

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
May 6, 2013
6:45 PM
or immediately following Personnel Committee
AGENDA**

- A. CALL TO ORDER
- B. ROLL CALL/EXCUSED ABSENCES
- C. MINUTES TO APPROVE
 - 1. [Administration Committee, 4/16/13](#)
- D. DISCUSSION/ACTION ITEMS
 - 1. [O-2-13 An Ordinance Amending Section 8-1-6 of the Code of Ordinances \(Destruction of Noxious Weeds\) \(Introduced by Ald. Keehan\)](#)
 - 2. [R-5-13 Resolution Continuing Appropriations \(Introduced by Ald. Nichols\)](#)
 - 3. [R-6-13 Resolution Transferring/Appropriating Funds \(Introduced by Ald. Nichols\)](#)
 - 4. [Wellness Incentives for participation in WEA Initiatives](#)
- 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
April 16, 2013
MINUTES

A. CALL TO ORDER

Meeting called to order by Clerk Galeazzi at 9:40 p.m.

B. ROLL CALL/EXCUSED ABSENCES

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

ALSO PRESENT: Mayor Merkes, CA/HRD Captain, PC Styka, FC Auxier, DPW Radtke, CDD Keil, Dpty Treasurer Sassman, PHD Nett, PRD Tungate, LD Lenz, Clerk Galeazzi

C. MINUTES TO APPROVE

1. Administration Committee, 4/1/13

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

Motion carried on voice vote.

D. ACTION ITEMS

1. Election of Chairman

Moved by Ald. Englebert, seconded by Ald. Benner to nominated Ald. Nichols as Chairman.

Moved by Ald. Zelinski, seconded by Ald. Taylor to nominated Ald. Sevenich as Chairman.

Having no other nominations, the nominations were closed.

Roll call for Chairman:

Aldermen Nichols, Langdon, Keehan, Englebert, and Benner voted for Ald. Nichols

Aldermen Taylor, Sevenich, and Zelinski voted for Ald. Sevenich

Alderman Nichols was elected Chairman on a 5-3 vote

Alderman Nichols took over as Chairman

2. Election of Vice-Chairman

Moved by Ald. Zelinski, seconded by Ald. Langdon to nominated Ald. Keehan as Vice-Chairman.

Having no other nominations, the nominations were closed.

Motion for Ald. Keehan as Vice-Chairman carried on voice vote.

E. ADJOURNMENT

Moved by Ald. Englebert, seconded by Ald. Benner to adjourn at 9:45 p.m.

Motion carried on voice vote.

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

ORDINANCE O-2-13

AN ORDINANCE AMENDING SECTION 8-1-6 OF THE CODE OF ORDINANCES
(Destruction of Noxious Weeds)

INTRODUCED BY ALDERMAN KEEHAN

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

SECTION 1: Amend Title 8, Chapter 1, SEC.8-1-6 of the Code of Ordinances of the City of Menasha, Wisconsin as follows:

Title 8 – Health and Sanitation

CHAPTER 1

Health and Sanitation

SEC. 8-1-6 DESTRUCTION OF NOXIOUS WEEDS.

- (a) A person owning, occupying or controlling land within the City corporate limits shall destroy all noxious weeds on the land. All noxious weeds shall be destroyed prior to the time in which such plants mature to the bloom or flower stage.
- ~~(a)(b)~~ The City Clerk shall annually on or before May 15 publish ~~as required by state law~~ a notice that every person is required by law to destroy all noxious weeds on lands in the City which he or she owns, occupies or controls. A joint notice with other towns or municipalities may be utilized.
- ~~(b)(c)~~ If the owner or occupant shall neglect to destroy any weeds as required by such notice, then the Weed Commissioner of the City shall give five (5) days' written notice by mail to the owner or occupant of any lands upon which the weeds shall be growing to the effect that the said Weed Commissioner after the expiration of the five (5) day period will proceed to destroy or cause to be destroyed all such weeds growing upon said lands and that the cost thereof will be assessed as a tax upon the lands upon which such weeds are located under the provisions of Sections 66.0517 and 66.0627, Wis. Stats. ~~66.96 of the Wisconsin Statutes.~~ In case the owner or occupant shall further neglect to comply within such five (5) day notice, then the Weed Commissioner shall destroy such weeds or cause them to be destroyed ~~in the manner deemed to be the most economical method and the expense thereof, including the cost of billing and other necessary administrative expenses, shall be charged against such lots and be collected as a special tax thereon.~~
- ~~(c)~~ ~~As provided for in Sec. 66.96(2), Wis. Stats., the City shall require that all noxious weeds shall be destroyed prior to the time in which such plants would mature to the bloom or flower state. The growth of noxious weeds in excess of eight (8) inches in height from the ground surface shall be prohibited within the City corporate limits. Noxious weeds~~

~~shall include any weed, grass or similar plant growth which, if allowed to pollinate, would cause or produce hay fever in human beings or would cause a skin rash through contact with the skin. Noxious weeds, as defined in this Section and in Section 8-1-8, shall include but not be limited to the following~~ Noxious weeds means any weed designated as a noxious weed by the Wisconsin Department of Natural Resources by rule or by the common council by ordinance or resolution, including but not limited to the following:

Cirsium Arvense (Canada Thistle)
Ambrosia artemisiifolia (Common Ragweed)
Ambrosia trifida (Great Ragweed)
Euphorbia esula (Leafy Spurge)
Convolvulus arvensis (Creeping Jenny) (Field Bind Weed)
Tragopogon dubius (Goat's Beard)
Rhus radicans (Poison Ivy)
Cirsium vulgaries (Bull Thistle)
Pastinaca sativa (Wild Parsnip)
Arctium minus (Burdock)
Xanthium strumarium (Cocklebur)
Amaranthus retroflexus (Pigweed)
Chenopodium album (Common Lambsquarter)
Rumex Crispus (Curled Dock)
Cannabis sativa (Hemp)
Plantago lanceolata (English Plantain)
Sow Thistle
Wild Mustard
Burdock
Poison Ivy
Poison Oak
Golden Rod
Beggarticks Beggarticks
Purple Loosestrife
Multiflora Rose

~~Noxious grasses, as defined in this Section and in Section 8-1-8, shall include but not be limited to the following:~~

~~Agrostia alba (Redtop)

Dactylis glomerata (Orchard)

Phleum pratensis (Timothy)

Poa pratensis (Kentucky Blue)

Sorghum halepense (Johnson)

Setaria (Foxtail)~~

State Law Reference: Section 66.96, Wis. Stats.

- (e) The Weed Commissioner shall be appointed by the Mayor on or before May 15 in each year and shall have the powers and duties enumerated in this SEC. and in Section 66.0517, Wis. Stats., except that the person shall receive no compensation for his or her services other than his or her regular salary.

SECTION 2: This amending Ordinance shall take effect upon passage and publication as provided by law.

Passed and approved this day of , 2013.

Donald Merkes, Mayor

ATTEST: _____
Deborah A. Galeazzi, City Clerk

RESOLUTION R-5-13

RESOLUTION CONTINUING APPROPRIATIONS

Introduced by Alderman Nichols

WHEREAS, it is desirous and necessary for the City of Menasha to continue some 2012 Appropriations into 2013 to finance ongoing projects,

NOW, THEREFORE, BE IT RESOLVED by the Mayor and the Common Council concurring that the following appropriations be continued:

<u>Account Number</u>	<u>Account Name</u>	<u>Amount</u>
100-0202-512	Personnel	10,700
100-0204-512	Elections	2,100
100-0204-512	Elections	16,000
100-0304-562	Community Development	10,800
100-0304-562	Community Development	6,000
100-0401-513	Comptroller/Treasurer	6,000
100-0501-522	Fire	2,900
100-0601-551	Public Library	12,127
100-0703-553	Parks	8,000
100-0704-552	Swimming Pool	23,000
100-0801-521	Police	48,000
100-0801-521	Police	2,400
100-0901-515	Employee's Safety Committee	200
100-0904-531	Environmental Health	3,132
100-0907-531	Radon Grant	795
100-0909-531	Dental Program	16,544
100-0913-531	Lead Prevention Grant	547
100-0914-531	Immunization Grant	791
100-0915-531	Maternal Child Health	943
100-0916-531	Dental Sealants	6,216
100-0918-531	Bio-Terrorism	10,056
100-0919-531	Twenty-Four/Seven Coverage	<u>46,562</u>
	Total	<u>\$ 233,813</u>

Passed and approved this ____ day of _____, 2013

Donald Merkes, Mayor

Attest:

Deborah A. Galeazzi, City Clerk

EXPLANATION OF CONTINUING APPROPRIATIONS
From 2012 to 2013

<u>Account Number</u>	<u>Purpose</u>	<u>Amount</u>	<u>Requested By</u>
100-0202-512	Springsted Study	10,700	C/T Sassman
100-0204-512	Voting Booths	2,100	Clerk Galeazzi
100-0204-512	Voting Machines	16,000	Clerk Galeazzi
100-0304-562	Engineering/Gilbert Site	10,800	CDD Keil
100-0304-562	Menasha Marketing Strategy	6,000	CDD Keil
100-0401-513	Post Employment Liability Study	6,000	C/T Sassman
100-0501-522	HVAC Upgrade/Concrete Repair	2,900	FC Auxier
100-0601-551	Automatic Carry Over by State Statute	12,127	LD Lenz
100-0703-553	Road Work at Jefferson	8,000	PRD Tungate
100-0704-552	Pool Boiler-2011/2012	23,000	PRD Tungate
100-0801-521	Vehicle Purchases	48,000	PC Styka
100-0801-521	HVAC Upgrade	2,400	PC Styka
100-0901-515	CPR Supplies for Employee Training	200	PHD Nett
100-0904-531	Emergency Preparedness Supplies	3,132	PHD Nett
100-0907-531	Additional Staff Hours	795	PHD Nett
100-0909-531	Additional Staff Hours/Dental Supplies	16,544	PHD Nett
100-0913-531	Additional Staff Hours	547	PHD Nett
100-0914-531	Flu Clinic Hours/Supplies	791	PHD Nett
100-0915-531	Car Seat Technician Certification/Supplies	943	PHD Nett
100-0916-531	Additional Staff Hours/Supplies	6,216	PHD Nett
100-0918-531	Additional Staff Hours	10,056	PHD Nett
100-0919-531	24/7 Emergency Coverage/Communications	<u>46,562</u>	PHD Nett
	TOTAL	<u>\$ 233,813</u>	



Date: 2 May 2013
To: Members of the Common Council
From: Donald Merkes, Mayor 

RE: 2012 Resolution to Transfer/Appropriate Funds

Budgets are an estimate of plans for the year ahead; they are a statement of our priorities for the year ahead, and our values as a community. Budgets are not an exact science. Throughout the year adjustments are made due to such things as weather, staffing changes and price changes, to name a few. Through the efforts of our department heads' sound fiscal management, city expenditures for 2012 were \$70,000 less than budget (\$16,097,037 Budget, \$16,026,292 Actual).

The overages in Public Works are due mainly to the mild winter and lower than expected time devoted to snowplowing. As a result of this more of our employees' wages were charged to other areas (most notably street construction). More engineering staff hours were charged to Street Projects and less to Engineering resulting in the lower than budgeted balance in Engineering.

The overages in the pool budget are the result of the unexpected replacements of filter baskets and extra water and chemical usage due to the baskets being at the end of their lifespan.

The overage in Urban Redevelopment was due to demolition of the former Wanserski's building.

The overages in the Health Department are the result of grants that will be carried over into 2013.

Furthermore, our fund balance stands at \$2.1 million, approximately 13% of our budget. As you recall we reduced our requirement of a 10% reserve to 6% in 2009 due to financial difficulties. The current 13% reserve allows greater flexibility during the budget year and in the event unexpected expenses arise.

RESOLUTION R-6-13

RESOLUTION TRANSFERRING/APPROPRIATING FUNDS

Introduced by Alderman Nichols

WHEREAS, it is necessary for the City of Menasha to transfer funds to cover 2012 Budget overdrafts and to appropriate revenues received but not budgeted,

NOW, THEREFORE, BE IT RESOLVED by the Mayor and the Common Council concurring that the following budget transfers/appropriations be made:

<u>Account Number</u>	<u>Account Name</u>	<u>Amount</u>	<u>Amount</u>
To:			
100-0303-542	Dial A Ride	3,200	
100-0305-562	Urban Redevelopment	13,604	
100-0402-513	Assessor	1,214	
100-0408-552	Civic Commemorations	2,540	
100-0414-513	Uncollectable Debt	11,726	
100-0704-552	Swimming Pool	15,109	
100-0705-553	Heckrodt Wetland Reserve	75	
100-0803-521	Community Service Officer	4,864	
100-0804-521	Auxiliary Police	1,247	
100-0805-521	Jail/Prisoner Meal Charge	2,388	
100-0906-531	Prevention Program	1,172	
100-0909-531	Dental Program	17,555	
100-0913-531	Lead Prevention Grant	2,795	
100-0914-531	Immunization Grant	9,012	
100-0915-531	Maternal Child Health	12,070	
100-0916-531	Dental Sealant Program	5,678	
100-0917-531	Quality Improvement Grant	4,650	
100-0918-531	Bio-Terrorism	27,447	
100-0919-531	Twenty-Four/Seven Coverage	383	
100-1001-514	City Buildings	14,198	
100-1003-541	Street Construction/Evcavation	188,339	
100-1008-541	Street Signs/Markings	19,892	
100-1012-541	Street Lighting	31,330	
100-1014-543	Canal Maintenance/Construction	245	
100-1016-543	Refuse Collection/Disposal	4,142	
100-1027-543	Recycling-Solid Waste	2,884	
		\$ 397,759	

From:

100-0000-432.14-00	State Aid-Public Health	41,491
100-0000-492.21-00	Transfer from Steam Utility Operations	36,088
100-0201-512	City Attorney	19,237
100-0202-512	Personnel	32,572
100-0302-542	Valley Transit Subsidy	5,815
100-0304-562	Community Development	11,147
100-0401-513	Comptroller/Treasurer	5,669
100-0501-522	Fire	4,960
100-0701-533	Resthaven Cemetery	8,920
100-0702-552	Parks	18,224
100-0706-561	Forestry	13,152
100-0802-521	Crossing Guard	5,344
100-1002-541	Engineering	95,444
100-1006-541	Snow & Ice Removal	71,005
100-1009-541	Sidewalks/Crosswalks	11,041
100-1013-541	Parking Lots	7,293
100-1018-543	Weed Cutting	10,357
		<hr/>
		\$ 397,759
		<hr/>

Passed and approved this ____ day of _____, 2013

Donald Merkes, Mayor

Attest:

Deborah A. Galeazzi, City Clerk

FISCAL NOTE: This resolution is only to cover those individual accounts which exceeded their budgeted amount or to appropriate revenues received but not budgeted for in the General Fund.

The General Fund, in its entirety, had expenditures in excess of revenues of approximately \$65,000 for 2012.

Jennifer Sassman, Interim Comptroller/Treasurer



MEMORANDUM

May 2, 2013

TO: ADMINISTRATION COMMITTEE
FROM: Pamela A. Captain, CA/HR Director

RE: CITY/EMPLOYEE SHARING of WEA HEALTH INSURANCE PREMIUM CREDIT for 2014

This week was the official kick-off of WEA and Menasha's collaborative effort to heighten our employees and spouses health awareness through a Personal Health Assessment program which includes a free personal health assessment. You may recall that WEA provides this program as part of its services and to the extent that we are able to get a certain percentage of participation of employees, retirees and spouses in the program, it will help to reduce our insurance premiums through a premium credit in 2014. Details of the program can be reviewed on the WEA document attached to this memo.

REQUEST: To recognize employees participating in the WEA Personal Health Assessment program by providing them with a portion of the premium savings that are achieved with their help. If the participation level of 60% is reached, then the 1% savings will be shared with the participating employees. If the participation level of 75% is reached, then the cost savings will be divided with the first 1% to the participating employees and the remaining 1% shared 50/50 between the participating employees and the City. If the participation level of 90% is reached, then the 3% cost savings will be divided with the first 1% to the participating employees and the remaining 2% shared 50/50 between the participating employees and the City.

If this request is approved, how the participating employees will share in the savings will be determined during the insurance renewal process.

**Introducing the City of Menasha
Employee Health and Wellness Program**

Date: 5/1/13
To: Health Insurance eligible employees
From: WELL Menasha!

The City of Menasha understands the value of healthy employees. Literature suggests that there is a relationship between healthy, happy employees and the associated effect on the productivity, absenteeism, turnover and health care costs. We believe that investing in the health of our employees is a win-win opportunity and it is the right thing to do for the health of our employees and the health of our organization.

The creation of a Health and Wellness Program means evolving the culture of our organization. The success and sustainability of the Health and Wellness Program will require the staff to turn their participation into a commitment to personal health and wellness.

With that being said, in an effort to heighten your health awareness, we will be offering a free Personal Health Assessment (PHA) to all City employees and spouses. This CONFIDENTIAL SCREENING conducted by ThedaCare At Work health professionals will provide you with valuable information about your health. You will receive a blood pressure screening, cholesterol measurement (total cholesterol, HDL, LDL, Triglycerides), blood sugar level, and body composition along with personalized recommendations to help you improve or maintain your overall health.

After completion of the PHA, if you have WEA Trust as your primary health insurance, you may be informed you meet the eligibility requirements to voluntarily participate in a life-changing health improvement program in your area. An invitation to participate will be sent confidentially via US Mail to your home from WEA Trust. Those that do not take WEA Trust insurance but all eligible to do so may participate in the screening also.

While participation in your Personal Health Assessment is voluntary, your completion of the PHA and participating in the health improvement program will provide the City with the opportunity to save on the health plan premium. We would like to reach 70% participation in the PHA.

While participation is voluntary, we highly encourage everyone to consider participating in these two great opportunities.

Please review the important information containing details about the upcoming Personal Health Assessments.

Thank you very much for your time and consideration.

Personal Health Assessment Frequently Asked Questions

What is a Personal Health Assessment (PHA)?

The Personal Health Assessment is a tool that highlights how our lifestyle choices directly impact overall health. Two scores are provided:

1. Your **Lifestyle Rating** is based on your self-reported daily habits related to nutrition, physical activity, alcohol consumption, stress and depression, and tobacco use.
2. Your **Biometric Score** is based on tobacco use, Body Mass Index (BMI), blood pressure, cholesterol levels, and blood sugar.

The Personal Health Assessment Report provides personalized feedback, tips to improve your lifestyle habits, and resources for more information.

How are the two scores calculated?

LIFESTYLE HABITS (Self-Reported)	Points Achievable
Tobacco Use <small>* Up to 30 points will be subtracted from your Lifestyle Score for Tobacco Use.</small>	0*
Nutrition	30
Physical Activity	30
Stress & Depression	25
Alcohol Consumption	15
Total Points	100

BIOMETRIC SCORE (Measurements)	Points Achievable
Tobacco Use	30
Body Mass Index (BMI)	25
Blood Pressure	15
Blood Sugar (glucose)	15
LDL (7 points)	15
HDL (5 points)	
Triglycerides (3 points)	
Total Points	100

Measurements not included in the Biometric Score:

- **Body Fat %:** There are no points assigned to Body Fat %. Body Mass Index (BMI) is the most accurate method for determining the effect of your weight on your health. However, some physically fit people may have a higher BMI due to increased muscle mass. Therefore, if your Body Fat % meets the criteria for "Fitness", then you will automatically receive the maximum points for BMI.
- **Total Cholesterol:** There are no points assigned to Total Cholesterol. Monitoring your Total Cholesterol is important; however, clinical guidelines indicate that LDL is the prime indicator of cardiovascular risk and the main target for cholesterol lowering therapy, followed by HDL, and Triglycerides.

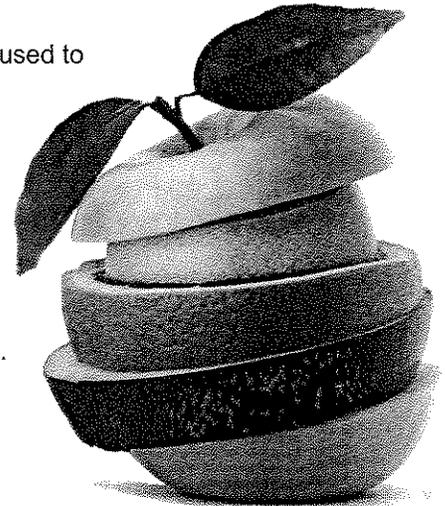
Why should I participate?

Understanding your complete picture of health and wellness is important. Your health is made up of many factors you can and can't control. Some of those factors you can't control include your age, gender, and family history. On the other hand, you can control your lifestyle habits. Making small, practical changes can improve your health tremendously!

Why is my company offering this?

The Personal Health Assessment is part of a larger initiative. The goal is to assist participants with improving their lifestyle habits and overall health. The information gathered through the PHA provides your employer:

- Summary information comparing your company's results against key health indicators found in The Healthy People 2020 Report. Visit www.healthypeople.gov for more information.
- An overall picture of the health risks of the participant population.
- When the PHA is repeated in subsequent years, aggregate data can be used to monitor trends and improvements.
- Feedback on which types of programs participants are interested in learning more about.
- Wellness Program recommendations to help improve the culture of your company.



What should I do with the information I receive?

The information you receive should serve as a starting point to better health. It's time to **Take Charge and Live Well!** It is recommended that you review your report with your healthcare provider. The results can serve as a good reference point for past or future comparisons.

What information is collected?

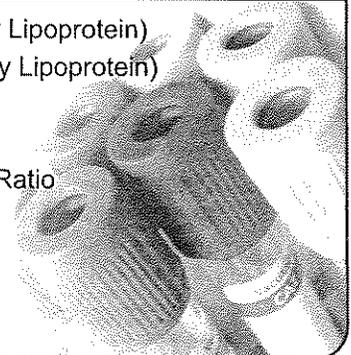
The self-reported questionnaire covers topics related to lifestyle habits, general health and safety, readiness to improve, and program interest.

Measurements taken at the time of the blood draw include:

- Weight (shoes off)
- Height (shoes off)
- Body Fat Percentage
- BMI (Body Mass Index)
- Blood Pressure

Laboratory Analysis:

- LDL (Low Density Lipoprotein)
- HDL (High Density Lipoprotein)
- Triglycerides
- Total Cholesterol
- Cholesterol/HDL Ratio
- Blood Sugar
- Nicotine
- GGT (optional)
- PSA (optional)



Who will see my results?

Your results are confidential. Upon completion of the PHA, you will receive a personalized report to help you better understand how your lifestyle habits affect your overall health.

The PHA is administered by ThedaCare Workplace Solutions. Your lab results may become part of the ThedaCare EPICARE medical record. If you see ThedaCare providers, they would have access to these lab results.

No participant information is provided to your place of employment, human resources, or individual managers unless you consent to release this information if your employer offers a bonus related to your score, nicotine result, or other employer-specific program based on participation or results of the Personal Health Assessment.