



COMMON COUNCIL MINUTES
Monday, February 2, 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 6:01pm.

B. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

C. ROLL CALL

Present: Aids. Rand, Eisenach, Hale, Perkins, Lewis, Marshall, Grade, Ropella
Also Present: DPW Merten, CDD Dane, PRD Sackett, PC Thorn, FC Teesch, PHD Hutter, FM Laracuenta, CA Struve, Mayor Hammond, DC Janet

D. PUBLIC HEARING

E. PUBLIC COMMENTS ON ANY MATTER OF CONCERN TO THE CITY

Josh School (2959 Chrystella Drive, Menasha) spoke in support of the Neenah-Menasha Fire Rescue organizational structure assessment and future needs analysis.

Tim Jacobson (732 Paris Street, Menasha) spoke on the previously considered recycling fee and encouraged the Board of Public Works Chairperson to place this item on a future agenda for reconsideration. Jacobson additionally commented on 250th Independence Day celebrations.

F. REPORT OF DEPARTMENT OFFICERS/DEPARTMENT HEADS/STAFF/CONSULTANTS

Motion by District 7 Alderperson Grade seconded by District 4 Alderperson Perkins to receive. Motion carried on voice vote.

1. Presentations:

- a. Community Development Department - 2025 Annual Report
Staff presented 2025 accomplishments by the Community Development Department. These include economic development opportunities, restructuring the commercial building inspections division, code enforcement, and other positive outcomes.

Discussion considered the condition of a property near downtown Menasha.

- b. UW-Madison Landscape Architecture Students - Downtown Waterfront Presentation

Students from the University of Wisconsin – Madison presented a capstone project reimagining the Water Street Corridor, focusing on the former Whiting Paper Mill and the Gunderson Cleaners locations. This presentation considered the sites' ecological challenges, wildlife diversity, and intermunicipal collaboration. Surveys incorporated into his project identified use interests and extant features.

2. Minutes to Receive:

- a. Administration Committee, 1/19/26
- b. Neenah-Menasha Fire Rescue Joint Finance & Personnel Committee, 1/20/26
- c. Neenah Menasha Sewerage Commission, 12/16/25
- d. Parks & Recreation Board, 1/13/26
- e. Water and Light Commission (Finalized), 12/17/25
- f. Police Commission, 11/20/25; 12/15/25
- g. Racine Street-Main Street and Racine Street-Ahnaip Street Roundabouts Landscape Special Committee, 1/20/26

Discussion considered updates on this project and the timeline for completion.

Staff shared that an upcoming item on this agenda would authorize a consultant to assist the committee with design plans. Completion of landscaping is expected this year. Centerpiece installation is expected in 2027.

3. Communications:

- a. Spring Primary Election Update
- b. 2025 City of Menasha Fall Food Drive — St. Joseph Food Program
- c. Letter of Resignation — Police Chief Thorn

Discussion included accolades toward the work that Chief Thorn has done for the City of Menasha throughout his 17-year tenure. Specifically, Chief Thorn is described as consistently exhibiting professionalism, positivity, and personability.

Staff acknowledged Chief Thorn's dedication to the City of Menasha.

- d. Transit Equity Day Proclamation
- e. Winter Gala - February 7, 2026

G. CONSENT AGENDA

1. Common Council Minutes, 1/19/26

Motion by District 7 Alderperson Grade seconded by District 8 Alderperson Ropella to approve. Motion carried on voice vote.

2. Administration Committee, 1/19/26, Recommends Approval of:

- a. Professional Services Agreement By and Between the City of Menasha and Engberg Anderson for Comprehensive Planning Services, Not to Exceed \$20,000

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

Motion carried 8-0 on roll call.

3. Neenah-Menasha Fire Rescue Joint Finance & Personnel Committee, 1/20/26, Recommends Approval of:

- a. The City of Neenah and City of Menasha Common Council approve the Professional Services Agreement with Innovative Public Advisors for the NMFR Organizational Structure Assessment and Future Needs Analysis in the amount not to exceed \$33,500 with the City of Neenah's portion of \$20,374.70 to be funded by ARPA Interest and the City of Menasha's portion of \$13,125.30 to be funded through a budget amendment, and authorize the appropriate City officials to execute the agreement

Motion by District 7 Alderperson Grade, seconded by District 6 Alderperson Marshall to approve.

Motion carried 7-1 on roll call. District 2 Alderperson Eisenach voted no.

Discussion considered the function of this project, the budgetary process, and the implications of a budget amendment.

Staff advised that this project will assist with future planning and identify past improvements. Staff additionally advised that this item passed the Neenah-Menasha Fire Rescue Joint Finance and Personnel Committee during December and is to be voted on by both cities' governing bodies at this time.

4. Parks & Recreation Board, 1/13/26, Recommends Approval of:

- a. Pleasants Park Playground Proposal by Lee Recreation-Option 1 (#142-210941-3) and the relocation of the playground to the north side of the parking lot

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

Motion carried 8-0 on roll call.

Discussion considered the number of playgrounds in the park, and donations by the Menasha Joint School District.

Staff advised that the existing playground would be removed and converted to green space, with only the new playground available for use in the park. Staff also advised on the budgeted amounts for this project.

5. Racine Street-Main Street and Racine Street-Ahnaip Street Roundabout Landscape Special Committee Recommends Approval of:
 - a. Professional Services Agreement between the City of Menasha and JT Engineering, Inc. - Roundabout Gateway Improvements not to exceed \$10,000
Motion by District 1 Alderperson Rand, seconded by District 7 Alderperson Grade to approve.

Motion carried 8-0 on roll call.

H. ITEMS REMOVED FROM THE CONSENT AGENDA

I. ACTION ITEMS

1. Accounts payable and payroll for the term of 1/16/26 - 1/29/26 in the amount of \$1,282,088.06
Motion by District 2 Alderperson Eisenach, seconded by District 3 Alderperson Hale to approve.

Motion carried 8-0 on roll call.

2. Amendment No. 1 to the Contract Between City of Menasha and JT Engineering, Inc. for High Cliff Connection: Woodlands West Trail
Motion by District 7 Alderperson Grade, seconded by District 8 Alderperson Ropella to approve.

Motion carried 8-0 on roll call.

Discussion considered the funding of this portion of the project.

Staff advised that this portion of the project is fully supported by the Community Foundation. This amendment considers the area's wetland and attempts to reduce costs by avoiding boardwalk construction.

J. HELD OVER BUSINESS

K. ORDINANCES AND RESOLUTIONS

1. R 4-26 - A Resolution Approving a 2026 General Fund Budget Adjustment, for the Purpose of Funding an Organizational Structure Assessment and Future Needs Analysis for Neenah-Menasha Fire Rescue (Introduced by Ald. Grade)
Motion by District 7 Alderperson Grade, seconded by District 4 Alderperson Perkins to approve.

Motion carried 7-1 on roll call. District 2 Alderperson Eisenach voted no.

M. CLAIMS AGAINST THE CITY

1. Settlement Agreement by and between the City of Menasha and the Village of Harrison (Claim Against the City Re: Village of Harrison 2019 Public Fire Protection Charges)

Mayor Hammond asked the Common Council for unanimous consent to consider Item M.1. ahead of Item K.2. due to the items' relationship. The Common Council agreed.

Discussion considered the amount of the settlement.

Staff advised that this agreement was approved by the Village of Harrison in the amount of \$72,749.30. on January 27, 2026. This agreement is contingent upon approval of R-5-26.

K. ORDINANCES AND RESOLUTIONS

2. R-5-26 - A Resolution Approving a 2026 General Fund Budget Adjustment, for the Purpose of Settling a Claim Against the City (2019 Interim Agreement Regarding Public Fire Protection Fees) (Introduced by Mayor Hammond) Motion by District 7 Alderperson Grade, seconded by District 6 Alderperson Marshall to approve.

Motion carried 8-0 on roll call.

L. APPOINTMENTS

1. Mayor's appointment of Jake Anderson as the Heckrodt Wetland Reserve Citizen Member (Non-Voting) for the term of 2/3/26 – 2/1/29
Motion by District 7 Alderperson Grade seconded by District 8 Alderperson Ropella to approve. Motion carried on voice vote.
2. Resignation of Kyle Coenen from the Sustainability Committee and the Redevelopment Authority
3. Resignation of Isaac Geffers from the Housing Authority
Motion by District 7 Alderperson Grade seconded by District 8 Alderperson Ropella to accept Items L.2 and L.3. Motion carried on voice vote.

Discussion considered the timeline of the resignation. Discussion additionally considered sharing these openings for residents to apply sooner. Additionally, discussion considered how to express interest in a committee to the Mayor.

Staff advised that resignations are acknowledged once there is a replacement ready to fill the position. Additionally, the directory is updated to show vacancies.

4. Mayor's appointment of Isaac Geffers to the Redevelopment Authority for the term of 2/3/26 – 9/1/26
Motion by District 7 Alderperson Grade seconded by District 3 Alderperson Hale to approve. 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 7:13pm. Motion carried on voice vote.

Minutes submitted by Deputy City Clerk Evan Janet.