

**CITY OF NEENAH**  
**FINANCE AND PERSONNEL COMMITTEE MEETING**  
**Monday, December 11, 2023–6:00 p.m.**  
**Hauser Room, Neenah City Administration Building**  
**211 Walnut Street, Neenah, Wisconsin**

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

**AGENDA**

1. Public Appearances
2. Approval of Minutes from the November 27, 2023 Regular Meeting (minutes can be found on the City's website)
3. New Position Request – Building Custodian (Attachments) (Kaiser)
4. Refunds for Assessor Correction of Errors in 2023 (Attachments) (Rasmussen)
5. October Vouchers (Attachments) (Rasmussen)
6. Adjournment

In accordance with the requirements of Title II of the Americans with Disabilities Act (ADA), the City of Neenah will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities. If you need assistance, or reasonable accommodation in participating in this meeting or event due to a disability as defined under the ADA, please call the Clerk's Office (920) 886-6100 or the **City's ADA Coordinator at (920) 886-6106 or e-mail [attorney@ci.Neenah.wi.us](mailto:attorney@ci.Neenah.wi.us)** at least 48 hours prior to the scheduled meeting or event to request an accommodation.



*Department of Public Works*  
211 Walnut St. • P.O. Box 426 • Neenah WI 54957-0426  
Phone 920-886-6241 • e-mail: gkaiser@ci.neenah.wi.us  
**GERRY KAISER, P.E.**  
**DIRECTOR OF PUBLIC WORKS**

---

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

---

**DATE:** December 6, 2023  
**TO:** Mayor Lang and Members of the Finance & Personnel Committee  
**FROM:** Gerry Kaiser, Director of Public Works  
**RE:** New Position Request – Building Custodian

---

During the process of filling the Police Department's Building Custodian position, staff discussed the benefits of adding a custodial position at city hall. This position would provide additional flexibility for building maintenance since it would not only be available to handle general cleaning, construction and land maintenance duties around city hall but would be available to assist at the Neenah Public Library and Neenah Police Department when their staff need assistance or are absent.

Funding for this position can be covered by reallocating 2024 operating budget line items. That breakdown is shown on the attached table. As the table shows, the position's costs are offset by a mix of outside service reductions, the elimination of a temporary position at city hall and by funding a small portion of the position with Police Department budgeted salaries. This approach is the same as the approach taken with the Building Manager's salary, which has 5% covered by the Neenah Public Library budget. Chief Olson has indicated that the Police Department also will have a cost savings in 2024 salaries due to the retirement of their current building custodian.

The proposed position description is attached. This position would report to the Building Manager, who has been working directly with Library and Police Department on their maintenance issues. The position is almost a mirror of the Building Custodian position at the Police Department, which the evaluation placed in a grade 7.

Staff requests the creation of a Building Custodian position within the Municipal Building budget with an assigned grade of 7 and funded by the outlined adjustments to the 2024 operating budget.

Custodian Cost Calculation

**Costs**

010-1801-709-0101	Grade 7, Step 6 <sup>1</sup> :	47,763
010-1801-709-0110	Health Insurance <sup>2</sup> :	19,500
010-1801-709-0111	Fringes (at 20%):	9,553
<b>Total:</b>		<b>76,816</b>

**Budget Offsets**

			Starting Budget	Remaining Budget
010-1801-709-0103	Temporary Wages	-7,500	7,500	0
010-1801-709-0236	Municipal Building Cleaning <sup>3</sup>	-42,000	48,000	6,000
010-1801-709-0236	Municipal Building Bathroom Deep Clean <sup>4</sup>	-4,200	6,000	1,800
010-2101-711-0101	Police Dept Wages for Building Manager <sup>5</sup>	-3,400	4,362,580	4,359,180
010-2101-711-0101	Police Dept Wages for Custodian <sup>6</sup>	-2,400	4,359,180	4,356,780
041-6205-952-0236	Training Center Cleaning <sup>7</sup>	-9,600	9,600	0
044-7702-738-0219	Landscape Maint on City Hall N and W lots. <sup>8</sup>	-666	16,500	15,834
044-7705-738-0236	Parking Ramp Cleaning <sup>9</sup>	-10,200	31,000	20,800
<b>Total:</b>		<b>-79,966</b>		

<i>Difference:</i>	<b>-3,150</b>
--------------------	---------------

Note 1: Assumed placement. Actual placement will depend on position evaluation and candidate qualifications.

Note 2: For budgeting purposes, the cost of health insurance divided by the number of employees.

Note 3: Cleaning service at \$3500/mo City Hall.

Note 4: Service currently provided by Cintas. Estimate based on \$177/cleaning, 2 times per month.

Note 5: Assumes 5% of Bulding Manager annual wage using 2023 request.

Note 6: Assumes 5% of Custodian wages at \$47,763.

Note 7: Cleaning service at \$800/mo Training center/clinic.

Note 8: Service currently provided by Treeo's. Estimate is based on 33% of 2023 charges.

Note 9: Cleaning service at \$850/mo.



# City of Neenah Position Description

<b>Position:</b>	Building Custodian	<b>Department:</b>	Public Works
<b>FLSA Status/Annual Hrs:</b>	Non-Exempt/1950	<b>Grade:</b>	7
<b>Reporting Supervisor:</b>	City Building Manager	<b>Date:</b>	November 2023

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

### JOB SUMMARY:

The purpose of this position is to perform and oversee the maintenance, updating, and repair of the City Municipal building, employee clinic, public ramp, associated equipment, and grounds. The work is performed under the direction of the City Building Manager.

### ESSENTIAL JOB DUTIES

- Perform routine building custodial and janitorial duties.
- Maintain building grounds by way of snow removal, lawn and landscaping maintenance, parking lot maintenance and repair, and pest control as needed.
- Assess, diagnose, and maintain repairs related to mechanical, electrical, fire, and security systems within the building.
- Upkeep the condition of the facility by way of painting, office remodels, general repairs, and some construction related projects.
- Assist with building aesthetics with holiday displays, furniture placement, and other related duties.
- Coordinate recycling effort for the facility.
- Order and maintain supplies relevant to custodial/janitorial needs.
- Coordinate and accept material deliveries.
- Provide input with relation to building maintenance budget and capital improvement needs.
- Work with City Building Manager to oversee contractors/vendors on maintenance/custodial related projects or repairs.
- Assist with development and the maintenance of building maintenance specifications and schedules.
- Assist with maintaining maintenance records, reports, inventory, and operation manuals.
- Assist building custodian with other city facilities during periods of absence or for larger projects as needed.
- Respond to after-hours emergency repair work, snow removal, or other building needs in a timely manner.
- Assist the general public as needed.
- Adhere to provided schedule and attendance requirements.
- Adhere to City and departmental policies and procedures.
- Adhere to safety standard practices.

### EDUCATION AND EXPERIENCE:

- High School diploma or equivalent
- Valid Driver's License
- 3 years technical training in building maintenance and;
- 3 years experience in building maintenance
- Or a combination of training and experience

**KNOWLEDGE/SKILLS/ABILITIES:**

- Ability to process, calculate, compute, and/or tabulate data and/or information.
- Ability to persuade, convince, influence, train, and monitor in favor of a desired outcome.
- Ability to lead and direct in various situations.
- Ability to read and interpret various data sources
- Ability to communicate orally and in writing.
- Ability to problem solve and provide appropriate solutions to a variety of subjective criteria.
- Knowledge of a variety of operating systems relevant to building maintenance
- Skill in the use of a variety of hand and power tools.
- Skill in the use of a variety of small equipment such

**SUPERVISORY CONTROLS:**

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

**GUIDELINES:**

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

**COMPLEXITY:**

- The work consists of maintenance and custodial related duties. The variety of projects add to the complexity of the position.

**PERSONAL CONTACTS:**

- Contacts are typically with contractors, co-workers, other city personnel, citizens, and the general public

**PURPOSE OF CONTACTS:**

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

**PHYSICAL REQUIREMENTS:**

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

- Ability to alternate between sitting, standing, bending, stooping, crawling, lifting, pushing, pulling, twisting, climbing, balancing, and walking.
- Ability to recognize and identify similarities or differences between characteristics of colors, shapes, textures, and sounds associated with job-related objects, materials, and tasks.
- Ability to lift 50 pounds regularly, up to 75 pounds on occasion, push/pull objects up to 150 pounds without wheels, and push/pull objects up to 400 pounds on wheels.
- Ability to work safely in small spaces or on uneven terrain.
- Ability to operate various forms of equipment for extended periods of time.
- Ability to climb stairs and ladders while carrying up to 40 pounds.
- Ability to work in extreme weather conditions

**WORK ENVIRONMENT**

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

- The work is performed in both indoor and outdoor environments
- Moderate exposure to loud noises or equipment
- Moderate travel to various job sites exists.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY:**

- None

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



Dept. of Legal & Administrative Services  
Office of the City Attorney  
211 Walnut St. • P.O. Box 426 • Neenah WI 54957-0426  
Phone 920-886-6106 • Fax 920-886-6109  
e-mail drashid@neenahwi.gov  
DAVID C. RASHID, CITY ATTORNEY

---

## MEMORANDUM

---

**DATE:** December 6, 2023  
**TO:** Chairman Erickson, Members of the Finance and Personnel Committee, City Council Members  
**FROM:** David C. Rashid, City Attorney  
**RE:** Refunds for Assessor Correction of Errors 2023

---

### DESCRIPTION OF BASIS FOR REFUND

This memo deals with two personal property files and one real estate property file that are subject to refunds due to palpable errors discovered during open book this year. The errors found this year also affected last year's assessment. Pursuant to the authority found at Wis. Stat. §70.43, the assessor may correct the error, report the error to the Board of Review and if approved by the board, the taxpayer is eligible for either a refund, if the error resulted in a decrease in assessed value, or additional tax if the error involved an increase in assessed value.

**Astar/Cardinal Capital Management:** Astar/Cardinal Capital Management was the property management company for WHPC Dominion, owner of low-income apartment located at 210 Haylett St. Astar/Cardinal did not file a Statement of Personal Property for tax year 2022. Assuming they were still managing the property for 2023, Astar/Cardinal was doomed based on their filing for 2021. In February 2023, it was learned that WHPC Dominion took over managing the property, thus Astar did not own the personal property on January 1, 2022. WHPC Dominion is an exempt entity resulting in their personal property being exempt and should not have been assessed for 2022.

This is a palpable error - 74.33(1)(c) property is exempt from taxation – which can be corrected for the prior year. It is appropriate to process the chargeback associated with this palpable error.

**Void Technologies Limited:** VOID Technologies Limited has operated a Research & Development facility in Neenah since 2019. Department of Revenue does not assess this company as a manufacturer.

During discussions with the Chief Financial Officer (CFO) it was learned that their tax preparation company reported their machinery as personal property prior to 2023. As of the 2018 assessment year, these assets (machinery) are exempt personal property per Wis Stats 70.111(27)(b) and should not have been assessed.

VOID Technologies paid their 2022 tax bill in full and on time (1/20/2023)

This is a palpable error - 74.33(1)(c) property is exempt from taxation – which can be corrected for the prior year (i.e., 2022). It is appropriate to process the refund. (approx. \$35,000) associated with this palpable error.

**715 Wilderness Court:** A discrepancy between the assessed square footage and the actual square footage was brought to the homeowner's attention by their insurance agent. The assessment record showed a finished attic. As a result of an onsite visit, the assessor determined that the attic was not finished.

This is a palpable error under Wis. Stat. §74.33(1)(b) improvements which did not exist – which can be corrected for the prior year. It is appropriate to process the refund associated with this palpable error.

### **STATUTORY CLAIM REQUIREMENTS**

Under Wis. Stat. §70.43, the Assessor is empowered to make corrections to the tax roll and relay those corrections to the Board of Review. The assessor in this case did make the corrections of tax-exempt property for Astar/Cardinal Capital Management and Void Technologies Limited. The assessor also made corrections by removing improvements that had not been done for the 715 Wilderness Court property. These errors and corrections were reported to the Board of Review. The Board of Review approved those changes referring the refunds to the Council for approval as provided by statute. Based on the revised values and the tax rate for 2022, Aster/Cardinal Capital Management is entitled to a refund of \$149.01, Void Technologies is entitled to a refund of \$35,349.25 and the property owners at 715 Wilderness Court are entitled to a refund of \$703.08 Said amounts were calculated by the Finance Director.

**An appropriate motions would be to recommend Council approve the 2023 palpable errors found and corrected by the Assessors as reported to and approved by the Board of Review.**

2023

(Year)

**CORRECTIONS OF ERRORS BY ASSESSORS (SEC. 70.43, WIS. STATS.)**

*Note: Assessor should complete columns (a) through (e) and forward to the clerk as part of the assessment roll. Send to clerk electronically as well, if possible. The clerk will complete columns (f), (g), and totals.*

	(a) Parcel / Account Number Property Location & School Code Owner's Name, Street Address, City, State, Zip (1)	(b) Previous Year's Assessed Value	(c) Corrected Value	(d) <b>Real Property</b> Amount of Adjustment (c-b)	(e) <b>Personal Property</b> Amount of Adjustment (c-b)	(f) Previous Year's Net Mill Rate (2)	(g) T – Tax net school credit L – Lottery credit F – First Dollar credit N – Net Tax (3)
1	09-0434-00-00-00 210 Haylett St Astar/Cardinal Capital Mgt 901 S 70th St West Allis WI 53214	7,100	0		-7,100		T – 0.00 L – F – N – 0.00
2	02-1340-00-00-00 2433 Progress Ct Void Technologies Limited 2433 Progress Ct Neenah WI 54956 WI 54956	1,804,000	119,700		-1,684,300		T – 0.00 L – F – N – 0.00
3	01-0852-00-00 715 Wilderness Ct. Roger & Denise Johnson 715 Wilderness Ct. Neenah WI 54956	519,500	486,000	-33,500			T – 0.00 L – F – N – 0.00
4							T – 0.00 L – F – N – 0.00
5							T – 0.00 L – F – N – 0.00
6							T – 0.00 L – F – N – 0.00

2023

(Year)

**CORRECTIONS OF ERRORS BY ASSESSORS (Continued)**

	(a) Parcel / Account Number Property Location & School Code Owner's Name, Street Address, City, State, Zip (1)	(b) Previous Year's Assessed Value	(c) Corrected Value	(d) Real Property Amount of Adjustment (c-b)	(e) Personal Property Amount of Adjustment (c-b)	(f) Previous Year's Net Mill Rate (2)	(g) T – Tax net school credit L – Lottery credit F – First Dollar credit N – Net Tax (3)
7							T – 0.00 L – F – N – 0.00
8							T – 0.00 L – F – N – 0.00
9							T – 0.00 L – F – N – 0.00
10							T – 0.00 L – F – N – 0.00
Grand Totals . . →				-33,500	-1,691,400		0.00

- (1) Enter Property and Owner Information in order listed.
- (2) Net Mill Rate – see Publication PA-502, Assessment and Tax Roll Instructions for Clerks at [www.revenue.wi.gov/html/pubs.html](http://www.revenue.wi.gov/html/pubs.html).
- (3) T – Enter total tax less school levy tax credit.  
L – If Principal Residence, enter amount of Lottery & Gaming Credit adjustment, if any.  
F – If Real Estate includes an improvement, enter amount of First Dollar Credit adjustment, if any.  
N – Enter net amount (T minus L and F)

↑  
Real Property  
Total enter on  
line 23c1 of the  
Statement of  
Assessment

↑  
Personal Property  
Total enter on  
line 23c2 of the  
Statement of  
Assessment

↑  
Total of code "N" entries.  
Enter on Line I  
of the Statement  
of Taxes.



**MEMORANDUM**

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

**From:** Chairman Erickson *JE*

**Date:** December 7, 2023

**Re:** October Voucher Review

\*\*\*\*\*

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

1. October General Expenditure Voucher Nos. 1151 through 1193 (\$240,567.34) and 1115 through 1175 and 57472 through 57607 (\$3,708,829.87) and October payroll Voucher Nos. 209320 (\$68.28) for a combined total of \$3,949,465.49.
2. October Automated Transfers Nos. 1 through 47 totaling \$2,467,960.45.

I recommend their approval.

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

Attachments

**October 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
10/05/2023	1117	ENVIROTECH EQUIPMENT	220022040	6,952.40	PINS, CAMERA, GRIPPER	HEAD, SPRING ARMS	Fleet Management	Municipal Facilities
10/05/2023	1120	JAMAR COMPANY	258297	7,826.11	ROOF REPAIR		Facility Improvement Fund	Public Library
10/05/2023	1121	MENASHA, CITY OF	SEP 2023 COURT	3,633.10	SEP COURT FINES		Joint Municipal Court Fd	Administration Exp,
10/05/2023	1127	SEH INC	452442	3,690.00	SERV TO 8/31-ARROWHD PARK	PHASE 1B CONSTR ADMIN	Facility Improvement Fund	Other
10/05/2023	1129	WIRTH + BAYNARD LAW OFFICES	11681	8,300.00	JUL MINKS FEES		Liability Insurance	Liability Insurance
10/12/2023	1131	ASSOCIATED APPRAISAL CONSULTANTS	170652	3,041.67	OCT SERVICES		General Fund	Community Development
		ASSOCIATED APPRAISAL CONSULTANTS	170652	3,687.50	OCT 2023 REVALUATION	PROGRAM	General Fund	Community Development
10/12/2023	1132	BAKER TILLY US LLP	BT2542209	3,506.00	100% & TERM AUDIT SVCS	THRU 9/30	TIF #6-Special Revenue Fd	TIF Expenditures
		BAKER TILLY US LLP	BT2542209	3,139.00	100% AUDIT SVCS THRU	9/30	TID #7/ Special REV Fund	TIF Expenditures
		BAKER TILLY US LLP	BT2542209	4,957.00	100% & TERM AUDIT SVCS	THRU 9/30	TIF #5-Special Revenue Fd	TIF Expenditures
10/12/2023	1135	ENERGY CONTROL & DESIGN INC	97621IN	2,522.85	CHILLER REPAIR		General Fund	Public Library
10/12/2023	1138	MCMAHON	932169	4,515.50	BOOSTER STATION DESIGN	7/30-9/2	Water	
10/12/2023	1140	MENASHA, CITY OF	SEP 2023 WRS	45,292.86	SEP RETIREMENT/FIRE		Benefit Accrual Fund	Retirement & Taxes
10/12/2023	1143	NEENAH MENASHA SEWERAGE COMMISSION	2023155	39,009.00	OCT PRINCIPAL		Sewer Capital Fund	Sewer Capital Costs
		NEENAH MENASHA SEWERAGE COMMISSION	2023150	149,762.66	OCT PLANT EXPENSES		Sewer Operating Utility	Sewer Operations
		NEENAH MENASHA SEWERAGE COMMISSION	2023155	10,763.00	OCT INTEREST		Sewer Capital Fund	Sewer Capital Costs
10/12/2023	1145	RUEKERT & MIELKE INC	147996	35,418.43	TDS INSPECTION SERVICES	6/17-7/14	Streets,Utility,Sidewalks	Traffic Control
		RUEKERT & MIELKE INC	148408	15,786.89	TDS INSPECTION SERVICES	7/15-8/11	Streets,Utility,Sidewalks	Traffic Control
10/12/2023	1146	SPARKLE AND SHINE CLEANING	N242	3,500.00	SEP CLEANING		General Fund	Municipal Building
		SPARKLE AND SHINE CLEANING	NEEPARK11	3,670.00	SEP CLEANING OF PARK	PAVILION'S & BATHROOMS	General Fund	Parks
10/12/2023	1149	WINNEBAGO COUNTY TREASURER	LF132663	34,139.93	SEP LANDFILL CHARGES		General Fund	Sanitation
		WINNEBAGO COUNTY TREASURER	LF132663	2,228.74	SEP LANDFILL CHARGES		Recycling Fund	Recycling Program
10/31/2023	1151	U S BANK	10-15-23	5,775.00	PY *FORMULA ONE SYSTEMS,	ACOM FORMS SUPPORT/211827	Information Systems	Information Systems
		U S BANK	10-15-23	2,739.12	LEVENHAGEN OIL CORPORATI	BULK OIL	Neenah Menasha Fire	Fire Department
		U S BANK	10-15-23	2,826.47	BERGSTROM NEENAH FORD	REPAIRS-SQ #30	General Fund	Police
10/19/2023	1153	ENERGY CONTROL & DESIGN INC	97494IN	3,000.00	HVAC UPGRADE		Facility Improvement Fund	Municipal Building
10/19/2023	1154	FEDEWA INC	1-23W PAY #2	211,625.00	REPAINT CECIL ST WATER	TOWER	Water	Other
10/19/2023	1158	LUNDA CONSTRUCTION COMPANY	1604590006	29,450.00	SERV TO 9/30-ARROWHEAD	PARK PIER	Facility Improvement Fund	Other
10/19/2023	1161	MIRON CONSTRUCTION COMPANY INC	2206800005	731,974.47	SERV TO 9/30-TRAINING	CENTER BUILDING FEES	Facility Improvement Fund	Police
10/19/2023	1162	SECURIAN FINANCIAL GROUP INC	2832L	5,760.34	NOV INSURANCE		Benefit Accrual Fund	Insurance
10/19/2023	1165	WIRTH + BAYNARD LAW OFFICES	11689	6,477.50	JUN-JUL MODERSON FEES		Liability Insurance	Liability Insurance
		WIRTH + BAYNARD LAW OFFICES	11723	5,365.00	AUG MODERSON FEES		Liability Insurance	Liability Insurance
10/31/2023	1167	U S BANK	10-15-23	2,572.92	MIDWEST METER - JACKSON	REGISTERS	Water	
		U S BANK	10-15-23	5,561.04	BAKER-TAYLOR	BOOKS	General Fund	Public Library
		U S BANK	10-15-23	4,050.00	CORE & MAIN - WI005	BACK FLOW PREVENTERS	Water	Other
		U S BANK	10-15-23	7,515.00	MIDWEST METER - JACKSON	6" FSERIES & FLANGE KIT	Water	
		U S BANK	10-15-23	5,010.03	HAWKINS INC	SODIUM PERMANGANATE	Water	Other
10/26/2023	1169	CIVIC PLUS LLC	273621	2,255.78	MUNICODE ELECTRONIC	UPDATE PAGES/SUPP	General Fund	Legal & Adm. Services
10/26/2023	1170	ENERGY CONTROL & DESIGN INC	97609IN	2,187.75	MAINT AGREEMENT-	MECHANICAL	General Fund	Municipal Facilities
10/31/2023	1177	U S BANK	10-25-23	9,042.96	PACKER CITY INTERNATIONAL	ENGINE RPR, RPL RADIATOR	General Fund	Sanitation
		U S BANK	10-25-23	5,780.49	LAKESHORE RECYCLING SYST	SEP COMMERCIAL PICKUP	General Fund	Sanitation
		U S BANK	10-25-23	4,961.89	SJ ELECTRO SYSTEMS, LLC	PUMP REBUILD-WEST BREEZE/	General Fund	Sanitation
		U S BANK	10-25-23	5,125.00	LAKESHORE RECYCLING SYST	SEP DUMPSTER PICKUP	General Fund	Sanitation
		U S BANK	10-25-23	18,841.90	LEVENHAGEN OIL CORPORATI	FLEET OILS, FLUIDS	Fleet Management	Municipal Facilities
		U S BANK	10-25-23	2,620.00	TCAW OCC HEALTH	SEP LABS	Benefit Accrual Fund	Insurance
		U S BANK	10-25-23	8,320.01	TCAW OCC HEALTH	SEP SERVICES	Benefit Accrual Fund	insurance
		U S BANK	10-25-23	15,577.96	LEVENHAGEN OIL CORPORATI	DIESEL/5004 GALLONS	Fleet Management	
		U S BANK	10-25-23	2,260.74	PACKER CITY INTERNATIONAL	ENGINE RPR, RPL RADIATOR	Storm Water Management	Storm Sewer Management
		U S BANK	10-25-23	9,077.44	SJ ELECTRO SYSTEMS, LLC	RPL PUMP-WEST BREEZE/199	Sewer Capital Fund	Sewer Repair/Replacement
		U S BANK	10-25-23	10,286.43	LEVENHAGEN OIL CORPORATI	LEAD FREE/3502 GALLONS	Fleet Management	
10/31/2023	1192	U S BANK	10-25-23	3,043.50	NOFFKE LUMBER INC - OSHKO	TABLE LUMBER	Facility Improvement Fund	Parks
10/31/2023	1193	U S BANK	10-25-23	6,320.16	HAWKINS INC	LPC-31	Water	Other
		U S BANK	10-25-23	2,956.80	AIRGAS - NORTH	CARBON DIOXIDE	Water	Other
10/05/2023	57472	ADAM SHEA PHOTOGRAPHY	163811000044	2,399.95	2023 HEADSHOTS &	SPECIALTY PHOTOS	General Fund	Police
10/05/2023	57474	APPEAL DIGITAL IMAGE & DESIGN	1730	3,821.65	RECRUITMENT BANNERS-	EMS GRANT	Neenah Menasha Fire	Other
10/05/2023	57476	BADGER METER INC	1607619	297,180.00	5,000 5/8" METERS		Water	
10/05/2023	57478	CONWAY SHIELD	407549	25,410.00	PPE GEAR		Neenah Menasha Fire	Other

**October 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
10/05/2023	57480	FGM ARCHITECTS	2233360117	6,750.00	7/29-8/25 SERVICES-CONSTR	ADMIN TRAINING CENTER	Facility Improvement Fund	Police
10/05/2023	57482	FIGURATI LLC	09-26-23	6,750.00	RECRUITMENT & PROMO	VIDEO	Neenah Menasha Fire	Other
10/05/2023	57485	GERBER LEISURE PRODUCTS INC	10064	84,942.00	BALDWIN PG EQUIP/INSTALL	BALANCE	Facility Improvement Fund	Parks
10/05/2023	57487	GRAYMONT WESTERN LIME INC	35211299RI	4,168.75	HYDRATED LIME		Water	Other
10/05/2023	57498	OMNI GLASS & PAINT INC	149880IN	25,000.00	ST 32 WINDOW REPLACEMENT	DOWN PAYMENT	Facility Improvement Fund	Fire Department
10/05/2023	57502	STATE OF WISCONSIN	SEP 2023 COURT	3,020.43	SEP COURT FINES	NEENAH	Joint Municipal Court Fd	Administration Exp.
		STATE OF WISCONSIN	SEP 2023 COURT	2,602.18	SEP COURT FINES	MENASHA	Joint Municipal Court Fd	Administration Exp.
10/05/2023	57504	VALLEY VNA SENIOR CARE	SEP 2023	214,654.99	SEP NIFG PAYMENT		Neighborhood Inv Program	Community Development
10/12/2023	57508	AQUA-PURE OF WISCONSIN	1380	23,334.89	AF4120 POLYMER		Water	Other
10/12/2023	57509	CARL BOWERS & SONS CONSTRUCTION CO	CN7-23 PAY #1	2,987.75	STREET CONSTR-HIGH ST/	RIVER ST	Streets,Utility,Sidewalks	Upgrades-City Initiated
		CARL BOWERS & SONS CONSTRUCTION CO	CN7-23 PAY #1	23,303.50	SANITARY SEWER-VARIOUS	REPAIRS	Sewer Capital Fund	Sewer Repair/Replacement
		CARL BOWERS & SONS CONSTRUCTION CO	CN7-23 PAY #1	40,835.75	STORM CONSTR-VARIOUS	REPAIRS	Storm Water Management	Storm Water
		CARL BOWERS & SONS CONSTRUCTION CO	CN7-23 PAY #1	113,888.85	WATER MAIN CONSTR-HIGH ST		Water	
		CARL BOWERS & SONS CONSTRUCTION CO	CN7-23 PAY #1	83,748.20	WATER MAIN CONSTR-RIVER	ST	Water	
10/12/2023	57511	DON E PARKER EXCAVATING INC	CN1-23 PAY #5	175,474.55	STREET CONSTR-CHESTNUT ST		Streets,Utility,Sidewalks	Upgrades-City Initiated
		DON E PARKER EXCAVATING INC	CN1-23 PAY #5	6,106.20	WATER CONSTR-CHESTNUT ST		Water	
		DON E PARKER EXCAVATING INC	CN1-23 PAY #5	18,217.39	STREET CONSTR-BURR AVE		Streets,Utility,Sidewalks	Upgrades-City Initiated
		DON E PARKER EXCAVATING INC	CN1-23 PAY #5	7,010.49	STREET CONSTR-LAUDAN BLVD		Streets,Utility,Sidewalks	Upgrades-City Initiated
		DON E PARKER EXCAVATING INC	CN1-23 PAY #5	17,528.16	STREET CONSTR-DIECKHOFF	ST	Streets,Utility,Sidewalks	Upgrades-City Initiated
		DON E PARKER EXCAVATING INC	CN1-23 PAY #5	20,592.15	SANITARY SEWER VARIOUS	REPAIRS	Sewer Capital Fund	Sewer Repair/Replacement
		DON E PARKER EXCAVATING INC	CN1-23 PAY #5	2,054.13	WATER CONSTR-DIECKHOFF ST		Water	
10/12/2023	57512	FIRST AMERICAN TITLE INSURANCE CO	3165990	50,094.96	PURCHASE OF 1345 S	COMMERCIAL ST	2023 CDBG	Block Grant
		FIRST AMERICAN TITLE INSURANCE CO	3165990	32,085.04	PURCHASE OF 1345 S	COMMERCIAL ST	2022 CDBG	Block Grant
10/12/2023	57515	GRAEF	127181	3,857.50	NEENAH CREEK BRIDGE	SERVICES THRU 5/27	TIF #12 Bridgewood	Other
		GRAEF	128234	28,971.00	NEENAH CREEK BRIDGE	SERVICES THRU 7/29	TIF #12 Bridgewood	Other
		GRAEF	127687	7,921.00	NEENAH CREEK BRIDGE	SERVICES THRU 7/1	TIF #12 Bridgewood	Other
		GRAEF	128776	4,792.00	SERVICE THRU 8/26-	CARPENTER PRESERVE CONCPT	Facility Improvement Fund	Parks
		GRAEF	126662	4,747.50	NEENAH CREEK BRIDGE	SERVICES THRU 4/29	TIF #12 Bridgewood	Other
		GRAEF	128783	35,466.25	NEENAH CREEK BRIDGE	SERVICES THRU 8/26	TIF #12 Bridgewood	Other
10/12/2023	57516	GRAYMONT WESTERN LIME INC	35211750RI	3,953.82	HYDRATED LIME		Water	Other
10/12/2023	57517	HEARTLAND BUSINESS SYSTEMS LLC	637162H	24,000.00	HPE ANW 8100 SWITCHES (2)		Capital Equipment Fund	Information Systems
10/12/2023	57526	NORTHEAST ASPHALT INC	CN1123 PAY #2	32,124.36	STREET CONSTR-BROOKWD DR		Streets,Utility,Sidewalks	Upgrades-City Initiated
		NORTHEAST ASPHALT INC	CN1123 PAY #2	59,464.27	STREET CONSTR-FAIRWOOD DR		Streets,Utility,Sidewalks	Upgrades-City Initiated
		NORTHEAST ASPHALT INC	CN1023 PAY #1	80,700.60	2" ASPHALT MAT-HOMES AT	FREEDOM MEADOWS	Streets,Utility,Sidewalks	
		NORTHEAST ASPHALT INC	CN1123 PAY #2	8,451.20	SANITARY SEWER-VARIOUS	REPAIRS	Sewer Capital Fund	Sewer Repair/Replacement
		NORTHEAST ASPHALT INC	CN1023 PAY #1	149,055.00	RESURFACE PARKING LOTS		Facility Improvement Fund	Public Works
		NORTHEAST ASPHALT INC	CN1023 PAY #1	26,957.67	LIBRARY BUMP OUT		Streets,Utility,Sidewalks	Traffic Control
		NORTHEAST ASPHALT INC	CN1023 PAY #1	45,687.88	2" ASPHALT MAT-FREEDOM	ACRES	Streets,Utility,Sidewalks	
		NORTHEAST ASPHALT INC	CN1123 PAY #2	68,970.01	STREET CONSTR-HUNT AVE		Streets,Utility,Sidewalks	Upgrades-City Initiated
		NORTHEAST ASPHALT INC	1894957	2,369.08	HOT MIX ASPHALT		General Fund	Street Maintenance
10/12/2023	57533	VALLEY SEALCOAT INC	15787	6,925.00	SV BB COURT PAINTING		Facility Improvement Fund	Parks
10/12/2023	57536	WE ENERGIES	4912189	2,705.42	1000 PENDLETON PARKWAY	STREET LIGHT	General Fund	Street Signal & Light
		WE ENERGIES	4911704	2,261.26	204 IRENE ST-STREET LIGHT		General Fund	Street Signal & Light
10/12/2023	57537	WESTWOOD INFRASTRUCTURE INC	1230900094	18,643.63	2025 COMMERCIAL ST-DESIGN	THRU 8/26	Streets,Utility,Sidewalks	Upgrades-City Initiated
10/12/2023	57538	WESTWOOD PROFESSIONAL SERVICES INC	1230900095	9,073.56	7/30-8/26 SVCS 2025 DESGN	COMMERCIAL/WINN INTERSCTN	Streets,Utility,Sidewalks	Upgrades-City Initiated
10/19/2023	57540	ACCESS INC	307741	30,989.34	DATA CENTER UPS UPGRADE		Capital Equipment Fund	Information Systems
10/19/2023	57547	GRAYMONT WESTERN LIME INC	35211970RI	3,804.86	HYDRATED LIME		Water	Other
10/19/2023	57553	OVERHEAD DOOR COMPANY	66715	80,783.00	ST 32 GARAGE DOORS		Facility Improvement Fund	Fire Department
10/19/2023	57554	PUBLIC SERVICE COMMISSION	RA24I04030	7,397.50	PSC ASSESSMENT		Water	Other
10/19/2023	57555	SIERRA CONTAINER GROUP LLC	7127	37,404.20	648 95 GALLON CARTS		Capital Equipment Fund	Public Works
10/19/2023	57561	WESTWOOD PROFESSIONAL SERVICES INC	1230900118	8,036.80	DOUGLAS POND HYDRAULICS	ANALYSIS 7/30-8/26	Storm Water Management	Storm Water
10/19/2023	57562	WILLIAM/REID	60380	26,235.00	BOOSTER STATION PUMPS		Water	
10/26/2023	57567	BAUER ELECTRIC INC	218348	5,240.00	LIGHTS		Parking Utility Fund	Parking Services
10/26/2023	57573	EDGEWATER RESOURCES LLC	4687	6,000.00	SEP SHORELINE	IMPROVEMENTS	Facility Improvement Fund	Parks
10/26/2023	57574	EMERGENCY VEHICLE SERVICES	456	5,500.00	SKID UNIT & STOKES BASKET	FOR UTV	Neenah Menasha Fire	
10/26/2023	57576	FIRST SUPPLY LLC-APPLETON	1375058300	15,835.47	BOOSTER STN HYDRO TANK		Water	
10/26/2023	57577	GRAYMONT WESTERN LIME INC	35212388RI	4,343.25	HYDRATED LIME		Water	Other

### October 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
10/26/2023	57580	GROUND EFFECTS OF WI INC	7375	4,380.00	GREEN MEADOWS BIOFILTER	PLANTING	Storm Water Management	Storm Sewer Management
10/26/2023	57583	IEI GENERAL CONTRACTORS INC	15165	3,208.08	WBH STUCCO/BLOCK REPAIR		Facility Improvement Fund	Parks
10/26/2023	57589	LASER TECHNOLOGY INC	190820RI	4,477.95	LASER TECH TRUSPEED S	LASER UNITS	General Fund	Police
10/26/2023	57602	ST VINCENT DEPAUL COUNCIL	FREEZER	50,000.00	FOOD PANTRY FREEZER		State COVID Program	Block Grant
<b>Overall - Total</b>				<b>3,748,398.78</b>				

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

<u>Transfer No.</u>	<u>Transfer Date</u>	<u>Amount</u>	<u>Purpose</u>	<u>Budget/Cost Center</u>
1	10/2/23	\$272,171.28	HEALTH PARTNERS Oct Insurance Premiums	FRINGE BENEFIT DIST.
2	10/2/23	\$1,514.22	DELTA DENTAL Vision Insurance	FRINGE BENEFIT DIST.
3	10/2/23	\$29,901.48	WISCONSIN DEPT OF REVENUE State Withholding	FRINGE BENEFITS DIST
4	10/3/23	\$3,662.58	BANCORP FSA/HRA Debit Card Prefund	N/A
5	10/4/23	\$3,147.90	DIVERSIFIED BENEFIT SERVICES 2023 Employee HRA Plan	N/A
6	10/4/23	\$8,995.74	DELTA DENTAL Dental Claims	FRINGE BENEFIT DIST.
7	10/11/23	\$2,252.01	BANCORP FSA/HRA Debit Card Prefund	N/A
8	10/11/23	\$809.20	DIVERSIFIED BENEFIT SERVICES 2023 Employee FSA Plan	N/A
9	10/11/23	\$5,656.00	DELTA DENTAL Dental Claims	FRINGE BENEFIT DIST.
10	10/12/23	\$15,689.39	MISSIONSQUARE 457 Deferred Comp. Contributions	N/A
11	10/12/23	\$4,481.77	MISSIONSQUARE Employee IRA Contributions	N/A
12	10/12/23	\$2,053.35	MIDAMERICA FICA Alternative Plan #3121	N/A
13	10/12/23	\$53.00	COMMUNITY FIRST CREDIT UNION FD Local 275 Conduit	N/A
14	10/12/23	\$6,284.85	COMMUNITY FIRST CREDIT UNION FD Union Dues	N/A
15	10/12/23	\$2,066.60	ASSOCIATED BANK Child Support	N/A
16	10/12/23	\$522,567.61	EMPLOYEE PAYROLL ACH Direct Deposit	N/A
17	10/12/23	\$2,190.00	NATIONWIDE 457 Deferred Comp. Contributions	N/A
18	10/12/23	\$500.00	NATIONWIDE Employee IRA Contributions	N/A

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

Transfer No.	Transfer Date	Amount	Purpose	Budget/Cost Center
19	10/13/23	\$144,291.44	DEPARTMENT OF THE TREASURY Employer/Employee Social Security Federal Withholding	FRINGE BENEFITS DIST.
20	10/13/23	\$1,100.00	ASSOCIATED BANK Trust Fees	N/A
21	10/16/23	\$30,237.57	WISCONSIN DEPT OF REVENUE State Withholding	FRINGE BENEFITS DIST
22	10/16/23	\$2,296.33	ASSOCIATED BANK Sept Bank Service Fee	N/A
23	10/17/23	\$1,244.30	BANCORP FSA/HRA Debit Card Prefund	N/A
24	10/18/23	\$6,312.00	DELTA DENTAL Dental Claims	FRINGE BENEFIT DIST.
25	10/18/23	\$625.00	ASSOCIATED BANK 3rd Qtr Fees	N/A
26	10/20/23	\$1,689.97	WISCONSIN DEPT OF REVENUE September Sales Tax	N/A
27	10/23/23	\$13,506.17	DIVERSIFIED BENEFIT SERVICES 2023 Employee HRA Plan	N/A
28	10/24/23	\$1,768.53	BANCORP FSA/HRA Debit Card Prefund	N/A
29	10/25/23	\$1,945.74	DIVERSIFIED BENEFIT SERVICES 2023 Employee FSA Plan	N/A
30	10/25/23	\$6,166.41	DIVERSIFIED BENEFIT SERVICES 2023 Employee HRA Plan	N/A
31	10/25/23	\$5,465.39	DELTA DENTAL Dental Claims	FRINGE BENEFIT DIST.
32	10/26/23	\$15,639.39	MISSIONSQUARE 457 Deferred Comp. Contributions	N/A
33	10/26/23	\$4,481.77	MISSIONSQUARE Employee IRA Contributions	N/A
34	10/26/23	\$2,403.79	MIDAMERICA FICA Alternative Plan #3121	N/A
35	10/26/23	\$53.00	COMMUNITY FIRST CREDIT UNION FD Local 275 Conduit	N/A
36	10/26/23	\$2,055.06	ASSOCIATED BANK Child Support	N/A

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

Transfer No.	Transfer Date	Amount	Purpose	Budget/Cost Center
37	10/26/23	\$563,585.99	EMPLOYEE PAYROLL ACH Direct Deposit	N/A
38	10/26/23	\$2,190.00	NATIONWIDE 457 Deferred Comp. Contributions	N/A
39	10/26/23	\$500.00	NATIONWIDE Employee IRA Contributions	N/A
40	10/27/23	\$158,727.65	DEPARTMENT OF THE TREASURY Employer/Employee Social Security Federal Withholding	FRINGE BENEFITS DIST.
41	10/27/23	\$966.96	DIVERSIFIED BENEFIT SERVICES 2023 Employee HRA Plan	N/A
42	10/30/23	\$240,567.34	US BANK 9/26-10/25 P-Card Statement	N/A
43	10/31/23	\$1,949.64	BANCORP FSA/HRA Debit Card Prefund	N/A
44	10/31/23	\$30,981.81	WISCONSIN DEPT OF REVENUE State Withholding	FRINGE BENEFITS DIST
45	10/31/23	\$215,721.30	WI EMPLOYEE TRUST FUNDS Retirement Contribution	FRINGE BENEFITS DIST
46	10/31/23	\$125,510.89	WE Energies Invoices	N/A
47	10/31/23	\$1,980.03	MERCHANT SERVICES Debit Card/Credit Card Service Fee	N/A
<b>OCTOBER TOTAL</b>		<b>\$2,467,960.45</b>		