

FINANCE AND PERSONNEL COMMITTEE MEETING
Monday, March 27, 2023 – 6:00 p.m.
Council Chambers, Neenah City Administration Building
211 Walnut Street, Neenah, Wisconsin

MINUTES

Present: Chairman Erickson; Aldermen Boyette, Skyrms, Steiner and Stevenson; Mayor Lang, Director of Finance Rasmussen, City Attorney Rashid.

Others Present: Director of Community Development Haese, Deputy Director of Community Development Schmidt, Assistant Planner Kasimor, Director of Public Works Kaiser and Captain Van Sambeek.

Absent/Excused: None.

Public Appearances: None.

Minutes: **Motion/Second/Carried Skyrms/Steiner to approve the minutes from the February 15, 2023, Regular Meeting and March 15, 2023, Special Meeting.** All voting aye.

Annexation 228 – 1495 Breezewood Lane Town of Neenah

Committee reviewed Annexation No. 228, proposing 2.77 acres of land located at the northwest corner of Breezewood Lane and Alpine Lane in the Town of Neenah, to be annexed into the City. Brett McCormick is the owner of the land with a population of 2. The purpose of this annexation is to subdivide and develop the eastern portion of the site with single-family lots. This area is located with the City's Growth Area as identified in the City of Neenah/Town of Neenah Boundary Agreement. Upon annexation the Zoning Classification will be R-1, Single-Family Residence District.

Aldersperson Stevenson asked Dep. Director Schmidt specifically about the reference made in his March 27, 2023 memo RE: Annexation #228 (1495 Breezewood Lane – T. of Neenah) – 2.77 Acres where Schmidt stated "The purpose of the annexation is to subdivide and develop the eastern portion of the subject site with single-family lots". Stevenson confirmed that once the property is annexed a request to rezone could occur. Stevenson asked Schmidt if he was aware of any other discussions concerning users other than R1. Schmidt answered he was not aware of any."

After further review of the annexation fees outlined in the department memos, staff would recommend Committee honor the original annexation fee amount provided to the property owner which totaled \$74,239.19. The differing annexation fees were a result in the change in the Storm Sewer Fee which occurred in late 2022.

REPORT

Motion/Second/Carried Boyette/Skyrms recommending Council's approval of Annexation No 228 for 2.77 acres of land located at 1495 Breezewood Lane in the Town of Neenah with revised annexation fees of \$74,239.19. All voting aye.

2022 Operating Budget Carry Forwards to 2023

Committee reviewed memo from Director of Finance Rasmussen recommending Council approve the 2022 Operating Budget Carry Forwards to 2023 as follows:

<u>Community Development:</u>	Landmarks Commission	\$ 2,325
	Sustainable Neenah	3,325
<u>Finance:</u>	Conferences & Meetings	2,600
<u>Mayor's Office:</u>	Community Contribution	4,245
<u>Police:</u>	Training	10,000
	Clothing Allowance	10,000
	Bike Patrol	500
	K-9 professional services	635
<u>Public Works:</u>	TV San Sewers services	10,000
	Traffic Control Equip Maint	600
	Traffic Control Signal Supplies	<u>15,729</u>

Total \$59,959

Committee and staff discussed various aspects of the proposed carry forwards.

REPORT

Motion/Second/Carried Stevenson/Steiner recommending Council's approval of the 2022 Operating Budget Carry Forwards to 2023 as submitted. All voting aye.

Resolution 2023-11 Approval of 2023 Community Development Block Grant (CDBG) plan

Committee reviewed memo from Assistant Planner Kasimor requesting approval of Resolution 2023-11 for the 2023 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 proposed program allocates \$207,088 in estimated 2023 funds and an estimated \$5,000 in revolving fund payments from the 2022 CDBG year.

Committee and staff discussed various aspects of the proposed program and related resolution. Issues discussed included the type of services provided by recipients who will receive small dollar amounts and why some public service funds were reduced, and some weren't. The funding is dependent on which category the recipients are part of. The grant is very specific. Property acquisition has \$70,000 allocated to it. It was questioned as to whether this could be moved within the category, for example to street repair projects in low to moderate income neighborhoods. It was further discussed that funds can be reallocated to subcategories if not spent. The term of the grant is from June 1 to May 31.

REPORT

Motion/Second/Carried Stevenson/Steiner recommending Council's approval Resolution 2023-11 for the 2023 Community Development Block Grant in the amount of \$212,088 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.

Fiscal Matters: January Vouchers: Motion/Second/Carried Stevenson/Boyette to approve the January 2023 vouchers as presented. All voting aye.

Fiscal Matters: February Vouchers: Motion/Second/Carried Stevenson/Boyette to approve the February 2023 vouchers as presented. All voting aye.

Closed session under Wis. Stat. ss. 19.85(1)(g) to confer with legal counsel (City Attorney) with respect to litigation in which the City is involved. (Rashid)

Motion/Second/Carried Stevenson/Boyette for the committee to convene into closed session under Wis. Stat. ss. 19.85(1)(g) to confer with legal counsel (City Attorney) with respect to litigation in which the City is involved. The Committee may reconvene into open session to consider or take action on matters discussed in closed. All voting aye.

At 6:40 PM the Committee convened into closed session.

The Committee adjourned the meeting in closed session. No action taken in open session.

Motion/Second/Carried Stevenson/Boyette to adjourn the meeting 6:52 pm. All voting aye.

Respectfully submitted,



Vicky Rasmussen, CPA
Director of Finance