

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, January 5, 2026 at 6:00 PM

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

- A. Call to Order**
- B. Pledge of Allegiance**
- C. Moment of Silence - Ana Acosta, Elisha D. Smith Librarian**
- D. Roll Call**
- E. Public Hearing**
- F. Public Comments on Any Matter of Concern to the City**
(5 minute time limit for each person)
- G. Report of Department Officers/Department Heads/Staff/Consultants**
Clerk Snyder - the following minutes and communications have been received and placed on file:
 - 1. Presentations:
 - a. Lenz–Gazecki American Legion Post 152 Donation for the Jefferson Park Pool
 - 2. Minutes to Receive:
 - a. Neenah-Menasha Sewerage Commission, 11/18/25
 - b. Board of Health, 11/5/25
 - c. Administration Committee, 12/15/25
 - d. Board of Public Works, 12/15/25
 - e. Parks & Recreation Board, 12/18/25
 - f. Water and Light Commission, 12/17/25
 - 3. Communications:
 - a. Water Supply Service Area Plan — Menasha Utilities
 - b. Downtown Menasha Parking Time Limit Temporary Suspension Memorandum (12/24/25–01/31/26)
 - c. Urban Forestry Survey
- H. 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, 12/15/25
2. Administration Committee, 12/15/25, Recommends Approval of:
 - a. Professional Services Agreement By and Between the City of Menasha and RG Inspections, LLC for 2026 Commercial Electrical Permit Inspection Services, Subject to Autorenewal
 - b. Professional Services Agreement By and Between the City of Menasha and Toole Design Group for Comprehensive Planning Services (Menasha Bike Feasibility Study Project), Not to Exceed \$15,000
3. Parks & Recreation Board, 12/18/25, Recommends Approval of:
 - a. Contract for Services with East Central Wisconsin Regional Planning Commission (ECWPRC) for the Comprehensive Outdoor Recreation Plan Update

I. Items Removed from the Consent Agenda

J. Action Items

1. Transfer Alcohol License Application from El Jaripeo Menasha LLC, DBA El Jaripeo to El Palenque Mexican Gastropub LLC, DBA El Palenque (890 Lake Park Road, Menasha) - "Class B" (Intoxicating Liquor) and Class "B" (Fermented Malt Beverages); Ana Griselda Rivera, Agent
2. Professional Services Agreement(s) between the City of Menasha and MSA Professional Services, Inc. for Design and Construction Management Services - Jefferson Park Aquatic Facility
3. Accounts payable and Payroll for the term of 12/12/25 - 12/31/25 in the amount of \$1,604,970.48

K. Held Over Business

L. Ordinances and Resolutions

1. R-32-25 — A Resolution Increasing Commercial Electrical Permit Inspection Fees, Effective January 6, 2026 (Introduced by Mayor Hammond)
2. O-14-25 — An Ordinance Amending Title 10, Chapter 1, Article C, Sections 10-1-26(7) and 10-1-27(4) of the Code of Ordinances, to Impose a "No Parking" Regulation on Broad Street (Introduced by Ald. Eisenach)
3. O-16-25 — An Ordinance Amending Title 10, Chapter 1, Article C, Sections 10-1-26(49) through 10-1-26(59) of the Code of Ordinances, to Impose a "No Parking" Regulation on Second Street (Introduced by Ald. Ropella)

4. R-2-26 — A Resolution for Participation in the Statewide Public Safety Interoperable Communications System for Winnebago County and the City of Menasha (Introduced by Mayor Hammond)
5. R-1-26 — A Resolution for the Reauthorization of State Funding for the Knowles-Nelson Stewardship Program (Introduced by Ald. Grade and Mayor Hammond)

M. Appointments

1. Mayor's appointment of Tommy Webster to the Parks and Recreation Board for the term of 1/6/26 - 10/1/28

N. Claims Against the City

O. Public Comments on Any Matter Listed on the Agenda
(5 minute time limit for each person)

P. Adjournment

MEETING NOTICE
January 19, 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."