

**CITY OF NEENAH
FINANCE AND PERSONNEL COMMITTEE MEETING**

Monday, April 27, 2020 – 6:30 p.m.

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

MINUTES

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

Others Present: Fire/Rescue Deputy Chief Voss, Director of Community Development and Assessment Haese, Deputy Director of Community Development and Assessment Schmidt, Deputy City Attorney Westbrook, Director of Human Resources and Safety Kehl.

Absent/Excused: None.

Public Appearances: None.

Minutes: Motion/Second/Carried Stevenson/Boyette to approve the minutes from the March 9, 2020 Regular Meeting, the March 18, 2020 Special Meeting and the April 21, 2020 Special Meeting. All voting aye.

Fire Station 31 Feasibility Study/Space Needs Analysis and Concept Design: Committee reviewed memo of Deputy Chief Voss requesting Council approve Five Bugles for the Station 31 feasibility study/space needs analysis and concept design for a cost not to exceed \$16,750. \$15,000 will be used from the 2020 Facilities CIP and the remaining \$1,750 to be taken from the Capital Facilities Reserve Fund. The department included the study in the 2020 budget as a means to determine the ongoing efficiency and viability of Station 31. NMFR received two proposals for the two preferred companies based upon their research. The base quotes were ADCI - \$13,800 and Five Bugles - \$16,750. Deputy Chief Voss indicated that, although the price is higher, Five Bugles is the preferred company for this type of project.

Committee and staff discussed various aspects of the proposed study contract. Items discussed included the provision that the cost of either study proposal would be credited to any further design services, the \$750 cap on the Five Bugles proposal for additional costs, discussion on the current site still being a preferred Fire Station location, a desire to see a deeper analysis of the overall financial impact of retaining the building vs selling the site for development and building a new station nearby, and a listing from Deputy Chief Voss on specific repairs and projects he envisions as needed should the current building continue as Station 31.

Motion/Second/Carried Kunz/Steele recommending Council approve Five Bugles for the Station 31 feasibility study/space needs analysis and concept design for a cost not to exceed \$16,750. \$15,000 will be used from the 2020 Facilities CIP and the remaining \$1,750 to be taken from the Capital Facilities Reserve Fund. All voting aye.

Annexation #216 (1480 Breezewood Lane – T. of Neenah)
Annexation #217 (1490) Breezewood Lane – T. of Neenah)
Annexation #218 (1510 Breezewood Lane – T. of Neenah):

Committee reviewed memos of Deputy Director Schmidt recommending Ordinance No. 2020-03, Ordinance No. 2020-04 and Ordinance No. 2020-05 be approved and the petitions for annexations in the Town of Neenah be accepted. The annexations now are taking place as part of a Service and Annexation Agreement signed by the property owners in 2003 which allowed the property to connect to City sanitary sewer in exchange for signing an agreement which required annexation to the City after 15 years. Committee and staff discussed various aspects of the proposed annexations.

Motion/Second/Carried Stevenson/Boyette recommending Council approve Ordinance No. 2020-03, Ordinance No. 2020-04 and Ordinance No. 2020-05 and the petitions for annexations in the Town of Neenah be accepted. All voting aye.

Annexation #219 (Shootingstar Drive): Committee reviewed memo of Deputy Director Schmidt recommending Ordinance No. 2020-06 be approved and the petition for annexation of 1.35 acres be accepted. The purpose of the annexation is to extend Shootingstar Drive west to Armstrong Street to provide an alternative ingress/egress point for the Eaglecrest Subdivision. Discussion by committee and staff centered around the ongoing discussions with the Town of Neenah regarding this annexation, most specifically related to the concerns expressed by the residents of Armstrong Street. Committee agreed that, pending approval of this motion, Director Haese will request that Council hold off on any action until after the talks with the Town of Neenah are complete.

Motion/Second/Carried Stevenson/Steele recommending Council approve Ordinance No. 2020-06 be approved and the petition for annexation of 1.35 acres be accepted. All voting aye.

Report by City Attorney and Discussion by Committee re: Outside Council – Tax Appeals: City Attorney Godlewski provided an update to the Committee regarding the status and activity by outside council related to recent tax appeals by CVS and Wal-Mart.

Designation of Official City Newspaper: Committee reviewed memo from Director Easker recommending acceptance of the *Post-Crescent* quotation and designate it the City's official newspaper for June 2020 to June 2021. The *Post-Crescent* quotation was the only quote received and includes a slight increase (1.45%) in price from last year. Committee and staff discussed various aspects of the newspaper designation.

Motion/Second/Carried Kunz/Steele to recommend Council accept the Post-Crescent quotation and designate it the City's official newspaper for June 2020 to June 2021. Motion carried 4-1, with Alderman Boyette voting nay.

Policy 2020-04: Policy for Paid Sick Leave for Non-Represented Employees Exempt from the FFCRA: Committee reviewed memo from Director Kehl recommending Council ratify Policy 2020-04 approved by Mayoral Proclamation 2020-03. The issue was referred

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to the committee at the April 21 Common Council meeting. The policy outlines the City's protocol for non-represented employees that are exempt from the federal law to receive up to 80 hours of paid sick leave if the employee is unable to work or telework due to reasons related to COVID-19. This specific action would include specific city workers including non-represented front line Public Works and Water Utility personnel and Police Department and Fire/Rescue professional staff who were not included in the City's previously adopted policy. City and staff discussed various aspects of the proposed policy. Issues discussed included why these employees were not included in the previously adopted policy and which employers are required to follow these federal guidelines.

Motion/Second/Carried Kunz/Boyette recommending Council ratify Policy 2020-04 approved by Mayoral Proclamation 2020-03. All voting aye.

Request to Fill Vacant City Clerk Position: Committee reviewed memo from City Attorney Godlewski recommending authorization to fill position vacancies in the City Clerk's office. Mayor Kaufert has reviewed the request and concurs with filling the vacant position. Committee and staff discussed various aspects of the proposed filling of the vacant position.

Motion/Second/Carried Stevenson/Boyette recommends authorization to fill position vacancies in the City Clerk's office to include filling any vacancy created by the internal promotion of existing staff within the City Clerk's office. All voting aye.

COVID-19 Status Update Discussion: A preliminary financial status and planning report related to the effects of COVID-19 on City operations was provided by Mayor Kaufert and Directors Easker and Kehl.

Fiscal Matters: February and March Vouchers: **Motion/Second/Carried Boyette/Steele** to approve the February and March vouchers as presented. All voting aye.

The Committee convened into closed session pursuant to Wis.Stat. Sec. 19.85(1)(f) to discuss the employment history of an employee in the Dept. of Legal and Administrative Services.

Respectfully submitted,



Michael K. Easker, CPA
Director of Finance