

CITY OF MENASHA  
ADMINISTRATION COMMITTEE  
Third Floor Council Chambers  
140 Main Street, Menasha  
December 2, 2013  
MINUTES

DRAFT

A. CALL TO ORDER

Meeting called to order by Chairman Nichols at 6:30 p.m.

B. ROLL CALL/EXCUSED ABSENCES

PRESENT: Aldermen Englebert, Benner, Nichols, Taylor, Sevenich, Langdon, Keehan, Zelinski  
ALSO PRESENT: Mayor Merkes, CA/HRD Captain, PC Styka, FC Auxier, DPW Radtke, CDD Keil, ASD Steeno, PRD Tungate, LD Lenz, Dave Maccoux (Schenck), Clerk Galeazzi

C. MINUTES TO APPROVE

1. [Administration Committee, 11/18/13](#)

Moved by Ald. Englebert, seconded by Ald. Benner to approve minutes.  
Motion carried on voice vote.

D. DISCUSSION/ACTION ITEMS

1. [Review and accept 2012 City of Menasha Audit Report \(Dave Maccoux, Schenck\)](#)

Dave Maccoux from Schenck reviewed the 2012 Annual Financial Report and Management Letter. General discussion ensued on the audit.

Moved by Ald. Englebert, seconded by Ald. Benner to recommend to Common Council to accept 2012 City of Menasha Audit Report.  
Motion carried on roll call 8-0.

2. [Underground Storage Tank Insurance \(Renewal\)](#)

CA/HRD Captain provided quotes for Underground Storage Tank insurance for 2014. A quote from our current carrier ACE American was for one year in the amount of \$3,880 with no changes in coverage. Another quote received was from Crum & Forster in the amount of \$3,539.08 for one year or \$6,049.19 for two years. Coverage would be similar with Crum & Forster only offering a limit of \$25,000 for all legal defense expenses and ACE American offering \$1,000,000 coverage for all legal defense expenses. CA/HRD Captain does not recommend going with a two year commitment at this time. She is recommending staying with ACE American for one year.

Moved by Ald. Langdon, seconded by Ald. Englebert to recommend to Common Council To approve the renewal of the Underground Storage Tank insurance coverage accepting the quotation of ACE American Insurance Co for 1 year in the amount of \$3,880.00.  
Motion carried on roll call 8-0.

3. [R-21-13 Resolution Regarding the Official Depositories of the City of Menasha](#)

ASD Steeno explained the Resolution updates and that only the financial institutions at which the City and Utilities currently hold public funds get included on the list. Depositories can be updated at any time and are reviewed annually by staff.

Moved by Ald. Sevenich, seconded by Ald. Keehan to recommend to Common Council R-21-13 Resolution regarding the Official Depositories of the City of Menasha.  
Motion carried on roll call 8-0.

E. ADJOURNMENT

Moved by Ald. Langdon, seconded by Ald. Benner to adjourn at 7:01 p.m.  
Motion carried on voice vote.

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