



ADMINISTRATION COMMITTEE MINUTES

Monday, July 21, 2025 at 6:30 PM

First Floor Conference Rooms
100 Main Street, Menasha, WI

A. CALL TO ORDER

Meeting called to order by District 2 Alderperson Eisenach at 7:21 pm.

B. ROLL CALL

Present: Alds. Rand, Eisenach, Hale, Perkins, Lewis, Marshall, Grade, Ropella

Also Present: FD Sassman, CDD Dane, PRD Sackett, PC Thorn, FC Teesch, CA Struve, Mayor Hammond, Clerk Snyder, DC Janet, DDE Gordon

C. MINUTES TO APPROVE

1. Administration Committee, 7/7/25

Motion by District 3 Alderperson Hale seconded by District 7 Alderperson Grade to approve. Motion carried on voice vote.

D. DISCUSSION / ACTION ITEMS

1. Cities and Villages Mutual Insurance Company's (CVMIC) Special Event Coverage for Menasha Night Out Event, August 6, 2025

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

Motion carried 8-0 on roll call.

Staff advised that the City of Menasha seeks special event insurance for its National Night Out event to offload liability from its general liability insurance policy.

E. ADJOURNMENT

Motion by District 3 Alderperson Hale seconded by District 1 Alderperson Rand to adjourn the Administration Committee meeting at 7:25 pm. Motion carried on voice vote.

Minutes submitted by Deputy City Clerk Evan Janet.