

**CITY OF NEENAH**  
**FINANCE AND PERSONNEL COMMITTEE MEETING**  
**Monday, March 10, 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 Erickson at 5:30 pm.

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

Also present: Mayor Lang, City Attorney Rashid, Director Schroeder, Aldermen Lendrum and Pollnow, and Citizen Frank Cuthbert.

Absent/Excused: None.

1. Public Appearances: None.
2. Minutes: Motion/Second/Carried Borchardt/Boyette to approve the minutes from the January 27, 2025 Regular Meeting as written. All voting aye.
3. Primary Datacenter New Air Conditioner (Attachments) (Schroeder)  
**Motion/Second/Carried Stiene/Ellis approval to purchase equipment and services to install a new air conditioning unit in the Primary Datacenter at a cost not to exceed \$40,000, with funding coming from the Information Systems capital equipment budget.** All voting aye.

Report

Director Schroeder advised this is the same service provider of other units throughout the city which all link together. This purchase is for a second air conditioning unit of the same exact make and model as the original unit. This unit will provide for redundancy in case one of the units should fail. This will minimize any downtime caused by AC failure, and will prevent potential damage to equipment due to excessive heat.

4. 2024 Operating Budget Carry Forwards to 2025 (Attachments) (Rasmussen)  
**Motion/Second/Carried Ellis/Borchardt by to recommend Council approve the 2024 General Fund Operating Carry Forwards to 2025 as submitted.** All voting aye.

Report

Director Rasmussen reviewed and answered any committee questions on the carry forwards.

5. Proposed Amendment to Chapter 13-2 of the Special Assessments Ordinance (Attachments) (Rasmussen)  
**Motion/Second/Carried by Borchardt/Steinert to recommend Council approve Ordinance 2025-02 amendments to Chapter 13-2 of the Special Assessments Ordinance.** All voting aye.

Report

This proposed amendment will allow the Finance Director to automatically set the annual interest rate for special assessments based on the City's most recent borrowing rate, plus a 2% administrative fee. The rate would reflect the City's borrowing cost as of the most recent borrowing prior to January 1 of each year. This adjustment is designed to better align the interest rate with prevailing market conditions, recognizing that interest rates may fluctuate and are not known a year in advance.

6. Transferring General Fund Surplus to Eliminate Various Deficits (Attachments) (Rasmussen)  
**Motion/Second/Carried Ellis/Borchardt to recommend Council approve the use of Fiscal Year 2024 General Fund balance (surplus) in the amount of \$191,967.04 to be applied to the following deficits: Municipal Court for \$21,705.91 and the remainder of the Parking Utility for \$170,261.13. 1.284 surplus.** All voting aye.

Report

This surplus presents an opportunity to help address some past deficits that have accumulated with Municipal Court and Parking Utility Fund.. Moving forward, staff will continue to implement processes aimed to better monitor and rectify the causes of these deficits.

7. Request for Approval of Updated Travel Policy (Attachments) (Rasmussen)  
**Motion/Second/Carried Steiner/Borchardt Motion to recommend Council approve the updated travel policy.** All voting aye.

Director Rasmussen advised the current policy has not been revised since 2016. After thorough review, it was determined a complete rewrite the policy to reflect current standards and practices was necessary. These updates will improve the efficiency and clarity of the policy.

8. Fiscal Matters: January 2025 Vouchers (Attachments) (Rasmussen)  
**Motion/Second/Carried Ellis/Boyette to accept and place on file the January 2025 Vouchers.** All voting aye.

9. 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; Moderson and WRA appeals.

**Motion/Second/Carried Borchardt/Ellis 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; Moderson and WRA appeals.** Motion carried in voice vote 5-0.

At 6:01 PM, the Committee convened into closed session.

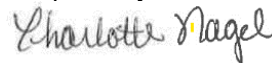
At 6:09 PM, Motion/Second/Carried Borchardt/Ellis to adjourn the meeting. The Committee adjourned the meeting in Closed session.

- b. The Committee may reconvene into open session to consider action on the City Attorney's report of pending or threatened litigation.  
The Committee did not reconvene into open session.

10. Adjournment

**Motion/Second/Carried Borchardt/Ellis to adjourn the meeting 6:09 PM.** All voting aye.

Respectfully submitted,



Charlotte Nagel  
City Clerk