



**City Council  
Regular Meeting  
Agenda**

205 S Webster Ave  
Omro, WI 54963  
[www.omro-wi.com](http://www.omro-wi.com)

Barbara J Van Clarke  
(920) 685-7000

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**Tuesday, July 7, 2026**

**7:00 PM**

**Council Chambers**

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**1. Call to Order**

**2. Invocation and Pledge of Allegiance**

**3. Roll Call**

**4. Approval of Agenda**

**5. Public Comments**

Public Comment Regulation Policy: Public comment is not required at regular or special meetings of the Common Council. Meetings are convened for the purpose of conducting the official business of the City in accordance with the Wisconsin Open Meetings Law, Wis. Stat. §§ 19.81-19.89. While Wis. Stat. § 19.83 requires meetings to be open to the public, it does not require a governing body to provide an opportunity for public comment. When a public comment period is included on the agenda, it is provided as a courtesy to allow members of the public to address the Council on matters of general municipal concern. All remarks shall be directed to the presiding officer and delivered in a respectful and orderly manner consistent with Wis. Stat. § 19.84(2), which requires that agendas reasonably inform the public of the business to be transacted. Speakers may be asked to state their name and address for the record and are subject to reasonable time limitations to ensure equal opportunity for participation. The public comment period is for receiving input only. Pursuant to Wis. Stat. § 19.84(2), the Council may not discuss or take action on matters not properly noticed on the agenda, except to refer such matters to staff or place them on a future agenda.

**6. Omro Area Softball Association (OASA) Presentation - Gary Herring**

**7. Adoption of Minutes**

- a. City Council Meeting - 06.16.2026
- b. Special Council Meeting - 06.23.2026

**8. Appointment and Confirmation of Committee / Board Members**

- a. Appointment of Lauren E. Seif to Zoning Board of Appeals
- b. Appointment of Darin Treleven as Public Safety Liaison
- c. Appointment of Peggy Williams as Parks Committee Liaison
- d. Appointment of Roberta Wenzel to the Zoning Board of Appeals

**9. Resolutions**

- a. RES: 260707-1 Expenditures

**10. Administration**

- a. Discussion and Possible Action on Video Recording and Records Storage of Council Meetings

**11. Meeting Calendar**

- a. Meeting Schedule

**12. Adjourn**



# City Council

## Council Meeting

~ Minutes ~

205 S Webster Ave

Omro, WI 54963

<http://www.omro-wi.com/>

Barbara J Van Clarke (920) 685-7000

Tuesday, June 16, 2026

7:00 PM

Council Chambers

### Call to Order

Council President Justin Schmick called the council meeting to order at 7:00 PM. Mr. Schmick will retain voting rights as part of the council for this meeting even though he is acting for the Mayor in her absence.

### Invocation and Pledge of Allegiance

Council Member Darin Treleven gave the invocation followed by the Pledge of Allegiance.

### Roll Call

| Attendee Name        | Organization          | Title                        | Status  | Arrived |
|----------------------|-----------------------|------------------------------|---------|---------|
| Scott B. Jorgenson   | City of Omro          | Council Member               | Present |         |
| Mary Berndt          | City of Omro          | Mayor                        | Absent  |         |
| Darin Treleven       | City of Omro          | Council Member               | Present |         |
| Justin Schmick       | City of Omro          | Council Member               | Present |         |
| David J Wiese        | City of Omro          | Council Member               | Present |         |
| Amanda Zick          | City of Omro          | Council Member               | Present |         |
| Jess Wildes          | City of Omro          | Partner                      | Present |         |
| Barbara J Van Clarke | City of Omro          | Clerk /Deputy Treasurer      | Present |         |
| Samuel Mingo         | City of Omro          | Public Works Director        | Present |         |
| Lud Wurtz            | City of Omro          | City Attorney                | Present |         |
| Tony Daley           | City of Omro          | Reporter                     | Present |         |
| Tyler Polfuss        | City of Omro          | Employee                     | Present |         |
| Karissa Dahnke       | Future Omro           | Executive Director           | Present |         |
| Cory Andersen        | City of Omro          | Police Chief                 | Present |         |
| Peggy Williams       | City of Omro          | Council Member               | Present |         |
| Kaija Snyder         | City of Omro          | Appointed City Administrator | Present |         |
| Kaci Chalfant        | 837 S. Webster Avenue | Resident                     | Present |         |

### Approval of Agenda

approve the agenda

David J Wiese motioned and Scott B. Jorgenson seconded to approve the agenda as presented.

**RESULT:** APPROVED [UNANIMOUS]

**MOVER:** David J Wiese, Council Member

**SECONDER:** Scott B. Jorgenson, Council Member

**AYES:** Jorgenson, Treleven, Schmick, Wiese, Zick

### Discussion and Possible Action on Appointment of Vacated Council Member Position

Acting Mayor Justin Schmick stated that he would be acting in his roll as council member and voting as usual during the meeting tonight.

Discussion and Possible Action on Appointment to Vacant Common Council Seat:

Interim City Administrator Sam Mingo reviewed the process used to solicit letters of interest for the vacant Common Council seat created by the passing of Council Member Pete Hennes. Notice of the vacancy was posted publicly, and two letters of interest were received from Peggy Williams and Lauren Seif.

**Candidate Presentations:**

Peggy Williams addressed the Council and stated that she has resided in Omro for six years and had recently been a candidate for Common Council during the Spring Election. Ms. Williams expressed her interest in serving the community as a member of the Council.

Lauren Seif addressed the Council and outlined her community involvement, including service with local nonprofit organizations, the Omro Area Community Center Thrift Store, the Omro Area Food Pantry, and the Omro Chamber of Commerce. Ms. Seif expressed her desire to serve the City and continue contributing to the community through public service.

Following candidate presentations, Council members voted by written ballot.

Ballot Results: Peggy Williams - 4 votes, Lauren Seif - 1 vote

Justin Schmick - Peggy Williams, Scott Jorgenson - Peggy Williams, Amanda Zick - Peggy Williams, Dave Wiese - Lauren Seif and Darin Treleven - Peggy Williams

Council President Justin Schmick declared Peggy Williams appointed to fill the vacant Common Council seat. He thanked Lauren Seif for her interest in serving the City and encouraged her continued involvement in community activities. City Clerk Barbara J. Van Clake administered the Oath of Office to Peggy Williams, who was duly sworn in as a member of the Common Council for the City of Omro. Peggy Williams joined the remainder of the council members on the dais to participate in the remainder of the meeting.

**Mayor Appointment  
Confirmation of Steve Zink  
to the Business  
Improvement District Board**

confirm the Mayoral  
appointment of Steve  
Zink to the Business  
Improvement District  
Board

Peggy Williams abstained.

Mayor Mary Berndt appointed Steve Zink to the Business Improvement District Board and the council voted on the confirmation of that appointment. Clerk Van Clake noted that Mr. Zink was not present and would be sworn in at a later date. Scott B. Jorgenson motioned and David J Wiese seconded to confirm the Mayoral appointment of Steve Zink to the Business Improvement District Board as presented.

**RESULT: APPROVED [UNANIMOUS]**

**MOVER:** Scott B. Jorgenson, Council Member  
**SECONDER:** David J Wiese, Council Member  
**AYES:** Jorgenson, Treleven, Schmick, Wiese, Zick

**Public Comments**

Acting Mayor and Council President Justin Schmick opened the floor for public comment.

Tony Daley, 120 E. Main Street, commented that he appreciated having Justin Schmick presiding over the meeting and expressed support for his leadership.

Kaci Chalfant, 837 S. Webster Avenue, commented positively on the sidewalk improvements throughout the community and asked the Council when meetings would begin being recorded, requesting a specific implementation date.

Kaija Snyder, incoming City Administrator for the City of Omro, introduced herself to those in attendance and expressed her gratitude to the Common Council for the opportunity to serve the City. Ms. Snyder stated that she looks forward to working with the Council, staff, and community in her new role.

No further public comments were offered.

**Adoption of Minutes**

City Council - Council  
Meeting - Jun 2, 2026  
7:00 PM

Peggy Williams voted Aye.  
Darin Treleven motioned and Amanda Zick seconded to approve the minutes of City Council - Council Meeting - Jun 2, 2026 7:00 PM as presented.

**RESULT:** **ACCEPTED [UNANIMOUS]**  
**MOVER:** Darin Treleven, David J Wiese  
**SECONDER:** Amanda Zick, Council Member  
**AYES:** Jorgenson, Treleven, Schmick, Wiese, Zick

**Resolutions**

RES: 260616-1  
Expenditures

Peggy Williams voted Aye.  
Amanda Zick motioned and Scott B. Jorgenson seconded to adopt RES: 260616-1 Expenditures as presented.

**RESULT:** **ADOPT [UNANIMOUS]**  
**MOVER:** Amanda Zick, Council Member  
**SECONDER:** Scott B. Jorgenson, Council Member  
**AYES:** Jorgenson, Treleven, Schmick, Wiese, Zick

RES: 260616-2  
Resolution Adopting  
the City of Omro Policy  
on Meeting Invocations  
and Opening Reflect

Peggy Williams voted Aye.  
Amanda Zick motioned and David J Wiese seconded to adopt RES: 260616-2 Resolution Adopting the City of Omro Policy on Meeting Invocations and Opening Reflections as presented.

**RESULT:** **ADOPT [UNANIMOUS]**  
**MOVER:** Amanda Zick, Council Member

RES: 260616-3  
Resolution Adopting  
the City of Omro Public  
Decorum Policy

**SECONDER:** David J Wiese, Council Member  
**AYES:** Jorgenson, Treleven, Schmick, Wiese, Zick

Peggy Williams voted Aye.  
Amanda Zick motioned and Darin Treleven seconded to adopt RES:  
260616-3 Resolution Adopting the City of Omro Public Decorum Policy  
as presented.

**RESULT:** **ADOPT [UNANIMOUS]**  
**MOVER:** Amanda Zick, Council Member  
**SECONDER:** Darin Treleven, Council Member  
**AYES:** Jorgenson, Treleven, Schmick, Wiese, Zick

RES: 260616-4  
Resolution Approving  
the Intergovernmental  
Cooperative Agreement

Peggy Williams voted Aye.  
Amanda Zick motioned and Scott B. Jorgenson seconded to adopt RES:  
260616-4 Resolution Approving the Intergovernmental Cooperative  
Agreement to Satisfy Eligibility for the Wisconsin Recycling  
Consolidation Grant for Calendar Year 2027 as presented.

**RESULT:** **ADOPT [UNANIMOUS]**  
**MOVER:** Amanda Zick, Council Member  
**SECONDER:** Scott B. Jorgenson, Council Member  
**AYES:** Jorgenson, Treleven, Schmick, Wiese, Zick

RES: 260616-5  
Resolution Approving  
Certificate for Payment  
No. 1 2026 Utility  
Reconstruction Project

Peggy Williams voted Aye.  
Amanda Zick motioned and Darin Treleven seconded to adopt RES:  
260616-5 Resolution Approving Certificate for Payment No. 1 2026  
Utility Reconstruction Project Contract 2026-01 as presented.

**RESULT:** **ADOPT [UNANIMOUS]**  
**MOVER:** Amanda Zick, Council Member  
**SECONDER:** Darin Treleven, Council Member  
**AYES:** Jorgenson, Treleven, Schmick, Wiese, Zick

RES: 260616-6  
Resolution Approving  
an Extra-Territorial  
Certified Survey Map

Peggy Williams seconded the motion. Peggy Williams voted Aye.  
Darin Treleven motioned and seconded to adopt RES: 260616-6  
Resolution Approving an Extra-Territorial Certified Survey Map  
Submitted by Michael Schuster for Property Located on Broderick Road  
in the Town of Omro, Winnebago County, Wisconsin as presented.

**RESULT:** **ADOPT [UNANIMOUS]**  
**MOVER:** Darin Treleven, Council Member  
**AYES:** Jorgenson, Treleven, Schmick, Wiese, Zick

RES: 260616-7 A  
Resolution Authorizing  
Submission of an  
Application to the  
WEDC CDI Grant  
Program

Peggy Williams voted Aye.  
Amanda Zick motioned and Scott B. Jorgenson seconded to adopt RES:  
260616-7 A Resolution Authorizing Submission of an Application to the  
Wisconsin Economic Development Corporation Community  
Development Investment (CDI) Grant Program for Omega Brewing and  
Zink Investments, LLC, and Acceptance of Awarded Funds as presented.

**RESULT:** **ADOPT [UNANIMOUS]**

**MOVER:** Amanda Zick, Council Member  
**SECONDER:** Scott B. Jorgenson, Council Member  
**AYES:** Jorgenson, Treleven, Schmick, Wiese, Zick

RES: 260616-8  
Resolution Appointing  
Kaija Snyder as City  
Administrator and  
Approving the  
Employment

Peggy Williams voted Aye.  
Amanda Zick motioned and David J Wiese seconded to adopt RES:  
260616-8 Resolution Appointing Kaija Snyder as City Administrator and  
Approving the Employment Agreement as presented.

**RESULT:** **ADOPT [UNANIMOUS]**  
**MOVER:** Amanda Zick, Council Member  
**SECONDER:** David J Wiese, Council Member  
**AYES:** Jorgenson, Treleven, Schmick, Wiese, Zick

### Monthly Reports

The Common Council received and reviewed the monthly departmental reports for Public Safety, Public Works, Utilities, Parks and Recreation, and the Omro Public Library. Council liaisons and attending Council Members provided highlights and updates from their respective departments, including significant activities, ongoing projects, operational matters, maintenance efforts, public service initiatives, and other items of interest occurring during the previous month. The reports were presented for informational purposes and discussion. The Common Council acknowledged receipt of the reports as submitted. No formal action was taken.

### Administration

Interim City Administrator Sam Mingo provided a monthly administrative update to the Common Council regarding projects, operational matters, and administrative activities completed during the previous month. Clerk Van Clake reported on ongoing information technology and software infrastructure needs at City Hall, including the impending expiration of the City's current software licensing agreement in October 2026. Council discussion focused on options for replacing or upgrading the City's server environment through either a cloud-based migration or an on-premise server replacement.

Clerk Van Clake advised that preliminary cost estimates for both alternatives were comparable, with only a minimal difference in annual costs. The Council discussed the advantages and disadvantages of each option and provided general direction for administration to continue evaluating the alternatives and develop a recommendation for future Council consideration.

No formal action was taken at this time as the matter will come back before the council for a final decision on a contract renewal.

### Calendar / Meeting Schedule

The next council meeting is scheduled for July 7, 2026 at 7:00 PM.

### Convene Into Closed Session 7:57 PM

City Attorney Lud Wurtz read the closed session statutory language into the record.

LAW Police Union Negotiations: The Common Council will convene into closed session pursuant to WI Stats. 19.85(1)(c) for the purpose of deliberating or

negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.

Closed Session Statutory Authority Riverlane MHC LLC Parcel 265-001001  
Purchase: Authorized Closed Session for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.

convene into closed session and return to open session at 8:15 PM

Peggy Williams voted Aye.

David J Wiese motioned and Scott B. Jorgenson seconded to convene into closed session and return to open session at 8:15 PM as presented.

**RESULT:** APPROVED [UNANIMOUS]

**MOVER:** David J Wiese, Council Member

**SECONDER:** Scott B. Jorgenson, Council Member

**AYES:** Jorgenson, Treleven, Schmick, Wiese, Zick

### Reconvene In Open Session 8:15 PM

reconvene into open session at 8:15 PM

Peggy Williams voted Aye.

Darin Treleven motioned and Scott B. Jorgenson seconded to reconvene into open session at 8:15 PM as presented.

**RESULT:** APPROVED [UNANIMOUS]

**MOVER:** Darin Treleven, Council Member

**SECONDER:** Scott B. Jorgenson, Council Member

**AYES:** Jorgenson, Treleven, Schmick, Wiese, Zick

### Adjournment

No council action was taken on closed session items.

adjourn the meeting at 8:17 PM

David J Wiese motioned and Scott B. Jorgenson seconded to adjourn the meeting at 8:17 PM as presented.

**RESULT:** APPROVED [UNANIMOUS]

**MOVER:** David J Wiese, Council Member

**SECONDER:** Scott B. Jorgenson, Council Member

**AYES:** Jorgenson, Treleven, Schmick, Wiese, Zick, Williams

Respectfully Submitted by,



Barbara Van Clarke, WCPC, MMC  
Clerk /Deputy Treasurer



**City Council**  
**Special Council Meeting**  
**~ Minutes ~**

205 S Webster Ave  
Omro, WI 54963  
<http://www.omro-wi.com/>

Barbara J Van Clake  
(920) 685-7000

**Tuesday, June 23, 2026**

**7:00 PM**

**Council Chambers**

**I. Call to Order**

Mayor Mary Berndt called the meeting to order in the council chambers at Omro City Hall.

**II. Roll Call**

| Attendee Name       | Organization | Title                         | Status  | Arrived |
|---------------------|--------------|-------------------------------|---------|---------|
| Scott B. Jorgenson  | City of Omro | Council Member                | Present |         |
| Darin Treleven      | City of Omro | Council Member                | Present |         |
| Justin Schmick      | City of Omro | Council Member                | Absent  |         |
| David J Wiese       | City of Omro | Council Member                | Present |         |
| Amanda Zick         | City of Omro | Council Member                | Present |         |
| Peggy Williams      | City of Omro | Council Member                | Present |         |
| Mary Berndt         | City of Omro | Mayor                         | Present |         |
| Barbara J Van Clake | City of Omro | Clerk /Deputy Treasurer       | Present |         |
| Samuel Mingo        | City of Omro | Interim Public Works Director | Present |         |

**III. Resolutions**

**1. Resolution (ID # 6092)**

RES: 260623-1 Resolution Approving Temporary Class "B" Fermented Malt Beverage Licenses and Temporary Class "B" Wine Licenses for Non-Profit Community Events

|                  |                                            |
|------------------|--------------------------------------------|
| <b>RESULT:</b>   | <b>ADOPT [UNANIMOUS]</b>                   |
| <b>MOVER:</b>    | David J Wiese, Council Member              |
| <b>SECONDER:</b> | Scott B. Jorgenson, Council Member         |
| <b>AYES:</b>     | Jorgenson, Treleven, Wiese, Zick, Williams |
| <b>ABSENT:</b>   | Justin Schmick                             |

**2. Resolution (ID # 6093)**

RES: 260623-2 Resolution Approving Coin-Operated Amusement Device Licenses for the License Period July 1, 2026 through June 30, 2027

|                  |                                            |
|------------------|--------------------------------------------|
| <b>RESULT:</b>   | <b>ADOPT [UNANIMOUS]</b>                   |
| <b>MOVER:</b>    | David J Wiese, Council Member              |
| <b>SECONDER:</b> | Peggy Williams, Council Member             |
| <b>AYES:</b>     | Jorgenson, Treleven, Wiese, Zick, Williams |
| <b>ABSENT:</b>   | Justin Schmick                             |

**3. Resolution (ID # 6094)**

RES: 260623-3 Resolution Approving Class "B" Retailer's Fermented Malt Beverages for the License Period July 1, 2026 through June 30, 2027

|                  |                                            |
|------------------|--------------------------------------------|
| <b>RESULT:</b>   | <b>ADOPT [UNANIMOUS]</b>                   |
| <b>MOVER:</b>    | Darin Treleven, Council Member             |
| <b>SECONDER:</b> | David J Wiese, Council Member              |
| <b>AYES:</b>     | Jorgenson, Treleven, Wiese, Zick, Williams |
| <b>ABSENT:</b>   | Justin Schmick                             |

**4. Resolution (ID # 6095)**

RES: 260623-4 Resolution Approving Class "B" Retailer's Intoxicating Liquor and Fermented Malt Beverage Licenses for the Period July 1, 2026 through June 30, 2027

|                  |                                            |
|------------------|--------------------------------------------|
| <b>RESULT:</b>   | <b>ADOPT [UNANIMOUS]</b>                   |
| <b>MOVER:</b>    | Darin Treleven, Council Member             |
| <b>SECONDER:</b> | Scott B. Jorgenson, Council Member         |
| <b>AYES:</b>     | Jorgenson, Treleven, Wiese, Zick, Williams |
| <b>ABSENT:</b>   | Justin Schmick                             |

**5. Resolution (ID # 6096)**

RES: 260623-5 Resolution Approving Class "A" Retailer's Intoxicating Liquor and Fermented Malt Beverage Licenses for the License Period of July 1, 2026 through June 30, 2027

|                  |                                            |
|------------------|--------------------------------------------|
| <b>RESULT:</b>   | <b>ADOPT [UNANIMOUS]</b>                   |
| <b>MOVER:</b>    | Amanda Zick, Council Member                |
| <b>SECONDER:</b> | Darin Treleven, Council Member             |
| <b>AYES:</b>     | Jorgenson, Treleven, Wiese, Zick, Williams |
| <b>ABSENT:</b>   | Justin Schmick                             |

**6. Resolution (ID # 6097)**

RES: 260623-6 Resolution Approving Licenses for the Retail Sale of Cigarettes, Electronic Vaping Devices, and Tobacco Products for the License Period July 1, 2026 through June 30, 2027

|                  |                                            |
|------------------|--------------------------------------------|
| <b>RESULT:</b>   | <b>ADOPT [UNANIMOUS]</b>                   |
| <b>MOVER:</b>    | Amanda Zick, Council Member                |
| <b>SECONDER:</b> | Peggy Williams, Council Member             |
| <b>AYES:</b>     | Jorgenson, Treleven, Wiese, Zick, Williams |
| <b>ABSENT:</b>   | Justin Schmick                             |

**7. Resolution (ID # 6098)**

RES: 260623-7 Resolution Approving Class "C" Wine Licenses for the License Period July 1, 2026 through June 30, 2027

|                  |                                            |
|------------------|--------------------------------------------|
| <b>RESULT:</b>   | <b>ADOPT [UNANIMOUS]</b>                   |
| <b>MOVER:</b>    | Peggy Williams, Council Member             |
| <b>SECONDER:</b> | Darin Treleven, Council Member             |
| <b>AYES:</b>     | Jorgenson, Treleven, Wiese, Zick, Williams |
| <b>ABSENT:</b>   | Justin Schmick                             |

## **IV. Adjournment**

**1. Motion To:** adjourn the meeting at 6:06 PM

|                  |                                            |
|------------------|--------------------------------------------|
| <b>RESULT:</b>   | <b>APPROVED [UNANIMOUS]</b>                |
| <b>MOVER:</b>    | Darin Treleven, Council Member             |
| <b>SECONDER:</b> | David J Wiese, Council Member              |
| <b>AYES:</b>     | Jorgenson, Treleven, Wiese, Zick, Williams |
| <b>ABSENT:</b>   | Justin Schmick                             |

Minutes drafted by City Clerk Barbara J. Van Clake

## CITY OF OMRO DIRECTORY OF STAFF AND APPOINTED OFFICIALS 2026-2027

| Department or Committee                    | Name of Appointee | Term of Office<br>Appointment | Remaining Years |
|--------------------------------------------|-------------------|-------------------------------|-----------------|
| Mayor                                      | Mary Berndt       | April 2026 - April 2028       | 2               |
| Council Member                             | Darin Treleven    | April 2026 - April 2028       | 2               |
| Council Member                             | Scott Jorgenson   | Jan 2026 - April 2027         | 1               |
| Council Member                             | Justin Schmick    | April 2025 - April 2027       | 1               |
| Council Member                             | Peggy Williams    | June 2026 - April 2027        | 1               |
| Council Member                             | David J. Wiese    | April 2026 - April 2028       | 2               |
| Council Member                             | Amanda Zick       | April 2026 - April 2028       | 2               |
| City Attorney / Municipal                  | Lud Wurtz         | April 2026 - April 2027       | 1               |
| City Attorney / Court, Planning Commission | John Blazel       | April 2026 - April 2027       | 1               |
| Municipal Judge                            | Jeffrey Kratz     | May 2024 - April 2028         | 1               |
| Municipal Court Clerk                      | Shelley Schafer   | May 2024 - April 2028         | 1               |

### Council Committees

|                                           |                                       |         |
|-------------------------------------------|---------------------------------------|---------|
| Council Meetings                          | 1st and 3rd Tuesday of Each Month     | 7:00 PM |
| Council Workshop (Committee of the Whole) | 1st and 3rd Tuesday of Each Month     | 6:00 PM |
| Plan Commission                           | 2nd Tuesday of Each Month             | 6:00 PM |
| Parks Committee                           | 4th Monday and as Called              | 6:30 PM |
| Library Board                             | 3rd Monday of Month except July & Dec | 4:00 PM |
| Fire Board                                | 2nd Wednesday of Feb & Sept           | 7:00 PM |
| Business Improvement District Board       | As Called                             |         |
| Board of Review                           | As Called                             |         |
| Zoning Board of Appeals                   | As Called                             |         |
| Election Board                            | As Called                             |         |
| Police Discipline Committee               | 1st Monday in May and As Called       |         |
| Board of Health                           | As Called                             |         |
| Emergency Government Committee            | As Called                             |         |

### Liaisons to Departments and Committees

(Aldermen assigned to these positions will present resolutions and give reports on department and committee progress as necessary)

|                              |                 |                         | Remaining Years |
|------------------------------|-----------------|-------------------------|-----------------|
| Public Safety Liaison        | Darin Treleven  | June 2026 - April 2027  | 1               |
| Public Works Liaison         | Justin Schmick  | April 2026 - April 2027 | 1               |
| Utility Dept Liaison         | David J. Wiese  | April 2026 - April 2027 | 1               |
| Parks Committee Liaison      | Peggy Williams  | June 2026 - April 2027  | 1               |
| Finance & Personnel Liaison  | Amanda Zick     | April 2026 - April 2027 | 1               |
| Omro School District Liaison | Amanda Zick     | April 2026 - April 2027 | 1               |
| Future Omro Liaison          | Scott Jorgenson | April 2026 - April 2027 | 1               |

|                                              |                 |                         |   |
|----------------------------------------------|-----------------|-------------------------|---|
| Omro Area Development Corporation Liaison    | Mary Berndt     | April 2026 - April 2027 | 1 |
| Business Improvement District                | Justin Schmick  | April 2026 - April 2027 | 1 |
| Library Liaison                              | Scott Jorgenson | April 2026 - April 2027 | 1 |
| Joint Emergency Medical Services (EMS) Board | David J. Wiese  | April 2026 - April 2027 | 1 |

### Emergency Government Coordinators

|                               |                                |                         | Remaining Years |
|-------------------------------|--------------------------------|-------------------------|-----------------|
| Chief of Police               | Cory L. Andersen, Police Chief | April 2026 - April 2027 | Staff           |
| Mayor                         | Mary Berndt                    | April 2026 - April 2027 | Staff           |
| Public Works Director         | Samuel Mingo                   | April 2026 - April 2027 | Staff           |
| Chief Utility Operator        | Eric Carley                    | April 2026 - April 2027 | Staff           |
| Fire Chief                    | Jay Treleven                   | April 2026 - April 2027 | Staff           |
| Communications Coordinator    | Samuel Mingo                   | April 2026 - April 2027 | Staff           |
| Interim City Administrator    | Samuel Mingo                   | April 2026 - April 2027 | Staff           |
| City Clerk / Deputy Treasurer | Barbara J. Van Clarke          | April 2026 - April 2027 | Staff           |

### Police Discipline Committee

|                            | 3 Voting Members               |                         | Remaining Years |
|----------------------------|--------------------------------|-------------------------|-----------------|
| Voting Member              | Tom Ellis                      | May 2024 - April 2027   | 1               |
| Voting Member              | Jeff King                      | April 2026 - April 2029 | 3               |
| Voting Member              | Roger Manock                   | April 2025 - April 2028 | 2               |
| Police Chief               | Cory L. Andersen, Police Chief | April 2026 - April 2027 | Staff           |
| Mayor - Ex Officio         | Mary Berndt                    | April 2026 - April 2027 | 1               |
| Interim City Administrator | Samuel Mingo                   | April 2026 - April 2027 | Staff           |

### Plan Commission

|                                                 | 7 Voting Members |                         | Remaining Years |
|-------------------------------------------------|------------------|-------------------------|-----------------|
| Chairman - Voting Member - Mayor                | Mary Berndt      | April 2026 - April 2028 | 2               |
| Voting Member - Resident                        | Steve Franz      | April 2026 - April 2029 | 3               |
| Voting Member - Resident                        | Todd Simons      | April 2025 - April 2028 | 2               |
| Voting Member - Resident                        | David L. Weiss   | April 2024 - April 2027 | 1               |
| Voting Member - Resident                        | Daniel Krier     | April 2026 - April 2029 | 3               |
| Voting Member - Alderperson                     | Darin Treleven   | April 2026 - April 2027 | 1               |
| Voting Member - Public Works Director           | Samuel Mingo     | April 2026 - April 2027 | 1               |
| Interim City Administrator                      | Samuel Mingo     | April 2026 - April 2027 | Staff           |
| City Attorney - Advisory                        | John Blazel      | April 2026 - April 2027 | Attorney        |
| Building Inspection / AJ Inspections - Advisory | Andrew Johnson   | April 2026 - April 2027 | Advisory        |

### Parks Committee - Mayor will contact members about chairman

|                             | 7 Voting Members | Term of Office          | Remaining Years |
|-----------------------------|------------------|-------------------------|-----------------|
| Voting Member - Resident    | Lauren E. Seif   | July 2026 - April 2029  | 3               |
| Voting Member - Alderperson | Peggy Williams   | June 2026 - April 2027  | 1               |
| Voting Member - Resident    | Rick Deiss       | April 2024 - April 2027 | 1               |
| Voting Member - Resident    | Cheryl Simons    | April 2026 - April 2029 | 3               |
| Voting Member - Resident    | Spencer Jari     | April 2024 - April 2027 | 1               |
| Voting Member - Resident    | Cory Anderson    | April 2025 - April 2028 | 2               |
| Voting Member - Resident    | Mike Hess        | April 2025 - April 2028 | 2               |
| Public Works Director       | Samuel Mingo     | April 2026 - April 2027 | Staff           |

OAA Liason  
Clerk / Deputy Treasurer -Ex Officio  
Interim City Administrator  
Co-Pool Manager  
Co-Pool Manager

Gary Herring  
Barbara J. Van Clarke  
Samuel Mingo  
Pool Manager  
Pool Manager

April 2026 - April 2027  
April 2026 - April 2027  
April 2026 - April 2027  
April 2026 - April 2027  
April 2026 - April 2027

OAA Liason  
Staff  
Staff  
Staff  
Staff

### Library Board

Omro School District Representative  
Voting Member - Council Liaison  
Voting Member - Resident  
Voting Member - Resident  
Voting Member - Resident  
Voting Member - Resident  
Voting Member - Resident  
County Board Representative  
Head Librarian - ExOfficio  
Interim City Administrator

### Voting Members

Tracey Miller  
Scott Jorgenson  
Stacey Wright  
Barbara Hodgen  
Janet Abalan  
Nicole Bahn  
Courtney Wright  
Eileen Cimermanic  
Anna Dinkel  
Samuel Mingo

### Term of Office

April 2024 - April 2027  
April 2026 - April 2027  
April 2026 - April 2028  
April 2024 - April 2027  
April 2024 - April 2027  
April 2026 - April 2029  
April 2025 - April 2028  
April 2026 - April 2029  
April 2026 - April 2027  
April 2026 - April 2027

### Remaining Years

1  
1  
2  
1  
1  
3  
2  
3  
Staff  
Staff

### Board of Review

Mayor - Chairman - Voting Member  
Aldersperson - Voting Alternate  
Aldersperson - Voting Alternate  
Aldersperson - Voting Member  
Aldersperson - Voting Member  
Aldersperson - Voting Alternate  
Aldersperson - Voting Member  
City Assessor  
City Clerk  
Interim City Administrator

### 4 Voting Members

Mary Berndt  
Darin Treleven  
Amanda Zick  
Peggy Williams  
Scott Jorgenson  
Justin Schmick  
David J. Wiese  
Nick Marcks  
Barbara J. Van Clarke  
Samuel Mingo

### Term of Office

April 2026 - April 2027  
April 2026 - April 2027  
April 2026 - April 2027  
June 2026 - April 2027  
April 2026 - April 2027  
April 2026 - April 2027  
April 2026 - April 2027  
April 2026 - April 2027  
April 2026 - April 2027  
April 2026 - April 2027

### Remaining Years

1  
1  
1  
1  
1  
1  
1  
Assessor  
Staff  
Staff

### Zoning Board of Appeals

Voting Member  
Voting Member  
Voting Member  
Voting Member  
Voting Member  
Interim City Administrator  
City Clerk - ExOfficio  
City Attorney - Advisory

### 5 Voting Members

Jason Bauer  
Roberta Adams-Wenzel  
Stacy Workowski  
Lauren E. Seif  
Glen Volp  
Samuel Mingo  
Barbara J. Van Clarke  
John Blazey

### Term of Office

April 2025 - April 2028  
July 2026 - April 2028  
April 2024 - April 2027  
July 2026 - April 2029  
April 2026 - April 2029  
April 2025 - April 2026  
April 2025 - April 2026  
April 2025 - April 2026

### Remaining Years

2  
2  
1  
3  
3  
Staff  
Staff  
Attorney

### Business Improvement District Board

Community Member - Voting Member  
Aldersperson - Voting Member

### 7 Voting Members

Nicole Bos  
Justin Schmick

### Term of Office

April 2026 - April 2027  
April 2026 - April 2027

### Remaining Years

2  
1

|                                         |                      |                         |       |
|-----------------------------------------|----------------------|-------------------------|-------|
| Business Owner - Voting Member          | Steve Zink           | June 2026 - April 2029  | 3     |
| Business Owner - Voting Member          | Robert Mohr          | April 2025 - April 2027 | 1     |
| Community Member - Voting Member        | Deanna Freeman       | April 2026 - April 2029 | 3     |
| Business Owner - Voting Member          | Rodger Manock        | April 2025 - April 2027 | 1     |
| Business Representative - Voting Member | Roberta Adams-Wenzel | April 2026 - April 2027 | 3     |
| Interim City Administrator              | Samuel Mingo         | April 2026 - April 2027 | Staff |
| City Clerk                              | Barbara J. Van Clake | April 2026 - April 2027 | Staff |

**Omro Area Development Corporation -  
Decided at annual shareholders meeting**

|                                | <b>9 Voting Members</b>     | <b>Term of Office</b>   |       |
|--------------------------------|-----------------------------|-------------------------|-------|
| Business Owner - Voting Member | Brent Sabel                 | April 2026 - April 2029 | 3     |
| Business Owner - Voting Member | Dan Lenz (President)        | April 2025 - April 2028 | 2     |
| Business Owner - Voting Member | Ken Monroe (Vice President) | April 2024 - April 2027 | 1     |
| Business Owner - Voting Member | Kim Anderson (Treasurer)    | April 2026 - April 2029 | 3     |
| Business Owner - Voting Member | Jay Oblewski                | April 2025 - April 2028 | 2     |
| Business Owner - Voting Member | John Schuster (Secretary)   | April 2025 - April 2028 | 2     |
| Business Owner - Voting Member | David Robl                  | April 2026 - April 2029 | 3     |
| Business Owner - Voting Member | Jerry Hitchcock             | April 2026 - April 2029 | 3     |
| Aldersperson - Voting Member   | Mary Berndt                 | April 2026 - April 2027 | 1     |
| City of Omro Staff Liaison     | Barbara J. Van Clake        | April 2026 - April 2027 | Staff |
| Interim City Administrator     | Samuel Mingo                | April 2026 - April 2027 | Staff |

**Fire Board**

|                            |                      |                         |       |
|----------------------------|----------------------|-------------------------|-------|
| Aldersperson               | David J Weise        | April 2026 - April 2027 | 1     |
| Aldersperson               | Amanda Zick          | April 2026 - April 2027 | 1     |
| Aldersperson               | Scott Jorgenson      | April 2026 - April 2027 | 1     |
| Aldersperson - Alternate   | Justin Schmick       | April 2026 - April 2027 | 1     |
| Aldersperson - Alternate   | Darin Treleven       | April 2026 - April 2027 | 1     |
| Aldersperson - Alternate   | Peggy Williams       | June 2026 - April 2027  | 1     |
| Mayor - Chair              | Mary Berndt          | April 2026 - April 2027 | 1     |
| Interim City Administrator | Samuel Mingo         | April 2026 - April 2027 | Staff |
| City Clerk                 | Barbara J. Van Clake | April 2026 - April 2027 | Staff |

**City Administration Office**

|                                  |                      |                         |       |
|----------------------------------|----------------------|-------------------------|-------|
| City Hall Administrative Offices | Samuel Mingo         | April 2026 - April 2027 | Staff |
| Interim City Administrator       | Samuel Mingo         | April 2026 - April 2027 | Staff |
| City Clerk                       | Barbara J. Van Clake | April 2026 - April 2027 | Staff |
| Account Clerk / Utility Clerk    | Jamie Kiesling       | April 2026 - April 2027 | Staff |
| Treasurer                        | Janet Treleven       | April 2026 - April 2027 | Staff |

**Community Services Department**

|                                           |              |                         |       |
|-------------------------------------------|--------------|-------------------------|-------|
| Economic & Community Development Director | Samuel Mingo | April 2026 - April 2027 | Staff |
|-------------------------------------------|--------------|-------------------------|-------|

**Police Department**

|                                                       |                                       |                         |       |
|-------------------------------------------------------|---------------------------------------|-------------------------|-------|
| Police Department Offices                             | Main Line                             | April 2026 - April 2027 | Staff |
| Police Department Offices                             | Secondary Line                        | April 2026 - April 2027 | Staff |
| Police Chief - Full Time                              | Cory L. Andersen, Police Chief        | April 2026 - April 2027 | Staff |
| Police Captain - Full Time                            | Phillip Parnell, Police Captain       | April 2026 - April 2027 | Staff |
| Full Time Police Officer/School Liaison               | John W. Peeters, Full-Time Officer    | April 2026 - April 2027 | Staff |
| Full Time Police Officer                              | Robert A. Hilgers, Full-Time Officer  | April 2026 - April 2027 | Staff |
| Full Time Police Officer                              | Joshua Quinn, Full-Time Officer       | April 2026 - April 2027 | Staff |
| Full Time Police Officer                              | George Beattie, Full-Time Officer     | April 2026 - April 2027 | Staff |
| Full Time Police Officer                              | David Knepf, Full-Time Officer        | April 2026 - April 2027 | Staff |
| Administrative Assistant / Dispatch Clerk             | Shelley Schafer, Court Clerk/Dispatch | April 2026 - April 2027 | Staff |
| Part Time Admin. Assistant / Dispatch Clerk           | Tiffany, Part-Time Dispatcher         | April 2026 - April 2027 | Staff |
| <b>Public Works</b>                                   |                                       |                         |       |
| City Garage                                           | Garage Office Line                    | April 2026 - April 2027 | Staff |
| Public Works Office                                   | Treatment Plant Line                  | April 2026 - April 2027 | Staff |
| Public Works Director                                 | Samuel Mingo                          | April 2026 - April 2027 | Staff |
| Public Works Foreman                                  | Lester Pongratz                       | April 2026 - April 2027 | Staff |
| Public Works Lead / Mechanic                          | Joe Carpenter                         | April 2026 - April 2027 | Staff |
| Public Works General Laborer                          | Stu Miller                            | April 2026 - April 2027 | Staff |
| Public Works General Laborer                          | Tyler Polfuss                         | April 2026 - April 2027 | Staff |
| <b>Utility / Wastewater Treatment Plant</b>           |                                       |                         |       |
| Wastewater Treatment Plant                            | Main Office Line                      | April 2026 - April 2027 | Staff |
| Wastewater Mobile Phone (Emergency)                   | Emergency Line                        | April 2026 - April 2027 | Staff |
| Chief Operator                                        | Eric Carley                           | April 2026 - April 2027 | Staff |
| Utility General Laborer                               | Jason Fischer                         | April 2026 - April 2027 | Staff |
| Utility General Laborer                               | Travis Pomplun                        | April 2026 - April 2027 | Staff |
| <b>Code Enforcement Officer / Building Inspection</b> |                                       |                         |       |
| Building Inspection / McMahon Associates              | Brian Bending                         | April 2026 - April 2027 | Staff |
| AJ Inspection Services                                | Andrew Johnson                        | April 2026 - April 2027 | Staff |
| AJ Inspection Services                                | Marty Johnson                         | April 2026 - April 2027 | Staff |
| Property Assessor                                     | Nick Marcks                           | April 2026 - April 2027 | Staff |
| <b>Carter Memorial Library</b>                        |                                       |                         |       |
| Head Librarian                                        | Anna Dinkel                           | April 2026 - April 2027 | Staff |
| Librarian - Part-time                                 | Wendy Decker                          | April 2026 - April 2027 | Staff |
| Librarian - Full-time                                 | Joan Fraleigh                         | April 2026 - April 2027 | Staff |
| Librarian - Part-time                                 | Susan Santana                         | April 2026 - April 2027 | Staff |
| Library Custodian                                     | Glen Mischka                          | April 2026 - April 2027 | Staff |
| <b>Aquatic Center / Parks Department</b>              |                                       |                         |       |
| Aquatic Center Office                                 | Main Office                           |                         |       |
| Modem / Emergency Response Line                       | Emergency                             |                         |       |
| Parks Director                                        | Samuel Mingo                          | April 2026 - April 2027 | Staff |

Co-Pool Manager  
Co-Pool Manager



April 2026 - April 2027  
April 2026 - April 2027



Staff  
Staff



**City of Omro  
Administration  
Resolution**

**9.a**

205 S Webster Ave  
Omro, WI 54963  
[www.omro-wi.com](http://www.omro-wi.com)

Barbara J Van Clake  
(920) 685-7000

**Tuesday, July 7, 2026**

**7:00 PM**

**Council Chambers**

**RES: 260707-1 Expenditures**

**Vote Record**

RES: 260707-1 Expenditures

**Yes/Aye:** None

**No/Nay:** None

**Abstain:** None

**Absent:**

**WHEREAS**, it is the responsibility of the the Common Council to provide oversight and ensure transparency in the financial operations of the City of Omro, including the review and approval of disbursements made from municipal accounts; and

**WHEREAS**, the City of Omro has received a detailed request for the approval of claims, payroll disbursements, accounts payable listings, electronic fund transfers, and other expenditures representing payments for goods, services, employee compensation, insurance premiums, retirement contributions, payroll obligations, professional services, and other necessary municipal expenditures; and

**WHEREAS**, these disbursements represent payments necessary to support the continued operations, programs, services, and obligations of the City of Omro; and

**WHEREAS**, all disbursement records have been reviewed by the Interim City Administrator, Department Heads, Treasurer, and appropriate City staff and are deemed complete, accurate, and in compliance with the adopted budget, internal controls, purchasing procedures, and applicable financial policies of the City of Omro; and

**WHEREAS**, the Common Council has reviewed the claims and expenditures submitted for payment and finds that such expenditures constitute properly incurred obligations of the City and are appropriate for approval;

**NOW, THEREFORE, BE IT RESOLVED** by the Common Council of the City of Omro, Winnebago County, Wisconsin, as follows:

**Section 1. Approval of Claims and Expenditures**

The following expenditures are hereby approved and authorized for payment:

| <b>Date</b> | <b>Description</b>      | <b>Reference</b>     | <b>Amount</b> |
|-------------|-------------------------|----------------------|---------------|
| 06/11/2026  | Vendor Accounts Payable | Checks 071099-071135 | \$68,716.01   |
| 06/11/2026  | Vendor Accounts Payable | Check 071136         | \$15,711.18   |

|                                                     |                      |                     |
|-----------------------------------------------------|----------------------|---------------------|
| 06/16/2026 Vendor Accounts Payable                  | Check 071137         | \$159.48            |
| 06/17/2026 Vendor Accounts Payable                  | Check 071138         | \$175.00            |
| 06/17/2026 Vendor Accounts Payable                  | Checks 071148-071156 | \$2,850.75          |
| 06/17/2026 Wisconsin Retirement System Contribution | RE0429               | \$21,837.99         |
| 06/23/2026 Payroll Checks                           | Checks 047696-047699 | \$2,714.35          |
| 06/23/2026 Payroll Direct Deposit (ACH)             | Payroll ACH          | \$58,424.62         |
| 06/23/2026 Payroll Vendor Payments                  | Checks 047700-047704 | \$22,639.35         |
| 06/24/2026 Vendor Accounts Payable                  | Checks 071157-071181 | \$192,732.26        |
| 06/24/2026 Wisconsin Retirement System Contribution | RE0526               | \$32,992.50         |
| 06/29/2026 MacGillis Law Group Union Dues           | Check 047705         | \$225.00            |
| 07/01/2026 Vendor Accounts Payable                  | Checks 071182-071209 | \$52,324.18         |
| <b>TOTAL APPROVED EXPENDITURES</b>                  |                      | <b>\$470,503.67</b> |

The Common Council further acknowledges the review of associated deposits, electronic fund transfers, payment processing transactions, utility collections, parking citations, licensing receipts, boat launch receipts, and voided check transactions reflected in the financial records for the period reviewed.

#### Section 2. Authorization

The City Clerk/Deputy Treasurer is hereby authorized and directed to process, record, and disburse the foregoing expenditures in accordance with established City financial procedures and policies.

#### Section 3. Effective Date

This Resolution shall take effect immediately upon its adoption by the Common Council.

Attest:

\_\_\_\_\_  
Mary B. Berndt, Mayor

\_\_\_\_\_  
Sam Mingo, Interim City Administrator

\_\_\_\_\_  
Barbara J. Van Clarke, City Clerk / Deputy Treasurer

(City Seal)

REPORT.: Jun 17 26 Wednesday  
 RUN...: Jun 17 26 Time: 14:10  
 Run By.: JANET TRELEVEN

CITY OF OMRO  
 Cash Disbursement Detail Report  
 Check Listing for 06-26 thru 06-26 Bank Account.: 11110

PAGE: 001  
 ID #: PY-DP  
 CTL.: OMR

| Check Number | Check Date | Vendor Number | Name                      | Net Amount | Invoice # | Description                                 |
|--------------|------------|---------------|---------------------------|------------|-----------|---------------------------------------------|
| 071137       | 06/16/26   | UNICO         | UNITED COOPERATIVE        | 159.48     | 7292395   | WEED SPRAY                                  |
| 071138       | 06/17/26   | ASSTI         | ASSURANCE TITLE SERVICE,  | 175.00     | 03345745  | LETTER REPORT FEE                           |
| 071139       | 06/17/26   | VOID          | VOIDED CHECK              |            |           |                                             |
| 071140       | 06/17/26   | VOID          | VOIDED CHECK              |            |           |                                             |
| 071141       | 06/17/26   | VOID          | VOIDED CHECK              |            |           |                                             |
| 071142       | 06/17/26   | VOID          | VOIDED CHECK              |            |           |                                             |
| 071143       | 06/17/26   | VOID          | VOIDED CHECK              |            |           |                                             |
| 071144       | 06/17/26   | VOID          | VOIDED CHECK              |            |           |                                             |
| 071145       | 06/17/26   | VOID          | VOIDED CHECK              |            |           |                                             |
| 071146       | 06/17/26   | VOID          | VOIDED CHECK              |            |           |                                             |
| 071147       | 06/17/26   | VOID          | VOIDED CHECK              |            |           |                                             |
| 071148       | 06/17/26   | DEPON         | WI DNR WATER USE          | 195.50     | WU119579  | 2026 WATER USE FEES                         |
| 071149       | 06/17/26   | HAWWA         | HAWKINS INC               | 809.58     | 7444886   | CHEM/LAB SUPPLY TREATMENT                   |
| 071150       | 06/17/26   | MARHE         | MARTENS HEATING AND MECHA | 320.00     | 21053753  | WWTP SERVICE CALL                           |
|              |            |               |                           | 705.10     | 100005532 | 130 W LARRABEE-BOILER PRESSER RELIEF VALVES |
|              |            |               | Check Total.....:         | 1025.10    |           |                                             |
| 071151       | 06/17/26   | MARTE         | MARCO TECHNOLOGIES LLC    | 223.84     | 42197357  | COPIER RENTAL POLICE DEPT                   |
| 071152       | 06/17/26   | RAYSA         | RAY'S SANITATION          | 180.00     | I1211     | PORTABLE RESTROOM FOX & HOUNDS              |
|              |            |               |                           | 180.00     | I1212     | PORTABLE RESTROOM-CEMETERY                  |
|              |            |               | Check Total.....:         | 360.00     |           |                                             |
| 071153       | 06/17/26   | SCHJO         | JOSEPH SCHUSTER           | 125.00     | 063026    | PROF SERVICES LIB EXPANSION MGMT            |
| 071154       | 06/17/26   | SWIPO         | SWIDERSKI POWER           | 21.84      | IF46847   | PARTS                                       |
| 071155       | 06/17/26   | UNISH         | THE UNIFORM SHOPPE        | 68.95      | 16858     | UNIFORMS POLICE DEPT                        |
| 071156       | 06/17/26   | WINLI         | WINNEFOX LIBRARY SYSTEM   | 20.94      | WLS4669   | MAY 2026 UNIQUE MGMT SERVICE                |
| RE0429       | 06/17/26   | WISRE         | WISCONSIN RETIREMENT FUND | 21837.99   | 345707H   | RETIREMENT PAYABLE                          |
|              |            |               | Cash Account Total.....:  | 25023.22   |           |                                             |
|              |            |               | Total Disbursements.....: | 25023.22   |           |                                             |
|              |            |               | Cash Account Total.....:  | .00        |           |                                             |

REPORT.: Jun 24 26 Wednesday  
 RUN....: Jun 24 26 Time: 14:11  
 Run By.: JANET TRELEVEN

CITY OF OMRO  
 Cash Disbursement Detail Report  
 Check Listing for 06-26 thru 06-26 Bank Account.: 11110

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 ID #: PY-DP  
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| Check Number              | Check Date | Vendor Number | Name                      | Net Amount                                | Invoice #                                           | Description                                                                   |
|---------------------------|------------|---------------|---------------------------|-------------------------------------------|-----------------------------------------------------|-------------------------------------------------------------------------------|
| 071157                    | 06/24/26   | AQUIN         | AQUAFIX INC               | 616.34                                    | IN023610                                            | CHEM/LAB SUPPLY OPER                                                          |
| 071158                    | 06/24/26   | ATTMO         | AT&T MOBILITY             | 80.46                                     | 061926                                              | AIR CARDS POLICE DEPT                                                         |
| 071159                    | 06/24/26   | CARAQ         | CARRICO AQUATIC RESOURCES | 3204.32                                   | 20264091                                            | CHEM/LAB SUPPLY SWIMMING                                                      |
| 071160                    | 06/24/26   | CASEV         | EVANGELINA CASO           | 125.00                                    | 062026                                              | PARK SECURITY DEPOSIT REFUND                                                  |
| 071161                    | 06/24/26   | CRAEN         | CRANE ENGINEERING SALES   | 145405.00                                 | 510875-00                                           | WWTP NORTH CLARIFIER REHAB PROJECT                                            |
| 071162                    | 06/24/26   | DAVWA         | FERGUSON WATERWORKS #1476 | 4077.79                                   | 0474704                                             | PARTS                                                                         |
| 071163                    | 06/24/26   | DOLGE         | DOLLAR GENERAL MSC410256  | 22.35<br>13.12<br>20.65<br>50.45<br>16.50 | 1442005<br>1442660<br>1442850<br>1443268<br>1443363 | SUPPLIES POOL<br>POOL SUPPLIES<br>BATTERIES<br>POOL SUPPLIES<br>POOL SUPPLIES |
| Check Total.....:         |            |               |                           | 123.07                                    |                                                     |                                                                               |
| 071164                    | 06/24/26   | HAWWA         | HAWKINS INC               | 991.07                                    | 7448222                                             | CHEM/LAB SUPPLY TREATMENT                                                     |
| 071165                    | 06/24/26   | HOLWH         | HOLIDAY WHOLESALE         | 1240.95                                   | 2369650                                             | CONCESSIONS SWIMMING POOL                                                     |
| 071166                    | 06/24/26   | INGLI         | INGRAM LIBRARY SERVICES   | 256.04                                    | 97089143                                            | COLLECTION ENR LIBRARY                                                        |
| 071167                    | 06/24/26   | J&HCO         | J&H CONTROLS INC.         | 305.00                                    | 28225                                               | BLDG SERV EQUIP CITY HALL                                                     |
| 071168                    | 06/24/26   | JF AH         | J.F. AHERN CO             | 1975.07                                   | 825292                                              | FIRE EQUIPMENT INSPECTIONS                                                    |
| 071169                    | 06/24/26   | MAITI         | MAIN TIRE & MAINTENANCE   | 300.00                                    | 082133                                              | REPAIR PARK MOWER                                                             |
| 071170                    | 06/24/26   | MAMHU         | MAMMOTH HUNTER LLC        | 477.94                                    | 033126                                              | PROGRAM - LIBRARY                                                             |
| 071171                    | 06/24/26   | MARME         | MELANIE MARINE            | 125.00                                    | 061326                                              | PARK SECURITY DEPOSIT REFUND                                                  |
| 071172                    | 06/24/26   | MCMAS         | MCMAHON ASSOCIATES INC    | 5590.57<br>451.00                         | 00943445<br>00943446                                | 2025 UTILTIY RECONSTRUCTION<br>STEARNS PARK IMPROVEMENT                       |
| Check Total.....:         |            |               |                           | 6041.57                                   |                                                     |                                                                               |
| 071173                    | 06/24/26   | MENIN         | MENARDS                   | 20.42<br>66.92                            | 10029<br>10166                                      | POOL SUPPLIES<br>POLICE SUPPLIES                                              |
| Check Total.....:         |            |               |                           | 87.34                                     |                                                     |                                                                               |
| 071174                    | 06/24/26   | OMRBU         | OMRO BUILDING CENTER LLC  | 120.00                                    | 67229                                               | TRAILER                                                                       |
| 071175                    | 06/24/26   | OMRRU         | OMRO-RUSHFORD-OMRO        | 26300.00                                  | C60624                                              | 2ND HALF INSTALIMENT                                                          |
| 071176                    | 06/24/26   | OREAU         | O'REILLY AUTO PARTS       | 258.27<br>15.86                           | 174734<br>175386                                    | STARTER<br>OIL FILTER                                                         |
| Check Total.....:         |            |               |                           | 274.13                                    |                                                     |                                                                               |
| 071177                    | 06/24/26   | QUIJO         | JOSHUA QUINN              | 110.72                                    | 061326                                              | REIMB. UNIFORM - POLICE DEPT                                                  |
| 071178                    | 06/24/26   | RHYBU         | RHYME BUSINESS PRODUCTS L | 61.85                                     | AR947348                                            | 1 PORT                                                                        |
| 071179                    | 06/24/26   | VOITO         | TOM VOIGHT                | 100.00                                    | C60624                                              | PARK SECURITY DEPOSIT REFUND                                                  |
| 071180                    | 06/24/26   | WHIJU         | JUSTINE WHITTAKER         | 150.00                                    | 051926                                              | PARK SECURITY DEPOSIT REFUND                                                  |
| 071181                    | 06/24/26   | ZILMA         | ZILLGES MATERIALS INC.    | 183.60                                    | 0306433IN                                           | ROCK                                                                          |
| RE0526                    | 06/24/26   | WISRE         | WISCONSIN RETIREMENT FUND | 32992.50                                  | 345676H                                             | RETIREMENT PAYABLE                                                            |
| Cash Account Total.....:  |            |               |                           | 225724.76                                 |                                                     |                                                                               |
| Total Disbursements.....: |            |               |                           | 225724.76                                 |                                                     |                                                                               |
| Cash Account Total.....:  |            |               |                           | .00                                       |                                                     |                                                                               |

REPORT.: Jul 01 26 Wednesday  
 RUN....: Jul 01 26 Time: 15:07  
 Run By.: JANET TRELEVEN

CITY OF OMRO  
 Cash Disbursement Detail Report  
 Check Listing for 07-26 thru 07-26 Bank Account.: 11110

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 ID #: PY-DP  
 CTL.: OMR

| Check Number | Check Date | Vendor Number | Name                      | Net Amount | Invoice # | Description                                     |
|--------------|------------|---------------|---------------------------|------------|-----------|-------------------------------------------------|
| 071182       | 07/01/26   | AFLAC         | AFLAC                     | 53.14      | 294089    | AFLAC INSURANCE                                 |
| 071183       | 07/01/26   | AQUIN         | AQUAFIX INC               | 444.21     | IN024789  | CHEM/LAB SUPPLY OPER                            |
| 071184       | 07/01/26   | BERJO         | BERLIN JOURNAL NEWSPAPERS | 73.76      | 354099    | PUBLICATION                                     |
|              |            |               |                           | 49.41      | 354100    | PUBLICATION                                     |
|              |            |               | Check Total.....:         | 123.17     |           |                                                 |
| 071185       | 07/01/26   | BRIBE         | BRIAN BERNIER             | 1690.00    | 135       | BUILDING REPAIR PARKS                           |
| 071186       | 07/01/26   | CORWI         | CORBIN WILLITS SYSTEMS, I | 932.98     | C606151   | SOFTWARE MAINT AGREEMENT                        |
| 071187       | 07/01/26   | DELDE         | DELTA DENTAL OF WI        | 61.68      | 2575843   | DENTAL PAYABLE                                  |
|              |            |               |                           | 268.38     | 2576024   | DENTAL PAYABLE                                  |
|              |            |               | Check Total.....:         | 330.06     |           |                                                 |
| 071188       | 07/01/26   | DOLGE         | DOLLAR GENERAL MSC410256  | 6.00       | 144080    | POOL SUPPLIES                                   |
|              |            |               |                           | 54.75      | 1443439   | POOL SUPPLIES - ANNIV. PARTY                    |
|              |            |               |                           | 16.50      | 1443652   | POOL SUPPLIES                                   |
|              |            |               |                           | 16.25      | 1443994   | CLEANING SUPPLIES - POOL                        |
|              |            |               | Check Total.....:         | 93.50      |           |                                                 |
| 071189       | 07/01/26   | DUGPI         | RED'S PIGGLY WIGGLY       | 106.50     | ACCT 260  | POOL SUPPLIES - ANNIV. PARTY                    |
| 071190       | 07/01/26   | EXXMO         | WEX BANK                  | 3075.81    | 113280315 | FUEL                                            |
| 071191       | 07/01/26   | FISJA         | JASON FISCHER             | 4000.00    | C60701    | POOL MAINT. CONTRACT APR-JULY                   |
| 071192       | 07/01/26   | GFLN          | GFL ENVIRONMENTAL         | 14723.25   | 141786    | TRASH/RECYCLING PICKUP                          |
| 071193       | 07/01/26   | JOHGA         | GARY JOHNSTON             | 150.00     | 063026    | PARK SECURITY DEPOSIT REFUND                    |
| 071194       | 07/01/26   | LASMA         | MAUREEN LASKY             | 21.63      | C60701    | REIMB. FUN DECK DOUBLE PAYMENT                  |
| 071195       | 07/01/26   | MAITI         | MAIN TIRE & MAINTENANCE   | 42.53      | 116089    | REPAIR TIRE                                     |
| 071196       | 07/01/26   | MENIN         | MENARDS                   | 80.21      | 10167     | SUPPLIES                                        |
| 071197       | 07/01/26   | NORLA         | NORTHERN LAKE SERVICE INC | 453.20     | 2610254   | LEAD/COPPER ANALYSIS                            |
|              |            |               |                           | 25.00      | 2610401   | OUTSIDE TESTING                                 |
|              |            |               | Check Total.....:         | 478.20     |           |                                                 |
| 071198       | 07/01/26   | OMRBU         | OMRO BUILDING CENTER LLC  | 120.00     | 67366     | TRAILER CHARGE                                  |
| 071199       | 07/01/26   | OMRFI         | OMRO JOINT FIRE DEPARTMEN | 14868.19   | 2%        | 2% FUNDS PAYABLE TO FIRE DEPT                   |
| 071200       | 07/01/26   | OREAU         | O'REILLY AUTO PARTS       | 30.42      | 176272    | OIL FILTER - BACKHOE                            |
|              |            |               |                           | 10.49      | 176329    | PART - SHOP                                     |
|              |            |               | Check Total.....:         | 40.91      |           |                                                 |
| 071201       | 07/01/26   | PARPH         | PHIL PARNELL              | 455.00     | 1015      | CPR INSTRUCTOR - POOL LIFEGUARDS                |
| 071202       | 07/01/26   | POMTR         | TRAVIS POMPLUN            | 4000.00    | 063026    | POOL MAINT. CONTRACT - APR-JULY PYMT            |
| 071203       | 07/01/26   | RENLE         | RENNING LEWIS & LACY      | 770.50     | 7358840   | PROF SERVICES CITY ATTORNEY FOR LABOR CONTRACT  |
| 071204       | 07/01/26   | STEPS         | PAUL STELLPFLUG           | 100.00     | 062826    | PARK SECURITY DEPOSIT REFUND                    |
| 071205       | 07/01/26   | SUPCH         | SUPERIOR CHEMICAL CORP    | 166.79     | 443774    | CLEANING SUPPLIES WWTP                          |
| 071206       | 07/01/26   | SUPVI         | SUPERIOR VISION INS OF WI | 176.70     | 970796    | VISION INSURANCE PAYABLE                        |
| 071207       | 07/01/26   | VERWJ         | VERIZON WIRELESS          | 409.24     | 614601634 | CELLULAR POLICE DEPT                            |
| 071208       | 07/01/26   | VOIVI         | VINCENT VOIGT             | 105.00     | C60701    | REIMB. TRAINING                                 |
|              |            |               |                           | 350.00     | REIMBUR.  | REIMBURSE FOR INSTRUCTOR COURSE - FIRST AID/CPR |
|              |            |               | Check Total.....:         | 455.00     |           |                                                 |
| 071209       | 07/01/26   | WURLL         | WURTZ LAW OFFICE LLC      | 4416.66    | 2026-7    | MONTHLY ATTORNEY SERVICE FEES - JULY            |
|              |            |               | Cash Account Total.....:  | 52324.18   |           |                                                 |
|              |            |               | Total Disbursements.....: | 52324.18   |           |                                                 |

## **MEMORANDUM**

**TO:** Mayor Mary Berndt and Members of the Common Council

**FROM:** Barbara J. Van Clarke, MMC, WCPC, City Clerk / Deputy Treasurer

**DATE:** June 24, 2026

**RE:** History of Council Meeting Recording Capabilities and Evaluation of Future Audio/Video Recording Options, Future Budget Planning

### **Purpose**

Questions have periodically arisen regarding the City's ability to record and stream Common Council meetings, why the City currently does not provide audio or video recordings of meetings, and what options may be available moving forward.

As the City continues implementation of the CivicPlus Agenda and Minutes Management System (AMMS) and expands the use of cloud-based records management, the Council may wish to consider future options for recording, archiving, and providing public access to Common Council meetings.

This memorandum provides a historical overview of prior discussions and actions, explains the City's current capabilities, and outlines potential future solutions, estimated costs, and records management considerations.

### **Historical Background**

Discussions regarding audio and video upgrades for the Council Chambers date back to approximately 2015. During 2017, proposals and quotations were presented to the Common Council for various audio and video recording configurations, including options estimated at approximately \$8,000 and \$18,000.

Although the need for improved audio and video capabilities was identified, the proposed expenditures were not approved during the budget process. Similar funding requests were considered in subsequent years but were not included in adopted budgets due to competing priorities and financial constraints. As a result, the identified upgrades were never implemented.

### **Impact of COVID-19 and Legacy Software Limitations**

Beginning in April 2020, the City transitioned many meetings to virtual and hybrid formats through Zoom in response to the COVID-19 pandemic. During this period, meeting recording capabilities were provided through Zoom rather than through the City's agenda management software. The video was then downloaded and then imported into IQM2 for storage in the cloud and accessible through the portal along with the corresponding agenda and minutes.

At that time, the City elected to discontinue the video recording component associated with the IQM2 agenda management system, resulting in savings of approximately \$400 per month, or \$4,800 annually. Prior to that decision, the City experienced periodic technical issues and declining recording quality through the IQM2 platform.

The decision to discontinue the recording module was also influenced by extremely limited public utilization. During the years the system was available, public participation and viewership of live-stream meetings was minimal. Staff are aware of only a single instance in which a meeting was viewed while being live streamed through the IQM2 system. Additionally, the City did not receive any open records requests for recorded meeting videos during the period the service was available from 2014 through 2020.

Overall usage statistics for the City's IQM2 public portal, which was linked through the City's website, remained very low throughout its operation. Given the annual subscription costs, limited public use, and

recurring technical concerns, continuation of the recording module was not considered a cost-effective use of municipal resources at that time.

The City first implemented IQM2 in 2014. In late 2024, staff was notified that recording functionality associated with the software would be discontinued. In early 2025, the City was further informed that the IQM2 platform would no longer receive software updates, enhancements, or technical support following the sale of the product line to another software company.

Although the City may continue operating the software through approximately early 2027, it is effectively functioning without future development or support and is no longer considered a viable long-term solution for meeting management, records retention, or audio/video recording services.

The discontinuation of IQM2 support ultimately accelerated the City's decision to evaluate modern cloud-based meeting management systems capable of providing enhanced agenda management, records retention, public accessibility, and future audio/video integration capabilities.

### **Transition to CivicPlus AMMS**

Following notification of the discontinuation of IQM2 support, City administration initiated a comprehensive review process during early 2025 to identify a replacement meeting management platform capable of supporting the City's long-term operational needs.

The evaluation process included:

- Research of available municipal meeting management systems;
- Product demonstrations from multiple vendors;
- Evaluation of agenda, minutes, ordinance, resolution, records retention, and video management capabilities;
- Cost and implementation analyses.

Following this evaluation, the Common Council approved funding for Phase 1 implementation through the 2026 budget process. The City subsequently purchased the CivicPlus Agenda and Minutes Management System (AMMS) in January 2026. Implementation, configuration, data conversion, and staff training are currently underway. Due to the significant workload associated with administering four consecutive elections during 2026, maintaining normal Clerk's Office operations, the resignation of our City Administrator and managing a software conversion project, full deployment is anticipated around July 1, 2026. In anticipation of these time constraints, audio and video recording functionality was intentionally deferred from Phase 1 implementation during 2026.

### **Current Environment**

The City currently utilizes CivicPlus AMMS for agenda creation, agenda packet distribution, minutes management, records retention, and public access through the City's website. Agendas, minutes, resolutions, ordinances, and supporting documents are maintained electronically and made available through the public portal.

At the present time, the City does not possess dedicated equipment or software capable of recording, archiving, and streaming Council meetings in an integrated manner. As I stated earlier in this memo, Audio and video recording services were intentionally designated as a potential Phase 2 project for future consideration in 2027-2028.

### **Future Planning for Audio and Video Services**

The current long-term plan is to evaluate audio and video recording capabilities during the 2027 budget process. Deferring implementation allows staff sufficient time to become fully proficient with the AMMS platform before introducing additional functionality and associated records management

responsibilities. It also spreads implementation costs over multiple budget years and avoids introducing significant operational changes during a period of extensive election administration and software conversion activities.

The City's objective remains implementation of a fully integrated solution in the near future that is capable of providing:

- Public meeting livestreaming;
- Archived meeting recordings;
- Agenda-linked video playback;
- ADA accessibility enhancements;
- Improved public access to government records;
- Centralized cloud-based records management; and
- Long-term preservation and retrieval of municipal records.

Funding for this Phase 2 implementation has not yet been authorized and would need to be approved through a future budget process.

### **CivicPlus Media / AMMS Video Module**

The CivicPlus Media (Video) Module integrates directly with the City's existing AMMS platform and provides the following capabilities:

- Live streaming of Council meetings;
- Automated cloud-based video archiving;
- Direct linking of agenda items to corresponding video segments;
- Public video access through the City's agenda and minutes portal;
- Searchable meeting recordings;
- Cloud storage and backup of video records;
- Optional ADA accessibility features including captioning and transcripts;
- Centralized storage of agendas, packets, minutes, resolutions, and video records within a single system.

One of the primary benefits of the system is the ability for residents to select an agenda item and immediately access the corresponding discussion within the meeting recording without searching through an entire video file.

Additionally, federal ADA accessibility requirements continue to expand, and accessibility enhancements such as captioning and transcription services are expected to become increasingly important for municipal compliance and public accessibility.

### **Estimated Costs**

Based upon recent municipal pricing examples and industry estimates, the following costs may be anticipated:

| <b>Item</b>                                            | <b>Estimated Cost</b> |
|--------------------------------------------------------|-----------------------|
| Initial Setup and Implementation                       | \$1,000 - \$2,500     |
| Annual Subscription                                    | \$4,000 - \$8,000     |
| ADA Captioning Services                                | Additional Cost       |
| Historical Agenda, Minutes and Video Import (Optional) | Additional Cost       |

For budgeting purposes, a reasonable planning estimate would be approximately **\$6,000 annually**, plus any optional accessibility services.

## **Records Management, Open Records, and Storage Considerations**

When evaluating meeting recording options, the City should consider not only the initial cost of recording equipment but also the long-term impacts on records management, public accessibility, records retention, and compliance with Wisconsin Open Records Law.

One of the primary goals of the City's transition from IQM2 to CivicPlus AMMS is the modernization and centralization of municipal records. The City has invested significant time and resources in moving agendas, minutes, resolutions, ordinances, and supporting documentation into a cloud-based environment that is accessible to both staff and the public.

Implementing a video recording solution that stores records in multiple locations could create significant administrative challenges.

For example, under a fragmented system:

- Agendas and minutes may be stored within AMMS;
- Meeting packets may be stored within AMMS;
- Video recordings may be stored on YouTube;
- Backup copies may be stored on local servers;
- Additional copies may exist on staff computers or external hard drives.

This type of decentralized records management environment can make records retrieval more difficult, increase the risk of incomplete records, and create inefficiencies when responding to open records requests. Staff may be required to search multiple systems and storage locations to locate all records associated with a particular meeting.

In contrast, the CivicPlus Media Module provides a centralized repository where agendas, minutes, packets, resolutions, and video recordings are associated with the same meeting record and maintained within a single cloud-based system.

### **YouTube as an Alternative Storage Platform**

A municipal YouTube channel is available at no direct cost and provides virtually unlimited video storage. However, YouTube was not designed to function as a municipal records management system.

Limitations include:

- No integration with AMMS agendas or minutes;
- No agenda-item timestamp linking;
- Limited records management functionality;
- Reliance upon a third-party commercial platform;
- Potential future policy or service changes outside municipal control;
- Additional staff time required to upload, organize, maintain, and cross-reference recordings.

While YouTube may serve as a reasonable temporary solution, it should not be viewed as a permanent records retention or records management platform.

### **Local Storage Concerns**

Retaining meeting recordings solely on City servers, desktop computers, external hard drives, or network storage presents additional challenges. High-definition video files consume significant storage capacity. A typical two- to three-hour Council meeting may require several gigabytes of storage. Over multiple years, these recordings could consume hundreds of gigabytes or even several terabytes of storage capacity.

Maintaining large video archives locally would require the City to invest in:

- Additional storage infrastructure;
- Data backup systems;
- Cybersecurity protections;
- Disaster recovery planning;
- Hardware replacement and maintenance.

Such requirements would increase long-term administrative responsibilities and could impact the performance of local storage systems if not properly expanded and maintained.

### **Long-Term Records Management Perspective**

From a records management perspective, maintaining meeting videos separately from agendas, minutes, packets, resolutions, and ordinances may represent a step backward from the City's current efforts to modernize municipal records administration.

The AMMS implementation project was undertaken specifically to improve organization, accessibility, records retention, transparency, and operational efficiency. Requiring staff and residents to search multiple systems to locate records associated with a single meeting is inconsistent with these objectives. A centralized cloud-based platform that integrates agendas, minutes, packets, resolutions, and video recordings into a single searchable repository is more consistent with modern municipal records management practices and promotes both transparency and efficient public access to government records.

### **Public Recording of Open Meetings**

It should be noted that the absence of a City-operated recording or live-streaming system does not prevent members of the public, media representatives, or other attendees from creating their own recordings of public meetings.

Wisconsin's Open Meetings Law is intended to ensure that governmental meetings are conducted openly and that citizens have the opportunity to observe the government decision-making process. Meetings of governmental bodies that are required to be open under Wisconsin law are generally open to attendance by any member of the public.

Nothing in Wisconsin's Open Meetings Law prohibits a person attending an open meeting from making an audio recording, video recording, or taking photographs of the proceedings, provided that such activities do not disrupt the orderly conduct of the meeting or interfere with the rights of other attendees to observe and participate as permitted by law.

The Wisconsin Department of Justice has consistently recognized that members of the public and news media generally have the right to record, photograph, and videotape open meetings. While a governmental body may adopt reasonable rules regarding placement of equipment, safety considerations, and prevention of disruptions, it generally may not prohibit recording solely because it prefers not to be recorded or because it does not maintain its own recording system.

Accordingly, any citizen attending a Common Council meeting may use a smartphone, tablet, camera, audio recorder, or similar device to record the proceedings for personal use, publication, media reporting, or other lawful purposes, provided that the recording activity does not interfere with the conduct of the meeting.

In recent years, advances in technology have made recording public meetings readily accessible to virtually all attendees. Most smartphones are capable of producing high-quality audio and video recordings that can be retained, shared, or published by the individual recording the meeting.

Therefore, while the City does not currently provide official audio or video recordings of Council meetings, the public continues to have the ability to independently record open meetings and preserve those proceedings if they choose to do so.

The City's evaluation of future recording options should be viewed primarily as a discussion regarding records management, records retention, public accessibility, ADA compliance, and organizational efficiency rather than as a question of whether meetings may be recorded at all. Public meetings remain open to observation and lawful recording regardless of whether the City operates its own recording system.

Furthermore, it should be recognized that the City's official record of Council proceedings remains the approved meeting minutes. Any future video recording system would serve as a supplemental transparency and public access tool and would not replace the statutory role of agendas, minutes, resolutions, ordinances, and other official municipal records maintained by the City.

### **Staff Recommendation**

Given the City's existing investment in CivicPlus products and the ongoing transition toward cloud-based records management, staff recommend obtaining formal pricing from CivicPlus for the Media (Video) Module and related services during preparation of the 2027 annual budget as planned during the 2025 process. The integration of video recordings directly within the AMMS platform would provide the most efficient long-term solution for public access, records management, transparency, ADA accessibility compliance, and open records administration.

Additionally, CivicPlus may offer package pricing opportunities when combined with services currently utilizing:

- Municipal Code (codification and online data storage)
- AMMS Agenda and Minutes
- Self-publishing Software
- other services currently under consideration, including:
  - ADA Accessibility Services; (mandatory for 2027)
  - Boards and Committees Management;
  - Social Media Archiving (Facebook Accounts and Websites)
  - CivicPlus Notifications; (Community notification system)
  - AMMS Video Streaming and Video Archiving Services.

In the opinion of staff, maintaining meeting video recordings within the same cloud-based platform used for agendas, minutes, ordinances, resolutions, and supporting documents is consistent with the City's long-term records management objectives and transparency goals. Conversely, intentionally creating video records and storing them across multiple independent systems would increase administrative burdens and potentially move the City backward in its efforts to modernize records management and improve public access to municipal records.

# **CivicPlus Services Most Relevant to Omro and Future Budget Planning (2027–2029)**

As the City continues modernization of its records management, communications, transparency, and public engagement systems, staff has identified several CivicPlus products and services that align with the City's long-term strategic goals. The following roadmap is intended to assist future budget discussions and implementation planning.

These services support the City's objectives of improving transparency, ADA compliance, records retention, citizen communication, public accessibility, and operational efficiency while reducing administrative workload through integrated cloud-based systems.

## **Already Implemented**

### **Municipal Website**

The City currently utilizes the CivicPlus municipal website platform, including:

- Website hosting
- Website content management
- Website search functionality
- Public information distribution
- Department and community pages
- Calendar and event publication

### **Municode Cloud-Based Municipal Code System**

The City currently utilizes the Municode platform, including:

- Municipal code hosting
- Codification services
- Online ordinance publication
- Code updates
- Code search functionality
- Public access to municipal ordinances

### **AMMS Agenda and Meeting Management System**

The City implemented the CivicPlus Agenda and Minutes Management System (AMMS) during 2026, including:

- Agenda creation
- Minutes management
- Resolution management
- Ordinance management
- Meeting packet preparation
- Workflow approvals
- Public meeting portal
- Agenda accessibility features
- Translation capabilities
- Cloud-based records retention

## **High Priority – 2027 Budget Request (Phase 2 AMMS Expansion)**

### **ADA Accessibility Compliance Services (Federal Mandate 2027)**

Federal accessibility requirements continue to expand, making accessibility improvements a high priority.

Potential services include:

- AudioEye Accessibility Monitoring
- Website accessibility compliance services
- Accessibility monitoring and reporting
- DocAccess PDF remediation
- Automatic PDF-to-HTML conversion
- Language translation services

Benefits:

- Improved public accessibility
- Reduced compliance risk
- Enhanced public access to City records and information

### **CivicPlus Media (Video Streaming and Archiving)**

Potential services include:

- Live meeting streaming
- Cloud-based video storage
- Archived meeting recordings
- Agenda-linked video playback
- Video search capabilities
- Public access through the AMMS portal

Benefits:

- Improved transparency
- Enhanced public accessibility
- Centralized records management
- Reduced records retrieval time

### **Boards and Commissions Management**

Potential services include:

- Appointment tracking
- Board member term management
- Vacancy tracking
- Board roster management
- Application management
- Public board information portal

Benefits:

- Improved organization of appointments
- Better management of citizen committee participation

## **Social Media and Website Archiving**

Potential services include:

- Facebook archiving
- Website archiving
- Public records retention support
- Searchable archives

Benefits:

- Open records compliance
- Long-term preservation of public communications
- Reduced records management risks

## **Mass Notification System (Formerly CivicReady)**

Potential services include:

- Emergency notifications
- Email alerts
- SMS text messaging
- Community announcements
- Public information distribution

Benefits:

- Enhanced emergency communications
- Improved public engagement

## **Medium Priority – 2028 Budget Request**

### **Records Management and Transparency**

#### **NextRequest Public Records Software**

Potential services include:

- Open records request portal
- Request tracking
- Public records workflow management
- Public transparency portal
- Reporting and analytics

Benefits:

- Improved efficiency in records request processing
- Increased transparency
- Reduced administrative workload

## **Website and Resident Engagement Tools**

Potential services include:

- AI Chatbot and Resident Assistance
- SMS text communications
- News and alert management
- Business directories
- Project directories
- Enhanced resident engagement tools

Benefits:

- Increased public access to information
- Reduced staff time responding to routine inquiries

## **Communications and Public Engagement Platform**

Potential services include:

- Emergency notifications
- Email notifications
- SMS alerts
- Resident communication tools
- Public information management

Benefits:

- Expanded communication capabilities
- Improved resident engagement

## **Citizen Request and Service Management**

### **SeeClickFix 311 CRM Platform**

Potential services include:

- Citizen service requests
- Public works request tracking
- Work order routing
- Citizen issue reporting
- Mobile service requests
- Resident self-service portal

Benefits:

- Improved customer service
- Enhanced issue tracking
- Increased operational efficiency

## **Low Priority – 2029 Budget Request**

### **Parks and Recreation Management**

Potential services include:

- Recreation program management
- Event registration
- Facility reservations
- Online payments
- Community event management

Benefits:

- Improved recreation administration
- Increased online service options

### **Process Automation and Digital Services**

Potential services include:

- Electronic forms
- Workflow automation
- Digital permits
- Online applications
- Digital service delivery
- Automated approval workflows

Benefits:

- Reduced paper processing
- Increased operational efficiency
- Improved customer service

### **Long-Term Technology Strategy**

The City's long-term technology strategy should continue to emphasize cloud-based platforms that centralize records management, improve transparency, enhance public accessibility, reduce duplication of records, and streamline administrative processes.

Where possible, future technology investments should prioritize solutions that integrate with the City's existing CivicPlus ecosystem to maximize efficiency, improve user experience, and reduce the administrative burden associated with maintaining multiple independent software platforms.

The phased implementation approach outlined above allows the City to strategically expand services over multiple budget years while balancing operational needs, staffing resources, and fiscal constraints.

# JULY 2026

## Meeting Schedule



| DATE       | MEETING BODY        | TIME    |
|------------|---------------------|---------|
| 07/07/2026 | Closed Session      | 6:00 PM |
| 07/07/2026 | Council Meeting     | 7:00 PM |
| 07/14/2026 | Planning Commission | 6:00 PM |
| 07/21/2026 | BID Board           | 9:00 AM |
| 07/21/2026 | Council Workshop    | 6:00 PM |
| 07/21/2026 | Council Meeting     | 7:00 PM |
| 07/27/2026 | Parks Committee     | 6:30 PM |