

**CITY OF NEENAH
FINANCE AND PERSONNEL COMMITTEE MEETING**

Monday, June 8, 2020 – 6:30 p.m.

Due to the Public Health Emergency caused by the CVOID-19 Pandemic, this meeting occurred at a virtual location accessed by conference call on gotomeeting.com.

MINUTES

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

Others Present: Director of Community Development and Assessment Haese, Director of Public Works Kaiser, Director of Information Systems Wenninger, Deputy Director of Community Development and Assessment Schmidt, DOLAS Administrative Assistant Heinz, Community Development Office Manager Jefferson.

Absent/Excused: None.

Public Appearances: None.

Minutes: **Motion/Second/Carried Stevenson/Boyette to approve the minutes from the April 27, 2020 Regular Meeting.** All voting aye.

Addendum to Development Agreement – Cardinal Plat Subdivision: Committee reviewed memo of Deputy Director Schmidt recommending Council approve the Addendum to the Development and Fee Agreement for Cardinal Plat. The purpose of the addendum is to remove the requirement for installing a 2” temporary mat on three streets in the subdivision and provide a different option for a temporary street and final street construction and assessment. The proposed change is consistent with development agreements for the Integrity Acres subdivision. With the amendment, the City would remove the 2” temporary mat escrow of \$57,155 and require a new grading and graveling escrow payment for \$16,300.

Committee and staff discussed various aspects of the proposed addendum. Issues discussed included the timing of transition between the temporary and permanent street and the proposed new escrow agreement. Discussion also took place on the merits of whether the developer or new property owners would eventually pay for the permanent street.

Motion/Second/Carried Kunz/Stevenson recommending Council approve the Addendum to the Development and Fee Agreement for Cardinal Plat. All voting aye.

Electronic Form Solution Purchase: Committee reviewed memo of Director Wenninger requesting approval to purchase and implement SeamlessDocs, an electronic forms solution, at a cost not to exceed \$10,820. Funding for this purchase would be a combination of \$5,410 from Information Systems 2020 operating budget and \$5,410 from capital equipment reserves. The solution would attempt to consolidate and convert all forms residing on the City Website to E-Forms and develop an end-to-end electronic workflow to process such forms, along with bringing them into ADA and Section 508 compliance. Director Wenninger indicated that the City currently has 225 unique forms

and a total of almost 65,000 forms processed annually. He said that an internal work group analyzed proposals from three firms and chose SeamlessDocs as the company with both the lowest cost and best service.

Committee and staff discussed various aspects of the proposed electronic forms solution. Issues discussed included the reasoning for not including it in the 2020 adopted budget, the process used by the staff working group to evaluate the proposals and how the system will integrate with the City's overall ERP solution and LEAN philosophy. Detailed discussion took place on both the funding for the cost as well as the pricing proposed by SeamlessDocs. Discussion included the need to acknowledge that making this commitment would lead to an ongoing cost currently estimated at \$18,450 annually and a request that Director Wenninger discuss with the vendor options to lower the overall cost of the solution.

REPORT

Motion/Second/Carried Kunz/Steele Counsel's approval to purchase and implement SeamlessDocs, an electronic forms solution, at a cost not to exceed \$10,820. Funding for this purchase would be a combination of \$5,410 from Information Systems 2020 operating budget and \$5,410 from capital equipment reserves. All voting aye.

Update on Borrowing for Loren's Salvage Yard and Integrity Acres/CTH G Land Acquisition: Director Easker provided an update on borrowing options and plans for the already completed Loren's Salvage Yard acquisition and the pending Integrity Acres/CTH G Land Acquisition, Director Haese also provided an update on the status of vehicle removal from the Loren's site.

City Attorney Report on City Involved Litigation: Tax Appeals and Lakeshore Avenue: City Attorney Godlewski provided an update to the Committee regarding the status and activity by outside council related to recent tax appeals by CVS and Wal-Mart and regarding Lakeshore Avenue litigation..

Fiscal Matters: April Vouchers: **Motion/Second/Carried Kunz Boyette to approve the April vouchers as presented.** All voting aye.

Fiscal Matters: First Quarter Financial Statements: Discussion took place on various aspects of the First Quarter 2020 Financial Statements.

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

Motion/Second/Carried Stevenson/Boyette to adjourn the meeting at 8:50 p.m. All voting aye.

Respectfully submitted,

A handwritten signature in green ink, appearing to read "M.K. Easker". The signature is written in a cursive, fluid style.

Michael K. Easker, CPA
Director of Finance