

**CITY OF NEENAH**  
**FINANCE AND PERSONNEL COMMITTEE MEETING**  
**Monday, April 12, 2021– 6:30 p.m.**  
**Virtual Meeting**

**Due to the Public Health Emergency caused by the COVID-19 Pandemic, this meeting will occur at a virtual location accessed by web link (Audio & Video) or conference call (Audio only). Committee members and the public should use the following log in or call-in information:**

**Web link URL:** <https://global.gotomeeting.com/join/796437797>

**You can also dial in using your phone.**

United States: [+1 \(646\) 749-3122](tel:+16467493122)

**Access Code:** 796-437-797

Members of the public who join the meeting will be asked for their name, address and municipality and whether they wish to speak during the Public Appearances. The web link or conference call-in number may be accessed from any location, although the Mayor and City staff will be present at the Council Chambers, City Hall, 211 Walnut Street, Neenah which will be open to eight (8) people consistent with the social distancing rules established under Emergency Order 12, in the event that members of the public wish to present information to the committee regarding matters under the committee's jurisdiction.

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 March 29, 2021 Regular Meeting (minutes can be found on the City's website)
3. Out-of-State Tactical Emergency Medical Support (TEMS) Training (attachment) J. Kuffel
4. CVS Appraisal Services (attachment) A. Westbrook
5. 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](mailto:attorney@ci.Neenah.wi.us) at least 48 hours prior to the scheduled meeting or event to request an accommodation.

**CITY OF NEENAH  
FINANCE AND PERSONNEL COMMITTEE MEETING  
Monday, March 29, 2021 – 6:30 p.m.**

**Due to the Public Health Emergency caused by the COVID-19 Pandemic, this meeting occurred at a virtual location accessed by conference call on gotomeeting.com.**

**MINUTES**

**Present:** Chairman Erickson; Aldermen Borchardt, Stevenson and Steele; City Attorney Westbrook; Mayor Kaufert; Director of Finance Easker.

**Others Present:** Alderman Hillstrom, Director of Human Resources and Safety Kehl, Director of Community Development and Assessment Haese, Chief of Police Olson, Deputy Chief of Police Bernice, Deputy Director of Community Development and Assessment Schmidt, Assistant Planner Kasimor, Police Captain VanSamBeek, Aldermanic Candidate John Skyrms.

**Absent/Excused:** Alderman Boyette.

**Public Appearances:** None.

**Minutes:** **Motion/Second/Carried Stevenson/Borchardt to approve the minutes from the February 22, 2021 Regular Meeting.** All voting aye.

**Resolution 2021-06: Approval of 2021 Community Development Block Grant (CDBG) Plan:** Committee reviewed memo of Assistant Planner Kasimor requesting approval of Resolution No. 2021-06 for the 2021 Community Development Block Grant and authorization to enter into agreements for the activities, subject to approval by the U.S. Department of Housing and Urban Development. The proposed program allocates \$227,189 in 2021 funds and an estimated \$40,000 in revolving fund payments. Public service agency applications totaled \$49,000, with regulatory limited funding recommended at \$40,000.

Committee and staff discussed various aspects of the CDBG Plan. Items discussed included the list and description of proposed programs to be funded, including the reasoning for the amounts proposed, differences from last year and the effect due to COVID-19, funds proposed for Pillars, Inc. and the timeline for projects on South Commercial Street. Detailed discussion took place on funding for business facade improvement, housing rehab and revolving loan programs.

**Motion/Second/Carried Stevenson/Borchardt requesting approval of Resolution No. 2021-06 for the 2021 Community Development Block Grant and authorization to enter into agreements for the activities, subject to approval by the U.S. Department of Housing and Urban Development.** All voting aye.

**Annexation #221 (CTH G/Woodenshoe Road – Town of Vinland) – 29.75 Acres:** Committee reviewed memo of Director Easker recommending Council's approval of the petition for Annexation #221 of 29.75 acres located at CTH G/Woodenshoe Road in the Town of Vinland be accepted. All departments that expressed an opinion recommend approval or do not object to the proposed annexation. Committee and staff discussed various aspects of the proposed annexation.

**Motion/Second/Carried Stevenson/Borchardt recommending Council's approval of the petition for Annexation #221 of 29.75 acres located at CTH G/Woodenshoe Road in the Town of Vinland be accepted.** All voting aye.

RESOLUTION

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**2020 Operating Budget Carry Forwards to 2021:** Committee reviewed memo of Director Easker recommending Council approve the 2020 Operating Budget Carry Forwards to 2021 as follows: Community Development – Inspections/Training-\$805; Community Development – Inspections/Maintenance of Software-\$6,430; Public Works-Traffic Control/Traffic Supplies-\$10,158; Public Works-Traffic Control/Sign and Barricade Supplies-\$2,938; Public Works-Street Lighting/Equip Maint. Supply-\$730; Police-Operations/Bike Patrol-\$1,446; Police-Operations/Clothing Allowance-\$5,000. Total Operating Carryforwards-\$27,507.

**Motion/Second/Carried Stevenson/Steele recommending Council approve the 2020 Operating Budget Carry Forwards to 2021.** All voting aye.

**Updates to Policy 2008-1: Compensatory Time:** Committee reviewed memo of Director Kehl recommending Council approve the revisions to Policy 2008-1: Compensatory Time. Her memo indicated that public sectors employees are eligible to accrue up to a maximum of 240 hours of comp time (480 for public safety), and that the current policy allows full-time employees to carry over comp time from year-to-year with no requirement to utilize the hours or have it paid out within a specified time period. The part-time comp time policy requires that part-time employees are paid out their unused comp time at the end of each calendar year. In an effort to provide more consistency across this process and better management of compensatory time, Director Kehl said staff is proposing the following changes to the comp time policy:

- 1). The policy will apply to both full and part-time employees;
- 2). Employees will be paid out their accrued (but not used) comp time at the end of every even numbered year. The policy would affect all non-represented employees.

Committee and staff discussed various aspects of the proposed policy update. Issues discussed included the rationale that comp time is paid at the current rate regardless of when earned, how comp time is earned and the need for supervisors to be diligent about approving overtime that leads to comp time. Alderman Stevenson said he would like the City to attempt to negotiate comparable language as part of the upcoming Police and Fire labor union negotiations.

**Motion/Second/Carried Borchardt/Steele recommending Council approve the revisions to Policy 2008-1: Compensatory Time.** All voting aye.

**Employee Handbook Update – Separation from Employment/Notice Requirements:** Committee reviewed memo from Director Kehl recommending Council approve the update to the Employee Handbook regarding Separation from Employment. The Employee Handbook currently provides that a 2-week notice must be given to receive a payout of unused accrued leave, and that an employee must physically work their last two weeks of employment. The policy currently allows for Mayoral / Library Board / Water Commission exceptions to be made.

Director Kehl indicated that, while some resignations come rather unexpectedly, the City remains committed to thoughtful succession planning, cross-training and creating a seamless transition when personnel changes occur. Additionally, supervisors maintain their authority to approve or deny vacation requests depending on the needs of their department.

As such, Director Kehl said that staff is recommending the following changes to the Handbook's Separation from Employment/Notice Requirements.

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- 1). Department Heads, in consultation with the Mayor, may allow employees to utilize accrued leave in their final two weeks of work. Approvals will be based upon department workload, training and office coverage. In cases where there is little to no overlap of the exiting employee and the new employee, it is likely that time off will not be granted.
- 2). Supervisors will be required to submit a 30-day notice to receive payout of unused accrued time.

Committee and staff discussed various aspects of the proposed change to the Employee Handbook. Items discussed included a brief history on the issue that lead to the current policy along with the reasoning behind the recommended change.

**Motion/Second/Carried Stevenson/Borchardt recommending Council to approve the update to the Employee Handbook regarding Separation from Employment.** All voting aye.

**Modification of City Hall Hours of Operation from Memorial Day to Labor Day:** Committee reviewed memo of Mayor Kaufert recommending Council approve the temporary modification of City Hall hours of operation as outlined in Options 1 and 2 from Memorial Day to Labor Day 2021 as a trial period which will be reviewed in the fall.

In his memo, the Mayor said both public and private sector employers are becoming more and more creative in finding ways to increase employee engagement and retention without spending dollars to do so. In addition, the City has provided and continues to provide citizens various electronic options to conduct City business without the need for them to come to City Hall. As such, the City is considering ways to combine these efforts to create maximum benefit for both citizens and employees alike. Mayor Kaufert said the one way corporations and local governments have been doing this is through the adoption of "Summer Hours" or flexible schedules throughout the summer months.

As such, Mayor Kaufert is proposing a pilot program this summer to gauge the effectiveness of such a "Summer Hours" schedule for City Hall operations. He provided two potential options that would essentially increase building hours earlier in the week and close City Hall at noon on Fridays. The new schedule would be in effect starting the day after Memorial Day and end the day after Labor Day. Under either proposal, City Hall would be open 42.5 hours per week. He said that currently Neenah's City Hall is open 44.5 hours per week, while nine local communities surveyed are all open 42.5 hours per week. He also said that while hours of operation may temporarily change during these months, employees would still be required to work their 37.5 standard weekly hours.

Committee and staff discussed various aspects of the proposed pilot program. Committee members that commented looked favorably on the concept and detailed debate ensued regarding which option would be considered the best for both citizens and employees.

<b>Weekday</b>	<b>Current</b>	<b>Option 1</b>	<b>Option 2</b>
<b>Monday</b>	7:30am – 4:30pm	7:30am – 5:00pm	7:30am – 6:00pm
<b>Tuesday</b>	7:30am – 4:30pm	7:30am – 5:00pm	7:30am – 4:30pm
<b>Wednesday</b>	7:30am – 4:30pm	7:30am – 5:00pm	7:30am – 4:30pm
<b>Thursday</b>	7:30am – 4:30pm	7:30am – 5:00pm	7:30am – 4:30pm
<b>Friday</b>	7:30am – 4:00pm	7:30am – 12:00pm	7:00am – 12:00pm
<b>Total Hours</b>	44.5 hours	42.5 hours	42.5 hours

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**Motion/Second/Carried Stevenson/Borchardt recommending Council approve the temporary modification of City Hall hours of operation as outlined in Option 1 from Memorial Day to Labor Day 2021 as a trial period which will be reviewed in the fall. All voting aye.**

**City Attorney Report on City Involved Litigation: Tax Appeals and Lakeshore Avenue:**

Committee reviewed memo from City Attorney Westbrook recommending Council approve the final adjusted payment of \$4,000 to Lawrence Nicholson for his appraisal service work on the CVS lawsuit. The memo indicated that CVS recently retained new attorneys and then agreed to dismiss their lawsuit with prejudice. The payment amount is 1/3 of the original contract of \$12,000. During discussion, Alderman Stevenson suggested that the issue be tabled pending a request for Mr. Nicholson to provide documentation regarding the work already performed.

**Motion/Second/Carried Stevenson/Borchardt to table the issue to the next Finance and Personnel Committee meeting. All voting aye.**

**Fiscal Matters: February Vouchers: Motion/Second/Carried Borchardt/Stevenson to approve the February vouchers as presented. All voting aye.**

**Motion/Second/Carried Borchardt/Steele to adjourn the meeting at 8:25 p.m. All voting aye.**

Respectfully submitted,



Michael K. Easker, CPA  
 Director of Finance



# CITY OF NEENAH POLICE DEPARTMENT

2111 Marathon Avenue  
Neenah, Wisconsin 54956



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## Memo

**To:** Tamara K. Erickson, Finance and Personnel Committee Chair

**From:** Lieutenant Jon Kuffel

**Date:** 04/05/2021

**Re:** **Out-of-State Tactical Emergency Medical Support (TEMS) Training**

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Tactical Emergency Medical Support (TEMS) is the provision of preventative urgent and emergent medical care during high-risk, extended duration, and mission-driven law enforcement special operations. TEMS medics are trained medical personnel assigned to the SWAT team and the police department during critical incidents. If needed, these medics can operate in the "hot zone."

In 2019, the Neenah SWAT team selected Firefighter/Paramedic Mike Novy from Neenah-Menasha Fire Rescue (NMFR) as its first TEMS medic. Medic Novy completed the National Tactical Officer Association (NTOA) TEMS Medic Program in April 2019. Since then, Medic Novy has trained with the Neenah SWAT team on a regular basis, has been present during two SWAT deployments, and overall has been a valued addition to the team.

The time spent training with Medic Novy has crossed over to regular patrol duties, as officers have worked with him on medical and fire calls. This joint training makes these types of calls easier for and more beneficial to our officers and the community. Medic Novy has also provided Narcan training to the police department, as well Tactical Combat Casualty Care (TCCC) training for newly hired officers.

In March 2021, Firefighter Tyler Hillen was selected to be the second TEMS medic. With two medics on the SWAT team, we will be able to provide better medic coverage for critical incidents, as there will be one medic available if the other one is unavailable.

Firefighter Hillen will need some initial training in TEMS medic procedures from an outside school. Medic Novy and Firefighter Hillen have requested to attend the same school the TEMS medics from the Appleton Police/Fire Departments attended, which is reportedly better than the NTOA school. Appleton Police Department (APD) is the nearest SWAT team with TEMS, and



having medics with the same training on each team would be valuable for mutual aid. Furthermore, Medic Novy and Firefighter Hillen recently attended a training day with APD SWAT and both said it was a great experience.

The requested school is sponsored by EMT-Tactical and will be held from May 17-21, 2021 at the George Mason University Police Department in Manassas, VA. The training cost is \$895.00 per person, and there will also be wages, lodging, airfare, and rental vehicle costs for the training.

The cost of this training for the two medics is expensive, so I am recommending to use a combination of the police department's training budget and the Training and Standards Bureau police grants/aids account. The current balance for the grants/aids account is \$52,532.00. The training budget could cover the tuition of the class, and the grants/aids account could cover the airfare, lodging, and rental vehicle costs.

Fire Chief Kloehn, Assistant Chief Peglow, and I have met with Mayor Kaufert and Finance Director Easker, who both support the TEMS Program and recommend the use of a special reserve fund to cover the cost of the wages and "backfill" coverage for Neenah-Menasha Fire Rescue Department. The term "backfill" is defined as the overtime needed to cover for the two firefighters while they attend this school.

I am also working on securing donations to assist with covering the costs for this school. The Theda Care Foundation and Community Foundation for the Fox Valley Region have been contacted and I am working with them regarding donations. Neenah Police SWAT has raised money through private donations to cover the cost of the protective equipment needed for the TEMS medics.

I understand this is a very expensive training; however, this training is not solely for SWAT calls. It will also greatly benefit the Rescue Task Force concept Neenah PD and NMFR have been working on to improve.

Additionally, in the past few weeks alone, there have been three active shooter incidents in the United States that resulted in multiple casualties. According to news sources, as of March 23 there have been 107 mass shootings that have left 122 people dead and 325 injured, for a total of 447 victims (including the shooter in some incidents). Unfortunately, mass casualty incidents are not going away. This costly, out-of-state training is critical to keep both Neenah PD and Neenah-Menasha Fire Rescue prepared to handle these incidents.

I am asking for approval to have TEMS Medics Mike Novy and Tyler Hillen attend TEMS training outside the state of Wisconsin, as well as approval to use special reserve funds to pay for the wages and "backfill" overtime.

Please let me know if you have questions or need more information, as I would be happy to discuss this training opportunity with you and the Finance Committee.



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ADAM JAMES WESTBROOK  
CITY ATTORNEY

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## M E M O R A N D U M

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**DATE:** April 12, 2021  
**TO:** Chairwoman Erickson, members of the Finance & Personnel Committee  
**FROM:** City Attorney Adam Westbrook  
**RE:** CVS Appraisal Services

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At the March 29, 2021 meeting I presented a memo and invoice from Larry Nicholson for his services performed in the CVS litigation. President Stevenson asked for an itemized breakdown of the costs. Attached to this memo is that breakdown. Based on conversations with Attorney Seibel, I believe this is a fair amount and would recommend Council approve this payment.

**An appropriate motion would be for the Committee to recommend Council approve the final adjusted payment of \$4,000.00 to Lawrence Nicholson for his work on the CVS lawsuit.**



**Appraisal Time Summary**

City of Neenah  
CVS Store Appraisal  
901 S. Green Bay Road (806-0639-01-01)  
TNG 21-003

<u>Date</u>	<u>Task</u>	<u>Larry Nicholson, MAI</u>
		Hours
1/26/2021	Engagement management, file setup, property review	2.00
1/27/2021	Review of Plaintiff's expert report	2.50
1/27/2021	Property and market research, assessment file review	2.50
1/28/2021	Property research; comparable sale research	4.00
2/1/2021	Property inspection with store manager Marty Tedranzan	1.50
2/1/2021	Land comparable inspections, neighborhood inspection including 3-hours of drive time to & from office	6.00
2/3/2021	Building & site improvement measurements and specifications	3.00
2/4/2021	Cost approach analysis	3.50
2/5/2021	Notified by Attorney Seibel that the Plaintiff was changing attorneys and that there will be a new scheduling order; the engagement was placed on hold	0.00
3/9/2021	Engagement cancelled by Attorney Amy Seibel	0.00
		<hr/>
		25.00
	hourly rate	x \$160
	Total Professional Fee	<hr/>
		\$4,000