



**City of Neenah
Finance & Personnel Committee Minutes
Monday, April 27, 2026 at 5:00 PM
Hauser Room
Neenah City Hall
211 Walnut Street**

- I. Call to order
 - A. Meeting called to order by Chairman Erickson at 5:00 PM

Members Present: Chairman Erickson, Vice-Chair Ellis, Council President Steiner, and Alderman Bruno.

Also Present: Finance Director Rasmussen, IT Director Schroeder, Parks & Recreation Director Kading, Community Development Director Nieforth, Planner Kasmior, Attorney Rashid, City Clerk Nagel, Alderman Pollnow, and citizens Cari Lendrum, Mark Neuman, Frank Cuthbert, and Jim Erickson.

Excused: None.

- II. Public Appearances
 - A. None.
- III. Approval of the minutes of the Approval of the Minutes of the April 6, 2026 Regular Meeting and April 21, 2026 Organizational Meeting. (Minutes can be found on the city website)
Motion by Ellis, seconded by Steiner to approve the minutes as presented. No discussion. Motion carried in a voice vote, 4-0.
- IV. Unfinished Business – None.
- V. New Business
 - A. Recommend Council approve to enter into an agreement with CivicPlus to license and configure Recreation Management software, at a cost of \$38,572.88 for the first year, and annual renewals afterward, with funding coming from the Information Systems capital equipment budget for multi-year software licensing.

Director Schroeder explained this agreement would be to change the current system for recreation management. He met with Park and Recreation staff who noted this system would provide greater efficiencies with how the system is set up and managed. It will also provide a more intuitive portal for residents to sign up for programs. The proposed system comes with some additional features and integrations that our current system does not provide. Overall, it's a much better system.

CivicPlus was willing to work with the city and negotiated down to an initial first year cost of \$13,000 which fits into the multi-year software account. The total cost for the first year and half comes to approximately \$30,500. The annual reoccurring cost of the program is \$21,000 with an annual increase expected each year, which is industry standard. The current system is hosted by the city, and the new system will be hosted by the vendor which saves money as well.

The planning for the project would start right away with implementation at the end of the year. The goal is to be on the new system for next year's (2027) programs.

Report

Motion by Ellis, seconded by Steienr to recommend Council approve entering into an agreement with CivicPlus to license and configure Recreation Management software, at a cost of \$38,572.88 for the first year, and annual renewals afterward, with funding coming from the Information Systems capital equipment budget for multi-year software licensing. Motion carried in a voice vote, 4-0.

- B. Recommend Council approve the purchase of equipment and services from One Source Technologies to upgrade existing Access Control hardware at the Neenah Police Department at a cost not to exceed \$24,000, with funding coming from Information Systems capital equipment budget for technology upgrades.

Director Schroeder explained the current access control hardware that provides fob is end of life at the end of 2026. The upgrade is will finalize all the upgrades IS has been working on for the past couple of years. There are newer card readers, of which seven will be employed this year to keep the project within budget. The total quote is just over \$20,000. However, there may be come ancillary issues that may have to be addressed during installation.

Report

Motion by Ellis, seconded by Bruno to recommend Council approve the purchase of equipment and services from One Source Technologies to upgrade existing Access Control hardware at the Neenah Police Department at a cost not to exceed \$24,000, with funding coming from Information Systems capital equipment budget for technology upgrades. Motion carried in a voice vote, 4-0.

- C. Recommend Council approve Resolution 2026-03 for the 2026 Community Development Block Grant and authorization to enter into agreements for the activities, subject to approval by the U.S. Department of Housing and Urban Development.

The Community Development Block Grant is expected to be \$205,408 after June 1, 2026. This grant has been given to use since 1984. The required notices, public hearings, and public comments have been complied with. The grant focuses on programs and services that serve low and medium-income individuals for housing, health needs, and nutrition.

Report

Motion by Ellis, seconded by Bruno to recommend Council approve Resolution 2026-03 for the 2026 Community Development Block Grant and authorization to enter into agreements for the activities, subject to approval by the U.S. Department of Housing and Urban Development. Motion carried in a voice vote, 4-0.

- D. Recommend Council approve Debt Management Policy as presented.

Director Rasmussen wanted to put in writing what is done in practice, which is why she brought forth the Debt Management Policy. She used the GFOA (Government Finance Officers Association) recommended practices as a guideline. The maximum debt capacity is 5% of the city's equalized value. The city is typically around 50% of the maximum debt capacity. Director Rasmussen suggested using 3% of equalized value maximum debt capacity with 60% of

that figure as the policy, with the goal of being less than that figure.

Director Rasmussen feels the city needs to have the maximum borrowing capacity that is used to determine projects during the Capital Improve Projects (CIP) approval project. She is currently working on a checklist for each project in order for priority projects to be identified during (CIP). The proposed amount is maximum borrowing capacity is recommended at \$10 million, which is the average of what we are paying off annually. Again, the goal is to be lower than the suggested limit. Director Rasmussen advised that the debt should only be used on long-term capital projects, and the city is prohibited by law from using it for operations or routine maintenance.

The term of the loan should never exceed the use of life for what the money is being borrowed for. She proposed a ten-year maximum for all equipment and street projects, with twenty years for facilities and major infrastructure. Director Rasmussen believes the city should tie their borrowing to the five-year CIP. Enterprise Funds and Tax Incremental District need to be self-supporting. Financial oversight, Director Rasmussen would like to provide an ongoing debt matrix along with capacity, and formalized post-issuance compliance and disclosure requirements.

Report

Adopting this policy will help strengthen our long-term financial planning, enhance transparency and consistency year to year, help support the credit profile, and will give clear guidance to staff.

Motion by Ellis, seconded by Steiner to recommend Council approve Debt Management Policy as presented. Motion carried in a voice vote, 4-0.

Financial Report

A. March Vouchers

Motion by Elliss, seconded by Bruno to receive and place on file. Motion carried in a voice vote, 4-0.

B. Quarterly Financial Statements

Motion by Elliss, seconded by Bruno to receive and place on file. Motion carried in a voice vote, 4-0.

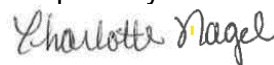
VI. City Attorney Report

A. None.

VII. Adjournment

Motion by Steiner, seconded by Bruno to adjourn. No further discussion. Motion carried in a voice vote, 4-0. Meeting adjourned at 5:45 PM.

Respectfully submitted,



Charlotte Nagel
City Clerk

