

**CITY OF NEENAH
FINANCE AND PERSONNEL COMMITTEE MEETING
Monday, January 24, 2022 – 6:30 p.m.**

Due to the Public Health Emergency caused by the COVID-19 Pandemic, this meeting occurred at a virtual location accessed by conference call on gotomeeting.com.

MINUTES

Present: Chairman Erickson; Aldermen Stevenson, Skyrms, Boyette and Borchardt; Mayor Kaufert, City Attorney Westbrook; Director of Finance Easker.

Others Present: Alderman Hillstrom, Director of Information Systems Wenninger, Deputy Director of Community Development Schmidt, Aldermanic Candidate Dan Steiner.

Absent/Excused: None.

Public Appearances: None.

Minutes: Motion/Second/Carried Skyrms/Borchardt to approve the minutes from the January 10, 2022 Regular Meeting. All voting aye.

Fire 31 Training Center Audio Upgrade: Committee reviewed memo from Director Wenninger requesting approval to enter into an agreement with CCCP to provide the necessary equipment and services to upgrade the audio at the Fire 31 Training Center at a cost not to exceed \$12,700. In the memo, he indicates that funding for this purchase includes \$12,000 from Information Systems 2022 Capital Equipment Budget and \$700 from Information Systems Operating Budget. The City received two quotes for the project, with CCCP submitting the low quote of \$12,651.07.

Committee and staff discussed various aspects of the proposed purchase. Issues discussed included the deficiencies with the existing audio system and the ability to be able to relocate most of the equipment should it be necessary. Alderman Stevenson pointed out that the 2022 Information Systems 2022 Capital Equipment Budget includes \$15,000 for the purchase. Director Wenninger concurred that was the correct amount and agreed that amount was sufficient to cover the entire cost of the purchase.

Motion/Second/Carried Stevenson/Skyrms requesting Council's approval to enter into an agreement with CCCP to provide the necessary equipment and services to upgrade the audio at the Fire 31 Training Center at a cost not to exceed \$12,700. Funding for this purchase will come from \$15,000 budgeted for the project in Information Systems 2022 Capital Equipment Budget.

All voting aye.

Website CMS Tool Implementation and Template Update Services: Committee reviewed memo from Director Wenninger requesting approval to enter into an

agreement with Stellar Blue Technologies of Neenah for website template updates and content management system services, at a cost not to exceed \$20,000. Funding for this purchase of \$20,000 was approved in Information Systems' 2022 Capital Equipment budget. Stellar Blue has been the City's website design and maintenance provider since 2015. Director Wenninger said that this project will essentially be a refresh or update of the City's website maintaining the underlying framework and platform the existing site was built on with the three objectives of 1). Implementing current website industry standards and best practices; 2). Implementing or adjusting current design techniques to adhere more closely to ADA standards; and 3). Integration of Elementor, a recently released WordPress CMS page builder plugin tool.

Committee and staff discussed various aspects of the proposed purchase. Issues discussed included the need for the website to adhere to ADA standards and potential staff training for the WordPress product.

Motion/Second/Carried Borchardt/Stevenson recommending Council's approval to enter into an agreement with Stellar Blue Technologies of Neenah for website template updates and content management system services, at a cost not to exceed \$20,000. Funding for this purchase of \$20,000 was approved in Information Systems' 2022 Capital Equipment budget. All voting aye.

Annexation #225 (Woodenshoe Road – Town of Vinland) – 1.15 Acres: Committee reviewed memo from Director Easker recommending Council approve Annexation #225 (Woodenshoe Road – Town of Vinland) – 1.15 Acres. The subject land is currently owned by the City and will be sold to Eternity Construction, LLC. The land will be combined with other acreage for the purpose of developing 31 residential lots as part of Phase II of the CTHG/Woodenshoe Road concept plan. City departments who expressed an opinion all recommend approval or do not object to the proposed annexation.

Committee and staff discussed various aspects of the proposed annexation. Issues discussed included sale price for the property and the timing of the annexation.

Motion/Second/Carried Stevenson/Borchardt recommending Council approve Annexation #225 (Woodenshoe Road – Town of Vinland) – 1.15 Acres. All voting aye.

Annexation #226 (CTH G – Town of Neenah) – 13.478 Acres: Committee reviewed memo from Director Easker recommending Council approve Annexation #226 (CTH G – Town of Neenah) 13.478 Acres. The subject land is owned by The Way to Succulents Properties, LLC, who propose to use the property to grow and sell succulent plants. Initially, greenhouses will be constructed on the northern half of the property. The southern half to be continued to be farmed, with light industrial use development potentially in the future. Regarding costs of improvements, the City would initially pay \$300,000 for an extension of the sanitary sewer main from Schultz Drive east along

REPORT

REPORT

CTH G to the property line. Of that cost, \$50,000 would be immediately assessable to the property owner, with the remainder to be held as a deferred special assessment for any adjacent properties that annex in the future.

Committee and staff discussed various aspects of the proposed annexation. Issues discussed included the products and services proposed to be provided by the business owner as well as their need for City sewer and water services.

Motion/Second/Carried Skyrms/Boyette recommending Council approve Annexation #226 9CTH G – Town of Neenah) 13.478 Acres. All voting aye.

Development Agreement – The Homes at Freedom Meadows Subdivision:

Committee reviewed memo from Deputy Director Schmidt recommending Council approve The Homes at Freedom Meadows Subdivision Development Agreement. The agreement with Van Sistine Homes, LLC includes the sale of 14.103 acres of property owned by the City to the developer for the development of 31 residential properties along the northwest corner of CHT G and Woodenshoe Road. Under the agreement, the developer would purchase the land from the City at a price of \$125,262.85, along with paying the other typical fees such as subdivision, oversize sanitary sewer and storm water. The City would, in turn, reimburse the developer for specific costs as provided for in the agreement.

Committee and staff discussed various aspects of the proposed development agreement. Issues discussed included the typical lot sizes for the development as well as how much HOA provisions would dictate the type and style of homes constructed within the subdivision.

Motion/Second/Carried Stevenson/Skyrms recommending Council approve The Homes at Freedom Meadows Subdivision Development Agreement. All voting aye.

Motion/Second/Carried Borchardt/Stevenson to adjourn the meeting at 7:05 p.m. All voting aye.

Respectfully submitted,



Michael K. Easker, CPA
Director of Finance

REPORT

REPORT