



**COMMON COUNCIL MINUTES**  
**Monday, May 18, 2026 at 6:00 PM**  
**First Floor Conference Rooms**  
**100 Main Street, Menasha, WI**

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**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, Hale, Perkins, Lewis, Marshall, Grade, School

Absent: Ald. Eisenach

Also Present: FM Laracuente, DPW Merten, CDD Dane, PRD Sackett, PHD Hutter, DPC Hanchek, FC Teesch, CA Struve, Mayor Hammond, DC Janet

**D. PUBLIC HEARING**

1. Special Use Permit - Two-Family Housing - 1327 Province Terrace (Parcel No. 7-00053-02) - Marcus McGuire

Mayor Hammond opened the public hearing at 6:03pm and invited members of the public to speak.

Marcus McGuire (1945 W Kohl Drive, Grand Chute) thanked the Common Council for considering this item.

Mayor Hammond closed the public hearing at 6:04pm.

Staff advised that this Special Use Permit will allow duplexes to be constructed in a C-1 District, near other planned future housing developments.

2. Special Use Permit - Single Family Housing - 1615 Drum Corps Drive (Parcel No. 6-01665-00) - Greater Fox Cities Area Habitat for Humanity

Mayor Hammond opened the public hearing at 6:06pm and invited members of the public to speak.

Mayor Hammond closed the public hearing at 6:07pm after no members of the public elected to speak.

Staff advised that this Special Use Permit will allow 8 single family detached homes to be constructed in a C-1 District, near other planned future housing developments.

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

Dennis Kittel (410 Kraft Street, Neenah), President of Fox City Greenways, expressed concerns about O-10-26, while supporting the regulation of e-bikes. Kittel expressed that community stakeholders should be included in the drafting of this ordinance, and asked the Common Council to refer the ordinance back to staff.

F. REPORT OF DEPARTMENT OFFICERS/DEPARTMENT HEADS/STAFF/CONSULTANTS

Motion by District 7 Alderperson Grade seconded by District 3 Alderperson Hale to receive. Motion carried on voice vote.

1. Presentations:

a. City of Menasha Site Specific Market Study

Staff presented a market study that was used to inform updates to the Comprehensive Plan. This study found low vacancy rates in apartments, significant single-individual households, faster rising incomes compared to home and apartment values, and potential development opportunities within the City. Market indicators such as cost-burdened working-age renters, population growth, and vacancy rates will be used to make informed decisions for future development.

Discussion considered the timeline and purpose of the study. Discussion additionally considered updates on development opportunities.

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

1. Special Common Council Minutes, 5/4/26  
Motion by District 7 Alderperson Grade seconded by District 6 Alderperson Marshall to approve. Motion carried on voice vote.
2. Common Council Minutes, 5/5/26  
Motion by District 7 Alderperson Grade seconded by District 5 Alderperson Lewis to approve. Motion carried on voice vote.
3. Plan Commission, 5/5/2026, Recommends Approval of:  
Motion was made by District 8 Alderperson School, seconded by District 7 Alderperson Grade to approve items G.3.a through G.3.d.

Mayor Hammond asked for unanimous consent to split motion by project location, making one vote G.3.a and G.3.b and a second vote G.3.c and G.3.d. The Common Council agreed.

- a. Special Use Permit for two-family housing at 1327 Province Terrace (Parcel No. 7-00053-02), as presented with the following condition:  
Motion by District 8 Alderperson School, seconded by District 7 Alderperson Grade to approve items G.3.a and G.3.b.

Motion carried 4-3 on roll call. District 3 Alderperson Hale, District 6 Alderperson Marshall, and District 8 Alderperson School voted no.

Discussion considered the aesthetic of the neighborhood and zoning of nearby properties. Discussion additionally considered the final nature of this vote.

Staff advised this use is allowable per the City of Menasha Municipal Code with a Special Use Permit. Staff shared that commercially zoned properties can be used for this type of residential development. Staff additionally shared information on plans to leave green space on lots.

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:  
Motion by District 8 Alderperson School, seconded by District 7 Alderperson Grade to approve G.3.c and G.3.d.

Motion carried 7-0 on roll call.

Discussion considered Lot 9.

Staff advised this use is allowable per the City of Menasha Municipal Code with a Special Use Permit. Staff shared that commercially zoned properties can be used for this type of residential development. Staff additionally advised that Lot 9 may have future development.

- 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  
Motion by District 7 Alderperson Grade, seconded by District 6 Alderperson Marshall to approve.

Motion carried 7-0 on roll call.

Discussion considered overtime pressures, retirement and recruitment.

Staff advised that recent interviews create an eligibility list for any future retirements in 2027 and 2028. Staff also advised that hiring this firefighter also helps alleviate pressures caused by PTO and sick leave.

#### 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  
Motion by District 3 Alderperson Hale, seconded by District 4 Alderperson Perkins to approve.

Motion carried 7-0 on roll call.

2. Accept and Spend 2026 Interoperable Radio Grant Award  
Motion by District 3 Alderperson Hale, seconded by District 5 Alderperson Lewis to approve.

Motion carried 7-0 on roll call.

Discussion considered radio-related coverage issues.

Staff advised that the City of Menasha was awarded a grant to upgrade radios, which will allow for radio communication for critical incidents and disasters with other state agencies.

#### 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)  
Motion by District 7 Alderperson Grade, seconded by District 8 Alderperson School to approve. Superseded by second motion.

Motion by District 1 Alderperson Rand, seconded by District 4 Alderperson Perkins to refer O-10-26 back to staff with direction to engage Fox Cities Greenways and any other community stakeholders, address the device targeting concern raised in public comment, and resolve the statutory conformity items.

Motion carried 4-3 on roll call. District 3 Alderperson Hale, District 6 Alderperson Marshall, and District 7 Alderperson Grade voted no.

Discussion considered different classes of e-bikes. Discussion additionally considered a desire to regulate more dangerous motorized vehicles. Discussion also considered the authority of signs banning e-bikes on certain trails, changes in technology, and the inclusion of community stakeholders in these conversations. Discussion additionally considered the years long work by expert professionals on this legislation.

Staff advised on a 2025 incident and related complaints concerning e-bikes. This sparked the creation of this working group between the Police

Departments, Attorneys, and Parks and Recreation Departments of the Cities of Menasha and Neenah and the Village of Fox Crossing. Staff additionally advised that the Common Council would be the regulatory body over signage on trails. Staff also advised that the City's Municipal Code regulates carriers on regular bicycles and that regular bikes can not travel at speeds greater than reasonable or prudent.

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)  
Motion by District 7 Alderperson Grade, seconded by District 5 Alderperson Lewis to approve main motion as amended.

Motion carried as amended 7-0 on roll call.

Motion by District 1 Alderperson Rand, seconded by District 6 Alderperson Marshall to amend the main motion by striking, "American National Standards Institute (ANSI) or the Snell Memorial Foundation" from subsection (b)(1) and replace with "the Consumer Product Safety Commission Standard at 16 C.F.R. Part 1203 or any other standard recognized by the commission as equivalent."

Motion to amend carried 7-0 on roll call.

Motion by District 1 Alderperson Rand, seconded by District 5 Alderperson Lewis to amend the main motion by renumbering section (a) following subsection (f) as subsection (g).

Motion to amend carried 7-0 on roll call.

Motion by District 1 Alderperson Rand seconded by District 4 Alderperson Perkins to amend the main motion by striking subsection (c)(1) and referring the substance of that subsection back to staff for placement in the parks code at a future meeting.

Motion to amend carried 6-1 on roll call. District 7 Alderperson Grade voted no.

Discussion considered why the age was set at 16 for the helmet requirement.

Staff advised that requiring helmets at 16 is consistent with state statute and peer municipalities.

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)  
Motion by District 3 Alderperson Hale, seconded by District 6 Alderperson

Marshall to approve.

Motion carried 7-0 on roll call.

Staff advised on the aftermath of the significant amount of rainfall, and subsequent flooding and sewer backups this spring. Staff also advised that this will be a long-term project to take corrective actions and help mitigate future risks. Staff additionally advised on potential projects that result from this resolution to tackle this larger issue.

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)  
Motion by District 7 Alderperson Grade, seconded by District 3 Alderperson Hale to approve.

Motion carried 7-0 on roll call.

Staff advised that East Central Wisconsin Regional Planning Commission is applying for this grant to complete a study on STH 47, to include sidewalks and bicycle facilities along that corridor. This study would provide a recommendation on the feasibility of constructing an active transportation facility along that corridor.

#### L. APPOINTMENTS

1. Mayor's appointment of Donald Merkes to the Board of Review for the term of 5/19/26 - 5/19/29  
Motion by District 7 Alderperson Grade seconded by District 4 Alderperson Perkins to approve. Motion carried on voice vote.
2. Mayor's appointment of Eli Wickman to the Plan Commission for the term 5/19/26 - 5/1/28  
Motion by District 7 Alderperson Grade seconded by District 3 Alderperson Hale to approve. Motion carried on voice vote.

#### M. CLAIMS AGAINST THE CITY

- #### N. PUBLIC COMMENTS ON ANY MATTER LISTED ON THE AGENDA
- Dennis Kittel (410 Kraft Street, Neenah) shared appreciation to the Common Council for the vote on O-10-26.

#### O. ADJOURNMENT

Motion by District 6 Alderperson Marshall seconded by District 3 Alderperson Hale to adjourn the Common Council meeting at 7:51 pm. Motion carried on voice vote.

Minutes submitted by Deputy City Clerk Evan Janet.