



COMMON COUNCIL MINUTES
Tuesday, April 21, 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 7:02pm.
- B. PLEDGE OF ALLEGIANCE
The Pledge of Allegiance was recited.
- C. ROLL CALL
Present: Alds. Rand, Eisenach, Hale, Perkins, Lewis, Marshall, Grade, School
Also Present: FD Sassman, DPW Merten, CDD Dane, PRD Sackett, PHD Hutter, FM Mavroff, Lt. Speigel, LD Kopetsky, CA Struve, Mayor Hammond, Clerk Snyder, DC Janet
- D. PUBLIC HEARING
Mysti Haagen (2140 Grassy Plains Drive, Menasha) commented on historic spring rainstorms and flooding in the City of Menasha. Haagen specifically spoke to dangerously high, fast-moving water in a ditch adjacent to her property's easement. Haagen expressed concerns for area children and encouraged the Common Council to place this matter on a future agenda for formal review to prevent tragedy.
- 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 approve. Motion carried on voice vote.
 - 1. Presentations:
 - 2. Minutes to Receive:
 - a. Protocol Committee, 4/13/26
 - 3. Communications:
 - a. R-7-26 – A Resolution Adopting Rules of the Common Council and Mayor; Expectation of Non-Emergency Outreach to City of Menasha Staff
- G. CONSENT AGENDA
- H. ITEMS REMOVED FROM THE CONSENT AGENDA
- I. ACTION ITEMS

J. HELD OVER BUSINESS

K. ORDINANCES AND RESOLUTIONS

1. R-7-26 - A Resolution Adopting Rules of the Common Council and Mayor (Introduced by Mayor Hammond & Ald. Grade)
Motion by District 7 Alderperson Grade seconded by District 4 Alderperson Perkins to approve. District 7 Alderperson Grade and District 4 Alderperson Perkins withdrew the motion and second to approve.

Discussion considered the importance of accessibility, and the addition of an exemption for medical devices to Section 1.15 of R-7-26.

Motion by District 1 Alderperson Rand, seconded by District 4 Alderperson Perkins to refer R-7-26 back to the Protocol Committee to drive Council-specific language before returning to the Common Council. Motion carried on voice vote.

Discussion considered a recently approved policy concerning artificial intelligence and its implications.

Mayor Hammond asked for unanimous consent to continue the Common Council (Organizational) meeting without governing rules. The Common Council agreed unanimously.

L. APPOINTMENTS

1. Common Council Appointments
 - a. Council President (1 year term effective immediately)
Mayor Hammond opened the floor for Common Council appointments. District 7 Alderperson Grade was nominated by District 2 Alderperson Eisenach to serve as Council President. No other nominations were made, and a unanimous ballot was cast for District 7 Alderperson Grade to be appointed Council President.
 - b. An Alderman Member to the Plan Commission (1 year term effective immediately)
District 2 Alderperson Eisenach was nominated by District 7 Alderperson Grade to serve as the Alder Member of the Plan Commission. No other nominations were made, and a unanimous ballot was cast for District 2 Alderperson Eisenach to be appointed as the Alder Member of the Plan Commission.
 - c. An Alternate Alderman Member to the Plan Commission (1 year term effective immediately)
District 8 Alderperson School was nominated by District 7 Alderperson Grade

to serve as the Alternate Alder Member to the Plan Commission. No other nominations were made, and a unanimous ballot was cast for District 8 Alderperson School to be appointed Alternate Alder Member to the Plan Commission.

M. RECESS TO COMMITTEES

Motion by District 7 Alderperson Grade seconded by District 5 Alderperson Lewis to recess to committees. Motion carried on voice vote.

Motion by District 7 Alderperson Grade seconded by District 2 Alderperson Eisenach to reconvene to Common Council. Motion carried on voice vote.

1. Administration Committee
2. Board of Public Works
3. Personnel Committee

N. APPOINTMENTS

1. Common Council Appointments

- a. Member of the Protocol Committee

Mayor Hammond opened the floor for further Common Council appointments. District 1 Alderperson Rand was nominated by District 3 Alderperson Hale to serve as the Protocol Committee member-at-large. No other nominations were made, and a unanimous ballot was cast for District 1 Alderperson Rand.

- b. Member of the IT Steering Committee (Chair or Vice Chair of the Administration Committee)

No action was taken, as the Chair of the Administration Committee, District 3 Alderperson Hale, is automatically named member of the IT Steering Committee.

- c. Member of the Neenah Menasha Fire Rescue Joint Finance and Personnel Committee

No action was taken, as the Council President, District 7 Alderperson Grade, and the Chair of the Personnel Committee, District 4 Alderperson Perkins, are automatically named members of the Neenah-Menasha Fire Rescue Joint Finance and Personnel Committee.

Council President (automatic - no action required)

Personnel Committee Chair

- d. Member of the Sustainability Committee

District 5 Alderperson Lewis was nominated by District 4 Alderperson Perkins to serve as a member of the Sustainability Committee.

District 3 Alderperson Hale was nominated by District 7 Alderperson Grade to serve as a member of the Sustainability Committee. District 3 Alderperson

Hale declined this nomination.

No other nominations were made, and a unanimous ballot was cast for District 5 Alderperson Lewis as a member of the Sustainability Committee.

2. Mayor's Appointments

- a. Appointment of Alderman Ted Grade to the Parks and Recreation Board (1 year term effective immediately)
Motion by District 3 Alderperson Hale seconded by District 4 Alderperson Perkins to approve. Motion carried on voice vote.
- b. Appointment of Alderman Tim Hale to the Landmarks Commission (1 year term effective immediately)
Motion by District 2 Alderperson Eisenach seconded by District 5 Alderperson Lewis to approve. Motion carried on voice vote.
- c. Appointment of Alderman Tom Marshall to the Neenah Menasha Fire Rescue Joint Finance and Personnel Committee (1 year term effective immediately)
Motion by District 7 Alderperson Grade seconded by District 4 Alderperson Perkins to approve. Motion carried on voice vote.
- d. Reappointment of Jennifer Sassman to the Room Tax Commission for the term of 5/1/26 - 4/30/27
Motion by District 7 Alderperson Grade seconded by District 5 Alderperson Lewis to approve. Motion carried on voice vote.

O. CLAIMS AGAINST THE CITY

P. PUBLIC COMMENTS ON ANY MATTER LISTED ON THE AGENDA

Q. ADJOURNMENT

Motion by District 6 Alderperson Marshall seconded by District 7 Alderperson Grade to adjourn the Common Council (Organizational) meeting at 8:06pm. Motion carried on voice vote.

Minutes submitted by City Clerk Kaija Snyder.