

A Quorum of the Administration Committee, Board of Public Works, Personnel Committee, Plan Commission, Redevelopment Authority, and other City bodies may attend this meeting, though no official action of these bodies will be taken.



COMMON COUNCIL MEETING AGENDA

Monday, November 3, 2025 at 6:00 PM

First Floor Conference Rooms
100 Main Street, Menasha, WI

- A. Call to Order**
- B. Pledge of Allegiance**
- C. Roll Call**
- D. Public Hearing**
- E. Public Comments on Any Matter of Concern to the City**
(5 minute time limit for each person)
- F. Report of Department Officers/Department Heads/Staff/Consultants**
Clerk Snyder - the following minutes and communications have been received and placed on file:
 - 1. Presentations:
 - a. Community Development Report (3Q 2026)
 - b. TID #15 Creation Summary
 - 2. Minutes to Receive:
 - a. Library Board of Trustees, 10/23/25
 - b. Administration Committee, 10/20/25
 - c. Board of Public Works, 10/20/25
 - d. Water and Light Commission, 10/22/25
 - e. Housing Authority, 10/14/25
 - f. Neenah-Menasha Joint Fire Commission, 10/28/25
 - g. Neenah-Menasha Joint Finance and Personnel Committee, 10/29/25
 - 3. Communications:
 - a. Menasha 2035: Your Place On The Water - Comprehensive Plan Public Participation Update
- G. Consent Agenda**
(Prior to voting on the Consent Agenda, items on the Consent Agenda may be removed at the request of any Alderman and place immediately following action on the Consent Agenda. The procedures to follow for the Consent Agenda are: (a) removal of items from Consent Agenda; and (b) motion to approve the items from

Consent Agenda.)

1. Common Council Minutes, 10/20/25
2. Administration Committee, 10/20/25, Recommends Approval of:
 - a. Storage Tank Pollution Liability Insurance (ACE American Insurance Company) 2026 Renewal
 - b. 2026 Municipal Property Insurance Company (MPIC) Renewal Policy Quote
 - c. 2026 Health Insurance Plans and Renewal; Vision & Dental Continuation
 - d. Joint Powers Agreement – Winnebago County 911 Emergency System
3. Board of Public Works, 10/20/25, Recommends Approval of:
 - a. Change Order — Donald Hietpas & Sons, Inc.; Contract Unit No. M0002-9-20-00334; 2025 Sewer & Water Main Reconstruction; DEDUCT \$21,667.20 (Change Order No. 1 & FINAL)
 - b. Payment — Donald Hietpas & Sons, Inc.; Contract Unit No. M0002-9-20-00334; 2025 Sewer & Water Main Reconstruction; \$20,772.63 (Payment No. 3 & FINAL)
 - c. Payment — Northeast Asphalt, Inc.; Contract Unit No. 2025-03; Jefferson Park Boat Launch; \$147,406.75 (Payment No. 2)
 - d. Change Order — Northeast Asphalt, Inc.; Contract Unit No. 2024-03; Jefferson Park Improvements; DEDUCT \$21,265.23; (Change Order No. 2 & FINAL)
 - e. Payment — Northeast Asphalt, Inc.; Contract Unit No. 2024-03; Jefferson Park Improvements; \$33,550.03 (Payment No. 9 & FINAL)
 - f. Street Use Application — Jingle Bell Jog; Saturday, December 13, 2025; 9:00 a.m. to 10:30 a.m.; Menasha High School FBLA
4. Neenah-Menasha Joint Finance and Personnel Committee, 10/29/25, Recommends Approval of:
 - a. Purchase and Enter Into Contract for (1) 2025 Can-Am EMS-UTV and Related Equipment for a Cost Not to Exceed \$60,000 and to Utilize FAP Carry-Over Funds from 2024-25 to Pay for the Project
 - b. Approve the Proposed NMFR 2026 Budget

H. Items Removed from the Consent Agenda

I. Action Items

1. Accounts Payable and Payroll for the term of 10/17/25 - 10/30/25 in the amount of \$1,330,015.66
2. Partnership with Heckrodt Wetland Reserve – House Relocation Proposal
3. Consideration and possible action on a “Resolution Creating Tax Incremental

District No. 15, Approving its Project Plan and Establishing its Boundaries.”

4. Strong Neighborhoods Program - Proposed Pilot Program Partnership - Greater Fox Cities Habitat for Humanity

J. Held Over Business

K. Ordinances and Resolutions

1. R-26-25 - A Resolution Establishing The Lawson Canal Ad-Hoc Advisory Committee to Support the Update of the Lawson Canal Master Plan (Introduced by Mayor Hammond)
2. R-28-25 - Resolution Creating Tax Incremental District No. 15, Approving Its Project Plan and Establishing Its Boundaries, City of Menasha, Wisconsin (Introduced by Mayor Hammond)

L. Appointments

1. Mayor's appointment of Angela Green-Ludvik to the Downtown Menasha Forward Ad-hoc Committee for the term of 11/4/25 — Creation of a Downtown Nonprofit
2. Mayor's appointment of Melanie DuFrane to the Downtown Menasha Forward Ad-hoc Committee for the term of 11/4/25 — Creation of a Downtown Nonprofit
3. Mayor's appointment of Alderman Rand to the Downtown Menasha Forward Ad-hoc Committee for the term of 11/4/25 — Creation of a Downtown Nonprofit
4. Mayor's appointment of Alderman Perkins to the Downtown Menasha Forward Ad-hoc Committee for the term of 11/4/25 — Creation of a Downtown Nonprofit
5. Mayor's appointment of Peter Dulcamara to the Downtown Menasha Forward Ad-hoc Committee for the term of 11/4/25 — Creation of a Downtown Nonprofit
6. Mayor's appointment of Jeff Buser to the Downtown Menasha Forward Ad-hoc Committee for the term of 11/4/25 — Creation of a Downtown Nonprofit
7. Mayor's appointment of Dustin McClone to the Downtown Menasha Forward Ad-hoc Committee for the term of 11/4/25 — Creation of a Downtown Nonprofit
8. Mayor's appointment of Michele Lynn to the Downtown Menasha Forward Ad-hoc Committee for the term of 11/4/25 — Creation of a Downtown Nonprofit

M. Claims Against the City

1. Claim Against the City - Village of Harrison Notice of Injury and Notice of Claim Against the City Re: 2019 Interim Agreement
 - a. Adjourn into Closed Session pursuant to Wisconsin Statute § 19.85(1)(g)

Conferring with legal counsel for the governing body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved (Concerning Village of Harrison Notice of Inury and Notice of Claim Against the City Re: 2019 Interim Agreement)

- b. May reconvene into Open Session to take action on items that may be pending

N. Public Comments on Any Matter Listed on the Agenda
(5 minute time limit for each person)

O. Adjournment

MEETING NOTICES

November 5, 6, 12, and 13, 2025
Budget Review Sessions – 5:00 PM

November 17, 2025
Common Council Meeting – 6:00 PM
Committee Meetings to Follow

"Menasha is committed to its diverse population. Our Non-English speaking population and those with disabilities are invited to contact the Menasha City Clerk at 967-3603 24-hours in advance of the meeting for the City to arrange special accommodations."