

CITY OF NEENAH
FINANCE AND PERSONNEL COMMITTEE MEETING
Monday, June 23, 2025– 5:30 p.m.
Hauser Room, Neenah City Administration Building
211 Walnut Street, Neenah, Wisconsin

NOTICE IS HEREBY GIVEN, pursuant to the requirements of Wis. Stats. Sec. 19.84, that a majority of the Neenah Common Council may be present at this meeting. Common Council members may be present to gather information about a subject over which they have decision-making responsibility. This constitutes a meeting of the Neenah Common Council and must be noticed as such. The Council will follow the same agenda as the committee but will not take any formal action at this meeting.

AGENDA

1. Public Appearances
2. Approval of Minutes from June 9, 2025 Regular Meeting (minutes can be found on the City's website)
3. Annexation 239, 1233 W Winneconne Ave, Town of Neenah, Ordinance 2025-06 (Attachments) (Rasmussen)
4. Resolution 2025-07: Approval of 2025 Community Development Block Grant (CDBG) Plan (Attachments) (Kasimor)
5. City Services Reorganization (Attachments) (Schott)
6. Police Supervisors' Tentative Agreement 2025-2027 (Attachments) (Rashid)
7. City Attorney Report (Rashid)
 - a. The Committee may convene in closed session pursuant to Wis. Stat. Sec. 19.85(1)(g) to confer with City Attorney who will render advice concerning strategies with respect to pending or impending litigation involving the City, specifically regarding: trial with Walmart over multiple years' tax appeals suits.
 - b. The Committee may reconvene into open session to consider action on the City Attorney's report of pending or threatened litigation.
8. Adjournment

In accordance with the requirements of Title II of the Americans with Disabilities Act (ADA), the City of Neenah will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities. If you need assistance, or reasonable accommodation in participating in this meeting or event due to a disability as defined under the ADA, please call the Clerk's Office (920) 886-6100 or the **City's ADA Coordinator at (920) 886-6110 or e-mail clerk@neenahwi.gov** at least 48 hours prior to the scheduled meeting or event to request an accommodation.

CITY OF NEENAH
FINANCE AND PERSONNEL COMMITTEE MEETING
Monday, June 9, 2025 – 5:30 p.m.
Hauser Room, Neenah City Administration Building
211 Walnut Street, Neenah, Wisconsin

MINUTES

The meeting was called to order by Chairman Steiner at 5:30 pm.

Present: Chairman Steiner, Vice-Chair Erickson, Aldermen Ellis and Bruno, Council President Borchardt, Deput Director of Finance Kahl, and City Clerk Nagel.

Also present: Mayor Lang, City Attorney Rashid, Human Resources Director Fairchild, Managing Director Viegut of Baird Financial, and Aldermen Lendrum and Pollnow.

Absent/Excused: None.

1. Public Appearances: None.
2. Minutes: **Motion/Second/Carried by Borchardt/Erickson to approve the minutes from the May 12, 2025 Regular Meeting as written. All voting aye.**
3. Review 2025 Baird Financing Plan and Consideration of Resolution Authorizing the Issuance and Establishing Parameters for the Sale of Not to Exceed \$12,595,000 General Obligation Promissory Notes, Series 2025A (Attachments) (Kahl)
Motion/Second/Carried by Ellis/Erickson recommend Council approve Resolution 2025-06 Authorizing the Issuance and Establishing Parameters for the Sale of Not to Exceed \$12,295,000 General Obligation Promissory Notes, Series 2025A, all voting aye.

Managing Director Viegut walked the Committee through the three documents related to the financing of 2025 capital projects: 1) a summary of the 2025 CIP, 2) 2025 Plan of Finance, and 3) Parameters Resolution for the borrowing. As Director Rasmussen worked with Department Heads to reduce borrowing, the final borrowing total is \$12.8 million, a \$5.5 million reduction.

As a result, Baird is recommending the city utilize a Parameters Resolution, in which the city would authorize Baird to execute the sale when the correct opportunity arises, so long as certain metrics fall within Council-approved parameters. This approach has been utilized by the city for the past two years with much success as it provides a greater level of flexibility during periods of economic uncertainty.

Managing Director Viegut answered questions committee questions.

4. Position Reclassification of Finance Assistant Treasurer from pay grade 10 to pay grade 12 (Attachments) (Fairchild)
Motion/Second/Carried by Ellis/Bruno to recommend Council approve the position reclassification of Finance Assistant Treasurer from pay grade 10 to pay grade 12 as presented, all voting aye.

Director Fairchild presented both Director Rasmussen's and her memo to the Committee. Director Fairchild stated the reclassification is warranted as additional duties added to the job description. Efficiencies brought forth by this position as well as the Administrative Assistant position validates the removal of a department intern. Financing of this reclassification will

Report

Report

come from the elimination of the intern position, and then will be absorbed in next year's budget.

5. Position Reclassification of Finance Administrative Assistant from pay grade 6, step 11 to pay grade 8, step 6 (Attachments) (Fairchild)
Motion/Second/Carried by Ellis/Bruno to recommend Council approve the position reclassification of Finance Administrative Assistant from pay grade 6, step 11, to pay grade 8, step 6 as presented, all voting aye.

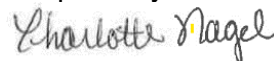
Director Fairchild presented both Director Rasmussen's and her memo to the Committee. There was discussion on the reclassification process and if an all-encompassing wholistic reclassification of all employees will be forthcoming. Director Fairchild advised that the reclassification process is currently being done through the annual review process and any reclassification recommendations will come forth through the annual budget process.

6. Acceptance of Policies 501 through 517 excluding the Military Policy and Policy 707 as presented (Attachments)(Fairchild)
Motion/Second/Carried by Ellis/Borchardt to recommend Council approve of policies 501 through 517 excluding the Military policy and policy 707 as presented, all voting aye.

Director Fairchild presented her memo to the Committee. She informed the Committee the policy revisions are to eliminate outdated employment regulations and to bring policies into compliance with current state and federal employment laws. The updated policies were not discussed with Department Heads but rather crafted by an ad hoc Policy Committee formed by the Mayor. The Policy Committee members consisted of the Human Resources & Safety Director, Human Resources Recruiter, Finance Director, Police Chief, Information Technology Director, City Attorney, and the Mayor.

7. Fiscal Matters: April 2025 Vouchers (Attachments) (Kahl)
Motion/Second/Carried by Borchardt/Bruno to receive and place on file the April 2025 Vouchers. All voting aye.
8. Adjournment
Motion/Second/Carried Erickson/Ellis to adjourn the meeting 5:59 PM. All voting aye.

Respectfully submitted,



Charlotte Nagel
City Clerk

Report

Report



Department of Finance
 211 Walnut St. • Neenah WI, 54956
 Phone: 920-886-6141 • Fax: 920-886-6150
 Email: vrasmussen@neenahwi.gov

M E M O R A N D U M

TO: Chairman Steiner and Members of the Finance and Personnel Committee

FROM: Vicky Rasmussen, Director of Finance

DATE: June 23, 2025

RE: Annexation Impact Report – Annexation #239 (1233 W. Winneconne Avenue – Town of Neenah)

In accordance with Section 26.29(3) of the City of Neenah Municipal Code, the following information summarizes the anticipated impact of the above referenced annexation being proposed. All detailed impact reports are attached.

A. Public Improvement - Estimated Costs

1. City	\$ -	
2. Water Utility (net of current special assessments)	340.00	
Total Estimated Costs	340.00	\$ 340.00

B. Estimated Revenues

Current

1. <u>City Fees</u>		
a. City and State Review Fees	\$ -	
b. Oversized sanitary sewer interceptor fee - .27 acres @ \$1,000/acre	220.00	
c. Storm Sewer fee - .27 acres @ \$5,000/acre	-	
<i>Total Current City Fees</i>	220.00	220.00
2. <u>Water Utility</u>		
a. Water Main/Service Laterals/Meter Equipment	390.00	
<i>Total Current Water Utility Fees</i>	390.00	390.00

Future

1. <u>Water Utility</u>		
a. Rate Revenue Annually Upon Annexation		
<i>Total Future Water Utility Fees</i>		-

Deferred Assessments

1. <u>City</u>		
a. Sanitary Sewer Main	2,196.35	
b. Sanitary Sewer Lateral (main to property line)	630.00	
c. Storm Sewer Lateral	-	
d. Engineering/Inspection/Contract Administration	219.64	
<i>Total City Deferred Assessments</i>	3,045.99	3,045.99
2. <u>Water Utility</u>		
a. Watermain	1,613.55	
<i>Total Water Utility Deferred Assessments</i>	1,613.55	1,613.55

Total Estimated Revenues	\$ 3,655.99	
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C. Personnel, Equipment, Buildings

No department reported the immediate need for any additional personnel, equipment or buildings as a result of the proposed annexation

D. Recommendations

The following departments have expressed an opinion all recommend approval of or do not object to the proposed annexation: Community Development, Public Works, Water, Police, Fire/Rescue, Parks and Finance



Dept. of Legal & Administrative Services
Office of the City Clerk
211 Walnut St. • P.O. Box 426 • Neenah WI 54957-0426
Phone 920-886-6110 • Fax 920-886-6109
e-mail cnagel@neenahwi.gov
CHAR NAGEL, CITY CLERK

MEMORANDUM

DATE: June 12, 2025

TO: Board of Education
Director of Finance Rasmussen
Director of Public Works Kaiser
Dir. of Water Utility Mach
Dir. of Comm. Dev. & Assessment Nieforth
City Plan Commission
Park and Recreation Commission
Police Chief Olson
Fire Chief Teesch
City Attorney Rashid
Town of Neenah Clerk

FROM: Char Nagel, City Clerk

RE: **Annexation 239, 1233 W. Winneconne Ave, Town of Neenah, Ordinance 2025-06**

Please be advised that a Petition for Annexation Pursuant to Section 66.0217(2) Wisconsin Statutes has been filed in the Clerk's Office for property in the Town of Neenah. The annexation land has a population of (2) two. In accordance with Section 26-29 of the Municipal Code.

**Please submit your report to Lorie Raddatz in the Finance Office
no later than 12:00pm on Thursday, June 19, 2025.**

Committee and Council consideration of this annexation will be as follows:

Committee Approval and Recommendation to Council:

Finance and Personnel Committee meeting June 23, 2025

Plan Commission meeting June 24, 2025

Final Council Approval:

Council meeting July 16, 2025

Attached is a copy of the map showing the area proposed to be annexed.

cc: Lorie Raddatz, Finance

**PETITION FOR DIRECT ANNEXATION
PURSUANT TO SECTION 66.0217(2), WISCONSIN STATUTES**

We, the undersigned, constituting 100% all owners of the real property in the following territory of the Town of Neenah, Winnebago County, Wisconsin, petition the Honorable Mayor and Common Council of the City of Neenah to annex the territory described below and shown on the attached scaled map (Exhibit A) to the City of Neenah, Winnebago County, Wisconsin.

Part of the Southeast ¼ of the Southwest ¼ of Section 29, Town 20 North, Range 17 East, Town of Neenah, Winnebago County, State of Wisconsin, containing 14,374 square feet (0.33 acres) of land described as follows:



Commencing at the South 1/4 corner of Section 29, thence north along the east line of the Southwest 1/4 said Section 29, 1,316.53 feet to the Northeast corner of Southeast ¼ of the Southwest ¼, thence S89°50'30"W, 874.00 feet along the North line of said Southeast ¼ of the Southwest ¼, thence S1°12'25"E, 163.00 feet, to the Point of Beginning; thence N69°27'38"E, 65.00; thence S1°12'22"E, 232.05 feet to the centerline of State Trunk Highway 114 (also known as W. Winneconne Avenue); thence S69°34'34"W, 65.00 feet along said centerline of State Trunk Highway 114; thence N1°11'40"W, 226.57 feet; to the Point of Beginning.

Containing 0.33 acres, more or less.

Parcel Number – 0100283 and part of 01002830101

The current population of such territory is 2.

We the undersigned, elect that this annexation shall take effect to the full extent consistent with outstanding priorities of other annexations, incorporations, or consolidations proceedings, if any.

Signature of Petitioner	Date of Signing	Petitioner	Petitioner Address
	06/10/2025	<u>Nicole McIntyre</u>	1233 W Winneconne Ave Neenah WI 54950
	06/10/2025	<u>Liam McIntyre</u>	1233 W Winneconne Ave Neenah WI 54950

MAP OF PROPOSED ANNEXATION

MAP OF THE S 1/4 of the SW 1/4 OF SEC. 29, T. 20N, R. 17E, TOWN OF NEENAH, WINNEBAGO COUNTY

Northeast Corner of Southeast 1/4
of the Southwest 1/4 Sec. 29,
Township 20 North Range 17 East

874.00 feet

TOWN OF
NEENAH

TOWN OF
NEENAH

1,316.53 feet

CITY OF NEENAH

W WINNECONNE AVENUE

S1°12'25"E
163.00 feet

N69°27'38"E
65.00 feet

N1°11'40"W
226.57 feet

S69°34'34"W
65.00 feet



S1°12'22"E
232.05 feet

14,374 square feet
0.33 ac

CITY OF NEENAH

South 1/4 Corner of Sec. 29,
Township 20 North Range 17 East

Legend

-  Town of Neenah
-  City of Neenah



1 inch = 83 feet

0 35 70 140 210 Feet

CITY OF NEENAH

NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN that a Public Hearing will be held by the City of Neenah to consider an amendment to Section 25-128 of the Municipal Code of the City of Neenah, related to storm sewer laterals.

The hearings will be held at the City's Administration Building, 211 Walnut Street, Neenah.

Plan Commission Informal Hearing - Tuesday, June 24, 2025
4:00 P.M.
Hauser Committee Room

Council Formal Hearing - Wednesday, July 2, 2025
6:00 P.M.
Council Chambers

NOTICE IS FURTHER GIVEN that interested people may appear at said hearings and be heard for or against the proposed amendments. A copy of the proposed amendment is located in the Community Development Department.

Dated at Neenah, Wisconsin this 20th day of June 2025.

Brad Schmidt, AICP
Deputy Director of Community Development
Neenah, Wisconsin

Char Nagel
City Clerk
Neenah, Wisconsin

Publish: June 20th and June 23rd, 2025



DATE: June 23, 2025
TO: Mayor Lang, Finance Committee and Common Council
FROM: Brad Schmidt, Deputy Director of Community Development
RE: Annexation #238 (1233 W. Winneconne Avenue – T. of Neenah) – 0.33 Acres

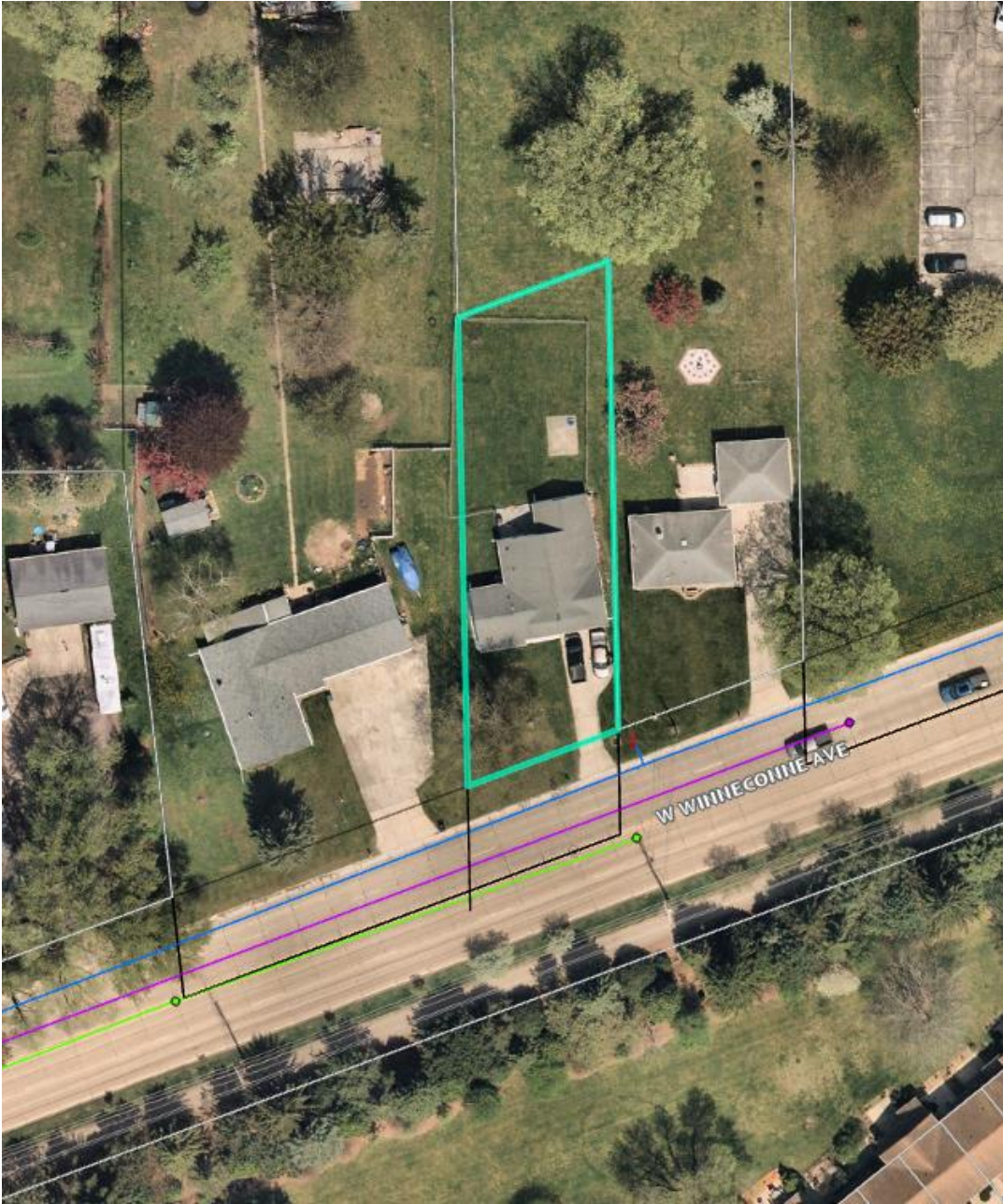
In accordance with Section 26-29 of the Zoning Code, I am submitting the following comments relative to the proposed annexation.

- Revenues will be generated from development review fees, plan reviews and construction permits.
- The proposed annexation includes approximately 0.33 acres of land along the northside of W. Winneconne Avenue in the Town of Neenah.
- The purpose of the annexation is to connect to City water and sanitary sewer main.
- Upon annexation, the Zoning Classification will be R-1, Single-Family Residence District.
- The proposed annexation will not have any significant impact on operations of the Community Development and Assessment Department.
- The annexation area is located within the City's Growth Area as identified in the City of Neenah/Town of Neenah Boundary Agreement. Land within the City's Growth Area can be annexed to the City per the terms of the agreement.
- The City's Comprehensive Plan identifies this area as Residential Neighborhood Investment Area. The proposed use and zoning are consistent with the City's Comprehensive Plan.

Recommendation

The Department of Community Development and Assessments recommends the petition for annexation of 0.33 acres located at 1233 W. Winneconne Avenue in the Town of Neenah be accepted.

June 23, 2024





Memorandum

To: Lorie Raddatz
From: Fire Chief Travis Teesch
Date: June 12, 2025

Subject: AX 239 address of 1233 W. Winneconne Ave

This memo is reference to the proposed annexation of 1233 W. Winneconne Avenue.

I found that this annexation would have no immediate impact to the operations of Neenah-Menasha Fire Rescue.

If you have any questions or concerns, please let me know.



*Department of
Parks & Recreation*

DATE: 16 June 2025

TO: Members of the Finance and Personnel Committee
Members of the Plans Commission

FROM: Michael T. Kading, Director of Parks & Recreation

RE: ANNEXATION IMPACT REPORT
Annexation 239, 1233 W. Winneconne Ave Town of Neenah

We have reviewed the annexation petition and have the following comments:

Service Radius – City of Neenah residents should have access to a suitable public park within .5 miles from their homes that is walkable and/or bikeable, uninterrupted by non-residential roads and other physical barriers.

This property falls within an area that is served by Memorial Community Park.

Additional Personnel – No future consideration.

Additional Equipment – No future consideration.

Additional Improvements – No new improvements proposed at this time

The annexation is recommended.

Creating Community Through People, Parks & Programs

Department of Parks & Recreation
PO Box 426
Neenah, WI 54957-0426

phone: 920-886-6062
fax: 920-886-6069
email: emccoy@ci.neenah.wi.us



NEENAH POLICE DEPARTMENT



Chief Aaron L. Olson

Memo

To: Neenah City Council and Mayor Jane Lang

From: Chief Aaron L. Olson

CC: City Clerk, Char Nagel and Finance Assistant, Lorie Raddatz

Date: 6/20/2025

Re: Annexation 239, 1233 W. Winneconne Ave, Town of Neenah

The Neenah Police Department has received a copy of the petition for Annexation 239, which is located the Town of Neenah, 1233 W. Winneconne Avenue, Neenah, WI, Winnebago County, Wisconsin.

We review annexation requests based on the following criteria:

- Size of proposed annexation
- Anticipated use of property
- Accessibility to emergency vehicles
- 5-year history of law enforcement response to the property
- Impact on safe traffic movement

In this case, the property has no significant history. The key factors for police are size, anticipated use, and traffic concerns.

Size: The size of this annexation does not present a police concern in its present use.

Anticipated Use: No known law enforcement concerns currently.

Five-year history of law enforcement: No known law enforcement concerns.

Traffic Concerns: Given the size and location of this parcel, there is little concern for increased traffic problems and or accessibility to emergency vehicles.

Recommendation: The police department offers no objection to the proposed annexation.



M E M O R A N D U M

DATE: June 12, 2025
TO: Mayor Lang, Chairman Erickson, Members of the Finance and Personnel Committee
FROM: Gerry Kaiser, Director of Public Works
RE: Annexation AX239 – 1233 W. Winneconne Avenue

In response to City Clerk Nagel's note of June 12, 2025, relative to the above annexation, I submit the following in accordance with Section 26-29, City of Neenah Code of Ordinances.

- A. Additional Personnel: Although this annexation by itself will not require additional personnel, please be advised that the aggregate effect of several small annexations such as this one will eventually require additional personnel to maintain streets and infrastructure, collect garbage and recyclables, and continue to provide the current level of service.
- B. Additional Equipment: No additional equipment will be required.
- C. New Buildings: No new buildings would be required.
- D. Additional Public Improvements and Costs:\$0
 - 1. None.
- E. Miscellaneous Costs:\$0
 - 1. None.
- F. Estimated Revenues:\$3,265.99
 - 1. Fees
 - a. Oversized existing sanitary sewer interceptor fee at \$1,000/acre. \$ 220.00
 Est. Actual size = 0.27 acres
 Size per Ordinance = 0.22 acres
 - 2. Deferred Assessments:\$ 3,045.99
 - a. Sanitary Sewer Main = \$ 2,196.35
 - b. Sanitary Sewer Lateral (main – property line) \$ 630.00
 - c. Engineering/Inspection/Contract Administration = \$ 219.64
- G. Recommendation: This annexation is recommended. It provides for collection of deferred assessments.



Neenah Water Utility

211 Walnut St. PO Box 426 Neenah, WI 54957-0426

Office: (920) 886-6182 Cell: (920) 858-6300

Email: amach@ci.neenah.wi.us

Anthony L. Mach

Director of Neenah Water Utility

MEMORANDUM

DATE: June 19, 2025

TO: Hon. Mayor Lang, Chairperson Steiner, and Members of the Finance and Personnel Committee

FROM: Anthony L. Mach

RE: Annexation 239 – Town of Neenah Parcel No. 0100283 and Part of Parcel No. 01002830101 (Commonly known as 1233 W. Winneconne Ave., Neenah, WI)

In accordance with Section 26-29 (3) of the City of Neenah Municipal Code, the following information summarizes the anticipated impact upon the Water Utility of the proposed annexation of 0.33 acres of property currently located in the Town of Neenah.

1. Adding additional properties and water main to the system will require additional personnel in the future.
2. Upon establishment of Water Utility service, one (1) 5/8" water meter unit will be installed at an estimated cost of \$230. This cost will be recovered through quarterly base meter charges.
3. No additional buildings will be required.
4. The water main and service for this property are installed.
5. The estimated annual cost to treat and deliver water to these properties is \$110. The user will be billed for water usage through the quarterly utility bill.
6. The estimated direct Water Utility cost is \$230 for the purchase of the meter and endpoint.
7. The estimated annual Water Utility revenue is \$230 for water, \$80 for meter base charges, and \$80 for fire protection, for a total revenue of \$390 per year. Sewer and storm water revenues are not included in these estimates. In addition to establishment of City water service, if the property owner decides to keep their existing well, the well must be tested per Neenah Water Utility requirements and a \$50 licensing fee per well will be due to the Water Utility. Within this annexation, the water main and service deferred assessment due is calculated to be \$1,613.55
8. We recommend approving this annexation.



M E M O R A N D U M

TO: Chairman Steiner and members of the Finance and Personnel Committee

FROM: Carol Kasimor, Assistant Planner

DATE: June 18, 2025

SUBJ: Resolution 2025 - 07: Approval of 2025 Community Development Block Grant (CDBG) plan

On Monday, June 23, the Finance and Personnel Committee will consider Resolution 2025 - 07 to approve the 2025 Community Development Block Grant plan. There will be a public hearing and consideration by the Common Council at the July 2, 2025 meeting.

The public was invited to provide input for the development of the plan, including submitting comments during a 30-day public comment period, applying for public service funds, and the opportunity to ask questions about the plan during two public hearings. Goals addressed with the plan include support for:

- A. Needs of low and moderate income households through public services, housing and job creation.
- B. Revitalization, blight elimination, and site improvements.
- C. Improvements in neighborhoods, especially those with low and moderate income residents.
- D. Fair housing and planning

The proposed program allocates \$193,278 in 2025 funds and an estimated \$10,000 in revolving fund payments from the 2024 CDBG year. Regulatory limits on the public service category prevent fully funding the requests received. Additional information on the CDBG program may also be found on our website at <https://www.ci.neenah.wi.us/departments/community-development/block-grants/>

The Department requests approval of Resolution 2025 – 07 for the 2025 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.

DRAFT 2025 COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

Public Services

Activity	Funding Request	2025 Proposed Funding	Description	2024 Funding	2024 Activities/Benefit	2025-2026 Proposed Activities/Benefit
1 Christine Ann Domestic Abuse Services - CADAS	\$20,000 to provide services that address physical safety, basic needs, healing from trauma, connections to community resources, and prevention of further abuse, injury, and death due to domestic abuse.	\$7,000	CADAS is committed to empowering individuals and families through education, safety and support, and leading our community to reduce the incidents and the effects of domestic abuse and dating violence. http://www.christineann.net	\$7,000	75 persons	75 persons
2 Advocap Nutrition Program	\$20,000 to assist in providing meals to low income seniors and frail elderly persons at 1 congregate meal site and with home delivered meals.	\$7,000	The Nutrition Program aims to promote health by providing nutritious and affordable meals, reducing hunger, creating opportunities for social interaction, and helping seniors remain independent in their homes and communities. https://www.advocap.org/food-nutrition.html	\$7,000	181 persons	180 persons
3 Pillars, Inc. (formerly Homeless Connections)	\$10,000 to provide shelter services at the Adult and Adult and Family Shelters, Resource Center services, and case management services for Neenah residents experiencing homelessness.	\$7,000	From homelessness to coming home, Pillars provides shelter, support and solutions to address the housing needs in our community. All Pillars programs aim to ensure every person has a place to call home. http://pillarsinc.org	\$7,000	32 persons	50 persons
4 Reach Counseling Services	\$6,000 to provide sexual assault counseling services at a reduced fee to qualified Neenah residents.	\$6,000	Reach Counseling Services is a sexual assault service provider for children and adults that offers culturally responsive outreach, prevention education, victim advocacy, trauma counseling, and sex offender treatment. https://reachcounseling.com	\$6,000	80 persons	80 persons
			LEAVEN Inc. - Limited Emergency Assistance Valley Ecumenical Network	\$4,000	10 households	
5 Total Public Service Funds		\$27,000	Cap of 15% of grant plus program income.	\$31,000	378 persons	385 persons

Housing and Economic Development

Activity	Funding Request	2025 Proposed Funding	Description	2024 Funding	2024 - 2025 Activities
6 Property Acquisition and Redevelopment Activities	Funding for acquisition, demolition, rehabilitation, development, site and/or infrastructure improvements, economic development, and commercial façade improvement.	\$97,000	Purpose of the program is to remove deteriorated structures where necessary, assist with revitalization and redevelopment efforts, and offer matching grants for commercial facade improvement projects. Projects developed through housing organizations such as Greater Fox Cities Habitat for Humanity, Pillars, Inc. and Rebuilding Together Fox Valley may also be considered in this category.	\$90,000	S. Commercial Street acquisition, demolition, and façade improvement projects were undertaken.
7 Neighborhood Improvements	Assistance for upgrades to neighborhoods and neighborhood facilities.	\$32,278	Improvements for purposes of assistance to low and moderate income neighborhoods.	\$39,258	
8 Total Housing and Economic Funds		\$129,278		\$129,258	

Planning and Administration

	Activity	Funding Request	2025 Proposed Funding	Description	2024 Funding	2024 - 2025 Activities
9	Fair Housing Center of Northeast Wisconsin	\$14,015 to provide services to households encountering discrimination in the housing market, and to provide technical assistance to housing providers and the City of Neenah.	\$12,000	The prevention of housing discrimination and the enforcement of fair housing law ensures that housing is available to low and moderate income households and racial/ethnic minorities and other protected classes. http://www.fairhousingwisconsin.com/	\$12,000	Staffing to answer questions, provide technical assistance to housing seekers and providers, provide intake and counseling regarding fair housing violations, as well as provide housing referral services, fair housing presentations, distribution of educational materials to Neenah organizations, and rental management training.
10	Planning and Program Administration	Assist with costs of planning and administering the CDBG program.	\$25,000	Planning, staff salaries and program expenses are funded through the CDBG	\$30,000	Salaries and program expenses.
11	Total Planning and Administration Funds		\$37,000	Cannot exceed cap of 20% of grant plus program income.	\$42,000	

Community Development Block Grant program repayments

	Activity		2025 Proposed Funding from 2024 repayments	Description		2024 - 2025 Activities
12	Small Business /Microenterprise Loan Program	\$0 estimated in repayments	\$0	Program provides low cost, fixed rate financing to small growing companies that are creating new jobs in Neenah.		No small business loans during the year.
13	Housing Rehabilitation/ Homebuyer Assistance Program	\$10,000 estimated in repayments	\$10,000	Ongoing program assists low and moderate income homeowners with basic structural and mechanical repairs. Homebuyer program assists low and moderate income households to purchase homes in the City of Neenah. Winnebago County Housing Authority was contracted to provide homebuyer education and project management, and the City of Neenah provides downpayment, closing cost and housing rehabilitation assistance.		10 households approved for assistance in the total amount of \$155,100.
14	Total Estimated Program Repayments		\$10,000	Estimated Housing Rehabilitation, Small Business and Homebuyer assistance repayments from 2024 program year.		
15	Total Estimated 2025 Community Development Block Grant		\$193,278		\$202,258	



RESOLUTION NO. 2025 - 07
RESOLUTION OF THE CITY OF NEENAH APPROVING THE
2025 COMMUNITY DEVELOPMENT BLOCK GRANT PLAN

WHEREAS, the City of Neenah is a Community Development Block Grant formula grantee and evaluates community needs, conditions and resources to be addressed by the grant; and,

WHEREAS, the City of Neenah estimates resources totaling \$193,278 for the 2025 Community Development Block Grant program, and revolving funds in the estimated amount of \$10,000; and,

WHEREAS, the City of Neenah is committed to approving a program of Community Development Block Grant activities which gives maximum feasible priority to low and moderate income persons and community development;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Common Council of the City of Neenah that the 2025 Community Development Block Grant Consolidated and Annual Plan including the programming of 2025 Community Development Block Grant funds is hereby approved. The 2025 Community Development Block Grant program will fund the following activities:

Christine Ann Domestic Abuse Services	\$7,000
Advocap Nutrition Program	\$7,000
Pillars, Inc.	\$7,000
Reach Counseling Services	\$6,000
Property Acquisition and Redevelopment Activities	\$97,000
Neighborhood Improvements	\$32,278
Fair Housing Center of Northeast Wisconsin	\$12,000
Planning and Program Administration	\$25,000
Grant Total	\$193,278
Revolving Funds/Program Income	
Housing Rehabilitation/Homebuyer Assistance	\$10,000
Small Business/Microenterprise Loan Program	-
Total	\$203,278

Recommended by: Finance and
Personnel Committee

CITY OF NEENAH, WISCONSIN

Moved: _____

Jane B. Lang, Mayor

Passed: _____

Charlotte K. Nagel, City Cle



MEMORANDUM

Date: June 23, 2025

To: Chairperson Steiner and members of the Finance and Personnel Committee

From: Amy Fairchild, Director of Human Resources and Safety
(presented by Greg Radtke and Stephanie Schott)

RE: City Services Reorganization

During the 2022 culture survey, City Services staff expressed concerns about the department's flat compensation structure. Currently, all employees are classified and compensated at the same grade, regardless of their experience, skills, or responsibilities. This has led to morale issues and a lack of motivation to pursue additional skills or take on advanced duties.

In response, management has worked with Human Resources to propose a restructured classification system that incentivizes professional growth. Unlike the former seniority-based system, the new structure is performance- and skill-based, with advancement determined by the demonstration of specific competencies. Seniority will only be considered when multiple equally qualified employees apply for a limited role.

Overview of Proposed Structure

The revised system introduces four primary classification tiers, with corresponding grades:

- **Entry-Level Roles (Grades 5 & 6):**
Grade 5 positions require no prior experience and allow time to obtain a CDL. Grade 6 is also entry-level but for employees who already have a CDL. These employees typically have limited operational knowledge or initiative for advanced tasks.
- **Standard Operational Role (Grade 7):**
This is the current classification for all crew. Moving forward, only those with strong departmental knowledge, initiative, and the ability to take on greater responsibility will remain at this grade.
- **Leadership and Specialty Roles (Grade 8):**
Includes up to five Technician III positions to lead specific crews (e.g., trees, basins, lift stations) and one Equipment Operator, responsible for equipment maintenance, training, and interdepartmental support.

Employees will be assessed to determine placement within this new structure. Those reassigned to a lower grade will retain their current pay but will be ineligible for increases until future pay adjustments align with their reassigned grade. Employees promoted to a higher grade will receive a 5% pay increase, consistent with current pay policy.

Financial Impact

The projected cost of implementing this structure is flat given a recent retirement and turnover within the department. Currently, the implementation of this restructure would actually provide a cost savings of around \$3,000.

Recommendation

Human Resources supports this reorganization, citing benefits such as improved morale, clearer career pathways, increased operational efficiency and most importantly, better service to the citizens of Neenah.

Staff recommends approval of the City Services Department reorganization as outlined.

CITY SERVICES

Pursuing Growth & Encouraging Innovation

1

SURVEY SAYS

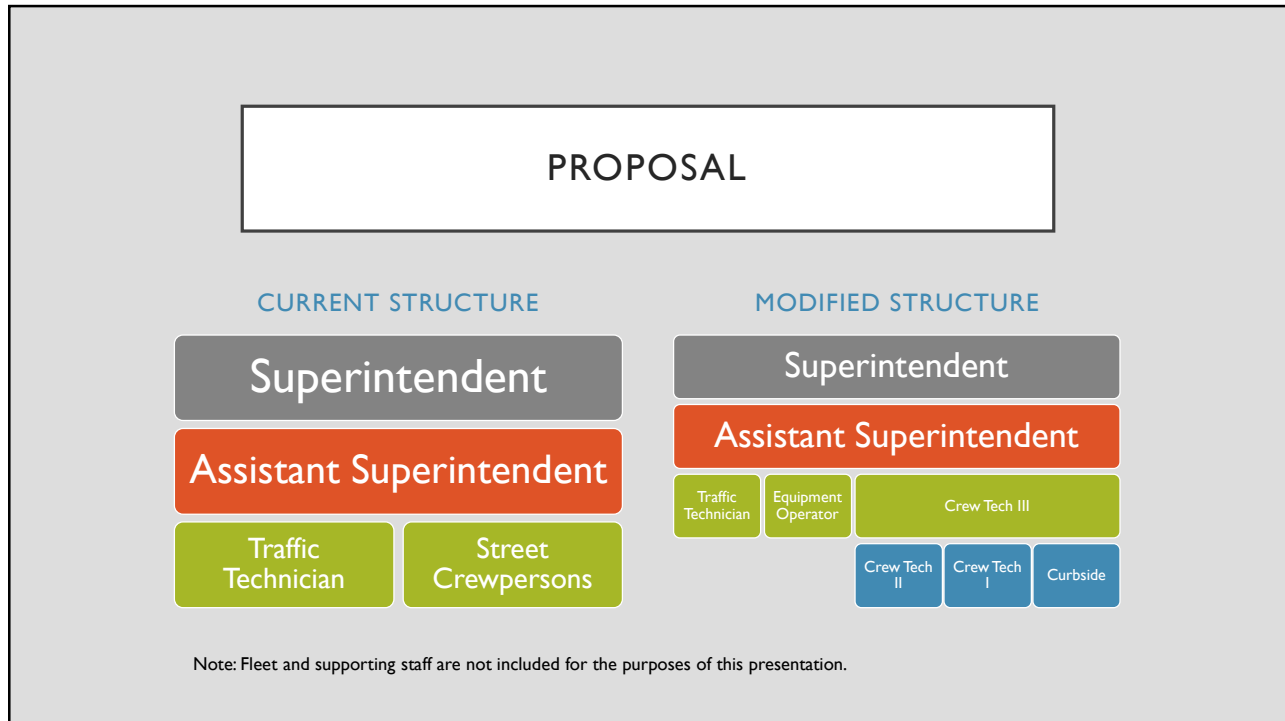
CURRENT COMPLAINTS

- We don't have growth opportunities due to current structure
- We aren't acknowledged for what we can do
- I have skills that I am not using because I'm stuck doing jobs assigned to people with less tenure
 - People who have been here longer are complacent in their job

RESULTING CULTURE

- No incentive to learn new skills
- Burnout doing menial tasks
 - Lack of initiative
- Lack of empowerment
- Lack of accountability

2



3

WHAT'S THE BENEFIT

...and how is this different from the way we did this before?

Benefits:

- Allows for internal growth opportunities
- Compensates for skills and knowledge
- Incentivizes responsibility and accountability
- Increased productivity and customer service to citizens

Differences:

- All positions are budgeted at the Tech II level to support career growth and advancement opportunities.
- Employees have a clear pathway for progression, guided by transparent expectations and measurable assessments to ensure skills and performance align with each step.
- This approach encourages development while recognizing individual strengths and readiness.

The biggest difference is...

4

CREATING A CULTURE OF GROWTH: ACCOUNTABILITY VS. SENIORITY

Category	Accountability Plan	Seniority Plan
Basis for Advancement	Performance, responsibility, and results	Length of time with the organization
Focus	Individual contribution and growth	Loyalty and tenure
Motivation	Encourages skill development, ownership, and initiative	Encourages patience and long-term presence
Recognition	Rewarded for exceeding expectations and embracing change	Rewarded for staying in the role over time
Growth Opportunities	Available to all who meet expectations and demonstrate readiness	Often based on position in line of service time
Organizational Impact	Drives continuous improvement and innovation	Provides stability and predictability
Challenges	Requires clear goals and consistent evaluation	May limit growth for high-performers without long tenure

5

PURSuing GROWTH POSITION PROGRESSION

In alignment with policy, each grade advancement results in a minimum of a 5% pay increase. Employees are moved to the step in the next grade closest to 5% without going under. When the grade of the next scale is more than 5% of the employee's current rate, the employee will move to the base.

- Curbside to Crew Tech I
 - Obtain CDL and meet preliminary probationary requirements
- Crew Tech I to Crew Tech II
 - Complete skills assessment for necessary equipment and activities associated with position
 - Demonstrate willingness to perform all job duties
 - Have a positive performance evaluation
 - Note, all staff can reach Crew Tech II as budget currently supports this. It is up to the employee to show skills and willingness to perform
- Crew Tech II to Crew Tech III
 - Complete skills assessment for necessary equipment and activities
 - Demonstrate critical thinking skills
 - Demonstrate the ability to lead and take initiative
- Additional positions within Crew
 - Traffic Technician
 - Equipment Operator

See job descriptions included in your presentation packet for full list of duties associated with each position

6

Position	Grade	Step Range	Comments
Curbside	5	1-10	By step 10, employee should have met requirements for Tech I
Tech I	6	1-13	By step 13, employee should have met skills and initiative to reach Tech II
Tech II	7	1-25	Full scale is available to employees in this position
Tech III	8	1-25	Full scale is available to employees in these positions
Equipment Operator	8	1-25	Full scale is available to this position
Traffic Technician	8	1-25	Full scale is available to this position

Curbside employees must meet the requirements of a Tech I by the top of the scale.
 Tech I employees must be able to perform all duties within role and assist with most duties in Tech II by the top of the scale.
 Upon reaching the top of the scale in these instances, the employee will be evaluated to determine if a performance improvement plan is necessary.

SCALE PLACEMENT AND PROGRESSION

This structure allows for pay equity based on the ability to perform the duties within the role.

Employees will have opportunities to grow and demonstrate strengths with clear pathways for advancement and recognition.

7

ASSESSMENTS

Initial Placement

- Completed with implementation of this reorganization

Curbside

- New hires who do not have a CDL

Tech I

- Completed upon acquisition of CDL, or upon hire with CDL

Tech II

- Completed annually with evaluation

Tech III, Equipment Operator, Traffic Technician

- Completed upon available vacancy – internal promotional opportunity

8

ANTICIPATED OUTCOME

Position	Assigned Employees	Comments
Curbside	1 initially	Based on vacancies and anticipated retirements, 2-3 for 2025
Tech I	12 initially	Anticipate some current employees being placed in this level based on current skills and lack of initiative. These employees would not receive an additional pay increase in July of 2025 when the Cost of Living is applied. Equivalent to 3%.
Tech II	7 initially	Current grade for all employees, assessments will determine who will qualify for continued assignment. No pay change, expect cost of living in July as budgeted.
Tech III	5-6	Needs of department and workload warrant up to 6 Tech III's to lead road crew, curbside, tree work, lift stations, and seasonal and a floating tech III. This would result in a 5% increase for selected individuals.
Equipment Operator	1	Only 1 equipment operator would be assigned. This would result in a 5% increase for the selected individual.
Traffic Technician	1	No change to current structure

9

TO SUCCEED WE MUST



Embrace Growth – Stay curious and open to learning every day.



Own Your Impact – Take pride in your actions and how they contribute to our shared success.



Be a Problem-Solver – Approach challenges with a can-do attitude and a focus on solutions.



Welcome Change – See change as an opportunity to innovate and improve.



Lift Each Other Up – Support your teammates and celebrate their wins.



And most importantly... Remember: *"Just because it's always been that way doesn't mean it always will — and that's where the magic happens!"*

10



NEXT STEPS

Process, Assess, Progress

6/1/2025

Name	Position	Rate	HOURLY RATE	ANNUAL RATE	Budgeted July	Projected	Projected	Projected	Projected	Annual	Projected Variance	employee replaced	Column2
	7	1	\$ 23.08	\$ 48,006.40	\$ 50,960.00	6	6	23.27	\$	48,401.60	\$ (1,279.20)		new hire - not eligible for Tech II year one
	7	2	\$ 23.42	\$ 48,713.60	\$ 50,211.20	6	7	23.62	\$	49,129.60	\$ (540.80)		new hire - not eligible for Tech II year one
	7	3	\$ 23.78	\$ 49,462.40	\$ 50,960.00	6	8	23.97	\$	49,857.60	\$ (551.20)		Grade 7 moved to Grade 6 - freeze rate for one year
	7	3	\$ 23.78	\$ 49,462.40	\$ 51,729.60	6	8	23.97	\$	49,857.60	\$ (936.00)		Grade 7 moved to Grade 6 - freeze rate for one year
	7	3	\$ 23.78	\$ 49,462.40	\$ 50,960.00	6	8	23.97	\$	49,857.60	\$ (551.20)		Grade 7 moved to Grade 6 - freeze rate for one year
	7	3	\$ 23.78	\$ 49,462.40	\$ 50,960.00	6	8	23.97	\$	49,857.60	\$ (551.20)		Grade 7 moved to Grade 6 - freeze rate for one year
	7	3	\$ 23.78	\$ 49,462.40	\$ 50,960.00	6	8	23.97	\$	49,857.60	\$ (551.20)		Grade 7 moved to Grade 6 - freeze rate for one year
	7	3	\$ 23.78	\$ 49,462.40	\$ 50,960.00	6	8	23.97	\$	49,857.60	\$ (551.20)		Grade 7 moved to Grade 6 - freeze rate for one year
	7	3	\$ 23.78	\$ 49,462.40	\$ 50,960.00	6	8	23.97	\$	49,857.60	\$ (551.20)		Grade 7 moved to Grade 6 - freeze rate for one year
	7	4	\$ 24.13	\$ 50,190.40	\$ 51,729.60	6	9	24.33	\$	50,606.40	\$ (561.60)		Grade 7 moved to Grade 6 - freeze rate for one year
	7	7	\$ 25.23	\$ 52,478.40	\$ 54,080.00	6	12	25.44	\$	52,915.20	\$ (582.40)		Grade 7 moved to Grade 6 - freeze rate for one year
	7	12	\$ 27.18	\$ 56,534.40	\$ 58,260.80	6	17	27.41	\$	57,012.80	\$ (624.00)		Grade 7 moved to Grade 6 - freeze rate for one year
	7	14	\$ 28.01	\$ 58,260.80	\$ 60,028.80	6	19	28.24	\$	58,739.20	\$ (644.80)		Grade 7 moved to Grade 6 - freeze rate for one year
	7	20	\$ 30.62	\$ 63,689.60	\$ 65,624.00	6	5	22.92	\$	47,673.60	\$ (8,975.20)		placeholder - currently vacant
	7	3	\$ 23.78	\$ 49,462.40	\$ 50,960.00	7	3	24.5	\$	50,960.00	\$ -		Grade 7, remain Grade 7, normal progression
	7	4	\$ 24.13	\$ 50,190.40	\$ 51,729.60	7	4	24.87	\$	51,729.60	\$ -		Grade 7, remain Grade 7, normal progression
	7	4	\$ 24.13	\$ 50,190.40	\$ 51,729.60	7	4	24.87	\$	51,729.60	\$ -		Grade 7, remain Grade 7, normal progression
	7	12	\$ 27.18	\$ 56,534.40	\$ 58,260.80	7	12	28.01	\$	58,260.80	\$ -		Grade 7, remain Grade 7, normal progression
	7	15	\$ 28.43	\$ 59,134.40	\$ 60,923.20	7	15	29.29	\$	60,923.20	\$ -		Grade 7, remain Grade 7, normal progression
	7	4	\$ 24.13	\$ 50,190.40	\$ 51,729.60	8	2	26.34	\$	54,787.20	\$ 1,528.80	tentative	Grade 7, reclassified, 5% increase plus anniversary in Jan
	7	7	\$ 25.23	\$ 52,478.40	\$ 54,080.00	8	5	27.54	\$	57,283.20	\$ 1,601.60		Grade 7, reclassified, 5% increase plus anniversary in Jan
	7	10	\$ 26.39	\$ 54,891.20	\$ 56,555.20	8	8	28.8	\$	59,904.00	\$ 1,674.40	tentative	Grade 7, reclassified, 5% increase plus anniversary in Jan
	7	10	\$ 26.39	\$ 54,891.20	\$ 56,555.20	8	8	28.8	\$	59,904.00	\$ 1,674.40		Grade 7, reclassified, 5% increase plus anniversary in Jan
	7	12	\$ 27.18	\$ 56,534.40	\$ 58,260.80	8	10	29.67	\$	61,713.60	\$ 1,726.40		Grade 7, reclassified, 5% increase plus anniversary in Jan
	7	15	\$ 28.43	\$ 59,134.40	\$ 60,923.20	8	13	31.03	\$	64,542.40	\$ 1,809.60		Grade 7, reclassified, 5% increase plus anniversary in Jan
	7	20	\$ 30.62	\$ 63,689.60	\$ 65,624.00	8	18	33.42	\$	69,513.60	\$ 1,944.80		Grade 7, reclassified, 5% increase plus anniversary in Jan

\$ (4,940.00)



MEMORANDUM

DATE: June 19, 2025

TO: Chairman Dan Steiner, Ald., Finance & Personnel Committee, Mayor Lang

From: City Attorney David Rashid & Chief Aaron Olson

RE: Police Supervisors' Tentative Agreement 2025-2027

The police supervisors' union and City's bargaining team engaged in the mandatory "meet and confer" discussion for finalization of a new, Tentative Agreement (TA) which has been approved by myself, for the City, and both the supervisors' representative, Tom Schrenk, and its leadership team.

The agreed-upon increase in wages will be 10% for all those holding the rank of Lieutenant. The other aspects for change will substantially mirror those already approved for the patrol unions' contract.

Like that for patrol, the contract will be 2.5 years in length, taking effective July 1, 2025 and extend to and through December 31, 2027.

APPROPRIATE AND RECOMMENDED ACTION IS A MOTION TO RECOMMEND THAT THE COMMON COUNCIL APPROVE THE TENTATIVE AGREEMENT REACHED BY THE CITY AND SUPERVISORS, WITH ANY INCREASES RETROACTIVELY EFFECTIVE TO JULY 1, 2025.