

CITY OF NEENAH
FINANCE AND PERSONNEL COMMITTEE MEETING
Monday, December 12, 2016 – 7:00 p.m.
Hauser Room, Neenah City Administration Building
211 Walnut Street, Neenah, Wisconsin

MINUTES

Present: Chairman Pollow; Aldermen Erickson, Stevenson, Kunz and Boyette; City Attorney Godlewski; Director of Finance Easker.

Others Present: Aldermen Hillstrom and Lendrum, Deputy Director of Community Development and Assessment Schmidt, Director of Public Works Kaiser, Director of Parks and Recreation Kading and Director of Information Systems Wenninger, Phil Langohr, Sarah Milburn.

Public Appearances: None.

Minutes: Motion/Second/Carried Erickson/Boyette to approve the minutes from the November 28, 2016 Regular Meeting and the December 7, 2016 Special Meeting. All voting aye.

Interagency Agreement to Provide Weights & Measures Inspections: Committee reviewed memo of Director Haese recommending Council authorize the appropriate City Officials to enter into an Inter-Agency Agreement with the City of Oshkosh to provide Weights and Measures Inspections, documentation and reporting services in a not to exceed amount of \$16,000 with said funds coming from the 2016 Weights and Measures Operating Budget. The agreement is needed to provide the annual inspection services that have fallen behind due to the City Sealer position remaining vacant for the past twelve months. Director Haese indicated that various options were considered prior to recommending this agreement.

Committee and staff discussed various aspects of the proposed agreement. Issues discussed included the reasons for the delay in both hiring for the position and bringing forward this service agreement, the skills necessary for the position and how the Weights and Measures/Code Enforcement position approved for 2017 will schedule hours for each function. Discussion also took place on the contract language regarding additional costs above the \$16,000 contract price for mileage and other reasonable expenses.

Motion/Second/Carried Stevenson/Erickson to recommend Council authorize the appropriate City Officials to enter into an Inter-Agency Agreement with the City of Oshkosh to provide Weights and Measures Inspections, documentation and reporting services in a not to exceed amount of \$16,000 with said funds coming from the 2016 Weights and Measures Operating Budget. All voting aye.

Land Request – 302 E. Wisconsin: Committee reviewed memo of Director Kaiser recommending Council approve the sale of land adjacent to the Oak Street Bridge to Philip Langohr, 302 E. Wisconsin Avenue, for the agreed net price of \$5,056. The land had been purchased by the City in the 1940's. As part of the transaction, the City will

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retain a permanent easement over the 10-foot strip to allow for maintenance of the retaining wall for the Oak Street Bridge approach. Committee and staff discussed various aspects of the proposed land sale. Attorney Godlewski indicated that it is also likely necessary for the City Plan Commission to review and report to the Common Council on the side.

Motion/Second/Carried Stevenson/Boyette to recommend Council approve the sale of land adjacent to the Oak Street Bridge to Philip Langohr, 302 E. Wisconsin Avenue, for the agreed net price of \$5,056. All voting aye.

Potential Property Acquisition – 402 West North Water Street: Committee reviewed memos of Director Kading and Director Haese. Director Kading is recommending Council to approve the offer to purchase in the amount of \$130,000 for the acquisition of 402 West North Water Street to facilitate the Loop the Lake/Trestle project. The project would also need \$10,000 for demolition for a total cost of \$140,000. The proposed purchase was first presented to the Council in October to facilitate the location of the new trestle in relationship to current sewer lines, develop cost savings for the Trestle/Loop the Lake construction project, and create a more park-like landing for the new trestle once the project is completed on North Water Street. Directors Kading and Haese are recommending the total cost be funded from unspent TIF 10 funds that were borrowed for redevelopment assistance. Director Haese indicated that this purchase along with other land purchases in TIF 10 could require additional TIF 10 funding of up to \$335,000 by the end of 2017.

Committee and staff discussed various aspects of the proposed purchase. Issues discussed included the concern regarding the potential for sewer line disruption from the trestle project if the land is not secured, as well as the negotiations with the land owner that resulted in the final purchase price of \$130,000. Chairman Pollnow and Alderman Kunz both expressed a desire to have greater clarity on how funding for this purchase could be tied to the larger \$3.2 million financing of the entire joint trestle project with Menasha. This included discussion regarding state grant funding as well as the private fundraising being organized through Future Neenah. Director Kading said he would update the committee as to the status of the financing in the near future.

Motion/Second/Carried Stevenson/Kunz to recommend Council approve the offer to purchase in the amount of \$130,000 for the acquisition of 402 West North Water Street to facilitate the Loop the Lake/Trestle project plus \$10,000 for demolition on the site, with the \$140,000 total cost funded by repurposing unspent TIF 10 funds that were initially borrowed for redevelopment assistance. Motion carried 4-1, with Chairman Pollnow voting no.

Controlled Access to City Hall: Committee reviewed memo of Director Wenninger requesting authorization to proceed with One Source Technologies to implement controlled access at City Hall at a cost not to exceed \$47,000. Funding provided by Information Systems 2014 CIP carry forward funds of \$25,000 and Preparedness Grant funds of \$22,000. The project was initially authorized by the Common Council on August

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5, 2015. Subsequent discussions about the potential of the joint employee health clinic with the Neenah Joint School District residing in City Hall delayed final implementation due to building access issues. The updated costs include:

- 1). An increase of \$6,048 to enable the added control of both lobby doors on the south and north entrances;
- 2). An increase of \$4,182 for additional labor costs for the external fire stairwell doors;
- 3). An increase of \$8,400 for elevator access to install wiring that was assumed to be in place at the initial walkthrough; and
- 4). An increase of \$2,042 for ADA requirements missed at the initial walkthrough.

Committee and staff discussed various aspects of the proposed implementation. Items discussed included an extensive discussion on all of the factors that contributed to the increased costs, including looking at the rationale for why each of the proposed access doors within City Hall should be included in the controlled access environment.

Motion/Second/Carried Kunz/Erickson to recommend Council authorize proceeding with One Source Technologies to implement controlled access at City Hall at a cost not to exceed \$47,000. Funding provided by Information Systems 2014 CIP carry forward funds of \$25,000 and Preparedness Grant funds of \$22,000. All voting aye.

Accela Electronic Agendas Program Cancellation: Committee reviewed memo of City Attorney Godlewski recommending Council authorize the cancellation of the Accela Contract pursuant to ¶4.1 of the Accela Contract. The recommendation was made as part of the ongoing analysis as to whether the Accela product was the best option for the City to provide electronic agenda and minutes capability. Previous discussion between staff and Council have revealed various problems and concerns with the product, implementation and training with Accela. Upon final review, staff is recommending cancelation of the contract with Accela and proposes the City explore a combination of a .pdf editor program with an inexpensive computer application that allows for note taking on Council's iPads.

Committee and staff discussed various aspects of the proposed contract cancellation. Specific discussion took place on the strategy the City should take with regard to the approximately six months of unpaid invoices from Accela considering that the City has never been able to use the product as proposed.

Motion/Second/Carried Stevenson/Erickson to recommend Council authorize the cancellation of the Accela Contract pursuant to ¶4.1 of the Accela Contract. All voting aye.

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Fiscal Matters: November Voucher Review: Motion/Second/Carried Stevenson/Erickson to approve the November vouchers as presented. All voting aye.

Meeting adjourned at 9:45 p.m.

Respectfully submitted,

A handwritten signature in green ink, appearing to read "M.K. Easker".

Michael K. Easker, CPA
Director of Finance