Menasha

COMMON COUNCIL MINUTES

Thursday, November 13, 2025 at 5:00 PM

First Floor Conference Rooms
100 Main Street, Menasha, WI

A. CALL TO ORDER
Meeting called to order by Mayor Hammond at 5:01pm.

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: PC Thorn, DPC Hanchek, Lt. Albrecht, Lt. Sawyer, Lt. Spiegel, Lt. Lenss, Lt. Kelly Gennrich, FD Sassman, NSA Oskey, PC Ross, CA Struve, Mayor Hammond, Clerk Snyder

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

E. MENASHA POLICE DEPARTMENT
Staff introduced the Menasha Police Department (MEPD) budget by describing its governance, leadership, staff, and high-profile achievements. Staff also presented on cost saving efforts, 2025 year-end projections, and trends in calls and crimes. MEPD then presented specific funds in the 2026 budget proposal, including wages and salaries, employer contributions, professional services, utility, vehicle/equipment, training, crossing guards, community service officers, auxiliary police, jail fees, and animal fees. The vehicle/equipment budget sees a decrease to accommodate levy limit constraints. MEPD additionally outlined specific goals for 2026, such as a community mental health provider position, grantwriting training, additional security staffing at community events, less lethal safety equipment, succession planning, expanded wellness initiatives for staff, and the continuation of present projects.

Discussion considered equipment used by MEPD, such as Flock and Verkada cameras, and policies around such equipment. Discussion also considered wait times for calls and the police station feasibility study timeline. Some members of the Common Council reflected on a loss of funding for MEPD's 2026 goals due to the failed recycling fund proposal.

1. Presentation: Menasha Police Departmnet

F. ATTORNEY/PERSONNEL/CLERK
Staff introduced the Attorney/Personnel/Clerk budget by describing the department's team, 2025 achievements and highlights, and staff morale incentives. Staff then presented on specific funds. These include City Attorney funds such as legal services and computers and technology, Human Resources funds such as

wages, medical, management, and wellness, City Clerk funds such as supplies and training, elections funds such as wages-temp help, vending/services, repair/maintenance, services, and training, and miscellaneous funds such as property and liability insurance, municipal court, and self-funded dental.

The wages-temp help fund in the elections budget sees an increase due to compensation changes for election inspectors.

Staff additionally presented a software proposal to be used by Human Resources and Payroll staff. This software would improve efficiency and accuracy in payroll, time tracking, and employee management. This system would streamline multiple manual processes, allow for better reporting, and support multiple departments by freeing up staff that otherwise perform these tasks more laboriously. This software would be budgeted for under a global IT account.

Discussion considered cost comparisons between the proposed HR and payroll system software and the current software, potential uplifts in future subscriptions, the interaction between payroll and accounting software systems, the difficulty of report pulling under the current system, the process for determining the most suitable vendor, built-in support from software manufacturers,

1. Presentation: Attorney/Personnel/Clerk

G. FINANCE/ASSESSOR/INFORMATION TECHNOLOGY/DEBT SERVICE

Staff introduced the Finance/Assessor/Information Technology/Debt Service budget by describing the department staff, 2025 accomplishments, and 2026 goals. Staff then discussed specific funds in the Finance Department, including wages and benefits, accounting/financial services, printing, IT charges, computers and technology. The City Assessor's budget funds discussed include appraisal, other municipal entities, and IT. The Information Technologies funds discussed include computer and technology services, tools and equipment maintenance, specialized equipment, tools and equipment, and computer equipment. Miscellaneous budgets such as illegal taxes/tax refunds were also discussed. This budget is held in case of an assessor error. Uncollectible debit is a similar account; this is to allow a write-off of debt that is past its collection period. These are brought to the Common Council annually. The debt service fund, used to pay for the City's borrowing debt, was also discussed.

The computer equipment fund under the IT budget sees an increase for phone system upgrade that would enhance business continuity, allow staff to access office phones remotely, and create resistance to disaster. This proposal includes an upfront cost for hardware. The debt service fund additionally increases.

Discussion considered the housing of the HR and payroll system software proposed in an earlier budget presentation, the nature of internal service funds, the phone system currently used by the City, IT disaster recovery, storage, tools, servers, users to IT staff ratios, employee burnout risk, and the merit of service providers.

1. Presentation: Finance/Assessor/Information Technology/Debt Service

H. CAPITAL IMPROVEMENTS RECAP/BORROWING

Staff introduced the Capital Improvements Recap/Borrowing presentation by describing Menasha's general obligation debt throughout recent years. Staff additionally advised on the specific projects for which the City is borrowing for in 2026, including the Jefferson Park Swimming Pool, Pleasants Park playground, and Trestle Trail maintenance for Parks and Recreation, road construction projects for Public Works, facility renovations for Police, phone system upgrades for IT, and equipment purchases for Fire.

Staff additionally advised on the proposed levy and remaining, unused capacity. The proposed levy is $11,820,455.00 and the unused levy is $830.00. Menasha's equalized tax rate is $6.46; this is comparable to peer communities.

Discussion considered allocations of borrowing to certain years, trends in general obligation debt, tax levy implications,

1. Presentation: Capital Improvements Recap/Borrowing

I. ADJOURNMENT

Motion by District 3 Alderperson Hale seconded by District 6 Alderperson Marshall to adjourn the Budget Review Session meeting at 8:30pm. Motion carried on voice vote.

Minutes submitted by City Clerk Kaija Snyder.