

City of Neillsville

MINUTES

Grants Committee - Regular Meeting

Tuesday, September 23, 2025 - 4:00 pm.

City Hall 106 W Division St, Neillsville WI

1. The meeting was called to order by Chair Erpenbach at 4:02 pm.
2. On roll call:, Natalie Erpenbach, Deanna Heiman, Jody Conner, Brent Shoup and Barb Petkovsek. All present
3. A motion was made by Petkovsek and seconded by Shoup to approve the Agenda. Voice vote, all aye, motion carried.
4. A motion was made by Conner and seconded by Heiman to approve the minutes of the August 26, 2025, Grants Committee Meeting as presented. Voice vote, all aye, motion carried.
5. Citizen appearances- None.
6. Committee discussed the following Grant Applications:
 - a. Discussion on Grants written that were finalized or declined.
 - i. Finalized - TAP grant – *Safe Routes to Schools (SRTS) grant* – WCWRPC / City / School District. Heiman states the report is final, was approved by the School District Board last night and is before City Council tonight.

A motion was made by Shoup and seconded by Erpenbach to support the resolution to adopt the Safe Routes to Schools Plan as presented and support the additional shared services contract (total net cost of \$5,000) with West Central Wisconsin Regional Planning Commission, the School District of Neillsville and the City of Neillsville. Voice vote, all aye, motion carried.
 - b. Discussion and review of Grant applications that have been submitted timely, but no decisions have been made as of the meeting date. No additional action taken:
 - i. *FEMA – Assistance to Firefighters Grant* – submitted 12/20/2024 – per our Region 5 FEMA contact we should receive an email by September 30th with decision on our application.
 - ii. *WI Emergency Management - Cybersecurity Grant Cycle 2-* submitted 5/30/2025. Erpenbach stated this application is still in review, WEM is short-staffed, and it will take time to hear back.
 - iii. *National Endowment of the Arts – Our Town Grant* program – Petkovsek had submitted Phase 1 grant application, and we were approved for Phase 2 application. We will hear back in Spring 2026.
 - iv. *Listeman Foundation request* - Erpenbach submitted a request on August 13, 2025 for city-wide needs. Waiting to hear back on this request.
 - c. Grant applications that have been awarded and are in various stages of completion.
 - i. *WI Emergency Management - Cybersecurity Grant Cycle 1.* Erpenbach has submitted first quarter 2025 reports and is waiting for approval. They are behind at WEM. The second quarter report can be submitted when 1st quarter is approved.

- ii. WEDC – Community Development Investment Grant – Erpenbach submitted the Application for the renovation grant - 150 E. Division St. project August 22 and preliminary approval was received September 3, 2025. Final underwriting should be completed by end of October 2025.
 - iii. *City Tourism Commission Grants* –The HPC - \$1000 will be claimed when complete.
- d. Discussion and possible action on grant application projects to be prepared and submitted by due dates.
 - i. *WI DNR - Tree Grant* – Conner contacted Dan Clough for an update on the status of this grant application. Erpenbach also discussed with Luke Friemoth. Application was timely submitted to DNR for consideration.
 - ii. *Firehouse Subs Foundation* and others – Shoup will begin application n (available 10/9/2025). Funding (no match) for backup generator at Police Station and electrical wiring costs will be requested. Working with Chief Mankowski. If awarded, fencing enclosure will also be needed.
 - iii. Work needs to begin on the next TAP grant due October 31st. This is for the soft costs of the SRTS Plan. 80/20 grant. Heiman is starting this work.
 - iv. *WI DOA - Innovation Planning Grant – Phase 2* – Petkovsek will find out if this grant is available or not. This grant is for opportunities to increase efficiency and reduce costs by working with other entities / departments. Discussed possible shared service option ideas.

[Conner leaves the meeting at 4:54 pm].

7. Old Business – None not already discussed.

8. New Business – Discussion on request for 2026 budget for Grants Committee:

A motion was made by Heiman and seconded by Shoup to request City Finance Committee approve a 2026 Grants Committee Budget of \$5000 for any administrative costs (audit, accounting, attorney) related to Grants Committee activities and / or to use for grant match requirements. Voice vote, all aye, motion carried.

Next meeting date is October 28, 2025, at 4:00 pm at City Hall.

9. Adjournment – Motion by Petkovsek and seconded by Shoup to adjourn. Voice vote, all aye, motion carried.

Meeting adjourned at 5:12 pm.

Respectfully submitted



Natalie K Erpenbach, Recording Secretary