



ADMINISTRATION COMMITTEE MINUTES

Monday, July 20, 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 7:30pm.

B. ROLL CALL

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

Absent: Ald. School

Also Present: FD Sassman, DPW Merten, CDD Dane, PRD Sackett, PHD Hutter, LD Kopetsky, DPC Hanchek, CA Struve, Mayor Hammond, DC Janet

C. MINUTES TO APPROVE

1. Administration Committee, 7/6/26

Motion by District 2 Alderperson Eisenach, seconded by District 4 Alderperson Perkins to approve.

Motion carried 7-0 on roll call.

D. DISCUSSION / ACTION ITEMS

1. Review & Accept the 2025 City of Menasha Financial Audit (CliftonLarsonAllen LLP)

Motion by District 2 Alderperson Eisenach, seconded by District 4 Alderperson Perkins to approve.

Motion carried 7-0 on roll call.

Discussion considered the decrease of the general fund balance and balance minimums.

Staff advised that the decrease of the general fund balance came from a variety of different expenditures, such as carryovers from 2024, municipal court debt, and a revenue shortfall. Staff additionally advised that the City's Municipal Code sets the minimum undesignated general fund balance at 10% of general fund expenditures.

Haley Lepak and Erica Schaefer from CliftonLarsonAllen LLP spoke about the recent audit and that there are no noncompliance materials to report. The auditors additionally shared information about an escrow account found during the audit from the closeout of TID #4 and various balances of the City's funds.

E. ADJOURNMENT

Motion by District 2 Alderperson Eisenach seconded by District 6 Alderperson Marshall to adjourn the Administration Committee meeting at 7:44pm. Motion carried on voice vote.

Minutes submitted by Deputy City Clerk Evan Janet.