



ADMINISTRATION COMMITTEE MINUTES

Tuesday, April 21, 2026 at 6:05 PM

First Floor Conference Rooms
100 Main Street, Menasha, WI

A. CALL TO ORDER

Meeting called to order by Clerk Snyder at 7:40pm.

B. ROLL CALL

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

Also Present: FD Sassman, DPW Merten, CDD Dane, PRD Sackett, PHD Hutter, FM Mavroff, Lt. Spiegel, LD Kopetsky, CA Struve, Mayor Hammond, Clerk Snyder, DC Janet

C. MINUTES TO APPROVE

1. Administration Committee, 4/6/26

Motion by District 2 Alderperson Eisenach seconded by District 5 Alderperson Lewis to approve. Motion carried on voice vote.

D. DISCUSSION / ACTION ITEMS

1. Election of Chair

Clerk Snyder opened the floor for Administration Committee Chair nominations. District 3 Alderperson Hale was nominated by District 2 Alderperson Eisenach to serve as Administration Committee Chair.

District 2 Alderperson Eisenach was nominated by District 7 Alderperson Grade to serve as Administration Committee Chair.

Roll call vote carried 7-1 in favor of District 3 Alderperson Hale's appointment as Administration Committee Chair. District 7 Alderperson Grade voted for District 2 Alderperson Eisenach.

2. Election of Vice Chair

Chair Hale opened the floor for Administration Committee Vice Chair nominations. District 2 Alderperson Eisenach was nominated by District 7 Alderperson Grade to serve as Administration Committee Vice Chair. No other nominations were made, and a unanimous ballot was cast for District 2 Alderperson Eisenach to be appointed Administration Committee Vice Chair.

E. ADJOURNMENT

Motion by District 2 Alderperson Eisenach seconded by District 7 Alderperson Grade to adjourn the Administration Committee meeting at 7:45pm. Motion carried on voice vote.

Minutes submitted by City Clerk Kaija Snyder.