

**CITY OF NEENAH
FINANCE AND PERSONNEL COMMITTEE MEETING
Monday, October 7, 2019 – 6:30 p.m.
Hauser Room, Neenah City Administration Building
211 Walnut Street, Neenah, Wisconsin**

MINUTES

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

Others Present: Director of Human Resources and Safety Kehl, Assistant Police Chief Sievert, Assistant City Attorney Vanden Heuvel.

Absent/Excused: Alderman Boyette.

Public Appearances: None.

Minutes: **Motion/Second/Carried Steele/Kunz to approve the minutes from the August 12, 2019 Regular Meeting and the September 18, 2019 Special Meeting.** All voting aye.

Request to Fill Assistant Police Chief Position: Committee reviewed memo of Police Chief Olson requesting authorization to fill the pending Assistant Chief vacancy effective no sooner than November 13, 2019. The vacancy will occur due to the retirement of Assistant Chief Chris Sievert on October 11, 2019. Mayor Kaufert has reviewed the request and concurs with the request to fill the vacancy. Issues discussed included discussion that both internal and external candidates are being considered for the position.

Motion/Second/Carried Stevenson/Steele requesting authorization to fill the pending Assistant Chief vacancy effective no sooner than November 13, 2019. All voting aye.

Request to Fill Two Police Patrol Officer Positions:

A. Committee reviewed memo of Police Chief Olson requesting authorization to fill the pending police officer vacancy effective November 1, 2019 due to the June 22, 2019 retirement of Officer Marly Heiting. Mayor Kaufert has reviewed the request and concurs with filling the vacant position as soon as possible.

B. Committee reviewed memo of Police Chief Olson requesting authorization to fill the police officer position effective November 1, 2019 due to Officer Amanda Moe giving up her sworn status to become the full-time Evidence Custodian. Mayor Kaufert has reviewed the request and concurs with ultimately filling the vacant position, but with a delayed starting date to be determined by the committee. He would prefer the delay to provide additional budget savings due to 2020 budget constraints.

Committee and staff discussed various aspects of the hiring requests. Assistant Chief Sievert explained the progress to this point for hiring the replacements, including the

preferred candidates identified from the hiring process. Discussion also took place on the Mayor's request to delay the hiring of one officer.

Motion/Second/Carried Kunz/Steele to approve the requested authorization to fill the pending police officer vacancy effective November 1, 2019 due to the retirement of Officer Marly Heiting, and to approve the requested authorization to fill the police officer position effective November 1, 2019 due to Officer Amanda Moe giving up her sworn status to become the full-time Evidence Custodian. All voting aye.

Request to Fill Vacant Assistant Treasurer Position: Committee reviewed memo of Director Easker requesting approval to fill the pending Assistant Treasurer vacancy effective January 15, 2020. The vacancy will occur due to the planned retirement of Assistant Treasurer Judy Christnovich on February 7, 2020. Mayor Kaufert has reviewed the request and concurs with the request to fill the vacancy. Issues discussed included discussion that both internal and external candidates could potentially be considered for the position and the desire for the hire date to provide for a minimum of three weeks of overlap and training for the new employee.

Motion/Second/Carried Stevenson/Steele requesting approval to fill the pending Assistant Treasurer vacancy effective January 15, 2020. All voting aye.

2019 Wage Update & 2020 Wage Information: Committee reviewed memo of Director Kehl regarding the 2019 wage update and 2020 wage information for non-represented employees. The memo provides, in consultation with City Salary Plan consultant Carlson Dettman, that: 1). The salary plan would increase 2% in 2020; 2). All employees would receive a January 1 cost-of-living increase of 1%; 3). All employees would be eligible for a July 1 merit increase of .5%-1.25%, based on performance; and, 4). Employees under the mid-point of their grade would be eligible for an October 1 midpoint adjustment of 0.25%-2.25%.

Committee and staff discussed various aspects of the informational update. Upon questioning, Director Kehl said that, due to ongoing investments in annual and mid-point wage adjustments, the City's goal of having employees reach the midpoint of their pay grade has been reduced from the previous ten years to seven years. Discussion took place on the standards used for employees to receive merit and mid-point adjustments, the current number of employees still under mid-point along with a historical perspective on non-represented wage adjustments over the years. Committee requested that Director Kehl provide a memo summarizing how the merit plan affected each non-represented employee's pay in 2019. Consistent with previous years, since the update was informational only, no action by the committee is requested. Ultimate action on the cost of the recommendations will happen upon the adoption of the 2020 City Operating Budget.

Reclassification and Market Review Requests: Committee reviewed memo of Director Kehl requesting Council approve the following reclassifications and market adjustment effective January 1, 2020:

Position:	Current Grade:	Recommended Grade:
Assistant City Attorney	N3	O3 w/title change to Deputy CA
Administrative Assistant to Mayor	F3	G3
Deputy Director of CD & Assessment	N3	O3
Code Enforcement/City Sealer	G3	H3
Director of CD & Assessment	S3	S3 w/a 5% market adjustment

Director Kehl explained that the recommendations are based upon reviews provided by City Salary Plan consultant Carlson Dettman. She indicated that the list does not include employees from the Water Department and Library, who are both governed by separate boards or commissions. The estimated 2020 wage cost to implement the proposed grade changes and market adjustment is \$16,207.37.

Committee and staff discussed various aspects of the proposed reclassifications and market adjustment. Issues discussed included the process for employees to request these changes and if the process is understood by employees, discussions on specific recommendations, which Water and Library requests were approved and whether any requests had not been recommended by Carlson Dettman. Upon further discussion, it was determined that Director Kehl would send a memo providing further information on Water and Library requests that were recommended and any other requests that had not been recommended by Carlson Dettman.

Motion/Second/Carried Kunz/Steele requesting Council approve the following reclassifications and market adjustment effective January 1, 2020.

Position:	Current Grade:	Recommended Grade:
Assistant City Attorney	N3	O3 w/title change to Deputy CA
Administrative Assistant to Mayor	F3	G3
Deputy Director of CD & Assessment	N3	O3
Code Enforcement/City Sealer	G3	H3
Director of CD & Assessment	S3	S3 w/a 5% market adjustment

All voting eye.

Transferring of Excess Property Located Along Harrison Street: Committee reviewed memo of Assistant City Attorney Vanden Heuvel recommending Council approve the transfer of excess property located along Harrison Street to Steve Spanbauer in exchange for Mr. Spanbauer paying the cost of a new land survey of the area, not to exceed \$1,800, with the City paying any cost over that amount. The Common Council had voted to authorize the sale of the remnant right-of-way property on April 28, 2017 pending final approval on the terms of the sale. Committee and staff reviewed a map of the property location and discussed other aspects of the proposed sale and its terms.

Motion/Second/Carried Steele/Stevenson recommending Council approve the transfer of excess property located along Harrison Street to Steve Spanbauer in

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exchange for Mr. Spanbauer paying the cost of a new land survey of the area, not to exceed \$1,800, with the City paying any cost over that amount. All voting aye.

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

Motion/Second/Carried Kunz/Stevenson to adjourn the meeting at 8:30 p.m. All voting aye.

Respectfully submitted,

A handwritten signature in green ink, appearing to read "M.K. Easker".

Michael K. Easker, CPA
Director of Finance