

CITY OF NEENAH
FINANCE AND PERSONNEL COMMITTEE MEETING
Monday, September 8 2025– 5:30 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 August 25, 2025 Regular Meeting (minutes can be found on the City's website)
3. Make recommendation to approve the acquisition of 1225 S Commercial St at the accepted offer price of \$100,000, utilizing CDBG funds as authorized by the Common Council (Nieforth) (Attachments)
4. Make recommendation to approve the acquisition of 135 Millview Dr at the accepted offer price of \$2,200,000, utilizing CIP funds as authorized by the Common Council (Nieforth) (Attachments)
5. City Attorney Report (Rashid) (no report)
6. 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, August 25, 2025– 5:30 p.m.
Hauser Room, Neenah City Administration Building
211 Walnut Street, Neenah, Wisconsin**

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

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

Also present: Mayor Lang, Aldermen Lendrum and Pollnow, and City Attorney Rashid.

Absent/Excused: None.

1. Public Appearances

None.

2. Minutes: **Motion/Second/Carried by Borchardt/Erickson to approve Minutes from August 11, 2025 Regular Meeting as written. All voting aye.**

3. Make recommendation on the Extension of Audit Engagement with Baker Tilly US, LLP to provide audit services to the City of Neenah and Neenah Water Utility for fiscal year 2025 in the amount of \$100,500 (Attachments) (Rasmussen)

Motion/Second Carried by Borchardt/Erickson to recommend Council approve the Extension of Audit Engagement with Baker Tilly US, LLP to provide audit services to the City of Neenah and Neenah Water Utility for fiscal year 2025 in the amount of \$100,500. All voting aye.

Director Rasmussen explained the last Audit Request for Proposals (RFP) was done in 2015; therefore, she would like to get an updated Audit RFP next year. The extension comes with a 4% increase which is industry standard. There was discussion on the cost of the audit. The City has an Annual Comprehensive Financial Report (ACFR) which is of a higher standard than a regular audit report.

4. Make recommendation on Resolution No 2025-09, Membership Commitment with Cities and Villages Mutual Insurance Company (CVMIC) for Years 2027 and 2028 (Attachments) (Rasmussen)

Motion/Second Carried by Borchardt/Erickson to recommend Council approve Resolution No 2025-09, Membership Commitment with Cities and Villages Mutual Insurance Company (CVMIC) for Years 2027 and 2028. All voting aye.

CVMIC is the City's liability, property, and general liability insurance company, and has been since their inception. Since the city is a founding member of CVMIC, we receive money back each year as a dividend from CVMIC for continuing to partner with them.

5. Fiscal Matters: June 2025 Vouchers (Attachments) (Rasmussen)

Motion/Second Carried by Ellis/Borchardt to receive and place on file. All voting aye.

Director Rasmussen answered Committee questions.

Report

Report

6. Fiscal Matters: July 2025 Vouchers (Attachments) (Rasmussen)

Motion/Second Carried by Ellis/Borchardt to receive and place on file. All voting aye.

Director Rasmussen answered Committee questions.

7. City Attorney Report (Rashid)

- a. The Committee may convene in 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, specifically regarding: trial with Walmart over multiple years' tax appeals suits and WRA appeals.

Motion by Erickson/Borchardt for the Committee may convene in 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, specifically regarding: trial with Walmart over multiple years' tax appeals suits and WRA appeals. The Committee may reconvene into open session to consider action on the City Attorney's report of pending or threatened litigation. Motion carried unanimously in a voice vote.

The Committee convened into closed session at 5:38PM.

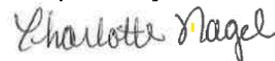
- b. The Committee may reconvene into open session to consider action on the City Attorney's report of pending or threatened litigation.**

The Committee adjourned in closed session at 5:43PM.

7. Adjournment.

Motion/Second Carried by Ellis/Bruno to adjourn. All voting aye. Meeting adjourned at 5:43PM.

Respectfully submitted,



Charlotte Nagel
City Clerk



MEMORANDUM

TO: Chairman Steiner and Members of the Finance & Personnel Committee Members

FROM: Kelly Nieforth, Director of Community Development and Assessment

DATE: September 3, 2025

RE: 1225 South Commercial Street Acquisition

In 2021, the Community Development Authority (CDA) of the City of Neenah and the Common Council approved the Redevelopment Plan for the South Commercial Street Corridor and created the City's fourth redevelopment area. Along with the redevelopment plan, a South Commercial Street Corridor Plan was also created with public input. The intent of the redevelopment area and plan is to facilitate redevelopment along the busy corridor and provide guidance on the types of uses that would be desirable as part of the redevelopment.

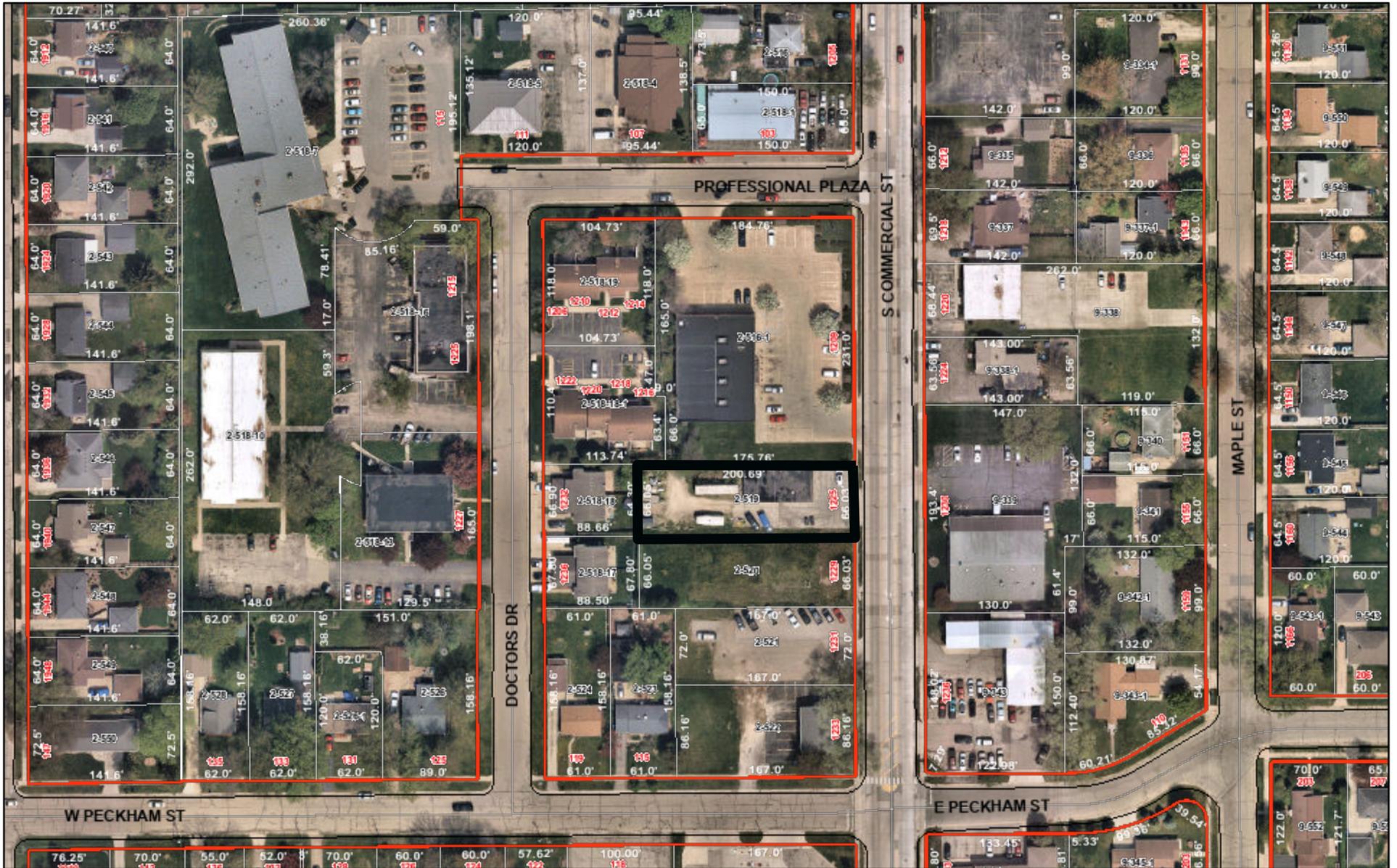
The owner of 1225 South Commercial Street has discussed the option of selling their property to the city for many years and the city formally submitted an Offer to Purchase to the owner in August. The property is adjacent to two (2) city-owned parcels to the south. The two parcels to the south were acquired in 2018 and 2019. Acquiring the 1225 South Commercial Street parcel would create a 0.9-acre site which would allow for a larger, more developable site along South Commercial Street. The South Commercial Street Corridor Plan calls for a commercial use which could include retail, office, multifamily, etc. The city will send out a Request for Proposals to market the property as commercial and will work with interested developers on potential projects. The subject parcel and the two parcels to the south that the city owns are also included in a federally designated Qualified Census Tract and a Low-Income Census Block. These designations may provide additional financial resources to developers looking to construct on this site.

The CDA met on August 25th and recommended that Council approve the acquisition of 1225 South Commercial Street. A general discussion took place about the environmental conditions of a neighboring property, the neighboring property owner utilizing the city's parcel for temporary storage for their business, and how the redevelopment of this site could enhance the marketability of the entire block. City staff indicated that they are actively working with the WDNR on the environmental issues and will work with the neighboring business on removing their storage from the city's parcel when it is being marketed for redevelopment. Overall, the CDA members were supportive of the acquisition.

The property is assessed at \$80,000 and was appraised at \$150,000 by a firm hired by the city. The owner and the city have agreed on a purchase price of \$100,000 with a closing date in late October. The City will utilize Community Development Block Grant (CDBG) funds to purchase the property as it has been designated as blighted in the Redevelopment Plan for the South Commercial Street Corridor. The City will also utilize CDBG funds to demolish the existing building on site.

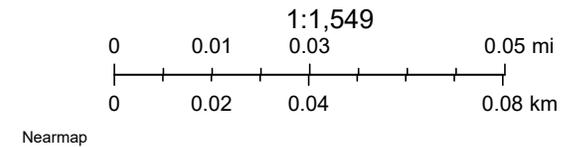
Appropriate action is to recommend Council approve the acquisition of 1225 South Commercial Street at the accepted offer price of \$100,000, utilizing CDBG funds as authorized by the Common Council.

1225 South Commerical Street



9/4/2025, 9:21:22 AM

- Parcels, Winnebago County
- Street Centerline
- Right-Of-Way
- Municipal Boundary
- Pavement Edge





MEMORANDUM

TO: Chairman Steiner and Members of the Finance & Personnel Committee Members
FROM: Kelly Nieforth, Director of Community Development and Assessment
DATE: September 3, 2025
RE: 135 Millview Drive Acquisition

The City of Neenah and the Community Development Authority (CDA) of the City of Neenah have been actively acquiring and redeveloping properties near the former Glatfelter Paper Mill site in the downtown area for over 20 years. Specifically, the subject site of 135 Millview Drive has long been identified as a key redevelopment site as it is along the gateway to the downtown district. Multiple city plans with public input have included the subject site as a redevelopment priority in the downtown.

The owner of 135 Millview Drive is willing to sell the subject property to the City for redevelopment. The property is adjacent to two (2) city-owned parcels to the south, with one being acquired in 2008 and the other property being leftover excess right of way that was acquired for the Main Street overpass. Acquiring 135 Millview Drive would create a 3-acre site which would allow for a larger, more developable site.

The *Neenah Next Downtown Reimagined Plan* calls for a mixed use development which could include a mix of retail, office, multifamily, etc. The city has sent out a Request for Proposals to multiple developers to market the property as mixed use and will work with interested developers on potential projects. The proposals are due at the end of September. City staff have already had preliminary conversations with interested developers.

The CDA met on August 25th and recommended that Council approve the acquisition of 135 Millview Drive. A general discussion took place about the environmental conditions of the subject property, the demolition of the building, and how much increment could be generated by a new development on the property. Staff shared that a Phase I Environmental Review has been completed, the building would be demolished soon after acquisition and that staff is working closely with the Finance Department to ensure that enough increment would be generated with a new development so the city's debt obligation would be paid. Overall, the CDA members were supportive of the acquisition.

The property is assessed at \$1,680,000. The owner and the city have agreed on a purchase price of \$2,200,000 with a property closing in February 2026. The City will utilize Capital Improvement Program (CIP) funds to purchase the property and future increment generated in TID #10 will pay the city's debt obligation. The City will utilize funds in various accounts to fund the demolition of the building. City staff will research potential grants that will assist with the demolition of the building and any environmental clean up that may be necessary.

Appropriate action is to recommend Council approve the acquisition of 135 Millview Drive at the accepted offer price of \$2,200,000, utilizing CIP funds as authorized by the Common Council.

135 Millview Drive



9/4/2025, 9:06:11 AM

- Parcels, Winnebago County
- Right-Of-Way
- Railroad
- Pavement Edge
- Street Centerline
- Municipal Boundary

