-KT6D	100-0601-551.30-16	81.08	LIBRARY PROMOTIONAL
		6/27/2025	1413-9YXV-3VX1	100-0601-551.30-14	21.00	LIBRARY MATERIALS
		6/27/2025	14TV-HQGC-LVJ3	100-0601-551.30-16	237.93	LIBRARY PROMOTIONAL
		6/27/2025	166C-D1GQ-G1YN	100-0601-551.30-14	16.99	LIBRARY MATERIALS
		6/27/2025	16DL-MV1Y-6TR7	100-0601-551.30-14	126.19	LIBRARY MATERIALS
		6/27/2025	16KM-MPJ1-KYQ1	100-0601-551.30-14	24.99	LIBRARY MATERIALS
		6/27/2025	16PQ-HDJD-77FD	100-0601-551.30-14	79.87	LIBRARY MATERIALS
		6/27/2025	176F-NXKN-91TF	100-0601-551.30-12	109.99	COMPUTER SUPPLIES
		6/27/2025	17RQ-1LGX-MV64	100-0601-551.30-16	772.35	LIBRARY PROMOTIONAL
		6/27/2025	197H-FKFN-JRX3	100-0601-551.30-16	115.75	LIBRARY PROMOTIONAL
		6/27/2025	199Y-XCNX-3M74	100-0601-551.30-16	323.63	LIBRARY PROMOTIONAL
		6/27/2025	19LP-HFJ7-XFJN	100-0601-551.30-16	135.95	LIBRARY PROMOTIONAL
		6/27/2025	19TQ-9NYR-JQ6V	100-0601-551.30-14	59.88	LIBRARY MATERIALS
		6/27/2025	1C39-7YWR-QCPL	100-0601-551.30-14	12.99	LIBRARY MATERIALS
		6/27/2025	1C7X-KJNQ-LMGL	100-0601-551.30-14	19.34	LIBRARY MATERIALS
		6/27/2025	1CQQ-JWF3-6PK6	100-0601-551.30-19	63.99	OFFICE SUPPLIES
		6/27/2025	1DF4-KN1V-3H9L	100-0601-551.30-16	(17.23)	LIBRARY PROMOTIONAL
		6/27/2025	1FGR-Y1FM-3KHL	100-0601-551.30-16	439.50	LIBRARY PROMOTIONAL
		6/27/2025	1GTL-V4DD-4P3W	100-0601-551.30-16	29.88	LIBRARY PROMOTIONAL
		6/27/2025	1H6G-Y7K1-CDDH	100-0601-551.30-16	26.52	LIBRARY PROMOTIONAL
		6/27/2025	1HPW-YYY6-3PTY	100-0601-551.30-12	159.99	COMPUTER SUPPLIES
		6/27/2025	1HVL-CDD4-Q99T	100-0601-551.30-14	129.00	LIBRARY MATERIALS
		6/27/2025	1HXL-NYMJ-CR4V	100-0601-551.30-14	(59.88)	LIBRARY MATERIALS
		6/27/2025	1KYM-TWCX-XRCX	100-0601-551.30-16	28.98	LIBRARY PROMOTIONAL
		6/27/2025	1LWQ-X147-6R6K	100-0601-551.30-16	135.31	LIBRARY PROMOTIONAL
		6/27/2025	1MCG-TPJ4-MCMM	100-0601-551.30-16	224.85	LIBRARY PROMOTIONAL

AP Check Register

Check Date: 6/27/2025

Date: 7/2/2025

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
AMAZON CAPITAL SERVICES...	85613...	6/27/2025	1MRJ-GYHQ-3QM7	100-0601-551.30-16	20.99	LIBRARY PROMOTIONAL
		6/27/2025	1MWQ-G7MD-LQGX	100-0601-551.30-10	7.99	LIBRARY SUPPLIES
		6/27/2025	1MWQ-G7MD-LV4G	100-0601-551.30-16	29.89	LIBRARY PROMOTIONAL
		6/27/2025	1NV4-C3DR-G7YV	100-0601-551.30-18	20.29	DEPT SUPPLIES
		6/27/2025	1NYW-VDRL-6CX4	100-0601-551.30-16	209.02	LIBRARY PROMOTIONAL
		6/27/2025	1P3M-JXML-33W7	100-0601-551.30-14	24.00	LIBRARY MATERIALS
		6/27/2025	1PRT-76Q1-HGTC	100-0601-551.30-16	87.98	LIBRARY PROMOTIONAL
		6/27/2025	1Q4Y-JVG7-JJ33	100-0601-551.30-10	12.39	LIBRARY SUPPLIES
		6/27/2025	1QC1-C46V-XDRH	100-0601-551.30-16	416.11	LIBRARY PROMOTIONAL
		6/27/2025	1QCT-RPFM-J1WV	100-0601-551.30-16	(6.68)	LIBRARY PROMOTIONAL
		6/27/2025	1RXV-JVPQ-7VMF	100-0601-551.30-16	15.98	LIBRARY PROMOTIONAL
		6/27/2025	1T3C-6YLH-Y9NP	100-0601-551.30-16	121.75	LIBRARY PROMOTIONAL
		6/27/2025	1TFQ-N7W3-4L9H	100-0601-551.30-10	17.95	LIBRARY SUPPLIES
		6/27/2025	1TXF-WC17-LRG7	100-0601-551.30-14	59.88	LIBRARY MATERIALS
		6/27/2025	1VP4-L1GC-9LPC	100-0601-551.30-16	63.24	LIBRARY PROMOTIONAL
		6/27/2025	1VVJ-TCDC-4K4J	100-0601-551.30-16	15.95	LIBRARY PROMOTIONAL
		6/27/2025	1W7N-XHN3-T9QC	100-0601-551.30-16	378.92	LIBRARY PROMOTIONAL
		6/27/2025	1WXV-FK3Q-D9C7	100-0601-551.30-10	42.31	LIBRARY SUPPLIES
		6/27/2025	1X6C-D699-JTXP	100-0601-551.30-18	1,307.31	DEPT SUPPLIES
		6/27/2025	1X9F-YQHV-7HNY	100-0601-551.30-10	640.75	LIBRARY SUPPLIES
		6/27/2025	1XMT-7NL6-NCRT	100-0601-551.30-18	297.72	DEPT SUPPLIES
		6/27/2025	1YJP-1V14-M1N3	100-0601-551.30-14	31.36	LIBRARY MATERIALS
		6/27/2025	1YL3-N1WK-7NTQ	100-0601-551.30-16	20.49	LIBRARY PROMOTIONAL
		6/27/2025	1YLJ-311R-1K4Y	100-0601-551.30-12	210.58	COMPUTER SUPPLIES
		6/27/2025	1YV1-K97P-6T6T	100-0601-551.30-18	197.80	DEPT SUPPLIES
		Total for check: 85613			9,552.86	
ARROW AUDIO INC	85614	6/27/2025	26302	100-0601-551.30-12	624.15	COMPUTER SUPPLIES
			Total for check: 85614		624.15	
BAKER & TAYLOR INC	85616	6/27/2025	2039062932	100-0601-551.30-14	19.18	LIBRARY MATERIALS
		6/27/2025	2039063546	100-0601-551.30-14	398.60	LIBRARY MATERIALS
		6/27/2025	2039088163	100-0601-551.30-14	119.43	LIBRARY MATERIALS

AP Check Register
Check Date: 6/27/2025

Date: 7/2/2025

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description				
BAKER & TAYLOR INC...	85616...	6/27/2025	2039089301	100-0601-551.30-14	440.62	LIBRARY MATERIALS				
		6/27/2025	2039106513	100-0601-551.30-14	338.40	LIBRARY MATERIALS				
		6/27/2025	2039107881	100-0601-551.30-14	150.06	LIBRARY MATERIALS				
		6/27/2025	H72384120	100-0601-551.30-14	64.70	LIBRARY MATERIALS				
		6/27/2025	H72392720	100-0601-551.30-14	50.30	LIBRARY MATERIALS				
		6/27/2025	H72401510	100-0601-551.30-14	21.58	LIBRARY MATERIALS				
		6/27/2025	H72433970	100-0601-551.30-14	215.16	LIBRARY MATERIALS				
		6/27/2025	H72497060	100-0601-551.30-14	56.85	LIBRARY MATERIALS				
		6/27/2025	H72503380	100-0601-551.30-14	116.58	LIBRARY MATERIALS				
		6/27/2025	H72534760	100-0601-551.30-14	283.56	LIBRARY MATERIALS				
		6/27/2025	H72534761	100-0601-551.30-14	84.91	LIBRARY MATERIALS				
		6/27/2025	H72546590	100-0601-551.30-14	35.98	LIBRARY MATERIALS				
		Total for check: 85616				2,395.91				
BETH BLUM	85617	6/27/2025	CONTRACT	100-0601-551.20-05	150.00	CONTRACT				
							Total for check: 85617			
							150.00			
BRIGHT SIGHT WINDOW CLEANING LLC	85618	6/27/2025	13027060325	100-0601-551.24-03	395.00	WINDOW CLEANING				
							Total for check: 85618			
							395.00			
CENGAGE LEARNING INC/GALE	85619	6/27/2025	999100392509	100-0601-551.30-14	417.41	LIBRARY MATERIALS				
		6/27/2025	999100399429	100-0601-551.30-14	24.59	LIBRARY MATERIALS				
		6/27/2025	999100403703	100-0601-551.30-14	63.18	LIBRARY MATERIALS				
		6/27/2025	999100403704	100-0601-551.30-14	24.59	LIBRARY MATERIALS				
		6/27/2025	99910040702	100-0601-551.30-14	49.48	LIBRARY MATERIALS				
		6/27/2025	999100481010	100-0601-551.30-14	49.48	LIBRARY MATERIALS				
		Total for check: 85619				628.73				
CONQUER BOOKS	85620	6/27/2025	CONTRACT	100-0601-551.20-05	170.00	CONTRACT				
							Total for check: 85620			
							170.00			

AP Check Register

Check Date: 6/27/2025

Date: 7/2/2025

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
CRIMSON MULTIMEDIA	85621	6/27/2025	021712	100-0601-551.30-14	70.00	LIBRARY MATERIALS
			Total for check: 85621		70.00	
CYPRESS INFORMATION SERVICES LLC	85622	6/27/2025	3263	100-0601-551.30-14	255.00	LIBRARY MATERIALS
			Total for check: 85622		255.00	
DEMCO	85623	6/27/2025	7648786	100-0601-551.30-18	333.51	DEPT SUPPLIES
			Total for check: 85623		333.51	
EBSCO INDUSTRIES INC	85624	6/27/2025	1761318	100-0601-551.30-14	192.90	LIBRARY MATERIALS
		6/27/2025	2503704	100-0601-551.30-14	(23.50)	LIBRARY MATERIALS
			Total for check: 85624		169.40	
GENERAL BOOK COVERS	85625	6/27/2025	25177	100-0601-551.30-18	230.00	DEPT SUPPLIES
			Total for check: 85625		230.00	
BILL GILLARD	85626	6/27/2025	100	100-0601-551.30-14	35.00	LIBRARY MATERIALS
			Total for check: 85626		35.00	
GNOME GAMES WAREHOUSE	85627	6/27/2025	01020000000129	100-0601-551.30-14	341.48	LIBRARY MATERIALS
		6/27/2025	191110	100-0601-551.30-16	90.03	LIBRARY PROMOTIONAL
			Total for check: 85627		431.51	
INGRAM LIBRARY SERVICES	85629	6/27/2025	87948356	100-0601-551.30-14	29.26	LIBRARY MATERIALS
		6/27/2025	87991477	100-0601-551.30-14	196.82	LIBRARY MATERIALS
		6/27/2025	88018548	100-0601-551.30-14	4,097.97	LIBRARY MATERIALS
		6/27/2025	88040404	100-0601-551.30-14	549.11	LIBRARY MATERIALS
		6/27/2025	88049212	100-0601-551.30-14	961.62	LIBRARY MATERIALS
		6/27/2025	88062258	100-0601-551.30-14	183.43	LIBRARY MATERIALS
		6/27/2025	88073204	100-0601-551.30-14	100.03	LIBRARY MATERIALS

AP Check Register
Check Date: 6/27/2025

Date: 7/2/2025

<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...	85629...	6/27/2025	8807360	100-0601-551.30-14	170.88	LIBRARY MATERIALS
		6/27/2025	88088676	100-0601-551.30-14	128.07	LIBRARY MATERIALS
		6/27/2025	88116376	100-0601-551.30-14	50.91	LIBRARY MATERIALS
		6/27/2025	8814159	100-0601-551.30-14	599.97	LIBRARY MATERIALS
		6/27/2025	88162372	100-0601-551.30-14	214.28	LIBRARY MATERIALS
		6/27/2025	88184970	100-0601-551.30-14	60.34	LIBRARY MATERIALS
		6/27/2025	88184971	100-0601-551.30-14	111.09	LIBRARY MATERIALS
		6/27/2025	88184972	100-0601-551.30-14	97.00	LIBRARY MATERIALS
		6/27/2025	88219315	100-0601-551.30-14	497.72	LIBRARY MATERIALS
		6/27/2025	88238009	100-0601-551.30-14	594.53	LIBRARY MATERIALS
		6/27/2025	88238010	100-0601-551.30-14	2,203.84	LIBRARY MATERIALS
		6/27/2025	88264563	100-0601-551.30-14	150.06	LIBRARY MATERIALS
		6/27/2025	88286398	100-0601-551.30-14	102.78	LIBRARY MATERIALS
		6/27/2025	88322043	100-0601-551.30-14	165.40	LIBRARY MATERIALS
		6/27/2025	88392725	100-0601-551.30-14	318.95	LIBRARY MATERIALS
		6/27/2025	88392726	100-0601-551.30-14	69.27	LIBRARY MATERIALS
		6/27/2025	88415119	100-0601-551.30-14	809.16	LIBRARY MATERIALS
	Total for check: 85629				12,462.49	
KAEI KING	85630	6/27/2025	CONTRACT	100-0601-551.20-05	50.00	CONTRACT
	Total for check: 85630				50.00	
KITZ & PFEIL INC	85631	6/27/2025	553860/3	100-0601-551.30-15	4.30	SUPPLIES
	Total for check: 85631				4.30	
LOCALHOP	85632	6/27/2025	1662	100-0601-551.29-02	2,484.00	OTHER SERVICES
	Total for check: 85632				2,484.00	
MEESCAN INC	85633	6/27/2025	INV-R 2501380	100-0601-551.30-14	2,534.00	ANNUAL LICENSE RENEWAL 7/11/25-7/10/26
	Total for check: 85633				2,534.00	

AP Check Register

Check Date: 6/27/2025

Date: 7/2/2025

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
METRO SALES INC	85634	6/27/2025	INV2801746	100-0601-551.24-04	658.14	EQUIPMENT
		6/27/2025	INV2816168	100-0601-551.24-04	54.69	EQUIPMENT
		Total for check: 85634			712.83	
MIDWEST TAPE	85635	6/27/2025	506953676	100-0601-551.30-14	320.87	LIBRARY MATERIALS
		6/27/2025	507160280	100-0601-551.30-14	80.47	LIBRARY MATERIALS
		6/27/2025	507185064	100-0601-551.30-14	118.46	LIBRARY MATERIALS
		6/27/2025	507185065	100-0601-551.30-14	39.99	LIBRARY MATERIALS
		Total for check: 85635			559.79	
SERVICEMASTER BUILDING MAINTENANCE	85636	6/27/2025	47144	100-0601-551.20-01	2,760.00	JANITORIAL SERV CONTRACT
					2,760.00	
SHOWCASES	85637	6/27/2025	330543	100-0601-551.30-18	79.38	DEPT SUPPLIES
					79.38	
JOSHUA SPOTTS	85638	6/27/2025	CONTRACT	100-0601-551.20-05	75.00	CONTRACT
					75.00	CONTRACT
					150.00	
STAPLES	85639	6/27/2025	6034220545	100-0601-551.30-10	388.04	LIBRARY SUPPLIES
					388.04	
MARY UNGER	85640	6/27/2025	CONTRACT	100-0601-551.20-05	150.00	CONTRACT
					150.00	
GONZALO VALERA	85641	6/27/2025	CONTRACT	100-0601-551.20-05	100.00	CONTRACT
					100.00	

AP Check Register

Check Date: 6/27/2025

Date: 7/2/2025

<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>
WALLGUARD.COM	85642	6/27/2025	000928185	100-0601-551.24-03	748.34	FRIENDS REIMBURSEMENT
			Total for check: 85642		748.34	
WEST BEND MUTUAL INSURANCE COMPANY	85643	6/27/2025	BOND	100-0601-551.21-06	50.00	BOND
			Total for check: 85643		50.00	
WINNEFOX LIBRARY SYSTEM	85644	6/27/2025	WLS3772	100-0601-551.30-11	128.32	POSTAGE
				100-0601-551.30-12	1,096.00	COMPUTER SUPPLIES
			Total for check: 85644		1,224.32	
WISCONSIN IMAGING LLC	85645	6/27/2025	5034778121	100-0601-551.24-01	406.83	COPIER
			Total for check: 85645		406.83	
					40,335.38	

AP Check Register

Check Date: 7/3/2025

Date: 7/3/2025

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
ALV INSPECTIONS	85646	7/3/2025	1134	100-0301-523.21-06	8,833.90	COMMERCIAL INSPECTIONS
			Total for check: 85646		8,833.90	
AMAZON CAPITAL SERVICES	85647	7/3/2025	1GMK-QFQN-RHRL	100-0903-531.30-18	151.05	SUPPLIES
		7/3/2025	1KN6-4KHT-QPKN	100-0801-521.30-10	113.97	SCREEN PROTECTOR
			Total for check: 85647		265.02	
ARING EQUIPMENT COMPANY INC	85648	7/3/2025	915647	731-1022-541.38-03	211.70	REAR VIEW MIRROR
			Total for check: 85648		211.70	
ASSOCIATED APPRAISAL CONSULTANTS	85649	7/3/2025	181124	100-0402-513.21-09	153.96	INTERNET POSTING
					6,666.67	JULY ASSESSMENT SERVICES
				100-0402-513.30-11	32.43	POSTAGE
			Total for check: 85649		6,853.06	
AUTOMATED COMFORT CONTROLS	85650	7/3/2025	38559	100-0501-522.24-03	561.64	SEMI ANNUAL AGREEMNT
					748.86	SEMI ANNUAL AGREEMNT
				100-0601-551.24-03	1,778.09	SEMI ANNUAL AGREEMNT
				100-0703-553.24-03	472.67	SEMI ANNUAL AGREEMNT
				100-0801-521.20-04	561.65	SEMI ANNUAL AGREEMNT
				100-0920-531.24-03	555.50	SEMI ANNUAL AGREEMNT
		7/3/2025	38560	731-1022-541.20-04	2,887.27	SEMI ANNUAL HVAC AGREEMNT
		7/3/2025	38595	100-0501-522.24-03	139.81	PREVENTATIVE MAINTENANCE
		7/3/2025	38598	100-0703-553.24-03	106.50	PREVENTATIVE MAINTENANCE
		7/3/2025	38604	100-0501-522.24-03	231.21	PREVENTATIVE MAINTENANCE
				100-0801-521.24-03	231.22	PREVENTATIVE MAINTENANCE
			Total for check: 85650		8,274.42	
BERGSTROM CHRYSLER DODGE JEEP RAM	85651	7/3/2025	90223	731-1022-541.38-04	94.23	PROP/GAS
			Total for check: 85651		94.23	

AP Check Register

Check Date: 7/3/2025

Date: 7/3/2025

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
BERGSTROM FORD LINCOLN	85652	7/3/2025	107728	731-1022-541.38-04	626.66	SOCKET AND WIRE
		7/3/2025	107929	731-1022-541.38-03	160.23	CONTROL
	Total for check: 85652				786.89	
ANDREA BUSS	85653	7/3/2025	REFUND	100-0000-441.25-00	154.00	CLASS REFUND
			Total for check: 85653			154.00
CARRICO AQUATIC RESOURCES INC	85654	7/3/2025	20254764	100-0704-552.30-18	5,800.00	SUMMER WATER MGMT
			Total for check: 85654			5,800.00
DELIA CASTELLANOS	85655	7/3/2025	REFUND	100-0000-201.11-00	100.00	RENTAL SECURITY DEPOSIT
			Total for check: 85655			100.00
CINTAS	85656	7/3/2025	4227549634	100-0601-551.20-01	48.00	SUPPLIES
				100-0601-551.30-13	477.25	SUPPLIES
			4233602457	100-0601-551.20-01	48.00	SUPPLIES
				100-0601-551.30-13	443.79	SUPPLIES
			4235005110	100-0703-553.30-13	317.51	UNIFORMS & SUPPLIES
				731-1022-541.20-01	161.00	UNIFORMS & SUPPLIES
			4235010250	100-0801-521.20-01	50.25	SUPPLIES
				100-0801-521.30-13	136.63	SUPPLIES
			4235010357	100-0601-551.20-01	48.00	SUPPLIES
				100-0601-551.30-13	282.97	SUPPLIES
			4235661983	731-1022-541.20-01	161.00	UNIFORMS & SUPPLIES
				731-1022-541.30-13	297.16	UNIFORMS & SUPPLIES
			Total for check: 85656			2,471.56
CIVICPLUS LLC	85657	7/3/2025	338840	743-0403-513.24-04	4,949.13	RECODIFICATION
			Total for check: 85657			4,949.13

AP Check Register

Check Date: 7/3/2025

Date: 7/3/2025

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
GREAT LAKES COCA-COLA	85658	7/3/2025	47225203015	100-0704-552.30-17	1,139.94	SODA
			Total for check: 85658		1,139.94	
COMPLETE OFFICE OF WISCONSIN	85659	7/3/2025	942005	731-1022-541.30-10	49.99	OFFICE SUPPLIES
			Total for check: 85659		49.99	
CRESCENT ELECTRIC SUPPLY COMPANY	85660	7/3/2025	S513347009.001	100-0704-552.24-03	403.37	ELECTRICAL SWITCH
		7/3/2025	S513348692.001	470-1003-541.82-02	299.05	ELECTRICAL WATER ST
		7/3/2025	S513353302.001	470-1003-541.82-02	498.42	WIRE WATER ST LIGHTS
			Total for check: 85660		1,200.84	
MARILYN DRAEGER	85661	7/3/2025	REFUND	100-0000-201.14-00	65.00	TRIP CANCELATION
			Total for check: 85661		65.00	
EVERGREEN POWER	85662	7/3/2025	27613	731-1022-541.38-03	3.99	KNOB FASTENER
			Total for check: 85662		3.99	
FASTSIGNS OF APPLETON	85663	7/3/2025	APP-175144	100-0703-553.30-18	244.93	KOSLO ACCOMPLISHMENT SIGN
			Total for check: 85663		244.93	
KELLY GENNRICH	85664	7/3/2025	MEALS/LODGING	100-0801-521.34-03	169.25	MEAL REIMBURSEMENT
		7/3/2025	MILEAGE	100-0801-521.38-01	20.04	MILEAGE REIMBUSEMENT
			Total for check: 85664		189.29	
ALEJANDRA GOMEZ	85665	7/3/2025	0001	100-0000-441.25-00	88.80	DANCE CLASS
		7/3/2025	0002	100-0000-441.25-00	207.20	DANCE CLASS
			Total for check: 85665		296.00	

AP Check Register

Check Date: 7/3/2025

Date: 7/3/2025

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
GREEN BOYZ INC	85666	7/3/2025	185323	100-0601-551.24-03	190.00	FERTILIZER
			Total for check: 85666		190.00	
HARRISON UTILITIES	85667	7/3/2025	000-5700-00	501-0304-562.22-05	13.58	2011 MANITOWOC 5/28/25-6/26/25
			Total for check: 85667		13.58	
HEARTLAND BUSINESS SYSTEMS	85668	7/3/2025	805696-H	743-0403-513.24-04	327.12	HPE RENEWAL 9/1/25-8/31/26
			Total for check: 85668		327.12	
JOMAR QSUB INC DBA ROAD EQUIPMENT	85669	7/3/2025	2500708427	731-1022-541.38-03	63.53	SWIVEL TUBE MOUNT
			Total for check: 85669		63.53	
JUMP AROUND RENTALS	85670	7/3/2025	WHOA H20	100-0702-552.20-05	675.00	INFLATABLE SLIDE/COURSE WHOA H20 7/9/25
			Total for check: 85670		675.00	
CAITLIN KENNELLY	85671	7/3/2025	REFUND	100-0000-441.25-00	38.00	CLASS REFUND
			Total for check: 85671		38.00	
CHRISTINA LAWRENCE	85672	7/3/2025	REFUND	100-0000-441.25-00	129.00	CLASS REFUND
			Total for check: 85672		129.00	
LEVENHAGEN OIL CORPORATION	85673	7/3/2025	081393A-IN	100-0000-131.00-00	8,532.16	GASOLINE
		7/3/2025	105978	207-0707-552.38-01	2,486.89	GASOLINE
			Total for check: 85673		11,019.05	
MATTHEWS TIRE & SERVICE CENTER	85674	7/3/2025	97334	731-1022-541.38-04	518.32	TIRES
			Total for check: 85674		518.32	
MENARDS-APPLETON EAST	85675	7/3/2025	77457	100-0501-522.24-03	6.59	WAX SEAL

AP Check Register

Check Date: 7/3/2025

Date: 7/3/2025

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description	
MENARDS-APPLETON EAST...	85675...	7/3/2025	77709	100-0703-553.30-18	64.99	MOP BUCKET	
		7/3/2025	77995	100-1003-541.30-18	34.96	PLYWOOD	
		7/3/2025	77999	100-0703-553.24-05	307.68	WOOD	SKATE RAMP
	Total for check: 85675				414.22		
MENASHA JOINT SCHOOL DISTRICT	85676	7/3/2025	RENT	100-0903-531.29-06	8,121.00	JULY-DEC BUILDING RENT	
				100-1001-514.29-06	32,485.00	JULY-DEC BUILDING RENT	
	Total for check: 85676				40,606.00		
MENASHA TREASURER	85677	7/3/2025	START UP CASH	100-0000-103.08-00	200.00	CITY CARNIVAL START UP	
			Total for check: 85677				200.00
METRO SALES INC	85678	7/3/2025	INV2822117	743-0403-513.29-01	1,028.46	PRINTER/COPIER USAGE	5/17-6/16
			Total for check: 85678				1,028.46
VALLEY POPCORN SERVICE LLC	85679	7/3/2025	7605	100-0704-552.30-17	165.75	POPCORN	
		7/3/2025	7669	100-0704-552.30-17	59.90	POPCORN BAGS	
	Total for check: 85679				225.65		
MODERN DAIRY	85680	7/3/2025	INV-315266	100-0704-552.30-17	679.85	CONCESSIONS	
		7/3/2025	INV-315404	100-0704-552.30-17	656.03	CONCESSIONS	
	Total for check: 85680				1,335.88		
NIELSON COMMUNICATIONS INC	85681	7/3/2025	AR37736	100-0801-521.24-02	108.75	REPROGRAM RADIO	
			Total for check: 85681				108.75
NORTHEAST ASPHALT INC	85682	7/3/2025	30-00023752	100-1003-541.30-18	2,515.03	ASPHALT	

AP Check Register

Check Date: 7/3/2025

Date: 7/3/2025

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
NORTHEAST ASPHALT INC...	85682...	7/3/2025...	30-00023752...	100-1004-541.30-18	2,815.60	ASPHALT
			Total for check: 85682		5,330.63	
OSHKOSH FIRE & POLICE EQUIPMENT INC	85683	7/3/2025	196937	100-0801-521.19-03	220.00	TIE BAR
			Total for check: 85683		220.00	
PACKER CITY INTL TRUCKS INC	85684	7/3/2025	X103153971:01	731-1022-541.38-03	1,047.30	OIL PAN
			Total for check: 85684		1,047.30	
PRESTWICK GROUP INC	85685	7/3/2025	INV33344	470-1003-541.82-02	4,201.00	WATER ST PROJECT STR-2024-003
			Total for check: 85685		4,201.00	
NICOLE SCHUH	85686	7/3/2025	REFUND	100-0000-441.25-00	12.75	CLASS REFUND
			Total for check: 85686		12.75	
SECURITAS TECHNOLOGY CORPORATION	85687	7/3/2025	6005077935	100-0601-551.24-03	71.07	MONITORING AND MAINT
			Total for check: 85687		71.07	
SERVICE MOTOR COMPANY	85688	7/3/2025	P12553	731-1022-541.38-03	153.75	ASSY/FAN BELT
			Total for check: 85688		153.75	
SERVICEMASTER BUILDING MAINTENANCE	85689	7/3/2025	47325	100-0704-552.20-01	1,183.60	POOL JANITORIAL
			Total for check: 85689		1,183.60	
SHERWIN INDUSTRIES INC	85690	7/3/2025	SS107393	731-1022-541.38-03	256.94	SPRING ASSEMBLY
			Total for check: 85690		256.94	

AP Check Register

Check Date: 7/3/2025

Date: 7/3/2025

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
SPEEDY CLEAN DRAIN & SEWER INC	85691	7/3/2025	88147	100-0501-522.24-03	235.00	CLEAR PLUMBING LINE
			Total for check: 85691		235.00	
SPIELBAUER FIREWORKS CO INC	85692	7/3/2025	BALANCE DUE	100-0408-552.21-06	32,000.00	FIREWORKS DISPLAY
			Total for check: 85692		32,000.00	
STRAND ASSOCIATES INC	85693	7/3/2025	0226404	470-0703-553.80-05	3,311.51	J PARK BOAT LAUNCH PR-2025-011
			Total for check: 85693		3,311.51	
JOHN SWENSON	85694	7/3/2025	REFUND	100-0000-441.25-00	20.00	CLASS REFUND
			Total for check: 85694		20.00	
TLB WOOD PRODUCTS LLC	85695	7/3/2025	25-2836E	470-1003-541.82-02	1,837.80	MULCH PLANTING AREAS
			Total for check: 85695		1,837.80	
TRUCK EQUIPMENT INC	85696	7/3/2025	1153213-00	731-1022-541.38-03	77.86	BUMPER MTN TARP
		7/3/2025	1154073-00	731-1022-541.38-03	45.38	PRESSURE PROTECT VALVE
			Total for check: 85696		123.24	
TRUGREEN PROCESSING CENTER	85697	7/3/2025	211179902	100-0501-522.24-03	116.89	LAWN SERVICE NMF
			Total for check: 85697		116.89	
UNIFORM SHOPPE	85698	7/3/2025	9187	100-0804-521.30-15	44.95	SHIRT AUXILIARY
			Total for check: 85698		44.95	
US BANK EQUIPMENT FINANCE	85699	7/3/2025	558285706	743-0403-513.24-02	76.98	ENG COPIER LEASE JUNE
		7/3/2025	558285920	743-0403-513.24-02	224.02	PRODUCTION COPIER LEASE JUNE
			Total for check: 85699		301.00	

AP Check Register

Check Date: 7/3/2025

Date: 7/3/2025

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
WE ENERGIES	85700	7/3/2025	5527261668	100-0000-123.00-00	177.15	BILL NM FIRE
				100-0601-551.22-04	660.24	LIBRARY
				100-0703-553.22-04	411.24	PARKS
				100-0704-552.22-04	3,756.53	POOL
				100-0801-521.22-04	244.63	POLICE
				100-0920-531.22-04	44.73	SENIOR CENTER
				100-1019-552.22-03	15.28	BRIDGE
				207-0707-552.22-04	32.66	MARINA
				Total for check: 85700		
WINNEBAGO LIQUID WASTE	85701	7/3/2025	14852	100-0703-553.20-09	195.00	RESTROOM RENTAL
				100-0703-553.20-09	100.00	RESTROOM RENTAL
				100-0703-553.20-09	195.00	RESTROOM RENTAL
				100-0703-553.20-09	195.00	PORTABLE RESTROOM RENTAL
				Total for check: 85701		
WISCONSIN DEPT OF TRANSPORTATION	85702	7/3/2025	395-0000401918	100-0801-521.34-02	304.50	TRAINING COURSE
				100-0801-521.34-03	115.50	MEALS/LODGING
				Total for check: 85702		
					155,791.34	



MEMORANDUM

DATE July 1, 2025
TO Common Council
FROM Kaija Snyder, City Clerk
RE Temporary Expansion of Licensed Premises Permit Application – Wilzke’s Pub (528 Milwaukee Street, Menasha), July 12, 2025

Wilzke’s Pub (528 Milwaukee Street) has submitted a complete application for a temporary expansion of licensed premises permit. Governed by Section 7-2-20 of the Menasha Municipal Code, permits for temporary expansions of licensed premises allow organizations holding a regular “Class B”, Class “B”, or “Class C” alcohol licenses to temporarily expand the premises licensed under this regular license outdoors for events. This permit type applies to outdoor events lasting no more than one consecutive day, and organizations may use this permit type for up to two events each calendar year. The Menasha Common Council enacted Section 7-2-20 at its December 16, 2024 meeting.

Wilzke’s application achieves the requirements outlined in Section 7-2-20. Specifically, they have submitted an application furnished by the Clerk’s Office thirty days prior to the intended date of expansion, provided a detailed map of the expansion, described the fence (snow fence) and indicated its location, and supplied a certificate of insurance naming the City of Menasha as an additional insured for general liability and liquor liability with limits of at least \$1,000,000. These application materials are enclosed. The event holder additionally verified notification to adjacent property owners of application pendency and invited them to speak before the Menasha Common Council on relevant concerns during this meeting. This is Wilzke’s first temporary expansion application in 2025.

Agent Melissa Sandry additionally achieves the responsible beverage server training requirement outlined in Wisconsin State Statute 125.04(5)(a)(5). The Menasha Police Department conducted and approved a recent criminal background check for this agent.

The Mayor, City Attorney, Chief of Police, and City Sanitarian reviewed and approved this event and temporary expansion. This is an annual event previously approved by the Chief of Police.

Recommendation: Staff recommend approval of the temporary expansion of licensed premises permit application submitted by Wilzke’s Pub for July 12, 2025, 12pm-4pm.



Temporary Expansion of Licensed Premises

Reference: Sec. 7-2-20, City of Menasha Municipal Code.

To be filed with the Clerk's Office fifteen (15) days before intended use, subject to regularly scheduled Common Council meetings for approval by governing body.

Section 1: Licensed Business Information	
DBA Name: <u>Wizkes Pub</u>	Corporation or LLC Name (if applicable): <u>Awesome Sauce Sandry</u>
Licensee (Agent) Name: <u>Mel Sandry</u>	License Type: <u>Class B</u>
Agent Phone Number: <u>920470 1266</u>	Agent Email Address: <u>msandry12@yahoo.com</u>

Section 2: Event Information	
Name of Event: <u>Corn hole Tournament</u>	
Dates: <u>7/12/24</u>	
Dates must be consecutive and may not exceed three (3) days. For multiple events, separate applications must be filed.	
Times: <u>Noon → 4PM</u>	
List for each day if different. Expansion prohibited between 10:30pm and 9 am.	

Section 3: Expansion Description
Describe the area you wish to expand your licensed premises to include (e.g., parking lot at west side of current premises). The area must be contiguous to the currently licensed premises. This description will appear on the temporary license. <u>Use Grass/drive way to the South of the building</u>
Describe the barrier (fence) used to enclose your expanded premises (e.g., rope and cone barricades 4 feet in height with single point of entry). <u>Orange Plastic fencing along Milwaukee St w/ single entrance</u>
Include a map illustrating your expansion request and fencing with your application. ☐ Map illustrating expansion request and fencing included <u>on back</u>



7.12

Office of the City Clerk
100 Main Street, Suite 200
www.menashawi.gov
(920) 967-3608

Section 4: Other Requirements

Check each box to indicate achievement and understanding of requirements.

- ☒ Map illustrating expansion request submitted with application
- ☒ Certificate of Insurance for Liquor Liability and General Commercial Liability with limits of \$1,000,000 and listing the City of Menasha as an additional insured submitted with application
- ☒ Fee (\$25/event) submitted with application (cash or check only)
- ☒ Notification of Request for Temporary Expansion of Premises issued to adjacent property owners within 7 days of the Common Council meeting at which this application is considered (see enclosed for sample Notification of Request for Temporary Expansion of Premises)
- ☒ Section 7-2-20 of the City of Menasha Municipal Code regarding temporary expansion of premises reviewed
- ☒ Applicant certifies that they have not been convicted of any offense of the City of Menasha involving alcoholic or fermented malt beverages during an event for which they had obtained a temporary license expansion within twenty-four months
- ☒ Expanded premises shall be enclosed by a fence at all times that intoxicating beverages are sold and/or consumed in the temporary expansion (a fence shall mean a barrier at least three (3) feet high which does not allow a person access to the enclosed area other than through designated areas)
- ☒ A licensed beverage operator (bartender) shall be present in the temporary expansion at all times of operation
- ☒ Applicant shall attend the Common Council meeting at which their pending application is considered
- ☒ If granted, temporary expansion of premises license shall be posted in a conspicuous location in the expanded space for the duration of the expansion

Section 5: Signature and Date

The information on this form is true and accurate to the best of my knowledge. I understand that the temporary expansion of alcohol license premises requires approval from the City of Menasha Common Council, and that my attendance of this meeting is required per Menasha's Municipal Code, Sec. 7-2-20(a)(4).

Tim Sanders
Applicant Signature

6/25/25
Date

For Office Use Only

Date Filed: 6/11/25 RCVD By: KS Paid: \$ 25 .00
Common Council Meeting Agenda: 7/7/25
Reviewed By: _____
____ Mayor _____ City Attorney _____ Police Chief _____ City Sanitarian
Approved by Common Council _____

6th

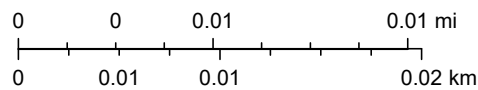
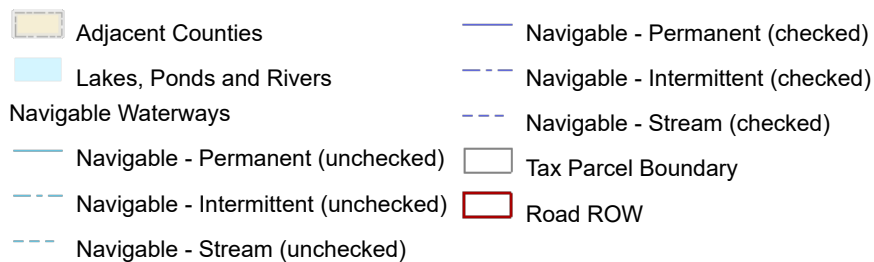


Site Map



6/25/2025, 11:51:04 AM

1:375



Winnebago County GIS, Imagery Date: April 2020

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

				Certificate #	51251	
FACILITY OWNER: (Additional Insured)			PRODUCER:		CA License #0757776	
Wilzkes Pub, 528 Milwaukee St., Milwaukee, WI 54952			HUB International Insurance Services Inc.			
			3000 Executive Parkway, Suite 300			
			San Ramon, CA 94583			
			PH: 925 609 6547 FX: 925 609 6550 specialevent@hubinternational.com			
EVENT HOLDER: (Named Insured)			EVENT INFORMATION			
Wilzkes Pub Awesome Sauce Sandry LLC 528 Milwaukee St. Menasha, WI			TYPE OF EVENT:	Cornhole Tournament & Corn Roast		
			EVENT DATE(S):	7/12 & 9/13/2025		
			EVENT LOCATION:	528 Milwaukee St., Milwaukee, WI 54952		
This is to certify that the policies of insurance listed below have been issued to the insured named above for the event date(s) indicated above. Notwithstanding any requirement, term or condition of any contract or other document with respect to which this certificate may be issued or may pertain, the insurance afforded by the policies described herein is subject to all the terms, exclusions and conditions of such policies.						
This insurance contract is with an insurer which has not obtained a certificate of authority to transact a regular insurance business in the state of Wisconsin, and is issued and delivered as a surplus lines coverage pursuant to s.618.41 of the Wisconsin Statutes. Section 618.43(1), Wisconsin Statutes requires payment by the policyholder of 3% tax on gross premium.						
INSURER A:		COLONY INSURANCE COMPANY				
INSR LTR	Type of Insurance	Policy Number	Effective	Expiration	Policy Limits	
A	Commercial General Liability	103 GL 0021111	1/1/2025	1/1/2026	Each Occurrence	\$1,000,000
					General Aggregate	\$2,000,000
					Personal & Advertising Injury	\$1,000,000
					Products/Completed Operations Aggregate	\$2,000,000
					Damage to Premises Rented to You	\$1,000,000
					Medical Payments	\$5,000
					Liquor Liability Each Occurrence (Aggregate included in General Liability Aggregate)	\$1,000,000
COVERAGE TERMS:						
Occurrence Form (CG 0001) Host Liquor Liability <u>Included.</u> Full Liquor Liability Included <u>when a separate premium has been charged.</u>		The coverage afforded by this insurance is primary and non-contributing with any insurance held by the "Additional Insured" as Named Insured, when the "Additional Insured" is shown on this Certificate of Insurance Endorsement as "Additional Insured" or WHEN REQUIRED BY WRITTEN CONTRACT.				
COVERAGE EXCLUSIONS: (REFER TO POLICY FOR COMPLETE LISTING OF EXCLUSIONS)						
-- Communicable Diseases -- Sexual Abuse & Molestation -- Terrorism		Specific Events are excluded from coverage. Please see second page for list of excluded events.				
		On behalf of the Risk Purchasing Group and each Member, the Trustee has declined coverage for the Terrorism Risk Insurance Act (TRIA).				

Second Page of Certificate		Certificate #	51251
OTHER ADDITIONAL INSURED:			
1	City of Menasha, 100 Main Street, Suite 200, Menasha, WI 54952		
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
CANCELLATION: Should the above described policy(s) be canceled before the expiration date thereof, the issuing company will endeavor to mail 30 days written notice to the insured event holder and additional insureds listed.			
AUTHORIZED REPRESENTATIVE:			DATE ISSUED: 6/24/2025

Third Page of Certificate	Certificate #	51251
<u>SPECIFIC EVENT POLICY EXCLUSIONS</u> The following types of events are specifically <u>excluded</u> and no coverage for them exists under the policy(ies) listed on the front page of this Certificate of Insurance: Aircraft / Aviation All Terrain Boarding Ballooning / Balloon Rides Base Jumping Bouldering Boxing, Wrestling Bungee Jumping Carnival Rides Circuses Concerts over 6 hours in music length Contact Karate / Martial Arts Contact Sports Diving Football (except passing camps with no contact drills) Hang Gliding Hockey Jousting Kayaking, Rafting or Canoeing in greater than Class 3 rapids Lacrosse / Rugby Mechanical Amusement Rides or Services Motorized Sporting Equipment Mosh Pits Mountain Biking Power Boat Racing Professional Sporting Activity; Games, Races, Contests of a professional nature Pyrotechnics / Explosives Rap or Heavy Metal Concerts Raves Rock Climbing Rodeo / Roping Events (includes practice) Scuba Diving Tractor / Truck Pulls Ziplines / Ziplining		

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

[illegible]

Wilzkes Pub, 528 Milwaukee St., Milwaukee, WI 54952

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

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

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

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

PRIMARY AND NON-CONTRIBUTING INSURANCE (Third-Party)

This endorsement modifies insurance under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

A. **SECTION IV – COMMERCIAL GENERAL LIABILITY CONDITIONS, 4. Other Insurance**, and all subparts thereof, as contained in the policy is deleted in its entirety and replaced with the following condition as respects the Third Party shown below:

4. Other Insurance

a. With respect to the Third Party shown below, the insurance provided by this policy shall be primary and non-contributing insurance. Any and all other valid and collectible insurance available to such Third Party in respect of operations performed by you under written contractual agreements with said Third party for a loss covered by this policy, shall in no instance be considered as primary, co-insurance, or contributing insurance. Rather, any such other insurance shall be considered excess over and above the insurance provided by this policy.

Third Party to whom this endorsement applies is: Wilzkes Pub, 528 Milwaukee St., Milwaukee, WI 54952

Absence of a specifically named Third Party above means that the provisions of this endorsement apply as required by written contractual agreement with any Third Party for whom you are performing operations.

ALL OTHER TERMS AND CONDITIONS OF THE POLICY REMAIN UNCHANGED.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

WAIVER OF TRANSFER OF RIGHTS OF RECOVERY AGAINST OTHERS TO US

This endorsement modifies insurance under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART
PRODUCTS/COMPLETED OPERATIONS LIABILITY COVERAGE PART

SCHEDULE

Name of Person or Organization:

Any person or organization to whom or to which you are obligated by virtue of a written contract to waive your right of recovery.

The following is added to Paragraph 8. **Transfer of Rights of Recovery Against Others to Us of Section IV – Conditions:**

We waive any right of recovery we may have against the person or organization shown in the Schedule above because of payments we make for injury or damage arising out of your ongoing operations or “your work” done under a contract with that person or organization and included in the “products-completed operations hazard”. This waiver applies only to the person or organization shown in the Schedule above.

ALL OTHER TERMS AND CONDITIONS OF THE POLICY REMAIN UNCHANGED.

SPECIAL EVENT LIABILITY GROUP INSURANCE TRUST CERTIFICATE OF INSURANCE ENDORSEMENT					DATE 6/24/2025	
THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE ENDORSEMENT DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.						
PRODUCER:				SPECIAL EVENT INSURANCE DEPARTMENT CONTACT INFORMATION:		
HUB International Insurance Services Inc. 3000 Executive Parkway, Suite 300 San Ramon, CA 94583 CA License #0757776				PHONE 925 609 6547		FAX 925 609 6550
				EMAIL specialevent@hubinternational.com		
				INSURER(S) AFFORDING COVERAGE		NAIC #
				INSURER A:	Colony Insurance Company	39993
NAMED INSURED:						
Wilzkes Pub Awesome Sauce Sandry LLC 528 Milwaukee St. Menasha, WI						
COVERAGES						
This is to certify that the policies of insurance listed below have been issued to the insured named above for the event date(s) indicated below. 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.						
INSR LTR	TYPE OF INSURANCE	INSURED MEMBER ENDORSEMENT NUMBER	COVERAGE EFFECTIVE / EXPIRATION DATE	LIMITS		
A	GENERAL LIABILITY	51251	7/12 & 9/13/2025	EACH OCCURRENCE	\$1,000,000	
	☒ COMMERCIAL GENERAL LIABILITY			DAMAGE TO RENTED PREMISES (Ea occurrence)	\$1,000,000	
	☐ CLAIMS-MADE			☒ OCCURRENCE	MED EXP (Any one person)	\$5,000
				PERSONAL & ADV INJURY	\$2,000,000	
				GENERAL AGGREGATE	\$2,000,000	
				PRODUCTS-COMP/OP AGG	\$2,000,000	
				LIQUOR LIABILITY PER OCCURRENCE (AGGREGATE INCLUDED IN GENERAL LIABILITY AGGREGATE)	\$1,000,000	
	MASTER POLICY #103 GL 0021111 - EFFECTIVE DATE 1/1/2025; EXPIRATION 1/1/2026					
DESCRIPTION OF OPERATIONS / LOCATIONS						
City of Menasha, 100 Main Street, Suite 200, Menasha, WI 54952						
is/are included as an additional insured(s) per attached endorsement T5409-0118. Policy is Primary and Non-contributing per attached endorsement T1095-0108; Waiver of Subrogation applies per attached endorsement CG 24 04 05 09.						
Event Type: Cornhole Tournament & Corn Roast						
Event date(s): 7/12 & 9/13/2025						
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		
						

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

[illegible]

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

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

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

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

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

PRIMARY AND NON-CONTRIBUTING INSURANCE (Third-Party)

This endorsement modifies insurance under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

A. **SECTION IV – COMMERCIAL GENERAL LIABILITY CONDITIONS, 4. Other Insurance**, and all subparts thereof, as contained in the policy is deleted in its entirety and replaced with the following condition as respects the Third Party shown below:

4. Other Insurance

a. With respect to the Third Party shown below, the insurance provided by this policy shall be primary and non-contributing insurance. Any and all other valid and collectible insurance available to such Third Party in respect of operations performed by you under written contractual agreements with said Third party for a loss covered by this policy, shall in no instance be considered as primary, co-insurance, or contributing insurance. Rather, any such other insurance shall be considered excess over and above the insurance provided by this policy.

Third Party to whom this endorsement applies is: City of Menasha, 100 Main Street, Suite 200, Menasha, WI 54952

Absence of a specifically named Third Party above means that the provisions of this endorsement apply as required by written contractual agreement with any Third Party for whom you are performing operations.

ALL OTHER TERMS AND CONDITIONS OF THE POLICY REMAIN UNCHANGED.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

WAIVER OF TRANSFER OF RIGHTS OF RECOVERY AGAINST OTHERS TO US

This endorsement modifies insurance under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART
PRODUCTS/COMPLETED OPERATIONS LIABILITY COVERAGE PART

SCHEDULE

Name of Person or Organization:

Any person or organization to whom or to which you are obligated by virtue of a written contract to waive your right of recovery.

The following is added to Paragraph 8. **Transfer of Rights of Recovery Against Others to Us of Section IV – Conditions:**

We waive any right of recovery we may have against the person or organization shown in the Schedule above because of payments we make for injury or damage arising out of your ongoing operations or “your work” done under a contract with that person or organization and included in the “products-completed operations hazard”. This waiver applies only to the person or organization shown in the Schedule above.

ALL OTHER TERMS AND CONDITIONS OF THE POLICY REMAIN UNCHANGED.

Notification of Pending Application for Temporary Expansion of Licensed Premises

Today's Date: June 30, 2025

Dear Resident,

Our business has applied to temporarily expand our alcohol licensed premises for an event. Information regarding our pending application is included below.

The City of Menasha requires us to notify you of our pending application because your property is within 150 feet of ours, or is within 150 feet of the area we wish to temporarily expand our license to.

Request for Temporary Expansion

Business Name: Wilzke's Pub

Business Contact: Melissa Sandry, (920) 428-1568

Event Name: Cornhole Tournament

Date(s) of Requested Expansion: Saturday July 12, 2025

Times of Requested Expansion: 12pm – 4pm

If you wish to comment on our pending application for temporary expansion of premises, please attend the Common Council meeting listed below and speak during public comment, or contact your alderperson.

Common Council Meeting

Date: Monday July 7, 2025

Time: 6pm

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

Sincerely,

Wilzke's Pub



MEMORANDUM

DATE July 1, 2025
TO Common Council
FROM Kaija Snyder, City Clerk
RE Temporary Expansion of Licensed Premises Permit Application – Wilzke’s Pub (528 Milwaukee Street, Menasha), September 13, 2025

Wilzke’s Pub (528 Milwaukee Street) has submitted a complete application for a temporary expansion of licensed premises permit. Governed by Section 7-2-20 of the Menasha Municipal Code, permits for temporary expansions of licensed premises allow organizations holding a regular “Class B”, Class “B”, or “Class C” alcohol licenses to temporarily expand the premises licensed under this regular license outdoors for events. This permit type applies to outdoor events lasting no more than one consecutive day, and organizations may use this permit type for up to two events each calendar year. The Menasha Common Council enacted Section 7-2-20 at its December 16, 2024 meeting.

Wilzke’s application achieves the requirements outlined in Section 7-2-20. Specifically, they have submitted an application furnished by the Clerk’s Office thirty days prior to the intended date of expansion, provided a detailed map of the expansion, described the fence (snow fence) and indicated its location, and supplied a certificate of insurance naming the City of Menasha as an additional insured for general liability and liquor liability with limits of at least \$1,000,000. These application materials are enclosed. The event holder additionally verified notification to adjacent property owners of application pendency and invited them to speak before the Menasha Common Council on relevant concerns during this meeting. This is Wilzke’s second temporary expansion application in 2025.

Agent Melissa Sandry additionally achieves the responsible beverage server training requirement outlined in Wisconsin State Statute 125.04(5)(a)(5). The Menasha Police Department conducted and approved a recent criminal background check for this agent.

The Mayor, City Attorney, Chief of Police, and City Sanitarian reviewed and approved this event and temporary expansion. This is an annual event previously approved by the Chief of Police.

Recommendation: Staff recommend approval of the temporary expansion of licensed premises permit application submitted by Wilzke’s Pub for September 13, 2025, 12pm-10pm.

Temporary Expansion of Licensed Premises

Reference: Sec. 7-2-20, City of Menasha Municipal Code.

To be filed with the Clerk's Office fifteen (15) days before intended use, subject to regularly scheduled Common Council meetings for approval by governing body.

Section 1: Licensed Business Information	
DBA Name: Wilzles Pub	Corporation or LLC Name (if applicable): Awesome Sauce Sandry
Licensee (Agent) Name: Mel Sandry	License Type: class B
Agent Phone Number: 920 470 1266	Agent Email Address: msandry@yahoo.com

Section 2: Event Information
Name of Event: BBBS fundraiser & Corn Roast
Dates: 9/13/25 Dates must be consecutive and may not exceed three (3) days. For multiple events, separate applications must be filed.
Times: Noon → 10PM List for each day if different. Expansion prohibited between 10:30pm and 9 am.

Section 3: Expansion Description
Describe the area you wish to expand your licensed premises to include (e.g., parking lot at west side of current premises). The area must be contiguous to the currently licensed premises. This description will appear on the temporary license. Use the grass/drive way to the south of the building
Describe the barrier (fence) used to enclose your expanded premises (e.g., rope and cone barricades 4 feet in height with single point of entry). Orange plastic fencing along Milwaukee St w/ single entrance
Include a map illustrating your expansion request and fencing with your application. ☒ Map illustrating expansion request and fencing included



9.13

Office of the City Clerk
100 Main Street, Suite 200
www.menashawi.gov
(920) 967-3608

Section 4: Other Requirements

Check each box to indicate achievement and understanding of requirements.

- ☒ Map illustrating expansion request submitted with application
- ☒ Certificate of Insurance for Liquor Liability and General Commercial Liability with limits of \$1,000,000 and listing the City of Menasha as an additional insured submitted with application
- ☒ Fee (\$25/event) submitted with application (cash or check only)
- ☒ Notification of Request for Temporary Expansion of Premises issued to adjacent property owners within 7 days of the Common Council meeting at which this application is considered (see enclosed for sample Notification of Request for Temporary Expansion of Premises)
- ☒ Section 7-2-20 of the City of Menasha Municipal Code regarding temporary expansion of premises reviewed
- ☒ Applicant certifies that they have not been convicted of any offense of the City of Menasha involving alcoholic or fermented malt beverages during an event for which they had obtained a temporary license expansion within twenty-four months
- ☒ Expanded premises shall be enclosed by a fence at all times that intoxicating beverages are sold and/or consumed in the temporary expansion (a fence shall mean a barrier at least three (3) feet high which does not allow a person access to the enclosed area other than through designated areas)
- ☒ A licensed beverage operator (bartender) shall be present in the temporary expansion at all times of operation
- ☒ Applicant shall attend the Common Council meeting at which their pending application is considered
- ☒ If granted, temporary expansion of premises license shall be posted in a conspicuous location in the expanded space for the duration of the expansion

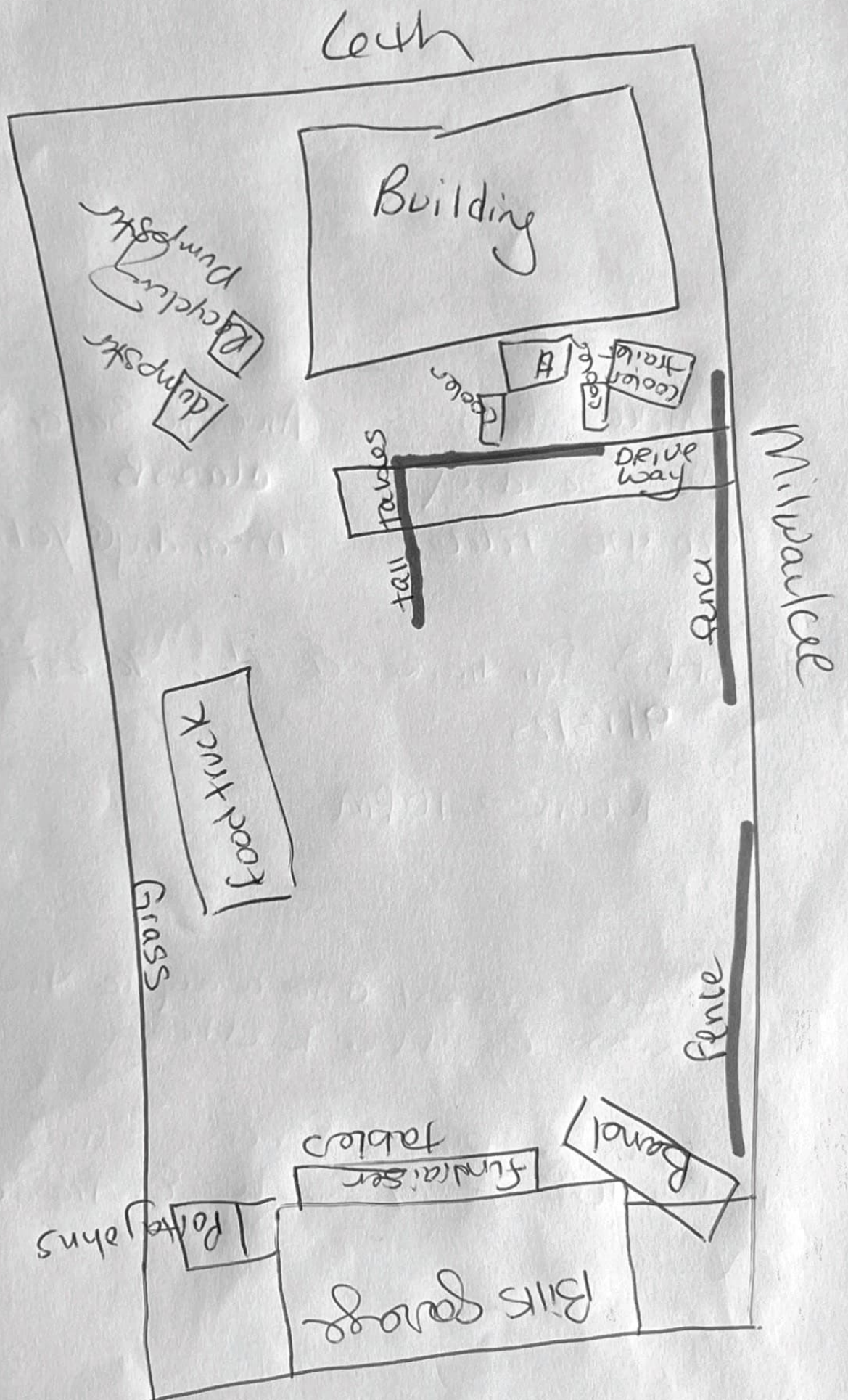
Section 5: Signature and Date

The information on this form is true and accurate to the best of my knowledge. I understand that the temporary expansion of alcohol license premises requires approval from the City of Menasha Common Council, and that my attendance of this meeting is required per Menasha's Municipal Code, Sec. 7-2-20(a)(4).

Mel Sandberg
Applicant Signature

6/25/25
Date

For Office Use Only			
Date Filed: <u>6/11/25</u>	RCVD By: <u>KS</u>	Paid: \$ <u>25</u> .00	
Common Council Meeting Agenda: <u>7/7/25</u>			
Reviewed By:			
____ Mayor	____ City Attorney	____ Police Chief	____ City Sanitarian
Approved by Common Council _____			



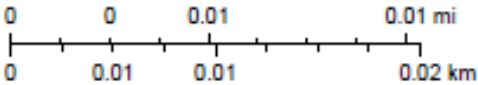
Site Map



6/25/2025, 11:51:04 AM

1:375

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



Winnebago County GIS, Imagery Date: April 2020

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

				Certificate #	51251	
FACILITY OWNER: (Additional Insured)			PRODUCER:		CA License #0757776	
Wilzkes Pub, 528 Milwaukee St., Milwaukee, WI 54952			HUB International Insurance Services Inc.			
			3000 Executive Parkway, Suite 300			
			San Ramon, CA 94583			
			PH: 925 609 6547 FX: 925 609 6550 specialevent@hubinternational.com			
EVENT HOLDER: (Named Insured)			EVENT INFORMATION			
Wilzkes Pub Awesome Sauce Sandry LLC 528 Milwaukee St. Menasha, WI			TYPE OF EVENT:	Cornhole Tournament & Corn Roast		
			EVENT DATE(S):	7/12 & 9/13/2025		
			EVENT LOCATION:	528 Milwaukee St., Milwaukee, WI 54952		
This is to certify that the policies of insurance listed below have been issued to the insured named above for the event date(s) indicated above. Notwithstanding any requirement, term or condition of any contract or other document with respect to which this certificate may be issued or may pertain, the insurance afforded by the policies described herein is subject to all the terms, exclusions and conditions of such policies.						
This insurance contract is with an insurer which has not obtained a certificate of authority to transact a regular insurance business in the state of Wisconsin, and is issued and delivered as a surplus lines coverage pursuant to s.618.41 of the Wisconsin Statutes. Section 618.43(1), Wisconsin Statutes requires payment by the policyholder of 3% tax on gross premium.						
INSURER A:		COLONY INSURANCE COMPANY				
INSR LTR	Type of Insurance	Policy Number	Effective	Expiration	Policy Limits	
A	Commercial General Liability	103 GL 0021111	1/1/2025	1/1/2026	Each Occurrence	\$1,000,000
					General Aggregate	\$2,000,000
					Personal & Advertising Injury	\$1,000,000
					Products/Completed Operations Aggregate	\$2,000,000
					Damage to Premises Rented to You	\$1,000,000
					Medical Payments	\$5,000
					Liquor Liability Each Occurrence (Aggregate included in General Liability Aggregate)	\$1,000,000
COVERAGE TERMS:						
Occurrence Form (CG 0001) Host Liquor Liability <u>Included.</u> Full Liquor Liability Included <u>when a separate premium has been charged.</u>		The coverage afforded by this insurance is primary and non-contributing with any insurance held by the "Additional Insured" as Named Insured, when the "Additional Insured" is shown on this Certificate of Insurance Endorsement as "Additional Insured" or WHEN REQUIRED BY WRITTEN CONTRACT.				
COVERAGE EXCLUSIONS: (REFER TO POLICY FOR COMPLETE LISTING OF EXCLUSIONS)						
-- Communicable Diseases -- Sexual Abuse & Molestation -- Terrorism		Specific Events are excluded from coverage. Please see second page for list of excluded events. On behalf of the Risk Purchasing Group and each Member, the Trustee has declined coverage for the Terrorism Risk Insurance Act (TRIA).				

Second Page of Certificate		Certificate #	51251
OTHER ADDITIONAL INSUREDS:			
1	City of Menasha, 100 Main Street, Suite 200, Menasha, WI 54952		
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
CANCELLATION: Should the above described policy(s) be canceled before the expiration date thereof, the issuing company will endeavor to mail 30 days written notice to the insured event holder and additional insureds listed.			
AUTHORIZED REPRESENTATIVE:			DATE ISSUED:
			6/24/2025

Third Page of Certificate	Certificate #	51251
<u>SPECIFIC EVENT POLICY EXCLUSIONS</u> The following types of events are specifically <u>excluded</u> and no coverage for them exists under the policy(ies) listed on the front page of this Certificate of Insurance: Aircraft / Aviation All Terrain Boarding Ballooning / Balloon Rides Base Jumping Bouldering Boxing, Wrestling Bungee Jumping Carnival Rides Circuses Concerts over 6 hours in music length Contact Karate / Martial Arts Contact Sports Diving Football (except passing camps with no contact drills) Hang Gliding Hockey Jousting Kayaking, Rafting or Canoeing in greater than Class 3 rapids Lacrosse / Rugby Mechanical Amusement Rides or Services Motorized Sporting Equipment Mosh Pits Mountain Biking Power Boat Racing Professional Sporting Activity; Games, Races, Contests of a professional nature Pyrotechnics / Explosives Rap or Heavy Metal Concerts Raves Rock Climbing Rodeo / Roping Events (includes practice) Scuba Diving Tractor / Truck Pulls Ziplines / Ziplining		

ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION

SCHEDULE

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

A. In the performance of your ongoing operations; or

B. In connection with your premises owned by or rented to you.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

PRIMARY AND NON-CONTRIBUTING INSURANCE (Third-Party)

This endorsement modifies insurance under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

A. **SECTION IV – COMMERCIAL GENERAL LIABILITY CONDITIONS, 4. Other Insurance**, and all subparts thereof, as contained in the policy is deleted in its entirety and replaced with the following condition as respects the Third Party shown below:

4. Other Insurance

a. With respect to the Third Party shown below, the insurance provided by this policy shall be primary and non-contributing insurance. Any and all other valid and collectible insurance available to such Third Party in respect of operations performed by you under written contractual agreements with said Third party for a loss covered by this policy, shall in no instance be considered as primary, co-insurance, or contributing insurance. Rather, any such other insurance shall be considered excess over and above the insurance provided by this policy.

Third Party to whom this endorsement applies is: Wilzkes Pub, 528 Milwaukee St., Milwaukee, WI 54952

Absence of a specifically named Third Party above means that the provisions of this endorsement apply as required by written contractual agreement with any Third Party for whom you are performing operations.

ALL OTHER TERMS AND CONDITIONS OF THE POLICY REMAIN UNCHANGED.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

WAIVER OF TRANSFER OF RIGHTS OF RECOVERY AGAINST OTHERS TO US

This endorsement modifies insurance under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART
PRODUCTS/COMPLETED OPERATIONS LIABILITY COVERAGE PART

SCHEDULE

Name of Person or Organization:

Any person or organization to whom or to which you are obligated by virtue of a written contract to waive your right of recovery.

The following is added to Paragraph 8. **Transfer of Rights of Recovery Against Others to Us of Section IV – Conditions:**

We waive any right of recovery we may have against the person or organization shown in the Schedule above because of payments we make for injury or damage arising out of your ongoing operations or “your work” done under a contract with that person or organization and included in the “products-completed operations hazard”. This waiver applies only to the person or organization shown in the Schedule above.

ALL OTHER TERMS AND CONDITIONS OF THE POLICY REMAIN UNCHANGED.

SPECIAL EVENT LIABILITY GROUP INSURANCE TRUST					DATE	
CERTIFICATE OF INSURANCE ENDORSEMENT					6/24/2025	
THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE ENDORSEMENT DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.						
PRODUCER:				SPECIAL EVENT INSURANCE DEPARTMENT CONTACT INFORMATION:		
HUB International Insurance Services Inc. 3000 Executive Parkway, Suite 300 San Ramon, CA 94583 CA License #0757776				PHONE 925 609 6547		FAX 925 609 6550
				EMAIL specialevent@hubinternational.com		
				INSURER(S) AFFORDING COVERAGE		NAIC #
				INSURER A:	Colony Insurance Company	39993
NAMED INSURED:						
Wilzkes Pub Awesome Sauce Sandry LLC 528 Milwaukee St. Menasha, WI						
COVERAGES						
This is to certify that the policies of insurance listed below have been issued to the insured named above for the event date(s) indicated below. 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.						
INSR LTR	TYPE OF INSURANCE	INSURED MEMBER ENDORSEMENT NUMBER	COVERAGE EFFECTIVE / EXPIRATION DATE	LIMITS		
A	GENERAL LIABILITY	51251	7/12 & 9/13/2025	EACH OCCURRENCE	\$1,000,000	
	☒ COMMERCIAL GENERAL LIABILITY			DAMAGE TO RENTED PREMISES (Ea occurrence)	\$1,000,000	
	☐ CLAIMS-MADE ☒ OCCURRENCE			MED EXP (Any one person)	\$5,000	
				PERSONAL & ADV INJURY	\$2,000,000	
				GENERAL AGGREGATE	\$2,000,000	
				PRODUCTS-COMP/OP AGG	\$2,000,000	
				LIQUOR LIABILITY PER OCCURRENCE (AGGREGATE INCLUDED IN GENERAL LIABILITY AGGREGATE)	\$1,000,000	
	MASTER POLICY #103 GL 0021111 - EFFECTIVE DATE 1/1/2025; EXPIRATION 1/1/2026					
DESCRIPTION OF OPERATIONS / LOCATIONS						
City of Menasha, 100 Main Street, Suite 200, Menasha, WI 54952						
is/are included as an additional insured(s) per attached endorsement T5409-0118. Policy is Primary and Non-contributing per attached endorsement T1095-0108; Waiver of Subrogation applies per attached endorsement CG 24 04 05 09.						
Event Type: Cornhole Tournament & Corn Roast						
Event date(s): 7/12 & 9/13/2025						
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		
						

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Named of Additional Insured Person(s) or Organization(s)	

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

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

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

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

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

PRIMARY AND NON-CONTRIBUTING INSURANCE (Third-Party)

This endorsement modifies insurance under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

A. **SECTION IV – COMMERCIAL GENERAL LIABILITY CONDITIONS, 4. Other Insurance**, and all subparts thereof, as contained in the policy is deleted in its entirety and replaced with the following condition as respects the Third Party shown below:

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a. With respect to the Third Party shown below, the insurance provided by this policy shall be primary and non-contributing insurance. Any and all other valid and collectible insurance available to such Third Party in respect of operations performed by you under written contractual agreements with said Third party for a loss covered by this policy, shall in no instance be considered as primary, co-insurance, or contributing insurance. Rather, any such other insurance shall be considered excess over and above the insurance provided by this policy.

Third Party to whom this endorsement applies is: City of Menasha, 100 Main Street, Suite 200, Menasha, WI 54952

Absence of a specifically named Third Party above means that the provisions of this endorsement apply as required by written contractual agreement with any Third Party for whom you are performing operations.

ALL OTHER TERMS AND CONDITIONS OF THE POLICY REMAIN UNCHANGED.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

WAIVER OF TRANSFER OF RIGHTS OF RECOVERY AGAINST OTHERS TO US

This endorsement modifies insurance under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART
PRODUCTS/COMPLETED OPERATIONS LIABILITY COVERAGE PART

SCHEDULE

Name of Person or Organization:

Any person or organization to whom or to which you are obligated by virtue of a written contract to waive your right of recovery.

The following is added to Paragraph 8. **Transfer of Rights of Recovery Against Others to Us of Section IV – Conditions:**

We waive any right of recovery we may have against the person or organization shown in the Schedule above because of payments we make for injury or damage arising out of your ongoing operations or “your work” done under a contract with that person or organization and included in the “products-completed operations hazard”. This waiver applies only to the person or organization shown in the Schedule above.

ALL OTHER TERMS AND CONDITIONS OF THE POLICY REMAIN UNCHANGED.

Notification of Pending Application for Temporary Expansion of Licensed Premises

Today's Date: July 1, 2025

Dear Resident,

Our business has applied to temporarily expand our alcohol licensed premises for an event. Information regarding our pending application is included below.

The City of Menasha requires us to notify you of our pending application because your property is within 150 feet of ours, or is within 150 feet of the area we wish to temporarily expand our license to.

Request for Temporary Expansion

Business Name: Wilzke's Pub

Business Contact: Melissa Sandry, (920) 428-1568

Event Name: Annual Corn Roast & BBBS Fundraiser

Date(s) of Requested Expansion: September 13, 2025

Times of Requested Expansion: 2pm-10pm

If you wish to comment on our pending application for temporary expansion of premises, please attend the Common Council meeting listed below and speak during public comment, or contact your alderperson.

Common Council Meeting

Date: July 7, 2025

Time: 6pm

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

Sincerely,

Wilzke's Pub



MEMORANDUM

DATE June 26, 2025
TO Common Council
FROM Kaija Snyder, City Clerk; 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 Alcohol Operator's (Bartender's) License applications to serve and sell alcohol in the City of Menasha during the current licensing term from three ineligible applicants. The Clerk's Office is aware of extenuating circumstances for one of these three applicants, resulting in two recommended motions.

Heather Campanella and Ashley Stephens have not achieved the criteria for license issuance outlined in the City of Menasha Policy Guidelines for Operator Licenses (attached) as provided by the Menasha Common Council. The Clerk's Office, with consultation from the Menasha Police Department, advises that the Common Council deny Heather Campanella's and Ashley Stephens' Alcohol Operator's License applications on this basis.

Recommendation: Staff recommends denial of the Alcohol Operator's License applications submitted by Heather Campanella and Ashely Stephens for the 2025-2027 licensing term.

Andrew Stanczak applied for an Alcohol Operator's License in the City of Menasha in December 2023. MEPD determined that Stanczak did not achieve the criteria for license issuance outlined in the City of Menasha Policy Guidelines for Operator Licenses as approved by the Menasha Common Council, and staff thus recommended that the Common Council deny Stanczak's application. The Menasha Common Council confirmed this denial at its February 5, 2024 meeting. This item came before the Menasha Common Council a second time on February 19, 2024 following a motion for reconsideration by Ald. Ropella. At this meeting, the previous Menasha Common Council voted to approve Stanczak's Alcohol Operator's License, and the Clerk's Office subsequently issued this license. Stanczak's license expired on June 30, 2025, and he reapplied for the current licensing term of July 1, 2025 – June 30, 2027.

The City of Menasha Policy Guidelines for Operator License ask for denial of Andrew Stanczak's Alcohol Operator's License application. However, MEPD identified no new

offenses on Stanczak's criminal record, and staff wish to provide the new Common Council the option for congruent policy application. The Clerk's Office, with consultation with MEPD, advises that the Common Council approve Andrew Stanczak's Alcohol Operator's License application on this basis.

Recommendation: Staff recommends approval of the Alcohol Operator's License application submitted by Andrew Stanczak for the 2025-2027 licensing term.

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

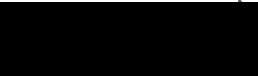
documents submitted to the Common Council and may not be statements of the applicant at the time of the hearing.

- 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.



June 23, 2025

Heather Marie Campanella



Re: City of Menasha Alcohol Operators Application

Dear Heather Campanella

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

11/28/1996 Disorderly Conduct – Convicted

03/06/1998 Disorderly Conduct / Domestic Abuse Related – Convicted

04/14/1998 94.44(1) Intimidate Victim/Dissuade Reporting – Convicted

05/18/2000 2 counts of 961.41(1m)(CM)1 Possess W/ Intent-Cocaine(≤5G) Felony –
Convicted Guilty No Contest

09/07/2000 946.49(1)(A) Bail Jumping-Misdemeanor- Convicted

10/16/2020 347.48(2m)(c) Operator Fail/Have Passenger Seat Belted – Guilty Due to No Contest

10/16/2020 347.48(4)(am) Violation of Child Safety Restraint Requirements- Child 4 years but
less than 8 years of age – Guilty Due to No Contest

07/05/2023 346.57(4)(h) Speeding in 55MPH Zone (16-19MPH)- Guilty Due to No Contest

The listed offenses are substantially related to the license for which you have applied for. Under the City of Menasha Policy Guidelines for Alcohol Licenses, you do not qualify for an Operator License as you have been convicted of a Felony (Guideline 1). According to Wisconsin State Statute 125.04(5)(b), “no license or permit related to alcohol beverages may be issued under the chapter to any person who has habitually been a law offender or has been convicted of a felony unless the person has been duly pardoned.”

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 incidents you have been convicted of demonstrate your disregard for following the law.

The Police Department is recommending to the Common Council that they deny your application for an Alcohol Operator License within the City of Menasha. The recommendation will be given to the Common Council at their next meeting on 07/7/2025 at 6:00 PM, 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
City of 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 <i>Campanella</i>		First Name <i>Heather</i>		Middle Name <i>Marie</i>	Previous Name(s) <i>N/A</i>
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)					
Name of Establishment where license will be used at: <i>Circle K</i>				If Approved, I would like to: ☒ Pick-Up License at City Hall ☐ Mail License and send it to: ☐ Home OR ☐ Business	

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 *Heather Campanella*

Date *6/18/25*

For Office Use Only	
☒ New License (\$50)	Expires <i>6/30/27</i>
☒ Renewal (\$50)	
☐ Provisional (\$15)	
☐ Temporary (\$25)	
☐ Approved	☐ Denied
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 _____	
Clerk/Deputy Clerk Signature	Date



June 26, 2025

Ashley Ann Stephens



Re: City of Menasha Alcohol Operators Application

Dear Ashley Stephens

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

01/01/2012 OWI 1st – non-criminal

01/17/2022 Operating motor vehicle without proof of insurance Forfeiture – Guilty Due to No Contest Plea

02/15/2022 Operating a motor vehicle without proof of insurance Forfeiture- Guilty Due to No Contest Plea

03/15/2022 Disorderly Conduct 26-1(c)(1)(cc) Forfeiture -Guilty Due to No Contest Plea

11/07/2022 OWI 1st – Guilty Due to Guilty Plea

12/05/2022 Possession or Delivery of Drug Paraphernalia Forfeiture – Guilty Due to No Contest Plea

04/24/2023 Operate without Valid License Forfeiture – Guilty Due to No Contest Plea

05/01/2023 Operate without Carrying License Forfeiture- Guilty Due to Guilty Plea

09/11/2023 OWI 3rd – Guilty Due to No Contest Plea

The listed offenses are substantially related to the license for which you have applied for. Under the City of Menasha Policy Guideline #3 for Alcohol Licenses, you do not qualify for an Operator License as you have been convicted of two or more offenses. The incidents you have been convicted of and your disregard for following the law, as demonstrated by your past convictions, substantially relate to the license for which you have applied. Individuals granted an operator's license must act in cooperation with law enforcement to enforce the alcohol beverage laws; drunk driving laws and maintaining the safety of the community.

The Police Department is recommending to the Common Council that they deny your application for an Alcohol Operator License within the City of Menasha. The recommendation will be given to the Common Council at their next meeting on 07/7/2025 at 6:00 PM, 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
City of 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 Stephens		First Name Ashley		Middle Name Ann	Previous Name(s) Ditscheit
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: The Old Grog					

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 6/25/25

For Office Use Only	
☒ New License (\$50) ☐ Renewal (\$50) ☐ Provisional (\$15) ☐ Temporary (\$25) ☐ Approved ☐ Denied	Expires 6/30/27 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 _____
Clerk/Deputy Clerk Signature	Date

Explain all "YES" answers to the questions from the front of this form completely. Include question number, correct charges, date(s) of offense(s), and sentences. Failure to include all information or providing inaccurate information may result in denial of your application.

(1) 1/1/12 OWI (1st) Waupaca / Fines

3/15/22 Disorderly Conduct / Fines

(2) 11/7/22 OWI (1st) / Fines

12/5/22 poss para / Fines

9/11/23 OWI (3rd) / 45 days 26 mo IID

(3)

Traffic offences

1/17/22

2/15/22

(4) 4/24/23

5/1/23

(5) Please note although alcohol related charges, none are pertaining to the sales of alcohol. I love bartending and take my job seriously. My charges come from a time in my life where I was not making the best choices in my personal life due to an abusive domestic situation. My personal and professional life have always and will always remain separate. In the last two years I have taken the necessary steps to remove myself from the situation and maintain personal stability. I have sought out therapy for my mental health and have had no encounters with authorities in almost 2 years.

(6) My last charge was initiated in Aug of '23 but not charged until Sep of '24. I maintain and comply with all stipulations against me. Serving and bartending brings joy to my life, I truly love what I do. Everyday is a new journey with new people and new stories. I wake up every morning eager to work, I am good at it, and I am able to support myself financially. I do not have a drinking problem and I serve responsibly. Please allow me to continue to share in great service and great conversation.



June 23, 2025

Andrew Ryan Stanczak



Re: City of Menasha Alcohol Operators Application

Dear Mr. Andrew Ryan Stanczak

You applied for an Alcohol Operators license in the City of Menasha in December 2023. At that point you did not qualify for an Operator License based on your Felony conviction of child abuse intentionally causing great harm. At that time the Common Council confirmed the denial at the meeting conducted on February 5, 2024, meeting. This item came before the Menasha Common Council a second time on February 19, 2024 following a motion for reconsideration by Alderman Ropella. At this meeting the Common Council Voted to approve your Alcohol Operators License, and your license was subsequently issued. That license expires on June 30, 2025. You have reapplied for the current license term of July 1st, 2025- June 30, 2027. The City of Menasha Policy Guidelines for Alcohol Licenses, you do not qualify for an Operator License as you have been convicted of a Felony (Guideline 1). However, I have identified no new criminal offenses in your history. To provide the new common council with the option for congruent policy application. The Clerks Office along with myself are recommending to the common council that they approve your Alcohol Operators License on this basis. Should you wish to provide a comment on this matter the next meeting is scheduled for 07/07/2025 at 6:00 PM.

Sincerely,

Lt. Peter Sawyer
Investigative Services
City of 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 Stanczak		First Name Andrew		Middle Name Ryan	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: Circle K					

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

[Handwritten Signature]

Date

6-18-25

For Office Use Only	
☐ New License (\$50) ☒ Renewal (\$50) ☐ Provisional (\$15) ☐ Temporary (\$25) ☐ Approved ☐ Denied	Expires 6/30/27 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 _____
Clerk/Deputy Clerk Signature	Date

Explain all "YES" answers to the questions from the front of this form completely. Include question number, correct charges, date(s) of offense(s), and sentences. Failure to include all information or providing inaccurate information may result in denial of your application.

(1) Already submitted all of this information in order to acquire my initial operators license. Attended City hall meetings & it was voted that I was approved for my license.

(2)

(3)

(4)

(5)

(6)

(7)



MEMORANDUM

Date: February 5, 2024

To: Common Council

From: Valerie Neuman, City Clerk

Re: Alcohol Operator License (Bartender) Applicants for the 2023-2025 Licensing Period

The following individuals have applied for bartender licenses to serve, dispense, and/or sell alcohol at a licensed establishment in the City. They have not met the criteria under the "Guidelines for Operator Licenses" as approved by the Common Council. Therefore, staff is recommending denial of the following applicants' Alcohol Operator's Licenses:

Andrew Ryan Stanczak

Nicholas Daniel Kasten



January 12, 2024

Andrew Ryan Stanczak

Re: City of Menasha Alcohol Operators Application

Dear Mr. Andrew Stanczak,

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

10/11/2003- Child Abuse-Intentionally Cause Harm Felony- Convicted
10/23/2003 – Felony Bail Jumping – Convicted
11/07/2003- Felony Bail Jumping- Convicted
03/07/2004 – Probation Violation - Misdemeanor Turned over to Probation/Parole
02/21/2005- Probation Violation – Misdemeanor Turned over to Probation / Parole
10/27/2014 – Disorderly Conduct Domestic Abuse, Misdemeanor Convicted
12/22/2014 – Possession of THC Misdemeanor Convicted
12/22/2014 – Possession of Drug Paraphernalia Convicted
07/30/2015 – Disorderly Conduct Domestic Abuse, Misdemeanor Convicted
09/15/2016 – Disorderly Conduct Domestic Abuse, Misdemeanor Convicted
11/02/2016 - Disorderly conduct Misdemeanor Convicted

The listed offenses are substantially related to the license for which you have applied for. Under the City of Menasha Policy Guidelines for Alcohol Licenses, you do not qualify for an Operator License as you have been convicted of a Felony (Guideline 1). According to Wisconsin State Statute 125.04(5)(b), “no license or permit related to alcohol beverages may be issued under the chapter to any person who has habitually been a law offender or has been convicted of a felony unless the person has been duly pardoned.”

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. 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 Police Department is recommending to the Common Council that they deny your application for an Alcohol Operator License within the City of Menasha. The recommendation will be given to the Common Council at their next meeting on 02/05/2024 at 6:00 PM, or shortly thereafter. Should you wish to provide 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
City of 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 Stanczak		First Name Andrew		Middle Name Ryan	Previous Name(s)
Street Address [REDACTED]		City [REDACTED]	State [REDACTED]	Zip Code [REDACTED]	
Date of Birth [REDACTED]	Age [REDACTED]	Birthplace [REDACTED]	Gender [REDACTED]	Race [REDACTED]	
Height [REDACTED]	Weight [REDACTED]	Eye Color [REDACTED]	Hair Color [REDACTED]	Primary Phone Number [REDACTED]	
Driver License or State ID No. [REDACTED]			Expiration Date [REDACTED]		State of Issuance WI
Scars, marks, tattoos, etc. (Visible Only) [REDACTED]					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: Caseys General Store					

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 **Andy Stanczak** Date **12-14-23**

For Office Use Only		
☒ New License (\$50)	Expires 6/30/2025	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 NO - MEDD denied • Date of Approval E-mail 1/12/2024
☐ Renewal (\$50)	_____	
☐ Provisional (\$15)	_____	
☐ Temporary (\$25)	_____	
☐ Approved	☐ Denied	
Clerk/Deputy Clerk Signature _____		Date _____

Explain all "YES" answers to the questions from the front of this form completely. Include question number, correct charges, date(s) of offense(s), and sentences. Failure to include all information or providing inaccurate information may result in denial of your application.

(1) Listing all cases off of ccap, I had a DUI in 2004 I believe and one DWI in 2014 which are not showing up on my ccap. I also had a sellers permit in the town of Clayton WI for many years. I am also selling at a gas station for off site consumption. (about 2015-2021)

(2) 2003CF00491 - 10-13-2003 child abuse Felony - Turned 18 girl Areat was 16. sentenced to 30 days huber + 5 years probation - Completed all terms
2003CF00525 - Bail Jumping associated with initial felony (10-24-2003)

(3) 2008CM000996 - 7-18-2008 Possession of THC + Possess Drug Paraphernalia - Jail time
mistemeanor
2009CM001760 - 12-22-2009 Disorderly Conduct misdemeanor - fine paid

(4) 2010CF000243 - 4-12-2010 Possess w/intent THC (<200grams) + possession of THC (2nd)
Both Felonies - 6 months jail time, 3 years probation - completed all terms

2010CV000951 - 4-28-2010 - Vehicle forfeiture from associated with last case

2010CF000358 - 5-24-2010 - Felony Bail Jumping associated with last case

(5) 2014CM000754 - 5-29-2014. Disorderly conduct misdemeanor - Fines, jail time (5 days)

2014CM001231 - 8-28-2014 ~~Bail jumping misdemeanor~~ Disorderly Conduct misdemeanor
Bail jumping not guilty DC - Fines paid

(6) 2014CM001751 - 12-23-2014 - Possession of THC / Possession Paraphernalia misdemeanor
Fines and jail time (30 days)

2015CM000919 - 7-2-2015 - Disorderly Conduct misdemeanor - Fines, Jail time (20 days)

(7) 2016CM001563 - 11-2-2016 - Disorderly Conduct Misdemeanor, Fines, Jail time (45 days)



To: Menasha Common Council

From: Alderman Randy Ropella

RE: Reconsideration - Beverage Operator License (Bartender) Applicant

Date: 2/15/2024

The following individual has applied for a bartender license to serve, dispense and/or sell alcohol at a licensed establishment in the City. They have not met the criteria under the "Guidelines for Operator Licenses" approved by the Common Council. Therefore, staff is recommending the following person be **DENIED** an Operator's License:

Andrew Ryan Stanczak

From: [Randy Ropella](#)
To: [Don Merkes](#)
Cc: [Valerie Neuman](#)
Subject: Fw: Stanczak Andrew Liquor License
Date: Wednesday, February 14, 2024 10:16:57 PM

Don,

After reading this well written request I would like this placed on our upcoming agenda for 2/19. Please grant this request as I just read my city emails tonight.

I will call Val Thursday morning as well.

Thank you,
Randy

From: Andrew Stanczak <stana8108@gmail.com>
Sent: Tuesday, February 13, 2024 6:03 PM
To: Rebecca Nichols; Stan Sevenich; Austin Hammond; Kiersten Lewis; Thomas Grade; Ted Grade; Randy Ropella
Subject: Stanczak Andrew Liquor License

[EXTERNAL EMAIL] DO NOT CLICK links, attachments, or reply unless you recognize the sender and know the content is safe.

Members of the Menasha Common Council,

I was in front of you at the February 5, 2024, council meeting regarding my alcohol server license. I lost the vote 4-3 in favor of denying my application. Thank you, Aldermen Stan Sevenich, Tom Grade and Ted Grade for voting no in favor of approving my liquor license. To Alderpersons Nichols, Hammond, Lewis, and Ropella, I respectfully ask you to please reconsider your vote at the next council meeting, Monday, February 19th or in the coming weeks. I understand your concern about giving a person with a record a liquor license but please look at the person that I am today and not just the mistakes that I have made in the past.

Having this license is necessary for the type of employment I have been working towards for many years. I would like to remind you that I did have a liquor license with no violations for 4 years at Ridgeway VP, in the town of Clayton, and worked closely with law enforcement on many occasions. Those experiences were always positive. I have successfully taken the seller server class and test 3 times and facilitated many of my employees in getting their licenses.

I have worked hard to become the person I am today and am sorry for past decisions,

however I have moved forward a long time ago. It was difficult and humbling to go before all of you and relive those experiences. Regarding my felony, please consider the circumstances around it. When I was 17 (21 years ago) I was in a relationship where things went wrong between my girlfriend and me. Two months after I turned 18, I was looking at charges for dating someone who was 16. I continued dating her against the judge's orders and I ended up receiving bail jumping charges. I have accepted responsibility for my actions and served a short jail sentence and completed probation for those charges. The charges that I have had in the last ten years were between 8 and 10 years ago, and many of those charges were directly related to my bipolar disorder. I have learned to deal with living with bipolar in many ways; cogitate, anger management, NA/AA and I am finally and happily on the correct medications and seeing a counselor regularly.

I live a much more positive life now and every day is a new beginning and opportunity to keep things going in a favorable direction. I work full time, support my daughter, attend church weekly and have joined the Knights of Columbus to be a positive influence in our community. I was chosen for Winnebago County jury duty in 2021 for a case that was settled outside of court. If you choose to allow me to obtain this liquor license, I will not let down the City of Menasha or Winnebago County.

My hope in sharing a little bit of who I am in this email is to have you please pause a minute to reconsider allowing me to hold a liquor license with the City of Menasha. I am not a strong public speaker and feel that I did not do a great job in asking you to vote in my favor at the last meeting. I have made mistakes and I own them. I am a good person who would like to continue going in a positive direction. Thank you for the time all of you have already given to me over this license, I would appreciate it if you would give me another chance and vote in my favor. It is my understanding, from a conversation with Mayor Merkes, that I can appeal to you one time for this license. Please let me know if I can get back on the council's schedule in the coming weeks. I appreciate you giving me a few more minutes of your time.

Sincerely,

Andrew Stanczak



Virus-free. www.avg.com

July 7, 2025

REVISED PRE-SALE REPORT FOR

City of Menasha, Wisconsin

\$3,675,000 General Obligation Promissory Notes, Series 2025A



Prepared by:

Ehlers
N19W24400 Riverwood Drive,
Suite 100
Waukesha, WI 53188

Advisors:

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

BUILDING COMMUNITIES. IT'S WHAT WE DO.

EXECUTIVE SUMMARY OF PROPOSED DEBT

Proposed Issue:

\$3,675,000 General Obligation Promissory Notes, Series 2025A

Purposes:

The proposed issue includes financing for the following purposes: finance park improvements, fire equipment, facility improvements, and street improvements. Debt service will be paid from ad valorem property taxes.

Authority:

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

- 67.12(12)

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

The Notes count against the City's General Obligation Debt Capacity Limit of 5% of total City Equalized Valuation. At the end of 2025, the City's total General Obligation debt principal outstanding will be approximately \$39 million, which is 43% of its estimated limit. Remaining General Obligation Borrowing Capacity will be approximately \$57.4 million.

Term/Call Feature:

The Notes are being issued for a term of 20 years. Principal on the Notes will be due on March 1 in the years 2026 through 2045. Interest will be due every six months beginning March 1, 2026. The Notes will be subject to prepayment at the discretion of the City on March 1, 2033 or any date thereafter.

Bank Qualification:

Because the City is expecting to issue no more than \$10,000,000 in tax exempt debt during the calendar year, the City will be able to designate the Notes as "bank qualified" obligations.

Rating:

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

Basis for Recommendation:

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

Method of Sale/Placement:

We are recommending the Notes be issued as municipal securities and offered through a competitive underwriting process. You will solicit competitive bids, which we will compile on your behalf, for the purchase of the Notes from underwriters and banks. An allowance for discount bidding will be incorporated in the terms of the issue. The discount is treated as an interest item and provides the underwriter with all or a portion of their compensation in the transaction. If the Notes are purchased at a price greater than the minimum bid amount (maximum discount), the unused allowance may be used to reduce your borrowing amount.

Premium Pricing:

In some cases, investors in municipal bonds prefer “premium” pricing structures. A premium is achieved when the coupon for any maturity (the interest rate paid by the issuer) exceeds the yield to the investor, resulting in a price paid that is greater than the face value of the bonds. The sum of the amounts paid in excess of face value is considered “reoffering premium.”

For this issue of Notes, any premium amount received that is in excess of the underwriting discount and any capitalized interest amounts must be placed in the debt service fund and used to pay a portion of the interest payments due on the Notes. We anticipate using any premium amounts received to reduce the issue size.

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

Parameters:

The Common Council will consider adoption of a Parameters Resolution on July 7, 2025, which delegates authority to the Finance Director or Mayor to accept and approve a bid for the Notes so long as the bid meets certain parameters. These parameters are:

- * Issue size not to exceed \$3,675,000
- * Maximum Bid of 107.00%
- * Minimum Bid of 98.75%
- * Maximum True Interest Cost (TIC) of 4.76%
- * Maturity Schedule Adjustments: not to exceed \$200,000 increase for the 2026 maturity and \$125,000 increase/decrease for 2027-2045 maturities

Other Considerations:

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

Review of Existing Debt:

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

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

Continuing Disclosure:

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

Arbitrage Monitoring:

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

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

The Notes may qualify for one or more exception(s) to the Arbitrage Rules by meeting 1) small issuer exception, 2) spend down requirements, 3) bona fide debt service fund limits, 4) reasonable reserve requirements, 5) expenditure within an available period limitations, 6) investments yield restrictions, 7) de minimis rules, or; 8) borrower limited requirements.

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

Other Service Providers:

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

Bond Counsel and Disclosure Counsel: Quarles & Brady LLP

Paying Agent: Bond Trust Services Corporation (if term bonds)

PROPOSED DEBT ISSUANCE SCHEDULE

Pre-Sale Review by Common Council:	July 7, 2025
Due Diligence Call to Review Official Statement:	Week of July 21, 2025
Distribute Official Statement:	July 30, 2025
Designated Officials Award Sale of the Notes:	August 7, 2025
Estimated Closing Date:	August 28, 2025

Attachments

- Summary of Existing G.O. Debt
- CIP Project List
- Estimated Sources and Uses of Funds
- Estimated Proposed Debt Service Schedule
- Tax Impact Analysis
- G.O. Debt Capacity Analysis

EHLERS' CONTACTS

Greg Johnson, Senior Municipal Advisor	(262) 796-6168
Casey Griffiths, Senior Financial Specialist	(262) 796-6198
Sue Porter, Lead Public Finance Analyst	(262) 796-6167
Kathy Myers, Senior Financial Analyst	(262) 796-6177

Table 1
Existing G.O. Debt Base Case

City of Menasha, WI

Year Ending	Existing Debt														Annual Taxes		Year Ending
	Total G.O. Debt Payments	WPPI Loans	Transfer to Sewer	G.O. Debt Expense	Less: PILOT	Less: Inter gov.	Less: RDA	Less: Assessments	Less: Lot Sales	Less: TID's	Less: Water	Less: Fund Balance	Net Tax Levy	Equalized Value (TID OUT)	Tax Rate Per \$1,000	\$300,000 of value	
2025	3,961,508	18,058	45,000	1,200	(669,256)	(225,000)	(388,540)	(98,000)	(599,217)	(318,289)	(190,088)	(37,376)	1,500,000	1,664,132,000	\$0.90	\$270.41	2025
2026	3,860,598	21,458	45,000	1,200	(629,119)	(225,000)	(388,540)	(90,000)	(757,295)	(316,489)	(191,738)		1,330,076	1,760,708,469	\$0.76	\$226.63	2026
2027	3,555,507	19,480	45,000	1,200	(629,119)	(225,000)	(388,540)	(130,000)	(585,942)	(113,685)	(193,200)		1,355,701	1,867,530,070	\$0.73	\$217.78	2027
2028	3,519,298	15,524	45,000	1,200	(629,119)	(225,000)	(388,540)	(130,000)	(555,375)	(111,935)	(194,428)		1,346,625	1,975,910,571	\$0.68	\$204.46	2028
2029	3,438,268	15,524	45,000	1,200	(629,119)	(225,000)	(388,540)	(130,000)	(577,285)	(115,360)	(190,513)		1,244,176	2,090,580,841	\$0.60	\$178.54	2029
2030	3,303,809	15,524	45,000	1,200	(629,119)	(225,000)	(388,540)	(130,000)	(556,654)	(113,985)	(191,451)		1,130,784	2,211,905,902	\$0.51	\$153.37	2030
2031	3,253,644	15,524	45,000	1,200	(629,119)	(225,000)	(388,540)	(130,000)	(408,404)	(58,435)	(192,185)		1,283,685	2,340,271,958	\$0.55	\$164.56	2031
2032	2,694,774	8,452	45,000	1,200	(629,119)	(225,000)		(130,000)	(341,558)	(58,435)	0		1,365,314	2,476,087,628	\$0.55	\$165.42	2032
2033	3,628,945	3,400	45,000	1,200	(629,119)	(225,000)		(130,000)		(58,435)			2,635,990	2,619,785,243	\$1.01	\$301.86	2033
2034	2,187,663	3,400	45,000	1,200	(629,119)	(225,000)		(125,000)		0			1,258,144	2,771,822,226	\$0.45	\$136.17	2034
2035	2,057,833	3,400	45,000	1,200	(629,119)	(225,000)		(100,000)					1,153,314	2,932,682,544	\$0.39	\$117.98	2035
2036	2,102,146		45,000	1,200	(629,119)	(225,000)							1,294,227	3,102,878,253	\$0.42	\$125.13	2036
2037	2,044,178		45,000	1,200	(629,119)	(225,000)							1,236,259	3,282,951,123	\$0.38	\$112.97	2037
2038	1,990,519		45,000	1,200	(629,119)	(225,000)							1,182,600	3,473,474,367	\$0.34	\$102.14	2038
2039	1,965,813		45,000	1,200	(629,119)	(225,000)							1,157,894	3,675,054,463	\$0.32	\$94.52	2039
2040	1,934,985		45,000	1,200	(629,119)	(225,000)							1,127,066	3,888,333,088	\$0.29	\$86.96	2040
2041	559,093		45,000	1,200	(629,119)	(225,000)							(248,827)	4,113,989,153	-\$0.06	-\$18.14	2041
2042	479,846		45,000	1,200	(629,119)	(225,000)							(328,073)	4,352,740,974	-\$0.08	-\$22.61	2042
2043	280,500		45,000	1,200	(629,119)	(225,000)							(527,419)	4,605,348,552	-\$0.11	-\$34.36	2043
2044	260,100		45,000	1,200	(629,119)	(225,000)							(547,819)	4,872,615,993	-\$0.11	-\$33.73	2044
2045	0		45,000	1,200	(629,119)	(225,000)							(807,919)	5,155,394,071	-\$0.16	-\$47.01	2045
2046			40,000	1,200	(629,119)	(225,000)							(812,919)	5,454,582,930	-\$0.15	-\$44.71	2046
2047				1,200	(629,119)	(225,000)							(852,919)	5,771,134,958	-\$0.15	-\$44.34	2047
2048				1,200	(629,119)	(225,000)							(852,919)	6,106,057,811	-\$0.14	-\$41.91	2048
2049				1,200	(629,119)	(225,000)							(852,919)	6,460,417,623	-\$0.13	-\$39.61	2049
Total	47,079,027	139,744	985,000	30,000	(15,768,112)	(5,625,000)	(2,719,780)	(1,323,000)	(4,381,730)	(1,265,051)	(1,343,601)	(37,376)	15,770,121				Total

Notes:

1. EV Growth based on 5.08%.
2. 2027 EV amount reflects closure of TID #4.

Legend:

Represents +/- 25% Change over previous year

Table 2

Capital Improvement Plan & Funding Uses

City of Menasha, WI

Projects	Plan Issue	Funding Year	2025	2026	2027	2028	2029	2030	Totals
		Project year	2024	2025	2026	2027	2028	2029	
Fire Equipment	2025 G.O. Notes 5 years	G.O. Debt	41,331						41,331
Fire Facility Upgrade	2025 G.O. Notes 10 Years	G.O. Debt	62,752						62,752
Park Renovations	2025 G.O. Notes 10 Years	G.O. Debt	587,024						587,024
Trail Renovations	2025 G.O. Notes 10 Years	G.O. Debt	7,816						7,816
Playground Equipment	2025 G.O. Notes 10 Years	G.O. Debt	91,412						91,412
Police Vehicles and Equipment	2025 G.O. Notes 5 years	G.O. Debt	35,961						35,961
Police Facility upgrade	2025 G.O. Notes 10 Years	G.O. Debt	36,469						36,469
Street/Sidewalk construction	2025 G.O. Notes 20 Years	G.O. Debt	2,623,529						2,623,529
Street light upgrades	2025 G.O. Notes 10 Years	G.O. Debt	47,644						47,644
Street signal upgrades	2025 G.O. Notes 10 Years	G.O. Debt	24,702						24,702
2025 Projects (Financed in 2026)	2026 G.O. Notes 20 Years	G.O. Debt		3,516,280					3,516,280
2026 Projects (Financed in 2027)	2027 G.O. Notes 20 Years	G.O. Debt			6,446,108				6,446,108
2027 Projects (Financed in 2028)	2028 G.O. Notes 20 Years	G.O. Debt				6,814,893			6,814,893
2028 Projects (Financed in 2029)	2029 G.O. Notes 20 Years	G.O. Debt					2,269,912		2,269,912
2029 Projects (Financed in 2029)	2030 G.O. Notes 20 Years	G.O. Debt						2,612,272	2,612,272
Actual CIP Costs			3,558,639	3,516,280	6,446,108	6,814,893	2,269,912	2,612,272	25,218,104

Table 3

Sources and Uses

City of Menasha, WI

		2025			
		G.O. Notes	5 year Portion	10 year Portion	20 year Portion
CIP Projects					
	Project Costs	3,558,639	77,292	857,818	2,623,529
	Subtotal Project Costs	3,558,639	77,292	857,818	2,623,529
CIP Projects		3,558,639	77,292	857,818	2,623,529
Estimated Issuance Expenses					
	Municipal Advisor (Ehlers)	31,900	694	7,725	23,480
	Bond Counsel	20,000	435	4,844	14,721
	Disclosure Counsel	13,000	283	3,148	9,569
	Rating Fee	0	0	0	0
	Underwriter's Discount	45,938	1,000	11,125	33,813
	Paying Agent	850	19	206	626
	Subtotal Issuance Expenses	111,688	2,431	27,048	82,208
TOTAL TO BE FINANCED		3,670,327	79,724	884,866	2,705,737
Rounding		4,673	276	5,134	(737)
NET ISSUE SIZE		3,675,000	80,000	890,000	2,705,000

Table 4
Allocation of Debt Service - 2025 G.O. Notes

City of Menasha, WI

Year Ending	5 year Portion			10 year Portion			20 year Portion			
	Principal	Interest	Total	Principal	Interest	Total	Principal	Est. Rate	Interest	Total
2025			0			0				0
2026	15,000	2,817	17,817	75,000	34,009	109,009	85,000	3.85%	121,343	206,343
2027	15,000	2,214	17,214	80,000	30,733	110,733	90,000	3.85%	116,958	206,958
2028	15,000	1,636	16,636	80,000	27,653	107,653	95,000	3.85%	113,397	208,397
2029	15,000	1,059	16,059	85,000	24,476	109,476	100,000	3.85%	109,643	209,643
2030	20,000	385	20,385	85,000	21,204	106,204	100,000	3.85%	105,793	205,793
2031				90,000	17,813	107,813	105,000	3.90%	101,821	206,821
2032				95,000	14,181	109,181	110,000	3.95%	97,601	207,601
2033				95,000	10,381	105,381	115,000	4.05%	93,099	208,099
2034				100,000	6,408	106,408	120,000	4.10%	88,311	208,311
2035				105,000	2,179	107,179	125,000	4.15%	83,257	208,257
2036							130,000	4.30%	77,868	207,868
2037							135,000	4.65%	71,934	206,934
2038							145,000	4.65%	65,424	210,424
2039							150,000	4.85%	58,416	208,416
2040							160,000	4.85%	50,898	210,898
2041							170,000	4.85%	42,896	212,896
2042							180,000	5.00%	34,273	214,273
2043							185,000	5.00%	25,148	210,148
2044							195,000	5.00%	15,648	210,648
2045							210,000	5.13%	5,387	215,387
Total	80,000	8,111	88,111	890,000	189,036	1,079,036	2,705,000		1,479,112	4,184,112

Year Ending	Totals		
	Principal (3/1)	Interest	Total
2025	0	0	0
2026	175,000	158,169	333,169
2027	185,000	149,904	334,904
2028	190,000	142,686	332,686
2029	200,000	135,178	335,178
2030	205,000	127,382	332,382
2031	195,000	119,633	314,633
2032	205,000	111,782	316,782
2033	210,000	103,481	313,481
2034	220,000	94,718	314,718
2035	230,000	85,436	315,436
2036	130,000	77,868	207,868
2037	135,000	71,934	206,934
2038	145,000	65,424	210,424
2039	150,000	58,416	208,416
2040	160,000	50,898	210,898
2041	170,000	42,896	212,896
2042	180,000	34,273	214,273
2043	185,000	25,148	210,148
2044	195,000	15,648	210,648
2045	210,000	5,387	215,387
Total	3,675,000	1,676,259	5,351,259

Notes:

- 1) Estimated Rate assumes NR sale of 6/12/25 + .50
- 2) True Interest Cost of 4.76%

Table 5
Financing Plan Tax Impact
City of Menasha, WI

Year Ending	Existing Debt		Proposed Debt										Year Ending				
	Net Debt Service Levy	Equalized Value (TID OUT)	2025 G.O. Notes 3,675,000 Dated: 8/28/2025	2026 G.O. Notes 3,630,000 Dated: 6/1/2026	2027 G.O. Notes 6,620,000 Dated: 6/1/2027	2028 G.O. Notes 6,990,000 Dated: 6/1/2028	2029 G.O. Notes 2,370,000 Dated: 6/1/2029	2030 G.O. Notes 2,715,000 Dated: 6/1/2030	2032 G.O. Notes 1,475,000 Dated: 6/1/2032	Abatements	Debt Service Levy			Taxes			
			Total P&I	Total P&I	Total P&I	Total P&I	Total P&I	Total P&I	Total P&I	Total P&I	Less: Debt proceeds	Total Net Debt Service Levy		Levy Change from Prior Year	Total Tax Rate for Debt Service	Annual Taxes \$300,000 of Value	Annual Taxes New Debt Only
2025	1,500,000	1,664,132,000	0	0	0	0	0	0	0	0		1,500,000		\$0.90	\$270	\$0	2025
2026	1,330,076	1,760,708,469	333,169	0	0	0	0	0	0	0		1,663,245	163,245	\$0.94	\$283	\$57	2026
2027	1,355,701	1,867,530,070	334,904	283,869	0	0	0	0	0	0		1,974,474	311,229	\$1.06	\$317	\$99	2027
2028	1,346,625	1,975,910,571	332,686	286,250	413,750	0	0	0	0	0		2,379,311	404,837	\$1.20	\$361	\$157	2028
2029	1,244,176	2,090,580,841	335,178	285,431	482,125	436,875	0	0	0	0		2,783,785	404,474	\$1.33	\$399	\$221	2029
2030	1,130,784	2,211,905,902	332,382	284,375	532,875	646,875	148,125	0	0	0		3,075,416	291,631	\$1.39	\$417	\$264	2030
2031	1,283,685	2,340,271,958	314,633	283,081	531,875	539,000	196,500	218,438	0	0		3,367,212	291,796	\$1.44	\$432	\$267	2031
2032	1,365,314	2,476,087,628	316,782	281,550	545,000	372,500	192,500	225,875	0	0		3,299,521	(67,691)	\$1.33	\$400	\$234	2032
2033	2,635,990	2,619,785,243	313,481	284,663	547,125	370,000	193,375	177,250	176,125	(1,407,364)		3,290,644	(8,877)	\$1.26	\$377	\$75	2033
2034	1,258,144	2,771,822,226	314,718	282,419	548,500	367,500	164,750	174,750	175,750			3,286,530	(4,114)	\$1.19	\$356	\$220	2034
2035	1,153,314	2,932,682,544	315,436	284,819	544,250	443,000	191,000	172,250	175,125			3,279,193	(7,338)	\$1.12	\$335	\$217	2035
2036	1,294,227	3,102,878,253	207,868	286,744	544,375	407,250	191,375	169,750	174,250			3,275,839	(3,354)	\$1.06	\$317	\$192	2036
2037	1,236,259	3,282,951,123	206,934	283,313	548,625	451,000	196,375	167,250	173,125			3,262,880	(12,959)	\$0.99	\$298	\$185	2037
2038	1,182,600	3,473,474,367	210,424	284,525	547,000	492,250	196,000	164,750	176,625			3,254,175	(8,706)	\$0.94	\$281	\$179	2038
2039	1,157,894	3,675,054,463	208,416	285,263	544,625	487,125	195,375	186,625	174,750			3,240,072	(14,103)	\$0.88	\$264	\$170	2039
2040	1,127,066	3,888,333,088	210,898	285,525	546,375	501,250	194,500	182,875	172,625			3,221,114	(18,958)	\$0.83	\$249	\$162	2040
2041	(248,827)	4,113,989,153	212,896	285,313	547,125	801,750	198,250	266,875	175,125			2,238,507	(982,608)	\$0.54	\$163	\$181	2041
2042	(328,073)	4,352,740,974	214,273	284,625	546,875	803,500	196,625	268,375	172,250			2,158,450	(80,056)	\$0.50	\$149	\$171	2042
2043	(527,419)	4,605,348,552	210,148	283,463	545,625	803,750	194,750	269,375	169,125			1,948,817	(209,634)	\$0.42	\$127	\$161	2043
2044	(547,819)	4,872,615,993	210,648	286,706	548,250	802,500	197,500	269,875	0			1,767,660	(181,156)	\$0.36	\$109	\$143	2044
2045	(807,919)	5,155,394,071	215,387	284,356	549,625	804,625	194,875	269,875	0			1,510,824	(256,837)	\$0.29	\$88	\$135	2045
2046	(812,919)	5,454,582,930	0	281,531	549,750	800,125	196,875	269,375	0			1,284,737	(226,087)	\$0.24	\$71	\$115	2046
2047	(852,919)	5,771,134,958	0	0	553,500	803,875	198,375	268,375	0			971,206	(313,531)	\$0.17	\$50	\$95	2047
2048	(852,919)	6,106,057,811	0	0	0	825,125	199,375	271,750	0			443,331	(527,875)	\$0.07	\$22	\$64	2048
2049	(469,375)	6,460,417,623	0	0	0	0	199,875	269,500	0			0	(443,331)	\$0.00	\$0	\$40	2049
2050	(271,625)	6,835,342,401	0	0	0	0	0	271,625	0			0	0	\$0.00	\$0	\$0	2050
2051	0	7,232,025,617	0	0	0	0	0	0	0			0	0	\$0.00	\$0	\$0	2051
2052	0	7,651,730,002	0	0	0	0	0	0	0			0	0	\$0.00	\$0	\$0	2052
2053	0	8,095,791,570	0	0	0	0	0	0	0			0	0	\$0.00	\$0	\$0	2053
2054	0	8,565,623,869	0	0	0	0	0	0	0			0	0	0	0	0	2054
Total	15,882,040		5,351,259	5,687,819	10,717,250	11,959,875	3,836,375	4,534,813	1,914,875	(1,407,364)		58,476,940		0	0	3,803	Total

Notes:

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

Existing Debt				
Year Ending	Projected Equalized Value (TID IN) ¹	Debt Limit	Existing Principal Outstanding	% of Limit
2024	1,827,432,700	91,371,635	37,709,763	41.27%
2025	1,930,176,464	96,508,823	35,411,049	36.69%
2026	2,038,696,792	101,934,840	32,585,495	31.97%
2027	2,153,318,459	107,665,923	29,980,375	27.85%
2028	2,274,384,501	113,719,225	27,329,935	24.03%
2029	2,402,257,240	120,112,862	24,675,861	20.54%
2030	2,537,319,369	126,865,968	22,070,575	17.40%
2031	2,679,975,098	133,998,755	19,436,169	14.50%
2032	2,830,651,360	141,532,568	15,941,459	11.26%

Proposed Debt			
Combined Principal Existing & Proposed	% of Limit	Residual Capacity	Year Ending
\$37,709,763	41.27%	\$53,661,872	2024
\$39,086,049	40.50%	\$57,422,774	2025
\$39,715,495	38.96%	\$62,219,344	2026
\$43,475,375	40.38%	\$64,190,548	2027
\$47,504,935	41.77%	\$66,214,290	2028
\$46,740,861	38.91%	\$73,372,001	2029
\$45,995,575	36.26%	\$80,870,394	2030
\$42,466,169	31.69%	\$91,532,586	2031
\$39,626,459	28.00%	\$101,906,109	2032

Notes:

1) Projected TID IN EV based on 5-year average at 5.62% annual inflation.



RESOLUTION R-17-25

RESOLUTION AUTHORIZING THE ISSUANCE AND ESTABLISHING PARAMETERS FOR THE SALE OF NOT TO EXCEED \$3,675,000 GENERAL OBLIGATION PROMISSORY NOTES, SERIES 2025A

INTRODUCED BY: Mayor Hammond

WHEREAS, the Common Council hereby finds and determines that it is necessary, desirable and in the best interest of the City of Menasha, Calumet and Winnebago Counties, Wisconsin (the "City") to raise funds for public purposes, including financing street and sidewalk improvements, park improvements and fire and police equipment and facility improvements, (collectively, the "Project");

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

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

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

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

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

Section 1. Authorization and Sale of the Notes; Parameters. For the purpose of paying costs of the Project, the City is authorized to borrow pursuant to Section 67.12(12), Wisconsin Statutes, the principal sum of not to exceed THREE MILLION SIX HUNDRED SEVENTY-FIVE THOUSAND DOLLARS (\$3,675,000) upon the terms and subject to the conditions set

forth in this Resolution. Subject to satisfaction of the condition set forth in Section 17 of this Resolution, the Mayor and City Clerk are hereby authorized, empowered and directed to make, execute, issue and sell to the financial institution that submitted the Proposal (the "Purchaser") for, on behalf of and in the name of the City, Notes aggregating the principal amount of not to exceed THREE MILLION SIX HUNDRED SEVENTY-FIVE THOUSAND DOLLARS (\$3,675,000). The purchase price to be paid to the City for the Notes shall not be less than 98.75% nor more than 107.00% of the principal amount of the Notes.

Section 2. Terms of the Notes. The Notes shall be designated "General Obligation Promissory Notes, Series 2025A"; shall be issued in the aggregate principal amount of up to \$3,675,000; shall be dated as of their date of issuance; shall be in the denomination of \$5,000 or any integral multiple thereof; shall be numbered R-1 and upward; and shall mature or be subject to mandatory redemption on the dates and in the principal amounts set forth below, provided that (a) the principal amount of the 2026 maturity or mandatory redemption amount may be increased by up to \$200,000; (b) the principal amount per maturity or mandatory redemption amount in the years 2027 through 2045 may be increased or decreased by up to \$125,000; and (c) the aggregate principal amount of the Notes shall not exceed \$3,675,000. The schedule below assumes the Notes are issued in the aggregate principal amount of \$3,675,000.

<u>Date</u>	<u>Principal Amount</u>
03-01-2026	\$175,000
03-01-2027	185,000
03-01-2028	190,000
03-01-2029	200,000
03-01-2030	205,000
03-01-2031	195,000
03-01-2032	205,000
03-01-2033	210,000
03-01-2034	220,000
03-01-2035	230,000
03-01-2036	130,000
03-01-2037	135,000
03-01-2038	145,000
03-01-2039	150,000
03-01-2040	160,000
03-01-2041	170,000
03-01-2042	180,000
03-01-2043	185,000
03-01-2044	195,000
03-01-2045	210,000

Interest shall be payable semi-annually on March 1 and September 1 of each year commencing on March 1, 2026. The true interest cost on the Notes (computed taking the Purchaser's compensation into account) shall not exceed 4.76%. Interest shall be computed upon the basis of a 360-day year of twelve 30-day months and will be rounded pursuant to the rules of the Municipal Securities Rulemaking Board.

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

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

Section 5. Tax Provisions.

(A) Direct Annual Irrepealable Tax Levy. For the purpose of paying the principal of and interest on the Notes as the same becomes due, the full faith, credit and resources of the City are hereby irrevocably pledged, and there is hereby levied upon all of the taxable property of the City a direct annual irrepealable tax in the years 2025 through 2044 for the payments due in the years 2026 through 2045 in the amounts as are sufficient to meet the principal and interest payments when due.

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

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

Section 6. Segregated Debt Service Fund Account.

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

Within the debt service fund, there hereby is established a separate and distinct account designated as the "Debt Service Fund Account for General Obligation Promissory Notes, Series 2025A" (the "Debt Service Fund Account") and such account shall be maintained until the

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

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

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

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

Section 8. No Arbitrage. All investments made pursuant to this Resolution shall be Permitted Investments, but no such investment shall be made in such a manner as would cause the Notes to be "arbitrage bonds" within the meaning of Section 148 of the Code or the Regulations and an officer of the City, charged with the responsibility for issuing the Notes, shall certify as to facts, estimates, circumstances and reasonable expectations in existence on the date

of delivery of the Notes to the Purchaser which will permit the conclusion that the Notes are not "arbitrage bonds," within the meaning of the Code or Regulations.

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

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

Section 10. Designation as Qualified Tax-Exempt Obligations. The Notes are hereby designated as "qualified tax-exempt obligations" for purposes of Section 265 of the Code, relating to the ability of financial institutions to deduct from income for federal income tax purposes, interest expense that is allocable to carrying and acquiring tax-exempt obligations.

Section 11. Execution of the Notes; Closing; Professional Services. The Notes shall be issued in printed form, executed on behalf of the City by the manual or facsimile signatures of the Mayor and City Clerk, authenticated, if required, by the Fiscal Agent (defined below), sealed with its official or corporate seal, if any, or a facsimile thereof, and delivered to the Purchaser upon payment to the City of the purchase price thereof, plus accrued interest to the date of delivery (the "Closing"). The facsimile signature of either of the officers executing the Notes may be imprinted on the Notes in lieu of the manual signature of the officer but, unless the City has contracted with a fiscal agent to authenticate the Notes, at least one of the signatures appearing on each Note shall be a manual signature. In the event that either of the officers whose signatures appear on the Notes shall cease to be such officers before the Closing, such signatures shall, nevertheless, be valid and sufficient for all purposes to the same extent as if they had remained in office until the Closing. The aforesaid officers are hereby authorized and directed to do all acts and execute and deliver the Notes and all such documents, certificates and acknowledgements as may be necessary and convenient to effectuate the Closing. The City hereby authorizes the officers and agents of the City to enter into, on its behalf, agreements and contracts in conjunction with the Notes, including but not limited to agreements and contracts for legal, trust, fiscal agency, disclosure and continuing disclosure, and rebate calculation services.

Any such contract heretofore entered into in conjunction with the issuance of the Notes is hereby ratified and approved in all respects.

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

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

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

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

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

Section 15. Utilization of The Depository Trust Company Book-Entry-Only System. In order to make the Notes eligible for the services provided by The Depository Trust Company, New York, New York ("DTC"), the City agrees to the applicable provisions set forth in the Blanket Issuer Letter of Representations, which the City Clerk or other authorized representative of the City is authorized and directed to execute and deliver to DTC on behalf of the City to the extent an effective Blanket Issuer Letter of Representations is not presently on file in the City Clerk's office.

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

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

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

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

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

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

Section 20. Record Book. The City Clerk shall provide and keep the transcript of proceedings as a separate record book (the "Record Book") and shall record a full and correct statement of every step or proceeding had or taken in the course of authorizing and issuing the Notes in the Record Book.

Section 21. Bond Insurance. If the Purchaser determines to obtain municipal bond insurance with respect to the Notes, the officers of the City are authorized to take all actions necessary to obtain such municipal bond insurance. The Mayor and City Clerk are authorized to agree to such additional provisions as the bond insurer may reasonably request and which are

acceptable to the Mayor and City Clerk including provisions regarding restrictions on investment of Note proceeds, the payment procedure under the municipal bond insurance policy, the rights of the bond insurer in the event of default and payment of the Notes by the bond insurer and notices to be given to the bond insurer. In addition, any reference required by the bond insurer to the municipal bond insurance policy shall be made in the form of Note provided herein.

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

Adopted, approved and recorded July 7, 2025.

Recommended by:

Motion/Second:

Pass/Fail: _____

Requires: Majority Vote

Austin R. Hammond, Mayor

ATTEST:

Kaija Snyder, City Clerk

(SEAL)

EXHIBIT A

APPROVING CERTIFICATE

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

1. Resolution. On July 7, 2025, the Common Council of the City adopted a resolution (the "Resolution") authorizing the issuance and establishing parameters for the sale of not to exceed \$3,675,000 General Obligation Promissory Notes, Series 2025A of the City (the "Notes") after a public sale and delegating to me the authority to approve the Preliminary Official Statement, to approve the purchase proposal for the Notes, and to determine the details for the Notes within the parameters established by the Resolution.

2. Proposal; Terms of the Notes. On the date hereof, the Notes were offered for public sale and the bids set forth on the Bid Tabulation attached hereto as Schedule I and incorporated herein by this reference were received. The institution listed first on the Bid Tabulation, _____ (the "Purchaser") offered to purchase the Notes in accordance with the terms set forth in the Proposal attached hereto as Schedule II and incorporated herein by this reference (the "Proposal"). Ehlers & Associates, Inc. recommends the City accept the Proposal. The Proposal meets the parameters and conditions established by the Resolution and is hereby approved and accepted.

The Notes shall be issued in the aggregate principal amount of \$ _____, which is not more than the \$3,675,000 approved by the Resolution, and shall mature on March 1 of each of the years and in the amounts and shall bear interest at the rates per annum as set forth in the Pricing Summary attached hereto as Schedule III and incorporated herein by this reference. The principal payments in each year are as set forth in the Resolution, namely: (a) the principal payment or mandatory redemption amount in the year 2026 was not increased by more than \$200,000 and (b) the principal payments or mandatory redemption amounts in the years 2027 through 2045 were not increased or decreased by more than \$125,000, as set forth below.

<u>Date</u>	<u>Resolution Schedule</u>	<u>Actual Amount</u>
03-01-2026	\$175,000	\$ _____
03-01-2027	185,000	_____
03-01-2028	190,000	_____
03-01-2029	200,000	_____
03-01-2030	205,000	_____
03-01-2031	195,000	_____
03-01-2032	205,000	_____
03-01-2033	210,000	_____
03-01-2034	220,000	_____
03-01-2035	230,000	_____
03-01-2036	130,000	_____
03-01-2037	135,000	_____
03-01-2038	145,000	_____

<u>Date</u>	<u>Resolution Schedule</u>	<u>Actual Amount</u>
03-01-2039	\$150,000	\$ _____
03-01-2040	160,000	_____
03-01-2041	170,000	_____
03-01-2042	180,000	_____
03-01-2043	185,000	_____
03-01-2044	195,000	_____
03-01-2045	210,000	_____

The true interest cost on the Notes (computed taking the Purchaser's compensation into account) is _____%, which is not in excess of 4.76%, as required by the Resolution.

3. Purchase Price of the Notes. The Notes shall be sold to the Purchaser in accordance with the terms of the Proposal at a price of \$ _____, plus accrued interest, if any, to the date of delivery of the Notes, which is not less than 98.75% nor more than 107.00% of the principal amount of the Notes, as required by the Resolution.

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

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

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

7. Preliminary Official Statement. The Preliminary Official Statement with respect to the Notes is hereby approved and deemed "final" as of its date for purposes of SEC Rule 15c2-12 promulgated by the Securities and Exchange Commission pursuant to the Securities and Exchange Act of 1934.

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

IN WITNESS WHEREOF, I have executed this Certificate on _____, 2025
pursuant to the authority delegated to me in the Resolution.

[_____
Jennifer Sassman
Finance Director]

[_____
Austin R. Hammond
Mayor]

SCHEDULE I TO APPROVING CERTIFICATE

Bid Tabulation

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

(See Attached)

COPY

SCHEDULE II TO APPROVING CERTIFICATE

Proposal

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

(See Attached)

COPY

SCHEDULE III TO APPROVING CERTIFICATE

Pricing Summary

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

(See Attached)

COPY

SCHEDULE IV TO APPROVING CERTIFICATE

Debt Service Schedule and Irrepealable Tax Levies

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

(See Attached)

COPY

[SCHEDULE MRP

Mandatory Redemption Provision

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

For the Term Bonds Maturing on March 1, 20

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

For the Term Bonds Maturing on March 1, 20

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

For the Term Bonds Maturing on March 1, 20

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

For the Term Bonds Maturing on March 1, 20

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

EXHIBIT B

(Form of Note)

REGISTERED UNITED STATES OF AMERICA
STATE OF WISCONSIN DOLLARS
CALUMET AND WINNEBAGO COUNTIES
NO. R-____ CITY OF MENASHA \$_____
GENERAL OBLIGATION PROMISSORY NOTE, SERIES 2025A

MATURITY DATE: ORIGINAL DATE OF ISSUE: INTEREST RATE: CUSIP:
March 1, _____, 2025 _____ % _____

DEPOSITORY OR ITS NOMINEE NAME: CEDE & CO.

PRINCIPAL AMOUNT: _____ THOUSAND DOLLARS
(\$ _____)

FOR VALUE RECEIVED, the City of Menasha, Calumet and Winnebago Counties, Wisconsin (the "City"), hereby acknowledges itself to owe and promises to pay to the Depository or its Nominee Name (the "Depository") identified above (or to registered assigns), on the maturity date identified above, the principal amount identified above, and to pay interest thereon at the rate of interest per annum identified above, all subject to the provisions set forth herein regarding redemption prior to maturity. Interest shall be payable semi-annually on March 1 and September 1 of each year commencing on March 1, 2026 until the aforesaid principal amount is paid in full. Both the principal of and interest on this Note are payable to the registered owner in lawful money of the United States. Interest payable on any interest payment date shall be paid by wire transfer to the Depository in whose name this Note is registered on the Bond Register maintained by [Bond Trust Services Corporation] [the City Clerk or City Treasurer] (the "Fiscal Agent") or any successor thereto at the close of business on the 15th day of the calendar month next preceding each interest payment date (the "Record Date"). This Note is payable as to principal upon presentation and surrender hereof at the office of the Fiscal Agent.

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

This Note is one of an issue of Notes aggregating the principal amount of \$_____, all of which are of like tenor, except as to denomination, interest rate, maturity date and redemption provision, issued by the City pursuant to the provisions of Section 67.12(12), Wisconsin Statutes, for public purposes, including financing street and sidewalk improvements, park improvements and fire and police equipment and facility improvements, as authorized by a resolution adopted on July 7, 2025 as supplemented by an Approving Certificate, dated _____, 2025

(the "Approving Certificate") (collectively, the "Resolution"). Said Resolution is recorded in the official minutes of the Common Council for said date.

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

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

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

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

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

This Note is transferable only upon the books of the City kept for that purpose at the office of the Fiscal Agent, only in the event that the Depository does not continue to act as depository for the Notes, and the City appoints another depository, upon surrender of the Note to the Fiscal Agent, by the registered owner in person or his duly authorized attorney, together with a written instrument of transfer (which may be endorsed hereon) satisfactory to the Fiscal Agent duly executed by the registered owner or his duly authorized attorney. Thereupon a new fully

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

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

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

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

CITY OF MENASHA
CALUMET AND WINNEBAGO COUNTIES,
WISCONSIN

By: _____
Austin R. Hammond
Mayor

(SEAL)

By: _____
Kaija Snyder
City Clerk

[Date of Authentication: _____, _____]

CERTIFICATE OF AUTHENTICATION

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

BOND TRUST SERVICES CORPORATION

By _____
Authorized Signatory]

COPY

ASSIGNMENT

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

(Name and Address of Assignee)

(Social Security or other Identifying Number of Assignee)

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

Dated: _____

Signature Guaranteed:

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

(Depository or Nominee Name)

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

(Authorized Officer)



RESOLUTION R-18-25

**A RESOLUTION ACKNOWLEDGING REVIEW OF CITY OF MENASHA 2024
COMPLIANCE MAINTENANCE ANNUAL REPORT (CMAR) UNDER WISCONSIN
ADMINISTRATIVE CODE NR 208**

Introduced by: Alderman Ropella

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

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

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

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

This Resolution shall be effective immediately upon its adoption and approval.

Passed and approved this ____ day of ____, 2025.

Recommended by:
Common Council

Motion/Second:

Passed/Failed:

Requires: Majority Vote

Austin Hammond, Mayor

ATTEST:

Kaija Snyder, City Clerk



MEMORANDUM

DATE July 7, 2025
TO Common Council
FROM Austin Hammond, Mayor
RE R-16-25 - A Resolution Supporting The Grow Solar Program (Introduced by Ald. Rand)

General Information:

Grow Solar is a solar group-buying and education program that makes transitioning to solar easier. Offered by the Midwest Renewable Energy Association, The Oneida Nation, and the City of Green Bay, property owners in Brown, Outagamie, and Winnebago counties can pool their buying power to secure significant discounts that make installing solar more affordable.

The City of Menasha Sustainability Committee approved advancing R-16-25 – A Resolution Supporting The Grow Solar Program (Introduced by Alderman Rand) to the City of Menasha Common Council at the June 26th, 2025 Sustainability Committee meeting.

Fiscal Impact:

None

Recommendation:

That the City of Menasha Common Council approves R-16-25 – A Resolution Supporting The Grow Solar Program (Introduced by Alderman Rand) and the Sponsorship Agreement.



A RESOLUTION SUPPORTING THE GROW SOLAR PROGRAM

INTRODUCED BY: Alderman Rand

WHEREAS, the voluntary use of solar electricity by residents diversifies the electric supply of the City of Menasha; and

WHEREAS, the voluntary use of solar electricity by residents provides stability to the electric grid during peak power demands; and

WHEREAS, over time the use of solar electricity can help reduce peak demand during the summer and saves participating residents money on their electric bills, retaining that money within the City of Menasha for future economic use; and

WHEREAS, solar electricity generation requires no fossil fuels, and reduces environmental pollutants; and

WHEREAS, the City of Menasha recognizes the promotional benefits of being an innovative and green-powered community.

NOW, THEREFORE, BE IT RESOLVED, that the City of Menasha will support the Grow Solar program in the following ways:

- 1.) Provide MREA with a logo for use on by MREA in promoting its Grow Solar Group Buy Program.
- 2.) Promote MREA's educational programming and related information on City's website, and other public communications, as deemed appropriate.
- 3.) Delegate and provide a contact person to coordinate with MREA in implementing this Agreement.

BE IT FURTHER RESOLVED, by the City of Menasha Common Council, that the City of Menasha supports the efforts of Grow Solar.

Passed and approved this _____ day of _____, 2025.

Recommended by:

Motion/Second:

Pass/Fail: _____

Requires: _____ Majority Vote
_____ 2/3 Vote

Austin R. Hammond, Mayor

ATTEST:

Kaija Snyder, City Clerk

SPONSORSHIP AGREEMENT

This Sponsorship Agreement (hereinafter "Agreement"), is made this ____ day of _____, 2025 (the "Effective Date") by and between the City of Menasha, a Wisconsin Municipal Corporation, (hereinafter "CITY") and Midwest Renewable Energy Association, a Wisconsin Corporation, (hereinafter "MREA"), collectively referred to as the Parties.

RECITALS

WHEREAS, MREA is dedicated to promoting clean energy, energy efficiency, an sustainable living through education and demonstration; and

WHEREAS, MREA plans to operate – Grow Solar Fox Valley Group Buy Program for the installation of residential and small non-residential solar electric systems, in the Fox Valley area.

NOW, THEREFORE, in consideration of the foregoing herein and the mutual promises and covenants set forth herein, the parties agree as follows:

1. RESPONSIBILITIES OF MREA

- a. Provide CITY with a logo for use on the City's website, social media posts, and other communications to the public.
- b. Provide CITY with all documents associated with the Request for Proposals.
- c. Delegate and provide contact person to coordinate with CITY in implementing this Agreement.

2. RESPONSIBILITIES OF CITY

- a. Provide MREA with a logo for use on by MREA in promoting its Grow Solar Group Buy Program.
- b. Promote MREA's educational programming and related information on City's website, social media, and other public communications, as deemed appropriate.
- c. Delegate and provide contact person to coordinate with MREA in implementing this Agreement.

3. TERM

This Agreement will be in effect from the date of execution, the Effective Date, until the end of the program, Sept. 30, 2025, unless terminated pursuant to the provisions of Section 4 of this Agreement.

4. TERMINATION

- a. If either party fails to fulfill its obligations under this Agreement in a timely or proper manner, or violates any of its provisions, the non-breaching party will thereupon have the right to terminate this Agreement by giving ten (10) days written notice of termination of the Agreement, specifying the alleged violations, and effective date of termination. This

Agreement will not be terminated if, upon receipt of the notice, the breaching party promptly cures the alleged violation prior to the end of the ten (10) day period.

- b. Either party has the right to terminate this Agreement at any time, for any reason, by giving the other party thirty (30) days written notice of such termination by email to the identified contact

5. INDEPENDENT PROVIDER

In entering into this Agreement, and in acting in compliance herewith, the parties acknowledge and agree that MREA and CITY are at all times acting and performing as an independent contractors, duly authorized to perform the acts required of it hereunder. Each party further agrees that neither party may be charged with the obligation or responsibility of extending any fringe benefits such as hospital, medical and life insurance, or pension plans to any employee or contractor of the other party pursuant to this Agreement.

6. NOTICE

All notices provided for under this Agreement shall be in writing and shall be sufficient if by email to the contacts set forth above or to such other address as a party may designate to the other party in writing. Each such Notice will be deemed to have been received as of the date emailed if receipt has been electronically confirmed.

If to MREA:

Corey Ziemann
Solar Program Coordinator
corey@midwestrenew.org

If to CITY:

Austin Hammond
City of Menasha – Mayor
ahammond@menashawi.gov

7. AMENDMENT AND ASSIGNMENT

No modification, expansion, assignment, or amendment of this Agreement will be of any force or effect unless in writing and signed by the parties hereto.

8. SEVERABILITY

All terms and covenants herein are severable. In the event any single term or covenant is found invalid by an agency or court of competent jurisdiction, this Agreement will be interpreted as if such invalid terms or covenants were not contained herein.

9. CHOICE OF LAW and FORUM

This Agreement will be governed in all respects by, and construed in accordance with, the laws of the State of Wisconsin.

10. FINAL EXPRESSION

This Agreement is intended by MREA and CITY as a final expression of their agreement and as a complete and exclusive statement of its terms. This Agreement supersedes all prior proposals, negotiations, conversations, discussions and agreements among the parties concerning the subject matter hereof.

11. EXCLUDED PARTY LAW.

CITY represents and warrants that neither it nor its subcontractors is excluded from receiving or being a party to any Federal contract or subcontract pursuant to any Federal statute, rule, regulation, executive order or government instruction. CITY shall notify MREA of any exclusion or adverse actions or any basis therefore within seven (7) days of its learning of any such exclusion or adverse action or any basis therefore. Ineligibility to participate in any federal health care program is grounds for immediate termination of this Agreement at MREA's sole discretion.

12. USE OF MARKS.

Neither party will use the other party's name, logos, trademarks, or other marks without that party's written consent for each specific use.

13. COMPLIANCE WITH LAWS.

Each party represents and warrants that it shall comply with all applicable federal and state laws and regulations regarding their respective obligations hereunder.

14. EACH PARTY RESPONSIBLE FOR ITS OWN ACTS.

Each party shall be responsible for its own acts or omissions and for any and all claims, liabilities, injuries, suits, demands, and expenses of all kinds which may result or arise out of any alleged malfeasance or neglect caused or alleged to have been caused by that party or its employees or representatives in the performance or omission of any act or responsibility of that party under this Agreement.

15. WAIVER.

No failure or delay on the part of either party hereto in exercising any right, power or remedy hereunder shall operate as a waiver thereof, nor shall any single or partial exercise of any such right, power or remedy preclude any other or further exercise thereof or the exercise of any other right, power or remedy. Any waiver granted hereunder must be in writing and signed by the party against whom the waiver is asserted, and shall be valid only in the specific instance in which given.

16. SURVIVAL.

Those provisions of this Agreement which, by their nature, are meant to survive termination shall so survive, and include without limitation provisions related to ownership of marks, governing law and venue.

17. COUNTERPARTS.

This Agreement may be executed in several counterparts, and the signatures on this Contract may be transmitted electronically. Electronic signatures will be deemed to constitute original

signatures and counterparts to this Agreement containing the signatures (whether original or electronic) of all the parties will be deemed to constitute a single, enforceable Contract.

IN WITNESS WHEREOF, the parties agree to the terms set forth this Agreement.

CITY OF MENASHA

By _____

Date _____

By _____

Date _____

MREA

By _____

Date _____



MEMORANDUM

DATE July 7th, 2025
TO Common Council
FROM Andrew Dane, Community Development Director
RE Rezoning – N8910 Oneida Street (Parcels #7-00725-56 and #7-00725-57)

GENERAL INFORMATION

Owner/Applicant: Victor Cavazos, applicant and owner of N8910 Oneida Street

Address/Parcel Numbers: N8910 Oneida Street/ 7-00725-56 and 7-00725-57

Applicant's Request: To obtain a final C-1 general commercial zoning designation for Parcel number 7-00725-56 and 7-00725-57.

Plan Commission Public Hearing Meeting Date: May 6th, 2025

Common Council Meeting Date: July 7th, 2025

BACKGROUND

January 7, 2025 - A Rezoning Application and Special Use Permit application was placed on hold by the Plan Commission.

May 6, 2025 - The Plan Commission recommended approval of the Rezoning Application to rezone Parcel 7-00725-56 and Parcel 7-00725-57 from R-1 Single-Family Residence Use District to C-1 General Commercial Use District

STAFF ANALYSIS

Existing Site Conditions: The subject parcels are approximately 1.5 acres. Currently parcel 7-00725-57 is vacant and the existing property on parcel 7-00725-56 is actively being used for construction services/contractor office.

Surrounding Zoning and Land Uses: The surrounding zoning and uses (North, South, East, and West) are generally residential with portions to the West and Southeast being zoned commercial.

North: City of Menasha. PUD Planned Unit Development. The adjacent land use to the North is residential.

South: City of Menasha. R-1 Single-Family Residence District. The adjacent land use to the South is a legal non-conforming use to operate an energy substation. Village of Harrison. The adjacent land use to the South is residential.

East: City of Menasha. C-3 Business and Office District. The adjacent land use to the East is undeveloped wetland.

West: City of Menasha. R-1 Single-Family Residence District. The adjacent Land use to the West is residential.

Menasha 2030 Comprehensive Plan: The future land use map in the land use section of the City of Menasha 2030 Comprehensive Plan identifies the subject area as General Commercial. The proposed rezoning would conform to the potential acceptable zoning districts for the general commercial designation.

Proposed Zoning Classification: Accommodate a wide range of retail and commercial service and product establishments. It is also intended to accommodate the development of mixed land uses which will allow the association of commercial and residential land uses in the same zoning district.

- 1) **Minimum Lot Width:** Eighty (80) Feet
- 2) **Minimum Lot Size:** Nine Thousand Five Hundred (9,500) Square Feet
- 3) **Maximum Lot Coverage:** 30%, Plan Commission, upon review, may reduce this requirement by up to fifty percent (50%)
- 4) **Minimum Front Yard Setback:** Ten (10) Feet, for properties abutting a residential, the front yard setback requirements of the adjacent residential district shall apply.
- 5) **Minimum Rear Yard Setback:** Ten (10) Feet, for properties abutting a residential, transitional area requirements shall apply.
- 6) **Minimum Side Yard Setback:** None, unless abutting a residential use or district, then transitional area requirements apply.
- 7) **Maximum Building Height:** Forty-Five (45) Feet or Three (3) Stories

Standards for Zoning Map Amendments:

Section 13-1-144

(b) **RECOMMENDATIONS.**

- (2) Within 30 days of receipt of the application, the Community Development Department shall schedule an informal public hearing before the Plan Commission and shall schedule a formal public hearing before the Common Council.
- (3) The Plan Commission cannot act on any matter unless the agenda is received by them at least five (5) days prior to the scheduled meeting so that individual members can read the material and view the premises.
- (4) The Plan Commission shall review all proposed amendments to the text and zoning map(s) within the corporate limits and shall recommend in writing that the petition be granted as requested, modified or denied. A recording of the recommendation in the Plan Commission's official minutes shall constitute the required written recommendation.

(c) **HEARINGS.**

- (1) The City Clerk or Community Development Department shall notify all property owners immediately adjacent and extending one hundred (100) feet from or directly opposite the property and extending one hundred (100) feet from the street frontage of the opposite land. Such notice shall be by first class mail and shall include the proposed rezoning, the date of the informal hearing before the Plan Commission, and the date of the formal hearing before the Common Council. Such notice shall be sent not less than seven (7) days prior to the informal hearing. The Clerk shall, with all due diligence, ascertain who all the owners of the property are. Failure to notify all owners where, with due diligence, such information cannot be obtained will not invalidate a rezoning ordinance per se. Copies of all notices shall be filed with The Clerk. The Clerk shall call upon the City Planner and Assessor for aid in their endeavor.
- (2) The Common Council, following receipt of recommendation of the Plan Commission, shall hold a public hearing upon each proposed change or amendment, giving notice of the time, place and the change or amendment proposed by publication of a Class 2 notice, under Chapter 985 of the Wisconsin Statutes. At least ten (10) days' prior, written notice shall also be given to the clerk of any municipality within one thousand (1,000) feet of any land to be affected by the proposed change or amendment.
- (3) The Common Council may delegate to the City Plan Commission the responsibility to hold public hearings as required under this Section.

(d) **COMMON COUNCIL'S ACTION.** Following such hearing and after consideration of the Plan Commission's recommendations, the Common

Council shall vote on the proposed ordinance effecting the proposed change or amendment.

- (e) **RECORDING.** When a rezoning ordinance is passed, the Clerk shall mail a copy to the successful applicant instructing such person that, if he desires to have the instrument recorded at his own expense, he shall contact the City Attorney's office who may advise the petitioner thereafter.

Community Development Department Review Report: The City of Menasha Community Development Department has reviewed this application. Any future alterations to the current property on parcel 7-00725-56 or future development on parcel 7-00725-57 would need to conform to any C-1 General Commercial design standards.

RECOMMENDATION

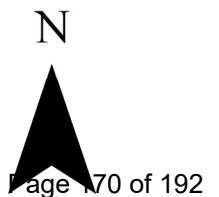
Based upon the above analysis and the standards for zoning map amendments as required by Section 13-1-142 of the Zoning Ordinance, staff and the City of Menasha Plan Commission recommend **approval**, as presented, of rezoning Parcel 7-00725-56 and Parcel 7-00725-57 from R-1 Single-Family Residence Use District to C-1 General Commercial District.

Rezoning Application N8910 Oneida Street



The City of Menasha creates and provides maps for INFORMATIONAL PURPOSES ONLY. The City makes no claims to accuracy or completeness, provides no warranties of any kind and assumes no liability for their use.

0 25 50 Feet





ORDINANCE O-6-25

AN ORDINANCE AMENDING TITLE 13, BY MAKING CERTAIN CHANGES TO THE DISTRICT

(N8910 Oneida Street - Parcel No. 7-00725-56)
(Oneida Street - Parcel No. 7-00725-57)

INTRODUCED BY: Alderman Rosita Eisenach.

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

SECTION 1: Zoning Map Amendment. The Zoning Ordinance Title 13 and Zoning District made a part thereof is hereby amended by changing the following properties from R-1 Single-Family Residence Use District to C-1 General Commercial District, described as follows:

Parcel #7-00725-56

That part of the Southwest Quarter of the Southwest Quarter (SW $\frac{1}{4}$ of SW $\frac{1}{4}$) of Section Seven (7), Township Twenty (20) North, of Range Eighteen (18) East, City of Menasha, Calumet County, Wisconsin, described as follows: Beginning at a point Ninety-four (94) feet North of the Southwest corner of the said Southwest Quarter of the Southwest Quarter (SW $\frac{1}{4}$ of SW $\frac{1}{4}$) of Section Seven (7); thence North One Hundred Twenty (120) feet, thence East Two Hundred Ten (210) feet; thence South Two Hundred Ten (210) feet; thence West Ninety (90) feet; thence North Ninety (90) feet, thence West One Hundred Twenty (120) feet to the place of beginning, EXCEPT land conveyed for highway purposes by instrument recorded in Jacket 321, Image 12 as Document No. 168046.

And

Parcel #7-00725-57

A parcel of land in the Southwest $\frac{1}{4}$ of the Southwest $\frac{1}{4}$ of Section Seven (7), Township Twenty (20) North, Range Eighteen (18) East, in the City of Menasha, Calumet County, Wisconsin, described as follows: Beginning at a point on the West line of the Southwest $\frac{1}{4}$ of the Southwest $\frac{1}{4}$ of Section 7 a distance of 214 feet North of the Southwest corner thereof; thence North on the West line of the said Southwest $\frac{1}{4}$ of the Southwest $\frac{1}{4}$ 150 feet; thence East 243 feet; thence South 150 feet; thence West 243 feet to the place of beginning, excepting therefrom that part lying within the right of way limits of USH 10 as laid out under Department of Transportation Project 1501-1-21, STH 114-Appleton Rd.

SECTION 2: Effective Date. This amending Ordinance shall become effective upon its passage and publication as provided by law.

Passed and approved this ____ day of _____, 2025.

Recommended by:

Motion/Second:

Pass/Fail: _____

Requires: ____ Majority Vote
____ 2/3 Vote

Austin Hammond, Mayor

ATTEST:

Kaija Snyder, City Clerk



MEMORANDUM

DATE July 7, 2025
TO Common Council
FROM Andrew Dane, Community Development Director
RE Rezoning – Province Terrace Lots 3-7, Calumet County, Wisconsin

GENERAL INFORMATION

Owner/Applicant: Michael Huelsbeck, owner of subject parcels / Tom Klister, potential buyer and developer

Address/Parcel Numbers: 1285 Province Terrace (Parcel 7-00001-03), 1269 Province Terrace (Parcel 7-00001-04), 1253 Province Terrace (Parcel 7-00001-05), 1237 Province Terrace (Parcel 7-00001-06), and 1221 Province Terrace (Parcel 7-00001-07)

Applicant's Request: To obtain approval of rezoning subject parcels from C-3 Business and Office District to R-4 Multi-Family Residence District.

Plan Commission Public Hearing Meeting Date: June 3, 2025

BACKGROUND

June 3, 2025 - The Plan Commission unanimously recommended approval of the rezoning application to rezone Parcels 7-00001-03, 7-00001-04, 7-00001-05, 7-00001-06, and 7-00001-07 from C-3 Business and Office District to R-4 Multi-Family High Density Use District.

SITE CONDITIONS

Existing Site Conditions: The subject parcels are approximately 5.92 acres. The subject parcels are vacant and were previously used by the Huelsbeck family for agricultural purposes. The topography is generally flat, with low lying areas adjacent a seasonal drainage located along the eastern border of the subject parcels. The site is well served by local streets and utilities, and is in close proximity to neighborhood-oriented services such as auto care, pharmacy, grocery, and personal care services.

Surrounding Zoning and Land Uses: The surrounding zoning and uses (North, South, and West) are commercial; land to the East is zoned single family residential.

North: City of Menasha. C-1 General Commercial. The adjacent land use to the North is vacant.

South: City of Menasha C-3 Business and Office District. The adjacent land use to the South is commercial.

East: City of Menasha. R-1 Single-Family Residence District. The adjacent land use to the East consists of single-family residential homes.

West: City of Menasha. C-3 Business and Office District. The adjacent land use to the East consists of single-family residential homes and vacant land.

Village of Harrison. Office and Retail Commercial. The adjacent land use to the West consists of a single-family residential home.

CITY OF MENASHA COMPREHENSIVE PLAN

The future land use map in the land use section of the City of Menasha Comprehensive Plan identifies the subject area as Neighborhood Mixed Use. The proposed rezoning would conform to the acceptable zoning districts for the Neighborhood Mixed Use designation.

The proposed rezoning aligns with and supports the following City of Menasha Comprehensive Plan goals, objectives, and policies:

Housing Goal 3: Create a diverse base of housing opportunities appropriate for all segments of the population

Objective 1: Encourage a mixture of housing types throughout the community and in new growth areas to be responsive to consumer demand for a variety of housing types. Housing should be available for households at all stages of the life cycle.

Housing Goal 5: Maintain an adequate supply of sites for multi-family housing in desirable locations that meet current needs and projected growth

Objective 1: Encourage development of high-quality, mixed-income, attractive, high-amenity multi-family neighborhoods located near services, public transportation, recreation, and employment.

Land Use Goal #1: Create an economically and environmentally sustainable development pattern.

Policy 1: New development within the City's jurisdiction should support the efficient use of public services and infrastructure.

Policy 2: Encourage development that uses land efficiently.

Land Use Goal #2: Create an economically and environmentally sustainable development pattern.

Policy 6: Provide a mix of housing types to accommodate every stage of life in every neighborhood.

PROPOSED ZONING: R-4 MULTIFAMILY HIGH DENSITY RESIDENTIAL DISTRICT (R-4)

Section 13-1-28

The purpose of this district is to create high-density residential development that is readily accessible to thoroughfares, shopping and employment. Similar to the R-3 District, it is the intent to restrict uses that generate high volumes of traffic and noise.

1. **Minimum front yard setback** – Twenty (20) feet or the prevailing setback
2. **Minimum side yard** – Eight (8) feet on each side. For a single or two (2) family dwelling, minimum side yards are the same as the R-1 District requirements.
3. **Minimum rear yard** – Twenty-five (25) feet.
4. **Maximum height** – Forty-five (45) feet or three (3) stories.
5. **Minimum side and rear yard of detached garages, accessory buildings and uses** – Three (3) feet side yard and three (3) feet rear yard.
6. **Minimum lot size** – Six thousand (6,000) square feet for a single-family dwelling; three thousand (3,000) square feet per unit for a two (2) family unit; one thousand five hundred (1,500) square feet per unit for a three (3) or more family unit; and seven hundred fifty (750) square feet per unit for a dwelling unit containing less than five hundred fifty (550) square feet.

PROCEDURE FOR CHANGES OR AMENDMENTS TO THE ZONING CODE

Section 13-1-142

(b) **RECOMMENDATIONS.**

1. The Common Council or the City Clerk shall cause the petition to be forwarded to the Plan Commission for its consideration and recommendation.
2. Within 30 days of receipt of the application, the Community Development Department shall schedule an informal public hearing before the Plan Commission and shall schedule a formal public hearing before the Common Council.
3. The Plan Commission cannot act on any matter unless the agenda is received by them at least five (5) days prior to the scheduled meeting so that individual members can read the material and view the premises.
4. The Plan Commission shall review all proposed amendments to the text and zoning map(s) within the corporate limits and shall recommend in writing that

the petition be granted as requested, modified or denied. A recording of the recommendation in the Plan Commission's official minutes shall constitute the required written recommendation.

(c) **HEARINGS.**

(1) The City Clerk or Community Development Department shall notify all property owners immediately adjacent and extending one hundred (100) feet from or directly opposite the property and extending one hundred (100) feet from the street frontage of the opposite land. Such notice shall be by first class mail and shall include the proposed rezoning, the date of the informal hearing before the Plan Commission, and the date of the formal hearing before the Common Council. Such notice shall be sent not less than seven (7) days prior to the informal hearing. The Clerk shall, with all due diligence, ascertain who all the owners of the property are. Failure to notify all owners where, with due diligence, such information cannot be obtained will not invalidate a rezoning ordinance per se. Copies of all notices shall be filed with The Clerk. The Clerk shall call upon the City Planner and Assessor for aid in their endeavor.

(2) The Common Council, following receipt of recommendation of the Plan Commission, shall hold a public hearing upon each proposed change or amendment, giving notice of the time, place and the change or amendment proposed by publication of a Class 2 notice, under Chapter 985 of the Wisconsin Statutes. At least ten (10) days' prior, written notice shall also be given to the clerk of any municipality within one thousand (1,000) feet of any land to be affected by the proposed change or amendment.

(3) The Common Council may delegate to the City Plan Commission the responsibility to hold public hearings as required under this Section.

(d) **COMMON COUNCIL'S ACTION.** Following such hearing and after consideration of the Plan Commission's recommendations, the Common Council shall vote on the proposed ordinance effecting the proposed change or amendment.

(e) **RECORDING.** When a rezoning ordinance is passed, the Clerk shall mail a copy to the successful applicant instructing such person that, if he desires to have the instrument recorded at his own expense, he shall contact the City Attorney's office who may advise the petitioner thereafter.

COMMUNITY CONCERNS

At the June 3, 2025, Plan Commission meeting and in follow up correspondence, residents of neighboring properties expressed concerns regarding development impacts including available infrastructure, property values, traffic, land use compatibility, wildlife impacts, stormwater runoff, light pollution, and crime. These concerns are partially addressed in the Community Development Department Review section below. If the development moves ahead, site plan approvals will be required. At that stage many of the issues raised shall be more thoroughly addressed.

COMMUNITY DEVELOPMENT DEPARTMENT REVIEW

The City of Menasha Community Development Department has reviewed this application. Staff does not have concerns regarding the proposed zoning map amendment based on the following findings:

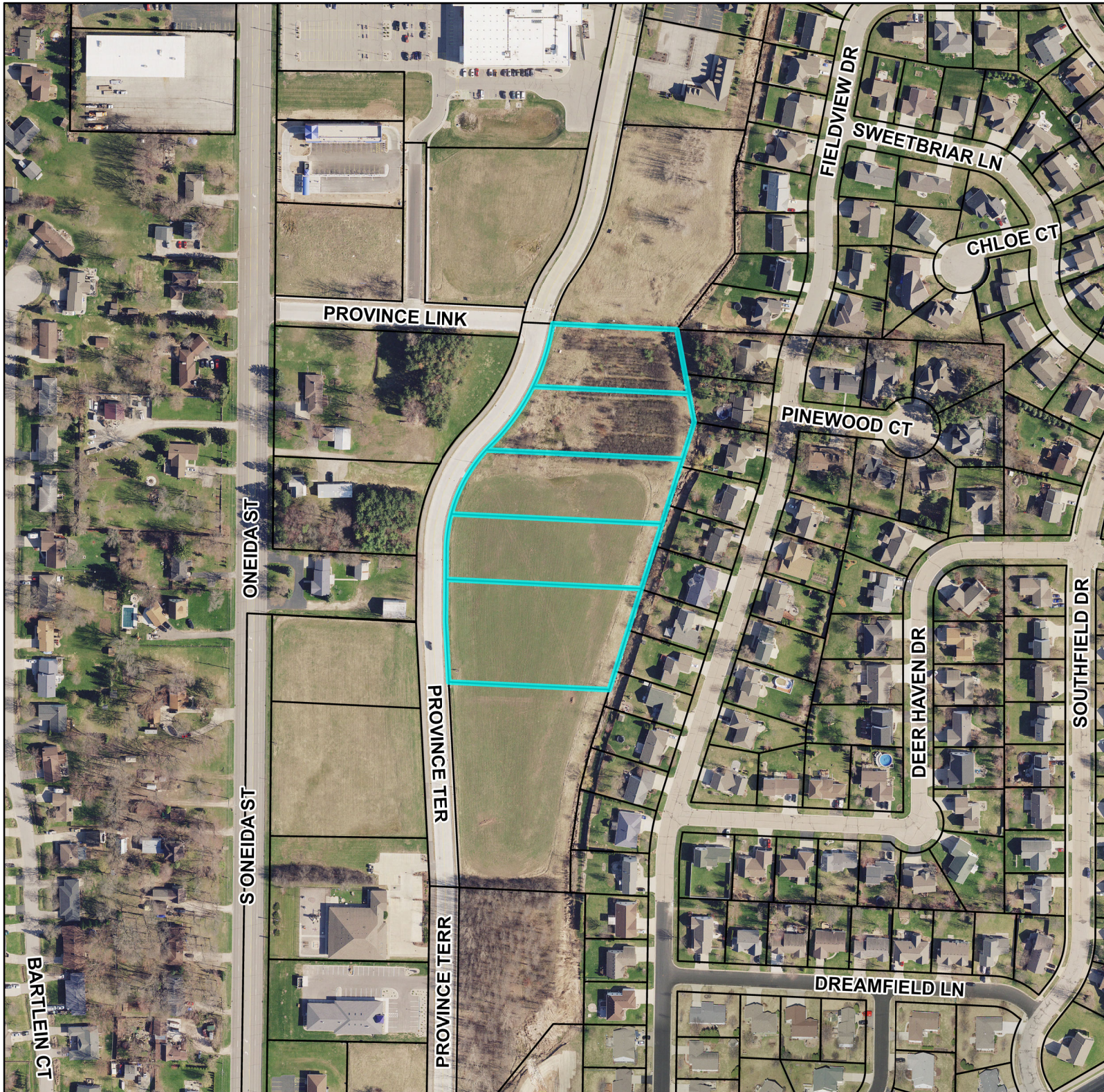
- 1. Consistency with the Comprehensive Plan.** Wis Stat. 66.1001 requires zoning decisions be consistent with the municipality's comprehensive plan. The proposed zoning map amendment is consistent with the goals of the City's Comprehensive Plan and the City's Future Land Use Map designation for this area – Neighborhood Mixed Use (NMU). The NMU district includes existing and planned activity centers with retail, restaurant, service, institutional and civic uses primarily serving nearby residents. Residential is also a component of the NMU district-both in mixed use developments and as stand-alone multi-unit residential developments. Development and design within NMU areas should be compact and walkable. NMU districts should be well connected and integrated into neighborhoods.
- 2. Advancement of Public Health, Safety, and Welfare.** Wis. Stat. 62.23 requires a rezoning to serve a legitimate public purpose and promote the general welfare. The proposed rezoning meets these objectives by providing much needed new housing for the community. The City's 2024 Housing Needs Assessment found that 54 percent of rental units in Menasha were built prior to 1990.
- 3. Suitability of the Site.** The subject lot size and topography are appropriate for multifamily residential development. There is direct access to streets, trails, and utilities, as well as good proximity to schools, jobs, and services. Environmental constraints will be accounted for during site plan review, including all local, State, and federal floodplain and wetland requirements.
- 4. Compatibility with Surrounding Land Uses.** The subject parcels provide a transition between higher intensity commercial development and higher traffic volumes to the west and the lower density residential development to the east. Vegetative buffers, setbacks, site planning, and building design provide opportunities to buffer adjacent residential landowners from new development on the subject parcels.
- 5. Fiscal and Infrastructure Impact.** Development of the subject parcels take advantage of previously planned and built infrastructure. The sale of the parcels provides funds to the City through capture of deferred assessments. Additional positive fiscal impacts include an increase in the City's total equalized value, an increase in net new construction and an increase in shared revenues based on population growth.

6. Public Process and Due Process. The zoning application and public process requirements have been met. Wisconsin Act 194 (from AB 655 / SB 627), effective March 22, 2024, repeals the protest petition mechanism for adjacent landowners. There is now no special voting threshold prompted by nearby property owner objections-they only require a simple majority vote of the governing body. Adjacent landowners can still express opposition through public hearings and communication with officials, but it no longer changes the voting threshold.

RECOMMENDATION

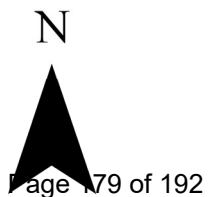
Based upon the above analysis and the standards for zoning map amendments as required by Wisconsin State Statutes and Section 13-1-142 of the City of Menasha's Zoning Ordinance, staff and the City of Menasha Plan Commission recommend that the City of Menasha Common Council approve O-8-25 an ordinance amending Title 13, making changes to the district of 1221 Province Terrace (Parcel No. 7-00001-07), 1237 Province Terrace (Parcel No. 7-00001-06), 1253 Province Terrace (Parcel No. 7-00001-05), 1269 Province Terrace (Parcel No. 7-00001-04) and 1285 Province Terrace (Parcel No. 7-00001-03); C-1 General Commercial District to R-4 Multi-Family High Density Residential District introduced by Alderman Eisenach, from C-3 Business and Office District to R-4 High Density Multi-Family Residence District.

Rezoning Lots 3-7 Province Terrace



The City of Menasha creates and provides maps for INFORMATIONAL PURPOSES ONLY. The City makes no claims to accuracy or completeness, provides no warranties of any kind and assumes no liability for their use.

0 130 260 Feet



From: Barb Elmer [REDACTED]
Sent: Monday, June 2, 2025 7:04 PM
To: Andrew Dane <adane@menashawi.gov>
Cc: Barb Elmer [REDACTED]
Subject: Menasha Lots 3-7 Province Terrace

[EXTERNAL EMAIL] DO NOT CLICK links, attachments, or reply unless you recognize the sender and know the content is safe.

[REDACTED]

Good day Andrew, I will be at the meeting tomorrow but wanted to share some of my concerns about the rezoning of the Providence Terrace.

We are one of the original owners of the Province Terrace subdivision and we have owned our home for 23 years. We have put our heart and soul and Monday into making this our retirement home.

We have rare crime in our neighborhood, and we all look out for each other. This is a super quiet, well-maintained neighborhood and a lot of us are originals.

Our neighborhood has amazing neighbors and families here and we maintain our homes very well.

I respectfully disagree with the rezoning due to multiple reasons:

I feel our property values will significantly be reduced to due the multi family homes in our back yard.

The apartments will be staring right into our back yard and windows.

I believe there is potential to be increased crime and for sure noise pollution in an apartment complex with tons of cars and trash bins. Especially if it will be 3 stories high.

The city of Menasha and community have worked hard to clean Menasha (once known as Metrasha) when I first moved here, and low-income housing is the exact opposite of where we want to go back to.

I have respectfully paid property taxes 24 years and never questioned the amount of increase.

We were planning on selling last year but truly love the area and neighbors so please do not move forward with the project. Anything but low-income housing or apartments would be fine with us. Please do not do this to the neighborhood and taxes payers / homeowners that live here. If increased taxes would avert this – I would be happy to discuss.

Andrew, thanks for taking your time to read this email and please reach out if you have any questions.

Respectfully,

Barbara J. Elmer

Petition to Deny the Rezoning of Province Terrace Menasha

- We petition the City of Menasha Common Council to deny the rezoning request of Province Terrace from C-3 Business and Office to R-4 Multi-Family High Density Residence District for the purpose of 5 high density apartment complexes.

	Comment	Date
Name: Troy & Klair Hietpas		6/5/2025
Address: 1282 Fieldview Dr.		
Signature: Troy Hietpas Klair Hietpas		
Name: John & Darlene Pawelkiewicz		6/5/2025
Address: 1290 Fieldview Drive		
Signature: Darlene Pawelkiewicz John Hietpas		
Name: Hope & Matt Gieseke		6/5/25
Address: 1274 Fieldview Dr.		
Signature: Hope Gieseke Matt Gieseke		6/6/25
Name: Ruby Smith		
Address: 1242 Fieldview Dr. Menasha No		6-5-25
Signature: Ruby Smith		
Name: Scott Johnson		
Address: 1220 Fieldview Dr Menasha		6-5-25
Signature: Scott Johnson		

Comment

Date

Name: KEN KUBIAK 5/5/25

Address: 1214 FIELDVIEW DR

Signature: Kenneth W. Kubiak

Name: Tim LASZEWSKI

Address: 1206 Fieldview Dr.

Signature: Tim Laszewski Suzanne Laszewski

Name: Nicole Lorblecki

Address: 1198 Fieldview Dr, Menasha

Signature: Nicole Lorblecki

Name: Barb BENNER

Address: 1190 FIELDVIEW DR, Menasha 6/5/25

Signature: Barb Benner

Name: Carrie Steinke

Address: 1189 Fieldview Dr. Menasha WI 54952

Signature: CSteinke

Name: DENNIS HELLER / PEGGY HELLER

Address: 1156 FIELDVIEW DR. MENASHA, WI 54952

Signature: Dennis Heller, Peggy Heller

Name: Comment Date

Name: Chris Perket

Address: 1148 Fieldview Menasha

Signature: Chris Perket

Name: Helen Springer

Address: 1140 Fieldview Dr. Menasha

Signature: Helen Springer

Name: Jeff Zanzis

Address: 1130 Fieldview Dr. Menasha

Signature: Jeff Zanzis

Name: Shaun + Amy Rice

Address: 1118 Fieldview Dr Menasha, WI 54952

Signature: A R

Name: Jeff Schneider

Address: 1132 Fieldview Dr

Signature: Jeff Schneider

Name: Tom Markle

Address: 1146 FIELDVIEW DR

Signature: Tom Markle

Name:

Comment

Date

Name: Lori Asmus & Robert Asmus
Address: 1155 Fieldview Dr, Menasha WI 54952
Signature: Lori Asmus Robert Asmus

Name: Dennis Huethken
Address: 1975 Dreamfield Ln.
Signature: Dennis Huethken

Name: Kris Schwartzbauer
Address: 2008 Dreamfield Ln
Signature: Kris

Name: Cecilia Aguilar
Address: 107 Fieldview Drive Menasha
Signature: Cecilia Aguilar

Name: Ben Phillips
Address: 1225 Fieldview Dr
Signature: Ben

Name: Brent Roberts
Address: 1233 Fieldview Dr.
Signature:

Name:	Comment	Date
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Name: ~~Jonathan~~ BASCUE

Address: 1249 Fieldview Dr Meriden W

Signature: 

Name: BARBARA Elmer

Address: 1250 Fieldview

Signature: Barb Elmer

Name: Juli Hon

Address: 2011 Pinewood Ct. Meriden

Signature: Juli Hon

Name: Gus MARQUESSA

Address: 2011 Pinewood Ct,

Signature: 

Name: Eva E. Ruy

Address: 1294 Fieldview Dr.

Signature: Eva E. Ruy

Name: 

Address: 1298 Fieldview Dr

Signature: Ashley Ludlum

Nathaniel Wirth

1298 Fieldview Dr

Nathaniel Wirth

Name:

Comment

Date

Name: Jean-Claude Molome

Address: 1306 Fieldview Dr

Signature:



Name: Sue Coghell

Address: 2001 Pinewood Ct

Signature: Sue Coghell

Name: Sarah Puls

Josh Puls

Address: 2000 Pinewood Ct

Signature: Sarah Puls



Name: Bruce Heckmann

Address: 1293 Fieldview Dr

Signature: Bruce Heckmann Christine Heckmann

Name: Christine Heckmann

Address: 1293 Fieldview Dr

Signature: Christine Heckmann C

Name: Mike Heath

Address: 1301 Fieldview Dr.

Signature: Mike Heath

Name:

Comment

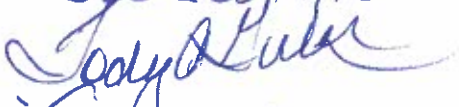
Date

NAME: Greg Skinner
Address: 1309 Fieldview Dr.
Signature: 

Name: Miranda Case
Address: 1310 Fieldview Dr.
Signature: 

Name: Kyle Spreeman
Address: 2010 Sweetbriar Ln Menasha, WI 54952
Signature: 

Name: Cesar Gonzalez
Address: 1349 Fieldview Dr
Signature: 

Name: Jody Guler
Address: 1350 Southfield Dr. Menasha
Signature: 

Name: Zeeke Martens
Address: 1328 Southfield Dr. Menasha
Signature: 

	Comment	Date
Name:		
Address:		

NAME: Gary O'Dell
Address: 1310 Southfield Dr.
Signature: Gary O'Dell

Name: Tamie O'Dell
Address: 1310 Southfield Dr.
Signature: Tamie O'Dell

Name: Christie Talbot
Address: 1300 Southfield Dr.
Signature: Christie Talbot

Name: Amy Lannello
Address: 2090 Sweetbriar Ln.
Signature: Amy Lannello

Name:

Address:

Signature:

Name:

Address:

Signature:

Name:

Comment

Date



ORDINANCE O-08-25

AN ORDINANCE AMENDING TITLE 13, BY MAKING CERTAIN CHANGES TO THE DISTRICT

(1221 Province Terrace – Parcel No. 7-00001-07)
(1237 Province Terrace – Parcel No. 7-00001-06)
(1253 Province Terrace – Parcel No. 7-00001-05)
(1269 Province Terrace – Parcel No. 7-00001-04)
(1285 Province Terrace – Parcel No. 7-00001-03)

Introduced by Ald. Eisenach.

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

SECTION 1: Zoning Map Amendment. The Zoning Ordinance Title 13 and Zoning District made a part thereof is hereby amended by changing the following properties from C-3 Business and Office District to R-4 Multi-Family, High Density Residence District, described as follows:

1221 Province Terrace – Parcel No. 7-00001-07

Lot 7 Province Terrace, City of Menasha, Calumet County, Wisconsin

1237 Province Terrace – Parcel No. 7-00001-06

Lot 6 Province Terrace, City of Menasha, Calumet County, Wisconsin

1253 Province Terrace – Parcel No. 7-00001-05

Lot 5 Province Terrace, City of Menasha, Calumet County, Wisconsin

1269 Province Terrace – Parcel No. 7-00001-04

Lot 4 Province Terrace, City of Menasha, Calumet County, Wisconsin

1285 Province Terrace – Parcel No. 7-00001-03

Lot 3 Province Terrace, City of Menasha, Calumet County, Wisconsin

SECTION 2: Effective Date. This amending Ordinance shall become effective upon its passage and publication as provided by law.

Passed and approved this _____ day of _____, 2025.

Recommended by:

Motion/Second:

Pass/Fail: _____

Requires: _____ Majority Vote
_____ 2/3 Vote

Austin Hammond, Mayor

ATTEST:

Kaija Snyder, City Clerk

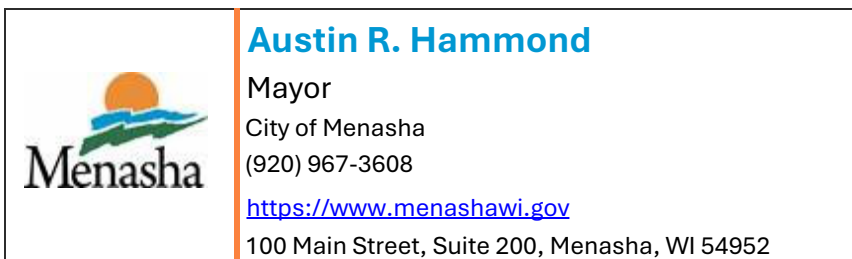
From: [Austin Hammond](#)
To: [Evan Janet](#)
Subject: FW: Interest in Menasha Health Committee
Date: Monday, June 30, 2025 9:03:47 AM

Hi Evan,

I'm wondering if you could please redact the personal information from this email so I can include this appointment for the upcoming City of Menasha Common Council meeting.

Respectfully,

Austin



From: Gary Daughtery [REDACTED]
Sent: Saturday, June 28, 2025 1:22 PM
To: Austin Hammond <ahammond@menashawi.gov>
Subject: Fwd: Interest in Menasha Health Committee

[EXTERNAL EMAIL] DO NOT CLICK links, attachments, or reply unless you recognize the sender and know the content is safe.

----- Forwarded message -----

From: Gary Daughtery [REDACTED]
Date: Sun, May 25, 2025, 5:32 PM
Subject: Interest in Menasha Health Committee
To: [REDACTED]

Dear Austin Hammond

I hope this message finds you in good spirits. My name is Gary Daughtery, and I'm a resident of Menasha. I'm reaching out to express my interest in supporting the Menasha

Health Committee.

Professionally, I serve as a Crisis Specialist at Rawhide, where I work directly with individuals in need of critical support and understanding. I'm also the founder of The BrokeMan's Podcast, a platform focused on mental health and personal development, unity through differences, and I serve as a CEO and a partner in H.O.M.E (Hearts of Men Establishment), a mentorship program dedicated to empowering men through unconditional love, vulnerability, growth and accountability.

I'm passionate about community well-being and would be honored to contribute to the health initiatives shaping our city.

Best regards,
Gary Daughtery

[REDACTED]