

CITY OF NEENAH
FINANCE AND PERSONNEL COMMITTEE MEETING
Monday, November 23, 2020 – 6:30 p.m.

Due to the Public Health Emergency caused by the COVID-19 Pandemic, this meeting will occur at a virtual location accessed by web link (Audio & Video) or conference call (Audio only). Committee members and the public should use the following log in or call-in information:

Web link URL: <https://global.gotomeeting.com/join/305732645>

You can also dial in using your phone.

United States: [+1 \(669\) 224-3412](tel:+16692243412)

Access Code: 305-732-645

Members of the public who join the meeting will be asked for their name, address and municipality and whether they wish to speak during the Public Appearances. The web link or conference call-in number may be accessed from any location, although the Mayor and City staff will be present at the Council Chambers, City Hall, 211 Walnut Street, Neenah which will be open to eight (8) people consistent with the social distancing rules established under Emergency Order 12, in the event that members of the public wish to present information to the committee regarding matters under the committee's jurisdiction.

NOTICE IS HEREBY GIVEN, pursuant to the requirements of Wis. Stats. Sec. 19.84, that 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 over which they have decision-making responsibility. This constitutes a meeting of the Neenah Common Council and must be noticed as such. The Council will follow the same agenda as the committee, but will not take any formal action at this meeting.

AGENDA

1. Public Appearances
2. Approval of Minutes from the October 12, 2020 Regular Meeting (minutes can be found on the City's website)
3. Proposed Acquisition of 401 W. North Water Street Utilizing Community Development Block Grant Funding and for the Purpose of Expanding Cook Park (attachment) C. Haese
4. Development Agreement – First Addition to Southfield Plat (attachment) B. Schmidt
5. 2021 BID Operating Plan and Schedule of Assessments (attachment) B. Schmidt
6. Maintenance Assessment Service Contract (2021-2025) – Associated Appraisal Consultants (attachment) B. Schmidt

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 Neenah Finance Department at (920) 886-6140** or the **City's ADA Coordinator at (920) 886-6106** or e-mail attorney@ci.Neenah.wi.us at least 48 hours prior to the scheduled meeting or event to request an accommodation.

Finance & Personnel Committee Agenda

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7. Walmart and CVS Lawsuit (attachment) J. Godlewski
8. Outside Counsel Expenditures for Excessive Assessment Appeals (attachment)
J. Godlewski
9. Fiscal Matters: October Vouchers (attachment) M. Easker
10. Fiscal Matters: Third Quarter Financial Statements (attachment) M. Easker
11. Adjournment

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**CITY OF NEENAH
FINANCE AND PERSONNEL COMMITTEE MEETING**

Monday, October 12, 2020 – 6:30 p.m.

Due to the Public Health Emergency caused by the COVID-19 Pandemic, this meeting occurred at a virtual location accessed by conference call on gotomeeting.com.

MINUTES

Present: Chairman Erickson; Aldermen Borchardt, Boyette, Stevenson and Steele; City Attorney Godlewski; Mayor Kaufert; Director of Finance Easker.

Others Present: Deputy Director of Finance Kahl, Director of Public Works Kaiser, Director of Community Development and Assessment Haese, Deputy Director of Community Development and Assessment Schmidt, Director of Human Resources and Safety Kehl.

Absent/Excused: None.

Public Appearances: None.

Minutes: Motion/Second/Carried Borchardt/Stevenson to approve the minutes from the September 28, 2020 Regular Meeting. All voting aye.

Request to Fill Vacant Building Manager Position: Committee reviewed memo from Director Kaiser requesting approval to fill the Building Manager vacancy. Current Building Manager Pat Fischer has informed the City of his intention to retire in January 2021. Mayor Kaufert has reviewed the request and concurs with filling the future vacant position.

Committee and staff discussed various aspects of the pending vacancy. Items discussed included the job description and pay grade for the position as well as qualifications desired for candidates to fill the position.

Motion/Second/Carried Stevenson/Boyette granting approval to fill the Building Manager vacancy. All voting aye.

Annexation #220 – 1261 W. Winneconne Avenue – Town of Neenah Annexation: Committee reviewed memo of Director Easker recommending Council's approval of the petition for Annexation #220 of 0.74 acres located at 1261 W. Winneconne Avenue in the Town of Neenah be accepted. All departments that expressed an opinion recommend approval or do not object to the proposed annexation. Committee and staff discussed various aspects of the proposed annexation.

Motion/Second/Carried Stevenson/Boyette requesting Council's approval of the petition for Annexation #220 of 0.74 acres located at 1261 W. Winneconne Avenue in the Town of Neenah be accepted. All voting aye.

Neenah Agricultural Land Lease: Committee reviewed memo of Director Haese recommending Council approve the Lease Agreement between the City of Neenah and Brazee Farms, Inc. for City owned property located at CTH G and Woodenshoe Road in the Town of Vinland. The property in question is 130 acres of agricultural land that was

acquired by the City in 2020 to facilitate future residential growth within the City. The development is likely in the next 5-10 years, providing an opportunity for continued farming on the property until that development takes place. The terms of the lease require an annual payment of \$70 per tillable acre to be paid to the City on April 1 of each year. Committee and staff discussed various aspects of the proposed lease agreement.

Motion/Second/Carried Borchardt/Boyette recommending Council approve the Lease Agreement between the City of Neenah and Brazee Farms, Inc. for City owned property located at CTH G and Woodenshoe Road in the Town of Vinland.

All voting aye.

First Presbyterian Church of Neenah Parking Lot Lease: Committee reviewed memo of Director Haese recommending Council approve the Church Lot Lease Agreement between the City of Neenah and First Presbyterian Church of Neenah for the ten-year period from September 1, 2020 through August 31, 2030 at an annual lease rate of \$8,000, the same rate as the last five years of the previous ten-year lot lease.

Motion/Second/Carried Stevenson/Steele recommending Council approve the Church Lot Lease Agreement between the City of Neenah and First Presbyterian Church of Neenah for the ten-year period from September 1, 2020 through August 31, 2030 at an annual lease rate of \$8,000. All voting aye.

Amended Pendleton Park Development Agreement (TID #11): Committee reviewed memo of Director Haese recommending Council approve amending Tax Increment District No. 11 Development Agreement with Pendleton Park LLC to increase the Maximum City Contribution to \$2,215,000, change the completion date of the Coral Court Development to January 1, 2021 and increase the estimated value of the Coral Court Development to \$3.75 million.

Director Haese indicated that Mr. Tom Vandeyacht, the developer of Pendleton Park Apartments, has requested reconsideration of the Development Agreement for the project and additional assistance to help with unanticipated costs incurred as a result of complying with the obligations of the Agreement. The cost overruns of almost \$650,000 were due in large part to the significant amount of bedrock that was encountered during the construction. Additionally, the Coral Court Apartment development, which is included within the Development Agreement, also incurred additional costs of approximately \$300,000 to address the large amount of fill and construction debris that was encountered on the property.

Mr. Vandeyacht recognizes that there is inherent risk in each development that is undertaken and that it is his responsibility to address these issues. However, given the significant amount of additional costs incurred, he is requesting an adjustment to the Agreement to provide an additional \$300,000 in incentive for the project. In reviewing the financial performance of the project, staff is recommending an increase in the incentive of \$200,000.

REPORT

REPORT

In his memo, Director Haese said that, in addition to the increase in value from \$2 million to \$3.75 million in the Coral Court project, the Pendleton Park project property value is estimated to increase from the original Development Agreement amount of \$14 million to \$16 million. He said that the staff recommendation to approve the amendment includes recognition that the developer is bringing the City value from both the TIF and non-TIF projects, and that using that total value was part of the rationale to increase the maximum City contribution for the Pendleton Park TIF project.

Committee and staff discussed various aspects of the proposed agreement amendment. Issues discussed included how the value increased in both projects from their original estimate, if precedent is being set by amending the agreement, how the City is substantiating the cost overruns claimed by the developer as well as a discussion on the language in the amended agreement. Alderman Stevenson said that any motion to approve the amendment should include an acknowledgement of the \$2 million increase in the Pendleton Park TIF project value as part of the rationale.

Motion/Second/Carried Stevenson/Boyette recommending Council approve amending Tax Increment District No. 11 Development Agreement with Pendleton Park LLC to increase the Maximum City Contribution to \$2,215,000, change the completion date of the Coral Court Development to January 1, 2021 and increase the estimated value of the Coral Court Development to \$3.75 million. The recommended approval of the amendment includes acknowledgement of the \$2 million increase in the Pendleton Park TIF project value as part of the rationale. All voting aye.

Request to Fill Vacant City Attorney Position: Committee reviewed memo of Mayor Kaufert requesting approval to fill the City Attorney vacancy. Current City Attorney Jim Godlewski has informed the City of his intention to retire effective February 4, 2021. Mayor Kaufert has reviewed the request and concurs with filling the future vacant position.

Motion/Second/Carried Stevenson/Boyette granting approval to fill the City Attorney vacancy. All voting aye.

2020 Wage Update & 2021 Wage Information: Committee reviewed memo of Director Kehl with regard to 2020 wage update and 2021 wage information for non-represented employees. The recommendation includes a 1% salary plan movement as well as planned wage increases that equate to those given in 2020. They include a 1% January cost of living increase, a July merit increase, based upon performance, of between 0.5% - 1.25% as well as October midpoint adjustments averaging 0.25% - 2.25%. Committee and staff discussed various aspects of the proposed wage increases. Action to set funding for the 2021 salary plan will be finalized as part of the 2021 Operating Budget review and adoption process, so no committee action is required at this time.

2021 Health, Dental & Vision Insurance Proposals: Committee reviewed memo of Director Kehl requesting a recommendation to Council to approve the 2021 health, dental and vision insurance plans. Director Kehl indicated that, due to high claims experienced in the past 12 months, the City only received one quote for the City's two existing health

plans for 2021. That quote came from the City's current health insurance provider, Robin Health. Robin's initial renewal rate came in at a 29% increase. Subsequent negotiations, along with the City's willingness to increase deductibles and co-pays on current Health Plan No. 2, reduced the expected increase in the City's share of health insurance costs to between 10-14%. The final increase will depend upon employee health plan choices, including the choice to opt-out of the City's plan. The final health plans offered will also include a modification in City funding to employee Health Reimbursement Arrangements (HRA), an increase in the employee premium cost share as well as continuing to offer both a broad and focused health care network under both City health plans.

Committee and staff discussed various aspects of the proposed 2021 health plans. Issues discussed included the plan's most recent loss ratio and a historical perspective on the City's health insurance program. Other issues discussed included the City's dental plan, the new offering of vision care available at complete employee expense and the potential to request proposals for City health insurance consulting services for 2021.

Motion/Second/Carried Stevenson/Boyette recommending Council approve the 2021 health, dental and vision insurance plans. All voting aye.

Fiscal Matters: September Vouchers: Motion/Second/Carried Boyette/Stevenson to approve the September vouchers as presented. All voting aye.

Motion/Second/Carried Boyette/Borchardt to adjourn the meeting at 8:20 p.m. All voting aye.

Respectfully submitted,



Michael K. Easker, CPA
Director of Finance

REPORT



M E M O R A N D U M

DATE: November 2, 2020
TO: Chairman Erickson and Finance Committee Members
FROM: Chris A. Haese, Director of Community Development and Assessment
Michael Kading, Director of Parks and Recreation
RE: **Proposed acquisition of 401 W. North Water Street utilizing Community Development Block Grant Funding and for the purpose of expanding Cook Park.**

City Staff has been approach by the owner of 401 W. North Water Street to inquire as to the City's interest in purchasing his property for the assumed expansion of Cook Park. The owner is planning to place the home on the market within the next month or two and would give the City a first chance at the property if there is interest in a purchase.

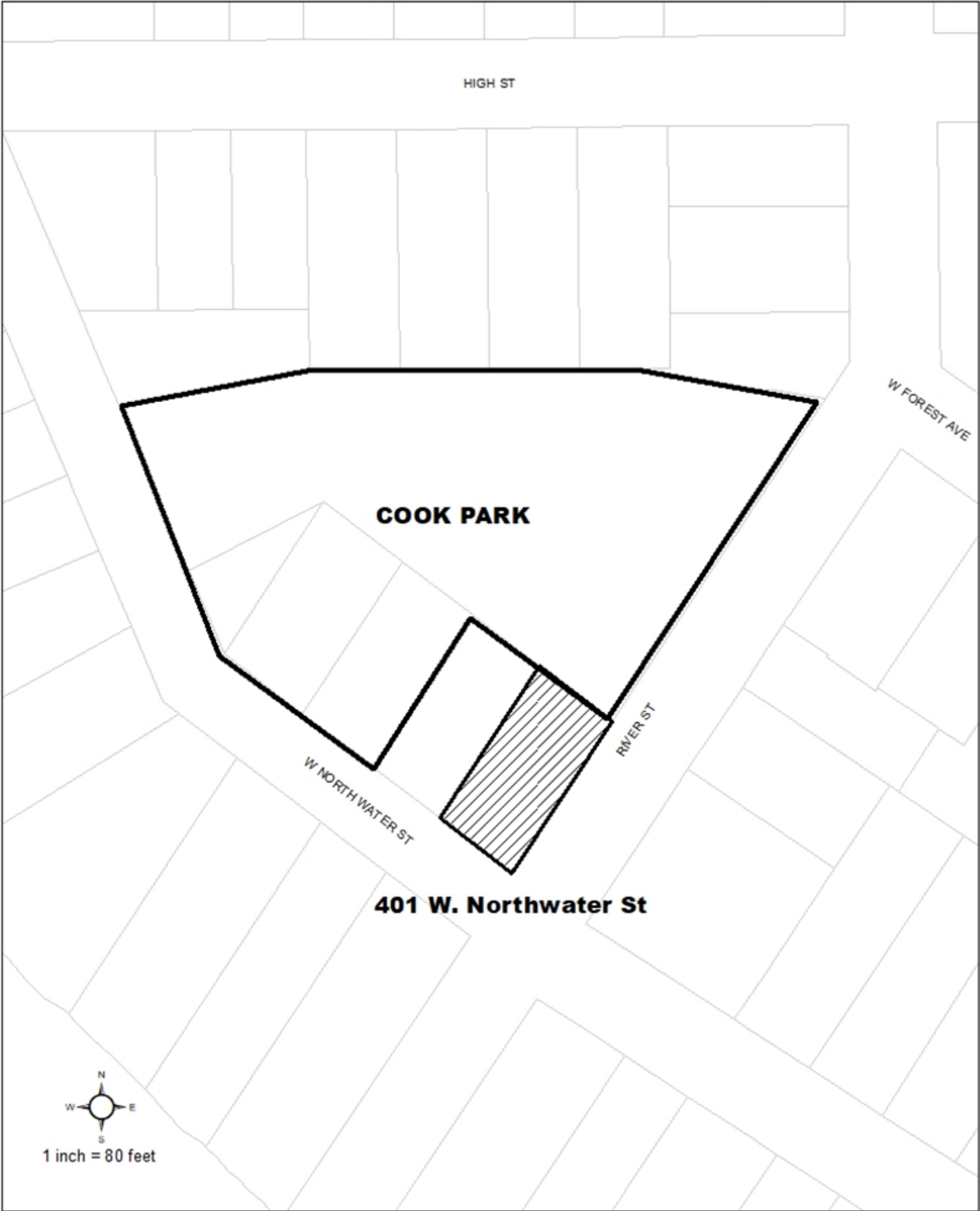
This property in question, along with several other homes that abut Cook Park, have been identified in the City's five-year Comprehensive Park and Open Space Plan as properties that should be considered for acquisition if the opportunity presents itself. The property, which lies on the southeast corner of Cook Park and at the intersection of River Street and W. North Water Street (See Attached) would be a logical purchase for acquisition and expansion of the Park given its strategic location. With this acquisition, only one property would remain along W. North Water Street.

The property also lies in a neighborhood that is eligible for Block Grant funding. The acquisition of the property for park purposes is an eligible activity that meets a national objective of the Block Grant program. Therefore, Block Grant funds could be used to purchase the property and to clear the site.

Staff has secured an appraisal of the property that determined a fair market value of the property of approximately \$58,000. The City assessor has reviewed the appraisal and updated property information and agrees the value of the home is approximately \$60,000. Recognizing the potential of avoiding costly relocation costs while the structure is empty and the locational value of the property adjacent to Cook Park, staff have negotiated an acquisition price of \$65,000.

An appropriate action at this time is to direct appropriate City staff to take the necessary steps to purchase the property at 401 W. North Water Street, utilizing Community Development Block Grant Funds, for the purpose of expanding Cook Park

401 W. Northwater Street





M E M O R A N D U M

DATE: November 23, 2020
TO: Chairman Erickson and Members of the Finance and Personnel Committee
FROM: Brad Schmidt, AICP, Deputy Director of Community Development and Assessment
RE: Development Agreement – First Addition to Southfield Plat

Common Council approved the final plat for the First Addition to Southfield Plat in April 2019. The plat is about 3 acres in size and includes 5 single-family residential lots with an average lot size of 22,205 square feet. The Development and Fee Agreement lists the roles and responsibilities of the developer including the fees due as part of this development. Exhibit 8 of the Development Agreement summarizes the estimated costs and fees due. Construction of homes is not expected to begin until the spring of 2021.

Appropriate action at this time is to recommend Common Council approve the Development and Fee Agreement for the First Addition to Southfield Plat.



Southfield 1st Addition



1 inch = 208 feet

THIS AGREEMENT, made pursuant to Chapter 25 of the City of Neenah Municipal Code by and between the CITY OF NEENAH, Winnebago County, Wisconsin, a body politic and municipal corporation by its Common Council ("City") and Timothy and Barbara Wrase, the owner and developer ("Developer") of the following property lying within the City of Neenah:

Being all of Outlot 1 of Certified Survey Map No. 5383 as recorded in Volume 1 of Maps on Page 5383 as Document No. 1290343 and part of Outlot 2 of Certified Survey Map No. 4535 as recorded in Volume 1 of Maps on Page 4535 as Document No. 1095174, located in the Southeast 1/4 of the Northeast 1/4, Section 4, Township 19 North, Range 17 East, City of Neenah, Winnebago County, Wisconsin, containing 2.998 acres of land and described as follows: Commencing at the East 1/4 corner of said Section. 4; Thence N00°12'49"W (recorded as N00°38'08"W), 561.00 feet along the East line of said Northeast 1/4 to the Southeast corner of Certified Survey Map No. 2790; Thence S88°10'54"W (recorded as S87°45'35"W), 210.00 feet along the South line of said Certified Survey Map No. 2790 to the Southwest corner thereof and the Southeast corner of Outlot 2 of said Certified Survey Map No. 4535 and to the Point of Beginning; Thence continue S88°10'54"W (recorded as S87°45'35"W), 242.27 feet along the South line of Outlot 2 of said Certified Survey Map No. 4535 to the Northeast corner of Outlot 1 of said Certified Survey Map No. 5383; Thence S00°12'49"E (recorded as S00°38'08"E), 77.75 feet along the East line of Outlot 1 of said Certified Survey Map No. 5383 to the Southeast corner thereof; Thence S88°10'54"W (recorded as S87°45'35"W), 208.00 feet along the South line of Outlot 1 of said Certified Survey Map No. 5383 to the Southwest corner thereof; Thence N00°12'49"W (recorded as N00°38'08"W), 239.61 feet along the west line of Outlot 1 of said Certified Survey Map No. 5383 and the West line of Outlot 2 of said Certified Survey Map No. 4535 to the North right-of-way line of Southfield Court and the South line of Outlot 1 Southfield (a recorded subdivision); Thence N89°27'11"E (recorded as N89°01'52"E), 16.69 feet along the North right-of-way line of Southfield Court and the South line of Outlot 1 Southfield (a recorded subdivision) to the Southeast corner thereof; Thence N00°32'49"W (recorded as N00°58'08"W), 116.94 feet along the East line of Outlot 1 Southfield (a recorded subdivision) to the Northeast corner thereof and the North line of Outlot 2 of said Certified Survey Map No. 4535; Thence N89°28'00"E (recorded as N89°02'41"E), 384.11 feet along the North line of Outlot 2 of said Certified Survey Map No. 4535 to the Northeast corner thereof; Thence S00°12'49"E (recorded as S00°38'08"E), 137.82 feet along the east line of Outlot 2 of said Certified Survey Map No. 4535; Thence N88°10'54"E (recorded as N87°45'35"E), 50.00 feet along the east line of Outlot 2 of said Certified Survey Map No. 4535; Thence S00°12'49"E (recorded as S00°38'08"E), 132.01 feet along the East line of Outlot 2 of said Certified Survey Map No. 4535 to the Point of Beginning.

Recording Area

Return to:

James G. Godlewski, City Attorney
City of Neenah, 211 Walnut Street
Neenah, WI 54956

Parcel Now.: 8-02-1294-04-00, 8-02-1294-05-00, 8-02-1294-06-00, 8-02-1294-07-00, and 8-02-1294-08-00

WHEREAS, Chapter 25 of the Neenah Municipal Code provides for the installation of required improvements (hereinafter referred to as the "Improvements") in new subdivisions, and

WHEREAS, the Developer has proposed to develop a residential subdivision on the above-referenced property located in the City (herein after referred to as "First Addition to Southfield Plat" or the "Development"); and

WHEREAS, Exhibit 1 shows the First Addition to Southfield Plat which has been approved by the City and has or will be recorded in the Winnebago County Register of Deeds Office; and

WHEREAS, a series of meetings and negotiations have taken place between the City and the Developer to determine various development and financial responsibilities as between the City and the Developer for on-site public improvements and fees in connection with the proposed subdivision; and,

WHEREAS, the City and the Developer, for their mutual benefit, have mutually agreed as to development and financial responsibilities for public improvements and fees in connection with the proposed subdivision;

NOW THEREFORE, in consideration of the mutual promises contained herein, the sufficiency of which is hereby acknowledged, and the above recitals, which are contractual, the City and Developer agree as follows:

1. **Sanitary Sewer Interceptor Fee and Subdivision Fee.** [Intentionally left blank]
2. **Storm Water Infrastructure Fee.** For the First Addition to Southfield Plat, the Developer shall pay a storm water infrastructure fee in the amount of \$5,000.00 per acre (the "Storm Water Fee") as detailed in Exhibit 3. In addition to the lots created in the subdivision, the storm water acreage calculation shall include street right-of-way and all other public land including, but not limited to parks, and easements lying within and/or adjacent to the subdivision. Existing mapped wetlands shall be excluded from storm water acreage calculation. This storm water infrastructure fee shall include all construction costs associated with storm water infrastructure installation except for the following which shall be funded entirely by the Developer:
 - design engineering
 - plan and specification development
 - contract bidding
 - construction engineering
 - final inspection
 - erosion control
 - yard drains and associated piping
 - perforated catch basin drain pipes
 - final storm sewer cleaning and televising
 - plan review by the City
 - field staking and surveying
 - project administration
 - construction inspection
 - final "as built" measurements
 - bedrock blasting and removal
 - storm sewer house laterals
 - storm water ponds

The Developer shall pay all costs of the storm water infrastructure installation during construction, and shall keep an accurate account of all costs certified by the project engineer or other construction professional responsible for supervising the construction of the Development and retained by the Developer. Final accounting of the actual costs of those items covered by the Storm Water Infrastructure Fee will be settled upon completion and City acceptance of such construction. The Developer shall advance the costs of the public storm water infrastructure installation during construction. Final costs of the storm water infrastructure installation as certified at the completion of the subdivision construction, shall be credited against the Storm Water Fee and paid by the Developer. To the extent that installation costs exceed the Storm Water Fee, the City shall reimburse Developer the difference. To the extent that Developer has paid less in installation costs than is due under the Storm Water Fee, the Developer shall pay the City the difference within 30 days of billing by the City.

3. **Storm Water Ponds.** Development is served by the previously constructed Southfield Pond.
4. **Storm Water Management.** The Developer shall pay a storm water management, erosion control, plan review and inspection fee of \$200 per plat plus \$75 per lot (Exhibit 2) to cover the City's costs for plan review and inspection of storm water management and erosion control methods and practices.
5. **Water Main within the Subdivision Plat.** The Developer shall pay the full cost of water mains and water services within the plat including those that may front on all dedicated public lands, including but not limited to, parks, schools, dedicated public wetlands and open spaces, detention ponds and other public areas. The Developer shall provide the Water Utility a complete accounting of all costs related to the installation of the water main and appurtenances within the Development. The Neenah Water Utility shall own and maintain the water mains and appurtenances inside the Development. The water service to each residence shall be installed by the Developer and owned by the resident. The Neenah Water Utility shall maintain the service from the water main to and including the curb box. Maintenance from the curb box to the house shall be the responsibility of the resident. The Developer shall pay for Neenah Water Utility inspection and testing during installation of the water main inside the Development as detailed in Exhibit 4.
6. **Oversize Water Main Installation and Reimbursement.** [Intentionally left blank]

7. **Water Main Deferred Assessment.** [Intentionally left blank]

8. **Sanitary Sewer Within the Subdivision Plat.** Developer shall pay the full cost of installing all sanitary sewer mains and sanitary sewer laterals within the plat including those that may front on all dedicated public lands, including but not limited to, parks, schools, dedicated public wetlands and open spaces, detention ponds and other public areas. If needed, the installation of an oversized sewer main required by the City shall be reimbursed to the Developer as detailed in Exhibit 7. Sanitary sewer main over 10" in diameter and installed at a depth of greater than 13 feet is eligible for reimbursement as are sanitary lateral risers associated with sewer main installation deeper than 13 feet.

9. **Streets, Curb and Gutter and Sidewalks Within the Subdivision Plat.**

Street Grading/Graveling: The Developer shall pay the full cost of grading/graveling all streets within the plat, including those streets that may front on all dedicated public land and outlots, including but not limited to, parks, schools, dedicated public wetlands and open spaces, detention ponds and other public areas. The City shall establish and enforce spring load limits on all gravel streets.

Gravel Street Maintenance: Prior to construction of the Final Street, the Developer shall be completely responsible for all gravel street maintenance including but not limited to:

- removal of mud, dust and other non-granular deleterious material on an "as needed" basis; periodically adding granular material necessary to re-establish the true line and grade and cross section of the street;
- place calcium chloride dust control treatment on the streets semi-annually;
- cleaning out catch basins;
- regrading and filling all potholes, settled areas and areas where traffic has disturbed the gravel periodically on an "as needed" basis;
- provide any City mandated dust control.

If during the time prior to the City accepting maintenance responsibility, the Developer fails to maintain the gravel streets in a manner acceptable to the City, the City shall, after a 48-hour notice to the Developer, perform the required maintenance on the gravel street and bill all costs for this maintenance work to the Developer. As assurance of reimbursement of those City costs, the Developer shall escrow an amount as identified in Exhibit 5 from which costs will be drawn in event of non-payment.

Two-Inch Asphalt Mat: Should the City determine that it is in its best interest to place a temporary two-inch asphalt mat on any streets within the plat, including those streets that may front on all dedicated public land and outlots, including but not limited to, parks, schools, dedicated public wetlands and open spaces, detention ponds and other public areas, cost for said two-inch mat construction shall be special assessed against the individual lots in the Development (See Exhibit 5).

Final Street: When installed, curb/gutter and final street pavement shall be assessed 100% by the City to the adjacent lot owners of record with the exception that all costs associated with installation of curb/gutter and permanent pavement that front all public lands, including but not limited to: parks, greenspace, trails, outlots, and detention ponds shall be prepaid, or escrowed, by the Developer based on estimated costs for new street construction. Once public improvements anticipated by this paragraph are installed, in the event that actual costs are less than the escrowed fund, any such excess of the escrowed funds shall be returned to Developer. In the event that the escrow is insufficient, then the City reserves the right to special assess the shortage against the individual lots in the Development (See Exhibit 5).

10. **Contract Procedures.** The Developer's engineer shall prepare the contract documents, construction plans and specifications, let the contracts, and provide all supervision, and all contract administration for the installation of sanitary sewer, storm sewer, water main, grading and

graveling, and all appurtenances and shall bill the Developer for these services. The Developer's design engineer shall perform the construction staking. All plans and specifications for the improvements shall be consistent with City specification standards. The City shall review for approval all plans, specifications and contract documents in a timely manner. The City shall provide all construction inspection and shall bill the Developer for these services. Notwithstanding anything to the contrary in this agreement, construction inspection services by the City is not intended to, nor does it provide any guaranty of performance. The inspection services provided for by the City are for the City's benefit and may be relied upon only by the City. In the event that Improvements installed by the Developer do not operate properly even after inspections by the City, it shall remain the Developer's responsibility, at the Developer's sole cost, to correct any deficiencies so that the Improvements are working properly before the City is obligated to accept the Improvements as part of the public infrastructure.

11. **Park Dedication.** [Intentionally left blank]
12. **Outlots and Public Parks.** [Intentionally left blank]
13. **Sewer Cleaning and Televising Inspection.** Upon completion of installation of grading and graveling and prior to final acceptance by the City, the Developer shall clean all sanitary and storm sewer mains, all catch basin leads and all back yard drain pipes using a City approved sewer cleaning contractor utilizing modern "jet trucks" of adequate horsepower and capacity. Upon completion of sewer cleaning all sewer mains and back yard drainpipes shall be televised in color and the televising records provided to the City in a City-approved electronic format. Catch basin leads do not need to be televised but all leads must be cleaned and lamped and their condition verified in a written report. All catch basins and back yard drains shall be cleaned of gravel and debris.
14. **Public Improvements Dedication.** The Developer agrees to convey by deed or dedication to the City all the streets, roads, courts, avenues, drives, public ways and parks in the Plat. Developer further agrees to convey the public access ways and storm water detention ponds by deed to the City. All public improvements contemplated in the final plat shall be constructed within areas to be dedicated to the City either by deed, dedication or easement as contemplated in the final plat and this agreement. The City agrees to accept the dedication of all the Public Improvements in the Plat, whether by deed, dedication or easement subject to the City's Acceptance of the Public Improvements provided they are constructed according to the City's specifications and in accordance with and subject to the terms of the City's Subdivision Ordinance.
15. **Utilities.** The Developer shall pay the entire cost associated with installation of underground gas, electric, telecommunications utilities, and street lights throughout the entire development including the cost of installing utilities and street lights adjacent to detention ponds, parks, outlots, green space, trails and other public lands. Streetlights are required and the Developer shall be responsible for requesting the street lighting system from utility company. The street lighting plan, electrical distribution plan, and natural gas layout shall be designed by the utility company and approved by the City.

Standard street lighting shall be wood poles with LED fixtures. The City shall pay the utility company the monthly electrical charge for standard street lighting. The developer shall be responsible for all additional costs associated with installation of a decorative street lighting system by the utility company. In addition, the developer shall also be responsible for the monthly charges for a decorative system that are in excess of the monthly charges for a standard system through payment to the City of the present value of the cost difference. The Developer shall coordinate with the City any street lighting requested beyond the standard.
16. **Off-Site and Other Existing Improvements.** [Intentionally left blank]
17. **Terrace Trees Contribution.** The Developer shall pay a terrace tree contribution in the amount of

\$150.00 per lot. This terrace tree contribution shall be paid by the Developer, on a per lot basis at the time of final closing of each lot sale. The subdivision plat shall note on its face "\$150.00 per lot 'Terrace Tree' contribution". This contribution will be deposited in the "City of Neenah Carpenter Tree Fund Trust" tax-exempt account and will be used to plant trees on the street terraces within the subdivision at the time curb and gutter is installed (Exhibit 5).

18. **Building Permits.** Provided Developer has installed water mains, storm sewer, sanitary sewer and gravel base to a given lot and guarantees of installation have been provided for electric, gas, phone and cable services, Developer and/or Developer's assigns and successors in interest shall be permitted to obtain building and erosion control permits for such lot.
19. **Plan Review and Construction Inspection.** The Developer shall pay a fee for plan review and construction inspection of proposed improvements as outlined in Exhibit 7. Said Fee shall be based on \$575 for plan review and an estimated \$2,500 for inspections by City staff. Actual costs shall be determined based on actual time spent by City Staff. In the event that the City, in its sole discretion, determines that it requires the assistance of either outside consultants to review plans or provide for construction inspection services, the Developer shall pay the actual cost of such outside consulting services plus 10% for administration.
20. **Damages.** The Developer shall repair or replace, as directed by the City and to the City's satisfaction, at Developer's own cost, any damage caused by the installation of the improvements.
21. **City Costs.** [Intentionally left blank]
22. **Estimated Cost Summary Escrow Payment.** The estimate of costs paid by the Developer is attached hereto as Exhibits 2-7 and shows the items and estimated amounts to be paid by the Developer, including the basis for the Sanitary Sewer Interceptor Fee and Storm Water Infrastructure Fee. The total of the estimate of costs provides the basis for determining the amount of the escrow. The Developer shall submit a payment to be held in a City escrow account in the amount of **\$2,250.00**. The escrow amount is based on the amounts shown in Exhibit 5.
23. **Financing Alternative.** [Intentionally left blank]
24. **Consistency With Adopted Ordinances and Resolutions.** The City represents that this Agreement and the terms and conditions contained herein are consistent with adopted ordinances and resolutions on the subject matter.
25. **Merger; Successors and Assigns.** This Agreement along with Exhibits sets forth the entire understanding of the parties relative to its subject matter and supersedes and merges any and all prior communications, negotiations and agreements, oral or written. The terms of this Agreement shall survive any closing involving the transfer of lots to any grantee and shall not merge with the deed. The terms and conditions of this Agreement shall be binding on successors and assignees of the Developer.
26. **Governing Law.** This Agreement shall be construed in accordance with the laws of the State of Wisconsin.
27. **Severability.** It is understood and agreed that the provisions of this agreement shall be deemed severable and the invalidity or unenforceability of any one or more of the provisions contained herein shall not affect the validity and enforceability of the other provisions contained herein.
28. **Modification.** This agreement may not be modified or amended, except in writing, with the written consent of both the City and the Developer.
29. **Notices.** Any notices required under this agreement shall be deemed made as of the date deposited in the US mail, postage prepaid and addressed to the following.

If to the City:

Director of Public Works
City of Neenah
211 Walnut Street
Neenah, WI 54956

If to Developer:

Timothy and Barbara Wrase
411 Kittiver Court
Neenah, WI 54956

Dated this ____ day of _____, 2020.

CITY OF NEENAH

_____(SEAL)
Dean R. Kaufert, Mayor

Attest: _____(SEAL)
Stephanie Cheslock, Deputy City Clerk

AUTHENTICATION

Signature(s) of Dean R. Kaufert, Mayor and
Stephanie Cheslock, Deputy City Clerk
authenticated this ____ day of _____,
2020.

James G. Godlewski
Title: Member State Bar of Wisconsin

THIS INSTRUMENT DRAFTED BY:

James G. Godlewski, City Attorney
211 Walnut St., Neenah, WI 54956

(SIGNATURES MAY BE AUTHENTICATED OR
ACKNOWLEDGED. BOTH ARE NOT NECESSARY.)

Timothy Wrase

Barbara Wrase

ACKNOWLEDGMENT

STATE OF WISCONSIN)
) ss.
COUNTY OF _____)

Personally came before me this _____ day of
_____, 2020 the above- named Timothy
Wrase and Barbara Wrase who acknowledged that they
are owners of the above mentioned property.

Notary Public, _____ County, Wisconsin.
My commission is permanent.
(If not, state expiration date: _____)

Exhibit 1 First Addition to Southfield Plat Plat Map

FIRST ADDITION TO SOUTHFIELD

ALL OF OUTLOT 1 OF CERTIFIED SURVEY MAP NO. 5383 AS RECORDED IN VOLUME 1 OF MAPS ON PAGE 5383 AS DOCUMENT NO. 1290343 AND PART OF OUTLOT 2 OF CERTIFIED SURVEY MAP NO. 4535 AS RECORDED IN VOLUME 1 OF MAPS ON PAGE 4535 AS DOCUMENT NO. 1095174, LOCATED IN THE SOUTHEAST 1/4 OF THE NORTHEAST 1/4, SECTION 4, TOWNSHIP 19 NORTH, RANGE 17 EAST, CITY OF NEENAH, WINNEBAGO COUNTY, WISCONSIN

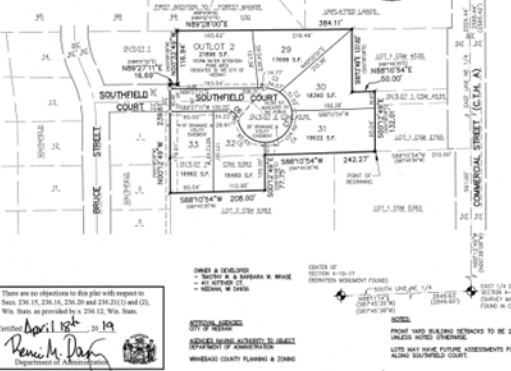
SURVEYOR'S CERTIFICATE: I, David M. Schmidt, Wisconsin Professional Land Surveyor # 2284 certify, that the First Addition to Southfield, being all of Outlot 1 of Certified Survey Map No. 5383 as recorded in Volume 1 of Maps on Page 5383 and part of Outlot 2 of Certified Survey Map No. 4535 as recorded in Volume 1 of Maps on Page 4535 on Document No. 1095174, located in the Southeast 1/4 of the Northeast 1/4, Section 4, Township 19 North, Range 17 East, City of Neenah, Winnebago County, Wisconsin, containing 2.998 acres of land and described as follows:

Commencing at the East 1/4 corner of said Section 4, Thence N07°42'49"W (recorded on N07°30'45"E), 501.00 feet along the East line of said Northeast 1/4 to the Southeast corner of Certified Survey Map No. 2790, Thence S88°03'34"W (recorded on S87°45'37"W), 210.00 feet along the South line of said Certified Survey Map No. 2790 to the Southeast corner thereof and the Southeast corner of Outlot 2 of said Certified Survey Map No. 4535 and to the Point of Beginning; Thence continue S88°03'34"W (recorded on S87°45'37"W), 242.17 feet along the South line of Outlot 2 of said Certified Survey Map No. 4535 to the Northeast corner of Outlot 1 of said Certified Survey Map No. 5383; Thence S07°42'49"W (recorded on S07°30'45"E), 77.75 feet along the East line of Outlot 1 of said Certified Survey Map No. 5383 to the Southeast corner thereof; Thence S88°03'34"W (recorded on S87°45'37"W), 208.00 feet along the South line of Outlot 1 of said Certified Survey Map No. 5383 to the Southeast corner thereof; Thence N07°42'49"W (recorded on N07°30'45"E), 238.81 feet along the east line of Outlot 1 of said Certified Survey Map No. 5383 and the West line of Outlot 2 of said Certified Survey Map No. 4535, to the North right-of-way line of Southfield Court and the South line of Outlot 1 of Southfield (as recorded subdivision); Thence N89°27'21"E (recorded on N89°15'23"E), 16.88 feet along the North right-of-way line of Southfield Court and the South line of Outlot 1 of Southfield (as recorded subdivision) to the Southeast corner thereof; Thence N07°42'49"W (recorded on N07°30'45"E), 116.84 feet along the East line of Outlot 1 of Southfield (as recorded subdivision) to the Northeast corner thereof and the North line of Outlot 2 of said Certified Survey Map No. 4535; Thence N89°27'21"E (recorded on N89°15'23"E), 384.11 feet along the North line of Outlot 2 of said Certified Survey Map No. 4535 to the Northeast corner thereof; Thence S07°42'49"W (recorded on S07°30'45"E), 137.85 feet along the east line of Outlot 2 of said Certified Survey Map No. 4535; Thence N89°27'21"E (recorded on N89°15'23"E), 50.00 feet along the east line of Outlot 2 of said Certified Survey Map No. 4535; Thence S07°42'49"E (recorded on S07°30'45"E), 132.01 feet along the East line of Outlot 2 of said Certified Survey Map No. 4535 to the Point of Beginning.

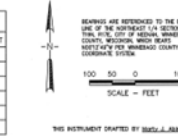
That I have made such survey, land-division and plat by the direction of the owners of said land. That such plat is a correct representation of all the relative boundaries of the land surveyed and the subdivision thereof made. That I have fully complied with the provisions of Chapter 236 of the Wisconsin Statutes and the subdivision regulations of the City of Neenah, in surveying, dividing, and mapping the same.

Date this 19th day of March 2018

David M. Schmidt
David M. Schmidt, S-1284 - Professional Land Surveyor



Curve #	Length	Radius	Chord Direction	Chord Length	Tangent in	TANGENT OUT
C1	275.22'	60.00'	S82°48'00"	N40°21'48"W	80.00'	N07°43'47"W
C2	34.07'	60.00'	S27°02'00"	N74°01'48"W	33.61'	
C3	51.02'	60.00'	N6°43'00"	N37°29'13"W	49.50'	
C4	104.49'	60.00'	S9°46'30"	N42°20'47"E	91.78'	
C5	89.85'	60.00'	S7°47'00"	N49°27'14"E	78.58'	
C6	28.81'	20.00'	S2°49'00"	N49°08'14"W	28.48'	N07°43'40"W



There are no objections to this plat with respect to laws 236.16, 236.18, 236.20 and 236.21 and 236.22, Wis. Stat., as provided by a 236.12, Wis. Stat.

Date this April 18th day of 2019

Barbara M. Wrase
Barbara M. Wrase, S-1284 - Professional Land Surveyor

CERTIFICATE OF CITY TREASURER

I, Michael K. Ecker being the duly elected qualified and acting City Treasurer of the City of Neenah do hereby certify that the records in my office show no unpaid taxes or special assessments or any other liens or encumbrances affecting the lands included in First Addition to Southfield.

Date _____ City Treasurer - Michael Ecker

COUNTY TREASURER'S CERTIFICATE

I, Mary E. Krueger being the duly elected qualified and acting County Treasurer of the County of Winnebago, do hereby certify that the records in my office show no unencumbered tax sales and no unpaid taxes or special assessments as of _____ affecting the lands included in First Addition to Southfield.

Date _____ County Treasurer - Mary E. Krueger

CITY OF NEENAH APPROVAL

Resolved that "First Addition to Southfield" in the City of Neenah, Wisconsin, as shown on a plat is hereby approved by the Common Council.

Date _____ Approved Mayor - Dean R. Kaufert

Date _____ Signed Mayor - Dean R. Kaufert

I certify that the foregoing is a copy of a resolution adopted by the Common Council of the City of Neenah.

Date _____ City Clerk - Patty A. Sturn

STATE OF WISCONSIN))
WINNEBAGO COUNTY)

I, Patty A. Sturn, being the duly elected, qualified and acting Clerk of the City of Neenah, do hereby certify that the Common Council of the City of Neenah, Wisconsin, has adopted a resolution of approval of the First Addition to Southfield upon satisfaction of certain conditions, as set forth in and to be hereby certified that all conditions were satisfied and the approval was granted and effective on this _____ day of _____.

Date _____ Patty A. Sturn, Clerk

OWNER'S CERTIFICATE

I, Timothy M. & Barbara M. Wrase, as Owner(s), I/We hereby certify that I/we caused the land described on this plat to be surveyed, divided, mapped and dedicated as represented on First Addition to Southfield. We also certify that this plat is required by s. 236.10 or s. 236.12 to be submitted to the following for approval or objection:

Approving Authority: Agencies having Authority to Object: Wisconsin Department of Administration, Winnebago County Planning & Zoning

City of Neenah

Dated this _____ day of _____, 2019

Timothy M. Wrase Date _____ Witness _____ Date _____

Barbara M. Wrase Date _____ Witness _____ Date _____

State of _____ (County) _____

Personal appeared before me on the _____ day of _____, 20____, the above named persons to me known to be the persons who executed the foregoing instrument, and acknowledged to the same.

Notary Public _____

My commission expires _____ County: _____



UTILITY EASEMENT PROVISIONS

An easement for electric, natural gas, and communications service is hereby granted by Wrase Realty Group, Inc.

NE-ENERGEX, a Wisconsin corporation, Grantor,

AT&T Wisconsin, a Wisconsin corporation Grantor, and

Spectrum TV, Grantor

their respective successors and assigns, to construct, install, operate, repair, maintain and replace from time to time, facilities used in connection with overhead and underground transmission and distribution of electricity and electric energy, natural gas, telephone and cable TV facilities for such purposes on the entire or any part thereof as used, in, on, under, within, across, along and upon the property shown within these areas on the plat designated as "Utility Easement" and the property designated on the plat for streets and alleys, whether public or private, together with the right to install service connections upon, across, within and beneath the surface of said lots to such improvements, structures, or on adjacent lots, also the right to lay or cut down trees, brush and vines as may be reasonably required incident to the rights herein given, and the right to enter upon the subdivided property for all such purposes. The Grantors agree to restore or cause to be restored, the property, as nearly as is reasonably possible, to the condition existing prior to such entry by the Grantors or their agents. This restoration, however, does not apply to the initial installation of said underground and/or above ground electric facilities, natural gas facilities, or telephone and cable TV facilities or to any trees, brush or vines which may be removed at any time pursuant to the rights herein granted. Structures shall not be placed over Grantors' facilities or, in, upon or over the property within the herein granted "Utility Easement" without the prior written consent of Grantors. After installation of any such facilities, the grade of the subdivided property shall not be altered by more than six inches without written consent of Grantors. This Utility Easement Provision does not prevent or prohibit others from utilizing or crossing the Utility Easement, as the Utility easement(s) are non-revocable.

The grant of easement shall be binding upon and inure to the benefit of the heirs, successors and assigns of the parties hereto.

NO UTILITY TRANSFORMERS OR PEDESTALS ARE TO BE SET WITHIN 2 FEET OF A LOT CORNER OR BOUNDARY.

NO CONDUCTORS ARE TO BE BURIED WITHIN 1 FOOT OF A LOT CORNER OR BOUNDARY.

CITY OF NEENAH

1. ACCEPTANCE OF ALL IMPROVEMENTS AND ASSOCIATED STRUCTURES WITHIN THE SUBDIVISION ARE THE SOLE RESPONSIBILITY OF THE PROPERTY OWNERS OF THE SUBDIVISION. UNLESS OTHERWISE NOTED BY THE GRANTOR, THE CITY OF NEENAH WILL NOT BE RESPONSIBLE FOR THE SUBDIVISION AND WILL NOT BE RESPONSIBLE FOR THE CITY OF NEENAH.

2. UPON FAILURE OF THE PROPERTY OWNERS TO FURNISH MAINTENANCE OF THE IMPROVEMENTS AND STRUCTURES WITHIN THE SUBDIVISION, THE CITY OF NEENAH WILL BE RESPONSIBLE FOR THE MAINTENANCE AND REPAIRS SHALL BE FINANCED AGAINST THE PROPERTY OWNERS OF THE SUBDIVISION.

3. UPON FINAL GRADING, THE DEVELOPER MUST OBTAIN FINAL DRAINAGE PLANS WITH THE SUPPORT WATER DRAINAGE PLAN AS APPROVED BY THE CITY OF NEENAH.

LEGEND

- = 1/4" x 20' ROUND STEEL REBAR FOUND IN 30 INCHES OF SOIL
- ✕ = 1/4" ROUND STEEL REBAR FOUND
- ✕ = 3/4" ROUND STEEL REBAR FOUND
- ✕ = 1" PIPE FOUND
- () = CEMENT LIND CONCRETE WINNEBAGO COUNTY
- () = RECORDED BEARING AND/OR DISTANCE
- SP = SQUARE FEET
- UTILITY EASEMENT (IF UNLESS NOTED)



Exhibit 2
First Addition to Southfield Plat

Fee Schedule

Total Developable Acres = 2.99
Total Lots = 5

1. Storm water management, erosion control, plan review and inspection fee: \$200 + \$75/lot	\$425.00
<hr/>	
Total Fees Due Upon Billing	\$425.00
<hr/>	

Exhibit 3
First Addition to Southfield Plat

Storm Sewer Cost
Public Infrastructure
(Estimated)

1. Acreage

Total Assessable Acres	2.99
------------------------	------

2. Storm/Infrastructure Construction Costs

Total Private (Developer) Costs (estimated)	\$5,250.00
Total Public Costs (estimated)	\$10,089.00
<hr/>	
Total Construction Costs (estimated)	\$15,339.00

3. Summary Public Infrastructure Costs

Developer Storm Fee Due City (\$5,000/ac x 2.99)	\$14,950.00
Public Storm Sewer Funded by Developer (estimated)	\$10,089.00
<hr/>	
Balance Due Developer for Public Storm Sewer	(\$4,861.00)
Funded by Developer (estimated)	

NOTE: The final amount due under this exhibit shall be determined based on an "as-built" cost determination at the conclusion of construction of the public improvements contemplated by this agreement.

Exhibit 4
First Addition to Southfield Plat

Water Main Costs
Public Infrastructure
(Estimated)

1. Oversized Water Main Costs Due Developer (estimated) 16 inch water main and valves	\$0
2. Oversized Water Main Deferred Assessment (Due City)	\$0
3. <u>Installation Inspection Fee Due Water Utility (estimated)</u>	<u>\$1,500.00</u>
Total Due Water Utility at the time of billing	\$1,500.00

**Exhibit 5
First Addition to Southfield Plat**

Escrow/Prepayment

Future Street and Sidewalk

- | | | |
|----|--|------------|
| 1. | Gravel Street Maintenance
225 feet x \$10/centerline foot | \$2,250.00 |
|----|--|------------|

Total Prepayment/Escrow required	\$2,250.00
---	-------------------

Exhibit 6
First Addition to Southfield Plat

Terrace Tree Contribution

1.	Terrace Tree Contribution:	
	\$150/lot x 5 lots	\$750.00
	Amount due City upon each 1 st Addition to Southfield Plat lot closing	\$150.00
<hr/>		
	Total amount due upon each 1st Addition to Southfield Plat lot closing	\$150.00

Exhibit 7
First Addition to Southfield Plat
Estimated Developer's Cost Due City

Sanitary Sewer Main Costs Due Developer (estimated)	\$ 0
Installation Inspection Fee Due Sanitary Utility (estimated)	\$ 2,500.00
<hr/>	
Total Due at the time of billing	\$ 2,500.00

**Exhibit 8
First Addition to Southfield Plat**

Summary of Developer's Costs and Financing Per Lot

Estimated Developer's Cost Due at Billing

Exhibit 4:	Inspection Fee – Water Utility (Estimate)	\$ 1,500.00
Exhibit 7:	Construction Inspection Fees (Estimate)	<u>\$ 2,500.00</u>

Estimated Public Storm Sewer Due Developer

Exhibit 3:	Public Storm Sewer (Estimate)	\$4,861.00
------------	-------------------------------	------------

Estimated Developer's Costs to be Financed by City of Neenah (No Interest Due)

Exhibit 2:	Subdivision Fee	\$0
	Oversized Sanitary Fee	\$0
	Storm Water Management Fee	\$ 575.00
Exhibit 6:	Terrace Tree Contribution (\$150.00 x 5 lots)	\$ 750.00
	Total to be financed by City (estimated)	\$1,325.00

**Special Assessment Applied To
Each Lot (estimated) and Due at Lot Closing** **\$ 265.00**
($\$1325/5 \text{ lots} = \$265/\text{lot}$)

Developer's Escrow Fees Required

Exhibit 5:	Gravel Street Maintenance	\$2,250.00
	Total Escrow Required	\$2,250.00



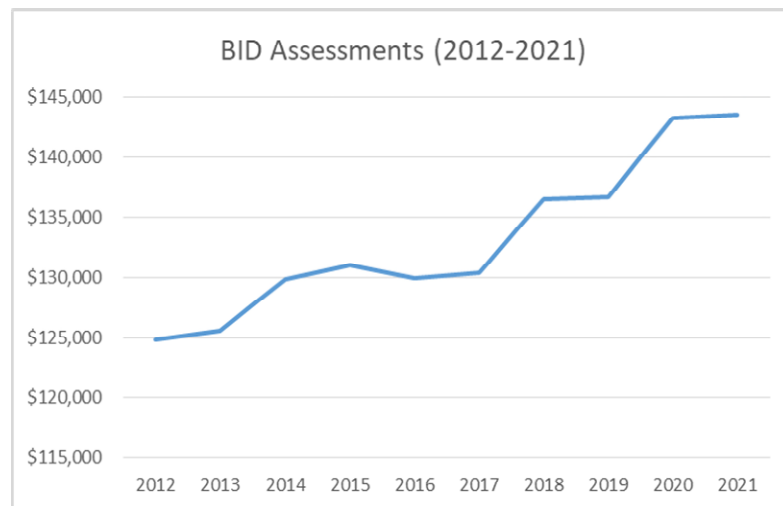
M E M O R A N D U M

DATE: November 23, 2020
TO: Chairman Erickson and the Finance and Personnel Committee
FROM: Brad Schmidt, Deputy Director
RE: 2021 BID Operating Plan and Schedule of Assessments

At its November 17, 2020 meeting, the Neenah Central City BID Board approved its 2021 Operating Plan, and recommends Council adoption of the same. A copy of the plan is attached.

Schedule of Assessments

2012 -- \$124,854
2013 -- \$125,560
2014 -- \$129,886
2015 -- \$131,020
2016 -- \$129,992
2017 -- \$130,379
2018 -- \$136,528
2019 -- \$136,694
2020 -- \$143,268
2021 -- \$143,534



Net Increase in BID Assessment Collection from 2019 Level= \$266

In addition to the \$143,534 in assessment collections, the BID will be carrying over \$21,222.16 in funds from 2020, making the final BID budget for 2021, \$165,656.16.

An appropriate motion would be to recommend Council adoption of Resolution No. 2020-17, approving the Neenah Central City Business Improvement District 2021 Operating Plan.



RESOLUTION NO. 2020-17

A RESOLUTION APPROVING THE NEENAH CENTRAL CITY BUSINESS IMPROVEMENT DISTRICT 2021 OPERATING PLAN

WHEREAS, the Neenah Central City Business Improvement District was created to establish a stable stream of revenue from a broad base of benefactors aimed at achieving common objectives for the benefit of district property and business owners; and

WHEREAS, the Neenah Central City Business Improvement District has four operating goals, namely District Maintenance, Retention and Recruitment, Public Relations and Marketing, and Centralized Management; and

WHEREAS, the Business Improvement District Board of Directors exists to implement programs and activities in accordance with the annual Operating Plan for the District; and

WHEREAS, the Business Improvement District Board of Directors did, on November 17, 2020, approve the 2021 Operating Plan for the District and recommend its adoption by the Common Council of the City of Neenah.

NOW THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF NEENAH, WISCONSIN this 2nd day of December 2020, that the Neenah Central City Business Improvement District Operating Plan for calendar year 2021 is hereby adopted.

Recommended by:

CITY OF NEENAH, WISCONSIN

Moved: _____

Dean Kaufert, Mayor

Passed: _____

Stephanie Cheslock, City Clerk

Neenah Central City Business Improvement District Year Twenty Operating Plan- 2021

Approved

Future Neenah Board: pending

BID Board: pending

Council: pending

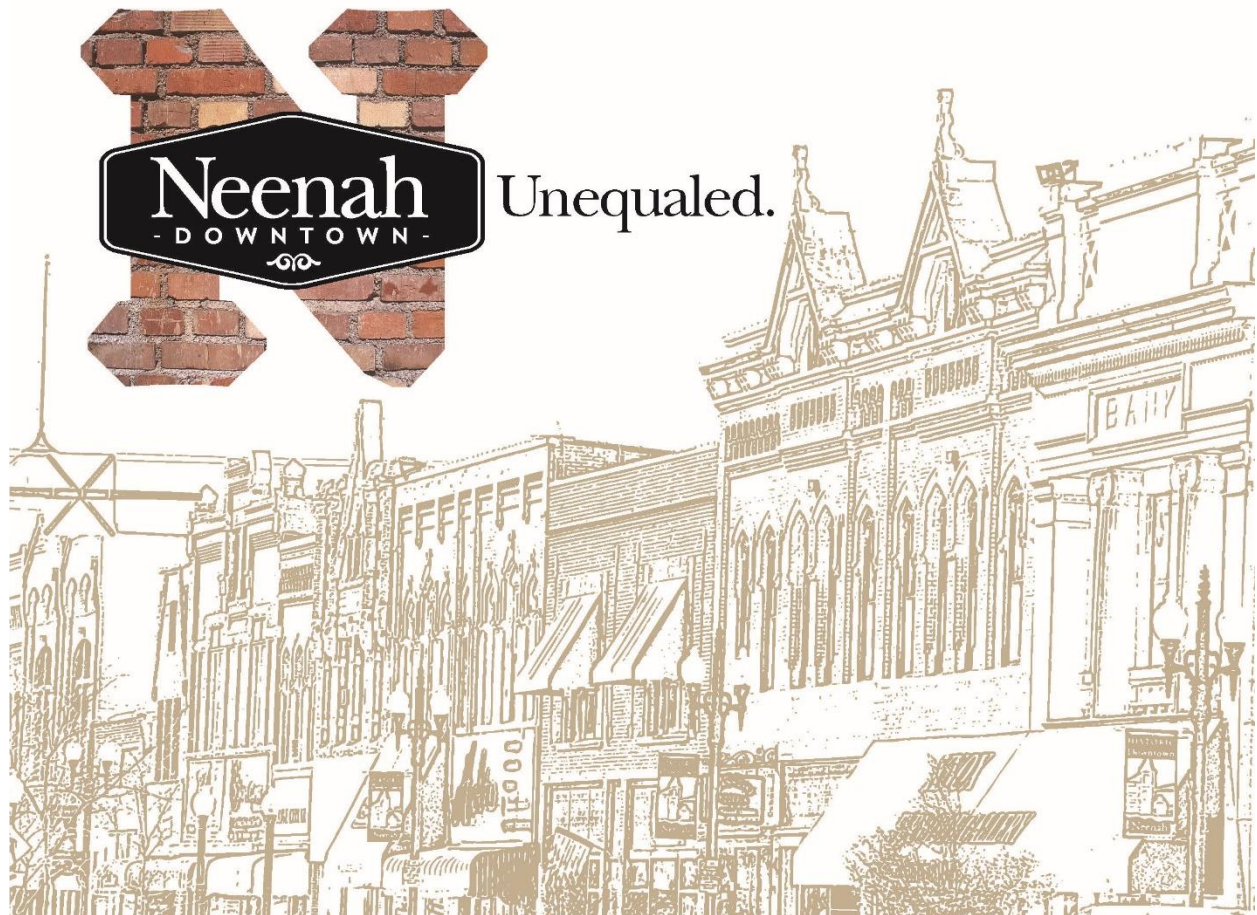


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Downtown Neenah Brand Statement

We are Neenah, Wisconsin.

Born on the banks where the Winnebago flows into the mighty Fox, we were named for running water. And that water has long since been our heart and our soul. It has fueled paper mills and steel industry, and it has fueled an unequalled culture that is truly built on water.

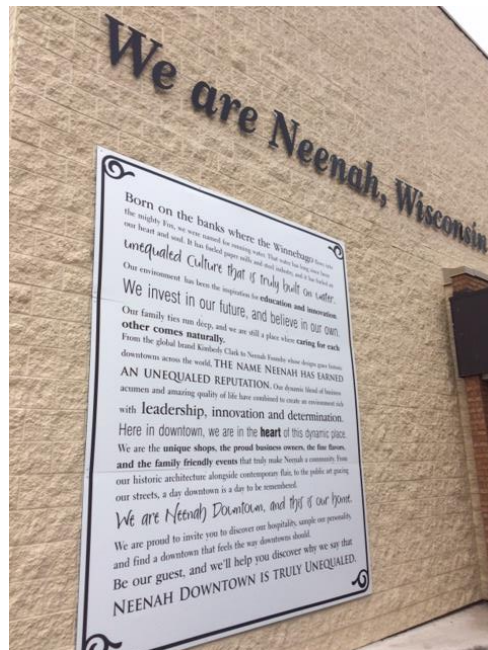
Our environment has been the inspiration for education and innovation. We invest in our future and believe in our own. Our family ties run deep, and we are still a place where caring for each other comes naturally.

From the global brand Kimberly-Clark to Neenah Foundry whose designs grace historic downtowns across the world the name Neenah has earned an unequalled reputation. Our dynamic blend of business acumen and amazing quality of life have combined to create an environment rich with leadership, innovation and determination.

And here in downtown, we are the heart of this dynamic place. We are the unique shops, the proud business owners, the fine flavors, and the family friendly events that truly make Neenah a community. From our historic architecture alongside contemporary flair to the public art gracing our streets, a day downtown is a day to be remembered.

We are Neenah Downtown, and this is our home. We are proud to invite you to discover our hospitality, sample our personality, and find a downtown that feels the way downtowns should. Be our guest, and we'll help you discover why we say that Neenah Downtown is truly Unequaled.

Brand Statement Sign on west wall of 100 West Wisconsin Avenue (below).



**2021
OPERATING PLAN
NEENAH CENTRAL CITY BUSINESS IMPROVEMENT DISTRICT**

I. INTRODUCTION

Under Wisconsin Act 184, signed into law in 1984, Wisconsin municipalities are authorized to create Business Improvement Districts (BIDs) upon petition of at least one property owner within the proposed district. The State Legislature created Section 66.1109 of the Wisconsin Statutes (the “BID Law”) to provide a mechanism “...to allow businesses within those districts to develop, to manage and promote the districts and to establish an assessment method to fund these activities.” See Appendix E, 1983 Wis. Act 184, Section 1, legislative declaration. In many instances, BIDs are designed to promote, develop, redevelop, manage, and maintain the district. BIDs use various methods to determine assessments. A majority of Wisconsin BID’s levy is based on each parcel’s assessed value. Under the BID law, properties used exclusively for residential purposes may not be assessed.

Business improvement district assessments are quite similar to traditional special assessments wherein property owners are assessed for improvements or services that benefit them. Unlike traditional special assessments, however, business improvement district assessments can be used to finance a wide range of activities, services, and improvements. Business improvement districts in Wisconsin have been used to fund a broad scope of activity including business retention and recruitment programs, marketing and promotional activities, environmental enhancement, maintenance programs, parking utilization, services such as snow removal, façade renovations, as well as crime prevention and security activities.

In 2001, business and property owners located within the Neenah Central City Business Improvement District (the “District”) signed a petition requesting the creation of a Business Improvement District. The purpose of the District is to sustain the competitiveness of Downtown and ensure a safe, clean environment conducive to business and recreational activity. The petition was included as part of the Initial Operating Plan that was developed in accordance with the BID statutes. The Neenah Common Council approved the Plan and created the District on November 20, 2001. The BID District functions as a cooperative partnership with the City of Neenah (City) and Future Neenah, Inc. (FNI).

This 2021 Operating Plan will govern the operation and management of the BID for the next year. It is anticipated that the BID will be renewed for subsequent years with essentially the same terms and conditions (with options to modify work plans, budgets, etc.), and in the manner prescribed under section 66.1109 (3) (b) of the BID law.

The provisions set forth herein shall constitute the “Operating Plan” of the Neenah Central City BID. As used herein, “BID” shall refer to the business improvement district’s operating and governance mechanism and “District” shall refer to the real estate located within the physical boundaries of the business improvement district, as provided herein.

A. Purpose of the BID

Since its inception, the objectives of the BID have been and continue to be to attract merchants and entrepreneurs that will increase customer traffic downtown, better enabling the Downtown District to compete for customers with suburban, residential, and commercial areas, and to position it as a destination point. Key focus areas are management, retention, recruitment, marketing, public relations and physical maintenance of the District. These are proposed because

1. Use of the BID mechanism to create a broad based entity focused on achieving specified goals and objectives, and led by a volunteer Board of Directors will help ensure that a sustainable management, retention, recruitment, marketing and maintenance program will continue on a long-term basis.
2. The District includes a variety of properties in differing types and sizes. Existing public funding sources used to maintain and promote the District in the past have not been sufficient. Unified development efforts will have to be financed with new private resources as well as existing public and private dollars. A system of shared costs,

responsibilities, and programs will provide for long-term results that would otherwise not be obtainable. An example of the benefit of this effort will be the District supplementing the maintenance provided by the City in order to increase the appearance and cleanliness of Downtown. The City will continue to provide its current level of maintenance and service. The City, FNI, and the District have developed a Cooperation Agreement to address the common goal of maintaining a clean, safe, and vibrant central business district. This agreement defines roles and responsibilities among the parties, improves communication, makes efficient use of time and resources, and encourages success. The Cooperation Agreement will be extended for a one-year renewal, through December 31, 2021, with the adoption of the 2021 Operating Plan. Future renewal is subject to the mutual agreement of all parties. A retreat of all parties involved (City/FNI/BID) was held May 21, 2019 to update this Cooperative Agreement. At that time, action was taken to replace this working document with an Agreement that more accurately reflects the partnership and shared duties/responsibilities. All parties agreed to meet every other year in similar fashion to renew this Cooperative Agreement. (Appendix L)

3. The BID law provides a mechanism whereby private property owners can work together in conjunction with the City of Neenah and Future Neenah, Inc. to develop and maintain the District. The goals and objectives of the 2040 Comprehensive Plan, the 2013 Market Analysis & Branding Study, the Waterfront Design and Development Master Plan, the 2008 Glatfelter Mill Redevelopment Master Plan, the 2014 parking study, and other programs that promote the economic vitality of the Downtown will be consulted in the management of the BID.
4. The continued use of the BID mechanism helps to ensure that the entire District will be promoted, managed and developed as expeditiously and cost effectively as possible, further ensuring that efforts to showcase and benefit the District continue into the future.
5. There have been more than 1000 BID's formed in North America, including 85 BIDs in Wisconsin. BIDs are a critical ingredient in commercial area revitalization and have proven to be successful by funding improvements and services that enhance the overall vitality of a business district. Success is measured by higher occupancies, sales, and property values.

II. DEVELOPMENT PLAN

This shall be the Business Improvement District Operating Plan for the Neenah Central City Business Improvement District, for the year 2021.

A. Plan Objectives

The BID seeks to protect public and private investments in Downtown Neenah, and to attract new investment to the District. The BID exists to promote the orderly development and physical maintenance of the District, including implementation of the Downtown element of Neenah's 2040 Comprehensive Plan, and to develop, redevelop, maintain, operate and promote the District efficiently and effectively. The BID shall work to preserve and improve economic, cultural, and social conditions within the District by facilitating partnerships of people and organizations to achieve mutual goals. The BID provides the necessary funding to plan, evaluate, facilitate and implement District development projects, planning activities, services and promotional activities that will help to acquire and grow sustainable consumer markets that Downtown Neenah can attract and serve, thus strengthening its competitiveness in the regional marketplace.

B. Plan of Action For 2021

The BID shall carry out its objectives by renewing the contract with FNI to carry out the administrative and management of the Plan of Action. It will be the task and responsibility of the BID Board and its standing committees to define and direct the implementation of the Plan of Action. The 2021 Plan of Action of the BID Board, as established by its four standing committees, is identified in the attached Appendix G.

C. Benefits

Funds collected by the BID under this plan will be spent for the benefit of the District.

Activities will:

1. Help District property owners secure and retain quality tenants.
2. Assist property owners and prospective tenants with governmental processes.
3. Assist property owners in retaining existing tenants by providing programs and services to troubleshoot, problem solve, and educate.
4. Assist property owners in recruiting new businesses to the District by using various proactive methods such as:
 - Track market trends, strengths, and weaknesses in order to target those new business sectors that should be recruited in the District.
 - Implement a marketing strategy and material to assist in attracting new businesses.
 - Continue to refine a database that tracks all property available within the BID. Use the database for informing potential new business of these locations.
5. Offer information and referral for financial assistance in developing and improving property.
6. Assist property owners in promoting not only their property, but also the District as a whole.
7. Address parking issues and concerns by working with City officials and recommending improvements to the Downtown Parking System.
8. Address safety issues through cooperative work with business owners and City officials in order to develop new programs aimed at keeping the BID safe for customers, owners, pedestrians, and residents.

Help increase the value of property in the District by:

1. Improving the image of the District.
 - Continue to implement and update the marketing and branding study to attract new customers, businesses, and pedestrian traffic to the area.
 - Continue to educate business and property owners, Downtown employees, and customers on parking availability, rules, and regulations.
2. Encouraging property owners and tenants to make improvements and enhancements to buildings in the District.
 - Continue to support the City's efforts at securing funding for continuation of the façade grant program.
 - Encourage and promote any new building improvements through the use of marketing campaigns, newsletters and media.
3. Expanding promotional and retail events that increase pedestrian traffic in the District.
 - Promote events such as Farmers Market, the Christmas Event, Ultimate Ladies Day, Shattuck Park Summer Concert Series, etc.
 - Work cooperatively with event organizers to develop new events and grow existing events that create public awareness of what businesses are located within the BID and encourage people to come to the District.

Help tenants and existing businesses in the District become stronger by:

1. Developing vacant property and land.
2. Working with business owners in finding and obtaining tenants/owners to purchase/lease available space.
3. Assisting in marketing the BID to the general public and to private developers.
4. Working with area businesses and City officials to develop solutions for undesirable property.
5. Monitoring the enforcement of codes on properties that are neglected due to absentee owners.

D. BID Organization and Operating Board

The Mayor of the City of Neenah, as outlined below, shall appoint the BID Board ("Board"), with input from the current BID Board membership, Future Neenah, Inc., City Officials and the property/business owners in the District. Appointments to the Board shall be made before the commencement of the Plan Year for which the Operating Plan was adopted.

This Board's primary responsibility shall be to implement the current year's Operating Plan, to contract for the carrying out of the Operating Plan, contracting for preparation of an annual report and audit or review on the District, annually considering and making changes to the Operating Plan and submitting the Operating Plan for the following Plan Year to the Common Council of the City of Neenah for approval. These responsibilities may require the Board to negotiate with providers of service and materials to carry out the Plan; to enter into various contracts; to monitor development activity; and, to ensure District compliance with provisions of applicable statutes and regulations.

The BID Board shall be structured as follows:

1. Board size—11
2. Composition – The Board shall be made up of representatives from the following groups/interests:
 - Six (6) owners of property within the District.
 - One (1) representative from each of the following three (3) downtown business sectors:
 - Service/retail
 - Hospitality
 - Office
 - One (1) community representative with no direct property ownership or business interests within the District. This appointee shall be a City of Neenah resident.
 - One (1) representative of the City of Neenah administration, appointed by the Common Council.

Board appointments are made by the Mayor and confirmed by the Common Council. Any Board member who no longer meets the eligibility requirements associated with his/her particular appointment category (i.e. sale of property, employment change, etc.) shall be replaced. The Board shall recommend a replacement appointee to the Mayor, who will present a nominee for Council confirmation within 30 days.

3. Term — Appointments to the Board shall be for a period of three (3) years, on staggered terms, each ending on December 31 of the year of expiration except that the City of Neenah administration representative shall be appointed for a one year term at the annual April organizational meeting of the Common Council. The Board may remove by majority vote, any BID Board member who is absent from more than 3 meetings, without valid cause, and may recommend a replacement appointee to the Mayor, who will present a nominee for Council confirmation within 30 days.
4. Compensation —None.
5. Meetings — All meetings of the Board shall be conducted in strict adherence to the Wisconsin Open Meeting Law, Chapter 426, Laws of 1975. Minutes will be recorded and submitted to the City and the Board. The Board shall adopt Roberts Rules of Order to govern the conduct of its meetings, and shall meet regularly, at least annually.
6. Recordkeeping — Files and records of the Board’s affairs shall be kept pursuant to public record requirements.
7. Staffing — The Board will contract for services pursuant to this Plan and subsequent modifications thereof. Unless requested otherwise by the Board, any staff members or employees of contractors may attend all meetings of the Board, but will not have voting authority.
8. Officers — The Board shall appoint a Chairman, Vice-Chairman, Treasurer and Secretary, any two of the four of which shall have the authority to execute documents on behalf of the full Board, for the purposes authorized by the full Board, including the authorization for the writing of checks.
9. For purposes of this section “person” means an individual owner of a parcel, or a representative of an entity owner of such parcel. No one individual, and no more than one representative of any entity, may hold more than one Board position. If, during the course of a term, a Board member’s situation changes, so that they no longer fit the definition for that seat, such as by selling their parcel, they shall resign within 10 days of selling their parcel.
10. Future Neenah, Inc. shall have a representative on the BID Board. Depending on that representative’s status, they may or may not be a voting member per the provisions of Section D. 2. above.

E. Annual Review

This Operating Plan, when adopted, shall be the governing plan for the Plan Year. Approval by the City’s Common Council of such Plan shall be conclusive evidence of compliance of such Plan with the BID Law, Section 66.1109 (3) (b).

The BID Law allows the BID to annually present amendments to its Plan. The following process for approval of the amended Plan will be followed.

1. The proposed Operating Plan for the following Plan Year will be drafted by FNI as the administrative arm of the BID with input from the BID and FNI Boards as well as the City, then submitted to the BID Board and the FNI Board for review and input.
2. The Plan may be re-drafted and submitted to the BID Board for approval based on comments by the BID and FNI Boards.
3. The BID Board will review the proposed BID Plan and make a recommendation to the Common Council.
4. The Common Council will act on the proposed BID Operating Plan for the following Plan Year.
5. Mayoral appointment and Council confirmation of new members to the BID Board will be made 30 days prior to the expiration of outgoing Board members terms. It is anticipated that the BID Board will continue to revise and develop the master Operating Plan for later Plan Years, in response to changing development needs and opportunities in the District, within the purpose and objectives defined herein. Included in these changes for later Plan Years will be changes in the BID budget and assessments.

F. Relationship to Plans for the Orderly Development of the City

Under Wisconsin Statutes Section 66.1109 (1)(f)(4), this Operating Plan is required to specify how the creation of a Business Improvement District promotes the orderly development of the City. The District will enhance the cleanliness, safety, development, and marketability of the Downtown, consequently, encouraging commerce in the City. Further, increased business activity in the City will increase sales tax revenues and property tax base. Orderly development of the City is consistent with the City of Neenah’s 2040 Comprehensive Plan, the Waterfront Design and Development Master Plan, the 2008 Glatfelter Mill Redevelopment Master Plan, and will promote the orderly development of the City in general and the Downtown in particular.

G. Powers

The BID, and the Board managing the BID, shall have all the powers authorized by law, and by this Plan, and shall have all powers necessary or convenient to implement the Operating Plan, including, but not limited to, the following powers:

1. To manage the affairs of the District.
2. To promote new investment and appreciation in value of existing investments in the District.
3. To contract on behalf of the BID with Future Neenah Incorporated to implement the Operational Plan.
4. To develop, advertise and promote the existing and potential benefits of the District.
5. To acquire, improve, lease and sell properties within the District, and otherwise deal in real estate.
6. To undertake on its own account, public improvements and/or to assist in development, underwriting or guaranteeing public improvements within the District.
7. To apply for, accept, and use grants and gifts for the benefit of the District. This will be accomplished by utilizing FNI’s 501 (c) 3 not-for-profit status.
8. To elect officers, hire employees and contract out work as necessary to achieve its goals.
9. To insure the security of the District.
10. To elect Officers to assist in carrying out the day-to-day work authorized by the BID Board, including authorizing the payment of invoices, bills, claims and contracts on behalf of the Board, and to adopt By-Laws governing the conduct of the BID Board, its Officers and the day-to-day operation of the BID Board and Board meetings.

H. Budget

All of the estimated expenditures of the BID are shown on Appendix A, the Budget. All of the expected expenditures will be financed by the collection of BID assessments and with other revenues generated by City participation, gifts, donations, in-kind services, grant applications, etc.

The BID will continue to contract with FNI for staff/administrative/management/implementation services. Funds collected through BID assessments shall be used to pay for this contract in order to implement a full-fledged, successful and sustainable downtown management program. The BID Board and FNI will cooperatively and jointly raise additional funds through public and private sources to cover the remaining funds needed for any other projects not identified herein.

Except as identified herein, all expenditures will be incurred during the Plan Year. Any funds remaining on any line item above may be moved to another budget line item, as determined by the BID Board. Any unused funds remaining at the end of the year shall be deposited into contingency funds or designated for specific uses in the following Plan Year. If any additional funds are received by the BID, whether from gifts, grants, government programs, or other sources, they shall be expended for the purposes identified herein, and in the manner required by the source of such funds, or, if the funds have no restrictions, in the manner determined by the BID Board and in keeping with the objectives of the BID Operating Plan. All physical improvements made with these funds shall be made in the District. The location of other expenditures shall be as determined by the BID Board, but for the benefit of the District.

In 2007, the BID Board created a Capital Reserve Account. Each year, the Board may approve a specific amount of the District's assessment or reserve to be set-aside and deposited in the Account. The Account is for long term capital needs or projects that may require extraordinary funding during a budget year. Also included are segregated funds for snow emergency and sign/public art savings.

III. DISTRICT BOUNDARIES

The District is defined by the current configuration of those tax key parcels, listed in Appendix B, attached hereto and incorporated herein by this reference, reflecting the parcels as they preexisted and/or existed in the City of Neenah's Assessor's records as of November 1, 2020.

The District is generally bounded on the North by the Southern Water Canal, on the East by Oak and Walnut Streets, on the West by Millview Drive and Main Street, and extending South along Commercial Street to Jackson Street. Properties zoned for commercial use by the City of Neenah on both sides of boundary streets are included in the District. The District includes 79 taxable parcels subject to BID assessment. Notwithstanding the above, parcels of property that are not subject to general real estate taxes, and real properties used exclusively for residential purposes shall be excluded from the District by definition, even though they lie within the boundaries shown on Appendix B. Land parcels exempt from general real estate taxes, but which have taxable real estate improvements upon them, may have those improvements assessed.

IV. FINANCING METHOD

The proposed expenditures outlined in the Appendix A, Budget, will be financed with funds collected from the BID assessment. Monies collected from the BID assessment will also be used to contract for services from FNI in accordance with the Contract for Services between the BID and FNI.

V. METHOD OF ASSESSMENT

A. Parcels Assessed

All taxable property used for commercial purposes will be assessed. Properties used exclusively for residential purposes will not be assessed as required by the BID Law. Mixed-use properties containing some residential use will be fully assessed by the District. All real property used exclusively or in part for manufacturing will be assessed at this time. Property exempt from paying real estate taxes or owned by government agencies will not be assessed, as required by BID law.

B. Levy of Assessment

Special assessments under this Operating Plan are hereby levied, through the adoption of this Operating Plan by the City of Neenah against each taxable property within the District, in the amount shown on the assessment schedule, which is attached as Appendix C.

The assessments shown in Appendix C were calculated at the rate of \$2.95 per \$1000 of assessed value, with no parcel assessed more than \$7000.00 and no parcel assessed less than \$750.00. Property values used to calculate the BID assessment represent the assessed value of real property, as certified by the City of Neenah Assessor, as of January 1, 2020.

The principal behind the assessment methodology is that each non-exempt parcel's owner should pay for District development in proportion to the benefits derived. Obviously, not every parcel in the District will benefit equally, nor should each parcel, regardless of size or value, contribute in exact ratio of property value. It is assumed that a minimum and maximum benefit can be achieved for each parcel, thus minimum and maximum BID assessments have been established. The Operating Plan projects that in the future, the annual maximum assessment per tax parcel, if increased, will not be adjusted by more than the prevailing Consumer Price Index for that given period.

C. Schedule of Assessments

Appendix C provides a Schedule of Assessments of all non-exempt and non-taxable parcels within the BID, based on the formula described above.

D. Assessment Collection and Dispersal

The City of Neenah will make available a list of all of the non-exempt parcels assessed amounts which can be paid early, prior to being placed on the tax bill. Any assessments that remain unpaid shall be included as special assessments levied herein as a separate line item on the real estate tax bill for each parcel. The City shall collect such assessment with the taxes as a special assessment and in the same manner as such taxes, and shall turn over all funds so collected to the BID Board for distribution in accordance with the BID Plan.

All BID assessments shall be shown on the real estate tax bill as due and owing in full with the first installment of taxes (January 31), and shall carry the same penalties and interest if not so paid.

The City shall hold funds collected for BID assessments in a segregated account. Any BID assessments collected by the City before or after the Plan Year for which the assessments were made are to be used by the BID Board in the manner as if received during the applicable Plan Year. This provision is intended to govern BID assessments prepaid by December prior to the applicable Plan Year, and/or delinquent and late payments made after the Plan Year.

The BID Board shall prepare and make available to the public and City Council annual reports (app F) describing the current status of the BID, including expenditures and revenues (app A), at the time it submits its amended Plan to the City for the following year. Following the end of the fiscal year, an independent certified audit or review as specified by WI State Statute 66.1102 Sub. (3) (c) shall be obtained by the Board, and will be paid out of the BID Budget.

Disbursement of BID funds shall be made in accordance with the approved BID Operating Plan and Budget. Disbursements for contracted services, such as those provided by Future Neenah, Incorporated, shall be made on a reimbursement basis. Invoices and documentation of services performed shall be submitted to the BID Board for approval of payment or reimbursement.

The presentation of the proposed Plan to the City shall be deemed a standing order of the Board under 66.1109 (4) Wis. Stats. to disburse the BID assessments in the manner provided herein. This section shall be sufficient instruction to the City to disburse the BID assessment, without necessity of an additional disbursement agreement, disbursement method, or accounting method. Other than as specified herein, the disbursement procedures shall follow standard City disbursement policy.

E. Annual Report

The Board will prepare an annual report (app F) as required by sec 66.1109(3)(c) of the WI Statutes. The report will include the required audit or review. The BID will be solely responsible for payment of any funds specified for the BID Audit or Review and related to BID activities for Audit or Review.

VI. CITY ROLE IN DISTRICT OPERATIONS

The City of Neenah is committed to helping owners and occupants in the District promote the objectives outlined in this Operating Plan, while maintaining autonomy in the preparation and adoption of its annual budget. Historically, the City has made significant annual investments in the Central Business District for maintenance, upkeep, and infrastructure. The City will continue providing quality services, capital improvements, funds for maintenance, facade renovation, enhancement of the waterfront, and staff support for economic development. Details are provided in appendix L. In furtherance of its continued commitment, the City shall:

1. Assist with implementation and refinement of the Cooperation Agreement.
2. Encourage the County, State, and Federal Governments to support activities of the District.
3. Actively monitor and when appropriate, apply for outside funds, which could be used in support of the District.
4. Collect assessments and maintain a segregated account.
5. Provide disbursement of BID Funds to service providers in accordance with the BID Operating Plan and Budget.
6. Contract with a firm to conduct the Audit or Review.
7. Provide a cost estimate for said audit no later than October 1 for the following year.
8. Provide a separate monthly financial statement to the BID Board.
9. Review annual audits or reviews as required per 66.1109 (3)of the BID Law.
10. Provide to the BID Board, through the Assessor's Office, no later than November 15th each Plan Year, the official City records on assessed value for each tax key number within the District, as of that date in each Plan Year, for the purposes of calculating the BID assessment.
11. Adopt this Plan in the manner required by the BID Law.
12. Appoint and confirm new BID Board members as required herein.

VII. REQUIRED STATEMENTS

The Business Improvement District Law requires the Plan to include several specific statements.

66.1109 (1) (f) (1m): The District will contain property used exclusively for manufacturing purpose, as well as properties used in part for manufacturing. These properties will be assessed according to the formula contained herein because it is assumed that they will benefit from development in the District.

66.1109 (5) (a): Property known to be used exclusively for residential purposes will not be assessed under the initial and future years Operating Plan.

66.1109 (1) (f) 5: A legal opinion from Neenah City Attorney, indicating that the Operating Plan complies with all applicable provisions of Section 66.1109(1)(f)(1-4), is attached as Appendix D.

VIII. RELATIONSHIP

A. Future Neenah, Incorporated

The BID shall be a separate entity from Future Neenah Incorporated (FNI), notwithstanding the fact that officers and directors may be

in part shared. FNI shall remain a private not-for-profit organization. Any contracting with FNI to provide services to BID shall be exempt from the requirements of 62.15, Stats, because such contracts shall not be for the construction of improvements or provision of materials. If the BID does contract for the construction of improvements or provisions of material, it shall follow the requirements of such statutes to the extent applicable to assure open, competitive procurement of contracts and purchases. Further, the annual accounting required under section 66.1109 (3)(c), Stats, shall be deemed to fulfill the requirements under 62.15 (14) Stats. Ownership of assets of Future Neenah, Incorporated shall remain solely with Future Neenah, Incorporated.

B. Binding Clause

The adoption of this Operating Plan is subject to the BID Board renewal of the contract for services with Future Neenah, Incorporated to carry out this Operating Plan; and if said contract is not renewed, then this Plan shall be null and void.

IX. SEVERABILITY AND EXPANSION

The Business Improvement District has been created under authority of Section 66.1109 of the Statutes of the State of Wisconsin.

Should any court find any portion of the BID Law or this Plan invalid or unconstitutional, said decision will not invalidate or terminate the Business Improvement District, and this Operating Plan will be amended to conform to the law without need of re-establishment.

Should any Legislature amend the statute to narrow or broaden the purposes of a Business Improvement District so as to, among other things, exclude or include as assessable properties a certain class or classes of properties, then this BID Plan may be amended by the Common Council of the City of Neenah as part of, and when it conducts its annual budget approval, and without necessity to undertake any other act.

All of the above is specifically authorized under Section 66.1109 (3) (b) of the BID Law.

If it is determined by a court or administrative body that a parcel(s) of property not subject to general real estate taxes may not be included within the District, then such parcel(s) shall be excluded from the definition of the District.

All appendices are hereby incorporated by reference.

A. Measures of Success

The success of the BID is ultimately determined by the level of satisfaction of those who create it and who control the life of the BID. This measure of success is anecdotal and is indicated by efforts or lack thereof to dissolve the BID.

Other anecdotal information useful in understanding the success of the BID would measure the level of customer satisfaction with the goods and services provided in Downtown Neenah. This information can be attained through various surveys and questionnaires.

Efforts to track sales are burdensome because independent retail and hospitality providers are often unwilling to provide such information.

In addition to the anecdotal evidence suggested above, the following measures will be established and evaluated as quantifiable measures of success:

1. Vision 2040

The downtown element of the City of Neenah's 2040 Comprehensive Plan contains action steps for both public and private sectors. Many of these actions are identified in this Operating Plan. The accomplishment of these objectives shall indicate one measure of success for the BID.

In addition to the City of Neenah's Comprehensive Plan, other planning tools offer benchmarks of success. The achievement of goals from the 2013 Downtown Market and Branding Analysis, the Waterfront Master Plan, the 2008 Glatfelter Mill Redevelopment Master Plan, and the 2014 Parking Study could serve a function in the evaluation of the BID implementation plan. The BID shall partner with community development toward the development of a Downtown plan in 2021.

2. Commercial Facilitation

One measure that can easily be quantified is the number of businesses, both existing and new, that receive help, either financial or advocacy services, by the BID. (See Appendix F, 2020 Annual Report for commercial facilitation success in the past year.)

3. Commercial Valuations

One measure of success is related to the growth in value of private property in Downtown Neenah. Quantifiable valuation measures are calculated annually to measure success over time. (See Appendix C)

4. Occupancy Rates and Business Inventory

In addition to City of Neenah statistics, private sources offer insight as to the success of the BID. For these measures, 2002 data will serve as baseline.

APPENDIX A

CENTRAL CITY MANAGEMENT BUSINESS IMPROVEMENT DISTRICT PROPOSED 2021 BUDGET

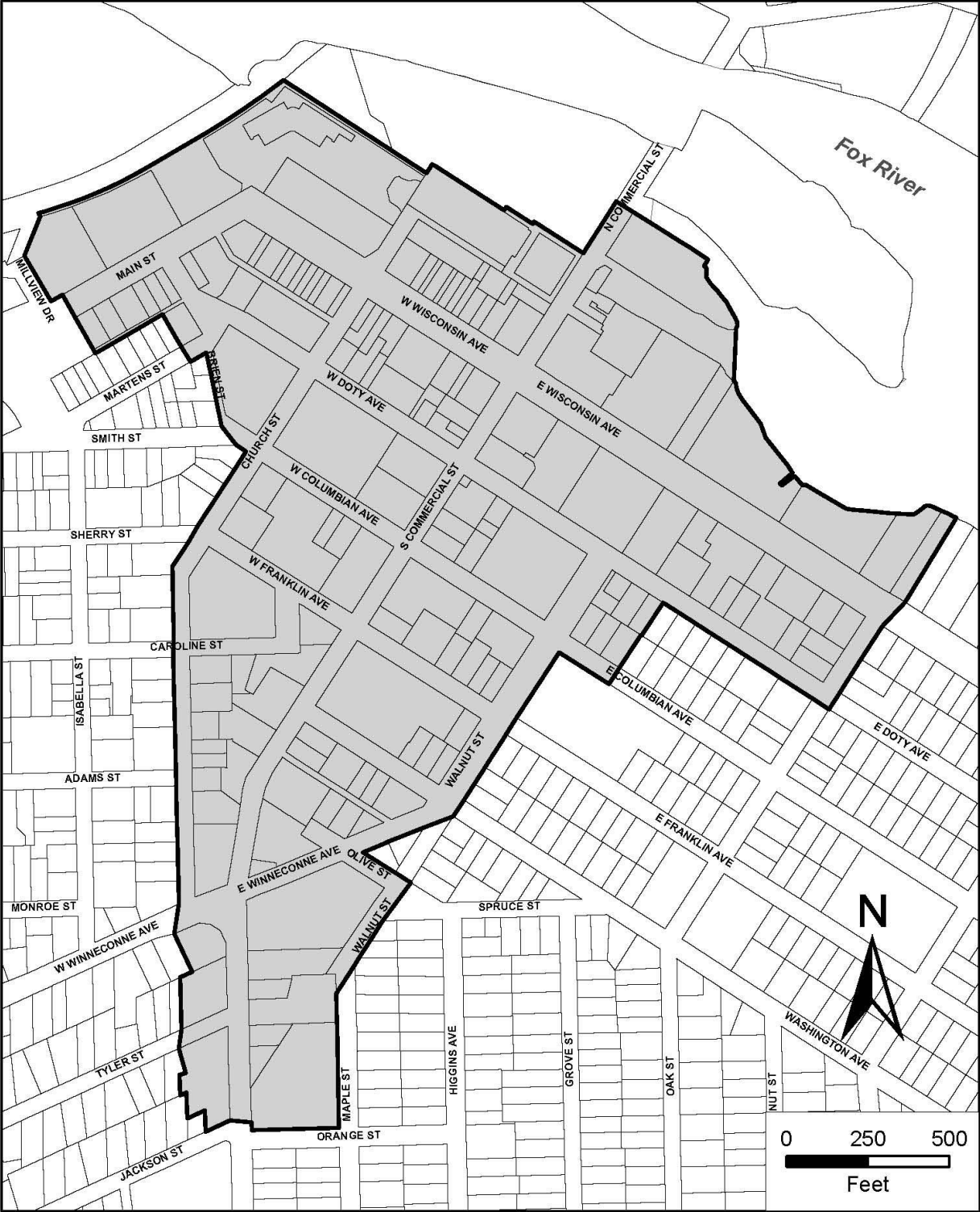
	ESTIMATED		
	YTD Total 2020	2020 Budget	2021 BUDGET
Beginning Balance	\$ 17,273.51	\$ 14,542.45	\$ 22,122.16
INCOME			
BID assessment	\$143,268.31	\$ 143,268.00	\$ 143,534.00
Total Income	\$160,541.82	\$ 157,810.45	\$ 165,656.16
CENTRALIZED MANAGEMENT	63,475.36	63,970.00	64,005.00
PUBLIC RELATIONS	23,308.57	23,515.00	32,290.00
RETENTION and RECRUITMENT	6,010.96	18,300.00	26,500.00
MAINTENANCE	39,414.77	44,915.00	35,340.00
TRANSFER TO SAVINGS	7,110.00	7,110.00	7,500.00
Total Expenses	\$139,319.66	\$ 157,810.00	\$ 165,635.00
Remaining Funds Available	\$ 21,222.16		\$ 21.16
CENTRALIZED MANAGEMENT			
Auto Allowance	250.00	315.00	300.00
Postage	38.95	40.00	40.00
Conferences and Meetings	229.76	650.00	650.00
Review or Audit	2,600.00	2,600.00	2,650.00
Banking Fees	240.00	240.00	240.00
Professional	60,000.00	60,000.00	60,000.00
Office Supplies	116.65	125.00	125.00
Total - Centralized Management	\$ 63,475.36	\$ 63,970.00	64,005.00
PUBLIC RELATIONS			
Outside Printing	1,193.00	1,100.00	1,500.00
Advertising & Publications	1,910.00	2,800.00	3,750.00
Promotional Activities and Events	5,392.87	6,275.00	8,200.00
Outside Services	348.75	1,000.00	3,500.00
Secret Shopper	-	90.00	90.00
Gift Certificates	14,108.69	12,000.00	15,000.00
Brand Implementation	355.26	250.00	250.00
Total Public Relations	23,308.57	23,515.00	\$ 32,290.00

APPENDIX A

CENTRAL CITY MANAGEMENT BUSINESS IMPROVEMENT DISTRICT PROPOSED 2021 BUDGET

RETENTION and RECRUITMENT			
Misc. Expenditures	4,879.71	\$ 2,300.00	\$ 11,000.00
Awning / Sign Grant	\$ 1,100.00	\$ 3,500.00	\$ 2,500.00
Recruitment Tools	31.25	\$ 2,500.00	\$ 3,000.00
Retention Grant Program	<u>-</u>	<u>\$ 10,000.00</u>	<u>\$ 10,000.00</u>
Total Retention and Recruitment	\$ 6,010.96	\$ 18,300.00	\$ 26,500.00
MAINTENANCE			
Banners	2,599.68	2,780.00	2,780.00
Maint.of Equip / Snow Removal	1,398.75	3,250.00	3,000.00
Waste Removal/Recycle	6,105.00	7,250.00	7,250.00
Tree Lights & Holiday Décor	443.16	550.00	800.00
All Other Supplies	483.18	725.00	600.00
Storage Rental	720.00	720.00	720.00
Flower Beds	23,340.00	23,940.00	13,690.00
Fixtures & Facilities	<u>4,325.00</u>	<u>5,700.00</u>	<u>6,500.00</u>
Total Maintenance Task Force	\$ 39,414.77	\$ 44,915.00	\$ 35,340.00
Transfer to Savings	7,110.00	\$ 7,110.00	\$ 7,500.00
Total Expenses	<u>\$139,319.66</u>	<u>\$ 157,810.00</u>	<u>\$ 165,635.00</u>
Balance			
Capital Reserve Fund	20,073.15	\$ 25,224.28	\$ 27,573.15
Interest Earnings	4.95	27.00	5.00
Savings - Signage	15,341.25	10,191.25	15,341.25
Maintenance Savings *	3,200.00	3,200.00	3,200.00
Reserve Fund Balances	<u>\$ 38,619.35</u>	<u>\$ 38,642.53</u>	<u>\$ 46,119.40</u>

APPENDIX B
MAP OF DISTRICT BOUNDARIES
CENTRAL CITY BUSINESS IMPROVEMENT DISTRICT



APPENDIX C SCHEDULE OF ASSESSMENTS

APPENDIX C SCHEDULE OF ASSESSMENTS

Tax Key No.	Owner Name(s)	Property Address	Assessment Value (2020)	BID Tax Amount (2020)	Property Type
80200660000	GALLOWAY COMPANY	533 S COMMERCIAL ST	\$ 305,000	\$ 899.75	Commercial
80200870000	GB MINIMART LLC, A WISCONSIN LIMITED LIABILITY COMPANY	521 S COMMERCIAL ST	\$ 334,500	\$ 986.78	Commercial
80200900000	KT REAL ESTATE HOLDINGS LLC	501 S COMMERCIAL ST	\$ 352,500	\$ 1,039.88	Commercial
80800160100	WALTRUST PROPERTIES INC	500 S COMMERCIAL ST	\$ 1,500,000	\$ 4,425.00	Commercial
80800190000	BRIGHT STAR PROPERTIES LLC	512 S COMMERCIAL ST	\$ 129,000	\$ 750.00	Commercial
80800220000	COMMUNITY CR. UNION WINNEBAGO	526 S COMMERCIAL ST	\$ 600,000	\$ 1,770.00	Commercial
80800240000	COMMERCIAL STREET PROPERTY LLC	534 S COMMERCIAL ST	\$ -	\$ -	Exempt
80800270000	COMMERCIAL STREET PROPERTY LLC	600 S COMMERCIAL ST	\$ 1,200,000	\$ 3,540.00	Commercial
81000330000	GORDON E. STILLINGS & CLAUDETTE R. STILLINGS	251 E WISCONSIN AVE	\$ 276,000	\$ 814.20	Commercial
81000340000	R & R VALLEY PROPERTIES LLC	247 E WISCONSIN AVE	\$ 252,500	\$ 750.00	Commercial
81000350000	KANE LODGE #61	241 E WISCONSIN AVE	\$ -	\$ -	Exempt
81000360000	CITY OF NEENAH	231 E WISCONSIN AVE	\$ -	\$ -	Exempt
81000370000	UNLIMITED WORDS	219 E WISCONSIN AVE	\$ 660,000	\$ 1,947.00	Commercial
81000390000	MIX RESTAURANT LLC	211 E WISCONSIN AVE	\$ 220,000	\$ 750.00	Commercial
81000400000	RIVERWALK HOSPITALITY LLC	205 E WISCONSIN AVE	\$ 183,500	\$ 750.00	Commercial
81000540000	BIRCH FAMILY, LLC	244 E DOTY AVE	\$ 198,500	\$ 750.00	Commercial
81000580000	RIVERWALK HOSPITALITY, LLC	123 E WISCONSIN AVE	\$ 3,561,500	\$ 7,000.00	Commercial
81000650000	INVESTMENT CREATIONS, LLC, A WISCONSIN LLC	111 E WISCONSIN AVE	\$ 640,000	\$ 1,888.00	Commercial
81000670000	INVESTMENT CREATIONS, LLC, A WISCONSIN LLC	101 E WISCONSIN AVE	\$ 200,000	\$ 750.00	Commercial
81000690000	INVESTMENT CREATIONS LLC	116 S COMMERCIAL ST	\$ 732,500	\$ 2,160.88	Commercial
81000760000	ASSOCIATED BANK NATIONAL ASSOC	100 W WISCONSIN AVE	\$ 2,898,000	\$ 7,000.00	Commercial
81000790000	MIX RESTAURANT LLC	108 W WISCONSIN AVE	\$ 236,500	\$ 750.00	Commercial
81000810000	OLD NEENAH, LLC	112 W WISCONSIN AVE	\$ 354,500	\$ 1,045.78	Commercial
81000840000	NEENAH MARKET PLACE LLC	116 W WISCONSIN AVE	\$ 650,000	\$ 1,917.50	Commercial
81000840400	HISTORIC NEENAH PROPERTIES, LLC	116 1/2 W WISCONSIN AVE	\$ 346,500	\$ 1,022.18	Commercial
81000870000	HISTORIC NEENAH PROPERTIES, LLC	126 W WISCONSIN AVE	\$ 449,000	\$ 1,324.55	Commercial
81000890000	INVESTMENT CREATIONS LLC	130 W WISCONSIN AVE	\$ 230,000	\$ 750.00	Commercial
81000900000	BLACK & TAN HOLDINGS LLC	132 W WISCONSIN AVE	\$ 325,500	\$ 960.23	Commercial
81000900100	GREENERICHTER, LLC	134 W WISCONSIN AVE	\$ 472,500	\$ 1,393.88	Commercial
81000920000	CITY OF NEENAH		\$ -	\$ -	Exempt
81000940000	CITY OF NEENAH		\$ -	\$ -	Exempt
81000950000	CITY OF NEENAH		\$ -	\$ -	Exempt
81000960000	CITY OF NEENAH		\$ -	\$ -	Exempt
81000980000	WISCONSIN TELEPHONE		\$ -	\$ -	Exempt
81001000000	WISCONSIN TELEPHONE		\$ -	\$ -	Exempt
81001010000	FIRST UNITED METHODIST CHURCH	117 S COMMERCIAL ST	\$ -	\$ -	Exempt
81001010000	FIRST UNITED METHODIST CHURCH	108 W DOTY AVE	\$ -	\$ -	Exempt
81001020000	FIRST PRESBYTERIAN CHURCH	200 S CHURCH ST	\$ -	\$ -	Exempt
81001050000	BOYS BRIGADE ASSOC	109 W COLUMBIAN AVE	\$ -	\$ -	Exempt
81001070000	CITY OF NEENAH	211 WALNUT ST	\$ -	\$ -	Exempt
81001120000	CITY OF NEENAH		\$ -	\$ -	Exempt
81001130000	FIRST NAT'L BANK NEENAH	109 E DOTY AVE	\$ 261,000	\$ 769.95	Commercial
81001130100	JAMES R. HACKSTOCK	115 E DOTY AVE	\$ 65,000	\$ 750.00	Commercial
81001130200	JAZ OF THE FOX VALLEY LLC	220 S COMMERCIAL ST	\$ 163,500	\$ 750.00	Commercial
81001130300	JAZ OF THE FOX VALLEY LLC	210 S COMMERCIAL ST	\$ 114,000	\$ 750.00	Commercial
81001140000	CITY OF NEENAH	200 S COMMERCIAL ST	\$ -	\$ -	Exempt
81001170000	CITY OF NEENAH	112 E COLUMBIAN AVE	\$ -	\$ -	Exempt
81001310000	CITY OF NEENAH		\$ -	\$ -	Exempt
81001320000	CITY OF NEENAH		\$ -	\$ -	Exempt
81001330000	CITY OF NEENAH		\$ -	\$ -	Exempt
81001340000	CITY OF NEENAH		\$ -	\$ -	Exempt
81001350000	CITY OF NEENAH		\$ -	\$ -	Exempt
81001360000	CITY OF NEENAH		\$ -	\$ -	Exempt
81001370000	CITY OF NEENAH		\$ -	\$ -	Exempt
81003400000	TWO NEENAH CENTER LLC	125 N COMMERCIAL ST	\$ 289,000	\$ 852.55	Commercial
81003420000	NEENAH DWNTWN RDV CORP-2		\$ -	\$ -	Exempt
81003430000	COMMUNITY DEVELOPMENT AUTHORITY OF THE CITY OF NEENAH		\$ -	\$ -	Exempt
81003460100	TWO NEENAH CENTER LLC	2 NEENAH CENTER	\$ 4,141,000	\$ 7,000.00	Commercial
81003500000	NEENAH DWNTWN RDV CORP-3 CNTR	3 NEENAH CENTER	\$ 3,700,000	\$ 7,000.00	Commercial
81003600100	NEENAH DWNTWN RDV CORP-1 CNTR	1 NEENAH CENTER	\$ 3,900,000	\$ 7,000.00	Commercial
81003600200	CITY OF NEENAH		\$ -	\$ -	Exempt
81003630000	CITY OF NEENAH	210 E WISCONSIN AVE	\$ -	\$ -	Exempt
81003640000	NEENAH LIBRARY	240 E WISCONSIN AVE	\$ -	\$ -	Exempt
81003650000	CITY OF NEENAH		\$ -	\$ -	Exempt
81003660000	CITY OF NEENAH		\$ -	\$ -	Exempt
81003780000	COMMUNITY DEVELOPMENT AUTHORITY OF THE CITY OF NEENAH		\$ -	\$ -	Exempt
81003780100	ALTA RESOURCES	120 N COMMERCIAL ST	\$ 15,644,500	\$ 7,000.00	Commercial
81003790000	COMMUNITY DEVELOPMENT AUTHORITY OF THE CITY OF NEENAH		\$ -	\$ -	Exempt
81003840000	ALTA REALTY, LLC	112 N COMMERCIAL ST	\$ 50,500	\$ 750.00	Commercial
81003900000	ALTA REALTY, LLC	101 W WISCONSIN AVE	\$ 574,500	\$ 1,694.78	Commercial
81003920000	KNOX HOLDINGS, LLC	109 W WISCONSIN AVE	\$ 589,500	\$ 1,739.03	Commercial
81003930100	CITY OF NEENAH		\$ -	\$ -	Exempt
81003940000	DCF INVESTMENTS, LLC	113 W WISCONSIN AVE	\$ 264,000	\$ 778.80	Commercial
81003940100	CITY OF NEENAH		\$ -	\$ -	Exempt
81003950000	RAMOS ENTERPRISES LLC	119 W WISCONSIN AVE	\$ 337,500	\$ 995.63	Commercial
81003960000	CITY OF NEENAH		\$ -	\$ -	Exempt
81003970000	WISC. AVE. PROPERTIES, LLC	121 W WISCONSIN AVE	\$ 267,000	\$ 787.65	Commercial
81003980000	WISC. AVE. PROPERTIES, LLC	123 W WISCONSIN AVE	\$ 257,500	\$ 759.63	Commercial
81003990000	PM PROPERTIES LLP	125 W WISCONSIN AVE	\$ 225,000	\$ 750.00	Commercial
81004000000	OLD NEENAH, LLC	127 W WISCONSIN AVE	\$ 161,000	\$ 750.00	Commercial
81004010000	INVESTMENT CREATIONS LLC	129 W WISCONSIN AVE	\$ 300,500	\$ 886.48	Commercial
81004020000	AIP PROPERTIES LLC	133 W WISCONSIN AVE	\$ 157,500	\$ 750.00	Commercial
81004030000	FUTURE NEENAH DEV CORP		\$ -	\$ -	Exempt
81004040000	HISTORIC NEENAH PROPERTIES, LLC	145 W WISCONSIN AVE	\$ 813,500	\$ 2,399.83	Commercial
81004160000	CITY OF NEENAH		\$ -	\$ -	Exempt

Tax Key No.	Owner Name(s)	Property Address	BID Tax Amount		Property Type
			Assessment Value (2020)	(2020)	
81004380000	NEENAH DOWNTOWN REDEVELOPMENT ASSOCIATES	120 MAIN ST	\$ 13,436,500	\$ 7,000.00	Commercial
81004420000	WOLFGANG INVESTMENTS LLC	200 MAIN ST	\$ 140,000	\$ 750.00	Commercial
81004430000	STEVEN ERATO V	206 MAIN ST	\$ 129,500	\$ 750.00	Commercial
81004440000	COMMUNITY DEVELOPMENT AUTHORITY OF THE CITY OF NEENAH	208 MAIN ST	\$ -	\$ -	Exempt
81004450000	PAULA J. PITSCH	210 MAIN ST	\$ 176,500	\$ 750.00	Commercial
81004470100	COMMUNITY DEVELOPMENT AUTHORITY OF THE CITY OF NEENAH	220 MAIN ST	\$ -	\$ -	Exempt
81004640000	JAMES W. MARTIN & JESSICA A. MARTIN	300 W DOTY AVE	\$ 121,000	\$ 750.00	Commercial
81004660000	INVESTMENT CREATIONS LLC	200 W WISCONSIN AVE	\$ 234,500	\$ 750.00	Commercial
81004670000	WILLIAM J. CASPER	202 W WISCONSIN AVE	\$ 276,500	\$ 815.68	Commercial
81004680000	SHERRY J. HASKETT	206 W WISCONSIN AVE	\$ 126,500	\$ 750.00	Commercial
81004690000	CYS ASIAN BISTRO LLC	208 W WISCONSIN AVE	\$ 229,500	\$ 750.00	Commercial
81004700000	FOX MEADOWS LLP	210 W WISCONSIN AVE	\$ 160,000	\$ 750.00	Commercial
81004710000	FOX MEADOWS LLP	212 W WISCONSIN AVE	\$ 205,500	\$ 750.00	Commercial
81004720000	WARRENT RAN LLC	214 W WISCONSIN AVE	\$ 244,500	\$ 750.00	Commercial
81004730000	RELOAD OF WISCONSIN LLC	218 W WISCONSIN AVE	\$ 217,000	\$ 750.00	Commercial
81004740000	BMG PROPERTIES LLC	224 W WISCONSIN AVE	\$ 561,000	\$ 1,654.95	Commercial
81004800000	KARRMANN PROPERTIES, LLC	205 W DOTY AVE	\$ 749,500	\$ 2,211.03	Commercial
81004840000	FIRST PRESBYTERIAN CHURCH	213 S CHURCH ST	\$ -	\$ -	Exempt
81005210000	IGWTF, LLC/ROUTE 41 PIZZA, LLC	436 S COMMERCIAL ST	\$ 297,000	\$ 876.15	Commercial
81005300000	NEENAH REALTY DO, LLC	450 S COMMERCIAL ST	\$ 625,000	\$ 1,843.75	Commercial
81005310000	CITY OF NEENAH	464 S COMMERCIAL ST	\$ -	\$ -	Exempt
81005330000	NEENAH FIRE STATION 1	125 E COLUMBIAN AVE	\$ -	\$ -	Exempt
81005450000	VDF ENTERPRISES, LLC	304 S COMMERCIAL ST	\$ 581,500	\$ 1,715.43	Commercial
81005460000	GEORGE W. KESSLER REVOCABLE TRUST	314 S COMMERCIAL ST	\$ 110,500	\$ 750.00	Commercial
81005480000	GFP LLC	307 S COMMERCIAL ST	\$ 500,000	\$ 1,475.00	Commercial
81005490000	BOYS BRIGADE ASSOC		\$ -	\$ -	Exempt
81005500000	CARRIE L. ABEL & CHRISTOPHER ABEL	116 W COLUMBIAN AVE	\$ 170,000	\$ 750.00	Commercial
81005510000	FIRST NAT'L BANK NEENAH	118 W COLUMBIAN AVE	\$ 202,000	\$ 750.00	Commercial
81005640000	FOX VALLEY PROPERTIES LLC	411 S COMMERCIAL ST	\$ 250,000	\$ 750.00	Commercial
81005730000	NEENAH JOINT SCHOOL DISTRICT	410 S COMMERCIAL ST	\$ -	\$ -	Exempt
81005810000	CHANGJIANG LEE LLC	415 S COMMERCIAL ST	\$ 188,000	\$ 750.00	Commercial
81005820000	TMV PROPERTIES, LLC	425 S COMMERCIAL ST	\$ 865,000	\$ 2,551.75	Commercial
81005840000	DANIEL R. GOGGIN SR	429 S COMMERCIAL ST	\$ 180,500	\$ 750.00	Commercial
81005850000	SCANLAN PROPERTIES LLC	433 S COMMERCIAL ST	\$ 186,000	\$ 750.00	Commercial
81005860000	THE TAILORED HIDE CUSTOM LEATHER AND REPAIR, LLC	447 S COMMERCIAL ST	\$ 181,000	\$ 750.00	Commercial
81006020000	B.I.L. HOLDINGS, LLC, A NEW YORK LIMITED LIABILITY COMP	130 W FRANKLIN AVE	\$ 729,500	\$ 2,152.03	Commercial
81006130000	COMPUTER CORNER HOLDINGS LLC	105 W WINNECONNE AVE	\$ 318,000	\$ 938.10	Commercial
81007000000	PLEXUS	1 PLEXUS WAY	\$ 14,780,500	\$ 7,000.00	Commercial
81007000100	CITY OF NEENAH		\$ -	\$ -	Exempt
81007000200	COMMUNITY DEVELOPMENT AUTHORITY OF THE CITY OF NEENAH		\$ -	\$ -	Exempt
81007010000	CITY OF NEENAH	225 W WISCONSIN AVE	\$ -	\$ -	Exempt
81007040100	CITY OF NEENAH		\$ -	\$ -	Exempt
81007040200	AFFINITY MEDICAL GROUP	101 MAIN ST	\$ 8,060,000	\$ 7,000.00	Commercial
81007040201	CITY OF NEENAH		\$ -	\$ -	Exempt
81007040300	AFFINITY MEDICAL GROUP		\$ -	\$ -	Exempt
81007040301	CITY OF NEENAH		\$ -	\$ -	Exempt
TOTALS			\$ 94,816,500.00	\$ 143,533.73	

**APPENDIX D
LEGAL OPINION**

(To be inserted after Atty Godlewski's review.)

APPENDIX E

Wisconsin State *BID* Statute

66.1109 Business improvement districts.

(1) In this section:

(a) "Board" means a business improvement district board appointed under sub. (3) (a).

(b) "Business improvement district" means an area within a municipality consisting of contiguous parcels and may include railroad rights-of-way, rivers, or highways continuously bounded by the parcels on at least one side, and shall include parcels that are contiguous to the district but that were not included in the original or amended boundaries of the district because the parcels were tax-exempt when the boundaries were determined and such parcels became taxable after the original or amended boundaries of the district were determined.

(c) "Chief executive officer" means a mayor, city manager, village president or town chairperson.

(d) "Local legislative body" means a common council, village board of trustees or town board of supervisors.

(e) "Municipality" means a city, village or town.

(f) "Operating plan" means a plan adopted or amended under this section for the development, redevelopment, maintenance, operation and promotion of a business improvement district, including all of the following:

1. The special assessment method applicable to the business improvement district.

1m. Whether real property used exclusively for manufacturing purposes will be specially assessed.

2. The kind, number and location of all proposed expenditures within the business improvement district.

3. A description of the methods of financing all estimated expenditures and the time when related costs will be incurred.

4. A description of how the creation of the business improvement district promotes the orderly development of the municipality, including its relationship to any municipal master plan.

5. A legal opinion that subds. 1. to 4. have been complied with.

(g) "Planning commission" means a plan commission under s. 62.23, or if none a board of public land commissioners, or if none a planning committee of the local legislative body.

(2) A municipality may create a business improvement district and adopt its operating plan if all of the following are met:

(a) An owner of real property used for commercial purposes and located in the proposed business improvement district designated under par. (b) has petitioned the municipality for creation of a business improvement district.

(b) The planning commission has designated a proposed business improvement district and adopted its proposed initial operating plan.

(c) At least 30 days before creation of the business improvement district and adoption of its initial operating plan by the municipality, the planning commission has held a public hearing on its proposed business improvement district and initial operating plan. Notice of the hearing shall be published as a class 2 notice under ch. 985. Before publication, a copy of the notice together with a copy of the proposed initial operating plan and a copy of a detail map showing the boundaries of the proposed business improvement district shall be sent by certified mail to all owners of real property within the proposed business improvement district. The notice shall state the boundaries of the proposed business improvement district and shall indicate that copies of the proposed initial operating plan are available from the planning commission on request.

(d) Within 30 days after the hearing under par. (c), the owners of property to be assessed under the proposed initial operating plan having a valuation equal to more than 40 percent of the valuation of all property to be assessed under the proposed initial operating plan, using the method of valuation specified in the proposed initial operating plan, or the owners of property to be assessed under the proposed initial operating plan having an assessed valuation equal to more than 40 percent of the assessed valuation of all property to be assessed under the proposed initial operating plan, have not filed a petition with the planning commission protesting the proposed business improvement district or its proposed initial operating plan.

(e) The local legislative body has voted to adopt the proposed initial operating plan for the municipality.

(2m) A municipality may annex territory to an existing business improvement district if all of the following are met:

(a) An owner of real property used for commercial purposes and located in the territory proposed to be annexed has petitioned the municipality for annexation.

(b) The planning commission has approved the annexation.

(c) At least 30 days before annexation of the territory, the planning commission has held a public hearing on the proposed annexation. Notice of the hearing shall be published as a class 2 notice under ch. 985. Before publication, a copy of the notice together with a copy of a detail map showing the boundaries of the territory proposed to be annexed to the business improvement district shall be sent by certified mail to all owners of real property within the territory proposed to be annexed. The notice shall state the boundaries of the territory proposed to be annexed.

(d) Within 30 days after the hearing under par. (c), the owners of property in the territory to be annexed that would be assessed under the operating plan having a valuation equal to more than 40 percent of the valuation of all property in the territory to be annexed that would be assessed under the operating plan, using the method of valuation specified in the operating plan, or the owners of property in the territory to be annexed that would be assessed under the operating plan having an assessed valuation equal to more than 40 percent of the assessed valuation of all property in the territory to be annexed that would be assessed under the operating plan, have not filed a petition with the planning commission protesting the annexation.

(3)

(a) The chief executive officer shall appoint members to a business improvement district board to implement the operating plan. Board members shall be confirmed by the local legislative body and shall serve staggered terms designated by the local legislative body. The board shall have at least 5 members. A majority of board members shall own or occupy real property in the business improvement district.

(b) The board shall annually consider and may make changes to the operating plan, which may include termination of the plan, for its business improvement district. The board shall then submit the operating plan to the local legislative body for its approval. If the local legislative body disapproves the operating plan, the board shall consider and may make changes to the operating plan and may continue to resubmit the operating plan until local legislative body approval is obtained. Any change to the special assessment method applicable to the business improvement district shall be approved by the local legislative body.

(c) The board shall prepare and make available to the public annual reports describing the current status of the business

improvement district, including expenditures and revenues. The report shall include one of the following:

1. If the cash balance in the segregated account described under sub. (4) equaled or exceeded \$300,000 at any time during the period covered by the report, the municipality shall obtain an independent certified audit of the implementation of the operating plan.
 2. If the cash balance in the segregated account described under sub. (4) was less than \$300,000 at all times during the period covered by the report, the municipality shall obtain a reviewed financial statement for the most recently completed fiscal year. The statement shall be prepared in accordance with generally accepted accounting principles and include a review of the financial statement by an independent certified public accountant.
- (cg) For calendar years beginning after December 31, 2018, the dollar amount at which a municipality is required to obtain an independent certified audit under par. (c) 1. and the dollar amount at which a municipality is required to obtain a reviewed financial statement under par. (c) 2. shall be increased each year by a percentage equal to the percentage change between the U.S. consumer price index for all urban consumers, U.S. city average, for the month of August of the previous year and the U.S. consumer price index for all urban consumers, U.S. city average, for the month of August 2017, as determined by the federal department of labor. Each amount that is revised under this paragraph shall be rounded to the nearest multiple of \$10 if the revised amount is not a multiple of \$10 or, if the revised amount is a multiple of \$5, such an amount shall be increased to the next higher multiple of \$10.
- (cr) The municipality shall obtain an additional independent certified audit of the implementation of the operating plan upon termination of the business improvement district.
- (d) Either the board or the municipality, as specified in the operating plan as adopted, or amended and approved under this section, has all powers necessary or convenient to implement the operating plan, including the power to contract.
- (4) All special assessments received from a business improvement district and all other appropriations by the municipality or other moneys received for the benefit of the business improvement district shall be placed in a segregated account in the municipal treasury. No disbursements from the account may be made except to reimburse the municipality for appropriations other than special assessments, to pay the costs of audits and reviewed financial statements required under sub. (3) (c), or on order of the board for the purpose of implementing the operating plan. On termination of the business improvement district by the municipality, all moneys collected by special assessment remaining in the account shall be disbursed to the owners of specially assessed property in the business improvement district, in the same proportion as the last collected special assessment.
- (4g) A municipality may convert a business improvement district under s. 66.1110 if an owner of real property that is subject to general real estate taxes, that is used exclusively for residential purposes, and that is located in the business improvement district petitions the municipality for the conversion. If the municipality approves the petition, the board shall consider and may make changes to the operating plan under s. 66.1110 (4) (b).
- (4m) A municipality shall terminate a business improvement district if the owners of property assessed under the operating plan having a valuation equal to more than 50 percent of the valuation of all property assessed under the operating plan, using the method of valuation specified in the operating plan, or the owners of property assessed under the

operating plan having an assessed valuation equal to more than 50 percent of the assessed valuation of all property assessed under the operating plan, file a petition with the planning commission requesting termination of the business improvement district, subject to all of the following conditions:

- (a) A petition may not be filed under this subsection earlier than one year after the date the municipality first adopts the operating plan for the business improvement district.
 - (b) On and after the date a petition is filed under this subsection, neither the board nor the municipality may enter into any new obligations by contract or otherwise to implement the operating plan until the expiration of 30 days after the date of hearing under par. (c) and unless the business improvement district is not terminated under par. (e).
 - (c) Within 30 days after the filing of a petition under this subsection, the planning commission shall hold a public hearing on the proposed termination. Notice of the hearing shall be published as a class 2 notice under ch. 985. Before publication, a copy of the notice together with a copy of the operating plan and a copy of a detail map showing the boundaries of the business improvement district shall be sent by certified mail to all owners of real property within the business improvement district. The notice shall state the boundaries of the business improvement district and shall indicate that copies of the operating plan are available from the planning commission on request.
 - (d) Within 30 days after the date of hearing under par. (c), every owner of property assessed under the operating plan may send written notice to the planning commission indicating, if the owner signed a petition under this subsection, that the owner retracts the owner's request to terminate the business improvement district, or, if the owner did not sign the petition, that the owner requests termination of the business improvement district.
 - (e) If after the expiration of 30 days after the date of hearing under par. (c), by petition under this subsection or subsequent notification under par. (d), and after subtracting any retractions under par. (d), the owners of property assessed under the operating plan having a valuation equal to more than 50 percent of the valuation of all property assessed under the operating plan, using the method of valuation specified in the operating plan, or the owners of property assessed under the operating plan having an assessed valuation equal to more than 50 percent of the assessed valuation of all property assessed under the operating plan, have requested the termination of the business improvement district, the municipality shall terminate the business improvement district on the date that the obligation with the latest completion date entered into to implement the operating plan expires.
- (5)
- (a) Real property used exclusively for residential purposes and real property that is exempted from general property taxes under s. 70.11 may not be specially assessed for purposes of this section.
 - (b) A municipality may terminate a business improvement district at any time.
 - (c) This section does not limit the power of a municipality under other law to regulate the use of or specially assess real property.
 - (d) If real property that is specially assessed as authorized under this section is of mixed use such that part of the real property is exempted from general property taxes under s. 70.11 or is residential, or both, and part of the real property is taxable, the municipality may specially assess as authorized under this section only the percentage of the real property that is not tax-exempt or residential. This paragraph applies only to a 1st class city.

APPENDIX F

2020 ANNUAL REPORT

The Neenah Central City Business Improvement District (BID) has successfully completed 19 full years of operation. We are pleased to report that as we review the accomplishments of this past year, many challenges and opportunities were addressed, and new partnerships were formed. Significant progress was made toward attaining the four goals and objectives of the BID, while also ensuring the long-term sustainability of the Neenah City Central Business Improvement District.

Served the Downtown as the central administrative hub:

- Continued implementation of a multi-party Cooperative Agreement between the BID, FNI and the City of Neenah to address volunteer and staffing solutions for maintenance and programming in the District. (Next meeting 2021.)
- Hosted BID annual meeting at the office on March 10. Event is a casual, social gathering of district business where information about the year in review is presented.
- Continued investment in the Downtown community of over \$143,268.
- Director Hessel participated in virtual meetings relative to Covid with the Chamber, Visitors Bureau, City, State and County.
- Future Neenah awarded Adam Shea the 2019 Downtown Business of the Year.
- In accordance with state statute 66.1108, conducted a review of the BID's 2019 financials. With an annual budget of under \$300,000 and a change in the statute, we were able to save money with a review rather than an audit.
- Staff and BID board members represented Downtown Neenah at the Convention & Visitors Bureau annual meeting.
- Continued distribution of email blasts and newsletters to district businesses.
- Future Neenah continued its 37-year history of supporting the Downtown and BID through administrative support.

Sustained the competitiveness of Downtown through an ongoing program of marketing:

Enhanced the availability of BID information on the web:

- Media Management: Instagram account for Downtown Neenah. #downtownneenah (1,582 followers on November 1 * a 18% increase over 2019)
- From 1/1/20 to 11/1/20, the FNI website had 25,505 sessions and 48,393 page views. The top requested BID pages were in order from most popular: Gift Certificates, Ladies Day, Business List, Shopping, Summer Madness Sale, Warm Your Heart and Dining/Entertainment. *This site includes a password protected page exclusively for use by BID businesses.
- Utilized Future Neenah's 'MailChimp' email blast program (1,703 subscribers) to promote Downtown events and activities such as the Ladies Day, Warm Your Heart, Summer Madness Sale and Gift Certificate Sales.
- Utilized Facebook to implement a Small Business Saturday promotion the week prior to November 28 and a Countdown to Christmas Facebook promotion leading up to Christmas. We also paid to 'boost' exposure on the posts.

Events:

- Hosted the sixth Warm Your Heart event on February 8 to drive traffic in the district during the shoulder season. It was sold out with 285 in attendance. Sourced local mugs from Sunset Hill.
 - Hosted 15th Annual Ultimate Ladies Love Local with 183 in attendance.
 - Future Neenah Farm Market sponsor. To effectively translate market traffic (15,000 attendees) to district shoppers, we used a gift certificate sale opening day of the market (see stats below).
 - Sponsored Horse Drawn Carriage Rides at Future Neenah's A Very Neenah December Event. Businesses participated with a window display. Events all month long.
 - Hosted the 7th annual Summer Madness Sale, *Great Places, Great Prices, Great Fun*, on August 6-8 (3 days this year).
 - Hosted a successful 4th annual Downtown Neenah Employee Appreciation Day on June 25. Had to adapt the day's activities due to Covid.
 - Third annual luminary pop-up event with a cookie crawl on December 17, 2020.
- Customer Service: Offering a Secret Shopper Program.

Market analysis and branding study. Year 7 of implementation:

- Purchased additional personalized branded open/closed signs, window clings and note cards as needed/requested.

Community Partnerships:

- Welcome new ThedaCare employees to Three Neenah Center.
- Representation in west end developments.

APPENDIX F
2020 ANNUAL REPORT
Continued...

Destination Advertising/Marketing:

- Partnered with the Convention & Visitors Bureau:
 - Full page co-op ad in the upcoming 2021 Convention & Visitors Bureau Guide with participating businesses and Downtown Neenah editorial copy featuring our brand/logo.
 - Kiosk display at Fox River Mall during the month of September.
- Quarter page ad in the quarterly Future Neenah Magazine (circulation 6,000 & online).
- Supported the Navigate Neenah-Menasha project whenever possible. The Navigate Loop the Little Lake Trestle project brings trail users directly into our Downtown. Future Neenah hosted a Log Your Loops challenge for the two-year anniversary of the trestle loop to encourage traffic and awareness of the recreational trail. 700 people registered to Log their Loops and 230 completed 50+ loops.
- Reprinted Downtown directory brochure.
- Completed the design and placement of directional/informational kiosks and signs for Gateway Plaza (to drive traffic into the district) and bump out (to provide district info such as directions and shopping/dining options).

2020 Gift Certificate Program:

Sales Promotion Results:

- January 25 sale to boost post-holiday shoulder season sale at Downtown Businesses. 79 Sold. 8 customers were new to the program. District impact of \$3,950+
- June 13: 144 customers with a district impact of \$7,200+

Rewards Promotion Results:

- April 17 & 18 Covid Online Rewards of \$10 or \$25: 169 customers redeemed over \$25,000 in receipts. 26 businesses were represented on 211 separate receipts.
- November 6 & 7: XXX rewards distributed with sales receipts totaling \$XXXXX+. Distributed popular holiday happenings flier with BID business open houses/events to rewards customers.

Overall Program:

- Through October 31, 2020: Certificates valued at \$36,440 were issued.

Examined & pursued opportunities for business assistance, retention & recruitment:

- Toured and connected business prospects looking to relocate to the BID.
- Partnered with Relocate Fox Cities to recruit and retain talent.
- Because the aesthetics of the district are so important to our image, in 2020 the district continued the \$500 sign / awning grant to repair, replace or remove business signs or awnings that were in disrepair and the \$100 sandwich board sign grant. As of November 1, 2020, 3 grants were issued (1 sign & 1 sandwich board & 1 awning).
- 11 new businesses were recruited to the district. 6 business closed. 2 relocated within and 3 relocated out of the district.
- Promoted Retention & Recruitment Grant Program. App. G.
- Downtown Neenah ‘Snapshot’ on the City’s website.
- Promoted the façade improvement grant program and assisted businesses with the application process. Since program inception, 35 grant applications have been received. \$203,519 has been granted toward projects valued at \$455,672. Currently 2 projects are under review and 1 is in progress. No new apps in 2020. See Appendix K.
- Announcement of 3 district developments; 1 residential, 1 mixed use, 1 public amenity.

Analyzed, improved and responded to maintenance issues:

- Banners. Ordered 30x60 Spirit Unequaled banners and 24x44 N banners to augment existing inventory. Ordered additional bracketing systems.
- Maintained alley lighting for safety.
- Saved 138 bulbs from the landfill with our florescent bulb recycling program – spring and fall.
- Executed a single year contract to professionally plant and maintain flowers in hanging lamp post planters, mulch and grade tree beds, and move grasses.

APPENDIX F
2020 ANNUAL REPORT
Continued...

Downtown Refuse & Recycling:

- Contracted for recycling services with Vans for three years to 12/31/21.
- Worked with the city to obtain trash cans compatible with the new automated trucks. Purchased 8 new cans on a cost share.
- Removed 4,368 yards of recycling from 3 common use refuse stations.
- Monitored corrals for cleanliness and misuse.

- Researched most effective snow removal practices. Updated the snow removal map and routes.

- Annual walking inspection tour of the district.

- Worked with the City of Neenah to maintain seasonal décor such as white tree lighting on Wisconsin Avenue, red tree lighting in Gateway and lamp post garland.
- Fall – added cornstalks and bows to lamp posts at bump outs.

- Contracted with Sparkle Wash for sidewalk cleaning. (½ in 2019 and ½ in 2020) 2020 = 100 block of East Wisconsin Avenue, one corral and automated cans.

- Work with city to replace tree lighting every other year. 2021 will be a full replacement year.

- Welcome monument at Winneconne and Commercial painted/sealed.

- Continue dialog with city toward WIFI and cameras.

- 19-year maintenance committee chair, Grant Birch relocated out of the district ending his service. Thank you, Grant.

Unique 2020 Covid Related Activities:

- Host 3 virtual online shopping spree events.
- Social media – encourage sharing and online participation during quarantine with contests and gift certificate prizes.
- Website updates with business information and assistance.
- Host a special April gift certificate rewards.
- Order window signs for businesses with dry erase areas for businesses to communicate with customers.
- Offer \$250 visual ad grants.
- Adapt all special events to allow for safety and distancing.
- Order signs with messages of encouragement and positivity placed near public downtown art.
- Participate in “Downtown Faces Forward.”
- December 12 gift with purchase promotion. Free 4imprint holiday tumbler with downtown logo if you spend \$20+.
- Promote educational workshops with StellarBlue.
- Promote expanded outdoor seating for restaurants and outdoor displays for retail.
- Promote city, county, state and federal grant programs.
- Start “You Neenah To Know” YouTube video program to educate the public about what they Neenah to Know about our local businesses.

Retention & Recruitment Grant Program Results:

Project #	Calendar Year	Property Owner	Business Name	Address	Grant Approved	Grant Awarded	Total Project Value	Status
1	2005	Cy & Vong Thounsavath	Art Affair	108 W. WI Ave.	\$5,000.00	\$5,000.00	\$25,000.00	complete
2	2005	James Busch	The Saint James	211 E. WI Ave.	\$5,000.00	\$5,000.00	\$250,000.00	complete
3	2005	Kyle & Debbie Rasmus	Cannova's	113 W. WI Ave.	\$5,000.00	\$5,000.00	\$40,000.00	complete
4	2007	Lester Fink	Mom & Pop Place	119 W. WI Ave.	\$5,000.00	\$5,000.00	\$45,000.00	complete
5	2007	Lester Fink	Mom & Pop Place	117 W. WI Ave.	\$5,000.00	\$4,076.69	\$15,000.00	complete
6	2008	Umer Sheikh	Investment Creations	107 Church Street	\$5,000.00	\$5,000.00	\$85,000.00	complete
7	2008	Jim & Sheila Hackstock	Appearances	206 S. Commercial	\$1,000.00	\$1,287.88	\$4,000.00	complete
8	2009	Cy & Vong Thounsavath	uncorked	108 W. WI Ave.	\$5,000.00	\$5,000.00	\$31,660.00	complete
9	2009	Ron Phillips	Vintage	131 W. WI Ave.	\$2,042.00	\$2,042.00	\$4,084.00	complete
10	2009	Ron Phillips	Lucy's Closet	129 W. WI Ave.	\$5,000.00	\$5,000.00	\$11,236.10	complete
11	2009	Jim Fletcher	Five Generations	134 W. WI Ave.	\$5,000.00	\$5,000.00	\$16,000.00	complete
12	2009	Ron Phillips	Vintage	131 W. WI Ave.	\$2,571.54	\$2,571.54	\$5,143.08	complete
13	2009	Amy Marrazzo	Red Radish	447 S. Commercial	\$5,000.00	\$5,000.00	\$12,469.00	complete
14	2010	Sherry Haskett	Cheveux	206 W. WI Ave.	\$2,487.50	\$2,487.50	\$4,975.00	complete
15	2010	Umer Sheikh	Investment Creations	130 W. WI Ave.	\$5,000.00	\$5,000.00	\$23,968.00	complete
16	2010	Sherry Haskett	Cheveux	206 W. WI Ave.	\$950.00	\$950.00	\$2,135.00	complete
17	2010	John Skyrms	Historic Neenah Prop	128 W. WI Ave.	\$5,000.00	\$5,000.00	\$15,900.00	complete
18	2011	John Skyrms	Historic Neenah Prop	145 W. WI Ave.	\$5,000.00	\$5,000.00	\$21,235.05	complete
19	2012	Kyle & Debbie Rasmus	Cannova's	113 W. WI Ave.	\$4,317.00	\$3,596.33	\$10,789.00	complete
20	2012	TaylorGreene, LLC	Greene's Pour House	134 W. WI Ave.	\$5,000.00	\$5,000.00	\$17,595.00	complete
21	2012	Umer Sheikh	Investment Creations	124 W. WI Ave.	\$5,000.00	\$5,000.00	\$27,694.50	complete
22	2012	John Powell	Holt's Jewelry	121 W. WI Ave.	\$1,108.33	\$1,075.00	\$3,225.00	complete
23	2013	Shelly Stone	Signature Events	125 W. WI Ave.	\$4,500.00	\$4,450.00	\$13,350.00	complete
24	2013	Future Neenah, Inc.	Future Neenah, Inc.	135 W. WI Ave.	\$5,000.00	\$5,000.00	\$16,501.00	complete
25	2014	Umer Sheikh	Investment Creations	116 S. Commercial	\$5,000.00	\$5,000.00	\$41,450.00	complete
26	2014	Bill Casper	Ignite Nutrition	202 W. WI Ave.	\$5,000.00	\$2,219.00	\$6,657.00	complete
27	2014	Adria Ramos	Mom & Pop Place	117/119 W. WI Ave.	\$1,894.00	\$1,894.00	\$5,682.00	complete
28	2014	Umer Sheikh	Investment Creations	124 W. WI Ave.	\$1,917.00	\$1,917.00	\$5,750.00	complete
29	2015	Bill Casper	Ignite Nutrition	202 W. WI Ave.	\$2,781.00	\$2,781.00	\$9,035.00	complete
30	2015	John Skyrms	Great Harvest	116 W. WI Ave.	\$5,000.00	\$5,000.00	\$16,994.00	complete
31	2016	Umer Sheikh	Red Door Mercantile	130 W. WI Ave.	\$1,752.08	\$1,652.08	\$4,956.25	complete
32	2016	Warren Tran	Pastry Pixie	214 W. WI Ave.	\$5,000.00	\$5,000.00	\$16,200.00	complete
33	2016	Leeann Wasinger	Tailored Hide	447 S. Commercial	\$2,127.90	\$1,363.25	\$6,383.70	complete
34	2017	Morgan Wiswall	The Natural Boutique	125 W. WI Ave.	\$3,390.00	\$3,390.00	\$12,180.00	complete
35	2017	Umer Sheikh	Polka Dot Umbrella	114.5 W. WI Ave.	\$3,333.00	\$3,333.00	\$30,350.00	complete
36	2017*	Mary Powell	Vacant/Open Space	123 W. WI Ave.	\$5,000.00	\$5,000.00	\$26,315.00	complete
37	2017**	Mary Powell	Apt.	121 W. WI Ave.	\$2,500.00	\$2,500.00	\$23,208.78	complete
38	2018	Umer Sheikh	Jessie's Beauty & Barber	103 Church Street	\$633.00	\$633.00	\$1,900.00	complete
39	2018	Umer Sheikh	My Sole Loves	124 W. WI Ave.	\$1,500.00	\$1,476.67	\$4,500.00	complete
40	2018	Umer Sheikh	Investment Creations	124 W. WI Ave.	\$766.00	\$766.00	\$2,300.00	complete
41	2018	Umer Sheikh	Chase Bank	111 E. WI Ave	\$5,000.00	\$5,000.00	\$100,000.00	complete

*paid out in June 2018

**paid out in March 2019

Total Approved	\$151,570.35		
Total Grants Awarded		\$146,461.94	
Total Project Value			\$1,015,821.46

APPENDIX G

Work Plans of Standing Committees

MAINTENANCE TASK FORCE **2021 WORK PLAN PRIORITIES**

- Year 3 of 3 contract for comingle removal.
- Continue ongoing work with the City toward WIFI and placement of cameras.
- Manage garbage/trash and recycling. BID contracts for comingle recycling services in 3 corrals and the City contracts for garbage/trash.
- Address new/emerging maintenance issues that may arise with ongoing west end development.
- Coordinate efforts and manage snow removal process. Businesses=under 2”; Future Neenah Staff=common areas such as bumpouts, crosswalks and garbage corrals; Service Company=over 2”; City=public areas and parking lots.
- Continue schedule of steam cleaning of sidewalks, corrals, and cans with professional company.
- Upkeep of black & wooden district fixtures (cans & tables) including washing, painting, removing rust.
- Promote full utilization and maintenance of district green areas, especially tree and flower bed areas, through private contracted services.
- Continue ongoing clean-up work as needed to maintain a clean, attractive, inviting business district, and perform seasonal maintenance tasks (i.e. monitor dumpster corrals, sidewalk sweeping/scrubbing, snow removal, weed control, and leaf pickup).
- Continue implementation of on-going banner program and seasonal banner and bracket rotation plan.
- Work jointly with the City of Neenah on the holiday program of banners, lighting and décor.
- Continue florescent bulb recycling program.
- Stress personal business responsibility for property maintenance and upkeep of common areas.
- Showcase cleanliness of district prior to major community events, parade, marathon, etc.
- Continue to implement the updated Market Analysis and Branding Study as it pertains to maintenance during year 9. Such items may include, but are not limited to: Uniform maintenance personnel in branded attire to demonstrate the value of Future Neenah and the BID at work. Incorporate branding system graphics and elements in streetscape furnishings, seasonal décor, way finding signage/markers interpretive elements and Navigate Neenah-Menasha. Work to enhance and maintain the district’s common areas, public spaces and special features.

RECRUITMENT AND RETENTION COMMITTEE **2021 WORK PLAN PRIORITIES**

- Continue sign, sandwich board and awning grant programs to accept requests for either/both in 2021 for uniformity and aesthetics.
- Order professional photos of the district for recruitment, retention and promotional purposes.
- Work with Community Development on a new downtown plan.
- Host a joint meeting with the BID PR and Marketing Committee.
- Promote BID Recruitment and Retention and Facade Grant Funds and the small business loan program to new and existing businesses.
- Augment those important retention tools such as snow and recycling as needed.
- Ambassador visits both in and outside of the district.
- Continue to work with the BID to implement the updated Market Analysis and Branding Study as it pertains to retention & recruitment for year 9. Such items may include but are not limited to: Sharing information collected in the market analysis with businesses so they can track our market trends. Also, use this information as a benchmark and update it on a bi-annual basis with newest Claritas data and by repeating the business survey. Collect testimonials from property owners to use in collateral materials.
- Continue to monitor the need for refinements to parking and trash management policies with the City. Utilize data gathered by the LPR systems. Advocate for parking solutions including a new ramp.
- Educate. Conduct workshops/seminars & provide other educational opportunities and information.
- Continue exit interviews with businesses that leave the BID due to business closure or relocation.
- Host open house as needed to fill vacancies if needed. Work with City, developers, businesses, and residents to capitalize on West end developments to benefit the district.

APPENDIX G
Work Plans of Standing Committees

MARKETING & PUBLIC RELATIONS COMMITTEE
2021 WORK PLAN PRIORITIES

Initiatives are ongoing to enhance the overall image and marketability of the District, as a way to attract a wide array of consumers, promote BID shops, restaurants, and other attractions and leverage the many positive changes in the District. New businesses and new investment opportunities are working together to create an exciting business mix.

Public Relations to raise awareness of the District and its unique shopping, dining, business and entertainment opportunities.

Update Map and Directory (print & online) to help consumers find their way around and to locate specific businesses incorporating the new brand system.

Welcome any new employee groups that may join the district with potential West End developments.

Collaborative Marketing among a diverse group of merchants and vendors in an effort to leverage marketing funds and resources.

Website & Social Media that maintains current information on area businesses and contact information. Integrate elements of brand. Effectively manage and promote the use of website in conjunction with the FNI web site. Continue to grow Instagram numbers. Obtain a social media plan.

Communication, including periodic District mailings or e blasts to keep businesses and property owners informed and updated on projects and initiatives. Continue use of newsletter format to distribute info to district businesses. Connect with residents of new developments to foster 24/7 live, work play environment.

Support of Special Events (both new and existing) that bring attention to the District and encourage visitors to shop, dine and play. Grand opening of The Plaza in October.

Navigate Neenah-Menasha work to connect the loop with and to the district and our activities.

Secret Shopper Program to look at your business through a customer's eyes and provide feedback about your business' experience.

Work to implement the Market Analysis and Branding Study as it pertains to marketing and PR for year 9. Ideas to include, but not limited to: Enhance the presence of Downtown Neenah in social media applications including promotions such VIE (very important employee) or Facebook Friday. Engage Downtown employees with an ongoing event or loyalty rewards

Brand Identity (Continued): Activities may include but are not limited to: Create a limited-time marketing grant program offering a rebate to businesses utilizing branding system graphics in marketing materials and advertisements. Provide branded elements for businesses to utilize such as: tags, store hours signs, window clings, branded merchandise (logoed shirts). Track brand usage investments made by Downtown area businesses. Promote public art projects.

Promote gift certificate program to increase district sales. Work toward online sales capability.

EXECUTIVE COMMITTEE
2021 WORK PLAN PRIORITIES

The Executive Committee of the Board will undertake activities in 2021 to strengthen the BID and improve service to businesses by:

- Co-op partners meeting year.
- Across all committees, ongoing Covid mitigation efforts.
- Partner with the city to promote any new parking and residential developments.
- Work to implement the Market Analysis and Branding Study during year 9.
- Monitor long term savings for continued investment.
- Assist with implementation of the recommendations in the City's 2040 comp plan.
- Remain involved with district development especially as it pertains to the district's western corridor.
- Do an annual compensation review for centralized management.
- Analyze BID priorities and allocate budget accordingly.

APPENDIX H

NEENAH CENTRAL CITY BUSINESS IMPROVEMENT DISTRICT 2021 MAYORAL BID BOARD APPOINTEES

Name	Company	Category	Term (years)	Term Expiration
Alex Noskowiak	Bergstrom Corporation	Property Owner	3	12/31/23
George Brownell	Associated Bank	Property Owner	3	12/31/22
Bob Gillespie	Knox Furniture Gallery of Neenah	Property Owner	3	12/31/21
Umer Sheikh	Investment Creations	Property Owner	3	12/31/22
Leeann Wasinger	The Tailored Hide/The Gift Gallery	Property Owner	3	12/31/21
Joe Ziemba	J. Anthony Jewelers	Property Owner	3	12/31/21
Beth Stubing	Thrivent	Business (Office/Professional)	3	12/31/22
Alex Wenzel	Lions Tail Brewing Co.	Business (Hospitality)	3	12/31/22
TBA	TBA	Business (Service/Retail)	3	12/31/23
Michelle Bauer		Community Representative	3	12/31/22
Jane Lang	Third District Alderperson	City of Neenah Representative	1	4/1/21

**APPENDIX I
RESOLUTION**

(To be inserted after plan approval by Council.)

**APPENDIX J
REVIEW**



**NEENAH CENTRAL CITY
BUSINESS IMPROVEMENT DISTRICT**
(A Component Unit of the City of Neenah)
Neenah, Wisconsin

FINANCIAL STATEMENTS

Including Independent Accountants' Review Report

As of and for the Year Ended December 31, 2019

**NEENAH CENTRAL CITY
BUSINESS IMPROVEMENT DISTRICT**
(A Component Unit of the City of Neenah)

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INDEPENDENT ACCOUNTANTS' REVIEW REPORT

To the Board of Directors
Neenah Central City Business Improvement District
Neenah, Wisconsin

We have reviewed the accompanying financial statements of the Neenah Central City Business Improvement District ("District"), a component unit of the City of Neenah, Wisconsin, as of and for the year ended December 31, 2019, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents. A review includes primarily applying analytical procedures to management's financial data and making inquiries of district management. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial statements as a whole. Accordingly, we do not express such an opinion.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement whether due to fraud or error.

Accountants' Responsibility

Our responsibility is to conduct the review engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. Those standards require us to perform procedures to obtain limited assurance as a basis for reporting whether we are aware of any material modifications that should be made to the financial statements for them to be in accordance with accounting principles generally accepted in the United States of America. We believe that the results of our procedures provide a reasonable basis for our conclusion.

Accountants' Conclusion

Based on our reviews, we are not aware of any material modifications that should be made to the accompanying financial statements in order for them to be in accordance with accounting principles generally accepted in the United States of America.

Report on Other Legal and Regulatory Requirements

We have also issued our report dated May 28, 2020 on our tests of its compliance with Wisconsin State Statutes Section 66.1109. The purpose of that report is to describe the scope of our testing of compliance and the results of that testing, and not to provide an opinion on compliance.

Baker Tilly Virchow Krause, LLP

Madison, Wisconsin
May 28, 2020

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**NEENAH CENTRAL CITY
BUSINESS IMPROVEMENT DISTRICT**

STATEMENT OF NET POSITION
As of December 31, 2019

ASSETS	
Current Assets	
Cash and investments	\$ 57,413
Assessment receivable	<u>143,268</u>
Total Current Assets	<u>200,681</u>
Noncurrent Assets	
Capital assets	11,000
Less: Accumulated depreciation	<u>(7,700)</u>
Total Noncurrent Assets	<u>3,300</u>
Total Assets	<u>203,981</u>
LIABILITIES	
Current Liabilities	
Accounts payable	<u>8,635</u>
Total Current Liabilities	<u>8,635</u>
DEFERRED INFLOWS OF RESOURCES	
Unearned revenue	<u>143,268</u>
Total Deferred Inflows of Resources	<u>143,268</u>
NET POSITION	
Net investment in capital assets	3,300
Unrestricted	<u>48,778</u>
TOTAL NET POSITION	<u>\$ 52,078</u>

See accompanying notes to financial statements.

**NEENAH CENTRAL CITY
BUSINESS IMPROVEMENT DISTRICT**

STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN
NET POSITION - ACTUAL AND BUDGET
For the Year Ended December 31, 2019

	Actual	Budget (Original and Final)	Variance
OPERATING REVENUES			
Assessments	\$ 136,694	\$ 136,529	\$ 165
Total Operating Revenues	<u>136,694</u>	<u>136,529</u>	<u>165</u>
OPERATING EXPENSES			
Auto Allowance	230	50	(180)
Postage	-	40	40
Conferences and Meetings	1,025	550	(475)
Auditing	2,302	3,400	1,098
Banking Fees	150	240	90
Office Supplies	8	240	232
Professional	60,000	60,000	-
Outside Printing	475	1,100	625
Advertising and Publications	2,170	3,375	1,205
Promotional Activities and Events	6,513	6,000	(513)
Outside Services	235	2,475	2,240
Misc Expenditures	6,482	3,200	(3,282)
Secret Shopper	35	115	80
Gift Certificates	12,350	10,475	(1,875)
Brand Implementation	79	250	171
Awning Grant	2,140	3,500	1,360
Recruitment Tools & Workshops	2,243	5,000	2,757
Grant Program	4,833	8,425	3,592
Banners	1,009	2,750	1,741
Maintenance of Equipment	1,755	3,250	1,495
Waste Removal/Recycle	6,792	6,800	8
Tree Lights and Holiday Décor	1,526	800	(726)
All Other Supplies	795	755	(40)
Storage Rental	720	720	-
Flower Beds	16,490	16,490	-
Fixtures and Facilities	5,718	3,400	(2,318)
Depreciation	550	-	(550)
Non-cash expenses	3,617	-	(3,617)
Total Operating Expenses	<u>140,242</u>	<u>143,400</u>	<u>3,158</u>
OPERATING INCOME (LOSS)	<u>(3,548)</u>	<u>(6,871)</u>	<u>3,323</u>
NONOPERATING REVENUES			
Investment Income	36	50	(14)
Total Nonoperating Revenues	<u>36</u>	<u>50</u>	<u>(14)</u>
Change in Net Position	(3,512)	(6,821)	3,309
NET POSITION - Beginning of Year	<u>55,590</u>	<u>55,590</u>	<u>-</u>
NET POSITION - END OF YEAR	<u>\$ 52,078</u>	<u>\$ 48,769</u>	<u>\$ 3,309</u>

See accompanying notes to financial statements.

**NEENAH CENTRAL CITY
BUSINESS IMPROVEMENT DISTRICT**

STATEMENT OF CASH FLOWS
For the Year Ended December 31, 2019

CASH FLOWS FROM OPERATING ACTIVITIES	
Received from customers	\$ 136,694
Paid to suppliers for goods and services	<u>(152,594)</u>
Net Cash Flows From Operating Activities	<u>(15,900)</u>
CASH FLOWS FROM INVESTING ACTIVITIES	
Investment income	<u>36</u>
Net Cash Flows From Investing Activities	<u>36</u>
Net Change in Cash and Cash Equivalents	(15,864)
CASH AND CASH EQUIVALENTS - Beginning of Year	<u>73,277</u>
CASH AND CASH EQUIVALENTS - END OF YEAR	<u>\$ 57,413</u>
RECONCILIATION OF OPERATING LOSS TO NET CASH FLOWS FROM OPERATING ACTIVITIES	
Operating loss	\$ (3,548)
Adjustments to reconcile operating loss to net cash provided from operating activities	
Depreciation expense	550
Change in assets, liabilities and deferred inflows or resources	
Assessments receivable	(6,574)
Accounts payable	(12,902)
Unearned revenues	<u>6,574</u>
NET CASH FLOWS FROM OPERATING ACTIVITIES	<u>\$ (15,900)</u>
NONCASH ACTIVITIES	
None	

See accompanying notes to financial statements.

**NEENAH CENTRAL CITY
BUSINESS IMPROVEMENT DISTRICT**

NOTES TO FINANCIAL STATEMENTS
As of and for the Year Ended December 31, 2019

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The accounting policies of the Neenah Central City Business Improvement District (the "district") conform to accounting principles as applicable to governmental units. The accepted standard-setting body for establishing governmental accounting and financial reporting principles is the Government Auditing Standards Board (GASB).

A. DESCRIPTION OF REPORTING ENTITY

This report contains the financial information of the Neenah Central City Business Improvement District, which is a component unit of the City of Neenah, Wisconsin (the "city"). The financial activities of the district are not material to the city, and therefore have not been included in the city's financial statements.

The district was created under the provisions of Wisconsin Statute Section 66.1109. It is the purpose of that section to authorize municipalities to create one or more business improvement districts to allow businesses within those districts to develop, manage, and promote the districts and to establish an assessment method to fund these activities.

The district is a legal entity separate and distinct from the city. The district is governed by an eleven-member board appointed and approved by the common council. The members serve staggered, three-year terms. A majority of the board members shall own or occupy real property in the district.

B. BASIS OF ACCOUNTING/MEASUREMENT FOCUS

The accounting and financial reporting treatment applied to the district is determined by its measurement focus. The transactions of the district are accounted for on a flow of economic resources measurement focus. With this measurement focus, all assets, deferred outflows of resources, liabilities, and deferred inflows of resources associated with the operations are included on the statement of net position. Net position (i.e., total assets net of total liabilities) is segregated into "net investment in capital assets," "restricted," and "unrestricted" components.

The statement of net position and statement of revenues, expenses, and changes in net position are reported using the accrual basis of accounting. Under the accrual basis of accounting, revenues are recognized when earned and expenses are recorded when the liability is incurred, or economic asset used. Revenues, expenses, gains, losses, assets, and liabilities resulting from exchange and exchange-like transactions are recognized when the exchange takes place. Assessments are levied upon all property within the district and are recognized as revenues in the year for which they are levied. Unbilled receivables are recorded as revenues when services are provided.

**NEENAH CENTRAL CITY
BUSINESS IMPROVEMENT DISTRICT**

NOTES TO FINANCIAL STATEMENTS
As of and for the Year Ended December 31, 2019

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (cont.)

B. BASIS OF ACCOUNTING/MEASUREMENT FOCUS (cont.)

The district distinguishes *operating* revenues and expenses from *nonoperating* items. Operating revenues and expenses generally result from providing services in connection with the district's principal ongoing operations. The principal operating revenues of the district are charges to the district members. Operating expenses for the district include professional services, operation and maintenance, business development, and promotions. All revenues and expenses not meeting this definition are reported as nonoperating revenues and expenses.

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

C. SPECIAL ASSESSMENT METHOD

The district is authorized to levy special assessments to fund its operations. The method of levy is based on assessed valuation of all real property within the district except property used exclusively for residential and manufacturing purposes.

D. CAPITAL ASSETS

Capital assets are defined by the district as assets with an initial cost of more than \$5,000 and an estimated useful life in excess of one year. All capital assets are valued at historical cost or estimated historical cost if actual amounts are unavailable. Donated capital assets are recorded at their estimated fair value at the date of donation.

Depreciation of all exhaustible capital assets is recorded as an expense in the Statement of Revenues, Expenses, and Changes in Net Position, with accumulated depreciation reflected in the Statement of Net Position. Depreciation is provided over the assets' estimated useful lives using the straight-line method of depreciation. The estimated useful lives by type of asset are as follows:

Land improvements	20 Years
Machinery and equipment	15 Years

E. DEFERRED INFLOWS OF RESOURCES

A deferred inflow of resources represents an acquisition of net position that applies to a future time period and, therefore, will not be recognized as an inflow of resources (revenue) until that future time.

**NEENAH CENTRAL CITY
BUSINESS IMPROVEMENT DISTRICT**

NOTES TO FINANCIAL STATEMENTS
As of and for the Year Ended December 31, 2019

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (cont.)

F. EQUITY CLASSIFICATIONS

Equity is classified as net position and displayed in three components:

- a. Net investment in capital assets – Consists of capital assets including restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances (excluding unspent debt proceeds) of any bonds, mortgages, notes, or other borrowings that are attributable to the acquisition, construction, or improvement of those assets.
- b. Restricted net position – Consists of net position with constraints placed on their use either by 1) external groups such as creditors, grantors, contributors, or laws or regulations of other governments, or 2) law through constitutional provisions or enabling legislation.
- c. Unrestricted net position – All other net position that do not meet the definition of “restricted” or “invested in capital assets, net of related debt.”

When both restricted and unrestricted resources are available for use, it is the district’s policy to use restricted resources first, then unrestricted resources as they are needed. The district did not have equity in restricted net position as of year-end.

G. CLAIMS AND JUDGMENTS

Claims and judgments are recorded as expenses when the related liabilities are incurred.

H. OPERATING PLAN BUDGET

The budgetary information is derived from the annual operating plan budget and is presented using the same basis of accounting as described in Note 1.B.

NOTE 2 – DEPOSITS AND INVESTMENTS

For purposes of the statement of cash flows, the district considers all highly liquid investments with an initial maturity of three months or less when acquired to be cash equivalents.

Investment of district funds is restricted by state statutes. Available investments are limited to:

- a. Time deposits in any credit union, bank, savings bank, trust company, or savings and loan association.
- b. Bonds or securities of any county, city, drainage district, technical college district, village, town, or school district of the state. Also, bonds issued by a local exposition district, a local professional baseball park district, a local professional football stadium district, a local cultural arts district, the University of Wisconsin Hospitals and Clinics Authority, or the Wisconsin Aerospace Authority.
- c. Bonds or securities issued or guaranteed by the federal government.
- d. The local government investment pool.
- e. Any security maturing in seven years or less and having the highest or second highest rating category of a nationally recognized rating agency.

**NEENAH CENTRAL CITY
BUSINESS IMPROVEMENT DISTRICT**

NOTES TO FINANCIAL STATEMENTS
As of and for the Year Ended December 31, 2019

NOTE 2 – DEPOSITS AND INVESTMENTS (cont.)

- f. Securities of an open-end management investment company or investment trust, subject to various conditions and investment options.
- g. Repurchase agreements with public depositories, with certain conditions.

The district has not adopted an investment policy.

The district's deposits at year-end were comprised of the following:

	Carrying Value	Bank Balance	Associated Risks
Deposits	\$ 57,413	\$ 57,413	Custodial credit risk

Deposits in each local and area bank are insured by the FDIC in the amount of \$250,000 for time and savings accounts (including NOW accounts), and \$250,000 for demand deposit accounts (interest bearing and noninterest bearing). In addition, if deposits are held in an institution outside of the state in which the government is located, insured amounts are further limited to a total of \$250,000 for the combined amount of all deposit accounts.

Bank accounts are also insured by the State Deposit Guarantee Fund in the amount of \$400,000. However, due to the nature of this fund, recovery of material principal losses may not be significant to individual municipalities. This coverage has not been considered in computing custodial credit risk.

Custodial Credit Risk

Deposits – Custodial credit risk is the risk that in the event of a financial institution failure, the district's deposits may not be returned to the district.

The district does not have any deposits exposed to custodial credit risk.

NOTE 3 – CAPITAL ASSETS

	Beginning Balance	Additions	Deletions	Ending Balance
Capital assets being depreciated				
Land improvements	\$ 11,000	\$ -	\$ -	\$ 11,000
Total Capital Assets	11,000	-	-	-
Less: Accumulated depreciation for				
Land improvements	(7,150)	(550)	-	(7,700)
Total Accumulated Depreciation	(7,150)	(550)	-	(7,700)
Net Capital Assets Being Depreciated	\$ 3,850			\$ 3,300



INDEPENDENT ACCOUNTANTS' REVIEW REPORT ON COMPLIANCE

To the Board of Directors
City of Neenah
Neenah Central City Business Improvement District
Neenah, Wisconsin

We have reviewed the financial statements of the Neenah Central City Business Improvement District (the "district"), a component unit of the City of Neenah, Wisconsin as of and for the year ended December 31, 2019, and have issued our report thereon dated May 28, 2020. We conduct the review engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA.

In connection with our review, nothing came to our attention that caused us to believe that the district failed to comply with Wisconsin State Statutes Section 66.1109, insofar as it relates to accounting matters. However, our review was not directed primarily toward obtaining knowledge of such noncompliance. Accordingly, had we performed additional procedures, other matters may have come to our attention regarding the district's noncompliance with the above-referenced statutes, insofar as it relates to accounting matters.

This report is intended solely for the information and use of the district's Board and management and is not intended to be, and should not be, used by anyone other than these specified parties.

Baker Tilly Virchow Krause, LLP

Madison, Wisconsin
May 28, 2020

APPENDIX K FAÇADE IMPROVEMENT PROGRAM

NEENAH FAÇADE IMPROVEMENT PROGRAM											
Project No.	Calendar Year	#	Owner/Agent	Business Name	Address	Action/Grant Approved	Grant Awarded	Owner Contribution	Total Project Value	Status	Improvements
1	2002/2005		Patrick and Sherry Haskett	Cheveux	206 W. Wisconsin Ave.	\$3,041.03	\$3,041.03	\$3,041.03	\$6,082.06	complete	Rear siding replacement, storm window replacement, install rear awning, replace light fixtures move gas meter, replace front entrance floor
2	2002		Sally Callaway Dey	Sassy Sal's	133 W. Wisconsin Ave.	\$2,182.50	\$2,182.50	\$2,182.50	\$4,365.00	complete	Tuckpoint front façade masonry
3	2003		James Busch	The Saint James	211 E. Wisconsin Ave.	\$10,000.00	\$10,000.00	\$10,000.00	\$24,000.00	complete	Concrete and masonry work to extend front entrance, construct entrance roof
4	2004		Isaac Pabst	Scharpf's Office Supply	130 W. Wisconsin Ave.	\$2,500.00	\$2,500.00	\$2,500.00	\$5,000.00	complete	Replace 6 upper story windows, exterior and interior trim
5	2005		Les Fink	Erika's Bridal	117-119 W. Wisconsin Ave	\$10,000.00	\$10,000.00	\$10,000.00	\$21,506.40	complete	Replace storefront windows, trim, 3 doors, sill
6	2005		Cy and Yong Thounsavath	Art Affair	108 W. Wisconsin Ave.	\$2,386.00	\$2,386.00	\$2,386.00	\$4,772.00	complete	Remove shutters, repair and paint front and rear lower facades.
7	2006		Fox Meadows LLP	Paper City Pub	212 W. Wisconsin Ave.	\$7,000.00	\$7,000.00	\$7,000.00	\$14,000.00	complete	Restoration of lower facade glass
8	2006		Harry Kelderman	Soccer Locker	127 W. Wisconsin Ave.	\$7,237.75	\$7,237.75	\$7,237.75	\$14,475.50	complete	Tuckpointing, glass replacement upper story window replacement
9	2006		Downtown Neenah Properties	Planet Perk	124 W. Wisconsin Ave.	\$1,000.00	NA	NA	NA	withdrawn	Replace west door
10	2006		Downtown Neenah Properties	Great Harvest	116 W. Wisconsin Ave.	\$997.50	\$997.50	\$997.50	\$1,995.00	complete	Front door repairs
11	2006		Downtown Neenah Properties	Smile Creations	126 W. Wisconsin Ave.	NA	NA	NA	NA	app. withdrawn	
12	2007		Patrick and Sherry Haskett	Cheveux	206 W. Wisconsin Ave.	\$6,958.97	\$6,958.97	\$7,441.03	\$14,400.00	complete	Upper story façade renovation
13	2007		Robert and Peter Gillespie	Knox Furniture	111 W. Wisconsin Ave.	\$2,952.50	\$2,952.50	\$2,952.50	\$5,905.00	complete	Upper story window replacement
14	2007		David Priest	Cannova's	113-115 W. Wisconsin Ave.	\$3,592.50	\$3,592.50	\$3,592.50	\$7,185.00	complete	Upper story window replacement
15	2008		Umer Sheikh/Investment Creations		200 W. Wisconsin Ave. / 107 S. Church St.	\$20,000.00	\$18,753.00	\$18,753.00	\$37,506.00	complete	Upper and lower story windows, EIFS, cleaning of brick
16	2008		Pinnacle Photo and Portraits/ Edward Scanlon	Pinnacle	433 S. Commercial St.	\$10,000.00	\$8,118.00	\$8,118.00	\$16,236.00	complete	Paint trim and cedar shakes, replace windows
17	2008		Gordon Stillings	Stillings and Buchinger Law Office	251 E. Wisconsin Ave.	\$5,000.00	\$3,925.00	\$11,562.61	\$11,562.61	complete	Reconstruct 2 stone columns, replace front steps (railing also installed)
18	2008		Daniel Goggin	Goggin Law Office	429 S. Commercial St.	\$5,500.00	\$4,686.00	\$4,686.00	\$9,372.00	complete	Replacement of windows
19	2008		Bill Casper	Hang Up	202/204 W. Wisconsin Ave	\$10,000.00				pending owner approval, WHS review and estimating	Replacement of windows
20	2009		Gina Vendola	Cranked	200 Main Street	\$7,500.00	\$6,439.33	\$6,439.32	\$12,878.65	complete	Masonry repairs, window and door replacement
21	2009		Keith Miller/Thounsavath	UnCorked Bistro	108 W. Wisconsin Ave.	\$2,700.00	\$2,690.47	\$2,690.48	\$5,380.95	complete	Door and awning replacement
22	2009		Ron Phillips/Mike Law	Cook/Vintage	129-131 W. Wisconsin	\$7,800.00	na	na	na	app. withdrawn	Window replacement

23	2009		Shannon Zambrano	Five Generations	134 W. Wisconsin Av	\$10,000.00	na	na	na	withdrawn	Masonry repairs
24	2010		Dr. Chris Abel & Dr. Carrie Richter-Abel	Neenah Family Chiropractic	116 W. Columbian Ave.	\$3,500.00	\$2,072.50	\$2,072.50	\$4,145.00	complete	Painting/staining
25	2010		Kelly Mjaanes, Sandi Johnson, Sue Brautigam/Warren Tran	The French Flea	214 W. Wisconsin Ave.	\$275.00	NA	NA	NA	withdrawn	Replacement of awning Replacement of awning and lower façade tile
26	2010		Stacy Frakes/John Powell	Holt's Jewelry	121 W. Wisconsin Ave.	\$4,000.00	\$3,700.00	\$3,700.00	\$7,400.00	complete	
27	2011		Winnabago Community Credit Union	same	526 S. Commercial St.	App. Denied	NA	NA	NA	app. denied	Entrance
28	2012		Morgan Wiswall		125 W. Wisconsin Ave.	\$8,135.50	\$8,135.50	\$8,135.50	\$17,796.00	complete	Window and door replacement
29	2014		Future Neenah	same	135 W. Wisconsin Ave	\$10,000.00	\$10,000.00	\$16,859.00	\$26,859.00	complete	Windows, door, cornice, bulkhead
30	2015		Bill Casper	Ignite Nutrition	204 W. Wisconsin Ave.	\$1,150.00	\$1,150.00	\$1,450.00	\$2,600.00	complete	door and window replacement
31	2015	26	Investment Creations	Historic ERA	116 S. Commercial St.	\$10,000.00	\$10,000.00	\$10,000.00	\$20,975.00	complete	Doty Avenue entrance
32	2016	27	Historic Neenah Properties	Great Harvest	116 W. Wisconsin Ave.	\$10,000.00	\$10,000.00	\$10,000.00	\$48,275.00	complete	Storefront entrance/windows
33	2017	28	Mix Restaurant	Copperstill	211 E. Wisconsin Ave.	\$10,000.00	\$10,000.00	\$10,000.00	\$21,000.00	complete	Trim replacement
34	2018	29	Wisconsin Avenue Properties		121-123 W Wisconsin Ave	\$15,000.00	\$15,000.00	\$15,000.00	\$30,000.00	complete	window replacement
35	2019	30	Investment Creations		111 E. Wisconsin Ave	\$30,000.00	\$30,000.00	\$30,000.00	\$60,000.00	complete	window installation
					Total Grant (01, 02, 04, 05, 08, 09, 12, 13, 14, 15, 16, 17, 18, 19, 20)	\$275,397.00					
					Total Approved	\$240,409.25					
					Total Granted	\$203,518.55					
					Total Owner Contrib.	\$218,797.22					
					Total Project Value	\$455,672.17					
					Total Projects In Progress /Pending						
					Total Projects	28					
					Projects in Progress	1					
					Projects Pending						
					Projects Under Review	2					
					Balance Available	\$71,878.45					
					Balance Less Committed	\$71,878.45	9/30/20				

APPENDIX L CO-OP PARTNERS WORK PLAN
(e/o year updated)

City of Neenah/BID/FNI Cooperation Agreement Original Approval 10/1/03

Amended 2011
Amended March 2013, March 2015, October 2017, May 2019

PARTNERS WORK PLAN

ITEM #	SERVICE PERFORMED	FREQUENCY	RESPONSIBLE PARTY	SCOPE OF DUTIES
	Street Sweeping:			
1	Machine Sweeping Streets & Alleys	Fridays-beginning at 2 a.m.	DPW	The BID Maintenance Committee will work with the businesses and City in how best to have leaves, debris, cigarette butts etc pushed into the street by Thursday p.m. or as sweeper is scheduled.
2	Special Purpose/Special Event	As needed/or requested	FNI/City + Event Host	The City and FNI/BID will coordinate scheduled street sweepings to coincide with special events when feasible. Special events permit will include an enforceable requirement for cleanup/garbage pickup at events like parades & marathon. (Reline cans, pick up candy, wrappers from candy tossed from floats, etc.) – reiterate this.
	Refuse Collection:			
3	Schedule & Route of Vendor & City	As Scheduled	DPW; Private	Garbage collected by City from 3 centralized dumpster locations. Commercial collection - there's a fee structure in place for trash. There have been recent charges for overages.
4	Recycling		BID/FNI/Private/DPW	BID/FNI currently coordinates a centralized comingle recycling dumpster program. Current Vans recycling contract runs to 12/31/21. For the long term, explore removing recycling as a BID responsibility. BID hosts 2 annual florescent bulb recycling weeks (spring & fall). Coordinate with Alta.
5	Maintenance/Repair of Corrals	Seasonal, as needed	City/DPW	Monitor gates in winter with snow /ice.

<p>KEY: BID = Business Improvement District, CD = Community Development, DPW = Department of Public Works, FNI = Future Neenah, Inc., PD = Police Department, PR = Parks & Recreation</p>
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PARTNERS WORK PLAN

ITEM #	SERVICE PERFORMED	FREQUENCY	RESPONSIBLE PARTY	SCOPE OF DUTIES
6	Clean-Up of Corrals	As needed/requested	DPW; FNI/BID	Spring/Fall (semiannual) power wash of corrals by City. City to do large item pick up. BID/FNI to perform ongoing upkeep. Public dumping issues esp. after weekends have resulted in overflow charges. Possibly add cameras as a deterrent.
7	Dumpster Change out/Replacement	Annually	FNI/BID/DPW	As requested.
8	Grease-Trap Barrels Change out /Clean Up	As needed/requested Minimally Annually	BID/FNI/DPW	City will supply "oil dry" drying agent for FNI/BID to apply when grease barrels overflow. City to clean up any large overflows or spills.
9	Sidewalk Trash Receptacles	Weekly city automated truck pick up + FNI staff removal of bags from nonautomated cans.	FNI/BID/DPW	City presently using automated pick up. FNI maintenance staff manually pulling bags from non-automated cans. Phase in purchase of automated cans over the next 2 years with a cost share.
	Snow Removal:			
10	Snow Removal – Municipal Lots & Ramps	As needed	City/DPW	Option to offer overnight snow emergency parking in the Church Street Ramp.
11	Snow Removal - Streets	As needed	City/DPW	Snow amount, timing of snowfall and size of available crew dictates removal method.
12	Snow Removal off Curb into Streets	As needed	BID/FNI	FNI/BID maintenance contractor and City to coordinate removal of snow from sidewalk/curb into street on a timely basis. Snow throw onto sidewalk from trucks a concern in areas where no terrace is present.
13	Snow Removal – Sidewalks	As needed	FNI/BID	BID/FNI to provide snow removal by use of a private maintenance contractor on a tiered priority list of areas. Routes reflect high traffic foot areas. Over 2" in coordination with City removal from parking lots and public area. Include City Maintenance in annual BID fall snow removal memo. Keep lines of communication open among all parties. Personal Responsibility – Continue to stress business engagement for snow removal

PARTNERS WORK PLAN

ITEM #	SERVICE PERFORMED	FREQUENCY	RESPONSIBLE PARTY	SCOPE OF DUTIES
	<i>Snow Removal – Sidewalks continued...</i>			or fines to make business more resp for removing their own snow up to the 2” threshold. City fine is \$105 for snow related complaints within 24 hours. City supplies 6 salt boxes. Desire to re-evaluate 24 hour period to possibly reduce timeframe to lesser amount of hours or to begin assessing snow removal fine. Critical pedestrian areas should be evaluated differently. City / BID to work together to maintain curbside accessibility to busses on Church Street for the handicapped bus riders.
	Municipal Parking Lots:			
14	Permit Program Management	On-going	City/Finance,PD,CD	Parking management modifications and added supply are vital to the continued success of the Downtown district. Investigating future needs for another ramp.
15	Parking Enforcement	Daily/weekdays	PD BID/FNI to monitor	LPR system in place. Re-parking now enforced, albeit selectively. 1 st citation for re-parking is a warning, not a ticket. Desire to evaluate need for ticketing in 4:00-7:00 pm window – potentially has a negative effect on dinner traffic.
16	Removal of Illegally Parked/Abandoned Vehicles	Complaint based	PD	
17	Graffiti Removal	Within 24 hours	FNI/BID; DPW	Personal/private property owner’s responsibility. FNI to report graffiti on public spaces. Neenah Police Dept. responsible for regularly communicating information related to incidents in BID to BID leadership. BID will in turn communicate information outward to businesses.
18	Landscape Area Maintenance	As needed	PR	Public spaces exclusive of Wisconsin Ave flowerbeds. 2019 = single year of three-year contract with landscaping partner.

PARTNERS WORK PLAN

ITEM #	SERVICE PERFORMED	FREQUENCY	RESPONSIBLE PARTY	SCOPE OF DUTIES
	Traffic Control:			
19	Pedestrian Crossings	As needed	PD/DPW	BID/FNI to monitor for safety and report back esp. in regard to events. Replacements made on red stamped cross walks on WI Ave. Flashing crosswalk added by Gateway. Spot patrols have been done to reduce future pedestrian incidents.
20	Traffic Signal Maint.	As needed	DPW	Bases of some posts and signals need painting.
	Sidewalks:			
21	Sweeping	Core Weekly, seasonal. Coordinate with street sweeper schedule.; Outer – As needed	FNI/BID	There is a tiered priority schedule of areas to be cleaned within the district. Personal respons. -- Stress business engagement & pride in ownership in regard to cleanliness and snow removal. Fall leaves – blow into gutter Thursday pm or garbage trucks can pick up yard waste bags from corrals. Ongoing “Roundup” of weeds. BID will be working with SparkleWash for cleaning of sidewalks.
22	Repair & Replacement	Annual based on need	DPW	BID to monitor conditions for lg cracks or shifts.
23	Sandwich Board & Other Private Advertising	Enforcement compl based	CD/BID	BID R&R has offered sandwich board sign grants in the past. City issued permits, code enforcement is responsibility of city.
24	Sidewalk Occupancy Permits- Ex: Benches/flowerpots/trash cans	Permit requests reviewed as received	DPW, CD	Streetscape ordinance is in place. Public works filing claim on table hit by car.
25	Sidewalk Cafes/Outdoor Food & Beverage	Permit requests reviewed as received	CD, City Council	New ordinance in place for licensing and regulation. 2011 New mobile vending ordinance passed spring '13.
	Trees and Flowers:			
26	Tree Plantings & Maintenance	As needed	PR	Back of sidewalk to building is property owner responsibility. Sidewalk to street is City responsibility.
27	Watering Trees	2X weekly initially. Routine sched. long term	PR	City to be responsible for watering trees after BID moves to hanging flower baskets.

PARTNERS WORK PLAN

ITEM #	SERVICE PERFORMED	FREQUENCY	RESPONSIBLE PARTY	SCOPE OF DUTIES
28	Flower Planting/Maintenance	Routine care as needed	FNI/BID	BID/FNI contracts with professional landscape service for planting, watering and maintenance of flowers and perennial mix in beds. Current contract runs through fall 2019. Evaluate installing hanging baskets on light poles. If BID discontinues flower beds – who maintains the beds? Some curb surrounds are crumbling/cracked.
29	Pruning	Scheduled as needed	PR	Trees aging growing larger – more difficult to light & impedes sight line to businesses.
30	Mulch	Scheduled as needed	BID/FNI	BID to level mulch once after vacating beds to use hanging planters.
31	Tree Lights	Annual	City;BID	City/BID to share equally the annual light purchase costs equally. DPW installation. FNI to coordinate placement. Remove lights every other year to allow for tree growth.
32	Tree Light Controller Boxes, Electrical System Maintenance			Annual / Ongoing Maintenance. BID working with Historical Society to get 2 traffic boxes at Church & WI wrapped.
	Glatfelter Mill Site:	As needed, On-going scheduled routine care.	City/BID/FNI	Resp. for the Mill site need to be listed & identified in agreement until site is developed.
33	Gateway Plaza	Ongoing development	PR/DPW/BID/FNI	Low frequency/higher cost (City) vs hi frequency/lower cost (BID) maintenance. Ongoing monitoring of this relationship w/ future projects. Treos does snow. Trestle loop completed June 2018.
	Banners, Public Decorations/Displays:			
34	Purchase/Ownership	Initial purch/season chgs	FNI/BID	Banners replaced as needed.
35	Installation	Seasonal changes	DPW	
36	Hardware	New purchase, repair/repl	DPW; FNI/BID	BID buys repl parts (brackets, etc), City installs. Purchased in cycle to ensure regular replacement.
37	Banner and Snowflake Cleaning/Storage	As needed	BID/FNI; DPW	
38	Policy Management	On-going	DPW, CD; FNI/BID	Banner and Decoration policy now in place.

PARTNERS WORK PLAN

ITEM #	SERVICE PERFORMED	FREQUENCY	RESPONSIBLE PARTY	SCOPE OF DUTIES
39	Maintenance of Monument at Commercial & Winnebago	On-going	BID/FNI; Dairy Queen	Jim Reiser maintains landscaping. BID seals/paints every 3 yr. Start planning/saving now for when/if the monument needs to be replaced.
	Bus Depot			
40	Cleaning	Daily	Valley Transit	BID picks up cigarette butts. City owns bldg. VT cleans.
41	Routine Maintenance	As needed	City/DPW; Valley Transit	BID to monitor and communicate any issues with Valley Transit. See #13 above. Addtl coord. needed to address handicapped bus access during snow removal season. BID removes snow, City monitors for ice build up.
42	Locking/Building security	Daily	Valley Transit	Security RE incident in Appleton
43	Capital Upgrades	As needed	Valley Transit	Desire for restrooms still present, but perhaps could be included in a future ramp with bus depot? If restroom installed, would need regular (3x daily) cleaning. Concerns present that this intersection not the safest/most conducive location for bus stop. Will be addressed in 2017/2018 City traffic study.
	Partnership Building:			
44	Joint Meetings	E/O Year or as needed	City; FNI	City/BID/FNI reps meet again in 2019 – partners appreciate format and want to keep to every other year meeting frequency. Will meet again in 2021.
45	Pre-Construction Conferences; Detour Route Planning & Signing; Communication to Property Owners/Businesses	Regularly scheduled with projects	DPW; BID/FNI	Reference successful joint effort of City/BID/FNI with 2010 W WI Ave reconstruction & 2013 S. Commercial Street Road Constr. Public works good at notification of periodic short term constr. Monthly email newsletter.
46	Communication & Contact Protocol	To be documented and implemented	City; FNI/BID	Share information, i.e., prioritized list of BID sidewalk snow removal, list of business owners and tenants, district-wide e-mail addresses. Keep City Maintenance & public works in the loop as well. New lit info sign nice addition.

PARTNERS WORK PLAN

ITEM #	SERVICE PERFORMED	FREQUENCY	RESPONSIBLE PARTY	SCOPE OF DUTIES
	Marketing/Public Relations:	On-Going	City; FNI/BID	Explore use of joint resources, including City newsletter, FNI website, Neenah Magazine, etc.
47	District & Destination Advertising	As Needed	FNI/BID	Wayfinding Signage off of I-41 completed 7/18, Partner with Visitors Bureau
48	Maintain Web Site and Social Media Presence	On-Going	FNI/BID	Work with City Hall on cross calendar population of events.
49	Host annual BID events	Annually	FNI/BID	Warm Your Heart, Ultimate Ladies Day, Employee Apprec, Summer Madness, Small Business Saturday, Luminary Pop-Up
50	Sponsor partner events with FNI & Other Entities	Annually	FNI/BID	A Very Neenah Christmas, Farmers Market, Historical Society PowWow
51	Directory Updates	Annually	FNI/BID	Website updated monthly (or more frequently) to reflect business changes, print guide and scanned version of print guide updated yearly.
52	Secret Shopper Program	On-Going	FNI/BID	
53	Gift Certificate Program	On-Going	FNI/BID	Explore every other year if moving to gift cards is more efficient than certificate program.
	Business Retention/Recruitment:	On-Going	City; FNI/BID	
54	Ret. & Recr. Grant Program	On-Going	FNI/BID	
54.5	Revolving Grant Programs	On-Going	FNI/BID	Awning, Sign, Sandw Bd – Based on needs each year
55	Exit Interviews	As Needed	FNI/BID	
56	Promote Façade Impr. Grants, Awning Grants	On-Going	City; FNI/BID	Funds still available from federal program
57	Ambassador Visits	As Needed	FNI/BID	
58	Recr. New Businesses & Retain Existing Businesses including second floor and office spaces	On-Going	CD; FNI/BID	Promote SBA loan program and other financial incentives including grant programs. Hold open houses in spring as needed. Discussed flow for handling conversations surrounding business inquiries in Neenah, regular communication between FNI/City good, perhaps a way to solidify communication flows for future.

PARTNERS WORK PLAN

ITEM #	SERVICE PERFORMED	FREQUENCY	RESPONSIBLE PARTY	SCOPE OF DUTIES
59	Market Analysis & Branding Study	As Needed	FNI, BID, Volunteer Steering Cmte., CD	In '13, update study done in 2003. Esri data updated in end of 2016. Note City has this software. Discussion on ownership of the "N Unequaled." brand. Agreed it can be shared for community purposes, when there is an existing partnership and when used to promote Neenah as a destination. Begin budgeting now for a future update to the current mkt analysis (2021?) BID contracted with Element in 2019 to create a web landing page, info folder and to update the directory brochure.
	Centralized District Management:			
60	Meeting Agendas & Minutes	On-going	City; FNI; BID	Comm Dev staff to take meeting Board minutes, FNI staff all other cmtes. City to post and publicly distribute Bd. agendas, FNI posts cmtes.
61	Meetings	Monthly/Quarterly/As Needed	City; FNI/BID	Annual meeting format changed to a more fun / engaging format in 2017.
62	Bill Payment & Reimb.	On-Going	FNI; Finance	FNI Acct. = Packet Assembly Effective '14 – City reimbursement to FNI is now annually.
63	Create Ann. Op Plan	Annually	City;FNI/BID	
64	Manage Gift Cert. Program	On-Going	FNI/BID	
65	Information Services	On-Going	FNI	BID page on Website, mo. newsletter, periodic emails.
66	Manage Bills & Budget	On-Going	Finance;FNI/BID	For the last two years, the City has not sent out letters regarding the BID Assessment fee and reminding business owners to pay it before it rolls onto taxes if they prefer. This has not been a problem and Future Neenah has not received any complaints. With a change in state statute, the BID does not need an annual audit, a review is sufficient thereby saving those extra fees that an audit brings.
67	Overhead – office, phone, computer, software, building	On-Going	FNI/BID	

APPENDIX M

Your Business Improvement District (BID) Investment At Work

Public Relations & Marketing	Maintenance	Retention & Recruitment	Administration
Downtown Directory Brochure	Keep district clean: sweep, weed, etc.	Grant Programs:	Office/Staff People/Information Services
BID Activities:	Purchase Banners	Retention & Recruitment Grant	Host BID annual meeting
Warm Your Heart (February)	Contract Flowers	Facade Grant Program	Communicate w/BID Newsletters & Email Updates
Ultimate Ladies Day (April)	Contract Centralized Recycling	Awning & Sign Grant Programs	Annual Operating Plan
Summer Madness Sale (August)	Snow removal over 2"	Office Space Open House & Ads	Agendas & Minutes
Small Business Saturday (November)	Bulb Recycling Program	Recruit New & Retain Existing Businesses	Bi-annual Co-op Meetings w/City, BID & Future Neenah
Employee Appreciation (Sept)	Seasonal decor: lights, bows, garland		Represent Downtown Neenah: WDAC & City of Neenah : Parking
Luminary Pop-Up & Cookie Crawl (Dec)	Purchase & maintain: benches, picnic tables, trash cans		
	Welcome monument at entrance to district		

Public Relations & Marketing Continued Next Page...

Community Event Partner: Pow Wow w/Historical Society, BooFest, Fishing Tourney & More

Gift Certificate Program

Destination Marketing:

Partner w/Convention & Visitors Bureau: Host Travel Writers & Advertise in Annual Guide

Loop & Bumpout Signage

Market analysis and branding study ongoing implementation

Increase Awareness & Visibility:

MailChimp & email blasts

Updated website & Online Presence incl. Instagram Acct.

Facebook posts

Exposure In Future Neenah Magazine

Advertising to Promote District

Customer Service

Secret Shopper Program



M E M O R A N D U M

DATE: November 16, 2020
TO: Chairman Erickson and the Finance and Personnel Committee
FROM: Brad Schmidt, Deputy Director
RE: Maintenance Assessment Services Contract (2021-2025) – Associated Appraisal Consultants

The Community Development and Assessment Department is recommending that the City extend the Maintenance Assessment Services Contract with Associated Appraisal Consultants, Inc. for a period of 5 years (2021-2025). Associated Appraisal has provided assessor services to the City since 2013. The contract assures that the City will be in compliance with statutory assessor responsibilities as required by the Wisconsin Department of Revenue. The existing contract with Associated Appraisal is set to expire at the end of 2020. The proposed multi-year contract includes the same services as are currently provided in the existing contract.

Contract Assessment Service Highlights:

1. Oversight, review and validation of assessment functions performed by the City.
2. 52 days of on-site assessor services (one day per week).
3. List, value, and process appeals of all waterfront residential and commercial real estate.
4. Complete and file all required reports to the Wisconsin Department of Revenue.
5. Prepare and implement standard procedures for the City staff's annual and/or office review of real estate assessment practice.
6. Review real estate valuation proposals prepared by the City utilizing its CAMA system and standard cost approach techniques.
7. Conduct and process all Open Book reviews and any other reviews as assigned in cooperation with City staff, for all property listed as commercial and waterfront property classified as residential.
8. Defend and/or assist on all assessment roll valuation hearings before the Board of Review.

The term of the proposed contract with Associated Appraisal is 5 years (2021-2025). The annual costs of the contract will \$36,500.

Recommendation

An appropriate motion would be to recommend Council approval of the Maintenance Assessment Services Contract (2021-2025) with Associated Appraisal Consultants, Inc., for an annual fee of \$36,500.

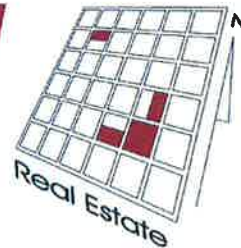
CONTRACT FOR MAINTENANCE ASSESSMENT SERVICES

Prepared for the
City of Neenah
Winnebago County

By

***Associated Appraisal
Consultants, Inc.***

Appleton ■ Hurley ■ Lake Geneva



**Appleton Office
W6237 Neubert Road
Appleton, WI 54913
Phone (920) 749-1995/Fax (920) 731-4158**

**P.O. Box 291
Greenville, WI 54942-0291**

Lake Geneva Office
Walworth County
Lake Geneva, WI 53147

Ironwood, Michigan Office
Ironwood, MI 49938

Hurley Office
Iron County
Hurley, WI 54534

CONTRACT FOR MAINTENANCE ASSESSMENT SERVICES

This Contract is by and between the **City of Neenah, Winnebago County, State of Wisconsin**, a municipal corporation (hereafter referred to as "City") and **Associated Appraisal Consultants, Inc.**, with its principal office at W6237 Neubert Road, Appleton, WI 54913 (hereafter referred to as "Company").

IN CONSIDERATION of the mutual promises contained herein, the parties hereto do agree as follows:

I. SCOPE OF SERVICES. All services rendered shall be completed in full accordance and compliance with Wisconsin Statutes, the *Wisconsin Property Assessment Manual* and all rules and regulations officially adopted and promulgated by the Wisconsin Department of Revenue as of the date of this Contract.

A. Assessment Duties of the Company:

- 1) The Company will generally be responsible for the oversight, review and validation of assessment functions performed by the City. The Company shall be the statutory Assessor for the 2021 through 2025 assessment year(s) and shall ultimately be responsible for the completion and defense of all necessary documents pursuant to and in accord with Chapter 70 of the Wisconsin Statute, as amended from time to time.
- 2) The Company shall provide office hours one day per week annually. Said days shall be mutually agreed upon and shall take place at a location approved by the City.
- 3) The Company will generally act in an advisory capacity to City Assessment staff, including providing guidance and training to personnel with respect to assessment information, practices, procedures customarily utilized by the Company. Such training shall be accomplished with a reasonable time of need and within the Company's regular office hours during the term of this contract.
- 4) The Company shall be responsible for all listing, valuation and processing of appeals for all property classified as commercial under Wisconsin Statutes 70.32(2) and all waterfront property classified as residential under Wisconsin Statutes 70.32(2).
- 5) In cooperation with the City, the Company shall prepare and implement standard procedures for the City staff's annual field and/or office review of real estate assessment practices to determine the validity of said practices for the following functions:
 - Property Sales
 - Annexations
 - New construction or remodeling (as provided by permits)
 - New recorded plats and certified survey maps
 - Property formerly exempt, now assessed
 - Buildings destroyed, significantly damaged or removed (as provided by permits)
 - Change to higher land use
 - Change in classification of property
- 6) The Company will review real estate valuation proposals prepared by the City utilizing its CAMA system and standard cost approach techniques and make recommendations as necessary for modification of values.

- 7) The Company shall prepare for the City approval, practices, procedures and an implementation strategy to utilize an income approach for the valuation of commercial class property.
- 8) The Company shall review and as necessary modify personal property value recommendations prepared by the City.
- 9) The Company shall conduct and process all Open Book reviews and any other reviews as assigned in cooperation with City staff, for all property classified as commercial and all waterfront property classified as residential under Wisconsin Statutes 70.32(2).
- 10) The Company shall defend and/or assist on all assessment roll valuation hearings before the Board of Review. In the event of a subsequent appeal of a Board of Review decision to the Wisconsin Department of Revenue or the Courts, the Company shall appear as necessary to continue their defense of any appealed value. Company shall be available upon request of the City to furnish testimony in defense of the values determined for up to eight employee hours per parcel. Testimony in excess of eight employee hours will require an addendum to this Contract. Any outside counsel services requested by the Company shall be provided and paid for by the City if agreed upon by both parties.
- 11) The Company shall be responsible for the completing and filing of all required reports to the Wisconsin Department of Revenue by the required deadline.
- 12) The Company shall provide at its own cost all transportation requisite to perform the responsibilities related to Company staff.
- 13) The Company shall be available to attend, upon request of the City, City Committee and/or Council meetings or other miscellaneous prescribed meetings upon reasonable prior notice. These meetings shall not average more than six (6) hours annually.
- 14) The Company shall provide a toll-free telephone number and email address to be used by City personnel to contact the Company during normal business hours for any matter.
- 15) The assessor(s) or staff appraiser(s) assigned by the Company shall present a positive, professional image in both conduct and dress while working with City staff and the public.

B. Assessment Duties of the City:

- 1) The City generally remains responsible for the administration of the assessment process and both the real estate and personal property assessment roll(s).
- 2) The City shall assist the Company as needed with the preparation of materials associated with mandatory reporting requirements.
- 3) The City shall respond to normal and customary internal and external requests for assessment information and correspondence.
- 4) The City shall provide personnel assistance to the Company in accomplishing assessment related activities.

- 5) The City shall conduct door to door interior inspections annually from June-September.
- 6) The City shall maintain the database of photographs of real property.
- 7) The City shall conduct residential Open Book sessions in cooperation with the Company.
- 8) The City shall assist the Company with preparing necessary documentation needed to defend assessment roll valuations before the Board of Review.
- 9) The City shall complete property discovery activities for both real estate and personal property.
- 10) The City shall complete property listing activities for both real and personal property, and preliminary review of requests for property tax exemption.
- 11) The City shall conduct preliminary valuation actives (i.e. sales, building permits, new construction) and report to the Company for review, validation and recommendation.
- 12) The City shall, in cooperation with the Company, prepare an annual assessment roll and associated notices of assessment changes in accordance with Chapter 70 Wisconsin Statutes.
- 13) The City shall facilitate the automation of property records utilizing a computerized system of valuation.
- 14) The City shall provide the Company suitable office space and all necessary accessories to perform the functions related to property assessment.

II. GENERAL PROVISIONS. The following provisions shall be applicable to this Contract.

- 1) **INDEPENDENT CONTRACTOR.** The relationship of the Company to the City shall be that of an independent contractor and no principal-agent or employer-employee relationship is created by this Contract.
- 2) **OWNERSHIP OF DATA.** Data collected is the property of the City. Data used by the Company in the services contemplated herein shall remain the property of the City and no use or copying shall be made thereof beyond that listed in this Contract without the written permission of the City. The Company shall cooperate with the City in replying to any open records request made pursuant to Wis. Stat. Ch. 19, Subchapter II relating to this Contract or for services provided hereunder.
- 3) **INDEMNIFICATION AND INSURANCE.**
 - A. Except as provided below, the Company agrees to defend and save harmless the City, its officers, agents and employees against all claims, demands, payments, suits, actions, recovery, and judgments of every kind and description arising out of the performance of this Contract, for personal injury or property damage brought or recovered against it by reason of any negligent action or omission of

the Company, its agents, or employees and with respect to the degree to which the City is free from negligence on the part of itself, its employees and agents.

- B. The City agrees to defend and indemnify and save harmless the Company, its officers, agents and employees against all claims, demands, payments, suits, actions, recovery and judgments of every kind and description arising out of any valuation disputes, or challenges to the methodology employed under this Contract brought or recovered against it, whether based in contract, negligence or otherwise. Neither party shall be liable to the other for consequential, indirect or incidental damages, including, but not limited to, loss of tax revenue or claims related to valuation of property, whether based in contract, negligence, and strict liability or otherwise.
 - C. The Company shall carry Public Liability Insurance in the amount of \$1,000,000 including protection for bodily injury and property damage with a combined single limit of \$1,000,000 and \$500,000 for each occurrence. The Company shall also maintain Automobile Liability Insurance providing limits of \$1,000,000 per occurrence, and the Company shall provide Workers' Compensation Insurance. The Workers' Compensation Insurance shall provide coverage under the Compensation Act of Wisconsin and shall provide employer's liability insurance in the amount of \$100,000. Upon the request by the City, the Company shall supply to the City Certificates of Insurance detailing the above coverage and naming the City as an Additional Insured. A carrier authorized to do business within the State of Wisconsin will issue these certificates.
- 4) FORCE MAJEURE. Neither party shall be liable to the other for any loss, damage, failure, delay or breach in rendering any services or performing any obligations hereunder to the extent that such failure, delay or breach results from any cause or event beyond the control of the party being released hereby ("Force Majeure"), including, but not limited to, acts of God, acts or omissions of civil or military authorities. If either party is prevented or delayed in the performance of its obligations hereunder by Force Majeure, that party shall immediately notify the other party in writing of the reason for the delay or failure to perform, describing in as much detail as possible the event of Force Majeure causing the delay or failure and discussing the likely duration of the Force Majeure and any known prospects for overcoming or ameliorating it. Both parties agree to take any commercially reasonable measures to overcome or ameliorate the Force Majeure and its adverse effects on this Contract, and to resume performance as completely as is reasonably possible once the Force Majeure is overcome or ameliorated.
- 5) EMPLOYMENT LAWS. The Company shall comply with all the applicable provisions of Federal and Wisconsin laws, rules and regulations regarding employment and shall further specifically comply with those sections related to Equal Employment Opportunity.
- 6) CONFLICT OF INTEREST. The Company covenants that it has no public or private interest and will not acquire directly or indirectly any interest that would conflict in any manner with the performance of its services. The Company warrants that no part of the total contract amount provided herein shall be paid directly or indirectly to any officer or employee of the City as wages, compensation, or gifts in exchange for acting as officer, agent, employee, subcontractor, or consultant to the Company in connection with any work contemplated or preformed relative to this Contract.

- 7) PROJECT PERSONNEL. All work will be performed by personnel certified by the State of Wisconsin, Department of Revenue. The Company will provide and update the City with a listing of personnel assigned to the Project. All project personnel assigned shall be approved by the City.
- 8) NON-SOLICITATION. During the Period of Contract and for a period of six months following the project completion date, the City will not solicit for employment or hire any Company employee to work in the Assessment division without the express written consent of the Company.
- 9) SUBCONTRACTS. The Company agrees not to subcontract any of the work required by this Contract without the written permission of the City. The Company agrees to be responsible for the accuracy and timeliness of the work submitted in the fulfillment of its responsibilities under this Contract.
- 10) ASSIGNMENT OF CONTRACT. The Company agrees not to assign, transfer, convey, sublet, or otherwise dispose of the Contract or its rights, titles, or interest in this Contract without the previous consent and written approval of the City.
- 11) GOVERNING LAW. This Contract shall be interpreted under the substantive law of Wisconsin, as it existed and was interpreted on the date of this Contract. In the event that the laws of the State of Wisconsin changes, so as to create additional work for the Company not provided for in this Contract, the City shall allow the Company a reasonable extension of the completion date and additional compensation to be negotiated. The methods and procedures used in performance of this Contract shall comply with Chapter 70 of the Wisconsin State Statutes.
- 12) ENTIRE CONTRACT. This Contract contains the complete and entire Contract between the parties and may not be altered or amended except in writing, executed, making specific references to this Contract, by a duly authorized officer of the Company and by a duly authorized official of the City.
- 13) SEVERABILITY. If any provision of this Contract shall be declared invalid or unenforceable, such invalidity or unenforceability shall not affect the whole Contract, but the whole Contract shall be construed and enforced accordingly.
- 14) NOTICES. All notices required to be sent to the Company shall be sent to the following address:

Gregory J. Jonas
Chief Executive Officer
PO Box 291
Greenville, WI 54942-0291

All notices required to be sent to the City shall be sent to the following address:

Mr. Chris Haese
Director of Community Development and Assessment
211 Walnut Street
Neenah, Wisconsin 54956

III. TERM & TERMINATION

- A. **TERM.** The term of this Contract is from January 1, 2021 through December 31, 2025. The Company shall have completed all work under this Contract on or before the fourth Monday in April or 45 days thereafter, excluding appearances beyond the Board of Review. The date of completion may be extended, if necessary, under the terms of this Contract and by mutual consent.
- B. **TERMINATION.** Either party may terminate this Contract only with cause, cause being defined as default of the other party of terms of this Contract upon sixty (60) days written notice to the other party. Upon termination by either party, Company shall deliver to the City all records and materials in Company’s possession used or created during this Contract. During the 60-day wind down period, both Company and the City shall act in good faith with each other and cooperate in the orderly transfer of records. If termination occurs during the course of ongoing assessment work, any compensation not yet paid to the Company shall be paid based on a weighted scale relative to work completed to date.


IV. COMPENSATION

The City shall pay equal monthly installments to the Company in the total annual amount of:

- 2021 – Thirty-Six Thousand Five Hundred Dollars (\$36,500.00)**
- 2022 – Thirty-Six Thousand Five Hundred Dollars (\$36,500.00)**
- 2023 – Thirty-Six Thousand Five Hundred Dollars (\$36,500.00)**
- 2024 – Thirty-Six Thousand Five Hundred Dollars (\$36,500.00)**
- 2025 – Thirty-Six Thousand Five Hundred Dollars (\$36,500.00)**

- A. Additional compensation that may be due to the Company as a result of services that are beyond the scope of this Contract will be invoiced in the month subsequent to the month in which the services were provided if agreed upon by both parties.

V. SIGNATURES:



 Mark Brown
 President
 Associated Appraisal Consultants, Inc.

_____ June 16, 2020

 Date

_____ Chris Haese
 Director of Community Development & Assessments
 City of Neenah – Winnebago County

_____ Date



Dept. of Legal & Administrative Services
Office of the City Attorney
211 Walnut St. • P.O. Box 426 • Neenah WI 54957-0426
Phone 920-886-6108 • Fax: 920-886-6109
e-mail: awestbrook@ci.neenah.wi.us
ADAM JAMES WESTBROOK
DEPUTY CITY ATTORNEY

M E M O R A N D U M

DATE: November 19, 2020
TO: Chairwoman Erickson, members of the Finance & Personnel Committee
FROM: Deputy City Attorney Adam Westbrook
RE: Walmart and CVS Lawsuit

As you are aware Walmart and CVS have filed excessive assessment claims against the City of Neenah for the 2019 and 2020 tax years. Council authorized retaining Attorney Amy Seibel to represent the City in both of these cases. Attorney Seibel has requested that the City retain Larry Nicholson to conduct appraisals of the two properties to use as evidence in the case. Attorney Seibel indicates that Mr. Nicholson has expertise in appraising “big box” retail / commercial buildings and has provided appraisal services on a number of successful defenses by municipalities in assessment challenges. These appraisals are an essential part in proving to the court that the City’s valuation of the property was fair and accurate.

Attached to this memo are two engagement letters from Mr. Nicholson which detail the scope and cost of the work. The cost is \$12,000.00 per property for a total of \$24,000.00.

An appropriate motion would be for the Committee to recommend Council approve retaining Larry Nicholson to conduct appraisals for the 2019 and 2020 tax years on the Wal-Mart and CVS properties for a total cost of \$24,000.

November 16, 2020

City of Neenah
c/o Attorney Amy Seibel
Seibel Law Offices LLC
11520 N. Port Washington Road, Suite 4
Mequon, Wisconsin 53092
ars@amylawoffices.com

Subject: Appraisal Engagement Letter
Walmart Property
1155 W. Winneconne Avenue, Neenah, Wisconsin
Tax Parcel 807-1010-00-00

Dear Amy:

It is my pleasure to confirm your authorization for appraisal services relating to the property identified above. This letter summarizes the appraisal specifications and services that The Nicholson Group will provide.

Purpose and Scope of Appraisal Services

The purpose of my appraisal services is to develop and express an independent opinion of the market value of the subject property as of January 1, 2019 and 2020. The intended use of my opinions and report is in conjunction with property tax assessment appeal. The intended users of my opinions and report are the City of Neenah ("Client") and the Winnebago County Circuit Court judge assigned to this matter. Use by others is not intended by the appraiser. A party receiving a report copy from the client does not therefore become party to the appraiser-client relationship. No other use or reliance of our opinions and report by third parties is permitted without the express written permission of The Nicholson Group.

My appraisal will be prepared to conform with: the Uniform Standards of Professional Appraisal Practice ("USPAP"); the Wisconsin Property Assessment Manual; and, the Standards of Professional Appraisal Practice and Code of Professional Ethics of the Appraisal Institute.

Report and Timing

I will provide my opinions in the form of a narrative appraisal report which will be prepared to comply with the reporting requirements set forth under Standards Rule 2-2(a) of USPAP. As such, the report will present summary discussions of the data, reasoning and analyses that were used in the appraisal process to develop the appraiser's opinions. Additional supporting documentation concerning the data, reasoning and analyses is retained in the appraiser's file.

I anticipate being able to deliver the appraisal report electronically in Adobe PDF format no later than April 20, 2021 assuming that this executed letter is received within the next two weeks. I understand that the report is due to the Plaintiff's attorney by April 20, 2021.

Fee Consideration

The fee is \$12,000 (\$8,000 for the first appraisal year plus \$4,000 for the second year) inclusive of anticipated out-of-pocket expenses. The fee is based on my estimate of the professional services to be furnished per the scope of work summarized herein and is not contingent upon my conclusions. The Nicholson Group will invoice you upon delivery of the appraisal report and you agree to pay the invoice within 30-days of receipt.

If requested to provide expert testimony regarding my opinions, any time spent in or preparing for depositions and testimony will be invoiced at a rate of \$275 per hour plus any out-of-pocket expenses. These fees are in addition to the appraisal fee described above. The Nicholson Group will invoice you upon completion of each testimony and you agree to pay these invoices within 30-days of receipt. Be advised that I will not provide any expert testimony unless all outstanding invoices have been paid in full.

Client may cancel this engagement at any time prior to delivery of the appraisal report pursuant to this agreement upon written notice delivered to our address specified herein. Unless otherwise agreed in writing, Client shall pay for all work completed prior to receipt of Client's cancellation notice.

Acknowledgment

This letter is being transmitted via email in Adobe PDF format and if it correctly reflects your understanding of our agreement and you would like to proceed with this engagement, please confirm such by signing below and return to my attention (Larry@TNGvalue.com).

Client of Record: City of Neenah

By: _____

Title: _____

Date: _____

Our professional services are subject to the attached General Service Conditions.

Very truly yours,



Lawrence R. Nicholson, MAI

General Service Conditions

The services to be provided by The Nicholson Group LLC will be performed in accordance with professional appraisal standards. Our compensation is not contingent in any way upon our conclusions of value. We will assume, without independent verification, the accuracy of all data provided to us. All files, work papers, or documents developed by us during the course of the engagement are our property. We will retain this data for at least five years.

Our opinions and report are to be used only for the specific purpose stated herein and any other use is invalid. No reliance may be made by any third party without our prior written consent. Possession of this report or any copy thereof does not carry with it the right of publication. No portion of this report shall be disseminated to the public through prospectus, advertising, public relations, news, or any other means of communication without the written consent and approval of The Nicholson Group LLC.

We will maintain the confidentiality of any Client information that is "Confidential Information" as defined in the Uniform Standards of Professional Appraisal Practice, using the same degree of care we use in maintaining our own Confidential Information. Notwithstanding the foregoing, information or data will not be considered Client's "Confidential Information" unless such information or data is (1) first disclosed by Client in tangible form and is conspicuously marked "Confidential," "Proprietary" or words having similar meaning, or (2) first disclosed in intangible form and orally identified as "Confidential Information" at the time of disclosure and is subsequently summarized in tangible form conspicuously marked "Confidential" within 30 days of the original disclosure. "Confidential Information" shall not include (1) any information that is already in the possession of Appraiser and not subject to any duty of confidentiality; (2) information learned or deduced by Appraiser without any reference to Client's Confidential Information; (3) information in the public domain; or (4) information required to be disclosed by operation of law or judicial or administrative rule, regulation or subpoena.

You agree to indemnify and hold us harmless against and from any and all losses, claims, actions, damages, expenses, or liabilities, including reasonable attorneys' fees, to which we may become subject in connection with this engagement. The extent of The Nicholson Group LLC's liability as a result of any of the preceding items, or any other matter related to this engagement, is limited to the appraisal fee paid by the client for these appraisal services. Your obligation for indemnification and reimbursement shall extend to any controlling person of The Nicholson Group LLC, employee, affiliate or agent.

We reserve the right to include your company/firm name in our client list, but we will maintain the confidentiality of all conversations, documents provided to us, and the contents of our report, subject to legal or administrative process or proceedings. These conditions can only be modified by written documents executed by both parties.

November 16, 2020

City of Neenah
c/o Attorney Amy Seibel
Seibel Law Offices LLC
11520 N. Port Washington Road, Suite 4
Mequon, Wisconsin 53092
ars@amylawoffices.com

Subject: Appraisal Engagement Letter
CVS Property
901 S. Green Bay Road, Neenah, Wisconsin
Tax Parcel 806-0639-01-01

Dear Amy:

It is my pleasure to confirm your authorization for appraisal services relating to the property identified above. This letter summarizes the appraisal specifications and services that The Nicholson Group will provide.

Purpose and Scope of Appraisal Services

The purpose of my appraisal services is to develop and express an independent opinion of the market value of the subject property as of January 1, 2019 and 2020. The intended use of my opinions and report is in conjunction with property tax assessment appeal. The intended users of my opinions and report are the City of Neenah ("Client") and the Winnebago County Circuit Court judge assigned to this matter. Use by others is not intended by the appraiser. A party receiving a report copy from the client does not therefore become party to the appraiser-client relationship. No other use or reliance of our opinions and report by third parties is permitted without the express written permission of The Nicholson Group.

My appraisal will be prepared to conform with: the Uniform Standards of Professional Appraisal Practice ("USPAP"); the Wisconsin Property Assessment Manual; and, the Standards of Professional Appraisal Practice and Code of Professional Ethics of the Appraisal Institute.

Report and Timing

I will provide my opinions in the form of a narrative appraisal report which will be prepared to comply with the reporting requirements set forth under Standards Rule 2-2(a) of USPAP. As such, the report will present summary discussions of the data, reasoning and analyses that were used in the appraisal process to develop the appraiser's opinions. Additional supporting documentation concerning the data, reasoning and analyses is retained in the appraiser's file.

I anticipate being able to deliver the appraisal report electronically in Adobe PDF format no later than February 22, 2021 assuming that this executed letter is received within the next two weeks. I understand that the report is due to the Plaintiff's attorney by February 22, 2021.

Fee Consideration

The fee is \$12,000 (\$8,000 for the first appraisal year plus \$4,000 for the second year) inclusive of anticipated out-of-pocket expenses. The fee is based on my estimate of the professional services to be furnished per the scope of work summarized herein and is not contingent upon my conclusions. The Nicholson Group will invoice you upon delivery of the appraisal report and you agree to pay the invoice within 30-days of receipt.

If requested to provide expert testimony regarding my opinions, any time spent in or preparing for depositions and testimony will be invoiced at a rate of \$275 per hour plus any out-of-pocket expenses. These fees are in addition to the appraisal fee described above. The Nicholson Group will invoice you upon completion of each testimony and you agree to pay these invoices within 30-days of receipt. Be advised that I will not provide any expert testimony unless all outstanding invoices have been paid in full.

Client may cancel this engagement at any time prior to delivery of the appraisal report pursuant to this agreement upon written notice delivered to our address specified herein. Unless otherwise agreed in writing, Client shall pay for all work completed prior to receipt of Client's cancellation notice.

Acknowledgment

This letter is being transmitted via email in Adobe PDF format and if it correctly reflects your understanding of our agreement and you would like to proceed with this engagement, please confirm such by signing below and return to my attention (Larry@TNGvalue.com).

Client of Record: City of Neenah

By: _____

Title: _____

Date: _____

Our professional services are subject to the attached General Service Conditions.

Very truly yours,



Lawrence R. Nicholson, MAI

General Service Conditions

The services to be provided by The Nicholson Group LLC will be performed in accordance with professional appraisal standards. Our compensation is not contingent in any way upon our conclusions of value. We will assume, without independent verification, the accuracy of all data provided to us. All files, work papers, or documents developed by us during the course of the engagement are our property. We will retain this data for at least five years.

Our opinions and report are to be used only for the specific purpose stated herein and any other use is invalid. No reliance may be made by any third party without our prior written consent. Possession of this report or any copy thereof does not carry with it the right of publication. No portion of this report shall be disseminated to the public through prospectus, advertising, public relations, news, or any other means of communication without the written consent and approval of The Nicholson Group LLC.

We will maintain the confidentiality of any Client information that is "Confidential Information" as defined in the Uniform Standards of Professional Appraisal Practice, using the same degree of care we use in maintaining our own Confidential Information. Notwithstanding the foregoing, information or data will not be considered Client's "Confidential Information" unless such information or data is (1) first disclosed by Client in tangible form and is conspicuously marked "Confidential," "Proprietary" or words having similar meaning, or (2) first disclosed in intangible form and orally identified as "Confidential Information" at the time of disclosure and is subsequently summarized in tangible form conspicuously marked "Confidential" within 30 days of the original disclosure. "Confidential Information" shall not include (1) any information that is already in the possession of Appraiser and not subject to any duty of confidentiality; (2) information learned or deduced by Appraiser without any reference to Client's Confidential Information; (3) information in the public domain; or (4) information required to be disclosed by operation of law or judicial or administrative rule, regulation or subpoena.

You agree to indemnify and hold us harmless against and from any and all losses, claims, actions, damages, expenses, or liabilities, including reasonable attorneys' fees, to which we may become subject in connection with this engagement. The extent of The Nicholson Group LLC's liability as a result of any of the preceding items, or any other matter related to this engagement, is limited to the appraisal fee paid by the client for these appraisal services. Your obligation for indemnification and reimbursement shall extend to any controlling person of The Nicholson Group LLC, employee, affiliate or agent.

We reserve the right to include your company/firm name in our client list, but we will maintain the confidentiality of all conversations, documents provided to us, and the contents of our report, subject to legal or administrative process or proceedings. These conditions can only be modified by written documents executed by both parties.




Dept. of Legal & Administrative Services
Office of the City Attorney
211 Walnut St. • P.O. Box 426 • Neenah WI 54957-0426
Phone 920-886-6106 • Fax: 920-886-6109
e-mail: jgodlewski@ci.neenah.wi.us
JAMES G. GODLEWSKI
CITY ATTORNEY

M E M O R A N D U M

DATE: November 19, 2020

TO: Chairwoman Erickson, members of the Finance & Personnel Committee

FROM: City Attorney Jim Godlewski 

RE: Outside Counsel Expenditures for Excessive Assessment Appeals

Since my last communication to the Committee regarding the excessive assessment appeals by Wal-Mart and CVS, the City has received two additional invoices from Attorney Seibel, through September 2020 totaling \$540. They are attached. To date, outside counsel fees for the tax assessment appeals total \$4,323.80, including the costs associated with the joint defense of the Georgia Pacific personal property tax appeals led by the City of Green Bay.

Costs associated with the appeals are likely to increase in the coming months as the scheduling orders in each matter anticipates increased activity culminating in a trial for the CVS case on June 14, 2021, and for the Wal-Mart case on October 18, 2021. One indication of the increase activity is the need to retain the services of an assessment appraiser for the cases, subject of a separate memo from Deputy City Attorney Adam Westbrook.

Seibel Law Offices, LLC
11520 N. Port Washington Road
Suite 4
Mequon, WI 53092
Phone: 414-881-4262, Fax: 262-292-3134

Invoice submitted to:

James Godlewski
211 Walnut Street
Neeenah, WI 54956

Invoice # 2020-201-1

Invoice Date: 10/02/20
Terms: Net 30

Date	Service Summary	Hours/Qty	Rate	Amount
In Reference To: CVS v City of Neenah (Professional Service)				
05/21/20	Prepare and file Notice of Retainer for 2019 tax year.	0.30	200.00	\$60.00
06/09/20	Attend scheduling conference.	0.50	200.00	\$100.00
08/04/20	Prepare and file Notice of Retainer for 2020 tax year.	0.30	200.00	\$60.00
		Total Hours:		1.10
		Total Labor:		220.00
		Total Invoice Amount:		\$220.00

Seibel Law Offices, LLC
11520 N. Port Washington Road
Suite 4
Mequon, WI 53092
Phone: 414-881-4262, Fax: 262-292-3134

Invoice submitted to:

James Godlewski
211 Walnut Street
Neeenah, WI 54956

Invoice # 2020-201-2

Invoice Date: 10/02/20
Terms: Net 30

Date	Service Summary	Hours/Qty	Rate	Amount
In Reference To: Wal-Mart v. City of Neenah ((Professional Service))				
03/19/20	Prepare and file Notice of Retainer for the 2019 tax year.	0.30	200.00	\$60.00
04/20/20	Telephone conference with Adam VandenHeuvel, regarding discovery requests to the City; Review of discovery requests.	0.50	200.00	\$100.00
06/25/20	Participate in scheduling conference.	0.50	200.00	\$100.00
08/14/20	Prepare and file Notice of Retainer for the 2020 tax year.	0.30	200.00	\$60.00
			Total Hours:	1.60
			Total Labor:	320.00
			Total Invoice Amount:	\$320.00



MEMORANDUM

To: Members of the Finance and Personnel Committee

From: Chairman Erickson *JE*

Date: November 11, 2020

Re: October Voucher Review

On behalf of the Committee and Common Council, I have reviewed expenditure abstracts and other Finance Department records supporting:

1. October General Expenditure Voucher Nos. 326 through 330 (\$258,106.12) and 50774 through 50944 (\$2,236,850.92) and October payroll Voucher Nos. 208372 through 208373 (\$63.51) for a combined total of \$2,495,020.55.
2. October Automated Transfers Nos. 1 through 67 totaling \$3,493,620.48.

I recommend their approval.

Attached are schedules of October Automated Fund Transfers and Non-Payroll Expenditure Vouchers over \$2,000.

Attachments

**EXPENDITURE ABSTRACT FOR PERIOD OCTOBER 1 THROUGH OCTOBER 31, 2020
EXPLANATION OF AUTOMATED TRANSFERS**

Transfer No.	Transfer Date	Amount	Purpose	Budget/Cost Center
1	10/1/20	\$1,096.17	DIVERSIFIED BENEFIT SERVICES 2020 Employee FSA Plan	N/A
2	10/1/20	\$1,166.60	DIVERSIFIED BENEFIT SERVICES 2020 Employee HRA Plan	N/A
3	10/1/20	\$234,782.84	HEALTH PARTNERS Oct Insurance Premiums	FRINGE BENEFIT DIST.
4	10/1/20	\$8,458.00	ICMA 457 Deferred Comp. Contributions	N/A
5	10/1/20	\$3,661.54	ICMA Employee IRA Contributions	N/A
6	10/1/20	\$1,889.65	MIDAMERICA FICA Alternative Plan #3121	N/A
7	10/1/20	\$50.00	NORTHSHORE BANK 457 Deferred Comp. Contributions	N/A
8	10/1/20	\$676.87	ASSOCIATED BANK Deferred Comp. Contributions	N/A
9	10/1/20	\$2,025.35	ASSOCIATED BANK Child Support	N/A
10	10/1/20	\$456,118.44	EMPLOYEE PAYROLL ACH Direct Deposit	N/A
11	10/2/20	\$3,865.00	NATIONWIDE 457 Deferred Comp. Contributions	N/A
12	10/2/20	\$260.00	NATIONWIDE Employee IRA Contributions	N/A
13	10/2/20	\$128,759.85	DEPARTMENT OF THE TREASURY Employer/Employee Social Security Federal Withholding	FRINGE BENEFITS DIST.
14	10/5/20	\$2,279.00	DIVERSIFIED BENEFIT SERVICES 2020 Employee HRA Plan	N/A
15	10/5/20	\$1,707.58	DIVERSIFIED BENEFIT SERVICES 2020 Employee FSA Plan	N/A
16	10/6/20	\$3,153.30	BANCORP FSA/HRA Debit Card Prefund	N/A
17	10/7/20	\$5,422.02	DELTA DENTAL Dental Claims	FRINGE BENEFIT DIST.

18	10/8/20	\$1,492.72	DIVERSIFIED BENEFIT SERVICES 2020 Employee HRA Plan	N/A
19	10/8/20	\$961.00	DIVERSIFIED BENEFIT SERVICES 2020 Employee FSA Plan	N/A
20	10/9/20	\$1,411.15	DIVERSIFIED BENEFIT SERVICES 2020 Employee HRA Plan	N/A
21	10/9/20	\$1,202.63	DIVERSIFIED BENEFIT SERVICES 2020 Employee FSA Plan	N/A
22	10/14/20	\$3,643.35	DELTA DENTAL Dental Claims	FRINGE BENEFIT DIST.
23	10/14/20	\$1,973.70	ASSOCIATED BANK Sept Bank Service Fee	N/A
24	10/14/20	\$4,956.05	BANCORP FSA/HRA Debit Card Prefund	N/A
25	10/15/20	\$1,133.29	DIVERSIFIED BENEFIT SERVICES 2020 Employee FSA Plan	N/A
26	10/15/20	\$1,435.77	DIVERSIFIED BENEFIT SERVICES 2020 Employee HRA Plan	N/A
27	10/15/20	\$32,786.03	WISCONSIN DEPT OF REVENUE State Withholding	FRINGE BENEFITS DIST
28	10/15/20	\$9,085.07	ICMA 457 Deferred Comp. Contributions	N/A
29	10/15/20	\$3,661.54	ICMA Employee IRA Contributions	N/A
30	10/15/20	\$2,163.00	MIDAMERICA FICA Alternative Plan #3121	N/A
31	10/15/20	\$50.00	NORTHSHORE BANK 457 Deferred Comp. Contributions	N/A
32	10/15/20	\$527.01	ASSOCIATED BANK Deferred Comp. Contributions	N/A
33	10/15/20	\$2,025.35	ASSOCIATED BANK Child Support	N/A
34	10/15/20	\$472,658.74	EMPLOYEE PAYROLL ACH Direct Deposit	N/A
35	10/15/20	\$3,865.00	NATIONWIDE 457 Deferred Comp. Contributions	N/A
36	10/15/20	\$260.00	NATIONWIDE Employee IRA Contributions	N/A

37	10/16/20	\$131,614.29	DEPARTMENT OF THE TREASURY Employer/Employee Social Security Federal Withholding	FRINGE BENEFITS DIST.
38	10/19/20	\$635.63	DIVERSIFIED BENEFIT SERVICES 2020 Employee HRA Plan	N/A
39	10/19/20	\$1,205.18	DIVERSIFIED BENEFIT SERVICES 2020 Employee FSA Plan	N/A
40	10/20/20	\$2,049.48	WISCONSIN DEPT OF REVENUE September Sales Tax	N/A
41	10/20/20	\$1,845.93	BANCORP FSA/HRA Debit Card Prefund	N/A
42	10/21/20	\$3,788.55	DELTA DENTAL Dental Claims	FRINGE BENEFIT DIST.
43	10/22/20	\$2,710.40	DIVERSIFIED BENEFIT SERVICES 2020 Employee HRA Plan	N/A
44	10/26/20	\$1,491.00	DIVERSIFIED BENEFIT SERVICES 2020 Employee FSA Plan	N/A
45	10/26/20	\$1,380.98	DIVERSIFIED BENEFIT SERVICES 2020 Employee HRA Plan	N/A
46	10/27/20	\$2,846.21	BANCORP FSA/HRA Debit Card Prefund	N/A
47	10/27/20	\$268,871.50	VINING SPARKS Purchase Security	N/A
48	10/28/20	\$4,078.23	DELTA DENTAL Dental Claims	FRINGE BENEFIT DIST.
49	10/29/20	\$258,106.12	US BANK 9/26-10/25 P-Card Statement	N/A
50	10/29/20	\$7,375.20	DIVERSIFIED BENEFIT SERVICES 2020 Employee HRA Plan	N/A
51	10/29/20	\$1,213.99	DIVERSIFIED BENEFIT SERVICES 2020 Employee FSA Plan	N/A
52	10/29/20	\$8,608.00	ICMA 457 Deferred Comp. Contributions	N/A
53	10/29/20	\$3,661.54	ICMA Employee IRA Contributions	N/A
54	10/29/20	\$24,471.83	PELION/PRECISION PRIME RHS Employee Benefit	N/A
55	10/29/20	\$1,692.19	MIDAMERICA FICA Alternative Plan #3121	N/A

56	10/29/20	\$50.00	NORTHSHORE BANK 457 Deferred Comp. Contributions	N/A
57	10/29/20	\$509.10	ASSOCIATED BANK Deferred Comp. Contributions	N/A
58	10/29/20	\$2,025.35	ASSOCIATED BANK Child Support	N/A
59	10/29/20	\$470,380.24	EMPLOYEE PAYROLL ACH Direct Deposit	N/A
60	10/29/20	\$3,865.00	NATIONWIDE 457 Deferred Comp. Contributions	N/A
61	10/29/20	\$260.00	NATIONWIDE Employee IRA Contributions	N/A
62	10/29/20	\$197,548.96	VINING SPARKS Purchase Security	N/A
63	10/29/20	\$303,162.50	VINING SPARKS Purchase Security	N/A
64	10/30/20	\$133,721.26	DEPARTMENT OF THE TREASURY Employer/Employee Social Security Federal Withholding	FRINGE BENEFITS DIST.
65	10/30/20	\$66,098.58	WISCONSIN DEPT OF REVENUE State Withholding	FRINGE BENEFITS DIST
66	10/30/20	\$187,064.63	WI EMPLOYEE TRUST FUNDS Retirement Contribution	FRINGE BENEFITS DIST
67	10/30/20	\$625.00	ASSOCIATED BANK 3rd Qtr Fees	N/A
OCTOBER TOTAL		\$3,493,620.48		

CHECK #	CHECK DATE	TRANSACTION AMOUNT	VENDOR NAME	ACCOUNT NUMBER	DESCRIPTION	DEPT. NAME
326	10/30/2020	2,712.30	U S BANK	10-1118-707-0319	UNITED PAPER CORPORA	
	10/30/2020	12,156.50	U S BANK	43-1781-708-8114	MTM TECHNOLOGIES INC	Information Systems
	10/30/2020	3,016.00	U S BANK	43-1781-708-8114	ONE SOURCE TECHNOLOG	Information Systems
	10/30/2020	15,800.00	U S BANK	13-7590-742-0236	ENERGY CONTROL & DES	Facility Improvement
	10/30/2020	4,545.00	U S BANK	43-1701-708-0218	FORMULA ONE SYSTEMS,	Information Systems
CHECK TOTAL		38,229.80				
327	10/30/2020	2,446.77	U S BANK	10-9501-821-0340	THE PENWORTHY COMPAN	Public Library/Libra
	10/30/2020	4,059.00	U S BANK	400-0402-770-6730	FERGUSON WTRWRKS #14	Water
	10/30/2020	3,420.29	U S BANK	400-0401-770-6410	HAWKINS INC	Water
CHECK TOTAL		9,926.06				
328	10/30/2020	5,483.52	U S BANK	400-0401-770-6410	KEMIRA WATER SOLUTIO	Water
CHECK TOTAL		5,483.52				
329	10/30/2020	2,446.47	U S BANK	10-7101-736-0324	SHERWIN INDUSTRIES	Street Signal &/Traf
	10/30/2020	3,130.00	U S BANK	83-0000-341-2100	IN *CUMINGS ELECTRIC	Housing Fund
	10/30/2020	2,157.00	U S BANK	10-2101-711-0213	MATTHEWS TIRE MENASH	Police Departme/Poli
	10/30/2020	2,154.38	U S BANK	43-1701-708-0254	GFC LEASING	Information Systems
	10/30/2020	7,896.50	U S BANK	44-7705-738-0332	NORTHSIDE TRUE VALUE	Parking Utility Fund
	10/30/2020	11,720.75	U S BANK	11-7574-742-8105	MACQUEEN EQUIPMENT G	Capital Equipment Fu
	10/30/2020	4,151.25	U S BANK	10-4101-733-0249	ADVANCED DISPOSAL ON	Sanitation/Refuse Ga
	10/30/2020	6,044.11	U S BANK	10-4101-733-0244	WASTE MGMT WM EZPAY	Sanitation/Refuse Ga
	10/30/2020	4,512.00	U S BANK	41-6205-952-0238	AFFINITYHLTH EMPSOL	Benefit Accrual Fund
	10/30/2020	8,578.00	U S BANK	13-8856-742-0236	ONE SOURCE TECHNOLOG	Facility Improvement
	10/30/2020	2,747.00	U S BANK	13-8869-742-0236	ONE SOURCE TECHNOLOG	Facility Improvement
	10/30/2020	5,178.60	U S BANK	12-5301-743-0236	ABT FOUNDATION SOLUT	Streets,Utility,Side
	10/30/2020	6,295.00	U S BANK	11-2174-742-8115	CONNECTING POINT	Capital Equipment Fu
CHECK TOTAL		67,011.06				
330	10/30/2020	2,107.72	U S BANK	13-9579-743-0236	DEMCO INC	Facility Improvement
	10/30/2020	3,944.27	U S BANK	400-0401-770-6410	MILPORT ENTERPRISES	Water
	10/30/2020	6,000.00	U S BANK	400-0401-770-6630	BADGER METER INC	Water
	10/30/2020	3,015.43	U S BANK	400-0000-207-0437	BADGER METER INC	Water
CHECK TOTAL		15,067.42				
50774	10/01/2020	3,340.00	APPLETON SIGN COMPANY	15-2403-742-0236	SIGN	Loop-The-Lake
	10/01/2020	3,165.00	APPLETON SIGN COMPANY	15-2403-742-0236	SIGNS	Loop-The-Lake
CHECK TOTAL		6,505.00				
50778	10/01/2020	4,272.00	BAUER ELECTRIC INC	44-7705-738-0214	LIGHT FIXTURES/LAMPS	Parking Utility Fund

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CITY OF NEENAH
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PAGE: 2
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CHECK #	CHECK DATE	TRANSACTION AMOUNT	VENDOR NAME	ACCOUNT NUMBER	DESCRIPTION	DEPT. NAME
=====						
CHECK TOTAL		4,272.00				
=====						
50782	10/01/2020	84,874.00	CITIES & VILLAGES MUTUAL INS C	41-6401-953-0461	4TH QTR WORKER'S COM	Benefit Accrual Fund
	10/01/2020	7,379.00	CITIES & VILLAGES MUTUAL INS C	400-0401-770-9250	4TH QTR WORKER'S COM	Water
=====						
CHECK TOTAL		92,253.00				
=====						
50787	10/01/2020	150.00	GO GREEN RECYCLING LLC	180-2301-712-0214	TOP SOIL FOR TRAININ	Neenah Menasha Fire
	10/01/2020	2,600.00	GO GREEN RECYCLING LLC	180-2301-712-0214	TRAINING TOWER/CLEAN	Neenah Menasha Fire
=====						
CHECK TOTAL		2,750.00				
=====						
50788	10/01/2020	4,254.34	GRAPHIC COMPOSITION INC	10-0202-701-0202	FALL NEWSLETTER	Mayors/City Publicat
=====						
CHECK TOTAL		4,254.34				
=====						
50789	10/01/2020	5,764.64	IAFF LOCAL 275	10-0000-312-1400	P/R DIST 10-01	General Fund
=====						
CHECK TOTAL		5,764.64				
=====						
50792	10/01/2020	6,840.24	LEVENHAGEN OIL CORPORATION	39-0000-131-0400	LEAD FREE/4006 GALLO	Fleet Management
	10/01/2020	6,992.86	LEVENHAGEN OIL CORPORATION	39-0000-131-0400	DIESEL/4506 GALLONS	Fleet Management
=====						
CHECK TOTAL		13,833.10				
=====						
50804	10/01/2020	3,082.50	OMNI ASSOCIATES INC	27-2498-743-0236	JEWELERS PARK TRAIL	TIF #7 - Westside Bu
=====						
CHECK TOTAL		3,082.50				
=====						
50806	10/01/2020	3,091.46	PJ ELECTRICAL SERVICES LLC	83-0000-344-2100	ELECTRICAL REPAIRS A	Housing Fund
=====						
CHECK TOTAL		3,091.46				
=====						
50807	10/01/2020	16,999.85	R & R STEEL CONSTRUCTION INC	10-0509-703-0737	REPAIR WASH BAY DAMA	Finance/Property Dam
=====						
CHECK TOTAL		16,999.85				
=====						
50809	10/01/2020	17,429.00	STANTEC CONSULTING SERVICES IN	28-2489-743-0236	ENVIRONMENTL WORK TO	TIF #8 Doty Island
=====						
CHECK TOTAL		17,429.00				
=====						
50815	10/08/2020	2,958.33	ASSOCIATED APPRAISAL CONSULTAN	10-9314-801-0236	OCT SERVICES	Community Devel/Asse

CHECK #	CHECK DATE	TRANSACTION AMOUNT	VENDOR NAME	ACCOUNT NUMBER	DESCRIPTION	DEPT. NAME
CHECK TOTAL		2,958.33				
50822	10/08/2020	3,588.00	KRUCZEK CONSTRUCTION INC	46-5085-743-0236	CN1-20 SANITARY - AB	Sewer Capital Fund
	10/08/2020	6,988.00	KRUCZEK CONSTRUCTION INC	49-5259-743-0236	CN1-20 STORM - ABBY	Storm Water Manageme
	10/08/2020	38,404.86	KRUCZEK CONSTRUCTION INC	12-4303-743-0236	CN1-20 STREET - ABBY	Streets,Utility,Side
	10/08/2020	1,988.00	KRUCZEK CONSTRUCTION INC	46-5088-743-0236	CN1-20 SANITARY - BO	Sewer Capital Fund
	10/08/2020	3,428.00	KRUCZEK CONSTRUCTION INC	49-5261-743-0236	CN1-20 STORM - BOND	Storm Water Manageme
	10/08/2020	50,420.00	KRUCZEK CONSTRUCTION INC	12-4306-743-0236	CN1-20 STREET - BOND	Streets,Utility,Side
	10/08/2020	3,624.00	KRUCZEK CONSTRUCTION INC	46-5087-743-0236	CN1-20 SANITARY - CE	Sewer Capital Fund
	10/08/2020	3,024.00	KRUCZEK CONSTRUCTION INC	49-5260-743-0236	CN1-20 STORM - CENTE	Storm Water Manageme
	10/08/2020	127,820.00	KRUCZEK CONSTRUCTION INC	12-4305-743-0236	CN1-20 STREET - CENT	Streets,Utility,Side
	10/08/2020	800.00	KRUCZEK CONSTRUCTION INC	46-5086-743-0236	CN1-20 SANITARY-CLYB	Sewer Capital Fund
	10/08/2020	13,550.00	KRUCZEK CONSTRUCTION INC	12-4304-743-0236	CN1-20 STREET - CLYB	Streets,Utility,Side
CHECK TOTAL		253,634.86				
50823	10/08/2020	6,255.27	MENASHA, CITY OF	88-7051-938-0575	SEP MUNICIPAL COURT	Joint Municipal Cour
	10/08/2020	40,586.15	MENASHA, CITY OF	41-6302-952-0450	SEP RETIREMENT/FIRE	Benefit Accrual Fund
CHECK TOTAL		46,841.42				
50824	10/08/2020	199.95	MIDWEST TAPE	10-9501-821-0340	BOOKS ON CD	Public Library/Libra
	10/08/2020	84.98	MIDWEST TAPE	10-9501-821-0340	BOOKS ON CD	Public Library/Libra
	10/08/2020	8,000.00	MIDWEST TAPE	10-9501-821-0349	HOOPLA - DIGITAL BOO	Public Library/Libra
CHECK TOTAL		8,284.93				
50825	10/08/2020	212,800.00	MILLER BRADFORD & RISBERG INC	11-7576-743-8105	2020 WHEEL LOADER	Capital Equipment Fu
CHECK TOTAL		212,800.00				
50828	10/08/2020	30,087.50	OSHKOSH INDUSTRIAL ROOFING	13-2382-743-0236	CN7-20 RE-ROOF APPAR	Facility Improvement
CHECK TOTAL		30,087.50				
50829	10/08/2020	8,497.68	PUBLIC SERVICE COMMISSION OF	400-0408-770-0802	PSC REMAINDER ASSESS	Water
CHECK TOTAL		8,497.68				
50830	10/08/2020	613.13	RAY'S TIRE	10-5101-734-0339	TIRES #1	Street Maintena/Repa
	10/08/2020	16.00	RAY'S TIRE	10-4101-733-0339	TIRE MAINT #57	Sanitation/Refuse Ga
	10/08/2020	16.00	RAY'S TIRE	81-6901-935-0339	TIRE MAINT #57	Recycling Fund
	10/08/2020	696.71	RAY'S TIRE	10-4101-733-0339	TIRES #50	Sanitation/Refuse Ga
	10/08/2020	696.72	RAY'S TIRE	81-6901-935-0339	TIRES #50	Recycling Fund
	10/08/2020	16.00	RAY'S TIRE	10-4101-733-0339	TIRE MAINT #51	Sanitation/Refuse Ga

CHECK #	CHECK DATE	TRANSACTION AMOUNT	VENDOR NAME	ACCOUNT NUMBER	DESCRIPTION	DEPT. NAME
	10/08/2020	16.00	RAY'S TIRE	81-6901-935-0339	TIRE MAINT #51	Recycling Fund
	10/08/2020	336.50	RAY'S TIRE	10-4101-733-0339	TIRES #51	Sanitation/Refuse Ga
	10/08/2020	336.50	RAY'S TIRE	81-6901-935-0339	TIRES #51	Recycling Fund
	10/08/2020	108.95	RAY'S TIRE	39-3703-732-0360	TIRE	Fleet Management
	10/08/2020	441.00	RAY'S TIRE	81-6901-935-0339	TIRES #54	Recycling Fund
	10/08/2020	441.00	RAY'S TIRE	81-6901-935-0339	TIRES #57	Recycling Fund
	10/08/2020	511.50	RAY'S TIRE	81-6901-935-0339	TIRES #51	Recycling Fund
	10/08/2020	251.50	RAY'S TIRE	81-6901-935-0339	TIRES #54	Recycling Fund
	10/08/2020	472.00	RAY'S TIRE	81-6901-935-0339	TIRES #57	Recycling Fund
	10/08/2020	251.50	RAY'S TIRE	81-6901-935-0339	TIRES #53	Recycling Fund
	10/08/2020	571.80	RAY'S TIRE	39-3703-732-0360	TIRES	Fleet Management
	10/08/2020	562.56	RAY'S TIRE	400-0401-770-9290	FRONT TRACTOR TIRES	Water
CHECK TOTAL		6,355.37				
50832	10/08/2020	3,669.21	SOMMERS CONSTRUCTION COMPANY I	12-4309-743-0236	CN3-20 STREET - MONR	Streets,Utility,Side
	10/08/2020	9,089.93	SOMMERS CONSTRUCTION COMPANY I	12-4308-743-0236	CN3-20 STREET - VAN	Streets,Utility,Side
	10/08/2020	3,954.18	SOMMERS CONSTRUCTION COMPANY I	12-4308-743-0236	CN3-20 STREET - VAN	Streets,Utility,Side
	10/08/2020	920.26	SOMMERS CONSTRUCTION COMPANY I	12-4623-742-0236	CN3-20 STREET - CAVA	Streets,Utility,Side
	10/08/2020	5,521.54	SOMMERS CONSTRUCTION COMPANY I	12-4313-743-0236	CN3-20 STREET-GILLIN	Streets,Utility,Side
CHECK TOTAL		23,155.12				
50833	10/08/2020	4,169.30	STATE OF WISCONSIN	88-7051-938-0576	SEP MUNICIPAL COURT	Joint Municipal Cour
	10/08/2020	3,881.68	STATE OF WISCONSIN	88-7051-938-0576	SEP MUNICIPAL COURT	Joint Municipal Cour
CHECK TOTAL		8,050.98				
50834	10/08/2020	7,190.40	SVEN PRO	13-8878-743-0236	RVS PLAYERS LIGHTING	Facility Improvement
CHECK TOTAL		7,190.40				
50837	10/08/2020	268,092.10	VINTON CONSTRUCTION COMPANY	400-0000-207-0444	CN4-20 WATER MAIN -	Water
	10/08/2020	78,407.00	VINTON CONSTRUCTION COMPANY	12-4311-743-0236	CN4-20 STREET - GREE	Streets,Utility,Side
	10/08/2020	3,048.64	VINTON CONSTRUCTION COMPANY	46-5001-743-0236	CN4-20 SEWER - GREEN	Sewer Capital Fund
	10/08/2020	14,612.77	VINTON CONSTRUCTION COMPANY	12-4310-743-0236	CN4-20 STREET - TULL	Streets,Utility,Side
	10/08/2020	16,525.78	VINTON CONSTRUCTION COMPANY	12-5199-743-0236	CN4-20 STREET - MARA	Streets,Utility,Side
CHECK TOTAL		380,686.29				
50838	10/08/2020	5,565.83	VISION SOLUTIONS INC	43-1701-708-0218	ITERA-SUPPORT RENEWA	Information Systems
CHECK TOTAL		5,565.83				
50839	10/08/2020	11,000.49	WE ENERGIES	400-0401-770-6230	PUMPING - ELECTRIC	Water
	10/08/2020	61.99	WE ENERGIES	400-0401-770-6260	PUMPING - HEAT	Water
	10/08/2020	161.46	WE ENERGIES	400-0401-770-6420	WATER TREATMENT - HE	Water

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	10/08/2020	4,230.96	WE ENERGIES	400-0401-770-6430	WATER TREATMENT-ELEC	Water
	10/08/2020	194.64	WE ENERGIES	400-0401-770-6610	WATER TOWER - ELECTR	Water
	10/08/2020	338.79	WE ENERGIES	400-0401-770-6630	METER SRVC - ELECTRI	Water
	10/08/2020	1,378.41	WE ENERGIES	400-0401-770-6650	DIST - ELECTRIC & HE	Water
	10/08/2020	28.88	WE ENERGIES	10-8801-788-0222	GREAT NORTHERN PARK	Parks/Parks Operatio
	10/08/2020	17.33	WE ENERGIES	10-8801-788-0222	SOUTHVIEW PARK - BAL	Parks/Parks Operatio
CHECK TOTAL		17,412.95				
50840	10/08/2020	191.43	WINNEBAGO COUNTY TREASURER	10-4103-733-0236	AUG FIBER LOCATES	Sanitation/Sanit Sew
	10/08/2020	191.43	WINNEBAGO COUNTY TREASURER	49-3901-733-0236	AUG FIBER LOCATES	Storm Water Manageme
	10/08/2020	1,158.80	WINNEBAGO COUNTY TREASURER	88-7051-938-0577	SEP MUNICIPAL COURT	Joint Municipal Cour
	10/08/2020	1,619.20	WINNEBAGO COUNTY TREASURER	88-7051-938-0577	SEP MUNICIPAL COURT	Joint Municipal Cour
	10/08/2020	100.00	WINNEBAGO COUNTY TREASURER	88-0000-561-1000	IGNITION INTERLOCK D	Joint Municipal Cour
	10/08/2020	125.75	WINNEBAGO COUNTY TREASURER	10-0000-531-1100	SEP DOG LICENSES	General Fund
	10/08/2020	31,388.28	WINNEBAGO COUNTY TREASURER	10-4101-733-0243	SEP TIPPING FEES	Sanitation/Refuse Ga
	10/08/2020	1,767.44	WINNEBAGO COUNTY TREASURER	81-6901-935-0243	SEP TIPPING FEES	Recycling Fund
	10/08/2020	704.16	WINNEBAGO COUNTY TREASURER	81-6907-935-0243	SEP TIPPING FEES	Recycling Fund
CHECK TOTAL		37,246.49				
50848	10/15/2020	5,614.50	GRAY'S INC	39-3703-732-0360	PLOW BLADES	Fleet Management
CHECK TOTAL		5,614.50				
50849	10/15/2020	3,961.60	GRAYMONT WESTERN LIME INC	400-0401-770-6410	HYDRATED LIME	Water
CHECK TOTAL		3,961.60				
50851	10/15/2020	11,004.00	HEARTLAND BUSINESS SYSTEMS LLC	11-1771-743-8115	PALO ALTO HA 820 (2)	Capital Equipment Fu
CHECK TOTAL		11,004.00				
50855	10/15/2020	2,767.00	KONE INC	10-8805-788-0211	ELEVATOR - 5 YR LOAD	Parks/Riverwalk/Park
	10/15/2020	1,560.00	KONE INC	10-8805-788-0211	ELEVATOR - CAT 1 TES	Parks/Riverwalk/Park
CHECK TOTAL		4,327.00				
50857	10/15/2020	118.00	MIDWEST CONTRACT OPERATIONS IN	45-3101-921-0281	AUG SAMPLING - VALME	Sewer Operating Util
	10/15/2020	518.00	MIDWEST CONTRACT OPERATIONS IN	45-3101-921-0281	AUG SAMPLING - PLEXU	Sewer Operating Util
	10/15/2020	304.00	MIDWEST CONTRACT OPERATIONS IN	45-3101-921-0281	AUG SAMPLING - MENAS	Sewer Operating Util
	10/15/2020	518.00	MIDWEST CONTRACT OPERATIONS IN	45-3101-921-0281	AUG SAMPLING - INDUS	Sewer Operating Util
	10/15/2020	416.00	MIDWEST CONTRACT OPERATIONS IN	45-3101-921-0281	AUG SAMPLING - HORSE	Sewer Operating Util
	10/15/2020	518.00	MIDWEST CONTRACT OPERATIONS IN	45-3101-921-0281	AUG SAMPLING - GEORG	Sewer Operating Util
	10/15/2020	416.00	MIDWEST CONTRACT OPERATIONS IN	45-3101-921-0281	AUG SAMPLING - GALLO	Sewer Operating Util
	10/15/2020	160.00	MIDWEST CONTRACT OPERATIONS IN	45-3101-921-0281	AUG SAMPLING - BEMIS	Sewer Operating Util
CHECK TOTAL		2,968.00				

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50862	10/15/2020	36,893.00	NEENAH MENASHA SEWERAGE COMMIS	46-3201-922-0581	OCT PRINCIPAL PAYMEN	Sewer Capital Fund
	10/15/2020	14,337.00	NEENAH MENASHA SEWERAGE COMMIS	46-3201-922-0582	OCT INTEREST PAYMENT	Sewer Capital Fund
	10/15/2020	107,444.47	NEENAH MENASHA SEWERAGE COMMIS	45-3101-921-0560	OCT PLANT EXPENSE	Sewer Operating Util
CHECK TOTAL		158,674.47				
50866	10/15/2020	10,000.00	NEIGHBORHOOD PLANNERS LLC	70-9370-801-0261	S COMMERCIAL ST CORR	Industrial Developme
CHECK TOTAL		10,000.00				
50869	10/15/2020	2,347.56	SECURIAN FINANCIAL GROUP INC	41-6204-951-0431	NOV INSURANCE	Benefit Accrual Fund
	10/15/2020	3,277.99	SECURIAN FINANCIAL GROUP INC	41-6204-951-0432	NOV INSURANCE	Benefit Accrual Fund
	10/15/2020	554.41	SECURIAN FINANCIAL GROUP INC	41-6204-951-0431	NOV FD NEENAH INS	Benefit Accrual Fund
	10/15/2020	1,007.77	SECURIAN FINANCIAL GROUP INC	41-6204-951-0432	NOV FD NEENAH INS	Benefit Accrual Fund
	10/15/2020	377.72	SECURIAN FINANCIAL GROUP INC	41-6204-951-0431	NOV FD MENASHA INS	Benefit Accrual Fund
	10/15/2020	581.81	SECURIAN FINANCIAL GROUP INC	41-6204-951-0432	NOV FD MENASHA INS	Benefit Accrual Fund
CHECK TOTAL		8,147.26				
50870	10/15/2020	3,200.00	SPARKLE AND SHINE CLEANING	10-1801-709-0236	SEP CLEANING	Municipal Build/Muni
	10/15/2020	75.00	SPARKLE AND SHINE CLEANING	10-1801-709-0236	SEP DEEP CLEAN MAYOR	Municipal Build/Muni
	10/15/2020	300.00	SPARKLE AND SHINE CLEANING	10-1118-707-0236	SEP EXTRA CLEANING F	
	10/15/2020	450.00	SPARKLE AND SHINE CLEANING	44-7705-738-0236	SEP RAMP CLEANING	Parking Utility Fund
	10/15/2020	400.00	SPARKLE AND SHINE CLEANING	10-1118-707-0236	SEP EXTRA CLEANING F	
CHECK TOTAL		4,425.00				
50871	10/15/2020	2,789.50	STRAND ASSOCIATES INC	400-0401-770-9230	SEP SERVICES - DISTR	Water
CHECK TOTAL		2,789.50				
50876	10/15/2020	77.67	WE ENERGIES	10-2101-711-0222	1470 TULLAR RD	Police Departme/Poli
	10/15/2020	9.90	WE ENERGIES	10-2101-711-0223	1480 TULLAR RD	Police Departme/Poli
	10/15/2020	14.70	WE ENERGIES	10-8801-788-0222	DOTY CABIN-AREA LIGH	Parks/Parks Operatio
	10/15/2020	798.16	WE ENERGIES	10-8805-788-0222	SHATTUCK PARK SHELTE	Parks/Riverwalk/Park
	10/15/2020	13.00	WE ENERGIES	10-8805-788-0223	SHATTUCK PARK SHELTE	Parks/Riverwalk/Park
	10/15/2020	4,078.10	WE ENERGIES	10-9501-821-0222	240 E WISCONSIN AVE	Public Library/Libra
	10/15/2020	382.58	WE ENERGIES	10-9501-821-0223	240 E WISCONSIN AVE	Public Library/Libra
	10/15/2020	835.71	WE ENERGIES	10-3701-732-0222	1495 TULLAR RD	Municipal Facil/Muni
	10/15/2020	278.57	WE ENERGIES	39-3703-732-0222	1495 TULLAR RD	Fleet Management
	10/15/2020	501.73	WE ENERGIES	10-2101-711-0223	2111 MARATHON AVE	Police Departme/Poli
	10/15/2020	3,256.76	WE ENERGIES	10-2101-711-0222	2111 MARATHON AVE	Police Departme/Poli
	10/15/2020	39.15	WE ENERGIES	180-2301-712-0223	1911 MANITOWOC RD	Neenah Menasha Fire
	10/15/2020	1,343.93	WE ENERGIES	180-2301-712-0222	125 E COLUMBIAN AVE	Neenah Menasha Fire
	10/15/2020	67.74	WE ENERGIES	180-2301-712-0223	125 E COLUMBIAN AVE	Neenah Menasha Fire
	10/15/2020	1,569.08	WE ENERGIES	180-2301-712-0222	1080 BREEZEWOOD LN	Neenah Menasha Fire
	10/15/2020	336.23	WE ENERGIES	10-1802-709-0222	1080 BREEZEWOOD LN	Municipal Build/Trai
	10/15/2020	336.23	WE ENERGIES	43-1710-708-0222	1080 BREEZEWOOD LN	Information Systems

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	10/15/2020	247.08	WE ENERGIES	180-2301-712-0223	1080 BREEZEWOOD LN	Neenah Menasha Fire
	10/15/2020	52.95	WE ENERGIES	10-1802-709-0223	1080 BREEZEWOOD LN	Municipal Build/Trai
	10/15/2020	52.95	WE ENERGIES	43-1710-708-0223	1080 BREEZEWOOD LN	Information Systems
	10/15/2020	27.42	WE ENERGIES	10-8804-788-0222	PLAYING IN THE RAIN	Parks/City Sculpture
	10/15/2020	24.24	WE ENERGIES	10-8801-788-0222	BOAT WASH STATION	Parks/Parks Operatio
	10/15/2020	18.24	WE ENERGIES	10-8801-788-0222	MEMORIAL OPEN SHELTE	Parks/Parks Operatio
	10/15/2020	174.90	WE ENERGIES	10-8801-788-0222	MEM APPLE BLOSSOM SH	Parks/Parks Operatio
	10/15/2020	13.03	WE ENERGIES	10-8801-788-0223	MEM APPLE BLOSSOM SH	Parks/Parks Operatio
	10/15/2020	88.94	WE ENERGIES	10-9703-841-0222	OAK HILL CEMETERY	Oak Hill Cemete/Ceme
	10/15/2020	11.70	WE ENERGIES	10-9703-841-0223	OAK HILL CEMETERY	Oak Hill Cemete/Ceme
	10/15/2020	45.03	WE ENERGIES	10-9321-801-0222	235 W WISCONSIN AVE	Community Devel/Hous
	10/15/2020	1,895.67	WE ENERGIES	49-3908-733-0222	DETENTION PONDS ELEC	Storm Water Manageme
	10/15/2020	176.85	WE ENERGIES	10-1801-709-0223	DPW GAS TO 9/29	Municipal Build/Muni
	10/15/2020	4,398.02	WE ENERGIES	10-1801-709-0222	DPW ELECTRIC TO 9/30	Municipal Build/Muni
	10/15/2020	116.48	WE ENERGIES	10-3701-732-0223	DPW GAS TO 9/30	Municipal Facil/Muni
	10/15/2020	45.17	WE ENERGIES	10-3701-732-0222	DPW ELECTRIC TO 10/1	Municipal Facil/Muni
	10/15/2020	38.83	WE ENERGIES	39-3703-732-0223	DPW GAS TO 9/30	Fleet Management
	10/15/2020	4.32	WE ENERGIES	39-3703-732-0222	DPW ELECTRIC TO 10/1	Fleet Management
		=====				
CHECK TOTAL		21,371.06				
50878	10/15/2020	13,989.02	WISCONSIN DEPT OF REVENUE	10-9314-801-0233	MANUFACTURING PROPER	Community Devel/Asse
		=====				
CHECK TOTAL		13,989.02				
50880	10/22/2020	75,120.00	APPLETON, CITY OF	10-9323-801-0236	SEP-OCT TRANSIT SERV	Community Devel/Mass
	10/22/2020	1,070.09	APPLETON, CITY OF	62-5701-936-0266	AUG DIAL A RIDE	Dial-A-Ride Transpor
		=====				
CHECK TOTAL		76,190.09				
50881	10/22/2020	7,329.75	ASSESSMENT TECHNOLOGIES OF WI	10-9314-801-0218	RENEW MD LARGE MUNIC	Community Devel/Asse
		=====				
CHECK TOTAL		7,329.75				
50883	10/22/2020	2,916.75	BAUER ELECTRIC INC	44-7705-738-0214	ELECTRICAL WORK	Parking Utility Fund
		=====				
CHECK TOTAL		2,916.75				
50897	10/22/2020	2,709.00	SCHMIDT CONSTRUCTION	83-0000-344-2100	GUTTERS, DOWNSPOUTS	Housing Fund
		=====				
CHECK TOTAL		2,709.00				
50899	10/22/2020	5,225.00	SOMMERS CONSTRUCTION COMPANY I	12-4312-743-0236	CN11-20 STREET-LAKES	Streets,Utility,Side
		=====				
CHECK TOTAL		5,225.00				

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50905	10/22/2020	229.12	WE ENERGIES	10-8801-788-0222	MEMORIAL PARK/AREA L	Parks/Parks Operatio
	10/22/2020	18.38	WE ENERGIES	180-2301-712-0222	1430 TULLAR RD	Neenah Menasha Fire
	10/22/2020	3,742.92	WE ENERGIES	44-7705-738-0222	WEST CANAL PARKING R	Parking Utility Fund
	10/22/2020	63.46	WE ENERGIES	10-8801-788-0222	MEMORIAL PARK GARAGE	Parks/Parks Operatio
	10/22/2020	125.72	WE ENERGIES	10-8801-788-0222	DOTY PARK AREA LIGHT	Parks/Parks Operatio
	10/22/2020	33.08	WE ENERGIES	10-8801-788-0222	GREEN PARK SHELTER	Parks/Parks Operatio
	10/22/2020	14.42	WE ENERGIES	10-8801-788-0223	GREEN PARK SHELTER	Parks/Parks Operatio
	10/22/2020	95.30	WE ENERGIES	10-3702-732-0222	W CECIL ST GARAGE	Municipal Facil/Ceci
	10/22/2020	1,887.04	WE ENERGIES	10-4103-733-0222	LIFT STATIONS ELECTR	Sanitation/Sanit Sew
	10/22/2020	19.44	WE ENERGIES	49-3901-733-0222	SKYVIEW LIFT ELECTRI	Storm Water Manageme
	10/22/2020	11.69	WE ENERGIES	10-4103-733-0223	LIFT STATIONS GAS TO	Sanitation/Sanit Sew
	10/22/2020	47.54	WE ENERGIES	10-8801-788-0222	HERB & DOLLY SMITH P	Parks/Parks Operatio
	10/22/2020	116.55	WE ENERGIES	10-8801-788-0222	631 W WINNECONNE AVE	Parks/Parks Operatio
	10/22/2020	1,157.21	WE ENERGIES	10-8801-788-0222	NPRD ELECTRIC TO 10/	Parks/Parks Operatio
	10/22/2020	10.56	WE ENERGIES	10-8801-788-0223	NPRD GAS TO 10/4	Parks/Parks Operatio
	10/22/2020	42,834.79	WE ENERGIES	10-7104-736-0222	STREET LIGHTS TO 10/	Street Signal &/Stre
	10/22/2020	37.64	WE ENERGIES	10-1803-709-0222	MONUMENT WALL ELECTR	Municipal Build/Monu
	10/22/2020	77.52	WE ENERGIES	44-7702-738-0222	ARROWHEAD LOT ELECTR	Parking Utility Fund
	10/22/2020	63.43	WE ENERGIES	10-8801-788-0222	ARROWHEAD LOT ELECTR	Parks/Parks Operatio
	10/22/2020	85.64	WE ENERGIES	49-3908-733-0222	716 HARRISTON ELECTR	Storm Water Manageme
CHECK TOTAL		50,671.45				
50906	10/22/2020	7,823.52	WENDEL ARCHITECTURE, P.C.	13-2386-743-0236	STATION 31 STUDY SER	Facility Improvement
CHECK TOTAL		7,823.52				
50908	10/22/2020	2,368.18	WINNEBAGO COUNTY TREASURER	43-1701-708-0236	WE ENERGIES POLE REL	Information Systems
	10/22/2020	34.50	WINNEBAGO COUNTY TREASURER	10-9314-801-0202	AUG LAREDO COPIES	Community Devel/Asse
	10/22/2020	30.00	WINNEBAGO COUNTY TREASURER	28-3411-743-0236	CDA AGREEMENT RECORD	TIF #8 Doty Island
	10/22/2020	30.00	WINNEBAGO COUNTY TREASURER	10-0915-705-0318	EASEMENT-CUMMINGS PL	Legal & Adm. Se/City
CHECK TOTAL		2,462.68				
50909	10/22/2020	8,700.00	WISNET	43-1701-708-0263	WISNET ACCESS	Information Systems
CHECK TOTAL		8,700.00				
50912	10/28/2020	2,500.00	BARKER, MARSHA	10-1116-707-0251	NOV SHOPKO POLLING P	
CHECK TOTAL		2,500.00				
50920	10/29/2020	3,606.40	GRAYMONT WESTERN LIME INC	400-0401-770-6410	HYDRATED LIME	Water
CHECK TOTAL		3,606.40				
50922	10/29/2020	4,794.10	LEVENHAGEN OIL CORPORATION	39-0000-131-0400	LEAD FREE/3001 GALLO	Fleet Management

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	10/29/2020	8,918.03	LEVENHAGEN OIL CORPORATION	39-0000-131-0400	DIESEL/5507 GALLONS	Fleet Management
	CHECK TOTAL	13,712.13				
50924	10/29/2020	2,296.00	MCAHON	49-3908-733-0238	PRAIRIE MGMT TO 8/29	Storm Water Manageme
	CHECK TOTAL	2,296.00				
50927	10/29/2020	206,282.32	MOTOROLA SOLUTIONS INC	11-2126-742-8133	PORTABLE RADIOS X 9	Capital Equipment Fu
	10/29/2020	.02	MOTOROLA SOLUTIONS INC	11-2126-742-8133	PORTABLE RADIOS X 9	Capital Equipment Fu
	CHECK TOTAL	206,282.34				
50934	10/29/2020	1,993.38	SHI INTERNATIONAL CORP	43-1781-708-8114	WINDOWS DATA CENTER	Information Systems
	10/29/2020	18.39	SHI INTERNATIONAL CORP	10-9314-801-0218	WINDOWS CALS	Community Devel/Asse
	10/29/2020	24.52	SHI INTERNATIONAL CORP	10-9301-801-0218	WINDOWS CALS	Community Devel/Comm
	10/29/2020	18.39	SHI INTERNATIONAL CORP	10-9302-801-0218	WINDOWS CALS	Community Devel/Insp
	10/29/2020	6.13	SHI INTERNATIONAL CORP	10-9305-801-0218	WINDOWS CALS	Comm Devel / Sealer
	10/29/2020	12.26	SHI INTERNATIONAL CORP	10-0901-705-0218	WINDOWS CALS	City Attorney/City A
	10/29/2020	12.26	SHI INTERNATIONAL CORP	10-0915-705-0218	WINDOWS CALS	Legal & Adm. Se/City
	10/29/2020	55.17	SHI INTERNATIONAL CORP	10-0501-703-0218	WINDOWS CALS	Finance/Finance Oper
	10/29/2020	122.60	SHI INTERNATIONAL CORP	180-2301-712-0218	WINDOWS CALS	Neenah Menasha Fire
	10/29/2020	18.39	SHI INTERNATIONAL CORP	10-1001-707-0218	WINDOWS CALS	Human Resources/Oper
	10/29/2020	183.90	SHI INTERNATIONAL CORP	43-1701-708-0218	WINDOWS CALS	Information Systems
	10/29/2020	12.26	SHI INTERNATIONAL CORP	10-0201-701-0218	WINDOWS CALS	Mayors/Mayors Office
	10/29/2020	6.13	SHI INTERNATIONAL CORP	88-7050-938-0218	WINDOWS CALS	Joint Municipal Cour
	10/29/2020	49.04	SHI INTERNATIONAL CORP	10-8101-781-0218	WINDOWS CALS	Park & Rec Admi/Park
	10/29/2020	361.67	SHI INTERNATIONAL CORP	10-2101-711-0218	WINDOWS CALS	Police Departme/Poli
	10/29/2020	6.13	SHI INTERNATIONAL CORP	39-3703-732-0218	WINDOWS CALS	Fleet Management
	10/29/2020	18.39	SHI INTERNATIONAL CORP	10-3701-732-0218	WINDOWS CALS	Municipal Facil/Muni
	10/29/2020	61.30	SHI INTERNATIONAL CORP	10-3501-731-0218	WINDOWS CALS	Public Works Ad/Engi
	10/29/2020	61.30	SHI INTERNATIONAL CORP	400-0401-770-6430	WINDOWS CALS	Water
	CHECK TOTAL	3,041.61				
50938	10/29/2020	314,850.00	UNITED LIQUID WASTE RECYCLING	400-0402-770-6510	REMOVAL & DISPOSAL O	Water
	10/29/2020	10,495.00	UNITED LIQUID WASTE RECYCLING	400-0402-770-6510	RETAINAGE	Water
	CHECK TOTAL	304,355.00				
50941	10/29/2020	54.03	WE ENERGIES	10-3702-732-0223	333 W CECIL ST	Municipal Facil/Ceci
	10/29/2020	86.15	WE ENERGIES	44-7702-738-0222	9999 MILLVIEW DR	Parking Utility Fund
	10/29/2020	231.53	WE ENERGIES	10-9323-801-0222	BUS SHELTER	Community Devel/Mass
	10/29/2020	9,216.95	WE ENERGIES	400-0401-770-6230	PUMPING - ELECTRIC	Water
	10/29/2020	175.55	WE ENERGIES	400-0401-770-6260	PUMPING - HEAT	Water
	10/29/2020	457.23	WE ENERGIES	400-0401-770-6420	WATER TREATMENT - HE	Water
	10/29/2020	3,544.99	WE ENERGIES	400-0401-770-6430	WATER TREATMENT-ELEC	Water
	10/29/2020	213.83	WE ENERGIES	400-0401-770-6610	WATER TOWER - ELECTR	Water

GMB002
QPADEV000L
PFREIMUTH

C I T Y O F N E E N A H
Check Register for Checks over \$2,000.00

PAGE: 10
RUN DATE: 11/04/2020
RUN TIME: 14:51:02

CHECK #	CHECK DATE	TRANSACTION AMOUNT	VENDOR NAME	ACCOUNT NUMBER	DESCRIPTION	DEPT. NAME
10/29/2020		284.49	WE ENERGIES	400-0401-770-6630	METER SRVC - ELECTRI	Water
10/29/2020		1,203.79	WE ENERGIES	400-0401-770-6650	DIST - ELECTRIC & HE	Water
10/29/2020		386.76	WE ENERGIES	10-7104-736-0222	STREET LIGHTS ELEC T	Street Signal &/Stre
10/29/2020		1,076.27	WE ENERGIES	10-7101-736-0222	TRAFFIC LIGHTS ELEC	Street Signal &/Traf
CHECK TOTAL		16,931.57				

*** END OF REPORT ***

THIRD QUARTER FINANCIAL STATEMENTS SEPTEMBER 2020

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**CITY OF NEENAH
SCHEDULE OF CITY INVESTMENTS
AS OF SEPTEMBER 30, 2020**

GENERAL CITY

<u>Type</u>	<u>Institution</u>	<u>Amount</u>		<u>Current Int. Rate</u>
Checking/Repurchase Agreements	Associated Bank	\$3,188,240.45	x	0.15%
Stand Alone - Money Market	Associated Bank	753,656.71	x	0.15%
Tax Collection	Nicolet Bank/FNB	0.00	x	0.10%
Insured Cash Sweep (ICS)	Nicolet Bank/FNB	3,348,486.30	x	0.10%
Municipal Money Market	Nicolet Bank/FNB	1,062.27	x	0.01%
Money Market/Tax Collection	Wells Fargo	0.00	x	0.03%
Local Gov't Investment Pool	State of WI/U.S. Bank	6,397,799.39	x	0.13%
Community Development Fund	BMO Harris	62,079.43	x	0.17%
Tax Collection	BMO Harris	1,093,448.85	x	0.17%
Public Funds Money Market	BMO Harris	662,779.50	x	0.17%
Money Market Checking	Citizens Comm. Fed.	692,674.62	x	0.19%
Money Market #1 (Northeast)	First Business Bank	674,822.56	x	0.20%
Limited Volatility Strategy Portfolio	Dana/TD Ameritrade	10,301,228.84	x	0.11%
Savings	CONE	27,568.05	x	0.10%
* Federal Securities	Various	3,681,230.97	x	various
* Corporate Securities	Various	2,478,578.45	x	various
* State/Municipal Taxable Securities	Various	2,820,323.85	x	various
* Certificates of Deposit	Various	769,074.66	x	various
Total General City		36,953,054.90		

* See Attached

**CITY OF NEENAH
SCHEDULE OF CITY INVESTMENTS (con't)
AS OF SEPTEMBER 30, 2020**

<u>Type</u>	<u>Institution</u>	<u>Amount</u>		<u>Current Int. Rate</u>
<u>LIBRARY</u>				
Trust Fund (9/30/20)	Associated Trust	1,639,092.43	x	various
Total Library		1,639,092.43		
<u>CEMETERY</u>				
Trust Fund (9/30/20)	Associated Trust	1,494,347.15	x	various
Total Cemetery		1,494,347.15		
<u>CDA</u>				
Debt Service Reserve - 2008/16 Bond	Associated Trust	2,345,795.45	x	various
Total CDA		2,345,795.45		
<u>SEWER UTILITY</u>				
Local Gov't Investment Pool	State of WI/U.S. Bank	18.82	x	0.13%
Total Sewer Utility		18.82		
<u>STORM WATER UTILITY</u>				
Local Gov't Investment Pool	State of WI/U.S. Bank	17,912.73	x	0.13%
Total Storm Water Utility		17,912.73		
<u>WATER UTILITY</u>				
Local Gov't Investment Pool	State of WI/U.S. Bank	5,162,899.41	x	0.13%
Reserve Fund - 2007 Rev. Bonds	Associated Bank	180,758.79	x	0.17%
* Federal/State/Muni/Corp Securities	Various	270,567.64	x	various
Total Water Utility		5,614,225.84		
<u>B.I.D.</u>				
Money Market	Associated Bank	19,078.03	x	0.15%
Total B.I.D.		19,078.03		
TOTAL CASH & INVESTMENTS		\$ 48,083,525.35		

* See Attached

**CITY OF NEENAH
INVESTMENT PORTFOLIO
SEPTEMBER 30, 2020**

General City

Federal Securities

Purchase Date	Estimated Pre Pay or Next Call Date	Final Maturity Date	Security	Description	Cost	Par Value	12/31/19 or "At Purchase" Market Value	Coupon Rate	Yield to Call/Date	Yield to Maturity	Cusip #	Vendor	Interest Dates	Miscellaneous
US Treasury (Inflation Indexed)					0.01% of City Portfolio									
12/31/18	12/31/20	12/31/18	Goldman Sachs Treas Inst. Portf Fund 506		871.11	871.11	871.11	2.220%	2.220%	2.220%	n/a	n/a	Assoc. Trust	monthly
Total US Treasury (Inflation Indexed)					871.11	871.11	871.11							
Federal Farm Credit					4.80% of City Portfolio									
09/04/20	11/13/20	08/13/26	FFCBKS	5.9 yr, 3 mo no call	249,805.00	250,000.00	249,805.00	0.700%	n/a	0.713%	3133EL3X0	Vining Sparks	2/13, 8/13	Price 99.922, Accr Int -102.08 S&P Rating AA+/Moody's Aaa.
09/04/20	08/13/21	08/13/26	FFCBKS	5.9 yr, 11 mo no call	249,812.00	250,000.00	249,812.00	0.670%	n/a	0.683%	3133EL3Y8	Vining Sparks	2/13, 8/13	Price 99.9248, Accr Int -97.71 S&P Rating AA+/Moody's Aaa
Total Federal Farm Credit					499,617.00	500,000.00	499,617.00							
Mortgage Backed					26.45% of City Portfolio									
07/22/13	09/20/20	04/15/40	FHLMC	30% CPR ave 1.76 yr	22,408.87	17,710.57	18,172.63	3.000%	n/a	1.845%	3137AAT60	Vining Sparks	15th of each mo.	Price 101.875, Prin & Int returned each month, Factor-.71085390, Accr Int-438.51
10/30/12	09/20/20	10/20/41	GNMA	592 PSA ave 2.67yr	16,558.90	1,384.90	1,468.32	4.000%	n/a	1.530%	38375CVY3	Vining Sparks	20th of each mo.	Price 106.203125, P & I returned each month, Factor-.79474637, Accr Int-788.22
08/24/12	09/30/20	03/01/22	FHLMC	12% CPR ave 3.18 yr	21,563.09	7,594.87	8,063.24	3.000%	n/a	1.231%	31294MM99	1st Tn	15th of each mo.	Price 105.625, Prin & Int returned each month, Factor-.93713871, Accr Int-475.99
05/17/12	10/01/20	05/01/22	FNMA (Loans)	12% CPR ave 3.61yr	28,547.92	5,956.00	6,422.53	3.500%	n/a	1.510%	31418AFT0	1st Tn	25th of each mo.	Price 106.6875, P & I returned each mo, Factor-.98925907, A/I - \$525.50,
07/09/12	01/20/21	07/20/39	GNMA	20% CPR ave 4.26yr	69,854.79	38,124.15	42,665.10	5.000%	n/a	1.993%	38374VC98	Vining Sparks	20th of each mo.	Price 111.63, Prin & Int returned each month, Factor-.79474637, Accr Int-331.14
06/22/17	07/01/21	11/16/37	GNMA	15% CPR ave 2.01yr	35,456.65	30,745.06	32,157.70	5.000%	n/a	2.010%	38375XCM4	1st Tn	16th of each mo.	Price 104.50, P & I returned each month, Factor-.11965952, Accr Int-305.38
01/23/14	05/01/22	05/01/43	FNMA (ARM)	12% CPR ave 4.10 yr	49,056.69	49,056.69	48,732.16	2.180%	n/a	2.040%	3138WXXY8	Vining Sparks	25th of each mo.	Price 100.59375, P & I returned each mo, Factor-.94790885, A/I - \$315.71,
01/23/17	09/15/22	04/01/25	FNMA (ARM)	15% CPR ave 2.80yr	49,071.41	42,700.62	45,136.00	4.000%	n/a	2.050%	31412RG92	1st Tn	25th of each mo.	Price 105.00, P & I returned each mo, Factor-.11583263, A/I - \$311.46,
12/26/17	08/01/23	05/25/42	FNMA (Loans)	20% CPR ave 3.32yr	163,189.78	178,948.84	173,000.56	1.500%	n/a	3.120%	3136AAW35	1st Tn	25th of each mo.	Price 95.0, P & I returned each mo, Factor-.50835678, A/I - \$328.31,
07/18/18	08/01/23	09/15/40	FHLMC	15% CPR ave 2.51yr	177,281.59	191,121.76	191,914.84	2.000%	n/a	3.335%	3137AU7H6	1st Tn	15th of each mo.	Price 96.25, Prin & Int returned ea. month, Factor-.36907111, Accr Int - \$348.57,
03/29/19	09/01/23	09/16/40	GNMA	15% CPJ ave 2.17yr	96,810.46	99,407.80	99,090.68	2.400%	n/a	3.350%	38379UFG6	1st Tn	15th of each mo.	Price 98.00, P & I returned each month, Factor-.86578018, Accr Int - \$242.42,
03/29/19	09/01/23	11/16/42	GNMA	15% CPJ ave 2.19yr	86,727.77	96,464.65	92,866.57	1.330%	n/a	4.210%	38378BR35	1st Tn	15th of each mo.	Price 94.125, P & I returned each month, Factor-.66293598, Accr Int - \$171.83,
10/11/12	10/11/23	06/01/32	FNMA (Loans)	12% CPR ave 5.45yr	69,551.00	47,899.13	51,785.39	4.000%	n/a	2.153%	31418AF78	1st Tn	25th of each mo.	Price 108.9375, P & I returned each mo, Factor-.96903529, A/I - \$269.18,
03/28/13	01/01/24	11/01/34	FNMA (ARM)	12% CPR ave 5.4yr	59,880.42	39,925.79	42,838.66	2.492%	n/a	0.960%	31407UMR5	1st Tn	25th of each mo.	Price 107.875, P & I returned each mo, Factor-.17475319, A/I - \$473.59,
02/08/17	02/15/24	02/15/42	FHLMC	20% CPR ave 7.0 yr	93,588.29	99,015.16	97,976.71	2.000%	n/a	2.732%	3137AW3Y9	1st Tn	15th of each mo.	Price 97.625, Prin & Int returned ea. month, Factor-.22849980, Accr Int-88.86
05/12/16	06/01/24	11/01/30	FHLMC	15% CPR ave 3.98 yr	89,940.53	77,968.99	80,848.12	3.500%	n/a	1.814%	3128P7P56	1st Tn	15th of each mo.	Price 106.21875, Prin & Int returned ea. month, Factor-.29203146, Accr Int-205.88
05/12/16	06/15/24	12/01/30	FHLMC	15% CPR ave 4.01 yr	97,047.60	84,390.62	87,400.66	3.500%	n/a	1.823%	3128P7P80	1st Tn	15th of each mo.	Price 106.21875, Prin & Int returned ea. month, Factor-.32988890, Accr Int-217.66
12/27/17	08/01/24	06/25/43	FNMA (Loans)	20% CPR ave 3.83yr	80,913.05	98,425.71	92,171.66	1.500%	n/a	3.960%	3136AEVE4	1st Tn	25th of each mo.	Price 91.75, P & I returned each mo, Factor-.21227467, A/I - \$229.96,
07/12/18	08/01/24	03/20/40	GNMA	15% CPR ave 3.03yr	124,687.23	125,327.80	128,956.07	3.000%	n/a	3.063%	38377DBC9	1st Tn	20th of each mo.	Price 99.71875, P & I returned each month, Factor-.22775805, Accr Int - \$208.78
12/26/12	02/01/25	05/01/37	FNMA (ARM)	12% CPR ave 5.58yr	104,610.16	70,562.45	74,644.84	2.719%	n/a	1.118%	3138EKC29	1st Tn	25th of each mo.	Price 107.25, P & I returned each mo, Factor-.98666027, A/I - \$866.74,
12/20/16	04/20/25	11/01/44	FNMA (ARM)	20% CPR ave 4.09yr	89,962.35	83,046.01	87,524.25	4.000%	n/a	3.190%	31418BKD7	1st Tn	25th of each mo.	Price 102.75, P & I returned each mo, Factor-.38692801, A/I - \$530.95,
03/20/13	07/20/25	09/01/35	FNMA (ARM)	12% CPR ave 5.6yr	67,312.97	45,924.02	49,107.16	2.781%	n/a	1.050%	31415VYE9	1st Tn	25th of each mo.	Price 107.625, P & I returned each mo, Factor-.28051067, A/I - \$411.72,
06/18/20	08/01/25	10/16/45	GNMA	15% CPR ave 2.54yr	100,748.57	99,684.78	100,748.57	1.767%	n/a	1.340%	38378KAB5	1st Tn	15th of each mo.	Price 101.00, P & I returned each month, Factor-.53189357, Accr Int - \$88.76,
02/28/20	03/31/26	03/31/26	FNMA (Loans)	25% CPR ave 3.03yr	146,346.57	135,259.44	146,346.57	4.000%	n/a	1.810%	31418CVC5	1st Tn	25th of each mo.	Price 106.0625, P & I returned each mo, Factor-.73152177, A/I - \$548.64,
04/28/20	07/31/28	03/15/42	FHR	15% CPR ave 4.11yr	314,218.01	304,053.46	314,218.01	2.250%	n/a	1.505%	3137ANNS0	1st Tn	15th of each mo.	Price 102.84375, P & I returned each mo, Factor-.14297397, A/I - \$603.17,
07/23/18	08/01/28	08/20/42	GNMA	15% CPR ave 5.05yr	50,453.82	48,341.07	50,197.24	2.750%	n/a	3.700%	36179MLX6	1st Tn	20th of each mo.	Price 102.125, P & I returned each month, Factor-.19884795, Accr Int - \$167.09,
07/23/18	08/01/28	07/20/42	GNMA	15% CPR ave 5.05yr	45,584.26	43,598.74	45,338.99	2.750%	n/a	3.700%	36179MHU7	1st Tn	20th of each mo.	Price 102.125, P & I returned each month, Factor-.18687238, Accr Int - \$157.02,
12/05/19	12/01/28	11/25/57	FHLMC	8% CPR ave 4.35 yr	166,644.00	159,536.66	166,390.91	3.500%	n/a	2.527%	35563PFG9	1st Tn	25th of each mo.	Price 103.75, Prin & Int returned ea. month, Factor-.80650652, Accr Int-73.71
08/07/20	06/01/25	06/25/29	FNMA (Loans)	5% CPR ave 2.40yr	232,622.68	218,366.99	232,622.68	2.304%	n/a	1.150%	3136B5QU2	1st Tn	25th of each mo.	Price 106.50 P & I returned each mo, Factor-.95355791, A/I - \$84.22,
Total Mortgage Backed					2,750,639.43	2,540,542.73	2,608,806.62							

**CITY OF NEENAH
INVESTMENT PORTFOLIO
SEPTEMBER 30, 2020**

Purchase Date	Estimated Pre Pay or Next Call Date	Final Maturity Date	Security	Description	Cost	Par Value	12/31/19 or "At Purchase" Market Value	Coupon Rate	Yield to Call/Date	Yield to Maturity	Cusip #	Vendor	Interest Dates	Miscellaneous	
SBA Backed					10.86%		of City Portfolio								
11/04/16	12/31/20	01/01/30	SBA	15% CPR ave 3.82yr	135,872.68	111,787.11	119,961.79	4.380%	n/a	2.000%	83162CTA1	1st Tn	1/1, 7/1	Price 108.50. P & I returned semi-ann. Factor .49279929 A/I - \$4,240.48.	
03/25/15	03/01/21	02/01/23	SBA	15% CPR ave 2.92yr	28,252.26	16,760.79	17,559.81	4.840%	n/a	1.870%	83162CMU4	1st Tn	2/1, 8/1	Price 108.3125. P & I returned semi-ann. Factor-.13166021, A/I - \$1003.65.	
04/27/15	03/01/21	03/01/24	SBA	17% CPR ave 2.84yr	58,915.71	40,867.83	42,606.81	4.340%	n/a	1.547%	83162CNQ2	1st Tn	3/1, 9/1	Price 107.625. P & I returned semi-ann. Factor .19724463 A/I - \$1597.94	
06/28/16	03/01/21	09/01/34	SBA	5% CPR ave 5.68yr	139,595.56	130,610.35	134,067.25	2.920%	n/a	2.262%	83162CWN9	1st Tn	3/1, 9/1	Price 103.9375. P & I returned semi-ann. Factor .91278370 A/I - \$2165.58	
04/19/17	07/01/22	01/01/26	SBA	20% CPR ave 2.62yr	75,383.61	62,690.04	66,706.72	5.210%	n/a	2.316%	83162CQA4	1st Tn	1/1, 7/1	Price 107.15625. P & I returned semi-ann. Factor-.12404017, A/I - \$2,772.41	
03/06/15	01/06/25	05/01/32	SBA	12% CPR ave 4.82yr	213,102.32	213,251.71	213,177.90	2.380%	n/a	2.370%	83162CUU5	1st Tn	5/1, 11/1	Price 99.96875. P & I returned semi-ann. Factor-.84607815, A/I - \$3,950.42.	
10/19/17	07/01/22	04/25/37	SBA	12% CPR ave 5.2yr	157,624.79	158,200.23	157,003.21	1.600%	n/a	2.350%	83164LFD8	1st Tn	25th of each mo.	Price 99.875. Int Rate Qtrly reset. P&I monthly. Factor-.46034880, A/I - \$368.28.	
10/19/17	07/01/22	04/25/37	SBA	12% CPR ave 5.2yr	79,985.93	80,278.52	79,844.07	1.600%	n/a	2.350%	83164LGR6	1st Tn	25th of each mo.	Price 99.875. Int Rate Qtrly reset. P&I monthly. Factor-.46814398, A/I - \$187.26.	
04/03/20	07/01/25	02/01/28	SBA	20% CPR ave 5.2yr	240,625.48	222,949.43	240,625.48	5.160%	n/a	2.320%	83162CRP0	1st Tn	2/1, 8/1	Price 107.00. Int Rate Qtrly reset. P&I monthly. Factor-.46034880, A/I - \$2,244.02	
Total SBA Backed					1,129,358.34	1,037,396.01	1,071,553.04								
Total Federal Securities - City					42.12%	3,880,868.88	3,578,809.85	3,681,230.97							

Certificates of Deposit					7.27%		of City Portfolio								
01/27/19	01/27/20	01/27/20	CONE	12 mo. CD	255,714.66	255,714.66	255,714.66	1.490%	1.500%	2.500%	3540	CONE C.U.	1/27,4/27, 7/27,10/27	12 month C.D. Dividends transferred to CONE savings.	
08/13/18	08/01/22	08/01/22	Comenity CapBank	48 mo. CD	250,000.00	250,000.00	258,985.00	3.200%	3.200%	3.200%	20033A-A4-8	BMO Capital	1st of each mo.	48 month C.D. Price 100.00. Dividends transferred every month. Accr Int - \$306.85	
03/23/20	05/30/24	05/30/24	Capital One	50 mo. CD	250,000.00	254,375.00	254,375.00	2.650%	2.210%	2.210%	14042RLW9	1st Tn	5/30, 11/30	50 month C.D. Price 101.75. Dividends transferred every month. Accr Int-\$2,069.18	
Total Certificates of Deposit - City					7.27%	755,714.66	760,089.66	769,074.66							

Corporate Securities					23.86%		of City Portfolio								
02/11/14	10/01/20	10/01/20	Microstf Corp	7-yr corp AAA/Aaa	208,194.65	200,000.00	201,916.00	3.000%	n/a	2.330%	594918AH7	1st Tn	4/1, 10/1	Price 104.09732293. Accr Int -2166.67 S&P Rating AAA/Moody's Aaa.	
03/31/14	11/15/20	11/15/20	Coca Cola Co	7-yr corp AA-/Aa3	260,595.00	250,000.00	256,437.50	3.150%	n/a	2.450%	191216AR1	Vining Sparks	5/15, 11/15	Price 104.238. Accrued Int - \$2,975.00 S&P Rating AA-/Moody's Aa3.	
04/27/20	01/25/21	01/25/21	WestPac Bank	9 mo corp AA-/Aa3	253,012.37	250,000.00	253,012.37	2.650%	1.02%	1.02%	961214DU4	Vining Sparks	1/25,7/25	Price 101.204946. Accrued Int - \$1,693.06. Non-call. S&P Rating AA-/Moody's Aa3.	
04/16/20	03/15/21	03/15/21	Skandin Bank	1 yr corp A+/Aa2	252,500.00	250,000.00	252,500.00	2.625%	1.52%	1.52%	830505AR4	Vining Sparks	3/15,9/15	Price 101.00 Accrued Int - \$565.10. Non-call. S&P Rating A+/Moody's Aa2.	
04/08/20	04/15/21	05/16/21	Chevron Callable	1.1-yr corp AA-/Aa2	251,764.99	250,000.00	251,764.99	2.100%	1.40%	1.45%	166764BG4	Vining Sparks	5/16,11/16	Price 100.7059970. Accrued Int-\$2070.83. Call 4/15/21. S&P Rating AA/Moody's Aa2.	
04/13/20	04/20/21	04/20/21	BnkNova Scotia	1 yr corp A+/Aa2	254,477.31	250,000.00	254,477.31	3.125%	1.35%	1.35%	064159LG9	Vining Sparks	4/20,10/20	Price 101.790926. Accrued Int - \$3,754.34. Non-call. S&P Rating AA/Moody's Aa2.	
04/08/20	05/10/21	05/10/21	Shell, Inc Corp.	1.1-yr corp AA-/Aa2	250,591.50	250,000.00	250,591.50	1.875%	1.65%	1.65%	822582BS0	Vining Sparks	5/10,11/10	Price 100.23660100. Accrued Int - \$1927.08. S&P Rating AA-/Moody's Aa2.	
03/27/20	07/20/21	07/20/21	Toyota Mtr Cred	1.4-yr corp AA-/Aa3	253,811.28	250,000.00	253,811.28	3.183%	n/a	2.000%	892331AB5	Vining Sparks	1/20, 7/20	Price 101.524513. Accrued Int - \$1480.98. S&P Rating AA-/Moody's Aa3.	
06/30/15	02/15/22	02/15/22	Disney Co.	6.5-yr corp A/A2	246,986.46	250,000.00	254,067.50	2.550%	n/a	2.750%	25468PCT1	1st Tn	2/15, 8/15	Price 98.79458505. Accr Int -\$2,390.63 S&P Rating A/Moody's A2.	
05/15/20	05/15/25	05/15/25	Wells Fargo	5-yr corp A-/A2	250,000.00	250,000.00	250,000.00	2.000%	2.00%	2.00%	95001D7C8	Vining Sparks	25th of each mo.	Price 100.00. Accrued Int - \$0. Non-call. S&P Rating A-/Moody's A2.	
Total Corporate Securities - City					23.86%	2,481,933.56	2,450,000.00	2,478,578.45							

**CITY OF NEENAH
INVESTMENT PORTFOLIO
SEPTEMBER 30, 2020**

Purchase Date	Estimated Pre Pay or Next Call Date	Final Maturity Date	Security	Description	Cost	Par Value	12/31/19 or "At Purchase" Market Value	Coupon Rate	Yield to Call/Date	Yield to Maturity	Cusip #	Vendor	Interest Dates	Miscellaneous	
State/Municipal Taxable Securities					26.75%										
05/08/14	03/01/21	03/01/21	Okla City Tax	7-yr Muni AAA/Aaa	299,024.80	290,000.00	294,120.90	3.000%	n/a	2.500%	678519QX0	Vining Sparks	3/1, 9/1	Price 103.112 Accrued Int - \$1619.17 S&P Rating AAa/Moody's Aaa.	
07/09/15	02/01/22	02/01/22	State of Georgia	6.5-yr Muni AAA/Aaa	250,615.00	250,000.00	254,142.50	2.670%	n/a	2.630%	3733842PO	BMO Capital	2/1, 8/1	Price 100.246 Accrued Int - \$0 S&P Rating AAA/Moody's Aaa.	
04/08/15	03/01/22	03/01/22	Verona Schools	7-yr Muni NA/Aa2	188,331.10	170,000.00	176,548.40	4.000%	n/a	2.300%	925095QH7	BMO Capital	3/1, 9/1	Price 110.783 Accrued Int - \$0 S&P Rating NA/Moody's Aa2.	
03/15/19	06/01/22	06/01/25	Grafton, WI	6-yr Muni Callable	277,510.75	275,000.00	281,941.00	3.050%	2.75%	2.880%	384514-UA-1	PiperJaf	6/1, 12/1	Price 100.913 Accrued Int - \$2,423.06 Moody's Aa2 Call. w/30 days starting 6/1/22.	
06/05/18	05/01/23	05/01/23	State of WI GO	5-yr RevBd AA/Aa1	361,480.35	385,000.00	381,850.70	1.700%	3.050%	3.050%	97705MDV4	BMO Capital	5/1, 11/1	Price 93.891 Accrued Int - \$618.14 S&P Rating AA/Moody's Aa1.	
06/03/19	12/01/21	04/01/24	De Pere, WI	5-yr Muni Callable	192,057.70	190,000.00	192,335.10	2.850%	2.40%	2.637%	241361-E5-9	PiperJaf	6/1, 12/1	Price 101.083 Accrued Int - \$30.08 S&P Rating AA+. Call. w/30 days starting 12/1/21.	
08/15/18	04/01/25	04/01/25	Grand Chute WI	7-yr Muni Non-Call	175,505.75	175,000.00	185,529.75	3.650%	3.600%	3.600%	38528H-AF-2	PiperJaf	4/1, 10/1	Price 100.289 Accrued Int - \$0. S&P Rating AA. Non-Callable.	
08/15/18	04/01/26	04/01/26	Grand Chute WI	8-yr Muni Non-Call	265,863.90	265,000.00	282,410.50	3.750%	3.700%	3.700%	38528H-AG-0	PiperJaf	4/1, 10/1	Price 100.326 Accrued Int - \$0. S&P Rating AA. Non-Callable.	
04/03/20	05/01/25	05/01/25	State of WI GO	5-yr RevBd AA/Aa1	257,362.50	250,000.00	257,362.50	1.875%	1.274%	1.274%	97705MQK4	PiperJaf	5/1, 11/1	Price 102.945 Accrued Int - \$677.08 S&P Rating AA/Moody's Aa1.	
04/20/20	04/01/26	04/01/26	Milwaukee, WI	6-yr Muni AA-/AA-	259,672.50	250,000.00	259,672.50	3.000%	2.30%	2.30%	602366-E5-1	PiperJaf	4/1, 10/1	Price 101.083 Accrued Int - \$0 S&P Rating AA-/Fitch AA-.	
09/24/20	08/01/27	08/01/27	SanBernadinoCA	6.85-yr Muni AA/A1	254,410.00	250,000.00	254,410.00	1.641%	n/a	1.370%	796711H36	Vining Sparks	2/1, 8/1	Price 101.764 Accrued Int - \$0 S&P Rating AA/Moody's A1.	
State/Municipal Taxable Securities-City					26.75%	2,781,834.35	2,750,000.00	2,820,323.85							
Total Securities - City					100.00%	10,399,968.45	10,038,899.51	10,248,824.93							
Water (Operating)															
Federal Securities															
07/22/13	11/15/19	04/15/40	FHLMC	30% CPR ave 1.76 yr	22,408.88	17,710.58	18,172.64	3.000%	n/a	1.845%	3137AAT60	Vining Sparks	15th of each mo.	Price 101.875. Prin & Int returned each month. Factor-.71085390. Accr Int-438.51	
Total Water Operating						22,408.88	17,710.58	18,172.64							
Water (Debt Service Reserve Fund)															
Corporate Securities															
02/11/14	10/01/20	10/01/20	Microsoft Corp	7-yr corp AAA/Aaa	260,243.31	250,000.00	252,395.00	3.000%	n/a	2.330%	594918AH7	1st Tn	4/1, 10/1	Price 104.09732293. Accr Int -2708.33 S&P Rating AAA/Moody's Aaa.	
State/Municipal Taxable Securities															
None.															
Total Water Debt Reserve						260,243.31	250,000.00	252,395.00							
Total Water All Securities						282,652.19	267,710.58	270,567.64							
Total All City/Water Securities						10,682,620.64	10,306,610.09	10,519,392.57							

CITY OF NEENAH
MONTHLY BUDGET STATUS REPORT
SEPTEMBER 30, 2020
***** 25% of Year Remaining *****

APPROPRIATION AREA	BUDGET	ACTUAL	REMAINING BALANCE	PERCENT LEFT	September 30, 2019		
					BUDGET	ACTUAL	PERCENT LEFT
GENERAL FUND:							
General Government	\$2,609,978	\$2,005,603	\$604,375	23.2%	\$2,541,730	\$1,907,450	25.0%
Public Safety	12,224,008	8,487,143	3,736,865	30.6%	11,924,120	8,375,223	29.8%
Public Works	4,232,870	2,955,645	1,277,225	30.2%	4,160,540	3,031,927	27.1%
Park & Recreation	2,171,890	1,548,649	623,241	28.7%	2,121,200	1,655,251	22.0%
Community Development	1,690,660	1,116,552	574,108	34.0%	1,669,519	1,178,296	29.4%
Public Library	2,271,850	1,641,558	630,292	27.7%	2,189,900	1,610,754	26.4%
Harbor Commission	6,050	6,337	(287)	-4.7%	5,580	5,346	4.2%
Oak Hill Cemetery/City Wide Forestry	532,280	390,587	141,693	26.6%	544,410	369,645	32.1%
Misc Programs	10,000	10,025	(25)	-0.3%	25,000	16,165	35.3%
Special Reserves/Escrows	\$50,070	\$10,000	40,070	80.0%	\$23,600	\$10,000	N/A
TOTAL APPROPRIATION	\$25,799,656	\$18,172,099	\$7,627,557	29.6%	\$25,205,599	\$18,160,057	28.0%
RESOURCES							
Property Taxes	\$15,016,380	\$13,921,615	\$1,094,765	7.3%	\$14,792,190	\$13,718,335	7.3%
State Shared Revenues	2,352,060	1,011,340	1,340,720	57.0%	2,334,120	1,008,184	56.8%
Other Grants & Aids	1,574,950	1,115,693	459,257	29.2%	1,460,080	991,859	32.1%
Interest	590,000	319,058	270,942	45.9%	540,000	492,907	8.7%
Applied Fund Balance	299,036	0	299,036	100.0%	335,049	0	100.0%
All Other Revenue	5,967,230	3,814,754	2,152,476	36.1%	5,744,160	4,539,625	21.0%
TOTAL RESOURCES	\$25,799,656	\$20,182,460	\$5,617,196	21.8%	\$25,205,599	\$20,750,910	17.7%

CITY OF NEENAH
STATEMENT OF REVENUES

SEPTEMBER 30, 2020

<u>ACCOUNT DESCRIPTION</u>	<u>3RD QTR REVENUE</u>	<u>Y-T-D ACTUAL</u>	<u>Y-T-D % REV.</u>	<u>ADJUSTED BUDGET</u>	<u>REMAINING BALANCE</u>	<u>BUDGET % LEFT</u>
GENERAL FUND						
Property Taxes	0	13,907,682	100%	13,907,690	8	0%
Payment in Lieu of Taxes	0	13,933	1%	1,018,690	1,004,757	99%
Other Taxes	10,203	18,843	21%	90,000	71,157	79%
State Shared Revenues	930,451	1,011,340	43%	2,352,060	1,340,720	57%
State & Federal Aids	556,355	1,115,693	71%	1,574,950	459,257	29%
Winnebago County	1,861	3,903	0%	0	(3,903)	100%
Special Financing	0	0	0%	299,036	299,036	100%
License Revenue	4,711	38,422	57%	67,450	29,028	43%
Permits Revenue	93,841	219,852	89%	245,750	25,898	11%
Weights & Measures Fees	365	25,520	98%	26,000	480	2%
General Gov't Revenues	71,353	162,632	48%	340,700	178,068	52%
Special Charges	5,585	11,240	102%	11,000	(240)	-2%
Public Library	203,011	448,050	48%	940,630	492,580	52%
Public Safety Revenue	22,915	78,330	36%	218,000	139,670	64%
General Gov't Services	95,837	291,092	75%	386,930	95,838	25%
Public Works	37,309	124,820	106%	117,600	(7,220)	-6%
Oak Hill Cemetery Revenue	36,036	79,206	62%	128,000	48,794	38%
Interest Income	71,176	319,058	54%	590,000	270,942	46%
Fines & Forfeitures	17,243	53,294	53%	100,000	46,706	47%
Property Damage Recovery	1,042	21,694	145%	15,000	(6,694)	-45%
Reimbursements	10,306	45,473	38%	120,700	75,227	62%
Lease/Rental Revenue	26,313	75,068	80%	94,080	19,012	20%
Sale of City Properties	40,499	43,283	30%	142,000	98,717	70%
Other Revenue	155	666	27%	2,450	1,784	73%
Community Fest	0	13,000	74%	17,450	4,450	26%
General Park/Rec. Receipts	(3,778)	(5,401)	38%	(14,240)	(8,839)	62%
Adult Program Revenue	395	2,608	82%	3,170	562	18%
Contracted Program Revenue	(1,731)	16,570	38%	43,650	27,080	62%
Pool & Rec Bldg Revenue	44,415	84,742	39%	216,420	131,678	61%
Youth Program Revenue	2,863	119,012	68%	176,000	56,988	32%
Other Park/Rec. Revenue	0	460	32%	1,450	990	68%
Riverside Players	(276)	477	1%	37,900	37,423	99%
Parks Revenue	24,111	74,433	65%	115,080	40,647	35%
Interfund Transfers	589,885	1,767,465	73%	2,414,060	646,595	27%
TOTAL	<u>2,892,451</u>	<u>20,182,460</u>	<u>78%</u>	<u>25,799,656</u>	<u>5,617,196</u>	<u>22%</u>

CITY OF NEENAH
STATEMENT OF EXPENDITURES
SEPTEMBER 30, 2020

<u>Account Description</u>	<u>3RD QTR EXPEND.</u>	<u>Y-T-D ACTUAL</u>	<u>Y-T-D % EXP.</u>	<u>ADJUSTED BUDGET</u>	<u>REMAINING BALANCE</u>	<u>BUDGET % LEFT</u>
GENERAL FUND:						
Council	19,542	52,825	68.0%	78,210	25,385	32.0%
Mayor's Office	49,672	156,568	69.0%	227,560	70,992	31.0%
Finance	222,353	918,026	80.0%	1,144,398	226,372	20.0%
Legal & Administration Services	135,779	431,162	72.0%	599,210	168,048	28.0%
Human Resource & Safety	68,050	178,624	68.0%	262,940	84,316	32.0%
COVID-19	26,613	63,631	0.0%	0	(63,631)	0.0%
 Municipal Building	 75,126	 204,767	 69.0%	 297,660	 92,893	 31.0%
Police Department	1,487,049	4,624,187	66.0%	7,059,318	2,435,131	34.0%
Fire Department	1,283,899	3,859,331	75.0%	5,154,590	1,295,259	25.0%
Other Public Safety	1,758	3,625	36.0%	10,100	6,475	64.0%
 Sundry & Reserves	 0	 0	 0.0%	 40,070	 40,070	 100.0%
Unclassified/Sundry	(17)	10,025	100.0%	10,000	(25)	0.0%
 Public Works Administration	 190,138	 570,599	 73.0%	 777,580	 206,981	 27.0%
Municipal Facilities	106,452	351,705	69.0%	507,870	156,165	31.0%
Sanitation	271,932	782,007	71.0%	1,093,960	311,953	29.0%
Street Maintenance	169,694	318,492	82.0%	389,010	70,518	18.0%
Land Maintenance	43,259	416,222	69.0%	606,780	190,558	31.0%
 Street Signal & Light	 307,212	 509,808	 61.0%	 841,780	 331,972	 39.0%
Public Works Equipment	0	830	14.0%	6,100	5,270	86.0%
Interdepartmental Service	1,778	5,982	61.0%	9,790	3,808	39.0%
 Park & Rec. Administration	 164,968	 492,871	 70.0%	 701,050	 208,179	 30.0%
Adult Programs	252	981	51.0%	1,930	949	49.0%
Contracted Programs	7,308	13,911	38.0%	36,370	22,459	62.0%
Pool	151,490	207,883	80.0%	261,050	53,167	20.0%
Youth Programs	69,546	107,343	73.0%	147,720	40,377	27.0%
 Other Park/Rec. Activities	 4,926	 8,711	 58.0%	 15,120	 6,409	 42.0%
Riverside Players	1,806	2,834	9.0%	31,450	28,616	91.0%
Parks	265,822	669,691	74.0%	900,330	230,639	26.0%
Celebrations/Commemorations	786	44,424	58.0%	76,870	32,446	42.0%
 Assistance Programs	 0	 0	 0.0%	 250	 250	 100.0%
Community Develop/Assessor	376,635	1,116,552	66.0%	1,690,410	573,858	34.0%
 Public Library	 428,853	 1,641,558	 72.0%	 2,271,850	 630,292	 28.0%
Harbor Commission	4,500	6,337	105.0%	6,050	(287)	-5.0%
City Wide Forestry Program	69,517	204,732	76.0%	270,540	65,808	24.0%
Oak Hill Cemetery	67,495	185,855	71.0%	261,740	75,885	29.0%
Transfer to Joint Court	0	10,000	100.0%	10,000	0	0.0%
TOTAL	<u>6,074,193</u>	<u>18,172,099</u>	<u>70.0%</u>	<u>25,799,656</u>	<u>7,627,557</u>	<u>30.0%</u>

**CITY OF NEENAH
2020 SPECIAL RESERVES AND ESCROWS BUDGET
DETAIL SCHEDULE OF TRANSFERS/COMMITMENTS TO DATE
As of September 30, 2020**

	Provision For <u>Wages/Fringes</u>	Provision For Midpoint Adj <u>Wages/Fringes</u>	Provision For Salary Plan <u>Wages/Fringes</u>	<u>GRAND TOTAL</u>
2020 Budget	\$105,350	\$23,920	\$19,700	\$148,970
January thru September Activity	<u>(89,200)</u>	<u>(6,750)</u>	<u>(19,700)</u>	<u>(115,650)</u>
Budget Balance as of September 30, 2020	<u><u>\$16,150</u></u>	<u><u>\$17,170</u></u>	<u><u>\$0</u></u>	<u><u>\$33,320</u></u>

CITY OF NEENAH
2020 CAPITAL IMPROVEMENTS PROGRAM BUDGET STATUS
September 30, 2020

STREET/UTILITY/SIDEWALK PROJECTS ----- STREETS -----	ADOPTED BUDGET	ADJUSTED BUDGET	EXPENDED	---- OBLIGATED TO DATE ----		REMAINING BALANCE
				CONTRACT/ PURCHASE ORDER BALANCE	TOTAL	
City Initiated Street Upgrades:						
Abby Ave.	250,000	250,000	23,286	206,714	230,000	20,000
Clybourn St.	34,000	34,000	1,627	31,562	33,189	811
Center St.	250,000	250,000	19,461	230,539	250,000	0
Bond St.	275,000	275,000	90,510	184,490	275,000	0
North St.	105,000	105,000	0	0	0	105,000
Van St.	360,000	360,000	340,632	9,090	349,722	10,278
Monroe St.	108,000	108,000	151,969	0	151,969	(43,969)
Tullar Rd.	350,000	350,000	309,530	46,172	355,702	(5,702)
Green Bay Rd.	495,000	495,000	0	535,393	535,393	(40,393)
Lakeshore Ave.	420,000	420,000	7,496	406,626	414,122	5,878
Gillingham Rd.	200,000	200,000	276,045	0	276,045	(76,045)
	<u>2,847,000</u>	<u>2,847,000</u>	<u>1,220,556</u>	<u>1,650,586</u>	<u>2,871,142</u>	<u>(24,142)</u>
Improvement Agreements						
Undesignated New Subdivision	50,000	50,000	0	34,800	34,800	15,200
	<u>50,000</u>	<u>50,000</u>	<u>0</u>	<u>34,800</u>	<u>34,800</u>	<u>15,200</u>
Street Maintenance						
Undesignated	175,000	175,000	74,306	63,100	137,406	37,594
	<u>175,000</u>	<u>175,000</u>	<u>74,306</u>	<u>63,100</u>	<u>137,406</u>	<u>37,594</u>
TOTAL STREETS	<u>3,072,000</u>	<u>3,072,000</u>	<u>1,294,862</u>	<u>1,748,486</u>	<u>3,043,348</u>	<u>28,652</u>
-----Pedestrian Routes-----						
Sidewalks/Trails						
Various Locations	140,000	140,000	64,255	40,031	104,286	35,714
TOTAL PEDESTRIAN ROUTES	<u>140,000</u>	<u>140,000</u>	<u>64,255</u>	<u>40,031</u>	<u>104,286</u>	<u>35,714</u>
-----Traffic Control-----						
Traffic Signal Interconnect	40,000	40,000	0	0	0	40,000
Signal Cabinet Upgrade	15,000	15,000	0	0	0	15,000
Recable Two Intersections	10,000	10,000	7,557	0	7,557	2,443
Total Traffic Control	<u>65,000</u>	<u>65,000</u>	<u>7,557</u>	<u>0</u>	<u>7,557</u>	<u>57,443</u>
GRAND TOTAL	<u>3,277,000</u>	<u>3,277,000</u>	<u>1,366,674</u>	<u>1,788,517</u>	<u>3,155,191</u>	<u>121,809</u>
RESOURCES	ADOPTED BUDGET	ADJUSTED BUDGET	RECEIPTS	BALANCE EXPECTED	TOTAL EXPECTED	EXCESS/ SHORTFALL
Capital Borrowing Proceeds	2,957,000	2,957,000	2,957,000	0	2,957,000	0
Reserves	320,000	320,000	0	320,000	320,000	0
TOTAL RESOURCES	<u>3,277,000</u>	<u>3,277,000</u>	<u>2,957,000</u>	<u>320,000</u>	<u>3,277,000</u>	<u>0</u>
NET BALANCE IS:						<u>121,809</u>

**CITY OF NEENAH
2020 CAPITAL IMPROVEMENTS PROGRAM BUDGET STATUS
September 30, 2020**

<u>Westside Business Corridor</u> ---- T.I.D. #7 ----	<u>ADOPTED BUDGET</u>	<u>ADJUSTED BUDGET</u>	<u>EXPENDED</u>	---- OBLIGATED TO DATE ----		<u>REMAINING BALANCE</u>
				<u>PURCHASE ORDER BALANCE</u>	<u>TOTAL</u>	
Fox Cities Ignite Marketing	25,000	25,000	12,500	0	12,500	12,500
Jewelers Dr. Trail	200,000	200,000	18,495	0	18,495	181,505
Total Construction	225,000	225,000	30,995	0	30,995	194,005
Planning/Project Support	10,000	10,000	0	0	0	10,000
Total Planning/Project Support	10,000	10,000	0	0	0	10,000
Total Westside Business Corridor	235,000	235,000	30,995	0	30,995	204,005

<u>RESOURCES</u>	<u>ADOPTED BUDGET</u>	<u>ADJUSTED BUDGET</u>	<u>RECEIPTS</u>	<u>BALANCE EXPECTED</u>	<u>TOTAL EXPECTED</u>	<u>EXCESS/ SHORTFALL</u>
Reserves	235,000	235,000	235,000	0	235,000	0
TOTAL RESOURCES	235,000	235,000	235,000	0	235,000	0

FINANCE

NET BALANCE IS:

204,005

**CITY OF NEENAH
2020 CAPITAL IMPROVEMENTS PROGRAM BUDGET STATUS
September 30, 2020**

---- T.I.D. #8 ----	<u>ADOPTED BUDGET</u>	<u>ADJUSTED BUDGET</u>	<u>EXPENDED</u>	---- OBLIGATED TO DATE ---- <u>CONTRACT/ PURCHASE ORDER BALANCE</u>	<u>TOTAL</u>	<u>REMAINING BALANCE</u>
<u>Doty Island/Neenah Riverwalk</u>						
Public/Private Downtown Investment	500,000	500,000	0	213,664	213,664	286,336
Total Construction	<u>500,000</u>	<u>500,000</u>	<u>0</u>	<u>213,664</u>	<u>213,664</u>	<u>286,336</u>
Planning/Project Support	10,000	10,000	3,537	0	3,537	6,463
Total Planning/Project Support	<u>10,000</u>	<u>10,000</u>	<u>3,537</u>	<u>0</u>	<u>3,537</u>	<u>6,463</u>
Total Doty Island/Neenah Riverwalk	<u><u>510,000</u></u>	<u><u>510,000</u></u>	<u><u>3,537</u></u>	<u><u>213,664</u></u>	<u><u>217,201</u></u>	<u><u>292,799</u></u>
<u>RESOURCES</u>	<u>ADOPTED BUDGET</u>	<u>ADJUSTED BUDGET</u>	<u>RECEIPTS</u>	<u>BALANCE EXPECTED</u>	<u>TOTAL EXPECTED</u>	<u>EXCESS/ SHORTFALL</u>
Capital Borrowing Proceeds	510,000	510,000	0	510,000	510,000	0
TOTAL RESOURCES	<u><u>510,000</u></u>	<u><u>510,000</u></u>	<u><u>0</u></u>	<u><u>510,000</u></u>	<u><u>510,000</u></u>	<u><u>0</u></u>
 FINANCE				NET BALANCE IS:		<u><u>292,799</u></u>

**CITY OF NEENAH
2020 CAPITAL IMPROVEMENTS PROGRAM BUDGET STATUS
September 30, 2020**

--- T.I.D. #9 ---	<u>ADOPTED BUDGET</u>	<u>ADJUSTED BUDGET</u>	<u>EXPENDED</u>	--- OBLIGATED TO DATE --- <u>CONTRACT/ PURCHASE ORDER BALANCE</u>	<u>TOTAL</u>	<u>REMAINING BALANCE</u>
<u>US Hwy 41 Industrial Corridor</u>						
Planning/Project Support	15,000	15,000	0	0	0	15,000
Total Planning/Project Support	<u>15,000</u>	<u>15,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>15,000</u>
Total US Hwy 41 Industrial Corridor	<u>15,000</u>	<u>15,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>15,000</u>
<u>RESOURCES</u>	<u>ADOPTED BUDGET</u>	<u>ADJUSTED BUDGET</u>	<u>RECEIPTS</u>	<u>BALANCE EXPECTED</u>	<u>TOTAL EXPECTED</u>	<u>EXCESS/ SHORTFALL</u>
Capital Borrowing Proceeds	15,000	15,000	0	15,000	15,000	0
TOTAL RESOURCES	<u>15,000</u>	<u>15,000</u>	<u>0</u>	<u>15,000</u>	<u>15,000</u>	<u>0</u>
 FINANCE				NET BALANCE IS:		<u>15,000</u>

CITY OF NEENAH
2020 CAPITAL IMPROVEMENTS PROGRAM BUDGET STATUS
September 30, 2020

---- T.I.D. #10 ----	<u>ADOPTED BUDGET</u>	<u>ADJUSTED BUDGET</u>	<u>EXPENDED</u>	---- OBLIGATED TO DATE ---- <u>CONTRACT/ PURCHASE ORDER BALANCE</u>	<u>TOTAL</u>	<u>REMAINING BALANCE</u>
<u>Near Downtown District</u>						
Land Assemblage	200,000	200,000	0	0	0	200,000
Arrowhead Park	500,000	500,000	0	0	0	500,000
Total Near Downtown District	700,000	700,000	0	0	0	700,000
Planning/Project Support	15,000	15,000	0	0	0	15,000
Total Planning/Project Support	15,000	15,000	0	0	0	15,000
Total TIF #10	715,000	715,000	0	0	0	715,000
 <u>RESOURCES</u>						
Capital Borrowing Proceeds	715,000	715,000	0	715,000	715,000	0
TOTAL RESOURCES	715,000	715,000	0	715,000	715,000	0
NET BALANCE IS:						715,000

**CITY OF NEENAH
2020 CAPITAL IMPROVEMENTS PROGRAM BUDGET STATUS
September 30, 2020**

---- T.I.D. #11 ----	<u>ADOPTED BUDGET</u>	<u>ADJUSTED BUDGET</u>	<u>EXPENDED</u>	---- OBLIGATED TO DATE ---- <u>CONTRACT/ PURCHASE ORDER BALANCE</u>	<u>TOTAL</u>	<u>REMAINING BALANCE</u>
<u>Pendleton Development Area</u>						
Planning/Project Support	10,000	10,000	0	0	0	10,000
Total Planning/Project Support	<u>10,000</u>	<u>10,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>10,000</u>
Total TIF #11	<u>10,000</u>	<u>10,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>10,000</u>
<u>RESOURCES</u>	<u>ADOPTED BUDGET</u>	<u>ADJUSTED BUDGET</u>	<u>RECEIPTS</u>	<u>BALANCE EXPECTED</u>	<u>TOTAL EXPECTED</u>	<u>EXCESS/ SHORTFALL</u>
Capital Borrowing Proceeds	10,000	10,000	0	10,000	10,000	0
TOTAL RESOURCES	<u>10,000</u>	<u>10,000</u>	<u>0</u>	<u>10,000</u>	<u>10,000</u>	<u>0</u>
 				NET BALANCE IS:		<u>10,000</u>
FINANCE						

CITY OF NEENAH
2020 CAPITAL IMPROVEMENTS PROGRAM BUDGET STATUS
September 30, 2020

<u>FACILITIES</u>	<u>ADOPTED BUDGET</u>	<u>ADJUSTED BUDGET</u>	<u>EXPENDED</u>	---- OBLIGATED TO DATE ----		<u>REMAINING BALANCE</u>
				<u>PURCHASE ORDER BALANCE</u>	<u>TOTAL</u>	
Municipal Building						
ADA Compliance	5,000	5,000	0	0	0	5,000
Repair Exterior Caulking	30,000	30,000	0	0	0	30,000
DOLAS Remodel	40,000	40,000	8,582	0	8,582	31,418
Total Municipal Building	75,000	75,000	8,582	0	8,582	66,418
Police						
Onsite Evidence Processing Area	7,000	7,000	5,623	1,377	7,000	0
A/C Unit Replacement	60,000	60,000	59,383	500	59,883	117
Replace Floor Tile	31,000	31,000	31,147	309	31,456	(456)
Door Locks Hardware Update	5,900	5,900	0	0	0	5,900
Remove Shower	2,000	2,000	1,500	0	1,500	500
Security System	60,000	60,000	0	0	0	60,000
Total Police	165,900	165,900	97,653	2,186	99,839	66,061
Fire						
Station 32 Garage Roof Replacement	39,000	39,000	0	18,000	18,000	21,000
Building Feasibility Study	15,000	15,000	7,768	0	7,768	7,232
Water Heater-St. 32	10,000	10,000	8,779	0	8,779	1,221
	64,000	64,000	16,547	18,000	34,547	29,453
Bergstrom-Mahler Museum						
Annual Subsidy	25,000	25,000	25,000	0	25,000	0
Public Works Facilities						
Overhead Door Replacement-Tullar Garage	5,000	5,000	4,772	0	4,772	228
Parking Lot Repairs-Tullar Garage	12,000	12,000	3,441	0	3,441	8,559
Drop-Off Renovation-Tullar Garage	75,000	75,000	49,728	0	49,728	25,272
Waste Oil Burners-Tullar Garage	30,000	30,000	31,079	488	31,567	(1,567)
Caulk Vertical Joints-Tullar Garage	20,000	20,000	0	0	0	20,000
Harrison St. Warehouse Repairs	60,000	60,000	67,885	0	67,885	(7,885)
Total Public Works Facilities	202,000	202,000	156,905	488	157,393	44,607
Parks and Recreation						
Arrowhead Park	900,000	900,000	0	0	0	900,000
Shattuck Fountain	150,000	150,000	99	0	99	149,901
Dog Park	60,000	60,000	0	0	0	60,000
Resurface Basketball Courts	24,000	24,000	0	0	0	24,000
Pool Blankets	18,000	18,000	18,862	0	18,862	(862)
Memorial Park Shelter Furnace	10,000	10,000	0	0	0	10,000
Riverside Players Lighting/Sound Grid	20,000	20,000	7,190	0	7,190	12,810
Total Parks and Recreation	1,182,000	1,182,000	26,151	0	26,151	1,155,849
Library						
Rearrange Tech Services/Circ Services	22,000	22,000	7,491	0	7,491	14,509
Recoat Terrazo Floors	2,000	2,000	0	0	0	2,000
Storytime Room Updates	6,000	6,000	6,891	0	6,891	(891)
Building Security	12,000	12,000	0	0	0	12,000
Total Library	42,000	42,000	14,382	0	14,382	27,618
TOTAL FACILITIES	1,755,900	1,755,900	345,220	20,674	365,894	1,390,006

<u>RESOURCES</u>	<u>ADOPTED BUDGET</u>	<u>ADJUSTED BUDGET</u>	<u>RECEIPTS</u>	<u>BALANCE EXPECTED</u>	<u>TOTAL EXPECTED</u>	<u>EXCESS/ SHORTFALL</u>
Capital Borrowing Proceeds	1,555,900	1,555,900	1,555,900	0	1,555,900	0
Private Contributions/Grants	200,000	200,000	0	200,000	200,000	0
TOTAL RESOURCES	1,755,900	1,755,900	1,555,900	200,000	1,755,900	0

NET BALANCE IS: 1,390,006

**CITY OF NEENAH
2020 CAPITAL EQUIPMENT PROGRAM
September 30, 2020**

EQUIPMENT	ADOPTED BUDGET	ADJUSTED BUDGET	EXPENDED	---- OBLIGATED TO DATE ----		REMAINING BALANCE
				CONTRACT/ PURCHASE ORDER BALANCE	TOTAL	
Legal & Admin						
ICE Voting Machine	21,000	21,000	19,694	0	19,694	1,306
Total Information Systems	<u>21,000</u>	<u>21,000</u>	<u>19,694</u>	<u>0</u>	<u>19,694</u>	<u>1,306</u>
Information Systems						
Production Storage and Server Upgrade	100,000	100,000	0	0	0	100,000
Smart Cities-Traffic Signals	45,000	45,000	0	0	0	45,000
Palo Alto Firewall Configuration	15,000	15,000	0	0	0	15,000
Total Information Systems	<u>160,000</u>	<u>160,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>160,000</u>
Police Department:						
Axon Body Camera Contract	22,810	22,810	22,806	0	22,806	4
X-2 Tasers (20)	25,000	25,000	0	0	0	25,000
Vehicle Purchases	220,000	220,000	157,004	0	157,004	62,996
Total Police Department	<u>267,810</u>	<u>267,810</u>	<u>179,810</u>	<u>0</u>	<u>179,810</u>	<u>88,000</u>
Neenah-Menasha Fire Rescue						
Major Equipment Purchases	14,820	14,820	1,160	0	1,160	13,660
Refurbish Squad 32	14,830	14,830	0	0	0	14,830
Training Prop	12,460	12,460	8,065	0	8,065	4,395
Total Neenah-Menasha Fire Rescue	<u>42,110</u>	<u>42,110</u>	<u>9,225</u>	<u>0</u>	<u>9,225</u>	<u>32,885</u>
Public Works						
Front End Loader #31	260,000	260,000	0	212,800	212,800	47,200
Engine Diagnostic Heavy Duty Vehicles	15,000	15,000	10,038	0	10,038	4,962
Engine Diagnostic Scanner Light Duty	4,500	4,500	4,509	0	4,509	(9)
Replace Engineering Survey Equipment	10,000	10,000	0	0	0	10,000
Brush Chipper #78B	50,000	50,000	0	0	0	50,000
Plow Truck #13A	205,000	205,000	98,065	109,700	207,765	(2,765)
Self Priming Pump	15,000	15,000	0	0	0	15,000
Total Public Works	<u>559,500</u>	<u>559,500</u>	<u>112,612</u>	<u>322,500</u>	<u>435,112</u>	<u>124,388</u>
Parks and Recreation						
Replace 2000 S-10 Truck #9	25,000	25,000	23,244	0	23,244	1,756
Replace 2005 Pick-Up Truck #1	30,000	30,000	23,851	0	23,851	6,149
Power Rake Attachment	9,500	9,500	8,704	0	8,704	796
RecTrac Software Upgrade	12,000	12,000	750	0	750	11,250
Total Park and Recreation	<u>76,500</u>	<u>76,500</u>	<u>56,549</u>	<u>0</u>	<u>56,549</u>	<u>19,951</u>
Community Development						
Inspection/Assessor Vehicle	18,500	18,500	17,761	0	17,761	739
Total Community Development	<u>18,500</u>	<u>18,500</u>	<u>17,761</u>	<u>0</u>	<u>17,761</u>	<u>739</u>
Library						
Microfilm Machine	10,000	10,000	10,000	0	10,000	0
Total Library	<u>10,000</u>	<u>10,000</u>	<u>10,000</u>	<u>0</u>	<u>10,000</u>	<u>0</u>
TOTAL EQUIPMENT	<u>1,155,420</u>	<u>1,155,420</u>	<u>405,651</u>	<u>322,500</u>	<u>728,151</u>	<u>427,269</u>

RESOURCES	ADOPTED BUDGET	ADJUSTED BUDGET	RECEIPTS	BALANCE EXPECTED	TOTAL EXPECTED	EXCESS/ SHORTFALL
Capital Borrowing Proceeds	1,134,420	1,134,420	1,134,420	0	1,134,420	0
Reserves	21,000	21,000	0	21,000	21,000	0
TOTAL RESOURCES	<u>1,155,420</u>	<u>1,155,420</u>	<u>1,134,420</u>	<u>21,000</u>	<u>1,155,420</u>	<u>0</u>

NET BALANCE IS:

427,269

CITY OF NEENAH
2020 CAPITAL IMPROVEMENTS PROGRAM BUDGET STATUS
September 30, 2020

---- OBLIGATED TO DATE ----

Sanitary and Storm Sewer PROJECTS	ADOPTED BUDGET	ADJUSTED BUDGET	EXPENDED	CONTRACT/ PURCHASE ORDER BALANCE	TOTAL	REMAINING BALANCE
----- UTILITIES -----						
Existing Sewer System:						
Sanitary Sewer						
Various Repairs	150,000	150,000	0	0	0	150,000
Lift Station Upgrades	40,000	40,000	23,446	0	23,446	16,554
CMOM Program	30,000	30,000	0	0	0	30,000
Pavement Repair	20,000	20,000	0	10,000	10,000	10,000
Abby Ave.	250,000	250,000	208,315	56,749	265,064	(15,064)
Clybourn St.	60,000	60,000	320	40,000	40,320	19,680
Center St.	250,000	250,000	175,725	0	175,725	74,275
Bond St.	260,000	260,000	178,248	74,273	252,521	7,479
Van St.	470,000	470,000	418,117	34,495	452,612	17,388
Monroe St.	165,000	165,000	111,226	80,270	191,496	(26,496)
Lakeshore Ave.	180,000	180,000	121,202	24,964	146,166	33,834
Sub Total Sanitary Sewer	<u>1,875,000</u>	<u>1,875,000</u>	<u>1,236,599</u>	<u>320,751</u>	<u>1,557,350</u>	<u>317,650</u>
Storm Sewer						
Mini Storm Sewer-Variou	5,000	5,000	0	0	0	5,000
Miscellaneous Repairs Various Locations	180,000	180,000	66,550	5,315	71,865	108,135
Developer Reimbursement	50,000	50,000	7,455	0	7,455	42,545
Pavement Repair	45,000	45,000	2,100	40,900	43,000	2,000
Detention Ponds	100,000	100,000	0	0	0	100,000
Abby Ave.	160,000	160,000	176,843	30,801	207,644	(47,644)
Center St.	150,000	150,000	140,175	0	140,175	9,825
Bond St.	150,000	150,000	108,815	45,969	154,784	(4,784)
Van St.	160,000	160,000	132,375	31,379	163,754	(3,754)
Monroe St.	205,000	205,000	186,974	0	186,974	18,026
Lakeshore Ave.	30,000	30,000	34,265	5,540	39,805	(9,805)
Sub Total Storm Sewer	<u>1,235,000</u>	<u>1,235,000</u>	<u>855,552</u>	<u>159,904</u>	<u>1,015,456</u>	<u>219,544</u>
TOTAL UTILITIES	<u>3,110,000</u>	<u>3,110,000</u>	<u>2,092,151</u>	<u>480,655</u>	<u>2,572,806</u>	<u>537,194</u>

RESOURCES	ADOPTED BUDGET	ADJUSTED BUDGET	RECEIPTS	BALANCE EXPECTED	TOTAL EXPECTED	EXCESS/ SHORTFALL
Capital Borrowing Proceeds-Sanitary Sewer	1,875,000	1,875,000	0	1,875,000	1,875,000	0
Capital Borrowing Proceeds-Storm	1,035,000	1,035,000	0	1,035,000	1,035,000	0
Storm Water Reserves	200,000	200,000	0	200,000	200,000	0
TOTAL RESOURCES	<u>3,110,000</u>	<u>3,110,000</u>	<u>0</u>	<u>3,110,000</u>	<u>3,110,000</u>	<u>0</u>

FINANCE

NET BALANCE IS: 537,194

**CAPITAL IMPROVEMENT PROGRAM
PRIOR YEAR PROJECTS CARRIED FORWARD INTO 2020
September 30, 2020**

Projects	CARRIED FORWARD AMOUNTS	ENCUMBRANCES CONTRACTS CARRIED FORWARD	TOTAL CARRIED FORWARD	EXPENDED	-- OBLIGATED TO DATE --		REMAINING BALANCE
					ADJUSTED CONTRACT BALANCE	TOTAL	
STREET/UTILITY/SIDEWALK							
Shooting Star/Armstrong	50,000	0	50,000	0	0	0	50,000
Industrial (Enterprise-Bell)	138,171	0	138,171	0	0	0	138,171
New Subdivision-Undesignated	50,000	0	50,000	34,226	15,774	50,000	0
Commercial St.-Traffic Control	34,458	0	34,458	0	0	0	34,458
Undesignated Street Repair	38,975	0	38,975	38,975	0	38,975	0
Various Sidewalk Repairs	41,387	0	41,387	41,387	0	41,387	0
Total Streets/Utility/Sidewalk	\$352,991	\$0	\$352,991	\$114,588	\$15,774	\$130,362	\$222,629
FACILITIES							
ADA Compliance	5,000	0	5,000	3,175	0	3,175	1,825
Replace NMFR Station 32 Roof	21,000	0	21,000	0	21,000	21,000	0
Haunch Repairs-Church St. Ramp	5,200	0	5,200	0	0	0	5,200
Arrowhead Park	171,359	9,109	180,468	64,283	8,456	72,739	107,729
Shattuck Park Repairs	25,000	0	25,000	0	0	0	25,000
Washington Park	0	0	0	26,856	0	26,856	-26,856
Shattuck Park Concrete	25,000	0	25,000	0	0	0	25,000
Liberty Park	12,574	0	12,574	3,007	0	3,007	9,567
Parks Building Security	16,000	0	16,000	0	0	0	16,000
Rec Park Dredging	97,700	4,697	102,397	4,301	397	4,698	97,699
Security Locks-Variou Parks	8,578	0	8,578	0	0	0	8,578
Library Signage	0	0	0	1,097	0	1,097	-1,097
Library Teen Space	18,000	0	18,000	15,900	0	15,900	2,100
Library Adult Display Area	9,163	0	9,163	9,905	0	9,905	-742
Library Children's Computer Room	18,000	0	18,000	17,612	0	17,612	388
Library Tween Space	9,682	0	9,682	9,905	0	9,905	-223
Library Laptop Counter Space	25,000	0	25,000	21,455	0	21,455	3,545
Cemetery Inventory/Maintenance Software	3,259	0	3,259	4,594	0	4,594	-1,335
Total Facilities	\$470,515	\$13,806	\$484,321	\$182,090	\$29,853	\$211,943	\$272,378
EQUIPMENT							
Door Swipe Access Control	35,000	0	35,000	0	0	0	35,000
Wireless Network Upgrade	0	10,852	10,852	0	10,852	10,852	0
ERP Suite	217,298	0	217,298	164,989	0	164,989	52,309
ERP Suite-Utility Billing	80,109	0	80,109	0	0	0	80,109
Windows 10 Upgrades	27,601	0	27,601	20,521	578	21,099	6,502
COVID-19 Work from Home	0	0	0	11,160	0	11,160	-11,160
Seamless Docs	0	0	0	5,410	0	5,410	-5,410
MDC Replacements	0	23,789	23,789	0	23,789	23,789	0
Portable Radios	0	0	0	0	211,282	211,282	-211,282
K9 Squad & Equipment	0	72,547	72,547	65,791	6,756	72,547	0
Fresh Gear RSS	0	0	0	19,845	0	19,845	-19,845
ISU Computer Project	32,725	0	32,725	668	0	668	32,057
Repair Garbage Truck #56	10,000	0	10,000	0	0	0	10,000
Total Equipment	\$402,733	\$107,188	\$509,921	\$288,384	\$253,257	\$541,641	-\$31,720
SANITARY SEWER							
Various Repairs & Replacements	345,277	40,190	385,467	128,786	7,800	136,586	248,881
CMOM Program	30,000	0	30,000	1,526	0	1,526	28,474
Breezewood/Cummings Collector	0	327,846	327,846	350,105	48,882	398,987	-71,141
Developer Reimbursement	0	0	0	78,402	0	78,402	-78,402
Bell St.	260,000	0	260,000	0	0	0	260,000
Total Sanitary Sewer	\$635,277	\$368,036	\$1,003,313	\$558,819	\$56,682	\$615,501	\$387,812
STORM WATER							
Mini Storm Sewer-Variou	5,000	0	5,000	0	0	0	5,000
Developer Reimbursement	50,000	0	50,000	50,000	0	50,000	0
Detention Ponds	609,709	0	609,709	1,918	0	1,918	607,791
Welland Bank	787,500	0	787,500	0	0	0	787,500
Total Storm Water	\$1,452,209	\$0	\$1,452,209	\$51,918	\$0	\$51,918	\$1,400,291
TID DISTRICTS							
Arrowhead Park (TIF 8)	204,128	0	204,128	0	0	0	204,128
Additional Parking (TIF 8)	540,314	0	540,314	0	0	0	540,314
Downtown Public/Private Development (TIF 8)	100,000	0	100,000	13,219	86,781	100,000	0
Parking Ramp Signage (TIF 8)	40,000	0	40,000	0	0	0	40,000
Salvage Yard Aquisition (TIF 9)	912,817	0	912,817	903,454	0	903,454	9,363
I-41 Sign (TIF 9)	27,850	0	27,850	344	0	344	27,506
Land Assemblage (TIF 10)	393,453	0	393,453	63	0	63	393,390
Arrowhead Park (TIF 10)	20,981	0	20,981	0	0	0	20,981
Downtown Parking Study (TIF 10)	13,857	49,290	63,147	49,290	0	49,290	13,857
Gateway Plaza (TIF 10)	8,000	0	8,000	0	0	0	8,000
Parking Ramp Preliminary Design (TIF 10)	100,000	0	100,000	0	0	0	100,000
Warehouse Property Acquisition-DT Parking (TIF 10)	900,000	0	900,000	0	0	0	900,000
Total TID Districts	\$3,261,400	\$49,290	\$3,310,690	\$966,370	\$86,781	\$1,053,151	\$2,257,539
TOTAL CARRY FORWARDS	\$6,575,125	\$538,320	\$7,113,445	\$2,162,169	\$442,347	\$2,604,516	\$4,508,929

**CITY OF NEENAH
SEWER UTILITY FUNDS
September 30, 2020**

	Sewer Operating Fund		Sewer Capital Fund		Total Sewer Operating and Capital Funds			
	3rd Qtr. Actual	2020 YTD Total	3rd Qtr. Actual	2020 YTD Total	3rd Qtr. Actual	2020 YTD Total	2020 Budget	2019 YTD Total
REVENUES								
User Fees	\$552,769	\$1,589,503	\$231,723	\$666,327	\$784,492	\$2,255,830	\$3,132,000	\$2,277,223
Indust. Load Charges	279,696	790,715	117,249	331,471	396,945	1,122,186	1,292,000	1,233,351
Courtney Place	6,271	19,146	0	0	6,271	19,146	26,000	18,890
Interest on Investments	762	8,655	0	0	762	8,655	45,000	33,042
Indust. Wastewater Sampling	8,771	25,771	0	0	8,771	25,771	30,000	26,514
Sewer Assessments	2,578	98,886	0	0	2,578	98,886	25,000	10,175
Proceeds from Borrowing	0	0	0	1,875,000	0	1,875,000	1,875,000	820,000
Insurance Settlement	0	0	0	0	0	0	0	111,563
Miscellaneous Revenue	0	3,331	0	0	0	3,331	45,000	21,980
Total Revenue	\$ 850,847	\$2,536,007	\$348,972	\$ 2,872,798	\$ 1,199,819	\$ 5,408,805	\$6,470,000	\$4,552,738
EXPENDITURES								
Wastewater Treatment	\$647,942	\$1,462,576	\$216,477	\$481,517	\$864,419	\$1,944,093	\$2,484,420	\$1,973,133
Transp. System/ Maintenance	111,361	334,084	0	0	111,361	334,084	445,445	324,353
Admin./Engineering Services	111,361	334,084	0	0	111,361	334,084	445,445	324,353
Water Utility Payment and Other Expenses	15,418	46,253	0	0	15,418	46,253	270,000	44,325
Indust. Wastewater Sampling	8,864	20,321	0	0	8,864	20,321	30,000	20,766
City of Menasha Payment	0	45,782	0	0	0	45,782	50,000	47,567
Legal/Misc. Services	4,931	5,370	0	10,176	4,931	15,546	15,000	14,292
Capital Expense	0	0	784,891	1,795,418	784,891	1,795,418	1,875,000	439,126
Debt Service Payment	78,938	144,383	0	1,015,700	78,938	1,160,083	1,133,350	1,299,561
Total Expenditures	\$978,815	\$2,392,853	\$1,001,368	\$3,302,811	\$1,980,183	\$5,695,664	\$6,748,660	\$4,487,476
Net Revenue Over (Under) Expenditures	\$ (127,968)	\$ 143,154	\$ (652,396)	\$ (430,013)	\$ (780,364)	\$ (286,859)	(\$278,660)	\$ 65,262

CITY OF NEENAH
Storm Water Utility
September 30, 2020

	<u>3rd Qtr Actual</u>	<u>2020 YTD Total</u>	<u>2020 Budget</u>	<u>2019 YTD Total</u>
<u>REVENUES</u>				
Utility Charges to Property Owners	\$440,716	\$1,311,819	1,700,000	\$1,297,265
Permit Fees	5,375	15,250	\$12,000	9,975
Interest	928	9,605	50,000	39,236
Def. Sewer Hook-Up Charge	12,650	166,204	5,000	11,900
State Grants	0	0	0	80,000
Capital Borrowing	0	1,035,000	1,035,000	165,000
Miscellaneous Revenues	0	1,309	15,650	7,778
Total Revenue	<u>\$459,669</u>	<u>\$2,539,187</u>	<u>\$2,817,650</u>	<u>\$1,611,154</u>
<u>EXPENDITURES</u>				
Storm Sewer Operations	\$39,904	\$128,509	\$191,260	\$116,286
TV Sewers Inspection/Sealing	0	225	16,440	0
Slough Control	0	0	6,650	0
Street Cleaning	51,740	126,887	145,240	111,709
Snow Hauling	1,320	88,815	153,210	171,588
Erosion Control Inspection	7,563	22,688	32,090	23,002
Detention Pond	26,969	44,694	77,490	41,749
Leaf Collection	19,231	45,802	167,760	18,400
Debt Issuance Costs	0	5,617	0	972
Cost of Monthly Billings	19,943	50,778	64,500	48,650
Debt Service Payment	41,635	545,468	539,730	611,144
City Support/Overhead	109,858	329,573	439,430	319,973
Capital Projects	210,818	907,470	1,235,000	579,951
	<u>\$528,981</u>	<u>\$2,296,526</u>	<u>\$3,068,800</u>	<u>\$2,043,424</u>
Net Revenue Over (Under) Expenditures	<u>(\$69,312)</u>	<u>\$242,661</u>	<u>(\$251,150)</u>	<u>(\$432,270)</u>

FINANCE

10/7/2020

CITY OF NEENAH
Parking Utility
September 30, 2020

	<u>3rd Qtr Actual</u>	<u>2020 YTD Total</u>	<u>2020 Budget</u>	<u>2019 YTD Total</u>
<u>REVENUES</u>				
Permits	53,677	174,573	\$240,110	164,277
Fines	13,308	46,514	140,200	66,457
Total Revenue	<u>\$66,985</u>	<u>\$221,087</u>	<u>\$380,310</u>	<u>\$230,734</u>
<u>EXPENDITURES</u>				
Enforcement	\$7,272	\$22,868	\$62,990	\$27,446
Parking Lots	34,632	67,146	127,257	66,348
Parking Ramp-Canal	9,104	63,044	106,580	92,989
Admin. & Misc.	33,185	99,555	132,740	96,653
Total Expenses	<u>84,193</u>	<u>252,613</u>	<u>429,567</u>	<u>283,436</u>
Net Revenue Over (Under) Expenditures	<u>(\$17,208)</u>	<u>(\$31,526)</u>	<u>(\$49,257)</u>	<u>(\$52,702)</u>
	Jan. 1 Fund Balance	<u>(\$117,319)</u>		<u>(\$5,884)</u>
	Sep. 30 Fund Balance	<u>(\$148,845)</u>		<u>(\$58,586)</u>

**CITY OF NEENAH
RECYCLING FUND
September 30, 2020**

	<u>3rd Qtr Actual</u>	<u>2020 YTD Total</u>	<u>2020 Budget</u>	<u>2019 YTD Total</u>
<u>REVENUES</u>				
State Grants	\$0	\$202,087	\$200,000	\$202,085
County Reimbursements	0	0	0	6,490
Program Revenue	1,619	4,897	20,000	15,303
Additional Cart Fee	0	425	200	0
Punch Cards	1,550	1,875	0	0
Recycling Fee	0	334,887	335,000	360,800
Total Revenue	<u>\$3,169</u>	<u>\$544,171</u>	<u>\$555,200</u>	<u>\$584,678</u>
<u>EXPENDITURES</u>				
Curbside Collection	\$53,083	\$143,968	\$238,220	\$136,311
Drop Off Site Collection	31,829	118,299	118,620	73,473
Administration & Public Information	0	3,146	3,360	0
Yard Waste	47,666	122,370	175,110	102,883
Transfer to General Fund for Adm.	6,250	18,750	25,000	18,750
Total Expenditures	<u>\$138,828</u>	<u>\$406,533</u>	<u>\$560,310</u>	<u>\$331,417</u>
Net Revenue Over (Under) Expenditures	<u>(\$135,659)</u>	<u>\$137,638</u>	<u>(\$5,110)</u>	<u>\$253,261</u>
Opening Accumulated Available Funds		\$277,496	\$277,496	\$176,946
Net Current Available Funds		<u>\$415,134</u>	<u>\$272,386</u>	<u>\$430,207</u>

CITY OF NEENAH
Fleet Maintenance Fund
September 30, 2020

	<u>3rd Qtr Actual</u>	<u>2020 YTD Total</u>	<u>2020 Budget</u>	<u>2019 YTD Total</u>
<u>REVENUES</u>				
Vehicle Maintenance Charge	\$146,347	\$496,542	\$593,040	\$470,246
Fuel Revenue	2,480	7,536	10,500	8,200
Total Revenue	<u>\$148,827</u>	<u>\$504,078</u>	<u>\$603,540</u>	<u>\$478,446</u>
<u>EXPENDITURES</u>				
Personal Services	\$113,340	\$343,942	\$494,670	\$333,185
Contractual Services	7,959	28,344	47,870	30,157
Supplies & Materials	40,271	111,635	163,300	93,971
	<u>\$161,570</u>	<u>\$483,921</u>	<u>\$705,840</u>	<u>\$457,313</u>
Net Revenue Over, (Under) Expenditures	<u>(\$12,743)</u>	<u>\$20,157</u>	<u>(\$102,300)</u>	<u>\$21,133</u>

**Joint Municipal Court Fund
September 30, 2020**

	<u>3rd Qtr Actual</u>	<u>2020 YTD Total</u>	<u>2020 Budget</u>	<u>2019 YTD Total</u>
Revenues				
Neenah Court Fines	\$42,905	\$127,587	\$245,000	\$172,434
Menasha Court Fines	29,556	98,748	190,000	135,127
Warrant Fees	4,896	12,351	26,000	16,668
Other Fees	342	1,239	2,500	1,655
Witness Fees	84	100	300	96
Miscellaneous Revenue	(7)	0	30	20
Transfer from General Fund	0	10,000	10,000	10,000
Total Revenues	<u>\$77,776</u>	<u>\$250,025</u>	<u>\$473,830</u>	<u>\$336,000</u>
Expenditures				
Personal Services	\$26,864	\$80,795	\$113,320	\$79,392
Contracted Services	5,161	18,336	24,870	17,237
Supplies and Materials	285	728	850	754
Interest	101	972	4,500	3,341
Court Fine Reimbursement	47,952	161,288	334,000	225,460
	<u>\$80,363</u>	<u>\$262,119</u>	<u>\$477,540</u>	<u>\$326,184</u>
Net Operating Revenue Over (Under) Expenditures	<u><u>(\$2,587)</u></u>	<u><u>(\$12,094)</u></u>	<u><u>(\$3,710)</u></u>	<u><u>\$9,816</u></u>

**INFORMATION SYSTEMS
INTERNAL SERVICE FUND
September 30, 2020**

	<u>3rd Qtr</u> <u>Actual</u>	<u>2020 YTD</u> <u>Total</u>	<u>2020</u> <u>Budget</u>	<u>2019 YTD</u> <u>Total</u>
Revenues				
Printer/Copy Charges	\$6,635	\$24,332	\$35,000	\$22,807
I S Service Charges	212,580	638,115	875,280	652,344
Total Revenues	\$219,215	\$662,447	\$910,280	\$675,151
Expenditures				
Personal Services	\$149,061	\$450,403	\$637,730	\$431,644
Contracted Services	26,651	163,861	212,520	166,393
Supplies and Materials	263	2,241	5,500	5,811
Capital Outlay	0	15,519	31,000	16,989
Transfer to General Fund	6,250	18,750	25,000	90,000
	\$182,225	\$650,774	\$911,750	\$710,837
Net Revenue Over				
(Under) Expenditures	\$36,990	\$11,673	(\$1,470)	(\$35,686)

CITY OF NEENAH
TIF #5 (DOWNTOWN BUSINESS DISTRICT)
September 30, 2020

DESCRIPTION	CUMULATIVE ACTUAL @ DEC. 31 2019	Y-T-D THROUGH SEP. 30 2020	BUDGETED THROUGH DEC. 31 2020	CUMULATIVE TWENTY-EIGHT YEARS ACTUAL THRU 9/30/20	CUMULATIVE TWENTY-EIGHT YEARS TID PLAN THRU 2020
REVENUES:					
Property Tax Increment	10,904,562	492,527	482,577	11,397,089	12,081,073
Property Value Short Fall	253,238	0	0	253,238	0
Capital Borrowing	7,203,559	0	0	7,203,559	7,637,000
Land Sales	150,000	0	0	150,000	150,000
Transfer from Other TID Funds	25,000	0	0	25,000	0
Transfer from Trust Funds	161,871	0	0	161,871	0
Grants	4,590	0	0	4,590	0
Interest Income/Misc	207,576	603	1,000	208,179	270,939
TOTAL REVENUES	18,910,396	493,130	483,577	19,403,526	20,139,012
EXPENDITURES:					
Direct Development Costs	8,158,249	0	0	8,158,249	7,633,524
Land Sale Preparation	2,195	0	0	2,195	Inc.
Developer Increment Reimbursement	37,514	11,726	11,650	49,240	11,650
Debt Service - Principal	6,765,758	311,390	311,390	7,077,148	7,451,342
Debt Service - Interest	1,816,060	7,266	7,267	1,823,326	2,225,496
Administrative Costs	1,134,084	60,000	80,000	1,194,084	710,000
Promotion & Marketing	82,459	0	0	82,459	239,284
Sundry Costs	909,743	150	2,500	909,893	28,349
TOTAL EXPENDITURES	18,906,062	390,532	412,807	19,296,594	18,299,645
Net Revenue Over (Under) Expenditures	4,334	102,598	70,770	106,932	1,839,367

LONG TERM OUTSTANDING DEBT FOR THIS DISTRICT

ISSUE	ORIGINAL ISSUE	PD PRIOR 9/30/20	OUTSTANDING 9/30/20	BALANCE DUE 2020	OUTSTANDING 12/31/20
1993 Promissory Note	\$2,625,000	\$2,625,000	\$0	\$0	\$0
1994 Promissory Note	55,000	55,000	0	0	0
1995 Promissory Note (Refunded 2001)	40,000	40,000	0	0	0
1997 Promissory Note (Refunded 2003)	7,000	7,000	0	0	0
1998 Promissory Note (Refunded 2004B)	501,000	501,000	0	0	0
1998 Refunding Note	130,000	130,000	0	0	0
1999 Promissory Note (Refunded 2004A)	150,000	150,000	0	0	0
2001 Promissory Note (Refunded 2008B)	40,000	40,000	0	0	0
2001 Refunding Note	30,000	30,000	0	0	0
2002 Promissory Note	140,000	140,000	0	0	0
2003 Promissory Note	75,000	75,000	0	0	0
2003 Refunding Note	186,000	186,000	0	0	0
2004A Refunding Note	485,000	485,000	0	0	0
2004B Refunding Note	659,000	659,000	0	0	0
2005 Promissory Note (Refunded 2012/15)	19,890	19,890	0	0	0
2006 Promissory Note (Refunded 2012/2013)	131,544	131,544	0	0	0
2007 Promissory Note (Refunded 2015)	104,960	104,960	0	0	0
2008A Promissory Note(Refunded 2013)	82,413	82,413	0	0	0
2008B Refunding Note	105,000	105,000	0	0	0
2009 Promissory Note (Refunded 2017)	15,000	15,000	0	0	0
2009 Refunding Note	38,124	38,124	0	0	0
2010 Refunding Note	540,000	540,000	0	0	0
2011 Promissory Note	75,000	75,000	0	0	0
2012 Promissory Note	360,000	360,000	0	0	0
2012 Refunding	87,213	10,932	76,281	0	76,281
2013 Refunding	167,620	167,620	0	0	0
2013 Promissory Note	240,000	240,000	0	0	0
2014 Promissory Note	10,000	0	10,000	0	10,000
2015 Promissory Note/Refunding	92,440	62,600	29,840	0	29,840
2017 Refunding Note	11,355	1,065	10,290	0	10,290
	\$7,203,559	\$7,077,148	\$126,411	\$0	\$126,411
			Due to Other Funds		(\$106,932)
			TOTAL DISTRICT OBLIGATIONS		\$19,479

CITY OF NEENAH
TIF #6 (SOUTH PARK INDUSTRIAL CENTER)
September 30, 2020

DESCRIPTION	CUMULATIVE ACTUAL @ DEC. 31, 2019	Y-T-D THROUGH SEP. 30 2020	BUDGETED THROUGH DEC. 31, 2020	CUMULATIVE TWENTY-FOUR YEARS ACTUAL THRU 9/30/20	CUMULATIVE TWENTY-FOUR YEARS TID PLAN THRU 2020
REVENUES:					
Property Tax Increment	\$6,422,784	\$669,510	\$651,882	\$7,092,294	\$9,562,008
Capital Borrowing	4,523,701	0	0	4,523,701	4,738,836
County Ind. Development Loan	675,000	0	0	675,000	675,000
Indust. Dev. Fund Advance	100,000	0	0	100,000	0
Dept of Transportation	72,597	0	0	72,597	0
Land Sales	724,307	0	0	724,307	0
Interest Income/Misc.	58,886	739	1,000	59,625	1,000
TOTAL REVENUES	\$12,577,275	\$670,249	\$652,882	\$13,247,524	\$14,976,844
EXPENDITURES:					
Direct Development Costs	\$4,983,042	\$0	\$0	\$4,983,042	\$4,463,687
Land Sale Preparation	107,585	0	0	107,585	Inc.
Debt Service - Principal	4,189,580	226,060	206,060	4,415,640	4,763,176
Debt Service - Interest	1,558,534	27,726	27,646	1,586,260	2,086,701
Administrative Costs	911,503	45,000	60,000	956,503	340,000
Promotion & Marketing	99,565	0	0	99,565	0
Developer Reimbursement	629,999	0	0	629,999	0
Sundry Costs	336,125	150	11,000	336,275	11,000
TOTAL EXPENDITURES	\$12,815,933	\$298,936	\$304,706	\$13,114,869	\$11,664,564
Net Revenue Over (Under) Expenditures	(\$238,658)	\$371,313	\$348,176	\$132,655	\$3,312,280

LONG TERM OUTSTANDING DEBT FOR THIS DISTRICT

ISSUE	ORIGINAL ISSUE	PD PRIOR 9/30/20	OUTSTANDING 9/30/20	BALANCE DUE 2020	OUTSTANDING 12/31/20
County Ind. Development Loan	\$675,000	\$675,000	\$0	\$0	\$0
1997 Promissory Note (Refunded 2003)	0	0	0	0	0
1998 Promissory Note	49,000	49,000	0	0	0
2001 Promissory Note	30,000	30,000	0	0	0
Indust. Dev. Fund Advance	100,000	100,000	0	0	0
2002 Promissory Note	200,000	200,000	0	0	0
2003 Promissory Note	30,000	30,000	0	0	0
2003 Refunding Note	171,000	171,000	0	0	0
2004 Trust Fund Loan	413,181	413,181	0	0	0
2005 Promissory Note (Refunded 2012/15)	666,315	666,315	0	0	0
2006 Promissory Note (Refunded 2012/2013)	136,416	136,416	0	0	0
2007 Promissory Note (Refunded 2015)	18,040	18,040	0	0	0
2008A Promissory Note (Refunded 2013)	276,687	276,687	0	0	0
2008B Refunding Note	80,000	80,000	0	0	0
2009 Promissory Note (Refunded 2017)	30,000	30,000	0	0	0
2009 Refunding Note	55,645	55,645	0	0	0
2010 Refunding Note	30,000	30,000	0	0	0
2011 Promissory Note	20,000	20,000	0	0	0
2012 Promissory Note	10,000	10,000	0	0	0
2012 Refunding	357,359	71,718	285,641	0	285,641
2013 Refunding	390,413	390,413	0	0	0
2013 Refunding (Trust Loan)	1,030,000	625,000	405,000	0	405,000
2013 Promissory Note	105,000	70,000	35,000	0	35,000
2014 Promissory Note	230,000	130,000	100,000	0	100,000
2015 Promissory Note/Refunding	148,150	134,740	13,410	0	13,410
2017 Refunding	26,495	2,485	24,010	0	24,010
2019 Refunding	20,000	0	20,000	0	20,000
	\$5,298,701	\$4,415,640	\$883,061	\$0	\$883,061
			Due to Other Funds		(\$132,655)
			TOTAL DISTRICT OBLIGATIONS:		\$750,406

CITY OF NEENAH
TIF #7 (Westside Business Corridor)
September 30, 2020

DESCRIPTION	CUMULATIVE ACTUAL @ DEC. 31, 2019	Y-T-D THROUGH ACTUAL @ SEP. 30	BUDGETED THROUGH DEC. 31, 2020	CUMULATIVE TWENTY ONE YEARS ACTUAL THRU 9/30/20	CUMULATIVE TWENTY ONE YEAR TID PLAN 2020
REVENUES:					
Property Tax Increment	\$25,571,194	\$1,954,385	\$1,877,037	\$27,525,579	\$30,236,254
Capital Borrowing	24,258,905	0	0	24,258,905	13,145,600
DOT Grant	147,236	0	0	147,236	0
Land Sales	79,767	0	0	79,767	0
Interest Income/Misc.	1,314,364	7,156	1,000	1,321,520	1,451,321
TOTAL REVENUES	\$51,371,466	\$1,961,541	\$1,878,037	\$53,333,007	\$44,833,175
EXPENDITURES:					
Direct Development Costs	\$18,148,540	\$30,995	\$225,000	\$18,179,535	\$13,450,000
Land Sale Preparation	0	0	0	0	Inc.
Debt Service - Principal	17,214,663	2,345,908	870,908	19,560,571	11,531,908
Debt Service - Interest	6,549,907	156,332	153,495	6,706,239	5,688,683
Administrative Costs	1,379,912	90,000	120,000	1,469,912	280,000
Promotion & Marketing	105,352	0	10,000	105,352	Inc.
Developer Reimbursement	570,000	95,000	95,000	665,000	0
Transfer to Tif # 8	4,598,349	0	637,634	4,598,349	0
Transfer to Tif #9	100,000	0	0	100,000	0
Sundry Costs	549,574	150	1,000	549,724	Inc.
TOTAL EXPENDITURES	\$49,216,297	\$2,718,385	\$2,113,037	\$51,934,682	\$30,950,591
Net Revenue Over (Under) Expenditures	\$2,155,169	(\$756,844)	(\$235,000)	\$1,398,325	\$13,882,584

LONG TERM OUTSTANDING DEBT FOR THIS DISTRICT

ISSUE	ORIGINAL ISSUE	PD PRIOR 9/30/20	OUTSTANDING 9/30/20	BALANCE DUE 2020	OUTSTANDING 12/31/20
2000 Promissory Note (Refunded 2004)	\$442,921	\$442,921	\$0	\$0	\$0
2001 Promissory Note	60,000	60,000	0	0	0
2002 Promissory Note	4,020,000	4,020,000	0	0	0
2003 Promissory Note	743,000	743,000	0	0	0
2004 Refunding Note	1,310,000	1,310,000	0	0	0
2004 Promissory Note	25,000	16,856	8,144	0	8,144
2005 Promissory Note (Refunded 2012/15)	1,814,962	1,814,962	0	0	0
2006 Promissory Note (Refunded 2012/2013)	1,374,600	1,374,600	0	0	0
2007 Promissory Note	1,517,000	1,517,000	0	0	0
2008 Promissory Note(Refunded 2013)	9,500	9,500	0	0	0
2008B Refunding Note	160,000	160,000	0	0	0
2009 Promissory Note (Refunded 2017)	850,000	850,000	0	0	0
2009 Refunding Note	3,010,920	3,010,920	0	0	0
2010 Refunding Note	1,735,000	1,735,000	0	0	0
2011 Promissory Note	10,000	10,000	0	0	0
2012 Promissory Note	1,100,000	145,000	955,000	0	955,000
2012 Refunding	1,575,567	264,528	1,311,039	0	1,311,039
2013 Refunding	786,935	786,935	0	0	0
2013 Promissory Note	15,000	0	15,000	0	15,000
2014 Promissory Note	35,000	15,000	20,000	0	20,000
2015 Promissory Note/Refunding)	1,487,200	1,190,449	296,751	0	296,751
2016 Promissory Note	65,000	20,000	45,000	0	45,000
2017 Refunding	681,300	63,900	617,400	0	617,400
2019 Refunding	1,430,000	0	1,430,000	0	1,430,000
	\$24,258,905	\$19,560,571	\$4,698,334	\$0	\$4,698,334

Due to Other Funds (\$1,398,325)

TOTAL DISTRICT OBLIGATIONS: \$3,300,009

CITY OF NEENAH
TIF #8 (DOWNTOWN/DOTY ISLAND REDEVELOPMENT)
September 30, 2020

DESCRIPTION	CUMULATIVE ACTUAL @ DEC. 31, 2019	Y-T-D THROUGH SEP. 30, 2020	BUDGETED THROUGH DEC. 31, 2020	CUMULATIVE TWENTY YEARS ACTUAL THRU 9/30/20	CUMULATIVE TWENTY YEARS TID PLAN THRU 2020
REVENUES:					
Property Tax Increment	\$16,254,088	\$1,313,592	\$1,274,813	\$17,567,680	\$22,994,388
Construction Shortfall Payments	370,949	0	80,000	370,949	0
Capital Borrowing	40,576,317	510,000	510,000	41,086,317	35,728,850
Ground Lease Payments	97,731	0	0	97,731	0
Community Development Block Grant	98,000	0	0	98,000	0
State DNR Funding	2,010,578	0	0	2,010,578	0
Brownsfield Grant	500,000	0	0	500,000	0
Private Contributions	936,928	0	0	936,928	0
Lease Rental	97,636	0	0	97,636	0
Transfer from TIF #7	4,598,349	0	637,634	4,598,349	0
Interest Income/Misc	1,576,530	30,592	4,000	1,607,122	1,094,639
TOTAL REVENUES	\$67,117,106	\$1,854,184	\$2,506,447	\$68,971,290	\$59,817,877
EXPENDITURES:					
Direct Development Costs	\$33,545,129	\$16,757	\$500,000	\$33,561,886	\$35,548,850
Land Sale Preparation	0	0	0	0	Inc.
Debt Service - Principal	16,327,484	971,642	2,096,642	17,299,126	14,246,493
Debt Service - Interest	18,497,632	502,222	803,589	18,999,854	20,185,676
Administrative Costs	1,559,151	90,000	120,000	1,649,151	2,664,483
Promotion & Marketing	121,960	0	10,000	121,960	180,000
Sundry Costs	1,205,996	32,951	61,000	1,238,947	Inc.
TOTAL EXPENDITURES	\$71,257,352	\$1,613,572	\$3,591,231	\$72,870,924	\$72,825,502
Net Revenue Over (Under) Expenditures	(\$4,140,246)	\$240,612	(\$1,084,784)	(\$3,899,634)	(\$13,007,625)

LONG TERM OUTSTANDING DEBT FOR THIS DISTRICT

ISSUE	ORIGINAL ISSUE	PD PRIOR 9/30/20	OUTSTANDING 9/30/20	BALANCE DUE 2020	OUTSTANDING 12/31/20
2000 Promissory Note (Refunded 2004)	\$208,033	\$208,033	\$0	\$0	\$0
2002 Promissory Note	10,000	10,000	0	0	0
2003 Promissory Note	400,000	400,000	0	0	0
2004 Refunding Note	331,967	331,967	0	0	0
2004C Promissory Note	2,200,000	1,488,144	711,856	0	711,856
2004E Promissory Note	975,000	975,000	0	0	0
2004 CDA Lease Rev. Bonds(Refunded 2013)	0	0	0	0	0
2005 Promissory Note (Refunded 2012)	814,880	814,880	0	0	0
2006 Promissory Note (Refunded 2012/2013)	1,837,440	1,837,440	0	0	0
2008 Promissory Note(Refunded 2013)	73,625	73,625	0	0	0
2008 CDA Lease Rev. Bonds(Refunded 2017)	3,255,000	3,255,000	0	0	0
2009 Promissory Note (Refunded 2017)	1,695,000	1,695,000	0	0	0
2009 Refunding Note	1,540	1,540	0	0	0
2010 Refunding Note	10,000	10,000	0	0	0
2011 Promissory Note	490,000	490,000	0	0	0
2012 Promissory Note	165,000	0	165,000	0	165,000
2012 Refunding	1,439,862	202,828	1,237,034	0	1,237,034
2013 Refunding CDA	17,620,000	3,175,000	14,445,000	1,090,000	13,355,000
2013 Refunding	1,120,910	1,120,910	0	0	0
2013 Promissory Note	715,000	480,000	235,000	0	235,000
2014 Promissory Note	260,000	145,000	115,000	0	115,000
2015 Promissory Note	162,210	152,209	10,001	0	10,001
2016 Promissory Note	10,000	0	10,000	0	10,000
2016 Refunding CDA	3,500,000	140,000	3,360,000	35,000	3,325,000
2017 Promissory Note	35,000	5,000	30,000	0	30,000
2017 Refunding	3,065,850	287,550	2,778,300	0	2,778,300
2018 G.O. Note	10,000	0	10,000	0	10,000
2019 G.O. Note	170,000	0	170,000	0	170,000
2020 G.O. Note	510,000	0	510,000	0	510,000
	\$41,086,317	\$17,299,126	\$23,787,191	\$1,125,000	\$22,662,191
			Due to Other Funds		\$3,899,634
			TOTAL DISTRICT OBLIGATIONS:		\$26,561,825

CITY OF NEENAH
TIF #9 (U.S. Hwy 41 Industrial Corridor)
September 30, 2020

<u>DESCRIPTION</u>	<u>CUMULATIVE ACTUAL @ DEC. 31, 2019</u>	<u>Y-T-D THROUGH ACTUAL @ SEP. 30</u>	<u>BUDGETED THROUGH DEC. 31, 2020</u>	<u>CUMULATIVE SIX YEARS ACTUAL THRU 9/30/20</u>	<u>CUMULATIVE SIX YEARS TID PLAN 2020</u>
REVENUES:					
Property Tax Increment	\$719,279	\$247,668	\$242,273	\$966,947	\$746,273
Capital Borrowing	815,000	979,000	15,000	1,794,000	540,000
Transfer from Tif #7	100,000	0	0	100,000	0
Interest Income/Misc.	36,841	1,853	1,000	38,694	0
TOTAL REVENUES	\$1,671,120	\$1,228,521	\$258,273	\$2,899,641	\$1,286,273
EXPENDITURES:					
Direct Development Costs	\$621,439	\$903,798	\$15,000	\$1,525,237	\$415,000
Debt Service - Principal	90,000	65,000	65,000	155,000	294,645
Debt Service - Interest	43,696	16,710	16,505	60,406	66,658
Administrative Costs	178,108	60,000	40,000	238,108	160,000
Promotion & Marketing	9,604	0	0	9,604	125,000
Developer Reimbursement	201,902	101,717	93,290	303,619	429,290
Sundry Costs	10,983	14,097	1,000	25,080	Inc.
TOTAL EXPENDITURES	\$1,155,732	\$1,161,322	\$230,795	\$2,317,054	\$1,490,593
Net Revenue Over (Under) Expenditures	\$515,388	\$67,199	\$27,478	\$582,587	(\$204,320)

LONG TERM OUTSTANDING DEBT FOR THIS DISTRICT

<u>ISSUE</u>	<u>ORIGINAL ISSUE</u>	<u>PD PRIOR 9/30/20</u>	<u>OUTSTANDING 9/30/20</u>	<u>BALANCE DUE 2020</u>	<u>OUTSTANDING 12/31/20</u>
2015 Promissory Note	125,000	45,000	80,000	0	80,000
2016 Promissory Note	345,000	80,000	265,000	0	265,000
2017 Promissory Note	115,000	30,000	85,000	0	85,000
2018 G.O. Note	15,000	0	15,000	0	15,000
2019 G.O. Note	215,000	0	215,000	0	215,000
2020 G.O. Note	15,000	0	15,000	0	15,000
2020 Taxable Note	964,000	0	964,000	0	964,000
	\$1,794,000	\$155,000	\$1,639,000	\$0	\$1,639,000
			Due to Other Funds		(\$582,587)
			TOTAL DISTRICT OBLIGATIONS:		\$1,056,413

CITY OF NEENAH
TIF #10 (Near Downtown District)
September 30, 2020

<u>DESCRIPTION</u>	<u>CUMULATIVE ACTUAL @ DEC. 31, 2019</u>	<u>Y-T-D THROUGH ACTUAL @ SEP. 30</u>	<u>BUDGETED THROUGH DEC. 31, 2020</u>	<u>CUMULATIVE SIX YEARS ACTUAL THRU 9/30/20</u>	<u>CUMULATIVE SIX YEARS TID PLAN 2020</u>
REVENUES:					
Property Tax Increment	\$406,972	\$318,077	\$298,419	\$725,049	\$588,819
Capital Borrowing	4,800,000	715,000	715,000	5,515,000	1,750,000
DNR Grant-Loop the Lake	876,453	0	0	876,453	0
Contributions	904,115	16,288	0	920,403	0
Interest Income/Misc.	127,423	26,349	1,000	153,772	1,000
TOTAL REVENUES	<u>\$7,114,963</u>	<u>\$1,075,714</u>	<u>\$1,014,419</u>	<u>\$8,190,677</u>	<u>\$2,339,819</u>
EXPENDITURES:					
Direct Development Costs	\$4,519,841	\$49,353	\$700,000	\$4,569,194	\$1,695,000
Debt Service - Principal	1,442,000	123,500	68,500	1,565,500	243,103
Debt Service - Interest	233,914	105,932	151,657	339,846	160,182
Administrative Costs	222,196	30,000	40,000	252,196	155,000
Promotion & Marketing	17,621	0	15,000	17,621	55,000
Developer Reimbursement	429,763	0	0	429,763	0
Sundry Costs	25,686	4,030	13,000	29,716	16,000
TOTAL EXPENDITURES	<u>\$6,891,021</u>	<u>\$312,815</u>	<u>\$988,157</u>	<u>\$7,203,836</u>	<u>\$2,324,285</u>
Net Revenue Over (Under) Expenditures	<u>\$223,942</u>	<u>\$762,899</u>	<u>\$26,262</u>	<u>\$986,841</u>	<u>\$15,534</u>

LONG TERM OUTSTANDING DEBT FOR THIS DISTRICT

<u>ISSUE</u>	<u>ORIGINAL ISSUE</u>	<u>PD PRIOR 9/30/20</u>	<u>OUTSTANDING 9/30/20</u>	<u>BALANCE DUE 2020</u>	<u>OUTSTANDING 12/31/20</u>
2015 Promissory Note (Refunded 2017)	1,350,000	1,350,000	0	0	0
2016 Promissory Note	315,000	75,000	240,000	0	240,000
2017 Promissory Note	290,000	85,500	204,500	0	204,500
2017 Refunding	1,350,000	55,000	1,295,000	0	1,295,000
2018 G.O. Note	920,000	0	920,000	0	920,000
2019 G.O. Note	568,000	0	568,000	0	568,000
2020 G.O. Note	715,000	0	715,000	0	715,000
	<u>\$5,508,000</u>	<u>\$1,565,500</u>	<u>\$3,942,500</u>	<u>\$0</u>	<u>\$3,942,500</u>
			Due to Other Funds		<u>(\$986,841)</u>
			TOTAL DISTRICT OBLIGATIONS:		<u><u>\$2,955,659</u></u>

CITY OF NEENAH
TIF #11 (Near Downtown District)
September 30, 2020

DESCRIPTION	CUMULATIVE ACTUAL @ DEC. 31, 2019	Y-T-D THROUGH ACTUAL @ SEP. 30	BUDGETED THROUGH DEC. 31, 2020	CUMULATIVE FOUR YEAR ACTUAL THRU 9/30/20	CUMULATIVE FOUR YEAR TID PLAN 2020
REVENUES:					
Property Tax Increment	\$56,840	\$141,069	\$137,468	\$197,909	\$195,788
Capital Borrowing	155,000	10,000	10,000	165,000	395,000
Interest Income/Misc.	2,959	534	0	3,493	0
TOTAL REVENUES	\$214,799	\$151,603	\$147,468	\$366,402	\$590,788
EXPENDITURES:					
Direct Development Costs	\$109,356	\$0	\$10,000	\$109,356	\$395,000
Debt Service - Principal	3,000	1,500	1,500	4,500	1,500
Debt Service - Interest	2,498	4,390	4,193	6,888	4,193
Administrative Costs	114,409	30,000	40,000	144,409	75,000
Promotion & Marketing	500	0	0	500	65,000
Developer Reimbursement	37,311	87,664	107,500	124,975	107,500
Sundry Costs	1,228	204	1,500	1,432	2,500
TOTAL EXPENDITURES	\$268,302	\$123,758	\$164,693	\$392,060	\$650,693
Net Revenue Over (Under) Expenditures	(\$53,503)	\$27,845	(\$17,225)	(\$25,658)	(\$59,905)

LONG TERM OUTSTANDING DEBT FOR THIS DISTRICT

ISSUE	ORIGINAL ISSUE	PD PRIOR 9/30/20	OUTSTANDING 9/30/20	BALANCE DUE 2020	OUTSTANDING 12/31/20
2017 G.O. Note	15,000	4,500	10,500	0	10,500
2018 G.O. Note	15,000	0	15,000	0	15,000
2019 G.O. Note	125,000	0	125,000	0	125,000
2020 G.O. Note	10,000	0	10,000	0	10,000
	\$165,000	\$4,500	\$160,500	\$0	\$160,500
			Due to Other Funds		\$25,658
			TOTAL DISTRICT OBLIGATIONS:		\$186,158

**CITY OF NEENAH
EXPENDABLE TRUST FUNDS
As of September 30, 2020**

CEMETERY

Perpetual Care	\$1,459,514	
Flower Fund	161,389	
Gus Toepel Burial Fund	5,051	
Total Cemetery	5,051	\$1,625,954

PARKS & RECREATION

Park Development - Arrowhead	\$121	
Park Development - Minergy	127,262	
Alice Jean-Arrowhead	8,271	
Trees for the Living	35,795	
Park Benches	8,773	
Babcock Memorial/Kimberly Point	46,796	
Riverside (Nielsen)	5,890	
Riverside Players	5,388	
Neenah Community Band	16,308	
German Band	4,444	
Brent Peppert Scholarship	2,005	
Dance Band	2,814	
Park Land Acquisition	4,812	
Park & Playground Equipment	7,497	
Soccer	5,469	
Doty Cabin	5,153	
Fun Run	23,215	
All Other Contributions	7,418	
Shattuck Park Live Music	1,761	
Carpenter Preserve	27,809	
Nickolas Band Scholarship	3,637	
Park Kart	7,198	
Archery Range	124	
Total Park and Recreation	124	\$357,960

NEENAH PUBLIC LIBRARY

\$1,613,879

CIVIC & SOCIAL

Marigen Carpenter Tree Fund	62,549	
CommunityFest	26,914	
Sale of Compost	85,477	
Miscellaneous/Other	2,633	
Health/Emergency Government-Other	5	
City Wear	816	
Power Up Project	1,255	
Neenah Arts Council	1,180	
Neenah Time Capsule	(1,138)	
Coffee Fund	160	
Total Civic and Social	160	\$179,851

POLICE DEPARTMENT

Drug Education	269	
Crime Prevention	2,290	
Court Ordered	3,450	
Program for Kids	585	
Good Samaritan	1,801	
Police Equipment	(36)	
Choices	984	
Grant Reimbursement	10,688	
Great	829	
Other Training	46,604	
Training Grant-SWAT	52,929	
All Other Contributions	106	
Forensic	1,859	
Bike Patrol	5,088	
Neighborhood District	3,007	
K-9 Project	104,645	
Police Awards	2,757	
Total Police	2,757	\$237,855

DIAL-A-RIDE

\$122,946

TOTAL TRUST FUNDS

\$4,138,445

CITY OF NEENAH
Summary of Industrial Development Fund
2011 through September 30, 2020

	<u>REVENUES</u>	<u>EXPENDITURES</u>	<u>ACCOUNT BALANCE</u>
BALANCE @ 1/1/11			45,563.02
<u>2011</u>			
2011 County Contribution	11,945.00		
Transfer to General Fund (Recruitment/Retention & Storm Water/Misc. Studies)		21,700.00	(9,755.00)
BALANCE @ 12/31/11			35,808.02
<u>2012</u>			
2012 County Contribution	11,013.00		
Expenditures		3,758.57	
Transfer to General Fund (Recruitment/Retention & Storm Water/Misc. Studies)		21,700.00	(14,445.57)
BALANCE @ 12/31/12			21,362.45
<u>2013</u>			
2013 County Contribution	11,000.00		
Expenditures		2,798.00	
Transfer to General Fund (Recruitment/Retention & Storm Water/Misc. Studies)		10,000.00	(1,798.00)
BALANCE @ 12/31/13			19,564.45
<u>2014</u>			
2014 County Contribution	25,750.00		
Expenditures		2,810.00	
Transfer to General Fund (Recruitment/Retention & Storm Water/Misc. Studies)		5,000.00	17,940.00
BALANCE @ 12/31/14			37,504.45
<u>2015</u>			
2015 County Contribution	25,833.00		
Expenditures		3,935.00	
Transfer to General Fund (Recruitment/Retention & Storm Water/Misc. Studies)		5,000.00	16,898.00
BALANCE @ 12/31/15			54,402.45
<u>2016</u>			
2016 County Contribution	25,871.00		
Expenditures		15,110.00	
Transfer to General Fund (Recruitment/Retention & Storm Water/Misc. Studies)		5,000.00	5,761.00
BALANCE @ 12/31/16			60,163.45
<u>2017</u>			
2017 County Contribution	29,176.00		
Expenditures		11,435.11	
Transfer to General Fund (Recruitment/Retention & Storm Water/Misc. Studies)		5,000.00	12,740.89
BALANCE @ 12/31/17			72,904.34
<u>2018</u>			
2018 County Contribution	29,093.00		
Expenditures		9,787.07	
Transfer to General Fund (Recruitment/Retention & Storm Water/Misc. Studies)		5,000.00	14,305.93
BALANCE @ 12/31/18			87,210.27
<u>2019</u>			
2019 County Contribution	29,273.00		
Expenditures		5,008.99	
Transfer to General Fund (Recruitment/Retention & Storm Water/Misc. Studies)		5,000.00	19,264.01
BALANCE @ 12/31/19			106,474.28
<u>2020</u>			
2020 County Contribution	29,608.00		
Expenditures		11,948.25	
Transfer to General Fund (Recruitment/Retention & Storm Water/Misc. Studies)		3,750.00	13,909.75
BALANCE @ 9/30/20			120,384.03

**CITY OF NEENAH
PET LICENSE REPORT
SEPTEMBER 30, 2020**

	2020				2019			
	DOG	CAT	TOTAL PETS	TOTAL FEES	DOG	CAT	TOTAL PETS	TOTAL FEES
JAN-MAR	935	176	1111	\$8,019.00	1061	190	1251	\$7,810.00
APR-JUN	179	37	216	\$1,617.00	230	57	287	\$2,676.00
JUL-SEP	116	24	140	\$1,230.00	114	26	140	\$1,325.00
OCT-DEC	0	0	0	\$0.00	27	6	33	\$266.00
TOTAL YTD	1230	237	1467	\$10,866.00	1432	279	1711	\$12,077.00

TEN YEAR SUMMARY OF PET LICENSES AND FEES

YEAR	DOG	CAT	TOTAL PETS	TOTAL FEES
2011	1210	152	1362	\$9,933.50
2012	1262	180	1442	\$10,454.00
2013	1350	203	1553	\$11,280.00
2014	1454	228	1682	\$12,253.00
2015	1425	249	1674	\$12,041.00
2016	1492	275	1767	\$12,737.00
2017	1506	287	1793	\$12,894.50
2018	1479	289	1768	\$12,649.50
2019	1432	279	1711	\$12,077.00
2020 YTD	1230	237	1467	\$10,866.00

(1) 2020: Price Increase - \$12 unaltered pet, \$7 altered pet.

**CITY OF NEENAH
BOAT LAUNCH PERMIT REPORT
September 30, 2020**

Year	Daily	Seasonal		Total Receipts
		Regular	Senior	
2010	1972	693	487	\$25,058.43
2011	2153	685	536	\$26,344.83
2012	2242	682	625	\$27,610.55
2013	1428	613	652	\$29,324.67
2014	1639	568	634	\$29,880.71
2015	1350	528	702	\$27,923.11
2016	1330	475	703	\$27,016.94
2017	1748	436	689	\$30,013.43
2018	1640	446	720	\$29,858.68
2019	1314	434	666	\$26,806.38
JAN-SEP	1514	430	609	\$27,375.35

Notes:

- (1) 1997 - Cost increased to \$10 for regular, \$5 for over 65 and \$5 for daily boat launch permit.
- (2) 2004 - Cost increased to \$15 for regular, \$10 for over 65 and \$5 for daily boat launch permit.
- (3) 2007 - Cost remained the same as 2006, age changed; regular permits are for under 55 years of age, senior permits are for 55 and over.
- (4) 2013 - Cost increased to \$18 for regular, \$13 for senior and \$7 for daily boat launch permit.
- (5) 2017 - Cost increased to \$19 for regular, \$14 for senior. Daily fee is \$7.