



**COMMON COUNCIL MINUTES**  
**Monday, November 3, 2025 at 6:00 PM**  
**First Floor Conference Rooms**  
**100 Main Street, Menasha, WI**

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A. CALL TO ORDER

Meeting called to order by Mayor Hammond at 6:02pm.

B. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

C. ROLL CALL

Present: Aids. Rand, Eisenach, Hale, Perkins, Lewis, Marshall, Grade, Ropella  
Also Present: FD Sassman, DPW Merten, CDD Dane, PHD Hutter, PRD Sackett,  
PC Thorn, FC Teesch, LD Kopetsky, CA Struve, Mayor Hammond, Clerk Snyder

D. PUBLIC HEARING

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

Jessica Ketchum (816 Sixth Street, Menasha) commented on the Jefferson Park Swimming Pool and the benefits it brings to the Menasha community. Ketchum questioned the pool's longevity under certain repair costs, and discussed other means of financing these repairs, such as fundraising and budget realignment. Specifically, Ketchum suggested reassessing the Menasha Police Department, Finance Department, and sanitation program budgets to allow the continuation of pool programming.

Eli Wickman (700 Tenth Street, Menasha) commented on the Jefferson Park Swimming Pool and the process for recommending its closure for the 2026 season. Wickman described the deteriorating conditions of the pool and the responsibility of City officials to pause its programming to prioritize the development of an aquatic center with the vitality and longevity to sustain generations to come. The City of Menasha expects to see this aquatic center operational in 2027.

Dani Rand (336 Lopas Street, Menasha) advised on the founding meeting of the Little Lake Butte Des Morts Lake Association Formation, to be held at 6:00pm at the Appleton Yacht Club on Tuesday November 18, 2025. The goal of this group is to organize to address algae blooms, invasive species, and related environmental issues affecting Menasha and neighboring communities. This group is seeking board members and invites all who care about the lake.

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

Motion by District 7 Alderperson Grade seconded by District 6 Alderperson Marshall to receive. Motion carried on voice vote.

1. Presentations:

a. Community Development Report (3Q 2026)

Staff advised on the Community Development Department's summer projects by function, including Planning and Zoning, Economic Development, Inspections, and Code Enforcement. Staff spoke specifically to work on Tax Increment District No. 15 and concept planning collaboration with UW - Madison graduate students.

Discussion concerned Project Front Porch participation, Diggers Hotline, and unoccupied buildings such as the Whiting Paper Mill, Steam Plant, Dreams Venue and others. Discussion further evaluated code enforcement complaints and their concentration in certain neighborhoods.

b. TID #15 Creation Summary

Ehlers Public Finance Advisors presented on Tax Increment District (TID) No. 15. TIDs are uniquely beneficial development initiatives because they offer developer incentives to later bolster tax revenue for the City. TID No. 15 is a mixed-use district with a maximum life of twenty years with territory in Winnebago and Calumet Counties, and Menasha Joint School District and Appleton Area School District. TID No. 15 is approximately 90 acres along the Oneida Street corridor. Up to 35% of this acreage may be used for newly platted residential development; the remainder may be used for commercial development. Ehlers concluded their presentation by discussing the TID's pay-as-you-go model; this means that the developer carries financial risk rather than the municipality.

Discussion considered tax implications across jurisdictions, already developed parcels within the TID boundaries such as Fesitval Foods, related development incentives, and preliminary development plans.

Staff advised that all development agreements privy to TID No. 15 will appear before the Common Council for approval. Staff additionally advised that this TID is brought before Council for consideration in tangent with a forthcoming development agreement.

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

1. Common Council Minutes, 10/20/25  
Motion by District 7 Alderperson Grade seconded by District 4 Alderperson Perkins to approve. Motion carried on voice vote.
2. Administration Committee, 10/20/25, Recommends Approval of:
  - a. Storage Tank Pollution Liability Insurance (ACE American Insurance Company) 2026 Renewal  
Motion by District 2 Alderperson Eisenach, seconded by District 3 Alderperson Hale to approve.  
  
Motion carried 8-0 on roll call.
  - b. 2026 Municipal Property Insurance Company (MPIC) Renewal Policy Quote  
Motion by District 2 Alderperson Eisenach, seconded by District 3 Alderperson Hale to approve.  
  
Motion carried 8-0 on roll call.
  - c. 2026 Health Insurance Plans and Renewal; Vision & Dental Continuation  
Motion by District 2 Alderperson Eisenach, seconded by District 3 Alderperson Hale to approve.  
  
Motion carried 8-0 on roll call.
  - d. Joint Powers Agreement – Winnebago County 911 Emergency System  
Motion by District 2 Alderperson Eisenach, seconded by District 3 Alderperson Hale to approve.  
  
Motion carried 8-0 on roll call.
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)  
Motion by District 8 Alderperson Ropella, seconded by District 6 Alderperson Marshall to approve.  
  
Motion carried 8-0 on roll call.
  - 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)

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

Motion carried 8-0 on roll call.

- c. Payment — Northeast Asphalt, Inc.; Contract Unit No. 2025-03; Jefferson Park Boat Launch; \$147,406.75 (Payment No. 2)

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

Motion carried 8-0 on roll call.

- d. Change Order — Northeast Asphalt, Inc.; Contract Unit No. 2024-03; Jefferson Park Improvements; DEDUCT \$21,265.23; (Change Order No. 2 & FINAL)

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

Motion carried 8-0 on roll call.

- e. Payment — Northeast Asphalt, Inc.; Contract Unit No. 2024-03; Jefferson Park Improvements; \$33,550.03 (Payment No. 9 & FINAL)

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

Motion carried 8-0 on roll call.

- f. Street Use Application — Jingle Bell Jog; Saturday, December 13, 2025; 9:00 a.m. to 10:30 a.m.; Menasha High School FBLA

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

Motion carried 7-0, 1 abstention, on roll call. District 5 Alderperson Lewis abstained due to personal employment with Menasha High School.

- 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

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

Motion carried 8-0 on roll call.

- b. Approve the Proposed NMFR 2026 Budget

Motion by District 7 Alderperson Grade, seconded by District 4 Alderperson

Perkins to approve the budget as a draft.

Motion carried 8-0 on roll call.

Discussion considered the budget approval process for Neenah-Menasha Fire Rescue considering the joint nature of the department.

Staff advised that best practice is to approve the present document as a draft, allowing an opportunity for final revisions during the upcoming budget review sessions.

## 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

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

Motion carried 8-0 on roll call.

Discussion considered check register descriptions. Staff advised on an unexpected, emergency circumstance resulting in this one-time discrepancy.

2. Partnership with Heckrodt Wetland Reserve – House Relocation Proposal  
Motion by District 7 Alderperson Grade, seconded by District 4 Alderperson Perkins to approve.

Motion carried 8-0 on roll call.

Discussion considered the rationale for this initiative and the function of the vote.

Staff advised that Heckrodt Wetland Reserve approached the City of Menasha about taking possession of this home to provide an additional housing option for residents. Heckrodt had alternatively intended to demolish the structure.

3. Consideration and possible action on a “Resolution Creating Tax Incremental District No. 15, Approving its Project Plan and Establishing its Boundaries.”  
Motion by District 2 Alderperson Eisenach, seconded by District 7 Alderperson Grade to approve.

Motion carried 8-0 on roll call.

4. Strong Neighborhoods Program - Proposed Pilot Program Partnership -

Greater Fox Cities Habitat for Humanity

Motion by District 7 Alderperson Grade, seconded by District 4 Alderperson Perkins to approve the draft MOU pending final approval by the City Attorney's Office.

Motion carried 8-0 on roll call.

Discussion considered fiscal limits for this program.

Staff advised on an updated motion, budgetary approvals, and the benefits Habitat for Humanity brings to the community.

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)  
Motion by District 7 Alderperson Grade, seconded by District 1 Alderperson Rand to approve.

Motion carried 8-0 on roll call.

Staff advised on the advantages of this committee and some urgency due to related grant dollars expiring December 2026.

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

Motion carried 8-0 on roll call.

L. APPOINTMENTS

Motion by District 7 Alderperson Grade seconded by District 6 Alderperson Marshall to approve appointments 1-8. Motion carried on voice vote.

Discussion considered the value of this ad-hoc committee and its appointees.

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 Injury and Notice of Claim Against the City Re: 2019 Interim Agreement)  
Motion by District 7 Alderperson Grade, seconded by District 4 Alderperson Perkins to adjourn into Closed Session.  
  
Motion carried 8-0 on roll call.
  - b. May reconvene into Open Session to take action on items that may be pending  
Motion by District 2 Alderperson Eisenach seconded by District 5 Alderperson Lewis to reconvene into Open Session. Motion carried on voice vote.

#### N. PUBLIC COMMENTS ON ANY MATTER LISTED ON THE AGENDA

#### O. ADJOURNMENT

Motion by District 7 Alderperson Grade seconded by District 5 Alderperson Lewis to adjourn the Common Council meeting at 8:13 pm. Motion carried on voice vote.

Minutes submitted by City Clerk Kaija Snyder.