

It is expected that a Quorum of the Personnel Committee, Board of Public Works, and Common Council will be attending this meeting: (although it is not expected that any official action of any of those bodies will be taken)

**CITY OF MENASHA
ADMINISTRATION COMMITTEE
Third Floor Council Chambers
140 Main Street, Menasha
January 7, 2013
6:30 PM
or immediately following Common Council
AGENDA**

- A. CALL TO ORDER
- B. ROLL CALL/EXCUSED ABSENCES
- C. MINUTES TO APPROVE
 - 1. [Administration Committee, 12/17/12](#)
- D. COMMUNICATIONS
 - 1. [2013 Insurance Summary](#)
- E. DISCUSSION/ACTION ITEMS
 - 1. [Renewal of listing agreements with Drifka Group Inc.](#)
- F. ADJOURNMENT

"Menasha is committed to its diverse population. Our Non-English speaking population and those with disabilities are invited to contact the Menasha City Clerk at 967-3603 24-hours in advance of the meeting for the City to arrange special accommodations."

CITY OF MENASHA
ADMINISTRATION COMMITTEE
Third Floor Council Chambers
140 Main Street, Menasha
December 17, 2012
MINUTES

A. CALL TO ORDER

Meeting called to order by Chairman Klein at 6:48 p.m.

B. ROLL CALL/EXCUSED ABSENCES

PRESENT: Aldermen Taylor, Sevenich, Krueger, Zelinski, Benner, Klein

EXCUSED: Aldermen Englebert, Langdon

ALSO PRESENT: Mayor Merkes, CA/HRD Captain, FC Auxier, DPW Radtke, CDD Keil, C/T Stoffel, PHD Nett, Clerk Galeazzi and the Press.

C. MINUTES TO APPROVE

1. [Administration Committee, 12/3/12](#)

Moved by Ald. Krueger, seconded by Ald. Zelinski to approve minutes.

Motion carried on voice vote.

D. DISCUSSION/ACTION ITEMS

1. [Proposed Acquisition of 7265 Manitowoc Road, Menasha](#)

CDD Keil reviewed the proposal to acquire 7265 Manitowoc Road. The primary objective of acquiring the parcel is to consolidate the property with existing city-owned parcels to create a large parcel with a configuration that is better suited for commercial development. The parcel is located in TID #9, so funds to acquire the parcel could come from TID #9.

General discussion ensued on the zoning for the property, use of land, TID #9.

Moved by Ald. Sevenich, seconded by Ald. Krueger to recommend to Common Council acquisition of 7265 Manitowoc Road for \$36,275.00, funds to come from TID #9.

Motion carried on roll call 6-0.

2. [Proposed Weights and Measures Fees for licensing year 7/1/13-6/30/14](#)

[\(Recommended by Board of Health\)](#)

PHD Nett explained the Weights and Measures program is completely funded by fees. Increases in costs of the program make it necessary to increase fees.

Moved by Ald. Krueger, seconded by Ald. Sevenich to recommend to Common Council proposed Weights and Measures fees for licensing year 7/1/13-6/30/14.

Motion carried on roll call 6-0.

3. [Grant Agreements between Winnebago County and City of Menasha for the term 1/1/13 – 12/31/13 for Senior Center Coordinator and Senior Center Activity Coordinator, and authorized signature. \(Recommended by Committee on Aging\)](#)

PHD Nett explained the Grant Agreement with Winnebago County is for the salary of the Senior Center's Administrative Coordinator and Activity Coordinator. The terms of the agreement are the same as the previous year.

Moved by Ald. Krueger, seconded by Ald. Zelinski to recommend to Common Council Grant Agreements between Winnebago County and City of Menasha for the term 1/1/13-12/31/13 for Senior Center Coordinator and Senior Center Activity Coordinator and authorized signature.

Motion carried on voice vote

4. [2013 Agreement and Contract Among ADVOCAP, Inc and City of Menasha & Neenah-Menasha YMCA, for the term 1/1/13-12/31/13, and authorized signatures. \(Recommended by Committee on Aging\)](#)

PHD Nett explained this is the annual agreement with ADVOCAP for meal service provided at the Senior Center. The terms of the agreement are the same as the previous year.

Moved by Ald. Krueger, seconded by Ald. Zelinski to recommend to Common Council 2013 Agreement and Contract among ADVOCAP, Inc and City of Menasha and Neenah-Menasha YMCA for the term 1/1/13-12/31/13 and authorized signatures.

Motion carried on voice vote.

E. ADJOURNMENT

Moved by Ald. Zelinski, seconded by Ald. Krueger to adjourn at 7:08 p.m.

Motion carried on voice vote.

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

2013 Insurance Summary (Updated)

CITY OF MENASHA

Coverage	Insurance Company	Policy Number	Expiration Date	Deductibles	Premium
Property	LGPF	140411	12/31/2013	\$5,000 aggregate	20,978.00
Liability	CVMIC	PEL 107	12/31/2013	\$25,000 SIR;	50,752.00
Auto Physical Damage	CVMIC	CAP-05-019	12/31/2013	\$100,000 aggregate;	17,220.00
				\$5,000,000 per occurrence in excess of SIR	
Excess Public Entity Liability Ins	CVMIC	0306-2286	12/31/2013	\$1,000	1,835.00
				Difference between \$5,000 and SIR	
Employment Practice Liability Ins	CVMIC	NH644154	12/31/2013	25,000/100,000 aggregate	5,298.00
Workers Compensation	CVMIC	CWC-14-019	12/31/2013	\$25,000 SIR;	165,007.00
				\$1,000,000 per occurrence in excess of SIR;	
				\$1,000,000 total policy period limit	
Crime	Hanover Insurance	1829796	1-1-2011 to 1/1/2014	\$1,000/employee with max \$100,000 per occurrence;	570.00 (3-yr quote; annual premium)
Inland Marine	Allianz	0093012358	2/28/2013	Forgery/Alteration, max of \$5,000 per occurrence	3,570.00
Boiler & Machinery	Traveler's ACE American Insurance Co.	7415P537	3/1/2013	refer to policy	6,117.00
Underground Storage Tanks		1581808	12/31/2013	\$2,500	3,804
				\$25,000/per occurrence	3,528.00

Greg M. Keil

From: Bob Drifka [bob@drifkagroup.com]
Sent: Wednesday, January 02, 2013 7:31 PM
To: Greg M. Keil
Subject: Listing Contract Renewals

Greg:

Pursuant to our telephone conversation I have attached two listing renewals; Racine Street and Midway Business Park / Oneida Street lots. On the Midway Business Park renewal I updated the available lots to the two that remain after the two lot sales in 2012.

Vacant land and office building sales(and leasing) has been very slow the past few years. Retail buildings and manufacturing buildings have been steadily filling with the lack of new construction. I have a very positive feeling about vacant land sales in 2013 and 2014 due to the absorption of said buildings and the historically low interest rates for commercial development. Three year rate locks are under 3% and five year rate locks are under 4%.

If you have any questions please feel free to call.

Bob Drifka

Broker/Owner
DRIFKA GROUP INC.
N9601 Crystal Drive
Appleton, WI 54915
Phone: 920.993.9065
Mobile: 920.450.2876

WB-42 AMENDMENT TO LISTING CONTRACT

1 It is agreed that the Listing Contract dated October 6, 2010, between the undersigned,
2 for sale of the property known as (Street Address/Description) 81 & 87 Racine St. & 504 Broad St.
3 in the _____ City _____ of _____ Menasha _____, County of
4 _____ Winnebago _____, Wisconsin is amended as follows:

5 The list price is changed from \$ _____ to \$ _____
6 The expiration date of the contract is changed from midnight November 5, 2012 to
7 midnight November 5, 2013

8 The following items are (added to)(deleted from) STRIKE ONE the list of property to be included in the list
9 price: _____
10 _____

11 Other: Property is being sold subject to the following conditions: Within 18
12 months of closing, Purchaser must begin construction of a building or
13 structure in compliance with city ordinances and other applicable laws and
14 for a permitted purpose under city ordinances. Construction must be
15 completed within 1 year after construction begins. Seller will have a right
16 to repurchase the property for the purchase price paid by the Purchaser if
17 Purchaser fails to perform these conditions.
18 _____
19 _____
20 _____
21 _____
22 _____

23 ALL OTHER TERMS OF THIS CONTRACT AND ANY PRIOR AMENDMENTS REMAIN UNCHANGED.

24 CAUTION: Agents (salespersons) for Broker (firm) do not have the authority to enter into a mutual
25 agreement to terminate a listing contract, amend the commission amount or shorten the term of a
26 listing contract, without the written consent of the Agent(s)' supervising broker.

27 Drifka Group Inc.

28 Broker/Firm ▲

29

30 (x) *R Drifka* 1-2-13

31 By ▲

32 Print name ▶ Robert Drifka

(x) _____

Seller's Signature ▲

Date ▲

Print name ▶ City of Menasha

(x) _____

Seller's Signature ▲

Date ▲

Print name ▶

WB-42 AMENDMENT TO LISTING CONTRACT

1 It is agreed that the Listing Contract dated January 19, 2010, between the undersigned,
2 for sale of the property known as (Street Address/Description) See lines 11 - 12 below
3 in the _____ City _____ of _____ Menasha _____, County of
4 _____ Calumet _____, Wisconsin is amended as follows:

5 The list price is changed from \$ _____ to \$ _____
6 The expiration date of the contract is changed from midnight January 19, 2013 to
7 midnight January 19, 2014
8 The following items are (added to)(deleted from) STRIKE ONE the list of property to be included in the list
9 price: _____
10 _____

11 Other: Properties Midway Business Park - Lots 5 and 7. Province Terrace - Lots
12 1, 2, 4, 10, 11, 12.
13 _____
14 _____
15 _____
16 _____
17 _____
18 _____
19 _____
20 _____
21 _____
22 _____

23 ALL OTHER TERMS OF THIS CONTRACT AND ANY PRIOR AMENDMENTS REMAIN UNCHANGED.

24 CAUTION: Agents (salespersons) for Broker (firm) do not have the authority to enter into a mutual
25 agreement to terminate a listing contract, amend the commission amount or shorten the term of a
26 listing contract, without the written consent of the Agent(s)' supervising broker.

27 Drifka Group Inc.
28 Broker/Firm ▲

(x) _____
Seller's Signature ▲ Date ▲
Print name ▶ City of Menasha

30 (x) RE Drifka 1-2-13
31 By ▲ Date ▲
32 Print name ▶ Robert E. Drifka

(x) _____
Seller's Signature ▲ Date ▲
Print name ▶