



COMMON COUNCIL MINUTES
Monday, December 15, 2025 at 6:00 PM
First Floor Conference Rooms
100 Main Street, Menasha, WI

- A. CALL TO ORDER
Meeting called to order by Mayor Hammond at 6:01pm.
- B. PLEDGE OF ALLEGIANCE
The Pledge of Allegiance was recited.
- C. ROLL CALL
Present: Aids. Rand, Eisenach, Hale, Lewis, Marshall, Grade, Ropella
Absent: Ald. Perkins
Also Present: FD Sassman, CDD Dane, DPW Merten, 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
- 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:
 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

1. Common Council Minutes, 12/1/25
Motion by District 7 Alderperson Grade seconded by District 5 Alderperson Lewis to approve. Motion carried on voice vote.
2. Administration Committee, 12/1/25, Recommends Approval of:
 - a. Appointment of Election Inspectors for the Election Cycle Term of 2026-2027
Motion by District 2 Alderperson Eisenach, seconded by District 3 Alderperson Hale to approve.

Motion carried 7-0 on roll call.
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)
Motion by District 8 Alderperson Ropella, seconded by District 6 Alderperson Marshall to approve.

Motion carried 7-0 on roll call.
 - b. Payment — Sommers Construction Co, Inc; Contract No. 2025-02; Street Construction & Rehabilitation; \$40,017.96 (Payment No. 3 & Final)
Motion by District 7 Alderperson Grade, seconded by District 6 Alderperson Marshall to approve.

Motion carried 7-0 on roll call.
 - c. Payment — Northeast Asphalt, Inc; Contract No. 2025-03; Jefferson Park Boat Launch; \$374,868.28 (Payment No. 4)
Motion by District 8 Alderperson Ropella, seconded by District 6 Alderperson Marshall to approve.

Motion carried 7-0 on roll call.

Staff advised that the Jefferson Park Boat Launch project recently saw completion of the first asphalt layer. Completion is expected early May 2026.
 - d. Payment — Fahrner Asphalt Sealers, LLC; Contract No. 2025-04; Asphaltic Concrete Pavement Crack Sealing - Various Locations; \$31,734.00 (Payment No. 1 & Final)
Motion by District 8 Alderperson Ropella, seconded by District 6 Alderperson Marshall to approve.

Motion carried 7-0 on roll call.

4. Personnel Committee, 12/1/25, Recommends Approval of:

- a. Updates to City of Menasha Employee Handbook, Effective January 1, 2026

Motion by District 7 Alderperson Grade, seconded by District 5 Alderperson Lewis to approve.

Motion carried 7-0 on roll call.

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

Motion by District 7 Alderperson Grade, seconded by District 3 Alderperson Hale to approve.

Motion carried 7-0 on roll call.

Staff advised that the \$67,000 figure represents total expenses shared between the Cities of Neenah and Menasha.

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

Motion carried 7-0 on roll call.

J. HELD OVER BUSINESS

K. ORDINANCES AND RESOLUTIONS

L. APPOINTMENTS

Motion by District 7 Alderperson Grade seconded by District 5 Alderperson Lewis to approve. Motion carried on voice vote.

Staff advised that appointees were selected from the Redevelopment Authority, Parks and Recreation Board, and Board of Public Works.

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)
Motion by District 7 Alderperson Grade, seconded by District 3 Alderperson Hale to adjourn into Closed Session.

Motion carried 7-0 on roll call.
 - b. May reconvene into Open Session to take action on items that may be pending
Motion by District 7 Alderperson Grade seconded by District 3 Alderperson Hale 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 3 Alderperson Hale seconded by District 6 Alderperson Marshall to adjourn the Common Council meeting at 6:47pm. Motion carried on voice vote.

Minutes submitted by City Clerk Kaija Snyder.