



ADMINISTRATION COMMITTEE MINUTES

Monday, November 17, 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 7:17pm.

B. ROLL CALL

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

Also Present: FD Sassman, DPW Merten, CDD Dane, PRD Sackett, PC Thorn, PHD Hutter, LD Kopetsky, CA Struve, Mayor Hammond, Clerk Snyder

C. MINUTES TO APPROVE

1. Administration Committee, 10/20/25

Motion by District 3 Alderperson Hale seconded by District 5 Alderperson Lewis to approve. Motion carried on voice vote.

D. DISCUSSION / ACTION ITEMS

1. FORE Development Province Terrace Apartments - Project Description

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

Discussion considered rent costs, location in relation to amenities, and community resources.

Staff advised that this development agreement features two-story, multifamily housing with each unit featuring between two and four bedrooms. This development also includes a community room, dog run, and landscaping features. While not yet fully designed, a complete project description will be brought before the Common Council for final approval.

2. Development Agreement Between City of Menasha and FORE Development, Inc.

Motion by District 3 Alderperson Hale, seconded by District 4 Alderperson Perkins to approve.

Motion carried 8-0 on roll call.

E. ADJOURNMENT

Motion by District 3 Alderperson Hale seconded by District 5 Alderperson Lewis to adjourn the Administration Committee meeting at 7:26pm. Motion carried on voice vote.

Minutes submitted by City Clerk Kaija Snyder.