

**CITY OF NEENAH
FINANCE AND PERSONNEL COMMITTEE MEETING
Monday, July 8, 2019 – 6:30 p.m.
Hauser Room, Neenah City Administration Building
211 Walnut Street, Neenah, Wisconsin**

MINUTES

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

Others Present: Aldermen Bates and Lendrum, Director of Human Resources & Safety Kehl, Assistant City Attorney VandenHeuvel, Robert Babcock.

Absent/Excused: None.

Public Appearances: None.

Minutes: **Motion/Second/Carried Stevenson/Kunz to approve the minutes from the June 19, 2019 Special Meeting and the June 24, 2019 Regular Meeting.** All voting aye.

Motion/Second/Carried Stevenson/Kunz to amend agenda to move up consideration of Social Media & Anti-Bullying Policies. All voting aye.

Social Media & Anti-Bullying Policies: Committee reviewed memo of Assistant City Attorney VandenHeuvel recommending Council approve Policy 2019-01 relating to acceptable social media use and Policy 2019-02 relating to anti-bullying. The Social Media Policy instructs city employees on appropriate and inappropriate social media posts. The Anti-Bullying Policy is designed to create guidelines to address all forms of work-place “harassment” that do not fall under the EEOC definition of a hostile work environment or harassment. Assistant City Attorney VandenHeuvel provided a summary of the policies as well as highlighting specific sections of each.

Committee and staff discussed various aspects of the Social Media Policy. Issues discussed included how Aldermanic political activities could be affected by the policy, the need for employees to use disclaimers to indicate that their opinions do not represent the City of Neenah, how the policy would apply to City departments that have operations governed by other boards and commissions, and which City employees have the responsibility to monitor and address concerns regarding employee postings on social media. Director Kehl explained the plan to inform and educate employees regarding the reasons for the policy as well as the do’s and don’ts when using social media on issues related to the City and its operations.

Motion/Second/Carried Stevenson/Kunz recommending Council approve Policy 2019-01 Social Media. All voting aye.

Committee and staff discussed various aspects of the Anti-Bullying Policy. Issues discussed included a lengthy discussion on how the policy would be administered under various

scenarios and a discussion of the distinctions between this policy and the legal protections for protected classes under EEOC guidelines.

REPORT

Motion/Second/Carried Stevenson/Kunz recommending Council approve Policy 2019-02 Anti-Bullying. All voting aye.

Resolution No. 2019-17 Liquor License Renewal – Late Fee: Committee reviewed memo of City Clerk Sturn recommending Council adopt Resolution No. 2019-17 amending the fee schedule of the City of Neenah to provide for a \$50 late fee for any retail liquor license renewal and/or associated cigarette/amusement license renewal not filed by the April 15th deadline and establish a \$20/day late fee for license payments made after the June 30th deadline. The memo explained that certain establishments are not meeting the April 15th deadline each year, making it difficult on staff to ensure that all fees are paid and licenses issued by the June 30th deadline.

Committee and staff discussed various aspects of the proposed liquor license late fee resolution, including a review of the practices of surrounding communities. Staff indicated that generally the same establishments were the ones guilty of not meeting the timelines. The strong consensus of the committee was that the holding of a liquor license is a privilege, that the establishments have a responsibility to meet the timelines as defined by state statute, and that it was not up to the City staff to continue to pursue and follow up to ensure compliance. Discussion took place on whether the late fees proposed were a strong enough deterrent to ensure compliance, with various options debated and discussed. The consensus of the committee was that, along with the late fees proposed, moving the City due date for final payment of the fees from June 30th to June 15th would provide more time and incentive for complete compliance by all establishments seeking a liquor license renewal.

RESOLUTION

Motion/Second/Carried Stevenson/Boyette recommending Council adopt Resolution No. 2019-17 amending the fee schedule of the City of Neenah to provide for a \$50 late fee for any retail liquor license renewal and/or associated cigarette/amusement license renewal not filed by the April 15th deadline, to change the June 30th deadline for license payment and issuance from June 30th to June 15th, and establish a \$20/day late fee for license payments made after the June 15th deadline. All voting aye.

Motion/Second/Carried Boyette/Stevenson to adjourn the meeting at 8:00 p.m. All voting aye.

Respectfully submitted,



Michael K. Easker, CPA
Director of Finance