



ADMINISTRATION COMMITTEE MINUTES

Monday, December 15, 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 6:50pm.

B. ROLL CALL

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

Absent: Ald. Perkins

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

C. MINUTES TO APPROVE

1. Administration Committee, 12/1/25

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

D. DISCUSSION / ACTION ITEMS

1. Professional Services Agreement By and Between the City of Menasha and RG Inspections, LLC for 2026 Commercial Electrical Permit Inspection Services, Subject to Autorenewal

Motion by District 3 Alderperson Hale, seconded by District 6 Alderperson Marshall to approve.

Motion carried 7-0 on roll call.

Staff advised on RG Inspections, LLC and the firm's required minimum fee for related electrical inspections.

2. R-32-25 – A Resolution Increasing Commercial Electrical Permit Inspection Fees, Effective January 6, 2026 (Introduced by Mayor Hammond)

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

Motion carried 7-0 on roll call.

3. Professional Services Agreement By and Between the City of Menasha and Toole Design Group for Comprehensive Planning Services (Menasha Bike Feasibility Study Project), Not to Exceed \$15,000

Motion by District 3 Alderperson Hale, seconded by District 6 Alderperson Marshall to approve.

Motion carried 7-0 on roll call.

Staff advised that the purpose of the proposed PSA with Toole Design Group is to assist with the transportation chapter update in Menasha's Comprehensive Plan.

E. ADJOURNMENT

Motion by District 3 Alderperson Hale seconded by District 7 Alderperson Grade to adjourn the Administration Committee meeting at 6:57pm. Motion carried on voice vote.

Minutes submitted by City Clerk Kaija Snyder.