A Quorum of the Administration Committee, Board of Public Works, Personnel Committee, Plan Commission, Redevelopment Authority, and other City bodies may attend this meeting, though no official action of these bodies will be taken.

Menasha

ADMINISTRATION COMMITTEE MEETING AGENDA

Monday, August 18, 2025 at 6:30 PM

First Floor Conference Rooms
100 Main Street, Menasha, WI

or immediately following the Common Council meeting

A. Call to Order

B. Roll Call

C. Minutes to Approve

1. Administration Committee, 7/21/25

D. Discussion / Action Items

1. CVMIC Renewal Policy for Policy Years 2027-2028
2. Selection of Dividend Option One and Instruction to Cities and Villages Mutual Insurance Company (CVMIC) Staff Regarding Payment of Dividends to Menasha On or After March 1, 2026

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."

ADMINISTRATION COMMITTEE MINUTES

Monday, July 21, 2025 at 6:30 PM

First Floor Conference Rooms
100 Main Street, Menasha, WI

A. CALL TO ORDER

Meeting called to order by District 2 Alderperson Eisenach at 7:21 pm.

B. ROLL CALL

Present: Alds. Rand, Eisenach, Hale, Perkins, Lewis, Marshall, Grade, Ropella
Also Present: FD Sassman, CDD Dane, PRD Sackett, PC Thorn, FC Teesch, CA Struve, Mayor Hammond, Clerk Snyder, DC Janet, DDE Gordon

C. MINUTES TO APPROVE

1. Administration Committee, 7/7/25

   Motion by District 3 Alderperson Hale seconded by District 7 Alderperson Grade to approve. Motion carried on voice vote.

D. DISCUSSION / ACTION ITEMS

1. Cities and Villages Mutual Insurance Company's (CVMIC) Special Event Coverage for Menasha Night Out Event, August 6, 2025

   Motion by District 2 Alderperson Eisenach, seconded by District 3 Alderperson Hale to approve.

   Motion carried 8-0 on roll call.

   Staff advised that the City of Menasha seeks special event insurance for its National Night Out event to offload liability from its general liability insurance policy.

E. ADJOURNMENT

Motion by District 3 Alderperson Hale seconded by District 1 Alderperson Rand to adjourn the Administration Committee meeting at 7:25 pm. Motion carried on voice vote.

Minutes submitted by Deputy City Clerk Evan Janet.

MEMORANDUM

Date: August 8, 2025

To: Administration Committee
From: Margaret J. Struve, City Attorney MJS

RE: CVMIC 2025 Summer Event Update/Liability Insurance Renewal (2027-2028)

I recently had the opportunity to attend day one of Cities & Villages Mutual Insurance Company's (CVMIC) two-day Summer Event, which included "Educational Sessions" about Artificial Intelligence (AI) and the benefit of having a policy for such use, and Workers' Compensation Case Studies and Legal Updates. In general, CVMIC's summer meeting is meant to update members about loss control issues, financial status of the company, insurance renewal, municipal claims, predictions on expected insurance rate increases/decreases for governmental entities, and general member information. Attached is some of this information received, of which I have had an opportunity to review.

Attached for your information are the following documents:

1. Two-Year Liability Renewal Package 2027-2028
2. 2025 Dividend Report dated July 2, 2025
4. 2025 Mutual Member Participation Calculation
5. Proposed Resolution Approving the City of Menasha's Liability Insurance Renewal Through Cities and Villages Mutual Insurance Company (CVMIC)
6. 2026 Premium Projections (R-19-23)

LIABILITY COVERAGE

Renewal
Liability insurance renewal commitments for CVMIC members are due September 15, 2025. CVMIC's multi-year pricing cycle is put together in an effort to aid municipalities' budget planning efforts. The City is already committed through policy year 2026.

The premium quoted amounts consider the City's current Self-Insured Retention (SIR) amount ($25,000) and for comparison purposes the next highest Self-Insured Retention amount ($37,500). Unlike years past, this year CVMIC's Board of Directors has decided to provide a range for premiums. For example, the City's premium (if SIR $25,000) for 2027 would be locked in between $69,569 and $71,077. The premium quoted amounts are below.

As a result of FD Sassman and Attorney Struve speaking with CVMIC's Safety & Risk Management Specialist/Underwriting Analyst, Ben Hoverson, regarding the two different options, Staff agree that the City has had a favorable recent history and our numbers suggest that it would be advantageous for the City to choose option two ($37,500 SIR). Theoretically, this option would decrease the City's annual premium amounts for the next three years. Additionally, an increase in our SIR could potentially increase the City's dividends, as well. Therefore, Staff recommend that the City increase the SIR from $25,000 to $37,500. Should Council agree, as indicated below, the City's premium for 2026 would also decrease to $63,606.

1. Current $25,000 SIR		2. Optional $37,500 SIR
$67,666	2026	$63,606
$69,469 - $71,077	2027	$63,395 - $66,812
$72,352 - $75,352	2028	$68,011 - $70,821

Dividend
The CVMIC board declared a liability program dividend at its May 14th Board of Directors Meeting. CVMIC has requested the City to select a payment option. Option One, the default option, pays the dividends to the City on or after March 1, 2026. With Option Two, CVMIC holds the dividends until requested by the City, which dividends earn interest based on the rate earned by CVMIC on its investments. Finance Director, Jennifer Sassman, recommends Option One.

Recommended actions:
(1) Forward the attached proposed Resolution (R-22-25) to the Common Council for approval to continue membership in CVMIC and accepting CVMIC's premium proposal for years 2026, 2027 and 2028, increasing the Self-Insured Retention (SIR) to $37,500.

(2) Select dividend Option One and instruct CVMIC staff to account for the dividend as marked.

June 19, 2025

Margaret Struve
City of Menasha
100 Main Street
Suite 200
Menasha, WI 54952

RE: Public Entity Liability Renewal Package

Dear Margaret,

CVMIC members are the core of our business and the purpose of our existence. The principles of teamwork and cooperation guide our success as we partner with Wisconsin municipalities that are engaged and committed to each other and the CVMIC organization.

We take pride in offering quality insurance products and risk management solutions for our members and strive to provide your community with the best possible public entity, general liability and auto liability protection available in Wisconsin.

We are pleased to present you with this two (2) year Public Entity Liability renewal package.

Premium options for the 2027 and 2028 policy years are set forth in **ATTACHMENT ONE**, these premiums are guaranteed for the two-year period if an adequate level of commitment for the renewal is achieved.

To confirm your community's commitment to CVMIC for the 2027-2028 policy years as outlined in **ATTACHMENT ONE**, please complete the acceptance form and return a signed copy to Ben Hoverson (benh@cvmic.com) **by September 15th, 2025**.

Our general counsel, Patrick Nolan of Quarles & Brady, has provided instructions for making this two-year commitment to CVMIC. (See **ATTACHMENT TWO**)

We look forward to continuing our partnership with you. If you have any questions regarding this renewal package, please contact Ben Hoverson.

Yours very cordially,

CITIES AND VILLAGES MUTUAL INSURANCE COMPANY

Steve Stanczak, Chief Executive Officer
Direct: 414-831-6000
Email: steves@cvmic.com

Ben Hoverson, Underwriting Analyst
Direct: 414-831-6013
Email: benh@cvmic.com

ATTACHMENT ONE

City of Menasha

Public Entity Liability Renewal Package

Policy Years 2026, 2027, 2028

CVMIC Public Entity Liability Policy Overview

Coverages: General Liability, Auto Liability, Public Officials Liability & Law Enforcement Liability

Self-Insured Retention (SIR): Indicates the Member's amount of Risk Retained **per Occurrence**

Coverage Limit: $10,000,000 per Occurrence Excess Self-Insured Retention (SIR)

Annual Aggregate Retention: Four (4) Times Selected Self-Insured Retention per Policy Period

City of Menasha Renewal Options

Current Retention Level (Option 1)		
Per Occurrence SIR:		$25,000
Annual Aggregate Retention:		$100,000
Policy Year	**Adopted Premium Range**	
2026	$67,666	
2027	$69,569	$71,077
2028	$72,352	$75,342

Next Retention Level (Option 2)		
Per Occurrence SIR:		$37,500
Annual Aggregate Retention:		$150,000
Policy Year	**Adopted Premium Range**	
2026	$63,606	
2027	$65,395	$66,812
2028	$68,011	$70,821

NOTE: The premiums stated above are based on an expected number of renewals and are subject to review. With that qualification, the premiums are guaranteed for the three-year policy period of 2026, 2027 and 2028.

Please contact Ben Hoverson (benh@cvmic.com) or Ben Rank (benr@cvmic.com) if you would like to discuss your SIR Analysis in greater detail to determine if moving to the "Next Retention Level" may be appropriate.

ATTACHMENT ONE

ACCEPTANCE

The **City of Menasha** agrees to continue as a member of CVMIC for the policy years 2026, 2027 and 2028 as outlined in **Option 1** _____ ($25,000) [or] as outlined in **Option 2** _____ ($37,500) (*please indicate*) at the corresponding guaranteed premiums set forth on the previous page.

ACCEPTED AND AGREED TO this _______ day of ____________________, 2025.

City of Menasha

By ____

Signature

Its ____

Title

Cities and Villages Mutual Insurance Company

Please email signed PDF to: benh@cvmic.com

ATTACHMENT TWO

June 18, 2025

To: CVMIC Members

From: Cities & Villages Mutual Insurance Company

Re: Membership Commitment for Years 2027-2028

Ladies and Gentlemen:

There is no affirmative City Council/Village Board action which CVMIC requires for your municipality to continue its membership. The letter which accompanies this memorandum sets forth the guaranteed annual premiums which CVMIC offers in exchange for a two-year commitment of continued membership. All CVMIC requires is that the member select its SIR and return a copy of **Attachment One** executed by an authorized officer.

IF City Council/Village Board action is required for the member to make the commitment, we suggest the following authorization language either in the form of a motion or resolution:

RESOLVED, *that (City/Village) accepts the Liability Insurance Proposal dated (<<INSERTDATE>>), from Cities and Villages Mutual Insurance Company ("CVMIC") and agrees to continue its membership in CVMIC for policy years 2027 and 2028 based on the premium guarantee by CVMIC for said policy years.*

Please contact us if you have any questions or if we can be of assistance in this regard.

Sincerely,

Cities & Villages Mutual Insurance Company

Cities & Villages Mutual Insurance Company
9898 W. Blue Mound Road
Wauwatosa, WI 53226-4319

(262) 784-5666
www.CVMIC.com

Cities & Villages Mutual Insurance Company
Self-Insured Retention Analysis

The analysis provided in the table below is intended to assist you in determing if additional risk (Higher SIR) should be considered based on your loss history and premium paid to CVMIC.
The claim dollars/payments made within your SIR are only as good as your reporting of claim payments to CVMIC. If you do not believe that all of your claim payments have been submitted, then the analysis below should be adjusted.

Member:	Menasha, City of
Claims Valued as of:	June 2025

Year	Current SIR	Premium @ SIR	Claim $ in SIR	Next Level SIR	Premium @ Next Level SIR	Claim $ in Next Level SIR
2015	$ 25,000	$ 53,060	$ 151	$ 37,500	$ 49,876	$ 151
2016	$ 25,000	$ 54,122	$ 20,472	$ 37,500	$ 50,875	$ 20,472
2017	$ 25,000	$ 55,808	$ 17,255	$ 37,500	$ 52,460	$ 17,255
2018	$ 25,000	$ 57,204	$ 26,245	$ 37,500	$ 53,772	$ 26,245
2019	$ 25,000	$ 58,142	$ 2,850	$ 37,500	$ 54,653	$ 2,850
2020	$ 25,000	$ 59,305	$ 2,663	$ 37,500	$ 55,747	$ 2,663
2021	$ 25,000	$ 60,505	$ -	$ 37,500	$ 56,875	$ -
2022	$ 25,000	$ 61,715	$ 1,381	$ 37,500	$ 58,012	$ 1,381
2023	$ 25,000	$ 63,146	$ 180	$ 37,500	$ 59,357	$ 180
2024	$ 25,000	$ 64,409	$ 891	$ 37,500	$ 60,544	$ 891

Total Cost @ Current SIR:	$ 659,504
Total Cost @ Next Level SIR:	$ 624,259
10 Year Savings/Loss:	$ 35,245

Note: Total Cost = Premium + Claim $ in SIR

SIR Analysis - Total Cost Per Year			
Year	Total Cost @ Current SIR	Total Cost @ Next Level SIR	Additional Cost/Savings
2015	$ 53,211	$ 50,027	$ 3,184
2016	$ 74,594	$ 71,347	$ 3,247
2017	$ 73,063	$ 69,715	$ 3,348
2018	$ 83,449	$ 80,017	$ 3,432
2019	$ 60,992	$ 57,503	$ 3,489
2020	$ 61,968	$ 58,410	$ 3,558
2021	$ 60,505	$ 56,875	$ 3,630
2022	$ 63,096	$ 59,393	$ 3,703
2023	$ 63,326	$ 59,537	$ 3,789
2024	$ 65,300	$ 61,435	$ 3,865
Total	$ 659,504	$ 624,259	$ 35,245

2025 Mutual Member Participation Calculation — MENASHA

Premium Contribution 70%:

Member Premiums - Most Recent 10 Years Summed	$587,416
Less: 15% of Claims Paid - Most Recent 10 Years Summed	0
Net Premiums for Member	$587,416
Net Premiums for Total CVMIC Membership - Most Recent 10 Years Summed	$43,439,890
Member's % of Total Premiums	1.352%
Weighted Percentage = 70%	70%
Member's Premium Contribution Participation Percentage	**0.947%**

Risk Sharing/Self-Insured Retention Contribution 30%:

Member's Self Insured Retention - Most Recent 10 Years Summed	$250,000
Total CVMIC Membership Self Insured Retention - Most Recent 10 Years Summed	$30,520,000
Member's % of Total Self Insured Retention	0.819%
Weighted Percentage = 30%	30%
Member's Self Insured Retention Contribution Participation Percentage	**0.246%**

Net Assets (Total Assets less Liabilities and Minimum Permanent Surplus)	$16,923,166
Member's Participation Percentage (Premium + Self Insured Retention)	**1.192%**
Member's Participation Position	**$201,778**

2024 Total Assets per Annual Statement	$53,990,627
2024 Total Liabilities per Annual Statement	$23,067,461
Permanent Minimum Surplus	$14,000,000
Net Assets	**$16,923,166**

2026 Premium Projections

Menasha, City of

Coverage/Policy	2024	2025	2026 - Low Range	2026 - High Range	Notes:			
CVMIC Liability Premium	$ 64,409	$ 65,696	$ 67,666	$ 67,666				
SIR Level	*25K*	*25K*	*25K*	*25K*				
CVMIC Liability Dividend	$ (11,025)	$ (11,099)	$ (5,874)	$ (5,874)	On May 14, 2025, the CVMIC Board of Directors declared a dividend for the year ending 12-31-24. Dividend amount is paid on or after March 1st of the following year			
					Low Range		High Range	
CVMIC Worker's Comp Projected Premium	$ 142,851	$ 119,461	$ 121,838	$ 135,375	Estimated Payroll	+ 2%	Estimated Payroll	+ 2%
					Class Codes	- 1%	Class Codes	+ 1%
CVMIC Worker's Comp Payroll Audit (2023 & 2024)	$ 11,150	$ 15,722			Experience Mod	+ 1%	Experience Mod	+ 10%
CVMIC Auto Physical Damage Premium	$ 35,417	$ 36,487	$ 40,227	$ 48,163	Rate Change	+ 5%	Rate Change	+ 10%
Deductible Level	*1,000*	*1,000*	*1,000*	*1,000*	Vehicle Valuation	+ 5%	Vehicle Valuation	+ 20%
GEM Liability Reinsurance Premium (5M x 5M)	$ 1,909	$ 2,237	$ 2,416	$ 2,573	Rate Change	+ 8%	Rate Change	+ 15%
Employment Practices Liability Premium	$ 6,445	$ 7,136	$ 7,849	$ 9,462	Rate Change	+ 10%	Rate Change	+ 30%
					Employee Count	0%	Employee Count	+ 2%
Equipment Breakdown (Boiler & Machinery) Premium	$ 3,187	$ 3,799	$ 3,988	$ 4,387	Rate Change	+ 0%	Rate Change	+ 5%
					Inflation on Values	+ 5%	Inflation on Values	+ 10%
Crime Premium	$ 676	$ 663	$ 663	$ 696	Rate Change	0%	Rate Change	+ 5%
Pollution Premium	$ 4,304	$ 5,203	$ 5,203	$ 5,463	Rate Change	+ 0%	Rate Change	+ 5%
	$ 259,325	$ 245,304	$ 243,976	$ 267,911				
Dividend Affected			-0.54%	9.22%				
Pure Insurance Rates Increase			3.81%	13.75%				

**Disclaimer: All projected percentage increases/decreases were determined using the best information available as of June 2025. Actual renewal pricing for the programs listed above may vary from what is presented in this document.*

RESOLUTION R-22-25

A RESOLUTION APPROVING THE CITY OF MENASHA'S LIABILITY INSURANCE RENEWAL THROUGH CITIES & VILLAGES MUTUAL INSURANCE COMPANY (CVMIC)

INTRODUCED BY: Mayor Hammond

WHEREAS, the City of Menasha has been a charter member of Cities and Villages Mutual Insurance Company (CVMIC) since 1988; and

WHEREAS, the City of Menasha previously committed to continue as a member of CVMIC through 2026; and

WHEREAS, the renewal for 2027-2028 has been received from CVMIC; and

NOW, THEREFORE, BE IT RESOLVED, that the City of Menasha Common Council with the Mayor concurring elect to continue to participate in CMVIC; and

BE IT FURTHER RESOLVED, the City of Menasha accepts the proposal from Cities and Villages Mutual Insurance Company (CVMIC) and agrees to continue its membership in CVMIC for policy years 2027 and 2028 based on the premiums guaranteed by CVMIC for said policy years with the Self-Insured Retention (SIR) at $37,500.

Passed and approved this _____ day of _______, 2025.

Recommended by: ______________________
Motion/Second: ______________________
Pass/Fail: _______
Requires: ____Majority Vote ____ 2/3 Vote

____
Austin Hammond, Mayor

ATTEST:

____
Kaija Snyder, City Clerk

Menasha

MEMORANDUM

Date: August 8, 2025

To: Administration Committee
From: Margaret J. Struve, City Attorney MJS

RE: CVMIC 2025 Summer Event Update/Liability Insurance Renewal (2027-2028)

I recently had the opportunity to attend day one of Cities & Villages Mutual Insurance Company's (CVMIC) two-day Summer Event, which included "Educational Sessions" about Artificial Intelligence (AI) and the benefit of having a policy for such use, and Workers' Compensation Case Studies and Legal Updates. In general, CVMIC's summer meeting is meant to update members about loss control issues, financial status of the company, insurance renewal, municipal claims, predictions on expected insurance rate increases/decreases for governmental entities, and general member information. Attached is some of this information received, of which I have had an opportunity to review.

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LIABILITY COVERAGE

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1. <u>Current $25,000 SIR</u>		2. <u>Optional $37,500 SIR</u>
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$69,469 - $71,077	2027	$63,395 - $66,812
$72,352 - $75,352	2028	$68,011 - $70,821

Dividend
The CVMIC board declared a liability program dividend at its May 14th Board of Directors Meeting. CVMIC has requested the City to select a payment option. Option One, the default option, pays the dividends to the City on or after March 1, 2026. With Option Two, CVMIC holds the dividends until requested by the City, which dividends earn interest based on the rate earned by CVMIC on its investments. Finance Director, Jennifer Sassman, recommends Option One.

Recommended actions:
(1) Forward the attached proposed Resolution (R-22-25) to the Common Council for approval to continue membership in CVMIC and accepting CVMIC's premium proposal for years 2026, 2027 and 2028, increasing the Self-Insured Retention (SIR) to $37,500.

(2) Select dividend Option One and instruct CVMIC staff to account for the dividend as marked.

Cities and Villages
MUTUAL INSURANCE COMPANY

DATE: July 2nd, 2025

TO: Margaret Struve

FROM: Benjamin Hoverson, Underwriting Analyst

RE: 2025 Dividend Report

On May 14, 2025, the CVMIC Board of Directors approved a Liability program dividend in the amount of **$500,000**. This dividend is based upon operating results of the Liability program for the period ending 12/31/24 and will be paid on or after **March 1, 2026**. The methodology of calculation is consistent with that of previous dividends declared and paid. The first 50% of the dividend declared is paid on a level basis, and the balance is based on the loss history of your community.

Your community's share of this declared dividend is **$11,905** of which **$6,031** may be allocated to Menasha Utilities.

Please review the options outlined below and return a signed PDF copy to Ben Hoverson (benh@cvmic.com) **no later than November 1, 2025**. The election below must be completed by the Member Representative, Mayor or other individual with the authority to sign on behalf of your community.

The City of Menasha has reviewed the dividend options and instructs CVMIC to account for the dividend as marked below:

Option 1: ________ **PAY** all dividends to my community on or after March 1, 2026.

Option 2: ________ **HOLD** dividends declared for the **Liability** program until you are provided further instructions. I understand that interest will be paid based on the rate earned by CVMIC on its investments. I further understand that I will get an annual accounting regarding any open balance.

ACCEPTED AND AGREED TO this ________ day of ____________________, 2025.

By ____
Signature

Its ____
Title

CITIES AND VILLAGES MUTUAL INSURANCE COMPANY

Steve Stanczak, Chief Executive Officer
Direct: 414-831-6002
Email: steves@cvmic.com

Benjamin Hoverson, Underwriting Analyst
Direct: 414-831-6013
Email: benh@cvmic.com