



ADMINISTRATION COMMITTEE MINUTES

Monday, March 30, 2026 at 5:45 PM

First Floor Conference Rooms
100 Main Street, Menasha, WI

A. CALL TO ORDER

Meeting called to order by Chair Eisenach at 5:46 pm.

B. ROLL CALL

Present: Alds. Rand, Eisenach, Hale, Perkins, Lewis, Marshall, Grade, Ropella
Also Present: FD Sassman, DDE Gordon, PRD Sackett, Lt. Sawyer, AP Heim,
DPW Merten, PHD Hutter, CA Struve, Mayor Hammond, Clerk Snyder

C. MINUTES TO APPROVE

1. Administration Committee, 3/2/26

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

D. DISCUSSION / ACTION ITEMS

1. Interpreting Services for Public Meetings: LanguageLine Solutions Statement of Work, OMNIA Partners Cooperative Contract

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

Staff advised that this contract allows improved accessibility to public meetings for community members for whom English is not a first language, and for deaf residents.

2. Phone System Upgrade & Migration - Statement of Work & Indemnification/Hold Harmless Agreement with Petsche Consulting LLC

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

Motion carried 8-0 on roll call.

Staff advised that this upgrade is a budgeted project that offers improved business continuity. This upgrade is in line with the expiring life expectancy of the current phone system. This upgrade would affect all City phones.

E. ADJOURNMENT

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

Minutes submitted by City Clerk Kaija Snyder.