

CITY OF NEENAH
FINANCE AND PERSONNEL COMMITTEE MEETING
Monday, April 22, 2024 at 5:30 pm
Hauser Room, Neenah City Administration Building
211 Walnut Street, Neenah, Wisconsin

MINUTES

The meeting was called to order by Chairman Erickson at 5:30 pm.

Present: Chairman Erickson; Aldermen, Boyette, Steiner, and Ellis; Director of Finance Rasmussen, Attorney Rashid, Director of Information Systems Schroeder, Traffic Engineer Merten, and Clerk Nagel.

Absent/Excused: Mayor Lang and Council President Borchardt were excused.

Also Present: Aldermen Pollnow.

1. **Public Appearances:** None.
2. **Minutes: Motion/Second/Carried Steiner/Boyette to approve the minutes from the March 25, 2024, Regular meeting as written.** All voting aye.

3. **Resolution 2024-04 Traffic Control Service Fees for Special Events**

Motion/Second/Carried Ellis/Steiner to recommend approval of Resolution 2024 – 04 for Traffic Control Service Fees for Special Events.

Discussion: Traffic Engineer Merten presented the resolution to the committee. The resolution establishes a fee schedule for the Public Works traffic control equipment used for special events. The fee schedule uses the per unit methodology. The fee schedule will be used in both estimating the costs upfront to the applicant and for final invoicing after the event takes place. The unit methodology generally captures the typical costs incurred for each special event.

Note that the Meridan barriers are managed by the Police Department and are not included in the Public Works fee schedule.

4. **Controlled Access Project – Phase 3**

Motion/Second/Carried Ellis/Steiner to recommend Council approve Phase 3 of the City Hall Controlled Access Project in the amount of \$9,402.20 using Capital Equipment Funds. All voting aye.

Discussion: IS Director Schroeder presented the City Hall Controlled Access Project – Phase 3 to the committee. As outlined in his memo, Director Schroeder advised that while the city was waiting to receive door controllers for Phase 1 and 2, a new, upgraded controller was released by One Source Technologies. Rather than installing outdated controllers, because current controllers were at the end-of-life stage, it was decided to wait for the new controllers to come out. The upgraded controllers were then installed. Due to the wait and the most current technology available, there was a price overage of \$9,402.20. Both Directors Schroeder and Rasmussen request the Capital Equipment Fund be used to cover the overage. The project is complete at the conclusion of Phase 3.

Note that the panic button upgrade was included in Phase 3 as well.

REPORT

REPORT

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5. **2024 Q1 Financial Statements**

Motion/Second/Carried Ellis/Boyette to accept and place on file the 2024 Quarter 1 Financial Statements. All voting aye.

Discussion: Director Rasmussen gave the committee a status update on each account of the first quarter financial statements and answered questions.

6. **Fiscal Matters: February 2024 Vouchers**

Motion/Second/Carried Boyette/Ellis to accept and place on file the February 2024 Vouchers. All voting aye.

Discussion: Director Rasmussen answered questions regarding the February 2024 Vouchers.

Prior to going into closed session, Attorney Rashid advised there was nothing to report since the March report. Therefore, it was deemed that the Committee did not need to enter into closed session.

7. **The Committee may convene into closed session pursuant to Wis. Stat. Sec. 19.85(1)(g) to confer with City Attorney who will render advice concerning strategies with respect to pending or impending litigation involving the City.**

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

9. **Adjournment**

Motion/Second/Carried Boyette/Steiner to adjourn the meeting 6:46 pm. All voting aye.

Respectfully submitted,



Charlotte Nagel
City Clerk

REPORT