

FINANCE AND PERSONNEL COMMITTEE MEETING
Monday, April 24, 2023 – 6:00 p.m.
Council Chambers, Neenah City Administration Building
211 Walnut Street, Neenah, Wisconsin

MINUTES

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

Others Present: Deputy Director of Community Development Schmidt, Alderman Lendrum, Director of Information Systems Wenninger

Absent/Excused: None.

Public Appearances: None.

Minutes: **Motion/Second/Carried Skyrms/Steiner to approve the minutes from the March 27, 2023, Regular Meeting and April 18, 2023, Special Meeting.** All voting aye.

Social Media Policy

Committee reviewed memo and proposed updated “Social Media” policy drafted by City Attorney Rashid. The existing policy only dealt with employees’ use of social media platforms but did not address what City media administrators could or should do with inappropriate or otherwise “undesirable” content from outside users interacting with or commenting upon content by the City’s employees and officials. The draft policy was vetted to comport with existing (and developing) law concerning free speech and open government laws.

Committee members stated that this policy needs to be applied consistently throughout all departments, and that the department administrators of social media platforms need to be adequately trained on this policy

Motion/Second/Carried Borchardt/Steiner recommending Council’s adoption of the proposed “Social Media” policy for use by all departments of the City which host and administer any social media platforms . All voting aye.

Data Center UPS Replacement and Switch Closet UPS Upgrades

Committee reviewed memo from Director of Information Systems Wenninger recommending the replacement of the current UPS floor standing unit in the production data center which was purchased in 2010 and has reached end of life. The cost for this unit will be \$29,739. Additional purchases will consist of 15 networks cards, 5 replacement units and 5 batteries and will range from \$7,750 - \$8,000. The total amount budgeted in the 2023 Capital Equipment budget for these purchases was \$40,000.

Motion/Second/Carried S kyrms/Borchardt recommending Council’s approval to expend up to \$38,000 to replace the UPS unit in the data center and lower end UPS units and accessories in data closets throughout the City. The data center unit will be purchased from Access, Inc. and the lower end units/accessories from various current sources providing the lowest cost Funding for this purchase was approved in Information Systems 2023 Capital Equipment Budget. All voting aye.

Use of Technology & Communications Systems Policy

Committee reviewed memo and “Use of Technology and Communication Systems” policy drafted by Director of Information Systems Wenninger. As part of the cybersecurity initiative, Information Systems is reviewing all technology policies to ensure they are applicable in today’s environment. Modified and new policies will be brought forward to Council for adoption.

The first of these policies is the “Use of Technology & Communication Systems” policy which replaces the current “Electronic Information Systems” policy last updated in April of 2016 and the “Internet and E-Mail” policy last updated in March of 2018.

Motion/Second/Carried Borchardt/S kyrms recommending Council’s adoption of the proposed “Use of Technology and Communication Systems” policy. All voting aye.

Development Agreement – First Addition to The Homes at Freedom Meadows Subdivision

Committee reviewed memo from Deputy Director of Community Development Schmidt seeking approval of the First Addition to The Homes at Freedom Meadows subdivision. The Community Development Department, Department of Public Works and the Neenah Water Utility have negotiated a Development Agreement with Van Sistine Homes, LLC for this subdivision. As with all residential subdivisions in the City, the Development Agreement identifies the terms and responsibilities of the Developer and City and identifies the required fees and costs for developing in the City.

The proposed plat includes 16 single-family residential lots located along the northwest corner of County Highway G and Woodenshoe Road. The land is zoned R-1, Single-Family Residence District. This subdivision is the second phase of the Homes at Freedom Meadows subdivision located directly south of the proposed development.

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Motion/Second/Carried Boyette/Borchardt recommending Council's approval of the First Addition to The Homes at Freedom Meadows Subdivision Development Agreement. All voting aye.

Discussion of Audit Status:

Director of Finance Rasmussen discussed the status of the 2022 Annual Audit. The fieldwork for the audit went exceptionally well. The auditors had no material findings or concerns. The final audit will be complete on June 23, 2023, and will be presented at the July 19, 2023, Council meeting.

The General Fund had a surplus of \$424,345 before the "Mark to Market" annual adjustment that is required to be made to the financials per GASB Statement 31. This is an accounting practice that involves adjusting the value of an asset (investments) to reflect its value as determined by current market conditions, meaning what would it be worth if sold at this point in time. The City intends to hold all investments in its portfolio to maturity and will therefore never realize the accounting adjustment in real dollars.

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 Borchardt/Skyrms 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 7:15 pm the Committee convened into closed session.

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

Motion/Second/Carried Boyette/Skyrms to adjourn the meeting 7:35 pm. All voting aye.

Respectfully submitted,



Vicky Rasmussen, CPA
Director of Finance