



ADMINISTRATION COMMITTEE MINUTES

Monday, January 19, 2026 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 6:00pm.

B. ROLL CALL

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

Absent: Alds. Perkins, Lewis

Also Present: FD Sassman, DPW Merten, DDE Gordon, PHD Hutter, CDD Dane, PRD Sackett, PC Thorn, FC Teesch, CA Struve, Mayor Hammond, Clerk Snyder

C. MINUTES TO APPROVE

1. Administration Committee, 12/15/25

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 Engberg Anderson for Comprehensive Planning Services, Not to Exceed \$20,000

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

Motion carried 6-0 on roll call.

Discussion considered the specific services provided through the professional services agreement and Enberg Anderson's expertise.

Staff advised on the comprehensive planning work managed by City staff.

E. ADJOURNMENT

Motion by District 3 Alderperson Hale seconded by District 6 Alderperson Marshall to adjourn the Administration Committee meeting at 6:37pm. Motion carried on voice vote.

Minutes submitted by City Clerk Kaija Snyder.