

CITY OF NEENAH
FINANCE AND PERSONNEL COMMITTEE MEETING
Monday, March 11, 2024– 6:00 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 February 12, 2024 Regular (minutes can be found on the City's website)
3. 2023 Operating Budget Carry Forwards to 2024 (Attachments) (Rasmussen)
4. Discussion and Approval of Transferring Surplus and ARPA Interest to Eliminate Various Deficits (memo distributed at meeting) (Rasmussen)
5. Approval of Purchase of BenTek Software Services (Attachments) (Fairchild)
6. Fiscal Matters: December 2023 Vouchers (Attachments) (Rasmussen)
7. Fiscal Matters: January 2024 Vouchers (Attachments) (Rasmussen)
8. The Committee may convene into closed session pursuant to Wis. Stat. §19.85(1)(e) for the purpose of deliberating or negotiating the purchase of public properties, the investing of public funds, or the conducting of other specified public business as long as competitive or bargaining reasons required closed session related to land acquisition adjacent to or in the vicinity of the Southpark Industrial Center area.
9. The Committee may remain in closed session pursuant to Wis. Stat. Sec. 19.82(2) to confer with City Attorney who will render advice concerning strategies with respect to pending or impending litigation involving the City.
10. The Committee may reconvene into open session to consider actions on the items discussed in closed session.
11. 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) 886-6106 or e-mail attorney@ci.Neenah.wi.us** at least 48 hours prior to the scheduled meeting or event to request an accommodation.

CITY OF NEENAH
FINANCE AND PERSONNEL COMMITTEE MEETING
Monday, February 12, 2024 – 6:00 pm
Hauser Room, Neenah City Administration Building
211 Walnut Street, Neenah, Wisconsin

MINUTES

The meeting was called to order by Chairman Erickson at 6:01 pm.

Present: Chairman Erickson; Aldermen Borchardt, Boyette, Skyrms, and Steiner, Mayor Lang, Director of Finance Rasmussen, Director of Community Development Haese, City Attorney Rashid, and City Clerk Nagel. Also present was Alderman Lendrum

Absent/Excused: None.

Public Appearances: None.

Minutes: Motion/Second/Carried Borchardt/Steiner to approve the minutes from January 8, 2024 Regular Meeting and January 17, 2024 Special Meeting as presented. All voting aye.

Tax Incremental District #12 Development Agreement (Attachments) (Haese)

Motion/Second/Carried Borchardt/Skyrms to recommend Council approve Tax Incremental District #12 Development Agreement Development Agreement with Bridgewood Holdings of Neenah, LLC to assist with the construction of 40 new guest rooms and ancillary improvements to the Bridgewood Resort Hotel and Conference Center at 1000 Cameron Way as presented. All voting aye.

Report

Discussion: The proposed development agreement is for the planned expansion of the Bridgewood Resort Hotel and Conference Center at 1000 Cameron Way. The project will add 40 rooms to the existing 95 room facility. The three-story addition will extend easterly from the approximate midpoint of the building. The overall project will also include a small addition to the Batley Bar and Grill, a secondary elevator, remodeling of the hotel lobby and additional parking. A five-foot sidewalk will also be constructed from the hotel, adjacent to Cameron Way, to the Jeweler's Drive Trail. Due to the unsuitable soil conditions and the need to mitigate wetlands and floodplain challenges, Bridgewood Holdings has requested Tax Incremental Financing assistance to ensure a financially feasible project.

Overall, the city will provide Tax Incremental Financing (TIF) to support the development. The but-for test criteria were discussed. This project has the challenge of wetland and flood plan mitigation due to the construction of the previous golf course. TIF 12 is a successful TIF with no reason to believe that it will not continue to be. Bridgewood Resort is the city's number 1 tourist attraction bring with it many ancillary benefits to the city as a whole.

2024 Special Assessment Interest Rate (Attachments) (Rasmussen)

Motion/Second/Carried Borchardt/Skyrms to recommend Council approve an interest rate of 5% for 2024 special assessments paid in installments. All voting aye.

Report

Discussion: Per the direction of the 2015 Common Council, the Finance and Personnel Committee, together with the Council, shall review, by March of each year, the special assessment installment interest rate. The economic and interest rate environments have changed to significantly higher rates are than this time last year. Considering the City's cost of money for its own borrowed funds for 2024, there would be an unnecessary burden to affected property

owners with an interest rate at said level. However, the rate should generally reflect the change in the interest rate environment over the past year and the increase of the City's cost to borrow money. With the fluctuating market, the recommendation is to remain stable at an interest rate of 5% for 2024 special assessments paid in installments. The 5% interest rate recommendation is in line with surrounding Winnebago County municipalities.

Fiscal Matters: November 2023 Vouchers (Attachments) (Rasmussen)

Motion/Second/Carried Borchardt/Steiner to approve and place on file the November 2023 vouchers as presented. All voting aye.

Motion/Second/Carried Borachardt/Skyrms to adjourn the meeting 6:26 pm. All voting aye.

Respectfully submitted,



Charlotte Nagel
City Clerk

Info



Finance Department
211 Walnut St. • Neenah WI 54957-0426
Phone 920-886-6140 • Fax: 920-886-6150
e-mail: vras mussen@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 11, 2024
RE: 2023 Operating Budget Carry Forwards to 2024

Below are the detailed departmental requests for the 2023 Operating Budget Carry Forwards to 2024. The requests are as follows:

Personal Services/Training (Police): 010-2101-711-0115

There is \$15,255 remaining in this account. We would like to carry forward **\$6,860** to use to pay for Taser cartridges in the amount of \$3,622.50 and Leadership training in the amount of \$3,237. These were purchased in 2023, but not charged to the P-card until January 2024.

Conferences & Meetings (Human Resources): 010-1001-707-0204

There is \$2,994 remaining in this account. We would like to carry forward **\$1,500** to use for the Director of Human Resources to attend the National SHRM conference held in Chicago. Due to employee turnover in 2023 the Director was unable to attend this conference. (In 2024, the account used for conferences changed to 010-1001-707-0115 "Schools/Seminars/Training").

The carry forward requests are all within the City's General Fund and total **\$8,360**.

Motion to recommend Council approve the 2023 General Fund Operating Carry Forwards to 2024 as submitted.

**CITY OF NEENAH
2023 OPERATING BUDGET CARRY FORWARDS**

DEPARTMENT	DESCRIPTION	ACCOUNT NUMBER	BUDGET LINE ITEM	BALANCE LINE ITEM BUDGET	AMOUNT REQUESTED	REASON
Police	Operations-Training	010-2101-711-0115	59,050	15,255	6,860	Taser cartridges and Leadership Training
Human Resources	Conferences & Meetings	010-1001-707-0204 <i>(010-1001-707-0115 in 2024)</i>	3,000	2,994	1,500	Director of Human Resources to attend the National SHRM conference held in Chicago
					8,360	
				General Fund	8,360	

**City of Neenah
General Fund
Year End**

	<u>2023 (Est)</u>	<u>2022</u>	<u>2021</u>
Revenue	\$ 29,788,875.96	\$ 24,924,030.67	\$ 25,727,729.88
Expenditures	<u>(28,507,731.27)</u>	<u>(26,613,997.24)</u>	<u>(25,779,076.35)</u>
Net Surplus (Loss)	1,281,144.70	(1,689,966.57)	(51,346.47)
Fund Balance, Jan. 1, 2023	<u>3,652,578.00</u>	<u>5,342,546.00</u>	<u>5,393,892.00</u>
Fund Balance, Dec. 31, 2023	<u>\$ 4,933,722.70</u>	<u>\$ 3,652,579.43</u>	<u>\$ 5,342,545.53</u>

Breakdown of Fund Balances:

Nonspendable	\$ 21,619.00	\$ 25,291.00	\$ 12,521.00
Assigned	269,473.00	216,168.00	269,967.00
Unassigned	<u>4,642,630.70</u>	<u>3,411,120.43</u>	<u>5,060,057.53</u>
	<u>\$ 4,933,722.70</u>	<u>\$ 3,652,579.43</u>	<u>\$ 5,342,545.53</u>

% of Unassigned General Fund Balance vs.
Budgeted Expenditures

16.29%

12.82%

19.63%

Deficits to Apply Funds to:

Court	\$ 245,287.61
Fire	274,260.91
Parking - 1/2 of Deficit	<u>156,563.88</u>
	<u>\$ 676,112.40</u>

ARPA Interest Applied

(239,593.62)

General Fund Applied

(436,518.78)

} \$ (676,112.40)



MEMORANDUM

Date: March 11, 2024
To: Chairman Erickson and Members of the Finance and Personnel Committee
From: Amy J. Fairchild, Director of Human Resources and Safety
Matt Schoeder, Interim Director of Information Systems
RE: BenTek Software Services

Synopsis:

Approval of an Agreement with BenTek Software services in a prorated amount of \$15,000 for year one costs and \$10,000 for implementation to be purchased from the Information Systems ERP Suite account within the Capital Equipment Budget.

Details:

Through the dissolution of Lotus Notes and I-Series, Human Resources has been reviewing current forms and processes. As a part of the review, many processes have been identified which can be streamlined and improved with the implementation of a proper HRIS (Human Resources Information System) which does not currently exist within the City.

At this time, Human Resources manages 267 full-time and permanent part-time employee files as well as over 200 casual employees. Casual employees include positions such as Election Workers and Seasonal Parks and Recreations positions which experience high turnover during each relevant cycle. Each position requires manual entry into the payroll system, spreadsheets, and many other databases both when onboarding and when offboarding the employee. Such processes can take in excess of an hour per employee to properly enter and verify.

In addition to employee turnover, Human Resources must also manage employee benefits, status changes, evaluations, FMLA tracking, and maintain annual compliance with a variety of entities. Such management requires accurate reporting which is not readily available through the current software. Such processes require attention to detail and the ability to run a variety of reports where many of which currently reside in the I-Series program. These processes can be quite time consuming and at times have hindered projects necessary to the department.

The most beneficial aspect of having a proper HRIS program is the reduction of liability it creates by ensuring more accurate data entry and validation processes. With the ability to limit double entries, user error is greatly reduced, and staff time within both Human Resources and Payroll can be better utilized within the time provided.

Central Square partners with a company known as BenTek which will address the current issues faced by Human Resources today. Originally, this was projected to be presented to Council toward the end of the year. With recent staff changes, it has been determined that expediting this process will reduce overall training costs with the onboarding of new staff. As Human Resources currently operates with two part-time staff members, this program will sustain the current work-force alleviating the need to extend hours in the near future.



MEMORANDUM

To: Members of the Finance and Personnel Committee

From: Chairman Erickson *JE*

Date: February 16, 2024

Re: December Voucher Review

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

1. December General Expenditure Voucher Nos. 1293 through 1353 (\$320,977.77) and 1265 through 1328 and 57733 through 57857 (\$2,267,447.54)) and December payroll (\$2,089.20) for a combined total of \$2,590,514.51.
2. December Automated Transfers Nos. 1 through 55 totaling \$3,462,541.56.

I recommend their approval.

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

Attachments

December Check Register-Over \$2,000

AP Pymt Date	AP Pymt #	AP Vendor Name	AP Invoice #	AP Trans.	Amount	AP Description 01	AP Description 02	Fund Description	Department Description
12/07/2023	1265	ASSOCIATED APPRAISAL CONSULTANTS	171658		3,041.67	DEC SERVICES		General Fund	Community Development
12/07/2023	1268	ENERGY CONTROL & DESIGN INC	98014IN		6,667.00	SOFTWARE UPGRADE		Capital Equipment Fund	Public Library
		ENERGY CONTROL & DESIGN INC	98183IN		2,095.95	HUMIDIFIER REPAIR		General Fund	Public Library
12/07/2023	1273	MENASHA, CITY OF	NOV 2023 WRS		48,004.48	NOV RETIREMENT/FIRE		Benefit Accrual Fund	Retirement & Taxes
12/07/2023	1277	NEENAH MENASHA SEWERAGE COMMISSION	2023186		38,062.00	DEC PRINCIPAL PAYMENT		Sewer Capital Fund	Sewer Capital Costs
		NEENAH MENASHA SEWERAGE COMMISSION	2023180		138,219.61	DEC PLANT EXPENSE		Sewer Operating Utility	Sewer Operations
		NEENAH MENASHA SEWERAGE COMMISSION	2023186		10,502.00	DEC INTEREST PAYMENT		Sewer Capital Fund	Sewer Capital Costs
12/07/2023	1278	PRIMADATA LLC	64466		2,181.00	NOV BILLS POSTAGE		General Fund	Finance
12/14/2023	1283	BAKER TILLY US LLP	BT2611069		2,665.00	30% AUDIT SVCS THRU 11/30		TIF #11-Special Revenue	TIF Expenditures
		BAKER TILLY US LLP	BT2611069		3,437.00	100% AUDIT SVCS THRU	11/30	TID #7/ Special REV Fund	TIF Expenditures
12/14/2023	1286	KRUEGER TRUE VALUE	155046		2,252.20	SNOW BLOWERS		Park & Rec Trust Funds	Park & Rec Trust Exps
12/14/2023	1288	MENASHA, CITY OF	NOV 2023 COURT		3,929.20	NOV COURT FINES		Joint Municipal Court Fd	Administration Exp.
12/14/2023	1289	MIRON CONSTRUCTION COMPANY INC	2206800007		522,870.68	TRAINING CENTER SERVICES	THRU 11/30	Facility Improvement Fund	Police
12/14/2023	1291	WINNEBAGO COUNTY TREASURER	LF132890		36,385.79	NOV LANDFILL CHARGES		General Fund	Sanitation
		WINNEBAGO COUNTY TREASURER	LF132890		2,045.22	NOV LANDFILL CHARGES		Recycling Fund	Recycling Program
12/29/2023	1293	U S BANK	12-12-23		2,728.40	MATTHEWS TIRE MENASHA	WHEEL REPAIR-SQ #9	General Fund	Police
		U S BANK	12-12-23		3,595.70	IN *DIVERSIFIED INVESTIGA	BACKGROUND FOR TRAVIS	General Fund	Human Resources & Safety
		U S BANK	12-12-23		40,409.43	PACKER CITY INTERNATIONAL	JETTER REPAIRS/R103028542	Capital Equipment Fund	Public Works
12/21/2023	1298	DONALD HIETPAS & SONS INC	11-18-23		3,245.62	REPAIR MAIN BREAK-213	BYRD AVE	Water	Other
		DONALD HIETPAS & SONS INC	11-16-23		5,717.23	RELOCATE HYD & LEAKING	TEE-1542 BRUCE ST	Water	Other
12/21/2023	1303	GRAPHIC COMPOSITION INC	232803		4,487.00	WINTER/SPRING GUIDES		General Fund	Park & Rec Administration
		GRAPHIC COMPOSITION INC	232898		7,614.00	WINTER NEENAH NOTES		General Fund	Mayors
		GRAPHIC COMPOSITION INC	232898		4,308.00	RECYCLING GUIDE		Recycling Fund	Recycling Program
12/21/2023	1309	MULCAHY SHAW WATER INC	325555		51,197.22	HYDRAULIC CYLINDER/	ACTUATORS	Water	Other
12/21/2023	1312	NCI COMMUNICATION SOLUTIONS	AR31528		27,290.77	RADIOS		Neenah Menasha Fire	Other
12/21/2023	1314	PRIMADATA LLC	64692		5,354.06	POSTAGE 2023 TAX BILLS		General Fund	Finance
12/21/2023	1315	SECURIAN FINANCIAL GROUP INC	2832L		5,810.55	JAN INSURANCE		Benefit Accrual Fund	
12/21/2023	1316	SPARKLE AND SHINE CLEANING	N244		3,500.00	NOV CLEANING		General Fund	Municipal Building
12/21/2023	1321	WIRTH + BAYNARD LAW OFFICES	11803		4,775.00	NOV MINKS FEES		Liability Insurance	Liability Insurance
12/28/2023	1322	FIRE APPARATUS & EQUIPMENT INC	25385		2,747.99	TORQUE RODS, SHOCK	ABSORBERS, LINKS-Q32	Neenah Menasha Fire	Fire Department
12/28/2023	1324	MCC INC	CN5-23 FINAL		3,926.30	SIDEWALK CONSTR-INTEGRITY	ACRES	Streets,Utility,Sidewalks	Sidewalks / Trials
		MCC INC	CN5-23 FINAL		76,580.52	CO#2 SIDEWALK FREEDOM	ACRES	Streets,Utility,Sidewalks	
		MCC INC	CN5-23 FINAL		29,250.00	CO#1 OAKRIDGE RD OVERLAY		Streets,Utility,Sidewalks	Upgrades-City Initiated
		MCC INC	CN5-23 FINAL		91,290.54	CO#2 SIDEWALK HOMES AT	FREEDOM MEADOWS	Streets Utility, Sidewalks	
		MCC INC	CN5-23 FINAL		17,502.99	STREET CONSTR-CARDINAL	PLAT	Streets,Utility,Sidewalks	Improvement Agreement
		MCC INC	CN5-23 FINAL		479,195.40	STREET CONSTR-LIBERTY	HEIGHTS	Streets,Utility,Sidewalks	Improvement Agreement
		MCC INC	CN5-23 FINAL		2,589.20	SIDEWALK CONSTR-CARDINAL	PLAT	Streets,Utility,Sidewalks	Sidewalks / Trials
		MCC INC	CN5-23 FINAL		46,317.36	STREET CONSTR-INTEGRITY	ACRES	Streets,Utility,Sidewalks	Improvement Agreement
		MCC INC	CN5-23 FINAL		5,963.34	STREET CONSTR-ARTHUR PLAT		Streets,Utility,Sidewalks	Improvement Agreement
12/28/2023	1325	RUEKERT & MIELKE INC	149622		5,625.00	10/7-11/3 SERV-CECIL ST	TOWER REPAINTING	Water	Other
		RUEKERT & MIELKE INC	149621		31,285.91	7/15-11/3 SERV-CECIL ST	TOWER REPAINTING	Water	Other
12/29/2023	1330	U S BANK	12-12-23		5,710.00	JOHNSON FIT-WELL 022	STEMMILL	General Fund	Police
		U S BANK	12-12-23		9,177.60	KEMIRA WATER SOLUTIONS	FERRIC SULFATE	Water	Other
		U S BANK	12-12-23		2,957.44	AIRGAS - NORTH	CARBON DIOXIDE	Water	Other
		U S BANK	12-12-23		4,524.00	CIVICPLUS	2024 WEB ACCESSIBILITY	Information Systems	
		U S BANK	12-12-23		2,026.50	FERGUSON ENT	0404832/SERVICE PARTS	Water	Other
12/29/2023	1331	U S BANK	12-26-23		8,916.50	NORTHSIDE TRUE VALUE	BAGGED SALT	Parking Utility Fund	Parking Services
		U S BANK	12-26-23		8,320.01	TCAW OCC HEALTH	NOV SERVICES	Benefit Accrual Fund	Insurance
		U S BANK	12-26-23		6,646.57	LEVENHAGEN OIL CORPORATI	LEAD FREE/2502 GALLONS	Fleet Management	
		U S BANK	12-26-23		5,750.00	LAKESHORE RECYCLING SYST	NOV DUMPSTER PICKUP	General Fund	Sanitation
		U S BANK	12-26-23		2,339.79	KUEHL ELECTRIC INC	ELECTRICAL REPAIRS DOWNTOW	General Fund	Celebration/Commemoration
		U S BANK	12-26-23		10,050.00	ABT FOUNDATION SOLUTIONS	POLYLEVEL SIDEWALK REPAIR	Streets,Utility,Sidewalks	Sidewalks / Trials
		U S BANK	12-26-23		3,350.12	KUEHL ELECTRIC INC	RPR 2" PVC, ADD 2 POLES B	General Fund	Street Signal & Light
		U S BANK	12-26-23		2,932.93	KUEHL ELECTRIC INC	BELL/MAR PB WIRING/202342	General Fund	Street Signal & Light
		U S BANK	12-26-23		16,085.45	LEVENHAGEN OIL CORPORATI	DIESEL/5504 GALLONS	Fleet Management	
		U S BANK	12-26-23		21,865.57	KUEHL ELECTRIC INC	BELL/INDUSTIAL UPGRADE/20	Streets,Utility,Sidewalks	General Resurfacing
		U S BANK	12-26-23		2,440.00	TCAW OCC HEALTH	NOV LABS	Benefit Accrual Fund	Insurance
12/29/2023	1353	U S BANK	12-26-23		2,780.00	OSHKOSH FIRE & POLICE	HELMETS	Neenah Menasha Fire	Fire Department
		U S BANK	12-26-23		2,207.41	OTC BRANDS INC	CRAFT SUPPLIES	Library Fd/ Misc. Trusts	Public Library
		U S BANK	12-26-23		6,320.16	HAWKINS INC	LPC-31	Water	Other
		U S BANK	12-26-23		2,594.97	SECUREIT TACTICAL INC	RACK SYSTEM-ARMORY	General Fund	Police

December Check Register-Over \$2,000

AP Pymt Date	AP Pymt #	AP Vendor Name	AP Invoice #	AP Trans. Amount	AP Description 01	AP Description 02	Fund Description	Department Description
		U S BANK	12-26-23	8,403.36	LANDIS+GYR TECHNOLOGY,	NEW ENDPOINTS	Water	
		U S BANK	12-26-23	2,999.96	WG&R FURNITURE-APPLETO	RECLINERS	Neenah Menasha Fire	Fire Department
		U S BANK	12-26-23	7,831.96	MENARDS APPLETON WEST WI	ROOF MATERIALS	Facility Improvement Fund	Parks
12/07/2023	57735	BERGSTROM AUTOMOTIVE	248681	24,693.00	2024 CHEVY TRAX -	INSPECTION CAR	Capital Equipment Fund	Community Development
12/07/2023	57739	ENVISIONWARE INC	SOUS50050	20,036.25	DEP-SELF CHECK MACHINES		Library Fd/ Misc. Trusts	Public Library
12/07/2023	57740	FGM ARCHITECTS	2233360119	3,750.00	TRAINING CENTER DESIGN	FEE-9/30-10/27	Facility Improvement Fund	Police
12/07/2023	57743	GEI CONSULTANTS INC	3142785	2,200.00	9/30-10/27 SERV-AQUATIC	PLANT MANAGEMENT	General Fund	Mayors
12/07/2023	57744	GRAEF	129756	2,995.00	SERV THRU 10/28-CARPENTER	PRESERVE CONCEPT PLANNING	Facility Improvement Fund	Parks
12/07/2023	57745	GRAYMONT WESTERN LIME INC	35214025RI	4,126.19	HYDRATED LIME		Water	Other
12/07/2023	57746	JIM'S PLUMBING	37831	5,880.00	INSTALL A WATER SOFTENING	SYSTEM	Facility Improvement Fund	Municipal Building
12/07/2023	57759	RAY'S TIRE	2040709	2,130.00	TIRES #54		Recycling Fund	Recycling Program
12/07/2023	57760	RIECKMANN CREATIONS & FABRICATIONS	267	3,600.00	STORAGE SHELVING - #51		Capital Equipment Fund	Police
12/07/2023	57761	SDS PAINTING COMPANY INC	1988	41,800.00	BASIN PAINTING		Facility Improvement Fund	Parks
12/14/2023	57775	GRAY'S INC	38412	7,887.00	PLOW BLADES		Fleet Management	Municipal Facilities
12/14/2023	57776	GRAYMONT WESTERN LIME INC	35214467RI	4,230.46	HYDRATED LIME		Water	Other
12/14/2023	57786	SIERRA CONTAINER GROUP LLC	7127	37,404.20	648 95 GALLON CARTS		Capital Equipment Fund	Public Works
12/14/2023	57788	STANTEC CONSULTING SERVICES INC	2165404	6,466.50	WELL MANAGEMENT THRU	11/10	Park Development Fund	Park & Rec Trust Exps
12/14/2023	57789	STATE OF WISCONSIN	NOV 2023 COURT	2,915.60	NOV COURT FINES-MENASHA		Joint Municipal Court Fd	Administration Exp.
		STATE OF WISCONSIN	NOV 2023 COURT	3,065.73	NOV COURT FINES-NEENAH		Joint Municipal Court Fd	Administration Exp.
12/14/2023	57791	VALLEY VNA SENIOR CARE	NOV 2023	48,087.13	NOV NIFG PAYMENT		Neighborhood Inv Program	Community Development
12/20/2023	57797	FOX CITIES CHAMBER OF COMMERCE	64500	12,500.00	CVB ECON DEV INVESTMENT		TIF #7 - Westside Bus Cor	Other
12/21/2023	57798	APPLETON, CITY OF	12716	42,513.00	NOV TRANSIT/LINK SERVICE		General Fund	Community Development
12/21/2023	57802	GRAYMONT WESTERN LIME INC	35214759RI	4,256.00	HYDRATED LIME		Water	Other
		GRAYMONT WESTERN LIME INC	35215572RI	4,153.86	HYDRATED LIME		Water	Other
12/21/2023	57807	MULTIMEDIA COMMUNICATIONS &	4569	3,650.00	TRAFF SIGNAL INTERCONNECT	PROJECT ENGINEERING	Capital Equipment Fund	Information Systems
12/21/2023	57812	OSHKOSH FIRE & POLICE EQUIPMENT INC	192680	11,795.00	HOSE		Neenah Menasha Fire	Fire Department
12/21/2023	57814	PACKERLAND GLASS PRODUCTS	75045	3,142.50	ASSISTANCE OF 1/2 OF	PROJECT COST-216 W CECIL	2019 CDBG	Block Grant
12/21/2023	57819	STANTEC CONSULTING SERVICES INC	2165401	3,302.00	SERV THRU 11/10-TADYCH	REMEDIAL ACTIVITIES	TIF #8 Doty Island	Other
12/21/2023	57821	VAN RITE PLUMBING INC	9529	3,500.00	WATER SERVICE-837 MAPLE	ST	Water	
12/28/2023	57830	APPLETON, CITY OF	12880	42,517.00	DEC TRANSIT/LINK SERVICE		General Fund	Community Development
12/28/2023	57836	EDGEWATER RESOURCES LLC	4792	2,145.00	NOV SHORELINE	IMPROVEMENTS	Facility Improvement Fund	Parks
12/28/2023	57838	GRAYMONT WESTERN LIME INC	35215200RI	4,319.84	HYDRATED LIME		Water	Other
12/28/2023	57841	JEFFERSON FIRE & SAFETY INC	PB001623	19,413.00	TURN OUT GEAR		Neenah Menasha Fire	Fire Department
		JEFFERSON FIRE & SAFETY INC	IN309765	3,400.20	TEESCH GEAR		Neenah Menasha Fire	Fire Department
		JEFFERSON FIRE & SAFETY INC	PB001617	5,031.60	THERMAL IMAGING CAMERAS		Neenah Menasha Fire	Other
12/28/2023	57842	JONES, MELISSA	000040239	3,089.58	OVERPD FINAL ACCOUNT	000024512	Water	
12/28/2023	57847	MOTOROLA SOLUTIONS INC	8281781814	30,313.95	RADIO ACCESSORIES		Neenah Menasha Fire	Other
		MOTOROLA SOLUTIONS INC	8281783126	3,734.40	RADIO ACCESSORIES		Neenah Menasha Fire	Other
		Overall - Total		2,354,920.62				

EXPENDITURE ABSTRACT FOR PERIOD DECEMBER 1 THROUGH DECEMBER 31, 2023
EXPLANATION OF AUTOMATED TRANSFERS

Transfer No.	Transfer Date	Amount	Vendor	Purpose	Budget/Cost Center
1	12/1/23	\$100,525.00	DTC	Principal & Interest Payment	N/A
2	12/1/23	\$1,532.94	DELTA DENTAL	Vision Premium	FRINGE BENEFIT DIST.
3	12/1/23	\$276,253.30	HEALTH PARTNERS	Dec Insurance Premiums	FRINGE BENEFIT DIST.
4	12/1/23	\$1,916.74	DIVERSIFIED BENEFIT SERVICES	2023 Employee HRA Plan	N/A
5	12/4/23	\$2,348.53	USPS	Neenah Newsletter	N/A
6	12/5/23	\$1,717.07	BANCORP	FSA/HRA Debit Card Prefund	N/A
7	12/6/23	\$1,090.64	DIVERSIFIED BENEFIT SERVICES	2023 Employee FSA Plan	N/A
8	12/6/23	\$4,593.55	DIVERSIFIED BENEFIT SERVICES	2023 Employee HRA Plan	N/A
9	12/6/23	\$5,246.63	DELTA DENTAL	Dental Claims	FRINGE BENEFIT DIST.
10	12/7/23	\$1,514.22	MIDAMERICA	FICA Alternative Plan #3121	N/A
11	12/7/23	\$53.00	COMMUNITY FIRST CREDIT UNION	FD Local 275 Conduit	N/A
12	12/7/23	\$6,284.85	COMMUNITY FIRST CREDIT UNION	FD Union Dues	N/A
13	12/7/23	\$1,930.28	ASSOCIATED BANK	Child Support	N/A
14	12/7/23	\$642,289.04	EMPLOYEE PAYROLL	ACH Direct Deposit	N/A
15	12/7/23	\$2,190.00	NATIONWIDE	457 Deferred Comp. Contributions	N/A
16	12/7/23	\$700.00	NATIONWIDE	Employee IRA Contributions	N/A
17	12/7/23	\$15,689.39	MISSIONSQUARE	457 Deferred Comp. Contributions	N/A
18	12/7/23	\$4,646.77	MISSIONSQUARE	Employee IRA Contributions	N/A
19	12/8/23	\$2,421.92	DIVERSIFIED BENEFIT SERVICES	2023 Employee HRA Plan	N/A
20	12/8/23	\$199,336.40	DEPARTMENT OF THE TREASURY	Employer/Employee Social Security Federal Withholding	FRINGE BENEFIT DIST.
21	12/12/23	\$69.32	QUADIENT	Postage	N/A
22	12/12/23	\$723.51	BANCORP	FSA/HRA Debit Card Prefund	N/A
23	12/13/23	\$3,119.36	DIVERSIFIED BENEFIT SERVICES	2023 Employee HRA Plan	N/A
24	12/13/23	\$156.00	DIVERSIFIED BENEFIT SERVICES	2023 Employee FSA Plan	N/A
25	12/13/23	\$4,712.30	DELTA DENTAL	Dental Claims	FRINGE BENEFIT DIST.
26	12/14/23	\$2,277.05	ASSOCIATED BANK	Nov Bank Service Fee	N/A
27	12/15/23	\$264.98	DIVERSIFIED BENEFIT SERVICES	2023 Employee HRA Plan	N/A
28	12/15/23	\$32,700.39	WISCONSIN DEPT OF REVENUE	State Withholding	FRINGE BENEFIT DIST.
29	12/19/23	\$1,454.74	BANCORP	FSA/HRA Debit Card Prefund	N/A
30	12/20/23	\$5,918.63	DIVERSIFIED BENEFIT SERVICES	2023 Employee HRA Plan	N/A
31	12/20/23	\$480.13	DIVERSIFIED BENEFIT SERVICES	2023 Employee FSA Plan	N/A
32	12/20/23	\$887.42	WISCONSIN DEPT OF REVENUE	Nov Sales Tax	N/A
33	12/20/23	\$246,890.00	WINNEBAGO COUNTY	Closure of TID 5 & 6	N/A
34	12/20/23	\$413,063.00	NJSD	Closure of TID 5 & 6	N/A
35	12/20/23	\$48,729.00	FVTC	Closure of TID 5 & 6	N/A
36	12/20/23	\$4,990.40	DELTA DENTAL	Dental Claims	FRINGE BENEFIT DIST.
37	12/21/23	\$15,615.50	MISSIONSQUARE	457 Deferred Comp. Contributions	N/A
38	12/21/23	\$4,646.75	MISSIONSQUARE	Employee IRA Contributions	N/A
39	12/21/23	\$2,093.05	MIDAMERICA	FICA Alternative Plan #3121	N/A
40	12/21/23	\$53.00	COMMUNITY FIRST CREDIT UNION	FD Local 275 Conduit	N/A
41	12/21/23	\$1,930.28	ASSOCIATED BANK	Child Support	N/A
42	12/21/23	\$542,145.06	EMPLOYEE PAYROLL	ACH Direct Deposit	N/A
43	12/21/23	\$2,190.00	NATIONWIDE	457 Deferred Comp. Contributions	N/A
44	12/21/23	\$700.00	NATIONWIDE	Employee IRA Contributions	N/A
45	12/22/23	\$4,259.62	DIVERSIFIED BENEFIT SERVICES	2023 Employee HRA Plan	N/A
46	12/22/23	\$161,406.20	DEPARTMENT OF THE TREASURY	Employer/Employee Social Security Federal Withholding	FRINGE BENEFIT DIST.
47	12/27/23	\$7,257.33	BANCORP	FSA/HRA Debit Card Prefund	N/A
48	12/27/23	\$5,350.68	DELTA DENTAL	Dental Claims	FRINGE BENEFIT DIST.
49	12/28/23	\$1,000.36	DIVERSIFIED BENEFIT SERVICES	2023 Employee HRA Plan	N/A
50	12/28/23	\$5,708.87	DIVERSIFIED BENEFIT SERVICES	2023 Employee FSA Plan	N/A
51	12/29/23	\$5,868.06	DIVERSIFIED BENEFIT SERVICES	2023 Employee HRA Plan	N/A
52	12/29/23	\$320,977.77	US BANK	11/26-12/26 P-Card Statement	N/A
53	12/29/23	\$232,600.53	WI EMPLOYEE TRUST FUNDS	Retirement Contribution	FRINGE BENEFIT DIST.
54	12/31/23	\$108,288.00	WE ENERGIES	Invoices	N/A
55	12/31/23	\$1,734.00	MERCHANT SERVICES	Debit Card/Credit Card Service Fee	N/A
DECEMBER TOTAL		\$3,462,541.56			



MEMORANDUM

To: Members of the Finance and Personnel Committee

From: Chairman Erickson *JE*

Date: February 16, 2024

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. 1370 through 1419 (\$143,793.73) and 1331 through 1398 and 57858 through 58022 (\$3,707,227.95) and January payroll (\$0.00) for a combined total of \$3,851,021.68.
2. January Automated Transfers Nos. 1 through 63 totaling \$12,349,336.88.

I recommend their approval.

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

Attachments

Jan Check Register-Over \$2,000

AP Pymt Date	AP Pymt #	AP Vendor Name	AP Invoice #	AP Trans Amount	AP Description 01	AP Description 02	Fund Description	Department Description
01/04/2024	1333	BAKER TILLY US LLP	BT2635049	2,179.00	GASB 96 SVCS THRU 12/31		General Fund	Finance
		BAKER TILLY US LLP	BT2635049	9,967.00	AUDITS SVCS THRU 12/31		General Fund	Finance
01/04/2024	1337	ENERGY CONTROL & DESIGN INC	98388IN	4,805.39	BOILER REPAIR		General Fund	Public Library
		ENERGY CONTROL & DESIGN INC	98226IN	2,080.00	HVAC UPGRADES-GRAPHICS		General Fund	Municipal Facilities
		ENERGY CONTROL & DESIGN INC	98226IN	8,044.00	HVAC UPGRADES-GRAPHICS		Facility Improvement Fund	Public Works
01/04/2024	1340	MCMAHON	933447	2,625.00	10/29-12/2 SERVICES-WEST	SIDE BOOSTER STATION	Water	
01/04/2024	1343	MIDWEST TAPE	504866698	15,000.00	ELECTRONIC MATERIALS		General Fund	Public Library
01/04/2024	1347	NEENAH MENASHA SEWERAGE COMMISSION	2024001	159,201.25	JAN PLANT EXPENSE		Sewer Operating Utility	Sewer Operations
01/04/2024	1348	PRIMADATA LLC	64691	2,321.29	PROCESS 2023 TAX BILLS		General Fund	Finance
01/04/2024	1349	QUALITY TRUCK CARE CENTER INC	R10102069901	6,865.80	P35 REPAIR		Neenah Menasha Fire	Fire Department
01/11/2024	1353	ASSOCIATED APPRAISAL CONSULTANTS	172151	3,041.63	JAN SERVICES		General Fund	Community Development
01/11/2024	1356	ENERGY CONTROL & DESIGN INC	98424IN	2,729.00	VFD ON BOILER #2		General Fund	Municipal Facilities
01/11/2024	1360	MENASHA, CITY OF	DEC 2023 COURT	3,496.80	DEC COURT FINES		Joint Municipal Court Fd	Administration Exp.
		MENASHA, CITY OF	DEC 2023 WRS	55,340.16	DEC RETIREMENT/FIRE		Benefit Accrual Fund	Retirement & Taxes
01/11/2024	1361	NEENAH MENASHA SEWERAGE COMMISSION	2024007	40,309.00	JAN PRINCIPAL PYMT		Sewer Capital Fund	Sewer Capital Costs
		NEENAH MENASHA SEWERAGE COMMISSION	2024007	2,454.00	JAN INTEREST PYMT-RE LOAN		Sewer Capital Fund	Sewer Capital Costs
		NEENAH MENASHA SEWERAGE COMMISSION	2024007	13,634.00	JAN PRINCIPAL PYMT-RE	LOAN	Sewer Capital Fund	Sewer Capital Costs
		NEENAH MENASHA SEWERAGE COMMISSION	2024007	9,797.00	JAN INTEREST PYMT		Sewer Capital Fund	Sewer Capital Costs
01/11/2024	1364	SECURIAN FINANCIAL GROUP INC	2832L	5,691.04	FEB INSURANCE		Benefit Accrual Fund	Insurance
01/11/2024	1365	SPARKLE AND SHINE CLEANING	N246	3,500.00	DEC ADMIN CLEANING		General Fund	Municipal Building
01/11/2024	1367	WINNEBAGO COUNTY TREASURER	DEC 2023 COURT	2,347.30	DEC COURT FINES-MENASHA		Joint Municipal Court Fd	Administration Exp.
01/14/2024	1370	U S BANK	01-14-24	8,628.61	LEAGUE WI MUNICIPALITIES	2024 MEMBERSHIP	General Fund	Mayors
01/18/2024	1371	ENERGY CONTROL & DESIGN INC	98525IN	5,652.00	2024 MAINT AGREEMENT	MECHANICAL	General Fund	Public Library
		ENERGY CONTROL & DESIGN INC	98524IN	6,473.00	2024 MAINT AGREEMENT-TSP		General Fund	Public Library
01/18/2024	1372	FILTERS UNLIMITED	39269	2,060.98	FILTERS		General Fund	Public Library
01/18/2024	1375	LAFORCE INC	1236438	8,560.00	4 DOOR REPLACEMENTS FOR	KEYLESS ACCESS CONVERSION	General Fund	Municipal Building
01/18/2024	1377	MIRON CONSTRUCTION COMPANY INC	2206800008	843,804.73	TRAINING CENTER COST	THRU 12/31	Facility Improvement Fund	Police
01/18/2024	1379	NCI COMMUNICATION SOLUTIONS	AR31702	21,753.80	RADIO SYSTEM UPGRADE		Neenah Menasha Fire	Other
01/18/2024	1386	WINNEBAGO COUNTY TREASURER	LF132996	7,268.17	DEC LANDFILL CHARGES		Storm Water Management	Storm Sewer Management
		WINNEBAGO COUNTY TREASURER	LF132996	31,847.55	DEC LANDFILL CHARGES		General Fund	Sanitation
01/25/2024	1388	CAMERA CORNER	INV188671	6,182.00	TRAFFIC CABINET SWITCHES		Capital Equipment Fund	Information Systems
		CAMERA CORNER	INV188671	3,091.00	TRAFFIC CABINET AND SWITC	HES	Streets,Utility,Sidewalks	General Resurfacing
01/25/2024	1389	DONALD HIETPAS & SONS INC	CN6-23 FINAL	9,673.01	WATER MAIN CONSTRUCTION		Water	
		DONALD HIETPAS & SONS INC	CN6-23 FINAL	13,152.19	STORM SEWER CONSTRUCTION		Storm Water Management	Storm Water
		DONALD HIETPAS & SONS INC	CN6-23 FINAL	40,985.73	STREET CONSTRUCTION		Streets,Utility,Sidewalks	Upgrades-City Initiated
		DONALD HIETPAS & SONS INC	CN6-23 FINAL	2,286.88	CO#1-BEAULIEU SANITARY	SEWER	Sewer Capital Fund	Sewer Repair/Replacement
		DONALD HIETPAS & SONS INC	CN6-23 FINAL	25,459.48	SANITARY SEWER	CONSTRUCTION	Sewer Capital Fund	Sewer Repair/Replacement
01/25/2024	1390	ENERGY CONTROL & DESIGN INC	98528IN	2,187.75	MAINT AGREEMENT-	MECHANICAL	General Fund	Municipal Facilities
01/25/2024	1393	NEENAH ANIMAL SHELTER INC	32549	4,410.00	ANIMAL OVERAGE COST FOR	2023	General Fund	Police
01/25/2024	1396	TREEO'S	20902	4,600.50	JAN SNOW REMOVAL GATEWAY		Parking Utility Fund	Parking Services
		TREEO'S	20907	9,736.50	JAN SNOW REMOVAL RAMP		Parking Utility Fund	Parking Services
01/31/2024	1401	U S BANK	01-14-24	2,949.00	JOHNSON FIT & WELL 022	VISION FITNESS FUNCTIONAL	General Fund	
		U S BANK	01-14-24	2,904.36	BAKER-TAYLOR	BOOKS	General Fund	Public Library
01/26/2024	1403	U S BANK	01-25-24	28,985.00	ESRI	ARCGIS ENTERPRISE	Capital Equipment Fund	Information Systems
01/31/2024	1419	U S BANK	01-25-24	5,397.00	PROQUEST LLC	REFERENCE	General Fund	Public Library
		U S BANK	01-25-24	3,354.00	AIRGAS - NORTH	CARBON DIOXIDE	Water	Other
		U S BANK	01-25-24	4,211.14	BEST WESTERN PREMIER B	SERVICE CHARGES/FOOD	Public Safety Trust	Police
		U S BANK	01-25-24	14,844.68	MIDWEST METER - JACKSON	1"-1 5" -2" METERS	Water	Other
		U S BANK	01-25-24	3,622.50	AXON	(7) TASER CARTRIDGES	General Fund	Police
		U S BANK	01-25-24	2,799.65	FITBOD	FITBOD FOR TEAMS	General Fund	Police
		U S BANK	01-25-24	2,660.00	CONWAY SHIELD	BOOTS	Neenah Menasha Fire	
		U S BANK	01-25-24	3,324.24	KNOWBE4, INC.	PHISHER+ LICENSES 1/1/25-	Capital Equipment Fund	
		U S BANK	01-25-24	2,012.50	BAKER-TAYLOR	BOOKS	General Fund	Public Library
01/04/2024	57863	D & M FLOORING AMERICA	CG303663	2,351.64	CARPETING FOR OFFICES AT	32	General Fund	Fire Department
01/04/2024	57865	DW HARRISON NEENAH LLC	TAXES/REFUND	37,904.67	REFUND OVERPD RE TAXES	0606470000	Real Estate Tax Agency Fd	
01/04/2024	57869	EPR SYSTEMS INC	2084	3,000.00	2024 EPCR SOFTWARE		Neenah Menasha Fire	Fire Department
01/04/2024	57871	FIRECOM	INV348680	30,121.87	RADIOS/ACCESSORIES		Neenah Menasha Fire	Other
01/04/2024	57877	GRAEF	130104	6,897.00	GIS SUBSCRIPTION 2024		Water	Other
		GRAEF	130155	4,340.90	MISC SERVICES THRU 11/25		Park & Rec Trust Funds	Park & Rec Trust Exps
01/04/2024	57879	GRAYMONT WESTERN LIME INC	35215878RI	4,236.85	HYDRATED LIME		Water	Other
01/04/2024	57880	JEFFERSON FIRE & SAFETY INC	PB001642	2,795.60	NEW E31 NOZZLES		Neenah Menasha Fire	Other
		JEFFERSON FIRE & SAFETY INC	IN309851	4,567.80	NEW E31 EQUIPMENT		Neenah Menasha Fire	Other
01/04/2024	57887	NORDON INC	47279	4,292.97	OFFICE FURNITURE		Facility Improvement Fund	Public Library

Jan Check Register-Over \$2,000

AP Pymt Date	AP Pymt #	AP Vendor Name	AP Invoice #	AP Trans Amount	AP Description 01	AP Description 02	Fund Description	Department Description
		NORDON INC	47252	3,700.00	DESKS		Neenah Menasha Fire	Fire Department
01/04/2024	57890	OTIS ELEVATOR COMPANY	100401392397	5,724.12	2024 ELEVATOR SERV CONT		General Fund	Public Library
01/04/2024	57899	SHERMAN, LAURA	TAXES/REFUND	2,128.93	REFUND OVERPD RE TAXES	1140010800	Real Estate Tax Agency Fd	
01/04/2024	57901	TARGET SOLUTIONS LEARNING LLC	INV86729	6,815.56	2024 SOFTWARE RENEWAL		Neenah Menasha Fire	Fire Department
01/04/2024	57902	THATCHER, MARK	TAXES/REFUND	5,365.04	REFUND OVERPD RE TAXES	0400690000	Real Estate Tax Agency Fd	
01/04/2024	57903	WINNEFOX AUTOMATED LIBRARY SERVICES	WALS2453	164,687.42	2024 WALS FEE		General Fund	Public Library
01/04/2024	57904	WINNEFOX LIBRARY SYSTEM	WLS2558	32,160.79	2024 OVERDRIVE		General Fund	Public Library
01/11/2024	57912	DON E PARKER EXCAVATING INC	CN1-23 PAY #6	166,176.56	STREET CONSTR-CHESTNUT	ST	Streets,Utility,Sidewalks	Upgrades-City Initiated
		DON E PARKER EXCAVATING INC	CN1-23 PAY #6	4,882.81	STORM SEWER-CHESTNUT ST		Storm Water Management	Storm Water
		DON E PARKER EXCAVATING INC	CN1-23 PAY #6	19,604.29	STREET CONSTR-BURR AVE		Streets,Utility,Sidewalks	Upgrades-City Initiated
		DON E PARKER EXCAVATING INC	CN1-23 PAY #6	29,704.42	STREET CONSTR-LAUDAN BLVD		Streets,Utility,Sidewalks	Upgrades-City Initiated
		DON E PARKER EXCAVATING INC	CN1-23 PAY #6	4,668.30	SANITARY SEWER-CHESTNUT	ST	Sewer Capital Fund	Sewer Repair/Replacement
01/11/2024	57913	DRIES, STEPHEN C	TAXES/REFUND	12,573.77	REFUND OVERPD RE TAXES	06-0647-01-00	Real Estate Tax Agency Fd	
01/11/2024	57914	FGM ARCHITECTS	2233360120	8,561.92	DESIGN FEES-10/28-11/24		Facility Improvement Fund	Police
01/11/2024	57918	GRAYMONT WESTERN LIME INC	35216187RI	4,273.02	HYDRATED LIME		Water	Other
01/11/2024	57920	HEARTLAND BUSINESS SYSTEMS LLC	661789H	7,300.00	SHAREPOINT_O365 TRAINING	BLOCK	Information Systems	Information Systems
01/11/2024	57921	JEFFERSON FIRE & SAFETY INC	IN309913	3,910.09	EQUIPMENT FOR TRUCKS		Neenah Menasha Fire	Fire Department
01/11/2024	57927	LEXIPOL LLC	INVPRA1230978	3,237.00	LEADERSHIP TRAINING	SERIES	General Fund	Police
01/11/2024	57928	MATTFELD, JOSHUA	TAXES/REFUND	2,896.66	REFUND OVERPD RE TAXES	08-0308-00-00	Real Estate Tax Agency Fd	
01/11/2024	57931	NORTHEAST ASPHALT INC	CN1123 FINAL	3,780.80	SANITARY SEWER-VARIOUS	REPAIRS	Sewer Capital Fund	Sewer Repair/Replacement
		NORTHEAST ASPHALT INC	CN1123 FINAL	26,648.43	STREET CONSTR-HUNT AVE		Streets,Utility,Sidewalks	Upgrades-City Initiated
		NORTHEAST ASPHALT INC	CN1123 FINAL	22,113.45	STREET CONSTR-FAIRWOOD DR		Streets,Utility,Sidewalks	Upgrades-City Initiated
		NORTHEAST ASPHALT INC	CN1123 FINAL	11,946.34	STREET CONSTR-BROOKWOOD	DR	Streets,Utility,Sidewalks	Upgrades-City Initiated
		NORTHEAST ASPHALT INC	CN1123 FINAL	5,800.00	STORM SEWER VARIOUS		Storm Water Management	Storm Water
01/11/2024	57935	SOLARIS ON MAIN LLC	TIF INCENTIVE	238,697.36	TIF INCENTIVE PILOT		TIF #8	TIF Expenditures
01/11/2024	57938	STATE OF WISCONSIN	DEC 2023 COURT	3,738.10	DEC COURT FINES-MENASHA		Joint Municipal Court Fd	Administration Exp.
		STATE OF WISCONSIN	DEC 2023 COURT	2,789.69	DEC COURT FINES-NEENAH		Joint Municipal Court Fd	Administration Exp.
01/11/2024	57939	SUPERION LLC	395688	89,431.39	2024 ANNUAL SAAS FEE		Capital Equipment Fund	Information Systems
01/11/2024	57941	VALLEY VNA SENIOR CARE	DEC 2023	171,772.32	DEC NIFG PAYMENT		Neighborhood Inv Program	Community Development
01/11/2024	57942	VOID TECHNOLOGIES LIMITED	TAXES/REFUND	35,349.33	REFUND-BOR ERRORS BY	ASSESSORS #021340000000	General Fund	
01/18/2024	57955	DINGES FIRE COMPANY	PRE1734	6,519.00	SPECIAL OPS PPE		Neenah Menasha Fire	Fire Department
		DINGES FIRE COMPANY	PRE1732	3,525.00	TRAINING DUMMIES		Neenah Menasha Fire	Fire Department
01/18/2024	57959	GRAYMONT WESTERN LIME INC	35216562RI	4,820.64	HYDRATED LIME		Water	Other
01/18/2024	57964	MACQUEEN EQUIPMENT	E00918	515,656.00	2023 VACTOR 2100I		Sewer Capital Fund	Sewer Repair/Replacement
01/18/2024	57972	ONE SOURCE TECHNOLOGIES INC	15218	16,489.27	PHASE 3 CONTROLLED ACCESS	- CITY HALL	Capital Equipment Fund	Information Systems
01/25/2024	57988	AL DIX CONCRETE INC	CN3-23 FINAL	42,632.39	WATER MAINS		Water	Other
		AL DIX CONCRETE INC	CN3-23 FINAL	4,231.05	SIDEWALK/TRAIL MAINT-CF		Streets,Utility,Sidewalks	Sidewalks / Trials
		AL DIX CONCRETE INC	CN3-23 FINAL	27,799.69	STREET REPAIR	UNDESIGNATED-2023	Streets,Utility,Sidewalks	Street Maintenance
		AL DIX CONCRETE INC	CN3-23 FINAL	37,654.94	STORM PAVEMENT REPAIRS		Storm Water Management	Storm Water
		AL DIX CONCRETE INC	CN3-23 FINAL	3,268.15	STREET REPAIR	UNDESIGNATED-CF	Streets,Utility,Sidewalks	Street Maintenance
		AL DIX CONCRETE INC	CN3-23 FINAL	14,066.57	WATER MISC SERVICES		Water	
		AL DIX CONCRETE INC	CN3-23 FINAL	93,030.72	SIDEWALK/TRAIL MAINT-2023		Streets,Utility,Sidewalks	Sidewalks / Trials
		AL DIX CONCRETE INC	CN3-23 FINAL	25,000.00	SIDEWALK-N PARK AVE		Streets,Utility,Sidewalks	Sidewalks / Trials
		AL DIX CONCRETE INC	CN3-23 FINAL	20,070.14	SANITARY PAVEMENT REPAIRS		Sewer Capital Fund	Sewer Repair/Replacement
		AL DIX CONCRETE INC	CN3-23 FINAL	4,441.00	WATER SERVICES		Water	Other
		AL DIX CONCRETE INC	CN3-23 FINAL	6,190.12	WATER HYDRANTS		Water	
01/25/2024	57993	CATALIS TAX & CAMA	INV308307695	8,832.35	MARKET DRIVE MAINTENANCE	- 2024	Capital Equipment Fund	Information Systems
01/25/2024	57994	CENTURY FENCE COMPANY	CN9-23 FINAL	12,627.15	PUBLIC INFRASTRUCTURE		Streets,Utility,Sidewalks	Street Maintenance
		CENTURY FENCE COMPANY	CN9-23 FINAL	6,993.30	ESCROWED FUNDS		Streets,Utility,Sidewalks	Traffic Control
		CENTURY FENCE COMPANY	CN9-23 FINAL	44,099.92	PAVEMENT MARKING		Streets,Utility,Sidewalks	Street Maintenance
01/25/2024	57995	EAGLE GRAPHICS LLC	278754	2,011.95	POLOS & JACKETS-CSAS		General Fund	Police
01/25/2024	57996	EDGEWATER RESOURCES LLC	4847	2,310.00	DEC SHORELINE	IMPROVEMENTS	Facility Improvement Fund	Parks
01/25/2024	58004	KURZ INDUSTRIAL SOLUTIONS INC	INV56402	4,184.08	SOFTENER GEARMOTOR	ASSEMBLY X2	Water	Other
01/25/2024	58005	LEXIPOL LLC	INVLEX1231321	5,434.00	LAW ENFORCEMENT POLICY MA		Capital Equipment Fund	Information Systems
01/25/2024	58009	NICOLET NATIONAL BANK	FINANCE/REFUND	4,425.40	REFUND PAYMENT NOT FOR	CITY	General Fund	
01/25/2024	58010	NORTHEAST ASPHALT INC	CN1023 FINAL	4,340.39	2" ASPHALT MAT-HOMES AT	FREEDOM MEADOWS	Streets,Utility,Sidewalks	
		NORTHEAST ASPHALT INC	CN1023 FINAL	2,915.00	CO#1-FILL OIL TANK HOLE		Facility Improvement Fund	Public Works
		NORTHEAST ASPHALT INC	CN1023 FINAL	6,129.20	CO#2-ASPHALT DRIVEWAYS-FA		Streets,Utility,Sidewalks	
		NORTHEAST ASPHALT INC	CN1023 FINAL	6,351.05	2" ASPHALT MAT-FREEDOM	ACRES	Streets,Utility,Sidewalks	
		NORTHEAST ASPHALT INC	CN1023 FINAL	14,266.32	LIBRARY BUMP OUT		Streets,Utility,Sidewalks	Traffic Control
01/25/2024	58013	REBMAN, AARON	837 MAPLE	2,500.00	837 MAPLE STREET-SEWER	LATERAL REPLACEMENT	Sewer Capital Fund	Sewer Repair/Replacement
01/25/2024	58015	RJM CONSTRUCTION LLC	PAY #1	98,144.50	WEST SIDE BOOSTER STATION	SERVICES THRU 12/22	Water	
01/25/2024	58017	SEIBEL LAW OFFICES LLC	2023NEENAH1	5,400.00	WALMART 2023 LITAGATION		Liability Insurance	Liability Insurance

Jan Check Register-Over \$2,000

AP Pymt Date	AP Pymt #	AP Vendor Name	AP Invoice #	AP Trans Amount	AP Description 01	AP Description 02	Fund Description	Department Description
01/25/2024	58018	TITAN PUBLIC SAFETY SOLUTIONS LLC	5728	6,150.00	TIPPS - ANNUAL SUPPORT		Joint Municipal Court Fd	Administration Exp
01/25/2024	58019	TRAFFIC ANALYSIS & DESIGN INC	14221	3,134.00	SERV THRU 10/31-CTH G AND	DIXIE ROAD DEVELOPMENTS	TID #9-U.S. Hwy41 Industr	Promotion
		TRAFFIC ANALYSIS & DESIGN INC	14244	3,831.00	SERV THRU 11/30-CTH G AND	DIXIE ROAD DEVELOPMENTS	TID #9-U.S. Hwy41 Industr	Promotion
01/25/2024	58021	VAN RITE PLUMBING INC	9513	18,345.00	510 LINCOLN STREET-SEWER	LATERAL REPLACEMENT	Sewer Capital Fund	Sewer Repair/Replacement
01/25/2024	58022	WESTWOOD PROFESSIONAL SERVICES INC	1231201100	2,992.00	SERV 10/29-11/25-DOUGLAS	POND HYDRAULICS/DESIGN	Storm Water Management	Storm Water
		Overall - Total		3,777,065.11				

Dec 2023 Check Register Paid in Jan 2024-Over \$2,000

AP Pymt Date	AP Pymt #	AP Vendor Name	AP Invoice #	AP Trans Amount	AP Description 01	AP Description 02	Fund Description	Department Description
12/31/2023	1369	U S BANK	01-14-24	5,584.27	LAKESHORE RECYCLING SYST	NOV COMMERCIAL PICKUP	General Fund	Sanitation
12/31/2023	1400	U S BANK	01-14-24	2,105.96	CRANE ENGINEERING SALES	VALVE POSITIONER/TRANSMIT	Water	Other
		U S BANK	01-14-24	4,523.00	FERGUSON ENT	0405934/ REPAIR CLAMPS	Water	Other
		U S BANK	01-14-24	5,010.03	HAWKINS INC	SODIUM PERMANGANATE	Water	Other
		U S BANK	01-14-24	5,965.00	SQ *MOUNTAIN BAY SCUBA	DIVE SUITS	Neenah Menasha Fire	
		U S BANK	01-14-24	2,424.00	FERGUSON ENT	0406371/ 6" VALVES	Water	Other
		U S BANK	01-14-24	12,551.00	ASC EMPL SOLTN PRTL ECOM	ANNUAL LAB WORK	Neenah Menasha Fire	Fire Department
12/31/2023	1402	U S BANK	01-25-24	5,965.94	LAKESHORE RECYCLING SYST	DEC COMMERCIAL PICKUP	General Fund	Sanitation
		U S BANK	01-25-24	3,875.00	LAKESHORE RECYCLING SYST	DEC RECYCLING	General Fund	Sanitation
Overall - Total				48,004.20				

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

Transfer No.	Transfer Date	Amount	Vendor	Purpose	Budget/Cost Center
1	1/2/24	\$1,503.74	DELTA DENTAL	Vision Premiums	FRINGE BENEFIT DIST.
2	1/2/24	\$40,776.79	WISCONSIN DEPT OF REVENUE	State Withholding	FRINGE BENEFIT DIST.
3	1/3/24	\$7,115.83	DIVERSIFIED BENEFIT SERVICES	2023 Employee HRA Plan	N/A
4	1/3/24	\$5,096.60	DELTA DENTAL	Dental Claims	FRINGE BENEFIT DIST.
5	1/3/24	\$3,645.00	DIVERSIFIED BENEFIT SERVICES	2023 Employee FSA Plan	N/A
6	1/3/24	\$669.00	BANCORP	FSA/HRA Debit Card Prefund	N/A
7	1/4/24	\$1,930.28	ASSOCIATED BANK	Child Support	N/A
8	1/4/24	\$507,911.20	EMPLOYEE PAYROLL	ACH Direct Deposit	N/A
9	1/4/24	\$15,604.39	MISSIONSQUARE	457 Deferred Comp. Contributions	N/A
10	1/4/24	\$4,666.77	MISSIONSQUARE	Employee IRA Contributions	N/A
11	1/4/24	\$1,393.19	MIDAMERICA	FICA Alternative Plan #3121	N/A
12	1/4/24	\$53.00	COMMUNITY FIRST CREDIT UNION	FD Local 275 Conduit	N/A
13	1/4/24	\$6,401.40	COMMUNITY FIRST CREDIT UNION	FD Union Dues	N/A
14	1/4/24	\$2,190.00	NATIONWIDE	457 Deferred Comp. Contributions	N/A
15	1/4/24	\$700.00	NATIONWIDE	Employee IRA Contributions	N/A
16	1/5/24	\$135.32	DIVERSIFIED BENEFIT SERVICES	2023 Employee FSA Plan	N/A
17	1/5/24	\$139,308.58	DEPARTMENT OF THE TREASURY	Employer/Employee Social Security Federal Withholding	FRINGE BENEFIT DIST.
18	1/9/24	\$3,029.10	DIVERSIFIED BENEFIT SERVICES	2024 Employee HRA Plan	N/A
19	1/9/24	\$6,920.64	BANCORP	FSA/HRA Debit Card Prefund	N/A
20	1/10/24	\$6,859.81	DIVERSIFIED BENEFIT SERVICES	2023 Employee HRA Plan	N/A
21	1/10/24	\$2,505.39	DIVERSIFIED BENEFIT SERVICES	2023 Employee HRA Plan	FRINGE BENEFIT DIST.
22	1/10/24	\$4,291.75	DELTA DENTAL	Dental Claims	N/A
23	1/10/24	\$2,109.53	QUADIENT	Postage	N/A
24	1/12/24	\$869.49	DIVERSIFIED BENEFIT SERVICES	2023 Employee FSA Plan	N/A
25	1/12/24	\$694,727.08	FOX VALLEY TECHNICAL COLLEGE	January Tax Settlement	N/A
26	1/12/24	\$5,833,108.78	NJSD	January Tax Settlement	N/A
27	1/12/24	\$3,481,329.42	WINNEBAGO COUNTY TREASURER	January Tax Settlement	N/A
28	1/16/24	\$3,060.54	ASSOCIATED BANK	Dec Bank Service Fee	FRINGE BENEFIT DIST.
29	1/16/24	\$32,502.87	WISCONSIN DEPT OF REVENUE	State Withholding	N/A
30	1/17/24	\$10,042.60	DIVERSIFIED BENEFIT SERVICES	2024 Employee HRA Plan	N/A
31	1/17/24	\$70.65	DIVERSIFIED BENEFIT SERVICES	2023 Employee FSA Plan	FRINGE BENEFIT DIST.
32	1/17/24	\$4,993.80	DELTA DENTAL	Dental Claims	N/A
33	1/17/24	\$952.27	BANCORP	FSA/HRA Debit Card Prefund	N/A
34	1/18/24	\$625.00	ASSOCIATED TRUST	4th Qtr fees	N/A
35	1/18/24	\$15,972.39	MISSIONSQUARE	457 Deferred Comp. Contributions	N/A
36	1/18/24	\$4,666.77	MISSIONSQUARE	Employee IRA Contributions	N/A
37	1/18/24	\$2,023.19	MIDAMERICA	FICA Alternative Plan #3121	N/A
38	1/18/24	\$53.00	COMMUNITY FIRST CREDIT UNION	FD Local 275 Conduit	N/A
39	1/18/24	\$1,756.28	ASSOCIATED BANK	Child Support	N/A
40	1/18/24	\$617,565.67	EMPLOYEE PAYROLL	ACH Direct Deposit	N/A
41	1/18/24	\$2,190.00	NATIONWIDE	457 Deferred Comp. Contributions	N/A
42	1/18/24	\$700.00	NATIONWIDE	Employee IRA Contributions	N/A
43	1/19/24	\$164,717.21	DEPARTMENT OF THE TREASURY	Employer/Employee Social Security Federal Withholding	FRINGE BENEFIT DIST.
44	1/19/24	\$444.95	DIVERSIFIED BENEFIT SERVICES	2024 Employee FSA Plan	N/A
45	1/19/24	\$4,713.90	DIVERSIFIED BENEFIT SERVICES	2024 Employee HRA Plan	N/A
46	1/19/24	\$10.00	WISCONSIN DEPT OF REVENUE	Business Tax Registration Renewal	N/A
47	1/22/24	\$491.46	WISCONSIN DEPT OF REVENUE	Dec Sales Tax	N/A
48	1/23/24	\$9,969.92	BANCORP	FSA/HRA Debit Card Prefund	N/A
49	1/24/24	\$9,276.79	DIVERSIFIED BENEFIT SERVICES	2024 Employee HRA Plan	N/A
50	1/24/24	\$1,444.93	DIVERSIFIED BENEFIT SERVICES	2023 Employee FSA Plan	N/A
51	1/24/24	\$633.04	DIVERSIFIED BENEFIT SERVICES	2024 Employee FSA Plan	FRINGE BENEFIT DIST.
52	1/24/24	\$4,746.60	DELTA DENTAL	Dental Claims	N/A
53	1/26/24	\$486.39	DIVERSIFIED BENEFIT SERVICES	2024 Employee HRA Plan	N/A
54	1/26/24	\$3,000.00	DIVERSIFIED BENEFIT SERVICES	2024 Employee FSA Plan	N/A
55	1/30/24	\$227,451.40	US BANK	12/26-1/27 P-Card Statement	N/A
56	1/30/24	\$4,740.76	BANCORP	FSA/HRA Debit Card Prefund	N/A
57	1/31/24	\$169.56	DIVERSIFIED BENEFIT SERVICES	2024 Employee FSA Plan	N/A
58	1/31/24	\$17,341.62	DIVERSIFIED BENEFIT SERVICES	2024 Employee HRA Plan	FRINGE BENEFIT DIST.
59	1/31/24	\$4,800.79	DELTA DENTAL	Dental Claims	FRINGE BENEFIT DIST.
60	1/31/24	\$30,487.79	WISCONSIN DEPT OF REVENUE	State Withholding	FRINGE BENEFIT DIST.
61	1/31/24	\$263,803.88	WI EMPLOYEE TRUST FUNDS	Retirement Contribution	FRINGE BENEFIT DIST.
62	1/31/24	\$124,999.54	WE ENERGIES	Invoices	N/A
63	1/31/24	\$3,579.24	MERCHANT SERVICES	Debit Card/Credit Card Service Fee	N/A
JANUARY TOTAL		\$12,349,336.88			