

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

Monday, May 18, 2026 at 6:30 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, 5/5/26

D. Discussion / Action Items

1. Recommend to Award – Post-Crescent Media (*The Post-Crescent*) as the Official City Newspaper of the City of Menasha for the 2026-2027 term

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

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.

MEMORANDUM

DATE May 12, 2026
TO Administration Committee
FROM Kaija Snyder, City Clerk
RE Recommend to Award – Post-Crescent Media (*The Post-Crescent*) as the Official City Newspaper of the City of Menasha for the 2026-2027 term

Wis. Stat. 985.06 provides that second- and third-class municipalities contract a newspaper to serve as the municipality’s official city newspaper for a term of one year. The selected newspaper publishes council proceedings and legal notices.

The City of Menasha Clerk’s Office published a request for official city newspaper bids in *The Post-Crescent*, the current official city newspaper. Upon bid closure, received bids were opened and evaluated according to Wis. Stat. 985.06(1). Wis Stat. 985.03(1) provides that municipalities award contract to the lowest effective, eligible bidder. Eligibility is determined according to Wis. Stat. 985.03.

The lowest effective, eligible bidder is Post-Crescent Media (*The Post-Crescent*). Notably, Post-Crescent Media submitted the only bid (attached) received in response to the published request.

Recommendation: Award contract for the City of Menasha’s official city newspaper to Post-Crescent Media (*The Post-Crescent*) for the 2026-2027 term.

THANK YOU for your submission!

Your notice has been submitted for publication. Below is a confirmation of your order. You will also receive an email confirmation.

ORDER DETAILS

Order Number:
LWIX0470744

Order Status:
Submitted

Classification:
Govt Bids & Proposals

Package:
General Package

1 Affidavit:
1.00

Total payment:
29.83

Payment Type:
Account Billed

User ID:
L0027956

External User ID:
1012833

ACCOUNT INFORMATION

City Of Menasha
100 Main ST # 200 ATTN: FINANCE
Menasha, WI 54952-3287
920-967-3600
ksnyder@menashawi.gov
City Of Menasha
Contract ID:

TRANSACTION REPORT

Date
March 2, 2026 11:23:40 AM EST

Amount:
29.83

ADDITIONAL OPTIONS

1 Affidavit

PREVIEW FOR AD NUMBER LWIX04707440

**INVITATION TO BID
OFFICIAL CITY NEWSPAPER
CITY OF MENASHA**

Sealed bids for the City of Menasha's Official City Newspaper shall be received at the Office of the City Clerk, 100 Main Street, Suite 200, Menasha, WI 54952, from the date of this publication until May 12, 2026 at 12:00pm CST, at which point they will be examined. The selected bidder shall publish Common Council proceedings and the City of Menasha's legal notices and advertising.

The City of Menasha reserves the right to reject any and all bids, waive any informality in bidding, and accept the bid which best serves the interests of the City of Menasha.

Award is subject to the provisions of Chapter 985 of the Wisconsin State Statutes.

Dated in Menasha, Wisconsin this 7th day of April, 2026

Kaija Snyder, City Clerk

Publish: April 7, 2026
WNAXLP
April 7 2026
LWIX0470744

[<< Click here to print a printer friendly version >>](#)

SCHEDULE FOR AD NUMBER LWIX04707440

April 7, 2026
Appleton Post Crescent

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March 23, 2026

City of Menasha-Valerie Neuman
100 Main Street Ste 200
Menasha, WI 54952

Dear City Clerk,

In accordance with the legal advertising rates established by the State of Wisconsin, we are pleased to quote you the following legal advertising rates for the publication of council proceedings and other city legal advertising for the upcoming year.

<u>Classified 6 Column Per Line charge –</u>			
<u>Unify Sans 6-point Font:</u>			
Number of Columns	Column Width (Picas)	First Insertion	Subsequent Insertion(s)
1	9.18	\$.8933	\$.7056
2	19.36	\$1.8824	\$1.4869
3	29.54	\$2.8714	\$2.2681
4	39.73	\$3.8605	\$3.0494
5	49.91	\$4.8496	\$3.8306
6	60.09	\$5.8386	\$4.6119

Newspapers to be circulated in this geographic area: 8,503

Additional charges that may apply - affidavit charges \$1.00 for each affidavit.

Thank you for the opportunity to serve your community.

Sincerely,
Tara Hamm
Director- Public Notices