

CITY OF MENASHA  
ADMINISTRATION COMMITTEE  
Third Floor Council Chambers  
140 Main Street, Menasha  
April 21, 2015  
MINUTES

DRAFT

A. CALL TO ORDER

Meeting called to order by Clerk Galeazzi at 7:19 p.m.

B. ROLL CALL/EXCUSED ABSENCES

PRESENT: Aldermen Nichols, Taylor, Krautkramer, Langdon, Keehan, Zelinski,  
Rollins-Jump, Benner

ALSO PRESENT: Mayor Merkes, CA Captain, PC Styka, DFC DeLeeuw, CDD Keil,  
DPW Radtke, ASD Steeno, PRD Tungate, PHD McKenney, Clerk Galeazzi

C. MINUTES TO APPROVE

1. [Administration Committee, 2/16/15](#)

Moved by Ald. Nichols, seconded by Ald. Keehan to approve minutes.

Motion carried on voice vote.

D. COMMUNICATIONS

1. [CVMIC Policyholder Disclosure Notice of Terrorism Insurance Coverage](#).

No Discussion.

E. DISCUSSION/ACTION ITEMS

1. Election of Chairman

Clerk Galeazzi opened the floor for nominations for Chairman.

Moved by Ald. Keehan seconded by Ald. Benner to nominate Ald. Nichols for Chairman.

Hearing no other nominations, the Clerk closed the nominations.

A unanimous ballot was cast for Ald. Nichols for Chairman.

Chairman Nichols took over as Chairman.

2. Election of Vice-Chairman

Chairman Nichols opened the floor for nominations for Vice-Chairman.

Moved by Ald. Zelinski seconded by Ald. Langdon to nominate Ald. Rollins-Jump for  
Vice-Chairman

Hearing no other nominations, Chairman Nichols closed the nominations.

A unanimous ballot was cast for Ald. Rollins-Jump for Vice-Chairman.

3. [Post-Employment Retirement Plan with Precision Retirement Group \(Pelion Benefits, Inc.\)](#)

CA Captain explained the current post-employment retirement plan with Precision Retirement Group. The plan only applies to non-represented employees. With the new police union contract the benefit applies to represented employees also. The plan with Precision Retirement Group will need to be amended to include represented employees. CA Captain also requested confirmation by vote of the non-discretionary distribution of accumulated sick leave benefits to the plan.

Moved by Ald. Benner seconded by Ald. Langdon to recommend to Common Council to authorize an amendment to the plan documents and agreements with Precision Retirement Group (Pelion Benefits, Inc.) to include represented employees and confirm the requirement that all eligible city employees are subject to the distribution of accumulated sick leave benefits through the post-employment benefit plan administered by Precision Retirement Group (Pelion Benefits, Inc.)

Motion carried on roll call 8-0.

4. Status report and timetable – Development Agreement with Menasha Downtown Development, LLC (Discussion only)

CDD Keil reviewed a timeline established by staff and Menasha Downtown Development LLC for the proposed multi-tenant office building and parking structure in the downtown. He explained proposed items to be included in a development agreement.

The Committee members agreed to a special meeting on April 27, 2015 at 6:00pm.

F. ADJOURNMENT

Moved by Ald. Keehan seconded by Ald. Langdon to adjourn at 7:41 p.m.

Motion carried on voice vote.

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