



City of Neenah
Finance & Personnel Committee Agenda
Monday, February 9, 2026 at 5:30 PM
Hauser Room
Neenah City Hall
211 Walnut Street

- I. Call to order
- II. Public Appearances
- III. [Approval of the minutes of the January 12, 2026 meeting.](#) (Minutes can be found on the city website)
- IV. Unfinished Business
 - A. Recommend Council ratify the engagement of Attorney William P. Scott for all work completed for the city from 2023 through 2025 (Rashid)
 - B. Recommend Council authorize the City Attorney and Director of Community Development to engage the services of Attorney William P. Scott on an on going and as needed basis, for an amount not to exceed \$25,000 in 2026 without further approval. (Rashid)
- V. New Business
 - A. Recommend to Council to reclassify the Recruitment and Retention Coordinator position in Grade 9, non-exempt, to the Deputy Director of Human Resources & Safety in Grade 11, exempt. (Barber) (Attachments)
 - B. Recommend to Council to authorize the sale of public property located along Enterprise Drive to Horseshoe Beverage Company in the amount of \$10,000. (Schmidt) (Attachments)
- VI. Financial Report
 - A. Vouchers – December 2025 (Rasmussen) (Attachments)
- VII. City Attorney Report
 - A. No report.
- VIII. Adjournment

NOTICE: Pursuant to the requirements of Wis. Stats. Sec. 19.84 (Open Meeting Notice Law), 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 on which they have decision-making responsibility. This may constitute a meeting of the Neenah Common Council and must be noticed as such. The Council will not take any formal action at this meeting.

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 e-mail clerk@neenahwi.gov at least 48 hours prior to the scheduled meeting or event to request an accommodation.



Dept. of Human Resources and Safety
211 Walnut St. • P.O. Box 426 • Neenah WI 54957-0426
Phone 920-886-6102 • e-mail: hbarber@neenahwi.gov
HEATHER BARBER
DIRECTOR OF HUMAN RESOURCES AND SAFETY

MEMORANDUM

Date: February 9, 2026

To: Chairman Steiner and Members of the Finance & Personnel Committee

From: Heather Barber, Human Resources

Subject: Deputy Director of Human Resources

The City's current procedure for reclassifying positions is as follows:

1. Department Head submits job description to Human Resources
2. Human Resources either submits the job description for evaluation from its salary plan consultant or evaluates the job in-house using the salary plan consultant's evaluation tool.
3. Human Resources forwards recommendations to the Finance and Personnel Committee for approval.

In the second half of 2025, following the position above, several reclassified positions were brought forward for the Finance and Personnel Committee's approval based on the job evaluations. Of these positions, all but one were approved by the Finance Committee and Council, and the other was sent back to the Director of Human Resources with direction for her to provide additional information at a future Committee meeting prior to the reclassification being approved.

The proposed position reclassification was for a People Operations Manager within Human Resources, and due to the HR Director's October resignation, this item was unable to be brought back for review until my appointment as the new HR Director.

From my understanding of the September meeting, there were two pieces that follow-up was requested for prior to approval:

1. Provide clear guidelines to detail how promotions, reclassifications, and new positions are recruited for.
2. Update job description to not require employees to go through the People Operations Manager prior to contacting the HR Director, as this was an unfair distribution of duties.

For item #1, as requested, I have attached a document that provides an overview of how recruitments for reclassifications, promotions, and vacancies for non-represented employees not subject to work rules are handled within the City.

I updated the job description to address the second item. In addition, I have re-titled the position Deputy Director of Human Resources, a title more consistent and understandable within a government setting. The salary plan consultant has provided an updated memo to reflect their current (unchanged) grade recommendation.

Having a Deputy in Human Resources is crucial to effectively managing the Department. Broadening the scope of the existing position to a second-in-command role will allow greater service for City staff in providing a backup option for attendance at meetings and/or for providing guidance in the absence of the Director, a model that works well in several City departments.

At this time, the current Recruitment and Retention Coordinator possesses the aptitude and attitude to successfully take on the additional challenges and responsibility of this role and it is proposed the position be reclassified as the Deputy Director of Human Resources & Safety per the evaluation by the salary plan consultant.

The cost impact of this change in 2026 will be \$6,833, \$5,639 of which is available through 2025 carry-overs, the remainder of which can be absorbed into the current Human Resources budget.

Staff requests a recommendation to Council to reclassify the Recruitment and Retention Coordinator position in Grade 9, non-exempt, to the Deputy Director of Human Resources & Safety in Grade 11, exempt.



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HEATHER BARBER
DIRECTOR OF HUMAN RESOURCES AND SAFETY

Overview of Recruitment Practices

While there is not a policy that specifies the recruitment process based on the type of position change, there are longstanding practices that have been followed in most circumstances. Three processes are detailed below.

Vacant Position (vacant due to being newly-created or vacated existing position):

All vacant positions are posted both internally and externally provided there isn't another person in an identical position at a different number of hours. (An example of this exception would be a casual Library Assistant moving to a part time Library Assistant position.) This process is followed regardless of whether the employee is moving laterally or to a higher grade.

Although a supervisor sometimes has a preferred internal candidate in mind, it is my professional recommendation that in all cases of a position vacancy, a recruitment process is conducted both internally and externally. This is a best practice for a number of reasons:

- City positions are funded by taxpayers, and for this reason, the taxpayers should have the ability to apply for open positions.
- Considering internal and external candidates for a position allows us to document qualifications and provides a structured and merit-based way to select the best applicant. This is to the City's advance to avoid claims of discrimination, and it is in the applicant's best interest to prove they were selected objectively.

Reclassification due to Duties Change – Same Title:

Sometimes an employee's position title remains the same, but the position duties are of an increased complexity. In this case, a reclassification request can be made, and a subsequent job evaluation may be performed to determine whether the position should be moved to a new grade. Since this process does not create a vacancy, no recruitment process is conducted as it would leave the incumbent without a position if they were not selected for the position.

Reclassification due to Proposed Duties Change – New Title:

Sometimes a department identifies a need for a position to change to one of increased complexity where a new title is warranted. In this case, the proposed position can be evaluated to determine grade placement. This is not dissimilar to the example above in that there is no vacancy created in this process, and as a result, no recruitment process is conducted as it would leave the incumbent without a position if they were not selected. Exceptions would be if the incumbent does not meet the qualifications for the position in its updated state.

COTTINGHAM & BUTLER
Total Rewards
Consulting

February 3, 2026

MEMORANDUM

TO: Heather Barber, Director of Human Resources and Safety, City of Neenah

FR: Ashley McCluskey, Compensation Analyst

RE: Classification Review: Deputy Director of Human Resources & Safety

The city has submitted updated job documentation and has requested a classification review for the Deputy Director of Human Resources & Safety position, previously titled HR Recruiter/Coordinator, due to additional responsibilities being added to the role. Based on our evaluation, the following recommendation is provided:

Deputy Director of Human Resources & Safety Classification Review: The Deputy Director of Human Resources & Safety is responsible for recruitment, training, performance management, and employee relations within the city. This position also assists in HR strategy development to support organizational goals related to talent management, succession planning and workforce development. Minimum requirements of the position include a bachelor's degree and at least three years of relative experience. Following evaluation through our point-factor job classification system, we recommend placement in **Grade 11** of the current pay scale.

Please contact me with any questions on this review.



City of Neenah

Position Description

Position:	Deputy Director of Human Resources & Safety	Department:	Human Resources & Safety
FLSA Status	Exempt – Salary is based on 37.5 hours / wk	Grade:	11
Reporting Supervisor:	Director of Human Resources and Safety	Date:	February 2026

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:

Responsible for recruitment, training, performance management and employee relations within the City of Neenah. Acts as second-in-command, acting as Department Head in the absence of the Director. Works closely with Director to develop HR strategies that support the City's goals, focusing on talent management, succession planning, and workforce development.

ESSENTIAL JOB DUTIES

- Oversee recruitment of personnel for all departments within the City of Neenah
- Manage internal recruitment and training portal
- Facilitate and participate in interview and selection processes
- Ensure backgrounds are conducted in accordance with local, state, and federal requirements.
- Ensure job descriptions are updated, and marketplace analysis of positions are conducted regularly
- Ensure compliance with labor laws and regulations as it relates to onboarding and development of personnel
- Respond to open records requests such as wage and benefit surveys and employment verifications in accordance with WI Open Records Laws
- Manage employee relations addressing any issues or grievances escalating high level issues to the director
- Collaborate with managers and leaders to understand skills and roles needed within the organization
- Provide guidance and training to managers and employees on HR policies and processes
- Present information to Council and Committees as needed and in the absence of the Director
- Manage culture and recognition program within City
- Nurture a positive working environment
- Support senior leadership with succession planning, high-level people strategy, and communications
- Provide departmental assistance with onboarding, benefits, payroll, and other general needs
- Perform general administrative duties to include written correspondence, filing, and operating office related equipment
- Maintain working knowledge of all HR and Safety functions including but not limited to benefits, worker's compensation and safety, and labor relations
- Serve as backup to the Director
- Adhere to policies and procedures as outlined in the employee handbook.
- Adhere to schedule in a timely and punctual manner

EDUCATION AND EXPERIENCE:

- Bachelor's Degree
- Three years of Human Resources and / or supervisory experience
- In-depth knowledge of labor law and HR best practices
- People-oriented and results driven
- Leadership training preferred
- Valid Driver's License
- SHRM Certification preferred

KNOWLEDGE/SKILLS/ABILITIES:

- Knowledge of modern office equipment, practices, and procedures
- Knowledge of City and Department policies and procedures
- Knowledge of basic accounting and mathematics
- Knowledge of local, state, and federal employment practices
- Skill in compiling data and preparing reports
- Skill in planning and organizing work independently
- Skill in establishing and maintaining files and records
- Skill in interpersonal relations
- Skill in public speaking
- Skill in oral and written communication
- Ability to work autonomously and as part of a team

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 and standing as needed
- Ability to have close visual acuity to perform activity such as: preparing and analyzing data and figures; transcribing, viewing a computer terminal; extensive reading
- Ability to operate standard office equipment and keyboards
- Ability to lift and carry up to 15 pounds regularly and up to 30 pounds on occasion

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 typically performed in an office
- Minimal exposure to loud noises or equipment
- Moderate travel between office locations exists

SUPERVISORY AND MANAGEMENT RESPONSIBILITY:

- No direct reports, but is considered a management-level employee

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.



M E M O R A N D U M

DATE: February 9, 2026
TO: Mayor Lang, Common Council and Finance and Personnel Committee
FROM: Brad Schmidt, AICP, Deputy Director
RE: Sale of Public Land – Enterprise Drive

The City has received a request from Horseshoe Beverage Company (590 Enterprise Drive) to purchase a portion of city-owned land located adjacent to the company's property. The purchase of the land from the city would support the company's business expansion plans and would provide adequate vehicular circulation around their existing building.

The City purchased land in the early 1980's to support the creation of an industrial park (Southpark Industrial Center). The City platted (subdivided) the land, creating industrial lots, public roads, and a railroad lead line to serve future industrial businesses within the industrial park. The subject parcel was created to serve as a portion of the railroad lead line. Railroad tracks were installed shortly after the creation of the industrial park.

The city-owned property is approximately 35 feet wide by 1,050 feet long. The railroad lead line extends from the north portion of the property (along Enterprise Drive), south approximately 450 feet. The railroad tracks currently serve Tidi Products. The remaining 600 feet of land is undeveloped. Through conversations with Canadian National, the existing railroad tracks are not expected to be extended. Additionally, Canadian National agreed to remove a railroad easement on the portion of land that is undeveloped.

Horseshoe Beverage Company has proposed purchasing the southern half of the city-owned property (35 feet by 600 feet). The property is zoned I-1, Planned Business Center District, consistent with the surrounding zoning. Upon the sale of the property Horseshoe Beverage Company will consolidate the land into their main parcel located at 590 Enterprise Drive. The purchase price for the property is \$10,000.

The City's Plan Commission is also reviewing the proposed land sale and will decide to designate the city-owned land as excess city property like other requests in the past.

Recommendation

At this time, an appropriate action is to recommend Council authorize the sale of public property located along Enterprise Drive to Horseshoe Beverage Company in the amount of \$10,000.

SCHULTZ DR

S87°50"W (34.75')

N03°0137"W (153.04')

S87°13'50"W (0.43')

S03°02'38"E (643.12')

N03°02'38"W (490.08')

N87°13'50"E (35.00')



MEMORANDUM

To: Members of the Finance and Personnel Committee
From: Chairman Steiner
Date: January 22, 2025
Re: December Voucher Review

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

1. December General Expenditure Voucher Nos. 3551 through 3706 (\$312,399.39) and 3525 through 3651 and 61085 through 61173 (\$2,441,075.21) and December payroll (\$0.00) for a combined total of \$2,753,474.60.
2. December Automated Transfers totaling \$5,111,998.21.

I recommend their approval.

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

Attachments

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

Transfer Date	Amount	Vendor	Description
12/1/25	\$31,739.48	WI DEPT OF REVENUE	EE State Withholding
12/1/25	\$198,014.02	US BANK	10/26-11/25 P-Card Statement
12/1/25	\$777.99	DIVERSIFIED BENEFIT SERVICES	2025 Employee FSA Plan
12/1/25	\$1,223.53	DIVERSIFIED BENEFIT SERVICES	2025 Employee HRA Plan
12/1/25	\$1,499.98	DELTA DENTAL	Vision Premium
12/2/25	\$1,462.63	BANCORP	FSA/HRA Debit Card Prefund
12/3/25	\$1,173.57	DIVERSIFIED BENEFIT SERVICES	2025 Employee HRA Plan
12/3/25	\$1,872.60	DELTA DENTAL	Dental Claims
12/3/25	\$240.75	DIVERSIFIED BENEFIT SERVICES	2025 Employee FSA Plan
12/4/25	\$22,487.19	UMR	11/26 - 12/02 Health Insurance Disbursements
12/4/25	\$24,911.46	MISSIONSQUARE	457 Deferred Comp. Contributions
12/4/25	\$3,271.25	MISSIONSQUARE	Employee IRA Contributions
12/4/25	\$2,119.09	MIDAMERICA	FICA Alternative Plan #3121
12/4/25	\$45.00	COMMUNITY FIRST CREDIT UNION	FD Local 275 Conduit
12/4/25	\$6,482.84	COMMUNITY FIRST CREDIT UNION	FD Union Dues
12/4/25	\$315.00	SIMPLICITY CREDIT UNION	POLICE BENEVOLENT
12/4/25	\$731.20	SIMPLICITY CREDIT UNION	POLICE OFFICERS
12/4/25	\$114.25	SIMPLICITY CREDIT UNION	POLICE SUPERVISORS
12/4/25	\$1,851.24	ASSOCIATED BANK	Child Support
12/4/25	\$664,992.08	EMPLOYEE PAYROLL	ACH Direct Deposit
12/4/25	\$1,320.00	NATIONWIDE	457 Deferred Comp. Contributions
12/4/25	\$1,200.00	NATIONWIDE	Employee IRA Contributions
12/4/25	\$508,586.08	STIFEL	Investment Purchase - 166756BJ4 Prin
12/4/25	\$6,629.17	STIFEL	Investment Purchase - 166756BJ4 Accrued Interest
12/5/25	\$73,788.16	DEPARTMENT OF THE TREASURY	Employer/Employee Social Security Federal Withholding
12/5/25	\$28,208.54	DEPARTMENT OF THE TREASURY	Employer/Employee Medicare Withholding
12/5/25	\$101,710.35	DEPARTMENT OF THE TREASURY	Employee Federal Withholding
12/5/25	\$1,218.95	USPS	Water - Lead Service Mailing
12/5/25	\$2,017.31	DIVERSIFIED BENEFIT SERVICES	2025 Employee HRA Plan
12/9/25	\$7,084.67	BANCORP	FSA/HRA Debit Card Prefund
12/10/25	\$5,186.34	DELTA DENTAL	Dental Claims
12/10/25	\$105.94	QUADIANT	Postage
12/10/25	\$1,275.15	DIVERSIFIED BENEFIT SERVICES	2025 Employee FSA Plan
12/10/25	\$1,808.65	DIVERSIFIED BENEFIT SERVICES	2025 Employee HRA Plan
12/11/25	\$79,546.86	UMR	12/3 -12/9 Health Insurance Disbursements
12/12/25	\$53,631.07	UMR	Admin Fee and Stop Loss
12/12/25	\$3,209.16	DIVERSIFIED BENEFIT SERVICES	2025 Employee FSA Plan
12/12/25	\$526.40	DIVERSIFIED BENEFIT SERVICES	2025 Employee HRA Plan
12/12/25	\$2,488.84	ASSOCIATED BANK	Nov Bank Service Fee
12/15/25	\$33,035.28	WI DEPT OF REVENUE	EE State Withholding
12/16/25	\$1,786.68	BANCORP	FSA/HRA Debit Card Prefund
12/16/25	\$244.00	USPS	PO BOX 582 Renewal
12/17/25	\$610.00	USPS	PO BOX 426 Renewal
12/17/25	\$3,728.55	DELTA DENTAL	Dental Claims
12/17/25	\$2,316.79	DIVERSIFIED BENEFIT SERVICES	2025 Employee FSA Plan
12/17/25	\$1,041.67	DIVERSIFIED BENEFIT SERVICES	2025 Employee HRA Plan
12/18/25	\$20,611.46	MISSIONSQUARE	457 Deferred Comp. Contributions
12/18/25	\$3,121.25	MISSIONSQUARE	Employee IRA Contributions
12/18/25	\$2,850.23	MIDAMERICA	FICA Alternative Plan #3121
12/18/25	\$45.00	COMMUNITY FIRST CREDIT UNION	FD Local 275 Conduit
12/18/25	\$315.00	SIMPLICITY CREDIT UNION	POLICE BENEVOLENT
12/18/25	\$731.20	SIMPLICITY CREDIT UNION	POLICE OFFICERS
12/18/25	\$114.25	SIMPLICITY CREDIT UNION	POLICE SUPERVISORS
12/18/25	\$1,851.24	ASSOCIATED BANK	Child Support
12/18/25	\$555,720.69	EMPLOYEE PAYROLL	ACH Direct Deposit
12/18/25	\$1,345.00	NATIONWIDE	457 Deferred Comp. Contributions
12/18/25	\$1,225.00	NATIONWIDE	Employee IRA Contributions
12/18/25	\$71,088.41	UMR	12/10 - 12/16 Health Insurance Disbursements
12/19/25	\$1,788.43	DIVERSIFIED BENEFIT SERVICES	2025 Employee HRA Plan
12/19/25	\$70,034.29	DEPARTMENT OF THE TREASURY	Employer/Employee Social Security Federal Withholding

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

Transfer Date	Amount	Vendor	Description
12/19/25	\$23,872.29	DEPARTMENT OF THE TREASURY	Employer/Employee Medicare Withholding
12/19/25	\$76,805.49	DEPARTMENT OF THE TREASURY	Employee Federal Withholding
12/22/25	\$827.39	WI DEPT OF REVENUE	Nov Sales Tax
12/23/25	\$2,486.05	BANCORP	FSA/HRA Debit Card Prefund
12/24/25	\$5,036.60	DELTA DENTAL	Dental Claims
12/26/25	\$1,594.00	DIVERSIFIED BENEFIT SERVICES	2025 Employee FSA Plan
12/26/25	\$6,427.93	DIVERSIFIED BENEFIT SERVICES	2025 Employee HRA Plan
12/26/25	\$106,498.18	UMR	12/17 - 12/23 Health Insurance Disbursements
12/26/25	\$284.42	WI DEPT OF REVENUE	Motor Fuel Tax Repayment
12/30/25	\$275,301.61	US BANK	11/26-12/26 P-Card Statement
12/30/25	\$1,486.82	BANCORP	FSA/HRA Debit Card Prefund
12/31/25	\$514,061.07	STIFEL	Investment Purchase - 632525CK5 Prin
12/31/25	\$1,133.50	STIFEL	Investment Purchase - 632525CK5 Accrued Interest
12/31/25	\$517,600.00	STIFEL	Investment Purchase - 283770NW1 Prin
12/31/25	\$9,444.44	STIFEL	Investment Purchase - 283770NW1 Accrued Interest
12/31/25	\$1,616.75	DIVERSIFIED BENEFIT SERVICES	2025 Employee FSA Plan
12/31/25	\$965.45	DIVERSIFIED BENEFIT SERVICES	2025 Employee HRA Plan
12/31/25	\$138,894.68	WI EMPLOYEE TRUST FUNDS	Retirement Contribution - ER Contribution
12/31/25	\$102,945.07	WI EMPLOYEE TRUST FUNDS	Retirement Contribution - EE Contribution
12/31/25	\$2,125.81	DELTA DENTAL	Dental Claims
12/31/25	\$21,116.46	MISSIONSQUARE	457 Deferred Comp. Contributions
12/31/25	\$3,733.25	MISSIONSQUARE	Employee IRA Contributions
12/31/25	\$2,312.99	MIDAMERICA	FICA Alternative Plan #3121
12/31/25	\$45.00	COMMUNITY FIRST CREDIT UNION	FD Local 275 Conduit
12/31/25	\$1,851.24	ASSOCIATED BANK	Child Support
12/31/25	\$556,809.42	EMPLOYEE PAYROLL	ACH Direct Deposit
12/31/25	\$1,345.00	NATIONWIDE	457 Deferred Comp. Contributions
12/31/25	\$475.00	NATIONWIDE	Employee IRA Contributions
12/31/25	\$1,917.81	MERCHANT SERVICES	Debit Card/Credit Card Service Fee
12/31/25	\$114,513.28	WE ENERGIES	Invoices
DECEMBER TOTAL	\$5,111,998.21		

Dec 2025 Check Register-Over \$2,000

Pymt Date	Pymt #	AP Vendor Name	Invoice #	Trans. Amount	AP Description 01	AP Description 02	Fund Description	Department Description
12/04/2025	3525	BENITEK LLC	PSINV103584	2,500.00	DEC BENITEK		Capital Equipment Fund	Information Systems
12/04/2025	3526	BLACK GOLD ENVIRONMENTAL SERVICES	49693	3,204.90	WASTE OIL FURNACE MAINTEN	ANCE	Recycling Fund	Recycling Program
12/04/2025	3528	FABICK CAT	GB27534	2,690.66	GENERATOR SERVICE - BATTE	RY REPLACEMENT	Water	Other
		FABICK CAT	SIGB0053966	7,883.37	GENERATOR SERVICE - COOLI	NG SYSTEM PM	Water	Other
12/04/2025	3531	GRAYMONT WESTERN LIME INC	35249844RI	5,260.79	HYDRATED LIME		Water	Other
12/04/2025	3532	HORST DISTRIBUTING INC	116412000	2,969.86	TIRES, FUEL FILTERS, CYLI	NDER, SEAL KIT	Fleet Management	Municipal Facilities
12/04/2025	3533	KIDSTAGE	1253	4,350.00	KIDSTAGE THE LITTLE MERMA	ID	General Fund	Contracted Programs
12/04/2025	3535	MCC INC	CN7-21 FINAL	117,418.63	FINAL PAY REQUEST_CONTRAC	T 7-21	Storm Water Management	Sewer Repair/Replacement
12/04/2025	3539	NEENAH MENASHA SEWERAGE COMMISSION	2025198	97,482.43	DEC PLANT EXPENSE		Sewer Operating Utility	Sewer Operations
		NEENAH MENASHA SEWERAGE COMMISSION	2025204	9,276.00	DEC INTEREST PYMT-CW LOAN		Sewer Capital Fund	Sewer Capital Costs
		NEENAH MENASHA SEWERAGE COMMISSION	2025204	43,967.00	DEC PRINCIPAL PYMT-CW LOA	N	Sewer Capital Fund	Sewer Capital Costs
		NEENAH MENASHA SEWERAGE COMMISSION	2025204	3,704.00	DEC INTEREST PYMT-RE LOAN		Sewer Operating Utility	Sewer Operations
		NEENAH MENASHA SEWERAGE COMMISSION	2025204	8,891.00	DEC PRINCIPAL PYMT-RE LOA	N	Sewer Operating Utility	Sewer Operations
12/04/2025	3540	NEENAH, TOWN OF	UTIL AID NOV 20	210,176.66	ALLIANT ENERGY PILOT-NOV	PYMT	Alliant Energy PILOT	Finance
12/04/2025	3542	PRIMADATA LLC	72904	2,461.78	NOV UTILITY BILLS-POSTAGE		General Fund	Finance
12/04/2025	3545	RUEKERT & MIELKE INC	160470	5,566.95	TDS PROJECT OVERSIGHT 8/2	8-10/31	Streets,Utility,Sidewalks	Upgrades-City Initiated
12/04/2025	3546	SEH INC	498462	6,052.54	ST 31 REMODEL THRU 10/31		Facility Improvement Fund	Fire Department
12/01/2025	3551	U S BANK	11-25-25	6,320.16	HAWKINS INC	LPC-31	Water	Other
		U S BANK	11-25-25	4,281.30	HAWKINS INC	SODIUM PERMANGANATE	Water	Other
12/11/2025	3555	D & M FLOORING AMERICA	CG503282	16,996.72	CONFERENCE ROOM FLOOR PRE	P / CARPETING / VINYL	Water	Other
12/11/2025	3560	GRAYMONT WESTERN LIME INC	35250072RI	5,348.17	HYDRATED LIME		Water	Other
		GRAYMONT WESTERN LIME INC	35250312RI	5,235.09	HYDRATED LIME		Water	Other
12/11/2025	3563	MENASHA, CITY OF	NOV 2025 COURT	2,698.22	NOV COURT FINES		Joint Municipal Court Fd	Administration Exp.
		MENASHA, CITY OF	NOV 2025 WRS	45,101.46	NOV RETIREMENT-MENASHA		Benefit Accrual Fund	Retirement & Taxes
12/11/2025	3568	NIELSON COMMUNICATIONS INC	AR39381	3,879.97	ST 31 RADIO MOVE FOR REMO	DEL	Facility Improvement Fund	Fire Department
12/11/2025	3576	TREEO'S	24376	2,570.50	SNOW REMOVAL PARKING RAMP		General Fund	Parking Services
12/11/2025	3578	WINNEBAGO COUNTY TREASURER	NOV 2025 COURT	3,171.60	NOV COURT FINES		Joint Municipal Court Fd	Administration Exp.
12/18/2025	3581	AIRGAS USA LLC	9167142470	3,576.02	CARBON DIOXIDE		Water	Other
12/31/2025		U S BANK	12-14-25	7,020.00	GFL - ENV	OCT/NOV DUMPSTER PICKUP	General Fund	Sanitation
		U S BANK	12-14-25	4,950.00	KUEHL ELECTRIC INC	ELECTRICAL REPRS/2025383	General Fund	Street Signal & Light
		U S BANK	12-14-25	4,866.75	KUEHL ELECTRIC INC	STRANDED TRAFFIC CABLE/20	Streets,Utility,Sidewalks	Traffic Control
		U S BANK	12-14-25	2,294.25	GFL - ENV	NOV RECYCLING	Recycling Fund	Recycling Program
		U S BANK	12-14-25	5,307.55	GFL - ENV	OCT COMM COLLECTIONS	General Fund	Sanitation
		U S BANK	12-14-25	15,568.76	HYDROCLEAN EQUIPMENT INC	PRESSURE WASHER	Facility Improvement Fund	Public Works
		U S BANK	12-14-25	4,355.10	KUEHL ELECTRIC INC	ST 32 CONF ROOM ELECTRICA	Facility Improvement Fund	Fire Department
		U S BANK	12-14-25	2,468.00	TAPCO	TRAFFIC CABINET MAINT	General Fund	Street Signal & Light
12/18/2025	3582	AUTOMATED COMFORT CONTROLS	39449	2,008.73	ST 31 HVAC MAINTENANCE		General Fund	Fire Department
12/18/2025	3583	CHEMTRADE CHEMICALS US LLC	90328436	7,739.39	FERRIC SULFATE		Water	Other
12/18/2025	3590	GRAYMONT WESTERN LIME INC	35250651RI	5,145.14	HYDRATED LIME		Water	Other
		GRAYMONT WESTERN LIME INC	35250887RI	5,674.56	HYDRATED LIME		Water	Other
12/18/2025	3593	LAFORCE INC	1293889	6,901.14	DOORS TO APP BAY		Facility Improvement Fund	Fire Department
12/18/2025	3601	ONE SOURCE TECHNOLOGIES INC	16891	2,128.00	PD AIRTAME WIRING		Capital Equipment Fund	Information Systems
		ONE SOURCE TECHNOLOGIES INC	16893	2,940.00	RIVERSIDE WIFI-CAMS		Capital Equipment Fund	Information Systems
12/18/2025	3605	SECURIAN FINANCIAL GROUP INC	JAN 2026 2832L	5,402.04	JAN INSURANCE		Benefit Accrual Fund	
12/18/2025	3606	SPEEDY CLEAN INC	87530	21,600.00	LOCATE SANT SEWER LATERAL	S ELM AND REED	Sewer Operating Utility	Sanitation
		SPEEDY CLEAN INC	87530	2,034.13	TELEWISE STORM SEWER		Storm Water Management	Storm Sewer Management
12/18/2025	3612	WINNEBAGO COUNTY TREASURER	135329	36,669.24	NOV LANDFILL CHARGES		General Fund	Sanitation
12/31/2025	3614	U S BANK	12-14-25	7,598.00	LIFECORE FITNESS INC	TWO TREADMILLS	Neenah Menasha Fire	Fire Department
		U S BANK	12-14-25	3,083.96	LANDIS+GYR TECHNOLOGY,	NOV 2025 READS	Water	Other
		U S BANK	12-14-25	5,013.00	NATIONALPUMPSUPPLY	CHILLER CIRCULATING PUMP	Water	Other
		U S BANK	12-14-25	7,999.90	W G AND R FURNITURE CORPO	RECLINERS	Neenah Menasha Fire	Fire Department
		U S BANK	12-14-25	6,223.00	VAN VREEDES - APPLETON	ST 32 STOVE	Neenah Menasha Fire	Fire Department
		U S BANK	12-14-25	4,645.66	HAWKINS INC	SODIUM PERMANGANATE	Water	Other
12/31/2025	3615	U S BANK	12-26-25	14,144.00	TCAW OCC HEALTH	OCT PRACTITIONER SERVICES	Benefit Accrual Fund	Insurance
		U S BANK	12-26-25	2,219.74	MORTON SAFETY, LLC	BANDAGES FIRST AID	General Fund	Police
		U S BANK	12-26-25	7,952.74	KUEHL ELECTRIC INC	PEDESTAL RECONNECT	Streets,Utility,Sidewalks	Traffic Control
		U S BANK	12-26-25	2,150.00	FVTC FINANCIAL SERVICES	CDL TRAINING/BROUWER	General Fund	
		U S BANK	12-26-25	5,036.72	GFL - ENV	NOV COMM COLLECTIONS	General Fund	Sanitation
		U S BANK	12-26-25	4,878.70	THE UNIFORM SHOPPE OF	HONOR GUARD UNIFORMS X 9	General Fund	Police
		U S BANK	12-26-25	2,150.00	FVTC FINANCIAL SERVICES	CDL TRAINING/ LUEDKE	General Fund	
		U S BANK	12-26-25	3,472.00	TCAW OCC HEALTH	OCT LABS/376047	Benefit Accrual Fund	Insurance
		U S BANK	12-26-25	4,812.00	TCAW OCC HEALTH	NOV LABS/377263	Benefit Accrual Fund	Insurance
		U S BANK	12-26-25	14,144.00	TCAW OCC HEALTH	NOV PRACTITIONER SERVICES	Benefit Accrual Fund	Insurance

Dec 2025 Check Register-Over \$2,000

Pymt Date	Pymt #	AP Vendor Name	Invoice #	Trans. Amount	AP Description 01	AP Description 02	Fund Description	Department Description
12/31/2025	3618	CAMERA CORNER	INV355676	8,934.00	6200M SWITCHES (2)		Information Systems	Information Systems
12/31/2025	3623	DAVEL ENGINEERING & DAVEL ENGINEERING &	3184480 3184482	2,500.00 9,017.50	DNR PERMITTING COURTSIDE FIELDS DETENTIO		Facility Improvement Fund	Parks
12/31/2025	3624	DAVID TENOR CORPORATION DAVID TENOR CORPORATION DAVID TENOR CORPORATION	CN3-25 FINAL CN3-25 FINAL CN3-25 FINAL	8,878.11 35,768.67 151,882.46	FINAL PAY REQUEST_CONTRAC FINAL PAY REQUEST_CONTRAC FINAL PAY REQUEST_CONTRAC	N POND T 3-25 T 3-25 T 3-25	Storm Water Management Sewer Capital Fund Streets,Utility,Sidewalks Water	Storm Sewer Management Sewer Repair/Replacement Upgrades-City Initiated Other
12/31/2025	3626	DONALD HIETPAS & SONS INC	12-04-25	8,569.22	VALVE AND CROSS REPLACEME		Water	Other
12/31/2025	3627	E H WOLF & SONS INC E H WOLF & SONS INC E H WOLF & SONS INC	475547 475547 477737	6,116.97 14,032.69 19,188.50	UNLEADED GAS - 2998 GALLO DIESEL - 5003 GALLONS DIESEL - 7407.4 GALLONS	NS	Fleet Management Fleet Management Fleet Management	
12/31/2025	3628	EDGEWATER RESOURCES LLC	6114	19,101.33	NOV SHORELINE IMPROVEMENT	S	Facility Improvement Fund	Parks
12/31/2025	3630	GRAPHIC COMPOSITION LLC GRAPHIC COMPOSITION LLC	252952 252952	6,048.35 6,586.65	PW SERVICES GUIDE QUARTERLY NEENAH NEWSLETT		Recycling Fund General Fund	Recycling Program Mayors
12/31/2025	3631	GRAYMONT WESTERN LIME INC	35251197RI	5,376.44	HYDRATED LIME	ER	Water	Other
12/31/2025	3637	MCMAHON	941592	5,720.00	NOV PROFESSIONAL SERVICE	OAK ST BRIDGE	Water	Other
12/31/2025	3642	NEENAH FOUNDRY COMPANY	204885	18,360.00	SANITARY MANHOLES AND LID	S	Sewer Capital Fund	Sewer Repair/Replacement
12/31/2025	3645	PRIMADATA LLC PRIMADATA LLC	73196 73257	5,587.60 2,115.82	POSTAGE 2025 TAX BILLS DEC UTILITY BILLS-POSTAGE		General Fund General Fund	Finance Finance
12/31/2025	3647	SEH INC	499673	87,063.46	ST 31 REMODEL SERVICES TH	RU 11/29	Facility Improvement Fund	Fire Department
12/31/2025	3649	STANTEC CONSULTING SERVICES INC STANTEC CONSULTING SERVICES INC STANTEC CONSULTING SERVICES INC	2494551 2494547 2497912	2,500.00 5,750.00 5,069.00	LORENS AUTO SI REPORT THR PHASE I ESA S COMM ST THR SERVICES THRU 11/28	U 11/7 U 11/7	TID #9-U S Hwy41 Industr 2025 CDBG Facility Improvement Fund	Other Block Grant Other
12/31/2025	3706	U,S BANK U S BANK U S BANK	12-25-25 12-25-25 12-25-25	2,599.13 3,499.00 2,824.60	MACQUEEN EMERG/EQUIP MAGNET FORENSICS USA SQ *CHOICE MARKETING, INC	HARNESS PARTS & CLEANER 2026 GRAYKEY EXAMINATIONS TRADING CARDS -	Neenah Menasha Fire General Fund Public Safety Trust	Fire Department Police
12/04/2025	61086	BROWN, JACQUELINE	09/15-12/08	2,184.40	INSTRUCTOR PAYMENT		General Fund	Contracted Programs
12/04/2025	61090	MIKE CAVES RUST STOP LLC	866508	3,975.00	UNDERCOATING FOR ALL VEHI	CLES	Neenah Menasha Fire	Fire Department
12/11/2025	61096	BLUE DOOR CONSULTING LLC	INV37119	3,427.07	MARKETING/CONSULTING		Library Fd/ Misc. Trusts	Public Library
12/11/2025	61100	FOX CITIES APPRAISAL CO	C2025179	2,150.00	118 PECKHAM APPRAISAL		Redevelopment Fund	Community Development
12/11/2025	61103	INNOVATIVE PUBLIC ADVISORS LLC	25100	4,875.00	STRATEGIC PLANNING SVCS		ARPA Funds	Finance
12/11/2025	61106	MIRSBERGER SALES & SERVICE INC	CO0006228	9,700.79	LEAK TRAILER		Water	Other
12/11/2025	61107	OMNI GLASS & PAINT LLC	CN10-25 PAY #2	130,334.00	PAY REQUEST NO.2_WINDOW A	ND DOOR REPLACEMENT_CH	Facility Improvement Fund	Municipal Building
12/11/2025	61108	OSHKOSH FIRE & POLICE EQUIPMENT INC	198756	5,020.00	FIRE HOSE		Neenah Menasha Fire	Fire Department
12/11/2025	61109	PACKERLAND GLASS PRODUCTS	80151	13,695.00	FRONT ENTRY / WINDOW REPL	ACEMENT	Water	Other
12/11/2025	61111	STATE OF WISCONSIN	NOV 2025 COURT	7,773.46	NOV COURT FINES		Joint Municipal Court Fd	Administration Exp.
12/18/2025	61119	BRAUER SUPPLY & EQUIPMENT	250109	9,140.00	SABER PLOW BLADES		Fleet Management	Municipal Facilities
12/18/2025	61122	CCS SCALES & SYSTEMS	2639668	4,270.59	LIME SYSTEM - LOAD CELLS,	DISPLAY, CALIBRATION	Water	Other
12/18/2025	61125	JEFFERSON FIRE & SAFETY INC	PB002252	3,701.90	RODRIGUEZ GEAR		Neenah Menasha Fire	Other
12/18/2025	61129	MILBACH CONSTRUCTION SERVICES CO	25-1028 PAY #1	297,819.85	ST 31 REMODEL 9/24-11/25		Facility Improvement Fund	Fire Department
12/18/2025	61131	NEUMO	INV10555	6,531.25	GOVOS LTD LICENSES 24-25	(19)	Capital Equipment Fund	Information Systems
12/18/2025	61132	PHEIFER BROTHERS CONSTRUCTION	10090002	69,485.16	WING REPLACEMENT JEWELERS	PARK DR	TIF #12 Bridgewood	Other
12/31/2025	61138	AL DIX CONCRETE INC	CN4-25 PAY #1	47,989.25	PAY REQUEST NO.1_CONTRACT	4-25	Streets,Utility,Sidewalks	Street Maintenance
12/31/2025	61139	APPEAL DIGITAL IMAGE & DESIGN	1994	39,550.00	ST 32 REMODEL		Facility Improvement Fund	Fire Department
12/31/2025	61140	APPLETON, CITY OF	18924	41,895.00	DEC TRANSIT SERVICES		General Fund	Community Development
12/31/2025	61143	BRAUER SUPPLY & EQUIPMENT	250119	10,378.00	PLOW BLADES		Fleet Management	Municipal Facilities
12/31/2025	61148	EXCEL ENGINEERING INC	122716	3,483.81	CONFERENCE ROOM BUILD DES	IGN-PLAN SUBMITTAL	Water	Other
12/31/2025	61149	FEAKER & SONS COMPANY INC FEAKER & SONS COMPANY INC FEAKER & SONS COMPANY INC FEAKER & SONS COMPANY INC	CN2-25 FINAL CN2-25 FINAL CN2-25 FINAL CN2-25 FINAL	12,902.90 31,522.39 19,163.17 14,287.48	FINAL PAY REQUEST_CONTRAC FINAL PAY REQUEST_CONTRAC FINAL PAY REQUEST_CONTRAC FINAL PAY REQUEST_CONTRAC	T 2-25 T 2-25 T 2-25 T 2-25	Storm Water Management Streets,Utility,Sidewalks Sewer Capital Fund Water	Sewer Repair/Replacement Upgrades-City Initiated Sewer Repair/Replacement Other
12/31/2025	61151	HALSPA HEALTH SC	9220889	15,000.00	ANNUAL LAB WORK		Neenah Menasha Fire	Fire Department
12/31/2025	61153	JEFFERSON FIRE & SAFETY INC	IN334863	4,130.80	FIRE HOSE		Neenah Menasha Fire	Other
12/31/2025	61154	JEREMY J KOX LANDSCAPE	JK240251	2,192.50	LANDSCAPE ARCHITECTURE SE	RVICES	Facility Improvement Fund	Other
12/31/2025	61157	LEE RECREATION LLC	1745125	187,276.00	PLAYGROUND EQUIPMENT & SU	RFACING	Facility Improvement Fund	Parks
12/31/2025	61158	LEIBY, ERIC	TAXES/REFUND	3,550.42	REFUND TAXES OVERPMT	81140000700	Real Estate Tax Agency Fd	
12/31/2025	61161	ORY'S CONCRETE LLC	20359	3,215.00	FRONT ENTRY CONCRETE WORK		Water	Other
12/31/2025	61164	SCOTT LAMERS CONSTRUCTION LLC SCOTT LAMERS CONSTRUCTION LLC	CN4-24 FINAL CN4-24 FINAL	25,076.55 40,492.95	FINAL PAY REQUEST_CONTRAC FINAL PAY REQUEST_CONTRAC	T 4-24 T 4-24	Water Sewer Capital Fund	Other Sewer Repair/Replacement
12/31/2025	61170	VAN SISTINE HOMES LLC VAN SISTINE HOMES LLC	4TH ADD FM/PW 1 ADD FA/PW	30,479.24 53,806.60	SIDEWALK ESCROW_4TH ADDN SIDEWALK ESCROW_1ST ADDN	HOMES AT FREEDOM MEADOWS FREEDOM ACRES	Streets,Utility,Sidewalks Streets,Utility,Sidewalks	
12/31/2025	61173	WISCONSIN DEPT OF TRANSPORTATION WISCONSIN DEPT OF TRANSPORTATION	3950000421640 3950000421640	14,055.95 3,060.88	PAY REQUEST NO.10_COMMERC PAY REQUEST NO.10_COMMERC	IAL ST_NOV ROADWAY ITEMS IAL ST_NOV NON PARTICIP	Streets,Utility,Sidewalks Streets,Utility,Sidewalks	Upgrades-City Initiated Upgrades-City Initiated

2,494,313.84