



COMMON COUNCIL MINUTES
Monday, July 21, 2025 at 6:00 PM
First Floor Conference Rooms
100 Main Street, Menasha, WI

A. CALL TO ORDER

Meeting called to order by Mayor Hammond at 6:01pm.

B. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

C. ROLL CALL

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

Also Present: FD Sassman, CDD Dane, PRD Sackett, DDE Gordon, PC Thorn, FC Teesch, CA Struve, Mayor Hammond, Clerk Snyder, DC Janet

D. PUBLIC HEARING

E. PUBLIC COMMENTS ON ANY MATTER OF CONCERN TO THE CITY

Tim Jacobson (732 Paris Street, Menasha) commented on community interests such as added recycling collection and patrol officer staffing achieved through a heightened tax levy. Jacobson further commented on water waste by area communities affecting the Menasha communities, and suggested the City pursue legal action against these communities to finance these initiatives in lieu of further burdening Menasha taxpayers.

Bethanie Gengler (210 Water Street, Menasha) commented on the designation of Water Street as parkland and the aesthetic nature of residential properties in the neighborhood affected. Specifically, Gengler spoke to complaints filed against a specific housing manager and alleged code violations committed thereby. Gengler asked that the record reflect her commentary regarding personal observations of unfair and inconsistent application of the Menasha Municipal Code regarding residential property management and curb appeal.

F. REPORT OF DEPARTMENT OFFICERS/DEPARTMENT HEADS/STAFF/CONSULTANTS

Motion by District 7 Alderperson Grade seconded by District 4 Alderperson Perkins to approve. Motion carried on voice vote.

1. Presentations:

- a. Pay It Forward: 2nd Annual Community Event, presented by the African American Chamber of Commerce of the Fox Valley (AACCFV)

Representatives from the African American Chamber of Commerce of the Fox Valley spoke on the second annual Pay It Forward Community Event hosted by the Chicago House of Hoagies. The purpose of this event is to fundraiser

hygiene and school supplies for area youth, provide health and wellness education, and supply food and fun ahead of the upcoming school year. Support in the form of monetary and physical donations, volunteer hours, and word-of-mouth sharing can help make this event a success for community youth.

2. Minutes to Receive:

- a. Water and Light Commission, 6/25/25
- b. Administration Committee, 7/7/25
- c. Board of Public Works, 7/7/25
- d. Neenah-Menasha Fire Rescue Joint Finance & Personnel Committee, 6/24/25
- e. Neenah-Menasha Fire Rescue Joint Fire Commission, 6/17/25
- f. Parks & Recreation Board, 7/8/25
- g. Plan Commission, 7/8/25

3. Communications:

- a. National Disability Pride Month Proclamation
- b. Menasha 2035: Comprehensive Plan Status Update

G. CONSENT AGENDA

1. Common Council Minutes, 7/7/25

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

Motion carried 8-0 on roll call.

2. Board of Public Works, 7/7/25, Recommends Approval of:

- a. Street Use Application - Harvest Festival; Saturday, September 20, 2025; 8:00 a.m. to 6:00 p.m.; B.L.O.O.M., LLC

Motion by District 8 Alderperson Ropella, seconded by District 4 Alderperson Perkins to approve.

Motion carried 8-0 on roll call.

- b. Payment - Sommers Construction Co., Inc.; Contract Unit No. 2025-02; Street Construction and Rehabilitation; \$361,151.13 (Payment No. 1)

Motion by District 8 Alderperson Ropella, seconded by District 6 Alderperson Marshall to approve.

Motion carried 8-0 on roll call.

- c. Recommend to Award - Contract Unit No. 2025-03; Jefferson Park Boat Launch; to Northeast Asphalt, Inc.; \$1,315,650.00

Motion by District 8 Alderperson Ropella, seconded by District 7 Alderperson Grade to approve.

Motion carried 8-0 on roll call.

Discussion considered upcoming fishing tournaments and kayak launches.

Staff advised that the boat launch peripheries are likely to near finalization this September, at which time it will close for the season for complete reconstruction. This will be completed for a reopening in May 2026.

- d. Change Order - Menasha Utilities; Contract Unit No. M0002-06-24-00128; \$8,195.00 (Change Order No. 1)

Motion by District 8 Alderperson Ropella, seconded by District 7 Alderperson Grade to approve.

Motion carried 8-0 on roll call.

- e. Payment - Cardinal Construction Co., Inc.; Contract Unit No. 2024-10; Jefferson Park Shelter Construction; \$15,499.52 (Payment No. 6)

Motion by District 8 Alderperson Ropella, seconded by District 3 Alderperson Hale to approve.

Motion carried 8-0 on roll call.

Discussion considered rental opportunities at Jefferson Park and expected use times for the baseball diamond. Staff advised on an expected opening date of mid-August due to an upcoming baseball tournament.

3. Special Board of Public Works, 7/21/25, Recommends Approval of:

- a. Recommend to Award – Contract Unit No. 2025-05; Asphaltic Concrete Pavement Chip Sealing – Various City Streets

Motion by District 8 Alderperson Ropella, seconded by District 6 Alderperson Marshall to approve.

Motion carried 8-0 on roll call.

4. Neenah-Menasha Joint Finance & Personnel Committee, 6/24/25, Recommends Approval of:

- a. The Cities of Neenah and Menasha Common Councils Authorize NMFR to Retain the Insurance Settlement from the 2023 Storm in the Amount of \$59,966.42 and to Use Those Funds to Construct Fire Investigation Props in the Existing Training Tower

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

Motion carried 8-0 on roll call.

Staff advised that this insurance settlement is the result of storm damage to training equipment in 2023, and that this item seeks to utilize settlement funds for other training initiatives.

5. Parks & Recreation Board, 7/8/25, Recommends Approval of:

- a. Renewal of Lease and Management Agreement for Heckrodt Wetland Reserve for the term of 2025-2100

Motion by District 7 Alderperson Grade, seconded by District 5 Alderperson Lewis to approve.

Motion carried 8-0 on roll call.

Discussion considered changes to the insurance policy landscape over the next seventy-five years to be covered by the proposed lease and management agreement. Staff advised that, provided these changes, a want for agreement changes may be mutual among both parties. Staff additionally advised on specific changes to the lease and management agreement.

Representatives from the Heckrodt Wetland Reserve's Executive Staff and Board of Directors spoke on the impact of the relationship between Heckrodt and the City of Menasha. Specifically, Executive Director Luke Schiller spoke to the organizations' relationship and community benefit, and how a long-term lease agreement such as this one makes both entities eligible for grants with greater scope and influence.

H. ITEMS REMOVED FROM THE CONSENT AGENDA

I. ACTION ITEMS

- 1. Accounts payable and payroll for the term of 7/4/25 - 7/17/25 in the amount of \$1,511,746.24

Motion by District 2 Alderperson Eisenach, seconded by District 3 Alderperson Hale to approve.

Motion carried 8-0 on roll call.

- 2. New Alcohol License Application for Hungry Donkey LLC, DBA Hungry Donkey (14 Tayco Street, Menasha) - "Class B" (Intoxicating Liquor) and Class "B" (Fermented Malt Beverages); Mario Nunez, Agent

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

Motion carried 8-0 on roll call.

- 3. New Alcohol License Application for Sams On Main LLC, DBA The Spot On Main (222/226 Main Street, Menasha) - "Class B" (Intoxicating Liquor) and

Class "B" (Fermented Malt Beverages); Tiffany Sams, Agent
Motion by District 2 Alderperson Eisenach, seconded by District 7
Alderperson Grade to approve.

Motion carried 8-0 on roll call.

4. Outdoor Alcoholic Beverage Service Permit Applications for 2025-2026
Licensing Term (July 22, 2025 - June 30, 2026)
Motion by District 2 Alderperson Eisenach, seconded by District 3
Alderperson Hale to approve.

Motion carried 8-0 on roll call.

motion specifies that it is for hungry donkey and sams on main

5. Temporary Expansion of Licensed Premises Permit Application - City Limits
(544 Fourth Street, Menasha), August 2, 2025
Motion by District 2 Alderperson Eisenach, seconded by District 5
Alderperson Lewis to approve.

Motion carried 8-0 on roll call.

J. HELD OVER BUSINESS

K. ORDINANCES AND RESOLUTIONS

1. R-19-25 - A Resolution Designating Public Spaces as Parks (Introduced by
Ald. Grade)
Motion by District 7 Alderperson Grade, seconded by District 4 Alderperson
Perkins to approve.

Motion carried 8-0 on roll call.

Staff advised that this resolution designates the Living Room downtown
Menasha and the Water Street Corridor as parkland. This resolution makes
the Living Room a rentable space and renames Water Street Corridor the
Canal Commons.

2. R-20-25 - A Resolution Dedicating a Greenspace in Honor of former Alderman
Tom Grade (Introduced by Ald. Grade)
Motion by District 7 Alderperson Grade, seconded by District 4 Alderperson
Perkins to approve.

Motion carried 8-0 on roll call.

Staff and Common Council members paid tribute to former Ald. Tom Grade
and his contributions to the Menasha community. Tom's forward-thinking is

honored through the dedication of a greenspace on Brighton Drive to be known as Tom Grade Park.

3. R-15-25 Resolution Adopting a Public Participation Plan for the City of Menasha Comprehensive Plan Update (Introduced by Ald. Rand and Ald. Eisenach)

Motion by District 1 Alderperson Rand, seconded by District 2 Alderperson Eisenach to approve.

Motion carried 8-0 on roll call.

Discussion considered the frequency of events for public participation in the City of Menasha's comprehensive plan.

Staff advised that Wisconsin State Statutes require the adoption of a resolution in tangent with the implementation of a comprehensive plan.

L. APPOINTMENTS

M. CLAIMS AGAINST THE CITY

N. PUBLIC COMMENTS ON ANY MATTER LISTED ON THE AGENDA

Tim Jacobson (732 Paris Street) commented on former City of Menasha Parks Department employee Glen Pemrich and his maintenance of municipal structures.

Jeff Buser (216 Main Street, Suite B, Menasha) spoke on his connections to the City of Menasha and the Grade family.

O. ADJOURNMENT

Motion by District 4 Alderperson Perkins seconded by District 6 Alderperson Marshall to adjourn the Common Council meeting at 7:08pm. Motion carried on voice vote.

Minutes submitted by City Clerk Kaija Snyder.