



City Council Regular Meeting

Minutes

205 S Webster Ave
Omro, WI 54963
www.omro-wi.com

Barbara J Van Clarke
(920) 685-7000

Tuesday, July 21, 2026

7:00 PM

Council Chambers

Call to Order

Mayor Mary Berndt called the regular meeting of the Common Council to order at 7:01 p.m.

Invocation and Pledge of Allegiance

Council President Justin Schmick delivered the invocation, followed by the Pledge of Allegiance.

Roll Call

Present: Council Member David Wiese, Council Member Darin Treleven, Council Member Justin Schmick, Council Member Scott Jorgenson, Council Member Amanda Zick, Council Member Peggy Williams, Mayor Mary B. Berndt
Staff Present: City Administrator Kaija Snyder, Clerk Barbara J. Van Clarke, City Attorney Ludwig Wurtz, Public Works Director Sam Mingo, and Police Chief Cory Andersen
Public Speakers Present: Kaci Chalfant, Natasha Rach

Approval of Agenda

Mayor Berndt noted that the Council had inadvertently approved the previous meeting minutes before considering the meeting agenda.

Justin Schmick motioned and Scott Jorgenson seconded to approve the agenda for the July 21, 2026 Common Council meeting as presented.

RESULT:	6 to 0 Motion Carried Unanimously
MOVER:	Justin Schmick
SECONDER:	Scott Jorgenson
AYES:	6
NAYS:	0

Introduction and Welcome to New City Administrator Kaija Snyder

Mayor Berndt welcomed Ms. Snyder and expressed confidence in her leadership and service to the City of Omro.

Administer Oath of Office to Kaija Snyder

City Clerk Barbara J. Van Clarke administered the Oath of Office to Kaija E. Snyder following her appointment as City Administrator.

Public Comments

Kaci Chalfant, 837 S. Webster Avenue. Ms. Chalfant congratulated Kaija Snyder on her appointment as City Administrator and welcomed her to the City. She commented on

the proposed electric bicycle ordinance and requested that the Council revisit the previously discussed sexual predator ordinance, so a formal decision could be made regarding the matter. Ms. Chalfant also expressed support for recording Common Council meetings, stating that recordings would benefit the entire community by allowing residents who are unable to attend meetings to remain informed. She also requested clarification regarding the additional drilling costs associated with the Fox River Utility Reconstruction Project.

Natasha Rach. Ms. Rach stated that many residents with children and evening activities are unable to attend Council meetings. She expressed support for recording Council meetings and making them available online, so residents could remain informed about City business at a convenient time.

No additional public comments were received.

Adoption of Minutes

City Council Meeting -
July 7, 2026

Justin Schmick motioned and Darin Treleven seconded to approve the July 7, 2026 Council Meeting Minutes as presented.

RESULT: 6 to 0 Motion Carried Unanimously
MOVER: Justin Schmick
SECONDER: Darin Treleven
AYES: 6
NAYS: 0

Resolutions

RES: 260721-1
Expenditures

Mayor Berndt requested additional information regarding an annual payment to Midwest Tape for the Library's digital services. Staff indicated additional information would be provided.

Amanda Zick motioned and David J. Wiese seconded to approve RES: 260721-1 Expenditures as presented.

RESULT: 6 to 0 Motion Carried Unanimously
MOVER: Amanda Zick
SECONDER: David J. Wiese
AYES: 6
NAYS: 0

RES: 260721-2 A
Resolution Approving
Certificate for Payment
No. 2 2026-01 Utility

Sam Mingo explained that the payment represented a regular construction pay request for completed utility work associated with the Fox River Utility Reconstruction Project. Mr. Mingo reported that all utility work had now been completed. The

Reconstruction Project resolution also reflected the previously approved \$80,000 drilling
Contract 2026-01 change order, which adjusted the contract amount. He noted that
although the contractor's drilling costs exceeded \$100,000, the
City was billed only the previously approved not-to-exceed
amount of \$80,000.

**Amanda Zick motioned and Scott Jorgenson seconded to
approve RES: 260721-2 Resolution Approving Certificate for
Payment No. 2026-01 for the Utility Reconstruction Project –
Contract 2026-01.**

RESULT: 6 to 0 Motion Carried Unanimously
MOVER: Amanda Zick
SECONDER: Scott Jorgenson
AYES: 6
NAYS: 0

RES: 260721-3 A
Resolution Appointing
Cordell G. Jacobson as
a Full-Time Police
Officer

Chief Andersen advised that Council approval was required
before a formal employment offer could be extended. Mr.
Jacobson is expected to begin employment on August 3, 2026,
with a ceremonial oath of office scheduled during the August 4,
2026 Common Council meeting.

**Amanda Zick motioned and Justin Schmick seconded to approve
RES: 260721-3 Resolution Authorizing the Employment of
Cordell G. Jacobson as a Full-Time Police Officer as presented.**

RESULT: 6 to 0 Motion Carried Unanimously
MOVER: Amanda Zick
SECONDER: Justin Schmick
AYES: 6
NAYS: 0

RES: 260721-4 A
Resolution Approving
the Request for
Proposals for the
Downtown
Redevelopment of the
S. Webster Avenue
and W. Huron Street
Redevelopment Site

Sam Mingo explained that the Request for Proposals had been
prepared through GOEDC and East Central Wisconsin Regional
Planning Commission at no cost to the City.
The RFP seeks redevelopment concepts for the South Webster
Avenue and West Huron Street property, including residential,
commercial, mixed-use, and public space opportunities. The City
retains the right to reject any or all proposals.

**Amanda Zick motioned and Justin Schmick seconded to
approve RES: 260721-4 Resolution Approving the Request for
Proposals for the Downtown Redevelopment of the South
Webster Avenue and West Huron Street Redevelopment Site.**

RESULT: 6 to 0 Motion Carried Unanimously

MOVER: Amanda Zick
SECONDER: Justin Schmick
AYES: 6
NAYS: 0

RES: 260721-5 A

Resolution Approving a Certified Survey Map for Hoffman Homes, LLC for 700-800 Block of E. Huron Street

The Council considered the Certified Survey Map creating three residential lots for future residential development. The Planning Commission previously reviewed the proposal and recommended approval after determining the map complied with all applicable zoning and subdivision requirements.

Amanda Zick motioned and Darin Treleven seconded to approve RES: 260721-5 Resolution Approving a Certified Survey Map for Hoffman Homes, LLC, 700–800 Block of East Huron Street.

RESULT: 6 to 0 Motion Carried Unanimously
MOVER: Amanda Zick
SECONDER: Darin Treleven
AYES: 6
NAYS: 0

RES: 260721-6 A

Resolution Approving a Certified Survey Map for Aaron J. Martin Property Located at 715 Michigan Street

The Council reviewed the Certified Survey Map dividing the existing commercial property into separate commercial and residential parcels. The Planning Commission recommended approval.

Amanda Zick motioned and Darin Treleven seconded to approve RES: 260721-6 Resolution Approving a Certified Survey Map for Aaron J. Martin Property Located at 715 Michigan Street.

RESULT: 5 to 0 Motion Carried
MOVER: Amanda Zick
SECONDER: Darin Treleven
ABSTAIN: Justin Schmick
AYES: 5
NAYS: 0

RES: 260721-7 A

Resolution Recommending Approval of a Zoning Map Amendment for Property Located at 715 Michigan Street

The Council considered rezoning the newly created residential parcel to R-1 Single-Family Residential while retaining the remaining parcel as C-1 Central Commercial, consistent with the City's Future Land Use Map.

Amanda Zick motioned and Darin Treleven seconded to approve RES: 260721-7 Resolution Approving a Zoning Map Amendment for Property Located at 715 Michigan Street

RESULT: 5 to 0

MOVER: Amanda Zick
SECONDER: Darin Treleven
ABSTAIN: Justin Schmick
AYES: 5
NAYS: 0

RES: 260721-8
Resolution Declaring
Intent to Vacate the
Unopened Krenz Road
Right-of-Way Between
Lincoln Avenue and
Main Street Subject to
Payment of Required
Fees and a Future
Public Hearing

City Clerk Barbara J. Van Clake reviewed the history of the unopened Krenz Road right-of-way and summarized the statutory street vacation process. The petitioner completed the required title research at his own expense. The resolution authorizes the City to begin the vacation process upon payment of all required application fees, engineering, survey, legal, recording, and publication costs, with a public hearing to be scheduled in accordance with Wisconsin law. Any vacated right-of-way would be distributed to the adjoining property owners as provided by state statute.

Amanda Zick motioned and Justin Schmick seconded to approve RES: 260721-8 Resolution Declaring Intent to Vacate the Unopened Krenz Road Right-of-Way Between Lincoln Avenue and Main Street, Subject to Payment of Required Fees and a Future Public Hearing

RESULT: 6 to 0 Motion Carried Unanimously
MOVER: Amanda Zick
SECONDER: Justin Schmick
AYES: 6
NAYS: 0

RES: 260721-9 A
Resolution Ratifying
the 2026-2027
Collective Bargaining
Agreement Between
the City of Omro and
the City of Omro Police
Department
Employees'
Association, Local
2013, Labor
Association of
Wisconsin, Inc.

The Council reviewed the negotiated collective bargaining agreement.
Amanda Zick motioned and Justin Schmick seconded to approve RES: 260721-9 Resolution Ratifying the 2026–2027 Collective Bargaining Agreement Between the City of Omro and the City of Omro Police Department Employees Association, Labor Association of Wisconsin, Local 2013

RESULT: 6 to 0 Motion Carried Unanimously
MOVER: Amanda Zick
SECONDER: Justin Schmick
AYES: 6
NAYS: 0

Monthly Reports

Public Safety Monthly Report

Chief Cory Andersen reported on:

- Verification of licensed bartenders and operator licenses.
- The recent sexual offender ordinance presentation.
- Assistance with the City Administrator hiring process.
- Repurposing the City's 2018 server for squad car camera storage, avoiding approximately \$5,000 in replacement costs.
- Fourth of July planning.
- Emergency vehicle operations training.

Mayor Berndt clarified that no action had been taken regarding the proposed sexual predator ordinance; therefore, no ordinance currently exists.

Public Works Monthly Report Sam Mingo reported on routine maintenance activities, including installation of kayak launches and buoys, crack sealing, park maintenance, and preparations for Fourth of July events. He advised that public notification would be provided once dates are established for upcoming chip seal street maintenance.

Utilities Monthly Report Mr. Mingo reported that utility construction associated with the Fox River crossing project had been completed. Additional work included sewer cleaning, water meter replacements, wastewater treatment plant maintenance, and resolution of a metering discrepancy with the Town of Algoma Sanitary District.

Parks Monthly Report Mr. Mingo reported completion of the pickleball court project, installation of benches, replacement of restroom fixtures at Scott Park, and successful operation of City parks during Fourth of July festivities.

Library Monthly Report Council received the June Library Report as submitted.

Administration

Administration Report Sam Mingo reported completion of police union negotiations, ongoing industrial park lot discussions, BID grant work, coordination with WisDOT on pedestrian improvements, and continued work on the sewer rate study. City Administrator Kaija Snyder thanked the Council for the opportunity to serve and stated she looked forward to working with the Council, staff, and community.

Update on Change City Clerk's Report: The City Clerk reported that the actual invoice

Order # 2 for 2026-01 Fox River Crossing Utility Reconstruction Project supporting the \$80,000.00 Change Order was included in the Council agenda packet for review. She further advised that the actual cost of the unforeseen project work exceeded \$100,000.00; however, the contractor honored the previously negotiated agreement and limited the Change Order to \$80,000.00, resulting in a cost savings to the City of more than \$20,000.00.

Ordinances

Waive the First Reading of ORD: 260721-C#514 An Ordinance Creating Section 7.25 of the Omro Municipal Code Regulating the Operation of Electric Bicycles and Electric Scooters Within the City of Omro

The Council waived the first reading of ORD: 260721-C #512 An Ordinance Creating Section 7.25 of the Omro Municipal Code Regulating the Operation of Electric Bicycles and Electric Scooters Within the City of Omro, as Amended During the July 21, 2026 Council Workshop.

RESULT: 6 to 0 Motion Carried Unanimously
MOVER: Justin Schmick
SECONDER: David J. Wiese
AYES: 6
NAYS: 0

Meeting Calendar

July - August Meeting Schedule

The Mayor indicated that the meeting schedule for the remainder of July and the month of August was in the packet. City Clerk Barbara J. Van Clarke indicated that the July 27, 2026 Parks Committee meeting was canceled.

Adjournment

Peggy Williams motioned and Scott Jorgenson seconded to adjourn the meeting at 7:40 p.m.

RESULT: 6 to 0 Motion Carried Unanimously
MOVER: Peggy Williams
SECONDER: Scott Jorgenson
AYES: 6
NAYS: 0

Respectfully Submitted by,



Barbara J. Van Clarke, WCPC, MMC
Clerk/Deputy Treasurer