



COMMON COUNCIL MINUTES
Monday, July 6, 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: Alds. Rand, Eisenach, Hale, Perkins, Lewis, Marshall, Grade
Absent: Ald. School
Also Present: FD Sassman, CDD Dane, PHD Hutter, DC Hanchek, FC Teesch,
CA Struve, Mayor Hammond, Clerk Snyder
- D. PUBLIC HEARING
- E. PUBLIC COMMENTS ON ANY MATTER OF CONCERN TO THE CITY
- F. REPORT OF DEPARTMENT OFFICERS/DEPARTMENT
HEADS/STAFF/CONSULTANTS
 - 1. Presentations:
 - 2. Minutes to Receive:
Motion by District 7 Alderperson Grade seconded by District 6 Alderperson
Marshall to receive. Motion carried on voice vote.
 - a. Special Board of Public Works, 6/15/26
 - b. Personnel Committee, 6/15/26
 - c. Neenah-Menasha Fire Rescue Joint Finance & Personnel Committee,
6/16/26
 - d. Neenah-Menasha Sewerage Commission, 5/26/26
 - e. Committee on Aging, 4/10/26
 - f. Sustainability Committee, 10/30/25
 - g. Sustainability Committee, 3/26/26
 - h. Housing Authority, 2/23/26
 - i. Redevelopment Authority, 3/3/26
 - j. Plan Commission, 5/5/26
 - 3. Communications:
Motion by District 7 Alderperson Grade seconded by District 3 Alderperson

Hale to receive. Motion carried on voice vote.

Common Council and staff discussion considered the quality work by City Attorney Struve and City Clerk Snyder as they depart Menasha's staff.

- a. Letter of Resignation - Kaija Snyder, City Clerk
- b. Letter of Resignation - Margaret J. Struve, City Attorney

G. CONSENT AGENDA

- 1. Common Council Minutes, 6/15/26
Motion by District 7 Alderperson Grade, seconded by District 5 Alderperson Lewis to approve.

Motion carried 7-0 on roll call.

- 2. Neenah-Menasha Fire Rescue Joint Finance and Personnel Committee, 6/17/26, Recommends Approval of:
 - a. The Agreement for Urban Search and Rescue Emergency Response Services between the Wisconsin Department of Military Affairs, Division of Emergency Management, and the Cities of Neenah and Menasha for participation in Wisconsin Task Force One (WI-TF1) for the period of July 1, 2026 through June 30, 2028.

Motion by District 7 Alderperson Grade, seconded by District 4 Alderperson Perkins to approve.

Motion carried 7-0 on roll call.

Staff advised that this is a successor agreement replacing the extant agreement incorporating Neenah Menasha Fire Rescue into Wisconsin Emergency Management's Task Force One team. This agreement allows for certain CIP allocations. While six NMFR members are on the team, a maximum of three may be deployed at one time.

- b. The purchase of extrication tools and associated components for a cost not to exceed the CIP budgeted amount of \$225,000.

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

Motion carried 7-0 on roll call.

Staff advised that these mobile, battery-operated extrication tools will be fitted to an existing engine. While this equipment is quoted at \$133,740.00, installation requires additional tools and safety features which increase this rate; these items are approved through this vote.

- c. The 2027 cost distribution formula, with the City of Neenah's share being

60.68% and the City of Menasha's share being 39.32%.
Motion by District 7 Alderperson Grade, seconded by District 6 Alderperson Marshall to approve.

Motion carried 7-0 on roll call.

Staff advised that population, equalized value, service calls, and square mileage of each municipality are considered in developing a cost distribution formula for the Cities of Menasha and Neenah.

3. Personnel Committee, 6/15/26, Recommends Approval of:

- a. Amendment to the 2026 Memorandum of Agreement (MOA) between the City of Menasha and the Menasha Professional Police Association WPPA/LEER Local 603

Motion by District 4 Alderperson Perkins, seconded by District 7 Alderperson Grade to approve.

Motion carried 7-0 on roll call.

Staff advised that the purpose of the proposed amendment is to allow Menasha Police Department staff to utilize physical fitness incentive funds tangential to the most recent collective bargaining agreement.

- b. Memorandum of Agreement (MOA) between the City of Menasha and the Menasha Professional Police Association WPPA/LEER Local 603, Effective January 1, 2027 - December 31, 2027

Motion by District 4 Alderperson Perkins, seconded by District 5 Alderperson Lewis to approve.

Motion carried 7-0 on roll call.

Staff advised that this agreement allows the Menasha Police Department to utilize physical fitness incentive funds in 2027.

4. Plan Commission, 6/7/226, Recommends Approval of:

- a. Temporary Limited Easement for the 2028 WIS 114 Reconstruction Project - Parcel No. 750-0370-00

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

Motion carried 7-0 on roll call.

- b. Temporary Limited Easement for the 2028 WIS 114 Reconstruction Project - Parcel No. 705-0516-00

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

Motion carried 7-0 on roll call.

H. ITEMS REMOVED FROM THE CONSENT AGENDA

I. ACTION ITEMS

1. Temporary Expansion of Premises Permit Application - City Limits (544 Fourth Street, Menasha), July 18, 2026

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

Motion carried 7-0 on roll call.

2. Temporary Expansion of Licensed Premises Permit Application - City Limits (544 Fourth Street, Menasha), August 1, 2026

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

Motion carried 7-0 on roll call.

3. Accounts payable and payroll for the term of 6/12/26 - 7/2/26 in the amount of \$3,922,809.62

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

Motion carried 7-0 on roll call.

4. Update to the 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)

- 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 2 Alderperson Eisenach, seconded by District 3 Alderperson Hale to adjourn into Closed Session.

Motion carried 7-0 on roll call.

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

5. Update to the Rehabilitation of 2 Tayco Street

- 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 2 Alderperson Eisenach, seconded by District 3 Alderperson Hale to adjourn into Closed Session.

Motion carried 7-0 on roll call.

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

Motion by District 2 Alderperson Eisenach, seconded by District 7 Alderperson Grade to reconvene into Open Session.

Motion carried 7-0 on roll call.

6. Transfer of Real Estate from The Redevelopment Authority of the City of Menasha to the Greater Fox Cities Area Habitat for Humanity (1100 Province Terrace, Parcel No. 770001504)

Motion by District 7 Alderperson Grade, seconded by District 4 Alderperson Perkins to approve.

Motion carried 7-0 on roll call.

Staff advised that this is a procedural vote for transferring 1100 Province Terrace from the Redevelopment Authority of the City of Menasha to the Greater Fox Cities Area Habitat for Humanity, as previously discussed.

Doug Salmi from the Greater Fox Cities Area Habitat for Humanity advised on future use of the property and either partner's work thusfar.

J. HELD OVER BUSINESS

K. ORDINANCES AND RESOLUTIONS

1. R-19-26 — A Resolution Acknowledging Review of the 2025 Compliance Maintenance Annual Report (CMAR)

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

Motion carried 7-0 on roll call.

L. APPOINTMENTS

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 7:29pm. Motion carried on voice vote.

Minutes submitted by City Clerk Kaija Snyder.