



ADMINISTRATION COMMITTEE MINUTES

Monday, June 1, 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 7:21pm.

B. ROLL CALL

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

Also Present: FD Sassman, CDD Dane, PHD Hutter, DPC Hanchek, LD Kopetsky, DDMO Brown, CA Struve, Mayor Hammond, DC Janet

C. MINUTES TO APPROVE

1. Administration Committee, 5/18/26

Motion by District 2 Alderperson Eisenach seconded by District 4 Alderperson Perkins to approve. Motion carried on voice vote.

D. DISCUSSION / ACTION ITEMS

1. Draft Downtown Business Incentive Grant Program Guidelines

Motion by District 2 Alderperson Eisenach, seconded by District 6 Alderperson Marshall to approve the main motion as amended.

Main motion carried as amended 8-0 on roll call.

Motion by District 1 Alderperson Rand, seconded by District 4 Alderperson Perkins to amend the main motion by striking the words, "Applicants or business representatives are required to come before the Administration Committee to orally present the project." and inserting language that "Applicant appearance is optional unless requested by the committee, chair, or staff, or required for an appeal, extension, or exception."

Motion to amend carried 8-0 on roll call.

Discussion considered the importance of a program like this, a lack of previous investment by current building owners, the oral interview process and the map included in the packet.

Staff advised that this program is designed to encourage use of underutilized, vacant downtown buildings to support the area's viability. This program would be beneficial to buildings that require significant investment. This program is modeled off of a program Director Dane implemented in the City of Waupaca. Staff also advised on eligibility requirements.

E. ADJOURNMENT

Motion by District 2 Alderperson Eisenach seconded by District 4 Alderperson Perkins to adjourn the Administration Committee meeting at 7:41pm. Motion carried on voice vote.

Minutes submitted by Deputy City Clerk Evan Janet.