



COMMON COUNCIL MINUTES
Tuesday, April 21, 2026 at 5:00 PM
First Floor Conference Rooms
100 Main Street, Menasha, WI

A. CALL TO ORDER

Meeting called to order by Mayor Hammond at 5:00pm.

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: FD Sassman, CDD Dane, PRD Sackett, PHD Hutter, FM Mavroff, Lt. Spiegel, LD Kopetsky, CA Struve, Mayor Hammond, Clerk Snyder, DC Janet

D. PUBLIC HEARING

Staff advised that the three proposed text amendments to the City of Menasha's Zoning Code are designed to answer a recent housing needs study initiated by the Community Development Department. These proposals seek to simplify housing development requirements.

1. O-5-26 — Proposed Text Amendment to Title 13, Chapter 1, Article C, Sections 13-1-25(f)(12), and 13-1-26(f)(12) and 13-1-39(f)(11) of the Code of Ordinances Pertaining to Minimum Roof Pitch in the R-1, R-2, and R-1A Districts

Mayor Hammond opened the public hearing at 5:07 pm and invited members of the public to speak. Mayor Hammond closed the public hearing at 5:08pm after no members of the public chose to speak.

2. O-6-26 — Proposed Text Amendment to Title 13, Chapter 1, Article C, Sections 13-1-25(f)(13)(a) and 13-1-26(f)(13)(a) and 13-1-35(g)(4)(a), and 13-1-39(f)(12)(a) of the Code of Ordinances Pertaining to the Minimum Garage Dimensions in the R-1, R-2, R-2A, and R-1A Districts

Mayor Hammond opened the public hearing at 5:08pm and invited members of the public to speak.

Don Merkes (163 Main Street, Menasha) spoke on the historical purpose of the legislation governing minimum garage dimensions. This section of the Municipal Code was designed to give Menasha residents storage space to enhance curb appeal and neighborly relations. Merkes encouraged the Common Council to vote against O-6-26.

Jennifer Sunstrom (W6124 Aerotech Drive, Appleton) spoke in support of O-6-26. Sunstrom advised that to manage the present housing crisis, housing must adapt by creating options for single-person families, aging populations,

and low-income homeowners. Sunstrom encouraged the Common Council to vote for O-6-26.

Mayor Hammond closed the public hearing at 5:17pm.

3. O-7-26 — Proposed Text Amendment to Title 13, Chapter 1, Article C, Sections 13-1-25(f)(7), 13-1-26(f)(7), 13-1-35(a), 13-1-35(h), 13-1-35(h)(1), 13-1-35(i), and 13-1-35(i)(1) Pertaining to Lot Standards in the R-1, R-2, and R-2A Districts

Mayor Hammond opened the public hearing at 5:17pm and invited members of the public to speak.

Abby Maslinka (1377 Midway Road, Menasha) spoke in favor of O-7-26. Maslinka commented that reduced restrictions for housing developments means increased flexibility and options for residents.

Nathan Schulzie (1198 Fieldview Drive, Menasha) questioned the minimum allowable lot size.

Mayor Hammond closed the public hearing at 5:21pm.

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

F. 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.

1. Presentations:
2. Minutes to Receive:
 - a. Administration Committee, 4/6/26
 - b. Board of Public Works, 4/6/26
 - c. Personnel Committee, 4/6/26
 - d. Library Board of Trustees, 2/24/26
 - e. Water and Light Commission, 3/25/26
 - f. Committee on Aging, 3/13/26
 - g. Plan Commission, 3/3/2026
 - h. IT Steering Committee, 3/19/26
 - i. Parks and Recreation Board, 4/14/26
3. Communications:
 - a. Lawn Care Flyer
 - b. Unofficial Election Results - April 7, 2026 Spring Election

- c. Brews on 'Bago 2026
- d. Rock the Block – May 14-16, 2026
- e. Comprehensive Plan Open House - April 29
- f. Listen to the Loop - June 5, 2026
- g. Fox-Wolf Watershed Clean-Up Day - May 2, 2026
- h. Heckrodt Wetland Reserve - 2025 Impact Report
- i. National Library Week Proclamation

G. CONSENT AGENDA

1. Common Council Minutes, 4/6/26
Motion by District 7 Alderperson Grade, seconded by District 3 Alderperson Hale to approve. Motion carried on voice vote.
2. Administration Committee, 4/6/26, Recommends Approval of:
 - a. Assignment of Redevelopment Agreement By and Between the City of Menasha and McClone Downtown Development LLC Dated as of April 7, 1997, and First Amended as of May 18, 2015
Motion by District 2 Alderperson Eisenach, seconded by District 3 Alderperson Hale to approve.

Motion carried 8-0 on roll call.
3. Board of Public Works, 4/6/26, Recommends Approval of:
 - a. Payment — Northeast Asphalt, Inc; Contract No. 2025-03; Jefferson Park Boat Launch; \$40,413.14 (Payment No. 6)
Motion by District 8 Alderperson Ropella, seconded by District 6 Alderperson Marshall to approve.

Motion carried 8-0 on roll call.
 - b. Recommend to Award — Contract Unit No. 2026-01; Street Construction on Eighth Street, Third Street, and DePere Street; MCC, Inc.; \$195,922.05
Motion by District 8 Alderperson Ropella, seconded by District 6 Alderperson Marshall to approve.

Motion carried 8-0 on roll call.
 - c. Recommend to Award — Contract Unit No. 2026-02; Epoxy Pavement Markings on Third Street and Racine Street; Century Traffic, LLC; \$122,398.20
Motion by District 8 Alderperson Ropella, seconded by District 5 Alderperson Lewis to approve.

Motion carried 8-0 on roll call.

- d. Street Use Permit Application – Memorial Day Parade; Monday, May 25, 2026; 8:00 a.m. to 10:30 a.m.; Twin City Veterans
Motion by District 8 Alderperson Ropella, seconded by District 6 Alderperson Marshall to approve.

Motion carried 8-0 on roll call.

- e. Proposal for an Additional Street Paving Contract
Motion by District 8 Alderperson Ropella, seconded by District 6 Alderperson Marshall to approve.

Motion carried 8-0 on roll call.

4. Personnel Committee, 4/6/26, Recommends Approval of:

- a. City Employee Volunteer Opportunity – Greater Fox Cities Area Habitat for Humanity Menasha Rock the Block
Motion by District 4 Alderperson Perkins, seconded by District 5 Alderperson Lewis to approve.

Motion carried 8-0 on roll call.

5. Parks & Recreation Board, 4/14/26, Recommends Approval of:

- a. Intergovernmental Agreement between the City of Neenah & City of Menasha for 2026 Neenah Pool Passes
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 agreement establishes reciprocity for aquatic facility season passes. This agreement allows for resident and non-resident rates.

- b. Community Partner Agreement between the City of Menasha and Greater Fox Cities Area Habitat for Humanity, Inc., for the Appleton West Rock the Block 2026 event, contingent upon approval as to form by the City Attorney
Motion by District 7 Alderperson Grade, seconded by District 5 Alderperson Lewis to approve.

Motion carried 8-0 on roll call.

Staff advised that this agreement allows areas such as Canal Commons, Scanlon Park, Clinton Center Park, the Tayco Foundation, and the Marina to receive volunteer work during the annual Rock the Block event held by the Greater Fox Cities Area Habitat for Humanity.

6. Plan Commission, 2/3/26, Recommends Approval of:

- a. Property Acquisition - 800 Ninth Street (Parcel 12103531502) (Quarry)
Motion by District 2 Alderperson Eisenach, seconded by District 3
Alderperson Hale to approve.

Motion carried 6-2 on roll call. District 5 Alderperson Lewis and District 6
Alderperson Marshall voted no.

Discussion considered the merits of conducting an environmental study
before approving an offer to purchase and potential uses of the quarry site.

Staff advised on the implementation process following property acquisition
and envisioned uses of the site.

H. ITEMS REMOVED FROM THE CONSENT AGENDA

I. ACTION ITEMS

1. Accounts Payable and payroll for the term of 04/03/26-04/16/26 in the amount
of \$3,411,356.58
Motion by District 2 Alderperson Eisenach, seconded by District 3
Alderperson Hale to approve.

Motion carried 8-0 on roll call.

2. Offer to Purchase — 800 Ninth Street (Parcel No. 1-210353-15) (Quarry)
Motion by District 3 Alderperson Hale, seconded by District 2 Alderperson
Eisenach to approve.

Motion carried 6-2 on roll call. District 5 Alderperson Lewis and District 6
Alderperson Marshall voted no.

3. Scope of Work for Davel Engineering & Environmental, Inc. for a Phase I
Environmental Site Assessment for Parcel 12103531502 (Quarry) –
Contingent Upon Approval of City's Offer to Purchase and Davel's Signature of
the City's Indemnification/Hold Harmless Agreement and Insurance
Requirements.
Motion by District 3 Alderperson Hale, seconded by District 2 Alderperson
Eisenach to approve.

Motion carried 7-1 on roll call. District 6 Alderperson Marshall voted no.

Discussion considered water quality at the quarry site.

Staff advised that this environmental site assessment will reveal historical
uses of the site.

J. HELD OVER BUSINESS

K. ORDINANCES AND RESOLUTIONS

1. O-5-26 — An Ordinance Amending Title 13, Chapter 1, Article C, Sections 13-1-25(f)(12) and 12-1-26(f)(12) and 13-1-39(f)(11) of the Code of Ordinances, Effectively Removing the Minimum Roof Pitch Requirement in the R-1, R-2, and R-1A Districts (Introduced by Ald. Eisenach)

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

Motion failed 2-6 on roll call. District 2 Alderperson Eisenach and District 7 Alderperson Grade voted yes.

Discussion considered the effect of regulatory reform on development and building costs, and the efficacy of applying code reforms across the entire community.

2. O-6-26 — An Ordinance Amending Title 13, Chapter 1, Article C, Sections 13-1-25(f)(13)(a) and 13-1-26(f)(13)(a) and 13-1-35(g)(4)(a), and 13-1-39(f)(12)(a) of the Code of Ordinances Effectively Reducing the Minimum Garage Dimensions in the R-1, R-2, R-2A, and R-1A Districts (Introduced by Ald. Eisenach)

Motion by District 2 Alderperson Eisenach, seconded by District 5 Alderperson Lewis to approve.

Motion failed 3-5 on roll call. District 2 Alderperson Eisenach, District 4 Alderperson Perkins, and District 5 Alderperson Lewis voted yes.

Discussion considered constituent complaints around outdoor property management, lots for which an ordinance such as this is appropriate, and the merits of improving housing costs for some percentage of residents.

3. O-7-26 — An Ordinance Amending Title 13, Chapter 1, Article C, Sections 13-1-25(f)(7) and 13-1-26(f)(7) and 13-1-35(a), 13-1-35(h), 13-1-35(h)(1), 13-1-35(i), and 13-1-35(i)(1) of the Code of Ordinances, Effectively Reducing the Minimum Lot Size Standards in the R-1 and R-2 Districts and Effectively Changing Density Standards in the R-2A District (Introduced by Ald. Eisenach)

Motion by District 2 Alderperson Eisenach, seconded by District 5 Alderperson Lewis to approve.

Motion carried 5-3 on roll call. District 1 Alderperson Rand, District 6 Alderperson Marshall, and District 8 Alderperson Ropella voted no.

Discussion considered the merits of a Zoning Code reform that considers the geography of specific neighborhoods, rather than broader changes such as this.

Staff advised that the proposed dwelling density associated with O-7-26 is twelve.

4. O-8-26 — An Ordinance Amending Title 2, Chapter 4, Section 2-4-15(f) of the Code of Ordinances (Procedure in Municipal Court) Increasing the Maximum Fee for Court Costs Collectible in a Municipal Court Action (Introduced by Mayor Hammond)
Motion by District 2 Alderperson Eisenach, seconded by District 5 Alderperson Lewis to approve.

Motion carried 8-0 on roll call.

5. R-6-26 — A Resolution Increasing Municipal Court Fees to \$48 (Maximum Allowed by State Law) (Introduced by Mayor Hammond)
Motion by District 2 Alderperson Eisenach, seconded by District 4 Alderperson Perkins to approve.

Motion carried 8-0 on roll call.

6. R-9-26 — A Resolution to Approve the Cancellation of Outstanding Checks; and the Write-Off of General Uncollectible Accounts Receivables and Delinquent Personal Property Tax Receivables (Introduced by Mayor Hammond)
Motion by District 2 Alderperson Eisenach, seconded by District 5 Alderperson Lewis to approve.

Motion carried 8-0 on roll call.

Staff advised that this resolution cancels expired checks and writes off unreceivable charges. These may be added onto tax bills or filed with the Department of Revenue. This is an annual procedure.

7. R-10-26 - A Resolution Expressing Gratitude to Representative Dean Kaufert and Senator Dassler-Alfheim for Working to Secure Lift Bridge Aid for the City of Menasha Racine Street Bridge (Introduced by Mayor Hammond & Ald. Grade)
Motion by District 7 Alderperson Grade, seconded by District 6 Alderperson Marshall to approve.

Motion carried 8-0 on roll call.

L. APPOINTMENTS

1. Alderman Rand's Letter of Resignation (Plan Commission (alternate), Redevelopment Authority, Sustainability Committee, Lawson Canal Ad-Hoc Advisory Committee, Racine Street-Main Street and Racine Street-Ahnaip

Street Roundabout Landscape Ad-Hoc Committee), effective April 6, 2026
Motion by District 7 Alderperson Grade seconded by District 8 Alderperson Ropella to approve. Motion carried on voice vote.

2. Mayor's appointment of Alderman Perkins to the Redevelopment Authority for the term of 4/22/26–9/1/27
Motion by District 7 Alderperson Grade seconded by District 5 Alderperson Lewis to approve. Motion carried on voice vote.
3. Mayor's reappointment of Elke Werner to the Plan Commission for the term of 5/1/26–5/1/29
Motion by District 7 Alderperson Grade seconded by District 4 Alderperson Perkins to approve. Motion carried on voice vote.
4. Mayor's reappointment of Dan Kelpinski to the Committee on Aging 5/1/26–4/30/29
Motion by District 7 Alderperson Grade seconded by District 6 Alderperson Marshall to approve. Motion carried on voice vote.
5. Mayor's reappointment of Michael Keehan to the Neenah-Menasha Fire Rescue Joint Fire Commission for the term of 5/1/26–5/1/29
Motion by District 7 Alderperson Grade seconded by District 6 Alderperson Marshall to approve. Motion carried on voice vote.
6. Mayor's reappointment of Trevor Martin to the Police Commission for the term of 5/1/26–5/1/31
Motion by District 7 Alderperson Grade seconded by District 3 Alderperson Hale to approve. Motion carried on voice vote.
7. Mayor's reappointment of Angie Demers to the Sustainability Committee for the term of 5/1/26–5/1/29
Motion by District 7 Alderperson Grade seconded by District 5 Alderperson Lewis to approve appointments 7 and 8 together. Motion carried on voice vote.
8. Mayor's appointment of Laura Derocher to the Sustainability Committee for the term of 5/1/26–5/1/29
9. Mayor's appointment of Ed Kassel to the Redevelopment Authority for the term of 4/22/26–9/1/30
Motion by District 7 Alderperson Grade seconded by District 4 Alderperson Perkins to approve. Motion carried on voice vote.

M. CLAIMS AGAINST THE CITY

N. PUBLIC COMMENTS ON ANY MATTER LISTED ON THE AGENDA

O. PRESENTATION TO OUTGOING ALDERMEN

1. Alderman Randy Ropella (Mayor Hammond)

Mayor Hammond thanked District 8 Alderman Ropella for his years of service to the City of Menasha. District 8 Alderman Ropella shared pride for his work with the City, and hopes for the community's future. The Common Council extended additional thanks to District 8 Alderman Ropella.

P. ADJOURNMENT

Motion by District 6 Alderperson Marshall seconded by District 5 Alderperson Lewis to adjourn the Common Council (Sine Die) meeting at 6:44pm. Motion carried on voice vote.

Minutes submitted by City Clerk Kaija Snyder.