

**CITY OF NEENAH  
FINANCE AND PERSONNEL COMMITTEE MEETING  
Monday, December 9, 2019 – 6:30 p.m.  
Hauser Room, Neenah City Administration Building  
211 Walnut Street, Neenah, Wisconsin**

**MINUTES**

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

**Others Present:** Director of Information Systems Wenninger, Director of Community Development and Assessment Haese, Deputy Director of Community Development and Assessment Schmidt.

**Absent/Excused:** None.

**Public Appearances:** None.

**Minutes:** Motion/Second/Carried Stevenson/Boyette to approve the minutes from the November 25, 2019 Regular Meeting. All voting aye.

**Discussion of Postponed GIS Coordinator Reclassification Action:** Committee reviewed with Director Wenninger the GIS Coordinator Reclassification action that was deferred from the previous committee meeting. Committee members had requested that Director Wenninger provide a rationale for the reclassification request. Discussion centered around the need for the request to be part of the larger GIS issues, including the potential for additional staffing and the decision as to which department will ultimately supervise the GIS function.

**Motion/Second/Carried Stevenson/Steele to continue to defer action on the GIS Coordinator Reclassification request until such time as Mayor Kaufert has determined his proposed direction on all of the staffing and oversight issues that will affect the GIS function.** All voting aye.

**Intermunicipal Agreement with the City of Appleton for Dial-A-Ride Cost Sharing:** Committee reviewed memo of Assistant Planner Kasimor recommending Council approve the 2020 Intermunicipal Agreement with the City of Appleton for Dial-A-Ride cost sharing. The agreement is similar to those in previous years with regard to the Dial-A-Ride program. Along with other partners, the total program is estimating \$53,000 in total resources, of which the City has budgeted \$12,000 for its share of the program. Committee and staff discussed various aspects of the proposed agreement.

**Motion/Second/Carried Stevenson/Steele recommending Council approve the 2020 Intermunicipal Agreement with the City of Appleton for Dial-A-Ride cost sharing.** All voting aye.

**Development Agreement – First Addition to Integrity Acres Subdivision:** Committee reviewed memo of Deputy Director Schmidt recommending Council approve the First

Addition to the Integrity Acres Development Agreement. The proposed plat includes 27 single-family residential lots located west of Integrity Way and south of CTH G.

Committee and staff reviewed various aspects of the proposed agreement as well as reviewing the proposed plat. Issues discussed included funding for future sidewalks, the proposed initial 2" mat for the road, when that would be improved to the permanent street and the status of fencing covenants for the development.

**Motion/Second/Carried Kunz/Stevenson recommending Council approve the First Addition to the Integrity Acres Development Agreement.** All voting aye.

**Tax Incremental District #7 Development Agreement, 997 S. Green Bay Road:**

Committee reviewed memo of Director Haese recommending Council authorize staff to prepare and execute a Development Agreement with Jeffery Keesler, with the noted terms, providing TID #7 assistance for the redevelopment of 997 S. Green Bay Road. The agreement involves the potential construction of a new office and possible commercial space on the former Burger King property. Mr. Keesler is a local orthodontist who currently operates his business on Commercial Street out of a leased commercial building. The primary components of the agreement include a project with a minimum \$800,000 value, with the City providing an annual assistance payment of 90% of the additional tax increment collected, to a maximum total assistance payment of \$100,000. Construction would be planned for 2021 with full occupancy scheduled for no later than December 31, 2022.

Committee and staff discussed various aspects of the proposed agreement. Issues discussed included the scheduled construction and occupancy dates, the desire for demolition of the existing building to occur as soon as possible and the potential for uses of the pending vacant building on Commercial Street.

**Motion/Second/Carried Stevenson/Steele recommending Council authorize staff to prepare and execute a Development Agreement with Jeffery Keesler, with the noted terms, providing TID #7 assistance for the redevelopment of 997 S. Green Bay Road.** All voting aye.

**Refunds for 2018 to Aldi Inc. and Miller Securities Resulting from Palpable Errors Corrected by the Assessor Pursuant to Wis.Stat. §70.43:**

Committee reviewed memo of City Attorney Godlewski recommending Council approve refunds to Aldi Inc. of \$1,118.38 and \$39.61 for Miller Securities resulting from palpable errors found and corrected by the Assessor. The refunds are based upon personal property assessment palpable errors that were found as part of the current year open book process. The refunds are subject to reimbursement to the City from the other taxing entities for their proportionate share.

**Motion/Second/Carried Steele/Kunz recommending Council approve refunds to Aldi Inc. of \$1,118.38 and \$39.61 for Miller Securities resulting from palpable errors found and corrected by the Assessor.** All voting aye.

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**Motion/Second/Carried Steele/Stevenson to convene into closed session at 7:40 p.m. pursuant to Wis.Stat. §19.85(1)(g) for the purpose of conferring with the City Attorney regarding legal strategy relating to the Gable v. Douglas litigation. All voting aye.**

Respectfully submitted,



Michael K. Easker, CPA  
Director of Finance