

CITY OF NEENAH
FINANCE AND PERSONNEL COMMITTEE MEETING
Monday, June 10, 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: Director of Human Resources & Safety Kehl, Director of Community Development Haese, Assistant Planner Kasimor, Hacer Charles.

Absent/Excused: None.

Public Appearances: None.

Minutes: **Motion/Second/Carried Kunz/Stevenson to approve the minutes from the May 8, 2019 Special Meeting.** All voting aye.

Request to Fill Deputy Clerk Position: Committee reviewed memo of City Attorney Godlewski recommending Committee authorize filling the Deputy City Clerk's position. The position is vacant due to the recent resignation of Laurie Goffard effective June 7. Mayor Kaufert has reviewed the request and concurs with filling the vacant position.

Committee and staff discussed various aspects of the request. Items discussed included the use of the hiring as part of succession planning for the City Clerk position, the wage rate for the position and the interview process.

Motion/Second/Carried Stevenson/Boyette authorizing the filling of the Deputy City Clerk's position. All voting aye.

Social Media & Anti-Bullying Policies: By committee consensus, discussion and action on this item was deferred to a future meeting.

Res. 2019-10.1 Amended Approving the 2019 Community Development Block Grant Plan: Committee reviewed memo from Assistant Planner Kasimor requesting Council's amendment of Resolution 2019-10.1 for the 2019 Community Development Block Grant and authorization to enter into agreements for the activities, subject to approval by the U.S. Department of Housing and Urban Development. The Resolution had been taken up at a previous committee meeting, but action was deferred pending announcement of the final CDBG award amount. The 2019 grant amount has been finalized at \$216,455, compared to \$219,928 in 2018. Committee and staff discussed various aspects of the proposed resolution.

RESOLUTION

Motion/Second/Carried Stevenson/Steele requesting Council's amendment of Resolution 2019-10.1 for the 2019 community Development Block Grant and authorization to enter into agreements for the activities, subject to approval by the U.S. Department of Housing and Urban Development. All voting aye.

NuPark Update: Director Haese provided an update on the status of the implementation of the NuPark Parking Permitting and Enforcement software system. Issues discussed included the history of the City's permitting and parking enforcement systems prior to NuPark, the company's recent sale, a perspective on previously corrected as well as ongoing problems with the system, including a recently proposed Functional Improvement Plan initiated by the new parent company, Passport. Director Haese indicated that he would like to have a minimum of thirty days to evaluate progress on the Functional Improvement Plan and then determine if the City should begin to look at other parking system options. Detailed discussion took place on specific issues that have plagued and delayed the full implementation of the NuPark system, including the pros and cons of moving to a new system for both enforcement and permitting. After further discussion, Director Haese said he would report back to the committee after the thirty day evaluation period to update the status.

Res. No. 2019-15 Fee for Temporary Extension of a Licensed Premises: Committee reviewed memo from City Attorney Godlewski recommending Council approve Res. 2019-15 establishing a fee for the temporary extension of licensed premises, contingent on the Common Council adopting Ord. 2019-15. The ordinance authorizing the temporary extension is currently under consideration by the Public Services and Safety Committee.

Committee and staff discussed various aspects of the proposed Resolution. Issues discussed included the distinction between activities related to the temporary extension of licensed premises and activities that are sponsored by a non-profit organization.

RESOLUTION

Motion/Second/Carried Stevenson/Kunz recommending Council approve Res. 2019-15 establishing a fee for the temporary extension of licensed premises, contingent on the Common Council adopting Ord. 2019-15. All voting aye.

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

Fiscal Matters: First Quarter Financial Statements: Discussion took place on various aspects of the First Quarter 2019 Financial Statements.

Motion/Second/Carried Stevenson/Boyette to approve and place on file the First Quarter Financial Statements as presented. All voting aye.

Motion/Second/Carried Stevenson/Boyette 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