

CITY OF NEENAH
FINANCE AND PERSONNEL COMMITTEE MEETING
Monday, June 12, 2023 – 6:00 p.m.
Council Chambers, Neenah City Administration Building
211 Walnut Street, Neenah, Wisconsin

MINUTES

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

Others Present: Director of Human Resources and Safety Fairchild, Director of Community Development Haese and Alderman Hillstrom. Arrived at 6:25pm Tamara Hasz

Absent/Excused: Alderman Boyette.

Public Appearances: None.

Minutes: Motion/Second/Carried Borchardt/Skyrms to approve the minutes from the April 24, 2023, Regular meeting. All voting aye.

Parks & Recreation Laminator

Committee reviewed memo from Director of Finance Rasmussen and Director of Parks and Recreation Kading requesting the purchase of a new laminator to be located in the Parks & Recreation department, to be used by all City staff. The laminator is failing, and after 30 years needs to be replaced. The cost of the laminator is \$3,600 and will be funded out of the capital equipment reserve fund. The current estimated fund balance for the capital equipment is \$775,612.

Motion/Second/Carried Borchardt/Steiner to recommend Council to approve the purchase of a new laminator in the amount of \$3,600 to be funded from the capital equipment reserve fund. All voting aye.

Resolution No. 2023-13 Disengaging with Associated Bank as Voluntary Deferred Compensation Provider for the City of Neenah

Committee reviewed memo and resolution from Director of Human Resources and Safety Fairchild seeking approval to disengage with Associated Bank as a voluntary deferred compensation provider for the City of Neenah, and to assist M3 Financial investments in transferring existing funds from Associated Bank's deferred compensation plan to MissionSquare retirement.

Through an internal audit of such provided plans Associated Bank was identified as a current option plan which no longer aligns with the needs of the City of Neenah. Administration of the plan was not being done by the provider; it was being pushed down to the human resources staff.

Motion/Second/Carried Skyrms/Borchardt to recommend Council approve resolution No. 2023-13 to disengage with Associated Bank as voluntary deferred compensation provider for the City of Neenah. All voting aye.

REPORT

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Change in Job Posting Procedures

Committee reviewed memo from Director of Human Resources and Safety Fairchild seeking approval to change the job posting procedures as it related to budget positions within the city.

The City of Neenah currently requires all job postings to be presented to the Finance and Personnel Committee prior to posting for applications. This process slows the ability for our organization to be able to receive viable applications by up to a week.

This proposed change would expedite this process while still imposing checks and balances through an internal audit process streamlining the ability to post vacant positions in a more efficient manner. To keep the Finance and Personnel Committee up to date with turnover and potential patterns, Human Resources will provide quarterly updates in the form of a report to show any new hires and separations of employment by department.

Motion/Second/Carried Steiner/Borchardt to recommend Council approve the new recommended job posting procedure. All voting aye.

Final Pay Plan – Post Appeals

Committee reviewed memo of Director of Human Resources and Safety Fairchild requesting approval of the pay plan with the results of the associated appeals.

The City of Neenah participated in a salary plan review which was approved in November of 2022. Following the approval of the plan, various positions were submitted for appeal. Of those, the following were determined to be reclassified as follows:

Position	Grade	Appeal Result
Shop Building Attendant	C	Increased to D
Traffic Maintenance Worker	D	Increased to E
Deputy CD Director	14	Increased to 15
Fire Chief	19	Increased to 20
Water Admin Assistant	6	Increased to 7

Position	Grade	Appeal Result	Consideration Requested
Building Manager	10	10	Advance to 11
Open Records Clerk	6	7	Advance to 8

Motion/Second/Carried Borchardt/Skyrms to recommend Council accept final pay plan with the results of the associated appeals. All voting aye.

REPORT

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Fiscal Matters: First Quarter 2023 Financial Statements: Motion/Second/Carried Borchardt/Steiner- to approve the First quarter 2023 financial statements as presented. All voting aye.

Fiscal Matters: February Vouchers: Motion/Second/Carried Skyrms/Borchardt to approve the February 2023 vouchers as presented. All voting aye.

Fiscal Matters: March Vouchers: Motion/Second/Carried Steiner/Borchardt to approve the March 2023 vouchers as presented. All voting aye.

Fiscal Matters: April Vouchers: Motion/Second/Carried Borchardt/Skyrms to approve the April 2023 vouchers as presented. All voting aye.

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/Steiner 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 7:10 pm the Committee convened into closed session.

Motion/Second/Carried Skyrms/Borchardt to reconvene into open session at 7:45pm. All voting aye.

Motion/Second/Carried Skyrms/Steiner to adjourn the meeting 7:50 pm. All voting aye.

Respectfully submitted,



Vicky Rasmussen, CPA
Director of Finance