

CITY OF NEENAH
FINANCE AND PERSONNEL COMMITTEE MEETING
Monday, November 25, 2019 – 6:30 p.m.
Hauser Room, Neenah City Administration Building
211 Walnut Street, Neenah, Wisconsin

MINUTES

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

Others Present: Deputy Director of Community Development and Assessment Schmidt, Director of Human Resources and Safety Kehl.

Absent/Excused: Alderman Kunz.

Public Appearances: None.

Minutes: **Motion/Second/Carried Steele/Boyette to approve the minutes from the October 28, 2019 Regular Meeting.** All voting aye.

2020 BID Operating Plan and Schedule of Assessments: Committee reviewed memo of Deputy Director Schmidt recommending Council adopt Resolution No. 2019-25 approving the Neenah Central City Business Improvement District 2020 Operating Plan. The plan calls for \$143,268 in total assessments plus a 2019 carryforward of \$14,542 to support the 2020 Operating Plan. Committee and staff discussed various aspects of the proposed plan.

Motion/Second/Carried Stevenson/Boyette recommending Council adopt Resolution No. 2019-25 approving the Neenah Central City Business Improvement District 2020 Operating Plan. All voting aye.

2020 Salary Plan: Committee reviewed memo of Director Kehl recommending Council approve the salary plan movement, cost of living increases, Exemplary Performance Awards, merit increases, and midpoint adjustments as follows:

- Salary Plan moved 2% as a result of inflation; this does not result in a wage increase for employees, it only affects their position relative to midpoint
- A January cost of living adjustment: 1% for all non-union employees covered by the salary plan
- April Exemplary Performance Awards: 0.5% of pay, not added to base for a small group of employees
- A July merit increase: 0.5% to 1.25% based on performance review scores
- October midpoint adjustments: 0.25% - 2/25%

Committee and staff discussed various aspects of the proposed salary plan. After discussion, committee members agreed that the salary plan components are already included in the adoption of the annual operating budget and that a separate approval will not be necessary in the future.

RESOLUTION

REPORT

Motion/Second/Carried Stevenson/Boyette requesting Council approve the salary plan movement, cost of living increases, Exemplary Performance Awards, merit increases and midpoint adjustments in the amounts as follows:

- **Salary Plan moved 2% as a result of inflation; this does not result in a wage increase for employees, it only affects their position relative to midpoint**
- **A January cost of living adjustment: 1% for all non-union employees covered by the salary plan**
- **April Exemplary Performance Awards: 0.5% of pay, not added to base for a small group of employees**
- **A July merit increase: 0.5% to 1.25% based on performance review scores**
- **October midpoint adjustments: 0.25% - 2/25%**

All voting aye.

Reclassification Request: Committee reviewed memo of Director Kehl recommending Council approve the following reclassification effective January 1, 2020:

<u>Position:</u>	<u>Current Grade:</u>	<u>Recommended Grade:</u>
GIS Coordinator	J3	K3

The recommendation is based upon a review by Carlson Dettmann. The total annualized cost of the adjustment would be \$3,052. Director Kehl said that the request was not included with the other reclassification requests because the I/S department was undergoing a full organizational review by Carlson Dettmann.

Committee and staff discussed various aspects of the proposed reclassification. Mayor Kaufert informed the committee that the Carlson Dettmann recommendation to relocate the GIS function to the Community Development Department was under consideration but that no decision had yet been made. He also addressed the recent defunding of the I/S request to create a second full-time position within the GIS function. Given these issues, committee members Boyette and Stevenson questioned whether it is appropriate to consider the request at this time. Questions were also raised about some of the bullet points made in the memo from I/S Director Wenninger to Carlson Dettmann to support the grade change.

Motion by Alderman Steele recommending Council approve the following reclassification effective January 1, 2020. Motion dies for lack of a second.

Discussion continued centering around committee members' desire for further clarification of the future status of the location and staffing of the GIS function.

Motion/Second/Carried Stevenson/Boyette to postpone action on the GIS Coordinator position reclassification issue to a future committee meeting to allow

for further discussion of the aspects of the GIS function with I/S Director Wenninger.
All voting aye.

Request to Fill Accounting Clerk Position: Committee reviewed memo of Director Easker requesting approval to fill the vacant position of Accounting Specialist, subject to the recommendation from Carlson Dettmann regarding pay grade and title of the position. Director Easker said that department supervisory staff have evaluated the ongoing purpose of the position and its duties and submitted an updated job description to Carlson Dettmann for review. Director Kehl distributed a memo from Carlson Dettmann recommending that the position title be changed to Accounting Clerk and that the position be reclassified from Grade H to Grade G. Mayor Kaufert has reviewed the request and concurs with filling the position. Committee and staff discussed various aspects of the position and its new proposed title and pay grade.

Motion/Second/Carried Stevenson/Boyette approving filling the vacant position of Accounting Specialist, and affirming the recommendation from Carlson Dettmann that the position title be changed to Accounting Clerk and that the position be reclassified from Grade H to Grade G. All voting aye.

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

Fiscal Matters: Third Quarter Financial Statements: Discussion took place on various aspects of the Third Quarter 2019 Financial Statements.

Motion/Second/Carried Steele/Stevenson to approve and place on file the Third Quarter Financial Statements as presented. All voting aye.

Motion/Second/Carried Boyette/Stevenson to adjourn the meeting at 7:25 p.m. All voting aye.

Respectfully submitted,

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

Michael K. Easker, CPA
Director of Finance