



City of Neenah
Finance & Personnel Committee Agenda
Monday, September 28, 2026 at 5:00 PM
Neenah City Hall – 211 Walnut Street
Hauser Room

- I. Call to Order
- II. Roll Call
- III. Public Appearances
- IV. Approval of Minutes
 - A. Approval of Minutes from [September 14, 2026](#) Special Meeting.
- V. New Business
 - A. Recommend Council approve the Library Fire Alarm System upgrade to be initially funded from the Facilities Capital Fund balance, with those funds subsequently reimbursed through the 2027 CIP borrowing, as the project is an approved 2027 CIP project.
 - B. Recommend Council to reallocate \$53,161.80 in budgeted wages to current staff by eliminating a Streets Tech II position.
 - C. Recommend Council approve Resolution 2026-09 Designating the "Neenah News" as the City's Official Newspaper.
 - D. Recommend Council approve Resolution 2026-10: Declaring Official Intent to Reimburse Expenditures from Proceeds of Borrowing.
- VI. City Attorney Report
 - A. No Report
- VII. Adjournment

Notice: Pursuant to the requirements of Wis. Stats. Sec. 19.84 (Open Meeting Notice Law), a majority of the Neenah Common Council may be present at this meeting. Common Council members may be present to gather information about a subject on which they have decision-making responsibility. This may constitute a meeting of the Neenah Common Council and must be noticed as such. The Council will not take any formal action at this meeting.

In accordance with the requirements of Title II of the Americans with Disabilities Act (ADA), the City of Neenah will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities. If you need assistance, or reasonable accommodation in participating in this meeting or event due to a disability as defined under the ADA, please call the Clerk's Office (920) 886-6100 or e-mail clerk@neenahwi.gov at least 48 hours prior to the scheduled meeting or event to request an accommodation.



Library Department
240 E. Wisconsin Ave • Neenah WI 54957
Phone 920-886-6300
E-mail: hardina-wilhelm@neenahlibrary.org
Nicole Hardina-Wilhelm
Library Director

M E M O R A N D U M

TO: Mayor Borchardt, Chairman Erickson, and Members of the Finance & Personnel Committee

FROM: Nicole Hardina-Wilhelm, Library Director

DATE: September 11, 2026

RE: Library's Fire Alarm Upgrade

In the 2027 CIP Budget, Council approved \$55,000 to replace the Library's Fire Alarm System. Events have transpired in recent weeks, and I am asking the Finance and Personnel Committee to authorize the upgrade in 2026.

On Saturday, August 22, at 1:00 am, the smoke duct detectors were triggered. The Fire Department was dispatched, along with Facilities Manager Pat Benson, and then the Police Department. This false alarm set off a chain reaction, shutting down the Library's HVAC system and requiring several technicians to service the system on Saturday and again on Monday. The technicians added more duct tape and said it is only a matter of time before the duct detectors fail again. The Neenah-Menasha Fire Department issued the Library a false alarm warning.

After discussing this ongoing issue with Pat Benson and Finance Director Vicki Rasmussen, we propose that the Fire Alarm System upgrade be initially funded from the Facilities Capital Fund balance, with those funds subsequently reimbursed through the 2027 CIP borrowing, as the project is an approved 2027 CIP project.

If approved, we hope to complete the project in November of this year.



Dept. of Human Resources and Safety
211 Walnut St. • P.O. Box 426 • Neenah WI 54957-0426
Phone 920-886-6102 • e-mail: hbarber@neenahwi.gov
HEATHER BARBER
DIRECTOR OF HUMAN RESOURCES AND SAFETY

MEMORANDUM

Date: September 24, 2026

To: Chairman Erickson and members of the Finance & Personnel Committee

From: T. Beyer, Public Works Supt, M. Rohloff, Interim Director, H. Barber, HR

Subject: Public Works pay reallocation

As a result of not implementing the Council-approved salary plan for laborers in 2023, the City's pay for Streets and Sanitation employees is not competitive. The City has seen significant turnover including a Streets Tech who resigned this week to work in the same job in Menasha. We also have difficulty recruiting employees at the current rates. As a result, we consistently have approximately 3 vacancies which affects the City's ability to provide necessary services.

As discussed in previous compensation discussions, Superintendent Beyer has requested to eliminate one of the positions in order to partially correct the pay discrepancies, and to allow the starting rate of pay to increase.

The current practice is to hire new employees at Step 1 of the pay scale, which is 19% below the midpoint / market. We are unable to correct this hiring practice until the employees currently in steps 1-6 are adjusted accordingly since these employees are all doing identical positions and wages should coincide with seniority.

Deputy Director Kahl determined the value of eliminating one position is \$65,000 that could be reallocated without impacting the budget. We are proposing increases to 21 laborers for a total cost of \$53,161.80 annually. Increases were calculated in cooperation with public works leadership and are based on step, seniority, and promotion dates. An overview of the movement is detailed in the attached spreadsheet.

It is important to note that adjusting compensation in this manner is completely separate from the recommendations that will be made by the salary plan consultant on November 4th. Costs related to the market review will need to be separately budgeted for where this item has an established funding source.

Staff requests a recommendation to Council to reallocate \$53,161.80 in budgeted wages to current staff by eliminating a Streets Tech II position.

Position	Hire	Grade	Step	Proposed Step	Current Hourly	Proposed Hourly	Proposed Annual	Employee Annual Salary	Cost
PW STREET TECH I	05/04/2026	6	2	6	22.14	23.50	48880.00	46,051.20	2,828.80
PW STREET TECH I	12/02/2025	6	2	6	22.14	23.50	48880.00	46,051.20	2,828.80
PW STREET TECH I	11/03/2025	6	2	6	22.14	23.50	48880.00	46,051.20	2,828.80
PW STREET TECH II	05/05/2025	7	4	7	25.10	26.25	54600.00	52,208.00	2,392.00
PW STREET TECH II	01/27/2025	7	3	7	24.73	26.25	54600.00	51,438.40	3,161.60
PW STREET TECH II	04/12/2022	7	4	8	25.10	26.64	55411.20	52,208.00	3,203.20
PW STREET TECH II	03/28/2022	7	4	8	25.10	26.64	55411.20	52,208.00	3,203.20
PW STREET TECH II	07/28/2021	7	4	8	25.10	26.64	55411.20	52,208.00	3,203.20
PW STREET TECH II	04/26/2021	7	4	8	25.10	26.64	55411.20	52,208.00	3,203.20
PW STREET TECH II	01/28/2019	7	5	9	25.47	27.05	56264.00	52,977.60	3,286.40
PW STREET TECH II	06/18/2018	7	5	9	25.47	27.05	56264.00	52,977.60	3,286.40
PW STREET TECH II	05/19/2014	7	8	12	26.64	28.28	58822.40	55,411.20	3,411.20
PW STREET TECH II	10/17/2011	7	13	15	28.70	29.57	61505.60	59,696.00	1,809.60
PW STREET TECH II	10/03/2011	7	13	15	28.70	29.57	61505.60	59,696.00	1,809.60
PW STREET TECH II	11/06/2006	7	13	15	28.70	29.57	61505.60	59,696.00	1,809.60
PW STREET TECH II	10/16/2000	7	15	17	29.57	30.47	63377.60	61,505.60	1,872.00
PW STREET TECH III	03/01/2010	8	10	12	29.96	30.88	64230.40	62,316.80	1,913.60
PW STREET TECH III	07/09/2007	8	11	13	30.42	31.33	65166.40	63,273.60	1,892.80
PW STREET TECH III	05/29/2001	8	14	16	31.80	32.77	68161.60	66,144.00	2,017.60
PW EQUIP OPERATOR	04/18/1994	8	19	21	34.26	35.30	73424.00	71,260.80	2,163.20
PW TRAFFIC TECHNICIAN	08/18/2003	9	13	14	33.96	34.46	71676.80	70,636.80	1,040.00
									53,164.80



MEMORANDUM

DATE: September 28, 2026

TO: Tami Erickson, Chair, Finance & Personnel Committee members (Council President D. Steiner, Aldermen F. Bruno, M. Ellis, & M. Neuman).

From: City Attorney David Rashid & Clerk Char Nagel

CC: Mayor B. Borchardt, Dir. V. Rasmussen

RE: Designation of the “Neenah News” as the City’s official city newspaper

For over six decades the City has primarily utilized the Appleton-based Post Crescent (daily) newspaper for all its legal, publishing needs. This has worked smoothly and gives us certain monetary advantages, especially “bulk rate” breaks for elections of greater than merely local concern.

However, in 2025 the owner of the Neenah News, Karen Schneider, operating her paper under the legal moniker of the “Winnebago Media Group” (WMG), approached Clerk Nagel and me asking us to facilitate the naming of the paper as the official city newspaper.

Until that time, there had not been any newspaper published in the City (except for the *Neenah Daily Times* and/or the *Twin City News-Record*, prior to 1963 when such were bought and absorbed by the Post Crescent), so under State law Neenah could use any paper of broad circulation likely to provide the citizens notice – we chose the Post Crescent.

Ms. Schneider, owner and publisher, continued to pursue the matter once we requested various proofs that her paper met all the qualifications necessary by statute to afford it official newspaper status. Once a qualified paper that’s published in the City meets such criteria, then the City is required to have it designated as the City’s official newspaper. Were there another paper also published in the City, then another section of the statute would also allow us to put the matter up for competitive bid each April for the coming year.

Upon review of the materials and advices given by Ms. Schneider, Clerk Nagel and I determined that we are now required by law to have the Neenah News designated as the City's official newspaper.

This requirement may present some challenging (but now unavoidable) consequences, in that all notices and other things requiring publication may now need to be completed by City staff and submitted days and weeks ahead of the customary times needed for a *daily* paper, inasmuch as the Neenah News only publishes once per week, coming out on Fridays. And, if there were times when publishing in the Post Crescent were still desiredⁱ, that would mean the incurrence of additional cost, on top of what's paid to the Neenah News.

Lastly, the statute requires that the City only pay for the publishing "at not more than the legal rate for like work", which implies that an average going rate in the greater area should be consulted and applied to any contract signed with Neenah News.

APPROPRIATE ACTION IS FOR THE COMMITTEE TO RECOMMEND THE COMMON COUNCIL APPROVE RESOLUTION 2026-09 (INCLUDED IN THE PACKET) DESIGNATING THE "NEENAH NEWS" AS THE CITY'S OFFICIAL NEWSPAPER.

ⁱ For certain elections, there are advantages to having sample ballots and other election matters published in the Post Crescent when multiple municipalities-, county-, state- or nation-wide elections are in play; And certain other publishing needs may make it desirous to publish in a paper with wider regional readership.



RESOLUTION NO. 2026-09

DESIGNATING THE “NEENAH NEWS” WEEKLY NEWSPAPER AS THE OFFICIAL CITY NEWSPAPER OF THE CITY OF NEENAH

WHEREAS, The City is a Wisconsin city of the 3rd Class under State law, and as such is required to have and utilize an official newspaper for the publication of its council proceedings and other city legal notices; and

WHEREAS, The City has historically utilized a daily newspaper for its legal notices, published in an Appleton, Wisconsin, based paper, prior to the recent establishment of the Neenah News as a qualified newspaper; and

WHEREAS, The weekly newspaper known as the “Neenah News” is the only newspaper qualified under §985.03(1)(a), Wis. Stat. that is also published within the City and as such must under State law be utilized for the publication of such proceedings and notices; and

WHEREAS, The City may, under the authority of §985.06(1)(4), Wis. Stat., for a publishing rate not more than the legal rate for like (publishing) work, designate the Neenah News as the City’s official city newspaper; and

WHEREAS, There is no other competing newspaper, other than the Neenah News, currently being published in the City; and

NOW THEREFORE, BE IT RESOLVED that the City does hereby designate the Neenah News as its official city newspaper, for the publishing of its council proceedings and other city legal notices, until such time as another newspaper be published within the City, such that the bidding process prescribed by statute (i.e. §985.06(1), Wis. Stat.) be then necessary and effectual;

BE IT FURTHER RESOLVED that the City of Neenah, through its City Clerk, enter into a legally binding contract with the Neenah News for such publishing work, at not more than the legal rate for like work, pursuant to statute (§985.06(4), Wis. Stat.).

Adopted, approved and recorded this ____ day of _____ 2026.

Moved: _____

Passed: _____

Published: _____

CITY OF NEENAH, WISCONSIN

Brian D. Borchardt, Mayor

Charlotte K. Nagel, City Clerk



Memorandum

Date: September 28, 2026

To: Chairperson Erickson and Members of the Finance Committee

From: Andrew Kahl, CPA, Deputy Director of Finance

RE: Recommend Council approve Resolution 2026-10: Declaring Official Intent to Reimburse Expenditures from Proceeds of Borrowing.

The Neenah Menasha Sewerage Commission (NMSC) is planning for the phosphorus removal project at the treatment plant, in response to DNR and EPA mandates. In terms of financing the project, NMSC is seeking a Clean Water Fund Loan (CWFL) from the State of Wisconsin. Each municipality needs to apply for their portion of the loan, and McMahon Associates is handling the applications on behalf of the municipalities.

The attached resolution is simply a requirement in the application process. NMSC is using internal funds to pay project costs until they can be reimbursed with CWFL funds, and the resolution allows them to do so in accordance with IRS regulations. As such, the resolution has little, if any, financial impact on the City of Neenah, aside from the application requirement.

The other four municipalities in NMSC have already approved the resolution. The deadline for the CWFL application is the end of September.

An appropriate motion would be to recommend Council approve Resolution 2026-10: Declaring Official Intent to Reimburse Expenditures from Proceeds of Borrowing.

Attachments:

1. R2026-10 Reimbursement of NMSC Borrowing

RESOLUTION NO. 2026-10

**RESOLUTION DECLARING OFFICIAL INTENT TO REIMBURSE EXPENDITURES
FROM PROCEEDS OF BORROWING**

WHEREAS, the City of Neenah, Winnebago County, Wisconsin (the "Municipality") plans to assist in the undertaking of the NMSC Wastewater Treatment Facility Tertiary Filter Addition and Modifications Project (the "Project"); and

WHEREAS, the Municipality expects to finance the Project, in part, on a long-term basis by issuing tax-exempt bonds or promissory notes (the "Bonds"); and

WHEREAS, because the Bonds will not be issued prior to June of 2027, the Municipality, or a related municipality, must provide interim financing to cover costs of the Project incurred prior to receipt of the proceeds of the Bonds; and

WHEREAS, it is necessary, desirable, and in the best interests of the Municipality to advance money from its funds on hand on an interim basis to pay the costs of the Project until the Bonds are issued.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the Municipality, that:

Section 1. Expenditure of Funds. The Municipality shall make expenditures as needed from its funds on hand to pay the costs of the Project until Bond proceeds become available.

Section 2. Declaration of Official Intent. The Municipality hereby officially declares its intent under Treas. Regs. Section 1.150-2 to reimburse said expenditures with proceeds of the Bonds, the principal amount of which is not expected to exceed \$13,500,000.

Section 3. Unavailability of Long-Term Funds. No funds for payment of the Project from sources other than the Bonds are, or are reasonably expected to be, reserved, allocated on a long-term basis, or otherwise set aside by the Municipality pursuant to its budget or financial policies.

Section 4. Public Availability of Official Intent Resolution. This Resolution shall be made available for public inspection at the City Hall within 30 days after its approval in compliance with applicable State law governing the availability of records of official acts including Subchapter II of Chapter 19 and shall remain available for public inspection until the Bonds are issued.

Section 5. Effective Date. This Resolution shall be effective upon its adoption and approval.

Adopted and recorded September 29, 2026.

Approved September 29, 2026.

By: _____
Brian D. Borchardt, Mayor

Attest: _____
Charlotte K. Nagel, City Clerk