

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, 2015  
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, 4/21/15](#)
  - 2. [Special Administration Committee, 4/27/15](#)
- D. COMMUNICATIONS
  - 1. [CA Captain, 4/30/15; Local Government Property Insurance Fund \(LGPIF\)](#)
- E. DISCUSSION/ACTION ITEMS
  - 1. [O-10-15 An Ordinance Amending Title 2, Chapter 2 of the Code of Ordinances \(Mayor; Common Council\) \(Introduced by Ald. Benner\)](#)
- 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  
April 21, 2015  
MINUTES

DRAFT

A. CALL TO ORDER

Meeting called to order by Clerk Galeazzi at 7:19 p.m.

B. ROLL CALL/EXCUSED ABSENCES

PRESENT: Aldermen Nichols, Taylor, Krautkramer, Langdon, Keehan, Zelinski,  
Rollins-Jump, Benner

ALSO PRESENT: Mayor Merkes, CA Captain, PC Styka, DFC DeLeeuw, CDD Keil,  
DPW Radtke, ASD Steeno, PRD Tungate, PHD McKenney, Clerk Galeazzi

C. MINUTES TO APPROVE

1. [Administration Committee, 2/16/15](#)

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

Motion carried on voice vote.

D. COMMUNICATIONS

1. [CVMIC Policyholder Disclosure Notice of Terrorism Insurance Coverage](#).

No Discussion.

E. DISCUSSION/ACTION ITEMS

1. Election of Chairman

Clerk Galeazzi opened the floor for nominations for Chairman.

Moved by Ald. Keehan seconded by Ald. Benner to nominate Ald. Nichols for Chairman.

Hearing no other nominations, the Clerk closed the nominations.

A unanimous ballot was cast for Ald. Nichols for Chairman.

Chairman Nichols took over as Chairman.

2. Election of Vice-Chairman

Chairman Nichols opened the floor for nominations for Vice-Chairman.

Moved by Ald. Zelinski seconded by Ald. Langdon to nominate Ald. Rollins-Jump for  
Vice-Chairman

Hearing no other nominations, Chairman Nichols closed the nominations.

A unanimous ballot was cast for Ald. Rollins-Jump for Vice-Chairman.

3. [Post-Employment Retirement Plan with Precision Retirement Group \(Pelion Benefits, Inc.\)](#)

CA Captain explained the current post-employment retirement plan with Precision Retirement Group. The plan only applies to non-represented employees. With the new police union contract the benefit applies to represented employees also. The plan with Precision Retirement Group will need to be amended to include represented employees. CA Captain also requested confirmation by vote of the non-discretionary distribution of accumulated sick leave benefits to the plan.

Moved by Ald. Benner seconded by Ald. Langdon to recommend to Common Council to authorize an amendment to the plan documents and agreements with Precision Retirement Group (Pelion Benefits, Inc.) to include represented employees and confirm the requirement that all eligible city employees are subject to the distribution of accumulated sick leave benefits through the post-employment benefit plan administered by Precision Retirement Group (Pelion Benefits, Inc.)

Motion carried on roll call 8-0.

4. Status report and timetable – Development Agreement with Menasha Downtown Development, LLC (Discussion only)

CDD Keil reviewed a timeline established by staff and Menasha Downtown Development LLC for the proposed multi-tenant office building and parking structure in the downtown. He explained proposed items to be included in a development agreement.

The Committee members agreed to a special meeting on April 27, 2015 at 6:00pm.

F. ADJOURNMENT

Moved by Ald. Keehan seconded by Ald. Langdon to adjourn at 7:41 p.m.

Motion carried on voice vote.

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

CITY OF MENASHA  
SPECIAL ADMINISTRATION COMMITTEE  
Third Floor Council Chambers  
140 Main Street, Menasha  
April 27, 2015  
MINUTES

DRAFT

A. CALL TO ORDER

Meeting called to order by Chairman Nichols at 6:00 p.m.

B. ROLL CALL/EXCUSED ABSENCES

PRESENT: Aldermen Taylor, Krautkramer, Langdon, Keehan, Zelinski, Rollins-Jump, Benner, Nichols

ALSO PRESENT: Mayor Merkes, CA Captain, CDD Keil, ASD Steeno, Clerk Galeazzi.

C. PUBLIC COMMENTS ON ANY MATTER LISTED ON THE AGENDA

(five (5) minute time limit for each person)

Stuart Taylor, owner of The Lake House Supper Club, 124 Main Street. Spoke in favor of office building project on Main Street.

Rachel Bachand, co-owner of Flow Yoga and Wellness, 196 Main Street. Spoke in favor of office building project on Main Street.

Joan Ek, co-owner of Flow Yoga and Wellness, 196 Main Street. Spoke in favor of office building project on Main Street.

Pat DuFrane, owner of Weathervane Restaurant, 186 Main Street. Spoke in favor of office building project; voiced concerns of parking during construction of office building and parking ramp.

Paul Brunette, co-owner of 210 Main Street. Spoke in favor of office building project; voice concerns of parking during construction of office building and parking ramp and after project is completed.

D. COMMUNICATIONS

1. [Wisconsin Department of Revenue Publication-How Does TIF Work?](#)
2. [CDI Grant Narrative Relating to Economic Impact of Office Tower Project](#)

No discussion.

E. DISCUSSION/ACTION ITEMS

1. [Development Agreement by and between The City of Menasha, Wisconsin and Menasha Downtown Development, LLC](#)

CA Captain presented the proposed project and terms as provided by the developer for the office building and multi-level parking structure for downtown. She discussed the developer's obligations and City's obligations. She explained the funding options for the project. Staff is looking for direction from the Administration Committee if to pursue a development agreement for the project. CA Captain stated any specifics of the development agreement could be discussed in Closed Session.

General discussion ensued on the parking structure; providing alternate parking of 120 stalls as stated in McClone Downtown Development Agreement; funding option for the project; impact on downtown businesses.

Moved by Ald. Benner seconded by Ald. Keehan to direct staff to pursue development agreement with Menasha Downtown Development, LLC for a multi-tenant office building with surface parking facilities and a 300 stall multi-level parking structure and forward to Common Council for consideration.

Motion carried on roll call 7-0. Ald. Taylor abstained.

2. Moved by Ald. Benner seconded by Ald. Rollins-Jump to adjourn into Closed Session pursuant to Wis. Stats. §19.85(1)(e): Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reason require a closed session (Development Agreement by and between The City of Menasha, Wisconsin and Menasha Downtown Development, LLC)

Motion carried on roll call 8-0.

3. May reconvene into open session immediately following any closed session in order to take action on the closed session items. Wis. Stat. 19.85(2).

No action.

F. ADJOURNMENT

Moved by Ald. Taylor seconded by Ald. Keehan to adjourn at 9:30 p.m.

Motion carried on voice vote.

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



## MEMORANDUM

Date: April 30, 2015

To: Administration Committee  
From: Pamela A. Captain, City Attorney

RE: Local Government Property Insurance Fund (LGPIF)

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Under the proposed state budget, the Governor slated LGPIF for dissolution allowing policies to be renewed until January 1, 2016, and claims filed until July 1, 2017. On April 17, the Joint Committee on Finance voted to delay the plan to close LGPIF until 2018. If approved, this means policies could be renewed until January 1, 2018, and claims filed until July 1, 2019.

Menasha's coverage term runs on a calendar year basis. We are renewed through December 31, 2015. Under the terms of the policy renewal occurs on an automatic basis unless the City provides notice of termination by a majority vote of the common council. There is an ability to terminate prior to the expiration of the policy period in which case 90% of the unearned premium will be refunded.

We have been following this issue for a few years now. Cities & Village Mutual Insurance Company (CVMIC) has been collecting member information and working to secure alternate coverage. Recently, it was announced that CVMIC, the League of Wisconsin Municipalities and Wisconsin Municipal Mutual Insurance Company are proceeding with plans to create a Municipal Government Property Insurance Fund similar to LGPIF. We have provided requested information to CVMIC in order to explore this option. As you are aware, there are a limited number of carriers that provide public property insurance coverage. We are also checking out two other insurance companies that offer public property insurance coverage. We will keep you apprised of our efforts.



State of Wisconsin / OFFICE OF THE COMMISSIONER OF INSURANCE

Scott Walker, Governor  
Theodore K. Nickel, Commissioner

Wisconsin.gov

Local Government Property Insurance Fund  
125 South Webster Street • P.O. Box 7873  
Madison, Wisconsin 53707-7873  
Phone: (608) 264-8118 • Fax: (608) 264-6226  
E-Mail: Brynn.BruijnHansen@wisconsin.gov  
Web Address: ocr.wis.gov

April 22, 2015

City of Menasha  
Pamela Captain  
140 Main Street

Menasha, WI 54952

Re: Dissolution of the LGPIF

Dear Policyholder:

We are finally at a point in the State Budget process where we feel that it is appropriate to communicate to our policyholders what we know regarding the future of the LGPIF. As most of you are aware the governor proposed closing the LGPIF in his bi-annual budget. The Joint Finance Committee has affirmed this budget item, with the modification to the actual ending date. Although the budget process has not been completed, LGPIF has decided to take action based upon the unanimous vote of the Joint Finance Committee affirming the Governor's Budget.

AMI Risk Consultants conducted an in-depth analysis of the Fund's current rate structure, and recommended that the Fund increase its overall rate by 45%, assuming the Fund would continue operations, or 85% should the Fund be dissolved. These rate increases are to the Fund in its entirety, individual policyholder rate changes will vary. Considering the vote taken by the Joint Finance Committee, management has decided to proceed under the assumption the Fund will be dissolved. This rate increase will be effective July 1<sup>st</sup>, 2015. The ASU Group will be mailing Altered Terms letters in accordance with s.631.36, Wisconsin Statutes.

The Fund recognizes that municipalities may choose to place their coverage elsewhere and may face challenges to find coverage before their renewal date. The Fund will be suspending its short term cancellation clause (SECTION VIII-CONDITIONS, B – **Termination of Policy**) for those insureds that renew from July 1<sup>st</sup>, 2015 to September 30<sup>th</sup>, 2015.

If you have questions about any of the above changes, please contact the Fund Administrator at 877-229-0009, or the undersigned at (608) 264-8118, or email me at Brynn.BruijnHansen@wisconsin.gov.

Sincerely,

Brynn Bruijn-Hansen  
Insurance Program Manager  
Local Government Property Insurance Fund

ORDINANCE O-10-15

AN ORDINANCE AMENDING TITLE 2, CHAPTER 2  
OF THE CODE OF ORDINANCES  
(Mayor; Common Council)

Introduced by Alderman Benner.

The Common Council of the City of Menasha does hereby ordain as follows:

SECTION 1: Amend Title 2, Chapter 2, SEC. 2-2-16(d)(2) of the Code of Ordinances of the City of Menasha, Wisconsin repealing paragraphs b., c. and d. as follows:

**Title 2 – Government and Administration**

**CHAPTER 2**

Mayor; Common Council

**SEC. 2-2-16 INTRODUCTION OF BUSINESS, RESOLUTIONS AND ORDINANCES;  
DISPOSITION OF COMMUNICATIONS.**

...

(d) **NOTICE.**

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- (2) a. No ordinance may be passed by the Common Council until the next Council meeting following its introduction at either a Committee or Council level. When said ordinance on its face does not adequately advise the public of its contents, the City Attorney shall add a brief note of explanation.
- b. ~~Any Alderman may request that any issue be held for two weeks in addition to the requirements of Sec. 2-2-16 (d)(2)a. When so requested, the Mayor shall inquire as to whether another Alderman also wished the hold. If another Alderman does so request, the issue shall be placed on the agenda of the next regularly scheduled meeting. Once invoked, no other Alderman may attempt to use this procedure to delay any action. Any further delay requires a majority vote of the Common Council or Committee. An issue held in Committee may not be held in the Common Council, an item held in the Common Council may not be held in Committee. Once the motion to hold is made and seconded it is no longer debatable.~~
- c. ~~This Section shall not apply if such holding results in the item being moot because of any other deadline imposed by some other party or organization outside the control of the City.~~
- d. ~~Any resolution may be acted upon at the meeting at which it is introduced unless one alderman holds such resolution until the succeeding Council meeting. This delay may only be used one time for any resolution.~~

...

SECTION 2: This ordinance shall become effective upon its passage and publication as provided by law.

Passed and approved this     day of           2015.

\_\_\_\_\_  
Donald Merkes, Mayor

ATTEST:

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Deborah A. Galeazzi, City Clerk