

MINUTES

FINANCE & CLAIMS

WEDNESDAY – JANUARY 21, 2026 – 8:30 A.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, and Police Chief Fred Popp.

Chair Sievert called the meeting to order at 8:30 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 Schmidt to approve the December 16, 2025 meeting minutes. Motion carried 3/0.

Disbursements:

Disbursements were reviewed.

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

RLF/UDAG loans and payments:

RLF/UDAG loans and payments were reviewed.

Schedule of Appropriation Entries: None

Howard Immel payment for City Hall roof repairs:

Discussion was held on funding for a \$23,264.49 invoice from Howard Immel, Inc. for library roof repairs. Options discussed for funding were CIP Loan proceeds, General Fund, and the Capital Improvement Fund.

Motion by Schmidt and seconded by Warren recommending Council approve paying Howard Immel, Inc. \$23,264.49 for library roof repairs from the CIP Loan proceeds. Motion carried 3/0.

Interim cybersecurity during IT upgrades:

Mayor Berman presented a quote for \$686.19 from Camera Corner Connecting Point for interim cybersecurity during IT upgrades. Discussion was held.

Motion by Sievert and seconded by Schmidt recommending Council approve the quote from Camera Corner Connecting Point for \$686.19 for interim cybersecurity during IT upgrades to be funded by the CIP Loan proceeds. Motion carried 3/0.

CIP Procurement Checklist:

A preliminary CIP Procurement Checklist was distributed for review.

Such other Matters: None

Set future meeting(s):

The next Finance and Claims meeting was scheduled for Wednesday, February 25, 2026 at 8:30 a.m.

Motion by Sievert and seconded by Schmidt to adjourn at 8:47 a.m. Motion carried 3/0.

Tammy Kasal
Clerk-Treasurer

Letter of Engagement ("Letter") to Retain Ehlers to Provide Assistance with Annual Tax Incremental District Reporting

As a governmental entity ("Client") with one or more active Tax Incremental Districts ("TIDs") you are required to prepare and file an annual report with the Wisconsin Department of Revenue not later than July 1. Following filing, the Joint Review Board ("JRB") must meet to review the annual report, and to review the performance and status of each district governed by the JRB.

Client has requested that Ehlers assist Client in complying with its annual TID reporting and JRB meeting requirement under Wisconsin Statutes 66.1105(6m)(c)(intro) and 66.1105(4m)(f)1. Ehlers proposes and agrees to provide the following scope of services and for the following fees:

Scope of Service & Fee Compensation

Annual Report Submission

Annual reports must be filed electronically by Client not later than July 1 through the Department of Revenue's website with copies provided to each overlapping taxing entity. The information needed to complete the report will be found within Client's financial statements and supporting accounting records.

Scope: If requested, Ehlers will provide input to Client and Client's auditor with respect to required report entries.

Fee: **No charge for routine questions or review of report entries.**

Additional assistance may be subject to hourly charges. Client will be advised prior to incurring fees for this scope item if charges become necessary.

Preparation of Supplemental Information for JRB

Given that the DOR annual report format provides limited information for a single fiscal year, Ehlers recommends preparation of supplemental information that will assist Client in more fully presenting the TID's current financial position, key activities, and anticipated future performance.

- Scope:**
1. Request from Client information necessary for preparation of summary page and updated TID cash flow.
 2. Prepare supplemental information package to include:
 - a. Cover and summary page.
 - b. Current map of TID boundaries.
 - c. Updated cash flow projection.
 - d. Copy of Annual Report.

Fee: \$1,500 flat fee per TID.

Flat fee applicable if Ehlers has available an existing cash flow model to update. If a cash flow model must be created, the additional time required for that task may be billed hourly. Client will be advised prior to incurring hourly fees for this scope item if charges become necessary. In the event Ehlers has already prepared an updated cash flow for the current year as part of other work for which it has been compensated, the fee charged may be reduced.

JRB Meeting Coordination

Following submission of the annual report with the Department of Revenue, the JRB must meet to review the annual report, and to review the performance and status of each district governed by the JRB.

- Scope:**
1. Obtain from Client preferred meeting dates and times and contact overlapping taxing jurisdictions to confirm availability and attendance.
 2. Prepare required Class 1 meeting notice and transmit to Client's Official Newspaper for publication.
 3. Prepare, and via electronic mail, provide Client and overlapping taxing jurisdictions with:
 - a. Cover letter with meeting details and requirements.
 - b. Agenda.
 - c. Supplemental information package.
 - d. Joint Review Board resolution.

Fee: \$500 flat fee per meeting.

It is recommended that Client hold a single meeting for review of all active TIDs. (Separate meetings may be required in certain cases where more than one county, school district or technical college are involved).

JRB Meeting Attendance

- Scope:** Attend Joint Review Board meeting to review cash flow projections and answer questions. Meeting attendance may be in person, or by conference call, as agreed to by Client. Ehlers can provide a call-in number for meetings to be held telephonically. If phone participation in meetings is permitted by Client's ordinance or policy, this may also be used to facilitate attendance by taxing jurisdiction representatives.

Fee: \$500 Flat Fee per meeting.

It is recommended that Client hold a single meeting for review of all active TIDs. (Separate meetings may be required in certain cases where more than one county, school district or technical college are involved).

Fee Example

A Client with three active TIDs for which all services are requested would be charged \$4,500 for preparation of the supplemental reports (\$1,500 per TID), \$500 for JRB meeting coordination and \$500 for JRB meeting attendance for a total of \$5,500. This assumes a single JRB meeting is held.

Hourly Charges

For any service requested by Client related to the Project that exceeds the Scope of Service defined in this Letter, Client will be charged on an hourly basis. Hourly charges will also apply as identified in the Scope of Services & Fee Compensation section of this Letter. Ehlers will bill Client at our then current hourly rates dependent upon the task/staff required to meet Client request. Prior to charging Client hourly fees, Ehlers will first advise Client of the anticipated charges and receive authorization to proceed. (Does not apply to hourly fees charged for travel if in person JRB meeting attendance is requested).

Payment for Services

Ehlers will invoice Client upon completion of the work. The invoice is due and payable upon receipt by Client.

Future Fee Changes

Prior to any fee adjustments, Client will be notified in writing of the revised fees and their effective date.

TID Eligible Expense

Fees charged by Ehlers for the services outlined in this Letter are a TID eligible expense.

Client Responsibility

For each TID that Ehlers is assisting with, Client agrees to:

- Provide Ehlers with the following information:
 - A copy of the TID Annual Report as filed with the Department of Revenue. (Client must also provide a copy directly to each overlapping taxing jurisdiction).
 - A copy of the prior year's audited financial statements if available.
 - A copy of the prior year's DOR Form PC-202 (Tax Increment Collection Worksheet).
 - A current TID boundary map.
 - Copies of documents related to TID debt or other TID liabilities which Client may have incurred, and which Ehlers does not have on file.
- Complete and return a questionnaire which we will provide you inquiring as to other information we may need to prepare an updated cash flow.
- Post the Annual JRB meeting agenda and provide notification as required by statute. (Ehlers will prepare and coordinate publication of the Class I Notice if this service is elected).
- Take and prepare minutes at the Annual JRB meeting.



- Provide any technology required for telephonic meeting participation by Ehlers or other parties if such participation is allowed by Client.
- Pay the following costs, which are not include within our Scope of Services:
 - Services rendered by Client's engineers, planners, surveyors, appraisers, assessors, attorneys, auditors and others that may be called on by Client to assist with preparing the annual report or related supplemental information.
 - Publication charge for the Notice of Joint Review Board meeting.

Acceptance

Client hereby accepts this Letter and engages Ehlers to provide the services accepted below. This Letter shall be effective as of the date of its acceptance by Client and shall remain in effect for a period of one (1) year. This Letter shall thereafter renew automatically for successive one (1) year periods.

Notwithstanding the foregoing, this Letter may be terminated by either party upon sixty (60) days prior written notice. Client may change their scope of service elections or modify the list of TIDs for which services are being provided prior to commencement of each annual reporting cycle.

Scope of Service	Election of Services
Preparation of Supplemental Information for JRB	☐ Accept This Service ☐ Decline This Service
JRB Meeting Coordination	☐ Accept This Service ☐ Decline This Service
JRB Meeting Attendance	☐ Accept This Service ☐ Decline This Service

☐ Provide these services for all active TIDs.

OR

☐ Provide these services for the following TIDs only: _____

By: _____

Title: _____

Name: _____

Date: _____



We have prepared a quote for you

YubiKey 5C NFC

Quote # CCCP059542
Version 1

Prepared for:

City of Peshtigo

Tammy Kasal
tammyk@cityofpeshtigo.us

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

Remit To:
PO Box 7002
Carol Stream, IL 60197-7002
(920) 438-0316
(920) 617-3508



Hardware

Product Details	Qty	Price	Ext. Price
Yubico - YubiKey 5 NFC - Two-Factor authentication (2FA) Security Key, Connect via USB-A or NFC, FIDO Certified - Protect Your Online Accounts	2	\$58.00	\$116.00

Subtotal: **\$116.00**

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

Remit To:
PO Box 7002
Carol Stream, IL 60197-7002
(920) 438-0316
(920) 617-3508



YubiKey 5C NFC

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 #: CCCP059542

Version: 1

Delivery Date: 02/06/2026

Expiration Date: 03/08/2026

Sales Rep:

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

Quote Summary

Description	Amount
Hardware	\$116.00

Total: **\$116.00**

IMPORTANT: Any legal document should refer to us as ACP CreativIT, LLC d/b/a Camera Corner Connecting Point or CCCP.

All current and future pricing is subject to change without notice due to rapidly evolving market conditions. These conditions include, but are not limited to, tariff actions, supply chain disruptions, and vendor cost adjustments. Please note: current demand for hard drives and memory—driven by massive AI data center expansion—is causing availability constraints and price increases. The situation remains highly fluid; however, please be assured that any price adjustments will occur only if our costs increase due to vendor changes and market conditions. 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.

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.



1625 Marinette Avenue, Marinette, WI 54143

phone 715-735-7125
fax 715-735-5589
dreeselectric@new.rr.com
www.dreeselectric.com

Proposal

January 5, 2026

City of Peshtigo

mattd@cityofpeshtigo.us

We propose the following:

**In the council chambers, install a total of 4 receptacles under the podium.
The power to originate from the back wall and to be fished in underneath the floor.**

The price is to include all labor and materials.

Quote price \$ 985.00

Price includes applicable taxes.

Payment is due within 30 days. A 1% per month (12% per year) late payment fee will be assessed on any unpaid balance remaining after 30 days. A 3% credit card fee will be charged if a credit card is used. All monies, including extra fees, are due at job completion.

Respectfully submitted.

**Jon Drees
Drees Electric**



CITY OF PESHTIGO

PROCUREMENT CHECKLIST

Use for all purchases; complete applicable sections.

Quick guide:

- Under \$2,500 – Fill out Sections A, B (select cost bracket), and G. Quotes in Section C are strongly encouraged.
- \$2,500–\$4,999.99 – Fill out A, B, C, and G.
- \$5,000 and above – Fill out A, B, C or D or E (as applicable), F (if cooperative), and G.

A. BASIC INFORMATION

Dept.: DPW - FACILITIES

Date: 01/09/2026

Requestor/Contact: Matt Decur

Description (goods/equip, services, construction):
ELECTRIC OUTLETS - COUNCIL CHAMBERS

Estimated total cost (bulk):

\$ 985

Funding source(s) (fund/acct/appropriation):

CIP - 74 - IT UPGRADES

Grant funds? ☐ Yes ☒ No

CIP/borrowing? ☒ Yes ☐ No

☒ Appropriation & available funds confirmed; not already committed (Sec. 2-443). Initials: MJD

B. CATEGORY & METHOD

(Peshtigo Sec. 2-444 & 2-445; Wis. Stat. §62.15)

Type of purchase (check all):

☐ Goods / Supplies / Equipment

☒ Services (Non-Construction)

☐ Public Construction

Public construction at/above state bid threshold (currently \$25,000 or as amended) must follow Wis. Stat. §62.15 formal sealed bid rules (see Section E).

Total cost (bulk) – required method:

☒ \$0–\$2,499.99

– Sound business judgment; quotes strongly encouraged.

☐ \$2,500–\$4,999.99

– At least 2 quotes required (verbal or email).
– Record in Section C and/or attach emails.

☐ \$5,000–\$9,999.99

– **Competitive quotations or formal bid required** (Sec. 2-444(b)(1)).

– Choose ONE and complete:

▫ Quotes → Section C

▫ Informal written RFQ → Section D

▫ Formal bid → Section E

☐ Over \$10,000 (non-construction)

– **Formal bid required**, unless Council grants exemption (Sec. 2-444(b)(1)).

– Use Section E; attach Council exemption if applicable.

☐ Public construction at/above state bid threshold

– **Formal sealed bid required** under Wis. Stat. §62.15.

– Use Section E.

Category standards:

• **Goods/Equip:** lowest responsible/best value, life-cycle cost, warranties.

• **Services:** weight qualifications/experience + price; document criteria.

• **Construction:** follow Wis. Stat. §62.15; specs, bonds, insurance, Council action, change orders documented.

C. QUOTE RECORD – VERBAL/EMAIL

(≥ \$2,500)

Date(s) of quotes: 01/05/2026

Vendor Contact Phone/Email Price Key terms

1 DREES ELECTRIC

2

3 (opt)

Recommended vendor:

DREES ELECTRIC

Reason if not lowest price (brief):

PREVIOUS CONTRACTOR FOR ELECTRICAL WORK

I certify these quotes were obtained and recorded accurately.

Prepared by (print/sign):

Matt Decur

Date: 01/09/2026

(Attach any written/email quotes.)

D. INFORMAL WRITTEN RFQ (UP TO \$10,000 – OPTIONAL)

RFQ Project name: _____

Date issued: _____ Due date: _____

Vendors solicited (min. 3): # _____ Responses: # _____

Summary of responses (or attach tab): _____

Recommended vendor: _____

Reason if not lowest responsive: _____

(Attach RFQ + responses.)

E. FORMAL BID / PUBLIC CONSTRUCTION

1. Specs

☐ Written specs on file (scope, warranty, delivery, install, etc.).

2. Public notice

☐ Class I Notice (or as required) published.

Date(s): _____

Paper/Posting: _____

☐ Posted on City website (if applicable).

3. Bids received (or attach bid tab):

Bidder	Date Rec'd	Base Amt	Meets specs Y/N	Notes
1				
2				
3				

Lowest responsible bidder: _____

If recommended bidder ≠ lowest responsible, explain: _____

4. Debarment / suspension check (if grant/CIP requires):

Vendor checked: ☐ Not debarred ☐

Debarred (STOP) ☐ N/A

5. Council action

☐ Awarded to: _____

Amount: \$ _____

Council approval date: _____

☐ Council exemption from formal City bidding (if over \$10,000, non-construction).

Meeting date: _____

F. COOPERATIVE / PUBLIC CONTRACT

(Sourcewell, State, County, etc.)

Complete if using cooperative/public contract instead of your own quotes/bid.

Type: ☐ Sourcewell ☐ State of WI ☐ County/Regional

☐ Other: _____

Lead agency/cooperative: _____

Contract title & number: _____

Term: _____ to _____ ☐ Active & allows piggybacking.

Verification (attach docs):

☐ Competitively procured by lead agency.

☐ Purchase within scope & pricing.

☐ Vendor quote under contract attached.

Council approval (if threshold requires):

Total purchase under this contract: \$ _____

☐ Council approved purchase under this contract on:

☐ This approval serves as exemption from formal City bidding (if >\$10,000).

G. FINAL DOCS & DEPARTMENT CERTIFICATION

Attach (as applicable):

☒ Completed checklist

☒ Quote/bid tab or RFQ summary

☐ Specs

☐ Proof of publication/Class I notice

☐ Council minutes/resolution (award/exemption)

☐ Debarment check (if required)

☐ Cooperative/public contract docs (if used)

☐ Fully executed contract/PO

☐ Invoice (post-award)

All procurement docs go to Clerk-Treasurer for official file.

Department Certification

I certify this procurement was conducted in accordance with the City of Peshtigo Procurement Policy, the City of Peshtigo Municipal Code (including Sec. 2-443 through 2-445), applicable Wisconsin requirements, and any relevant grant or borrowing conditions, and that the selected vendor and price are reasonable and in the City's best interest.

Department Head – Printed Name:

Matt Decur

Department Head – Signature:

Matt Decur

Date: 01/09/2026