

FINANCE AND PERSONNEL COMMITTEE MEETING
Monday, August 29, 2022 – 6:00 p.m.
Council Chambers, Neenah City Administration Building
211 Walnut Street, Neenah, Wisconsin

MINUTES

Present: Chairman Erickson; Aldermen Boyette (6:30 pm), Skyrms, Steiner and Stevenson; Mayor Lang, Director of Finance Easker, City Attorney Rashid.

Others Present: Director of Community Development Haese, Deputy Director of Finance Kahl, Director of Public Works Kaiser, Director of Human Resources Kehl, Director of Water Mach, Planner Kasimor, Carlson Dettmann representative Patrick Glynn.

Absent/Excused:

Public Appearances: None.

Minutes: Motion/Second/Carried Skyrms/Steiner to approve the minutes from the July 11, 2022 Regular Meeting. All voting aye.

Discussion of 2021 Audit and Related Reports

Committee and staff reviewed the audited 2021 Annual Comprehensive Financial Report and Reporting and Insights from 2021 Audit report as prepared by audit firm Baker Tilly. The reports were presented at the July 20 Common Council meeting and referred to the committee for further review and action. Items discussed from the Reporting and Insights report included the status of the Information Technology Controls comment as well as the ongoing Municipal Court deficit.

REPORT

Motion/Second/Carried Stevenson/Skyrms accepting the audited 2021 Annual Comprehensive Financial Report and Reporting and Insights from 2021 Audit report and placing them on file. All voting aye.

UTech Group Consulting Proposal

Committee reviewed memo from Mayor Lang requesting consideration of her proposal to contract with the UTech Group located in De Pere to engage in a process to solidify the City's organizational culture and implement deliberate changes to that end. In the memo, Mayor Lang said that there is clear value in identifying and promoting a strong and positive organizational culture, and that the development of a strong and aligned workplace culture increases morale, promotes innovation, and fosters commitment to the organization. She feels that the tightness of our current labor market make it all the more important to focus on providing City employees with a positive work environment and the opportunity to create a fulfilling and meaningful work experience.

To fund the contract, Mayor Lang proposes to use the funds that were saved in the first four months of her tenure as mayor by the position of mayor's assistant having gone unfilled to partially fund this project. She said those savings combined with additional unused funding from the community contribution component of the mayor's budget

amount to approximately \$18,750 in 2022. The cost of the UTech Group's work will be \$19,300 for Phase One which will be conducted in 2022 and \$16,850 for Phase Two which will be conducted in 2023 and on an ongoing manner. Mayor Lang proposes that ARPA dollars be used to fund the balance of the project that is not covered by the \$18,750 in savings from the Mayor's operating budget. Aligned with of the organizational culture evaluation and implementation process, her proposal also includes an additional \$2,800 to O'Connor Connective for the cost to redesign and refresh the City's logo design, bringing the total proposal cost to \$38,950.

Committee and staff discussed various aspects of the proposal. Chairman Erickson questioned why the proposal shouldn't wait for the 2023 budget year. She also felt it might be more appropriate to request proposals for the work. Mayor Lang said that the Utech Group is both a nearby entity and uniquely experienced in the type of work described and also felt that delaying the work until 2023 is counter-productive given the immediacy of the need to attract and retain a high-quality workforce in the current labor market. Aldermen Skyrms and Steiner expressed support for the concept as proposed. Alderman Stevenson also expressed support for the concept as proposed and suggested that the committee simply recommend approval of a 2022 budget amendment for the entire \$38,950 amount with the funding sources as proposed.

REPORT

Motion/Second/Carried Stevenson/Skyrms to recommend to the Common Council the approval of a 2022 Operating Budget amendment to contract with the Utech Group to conduct a City of Neenah organizational culture evaluation and implementation process at a cost of \$36,150 and to contract with O'Conner Connective to redesign and refresh the City's logo design at a cost of \$2,800, for a total cost of \$38,950, with the cost of both contracts to be funded by \$18,750 in savings from unfilled positions in the 2022 Mayor's operating budget and \$20,200 in existing ARPA funds. All voting aye.

Salary Plan Review Update from Carlson

Committee and staff listened to a presentation by Patrick Glynn from the consulting Carlson Dettmann on the preliminary results of the employee wage and benefit study that was conducted in the first half of 2022. Upon completion of the presentation, committee and staff questioned and discussed various items related to the study and presentation. Director Kehl indicated that the presentation was for discussion purposes only and that there are a number of next steps in the process before a final 2023 wage and benefit implementation plan will be presented for approval to the committee and council.

Fiscal Matters: Jun Vouchers: Motion/Second/Carried Stevenson/Boyette to approve the Jun 2022 vouchers as presented. All voting aye.

Fiscal Matters: Ju1 Vouchers: Motion/Second/Carried Stevenson/Boyette to approve the Jul 2022 vouchers as presented. All voting aye.

Fiscal Matters: Second Quarter Financial Statements: Motion/Second/Carried Boyette/Skyrms to approve the Second Quarter Financial Statements as presented. All voting aye.

Motion/Second/Carried Boyette/Steiner to adjourn the meeting at 8:07 p.m. All voting aye.

Respectfully submitted,



Michael K. Easker, CPA
Director of Finance