

**CITY OF NEENAH
FINANCE AND PERSONNEL COMMITTEE MEETING
Monday, March 27, 2017 – 7:00 p.m.
Council Chambers, Neenah City Administration Building
211 Walnut Street, Neenah, Wisconsin**

MINUTES

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

Others Present: Alderman Bates, Director of Human Resources and Safety Barber, Director of Parks and Recreation Kading, Director of Public Works Kaiser, Director of Information Systems Wenninger, Police Chief Wilkinson, Deputy Director of Community Development and Assessment Schmidt, Park Superintendent Fink, Police Captain Gonzalez, Associate Planner Kasimor, Future Neenah Executive Director Amy Barker.

Public Appearances: None.

Minutes: Motion/Second/Carried Boyette/Erickson to postpone the approval of the minutes from the March 6, 2017 Regular Meeting, subject to language being added to the Phase II Engineering-Loop the Lake discussion regarding the request by Aldermen Boyette and Erickson that more specifics be provided to the committee regarding the disbursement of funds for the project from private funds raised by Future Neenah. All voting aye.

Request to Fill Vacant Sanitation Positions: Committee reviewed memo of Director Kaiser requesting approval to fill the sanitation position vacancies. The two positions have recently become vacant due to resignations. Mayor Kaufert has reviewed the request and concurs with filling the vacant positions. Committee and staff discussed various aspects of filling the vacant positions.

Motion/Second/Carried Stevenson/Erickson to approve filling the sanitation position vacancies. All voting aye.

Request to Fill Officer Positions: Committee reviewed memo of Chief Wilkinson requesting authority to fill four current or pending Police Officer vacancies as soon as the selection process allows. The four vacancies have occurred due to the pending retirement of Lt. Howard Fuerst, the resignation of two probationary officers and the addition of a 41st sworn position authorized in the 2017 budget. Mayor Kaufert has reviewed the request and concurs with filling the vacant positions.

Committee and staff discussed various aspects of filling the vacant positions. Items discussed included the Police Commission hiring process, the status of potential recruit candidates and the overall recruitment process and how FMLA issues may affect overtime when staffing is short, including a discussion on how the FMLA law is required to be implemented.

Motion/Second/Carried Stevenson/Boyette to approve filling four current or pending Police Officer vacancies as soon as the selection process allows. All voting aye.

Request to Fill Records Clerk/Court Coordinator Position: Committee reviewed memo of Chief Wilkinson requesting authority to fill the pending full-time clerical position no sooner than April 10, 2017 and also fill any vacancy that is created if the position is filled by an internal candidate. The opening is due to the pending retirement of current Records Clerk/Court Coordinator Candy Becker. Mayor Kaufert has reviewed the request and concurs with filling the vacant position. Discussion took place on the status of the reorganization within the police department clerical area and the large number of applicants for the positions to date.

Motion/Second/Carried Stevenson/Erickson authority to fill the pending full-time clerical position no sooner than April 10, 2017 and also fill any vacancy that is created if the position is filled by an internal candidate. All voting aye.

Request to Fill Administrative Assistant/Assessment Technician Position: Committee reviewed memo of Director Haese requesting approval to fill the vacant Community Development Administrative Assistant/Assessment Tech position. The vacancy is due to the recent promotion of current Assistant Katie Osthelder to the Code Enforcement/City Sealer position. Mayor Kaufert has reviewed the request and concurs with filling the vacant position. Discussion took place on the potential for a review of staffing needs within the Community Development Department.

Motion/Second/Carried Stevenson/Boyette to approve filling the vacant Community Development Administrative Assistant/Assessment Tech position. All voting aye.

Development Agreement – Castle Oak V Subdivision: Committee reviewed memo of Deputy Director Schmidt recommending Council approve the Castle Oak V Development Agreement. The Development Agreement lays out the roles and responsibilities of the developer and City regarding Castle Oak V subdivision, which includes the proposed development of 34 single-family residential lots. The provisions of the proposed Agreement are similar in nature to those approved for the other Castle Oak phases.

Committee and staff discussed various aspects of the proposed Development Agreement. Issues discussed included the escrow of funds for the two-inch asphalt mat, the number of acres (10) remaining after this development and the process used to determine final plat street configuration.

Motion/Second/Carried Stevenson/Erickson to recommend Council approve the Castle Oak V Development Agreement. All voting aye.

2016 Operating Budget Carry Forwards to 2017: Committee reviewed memo from Director Easker with regard to the departmental requests for 2016 Operating Budget

Carry Forwards to 2017. The carry forward requests total \$55,000 as follows: 1). Community Development/Weights and Measures - \$16,000 for Outside Services-Code Compliance; 2). Community Development/Weights and Measures - \$2,000 for Capital Equipment-Computer Equipment and 3). Public Works/T.V. Sanitary Sewers - \$37,000 for Outside Services. Discussion took place regarding various aspects of the proposed carry forwards.

Motion/Second/Carried Erickson/Stevenson to recommend Council approve 2016 Operating Budget Carry Forwards to 2017 requests for a total carry forward of \$55,000 as follows 1). Community Development/Weights and Measures - \$16,000 for Outside Services-Code Compliance; 2). Community Development/Weights and Measures - \$2,000 for Capital Equipment-Computer Equipment and 3). Public Works/T.V. Sanitary Sewers - \$37,000 for Outside Services. All voting aye.

Approval to Purchase Redundant Data Center SAN Storage and Server Upgrade

Solutions: Committee reviewed memo of Director Wenninger requesting approval to purchase a replacement storage solution, necessary networking equipment, a new Hewlett Packard server and associated licenses for the Redundant Data Center for a cost not to exceed \$99,400. This cost includes equipment, implementation services, a three-year warranty and staff training. Funding for this purchase consists of \$72,000 approved in Information System's 2016 Capital Equipment budget and \$27,400 approved in Information System's 2017 Capital Equipment budget. The data center would replace the obsolete redundant solution that was implemented in 2008. Director Wenninger is recommending a solution that includes purchasing distinct aspects of the solution from different vendors. Committee and staff discussed various aspects of the proposed solution purchase.

Motion/Second/Carried Erickson/Stevenson to recommend Council approval to purchase a replacement storage solution, necessary networking equipment, a new Hewlett Packard server and associated licenses for the Redundant Data Center for a cost not to exceed \$99,400. This cost includes equipment, implementation services, a three-year warranty and staff training. Funding for this purchase consists of \$72,000 approved in Information System's 2016 Capital Equipment budget and \$27,400 approved in Information System's 2017 Capital Equipment budget. All voting aye, except Chairman Pollnow abstained.

Cemetery Management System Purchase Request: Committee reviewed memo of Director Wenninger, Director Easker and Director Kading requesting approval to purchase Cemetery Information Management System (CIMS), from Ramaker and Associates at a cost not to exceed \$48,000. Funding of \$50,000 for this purchase was approved in the 2017 Oak Hill Cemetery Facility CIP budget. This cost includes software licenses, implementation services, training and first year maintenance costs. The system would replace the current antiquated cemetery system that combines an old computer system with spreadsheets and various manual paper records and maps. A staff selection team developed an RFP and that resulted in three responses. They then reviewed the

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responses and participated in two system demonstrations, from which Ramaker & Associates was chosen as the preferred provider.

Committee and staff discussed various aspects of the proposed system purchase. A broad discussion took place on the benefits that the system will have for both staff and the public regarding the mapping of grave locations, lot sales, scheduling grave openings and funerals as well as features that will allow family members and friends greater access and enhanced information on their loved ones located in the cemetery. Upon questioning from Chairman Pollnow, Director Wenninger said the purchase of this system would not have a negative effect on the multi-year ERP currently planned for the next several years. Discussion also took place on the potential use of Cemetery Perpetual Care funds to assist in this purchase.

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Motion/Second/Carried Stevenson/Erickson requesting Council approve the purchase of Cemetery Information Management System (CIMS), from Ramaker and Associates at a cost not to exceed \$48,000 to be funded by \$50,000 approved in the 2017 Oak Hill Cemetery Facility CIP budget. This cost includes software licenses, implementation services, training and first year maintenance costs. All voting aye.

Phase II Engineering – Loop the Lake Continued Discussion: Committee reviewed memo of Director Kading requesting approval for the Phase II Engineering Agreement for Loop the Lake with Graef USA in the amount not to exceed \$61,300. Action on the request had been delayed from the previous meeting subject to staff obtaining additional details regarding the process for transferring donated funds from Future Neenah to the City. Committee and staff reviewed and discussed the additional information as provided by Director Kading and Future Neenah Executive Director Amy Barker. Information discussed included the status of fund raising and potential disbursement schedule. Attorney Godlewski indicated that he was preparing a Memorandum of Understanding between the parties involved to spell out the funding and disbursement process. Specific discussion took place on the jurisdictional responsibilities for the project for each of the Park and Recreation Commission, City Standing Committees, Board of Public Works and Common Council. Discussion also took place on the need to define the specific \$1.6 million overall budget for the project, including which city fund and accounts will be used to record the project activities. Director Easker indicated that the City Capital Project Facilities Fund would be used to record the project activities.

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Motion/Second/Carried Stevenson/Erickson recommending Council approve Phase II Engineering Agreement for Loop the Lake with Graef USA in the amount not to exceed \$61,300, with the cost to be funded from the Loop the Lake project budget within the City Capital Project Facilities Fund. All voting aye.

Fiscal Matters: February Vouchers: Motion/Second/Carried Stevenson/Erickson to approve the February 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", followed by a stylized flourish.

Michael K. Easker, CPA
Director of Finance