

CITY OF NEENAH
SPECIAL FINANCE AND PERSONNEL COMMITTEE MEETING
Wednesday, July 17, 2024– 6:30 p.m.
Hauser Room, Neenah City Administration Building
211 Walnut Street, Neenah, Wisconsin

NOTICE IS HEREBY GIVEN, pursuant to the requirements of Wis. Stats. Sec. 19.84, that a majority of the Neenah Common Council may be present at this meeting. Common Council members may be present to gather information about a subject over which they have decision-making responsibility. This constitutes a meeting of the Neenah Common Council and must be noticed as such. The Council will follow the same agenda as the committee but will not take any formal action at this meeting.

AGENDA

1. Public Appearances
2. Approval of Minutes from the July 8, 2024 Regular (minutes can be found on the City's website)
3. Review and make a recommendation to increase Attorney Jim Walsh to sixteen hours per week at the rate of \$125/hour in addition to attendance at meetings as requested by the mayor. The funding source for this increase, per recommendation from Finance Director, Vicky Rasmussen, is the City's Liability Insurance Fund.
4. Adjournment

In accordance with the requirements of Title II of the Americans with Disabilities Act (ADA), the City of Neenah will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities. If you need assistance, or reasonable accommodation in participating in this meeting or event due to a disability as defined under the ADA, please call the Clerk's Office (920) 886-6100 or the **City's ADA Coordinator at (920) 886-6110 or e-mail clerk@neenahwi.gov** at least 48 hours prior to the scheduled meeting or event to request an accommodation.

CITY OF NEENAH
FINANCE AND PERSONNEL COMMITTEE MEETING
Monday, July 8, 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, Vice-Chair Boyette, Council President Borchardt, and Aldermen Steiner and Ellis, Director of Finance Rasmussen, Director of Human Resources Fairchild, and City Clerk Nagel.

Also present: Interim City Attorney Walsh, Alderman Pollnow Jr., Scott Boetcher, and Bethanie Gengler.

Absent/Excused: Alderman Steiner.

1. Public Appearances:

Alderman Pollnow spoke on extending the Interim Attorney hours to 16-30 hours/week. He feels we are fighting from behind as far as a management decision. Alderman Pollnow put together a cost analysis of different hourly options for the attorney along with a funding source. He is advocating for no less than 16 hours a week but would like to see 30 hours for the Interim City Attorney. He would the City Attorney attend all council, committee, commission and board meetings. Atty. Alderman Pollnow believes the city needs to start thinking long-term with the city attorney duties.

Scott Boetcher, 1061 Green Acres Lane – Encourages to look at the interim attorney position from a crisis management point of view. This is a very long term situation and would like the city to get ahead of the game.

2. Minutes: Motion/Second/Carried Ellis/Borchardt to approve the minutes from the June 24, 2024 regular meeting as written. All voting aye.

3. Review and make recommendation on Health Plan Renewal Update with M3 Insurance. (Attachment)

Bec Kurzynske from M3 Insurance walked the committee through her presentation about projected changes that will be coming forth in employee health insurance benefits. Committee members asked questions and engaged in dialogue with Ms. Kurzynske as she went through her presentation. The takeaway from the presentation is a projected forty-percent increase in costs for the 2024 employee health insurance, a cost which will be passed onto the employees. Health insurance options currently being researched include self-insured, employee health clinic options, and partnerships with other local governmental entities. This item was for informational purposes only at this time, more information will be forthcoming.

4. Information only, Interim Attorney 45 Day Review Update. (Attachment)

The committee reviewed Mayor Lang's memo regarding increasing the Interim City Attorney hours. Mayor Lang did reach out to the Department Heads to get a better understanding of what the needs are and what needs are not addressed. Consideration was also given that municipal court hours are not included in the interim city attorney hours of service.

Info. Only

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Interim City Attorney Walsh commented that if the committee is asking for a comparison of what is being addressed now versus what was being addressed with a full-time position, not everything is being covered. Currently, critical timing issues are given a priority, with less critical items being done as time allows. The question is more time necessary, depends on what services city wants. If the city wants to get back to the point of a full-time attorney, then a significant amount of additional time would be required. Deadlines are being tracked, deadlines are being met, but they probably aren't being met as quickly as the Department Heads would like.

The consensus of the Committee was to have Mayor's requested Special Finance and Personnel Committee Meeting prior to the July 17th Council meeting for the Mayor to bring forth a proposal for extending the Interim City Attorney hours. The Committee would also like the 45-day review of the position to be attached to recommendation to assure legal needs are being met.

5. Information only, legal update on pending litigation. (Attachment)

Interim City Attorney Walsh gave an update on the status of pending litigation.

6. Adjournment

Motion/Second/Carried Borchardt/Steiner to adjourn the meeting 6:50 pm. All voting aye.

Respectfully submitted,



Charlotte Nagel
City Clerk



Office of the Mayor
211 Walnut St. • P.O. Box 426 • Neenah WI 54957-0426
Phone 920-886-6104 • Fax: 920-886-6109
e-mail: jlang@ci.neenah.wi.us
JANE B. LANG
MAYOR

M E M O R A N D U M

DATE: July 17, 2024
TO: Chairman Erickson and members of the Finance and Personnel Committee
FROM: Mayor Jane Lang
RE: Interim attorney update

The purpose of this memo is to provide an update on the status of the Interim City Attorney who was hired by the council on May 15, 2024. After discussions with all Department Heads, the conclusion is that, although Attorney Jim Walsh is doing an excellent job for the City, the hours that he is providing services are not sufficient for the needs of the City.

The contract that we initially established with Attorney Walsh included eight hours of in-office hours per week in addition to attendance at meetings as requested by the mayor. I would recommend that Attorney Walsh increase those hours to sixteen in-office hours per week in addition to attendance at meetings requested by the mayor. This will address the minimum standard of providing the City with a temporary solution to addressing the legal issues that it is currently facing along with legal questions that may arise in the future by staff. I have worked with Attorney Walsh to establish a modified contract for him to add hours to provide sixteen hours a week. That modified contract is also included in the Finance and Personnel Committee packet.

I recommend that the Finance and Personnel Committee recommend to Council the increase Attorney Jim Walsh to sixteen hours per week at the rate of \$125/hour in addition to attendance at meetings as requested by the mayor. The funding source for this increase, per recommendation from Finance Director, Vicky Rasmussen, is the City's Liability Insurance Fund.



Office of the Mayor

211 Walnut St. • P.O. Box 426 • Neenah WI 54957-0426
Phone 920-886-6104 • Fax: 920-886-6109 • e-mail: jlang@neenahwi.gov

JANE B. LANG

Mayor

July 17, 2024

Dear Attorney James Walsh,

This contract serves to replace the contract for your services which we entered into with you on May 13, 2024. We appreciate your assistance to the City of Neenah as our Interim City Attorney. We would like to modify your contract to have you to hold scheduled office hours at City Hall on Tuesdays from 9 am until 5pm and Thursdays from 9am to 5pm beginning on July 18, 2024. You will be considered a casual, limited term employee and are not eligible for employee benefits. Your hourly rate will be \$125.00, and you will receive payment every other week in accordance with the City's payroll process.

If these terms meet with your approval, please counter-sign this letter and return to me at your earliest convenience.

Jane Lang, mayor

James Walsh



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Phone 920-886-6104 • Fax: 920-886-6109 • e-mail: jlang@neenahwi.gov

JANE B. LANG

Mayor

May 10, 2024

Dear Attorney Jim Walsh,

It was a pleasure meeting with you to discuss the City of Neenah's interest in having you serve as Interim City Attorney while we work through the current situation of our City Attorney being placed on administrative leave.

We will work with Attorney Meggie Struve to handle serving as our Municipal Prosecutor representing the City of Neenah on cases that pass-through Neenah-Menasha Municipal Court.

We anticipate your work will include items such as:

- Contract Review
- Development Agreement Review and Creation
- Claims
- Open Records
- Employment Law
- Ordinance Review and Creation
- Nuisance Abatement
- Attending Common Council meetings
- Attending Committee Meetings as needed/requested
- General municipal law

We understand that there may be items that you do not have familiarity or experience with or that you may have conflicts. We can look to other specialized attorneys in those cases.

We would like you to hold scheduled office hours at City Hall on Tuesdays from 9:00 a.m. until 1:00 p.m. and Thursdays from 09:00 a.m. until 1:00 p.m. beginning on May 16, 2024. You will be considered a casual, limited term employee and are not eligible for employee benefits. Your hourly rate will be \$125.00, and you will receive payment every other week in accordance with the City's payroll process.

If these terms meet with your approval, please counter-sign this letter and return to me at your earliest convenience.

Jane Lang, Mayor

James Walsh
