



COMMON COUNCIL MINUTES
Monday, April 6, 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: Alds. Rand, Eisenach, Hale, Perkins, Lewis, Marshall, Grade, Ropella
Also Present: FD Sassman, DPW Merten, PHD Hutter, PRD Sackett, DPC Hanchek, FC Teesch, CA Struve, Mayor Hammond, Clerk Snyder
- D. PUBLIC HEARING
- E. PUBLIC COMMENTS ON ANY MATTER OF CONCERN TO THE CITY
Lynn Ann Sauby (339 Broad Street, Menasha) spoke on the conceptual design for the Jefferson Park Aquatic Center. Sauby suggested that conceptual plan does not align with community input on the pool.
- 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. How to be an Effective Common Council — Daniel Foth, JD - Local Government Specialist and Director, Certified Public Manager Program, Local Government Education Program UW Madison Extension
Daniel Foth, JD from the University of Wisconsin - Madison Extension's Local Government Education Program presented "How to be an Effective Common Council".
 2. Minutes to Receive:
 - a. Neenah-Menasha Sewerage Commission, 2/24/26
 - b. Police Commission, 1/20/26, 3/12/26
 - c. Special Administration Committee, 3/30/26
 - d. Special Board of Public Works, 3/30/26
 - e. Special Personnel Committee, 3/30/26
 3. Communications:

- a. Menasha Senior Center 2025 Annual Report
- b. 2025 Annual Stormwater Report
- c. Spring Electronic Recycling Event - May 2, 2026
- d. Arbor Day Celebration — April 24, 2026
- e. National Public Health Week Proclamation

G. CONSENT AGENDA

- 1. Special Common Council Minutes, 3/30/26
Motion by District 7 Alderperson Grade, seconded by District 5 Alderperson Lewis to approve.

Motion carried 8-0 on roll call.
- 2. Special Board of Public Works, 3/30/26, Recommends Approval of:
 - a. Recommend to Award — Contract Unit No. M0002-09-26-00105 Sewer & Water Main Reconstruction on Eighth Street, Third Street, and DePere Street; Donald Hietpas & Sons, Inc.; \$1,158,966.58
Motion by District 8 Alderperson Ropella, seconded by District 6 Alderperson Marshall to approve.

Motion carried 8-0 on roll call.
- 3. Special Personnel Committee, 3/30/26, Recommends Approval of:
 - a. Employee Handbook Update - Appendix R. Artificial Intelligence (AI) Policy, Effective June 1, 2026
Motion by District 4 Alderperson Perkins, seconded by District 5 Alderperson Lewis to approve.

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

H. ITEMS REMOVED FROM THE CONSENT AGENDA

I. ACTION ITEMS

- 1. Accounts payable and payroll for the term of 3/13/26 - 04/02/26 in the amount of \$2,083,191.22
Motion by District 2 Alderperson Eisenach, seconded by District 3 Alderperson Hale to approve.

Motion carried 8-0 on roll call.

J. HELD OVER BUSINESS

K. ORDINANCES AND RESOLUTIONS

L. APPOINTMENTS

M. CLAIMS AGAINST THE CITY

N. PUBLIC COMMENTS ON ANY MATTER LISTED ON THE AGENDA

O. ADJOURNMENT

Motion by District 6 Alderperson Marshall seconded by District 3 Alderperson Hale to adjourn the Common Council meeting at 7:16pm. Motion carried on voice vote.

Minutes submitted by City Clerk Kaija Snyder.