

CITY OF NEENAH
FINANCE AND PERSONNEL COMMITTEE MEETING
Monday, May 9, 2022– 6:00 p.m.
Council Chambers, Neenah City Administration Building
211 Walnut Street, Neenah, Wisconsin

NOTICE IS HEREBY GIVEN, pursuant to the requirements of Wis. Stats. Sec. 19.84, that a majority of the Neenah Common Council may be present at this meeting. Common Council members may be present to gather information about a subject over which they have decision-making responsibility. This constitutes a meeting of the Neenah Common Council and must be noticed as such. The Council will follow the same agenda as the committee, but will not take any formal action at this meeting.

AGENDA

1. Public Appearances
2. Approval of Minutes from the April 25, 2022 Regular Meeting (minutes can be found on the City's website)
3. East Central Wisconsin Regional Planning Commission (ECWRPC) By-Law Amendment (Attachment) C. Haese
4. Request to Fill Human Resources & Safety Director Position (Attachment) Mayor Lang
5. Purchase of new Record Management System (Attachment) A. Westbrook
6. Adjournment

In accordance with the requirements of Title II of the Americans with Disabilities Act (ADA), the City of Neenah will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities. If you need assistance, or reasonable accommodation in participating in this meeting or event due to a disability as defined under the ADA, please call **the Neenah Finance Department at (920) 886-6140** or the **City's ADA Coordinator at (920) 886-6106** or e-mail attorney@ci.Neenah.wi.us at least 48 hours prior to the scheduled meeting or event to request an accommodation.

FINANCE AND PERSONNEL COMMITTEE MEETING
Monday, April 25, 2022 – 6:00 p.m.
Council Chambers, Neenah City Administration Building
211 Walnut Street, Neenah, Wisconsin

MINUTES

Present: Chairman Erickson; Aldermen Stevenson, Skyrms, Boyette and Steiner (by phone); Mayor Lang; Director of Finance Easker.

Others Present: Director of Community Development Haese.

Absent/Excused:

Public Appearances: None.

Minutes: **Motion/Second/Carried Skyrms/Stevenson to approve the minutes from the March 28, 2022 Regular Meeting.** All voting aye.

Litigation Update: Committee reviewed e-mail from Attorney Westbrook regarding the litigation update.

Consideration of Amending TID #7 Development Agreement with Bridgewood Golf Course to allow redevelopment of the former Bridgewood Golf Course

Committee reviewed memo from Director Haese indicating that the City is currently considering a proposed multifamily redevelopment of the former Bridgewood Golf Course. As such, he is requesting the approval of an agreement to amend the site's original development agreement from 2002 to remove the provision requiring the operation of a public course on the site.

Committee and staff discussed various aspects of the proposed development agreement amendment. Issues discussed included the connection between TIF district #7, TIF district #8 and the newly proposed TIF district #12.

Motion/Second/Carried Skyrms/Stevenson requesting Council's authorization to approve amending TID #7 development agreement with Bridgewood Golf Course to allow redevelopment of the former Bridgewood Golf Course. All voting aye.

Consideration of Amending TID #7 Development Agreement with Bridgewood Golf Course to allow redevelopment of the former fairway #9

Committee reviewed memo from Director Haese indicating that the City is currently considering a proposed multifamily redevelopment of the former Bridgewood Golf Course. As such, he is requesting the approval of an agreement to amend an agreement between the City and Bridgewood Golf Course LLC. which involved the transfer of property along the north side of the course to the City for purposes of storm water management as well as the transfer of former Fairway #9 to the City.

Committee and staff discussed various aspects of the proposed development agreement amendment. Issues discussed included that the proposed agreement has

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no financial impact on the City as well as a discussion on the developer plans to maintain for the detention ponds on site.

REPORT

Motion/Second/Carried Stevenson/Boyette requesting Council's authorization to approve amending TID #7 development agreement with Bridgewood Golf Course to allow redevelopment of the former fairway #9 All voting aye.

Consideration of TID #12 Development Agreement of the former Bridgewood Golf Course

Committee reviewed memo from Director Haese requesting approval of a development agreement with Versatile Real Estate Holding Company to redevelop the former Bridgewood Golf Course. The project as proposed will provide over 200 units in several different building types which would add over \$20 million to the City's tax base. The site is currently in Tax Incremental District #7, which will reach its maximum expenditure date on July 4, 2022, effectively preventing its ability to assist with the redevelopment. As such, staff is also proposing the creation of TIF #12 which would overlap the existing district and provide a source of funds for both this development as well as other public enhancement in and adjacent to the development. Along with the creation of TIF #12, under the proposed development agreement the City would provide 70% of the incremental tax revenue for the project to the developer, with annual payments to be provided for a maximum of 15 years, or until the assistance totals \$3.16 million, whichever comes first. In addition, the City would construct a new bridge across Neenah Creek to serve as the primary entry into the development, a new public trail and other curbing improvements along the edge of the development as well as entering into a long-term storm water maintenance agreement with the developer.

Committee and staff discussed various aspects of the proposed development agreement. Specific discussion took place on the proposed new entry bridge for the site, including the reasons why the developer wants it as well as cost and funding source. Other issues discussed included other future potential improvements on and around Jewelers Park Drive as well as the City's proposed investment in the development.

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Motion/Second/Carried Skyrms/Stevenson requesting Council's authorization to approve TID #12 development agreement of the former Bridgewood Golf Course All voting aye.

Staff Update of the Parking Enforcement Software

Director Haese provided an update on the City's Parking Enforcement Software.

Staff Update of redevelopment of the former Loren's Auto Salvage property

Director Haese provided an update on the former Lorens' Auto Salvage property.

Fiscal Matters: March Vouchers: Motion/Second/Carried Stevenson/Boyette to approve the March, 2022 vouchers as presented. All voting aye.

Motion/Second/Carried Stevenson/Boyette to adjourn the meeting at 7:50 p.m. All voting aye.

Respectfully submitted,



Michael K. Easker, CPA
Director of Finance



Department of Community Development
211 Walnut St. • P.O. Box 426 • Neenah WI 54957-0426
Phone 920-751-4660 • e-mail: chaesc@ci.neenah.wi.us

CHRIS A. HAESE
DIRECTOR OF COMMUNITY DEVELOPMENT AND ASSESSMENT

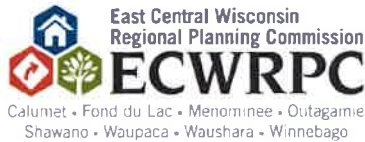
M E M O R A N D U M

DATE: May 5, 2022
TO: Chairman Erickson and Finance and Personnel Committee Members
FROM: Chris A. Haese, Director of Community Development and Assessment
RE: **East Central Wisconsin Regional Planning Commission (ECWRPC) By-Law Amendment**

ECWRPC represents an eight county area including Winnebago County, and are funded in part by these counties. The current by-laws of the Commission specify that eight of the Commission's board members are Gubernatorial appointments. There has been a consistent issue with this arrangement due to delays with obtaining the appointments as well as politicizing these appointed positions. ECWRPC would like to amend the by-laws of the Commission to eliminate these Gubernatorial appointments but needs the support of the majority of the communities representing the majority of the population within the region. Since Neenah is one of the more populated communities in the region, its support will be beneficial to meeting the requirements of the proposed by-law amendment.

Attached is Resolution 2022-08 supporting the proposed by-law amendment and a table identifying the existing and proposed board representation.

Appropriate action at this time is to recommend Council Resolution No. 2022-08 supporting East Central Wisconsin Regional Planning Commission's effort to amend the by-laws of the Commission to remove the Gubernatorial appointments to the Commission's board.



DATE: May 5, 2022

TO: City of Neenah

FROM: Melissa Kraemer Badtke, Executive Director

RE: Recommendations of Amendments to Articles of Organization and By-laws

The East Central Wisconsin Regional Planning Commission (ECWRPC) is a regional planning agency serving Calumet, Fond du Lac, Menominee, Outagamie, Shawano, Waupaca, Waushara, and Winnebago Counties. Regional Planning Commissions were formed by the executive order of the governor under Wis. State Statutes §66.0309. The Wisconsin statutes specify that regional planning commissions are to provide intergovernmental planning and coordination for physical, social and economic development of the region.

The East Central Wisconsin Regional Planning Commission is recommending amendments to the East Central's Articles of Organization and By-laws to remove the Gubernatorial appointments because of the extreme delays in obtaining the Appointments for the Commission Board. The Commission Board made additional changes to the Articles of Organization and the By-laws and both documents were finalized and approved by the Commission Board on April 30, 2021.

Enclosed you will find a copy of the revised Articles of Organization and the By-laws for your review. For your convenience we are also enclosing a draft form resolution the Commission is recommending that you approve. The following steps would need to be taken by the local units of government, including the Counties to assist in this process:

1. A majority of the local units of governments (as defined as counties, towns, villages, and cities) would need to approve a resolution amending East Central's Articles of Organization and the By-laws.
2. A copy of the signed resolution will need to be sent Melissa Kraemer Badtke, Executive Director at mbadtke@ecwrpc.org.

If you have any questions, please contact:

Melissa Kraemer Badtke, Executive Director
East Central Wisconsin Regional Planning Commission
Phone: 920-886-6828
Cell Phone: 920-2020-1479
Email: mbadtke@ecwrpc.org

**EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION
COMMISSION COMPOSITION & PROPOSED BYLAWS CHANGES**

Updated: 4/30/2021

COMMISSION BOARD COMPOSITION		
	Current Board Composition	New Bylaws Board Composition as approved by Commission on 4/30/2021
Number of Commissioners	36	31
CALUMET COUNTY		
	Current Board Composition	New Bylaws Board Composition as approved by Commission on 4/30/2021
Commission Board Representation	County Bd. Chair	County Bd. Chair
	County Bd. Appt.	County Bd. Appt.
	Mayor of Largest City	Mayor of Largest City
	Governor's Appt.	
Number of Commissioners	4	3
FOND DU LAC COUNTY		
	Current Board Composition	New Bylaws Board Composition as approved by Commission on 4/30/2021
Commission Board Representation	County Executive	County Executive
	County Bd. Chair	County Bd. Chair
		County Bd. Appt.
	County Bd. Appt.	Council Pres. of Largest City
	Council Pres. of Largest City	
	Governor's Appt.	
Number of Commissioners	5	4
MENOMINEE COUNTY		
	Current Board Composition	New Bylaws Board Composition as approved by Commission on 4/30/2021
Commission Board Representation	County Bd. Chair	County Bd. Chair
	County Bd. Appt.	County Bd. Appt.
	Governor's Appt.	County Bd. Appt.
Number of Commissioners	3	3
OUTAGAMIE COUNTY		
	Current Board Composition	New Bylaws Board Composition as approved by Commission on 4/30/2021
Commission Board Representation	County Executive	County Executive
	County Bd. Chair	County Bd. Chair
	Mayor of Largest City	County Bd. Appt.
	County Bd. Appt.	County Bd. Appt.
	County Bd. Appt.	Mayor of Largest City
	Governor's Appt.	
Number of Commissioners	5	5
SHAWANO COUNTY		
	Current Board Composition	New Bylaws Board Composition as approved by Commission on 4/30/2021
Commission Board Representation	County Bd. Chair	County Bd. Chair
	County Bd. Appt.	County Bd. Appt.
	Governor's Appt.	County Bd. Appt.
Number of Commissioners	3	3
WAUPACA COUNTY		
	Current Board Composition	New Bylaws Board Composition as approved by Commission on 4/30/2021
Commission Board Representation	County Bd. Chair	County Bd. Chair
	County Bd. Appt.	County Bd. Appt.
	Mayor of Largest City	Mayor of Largest City
	Governor's Appt.	
Number of Commissioners	4	3
WAUSHARA COUNTY		
	Current Board Composition	New Bylaws Board Composition as approved by Commission on 4/30/2021
Commission Board Representation	County Bd. Chair	County Bd. Chair
	County Bd. Appt.	County Bd. Appt.
	Governor's Appt.	County Bd. Appt.
Number of Commissioners	3	3
WINNEBAGO COUNTY		
	Current Board Composition	New Bylaws Board Composition as approved by Commission on 4/30/2021
Commission Board Representation	County Executive	County Executive
	County Bd. Chair	County Bd. Chair
	County Bd. Appt.	County Bd. Appt.
	County Bd. Appt.	County Bd. Appt.
	Mayor of Largest City	Mayor of Largest City
	Governor's Appt.	
Number of Commissioners	6	5
EX-OFFICIO MEMBERS APPLETON (FOX CITIES) MPO		
	Current Board Composition	New Bylaws Board Composition as approved by Commission on 4/30/2021
Commission Board Representatives	WisDOT	WisDOT
	Valley Transit	Valley Transit
Number of Commissioners	2	2



Office of the Mayor

211 Walnut St. • P.O. Box 426 • Neenah WI 54957-0426
Phone 920-886-6104 • Fax: 920-886-6109 • e-mail: jlang@ci.neenah.wi.us

JANE B. LANG
Mayor

MEMORANDUM

DATE: May 2, 2020
TO: Chairman Erickson and Members of the Finance Committee
FROM: Mayor Jane B. Lang
RE: Director of Human Resources & Safety

As you are all aware, HR & Safety Director Lindsay Kehl has announced that she will be departing from her position within the City effective June 10th. Lindsay has been a tremendous asset in her short time with the City. We will miss her and thank her for her service.

We need to start the process to fill this crucial position as early as possible to ensure a smooth transition. This department level position is one of ten senior management positions within city government. This position is in almost daily contact or discussions with the Mayor on a number of policy discussions, employee actions of hiring/firing, workers compensation questions, performance reviews, safety issues, benefit administration, compensation, and many other topics.

I recommend we begin this process to fill the position immediately.

The City of Neenah Position Description

Position Title:	Director of Human Resources and Safety	Department:	Human Resources / Safety
Date:	February 2022	FLSA:	Exempt
		Reports To:	Mayor

Purpose of Position

The purpose of this position is to develop, administer, and coordinate Human Resources and Safety functions for the City. Areas of responsibility include; recruitment and selection, benefit administration, compensation, labor relations, safety programs, worker's compensation, development / maintenance of merit system / performance reviews, employee development, and employment records management. This is a Department-Head level position, responsible for the direct supervision of the HR Assistant and HR Coordinator.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as all-inclusive.

Responsible for overseeing all recruitment functions for City Departments. Creates recruitment plans, interviews, and advises departments on hiring matters.

Creates and manages compensation system for employees. Recommends plan design, plan movement, annual wage increases, and the corresponding rules and policies of the plan.

Develops, interprets and administers personnel policies adopted by the Common Council, and establishes procedures consistent with such policies.

Responsible for benefit administration including making recommendations on benefit designs and carriers. Monitors trends to keep benefits competitive, yet cost effective.

Maintains the City's performance evaluation system and facilitates the annual performance review process.

Conducts internal investigations for discipline and fitness for duty and recommends / administers employee discipline.

Supervises and directs the activities of Human Resources staff.

Advises Department Heads on personnel matters.

Oversees the Employee Health Clinic.

Serves as a member of the City's labor relations team, responsible for negotiating union contracts.

Oversees the City's LEAN / Continuous Improvement initiatives.

Creates employment policies and ensures compliance with all human resources laws and regulations including equal opportunity, FLSA, FMLA, ADA, etc.

Supervises the development, implementation, coordination and maintenance of the City's comprehensive Safety Programs. Participates with SAFE team, and handles safety budgeting.

Develops and maintains the City's personnel records management system.

Serves on the City's Emergency Management Team.

Attends, presents, and makes recommendations at public meetings where HR items are on the agenda. Examples include Finance and Personnel Committee, Common Council, Police Commission, Fire Commission, and others.

Administers the City's DOT random drug and alcohol program

Manages the City's EAP program and coordinates all mandatory referrals for counseling.

Reviews and oversees worker's compensation program

Develops annual operating budget

Regular attendance and punctuality required

Training and Experience Required to Perform Essential Job Functions

Bachelor's degree or higher in Business Administration, Human Resource Management, or a related field required with six years of supervisory-level human resources generalist experience required. Municipal government experience preferred, not required.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

Ability to modify existing policies, strategies and/or methods to meet unusual conditions within the context of existing management principles. Ability to analyze and categorize data and information, in order to define consequences and to consider and select alternatives. Ability to decide the time, place and sequence of operations within a system or organizational framework, as well as the ability to oversee their execution.

Ability to negotiate and engage in formal bargaining or litigation within the context of legal guidelines. Ability to advise and interpret on how to apply policies, procedures and standards to specific situations. Ability to persuade, convince, sell and train others. Ability to counsel and mediate. Ability to manage and direct a group of workers. Ability to develop materials and to teach others.

Ability to utilize advisory data and information such as personnel files, labor agreements, insurance contracts, union grievances, administrative policies and procedures, performance evaluations, personnel action forms, budget documents, letters and other correspondence, etc.

Supervisory Skills

Ability to assign, supervise, and review the work of others.

Ability to make recommendations regarding the selection, discipline, and discharge of employees.

Mathematical Ability

Ability to calculate percentages, fractions and decimals; ability to calculate volume, ratios, present values, spatial relationships; and ability to interpret basic descriptive statistical reports.

Judgment and Situational Reasoning Ability

Ability to apply situational reasoning ability by exercising judgment, decisiveness and creativity in situations involving the direction, control and planning of an entire program or set of programs.

Physical Requirements

Ability to operate a variety of office equipment including personal computer, calculator, photocopier, telephone, etc.

Ability to coordinate eyes, hands, feet and limbs in performing semi-skilled movements such as data entry.

Ability to exert light physical effort in sedentary to light work, involving lifting, carrying, pushing and pulling.

Ability to recognize and identify degrees of similarities or differences between characteristics of colors, forms, etc. associated with objects and materials.

Environmental Adaptability

Ability, in regard to environmental factors such as temperature variations and noise, to work under very safe and comfortable conditions.

EOE

The City of Neenah is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective and current employees to discuss potential accommodations with the employer.



M E M O R A N D U M

DATE: May 11, 2022
TO: Chairwoman Erickson, members of the Finance & Personnel Committee
FROM: City Attorney Adam Westbrook
RE: Purchase of new Record Management System

As you know, the City Clerk and City Attorney Offices are responsible for managing all of the agreements, contracts, ordinances, and other documents for the entire city. Currently the City uses a program called CityLaw as our record management system. This system has proven not very user friendly, and has a support team of 3 people to support the entire country.

Legal Assistant Amanda Petersen was tasked with seeking alternatives and setting up demonstrations for us to look at the possibility of switching to a new Record Management System. After looking at 4 alternatives, the decision was made to proceed with a system called NetDocs. The annual cost of NetDocs is almost identical to the cost for the current program. However, to get the service implemented and all of the documents and data transferred over, there is an estimated charge of \$6375.00. This estimate was given and was quoted as not to exceed \$8000.00. The variable in the estimate is the migration of the data depending on how the current data is structured.

I am requesting up to \$8000 from the Capital Equipment Reserves to pay for the transition of record management system from CityLaw to NetDocs.

An appropriate motion would be for the Committee to recommend Council approve the purchase of a new record management system for DOLAS at a cost not to exceed \$8000 with funds coming from the Capital Equipment Reserves.