

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  
August 5, 2013  
6:30 PM  
or immediately following of Common Council  
AGENDA**

- A. CALL TO ORDER
- B. ROLL CALL/EXCUSED ABSENCES
- C. MINUTES TO APPROVE
  - 1. [Administration Committee, 7/15/13](#)
- D. COMMUNICATIONS
  - 1. [CVMIC to CA/HRD Captain, 7/15/13, Worker's Compensation Audit](#)
- E. DISCUSSION/ACTION ITEMS
  - 1. [Supplement to the SunGard Public Sector Inc Application Service Provider Agreement between SunGard Public Sector and City of Menasha.](#)
  - 2. [Roth Contribution Amendment to the Deferred Compensation Plan for Public Employees 457 Governmental Plan and Trust](#)
- 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  
July 15, 2013  
MINUTES

A. CALL TO ORDER

Meeting called to order by Chairman Nichols at 6:35 p.m.

B. ROLL CALL/EXCUSED ABSENCES

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

ALSO PRESENT: Mayor Merkes, Pc Styka, CDD Keil, Dpty Treasurer Sassman, Clerk Galeazzi

C. MINUTES TO APPROVE

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

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

Motion carried on voice vote.

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. \(Introduced by Mayor Merkes\)](#)

Dpty. Treasurer Sassman explained the resolution is part of the application process for the borrowing from the State Trust Fund. She has talked to representatives from Board of Commissioners of Public Lands and they are aware the borrowing is for payment of incentives for development agreements and feel it meets the borrowing criteria.

Moved by Ald. Benner, seconded by Ald. Langdon to recommend to Common Council 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.

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

E. ADJOURNMENT

Moved by Ald. Langdon, seconded by Ald. Keehan to adjourn at 6:40 p.m.

Motion carried on voice vote.

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



Cities & Villages Mutual Insurance Company

July 15, 2013

Ms. Pamela Captain  
City of Menasha  
430 First Street  
Menasha, WI 54952

RE: Worker's Compensation Audit  
For period of 1/1/12 - 1/1/13

Dear Pamela:

We are pleased to provide to the City of Menasha, a copy of the 14<sup>th</sup> Worker's Compensation audit, completed by CVMIC. The audit is for the period of January 1, 2012 to January 1, 2013 and information provided by your staff was instrumental in the final outcome.

The audit indicates that a/an refund is due in the amount of \$3,936.00. If you are due a refund, please deduct that amount from your next premium payment. If additional funds are due, kindly remit payment by 8/1/13 (please refer to the enclosed invoice). If you have any questions or concerns, please contact Ken Horner ([kah@cvmic.com](mailto:kah@cvmic.com), 414-831-6000) or me ([mld@cvmic.com](mailto:mld@cvmic.com), 414-831-5999).

Sincerely yours,

**CITIES AND VILLAGES MUTUAL INSURANCE COMPANY**

A handwritten signature in black ink that reads "Michael L. DeMoss".

Michael L. DeMoss  
Executive Director

MLD:scp

Enclosure

H:\Ins. and Grp. Purchase\Dividends-Audits\WCAuditLtrs-Attchmts\2013\2013WCAuditLtr.docx

# Cities & Villages Mutual Insurance Company

Workers Compensation and Employers Liability Insurance Policy  
Premium Audit Report

Insured: City of Menasha  
 Policy Number: CWC-14-019  
 Policy Period: 1/1/12 to 1/1/13  
 Reason for Audit: Expiration  
 Type of Adjustment: Audit by Mike DeMoss

## State of Wisconsin

Code No.	Classification	Premium Basis Estimated Total Annual Remuneration	Rates per \$100 of Remuneration	Estimated Annual Premium
7710	Civil Defense workers and volunteer rescue squads - including members serving as auxiliary police at emergencies	12,480	10.41	1,299
7720	Police officers & drivers	2,263,877	3.72	84,216
8810	Clerical office employees NOC	2,141,800	0.30	6,425
9019	Bridge or Vehicular Tunnel Operations & Drivers	45,966	2.15	988
9412	Municipal operations - miscellaneous - City	2,882,154	3.91	112,692
<b>Total classification premium for the state</b>		<b>7,346,277</b>		<b>205,621</b>
			100/500/100	-
				<b>205,621</b>
			0.840	172,722
				<b>172,722</b>
				<b>\$ 172,722</b>
			8.6%	14,808
				<b>\$ 157,914</b>
				220
				<b>\$ 158,134</b>
				<b>162,070</b>
				<b>\$ (3,936)</b>

# SUNGARD® PUBLIC SECTOR

## Supplement to the SunGard Public Sector Inc. Application Service Provider Agreement Schedule A - Order Form

This Schedule A - Order Form is entered into under the terms and conditions of the SunGard Public Sector Inc. Application Service Provider Agreement dated September 8, 2008 (Agreement), between SunGard Public Sector Inc. (SunGard Public Sector) and City of Menasha, WI (Customer). Unless otherwise stated below, all terms and conditions as stated in the Agreement shall remain in effect.

<b>Customer Name:</b>	<u>City of Menasha, WI</u>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Agreement Number:</b>	<u>MSHA-5860LG-130375-1</u>	<input type="checkbox"/>	<input type="checkbox"/>
		Initial Order Form	X
		Replacement Order Form	X

- Initial Term:** Begins September 1, 2013 and expires twenty-four (24) months from the date the initial Monthly Access Fee is due under this Schedule A – Order Form.
- Application Groups: Monthly Access Fees**

	Applications and/or Services	Monthly Access Fee
<b>Renewal Service</b>	ASP Renewal - 080961-1, 080961-2, 080961-3	\$ 2,806.00
<b>Existing Products (Currently Licensed)</b>	GMBA (GM), Payroll/Personnel (PR), Asset Management I (FA), Human Resources (HR), Accounts Receivable (MR), Cash Receipts (CR), QRep Catalogs for GM, PR, FA, HR, MR, CR (CJ), Document Management Services (DX)	Included in Monthly Access Fee
<b>Existing Products (Third Party - Currently Licensed)</b>	QRep Admin (1 User) - CG, QRep End User (1 User) - CG	Included in Monthly Access Fee
<b>Services</b>	HELP Card (SP1), Disaster Recovery Plan for SunGard Public Sector applications	Included in Monthly Access Fee
<b>Concurrent Sessions - Monthly Access Fee</b>		
<b>3</b>	ASP Shared Environment	Included in Monthly Access Fee
<b>Total Proposed System:</b>		<b>\$ 2,806.00</b>

APPLICABLE TAXES ARE NOT INCLUDED IN THIS SCHEDULE, AND, IF APPLICABLE, WILL BE ADDED TO THE AMOUNT IN THE PAYMENT INVOICE(S) BEING SENT SEPARATELY TO THE CUSTOMER.

\*Number of Concurrent Sessions listed above used in the calculation for the Monthly Access Fees. Changes to the number of Concurrent Sessions may impact the Monthly Access Fee.

### 3. Payment Terms:

**Monthly Access Fee:** The initial Monthly Access Fee will be due September 1, 2013. Subsequent Monthly Access Fees will be due on the first of the month thereafter. Monthly Access Fees will be invoiced in advance on a monthly basis for a term of twenty-four (24) months at the rates listed below.

Months 1 – 24 \$ 2,806.00 per month or \$33,672.00 per year;

Following the initial term, Services will be provided on a year-to-year basis provided the Customer exercises the option and pays the then current Monthly Access Fee.

**Travel and Living Expenses:** Travel and living expenses are in addition to the prices quoted above and will be invoiced as incurred and shall be governed by the SunGard Public Sector Corporate Travel and Expense Reimbursement Policy. Travel

# SUNGARD PUBLIC SECTOR

and living expenses actually incurred in prior months for which SunGard Public Sector is seeking reimbursement, shall also be invoiced monthly.

**Notes:**

<sup>1</sup> Monthly Access Fees listed above are for the Applications and Services listed in this Schedule A-Order Form only.

<sup>2</sup> Following the execution of this Schedule A-Order Form, any new Modification Retrofits provided by SunGard Public Sector will be added to the next annual renewal period, pursuant to Section 4 below.

4. **Modification Retrofits.** For each non-standard Application in library HTEMOD that was written by SunGard Public Sector or any Application that has had custom modifications performed by SunGard Public Sector at the Customer's request, SunGard Public Sector will perform all necessary programming to ensure that the program is compatible with each new software release, version, or program temporary fix made available by SunGard Public Sector. Fees for Modification Retrofits to be maintained are determined on an annual basis. This determination is based upon the number of modified objects prior to the beginning of each annualized ASP Term multiplied by the then current rate charged per object.
5. **Third Party Software and Hardware.** Unless otherwise provided for herein, warranty, modification retrofit and maintenance offerings by SunGard Public Sector for its Licensed Program(s) do not apply to any third party hardware or third party software supplied under this Supplement. SunGard Public Sector does not make any warranties nor provide any source code for any non-SunGard Public Sector products unless otherwise provided herein. The return and refund policy of each individual third party hardware or third party software supplier shall prevail unless otherwise provided herein.

City of Menasha, WI

SunGard Public Sector

BY: \_\_\_\_\_

BY:  \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_

PRINTED TITLE: \_\_\_\_\_

PRINTED TITLE: Ray Perkey, Vice President Professional Services  
Sungard Public Sector Inc

DATE SIGNED: \_\_\_\_\_

DATE SIGNED: July 31, 2013

**ROTH CONTRIBUTION AMENDMENT  
TO THE DEFERRED COMPENSATION PLAN FOR PUBLIC EMPLOYEES  
457 GOVERNMENTAL PLAN AND TRUST**

**PREAMBLE**

- 1.1 Adoption and effective date of amendment. The Employer adopts this Amendment to reflect Code Section 402A, as amended by the Small Business Jobs Act of 2010 ("SBJA"). This Amendment is intended as good faith compliance with the requirements of Code Section 402A and guidance issued thereunder, and this Amendment shall be interpreted in a manner consistent with such guidance. This Amendment shall be effective as of the date selected below.
- 1.2 Eligible governmental 457 plan. The Employer is an eligible employer as defined in Code §457(e)(1)(A).
- 1.3 Supersession of inconsistent provisions. This Amendment shall supersede the provisions of the Plan to the extent those provisions are inconsistent with the provisions of this Amendment.

**ARTICLE II  
ADOPTION AGREEMENT ELECTIONS**

- 2.1 **Effective Date.** Designated Roth Contributions are permitted under the Plan as of the date this Amendment is executed below, which is no earlier than January 1, 2011.
- 2.2 **Unforeseeable emergency.** If the Plan permits distributions of Elective Deferrals on account of an unforeseeable emergency, Designated Roth Contributions may be withdrawn on account of an unforeseeable emergency subject to the same qualifications that apply to Pre-tax Elective Deferrals.

**ARTICLE III  
DESIGNATED ROTH CONTRIBUTIONS**

- 3.1 Designated Roth Contributions are permitted. The Plan's definitions and terms shall be amended as follows to allow for Designated Roth Contributions as of the Effective Date. Designated Roth Contributions shall be treated in the same manner as Deferral Contributions for all Plan purposes except as provided in Article II of this amendment. The Employer may, in operation, implement deferral election procedures provided such procedures are communicated to Participants and permit Participants to modify their elections at least once each Plan Year.
- 3.2 Deferral Contributions. The Plan's definition of Deferral Contributions at Section 1.08 is deleted and replaced as follows: "Deferral Contributions" means Salary Reduction Contributions, Nonelective Contributions, Matching Contributions and Designated Roth Contributions. The Employer or the Administrative Services Provider (if applicable) in applying the Code § 457(b) limit will take into account Deferral Contributions in the Taxable Year in which contributed. The Employer or Administrative Services Provider (if applicable) in determining the amount of a Participant's Deferral Contributions disregards the net income, gain and loss attributable to Deferral Contributions.
- 3.3 Salary Reduction Contributions. The Plan's definition of Salary Reduction Contributions at Section 1.27 is deleted and replaced as follows: "Salary Reduction Contributions " means a Participant's Elective Deferrals which are not includible in the Participant's gross income at the time deferred and have been irrevocably designated as Salary Reduction Contributions by the Participant in his or her

NRN-0377AO-0611

Courtesy of Nationwide Retirement Solutions, Inc.

Page 1 of 3

deferral election. A Participant's Salary Reduction Contributions will be separately accounted for, as will net income, gain or loss, attributable to those Salary Reduction Contributions. All Deferral Contributions prior to this amendment are Salary Reduction Contributions.

- 3.4 Designated Roth Contributions. "Designated Roth Contributions" means a Participant's Deferral Contributions that are includible in the Participant's gross income at the time deferred and have been irrevocably designated as Designated Roth Contributions by the Participant in his or her deferral election. A Participant's Designated Roth Contributions will be separately accounted for, as will gains and losses attributable to those Designated Roth Contributions. However, forfeitures may not be allocated to such account. The Plan must also maintain a record of a Participant's investment in the contract (i.e., designated Roth contributions that have not been distributed) and the year in which the Participant first made a Designated Roth Contribution.
- 3.5 Distribution Rule. Withdrawals (including, but not limited to, withdrawals on account of an unforeseeable emergency) from Participant's accounts may be directed by the Participant from either Salary Reduction Contributions, Designated Roth Contributions or pro rata from Salary Reduction Contributions and Designated Roth Contributions.
- 3.6 Corrective distributions attributable to Designated Roth Contributions. For any Plan Year in which a Participant may make both Designated Roth Contributions and Salary Reduction Contributions, the corrective distribution from the Participant's accounts will be taken pro rata from a Participant's Salary Reduction Contributions and Designated Roth Contributions. Furthermore, such procedure may permit the Participant to elect which type of Deferral Contributions shall be distributed first.
- 3.7 Loans. If Participant loans are permitted under the Plan, the loan policy or program is amended to provide the ability by a Participant to borrow from, or use as security, a Participant's Designated Roth Contribution account. Additionally, the loan policy or program is modified to provide that, with respect to the default of a loan which is attributable to Salary Reduction Contributions and Designated Roth Contributions, such default will be attributed to the Participant's Salary Reduction Contribution and Designated Roth Contribution accounts on a pro rata basis.
- 3.8 Rollovers. A direct rollover of a distribution from Designated Roth Contributions shall only be made to a Plan which includes Designated Roth Contributions as described in Code Section 402A(e)(1) or to a Roth IRA as described in Code Section 408A, and only to the extent the rollover is permitted under the rules of Code Section 402(c).

3.8.1 The Plan shall accept a rollover contribution of Designated Roth Contributions only if it is a direct rollover from another Plan which permits Designated Roth Contributions as described in Code Section 402A(e)(1) and only to the extent the rollover is permitted under the rules of Code Section 402(c). The Employer, operationally and on a uniform and nondiscriminatory basis, may decide whether to accept any such rollovers.

3.8.2 The Plan shall not provide for a direct rollover (including an automatic rollover) for distributions from a Participant's Designated Roth Contribution account if the amount of the distributions that are eligible rollover distributions are reasonably expected to total less than \$200 during a year. In addition, any distribution from a Participant's Designated Roth Contributions are not taken into account in determining whether distributions from a Participant's other accounts are reasonably expected to total less than \$200 during a year. Furthermore, the Plan will treat a Participant's Designated Roth Contribution account and the Participant's other accounts as held under two separate plans for purposes of applying the automatic rollover rules. However, eligible rollover distributions of a Participant's Designated Roth Contributions are taken into account in determining whether the total amount of the Participant's account balances under the Plan exceed the Plan's limits for purposes of mandatory distributions from the Plan.

3.9 Operational Compliance. The Plan and the Administrative Services Provider will administer Designated Roth Contributions in good faith with applicable regulations or other binding authority not reflected in this amendment. Any applicable regulations or other binding authority shall supersede any contrary provisions of this Amendment

This Amendment has been executed and effective this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

By: \_\_\_\_\_  
Signature

Title: \_\_\_\_\_

Name of Plan: \_\_\_\_\_

Plan Number: \_\_\_\_\_