



COMMON COUNCIL MINUTES
Monday, June 1, 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 6:01pm.

B. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

C. ROLL CALL

Present: Aids. Rand, Eisenach, Hale, Perkins, Lewis, Marshall, Grade, School
Also Present: FD Sassman, DPW Merten, CDD Dane, PHD Hutter, DPC Hanchek,
LD Kopetsky, DDMO Brown, CA Struve, Mayor Hammond, DC Janet

D. PUBLIC HEARING

1. Proposed Rezoning of Property Located at 1173 Province Terrace (Parcel No. 7-00001-10) from C-3 Business and Office District to R-2A Multi-Family, Zero Lot Line Residence District

Mayor Hammond opened the public hearing at 6:05pm and invited members of the public to speak.

Ryan Roth (3776 E Zion Lane, Appleton), Paper Valley Properties, shared his plans for the property, including construction of single-family homes. Roth acknowledged conservation easements and the buildable area. He additionally shared that there is no desire to take any unnecessary trees down so current residents can still enjoy the nature in their neighborhood.

Thomas Wroblewski (1148 Province Terrace, Suite B, Menasha) spoke against rezoning and supported keeping properties as commercial.

Dennis and Peggy Heller (1146 Fieldview Drive, Menasha) advocated that nature not be disturbed.

Tom Marshall (1166 Fieldview Drive, Menasha) spoke against development on this property, by citing the commercial aspect of this area, and concerns regarding water flow near the property.

Mayor Hammond closed the public hearing at 6:14pm.

Staff advised that this lot is owned by the Redevelopment Authority (RDA) of the City of Menasha and has not sold for many years; there is an offer to purchase with the requirement that this property be rezoned for construction

of new homes.

- E. PUBLIC COMMENTS ON ANY MATTER OF CONCERN TO THE CITY
Carol Deltour (866 First Street, Menasha) commented on two unkept and vacant properties in the City, 808 Depere Street and 720 First Street. Deltour additionally commented on policing of public parks, monitoring of the non-emergency police phone line, and ash trees in the community.

- 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 8-0 on roll call.

1. Presentations:
2. Minutes to Receive:
 - a. Administration Committee, 5/18/26
 - b. Board of Public Works, 5/18/26
 - c. Personnel Committee, 5/18/26
 - d. Neenah-Menasha Sewerage Commission, 4/28/26
 - e. Police Commission, 3/19/26
 - f. Special Police Commission, 3/23/26, 3/24/26, 4/1/26, 4/21/26
 - g. Plan Commission, 5/5/26
3. Communications:
 - a. Fourth Quarter 2025 Financial Update
 - b. Police Week Recognition and Awards
 - c. Municipal Staff PSA - Mowing

G. CONSENT AGENDA

1. Common Council Minutes, 5/18/26
Motion by District 7 Alderperson Grade seconded by District 5 Alderperson Lewis to approve. Motion carried on voice vote.
2. Administration Committee, 5/18/26, Recommends Approval of:
 - a. 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 3 Alderperson Hale, seconded by District 2 Alderperson Eisenach to approve.

Motion carried 8-0 on roll call.

3. Board of Public Works, 5/18/26, Recommends Approval of:
 - a. Recommend to Award — Contract Unit No. 2026-05; Asphaltic Concrete Pavement Crack Sealing Various City Streets; Fahrner Asphalt Sealers, LLC; \$44,321.00
Motion by District 6 Alderperson Marshall, seconded by District 8 Alderperson School to approve.

Motion carried 8-0 on roll call.
 - b. Recommend to Award — Contract Unit No. 2026-06; Asphaltic Concrete Pavement Chip Sealing Various City Streets; Fahrner Asphalt Sealers, LLC; \$55,716.00
Motion by District 6 Alderperson Marshall, seconded by District 8 Alderperson School to approve.

Motion carried 8-0 on roll call.
 - c. Payment — Northeast Asphalt, Inc; Contract No. 2025-03; Jefferson Park Boat Launch;\$129,383.71 (Payment No. 7)
Motion by District 6 Alderperson Marshall, seconded by District 8 Alderperson School to approve.

Motion carried 8-0 on roll call.
4. Personnel Committee, 5/18/26, Recommends Approval of:
 - a. Recommended Change to Employee Safety Manual - Policy for Respiratory Protection - Sewer Crew
Motion by District 4 Alderperson Perkins, seconded by District 5 Alderperson Lewis to approve.

Motion carried 8-0 on roll call.
5. Special Board of Public Works, 6/1/26, Recommends Approval of:
 - a. Fourth Amendment to Ground Site Lease Agreement between City of Menasha and AT&T Mobility Corporation
Motion by District 6 Alderperson Marshall, seconded by District 8 Alderperson School to approve.

Motion carried 8-0 on roll call.

H. ITEMS REMOVED FROM THE CONSENT AGENDA

I. ACTION ITEMS

Staff advised on the annual nature of items I.1 through I.4, sharing these are essentially unchanged from last year's alcohol license applications.

1. Alcohol License Renewal Applications for the 2026-2027 Licensing Term (July 1, 2026 – June 30, 2027)
Motion by District 3 Alderperson Hale, seconded by District 7 Alderperson Grade to approve.

Motion carried 7-0-1 on roll call. District 2 Alderperson Eisenach abstained due to personal ownership of a business with a pending alcohol license application.

2. Outdoor Alcoholic Beverage Service Permit Applications for the 2026-2027 Licensing Term (July 1, 2026 – June 30, 2027)
Motion by District 3 Alderperson Hale, seconded by District 4 Alderperson Perkins to approve.

Motion carried 8-0 on roll call.

3. Outdoor Street Service Permit Renewal Applications for the 2026 Licensing Term (June 2, 2026 — November 30, 2026)
Motion by District 3 Alderperson Hale, seconded by District 2 Alderperson Eisenach to approve.

Motion carried 8-0 on roll call.

4. Temporary Expansion of Licensed Premises Permit Application – Wilzke's Pub (528 Milwaukee Street, Menasha), September 19, 2026
Motion by District 3 Alderperson Hale, seconded by District 2 Alderperson Eisenach to approve.

Motion carried 8-0 on roll call.

Discussion considered the fundraising nature of the event.

5. Acquisition of Real Property Interests for the WIS 114 (Plank Road) Reconstruction Project (Project ID: 4064-17-21) Involving All Parcels Fronting the Connecting Highway Portion of WIS 114 (Manitowoc Street to Melissa Street)

Discussion considered project location.

Staff advised that there is a future DOT plan to reconstruct Plank Road, between Manitowoc and Oneida St, part of that includes the requirement that the City of Menasha is responsible for doing the real estate work for the portion of connecting highway between Manitowoc and Melissa Streets. Part of this process lists temporary limited easements for use of private land during the reconstruction project.

- a. May adjourn into Closed Session pursuant to Section 19.85(1)(e) and (g) of the Wisconsin Statutes: Deliberating or negotiating the purchasing of

public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session and/or conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved

Motion by District 7 Alderperson Grade, seconded by District 2 Alderperson Eisenach to adjourn into Closed Session pursuant to Section 19.85(1)(e) and (g) of the Wisconsin State Statutes.

Motion carried 8-0 on roll call.

- b. May adjourn into Open Session to take action on item discussed in Closed Session

Motion by District 7 Alderperson Grade, seconded by District 5 Alderperson Lewis to adjourn into Open Session.

Motion carried 8-0 on roll call.

6. Accounts payable and payroll for the term of 5/15/26 - 5/28/26 in the amount of \$950,344.92

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

Motion carried 8-0 on roll call.

J. HELD OVER BUSINESS

K. ORDINANCES AND RESOLUTIONS

1. O-1-26 - An Ordinance Amending Title 13, by Making Certain Changes to the District of 1173 Province Terrace (Parcel No. 7-00001-10); C-3 Business and Office District to R-2A Multi-Family, Zero Lot Line Residence District (Introduced by Ald. Eisenach)

Motion by District 2 Alderperson Eisenach, seconded by District 4 Alderperson Perkins to approve.

Motion carried 5-3 on roll call. District 3 Alderperson Hale, District 6 Alderperson Marshall, and District 8 Alderperson School voted no.

Discussion considered the commercial nature of Province Terrace, spot zoning and length of time on market.

Staff advised that this area is designated as neighborhood mixed use, meaning that residential use is allowed in the area and is consistent with Menasha's future land use map; Staff noted that this is not considered spot zoning. Staff advised this property has been on the market for about 15 years.

Staff additionally advised that this residential use would lead to less runoff than commercial use, maintaining runoff during storm events even during future developments.

2. R-15-26 - A Resolution Approving Continuing Appropriations (2025 Fund Balance Reservations) (Introduced by Mayor Hammond)
Motion by District 7 Alderperson Grade, seconded by District 3 Alderperson Hale to approve.

Motion carried 8-0 on roll call.

Staff advised that this is an annual resolution that reserves a portion of 2025 fund balance to be spent in 2026 for specific purposes.

L. APPOINTMENTS

1. Resignation of James Meinke from the Police Commission
Motion by District 7 Alderperson Grade seconded by District 6 Alderperson Marshall to accept. Motion carried on voice vote.

James Meinke (629 First Street, Menasha) shared it was an honor to serve and wished the Police Commission and Department the best of luck.

2. Mayor's appointment of Gary Daughtery to the Police Commission for the term of 6/2/26–5/1/28
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. ADJOURNMENT

Motion by District 6 Alderperson Marshall seconded by District 3 Alderperson Hale to adjourn the Common Council meeting at 7:15pm. Motion carried on voice vote.

Minutes submitted by Deputy City Clerk Evan Janet.