

CITY OF NEENAH
SPECIAL FINANCE AND PERSONNEL COMMITTEE MEETING
Tuesday, April 18, 2017 – 6:15 p.m.
Hauser Room, Neenah City Administration Building
211 Walnut Street, Neenah, Wisconsin

MINUTES

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

Others Present: Aldermen Bates and Lendrum; Community Development Director Haese, Human Resources and Safety Director Barber.

Public Appearances: None.

Request to Fill Vacant Community Development Assistant Building Inspector

Position: Committee reviewed memo of Director Haese requesting approval to take the necessary steps to fill the vacant Assistant Building Inspector position. The position is vacant due to the recent resignation of previous inspector Kyle Pederson. Mayor Kaufert has reviewed the request and concurs with filling the position.

Motion/Second/Carried Stevenson/Erickson to approve filling the vacant Assistant Building Inspector position. All voting aye.

Request to Fill Vacant Accounting Specialist Position: Committee reviewed memo of Director Easker requesting approval to fill the pending vacant position of Accounting Specialist within the Finance Department. The position will be vacant due to the recent promotion of current Accounting Specialist Andy Kahl to Assistant Comptroller effective June 1. Mayor Kaufert has reviewed the request and concurs with filling the position.

Motion/Second/Carried Erickson/Stevenson to approve filling the pending vacant position of Account Specialist within the Finance Department. All voting aye.

Updates to Observed Holidays for Non-Union and Non-Library Employees:

Committee reviewed memo of Director Barber recommending the following to Council:

1. Staff requests a recommendation to Council that the Employee Handbook be amended to state that the Department Head and Mayor may make a determination based on workload that certain departments will work on days that a holiday is observed, and that in those cases employees will receive an extra floating holiday.

2. Staff requests a recommendation to Council that when Christmas Day falls on a Monday, that the City offices remain open on December 22nd and instead close on Tuesday, December 26th.

3. Staff requests a recommendation to Council that when Independence Day falls on a Saturday, that City offices close on Friday, July 3rd.
4. Staff requests a recommendation to Council that when New Year's Day falls on a Saturday, that City offices close on Friday, December 31st.

Committee and staff discussed various aspects of the proposed holiday schedule. Director Barber said that the proposed schedule would align the City with the vast majority of communities in the Fox Valley. She also reiterated that the proposed schedule would allow for flexibility for departments to schedule certain employees to work on days that the holiday is actually observed depending upon workload (i.e. sanitation workers during the Christmas holidays).

Motion/Second/Carried Stevenson/Erickson to recommend the following to Council:

1. **Staff requests a recommendation to Council that the Employee Handbook be amended to state that the Department Head and Mayor may make a determination based on workload that certain departments will work on days that a holiday is observed, and that in those cases employees will receive an extra floating holiday.**
2. **Staff requests a recommendation to Council that when Christmas Day falls on a Monday, that the City offices remain open on December 22nd and instead close on Tuesday, December 26th.**
3. **Staff requests a recommendation to Council that when Independence Day falls on a Saturday, that City offices close on Friday, July 3rd.**
4. **Staff requests a recommendation to Council that when New Year's Day falls on a Saturday, that City offices close on Friday, December 31st.**

All voting aye.

Property Acquisition - 201 Smith Street: Committee reviewed memo of Director Haese recommending Council proceed with the acquisition of 201 Smith Street at the agreed upon price of \$87,000, to be funded by TIF 10 Redevelopment Assistance dollars. As a result of the creation of the Gateway Redevelopment Area, the property owners have approached the CDA with an offer to sell their property for inclusion in the City's land banking program. Upon approval of the acquisition, the CDA will close on the property in mid-May and allow the current owners to remain in the structure until October 1, 2017.

Committee and staff discussed various aspects of the proposed purchase. Specific discussion took place on the responsibility for insurance on the property while the sellers continue to occupy the residence after closing. Attorney Godlewski indicated

that the sellers are obligated to maintain liability insurance while they occupy the property, naming the City as an additional insured. Alderman Bates questioned whether it is possible to obtain insurance covering liability, since she thought it was like auto insurance where liability coverage is through the vehicle owner. City Attorney Godlewski assured the committee that it was possible for the sellers to obtain the required insurance as the occupancy agreement clearly creates an insurable interest. (Note: The City Attorney confirmed his position with both CVMIC and another insurance agent.) Other issues discussed included the reasoning behind allowing the sellers to occupy the residence until October 1 and the potential for the house to be moved to a vacant lot in the City as opposed to demolition.

Motion/Second/Carried Stevenson/Erickson to recommend Council proceed with the acquisition of 201 Smith Street at the agreed upon price of \$87,000, to be funded by TIF 10 Redevelopment Assistance dollars. Motion carried 2-1, with Aldermen Erickson and Stevenson voting aye, and Chairman Pollnow voting no.

Meeting adjourned at 6:40 p.m.

Respectfully submitted,

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

Michael K. Easker, CPA
Director of Finance

REPORT