

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 4, 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, 10/21/13](#)
- D. DISCUSSION/ACTION ITEMS
 - 1. [Amendment to City of Menasha Public Records Notice and Policy.](#)
- 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
October 21, 2013
MINUTES

DRAFT

A. CALL TO ORDER

Meeting called to order by Chairman Nichols at 7:05 p.m.

B. ROLL CALL/EXCUSED ABSENCES

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

ALSO PRESENT: Mayor Merkes, CA/HRD Captain, Captain Halderson, DPW Radtke, ASD Steeno, LD Lenz, Clerk Galeazzi

C. MINUTES TO APPROVE

1. [Administration Committee, 10/7/13](#)

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

Motion carried on voice vote.

D. DISCUSSION/ACTION ITEMS

1. [Renewal of Vision Insurance, 2014-2016](#)

CA/HRD Captain explained Vision Insurance Plan of American has been the plan the City has provided for the employees. There are two options with this renewal; Option 1, no change in rates or benefits. Option 2, slight change in rates and upgraded benefits. The renewal term is Jan. 1, 2014 to Dec. 31, 2016.

General discussion ensued on Option 2 upgraded benefits and increased premiums.

Moved by Ald. Englebert, seconded by Ald. Keehan to recommend to Common Council renewal of Menasha's vision insurance benefit with Vision Insurance Plan of American, Inc accepting option 2 for plan years 2014-2016.

Motion carried on roll call 8-0.

2. [2014 Insurance Renewals and Projected Premiums](#)

CA/HRD Captain reviewed and explained the schedule of insurance coverage and projected premiums. Still waiting for premium quote for Underground Storage Tanks. CVMIC has recommended no changes in deductibles at this time.

General discussion ensued on the insurance and coverage.

3. Local Government Property Insurance Fund

CA/HRD Captain provided a copy of the premium notice she received from Local Government Property Insurance Fund. Rates have increased due to storm damage across the state over the past few years.

General discussion ensued on the coverage this policy provides.

Moved by Ald. Englebert, seconded by Ald. Keehan to recommend to Common Council to continue participation in Local Government Property Insurance Fund for 2014 at the premium of \$26,132.

Motion carried on roll call 8-0.

4. [WEA Health Insurance 2014](#)

CA/HRD Captain explained the City went with WEA Trust in 2013 for a two year contract. The premium rates were flat for 2013. The 2014 premium rates will increase by 6%. Staff have been working with the insurance consultant to get it lower. Changes in coverage or having employees participate in wellness opportunities may get the premiums lower.

General discussion ensued on employee participation in wellness opportunities.

5. [Dental Insurance Premiums for 2014](#)

CA/HRD Captain explained the City is self funded for the dental coverage offered to the employees. She reviewed the dental premiums analysis prepared by ASO Steeno. Staff is recommending no premium increase for 2014.

E. ADJOURNMENT

Moved by Ald. Englebert, seconded by Ald. Sevenich to adjourn at 7:46 p.m.
Motion carried on voice vote.



MEMORANDUM

DATE: October 30, 2013
TO: Administration Committee
FROM: *PA*
Pamela A. Captain, City Attorney
SUBJECT: City of Menasha Public Records Notice and Policy

According to the current City of Menasha Public Records Notice and Policy, paragraph 4, the costs charged to a requester of a public record is:

- a. \$2.00 for first page
- b. \$.25 each additional page
- c. actual cost for copies other than 8 ½ x 11 or 8 ½ x 14
- d. actual cost for electronic data
- e. actual cost for video or audio materials

Wisconsin law allows the City to impose a fee upon a requester of a public record however, the cost charged to the requester "may not exceed the actual, necessary and direct cost of reproduction and transcription of the record, ...unless otherwise established by law." See §19.35(3)(a), Wis. Stats.

It is advised that the City's fee for copies be amended. IT Supervisor, Patrick James, informs that the actual copy cost is approximately \$ 0.25 per page.

REQUESTED ACTION: MOTION to amend the City of Menasha Public Records Notice and Policy, paragraph 4.a. & b. to charge \$ 0.25 per page.