

CITY OF NEENAH
FINANCE AND PERSONNEL COMMITTEE MEETING
Monday, March 28, 2022– 6:30 p.m.
Council Chambers, 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 March 7, 2022 Regular Meeting (minutes can be found on the City's website)
3. Resolution 2022-07: Approval of 2022 Community Development Block Grant (CDBG) Plan (attachment) C. Kasimor
4. Cyber Security Assessment and Resolutions (attachment) J. Wenninger
5. Tax Increment District (TID) No. 7 Development Agreement – Shopko (attachment) C. Haese
6. 2021 Operating Budget Carry Forwards to 2022 (attachment) M. Easker
7. Erasing Past Due Debt (attachment) A. Westbrook
8. Fiscal Matters: February Vouchers (attachment) M. Easker
9. 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 Neenah Finance Department at (920) 886-6140** or the **City's ADA Coordinator at (920) 886-6106** or e-mail attorney@ci.Neenah.wi.us at least 48 hours prior to the scheduled meeting or event to request an accommodation.

CITY OF NEENAH
FINANCE AND PERSONNEL COMMITTEE MEETING
Monday, March 7, 2022 – 6:30 p.m.
Council Chambers, Neenah City Administration Building
211 Walnut Street, Neenah, Wisconsin

MINUTES

Present: Chairman Erickson; Aldermen Skyrms, Boyette and Borchardt (via phone); City Attorney Westbrook; Deputy Director of Finance Kahl.

Others Present: Director of Human Resources and Safety Kehl, Superintendent of Parks/City Forester Fink, HR Recruiter/Coordinator Maschke, Director of Parks and Recreation Kading, Police Chief Olson, Rebekah Knoke.

Absent/Excused: Mayor Kaufert; Alderman Stevenson.

Public Appearances: None.

Minutes: Motion/Second/Carried Boyette/Skyrms to approve the minutes from the January 19, 2022 Special Meeting and the January 24, 2022 Regular Meeting. All voting aye.

Request to Hire Two FTE Park Technicians and Staff Reorganization: Committee reviewed memo from Superintendent Fink requesting approval to fill two FTE Park Technician positions and eliminate one Lead Park Technician position. In place of the Lead Park Technician position, Superintendent Fink would instead hire two additional long term seasonal employees and contract for janitorial services from May through October. The proposed changes are estimated to save roughly \$14,000 annually. The reorganization plan is the result of the resignations of three full-time Parks employees in the past several months.

Committee discussed various aspects of the proposed restructuring. Items discussed included who will provide the cleaning services, the likelihood of finding and hiring long term seasonal employees, and the flexibility the restructuring would create. Committee requested Superintendent Fink provide a financial breakdown of the proposal before the next Council meeting.

Motion/Second/Carried Skyrms/Boyette granting approval to fill two FTE park technician positions. All voting aye.

Motion/Second/Carried Boyette/Skyrms requesting Council's approval to restructure Parks Department staffing as follows:

2022 Proposed FTE – (7)
Park Supervisor (1)
Arborist (1)
Lead Park Technician (1)
Park Technician (4)

REPORT

2022 Proposed LTE/Seasonal (9)
LTE (4) – (<1100 hours)
Seasonal (5) – (<600 hours)

All voting aye.

Special Assessment Interest Rate: Committee reviewed memo from Director Easker with regard to the special assessment interest rate recommending that the City maintain the rate at 3% for 2022. In an effort to match the changing interest rate environment, the Council reduced this rate to 3% in 2021, down from 5% in prior years. Current market conditions justify maintaining a 3% interest rate for 2022. This rate would apply to residents who receive a special assessment invoice from the City in 2022 and elect to pay over the installment plan.

Mayor Kaufert, via City Attorney Westbrook, expressed his support for maintaining a 3% interest rate. Committee discussed the City's cost of money on its 2022 borrowing and the decreased burden on residents who receive a special assessment.

Motion/Second/Carried Skyrms/Boyette recommending Council approve the special assessment interest rate of 3% for 2022. All voting aye.

Tentative Agreement for Collective Bargaining Agreement Between the City and the Neenah Police Supervisory Unit, 2022 – 2025: Committee reviewed memo from City Attorney Westbrook recommending Council approve the Tentative Agreement with the Neenah Police Supervisory Unit for contract terms from January 1, 2022 to December 31, 2025 and authorize preparation and execution of amended contracts reflecting the changes outlined in the Tentative Agreement between the City and Union. Most notably, the contract sets Supervisory pay at 10% above Sergeant. Other changes match those previously agreed to with the Neenah Professional Police Association.

Committee expressed appreciation for the simplified pay structure. Chief Olson expressed his support for the agreement.

Motion/Second/Carried Boyette/Skyrms recommending Council approve the Tentative Agreement with the Neenah Police Supervisory Unit for contract terms from January 1, 2022 to December 31, 2025 and authorize preparation and execution of amended contracts reflecting the changes outlined in the Tentative Agreement between the City and Union. All voting aye.

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

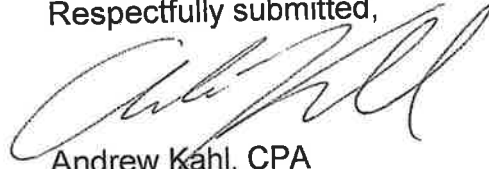
Fiscal Matters: January Vouchers: Motion/Second/Carried Skyrms/Boyette to approve the January vouchers as presented. All voting aye.

REPORT

REPORT

Motion/Second/Carried Borchardt/Boyette to adjourn the meeting at 6:57 p.m. All voting aye.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Andrew Kahl', written in a cursive style.

Andrew Kahl, CPA
Deputy Director of Finance



M E M O R A N D U M

TO: Chairperson Erickson and members of the Finance and Personnel Committee

FROM: Carol Kasimor, Assistant Planner

DATE: March 24, 2022

SUBJ: Resolution 2022 - 07: Approval of 2022 Community Development Block Grant (CDBG) plan

On Monday, March 28, the Finance and Personnel Committee will consider Resolution 2022 - 07 to approve the 2022 Community Development Block Grant plan. There will be consideration by the Common Council at the April 6, 2022 meeting.

Public input was invited in the development of the plan, including an application and comment process and two public hearings. Goals addressed with the plan include support for:

- A. Needs of low and moderate income households through public services, housing and job creation.
- B. Revitalization, blight elimination, and site improvements.
- C. Improvements in neighborhoods, especially those with low and moderate income residents.
- D. Fair housing and planning

The proposed program allocates \$230,000 in estimated 2022 funds and an estimated \$5,000 in revolving fund payments from the 2021 CDBG year. The current grant is \$230,538. The final amount of the 2022 grant has not been announced yet. We expect to adjust program dollar amounts in the Redevelopment and Neighborhood Improvement categories to reflect the final grant.

The Department requests approval of Resolution 2022 – 07 for the 2022 Community Development Block Grant and authorization to enter into agreements for the activities, subject to approval by the U.S. Department of Housing and Urban Development.



RESOLUTION NO. 2022 - 07
RESOLUTION OF THE CITY OF NEENAH APPROVING THE
2022 COMMUNITY DEVELOPMENT BLOCK GRANT PLAN

WHEREAS, the City of Neenah is a Community Development Block Grant formula grantee and evaluates community needs, conditions and resources to be addressed by the grant; and,

WHEREAS, the City of Neenah estimates resources totaling \$230,000 for the 2022 Community Development Block Grant program, and revolving funds in the estimated amount of \$5,000; and,

WHEREAS, the City of Neenah is committed to approving a program of Community Development Block Grant activities which gives maximum feasible priority to low and moderate income persons and community development;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Common Council of the City of Neenah that the 2022 Community Development Block Grant Annual Plan including the programming of 2022 Community Development Block Grant funds is hereby approved. The 2022 Community Development Block Grant program will fund the following activities:

Christine Ann Domestic Abuse Services	\$7,000
Advocap Nutrition Program	\$7,000
Pillars, Inc.	\$7,000
Reach Counseling Services	\$6,000
LEAVEN	\$4,000
Big Brothers/Big Sisters of East Central WI	\$3,000
Goodwill Inc. – Financial Counseling	\$1,000
Façade Improvement and Design Assistance	\$30,000
Property Acquisition and Redevelopment Activities	\$70,000
Neighborhood Improvements	\$53,450
Fair Housing Center of Northeast Wisconsin	\$11,550
Planning and Program Administration	\$30,000
Grant Total	\$230,000
Revolving Funds/Program Income	
Housing Rehabilitation/Homebuyer Assistance	\$5,000
Small Business/Microenterprise Loan Program	-
Total	\$235,000

Recommended by: Finance and
Personnel Committee

CITY OF NEENAH, WISCONSIN

Moved: _____

Dean R. Kaufert, Mayor

Passed: _____

Charlotte K. Nagel, City Clerk

DRAFT 2022 COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM - FINAL FUNDING CONTINGENT ON GRANT AWARD AND PROGRAM INCOME

Public Services

Activity	Funding Request	2022 Proposed Funding	Description	2021 Funding	2021 - 2022 Activities/Benefit	2022 - 2023 Proposed Activities/Benefit
1 Christine Ann Domestic Abuse Services - CADAS	\$10,000 to provide safe, self-empowering shelter and increase safety and self-sufficiency, moving households experiencing domestic violence from being victims to survivors.	\$7,000	CADAS is committed to ending the cycle of violence and empowering individuals and families through education, safety, and support, and leading our community to reduce the incidents and the effects of domestic abuse and dating violence. http://www.christineann.net	\$8,500	Shelter - 3 persons Advocacy Services - 81 persons	Shelter - 20 persons Advocacy - 75 persons
2 Advocap Nutrition Program	\$10,000 to assist in providing meals to low income seniors and frail elderly persons at 1 congregate meal site and with home delivered meals.	\$7,000	The Nutrition Program aims to promote health by providing nutritious and affordable meals, reducing hunger, creating opportunities for social interaction, and helping seniors remain independent in their homes and communities. https://www.advocap.org/food-nutrition.html	\$8,500	140 persons	165 persons
3 Pillars, Inc. (formerly Homeless Connections)	\$10,000 to provide shelter services at the Adult and Adult and Family Shelters, Resource Center services, and case management services for Neenah residents experiencing homelessness.	\$7,000	From homelessness to coming home, Pillars provides shelter, support and solutions to address the housing needs in our community. http://pillarsinc.org	\$9,000	45 persons	50 persons
4 Reach Counseling Services	\$6,000 to provide sexual abuse counseling services at a subsidized rate to qualified Neenah residents.	\$6,000	Reach Counseling Services is dedicated to ending sexual abuse and violence and promoting healing of survivors who otherwise may be in a cycle of poverty, abuse, and health problems. https://reachcounseling.com	\$6,000	63 persons	65 persons
5 LEAVEN Inc. - Limited Emergency Assistance Valley Ecumenical Network	\$8,000 to provide emergency financial, referral and service coordination assistance to City of Neenah residents with housing issues.	\$4,000	LEAVEN's mission is to work through volunteers to assist people in crisis who have basic needs that cannot be met elsewhere. https://www.leavenfoxcities.org/	\$4,000	14 households	30 households proposed to receive emergency rental assistance.
6 Big Brothers/Big Sisters of East Central Wisconsin (formerly Best Friends of Neenah-Menasha)	\$3,000 to support one-to-one youth mentoring services.	\$3,000	The program matches students in grades K-12 with volunteer mentors from the community in order to improve family relationships and school performance, and prevent alcohol and drug use. https://www.bbbsnew.org	\$3,000	49 youth	50 youth
7 Goodwill Industries of North Central Wisconsin, Inc. - Financial Counseling, Education, and Employability Self-Sufficiency (formerly FISC)	\$2,000 to provide financial, housing, bankruptcy and employability skill information and counseling.	\$1,000	Goodwill helps consumers develop core financial competencies in key areas like earning, spending, saving, borrowing and protecting against risk. https://www.goodwillncw.org/financial-and-debt-solutions/	\$1,000	10 persons served with financial counseling, 20 persons served with financial education	60 persons
8 Total Public Service Funds		\$35,000	Cap of 15% of grant plus program income. Allocations may be adjusted based on final program income amounts.	\$40,000		

Housing and Economic Development

	Activity	Funding Request	2022 Proposed Funding	Description	2021 Funding	2021- 2022 Activities
9	Façade Improvement and Design Assistance Program	Program offers matching grants to commercial property owners for the restoration and improvement of building facades.	\$30,000	Funds are provided in conjunction with private investment dollars (up to \$10,000 on a matching basis) to stimulate capital reinvestment, property improvement, tax base enhancement, and job creation.	\$20,000	214 W. Cecil Street (Bedrock Coffee Roasters) 1220 S. Commercial Street (Eric Soda Agency)
10	Property Acquisition and Redevelopment Activities	Funding for acquisition, demolition, rehabilitation, development, site and/or infrastructure improvements.	\$70,000	Purpose of the program is to remove deteriorated structures where necessary and assist with revitalization and redevelopment efforts.	\$70,000	Habitat for Humanity acquisition of 431 Elm Street
11	Neighborhood Improvements	Assistance for upgrades to neighborhoods and neighborhood facilities such as parks.	\$53,450	Improvements for purposes of assistance to low and moderate income neighborhoods.	\$59,538	
12	Total Housing and Economic Funds		\$153,450		\$149,538	

Planning and Administration

	Activity	Funding Request	2022 Proposed Funding	Description	2021 Funding	2021-2022 Activities
13	Fair Housing Center of Northeast Wisconsin	\$11,550 to provide services to households encountering discrimination in the housing market, and to provide technical assistance to housing providers and the City of Neenah.	\$11,550	The prevention of housing discrimination and the enforcement of fair housing law ensures that housing is available to low and moderate income households and racial/ethnic minorities and other protected classes. http://www.fairhousingwisconsin.com/	\$11,000	Staffing to answer questions, provide technical assistance to housing seekers and providers, provide intake and counseling regarding fair housing violations, as well as provide housing referral services, fair housing presentations, distribution of educational materials to Neenah organizations, and rental management training. To date, one complaint has been processed (based on disability), presentations have been made and information materials have been distributed to 18 social service agencies, churches, and the Neenah Public Library. Rental management training scheduled for April.
14	Planning and Program Administration	Assist with costs of planning and administering the CDBG program.	\$30,000	Planning, staff salaries and program expenses are funded through the CDBG program.	\$30,000	Salaries and benefits.
15	Total Planning and Administration Funds		\$41,550	Cannot exceed cap of 20% of grant	\$41,000	

Programs funded with previous years' Community Development Block Grant program repayments

	Activity		2022 Proposed Funding from 2021 repayments	Description		
16	Small Business /Microenterprise Loan Program	\$0 estimated in repayments during the previous year.	\$0	Program provides low cost, fixed rate financing to small growing companies that are creating new jobs in Neenah.		No small business loans approved to date.
17	Housing Rehabilitation/ Homebuyer Assistance Program	\$5,000 estimated in repayments during the previous year.	\$5,000	Ongoing program assists low and moderate income homeowners with basic structural and mechanical repairs. Homebuyer program assists low and moderate income households to purchase homes in the City of Neenah. Winnebago County Housing Authority is contracted to provide homebuyer education and project management, and the City of Neenah provides downpayment, closing cost and housing rehabilitation assistance.		6 households approved for assistance in the total amount of \$48,000.
18	Total Estimated Program Repayments		\$5,000	Estimated Housing Rehabilitation, Small Business and Homebuyer assistance repayments from 2021 program year.		
19	Total Estimated 2022 Community Development Block Grant		\$230,000		\$230,538	



M E M O R A N D U M

DATE: Tuesday, March 22, 2022
TO: Chairperson Erickson and Members of the Finance and Personnel Committee
FROM: Joseph L. Wenninger, Information Systems Director
RE: Cyber Security Assessment and Resolutions

I am looking for Finance and Personnel Committee approval to enter into an agreement with Ontech Systems, Inc. to perform a security assessment of the City's computing environment for a cost not to exceed \$3,700. Funding was approved in Information Systems 2022 Capital budget.

Ontech Systems, Inc. was selected because of their preferred business partner standing with CVMIC, the City's liability insurer. Because of this relationship, CVMIC will provide 50% of the agreement funding or a match \$3,700. Although no other formal quotes were solicited, verbal discussions with several security organizations revealed costs of \$6,000 - \$8,000 to perform these services. Below are the project scope and deliverables of the assessment:

Project Scope

- Onsite visit to run network scans and perform physical security assessment at City's Locations
 - 1 Active Directory Domains
 - Roughly 500 total endpoints
 - Under 75 Windows Server instances
 - 9 Locations
 - External IP Block /28
 - Other DNS Addresses - 10 IPs
 - Domain Scans
- Evaluation of scan results and creating documentation around findings and recommendations
- Presenting recommendations to City of Neenah staff

Deliverables

- Work with City of Neenah to schedule the initial onsite visit
- Perform the scans and evaluation in a timely manner
- Documentation, results, and recommendations stemming from the assessment in digital format
- A results meeting to review the items above

The assessment is the initial step in the Cyber Security initiative funded in Information Systems Capital budget at \$25,000. The remaining \$21,300 will be expended on the resolution of discoveries and a previous CVMIC recommendation.

CITY OF NEENAH
Information Systems Department

March 24, 2022 – Page 2

Although it deviates from past practice, I would like the ability to expend the remaining project funds to address the assessment findings, which I anticipate being a series of either inexpensive or zero expense solutions, without returning to committee and to keep the Council informed with monthly project reports for transparency. At this time I anticipate project reports to consist of solution titles, descriptions, anticipated costs and discoveries that are addressed. I believe this would be the best process to keep this project moving forward.

The CVMIC recommendation and a major point that staff and I will be addressing is Multi-Factor Authentication (MFA). Implementing MFA and Endpoint Detection Response (EDR) the City will be considered a tier 1 organization and receive more favorable liability coverage terms.

I look forward to discussing this request further during the March 28th Finance and Personnel Committee meeting. Thanks.



M E M O R A N D U M

DATE: February 4, 2022
TO: Chairman Erickson and Finance and Personnel Committee Members
FROM: Chris A. Haese, Director of Community Development and Assessment
RE: **Tax Increment District (TID) No. 7 Development Agreement – Shopko**

Shopko declared bankruptcy in 2019 and permanently closed all of their stores within the state of Wisconsin, including the Neenah store at 699 S. Green Bay Road. Since that time, there has been little interest in reoccupying the Neenah store or redeveloping the site. In 2021 the store was auctioned with no bidders covering the minimum bid requirements. Prior to the auction, Community Development fielded inquiries including the possible reuse of the building for a church as well as numerous questions on its potential as a storage facility. Fortunately, these uses did not materialize.

Immediately after the auction closed, Spring Creek Center II, LLC acquired the property. Phil and Larry Langhor, the principal partners of Spring Creek II, also own the Neenah Festival Foods and the adjacent retail center. They are local but experienced developers that have completed development projects across the country including the Walmart and Kohl's developments on Neenah's west side.

Upon securing control of the property, the Langhors initiated conversations with Community Development staff on possible redevelopment options for the site. Given the evolution of the retail market away from large box development, it is apparent the most feasible outcome for the site is to repurpose the building to a multi-tenant configuration. The existing building contains approximately 90,000 square feet of space. The depth of the building is excessive and not conducive to complete retail reuse. It is estimated that the front (east) 70,000- 80,000 square feet of the building could attract four to seven retail users, while the remaining 10,000-20,000 square feet will remain vacant or provide other options for reuse other than retail. Additionally, the site could support as many as two outlot developments, most likely adjacent to Green Bay Road.

In order to repurpose the building and prepare the site for tenants, additional investment will be necessary. The interior of the building will need demolition including the removal of an existing mezzanine, flooring and miscellaneous improvements; HVAC systems and other mechanicals will have to be replaced or refurbished; tenant spaces will have to be prepared; and, the parking lot will have to be reconstructed with additional landscaping improvements. Given the cost associated with this rehabilitation, the developer has requested Tax Incremental Financing assistance to help close the economic gap associated with the redevelopment. Staff have negotiated a possible agreement with the developer and are proposing an agreement that would provide the following:

- The developer will rehab the building for future tenants and develop one outlot on the site that will increase taxable value of the property by as much as \$5 million (\$7.7 million total).
- The increased value is estimated to take up to three years to achieve.

CITY OF NEENAH
Dept. of Community Development

March 25, 2022 – Page 2

- The City will provide an assistance payment equivalent to 80% of the additional tax revenue collected on the property beginning in 2024.
- The assistance payments will be made through 2035 or when a maximum assistance amount of \$950,000 has been provided, whichever comes first.

A copy of the proposed Agreement is attached for your review and consideration.

Appropriate action at this time is to recommend Council approve the Tax Incremental District #7 Development Agreement between the City and Spring Creek Center II, LLC for the redevelopment of the former Shopko property at 699 S. Green Bay Road.

**TAX INCREMENT DISTRICT NO. 7
DEVELOPMENT AGREEMENT**

THIS DEVELOPMENT AGREEMENT is dated as of the ____ day of _____, 2022 by and between SPRING CREEK CENTER II, LLC, a Wisconsin limited liability company (the "Developer"), and the CITY OF NEENAH, a Wisconsin municipal corporation (the "City").

RECITALS

City and Developer acknowledge the following:

- A. Developer owns certain real property and related improvements in the City of Neenah, Wisconsin, as more particularly described in Exhibit A attached hereto (the "Property").
- B. In 2022 the City created Tax Increment District No. 7 (the "District") pursuant to Section 66.1105, Wis. Stat. (the "Tax Increment Law") and approved a plan for the redevelopment of the District (the "District Plan").
- C. Subject to obtaining the financial assistance set forth herein, Developer intends to undertake a redevelopment of the Property (the "Development Project") that will increase its value and provide other tangible benefits to the surrounding neighborhoods and to the City as a whole. The Development Project is consistent with the District Plan for TIF 7.
- D. The City desires to encourage economic development including the elimination of slum and blight, expand its tax base, and create new jobs within the City, the District and the Property. The City finds that the development of the Property and the fulfillment, generally, of the terms and conditions of this Agreement are in the vital and best interests of the City and its residents and serve a public purpose in accordance with state and local law.
- E. The Development Project would not occur without the use of Tax Incremental Financing.

The City, pursuant to Common Council Action dated _____, 2022, has approved this Agreement and authorized the execution of the Agreement by the proper City officers on the City's behalf.

F. The Developer has approved this Agreement and authorized Philip L. Langohr, being the Manager of Developer, to execute this Agreement on the Developer's behalf.

G. All terms that are in upper case but not defined in this Agreement and that are defined under the Tax Increment Law shall have the definitions assigned to such terms by the Tax Increment Law.

NOW THEREFORE, in consideration of the above recitals, which are contractual, and the mutual promises contained herein, the parties agree to the following terms and conditions.

ARTICLE 1 PURPOSES - DEFINITIONS

1.1 Purpose of Agreement. The parties have agreed upon a plan for a commercial redevelopment comprised of remodeled retail space and at least one new commercial outlot at the Development Area (the "Development"). The purpose of this Agreement is to formalize and record the understandings and undertakings of the parties and to provide a framework within which the redevelopment of the land will take place.

1.2 Definitions. The terms listed below shall be defined for the purposes of this Agreement as follows:

1.2.1. **"City"** means the City of Neenah, a Wisconsin Municipal Corporation. The City may also be referred to as the City of Neenah.

1.2.2. **"Contribution" or "City Contribution"** means the Tax Increment Revenue Financing payment made to the Developer by the City pursuant to Section 4.4 upon the satisfactory

completion, on the part of all parties, of all undertakings as specified in Articles 3 and 4 as related to the Development Project.

1.2.3. **“Developer”** means Spring Creek Center II, LLC, a Wisconsin limited liability company.

1.2.4. **“Development Project” or “Project”** means the overall construction and/or remodeling of the improvements and uses anticipated by the Development Plan and this Agreement for the Development Area.

1.2.5. **“Development Area”** means the sum of all property described in Exhibit A, and constitutes the total boundaries of the project for which this Agreement is provided.

1.2.6. **“Development Plan”** means the Development as shown on Exhibit B as improved by the site improvements outlined in Exhibit C and as further described by this Agreement.

1.2.7. **“Development Phase”** means the acquisition of the property, remediation, site preparation work including building demolition, construction of site improvements and development as hereinafter described in Section 3.5.

1.2.8. **“Minimum Total Tax Value”** means the minimum Tax Increment Value required for the Development to be eligible for a City Contribution.

1.2.9. **“Minimum Contribution”** means the minimum amount of the Contribution made by the City to the Project.

1.2.10. **“Site Plan”** means the specific physical layout of the Development Area as shown on the Development Plan as shown on Exhibit B attached hereto.

1.2.11. **“Tax Increment Base Value”** means the equalized value of Real and Personal Property of the Development Area on January 1, 2022, as certified by the State with the filing of the amendment of Tax Incremental District No. 7 adding the Property.

1.2.12. **“Tax Increment Value”** means the equalized value above the Tax Increment Base Value established for the Development Area as determined by the City of Neenah assessor. The equalized value is calculated by taking the assessed value reported by the City of Neenah Assessor that is certified by the State Department of Revenue times the aggregate ratio.

1.2.13. **“Tax Increment Revenue”** means the personal and real property tax revenue (as defined in Section 66.1105(2)(i) of the Wisconsin Statutes) generated by the Tax Increment Value generated by the Project.

1.2.14. **“TID 7”** means Tax Incremental District No. 7 created by City Res. No. 6946; as amended by City Res. Nos. 6990, 7122 and 7174.

1.2.15. **“Zoning Code”** means Chapter 26 of the Code of Ordinances of the City of Neenah. The Zoning Code may also be referred to as the “Code”

ARTICLE 2 DESCRIPTION OF DEVELOPMENT

2.1 Development Area. The Development includes the land area described in full in Exhibit A as previously defined in the Agreement as the Development Area. The Development Area will be redeveloped and improved with a commercial/retail development, with site improvements substantially consistent with those described and depicted in the attached Exhibit C, on a timetable and with estimated property valuation as described in the attached Exhibit D.

**ARTICLE 3
UNDERTAKINGS OF THE DEVELOPER**

The Developer agrees that it shall:

3.1 Initiate, or cause to initiate by third parties, the Development Project and complete it in accordance with all applicable City zoning and building codes, fire codes, ordinances and regulations. The general components of the Development Project and the estimated timetable for completion of each component are set forth on Exhibit D, attached hereto. All project costs expended by Developer, after January 1, 2022, including costs incurred before the date of this Agreement, and which are eligible for funding pursuant to §66.1105 of the Wisconsin Statutes, are referred to as "Developer Costs". Developer Costs shall include, without limitation, costs for the construction of improvements, including hard and soft construction costs, professional fees, architectural fees, construction period interest, civil engineering fees, general contractor fees, infrastructure improvements, environmental remediation costs, demolition, public parking facilities, and the clearing, grading and construction of the Development Project, and other costs permitted pursuant to Section 66.1105, Wis. Stat.

3.2 Developer warrants and represents to the City that but for the assistance to be provided by the City under Article 4, herein, Developer would not be able to proceed with the Project.

3.3 Developer or others shall prepare site plans, specifications, development timetables, and budgets for redevelopment and construction work to be undertaken in Development Phase.

3.4 Developer has presented an Implementation Plan for the Development Project, which is attached as Exhibit D.

3.5 Developer will implement or cause to be implemented the Development Project in the appropriate location of the Development Area as provided in Exhibit D that will have an estimated Tax Increment Value as follows:

3.5.1 Development Phase

<u>Project Name</u>	<u>Building Type</u>	<u>Legal Description</u>	<u>Estimated Increased Tax Increment Value</u>
Initial Tenant Occupancy	Retail/Commercial	N/A	\$1.5 million
Secondary Tenant Occupancy	Retail/Commercial	N/A	\$1.5 million
Additional Tenant/New Construction	Retail/Commercial	N/A	\$2.0 million
Total			\$5 million

3.6 The City recognizes that in the current economic environment, approval of a Tax Increment District and approval of a Development Agreement may be necessary prior to the Developer obtaining full financing for this project. For the purpose of facilitating this joint approval process, the City will approve this Development Agreement with the contingency that prior to the City incurring any obligation to the Developer pursuant to the terms of this Agreement, the Developer shall:

3.6.1 Cooperate with the City to facilitate the City’s performance under Article 4.

3.6.2 Developer shall be responsible for obtaining all permits.

3.6.3 The Developer shall be solely responsible for the costs of the installation and maintenance of utilities and improvements within the Development Area. The Developer shall be solely responsible for complying with the State of Wisconsin’s prevailing wage rates where applicable.

3.6.4 Developer shall provide to the City’s Community Development Director documentation from the Developer’s bank and/or other funding sources confirming that the Developer has the ability to permanently finance the Development Project before it commences.

**ARTICLE 4
UNDERTAKINGS OF THE CITY**

The City agrees that it shall:

4.1 Appropriate sufficient funds for the performance of its obligations under this Agreement as described in this section.

4.2 City shall cooperate with Developer throughout the implementation of the Development Project and shall promptly review and/or process all submissions and applications in accordance with applicable City ordinances.

4.3 [Intentionally left blank.]

4.4 City has created TID 7 to support the Development Projects at the Development Area.

4.5 Subject to all of the terms, covenants and conditions of the Agreement and applicable provisions of law, and as inducement by the City to Developer to carry out the Development Projects, the City will provide payments to the Developer to assist with the Developer Costs.

4.5.1 Developer Costs –Development Project. Subject to all of the terms, covenants and conditions of the Agreement and applicable provisions of law, and as an inducement by the City to Developer to carry out Development Project, the City will provide payments to the Developer solely from future tax increments from the Development Area only to assist with Developer Costs. Upon approval of financing as outlined in Paragraph 3.6, TIF eligible expenditures incurred subsequent to January 1, 2022, may be counted as reimbursable expenses. The City’s total contribution for Developer Costs shall be limited to a maximum of \$950,000 of the property Tax Increment Revenue attributable to the Development Project, whichever is less, payable in installments over 12 years as provided hereunder. The City’s Contribution may be prepaid at any time, but until paid in full, the payments will be provided to the Developer as follows: Each year, beginning September 1, 2024, and continuing each September 1 thereafter until September 1, 2035, the City will pay to the Developer 80% of the Tax Increment Revenue received by the City with respect to the Development in that year, provided that the Tax Incremental Value of the Development Project also exceeds the Tax Increment Value designated in Section 3.5.1. No payments will be distributed until the property taxes have been paid on the Property.

4.6 The Developer shall submit to the City's Director of Community Development copies of original invoice documentation of eligible Developer Costs to support \$950,000 for Development Phase for documentary support of the City's contribution from Tax Increment Revenue.

4.6.1 As the sole source for payment of the City Contribution, the City agrees to pay Developer eighty percent (80%) of the property tax increment and Payment in Lieu of Taxes (PILOT) Agreement contributions attributable to the Property pursuant to this Agreement, based on taxes accrued through a date (the "Expiration Date") which shall be the earliest to occur of: (i) the date on which the City Contribution has been paid in full; or (ii) September 1, 2035.

4.7 Payments pursuant to this Agreement shall be made by September 1 solely from tax increments and PILOT payments attributable to the Development Project actually received by the City. In no event shall the City's tax incremental payments to the Developer exceed eighty percent (80%) of the tax increment generated by the Property, limited to a maximum of \$950,000. The City Contribution, as evidenced by this Agreement, shall be a special and limited obligation of the City and not a general obligation.

4.8 Developer hereby acknowledges that, as a result of the special and limited nature of the City's obligation to pay the City Contribution, Developer's recovery of the full amount of the City Contribution depends on factors including, but not limited to, future mill rates, changes in the assessed value of the Development Project, the failure of the Development Project to generate the Tax Increment Revenue at the rate expected by Developer, reduction in Tax Increment Revenue caused by revenue-sharing, changes in the Tax Increment Law, and other factors beyond the City's and/or Developer's control.

4.9 City covenants to Developer that:

4.9.1 City shall not use more than the twenty percent (20%) of the Tax Increment Revenue, as previously indicated, for the purposes other than to pay the City Contribution plus the allocable interest thereon.

4.9.2 Until the City Contribution has been paid in full, or a sum sufficient to pay off the City Contribution has been set aside to cover payment of the City Contribution, the City shall not close the District prior to the Expiration Date. Upon the Expiration Date, or payment in full of (or a sum sufficient set aside to pay in full) the City Contribution, the City will be entitled to close the District and no liability shall remain from the City to the Developer upon expiration of the District.

ARTICLE 5 TAX STATUS

5.1 As long as the District is in existence, the Development Project including the land and all buildings and improvements thereon shall be owned and taxable for real estate tax, special assessment purposes and personal property taxes. The City may waive the above restriction upon execution of a payment in lieu of taxes (PILOT) agreement, on a form acceptable to the City, made between the City and the owner or lessee of an exempt Development Project.

**ARTICLE 6
NO PARTNERSHIP OR VENTURE**

6.1 Developer and its contractors or subcontractors shall be solely responsible for the completion of the Project. Nothing contained in this Agreement shall create or effect any partnership, venture or relationship between the City and Developer or any contractor or subcontractor employed by Developer in the construction of the Project.

**ARTICLE 7
CONFLICT OF INTEREST**

7.1 No member, officer or employee of the City, during his/her tenure or for one year thereafter, will have or shall have had any interest, direct or indirect, in this Agreement or any proceeds thereof.

**ARTICLE 8
WATER AND WATER RELATED PUBLIC IMPROVEMENTS**

8.1 The City has already furnished water to the boundary of the Development. The Developer shall be solely responsible for the installation and maintenance of utility improvements to provide water service within the Development Project. Water service within the Development Project shall remain a private service. Private hydrants cannot be used for any purposes other than fire protection.

8.2 All plans and specifications for the design of the infrastructure and water improvements within the boundaries of the Development shall be subject to the approval of the City's Department of Public Works & Utilities and, where necessary, Building Inspections, prior to the beginning of construction. Such approval shall not be unreasonably withheld.

**ARTICLE 9
SANITARY SEWER**

9.1 The City has already provided sanitary sewer to the boundary of the Development. The Developer shall be solely responsible for installing and maintaining sanitary sewer infrastructure on the Development including any necessary lift stations, force mains and other improvements from the Development to the City's existing infrastructure. Sanitary sewer service within the Development shall remain a private service.

9.2 Under any of the circumstances set forth herein, the City shall permit the Owner/Developer to connect with the City's sanitary sewer system at such reasonably accessible and economically feasible locations as determined by the City.

9.3 All plans and specifications for the design of the infrastructure and sanitary sewer improvements within the boundaries of the Development shall be subject to the approval of the City's Department of Public Works & Utilities and, where necessary, Building Inspections, prior to the beginning of construction. Such approval shall not be unreasonably withheld.

**ARTICLE 10
STORMWATER MANAGEMENT**

10.1 The Developer shall follow all applicable State and City Stormwater Ordinances. The Developer shall be solely responsible for installing and maintaining all on-site stormwater management practices. Stormwater management within the Development Area shall remain private.

10.2 All plans and specifications for the design of the infrastructure and stormwater sewer improvements within the boundaries of the Development shall be subject to the approval of the City's Department of Public Works & Utilities and, where necessary, Building Inspections, prior to the beginning of construction. Such approval shall not be unreasonably withheld.

**ARTICLE 11
STREET IMPROVEMENTS**

[INTENTIONALLY LEFT BLANK]

**ARTICLE 12
WRITTEN NOTICES**

12.1 Any written notice required under this Agreement shall be sent to the following individuals:

FOR THE CITY:

City of Neenah
Community Development Department
211 Walnut Street
Neenah, WI 54956
Attention: Chris Haese

With a copy to:

City of Neenah
City Attorney's Office
211 Walnut Street
Neenah, WI 54956
Attn: Adam James Westbrook

DEVELOPER:

Spring Creek Center II, LLC
c/o AIG Properties, Ltd.
118 West Peckham Street
Neenah, WI 54956
Attn: Phil Langohr

With a copy to:

Von Ruden & Nix, S.C.
4410 Golf Terrace, Suite 210
Eau Claire, WI 54701
Attn: Dustin F. Von Ruden

ARTICLE 13
MISCELLANEOUS

13.1 *Assignment.* No party to this Agreement may assign any of its interest or obligations hereunder without first obtaining the written consent of the other party except as otherwise provided for in this Agreement. Notwithstanding the foregoing, Developer may: (i) assign its rights and obligations under this Agreement to an entity that holds title to the Project and that is controlled by Developer or by one or more of the principals of Developer. The City shall not be bound to any such assignment until it has received written notice.

13.2 *Nondiscrimination.* The Developer agrees that neither the Development Area nor any portion thereof, shall be sold to, leased or used by any party in a manner to permit discrimination or restriction on the basis of race, creed ethnic origin or identity, color, gender, religion, marital status, age, handicap, or national origin and that construction, redevelopment, improvement, and operation of the Development shall be in compliance with all effective laws, ordinances and regulations relating to discrimination or any of the foregoing grounds.

13.3 *Financial Reports.* The Developer agrees to maintain records such that actual project expenditures in the Development may be ascertained. Upon reasonable notice from the City, authorized representatives of the City shall be entitled to examine such records at the Developer's Development to verify the amount of construction expenditures that have been incurred by the Developer.

13.4 *Cost Overruns.* Except, as provided herein, all work, undertakings, or other actions to be taken by a specific party hereto shall be completed at the sole cost and expense of such party. Without limiting the foregoing, all cost overruns of any work, undertaking, or other action to be taken by City hereunder shall be borne by City. Likewise, and without limiting the foregoing, all cost overruns of any work, undertaking, or other action to be taken by the Developer hereunder shall be borne by Developer.

13.5 *No Third Party Beneficiaries.* This Agreement is made solely for the benefit of the parties hereto and their permitted assignees, and no other party shall acquire or have any rights under this Agreement or by virtue of this Agreement.

13.6 *No Personal Liability.* Under no circumstances shall any shareholder, partner, member, officer, director, employee, contractor, or agent of City or Developer have any personal liability arising out of this Agreement, and no party shall seek or claim any such personal liability against any such party.

13.7 *Force Majeure.* No party shall be responsible to any other party for any resulting losses if the fulfillment of any of the terms of this Agreement is delayed or prevented by revolutions or other civil disorders, wars, acts of enemies, strikes, pandemic, inability to procure labor or materials, fires, floods, acts of God, or by any other cause not within the control of the party whose performance was interfered with, and which, by the exercise of reasonable diligence, such party is unable to prevent, whether of the class of causes hereinabove enumerated or not, (collectively, "events of force majeure") and the time for performance shall be extended by the period of delay occasioned by any such cause.

13.8 *Governing Law.* The laws of the State of Wisconsin shall govern this Agreement.

13.9 *Counterparts.* This Agreement may be signed in any number of counterparts with the same effect as if the signatures thereto and hereto were upon the same instrument. No amendment of this Agreement shall be effective unless in writing and signed by the party to be bound thereby.

13.10 *Severability.* If any provision of this Agreement shall be held or deemed to be inoperative or unenforceable as applied in any particular case in any jurisdiction because it conflicts with any other provision or provisions of this Agreement or any constitution or statute or rule of public policy, or for any other reason, then such circumstance shall not have the effect of rendering the provision in question inoperative or unenforceable in any other case or circumstance, or of rendering any other provision or provisions herein invalid, inoperative, or unenforceable to any extent whatever.

To the maximum extent possible, this Agreement shall be construed in a manner consistent with the

powers of City, including, but not limited to, their powers under the Tax Increment Law, § 66.1105, Wis. Stats, and the Blight Elimination and Slum Clearance Act, § 66.1333, Wis. Stats., to achieve its intended purpose. Reference is made to Chapter 105, Laws of 1975 § 4, and to § 66.1333(17), Wis. Stats., which provide that the Tax Increment Law and the Blight Elimination and Slum Clearance Act should be construed liberally to effectuate their purposes.

13.11 *Further Assurances.* The parties shall enter into all such further agreements and instruments and shall take all such further actions as may be reasonably necessary or desirable to give further force or effect to this Agreement.

13.12 *Time is of the Essence.* Time is of the essence as to all dates and time periods set forth in this Agreement.

[SIGNATURES BEGIN ON THE FOLLOWING PAGE]

IN WITNESS WHEREOF, the parties have executed this Agreement on the day and year first above written.

CITY OF NEENAH:

By:

Mayor

ATTEST:

By:

Charlotte Nagel, City Clerk

I hereby certify that the necessary funds have been provided to pay the liability incurred by the City of Neenah on the within Contract.

Michael K. Easker, Director of Finance

APPROVED AS TO FORM:

Adam Westbrook, City Attorney

DEVELOPER:

SPRING CREEK CENTER II, LLC

By:

Philip L. Langohr, Manager

SCHEDULE OF EXHIBITS

- A. Legal Description of the Property
- B. Development Plan
- C. Site Improvements
- D. Project Timetable
- E. Estimated Property Values

Exhibit A
Development Area
CSM and the Descriptions

PARCEL A:

LOT 1 OF CERTIFIED SURVEY MAP NO. 3364, RECORDED IN THE OFFICE OF THE REGISTER OF DEEDS FOR WINNEBAGO COUNTY, WISCONSIN, ON FEBRUARY 14, 1996, IN VOLUME 1 OF CERTIFIED SURVEY MAPS ON PAGE 3364 AS DOCUMENT NO. 927218, BEING ALL OF LOT 1, CERTIFIED SURVEY MAP NO. 2052, BEING PART OF THE NORTHEAST 1/4 OF THE SOUTHEAST 1/4 AND PART OF THE SOUTHEAST 1/4 OF THE NORTHEAST 1/4 OF SECTION 29, TOWN 20 NORTH, RANGE 17 EAST, IN THE CITY OF NEENAH, COUNTY OF WINNEBAGO, STATE OF WISCONSIN.

EXCEPTING THEREFROM THAT PORTION CONVEYED TO THE CITY OF NEENAH IN WARRANTY DEED RECORDED JANUARY 10, 2011 AS DOCUMENT NO. 1562383.

PARCEL B:

NON-EXCLUSIVE EASEMENT FOR THE BENEFIT OF PARCEL A CREATED BY CROSS-EASEMENT AGREEMENT RECORDED OCTOBER 12, 1989 AS DOCUMENT NO. 731618 FOR INGRESS AND EGRESS AS PROVIDED FOR THEREIN.

Property Id. Nos: 807-0616-01-00

**Exhibit B
Development Plan**



Exhibit C

Site Improvements

- Interior Demolition
- Upgrade building HVAC & other mechanicals
- Tenant space build out
- Façade modifications
- Parking restoration/reconstruction
- Outlot creation
- New construction (on outlot)

Exhibit D

Development Plan Time Table & Property Valuation

Major Milestones	Estimated Date	Estimated Value as of Estimated Date (cumulative)
Initial Tenant Occupancy	January 1, 2023	\$4,220,000
Secondary Tenant Occupancy	January 1, 2024	\$5,720,000
Additional Tenant Occupancy and/or New Construction	January 1, 2025	\$7,720,000



Finance Department
211 Walnut St. • P.O. Box 426 • Neenah WI 54957-0426
Phone 920-886-6141 • Fax: 920-886-6150
e-mail: measker@ci.neenah.wi.us
MICHAEL K. EASKER, CPA
FINANCE DIRECTOR

MEMORANDUM

DATE: March 25, 2022
TO: Chairman Erickson and Members of the Finance and Personnel Committee
FROM: Michael K. Easker, Director of Finance *Mike*
RE: 2021 Operating Budget Carry Forwards to 2022

Attached are the detailed departmental requests for 2021 Operating Budget Carry Forwards to 2022. The carry forward requests are all within the City's General Fund and total \$107,430.

Motion to recommend Council approve the 2021 Operating Budget Carry Forwards to 2022 as submitted.

Thank you.

CITY OF NEENAH
2021 OPERATING BUDGET CARRY FORWARDS

DEPARTMENT	DESCRIPTION	ACCOUNT NUMBER	BUDGET LINE ITEM	BALANCE LINE ITEM BUDGET	AMOUNT REQUESTED	PURCHASE ORDER
COMMUNITY DEVELOPMENT	Misc. Expenditures	010-9320-801-0261	300	300	300	NO
	All Other Supplies	010-9320-801-0333	1,000	854	850	NO
PUBLIC WORKS	Epoxy Pavement Markings Contract	010-7101-736-0226	51,000	17,590	17,590	YES
	Garage Computer Upgrades	Balance of Total PW Capital Outlay	6,100	5,509	4,100	YES
	Traffic Signal Supplies	010-7101-736-0317	26,158	12,933	12,000	NO
	Traffic Sign & Barricade Supplies	010-7101-736-0327	15,938	3,004	3,000	NO
POLICE	Overtime	010-2101-711-0104	346,000	54,021	50,000	NO
	Targets & Ammunition	010-2103-711-0329	19,000	3,504	2,000	NO
	Maintenance of Building	010-2101-711-0214	38,000	17,590	17,590	NO
					107,430	
					General Fund	107,430



Aaron L. Olson
Chief of Police

CITY OF NEENAH POLICE DEPARTMENT



2111 Marathon Avenue
Neenah, Wisconsin 54956

Memo

To: Mike Easker and Andrew Kahl, Finance
Mayor Dean Kaufert

From: Chief Aaron L. Olson *ALO*

Date: 2/21/2022

Re: 2021 to 2022 Carry Forwards

During 2021, we managed our budget very well and had a remaining balance of \$317,901. Of this money, we are requesting to carry over \$87,975, outlined below.

Overtime Wages (010-2101-711-0104)

At the end of 2021, we had \$54,021 remaining in our overtime budget. Due to four vacancies, as well as four known FMLA absences, we are already anticipating our overtime budget to go into the red for 2022.

We are currently short two positions. While we have already identified replacements for these vacancies, they are not Wisconsin State certified police officers and must attend the police academy from June through August. Furthermore, once they graduate from the police academy, they will need to successfully complete four months of field training, which means they will not be on the road until the end of December 2022 at the earliest.

We also have two pending retirements: one senior officer will be retiring April 1, and one lieutenant will be retiring in June. We have already identified their replacements as well, but they are not Wisconsin State certified police officers either. We have two slots reserved in the September police academy, which means the new officers won't be finished with training and working on their own until 2023. Given the current circumstances law enforcement is facing with hiring police officers, we are extremely pleased to have good candidates in place to be hired; unfortunately, they are not yet sworn officers.

With these current and upcoming four vacancies, coupled with four FMLA requests, which we have to approve by Federal Law, we feel carrying forward \$50,000 of our remaining \$54,021 overtime budget from 2021 will help the City tremendously. While this is a generous ask, we have successfully proven management of our overtime budget over the past four years, having never once gone into the red with it.



Further breakdown:

Projected Overtime Estimation for Vacancies and FMLA Hours Calculation:

- Patrol officers are scheduled to work 2,022 hours per year, which is approximately 38.9 hours per week
- Four officer positions will not count towards the patrol schedule for the entire 2022 year
- Four officers will be on FMLA for a combined 48 weeks
 - 48 weeks of FMLA = 1,867.2 hours to fill
 - Two officers not on the schedule for 52 weeks = 4,044 hours
 - Two officers not on the schedule for 26 weeks = 2,022 hours

Total hours not worked due to vacancies and FMLA: 7,933

Wage Calculation

The overtime wage calculation below is for a three-year officer at the January 2022 pay rate, which is the average between the lowest patrol rate and the top patrol rate. The cost will fluctuate depending on who works the overtime. For example, sergeants, investigators, and lieutenants would have a higher rate of pay.

The normal pay rate for a three-year officer is approximately \$33.92 per hour.

The overtime rate for a three-year officer is approximately \$50.88 per hour.

Projected Overtime Cost for 2022 due to Light Duty and FMLA

Overtime Percentage	Estimated Cost
100% of shifts filled	\$403,631
75% of shifts filled	\$302,723
50% of shifts filled (most likely)	\$227,042
25% of shifts filled (goal)	\$170,281

We are requesting all \$50,000 of our overtime budget be carried over to offset these known costs. We will continue to be diligent in our overtime allocations and will do our very best to keep the overtime budget out of the red. The \$50,000 of carry forward money will greatly assist us in this goal.

Targets and Ammunition (010-2103-711-0329)

We had \$3,504 remaining in our operating budget at the end of 2021 and request to carry forward \$2,000 to offset inflation, as Lieutenant Kuffel has found most of our ammunition has doubled in price.

Maintenance of Building (010-2101-711-0214)

We had \$17,591 remaining in our budget at the end of 2021. We will be removing the obsolete tower on the west side of our building and have received a quote from Baycom, who we currently use for all of our radios, of \$19,725 to remove the tower. This quote is valid until the end of March 2022. Through our

research, other companies charge upwards of \$50,000 to tear down towers. This removal will need to be completed before we can break ground on the building expansion.

Capital Project - Motor Vehicles (011-2198-743-8105)

Due to inflation costs of vehicles, we are requesting to carry forward our remaining \$2,680, as we project we will go over budget by \$6,109.

Capital Project - Outside LED Lamps (013-2162-743-0236)

This project was denied in 2021, with the understanding we would complete it once the building expansion was underway. As such, we have all \$15,200 remaining, which can be used this fall after we break ground.



MEMORANDUM

DATE: March 28, 2022
TO: Chairwoman Erickson, members of the Finance & Personnel Committee
FROM: City Attorney Adam Westbrook
RE: Erasing Past Due Debt

In 2019, the City began sending past due invoices to collections in order to be collected upon. While this has seen some success in getting payment on those accounts, there continue to be accounts for which no owner can be found, or the time frame for filing a claim in Circuit Court has expired.

In order to get rid of these debts, the Council must approve a motion erasing the debt. Attached to this memo is a spreadsheet showing the invoice number, date of incident, and amount of debt that needs to be erased.

An appropriate motion would be to recommend the Common Council approve erasing the total amount set forth in the attached spreadsheet from past due accounts that are uncollectable.

Past Due Accouts to be Erased.

Invoice Number	Date of Incident	Amount Unpaid
34331	09/30/13	100.00
34928	12/12/14	278.38
34468	12/31/13	86.01
34961	12/31/14	558.00
35275	08/20/15	671.76
35558	03/31/16	377.91
35357	10/29/15	1,909.75
Total Debt		\$ 3,981.81



MEMORANDUM

To: Members of the Finance and Personnel Committee

From: Chairman Erickson *JE*

Date: March 23, 2022

Re: February Voucher Review

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

1. February General Expenditure Voucher Nos. 403 through 408 (\$399,859.93) and 53842 through 54035 (\$1,332,185.36) and February payroll Voucher Nos. 208715 through 208727 (\$27,027.41) for a combined total of \$1,759,072.70.
2. February Automated Transfers Nos. 1 through 62 totaling \$13,053,601.92.

I recommend their approval.

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

Attachments

EXPENDITURE ABSTRACT FOR PERIOD FEBRUARY 1 THROUGH FEBRUARY 28, 2022
EXPLANATION OF AUTOMATED TRANSFERS

Transfer No.	Transfer Date	Amount	Purpose	Budget/Cost Center
1	2/1/22	\$1,405.32	DELTA DENTAL Vision Premium	FRINGE BENEFIT DIST.
2	2/1/22	\$232,650.78	HEALTH PARTNERS February Insurance Premium	FRINGE BENEFIT DIST.
3	2/1/22	\$1,759.88	BANCORP FSA/HRA Debit Card Prefund	N/A
4	2/1/22	\$534,923.24	VINING SPARKS Security Purchase	N/A
5	2/2/22	\$7,490.28	DELTA DENTAL Dental Claims	FRINGE BENEFIT DIST.
6	2/2/22	\$247.71	DIVERSIFIED BENEFIT SERVICES 2022 Employee FSA Plan	N/A
7	2/2/22	\$2,583.83	DIVERSIFIED BENEFIT SERVICES 2022 Employee HRA Plan	N/A
8	2/3/22	\$249,730.49	VINING SPARKS Security Purchase	N/A
9	2/3/22	\$11,142.75	MISSIONSQUARE 457 Deferred Comp. Contributions	N/A
10	2/3/22	\$4,217.54	MISSIONSQUARE Employee IRA Contributions	N/A
11	2/3/22	\$1,272.54	MIDAMERICA FICA Alternative Plan #3121	N/A
12	2/3/22	\$50.00	NORTHSHORE BANK 457 Deferred Comp. Contributions	N/A
13	2/3/22	\$1,000.58	ASSOCIATED BANK Deferred Comp. Contributions	N/A
14	2/3/22	\$2,049.49	ASSOCIATED BANK Child Support	N/A
15	2/3/22	\$464,656.61	EMPLOYEE PAYROLL ACH Direct Deposit	N/A
16	2/3/22	\$2,350.00	NATIONWIDE 457 Deferred Comp. Contributions	N/A
17	2/3/22	\$275.00	NATIONWIDE Employee IRA Contributions	N/A
18	2/4/22	\$1,884.02	DIVERSIFIED BENEFIT SERVICES 2022 Employee HRA Plan	N/A

EXPENDITURE ABSTRACT FOR PERIOD FEBRUARY 1 THROUGH FEBRUARY 28, 2022
EXPLANATION OF AUTOMATED TRANSFERS

<u>Transfer No.</u>	<u>Transfer Date</u>	<u>Amount</u>	<u>Purpose</u>	<u>Budget/Cost Center</u>
19	2/4/22	\$130,188.70	DEPARTMENT OF THE TREASURY Employer/Employee Social Security Federal Withholding	FRINGE BENEFITS DIST.
20	2/7/22	\$253.97	DIVERSIFIED BENEFIT SERVICES 2022 Employee FSA Plan	N/A
21	2/7/22	\$33,112.71	PELION/PRECISION PRIME RHS Employee Benefit	N/A
22	2/7/22	\$247,425.89	VINING SPARKS Security Purchase	N/A
23	2/8/22	\$8,317.82	BANCORP FSA/HRA Debit Card Prefund	N/A
24	2/9/22	\$11,716.95	DELTA DENTAL Dental Claims	FRINGE BENEFIT DIST.
25	2/9/22	\$650.00	DIVERSIFIED BENEFIT SERVICES 2022 Employee FSA Plan	N/A
26	2/9/22	\$9,260.30	DIVERSIFIED BENEFIT SERVICES 2022 Employee HRA Plan	N/A
27	2/14/22	\$2,686.91	ASSOCIATED BANK Jan Bank Service Fee	N/A
28	2/14/22	\$721.48	DIVERSIFIED BENEFIT SERVICES 2022 Employee FSA Plan	N/A
29	2/15/22	\$2,699.60	BANCORP FSA/HRA Debit Card Prefund	N/A
30	2/15/22	\$30,441.72	WISCONSIN DEPT OF REVENUE State Withholding	FRINGE BENEFITS DIST
31	2/16/22	\$455.34	DIVERSIFIED BENEFIT SERVICES 2022 Employee FSA Plan	N/A
32	2/16/22	\$5,074.23	DIVERSIFIED BENEFIT SERVICES 2022 Employee HRA Plan	N/A
33	2/16/22	\$3,802.80	DELTA DENTAL Dental Claims	FRINGE BENEFIT DIST.
34	2/17/22	\$11,142.75	MISSIONSQUARE 457 Deferred Comp. Contributions	N/A
35	2/17/22	\$4,217.54	MISSIONSQUARE Employee IRA Contributions	N/A
36	2/17/22	\$1,819.10	MIDAMERICA FICA Alternative Plan #3121	N/A

EXPENDITURE ABSTRACT FOR PERIOD FEBRUARY 1 THROUGH FEBRUARY 28, 2022
EXPLANATION OF AUTOMATED TRANSFERS

<u>Transfer No.</u>	<u>Transfer Date</u>	<u>Amount</u>	<u>Purpose</u>	<u>Budget/Cost Center</u>
37	2/17/22	\$50.00	NORTHSHORE BANK 457 Deferred Comp. Contributions	N/A
38	2/17/22	\$937.45	ASSOCIATED BANK Deferred Comp Contributions	N/A
39	2/17/22	\$2,049.49	ASSOCIATED BANK Child Support	N/A
40	2/17/22	\$473,218.31	EMPLOYEE PAYROLL ACH Direct Deposit	N/A
41	2/17/22	\$2,350.00	NATIONWIDE 457 Deferred Comp. Contributions	N/A
42	2/17/22	\$300.00	NATIONWIDE Employee IRA Contributions	N/A
43	2/18/22	\$138,418.28	DEPARTMENT OF THE TREASURY Employer/Employee Social Security Federal Withholding	FRINGE BENEFITS DIST.
44	2/18/22	\$1,341.91	DIVERSIFIED BENEFIT SERVICES 2022 Employee HRA Plan	N/A
45	2/18/22	\$182,323.60	PELION/PRECISION PRIME RHS Employee Benefit	N/A
46	2/18/22	\$610,956.67	FOX VALLEY TECHNICAL COLLEGE February Tax Settlement	N/A
47	2/18/22	\$5,069,908.83	NJSD February Tax Settlement	N/A
48	2/18/22	\$3,031,751.27	WINNEBAGO COUNTY TREASURER February Tax Settlement	N/A
49	2/18/22	\$3,322.08	WISCONSIN DEPT OF REVENUE Jan Sales Tax	N/A
50	2/22/22	\$546.55	DIVERSIFIED BENEFIT SERVICES 2022 Employee FSA Plan	N/A
51	2/22/22	\$250,000.00	VINING SPARKS Security Purchase	N/A
52	2/23/22	\$5,056.41	DELTA DENTAL Dental Claims	FRINGE BENEFIT DIST.
53	2/23/22	\$2,713.05	BANCORP FSA/HRA Debit Card Prefund	N/A
54	2/23/22	\$7,439.73	DIVERSIFIED BENEFIT SERVICES 2022 Employee HRA Plan	N/A

EXPENDITURE ABSTRACT FOR PERIOD FEBRUARY 1 THROUGH FEBRUARY 28, 2022
EXPLANATION OF AUTOMATED TRANSFERS

Transfer No.	Transfer Date	Amount	Purpose	Budget/Cost Center
55	2/24/22	\$494,907.94	VINING SPARKS Security Purchase	N/A
56	2/25/22	\$410.00	DIVERSIFIED BENEFIT SERVICES 2022 Employee HRA Plan	N/A
57	2/28/22	\$890.00	DIVERSIFIED BENEFIT SERVICES 2022 Employee FSA Plan	N/A
58	2/28/22	\$27,343.08	WISCONSIN DEPT OF REVENUE State Withholding	FRINGE BENEFITS DIST
59	2/28/22	\$193,579.60	WI EMPLOYEE TRUST FUNDS Retirement Contribution	FRINGE BENEFITS DIST
60	2/28/22	\$515,874.60	VINING SPARKS Security Purchase	N/A
61	2/28/22	\$11,978.25	ASSOCIATED BANK Debt Service Payment	N/A
62	2/28/22	\$2,256.95	MERCHANT SERVICES Debit Card/Credit Card Service Fee	N/A
	FEB TOTAL	\$13,053,601.92		

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403	2/28/2022	4,762.00	U S BANK	41-0000-303-0000	AW EMPL SOLUTN PORTA	Benefit Accrual Fund
	2/28/2022	3,327.00	U S BANK	41-0000-303-0000	AW EMPL SOLUTN PORTA	Benefit Accrual Fund
	2/28/2022	4,704.00	U S BANK	41-0000-303-0000	AW EMPL SOLUTN PORTA	Benefit Accrual Fund
	2/28/2022	3,654.00	U S BANK	10-0000-303-0000	D & M FLOORING AMERI	General Fund
	2/28/2022	5,040.66	U S BANK	10-0000-303-0000	ORION WASTE SOLUTION	General Fund
	2/28/2022	2,502.50	U S BANK	10-0000-303-0000	WASTE MGMT WM EZPAY	General Fund
	2/28/2022	8,526.69	U S BANK	39-0000-131-0400	LEVENHAGEN OIL CORPO	Fleet Management
	2/28/2022	16,590.16	U S BANK	39-0000-131-0400	LEVENHAGEN OIL CORPO	Fleet Management
	2/28/2022	2,067.70	U S BANK	10-0515-703-0301	COMPLETE OFFICE OF W	Finance/Central Serv
	2/28/2022	2,938.00	U S BANK	10-7581-737-8115	ACP CREATIVIT LLC	Public Works Eq/Capi
CHECK TOTAL		54,112.71				
404	2/28/2022	7,920.00	U S BANK	11-1777-743-8115	CDW GOVT #R773153	Capital Equipment Fu
	2/28/2022	9,185.00	U S BANK	180-2301-712-0238	AW EMPL SOLUTN PORTA	Neenah Menasha Fire
	2/28/2022	5,081.23	U S BANK	10-9501-821-0340	THE PENWORTHY COMPAN	Public Library/Libra
	2/28/2022	4,979.52	U S BANK	400-0000-207-0481	BADGER METER INC	Water
	2/28/2022	9,999.00	U S BANK	400-0000-207-0481	BADGER METER INC	Water
	2/28/2022	9,999.00	U S BANK	400-0000-207-0481	BADGER METER INC	Water
	2/28/2022	9,999.00	U S BANK	400-0000-207-0481	BADGER METER INC	Water
	2/28/2022	9,990.00	U S BANK	400-0000-207-0481	BADGER METER INC	Water
	2/28/2022	9,990.00	U S BANK	400-0000-207-0481	BADGER METER INC	Water
	2/28/2022	9,990.00	U S BANK	400-0000-207-0481	BADGER METER INC	Water
CHECK TOTAL		87,132.75				
405	2/28/2022	6,775.00	U S BANK	11-2196-743-8133	CELLEBRITE INC.	Capital Equipment Fu
	2/28/2022	4,985.00	U S BANK	10-2181-711-8133	BAKER BALLISTICS, LL	Police Departme/Capi
	2/28/2022	5,590.50	U S BANK	10-2181-711-8133	BAKER BALLISTICS, LL	Police Departme/Capi
	2/28/2022	3,850.00	U S BANK	11-2196-743-8133	CELLEBRITE INC.	Capital Equipment Fu
	2/28/2022	2,160.18	U S BANK	400-0401-770-6410	HAWKINS INC	Water
	2/28/2022	3,126.31	U S BANK	400-0401-770-6410	HAWKINS INC	Water
	2/28/2022	6,739.60	U S BANK	400-0401-770-6410	KEMIRA WATER SOLUTIO	Water
CHECK TOTAL		33,226.59				
406	2/28/2022	2,954.52	U S BANK	39-3703-732-0360	MONROE TRUCK EQUIPME	Fleet Management
	2/28/2022	5,028.64	U S BANK	11-1777-742-8115	ONE SOURCE TECHNOLOG	Capital Equipment Fu
	2/28/2022	13,674.00	U S BANK	11-8887-743-8133	VORPAHL FIRE & SAFET	Capital Equipment Fu
	2/28/2022	4,960.66	U S BANK	10-4101-733-0244	ORION WASTE SOLUTION	Sanitation/Refuse Ga
	2/28/2022	3,910.28	U S BANK	10-0509-703-0721	NEENAH MAIN AUTO BOD	Finance/Property Dam
	2/28/2022	2,400.26	U S BANK	12-0000-303-0000	KUEHL ELECTRIC INC	Streets,Utility,Side
CHECK TOTAL		32,928.36				
407	2/28/2022	19,800.00	U S BANK	11-1782-743-8114	IN *STELLAR BLUE TEC	Capital Equipment Fu
	2/28/2022	4,877.15	U S BANK	180-2481-712-8133	JEFFERSON FIRE & SAF	Neenah Menasha Fire
	2/28/2022	3,179.88	U S BANK	180-2301-712-8149	FIRESTATIONFURNIT	Neenah Menasha Fire
	2/28/2022	9,999.00	U S BANK	400-0000-207-0481	BADGER METER INC	Water

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	2/28/2022	2,450.40	U S BANK	400-0402-770-6520	JASPER ENGINEERING A	Water
	2/28/2022	2,160.18	U S BANK	400-0401-770-6410	HAWKINS INC	Water
	2/28/2022	9,990.00	U S BANK	400-0000-207-0481	BADGER METER INC	Water
		=====				
	CHECK TOTAL	52,456.61				
408	2/28/2022	4,955.40	U S BANK	10-2103-711-0329	STREICHER'S MO	Police Departme/Poli
		=====				
	CHECK TOTAL	4,955.40				
53844	2/03/2022	3,041.67	ASSOCIATED APPRAISAL CONSULTAN	10-9314-801-0236	FEB SERVICES	Community Devel/Asse
		=====				
	CHECK TOTAL	3,041.67				
53849	2/03/2022	5,704.00	BURKE TRUCK & EQUIPMENT INC	39-3703-732-0360	PLOW BLADES	Fleet Management
		=====				
	CHECK TOTAL	5,704.00				
53851	2/03/2022	7,500.00	ECWRPC	13-8882-743-0236	JUN-DEC SERV/COMP	Facility Improvement
		=====				
	CHECK TOTAL	7,500.00				
53852	2/03/2022	3,094.00	ENERGY CONTROL & DESIGN INC	10-9501-821-0214	HVAC REPAIR	Public Library/Libra
	2/03/2022	6,473.00	ENERGY CONTROL & DESIGN INC	10-9501-821-0214	2022 TSP MAINTENANCE	Public Library/Libra
	2/03/2022	5,652.00	ENERGY CONTROL & DESIGN INC	10-9501-821-0214	2022 MECHANICAL SRVC	Public Library/Libra
		=====				
	CHECK TOTAL	15,219.00				
53853	2/03/2022	3,205.54	REAL ESTATE REFUNDS	92-0000-303-0000	REFUND OVERPD RE TAX	Real Estate Tax Agen
		=====				
	CHECK TOTAL	3,205.54				
53856	2/03/2022	12,500.00	FOX CITIES CHAMBER OF COMMERCE	27-2496-743-0236	ECONOMIC DEVELOPMENT TIF #7 - Westside Bu	
		=====				
	CHECK TOTAL	12,500.00				
53857	2/03/2022	3,867.12	GRAYMONT WESTERN LIME INC	400-0401-770-6410	HYDRATED LIME	Water
	2/03/2022	3,565.36	GRAYMONT WESTERN LIME INC	400-0401-770-6410	HYDRATED LIME	Water
		=====				
	CHECK TOTAL	7,432.48				
53860	2/03/2022	6,171.45	IAFF LOCAL 275	10-0000-312-1400	P/R DIST 02-03	General Fund
		=====				
	CHECK TOTAL	6,171.45				

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53869	2/03/2022	3,031.37	MENASHA, CITY OF	88-7051-938-0575	JAN COURT FINES	Joint Municipal Cour
		=====				
	CHECK TOTAL	3,031.37				
53880	2/03/2022	3,931.58	STATE OF WISCONSIN	88-7051-938-0576	JAN COURT FINES - NE	Joint Municipal Cour
	2/03/2022	2,128.93	STATE OF WISCONSIN	88-7051-938-0576	JAN COURT FINES - ME	Joint Municipal Cour
		=====				
	CHECK TOTAL	6,060.51				
53881	2/03/2022	7,179.00	TITLETOWN DRONES	11-2130-743-8133	DRONE & ACCESSORIES	Capital Equipment Fu
		=====				
	CHECK TOTAL	7,179.00				
53883	2/03/2022	37.00	TREEO'S	44-7702-738-0236	SNOW REMOVAL 12/31	Parking Utility Fund
	2/03/2022	737.00	TREEO'S	44-7705-738-0236	SNOW REMOVAL 12/30	Parking Utility Fund
	2/03/2022	341.00	TREEO'S	44-7705-738-0236	SNOW REMOVAL 12/29	Parking Utility Fund
	2/03/2022	74.00	TREEO'S	44-7702-738-0236	SNOW REMOVAL 12/28	Parking Utility Fund
	2/03/2022	838.25	TREEO'S	44-7705-738-0236	SNOW REMOVAL 12/28	Parking Utility Fund
	2/03/2022	419.00	TREEO'S	44-7705-738-0236	SNOW REMOVAL 12/27	Parking Utility Fund
	2/03/2022	92.50	TREEO'S	44-7702-738-0236	SNOW REMOVAL 12/27	Parking Utility Fund
	2/03/2022	182.50	TREEO'S	44-7705-738-0236	SNOW REMOVAL 12/23	Parking Utility Fund
	2/03/2022	64.75	TREEO'S	44-7702-738-0236	SNOW REMOVAL 11/30	Parking Utility Fund
	2/03/2022	282.50	TREEO'S	44-7705-738-0236	SNOW REMOVAL 1/24	Parking Utility Fund
	2/03/2022	111.00	TREEO'S	44-7702-738-0236	SNOW REMOVAL 1/24	Parking Utility Fund
	2/03/2022	224.00	TREEO'S	44-7705-738-0236	SNOW REMOVAL 1/23	Parking Utility Fund
	2/03/2022	182.50	TREEO'S	44-7705-738-0236	SNOW REMOVAL 1/22	Parking Utility Fund
	2/03/2022	74.00	TREEO'S	44-7702-738-0236	SNOW REMOVAL 1/7	Parking Utility Fund
	2/03/2022	185.00	TREEO'S	44-7702-738-0236	SNOW REMOVAL 1/6	Parking Utility Fund
	2/03/2022	263.00	TREEO'S	44-7705-738-0236	SNOW REMOVAL 1/6	Parking Utility Fund
	2/03/2022	111.00	TREEO'S	44-7702-738-0236	SNOW REMOVAL 1/5	Parking Utility Fund
	2/03/2022	656.25	TREEO'S	44-7705-738-0236	SNOW REMOVAL 1/5	Parking Utility Fund
	2/03/2022	571.00	TREEO'S	44-7705-738-0236	SNOW REMOVAL 1/13	Parking Utility Fund
	2/03/2022	74.00	TREEO'S	44-7702-738-0236	SNOW REMOVAL 1/12	Parking Utility Fund
		=====				
	CHECK TOTAL	5,520.25				
53886	2/03/2022	12,000.00	USPS	10-0000-132-0600	CITY NEWSLETTER POST	General Fund
		=====				
	CHECK TOTAL	12,000.00				
53888	2/03/2022	1,515.36	WE ENERGIES	10-8801-788-0222	DEC ELECTRIC	Parks/Parks Operatio
	2/03/2022	1,325.24	WE ENERGIES	10-8801-788-0223	DEC GAS	Parks/Parks Operatio
	2/03/2022	104.34	WE ENERGIES	44-7702-738-0222	9999 MILLVIEW DR	Parking Utility Fund
	2/03/2022	405.73	WE ENERGIES	10-9323-801-0222	BUS SHELTER	Community Devel/Mass
		=====				
	CHECK TOTAL	3,350.67				

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53889	2/03/2022	2,000.00	MISC VENDOR	46-5001-743-0236	RPR SEWER LATERAL RE	Sewer Capital Fund
		=====				
		CHECK TOTAL	2,000.00			
53891	2/03/2022	2,200.00	WESTWOOD INFRASTRUCTURE	27-2498-743-0236	JEWELERS PARK TRAIL	TIF #7 - Westside Bu
	2/03/2022	678.30	WESTWOOD INFRASTRUCTURE	27-2498-743-0236	JEWELERS PARK TRAIL	TIF #7 - Westside Bu
		=====				
		CHECK TOTAL	2,878.30			
53894	2/03/2022	154.38	WINNEBAGO COUNTY TREASURER	10-2101-711-0231	DEC-2 PRISONERS X 3	Police Departme/Poli
	2/03/2022	1,545.87	WINNEBAGO COUNTY TREASURER	88-7051-938-0577	JAN COURT FINES - NE	Joint Municipal Cour
	2/03/2022	969.40	WINNEBAGO COUNTY TREASURER	88-7051-938-0577	JAN COURT FINES - ME	Joint Municipal Cour
	2/03/2022	50.00	WINNEBAGO COUNTY TREASURER	88-0000-561-1000	IGNITION INTERLOCK D	Joint Municipal Cour
		=====				
		CHECK TOTAL	2,719.65			
53898	2/10/2022	2,810.14	REAL ESTATE REFUNDS	92-0000-303-0000	REFUND OVERPD RE TAX	Real Estate Tax Agen
	2/10/2022	3,000.15	REAL ESTATE REFUNDS	92-0000-303-0000	REFUND OVERPD RE TAX	Real Estate Tax Agen
		=====				
		CHECK TOTAL	5,810.29			
53900	2/10/2022	2,250.00	ENVIRONMENTAL SERVICES PLUS IN	49-5250-742-0236	UNDERGROUND TANK	Storm Water Manageme
		=====				
		CHECK TOTAL	2,250.00			
53905	2/10/2022	143,731.46	FUTURE NEENAH INC	87-0576-703-0261	2021 BID ASSESSMENT	Business Impr Dist (
		=====				
		CHECK TOTAL	143,731.46			
53906	2/10/2022	3,104.52	GRAYMONT WESTERN LIME INC	400-0401-770-6410	HYDRATED LIME	Water
		=====				
		CHECK TOTAL	3,104.52			
53916	2/10/2022	4,663.91	LUNDGAARD LOVE INC	180-0000-117-8000	DONATION-SPEAKER OF	Neenah Menasha Fire
		=====				
		CHECK TOTAL	4,663.91			
53919	2/10/2022	4,715.00	NCI COMMUNICATION SOLUTIONS	10-2519-713-8113	PORTABLE RADIOS, CHA	Other Public Sa/Emer
		=====				
		CHECK TOTAL	4,715.00			
53921	2/10/2022	8,201.11	REAL ESTATE REFUNDS	92-0000-303-0000	REFUND OVERPD RE TAX	Real Estate Tax Agen
		=====				
		CHECK TOTAL	8,201.11			

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53925	2/10/2022	7,768.00	QUADIENT INC	10-0581-703-8115	MAIL MACHINE, SCALE	Finance/Capital Outl
		=====				
		CHECK TOTAL	7,768.00			
53926	2/10/2022	356.00	RAY'S TIRE	10-4101-733-0339	TIRES #50	Sanitation/Refuse Ga
	2/10/2022	356.00	RAY'S TIRE	81-6901-935-0339	TIRES #50	Recycling Fund
	2/10/2022	860.00	RAY'S TIRE	39-3703-732-0360	TIRES	Fleet Management
	2/10/2022	500.00	RAY'S TIRE	10-6102-735-0339	TIRE #27	St Cleaning/Lan/Snow
	2/10/2022	168.00	RAY'S TIRE	10-5101-734-0339	TIRE #27	Street Maintena/Repa
	2/10/2022	500.00	RAY'S TIRE	49-3906-733-0339	TIRE #27	Storm Water Manageme
	2/10/2022	524.75	RAY'S TIRE	10-4101-733-0339	TIRES #54	Sanitation/Refuse Ga
	2/10/2022	524.75	RAY'S TIRE	81-6901-935-0339	TIRES #54	Recycling Fund
	2/10/2022	321.00	RAY'S TIRE	10-6102-735-0339	TIRES #12	St Cleaning/Lan/Snow
	2/10/2022	321.00	RAY'S TIRE	10-5101-734-0339	TIRES #12	Street Maintena/Repa
	2/10/2022	80.00	RAY'S TIRE	10-6102-735-0339	TIRE MAINT #31	St Cleaning/Lan/Snow
	2/10/2022	308.00	RAY'S TIRE	10-4101-733-0339	TIRES #57	Sanitation/Refuse Ga
	2/10/2022	308.00	RAY'S TIRE	81-6901-935-0339	TIRES #57	Recycling Fund
		=====				
		CHECK TOTAL	5,127.50			
53928	2/10/2022	2,118.74	SECURIAN FINANCIAL GROUP INC	41-6204-951-0431	MAR INSURANCE	Benefit Accrual Fund
	2/10/2022	3,129.11	SECURIAN FINANCIAL GROUP INC	41-6204-951-0432	MAR INSURANCE	Benefit Accrual Fund
	2/10/2022	416.09	SECURIAN FINANCIAL GROUP INC	41-6204-951-0431	MAR FD NEENAH INS	Benefit Accrual Fund
	2/10/2022	792.87	SECURIAN FINANCIAL GROUP INC	41-6204-951-0432	MAR FD NEENAH INS	Benefit Accrual Fund
	2/10/2022	286.50	SECURIAN FINANCIAL GROUP INC	41-6204-951-0431	MAR FD MENASHA INS	Benefit Accrual Fund
	2/10/2022	452.94	SECURIAN FINANCIAL GROUP INC	41-6204-951-0432	MAR FD MENASHA INS	Benefit Accrual Fund
		=====				
		CHECK TOTAL	7,196.25			
53929	2/10/2022	800.00	SPARKLE AND SHINE CLEANING	41-6205-952-0236	JAN CLINIC CLEANING	Benefit Accrual Fund
	2/10/2022	450.00	SPARKLE AND SHINE CLEANING	44-7705-738-0236	JAN RAMP CLEANING	Parking Utility Fund
	2/10/2022	400.00	SPARKLE AND SHINE CLEANING	10-1118-707-0236	JAN RAMP ADDL CLEANI	
	2/10/2022	3,200.00	SPARKLE AND SHINE CLEANING	10-1801-709-0236	JAN CLEANING	Municipal Build/Muni
	2/10/2022	300.00	SPARKLE AND SHINE CLEANING	10-1118-707-0236	JAN ADDL CLEANING FO	
		=====				
		CHECK TOTAL	5,150.00			
53931	2/10/2022	2,005.39	USPS	81-6905-935-0203	MAIL DROP-OFF SITE P	Recycling Fund
		=====				
		CHECK TOTAL	2,005.39			
53934	2/10/2022	12,136.20	WE ENERGIES	10-7104-736-0222	STREET LIGHTING 2021	Street Signal &/Stre
	2/10/2022	4,313.97	WE ENERGIES	400-0401-770-6230	PUMPING - ELECTRIC D	Water
	2/10/2022	1,149.32	WE ENERGIES	400-0401-770-6260	PUMPING - HEAT DEC	Water
	2/10/2022	2,999.27	WE ENERGIES	400-0401-770-6420	WATER TREATMENT - HE	Water
	2/10/2022	1,659.22	WE ENERGIES	400-0401-770-6430	WATER TREATMENT-ELEC	Water
	2/10/2022	420.17	WE ENERGIES	400-0401-770-6610	WATER TOWER - ELECTR	Water
	2/10/2022	144.98	WE ENERGIES	400-0401-770-6630	METER SERVICE - ELEC	Water

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	2/10/2022	979.66	WE ENERGIES	400-0401-770-6650	DIST - ELECTRIC & HE	Water
	2/10/2022	1,903.13	WE ENERGIES	10-7101-736-0222	DEC TRAFFIC SIGNALS	Street Signal &/Traf
	2/10/2022	112.57	WE ENERGIES	10-1803-709-0222	DEC CLOCK TOWER-ELEC	Municipal Build/Monu
	2/10/2022	18.98	WE ENERGIES	10-8804-788-0222	PLAYING IN THE RAIN	Parks/City Sculpture
	2/10/2022	247.57	WE ENERGIES	10-8405-784-0222	600 S PARK AVE	Independent Pro/Muni
	2/10/2022	192.80	WE ENERGIES	10-8405-784-0223	600 S PARK AVE	Independent Pro/Muni
	2/10/2022	1,457.98	WE ENERGIES	10-8805-788-0222	SHATTUCK PARK SHELTE	Parks/Riverwalk/Park
	2/10/2022	379.36	WE ENERGIES	10-8805-788-0223	SHATTUCK PARK SHELTE	Parks/Riverwalk/Park
	2/10/2022	106.49	WE ENERGIES	10-9321-801-0222	235 W WISCONSIN AVE	Community Devel/Hous
	2/10/2022	9,020.12	WE ENERGIES	400-0401-770-6230	PUMPING - ELECTRIC J	Water
	2/10/2022	2,107.10	WE ENERGIES	400-0401-770-6260	PUMPING - HEAT JAN	Water
	2/10/2022	5,498.65	WE ENERGIES	400-0401-770-6420	WATER TREATMENT - HE	Water
	2/10/2022	3,469.28	WE ENERGIES	400-0401-770-6430	WATER TREATMENT-ELEC	Water
	2/10/2022	755.69	WE ENERGIES	400-0401-770-6610	WATER TOWER - ELECTR	Water
	2/10/2022	299.98	WE ENERGIES	400-0401-770-6630	METER SERVICE - ELEC	Water
	2/10/2022	1,932.81	WE ENERGIES	400-0401-770-6650	DIST - ELECTRIC & HE	Water
	2/10/2022	697.75	WE ENERGIES	180-2301-712-0223	1911 MANITOWOC RD	Neenah Menasha Fire
	2/10/2022	47,145.19	WE ENERGIES	10-7104-736-0222	JAN STREET LIGHTING	Street Signal &/Stre
CHECK TOTAL		99,148.24				
53940	2/17/2022	401.30	APPLETON SIGN COMPANY	215-9852-981-0236	SIGN WORK - BEDROCK	2015 CDBG
	2/17/2022	2,861.37	APPLETON SIGN COMPANY	216-9852-981-0236	SIGN WORK - BEDROCK	2016 CDBG
CHECK TOTAL		3,262.67				
53941	2/17/2022	3,155.00	BAKER TILLY US LLP	400-0401-770-9232	AUDIT SVCS THRU 1/31	Water
CHECK TOTAL		3,155.00				
53946	2/17/2022	6,670.75	DONALD HIETPAS & SONS INC	400-0402-770-6730	ENTERPRISE VALVE LEA	Water
CHECK TOTAL		6,670.75				
53948	2/17/2022	2,097.50	ENERGY CONTROL & DESIGN INC	10-3701-732-0214	MECHANICAL MAINT	Municipal Facil/Muni
	2/17/2022	262.25	ENERGY CONTROL & DESIGN INC	10-3701-732-0214	TEMP CONTROLS MAINT	Municipal Facil/Muni
CHECK TOTAL		2,359.75				
53953	2/17/2022	1,500.00	FOX CITIES APPRAISAL CO	10-9321-801-0236	APPRAISAL - 1345 S	Community Devel/Hous
	2/17/2022	1,250.00	FOX CITIES APPRAISAL CO	30-3411-743-0236	APPRAISAL - 339 SMIT	TIF#10-Near Downtown
CHECK TOTAL		2,750.00				
53956	2/17/2022	7,300.00	FUTURE NEENAH INC	10-9403-802-0236	EVENING/OUT TO LUNCH	Celebration/Com/Othe
CHECK TOTAL		7,300.00				

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CHECK #	CHECK DATE	TRANSACTION AMOUNT	VENDOR NAME	ACCOUNT NUMBER	DESCRIPTION	DEPT. NAME
53958	2/17/2022	3,398.08	GRAYMONT WESTERN LIME INC	400-0401-770-6410	HYDRATED LIME	Water
		=====				
		CHECK TOTAL	3,398.08			
53965	2/17/2022	5,122.00	LEXIPOL LLC	11-1777-743-8115	LEXIPOL - DTB AGREEM	Capital Equipment Fu
		=====				
		CHECK TOTAL	5,122.00			
53967	2/17/2022	9,176.00	MACLEAN ENTERPRISES LLC	13-8874-743-0236	FENCE GUARD MOW STRI	Facility Improvement
		=====				
		CHECK TOTAL	9,176.00			
53968	2/17/2022	37,767.14	MENASHA, CITY OF	41-6302-952-0450	JAN RETIREMENT/FIRE	Benefit Accrual Fund
		=====				
		CHECK TOTAL	37,767.14			
53979	2/17/2022	4,851.76	POMP'S TIRE SERVICE INC	10-0509-703-0723	Q32 TIRES	Finance/Property Dam
		=====				
		CHECK TOTAL	4,851.76			
53984	2/17/2022	11,361.50	RUEKERT & MIELKE INC	12-4772-742-0236	TDS INSPECTION SRVCS	Streets,Utility,Side
	2/17/2022	16,317.00	RUEKERT & MIELKE INC	12-4772-742-0236	TDS INSPECTION SRVCS	Streets,Utility,Side
		=====				
		CHECK TOTAL	27,678.50			
53993	2/17/2022	2,758.59	WE ENERGIES	10-9501-821-0223	240 EAST WISCONSIN A	Public Library/Libra
	2/17/2022	4,813.21	WE ENERGIES	10-9501-821-0222	240 EAST WISCONSIN A	Public Library/Libra
		=====				
		CHECK TOTAL	7,571.80			
53994	2/17/2022	1,172.39	WINNEBAGO COUNTY TREASURER	31-3417-743-0236	CB/JJ ROUNDABOUT SRV	TIF #11-Pendleton
	2/17/2022	7,940.19	WINNEBAGO COUNTY TREASURER	10-0509-703-0737	DEC GUARDRAIL REPAIR	Finance/Property Dam
	2/17/2022	2,110.45	WINNEBAGO COUNTY TREASURER	31-3417-743-0236	CB/JJ ROUNDABOUT SRV	TIF #11-Pendleton
	2/17/2022	11,117.77	WINNEBAGO COUNTY TREASURER	10-0000-117-8000	UNCLAIMD FNDS-OUTSTA	General Fund
	2/17/2022	24,196.70	WINNEBAGO COUNTY TREASURER	10-4101-733-0243	JAN TIPPING FEES	Sanitation/Refuse Ga
	2/17/2022	828.55	WINNEBAGO COUNTY TREASURER	81-6901-935-0243	JAN TIPPING FEES	Recycling Fund
	2/17/2022	906.50	WINNEBAGO COUNTY TREASURER	28-2489-742-0236	JAN TIPPING FEES	TIF #8 Doty Island
		=====				
		CHECK TOTAL	48,272.55			
53999	2/24/2022	4,900.00	AYRES ASSOCIATES INC	30-2494-742-0236	TRAFFIC STUDY PHASE	TIF#10-Near Downtown
		=====				
		CHECK TOTAL	4,900.00			

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54002	2/24/2022	8,369.77	BRICKLINE INC	10-7101-736-0229	CN 4-21 EPOXY PAVEME	Street Signal &/Traf
		=====				
		CHECK TOTAL	8,369.77			
54003	2/24/2022	41,833.00	COMMERCIAL RECREATION SPECIALI	13-8823-742-0236	SHATTUCK WATER PLAY	Facility Improvement
		=====				
		CHECK TOTAL	41,833.00			
54006	2/24/2022	2,439.95	FILTERS UNLIMITED	10-9501-821-0214	FILTERS	Public Library/Libra
		=====				
		CHECK TOTAL	2,439.95			
54008	2/24/2022	3,148.80	GRAYMONT WESTERN LIME INC	400-0401-770-6410	HYDRATED LIME	Water
	2/24/2022	3,009.40	GRAYMONT WESTERN LIME INC	400-0401-770-6410	HYDRATED LIME	Water
		=====				
		CHECK TOTAL	6,158.20			
54017	2/24/2022	2,400.00	PARKITECTURE + PLANNING	13-8823-743-0236	POST DESIGN ASSISTAN	Facility Improvement
	2/24/2022	1,000.00	PARKITECTURE + PLANNING	13-8888-743-0236	CONCEPTUAL DESIGN	Facility Improvement
		=====				
		CHECK TOTAL	3,400.00			
54018	2/24/2022	28,402.22	PASSPORT LABS INC	44-2135-711-0218	2021 NUPARK SUBSCRIP	Parking Utility Fund
		=====				
		CHECK TOTAL	28,402.22			
54025	2/24/2022	267,708.06	VINTON CONSTRUCTION COMPANY	27-2498-742-0236	CN8-21 JEWELER'S PAR	TIF #7 - Westside Bu
		=====				
		CHECK TOTAL	267,708.06			
54026	2/24/2022	312.53	WE ENERGIES	49-3908-733-0222	JAN DETENTION PONDS	Storm Water Manageme
	2/24/2022	1,291.79	WE ENERGIES	180-2301-712-0222	125 E COLUMBIAN AVE	Neeah Menasha Fire
	2/24/2022	1,847.77	WE ENERGIES	180-2301-712-0223	125 E COLUMBIAN AVE	Neeah Menasha Fire
	2/24/2022	1,503.47	WE ENERGIES	180-2301-712-0222	1080 BREEZEWOOD LN	Neeah Menasha Fire
	2/24/2022	322.17	WE ENERGIES	10-1802-709-0222	1080 BREEZEWOOD LN	Municipal Build/Trai
	2/24/2022	322.17	WE ENERGIES	43-1710-708-0222	1080 BREEZEWOOD LN	Information Systems
	2/24/2022	1,285.45	WE ENERGIES	180-2301-712-0223	1080 BREEZEWOOD LN	Neeah Menasha Fire
	2/24/2022	275.45	WE ENERGIES	10-1802-709-0223	1080 BREEZEWOOD LN	Municipal Build/Trai
	2/24/2022	275.46	WE ENERGIES	43-1710-708-0223	1080 BREEZEWOOD LN	Information Systems
	2/24/2022	56.76	WE ENERGIES	180-2301-712-0222	1430 TULLAR RD	Neeah Menasha Fire
	2/24/2022	2,570.69	WE ENERGIES	10-4103-733-0222	JAN LIFT STATIONS -	Sanitation/Sanit Sew
	2/24/2022	127.97	WE ENERGIES	10-4103-733-0223	JAN LIFT STATIONS -	Sanitation/Sanit Sew
	2/24/2022	91.06	WE ENERGIES	10-3701-732-0222	JAN ELECTRIC-DROP OF	Municipal Facil/Muni
	2/24/2022	12.43	WE ENERGIES	10-3701-732-0222	JAN ELECTRIC-SERVICE	Municipal Facil/Muni
	2/24/2022	4.14	WE ENERGIES	39-3703-732-0222	JAN ELECTRIC-SERVICE	Fleet Management
	2/24/2022	3,798.46	WE ENERGIES	10-1801-709-0222	JAN ELECTRIC-CITY HA	Municipal Build/Muni

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	2/24/2022	178.06	WE ENERGIES	10-8809-788-0222	JAN ELECTRIC-ARROWHE	Parks/Arrowhead Park
	2/24/2022	3,441.06	WE ENERGIES	10-1801-709-0223	JAN GAS-CITY HALL	Municipal Build/Muni
	2/24/2022	21.54	WE ENERGIES	49-3901-733-0222	JAN ELECTRIC-SKYVIEW	Storm Water Manageme
	2/24/2022	40.86	WE ENERGIES	10-1803-709-0222	JAN ELECTRIC-ROUNDAB	Municipal Build/Monu
	2/24/2022	3,676.18	WE ENERGIES	44-7705-738-0222	JAN ELECTRIC-WEST CA	Parking Utility Fund
	2/24/2022	1,201.77	WE ENERGIES	10-3702-732-0223	JAN GAS-CECIL GARAGE	Municipal Facil/Ceci
	2/24/2022	206.54	WE ENERGIES	10-3702-732-0222	JAN ELECTRIC-CECIL G	Municipal Facil/Ceci
	2/24/2022	4,132.90	WE ENERGIES	10-3701-732-0223	JAN GAS-SERVICE BUIL	Municipal Facil/Muni
	2/24/2022	1,377.63	WE ENERGIES	39-3703-732-0223	JAN GAS-SERVICE BUIL	Fleet Management
	2/24/2022	324.89	WE ENERGIES	10-3701-732-0222	JAN ELECTRIC-SERVICE	Municipal Facil/Muni
	2/24/2022	108.30	WE ENERGIES	39-3703-732-0222	JAN ELECTRIC-SERVICE	Fleet Management
	2/24/2022	2,734.88	WE ENERGIES	10-2101-711-0222	ELECTRIC - 1/6-2/3	Police Departme/Poli
	2/24/2022	3,058.13	WE ENERGIES	10-2101-711-0223	GAS - 1/5-2/3	Police Departme/Poli
	2/24/2022	485.97	WE ENERGIES	10-9703-841-0222	JAN ELECTRIC	Oak Hill Cemete/Ceme
	2/24/2022	185.88	WE ENERGIES	10-9703-841-0223	JAN GAS	Oak Hill Cemete/Ceme
	2/24/2022	1,488.39	WE ENERGIES	10-3701-732-0222	DEC ELECTRIC-SOLAR P	Municipal Facil/Muni
	2/24/2022	496.13	WE ENERGIES	39-3703-732-0222	DEC ELECTRIC-SOLAR P	Fleet Management
CHECK TOTAL		37,256.88				
54027	2/24/2022	44,834.20	WE ENERGIES	31-3417-743-0236	LIGHTING - CTH CB/CT	TIF #11-Pendleton
CHECK TOTAL		44,834.20				
54030	2/24/2022	36,655.59	WHIRLWIND POST HOLES & FENCING	400-0000-207-0455	NEW PLANT FENCE/GATE	Water
CHECK TOTAL		36,655.59				
54031	2/24/2022	953.58	WINNEBAGO COUNTY TREASURER	92-0000-323-0600	LOTTERY CREDIT SPECI	Real Estate Tax Agen
	2/24/2022	9,847.96	WINNEBAGO COUNTY TREASURER	11-1777-743-8115	RMS COST SHARING/202	Capital Equipment Fu
	2/24/2022	30.00	WINNEBAGO COUNTY TREASURER	10-0915-705-0318	DEC RECORDING FEES	Legal & Adm. Se/City
CHECK TOTAL		10,831.54				
54035	2/24/2022	204,178.59	201 WEST WISCONSIN LLC	28-2489-742-0236	REIMB EARTHWORK - 20	TIF #8 Doty Island
CHECK TOTAL		204,178.59				

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