

CITY OF NEENAH
SPECIAL FINANCE AND PERSONNEL COMMITTEE MEETING
Wednesday, May 8, 2019 – 7:00 p.m.
Hauser Room, Neenah City Administration Building
211 Walnut Street, Neenah, Wisconsin

MINUTES

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

Others Present: Alderman Spellman, Director of Human Resources and Safety Barber, Incoming Director of Human Resources and Safety Kehl, Police Chief Olson, Police Captain Bernice, Police Captain Sievert, Deputy Fire Chief Voss

Public Appearances: Current Director of Human Resources and Safety Barber introduced incoming Director of Human Resources and Safety Lindsay Kehl, who will begin her employment with the City on May 21

Excused/Absent: None

Minutes: Motion/Second/Carried Stevenson/Boyette to approve the minutes from the April 8, 2019 Regular Meeting and the April 16, 2019 and May 1, 2019 Special Meetings. All voting aye.

Request to Reorganize our Comm Tech Positions and Open Records Position:
Committee reviewed memo from Chief Olson recommending Council authorize the Police Department to reorganize the Comm Tech schedule by reallocating one full-time records employee assigned to work Open Records (80%) and Accreditation (20%) effective June 1, 2019 or later; to reallocate one part-time position into a Fleet Manager position effective June 1, 2019 or later; and to give the City back a half-time position effective July 5, 2019 or later. Chief Olson indicated that the reorganization is due to a number of reasons. They include the difficulty in staffing the Comm Tech positions and the need to reallocate staff time and expertise to perform necessary duties. These duties include maintaining open records, maintaining law enforcement accreditation standards and managing the fleet of 33 police vehicles and other related equipment. He also explained how the police department lobby area will be retrofitted with locks and panic buttons to ensure citizens will still have a safe zone when there is no physical presence at the front desk.

Committee and staff discussed various aspects of the proposed reorganization. Mayor Kaufert provided his endorsement of the changes provided that the citizen safe zone is created in the police department lobby. Specific discussion took place on the protocols for the safe zone lobby area and the need for and proposed duties of the Fleet Manager position.

REPORT

Motion/Second/Carried Boyette/Stevenson recommending Council authorize the Police Department to reorganize the staffing structure as follows: 1). Change the position of Part-Time Open Records Clerk to a Full Time Open Records/Accreditation Assistant effective June 1, 2019 or later, adding a .5 FTE; 2). Eliminate a Full Time Comm Tech position effective July 5, 2019, removing 1.0 FTE; and 3). Changing the position of Part Time Comm Tech to the position of Part Time Fleet Manager effective June 1, 2019 or later, with no change to FTE, for a total net reduction of .5 FTE within the Police Department. All voting aye.

Station 32 Roof Repair: Committee reviewed memo from Deputy Chief Voss requesting Council accept the roof repair to Station 32 proposal from JAMAR in the amount of \$53,000. The 2019 Facilities Capital budget includes \$21,000 for the roof replacement. The pricing is based upon quotes received by Building Manager Pat Fischer. Deputy Chief Voss explained that the large budget variance was due to a number of changes to the roof deck to accommodate additional insulation, sky light frames and edge curbing, while the initial budget was a preliminary basic number based only upon square footage.

Committee and staff discussed various aspects of the proposed roof project. Upon questioning from the committee, City Attorney Godlewski indicated that the project is potentially subject to state bidding laws as opposed to the quotes received for the project. Deputy Chief Voss indicated that the roof is still functional and replacement could wait for a bidding process to occur.

Motion/Second/Carried Kunz/Boyette to authorize City staff to initiate the legal bidding process to replace the roof at Fire Station No. 32 pending a final determination by City Attorney Godlewski on the need for the project to go through the bidding process. All voting aye.

Designation of Official Newspaper for 2019-2020: Committee reviewed memo from Director Easker recommending acceptance of the *Post-Crescent* quotation and designate it the City's official newspaper for June 2019 to June 2020. The *Post-Crescent* quotation was the only quote received and includes a slight increase (2.74%) in price from last year. Committee and staff discussed various aspects of the newspaper designation. By consensus, committee directed City Attorney Godlewski to verify that The *Post-Crescent* meets the circulation standards as written in state law.

REPORT

Motion/Second/Carried Kunz/Steele to recommend Council accept the Post-Crescent quotation and designate it the City's official newspaper for June 2019 to June 2020. Motion carried 4-1, with Alderman Boyette voting no.

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

Motion/Second/Carried Boyette/Stevenson to adjourn the meeting at 8:25 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