



**COMMON COUNCIL MINUTES**  
**Tuesday, May 5, 2026 at 6:00 PM**  
**First Floor Conference Rooms**  
**100 Main Street, Menasha, WI**

---

- A. CALL TO ORDER  
Meeting called to order by Mayor Hammond at 6:00pm.
- B. PLEDGE OF ALLEGIANCE  
The Pledge of Allegiance was recited.
- C. ROLL CALL  
Present: Aids. Rand, Eisenach, Hale, Lewis, Marshall, Grade, School  
Absent: Ald. Perkins  
Also Present: FD Sassman, DPW Merten, CDD Dane, PHD Hutter, DPC Hanchek,  
FC Teesch, CA Struve, Mayor Hammond, Clerk Snyder
- D. PUBLIC HEARING
- E. PUBLIC COMMENTS ON ANY MATTER OF CONCERN TO THE CITY  
Leslie Lemieux (82 Fox Street, Menasha) expressed gratitude and appreciation for the City of Menasha's Public Works Department and elected officials during recent flooding in District 1.
- F. REPORT OF DEPARTMENT OFFICERS/DEPARTMENT HEADS/STAFF/CONSULTANTS  
Motion by District 7 Alderperson Grade seconded by District 6 Alderperson Marshall to recieve. Motion carried on voice vote.

Discussion considered the Menasha All City Grade School Track and Field Wellness Day.

Staff advised on recent rainfall and flooding events affecting the City of Menasha community.

1. Presentations:

a. Q1 Community Development Department Update

Staff advised on the Community Development Department's recent work, including the ongoing Comprehensive Plan Update, Water Street Corridor improvements, and Zoning Code amendments. Staff additionally advised on specific sites, such as the UWO - Fox Valley campus, Gunderson Cleaners, and former Whiting Paper Mill.

Discussion considered vacant commercial sites in the City of Menasha.

- b. Strong Neighborhoods Program Partnership Update - Greater Fox Cities Area Habitat for Humanity  
Representatives from the Greater Fox Cities Area Habitat for Humanity presented on the Strong Neighborhoods Program Partnership. This program has reached 47 community members since its launch in February.

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 Commission. 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

- 1. Common Council (Sine Die) Minutes, 4/21/26  
Motion by District 7 Alderperson Grade seconded by District 3 Alderperson Hale to approve. Motion carried on voice vote.
- 2. Common Council (Organizational) Minutes, 4/21/26  
Motion by District 7 Alderperson Grade seconded by District 6 Alderperson Marshall to approve. Motion carried on voice vote.

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

Motion carried 7-0 on roll call.

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)  
Motion by District 7 Alderperson Grade, seconded by District 5 Alderperson Lewis to approve.

Motion carried 7-0 on roll call.

2. R-7-26 - A Resolution Adopting Rules of the Common Council and Mayor (Introduced by Mayor Hammond and Ald. Grade)  
Motion by District 7 Alderperson Grade, seconded by District 3 Alderperson Hale to approve.

Motion carried 8-0 on roll call.

L. APPOINTMENTS

1. Mayor's reappointment of Travis Mac Donald as Weed Commissioner for the term of 5/15/26 – 5/15/27  
Motion by District 7 Alderperson Grade seconded by District 6 Alderperson Marshall to approve. Motion carried on voice vote.
2. Resignation of Kevin Benner from Plan Commission  
Motion by District 7 Alderperson Grade seconded by District 3 Alderperson Hale to approve. Motion carried on voice vote.
3. Mayor's reappointment of Bernice Kohanski to the Committee on Aging for the term of 5/5/26 - 4/30/29  
Motion by District 7 Alderperson Grade seconded by District 5 Alderperson Lewis to approve. Motion carried on voice vote.
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  
Motion by District 7 Alderperson Grade seconded by District 6 Alderperson Marshall to approve. Motion carried on voice vote.
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  
Motion by District 7 Alderperson Grade seconded by District 3 Alderperson Hale to approve. Motion carried on voice vote.
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

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

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

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

M. CLAIMS AGAINST THE CITY

N. PUBLIC COMMENTS ON ANY MATTER LISTED ON THE AGENDA

O. ADJOURNMENT

Motion by District 6 Alderperson Marshall seconded by District 3 Alderperson Hale  
to adjourn the Common Council meeting at 6:52pm. Motion carried on voice vote.

Minutes submitted by City Clerk Kaija Snyder.