

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, March 30, 2026 at 6:00 PM**

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

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- A. Call to Order**
- B. Pledge of Allegiance**
- C. Moment of Silence - Walt Ulbricht, Winnebago County Board Supervisor**
- D. Roll Call**
- E. Public Hearing**
  - 1. Special Use Permit - Multi-Family Housing - 1212 Province Terrace (Parcel No. 7-00001-17) and 1228 Province Terrace (Parcel No. 7-00001-18)
- 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. Menasha Aquatic Facility Concept Plan
  - 2. Minutes to Receive:
    - a. Administration Committee, 3/2/26
    - b. Board of Public Works, 3/2/26
    - c. Water and Light Commission, 2/25/26
    - d. Library Board of Trustees, 1/27/26
    - e. Plan Commission, 3/3/26
    - f. Parks & Recreation Board, 2/19/26 and 3/10/26
    - g. IT Steering Committee, 3/5/26
    - h. Special Water and Light Commission, 3/11/26
  - 3. Communications:
    - a. Menasha Health Department 2025 Annual Report
    - b. Spring Election Voting Methods
    - c. Girl Scout Week Proclamation

d. Employee Recognition – Blizzard Elsa and Comp Time Update

**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, 3/2/26
2. Administration Committee, 3/2/26, Recommends Approval of:
  - a. Cities and Villages Mutual Insurance Company's (CVMIC) Special Event Coverage for CommunityFest Event, 7/3/2026-7/4/2026, not to exceed \$1,682.00.
  - b. 2026 Subscription Services Agreement with Paylocity for Human Resources Information System (HRIS), not to exceed \$21,250, and execution of resultant Form A-222, IRS Form 8655, and Tax Service Waiver Form.
3. Board of Public Works, 3/2/26, Recommends Approval of:
  - a. Proposed Adjustments to Equipment Replacement Fund Purchases
4. Plan Commission, 3/3/26, Recommends Approval of:
  - a. Special Use Permit for Multi-Family Housing at 1212 Province Terrace (Parcel No. 7-00001-17) and 1228 Province Terrace (Parcel No. 7-00001-18) as presented with the following conditions:

A Certified Survey Map (CSM) shall be submitted and approved by the Common Council prior to the Revocation language outlined in Special Use Permit, Section 13-1-11(e) of the Menasha Code of Ordinances.

A Site Plan shall be submitted and approved by the Plan Commission within one year of the Common Council action approval of the Special Use Permit.
5. Parks & Recreation Board, 3/10/26, Recommends Approval of:
  - a. Menasha Aquatic Facility Final Draft Concept as presented with the addition of the "Adventure Bay" bump out included in the base cost estimate
  - b. Professional Services Agreement by and between the City of Menasha and Bob Carter Companies, LLC, dba Carter, for a Capital Planning Study for the Jefferson Park Aquatic Facility – not to exceed \$52,000
  - c. Agreement for Reciprocity Between the City of Menasha and the Village of Fox Crossing Park & Recreation Departments 2026-2030
6. Special Administration Committee, 3/30/26, Recommends Approval of:
  - a. Interpreting Services for Public Meetings: LanguageLine Solutions Statement of Work, OMNIA Partners Cooperative Contract

- b. Phone System Upgrade & Migration - Statement of Work & Indemnification/Hold Harmless Agreement with Petsche Consulting LLC

**I. Items Removed from the Consent Agenda**

**J. Action Items**

1. Accounts payable and payroll for the term of 02/27/26 - 03/12/26 in the amount of \$4,315,069.74
2. Menasha-Neenah Municipal Court Deficit Payment

**K. Held Over Business**

**L. Ordinances and Resolutions**

1. R-3-26-A Resolution Terminating City of Menasha Tax Increment District (TID) No. 8, Authorizing City Treasurer to Distribute Excess Increment to Overlying Taxing Districts (Introduced by Mayor Hammond)

**M. Appointments**

**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**  
**April 6, 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."