

A Quorum of the Common Council, Board of Public Works, Personnel Committee, Plan Commission, Redevelopment Authority, and other City bodies may attend this meeting, though no official action of these bodies will be taken.



ADMINISTRATION COMMITTEE MEETING AGENDA

Tuesday, April 21, 2026 at 6:05 PM

**First Floor Conference Rooms
100 Main Street, Menasha, WI**

or immediately following the Common Council meeting

- A. Call to Order**
- B. Roll Call**
- C. Minutes to Approve**
 - 1. Administration Committee, 4/6/26
- D. Discussion / Action Items**
 - 1. Election of Chair
 - 2. Election of Vice Chair
- E. Adjournment**

"Menasha is committed to its diverse population. Our Non-English speaking population and those with disabilities are invited to contact the Menasha City Clerk at 967-3603 24-hours in advance of the meeting for the City to arrange special accommodations."



ADMINISTRATION COMMITTEE MINUTES

Monday, April 6, 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 7:22pm.

B. ROLL CALL

Present: Alds. Rand, Eisenach, Hale, Perkins, Lewis, Marshall, Grade, Ropella
Also Present: FD Sassman, DPW Merten, PHD Hutter,, PRD Sackett, DPC
Hancheck, CA Struve, Mayor Hammond, Clerk Snyder

C. MINUTES TO APPROVE

1. Special Administration Committee, 3/30/26

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

D. DISCUSSION / ACTION ITEMS

1. O-8-26 - An Ordinance Amending Title 2, Chapter 4, Section 2-4-15(f) of the
Code of Ordinances (Procedure in Municipal Court) Increasing the Maximum
Fee for Court Costs Collectible in a Municipal Court Action (Introduced by
Mayor Hammond)

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

Motion by District 3 Alderperson Hale seconded by District 5 Alderperson
Lewis to amend the proposed ordinance's titling to read "O-8-26 - An
Ordinance Amending Title 2, Chapter 4, Section 2-4-15(f) of the Code of
Ordinances (Procedure in Municipal Court) Increasing the Maximum Fee for
Court Costs Collectible in a Municipal Court Action". Motion to amend carried
on voice vote.

2. R-6-26 - A Resolution Increasing Municipal Court Fees to \$48 (Maximum
Allowed by State Law) (Introduced by Mayor Hammond)

Motion by District 3 Alderperson Hale, seconded by District 7 Alderperson
Grade to approve.

Motion carried 8-0 on roll call.

3. Assignment of Redevelopment Agreement By and Between the City of
Menasha and McClone Downtown Development LLC Dated as of April 7,
1977, and First Amended as of May 18, 2015

Motion by District 3 Alderperson Hale seconded by District 5 Alderperson

Lewis to approve. Motion carried on voice vote.

E. ADJOURNMENT

Motion by District 3 Alderperson Hale seconded by District 6 Alderperson Marshall to adjourn the Administration Committee meeting at 7:39pm. Motion carried on voice vote.

Minutes submitted by City Clerk Kaija Snyder.