

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 4, 2009  
6:30 PM**

**AGENDA**

- A. CALL TO ORDER
- B. ROLL CALL/EXCUSED ABSENCES
- C. MINUTES TO APPROVE
  - 1. [Administration Committee, 4-21-09](#)
- D. ACTION ITEMS
  - 1. [Approval of Consulting Agreement with McClone Agency, Inc. for the period July 1, 2009 to June 30, 2010 and authorize signature.](#)
- 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 21, 2009  
MINUTES

A. CALL TO ORDER

Meeting called to order by Clerk Galeazzi at 6:50 p.m.

B. ROLL CALL/EXCUSED ABSENCES

PRESENT: Ald. Pamenter, Taylor, Wisneski, Pack, Hendricks, Zelinski, Englebert,  
Benner

ALSO PRESENT: Mayor Merkes, CA/HRD Brandt, PC Stanke, DPW Radtke, CDD Keil,  
Dpty Treasurer Sassman, Clerk Galeazzi and the Press

C. MINUTES TO APPROVE

1. [Administration Committee, 4-6-09](#)

Moved by Ald. Wisneski, seconded by Ald. Taylor to approve minutes  
Motion carried on voice vote

D. ACTION ITEMS

1. Election of Chairman

Moved by Ald. Taylor, seconded by Ald. Pack to nominate Ald. Wisneski as Chairman.

Hearing no other nominations, the Clerk was instructed to close the nominations and cast  
a unanimous ballot for Ald. Wisneski as Chairman.

Ald. Wisneski took over as Chairman.

2. Election of Vice-Chairman

Moved by Ald. Hendricks, seconded by Ald. Wisneski to nominate Ald. Pack as  
Vice-Chairman

Hearing no other nominations, the Clerk was instructed to close the nominations and cast  
a unanimous ballot for Ald. Pack as Vice-Chairman.

E. ADJOURNMENT

Moved by Ald. Pamenter, seconded by Ald. Taylor to adjourn at 6:55 p.m.  
Motion carried on voice vote.

Respectfully submitted by  
Deborah A. Galeazzi, WCMC  
City Clerk

## CONSULTING AGREEMENT

### THE McCLONE AGENCY, INC.

The McClone Agency, Inc., 150 Main Street, Ste. 102 P.O. Box 389, Menasha, Wisconsin, agrees to provide insurance consulting and counseling services to the City of Menasha, Menasha, Wisconsin, for the period of July 1, 2009 to June 30, 2010. Included are the following services: evaluation of the City's current property and casualty insurance program, review of all municipal operations to determine exposures to loss, analysis of losses, and evaluation of administrative procedures relative to insurance. The McClone Agency, Inc. will also make recommendations for additions, deletions and changes in coverage, with due consideration to the self insuring of risks where appropriate. The McClone Agency, Inc. will assist in the implementation of proper risk management through its cooperation with the City's Administration.

The McClone Agency, Inc. will review all contracts, leases and purchase agreements, where required by the City. The McClone Agency, Inc. agrees to monitor changes in legal exposures or the insurance market, and make recommendations as to new innovations or changes in coverages and markets. All policy renewals, endorsements, and audits will be reviewed by The McClone Agency, Inc. The McClone Agency, Inc. will also review the City's losses on an annual basis and make recommendations accordingly. In return, the City agrees to pay The McClone Agency, Inc. a fee of \$2,000 for the period of July 1, 2009, to June 30, 2010, plus itemized, reasonable, provable expenses incurred by The McClone Agency, Inc. in the conduct of these services. Such compensated expenses will be submitted on a semi-annual basis by The McClone Agency, Inc. and will be subject to the approval of the City's Administrative officers. The McClone Agency, Inc. shall provide whatever proof necessary to verify such expenses. Reimbursable expenses include the following: automobile mileage at \$0.20 per mile, long distance telephone calls at cost, photocopying where necessary at \$0.10 per copy, film and development at cost where necessary, postage at cost and any other incidental expenses that might be incurred.

Optional Service. Upon the request of the City Council, The McClone Agency, Inc. would undertake the following type of project:

1. Review of Employee Benefit Program. The McClone Agency, Inc. will review and evaluate accident and sickness, life, disability, and dental insurance programs for the City and develop specifications for such programs.

The McClone Agency, Inc. would review and evaluate such proposals and make proper recommendations to the City as to the acceptance of same, and check the resulting program for accuracy and conformity to quote. The fee for this service if requested would be \$2,000. This fee would be waived should the City agree to place coverage through The McClone Agency, Inc.

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The above contract shall be subject to annual review and negotiation by the City and The McClone Agency, Inc. The City shall be under no obligation to renew the services of The McClone Agency, Inc., nor shall The McClone Agency, Inc. be under obligation to renew its offer of services to the City at time of annual renewal.

CITY OF MENASHA

THE McCLONE AGENCY, INC.

By \_\_\_\_\_

By [Signature]

Title \_\_\_\_\_

Title President

Date \_\_\_\_\_

Date 4/17/09

Approved as to form

[Signature] 5/3/09 4/30/09  
Jeffrey S. Brandt, City Attorney