



**COMMON COUNCIL MINUTES**  
**Monday, January 5, 2026 at 6:00 PM**  
**First Floor Conference Rooms**  
**100 Main Street, Menasha, WI**

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- A. **CALL TO ORDER**  
Meeting called to order by Mayor Hammond at 6:01 pm.
- B. **PLEDGE OF ALLEGIANCE**  
The Pledge of Allegiance was recited.
- C. **MOMENT OF SILENCE - ANA ACOSTA, ELISHA D. SMITH LIBRARIAN**  
A moment of silence was observed for Ana Acosta, a librarian with the Elisha D. Smith Public Library, who recently passed away. Ana was beloved by her community, including the Menasha Historical Society, Menasha Public Library, her three children, and husband, Rob. Ana is dearly missed.
- D. **ROLL CALL**  
Present: Aids. Rand, Eisenach, Hale, Perkins, Lewis, Marshall, Grade, Ropella  
Also Present: FD Sassman, DPW Merten, CDD Dane, PRD Sackett, PC Thorn, FC Teesch, LD Kopetsky, PHD Hutter, CA Struve, Mayor Hammond, Clerk Snyder
- E. **PUBLIC HEARING**
- F. **PUBLIC COMMENTS ON ANY MATTER OF CONCERN TO THE CITY**  
Adam Smith (321 Milwaukee Street, Menasha) commented on Water Supply Service Area Plan provided by Menasha Utilities as the Water Utilities Manager and offered to provide clarification to any elected officials or members of the public with further questions.
- G. **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.

Discussion considered the Water Supply Service Area Plan provided by Menasha Utilities.

1. Presentations:
  - a. Lenz–Gazecki American Legion Post 152 Donation for the Jefferson Park Pool  
Representatives from the Lenz-Gazecki American Legion Post 152 spoke on the organization's history and philanthropic legacy, including its decision to donate to the new Jefferson Park Aquatic Center. Specifically, the Post spoke about its dedication to youth investments and Jefferson Park as a

community asset.

The Common Council thanked the Post for their generosity.

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

1. Common Council Minutes, 12/15/25  
Motion by District 7 Alderperson Grade seconded by District 4 Alderperson Perkins to approve. Motion carried on voice vote.
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  
No action was taken.  
  
Staff advised that staff recommend no action be taken on this item because a more preferable service was found.
  - 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  
Motion by District 2 Alderperson Eisenach, seconded by District 4 Alderperson Perkins to approve.  
  
Motion carried 8-0 on roll call.
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

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

Motion carried 8-0 on roll call.

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

Motion carried 8-0 on roll call.

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  
Motion by District 2 Alderperson Eisenach, seconded by District 7 Alderperson Grade to approve.

Motion carried 8-0 on roll call.

Discussion considered the contingent nature of this approval; specifically, this approval allows the City Attorney to approve the Professional Services Agreement as to form upon receipt of the final document.

3. Accounts payable and Payroll for the term of 12/12/25 - 12/31/25 in the amount of \$1,604,970.48  
Motion by District 2 Alderperson Eisenach, seconded by District 5 Alderperson Lewis to approve.

Motion carried 8-0 on roll call.

Discussion considered an expense labeled "Savannah Jekyll Island Tour". This is a week-long Senior Center bus trip to Savannah, Georgia. The Senior Center is paying vendors after collecting fees in the same amount from trip participants.

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)  
No action was taken.

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)  
Motion by District 2 Alderperson Eisenach, seconded by District 5 Alderperson Lewis to approve.

Motion carried 8-0 on roll call.

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)  
Motion by District 8 Alderperson Ropella, seconded by District 6 Alderperson Marshall to approve.

Motion carried 8-0 on roll call.

Discussion considered "no parking" signs installed by parties other than the City of Menasha. These are to be addressed after this meeting.

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)  
Motion by District 2 Alderperson Eisenach, seconded by District 4 Alderperson Perkins to approve.

Motion carried 8-0 on roll call.

Staff advised that this resolution authorizes the City of Menasha to match 20% of grant dollars awarded by the Wisconsin Department of Military Affairs. A 20% match is required for participation in this grant program. The Menasha Police Department seeks to use these dollars for interoperable communications systems.

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)  
Motion by District 7 Alderperson Grade, seconded by District 4 Alderperson Perkins to approve.

Motion carried 8-0 on roll call.

Staff advised that the Knowles-Nelson Stewardship Program is one of the State of Wisconsin's most effective tools for environmental protections. This program has bettered the Menasha community through projects such as Loop

the Lake and Heckrodt Wetland Reserve. Reauthorizing state funding through this program is a means of affirming that natural public spaces matter.

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  
Motion by District 7 Alderperson Grade seconded by District 1 Alderperson Rand to approve. Motion carried on voice vote.

N. CLAIMS AGAINST THE CITY

O. PUBLIC COMMENTS ON ANY MATTER LISTED ON THE AGENDA

P. ADJOURNMENT

- Motion by District 6 Alderperson Marshall seconded by District 3 Alderperson Hale to adjourn the Common Council meeting at 6:32pm. Motion carried on voice vote.

Minutes submitted by City Clerk Kaija Snyder.