

**CITY OF NEENAH**  
**FINANCE AND PERSONNEL COMMITTEE MEETING**  
**Monday, November 25, 2024– 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 5:31 pm.

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

**Also present:** City Attorney Rashid, Community Development Director Haese, Deputy Community Development Director Schmidt, Community Development Specialist Jefferson, Public Works Director Kaiser, Aldermen Lendrum and Pollnow Jr., Citizen Flo Bruno, Scott Becher, and Frank Cuthbert.

**Absent/Excused:** Council President Borchardt

**1. Public Appearance**

Alderman Bill Pollnow, 534 S. Lake St – Questioned the process of the Vibrant Spaces Grant and why the approval did not go through Public Services and Safety Committee. He is also concerned with taking downtown parking stalls out, and if the park would limit the viability of the building for future.

Scott Becher, 1061 Green Acres Lane – Is interested in the Pocket Park because it would be a great way to get people downtown. He is interested in the cost structure between the city, Future Neenah, and Alta, and are there any donors or any other interested partnership opportunities.

**2. Approval of Minutes from the November 11, 2024 Regular Meeting (minutes can be found on the City's website)**

Motion by Ellis, seconded by Steiner to approve as written, all voting aye.

**3. Application for WEDC Vibrant Spaces Grant (Attachments) (Haese)**

Director Haese explained that this is not a park project; a pocket park is a term, not necessarily a place. The city is in a better position to write the grant as a municipality. The grant is a 50/50 match, of which match portion would be raised by Future Neenah. Maintenance would be provided by the BID. There are currently no parking spaces on this location, and on-street parking stalls could potentially increase. The agreement with Alta recognizes the use of the building could change in the future, and would need to include an opportunity for Alta to take back the drive-thru if the building were ever sold. That is Alta's only part in this agreement.

Community Development Specialist Jefferson advised the reason this is coming forth to the committee is because Council requires approval to apply for a grant. She then walked the committee through the grant proposal and concept drawings. The grant requires a shovel ready project of which the pocket park is.

Report

The Vibrant Spaces grant is a grant that is takes unused space and make it usable space for the purpose of benefiting downtowns. A municipalities is required to apply for the grant; however, the project really is a BID project.

The committee discussed the fluidness of this space being able to be changed for different downtown events. This space could also be used to display local art projects.

**Motion by Ellis, seconded by Steiner to recommend Council approve Resolution No. 2024-20 authorizing the Community Development Department to prepare and submit a grant application to the Wisconsin Economic Development Corporation on behalf of the City of Neenah for a Vibrant Spaces Grant, all voting aye.**

**4. 2025 BID Operating Plan and Schedule of Assessments (Attachments) (Schmidt)**

Report

Deputy Director Schmidt walked through the 2025 BID Operating Plan and Schedule of Assessments. The biggest change to the budget is that the BID is picking up the extra cost of snow removal for snow under two inches. This added expense is reflected in the budget.

**Motion by Ellis, seconded by Steiner to recommend Council adoption of Resolution No. 2024-22, approving the Neenah Central City Business Improvement District 2025 Operating Plan and Schedule of Assessments, all voting aye.**

**5. Transportation Assessment Replacement Fee (TARF) Moratorium (Attachment) (Rashid)**

Report

Attorney Rashid explained the Council adopted the 2025 budget with the removal of the TARF at the budget public hearing meeting of November 19, 2024 due to notice of a potential lawsuit. As there has been no permanent decision as to what to do with the TARF, the best way to handle the TARF right now is to put a moratorium on the use of TARF. A moratorium is to put a hold on the TARF, it does not rescind the TARF. This fundamentally supports Council actions taken at the budget adoption as the TARF is not funded, and we can't fund it because of the moratorium.

**Motion by Ellis, seconded by Steiner to recommend Council approve Resolution 2024-24 Establishing a Moratorium on the Imposition and Collection of Fees for 2025 Under the City's Transportation Assessment Replacement Fee (Article VII), all voting aye.**

**6. Fiscal Matters: October Vouchers (Attachments) (Rasmussen)**

Motion by Ellis, seconded by Steiner to accept and place on file the October vouchers.

**7. The Committee may convene in closed session pursuant to Wis. Stat. Sec. 19.85(1)(e), and (1)(g) to confer with City Attorney who will convey information and/or render advice concerning: competitive or bargaining implications, strategies with respect to pending or impending litigation involving the City, and matters rendered confidential by the attorney-client privilege and attorney work product (Ref. "Wisconsin Open Meetings Law and Public Records Law Compliance Guides, AG Josh Kaul), all relative to the Arrowhead Park development.**

**Motion by Ellis, seconded by Steiner for the committee to enter into closed session.  
Motion carried unanimously in a voice vote.**

At 5:57 pm, the Finance and Personnel Committee entered into closed session.

At 6:39 pm, the Finance and Personnel Committee adjourned the meeting in closed session.

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

**9. Adjournment**

Motion by Ellis, seconded by Steiner to adjourn, all voting aye. Meeting adjourned in closed session at 6:39 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 printed name and title.

Charlotte Nagel  
City Clerk