



ADMINISTRATION COMMITTEE MINUTES

Tuesday, May 5, 2026 at 6:30 PM

First Floor Conference Rooms
100 Main Street, Menasha, WI

A. CALL TO ORDER

Meeting called to order by Chair Hale at 6:57pm.

B. ROLL CALL

Present: Aids. Rand, Eisenach, Hale, Lewis, Marshall, Grade, School

Absent: Ald. Perkins

Also Present: FD Sassman, CDD Dane, PHD Hutter, DPC Hanchek, CA Struve,
Mayor Hammond, Clerk Snyder

C. MINUTES TO APPROVE

1. Administration Committee, 4/21/26

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

D. DISCUSSION / ACTION ITEMS

1. Review and Accept Tax Incremental District #4 Financial Audit

Motion by District 2 Alderperson Eisenach, seconded by District 6 Alderperson Marshall to approve.

Motion carried 7-0 on roll call.

Discussion considered the audit process.

Staff advised on the TID No. 4 audit. This TID was used to assist development of the downtown business district. Closure of this TID places approximately \$5.3M of increment value back on the tax roll; this balance will contribute to the City's debt service fund.

E. ADJOURNMENT

Motion by District 2 Alderperson Eisenach seconded by District 6 Alderperson Marshall to adjourn the Administration Committee meeting at 7:04pm. Motion carried on voice vote.

Minutes submitted by City Clerk Kaija Snyder.