

**CITY OF NEENAH  
FINANCE AND PERSONNEL COMMITTEE MEETING  
Monday, March 11, 2024 – 6:00 pm  
Hauser Room, Neenah City Administration Building  
211 Walnut Street, Neenah, Wisconsin**

**MINUTES**

The meeting was called to order by Chairman Erickson at 6:06 pm.

**Present:** Chairman Erickson; Aldermen Borchardt, Boyette, and Steiner; Mayor Lang, Director of Finance Rasmussen, Director of Community Development Haese, Director of Human Resources Fairchild, Attorney Rashid, Police Chief Olson, Fire Chief Teesch, Communication Specialist Engelman, and Clerk Nagel. Aldermen Lendrum and Hillstrom were also in attendance.

**Absent/Excused:** Alderman Skyrms.

**Public Appearances:** None.

**Minutes:** Motion/Second/Carried Steiner/Borchardt to approve the minutes from the February 12, 2024, Regular meeting as written. All voting aye.

**2023 Operating Budget Carry Forwards to 2024 (Attachments) (Rasmussen)**

**Motion/Second/Carried Borchardt/Boyette to recommend Council approve the 2023 General Fund Operating Carry Forwards to 2024.** All voting aye.

Discussion: Director Rasmussen explained the carry forwards brought forth in her memo.

**Discussion and Approval of Transferring Surplus and ARPA Interest to Eliminate Various Deficits (memo distributed at meeting) (Rasmussen).**

**Motion/Second/Carried Steiner/Borchardt to recommend Council approve the use of Fiscal Year 2023 General Fund balance (surplus) in the amount of \$436,518.78 and ARPA interest in the amount of \$239,593.62, totaling \$676,112.40, to be applied to the following deficits: Municipal Court (\$245,287.61), Neenah Menasha Fire Rescue (\$274,260.91) and 50% of Parking Utility (\$156,563.88), for a total of (\$676,112.40).** All voting aye.

Discussion: Director Rasmussen explained the Transferring General Fund Surplus and ARPA Interest to Eliminate Various Deficits memo. There was discussion on Neenah-Menasha Municipal Court and the development of a taskforce to study the court process. The recommendation is to pay off Neenah's portion of the deficit.

Fire Chief Teesch was present to discuss overtime with Neenah-Menasha Fire Rescue. The recommendation is to pay off Neenah's portion of the deficit. The City of Menasha has already paid their portion of the deficit.

The Parking Utility Program took a hit by the COVID pandemic. Police Chief Olson answered questions relating to the functionality of the parking program and available staff. Staff availability has been limited with the recruitment of Community Service Aides which is a byproduct of the pandemic. The fund has been under performing and the recommendation is to pay off half of its deficit.

REPORT

REPORT

Director Rasmussen advised she is implementing quarterly Department Head meetings in order to keep departments accountable for their budget.

**Approval of Purchase of BenTek Software Services (Attachments) (Fairchild)**

**Motion/Second/Carried Borchardt/Boyette to recommend Council approve an agreement with BenTek Software services in a prorated amount of \$15,000 for year one costs and \$10,000 for implementation to be purchased from the Information Systems ERP Suite account within the Capital Equipment Budget. All voting aye.**

Discussion: Director Fairchild explained through the dissolution of Lotus Notes and I-Series, Human Resources has been reviewing current forms and processes. As a part of the review, many processes have been identified which can be streamlined and improved with the implementation of a proper HRIS (Human Resources Information System).. BenTek Software Services will provide the proper HRIS needed to manage employee benefits, status changes, evaluations, FMLA tracking, maintain annual compliance with a variety of entities, and will reduce liability created by ensuring more accurate data entry and validation processes.

**Fiscal Matter: December 2023 Vouchers**

**Motion/Second/Carried Borchardt/Steiner to accept the December 2023 Vouchers and place them on file.**

Director Rasmussen included the reports in the committee packet and answered any questions.

**Fiscal Matter: January 2024 Vouchers**

**Motion/Second/Carried Skyrms/Boyette to accept the January 2024 Vouchers and place them on file.**

Director Rasmussen included the reports in the committee packet and answered any questions.

**The Committee may convene into closed session pursuant to Wis. Stat. §19.85(1)(e) for the purpose of deliberating or negotiating the purchase of public properties, the investing of public funds, or the conducting of other specified public business as long as competitive or bargaining reasons required closed session related to land acquisition adjacent to or in the vicinity of the Southpark Industrial Center area.**

**Motion/Second/Carried Boyette/Steiner for the Committee to convene into closed session. All voting aye.**

At 7:02 pm the Committee convened in closed session.

**The Committee may remain in closed session pursuant to Wis. Stat. Sec. 19.82(2) to confer with City Attorney who will render advice concerning strategies with respect to pending or impending litigation involving the City.**

At 7:39pm, the Committee remained in closed session to confer with the City Attorney.

**The Committee may reconvene into open session to consider actions on the items discussed in closed session.**

REPORT

The Committee adjourned in closed session.

**Adjournment**

**Motion/Second/Carried Borchardt/Steiner to adjourn the meeting 7:50 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