



COMMON COUNCIL MINUTES
Monday, January 19, 2026 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 6:00pm.
- B. **PLEDGE OF ALLEGIANCE**
The Pledge of Allegiance was recited.
- C. **MOMENT OF SILENCE - MARTIN LUTHER KING JR. DAY**
A moment of silence was observed for Martin Luther King Jr. Day.
- D. **ROLL CALL**
Present: Aids. Rand, Eisenach, Hale, Marshall, Grade, Ropella
Absent: Aids. Perkins, Lewis
Also Present: FD Sassman, DPW Merten, DDE Gordon, PHD Hutter, CDD Dane, PRD Sackett, PC Thorn, FC Teesch, CA Struve, Mayor Hammond, Clerk Snyder
- E. **PUBLIC HEARING**
- F. **PUBLIC COMMENTS ON ANY MATTER OF CONCERN TO THE CITY**
Kristl Laux (388 Nassau Street, Menasha) commented on the brownsite at 204 Railroad Street in Menasha. The Winnebago County Board of Supervisors will be voting on a resolution to apply for an EPA brownfields cleanup grant to be applied to this site on January 20, 2026. Laux encouraged the Menasha community to speak before the Board of Supervisors in favor of this resolution.
- 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 recent legislation enhancing clean water fund loans and payoff timelines.

Staff advised on the Sewer Plant Phosphorus Filter Project Update communication. Specifically, this memorandum outlines the Wisconsin Department of Natural Resources mandate that the Neenah Menasha Sewerage Commission remove phosphorus from the treatment plant's effluent flow, and related financing options.

1. Presentations:
2. Minutes to Receive:
 - a. Board of Public Works, 1/5/26

- b. Board of Health, 12/10/25
 - c. Committee on Aging, 11/14/25
 - d. Plan Commission, 1/6/26
3. Communications:
- a. Sewer Plant Phosphorus Filter Project Update

H. CONSENT AGENDA

1. Common Council Minutes, 1/5/26
Motion by District 7 Alderperson Grade seconded by District 3 Alderperson Hale to approve. Motion carried on voice vote.
2. Board of Public Works, 1/5/26, Recommends Approval of:
- a. Change Order — Northeast Asphalt, Inc; Contract No. 2025-03; Jefferson Park Boat Launch; Add \$19,370.97 (Change Order No. 1)
Motion by District 8 Alderperson Ropella, seconded by District 6 Alderperson Marshall to approve.

Motion carried 6-0 on roll call.
 - b. Payment — Northeast Asphalt, Inc; Contract No. 2025-03; Jefferson Park Boat Launch; \$67,228.46 (Payment No. 5)
Motion by District 8 Alderperson Ropella, seconded by District 6 Alderperson Marshall to approve.

Motion carried 6-0 on roll call.

Staff advised that two payments likely remain for this project.
3. Plan Commission, 1/6/26, Recommends Approval of:
- a. Certified Survey Map - Lot Line Adjustment - 355 Lake Road (Parcel No. 7-0007-00) and 359 Lake Road (Parcel No. 7-0007-01)
Motion by District 1 Alderperson Rand, seconded by District 2 Alderperson Eisenach to approve.

Motion carried 6-0 on roll call.

I. ITEMS REMOVED FROM THE CONSENT AGENDA

J. ACTION ITEMS

1. Alcohol Operator's License Application for the 2025-2027 Licensing Term
Motion by District 3 Alderperson Hale, seconded by District 7 Alderperson Grade to deny.

Motion carried 5-0 on roll call. District 2 Alderperson Eisenach abstained due

to personal ownership of an alcohol license.

Staff advised on the purpose of the recommended denial. Specifically, the applicant did not meet first guideline outlined in the City of Menasha Policy Guidelines for Operator Licenses.

2. Accounts Payable and payroll for the term of 1/1/26 - 1/15/26 in the amount of \$12,079,449.08
Motion by District 2 Alderperson Eisenach, seconded by District 3 Alderperson Hale to approve.

Motion carried 6-0 on roll call.

K. HELD OVER BUSINESS

L. ORDINANCES AND RESOLUTIONS

M. APPOINTMENTS

1. Mayor's Reappointment of Tim Jacobson to the Board of Appeals for the Term of 2/1/2026 - 2/1/2029
Motion by District 7 Alderperson Grade seconded by District 3 Alderperson Hale 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 3 Alderperson Hale seconded by District 6 Alderperson Marshall to adjourn the Common Council meeting at 6:21pm. Motion carried on voice vote.

Minutes submitted by City Clerk Kaija Snyder.