

CITY OF NEENAH
FINANCE AND PERSONNEL COMMITTEE MEETING
Monday, November 27, 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 6:00 pm.

Present: Chairman Erickson; Aldermen Skyrms, Borchardt and Steiner, Director of Finance Rasmussen, Deputy Director of Community Development Schmidt, Director of Public Works Kaiser, City Attorney Rashid, and Clerk Nagel. Mayor Lang arrived at 6:23 pm.

Absent/Excused: Alderman Boyette.

Public Appearances: None.

Minutes: Motion/Second/Carried Skyrms/ Steiner to approve the minutes from October 23, 2023 Regular Meeting and November 1, 2023 Special Meeting. All voting aye.

2024 BID Operating Plan and Schedule of Assessments

Motion/Second/Carried Skyrms/Borchardt to recommend Council adoption of Resolution No. 2023-32, approving the Neenah Central City Business Improvement District 2024 Operating Plan. All voting aye.

Report

Discussion: Deputy Director Schmidt presented the 2024 BID Operating Plan and Schedule of Assessments to the committee. Most of the language in the document is required statute language. Page 13 of the document is the 2024 BID Budget. The BID Board did recommend approval of the operating plan which also needs Finance and Personnel Committee approval and ultimately Council approval. The BID assessments did increase this year with the revaluation. Several projects in the downtown area were completed this year which brings their full value into the assessment roll as well. The BID is also proposing to carry over \$14,733 from 2023 to 2024 for a total of budget of \$174,841. The budget is broken down into the following categories: Centralized Management, Public Relations Committee, Retention Recruitment, and Maintenance.

Deputy Director Schmidt answered the committee questions regarding the formation and function of the BID. There was also discussion on expansion of the BID to incorporate north and south Commercial Street. Future Neenah functions, services, and areas of services were also discussed.

Traffic Signal Interconnect Project

Motion/Second/Carried Borchardt/Steiner to recommend Council approve entering into an agreement with Elexco, Inc. to perform the necessary fiber optics work to connect the traffic controls at Bell/Commercial, Bell/Marathon and Bell/Industrial to the City's network at a cost not to exceed \$30,000. Funding will be provided through Information Systems Capital Equipment Smart Cities Budget. All voting aye.

Report

Discussion: Director Wenninger advised through Smart Cities Initiative, the city has been connecting traffic signal control boxes to the city's network where opportunities present themselves. This network connection allows Traffic Engineer Merten to efficiently manage the signal controllers from a master controller in his office.

With the assistance of MCE, who did the project engineering and bidding, three bids were received. Elexco Inc. was the lowest bidder. Elexco Inc. has done worked for the city in the past with much satisfaction. Director Wenninger answered committee questions.

Write-off Bad (Uncollectible) Debts

Motion/Second/Carried Borchardt/Skyrms to recommend Council deem the above-mentioned debts, in the aggregate amount of: \$8,278.09, to be uncollectible, and then further treated as such by the Finance Department. All voting aye.

Report

Discussion: Attorney Rashid explained that from time to time, the city will write-off uncollectible debts owed to the city. Currently the uncollectable total \$8,278.09. Attorney Rashid explained the collection process in which outside services are obtained to provide the collection duties. After all avenues of collection are exhausted and it appears that collection on these debts are not going to happen, the recommendation from outside services is to write-off the uncollectable debts. This recommendation is due to the fact that it will cost more money and resources to collect the uncollectable debts than the debts are worth.

Attorney Rashid answered committee questions regarding getting a lien judgement which costs more than the debt is worth. There was discussion on the difference between the uncollectable debts and collection for vandalism.

Resolution 2023-29, Fee Schedule Changes

Motion/Second/Carried Steiner/Borchardt to recommend Council approve Resolution 2023-29, Fee Schedule Changes. All voting aye.

Report

Discussion: During the budget process, Director Rasmussen requested each department to perform an in-depth review of their fee schedules and check for appropriateness and competitiveness. This included ensuring that all costs were covered within the fee and evaluating fees with comparable municipalities in the area.

The proposed changes are highlighted in red. Suggestions range from changing the dollar amount of a fee, adding fees to the schedule that are currently charged but weren't on the list, removing fees that no longer exist, or updating descriptions.

Conversation was had on parking, amusement devices, mobile food vendors, home occupation permits, tourist housing permit, liquor licensing, and the general intent of the fees. The general intent of the fees is to typically recuperate the cost of issuing the permit. However, there are some fees that are statutory. The Fee Schedule is reviewed on an annual basis as part of the budget process.

Ordinance 2023-19, Parking Citations

Motion/Second/Carried Steiner/Borchardt to recommend Council approve Ordinance 2023-19, Parking Citations.

Report

Discussion: Parking citation charges have not been changed since 2017 (Ord. 2017-06). The citation charges were established at that time to coordinate with parking permit charges to minimize the possibility of incentivizing violations. Ordinance 2023-19 updates the portion of the parking ordinance related to citations charges, while the fee schedule adjusts the permit charges.

Conversation was had on the frequency in which parking citations are issued, specifically the 2-4 AM parking. Committee members suggested a more consistent approach to issuing parking tickets for the 2-4 AM parking. Additional staff and resources would be required to provide routine overnight parking enforcement. This discussion should take place with Police Department.

Motion/Second/Carried Skyrms/Steiner to adjourn the meeting 6:58 pm. All voting aye.

Respectfully submitted,

A handwritten signature in cursive script that reads "Charlotte Nagel". The signature is written in black ink and is positioned above the printed name and title.

Charlotte Nagel
City Clerk