

CITY OF MENASHA
ADMINISTRATION COMMITTEE
Third Floor Council Chambers
140 Main Street, Menasha
February 21, 2011
MINUTES

A. CALL TO ORDER

Meeting called to order by Chairman Wisneski at 8:23 p.m.

B. ROLL CALL/EXCUSED ABSENCES

PRESENT: Alderman Taylor, Wisneski, Langdon, Hendricks, Zelinski, Englebert, Benner,
Roush

ALSO PRESENT: Mayor Merkes, CA/HRD Captain, Lt. Brunn, DPW Radtke, CDD Keil,
Dpty Treasurer Sassman, Clerk Galeazzi

C. MINUTES TO APPROVE

1. [Administration Committee, 2/7/11](#)

Moved by Ald. Zelinski, seconded by Ald. Roush to approve minutes.

Motion carried on voice vote.

D. ACTION ITEMS

1. [Underground Storage Tanks Insurance Proposal](#)

CA/HRD Captain and Dpty Treasurer Sassman explained cities with underground storage tanks are regulated by the DNR. The cities must demonstrate financial ability in the case of leak. In the past the City of Menasha relied on its bond rating to demonstrate financial ability. Since the City's bond rating has dropped another way to demonstrate financial ability is needed. Staff looked at options available and taking out insurance was the most practical. The request went to four insurance companies and three met some or all the specifications. Staff is recommending going with Commerce & Industry-via Chartis as they met the specifications in the request and have the lowest premium. It is suggested to include the terrorist coverage in the insurance. The cost for the insurance has not been budgeted for. DPW Radtke said there are two underground storage tanks at the Public Works Facility and two at the Marina. The cost of the insurance premium for the tanks at PWF could come from the PWF fund and recovered through and additional cost for equipment use. It was suggested the premium for the Marina tanks could be set up the same way.

CA/HRD Captain explained by ordinance the Administration Committee is responsible for making insurance decisions. The Committee will need to select a carrier so staff can move forward on purchasing the insurance.

Moved by Ald. Englebert, seconded by Ald. Roush to approve Underground Storage Tanks Insurance with Commerce & Industry-via Chartis for the amount of \$3,646 including the terrorist coverage for an additional \$90.

Motion carried on roll call 8-0.

2. [Extension of Listing Agreement with Core Development for Lake Park Villas Phase II Vacant Lots](#)

CDD Keil explained the listing agreement is for the vacant 64 lots in Lake Park Villas Phase II. It was asked how the development agreement with The Ponds of Menasha would affect the extension of the listing agreement with Core Development. CDD Keil explained there were two listing contracts with Core Development. One covered the undeveloped land and other the vacant 64 lots of Lake Park Villas Phase II. The development agreements with Lexington Homes, d/b/a The Ponds of Menasha and Cypress Home will result in the sale of all the undeveloped land, and hence there is no need to list that property. Until the discussion of the development agreement with the Ponds of Menasha LLC during the Common Council meeting, staff was unaware that Lexington Homes was interested in being the listing agent for the lots in Phase II.

Moved by Ald. Benner, seconded by Ald. Roush to hold this item.

3. [R-8-11 A Resolution Regarding the Official Depositories of the City of Menasha](#)

Dpty Treasurer Sassman and Mayor Merkes explained this resolution allows the City and Utilities the flexibility to use all financial institutes that have a presence in the City of Menasha. It doesn't change the way business is done. There is no cost to implement.

Moved by Ald. Hendricks, seconded by Ald. Zelinski to recommend approval to Common Council.

Motion carried on voice vote.

E. ADJOURNMENT

Moved by Ald. Benner, seconded by Ald. Langdon to adjourn at 8:49 p.m.

Motion carried on voice vote.

Respectfully submitted by Deborah A. Galeazzi ,WCMC