

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  
November 18, 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, 11/4/13](#)
- D. DISCUSSION/ACTION ITEMS
  - 1. [Volunteer Accident Insurance](#)
  - 2. [O-7-13 An Ordinance Amending Title 2, Chapter 4 of the Code of Ordinances \(Municipal Court Cost\) \(Introduced by Mayor Merkes\)](#)
- E. 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  
November 4, 2013  
MINUTES

A. CALL TO ORDER

Meeting called to order by Chairman Nichols at 6:58 p.m.

B. ROLL CALL/EXCUSED ABSENCES

PRESENT: Aldermen Benner, Nichols, Taylor, Sevenich, Langdon, Keehan, Zelinski

EXCUSED: Alderman Englebert

ALSO PRESENT: Mayor Merkes, CA/HRD Captain, PC Styka, DPW Radtke, CDD Keil,  
ASD Steeno, Clerk Galeazzi

C. MINUTES TO APPROVE

1. [Administration Committee, 10/21/13](#)

Moved by Ald. Langdon, seconded by Ald. Benner to approve minutes.

Motion carried on voice vote.

D. DISCUSSION/ACTION ITEMS

1. [Amendment to City of Menasha Public Records Notice and Policy.](#)

CA/HRD Captain explained the City's current Public Records Policy states a charge of \$2.00 for a photocopy of the first page of an open records document. State Attorney General's opinion is the cost of a photocopy should only be actual cost. The IT staff has determined the actual cost of a photocopy should not be more than \$0.25 a page.

Moved by Ald. Sevenich, seconded by Ald. Keehan to amend City of Menasha Public Records Notice and Policy paragraph 4. a & b to charge \$0.25 per page.

Motion carried on roll call 7-0.

E. ADJOURNMENT

Moved by Ald. Langdon, seconded by Ald. Benner to adjourn at 7:02 p.m.

Motion carried on voice vote.

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



## City of Menasha

Michael Brunn, HR Department  
140 Main Street  
Menasha, WI 54952

### PROPOSAL OF INSURANCE

Volunteer Accident Insurance

#### PRESENTED BY

Susan Blankenburg , Area Senior Vice President

Arthur J. Gallagher & Co. Insurance Brokers of CA., Inc.  
License #0726293  
1255 Battery Street, #450  
San Francisco, CA 94111  
(415) 546-9300  
Susan\_Blankenburg@ajg.com

[www.ajg.com](http://www.ajg.com)

November 13, 2013

*Proposal for Volunteer Accident Insurance*



## Volunteer Accident Insurance Group Purchase Program

### Blanket Accident Coverage

#### Who is Covered

All volunteers of the enrolled Village, City or Municipality whose premium has been paid.

#### Coverages and Maximum Amounts

Accidental Death Benefit	\$	25,000
Accidental Dismemberment Benefit	\$	25,000
Accidental Death & Dismemberment Aggregate Limit	\$	250,000
Accident Medical Expense Benefit (Primary)	\$	100,000
Deductible		nil
Incurral Period		90 Days
Benefit Period		52 Weeks
Dental Maximum, per Tooth, per Accident	\$	250
Catastrophe Cash Benefit (Lump Sum)	\$	50,000
Incurral Period		30 Days
Waiting Period		6 Months
Weekly Accident Indemnity Benefit	\$	300
Elimination Period		30 Days
Benefit Period		13

*Maximum Amounts are used to determine the amounts payable under each Benefit. Actual amounts payable will not exceed the maximums and may be less than the maximums under circumstances described in the policy.*

#### Descriptions of Coverage:

The following are brief descriptions of your coverages. For complete details, please refer to the actual policy forms.

##### **Accidental Death Benefit:**

If injury to the Insured results in death within 365 days of the date of the accident that caused the injury, the company will pay 100% of the Maximum Amount.



**Descriptions of Coverage, cont'd:**

**Accidental Dismemberment Benefit:**

If injury to the insured results, within 365 days of the date of the accident that caused the injury, any loss scheduled in the policy, the Company will pay the percentage of the Maximum Amount for that loss:

<u>For Loss of</u>	<u>Percentage</u>
Both Hands or Both Feet	100%
Sight of Both Eyes	100%
One Hand and One Foot	100%
One Hand and the Sight of One Eye	100%
One Foot and the Sight of One Eye	100%
Speech and Hearing in Both Ears	100%
One Hand or One Foot	50%
The Sight of One Eye	50%
Speech or Hearing in Both Ears	50%
Hearing in One Ear	25%
Thumb and Index Finger of the Same Hand	25%

**Accidental Death and Dismemberment Reduction Schedule**

The maximum amount used to determine the amount payable for a loss will be reduced if the insured is age 70 or older on the date of the accident causing the loss. The maximum amount allowed is reduced to a percentage of the maximum amount payable that would be used if the insured were under age 70 on the date of the accident, according to the following schedule:

<u>Age on Date of Accident</u>	<u>Percentage of Under Age 70 Maximum Amount</u>
70-74	65%
75-79	45%
80-84	30%
85 and older	15%

**Weekly Accident Indemnity Benefit:**

If, as a result of an injury, the insured is rendered Totally Disabled within 30 days of the accident that caused the injury, the Company will pay a benefit after 30 days of Total Disability due to that injury in any one Period of Disability, retroactive to the first day of Total Disability in that Period of Disability. The amount of the benefit per week is the lesser of: (1) the weekly maximum amount scheduled or 2) 66.67% of Weekly Earnings. This benefit will pay for up to 13 weeks.

**Catastrophe Cash Benefit:**

If injury to the insured results, within 30 days of the date of the accident that caused the injury, in Paralysis or Coma, the Company will pay a benefit under the conditions described in this Rider. In order for a benefit to be payable, the Paralysis or Comp must continue for a waiting period of six (6) consecutive months, and must be determined by a Physician to be permanent and irreversible at the end of the Waiting Period and must result in Disability.



**Descriptions of Coverage, cont'd**

**Catastrophe Cash Benefit, cont'd:**

The benefit payable is based on the percentage of the Maximum Amounts shown below for the causes of Disability shown below:

<u>Cause of Disability</u>	<u>Percentage</u>
Coma	100%
Paralysis of Two or More Limits (Upper and/or Lower)	100%
Paralysis of One Limb (Upper or Lower)	50%
Paralysis of Other Body Part/s	Determined case by case

**Accident Medical Expense Benefit:**

If an insured suffers an injury that, within 90 days of the date of the accident that caused the injury, requires him or her to be treated by a Physician, the Company will pay the Usual and Customary Charges incurred for Medically Necessary Covered Accident Medical Services received due to that Injury, up to the maximum amount per insured for all injuries caused by the same accident. This benefit is payable only for such charges incurred within 52 weeks after the date of the accident causing the injury.

**Exclusions**

Exclusions include, but are not limited to:

- Suicide or self-inflicted injury or any attempts at same
- Travel or flight in or on any vehicle used for aerial navigation if the Insured is performing, learning to perform or instructing others to perform as a pilot or crew member of any aircraft
- Sickness, disease or infections of any kind
- Military service of any state or country;
- Participation in any team sport or other athletic activity

**Premium Payment Terms**

- Premium will be billed to you by Gallagher/San Francisco

**Changes/Developments**

It is important that we be advised of any changes in your operations that may have a bearing on the validity and/or adequacy of your insurance. The types of changes that concern us include, but are not limited to, those listed below:

1. Changes in any operation such as expansion to other states or new products.
2. Mergers and/or acquisition of new companies.
3. Any new assumed contractual liability, granting of indemnities, or hold harmless agreements.
4. Circumstances which may require increased liability insurance limits.
5. Any changes in fire or theft protection, such as the installation of or disconnection of sprinkler systems, burglar alarms, etc. This includes any alterations to same.
6. Immediate advice of any changes to scheduled equipment such as contractors' equipment, electronic data processing, etc.
7. Property of yours that is in transit, unless we have previously arranged for the insurance.
8. Any changes in existing premises, including vacancy, whether temporary or permanent, alterations, demolition, etc. Also, any new premises either purchased, constructed, or occupied.



### Bindable Quotation & Compensation Disclosure Schedule

Client Name: City of Menasha

COVERAGE(S)	CARRIER NAME(S)	EST ANNUAL PREMIUM <sup>1</sup>	COMM. % OR FEE <sup>2</sup>	NAME <sup>3</sup>	WHOLESALE, MGA OR INTERMEDIARY COMM % / FEE \$ <sup>4</sup>	AJG OWNED? YES/NO
Volunteer Accident Insurance	National Union Fire Ins Co of Pittsburgh, PA	\$300.30	20%	N/A	N/A	N/A

Some carriers pay Gallagher supplemental or contingent commissions in addition to the policy commission. Contingent commissions are typically contingent upon performance factors such as growth, profit, volume or retention, while supplemental commissions are not. These supplemental or contingent commissions may range from less than 1% up to 10% of the policy premium. Please refer to the Contingent and Supplemental Commission Disclosure or contact your Gallagher representative for additional information.

1. A written quotation was received from this carrier.
2. The commission rate is a percentage of annual premium excluding taxes & fees.

ORDINANCE O-7-13

AN ORDINANCE AMENDING TITLE 2, CHAPTER 4 OF  
THE CODE OF ORDINANCES  
(Municipal Court – Municipal Court Costs)

Introduced by Mayor Merkes.

The Common Council of the City of Menasha does hereby ordain as follows:

SECTION 1: Amend Title 2, Chapter 4, Article 15, Sec.2-4-15 (f) of the Code of Ordinances of the City of Menasha, Wisconsin as follows:

**Title 2 – Boards, Commissions, and Committees**

**CHAPTER 4**

**ARTICLE 15**

...

**SEC. 2-4-15 MUNICIPAL COURT**

...

**(f) Procedure in Municipal Court**

...

Pursuant to Sec. 814.65, Wis. Stats., the court costs for each citation issued is ~~Twenty-eight Dollars (\$28.00)~~ Thirty-eight Dollars (\$38.00) of which Five Dollars (\$5.00) shall be forwarded to the state treasurer.

...

SECTION 2: This amending Ordinance shall take effect upon passage and publication as provided by law with an effective date of January 1, 2014.

Passed and approved this      day of      , 2013.

\_\_\_\_\_  
Donald Merkes, Mayor

ATTEST:

\_\_\_\_\_  
Deborah A. Galeazzi, City Clerk