

City of Menasha

A “Directory of City Administration” booklet listing all current office-holders and department heads is available at City Hall, 140 Main Street in Menasha. All city departments and their phone numbers are listed under “Menasha” in the local phone book. If the information you need is not in the phone book, call the City Clerk for help. A list of present school board members is available from the School Administration Office at 328 6th Street or by phone.

City Clerk - (920) 967-3600

Menasha Web Site: www.ci.menasha.wi.us

School Administration Office - (920) 967-1400

Citizens are invited and encouraged to attend any public meetings.

Your **Alderman** is your closest link with your city government. Feel free to contact him/her with your problems. When you call be sure to:

- Identify yourself.
- Be brief, polite and to the point.
- State your problem and ask what committee or department to contact and with whom to speak.
- Ask the time and place of appropriate committee or department meetings so you can attend.
- Ask for a follow-up response and copies of minutes of pertinent meetings. Minutes are also available regularly at City Hall and the Public Library or City Website.
- Thank him/her for their cooperation.
- Send a follow-up letter confirming what was covered in your conversation.

Your concern or problem may be referred to a **Committee**, whose meeting you should plan to attend. When you are going to attend a **Committee** meeting:

- Call the chairperson in advance to be put on the agenda if you wish to speak. The agenda is published 48 hours in advance at City Hall or is on the web site. Requests may also be submitted in writing or by your Alderman.
- Make your request precise and have a written copy for the chairperson.

The **Committee** sends its recommendations to the **City Council** for action.

1. Council meetings are held the first and third Monday of the month at 6:00 P.M.
2. The agenda is available at the City Offices the Friday afternoon preceding the meeting or on the web site.
3. You may request, in writing, to be placed on the agenda for the Council meeting by the **preceding** Wednesday morning.
4. You may address the Council during the meeting **only** if the Council gives permission.

If by a decision of the Council or Committee a **Public Hearing** is scheduled regarding your problem, you should invite other interested citizens to attend with you. You should also be prepared with brief statements and anticipate questions you may be asked or you want to ask.

Public Hearings are either:

- Informational - held by decision of Council or committees.
- Legally required by statute or ordinance. Notice is published 10 days in advance in the official newspaper and at City Hall

A **Petition** is a written formal request for action showing support of your point of view. No specific number of signatures is required: however, everyone must sign his or her legal name in ink.

Signature	Address	Date
John J. Jones	212 Tayco Street	4/12/10
Jane A. Smith	304 2nd Street	4/23/10

You may present the petition to your Alderman or to the Council. Keep a copy for follow-up action and place a copy on file with the City Clerk.

A **Referendum** can be forced on many legislative issues by a petition signed by 15% of those voting for governor in their city in the last general election. It would be wise to seek legal advice from either the city attorney or a private attorney.



The League of Women Voters is a national nonpartisan organization whose purpose is to increase informed citizen participation in government.

Citizens Guide: How to Communicate with City Hall

City of Menasha

Courtesy of
the League of Women Voters
of Winnebago County