

**CITY OF NEENAH
FINANCE AND PERSONNEL COMMITTEE MEETING
Monday, March 28, 2022 – 6:30 p.m.
Council Chambers, Neenah City Administration Building
211 Walnut Street, Neenah, Wisconsin**

MINUTES

Present: Chairman Erickson; Aldermen Stevenson (6:45 p.m.), Skyrms, Boyette and Borchardt; Mayor Kaufert; Director of Finance Easker.

Others Present: Alderman Lang, Aldermanic Candidate Steiner, Chief of Police Olson, Director of Information Systems Wenninger, Director of Community Development and Assessment Haese, Assistant Planner Kasimor.

Absent/Excused: City Attorney Westbrook.

Public Appearances: None.

Minutes: Motion/Second/Carried Skyrms/Borchardt to approve the minutes from the March 7, 2022 Regular Meeting. All voting aye.

Resolution 2022-07: Approval of 2022 Community Development Block Grant

(CDBG) Plan: Committee reviewed memo from Assistant Planner Kasimor requesting approval of Resolution 2022-07 for the 2022 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 2022 grant funding totals \$230,538, while the proposed program allocates \$230,000 from 2022 funds and \$5,000 from 2021 funds.

Committee and staff discussed various aspects of the proposed program and related resolution. Issues discussed included the type of services provided by recipients who receive small dollar amounts, the proposed use of funds within the South Commercial Street corridor and the use of funds for fair housing as compared to other communities within our geographic region.

Motion/Second/Carried Borchardt/Skyrms recommending Council's approval of Resolution 2022-07 for the 2022 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. All voting aye.

Cyber Security Assessment and Resolutions: Committee reviewed memo from Director Wenninger requesting approval to enter into an agreement with Ontech Systems, Inc. to perform a security assessment of the City's computing environment for a cost not to exceed \$3,700 with funding that was approved in Information Systems 2022 Capital budget. He indicated that Ontech was selected because of their preferred business partner standing with the City's liability insurance carrier CVMIC. Under the relationship, CVMIC will pay 50% of the cost of the service, or a \$3,700 match. Director

RESOLUTION

Wenninger said that the assessment is the initial step in the Cyber Security initiative funded in the 2022 I/S Capital budget at \$25,000, with the remaining \$21,300 to be expended on the resolution of discoveries and a previous CVMIC recommendation.

Committee and staff discussed various aspects of the proposed agreement. Issues discussed included details on how this initiative coordinates with CVMIC's insurance risk mitigation goals and the City's high priority of the issue. Also discussed was the committee's desire for periodic updates on the City's cyber assessment process.

Motion/Second/Carried Stevenson/Boyette approval to enter into an agreement with Ontech Systems, Inc. to perform a security assessment of the City's computing environment for a cost not to exceed \$3,700 with funding that was approved in Information Systems 2022 Capital budget. All voting aye.

Tax Increment District (TID) No. 7 Development Agreement - Shopko: Committee reviewed memo from Director Haese recommending Council approve the Tax Incremental District #7 Development Agreement between the City and Spring Creek Center II, LLC for the redevelopment of the former Shopko property at 699 S. Green Bay Road. Under the proposed agreement, the developer will rehab the building for future tenants and develop one outlot that will increase the taxable value by as much as \$5.5 million over a maximum three-year period. In return, the City would provide an annual assistance payment equivalent to 80% of the added tax revenue beginning in 2024 and ending in either 2035 or once \$950,000 is paid, whichever comes first.

Committee and staff discussed various aspects of the proposed agreement. Issues discussed included the no guaranteed value language in the Developer Financed TIF clause, the developer's current negotiations with potential tenants, the proposed configuration of the parking lot and how the concern of potentially undesirable tenants on that very visible corner is mitigated by the developer's historic ties to the community.

Motion/Second/Carried Skyrms/Stevenson recommending Council approve the Tax Incremental District #7 Development Agreement between the City and Spring Creek Center II, LLC for the redevelopment of the former Shopko property at 699 S. Green Bay Road. All voting aye.

2021 Operating Budget Carry Forwards to 2022: Committee reviewed memo from Director Easker recommending Council approve the 2021 Operating Budget Carry Forwards to 2022 as follows: Community Development Misc. Expenditures \$300; Community Development All Other Supplies \$850; Public Works Epoxy Pavement Markings Contract \$17,590; Public Works Garage Computer Upgrades \$4,100; Public Works Traffic Signal Supplies \$12,000; Public Works Traffic Sign & Barricade Supplies \$3,000; Police Overtime \$50,000; Police Targets & Ammunition \$2,000; Police Maintenance of Building \$17,590. Total Operating Carryforwards - \$107,430. Committee and staff discussed various aspects of the proposed carry forwards.

Motion/Second/Carried Stevenson/Boyette recommending Council approve the 2021 Operating Budget Carry Forwards to 2022 as submitted. All voting aye.

Erasing Past Due Debt: Committee reviewed memo from City Attorney Westbrook recommending Council approve erasing the total amount set forth in the attached spreadsheet from past due accounts that are uncollectable. The list includes the write off of seven invoices dated from September 2013 to March 2016 totaling \$3,981.81. The list provided to the committee included only the date and amount of the invoice. After review, the consensus of the committee was to request that Attorney Westbrook update the list to include both party to whom the invoice was issued as well as the reason for the invoice and to postpone consideration of the item to a future meeting.

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

Motion/Second/Carried Boyette/Borchardt to adjourn the meeting at 7:50 p.m. All voting aye.

Respectfully submitted,

/s/

Michael K. Easker, CPA
Director of Finance

Past Due Accouts to be Erased.

Invoice Number	Date of Incident	Amount Unpaid
34331	09/30/13	100.00
34928	12/12/14	278.38
34468	12/31/13	86.01
34961	12/31/14	558.00
35275	08/20/15	671.76
35558	03/31/16	377.91
35357	10/29/15	1,909.75
Total Debt		\$ 3,981.81