

**CITY OF NEENAH**  
**FINANCE AND PERSONNEL COMMITTEE MEETING**  
**Monday, March 10, 2025 - 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 January 27, 2025 Regular (minutes can be found on the City's website)
3. Primary Datacenter New Air Conditioner (Attachments) (Schroeder)
4. 2024 Operating Budget Carry Forwards to 2025 (Attachments) (Rasmussen)
5. Proposed Amendment to Chapter 13-2 of the Special Assessments Ordinance (Attachments) (Rasmussen)
6. Transferring General Fund Surplus to Eliminate Various Deficits (Attachments) (Rasmussen)
7. Request for Approval of Updated Travel Policy (Attachments) (Rasmussen)
8. Fiscal Matters: January 2025 Vouchers (Attachments) (Rasmussen)
9. City Attorney Report (Rashid)
  - a. The Committee may convene in closed session pursuant to Wis. Stat. Sec. 19.85(1)(g) to confer with City Attorney who will render advice concerning strategies with respect to pending or impending litigation involving the City, specifically regarding: trial with Walmart over multiple years' tax appeals suits; Moderson and WRA appeals.
  - b. The Committee may reconvene into open session to consider action on the City Attorney's report of pending or threatened litigation.
10. 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, January 27, 2025 – 5:30 p.m.**  
**Hauser Room, Neenah City Administration Building**  
**211 Walnut Street, Neenah, Wisconsin**

**MINUTES**

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

**Present:** Chairman Erickson, Aldermen Steiner, and Ellis, Director of Finance Rasmussen, and City Clerk Nagel.

**Also present:** City Attorney Rashid, Public Works Director Kaiser, Alderman Lendrum, and Citizens Flo Bruno and Frank Cuthbert.

**Absent/Excused:** Vice-Chair Boyette and Council President Borchardt

1. **Public Appearances:** None.
2. **Minutes: Motion/Second/Carried Steiner/Ellis to approve the minutes from the January 6, 2025 Regular Meeting as written.** All voting aye.
3. Folder Machine Replacement (Attachments) (Kaiser)

**Motion/Second/Carried Ellis/Steiner for Council to recommend Council approve the purchase of a Quadiant DS64i Folder Inserter from Office Enterprises, Inc., at a cost of \$10,923.50 using public equipment fund balance.** All voting aye.

Director Kaiser advised that staff is requesting the replacement of the Folder Inserter machine. The current Folder Inserter is nine years old in which the maintenance of the machine is no longer supported. Replacement research was taking place at budget time; however, a final recommendation was not made in time to include it in the budget. The Quadiant DS54i Folder Inserter is the recommended machine that will meet staff's current needs with potential to increase as projects become available.

4. **Fiscal Matters: December 2024 Vouchers (Attachments) (Rasmussen)**  
**Motion/Second/Carried Ellis/Steiner to accept and place on file the December 2024 Vouchers.** All voting aye.
5. **City Attorney Report (Rashid)**
  - A. **The Committee may convene in closed session pursuant to Wis. Stat. Sec. 19.85(1)(g) to confer with City Attorney who will render advice concerning strategies with respect to pending or impending litigation involving the City, specifically regarding possible settlement with Walmart over multiple years' tax appeals suits.**

**Motion/Second/Carried Steiner/Ellis for the Committee to convene into closed session pursuant to Wis. Stat. Sec. 19.85(1)(g) to confer with City Attorney who will render advice concerning strategies with respect to pending or impending litigation involving the City, specifically regarding possible settlement with Walmart over multiple years' tax appeals suits.** Motion carried in voice vote 3-0.

Report

At 5:34 PM, the Committee convened into closed session.

**B. 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.

**6. Adjournment**  
**Motion/Second/Carried Steiner/Ellis to adjourn the meeting 5:44 pm. All voting aye.**

Respectfully submitted,



Charlotte Nagel  
City Clerk



*Department of Information Systems*  
211 Walnut St. • P.O. Box 426 • Neenah WI 54957-0426  
Phone 920-886-6172 • e-mail: mschroeder@neenahwi.gov  
*MATTHEW SCHROEDER*  
*Director of Information Systems*

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

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**DATE:** March 10, 2025  
**TO:** Chairman Erickson and Members of the Finance and Personnel Committee  
**FROM:** Matthew Schroeder, Director of Information Systems  
**RE:** Primary Datacenter new Air Conditioner

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**I am requesting approval to purchase equipment and services to install a new air conditioning unit in the Primary Datacenter at a cost not to exceed \$40,000, with funding coming from the Information Systems capital equipment budget.**

Having been installed in 2011, the current Liebert air conditioner in the Primary Datacenter is nearing its estimated service life. In addition, the current unit struggles to maintain temperature in the room, as the heat load has increased over time. We have had incidents in the past where there is a problem with the unit that causes it to stop cooling, and the temperature spikes from 68°F to 100°F in approximately 30 minutes. We have experienced one incident where staff was unable to arrive in time to prevent system shutdown, causing a few hours of downtime overnight for 24/7 staff at Police, Fire and Water.

However, as we have performed regular maintenance on the current unit, it is still in good working condition. This purchase will allow us to install a second air conditioner into the datacenter to provide for redundancy in case one of the unit fails for any reason. This will allow us to minimize any downtime caused by AC failure, as well as prevent any potential damage to equipment due to excessive heat.

Attached is the proposal from Energy Control and Design to purchase and install a second Liebert air conditioner at a cost of \$34,985. In addition to this proposal, we are estimating costs of about \$1,000 for electrical work, and \$800 for roof work. Information Systems has budgeted \$40,000 in the capital equipment budget to complete this project. This was originally budgeted for in 2024, however was deferred to the 2025 budget.



**ENERGY CONTROL & DESIGN, Inc**

3137 N Roemer Road, Appleton WI 54911  
www.energycontroldesign.com



March 4, 2025

Neenah City Hall  
Attention: Pat Benson  
211 Walnut St.  
Neenah, WI. 54956

Re: Neenah City Hall – Liebert Installation - Proposal

Dear Pat,

Energy Control & Design is pleased to provide the following proposal install a new Liebert Data-Mate unit to provide air conditioning for the Data room. The Liebert Data-Mate unit is known for its reliability and energy efficiency, providing optimal cooling for critical data environments.

The existing unit is operating well but is nearing the end of its estimated life expectancy. The existing unit is the only unit currently in place to cool the Data room, thus this design has no redundancy. Because the existing unit is nearing the end of its estimated life expectancy but is still working well, we recommend adding an additional air-conditioning unit. This redundancy will minimize downtime and prevent potential data loss, ensuring the continuous operation of critical city services. This change will extend the life of your data room cooling system and help prevent costly emergency repairs.

The cost to complete the **Neenah City Hall – Data Room AC Installation** proposal is: **\$34,985 (Thirty-Four Thousand, Nine Hundred Eighty-five Dollars).**

The proposal includes the following:

- Installation of one (1) Liebert Data-Mate unit.
- Replacement and plumbing of the refrigeration piping.
- Plumbing of the associated condensation piping.
- Refrigerant.
- Libert indoor to outdoor unit communication.
- Crane rental.
- Startup and commissioning.
- Truck and travel expenses.
- One (1) year warranty.

The above offered pricing does not include the following items:

- Repair or replacement of any HVAC equipment.
- Roofing repair or penetration (if applicable).
- Roofing contractor allowance (by others if necessary).
- Second shift, third shift or overtime labor.
- Line voltage electrical (wire, starters, disconnects, breakers, conduit, etc.).

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Company Representative's Signature

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Date

The above pricing is effective for 30 days. If you would like to proceed with the proposal, please sign above and email this letter back to: [jbalza@energycontroldesign.com](mailto:jbalza@energycontroldesign.com). Please also include all applicable paperwork and/or purchase orders that may be necessary.

Thank you for continually allowing Energy Control and Design to serve your HVAC and building automation needs and to provide this estimate. We look forward to working with you and the rest of your team to implement these proposed upgrades. If you have any questions or need any additional information, please feel free to contact me at the number listed below.

Best Regards,

*Jeremy Balza*

Jeremy Balza

**Service Account Manager**

Cell: [1-920-660-6440](tel:1-920-660-6440)

[jbalza@energycontroldesign.com](mailto:jbalza@energycontroldesign.com)



*Finance Department*  
 211 Walnut St. • Neenah WI 54957-0426  
 Phone 920-886-6140 • Fax: 920-886-6150  
 e-mail: [vrasmussen@neenahwi.gov](mailto:vrasmussen@neenahwi.gov)  
 Vicky K. Rasmussen, CPA  
*Director of Finance*

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

**TO:** Chairman Erickson and Members of the Finance and Personnel Committee  
**FROM:** Vicky Rasmussen, Director of Finance  
**DATE:** March 10, 2025  
**RE:** 2024 Operating Budget Carry Forwards to 2025

Below are the detailed departmental requests for the 2024 Operating Budget Carry Forwards to 2025. The requests are as follows:

| Department                                   | Account Description      | Account Number    | Amount to carry forward | Reason  |
|--|--------------------------|-------------------|-------------------------|---|
| Police                                       | Maintenance Radio        | 010-2101-711-0215 | \$ 2,380                | Pay towards Baycom contract                         |
| Police                                       | Safety Supplies          | 010-2101-711-0319 | 2,640                   | Trauma kits that were not new                       |
| Police                                       | All other supplies       | 010-2103-711-0333 | 8,510                   | Pay for filters/mining                              |
| Police                                       | Small Equipment          | 010-2103-711-0344 | 3,680                   | Pay for filters/mining                              |
| Police                                       | Maintenance Radio        | 010-2104-711-0215 | 460                     | Pay towards Baycom contract                         |
| Police                                       | Communications Equipment | 010-2181-711-8113 | 1,500                   | Pay towards Baycom contract                         |
| Police                                       | Computer Hardware        | 010-2181-711-8115 | 4,070                   | CSA Supervisor and Operations Captain Laptops       |
| Police                                       | Small Computer Hardware  | 010-2101-711-0347 | 2,060                   | CSA Supervisor and Operations Captain Laptops       |
| Public Works                                 | Outside Services         | 010-4104-733-0236 | 15,000                  | Planned sanitary sewer televising                   |
| Community Development / Landmarks Commission | Outside Services         | 010-9319-801-0236 | 1,875                   | Design of brochure update to be completed July 2025 |
| <b>Total</b>                                 |                          |                   | <b>\$ 42,175</b>        |   |

The carry forward requests are all within the City's General Fund and **total \$42,175**, which includes \$25,300 for Police, \$15,000 for Public Works and \$1,875 for Landmarks Commission.

**Motion to recommend Council approve the 2024 General Fund Operating Carry Forwards to 2025 as submitted.**



*Finance Department*  
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e-mail: [viasmussen@neenahwi.gov](mailto:viasmussen@neenahwi.gov)  
Vicky K. Rasmussen, CPA  
*Director of Finance*

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

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**TO:** Chairman Erickson and Members of the Finance and Personnel Committee

**FROM:** Vicky Rasmussen, Director of Finance

**DATE:** March 10, 2025

**RE:** Proposed Amendment to Chapter 13-2 of the Special Assessments Ordinance

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The City of Neenah levies and collects special assessments for the construction and installation of sanitary sewers, water mains, sidewalks and street improvements. This procedure is governed under Wis. Stats. ch. 66, subch. VII (Wis. Stats. § 66.0701 et seq.) except as otherwise provided by the ordinance.

Currently, Section 2 of Chapter 13 of the ordinance stipulates that the interest rate for special assessments shall be established by the City Council from time to time, with the Finance and Personnel Committee tasked with reviewing the rate annually.

I am proposing an amendment to this section to allow the Finance Director to automatically set the annual interest rate for special assessments based on the City's most recent borrowing rate, plus an administrative fee of 2%. The rate would reflect the City's borrowing cost as of the most recent borrowing prior to January 1 of each year.

This adjustment is designed to better align the interest rate with prevailing market conditions, recognizing that interest rates may fluctuate and are not known a year in advance. Additionally, these revisions would align the City of Neenah's practice with those of surrounding communities such as Appleton, Kaukauna, Kimberly, and Menasha.

Please see the attached, red-lined ordinance for the proposed changes.

**Motion to recommend Council approve the amendments made to Chapter 13-2 of the Special Assessments Ordinance.**

## Chapter 13 SPECIAL ASSESSMENTS<sup>1</sup>

### Sec. 13-1. Special assessment procedure.

The City in levying and collecting special assessments for the construction and installation of sanitary sewers, water mains, sidewalks and street improvements shall proceed in the manner provided in Wis. Stats. ch. 66, subch. VII (Wis. Stats. § 66.0701 et seq.) except as otherwise provided by ordinance.

(Code 1977, § 3.07)

### Sec. 13-2. To be paid in installments.

Except as otherwise provided, the special assessments shall be paid in five annual installments. The first installment, if not sooner paid, shall be placed by the Director of Finance, as a special tax, in the first tax roll prepared after the ~~publication of the final resolution of the Council establishing the assessments~~ resident has been invoiced, and one of the s<sub>u</sub>sequent installments shall be so placed in each of the annual tax rolls thereafter until all are levied. The first installment shall be due at the time the general property taxes are due, and the subsequent four installments shall be due annually thereafter together with one year's interest, ~~at a rate to be established by the Council from time to time on the unpaid balance as of January 1 of the year in which the special assessment is paid~~. The interest rate first established on individual installment plans shall remain the same for each subsequent annual payment. ~~Interest shall accrue at the rate at which the City has borrowed the funds, plus an additional 2% to cover administrative expenses. The Finance and Personnel Committee shall review the interest rate for special assessment installment agreements annually.~~ Installments of assessments not paid when due shall be returned to the County as delinquent the same as delinquent general taxes. All, or any multiple, of such installments may be fully paid at any time, but the property owner shall pay accrued interest, if any, on such payment to date of payment from January 1 of the year of payment.

(Code 1977, § 3.07(10); Ord. No. 1366, § 1, 2-20-2008)

### Sec. 13-3. Assessments under \$100.00.

Assessments of \$100.00 or less shall not be paid on the installment basis, and the Director of Finance shall place the same, as a special tax, in the first tax roll prepared after the publication of the final resolution of the Council establishing the assessments. All assessments of less than \$8.00 for any public improvement shall be deemed waived by the Council and shall not be assessed against the property owner.

(Code 1977, § 3.07(11))

### Sec. 13-4. Waivers.

Property owners may submit waivers pursuant to Wis. Stats. § 66.0703(7)(b), and if the owners of all property to be specially benefited by such work or improvement submit such waiver, the Council may make the assessment without notice and hearing.

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<sup>1</sup>State law reference(s)—Special assessments, Wis. Stats. § 66.0701 et seq.

### **Sec. 13-5. Street improvements.**

- (a) *General.* All special assessments for street improvements shall be levied against abutting property on a centerline foot basis. For the purpose of having the cost of street construction improvements equitably apportioned between the City and the abutting property owners, the cost may be distributed in one of the following methods, as approved by the Neenah Common Council:
- (1) *Assessable front foot.* The amount which the owner shall pay shall be based upon the ratio of each owner's number of assessable feet fronting upon the improvement to the entire number of feet assessable for such improvement.
  - (2) *Unit basis.* When it has been determined to calculate the assessment by the "unit" method, all Parcels within the benefited area shall be assessed equally for the improvements. The "cost per unit" shall be defined as a quotient of the "assessable cost" divided by the total number of parcels benefiting from the improvement. This method is best used when there is both uniformity of lots and uniformity of uses within a subdivision. Properties with residential and duplex residential land use, parks and other City-owned properties subject to reconstruction will be assessed on a per-unit basis, with one unit assessed to each property unless the property has the potential to be further subdivided into two or more lots that each meets City subdivision ordinance requirements. Such lots that may be so subdivided shall be assessed for the number of units that equals the number of such lots into which the property may be subdivided. However, residential properties that are subject to multiple unit assessments will have all but one of such unit assessments deferred at the time of the initial assessment. Such deferral will be made each year until such time as the property is subdivided. At the time of its subdividing, the deferred unit assessments shall then be due.
- (b) *Standard of construction.* The standard of construction for streets shall be 30-inch Portland cement concrete curb and gutter on both sides of the street with a six-inch curb head, a four-inch two-course bituminous concrete pavement on a 12-inch compacted crushed stone base with a 36-foot clear width, and 6.5 feet on each side for backfill topsoil, seed, fertilizer and mulch.
- (c) *New streets.* New streets are those streets not open for traffic on December 31, 1975. Not more than 100 percent of the assessable construction costs for excavating, grading, gravelling, temporary paving and final paving these new streets shall be assessed to the abutting properties (i.e., not to exceed more than 50 percent of the assessable cost on each side).
- (d) *Street reconstruction.*
- (1) *Multi-family, commercial, and industrial property.* Not more than 100 percent of the assessable construction cost (i.e., not to exceed more than 50 percent of the cost on each side) shall be assessed abutting properties that are currently zoned and used as multi-family, commercial, or industrial.
  - (2) *Residential property.* Not more than two-thirds of the assessable construction cost (i.e., not to exceed more than one-third of the cost on each side) shall be assessed residentially zoned property (R-1, R-2) or property used for R-1 or R-2 purposes. If it is determined that a street shall be constructed other than the standard described in Subsection (b) and/or be constructed with Portland cement concrete pavement assessment methods shall be as follows:
    - a. R-1 and R-2 residential properties shall be assessed on the same basis as a standard bituminous concrete pavement with curb and gutter as set forth in Subsection (b).

- b. The assessable construction cost for bituminous concrete pavement for R-1 and R-2 properties shall be calculated from the average assessable construction costs for the current year of construction and based on a 36-foot clear width.
  - c. The difference in assessable construction costs between the bituminous concrete pavement and the Portland cement concrete pavement for R-1 and R-2 residential properties shall be borne by the City.
  - d. If R-1 and R-2 property owners petition for a Portland cement concrete pavement and it is constructed, these residential properties shall be assessed 100 percent (not to exceed more than 50 percent of the cost on each side) of the assessable construction costs for a Portland cement concrete pavement.
- (e) *Bituminous concrete resurfacing of existing pavement.* The assessable construction costs of bituminous concrete resurfacing of existing pavements shall be assessed in the same percentage as applied to street paving in Subsections (d), (g) and (h) of this section. The cost of replacement curb and gutter, which is incidental to bituminous concrete resurfacing, shall be assessed uniformly throughout the project provided said curb and gutter replacement is not due to storm sewer, sanitary sewer or water utility construction.
- (f) *Cost of the improvement.* The cost to be assessed per foot shall be determined by dividing the assessable construction costs by the total length of centerline. Assessable and non-assessable items are listed below. Items not included in the list shall be considered as non-assessable.

| Item   | Reconstruction | Resurfacing | New Street |
|--|----------------|-------------|------------|
| Clearing and Grubbing                                      | N              | N           | Y          |
| Mill/Remove Existing Bituminous Pavement                   | Y              | Y           | N/A        |
| Remove Concrete Sidewalk                                   | N              | N           | N/A        |
| Remove Concrete Curb and Gutter                            | Y              | Y           | N/A        |
| Unclassified Excavation                                    | N              | N           | Y          |
| Crushed Aggregate Base Course                              | Y              | N           | Y          |
| Fine Grading   | Y              | N           | Y          |
| Final surface preparation                                  | Y              | Y           | Y          |
| Bituminous pavement  | Y              | Y           | Y          |
| Install Concrete Curb and Gutter                           | Y              | Y           | Y          |
| 4-inch Concrete Sidewalk                                   | N              | N           | Y          |
| 6-inch Concrete Sidewalk/Driveway                          | N              | N           | Y          |
| 8-inch Concrete Sidewalk/Driveway                          | N              | N           | Y          |
| Install Detectable Warning Plate                           | N              | N           | Y          |
| Terracing, seed, mulch, fertilize                          | Y              | Y           | Y          |
| Pavement Marking   | N              | N           | N          |
| Traffic control  | N              | N           | Y          |
| Install, adjust, repair, replace sanitary sewer facilities | N              | N           | Y          |
| Install, adjust, repair, replace storm sewer facilities    | N              | N           | Y          |
| Install, adjust, repair, replace water utility facilities  | N              | N           | Y          |
| 10% Engineering and Administration on assessable costs     | Y              | Y           | Y          |

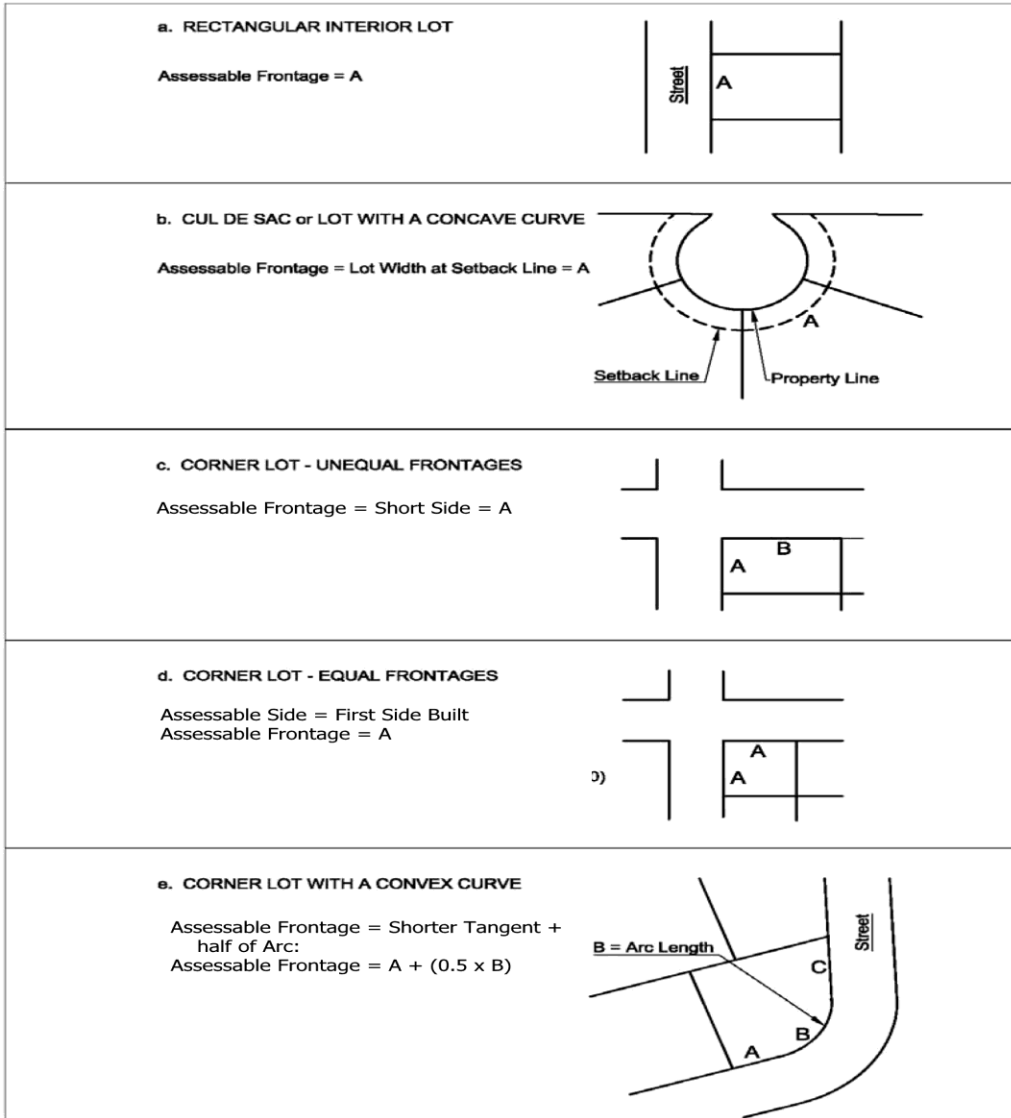
- (g) *Public property.* Public property, except street property held for highway purposes, shall be assessed at not more than 100 percent (i.e. not to exceed more than 50 percent of the cost on each side) of all assessable

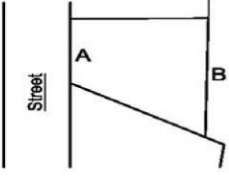
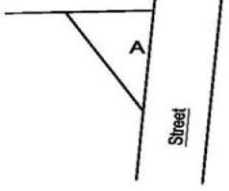
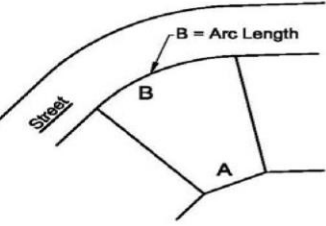
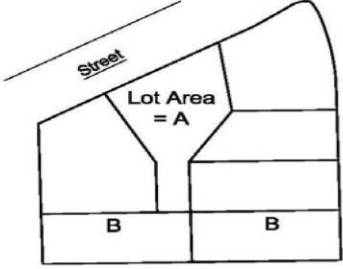
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construction costs of paving, widening or resurfacing, regardless of the width of the street or type of pavement. Public property shall include property under the jurisdiction of State, County, City or Neenah Joint School District authorities.

- (h) *Church and nonprofit property.* Church and nonprofit property owned and used by churches and nonprofit organizations shall be assessed as R-1 and R-2 zoning as set out in Subsection (d) of this section.
- (1) Church property shall include church education buildings, residence of the pastor and assistant pastor, but not any property owned by a church which is leased or rented out for income purposes.
  - (2) Nonprofit property shall not include any property owned by any nonprofit organization which is leased or rented out for income purposes.
  - (3) This subsection shall not apply to public schools and governmental buildings.
- (i) *Special considerations.*
- (1) *Assessable frontage calculation.* To calculate the assessable frontage for a parcel, the City will choose from the most appropriate comparative lot from those shown in Figure 1 below. The committee of jurisdiction shall approve each variation.

13-5(j)(1) Figure 1. Comparative Lots



|  |   |
|--|---|
| <p>f. TRAPEZOIDAL LOT</p> <p>Assessable Frontage = <math>(A + B) \div 2</math></p>   |   |
| <p>g. TRIANGULAR LOT</p> <p>Assessable Frontage = <math>A \div 2</math></p>  |   |
| <p>h. INTERIOR LOT WITH A CONVEX CURVE</p> <p>Treat as Trapezoidal Lot</p> <p>Assessable Frontage = <math>(A + B) \div 2</math></p>  |   |
| <p>i. UNCATEGORIZED IRREGULAR LOT</p> <p>Compute Frontage using Lot Area and Typical Lot Depth in the Neighborhood.</p> <p>Assessable Frontage = <math>A \div B</math></p> |  |

- (2) *Assessable frontage exemptions.* Multiple frontage lot exemptions shall not apply in the following cases:
- Multi-family, commercial, or industrial zoned and used properties.
  - Properties with R-1 or R-2 zoning or use where the back yard has access to an alley. In this case, the alley frontage shall be assessed at 50 percent of the residential rate as determined per Subsections (d), (g) and (h) of this section. The non-alley frontage of the property shall be assessed per Subsection (d).
  - Properties with R-1 or R-2 zoning or use, which because of their size and lot depth, could be subdivided into two separate buildable lots, provided none of the frontage is access restricted. Sufficient depth shall be considered to be any depth in excess of 200 feet.
- (3) *Street maintenance.* Street oiling, crack filling, slurry sealing, dust control applications, patching, reshaping, gravel grading, etc., are considered maintenance and shall not be assessed.

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- (4) *Federal, State, County or other cost participation.* Any funds received to apply to a specific street construction project shall be first used to offset City costs and non-assessable construction costs on that street construction project. After all City obligations are reimbursed, any remaining funding shall be used to reduce assessments.
  - (5) *Tax increment district financing.* On streets funded with tax increment district financing, all R-1 and R-2 properties may be assessed based on the parameters set forth in Subsection (d) of this section. All other properties may be assessed 100 percent of the assessable construction cost (i.e., not to exceed more than 50 percent of the assessable cost on each side).
  - (6) *Alterations.* If after public hearing, inequities are apparent in the strict application of this section, the Council may act to correct the inequity.
  - (7) *Assessment protection and credit.* Any property owner who has been assessed under this section for pavement construction or reconstruction or for bituminous concrete resurfacing shall not again be assessed in full for the reconstruction or resurfacing of such pavement for the following number of years. When reconstructing or resurfacing streets, credit will be given to the property owner listed at the time the street is reconstructed or resurfaced for the remaining useful life.
    - a. Portland cement concrete pavement: 30 years
    - b. Bituminous concrete pavement: 20 years
    - c. Bituminous concrete resurface: 15 years
  - (8) *Driveway apron.* If a property's driveway apron was unimproved prior to the street improvement, it shall be paved with a permanent surface in conjunction with the street improvement project. This cost will be assessed to the property owner. If the driveway apron was previously improved, it shall be replaced with similar materials at no expense to the property owner.

(Code 1977, § 3.07(13); Ord. No. 1331, §§ 1, 2, 7-19-2006; Ord. No. 2011-11, § 1, 5-4-2011; Ord. No. 2013-2, §§ 1—3, 1-16-2013; Ord. No. 2022-22, § 1, 12-21-2022)

### **Sec. 13-6. Special assessment of storm sewers in new developments.**

- (a) *Definition.* As used in this section, the term "new development" means any area which does not have roads which permit through passage as of November 1, 1974.
- (b) *Assessments.* Storm sewer construction in a new development shall be assessed to the benefited property owners upon a showing of benefit, on an area basis, at a per acre rate, established yearly by the Public Services and Safety Committee. In addition to the per acre rate, the assessment shall include 100 percent of the cost for rock excavation for: catchbasins, catchbasin leads, manholes on pipe up to and including 18 inches in diameter, and pipe up to and including 18 inches in diameter.
- (c) *Determining assessment.* The procedures for determining the amount to be assessed for storm sewer construction shall be the same as for other special assessments as provided in this section.

(Code 1977, § 3.07(14))

### **Sec. 13-7. Benefits apportioned outside City.**

- (a) When the City shall expend funds to provide sewer, water or street facilities to serve areas not within the City, such benefits shall be apportioned to the areas for which such service is provided by the construction. Benefits shall be apportioned on an acreage or a front foot basis and shall be collectible at such time the property receiving the benefits is annexed to the City or accepts service from the City by contract or

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otherwise. Such benefits may be paid in installments, with approval of the Common Council as provided in Section 13-2.

- (b) Land which is subdivided or divided pursuant to Sections 25-6 and 25-7 of this Code after annexing to the City shall have the benefits reapportioned to each parcel, lot, tract or building site based on such parcel, lot, tract or building sites area relationship to the original piece of land. Such reapportionment shall not affect the benefit collection schedule as described in Subsection (a) of this section.

(Code 1977, § 3.08)

### **Sec. 13-8. Reapportionment of benefits inside City.**

Whenever large parcels of land are divided into smaller parcels pursuant to Sections 25-6 and 25-7 of this Code, previously assessed benefits shall be apportioned according to the procedure in Subsection 13-7(b). Such reapportionment shall not affect the original schedule of collection of benefits or special assessments pursuant to Section 13-2.

(Code 1977, § 3.09)



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Vicky K. Rasmussen, CPA  
*Director of Finance*

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

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**TO:** Chairman Erickson and Members of the Finance and Personnel Committee

**FROM:** Vicky Rasmussen, Director of Finance

**DATE:** March 10, 2025

**RE:** Transferring General Fund Surplus to Eliminate Various Deficits

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Attached is a summary of the estimated General Fund results for fiscal year 2024. As of now, the fiscal year is projected to end with a surplus of \$1,284,770. This surplus is primarily due to the following factors:

- City investments performing significantly better than anticipated, contributing approximately \$360,000.
- A positive market adjustment in our long-term investments of about \$400,000.
- Extended position vacancies within the Police Department, amounting to a total of \$130,000 in savings. Additionally, savings have been realized in the Human Resources, Clerk's Office, and Parks/Recreation departments.

Please note that these figures are pre-audited and may be subject to adjustments.

This surplus presents an opportunity to help address some of the past deficits that have accumulated. Moving forward, staff will continue to implement processes aimed at better monitoring and rectifying the causes of these deficits.

### **Municipal Court Deficit**

In May 2002, the Cities of Neenah and Menasha established a joint municipal court to handle all municipal ordinance violations previously managed in circuit court. As of December 31, 2024, the court is facing a current year deficit of \$36,176.51, with Neenah's share amounting to \$21,705.91 and Menasha's at \$14,470.60. Menasha's cumulative deficit owed is \$177,801.52, which includes the fiscal year 2024 deficit.

I propose that Neenah's share of the 2024 deficit be addressed according to last year's plan, which calls for assessing the deficit at the end of each fiscal year and covering our share annually to prevent further accumulation. The City of Menasha is currently working with Neenah to pay off their share of the deficit, contributing \$90,600 for 2024 with the remaining balance to be addressed in 2025.

### **Parking Utility Fund Deficit**

The City of Neenah's Parking Utility Fund was established to manage the operation of parking ramps and lots, covering revenues from parking permits, fines, and related activities. However, this fund has proven to be unsustainable. Starting in the 2025 budget, the Parking Utility Fund will no longer be used, and related revenues and expenses will be incorporated into separate cost centers within the General Fund.

As of December 31, 2024, the Parking Utility Fund balance shows a deficit of \$170,261.13. To fully eliminate this fund, I recommend applying the General Fund surplus to cover this deficit in the amount of \$170,261.13.

### **Unassigned General Fund Balance**

In evaluating the attached document, I assessed the available Unassigned General Fund balance. This balance is important as it affects our bond rating, which in turn impacts the interest rates on our borrowings. The Government Finance Officers Association (GFOA) recommends maintaining at least two (2) months of expenditures in reserve, which is roughly 16.67%. With the above recommendations, our projected Unassigned General Fund balance for 2024 would be 18.2%, exceeding the GFOA's best practice benchmark.

**Motion to recommend Council approve the use of Fiscal Year 2024 General Fund balance (surplus) in the amount of \$191,967.04 to be applied to the following deficits: Municipal Court for \$21,705.91 and the remainder of the Parking Utility for \$170,261.13.**

|   |
|---|
| <b>2024 GENERAL FUND BALANCE ESTIMATE</b> |
|---|

|                                    | <b>Budget</b> | <b>Actual (Est)</b> | <b>Variance</b>                  |
|------------------------------------|---------------|---------------------|----------------------------------|
| 2024 Revenue                       | \$ 29,989,090 | \$ 30,752,440       | \$ 763,350                       |
| 2024 Expenditures                  | 29,989,090    | 29,467,670          | 521,420                          |
|                                    | \$ -          | \$ 1,284,770        | \$ 1,284,770                     |
| <br>                               |               |                     |                                  |
| General Fund Balance, 12/31/23     |               | 4,900,024           |                                  |
| <br>                               |               |                     |                                  |
| Fund Balance, 12/31/24             |               | 6,184,794           |                                  |
| Nonspendable                       |               | (19,398)            |                                  |
| Assigned                           |               | (357,376)           |                                  |
| <b>Unrestricted</b>                |               | <b>5,808,020</b>    | 18.74% % of 2025 GF Expenditures |
| Court-Neenah Deficit               |               | (21,706)            | 18.67% % of 2025 GF Expenditures |
| Parking Deficit                    |               | (170,261)           | 18.12% % of 2025 GF Expenditures |
| <b>Unrestricted after Deficits</b> |               | <b>5,616,053</b>    | 18.12% % of 2025 GF Expenditures |
| <br>                               |               |                     |                                  |
| 2025 GF Expenditures               |               | 30,996,510          |                                  |

|                                   |
|-----------------------------------|
| <b>2024 JOINT MUNICIPAL COURT</b> |
|-----------------------------------|

|               |                     |
|---------------|---------------------|
| 2024 Revenue  | \$ 386,753.56       |
| 2024 Expenses | <u>(422,930.07)</u> |
|               | (36,176.51)         |

|         | <b>Current Yr</b>  | <b>Prior Yrs</b> | <b>Deficit<br/>Payoff</b> | <b>Deficit<br/>12/31/2024</b> |
|---------|--------------------|------------------|---------------------------|-------------------------------|
| Neenah  | (21,705.91)        | -                | -                         | (21,705.91)                   |
| Menasha | (14,470.60)        | (172,330.92)     | 90,600.00                 | (96,201.52)                   |
|         | <u>(36,176.51)</u> | (172,330.92)     | 90,600.00                 | (117,907.43)                  |

|         | <b>2024<br/>Citations</b> |     |
|---------|---------------------------|-----|
| Neenah  | <u>2,189</u>              | 60% |
| Menasha | <u>1,464</u>              | 40% |
|         | 3,653                     |     |

**2024 PARKING UTILITY CLOSEOUT**

|                               |                     |
|-------------------------------|---------------------|
| 2024 Revenue                  | 252,169.47          |
| 2024 Expenses                 | <u>424,133.58</u>   |
|                               | (171,964.11)        |
| <br>                          |                     |
| Fund Balance, 12/31/23        | 1,702.98            |
| <br>                          |                     |
| <b>Fund Balance, 12/31/24</b> | <b>(170,261.13)</b> |



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

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**TO:** Chairman Erickson and Members of the Finance and Personnel Committee

**FROM:** Vicky Rasmussen, Director of Finance

**DATE:** March 10, 2025

**RE:** Request for Approval of Updated Travel Policy

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I am requesting your approval of the revised Travel Policy. The current policy has not been revised since 2016, and after thorough review, it was necessary to completely rewrite the policy to reflect current standards and practices.

Attached to this memo are both the old and the proposed new policies for your comparison. A key change in the updated policy is the introduction of a per diem allowance for meals and incidentals, replacing the requirement for receipts for each meal. This change is intended to streamline the process and reduce administrative burdens.

I believe these updates will improve the efficiency and clarity of the policy, and I look forward to your feedback and approval.

**Motion to recommend Council approve the updated travel policy.**



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**P O L I C Y**

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**DATE:** March 2025 **POLICY NO:** 904  
**TITLE:** Travel Policy  
**ISSUER:** Finance  
**COVERAGE:** All City Departments / Employees  
**AUTHORITY:** Common Council Approval on xxx, 2025  
**DURATION:** Indefinite

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**904.1 PURPOSE**

The purpose of this policy is to establish the rules governing travel expenses and to detail procedural matters concerning travel authorization, documentation, and accounting. This policy applies to all travel expenses incurred on behalf of the City of Neenah by employees, elected officials, and members of boards and commissions.

**904.2 POLICY**

The City recognizes that business travel is sometimes necessary to conduct municipal business, attend out-of-town professional conferences, training sessions, and meetings that enhance an employee's skill set. The following provisions outline the types of reimbursement available to employees and the procedures for submitting expenses for reimbursement. While this policy provides general guidelines, it is not expected to cover every possible situation. The City Finance Department will be responsible for interpreting and applying this policy.

**904.3 TRAVEL EXPENSE GUIDELINES**

The following types of travel expenses are allowable in the course of official business:

**904.3.1 Transportation**

*Air Travel*

For approved out of state travel, commercial air travel shall generally be limited to the least costly "coach" or "economy" fare that uses a regularly scheduled commercial carrier.

*Mileage Reimbursement*

Utilization of City vehicles is encouraged for business travel. Any expenses (e.g. gasoline or repairs) attributed to City vehicles, as well as expenses for tolls, parking and garage charges, will be reimbursed upon submittal of receipts.

Private vehicles may be utilized for business travel when City vehicles are not available. Mileage will be reimbursed per the current mileage rate of the Internal Revenue Code, plus tolls, parking and garage charges, upon submittal of receipts and the Expense Report form.

Employees may be eligible for a flat rate monthly mileage reimbursement. Flat rate reimbursement requests require Finance and Personnel Committee approval.

The cost for private vehicles repairs, including but not limited to flat tires, or towing services, generally will not be reimbursed by the City but remain the responsibility of the employee.

### **904.3.2 Lodging**

Employees are expected to ask for the government discount rate or stay at mid-priced and economy hotels unless a conference discount is available at more expensive facilities. Receipts for lodging are required. Personal expenses such as movie rentals, mini bar snacks/drinks and other similar charges will not be reimbursed.

City employees are exempt from paying sales tax in Wisconsin and should avoid doing so by furnishing lodging establishments with the City's Tax-Exempt Number/Certificate, which may be obtained from the City's Finance Department.

Lodging allowance shall be limited to the minimum number of nights required to conduct the assigned City business. Employees choosing to arrive early or stay later will not be allowed reimbursement for additional lodging or related expenses.

Lodging costs are not allowable for meetings or conferences held within 40 miles of the City of Neenah, unless prior written approval is obtained by your supervisor. Employees are encouraged to use the City P-card to pay for lodging expenses.

In order for lodging expenses to be allowable for the night before training, the location of the training relative to the event's start time should be evaluated and determined to be appropriate by the Department Head.

The lodging allowance for an employee is limited to the single rate for a standard room. A single rate is defined as the cost of one basic single room. Optional rooms at added cost, e.g. larger rooms, suites, or rooms with a view, are a personal expense and will not be reimbursed. Likewise, if a spouse or other family member accompanies an employee, only the single rate will be reimbursed.

### **904.3.3 Meal and Incidental Expense Allowances**

While on City business, employees may receive a per diem meal and incidental expense allowance based on the standard Wisconsin rate established by the US General Services Administration (GSA) Standard Continental United States (CONUS) meal rate. This reimbursement is not subject to IRS taxation if the employee complies with the requirements outlined in the "Expense Reports" (904.5) section of this policy.

If meals are provided as part of the conference or event, the employee will not be eligible to receive the per diem meal allowance for the duration of the event. This includes any meals provided by the conference organizers, whether as part of registration or separately arranged meals. Per diem allowances will only be applicable for meals not provided by the conference.

#### **904.3.4 Miscellaneous Travel Expenses**

Miscellaneous expenses such as taxi fares, tips for shuttle drivers, etc. are allowable. Itemized receipts are required for both P-card and reimbursement of these types of expenses.

Expenses for non-business-related activities, such as sightseeing tours, are not allowed and will not be reimbursed.

#### **904.3.5 Registration and/or Tuition Fees**

Registration and tuition fees for professional and technical meetings and conferences are allowable upon submittal of receipts.

#### **904.3.6 Combining Personal Travel with Business Travel**

When combining business travel with personal travel, reimbursement is limited to business expenses for City employees. The City of Neenah will not pay for the additional costs of a spouse, family member, or friend accompanying the traveler.

#### **904.3.7 Expenses Not Reimbursable**

An employee is not eligible for reimbursement for the following expenses:

- Alcohol
- Goods or services provided free of charge or not personally paid for by the employee
- Expenses reimbursed by another source
- Exclusions mentioned in other sections of this policy

If an employee receives reimbursement from another source for any costs that have already been reimbursed by the City, the employee is required to remit the duplicate reimbursement back to the City.

#### **904.3.8 Code of Conduct**

While traveling, employees are representing the City and are expected to conduct themselves in a professional manner that promotes a positive image to instructors, business persons and the general public.

### **904.4 PROCEDURES**

#### **904.4.1 Travel Approval**

All in-state travel must be pre-approved by a Department Head. Travel to the Chicago and Minneapolis areas are considered in-state for purposes of this policy.

Out of state travel requires pre-approval by the Department Head and Mayor.

#### **904.4.2 Purchasing Card (P-Card) Usage**

If the traveling employee has a City P-Card, it is required that the P-Card be used for conference registrations, lodging, transportation, and other like costs. Itemized receipts are required for these expenses. Employees should **not** use the P-card for meal purchases and should instead refer to the "Meal and Incidental Expense Allowances" (904.3.3) section above.

#### **904.5 EXPENSE REPORTS**

Employees seeking reimbursement for travel expenses must submit an expense report to the Finance Department within 60 days of travel. The report should include the following:

- Date(s) of travel
- Location of the trip
- Business purpose of the trip
- Agenda for the conference/meeting
- Itemized receipts for purchases (excluding meals)

All reimbursements for travel will be processed and paid to the employee via the employee's payroll check.

#### **904.6 FISCAL RESPONSIBILITY**

Employees are expected to exercise sound judgment and fiscal responsibility when incurring travel-related expenses. Travel should be planned with reasonable frugality, ensuring the most cost-effective options are chosen where possible.

Employees are strongly encouraged to minimize travel whenever possible, and to use telephone, teleconferencing, or other electronic communication options to conduct business in lieu of travel.

#### **904.7 POLICY INTERPRETATION AND COMPLIANCE**

In the event of any questions or ambiguities regarding this policy, employees should consult the City Finance Department for clarification and interpretation.

Any violations of this policy, including fraudulent submissions or misuse of travel funds, may result in disciplinary action, up to and including termination.

#### **904.8 CONCLUSION**

This policy aims to balance the need for business travel with the City's fiscal responsibility. All employees, elected officials, and members of boards and commissions are expected to comply with these guidelines and act in the best interests of the City of Neenah when incurring travel expenses.

#### **904.9 POLICY REVIEW**

This policy will be reviewed periodically to ensure its effectiveness and compliance with applicable laws and regulations.



When traveling in certain areas, the meal allowance above may not be sufficient. The Mayor can approve reasonable expenses beyond the amount above with written justification from the Department Head.

IRS regulations require that reimbursement for meals that were not part of overnight travel are subject to applicable payroll taxes.

Itemized receipts must accompany expense reports for meal allowance reimbursement.

### **Mileage Reimbursement**

The City of Neenah reimburses employees for mileage on their personal vehicle that is attributable to City business. The City issues the reimbursement based on the IRS Standard Mileage Rate. Proof of insurance must be submitted to the Finance Department to be eligible for mileage reimbursement, and must confirm the minimum coverage levels detailed below:

- \$100,000 for each person for bodily injury
- \$300,000 for each occurrence for bodily injury
- \$50,000 for each occurrence for property damage

Employees may be eligible for a flat rate monthly mileage reimbursement. Flat rate reimbursement requests require Finance and Personnel Committee approval.

### **Rental Car Information and Requirement**

The City maintains a contract relationship with Enterprise Rent-A-Car (Neenah Location) to provide rental cars for city employees to use for specific out-of-town business travel. Under the contract, the City is charged a set rate for every 24-hour period until the vehicle is returned.

Under this policy, city employees are required to use the rental car option (as opposed to receiving a mileage reimbursement to use their private vehicle) if the estimated mileage for their round-trip business travel is 100 miles or greater per 24-hour period; 200 miles or greater per 48-hour period, etc. Under this option, the City will pay directly the car rental charges and will also reimburse the employee for the actual cost of any fuel purchased (receipt required). If a business trip has estimated mileage of 100 miles or greater per 24-hour period and the employee chooses to use his/her private vehicle, the City will only reimburse the employee the estimated cost of using the car rental option.

### **Lodging**

Overnight lodging expenses are allowable for approved business travel. Lodging costs are not reimbursable where the lodging is within 40 miles of the City of Neenah unless specifically approved in advance by the Mayor.

In order to be reimbursed for lodging expenses for the night before training, the location of the training versus the start time should be evaluated and determined to be appropriate by the Department Head.

### **Air Travel**

For approved out of state travel, commercial air travel shall generally be limited to the least costly coach fare that uses a regularly scheduled commercial carrier.

### **Miscellaneous Travel Expenses**

Incidental expenses such as taxi fares, tips for shuttle drivers, etc. are reimbursable. Where possible, receipts should be provided.

Expenses for non-business-related activities, such as sightseeing tours, are not reimbursable.

### **Combining Personal Travel with Business Travel**

When combining business travel with personal travel, reimbursement is limited to business expenses for City employees. The City of Neenah will not pay for the additional costs of a spouse, family member, or friend accompanying the traveler.

### **Expenses Not Reimbursable**

An employee may not seek reimbursement for goods or services provided free of charge, not personally paid for by the employee, reimbursed by another source, or which will be paid for or reimbursed from another source. Any reimbursement received by the employee from another source for the same costs reimbursed by the City must be deposited back to the City.

### **Expense Reports**

To seek reimbursement for travel, or to justify expenses made on a P-Card during travel, an expense report must be completed and submitted within 30 days from the date expenses were incurred. Exceptions may be requested in writing by the Department Head to the Finance Director. Employees are encouraged to utilize the Traveler's Checklist to assist with the proper completion of the form, attaching receipts, and collecting required signatures. The employee, immediate supervisor, and department head (if different than immediate supervisor) must sign the expense report prior to submitting to Finance. Expense reports for department head travel must be signed by the Mayor.

All reimbursements for travel will be done via an employee's payroll check.



**MEMORANDUM**

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

**From:** Chairman Erickson *JE*

**Date:** February 27, 2025

**Re:** January Voucher Review

\*\*\*\*\*

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

1. January General Expenditure Voucher Nos. 2392 through 2474 (\$251,815.71) and 2342 through 2443 and 59698 through 59835 (\$3,066,161.62) and January payroll (\$0.00) for a combined total of \$3,317,977.33.
2. January Automated Transfers Nos. 1 through 84 totaling \$13,336,767.08.

I recommend their approval.

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

Attachments

**EXPENDITURE ABSTRACT FOR PERIOD JANUARY 1 THROUGH JANUARY 31, 2025  
EXPLANATION OF AUTOMATED TRANSFERS**

| Transfer No.         | Transfer Date | Amount                 | Vendor                           | Purpose   | Budget/Cost Center   |
|----------------------|---------------|------------------------|----------------------------------|---|----------------------|
| 1                    | 1/2/25        | \$1,491.94             | DELTA DENTAL                     | Vision Premiums                                       | FRINGE BENEFIT DIST. |
| 2                    | 1/2/25        | \$3,357.20             | DELTA DENTAL                     | Dental Claims   | FRINGE BENEFIT DIST. |
| 3                    | 1/2/25        | \$42,234.19            | WISCONSIN DEPT OF REVENUE        | State Withholding                                     | FRINGE BENEFIT DIST. |
| 4                    | 1/2/25        | \$1,222.75             | ASSOCIATED BANK                  | Child Support   | N/A                  |
| 5                    | 1/2/25        | \$520,735.73           | EMPLOYEE PAYROLL                 | ACH Direct Deposit                                    | N/A                  |
| 6                    | 1/3/25        | \$19,823.00            | MISSIONSQUARE                    | 457 Deferred Comp. Contributions                      | N/A                  |
| 7                    | 1/3/25        | \$4,177.25             | MISSIONSQUARE                    | Employee IRA Contributions                            | N/A                  |
| 8                    | 1/3/25        | \$1,701.05             | MIDAMERICA                       | FICA Alternative Plan #3121                           | N/A                  |
| 9                    | 1/3/25        | \$49.00                | COMMUNITY FIRST CREDIT UNION     | FD Local 275 Conduit                                  | N/A                  |
| 10                   | 1/3/25        | \$6,400.16             | COMMUNITY FIRST CREDIT UNION     | FD Union Dues   | N/A                  |
| 11                   | 1/3/25        | \$1,695.00             | NATIONWIDE                       | 457 Deferred Comp. Contributions                      | N/A                  |
| 12                   | 1/3/25        | \$1,150.00             | NATIONWIDE                       | Employee IRA Contributions                            | N/A                  |
| 13                   | 1/3/25        | \$145,134.40           | DEPARTMENT OF THE TREASURY       | Employer/Employee Social Security Federal Withholding | FRINGE BENEFIT DIST. |
| 14                   | 1/3/25        | \$178.20               | DIVERSIFIED BENEFIT SERVICES     | 2024 Employee FSA Plan                                | N/A                  |
| 15                   | 1/3/25        | \$733.72               | DIVERSIFIED BENEFIT SERVICES     | 2024 Employee HRA Plan                                | N/A                  |
| 16                   | 1/7/25        | \$8,910.99             | BANCORP                          | FSA/HRA Debit Card Prefund                            | N/A                  |
| 17                   | 1/8/25        | \$5,982.12             | DELTA DENTAL                     | Dental Claims   | FRINGE BENEFIT DIST. |
| 18                   | 1/8/25        | \$399.81               | DIVERSIFIED BENEFIT SERVICES     | 2024 Employee HRA Plan                                | N/A                  |
| 19                   | 1/8/25        | \$977.50               | DIVERSIFIED BENEFIT SERVICES     | 2025 Employee HRA Plan                                | N/A                  |
| 20                   | 1/8/25        | \$9,632.89             | DIVERSIFIED BENEFIT SERVICES     | 2025 Employee HRA Plan                                | N/A                  |
| 21                   | 1/8/25        | \$2,536.49             | DIVERSIFIED BENEFIT SERVICES     | 2024 Employee FSA Plan                                | N/A                  |
| 22                   | 1/10/25       | \$225.26               | DIVERSIFIED BENEFIT SERVICES     | 2025 Employee FSA Plan                                | N/A                  |
| 23                   | 1/10/25       | \$496.98               | DIVERSIFIED BENEFIT SERVICES     | 2025 Employee HRA Plan                                | N/A                  |
| 24                   | 1/10/25       | \$2,068.87             | QUADIENT                         | Postage   | N/A                  |
| 25                   | 1/14/25       | \$5,907.76             | BANCORP                          | FSA/HRA Debit Card Prefund                            | N/A                  |
| 26                   | 1/15/25       | \$32,503.06            | WISCONSIN DEPT OF REVENUE        | State Withholding                                     | FRINGE BENEFIT DIST. |
| 27                   | 1/15/25       | \$2,878,232.82         | WINNEBAGO COUNTY TREASURER       | January Tax Settlement                                | N/A                  |
| 28                   | 1/15/25       | \$4,882,795.23         | NJSD                             | January Tax Settlement                                | N/A                  |
| 29                   | 1/15/25       | \$605,240.89           | FOX VALLEY TECHNICAL COLLEGE     | January Tax Settlement                                | N/A                  |
| 30                   | 1/15/25       | \$4,225.69             | DELTA DENTAL                     | Dental Claims   | FRINGE BENEFIT DIST. |
| 31                   | 1/15/25       | \$225.00               | DIVERSIFIED BENEFIT SERVICES     | 2025 Employee FSA Plan                                | N/A                  |
| 32                   | 1/15/25       | \$1,141.25             | DIVERSIFIED BENEFIT SERVICES     | 2024 Employee FSA Plan                                | N/A                  |
| 33                   | 1/15/25       | \$5,033.70             | DIVERSIFIED BENEFIT SERVICES     | 2025 Employee HRA Plan                                | N/A                  |
| 34                   | 1/15/25       | \$3,618.82             | ASSOCIATED BANK                  | Dec Bank Service Fee                                  | N/A                  |
| 35                   | 1/16/25       | \$20,818.37            | MISSIONSQUARE                    | 457 Deferred Comp. Contributions                      | N/A                  |
| 36                   | 1/16/25       | \$4,177.25             | MISSIONSQUARE                    | Employee IRA Contributions                            | N/A                  |
| 37                   | 1/16/25       | \$2,333.18             | MIDAMERICA                       | FICA Alternative Plan #3121                           | N/A                  |
| 38                   | 1/16/25       | \$49.00                | COMMUNITY FIRST CREDIT UNION     | FD Local 275 Conduit                                  | N/A                  |
| 39                   | 1/16/25       | \$1,222.75             | ASSOCIATED BANK                  | Child Support   | N/A                  |
| 40                   | 1/16/25       | \$571,008.94           | EMPLOYEE PAYROLL                 | ACH Direct Deposit                                    | N/A                  |
| 41                   | 1/16/25       | \$1,695.00             | NATIONWIDE                       | 457 Deferred Comp. Contributions                      | N/A                  |
| 42                   | 1/16/25       | \$1,200.00             | NATIONWIDE                       | Employee IRA Contributions                            | N/A                  |
| 43                   | 1/17/25       | \$157,056.12           | DEPARTMENT OF THE TREASURY       | Employer/Employee Social Security Federal Withholding | FRINGE BENEFIT DIST. |
| 44                   | 1/17/25       | \$1,428.95             | DIVERSIFIED BENEFIT SERVICES     | 2025 Employee HRA Plan                                | N/A                  |
| 45                   | 1/21/25       | \$1,157.53             | WISCONSIN DEPT OF REVENUE        | Dec Sales Tax   | N/A                  |
| 46                   | 1/22/25       | \$7,321.80             | DELTA DENTAL                     | Dental Claims   | FRINGE BENEFIT DIST. |
| 47                   | 1/22/25       | \$456.12               | BANCORP                          | FSA/HRA Debit Card Prefund                            | N/A                  |
| 48                   | 1/22/25       | \$80.09                | DIVERSIFIED BENEFIT SERVICES     | 2024 Employee FSA Plan                                | N/A                  |
| 49                   | 1/22/25       | \$3,065.00             | DIVERSIFIED BENEFIT SERVICES     | 2025 Employee FSA Plan                                | N/A                  |
| 50                   | 1/22/25       | \$3,543.60             | DIVERSIFIED BENEFIT SERVICES     | 2025 Employee HRA Plan                                | N/A                  |
| 51                   | 1/22/25       | \$500,000.00           | STIFEL                           | Investment Purchase                                   | N/A                  |
| 52                   | 1/23/25       | \$625.00               | ASSOCIATED TRUST                 | 4th Qtr fees  | N/A                  |
| 53                   | 1/23/25       | \$2,303.27             | HEALTH PARTNERS                  | Dec Insurance Premium Adjustments                     | FRINGE BENEFIT DIST. |
| 54                   | 1/23/25       | \$10,271.46            | UMR                              | 1/15 - 1/21 Health Insurance Disbursements            | FRINGE BENEFIT DIST. |
| 55                   | 1/24/25       | \$32.00                | DIVERSIFIED BENEFIT SERVICES     | 2025 Employee FSA Plan                                | N/A                  |
| 56                   | 1/24/25       | \$35.34                | DIVERSIFIED BENEFIT SERVICES     | 2024 Employee FSA Plan                                | N/A                  |
| 57                   | 1/24/25       | \$5,850.73             | DIVERSIFIED BENEFIT SERVICES     | 2025 Employee HRA Plan                                | N/A                  |
| 58                   | 1/28/25       | \$3,366.57             | BANCORP                          | FSA/HRA Debit Card Prefund                            | N/A                  |
| 59                   | 1/28/25       | \$1,000,000.00         | STIFEL                           | Investment Purchase                                   | N/A                  |
| 60                   | 1/29/25       | \$3,805.08             | DELTA DENTAL                     | Dental Claims   | FRINGE BENEFIT DIST. |
| 61                   | 1/29/25       | \$6,452.12             | DIVERSIFIED BENEFIT SERVICES     | 2025 Employee HRA Plan                                | N/A                  |
| 62                   | 1/29/25       | \$601.51               | DIVERSIFIED BENEFIT SERVICES     | 2024 Employee FSA Plan                                | N/A                  |
| 63                   | 1/29/25       | \$265.20               | DIVERSIFIED BENEFIT SERVICES     | 2024 Employee FSA Plan                                | N/A                  |
| 64                   | 1/29/25       | \$48,821.73            | UMR                              | Admin Fee   | FRINGE BENEFIT DIST. |
| 65                   | 1/29/25       | \$333,711.70           | CVMIC                            | Premium   | N/A                  |
| 66                   | 1/29/25       | \$9,937.25             | CVMIC                            | Utility Premium                                       | N/A                  |
| 67                   | 1/30/25       | \$192.63               | UMR                              | 1/22 - 1/28 Health Insurance Disbursements            | FRINGE BENEFIT DIST. |
| 68                   | 1/30/25       | \$251,815.71           | US BANK                          | 12/26-1/27 P-Card Statement                           | N/A                  |
| 69                   | 1/30/25       | \$18,413.37            | MISSIONSQUARE                    | 457 Deferred Comp. Contributions                      | N/A                  |
| 70                   | 1/30/25       | \$4,027.25             | MISSIONSQUARE                    | Employee IRA Contributions                            | N/A                  |
| 71                   | 1/30/25       | \$54,530.25            | PELION BENEFITS/PRECISION CHOICE | RHS Employee Benefit                                  | N/A                  |
| 72                   | 1/30/25       | \$2,022.26             | MIDAMERICA                       | FICA Alternative Plan #3121                           | N/A                  |
| 73                   | 1/30/25       | \$49.00                | COMMUNITY FIRST CREDIT UNION     | FD Local 275 Conduit                                  | N/A                  |
| 74                   | 1/30/25       | \$1,222.75             | ASSOCIATED BANK                  | Child Support   | N/A                  |
| 75                   | 1/30/25       | \$518,786.78           | EMPLOYEE PAYROLL                 | ACH Direct Deposit                                    | N/A                  |
| 76                   | 1/30/25       | \$1,695.00             | NATIONWIDE                       | 457 Deferred Comp. Contributions                      | N/A                  |
| 77                   | 1/30/25       | \$1,200.00             | NATIONWIDE                       | Employee IRA Contributions                            | N/A                  |
| 78                   | 1/31/25       | \$274,812.59           | WI EMPLOYEE TRUST FUNDS          | Retirement Contribution                               | FRINGE BENEFIT DIST. |
| 79                   | 1/31/25       | \$139,661.32           | DEPARTMENT OF THE TREASURY       | Employer/Employee Social Security Federal Withholding | FRINGE BENEFIT DIST. |
| 80                   | 1/31/25       | \$31,790.83            | WISCONSIN DEPT OF REVENUE        | State Withholding                                     | FRINGE BENEFIT DIST. |
| 81                   | 1/31/25       | \$1,422.87             | DIVERSIFIED BENEFIT SERVICES     | 2025 Employee HRA Plan                                | N/A                  |
| 82                   | 1/31/25       | \$130.00               | DIVERSIFIED BENEFIT SERVICES     | 2025 Employee FSA Plan                                | N/A                  |
| 83                   | 1/31/25       | \$3,158.67             | MERCHANT SERVICES                | Debit Card/Credit Card Service Fee                    | N/A                  |
| 84                   | 1/31/25       | \$128,904.42           | WE ENERGIES                      | Invoices  | N/A                  |
| <b>JANUARY TOTAL</b> |               | <b>\$13,336,767.08</b> |                                  |   |                      |

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| AP Pymt Date | AP Pymt # | AP Vendor Name                     | AP Invoice #   | AP Trans Amount | AP Description 01         | AP Description 02        | Fund Description          | Department Description   |
|--------------|-----------|------------------------------------|----------------|-----------------|---------------------------|--------------------------|---------------------------|--------------------------|
| 01/02/2025   | 2343      | GRAYMONT WESTERN LIME INC          | 35233231RI     | 4,716.58        | HYDRATED LIME             |                          | Water                     | Other                    |
| 01/02/2025   | 2344      | MCMAHON                            | 937459         | 3,105.35        | NOV PROFESSIONAL SERVICES | CONTRACT A               | Water                     | Other                    |
| 01/02/2025   | 2348      | SEH INC                            | 478786         | 15,177.91       | ST 31 REMODEL ARCHITECT F | EE THRU 11/30            | Facility Improvement Fund | Fire Department          |
| 01/02/2025   | 2349      | SUPERION LLC                       | 421805         | 101,151.79      | 2025 CENTRAL SQUARE SUBSC | RIPTION                  | Capital Equipment Fund    | Information Systems      |
| 01/09/2025   | 2353      | ASSOCIATED APPRAISAL CONSULTANTS   | 178144         | 3,041.63        | JAN ASSOCIATED APPRAISAL  |                          | General Fund              | Community Development    |
| 01/09/2025   | 2354      | BAKER TILLY US LLP                 | BT3016884      | 8,928.00        | AUDIT SVCS THRU 12/31     |                          | General Fund              | Finance                  |
| 01/09/2025   | 2356      | BAYCOM INC C/O OWNERSEDGE INC      | EQUIPINV052962 | 5,906.00        | K9 NEW MDCS               |                          | Public Safety Trust       | Police                   |
|              |           | BAYCOM INC C/O OWNERSEDGE INC      | EQUIPINV052962 | 84,019.00       | NEW MDCS                  |                          | Capital Equipment Fund    | Police                   |
| 01/09/2025   | 2359      | DONALD HIETPAS & SONS INC          | 460 LOWELL     | 2,500.00        | SEWER LATERAL REPLACEMENT | _460 LOWELL PL           | Sewer Capital Fund        | Sewer Repair/Replacement |
| 01/09/2025   | 2360      | ENERGY CONTROL & DESIGN INC        | 101782IN       | 19,673.00       | HVAC UPGRADE CITY HALL    |                          | Facility Improvement Fund | Municipal Building       |
| 01/09/2025   | 2362      | FUTURE NEENAH INC                  | PLACER AI      | 7,500.00        | PLACER AI SUBSCRIPTION PO | RTION                    | Industrial Development Fd | Community Development    |
| 01/09/2025   | 2363      | GRAEF                              | 136450         | 6,897.00        | 2025 GIS SUBSCRIPTION     |                          | Water                     | Other                    |
| 01/09/2025   | 2365      | GRAYMONT WESTERN LIME INC          | 35233808RI     | 5,304.64        | HYDRATED LIME             |                          | Water                     | Other                    |
|              |           | GRAYMONT WESTERN LIME INC          | 35233464RI     | 4,774.66        | HYDRATED LIME             |                          | Water                     | Other                    |
| 01/09/2025   | 2367      | JIM FISCHER INC                    | CN7-24 PAY #5  | 93,651.03       | PAY REQUEST NO.5_CONTRACT | 7-24                     | Streets,Utility,Sidewalks | Street Maintenance       |
| 01/09/2025   | 2370      | MENASHA, CITY OF                   | DEC 2024 COURT | 4,096.46        | DEC COURT FINES           |                          | Joint Municipal Court Fd  | Administration Exp.      |
| 01/09/2025   | 2372      | MIDWEST TAPE                       | 506561067      | 10,000.00       | HOOPLA                    |                          | General Fund              | Public Library           |
|              |           | MIDWEST TAPE                       | 506561532      | 4,350.00        | HOOPLA                    |                          | Library Fd/ Misc. Trusts  | Public Library           |
| 01/09/2025   | 2374      | NEENAH MENASHA SEWERAGE COMMISSION | 2025007        | 9,395.00        | JAN PRINCIPAL PAYMENT_RE  | LOAN                     | Sewer Operating Utility   | Sewer Operations         |
|              |           | NEENAH MENASHA SEWERAGE COMMISSION | 2025007        | 46,267.00       | JAN PRINCIPAL PAYMENT_CW  | LOAN                     | Sewer Capital Fund        | Sewer Capital Costs      |
|              |           | NEENAH MENASHA SEWERAGE COMMISSION | 2025007        | 9,761.00        | JAN INTEREST PAYMENT_CW L | LOAN                     | Sewer Capital Fund        | Sewer Capital Costs      |
|              |           | NEENAH MENASHA SEWERAGE COMMISSION | 2025001        | 209,483.24      | JAN PLANT EXPENSE         |                          | Sewer Operating Utility   | Sewer Operations         |
|              |           | NEENAH MENASHA SEWERAGE COMMISSION | 2025007        | 3,915.00        | JAN INTEREST PAYMENT_RE L | LOAN                     | Sewer Operating Utility   | Sewer Operations         |
| 01/09/2025   | 2383      | SPEEDY CLEAN INC                   | 85335          | 14,400.00       | TELEWISE PROJECT STREETS  |                          | General Fund              | Sanitation               |
| 01/09/2025   | 2385      | TRECO'S                            | 22612          | 4,055.25        | DEC SNOW REMOVAL PARKING  | RAMP                     | Parking Utility Fund      | Parking Services         |
| 01/09/2025   | 2389      | WINNEBAGO COUNTY TREASURER         | DEC 2024 COURT | 3,714.39        | DEC COURT FINES           |                          | Joint Municipal Court Fd  | Administration Exp.      |
| 01/15/2025   | 2392      | U S BANK                           | 01-12-25       | 9,155.12        | LEAGUE WI MUNICIPALITIES  | 2025 MEMBERSHIP          | General Fund              | Mayors                   |
|              |           | U S BANK                           | 01-12-25       | 28,985.00       | ESRI                      | 2025 ESRI MAINT/94854380 | Capital Equipment Fund    | Information Systems      |
| 01/16/2025   | 2394      | GRAYMONT WESTERN LIME INC          | 35233916RI     | 4,915.02        | HYDRATED LIME             |                          | Water                     | Other                    |
| 01/16/2025   | 2398      | MENASHA, CITY OF                   | DEC 2024 WRS   | 56,785.59       | DEC 2024 WRS-MENASHA      |                          | Benefit Accrual Fund      | Retirement & Taxes       |
| 01/16/2025   | 2400      | NEENAH ANIMAL SHELTER INC          | JAN 2025       | 2,083.33        | JAN SHELTER FEE           |                          | General Fund              | Police                   |
| 01/16/2025   | 2402      | TAPCO                              | 1793475        | 23,428.70       | ATC FOR NICOLET/THIRD     |                          | Streets,Utility,Sidewalks | Traffic Control          |
| 01/23/2025   | 2405      | CHEMTRADE CHEMICALS US LLC         | 90188231       | 8,277.93        | FERRIC SULFATE            |                          | Water                     | Other                    |
| 01/23/2025   | 2406      | ENERGY CONTROL & DESIGN INC        | 101950IN       | 6,473.00        | 2025 MAINTENANCE AGREEMEN | T-TSP                    | General Fund              | Public Library           |
|              |           | ENERGY CONTROL & DESIGN INC        | 101953IN       | 2,843.25        | MAINTENANCE AGRMT - TEMP  | CONTROLS                 | General Fund              | Municipal Facilities     |
|              |           | ENERGY CONTROL & DESIGN INC        | 101951IN       | 5,652.00        | 2025 MAINTENANCE AGREEMEN | T-MECHANICAL             | General Fund              | Public Library           |
|              |           | ENERGY CONTROL & DESIGN INC        | 101951IN       | 2,317.37        | FILTERS FOR AIR HANDLER C | ITY HALL                 | General Fund              | Municipal Building       |
| 01/23/2025   | 2407      | FILTERS UNLIMITED                  | 43815          | 738,470.05      | HEAVY DUTY RESCUE PAYMENT |                          | Neenah Menasha Fire       | Other                    |
| 01/23/2025   | 2408      | FIRE APPARATUS & EQUIPMENT INC     | 26399          | 32,234.89       | ARROWHEAD DEVELOPMENT THR | U 11/23                  | Facility Improvement Fund | Other                    |
| 01/23/2025   | 2409      | GRAEF                              | 136721         | 5,155.42        | HYDRATED LIME             |                          | Water                     | Other                    |
| 01/23/2025   | 2410      | GRAYMONT WESTERN LIME INC          | 35234555RI     | 23,878.26       | 2023 NEENAH SANITARY SEWE | R FLOW CHARGE            | Sewer Operating Utility   | Sewer Operations         |
| 01/23/2025   | 2412      | MENASHA, CITY OF                   | 2023           | 2,676.45        | TAXES-1730 DIXIE ROAD     |                          | TIF 13                    | Other                    |
| 01/23/2025   | 2415      | NEENAH, TOWN OF                    | 0100134        | 38,000.00       | CO2 TANK REPLACEMENT AND  | REMOVAL                  | Water                     | Other                    |
| 01/23/2025   | 2417      | ROHDE BROTHERS INC                 | 56593          | 5,864.04        | FEB INSURANCE             |                          | Benefit Accrual Fund      | Insurance                |
| 01/23/2025   | 2419      | SECURIAN FINANCIAL GROUP INC       | FEB 2025 2832L | 36,850.95       | DEC 2024 LANDFILL INVOICE |                          | General Fund              | Sanitation               |
| 01/23/2025   | 2425      | WINNEBAGO COUNTY TREASURER         | 134141         | 6,320.16        | HAWKINS INC               | LPC-31                   | Water                     | Other                    |
| 01/31/2025   | 2430      | U S BANK                           | 01-12-25       | 4,084.14        | ZORO TOOLS INC            | RPZ'S & REBUILD KITS     | Water                     | Other                    |
|              |           | U S BANK                           | 01-12-25       | 5,010.03        | HAWKINS INC               | SODIUM PERMANGANATE      | Water                     | Other                    |
|              |           | U S BANK                           | 01-12-25       | 8,857.93        | DINGES FIRE COMPANY MOTO  | CHARGED INVOICE TWICE TO | Neenah Menasha Fire       | Other                    |
| 01/30/2025   | 2433      | ENVIROTECH EQUIPMENT               | 240024665      | 244,692.00      | NEW TRUCK #55             |                          | Capital Equipment Fund    | Public Works             |
| 01/30/2025   | 2434      | GRAEF                              | 136749         | 3,819.26        | PROFESSIONAL SERVICES THR | U 12/31/24               | Park & Rec Trust Funds    | Park & Rec Trust Exps    |
| 01/30/2025   | 2435      | GRAYMONT WESTERN LIME INC          | 35234817RI     | 6,101.18        | HYDRATED LIME             |                          | Water                     | Other                    |
| 01/30/2025   | 2436      | HYDRITE CHEMICAL COMPANY           | 202500000894   | 8,192.32        | SODIUM HYPOCHLORITE       |                          | Water                     | Other                    |
| 01/30/2025   | 2440      | SEH INC                            | 480445         | 6,005.98        | ST 31 REMODEL ARCHITECTUR | E FEE THRU 12/28         | Facility Improvement Fund | Fire Department          |
| 01/31/2025   | 2474      | U S BANK                           | 01-27-25       | 3,015.00        | SQ *MOUNTAIN BAY SCUBA    | DIVE SUIT                | Neenah Menasha Fire       | Other                    |
|              |           | U S BANK                           | 01-27-25       | 5,670.00        | PROQUEST LLC              | REFERENCE                | General Fund              | Public Library           |
|              |           | U S BANK                           | 01-27-25       | 3,367.53        | EAGLE ENGRAVING INC       | BRASS/BADGES FOR STAFF   | Neenah Menasha Fire       | Fire Department          |
|              |           | U S BANK                           | 01-27-25       | 2,830.26        | AIRGAS - NORTH            | CARBON DIOXIDE           | Water                     | Other                    |
|              |           | U S BANK                           | 01-27-25       | 3,914.35        | BAKER-TAYLOR              | BOOKS                    | General Fund              | Public Library           |
|              |           | U S BANK                           | 01-27-25       | 2,039.75        | FITBOD                    | FITBOD APP               | General Fund              | Police                   |
|              |           | U S BANK                           | 01-27-25       | 4,875.00        | CORE & MAIN - W1002       | 500 VACUUM BREAKERS      | Water                     | Other                    |
| 01/02/2025   | 59698     | AERCOR INC                         | 18857          | 3,000.00        | 2025 NETMOTION MAINTENANC | E                        | Capital Equipment Fund    | Information Systems      |
| 01/02/2025   | 59700     | BERGSTROM AUTOMOTIVE               | 151621         | 16,587.50       | INSPECTOR VEHICLE         |                          | Capital Equipment Fund    | Community Development    |
| 01/02/2025   | 59701     | BLUE DOOR CONSULTING LLC           | INV33242       | 6,372.44        | NOV BRANDING/MARKETING    |                          | Library Fd/ Misc. Trusts  | Public Library           |
| 01/02/2025   | 59702     | CATALIS TAX & CAMA                 | INV308337045   | 9,646.98        | 2025 MARKETDRIVE MAINTENA | NCE                      | Capital Equipment Fund    | Information Systems      |

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| AP Pymt Date | AP Pymt # | AP Vendor Name                      | AP Invoice #   | AP Trans Amount     | AP Description 01         | AP Description 02  | Fund Description          | Department Description          |
|--------------|-----------|-------------------------------------|----------------|---------------------|---------------------------|--------------------|---------------------------|---------------------------------|
| 01/02/2025   | 59703     | DOMINION VOTING SYSTEMS INC         | DVS157820      | 3,738.00            | 2025 FIRMWARE LICENSES ON | VOTING MACHINES    | General Fund              | Legal & Adm. Services           |
| 01/02/2025   | 59705     | JEFFERSON FIRE & SAFETY INC         | 1967           | 2,622.00            | TIC CAMERA KIT            |                    | Neenah Menasha Fire       | Fire Department                 |
|              |           | JEFFERSON FIRE & SAFETY INC         | 1966           | 2,309.60            | SENSIT TOOL FOR TRUCK     |                    | Neenah Menasha Fire       | Fire Department                 |
|              |           | JEFFERSON FIRE & SAFETY INC         | 1965           | 4,519.50            | TOOL FOR TRUCK            |                    | Neenah Menasha Fire       | Fire Department                 |
| 01/02/2025   | 59709     | OTIS ELEVATOR COMPANY               | CVA16270001    | 2,150.00            | ELEVATOR REPAIR 12/5      |                    | General Fund              | Public Library                  |
| 01/02/2025   | 59712     | STANTEC CONSULTING SERVICES INC     | 2324515        | 2,051.16            | CDBG HOUSING STUDY ASSIST | ANCE THRU 11/29    | Federal COVID Program     | Block Grant                     |
| 01/02/2025   | 59713     | TITAN PUBLIC SAFETY SOLUTIONS LLC   | 5927           | 6,334.00            | TIPSS 2025                |                    | Joint Municipal Court Fd  | Administration Exp.             |
| 01/09/2025   | 59719     | BERGSTROM AUTOMOTIVE                | 149849         | 48,967.50           | ONE-TON PICK UP           |                    | Neenah Menasha Fire       | Other                           |
| 01/09/2025   | 59722     | CALNIN & GOSS INC                   | CN11-24 PAY #2 | 128,712.09          | PAY REQUEST NO.2 CONTRACT | 11-24              | Storm Water Management    | Sewer Repair/Replacement        |
| 01/09/2025   | 59723     | COMMUNITY FIRST CREDIT UNION        | TAXES/REFUND   | 2,990.49            | REFUND TAXES OVERPAYMENT  | 06-0846-00-00      | Real Estate Tax Agency Fd |                                 |
| 01/09/2025   | 59727     | EDGEWATER RESOURCES LLC             | 5407           | 5,805.00            | 11/1/24-12/9/24 SHORELINE | IMPROVEMENTS       | Facility Improvement Fund | <b>Parks</b>                    |
| 01/09/2025   | 59729     | FOX WOLF WATERSHED ALLIANCE         | 2025           | 2,650.00            | 2025 NEWSC MEMBERSHIP     |                    | Storm Water Management    | <b>Storm Sewer Management</b>   |
| 01/09/2025   | 59732     | JEFFERSON FIRE & SAFETY INC         | 1987           | 5,233.60            | VALVE/TOOLS               |                    | Neenah Menasha Fire       | <b>Fire Department</b>          |
| 01/09/2025   | 59741     | OTIS ELEVATOR COMPANY               | 100401775831   | 5,921.52            | 2025 SERVICE CONTRACT     |                    | General Fund              | <b>Public Library</b>           |
| 01/09/2025   | 59748     | SCOTT LAMERS CONSTRUCTION LLC       | CN4-24 PAY #2  | 64,701.65           | PAY REQUEST NO.2 CONTRACT | 4-24               | Sewer Capital Fund        | <b>Sewer Repair/Replacement</b> |
| 01/09/2025   | 59749     | SOUSEK MEDICINE LLC                 | 5770363        | 14,750.00           | ANNUAL LAB WORK           |                    | Neenah Menasha Fire       | <b>Fire Department</b>          |
| 01/09/2025   | 59750     | STATE OF WISCONSIN                  | DEC 2024 COURT | 8,226.51            | DEC COURT FINES           |                    | Joint Municipal Court Fd  | <b>Administration Exp.</b>      |
| 01/09/2025   | 59751     | THE TITLE EXCHANGE LLC              | TAXES/REFUND   | 3,827.99            | REFUND TAXES OVERPAYMENT  | 01-0363-00-00      | Real Estate Tax Agency Fd |                                 |
| 01/09/2025   | 59752     | TWIN CITY MONUMENT WORKS INC        | SHATTUCK       | 13,581.00           | SHATTUCK VETERANS MEMORIA | L                  | Facility Improvement Fund | Parks                           |
| 01/09/2025   | 59757     | WINNEFOX LIBRARY SYSTEM             | WLS3409        | 5,000.00            | BOOKS                     |                    | General Fund              | Public Library                  |
| 01/16/2025   | 59773     | ONE SOURCE TECHNOLOGIES INC         | 16028          | 43,651.35           | NEW CAMERAS AT PARKING RA | MP                 | Facility Improvement Fund | Public Works                    |
| 01/23/2025   | 59782     | ARIENS COMPANY                      | 21515          | 14,777.64           | LAWNMOWER                 |                    | Capital Equipment Fund    | Oak Hill Cemetery               |
| 01/23/2025   | 59783     | BERGSTROM MAHLER MUSEUM             | 1225CIP        | 35,000.00           | 2025 CIP CONTRIBUTION     |                    | Facility Improvement Fund | Miscellaneous                   |
| 01/23/2025   | 59785     | EPR SYSTEMS INC                     | 3157           | 3,090.00            | EPR/EPCR ANNUAL SUBSCRIPT | ION                | Neenah Menasha Fire       | Fire Department                 |
| 01/23/2025   | 59787     | GREATER FOX CITIES AREA             | 2015187        | 3,932.50            | HIH GRANT 501 W NORTHWATE | R STREET           | TIF Affordable Housing    | Community Development           |
| 01/23/2025   | 59789     | LANGE ENTERPRISES INC               | 90069          | 2,159.24            | TRAFFIC SIGNS             |                    | General Fund              | Street Signal & Light           |
| 01/23/2025   | 59791     | LEXIPOL LLC                         | INVLEX11246521 | 5,597.00            | 2025 LEXIPOL MAINTENANCE  |                    | Capital Equipment Fund    | Information Systems             |
| 01/23/2025   | 59792     | M & E CONSTRUCTION LLC              | 20255          | 2,500.00            | CITY SIDE LEAD SERVICE- 2 | 26 LANGLEY BLVD    | Water                     | Other                           |
| 01/23/2025   | 59793     | MUNICIPAL WELL & PUMP               | 23104          | 14,136.00           | HIGH SERVICE PUMP #2 & #5 | REMOVAL            | Water                     | Other                           |
| 01/23/2025   | 59797     | ONE SOURCE TECHNOLOGIES INC         | 16064          | 7,490.00            | AXIS DOOR CONTROLLERS FOR | REPLACEMENTS       | Information Systems       | Information Systems             |
| 01/23/2025   | 59802     | SABEL MECHANICAL LLC                | 2-24W PAY #3   | 190,689.19          | BOOSTER STATION SERV THRU | 11/27 - CONTRACT B | Water                     | Other                           |
| 01/23/2025   | 59804     | SJE                                 | CD99551161     | 6,978.00            | LIFT STATION PUMP         |                    | Sewer Capital Fund        | Sewer Repair/Replacement        |
| 01/23/2025   | 59805     | SPIELBAUER FIREWORKS CO INC         | 07-04 DEPOSIT  | 4,000.00            | COMMUNITY FEST FIREWORKS  | DEPOSIT            | General Fund              | Celebration/Commemoration       |
| 01/23/2025   | 59806     | TARGET SOLUTIONS LEARNING LLC       | INV108576      | 7,008.00            | 2025 VECTOR SOLUTIONS SOF | TWARE              | Neenah Menasha Fire       | Fire Department                 |
| 01/23/2025   | 59809     | WINNEFOX AUTOMATED LIBRARY SERVICES | WALS2518       | 167,993.35          | 2025 WALS FEE             |                    | General Fund              | Public Library                  |
| 01/23/2025   | 59810     | WINNEFOX LIBRARY SYSTEM             | WLS3320        | 33,832.11           | 2025 OVERDRIVE            |                    | General Fund              | Public Library                  |
| 01/30/2025   | 59815     | AXON ENTERPRISE INC                 | INUS312836     | 26,227.83           | FLEET VIDEO SYSTEM/HARDWA | RE                 | Capital Equipment Fund    | Police                          |
| 01/30/2025   | 59816     | BELCO VEHICLE SOLUTIONS LLC         | 10040          | 7,632.75            | ONE-TON PICK UP GRAPHICS/ | LIGHTS             | Neenah Menasha Fire       | Other                           |
| 01/30/2025   | 59821     | HEARTLAND BUSINESS SYSTEMS LLC      | 758777H        | 27,042.00           | CISCO DUO AND YUBIKEYS FO | R MFA SLCGP GRANT  | Capital Equipment Fund    | Information Systems             |
| 01/30/2025   | 59823     | JEFFERSON FIRE & SAFETY INC         | IN321919       | 9,834.45            | GEAR DRYER ST 35          |                    | Neenah Menasha Fire       | Fire Department                 |
| 01/30/2025   | 59827     | NEENAH MAIN AUTO BODY INC           | 5218           | 4,169.50            | REPAIR OF CSA TRUCK (#34) |                    | General Fund              | Finance                         |
| 01/30/2025   | 59828     | OTIS ELEVATOR COMPANY               | CVA15537001    | 2,850.00            | ELEVATOR REPAIR           |                    | General Fund              | Public Library                  |
| 01/30/2025   | 59830     | SECURITY LUEBKE ROOFING INC         | 926 GROVE      | 5,095.00            | 926 GROVE ROOFING PROJECT |                    | Housing Fund              |                                 |
| 01/30/2025   | 59831     | SEIBEL LAW OFFICES LLC              | 2242NEENAH1    | 2,725.00            | WALMART AUG - DEC SERVICE | S                  | Liability Insurance       | Liability Insurance             |
|              |           |                                     |                | <b>3,036,734.63</b> |                           |                    |                           |                                 |