



**City of Neenah
Finance & Personnel Committee Minutes
Monday, February 9, 2026 at 5:30 PM
Hauser Room
Neenah City Hall
211 Walnut Street**

I. Call to order

- A. Meeting was called to order by Vice-Chairman Erickson at 5:30 PM.

Members Present: Vice-Chairman Erickson, Council President Borchardt, and Aldermen Ellis and Bruno. Chairman Steiner appeared by phone.

Also Present: Finance Director Rasmussen, Human Resources and Safety Director Barber, Community Development Deputy Director Schmidt, Community Development Director Nieforth, City Clerk Nagel, Aldermen Lendrum and Pollnow, and Citizen Scott Becher

Excused: None.

B. Public Appearances

- A. Alderman Pollnow asked if the Attorney William Scott item on the agenda is to approve a contract. If so, will that contract have a dollar amount and will the actual contract be shared with the Council.

C. [Approval of the minutes of the January 12, 2026 meeting.](#) (Minutes can be found on the city website)

Motion by Borchardt, seconded by Bruno to approve the minutes as presented. No discussion. Motion carried in a voice vote, 5-0.

IV. Unfinished Business

- A. Recommend Council ratify the engagement of Attorney William P. Scott for all work completed for the city from 2023 through 2025. (Rashid)

Attorney Rashid advised there is nothing new on this item, or the proceeding item, since the closed session discussion. The Mayor was uncomfortable that the Committee did not reconvene into open session to act on these two items, therefore, these items came back on the agenda for the committee to act on them in open session. Approving the contract in closed session was completely lawful. The law is final council approval must take place in open session which was why these items were on the next council meeting agenda in open session. However, the Mayor did not feel comfortable proceeding in that lawful manner, thus these items are back on the committee agenda to be acted upon in open session.

Attorney Rashid answered Alderman Pollnow's questions. There is no new contract other than the one reviewed in January of 2024. A new contract would have no additional substantive information. Attorney Rashid does not intend to share the contract unless it is in closed session, which there is no legal reason to have closed session on these items.

Therefore, the only action being requested is what the vote on these two items take place in open session.

Report

Motion by Ellis, seconded by Bruno to recommend Council ratify the engagement of Attorney William P. Scott for all work completed for the city from 2023 through 2025. No further discussion. Motion carried in a voice vote, 5-0.

- B. Recommend Council authorize the City Attorney and Director of Community Development to engage the services of Attorney William P. Scott on an on going and as needed basis, for an amount not to exceed \$25,000 in 2026 without further approval. (Rashid)

Report

Motion by Borchardt, seconded by Bruno to recommend Council authorize the City Attorney and Director of Community Development to engage the services of Attorney William P. Scott on an on going and as needed basis, for an amount not to exceed \$25,000 in 2026 without further approval. No further discussion. Motion carried voice vote, 5-0.

V. New Business

- A. Recommend to Council to reclassify the Recruitment and Retention Coordinator position in Grade 9, non-exempt, to the Deputy Director of Human Resources & Safety in Grade 11, exempt. (Barber) (Attachments)

Director of Human Resources and Safety Director Barber explained this is a continuation of this item which started fall 2025. She is looking to make the Recruiter Coordinator position more adequately titled and appropriately graded for the duties currently being performed along with some new additional duties.

Report

Motion by Ellis, seconded by Bruno to recommend Council to reclassify the Recruitment and Retention Coordinator position in Grade 9, non-exempt, to the Deputy Director of Human Resources & Safety in Grade 11, exempt.

Discussion: Alderman Erickson questioned the position study approved to be completed this year. Previously when this job reclassification came before Committee, it was denied because of the position study that was going to be conducted this year. Alderman Erickson asked why this reclassification is coming before Committee again at this time.

Director Barber explained that the budget approved a market review to be conducted this year which is different than compensation study which evaluates position grades. A market review looks at the salary plan as a whole and recommends an adjustment if appropriate. A compensation study has two components: 1) the job description is evaluated by the employee completing a questionnaire regarding all their duties. The questionnaire is then graded and given a numeric score, which is then placed in a grade accordingly in conjunction with, 2) a market study consisting of comparison of the position pay to other municipalities, and a comparable position in the private sector. Both of these pieces make up a compensation study. There were several job positions that came up last year for the same reason which were approved by this committee and subsequently moved forward. It is Director Barber's understanding that the hang up moving this position forward was more on the rules and some of the duties of position.

With that being said, Director Barber would propose a once per year opportunity for any employee who believes their duties have significantly changed have the ability to request a reclassification. Apparently, the practice has been hap-hazard over the past couple of years where if a supervisor asked for a reclassification it was brought to this committee. Going forward, Director Barber recommends reclassifications take place once year in the fall with any pay adjustment going into effect on January 1st of the following year to avoid having to find funding. This current request is outside of the recommended timeframe, but since it started last fall, it would have gone into effect January 1, 2026. However, she does not want this reclassification to wait another full year.

Director Rasmussen explained the adjustment would total \$6,833.00 with wages and benefits. The proposal is to use \$5,639 of the 2025 culture and recognition carryforwards with the remainder to be absorbed in the 2026 Human Resources operational budget.

No further discussion. Motion carries in a voice vote, 5-0.

- B. Recommend to Council to authorize the sale of public property located along Enterprise Drive to Horseshoe Beverage Company in the amount of \$10,000. (Schmidt) (Attachments)

Deputy Director Schmidt advised staff has been working with Horseshoe Beverage for about six months. Horseshoe Beverage is located in the Industrial Park on Enterprise Drive. They are looking to make significant growth plans in the city. One of growth plan challenges is land to expand the pretreatment for their wastewater system. They were looking for land on the southeast side of their current facility where the existing pretreatment process is located. Placing additional pretreatment in this location will impact the loop around their building for access.

Horseshoe Beverage approached staff regarding the land directly east of their current location, which is a railroad corridor. There is a railroad track on the northern portion of corridor, and none on the southern 600 feet. This land is landlocked, with no access, and is undevelopable. Conversations were had with the railroad, who agreed to release the easement where there are no tracks as there are no plans to add tracks. A deal was negotiated with Horseshoe Beverage to purchase that land for \$10,000 with the understanding that upon requisition, they would consolidate that property with their current lot to the west.

Approval is a two-step process: 1) the land sale and the terms of the sale, and 2) declaration of the land as excess city property by the Plan Commission since it has no viable use to the city as it was intended for railroad purposes.

Motion by Borchardt, seconded by Bruno to Council authorize the sale of public property located along Enterprise Drive to Horseshoe Beverage Company in the amount of \$10,000. No further discussion. Motion carried in a voice vote, 5-0.

VI. Financial Report

A. Vouchers – December 2025 (Rasmussen) (Attachments)

Director Rasmussen advised the December 2025 vouchers were included in the packet and asked for any questions.

Motion by Ellis, seconded by Bruno to accept the December 2025 vouchers and place them on file. Motion carried in a voice vote, 5-0.

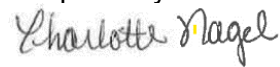
VII. City Attorney Report

A. No report.

VIII. Adjournment

Motion by Ellis, seconded by Bruno to adjourn. No further discussion. Motion carried in a voice vote, 5-0. Meeting adjourned at 5:42 PM.

Respectfully submitted,



Charlotte Nagel
City Clerk