

FINANCE AND PERSONNEL COMMITTEE MEETING
Monday, January 9, 2023 – 6:00 p.m.
Council Chambers, Neenah City Administration Building
211 Walnut Street, Neenah, Wisconsin

MINUTES

Present: Chairman Erickson; Aldermen Boyette (6:33 pm), Skyrms, Steiner (via phone) and Stevenson; Mayor Lang, Interim Director of Finance Kahl, City Attorney Rashid.

Others Present: Assistant Planner Kasimor, Director of Information Systems Wenninger, Director of Community Development Haese, Deputy Director of Community Development Schmidt, Property Appraiser Engelbreth, Director of Public Works Kaiser, Community Development Coordinator Jefferson.

Absent/Excused: None.

Public Appearances: None.

Minutes: Motion/Second/Carried Skyrms/Stevenson to approve the minutes from the December 12, 2022 Regular Meeting and December 21, 2022 Special Meeting. All voting aye.

2023 Intermunicipal Agreement for Dial-A-Ride

Committee reviewed memo of Assistant Planner Kasimor seeking approval of the 2023 Intermunicipal Agreement with the City of Appleton for Dial-A-Ride cost sharing. The agreement allows for the use of State and Federal funds received by Valley Transit towards Dial-A-Ride program costs incurred by City residents. Valley Transit estimates 2023 program costs of \$44,677 between Neenah and Menasha. The 2023 Dial-A-Ride program budget contains an estimated \$53,440 in resources, including \$12,000 from the City of Neenah.

Committee discussed various aspects of the proposed agreement. Items discussed included the funding relationship between Neenah and Menasha and Neenah's annual contribution to the program.

Motion/Second/Carried Skyrms/Stevenson to recommend Council approve the 2023 Intermunicipal Agreement with the City of Appleton for Dial-A-Ride cost sharing. All voting aye.

T2 Parking Enforcement Hardware Purchase

Committee reviewed memo of Director Wenninger seeking approval to purchase parking enforcement hardware at a cost not to exceed \$16,500. New hardware is necessary due to the acquisition of NuPark, the City's previous parking enforcement software provider, by T2 Systems. Carried forward Downtown Parking funds from TIF 8 would be used to fund the purchase.

Committee discussed various aspects of the proposed purchase. Items discussed included an upcoming LPR replacement, the quantity and use of printers by Police staff, and the transition from NuPark to T2.

REPORT **Motion/Second/Carried Stevenson/Skyrms to recommend Council approve the purchase of parking enforcement software at a cost not to exceed \$16,500, funded by the Downtown Parking carry forward in TIF 8. All voting aye.**

Information Systems Operating Budget Carry Forward Request

Committee reviewed memo of Director Wenninger requesting to carry forward \$20,000 in operating budget funds from 2022 to 2023 as follows: \$8,000 from Outside Software Services, \$10,000 from Computer Software Outlay, and \$2,000 from Computer Hardware Outlay. Director Wenninger would intend to use the funds to procure consulting services to expand and fine tune the City's Citrix environment and purchase additional thin client devices.

Committee discussed various aspects of the carry forward request. Items discussed included the use of funds for hardware versus software.

REPORT **Motion/Second/Carried Steiner/Skyrms to recommend Council approve the carry forward of 2022 Information Systems operating funds to 2023 as follows: \$8,000 from Outside Software Services, \$10,000 from Computer Software Outlay, and \$2,000 from Computer Hardware Outlay. All voting aye.**

Interim Market Update Assessment Services Contract

Committee reviewed memo of Deputy Director Schmidt recommending approval of the 2023 agreement for Interim Market Update assessment services with Associated Appraisal in the amount of \$50,000. State law requires municipalities to assess real estate to +/- 10% of market value, and the City's assessment ratio currently stands at 86.8% (13.2% below market value). The City last conducted a revaluation in 2019, and since that time the City's median home value has increased 35%. The Interim Market Update proposed will help ensure all property owners are paying their fair proportional share of real estate property taxes, consistent with market conditions.

Associated Appraisal has provided assessment services for the City since 2013, including assistance with the 2019 revaluation. Staff intends to complete work by late summer 2023, at which time a notice of assessment letter would be sent to all property owners.

Committee discussed various aspects of the proposed contract. Items discussed included the frequency of revaluations, the terms of insurance in the agreement, the "open book" review period, and the Board of Review process.

REPORT

Motion/Second/Carried Skyrms/Stevenson to recommend Council approve the 2023 Contract for Interim Market Update Assessment Services with Associated Appraisal in the amount of \$50,000. All voting aye.

Resolution 2023-01: Fee Schedule Changes

Committee reviewed memo of Interim Director Kahl seeking the approval of various changes to the fee schedule. Among the changes requested are: the Amusement Device License (\$35 per machine increase annually), the Additional Residential Refuse Cart (\$20 per cart increase annually), and Residential Dumpster Rental increases per collection. Other proposed increases would impact new storm water infrastructure development and street/right-of-way excavation.

Committee discussed various aspects of the proposed Resolution. Items discussed included the residential dumpster service and charge, the possibility of tying certain fee increases to inflation, and reviewing the fee schedule on a regular basis to avoid large increases.

REPORT

Motion/Second/Carried Stevenson/Skyrms to recommend Council approve Resolution 2023-01: Fee Schedule Changes. All voting aye.

Resolution 2023-02: Weights and Measures Fees

Committee reviewed memo of Community Development Coordinator Jefferson recommending the addition of several Weights and Measures fees to the City's fee schedule. As in 2022, the City will again contract with the City of Appleton Health Department for Weights and Measures field services in 2023, and the proposed changes to the fee schedule are made in an effort to improve efficiency and more closely align with Appleton's.

Committee discussed various aspects of the proposed Resolution. Items discussed included the potential revenue impact of the additional fees

REPORT

Motion/Second/Carried Stevenson/Skyrms to recommend Council approve Resolution 2023-02: Weights and Measures Fees. All voting aye.

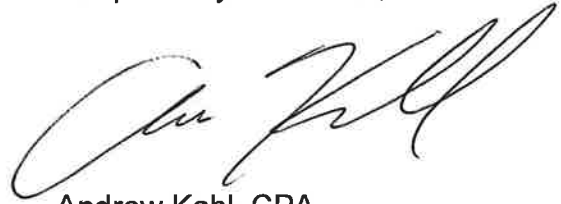
Motion/Second/Carried Stevenson/Skyrms to convene into closed session at 6:48 pm pursuant to Wis. Stat. §19.82(2) to confer with City Attorney, who will render advice concerning strategies with respect to pending or impending litigation involving the City. All voting aye.

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Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Andrew Kahl', written in a cursive style.

Andrew Kahl, CPA
Interim Director of Finance