

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
July 15, 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, 7/1/13](#)
- D. DISCUSSION/ACTION ITEMS
 - 1. [R-9-13 Resolution Approving Application to Board of Commissioners of Public Lands to Borrow \\$786,816.00 from the State Trust Funds and Authorizing the Borrowing and the Issuance of Certificates of Indebtedness and Levying a Tax in Connection Therewith. \(Introduced by Mayor Merkes\)](#)
- 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
July 1, 2013
MINUTES

DRAFT

A. CALL TO ORDER

Meeting called to order by Chairman Nichols at 7:25 p.m.

B. ROLL CALL/EXCUSED ABSENCES

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

ALSO PRESENT: Mayor Merkes, CA/HRD Captain, DPW Radtke, PP Homan, Dpty Treasurer Sassman, Clerk Galeazzi

C. MINUTES TO APPROVE

1. [Administration Committee, 5/20/13](#)

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

Motion carried on voice vote.

D. COMMUNICATIONS

1. [WI Office of the Commissioner of Insurance, 6/19/13; 2014 Insurance Premiums](#)

E. DISCUSSION/ACTION ITEMS

1. [Amendment # 3 to Development Agreement between PJC Group, LLC and the City of Menasha](#)

PP Homan gave a brief history of the creation of TID #11 and the Development Agreement with PJC Group for the redevelopment of the former Gilbert Paper Mill site. The amendment allows for prepayment of the remaining incentive owed on the Warehouse and Executive Office projects. The prepayment of the incentive will help accelerate the demolition timetable of the Land Reclamation project. A reduction in the interest rate the Land Reclamation project is also part of the amendment.

CA/HRD Captain noted the prepayment amount indicated in number 4 of the amendment should be \$597,592.

Moved by Ald. Englebert, seconded by Ald. Benner to recommend to Common Council Amendment #3 to Development Agreement between PJC Group, LLC and the City of Menasha.

Lengthily discussion ensued on the development agreement, funding of the remaining incentive, progress of the development of the site.

Motion carried on roll call 7-1. Ald. Zelinski voted no.

2. [Prepayment of Development Incentive to Gilbert Development Company, LLC](#)

PP Homan explained the agreement with Gilbert Development Company is for the new office building on the site occupied by East Central Regional Planning. Prepaying the remaining incentive owed will save the City approximately \$36,000 in interest expenses. The development agreement allows for prepayment of the development incentive.

Moved by Ald. Keehan, seconded by Ald. Englebert to recommend to Common Council Prepayment of Development Incentive to Gilbert Development Company, LLC

Motion carried on roll call 8-0.

3. Inclusion of payment of development incentives to PJC Group, LLC and Gilbert Development Company, LLC in 2013 Board of Commissioners of Public Lands Borrowing.

CA/HRD Captain explained the application process for the Board of Commissioners of Public Lands borrowing. It needs to be part of the official minutes that the Council approved the payment of development incentives to PJC Group LLC and Gilbert Development Company LLC.

Moved by Ald. Englebert, seconded by Ald. Keehan to recommend to Common Council inclusion of payment of development incentives to PJC Group, LLC and Gilbert Development Company, LLC in 2013 Board of Commissioners of Public Lands Borrowing.

Motion carried on roll call 8-0.

4. [R-8-13 Resolution Authorizing The Issuance And Sale Of Up To \\$504,200 Sewerage System Revenue Bonds, Series 2013, And Providing For Other Details And Covenants With Respect Thereto \(Introduced by Mayor Merkes\)](#)

DPW Radtke explained this is for the Ninth Street Sewage Lift Station Improvement and the Melissa Street Force Main Replacement projects. The borrowing is from the Clean Water Fund Program which provides a below market interest rate for these types of projects.

Moved by Ald. Sevenich, seconded by Ald. Benner to recommend to Common Council R-8-13 Resolution Authorizing the Issuance and Sale of up to \$504,200 Sewerage System Revenue Bonds, Series 2013, and Providing for Other Details and Covenants with Respect Thereto.

Motion carried on roll call 8-0.

F. ADJOURNMENT

Moved by Ald. Keehan, seconded by Ald. Englebert to adjourn at 8:20 p.m.

Motion carried on voice vote.

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

RESOLUTION R-9-13

RESOLUTION APPROVING APPLICATION TO BOARD OF COMMISSIONERS OF PUBLIC LANDS TO BORROW \$786,816.00 FROM THE STATE TRUST FUNDS, AND AUTHORIZING THE BORROWING AND THE ISSUANCE OF CERTIFICATES OF INDEBTEDNESS AND LEVYING A TAX IN CONNECTION THEREWITH.

The following preamble and resolutions were presented by ~~Alderman~~ Mayor Merkes and were read to the meeting.

By the provisions of Sec. 24.66 of the Wisconsin Statutes, all municipalities may borrow money for such purposes in the manner prescribed, and,

By the provisions of Chapter 24 of the Wisconsin Statutes, the Board of Commissioners of Public Lands of Wisconsin is authorized to make loans from the State Trust Funds to municipalities for such purposes. (Municipality as defined by Sec. 24.60(2) of the Wisconsin Statutes means a town, village, city, county, public inland lake protection and rehabilitation district, town sanitary district created under Sec. 60.71 or 60.72, metropolitan sewerage district created under Sec. 200.05 or 200.23, joint sewerage system created under Sec. 281.43(4), school district or technical college district.)

THEREFORE, BE IT RESOLVED, that the City of **Menasha**, in the County(ies) of **Calumet And Winnebago**, Wisconsin, borrow from the Trust Funds of the State of Wisconsin the sum of **Seven Hundred Eighty Six Thousand Eight Hundred Sixteen And 00/100 Dollars (\$786,816.00)** for the purpose of **financing TID #11 development incentives** and for no other purpose.

The loan is to be payable within **20** years from the 15th day of March preceding the date the loan is made. The loan will be repaid in annual installments with interest at the rate of **4.25** percent per annum from the date of making the loan to the 15th day of March next and thereafter annually as provided by law.

RESOLVED FURTHER, that there shall be raised and there is levied upon all taxable property, within the City of **Menasha**, in the County(ies) of **Calumet And Winnebago**, Wisconsin, a direct annual tax for the purpose of paying interest and principal on the loan as they become due.

RESOLVED FURTHER, that no money obtained by the City of **Menasha** by such loan from the state be applied or paid out for any purpose except **financing TID #11 development incentives** without the consent of the Board of Commissioners of Public Lands.

RESOLVED FURTHER, that in case the Board of Commissioners of Public Lands of Wisconsin agrees to make the loan, that the **Mayor** and clerk of the City of **Menasha**, in the County(ies) of **Calumet And Winnebago**, Wisconsin, are authorized and empowered, in the name of the city to execute and deliver to the Commission, certificates of indebtedness, in such form as required by the Commission, for any sum of money that may be loaned to the city pursuant to this resolution. The **Mayor** and clerk of the city will perform all necessary actions to fully carry out the provisions of Chapter 24, Wisconsin Statutes, and these resolutions.

RESOLVED FURTHER, that this preamble and these resolutions and the aye and no vote by which they were adopted, be recorded, and that the clerk of this city forward this certified record, along with the application for the loan, to the Board of Commissioners of Public Lands of Wisconsin.

Passed and approved this _____ day of August, 2013

Donald Merkes, Mayor

Deborah A. Galeazzi, City Clerk