

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

**Monday, September 28, 2020 – 6:30 p.m.**

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

**MINUTES**

**Present:** Chairman Erickson; Aldermen Borchardt, Boyette, Stevenson and Steele (6:45); City Attorney Godlewski; Mayor Kaufert; Director of Finance Easker.

**Others Present:** Director of Information Systems Wenninger, Deputy Director of Finance Kahl, Deputy Director of Community Development and Assessment Schmidt, Deputy City Attorney Westbrook.

**Absent/Excused:** None.

**Public Appearances:** None.

**Minutes:** **Motion/Second/Carried Stevenson/Borchardt to approve the minutes from the August 19, 2020 Special Meeting and the August 24, 2020 Regular Meeting.** All voting aye.

**Excess Public Land at Mayer Street:** Committee reviewed memo of Deputy Director Schmidt recommending Council authorize the sale of 1,200 square feet of public land to Corey and Michelle VerHaagh for \$500. The VerHaaghs are adjoining property owners and would like to purchase the land remnant to construct a new fence and enlarge their back yard. The City had acquired the property as part of the Main Street overpass project. Deputy Director Schmidt said the proposed sale is similar to the sale of 113 Van Street in 2007. He also indicated that the City has no current or future use for the property except as a truck turnaround access point. Committee and staff discussed various aspects of the proposed land sale.

**Motion/Second/Carried Borchardt/Boyette recommending Council authorize the sale of 1,200 square feet of public land to Corey and Michelle VerHaagh for \$500.** All voting aye.

**Funding Request for Downtown Fiber Build Out:** Committee reviewed memo of Director Wenninger requesting Council's authorization to expend \$71,000 of reserves from Tax Increment Districts #5 and 8 to expand the City's fiber network into the downtown area, starting at City Hall and terminating near Gateway Plaza. The project would expand the City's existing fiber network into downtown to provide connectivity for current and future technology opportunities. The network would support current City initiatives such as public downtown WiFi, downtown traffic interconnect signals, traffic cameras to assist with policing and downtown security surveillance cameras.

Committee and staff discussed various aspects of the proposed project. Issues discussed included the relationship of this project to the Smart Cities Initiative included in the 2020-2024 Capital Improvement Program, how the project could benefit a future City parking

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ramp and how other areas of the City may benefit from an expanded fiber network. Upon questioning, Director Easker said staff believes that TIF 5 and 8 reserves should pay 50% each toward the \$71,000 cost since both would benefit equally from the project. He also felt that the project and funding would qualify as a 2020 budget amendment, which would require a 2/3 vote for approval by the Common Council.

**Motion/Second/Carried Stevenson/Boyette requesting Council's authorization to expend \$71,000 of reserves divided equally from Tax Increment Districts #5 (\$35,500) and #8 (\$35,500) to expand the City's fiber network into the downtown area, starting at City Hall and terminating near Gateway Plaza. All voting aye.**

**Print Environment Lease Agreement:** Committee reviewed memo of Director Wenninger requesting Council's authorization to enter into a 60-month agreement with Gordon Flesch Company for the lease of 21 Canon Multifunction Devices, support services for those devices and support services for 21 HP printers currently owned by the City at an average monthly cost of \$2,540. The City currently has a contract with Gordon Flesch Company for Canon devices. The City received five quotations for the contract, with I/S staff recommending Gordon Flesch Company based upon total overall cost, monthly lease device and image cost, page per minute performance ratings and analysis of several head to head studies.

Committee and staff discussed various aspects of the proposed lease agreement. Issues discussed included how these costs are ultimately distributed to City departments that use the service, the status of Gordon Flesch Company as the city's current vendor, how the vendors' quotes were solicited and the benefits of familiarity with Canon devices for City staff.

**Motion/Second/Carried Borchardt/Stevenson recommending Council's authorization to enter into a 60-month agreement with Gordon Flesch Company for the lease of 21 Canon Multifunction Devices, support services for those devices and support services for 21 HP printers currently owned by the City at an average monthly cost of \$2,540. All voting aye.**

**Land Donation from Kimberly Clark:** Committee reviewed memo of Deputy City Attorney Westbrook recommending Council approve the Agreement of Donation and authorize City staff to close on the property including making the necessary payments to the title company. The Agreement is the culmination of efforts initiated by Mayor Kaufert to secure the 7.65 acre property located at 350 Byrd Avenue from Kimberly Clark to serve as a dog park within the City. While that is the City's current intent for the property, Deputy Attorney Westbrook said that the Agreement does not place any conditions for which the City must use or keep the land. As a condition of the Agreement, the City would be responsible for 50% of the title company and real estate transfer taxes as well as our attorney's costs, basic policy changes and the cost of all review period costs incurred by the City in connection with the City's due diligence. He also indicated that Kimberly Clark needs to finalize closure on the donation by October 9, 2020.

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Committee and staff discussed various aspects of the proposed agreement. Upon questioning, Deputy Attorney Westbrook estimated that the City's out-of-pocket costs would likely be in the \$2,500 - \$3,500 neighborhood. Other issues discussed included the potential timeline to open the dog park and the proper way for the City to designate the land to provide the City maximum flexibility for use of the land, now and in the future. Committee members and the Mayor also expressed appreciation to Kimberly Clark for the generous donation.

**Motion/Second/Carried Stevenson/Boyette recommending Council approve the Agreement of Donation and authorize City staff to close on the property including making the necessary payments to the title company.** All voting aye.

**Council Referral of Audit Reports:** Committee reviewed for discussion both the City's 2019 Comprehensive Annual Financial Report (CAFR) and Reporting and Insights from 2019 Audit Report as prepared by the audit firm Baker Tilly. The reports had been reviewed and accepted by the Common Council at the August 19 Common Council meeting and then were referred to the committee for further discussion, if necessary. Discussion took place on the findings regarding the 2019 implementation of a compensating control to mitigate the ongoing issue of Segregation of Duties within the Municipal Court. Baker Tilly stated that they now consider that issue to be resolved. Upon discussion, it was determined that no further action by the committee was necessary regarding the audit reports.

**City Attorney Report on City Involved Litigation: Tax Appeals and Lakeshore Avenue:** Attorney Godlewski provided a verbal update on the status of litigation on City Tax Appeals and Lakeshore Avenue.

**Fiscal Matters: July and August Vouchers:** **Motion/Second/Carried Boyette/Borchardt to approve the July and August vouchers as presented.** All voting aye.

**Motion/Second/Carried Steele/Boyette to adjourn the meeting at 8:10 p.m.** All voting aye.

Respectfully submitted,



Michael K. Easker, CPA  
Director of Finance