

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

Monday, May 18, 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

1. Special Use Permit - Two-Family Housing - 1327 Province Terrace (Parcel No. 7-00053-02) - Marcus McGuire
2. Special Use Permit - Single Family Housing - 1615 Drum Corps Drive (Parcel No. 6-01665-00) - Greater Fox Cities Area Habitat for Humanity

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. City of Menasha Site Specific Market Study
2. Minutes to Receive:
 - a. Water and Light Commission, 4/22/26
 - b. Special Board of Public Works, 5/4/26
 - c. Administration Committee, 5/5/26
 - d. Plan Commission, 5/5/26
 - e. Library Board of Trustees, 3/24/26
 - f. Neenah-Menasha Fire Rescue Joint Finance & Personnel Committee, 5/5/26
 - g. Board of Health, 2/4/2026
 - h. Parks & Recreation Board, 5/12/26
3. Communications:
 - a. Neenah-Menasha Fire Rescue 2025 Annual Report
 - b. Certificate of Recycling for Spring 2026 Electronic Recycling Event

- c. Canal Commons Ribbon Cutting — May 27, 2026
- d. Comprehensive Outdoor Recreation Plan Community Survey
- e. National Public Works Week Proclamation

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. Special Common Council Minutes, 5/4/26
- 2. Common Council Minutes, 5/5/26
- 3. Plan Commission, 5/5/2026, Recommends Approval of:
 - a. Special Use Permit for two-family housing at 1327 Province Terrace (Parcel No. 7-00053-02), as presented with the following condition:
 - 1. A preliminary and final plat shall be submitted and approved by the Common Council prior to the revocation language outlined in Special Use Permit, Section 13-1-11(e) of the Menasha Code of Ordinances.
 - b. Preliminary Plat for 1327 Province Terrace (Parcel No. 7-00053-02) as presented with the following conditions:
 - 1. The Special Use Permit for two-family housing shall be approved by the Common Council.
 - 2. A drainage and grading plan shall be submitted to the Engineering Department for review.
 - 3. A Stormwater Management Practices Buy-In Maintenance agreement shall be executed for this development.
 - 4. Language shall be added to the Final Plat regarding Drainage Easement Restrictions, specifically that (1) The City has the right to perform maintenance, (2) Developer/lot owner shall comply with the approved surface drainage plan.
 - c. Special Use Permit for single family housing at 1615 Drum Corps Drive (Parcel No. 6-01665-00) as presented with the following condition:
 - 1. A preliminary and final plat shall be submitted and approved by the Common Council prior to the revocation language outlined in Special Use Permit, Section 3-1-11(e) of the Menasha Code of Ordinances.
 - d. Preliminary Plat for 1615 Drum Corps Drive (Parcel No. 6-01665-00) as presented with the following conditions:
 - 1. The Special Use Permit for single family housing shall be approved by the Common Council.
 - 2. A drainage and grading plan be submitted to the Engineering Department for review.

4. Neenah-Menasha Fire Rescue Joint Finance & Personnel Committee, 5/5/26, Recommends Approval of:
 - a. The City of Neenah and City of Menasha Common Councils authorize filling one anticipated firefighter vacancy no earlier than June 6, 2026

H. Items Removed from the Consent Agenda

I. Action Items

1. Accounts payable and payroll for the term of 5/1/26 - 05/14/26 in the amount of \$1,183,091.35
2. Accept and Spend 2026 Interoperable Radio Grant Award

J. Held Over Business

K. Ordinances and Resolutions

1. O-10-26 - An Ordinance Enacting Title 10, Chapter 2, Section 10-2-9 of the Code of Ordinances, Regulating Electric Scooters and Electric Bicycles (Introduced by Mayor Hammond and Ald. Grade)
2. O-11-26 - An Ordinance Enacting Title 10, Chapter 2, Section 10-2-10 of the Code of Ordinances, Requiring Helmet Use for Persons Under 16 Years of Age (Introduced by Mayor Hammond and Ald. Grade)
3. R-11-26 — A Resolution Authorizing Reallocation of Sewer Utility Funds and Directing Infrastructure Improvements in Response to the April 2026 Rainfall Event (Introduced by Ald. Hale)
4. R-12-26 — A Resolution of Support for Fiscal Year 2026 Safe Streets and Roads for All (SS4A) Grant Application to Conduct a Feasibility Study for Active Transportation Facilities on State Trunk Highway 47 Between Ninth Street and Calumet Street (Introduced by Mayor Hammond)

L. Appointments

1. Mayor's appointment of Donald Merkes to the Board of Review for the term of 5/19/26 - 5/19/29
2. Mayor's appointment of Eli Wickman to the Plan Commission for the term 5/19/26 - 5/1/28

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
June 1, 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."