



COMMON COUNCIL MINUTES
Monday, July 20, 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 6:19pm.

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, DPW Merten, CDD Dane, PRD Sackett, PHD Hutter, FC Teesch, LD Kopetsky, DPC Hanchek, HRM Cardoza, CA Struve, Mayor Hammond, DC Janet

D. PUBLIC HEARING

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

Jason Kritz (W6794 State Road 10/114, Menasha) spoke on traffic speed and noise levels on and near Hwy. 10/114; commenting on the desire for an increase in police presence and a noise study.

Gary Hurley (2463 Kelly Lake Drive, Menasha) spoke on the above issue, sharing similar concerns related to noise in the neighborhood.

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 on voice vote.

1. Presentations:

a. Urban Forestry Management Plan

Dr. Richard Hauer from Eocene Environmental Group shared updates on a Urban Forest Management Plan. Hauer shared the length of the City's Tree City USA commendation, the health and distribution of the City's trees, survey results from residents, and goals for the next five years. Hauer additionally shared the health benefits of trees for individuals and the City.

Staff advised on a previous grant used for updating the City's tree inventory and the creation of this plan. Staff additionally commented on the hard work of the City's former arborist.

Discussion considered the economic benefits of trees and the return on investment of trees in the City.

2. Minutes to Receive:

- a. Water and Light Commission, 6/24/26
- b. Administration Committee, 7/6/26
- c. Board of Public Works, 7/6/26
- d. Library Board of Trustees, 5/26/26
- e. Parks & Recreation Board, 7/14/26
- f. IT Steering Committee, 7/8/26
- g. Committee on Aging, 6/12/26

3. Communications:

- a. Voting Methods - Partisan Primary Election
- b. Landscape Flyer
- c. Menasha Aquatic Facility Capital Campaign Planning Study Presentation
- d. National Parks and Recreation Month Proclamation
- e. National Disability Month Proclamation

G. CONSENT AGENDA

1. Common Council Minutes 7/6/26

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

2. Administration Committee, 7/6/26, Recommends Approval of:

- a. Update to Strong Neighborhoods Program - Proposed
Motion by District 3 Alderperson Hale, seconded by District 2 Alderperson Eisenach to approve.

Motion carried 7-0 on roll call.

3. Board of Public Works, 7/6/26, Recommends Approval of:

- a. Change Order — Northeast Asphalt Inc.; Contract 2025-03; Jefferson Park Boat Launch; Deduct \$48,825.77 (Change Order No. 2 & Final)
Motion by District 6 Alderperson Marshall, seconded by District 7 Alderperson Grade to approve.

Motion carried 7-0 on roll call.

- b. Payment — Northeast Asphalt Inc.; Contract 2025-03; Jefferson Park Boat Launch; \$105,527.21 (Payment No. 8 & Final)
Motion by District 6 Alderperson Marshall, seconded by District 7 Alderperson Grade to approve.

Motion carried 7-0 on roll call.

Discussion considered the project timeline.

Staff advised there would be wash-down stations constructed by city staff on the east side of the park and an automated payment machine where cash and cards can be accepted.

- c. Payment — Donald Hietpas & Sons, Inc.; Contract M0002-09-00105; 2026 Utility Construction; \$222,504.60 (Payment No. 2)
Motion by District 6 Alderperson Marshall, seconded by District 7 Alderperson Grade to approve.

Motion carried 7-0 on roll call.

- d. Street Use Permit — Labor Day Parade; Monday, September 7, 2026; 9 AM - 11 AM; Fox Valley Labor Council
Motion by District 6 Alderperson Marshall, seconded by District 7 Alderperson Grade to approve.

Motion carried 7-0 on roll call.

4. Parks & Recreation Board, 7/14/26, Recommends Approval of:

- a. Urban Forestry Management Plan
Motion by District 7 Alderperson Grade, seconded by District 5 Alderperson Lewis to approve.

Motion carried 7-0 on roll call.

Discussion considered informational updates on the Urban Forestry Management Plan.

Staff advised that upon hiring a new arborist, a more detailed plan would be drafted.

- b. High Cliff Connection - Woodlands West Segment Amendment No. 2 to the Contract between the City of Menasha and JT Engineering, Inc.
Motion by District 7 Alderperson Grade, seconded by District 4 Alderperson Perkins to approve.

Motion carried 7-0 on roll call.

Discussion considered the project location.

Staff advised on the use of a previous easement to create an access point

into the neighborhood off of Kernan Avenue.

5. Special Personnel Committee, 7/20/26, Recommends Approval of:

a. Recruitment/Hiring Process for City Clerk

Motion by District 4 Alderperson Perkins, seconded by District 6 Alderperson Marshall to approve an internal hiring process with an interview panel consisting of the Chair of the Personnel Committee, the Common Council President, and the Mayor.

Motion carried 7-0 on roll call.

Discussion considered the hiring timeline.

Staff advised that the internal posting must be up for a minimum of five days.

b. Recruitment/Hiring Process for City Attorney

Motion by District 4 Alderperson Perkins, seconded by District 5 Alderperson Lewis to approve an external hiring process with an interview panel consisting of the Chair of the Personnel Committee, the Common Council President, the Mayor, and Human Resources Manager Cardoza.

Motion carried 7-0 on roll call.

H. ITEMS REMOVED FROM THE CONSENT AGENDA

I. ACTION ITEMS

1. Temporary Expansion of Licensed Premises Permit Application - Elks Lodge 676 (320 Nicolet Boulevard), July 26, 2026

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

Motion carried 7-0 on roll call.

2. Accounts payable and payroll for the term of 7/3/26 - 7/16/26 in the amount of \$967,666.82

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

Motion carried 7-0 on roll call.

3. Main St./Racine St. Roundabout Gateway Improvements - First Amendment to the Professional Services Agreement Between City of Menasha and JT Engineering, Inc.

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

Motion carried 7-0 on roll call.

4. Demolition of Building Located at 325 Broad Street, Menasha, WI
Motion by District 2 Alderperson Eisenach, seconded by District 4 Alderperson Perkins to approve.

Motion carried 7-0 on roll call.

Discussion considered the timeline of the demolition due to the Twisted Pistons car show. Discussion additionally considered plans for the site.

Staff advised that this demolition could take place after the upcoming event. Staff additionally advised that there are various plans that are being considered.

J. HELD OVER BUSINESS

K. ORDINANCES AND RESOLUTIONS

1. R-20-26 A Resolution Authorizing the Issuance and Establishing Parameters for the Sale of Not to Exceed \$3,215,000 General Obligation Promissory Notes, Series 2026A (Introduced by Mayor Hammond)
Motion by District 3 Alderperson Hale, seconded by District 2 Alderperson Eisenach to approve.

Motion carried 7-0 on roll call.

Staff advised this is a reimbursement borrowing for 2025 projects.

Casey Griffiths from Ehlers shared information on the parameters of the bidding process for the notes, a timeline of the issuance of the notes, and shared existing debt-related information for upcoming years.

L. APPOINTMENTS

M. CLAIMS AGAINST THE CITY

N. PUBLIC COMMENTS ON ANY MATTER LISTED ON THE AGENDA

O. ADJOURNMENT

Motion by District 3 Alderperson Hale seconded by District 2 Alderperson Eisenach to adjourn the Common Council meeting at 7:24pm. Motion carried on voice vote.

Minutes submitted by Deputy City Clerk Evan Janet.