

CITY OF NEENAH
FINANCE AND PERSONNEL COMMITTEE MEETING
Monday, June 9, 2025 – 5:30 p.m.
Hauser Room, Neenah City Administration Building
211 Walnut Street, Neenah, Wisconsin

MINUTES

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

Present: Chairman Steiner, Vice-Chair Erickson, Aldermen Ellis and Bruno, Council President Borchardt, Deput Director of Finance Kahl, and City Clerk Nagel.

Also present: Mayor Lang, City Attorney Rashid, Human Resources Director Fairchild, Managing Director Viegut of Baird Financial, and Aldermen Lendrum and Pollnow.

Absent/Excused: None.

1. Public Appearances: None.
2. Minutes: **Motion/Second/Carried by Borchardt/Erickson to approve the minutes from the May 12, 2025 Regular Meeting as written. All voting aye.**
3. Review 2025 Baird Financing Plan and Consideration of Resolution Authorizing the Issuance and Establishing Parameters for the Sale of Not to Exceed \$12,595,000 General Obligation Promissory Notes, Series 2025A (Attachments) (Kahl)
Motion/Second/Carried by Ellis/Erickson recommend Council approve Resolution 2025-06 Authorizing the Issuance and Establishing Parameters for the Sale of Not to Exceed \$12,295,000 General Obligation Promissory Notes, Series 2025A, all voting aye.

Managing Director Viegut walked the Committee through the three documents related to the financing of 2025 capital projects: 1) a summary of the 2025 CIP, 2) 2025 Plan of Finance, and 3) Parameters Resolution for the borrowing. As Director Rasmussen worked with Department Heads to reduce borrowing, the final borrowing total is \$12.8 million, a \$5.5 million reduction.

As a result, Baird is recommending the city utilize a Parameters Resolution, in which the city would authorize Baird to execute the sale when the correct opportunity arises, so long as certain metrics fall within Council-approved parameters. This approach has been utilized by the city for the past two years with much success as it provides a greater level of flexibility during periods of economic uncertainty.

Managing Director Viegut answered questions committee questions.

4. Position Reclassification of Finance Assistant Treasurer from pay grade 10 to pay grade 12 (Attachments) (Fairchild)
Motion/Second/Carried by Ellis/Bruno to recommend Council approve the position reclassification of Finance Assistant Treasurer from pay grade 10 to pay grade 12 as presented, all voting aye.

Director Fairchild presented both Director Rasmussen's and her memo to the Committee. Director Fairchild stated the reclassification is warranted as additional duties added to the job description. Efficiencies brought forth by this position as well as the Administrative Assistant position validates the removal of a department intern. Financing of this reclassification will

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come from the elimination of the intern position, and then will be absorbed in next year's budget.

5. Position Reclassification of Finance Administrative Assistant from pay grade 6, step 11 to pay grade 8, step 6 (Attachments) (Fairchild)
Motion/Second/Carried by Ellis/Bruno to recommend Council approve the position reclassification of Finance Administrative Assistant from pay grade 6, step 11, to pay grade 8, step 6 as presented, all voting aye.

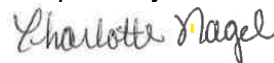
Director Fairchild presented both Director Rasmussen's and her memo to the Committee. There was discussion on the reclassification process and if an all-encompassing wholistic reclassification of all employees will be forthcoming. Director Fairchild advised that the reclassification process is currently being done through the annual review process and any reclassification recommendations will come forth through the annual budget process.

6. Acceptance of Policies 501 through 517 excluding the Military Policy and Policy 707 as presented (Attachments)(Fairchild)
Motion/Second/Carried by Ellis/Borchardt to recommend Council approve of policies 501 through 517 excluding the Military policy and policy 707 as presented, all voting aye.

Director Fairchild presented her memo to the Committee. She informed the Committee the policy revisions are to eliminate outdated employment regulations and to bring policies into compliance with current state and federal employment laws. The updated policies were not discussed with Department Heads but rather crafted by an ad hoc Policy Committee formed by the Mayor. The Policy Committee members consisted of the Human Resources & Safety Director, Human Resources Recruiter, Finance Director, Police Chief, Information Technology Director, City Attorney, and the Mayor.

7. Fiscal Matters: April 2025 Vouchers (Attachments) (Kahl)
Motion/Second/Carried by Borchardt/Bruno to receive and place on file the April 2025 Vouchers. All voting aye.
8. Adjournment
Motion/Second/Carried Erickson/Ellis to adjourn the meeting 5:59 PM. All voting aye.

Respectfully submitted,



Charlotte Nagel
City Clerk

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