



City of Neenah
Special Finance & Personnel Committee Minutes
Wednesday, June 3, 2026 at 5:00 PM
Neenah City Hall – 211 Walnut Street
Hauser Room

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

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

Also Present: Finance Director Rashmussen, City Attorney Rashid, Human Resources Director Barber, Mayor Borchardt, and Alderman Pollnow.

III. New Business

- A. Make recommendation to Council to retitle the Communications Specialist as a Communications and Community Engagement Specialist and to place the position in Grade 9 of the City's salary plan. (Attachment)
Motion by Erickson/Bruno to recommend Council approve the retitle of the Communication Specialist as the Communication and Community Engagement Specialist and to place the position in Grade 9 of the City's salary plan. Motion carried in a voice vote, 4-0.

Director Barber explained her memo. In looking at modernizing the way the city communicates with residents, the mayor updated and re-titled the current Communications Specialist position to Communication and Community Engagement Specialist position. As a result, administrative tasks performed by this position were scaled back. The vision with newly re-titled and updated job description is to promote events, agendas, and for this person to be the centralized hub for consistent messaging and communication. To help fund this position, the production of the Neenah Notes will be handled by the Communication and Community Engagement Specialist. In researching how other municipalities of a similar population to Neenah, it was discovered that most municipalities are going to electronic newsletter to stay connected with their residents. Therefore, there will be one last Neenah Notes printed and mailed to residents before transitioning to an electronic newsletter. The electronic newsletter can be printed and made available to residents who do now want to receive the newsletter electronically. Most municipalities our size or larger have a Communication and Community Engagement Specialist on staff.

- IV. Adjournment
Motion by Bruno, seconded by Ellis to adjourn. No further discussion. Motion carried in a voice vote, 4-0. Meeting adjourned at 5:06 PM.

Respectfully submitted,

Charlotte Nagel

City Clerk