

A Quorum of the Common Council, 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.



## **ADMINISTRATION COMMITTEE MEETING AGENDA**

**Monday, June 1, 2026 at 6:30 PM**

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

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**or immediately following the Common Council meeting**

**A. Call to Order**

**B. Roll Call**

**C. Minutes to Approve**

1. Administration Committee, 5/18/26

**D. Discussion / Action Items**

1. Draft Downtown Business Incentive Grant Program Guidelines

**E. Adjournment**

"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."



## ADMINISTRATION COMMITTEE MINUTES

Monday, May 18, 2026 at 6:30 PM

First Floor Conference Rooms  
100 Main Street, Menasha, WI

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A. CALL TO ORDER

Meeting called to order by Chair Hale at 8:02pm.

B. ROLL CALL

Present: Alds. Rand, Eisenach, Hale, Perkins, Lewis, Marshall, Grade, School

Absent: Ald. Eisenach

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

C. MINUTES TO APPROVE

1. Administration Committee, 5/5/26

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

D. DISCUSSION / ACTION ITEMS

1. Recommend to Award – Post-Crescent Media (*The Post-Crescent*) as the Official City Newspaper of the City of Menasha for the 2026-2027 term  
Motion by District 7 Alderperson Grade, seconded by District 8 Alderperson School to approve.

Motion carried 7-0 on roll call.

Discussion considered the lack of bids and limitations of legal noticing, while noting other potential methods of disseminating information.

Staff advised that this is a routine, annual item, noting only one bid by *The Post-Crescent*.

E. ADJOURNMENT

Motion by District 7 Alderperson Grade seconded by District 6 Alderperson Marshall to adjourn the Administration Committee meeting at 8:08pm. Motion carried on voice vote.

Minutes submitted by Deputy City Clerk Evan Janet.

2026

# Downtown Building Incentive Grant Program



Andrew Dane  
Community Development Director  
City of Menasha  
100 Main Street, Suite 200  
Menasha, WI 54952

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## INTRODUCTION

### Overview

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The City of Menasha Downtown Building Incentive Program (DBIP) is designed to support downtown property owners and business owners in making building improvements that extend the life of Menasha's historic downtown buildings. This program provides matching **grant funds** to cover design and construction costs directly related to interior and exterior alternations including Façade, Roof, HVAC, Electrical, Plumbing, Insulation, Structural, and ADA related improvements.

### Goals and Performance Measures

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*Goal One: Increased investment in downtown properties*

- # of buildings assisted through the program
- \$ value of improvements directly supported through program
- \$ value of improvements leveraged through program
- # of downtown businesses

### Administration

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The Community Development Department administers the DBIP including program promotion, program intake, reviewing completed applications, interpreting program guidelines, and reviewing and approving reimbursement requests.

Approving or denial of DBIP applications will occur as applications are submitted. Qualified projects will be approved on a first-come, first-serve basis. Final determination of the award amounts and funding recipients will be made by the City of Menasha Administration Committee. The program's budget will be established annually and incorporated into the City of Menasha's Operating Budget.

## PROGRAM DETAILS

### Downtown Building Incentive Program

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#### A. Project Matching

- a. All projects are eligible for a 1:1 match (\$1.00 City dollar for every private \$1.00) up to \$50,000.

- B. **Eligibility:** Property owners or tenants with written consent of landlord who meet the following criteria may apply for a DBIP:

- a. **Applicant:** Property owners are eligible to receive one grant award subject to funding availability.
- b. **Project Location:** Within one of the City of Menasha's Historic Districts (See Appendix A)
- c. **Property Type:** Commercial or historic mixed-use buildings fifty years or older which are non-tax exempt.
- d. **Outstanding Taxes or Fees:** Properties with outstanding taxes, fees, or Correction Notices owed to City are not eligible for the program.
- C. **Eligible Projects:** Design and construction costs directly related to interior and exterior alterations that extend the lifespan of the building including Façade, Roof, HVAC, Electrical, Plumbing, Insulation, Structural, and ADA related improvements.
- D. **Ineligible Projects:** Projects that do not directly improve the longevity of the building; equipment expenses not related to eligible project type; building furnishings; residential only buildings.
- E. **Terms & Conditions:**
  - a. **Grant Amount:** Up to \$50,000
    - i. The grant is dependent on available funds and may be awarded at an amount less than requested.
    - ii. For larger projects that demonstrate a significant positive impact on the downtown, the Community Development Director may approve grants awards that exceed the stated program caps, subject to Administration Committee approval.
  - b. **Match Requirement:** 50% Cash requirement.
  - c. **Award:** Grant award is issued as a reimbursement upon completion of project.
  - d. **Use of Contractor(s):** Licensed tradesmen are required for all projects.
  - e. **Bidding:** Two bids are required for an application.
  - f. **Permits.** All necessary permits must be filed with the City of Menasha prior to final approval. Applicants must follow all applicable local, state, and federal regulations to be eligible for reimbursement.

## Procedures & Guidelines

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The Community Development Department shall ensure a complete application is submitted before processing.

- A. **Application:** Applicants are required to fill out and submit the **Menasha Downtown Building Incentive Grant Application**

- a. Applications shall be submitted electronically in PDF format to Kristi Heim, City of Menasha Associate Planner at [kheim@menashawi.gov](mailto:kheim@menashawi.gov).
  - b. Applicants must provide a project description, itemized cost estimates, and a project completion timeline.
- B. **Back Taxes/Outstanding Permits:** The Community Development Department will determine if the applicant owes money to the City and if there are any Correction Notices on the property.
- C. **Administration and Approval:** The Community Development Department will review completed applications and place them on the Administrative Committee agenda for approval or denial.
- D. **The Administration Committee:**
  - a. The Community Development Department will make a recommendation to the Administration Committee on all projects.
  - b. Applicants or business representatives are required to come before the Administration Committee to orally present the project.
  - c. Recommendations will be considered by the Administration Committee for ultimate approval or denial of the project.
  - d. The following criteria will be taken into consideration by the Community Development Department and the Administration Committee when evaluating applications:
    - i. Amount of private investment leveraged by the grant award
    - ii. The applicant's financial and technical capacity to successfully execute the project.
    - iii. The impact of the proposed project on the preservation of historic buildings within the downtown district.
- E. **Approval:** City staff will notify applicants of their application status after all application materials have been received, reviewed, and considered by the Administration Committee.
  - a. If approved by the Administration Committee, Staff will provide an award letter and specify any special project conditions required. Documents must be signed and returned to City Hall.
  - b. Licensed tradesmen are required to perform all work.
  - c. Applicant is responsible for securing all necessary permits and approvals.
- F. **Before Photos:** As part of application before photos shall be submitted digitally in jpeg, pdf, or png file format to [kheim@menashawi.gov](mailto:kheim@menashawi.gov) along with images of the area of work. A "master" photo must be submitted that displays the entire building from the street.

- G. **Insurance Requirements:** Applicants must agree to the Terms and Conditions set forth in the attachment titled "Insurance Requirements – DBIP Applicant."
- H. **Indemnity Hold Harmless Agreement:** Applicants must agree to the terms and conditions set forth in the attachment titled "Indemnification/Hold Harmless Agreement."
- I. **Reimbursement:**
- a. A one-to-two-page Closing Report must include before and after photos, and a brief narrative describing the improvement submitted to [kheim@menashawi.gov](mailto:kheim@menashawi.gov).
  - b. Matching grants will be disbursed after work is completed, inspected, and the Closing Report is submitted to the Kristi Heim at [kheim@menashawi.gov](mailto:kheim@menashawi.gov).

#### DISCLAIMER & CONFLICT OF INTEREST

- A. **Applicant/Property Owner shall not be disqualified** based on race, color, religion, marital status, age, color, sex, gender identity, handicap, national origin or ancestry, income level or source of income, arrest record or conviction record, less than honorable discharge, physical appearance, sexual orientation, political benefits, or student status.
- B. **By submitting an Application, Applicant/Property Owner agrees that,** in all contracting resulting from this Agreement, there will not be any discrimination against any independent contractor or tradesperson because of race, color, religion, marital status, age, color, sex, gender identity, handicap, national origin or ancestry, income level or source of income, arrest record or conviction record, less than honorable discharge, physical appearance, sexual orientation, political benefits, or student status.
- C. **Conflict of Interest:** A project is not eligible if the Applicant/Property Owner is a member of the Common Council or any other official, employee, or agent of the City who exercises decision-making functions or responsibilities in connection with the implementation of the program, has a financial interest in the project, or if the project would otherwise create or appear to create a conflict of interest.

#### Labor

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Only projects that employ licensed tradesmen shall be eligible for the program. Projects done by non-professional labor shall not be considered for loan/grant dollars.

- A. All receipts or invoices must be submitted by or on behalf of the contractor selected for the project.
- B. Professional labor is considered work done by an individual who is trained and engaged in such work for a career.
- C. Painting and staining are exempt from the professional labor requirement except where presence of lead or asbestos requires professional abatement contractors.

### **Appeals**

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If a DBIP grant is denied by the Administration Committee, the Applicant/Property Owner may request an appeal to be considered at the next available Common Council meeting.

### **Project Extensions**

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Upon the request of an Applicant/Property Owner of an approved project, the Administration Committee may consider granting an extension for which the project shall have substantial completion considering the following:

- A. The Applicant/Property Owner must submit an extension request before the end of the allotted timeframe.
- B. Upon review, the Administration Committee shall consider the Applicant/Property Owner worked in good faith to start the project upon approval and actively pursued the completion of the project in a timely matter. If the project has not commenced, materials have not been ordered, and/or the Applicant/Property Owner fails to show proper documentation among other support, the extension will be denied, and the Applicant/Property Owner must reapply for the program.
- C. Any project extension shall have a \$50.00 review fee.

### **Program Amendments**

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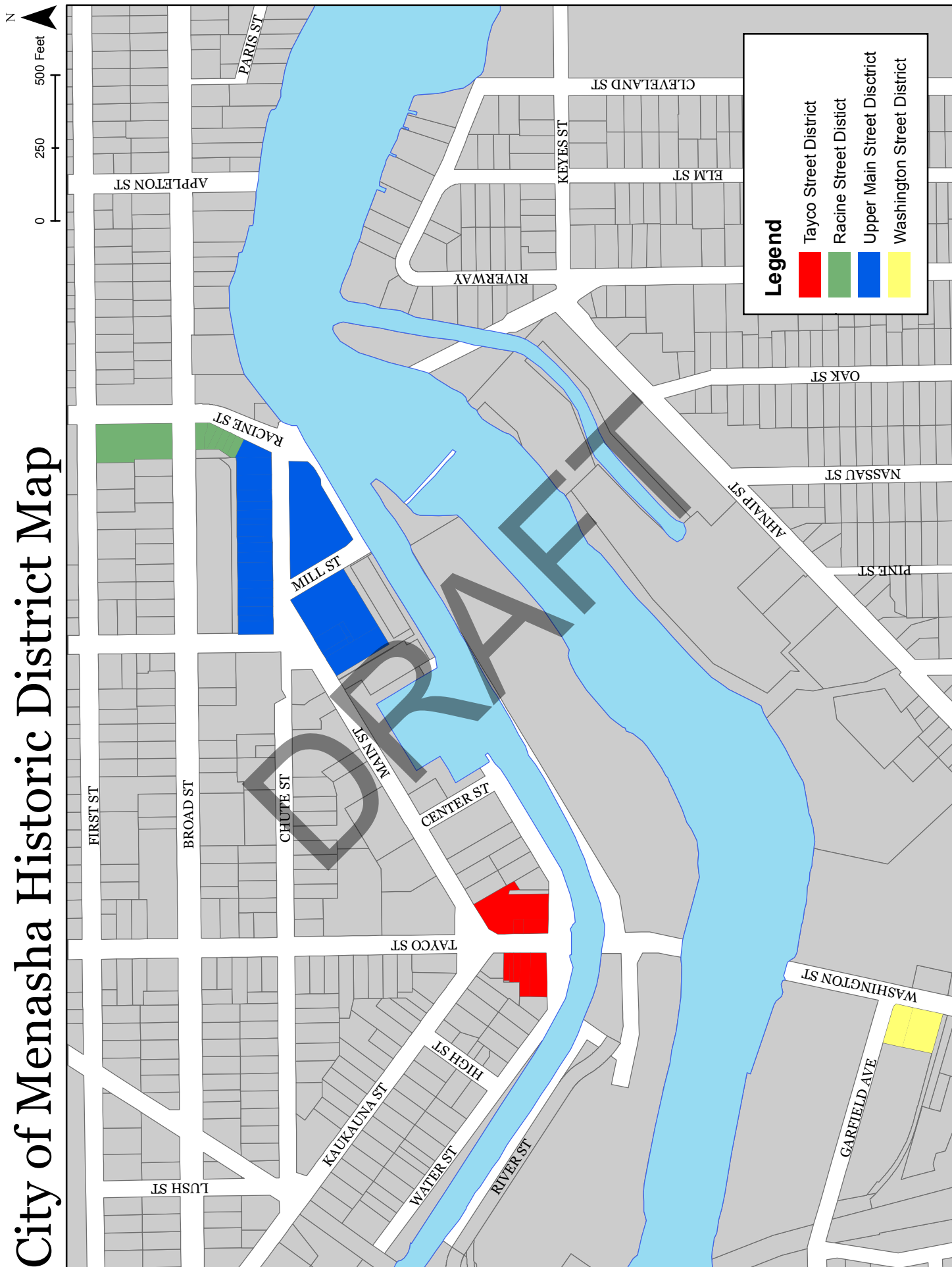
Any changes to the original program plan that do not significantly alter the program's intent or funding amount may be approved by the Community Development Department. Changes that significantly alter the program's intent or funding amount require approval from the Common Council.

**APPENDIX A – SERVICE AREA**

**Insert Service Area Map**

DRAFT

# City of Menasha Historic District Map





## MEMORANDUM

**DATE** May 28, 2026  
**TO** City of Menasha Administration Committee  
**FROM** Andrew Dane, Community Development Director  
**RE** Draft Downtown Building Incentive Grant Program

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The City of Menasha has created the Downtown Building Incentive Program (DBIP) to help maintain and improve historic downtown buildings. The program offers matching grants to support interior and exterior building upgrades that extend the life of commercial or historic mixed-use properties.

### Program Purpose

The DBIP provides a 1:1 matching grant—up to \$50,000—to help cover eligible design and construction costs. Projects may include façade improvements, roofs, HVAC, electrical, plumbing, insulation, structural work, and ADA upgrades. The goal is to encourage reinvestment in downtown properties and strengthen the long-term vitality of the district.

### Eligibility

Applicants must be downtown commercial or historic mixed-use property owners (or tenants with written owner approval). Buildings must be at least 50 years old and non-tax-exempt. Properties with outstanding taxes or unresolved violations cannot receive funding. Projects must use licensed contractors, follow all permitting requirements, and submit at least two bids for the proposed work.

### Application and Review Process

Applicants submit a completed application, cost estimates, a project description, and photos. The Community Development Department reviews submissions and forwards them to the Administration Committee, which approves or denies funding. Decisions are made on a first-come, first-served basis while funds are available. Approved projects receive reimbursement after completion, inspection, and submission of a closing report with before-and-after photos.

### Additional Requirements

Participants must follow insurance and hold-harmless requirements. Only professional labor qualifies, except for painting and staining unless lead or asbestos is involved. Applicants may

appeal a denial to the Common Council. Project extensions may be granted for good-faith delays, subject to a small review fee.

**Staff Recommendation**

Administration Committee approve the proposed draft Downtown Business Incentive Grant Program.