A Quorum of the Common Council, 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 BUDGET REVIEW SESSION

Wednesday, November 5, 2025 at 5:00 PM

First Floor Conference Rooms
100 Main Street, Menasha, WI

A. Call to Order

B. Pledge of Allegiance

C. Roll Call

D. Public Comments on Any Matter of Concern to the City
(5 minute time limit for each person)

E. Introduction of the 2026 City of Menasha Budget

F. Community Development
Community Development/Urban Redevelopment, p. 266 | Valley Transit/Dial-A-Ride, p. 278 | CDBG, p. 106 | Building Inspection, p. 271 | Code Enforcement, p. 275 | Facade Improvement, p. 102 | Strong Neighborhoods, p. 120 | TIF Districts, pp. 56-84 | RDA, p. 41

G. Mayor/Common Council
Mayor, p. 201 | Common Council, p. 198 | Civic Commemorations, p. 207

H. Adjournment

"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."

City of Menasha Budget Review Introduction

Menasha

Budgeting Basics

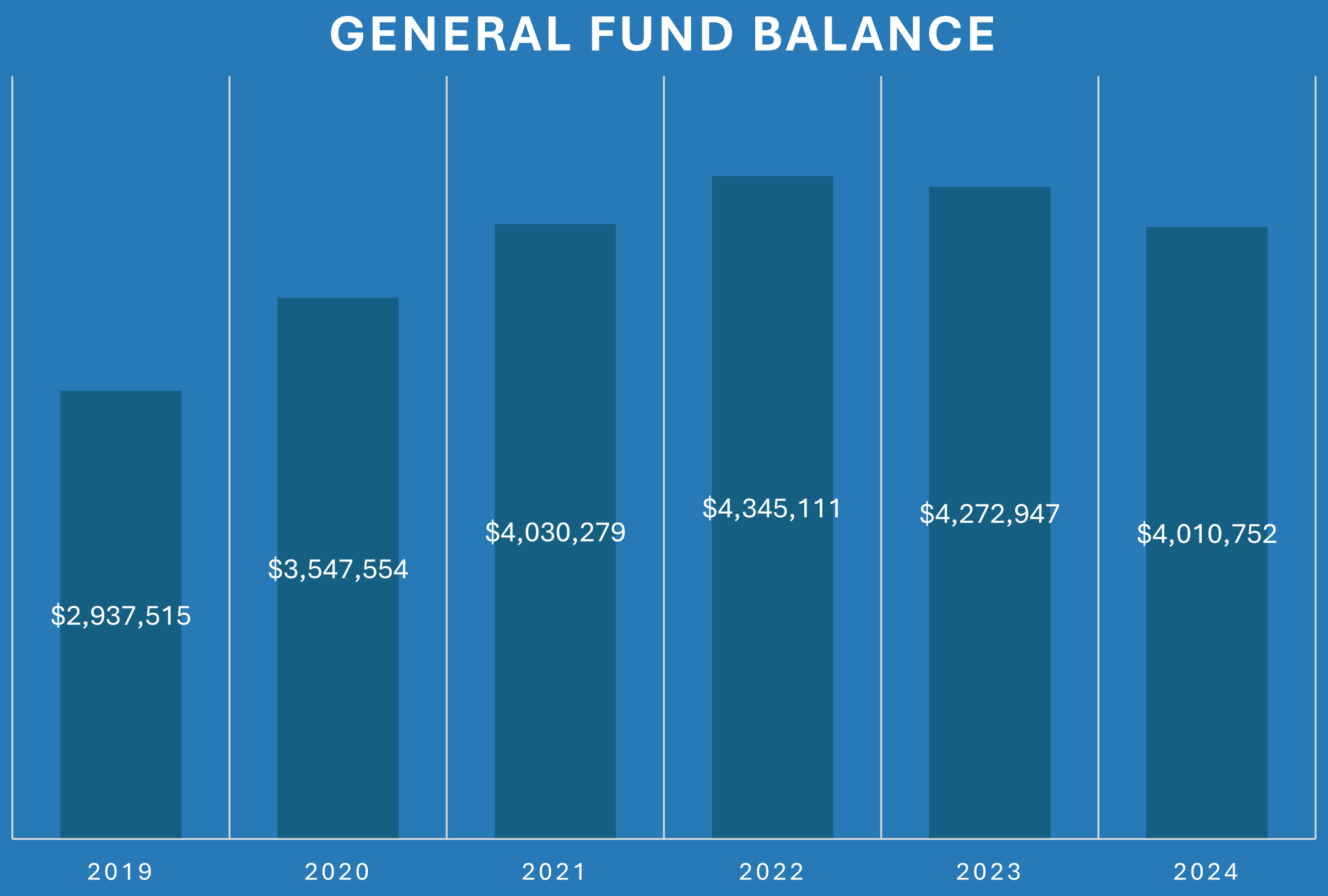
1.) Motions can be made at review sessions or Common Council meeting to increase or decrease the budget.

2.) Motions need to be for a specific amount and a specific line item. Percentages or amounts added/subtracted from department totals will not be considered germane. Encouraged not to make an amendment for anything under $1,000.

3.) Motions can only be made for departments on the agenda for that evening.

4.) This budget is within $830 of the State imposed levy limit, amounts added to the general fund will have to be matched by an equal or greater amount subtracted.

General Fund Balance

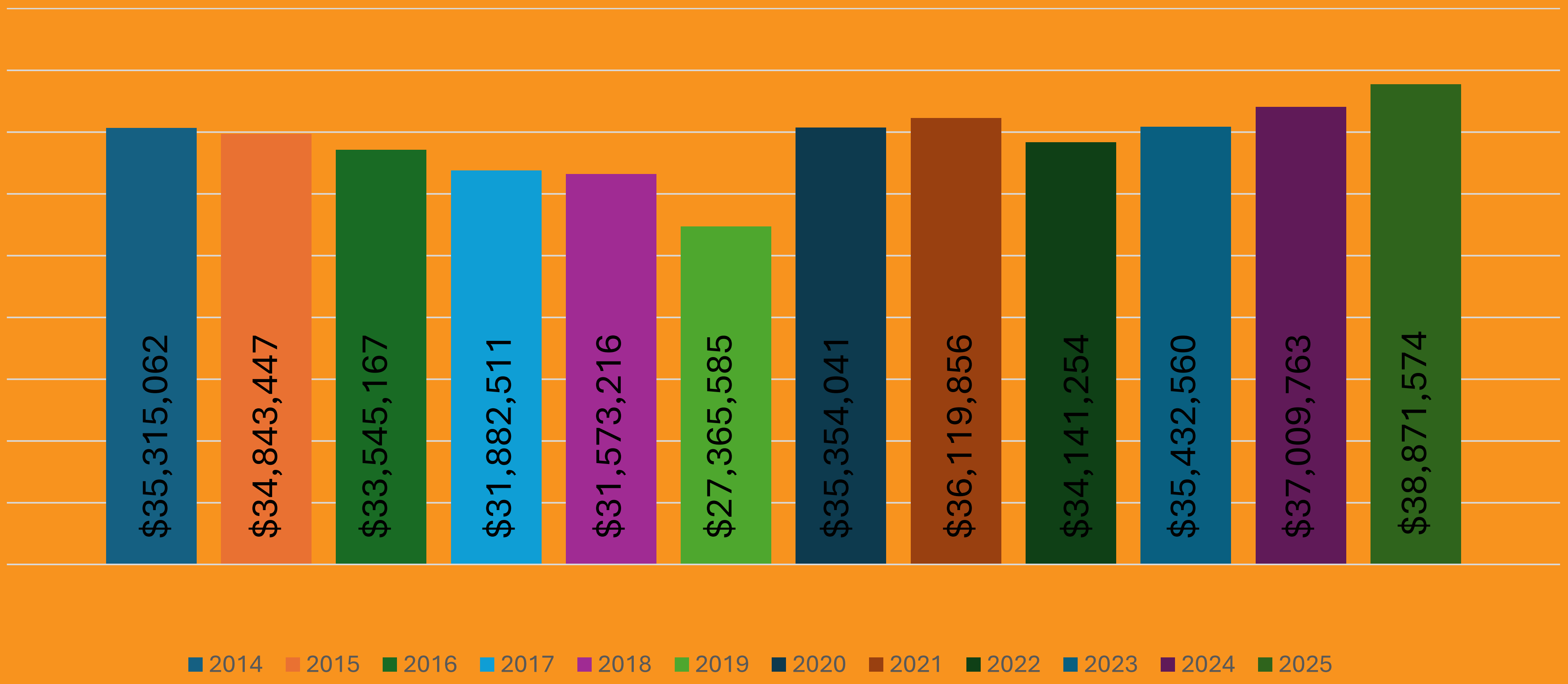


General Fund Reserve

Unassigned Fund Balance

- 2024 – $2,790,647 – 13.5%
- 2023 – $2,610,880 – 13.1%
- 2022 – $2,723,920 – 14.6%
- 2021 – $2,382,624 – 13.1%
- 2020 – $2,247,646 – 12.7%
- 2019 – $1,897,283 – 10.8%

General Obligation Debt



Allowable Debt Margin:

State Statue Limits Municipal Debt to 5% of 2025 Equalized Value. Maximum: $100,419,205 (Using 38.7% of limit)

City of Menasha 2026 Budget Details

Levy Limits

- Levy Limit (Based on Net New Construction)
  - $11,821,285 (+$40,690)

- Proposed Levy – (Did not utilize the exemption for Joint Fire Departments or for General Obligation Debt)
  - $11,820,455 (.34%)

- Unused Levy
  - $830

$450,000

Reduction in tax levy compared to requests

Recycling Fee would have taken approximately $380,000 off the levy.

Major Revenue Comparisons

Revenues 2025

- Shared Revenue $4,585,274
- Highway Aids $1,160,434
- Library Aid $641,900
- Payment for Municipal Services $96,711
- Menasha Utilities Water Pilot $646,406
- Lift Bridges $40,000

Menasha Utilities Electric Pilot
Applied to Debt Service Fund $629,119

Revenues 2026

- Shared Revenue $4,714,740 (+ $129,466)
- Highway Aids $1,258,824 (+$98,390)
- Library Aid $760,000 (+$118,100)
- Payment for Municipal Services $80,000 (-$16,711)
- Menasha Utilities Water Pilot $660,000 (+$13,594)
- Lift Bridges $185,130 (+$145,130)
- Total General Fund Revenues $11,547,914 (+$162,864)

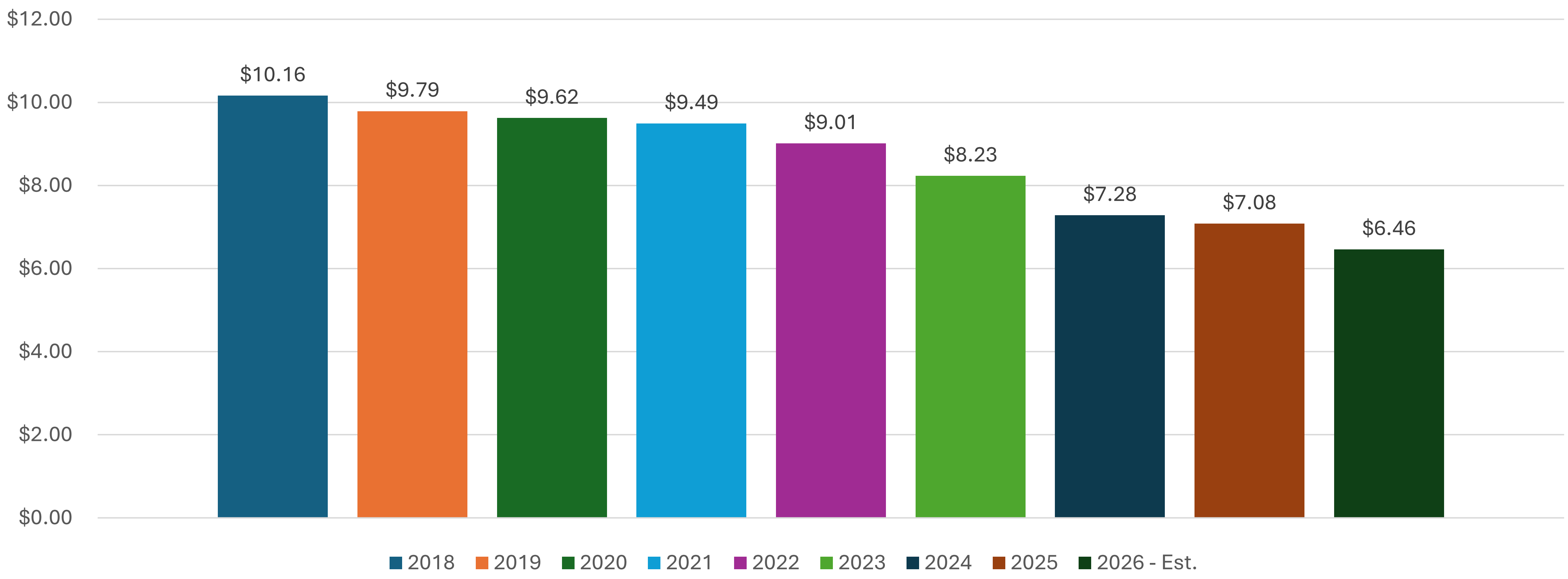
Menasha Utilities Electric Pilot
Applied to Debt Service Fund $645,000 (+$15,881)

Tax Levy

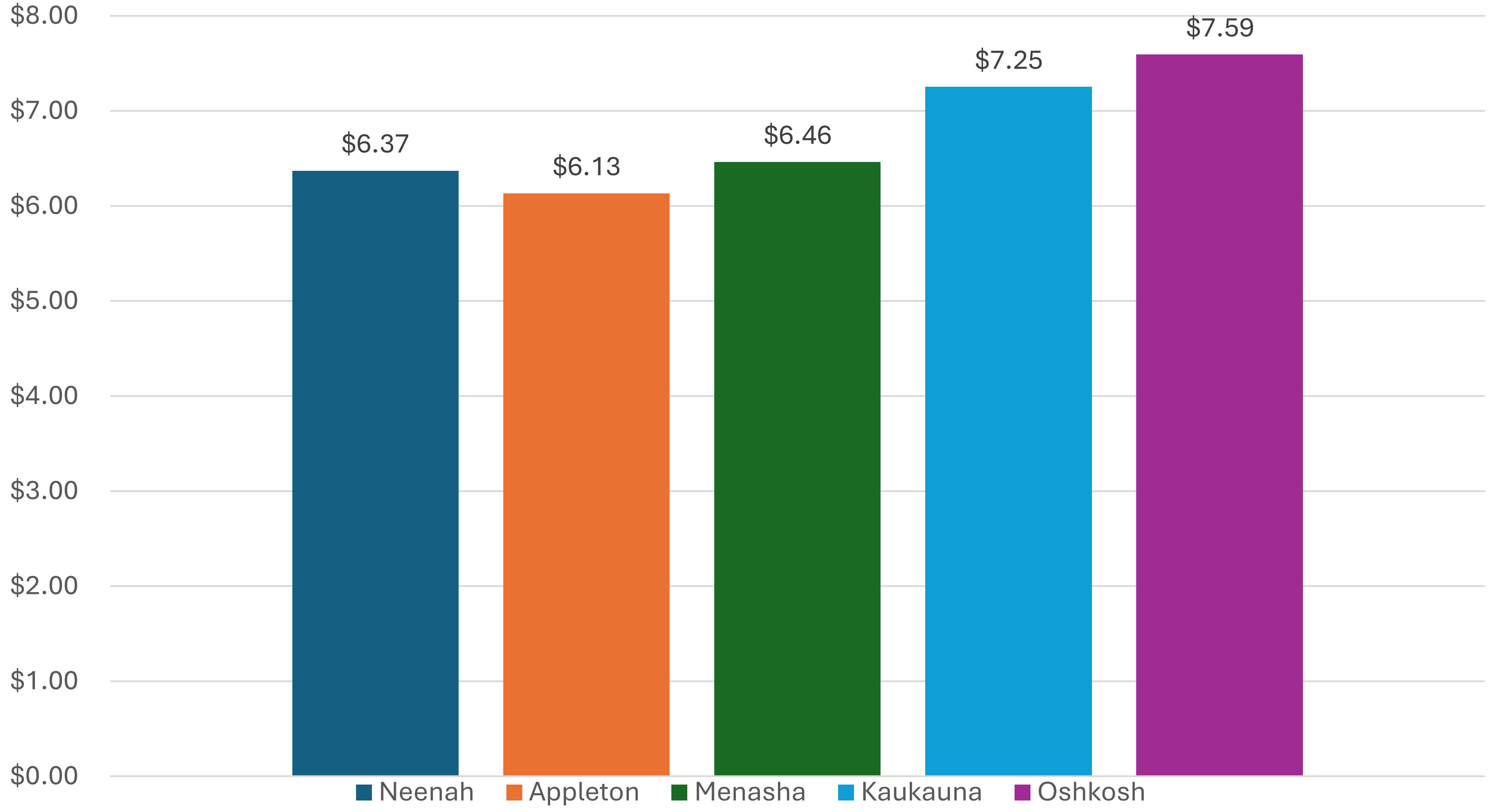

2014
2015
2016
2017
2018
2019
2020
2021
2022
2023
2024
2025 - Est.
$9,572,796
$9,553,961
$9,642,773
$9,918,463
$10,218,708
$10,261,614
$10,261,613
$10,485,531
$10,644,428
$10,644,428
$11,552,649
$11,820,455

Equalized Tax Rates

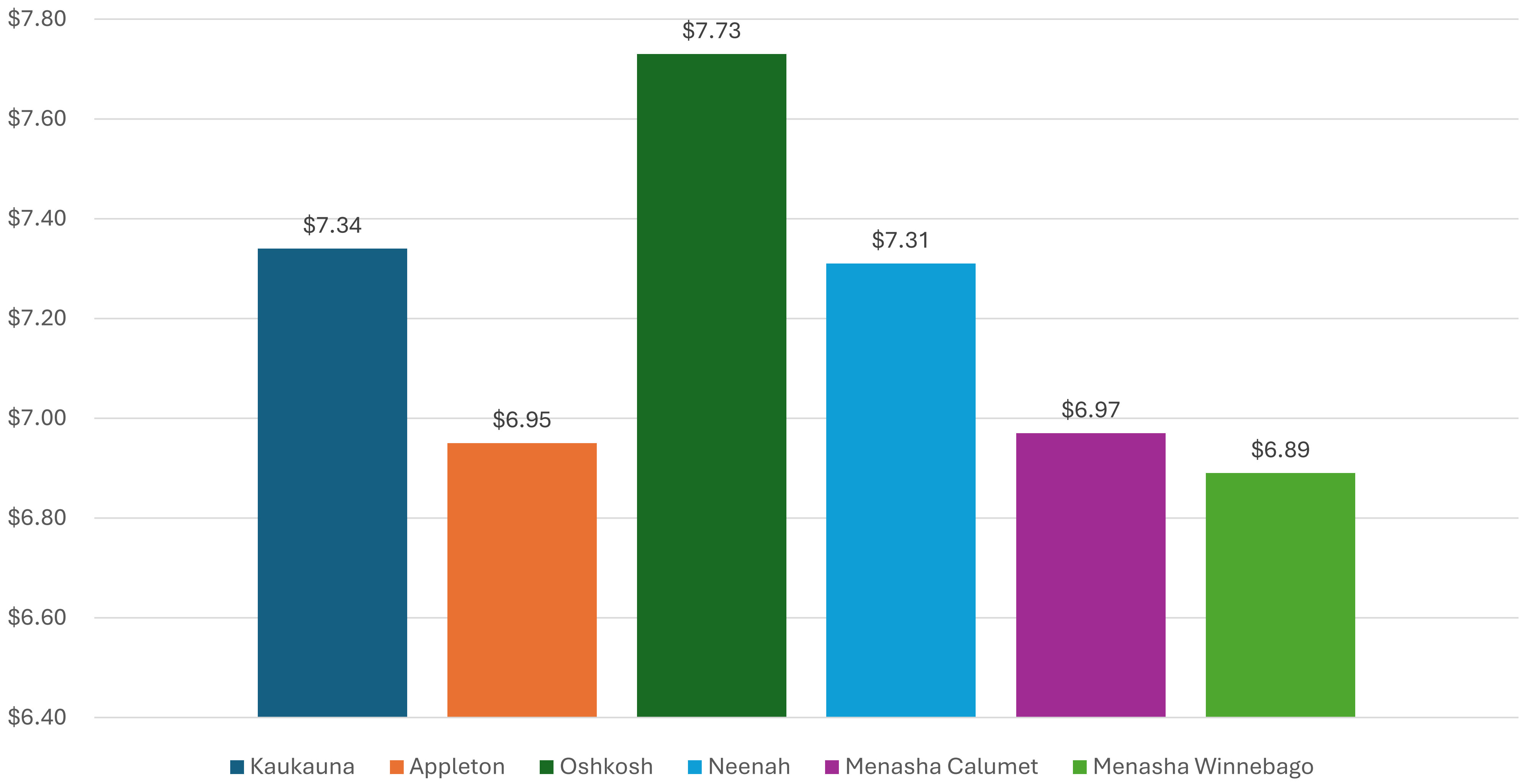
Menasha Equalized Rate



Proposed 2026 Equalized Tax Rates



Proposed 2026 Assessed Tax Rates



Note: 2025 Rates

$6.93 – Winnebago

$6.95 - Calumet

Workshop Schedule

- Wednesday, November 5th
  - Introduction to the 2026 Budget, Community Development, Mayor/Common Council
- Thursday, November 6th
  - Senior Center, Parks & Recreation, Public Works
- Wednesday, November 12th
  - Health, Library, Fire
- Thursday, November 13th
  - Police, Attorney/Personnel/Clerk, Finance/Assessor/Information Technology/Debt Service, Capital Improvements Recap/Borrowing

2025 Highlights

- Jefferson Park
- Elisha D. Smith renovation project
- Canal Commons (Water Street Corridor)
- Racine St. project (phase two of a two-year project)
- Closure of TIF 4
- Creation of the Downtown Menasha Forward Ad-hoc Committee
- Comprehensive Plan
- Renewed 75-year lease with Heckrodt Wetland Reserve
- Sandhill Landing Development
- Civic Clerk & Civic Plus Software/ New Microphones for Common Council
- Lift Bridge Aid – Racine Street Bridge
- Project Front Porch
- Paying off Municipal Court Debt

2025 Goals

- New software(Payroll Software, GIS)
- Jefferson Park Pool
- Several Street Projects
- Menasha Police Department Facility Study
- Neenah-Menasha Fire Rescue Training Tower
- Pleasants Park Playground Equipment
- Comprehensive Plan
- Lawson Canal Master Plan
- Strategic Plan
- Canal Commons (Water Street Corridor)

Menasha

2025 BUDGET PRESENTATION – NOVEMBER 5, 2025

COMMUNITY DEVELOPMENT DEPARTMENT

Menasha

Mission

We are committed to excellent service for residents, businesses, and visitors

The Community Development Department is responsible for the maintenance and enhancement of the overall character of the community by managing the progression of the property tax base and ensuring orderly growth, promoting high quality development and redevelopment, and maintaining and improving existing neighborhood character and quality.

THE TEAM

PLANNING/ZONING:

Andrew Dane, Director

Matt Larsen, Senior Planner

Kristi Heim, Associate Planner

INSPECTIONS:

Alison Humski, Building Inspector/Housing

Jane Drager, Commercial Building Inspector

Al Verkuylen, Electrical Inspector

CODE ENFORCEMENT:

Lori Fulcer, Code Enforcement Specialist

Menasha

Key Objectives

- Plan review, permitting and inspections
- Business retention, expansion, attraction
- Code enforcement
- Housing + home repair
- Project funding
- Downtown and waterfront redevelopment
- Bicycle and pedestrian planning
- Historic preservation and sustainability initiatives

SECTION 1:

2024 ACCOMPLISHMENTS

Inspections

Total Number of Permits Issued

853

Number of Permits by Job Type

- Building (245)
- HVAC (186)
- Electrical (194)
- Plumbing (132)
- Zoning (95)

Total Project Cost

$41,354,000

Total Permit Fees Collected

$145,000

Code Enforcement

CITY OF MENASHA PROJECT FRONT PORCH
536 Third Street

Planning + Zoning

- Prepared MOU for Strong Neighborhood Pilot Program Partnership
- Menasha 2035 - Your Place On The Water
- UW-Madison Student Project - Downtown Waterfront Concept Planning
- Update to Lawson Canal Master Plan

Economic Development

- TIF #15 Project Plan and Resolution to Joint Review Board and Plan Commission
- FORE Development (105 units)
- DREAMS Purchase
- Strong Neighborhood Pilot Program Partnership
- Coordination with Winnebago County re: former Whiting Mill & former UW-Fox Campus
- Water Street Corridor/Canal Commons Improvements
- Menasha Forward
- Sandhill Landing (22 units)
- Unison Credit Union (RDA)

SECTION 2:

2026 Objectives

Priorities for 2026

- Restructure Inspections Division
- Update Building Permit Fee Schedule
- Acquire Whiting Paper Mill
- Menasha 2035 – Your Place On The Water
- Lawson Canal Master Plan
- UW-Fox Campus Master Plan
- Forward Menasha Establishment
- Senior Center/DREAMS Redevelopment
- R&R Bar – Adaptive Reuse

Priorities for 2026

- Orientation Mapping + Wayfinding (Canal Commons to Jefferson Park)
- Oneida Street Corridor Development
- Downtown Business Incentive Program

SECTION 3:

2026 BUDGET OVERVIEW

Agenda

- Code Enforcement
- Building Inspections
- Valley Transit and Dial-a-Ride
- Community Development
- Urban Redevelopment
- Façade Improvement
- CDBG Revolving Loan
- Housing Programs
- TIF Districts: 4 through 13
- Redevelopment Authority
- EPA Brownfield Grant

Community Development (266)

- Reduced professional services
- Investments in professional development
- Professional services/marketing – brand guide; marketing plan

Valley Transit (278)

- Pass through funds
- No major changes

CDBG (106)

- Terminating program in 2026 per State guidance
- Budget figures are carried over

Building Inspection (271)

- Professional services/management will be lower than budgeted
- Transitioning to in-house plan review
- Opportunity to increase revenues through in house plan reviews

Code Enforcement (275)

- No major changes

Façade Improvement (102)

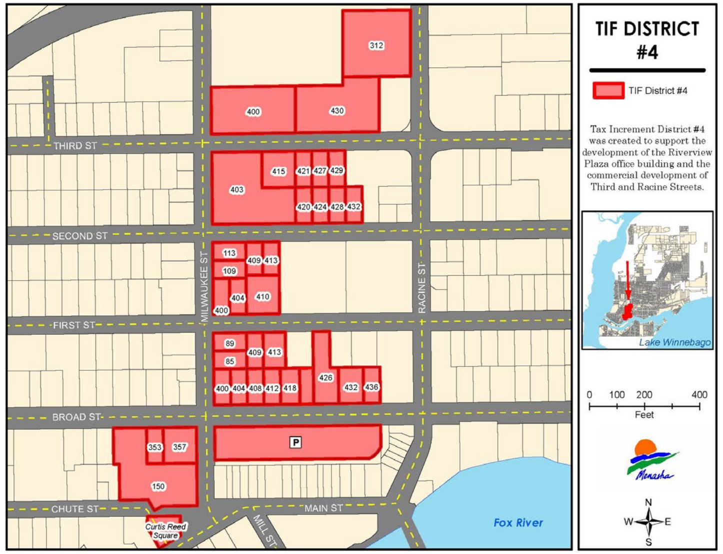
- No changes
- May discontinue in 2027 if Downtown Incentive Program is established

Strong Neighborhoods (120)

- Proposed $100K for Pilot Partnership with Habitat would come out of Strong Neighborhoods Menasha Fund
- $300K incentives could be used for downtown redevelopment and/or adaptive reuse projects

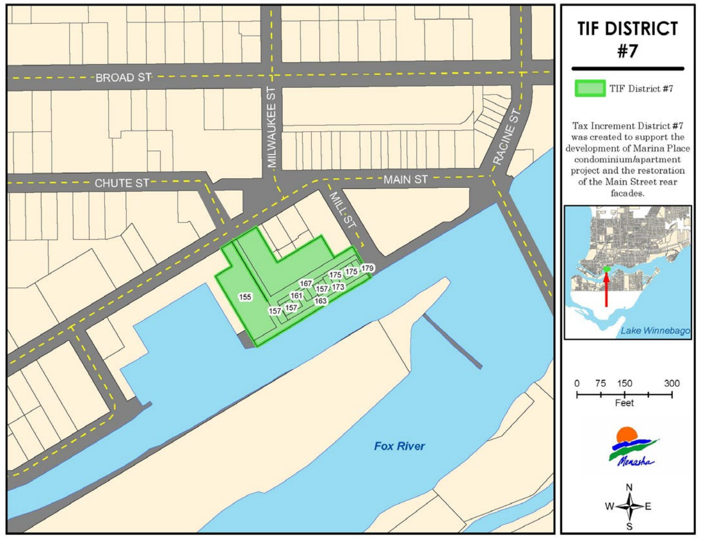
TIF Districts (56-84)

- TID 4 back on the tax roll in 2026



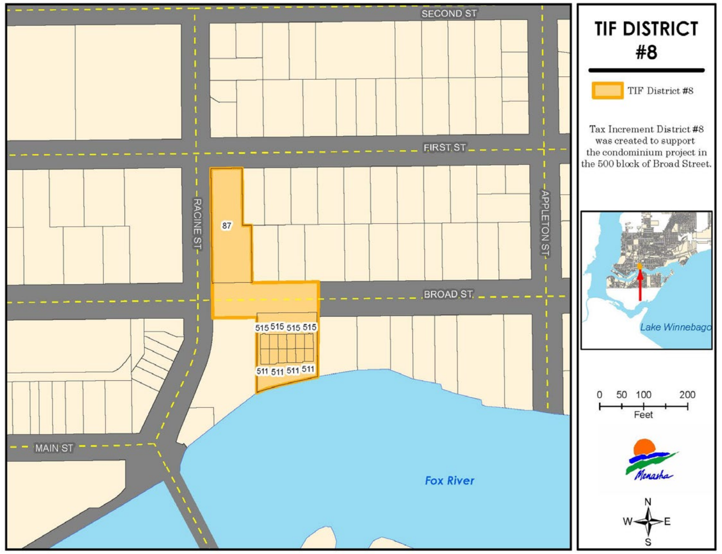
TIF Districts (56-84)

- TID 7 – Blighted TID used for Marina Place/Condos
- 2029/2030 close date
- Expenditure period closed
- Anticipated positive fund balance



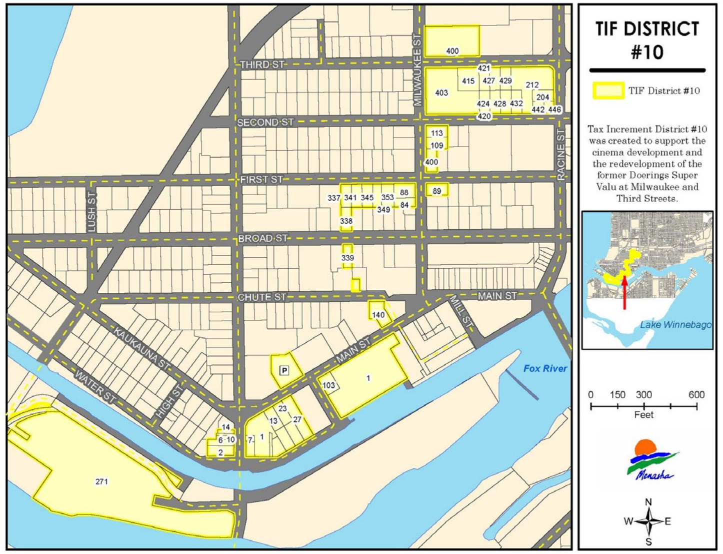
TIF Districts (56-84)

- TID 8 – Blighted TID used for Headwater Condos
- 2031 close date
- Public improvements – bridge area
- Positive fund balance
- May close early or extend for housing



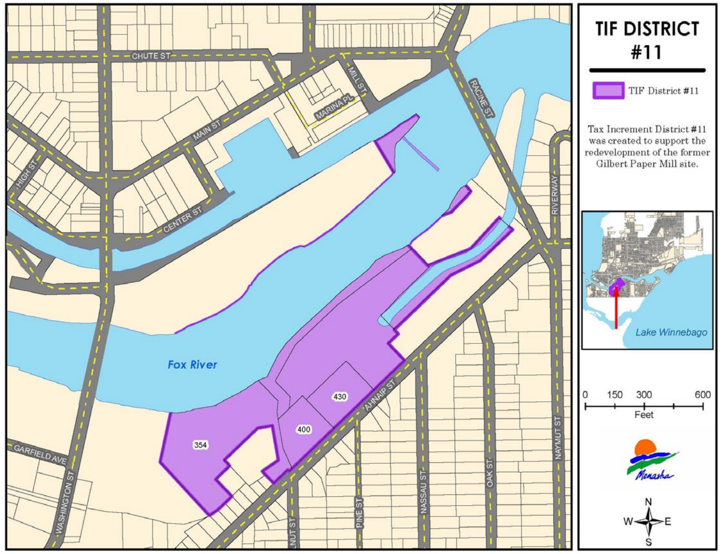
TIF Districts (56-84)

- TID 10 – Blighted TID used for Tayco/3rd Street
- 2033 close date
- Positive fund balance
- Brin assigned to TID 13
- Active development agreement with Bertram
- Proposed Downtown Incentive Program (150K)



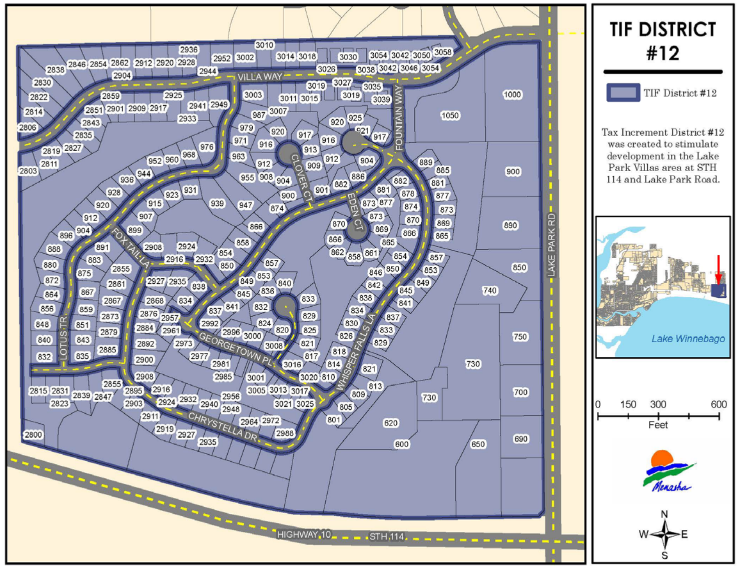
TIF Districts (56-84)

- TID 11 – Blighted TID used for Gilbert Paper Mill (2007)
- 2034 close date
- Expanded to cover Banta in 2021



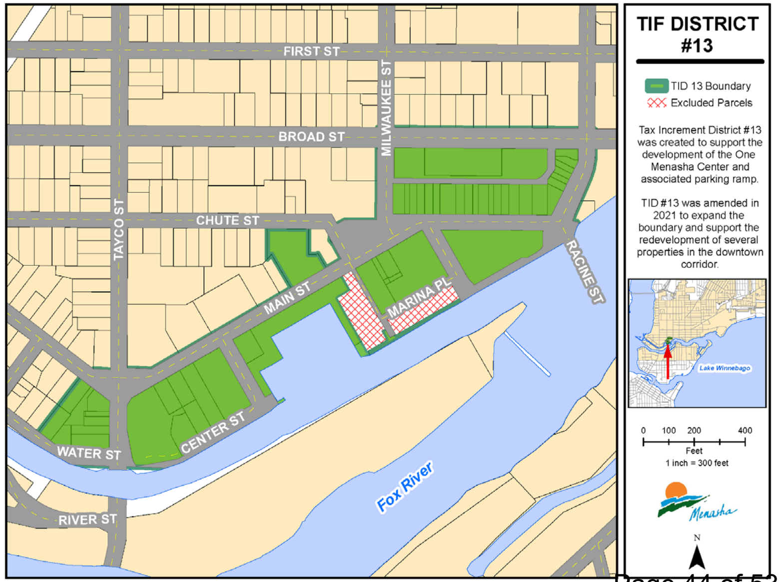
TIF Districts (56-84)

- TID 12 – Mixed use HWY 10/114 & Lake Park Rd (2011)
- 2031 close date; could close early or extend for housing
- Performing well
- Decrease in funding for Fox Cities Regional Partnership



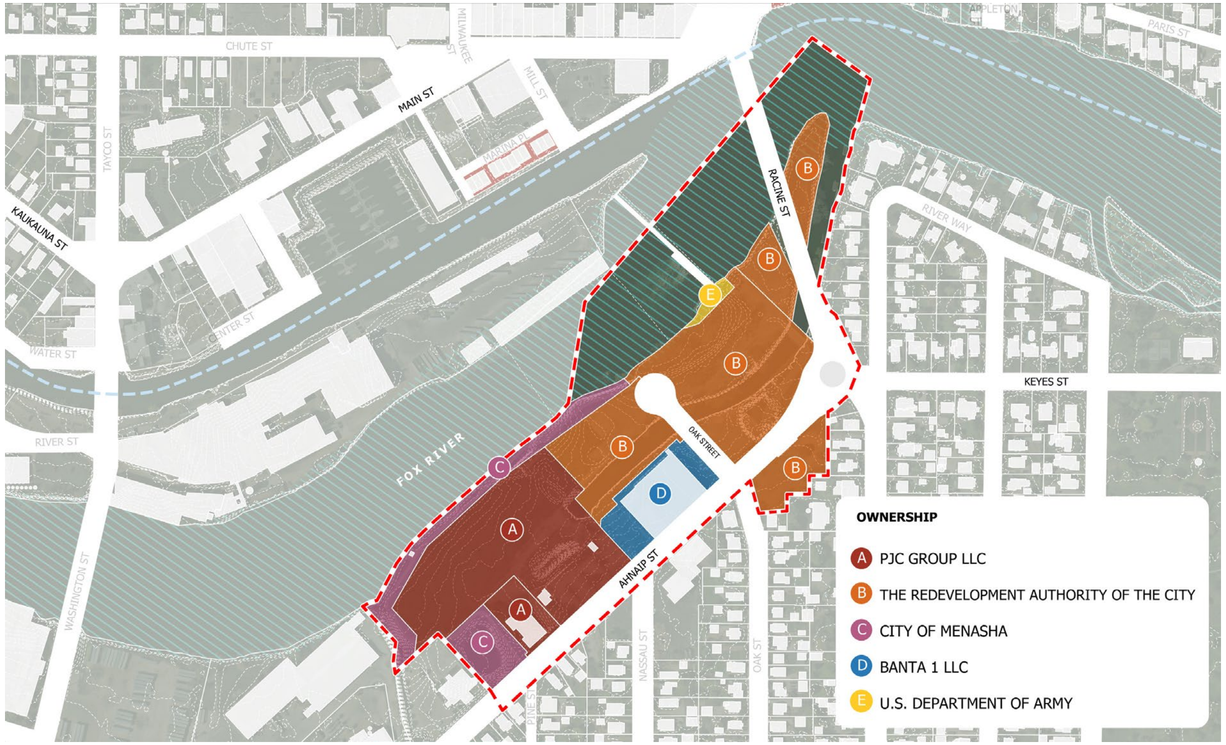
TIF Districts (56-84)

- TID 13 – Blighted TID for One Menasha Center (2015)
- 2042 close date; could close early or extend for housing
- Expanded boundaries in 2021
- Performing well
- Decrease in funding for Fox Cities Regional Partnership
- Funds for Forward Menasha
- Downtown Gateways/Murals



RDA (41)

- DREAMS – Redevelopment
- Lawson Canal Area – Redevelopment
- Heckrodt House



EPA Grant (124)

- Environmental assessments
- Market study for downtown redevelopment
- Market study for Lawson Canal Area redevelopment
- Whiting Mill Site clean up

Menasha

City of Menasha Office of the Mayor Budget

- Mayor Austin Hammond

Menasha

Mayor & Civic Commemorations – Pg. 202

Office of the Mayor 2025: $138,210.47 - 2025 (Projected): $130,625.68 - 2026 Budgeted: $150,499.77 8.89% increase

Civic Commemorations 2025: $41,850.00 - 2025 (Projected): $40,850.00 - 2026 Budgeted: $43,000.00 2.75% increase

Biggest Change: $10,000 Strategic Plan

Office of the Mayor– Pg. 205-206

Professional Services / Management 100-0101-511.21-06

2026: $10,600 - 1,938.46% increase

- Two electronics recycling events - $600
- Strategic Plan - $10,000
    - **2025 Projected: $560**

Prof Materials & Dues / Dues/Memberships/Licenses 100-0101-511.32-01

2026: $1,300 - 0.00%

- Mayors Innovation Project Annual Membership ($1,250)
    - **2025 Projected: $1,250**

Travel / Lodging/Meals 100-0101-511.33-03

2026: $1,150 -8.00% decrease

- Spring Chief Executive Conf $250 (2 nights)
- Fall Chief Executive Conf $250 (2 nights)
- League Conference $250 (2 nights)
- Mayors Innovation Project Summer Meeting (2 nights)
    - **2025 Projected: $0**

Travel / Other Expenses 100-0101-511.33-04

2026: $700

- Flight (Mayors Innovation Project Summer Meeting)
    - **2025 Projected: $590**

Mayors Innovation Project Summer Meeting (Albuquerque, NM) – Wisconsin Mayors

Civic Commemorations – Pg. 208

Professional Services / Management 100-0408-552.21-06

2026 (Budgeted): $42,000 - 2.82% increase

- Fireworks-$40,000
- Parades
- Gather Around Holiday Tree
- 2025 Projected: $40,850

Common Council – Pg. 199-200

Professional Services / Recording Fees 100-0405-513.21-08

$1,500 -62.50% decrease

Video Closed Captioning

Other Services / Printing 100-0405-513.29-01

$9,200 - 8.24% increase

City Calendar/Misc Printing

Prof Materials & Dues / Dues/Memberships/Licenses 100-0405-513.32-01

$6,800 - 15.25% increase

League of Wisconsin Municipalities

Menasha