

**CITY OF NEENAH**  
**FINANCE AND PERSONNEL COMMITTEE MEETING**  
**Monday, October 7, 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 Steiner and Ellis, Council President Borchardt, Director of Finance Rasmussen, Director of Human Resources Fairchild, and City Clerk Nagel.

**Also present:** Mayor Lang, City Attorney Rashid, Aldermen Lendrum and Pollnow, Public Works Director Kaiser, Police Chief Olson, and Assistant Police Chief Bernice. Citizens present were Scott Becher.

**Absent/Excused:** Vice-Chair Boyette

1. **Public Appearances:**

Alderman Pollnow spoke on the Storm Water Utility Rate Equivalent Runoff Unit (ERU). He asked for:

- The plan to be updated.
- An annual report showing compliance vs accomplishment, expenditures over the last ten years, what Council action items are needed each year, and comparables with other area communities.
- Would like to see the budget line item for storm water ponds.

Scott Becher, 1061 Green Acres Lane – Is interested in developer incentives for storm water ponds. He also mentioned that residents would like to have no pond or a smaller pond at Douglas Park. Mr. Becher would like to know what the best practices are to make sure the storm water ponds are expandable.

2. **Minutes: Motion/Second/Carried Borchardt/Steinert to approve the minutes from the September 23, 2024 regular meeting as written.** All voting aye.

3. **Storm Water Utility Rate Analysis (Attachments) (Kaiser)**

Director Kaiser walked the committee through his memo which is included in the packet. The last ERU rate analysis was completed in 2008. The current rate of \$84 per ERU has been in place since 2010. As a point of information, the 2010 rate is the lowest in the valley. There are different approaches to meeting the same storm water goals for quality and quantity, and as each community approaches storm water management differently, it leads to different rates.

The last couple of years the storm water utility has been running a deficit budget. Due to this, it is time to reanalyze charges and look at what can be accomplished long term. Fund balance was looked at and analyzed identifying the target fund balance should be approximately one-million dollars.

The analysis started with a two million dollar fund balance. The question quickly became how we would get to the desired target fund balance. Staff recommended taking a softer approach to reaching the target fund balance in order to avoid a heavy impact on the residents. Director

Kaiser ran through the numbers with the committee. In working with the numbers, the calculation came to a \$4 increase to \$88 per ERU. Through discussion with the Mayor and staff, it is recommended to increase the rate to \$90 per ERU beginning January 1, 2025 instead of the calculated \$88.

There was discussion on how other area municipalities administer for storm water management.

Director Kaiser has a storm water management plan update scheduled for 2026.

**Motion/second/carried Borchardt/Ellis to recommend Council that the storm sewer rate be increased using the gradual fund balance reduction option to enable the Storm Water Management Utility to cover expenses and debt payments. The fund balance should be maintained for unanticipated expenses; that the storm water utility rate be reviewed at least every other year to assure that the assumptions and financial projections are still valid; and to increase in the storm water utility rate from \$84/ERU to the Mayor's recommended \$90/ERU commencing January 1, 2025, all voting aye.**

4. **Police Department Reorganization (Attachment) (Olson)**

Police Chief Olson advised the committee that the department has identified a need to complete a departmental reorganization because of a shift in workload duties and for the purposes of providing additional services to the public. As this reorganization will include the change in operational hours for this role, the need for three-full time Communication Technicians will be reduced to one resulting in one position being abolished and the other being redefined.

The reorganization will include the abolishment of one full-time Communications Technician, and one part-time Administrative Assistant effective January 1, 2025. This will allow the department to create a new position to support the current need for a supervisor to manage the CSA and Crossing Guard staff as well to support the department with routine code enforcement and parking enforcement needs. The new operational Communication Technician hours will be Monday-Friday, 8am – 4:30pm. The after-hours phones will ring directly to the 911 Dispatch Center for officers to respond. Chief Olson advised that the Communication Technicians essentially cannot help citizens after administrative staff is done with their workday, and officers are dispatched from the Dispatch Center per policy. The lobby of the police department will remain open with a phone to connect directly to the Dispatch Center for officers to respond.

By planning now for the Communication Technician hours to be reduced on January 1, 2025, gives time for public education through social media campaigns, website, newspaper, city newsletter, etc.

This proposal will save the city operating money, increase CSAs effectiveness and efficiency, and will make the open records process more efficient.

**Motion/Second/Carried Borchardt/Ellis to recommend Council approve the proposal made by the Neenah Police Department to reorganize as written in Chief Olson's memo dated October 3, 2024, all voting aye.**

5. **Fiscal Matters: August 2024 Vouchers (Attachments) (Rasmussen)**

Report

Report

**Motion/Second/Carried Ellis/Borchardt accept and place on file, all voting aye.**

**6. Adjournment**

**Motion/Second/Carried Borchardt/Ellis to adjourn the meeting 6:13 pm. All voting aye.**

Respectfully submitted,

A handwritten signature in cursive script that reads "Charlotte Nagel". The signature is written in black ink and is positioned below the typed name.

Charlotte Nagel  
City Clerk