

Mayor Berman called the meeting to order at 7:00 p.m. with the following present: Alderpersons Debbie Sievert, Brigitte Schmidt, Keith Klimek, Robert Warren, Joel Ahrens, and Tony O'Neill; Attorney David Spangenberg and Clerk-Treasurer Tammy Kasal.

Attending: Fire Chief Chuck Gardon, Public Works Director Matt Decur, Lt. Derek Koronkiewicz, Mary Lock, Vern Cramer, Naomi, Dumke, Peggy Miller, Lisa Grabowski-Brookview Village, and Dorothy Kaminski & Judy Broderick-Town of Pound.

Pledge of Allegiance.

Motion by Warren and seconded by Sievert to approve the agenda as presented. Motion carried 6/0.

Minutes:

Motion by Warren and seconded by Sievert to approve the minutes of the November 4, 2025 Regular Meeting and the November 13, 2025 Special Meeting. Motion carried 6/0.

Public Hearing:

- **ORDINANCE NO 2025-06 – An Ordinance Amending Chapter 26-1 Regulating Manufactured and Mobile Homes.** This proposed ordinance amendment concerns licensing and permitting fees for mobile and manufactured housing and other appropriate updates to the ordinance.
- **ORDINANCE NO 2025-07 – An Ordinance regulating Mobile Food Vendors.** This proposed ordinance creates section 12-77 to regulate mobile food vendors and their food trucks and trailers within the City.
- **ORDINANCE NO 2025-08 – AN ORDINANCE Amending the Meeting Time of the Regular Meetings of the Common Council.** This proposed ordinance amendment concerns changing the common council meeting times to the first Tuesday of each calendar month, at the hour of 6:00 p.m., or as otherwise scheduled by the Common Council effective January 1, 2026.

Mayor Berman opened the Public Hearing at 7:08 p.m.

Mayor Berman called three times for anyone to speak “for” or “against” the presented ordinances.

Public Hearing comments:

Lisa Grabowski of Brookview Village distributed WI State Statute for manufacture homes and a PA-118 Monthly Municipal Permit Fee Form and requested the deposit provision be removed and the ordinance be sent back to Committee for review.

Naomi Dumke of Cramer’s Woodside Estates, Inc. also disagreed with deposit provision.

Mayor Berman declared the Public Hearing closed at 7:03 p.m.

Persons desiring to be heard from the floor:

Lisa Grabowski of Brookview Village spoke in favor of adding an inspection with a Mobile Home Park Permit.

Business and Communications:

- Appointment of Election Inspectors.

Motion by Warren and seconded by Sievert to approve the appointment of the Election Inspectors as presented. Motion carried 6/0.

Reports from Departments, Citizen Boards and Commissions:

- Monthly Building Inspection Report
- Monthly Police Report
- Monthly Fire/EMR Report

Committee Reports:Judiciary – October 29, 2025

- Recommended Council approve Ordinance 2025-06 Amending Chapter 26-1 for Manufactured and Mobile Homes.

Discussion was held, and Ordinance 2025-06 Amending Chapter 26-1 for Manufactured and Mobile Homes was referred back to the Judiciary Committee to review the deposit requirement and consider an inspection requirement be added.

- Recommended Council approve Ordinance 2025-07 creating a Mobile Food Vendors Ordinance as to be updated by Attorney Spangenberg.

Motion by Schmidt and seconded by Warren to approve Ordinance 2025-07 creating a Mobile Food Vendors Ordinance. Motion carried 6/0.

- Recommended Council approve Ordinance 2025-08 amending the meeting time of Council from 7:00 p.m. to 6:00 p.m. under Ordinance 2-187 effective January 1, 2026.

Motion by Schmidt and seconded by Warren to approve Ordinance 2025-08 amending the meeting time of Council from 7:00 p.m. to 6:00 p.m. under Ordinance 2-187 effective January 1, 2026. Motion carried 6/0.

Fire, Lighting & Building – November 11, 2025

- Recommended Council approve the 2026-2028 Peshtigo Visitors Center/Tourist Booth Lease.

Motion by Klimek and seconded by Warren to approve the 2026-2028 Peshtigo Visitors Center/Tourist Booth Lease. Motion carried 6/0.

- Recommended Council approve the 2026-2028 Triangle Park Lease with the Peshtigo Woman's Club.

Motion by Klimek and seconded by Warren to approve the 2026-2028 Triangle Park Lease with the Peshtigo Woman's Club. Motion carried 6/0.

- Recommended Council approve the 2026 Peshtigo Library Lease.

Motion by Klimek and seconded by Warren to approve the 2026 Peshtigo Library Lease. Motion carried 6/0.

- Recommended Council approve the 2026 Building Inspector contract with the City of Oconto for \$23,000 with \$20,000 to be funded from the 2026 budget and the additional \$3,000 to be funded from the General Fund.

Motion by Klimek and seconded by Warren to approve the 2026 Building Inspector contract with the City of Oconto for \$23,000 with \$20,000 to be funded from the 2026 budget and the additional \$3,000 to be funded from the General Fund. Motion carried 6/0.

Water & Sewer – November 12, 2025

- No recommendations for the Common Council.

Parks & Recreation – November 24, 2025

- Recommended Council approve waiving the 2026 rental fees for the Peshtigo Woman's Club's use of the large pavilion and band shell for the Bands at Badger events.

Motion by Ahrens and seconded by O'Neill to approve waiving the 2026 rental fees for the Peshtigo Woman's Club's use of the large pavilion and band shell for the Bands at Badger events. Motion carried 6/0.

Finance & Claims – December 1, 2025

- Discuss/consider Schedule of Appropriation Entries.

Motion by Sievert and seconded by Warren to approve the \$60,700.51 November 2025 Budget Adjustments & Transfers. Motion carried 6/0

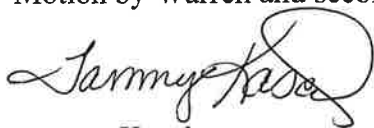
- Discuss/consider IT upgrades and services from Camera Corner Connecting Point.

Motion by Sievert and seconded by Warren to approve quotes from Camera Corner Connecting Point for \$1,850.94 and \$21,934.00 for Office 365, laptops and services. Motion carried 6/0.

Other Matters:

Mayor Berman wished everyone Happy Holidays, requested help for the Santa Calling program, thanked the Woman's Club for their donations for improvements to the band shell & Drees Center, and invited Alderpersons to the upcoming staff party.

Motion by Warren and seconded by Schmidt to adjourn at 7:26 p.m. Motion carried 6/0.



Tammy Kasal
Clerk-Treasurer

MINUTES

WATER & SEWER

WEDNESDAY – DECEMBER 9, 2025 – 8:30 A.M.

COUNCIL CHAMBERS, MUNICIPAL BUILDING

Members present: Chair Thomas Gryzwa, Daniel Seymour, Robert Warren, and Gary Motkowski.

Members excused: Fred Meintz

Others Attending: Attorney David Spangenberg, Clerk-Treasurer Tammy Kasal, Deputy Clerk-Treasurer Kathy Kennedy, Public Works Director Matt Decur, and Lisa Grabowski-Brookview Village.

Chair Gryzwa called the meeting to order at 8:30 a.m.

Motion by Gryzwa and seconded by Seymour to approve the agenda. Motion carried 3/0.

Minutes:

Motion by Motkowski and seconded by Seymour to approve the minutes of November 12, 2025. Motion carried 3/0.

Warren arrived at 8:32 a.m.

Water & Sewer disbursements:

The disbursements for Water & Sewer were reviewed.

Communications:

Discuss/consider water distribution agreements with mobile home parks and planned unit developments (PUDs):

Discussion was held on water distribution agreements with mobile home parks and planned unit developments. Public Works Director Matt Decur presented copies of the last agreement for each Mobile Home Park and PUD in the city. Changes to the agreements were discussed. Clerk-Treasurer Tammy Kasal arrived at 9:00 a.m. to inform the committee that the City of Marinette master meters mobile home parks. Attorney David Spangenberg will update the agreements and submit the revised documents to the committee in approximately 2 months.

Discuss/consider 2026 SCADA Maintenance Agreement.

Discussion was held on the 2026 Energenecs Preventative Maintenance & Technical Service Agreement. Public Works Director Matt Decur recommended the agreement with 40 service hours for \$6,506. Any unused hours will carry over to the following year.

Motion by Gryzwa and seconded by Warren to approve the 2026 Energenecs Preventative Maintenance & Technical Service Agreement for \$6,506. Motion carried 4/0.

Utility Report by Public Works:Water Utility

- DNR Waterworks Sanitary Survey is complete.
- Well 4 VFD failed; Energenics is scheduling replacement.
- Service Line Inventory Notices are required by the DNR to be mailed by the end of the year to identify lead lines. The new inventory list will be incorporated into the tap testing done every 3 years for lead lines. The next tap tests will be done in 2026.

Wastewater Treatment Plant & Sewer Utility

- Servicing and installing lab equipment has been done.
- Aeration blower motor installation and maintenance will be done in the next week.
- Advanced Operator Certification Application for Vorpahl submitted.

Planning and Projects

- Ruekert Mielke WWTP Facility Plan.
- Ruekert Mielke WWTP Clarifier design and Clean Water Fund application.
- Ehlers Financial Management Plan, CIP, and budget.

Public Works Director Matt Decur previously presented the Ehlers Public Finance Advisors CIP and the Utility Cash Flow Analysis. The plan was updated to include Clean Water Fund projects and includes the Capital Improvement Plan (CIP) for both sewer and water utility. This information has been submitted to the DNR for the Clean Water Application. Response is expected soon from the DNR on how much the Clean Water Funding forgiveness will be and the committee will be updated at the next meeting.

Other matters:

Deputy Clerk-Treasurer Kathy Kennedy presented the balance for Account 99-1010 PNB Sewer Capital #536 at \$602,905.88 as of 11/28/25.

Set future meeting(s):

The next Water & Sewer meeting was scheduled for Tuesday, January 13, 2026 at 8:30 a.m.

Motion by Seymour and seconded by Motkowski to adjourn at 9:03 a.m. Motion carried 4/0.

Kathy Kennedy
Deputy Clerk-Treasurer

MINUTES

FINANCE & CLAIMS

TUESDAY – DECEMBER 16, 2025 – 12:30 P.M.
COMMON COUNCIL, MUNICIPAL BUILDING

Members present: Chair Deborah Sievert, Brigitte Schmidt, and Robert Warren.

Others Attending: Mayor Katie Berman, Clerk-Treasurer Tammy Kasal, Attorney David Spangenberg, Public Works Director Matt Decur, Parks & Recreation Director Lori Tonn, and Tony O'Neill.

Chair Sievert called the meeting to order at 12:35 p.m.

Motion by Sievert and seconded by Warren to approve the agenda as presented. Motion carried 3/0.

Minutes:

Motion by Sievert and seconded by Warren to approve the December 1, 2025 meeting minutes. Motion carried 3/0.

Disbursements:

Disbursements were reviewed.

Motion by Sievert and seconded by Schmidt to approve the disbursements. Motion carried 3/0.

RLF/UDAG loans and payments:

RLF/UDAG loans and payments were reviewed.

Schedule of Appropriation Entries:

Clerk-Treasurer Kasal presented December 2025 Appropriation Entries of \$37,525.00. Adjustments were reviewed and discussed.

Motion by Schmidt and seconded by Warren recommending Council approve the \$37,525.00 December 2025 Budget Adjustments & Transfers. Motion carried 3/0.

IT upgrades and services:

Mayor Berman presented a quote from Camera Corner Connecting Point for IT upgrades. Discussion was held.

Motion by Schmidt and seconded by Sievert recommending Council approve the quote from Camera Corner Connecting Point for \$42,000 for Microsoft 365, Defender for Endpoint, and Intune setup and implementation. Motion carried 3/0.

Such other Matters: None

Set future meeting(s):

The next Finance and Claims meeting was scheduled for Wednesday, January 21, 2026 at 8:30 a.m.

Motion by Sievert and seconded by Warren to adjourn at 1:48 p.m. Motion carried 3/0.

Tammy Kasal
Clerk-Treasurer

RLF LOANS

<u>Name</u>	<u>Loan Date</u>	<u>Original Amount</u>	<u>Interest Rate</u>	<u>Next UCC Filing</u>	<u>Current Balance</u>	<u>Status</u>	<u>Months Missed</u>	<u>Payoff Date</u>	<u>Monthly Payment</u>
					\$ -				
				Total:	\$ -				
				RLF Cash Balance as of 12/15/25:	\$ 355,693.16				
				Total:	\$ 355,693.16				
Faucett Forest Products	07/01/15	\$ 90,000.00		N/A	\$ 41,111.70	(uncollected)			

UDAG LOANS

<u>Name</u>	<u>Loan Date</u>	<u>Original Amount</u>	<u>Interest Rate</u>	<u>Next UCC Filing</u>	<u>Current Balance</u>	<u>Status</u>	<u>Months Missed</u>	<u>Payoff Date</u>	<u>Monthly Payment</u>
Bessette Properties LLC	08/25/21	\$500,000.00	2%	N/A-mortgage only	\$ 373,198.33	Current	NA	September 2036	\$ 3,217.54
BKAEM LLC	11/01/24	\$ 47,500.00	6%	N/A	\$ 45,222.84	Current	NA	November 2039	\$ 388.11
City of Peshigo-Sewer Utility2/Quarterly	02/07/17	\$300,000.00	1%	N/A	\$ 130,482.05	Current	NA	February 2031	\$ 5,390.61
CRM Components LLC	07/29/22	\$200,000.00	4.02%	2/3/27-8/1/27	\$ 111,721.97	Current	NA	August 2029	\$ 2,727.38
Driven Agriculture	07/15/21	\$ 46,000.00	2.73%	N/A-mortgage only	\$ 34,350.00	Current	NA	July 2036	\$ 311.73
Evergreen Tool	06/19/15	\$467,000.00	2%	N/A-mortgage only	\$ 157,809.78	Current	NA	July 2030	\$ 3,005.19
Evergreen Tool #2	11/02/18	\$400,000.00	2.5%	5/3/28-11/3/28	\$ 231,848.92	Current	NA	December 2033	\$ 2,667.16
Field & Forest	08/01/17	\$500,000.00	3%	N/A-mortgage only	\$ 250,079.98	Current	NA	August 2032	\$ 3,452.91
French St. Floral & Gifts	11/02/18	\$ 20,000.00	3%	N/A-mortgage only	\$ 11,991.26	Past Due	2	December 2033	\$ 138.12
Miller Machine	08/01/13	\$225,000.00	2%	N/A-mortgage only	\$ 53,271.68	Current	NA	February 2029	\$ 1,447.89
Tri-Tec Manufacturing	05/23/22	\$200,000.00	4.13%	N/A-mortgage only	\$ 137,598.48	Current	NA	May 2032	\$ 2,037.28
				Total:	\$ 1,537,575.29				
				UDAG Cash Balance as of 12/15/25:	\$ 1,110,663.19			Certificates of Deposit	
				Certificates of Deposit:	\$ 1,100,000.00			\$100,000 Matures 2/18/26	
				Total:	\$ 3,748,238.48			\$1,000,000 Matures 3/02/26	

RLF FAÇADE GRANTS - PAID

Brown's Corner	09/24/21	\$ 6,894.81
Peshigo Apparel	10/01/21	\$ 10,000.00
River Pub	07/29/22	\$ 10,000.00
NMG Properties/Big Woods	01/16/23	\$ 10,000.00
Precision Ice Blast	12/12/22	\$ 10,000.00
Total:		\$ 46,894.81

RLF FAÇADE GRANT - COMMITTED FUNDS

Road King Excavating	04/05/23	\$ 10,000.00
Total:		\$ 10,000.00

2025 DECEMBER BUDGET ADJUSTMENTS & TRANSFERS

ADJUSTMENTS

[illegible]

TRANSFERS

		From:		To:	
			\$ -		\$ -
					\$ 37,525.00
	To Finance & Claims Committee:	December 16, 2025			



We have prepared a quote for you

MS Licensing

Quote # CCCP047425
Version 1

Prepared for:

City of Peshtigo

Tammy Kasal
tammyk@cityofpeshtigo.us

529 N. Monroe Avenue
Green Bay, WI 54301
www.cccp.com
(920) 435-5353



Office 365 Government G3 licensing

Product Details	Qty	Price	Ext. Price
NCE Office 365 G3 (Governmental Community Cloud Pricing) (Annual Commitment, Monthly Billing)	26	\$24.15	\$627.90
NCE Enterprise Mobility + Security G3 (Governmental Community Cloud Pricing) (Annual Commitment, Monthly Billing)	42	\$10.19	\$427.98
NCE Microsoft 365 G5 Compliance (Governmental Community Cloud Pricing) (Annual Commitment, Monthly Billing)	26	\$13.44	\$349.44
NCE Microsoft Defender for Endpoint P2 - GCC (Government Private Cloud) (Annual Commitment, Monthly Billing)	42	\$5.46	\$229.32
NCE Microsoft Defender for Office 365 (Plan 1) (Governmental Community Cloud Pricing) (Annual Commitment, Monthly Billing)	46	\$2.10	\$96.60
NCE Exchange Online (Plan 2) (Governmental Community Cloud Pricing) (Annual Commitment, Monthly Billing)	22	\$4.20	\$92.40
NCE Microsoft Defender for Endpoint Server (Annual commitment, monthly billing)	5	\$5.46	\$27.30

Subtotal: **\$1,850.94**

529 N. Monroe Avenue
Green Bay, WI 54301
www.cccp.com
(920) 435-5353



MS Licensing

Bill To:

City of Peshtigo

Tammy Kasal
331 French St
Ste A
Peshtigo, WI 54157
(715) 582-3041
tammyk@cityofpeshtigo.us

Ship To:

City of Peshtigo

Tammy Kasal
331 French St
Ste A
Peshtigo, WI 54157
(715) 582-3041
tammyk@cityofpeshtigo.us

Quote Information:

Quote #: CCCP047425

Version: 1

Delivery Date: 05/30/2025

Expiration Date: 05/24/2025

Sales Rep:

Joshua Adams
Joshua.Adams@cccp.com
(920) 438-0331

Quote Summary

Description	Amount
Office 365 Government G3 licensing	\$1,850.94
Total:	\$1,850.94

IMPORTANT: Any legal document should refer to us as ACP CreativIT, LLC.

All current and future pricing is subject to change in response to the new tariffs. This current situation is very fluid, but please be assured our price will only change if our cost increases due to the tariffs. Any change in price will be clearly communicated prior to the order being placed with our distributors. We appreciate your patience and understanding as this situation plays out. Thank you.

Additionally, all deliveries, especially LFD (Large Format Displays)/TV's, need to be opened, turned on and inspected thoroughly for concealed damage within 5 days of receipt to ensure full value replacement. Orders converted from this quote, as authorized by the customer, acknowledges the customer has read our Return Policies and Conditions located on the Company Info page of the ACP CreativIT website www.acpcreativit.com

Please note: Quotes do not reflect tax. Shipping, handling, and other fees may apply. Contact your Account Executive with any questions. We reserve the right to cancel orders arising from pricing or other errors.

Statement of Work



851 Commerce Ct.,
Buffalo Grove, IL 60089
Website: www.acpcreativity.com

2025 Exchange Migration and Microsoft Configuration

City of Peshtigo, WI



December 8, 2025

Document#: OPP153382.2

City of Peshtigo, WI

1. Contact Information

Client Name	City of Peshtigo
Project Name	2025 Exchange Migration and Microsoft Configuration
Project Sponsor	Tammy Kasal
Client Mailing Address	331 French Street, Ste. A Peshtigo, WI 54157
Client E-Mail Address	tammyk@cityofpeshtigo.us
Client Phone Number	715.582.3041
ACP Client Contact	Joshua Adams
Phone Number	920.438.0331
E-Mail Address	joshua.adams@cccp.com
Project ID	OPP153382.2

This Statement of Work (SOW) dated December 8, 2025 formally retains **ACP CreativIT LLC** (ACP) to provide professional services (The Services) as described in this document for **City of Peshtigo, WI** (Client) and is governed by the terms and conditions herein.

PROPRIETARY INFORMATION

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City of Peshtigo, WI

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2. Project Overview

City of Peshtigo, WI (Client) desires a smooth transition to Microsoft 365, Defender for Endpoint, and Intune with minimal disruption. The project scope includes initiating the project with a kick-off meeting, introducing the project team, and identifying key stakeholders and subject matter experts. We will verify alignment on the project scope, establish rules of engagement, and assess risks. The analysis and preparation phase involves reviewing client-provided documentation, verifying access, and assessing the mail environment and topology. We will build the foundation by setting up necessary accounts, provisioning the Microsoft 365 tenant, and configuring identity management.

The project will also include configuring Exchange, performing migration testing, and managing change. The migration pilot will involve preparing pilot groups, syncing mailbox data, and finalizing migration batches. Post-migration activities include enabling Defender for 365 policies, updating mail flow, and decommissioning legacy servers. Intune enrollment and configuration will be conducted, along with planning and preparation for Microsoft Defender for Endpoint. The project will be coordinated through weekly status calls and action item tracking.

The following Statement of Work outlines the requirements, project plan and pricing associated with this effort (hereinafter referred to as "The Services"). Except where specifically indicated otherwise, work will be performed remotely during Standard Business Hours. Any work not specifically detailed in the services below is considered out of scope.

3. Work Breakdown and Phases (The Services)

Project Initiation

- Project kick-off
- Introduction of project team
- Identification of subject matter experts and key stakeholders
- Verify alignment on project scope
- Establish rules of engagement
- Alignment on engagement dependencies
- Risk assessment
- Requirements definition (e.g., privileged access to required systems)

3. Work Breakdown and Phases (The Services) – cont.

Analysis & Preparation

- Review client provided environmental documentation (Mail Flow diagrams, Infrastructure Visio, Mapping of user mailboxes and databases)
- Review existing/create new Mailflow diagram
- Review and data collection of mail environment and topology
- Verify access into client environment
- Review Exchange Mail flow connectors and scope
- Review Exchange topology and validate update (CU) status
- Review Microsoft 365 email domain status
- Identify user and resource migration scope
- Document Exchange (Source) mail flow rules
- Document Exchange (Source) distribution lists with membership
- Document Exchange (Source) SSL certificates
- Perform Exchange migration readiness health check
- Identification of mail enabled line of business applications & devices
- Review workstation client configuration (OS and MS Office suite)
- Review ISP configuration
- Review existing IdM/IdP solution(s)
- Review user synchronization and authentication workflow
- Review authentication requirements (e.g., MFA, geo-location, etc.)
- Review conditional access requirements and enforcement status (admins, end users)
- Verify Entra Connect health agents are installed on each Domain Controller
- Install IDFix and evaluate user sync readiness
- Review client position around Entra ID 3rd party app consent
- Review audit logging enablement status
- Discuss/apply company branding for login splash screen

3. Work Breakdown and Phases (The Services) – cont.

Building the Foundation

- Setup Valimail account for DMARC Monitoring
- Provision Microsoft 365 GOV tenant
- Add custom e-mail domains to Microsoft 365 (up to 5)
- Coordinate changes to external DNS for domain validation (if required)
- Identify Entra Connect & Hybrid Configuration Server(s)
- Configure "breakglass" admin account

Identity Management

- Entra Connect pre-installation verification
- Installation of Entra Connect
- Deploy Entra Connect sync client configuration
- User experience performance optimization
- Performance testing and tuning of authentication profile
- Verify publicly routable UPN suffixes for objects in migration scope (if needed)

Exchange Configuration

- Configure conditional access rules per client requirements (MFA, geo-location, etc.)
- Run Microsoft connectivity analyzer to validate required communication to Microsoft 365
- Deploy Exchange Online hybrid configuration based on client requirements
- Configure Hybrid for Exchange 2019 with central mail flow (on-prem mail flow routing)
- Performance testing and tuning of Exchange hybrid configuration
- Deployment of mail flow rules and Exchange Online policies (MRM, Quota, Retention)
- Advanced Exchange Online configuration (Retention policies, archiving, journaling)
- Deploy/Update Exchange Authentication policies (SPF, DKIM, DMARC)
- Verify Entra Connect Exchange Hybrid configuration
- Configure 365 Spam filter to compatible settings for existing mail filtering appliance/service
- Configure Defender for 365 threat policies according to best practices (will not be enabled until mailflow changes to be delivered directly to 365)
- Verify mail flow configuration for use with on-prem mail filtering appliance
- Verify mail flow configuration for use with Message Archiving appliance/service
- Verify mail flow configuration for use with any third-party applications/services
- Configuration of on-prem mail relay to put in place of Exchange server
- Enable logging to obtain IP addresses for devices that are currently relaying off the internal Exchange server

3. Work Breakdown and Phases (The Services) – cont.

Migration Testing

- Execute test remote move migration to Exchange Online
- Review migration logs & verify remote move transferred data successfully
- Verify mailflow to transferred accounts (Internal, external, inbound, outbound, etc.)
- Verify calendar free/busy cross-forest functionality
- Verify Outlook and mobile device connectivity

Change Management

- Prepare pilot and go-live migration schedule(s)
- Identify roles and responsibilities for migration activities
- Identify communication, training and enablement requirements
- Work with the client to prepare service change communications

Migration Pilot

- Prepare pilot migration group (up to 5 mailboxes)
- Update license assignments and verify Exchange Online is enabled for accounts
- Work with Client to distribute service change communications
- Prepare up to 2 remote move migration batch(s)
- Sync mailbox data
- Review sync logs for failures
- Finalize migration batch(s)
- Review sync logs for failures

Migration Go-Live

- Prepare production mailbox migration groups (up to 5)
- Update license assignments and verify Exchange Online is enabled for accounts
- Work with Client to distribute service change communications
- Sync mailbox data
- Review sync logs for failures
- Finalize migration batch(s)
- Review sync logs for failures

3. Work Breakdown and Phases (The Services) – cont.

Post-Migration

- Enable Defender for 365 policies
- Configure end user quarantine notifications
- Update and validate mailflow to Exchange Online
- Update mailflow diagram
- Admin training/overview of Exchange Online administrative functions (up to 2 hours)
- Decommission legacy on-prem Exchange Server(s)
- Put mail relay in place of Exchange Server after decommission
- Add IPs of old Exchange servers as secondary IPs on mail relay server (if required)
- Review Valimail DMARC reports and enforce DMARC policy

Intune Enrollment & Configuration

- Configure MDM Authority for Intune
- Update Entra Connect for Hybrid Entra Join
- Configure Bulk Windows Enrollment policy
- Onboard Windows PC's with Intune MDM service
- Obtain client requirements for Office package and patching schedule
- Prepare Microsoft 365 Apps profile
- Prepare Microsoft 365 Apps update configuration profile
- Deploy new Microsoft 365 Apps profile to a series of test devices (up to 5). Verify removal and re-installation of Microsoft 365 Apps
- Work with client to draft change communication
- Deploy new Microsoft 365 Apps profile to all devices (up to 10 groupings)

DFE - Planning and Preparation

- Review the system requirements and ensure compatibility with your organization's infrastructure
- Identify the number of endpoints to be protected and determine the licensing requirements
- Ensure that the prerequisite components, such as Windows 10 or Windows Server 2016 and later, are in place
- Identify a dedicated client point of contact responsible for the deployment and establish communication channels
- Identify existing A/V and EDR solutions in place currently and develop plan for removal procedure (optional)

3. Work Breakdown and Phases (The Services) – cont.

DFE - Accessing and Configuring Microsoft Defender for Endpoint

- Review the system requirements and ensure compatibility with your organization's infrastructure
- Identify the number of endpoints to be protected and determine the licensing requirements
- Ensure that the prerequisite components, such as Windows 10 or Windows Server 2016 and later, are in place
- Identify a dedicated client point of contact responsible for the deployment and establish communication channels
- Identify existing A/V and EDR solutions in place currently and develop plan for removal procedure (optional)

DFE - Endpoint Preparation

- Identify the appropriate deployment method: Group Policy, Microsoft Endpoint Configuration Manager, Microsoft Intune, or other supported deployment tools
- Determine the installation method: using a command line, scripts, or deployment tools
- Create deployment packages or scripts for silent installations on endpoints
- Ensure that endpoints have internet connectivity or can access Windows Update for continuous updates

DFE - Endpoint Enrollment

- Configure the appropriate connection settings to establish communication between endpoints and the Microsoft Defender for Endpoint service
- Utilize automatic enrollment methods, such as Group Policy or Mobile Device Management (MDM) solutions, to streamline the enrollment process
- Identify / Deploy Azure subscription for ARC and Defender service billing
- Prepare Log Analytics workspace
- Deploy Azure Arc resource
- Onboard Windows Servers into the Azure ARC service (up to 4 servers)
- Activate Defender EDR licensing via Azure ARC service

3. Work Breakdown and Phases (The Services) – cont.

DFE - Policy Configuration

- Define and review security policies with client organization
- Configure security policies according to the organization's requirements
- Configure settings for threat protection, firewall, device control, network protection, and other relevant features
- Customize policies based on different user groups, departments, or geographical locations
- Run performance analyzer for Defender for Endpoint

DFE - Monitoring and Response Configuration

- Set up alerts and notifications to receive real-time information on security incidents and threats
- Configure automated response actions, such as blocking or isolating devices, based on predefined triggers or threat levels
- Provide API information to integrate with other client security solutions, such as Security Information and Event Management (SIEM) systems, for centralized monitoring and response (optional)

DFE - Testing and Validation (Pilot)

- Coordinate with client for removal of existing A/V solution and deployment of Defender EDR
- Conduct tests on a subset of endpoints to ensure proper functionality and adherence to security policies
- Verify using Microsoft provided sample threats that threat detection, incident response, and reporting mechanisms are working as expected
- Monitor and analyze the results to fine-tune configurations, if necessary

DFE - Service Enablement

- Roll out the deployment to the remaining endpoints in a phased approach or based on the deployment plan
- Monitor the deployment progress and address any issues or concerns promptly
- Review any incidents and alerts with Client and provide remediation guidance/recommendations (up to 2 weeks following Go-Live) (up to 8 hours)
- Provide 365 admin training session (up to 1 hour)

Project Coordination

- Weekly engagement project status calls and action item tracking

4. Anticipated Project Start and Duration

The anticipated commencement of this project is estimated to occur 2-4 weeks from the execution of this agreement.

Once begun, the anticipated duration of this project is 12-14 weeks.

Project Start and Duration is subject to coordination between ACP and Client and may further be affected by the readiness of each party, availability of any third-party materials, and any other necessary considerations in order to properly establish project dates. Project Start and Duration information above is therefore subject to adjustment, though any significant adjustments should be documented in a Change Control.

The pricing of this effort is based on ACP's ability to perform The Services within the expected project duration. Alterations to schedule by Client or third parties may require project Change Control as outlined below.

Working together as a team, ACP will perform the services with a structured plan, while providing flexibility as needed in support of the needs of the Client and project as a whole. The following waterfall is provided to offer a sense of the schedule applied to the above Services.

Activity/Phase/Milestone	Week											
	1	2	3	4	5	6	7	8	9	10	11	12
Project Initiation												
Analysis & Preparation												
Building the Foundation												
Identity Management												
Exchange Configuration												
Migration Testing												
Change Management												
Migration Pilot												
Migration Go-Live												
Post-Migration												
Intune Enrollment & Configuration												
DFE - Planning and Preparation												
DFE - Accessing & Config - Microsoft Defender for Endpoint												
DFE - Endpoint Preparation												
DFE - Endpoint Enrollment												
DFE - Policy Configuration												
DFE - Monitoring and Response Configuration												
DFE - Testing and Validation (Pilot)												
DFE - Service Enablement												
Project Coordination												

City of Peshtigo, WI

5. Responsibilities and Project Assumptions

- Client is responsible for procurement of required licensing
- Client will assign a primary point of contact for the engagement
- Client will provide all necessary access, resources and equipment on timely basis
- Client will actively manage client resources and assets towards maintaining the schedule and avoiding unnecessary delays.
- Client will be responsible for conducting all user acceptable testing
- Client will be responsible for distribution of communication and awareness tasks to the Client organization
- Client is responsible for configuring mail profiles on Macs and mobile devices
- Domains included in the migration have not been tied to previous Office 365 Tenants
- Client will be responsible for converting all mailboxes, resource objects and groups to cloud-only if desired
- Required Exchange CU's will have been installed by the Client organization
- It will be the Client's responsibility to ensure good working backups of the Exchange environment have been captured prior to the start of and during the engagement
- User UPN's match logins
- All resources being migrated are within the Exchange Online quota
- Client will provide VM to use as internal mail relay
- Former A/V and/or EDR solution has an automated way to remove Clients from end user devices
- Client will use Group policy for Defender for Endpoint deployment
- Client utilizes Entra Connect for syncing of users and workstations
- Clients must be running up-to-date version of the operating system
- Workstations/servers are at a minimum Windows 10 / Server 2016
- Client has an existing Azure subscription or will procure an Azure subscription for Server-based licensing
- Client has proper licensing for Intune and Defender for Endpoint

City of Peshtigo, WI

6. Out Of Scope

Work beyond the efforts listed above should be considered out of scope to this SOW. Without limitation, some Out of Scope items include:

- Customized reporting
- Manual reconfiguration of workstations and/or endpoints
- Configuration or reconfiguration of mobile devices
- Reconfiguration of third-party mail enabled applications and devices (unless specified in SoW)
- Installation of Windows, Windows Server or Exchange Updates
- Configuration or reconfiguration of existing spam filter threat policies
- Delegate calendar permissions or public folder permissions
- Configuration or reconfiguration of backups
- Updating UPN names to match usernames or vice versa
- Conversion of mailboxes, resource objects and groups to cloud-only if desired
- Building virtual machine for internal mail relay
- Policy, whitelist, and blacklist duplication in Defender for 365
- Configuration or reconfiguration of end user PC's outside client installation
- Mobile devices and servers
- Virus/malware/ransomware outbreaks
- Firewall reconfiguration
- Manual removal of prior A/V and/or EDR client(s)
- Installation of client OS updates and security patches

City of Peshtigo, WI

7. Invoicing Schedule

The fee for this work and the payment schedule are as follows:

Payment Milestone	Amount
Execution of this Agreement	\$10,500.00
Provision M365 GOV Tenant (<i>Building the Foundation</i>)	\$10,500.00
Sync mailbox data (<i>Migration Go-Live</i>)	\$10,500.00
Commencement of Service Engangement	\$10,500.00
Total:	\$42,000.00

- Standard Business Hours are defined as 8:30 AM to 5:00 PM Local Time.
- Any service or work not specifically defined in this document is considered out of scope and would require a Change Control to this document.
- Any Change Control may result in additional services and/or fees.

8. Anticipated Needed Licensing

The Professional Services proposed in this agreement assume that the Client retain appropriate licensing and services in support of the delivery of this agreement. The information below is offered to highlight specific licensing / services anticipated as being needed. The cost is not included in this SOW, though ACP may be available to provide a quote and / or assist in the procurement process.

Services	Quantity
NCE Microsoft Defender for Endpoint Server	5
NCE Office 365 G3 (Gov't Community Cloud Pricing)	31
NCE Enterprise Mobility + Security G3 (Gov't Community Cloud Pricing)	42
NCE Microsoft 365 G5 Compliance (Gov't Community Cloud Pricing)	31
NCE Microsoft Defender for Endpoint P2 - GCC (Gov't Private Cloud)	42
NCE Microsoft Defender for Office 365 (Plan 1) (Gov't Community Cloud Pricing)	47
NCE Exchange Online (Plan 2) (Gov't Community Cloud Pricing)	26

9. Change Control

A project change ("change") is defined as anything that has a material effect on the scope, fee, deliverables, or duration of the SOW. Changes may be requested by ACP or Client or may result from issues arising from third parties at any time during the performance of the services. ACP will evaluate any such submitted or consequential change together with the Client and if mutually accepted, prepare a change order to this SOW describing the change. The change will only be effective upon execution of the change order by both parties.

Changes can also occur as the result of an item or items in either the Requirements and Expectations or Out of Scope sections not occurring in the manner or timeframe identified. In such instance, ACP will bring the circumstance to the Client's attention, work with the Client to minimize the overall impact of the SOW and document the effect of the change.

10. Special Considerations

- **Planned Down Time** - ACP CREATIVIT will provide prior notice of any necessary system outages during the implementation. In case of unforeseen issues during the installation and cutover, ACP CREATIVIT will make every effort to minimize any interruption.
- **Testing** - ACP CREATIVIT will verify that the system and features meet the customer's expectations, as laid out in this document. This includes ensuring that the present functionality of the system is still available unless directed otherwise.
- **First day of Service** - On the first day of service, ACP CREATIVIT will be available for the customer to discuss questions or issues they may have. We will document all issues and work quickly to resolve them.
- **Return Policies** - We strive to provide our customers with the highest level of service possible. From first visit to order delivery and installation, we want you to be completely satisfied with your experience.
 - Unless specified, the manufacturer's product warranty does not cover the labor to fix defective product(s).
 - Unless specified otherwise, all products are covered by the manufacturer's warranty. Please identify any concerns that you have within 30 days of the invoice date. Any issues after the first 30 days will be subject to the restrictions and limitations imposed by our vendors.
 - All cancelled orders/returns are subject to a 15% restocking fee. Opened software is not returnable. Special order/non-stock items may not be returnable or may be subject to a higher restock fee. Vendor approval will be required prior to the return of opened hardware. Defective hardware may be returned for exchange only. Support blocks are non-refundable. Refund checks will be mailed.
 - A RETURN AUTHORIZATION ("R.A") REQUEST must be placed by filling out our online Return Authorization Request and is required for ALL returns. (Go to www.ACP-CreativIT.com and click on the Return Authorization Request Form link under Policies & Terms.). You will get a response within 48 hours of your request. Merchandise must be returned within 7 days of the issuance of the R.A.
 - Please do not write on original packaging or boxes. In addition, save all boxes and packing material as they are required for returns/rebates and repairs.
- ACP CreativIT inspects all returns and reserves the right to return merchandise that does not meet manufacturers return authorization criteria.

City of Peshtigo, WI

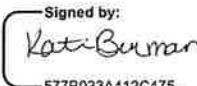
11. Statement of Work Signoff

**** This SOW is Valid for 45 days from document preparation date ****

ACP Project ID: OPP153382.2

IN WITNESS WHEREOF, the parties hereto have this Statement of Work to be executed by their authorized agents as of the date below written.

City of Peshtigo, WI

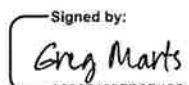
Signed by:
Signature 
577B033A412C475...

Date 12/8/2025

Name Katie Berman

Title Mayor

ACP CreativIT LLC

Signed by:
Signature 
A8395483F7CD495...

Date 12/8/2025

Name Greg Marts

Title Director, Cloud Services

City of Peshtigo, WI**12. Terms and Conditions**

The following terms together with the information contained on the face of this Statement of Work and any referenced documents constitute the agreement ("Agreement") between ACP CreativIT LLC (ACP) and Client.

1 Term; Termination

1.1 This Agreement will become effective upon execution by both ACP and Client. The Services will begin on the Service Start Date and continue until the Service End Date as indicated on the front of this form, unless earlier terminated in accordance with Section 1.2 immediately below

1.2 Termination for Convenience. Either party may terminate any Service or this Agreement with written notice to the other party at least one hundred and eighty (180) days in advance of the termination date.

1.3 If no Service End Date is specified on the front of this form, this Agreement shall continue until terminated by one of the parties in accordance with Section 1.2 immediately above.

2 Invoicing

2.1 Unless otherwise indicated on the front of this form, invoices for Services will be rendered every 2 weeks.

2.2 ACP will also invoice Client for actual travel and living expenses incurred during performance of the Services including, but not limited to, airfare, mileage, lodging, auto rental, meals, and incidentals. Invoices for expenses will be rendered monthly.

2.3 Amounts due hereunder are payable 30 days following the Client's receipt of invoice, unless within 10 business days of Client's receipt thereof, Client objects in writing to any charge included therein, in which case Client shall remit the undisputed portion and immediately commence good faith discussions to resolve the dispute.

2.4 Fees for any hardware and/or software itemized in the SOW shall be invoiced upon the earlier of either i) shipping from the ACP or its distributor to Customer or ii) when received by ACP if the SOW requires ACP to configure or adapt such items prior to delivery to Customer.

3 Confidentiality

3.1 Each party acknowledges that information provided by the other in connection with this Agreement may contain confidential and proprietary data and unauthorized disclosure of such information may result in damage to the disclosing party. The term "Confidential Information" denotes any and all technical, business and healthcare related information disclosed in any manner or form including, but not limited to, business strategies, methodologies, trade secrets, pricing, software programs, relationships with third parties, Client lists, patient lists and information regarding Clients, vendors, employees, affiliates, and patients. Both parties agree to hold Confidential Information in confidence until it no longer becomes confidential through no action by such party, not to make use of it other than as required for the performance of this Agreement, to release it only to employees or consultants requiring such Confidential Information and not to release or disclose it to any other third party. The duties and obligations to protect Confidential Information will survive for three years after completion of this Agreement.

3.2 If ACP qualifies as a Business Associate under the provisions of HIPAA while performing the Services, ACP agrees to execute a Business Associate Agreement in a form that is mutually agreeable to the parties prior to commencing work on the Services.

4 Ownership

4.1 Upon payment of the Fee, work product first created by ACP and identified as a Deliverable in the Statement of Work will become the sole property of Client including all associated intellectual property rights.

4.2 ACP shall acquire no ownership interest in any of Client's data, confidential information, or other proprietary information.

4.3 Notwithstanding the foregoing, ACP will retain all rights in its proprietary methodologies for delivery of its services used by ACP during the course of this Agreement including, but not limited to, descriptions of the Services, document templates and project tools ("ACP Tools & Methodology"). Client acknowledges that the ACP Tools & Methodology are Confidential Information as defined herein. ACP grants to Client at no additional charge a worldwide, non-exclusive, non-transferable license to use the ACP Tools & Methodology internally in connection with any deliverables identified in the Statement of Work.

5 Indemnification

5.1 Each party hereby indemnifies and holds the other party harmless against all damages, liabilities, and expenses (including legal costs and attorney fees) related to a third-party claim arising from or in connection with a party's breach of the terms of Section 3 or 4 of this Agreement.

5.2 Client agrees to defend, indemnify and hold ACP harmless from and against any and all third party claims, demands, actions, losses, liabilities, costs and expenses, of any kind or nature, (including reasonable attorney's fees) arising out of or resulting from ACP's (or its employees' and agents') actions under this Agreement except as are caused by ACP's gross negligence or intentional misfeasance or are otherwise ACP's responsibility pursuant to the terms of paragraph a) of this Section 5.

5.3 Each party's obligation to indemnify the other party as specified in this Section 5 will survive the expiration or termination of this Agreement.

City of Peshtigo, WI

6 Limitation of Warranty and Liability

- 6.1 ACP MAKES NO WARRANTIES, EXPRESS OR IMPLIED, INCLUDING WITHOUT LIMITATION ANY WARRANTIES AS TO MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.
- 6.2 NEITHER PARTY WILL BE LIABLE FOR INDIRECT, SPECIAL OR CONSEQUENTIAL DAMAGES (INCLUDING LOSS OF PROFITS) OF ANY KIND EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.
- 6.3 With the exception of claims related to a violation of Section 5, Indemnification, Client's sole and exclusive remedy, and ACP's sole and exclusive liability for a claim of any nature arising as a result of this Agreement shall be limited to ACP's decision to either: 1) correct any defective Service at no additional cost to Client; or 2) refund the amount paid by Client to ACP hereunder during the six (6) month period immediately preceding the event giving cause to such claim.
- 6.4 No action arising out of the Services, regardless of the form of action, may be brought by Client more than ninety (90) days after ACP completes the activity under which the claim arises.

7 Independent Contractor

- 7.1 ACP is an independent contractor. Client will have no responsibility to provide fringe benefits or to withhold taxes normally withheld from an employee's pay on behalf of ACP's employees or contractors.

8 Employee Non-solicitation

- 8.1 Both parties agree not to solicit, directly or indirectly through subsidiaries, holding companies, partnerships, or any other financially related firms; nor to tender an offer of employment nor place on their payroll nor contract with any present employee or subcontracted service provider's employee who becomes known to the other party in connection with the proper performance of this Agreement during the term of this Agreement and continuing for at least one (1) year after its termination. In the event one party hires or contracts with an employee of the other party or a subcontracted service provider's employee contrary to the terms of this Agreement, the former party agrees to pay the latter party liquidated damages, and not as a penalty, an amount equal to the total compensation, including salary, wages, bonuses, commissions, and employee benefits, which said employee received during the prior twelve (12) months of his or her employment. This provision for liquidated damages shall not limit remedies against either party for any other breach of this paragraph, nor shall it preclude either party from asserting any cause of action independent of this provision.

9 General

- 9.1 Neither party may assign its rights and/or obligations under this Agreement without the other party's prior written consent except to a party that acquires substantially all of the assets or a majority of the stock of the party. ACP may also unilaterally assign its rights and obligations under this Agreement to any subcontractor or affiliate that agrees to be bound by the terms of this Agreement.
- 9.2 This Agreement supersedes preprinted terms on any Client generated order and all prior written and oral understandings between ACP and Client with respect to the subject matter hereof.
- 9.3 The terms of this Agreement may be modified only by a written change order signed by authorized representatives of both parties.
- 9.4 This Agreement will take precedence in the event of a conflict between the terms of this Agreement and any Statement of Work.
- 9.5 Fees and expenses under this Agreement are exclusive of all taxes including, state and local use, sales, property, and similar taxes. Client agrees to pay any such taxes.
- 9.6 The laws of the Commonwealth of Massachusetts will govern this Agreement.

MINUTES

PERSONNEL

TUESDAY – DECEMBER 16, 2025 – 1:00 P.M.

COUNCIL CHAMBERS, MUNICIPAL BUILDING

Members present: Chair Brigitte Schmidt, Deborah Sievert, and Robert Warren.

Others Attending: Mayor Katie Berman, Clerk-Treasurer Tammy Kasal, Attorney David Spangenberg, Public Works Director Matt Decur, Parks & Recreation Director Lori Tonn, Police Chief Fred Popp, Tony O'Neill, Rob Hulce, and Randy Ingram-WPPA.

Chair Schmidt called the meeting to order at 1:01 p.m.

Motion by Schmidt and seconded by Warren to approve the agenda. Motion carried 3/0.

Motion by Schmidt and seconded by Sievert to approve the October 20 & 22, 2025 meeting minutes. Motion carried 3/0.

Employee vacation carryover:

Discussion and consideration was given on a request for Public Works Director Matt Decur to carryover unused 2025 vacation hours. Decur has been unable to use vacation the past couple months due to workload. Decur has approximately 175 vacation hours remaining, and policy only allows carryover of up to 40 hours with Mayor approval.

Motion by Schmidt and seconded by Warren recommending Council allow Public Works Director Decur to carry over up to an additional 135 hours of 2025 vacation to 2026 to be used by March 31, 2026. Motion carried 3/0.

Employee additional vacation request:

Discussion and consideration was given on a request for Clerk-Treasurer Kasal to receive two additional weeks of vacation annually beginning in 2026.

Motion by Schmidt and seconded by Warren recommending Council approve granting Clerk-Treasurer Kasal two additional weeks of vacation annually beginning in 2026. Motion carried 3/0.

Closed Session

Motion by Schmidt and seconded by Warren to move into Closed Session per:

- A. WI S.S. 19.85(1)(e) deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session:
- WPPA/Leer Peshtigo Police Labor Agreement.

Motion carried 3/0.

CLOSED SESSION 1:21 p.m. – 3:04 p.m.

Motion by Sievert and seconded by Warren to move into Open Session. Motion carried 3/0.

No action taken as a result of closed session.

Employee additional vacation request:

Discussion and consideration was given on an additional request for additional vacation for Parks & Recreation Director Tonn to receive one additional week of vacation annually beginning in 2026.

Motion by Sievert and seconded by Schmidt recommending Council approve granting Parks & Recreation Director Tonn one additional week of vacation annually beginning in 2026. Motion carried 3/0.

Other Matters: None

Set future meeting(s):

The next Personnel meeting was scheduled for Wednesday, January 7, 2026 at 8:30 a.m.

Motion by Sievert and seconded by Schmidt to adjourn at 3:13 p.m. Motion carried 3/0.

A handwritten signature in black ink, reading "Tammy Kasal". The signature is written in a cursive, flowing style.

Tammy Kasal
Clerk-Treasurer

MINUTES

STREETS & DRAINAGE

TUESDAY, DECEMBER 30, 2025, 4:30 P.M.

COUNCIL CHAMBERS, MUNICIPAL BUILDING

Members present: Chair Robert Warren, Keith Klimek and Joel Ahrens

Others Attending: Mayor Katie Berman, Public Works Director Matt Decur, Gayle Lindenberg representative of REL via zoom, and Parks & Recreation Director Lori Tonn, and Alderman Tony O'Neill

Chair Warren called the meeting to order at 4:31 p.m.

Motion by Warren and seconded by Klimek to approve the agenda as presented. Motion carried 3/0.

Minutes:

Motion by Warren and seconded by Klimek to approve the October 30, 2025 meeting minutes. Motion carried 3/0.

West Park Drive project design:

Gayle Lindenberg of Robert E. Lee presented plans:

Design / Impacts

Updated layout removes the parking lane near the park/school to reduce park impacts and keep disturbance within the right-of-way.

Sidewalk approach:

8-foot sidewalk along the school segment.

Transitions to 5-foot sidewalk after the cross-culvert for the rest of the corridor.

Curb & gutter stays on the same side throughout.

Wetland impacts remain a key factor; DNR/wetland permitting is the main schedule risk.

Privacy / Screening

Vegetation loss near campsites prompted discussion of screening.

Current direction: keep fence + trees as shown for now, with possible adjustments later.

Cost / Funding Update LRIP & City

Original estimate referenced: ~\$950,000 total, including \$400,000 grant, leaving ~\$550,000 city share.

With sidewalk + wetland mitigation, earlier estimate referenced as ~\$1.15M.

Updated estimate with reduced lane width: cost reduced by about \$35,000, with city share cited around ~\$715,000 (after grant).

Clarified that contractor bid estimate differs from total project cost due to items like wetland mitigation (paid through DNR process) and lighting (through WPS).

Timeline (Key Dates/Deadlines)

Advertise bids: Feb 4 and Feb 11

Bid opening: Thu, Feb 19 @ 1:00 PM

Streets Committee (award recommendation): Thu, Feb 26 @ 4:30 PM

Council approval target: Tue, Mar 3

Construction window

Target start: around June 1 (after school ends)

Early milestone: campground access area to top-of-gravel within ~3 weeks of start

Target completion: before school starts (after Labor Day timeframe)

Closeout: final paperwork ~1 month after completion; final billing likely Oct/Nov

Grant reimbursement: submit Nov/Dec, with reimbursement expected by year-end (if closeout stays on track)

Limiting parking on the north side of French Street from corner at 200 French Street west to the 240 French Street driveway:

Discussed whether to limit/enforce parking near the corner due to a recent minor morning collision and visibility concerns.

Concern raised about enforceability/legality without clear ordinance language; discussion referenced standards like vision triangle distance (~50 feet) and crosswalk proximity rules.

Multiple members expressed skepticism that this is a people/driving behavior problem more than a code problem.

Outcome: No motion; tabled, with intent to research/consider enforcement and consistency

Mayor and Public Works Director will look in to seeing if Judiciary committee needs to update or amend any ordinances pertaining to parking near corner on French Street, along with striping and painting curb.

Storm Drain Art Program:

Mayor Berman reported award received: \$2,440 from the M&M Community Foundation. Mayor is gathering program models from other cities, identify storm drains downtown, engage schools/local artists; target implementation spring/early summer. Mayor will report back to committee with more information at next meeting.

Motion by Warren and seconded by Ahrens recommending Council approve the award of \$2,440 from the M&M Community Foundation for the Storm Drain Art Program. Motion carried 3/0.

Streets & Drainage report (see attached):

2026 recycling calendars available online, at City Hall, and to be included with utility bills.

Dumpsters at the garage closed for the season, but pickup still available.

Staffing update: Chuck started as labor operator in November; credited with strong help on leaves and snow removal.

Leaf pickup complete; snow/ice control ongoing.

Reminder: no parking on city streets when plows are out; overnight parking restrictions noted.

Ash tree removals ongoing when not responding to snow events.

West Park Drive project still on track for June start, with bid date shifted to February.

Other matters:

Agreed to push public messaging that blowing snow into roadways is not permitted, with intent to address both residential and commercial behavior.

Mayor noted this will be included in the January newspaper article, with intent to strengthen language and get it into print soon.

Set future meeting:

The next Streets & Drainage meeting will be January 15, 2026 4:30 p.m. and February 26, 2026, 4:30 p.m.

Motion by Warren and seconded by Klimek to adjourn at 4:27 p.m. Motion carried 3/0.

Minutes prepared by:

Katie Berman

Mayor

CITY OF PESHTIGO

Telephone 715-582-3041

331 French Street - Suite A - Peshtigo, WI 54157

Office of the Mayor



City of Peshtigo

Streets & Drainage Committee

Memo: Storm Drain Art Program Rollout

To: Streets & Drainage Committee

From: Mayor Katie Berman

Date: Tuesday, December 30, 2025

Re: Approval and Implementation Plan – Storm Drain Art Program

1. Purpose

The City of Peshtigo has been awarded a \$2,440 Grant from the M&M Community Foundation to implement a Storm Drain Art Program in the downtown area. The program will engage local students and artists to install educational artwork adjacent to selected storm drains, highlighting the connection between storm water runoff and local waterways.

The intent is to promote public awareness, environmental stewardship, and youth engagement using a non-invasive, low-cost, temporary approach that does not alter storm drain infrastructure.

2. Program Overview

- Artwork will be painted on pavement surrounding storm drains, not on or inside the drains
- Messaging will emphasize storm water education (e.g., “Only Rain Down the Drain”)
- Initial phase will include approximately 5-10 downtown storm drains
- All locations and materials will be reviewed and approved by Streets & Drainage prior to installation

3. Roles & Responsibilities

Mayor

- Program coordination and grant compliance
- Design review and committee updates

Streets & Drainage Committee / Staff

- Approve drain locations and materials
- Provide guidance on acceptable surface prep and coatings
- Ensure compatibility with routine street maintenance

Students & Local Artists

- Create artwork based on approved guidelines
- Participate in supervised installation days

4. Design & Content Guidelines

To ensure clarity, safety, and consistency:

Required

- Clear storm water or waterway protection message
- Nature-based or local imagery

Not Allowed

- Political, commercial, or controversial content
- Profanity or symbols
- Any obstruction of drain function or markings

All designs will be reviewed and approved prior to installation.

5. Materials & Budget

Grant funds will be used for:

- Environmentally safe, outdoor, non-slip paint
- Brushes, rollers, stencils, and cleanup supplies
- Optional artist mentor stipends

No City capital costs are anticipated beyond staff coordination time.

6. Installation Plan

- Installation will occur during dry weather (late spring / early summer)
- Work will be done during daylight hours with adult supervision
- No street closures are anticipated
- Safety cones or signage will be used if needed

7. Maintenance & Longevity

- Artwork is temporary (expected lifespan: 1–3 years)
- Normal street sweeping, plowing, and maintenance take priority
- The City has no obligation to restore or replace artwork if it fades or is removed during routine operations

8. Committee Action Requested

1. Approval of the Storm Drain Art Program concept
2. Approval of downtown storm drain locations (or delegation of location approval to staff)
3. Confirmation of acceptable materials and installation approach



CITY OF PESHTIGO



Memo

To: Streets & Drainage Committee

From: Matt Decur, Public Works Director

Date: December 30, 2025

Re: December 2025 Streets & Drainage Report

Solid Waste/Recycling

- 2026 Recycling Schedule is online, at City Hall, and will be included in utility bills
- Dumpsters are closed for the season

Personnel

- Chuck Drees started as Laborer/Operator on November 10th.

Yard Waste

- Fall leaf and grass pickup is complete

Streets

- Snow and Ice control is ongoing
- No Parking on City Streets when plows are clearing snow
- Crew is removing dead ash trees when they are not clearing or hauling snow

Planning and Projects

- West Park Drive
 - Robert E Lee will complete design based on sidewalk and park discussions
 - DNR wetland permitting is in process
 - January 2025 bidding; June 2026 construction

MINUTES

PARKS & RECREATION

TUESDAY, DECEMBER 30, 2025, 4:30 P.M.

COUNCIL CHAMBERS, MUNICIPAL BUILDING

Members present: Chair Joel Ahrens, Keith Klimek, and Tony O'Neill.

Others Attending: Mayor Katie Berman, Parks & Recreation Director Lori Tonn, Ben Hicks representative of PYB and Public Works Director Matt Decur.

Chair Ahrens called the meeting to order at 4:32 p.m.

Motion by O'Neill and seconded by Klimek to approve the agenda as presented. Motion carried 3/0.

Minutes:

Motion by Klimek and seconded by O'Neill to approve the November 24, 2025 meeting minutes.

Motion carried 3/0.

PYB proposal for naming rights at baseball fields:

Discussion was held regarding Peshtigo Youth Baseball (PYB) and potential naming rights for the baseball field. Ben Hicks presented information regarding a potential \$70,000 donation from a local donor within Peshtigo or the greater Peshtigo area to support capital improvements at Field 2 at the Eastside Ball Fields. Ben provided copies of donor outreach materials, including a letter and sponsorship information used by PYB. The proposed funds would be used toward:

- A new scoreboard
- New bleachers
- Two new dugouts
- Fence repairs

Mayor Berman let committee know that the city would not formally change the name of any field, as this would incur cost to the city to formally change this on all our documents. A plaque or sign acknowledging the donor at the field for such a large donation is acceptable to the city. PYB will be back with more updates in the spring as the updates continue.

Motion by Klimek and seconded by O'Neill recommending Council approve allowing Peshtigo Youth Baseball to proceed with fundraising efforts for capital improvements at baseball field 2 and move forward with recognizing support from a local donor.

Motion carried 3/0.

Parks & Recreation Director update by Director Lori Tonn:

- The Firefly online campground reservation portal will go live on January 1, for the 2026 season.
- She is currently revamping job descriptions for all seasonal Parks and Recreation positions for spring, summer, and fall 2026.
- She requested that ATV use within the campground be placed on the next Parks and Recreation agenda to allow review and finalization of campground rules prior to issuing updated 2026 campground rules.
- Lori expressed appreciation to Lynn Tonn for assistance with Christmas decorating this season.

Other matters: Committee member Tony O'Neill reported on his communications with the NRDA regarding the aquatic weed harvester and requested that the weed harvester be placed on the next Parks and Recreation agenda.

Set future meeting(s) and agenda items: The next Parks & Recreation meeting will be scheduled at a later date.

Motion by Ahrens and seconded by Klimek to adjourn at 5:16 p.m. Motion carried 3/0.

Minutes prepared by:
Katie Berman
Mayor



Peshtigo Youth Baseball Field 2 Project Update

Original Field 2 Project Cost - \$49,696

Grant funding secured:

- Wisconsin Public Service Foundation: \$2,500
- Brewers Community Foundation: \$2,500
- Fincantieri Marinette Marine: \$1,000
- Bond Foundation: \$2,500
- Green Bay Packers Foundation: \$3,000
- Apple Family Foundation: \$10,000

Total Secured: \$21,500

Remaining Funds Needed: \$28,500

Additional Project Options

Tear down and install 2 new dugouts: \$20,000

Fence repair: \$3,452

3 aluminum bleacher sections: \$12,000

Scoreboard (approx.): \$5,000

Total: \$40,452

PYB, Inc. Field Improvement Project

DONATION FORM

Peshtigo Youth Baseball, Inc.

PO Box 41, Peshtigo, WI 54157

Contact: Ryan – 715-923-2849 or Ben – 920-373-0634

Email:

EIN: 77-0716693



Name: _____ Phone: _____

Address: _____

Email Address: _____

DONATION OPTIONS

Donation Amount: \$ _____

Payment Method (Please check one):

☐ Cash ☐ Check (Please make checks payable to "Peshtigo Youth Baseball, Inc.")

Your donation will be recognized on our Baseball Field Improvement Donor Sign as follows:

- **Bronze Level:** \$500
- **Silver Level:** \$1,000
- **Gold Level:** \$2,500
- **Platinum Level:** \$10,000
- **Diamond Level:** \$25,000

What name would you like shown as the sponsor of this donation (max 30 characters including spaces):

Peshtigo Youth Baseball, Inc. is a registered 501(c)(3) non-profit organization. Would you like a tax-exempt donation emailed or mailed to you?

☐ Emailed ☐ Mailed

May we publicly announce your donation with your name online?

☐ Yes ☐ No

Please mail this form to the PYB address at the top of this form. If mailing a check for payment, please include with form.

Your generous support helps us improve our facilities and provide better opportunities for youth baseball in our community. We sincerely appreciate your contribution to the Field 2 Improvement Project. Thank you!! Peshtigo Youth Baseball



Dear Friends of Peshtigo Youth Baseball:

We are fast approaching our 2026 season and would like to invite you to sponsor Peshtigo Youth Baseball. We are a non-profit organization that aids in the development of youth baseball for boys and girls ages 5-16. With fundraising and generous support from companies and individuals like you, we can keep PYB running smoothly.

Grand Slam Sponsor (\$300): You can sponsor a team in PYB. This sponsorship will advertise your business in all team communications, schedules, and roster. Also, your company name and logo will be printed on a 2' x 5' color vinyl banner. These banners will be displayed on the fences of Field 1, where Varsity Softball plays, beginning in the Spring to be seen by parents, coaches, and spectators from Peshtigo and surrounding cities. Banners will continue to be displayed throughout the summer where half of our youth baseball games are played.

Home Run Sponsor (\$150): You can advertise with us on a 2' x 5' color vinyl banner. These banners will be displayed on the fences of Field 2 throughout the season where half of our youth baseball games are played and will be seen by parents, coaches, and spectators from Peshtigo and surrounding cities.

We will also gladly accept additional donations you would like to give. These donations help provide equipment for the players such as: catching gear, pitching machines, bats, helmets, and baseballs. It also enables PYB to give scholarships to those children that otherwise would not be able to play.

Enclosed is a sponsorship form. Please return the completed form to the address listed. We appreciate your time and willingness to support Peshtigo Youth Baseball!

Thank you on behalf of PYB for your continued and generous support!

Sincerely,

Peshtigo Youth Baseball, Inc.

EIN: 77-0716693



PESHTIGO YOUTH BASEBALL 2026 SPONSORSHIP

Grand Slam Sponsor (\$300)

OR

Home Run Sponsor (\$150)

Please provide the following information:

Name/Company: _____

Email: _____

If first time sponsor, please email company logo to
peshtigoyouthbaseball@gmail.com

Please make checks payable to Peshtigo Youth Baseball and mail along with this sponsorship form to:

Peshtigo Youth Baseball

PO Box 41

Peshtigo, WI 54157