

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, August 3, 2026 at 6:00 PM

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

- A. Call to Order**
- B. Pledge of Allegiance**
- C. Moment of Reflection - City of Menasha Local State of Disaster (Emergency)**
- D. Roll Call**
- E. Public Hearing**
- F. Public Comments on Any Matter of Concern to the City**
(5 minute time limit for each person)
- G. Report of Department Officers/Department Heads/Staff/Consultants**
Deputy Clerk Janet - the following minutes and communications have been received and placed on file:
 - 1. Presentations:
 - 2. Minutes to Receive:
 - 3. Communications:
- H. 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.)
- I. Items Removed from the Consent Agenda**
- J. Action Items**
- K. Held Over Business**
- L. Ordinances and Resolutions**
 - 1. R-21-26 A Resolution Declaring a Local State of Disaster (Emergency) Under Wis. Stats. Sections 323.11 & 323.14 (Introduced by Mayor Hammond)

2. R-22-26 A Resolution Regarding City Operations During Local State of Disaster (Emergency) (Introduced by Mayor Hammond)
3. R-23-26 A Resolution Declaring a Public Emergency Under Wis. Stat. Section 62.15(1b) Waiving Bids and Authorizing Tree Removal and Debris Removal Emergency Response Work (Introduced by Mayor Hammond)
4. R-24-26 A Resolution Amending The 2026 Operating Budget For The Purpose Of Reallocating Funding To Add Software Services Identified As Prioritized Needs In Response To 7/27/2026 Local State Of Disaster (Emergency) (Introduced by Mayor Hammond)

M. Appointments

N. Claims Against the City

O. Public Comments on Any Matter Listed on the Agenda
(5 minute time limit for each person)

P. Adjournment

MEETING NOTICE
August 17, 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."



RESOLUTION R-21-26

A RESOLUTION DECLARING A LOCAL STATE OF DISASTER (EMERGENCY) UNDER WIS. STATS. §§ 323.11 & 323.14

INTRODUCED BY: Mayor Austin Hammond

WHEREAS, on July 27, 2026, severe storms swept southeastward through the City of Menasha during the early afternoon, resulting in high winds, hail, and an EF3 tornado;

WHEREAS, the severe weather events caused widespread and significant damages, including injuries, damage to homes, businesses, and City of Menasha Parks properties, and power outages;

WHEREAS, by statutory authority granted to Menasha's officials, Emergency Operations Center Incident Command Systems (ICS) are activated and operating since July 27, 2026;

WHEREAS, pursuant to Section 2-3-13 of the City of Menasha Code of Ordinances, Mayor Hammond has issued a Proclamation declaring a Local State of Disaster in the City of Menasha;

WHEREAS, Wisconsin Governor Tony Evers has issued Executive Order #300 declaring a Statement of Emergency in Response to Severe Weather;

WHEREAS, on July 27, 2026, Menasha Mayor Austin Hammond issued a proclamation declaring a local state of disaster in the City of Menasha;

NOW THEREFORE, pursuant to Wis. Stats. §§ 323.11 and 323.14 the Common Council of the City of Menasha hereby ratifies A Proclamation Declaring a Local State of Disaster issued on July 27, 2026, by Mayor Austin Hammond in response to the severe storms.

BE IT FURTHER RESOLVED, the City of Menasha Common Council hereby consents that the Local State of Disaster Declaration (Emergency) in the City of Menasha shall continue for the period during which the emergency conditions exist or are likely to exist.

Passed and approved this 3rd day of August, 2026.

Recommended by:

Motion/Second:

Pass/Fail: _____

Requires: _____ Majority Vote
_____ 2/3 Vote

Austin Hammond, Mayor

ATTEST:

Evan Janet, Deputy City Clerk



RESOLUTION R-22-26

A RESOLUTION REGARDING CITY OPERATIONS DURING LOCAL STATE OF DISASTER (EMERGENCY)

INTRODUCED BY: Mayor Austin Hammond

WHEREAS, on July 27, 2026, severe storms swept southeastward through the City of Menasha during the early afternoon, resulting in high winds, hail, and an EF3 tornado;

WHEREAS, the severe weather events caused widespread and significant damage, including injuries, damage to homes, businesses, City of Menasha Parks properties, as well as extensive power outages;

WHEREAS, by statutory authority granted to Menasha's officials, Emergency Operations Center Incident Command Systems (ICS) are activated and operating since July 27, 2026;

WHEREAS, pursuant to Section 2-3-13 of the City of Menasha Code of Ordinances, Mayor Hammond has issued a Proclamation Declaring a Local State of Disaster in the City of Menasha;

WHEREAS, Wisconsin Governor Tony Evers has issued Executive Order #300 declaring a State of Emergency in Response to Severe Weather;

WHEREAS, on August 3, 2026, the Menasha Common Council, via R-21-26, declared a Local State of Disaster (Emergency) in the City of Menasha;

NOW THEREFORE BE IT RESOLVED, that all City officers and employees are directed to assist the Mayor as appropriate in the ongoing response to this Local State of Disaster (Emergency) throughout its duration.

BE IT FURTHER RESOLVED, that the powers and duties of the Mayor pursuant to such declaration of local state of disaster (emergency) include any and all of those enumerated under Section 2-3-13(b) of the City Code.

BE IT FURTHER RESOLVED, that one of these above-described powers and duties pursuant to Section 2-3-13(b), during such declared disaster (emergency), include Mayor Hammond having authorization to expend or commit public funds of the City when deemed prudent and necessary for the protection of health, life, or property, not to exceed \$100,000.00. The Common Council, through this resolution R-22-26, authorizes expending or committing

public funds in an amount not to exceed \$615,000.00. As a result of such emergency expenditures, Mayor Hammond and Finance Director Sassman have been working together with Department Heads regarding budget allocation to account for such immediate and necessary expenditures.

- \$675 – Portable A/C and fees
- \$300 – FedEx Costs Associated with Building Inspections Emergency Response Needs
- \$244,000 – DTAK Debris Removal
- \$100,000 – Tree Removal
- \$8,500 – Onsite Logging Services Debris Removal
- \$5,000 – Fuel
- \$80,000 – DPW Equipment
- \$117,200 – Overtime Estimate Departments-wide
- Estimated Total \$555,675 +10% contingency = \$615,000.

BE IT FURTHER RESOLVED, to the extent practicable, the City has implemented mitigation strategies to ensure a healthy workforce. This may include such things as temporary suspension of certain personnel policies and increased flexibility on remote work and/or hours of work.

BE IT FURTHER RESOLVED, consistent with recent severe winter weather events, all regular full and part-time employees scheduled to work will be paid their regular wages and overtime as appropriate regardless of the task assigned.

BE IT FURTHER RESOLVED, that non-essential services requiring DPW such as refuse and recycling collection, bulky item pickup, and/or any additional curbside collection services, dumpster rentals, the drop-off sites, engineering division services, will be closed, suspended or modified as needed and until further notice.

BE IT FURTHER RESOLVED, that non-essential services requiring Parks, Recreation & Forestry, and Facilities services, such as Park Facilities and any rentals, access to boat launches, recreation programs, the Memorial Building, will be closed, suspended or modified as needed and until further notice.

BE FURTHER RESOLVED, that non-essential services requiring Public Health Department services, such as car seat safety checks, immunizations/vaccinations, tuberculosis skin tests, along with the Menasha Senior Center and all associated offerings, will be closed, suspended or modified as needed and until further notice.

BE FURTHER RESOLVED, that non-essential services requiring Community Development Department, such as the Strong Neighborhoods Menasha Housing Program and Downtown Business Incentive Program, will be closed, suspended, or modified as needed and until further notice. Code Enforcement actions will be limited and prioritized in response to the tornado disaster. Building Inspections Division will be prioritizing emergency response needs.

BE IT FURTHER RESOLVED, that pursuant to Wis. Stat. § 62.15(1b), an exception to public bidding laws exists as to this public emergency, specifically, for the repair and reconstruction of public facilities because damage or threatened damage thereto creates an

emergency, as determined by Resolution R-23-26 of the Board of Public Works, in which the public health or welfare of the City is endangered, and until Common Council determines by majority vote at a regular or special meeting that an emergency no longer exists.

BE IT FURTHER RESOLVED, all non-essential committee meetings within the City of Menasha are suspended at the discretion of the Chair, and that meetings may be held virtually when possible under the guidance of the open meetings law and state statutes.

Recommended by:

Motion/Second:

Pass/Fail: _____

Requires: _____ Majority Vote
 _____ 2/3 Vote

Austin Hammond, Mayor

ATTEST:

Evan Janet, Deputy City Clerk



RESOLUTION R-23-26

A RESOLUTION DECLARING A PUBLIC EMERGENCY UNDER WIS. STAT. §62.15(1b) AND WAIVE BIDS & AUTHORIZE TREE REMOVAL AND DEBRIS REMOVAL EMERGENCY RESPONSE WORK

INTRODUCED BY: Mayor Hammond

WHEREAS, on July 27, 2026, severe storms swept southeastward through the City of Menasha during the early afternoon, resulting in high winds, hail, and an EF3 tornado;

WHEREAS, the severe weather events caused widespread and significant damage, including injuries, damage to homes, businesses, City of Menasha Parks, Facilities and properties, as well as extensive power outages;

WHEREAS, by statutory authority granted to Menasha's officials, Emergency Operations Center Incident Command Systems (ICS) are activated and operating since July 27, 2026;

WHEREAS, pursuant to Section 2-3-13 of the City of Menasha Code of Ordinances, Mayor Hammond has issued a Proclamation Declaring a Local State of Disaster in the City of Menasha;

WHEREAS, Wisconsin Governor Tony Evers has issued Executive Order #300 declaring a State of Emergency in Response to Severe Weather

WHEREAS, on August 3, 2026, the Menasha Common Council, via R-21-26, declared a Local State of Disaster (Emergency) in the City of Menasha

WHEREAS, there is significant concern that further delay in assessing and removing hazardous or damaged trees (hereinafter, "tree removal") will result from the City's traditional bidding process; and

WHEREAS, there is significant concern that further delay in removing brush or construction and demolition debris (hereinafter, "debris removal") will result from the City's traditional bidding process; and

WHEREAS, delay in the tree removal will result in threatened damage and/or more losses including property damage and/or injuries, public rights of way hazards, which may endanger the public's health, safety, and welfare; and

WHEREAS, delay in the debris removal will result in threatened damage and/or more losses including property damage and/or injuries, public rights of way hazards, which may endanger the public's health, safety, and welfare; and

WHEREAS, Section 62.15(1b) of the Wisconsin Statutes authorizes the City to waive the public bidding requirements of section 62.15(1) for the tree removal and debris removal where the Board of Public Works determines by resolution that damage or threatened damage creates an emergency in which the public health or welfare of the City is damaged; and

NOW, THEREFORE, BE IT RESOLVED by the City of Menasha Board of Public Works that the need for tree removal creates an emergency threatening the health, safety, and welfare of the City, requiring the tree removal services.

BE IT FURTHER RESOLVED by the City of Menasha Board of Public Works that the need for debris removal creates an emergency threatening the health, safety, and welfare of the City, requiring the debris removal services.

BE IT FURTHER RESOLVED that the Parks, Recreation & Forestry Department is authorized and directed to waive bids and enter into agreements with an appropriate tree removal contractor to complete all necessary cleanup.

BE IT FURTHER RESOLVED that the Public Works Department is authorized and directed to waive bids and enter into agreements with an appropriate debris removal contractor to complete all necessary cleanup.

BE IT FURTHER RESOLVED that, once the tree removal and debris removal have been completed and the emergency no longer exists, the Common Council of the City of Menasha be asked to approve an appropriate motion pursuant to Section 62.15(1b) of the Wisconsin Statutes, declaring an end to the emergency.

Passed and approved this 3rd day of August 2026.

Recommended by:

Motion/Second:

Passed:

Requires: Majority Vote

Austin Hammond, Mayor

ATTEST:

Evan Janet, Deputy City Clerk



RESOLUTION R-24-26

A RESOLUTION AMENDING THE 2026 OPERATING BUDGET FOR THE PURPOSE OF REALLOCATING FUNDING TO ADD SOFTWARE SERVICES IDENTIFIED AS PRIORITIZED NEEDS IN RESPONSE TO 7/27/2026 LOCAL STATE OF DISASTER (EMERGENCY)

INTRODUCED BY: Mayor Hammond

WHEREAS, the City of Menasha had adopted the 2026 Budget with the cost of a new subscription-based Human Resources Information Systems (HRIS) software and funds to implement a Strategic Plan; and

WHEREAS, the budgeted amount to implement the new HRIS software and for an expected October-December subscription was a total of \$21,250, with an estimated ongoing annual cost of \$33,000; and

WHEREAS, the budgeted amount for the implementation of a Strategic Plan was \$10,000; and

WHEREAS, on July 27, 2026, the City of Menasha experienced a local disaster which led to an evaluation of implementing certain subscription-based software programs; and

WHEREAS, the City of Menasha finds it necessary to reallocate existing funding to provide funding for permitting and licensing software and social media archiving software.

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and Common Council of the City of Menasha hereby agree to reappropriate the 2026 Budget as follows:

- (1) to reallocate the \$21,250 in the Information Technology Budget for HRIS Software and a \$33,000 ongoing cost to the purchase of a permitting and licensing software at an amount of \$18,500 with an ongoing (annual) cost of \$31,000, and
- (2) to reallocate the \$10,000 in the Mayor's budget to purchase a social media archiving software at an amount of \$4,688 with an ongoing (annual) cost of \$4,188 plus an uplift.

Adopted this 3rd day of August 2026.

Recommended by:

Motion/Second:

Pass/Fail: _____

Requires: 2/3 Vote

Austin R. Hammond, Mayor

ATTEST:

Evan Janet, Deputy City Clerk