



COMMON COUNCIL MINUTES
Monday, June 16, 2025 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: Alds. Rand, Eisenach, Hale, Perkins, Lewis, Marshall, Grade, Ropella

Also Present: FD Sassman, DPW Merten, CDD Dane, PRD Sackett, PC Thorn, FC Teesch, LD Kopetsky, CA Struve, Mayor Hammond, Clerk Snyder, DC Janet

D. PUBLIC HEARING

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

F. REPORT OF DEPARTMENT OFFICERS/DEPARTMENT HEADS/STAFF/CONSULTANTS

Motion by District 7 Alderperson Grade seconded by District 4 Alderperson Perkins to receive WPPI's presentation as given during the Special Joint Common Council and Water and Light Commission meeting this evening, minutes a-h, and communications a-f. Motion carried on voice vote.

Discussion considered the softball diamonds at Jefferson Park and upcoming tournaments. Staff advised that these are scheduled for later this summer.

1. Presentations:

2. Minutes to Receive:

- a. Board of Appeals, 12/5/25
- b. Board of Review, 8/22/24
- c. Board of Public Works, 6/2/25
- d. Water and Light Commission, 5/28/25
- e. Library Board of Trustees, 4/22/25
- f. Redevelopment Authority, 6/3/25
- g. Parks & Recreation Board, 5/13/25
- h. Parks & Recreation Board, 6/10/25

3. Communications:

- a. Direct Seller's Permitting Procedure Updates

- b. Municode Update
- c. Library Reopening Update
- d. National Gun Violence Awareness Day Proclamation
- e. National Pollinator Week Proclamation
- f. Juneteenth Day Proclamation

G. CONSENT AGENDA

1. Common Council Minutes, 6/2/25
Motion by District 7 Alderperson Grade seconded by District 4 Alderperson Perkins to approve. Motion carried on voice vote.
2. Board of Public Works, 6/2/25, Recommends Approval of:
 - a. Street Use Application - Community Fest Parade of Lights; Thursday, July 3, 2025 ; 9:00 p.m. to 10:15 p.m.; City of Menasha
Motion by District 8 Alderperson Ropella, seconded by District 6 Alderperson Marshall to approve.

Motion carried 8-0 on roll call.
 - b. Street Use Application - Community First Fox Cities Marathon; Sunday, September 21, 2025; 3:00 a.m. to 2:00 p.m.; Community First Credit Union
Motion by District 8 Alderperson Ropella, seconded by District 6 Alderperson Marshall to approve.

Motion carried 8-0 on roll call.
 - c. Payment - Cardinal Construction; Contract Unit No. 2024-10; Jefferson Park Shelter Construction; \$64,375.00 (Payment No. 5)
Motion by District 8 Alderperson Ropella, seconded by District 6 Alderperson Marshall to approve.

Motion carried 8-0 on roll call.

Discussion considered budget allotments for this project; staff advised that this contract was modified by change orders approved by the Common Council. This remains under budget.

H. ITEMS REMOVED FROM THE CONSENT AGENDA

I. ACTION ITEMS

1. Accounts payable and payroll for the term of 5/30/25 - 6/12/25 in the amount of \$3,007,511.36
Motion by District 2 Alderperson Eisenach, seconded by District 4

Alderson Perkins to approve.

Motion carried 8-0 on roll call.

Discussion considered the purchase of library supplies.

2. Alcohol License Renewal Applications for the 2025-2026 Licensing Term (July 1, 2025 - June 30, 2026)

Motion by District 3 Alderson Hale, seconded by District 4 Alderson Perkins to approve June & B Caribbean Market's alcohol license application for the July 1, 2025 - June 30, 2026 licensing term, contingent upon successful completion of a commercial building inspection to be conducted on or before June 30, 2025.

Motion carried 7-0 on roll call. District 2 Alderson Eisenach abstained due to personal ownership of an alcohol license.

Motion by District 3 Alderson Hale, seconded by District 7 Alderson Grade to approve all other alcohol license applications for the July 1, 2025 - June 30, 2026 licensing term. District 2 Alderson Eisenach abstained due to personal ownership of an alcohol license.

Motion carried 7-0 on roll call.

3. Outdoor Alcoholic Beverage Service Permit Applications for the 2025-2026 Licensing Term (July 1, 2025 - June 30, 2026)

Motion by District 3 Alderson Hale, seconded by District 7 Alderson Grade to approve.

Motion carried 7-0 on roll call. District 2 Alderson Eisenach abstained due to personal ownership of an alcohol license.

4. Outdoor Street Service Permit Applications for the 2025 Licensing Term (June 17, 2025 - November 30, 2025)

Motion by District 3 Alderson Hale, seconded by District 5 Alderson Lewis to approve.

Motion carried 7-0 on roll call. District 2 Alderson Eisenach abstained due to personal ownership of an alcohol license.

5. Alcohol Operator's License Applications for the 2025-2027 Licensing Term
Motion by District 3 Alderson Hale, seconded by District 4 Alderson Perkins to deny.

Motion carried 7-0 on roll call. District 2 Alderson Eisenach abstained due to personal ownership of an alcohol license.

6. Offer to Purchase - 325 Broad Street, Parcel No. 2-00209-00

Motion by District 1 Alderperson Rand, seconded by District 4 Alderperson Perkins to approve.

Motion carried 7-1 on roll call. District 6 Alderperson Marshall voted no.

Staff advised on the property's background and potential uses as a feature in Menasha's downtown. Specifically, the building may be used for redevelopment of a municipal district. Alternatively, the extant building may be used as a retail space, a leaseable venue, or retirement housing. Resale of the property was additionally considered.

Discussion considered the specificity of proposed plans, the marketplace merit of the purchase price, and the purchase offer's exclusion of certain parking stalls. The Common Council further discussed the property's taxation and development timeline.

District 7 Alderperson Grade called for a point of order. Mayor Hammond ruled the point not germane.

7. Proposed Change to Lawson Canal Sub Area Plan

Motion by District 1 Alderperson Rand, seconded by District 7 Alderperson Grade to approve.

Motion carried 7-1 on roll call. District 8 Alderperson Ropella voted no.

Discussion considered similarities between the Lawson Canal and Water Street projects. Discussion further considered appropriate notification of action to affected property owners.

Staff advised on limitations around improving the aesthetic nature of the Lawson Canal area, including high-hazard dam permitting, invasive species risk, uncertain water supply, and opportunity costs. Staff further advised on potential resolutions.

J. HELD OVER BUSINESS

K. ORDINANCES AND RESOLUTIONS

1. O-5-25 - An Ordinance Amending Title 10, Chapter 1, Article B, Section 16, Subsection B of the Code of Ordinances, Designating Yield Control at the Intersection of Wittmann Drive and Wittmann Park Lane/Parkside Drive (Introduced by Mayor Hammond)

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

Motion carried 8-0 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 2 Alderperson Eisenach seconded by District 4 Alderperson Perkins to adjourn the Common Council meeting at 7:03pm. Motion carried on voice vote.

Minutes submitted by City Clerk Kaija Snyder.