

**CITY OF NEENAH**  
**FINANCE AND PERSONNEL COMMITTEE MEETING**  
**Monday, May 6, 2024– 5:30 p.m.**  
**Hauser Room, Neenah City Administration Building**  
**211 Walnut Street, Neenah, Wisconsin**

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

**AGENDA**

1. Public Appearances
2. Approval of Minutes from the April 22, 2024 Regular (minutes can be found on the City's website)
3. Fiscal Matters: March 2024 Vouchers (Attachments) (Rasmussen)
4. Discussion and Possible Action on City Legal Services (Information Distributed at Meeting) (Mayor Lang)
5. Ordinance 2024-07 Amend Section 3-14 Dogs and Cat License (Attachments) (Nagel)
6. Adjournment

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

**CITY OF NEENAH**  
**FINANCE AND PERSONNEL COMMITTEE MEETING**  
**Monday, April 22, 2024 at 5:30 pm**  
**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, Boyette, Steiner, and Ellis; Director of Finance Rasmussen, Attorney Rashid, Director of Information Systems Schroeder, Traffic Engineer Merten, and Clerk Nagel. Aldermen Pollnow was also in attendance.

**Absent/Excused:** Mayor Lang and Council President Borchardt were excused.

1. **Public Appearances:** None.
2. **Minutes:** Motion/Second/Carried Steiner/Boyette to approve the minutes from the March 25, 2024, Regular meeting as written. All voting aye.

3. **Resolution 2024-04 Traffic Control Service Fees for Special Events**

**Motion/Second/Carried Ellis/Steiner to recommend approval of Resolution 2024 – 04 for Traffic Control Service Fees for Special Events.**

Discussion: Traffic Engineer Merten presented the resolution to the committee. The resolution establishes a fee schedule for the Public Works traffic control equipment used for special events. The fee schedule uses the per unit methodology. The fee schedule will be used in both estimating the costs upfront to the applicant and for final invoicing after the event takes place. The unit methodology generally captures the typical costs incurred for each special event.

Note that the Meridan barriers are managed by the Police Department and are not included in the Public Works fee schedule.

4. **Controlled Access Project – Phase 3**

**Motion/Second/Carried Ellis/Steiner to recommend Council approve Phase 3 of the City Hall Controlled Access Project in the amount of \$9,402.20 using Capital Equipment Funds.** All voting aye.

Discussion: IS Director Schroeder presented the City Hall Controlled Access Project – Phase 3 to the committee. As outlined in his memo, Director Schroeder advised that while the city was waiting to receive door controllers for Phase 1 and 2, a new, upgraded controller was released by One Source Technologies. Rather than installing outdated controllers, because current controllers were at the end-of-life stage, it was decided to wait for the new controllers to come out. The upgraded controllers were then installed. Due to the wait and the most current technology available, there was a price overage of \$9,402.20. Both Directors Schroeder and Rasmussen request the Capital Equipment Fund be used to cover the overage. The project is complete at the conclusion of Phase 3.

Note that the panic button upgrade was included in Phase 3 as well.

REPORT

REPORT

Info. Only

5. **2024 Q1 Financial Statements**

**Motion/Second/Carried Ellis/Boyette to accept and place on file the 2024 Quarter 1 Financial Statements.** All voting aye.

Discussion: Director Rasmussen gave the committee a status update on each account of the first quarter financial statements and answered questions.

6. **Fiscal Matters: February 2024 Vouchers**

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

Discussion: Director Rasmussen answered questions regarding the February 2024 Vouchers.

Prior to going into closed session, Attorney Rashid advised there was nothing to report since the March report. Therefore, it was deemed that the Committee did not need to enter into closed session.

7. **The Committee may 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.**

8. **The Committee may reconvene into open session to consider actions on the items discussed in closed session.**

9. **Adjournment**

**Motion/Second/Carried Boyette/Steiner to adjourn the meeting 6:46 pm.** All voting aye.

Respectfully submitted,



Charlotte Nagel  
City Clerk

REPORT



**MEMORANDUM**

**To:** Members of the Finance and Personnel Committee  
**From:** Chairman Erickson *JE*  
**Date:** April 24, 2024  
**Re:** March Voucher Review

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

1. March General Expenditure Voucher Nos. 1520 through 1576 (\$275,923.99) and 1484 through 1557 and 58204 through 58344 (\$2,247,047.15) and March payroll (\$0.00) for a combined total of \$2,522,971.14.
2. March Automated Transfers Nos. 1 through 63 totaling \$11,526,587.30.

I recommend their approval.

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

Attachments

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

<u>Transfer No.</u>	<u>Transfer Date</u>	<u>Amount</u>	<u>Vendor</u>	<u>Purpose</u>	<u>Budget/Cost Center</u>
1	3/1/24	\$293,047.97	HEALTH PARTNERS	March Insurance Premium	FRINGE BENEFIT DIST
2	3/1/24	\$1,465.92	DELTA DENTAL	Vision Premium	FRINGE BENEFIT DIST
3	3/1/24	\$8,628,168.14	DTC	Principal & Interest Payment	N/A
4	3/1/24	\$873.10	DIVERSIFIED BENEFIT SERVICES	2024 Employee FSA Plan	N/A
5	3/1/24	\$35.42	DIVERSIFIED BENEFIT SERVICES	2024 Employee HRA Plan	N/A
6	3/1/24	\$2,396.83	USPS	City Newsletter	N/A
7	3/1/24	\$141,543.17	DEPARTMENT OF THE TREASURY	Employer/Employee Social Security Federal Withholding	FRINGE BENEFIT DIST
8	3/5/24	\$4,146.13	BANCORP	FSA/HRA Debit Card Prefund	N/A
9	3/6/24	\$5,627.86	DELTA DENTAL	Dental Claims	FRINGE BENEFIT DIST
10	3/6/24	\$6,105.22	DIVERSIFIED BENEFIT SERVICES	2024 Employee FSA Plan	N/A
11	3/6/24	\$9,129.91	DIVERSIFIED BENEFIT SERVICES	2024 Employee HRA Plan	N/A
12	3/8/24	\$11,094.17	DIVERSIFIED BENEFIT SERVICES	2024 Employee HRA Plan	N/A
13	3/8/24	\$144.92	DIVERSIFIED BENEFIT SERVICES	2024 Employee FSA Plan	N/A
14	3/11/24	\$4,372.59	BANCORP	FSA/HRA Debit Card Prefund	N/A
15	3/12/24	\$4,081.83	QUADIENT	Postage	N/A
16	3/12/24	\$3,208.71	BANCORP	FSA/HRA Debit Card Prefund	N/A
17	3/13/24	\$5,688.25	DIVERSIFIED BENEFIT SERVICES	2024 Employee HRA Plan	N/A
18	3/13/24	\$5,478.20	DELTA DENTAL	Dental Claims	FRINGE BENEFIT DIST
19	3/13/24	\$4,650.92	DIVERSIFIED BENEFIT SERVICES	2024 Employee FSA Plan	N/A
20	3/14/24	\$15,542.00	MISSIONSQUARE	457 Deferred Comp. Contributions	N/A
21	3/14/24	\$4,448.00	MISSIONSQUARE	Employee IRA Contributions	N/A
22	3/14/24	\$1,620.66	MIDAMERICA	FICA Alternative Plan #3121	N/A
23	3/14/24	\$53.00	COMMUNITY FIRST CU	FD Local 275 Conduit	N/A
24	3/14/24	\$5,981.20	COMMUNITY FIRST CU	FD Union Dues	N/A
25	3/14/24	\$2,020.00	NATIONWIDE	457 Deferred Comp. Contributions	N/A
26	3/14/24	\$700.00	NATIONWIDE	Employee IRA Contributions	N/A
27	3/14/24	\$4,076.76	ASSOCIATED BANK	Feb Bank Service Fee	N/A
28	3/14/24	\$1,756.28	ASSOCIATED BANK	Child Support	N/A
29	3/14/24	\$534,278.55	EMPLOYEE PAYROLL	ACH Direct Deposit	N/A
30	3/14/24	\$69,000.00	PELION/PRECISION PRIME	RHS Employee Benefit	N/A
31	3/15/24	\$30,304.67	WISCONSIN DEPT OF REVENUE	State Withholding	FRINGE BENEFIT DIST
32	3/15/24	\$141,916.20	DEPARTMENT OF THE TREASURY	Employer/Employee Social Security Federal Withholding	FRINGE BENEFIT DIST
33	3/15/24	\$7,470.35	DIVERSIFIED BENEFIT SERVICES	2024 Employee HRA Plan	N/A
34	3/15/24	\$762.26	DIVERSIFIED BENEFIT SERVICES	2024 Employee FSA Plan	N/A
35	3/15/24	\$204.56	DIVERSIFIED BENEFIT SERVICES	2024 Employee FSA Plan	N/A
36	3/19/24	\$5,922.27	BANCORP	FSA/HRA Debit Card Prefund	N/A
37	3/20/24	\$1,786.44	DIVERSIFIED BENEFIT SERVICES	2024 Employee FSA Plan	N/A
38	3/20/24	\$5,536.02	DELTA DENTAL	Dental Claims	FRINGE BENEFIT DIST
39	3/20/24	\$1,390.18	WISCONSIN DEPT OF REVENUE	Feb Sales Tax	N/A
40	3/20/24	\$1,286.81	DIVERSIFIED BENEFIT SERVICES	2024 Employee HRA Plan	N/A
41	3/22/24	\$779.48	DIVERSIFIED BENEFIT SERVICES	2024 Employee FSA Plan	N/A
42	3/22/24	\$9,272.12	DIVERSIFIED BENEFIT SERVICES	2024 Employee HRA Plan	N/A
43	3/26/24	\$2,192.79	BANCORP	FSA/HRA Debit Card Prefund	N/A
44	3/27/24	\$311.45	DIVERSIFIED BENEFIT SERVICES	2024 Employee FSA Plan	N/A
45	3/27/24	\$8,143.11	DIVERSIFIED BENEFIT SERVICES	2024 Employee HRA Plan	N/A
46	3/27/24	\$9,348.01	DELTA DENTAL	Dental Claims	FRINGE BENEFIT DIST
47	3/27/24	\$94,848.63	CVMIC	Quarterly Workers Compensation	N/A
48	3/28/24	\$15,482.00	MISSIONSQUARE	457 Deferred Comp. Contributions	N/A
49	3/28/24	\$2,331.60	MIDAMERICA	FICA Alternative Plan #3121	N/A
50	3/28/24	\$53.00	COMMUNITY FIRST CU	FD Local 275 Conduit	N/A
51	3/28/24	\$1,881.06	ASSOCIATED BANK	Child Support	N/A
52	3/28/24	\$536,776.97	EMPLOYEE PAYROLL	ACH Direct Deposit	N/A
53	3/28/24	\$1,820.00	NATIONWIDE	457 Deferred Comp. Contributions	N/A
54	3/28/24	\$700.00	NATIONWIDE	Employee IRA Contributions	N/A
55	3/28/24	\$275,923.99	US BANK	2/26-3/25 P-Card Statement	N/A
56	3/28/24	\$15,482.00	PELION/PRECISION PRIME	RHS Employee Benefit	N/A
57	3/29/24	\$4,348.00	MISSIONSQUARE	Employee IRA Contributions	N/A
58	3/29/24	\$214.56	DIVERSIFIED BENEFIT SERVICES	2024 Employee FSA Plan	N/A
59	3/29/24	\$2,517.91	DIVERSIFIED BENEFIT SERVICES	2024 Employee HRA Plan	N/A
60	3/29/24	\$142,468.04	DEPARTMENT OF THE TREASURY	Employer/Employee Social Security Federal Withholding	FRINGE BENEFIT DIST
61	3/29/24	\$335,439.89	WI EMPLOYEE TRUST FUNDS	Retirement Contribution	FRINGE BENEFIT DIST
62	3/31/24	\$90,376.95	WE Energies	Invoices	N/A
63	3/31/24	\$8,560.30	MERCHANT SERVICES	Debit Card/Credit Card Service Fee	N/A
<b>MARCH TOTAL</b>		<b>\$11,526,587.33</b>			

March 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
03/07/2024	1484	ASSOCIATED APPRAISAL CONSULTANTS	173144	3,041.67	MAR SERVICES		General Fund	Community Development
03/07/2024	1485	BAKER TILLY US LLP	BT2693124	12,004.00	100% AUDIT SVCS THRU 2/29		TIF #8	TIF Expenditures
03/07/2024	1488	ENERGY CONTROL & DESIGN INC	98936IN	5,178.25	VARIOUS MAINT WORK		General Fund	Municipal Building
03/07/2024	1489	ENVIROTECH EQUIPMENT	220020586	352,797.00	NEW WAY SOLID WASTE TRUCK		Capital Equipment Fund	Public Works
03/07/2024	1490	GRAYMONT WESTERN LIME INC	35218382RI	4,902.92	HYDRATED LIME		Water	Other
03/07/2024	1492	MCC INC	CN4-23 FINAL	10,468.18	HMA PAVEMENT REPAIR		Storm Water Management	
		MCC INC	CN4-23 FINAL	4,711.12	HMA PAVEMENT REPAIR		Streets,Utility,Sidewalks	
		MCC INC	CN4-23 FINAL	41,326.13	HMA PAVEMENT REPAIR		Water	
03/07/2024	1493	MCMAHON	933974	6,144.75	CONSTRUCTION SVS 1/1-2/3	WEST SIDE BOOSTER STATION	Water	Other
03/07/2024	1495	PRIMADATA LLC	65473	2,233.47	FEB UTILITY BILLS-POSTAGE		General Fund	Finance
03/07/2024	1496	TRANSCENDENT TECHNOLOGIES LLC	M7299	8,375.00	2025 ASCENT LRS SUPPORT		Capital Equipment Fund	
		TRANSCENDENT TECHNOLOGIES LLC	M7299	4,187.00	2024 ASCENT LRS SUPPORT		Capital Equipment Fund	Information Systems
		TRANSCENDENT TECHNOLOGIES LLC	M7299	8,375.00	2028 ASCENT LRS SUPPORT		Capital Equipment Fund	
		TRANSCENDENT TECHNOLOGIES LLC	M7299	8,375.00	2027 ASCENT LRS SUPPORT		Capital Equipment Fund	
		TRANSCENDENT TECHNOLOGIES LLC	M7299	10,050.00	ASCENT LRS PURCHASE - PAY	MENT 1	Capital Equipment Fund	Information Systems
		TRANSCENDENT TECHNOLOGIES LLC	M7299	8,375.00	2026 ASCENT LRS SUPPORT		Capital Equipment Fund	
03/14/2024	1504	GRAYMONT WESTERN LIME INC	35218736RI	4,898.08	HYDRATED LIME		Water	Other
03/14/2024	1505	HORST DISTRIBUTING INC	106366000	3,240.00	HERBICIDE		General Fund	City Wide Forestry Program
03/14/2024	1509	MENASHA, CITY OF	FEB 2024 WRS	65,150.71	FEB RETIREMENT/FIRE		Benefit Accrual Fund	Retirement & Taxes
		MENASHA, CITY OF	FEB 2024 COURT	7,549.75	FEB MUNICIPAL COURT FINES		Joint Municipal Court Fd	Administration Exp.
03/14/2024	1512	MIRON CONSTRUCTION COMPANY INC	2206800010	136,308.82	TRAINING CENTER SERVICES	THRU 2/29	Facility Improvement Fund	Police
03/14/2024	1513	NEENAH ANIMAL SHELTER INC	JAN-MAR 2024	5,499.99	JAN-MAR SERVICES		General Fund	Police
03/14/2024	1515	RUEKERT & MIELKE INC	150411	10,022.14	TDS INSPECTION SERVICES	11/4/23-12/29/23	Streets,Utility,Sidewalks	Traffic Control
		RUEKERT & MIELKE INC	149620	10,562.18	TDS INSPECTION SERVICES	10/7/23-11/3/23	Streets,Utility,Sidewalks	Traffic Control
		RUEKERT & MIELKE INC	149174	10,132.12	TDS INSPECTION SERVICES	8/12/23-10/6/23	Streets,Utility,Sidewalks	Traffic Control
		RUEKERT & MIELKE INC	147549	26,706.77	TDS INSPECTION SERVICES	5/20/23-6/16/23	Streets,Utility,Sidewalks	Traffic Control
03/14/2024	1518	WINNEBAGO COUNTY TREASURER	LF133177	4,942.25	FEB LANDFILL CHARGES		Storm Water Management	Storm Sewer Management
		WINNEBAGO COUNTY TREASURER	FEB 2024 COURT	4,216.13	FEB MUNICIPAL COURT FINES		Joint Municipal Court Fd	Administration Exp.
		WINNEBAGO COUNTY TREASURER	LF133177	27,541.98	FEB LANDFILL CHARGES		General Fund	Sanitation
03/29/2024	1520	U S BANK	03-13-24	8,412.13	SPEEDY CLEAN INC	QUARRY LN-TELEV 969.7' OF	Sewer Capital Fund	Sewer Repair/Replacement
		U S BANK	03-13-24	13,221.17	KUEHL ELECTRIC INC	HARRISON POND ELECTRICAL	Storm Water Management	Sewer Repair/Replacement
		U S BANK	03-13-24	4,500.00	SPEEDY CLEAN INC	STEVEN ST-LAUNCH 30 LATER	Sewer Capital Fund	Sewer Repair/Replacement
		U S BANK	03-13-24	5,900.46	BTS*HERITAGELANDSCAPE	REAR SWIVEL ASSEM & ADJ F	Facility Improvement Fund	Parks
		U S BANK	03-13-24	5,866.47	BTS*HERITAGELANDSCAPE	DIVING BOARD/13553639001	Facility Improvement Fund	Parks
		U S BANK	03-13-24	6,409.91	ACCURATE ALIGNMENT AND FR	Q32 REPAIR/2402273	Neenah Menasha Fire	Fire Department
		U S BANK	03-13-24	5,784.13	SPEEDY CLEAN INC	CEDAR ST-TELEV 907.3' OF	Sewer Capital Fund	Sewer Repair/Replacement
		U S BANK	03-13-24	10,550.63	SPEEDY CLEAN INC	E DOTY-TV 596.6' MAIN, 52	Sewer Capital Fund	Sewer Repair/Replacement
		U S BANK	03-13-24	11,561.00	LEVENHAGEN OIL CORPORATI	LEAD FREE/4007 GALLONS	Fleet Management	
		U S BANK	03-13-24	12,229.27	LEVENHAGEN OIL CORPORATI	DIESEL/4005 GALLONS	Fleet Management	
03/21/2024	1521	BUCKLIN TREE SERVICE LLC	105853	23,010.00	BRUSH/COMPOST GRINDING		Recycling Fund	Recycling Program
03/21/2024	1527	GRAPHIC COMPOSITION INC	240431	5,888.00	PRINTING OF NEENAH NEWS L	ETTER	General Fund	Mayors
		GRAPHIC COMPOSITION INC	240344	9,756.00	SUMMER ACTIVITY GUIDE		General Fund	Park & Rec Administration
03/21/2024	1528	GRAYMONT WESTERN LIME INC	35219084RI	5,011.82	HYDRATED LIME		Water	Other
03/21/2024	1536	SECURIAN FINANCIAL GROUP INC	APR 2024 2832L	5,666.63	APR INSURANCE		Benefit Accrual Fund	Insurance
03/21/2024	1538	SOUNDOFF SIGNAL GSA	10338	3,597.80	LIGHTS/EQUIPMENT-SQ #26		Capital Equipment Fund	Police
		SOUNDOFF SIGNAL GSA	10337	3,597.80	LIGHTS/EQUIPMENT-SQ #27		Capital Equipment Fund	Police
03/29/2024	1542	U S BANK	03-13-24	4,148.00	CDW GOVT #PT63415	MAAS360 LICENSES (61)	Capital Equipment Fund	Information Systems
		U S BANK	03-13-24	5,010.03	HAWKINS INC	SODIUM PERMANGANATE	Water	Other
		U S BANK	03-13-24	2,295.00	SOCIETYFORHUMANRESOURCE	SHRM CONFERENCE	General Fund	Human Resources & Safety
		U S BANK	03-13-24	3,099.60	NUANCECOMMUNICATIONINC	DRAGON LICENSES	General Fund	Police
		U S BANK	03-13-24	2,484.00	IN *TOG DEVELOPMENT, LLC	MEETING ROOM SOFTWARE	Library Fd/ Misc, Trusts	Public Library
		U S BANK	03-13-24	3,705.17	SYNERGY SERVICE GROUP	PRESSURE TRANSMITTERS	Water	Other
		U S BANK	03-13-24	3,629.20	AIRGAS - NORTH	CARBON DIOXIDE	Water	Other
		U S BANK	03-13-24	4,887.00	SP PRECOR HOME FIT	LEG EXTENSION/CURL	General Fund	Police
		U S BANK	03-13-24	6,320.16	HAWKINS INC	LPC-31	Water	Other
		U S BANK	03-13-24	2,191.45	ASCO POWER TECH	TRANSFER SWITCH SERVICE 2	General Fund	Sanitation
		U S BANK	03-13-24	2,607.72	BAKER-TAYLOR	BOOKS	General Fund	Public Library
03/29/2024	1543	U S BANK	03-25-24	6,187.78	LAKESHORE RECYCLING SYST	FEB COMMERCIAL PICKUP	General Fund	Sanitation
		U S BANK	03-25-24	8,807.70	LEVENHAGEN OIL CORPORATI	OIL/10945	Fleet Management	Municipal Facilities
		U S BANK	03-25-24	5,947.88	SUBURBAN ENTERPRISES INC	ELEVATOR UPGRADES	Facility Improvement Fund	Municipal Building
		U S BANK	03-25-24	9,984.00	TCAW OCC HEALTH	FEB SERVICES NURSE PRACTI	Benefit Accrual Fund	Insurance
		U S BANK	03-25-24	2,945.00	TCAW OCC HEALTH	FEB LABS	Benefit Accrual Fund	Insurance
03/28/2024	1548	GRAYMONT WESTERN LIME INC	35219440RI	4,895.66	HYDRATED LIME		Water	Other
03/28/2024	1550	JOURNAL COMMUNICATIONS INC	119294	3,065.00	COM DEV ADS		Industrial Development Fd	Community Development
03/28/2024	1551	LAFORCE INC	1243341	11,056.48	DOOR HARDWARE FOR 2023 AC	CESS CONTROL PROJECT	Capital Equipment Fund	Information Systems
03/28/2024	1555	SOUNDOFF SIGNAL GSA	10360	7,893.33	LIGHTS/EQUIPMENT-SQ #33		Capital Equipment Fund	Police
03/29/2024	1575	U S BANK	03-25-24	2,168.46	BAKER-TAYLOR	BOOKS	General Fund	Public Library
		U S BANK	03-25-24	2,985.00	SQ *MOUNTAIN BAY SCUBA	DRY SUIT	Neenah Menasha Fire	Fire Department

March 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	03-25-24	5,523.23	MACQUEEN EMERG/EQUIP	ANNUAL COMPRESSOR & SCBA	Neenah Menasha Fire	Fire Department
03/07/2024	58206	DAVID TENOR CORPORATION	CN2-23 FINAL	29,536.25	WATER MAIN CONSTRUCTION		Water	
		DAVID TENOR CORPORATION	CN2-23 FINAL	60,242.46	STREET CONSTRUCTION		Streets,Utility,Sidewalks	
03/07/2024	58212	JEFFERSON FIRE & SAFETY INC	IN311793	45,297.00	GEAR FOR STAFF		Neenah Menasha Fire	Fire Department
03/07/2024	58215	NORDON INC	47378	2,045.27	COMPUTER TABLES		Facility Improvement Fund	Public Library
		NORDON INC	47379	2,960.84	ADLT SRV OFFICE FURNITURE		Facility Improvement Fund	Public Library
03/07/2024	58217	OMNI GLASS & PAINT INC	151389IN	5,500.00	WINDOW INSTALLMENT		Facility Improvement Fund	Fire Department
03/07/2024	58218	PLAYAWAY PRODUCTS LLC	453940	4,179.24	DIGITAL BOOKS		General Fund	Public Library
03/07/2024	58223	TOTAL ENERGY SYSTEMS LLC	INV114239	62,351.81	250KV GENERATOR-MAIN ST		Sewer Capital Fund	Sewer Repair/Replacement
03/07/2024	58224	TRAFFIC ANALYSIS & DESIGN INC	14274	3,715.00	TRAFFIC STUDY THRU 12/31		TID #9-U.S. Hwy41 Industr	Promotion
03/07/2024	58225	VALLEY VNA SENIOR CARE	FEB 2024	159,749.73	FEB NIFG PAYMENT		Neighborhood Inv Program	Community Development
03/07/2024	58227	WESTWOOD INFRASTRUCTURE INC	1240200587	16,502.74	JAN SOCO DESIGN COMMERCIA	L ST	Streets,Utility,Sidewalks	Upgrades-City Initiated
03/07/2024	58231	W5 FOX VALLEY HANDYMAN SERVICE LLC	1047	7,900.00	PORCH REPAIRS - 303	HEWITT ST	Housing Fund	
03/14/2024	58232	APPLETON, CITY OF	13670	42,513.00	SEP TRANSIT/LINK SERVICE		General Fund	
03/14/2024	58235	CHEMTRADE CHEMICALS US LLC	90079079	8,823.60	FERRIC SULFATE		Water	Other
03/14/2024	58237	FGM ARCHITECTS	2233360123	4,500.00	DESIGN FEES-1/27-2/23		Facility Improvement Fund	Police
03/14/2024	58242	GO GREEN RECYCLING LLC	8554	12,900.00	DEMO - 1345 S COMMERCIAL		2023 CDBG	Block Grant
03/14/2024	58243	GRAEF	129787	9,099.50	NEENAH CREEK BRIDGE-SRVS	THRU 10/28/23	TIF #12 Bridgewood	Other
		GRAEF	129219	13,043.00	NEENAH CREEK BRIDGE-SRVS	THRU 9/30/23	TIF #12 Bridgewood	Other
03/14/2024	58245	KEESLER, JEFF	UTIL/REFUND	2,793.00	REFUND STORMWATER OVRCHRG	977 S GREEN BAY RD	Storm Water Management	
03/14/2024	58246	KEITH, PHILIP	SEWER/REIMB	2,250.00	513 E FOREST AVE-SEWER	LATERAL REPLACEMENT REIMB	Sewer Capital Fund	Sewer Repair/Replacement
03/14/2024	58249	LACKEY, TAYLOR	SEWER/REIMB	2,500.00	153 S JOHN ST- SEWER	LATERAL REPLACEMENT REIMB	Sewer Capital Fund	Sewer Repair/Replacement
03/14/2024	58251	LEAK LOCATORS OF MONTANA LLC	1826	20,929.00	LEAK LISTENER &	CORRELATOR	Water	Other
03/14/2024	58257	NORTHEAST ASPHALT INC	3000001205	3,319.17	COLD MIX		General Fund	Street Maintenance
03/14/2024	58260	STATE OF WISCONSIN	FEB 2024 COURT	11,470.48	FEB MUNICIPAL COURT FINES		Joint Municipal Court Fd	Administration Exp.
03/14/2024	58261	VAN SISTINE HOMES LLC	WATER/REIMB	9,973.62	REIMB OVERSIZING-2ND ADD	HOMES AT FREEDOM MEADOWS	Water	Other
		VAN SISTINE HOMES LLC	WATER/REIMB	20,196.00	REIMB MAINS SERVING	BOOSTER STATION & INSTALL	Water	Other
		VAN SISTINE HOMES LLC	WATER/REIMB	124,616.00	REIMB MAINS, VALVES, SANT	LATERAL AND MANHOLES	Water	Other
03/14/2024	58263	WALLACE, KELLY	SEWER/REIMB	2,500.00	405 11TH ST - SEWER	LATERAL REPLACEMENT REIMB	Sewer Capital Fund	Sewer Repair/Replacement
03/14/2024	58265	WESTWOOD PROFESSIONAL SERVICES INC	1240202095	9,241.50	JAN SOCO COMM REAL ESTATE		Streets,Utility,Sidewalks	Upgrades-City Initiated
03/14/2024	58266	WISCONSIN DEPT OF REVENUE	2023	11,854.79	2023 MUNICIPAL FEE-MANUF	PROPERTY ASSESSMENT	General Fund	Community Development
03/21/2024	58268	AXON ENTERPRISE INC	INUS232549	18,840.00	AXON TASER CONTRACT	PAYMENT 4 OF 5	Capital Equipment Fund	Police
03/21/2024	58272	FIRE FACILITIES INC	INV279640	4,220.43	BURN PANEL REPLACEMENTS		Neenah Menasha Fire	Fire Department
03/21/2024	58275	HEARTLAND BUSINESS SYSTEMS LLC	676290H	3,710.44	2024 VEEAM M365 MAINT		Capital Equipment Fund	Information Systems
		HEARTLAND BUSINESS SYSTEMS LLC	676290H	2,917.60	2024 VEEAM BR MAINT		Capital Equipment Fund	Information Systems
03/21/2024	58278	KASCO MARINE INC	IN176921	2,663.51	AGITATOR, COMPRESSOR,	CABINET	General Fund	Sanitation
03/21/2024	58282	MACLEAN, ERIC	SEWER/REIMB	2,500.00	517 E FOREST AVE-SEWER	LATERAL REPLACEMENT REIMB	Sewer Capital Fund	Sewer Repair/Replacement
03/21/2024	58283	MERIDIAN RAPID DEFENSE GROUP LLC	INVS10044	245,860.12	VEHICLE BARRIERS		Capital Equipment Fund	Police
03/21/2024	58286	NEENAH MAIN AUTO BODY INC	4659	12,872.45	REPAIR OF SQ #25 11/9/23	ACCIDENT	General Fund	Finance
03/21/2024	58289	PHEIFER BROTHERS CONSTRUCTION	PW228 PAY #3	70,315.20	11/30-2/6 SERV-NEENAH	CREEK BRIDGE	TIF #12 Bridgewood	Other
03/21/2024	58292	RJM CONSTRUCTION LLC	PAY #3	103,265.00	CONSTRUCT SVS THRU 2/23-	WEST SIDE BOOSTER STATION	Water	Other
03/28/2024	58298	APPLETON, CITY OF	13667	43,414.00	MAR TRANSIT/LINK SERVICE		General Fund	Community Development
03/28/2024	58300	BENESCH	274397	4,320.00	10/4-2/25 N. COMMERCIAL B	RIDGE STRUCTURE STUDY	Streets,Utility,Sidewalks	Street Maintenance
03/28/2024	58306	DOHNAL PROPERTIES LLC	WATER/REFUND	5,351.33	REFUND UTILITIES OVERPMT	43731-7338	General Fund	
03/28/2024	58307	EDGEWATER RESOURCES LLC	4942	13,022.50	FEB SERV-SHORELINE	IMPROVEMENTS	Facility Improvement Fund	Parks
03/28/2024	58322	METROPOLITAN MILWAUKEE FAIR	2023 CDBG	5,000.00	FAIR HOUSING SERVICES		2023 CDBG	Block Grant
03/28/2024	58335	PRECISELY SOFTWARE INCORPORATED	INV079049	6,958.55	2024 ITERA REPLICATION		Information Systems	Information Systems
03/28/2024	58337	SCHLEICHER, ERICH & MEGAN	TAXES/REFUND	4,579.29	REFUND OVERPMD RE TAXES	11-2065-00-00	Real Estate Tax Agency Fd	
03/28/2024	58339	STANDARD INSURANCE COMPANY	91586	2,306.00	APR ANCILLARY BENEFITS		Benefit Accrual Fund	Insurance
				2,324,734.90				



Dept. of Legal & Administrative Services  
Office of the City Clerk  
211 Walnut St. • P.O. Box 426 • Neenah WI 54957-0426  
Phone 920-886-6100 • Fax 920-886-6109  
e-mail cnagel@neenahwi.gov  
CHARLOTTE K. NAGEL, WCMC

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## MEMORANDUM

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**DATE:** May 6, 2024

**TO:** Mayor Lang, Members of Finance and Personnel Committee, Members of the Common Council

**FROM:** Char Nagel, City Clerk

**RE:** Ordinance 2024-07 Dog and Cat Licenses

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Alderman Boyette introduced Council Directive 2023-03 to amend the pet licensing ordinance to allow for service animal exemptions by adopting the American Disability Act's definition of service animals. At that time, Attorney Rashid advised the ordinance Section 3-14 contained the same language as state law and could not be more restrictive than the statute.

Since the introduction of Council Directive 2023-03, state law has adopted a broader definition of service animals in the exemption from paying the licensing fees. Ordinance 2024-07 amends the city ordinance Section 3-14 to include the updated service animal definition and licensing fee exemption.

It should be noted this amendment does not exempt service animals from the licensing requirement; the amendment simply exempts the payment requirement for the license, which is the city's current policy and practice.



211 Walnut Street  
Neenah, WI 54956

AN ORDINANCE: by Council Directive 2023-03  
Re: An Ordinance to Amend Section 3-14 Dog and  
Cat Licenses.

ORDINANCE NO. 2024-07  
Introduced: May 6, 2024  
Committee/Commission Action:  
**Finance & Personnel**

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## AN ORDINANCE

The Common Council of the City of Neenah, Wisconsin, does ordain as follows:

**Section 1.** That Neenah Municipal Code, Section 3-14 Dog and Cat Licenses is hereby amended to now read as follows:

**Sec. 3-14. Dog and cat licenses.**

(a) *Generally.*

- (1) Every person residing in the City who owns, harbors or keeps a dog or cat which is more than five months of age on January 1 of any year shall annually, at the time and in the manner prescribed by law, obtain a license therefor.
- (2) When a cat or dog becomes five months old, the owner shall obtain a license within 30 days.

(b) *License fees.*

- (1) Such owner of a dog or cat shall pay to the Director of Finance prior to April 1 of each year a license fee in the amount established by resolution. If the dog or cat becomes five months of age after July 1 of the licensed year, the license shall be one-half of the regular fees.
- (2) If the license fee is not timely paid, an additional fee in the amount established by resolution shall be assessed and collected.
- (3) Duplicate licenses may be purchased for \$1.00.

(c) *Issuance of license.* Upon exhibiting a currently valid rabies vaccination certificate and payment to the Director of Finance of the required fee, the Director of Finance shall issue a license to keep such dog or cat and tag for each such dog or cat so licensed. The tag shall be placed upon the collar of each dog or cat, and such tag and collar shall be attached to the animal when off the owner's premises.

(d) *Exemptions.*

- (1) *Veterinarians, etc.* Hospitals, clinics and other premises operated by licensed veterinarians exclusively for the care and treatment of animals are exempt from the provisions of this section except where such duties are expressly stated.
- (2) *Nonresidents.* The licensing requirements of this section shall not apply to any dog or cat belonging to a nonresident of the City and kept within the City for not longer than 30 days, provided any such dog or cat shall at all times while within the City be kept under restraint.
- (3) *Exemption of Dogs that are service animals.* Every dog that is a service animal, as defined in Wisconsin State Statute §106.52(1)(fm), is exempt from the dog license fee of subsection (b)(1) hereof, upon an annual application for a dog license. Service animal means a guide dog, signal dog, or other animal that is individually trained or is being trained to do work or perform tasks for the benefit of a person with a disability, including the work or task of guiding a person with impaired vision, alerting a person with impaired hearing to intruders or sound, providing minimal protection or rescue work, pulling a wheelchair, or fetching dropped items..

(Ord. No. 2017-05A, § 1, 3-15-2017; State law reference: Wis. Stats. §174.055)

**Section 2. Severability.** In the event any section, subsection, clause, phrase or portion of this ordinance is for any reason held illegal, invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision, and such holding shall not affect the validity of the remainder of this ordinance. It is the legislative intent of the Common Council that this ordinance would have been adopted if such illegal provision had not been included or any illegal application had not been made.

**Section 3. Effective Date.** All ordinances or parts of ordinances and resolutions in conflict herewith are hereby repealed. This ordinance shall take effect from and after its passage and publication.

Approved:

Moved by: \_\_\_\_\_

\_\_\_\_\_  
Jane B Lang, Mayor

Adopted: \_\_\_\_\_

Attest:

Approved: \_\_\_\_\_

Published: \_\_\_\_\_

\_\_\_\_\_  
Charlotte K. Nagel, City Clerk