

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

Tuesday, May 5, 2026 at 6:00 PM

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

- A. Call to Order**
- B. Pledge of Allegiance**
- C. Roll Call**
- D. Public Hearing**
- E. Public Comments on Any Matter of Concern to the City**
(5 minute time limit for each person)
- F. 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. Q1 Community Development Department Update
 - b. Strong Neighborhoods Program Partnership Update - Greater Fox Cities Area Habitat for Humanity
 - 2. Minutes to Receive:
 - a. Administration Committee, 4/21/26
 - b. Board of Public Works, 4/21/26
 - c. Personnel Committee, 4/21/26
 - d. Neenah-Menasha Sewerage Commision. 3/24/26
 - e. Redevelopment Authority, 3/3/26, 4/14/26
 - f. Plan Commission, 4/14/26
 - g. Protocol Committee, 4/29/26
 - h. Board of Appeals, 12/5/25
 - i. Board of Appeals Workshop, 12/5/25
 - 3. Communications:
 - a. 50th Annual Menasha All City Grade School Track and Field Wellness Day
 - b. Municipal Clerk Week Proclamation

- c. National Police Week Proclamation
- d. Menasha Police Department Annual Report (2025)
- e. Inclement Weather Response Synopsis

G. 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 (Sine Die) Minutes, 4/21/26
- 2. Common Council (Organizational) Minutes, 4/21/26

H. Items Removed from the Consent Agenda

I. Action Items

- 1. Accounts payable and payroll for the term of 04/17/26 - 04/30/26 in the amount of \$1,869,505.70

J. Held Over Business

K. Ordinances and Resolutions

- 1. R-8-26 — A Resolution Honoring the 50th Anniversary of the Menasha All City Grade School Track and Field Wellness Day (Introduced by Mayor Hammond)
- 2. R-7-26 - A Resolution Adopting Rules of the Common Council and Mayor (Introduced by Mayor Hammond and Ald. Grade)

L. Appointments

- 1. Mayor's reappointment of Travis Mac Donald as Weed Commissioner for the term of 5/15/26 – 5/15/27
- 2. Resignation of Kevin Benner from Plan Commission
- 3. Mayor's reappointment of Bernice Kohanski to the Committee on Aging for the term of 5/5/26 - 4/30/29
- 4. Mayor's reappointment of Ken Kubiak to the Neenah-Menasha Fire Rescue Joint Fire Commission for the term of 5/6/26 - 5/1/29
- 5. Mayor's appointment of Ald. School to the Lawson Canal Ad Hoc Advisory Committee as a Board of Public Works representative for the term of 5/6/26 - 9/30/26
- 6. Mayor's reappointment of Mayor Austin Hammond to the Appleton (Fox Cities) MPO Policy Board (East Central Wisconsin Regional Planning Commission) for the term of 5/6/26 – 5/1/28

7. Mayor's appointment of Matt Larsen to the Fox Cities Transit Commission for the term of 5/6/2026 - 4/30/2029

M. Claims Against the City

N. Public Comments on Any Matter Listed on the Agenda
(5 minute time limit for each person)

O. Adjournment

MEETING NOTICE
Tuesday June 2, 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."



2026

1st Quarter Report

Community Development Department



2026 Staffing

- **Andrew Dane, Director**
- **Kristi Heim, Associate Planner**
- **Matt Larsen, Principal Planner**
- **Alison Humski, Building Inspector/Housing Specialist**
- **Christine Miller, Administrative Assistant (1/2)**
- **Lori Fulcer, Code Enforcement Officer**
- **Jane Drager, Commercial Building Inspector (PT)**
- **Warren Ducat, Commercial Electrical Inspector (PT)**
- **Wesley Grube, Commercial Plumbing Inspector (PT)**

Table of Contents

- 1** **PLANNING & ZONING**
- 2** **ECONOMIC DEVELOPMENT**
- 3** **INSPECTIONS**
- 4** **CODE ENFORCEMENT**



Community Development



We are committed to excellent service for residents, businesses, and visitors

The Community Development Department is responsible for the maintenance and enhancement of the overall character of the community by **managing the progression of the property tax base and ensuring orderly growth, promoting high quality development and redevelopment, and maintaining and improving existing neighborhood character and quality.**

Key Objectives:

- Attract and retain residents and businesses
- Work with owners and developers to secure permit approvals
- Provide residential and commercial plan review and inspections
- Work proactively with residents to address code violations
- Administer residential and commercial incentive programs
- Maintain and develop the City's GIS program
- Write and administer grants, negotiate TIF agreements
- Promote downtown and waterfront revitalization
- Bicycle and pedestrian planning and implementation
- Support historic preservation and sustainability initiatives
- Lead as Executive Director of the City's Redevelopment Authority
- Preserve the safety, livability, and aesthetic integrity of neighborhoods throughout the city

Short-range activities

- Diggers Hotline Tickets (5)
- Addressing/Readdressing (4)
- Residential fence permits (5)
- Residential driveway permits (3)
- Residential new home zoning approvals (7)
- Residential zoning permits (4)
- Sign permits (4)
- Commercial Zoning Requests (0)
- Certified Survey Maps reviews (2)
- Special Use Permits (1)
- Rezoning (1)
- Commercial Site Plan Reviews (2)
- Variances (0)
- Preliminary Plat (0)
- Final Plat (0)



Long-range activities

- Imagine 2035: Comprehensive Plan Update
- Water Street Corridor - Historic Signage Plans
- UW-Madison Student Project - Downtown Waterfront Planning
- 2 Tayco Street
- Heckrodt Home Relocation
- Zoning Code Updates
- New Office Building - Midway Road

Duty at the Lock

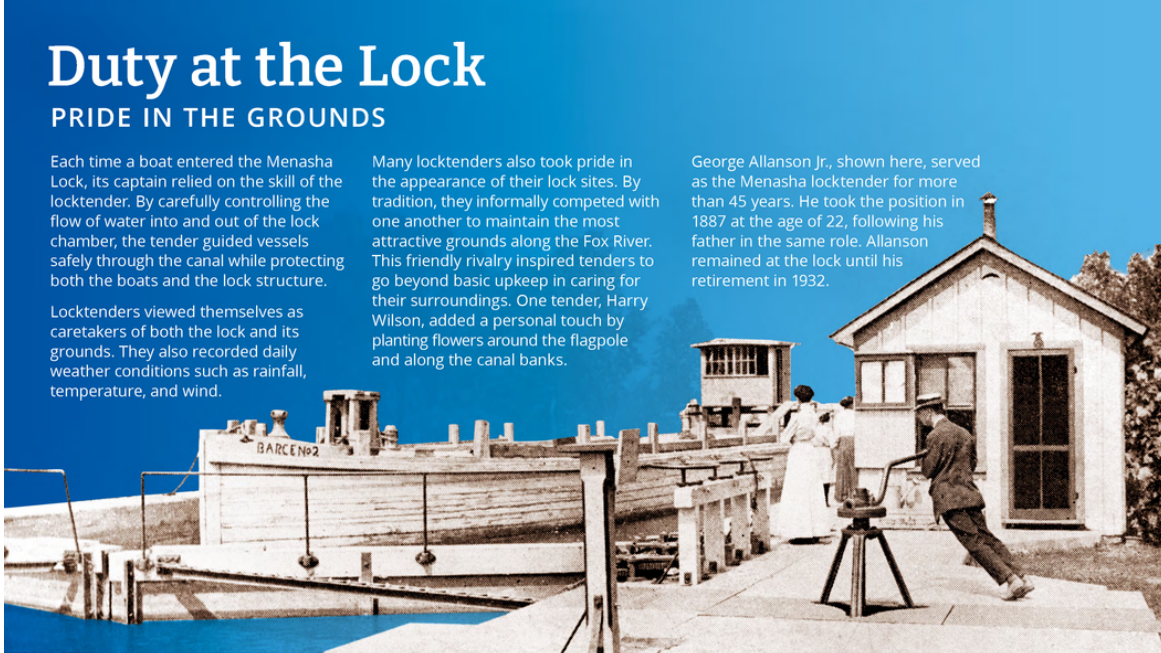
PRIDE IN THE GROUNDS

Each time a boat entered the Menasha Lock, its captain relied on the skill of the locktender. By carefully controlling the flow of water into and out of the lock chamber, the tender guided vessels safely through the canal while protecting both the boats and the lock structure.

Locktenders viewed themselves as caretakers of both the lock and its grounds. They also recorded daily weather conditions such as rainfall, temperature, and wind.

Many locktenders also took pride in the appearance of their lock sites. By tradition, they informally competed with one another to maintain the most attractive grounds along the Fox River. This friendly rivalry inspired tenders to go beyond basic upkeep in caring for their surroundings. One tender, Harry Wilson, added a personal touch by planting flowers around the flagpole and along the canal banks.

George Allanson Jr., shown here, served as the Menasha locktender for more than 45 years. He took the position in 1887 at the age of 22, following his father in the same role. Allanson remained at the lock until his retirement in 1932.



ABOUT THE CANAL WALK



You are invited to explore Menasha's canal, a riverwalk through the heart of the city. The riverwalk extends roughly one mile from Little Lake Butte des Morts to the Racine Street bridge. The trail is pedestrian only between Tayco Street and Racine Street.

Through a series of interpretive signs and public artworks, you are invited to explore the stories of the people who shaped Menasha—millworkers, shopkeepers, immigrant laborers, and entrepreneurs.

To learn more about the history and design of the Fox-Wisconsin Waterway system, scan this QR code:







Activities

- Marcus McGuire Homes - Special Use Permit + Plat (10 units)
- 325 Broad Street Acquisition (RDA) - Environmental Abatement Completed
- Gunderson Cleaners
- UW-Fox Valley Campus - Coordination with County
- Former Whiting Mill - Waste Disposal Completed
- Menasha Senior Affordable Housing
- Menasha Market Place
 - VASA Fitness
 - Takiza Mexican Cuisine
 - Bluebird Boutique Menasha
 - Office Furniture Warehouse



Plan Review, Permitting, & Licensing Software Evaluation

- Round One Interviews - Completed
- Round Two Interviews - Starting 1st Week June





**Total Number of
Permits Issued**

162



**Number of Permits
by Job Type**

Building (55)

HVAC (39)

Electrical (69)

Plumbing (39)

Zoning (11)



Total Project Cost

\$6.7 M



**Total Permit Fees
Collected**

\$33,000

INSPECTIONS - PERMIT LOG



Total Value



New Single Family
Homes (5)

\$4.4M



New Two-Family
Homes (0)

0



New Commercial
Buildings (0)

0



New Multi-Family
(0)

0



New Mfg Home (0)

0

Total Enforcement Cases - 36+

- **Letters/Notices issued in the majority of cases**
- **Emails/Phone contacts used frequently for quicker resolution**
- **Proactive Inspections: 28%**
- **Resident-Initiated Complaints: 72%**
- **Property Maintenance: 39%**
- **Majority resolved voluntarily**
- **70–75%** resolved through voluntary compliance by the property owner
- **Less than 5%** required extended follow-up or repeat enforcement
- Continue targeted proactive enforcement for repeat offenders and junk vehicles
- Cost recovery applied to property taxes when city clean-up was necessary, ensuring compliant residents were not paying for noncompliance
- Enforcement utilized graduated timelines (14–day, scheduled abatement) based on severity, location, and repeat history, allowing for fairness while maintaining standards.

Top Violations by Code Section

- Public Nuisance (trash, debris, Improper refuse handling)
- Snow and Ice Complaints
- Junk and Inoperable Vehicles
- Parking in Yards and Right-of-Way
- Property Maintenance Violations



Enforcement Outcomes

- **High Voluntary Compliance Rate:**
 - Most violations were corrected without citation, demonstrating effective education-first enforcement.
- **Resolution of Chronic Nuisance Properties:**
 - Long-standing issues involving junk, vehicles, trash, and overgrowth were resolved through persistent follow-up and coordination.

Interdepartmental + Community Impact

- **Public Works Partnership:**
 - Coordinated abatements, snow and ice removal, and large-scale cleanups completed, including City of Menasha performed work with costs billed back or placed on the tax roll.
- **Police and CSO Collaboration:**
 - Partnered on enforcement of right-of-way parking, noise, and nuisance violations to ensure consistent, citywide application.
- **Agency Coordination:**
 - Collaborated with the Housing Authority, commercial property owners, and managers to efficiently resolve issues across multi-parcel properties.

- Fox Cities Visitor and Convention Bureau Grants Committee
- Winnebago County Industrial Development Board
- High Cliff Connection Plan
- Fox Cities Economic Development Professionals
- Greater Fox Cities Habitat for Humanity
- Wisconsin Local Government Climate Coalition
- Fox Cities Housing Coalition
- Twin Cities Quarterly Meetings

- Presentation to Fox Cities Trail Summit
- ESRI Cartography Massive Open Online Course
- 2025 WLGCC Members Summit
- CVMIC Emerging Leader Certification Training
- APA Permitting Uses by Right Webinar
- BIANEW Meetings + Workshops
- Wisconsin Chapter American Planning Association Annual Conference
- EPA National Brownfields Conference
- Independent Alliance of the Electrical Industry Wisconsin Chapter

- Senior Housing Development
- 325 Broad Street Demolition
- City Hall District - Developer Solicitation
- UW-Fox Valley Campus - Back on Tax Rolls
- Site Control - Priority Blighted Properties
- Update Building Permit Fee Schedule
- Strong Neighborhoods - Habitat Partnership Implementation
- Partnership to Expand Owner-Occupied Affordable Housing
- Canal Commons Signage & Orientation Mapping Installed
- Menasha Forward Established
- Imagine 2035: Your Place On The Water - Comprehensive Plan Completed
- GIS Parcel Viewer Launched
- Updated Lawson Canal Master Plan



Greater Fox Cities Area
Habitat
for Humanity®



Strong Neighborhoods + Habitat's Home Repair

Creating greater impact in Menasha through a collaboration between Menasha's Strong Neighborhoods program and Habitat's Home Repair Program.

Shared Goals:

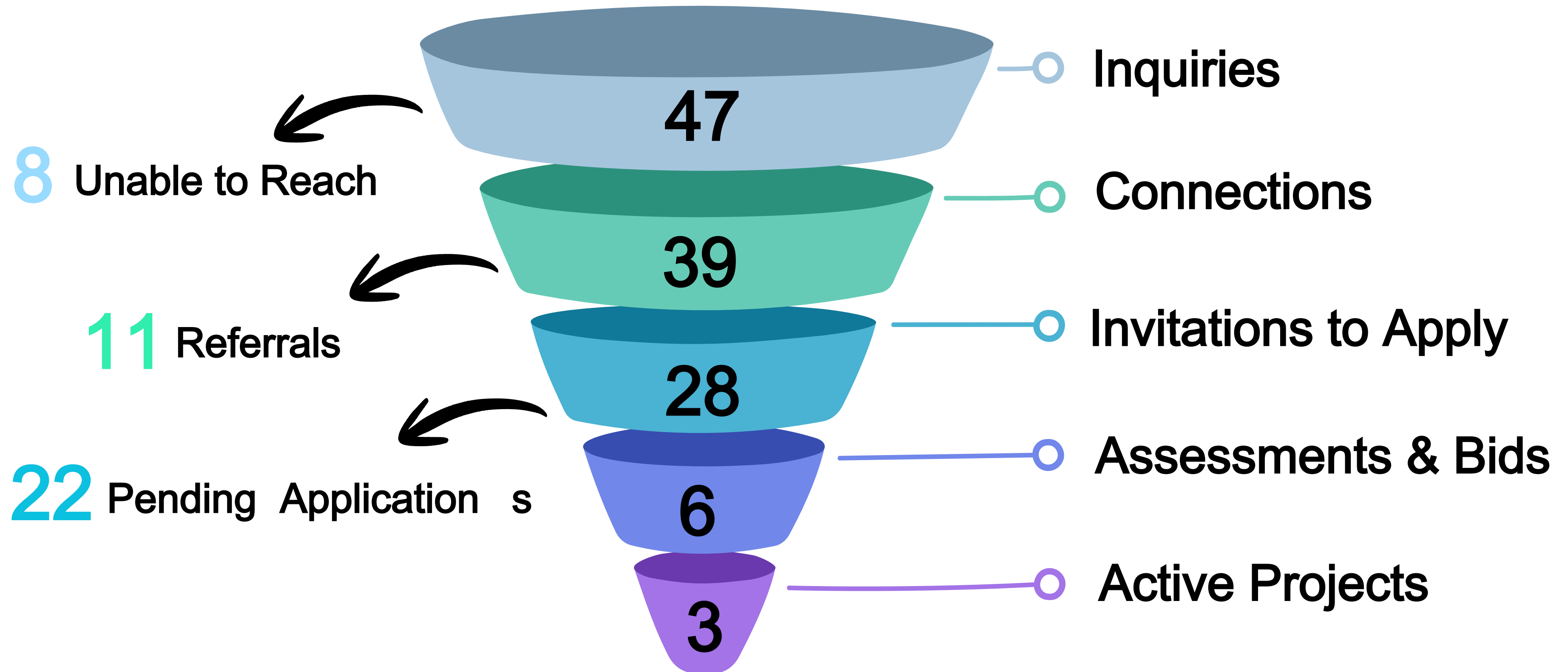
- **Safe**, attractive, and strong Menasha neighborhoods
- Strengthen **neighborhood pride** and cohesion
- Improve curb appeal and **neighborhood safety**
- Increase **livable, decent, and affordable housing**
- **Educate homeowners** about home maintenance & contractor relationships
- **Empower homeowners** to maintain their own properties



**Thank
You!**

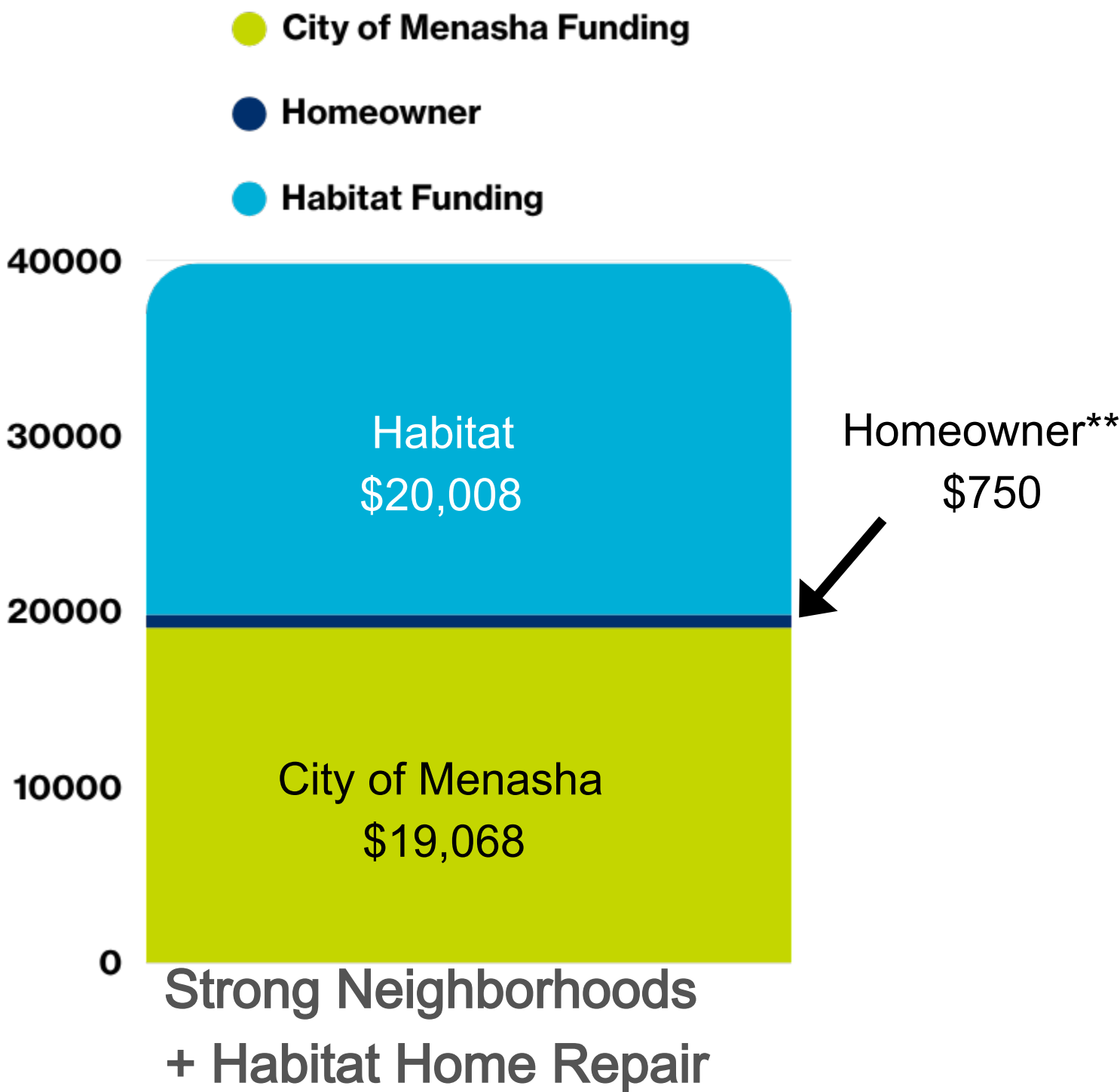
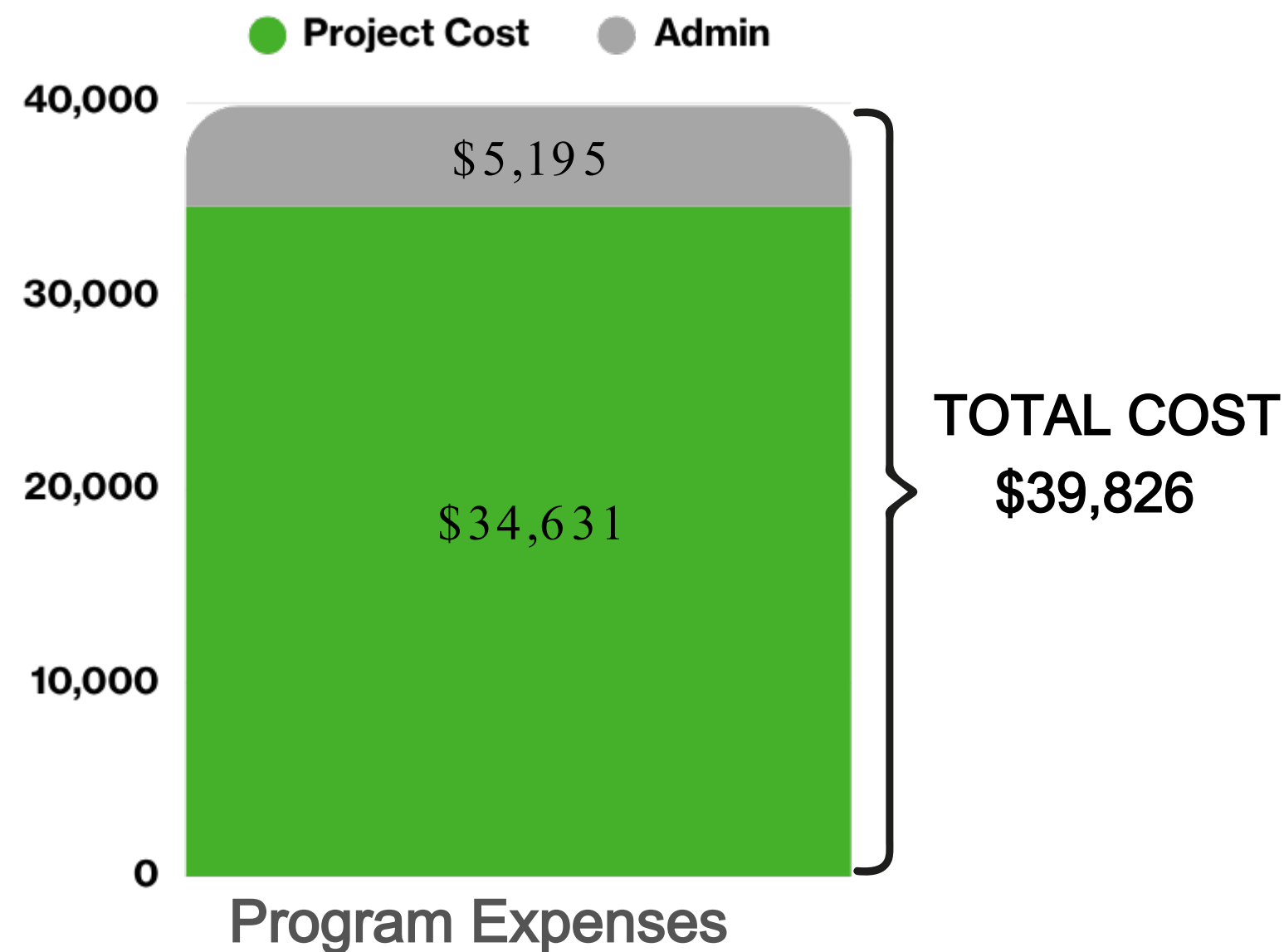


Supporting Menasha Residents





3 Projects In Progress



***Shows up front costs to homeowners only.
Homeowners will close on a 0% Deferred loan.*



Just Getting Started

Visit www.foxcitieshabitat.org to Inquire

More Repairs



Stronger Neighborhoods



25th ROCK THE BLOCK

Menasha 2026

May 14th-16th

♥ Rock the Block is a catalyst for **neighborhood transformation**, through exterior repairs and beautification initiatives!

👤 More than **250 volunteers**. 🛠️ **25 projects**.





ADMINISTRATION COMMITTEE MINUTES

Tuesday, April 21, 2026 at 6:05 PM

First Floor Conference Rooms
100 Main Street, Menasha, WI

A. CALL TO ORDER

Meeting called to order by Clerk Snyder at 7:40pm.

B. 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. Spiegel, LD Kopetsky, CA Struve, Mayor Hammond, Clerk Snyder, DC Janet

C. MINUTES TO APPROVE

1. Administration Committee, 4/6/26

Motion by District 2 Alderperson Eisenach seconded by District 5 Alderperson Lewis to approve. Motion carried on voice vote.

D. DISCUSSION / ACTION ITEMS

1. Election of Chair

Clerk Snyder opened the floor for Administration Committee Chair nominations. District 3 Alderperson Hale was nominated by District 2 Alderperson Eisenach to serve as Administration Committee Chair.

District 2 Alderperson Eisenach was nominated by District 7 Alderperson Grade to serve as Administration Committee Chair.

Roll call vote carried 7-1 in favor of District 3 Alderperson Hale's appointment as Administration Committee Chair. District 7 Alderperson Grade voted for District 2 Alderperson Eisenach.

2. Election of Vice Chair

Chair Hale opened the floor for Administration Committee Vice Chair nominations. District 2 Alderperson Eisenach was nominated by District 7 Alderperson Grade to serve as Administration Committee Vice Chair. No other nominations were made, and a unanimous ballot was cast for District 2 Alderperson Eisenach to be appointed Administration Committee Vice Chair.

E. ADJOURNMENT

Motion by District 2 Alderperson Eisenach seconded by District 7 Alderperson Grade to adjourn the Administration Committee meeting at 7:45pm. Motion carried on voice vote.

Minutes submitted by City Clerk Kaija Snyder.



BOARD OF PUBLIC WORKS MINUTES

Tuesday, April 21, 2026 at 6:10 PM

First Floor Conference Rooms
100 Main Street, Menasha, WI

A. CALL TO ORDER

Meeting called to order by Director of Public Works Merten at 7:46pm.

B. 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

C. PUBLIC COMMENTS ON ANY MATTER LISTED ON THE AGENDA

D. MINUTES TO APPROVE

1. Board of Public Works, 4/6/26

Motion by District 6 Alderperson Marshall seconded by District 7 Alderperson Grade to approve. Motion carried on voice vote.

E. DISCUSSION / ACTION ITEMS

1. Election of Chair

Director of Public Works Merten opened the floor for Board of Public Works Chair nominations. District 6 Alderperson Marshall was nominated by District 3 Alderperson Hale to serve as Board of Public Works Chair. No other nominations were made, and a unanimous ballot was cast for District 6 Alderperson Marshall to serve as Board of Public Works Chair.

2. Election of Vice Chair

Chair Marshall opened the floor for Board of Public Works Vice Chair nominations. District 1 Alderperson Rand was nominated by District 7 Alderperson Grade to serve as Board of Public Works Vice Chair.

District 8 Alderperson School was nominated by District 2 Alderperson Eisenach to serve as Board of Public Works Vice Chair.

F. ADJOURNMENT

Motion by District 7 Alderperson Grade seconded by District 3 Alderperson Hale to adjourn the Board of Public Works meeting at 7:52pm. Motion carried on voice vote.

Minutes submitted by City Clerk Kaija Snyder.



PERSONNEL COMMITTEE MINUTES

Tuesday, April 21, 2026 at 6:15 PM

First Floor Conference Rooms
100 Main Street, Menasha, WI

A. CALL TO ORDER

Meeting called to order by City Attorney Struve at 7:53pm.

B. 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, LD Kopetsky, CA Struve, Mayor Hammond, Clerk Snyder, DC Janet

C. MINUTES TO APPROVE

1. Personnel Committee, 4/6/26

Motion by District 4 Alderperson Perkins seconded by District 7 Alderperson Grade to approve. Motion carried on voice vote.

D. DISCUSSION / ACTION ITEMS

1. Election of Chair

City Attorney Struve opened the floor for Personnel Committee Chair nominations. District 4 Alderperson Perkins was nominated by District 7 Alderperson Grade to serve as Personnel Committee Chair. No other nominations were made, and a unanimous ballot was cast for District 4 Alderperson Perkins to be appointed Personnel Committee Chair.

2. Election of Vice Chair

Chair Perkins opened the floor of Personnel Committee Vice Chair nominations. District 5 Alderperson Lewis was nominated by District 3 Alderperson Hale to serve as Personnel Committee Vice Chair.

District 1 Alderperson Rand was nominated by District 7 Alderperson Grade to serve as Personnel Committee Vice Chair. District 1 Alderperson Rand declined this nomination.

No other nominations were made, and a unanimous ballot was cast for District 5 Alderperson Lewis to be appointed Personnel Committee Vice Chair.

E. ADJOURNMENT

Motion by District 6 Alderperson Marshall seconded by District 5 Alderperson Lewis to adjourn the Personnel Committee meeting at 7:57pm. Motion carried on voice vote.

Minutes submitted by City Clerk Kaija Snyder.

NEENAH-MENASHA SEWERAGE COMMISSION

Regular Meeting

Tuesday, March 24, 2026

Meeting was called to order by Commission President Mach at 8:00 a.m.

Present: Commissioners Steve Coburn, Corey Gordon, Anthony Mach, Jenny Pagel, Greg Weyenberg, Dale Youngquist, Raymond Zielinski; Manager Paul Much; Accounting Clerk Melissa Starr

Also Present: Rob Franck (MCO), Emily Franklin (MCO), Chad Olesn (McMahon), Vicky Rasmussen (Neenah)

Minutes

Meeting minutes Motion made/seconded by Commissioners Coburn/Weyenberg to approve the minutes from February 25, 2025, Regular Meeting. Motion carried unanimously.

Correspondence

The following correspondence was discussed:

March 18, 2026, email from Troy Huebner, Sonoco/U.S. Paper Mills to Paul Much, Plant Manager.
RE: Sonoco Menasha – WWTP System March 2026 Update

Old Business

There was no old business to be discussed.

New Business

Operations, Engineering, Planning

McMahon Associates Report

Engineer Chad Olsen gave an update on the Phosphorus Removal Project and explained that he is moving forward with the design process. GeoTech completed borings on March 20, 2026, and results should be received in a couple of weeks. Commissioner Pagel asked how Sonoco pays its portion of the financing if the Clean Water Fund is utilized and they are unable to borrow. Discussion followed regarding how the current CWF fund loan repayment is handled, how the billing process works, the deadline of September 30th for CWF applications, and other financing options.

Operating Report

Manager Much reported flows have been high due to snow melt and precipitation, and he is reviewing loadings for a new industry in the area.

Equipment and Grounds Report

Rob Franck reported on Equipment and Grounds items and provided additional details on; The annual WPPI capacity test has been completed, and the results were received on 3/13. The test went well and is utilized to set the reimbursement rate to the Commission. McCotter technicians and the Unison programmer were on site and made some control changes due to an increase in number of alarms. The new reuse water strainer has been installed. The new cooling fan VFD has been installed on Blower 4 by Atlas Copco and is almost ready to be brought online. Aerations basin diffuser replacements 6-9 will be done this year. The screw pump bearing assembly replacements have been ordered and are estimated to ship on 4/27/26. Discussion followed regarding the project considerations document included with the Equipment & Grounds report. Commissioners asked for estimated costs and more detail about each project for the next meeting.

Proposed 2026 Industrial PFAS Testing

A motion to discuss was made/seconded by Commissioners Coburn/Zielinski. Manager Much reported the results for the industrial PFOA/PFOS testing and pointed out that the yellow highlighted industries were above our proposed limits. He explained that the DNR is looking at

reducing PFAS guidance for land application. NMSC is currently below the limits, however, depending upon how much DNR reduces, we may exceed them. He explained that to be proactive we would like to send the included letter to the highlighted industrial users who exceeded the proposed limits requiring them to test one additional time in 2026 to verify the concentrations of PFAS compounds in their waste stream. After discussion, a motion was made/seconded by Commissioners Youngquist/Weyenberg to approve the request for additional testing and send the letter to the industrial users. Motion carried unanimously.

Dairyland Gold

A motion to discuss was made/seconded by Commissioners Coburn/Weyenberg. Manager Much shared that a new industry is looking to open in Menasha and discharge through Fox Crossing. He reached out to them regarding loadings and our pretreatment program. The data received appeared low based on the industry, but shows discharge similar to a Fennemore, WI facility. Manager Much went through and explained the handout and reported that Engineer Olsen is working with Aquaerobics to ensure NMSC has capacity. Discussion followed. After discussion, a motion was made/seconded by Commissioners Weyenberg/Coburn to table the discussion until the April meeting to allow for more information and a recommendation to be compiled and presented.

SCADA License Renewal

A motion to discuss was made/seconded by Commissioners Coburn/Weyenberg. Rob Franck shared the renewal information for the SCADA software. After discussion, a motion was made/seconded by Commissioners Coburn/Weyenberg to approve the SCADA Software Renewal quote as presented. Motion carried unanimously.

9th Street Police Report

A motion to discuss was made/seconded by Commissioners Coburn/Zielinski. Rob Franck reported that he put in a request for the police report for the vandalism that occurred at the 9th Street monitoring station. The police indicated that since it is a government building the vandals could be charged with a felony and asked if the Commission would like to press charges. Discussion followed. After discussion, a motion was made/seconded by Commissioners Gordon/Weyenberg to request community service for the vandals. Motion carried unanimously.

Budget, Finance Matters

Application for Senator Baldwin's Congressionally Directed Spending

President Mach reported the City of Neenah applied for \$23.9 million in appropriations for the Phosphorus Project from Senator Baldwin's Congressionally Directed Spending. Thirteen letters of support were included with the application from municipalities, industries, and elected officials. He shared that another roughly \$6 million has been applied for through the State, and he will reach out if any additional information is needed.

Accounting Report for February 2026

Accounting Clerk Starr reported the auditors will be attending the April meeting to report on the 2025 audit results. There was net operating loss for the month of February, and MCO generated approximately \$8,273 in additional income for the month. She further shared that the estimated refund/receivable spreadsheet was sent to the auditors for review and will be forwarded to the member communities once finalized.

Contract Renewal for the Wastewater Service Agreement between Sonoco/U.S. Paper Mills and the NMSC

Manager Much reported no update at this time.

MCO Invoices

#32680	April 2026 Contract Operations	\$157,056.68
#32720	Use of MCO Vehicles – February 2026	\$ 365.76

Motion made/seconded by Commissioners Coburn/Weyenberg to approve MCO invoice #32680, and #32720 with payment to be made after April 1, 2026. Motion carried unanimously.

Vouchers

Operating and Payroll Vouchers #141489 through #141530 in the amount of \$348,864.60 for the month of February 2026. Motion made/seconded by Commissioners Coburn/Youngquist to approve operating and payroll vouchers. Motion carried unanimously.

Adjournment

Motion made/seconded by Commissioners Coburn/Youngquist to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 9:51 a.m.

President

Secretary

**THE REDEVELOPMENT AUTHORITY
OF THE CITY OF MENASHA
Menasha City Center
100 Main Street, Menasha
First Floor Conference Rooms
March 3, 2026
5:15 PM**

MINUTES

A. CALL TO ORDER

The meeting was called to order by Chair Vanderhyden at 5:20pm.

B. ROLL CALL/EXCUSED ABSENCES

REDEVELOPMENT AUTHORITY MEMBERS PRESENT: Chair Kim Vanderhyden, Alderman Chris Rand, Commissioners Alicia Buechler, Matt Vanderlinden, Stacey Milligan, and Issac Geffers.

REDEVELOPMENT AUTHORITY MEMBERS EXCUSED:

OTHERS PRESENT: CDD Dane, Mayor Hammond

C. PUBLIC HEARING

D. MINUTES TO APPROVE

1. Minutes of the February 3, 2026 Redevelopment Authority Meeting

Chair Vanderhyden made a motion to approve the minutes of the February 3, 2026 Redevelopment Authority meeting. The motion was seconded by Comm. Buechler. The motion carried.

E. PUBLIC COMMENTS ON ANY MATTER OF CONCERN ON THIS AGENDA

(five (5) minute time limit for each person)

F. DISCUSSION / ACTION ITEMS

1. Mark Geal – Tanesay Development

Mr. Geal shared his experiences developing Riverheath along the Fox River in Appleton, WI.

2. Use of 325 Broad Street for City of Menasha Police Department and/or Neenah-Menasha Fire Rescue Training.

No action taken. Members of the RDA expressed interest in salvaging equipment on site prior to use of building for training purposes.

G. COMMUNICATION

1. Lead and Asbestos Abatement – 325 Broad Street

CDD Dane provided an update on status of pre-demolition activities. CDD Dane, on behalf of the RDA, is soliciting bids for pre-demolition environmental abatement services.

2. Lawson Canal Ad-Hoc Advisory Committee Update

CDD Dane provided a high level overview of the second Lawson Canal Advisory Committee meeting.

3. Set Next Meeting

The next Redevelopment Authority meeting was set for April 14, 2026

H. ADJOURNMENT

Chair Vanderhyden motioned to adjourn. Comm. Milligan seconded. Motion carried.

Minutes submitted by CDD Dane

**THE REDEVELOPMENT AUTHORITY
OF THE CITY OF MENASHA
Menasha City Center
100 Main Street, Menasha
First Floor Conference Rooms
April 14, 2026
5:15 PM**

MINUTES

A. CALL TO ORDER

The meeting was called to order by Chair Vanderhyden at 5:15pm.

B. ROLL CALL/EXCUSED ABSENCES

REDEVELOPMENT AUTHORITY MEMBERS PRESENT: Chair Kim Vanderhyden, Commissioners Alicia Buechler, Matt Vanderlinden, Stacey Milligan, and Issac Geffers.

REDEVELOPMENT AUTHORITY MEMBERS EXCUSED: NONE

OTHERS PRESENT: CDD Dane

C. PUBLIC HEARING

D. MINUTES TO APPROVE

1. Minutes of the March 3, 2026 Redevelopment Authority Meeting

Chair Vanderhyden made a motion to approve the minutes of the March 3, 2026 Redevelopment Authority meeting. The motion was seconded by Comm. Buechler. The motion carried unanimously.

E. PUBLIC COMMENTS ON ANY MATTER OF CONCERN ON THIS AGENDA

(five (5) minute time limit for each person)

F. DISCUSSION / ACTION ITEMS

1. Environmental Contractor Selection – 325 Broad Street (Parcel No. 2-00109-00)

Comm. Jeffers made a motion to approve the contractor selection. The motion was seconded by Vanderlinden. The motion carried unanimously.

G. COMMUNICATION

1. Lawson Canal Advisory Committee Update

CDD Dane provided an update on the Lawson Canal Advisory Committee.

2. Set Next Meeting

The next Redevelopment Authority meeting was set for May 5, 2026

H. ADJOURNMENT

Chair Vanderhyden motioned to adjourn. Comm. Milligan seconded. Motion carried.
Minutes submitted by CDD Dane

**CITY OF MENASHA
Plan Commission
Menasha City Center
100 Main Street, Menasha
First Floor Conference Rooms
April 14, 2026
DRAFT MINUTES**

A. CALL TO ORDER

The meeting was called to order at 3:32 PM by Mayor Hammond.

B. ROLL CALL/EXCUSED ABSENCES

PLAN COMMISSION MEMBERS PRESENT: Mayor Hammond, DPW Merten, Alderman Eisenach, Commissioners Sturm and Werner

PLAN COMMISSION MEMBERS EXCUSED: Commissioner Kevin Benner and Rachel Roth

OTHERS PRESENT: CDD Dane, PP Larsen, AP Heim, Mike Klarner (Fox Structures Inc.)

C. PUBLIC HEARING

D. MINUTES TO APPROVE

1. Minutes of the March 3, 2026 Plan Commission Meeting

Motion by Alderman Eisenach, seconded by Commissioner Werner, to approve the March 3, 2026 Plan Commission meeting minutes. The motion carried.

E. PUBLIC COMMENT ON ANY ITEM OF CONCERN ON THIS AGENDA

No comment from the public.

3:34 p.m. – Alderman Eisenach removed herself from the meeting noting a conflict with discussion item F.1.

F. DISCUSSION / ACTION ITEMS

1. Site Plan Review – Accounting Unlimited, LLC – 1911 Midway Road (Parcel No. 7-00052-12)

PP Larsen provided an overview of the proposed multi-tenant office building, noting that the use is consistent with C-1 General Commercial zoning standards and aligns with the Comprehensive Plan's General Commercial land use designation for the area.

Two façade design options were presented by the developer for Plan Commission review and recommendation. PP Larsen also noted an error in the original staff recommendation and provided updated language for consideration.

The Commission discussed the façade options, and Mr. Klarner explained that the designs were intended to complement surrounding buildings, aiming to create a development that is both visually appealing and cohesive with the character of the area.

A motion was made by DPW Merten, seconded by Comm. Werner to approve the site plan as presented for 1911 Midway Road (Parcel No. 7-00052-12) with the following conditions:

- 1) The building façade will be constructed with the Plan Commission recommendation of Option 1 that was presented.
- 2) A site improvement agreement shall be recorded for the proposed development prior to the issuance of any building permits.

Motion carried 4-0, Ald. Eisenach abstained.

3:45 p.m. Alderman Eisenach returned to the meeting.

2. Comprehensive Plan Community Engagement Summary

CDD Dane provided an overview of the summary prepared by staff based on data collected from the online survey and interactive map exercise, which gathered public input at various events attended by Community Development staff as part of the Comprehensive Plan update process.

G. COMMUNICATION

1. Variance Request - 834 Jefferson Street - Constructing Detached Garage in Front of Principal Structure and Reduction of Side Yard Setback on Accessory Structure (shed)

AP Heim informed Plan Commission members that a variance application was submitted to allow for the construction of a detached garage in front of the principal structure and the reduction of the side yard setback requirement for accessory structures at 834 Jefferson Street.

2. April 29, 2026 Comprehensive Plan Open House

CDD Dane noted that a public open house will be held on Wednesday, April 29 to give residents an opportunity to review progress on the Imagine 2035: Your Place on the Water Comprehensive Plan update. The event will also include information on the CORP update, proposed plans to enhance active transportation in the downtown area, and presentations highlighting collaboration with UW–Madison Landscape Architecture students, as well as an update on the status of the Winnebago North campus from Winnebago County Executive Gordon Hintz.

3. Set Next Meeting Date

The next Plan Commission meeting was set for May 5, 2026.

H. ADJOURNMENT

Motion by DPW Merten, seconded by Alderman Eisenach to adjourn at 4:13pm. The motion carried.

Minutes submitted by PP Larsen.

City of Menasha
Ad-Hoc Protocol Committee
100 Main Street, Room 207
April 29, 2026
8:00 AM
Minutes

A. CALL TO ORDER

Meeting called to order by Chair Grade at 8:02 am.

B. ROLL CALL

PRESNT: Aids. Rand, Perkins, Grade, Mayor Hammond

ALSO PRESENT: City Attorney Struve, Clerk Snyder, DC Janet

C. PUBLIC COMMENTS ON ANY MATTER CONCERNING THE AGENDA

(five (5) minute time limit for each person)

D. MINUTES TO APPROVE

1. Protocol Committee, 4/13/26

Motion by Ald. Perkins seconded by Mayor Hammond to approve the minutes of the 4/13/26 Protocol Committee meeting. Motion carried on voice vote.

E. DISCUSSION / ACTION ITEMS

1. Recommendation to Common Council (Rules of the Common Council and Mayor)

a. Any Other Recommendations

Motion by Mayor Hammond seconded by Ald. Grade to approve R-7-26 Rules of the Common Council and Mayor. Main motion carried as amended 4-0 on roll call.

Discussion considered the historical context of revisiting the Rules of the Common Council and Mayor a second time in the 2026-2027. Discussion also involved the City of Menasha's Artificial Intelligence (AI) Policy, its applicability, interaction with the proposed rules, and interaction with other policies.

Staff advised on peer community perspectives on elected officials as employees. Local governing bodies throughout the state are regarded as employees and comply with employee policies. Staff also spoke to the benefit of rules, and procedural options for amending the rules.

Motion by Mayor Hammond seconded by Ald. Grade to amend number four under Section 1.15 of R-7-26 to read, "Use of cell phones during a meeting shall not be allowed except in the case of an emergency, medical accommodation, and/or to record, film or photograph the meeting pursuant to sec. 19.90 of the Wisconsin Statutes. Cell phones may be used between meetings."

Mayor Hammond withdrew his motion. Ald. Grade agreed to withdraw his second.

Motion to amend by Ald. Rand seconded by Ald. Perkins to amend number four under Section 1.15 of R-7-26 to read, "Personal electronic devices shall be used in a manner that does not disrupt deliberation or constitute discourtesy to the body. The following uses are permitted: access to the agenda materials, meeting minutes, and supportive documents, participation in

City approved voting or meeting management systems, assistive technology and accessibility tools, emergency communications. Personal devices shall not be used for personal social media, unrelated communications, or any activity inconsistent with the business before the body. The presiding officer may call a member to order for disruptive use.” Motion carried on voice vote.

Motion by Ald. Rand seconded by Ald. Perkins to amend number seven under Section 1.15 of R-7-26 to read, “Responsibility and Disclosure.

a) Human Responsibility. The use of AI tools does not transfer responsibility for accuracy, truthfulness, or professional integrity. Any member who uses AI in preparing official council communications or documents bears sole responsibility for verifying the accuracy of the content submitted under their name. By submitting a document for official City use, the submitter affirms they have personally reviewed and can vouch for the accuracy, citations, data, and legal references contained therein.

b) Disclosure for Packet Submissions. A council member who uses AI as a primary drafting tool for a document submitted for packet inclusion shall note that AI-assisted drafting was used. This disclosure may be made with a single line — e.g., “Drafted with AI assistance; reviewed and verified by the submitter” — appended to the document or filed simultaneously. Disclosure is not required for: grammar, spelling, or style checking, accessibility tools or text-to-speech conversion, summarization of documents the member has read, AI features embedded in standard office software (e.g., autocomplete, formatting suggestions), any use where the member has substantially rewritten or independently verified the output.

c) Resident Data Protection. Non-public resident information — including but not limited to social security numbers, health records, or private utility data — shall not be submitted to any public AI model.

d) Annual Technology Briefing. The City IT Department shall provide a brief annual update to the Common Council on the current state of AI and technology tools relevant to council functions. The purpose is to keep policy calibrated to actual conditions, not to impose new requirements.

e) No Freestanding Penalty. Violation of this section is not a standalone complaint-eligible offense under Rule 1.08. Accuracy failures in submitted documents are addressed through correction and the member's public accountability. Intentional misrepresentation remains subject to applicable state statutes.” Main motion carried as amended 4-0 on roll call.

Mayor Hammond offered a friendly amendment to strike “resident” from two locations in subpoint c of the proposed amendment. Motion to amend carried on voice vote.

Motion by Ald. Rand seconded by Mayor Hammond to strike subpoint d of the proposed amendment. Motion to amend carried 4-0 on roll call.

Discussion considered data requiring protection, disclosure for various work products using AI, and compliance.

Motion by Ald. Rand seconded by Ald. Grade to amend number two under Section 1.08 to read “Member Complaints. Any member of the common council or a standing committee may file a complaint with the Chair (or City Attorney) for violations of council rules, Healthy Workplace Policy, Anti-Harassment Policy, Use of Technology & Electronic Communications System Policy (Appendix Q), relevant ordinance or state statute by any other member no later than forty-five (45) days following the occurrence”. Motion to amend carried on voice vote.

Motion by Mayor Hammond seconded by Ald. Perkins to amend number seven under Section

1.15 of R-7-26 by adding, “e) Ethical Use. Common Council members when participating in any official City of Menasha business must use AI in accordance with all City of Menaha policies including conduct and anti-discrimination policies. These technologies must not be used to create content that is inappropriate, discriminatory, or otherwise harmful to others or the City of Menasha”. Motion carried on voice vote.

F. ADJOURNMENT

Motion by Ald. Ald. Grade seconded by Ald. Perkins to adjourn the Protocol Committee meeting at 9:55am.

City of Menasha
Board of Appeals
100 Main Street, Menasha
Friday December 5, 2025
2:00 PM
Agenda

A. CALL TO ORDER

Meeting called to order by Chair Galeazzi at 2:01 pm.

B. ROLL CALL

PRESENT: Members Galeazzi, Vander Wyst, Jacobson, Rae-Othrow, Jungen

ALSO PRESENT: CA Struve, PP Larsen, AP Heim, BIHS Humski, Clerk Snyder, DC Janet

C. PUBLIC HEARING

1. Variance Request – Roof Pitch – Todd Hietpas – 718 Keyes Street, Menasha (Parcel No. 3-00047-00)

Chair Galeazzi opened the public hearing at 2:02 pm and invited members of the public to speak.

- Trevor Frank (722 Keyes Street, Menasha) commented in support of Todd Hietpas' project. Frank described himself as an architect collaborating with Hietpas on this work to circumvent certain geometric limitations. Frank advised that Hietpas' architectural proposal compliments the architecture of neighboring properties.

Chair Galeazzi closed the public hearing at 2:04.

2. Variance Request – Front Yard Fence Height – Asher Jacobson – 101 Racine Street (Parcel No. 7-100086-00)
3. Variance Request – Front Yard Fence Height, Rear Yard Fence Height – Asher Jacobson – 105 Racine Street (Parcel No. 7-100085-00)
4. Variance Request – Garage Setback/Size, Front Yard Fence Height, Side Yard Fence Height – Asher Jacobson – 109 Racine Street (Parcel No. 7-100084-00)

Chair Galeazzi opened the public hearing for variances 2, 3, and 4 concerning properties at 101, 105, and 109 Racine Street, Menasha, as submitted by Asher Jacobson at 2:04 pm and invited members of the public to speak.

- Carey Halverson (504 First Street, Menasha) commented on aesthetic concerns with variance requests concerning fence height. Specifically, Halverson described the appearance of neighborhood division, reduced curb appeal, an existing contract affecting the fencing in question, and the look of industrialization in a neighborhood setting.

Chair Galeazzi closed the public hearing for variances 2, 3, and 4 concerning properties at 101, 105, and 109 Racine Street, Menasha, as submitted by Asher Jacobson at 2:07.

D. MINUTES TO APPROVE

1. Board of Appeals, 10/6/25

Motion by Member Jungen seconded by Member Vander Wyst to approve the minutes of the 10/6/25 Board of Appeals meeting. Motion carried on voice vote.

E. ACTION/DISCUSSION ITEMS

1. Variance Request – Roof Pitch – Todd Hietpas – 718 Keyes Street, Menasha (Parcel No. 3-00047-00)

Todd Hietpas and Kelle Jorgensen appeared to speak on the variance request.

Motion by Member Galeazzi seconded by Member Rae-Othrow to deny the reconstruction of the existing three seasons room and portions of the existing roof with a roof pitch less than 4/12ths at 718 Keyes Street, Menasha, as requested by the variance applicant, based on the applicant's inability to meet the five legal standards required for a variance.

Motion carried 5-0 on roll call.

Board discussion considered the original structure of the home and its roof, service providers for these types of roof designs, and guttering systems for the proposed roof. The Board discussed the property owner's ability to meet the five legal standards required for granting a variance. Specifically, the Board discussed that the applicant's circumstance does not qualify as a hardship as there are other options for maintaining the sunroom.

Staff advised on building code parameters surrounding roof pitch and egress windows, alternative options for achieving project goals such as size modifications to the egress window on the upper floor and use of leak-proof materials, the property's conformity status and permitting history, and the zoning code's historical development.

The applicant provided supplemental signatures to a petition previously circulated and included in the Board of Appeals agenda packet, and additionally produced a three-dimensional rendering of the project plan. The applicant advised on hardship to the property absent a granted variance; specifically, the existing roof is leaking due to a low roof valley of less than 4/12 and necessary egress window. The applicant does not seek to increase property value, but rather to maintain the existing three seasons room containing the roof in question; the applicant describes this as a maintenance project. The applicant further advised that this project will not impact the public or neighboring properties as it seeks to maintain the existing structure, and because the property owner has sought buy-in by neighbors. Finally, the applicant advocated that the project adheres to the zoning code's spirit as it seeks minimal interruption to community members.

2. Variance Request – Front Yard Fence Height – Asher Jacobson – 101 Racine Street (Parcel No. 7-100086-00)

Asher Jacobson appeared to speak on the variance request.

Motion by Member Jacobson seconded by Member Rae-Othrow to deny the installation of a ten-foot fence within the front yard setback at 101 Racine Street, Menasha, as requested by the variance applicant, based on the applicant's inability to meet the five legal standards.

Motion carried 5-0 on roll call.

Board discussion considered the aesthetics of the fence, the commercial zoning of the properties located at 101 and 105 Racine Street and changes to fence height allowances on commercially zoned properties. Specifically, the zoning code allows an eight-foot fence on such properties.

Staff advised that the zoning code allows different fence height limits on commercially zoned properties; this limit is eight feet. This may eliminate hardship and provide options to the applicant. Pursuit of the eight-foot fence is subject to approval by the Engineering Department pending a vision triangle evaluation. For traffic visibility, this fence must be 50% opaque. The Engineering Department may also consider a driveway apron abutting the proposed fence at 101 Racine Street.

The applicant advised that the applicants' variance requests for 101, 105, and 109 Racine Street are interconnected because they seek installation of a contiguous fence along the property line shared by these properties. The applicant shared additionally the history of these properties; specifically, a high volume of crime has been reported against these properties before and since the applicant took ownership. The applicant also shared concerns with debris and noise pollution around these properties. The applicant describes these experiences as a hardship that prohibits the enjoyment of the properties in question. The applicant advised that the fence would be a black-posted, chestnut brown thick deck fence. The applicant believes that the fence would enhance public welfare by preventing criminal activity on private property.

3. Variance Request – Front Yard Fence Height, Rear Yard Fence Height – Asher Jacobson – 105 Racine Street (Parcel No. 7-100085-00)

Asher Jacobson appeared to speak on the variance request.

Motion by Member Vander Wyst seconded by Member Jungen to deny the installation of a ten-foot fence within the front yard setback and a twelve-foot fence along the rear (eastern) property line at 105 Racine Street, Menasha, as requested by the variance applicant, based on the applicant's inability to meet the five legal standards.

Motion carried 5-0 on roll call.

Board discussion considered the lack of hardship presented by the applicant; specifically, the vacant lot is unaffected by neighborhood surveillance. Further, other criminal activity identified by the applicant may be addressed by law enforcement.

Staff advised that 105 Racine Street is a commercially zoned, vacant lot that allows eight-foot fencing.

The applicant advised that the purpose of this various request is to enhance privacy due to concerns of neighborhood surveillance. The applicant advised that this undermines their ability to enjoy the benefits of their property.

4. Variance Request – Garage Setback/Size, Front Yard Fence Height, Side Yard Fence Height – Asher Jacobson – 109 Racine Street (Parcel No. 7-100084-00)
Asher Jacobson appeared to speak on the variance request.

Motion by Member Rae-Othrow seconded by Member Vander Wyst to deny the construction of a detached garage within sixteen inches of side and rear yard setbacks and 864 square feet in size, installation of a ten-foot fence within the front yard setback, and installation of a twelve-foot fence along the side yard property line at 109 Racine Street, Menasha, as requested by the variance applicant, based on the applicant's inability to meet the five legal standards.

Motion carried 5-0 on roll call.

Board discussion considered mechanisms for determining the size of the original footprint, the option for the property owner to build a shed for storing, and the interaction of personal circumstances with legal standards. The Board specifically discussed the applicant's failure to meet the hardship criteria; the Board finds that a home without a garage, or with a small garage, does not constitute a hardship. The Board additionally discussed the uniqueness of the applicant's property, finding it non-unique among surrounding properties.

Staff advised that while this property is zoned commercially, it is primarily used residentially, and is thus subject to the residential zoning ordinances. Staff additionally advised on setbacks for garages and other accessory structures, the history of the zoning code in this regard, and comparative structures in the area. Staff additionally discussed legal non-conforming structures; if these structures are destroyed, they may be reconstructed upon the same footprint. Construction outside of the original footprint forfeits legal non-conforming status. Staff advised that proving the size of the original, legal non-conforming structure is the burden of the property owner. Staff emphasized that the property owner could legally erect a 701 square foot garage with three-foot setbacks on the property in question.

The applicant advised that the garage sought is thirty-six by twenty-four feet and is designed to align with the home's sizing. The applicant advised that alternatives to the proposed garage are unideal due to fire risks and unstable foundation.

F. ADJOURNMENT

Motion by Member Galeazzi seconded by Member Rae-Othrow to adjourn the Board of Appeals meeting at 4:12 pm. Motion carried on voice vote.

Minutes recorded by City Clerk Kaija Snyder.

City of Menasha
Board of Appeals
100 Main Street, Menasha
Friday December 5, 2025
1:00 PM
Workshop
Minutes

Meeting called to order by Attorney Struve at 1:01pm.

PRESENT: Members Galeazzi, Vander Wyst, Jacobson, Rae-Othrow, Jungen

ALSO PRESENT: CA Struve, PP Larsen, Clerk Snyder, DC Janet

Staff advised that the purpose of this workshop is to provide Board of Appeals members with a training on their roles and duties to this body, as a training has not been held in approximately three years and the current calendar year has seen an unprecedented influx of variance applications.

Staff facilitated this training via PowerPoint using resources developed by the University of Wisconsin – Madison Extension for Local Government, including a video on the role of the Zoning Board and its fundamental responsibilities, and a video on variances. Staff additionally discussed case law as it relates to factors that may and may not contribute to Board decision making.

Staff concluded the training presentation by describing the five legal standards the Menasha Municipal Code requires a variance applicant to achieve for the Board to grant a variance: (1) unnecessary hardship; (2) uniqueness of property; (3) unexclusive desire to increase property value; (4) non-detrimental to public welfare; (5) does not undermine the spirit of the Zoning Code.

Board discussion considered the standard of proof, defining the five legal standards to various neighborhoods, staff discussions with applicants ahead of their appearance before the Board of Appeals, and the overall purpose of the process.

The Board of Appeals Workshop meeting adjourned at 1:50pm.



FOR IMMEDIATE RELEASE

Contacts:

John Breaker, Event Coordinator
335 Willow Lane
Menasha, WI 54952
(920) 725-0391
ofbreaker@aol.com

Samantha Behrens, Phys. Ed. Instructor
Butte des Morts Elementary School
501 Tayco Street
Menasha, WI 54952
(920) 967-1900
behrenss@mjsd.k12.wi.us

Menasha Healthy

The 50th Annual Menasha All City Grade School Track and Field Wellness Day will return to Calder Stadium on Tuesday, May 12, 2026. The event will be for all 3rd and 4th grade students from the private and public schools in Menasha. The event begins at 9:15 a.m.

“I am grateful for the positive role that the All City Grade School Track and Field Wellness Day has played in the City of Menasha’s history for a half century. I look forward to its continued involvement for years to come.” – Mayor Hammond

The students will participate in traditional track events including individual and team running events, in addition to participating in some novelty events including the following:

- Soccer kick
- Football kick
- Football throw
- Frisbee throw
- Softball throw
- Hula hoop endurance
- Jump rope endurance
- Golf chip
- Basketball free throw
- Jump jog

The Track and Field Wellness Day is organized as a joint effort between the City of Menasha Park and Recreation Department and the physical education teachers in the elementary schools of the Menasha Joint School District. The City of Menasha Health Department also provides support for the event.

The Menasha community is invited to attend this annual all city event showcasing “Menasha Healthy” in action.

Menasha All City Grade School Track and Field Wellness Day

Tuesday, May 12, 2026

9:15 a.m.

Calder Stadium

(Rain date: Thursday, May 14th)



PROCLAMATION

Office of the Mayor

WHEREAS, the city clerk is the liaison between the public and their government promoting democracy and fair access to local government; and

WHEREAS, the city clerk and deputy clerk administer elections, registration, and voting; key elements in the democratic process which must be done correctly for the whole system to function effectively; and

WHEREAS, the city clerk is the keeper of community history and vital records, as well as providing access to city records and legislative actions ensuring transparency to the public; and

WHEREAS, the city clerk administers oaths, as well as issues licenses and permits; and

WHEREAS, the Wisconsin Municipal Clerks Association was formed in 1980 and has over 1,400 members; and

NOW THEREFORE BE IT PROCLAIMED, that I, Austin R. Hammond, Mayor of the City of Menasha, do hereby proclaim the week of *May 3rd - 9th, 2026* to be:

Municipal Clerks Week

in the City of Menasha, recognizing the essential role Municipal Clerk and Municipal Deputy Clerk play in local government; and to further extend appreciation to our City Clerk, Kaija Snyder, and Deputy City Clerk, Evan Janet, and all Municipal Clerks for the vital services they perform and their exemplary dedication to the communities they represent.

Signed and Sealed this 29th day of April, 2026

A handwritten signature in black ink, appearing to read "Austin R. Hammond", is written over a horizontal line.

Austin R. Hammond, Mayor





PROCLAMATION

Office of the Mayor

WHEREAS, National Police Week was initiated by President John F. Kennedy, in 1962 in recognition of law enforcement officers who have lost their lives in the line of duty for the safety and protection of others; and

WHEREAS, police officers serve our community by safeguarding life and property, by protecting citizens against violence, disorder, and deception; and

WHEREAS, the Menasha Police Department continuously provides a vital public service, built upon the model of modern police services, strong partnerships, and using respect, creativity, and technology to find solutions and improve the quality of life for all; and

WHEREAS, there are more than 800,000 law enforcement officers serving in communities across the United States, including the dedicated members of the City of Menasha Police Department; and

WHEREAS, these women and men by their distinctive service and dedicated efforts as law enforcement officers, community service officers, and auxiliary officers have earned our highest respect and deepest gratitude; and

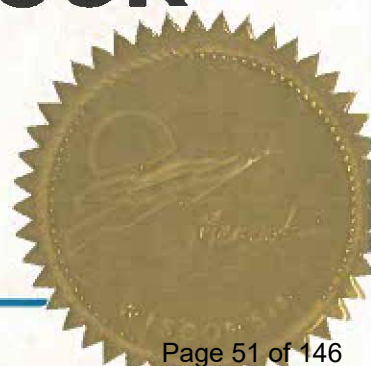
NOW THEREFORE BE IT PROCLAIMED, that I, Austin R. Hammond, Mayor of the City of Menasha, do hereby proclaim *May 10th-16th, 2026* to be:

National Police Week

Signed and Sealed this 29th day of April, 2026

A handwritten signature in dark ink, appearing to read "A. R. Hammond", is written over a horizontal line.

Austin R. Hammond, Mayor





ANNUAL REPORT 2025

*Serving Menasha Through
Professional Policing and
Community Partnership*



"Partnership Through Service"



MENASHA POLICE DEPARTMENT

2025 ANNUAL REPORT

This report is more than a summary of activity. It reflects how the Menasha Police Department approaches modern policing. Our work is not defined only by calls for service, but by how we respond, how we engage, and how we build lasting trust within our community.

Throughout this report, you will see the measurable impact of our efforts, the challenges we continue to face, and the direction we are moving as an agency. Our commitment remains the same: to provide professional, transparent, and community-focused policing that meets the needs of Menasha today and into the future.



All assistance may have been used in preparing this communication.

MESSAGE FROM THE CHIEF

Reflection on our department's accomplishments and challenges

This past year challenged us to adapt, prioritize, and remain focused on what matters most, serving the community with professionalism, accountability, and purpose.

The Menasha Police Department continues to see steady demand for service, with calls ranging from routine citizen assistance to complex incidents requiring significant time and resources. While the volume of calls is important, it does not fully capture the scope of our work. Many incidents require extended officer involvement, problem-solving, and coordination with community partners.

Our approach remains centered on the principles of L.E.E.D.: Listen, Explain, Equity, and Dignity. These are not just guiding words. They shape how our officers interact with the public, resolve conflict, and build trust during every contact.



This year, we continued to invest in training, technology, and community engagement. These efforts are not independent. They work together to improve service, increase transparency, and strengthen relationships within Menasha.

We also recognize that policing continues to evolve. Expectations from the community, the complexity of calls, and the demand for accountability require us to continually evaluate how we operate. We remain committed to meeting those expectations while supporting the men and women of this department who carry out this work every day.

Thank you for taking the time to review this report and for your continued support of the Menasha Police Department. It is an honor to serve this community.

AN OVERVIEW OF MENASHA

Our Place on the Water: Growth, Opportunity, and Community Pride

Located in the heart of Wisconsin's Fox Valley along the north shore of Lake Winnebago, Menasha is a thriving community of more than 18,000 residents. Known as "Our Place on the Water," nearly 34 percent of the city's borders are defined by water, shaping both the landscape and the community's character. Recent years have brought exciting economic growth and revitalization, particularly in the downtown district. New investment and development continue to create opportunity and strengthen the pride residents and businesses share in calling Menasha home.



Neighborhood Character That Defines Our Community

Spanning 7.72 square miles across Winnebago and Calumet Counties, Menasha is defined by the character of its neighborhoods. From historic residential streets to lakefront homes and newer subdivisions to the east, each area contributes to the city's unique identity. Together, these neighborhoods create a welcoming community that blends small-city charm with the opportunities of the greater Fox Valley region.



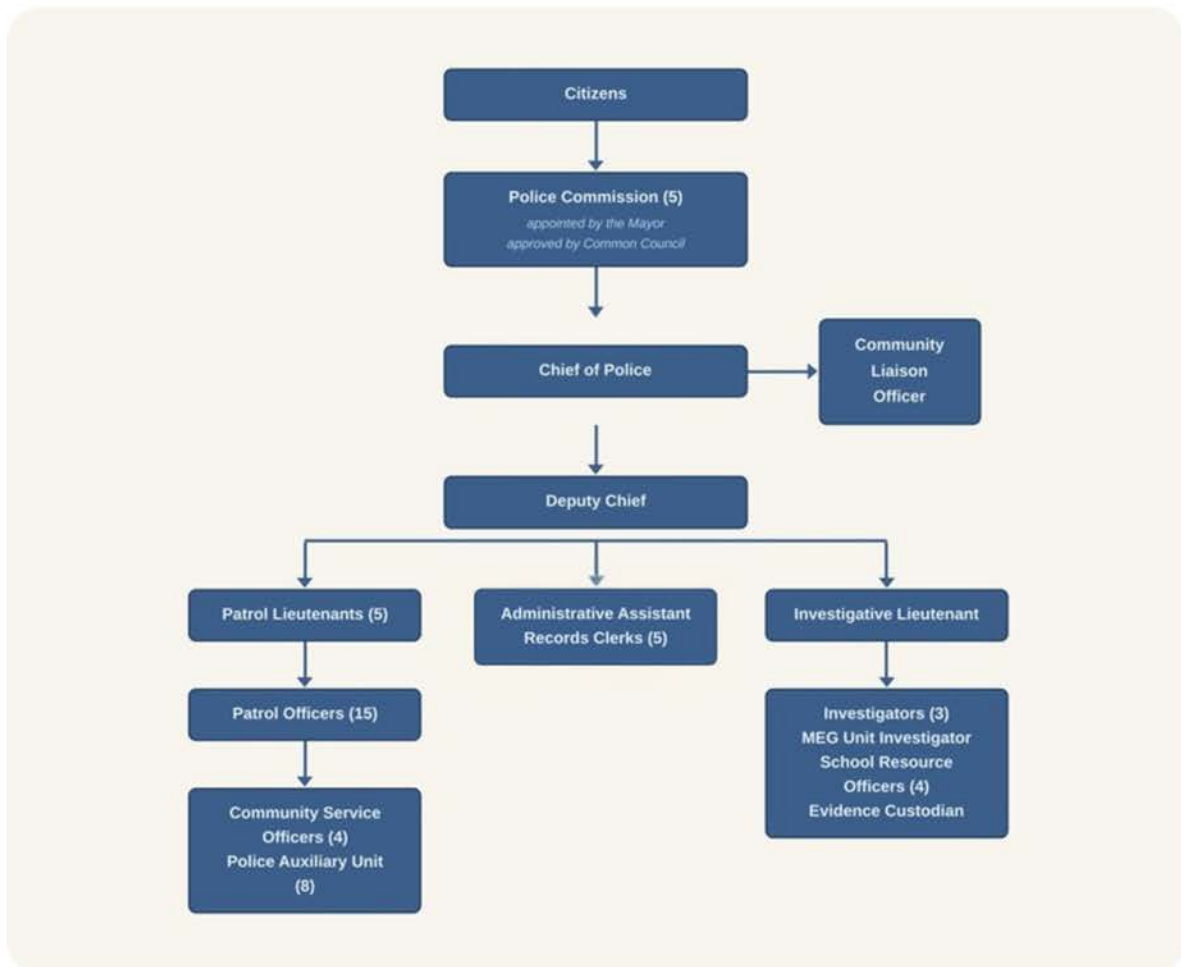
Safe Streets Supporting a City on the Rise

A growing community relies on safe neighborhoods and strong public safety. The Menasha Police Department protects residents, businesses, and visitors across more than 90 miles of city streets, from quiet residential roads to major routes including U.S. Highway 10 and State Highways 47 and 114. Through proactive policing and strong partnerships with the community, the department works every day to help ensure Menasha remains a safe and vibrant place to live, work, and visit.



MENASHA POLICE ORGANIZATIONAL CHART

Command Structure of the Menasha Police Department



The Menasha Police Department operates under a clear chain of command. At the top is the Police Commission, a civilian board of five citizens appointed by the Mayor that provides oversight and appoints the Chief of Police. The Chief serves as the department's executive leader and is responsible for overall operations. Reporting to the Chief is the Deputy Chief, who assists with managing daily operations and coordinating departmental functions. Under this leadership are the Patrol Division, the Investigative Services Unit, and administrative non-sworn staff who provide essential support services to the department.



LEADERSHIP TEAM

Department Leadership Structure



Chief Nick Thorn



Deputy Chief Angie Hanchek



Administrative Assistant
Sandy Gonnering



Administrative Assistant
Kate Clausing



Lt. Pete Sawyer



Lt. Matt Albrecht



Lt. Matt Lenss



Lt. Adam Schulz



Lt. Matt Spiegel



Lt. Kellen Gennrich

Effective policing requires strong leadership, clear direction, and accountability at every level. The Menasha Police Department's leadership team works to support personnel, manage operations, and ensure the department continues to meet the needs of a growing and evolving community.



RETIREMENTS

Celebrating Careers of Commitment and Service

Officer Chris Groeschel

After twenty three years of dedicated service, Officer Chris Groeschel retired from the Menasha Police Department following a career spent serving the community he proudly calls home. He served in a variety of roles before joining the department as a patrol officer.

Known for his compassion and commitment to helping those facing mental health challenges, Chris made a lasting impact on many lives in our community. His dedication, kindness, and service will continue to inspire the department and the residents of Menasha for years to come.



Officer Nick Oleszak

After twenty nine years of dedicated service, Officer Nick Oleszak retired from the Menasha Police Department following a career committed to serving the community.

Known for his professionalism and commitment to public safety, Nick made a lasting impact throughout his career. His dedication and service will continue to be felt within the department and the Menasha community for years to come.



Each year, the Menasha Police Department recognizes the dedicated service of members who retire after years of commitment to the community. These retirements represent the conclusion of distinguished careers spent protecting residents, building relationships, and contributing to the department's mission of public safety. The experience and leadership of retiring personnel leave a lasting impact on the organization, and their service helps shape the foundation for the next generation of officers who will continue serving the City of Menasha.

NEW HIRES

NEW FACES PROTECTING OUR COMMUNITY

Officer Jacob Quella



Officer Jacob Quella is a lifelong member of the Menasha community and brings six years of law enforcement experience and three years of experience as a Community Service Officer. He was drawn to the Menasha Police Department by his strong connection to the community and the opportunity to serve in a variety of specialized roles. He is actively involved in the department's Honor Guard and Drone Team.

Community Liaison Officer Matt Roe

Community Liaison Officer (CLO) Matthew Roe began his law enforcement career in Tennessee, and brings twenty three years of law enforcement service with twelve years in community focused roles. CLO Roe holds a Master's Degree from Trinity Law School. CLO Roe was drawn to the department's strong commitment to community policing and relationship-building.



Officer Bailey Whipple



Officer Bailey Whipple is a Menasha native who is approaching two years of service in law enforcement. Prior to joining the Menasha Police Department, he served six years in the United States Air Force. He was drawn to the department by his connection to the community and the opportunity to serve his hometown.

Officer Jeff Pennings

Officer Jeff Pennings is a Menasha native who joined the Menasha Police Department in April 2025. He holds a bachelor's degree in Criminal Justice with a minor in Spanish from the University of Wisconsin-Platteville. He was drawn to Menasha for its strong sense of community and wide range of opportunities within the department.



Each new officer strengthens the department's ability to serve, respond, and build trust within the community.

NEW HIRES

NEW FACES PROTECTING OUR COMMUNITY

Officer Cora Dutter

Officer Cora Dutter is a Menasha native with a background in paralegal work and hospital security. She was drawn to the Menasha Police Department because of her strong ties to the community and the department's family-oriented culture.



Officer Jason Mugerauer

Officer Jason Mugerauer is originally from Wautoma, Wisconsin, and joined the Menasha Police Department after working in the food service industry for approximately nine years. He is also certified as an EMT and was drawn to the department because of its close-knit, family-oriented culture.



Officer Ada Schaefer

Officer Ada Schaefer is originally from Kaukauna and brings two years of experience as a Community Service Officer. She was drawn to the Menasha Police Department because of its strong sense of community and commitment to proactive policing.



Officer Eric Voigt

Officer Eric Voigt is a Menasha native who served in the United States Marine Corps after high school and later worked in the water and wastewater industry. He was drawn to the Menasha Police Department after experiencing its close-knit, family-oriented culture and saw it as an opportunity to give back to his community.



Through training and field experience, these officers are developing the skills, judgment, and leadership required for modern policing.

NEW HIRES

NEW FACES PROTECTING OUR COMMUNITY

Officer Zach Seelow



Officer Zach Seelow is originally from Winchester, Wisconsin, and began his career with the Menasha Police Department as a Community Service Officer after high school. He was drawn to the department through the relationships he built and his desire to grow within the profession.

Lindsey Hunter



Lindsey Hunter, Records Clerk, joined the department after seeking an opportunity to work in public safety in a role that allows her to serve the community. She was drawn to the department's welcoming environment and supportive team.

GROWING OUR TEAM · STRENGTHENING OUR COMMUNITY

Every New Officer. Every New Staff Member. A Stronger Menasha.

Adding new team members strengthens our ability to respond, engage, and serve the community. Each hire is an investment in public safety and partnership.

Faster Response

More officers available
for every call

Deeper Engagement

More capacity for proactive
community policing

Lasting Trust

New faces building new
relationships every day

MENASHA POLICE DEPARTMENT · PARTNERSHIP THROUGH SERVICE

These staff members represent the future of the department and the continued evolution of proactive, community-focused policing in Menasha.

PROMOTIONS

Recognizing Leadership, Dedication, and Professional Growth

Lieutenant Kellen Gennrich



Lieutenant Kellen Gennrich was promoted to Patrol Lieutenant in 2025 after serving with the Menasha Police Department since 2019, and brought two years of prior law enforcement experience.

Throughout his career, he has taken on a variety of assignments that highlight his leadership, mentorship, and commitment to professional development within the department.

Lieutenant Gennrich has served as a Police Training Officer (PTO), where he was responsible for developing and guiding newly hired officers, helping shape the next generation of law enforcement professionals. He also serves as a multi-disciplinary instructor, training the department in various tactical and operational areas.

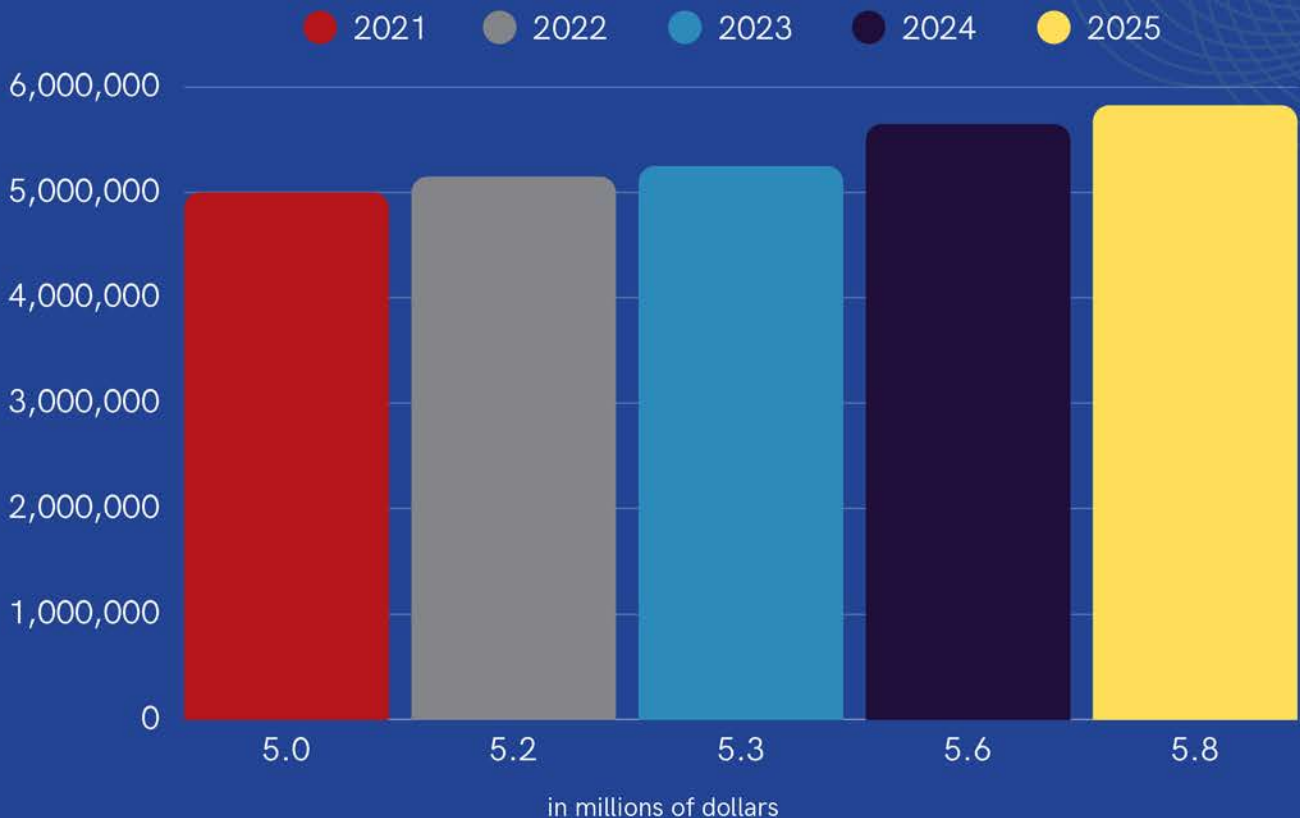
Known for his ability to connect with others and lead by example, Lieutenant Gennrich has consistently stepped into leadership roles and contributed to a wide range of department initiatives. His steady approach, strong work ethic, and dedication to both his peers and the community have made him a respected member of the agency.



This promotion reflects the Menasha Police Department's commitment to recognizing dedication, experience, and leadership within our ranks. This promotion represents a continued investment in professional growth and the development of strong leadership within the department.

BUDGET OVERVIEW AND MANAGEMENT

Comprehensive analysis of our fiscal activities and allocations



The Menasha Police Department is committed to responsible management of the public resources entrusted to us. Each year, the department leadership works closely with city officials to ensure funding decisions align with the needs of the community while maintaining accountability and fiscal discipline.

Personnel costs continue to represent the largest portion of the department's budget. This reflects the reality that effective policing depends on well-trained, professional officers who are equipped to respond to a wide range of calls for service and community needs.

At the same time, the department carefully evaluates equipment, training, and operational expenses to ensure resources are used efficiently and effectively. Through deliberate planning and responsible spending, the Menasha Police Department remains focused on delivering high-quality police services while maintaining strong financial accountability to the community.

TRAINING & PROFESSIONAL DEVELOPMENT

Prepared through training. Ready for every call.

The Menasha Police Department remains committed to maintaining a high level of professionalism through continuous training and development. In 2025, department personnel completed a total of 1,942 hours of training, averaging approximately 60 hours per officer, more than double the State of Wisconsin's minimum requirement of 24 hours. Training efforts are focused on the realities officers face in the field. Instruction includes use of force, de-escalation, crisis response, investigative techniques, and officer wellness, ensuring personnel are prepared to respond effectively across a wide range of situations.

Additional training included active threat response, legal updates, and specialized courses designed to strengthen decision-making and communication in high-stress environments. This investment in training directly supports officer readiness, improves response to critical incidents, and reinforces the department's commitment to safety, accountability, and professional service.

By prioritizing professional development, the Menasha Police Department continues to strengthen its ability to serve the community with skill, confidence, and consistency.

Sample Training Areas – 2025



De-escalation



Active Threat
Response



Crisis Intervention



Investigations



Legal Updates



Officer Wellness

SUPPORT STAFF

The operational backbone supporting every call for service

The Menasha Police Department's non-sworn support staff play a critical role in daily operations and community service. Their work allows sworn personnel to remain focused on field operations while ensuring essential services continue efficiently. While officers provide 24/7 service, the department's front lobby is

staffed Monday through Friday from 8:00 a.m. to 4:00 p.m. and is closed on weekends and most holidays. To improve service delivery, the department implemented cross-training among Records Clerks in records management, traffic processing, and communications-related duties.

The support staff process reports, warrants, citations, and crash reports, while also assisting citizens who contact the department, handling records and open records requests, coordinating video requests and redactions, and ensuring accurate and timely submission of paperwork to the courts, including Calumet County, Winnebago County, and Menasha Municipal Court. Their work is essential to overall operations and supports consistent, professional service. The Menasha Police Department recognizes Jennifer Groeschel, Sharon Hartman, Julie Bohn, Madison Bushke, and Lindsey Hunter for their dedication to the community.



POLICE COMMISSION

Community Leadership Guiding Public Safety

The Menasha Police Commission is a civilian oversight body responsible for maintaining the professionalism and integrity of the Menasha Police Department. Appointed by the Mayor and confirmed by the Common Council, the Commission operates independently in accordance with Wisconsin state statutes.

The Commission is responsible for key personnel decisions, including the hiring and promotion of sworn officers and the appointment of the Chief of Police. This structure ensures accountability, transparency, and adherence to professional standards.

The Commission, composed of James Meinke, Jerry Jakubek, Debbie Galeazzi, Nancy Ball, and Trevor Martin, meets regularly to provide oversight, ensure accountability, and support the department's mission of serving the Menasha community.



AWARDS AND RECOGNITION

Honoring Excellence, Service, and Dedication



Each year, the Menasha Police Department recognizes officers, staff, and community members whose actions reflect the highest standards of public service. These awards highlight outstanding performance, leadership, lifesaving actions, and dedication to the safety and well-being of the Menasha community.

DEPARTMENT HONORS

Chief's Award

Adam Schulz

The Chief's Award recognizes an individual whose leadership, initiative, and impact extend beyond expectations. Lieutenant Schulz demonstrated a strong commitment to advancing departmental operations, training, and officer development. His leadership has had a lasting and measurable impact on the organization.

Officer of the Year

Matt Schanke

Officer Schanke is recognized for his outstanding performance, proactive policing efforts, and dedication to the Menasha community. Throughout the year, he consistently demonstrated initiative, strong decision-making, and a commitment to excellence.

Life Saving Award

Nate Brownie & Jason Eake

This award recognizes actions under pressure that result in the preservation of life. Officers Brownie and Eake responded decisively during a critical incident, using their training and composure to deliver life-saving care. Their actions reflect a strong commitment to protecting others.

AWARDS AND RECOGNITION

Honoring Excellence, Service, and Dedication



DEPARTMENT HONORS

Civilian of the Year

Cyndel Sawall

Cyndel Sawall is recognized for her exceptional service and professionalism as Evidence Custodian. Her attention to detail and accountability ensure the integrity of investigations and support successful case outcomes.

Community Service Award

John Abrahamson

Officer John Abrahamson is honored for his dedication to building strong relationships within the community. Through consistent engagement and outreach, he has strengthened trust and reinforced the department's community policing philosophy.

Silent Hero Award

Sandy Gonnering

Administrative Assistant Sandy Gonnering is recognized for her dedication and behind-the-scenes contributions that keep the department functioning at a high level. Her professionalism, reliability, and support make her an invaluable member of the organization.

Noteworthy Performance of Duty

Dan Hoernke

Officer Dan Hoernke is recognized for his performance during a significant incident requiring sound judgment and professionalism. His actions reflect the training and composure expected of Menasha Police Department personnel.

L.E.E.D. Award (Listen, Explain, Equity, Dignity)

Kate Lynch

Officer Kate Lynch is recognized for consistently demonstrating the principles of L.E.E.D. in her daily interactions. Her fairness, respect, and professionalism strengthen community relationships and reflect the department's commitment to procedural justice.

AWARDS AND RECOGNITION

Honoring Excellence, Service, and Dedication



UNIT CITATION AWARD

Chute Street Homicide Investigation

The following members are recognized for their coordinated efforts, investigative expertise, and teamwork during a complex and high-impact homicide investigation:

- Investigator Denton Heidemann
- Investigator Vicki Strebel
- Investigator Matt Schanke
- School Resource Officer Josh Gallagher
- School Resource Officer John Abrahamson
- Officer Brian Van Alstyne
- Evidence Custodian Cyndel Sawall

This team demonstrated exceptional collaboration across assignments and roles, ensuring a thorough and professional investigation under demanding circumstances.

SPECIALTY ASSIGNMENTS & PROFESSIONAL RECOGNITION

The following members are recognized for their additional responsibilities and specialized contributions to the department:

- Bike Patrol - Kate Lynch
- Honor Guard - Kate Lynch, Jacob Quella, Brian Van Alstyne
- Investigator Assignment - Matt Schanke
- Taser Instructor - Adam Schulz

These roles require additional training, dedication, and commitment to excellence beyond primary assignments.

YEARS OF SERVICE

The Menasha Police Department recognizes the commitment and longevity of the following members:

- 5 Years of Service - Jason Eake
- 10 Years of Service - John Abrahamson
- 25 Years of Service - Amy Cook

Their continued service reflects dedication to the profession and the community of Menasha.

SCHOOL RESOURCE OFFICERS

Protecting students while building relationships that last

Our four School Resource Officers, Officer Josh Gallagher, Officer John Abrahamson, Officer Aaron Schaefer, and Officer Rick Heinen with K9 Koda, serve as a vital link between the Menasha Police Department and the Menasha Joint School District. As part of the Investigative Services Unit, they maintain a consistent presence across all schools. SROs focus on building relationships, addressing concerns early, and maintaining a safe learning environment.

They work closely with administrators, staff, students, and families while providing education on topics such as internet safety and drug awareness. Through strong partnerships and daily engagement, SROs help identify concerns, reduce risk, and build trust within the school community. In 2025, this partnership included the implementation of dedicated squads for SRO operations with Menasha Joint School District logo proudly displayed.



SCHOOL RESOURCE OFFICERS

Protecting students while building relationships that last

SCHOOL ASSIGNMENTS

ELEMENTARY SCHOOLS

Officer Rick Heinen and K9 Koda

- Clovis Grove
- Gegan
- Virtual Learning

ELEMENTARY SCHOOLS

Officer Aaron Schaefer

- Butte des Morts
- Banta
- Jefferson

MAPLEWOOD MIDDLE SCHOOL

Officer Josh Gallagher

MENASHA HIGH SCHOOL

Officer John Abrahamson



K9 KODA

Providing comfort, connection, and support to students every day

Koda, a four-year-old Golden Retriever/Yellow Labrador, serves as the Menasha Police Department's comfort K9, providing critical emotional support within our community. Through a partnership with Can Do Canines, an ADI-accredited organization, Koda was selected and trained to meet the unique needs of our department.

Working alongside Elementary School Resource Officer Rick Heinen, Koda maintains a daily presence within our elementary schools. She assists in de-escalating stressful situations, supporting students in crisis, and creating a calm, approachable environment that encourages positive interactions between students and law enforcement.



Koda is trained in approximately 40 specialized commands designed to promote comfort and stability. Her consistent presence has had a meaningful impact not only on students, but also on staff and families, strengthening relationships throughout the school community. In partnership with the Menasha Joint School District, Koda's integration into the school environment has enhanced emotional support services and contributed to a reduction in use-of-force incidents involving students. This reflects the value of proactive engagement and trauma-informed approaches in school-based policing. Community support plays an important role in sustaining the program. Those interested in supporting the K9 Program are encouraged to contact SRO Rick Heinen at rheinen@menashawi.gov



NARCOTICS INVESTIGATIONS

Lake Winnebago Area Metropolitan Enforcement Group (MEG Unit)

The Lake Winnebago Area Metropolitan Enforcement Group (MEG Unit) is a multi-jurisdictional task force made up of investigators from agencies across Outagamie, Winnebago, Fond du Lac, and Calumet counties. This partnership allows agencies to address drug-related crime beyond city boundaries, recognizing that narcotics activity does not stop at jurisdictional lines.

The Menasha Police Department assigns a full-time investigator to the MEG Unit, focusing on drug trafficking networks and individuals responsible for bringing illegal narcotics into our communities.

Through coordinated investigations and partnerships with local, state, and federal agencies, the MEG Unit works to disrupt the flow of methamphetamine, heroin, fentanyl, and other dangerous substances. These efforts are focused on reducing availability, limiting harm, and addressing the broader impact of drug activity in our region.

The unit also supports intelligence sharing and regional coordination, allowing agencies to respond more effectively to emerging drug trends and evolving threats. Through this approach, the Menasha Police Department continues to address drug-related crime at its source, helping protect the community beyond our city limits.



CATEGORY	QUANTITY
Firearms Seized	79.00
Cocaine - Base (g)	1,381.41
Cocaine - Powder (g)	43,946.66
Fentanyl (g)	26,925.89
Heroin (g)	881.78
THC Products (g)	75,067.04
Marijuana Plants	2.00
Methamphetamine (g)	22,819.53
Prescription Drugs (du)	1,167.00
Psilocybin (g)	3,175.03
LSD (g)	1.00
MDMA (g)	417.47

EVIDENCE HANDLING

Where accuracy and accountability protect the truth

Maintaining proper procedures and standards for the collection, retention, and management of property and evidence is a critical function of the Menasha Police Department.

Cyndel Sawall, a Certified Property and Evidence Specialist (C.P.E.S.), serves as the department's Evidence Custodian. She specializes in forensic science, evidence room management, and crime scene processing.

Cyndel is responsible for the intake, tracking, and secure storage of all property and evidence, while also assisting with crime scene processing and coordinating annual training for Evidence Technicians. She also provides career presentations and demonstrations at local schools and community events.



PATROL OFFICERS

Delivering proactive, visible, and responsive policing across our community

Patrol officers remain the backbone of the Menasha Police Department, providing 24/7 response while maintaining a visible presence throughout the community. In 2025, officers responded to 15,294 calls for service, averaging approximately 42 calls per day.

In addition to responding to calls, officers focus on proactive policing efforts such as business checks, park and trail patrols, and targeted enforcement in areas identified by the community. Traffic enforcement and safety initiatives increased throughout the year, reflecting a continued focus on visibility and crash reduction.

Patrol officers are often the first point of contact during emergencies, conflicts, and quality-of-life concerns. Through proactive enforcement, communication, and community engagement, they play a critical role in maintaining safety and building trust.

Patrol Officer Roster

Amy Cook	Jacob Quella
Dan Hoernke	Bailey Whipple
Mike Oney	Jeff Pennings
Brian Van Alstyne	Cora Dutter
Nate Brownie	Jason Mugerauer
Kate Lynch	Ada Schaefer
Braeden Heckert	Eric Voigt
Darius Banks	



COMMUNITY TRAFFIC SAFETY PROGRAM

OPERATIONS

Turning concerns into action through targeted enforcement

To better address neighborhood traffic concerns, the Menasha Police Department implemented the Community Traffic Safety Program. This initiative provides a structured approach to improving safety while ensuring community concerns are directly addressed.

Previously, concerns were handled through general increased patrols. This program strengthens that approach by formally documenting each concern, tracking enforcement activity, and ensuring follow-up with the reporting party.

When a concern is submitted, it is assigned for directed enforcement based on the location and times identified as problematic. Officers document enforcement activity and conduct follow-up to communicate the actions taken. This process improves accountability, focuses enforcement where it is most needed, and ensures concerns are addressed early.

Community members are encouraged to report traffic concerns through the City of Menasha website by visiting the Police Department page and selecting the Traffic Enforcement Program, or by emailing trafficissue@menashawi.gov. Providing specific details, such as location and time of concern, allows officers to target enforcement efforts where they will have the greatest impact.



CROSSING GUARD PROGRAM

Fostering relationships within the community for safety



The Menasha Police Department places a high priority on the safety of children traveling to and from school. Ensuring safe crossings at key intersections near elementary schools remains an important part of that effort.

Through a coordinated partnership with the Menasha Joint School District, crossing guard responsibilities are shared to provide consistent coverage throughout the city. The Menasha Police Department staffs the Racine Street and Sixth Street intersection, while the school district provides coverage at additional school crossings.

This collaborative approach allows both organizations to maximize resources while maintaining a high level of safety for students. By focusing on high-traffic areas and consistent coverage, the program helps reduce risk and ensures safe passage for children during critical times of the day.



COMMUNITY SERVICE OFFICER PROGRAM

Developing future officers through hands-on experience and mentorship

The Menasha Police Department's Community Service Officer (CSO) program provides individuals pursuing a career in law enforcement with real-world experience while supporting daily operations. Designed for post-secondary students, the program combines hands-on training, structured mentorship, and professional development to prepare participants for future roles as sworn officers.

CSOs play a key role in supporting operations, handling calls such as animal complaints, ordinance enforcement, parking regulation, traffic direction, and service of legal documents. Collectively, CSOs respond to over 1,100 calls for service each year, allowing sworn officers to remain available for higher-priority incidents.

Working alongside patrol officers, CSOs gain valuable field experience while developing communication, problem-solving, and decision-making skills. This program strengthens the department's overall service capacity while building a pipeline of trained, qualified candidates for future hiring.

The CSO program remains a critical part of both daily operations and long-term recruitment. Individuals interested in the program are encouraged to visit the department's website or contact CSO Advisor Lt. M. Spiegel at mspiegel@menashawi.gov for more information.



Community Service Officer Roster

Ruby Brown

Alex Duel

Noah Huguet

Jacob Reckner

Zach Seelow



AUXILIARY POLICE

Supporting operations through service, visibility, and community.

The Menasha Police Department Auxiliary Police Unit has served the community since 1963, providing valuable support to patrol operations and community events. The program offers individuals an opportunity to contribute to public safety while gaining hands-on experience in law enforcement and community service.

Auxiliary officers assist with a wide range of functions, particularly during large-scale events and seasonal activities. Throughout the year, the unit supports parades, community festivals, athletic events, and other city-sponsored activities, helping ensure safety, organization, and a visible police presence.

In addition to supporting operations, the Auxiliary program serves as a pathway for individuals interested in pursuing a career in law enforcement. Members work alongside sworn officers, gaining practical experience and developing foundational skills while building strong connections within the community.

The continued success of the Auxiliary Police Unit reflects the dedication of its members and their commitment to service. Their contributions enhance the department's ability to maintain visibility, support patrol efforts, and strengthen community engagement.

Individuals interested in becoming an Auxiliary Officer are encouraged to contact Lt. Kellen Gennrich at kgennrich@menashawi.gov for more information on how to get involved.



Auxiliary Police Unit Roster

Sgt. Jeffrey Witt
Johnathon Pagel
Ronnie Cooper
Marita Houts
Devin Neubert
Jacob Reckner
Shayla Rademaker

USE OF FORCE

Transparency, accountability, and professionalism in every interaction

Police officers are often required to make split-second decisions in dynamic and unpredictable situations. These decisions are guided by training, experience, and a commitment to resolving incidents safely whenever possible.

The Menasha Police Department defines use of force as any action taken to overcome resistance while performing a lawful duty. Each use of force is documented, reviewed by a supervisor, and evaluated to ensure compliance with department policy and best practices. In 2025, officers responded to 15,294 calls for service, with 92 incidents requiring some level of force, representing 0.60% of all interactions. Over 99% of contacts were resolved without the use of force. All incidents reviewed were found to be within policy, with a small number requiring minor clarification in documentation or supervisory follow-up.

The department remains committed to transparency and continuous improvement. In 2025, eight incidents involved minor injuries to suspects, including cuts, scrapes, and complaints of pain. Four incidents involved minor officer injuries, none of which required time off work.

The Menasha Police Department continues to emphasize training, accountability, and responsible decision-making, ensuring all actions are consistent with the law, department policy, and the expectations of the community.

USE OF FORCE SNAPSHOT

Transparency. Accountability. Professional Response.



Over 99% of interactions resolved without the use of force.

COMMUNITY PROGRAMS

Engaging with Residents

The Menasha Police Department continues to strengthen relationships with residents through a variety of community engagement programs and partnerships. These efforts are designed to build trust, encourage open communication, and create opportunities for officers and community members to work together to address concerns and improve neighborhood safety. Community events, outreach activities, and youth focused programs provide positive outcomes.

A key part of this effort is collaboration with local organizations, schools, and community groups. The department works closely with the Menasha Joint School District, the Boys & Girls Club of Menasha, Kiwanis, Rotary, local faith organizations, and area businesses that support public safety initiatives and community events. Through these partnerships, the Menasha Police Department remains committed to building strong relationships and working together to maintain a safe and welcoming community.



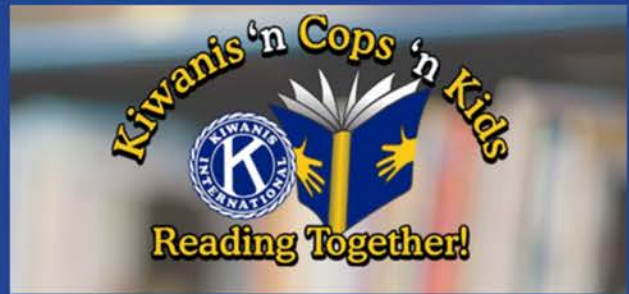
COPS 'N KIDS READING PROGRAM

Building trust one book at a time

The Menasha Police Department partners with Kiwanis and the Boys & Girls Club of Menasha to support youth through literacy and positive engagement. Officers visit regularly to read with children, creating an environment that encourages learning, confidence, and connection.

These interactions go beyond reading. They provide an opportunity for officers to build relationships with youth in a positive, non-enforcement setting while reinforcing the importance of education and personal growth.

Through this partnership, the department continues to invest in early engagement, helping build trust, strengthen relationships, and support the next generation.



SHOP WITH A COP

Bringing hope, generosity, and community together during the holidays

The Menasha Police Department and the Menasha Police Benevolent Association proudly hosted another successful Shop with a Cop program in 2025, making it our largest event to date. With a program budget of approximately \$8,000, officers were able to support over 50 individuals across multiple families, helping ensure they experienced a joyful and meaningful holiday season.

This program would not be possible without the incredible generosity of our community partners. We are grateful for the continued support from Festival Foods, Kwik Trip, Lamers, Dunkin Donuts, Pepsi, the Boys and Girls Club, Walmart, Parker John's, and many dedicated private donors. Their contributions make a direct and lasting impact on families in need throughout Menasha.



SHOP WITH A COP

Bringing hope, generosity, and community together during the holidays



Shop with a Cop is more than a holiday event. It is an opportunity for officers to connect with families in a positive and supportive way, building relationships and creating lasting memories. From shopping trips to shared experiences, this program reflects the true spirit of giving and highlights the strength of our community partnerships.

Through the continued support of our sponsors and community members, Shop with a Cop remains a meaningful tradition that brings people together and reinforces the caring spirit of Menasha.

E-LERTS PROGRAM

Real-time communication. Stronger partnerships. Safer properties.

The Menasha Police Department's E-Lerts Program is a proactive communication tool designed to keep landlords and business owners informed about activity at their properties. By registering property addresses and a contact email, participants receive timely notifications shortly after officers are dispatched to a listed location.

These real-time updates allow property owners to respond quickly, address concerns with tenants or involved individuals, and partner with law enforcement before issues escalate. This program strengthens accountability, improves communication, and supports problem-solving at the ground level.

Each year, thousands of E-Lerts are sent, reflecting the program's effectiveness and the department's commitment to proactive, partnership-driven policing. By keeping property owners informed and engaged, E-Lerts plays a key role in improving quality of life and enhancing safety throughout the community.

To participate in the E-Lerts Program, please contact the Menasha Police Department non-emergency line at (920) 967-3500.



POLICE LIGHTS OF CHRISTMAS

Neighbors helping neighbors throughout the holiday season

The 90FM Lights of Christmas initiative brings together law enforcement, businesses, and community organizations across Wisconsin to support those in need during the holiday season. Through partnerships with organizations like Culver's, this effort collects monetary donations, hygiene items, and warm clothing for families facing hardship.

The Menasha Police Department proudly participates in several key events, including Cops at Culver's Day, the Police Lights motorcycle ride, and the statewide photo fundraising competition. These events provide opportunities for officers to engage directly with the community while supporting a meaningful cause.

In 2024, 78 agencies raised over \$225,000, highlighting the generosity and compassion of communities across the state. MPD is proud to be part of this effort, helping bring resources, awareness, and support to those who need it most.



MENASHA NIGHT OUT 2025

Bringing our community together to connect, engage, and celebrate

Menasha Night Out continues to grow as one of the department's premier community events, bringing together residents, local organizations, businesses, and public safety partners for an evening focused on connection, safety, and community pride. Held at Barker Farms Park, the event provides a welcoming, family-friendly environment where community members can interact directly with those who serve them every day.

The event features hands-on activities such as Touch a Truck, allowing families to explore police, fire, and city vehicles, along with a wide range of community resource booths that highlight the services available throughout Menasha. Attendees have the opportunity to meet officers, firefighters, city staff, and local organizations in a relaxed and engaging setting while enjoying food trucks and family-oriented activities.



MENASHA NIGHT OUT 2025

Bringing our community together to connect, engage, and celebrate

Menasha Night Out is designed to strengthen relationships between the community and public safety while showcasing the resources, partnerships, and services that contribute to the city's quality of life. Each year, the event continues to expand, reflecting the strong support from the community and the growing number of organizations involved.

Through events like Menasha Night Out, the department reinforces its commitment to community engagement, transparency, and building lasting relationships that help keep Menasha a safe and connected place to live.



CPTED SITE SURVEYS – BUILDING SAFETY BY DESIGN

Safety starts with smart design and strong partnerships

CRIME PREVENTION THROUGH ENVIRONMENTAL DESIGN

The Menasha Police Department continues to take a proactive approach to community safety through CPTED (Crime Prevention Through Environmental Design) site surveys. These free assessments are available to residents, businesses, schools, and community organizations and are designed to identify ways to reduce risk before incidents occur.

CPTED focuses on how the built environment influences behavior. By improving natural surveillance, strengthening access control, enhancing lighting, and reinforcing territorial awareness, simple changes can significantly reduce opportunities for crime. Many of these recommendations are low-cost and easy to implement, yet highly effective.

Through this program, officers work directly with property owners, walking through spaces together and providing tailored recommendations based on real-world conditions.

Whether it's a home, apartment complex, business, or school, each assessment is focused on practical solutions that increase visibility, improve safety, and create environments where people feel secure.

This initiative reflects the department's commitment to prevention, education, and partnership. By working alongside our community and applying proven crime prevention strategies, we are not just responding to problems—we are helping prevent them.

Residents and organizations interested in scheduling a CPTED site survey are encouraged to contact our Community Liaison Officer.

CPTED SITE SURVEYS

BUILDING SAFETY BY DESIGN

The Menasha Police Department offers free CPTED (Crime Prevention Through Environmental Design) site surveys for homes, businesses, schools, and churches.



Because a safer Menasha is built by design.

Contact CLO Roe at mrroe@menashawi.gov or call 920-967-3570

CRIME STATISTICS

A shift toward proactive policing and increased visibility

In 2025, the Menasha Police Department saw a measurable shift in operational activity, driven by increased emphasis on proactive policing, targeted enforcement, and community engagement.

Officer-initiated activity rose significantly, led by increases in traffic enforcement, safety initiatives, and crime prevention efforts. This reflects a deliberate focus on visibility, deterrence, and addressing concerns before they escalate.

At the same time, call distribution shows a shift in how officer time is being used, with greater emphasis on proactive work while maintaining response to service demands. Overall, 2025 reflects a balanced approach between response and prevention, with officers actively identifying and addressing issues across the community.

15,294

TOTAL CALLS FOR
SERVICE

+11.3%

INCREASE FROM 2024

46%

OFFICER
INITIATED
ACTIVITY

53%

DISPATCHED
CALLS

In 2025, increased proactive policing drove higher activity while maintaining balance across service demands.



PROACTIVE POLICING IN ACTION

Increased enforcement, visibility, and prevention

+1,453 Traffic Stops

From 1,982 in 2024 to 3,435 in 2025

TRAFFIC SAFETY

▲ +721 increase

CRIME PREVENTION ACTIVITY

▲ +239 increase

ASSIST SCHOOL

▲ +32 increase

SUSPICIOUS SITUATIONS

▲ +37 increase

SUSPICIOUS VEHICLES

▲ +28 increase

MOTORIST ASSIST

▲ +48 increase

WORKLOAD & TRENDS — WHERE OFFICER TIME IS SPENT AND HOW ACTIVITY IS CHANGING

Traffic & Vehicle Activity	38%	Theft	▼ Decrease from 2024
Administrative / Assist	25%	Retail Theft	▼ Decrease from 2024
Quality of Life / Disorder	19%	Fraud	▼ Decrease from 2024
EMS / Mental Health	8%	Property Crime Overall	▼ Decrease from 2024
Property Crime	6%		
Violent Crime	4%		

These increases reflect a deliberate shift toward proactive policing and visibility.

Officers are not only responding to calls, they are actively identifying issues, addressing concerns raised by the community, and taking action before problems escalate.



GET IN TOUCH

MENASHA POLICE DEPARTMENT

920-967-3500
police@menashawi.gov
www.menashapolice.org



AI assistance may have been used in preparing this communication

FOLLOW US ON FACEBOOK



FOLLOW US ON INSTAGRAM



MEMORANDUM

DATE April 30, 2026
TO Common Council
FROM James Merten, Director of Public Works
RE Inclement Weather Response Synopsis

Over the past month, successive severe weather events have placed significant demands on Public Works crews. In light of the widespread impacts on Menasha residents, provided below is summary of the major events, their effects on the City, and the actions the Public Works Department taken to protect public health, safety, and property.

This memo focuses on two separate but related events: the heavy rainfall event of April 13–14 and the subsequent rise in lake levels caused by upstream flooding on the Wolf River.

April 13th–14th Rainfall Event

According to National Weather Service reports, the City of Menasha received between 3.1 and 5.7 inches of rain, as recorded at various stations, during the two-day rainfall event of April 13–14. These totals were among the highest recorded in the immediate region and represented the highest amounts within Winnebago County.

The two-day rainfall equated to roughly one to nearly two months' worth of normal precipitation (monthly average: 3.2 inches) falling in just 48 hours. This extreme intensity, combined with already saturated ground conditions from above-normal spring moisture – including a major March blizzard and subsequent rapid snowmelt – led to rapid-onset flooding across the area.

Sanitary Sewer Overflow

At midnight on April 13, crews were dispatched to the Ninth Street lift station in response to a high water alarm. The problem was quickly resolved with no reported impacts to properties in the station's service area.

Crews then conducted inspections across the sanitary sewer system and found that many critical points were rapidly approaching or had already reached capacity due to significant inflow and infiltration of stormwater.

By approximately 12:30 a.m., Public Works deployed its portable pumps to relieve system pressure and prevent or minimize basement backups. Multiple pumps were deployed at some locations to account for the unprecedented flow running through the system. Crews continuously monitored and adjusted operations until the system stabilized. In total, an estimated 2.5 million gallons of water were pumped from the sanitary sewer system.

To date, the City has received a limited, but noteworthy number of complaints regarding sewer backups, with the majority occurring in the Seventh Street area (see Figure 1 below).

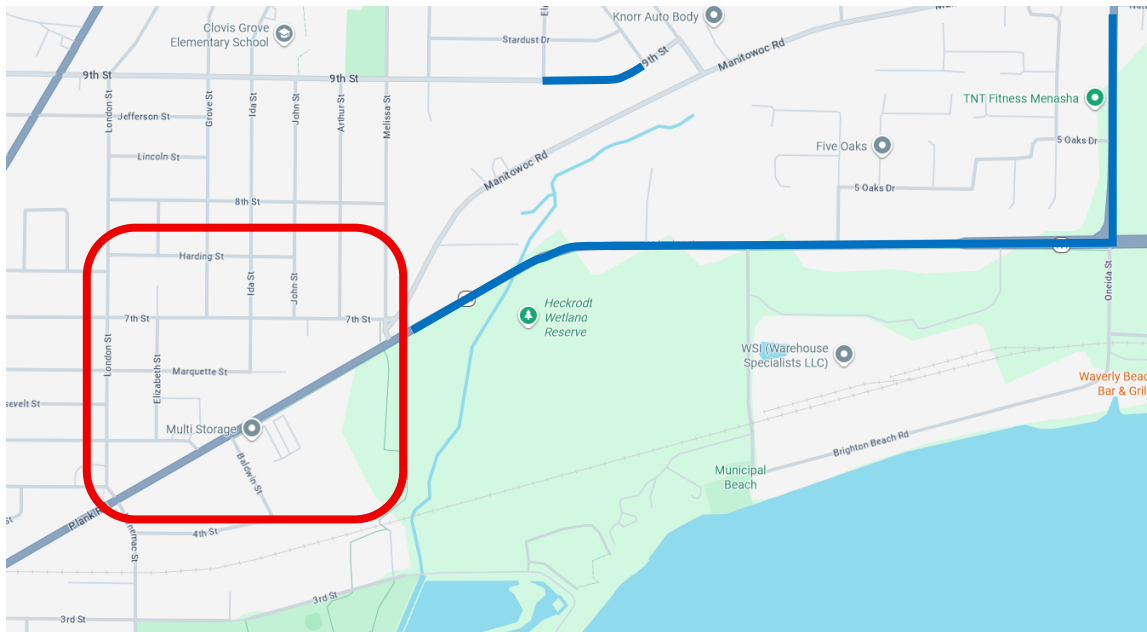


Figure 1 – Map of the Seventh Street area impacted by flooding and sewer backups (red box) and other nearby areas impacted by flooding (blue lines).

Storm Sewer and Surface Flooding

The storm sewer system was also overwhelmed, leading to widespread surface flooding in Menasha and surrounding communities. Notable flooding occurred in the Seventh Street area, on Ninth Street near Elmwood Drive, on Fox Street, and along the city limits on Plank Road and Oneida Street (see Figure 1 above).

The Seventh and Ninth Street areas are particularly vulnerable due to their low ground elevation at the upstream end of the storm sewer network, which provides limited storage capacity during heavy rain events. Crews worked aggressively to clear debris from storm drains, removing blockages caused by leaves and other material carried by the flood waters. Crews also addressed isolated flooding caused by leaves and debris plugging the storm drains throughout the City.

Thanks to these efforts, the majority of flooding subsided by 7 a.m. on April 14, though Fox Street and the Plank Road/Oneida Street areas remained flooded longer.

The combined sanitary sewer and stormwater response efforts required approximately 210 staff hours (excluding administrative personnel).

Property Damage Support

In recognition of the significant damage to private property, the Public Works Department offered free bulky item collection for water-damaged items. The service was initially provided citywide from April 15–17 and was later extended through Tuesday, April 21, on a request-only basis. Staff dedicated an estimated 80 manhours to this effort.

Rising Lake Level Flooding Event (April 21st – Current)

In response to significant flooding along the Wolf River that heavily impacted Shiocton and New London, City staff contacted the U.S. Army Corps of Engineers to assess potential downstream effects on Menasha. The Corps confirmed that the increased flows would likely cause flooding in low-lying areas of the City.

On April 21, Public Works issued a public notification alerting residents to the potential flooding risks.

To assist residents, the City obtained unused sandbags from the Shiocton area and made them available at no charge at several locations throughout Menasha. Crews proactively placed sandbags in the Fox Street neighborhood and began pumping water from the area. As lake levels continued to rise, staff added more sandbags and prepared additional supplies. Crews also conducted ongoing monitoring of multiple low-lying areas.

As of the time of writing this memo, the elevations of Lake Winnebago and Little Lake Butte des Morts have only recently crested and are now slowly receding toward normal elevations.

To date, City crews have dedicated more than 200 staff hours (excluding administrative personnel) to protecting Menasha residents and properties from the rising floodwaters. Additional staff time is expected for removal and disposal of sandbags.



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: Alds. 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.



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.

City of Menasha Disbursements
04/17/26-04/30/26

Weekly Accounts Payable	4/23/2026 & 4/30/26 Checks #90527-90650	\$713,670.16
	Void Check #89739 - Lamers, Lori (reissued)	(\$2,120.00)
	Void Check #89334 - Nadine, Jadik	(\$200.00)
Bi-Weekly Payroll	4/30/2026	\$260,990.11

Additional Regular Cycle Accounts Payables -Paid Electronically

Spectrum	4/17/26	\$90.05
Wisconsin Deferred Compensation	4/20/26	\$12,364.75
Wisconsin Support Collections	4/20/26	\$802.51
Community First CU-Payroll Deduction	4/20/26	\$540.10
Community First CU-Payroll Deduction	4/20/26	\$175.00
Employee Benefits-Flex Spending	4/20/26	\$2,622.28
Employee Benefits-Flex Spending	4/20/26	\$2,752.28
Nationwide Deferred Compensation	4/21/26	\$3,279.50
Nationwide Deferred Compensation	4/21/26	\$3,279.50
Home Depot	4/21/26	\$7.30
Chargebacks	4/22/26	\$2,518.10
Delta Dental	4/22/26	\$2,278.73
Federal Tax Withholding	4/22/26	\$85,705.37
State of Wisconsin Environmental	4/28/26	\$599,457.48
Delta Dental	4/29/26	\$2,225.90
State Tax Withholding	4/29/26	\$15,173.01
Employee Trust Funds (WRS)	4/30/26	\$163,353.47
FSA/HRA Admin Fees	4/30/26	\$540.10
		\$897,165.43
		<u>\$1,869,505.70</u>

Items included on this list have been properly audited and certified by the City Finance Director and are being presented for approval by the Common Council.

Yessi Laracuenta

Yessi Laracuenta
Finance Manager

04/30/26

Date

Notes:

- Gaps in check numbers indicate that more invoices being paid than fit on one check stub
(The last check stub used is the check number that will appear on the check register)

AP Check Register

Check Date: 4/23/2026

Date: 4/29/2026

Vendor Name	Check Number	Check Date	Invoice Number	Account Number	Amount	Description
AIRGAS USA LLC	90527	4/23/2026	9170868330	731-1022-541.30-18	191.07	WELDING SUPPLIES
			Total for check: 90527		191.07	
AIS TRUST ACCOUNT NEWPORT	90528	4/23/2026	3477106	100-0408-552.21-06	1,682.00	SPECIAL EVENT INSURANCE 4TH OF JULY
			Total for check: 90528		1,682.00	
ALL-LIFT SYSTEMS LLC	90529	4/23/2026	04932299-IN	731-1022-541.30-18	181.40	CHAIRS/STRAPS
			Total for check: 90529		181.40	
ARING EQUIPMENT COMPANY INC	90530	4/23/2026	924084	731-1022-541.38-03	257.33	GAS SPRING
		4/23/2026	924085	731-1022-541.38-03	21.32	BULBS/PARTS
			Total for check: 90530		278.65	
BADGER LABORATORIES INC	90531	4/23/2026	26-006431	601-1020-543.21-02	1,465.00	MARCH-INDUSTRIAL TESTING GUNDERSON G2
		4/23/2026	26-006432	601-1020-543.21-02	1,675.00	MARCH-INDUSTRIAL TESTING INTERTAPE POLYMER GRO
			Total for check: 90531		3,140.00	
BATTERIES PLUS LLC	90532	4/23/2026	P90877986	100-0801-521.24-03	27.95	12V BATTERIES
		4/23/2026	P90893236	100-0801-521.24-03	27.95	12V BATTERIES
			Total for check: 90532		55.90	
BERGSTROM FORD LINCOLN	90533	4/23/2026	118598	731-1022-541.38-04	42.54	STOP LAMP
			Total for check: 90533		42.54	
BUILDING FOR KIDS	90534	4/23/2026	12134489	100-0702-552.30-18	150.00	MUSEUM LEARNERS FIELD TRIP-7/1/26
			Total for check: 90534		150.00	

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MADISON BUSHKE	90535	4/23/2026	MEALS	100-0801-521.34-03	50.84	RECORDS LAW TRAINING
			Total for check: 90535		50.84	
CARTER	90536	4/23/2026	9919	470-0704-552.82-02	10,000.00	CAPT COMPAIN CONSULT PO-2026-001
			Total for check: 90536		10,000.00	
CELLCOM	90537	4/23/2026	935627	100-0101-511.22-01	34.40	CELL PHONE-MAYOR
				100-0201-512.22-01	34.40	CELL PHONE-ATTORNEY
				100-0203-512.22-01	34.40	CELL PHONE-CLERK
				100-0301-523.22-01	34.40	CELL PHONE-BUILD INSPECT
				100-0304-562.22-01	68.80	CELL PHONE-COM DEV
				100-0401-513.22-01	34.40	CELL PHONE-FINANCE
				100-0601-551.22-01	23.39	CELL PHONE -BUILDING SERVICES
					76.06	CELL PHONE-LIBRARY
				100-0702-552.22-01	178.74	CELL PHONE -PARK LOCATIONS
				100-0703-553.22-01	13.76	CELL PHONE -BUILDING SERVICES
					183.04	CELL PHONE-PARKS
				100-0801-521.22-01	15.82	CELL PHONE -BUILDING SERVICES
					789.92	CELL PHONE-POLICE
				100-0811-521.22-01	34.40	CELL PHONE -CODE ENFORCEMENT
				100-0904-531.22-01	34.40	CELL PHONE -ENVIRONMENTAL HEALTH
				100-0919-531.22-01	247.39	CELL PHONE-HEALTH
				100-1001-514.22-01	15.82	CELL PHONE -BUILDING SERVICES
				100-1002-541.22-01	153.11	CELL PHONE-ENGINEERING
				100-1008-541.22-01	9.10	CELL PHONE -STREET SIGNS
				100-1019-552.22-01	14.52	CELL PHONE-BRIDGES
				601-1020-543.22-01	7.97	CELL PHONE -SEWER TRUCK
				625-1002-541.22-01	51.04	CELL PHONE-ENGINEERING
				731-1022-541.22-01	138.27	CELL PHONE -CITY GARAGE
				743-0403-513.22-01	68.80	CELL PHONE-I.T.
			Total for check: 90537		2,296.35	

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CINTAS	90538	4/23/2026	1906235115	100-0703-553.30-18	94.00	TRASH BAGS
		4/23/2026	1906247582	100-0703-553.30-18	82.00	SUPPLIES
		4/23/2026	4264639835	100-0601-551.20-01	70.00	MATS
				100-0601-551.30-13	140.63	CLEANING SUPPLIES, TP, PAPER TOWELS
		4/23/2026	4265622334	100-0703-553.30-13	142.95	MATS, UNIFORMS
				731-1022-541.20-01	161.00	MATS, UNIFORMS
		4/23/2026	4266300330	731-1022-541.20-01	160.14	UNIFORMS/SUPPLIES
		4/23/2026	4266305007	100-0801-521.20-01	51.00	MATS
				100-0801-521.30-13	313.33	SUPPLIES
		4/23/2026	4266305024	100-0601-551.20-01	70.00	MATS
				100-0601-551.30-13	425.90	SUPPLIES
			Total for check: 90538		1,710.95	
CLIFTONLARSONALLEN LLP	90539	4/23/2026	L261202859	100-0401-513.21-03	3,760.13	2025 AUDIT -PROGRESS BILLING
				100-0601-551.21-03	900.00	2025 AUDIT -PROGRESS BILLING
				100-0903-531.21-03	3,000.00	2025 AUDIT -PROGRESS BILLING
				601-0401-513.21-03	1,500.00	2025 AUDIT -PROGRESS BILLING
				625-0401-513.21-03	1,500.00	2025 AUDIT -PROGRESS BILLING
				Total for check: 90539		10,660.13
COMPLETE OFFICE OF WISCONSIN	90540	4/23/2026	118520	731-1022-541.30-10	27.98	PENS
				Total for check: 90540		27.98
CONGER INDUSTRIES INC	90541	4/23/2026	SIS/26060	731-1022-541.29-04	292.95	VEHICLE REPAIR
				Total for check: 90541		292.95
CRESCENT ELECTRIC SUPPLY COMPANY	90542	4/23/2026	S513982695.001	100-0801-521.24-03	85.39	EXIT LIGHTS
				Total for check: 90542		85.39

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CRI ENVIRONMENTAL SOLUTIONS	90543	4/23/2026	82176	731-1022-541.30-18	770.55	SHOP SUPPLIES
			Total for check: 90543		770.55	
EAST CENTRAL WISCONSIN	90544	4/23/2026	0001874-IN	100-0703-553.21-02	2,541.81	COMP. OUTDOOR REC PLAN UPDATE-Q1
			Total for check: 90544		2,541.81	
ELAN FINANCIAL SERVICES	90552	4/23/2026	0112	100-0601-551.21-06	50.00	ANNUAL REPORT FEE LIBRARY
		4/23/2026	0161	100-0601-551.30-16	198.77	SEED LIBRARY
		4/23/2026	0215	100-0601-551.30-14	65.00	POST CRESCENT SUBSCRIPT. LIBRARY
		4/23/2026	0350	100-0601-551.30-16	26.39	PROGRAMMING LIBRARY
		4/23/2026	0442	743-0403-513.30-12	45.00	PREPAID AUDIO PHONE SYSTEM
		4/23/2026	0607	100-0903-531.30-18	7.47	POSTER BOARD HEALTH
		4/23/2026	1090	100-0601-551.30-16	6.83	SMITH WORKS LIBRARY
		4/23/2026	1193	100-0601-551.30-16	72.84	SMITH WORKS LIBRARY
		4/23/2026	1414	100-0601-551.30-13	162.28	CLEANING SUPPLIES LIBRARY
		4/23/2026	1439	100-0601-551.24-03	69.30	E-LIGHTS LIBRARY
		4/23/2026	1457	100-0801-521.24-03	202.44	BUILDING PARTS PD
		4/23/2026	1516	100-0920-531.30-18	134.00	BINGO PRIZES SENIOR CENTER
		4/23/2026	1875	100-0000-201.14-00	57.40	BUS TRIP SNACKS SENIOR CENTER
		4/23/2026	1979	100-0801-521.34-02	30.00	TRAINING/REGISTRATION PD
		4/23/2026	2064	100-0601-551.30-14	13.64	ROKUS LIBRARY
		4/23/2026	2096	100-0801-521.34-03	25.00	TRAINING/MEALS PD
		4/23/2026	2104	100-0801-521.30-15	15.89	TOOLS/EQUIPMENT PD
		4/23/2026	2129	100-0901-515.30-18	65.00	AHLS TEST FEE SAFETY 1/2 CVMIC
		4/23/2026	2143	100-0601-551.30-14	31.49	MONTHLY SUBSCRIPTION LIBRARY
		4/23/2026	2402	743-0403-513.30-15	419.00	HARD DRIVE IT
		4/23/2026	2455	100-0401-513.21-03	2.37	1099 FILING FINANCE
		4/23/2026	2745	100-0801-521.30-15	79.99	TOOLS/EQUIPMENT PD
		4/23/2026	2791	100-0601-551.24-03	103.19	E-LIGHTS LIBRARY
		4/23/2026	2852	100-0703-553.24-05	5,163.13	SKATE PARK RAMP SHEETS HART PARK
		4/23/2026	2940	100-0601-551.21-06	84.81	STRATEGIC PLANNING LIBRARY
		4/23/2026	3067	100-0801-521.29-04	78.52	VEHICLE REPAIR PD
		4/23/2026	3411	470-0801-521.82-01	68.00	FENCE-PD PPF-2025-001

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ELAN FINANCIAL SERVICES...	90552...	4/23/2026	3483	100-0601-551.30-16	41.88	FACEBOOK ADS LIBRARY
		4/23/2026	3487	743-0403-513.30-15	99.89	YEALINK PHONE IT
		4/23/2026	3771	100-0203-512.34-04	55.00	BOR TRAINING MATERIALS CLERK
		4/23/2026	4064	100-0601-551.30-14	13.64	ROKUS LIBRARY
				100-0601-551.30-16	11.00	MONTHLY SUBSCRIPTION LIBRARY
		4/23/2026	4093	100-0601-551.30-14	13.64	ROKUS LIBRARY
		4/23/2026	4194	100-0704-552.34-03	(53.68)	AOAP CONFERENCE-CREDIT POOL
		4/23/2026	4327	100-0601-551.30-16	15.00	PROGRAMMING LIBRARY
		4/23/2026	4505	100-0801-521.34-02	205.70	TRAINING/REGISTRATION PD
		4/23/2026	4532	100-0702-552.30-18	9.92	TIE DYE PR
		4/23/2026	4638	100-0801-521.34-03	(100.57)	TRAINING/REGISTRATION-CR PD
		4/23/2026	4646	100-0801-521.34-03	(100.57)	TRAINING/REGISTRATION-CR PD
		4/23/2026	4713	100-0920-531.30-18	27.00	EASTER CRAFTS SENIOR CENTER
		4/23/2026	4858	100-0703-553.30-18	219.46	NETS PARK
		4/23/2026	4905	100-0703-553.24-03	509.99	AED PARTS PARK
		4/23/2026	5223	827-0920-531.30-18	46.76	BUS TRIP SNACKS SENIOR CENTER
		4/23/2026	5327	100-0601-551.30-14	24.99	ROKUS LIBRARY
		4/23/2026	5500	100-0601-551.30-16	142.92	SMITH WORKS LIBRARY
		4/23/2026	5545	100-0801-521.30-15	114.26	TOOLS/EQUIPMENT PD
		4/23/2026	5546	100-1008-541.30-18	55.56	LABLES SIGN
		4/23/2026	5750	100-0601-551.30-16	15.00	PROGRAMMING LIBRARY
		4/23/2026	5789	100-0801-521.32-01	100.00	MEMBERSHIP DUES PD
		4/23/2026	5854	100-0601-551.21-06	21.21	STRATEGIC PLANNING LIBRARY
		4/23/2026	5894	743-0403-513.30-15	16.99	FLASH DRIVES COUNCIL RECORDING
		4/23/2026	5900	100-0601-551.30-14	37.96	MATERIALS LIBRARY
		4/23/2026	6061	100-0601-551.30-16	29.99	STOCK SUBSCRIPTION LIBRARY
		4/23/2026	6083	100-0601-551.30-16	120.00	PROGRAMMING LIBRARY
		4/23/2026	6190	100-0702-552.30-18	29.45	PROGRAM SUPPLIES PR
		4/23/2026	6212	100-0601-551.30-14	257.18	CLOUD SUBSCRIPTION LIBRARY
		4/23/2026	6218	100-0601-551.30-16	15.00	PROGRAMMING LIBRARY
		4/23/2026	6233	470-0801-521.82-01	125.34	DOOR OPENER RECEIVER-PD PPF-2025-001
		4/23/2026	6310	100-0801-521.30-15	14.99	TOOLS/EQUIPMENT PD
		4/23/2026	6314	100-0601-551.32-01	39.00	DONOR SOFTWARE LIBRARY
		4/23/2026	6366	100-0706-561.34-02	220.00	ARBORIST RENEWAL FORESTRY

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ELAN FINANCIAL SERVICES...	90552...	4/23/2026	6409	100-0801-521.30-15	99.99	TOOLS/EQUIPMENT PD
		4/23/2026	6457	100-0916-531.30-18	(2.75)	SALES TAX REFUND DENTAL
		4/23/2026	6510	100-1019-552.30-18	349.96	TV CAMERA BRIDGE
		4/23/2026	6519	100-0601-551.30-14	200.00	ANNUAL SUBSCRIPTION LIBRARY
		4/23/2026	6677	100-0601-551.30-16	50.00	PROGRAMMING LIBRARY
		4/23/2026	6775	100-0706-561.30-18	80.85	ROPE FORESTRY
		4/23/2026	6977	100-0601-551.30-16	14.18	PROGRAMMING LIBRARY
		4/23/2026	7215	100-0601-551.30-16	6.56	SMITH WORKS LIBRARY
		4/23/2026	7343	100-0000-201.14-00	73.25	BUS TRIP GATHERING SENIOR CENTER
		4/23/2026	7374	100-0703-553.24-03	170.09	LIGHTS PARK
		4/23/2026	7477	100-0601-551.30-11	4.96	POSTAGE LIBRARY
		4/23/2026	7485	100-0601-551.34-03	871.77	CONFERENCE LODGING LIBRARY
		4/23/2026	7553	100-0601-551.30-16	50.00	PROGRAMMING LIBRARY
		4/23/2026	7579	100-1008-541.30-18	25.07	LABLES SIGN
		4/23/2026	7683	100-0801-521.30-11	11.77	POSTAGE PD
		4/23/2026	7875	100-0601-551.30-14	100.67	ANNUAL SUBSCRIPTION LIBRARY
		4/23/2026	8043	827-0920-531.30-18	50.00	GIFT CARD-VOL SENIOR CENTER
		4/23/2026	8156	100-0702-552.32-01	70.00	SCHEDULING PR
		4/23/2026	8254	100-0601-551.30-14	13.64	ROKUS LIBRARY
		4/23/2026	8266	826-0702-552.30-18	206.90	SNACKS REC
				827-0920-531.30-18	126.06	SNACKS SENIOR CENTER
		4/23/2026	8462	100-0801-521.34-02	(1,040.00)	CONF. TRAINING-CREDIT PD
		4/23/2026	8496	100-0601-551.30-16	382.06	MERCH SUPPLIES LIBRARY
		4/23/2026	8515	100-0903-531.32-01	248.00	CLIA LAB FEE HEALTH
		4/23/2026	8523	100-0601-551.30-12	99.00	MEMBERSHIP FEE LIBRARY
		4/23/2026	8546	100-0601-551.30-16	50.00	PROGRAMMING LIBRARY
		4/23/2026	8650	100-0000-201.14-00	37.96	BUS TRIP GATHERING SENIOR CENTER
		4/23/2026	8776	100-0703-553.24-03	496.15	FLAGS PARK
		4/23/2026	8816	100-0601-551.30-14	26.24	ROKUS LIBRARY
		4/23/2026	8924	100-0601-551.30-16	15.00	PROGRAMMING LIBRARY
		4/23/2026	8966	100-0601-551.30-14	275.96	MATERIALS LIBRARY
		4/23/2026	9076	743-0403-513.30-15	72.43	YEALINK HEADSET ADAPTER
		4/23/2026	9085	100-0916-531.30-18	35.83	SEALANT MATERIAL DENTAL
		4/23/2026	9323	100-0702-552.30-18	59.63	TIE DYE PR

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ELAN FINANCIAL SERVICES...	90552...	4/23/2026	9434	100-0920-531.30-18	14.96	EASTER GIFT	SENIOR CENTER
		4/23/2026	9793	100-0601-551.30-16	15.00	PROGRAMMING	LIBRARY
		4/23/2026	9843	100-0405-513.30-10	12.99	MOUSE	COUNCIL
		4/23/2026	9859	100-1013-541.30-18	149.97	DOOR PARTS	RAMP
		4/23/2026	9867	100-0601-551.30-16	309.00	MERCH SUPPLIES	LIBRARY
		4/23/2026	9888	100-0000-201.03-00	25.00	PERSONAL CHARGE IN ERROR PD	
		4/23/2026	9922	100-0601-551.30-11	13.46	POSTAGE	LIBRARY
		4/23/2026	9977	100-0601-551.30-11	9.21	POSTAGE	LIBRARY
Total for check: 90552				13,552.47			
EZ GLIDE GARAGE DOORS AND OPENERS	90553	4/23/2026	0193740-IN	731-1022-541.24-03	169.00	GARAGE DOOR PARTS	
					169.00		
FACTORY MOTOR PARTS CO	90554	4/23/2026	18-2357069	731-1022-541.38-03	560.30	BATTERY	
		4/23/2026	18-2357679	731-1022-541.38-03	17.19	LUBE FILTER	
		4/23/2026	18-Z35548	731-1022-541.38-03	(168.47)	BATTERY CORES	
		4/23/2026	50-6700331	731-1022-541.38-03	62.84	WIPER BLADES	
Total for check: 90554				471.86			
FASTENAL COMPANY	90555	4/23/2026	WIAPP385524	731-1022-541.24-03	83.40	WASHERS-PARK	
					83.40		
FRIENDS OF THE MENASHA PUBLIC	90556	4/23/2026	COURTYARD SPONS	100-0304-562.21-10	300.00	COURTYARD MARKET OF	MENASHA SPONSORSHIP
					300.00		
GILA LLC	90557	4/23/2026	MBFEBINV0052	100-0401-513.21-03	15.00	PROPERTY TAX CHARGE BACK	
					15.00		
GRAINGER INC	90558	4/23/2026	9887574383	100-0703-553.24-03	256.80	PLUMBING	JEFFERSON PARK

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GRAINGER INC...	90558...	4/23/2026...	9887574383...	100-0703-553.24-04	794.79	AERATOR MOTOR
			Total for check: 90558		1,051.59	
JOHN HARDGINSKI	90559	4/23/2026	ELVIS SHOW	827-0920-531.20-05	400.00	ELVIS SHOW-4/30/26 SENIOR CENTER
			Total for check: 90559		400.00	
HEAT & POWER PRODUCTS INC	90560	4/23/2026	50810	100-0801-521.24-03	81.36	BOILER FILTER-PD
			Total for check: 90560		81.36	
DONALD HIETPAS & SONS INC	90561	4/23/2026	1089	601-1020-543.24-05	6,627.48	SANITARY LATERALS-3/10/26AT 395 & 394 ELM ST
		4/23/2026	1090	601-1020-543.24-05	4,947.98	SANITARY LATERAL 600 MILWAUKEE ST
			Total for check: 90561		11,575.46	
LINDSEY HUNTER	90562	4/23/2026	MEALS	100-0801-521.34-03	58.40	RECORDS LAW TRAINING
			Total for check: 90562		58.40	
MELISSA JOHN	90563	4/23/2026	REFUND	100-0000-441.25-00	48.00	INTRO TO COMP DANCE CLASS CANCEL-REFUND
			Total for check: 90563		48.00	
KIESLER POLICE SUPPLY	90564	4/23/2026	IN279253	100-0801-521.30-15	1,716.00	GLOCKS
			Total for check: 90564		1,716.00	
KLINK HYDRAULICS LLC	90565	4/23/2026	JG1565	731-1022-541.38-03	7.77	FITTINGS
		4/23/2026	TV1284	601-1020-543.30-18	1,185.00	LIFT STATION HOSE/PUMPS
		4/23/2026	TV902	731-1022-541.38-03	145.17	HYDRAULIC FITTINGS
			Total for check: 90565		1,337.94	
LEAVES INSPIRED TREE NURSERY LLC	90566	4/23/2026	28719	100-0706-561.30-18	4,000.00	TREES
				625-0706-561.30-18	1,487.00	TREES

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LEAVES INSPIRED TREE NURSERY LLC...	90566...	4/23/2026	28720	625-0706-561.30-18	10,670.00	TREES
			Total for check: 90566		16,157.00	
MATTHEWS TIRE INC	90567	4/23/2026	101263	731-1022-541.38-04	77.62	FLAT REPAIR
		4/23/2026	101264	731-1022-541.38-02	639.57	TIRES
			Total for check: 90567		717.19	
MENARDS-APPLETON EAST	90568	4/23/2026	92565	100-0703-553.24-03	257.80	PARK SIGN
		4/23/2026	92629	100-1008-541.30-18	20.75	SIGN SHOP BITS
		4/23/2026	92930	100-0703-553.24-03	103.53	PLUMBING PARTS OPEN BUILDINGS
			Total for check: 90568		382.08	
MENASHA JOINT SCHOOL DISTRICT	90569	4/23/2026	MOBILE HOME APR	100-0000-412.00-00	5,433.79	MOBILE HOME PERMIT FEE APRIL 2026
			Total for check: 90569		5,433.79	
MENASHA TREASURER	90570	4/23/2026	PETTY CASH	100-1019-552.30-11	5.00	PW POSTAGE PD -REIMBURSE FINANCE DEPT PETTY CAS
			Total for check: 90570		5.00	
MENASHA UTILITIES	90571	4/23/2026	5228	601-0401-513.25-01	35,232.02	MARCH SEWER CHARGES
				625-0401-513.25-01	1,821.42	MARCH STORMWATER CHARGES
		4/23/2026	MENASHA UTILITY	100-0000-123.00-00	989.60	02/27/26-03/31/26-ELEC
					334.43	02/27/26-03/31/26-WAT/SEW
					77.69	02/27/26-03/31/26-STORM
					11.89	02/27/26-03/31/26-ELEC
					13.81	02/27/26-03/31/26-ELEC
				100-0304-562.22-03	13.40	02/27/26-03/31/26-ELEC
				100-0305-562.22-03	25.87	02/27/26-03/31/26-ELEC
				100-0305-562.22-06	4.18	02/27/26-03/31/26-STORM
				100-0601-551.22-03	3,055.79	02/27/26-03/31/26-ELEC
				100-0601-551.22-05	558.30	02/27/26-03/31/26-WAT/SEW
				100-0601-551.22-06	173.47	02/27/26-03/31/26-STORM

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MENASHA UTILITIES...	90571...	4/23/2026...	MENASHA UTILITY...	100-0703-553.22-03	1,880.25	02/27/26-03/31/26-ELEC
				100-0703-553.22-05	1,421.02	02/27/26-03/31/26-WAT/SEW
				100-0703-553.22-06	1,712.78	02/27/26-03/31/26-STORM
				100-0801-521.22-03	1,384.74	02/27/26-03/31/26-ELEC
				100-0801-521.22-05	461.84	02/27/26-03/31/26-WAT/SEW
				100-0801-521.22-06	107.28	02/27/26-03/31/26-STORM
				100-0920-531.22-03	372.59	02/27/26-03/31/26-ELEC
				100-0920-531.22-05	144.18	02/27/26-03/31/26-WAT/SEW
				100-1001-514.22-03	98.78	02/27/26-03/31/26-ELEC
				100-1008-541.22-03	606.31	02/27/26-03/31/26-ELEC
				100-1008-541.22-05	16.68	02/27/26-03/31/26-WAT/SEW
				100-1012-541.22-03	457.13	02/27/26-03/31/26-ELEC
				100-1013-541.22-03	88.85	02/27/26-03/31/26-ELEC
				100-1013-541.22-06	195.42	02/27/26-03/31/26-STORM
				100-1019-552.22-03	22.66	02/27/26-03/31/26-ELEC
				207-0707-552.22-03	308.61	02/27/26-03/31/26-ELEC
				207-0707-552.22-05	229.35	02/27/26-03/31/26-WAT/SEW
				207-0707-552.22-06	42.85	02/27/26-03/31/26-STORM
				501-0304-562.22-03	111.03	02/27/26-03/31/26-ELEC
				501-0304-562.22-05	50.04	02/27/26-03/31/26-WAT/SEW
				501-0304-562.22-06	285.29	02/27/26-03/31/26-STORM
				601-1020-543.22-03	551.38	02/27/26-03/31/26-ELEC
				731-1022-541.22-03	1,887.40	02/27/26-03/31/26-ELEC
				731-1022-541.22-05	1,913.30	02/27/26-03/31/26-WAT/SEW
				731-1022-541.22-06	1,629.16	02/27/26-03/31/26-STORM
Total for check: 90571					58,290.79	
METRO SALES INC	90572	4/23/2026	INV3065098	743-0403-513.29-01	1,356.69	PRINTER/COPIER USAGE 3/17/26-4/16/26
Total for check: 90572					1,356.69	

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MGD INDUSTRIAL CORP	90573	4/23/2026	246529	731-1022-541.30-18	567.43	SHOP SUPPLIES
			Total for check: 90573		567.43	
MID-AMERICAN RESEARCH CHEMICAL	90574	4/23/2026	0876012-IN	731-1022-541.30-18	230.53	SHOP SUPPLIES
			Total for check: 90574		230.53	
MSA	90575	4/23/2026	027804	470-0704-552.82-02	7,800.00	POOL DESIGN CONSULT PO-2026-001
			Total for check: 90575		7,800.00	
N&M AUTO SUPPLY	90576	4/23/2026	857963	731-1022-541.38-03	62.36	LED LIGHT BAR
			Total for check: 90576		62.36	
NEENAH MAIN AUTO BODY INC	90577	4/23/2026	5759	100-0801-521.29-04	1,002.87	VEHICLE REPAIR
			Total for check: 90577		1,002.87	
CITY OF NEENAH	90578	4/23/2026	FIRE/RESCUE	100-0501-522.25-01	356,833.00	FIRE/RESCUE SERVICES -MAY
			Total for check: 90578		356,833.00	
NORTHEAST ASPHALT INC	90579	4/23/2026	PAYMENT #6	625-0000-194.00-00	40,413.14	CONTRACT 2025-03 JEFF PARK BOAT LAUNCH
			Total for check: 90579		40,413.14	
NUTRITION SERVICE - SHERWOOD	90580	4/23/2026	SI-105594	100-0703-553.30-18	649.90	GENERIC ROUNDUP
			Total for check: 90580		649.90	
OSHKOSH TENT & AWNING CO INC	90581	4/23/2026	75501	100-0703-553.24-03	1,377.00	WATER ST SIGN PARTS
			Total for check: 90581		1,377.00	

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PACKER CITY INTL TRUCKS INC	90582	4/23/2026	X103164018:01	731-1022-541.38-03	364.48	FILTERS
			Total for check: 90582		364.48	
RYLEE PETERS	90583	4/23/2026	REFUND	100-0000-441.25-00	48.00	INTRO TO COMP DANCE CLASS CANCEL-REFUND
			Total for check: 90583		48.00	
CINDY PETRICH	90584	4/23/2026	RENTAL DEP REFD	100-0000-201.11-00	100.00	RENTAL SECURITY DEPOSIT REFUND
			Total for check: 90584		100.00	
PETSCHE CONSULTING LLC	90585	4/23/2026	4719	470-0403-513.80-01	10,837.60	PHONES-SYSTEM UPGRADE IT-2026-001
					718.01	CONVERTER/SET UP COST IT-2026-001
				743-0403-513.24-04	3,290.00	3CX PHONE LICENSE
			Total for check: 90585		14,845.61	
R.N.O.W. INC	90586	4/23/2026	2026-79210	731-1022-541.38-03	516.84	PARTS
			Total for check: 90586		516.84	
SHIRLEY SCHLOSSER	90587	4/23/2026	REFUND	100-0000-201.14-00	100.00	SENIOR CENTER TRIP REFUND
			Total for check: 90587		100.00	
SERVICEMASTER BUILDING MAINTENANCE	90588	4/23/2026	48716	100-0801-521.20-01	1,966.00	JANITORIAL SERVICE MENASHA POLICE DEPT
		4/23/2026	48718	731-1022-541.20-01	2,730.00	JANITORIAL SERV CONTRACT PUBLIC WORKS
			Total for check: 90588		4,696.00	
SHERWIN WILLIAMS CO	90589	4/23/2026	79342141730426	100-0703-553.24-03	47.45	PAINT WATER STREET
		4/23/2026	80159141730426	100-1008-541.30-18	5,042.40	ROAD PAINT
			Total for check: 90589		5,089.85	

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SPEEDY CLEAN DRAIN & SEWER INC	90590	4/23/2026	90623	625-1010-541.21-02	630.00	BROAD ST	TELEWISE STORM MAIN
			Total for check: 90590		630.00		
SUPERIOR VISION INSURANCE PLAN	90591	4/23/2026	958423	100-0000-204.10-00	1,000.27	VISION INSURANCE-MAY	
			Total for check: 90591		1,000.27		
SYN-TECH SYSTEMS	90592	4/23/2026	332679	731-1022-541.24-06	3,098.50	AIM RINGS	
			Total for check: 90592		3,098.50		
TAPCO	90593	4/23/2026	1823448	470-1003-541.82-02	47,980.75	1ST/RACINE TRAFFIC SIGNALSTLIG-2026-001	
			Total for check: 90593		47,980.75		
TLB WOOD PRODUCTS LLC	90594	4/23/2026	26-0591E	100-0703-553.30-18	1,888.10	BROWN MULCH	
		4/23/2026	26-0592E	100-0703-553.30-18	2,414.30	CERTIFIED PLAYGROUND	
			Total for check: 90594		4,302.40		
TRUGREEN PROCESSING CENTER	90595	4/23/2026	221986533	100-0501-522.24-03	121.44	LAWN SERVICE	N-M FIRE DEPT
			Total for check: 90595		121.44		
TWIN CITY VETERANS	90596	4/23/2026	DONATION	100-0408-552.21-06	600.00	MEMORIAL DAY PARADE	
			Total for check: 90596		600.00		
UW - MILWAUKEE	90597	4/23/2026	CIV-00072402	470-0703-553.80-05	2,930.00	2023-2024 PARK SURVEY	JEFFERSON PARK
			Total for check: 90597		2,930.00		
WE ENERGIES	90598	4/23/2026	5883625638	100-0701-533.22-03	14.73	3/10/26-4/7/26-ELECTRIC NORTH ST	

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WE ENERGIES...	90598...	4/23/2026	5885312071	100-0701-533.22-03	14.73	3/10/26-4/7/26-ELECTRIC NORTH ST
			Total for check: 90598		29.46	
TERMINIX WIL-KIL	90599	4/23/2026	94745307	100-0501-522.24-03	90.27	PEST CONTROL MAINTENANCE MENASHA POLICE DEPT
				100-0801-521.20-07	90.26	PEST CONTROL MAINTENANCE MENASHA POLICE DEPT
		4/23/2026	94745541	100-0601-551.24-03	46.87	PEST CONTROL MAINTENANCE MENASHA LIBRARY
		4/23/2026	94746034	100-0703-553.20-07	70.69	PEST CONTROL MAINTENANCE 640 KEYES ST
		4/23/2026	94746576	100-0703-553.20-07	40.45	PEST CONTROL MAINTENANCE KOSLO PARK
		4/23/2026	94748185	100-0501-522.24-03	85.02	PEST CONTROL MAINTENANCE NEENAH/MENASHA FIRE
			Total for check: 90599		423.56	
WIRTH + BAYNARD	90600	4/23/2026	740	733-0206-512.73-01	1,333.72	HOWZE PRO SE LAWSUIT FEESCLAIM #PR074820
			Total for check: 90600		1,333.72	
WISCONSIN CENTRAL RAILROAD	90601	4/23/2026	850169744	625-1010-541.24-05	503.90	GARFIELD STO REPAIR
			Total for check: 90601		503.90	
WISCONSIN DEPT OF JUSTICE-TIME	90602	4/23/2026	0000019925	100-0801-521.22-01	588.00	TIME ACCESS CHARGE/SUP 4/1/26-6/30/26
			Total for check: 90602		588.00	
					645,600.54	

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ACCESS INC	90603	4/30/2026	313297	743-0403-513.30-15	3,260.88	POLICE GXT5 GPS UNIT
			Total for check: 90603		3,260.88	
ACCURATE	90604	4/30/2026	2604479	731-1022-541.30-18	598.89	NITRO DRILL/FUSES
			Total for check: 90604		598.89	
AMAZON CAPITAL SERVICES	90605	4/30/2026	1CXL-KKRY-H3N6	100-0801-521.30-15	84.77	BATTERIES, PAINTERS TAPE PD
		4/30/2026	1HKD-HPGM-P4DG	100-0204-512.30-10	89.12	ENVELOPES-CLERK
		4/30/2026	1TXM-QKGY-F919	100-0801-521.30-18	77.16	SUPPLIES FOR POLICE WEEK PD
			Total for check: 90605		251.05	
ARING EQUIPMENT COMPANY INC	90606	4/30/2026	924086	731-1022-541.38-03	127.76	WIPER BLADES
		4/30/2026	924141	731-1022-541.38-03	2,965.43	OIL COOLER
			Total for check: 90606		3,093.19	
CALSA ARNOLD	90607	4/30/2026	RENTAL DEP REFD	100-0000-201.11-00	100.00	RENTAL SECURITY DEPOSIT REFUND
			Total for check: 90607		100.00	
ASSOCIATED APPRAISAL CONSULTANTS	90608	4/30/2026	185628	100-0402-513.21-09	153.96	WEBSITE ASSESSMNT POSTING
					7,083.33	APRIL ASSESSMENT SVCS
				100-0402-513.30-11	30.34	MAILING SERVICES
			Total for check: 90608		7,267.63	
BERGSTROM FORD LINCOLN	90609	4/30/2026	436299	100-0801-521.29-04	399.85	KEY FOB REPROGRAMMING (2)PD
			Total for check: 90609		399.85	
CORA DUTTER	90610	4/30/2026	MEALS	100-0801-521.34-03	47.52	MEALS REIMBURSEMENT ARIDE TRAINING
			Total for check: 90610		47.52	

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ENVIRONET INC	90611	4/30/2026	10164	501-0304-562.21-02	4,000.00	WORK/ASBESTOS CERT. 325 BROAD ST
			Total for check: 90611		4,000.00	
ENVIROTECH EQUIPMENT	90612	4/30/2026	26-0027261	731-1022-541.38-03	497.72	PARTS
			Total for check: 90612		497.72	
EVERGREEN POWER	90613	4/30/2026	30338	731-1022-541.38-03	68.82	CARBURETORS
			Total for check: 90613		68.82	
FACTORY MOTOR PARTS CO	90614	4/30/2026	18-2359149	731-1022-541.38-03	27.82	FUEL SEPARATOR
			Total for check: 90614		27.82	
FARRELL EQUIPMENT & SUPPLY CO INC	90615	4/30/2026	304668	100-1003-541.30-18	746.25	REBAR GRADE
			Total for check: 90615		746.25	
FIRST AMERICAN TITLE INSURANCE CO	90616	4/30/2026	925-650304784	487-0304-562.21-02	375.00	REPORT OF TITLE 2 TAYCO ST
			Total for check: 90616		375.00	
FIVE STAR TELECOM INC	90617	4/30/2026	59480	100-0813-521.30-15	6,725.19	CAMERA EQUIPMENT/LICENSE,POLE MOUNT
			Total for check: 90617		6,725.19	
VILLAGE OF FOX CROSSING	90618	4/30/2026	REPORT#26-2084	100-0000-201.03-00	154.00	REPORT #26-2084
			Total for check: 90618		154.00	
FOX VALLEY TECHNICAL COLLEGE	90619	4/30/2026	SPINV034245	100-0801-521.34-02	295.00	CLASS REGISTRATION PD
		4/30/2026	SPINV034350	100-0801-521.34-02	325.00	CLASS REGISTRATION PD
			Total for check: 90619		620.00	

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GARROW OIL MARKETING	90620	4/30/2026	457565	100-0000-131.00-00	7,738.00	FUEL
			Total for check: 90620		7,738.00	
ANTHONY GRADE	90621	4/30/2026	REFUND	100-0000-201.08-00	0.95	BOAT SLIP REFUND SLIP 1/2
				100-0000-441.28-00	19.05	BOAT SLIP REFUND SLIP 1/2
			Total for check: 90621		20.00	
GREAT LAKES REALTY ADVISORS	90622	4/30/2026	26-029	625-1010-541.21-02	2,000.00	BUCKLIN'S QUARRY ACQUISITION COSTS
			Total for check: 90622		2,000.00	
KACIE HARDEL	90623	4/30/2026	REFUND	100-0000-441.25-00	230.00	CAMP CHAMPS REFUND
			Total for check: 90623		230.00	
HEARTLAND BUSINESS SYSTEMS	90624	4/30/2026	875390-H	743-0403-513.21-04	2,000.00	HEARTLAND BLOCK TIME
			Total for check: 90624		2,000.00	
RICK HEINEN	90625	4/30/2026	MEALS	100-0801-521.34-03	71.78	MEALS REIMBURSEMENT WAHI CONFERENCE
			Total for check: 90625		71.78	
JORSON & CARLSON CO	90626	4/30/2026	0776177	731-1022-541.38-03	59.00	TREE CHIPPER KNIFES
			Total for check: 90626		59.00	
JT ENGINEERING INC	90627	4/30/2026	260021-1	493-1003-541.82-02	5,400.00	RACINE ST ROUNDABOUT IMPROVEMENTS
			Total for check: 90627		5,400.00	
KLINK HYDRAULICS LLC	90628	4/30/2026	TV1317	731-1022-541.38-03	306.26	HYDRAULIC FITTING PARTS
			Total for check: 90628		306.26	

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LORI LAMERS	90629	4/30/2026	REFUND	100-0000-201.14-00	2,120.00	SAVANNAH BUS TRIP CANCEL.LORI L. & LEE CATRON
			Total for check: 90629		2,120.00	
LINCOLN CONTRACTORS SUPPLY INC	90630	4/30/2026	J88476	731-1022-541.38-03	60.10	VALVE/BUSHING FUEL
			Total for check: 90630		60.10	
MATTHEWS TIRE INC	90631	4/30/2026	101274	731-1022-541.38-02	64.53	FLAT REPAIR
			Total for check: 90631		64.53	
MENASHA TREASURER	90632	4/30/2026	DRIVER TIP	100-0000-201.14-00	50.00	BUS DRIVER TIP HAIRSPRAY-5/3/26
			Total for check: 90632		50.00	
MENASHA UTILITIES	90633	4/30/2026	MENASHA UTIL.	100-0305-562.22-05	50.04	2/26/26-3/30/26-WAT/SEW
				100-0305-562.22-06	16.72	2/26/26-3/30/26-STORM
				100-0601-551.22-07	63.23	2/26/26-3/30/26-LIBRARY -DARK FIBER
				100-0703-553.22-05	349.57	2/26/26-3/30/26-WAT/SEW
				100-0703-553.22-06	126.46	2/26/26-3/30/26-STORM
				100-0704-552.22-07	446.36	2/26/26-3/30/26-POOL -DARK FIBER
				100-1012-541.22-03	79.89	2/26/26-3/30/26-ELEC
				100-1013-541.22-03	12.36	2/26/26-3/30/26-ELEC
				100-1013-541.22-05	45.57	2/26/26-3/30/26-WAT/SEW
				100-1013-541.22-06	246.63	2/26/26-3/30/26-STORM
				100-1014-543.22-05	16.68	2/26/26-3/30/26-WAT/SEW
				100-1014-543.22-06	80.47	2/26/26-3/30/26-STORM
				100-1019-552.22-05	30.68	2/26/26-3/30/26-WAT/SEW
				100-1019-552.22-06	14.89	2/26/26-3/30/26-STORM
				100-1019-552.22-07	196.21	2/26/26-3/30/26 -DARK FIBER
				207-0707-552.22-07	57.44	2/26/26-3/30/26-MARINA -DARK FIBER
				487-0305-562.22-06	14.63	2/26/26-3/30/26-STORM
				501-0304-562.22-06	235.13	2/26/26-3/30/26-STORM
				731-1022-541.22-07	595.45	2/26/26-3/30/26-GARAGE -DARK FIBER
				743-0403-513.21-04	165.69	2/26/26-3/30/26-IT -INTERNET

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MENASHA UTILITIES	90633	4/30/2026	MENASHA UTIL.	743-0403-513.22-07	504.59	2/26/26-3/30/26-IT -DARK FIBER
			Total for check: 90633		3,348.69	
MGD INDUSTRIAL CORP	90634	4/30/2026	247037	731-1022-541.30-18	305.81	SHOP SUPPLIES
			Total for check: 90634		305.81	
MICROSPUNK LLC	90635	4/30/2026	20261387	743-0403-513.21-04	150.00	3CX PHONE FIREWALL SYSTEM
			Total for check: 90635		150.00	
N&M AUTO SUPPLY	90636	4/30/2026	858126	731-1022-541.30-18	25.70	CLAMPS
		4/30/2026	858382	731-1022-541.38-03	21.84	FUSE HOLDERS
			Total for check: 90636		47.54	
NEENAH MAIN AUTO BODY INC	90637	4/30/2026	26-5381	100-0801-521.29-04	70.00	TOW/HOOK FEE
			Total for check: 90637		70.00	
PACKERLAND GLASS PRODUCTS	90638	4/30/2026	81025	100-0901-515.30-18	5,880.00	COUNTER ENCLOSURES 1/2 CVMIC
			Total for check: 90638		5,880.00	
MEREDITH RATHE	90639	4/30/2026	REFUND	100-0000-441.25-00	15.00	KIDS NIGHT OUT REFUND
			Total for check: 90639		15.00	
CRAIG REICHER	90640	4/30/2026	CLAIM	733-0206-512.73-01	500.00	PLOW DAMAGE CLAIM
			Total for check: 90640		500.00	
MATT ROE	90641	4/30/2026	MEALS	100-0801-521.34-03	142.06	MEALS REIMBURSEMENT FBI LEEDA PIO TRAINING
			Total for check: 90641		142.06	

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Date: 4/30/2026

<i>Vendor Name</i>	<i>Check Number</i>	<i>Check Date</i>	<i>Invoice Number</i>	<i>Account Number</i>	<i>Amount</i>	<i>Description</i>
LIZ ROSIN	90642	4/30/2026	MILEAGE	100-0903-531.33-01	13.20	MILEAGE REIMBURSEMENT MARCH 2026
			Total for check: 90642		13.20	
CYNDEL SAWALL	90643	4/30/2026	MEALS	100-0801-521.34-03	64.73	MEALS REIMBURSEMENT DEATH INV. TRAINING
			Total for check: 90643		64.73	
SCHABEL EXTERIORS	90644	4/30/2026	23539	204-0308-562.70-01	8,150.00	ROOFING FINAL PAYMENT 407 NAYMUT ST
			Total for check: 90644		8,150.00	
SERVICE MOTOR COMPANY	90645	4/30/2026	P22900	731-1022-541.38-03	638.51	SHOCKS
			Total for check: 90645		638.51	
STERICYCLE INC	90646	4/30/2026	8014025329	100-0801-521.21-05	15.66	STERI-SAFE BUDGET SUBSCRIPTION-MAY 2026
			Total for check: 90646		15.66	
TRUCK EQUIPMENT INC	90647	4/30/2026	1195213-00	731-1022-541.38-03	30.21	MARKER LIGHT
		4/30/2026	1197254-00	731-1022-541.38-04	106.70	REPAIR PARTS
			Total for check: 90647		136.91	
ERIC VOIGHT	90648	4/30/2026	MEALS	100-0801-521.34-03	43.03	MEALS REIMBURSEMENT ARIDE TRAINING
			Total for check: 90648		43.03	
WELLS FARGO FINANCIAL SERVICES LLC	90649	4/30/2026	5038360069	100-0920-531.30-12	105.00	SENIOR CENTER COPIER
			Total for check: 90649		105.00	
WINNEBAGO COUNTY TREASURER	90650	4/30/2026	33512	100-0304-562.30-10	30.00	RECORDING FEES

AP Check Register
Check Date: 4/30/2026

Date: 4/30/2026

<i>Vendor Name</i>	<i>Check Number</i>	<i>Check Date</i>	<i>Invoice Number</i>	<i>Account Number</i>	<i>Amount</i>	<i>Description</i>
WINNEBAGO COUNTY TREASURER	90650	4/30/2026	33512	204-0308-562.70-01	60.00	RECORDING FEES
Total for check: 90650					<u>90.00</u>	
					<u>68,069.62</u>	



RESOLUTION R-8-26

A RESOLUTION HONORING THE 50TH ANNIVERSARY OF THE MENASHA ALL CITY GRADE SCHOOL TRACK AND FIELD WELLNESS DAY

INTRODUCED BY: Mayor Hammond and Superintendent Zimmerman

WHEREAS, 2026 is the 50th anniversary of the Menasha All-City Grade School Track and Field Wellness Day, an annual event that thousands of Menasha students have participated in; and

WHEREAS, the physical education teachers in the elementary schools of the Menasha Joint School District organize the all-city track and field wellness event to enhance overall well-being as the students experience cooperation and sportsmanship; and

WHEREAS, the Menasha community engages in supporting healthy active lifestyles for all students; and

WHEREAS, healthy habits developed in the children of today will be an investment that pays dividends in their healthy adult lifestyles of the future; and

WHEREAS, students in third and fourth grade from Banta Bilingual Elementary School, Butte des Morts Elementary School, Clovis Grove Elementary School, Fox Valley Virtual School, Gegan Elementary School, St. Mary Elementary and Trinity Lutheran School participate in the event making it a truly inclusive event involving all students attending school in Menasha.

NOW, THEREFORE, BE IT RESOLVED, that the School Board of the Menasha Joint School District and the Common Council of the City of Menasha do hereby proclaim May 12th, 2026, to be

ALL-CITY GRADE SCHOOL TRACK AND FIELD WELLNESS DAY

in Menasha, highlighting a vision of “Menasha Healthy.”

Passed and approved by the School Board of the Menasha Joint School District this 27th day of April, 2026.

Recommended by:
Superintendent Zimmerman

Motion/Second:

C. Lewis / C. Sturm

Pass/Fail: Pass

Requires: Majority Vote


Matt Zimmerman, Superintendent


Rob Konitzer, School Board President

Passed and approved by the Common Council of the City of Menasha this 5th day of May, 2026.

Recommended by: Common
Council

Motion/Second:

Pass/Fail:

Requires: Majority Vote

Austin R. Hammond, Mayor

ATTEST:

Kaija Snyder, City Clerk

MEMORANDUM

DATE April 30, 2026
TO Common Council
FROM Austin R. Hammond, Mayor
RE R-7-26 - A Resolution Adopting Rules of the Common Council and Mayor

Background

Each year the Protocol Committee reviews and provides recommended updates to the Rules of the Common Council and Mayor before the Organizational Meeting of the Common Council in the third week of April. The original amendments were based on the newly approved Appendix R. Artificial Intelligence (AI) Policy, and to further elaborate on the expectations under the Use of Technology & Electronic Communications System Policy. With advancing technology, it is important that we make slight adjustments as recommended for clarity of IT expectations. Additionally, the Common Council, on April 21st, 2026, during the Organizational Meeting sent R-7-26 back to the Protocol Committee for further review and additional amendments. The following amendments reflect the approved changes from the April 29, 2026, Protocol Committee meeting, overlaid upon changes made at the April 13, 2026 Protocol Committee meeting.

Analysis

The following Item has been approved as amendments for R-7-26 in the Protocol Committee on April 29th, 2026:

1.08 PRESERVATION OF ORDER

- 1) Member Complaints. Any member of the common council or a standing committee may file a complaint with the Chair (or City Attorney) for violations of council rules, Healthy Workplace Policy, Anti-Harassment Policy, **Use of Technology & Electronic Communications System Policy (Appendix Q)**, ~~the Ethical Use Section of Appendix R. Artificial Intelligence (AI) Policy of the Employee Handbook~~, relevant ordinance or state statute by any other member no later than forty-five (45) days

following the occurrence.

1.15 PRESENCE REQUIRED AT MEETINGS; ELECTRONIC COMMUNICATIONS AND DEVICES; AND ARTIFICIAL INTELLIGENCE

- 1) ~~Use of cell phones personal electronic devices during a meeting shall not be allowed except in the case of an emergency while the Common Council or Committee is in session. Personal electronic devices may be used between meetings. Personal electronic devices shall be used in a manner that does not disrupt deliberation or constitute discourtesy to the body. The following uses are permitted: access to the agenda materials, meeting minutes, and supportive documents, participation in City approved voting or meeting management systems, assistive technology and accessibility tools, emergency communications. Personal devices shall not be used for personal social media, unrelated communications, or any activity inconsistent with the business before the body. The presiding officer may call a member to order for disruptive use.~~
- 2) Common Council members who desire to use a City of Menasha email account shall adhere to the rules, policies, trainings, and guidance of the City of Menasha IT and Finance Departments, Appendix Q. Use of Technology & Electronic Communications System Policy. Receipt of a signed acknowledgement form pertaining to Appendix Q. will allow assignment of an email account.
- 3) Common Council members who desire to use a City of Menasha laptop device shall adhere to the rules, policies, trainings, and guidance of the City of Menasha IT and Finance Departments, Appendix Q. Use of Technology & Electronic Communications System Policy. Receipt of a signed acknowledgement form pertaining to Appendix Q. will allow assignment of a City of Menasha laptop device.
- 4) ~~Common Council members, when participating in any official City of Menasha business, shall adhere to the Ethical Use section of Appendix R. Artificial Intelligence (AI) Policy. Further, Common Council members submitting documents for any packet inclusion must disclose the use of artificial intelligence (AI) in writing or preparing any document submitted for any packet inclusion. This disclosure shall be made with the document or in a separate certification filed simultaneously. The content of the disclosure shall be a) A statement that AI was used in the document's preparation; and b) The specific artificial tool(s) or system(s) used; c) A brief description of how the AI was used. The person making the disclosure must certify that they have reviewed and verified the accuracy and appropriateness of any AI-generated content in the submitted document.~~ Artificial Intelligence (AI). Responsibility and Disclosure.

- a) Human Responsibility. The use of AI tools does not transfer responsibility for accuracy, truthfulness, or professional integrity. Any member who uses AI in preparing official council communications or documents bears sole responsibility for verifying the accuracy of the content they submitted under their name. By submitting a document for official City use, the submitter affirms they have personally reviewed and can vouch for the accuracy, citations, data, and legal references contained therein.
- b) Disclosure for Packet Submissions. A council member who uses AI as a primary drafting tool for a document submitted for packet inclusion shall note that AI-assisted drafting was used. This disclosure may be made with a single line (e.g., “drafted with AI assistance; reviewed and verified by the submitter”) appended to the document or filed simultaneously. Disclosure is not required for: grammar, spelling, or style checking, accessibility tools or text-to-speech conversion, summarization of documents the member has read, AI features embedded in standard office software (e.g., autocomplete, formatting suggestions), any use where the member has substantially rewritten or independently verified the output.
- c) Data Protection. Non-public information – including but not limited to social security numbers, health records, or private utility data – shall not be submitted to any public AI model.
- d) No Freestanding Penalty. Violation of this section is not a standalone complaint-eligible offense under Rule 1.08. Accuracy failures in submitted documents are addressed through correction and the member’s public accountability. Intentional misrepresentation remains subject to applicable state statutes.
- e) Ethical Use. Common Council members when participating in any official City of Menasha business must use AI in accordance with all City of Menasha policies including conduct and anti-discrimination policies. AI must not be used to create content that is inappropriate, discriminatory, or otherwise harmful to others or the City of Menasha.

Recommendation: Staff recommends approving R-7-26 – A Resolution Adopting Rules of the Common Council and Mayor.



RESOLUTION R-7-26

A RESOLUTION ADOPTING RULES OF THE COMMON COUNCIL AND MAYOR

INTRODUCED BY Mayor Hammond & Ald. Grade

WHEREAS, it is desirous that ground rules be laid prior to the New Council session begins; and

WHEREAS, it is desirous that city government operate in the most open and transparent method practicable.

NOW, THEREFORE, BE IT RESOLVED by the City of Menasha Common Council and Mayor adopt the following rules;

1.01 MEETINGS

- 1) The meetings of the City of Menasha Common Council shall be held at Menasha City Center, 100 Main Street, rooms 132,133,134 at 6PM on the first and third Monday of the month, excluding the organizational meeting. If the regularly scheduled meeting falls on a holiday the meeting shall be held on the next regular business day.
- 2) The organizational meeting shall be held the third Tuesday of April or as regulated by state statutes.
 - 1) Prior to the organizational meeting, each newly elected alderperson shall receive copies of the City's policies regarding ethics and code of conduct; as well as the proposed rules of the Common Council and Mayor.
 - 2) Following calling the meeting to order, it shall be the duty of the clerk to swear in all new members of the common council before calling roll
 - 3) A quorum being present the Common Council shall proceed
 - 4) The rules of the Common Council and Mayor for the one year term of the body shall be presented and adopted by a majority vote of the Common Council and Mayor.
 - 5) Council members shall occupy the respective seats upon the dais by district from right to left as viewed from the gallery with the Mayor, Clerk, and Attorney at the center.
 - 6) The rules of the Common Council and Mayor shall be amended during the one-year period only by a two-thirds vote of the membership of the Common Council and Mayor.

- 7) Election of the common council president and chairman and vice-chairman for standing committees shall be by majority vote. Ballots shall be cast by voice vote, in the event that no alderperson gain a majority vote of those present the lowest vote getter shall be deleted from each subsequent ballot until only two candidates remain on the ballot. In the event of a tie vote, the mayor shall not have the ability to break any tie, and the common council will vote again. If there are three subsequent tie votes the two candidates' names will be placed in a hat and the winner drawn. The Common Council shall recess to standing committees to select chairpersons.
- 8) The Common Council shall make their representative appointments to: Plan Commission, IT Steering Committee, Protocol Committee, and Neenah-Menasha Fire Rescue Joint Finance and Personnel Committee.
- 3) Budget Review Sessions shall be on the first Wednesday and first Thursday in November, and the second Wednesday and Thursday in November of each year. Such review session shall start at 5:00 PM; the Mayor shall distribute a listing of the individual budgets to be reviewed on each date. The Mayor will prepare and submit a proposed budget to the Common Council on or before October 15 of each year.
- 4) Special meetings may be called by the Mayor or Council President by notifying members in a manner likely to give each member notice of the meeting and providing the notice at least 24 hours, and a minimum of 6 hours for emergency meetings, before the meeting. The notice shall specify the time, place, and purpose of the meeting.
- 5) The Common Council shall be in continuous session from day to day until adjournment to a day certain or sine die.

1.02 CALL TO ORDER

The Mayor or Council President shall call the meeting to order. The Council members will indicate their attendance through a voice roll call. If a quorum is present (Wisconsin Statutes quorum is two-thirds of Council membership) the Council shall proceed to business; if there is no quorum present the members present may compel the attendance of absent members or adjourn. In the absence of the Mayor or Council President any member may call the Common Council to order, and thereupon the Common Council shall appoint one of its members to preside at such meeting.

1.03 NOTIFICATION OF ABSENCE OF MEMBERS

Any Alderman who cannot attend a Council meeting, or their assigned committee meeting shall notify the Mayor, City Clerk, President of the Council, or in the case of a committee meeting, the Committee Chair in advance if he/she is unable to attend such meeting except in the case of an emergency. Aldermen shall be recorded present or absent on the official minutes. If an Alderman enters a meeting after it convenes or leaves before it adjourns the time shall be noted in the official minutes. An Alderman's absence from three consecutive meetings or six meeting in a continuous session, as determined by the City Clerk, shall be referred to the Protocol Committee for imposition of a penalty, consisting of a monetary fine of up to \$200.00.

(Amended April 2022) (Amended April 2024)

1.04 QUORUM

A two-thirds (2/3) majority of the members-elect of the Common Council shall constitute a quorum. A less number may compel the attendance of absent members and adjourn. The Mayor shall not be counted in computing a quorum. No action shall be taken unless a quorum is present. A majority of all the members shall be necessary to a confirmation. In case of a tie the Mayor shall have a casting vote as in other cases.

1.05 ORDER OF BUSINESS

At all regular meetings, the order of business shall be according to the tentative agenda prepared by the City Clerk and provided to the Mayor and each member of the Common Council no later than the Friday preceding the regular meeting.

The order of business of Council meetings shall be as follows:

Without objection, the presiding officer may re-order any agenda item within the prescribed order of business or may temporarily set aside an agenda item for action later in the meeting for the convenience of the Common Council.

- 1) Call to order.
- 2) Pledge of Allegiance.
- 3) Roll Call/Excused Absences.
- 4) Public Hearing
- 5) Public Comment on any matters of concern to the City (five (5) minute time limit for each person).
- 6) Report of Department Officers/Department Heads/Staff/Consultants (Minutes to receive and Communications)
- 7) Consent Agenda
- 8) Items Removed from Consent Agenda
- 9) Action Items
- 10) Ordinances and resolutions.
- 11) Appointments.
- 12) Held Over Business
- 13) Claims against the City
- 14) Citizen Reprise (people from the gallery to be heard, only pertaining to matters on the agenda; five (5) minute time limit for each person).
- 15) Adjournment

1.06 SPECIAL RECOGNITION

The City of Menasha will consider requests for moments of silence at the beginning of Common Council meetings that relate to persons or events of community-wide, state-wide, or national significance involving Menasha residents. All requests should be made to the chair prior to the meeting and the Alderman making the request shall be recognized at the appropriate point within the agenda.

1.07 INTRODUCTION OF BUSINESS

- 1) No items may be removed from an agenda without approval from the chairperson after the initial approval of the agenda by the chairperson.
- 2) Ordinances can only be introduced by the request of the Mayor or any Alderman. All ordinances submitted to the Council shall be in writing and shall begin with a brief statement of the subject matter, a title and the name of the Alderman or Mayor introducing the same. Any written material introduced may be referred to the appropriate committee pursuant to Section 2-2-5. Any member of the Council may require the reading in full of any ordinance or resolution at any time it is before the Council.
- 3) The Mayor or any Alderman may introduce an ordinance at any Council meeting simply by stating, "I desire to introduce the following ordinance." An ordinance may also be introduced by the Mayor or an Alderman directing the City Attorney to draft such ordinance and file it with the Clerk to be placed on the next Council agenda. The Clerk shall cause such proposed ordinance to be printed in the official City newspaper if any Alderman so requests. Such notice shall state the date the proposed ordinance will be considered by the Council or any committee. The public will be permitted to address the Council or any committee when the Council or committee considers any such ordinance. A specific public hearing shall be scheduled to consider any such ordinance upon request of any Council member. No second is required to introduce any ordinance, to request its publication, or to request a public hearing.
- 4) Each ordinance shall be related to no more than one (1) subject. Amendment or repeal of ordinances shall only be accomplished if the amending or repealing ordinance contains the number and title of the ordinance to be amended or repealed, and title of amending and repealing ordinances shall reflect their purpose to amend or repeal.

The Common Council may take action on an ordinance only if it appears on the written agenda for the meeting at which action is requested. No ordinance may be passed by the Common Council until the next Council meeting following its introduction at either a Committee or Council level. When said ordinance on its face does not adequately advise the public of its contents, the City Attorney shall add a brief note of explanation.

1.08 PRESERVATION OF ORDER

- 1) Presiding Officer. It shall be the duty of the presiding officer to preserve decorum; and if any member transgresses the rules of the Common Council, the presiding officer shall, on his or her own or at any members' request, call such offending member to order. The Common Council if appealed to shall decide the matter.
 - 1) When a question is pending, a member can condemn the nature of likely consequences of the proposed measure in strong terms, but the member must avoid personalities and under no circumstances can the member attack or question the motives of another member or the entire Common Council.
 - 2) Points of Order may be used to draw attention to a breach in rules, an irregularity in procedure, the irrelevance or continued repetition of a speaker, the breaching of established practices, or contradiction of previous decision. The chair shall immediately acknowledge the Point of Order and rule on it. A Point of Order is

non-debatable, however, may be overruled by a two-thirds vote of the body. Points of Order which are recognized shall be recorded in the official minutes.

- 2) Member Complaints. Any member of the common council or a standing committee may file a complaint with the Chair (or City Attorney) for violations of council rules, Healthy Workplace Policy, Anti-Harassment Policy, ~~Use of Technology & Electronic Communications System Policy (Appendix Q), the Ethical Use Section of Appendix R. Artificial Intelligence (AI) Policy of the Employee Handbook,~~ relevant ordinance or state statute by any other member no later than forty-five (45) days following the occurrence.

- 1) Complaint Filing.

- a) A complaint must be in writing on the approved form; and
- b) A complaint must, with specificity, identify the rule, policy, ordinance or statute alleged to have been violated; and
- c) A complaint form must be fully completed.

- 2) Complaint Procedure.

- a) Within ten (10) days of the filing of a completed complaint, the Chair shall attempt to resolve the complaint to the satisfaction of both the Chair and the Complainant.
- b) If the complaint is not resolved it shall be forwarded to the Protocol Committee for its consideration within ten (10) days of receipt.
- c) Protocol Committee must act finding the complaint valid or not valid within 30 days of the complaint being forwarded to the committee.
- d) If there is a conflict of interest with one or more members of the protocol committee the matter will be referred directly to the Common Council.

- 3) Frivolous Complaints.

- a) A complaint is considered frivolous if it does not specifically reference a violation of Council rules, city policy, city ordinance or state statute, or
- b) It is found to be frivolous by the Protocol Committee or Common Council.
- c) As a sanction for filing a frivolous complaint, if a person files more than two (2) within a legislative year (April – April), no additional complaints will be accepted for filing from that person for the remainder of the legislative year.

- 4) Penalties and Sanctions. The Common Council may impose any one or more of the following penalties and/or sanctions upon a member found by the Common Council to have committed a violation:

- a) The inability to be recognized to speak for one or more meetings attended, but not losing the ability to vote;
- b) An informal censure made as part of a motion at a public meeting;
- c) A formal censure made as part of a motion at a public meeting and published in the City newspaper;
- d) Mandatory community service. [Wis. Stat. §62.11(3)(e)];
- e) Attendance at counseling or mediation sessions. [Wis. Stat. §62.11(3)(e)]
- f) Imposition of a monetary fine up to \$500.00. [Wis. Stat. §62.11(3)(a) & (c)]
- g) Any other sanction available by law.

1.09 MOTIONS

- 1) When a motion is made and seconded it shall be deemed to be in possession of the Common Council, and shall be stated by the presiding officer.
- 2) After a motion is stated by the presiding officer it shall not be withdrawn except by the unanimous consent of the Common Council.

1.10 MOTION TO RECESS

Any member or the chair may recess at any point during the meeting with a majority vote.

1.11 MOTION TO ADJOURN

A motion to adjourn shall always be in order unless the Common Council is engaged in voting and shall be decided without debate, pursuant to Roberts Rules of Order.

1.12 CALLING THE QUESTION

Any member wishing to terminate the debate may move to “call the question” if two-thirds of the members present vote in the affirmative the question before the council shall be taken without further debate.

1.13 DIVISION OF QUESTION

Any member may call for a division of the question when the question is one that may be divided.

1.14 DEBATE

- 1) In the debate, each member has the right to speak unlimited times for an unlimited length of time.
- 2) A member who wishes to abstain must announce so at the start of debate, including reason(s) for abstaining to be included in the minutes and should consider leaving the room during the debate. A member who participates in debate cannot abstain from voting.
- 3) Upon the request of a member of the Common Council or Committee for any staff member to supply the body such information as requested the member must first be recognized by the presiding officer for that person to speak.
- 4) No officer, elected official or staff member may distribute, hold a loft, or place on the dais for public view additional information during or immediately before a Common Council meeting.

1.15 PRESENCE REQUIRED AT MEETINGS; ELECTRONIC COMMUNICATIONS AND DEVICES; AND ARTIFICIAL INTELLIGENCE

- 1) Presence is required at all Common Council and assigned committee meetings.
- 2) Common Council and committee meetings’ purpose is to conduct official business of the City of Menasha, therefore, business casual attire is expected. With the exception of the City’s logo, business casual attire does not include apparel with advertising or logos, hats, shorts, flip flops, clogs, and the like.

- 3) No member shall be allowed to vote by proxy, nor shall meetings be conducted telephonically or electronically.
- 4) ~~Use of cell phones personal electronic devices during a meeting shall not be allowed except in the case of an emergency while the Common Council or Committee is in session. Personal electronic devices may be used between meetings. Personal electronic devices shall be used in a manner that does not disrupt deliberation or constitute discourtesy to the body. The following uses are permitted: access to the agenda materials, meeting minutes, and supportive documents, participation in City approved voting or meeting management systems, assistive technology and accessibility tools, emergency communications. Personal devices shall not be used for personal social media, unrelated communications, or any activity inconsistent with the business before the body. The presiding officer may call a member to order for disruptive use.~~
- 5) Common Council members who desire to use a City of Menasha email account shall adhere to the rules, policies, trainings, and guidance of the City of Menasha IT and Finance Departments, Appendix Q. Use of Technology & Electronic Communications System Policy. Receipt of a signed acknowledgement form pertaining to Appendix Q. will allow assignment of an email account.
- 6) Common Council members who desire to use a City of Menasha laptop device shall adhere to the rules, policies, trainings, and guidance of the City of Menasha IT and Finance Departments, Appendix Q. Use of Technology & Electronic Communications System Policy. Receipt of a signed acknowledgement form pertaining to Appendix Q. will allow assignment of a City of Menasha laptop device.
- 7) ~~Common Council members, when participating in any official City of Menasha business, shall adhere to the Ethical Use section of Appendix R. Artificial Intelligence (AI) Policy. Further, Common Council members submitting documents for any packet inclusion must disclose the use of artificial intelligence (AI) in writing or preparing any document submitted for any packet inclusion. This disclosure shall be made with the document or in a separate certification filed simultaneously. The content of the disclosure shall be a) A statement that AI was used in the document's preparation; and b) The specific artificial tool(s) or system(s) used; c) A brief description of how the AI was used. The person making the disclosure must certify that they have reviewed and verified the accuracy and appropriateness of any AI-generated content in the submitted document. Artificial Intelligence (AI). Responsibility and Disclosure.~~
 - a) Human Responsibility. The use of AI tools does not transfer responsibility for accuracy, truthfulness, or professional integrity. Any member who uses AI in preparing official council communications or documents bears sole responsibility for verifying the accuracy of the content they submitted under their name. By submitting a document for official City use, the submitter affirms they have personally reviewed and can vouch for the accuracy, citations, data, and legal references contained therein.
 - b) Disclosure for Packet Submissions. A council member who uses AI as a primary drafting tool for a document submitted for packet inclusion shall note that AI-assisted drafting was used. This disclosure may be made with a single line (e.g., "drafted with AI assistance; reviewed and verified by the submitter") appended to the document or filed simultaneously. Disclosure is not required for: grammar, spelling, or style checking, accessibility tools or text-to-speech conversion, summarization of documents the member has

- read, AI features embedded in standard office software (e.g., autocomplete, formatting suggestions), any use where the member has substantially rewritten or independently verified the output.
- c) Data Protection. Non-public information – including but not limited to social security numbers, health records, or private utility data – shall not be submitted to any public AI model.
 - d) No Freestanding Penalty. Violation of this section is not a standalone complaint-eligible offense under Rule 1.08. Accuracy failures in submitted documents are addressed through correction and the member’s public accountability. Intentional misrepresentation remains subject to applicable state statutes.
 - e) Ethical Use. Common Council members when participating in any official City of Menasha business must use AI in accordance with all City of Menasha policies including conduct and anti-discrimination policies. AI must not be used to create content that is inappropriate, discriminatory, or otherwise harmful to others or the City of Menasha.

1.16 RECONSIDERATION OF THE QUESTION

- 1) A motion for reconsideration can be made on any matter before the Common Council by a member who voted with the prevailing side. It must be made on the day the Common Council acted or at the next regular meeting. It does not require a second.
- 2) When a member who voted with the prevailing side moves to reconsider, such matter is automatically placed at the head of the calendar at the next Council meeting. This is a non-debatable motion and requires a majority vote of the members present. The effect of a motion to reconsider shall be to put the matter back in its original condition or status before the main motion was voted upon.
- 3) Reconsideration cannot be held, whenever the Council takes an action and something is done which cannot be undone by a motion to reconsider, such as a property right or where money has exchanged hands or other consideration given, such a motion is invalid.

1.17 CITIZENS RIGHT TO ADDRESS THE COMMON COUNCIL

- 1) The agenda for regular Common Council meetings shall include items “Public Comment on any matters of concern to the City (five minute time limit for each person)” and “Citizen Reprise (people from the gallery to be heard, only pertaining to matters on the agenda (five

minute time limit for each person).” The meeting chair may provide limited answers to public questions but no debate and no action may be taken.

- 2) The agenda for special Common Council meetings shall include an item on the agenda “People from the gallery to be heard on matters pertaining to this agenda (five minute time limit for each person).”
- 3) Persons addressing the Common council during the two public participation forums shall be required to state their name and address before addressing the Common Council or Committee. A sign-up sheet will also be provided for those persons who do speak to sign in.

1.18 WRITTEN COMMUNICATIONS TO THE COMMON COUNCIL

- 1) Written communications to individual Common Council members may be mailed to the member’s home address as listed in the City Directory or delivered to City Hall. Items received at City Hall will be forwarded to the appropriate Common Council member with their next Common Council packet.
- 2) All communications to Common Council members are considered open records and shall be maintained by the guardian and made available by request.

1.19 PUBLIC HEARINGS

- 1) The appropriate Department Head will draft an explanation sheet that shall accompany any required notice to residents of any Public Hearing. The explanation sheet shall also be attached to the Public Hearing agenda. A brief explanation of the requested action shall be made by the appropriate Department Head at the Public Hearing. An explanation sheet as to the rules for any Public Hearing will be attached to the Public Hearing notice.
- 2) Persons addressing the Common council during a public hearing shall be required to state their name and address before addressing the Common Council. A sign-up sheet will also be provided for those persons who do speak to sign in.

1.20 ROBERTS RULES OF ORDER TO GOVERN COUNCIL

In the absence of a standing rule, ordinance, or statute, the Common Council shall be governed by Roberts Rules of Order.

1.21 CONFIDENTIAL INFORMATION

No official may use or disclose confidential information, including knowledge imparted orally, recordings, and written documents or records, concerning the property, government or affairs of the City gained in the course of or by reason of such official position or activities unless the release is ordered by a court or the informed consent of the subject, as applicable; or authorized by the legal custodian or other proper legal authorization is given. This includes confidential information received in a closed session of the governmental body. Inappropriate disclosure of such confidential information may subject the official to penalties including a fine or public censure. Other potential consequences for violating this restriction is criminal prosecution under §946.12, Wis. Stats., misconduct in public office or removal from office under Chapter 17 of the Wisconsin Statutes for cause.

NOW, THEREFORE, BE IT RESOLVED that the Common Council does hereby adopt the Rules of the Common Council and Mayor.

Passed and approved this ____ day of _____ 2026.

Recommended by:
Protocol
Committee

Motion/Second:
/

Passed: 0-0

Requires: 2/3 Vote

Austin R. Hammond, Mayor

ATTEST:

Kaija Snyder, City Clerk



MEMORANDUM

DATE May 5th 2026
TO Honorable Mayor and Common Council
FROM Andrew Dane, Community Development Director
RE Appointment of Matt Larsen to Fox Cities Transit Commission

Background

The City of Menasha's seat on the Fox Cities Transit Commission is currently up for reappointment. Staff have identified Matt Larsen, Principal Planner in the Community Development Department, as a strong candidate to serve in this role.

As Principal Planner, Mr. Larsen is actively involved in long-range planning efforts, land use analysis, and coordination of development initiatives throughout the city. His role in the Community Development Department provides a valuable perspective on how transportation systems influence economic development, housing, and overall community growth. His involvement would support the Fox Cities Transit Commission's goals of improving accessibility, enhancing connectivity between communities, and promoting sustainable transportation solutions.

Recommendation:

Staff recommends that Mayor Hammond appoint Matt Larsen to the Fox Cities Transit Commission for the term of 5/6/2026 – 4/30/2029.