CITY OF MENASHA
ADMINISTRATION COMMITTEE
Third Floor Council Chambers
140 Main Street, Menasha
April 2, 2012
MINUTES

A. CALL TO ORDER
Meeting called to order by Chairman Klein at 7:15 p.m.

B. ROLL CALL/EXCUSED ABSENCES
PRESENT: Aldermen Zelinski, Benner, Klein, Taylor, Sevenich, Krueger
EXCUSED: Aldermen Langdon and Englebert
ALSO PRESENT: Mayor Merkes, CA/HRD Captain, Pc Styka, FC Auxier, DPW Radtke, CDD Keil, C/T Stoffel, PHD Nett, LD Lenz, Pk Supt Maas, Clerk Galeazzi, and the Press

C. MINUTES TO APPROVE
1. Administration Committee, 3/19/12
Moved by Ald. Krueger, seconded by Ald. Zelinski to approve minutes.
Motion carried on voice vote.

D. ACTION/DISCUSSION ITEMS
1. CVMIC Strategy Planning Meeting

CA/HRD Captain reported on the upcoming CVMIC Strategic Planning meeting. She asked Committee members to provide input about what Menasha wants CVMIC to look like in the future and what services they would like to see CVMIC provide.

2. Updates to Operator's License Guidelines

PC Styka explained some changes made to the Operator's License Guidelines. Some of the changes were recommended by Committee members.

CA/HRD Captain explained the City has more discretion when issuing the original Operator's License. A policy should be in place and followed.

General discussion ensued on changes to the policy. It was agreed to put this item on a future agenda.

3. Flexible Benefits (Cafeteria) Plan (Section 125)

CA/HRD Captain explained the current Flexible Spending Plan offered to employees. The Plan has been amended over the years primarily due to changes in the law. The current Administrative Services Agreement with Marshall & Ilsley Trust Company and various Plan amendments are outdated and need updating and execution. CA/HRD Captain requested the authority to act on behalf of the Common council in signing the necessary document for the City of Menasha Flexible Benefit Plan including future Plan Amendments necessary for administration of the Plan.

Moved by Ald. Sevenich, seconded by Ald. Taylor to recommend to Common Council approval and adoption by the Common Council of the City of Menasha Cafeteria Plan (adopted on January 1, 1996, amended and restated effective January 1, 2001) and authorize the City Attorney/HR Director to act on behalf of the Common Council in signing the necessary document for the Plan including future Plan amendments necessary for administration of the Plan
Motion carried on roll call 6-0

4. R- 8 -12 – Resolution Continuing Appropriations (Introduced by Ald. Klein)

C/T Stoffel explained the resolution is to carry forward some 2011 budgeted funds into 2012 budget for ongoing projects.

General discussion ensued on specific projects.

Moved by Ald. Sevenich, seconded by Ald. Krueger to recommend to Common Council approval of R-8-12.
Motion carried on roll call 6-0.

5. R- 9 -12 – Resolution Transferring/Appropriating Funds (Introduced by Ald. Klein)

C/T Stoffel explained the resolution is to cover 2011 budget overdraft and to appropriate revenues received but not budgeted.

General discussion ensued on specific accounts that were over budget.

Moved by Ald. Sevenich, seconded by Ald. Zelinski to recommend to Common Council approval of R-9-12.
Motion carried on roll call 6-0.

E. ADJOURNMENT
Moved by Ald. Krueger, seconded by Ald. Benner to adjourn at 7:54 p.m.
Motion carried on voice vote.

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