

**CITY OF NEENAH**  
**FINANCE AND PERSONNEL COMMITTEE MEETING**  
**Monday, March 11, 2019 – 6:30 p.m**  
**Hauser Room, Neenah City Administration Building**  
**211 Walnut Street, Neenah, Wisconsin**

**MINUTES**

**Present:** Chairman Erickson; Aldermen Kunz and Boyette; Mayor Kaufert; City Attorney Godlewski; Director of Finance Easker

**Others Present:** Alderman Bates, Director of Human Resources and Safety Barber, Director of Community Development Haese, Director of Parks and Recreation Kading, Police Chief Olson, Police Captain Bernice, Superintendent of Parks/City Forester Fink, Assistant City Attorney VandenHeuvel, Police Lieutenant Kuffel

**Public Appearances:** None.

**Minutes:** **Motion/Second/Carried Kunz/Boyette to approve the minutes from the February 18, 2019 Regular Meeting.** All voting aye.

**Request to Fill Communication Technician Position:** Committee reviewed memo from Chief Olson recommending authorization to fill the pending CommTech vacancy effective April 1, 2019. The vacancy is due to the pending resignation of current CommTech Brittany Streeter on February 23. Mayor Kaufert has reviewed the request and concurs with filling the vacant position. Committee and staff discussed various aspects of filling the vacancy.

**Motion/Second/Carried Kunz/Boyette authorizing the Police Department to fill the pending CommTech vacancy effective April 1, 2019.** All voting aye.

**Creation of Parks Supervisor Position and Permission to Fill Vacancy:** Committee reviewed memo from Director Barber requesting a recommendation to Council to create the position of Parks Supervisor at Grade K on the salary plan and for approval from the committee to fill the position of Parks Supervisor subject to the approval of its creation by Council. Creation of the position would, in turn, then eliminate one Parks Maintenance position, leaving the net action FTE neutral within the Parks operation. The change was also included as part of the 2019 adopted budget.

Committee and staff discussed various aspects of the proposed creation and filling of the position. Issues discussed included how the new position will benefit the supervision and management of parks maintenance operations as well as the proposed duties of the new position.

**Motion/Second/Carried Kunz/Boyette recommending Council create the position of Parks Supervisor at Grade K on the salary plan.** All voting aye.

**Motion/Second/Carried Kunz/Boyette approving to fill the position of Parks Supervisor subject to the approval of its creation by Council.** All voting aye.

**Cemetery Software Update:** Committee reviewed memo of Superintendent Fink providing an update on the cemetery software implementation. The City began the implementation process software during 2017 and the staff has been loading ownership, mapping and other data into the system to this point. Superintendent Fink indicated that the City is now ready for the next phase, a timeline which will include the City signing off on the updated mapping, old and new data conversion, as well as onsite training with the software vendor, leading to the goal of making the system available to the general public on or before July 1, 2019.

Committee and staff discussed various aspects of the software update. Issues discussed included details about the proposed timeline and some specifics as to which basic features will be available to the public July 1 as opposed to the more enhanced features that will be available in the future. The item is for discussion only with no action needed by the committee.

**Cemetery Policies:** Committee reviewed memo from Assistant City Attorney VandenHeuvel regarding two new policies related to Oak Hill Cemetery. The first policy provides guidance and direction concerning the City's approach to Wisconsin legislation passed in 2015 that established new procedures for the disposition of cemetery lots or mausoleum spaces in which human remains are buried. In summary, the new law provides that the ownership of the lots ends at the last surviving third generation family member. The new law provides that, upon the death of the last surviving third generation family member, the City/Cemetery Authority would assume ownership of any unused lots within the family plot and could, within the strict requirements of the law, potentially resell those unused lots to anyone.

Since 2015, the City has had contact with various families who are interested in seeing family members from fourth generation and beyond buried within the existing family plots. Assistant City Attorney VandenHeuvel indicated that the law, while somewhat poorly written and confusing, does state clearly that fourth and subsequent generations are still able to express intent to use an abandoned lot without the City/Cemetery Authority having to resell the lot to them. The law also allows for third generation owners to transfer their deed in the family plot to a new owner in a subsequent generation.

As such, this new policy provides that:

- 1). In the event the City/Cemetery Authority assumes ownership of a previously sold lot, the cemetery authority shall grant permission for a requesting family member to be buried on that lot after obtaining proof of relationship and permission from a majority of remaining living family; and
- 2). Any lot under the ownership of one of the first three generations may be transferred or "resold" to a new owner in a subsequent generation for a fee of \$150 and the approval of all living owner/heirs. Upon such transfer the three generation automatic transfer order would restart.

The second policy, which is for internal use only and does not require committee or council action, provides a procedure to inform families who own mausoleums and markers of the legal requirements when placing an urn in the cemetery to ensure that the City/Cemetery Authority has knowledge and information for all bodies located on the premises. It also details the steps to take if an urn is placed in the cemetery without approval of the City/Cemetery Authority.

Committee and staff discussed various aspects of the proposed policy. Director Easker explained the benefits of the policy with regard to the ability of City staff to clearly clarify the options for family members who either are or will be affected by the change in state law. Other issues discussed included a detailed discussion about the limits of the new law with regard to the sale of lots for which the City assumes ownership and legal restrictions on the use of existing mausoleum structures at the cemetery for the disposal of human remains.

REPORT

**Motion/Second/Carried Kunz/Boyette recommending Council approve Policy No. 2018-04 regarding the procedures for cemetery lot use and deed transfer for family members that fall outside of the generation of ownership.** All voting aye.

**Erasing Past Due Debt:** Committee reviewed memo from Assistant City Attorney VandenHeuvel recommending Council approve erasing a total debt of \$14,719.79 from fourteen past due accounts that are beyond the statute of limitations or otherwise uncollectable. He indicated that another approximately ten accounts have made payment arrangements with the City, while another nine accounts have been sent to collections. Committee and staff discussed various aspects of the proposed action.

REPORT

**Motion/Second/Carried Kunz/Boyette recommending Council approve writing off a total debt of \$14,719.79 from past due accounts that are beyond the statute of limitations or otherwise uncollectable.** All voting aye.

**Ord. 2019-07 Amending Sec. 17-205 – Definitions and Sec. 17-206 – TARF Calculation, to Provide for a Definition of Impervious Area or Surface; and Impervious Area Unit (IAU):** Committee reviewed memo from City Attorney Godlewski recommending Council approve Ord. 2019-07 amending the Transportation Assessment Replacement Fee (TARF) to replace measuring unit for assessing TARF and removing references to assigning TARF to tenants. The amendment provides clarifying language consistent with the City's implementation and billing of the TARF beginning with the utility bills due in April 2019.

ORDINANCE

**Motion/Second/Carried Kunz/Boyette recommending Council approve Ord. 2019-07 amending the Transportation Assessment Replacement Fee (TARF) to replace measuring unit for assessing TARF and removing references to assigning TARF to tenants.** All voting aye.

**2018 Operating Budget Carry Forwards to 2019:** Committee reviewed memo from Director Easker recommending Council approve the 2018 Operating Budget Carry

Forwards to 2019. The carry forward requests are all within the City's General Fund and total \$89,720. Committee and staff discussed various aspects of the carry forward requests.

REPORT

**Motion/Second/Carried Kunz/Boyette recommending Council approve the 2018 Operating Budget Carry Forwards to 2019 totaling \$89,720 as submitted. All voting aye.**

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

**Motion/Second/Carried Boyette/Kunz to convene into the closed session meeting at 7:55 p.m. All voting aye.**

Respectfully submitted,



Michael K. Easker, CPA  
Director of Finance