



ADMINISTRATION COMMITTEE MINUTES

Monday, December 1, 2025 at 6:30 PM

First Floor Conference Rooms
100 Main Street, Menasha, WI

A. CALL TO ORDER

Meeting called to order by Chair Eisenach at 8:20 pm.

B. ROLL CALL

Present: Aids. Rand, Eisenach, Hale, Perkins, Lewis, Marshall, Grade, Ropella
Also Present: FD Sassman, DPW Merten, CDD Dane, PRD Sackett, PC Thorn, FC Teesch, HRM Cardoza, CA Struve, Mayor Hammond, Clerk Snyder

C. MINUTES TO APPROVE

1. Administration Committee, 11/17/25

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

D. DISCUSSION / ACTION ITEMS

1. Appointment of Election Inspectors for the Election Cycle Term of 2026-2027 Motion by District 2 Alderperson Eisenach, seconded by District 3 Alderperson Hale to approve.

Motion carried 8-0 on roll call.

Staff advised that this is a routine appointment of election inspectors required for each election cycle. In addition to typical appointments, staff additionally seeks nonappointment of one party nominated individual who was previously dismissed from election inspecting in the City of Menasha due to reports of electioneering in the polling place.

E. ADJOURNMENT

Motion by District 3 Alderperson Hale seconded by District 5 Alderperson Lewis to adjourn the Administration Committee meeting at 8:26 pm. Motion carried on voice vote.

Minutes submitted by City Clerk Kaija Snyder.