

**CITY OF NEENAH**  
**FINANCE AND PERSONNEL COMMITTEE MEETING**  
**Monday, October 7, 2024– 5:30 p.m.**  
**Hauser Room, Neenah City Administration Building**  
**211 Walnut Street, Neenah, Wisconsin**

**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 September 23, 2024 Special Meeting (minutes can be found on the City's website)
3. Storm Water Utility Rate Analysis (Attachment) (Kaiser)
4. Police Department Reorganization (Attachment) (Olson)
5. Fiscal Matters: August 2024 Vouchers (Attachments) (Rasmussen)
6. Adjournment

In accordance with the requirements of Title II of the Americans with Disabilities Act (ADA), the City of Neenah will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities. If you need assistance, or reasonable accommodation in participating in this meeting or event due to a disability as defined under the ADA, please call the Clerk's Office (920) 886-6100 or the **City's ADA Coordinator at (920) 886-6110 or e-mail [clerk@neenahwi.gov](mailto:clerk@neenahwi.gov)** at least 48 hours prior to the scheduled meeting or event to request an accommodation.

**CITY OF NEENAH  
FINANCE AND PERSONNEL COMMITTEE MEETING  
Monday, September 23, 2024 at 5:30 pm  
Hauser Room, Neenah City Administration Building  
211 Walnut Street, Neenah, Wisconsin**

**MINUTES**

The special meeting was called to order by Chairman Erickson at 5:30 pm.

**Present:** Chairman Erickson, Vice-Chair Boyette, Aldermen Steiner and Ellis, Director of Finance Rasmussen, Director of Human Resources Fairchild, and City Clerk Nagel.

**Also present:** City Attorney Rashid, Aldermen Lendrum and Pollnow Jr., and Information Technology Director Schroeder.

**Absent/Excused:** Council President Borchardt.

1. **Public Appearances:**

None.

2. **Minutes:** Motion/Second/Carried Ellis/Boyette to approve the minutes from the August 5, 2024 regular meeting as written. All voting aye.

3. **Annexation 235, Town of Neenah, Breezewood Ln (Attachments) (Schmidt)**

4. Director Rasmussen advised there is no financial impact to the city for this annexation, therefore, the recommendation is to approve.

**Motion/Second/Carried Ellis/Steiner to recommend Council approve annexation 235, all voting aye.**

5. **Medical Insurance Update – (Attachments) (Fairchild)**

Bec Kurzynske from M3 gave a presentation on the proposed health insurance benefits. Due to the health insurance coming off of a three-year rate hold, health insurance costs are projected to increase substantially. Despite plan design changes, the city is seeing the increase all at once due to the three-year locked in rate.

M3 looked at several different options including a variety of health insurance companies, self-insured, and plan alternatives, to craft a proposal to best meet the employees needs while keeping costs reasonable.

By moving to a self-insured plan, there are cost savings in administrative costs. There is an opportunity to reduce deductible and improve the overall plan design by eliminating the health reimbursement plan and going with copays. United Healthcare Choice Plus offers an employee and family plan which best fits the employees needs with as minimal increase as possible. There was discussion on the stop loss coverage with this plan as well.

**Motion/Second/Carried Ellis/Steiner to recommend Council approve Self-Funded Healthcare Plan with UMR/OptumRx Projections with a \$1,750 deductible which is a 26.85% cost increase, all voting aye.**

6. **Dental and Vision Insurance Update – (Attachments) (Fairchild)**

Staff presented a 3.7% increase in dental insurance and a 5% increase with a three year rate hold for vision.

**Motion/Second/Carried by Ellis/Boyette to recommend Council approve the vision and amended dental proposal for 2025 as presented by staff, all voting aye.**

7. **Central Square and BenTek System Integration (Attachment) (Schroeder)**

Director Schroeder advised the Committee that a Naviline – BenTek integration would provide an easy way to transfer payroll impact benefits elections to the payroll system. This automated transfer will eliminate the need for manual data entry and reduce the risk of mis-keyed information, improving HR staff efficiency. Benefits such as health insurance options and Flexible Spending Arrangement (FSA) contributions would be automatically transferred to the payroll system in Central Square. This integration is key to reaping the full benefits of the BenTek system and would be implemented in time for transferring 2025 benefits elections data.

Director Schroeder advised the final integration quote came back slightly lower than the original at a total of \$8,720.

**Motion/Second/Carried Steiner/Ellis to recommend Council approve Central Square and BenTek System Integration with a total cost \$8,720, all voting aye.**

8. **Discussion on Joint Municipal Court Deficit Repayment (Attachment) (Rasmussen)**

Since its inception, the court has been running with a deficit, a deficit that was 20 years in the making. At the end of 2023 the City of Neenah paid off its entire share of fiscal years 2002 - 2023 deficits. It should be noted that both cities were paying of 4 - 5% interest on the deficit.

In 2024 Menasha paid-off a small portion of the deficit in the amount of \$9,000 and proposed to pay off the remaining balance by the end of 2026; half paid in 2025, the remaining half in 2026.

Moving forward, the deficit will be zeroed out every year after the September audit. This assures going forward each municipality's deficit will be cleared off the books. Both mayors are on board with the forward plan.

This item was for discussion only, no action taken.

9. **Fiscal Matters: June 2024 Vouchers (Attachments) (Rasmussen)**

Motion/Second/Carried Ellis/Boyette to accept and place on file the June 2024 Vouchers. All voting aye.

10. **Fiscal Matters: July 2024 Vouchers (Attachments) (Rasmussen)**

Motion/Second/Carried Ellis/Boyette to accept and place on file the July 2024 Vouchers. All voting aye.

11. **The Committee will convene into closed session pursuant to Wis. Stat. Sec. 19.82(2) to confer with City Attorney who will render advice concerning strategies with respect to pending or impending litigation involving the City.**

Report

Report

**Motion by Boyette, seconded by Ellis for the Committee to enter into closed session pursuant to Wis. Stat. Sec. 19.82(2) to confer with City Attorney who will render advice concerning strategies with respect to pending or impending litigation involving the City. The Committee may reconvene into open session to consider action on the City Attorney's report of pending or threatened litigation, all voting aye. The Committee entered into closed session at 6:33pm.**

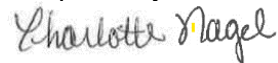
12. The Committee may reconvene into open session to consider action on the City Attorney's report of pending or threatened litigation.

**The Committee did not reconvene into open session and adjourned in closed session.**

**6. Adjournment**

**Motion/Second/Carried Ellis/Steiner to adjourn the meeting 6:55 pm. All voting aye.**

Respectfully submitted,



Charlotte Nagel  
City Clerk



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## M E M O R A N D U M

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**DATE:** September 20, 2024  
**TO:** Mayor Lang and Members of the Finance & Personnel Committee  
**FROM:** Gerry Kaiser, Director of Public Works  
**RE:** Storm Water Utility Rate Analysis

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This memo presents analysis and recommendations regarding the Storm Water Utility rate review.

### Background

The City of Neenah Storm Water Management Utility is a dedicated fund used to operate and maintain the City's storm water management system. This provides storm water infrastructure and related services to collect and manage storm water. All parcels in the City contribute to this fund through the user charge using equivalent runoff units (ERUs). The Utility established the ERU as being 3,138 square feet of impervious surface. Since 2018, all single-family residential properties are charged 1 ERU.

The purpose of the utility is to manage storm water infrastructure and to bring Neenah into compliance with EPA and WDNR requirements for stormwater quantity and quality parameters as defined in the State administrative code (NR151) or in the Total Maximum Daily Load (TMDL) assignments for the Lower Fox River and Lake Winnebago. The City has storm water outfalls to three water bodies – Neenah Creek, the Fox River, and Lake Winnebago. About 77% of the City's land area flows to Neenah Creek, 15% to the Fox River and 8% to Lake Winnebago. The TMDL establishes the maximum amount of suspended solids and total phosphorus that can be discharged to each of those water bodies. Two storm water management plans have been prepared to provide direction to meet those compliance requirements with the most recent plan being developed in 2013. An update to that plan should be prepared in the next several years to make sure that progress to achieving compliance is maintained.

The Utility currently uses best management practices (BMPs), including 20 wet detention ponds, several biofilters, and high-efficiency street sweeping in the City. While the progress toward meeting the goals for Neenah Creek are proceeding well, the limited opportunities to place BMPs in the Fox River or Lake Winnebago drainage basins will make achieving compliance more difficult for those basins.

### Current Rates and Rate History

The City of Neenah Storm Water Management Utility was created in January 2003. At that time, the rate was set at \$56 per ERU annually. Following a rate analysis in 2008, the rate was increased to \$70 per ERU in 2009 and then to \$84 per ERU in 2010. It has remained at that rate since. This rate puts our charge at the lowest in the Fox Valley. There is a fair bit of

variation in these charges, which relate to the unique needs of each community for storm water treatment and flood control, physical and system constraints, costs that they assign to their utility, and the level of aggressiveness in their approach to achieving the TMDL requirements.

**Local Community Storm Water Charges**

Community	ERU Size (SF)	Annual Rate per ERU
Appleton	2,368	\$ 175.00
Buchanan	3,623	\$ 96.00
Fox Crossing	4,177	\$ 140.00
Grand Chute	3,283	\$ 99.84
Green Bay	3,000	\$ 136.44
Kaukauna	2,944	\$ 126.00
Kimberly	3,350	\$ 126.24
Little Chute	2,762	\$ 99.00
Menasha	2,980	\$ 125.40
Neenah, Town	4,040	\$ 100.00
Oshkosh	2,817	\$ 237.72
Average	3,213	\$ 136.26
Neenah	3,138	\$ 84.00

**Fund Balance**

While it has been discussed at annual audit reviews, Council has never acted on a formal approach to establish the desired fund balance for the Storm Water Utility. The Utility Fund balance at the end of 2023 was \$2,873,492 and is projected to be \$2,229,623 at the end of 2024. The fund balance is a combination of general utility revenue and proceeds from borrowing for capital projects. That projected fund balance should be reduced by about \$200,000 to account for encumbered capital projects, so for analysis purposes, a starting fund balance of \$2,000,000 will be used.

In the 2008 rate analysis report, it was stated that the goal of the Utility “is to keep a fund balance of at least \$1,000,000”; however, no supporting rationale for that statement was provided. Fund balance amounts are best calculated as a percentage of expenditures rather than as a fixed amount. Three months of expenditures is a common rule of thumb for fund balance levels. That level will be used in this analysis to calculate the minimum fund balance. Using the estimated 2024 expenditures of \$3,700,000 places our desired minimum fund balance around \$925,000, so a \$1,000,000 target will be used. That target is appropriate for this utility given the limited potential for damage to the infrastructure requiring emergency repair/replacement, the current method of capital project borrowing, and the stable user revenue due to the assignment of charges based on ERUs.

**Assumptions Used in Analysis**

The following assumptions have been used in this analysis:

- A fund balance of a minimum of \$1,000,000 shall be maintained in every year.
- The baseline for expenditures is the average of expenditures for 2022-2024 with the actual expenditures for 2022 and 2023 projected to 2024 using a 3% per year inflation rate.

- An inflation rate of 3% has been used for expenditures from the baseline to succeeding years.
- Borrowing for BMPs will proceed at the pace seen in past several years.
- Grant funding revenue will not be used for future planning or facility construction. This assumption essentially provides for a standard state revenue situation.
- User revenue is based on ERUs as of August 1, 2024.
- Revenues not related to User Fees and Interest do not change.
- Interest revenue is based on a 2% return on the Fund Balance.
- No additional DNR mandates, such as nitrate removal, are incorporated into the expenditures.

### Proposed Rates

Proposed rate schedules to meet the criteria listed were developed. Two approaches were taken – a rapid reduction to reach the minimum fund balance target and a gradual reduction to reach the minimum fund balance target. Setting rates to provide a gradual reduction of the fund balance will avoid the need for a sharp and substantial increase in the rate at the time that the minimum fund balance target is reached.

*Rapid Reduction:* Based on the projected revenues and expenditures, the current \$84/ERU rate can be held through 2026. At that point the rate will need to be increased by \$7/ERU to \$91/ERU and then by an additional \$16/ERU in 2028 to \$107/ERU.

*Gradual Reduction:* For purposes of this analysis, the gradual reduction to the fund balance minimum was arranged to take place over the number of years necessary to avoid a rate increase of more than \$5/ERU from year to year. Based on the projected revenues and expenditures, this can be accomplished with a \$4/ERU increase annually until 2030 when the increase is \$5/ERU. By 2030, the balance has been reduced to an estimated \$1,020,681, so rates in the subsequent years would be set to maintain the minimum fund balance.

### Conclusions

Staff recommends that the storm sewer rate be increased using the gradual fund balance reduction option to enable the Storm Water Management Utility to cover expenses and debt payments. The fund balance should be maintained for unanticipated expenses.

Staff also recommends that the storm water utility rate be reviewed at least every other year to assure that the assumptions and financial projections are still valid.

The appropriate motion would be to recommend that Council approve an increase in the storm water utility rate from \$84/ERU to \$88/ERU commencing January 1, 2025.

CITY OF NEENAH										
STORM SEWER RATE ANALYSIS										
» Using 2022-2024 Average Expenditures as Baseline										
» Rapid reduction to Fund Balance target				Adjusted						
				Average						
				2022-2024	2025	2026	2027	2028	2029	2030
Fund Balance, January 1					\$2,000,000	\$1,696,285	\$1,315,187	\$1,018,707	\$1,019,365	\$1,013,124
<b>REVENUES</b>										
User Fees	049-0000-591.20-00			1,988,280	1,988,280	2,153,970	2,532,690	2,603,700	2,698,380	
Permit Fee	049-0000-532.20-00, 532.21-00			15,000	15,000	15,000	15,000	15,000	15,000	
Interest	049-0000-551.01-00, 551.34-00			40,000	33,926	26,304	20,374	20,387	20,262	
Def. Sewer Hook-Up Charge/ Mains	049-0000-591.36-00, 591.40-00			15,000	15,000	15,000	15,000	15,000	15,000	
Proceeds from Borrowing	049-0000-432.24-00			1,346,000	1,094,000	1,360,000	1,484,000	1,300,000	1,300,000	
WDNR Grant				0	0	0	0	0	0	
Miscellaneous Revenues				15,000	15,000	15,000	15,000	15,000	15,000	
<b>Total Revenue</b>				<b>3,419,280</b>	<b>3,161,206</b>	<b>3,585,274</b>	<b>4,082,064</b>	<b>3,969,087</b>	<b>4,063,642</b>	
<b>EXPENDITURES</b>										
Storm Sewer Operations	049-3901		130,141	134,045	138,067	142,209	146,475	150,869	155,395	
TV Sewers Insp/Sealing	049-3902		1,087	1,119	1,153	1,187	1,223	1,260	1,298	
Neenah Creek Control	049-3903		1,883	1,940	1,998	2,058	2,120	2,183	2,249	
Street Cleaning	049-3904		181,060	186,492	192,087	197,849	203,785	209,898	216,195	
Snow Hauling	049-3906		76,565	78,862	81,228	83,665	86,175	88,760	91,423	
Erosion Control Inspection	049-3907		33,337	34,337	35,367	36,428	37,521	38,647	39,806	
Detention Pond	049-3908		89,550	92,237	95,004	97,854	100,790	103,813	106,928	
Leaf Collection	049-3909		191,221	196,958	202,866	208,952	215,221	221,677	228,328	
Capital Expense			1,291,929	1,346,000	1,094,000	1,360,000	1,484,000	1,300,000	1,300,000	
Other Misc.			0	0	0	0	0	0	0	
<i>Transfer to General Fund:</i>										
Utility Monthly Billings	049-3905		78,071	80,414	82,826	85,311	87,870	90,506	93,221	
PW Support/Overhead	049-9910-999.09-99		515,698	531,169	547,104	563,517	580,423	597,836	615,771	
Debt Service Payment			922,384	1,039,422	1,070,605	1,102,723	1,135,804	1,169,879	1,204,975	
<b>Total Expenditures</b>			<b>\$3,512,928</b>	<b>\$3,722,995</b>	<b>\$3,542,304</b>	<b>\$3,881,754</b>	<b>\$4,081,406</b>	<b>\$3,975,328</b>	<b>\$4,055,588</b>	
<b>Excess Revenues Over (Under) Exp.</b>				<b>(\$303,715)</b>	<b>(\$381,099)</b>	<b>(\$296,480)</b>	<b>\$658</b>	<b>(\$6,241)</b>	<b>\$8,054</b>	
<b>Ending Fund Balance as 12/31</b>			<b>\$2,000,000</b>	<b>\$1,696,285</b>	<b>\$1,315,187</b>	<b>\$1,018,707</b>	<b>\$1,019,365</b>	<b>\$1,013,124</b>	<b>\$1,021,178</b>	
ERUs as of 8/1/2024:		23,670		\$ 84	\$ 84	\$ 91	\$ 107	\$ 110	\$ 114	
Inflation Rate:		3%								
Interest on Fund Balance:		2%								



CITY OF NEENAH										
STORM SEWER RATE ANALYSIS										
» Using 2022-2024 Average Expenditures as Baseline										
» Gradual reduction to Fund Balance target				Adjusted						
				Average						
				2022-2024	2025	2026	2027	2028	2029	2030
Fund Balance, January 1					\$2,000,000	\$1,790,965	\$1,601,120	\$1,428,709	\$1,271,877	\$1,128,666
<b>REVENUES</b>										
User Fees	049-0000-591.20-00			2,082,960	2,177,640	2,272,320	2,367,000	2,461,680	2,580,030	
Permit Fee	049-0000-532.20-00, 532.21-00			15,000	15,000	15,000	15,000	15,000	15,000	
Interest	049-0000-551.01-00, 551.34-00			40,000	35,819	32,022	28,574	25,438	22,573	
Def. Sewer Hook-Up Charge/ Mains	049-0000-591.36-00, 591.40-00			15,000	15,000	15,000	15,000	15,000	15,000	
Proceeds from Borrowing	049-0000-432.24-00			1,346,000	1,094,000	1,360,000	1,484,000	1,300,000	1,300,000	
WDNR Grant				0	0	0	0	0	0	
Miscellaneous Revenues				15,000	15,000	15,000	15,000	15,000	15,000	
<b>Total Revenue</b>				<b>3,513,960</b>	<b>3,352,459</b>	<b>3,709,342</b>	<b>3,924,574</b>	<b>3,832,118</b>	<b>3,947,603</b>	
<b>EXPENDITURES</b>										
Storm Sewer Operations	049-3901		130,141	134,045	138,067	142,209	146,475	150,869	155,395	
TV Sewers Insp/Sealing	049-3902		1,087	1,119	1,153	1,187	1,223	1,260	1,298	
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Capital Expense			1,291,929	1,346,000	1,094,000	1,360,000	1,484,000	1,300,000	1,300,000	
Other Misc.			0	0	0	0	0	0	0	
<i>Transfer to General Fund:</i>										
Utility Monthly Billings	049-3905		78,071	80,414	82,826	85,311	87,870	90,506	93,221	
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Debt Service Payment			922,384	1,039,422	1,070,605	1,102,723	1,135,804	1,169,879	1,204,975	
<b>Total Expenditures</b>			<b>\$3,512,928</b>	<b>\$3,722,995</b>	<b>\$3,542,304</b>	<b>\$3,881,754</b>	<b>\$4,081,406</b>	<b>\$3,975,328</b>	<b>\$4,055,588</b>	
<b>Excess Revenues Over (Under) Exp.</b>				<b>(\$209,035)</b>	<b>(\$189,845)</b>	<b>(\$172,411)</b>	<b>(\$156,832)</b>	<b>(\$143,211)</b>	<b>(\$107,985)</b>	
<b>Ending Fund Balance as 12/31</b>			<b>\$2,000,000</b>	<b>\$1,790,965</b>	<b>\$1,601,120</b>	<b>\$1,428,709</b>	<b>\$1,271,877</b>	<b>\$1,128,666</b>	<b>\$1,020,681</b>	
ERUs as of 8/1/2024:		23,670		\$ 88	\$ 92	\$ 96	\$ 100	\$ 104	\$ 109	
Inflation Rate:		3%								
Interest on Fund Balance:		2%								



Aaron L. Olson  
Chief of Police

# CITY OF NEENAH POLICE DEPARTMENT



2111 Marathon Avenue  
Neenah, Wisconsin 54956

## Memo

**To:** Chair, Tammy Erickson  
Finance and Personnel Committee  
Mayor Jane Lang

**From:** Chief Aaron L. Olson *ALO*

**Date:** October 3, 2024

**Re:** **Department reorganization**

The Neenah Police Department is a professional law enforcement agency, and we are always looking for ways to improve, be more effective and serve the community more efficiently. One of our most under-utilized and under supervised units are our Community Service Aides (CSAs). Another position that must be addressed is our open records clerk. Our aim is to make the CSA program and open records more effective and efficient by reorganizing our current staff, making it possible to add a full-time CSA supervisor.

### CSAs:

Our CSA program is invaluable to the community and police department. Our CSAs take many of our minor calls such barking dogs, locked vehicles, traffic control, parking complaints, and so on. Our CSAs are also future police officers and taking the time to have them well trained, will only benefit our police department and city now, and in the future.

To hire, train, retain, and make our CSA program better, we must create a full-time supervisor. This CSA supervisor will be a non-sworn staff member who will help recruit CSAs, train our CSAs, mentor our CSAs, and supervise our CSAs. The full job description is attached.

### Open Records:

In 2023, our sole open records clerk received 1744 open records requests, resulting in 2166 responses. For one open records clerk who works 1,950 hours (less when you take away vacation and sick leave), it is no longer sustainable for one person to handle this extremely important task, which brings great risk to the City of Neenah.





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## MEMORANDUM

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Date: 9/10/2024

To: Chief Aaron Olson

Re: Departmental Reorganization

The Police Department has identified a need to complete a departmental reorganization as a result of a shift in workload duties and for the purposes of providing additional services to the public. Currently there are three Communications Technicians. As this reorganization will include the change in operational hours for this role, the need for three-full time Technicians will be reduced to one resulting in one position being abolished and the other being redefined.

The least senior Communications Technician position will be vacated effective January 1, 2025, with the next level Communications Technician position being re-defined to offset the current workload currently placed upon the open records division. As such the pay for both the remaining Communications Technician and the redefined position have been reviewed and will be increased slightly to account for additional tasks and responsibilities being added to each role. The Senior Communication Technician will also be given the option to work 40 hours per week to offset any potential loss of current overtime opportunities.

In addition to the abolishment of one Communications Technician, it has also been determined the need to maintain the Part-Time Administrative Assistant will no longer be necessary and will also be vacated effective January 1, 2025.

This reorganization allows the department to create a new position to support the current need for a supervisor to manage the CSA and Crossing Guard staff as well as to support the department with routine code enforcement and parking enforcement needs.

Based on the information listed above, the expected financial impact not to include fringes is as follows:

Position	Current	Adjusted	Variance
PT Admin Assistant	\$31,641.61	\$0.00	\$31,641.61
FT Comm Tech	\$43,293.66	\$0.00	\$43,293.66
Senior Comm Tech	\$53,499.50	\$55,906.50 (1950 hrs) \$59,633.60 (2080 hrs)	(\$2,407 to \$6,134.10)
Redefined Comm Tech	\$43,937.55	\$48,477.00	(\$4,539.45)
New CSA Supervisor	\$0.00	\$57,330.00 (Base) \$60,859.00 (low level range)	(\$57,330.00 to \$60,859.00)
Total Variance Range			\$10,658.82 to 3,402.72 savings

Understanding the City of Neenah's operational budget is extremely tight, we will be re-organizing our civilian staff and front desk hours. Here is how we will pay for this position:

Currently, our three full time comm. techs are scheduled seven days a week from 7:00am to 11:00pm. Starting January 1, 2025 (or sooner), we will go from three comm-techs to one comm-tech, and the new front desk hours will be from 8:00am to 4:00pm.

We will have one comm. tech who will work from 8:00am to 4:00pm and this person's sole job will be as a comm. tech. Our second comm. tech. position will now be our additional open records clerk, working from 8:00am to 4:00pm.

The third and most junior comm. tech position will be vacated on January 1, 2025. This person has already been informed of this.

The second position that will be eliminated will be our part-time administrative assistant. In the past, this position processed our very antiquated paper time sheets. Now that we use a web-based timesheet program for our timesheets, this position is still useful, but not needed. Our full-time Executive Assistant will absorb these part time administrative assistant job duties. Our administrative assistant has also been informed of this.

By vacating one comm-tech position and one part-time administrative assistant position, we will have more than enough operating budget money to fulfill this plan. By doing this, we will save over \$10,000 of operating budget money.

By planning for our comm-tech hours to be reduced on January 1, 2025, this gives us over three months to educate the public of our reduced front desk hours. We will advertise this change in the newspaper, social media, city newsletter, media, and so on. We will encourage everyone to hold their non-emergency concerns and questions during the afternoon and night hours and contact our front desk between the hours of 08:00am and 4:00pm, Monday through Friday.

In conclusion, this proposal will save the city operating money, increase our CSAs effectiveness and efficiency and will make our open records process more efficient. I am saddened by having to vacate two positions, but to make our organization the best most effective and efficient that we can be, it is necessary.



# City of Neenah Position Description

<b>Position:</b>	Community Service Aide (CSA) Supervisor	<b>Grade:</b>	10
<b>Department:</b>	Police	<b>FLSA:</b>	Exempt
<b>Reporting Supervisor:</b>	Lieutenant of Professional Standards	<b>Date:</b>	October 2024

The City of Neenah is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the city will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

### **JOB SUMMARY:**

The purpose of this position is to oversee the Community Service Aide program. Work involves the direct handling of calls. Work also involves recruiting, hiring, scheduling, discipline, training and supervise eight Community Service Aides. This person serves as the primary supervisor of 20 Crossing Guards.

### **ESSENTIAL JOB DUTIES**

- Performs administrative functions for all areas related to the Community Service Aides Unit, including daily approval/correction of completed reports, citations, and other documentation of unit activities.
- Assists with the hiring process for all new CSAs.
- Oversees the Field Training process for all CSAs. This includes training the CSAs who are selected to be Field Trainers. Updates the Field Training Binder and overseeing of the progression of CSAs being trained.
- Completes monthly work schedules, assists in evaluations, and performs quality control of all paperwork for CSAs.
- Assists with preparation of unit training.
- Coordinates with the Professional Standards Lieutenant to oversee special event functions and preparation. Monitors and reviews event plans and makes appropriate recommendations for improvements after completion.
- Coordinates and oversees animal control functions by monitoring the response to calls, daily animal logs, issuing of citations, investigations, and contacts to animal owners.
- Coordinates and oversees follow-up work on animal licensing after written warnings have been issued and maintain files on animal bites and rabies cases.
- Coordinates and oversees the Dangerous Animal process.
- Acts as a liaison between the Neenah Police Department and the Neenah Animal Shelter.
- Maintains a flexible schedule and works overtime hours as required.
- Handles CSA Complaints/Concerns from Citizens. This includes counselling sessions, documentation, and escalation to the appropriate people. Investigates all broken/lost CSA equipment.
- Responsible for purchasing and researching all CSA and Crossing Guard equipment.
- Coordinates and oversees all downtown parking enforcement.
- Coordinates and oversees all other parking enforcement, as needed.
- Acts as one of the liaisons between the police department and the department of public works for sign violations, down road signs and lights, road construction, special event usage, road hazards, and graffiti clean-up.
- Testify in municipal court.
- Supervises and oversees the Crossing Guard Program.
- Fills in as a crossing guard, as needed.
- Performs all CSA duties, parking enforcement and all other duties as assigned.

### **EDUCATION AND EXPERIENCE:**

- High school diploma or equivalent
- Associate's degree or equivalent technical training
- One to two years' previous administrative or office experience required
- Previous law enforcement experience strongly preferred
- TIME system certification must be received within six months of hire
- Valid driver license and ability to operate a city owned vehicle

**KNOWLEDGE/SKILLS/ABILITIES:**

- Knowledge of City and Department municipal codes, policies, and procedures
- Knowledge of basic mathematics
- Skill in preparing complete detailed reports
- Skill in planning and organizing work independently
- Skill in interpersonal relations
- Skill in oral and written communication
- Ability to educate and direct others
- Ability to maintain emotional intelligence under moderate stress
- Ability to exercise sound discretion and decisiveness in solving problems

**SUPERVISORY CONTROLS:**

The Community Service Aide Supervisor assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

**GUIDELINES:**

Guidelines include municipal codes, city policies and procedures, and department standard operating procedures. These guidelines are generally clear and specific but may require some interpretation in application.

**COMPLEXITY:**

The work consists of a variety of projects and interactions with individuals. The position requires the need to multi-task and make critical decisions.

**PERSONAL CONTACTS:**

Contacts are typically with support personnel, municipal court personnel, other law enforcement agencies, co-workers, other city personnel, community groups, insurance company representatives, citizens, and the general public

**PURPOSE OF CONTACTS:**

Contacts are typically to give or exchange information, to resolve problems, persuade others with regards to a desired outcome, and to provide services

**PHYSICAL REQUIREMENTS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to operate standard office equipment.
- Ability to get in and out of a vehicle on a regular basis.
- Ability to exert light physical effort, which may involve some lifting, carrying, pushing, and pulling. Ability to occasionally lift 50 pounds.
- Ability to work with irate individuals or those who may use intimidation tactics may occur.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The work is typically performed in an office, court setting, and while traveling.
- Some exposure to outside elements exists.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY:**

- The supervisor assigns work in terms of general instruction and spot-checks the end result to ensure departmental standards are met. This supervisor will supervise eight part time CSAs and 20 part time crossing guards.

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions herein described. Since every duty connected with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in the job description sheet. AT ANY TIME, AN EMPLOYEE MAY BE ASKED TO ASSIST ANOTHER DEPARTMENT WHERE NEEDED AND IN PERIODS OF DOWN TIME.



# City of Neenah Position Description

<b>Position:</b>	Open Records Clerk I	<b>Grade:</b>	Full Time
<b>Department:</b>	Police	<b>FLSA:</b>	Exempt
<b>Reporting Supervisor:</b>	Support Services Coordinator	<b>Date:</b>	October 2024

The City of Neenah is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the city will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

### JOB SUMMARY:

The purpose of this position to provide the public accurate and consistent open access to records of the department and its employees in a timely fashion in accordance with applicable rules and regulations. Work is primarily performed at the station under the direction of the Support Services Coordinator.

### ESSENTIAL JOB DUTIES

- Coordinate the collection of records for public records requests.
- Review public records requests (paper, electronic, or verbal) to determine if the record(s) can be released by applying the Wisconsin Public Records Law and the balancing test and redacting, if necessary.
- Respond to public records requests from the media.
- Work with the City Attorney’s Office and the Open Records Clerk II in responding to complex requests under the Wisconsin Public Records law to assure compliance and/or the protection of sensitive information.
- Maintain knowledge of the Wisconsin Public Records Law and coordinate meetings with staff.
- Respond to requestors in a timely manner, both in oral and in written formats.
- Provide courtroom testimony concerning public records.
- Provide the Wisconsin Statute 19.356 notice to employees, when appropriate.
- Track open records request and response data.
- Ensure records released are properly retained for the minimum time requirement.
- Assist with rotational coverage of the Communication Technician position during vacancies, as directed by supervisor.
- Other duties as assigned

### EDUCATION AND EXPERIENCE:

- High school diploma or equivalent
- Technical School Certificate or Associate's Degree preferred
- One year of administrative or related experience required
- TIME system certification is required once fully trained, but not prior to hire

### KNOWLEDGE/SKILLS/ABILITIES:



- Knowledge of modern office equipment, practices, and procedures
- Knowledge of Wisconsin Public Records law, City and Department policies and procedures
- Knowledge of basic mathematics
- Skill in compiling data and preparing accurate and timely reports. Sources of data include case dispositions, accident reports, police reports, complaints, statistical reports, subpoenas, receipts, computer software, operating manuals, ordinances, statutes, procedures, guidelines, and non-routine correspondence.
- Skill in planning and organizing work independently
- Skill in establishing and maintaining files and records
- Skill in interpersonal relations
- Skill in oral and written communication
- Ability to transcribe data and information. Ability to proofread and correct reports and police documents
- Ability to maintain confidentiality

**SUPERVISORY CONTROLS:**

The Support Services Coordinator assigns work in terms of general instructions with unusual requests deferred for appropriate guidance and support. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

**GUIDELINES:**

Guidelines include Wisconsin Public Records law, city policies and procedures and department standard operating procedures. These guidelines are generally clear and specific but may require some interpretation in application.

**COMPLEXITY:**

The work consists of related clerical duties. The variety of data entry and accounts add to the complexity of the position.

**PERSONAL CONTACTS:**

Contacts are typically with co-workers, other city personnel, citizens, the general public, attorneys, municipal court personnel, attorney office support personnel, other law enforcement agencies, community groups, various city departments and state agency personnel, insurance company representatives, probation/parole personnel and social workers.

**PURPOSE OF CONTACTS:**

Contacts are typically to give or exchange information, to resolve problems, and to provide services

**PHYSICAL REQUIREMENTS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to alternate between sitting and standing as needed
- Ability to have close visual acuity to perform activity such as: preparing and analyzing data and figures; transcribing, viewing a computer terminal; extensive reading
- Ability to operate standard office equipment and keyboards
- Ability to lift and carry up to 15 pounds regularly and up to 30 pounds on occasion

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The work is typically performed in an office setting
- Minimal exposure to loud noises or equipment
- Ability to work with irate individuals and those who may intimidate may occur
- Some travel between office locations exists

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY:**

- None

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions herein described. Since every duty connected with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in the job description sheet. AT ANY TIME, AN EMPLOYEE MAY BE ASKED TO ASSIST ANOTHER DEPARTMENT WHERE NEEDED AND IN PERIODS OF DOWN TIME.



# City of Neenah Position Description

<b>Position:</b>	Open Records Clerk II/Accreditation Assistant	<b>Grade:</b>	Full Time
<b>Department:</b>	Police	<b>FLSA:</b>	Non-Exempt
<b>Reporting Supervisor:</b>	Support Services Coordinator	<b>Date:</b>	July 2024

The City of Neenah is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the city will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

### **JOB SUMMARY:**

The purpose of this position to provide the public accurate and consistent open access to records of the department and its employees in a timely fashion in accordance with applicable rules and regulations. The position also provides assistance to the Accreditation manager in collection and compilation of records needed to maintain the department's accreditation. Work is primarily performed at the station under the direction of the Support Services Coordinator.

### **ESSENTIAL JOB DUTIES**

- Coordinate the collection of records for public records requests.
- Review public records requests (paper, electronic or verbal) and determine if the record(s) can be released by applying the Wisconsin Public Records Law and the balancing test and redacting, if necessary.
- Respond to public records requests from the media.
- Work with the City Attorney's Office in responding to complex requests under the Wisconsin Public Records law to assure compliance and/or the protection of sensitive information.
- Maintain knowledge of the Wisconsin Public Records Law and coordinate meetings with staff.
- Respond to requestors in a timely manner, both orally and in written formats.
- Provide courtroom testimony concerning public records.
- Provide the Wisconsin Statute 19.356 notice to employees, when appropriate.
- Prepare forms and paperwork including memos, reports, correspondence, monthly arrest totals, and other materials as directed.
- Assist the Accreditation Manager by responding to requests of supplying and researching information needed to maintain the Department's accreditation.
- Assist the Accreditation Manager with the Neenah Police Department accreditation assessment and with other requests, as needed.
- Assist with rotational coverage of the Communication Technician position during vacancies, as directed by supervisor.
- Other duties as assigned.

### **EDUCATION AND EXPERIENCE:**

- High school diploma or equivalent
- Technical School Certificate or associate's degree preferred
- 2 years of administrative or related experience required
- TIME system certification is required once fully trained, but not prior to hire

**KNOWLEDGE/SKILLS/ABILITIES:**

- Knowledge of modern office equipment, practices, and procedures
- Knowledge of Wisconsin Public Records law, City and Department policies and procedures
- Knowledge of basic mathematics
- Skill in compiling data and preparing accurate and timely reports. Sources of data include case dispositions, accident reports, police reports, complaints, statistical reports, subpoenas, receipts, computer software, operating manuals, ordinances, statutes, procedures, guidelines, and non-routine correspondence.
- Skill in planning and organizing work independently
- Skill in establishing and maintaining files and records
- Skill in interpersonal relations
- Skill in oral and written communication
- Ability to transcribe data and information. Ability to proofread and correct reports and police documents
- Ability to maintain confidentiality

**SUPERVISORY CONTROLS:**

The Support Services Coordinator assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

**GUIDELINES:**

Guidelines include Wisconsin Public Records law, city policies and procedures and department standard operating procedures. These guidelines are generally clear and specific but may require some interpretation in application.

**COMPLEXITY:**

The work consists of related clerical duties. The variety of data entry and accounts add to the complexity of the position.

**PERSONAL CONTACTS:**

Contacts are typically with co-workers, other city personnel, citizens, the general public, attorneys, municipal court personnel, attorney office support personnel, other law enforcement agencies, community groups, various city departments and state agency personnel, insurance company representatives, probation/parole personnel and social workers.

**PURPOSE OF CONTACTS:**

Contacts are typically to give or exchange information, to resolve problems, and to provide services

**PHYSICAL REQUIREMENTS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to alternate between sitting and standing as needed
- Ability to have close visual acuity to perform activity such as: preparing and analyzing data and figures; transcribing, viewing a computer terminal; extensive reading
- Ability to operate standard office equipment and keyboards
- Ability to lift and carry up to 15 pounds regularly and up to 30 pounds on occasion

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The work is typically performed in an office setting
- Minimal exposure to loud noises or equipment
- Ability to work with irate individuals and those who may intimidate may occur
- Some travel between office locations exists

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY:**

- None

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions herein described. Since every duty connected with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in the job description sheet. AT ANY TIME, AN EMPLOYEE MAY BE ASKED TO ASSIST ANOTHER DEPARTMENT WHERE NEEDED AND IN PERIODS OF DOWN TIME.

**MEMORANDUM**

**To:** Members of the Finance and Personnel Committee

**From:** Chairman Erickson *JE*

**Date:** September 30, 2024

**Re:** August Voucher Review

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

1. August General Expenditure Voucher Nos. 1941 through 2025 (\$238,113.38) and 1895 through 1999 and 58896 through 59149 (\$3,473,986.19) and August payroll (\$1,291.84) for a combined total of \$3,713,391.41.

2. August Automated Transfers Nos. 1 through 68 totaling \$9,659,428.00.

I recommend their approval.

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

Attachments

**EXPENDITURE ABSTRACT FOR PERIOD AUGUST 1 THROUGH AUGUST 31, 2024**  
**EXPLANATION OF AUTOMATED TRANSFERS**

Transfer No.	Transfer Date	Amount	Vendor	Purpose	Budget/Cost Center
1	8/1/24	\$1,529.55	DELTA DENTAL	Vision Premiums	FRINGE BENEFIT DIST.
2	8/1/24	\$307,407.41	HEALTH PARTNERS	August Insurance Premiums	FRINGE BENEFIT DIST.
3	8/1/24	\$17,922.00	MISSIONSQUARE	457 Deferred Comp. Contributions	N/A
4	8/1/24	\$3,949.00	MISSIONSQUARE	Employee IRA Contributions	N/A
5	8/1/24	\$8,408.67	MIDAMERICA	FICA Alternative Plan #3121	N/A
6	8/1/24	\$51.00	COMMUNITY FIRST CU	FD Local 275 Conduit	N/A
7	8/1/24	\$6,384.40	COMMUNITY FIRST CU	FD Union Dues	N/A
8	8/1/24	\$1,613.83	ASSOCIATED BANK	Child Support	N/A
9	8/1/24	\$600,437.89	EMPLOYEE PAYROLL	ACH Direct Deposit	N/A
10	8/1/24	\$1,695.00	NATIONWIDE	457 Deferred Comp. Contributions	N/A
11	8/1/24	\$1,150.00	NATIONWIDE	Employee IRA Contributions	N/A
12	8/2/24	\$3,081.58	DIVERSIFIED BENEFIT SERVICES	2024 Employee HRA Plan	N/A
13	8/2/24	\$149,257.06	DEPARTMENT OF THE TREASURY	Employer/Employee Social Security Federal Withholding	FRINGE BENEFIT DIST.
14	8/6/24	\$6,069.91	BANCORP	FSA/HRA Debit Card Prefund	N/A
15	8/7/24	\$6,337.50	DELTA DENTAL	Dental Claims	FRINGE BENEFIT DIST.
16	8/7/24	\$5,741.98	DIVERSIFIED BENEFIT SERVICES	2024 Employee HRA Plan	N/A
17	8/7/24	\$2,772.15	DIVERSIFIED BENEFIT SERVICES	2024 Employee FSA Plan	N/A
18	8/12/24	\$1,304.10	DIVERSIFIED BENEFIT SERVICES	2024 Employee FSA Plan	N/A
19	8/12/24	\$2,538.45	DIVERSIFIED BENEFIT SERVICES	2024 Employee HRA Plan	N/A
20	8/12/24	\$2,103.62	QUADIENT	Postage	N/A
21	8/12/24	\$129.89	USPS	Little Lake Project Postage	N/A
22	8/13/24	\$8,132.27	BANCORP	FSA/HRA Debit Card Prefund	N/A
23	8/14/24	\$4,357.60	DELTA DENTAL	Dental Claims	FRINGE BENEFIT DIST.
24	8/14/24	\$2,840.88	ASSOCIATED BANK	August Bank Service Fee	N/A
25	8/14/24	\$526.95	DIVERSIFIED BENEFIT SERVICES	2024 Employee FSA Plan	N/A
26	8/14/24	\$3,420.28	DIVERSIFIED BENEFIT SERVICES	2024 Employee HRA Plan	N/A
27	8/15/24	\$33,344.51	WI DEPT OF REVENUE	Employee Withholding	N/A
28	8/15/24	\$17,972.00	MISSIONSQUARE RETIREMENT	457 Deferred Comp. Contributions	N/A
29	8/15/24	\$3,949.00	MISSIONSQUARE RETIREMENT	Employee IRA Contributions	N/A
30	8/15/24	\$7,793.59	MIDAMERICA	FICA Alternative Plan #3121	N/A
31	8/15/24	\$51.00	COMMUNITY FIRST CU	FD Local 275 Conduit	N/A
32	8/15/24	\$1,613.83	ASSOCIATED BANK	Child Support	N/A
33	8/15/24	\$604,040.91	EMPLOYEE PAYROLL	ACH Direct Deposit	N/A
34	8/15/24	\$1,695.00	NATIONWIDE	457 Deferred Comp. Contributions	N/A
35	8/15/24	\$1,150.00	NATIONWIDE	Employee IRA Contributions	N/A
36	8/16/24	\$152,946.93	DEPARTMENT OF THE TREASURY	Employer/Employee Social Security Federal Withholding	FRINGE BENEFIT DIST.
37	8/16/24	\$1,077.39	DIVERSIFIED BENEFIT SERVICES	2024 Employee FSA Plan	N/A
38	8/16/24	\$4,197.43	DIVERSIFIED BENEFIT SERVICES	2024 Employee HRA Plan	N/A
39	8/20/24	\$1,886.20	BANCORP	FSA/HRA Debit Card Prefund	N/A
40	8/20/24	\$3,828,497.17	NJSD	Final 2022 Tax Settlement	N/A
41	8/20/24	\$1,822,655.08	WINNEBAGO COUNTY TREASURER	Final 2022 Tax Settlement	N/A
42	8/20/24	\$455,976.53	FOX VALLEY TECHNICAL COLLEGE	Final 2022 Tax Settlement	N/A
43	8/20/24	\$4,923.26	WISCONSIN DEPT OF REVENUE	July Sales Tax	N/A
44	8/21/24	\$4,861.13	DIVERSIFIED BENEFIT SERVICES	2024 Employee HRA Plan	N/A
45	8/21/24	\$7,374.40	DELTA DENTAL	Dental Claims	FRINGE BENEFIT DIST.
46	8/21/24	\$526.63	DIVERSIFIED BENEFIT SERVICES	2024 Employee FSA Plan	N/A
47	8/23/24	\$8,786.57	DIVERSIFIED BENEFIT SERVICES	2024 Employee HRA Plan	N/A
48	8/27/24	\$2,706.70	BANCORP	FSA/HRA Debit Card Prefund	N/A
49	8/28/24	\$3,903.74	DELTA DENTAL	Dental Claims	FRINGE BENEFIT DIST.
50	8/28/24	\$894.61	DIVERSIFIED BENEFIT SERVICES	2024 Employee FSA Plan	N/A
51	8/28/24	\$7,751.28	DIVERSIFIED BENEFIT SERVICES	2024 Employee HRA Plan	N/A
52	8/29/24	\$238,113.38	US BANK	7/26-8/26 P-Card Statement	N/A
53	8/29/24	\$17,972.00	MISSIONSQUARE RETIREMENT	457 Deferred Comp. Contributions	N/A
54	8/29/24	\$3,959.00	MISSIONSQUARE RETIREMENT	Employee IRA Contributions	N/A
55	8/29/24	\$4,509.16	MIDAMERICA	FICA Alternative Plan #3121	N/A
56	8/29/24	\$51.00	COMMUNITY FIRST CU	FD Local 275 Conduit	N/A
57	8/29/24	\$1,613.83	ASSOCIATED BANK	Child Support	N/A
58	8/29/24	\$563,235.43	EMPLOYEE PAYROLL	ACH Direct Deposit	N/A
59	8/29/24	\$1,695.00	NATIONWIDE	457 Deferred Comp. Contributions	N/A
60	8/29/24	\$1,150.00	NATIONWIDE	Employee IRA Contributions	N/A
61	8/29/24	\$193,223.00	ASSOCIATED BANK	Interest & Principal Payment	N/A
62	8/30/24	\$1,100.84	DIVERSIFIED BENEFIT SERVICES	2024 Employee FSA Plan	N/A
63	8/30/24	\$3,254.85	DIVERSIFIED BENEFIT SERVICES	2024 Employee HRA Plan	N/A
64	8/30/24	\$231,951.54	WI EMPLOYEE TRUST FUNDS	Retirement Contribution	FRINGE BENEFIT DIST.
65	8/30/24	\$142,966.04	DEPARTMENT OF THE TREASURY	Employer/Employee Social Security Federal Withholding	FRINGE BENEFIT DIST.
66	8/30/24	\$2,599.34	USPS	City Newsletter	N/A
67	8/31/24	\$116,412.76	WE Energies	Invoices	N/A
68	8/31/24	\$5,882.97	MERCHANT SERVICES	Debit Card/Credit Card Service Fee	N/A
<b>AUGUST TOTAL</b>		<b>\$9,659,428.00</b>			

Aug 2024 Check Register-Over \$2,000

AP Pymt Date	AP Pymt #	AP Vendor Name	AP Invoice #	AP Trans	Amount	AP Description 01	AP Description 02	Fund Description	Department Description
08/01/2024	1895	ASSOCIATED APPRAISAL CONSULTANTS	175650		3,041.67	AUG ASSOCIATED APPRAISAL		General Fund	Community Development
08/01/2024	1899	GRAYMONT WESTERN LIME INC	35225723RI		4,769.82	HYDRATED LIME		Water	Other
08/01/2024	1904	NEENAH MENASHA SEWERAGE COMMISSION	2024226		276,252.74	AUG PLANT EXPENSE		Sewer Operating Utility	Sewer Operations
		NEENAH MENASHA SEWERAGE COMMISSION	2024232		18,140.00	AUG PRINCIPAL PYMT-RE LOA	N	Sewer Capital Fund	Sewer Capital Costs
		NEENAH MENASHA SEWERAGE COMMISSION	2024232		12,175.00	AUG INTEREST PYMT-CW LOAN		Sewer Capital Fund	Sewer Capital Costs
		NEENAH MENASHA SEWERAGE COMMISSION	2024232		3,266.00	AUG INTEREST PYMT-RE LOAN		Sewer Capital Fund	Sewer Capital Costs
		NEENAH MENASHA SEWERAGE COMMISSION	2024232		50,089.00	AUG PRINCIPAL PYMT-CW LOA	N	Sewer Capital Fund	Sewer Capital Costs
08/01/2024	1905	NEENAH, TOWN OF	UTIL AID 2024		37,090.00	ALLIANT ENERGY PILOT-JUL	PYMT	Alliant Energy PILOT	Finance
08/01/2024	1906	PRECISION INSTALLATIONS INC	35021		3,186.88	SEWER TRUCK ACCESSORIES		Sewer Capital Fund	Sewer Repair/Replacement
08/01/2024	1907	PRIMADATA LLC	57162		2,413.70	JUL UTILITY BILLS-POSTAGE		General Fund	Finance
08/01/2024	1911	WESTWOOD INFRASTRUCTURE INC	1240702985		2,282.90	JUN PROFESSIONAL SERVICES		Streets Utility, Sidewalks	Upgrades-City Initiated
08/01/2024	1912	WESTWOOD PROFESSIONAL SERVICES INC	1240702986		20,762.80	JUN PROFESSIONAL SERVICES	-COMMERCIAL STREET 2025	Streets, Utility, Sidewalks	Upgrades-City Initiated
08/08/2024	1917	BAKER TILLY US LLP	BT2865163		2,353.00	100% AUDIT SVCS THRU 7/31		TIF #8	TIF Expenditures
		BAKER TILLY US LLP	BT2865163		3,448.00	SINGLE AUDIT SVCS THRU 7/31	31	ARPA Funds	Finance
08/08/2024	1923	ENERGY CONTROL & DESIGN INC	1003111N		11,938.00	ST 32 HVAC		Facility Improvement Fund	Fire Department
08/08/2024	1926	GRAYMONT WESTERN LIME INC	35226025RI		4,706.90	HYDRATED LIME		Water	Other
08/08/2024	1928	MCAHON	935688		4,759.00	6/2-6/29 SERVICE CONTRACT		Water	Other
08/08/2024	1930	MENASHA, CITY OF	JUL 2024 COURT		5,244.20	JUL COURT FINES		Joint Municipal Court Fd	Administration Exp.
		MENASHA, CITY OF	JUL 2024 WRS		45,806.95	JUL RETIREMENT-MENASHA		Benefit Accrual Fund	Retirement & Taxes
08/08/2024	1933	PRECISION INSTALLATIONS INC	35548		2,015.00	EQUIPMENT INSTALLATION-SQ	#26	Capital Equipment Fund	Police
		PRECISION INSTALLATIONS INC	35547		2,070.00	EQUIPMENT INSTALLATION-SQ	#27	Capital Equipment Fund	Police
08/08/2024	1935	SPARKLE AND SHINE CLEANING	NEEPARK15		4,000.00	JUL CLEANING OF	PAVILIONS & BATHROOMS	General Fund	Parks
08/08/2024	1939	WINNEBAGO COUNTY TREASURER	JUL 2024 COURT		3,786.24	JUL COURT FINES		Joint Municipal Court Fd	Administration Exp.
08/15/2024	1941	ENERGY CONTROL & DESIGN INC	1003881N		7,000.00	HVAC UPGRADE CITY HALL		Facility Improvement Fund	Municipal Building
		ENERGY CONTROL & DESIGN INC	1004621N		2,210.39	ST 32 AIRLINE REPAIR		General Fund	Fire Department
08/30/2024		U S BANK	08-12-24		5,203.92	MCNICHOLS COMPANY	SHOWER TOWER GRATES	Facility Improvement Fund	Parks
		U S BANK	08-12-24		3,008.84	BTS*VERMEERWISCONSIN	CUTTER WHEEL ASSY. SCREWS	Fleet Management	Municipal Facilities
		U S BANK	08-12-24		3,501.70	AMZN MKTP US*RF8ZY10S0	REPLACEMENT PCS	Capital Equipment Fund	Information Systems
		U S BANK	08-12-24		3,177.36	AMZN MKTP US*RF2U48810	REPLACEMENT PCS	Capital Equipment Fund	Information Systems
		U S BANK	08-12-24		4,356.00	NORTHSIDE TRUE VALUE	RAMP SALT	Parking Utility Fund	Parking Services
08/15/2024	1943	GRAYMONT WESTERN LIME INC	35226328RI		4,680.28	HYDRATED LIME		Water	Other
08/15/2024	1953	NEENAH FOUNDRY COMPANY	158028		8,617.00	FRAMES/GRATES/LIDS		Storm Water Management	Sewer Repair/Replacement
		NEENAH FOUNDRY COMPANY	158028		2,304.00	FRAMES/GRATES/LIDS		Sewer Capital Fund	Sewer Repair/Replacement
08/15/2024	1956	PRECISION INSTALLATIONS INC	34249		5,381.25	TRUCK INTERCOM REPAIRS		Neenah Menasha Fire	Fire Department
08/15/2024	1959	SECURIAN FINANCIAL GROUP INC	SEP 2024 2632L		6,107.32	SEP INSURANCE		Benefit Accrual Fund	Insurance
08/15/2024	1960	TAPCO	1783490		20,928.93	NO TRAFFIC VEHICLE DETECT	ION	Streets, Utility, Sidewalks	Traffic Control
08/15/2024	1961	WINNEBAGO COUNTY TREASURER	LF133694		2,356.35	JUL 2024 LANDFILL CHARGES		Recycling Fund	Recycling Program
		WINNEBAGO COUNTY TREASURER	LF133694		3,211.27	JUL 2024 LANDFILL CHARGES		Storm Water Management	Storm Sewer Management
		WINNEBAGO COUNTY TREASURER	LF133694		42,787.60	JUL 2024 LANDFILL CHARGES		General Fund	Sanitation
08/15/2024	1962	WISNET	22035		9,920.00	WISNET ACCESS 7/1/24-6/3	0/25	Information Systems	Information Systems
08/22/2024	1965	DAVID TENOR CORPORATION	CN1-24 PAY #5		4,721.31	PAY REQUEST #5		Water	Other
		DAVID TENOR CORPORATION	CN1-24 PAY #5		182,763.12	PAY REQUEST NO 5_CONTRACT	1-24	Streets, Utility, Sidewalks	Upgrades-City Initiated
		DAVID TENOR CORPORATION	CN5-24 PAY #2		139,351.35	PAY REQUEST NO.2_CONTRACT	5-24	Storm Water Management	Sewer Repair/Replacement
08/22/2024	1967	DAVID TENOR CORPORATION	CN1-24 PAY #5		36,190.25	PAY REQUEST NO 5_CONTRACT	1-24	Sewer Capital Fund	Sewer Repair/Replacement
		DONALD HIETPAS & SONS INC	CN3-24 PAY #5		12,312.00	PAY REQUEST NO 5_CONTRACT	3-24	Storm Water Management	Sewer Repair/Replacement
		DONALD HIETPAS & SONS INC	CN3-24 PAY #5		213,958.39	PAY REQUEST NO 5_CONTRACT	3-24	Streets, Utility, Sidewalks	Upgrades-City Initiated
		DONALD HIETPAS & SONS INC	CN3-24 PAY #5		78,999.72	PAY REQUEST #5		Water	Other
08/22/2024	1972	GRAYMONT WESTERN LIME INC	35226789RI		39,521.81	PAY REQUEST NO 5_CONTRACT	3-24	Sewer Capital Fund	Sewer Repair/Replacement
08/22/2024	1973	J D OGDEN PLUMBING & HEATING INC	101232		5,147.34	HYDRATED LIME		Water	Other
08/22/2024	1974	JAMAR COMPANY	267472		2,055.92	RPR PLUMBING-947 EVANS ST		Housing Fund	
		JAMAR COMPANY	267472		74,000.00	ROOF COATING CITY HALL		Facility Improvement Fund	Municipal Building
		JAMAR COMPANY	267473		31,300.00	ST 32 ROOF RECOAT		Facility Improvement Fund	Fire Department
08/22/2024	1975	JIM FISCHER INC	CN7-24 PAY #2		17,807.58	CONCRETE REPAIRS PAY REQU	EST NO.2_CONTRACT 7-24	Streets, Utility, Sidewalks	Street Maintenance
		JIM FISCHER INC	CN7-24 PAY #2		66,464.64	SIDEWALK REPAIR PAY REQUE	ST NO 2_CONTRACT 7-24	Streets, Utility, Sidewalks	Sidewalks / Trials
08/22/2024	1979	NCI COMMUNICATION SOLUTIONS	AR34005		21,758.83	BDA -ANTENNAS, CONNECTORS	E.I.C	General Fund	Police
08/30/2024	1986	U S BANK	08-12-24		3,424.24	BAKER-TAYLOR	BOOKS	General Fund	Public Library
		U S BANK	08-12-24		5,010.03	HAWKINS INC	SODIUM PERMANGANATE	Water	Other
08/29/2024	1988	BUCKLIN TREE SERVICE LLC	108900		13,570.00	SITE PREP SCHULTZ DRIVE		TID #9-U S Hwy41 Industr	Other
08/29/2024	1989	DONALD HIETPAS & SONS INC	07-03-24		5,355.07	REPAIR SANT LAT @ 846 HIG	GINS	Sewer Capital Fund	Sewer Repair/Replacement
08/29/2024	1993	GRAYMONT WESTERN LIME INC	35227116RI		5,147.34	HYDRATED LIME		Water	Other
08/30/2024	2001	U S BANK	08-26-24		2,150.00	FVTC FINANCIAL SERVICES	N NILES CDL TRAINING	General Fund	
		U S BANK	08-26-24		2,160.00	TCAW OCC HEALTH	JUL LABS	Benefit Accrual Fund	Insurance
		U S BANK	08-26-24		12,288.41	LEVENHAGEN OIL CORPORATI	LEAD FREE/4003 GALLONS/79	Fleet Management	
		U S BANK	08-26-24		6,590.97	SQ *GRIP AND RIP MOTORSPO	LAWN MOWER	Neenah Menasha Fire	Fire Department
		U S BANK	08-26-24		2,288.88	SUBURBAN ENTERPRISES INC	MONITOR FIRE ALARM & ELEV	Facility Improvement Fund	Public Works
		U S BANK	08-26-24		2,362.50	JONES LAKE MANAGEMENT	POND TREATMENT-NATURE TRA	Storm Water Management	Storm Sewer Management
		U S BANK	08-26-24		13,019.10	LEVENHAGEN OIL CORPORATI	DIESEL/4508 GALLONS/79745	Fleet Management	
		U S BANK	08-26-24		4,482.25	KUEHL ELECTRIC INC	ST 31 LIGHTING/2024225	Facility Improvement Fund	Fire Department
		U S BANK	08-26-24		10,400.00	TCAW OCC HEALTH	JUL PRACTITIONER SERVICES	Benefit Accrual Fund	Insurance



Aug 2024 Check Register-Over \$2,000

AP Pymt Date	AP Pymt #	AP Vendor Name	AP Invoice #	AP Trans Amount	AP Description 01	AP Description 02	Fund Description	Department Description
		U S BANK	08-26-24	6,331.01	LAKESHORE RECYCLING SYST	JUL COMMERCIAL PICKUP	General Fund	Sanitation
		U S BANK	08-26-24	5,440.11	PACKER CITY INTERNATIONAL	TURBO CHARGER KIT & CORE/	Fleet Management	Municipal Facilities
		U S BANK	08-26-24	7,150.00	LAKESHORE RECYCLING SYST	JUL DUMPSTER PICKUP	General Fund	Sanitation
08/30/2024	2025	U S BANK	08-26-24	5,010.03	HAWKINS INC	SODIUM PERMANGANATE	Water	Other
08/01/2024	58996	APPLE VALLEY & ROCK SOLID	10667	15,000.00	HIH LOAN 515 W NORTH WATE	R ST	TIF Affordable Housing	Community Development
08/01/2024	58998	BERGSTROM AUTOMOTIVE	N24497	49,385.50	NEW SQUAD - #33		Capital Equipment Fund	Police
08/01/2024	59000	CRANKY PAT'S PROPERTIES LLC	PARCEL 49 TLE	7,700.00	PARCEL 49 FEE TLE ACQUISI	TION-COMM STR PROJECT	Streets,Utility,Sidewalks	Upgrades-City Initiated
08/01/2024	59001	D & M FLOORING AMERICA	CG402913	2,291.85	CARPET INSTALL		Facility Improvement Fund	Police
08/01/2024	59002	EARLE PROPERTIES LLC	PARCEL 106 TLE	4,100.00	PARCEL 106 FEE TLE ACQUI	ITION-COMM STR PROJECT	Streets,Utility,Sidewalks	Upgrades-City Initiated
08/01/2024	59003	EDGEWATER RESOURCES LLC	5157	14,612.11	JUN DOTY PARK SHORELINE	DESIGN/ENGINEERING	Facility Improvement Fund	Parks
08/01/2024	59005	GEI CONSULTANTS INC	3157075	5,832.61	LLBDM SERV 6/1-28	PHASE 1A	Facility Improvement Fund	Parks
		GEI CONSULTANTS INC	3157075	5,832.60	LLBDM SERV 6/1-28	PHASE 1B	Facility Improvement Fund	Parks
08/01/2024	59019	STANTEC CONSULTING SERVICES INC	2255410	15,435.85	SERV TO 6/7-1/30 DIXIE RO	AD PHASE II ESA	TIF 13	Other
08/08/2024	59027	AMERICAN GARAGE BUILDERS	1001	13,235.00	HIH LOAN 206 CLYBOURN ST		TIF Affordable Housing	Community Development
08/08/2024	59032	BOYS' & GIRLS' BRIGADE	351	3,150.00	JUL BRIGADE RENTAL		General Fund	Youth Programs
08/08/2024	59037	ENVISIONWARE INC	INVUS71536	4,600.00	SIDE CARS FOR SELF CHECK	MACHINES	Capital Equipment Fund	Public Library
		ENVISIONWARE INC	INVUS71494	6,247.50	SIDE CARS FOR SELF CHECK	MACHINES	Capital Equipment Fund	Public Library
08/08/2024	59039	GAME TIME	PJ10243224	16,493.98	SLIDES		Facility Improvement Fund	Parks
08/08/2024	59046	KLM ENGINEERING INC	10347	2,774.00	MIXER FOR WESTBREEZE LIFT	STATION	Sewer Capital Fund	Sewer Repair/Replacement
08/08/2024	59048	MUNSON INC	89084	34,800.00	GREEN COURTS		Facility Improvement Fund	Parks
08/08/2024	59051	PACKER CITY INTERNATIONAL TRUCKS	404550	118,028.00	FLEET #2 CHASSIS		Capital Equipment Fund	Public Works
08/08/2024	59054	SCHABEL EXTERIORS LLC	23195	5,000.00	HIH GRANT 221 CENTER STRE	ET	TIF Affordable Housing	Community Development
08/08/2024	59057	STATE OF WISCONSIN	JUL 2024 COURT	9,487.50	JUL COURT FINES		Joint Municipal Court Fd	Administration Exp
08/08/2024	59067	WINNEBAGO COUNTY CLERK OF COURTS	PARCEL 10 TLE	2,600.00	PARCEL 10 TLE ACQUISITION	-COMMERCIAL ST PROJECT	Streets,Utility,Sidewalks	Upgrades-City Initiated
08/08/2024	59068	WINNEBAGO COUNTY CLERK OF COURTS	PARCEL 6 TLE	2,400.00	PARCEL 6 TLE ACQUISITION-	COMMERCIAL ST PROJECT	Streets,Utility,Sidewalks	Upgrades-City Initiated
08/15/2024	59076	CHEMTRADE CHEMICALS US LLC	90131328	8,823.60	FERRIC SULFATE		Water	Other
08/15/2024	59079	DONAU CARBON US LLC	240428	56,237.50	POWDERED ACTIVATED CARBON		Water	Other
08/15/2024	59082	FIRE RESCUE SUPPLY LLC	10484	5,585.00	EXTRICATION EQUIP		Neenah Menasha Fire	Fire Department
		FIRE RESCUE SUPPLY LLC	10483	6,000.00	EXTRICATION EQUIP		Neenah Menasha Fire	Fire Department
08/15/2024	59083	GRAEF	133762	7,042.25	JUN PROFESSIONAL SERVICES		TIF #12 Bridgewood	Other
08/15/2024	59085	GRIES ARCHITECTURAL GROUP INC	24072928	3,000.00	KIMBERLY POINT ADA/HISTOR	ICAL CONCEPT DESIGN	Facility Improvement Fund	Parks
08/15/2024	59087	HYDRITE CHEMICAL COMPANY	2024000055046	8,344.80	SODIUM HYPOCHLORITE		Water	Other
08/15/2024	59100	VALLEY VNA SENIOR CARE	JUL 2024	147,239.83	JUL NIFG PAYMENT TO SUBRE	CIPIENT	Neighborhood Inv Program	Community Development
08/22/2024	59110	DAIRY QUEEN/A & J TREATS INC	2024 FUN RUN	2,812.73	DILLY BARS		Park & Rec Trust Funds	Park & Rec Trust Exps
08/22/2024	59111	EKP CONSTRUCTION LLC	INV682	2,124.72	HIH GRANT 244 4TH STREET		TIF Affordable Housing	Community Development
08/22/2024	59115	GROUND EFFECTS OF WI INC	7677	2,570.00	POND MAINT_HARRISON		Storm Water Management	Storm Sewer Management
08/22/2024	59117	KRUCZEK CONSTRUCTION INC	CN2-24 PAY #4	89,195.38	PAY REQUEST NO 4_CONTRACT	2-24	Sewer Capital Fund	Sewer Repair/Replacement
		KRUCZEK CONSTRUCTION INC	CN2-24 PAY #4	178,548.70	PAY REQUEST #4		Water	Other
		KRUCZEK CONSTRUCTION INC	CN2-24 PAY #4	7,753.90	PAY REQUEST NO.4_CONTRACT	2-24	Storm Water Management	Sewer Repair/Replacement
08/22/2024	59120	LEAVEN INC	2024 CDBG	4,000.00	2024 CDBG HOUSING ASSISTA	NCE	2023 CDBG	Block Grant
08/22/2024	59123	NEWMARK TITLE SERVICE LLC	TAXES/REFUND	23,178.67	REFUND TAXES OVERPAYMENT	07-1021-00-00	Real Estate Tax Agency Fd	
08/22/2024	59124	NORDON INC	47686	13,383.06	FURNITURE FOR TWO NEW OFF	ICES	Facility Improvement Fund	Police
		NORDON INC	47687	5,453.17	FURNITURE FOR ONE OFFICE		Facility Improvement Fund	Police
08/22/2024	59126	PIEPER ELECTRIC INC	PJ99016327	6,079.00	RPL OUTSIDE LED LAMPS		Facility Improvement Fund	Police
08/22/2024	59127	PIKE PRODUCTS INC	216 W CECIL	9,676.15	FACADE GRANT 216 W CECIL		2019 CDBG	Block Grant
08/22/2024	59128	RJM CONSTRUCTION LLC	PAY #7	25,484.95	PAY REQUEST #7 BOOSTER ST	ATION-A	Water	Other
08/22/2024	59132	SPECIALTY DOOR SYSTEMS INC	12803	4,954.90	OPENERS/REMOTES AND PLACE	MENT	Facility Improvement Fund	Public Works
08/29/2024	59140	APPLETON, CITY OF	14807	43,414.00	AUG 2024 MASS TRANSIT		General Fund	Community Development
08/29/2024	59147	DAVEL ENGINEERING &	3182837	5,750.00	SCHULTZ DRIVE WETLAND DEL	INEATION	TID #9-U.S Hwy41 Industr	Other
08/29/2024	59151	EDGEWATER RESOURCES LLC	5099	13,252.15	APR-MAY SHORELINE IMPROVE	MENTS	Facility Improvement Fund	Parks
		EDGEWATER RESOURCES LLC	5218	18,143.14	JUL SHORELINE IMPROVEMENT	S	Facility Improvement Fund	Parks
08/29/2024	59154	FGM ARCHITECTS	2233360126	3,750.00	CLOSE OUT FEE - TRAINING	CENTER	Facility Improvement Fund	Police
08/29/2024	59162	MENASHA PACKAGING	2023 PYMT	90,872.05	TIF INCENTIVE PYMT 2023		TIF#9	TIF Expenditures
08/29/2024	59163	OMNI GLASS & PAINT INC	152309IN	3,380.00	GLASS WALL		Facility Improvement Fund	Police
08/29/2024	59165	PENDLETON PARK LLC	2023 PYMT	264,040.04	TIF INCENTIVE PYMT 2023		TIF #11-Special Revenue	TIF Expenditures
08/29/2024	59167	SHERWIN INDUSTRIES INC	SS103567	85,557.00	CRAFCO MASTIC MACHINE		Capital Equipment Fund	Public Works
08/29/2024	59168	SOLARIS ON MAIN LLC	2023 PYMT	188,868.65	TIF INCENTIVE PYMT 2023		TIF #8	TIF Expenditures
08/29/2024	59169	SPEEDY CLEAN INC	83962	7,840.00	TELEWISE SANITARY LATERAL	S	Sewer Capital Fund	Sewer Repair/Replacement
08/29/2024	59170	SPRING CREEK CENTER II LLC	2023 PYMT	20,735.96	TIF INCENTIVE PYMT 2023		TID #7/ Special REV Fund	TIF Expenditures
08/29/2024	59171	STRUCTURES UNLIMITED LLC	2024213	11,015.00	FINAL PAYMENT FOR SAL T SH	ED ROOF	Facility Improvement Fund	Public Works
08/29/2024	59172	TOP PATCH LLC	203	4,695.03	PAVEMENT TOP PATCH KITS		General Fund	Street Maintenance
08/29/2024	59179	201 WEST WISCONSIN LLC	2023 PYMT	109,692.08	TIF INCENTIVE PYMT 2023		TIF #8	TIF Expenditures
				3,532,018.13				