



COMMON COUNCIL MINUTES
Monday, March 30, 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 - WALT ULBRICHT, WINNEBAGO COUNTY BOARD SUPERVISOR

A moment of silence was observed in memory of Walt Ulbricht, City of Menasha community member and Winnebago County Board Supervisor.

D. ROLL CALL

Present: Aids. Rand, Eisenach, Hale, Perkins, Lewis, Marshall, Grade, Ropella
Also Present: FD Sassman, DDE Gordon, PRD Sackett, Lt. Sawyer, AP Heim, DPW Merten, PHD Hutter, CA Struve, Mayor Hammond, Clerk Snyder

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)

Mayor Hammond opened the public hearing at 6:03pm. No members of the public chose to speak. Mayor Hammond closed the public hearing at 6:03pm.

Staff advised on the Special Use Permit application. This application seeks to build multi-family housing units for community members aged fifty-five and older.

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

Dani Rand (336 Lopas Street, Menasha) spoke in support of the Menasha Aquatic Facility concept plan. Rand emphasized that the project is a concept plan at this stage, meaning that funding, design, and additional details may be discussed at another time. Specifically, Rand described funding discussions around this project as premature, and emphasized that the community should have a year-round, rentable space. Rand spoke similarity of the Menasha Joint School District referendum on the upcoming Spring Election ballot.

Josh School (2959 Chrystella Drive, Menasha) discussed tree trimming near Highway 114 and questioned the notification system around this project. School suggested that the City publicize these events online or through mailings so that residents are prepared for this work as it affects residential noise pollution and

privacy.

Dick Sturm (1203 Greenwood Court, Menasha) spoke in support of the Menasha Aquatic Facility concept plan. Specifically, Sturm described the amount of work that has gone into this project thus far by consultants, community members, staff, that Parks and Recreation Board, and others. Sturm encouraged the Common Council to move forward with the concept plan.

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.

Staff advised on the opening timeline of the Jefferson Park Aquatic Facility changing from summer 2027 to summer 2028. This is to align with construction and borrowing timelines, and to allow sufficient time for the design stage to unfold.

1. Presentations:

a. Menasha Aquatic Facility Concept Plan

Carter Arndt from MSA and Matt Freebly from WTI presented the concept plan for the Menasha Aquatic Facility. This included the totality of the process, proposed design and amenities, layout, aquatic features, and budgeting. Arndt and Freebly advised that the cost to replace the existing pool would exceed the cost of the currently proposed concept plan.

Discussion considered lifeguard stations, pool staff, inflatable accessories, and the value of the lazy river and ninja course. Discussion also considered the proposed community building. Specifically, the Common Council discussed the absence of lakeside venues such as these, and the potential for revenue generation through such a facility.

Staff advised on the comprehensive process that has led to this consultant presentation on the Menasha Aquatic Facility concept plan. This concept plan considers a years-long process with consideration towards community needs and input. Staff further advised on discussions towards safety and related equipment, and the accommodation of such items in the budget. Staff also advised on programming for certain water amenities, user groups for the existing pavilions in comparison to the proposed community room, and the recuperation of costs through new facilities.

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

1. Common Council Minutes, 3/2/26
Motion by District 7 Alderperson Grade seconded by District 6 Alderperson Marshall to approve. Motion carried on voice vote.
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.
Motion by District 2 Alderperson Eisenach, seconded by District 3 Alderperson Hale to approve.

Motion carried 8-0 on roll call.
 - 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.
Motion by District 2 Alderperson Eisenach, seconded by District 3 Alderperson Hale to postpone indefinitely.

Motion carried 8-0 on roll call.
- Staff advised on personnel changes since the March 2, 2026 Administration Committee meeting. To ensure appropriate attention to this project, staff is asking that the Common Council postpone this item indefinitely.
3. Board of Public Works, 3/2/26, Recommends Approval of:
- a. Proposed Adjustments to Equipment Replacement Fund Purchases
Motion by District 8 Alderperson Ropella, seconded by District 6 Alderperson Marshall to approve.

Motion carried 8-0 on roll call.

Staff advised on the scheduled purchase of two dump trucks this year and next. Because it was more cost-effective to purchase both together, this item seeks approval for purchase of both vehicles in 2026.

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:

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

Motion carried 8-0 on roll call.

Discussion considered the affordability and longevity of the proposed housing units. Discussion further understood that the proposed housing is designed for residents aged fifty-five and older, and that these residents will pay market rates.

Marissa Downs from MF Housing Partners LLC clarified that the proposed housing units are not subsidized, meaning residents do not receive assistance with rent payment.

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

Motion by District 7 Alderperson Grade, seconded by District 1 Alderperson Rand to approve.

Motion carried 8-0 on roll call.

- 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

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

Motion carried 8-0 on roll call.

Staff advised that this item represents the first phase of the capital campaign for the Jefferson Park Aquatic Facility. This initiative will evaluate the City's campaign readiness, narrative, and major donors. This phase will take approximately three months and culminate with a presentation before the Common Council.

- c. Agreement for Reciprocity Between the City of Menasha and the Village of Fox Crossing Park & Recreation Departments 2026-2030
Motion by District 7 Alderperson Grade, seconded by District 3 Alderperson Hale to approve.

Motion carried 7-1 on roll call. District 8 Alderperson Ropella voted no.

Discussion considered Village of Fox Crossing residents' use of the new Jefferson Park Aquatic Facility and whether there is an opportunity to recuperate costs by eliminating reciprocity for the pool.

Staff advised that the proposed reciprocity agreement allows the City of Menasha to charge a non-resident rate for communities without pool.

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

Motion carried 8-0 on roll call.

- b. Phone System Upgrade & Migration - Statement of Work & Indemnification/Hold Harmless Agreement with Petsche Consulting LLC
Motion by District 2 Alderperson Eisenach, seconded by District 5 Alderperson Lewis to approve.

Motion carried 8-0 on roll call.

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

Motion carried 8-0 on roll call.

- 2. Menasha-Neenah Municipal Court Deficit Payment

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

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

Discussion considered how the Municipal Court developed this deficit, Neenah and Menasha's financial obligations to the Court, and revenue generated by the Court.

Staff advised that the Menasha-Neenah Municipal Court has carried a deficit balance for several years. Since 2025, each City has budgeted for their share of the Municipal Court operations. Staff now proposes a mechanism for paying off remaining fees through three separate funds, and maintaining a budget to support the Court going forward.

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)

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

Motion carried 8-0 on roll call.

Staff advised that the closure of TID No. 8 means it will be added to the tax roll in 2027.

M. APPOINTMENTS

N. CLAIMS AGAINST THE CITY

O. PUBLIC COMMENTS ON ANY MATTER LISTED ON THE AGENDA

P. ADJOURNMENT

Motion by District 4 Alderperson Perkins seconded by District 6 Alderperson Marshall to adjourn the Common Council meeting at 8:01pm. Motion carried on voice vote.

Minutes submitted by City Clerk Kaija Snyder.