

**CITY OF NEENAH  
FINANCE AND PERSONNEL COMMITTEE MEETING  
Monday, December 11, 2023 – 6:00 pm  
Council Chambers, Neenah City Administration Building  
211 Walnut Street, Neenah, Wisconsin**

**MINUTES**

The meeting was called to order by Chairman Erickson at 6:05 pm.

**Present:** Chairman Erickson; Aldermen Borchardt and Boyette, Mayor Lang, Director of Finance Rasmussen, Director of Public Works Kaiser, Human Resources Director Fairchild, City Attorney Rashid, and Clerk Nagel.

**Absent/Excused:** Aldermen Skyrms and Steiner.

**Public Appearances:** None.

**Minutes:** Motion/Second/Carried Borchardt/Boyette to approve the minutes from November 27, 2023 Regular Meeting. All voting aye.

**New Position Request – Building Custodian**

Report

**Motion/Second/Carried Borchardt/Boyette to recommend Council create a Building Custodian position within the Municipal Building budget with an assigned grade of 7 and funded by the outlined adjustments to the 2024 operating budget.** All voting aye.

Discussion: Director Kaiser along with Director Fairchild presented the proposed new Municipal Custodian position to the committee. This position would be located at City Hall and would be hybrid of custodial work and light maintenance under the supervision of the current Building Manager. This position would allow the city to have control over current contracted custodial services. The reasoning behind the new position is to reduce redundancy in the job duties between staff and contractors, and to gain flexibility covering for time-off periods, not only at city hall but with the library and the police department custodians as well. The only additional cost would be to purchase a steam cleaning equipment for the restrooms as the city currently provides cleaning supplies for the contracted custodian services. The funding of this position is outlined in the position description.

**Refunds for Assessor Correction of Errors in 2023**

Report

**Motion/Second/Carried Borchardt/Boyette to recommend Council approve the 2023 palpable errors found and corrected by the Assessors as reported to and approved by the Board of Review.**

Discussion: Director Rasmussen and Attorney Rashid presented the palpable errors and corrections to the committee. Director Rasmussen explained that the Board of Review was held late this year due to the revaluation and missed the 2023 deadline for reimbursement of palpable errors. Therefore, the city will have to apply the 2023 errors and corrections to assessment year 2024 which is reimbursed proportionally by the other three taxing entities in 2025, resulting in the city carrying their portions of the expense until 2025. Director Rasmussen wanted to make the committee and council aware of this debt carry over.

Director Rasmussen also reminded the committee that state statute dictates that errors and corrections can only be refunded for one-year prior. Meaning, if there was an error that has been carried forward for multiple years, which is the case for Void Technologies, reimbursement can only be given for the prior year.

**Fiscal Matters: October Vouchers**

**Motion/Second/Carried Boyette/Borchardt to accept the October vouchers and place them on file as presented.** All voting aye.

**Motion/Second/Carried Boyette/Borchardt to adjourn the meeting 6:32 pm.** All voting aye.

Respectfully submitted,

A handwritten signature in cursive script that reads "Charlotte Nagel". The signature is written in black ink on a white background.

Charlotte Nagel  
City Clerk