

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 2, 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, 10/5/15](#)
- D. ACTION/DISCUSSION ITEMS
 - 1. [2016 Municipal Property Insurance.](#)
 - 2. [Underground Storage Tank Insurance.](#)
 - 3. [O-21-15 An Ordinance Amending Title 2, Chapter 1 of the Code of Ordinances \(Polling Places\) \(Introduced by Ald. Benner\).](#)
- 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 5, 2015
MINUTES

A. CALL TO ORDER

Meeting called to order by Chairman Nichols at 11:12 p.m.

B. ROLL CALL/EXCUSED ABSENCES

PRESENT: Aldermen Langdon, Keehan, Zelinski, Spencer, Benner, Nichols, Krautkramer.

EXCUSED: Alderman Taylor

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

C. MINUTES TO APPROVE

1. [Administration Committee, 9/21/15](#)

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

Motion carried on voice vote.

D. ACTION/DISCUSSION ITEMS

1. [Joint Powers Agreement Winnebago County Emergency 911 System, Dec. 1, 2015 - Nov. 30, 2016.](#)

PC Styka explained the agreement is for the City to participate in Winnebago County's 911 system. The agreement is the same as previous years.

Moved by Ald. Keehan seconded by Ald. Spencer to recommend to Common Council Joint Powers Agreement Winnebago County Emergency 911 System, Dec 1, 2015 – Nov. 30, 2016.

Motion carried on roll call 7-0.

2. [Request to apply, receive, and spend a National Council on Aging: Aging Mastery Program grant with the Neenah-Menasha YMCA.](#)

PHD McKenney explained the grant is from the National Council on Aging to help older adults take key steps to improve their well-being. The grant would cover \$12,000 for training and travel of staff and \$4,800 for program materials. The grant period runs January 1, 2016 to December 31, 2017.

Moved by Ald. Keehan seconded by Ald. Benner to recommend to Common Council the request to apply, receive and spend a National Council on Aging: Aging Mastery Program Grant with the Neenah-Menasha YMCA for the amount of \$12,000 in grant funding plus \$4,800 in program materials.

Motion carried on roll call 7-0.

3. 2016 [Health](#), [Dental](#), [Vision](#) Insurances.

ASD Steeno explained 2016 will be the second year of a two year contract with Wisconsin Counties Association/Group Health Trust as the City's health insurance carrier. The 2016 premium increase will be 2.5% if the City agrees to some recommended plan design changes. Staff is recommending the plan design changes and a 2.5% employee premium share for all employees participating in the City's health insurance program. The premium increase will match the Collective Bargaining Agreement that is currently in place. This will make it equitable for all employees that participate in the City's health insurance program.

ASD Steeno also explained the City is self-insured for dental and based on the current rate and past history staff is recommending no increase in dental premiums for 2016. Vision insurance is in the third year of a three year contract and rates are already established for 2016.

Moved by Ald. Keehan seconded by Ald. Spencer to recommend to Common Council 2016 Health Insurance plan design changes of participation in the local clinic, addition of a \$100 Co-Pay for High Tech Imaging, addition of a health club reimbursement benefit of \$120 single/\$240 family and a premium contribution of 2.5% by all non-represented employees.

Motion carried on roll call 7-0.

E. ADJOURNMENT

Moved by Ald. Keehan seconded by Ald. Langdon to adjourn at 11:25 p.m.

Motion carried on voice vote.

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



MEMORANDUM

Date: October 29, 2015

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

Re: 2016 Property Insurance

We have received policy quotations for 2016 property insurance. We currently have a policy with the State of Wisconsin Local Government Property Insurance Fund (LGPIF). Menasha's renewal amount is \$46,635 a substantial increase from the \$26,118 we paid for coverage this year. This represents just over a 78% increase.

The new Municipal Property Insurance Company (MPIC) is quoting \$32,211 or just over a 23% increase. MPIC was recently formed by Cities & Villages Mutual Insurance Company (CVMIC), the League of Wisconsin Municipalities and Wisconsin Municipal Mutual Insurance Company.

I am recommending that Menasha provide notice of non-renewal to LGPIF.

STATE OF WISCONSIN/OFFICE OF THE COMMISSIONER OF INSURANCE
LOCAL GOVERNMENT PROPERTY INSURANCE FUND

2801 Crossroads Drive, Suite 2200, Madison, WI 53718 -- (877) 229-0009

RENEWAL POLICY -- Policy Quotation: 24652

Term: 12:01am 1/1/2016 to 1/1/2017

Transaction Effective: 1/1/2016

Named City of Menasha

Phone (920) 967-3602

Insured Pamela Captain
140 Main Street

County

Menasha, WI 54952

Quotation - Valuation Policy

Coverage	Agg	Deductible	Coverage	Rate	Annual Premium
Buildings, Personal Property & Property in the Open	N	5,000	48,170,263	0.093	44,798
Contractors Equipment (Replacement Cost)	N	500	2,519,855	0.179	4,511
Monies and Securities	N	500	37,000	0.829	307
Alarm Credit 5%	N		90,105	0.005	(5)
Alarm Credit 15%	N		21,254,283	0.014	(2,976)
9.10% Dispersion Credit applied to Building Rate	N				

Total Annual Premium **\$46,635**

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.



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

NEW POLICY -- Policy Quotation: 735

Policy:
Term: 12:01am 1/1/2016 to 1/1/2017

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	48,170,263	0.059	28,421
Contractors Equipment (Replacement Cost)	500	1,945,638	0.179	3,483
Monies and Securities	500	37,000	0.829	307
Total Annual Premium				\$32,211

Comments

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

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



State of Wisconsin / OFFICE OF THE COMMISSIONER OF INSURANCE

Scott Walker, Governor
Ted Nickel, Commissioner

Wisconsin.gov

July 24, 2015

Local Government Property Insurance Fund
The ASU Group
2801 Cross roads Drive, Suite 2200
Madison, Wisconsin 53718-7999
Phone: (608)210-5673 • Toll Free: (877)229-0009
Toll Free Fax: (877)832-0122

**NOTICE OF ALTERED POLICY TERMS
RENEWAL PREMIUMS
VALUATION POLICY OCI 41-080 (R01-2012)**

City of Menasha
Pamela Captain
140 Main Street

Menasha, WI 54952

Policy Number: 140411
Renewal Date: 1/1/2016

Dear Insured:

Wisconsin Statute 631.36 provides that policyholders be notified of any significant policy or premium alterations at least 60 days prior to any anniversary (i.e., renewal) date if the changes are to become effective on the renewal date. In the event the renewal is sent by first class mail less than 60 days prior to the anniversary date, the policy change becomes effective 60 days after the notice is mailed.

As a policyholder, you have the right to cancel coverage without penalty within the prescribed 60 day time period. After 60 days, cancellation may be subject to customary short rate cancellation charges.

For policies effective on or after July 1st, 2015, the following changes have been approved and will be implemented. These changes may affect the premium you will pay for your renewal policy:

The LGPIF will adopt a Loss Cost Multiplier of 2.288 versus the current 1.413.

The rate for Automobile physical damage will increase by 35%.

Our actuarial firm, AMI Risk Consultants reviewed the Fund's fiscal condition and recommended rate changes and indicated that the rate increase outlined above are warranted.

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
Administrator for Funds and Program Management
Office of the Commissioner of Insurance

RECEIVED OCT 29 2015



Arthur J. Gallagher Risk Management Services

Arthur J. Gallagher & Co. Insurance Brokers of California, Inc.

October 27, 2015

Ms. Pamela A. Captain
City Attorney
City of Menasha
140 Main Street
Menasha, WI 54952

Re: ACE American Insurance Company
Underground Storage Tank Liability
12/31/2015 TO 12/31/2016

Dear Ms. Captain:

Your Underground Storage Tanks policy will be renewing shortly. Attached is the renewal quotation for coverage.

We are not aware of any changes in your exposures to loss, nor are we aware of any changes in your business operations that would necessitate additional coverage options. Please notify us immediately if you are planning any new business operations.

We would like to outline the following notable points for your consideration:

- Any entity not named above, may not be an insured entity. This may include partnerships and joint ventures.
- The insurance carrier is ACE American Insurance Company, incumbent carrier.
- The renewal premium is \$4,632.
- The premium is based upon expiring exposures and is not subject to annual audit.
- Defense costs are limited and included within the policy limits.
- Renewal policy terms and conditions remain unchanged.
- Schedule of locations and tanks listing are attached on the carrier's quote attached.
- The values and schedules are per the expiring policy. It is your responsibility to notify us of all necessary changes to your schedules.
- The policy is claims-made and contains the following restrictions and claims reporting requirements:
 - Immediately report all claims to the carrier at:
 - a. Notice of Claim or Storage Tank Incident:
Environmental Risk Claims Manager
ACE USA Claims
P.O. Box 5103
Scranton, PA 18505-0510
Fax: (866) 635-5687
First Notice Fax: (800) 951-4119
Email: CasualtyRiskEnvironmentalFirstNotice@acegroup.com
 - b. All Other Notices:
Environmental Risk Underwriting Officer

1255 Battery Street, Suite 450
San Francisco, CA 94111
Main 415.546.9300
Fax 415.536.8498

P. O. Box 7443
San Francisco, CA 94120-7443
License #0726293
www.ajg.com



Arthur J. Gallagher Risk Management Services

Arthur J. Gallagher & Co. Insurance Brokers of California, Inc.

ACE Environmental Risk
P.O. Box 1000
436 Walnut Street – WA 07A
Philadelphia, PA 19106

- Gallagher is responsible for the placement of the following lines of coverage:
Underground Storage Tanks
It is understood that any other type of exposure/coverage is either self-insured or placed by another brokerage firm other than Gallagher. If you need help in placing other lines of coverage or covering other types of exposures, please contact your Gallagher representative.
- This proposal of insurance features insurance policies which contain cancellation provisions to refund premium other than on a pro-rata basis for such occurrences including but not limited to non-payment of premium (short rate penalty provisions). At your request, we can detail the terms of such cancellation provisions.

To renew/bind this policy, please refer to the "Client Authorization to Bind Coverage" page attached.

1. Note any changes you desire to be made.
2. Date and sign.
3. Return prior to the signed & dated Client Authorization To Bind no later than **December 4, 2015**.

We appreciate your business and look forward to working with you in the coming year. Please contact me if you have any questions.

Sincerely

Loann Le
Account Executive

Enclosures

1255 Battery Street, Suite 450
San Francisco, CA 94111
Main 415.546.9300
Fax 415.536.8499

P. O. Box 7443
San Francisco, CA 94120-7443
License #0726293
www.ajg.com



ACE American Insurance Company
 436 Walnut Street
 Philadelphia, PA 19106

**ACE TankSafe®
 Storage Tank Liability
 Insurance Policy
 Quotation**

ACE ENVIRONMENTAL RISK

QUOTE NO: Q107869
 A.M. BEST RATING: A++ XV

DATE: 10/26/2015
 TO: Arthur J. Gallagher & Co.

NAMED INSURED: City of Menasha

INCEPTION DATE: 12/31/2015

EXPIRATION DATE: 12/31/2016

RETROACTIVE DATE: See attached Schedule of Covered Storage Tanks

POLICY LIMITS: \$1,000,000 Per Storage Tank Incident Limit of Liability (Claims and Remediation Costs)
 \$1,000,000 Aggregate Limit of Limit of Liability (Claims and Remediation Costs) for all Storage Tank Incidents
 \$1,000,000 Aggregate Limit of Liability for all Legal Defense Expenses for all Storage Tank Incidents
 \$2,000,000 Total Policy Aggregate Limit of Liability for all Storage Tank Incidents

DEDUCTIBLE: \$25,000 Per Storage Tank Incident

PREMIUM*: \$4,632.00

This premium shall be 0% minimum-earned as of the inception date of the policy identified above.

The premium in this quote includes commission in an amount equal to 15.00 % of such premium.

COMMISSION: 15.00 %

NUMBER OF COVERED STORAGE TANKS: See attached Schedule of Covered Storage Tanks

Terms & Exclusions: This quotation contemplates the use of ACE USA forms, issued on the paper indicated below. All terms and conditions are per those forms and endorsements unless otherwise noted herein.

PF-31181 (10/10) ACE TankSafe® Storage Tank Liability Insurance Policy

Endorsements: See Attachment A

Subjectivities: See Attachment B

OFAC NOTICE: The Office of Foreign Assets Control (OFAC) administers and enforces sanctions policy, based on Presidential declarations of "national emergency." OFAC has identified and listed numerous Foreign agents, Front organizations, Terrorists, Terrorist organizations, and Narcotics traffickers as "Specially Designated Nationals and Blocked Persons." This list can be located on the United States Treasury's web site – <http://www.treas.gov/ofac>. In accordance with OFAC regulations, if it is determined that you or any other proposed named insured has violated U.S. sanctions law or is a Specially Designated National or Blocked Person, as identified by OFAC, we reserve the right to withdraw this quote at any time prior to binding.

The U.S. Foreign Account Tax Compliance Act, commonly known as "FATCA", became the law in the U.S. in March of 2010 and becomes effective July 1, 2014. Pursuant to FATCA, brokers, producers, agents and/or clients may need to obtain withholding certificates from insurance companies. For information on how to obtain the applicable withholding certificate from ACE U.S. insurance companies, please go to <http://www.acegroup.com/us-en/businesses/foreign-account-tax-compliance-act-fatca.aspx>.

Please read this quotation carefully, as the limits, coverage and other terms and conditions may vary significantly from those requested in your submission and/or from the expiring policy. Terms and conditions that are not specifically mentioned in this quotation are not included. The terms and conditions of this quotation supersede the submitted insurance specifications and all prior quotations. Actual coverage will be provided by and in accordance with the policy as issued.

The insurer is not bound by any statements made in the submission purporting to bind the insurer unless such statement is reflected in the policy or in an agreement signed by someone authorized to bind the insurer.

This quotation has been constructed on reliance of the data provided in the submission. A material change or misrepresentation of that data voids this quotation.

THIS BINDABLE QUOTATION SHALL EXPIRE SEVENTYFIVE (75) DAYS FROM THE DATE INDICATED AT THE TOP OF THIS DOCUMENT OR NO LATER THAN THE INCEPTION DATE OF COVERAGE.

THE PREMIUM INDICATED ABOVE MUST BE REMITTED TO US WITHIN THIRTY (30) DAYS OF THE INCEPTION DATE.

Thank you for the opportunity to quote on this risk. For underwriting questions or concerns, please contact Carlos Mora at 2156405212 (phone) or Carlos.Mora@acegroup.com (email).

***POLICYHOLDER DISCLOSURE NOTICE OF TERRORISM INSURANCE COVERAGE**

You are notified that under the Terrorism Risk Insurance Act, as amended, that you have a right to purchase insurance coverage for losses resulting from acts of terrorism, *as defined in Section 102(1) of the Act*. The term "act of terrorism" means any act that is certified by the Secretary of the Treasury—in concurrence with the Secretary of State, and the Attorney General of the United States—to be an act of terrorism; to be a violent act or an act that is dangerous to human life, property, or infrastructure; to have resulted in damage within the United States, or outside the United States in the case of certain air carriers or vessels or the premises of a United States mission; and to have been committed by an individual or individuals as part of an effort to coerce the civilian population of the United States or to influence the policy or affect the conduct of the United States Government by coercion.

YOU SHOULD KNOW THAT WHERE COVERAGE IS PROVIDED BY THIS POLICY FOR LOSSES RESULTING FROM CERTIFIED ACTS OF TERRORISM, SUCH LOSSES MAY BE PARTIALLY REIMBURSED BY THE UNITED STATES GOVERNMENT UNDER A FORMULA ESTABLISHED BY FEDERAL LAW. HOWEVER, YOUR POLICY MAY CONTAIN OTHER EXCLUSIONS WHICH MIGHT AFFECT YOUR COVERAGE, SUCH AS AN EXCLUSION FOR NUCLEAR EVENTS. UNDER THE FORMULA, THE UNITED STATES GOVERNMENT GENERALLY REIMBURSES 85% OF COVERED TERRORISM LOSSES EXCEEDING THE STATUTORILY ESTABLISHED DEDUCTIBLE PAID BY THE INSURANCE COMPANY PROVIDING THE COVERAGE. THE PREMIUM CHARGED FOR THIS COVERAGE IS PROVIDED BELOW AND DOES NOT INCLUDE ANY CHARGES FOR THE PORTION OF LOSS THAT MAY BE COVERED BY THE FEDERAL GOVERNMENT UNDER THE ACT.

YOU SHOULD ALSO KNOW THAT THE TERRORISM RISK INSURANCE ACT, AS AMENDED, CONTAINS A \$100 BILLION CAP THAT LIMITS U.S. GOVERNMENT REIMBURSEMENT AS WELL AS INSURERS' LIABILITY FOR LOSSES RESULTING FROM CERTIFIED ACTS OF TERRORISM WHEN THE AMOUNT OF SUCH LOSSES IN ANY ONE CALENDAR YEAR EXCEEDS \$100 BILLION. IF THE AGGREGATE INSURED LOSSES FOR ALL INSURERS EXCEED \$100 BILLION, YOUR COVERAGE MAY BE REDUCED.

Terrorism Risk Insurance Act premium: \$0

SCHEDULE OF COVERED STORAGE TANKS

Insured Facility Name and Address	Tank ID No.	Tank Size (gal.)	Tank Type (UST or AST)	Retroactive Date
City of Menasha Marina 1 Center Street Menasha Wisconsin 54952	1-1	1,000	UST	03/10/2011
City of Menasha Marina 1 Center Street Menasha Wisconsin 54952	1-2	1,000	UST	03/10/2011
City of Menasha Garage 455 Baldwin Street Menasha Wisconsin 54952	2-1	10,000	UST	03/10/2011
City of Menasha Garage 455 Baldwin Street Menasha Wisconsin 54952	2-2	5,000	UST	03/10/2011

ATTACHMENT A

ENDORSEMENTS

1	PF-31164	Schedule Of Covered Storage Tanks Endorsement
2	PF-31172	Financial Responsibility Condition Endorsement
3	PF-34075	Closure, Removal or Replacement Amendatory Endorsement
4	CC-1K11h	Signatures
5	PF-23728a	Terrorism Risk Insurance Act Endorsement
6	TRIA11c	Disclosure Pursuant To Terrorism Risk Insurance Act
7	ALL-20887	Producer Compensation Practices-Policies Policyholder Notice
8	WI ALL-38969	Important Notice - Wisconsin
9	ALL-5X51a	Wisconsin Notice to Policyholders
10	ALL-21101	Trade or Economic Sanctions Endorsement
11	ILP0010104	OFAC Advisory Notice to Policyholders

ATTACHMENT B

SUBJECTIVITIES

ALL TERMS, CONDITIONS, AND PRICING ARE SUBJECT TO RECEIPT, REVIEW AND APPROVAL OF THE FOLLOWING ITEMS **PRIOR TO BINDING**



MEMORANDUM

Date: October 28, 2015

To: Administration Committee

From: Debbie Galeazzi, City Clerk

RE: Ordinance O-21-15 – Changing Polling Place

Heckrodt Wetland Reserve requested that we relocate the polling place for District 8 starting in 2016. I've checked out a few places and the Winnegamie Dog Club at 2043 Manitowoc Road fits our needs for a polling place. There will be a cost to rent the facilities and make a few changes to comply with State Election requirements.

I ask that you forward to Common Council for approval O-21-15 An Ordinance Amending Title 2, Chapter 1 of the Code of Ordinance (Polling Places).

ORDINANCE O-21-15

AN ORDINANCE AMENDING TITLE 2, CHAPTER 1 OF THE CODE OF ORDINANCES (POLLING PLACES)

Introduced by Alderman Benner.

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

SECTION 1: Amend Title 2, Chapter 1, SEC.2-1-3(d) of the Code of Ordinances of the City of Menasha, Wisconsin as follows:

Title 2 – Government and Administration

CHAPTER 1

City Government; Elections

SEC. 2-1-3

ELECTIONS.

.....

.....

(d) **POLLING PLACES.**

- (1) First and Second District -- Menasha Senior Center,
116 Main Street.
- (2) Third and Fourth Districts -- Boys and Girls Club of Menasha
600 Racine Street
- (3) Sixth District -- Jefferson School, 105 Ice Street.
- (4) Fifth and Seventh Districts -- Clovis Grove Elementary School,
974 Ninth Street.
- (5) Eighth District – ~~Heckrodt Wetland Reserve, 1305 Plank Road.~~
Winnegamie Dog Club, Inc., 2043 Manitowoc Road.

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:

Deborah A. Galeazzi, City Clerk