



## ADMINISTRATION COMMITTEE MINUTES

Monday, October 20, 2025 at 6:30 PM

First Floor Conference Rooms  
100 Main Street, Menasha, WI

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### A. CALL TO ORDER

Meeting called to order by Chair Eisenach at 7:30pm.

### B. ROLL CALL

Present: Aids. Rand, Eisenach, Hale, Perkins, Marshall, Grade, Ropella

Absent: Ald. Lewis

Also Present: DPW Merten, CDD Dane, PRD Sackett, PC Thorn, PHD Hutter, FM Laracuente, HRM Cardoza, CA Struve, Mayor Hammond, DC Janet

### C. MINUTES TO APPROVE

#### 1. Administration Committee, 8/18/25

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

### D. DISCUSSION / ACTION ITEMS

#### 1. Storage Tank Pollution Liability Insurance (ACE American Insurance Company) 2026 Renewal

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

Motion carried 7-0 on roll call.

Staff advised that this coverage is for three storage tanks, two above ground and one below. There was a slight increase in the cost of this insurance renewal compared to previous years.

#### 2. 2026 Municipal Property Insurance Company (MPIC) Renewal Policy Quote

Motion by District 3 Alderperson Hale, seconded by District 6 Alderperson Marshall to approve.

Motion carried 7-0 on roll call.

Discussion considered the rate at which the premium decreases compared to the increase of the deductible.

Staff advised that this renewal is slightly different as there are new items such as the newly renovated Elisha D. Smith Public Library and Jefferson Park. Staff worked to reduce costs for this renewal while adding higher value items to the insurance coverage.

3. 2026 Health Insurance Plans and Renewal; Vision & Dental Continuation  
Motion by District 3 Alderperson Hale, seconded by District 7 Alderperson  
Grade to approve.

Motion carried 7-0 on roll call.

Staff advised that the rate of increase was negotiated from 15% down to 5.3% for the upcoming year. The reduced rate of increase comes from removing the POS plans and modifying HMO Plan 13. Cost per employee would rise slightly with these changes.

4. Joint Powers Agreement – Winnebago County 911 Emergency System  
Motion by District 3 Alderperson Hale seconded by District 7 Alderperson  
Grade to approve. Motion carried on voice vote.

Discussion considered agreements between the City of Menasha and Calumet County.

Staff advised that this is a routine agreement that allows any agency in Winnebago County to respond to a 911 call regardless of municipality boundaries. The City of Menasha does not have a similar agreement with Calumet County.

E. ADJOURNMENT

Motion by District 3 Alderperson Hale seconded by District 4 Alderperson Perkins to adjourn the Administration Committee meeting at 7:44pm. Motion carried on voice vote.

Minutes submitted by Deputy City Clerk Evan Janet.