



ADMINISTRATION COMMITTEE MINUTES

Monday, February 16, 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 6:31pm.

B. ROLL CALL

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

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

C. MINUTES TO APPROVE

1. Administration Committee, 1/19/26

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

D. DISCUSSION / ACTION ITEMS

1. Update to Lodging License Categories and Fees

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

Motion carried 8-0 on roll call.

Discussion considered program costs.

Staff advised that this update comes in response to the State of Wisconsin Department of Agriculture, Trade, and Consumer Protection's recently updated fee schedule.

2. License and Software Maintenance Agreement Between the City of Menasha and Constructive Analytics, LLC for Several Software Programs - Not to Exceed \$9,000

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

Motion carried 8-0 on roll call.

Discussion considered the longevity of Constructive Analytics team and long-term planning for law enforcement software needs.

Staff advised on MEPD's relationship with Constructive Analytics' software programs, the programs' functions, and cost savings.

E. ADJOURNMENT

Motion by District 3 Alderperson Hale seconded by District 5 Alderperson Lewis to adjourn the Administration Committee meeting at 6:54pm. Motion carried on voice vote.

Minutes submitted by City Clerk Kaija Snyder.