

**CITY OF NEENAH
MINUTES OF THE
SPECIAL FINANCE AND PERSONNEL COMMITTEE MEETING
Wednesday, December 3, 2025 at 4:30 p.m.
Hauser Room, Neenah City Administration Building
211 Walnut Street, Neenah, Wisconsin**

Call to Order.

The meeting was called to order at 5:30 PM by Vice-Chairman Erickson.

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

Also present: Director Schroeder, Alderman Pollnow, and Citizens Frank Cuthbert.

Absent/Excused: None.

1. Public Appearances.
 - a. None.

2. Approval of Minutes from November 24, 2025 Regular Meeting (minutes can be found on the City's website)
Motion by Bruno, seconded by Borchardt to approve the November 24, 2025 Meeting Minutes as presented. Motion carried unanimously.

3. Recommend Council authorize staff to enter into an agreement with CivicPlus to license and configure three software modules, and purchase any additional hardware needed, at a cost not to exceed \$68,000 for the first year, with funding coming from the 2026 Clerk capital equipment budget for Agendas and Minutes software, and the 2026 Information Systems capital equipment budget for multi-year software licensing. (Attachments) (Schroeder)

Motion by Ellis, seconded by Bruno to authorize staff to enter into an agreement with CivicPlus to license and configure three software modules, and purchase any additional hardware needed, at a cost not to exceed \$68,000 for the first year, with funding coming from the 2026 Clerk capital equipment budget for Agendas and Minutes software, and the 2026 Information Systems capital equipment budget for multi-year software licensing. Motion carried unanimously

There was discussion on a number of software features the proposed system would be capable of, particular of the agenda and minutes program. The Council members would like to have searchability of meeting minutes and council action items. They would like the ability to live stream the meeting. Director Schroeder advised that the new system is capable of all these features. The agendas and minutes module would be the first to be started, with the process automation, and open records modules to follow.

Report

4. Adjournment.

Motion to adjourn by Borchardt, seconded by Ellis to adjourn. Motion carried unanimously. Meeting adjourned at 4:45 PM.

Respectfully submitted,

A handwritten signature in cursive script that reads "Charlotte Nagel". The signature is written in black ink and is positioned above the typed name.

Charlotte Nagel
City Clerk