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CITY OF MENASHA
ADMINISTRATION COMMITTEE
Third Floor Council Chambers
140 Main Street, Menasha
July 1, 2013
MINUTES

A. CALL TO ORDER
Meeting called to order by Chairman Nichols at 7:25 p.m.

B. ROLL CALL/EXCUSED ABSENCES
PRESENT: Aldermen Zelinski, Englebert, Benner, Nichols, Taylor, Sevenich, Langdon, Keehan
ALSO PRESENT: Mayor Merkes, CA/HRD Captain, DPW Radtke, PP Homan, Dpty Treasurer Sassman, Clerk Galeazzi

C. MINUTES TO APPROVE
1. Administration Committee, 5/20/13
Moved by Ald. Englebert, seconded by Ald. Benner to approve minutes.
Motion carried on voice vote.

D. COMMUNICATIONS
1. WI Office of the Commissioner of Insurance, 6/19/13; 2014 Insurance Premiums

E. DISCUSSION/ACTION ITEMS
1. Amendment # 3 to Development Agreement between PJC Group, LLC and the City of Menasha

PP Homan gave a brief history of the creation of TID #11 and the Development Agreement with PJC Group for the redevelopment of the former Gilbert Paper Mill site. The amendment allows for prepayment of the remaining incentive owed on the Warehouse and Executive Office projects. The prepayment of the incentive will help accelerate the demolition timetable of the Land Reclamation project. A reduction in the interest rate the Land Reclamation project is also part of the amendment.
CA/HRD Captain noted the prepayment amount indicated in number 4 of the amendment should be $597,592.

Moved by Ald. Englebert, seconded by Ald. Benner to recommend to Common Council Amendment #3 to Development Agreement between PJC Group, LLC and the City of Menasha.
Lengthily discussion ensued on the development agreement, funding of the remaining incentive, progress of the development of the site.
Motion carried on roll call 7-1. Ald. Zelinski voted no.

2. Prepayment of Development Incentive to Gilbert Development Company, LLC

PP Homan explained the agreement with Gilbert Development Company is for the new office building on the site occupied by East Central Regional Planning. Prepaying the remaining incentive owed will save the City approximately $36,000 in interest expenses. The development agreement allows for prepayment of the development incentive.

Moved by Ald. Keehan, seconded by Ald. Englebert to recommend to Common Council Prepayment of Development Incentive to Gilbert Development Company, LLC
Motion carried on roll call 8-0.

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3. Inclusion of payment of development incentives to PJC Group, LLC and Gilbert Development Company, LLC in 2013 Board of Commissioners of Public Lands Borrowing.

CA/HRD Captain explained the application process for the Board of Commissioners of Public Lands borrowing. It needs to be part of the official minutes that the Council approved the payment of development incentives to PJC Group LLC and Gilbert Development Company LLC.

Moved by Ald. Englebert, seconded by Ald. Keehan to recommend to Common Council inclusion of payment of development incentives to PJC Group, LLC and Gilbert Development Company, LLC in 2013 Board of Commissioners of Public Lands Borrowing.
Motion carried on roll call 8-0.

4. R-8-13 Resolution Authorizing The Issuance And Sale Of Up To $504,200 Sewerage System Revenue Bonds, Series 2013, And Providing For Other Details And Covenants With Respect Thereto (Introduced by Mayor Merkes)

DPW Radtke explained this is for the Ninth Street Sewage Lift Station Improvement and the Melissa Street Force Main Replacement projects. The borrowing is from the Clean Water Fund Program which provides a below market interest rate for these types of projects.

Moved by Ald. Sevenich, seconded by Ald. Benner to recommend to Common Council R-8-13 Resolution Authorizing the Issuance and Sale of up to $504,200 Sewerage System Revenue Bonds, Series 2013, and Providing for Other Details and Covenants with Respect Thereto.
Motion carried on roll call 8-0.

F. ADJOURNMENT
Moved by Ald. Keehan, seconded by Ald. Englebert to adjourn at 8:20 p.m.
Motion carried on voice vote.

Respectfully submitted by Deborah A. Galeazzi, WCMC, City Clerk