

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 16, 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, 4/19/16](#)
- D. COMMUNICATIONS
 - 1. [Municipal Property Insurance Company \(MPIC\) to CA Captain, 4/11/16; Appraisal Services.](#)
- E. DISCUSSION/ACTION ITEMS
 - 1. [Accept bid of Post Crescent Media as the official City newspaper, May 2016-May 2017.](#)
- 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 19, 2016
MINUTES

DRAFT

A. CALL TO ORDER

Clerk Galeazzi called the meeting to order at 6:43 p.m.

B. ROLL CALL/EXCUSED ABSENCES

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

ALSO PRESENT: Mayor Merkes, PC Styka, DFC Voss, DPW Radtke, ASD Steeno, PRD Tungate, PHD McKenney, AP Englebert, Attorney Ellen Totzke, Clerk Galeazzi.

C. MINUTES TO APPROVE

1. [Administration Committee, 3/21/16](#)

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

Motion carried on voice vote.

D. DISCUSSION/ACTION ITEMS

1. Election of Chairman

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

Having no other nominations Clerk Galeazzi closed the nominations and cast unanimous ballot for Ald. Nichols as Chairman.

Ald. Nichols took over as Chairman.

2. Election of Vice-Chairman

Moved by Ald. Benner seconded by Ald. Zelinski to nominate Ald. Spencer as Vice-Chairman.

Having no other nominations Ald. Nichols closed the nominations and instructed the Clerk to cast unanimous ballot for Ald. Spencer as Vice-Chairman.

E. ADJOURNMENT

Moved by Ald. Benner seconded by Ald. Keehan to adjourn at 6:46 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

Telephone: (800) 968-4670

Email: information@mpicwi.com

www.mpicwi.com

April 11, 2016

Pamela Captain
City of Menasha
140 Main Street
Menasha, WI 54952

RE: Municipal Property Insurance Company Appraisal Services

Dear Pamela Captain:

With the rapid changes you have experienced in the property insurance marketplace, the Municipal Property Insurance Company (MPIC) has emerged to provide unparalleled coverage and service. While many insurers are willing to say that they will go the extra mile to make sure you are accurately covered, your property insurer, MPIC, is backing its' commitment with action.

MPIC is proud to announce that it is launching a comprehensive appraisal service that will be provided to each of our insureds! Beginning in 2016, MPIC has engaged HCA Asset Management, LLC (HCA) to provide comprehensive appraisals to our insureds over a five year period.

HCA is a nationally recognized service provider that specializes in working with all types of governmental entities and enjoys a proven track record of long-term relationships with many other municipal insurers across the country. With a branch office located in Whitefish Bay, Wisconsin, led by Vice President Mark Hessel and Program Manager, Austin Engelhardt, our service team is locally based and brings a wealth of public entity appraisal experience, having worked with dozens of similar programs, nationwide.

MPIC's arrangement with HCA marks a new evolution in service that can be expected by public entities and demonstrates, through action, our commitment to you as insureds. More communication will be forthcoming from your agent detailing appraisal service scheduling and other information relevant to participation in the process.

Specific questions about the process can be directed to MPIC or your agent.

Regards,

Blair Rogacki

Blair Rogacki
MPIC – CEO

cc: CVMIC - Michael DeMoss
HCA Asset Management, LLC

RECEIVED APR 14 2016



MEMORANDUM

DATE: May 12, 2016
TO: Administration Committee
FROM: Debbie Galeazzi, Clerk
SUBJECT: Official City Newspaper

Post-Crescent Media was the only bid received for publishing council proceedings and other city advertising for the ensuing year.

Wis. Stats. 985.06 states that the eligible newspaper making the lowest effective bid for the city's legal notices shall be awarded the contract. Eligibility is determined pursuant to Wis. Stats. 985.03.

Staff recommends accepting the bid from Post-Crescent Media as the City's official newspaper.



April 8, 2016

Deborah A. Galeazzi, City Clerk
City of Menasha
140 Main Street
Menasha, WI 54952

Dear Ms. Galeazzi,

In accordance with the legal advertising rates established by the State of Wisconsin, we are pleased to quote you the following legal advertising rates for the publication of council proceedings and other city legal advertising for the upcoming year.

<u>Classified 6 Column Per Line charge –</u>			
<u>Arial 6-point Font:</u>			
Number of Columns	Column Width (Picas)	First Insertion	Subsequent Insertion(s)
1	9.18	\$1.0629	\$0.8396
2	19.36	\$2.2418	\$1.7708
3	29.54	\$3.4208	\$2.7020
4	39.73	\$4.5997	\$3.6332
5	49.91	\$5.7786	\$4.5644
6	60.09	\$6.9576	\$5.4956

Our rates/fonts have changed since last year's bid based on our most recent certification from the state of Wisconsin. Going forward, if the State of Wisconsin changes their legal rate certifications, a 30 day notice will be sent accordingly.

Newspapers to be circulated in this geographic area: 32,528

Additional charges that may apply - affidavit charges \$1.00 for each affidavit.

Thank you for the opportunity to serve your community.

Sincerely,

Sara Rogers
Operations Manager
Gannett WI Media

RECEIVED

APR 12 2016

CITY OF MENASHA
BY dg