

**CITY OF NEENAH
FINANCE AND PERSONNEL COMMITTEE MEETING
Monday, October 28, 2019 – 6:30 p.m.
Hauser Room, Neenah City Administration Building
211 Walnut Street, Neenah, Wisconsin**

MINUTES

Present: Chairman Erickson; Aldermen Kunz, Boyette and Stevenson; Mayor Kaufert; City Attorney Godlewski; Assistant Comptroller Kahl.

Others Present: Director of Human Resources and Safety Kehl, Director of Public Works Kaiser, Police Chief Olson, Captain Bernice, Director of Water Mach, Director of Community Development Haese, Assistant Planner Kasimor.

Absent/Excused: Alderman Steele.

Public Appearances: None.

Minutes: Motion/Second/Carried Stevenson/Kunz to approve the minutes from the October 7, 2019 Regular Meeting. All voting aye.

Ord. 2019-22 Creating Municipal Board of Absentee Canvassers: Committee reviewed memo of Deputy Clerk Cheslock recommending Council approve Ordinance No. 2019-22 to create a Municipal Board of Absentee Canvassers in the City of Neenah. The Clerk's Office will shift to a central count location for processing absentee ballots in future elections due to the utilization of Badger Books (electronic poll books). State statute requires an ordinance be adopted in order to make this change. Committee discussed the appointment process for the Board.

Motion/Second/Carried Kunz/Stevenson recommending Council approve Ordinance No. 2019-22 to create a Municipal Board of Absentee Canvassers in the City of Neenah. All voting aye.

Request to Fill Assistant Public Works Office Manager Position: Committee reviewed memo of Director Kaiser requesting approval to fill the Public Works Office Manager vacancy. The vacancy will occur due to the planned retirement of Office Manager Judy Larson in mid-January 2020. Mayor Kaufert has reviewed the request and concurs with the request to fill the vacancy. Issues discussed included the opportunity for shared service with the Water Utility and the breadth of duties the position is responsible for.

Motion/Second/Carried Stevenson/Kunz requesting approval to fill the Public Works Office Manager vacancy. All voting aye.

Request to Fill Administrative Services Tech Position: Committee reviewed memo of Police Chief Olson requesting authorization to fill the pending full-time clerical position no sooner than November 15, 2019 and also fill any vacancy that is created if the position is filled by an internal candidate. The vacancy will occur due to the planned retirement of

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Administrative Services Tech Brenda Mathison on January 2, 2020. Staff is requesting six weeks of overlap in order to train the new employee. Mayor Kaufert has reviewed the request and concurs with the request to fill the position. Issues discussed included the workload of the position and the relationship of this position and its duties with other City departments.

Motion/Second/Carried Kunz/Boyette to approve the requested authorization to fill the pending full-time clerical position no sooner than November 15, 2019 and also fill any vacancy that is created if the position is filled by an internal candidate.

All voting aye.

2020 Health & Dental Insurance Proposal: Committee reviewed memo of Director Kehl recommending Council approve the 2020 health and dental insurance plans. Robin Health became the City's health insurance provider in 2019 and has offered a 7.8% increase for the 2020 plan. High claim activity in 2019 led four other carriers to decline to bid. In order to mitigate costs, Robin is proposing both a focused and a broad network plan. Ascension providers would be excluded from the focused network plan. Under the broad network plan, employees can remain with Ascension providers, but would be responsible for the additional premium. Current funding levels for dental insurance are appropriate and no change is recommended for 2020.

Committee discussed various aspects of the proposals. Issues discussed included the bidding process for health insurance providers and the employee contribution rates. Mayor Kaufert expressed concern over asking employees to switch providers. Director Kehl explained that employees can remain with Ascension, but at an additional premium. Alderman Kunz wants to make sure the City is financially prepared for rising health insurance costs in the future due to the high claim activity. Alderman Boyette asked about specific health care options available from each provider.

Motion/Second/Carried Stevenson/Kunz recommending Council approve the 2020 health and dental insurance plans. All voting aye.

Res. 2019-22 Pet License Fees: Committee reviewed memo of City Attorney Godlewski recommending Council adopt Res. 2019-22, increasing pet license fees by \$1 effective 1/1/2020. The new license fees would be \$7 for spayed or neutered pets and \$12 for nonspayed or nonneutered pets. The license fees have not increased since 2005 and the new prices would be consistent with other local communities. Committee discussed other options for issuing licenses, such as the animal shelter.

Motion/Second/Carried Kunz/Stevenson recommending Council adopt Res. 2019-22, increase pet license fees by \$1 effective 1/1/2020. All voting aye.

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

REPORT

RESOLUTION

Motion/Second/Carried Stevenson/Boyette to convene at 7:54 p.m. into closed session pursuant to Wis.Stats. §19.85(1)(e) for the purpose of discussing bargaining strategy related to acquiring 409 W. N. Water Street. All voting aye.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Andrew Kahl", written in a cursive style.

Andrew Kahl, CPA
Assistant Comptroller