



City of Neenah
Finance & Personnel Committee Special Minutes
Wednesday, July 15, 2026 at 5:45 PM
Neenah City Hall – 211 Walnut Street
Hauser Room

- I. Call to order
Meeting called to order by Chairman Erickson at 5:45 PM

- II. Roll Call.

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

Also Present: Finance Director Rasmussen, Human Resources Director Barber, Clerk Nagel, Police Chief Olson, Aldermen Pollnow and Defferding, and citizen Frank Cuthbert.

Excused: Alderman Bruno

- III. New Business

- A. Recommend Council approve the hiring of Mark Rohloff of McMahon & Associates, LLC., as Interim Public Works Director on a part-time 20-hours per week basis at a rate of \$185/hour, not to exceed \$20,000, or until a permanent director is hired, with funding from the Public Works operating budget.

Mayor Borchardt explained there was an error in the agenda item. The agenda item should read;

Recommend Council approve the hiring of Mark Rohloff of McMahon & Associates, LLC., as Interim Public Works Director on a part-time 20-hours per week basis at a rate of \$185/hour, not to exceed \$19,500 per month, or until a permanent director is hired, with funding from the Public Works operating budget.

Motion by Neuman, seconded by Steiner to recommend Council approve the hiring of Mark Rohloff of McMahon & Associates, LLC., as Interim Public Works Director on a part-time 20-hours per week basis at a rate of \$185/hour, not to exceed \$19,500 per month, or until a permanent director is hired, with funding from the Public Works operating budget as recommended by Mayor Borchardt. Motion carried in a voice vote, 3-0-1 with Ellis abstaining.

Mayor Borchardt explained there has been a search for a permanent Public Works Director since Director Kaiser announced his retirement effective August 3, 2026. There were three applications that were received and three interviews which were conducted. It was decided by the hiring panel to continue the search for Director Kaiser's successor. With that determination, there is a need to find an interim director to keep the department moving forward while the search continues. The City has contracted with Innovative Public Advisors to assist with the recruiting process. Adjustments have been made the overall job description in hopes of recruiting additional applicants.

Alderman Ellis asked if there was anyone internally who applied for the position and how do their qualifications compare to that of Mr. Rolhoff. He also inquired as to why Director Kaiser wasn't on the hiring panel? Mayor Borchardt explained that Directors Barber, Nieforth, Rasmussen, Kading, and Mach, along with himself and Council President Steiner made up the hiring panel. Mayor Borchardt explained that past practice dictated that the outgoing director was not involved in the hiring process, although Director Kaiser was involved in writing the job description and early on in the hiring process as well. Applicants consisted of one internal and two external, all of which were interviewed. The hiring panel decided it was not what they were looking for at this point.

Alderman Ellis stated that because this is in internal position, it would be an easier move to have an internal candidate as the interim director than bringing in someone from the outside. An internal candidate would be more familiar with the operations of the department and would cost less than bringing someone in from the outside to learn up and then go forward. Mayor Borchardt was concerned with already down a traffic engineer, so he wanted to make sure that someone could handle more of the administrative end of things like budgeting. Mr. Rohloff has extensive experience with budgeting and capital improvement plans versus the internal employees.

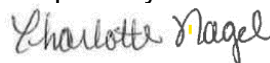
Chairman Erickson asked for clarification of hours; what does 20 hours a week look like, mornings, afternoons? Mr. Rohloff is meeting with Director Kaiser to get caught up and it will be a free flow; Mr. Rohloff will log his hours with Mayor Borchardt with an assessment done in a few weeks. Hopefully, more candidates will be recruited during the budget process. Mr. Rohloff assured Mayor Borchardt he will be assessable for meetings and he isn't far away. The city is not being charged for travel and expenses because McMahon & Associates is just across town. Chairman Erickson thinks it would be beneficial for staff to know when he will be available to them, so when the schedule is set, it should be communicated out to the staff.

Mr. Rohloff has not expressed interest in becoming the next Public Works Director; he will function more as a consultant. There is no end date to this contract, and the contract is through McMahon & Associates. Meaning, Mr. Rohloff will be working through McMahon & Associates as the Interim Public Works Director.

VII. Adjournment

Motion by Steiner, seconded by Neuman to adjourn. No further discussion. Motion carried in a voice vote, 5-0. Meeting adjourned at 5:53 PM.

Respectfully submitted,



Charlotte Nagel
City Clerk