



211 Walnut Street  
Neenah, WI 54956

AN ORDINANCE: By Finance & Personnel  
Re: Repealing & recreating Code §2-141  
relating to electronic minutes

ORDINANCE NO. 2017-10  
Introduced: July 21, 2017  
Committee/Commission Action:  
**RECOMMENDED FOR PASSAGE**

## AN ORDINANCE

The Common Council of the City of Neenah, Wisconsin, do ordain as follows:

**Section 1.** Section 2-141 of the Code of Ordinances of the City of Neenah is repealed and recreated to read as follows:

**Sec. 2-141. - Minutes of committees, boards and commissions to be filed.**

All committees, boards, commissions shall take minutes of their meetings. Draft unsigned minutes shall be filed in electronic format with the office of the City Clerk within five days after the date of each such meeting. The electronic file shall be in Word and Portable Document File (.pdf) formats and saved in a system folder designated by the Clerk. Draft minutes shall be approved at the next meeting of the committee, board or commission. Any changes made when the minutes are approved shall likewise be electronically filed with the Clerk within five (5) days after approval. Approved minutes shall be signed with a scanned signature by the individual taking the minutes. The signed minutes in .pdf format shall be considered the official minutes.

**Section 2. Severability.** In the event any section, subsection, clause, phrase or portion of this ordinance is for any reason held illegal, invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision, and such holding shall not affect the validity of the remainder of this ordinance. It is the legislative intent of the Common Council that this ordinance would have been adopted if such illegal provision had not been included or any illegal application had not been made.

**Section 3. Repeal and Effective Date.** All ordinances or parts of ordinances and resolutions in conflict herewith are hereby repealed. This ordinance shall take effect from and after its passage and publication.

Moved by: Ald. Pollnow/Kunz

Adopted: July 19, 2017

Approved: July 19, 2017

Published: July 24, 2017

Approved:



Dean R. Kaufert, Mayor

Attest:



Patricia A. Sturn, City Clerk

THIS INSTRUMENT WAS DRAFTED BY:  
City Attorney James G. Godlewski  
211 Walnut Street  
Neenah, WI 54956  
State Bar No. 1005210