

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 7, 2016  
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, 10/3/16.](#)

D. ACTION/DISCUSSION ITEMS

1. [Municipal Property Insurance Company \(MPIC\) Renewal 2017.](#)
2. [Approval to Apply for and Accept \\$2,500 in Retail Program Standards Grant Funds.](#)

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 3, 2016  
MINUTES

DRAFT

A. CALL TO ORDER

Meeting called to order by Chairman Nichols at 6:55 p.m.

B. ROLL CALL/EXCUSED ABSENCES

PRESENT: Aldermen Benner, Nichols, Krautkramer, Collier, Keehan, Zelinski.

EXCUSED: Alderman Spencer, Taylor.

ALSO PRESENT: Mayor Merkes, Attorney Chad Wade, PC Styka, FC Kloehn, CDD Buck, ASD Steeno, PRD Tungate, PHD McKenney, Clerk Galeazzi.

C. MINUTES TO APPROVE

1. [Administration Committee, 9/6/16.](#)

Moved by Ald. Keehan seconded by Ald. Krautkramer to approve minutes.

Motion carried on voice vote.

D. COMMUNICATIONS

1. [Ace American Insurance Co., Notice of Nonrenewal of Insurance.](#)

General discussion ensued on the insurance for underground storage tanks and requirements of the insurance.

E. ACTION/DISCUSSION ITEMS

1. [Joint Powers Agreement Winnebago County Emergency 911 System, Dec. 1, 2016 - Nov. 30, 2017.](#)

PC Styka explained the annual agreement with Winnebago County is for 911 services. There are no changes from the previous year.

Moved by Ald. Benner seconded by Ald. Keehan to recommend to Common Council Joint Powers Agreement with Winnebago County Emergency 911 System, Dec 1, 2016-Nov. 30, 2017.

Motion carried on roll call 6-0.

2. [Petition for Annexation – R. Lewis & R. Lewis LLC – Appleton Road.](#)

CDD Buck explained a petition for direct unanimous annex of 1462 Appleton Road was submitted by the owners, R. Lewis & R. Lewis LLC. This annexation is in accordance with the boundary agreement with the Town of Menasha. The parcel is a  $\frac{3}{4}$  acre of undeveloped land. Staff supports and recommends the annexation as a logical extension of the city's municipal boundary.

Moved by Ald. Keehan seconded by Ald. Krautkramer to recommend to Common Council the Petition for Annexation of 1462 Appleton Road.

Motion carried on roll call 6-0.

3. [2017 Health, Dental, and Vision Insurances.](#)

ASD Steeno explained the different insurance plans. Employee feedback was taken into consideration when reviewing the insurance benefits.

Health Insurance: The City has contracted with Wisconsin Counties Association/Group Health Trust (WCA/GHT) for 2015 & 2016 for health insurance. The City saved approximately \$138,000 from the previous carrier. They offer additional health benefits to employees. Employees are satisfied with the service from WCA/GHT.

Moved by Ald. Keehan seconded by Ald. Benner to recommend to Common Council a two year agreement with Wisconsin Counties Association/Group Health Trust (WCA/GHT) to provide health insurance at the rates and terms listed in memo dated 9/29/16.

Motion carried on roll call 6-0.

Dental Insurance: The City is self-insured for dental coverage and the plan is administered through Delta Dental at a very favorable rate. Based on the information provided, staff is recommending no increase in premiums for 2017. Employees are satisfied with the current dental insurance.

Moved by Ald. Keehan seconded by Ald. Collier to recommend to Common Council a two year agreement from January 1, 2017 to December 31, 2018 with Delta Dental to provide plan administrative services for dental insurance and the dental insurance rates for 2017 are as listed in the memo dated 9/29/16.

Motion carried on roll call 6-0.

Vision Insurance: The current three-year contract for vision insurance with Superior Vision will expire on 12/31/16. The proposed four-year contract with Superior Vision holds the rates at the 2017 level for term of the contract. Staff has worked with the City's insurance consultant on comparable plans and pricing and has not been able to find better rates for equivalent coverage. Employees are satisfied with the current vision insurance.

Moved by Ald. Keehan seconded by Ald. Benner to recommend to Common Council a four year agreement with Superior Vision, to provide vision insurance at the rate listed in the memo dated 9/29/16.

F. ADJOURNMENT

Moved by Ald. Krautkramer seconded by Ald. Benner to adjourn at 7:15 p.m.

Motion carried on voice vote.

Deborah A. Galeazzi, WCMC  
City Clerk



**MUNICIPAL PROPERTY INSURANCE COMPANY**  
 2801 Crossroads Drive, Suite 2200, Madison, WI 53718 -- (800) 968-4670

**RENEWAL POLICY -- Policy Quotation: 2477**

**Policy:** 240063  
**Term:** 12:01am 1/1/2017 to 1/1/2018

**Agent:**

**Named:** City of Menasha  
**Insured:** Pamela Captain  
 140 Main Street  
 Menasha, WI 54952

**Phone:** (920) 967-3602  
**County:**

Coverage	Deductible	Coverage	Rate	Annual Premium
Buildings, Personal Property & Property in the Open	5,000	48,781,043	0.059	28,781
Contractors Equipment (Replacement Cost)	500	1,957,010	0.179	3,503
Monies and Securities	500	37,000	0.829	307
<b>Total Annual Premium</b>				<b>\$32,591</b>

**Comments**

This quote is your estimated renewal policy premium amount with coverages and coverage amounts as shown.

**This quote becomes null and void within 30 days of transaction effective date.**



MEMORANDUM

TO: Administration Committee

From: Nancy McKenney, MS, RDH, Public Health Director

Date: November 7, 2016

RE: Approval to Apply for and Accept \$2,500.00 in Retail Program Standards Grant Funds

The purpose of this Memorandum is to seek approval to apply for and accept \$2,500.00 in Retail Program Standards grant funds. The funds are managed for the U.S. Food and Drug Administration (FDA) by the Association of Food and Drug Officials (AFDO). The program provides funds for the completion of projects to enhance conformance with the Voluntary National Retail Food Regulatory Program Standards (Retail Program Standards).

Amount: \$2,500.00

Time period: January 1, 2017 – December 31, 2017

**ANALYSIS**

This funding offsets 2017 wages and benefits needed to complete projects that assist the Menasha Health Department Environmental Health Program to conform with the Voluntary National Retail Food Regulatory Program Standards.

**FISCAL IMPACT**

Approval to apply for and accept these funds allows the City to enhance conformance with the Voluntary National Retail Food Regulatory Program Standards (Retail Program Standards) and offset 2017 wage and benefits costs.

**RECOMMENDATION**

Staff recommends that requests to apply and receive funding under this grant be approved.