

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, December 15, 2025 at 6:00 PM**

**First Floor Conference Rooms  
100 Main Street, Menasha, WI**

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- 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:
  - 2. Minutes to Receive:
    - a. Administration Committee, 12/1/25
    - b. Board of Public Works, 12/1/25
    - c. Personnel Committee, 12/1/25
    - d. Water and Light Commission, 11/19/25
    - e. Library Board of Trustees, 10/28/25
    - f. Joint Review Board, 10/20/25, 12/1/25
    - g. Plan Commission, 12/2/25
    - h. Board of Appeals, 10/6/25
    - i. Neenah-Menasha Joint Finance & Personnel Committee, 12/9/25
    - j. Landmarks Commission, 12/10/25
    - k. Housing Authority, 12/8/25
  - 3. Communications:
    - a. Community Development Department Memo - Commercial Building Inspections 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, 12/1/25
2. Administration Committee, 12/1/25, Recommends Approval of:
  - a. Appointment of Election Inspectors for the Election Cycle Term of 2026-2027
3. Board of Public Works, 12/1/25, Recommends Approval of:
  - a. Change Order — Sommers Construction Co, Inc; Contract No. 2025-02; Street Construction & Rehabilitation - Various Locations; Add \$32,113.47 (Change Order No. 1 & Final)
  - b. Payment — Sommers Construction Co, Inc; Contract No. 2025-02; Street Construction & Rehabilitation; \$40,017.96 (Payment No. 3 & Final)
  - c. Payment — Northeast Asphalt, Inc; Contract No. 2025-03; Jefferson Park Boat Launch; \$374,868.28 (Payment No. 4)
  - d. Payment — Fahrner Asphalt Sealers, LLC; Contract No. 2025-04; Asphaltic Concrete Pavement Crack Sealing - Various Locations; \$31,734.00 (Payment No. 1 & Final)
4. Personnel Committee, 12/1/25, Recommends Approval of:
  - a. Updates to City of Menasha Employee Handbook, Effective January 1, 2026
5. Neenah-Menasha Joint Finance & Personnel Committee, 12/9/25, Recommends Approval of:
  - a. Purchase of a stock 2025 Chevrolet 1500 Silverado from Bergstrom Automotive not to exceed \$50,000 and to purchase radio, lights, graphics and other miscellaneous equipment from various vendors for a total project cost not to exceed \$67,000

## **H. Items Removed from the Consent Agenda**

### **I. Action Items**

1. Accounts Payable and Payroll for the term of 11/27/25 - 12/11/25 in the amount of \$783,082.84

### **J. Held Over Business**

### **K. Ordinances and Resolutions**

### **L. Appointments**

1. Mayor's appointment of Alicia Buechler to the Lawson Canal Ad Hoc Advisory

- Committee as an RDA representative for the term of 12/16/25 - 9/30/26
2. Mayor's appointment of Matt Vanderlinden to the Lawson Canal Ad Hoc Advisory Committee as an RDA representative for the term of 12/16/25 - 9/30/26
  3. Mayor's appointment of Richard Sturm to the Lawson Canal Ad Hoc Advisory Committee as a Parks and Recreation Board representative for the term of 12/16/25 - 9/30/26
  4. Mayor's appointment of Eli Wickman to the Lawson Canal Ad Hoc Advisory Committee as a Parks and Recreation Board representative for the term of 12/16/25 - 9/30/26
  5. Mayor's appointment of Ald. Hale to the Lawson Canal Ad Hoc Advisory Committee as a Board of Public Works representative for the term of 12/16/25 - 9/30/26
  6. Mayor's appointment of Ald. Rand to the Lawson Canal Ad Hoc Advisory Committee as a Board of Public Works representative for the term of 12/16/25 - 9/30/26

**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)
  - 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 NOTICE**  
**January 5, 2026**  
**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."

